



South Indian River Water Control District™

Established 1923

BOARD OF SUPERVISORS MEETING

July 11, 2019 –6:00 p.m.
District Work Center
15600 Jupiter Farms Rd., Jupiter, FL 33478

BUDGET WORKSHOP

1. Pledge of Allegiance
2. Introduction of Preliminary Budget
3. Discussion of Debt Service Funds
4. Discussion of Operations & Maintenance Budget
5. Discussion of Special Revenue and Capital Project Funds
6. Discussion of Required Assessments
7. Comments from Landowners
8. Adjourn

BOARD MEETING AGENDA

1. Landowners' Items
2. Consent Agenda
 - A. Approval of Minutes of Previous Meeting
3. Public Information Report
 - A. Discuss New Website
4. Treasurer's Report
 - A. Acceptance of Audit Report
5. Manager of Operations Report
6. Engineer's Report
7. Attorney's Report
 - A. Discuss Extension of Manager's Contract
8. Old business
 - A. Discuss Policy for Usage of Park for an Event
 - B. Direct Discharge into District's Secondary Drainage System
9. New Business
 - A. Discuss Computer Security for Office
10. Adjourn



**DICK GRUENWALD
ASSOCIATES, LLC**

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

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

SUBJECT: Monthly Report – July 2019

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

- ❖ Monthly Meeting (*July 11*) release

The following items were updated or added to the website: Anything else?

- ❖ Monthly meeting (*Apr. 18*) minutes
- ❖ Meeting updates
- ❖ Multiple copy changes on several pages
- ❖ SWA new landscape and trash guidelines
- ❖ July Meeting Agenda and staff reports

Attended Monthly Meeting (*May 16*), and Staff Meeting (*July 1*).

We have had several phone conferences and online demos with web design and hosting companies. We attended a webinar (*Apr. 23*) that concentrated on reviewing websites for ADA compliance including creating compliant word documents and PDF's. Terry Lewis is preparing some additional information for District compliance. We continue to work on the preparation to revise and recreate the District website to create a new ADA compliant site on a new platform with a firm that has ADA expertise. This is a large undertaking, especially as we continually must update information on our existing site. We will continue to see where we can combine or eliminate unnecessary pages and repetitive information and remove information that is problematic for ADA readability in order to keep costs within current budget. We do have the ADA statement on the existing website that we are creating a new site and will provide any content to those who may not currently be able to access particular information. Additional information will be sent to Supervisors for review and discussion at meeting.

Due to recommendations by our web mail service, because of increases in spoofing and spamming we changed e-mail passwords. However, there have still been some issues and we recommend a change in e-mail service.

The District office and staff continue to review and update the District's Policy & Procedures Manual. Initial revisions by staff to Chapters 1-6 and associated Appendices are currently being incorporated into the manual and a second review is being conducted by staff. The District Engineer is reviewing chapters 7-9. The Procurement policy is also being updated and will be incorporated into the manual.

We continue to work with Mr. Meyer and the Manager of Operations on a regular basis. We review and monitor print and online media for all SIRWCD 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 PDF in e-mail.



To: Board of Supervisors
FROM: Charles F. Haas, Treasurer
RE: Treasurer's Report for the month of July 2019
CC: Staff
Date: July 11, 2019

Routine Business

1. The District received a total of \$6,065,945 in current assessments receipts from the Palm Beach County Tax Collector through May 31, 2019.
2. The District's auditors, Grau & Associates, have issued the financial statements for year ending September 30, 2018. This was distributed to the Board on 6/29/2019.

You will be asked to pass a motion, acknowledging that each Board member has received copies of this report.

3. Copies of the Audit report have been filed with the Auditor General and the Required Annual Financial Report (AFR, a prescribed data collection form) has been completed online.
4. The Budget will be sent to you under separate cover before the meeting. In April as part of the budget presentation, I informed the Board that I planned on reflecting the assessments needed for the special projects dealing with Jupiter Farms Water Control to a separate Capital Projects fund. The budget as presented will include this treatment.

To reflect continuity, the budget also reflects the current year's assessment in that same capital projects fund. Since it involves moving assessments between funds a budget amendment will be needed. Note that the total assessments are the same, now reflected in two funds rather than only in the maintenance fund.

5. Following the Board's direction we will be sending our report to the District's Public Information Officer for uploading to the web-site.

Board Consideration

1. The Board will be asked to approve the list of disbursements. (sent under separate cover).
2. The Board will asked to accept the audit report.
3. The Board will be asked to approve a 2018-19 budget amendment moving that portion of assessments funding special engineering to a new Capital Project fund. (see enclosed Memo)



To: Board of Supervisors
FROM: Charles F. Haas, District Treasurer
RE: **Proposed budget Amendment**
CC: Staff

Date: July 3, 2019

The Special Revenue funds were developed based on the historical activities of the District that is- they were premised on providing an annual recurring maintenance service. Last year the Board of Supervisors, (BOS), approved some special projects of a non-reoccurring or limited term i.e. Modeling of the West Side Basin, detailed analysis of two sections (which had contemplated the results of a pilot study in FY 2017-18). Accounting for these projects in an annual budget resulted in a few issues. First, annual budget appropriations lapse at the end of the fiscal year so there is no budget carryover of approved projects. There is a formal accounting treatment to handle this type of situation, i.e. re-appropriation, but it is a device usually used by larger governmental units and would be overkill for SIRWCD. As a result the current budget has expenditures for a project originally intended to be funded in 2017-18 as well as two projects scheduled but subject to BOS approval.

To address the issue, I propose (and the Proposed Budget document includes) to establish another capital projects fund, entitled Engineering Initiatives, to isolate these projects that may extend beyond the year authorized.

Since this change involves transferring appropriations between two funds, it will require a budget amendment for the current budget year. Also, while it is a capital project fund the assessment for its funding would be a component of the total maintenance assessments (similar to the current year's assessments for the Workcenter)

This budget amendment is to move \$215,000 of assessment revenue from Fund 120 (JF WC) to Fund 345, Engineering Initiatives. The expenditure related to these projects would also be moved. The components of the \$215,000 transfer are:

Modeling	50,000
Section Review Section 7 (authorized in 2017-18)	55,000
Section Review-Subject to BOS Approval	110,000
Total capital outlay expenditures	<u>215,000</u>

South Indian River Water Control District

Statement of Revenues and Expenditures

From 10/01/2018 to 6/30/2019

*All Governmental Funds
(In Whole Numbers)*

	YTD Budget	Year to Date Actual	Budget Variance
Revenue:			
Assessments - Net	5,958,378	5,794,048	(164,330)
Investment Income	1,026	2,756	1,730
Other Income	-	82,763	82,763
Total Revenue:	5,959,404	5,879,567	(79,837)
Expenditures:			
Contracted Services	431,725	432,336	(611)
Operating Expense	1,530,010	1,190,281	339,729
Office & Landowner Expense	470	247	223
Principal Paid	33,195	33,195	-
Interest Paid	300,446	300,537	(91)
Other Debt Service	17,200	5,420	11,780
Total Expenditures:	2,313,046	1,962,016	351,030
Transfers, Financing & Capital Outlays			
Capital Outlay	471,223	471,223	-
Transfers in	(268,700)	(268,700)	-
Transfers out	143,700	143,700	-
Total Transfers, Financing & Capital Outlays	(125,000)	(125,000)	-
Total Expenditures & Other Financing	2,188,046	1,837,016	351,030
Excess (Deficit) Revenues over (under) Expenditures and Other Financing Sources (Uses)			
	3,771,358	4,042,551	(271,193)
Beginning Fund Balance		<u>3,066,417</u>	
Ending Fund Balance		<u>7,108,968</u>	

South Indian River Water Control District

Statement of Revenues and Expenditures

From 10/01/2018 to 6/30/2019

Special Revenue Funds
(In Whole Numbers)

	YTD Budget	Year to Date Actual	Budget Variance
Revenue:			
Assessments - Net	3,346,512	3,154,030	(192,482)
Rents & Contracted Service			-
Investment Income	840	2,018	1,178
Other Income	-	80,985	80,985
Total Revenue:	3,347,352	3,237,033	(110,319)
Expenditures:			
Contracted Services	431,725	432,336	(611)
Operating Expense	1,530,010	1,190,281	339,729
Office & Landowner Expense	470	247	223
Total Expenditures:	1,962,205	1,622,864	339,341
Transfers, Financing & Capital Outlays			
Transfers out	143,700	143,700	-
Total Transfers, Financing & Capital Outlays	143,700	143,700	-
Total Expenditures & Other Financing	2,105,905	1,766,564	339,341
Excess (Deficit) Revenues over (under) Expenditures & Other Financing Sources (Uses)	1,241,447	1,470,469	229,022
Beginning Fund Balance		1,005,908	
Ending Fund Balance		2,476,377	

South Indian River Water Control District
Statement of Revenues and Expenditures

From 10/01/2018 to 6/30/2019

Debt Service Funds
(In Whole Numbers)

	YTD Budget	Year to Date Actual	Budget Variance
Revenue:			
Assessments - Net	2,260,223	2,288,375	28,152
Investment Income	186	669	483
Other Income	-	1,778	1,778
Total Revenue:	2,260,409	2,290,822	30,413
Expenditures:			
Principal Paid	33,195	33,195	-
Interest Paid	300,446	300,537	(91)
Other Debt Service	17,200	5,420	11,780
Total Expenditures:	350,841	339,152	11,689
Excess (Deficit) Revenues over (under) Expenditures & Other Financing Sources (Uses)	1,909,568	1,951,670	18,724
Beginning Fund Balance		1,252,435	
Ending Fund Balance		3,204,105	

South Indian River Water Control District
Statement of Revenues and Expenditures

From 10/01/2018 to 6/30/2019

Capital Projects Funds
(In Whole Numbers)

	YTD Budget	Year to Date Actual	Budget Variance
<hr/>			
Revenue:			
Assessments - Net	351,643	351,643	-
Investment Income	-	69	69
Total Revenue:	<hr/> 351,643	<hr/> 351,712	<hr/> 69
Expenditures:			
Capital Outlay	471,223	471,223	-
Total Expenditures:	<hr/> 471,223	<hr/> 471,223	<hr/> -
Transfers, Financing & Capital Outlays			
Transfers in	(268,700)	(268,700)	-
Total Transfers, Financing & Capital Outlays	<hr/> (268,700)	<hr/> (268,700)	<hr/> -
Total Expenditures & Other Financing	<hr/> 202,523	<hr/> 202,523	<hr/> -
Excess (Deficit) Revenues over (under) Expenditures	<hr/> 149,120	<hr/> 149,189	<hr/> 69
Beginning Fund Balance		<hr/> 808,074	
Ending Fund Balance		<hr/> <hr/> 957,263	

South Indian River Water Control District
Statement of Revenues and Expenditures

From 10/01/2018 to 6/30/2019

*Internal Service (Maintenance) Fund
(In Whole Numbers)*

	YTD Budget	Year to Date Actual	Budget Variance
Revenue:			
Charges for Services	1,453,400	1,115,993	(337,407)
Rents & Contracted Service	45,750	58,495	12,745
Investment Income	-	-	-
Other Income	7,500	2,360	(5,140)
Total Revenue:	1,506,650	1,176,848	(329,802)
Expenditures:			
Personal Services	1,029,800	766,729	263,071
Contracted Services	174,500	65,215	109,285
Operating Expense	381,300	180,465	200,835
Office & Landowner Expense	36,500	10,013	26,487
Insurance	43,000	29,426	13,574
Total Expenditures:	1,665,100	1,051,848	613,252
Transfers, Financing & Capital Outlays			
Transfers out	200,000	125,000	75,000
Total Transfers, Financing & Capital Outlays	200,000	125,000	75,000
Total Expenditures & Other Financing	1,865,100	1,176,848	688,252
Excess (Deficit) Revenues over (under) Expenditures & Transfers	(358,450)	-	(358,450)
Beginning Fund Balance		1,074,842	
Ending Fund Balance		1,074,842	



South Indian River Water Control District™

Established 1923

MEMORANDUM

TO: Board of Supervisors
FROM: Manager of Operations
SUBJECT: Manager's Report for May 11, 2019 to July 3, 2019
DATE: July 3, 2019

ADMINISTRATIVE

1. Conducted monthly review of 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. Attended Florida Association of Special Districts (FASD) Conference in Sanibel.
4. Superintendent Matt Wood presented with Certified District Manager Certificate at FASD Conference.
5. Conducted Employee Safety Meeting.
6. Attended Staff meeting.
7. Meetings with District Treasurer and Office Administrator on 2019-2020 Budget.
8. Received \$2,645 from monthly Verizon cell tower lease.
9. Meetings with Treasurer and Office Administrator related to FYE 9/30/2018 Audit.
10. Received \$119,116.32 from Natural Resource Conservation Service (NRCS) for Hurricane Irma Canal Restoration Project.
11. Attended Loxahatchee River Management Coordinating Council meeting.
12. Phone Conference with District Engineer and Florida DOT regarding widening the Florida Turnpike and the drainage impacts in Palm Beach Country Estates.

MEMORANDUM

To: Board of Supervisors

Date: July 3, 2019

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13. Discussed SIRWCD operation and maintenance procedures on Jupiter Farms Residents podcast.

WATER CONTROL

1. Received 6.42 inches of rain this reporting period.
2. District crews prepared swales for four new construction culvert installations followed by inspections. Crews also installed 51 driveway culverts and 14 temporary culverts.
3. Terra Tech continues canal spraying for aquatic weed control.
4. District crews continue to re-contour drainage outfalls and swales throughout the District.

ROAD MAINTENANCE

1. Operators continue to re-contour roads for proper storm water runoff.



Michael A. Dillon
Manager of Operations

To South Indian River Water Control District (SIRWCD)
Board of Supervisors Pages 4

CC

Subject Engineer's Report for May

From Amy E. Eason, PE, District Engineer

Board Meeting
Date July 11, 2019

The following is a summary of activities and communications that were of significance during the months of June/July. Updated information is presented in **bold**:

I. CURRENT CAPITAL IMPROVEMENTS AND OTHER DISTRICT PROJECTS

A. Pursuant to Board direction after petitioners met the minimum requirements, staff prepared a referendum for the landowner proposed project that was mailed October 17, 2016 with the request that the landowners submit their response to the District by December 9, 2016. On December 14, 2016 and on April 14, 2017, staff received the certification from the Supervisor of Elections on the results of the referendum. The majority of the landowners on the following roadways were "in favor" of the proposed project for asphalt in Palm Beach Country Estates (approximately 2.3 miles):

- 76th Trail N between 160th Lane N and 162nd Court N
- 76th Trail N. between 163rd Court N. and 165th Street N.
- 78th Drive N. between 165th Street N. and 167th Court N.
- 154th Court N. between 75th Avenue N. and 81st Terrace N.
- 159th Court N. between 78th Drive N. and 83rd Way N.
- 160th Street N. between 72nd Drive N. and 75th Avenue N. and 72nd Drive N. from 160th Street N. to 160th Lane N.
- 175th Road N. between Jupiter Farms Road and West End

The project was advertised to bid on April 15, 2018 with bids submitted by potential contractors on May 15, 2018. Bids were received on May 15, 2018, and the project was awarded to Rosso Site Development at the May 17, 2018 board meeting. A pre-construction meeting was held on June 21, 2018. Project construction started on July 9, 2018. Due to the culvert replacement on 175th, the project has been delayed. **The project was completed June 6, 2019 with the final construction costs at \$900,196.47. Staff is prepared to update the board at this month's meeting.**

II. OPERATION AND MAINTENANCE

A. The National Pollutant Discharge Elimination System (NPDES) Steering Committee's meeting was June 11, 2019. **The Florida Department of Environmental Protection presented the Assessment Program, common compliance deficiencies, the requirements for the estimation of annual loadings and**

reductions, acceptable assessment programs and the most important permit requirements. The next scheduled meeting in September 18, 2019.

- B. At the October 2018 board meeting, staff presented the budget for the construction of an addition to the District's workshop located at the District Office. This workshop is a 60 feet by 60 feet Steel Building addition to the property. Staff worked with a surveyor to survey the property for site plan development for the building permits. Staff negotiated with two potential contractors and awarded the contract to West Construction. West Construction was given Notice to Proceed on March 18, 2019. **Staff received construction plans on May 7, 2019 and submitted comments back to the contractor to be addressed. The contractor submitted a building permit to Palm Beach County on May 10, 2019. The county has finished their initial review and issued comments on June 27, 2019. The contractor is addressing those comments as well as our comments.**

Staff has also been working on soliciting bids for design and design/build contractors on the expansion of the conference room as well as security improvements to the lobby. Staff is prepared to update the board.

- C. Staff has been actively involved in a sub team for modeling for the Loxahatchee River Water Restoration Plan. Staff has been meeting with the Army Corp of Engineers (ACOE) and South Florida Water Management District (SFWMD) to clarify the operational protocols of South Indian River Water Management District. Efforts on the sub team include confirming assumptions in the model and aiding in the planning effort.

In addition, a meeting was held March 30, 2016 of the Project Delivery Team. At this meeting the group reviewed 13 project alternatives and ranked the projects to reduce the number of projects that will undergo further analysis. A subsequent meeting was held on April 5, 2016 to reduce the number of alternatives to 5 alternatives. The alternatives include a variety of projects to help the Loxahatchee River to meet its goals for minimum flow and restoration.

Staff has been attending the Engineering and Modeling Task subcommittee meetings to ensure that the operational protocols are being implemented for the District. SFWMD and the ACOE have been working on updating the model with the different scenarios and updating the cost estimates of proposed regional projects for the cost feasibility analysis. These updates are being prepared for the Project Implementation Report (PIR) as part of the ACOE process. The ACOE has posted some of the preliminary results of the modeling and staff has been reviewing and meeting with both SFWMD and ACOE on the modeling and flood protection sub teams. A draft calibration report of the modeling effort has been provided for review and comment along with the results of the alternative analysis. Comments for the draft calibration report were due on May 12, 2017. Based on the initial review of the modeling, the model is being re-conceptualized to ensure that the proper inputs are in the model.

The calibration model has been updated and staff has been reviewing the latest results as it relates to the District. Different alternative plans have also been updated and the models were executed to determine the results of different components.

A Project Delivery Team (PDT) Meeting was held on May 9, 2018. At this meeting, an overview of the modeling results was given. The ACOE along with SFWMD also

presented the evaluation process towards the Tentative Selected Plan (TSP), benefit analysis, cost estimates for the alternatives, and the evaluation process toward a TSP recommendation.

On January 8, 2019, staff attended the Engineering Sub team meeting. At this meeting, a draft schedule was presented for the submission of the draft PIR. The draft PIR was released for review by the public March 22, 2019. There is a 45 day review period for the draft PIR, which ends May 6, 2019. Two public meetings were held to provide input on the draft PIR/EIS. Staff submitted comments and the Board's approved letter on May 6, 2019. Staff is following up with SFWMD on re-evaluating the 1989 agreement between SIRWCD and SFWMD on the operation of the G-92 structure. Staff will continue to participate in meetings and committees on this subject and will update the Board as items occur.

- D. The Loxahatchee River Management Coordinating Council (LRMCC) is initiating the process with the Florida Department of Environmental Protection (FDEP) to prepare a Reasonable Assurance plan (RAP) in lieu of a TMDL and Basin Area Management Plan (BMAP) for the impaired WBIDs within the Loxahatchee River watershed. Staff attended a committee meeting to review the modeling efforts for the development of the RAP on May 23, 2017. FDEP and stakeholders discussed the model, and staff subsequently requested for more details on the model inputs and results. As a result of the committee meeting, stakeholders attended another meeting on June 7, 2017 to discuss RAP options.

At the August 24, 2017 LRMCC Meeting, the RAP was discussed. The committee went over different alternatives for the RAP and concluded that another meeting was needed before determining the direction for the RAP. The next meeting was held on October 30, 2017. Further discussion occurred over the pollutant loading simulation model (PLSM) and whether the group wants to use the model in the RAP. The group discussed hiring an outside consultant to evaluate the PLSM model and conduct a separate model. FDEP held another meeting concerning the water body identification number (WBID) boundaries on November 15, 2017. Stakeholders met on December 4, 2017 to discuss options on hiring an outside consultant and FDEP held a web meeting December 12, 2017 to discuss the PLSM model.

On January 29, 2018, FDEP discussed options for the RAP. After much discussion and a presentation on load reductions, the council decided to move forward with the use of the PLSM model and develop a RAP.

On February 21, 2018, FDEP held a workshop on the PLSM model. The meeting discussed the model inputs, the project list, and the project credits. FDEP forwarded information to staff for review concerning planned projects. The deadline for comments was April 13, 2018.

Staff attended a meeting on April 23, 2019 to discuss the status on the RAP. FDEP is finalizing information on projects from stakeholders to determine if the reduction in loadings can be achieved. Staff will be working with FDEP to provide information on SIRWCD's system. Staff will continue to work with FDEP on the RAP.

On June 24, 2019, staff attended a LRMCC meeting where FDEP presented information on the RAP. FDEP has been working with stakeholders to update their information and to provide projects to be included in the RAP. FDEP shared that the RAP currently shows that total phosphorus (TP) is being met,

but total nitrogen (TN) is not. The RAP currently shows that additional projects are required to meet the impairments. Staff will be prepared to discuss the results of this meeting at this month's board meeting.

- E. At the April 19, 2018 meeting, staff was directed to begin a section analysis on Section 7. Staff worked on determining SIRWCD easements and has contacted a surveyor. Staff prepared a Loxahatchee River Preservation Initiative application for Fiscal Year 2020 funding. Out of 9 applications, this project was ranked 6. Staff reviewed the survey work received and instructed the surveyor to obtain additional data points per the contract. Staff has also obtained the latest Light Detection and Ranging (LiDAR) information from Palm Beach County to assist in the analysis. Staff is finalizing information on Section 7 for distribution to the Operation's Manager and is working on determining the requirements for surveying Section 18.
- F. At the February meeting, staff was directed to evaluate the District and provide feedback concerning the purchase of land for water quantity and water quality benefits. As part of this analysis, staff is to prepare a cost benefit analysis for the District to consider. Staff is working on an analysis and preparing a possible proposed plan to cover these types of projects. Staff has also obtained the latest LiDAR information from Palm Beach County to assist in the analysis. Staff is continuing to work on this item.
- G. 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.
- H. We continue to receive, review, and comment on various permit applications for projects to be constructed within the District.
- I. We continue to provide engineering assistance to the General Manager, 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.