



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

sirwcd@sirwcd.org

July 21, 2022 – 6:00 pm

District Work Center

15600 Jupiter Farms Rd., Jupiter, FL 33478

Meeting and Zoom Video Conference

BUDGET PUBLIC HEARING AGENDA

- 1) Pledge of Allegiance
- 2) Presentation of Budget
- 3) Landowner Comments
- 4) Adjourn

BOARD MEETING AGENDA

- 1) Consent Agenda
 - A) Approval of Minutes of Previous Meeting
 - B) Approval of Warrant List
- 2) Landowner Items
- 3) Public Information Report
 - A) Infographics – Animations – Videos – Fact Sheet
 - B) Policies and Procedures Manual
 - C) Welcome Letter to New District Residents
- 4) Treasurer's Report
 - A) Consideration of a Resolution Adopting the 2022-23 Budget
 - B) Election of the Uniform Method of Collection of Non-Ad Valorem Assessments for Fiscal Year 2022-23
- 5) Manager of Operations Report
 - A) Discuss Change to Holiday Schedule
- 6) Engineer's Report
 - A) Section 7 Project
 - B) Canal E Project
 - C) Canal C Project
 - D) Road Paving Petitions/Referendums
 - E) Adoption of Permit Fees
- 7) Attorney's Report
- 8) Old Business
- 9) New Business
- 10) Adjourn

Public Information Monthly Report August 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) Budget Committee Meeting (Aug. 4) release
- 2) Monthly Board of Supervisors Meeting & Budget Hearing (Aug. 18) release

The following items were updated or added to the website:

- 1) Multiple copy changes on numerous pages
 - Statistics, Board Meetings, District News Highlights, Budget, Elections
- 2) Pictures of manatees in the District canal
- 3) Budget Committee Meeting (Aug. 4) information
- 4) Monthly Meeting (May 19) minutes
- 5) Board of Supervisors Monthly Meeting & Budget Hearing (Aug. 18) information and Zoom registration invitation
 - Agenda, staff reports and slide presentation

Attended Monthly Meeting (June 21) at District Office, Budget Committee Meeting (Aug. 4) and Staff Meeting (Aug. 8) and set up and monitor all Zoom meetings.

The August newsletter has been mailed out to landowners and includes 2022-23 Budget overview, candidates and election information for the September 2022 Election of Supervisors, the Annual Budget Hearing and Annual Landowners Meeting, Roadway Petitions, Current Capital Improvements & Other District Projects, Hurricane Preparation Information and Palm Beach County App for Emergencies.

We are working with Mr. Haas and the District Office on preparing the mailing list for the Welcome to the District letter for new residents. We have received the adjusted list from Carol Wise with 507 names and the letter is in the process of being updated. There was previous discussion of including the first fact sheet with the mailing.

Donna DeNinno originally 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. Covid-delayed Florida Senate and House bills sponsored by Florida Association of Special Districts to change requirements for special district websites were signed into law on July 1, 2020. Ms. DeNinno and legal reviewed changes and reported on options at the July 16, 2020, Board Meeting. The Board approved creating the new site based on the latest information required by the State.

We are continuing to update pages within the existing website that will be included in the creation of the new site, once reviewed by the committee and Board. 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 these files dating back to October of 2020. New PDF remediation checkers have been released and we are using these to check our remediated files for compliance. We have sent staff information with tips for preparing more accessible documents that will be used as PDF files on the website so remediation will be easier. Municode is now a wholly owned subsidiary of CivicsPlus (these are companies we quoted with for the creation of an accessible website). Both companies use the same software, have the same features and similar costs. We will be able to work with the representative from Municode who has been very helpful. **An updated quote was received for \$3300 per year, which incorporates design of the site, hosting, maintenance, and security.**

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. 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, 2021, for additional discussion. 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 & Procedures Manual Update was discussed, and additional revisions were made. John Meyers and Donna DeNinno made additional updates and changes to Chapters 1-6 and the Table of Contents in December and January, and the latest revision was submitted to Michael Howard, Mike Dillon, Legal, and Engineering, with comments due back by January 20, 2022. Michael Howard and John Meyers made a few additional changes after the January 20 meeting. Mr. Meyer asked at the February 17, 2022, meeting if Chapters 7-9 and Chapter 10 could be completed by the end of the year. Comments have been received from legal, Laura Bender, and Mrs. Rigsby for additional updates to Chapters 1-6 and Appendix C, which includes election information, and a draft was sent to the Board and Staff for review. **The District Engineer has sent us Chapters 7-8 and is working on Chapter 9, which will include the new District fees information. Legal's lawyer who has expertise in procurement is revising the Procurement Policy. Ms. DeNinno has begun incorporating the information into the master Policy and Procedures Manual and we hope to have an update shortly for committee review.**

Susan Kennedy, Karen Brandon, and Donna DeNinno held a January Zoom meeting to discuss options for public education materials, with an initial focus on information for the 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. Ms. DeNinno has provided research information to Ms. Kennedy and Mrs. Brandon for consideration of topics to include in our projects. Ms. DeNinno secured original art files from South Florida Water Management District, and they have given us permission to utilize their materials in our projects. The first project will be on drainage and flooding with print fact sheets/infographics. Ms. Kennedy, Mrs. Brandon, and Ms. DeNinno have had three Zoom meetings and an initial draft was sent to Board members for comments at the May Meeting.

Ms. Kennedy asked Ms. DeNinno to send her the file so she could make edits, and Ms. DeNinno sent her the information on May 20th. **Ms. Kennedy is currently working on the file.**

At the March 17, 2022, meeting, Ms. Kennedy suggested a contract with a video company. Ms. Kennedy is working with Matthew Gitkin and Cliff Gordon of Blue Sky Productions in Jupiter Farms to prepare the video portion of the project. **A rough one-minute rough draft was shown at the July meeting and Mr. Gitkin noted that he expected the video to be finished for the August 18th meeting.**

Donna DeNinno worked with Mr. Haas on the budget slides/presentation for the July 21st Meeting and Public Information meeting held on August 4th. We are working on the final presentation of the proposed budget for the August 18th Public Hearing.

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.



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MEMORANDUM

TO: Board of Supervisors
FROM: Manager of Operations
SUBJECT: Manager's Report for July 15, 2022 to August 11, 2022
DATE: August 11, 2022

ADMINISTRATIVE

- 1) Reviewed District canals with Aquatic Weed Spray Contractor.
- 2) On-site meetings and phone conversations with Homeowners related to maintenance activities throughout the District.
- 3) Attended District Budget Workshop.
- 4) Attended the Loxahatchee River Preservation Initiative Meeting at Town of Jupiter Emergency Center.
- 5) Attended pre-bid meeting for Section 7 Drainage Project.
- 6) Received \$9,250.00 from Palm Beach County per mowing agreement.
- 7) Received \$3,041.75 for Verizon Tower Lease.
- 8) Staff reviewing Federal Holiday Schedule for 2022-23 **(Board Discussion)**
- 9) Attended Staff meeting.
- 10) Reviewed inspection reports for Catch Basin and Control Structures.

WATER CONTROL

- 1) Received 2.6 inches of rain this reporting period.
- 2) Crews installed seven driveway culverts. Crews also prepared swales for five new construction culvert installs. Three driveway culverts were inspected.
- 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.
- 5) Crews continue to inspect and replace drainage culverts throughout the District.
- 6) Canal E debris completed, scheduling rock revetment with contractor.
- 7) Section 7 Drainage Project begins with tree and vegetation removal along easements.

ROAD MAINTENANCE

- 1) Lake Point hauled 186 tons of shell rock to District Work Center.

Michael Dillon

Michael Dillon
Manager of Operations



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Michael Dillon

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Manager of Operations



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Memorandum

To South Indian River Water Control District
Board of Supervisors

CC

Subject Engineer's Report for August

From Karen D. Brandon, PE, District Engineer

Board Meeting

Date August 18, 2022

The following is a summary of activities and communications that were of significance during the past two months. 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 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 to discuss permitting. Notification was received March 9, 2022, that Legislative funding was approved for the Canal C project in the amount of \$312,500 for Fiscal Year 2023. Staff is also researching the U.S. Army Corps 404 Permitting and the delegation to Florida Department of Environmental Protection. It is anticipated that the project will qualify for an exemption for stormwater maintenance. Florida Department of Environmental Protection has confirmed that as long as there are no wetland impacts that are in Waters of the United States then a 404/Federal authorization will not be required. Staff has drafted a letter for submittal to Florida Department of Environmental Protection for confirmation of qualification as an exemption. **Staff will be submitting a letter to Florida Department of Environmental Protection next week for confirmation of qualification as an exemption.**
- B. As part of the budget for this year, the Board 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 South Florida Water Management District. 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. A site meeting was conducted on March 3, 2022 to review the area on the north side of Canal E adjacent to a residence. In order to protect the landowner in case of high water elevations, some additional

grading will be required on the north side. The surveyor has staked the property line between the landowner to the north and Canal E. A call was held with the Department of Environmental Management staff on May 3, 2022 to discuss the tie-in to Palm Beach County's property to the south. Additionally, the latest plans were forwarded to the Department of Environmental Management. The contractor who will clear the vegetation is in the process of securing a permit from South Florida Water Management District for access from the C-18 Canal Right of Way.

After securing a permit from South Florida Water Management District for access from the C-18 Canal Right of Way, the Contractor cleared the vegetation on the north side of the canal. The District is currently bringing in some fill and grading out the north side to establish a connection to 89th Ave North for maintenance access. A new gate will be added on the newly established north side to prevent motorized access from the C-18 Canal R/W. The Manager has requested a price from Murray Logan Construction to assist with cleanout of aquatic vegetation immediately upstream and downstream of the District's culverts and for the placement of riprap for erosion protection.

The Manager received a second price for the placement of riprap for erosion protection from South Florida Land Clearing, Inc. The price includes some re-sloping to 3 to 1 and seeding. After this work is complete, the District will install a gate to deter traffic from the C-18 Canal Right-of-Way to the north side of Canal E.

- C. On June 23, 2021, staff received notice from the Florida Department of Environmental Protection that South Indian River Water Control District 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 Florida Department of Environmental Protection on August 31, 2021. Florida Department of Environmental Protection 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 South Indian River Water Control District 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 Florida Department of Environmental Protection on January 14, 2022. A teleconference was held between staff and the Florida Department of Environmental Protection Grant Project Manager on February 3, 2022. The plans once finalized will be sent to Florida Department of Environmental Protection, prior to construction. The plans are scheduled to be submitted to the District Manager for review by March 17, 2022 prior to submittal to Florida Department of Environmental Protection. A meeting was held with staff on March 23, 2022 for a final review of the plans. Minor edits have been made to the plans and the calculations of additional storage volume to be provided by the project are being finalized. The quarterly Progress Report is being submitted to Florida Department of Environmental Protection this week. The final construction plans were submitted to the Florida Department of Environmental Protection Grant Manager on April 29, 2022 for his files. The District Manager is in the process of requesting bids from contractors for the riser/culvert installations and land clearing activities.

On May 2, 2022, South Indian River Water Control District received a request for information from the Public Integrity & Elections Committee by email for the Section 7 project. The notification includes a list of records to be produced related to invoice documentation, communications with Florida Department of Environmental Protection, contracts, and status of the project. Staff reached out to the Committee Staff Director on May 6, 2022 and discussed the current status of the project. The requested information was submitted on June 3, 2022.



As a result of the Manager of Operations receiving only one bid for the installation of the riser/culverts after reaching out to several contractors, staff decided to advertise for bids in the Palm Beach Post. The advertisement ran on July 10, 2022 with a bid due date of August 9, 2022.

A quarterly Progress Report will be submitted to Florida Department of Environmental Protection the week of July 18, 2022.

Unfortunately, only one bid was received for the riser/culvert installations and the bid was very high. Staff is reaching out to the contractor to clarify his assumptions, with the intent of negotiating a more reasonable price. Meanwhile, the clearing of vegetation from the easements has been completed.

II. OPERATION AND MAINTENANCE

- A. The last National Pollutant Discharge Elimination System Steering Committee meeting was held on March 17, 2022. The Annual Report was finalized and submitted on March 31, 2022. The Florida Stormwater, Erosion, and Sedimentation Control Inspector Training & Certification Program was held on May 18 and 19, 2022. **The next Steering Committee Meeting is scheduled for September 21, 2022 and the budget report is on the agenda.**
- 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. The Loxahatchee River Management Coordinating Council met on June 27, 2022. The meeting included an update on the Loxahatchee River Watershed Restoration Project Rulemaking Revisions.
- 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 South Indian River Water Control District. Staff continues to work with the County on its regulations and the impacts to South Indian River Water Control District. 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 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 Florida Department of Emergency Management and 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, 2021 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 Policy and Procedure Memorandum 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 South Indian River Water Control District and Indian Trail Improvement District 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. Staff reached out to Ken Todd on March 11, 2022 to discuss the current status. Doug Wise has completed his review of the PPM and the revisions are being incorporated. Ken Todd sent the Policy and Procedure Memorandum to South Indian River Water Control District staff for final review on March 31, 2022. Concurrently, the Policy and Procedure Memorandum is being reviewed by Lake Worth Drainage District, Northern Palm Beach County Improvement District and Indian Trail Improvement District. Palm Beach County has not received any additional comments from Lake Worth Drainage District, Northern Palm Beach County Improvement District, or Indian Trails Improvement District. Ken Todd will discuss South Indian River Water Control District's comments with Doug Wise. **Ken Todd and Doug**

Staff received a final copy of the Policy and Procedure Memorandum on July 20, 2022.

- D. Staff had a conference call with South Florida Water Management District staff members Beth Kacvinsky and Jeff Buck on February 10, 2022, to discuss the G-92 Agreement between South Indian River Water Control District and South Florida Water Management District for operation of the structure. Beth will discuss with South Florida Water Management District operations staff and others to initiate the process of developing an updated agreement. Staff received an email with flow graphs for G-92 on March 9, 2022 for review. An update on the status of internal discussions at South Florida Water Management District regarding a new G-92 agreement was requested on March 11, 2022.

Staff attended the Palm Beach County Water Resources Task Force Meeting on March 31, 2022 and had the opportunity to speak with Jennifer Reynolds, who is the Director of Ecosystem Restoration and Capital Projects for South Florida Water Management District. The South Florida Water Management District is proposing to amend consumptive use permitting criteria to protect water made available by the Loxahatchee River Watershed Restoration Project. This water resource protection is a prerequisite for the South Florida Water Management District signing a Project Partnership Agreement with the US Army Corps of Engineers for the Loxahatchee River Watershed Restoration Project by September 2022. Ms. Reynolds is not authorized to begin drafting agreements, such as the new G-92 Agreement, until after the rule is final.

- E. Staff as begun working on the 20-Year Stormwater Needs Analysis, which is a legislative mandate requiring special districts and municipalities to submit the analysis by June 30, 2022, to Palm Beach County. The remaining items include mostly the financial sections of the Analysis, which will be coordinated with the District Manager and Mr. Haas. The Stormwater Needs Analysis Spreadsheet was submitted on June 30, 2022.
- F. **In response to the Board's requests last month regarding water quality sampling, staff obtained a quote from Pace Analytical Services, LLC for Sucralose. The additional monthly fee would be \$450/sample or \$3600 for all eight sample locations, which would double South Indian River Water Control District's sampling cost. Additionally, trend graphs have been created for the metals currently sampled.**
- G. **A recommended Permit Fee Schedule has been prepared based on guidance by the Board at the July meeting.**



- H. We continue to receive, review, and comment on various permit applications for projects to be constructed within the District. **Additionally, we attend site meetings and inspections related to permit applications and landowner requests.**
- I. 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.