



**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

<https://www.sirwcd.org>

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

**BOARD OF SUPERVISORS MEETING**

July 18, 2024 – 6:00 pm

District Work Center

15600 Jupiter Farms Rd., Jupiter, FL 33478

Meeting and Zoom Video Conference

**BOARD MEETING AGENDA**

- 1) Pledge of Allegiance
- 2) Consent Agenda
  - A. Approval of Minutes of Previous Meeting
  - B. Approval of Warrant List
- 3) Landowner Items
- 4) Public Information Report
- 5) Treasurer's Report
  - A. Presentation of 2024-25 District Budget
- 6) Executive Director's Report
  - A. Digital Easement Mapping of Jupiter Farms
  - B. Vegetation Management Contract
  - C. Florida Association of Special Districts Certified District Manager Program
  - D. Recognition of Office Administrator Holly Rigsby
- 7) Supervisor of Operations Report
  - A. Rocky Pines Overlay Update
- 8) Engineer's Report
  - A. Palm Beach Country Estates Paving/No Paving Petition Referendum
  - B. Canal C Project
  - C. Palm Beach Country Estates Stormwater Modeling – Update and Schedule to Complete
  - D. Asphalt Overlay of Haynie Lane and Palm Beach Country Estates “Pink Roads”
  - E. Water Quality Update
- 9) Attorney's Report
- 10) Old Business
- 11) New Business
- 12) Adjourn

## Public Information Monthly Report July 2024

**TO: Board of Supervisors  
South Indian River Water Control District**

**FROM: Dick Gruenwald Associates  
District Public Information Specialists**

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

- 1) Monthly Board of Supervisor Meeting (July 18) release

The following items were updated or added to the website:

- 1) Multiple copy changes on several pages
  - District News, Statistics, Board Meetings, Elections, Budget
- 2) Monthly Meeting (May 16) minutes
- 3) Board of Supervisors Monthly Meeting (July 18) information and Zoom registration invitation
  - Agenda, staff reports and slide presentation

Attended Monthly Meeting (June 20) at District Office. Attended two Team Meetings in June.

**The June newsletter has been printed and mailed to all landowners. It included profiles on Mr. Kennedy and Ms. Hammond, Family Day photos, swales and drainage, and hurricane season information.**

**The August newsletter, which will include 2024-2025 budget information will be started shortly. It will also include a profile on Dustin Fazio, candidates for Board of Supervisors 2024 Elections, and the Budget Hearing and Annual Landowners Meeting information.**

**We have had team meetings with Mr. Kennedy, Mr. Meyer, and the District Engineers on a potential project for GIS mapping of the District that would be accessible through a link on the District's website. This project will be discussed in more detail by Mr. Kennedy at the July Board meeting.**

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. 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. An updated quote was received for \$4,050 per year, which incorporates design of the site, hosting, maintenance. We continue to edit and revise the existing website, remediate PDF files, and prepare for moving the website to a new host. We are concerned with the rapidly increasing cost of website hosting with CivicsPlus/Municode. The last quote received in September of 2022 had increased almost \$1,000 from January. This could mean hefty increases each year. While this quote is still less than other government-oriented hosting companies, it may be much more beneficial to create an accessible WordPress site and use accessibility checking software/company to ensure Americans with Disabilities Act compliance. As per Ms. Kennedy's request, we spoke with Todd Wodraska at Special District Solutions to ask whether they offered website creation and hosting for special districts. As a company that creates, manages, and provides administrative and financial services, they do provide website hosting through GoDaddy and use a stock WordPress template for the companies they manage. They said that it hasn't been done before but they could provide a quote to allow us to use their template and host on their server, however this is something the District can do on its own. **We have also been in recent discussions with Streamline, another website creation and hosting service. We will be discussing website options with the committee.**

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. Chapters 7 and 8 were received from engineering and reviewed by Mr. Meyer, Mr. Howard, and the staff and after comments, Chapters 7 and 8 have been combined and revisions made. Mr. Behn sent a draft of the procurement policy to staff and the Board for comments and changes in late November. This will be the new Chapter 9. Chapters 7-9 were incorporated into the draft manual and sent to the committee for review prior to the December 8 meeting. Mr. Meyer has sent changes, and these are being reviewed by Engineering and Legal. The board approved the Procurement Policy section separately in January.

Changes to Chapters 7 and 8 were made by Engineering and were forwarded to the committee for review in April 2023. We received responses in May 2023, and these were incorporated into the manual. The manual was updated with an interactive Table of Contents and formatted to prepare for accessibility.

We prepared and sent out an overview of all the items/comments that still need to be addressed by staff on November 1, 2023. In addition, we have been working with the committee on a list of additional definitions for possible inclusion in the manual. Revisions and additions to the manual regarding the Executive Director and Supervisor of Operations job descriptions were made and the Manager of Operations title has been replaced throughout the rest of the manual with the Executive Director title. Staff held a Zoom meeting on January 10, 2024, to discuss all outstanding questions and comments in the manual, revisions were made, and the revised draft was sent to the committee for final review prior to being sent to the rest of the Board. The Board received the updated draft, which now exceeds 100 pages on January 16, 2024, and to allow time for a thorough review, a date of February 15, 2024, was set for approval by the Board. After receiving no comments or revisions from the Board, the final updated version of the Policies and Procedures Manual was adopted. We worked on the remediation of the PDF version of the Manual for posting on the website and created a Policies and Procedures webpage. We also updated the Culverts and Permits webpage to reference the Manual per request by Robert Eustice at AECOM. We continue working on recreating the engineering drawings in the Appendix in a format that can be remediated. **We added the “No-Pave” petition with the April 18, 2024, Board-approved correction to the Manual. The Manual has been temporarily uploaded to the website while we remediate the PDF file once again.**

Susan Kennedy, Karen Brandon, and Donna DeNinno held a January 2022 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, 2022. **Ms. Kennedy is currently working on the file.**

The premier of the Drainage in the District Video was shown at the Annual Landowners' Meeting in September 2022, and links to the video on YouTube were provided to community social media. **The YouTube video has received 578 views, 13 likes, and 4 subscribers as of July 10, 2024. The video has also run on the Jupiter Farms Resident's website a few times.**

We continue to work with Mr. Howard, Ms. Kennedy, and the Executive Director 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.



To: Board of Supervisors  
From: Charles F. Haas, Treasurer  
RE: Treasurer's Report for the month of July 2024  
CC: Staff  
Date: July 18, 2024

## **Routine Business**

1. The District received a total of \$5,736,442 in current assessments from the Palm Beach County Tax Collector through July 2024.
2. The initial 2024 assessment Roll was downloaded on June 29, 2024. After integrity testing determined that all of the parcels were represented, an analysis was made that produced a listing on all parcels whose name was not on the 2023 roll, (new landowners). This list was sent to Ms. DeNinno.
3. We requested a special listing of landowners for the mailout of annual meeting and ballots. We then identified exempt parcels and landowners who owned multiple parcels. This listing was then forwarded to the District's office for delivery to our mailing vendor.
4. The District's Audited Financial Statements for the Fiscal Year Ended 09/30/2023 were received on June 19, 2024. All of the regulatory filings were made before the June 30,2024 deadline. The auditors issued a "clean" report with no management Letter comments. Electronic copies of the report were sent to the Board.
5. The Auditing firm has also sent us an Engagement Letter for the fiscal 09/30/2024 audit. The terms are in accordance with our contract and if the Board has no objection, I will sign it. A copy of the letter was sent under separate cover.
6. Through an error in my office, the Interim Budget Report through March 31, 2024, that had been reviewed by the Budget Committee and approved for distribution on June 19, 2024, was not sent to the Board. It has been sent under separate cover.
7. The Proposed Budget of the District for Fiscal 2024-25 was sent to the Budget Committee on June 10, 2024. The Board will be sent a copy as well as the detailed worksheets under separate cover and hard copies will be provided to the Board at their meeting. The Budget Highlights and Budget Recap documents are included with this report.

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 affirm receipt of the Audited Financial Statements.
3. The Board will be asked to Approve the signing of an Engagement Letter for the audit of the 09/30/2024 Financial Statements.
4. The Board will be asked for input on the Proposed Budget and the authorization to transmit the required assessment rates to the Property Appraiser for her inclusion in the TRIM Notice.

# South Indian River Water Control District 2024-25 Proposed Budget Memo

Dated: 07/09/2024

## Overview

The budget being proposed for the fiscal year 2024-25 has more of an emphasis on O&M areas when compared to recent budgets which contained funding for Capital Projects. While most of these projects have been completed, the one that is still open has been funded. Thus, the reduction in capital assessments provides room for an increase in maintenance assessment with only nominal increases in the combined assessment.

## Operations and Maintenance

The Operations & Maintenance budget is proposed to increase by \$191,500 for the 2024-25 fiscal year. The significant increase within the budget is for Personal Services of \$73,000. As a result of discussions with the Executive Director and Superintendent of Operations, Operating expenses are scheduled to increase by \$51,500

This budget also includes an increase in the transfer to the Equipment Renewal & Replacement fund from \$175,000 to \$200,000 as the equipment modernization program continues. The transfer to the Road Renewal & Replacement fund is scheduled to return to prior year funding levels with an increase of \$25,000 to \$200,000.

Finally, the Operations & Maintenance budget contemplates the loss of the Verizon rental income, presuming the sale of the lease is consummated.

The Operations & Maintenance Costs are then distributed to the Special Revenue funds, primarily Water Control East Basin and the Jupiter Farms Area and Road Maintenance for Palm Beach Country Estates (PBCE) and Jupiter Farms (JF).

## Special Revenue Funds

As stated above changes in assessments are being proposed for the Special Revenue Funds. The water control budgets for the East Basin (PBCE, Egret, Jupiter Commerce Park) and the West Basin (Jupiter Farms) are proposed to increase by \$85,000 and \$120,000 respectively. The increase in water control assessments in PBCE is counterbalanced in part by a decrease in Capital Project Assessments. The expenditure budget for Jupiter Farms Road Maintenance has been decreased by \$50,000, counterbalancing some of the water control increases.

## Capital Project Funds

As stated earlier, the funding for the current Capital Projects was accomplished in prior budgets. As such, there is a decrease in assessments for PBCE of \$67,400. For the Jupiter Farms area, the total budget remains at \$89,500. Fifty Thousand (\$50,000) of this budget is to support the second phase of funding for the modeling of the Farms currently being done. Funding for that project is being spread over two years (the current and ensuing) of \$50,000 in each fiscal period.

## **Debt Service Funds**

The only significant change proposed in the debt services funds is the increase in assessments for Fund 230, the PBCE Water Distribution System. This fund had developed a surplus from our agreement with the Town of Jupiter, so prior assessments were less than the annual debt service. The surplus in the fund is being used such that full debt service will be needed in 2027. To minimize a drastic increase in assessments at that time, we're proposing a program to ramp up these assessments over the next few years.

There is some "tweaking" of the various Landowner Initiated Debt Service Funds which impact only those landowners. Of note since this is the final year of debt service for the 2013 17th Plan of Improvement Road Improvements Fund, this will be the last year of assessments being made this issue.

## **Assessment rates**

The changes in the assessments for the District authorized Programs are noted on Page 2 of the budget documents. Since some of the District's assessments are levied on an acreage basis and others are by parcel, computing the impact of the changes is dependent upon the unique situation of the parcel. However, for most parcels in PBCE, the increase in assessment will be around \$38 or about 3%. In Jupiter Farms, most parcels will have around a 1.0% increase of around \$8. Egret Landing and Jupiter Commerce Park will have larger percentage increase, but due to the parcel sizes, the dollar amounts will be about \$10 per parcel.

Page 2 in the budget document depicts the calculated assessment rates for the four communities serviced by the District. Page 3 in the same document shows the assessment rates for other District programs that are not community-wide and where benefitted landowners initiated the project.

When turned into the Tax Collector, all of the individual rates are compressed into four categories, i.e. Per Acre Maintenance Assessments, Per Parcel Maintenance Assessments, Per Acre Debt Assessments (SIRWCD currently has no per acre debt assessments), and Per Parcel Debt Assessments.



# South Indian River Water Control District

## Proposed Budget by Level of Budget Control

Fiscal Year 2024/2025

Governmental Funds	Fund	Assessments	Less Discounts	Assessments-net	Driveway Culvert Revenue	Investment earnings	Other revenue	Transfers-in	Total Other Revenue & Transfers-in	Total Revenue	Use of Beginning Fund Balance	Total Funds Available	Total Expected Expenditures	Transfers-out	Total Expected Expenditures & Transfers-out	Comtingency Expenditures	Total Appropriations
<b>Special Revenue Funds (Operations)</b>																	
Water Control - East Side	110	\$ 625,000	\$ (13,200)	\$ 611,800	\$ 11,000	\$ -	\$ -	\$ -	\$ 11,000	\$ 622,800	\$ 516,531	\$ 1,139,331	\$ 690,099	\$ -	\$ 690,099	\$ 449,232	\$ 1,139,331
Water Control - West Side	120	1,755,000	(70,200)	1,684,800	41,000	80	-	-	41,080	1,725,880	880,778	2,606,658	1,816,221	23,925	1,840,146	766,512	2,606,658
Road Maint - PBCE	140	270,000	(10,320)	259,680	11,000	80	-	-	11,080	270,760	139,319	410,079	288,730	-	288,730	121,349	410,079
Maint-Jupiter Commerce Park	150	-	-	-	-	-	-	-	-	-	52,211	52,211	-	-	-	52,211	52,211
Maint - Egret Landing	155	-	-	-	-	-	-	-	-	-	17,703	17,703	-	-	-	17,703	17,703
Road Maint-Jupiter Farms	160	975,000	(39,000)	936,000	41,000	220	-	-	41,220	977,220	300,957	1,278,177	917,660	-	917,660	360,517	1,278,177
Park Maintenance-PBCE	185	22,000	(880)	21,120	-	-	-	-	-	21,120	97,580	118,700	19,950	-	19,950	98,750	118,700
<b>Debt Service Funds</b>																	
2015 PBCE Water Distribution System Bonds	230	1,023,000	(40,920)	982,080	-	2,000	-	-	2,000	984,080	557,423	1,541,503	1,100,038	-	1,100,038	441,465	1,541,503
2007 Series A OGEM Road Note	255	250,000	(9,000)	241,000	-	-	-	-	-	241,000	36,604	277,604	241,815	-	241,815	35,789	277,604
PBCE Water Dist Sys Hook Up Financing Program	260	-	-	-	-	-	-	-	-	-	8,235	8,235	-	-	-	8,235	8,235
2011 Road Improvements-16TH POI	265	180,000	(6,900)	173,100	-	-	-	-	-	173,100	66,094	239,194	172,268	-	172,268	66,926	239,194
2013 17TH POI Road Improvement Note	266	35,000	(1,400)	33,600	-	-	-	-	-	33,600	43,586	77,186	71,971	-	71,971	5,215	77,186
TOJ Hookup	267	88,806	(3,600)	85,206	-	-	-	-	-	85,206	28,750	113,956	81,682	-	81,682	32,274	113,956
2016 18th POI Road Improvements	268	188,000	(7,600)	180,400	-	-	-	-	-	180,400	39,477	219,877	179,649	-	179,649	40,228	219,877
2018 19th POI Debt Service	269	141,500	(5,700)	135,800	-	-	-	-	-	135,800	23,900	159,700	132,832	-	132,832	26,868	159,700
<b>Capital Projects Funds</b>																	
Road Resurfacing Renewal & Replacement	315	-	-	-	-	600	-	278,000	278,600	278,600	772,332	1,050,932	100,000	-	100,000	950,932	1,050,932
Road Improvement Funds	340	-	-	-	-	-	-	-	-	-	80,158	80,158	-	-	-	80,158	80,158
Jupiter Farms Water Control Projects	350	55,000	(2,200)	52,800	-	-	-	-	-	52,800	5,868	58,668	50,000	-	50,000	8,668	58,668
Section 7 Improvements	351	50,000	-	50,000	-	-	-	-	-	50,000	-	50,000	-	-	-	50,000	50,000
PBCE Water Control Projects-Canal E & General	370	-	-	-	-	-	-	-	-	-	162,079	162,079	-	-	-	162,079	162,079
PBCE Water Control Projects-Canal C	371	43,400	(1,735)	41,665	-	-	-	-	-	41,665	74,185	115,850	470	103,000	103,470	12,380	115,850
		\$ 5,701,706	\$ (212,655)	\$ 5,489,051	\$ 104,000	\$ 2,980	\$ -	\$ 278,000	\$ 384,980	\$ 5,874,031	\$ 3,903,770	\$ 9,777,801	\$ 5,863,385	\$ 126,925	\$ 5,990,310	\$ 3,787,491	\$ 9,777,801

Proprietary Funds	Fund	Charges for services	Other revenue	Transfers-in	Total Other Revenue & Transfers in	Total Revenue	Fund balance, beginning	Total Funds Available	Total expenditures	Transfers-out	Total Expenditures & Transfers out	Appropriated Fund Balance	Total Appropriations
Internal Service Fund ( O&M)	500	\$ 2,696,310	\$ 140	\$ 64,000	\$ -	\$ 64,140	\$ -	\$ 2,760,450	\$ 2,385,450	\$ 375,000	\$ 2,760,450	\$ -	\$ 2,760,450
Equipment Renewal & Replacement Fund	501	-	-	1,800	-	1,800	118,945	120,745	83,000	-	83,000	37,745	120,745
		\$ -	\$ -	\$ 2,696,310	\$ -	\$ 140	\$ 65,800	\$ 2,762,250	\$ 2,468,450	\$ 375,000	\$ 2,843,450	\$ 37,745	\$ 2,881,195



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## Memorandum

TO: Board of Supervisors  
FROM: Executive Director  
SUBJECT: Report for June 21, 2024, through July 18, 2024  
DATE: July 10, 2024

### Administrative

- A) Request for Board approval to proceed during the 2024-25 fiscal year to direct SIRWCD engineers (AECOM) to enter a three-year survey contract with one of their existing contracted surveyors to provide an easement and water management features (culverts and structures) survey of Jupiter Farms. The agreement will not exceed \$140,000.00 and will specify the chronological order of sections to be surveyed each year. Work will begin on the eastern side of Jupiter Farms and progress westward. This work will build on the existing information available in Section 7 & 18. Upon completion, the easement survey will be used to create GIS mapping layers of Jupiter Farms and combined with the available Palm Beach Country Estates modeling survey, be made available online through the SIRWCD website through a hyperlink to an ARC/INFO mapping page.
- B) Request for Board approval to direct SIRWCD engineers to develop two grant requests to help fund the survey work. The first grant application is to be submitted to the Loxahatchee River Preservation Initiative during the month of July 2024, and the second grant is to be submitted to the Florida Department of Environmental Protection through either the National Pollutant Discharge Elimination System, or resiliency, or other funding opportunity.

### Outreach

- A) Represented SIRWCD at the Loxahatchee River Management Coordination Council meeting.
- B) Represented SIRWCD at the Loxahatchee River Preservation Initiative meeting.

### Human Resources Management

- A) Implemented schedule changes for two employees to eliminate reoccurring overtime.
- B) Eliminated employee's discretionary use of unpaid leave for vacation.

### Public Water/Sewer

- A) Toured the Loxahatchee River District outfall to Jupiter Park of Commerce with Director Dr. Albrey Arrington. It is confirmed that the culvert discharge gate is currently closed on their side and that the swale is only connected to a perimeter canal and is not connected to reclaimed water or ponds.

Based on the tour and the blue green algae observed in the Jupiter Park of Commerce canal, the canal bank needs to be fenced to eliminate the obvious source of nitrogen and phosphorus from the adjacent dog boarding business from using the narrow SIRWCD easement as a daily K9 latrine for more than a dozen dogs.

## **Infrastructure and Equipment**

- A) Construction of office space started for the Supervisor of Operations Dustin Fazio.
- B) Joined Supervisor of Operations for infrastructure inspection during wet conditions and met with the Florida Department of Transportation turnpike authority maintenance contractor to coordinate stormwater conveyance from the east side of Palm Beach County Estates.
- C) Continued data gathering for development of the 'Equipment Replacement Schedule'.
- D) Replaced zero turn mower as the old mower's motor seized up.
- E) Arranged for a two-month lease of two excavators to conduct the annual "Cut Back" of woody vegetation on the SIRWCD canals during late July, June, and early August. One leased excavator will be equipped with the SIRWCD owned hydraulic mulching head and the other will be used to remove the cut material from the canals.

## **Policies and Procedures**

- A) Policy discussions with Palm Beach County building department staff regarding culverts has resulted in a policy within SIRWCD of adhering to the county ordinance of two culverts per property and the culverts are to be 18" in diameter, including temporary construction culverts.
- B) Procedure discussions with employee operators and administrative staff.

**William C. Kennedy**

William Chad Kennedy  
Executive Director



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## MEMORANDUM

TO: Board of Supervisors  
FROM: Supervisor of Operations  
SUBJECT: Report for June 21, 2024, through July 18, 2024  
DATE: July 12, 2024

### ADMINISTRATIVE

- 1) Listed the Volvo G930B motor grader to Gov.Deals online auction.
- 2) One employee received their Class A Commercial Drivers' License.
- 3) On-site meetings and phone conversations with landowners related to maintenance activities throughout the District.
- 4) Reviewed mechanic's maintenance log for June.
- 5) Met with Palm Beach County Building Department and Palm Beach County Road and Bridge to discuss drainage issues within the District.

### WATER CONTROL

- 1) Received 12.25 inches of rain this reporting period.
- 2) Mulching contractor resumed canal mulching of West Borrow Canal in Palm Beach Country Estates heading toward the north.
- 3) Crews installed five driveway culverts, prepared swales for one new construction culvert installation, inspected one driveway culvert, and installed three temporary construction culverts.
- 4) Terra Tech continues to spray canals for aquatic weed control.
- 5) Crews continue to inspect landowner driveway culverts for replacement, and drainage swales for recontouring.
- 6) Crews continue to inspect and replace inoperable drainage culverts.
- 7) Crews continue to shoot elevations of existing swales and pipes throughout the District to collect data for future projects.
- 8) After heavy rains and winds, crews removed storm debris from swales and culvert ends to promote drainage.

## **ROAD MAINTENANCE**

- 1) Roads are scheduled to be graded once a week, depending on weather and current road conditions they may be skipped or graded more than once a week.
- 2) Road re-contouring has been postponed until after the wet season.
- 3) JW Cheatum begins road paving of the “Pink Roads” in Palm Beach Country Estates.

*Dustin Fazio*

Dustin Fazio  
Supervisor 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 June

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From Karen D. Brandon, PE, District Engineer

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Board Meeting Date July 18, 2024

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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 an 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. Notification was received March 9, 2022, that Legislative funding was approved for the Canal C project in the amount of \$312,500 for FY 23. Staff is also researching the US 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. The 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 Florida Department of Environmental Protection requesting confirmation of qualification as an exemption or "No Permit Required". The Florida Department of Environmental Protection has requested completion of a Waters of the United States form followed by a site inspection for verification. Staff was notified by Florida Department of Environmental Protection this week that we have been assigned a new permit reviewer. A site inspection with the new reviewer has been requested. After requesting a site inspection with the Florida Department of Environmental Protection reviewer, we were informed on January 26, 2023, that our application has been assigned to yet another new reviewer (our third). We have requested a site inspection with the new reviewer.

A site inspection was held with the Florida Department of Environmental Protection permit reviewer on April 4, 2023. The reviewer, David White, was still unsure as to which permit route – No Permit Required, Exemption or General Permit will be required. He will review historic aerials and discuss with his manager. He also requested the fill quantity up to the top of bank. He now has a much better understanding of the project.



Staff has followed up with the Florida Department of Environmental Protection reviewer via email to request Florida Department of Environmental Protection's decision on the permit required. On June 21, 2023, staff received an email from the reviewer stating that he has reviewed the Waters of the United States information and the additional historic aerials provided and will be drafting a No Permit Required letter for review and signature by his management.

The Florida Department of Environmental Protection Grants office forwarded Agreement Forms and Insurance Requirements which are necessary for Florida Department of Environmental Protection to draft the grant agreement. These forms and the Certificate of Insurance were submitted to FDEP in early December 2022.

The Florida Department of Environmental Protection Grants office is currently working to finalize the Grant Agreement. Arlene Acevedo, has been assigned as the Project Manager for this Agreement.

South Indian River Water Control District received the Grant Funding Agreement from Florida Department of Environmental Protection for execution on May 2, 2023.

The Grant Funding Agreement was fully executed on May 18, 2023, and the first quarterly Progress Report was submitted to Florida Department of Environmental Protection on July 17, 2023. The Bid Documents are being prepared to advertise the project for bidding.

The construction contract was advertised for bids on November 19, 2023, with bids due on December 21, 2023. We have contacted four contractors and emailed bid documents. We will follow-up with phone calls as well.

Two bids were received on December 21, 2023. The bids came in very high. Staff has discussed options with the Florida Department of Environmental Protection Grant Manager. A meeting is scheduled with the low bidder on January 16th to discuss reducing the scope of work.

A meeting was held with the low bidder on January 16th to discuss reducing the scope of work. They were interested in doing a portion of the work to allow the District to utilize the grant funding. At this time we are awaiting their response.

The low bidder, Rio-bak, is interested in performing one-third of the work. Staff is working with the Manager to decide which segment gives the District the best value. The canal water levels remain abnormally high for this time of year. The contractor will need to wait until conditions dry out.

Staff has reviewed the canal sections and cut/fill quantities and determined the one third segment to move forward with. Rio-bak is pricing out their cost based on the original bid unit costs for District review by April 19, 2024.

Rio-bak submitted their revised bid. Staff has adjusted the scope slightly and reduced the contingency from 10% to 5%. The revised documents have been sent to Rio-bak. Once they are signed, staff will proceed with issuance of a Notice of Award. Riobak is finalizing their revised bid. Staff anticipates requesting award of the contract at the June Board meeting.

**The Contract was awarded at the June Board meeting. The contract documents have been sent to Rio-Bak for their execution.**



- B. The funding for the 20<sup>th</sup> Plan of Improvements has been received from the landowners. The next step is for the Engineer to prepare the Amendment for the 20<sup>th</sup> Plan of Improvements.

The draft 20<sup>th</sup> Plan of Improvements is being reviewed by legal, the Treasurer and staff. The draft Plan of Improvements will be submitted for Board consideration at the May Board meeting. The 20<sup>th</sup> Plan of Improvements was approved by the Board at the June meeting.

Legacy Survey, who proposed the lower price for the survey work, has been delayed in uploading their documentation required to get approved by our Procurement Dept as a subcontractor. We spoke with Legacy most recently on August 8, and they were working on the submittal. As soon as they are approved in our system, a purchase order will be issued to Legacy so that the survey work can proceed.

Legacy Survey has been approved in AECOM's Procurement system, the survey Task Order has been sent to Legacy for execution and the survey work is tentatively scheduled for October 18, 2023, weather permitting.

Legacy Survey provided the survey data on October 31, 2023. The construction plan sheets are in the process of being set up for the engineer to prepare the design.

The bid documents have been drafted and the engineer is in the process of finalizing the design. As the contract documents are finalized, a permit application will be submitted to Palm Beach County.

The project was advertised for bids on February 4<sup>th</sup>. Bids are due on March 7, 2024.

The bid opening was held on March 7, 2024. Only one bid was received for the project and it was considerably higher than the original estimate. Staff is in discussions with the contractor to see if they are willing to negotiate a lower cost.

Since only one bid was received, the project was advertised for bid again on March 31, 2024, with bids due on May 1, 2024.

The bid opening was held on May 1, 2024. Two bids were received, which are higher than the bid received on March 7. Staff has been in discussions with the landowner who filed the petition and the District Attorney.

Staff received a request from the landowner who filed the petition to reduce the specification requirements for the road base thickness and the amount of driveway restoration required, in order to reduce the cost of the project.

**There has been no further activity or communication between the petitioner and AECOM.**

- C. The Drainage Study for Palm Beach Country Estates was approved at the June Board meeting. The first task is to complete the survey work, which has been delayed in getting started.

Legacy Survey has been approved in AECOM's Procurement system, the survey Task Order has been sent to Legacy for execution and Legacy is in the process of scheduling the work. Once started, the work should take two months to complete.





Legacy Survey began the survey field work on November 20, 2023, and the final survey data is expected to be delivered by the middle of February.

Legacy Survey is working to complete the survey deliverables, including the canal cross sections. They are expected to be done next week.

Legacy Survey has submitted the topographic survey and AECOM has begun delineation of the subbasins. The next step will be to develop the other basin input data.

**Canal cross sections and basin outfalls are being added into the Palm Beach Country Estates hydraulic model. Project completion is estimated to be at the end of September.**

## II. OPERATION AND MAINTENANCE

- A. **Asphalt Overlay Project** - Bid documents were prepared and an Advertisement for Bids was published on February 4, 2024 for the asphalt overlay of approximately 2.45 miles of roads including: Haynie Lane from south of 167th Place North to Randolph Siding Road, 145th Place North, 64th Way, 65th Way, 66th Trail North, 67th Trail North and 68th Drive North the bids are due by March 7, 2024.

The bid opening was held on March 7, 2024. Four bids were received for the Asphalt Overlay project. The bid submittals are under review for responsiveness.

The final contract documents are being reviewed by the District Attorney.

The final contract documents were sent to JW Cheatham for their execution and submittal of the bonds and Certificate of Insurance. With one modification to the Certificate of Insurance, the Contract will be ready for execution by South Indian River Water Control District.

The pre-construction meeting was held on May 23, 2024. The Notice to Proceed was issued to JW Cheatham for June 17, 2024. Due to the wet weather experience this week, they have pushed their start date back to June 24th. Weather permitting, they anticipate the work taking less than one month to complete.

**JW Cheatham started work in Palm Beach Country Estates on July 1, however, it was a short week due to the holiday. Their current schedule is to complete the roads in Palm Beach Country Estates by July 19, 2024, and the portion of Haynie Lane by July 26, 2024.**

- B. **Storm Debris Removal Contract** - The Storm Debris Removal Contract was advertised for bids on March 10, 2024. The bid due date was extended to April 22, 2024, in response to one of the current contract holders. We anticipate awarding contracts at the May Board meeting.

Four bids were received on April 22, 2024. Staff recommends awarding contracts to the lowest three (3) bidders.

The three (3) lowest bids were awarded at the May Board meeting. The contract documents have been sent out to the contractors for execution.

**Contract documents have been fully executed with two of the three contractors. The third contractor had some questions that are currently being reviewed with legal staff.**

- C. The next National Pollutant Discharge Elimination System Steering Committee meeting is scheduled for July 17, 2024. The agenda includes a Cycle 5 Permit Update/Discussion.**
- D. 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.
- E. 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 (PPA) 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. Staff reached out to Jeff Buck on December 2, 2022, to request an update as to when South Florida Water Management District will be ready to start discussing a new G-92 Agreement.

Staff had a conference call with Jeff Buck, Adnan Mirza (Operations), and Matt Alexander (Lead Engineer for Flowway 2) of South Florida Water Management District on January 6, 2023. South Florida Water Management District is currently working on the C-18 West Impoundment design, and it is scheduled to take 2-3 years. No discharge through the G-92 structure is proposed during rainfall events. However, there may be the need for emergency releases from the reservoir. Staff explained that keeping the stages in the 13-13.5 ft NGVD range in the C-14 Canal works best for South Indian River Water Control District. The C-14, C-4, C-5 and C-6 Canals are the most impacted when South Florida Water Management District discharges through the G-92 structure.

The stages in the South Indian River Water Control District canals come up very quickly, especially when the ground is saturated. For now, South Florida Water Management District recommended that South Indian River Water Control District continue to work with Operations. More detailed modeling information will become available during the C-18 W Impoundment design process. South Indian River Water Control District can coordinate with Jeff Buck and Matt Alexander.



Staff requested an update from Jeff Buck on August 10, 2023. A detailed update was received from Jeff Buck and included in the Annual Report of the Engineer.

- F. Staff was contacted by the Palm Beach County Building Dept regarding the Policies and Procedures Manual for Regulation of Lot Filling and Grading Activity. As a result of comments from both homeowners and contractors, they are considering making some changes. The Engineer for Indian Trail Improvement District is going to suggest some edits based on the Village of Wellington's policy and send them to South Indian River Water Control District to review.

The Engineer for Indian Trail Improvement District forwarded some suggested edits based on the Village of Wellington's policy to South Indian River Water Control District, and the revisions are under review.

**Doug Wise, the Building Director for Palm Beach County, requested that South Indian River Water Control District attend a Palm Beach County Workshop on July 9, 2024. The workshop included a discussion on Stormwater and Floodplain Management.**

- G. 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.
- H. We continue to provide engineering assistance to the Executive Director, 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.