



# 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)

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## **BOARD OF SUPERVISORS MEETING AGENDA**

October 20, 2022 – 6:00 pm

District Work Center

15600 Jupiter Farms Rd., Jupiter, FL 33478

Meeting and Zoom Video Conference

- 1) Pledge of Allegiance
- 2) Ratification of Election Results
  - A) Swearing in of Elected Board Members
- 3) Election of Officers
- 4) Appointments
- 5) Consent Agenda
  - A) Approval of Minutes of Previous Meetings
  - B) Approval of Warrant List
- 6) Landowner Items
- 7) Public Information Report
  - A) Drainage Fact Sheet
  - B) Policy and Procedures Manual
- 8) Treasurer's Report
  - A) Discuss Employee/Manager Annual Leave Policy
- 9) Manager of Operations Report
  - A) Hurricane Ian Update
- 10) Engineer's Report
  - A) Section 7 Project
  - B) Canal C Project
  - C) Road Paving Petitions
  - D) Water Quality Monitoring
- 11) Attorney's Report
- 12) Old Business
- 13) New Business
- 14) Adjourn

## **Public Information Monthly Report Sept./Oct. 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) Annual Landowners Meeting (Sept. 15) release
- 2) Update on the Impacts from Hurricane Ian (Sept. 27 & 29)
- 3) Monthly Board of Supervisors Meeting (Oct. 20) release
- 4) New Drainage in the District Video release

The following items were updated or added to the website:

- 1) Multiple copy changes on numerous pages
  - Statistics, Board Meetings, Budget, Elections
- 2) Monthly Meeting (July 21) minutes
- 3) Update on the Impacts from Hurricane Ian
- 4) New Drainage in the District Video release
- 5) Annual Landowners (*Sept. 16, 2021*) minutes
- 6) Board of Supervisors Monthly Meeting and Annual Landowners and Monthly Meeting (*Sept. 15*) information and Zoom registration invitation
  - Agenda, annual staff reports and slide presentation
- 7) Board of Supervisors Monthly Meeting (*Oct. 20*) information and Zoom registration invitation
  - Agenda, staff reports and slide presentation

Attended Monthly Meeting (Aug. 18) and Annual Landowners Meeting (Sept. 15) at District Office, and Staff Meeting (Oct. 11) and set up and monitor all Zoom meetings.

The Welcome to the District letter for new landowners has been mailed out to new landowners.

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. We continue to edit and revise the existing website, remediate PDF files, and prepare for moving the website to a new host in the next couple of months.**

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. 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 Procurement Policy is also being updated and will be incorporated into the manual as Chapter 10. The District Engineer has sent us updated Chapters 7-8. **These changes were incorporated into the draft and sent to Mr. Meyer, Mr. Howard, and staff for review. Changes received back from Mr. Meyer are currently being incorporated into the draft for review. Chapter 9, which will include the new District fees information, will be completed shortly, and incorporated into the draft once received. Chapter 10 is in final review by legal and should be available soon to incorporate into the draft of the manual.**

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 20<sup>th</sup>. **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 worked with Matthew Gitkin's Nine Finger Productions in Jupiter Farms on the project. **Donna met with Mrs. Rigsby at the District Office to set up a You Tube account and she set up the channel, settings, and uploaded the video and closed captioning. We remediated a text version of the video script provided by Mr. Gitkin and uploaded that to the South Indian River Water Control District website, along with the video on a new Videos page.**

**The premier of the Drainage in the District Video was shown at the Annual Landowners' Meeting and links to the video on YouTube were provided to community social media. The video has received 287 views and eight likes as of October 14.**

**We will be remediating the Adopted Budget file for the website once it is provided by the Treasurer.**

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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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 October 2022  
CC: Staff  
Date: October 20, 2022

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### **Routine Business**

- 1) The District has received all of this year's Assessment receipts for a total of \$6,355,663.21 from the Palm Beach County Tax Collector through September 2022.
- 2) The District's 2022 Assessment Roll was certified to the Palm Beach County Tax Collector on August 27, 2022.
- 3) We have submitted the Qualified Public Depositor's report to the Florida Department of Financial Services.
- 4) 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 separate cover).
- 2) The Board will be asked to approve changes in the Vacation Personnel Policy to add an additional tier for all employees with 20 years or more of service to accrue eight hours of vacation time per pay period and to add an Executive Class, which will accrue 10 hours per pay period.



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## MEMORANDUM

TO: Board of Supervisors  
FROM: Manager of Operations  
SUBJECT: Manager's Report for August 11, 2022 to October 13, 2022  
DATE: October 13, 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) Meeting with District Engineer and Florida Power and Light to review underground lines in Section 34.
- 4) John Deere delivers new 6105 Boom.
- 5) Received \$3,041.75 for Verizon Tower Lease..
- 6) Conference call with South Florida Water Management District related to Hurricane Ian to coordinate discharge elevations during storm.
- 7) Attended Staff meeting.
- 8) Meeting with District Engineer to review outfall swales in Section 7.
- 9) Supervised 2022 District inventory.
- 10) Attended bid opening for Section 7.
- 11) Attended Jupiter Farms Residents' Meeting

### WATER CONTROL

- 1) Received 20.17 inches of rain this reporting period.
- 2) Crews installed ten 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) Crews removed downed trees due to Hurricane Ian from various canals.
- 7) Crews performed pre- and post-storm inspections of canals, canal structures and the secondary drainage system.

## **ROAD MAINTENANCE**

- 1) Lake Point hauled 1555 tons of shell rock to District Work Center.

*Michael Dillon*

Michael Dillon  
Manager of Operations



## Memorandum

To South Indian River Water Control District  
Board of Supervisors

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CC

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Subject Engineer's Report for October

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From Karen D. Brandon, PE, District Engineer

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Board Meeting

Date October 20, 2022

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The following is a summary of activities and communications that were of significance during the past month. 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 submitted a letter to FDEP requesting confirmation of qualification as an exemption or "No Permit Required". **The FDEP has requested completion of a Waters of the United States or WOTUS form followed by a site inspection for verification.**
- B. 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. FDEP executed the agreement on October 22, 2021, and the operation manager 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 FDEP 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. 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 Right of Way. 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.

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 was submitted to Florida Department of Environmental Protection on July 17, 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.

**The Section 7 contract was re-bid in September with a due date of October 11, 2022. Two bids were received and are currently under review for responsiveness. It is anticipated staff will make a recommendation for award at the October meeting.**

**A quarterly Progress Report was submitted to FDEP on October 13, 2022.**

## II. OPERATION AND MAINTENANCE

- A. The last National Pollutant Discharge Elimination System Steering Committee meeting was held on September 21, 2022. **Items discussed include the Cycle 5 Permit status, Budget Reports, Fiscal Year 2022-23 invoice amounts, and Florida Department of**



**Environmental Protection Water Quality Assessment updates. The next Steering Committee meeting is scheduled for November 9, 2022, and the Cycle 4/Year 7 Permit Program, Cycle 5 Permit status, and the Public Education Program are 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 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.

- D. 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. **Staff's recommendations for modifications to the Water Quality Monitoring Program will be presented at this month's Board meeting.**
- E. A recommended Permit Fee Schedule has been prepared based on guidance by the Board at the July meeting. **The Permit Fee Schedule was approved by the Board with an effective date for implementation of October 1, 2022.**
- F. 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.
- G. 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.