



# South Indian River Water Control District™

*Established 1923*

## **BOARD OF SUPERVISORS MEETING**

March 15, 2018 – 7:00 p.m.  
Jupiter High School – Media Room  
500 N. Military Trail, Jupiter, FL 33458

## **BOARD MEETING AGENDA**

1. Pledge of Allegiance
2. Consent Agenda
  - A. Approval of Minutes of Previous Meeting
  - B. Approval of Warrant List
3. Public Information Report
4. Treasurer's Report
5. Manager of Operations Report
  - A. Discuss Renewal of PBCE County Road Maintenance Contract
6. Engineer's Report
7. Attorney's Report
8. Old business
  - A. Discuss LRD Request to Cross District Right-of-Way to Run Sewer to Elementary School
9. New Business
10. Landowners' Items
11. 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- March 2018**

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

- ❖ Monthly Meeting (*Mar. 15*) release

The following items were updated or added to the website:

- ❖ Monthly meeting (*Jan. 18*) minutes
- ❖ Meeting updates
- ❖ Landowners Family Day information
- ❖ March 2018 Newsletter
- ❖ Bids for Ford F150 Truck Topper
- ❖ New parking and ID requirements for Board Meetings at Jupiter High School
- ❖ Palm Beach Country Estates Potable Water update
- ❖ March Meeting Agenda and staff reports

Attended Monthly Meeting (*Feb. 15*) and Staff Meeting (*Mar. 5*).

The 27th Annual Landowners Family Day is March 17th from 11:30 am – 2:30 pm. On board this year is McCray's Backyard Bar-B-Q, The Tom Jackson Band, Cock-A-Doodle Doo, Jupiter Bounce House and the following exhibitors - Drowning Prevention Coalition of Palm Beach County, Florida Dept. of Health – Palm Beach County, Florida Forestry Service, Jupiter Farmer, Jupiter Farms Community Emergency Response Team (CERT), Jupiter Farms/Palm Beach Country Estates C.O.P., Jupiter Farms Residents, Jupiter Lighthouse Chapter-Daughters of the American Revolution (DAR), Nature Speaks, Inc., Northeast Everglades Trails Association, Palm Beach County Fire Rescue, Palm Beach County Parks & Rec- Riverbend Park, Safety Council of Palm Beach County, Solid Waste Authority and United Way of Palm Beach County. Ads have been placed in The Jupiter Farmer and PBCE Countryside Living.

The newsletter has been mailed to all landowners and includes the invitation to Landowners Family Day, culvert installation updates, PBCE potable water notice, petition review fee implementation, Mike Dillon and Matt Wood Special District Certified District Manager information, and FEMA Hurricane Irma information.

The District office and staff are reviewing and updating 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 March 2018  
CC: Staff  
Date: March 15, 2018

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### **Routine Business**

1. The District received a total of \$4,334,457 in current assessments receipts from the Palm Beach County Tax Collector through February 2018.
2. We continue to work on the year end close in preparation of the audits commenced in January.
3. Attached to this report is a memorandum to the Board concerning a refund request from a landowner for a reimbursement of a assessments paid on the Hookup Financing Plan debt service assessment erroneously assessed from 2013 to 2017.
4. 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 be asked to approve a reimbursement in the amount of \$1934.40 for overassessments made between 2013 and 2017.

South Indian River Water Control District  
Statement of Revenues and Expenditures  
From 10/01/2017 to 2/28/2018

All Governmental Funds  
(In Whole Numbers)

	YTD Budget	Year to Date Actual	Budget Variance
<b>Revenue:</b>			
Assessments - Net	3,936,848	4,123,356	186,508
Rents & Contracted Service Income	-	0	-
Investment Income	1,250	33	(1,217)
Other Income	12,000	42,202	30,202
<b>Total Revenue:</b>	<b>3,950,098</b>	<b>4,165,591</b>	<b>215,493</b>
<b>Expenditures:</b>			
Contracted Services	232,200	247,437	(15,237)
Operating Expense	874,975	888,776	(13,801)
Office & Landowner Expense	140	148	(8)
Capital Outlay	150,000	54,611	95,389
Other Debt Service	5,750	15,679	(9,929)
<b>Total Expenditures:</b>	<b>1,548,782</b>	<b>1,492,442</b>	<b>56,340</b>
<b>Transfers, Financing &amp; Capital Outlays</b>			
Transfers in	(100,000)	-	100,000
Transfers out	(85,250)	-	85,250
Financings-Net	-	-	-
<b>Total Transfers, Financing &amp; Capital Outlays</b>	<b>(185,250)</b>	<b>-</b>	<b>185,250</b>
<b>Total Expenditures &amp; Other Financing</b>	<b>1,734,032</b>	<b>1,492,442</b>	<b>(128,910)</b>
<b>Excess (Deficit) Revenues over (under) Expenditures and Other Financing Sources (Uses)</b>	<b>2,216,066</b>	<b>2,673,149</b>	<b>(457,083)</b>
<b>Beginning Fund Balance</b>		<b>3,285,414</b>	
<b>Ending Fund Balance</b>		<b>5,958,563</b>	

# South Indian River Water Control District

## Statement of Revenues and Expenditures

From 10/01/2017 to 2/28/2018

*Special Revenue Funds*  
(In Whole Numbers)

	YTD Budget	Year to Date Actual	Budget Variance
<b>Revenue:</b>			
Assessments - Net	2,222,727	1,998,186	(224,541)
Investment Income	875	33	(842)
Other Income	12,000	20,868	8,868
<b>Total Revenue:</b>	2,235,602	2,019,087	(216,515)
<b>Expenditures:</b>			
Contracted Services	232,200	247,437	(15,237)
Operating Expense	874,975	888,776	(13,801)
Office & Landowner Expense	140	148	(8)
<b>Total Expenditures:</b>	1,107,315	1,136,361	(29,046)
<b>Transfers, Financing &amp; Capital Outlays</b>			
Capital Outlays	-	-	-
Transfers out	(85,250)	-	(85,250)
<b>Total Transfers, Financing &amp; Capital Outlays</b>	(85,250)	-	(85,250)
<b>Total Expenditures &amp; Other Financing</b>	1,192,565	1,136,361	56,204
<b>Excess (Deficit) Revenues over (under) Expenditures &amp; Other Financing Sources (Uses)</b>	1,043,037	882,726	(160,311)
Beginning Fund Balance		1,165,137	
<b>Ending Fund Balance</b>		<b>2,047,863</b>	

South Indian River Water Control District  
Statement of Revenues and Expenditures

From 10/01/2017 to 2/28/2018

*Debt Service Funds*  
*(In Whole Numbers)*

	YTD Budget	Year to Date Actual	Budget Variance
Revenue:			
Assessments - Net	1,714,121	2,125,170	411,049
Investment Income	75	-	(75)
Other Income	-	21,334	21,334
Total Revenue:	1,714,196	2,146,504	432,308
Expenditures:			
Interest Paid	285,717	285,791	(74)
Other Debt Service	5,750	15,679	(9,929)
Total Expenditures:	291,467	301,470	(10,003)
Excess (Deficit) Revenues over (under) Expenditures	1,422,729	1,845,034	422,305
Beginning Fund Balance		1,312,203	
Ending Fund Balance		3,157,237	

South Indian River Water Control District  
Statement of Revenues and Expenditures

From 10/01/2017 to 2/28/2018

*Capital Projects Funds*  
*(In Whole Numbers)*

	YTD Budget	Year to Date Actual	Budget Variance
<hr/>			
Revenue:			
Investment Income	300	-	(300)
Total Revenue:	300	-	(300)
Expenditures:			
Capital Outlay	150,000	54,611	95,389
Total Expenditures:	150,000	54,611	95,389
Transfers, Financing & Capital Outlays			
Transfers in	(100,000)	-	100,000
Total Transfers, Financing & Capital Outlays	(100,000)	-	100,000
Excess (Deficit) Revenues over (under) Expenditures	(249,700)	(54,611)	195,089
Beginning Fund Balance		808,074	
Ending Fund Balance		753,463	

South Indian River Water Control District  
Statement of Revenues and Expenditures

From 10/01/2017 to 2/28/2018

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

	YTD Budget	Year to Date Actual	Budget Variance
<b>Revenue:</b>			
Charges for Services	826,250	840,543	14,293
Rents & Contracted Service	27,000	29,225	2,225
Investment Income	(25)	1	26
Other Income	-	10,342	10,342
<b>Total Revenue:</b>	853,225	880,111	26,886
<b>Expenditures:</b>			
Personal Services	457,050	448,851	8,199
Contracted Services	85,400	49,890	35,510
Operating Expense	162,550	127,129	35,421
Office & Landowner Expense	10,000	8,361	1,639
Insurance	20,600	16,880	3,720
<b>Total Expenditures:</b>	735,600	651,111	84,489
<b>Transfers, Financing &amp; Capital Outlays</b>			
Capital Outlays	-	86,603	(86,603)
Transfers out	229,000	229,000	-
<b>Total Transfers, Financing &amp; Capital Outlays</b>	229,000	315,603	(86,603)
<b>Excess (Deficit) Revenues over (under) Expenditures &amp; Transfers</b>	(111,375)	(86,603)	24,772
Beginning Fund Balance		1,074,842	
Ending Fund Balance		988,239	





**To:** Board of Supervisors  
**FROM:** Charles F. Haas, District Treasurer  
**RE:** Reimbursement for an overassessment.  
**CC:** Staff  
**Date:** March 11, 2018

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Mr. and Mrs. Crate, owners of Parcel Control Number: 00-42-41-17-00-000-1080, have requested to be reimbursed in for assessments paid in error for the years 2013 to 2017.

Recently, Mrs. Crate contacted Holly and requested a breakdown of her assessment for the current year (2017 assessment year). When she received it, she noticed that the parcel debt assessment included a charge of \$410 for the annual debt service on the Hookup Financing Note. She again contacted Holly and stated that they had prepaid their assessment in 2009, when the line of credit had been converted to a permanent loan. She also provided documentation supporting her claim.

Holly then researched our records, which did in fact reflect this prepayment. I concurred that the Districts records did indicate the receipt of the prepayment. In researching the assessments on this parcel, we determined that no annual debt assessments were made for this program between 2009 and 2012. The 2013 assessment roll reflected an assessment of \$399.00 for the Hookup Financing Program. This assessment was in error, and it continued to 2017.

We have determined that the amount of overassessment, minus discounts presumably taken in, to be \$1,934.40.

The Florida statutes provide taxpayers with a remedy for these types of issues by applying for a refund through the Tax Collector. It also has a four year statute of limitation. We believe that the Board of Supervisors could authorize a reimbursement without requiring the aggrieved party to go through this process. We further believe that this would be the best remedy for this situation. Consequently, we are asking the Board to authorize a reimbursement to them of \$1,934.40.

NICK & LYNDA CRATE  
15720 83<sup>rd</sup> Way, North  
Palm Beach Gardens, FL 33418

March 8, 2018

VIA EMAIL: [Sirwcd@sirwcd.org](mailto:Sirwcd@sirwcd.org)

South Indian River Water Control District  
Attention: Stephen Hinkle, Michael Howard,  
John Jones, John Meyer, Thomas Powell  
15600 Jupiter Farms Road  
Jupiter, Florida 33478

RE: 15720 83<sup>rd</sup> Way, North  
Parcel Control No. 00-42-41-17-00-000-1080

Dear SIRWCD Board:

Regarding the matter to be presented before the board as noted on the Agenda regarding the overpayment of the Non-Ad valorem assessment related to the financing of the water meter, we respectfully request that a refund be made to us in the amount of approximately \$1,934.40 for the period of 2013 through 2017. Additionally, we would like to receive confirmation that the assessment for the financing of the water meter will be taken off permanently for 2018 and coming years.

Holly Rigsby from your office sent an Email on March 6<sup>th</sup> informing us that the assessment was taken off in 2009 – after we paid off the water meter (*note that a satisfaction of the Declaration of Financing has not yet been recorded*), but for some unknown reason, it started back up again in 2013 through 2017.

Please note that when we purchased the property, the homestead exemption was not applied since title to the property was held in a marital trust. The taxes were extremely high and we paid the high taxes in 2008 until our homestead exemption took effect, which resulted in our taxes decreasing by a large amount in 2009. We assumed that the assessment was taken off and didn't question it. Additionally, we certainly didn't think that an old assessment would start being charged four years later. It should also be noted that the descriptions of the non-ad valorem tax assessments are very confusion and do not note specifically what the debt payments are for.

We would appreciate receiving the overpayment of the assessment at your earliest convenience.

Respectfully submitted,

Nick and Lynda Crate



# South Indian River Water Control District™

*Established 1923*

## MEMORANDUM

TO: Board of Supervisors  
FROM: Manager of Operations  
SUBJECT: Manager's Report for February 10, 2018 through March 9, 2018  
DATE: March 9, 2018

### 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 Staff meeting.
4. Attended Safety Council Awards Committee meetings.
5. District received awards for Excellence in Vehicle and Employee Safety at the Safety Council of Palm Beach County's Annual Awards Luncheon.
6. Eden Construction begins debris removal on District's perimeter canals.
7. Received \$2,645.00 from Verizon for monthly cell tower lease.
8. Mike Dillon, Matt Wood and Jim Powell successfully complete the Florida Underground Storage Tank Class A/B Operator Training.
9. All District operators successfully complete the Florida Underground Storage Tank Class C Operator Training.
10. Sent two certified letters to Landowners regarding culvert replacement.
11. Reviewed District's telemetry system and flood control structures for possible upgrade.
12. Reviewed contract with Schoen Property Specialists for mowing and trimming services on County roads in Palm Beach Country Estates. (**Board Discussion**)

*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*

MEMORANDUM

To: Board of Supervisors

Date: March 9, 2018


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**WATER CONTROL**

1. Received .33 inches of rain this reporting period.
2. Prepped swales for four culvert installations; inspected three culverts and District crews installed two temporary culverts and 19 driveway culverts.
3. Terra Tech continues canal spraying for aquatic weed control.
4. Crews continue to replace District drainage culverts at various locations.
5. Drainage outfalls and swales continue to be re-contoured throughout the District.

**ROAD MAINTENANCE.**

1. Lake Point Restoration hauled 197 tons of shellrock to District yard.
2. K & L Trucking hauled 126 yards of shell/marl to District yard.
3. District hauled 4200 yards of material from Jupiter Inlet District.

  
\_\_\_\_\_  
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 March

From Amy E. Eason, PE, District Engineer

Board Meeting  
Date March 15, 2018

The following is a summary of activities and communications that were of significance during the month of March. 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):

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

At the February 2017 Board Meeting, staff receive approval to prepare the 19<sup>th</sup> Plan of Improvements. A public hearing for the filing of the resolution to consider approval of an amendment to its current water control plan to include this project was held on May 18, 2017, and the board approved the preparation of the Engineer's Report and draft Plan of Improvement. The Engineer's Report was filed on May 26, 2017. On June 29, 2017, a final hearing was held, and the Engineer's Report and proposed water control plan amendment was approved. Staff submitted the amendment to South Florida Water Management District (SFWMD), and SFWMD has approved the amendment. Staff has re-graded the existing swales, checked existing pipes, and replaced pipes. Surveying has been completed and engineering design has begun. Staff is prepared to update the Board at this month's meeting.

- B. **On February 22, 2018, the District received a petition for an enhanced stabilization project. The following petition was received and verified to meet the over 50% requirement to submit for petition and to process for referendum:**

- **74<sup>th</sup> Avenue N. between 150 Court N. and 154<sup>th</sup> Court N. for asphalt**

**The District is accepting valid petitions through April 30, 2018. 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 did not meet in February. Their next meeting is scheduled for March 21, 2018.**
- B. 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 are being executed to determine the results of different components. The modeling group plans on meeting with the flood control group to discuss the results and assumptions to the models. Staff will continue to participate in these sub teams on behalf of the District.

- C. 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.** Staff will continue to participate in meetings and committees on this subject and will update the Board as items occur.

- D. At the October 19, 2017 board meeting, the Board brought up their concern with the filling of residential lots within the District and Palm Beach County's role in regulating the filling of lots. As a result, staff was asked to research the issue to determine Palm Beach County's existing roll and determine the District's next step in addressing the issue. Staff has examined existing County regulations and has discussed the issue with County staff. Staff met with the County staff on November 29, 2017, a day before the last meeting, to discuss current policies and options for developing an ordinance to address the issue. As discussed at the November board meeting, the County is proposing a fill permit process to aid in regulating filling of lots. Staff is in contact with the County to discuss progress. Staff will continue to update the Board as items occur.
- E. On December 12, 2017, staff met with FEMA to discuss funding from their public assistance program for the debris removal activities on the canal banks as a result of Hurricane Irma. Staff received an initial estimate for the project, but advertised to bid the project on January 9, 2018 in order to meet FEMA's contracting requirements. Bids were received on February 2, 2018. The contract was awarded to Eden's Construction. **Construction has been completed and staff is preparing the close out documents for FEMA submittal. Staff is prepared to update the Board at this month's meeting.**
- F. Staff has been working together to update the Policy and Procedure Manual. Staff provided comments on Chapters 1, 2, 3, 5, and 6 and is proceeding to Chapters 7 thru 9. As part of the new roadway improvement policy, staff updated the petition for issuance in February. Staff will continue to work on this effort.



- G. **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 is prepared to update the board at this month's meeting on the status of the analysis.**
- H. 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.
- I. We continue to receive, review, and comment on various permit applications for projects to be constructed within the District.
- J. 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.