



# South Indian River Water Control District™

Established 1923

A Florida Special District

15600 Jupiter Farms Road • Jupiter, Florida 33478-9399 • (561) 747-0550 • Fax (561) 747-9182

[www.sirwcd.org](http://www.sirwcd.org)

[sirwcd@sirwcd.org](mailto:sirwcd@sirwcd.org)

## BOARD OF SUPERVISORS MEETING

February 17, 2022 – 6:00 pm

District Work Center

15600 Jupiter Farms Rd., Jupiter, FL 33478

Meeting and Zoom Video Conference

## BOARD MEETING AGENDA

- 1) Pledge of Allegiance
- 2) Landowners' Items
- 3) Consent Agenda
  - A) Approval of Minutes of Previous Meetings
  - B) Approval of Warrant List
- 4) Public Information Report
  - A) Work Center Dedication
  - B) Infographics – Animations – Videos – Fact Sheets
  - C) Policies & Procedures Manual
- 5) Treasurer's Report
- 6) Manager of Operations Report
- 7) Engineer's Report
  - A) Fill Permits
  - B) Section 7 Project
  - C) Canal E
- 8) Attorney's Report
- 9) Old Business
  - A) Change Requirement for Non-Resident Board Member
  - B) Loxahatchee River Watershed Restoration Project – G-92 Agreement
- 10) New Business
  - A) Family Day 2023 – District's 100-Year Celebration
- 11) Adjourn

## Public Information Monthly Report Feb. 2022

**TO: Board of Supervisors**  
**SOUTH INDIAN RIVER WATER CONTROL DISTRICT**

**FROM: Dick Gruenwald Associates**  
**DISTRICT PUBLIC INFORMATION SPECIALISTS**

News releases/Notices were sent out to local newspapers and community publications:

- 1) Monthly Board of Supervisors Meeting (Feb. 17) release
- 2) 2022 Jupiter Farms Road Maintenance information

The following items were updated or added to the website:

- 1) Multiple copy changes on numerous pages
  - Statistics, Board Meetings, District News, District News Highlights, Staff
- 2) Monthly Meeting (Dec. 9) minutes
- 3) Board of Supervisors Monthly Meeting (Feb. 17) information and Zoom registration invitation
  - Agenda, staff reports and slide presentation

Attended Monthly Meeting (Jan. 20) at District Office and Staff Meeting (Feb. 7) via Zoom.

We are completing the District Newsletter, which includes the Manager of Operations and District Engineer Annual Reports, Updated Driveway Culvert Pricing, Election Results, Dedication and Open House, Introducing New District Engineer and more. The newsletter will be reviewed by John Meyer, Susan Kennedy, and Mike Dillon prior to being mailed out to landowners.

### **We are investigating costs for breakfast/brunch options for the District Work Center Open House and Dedication on March 19.**

Donna DeNinno secured four initial proposals for accessibility-compliant website development and hosting and did extensive research and prepared outlines to work with legal, Michael Howard, John Meyer, and Holly Rigsby on content and changes for the District's website. Consideration for keeping costs within budget was a primary consideration, as well as meeting the accessibility guidance. We do have the accessibility statement suggested by legal on the existing website regarding creating a new compliant site and that the District will provide content upon request to those currently unable to access any information. We are continuing with the process of updating pages within the existing website that will be included in the creation of a new site once completed and reviewed by the committee and Board. Florida Senate and House bills sponsored by Florida Association of Special Districts to change requirements for special district websites were delayed several months due to Covid-19. It was signed into law on July 1, 2020. Ms. DeNinno reviewed changes with legal and reported on options at the July 16, 2020, Board Meeting. The Board unanimously approved moving forward with creating the new site based on the latest information required by the State. Nine Portable Document Files (PDFs) that are required to be on the website have been remediated through a third-party accessibility company. As requested by the Board, we are now including Staff Reports and Presentations in addition to the Agenda for meetings. We are currently updating the materials and minutes for meetings dating back to October of 2020.

**Municode is now a wholly owned subsidiary of CivicsPlus (these are companies we quoted with for the creation of an ADA accessible website). Both companies are very similar, use the same software, have the same features and costs are also similar. We will still be able to work with the representative from Municode that has been very helpful. We will obtain a new quote shortly.**

**We have prepared information for staff with tips for preparing accessible documents that will be used as PDF files on the website so remediation will be easier.**

The District office and staff met on April 23, 2021, to review and discuss updates by Legal of the District's Policy & Procedures Manual. These revisions to Chapters 1-6 and associated Appendices have been incorporated into the manual. The District Engineer is reviewing chapters 7-9. The Procurement Policy is also being updated and will be incorporated into the manual as Chapter 10. The tracked Word document and original Appendices with notes were sent to committee chairs John Meyer and Michael Howard for review. Mike Dillon, Donna DeNinno and John Meyer met to review revisions made by staff and comments by committee chairs and discuss proposed changes to the Manual. Significant revisions have been made to date based on meeting discussion. Mike Dillon, Donna DeNinno and Mike Howard met on June 16 for additional discussion. Additional updates have been made in the interim. A Policy Committee Meeting was held on October 5, 2021, at the District Office with John Meyer, John Jones, Mike Dillon, Donna DeNinno, Bill Capko and Seth Behn in attendance and Amy Eason attending via Zoom. Three landowners also attended. The Policy and Procedures Manual Update was discussed, and additional revisions will be made. Chapters 7-10 are being updated and revised, as well as the Appendices. John Meyers and Donna DeNinno have made additional updates and changes to Chapters 1-6 and the Table of Contents in December and January, and the latest revision has been submitted to Michael Howard, Mike Dillon, Legal, and Engineering, with comments due back by January 20. **Michael Howard and John Meyers made a few additional changes after the January 20 meeting and Donna DeNinno is in the process of making the updates (Chapters 1-6) and will then send to the Board and Staff for review and comments.**

Discussed with John Meyer the possibility of updating the District's video **Taking Water Seriously** and putting it on the website. We are investigating costs to update the copy and video and cost for ensuring accessibility compliance. We contacted the company who created a video for Jupiter Farms Residents and discussed costs and capabilities for project for possible creation this year. **Susan Kennedy, Karen Brandon and Donna DeNinno held a Zoom meeting to discuss options for public education materials, with a focus on information for the upcoming wet season, District drainage and flooding management. The consensus was to consider a series of options such as animations, infographics, videos, and fact sheets on a number of subjects of interest to the landowners and of importance to the District. The Board was updated on this approach at the January Board meeting. We have begun researching information that will be useful to us in developing this program.**

We continue to work with Mr. Meyer, Ms. Kennedy, and the Manager of Operations on a regular basis. We review and monitor print and online media for all District-related stories articles on roads, drainage, and other issues of interest in Palm Beach County and Florida, as well as nationally, then prepare and distribute material to supervisors and members of the staff via e-mail.



Established 1923

15600 Jupiter Farms Road, Jupiter, Florida • (561) 747-0550 • Fax (561) 747-9182

To: Board of Supervisors

From: Charles F. Haas, Treasurer

RE: Treasurer's Report for the month of February 2022

CC: Staff

Date: February 17, 2022

---

### **Routine Business**

- 1) The District received a total of \$5,171,597 in current assessments receipts from the Palm Beach County Tax Collector through February 2022.
- 2) We continue to work on the year-end close in preparation of the Audit commencement.
- 3) Following the Board's direction, we will be sending our report to the District's Public Information Officer for uploading to the website.

### **Board Consideration**

- 1) The Board will be asked to approve the list of disbursements. (Sent under a separate cover).



# South Indian River Water Control District™

Established 1923

A Florida Special District

15600 Jupiter Farms Road • Jupiter, Florida 33478-9399 • (561) 747-0550 • Fax (561) 747-9182

[www.sirwcd.org](http://www.sirwcd.org)

[sirwcd@sirwcd.org](mailto:sirwcd@sirwcd.org)

## MEMORANDUM

TO: Board of Supervisors  
FROM: Manager of Operations  
SUBJECT: Manager's Report for January 14, 2022 to February 10, 2022  
DATE: February 10, 2022

### ADMINISTRATIVE

- 1) Reviewed District canals with Aquatic Weed Spray Contractor.
- 2) On-site meetings and phone conversations with Landowners regarding drainage, road conditions, and driveway culvert installations.
- 3) On-site inspections of Section 7 drainage with Engineer.
- 4) Meetings with Enercon to discuss telemetry system for flood control structures.
- 5) Received \$3,041.75 for Verizon cell tower lease.
- 6) Received \$9,250.00 from Palm Beach County for quarterly mowing contract.
- 7) Employees have missed approximately 176 hours this month due to COVID-19.
- 8) Attended Staff meeting.
- 9) Attended Loxahatchee River Management Coordinating Council Meeting.
- 10) Employees participated in a First Aid – Cardiopulmonary Resuscitation class at the District work center.
- 11) Employee's received certificates for underground storage tank testing.

### WATER CONTROL

- 1) Received 3.08 inches of rain this reporting period.
- 2) Crews installed seven driveway culverts and five temporary culverts. Crews also prepared swales for three new construction culvert installs.
- 3) Terra Tech continues canal spraying for aquatic weed control.
- 4) Crews continue to inspect driveway culverts for replacement and swales continue to be re-contoured for drainage throughout the District.
- 5) Crews continue to inspect and replace drainage culverts throughout the District.

## **ROAD MAINTENANCE**

- 1) Roads continue to be re-contoured for proper stormwater runoff.
- 2) North Florida Emulsion begins micro-resurfacing on existing Open Graded Emulsified Mix roads.
- 3) Lake Point Restoration hauled 176 tons of shell rock to the District yard.

*Michael Dillon*

Michael Dillon  
Manager of Operations

## Memorandum

To South Indian River Water Control District (SIRWCD)  
Board of Supervisors

---

CC

---

Subject Engineer's Report for February

---

From Karen D. Brandon, PE, District Engineer

---

Board Meeting  
Date February 17, 2022

---

The following is a summary of activities and communications that were of significance during the **month of February**. Updated information is presented in **bold**:

### I. CURRENT CAPITAL IMPROVEMENTS AND OTHER DISTRICT PROJECTS

- A. Staff has executed a contract for the surveying of Canal C. Survey has been obtained. Staff prepared design cross sections and preliminary plans for the permit applications to expand and relocate Canal C to allow for maintenance on both sides of the canal. Staff also investigated the ownership of Canal C and has attended a meeting with South Florida Water Management District (SFWMD) to discuss permitting. Per Board direction, staff submitted a Loxahatchee River Preservation Initiative grant application for this project and was ranked on August 9, 2021. Staff submitted the House of Representatives forms for submission to the Florida Legislation for consideration. In addition, staff has reached out to the Florida Department of Environmental Protection (FDEP) to discuss permitting. Staff received information from FDEP and is working with FDEP to clarify their position on the permitting.
- B. As part of the budget for this year, the board has authorized the installation of control structures on the west end of Canal E. To prepare for the design and permitting of these structures, staff reconciled the permit record from South Florida Water Management District and attended a pre-application meeting to determine the requirements and operation of the structure. Staff attended a meeting with SFWMD. At the meeting, staff explored an option to utilize the existing project culvert instead of installing new culverts. Staff met with Palm Beach County on August 10, 2021, to discuss the proposed improvements since the improvements would encroach on their property. Staff received the survey for the area. **Staff has prepared a draft plan, which is currently being reviewed by the Engineer.**
- C. On June 23, 2021, staff received notice from the Florida Department of Environmental Protection that SIRWCD received a cost reimbursement grant of \$353,650 for the Section 7 Drainage Improvement Project. Staff prepared the information for the agreement and submitted it to FDEP on August 31, 2021. FDEP executed the agreement on October 22, 2021, and the Manager of Operations ordered three (3) risers.

Staff has been finalizing calculations and preparing contract documents for various components of the project to obtain costs from various contractors in accordance with SIRWCD policy and procedures. **A site inspection to verify field conditions was conducted on January 27, 2022 with staff. As a result of the site meeting, some revisions and adjustments were made to the plans.** A quarterly Progress Report was sent to FDEP on January 14, 2022. **A teleconference was held between staff and the FDEP Grant Project Manager on February 3, 2022. The plans, once finalized will be sent to FDEP, prior to construction.**

## II. OPERATION AND MAINTENANCE

- A. **A National Pollutant Discharge Elimination System (NPDES) Steering Committee meeting was held on January 19, 2022. Items discussed include an update of the 2020-2022 FDEP Biennial Water Quality Watershed Assessment, the Year 5 draft Joint Annual Report and the proposed 2022-2023 Budget (10% increase). Staff is currently working on the Annual Report. The next meeting is scheduled on February 16, 2022.**
- B. Staff continues to monitor and participate in the activities of the Loxahatchee River Ecosystem Management Committee, the Loxahatchee River Initiative, and the Loxahatchee River Management Coordinating Council (LRMCC). **The LRMCC met on January 31, 2022. The meeting included Lainhart and Masten Dam updates as well as a Loxahatchee River Wild and Scenic Management Plan Update.**
- C. Staff met with Palm Beach County on January 22, 2021 to discuss drainage within the district and filling of lots. Staff discussed the need for compensatory storage versus a regulated discharge rate for properties. Staff discussed County regulations and the need for the County to implement its regulations. At the March 25, 2021 meeting, the Board authorized staff to review Palm Beach County code and develop a letter to respond to the County on the District's position on filling of lots within the District.

On May 6, 2021, staff met with Palm Beach County on a proposal for guidance on development within SIRWCD. Staff continues to work with the County on its regulations and the impacts to SIRWCD. Palm Beach County has submitted to staff draft language to change their code to require storage within the District. Staff submitted changes to the draft language to include the items requested at the July 15, 2021 meeting.

On November 22, 2021, Palm Beach County sent staff revised draft language on the proposed lot filling code revision. The current revisions to the Unified Land Development Code (ULDC) were sent by Palm Beach County to the Florida Department of Emergency Management for review in order to meet the deadline for the next round of Comprehensive Plan Amendments in April. Palm Beach County received comments back from FEMA, and as has also met with Northern Palm Beach County Improvement District, Lake Worth Drainage District, and Indian Trail Improvement District.

Staff forwarded the language to the Board for comment. Staff relayed comments received from board members to Palm Beach County. Staff met with Palm Beach County on December 15 to discuss comments. At this time Palm Beach County has no plans to conduct public engagement meetings, as they believe there will be ample opportunities for the public to be involved in the approval process. **Staff reached out to Palm Beach County on February 10, 2022. Ken Todd has modified the PPM**





and will send it to Doug Wise, Director of the Building Division, for review. Once Mr. Wise approves, the modified PPM will be sent to SIRWCD and ITID for review. It is anticipated that this will occur within the next two weeks. Ken Todd will check on the schedule and get back with staff.

- D. **Staff had a conference call with SFWMD staff members Beth Kacvinsky and Jeff Buck on February 10, 2022, to discuss the G-92 Agreement between SIRWCD and SFWMD for operation of the structure. Beth will discuss with SFWMD operations staff and others to initiate the process of developing an updated agreement.**
- E. We continue to receive, review and comment on various permit applications for projects to be constructed within the District.
- F. We continue to provide engineering assistance to the Manager of Operations, as needed, on operation and maintenance items, as well as landowner requests, utility requests, and inquiries from other governmental entities on issues that involve engineering support.

Should you have any questions or comments, please feel free to contact me for more detailed information on any of the above subjects.