



South Indian River Water Control District™

Established 1923

June 11, 2020 – 7:00pm
Zoom Video Conference

BOARD OF SUPERVISORS MEETING AGENDA

1. Pledge of Allegiance
2. Landowners' Items
3. Consent Agenda
 - A. Approval of Minutes of Previous Meeting
 - B. Approval of Warrant List
4. Public Information Report
5. Treasurer's Report
 - A. Introduction of Preliminary 2020-2021 Budget
6. Manager of Operations Report
7. Engineer's Report
8. Attorney's Report
9. Old business
 - A. Discuss Policy for Pumping into Swales
 - B. Discuss Amendment to Policy of District Road Maintenance on County Roads
10. New Business
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 – June 2020

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

- ❖ Monthly Meetings cancelled (*Mar. 19 & Apr. 16*) release
- ❖ Monthly Meeting (*June 11*) release and re-release for Zoom meeting

The following items were updated or added to the website:

- ❖ Covid-19 information and updates
- ❖ Meeting updates along with June 11 Zoom meeting updates
- ❖ Multiple copy changes on numerous pages
- ❖ June Meeting Agenda and Staff Reports

Discussed issues on Zoom meetings with Manager of Operations, Mrs. Rigsby, Michael Howard and John Meyers.

We plan to begin a new newsletter in late June/early July with information on recent projects as well as the new budget.

Attended Zoom Staff Meetings (*May 4 & June 2*).

The Board and Legal has received four initial proposals from experienced companies for creating and hosting a new ADA-compliant website for review. We continue to work on the revision and changes to the District website to prepare for migration to a new ADA compliant site on a new platform once a company is selected. 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.

Donna DeNinno worked with Michael Howard, John Meyer and Holly Rigsby on website content and changes for the ADA accessibility and reported at the December 12 meeting. Changes based on review are underway on the website and will be sent to the committee and legal for additional changes and approvals. We are still awaiting approvals and hopefully signatures on the FASD sponsored House and Senate bills on website changes. These have been delayed due to Covid-19 related issues and focus.

Ms. DeNinno attended additional webinars on PDF remediation and accessibility and has been in discussions with the Municode representative with questions and issues relating to the website and accessibility.

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 June 2020
CC: Staff
Date: June 11, 2020

Routine Business

1. The District received a total of \$5,483,126 in current assessments receipts from the Palm Beach County Tax Collector through May 15, 2020. On May 19, 2020, the Board was sent a brief report on the status of collection comparing the rate of receipts for the current year with the prior year. No major differences in collection rates was determined.
2. We continue to work with the auditors in their examination of last year's financial statement.
3. On May 26, 202, after review by the Budget Committee, the Board was sent the Interim Budget to Actual report for the Period 10/1/2019 to 03/31/2020.
4. The 2021 assessment role data files became available from PBC ISS on May 29, 2020. Work has been started in updating our data files for changes in parcel configurations.
5. On June 6, 202, after review by the Budget Committee, the Board was sent the Preliminary Budget for the 2020-21 Fiscal Year.
6. 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).

15600 Jupiter Farms Rd., Jupiter, FL 33478-9399 (561) 747-0550 Fax: (561) 747-9182



To: Board of Supervisors
FROM: Charles F. Haas, District Treasurer
RE: **Preliminary Budget**
CC: Staff

Date: June 5, 2020

The preliminary draft of the budget is attached for your review.

1. The funds used to account for monies spent on maintenance (and thereby establishing the level of assessments) are the special revenue funds. Maintenance activities by nature are repetitive, but in are also highly impacted by nature itself, so in any given year the expenditures in one area, being depended upon the needs, can be vary from historical patterns. The philosophy employed in budgeting these funds is to “smooth” the unusual expenditures (higher or lower) by either adding to or reducing the funds carried forward (Fund Balance). The goal is to carry a fund balance in each fund that is adequate to fund the expenditures as needed but not to an excess. In fact, the District has a policy detailing that approach. This is the case this year with the East Basin Water Control Budget (Fund 110) and the Jupiter Farms Road Maintenance Budget (Fund 160). The 110 budget projects significant reductions in a few line items so that the required assessments have decreased by \$140K. The 160 budget is the opposite, with its fund balance falling below the desired threshold so the required assessment has been increased by \$50K.
2. The Debt Service budgets have only minor changes in assessments with the most notable one being the elimination of the assessment required by the 2004 Road Improvement Note Series C which was paid in full on April 1, 2020.
3. The activity in Capital Projects funds is primarily in the Jupiter Farms Re-engineering fund (Fund 345) and the Other Capital Projects fund (Fund 350). The preliminary budget for Fund 345 lists an expenditure of \$50K for follow up efforts to the work being accomplished this fiscal year. Fund 350 has no projects budgeted for the 2020-21 fiscal year, however there are some projects that the board will be asked to consider. These are:

South Indian River Water Control District

Preliminary Budget by Level of Budget Control

Fiscal Year 2020/2021

Governmental Funds	Fund	Assessments	Less Discounts	Assessments-net	Driveway Culvert Revenue	Investment earnings	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
Special Revenue Funds (Operations)																	
Water Control - East Side	110	\$ 540,000	\$ (21,600)	\$ 518,400	\$ 11,250	\$ -	\$ -	\$ -	\$ 11,250	\$ 529,650	\$ 281,818	\$ 811,468	\$ 455,637	\$ -	\$ 455,637	\$ 355,831	\$ 811,468
Water Control - West Side	120	1,655,000	(66,200)	1,588,800	33,750	80	-	-	33,830	1,622,630	451,693	2,074,323	1,347,263	36,100	1,383,363	690,960	2,074,323
Road Maint - PBCE	140	155,000	(6,200)	148,800	11,250	80	-	-	11,330	160,130	388,882	549,012	291,086	-	291,086	257,926	549,012
Maint-Jupiter Commerce Park	150	-	-	-	-	-	-	-	-	-	61,280	61,280	-	-	-	61,280	61,280
Maint - Egret Landing	155	-	-	-	-	-	-	-	-	-	26,854	26,854	-	-	-	26,854	26,854
Road Maint-Jupiter Farms	160	760,000	(30,400)	729,600	33,750	220	-	-	33,970	763,570	60,010	823,580	745,254	-	745,254	78,326	823,580
Park Maintenance-PBCE	185	22,000	(880)	21,120	-	-	-	-	-	21,120	79,300	100,420	20,600	-	20,600	79,820	100,420
Debt Service Funds																	
2006 PBCE Water Distribution System Bonds	230	1,050,000	(42,000)	1,008,000	-	2,000	-	-	2,000	1,010,000	970,312	1,980,312	1,110,625	-	1,110,625	869,687	1,980,312
2004 Road Improvement Note Series C	235	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2007 Road Improvement Note- Series A, B & C	255	225,000	(9,000)	216,000	-	75	-	-	75	216,075	110,600	326,675	243,414	-	243,414	83,261	326,675
2009 Hookup Financing Note	260	210,000	(8,400)	201,600	-	75	-	-	75	201,675	140,223	341,898	216,262	-	216,262	125,636	341,898
2011 Road Improvements-16A POI	265	172,000	(6,800)	165,200	-	50	-	-	50	165,250	81,796	247,046	172,916	-	172,916	74,130	247,046
2013 17TH POI Road Improvements	266	79,000	(3,160)	75,840	-	20	-	-	20	75,860	24,554	100,414	73,983	-	73,983	26,431	100,414
TOJ Hookup	267	93,000	(3,570)	89,430	-	25	-	-	25	89,455	14,649	104,104	86,600	-	86,600	17,504	104,104
2016 18th POI Road Improvements	268	188,000	(7,480)	180,520	-	20	-	-	20	180,540	37,043	217,583	181,318	-	181,318	36,265	217,583
2018 19th POI Road Improvements	269	141,500	(5,660)	135,840	-	-	-	-	-	135,840	6,602	142,442	132,906	-	132,906	9,536	142,442
Capital Projects Funds																	
Road Resurfacing Renewal & Replacement	315	-	-	-	-	600	-	236,100	236,700	236,700	1,335,709	1,572,409	-	-	-	1,572,409	1,572,409
Road Improvement Funds	340	-	-	-	-	100	-	-	100	100	3,593	3,693	-	-	-	3,693	3,693
Engineering Initiatives	345	54,000	(2,160)	51,840	-	-	-	-	-	51,840	400	52,240	50,000	-	50,000	2,240	52,240
Other Capital Project Funds	350	-	-	-	-	-	-	-	-	-	7,800	7,800	-	-	-	7,800	7,800
		\$ 5,344,500	\$ (213,510)	\$ 5,130,990	\$ 90,000	\$ 3,345	\$ -	\$ 236,100	\$ 329,445	\$ 5,460,435	\$ 4,083,118	\$ 9,543,553	\$ 5,127,864	\$ 36,100	\$ 5,163,964	\$ 4,379,589	\$ 9,543,553

Proprietary Funds	Fund	Charges for services	Other revenue	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	\$ 2,223,800	\$ 71,000	\$ 71,000	\$ 2,294,800	-	\$ 2,294,800	\$ 1,969,800	\$ 325,000	\$ 2,294,800	\$ -	\$ 2,294,800
Equipment Renewal & Replacement Fund	501	-	-	125,000	125,000	254,120	379,120	50,000	-	50,000	329,120	379,120

Improvements to Jupiter Farms identified in previous engineering analysis with a total cost estimate of \$643,000 with a possibility of a 50% match from LRPI. This would benefit the water control parcels in Jupiter farms.

Improvements to the structures on the west end of Canal E in PBCE with an estimated cost of \$250,000. This would benefit the water control parcels in PBCE.

Reshaping of Canal C with a planning/permitting budget of \$40,000. This project would require an Army Corp permit so actual construction would probably not occur until the 2021-22 fiscal year.

4. The Internal Service Fund are the funds used to accumulate the cost of maintenance services. In turn these costs are then allocated to the funds whose parcels benefited (mainly the Special Revenue funds noted above). The current years budget for Charges for Services is \$2,237,450. The preliminary budget amount is \$2,223,800.
5. There is a change in presentation from last year's budget to note. This year the "Combined Funds" page includes only the Governmental Funds. The Internal Service Funds are presented separately. This is the same presentation methodology that the interim Budget to Actual reports present.



South Indian River Water Control District™

Established 1923

MEMORANDUM

TO: Board of Supervisors
FROM: Manager of Operations
SUBJECT: Manager's Report for March 13, 2020 to June 4, 2020
DATE: June 4, 2020

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. Employees were instructed on social distancing while working. No reported issues.
4. Reviewed quarterly report for Driveway Culvert Program.
5. Conference call with District Engineer and Attorney regarding Canal 1 restoration.
6. Received \$2,645.00 from Verizon for cell tower lease.
7. Meetings with Contractor regarding conference room expansion.
8. Meetings with District Engineer and FPL to discuss new power pole locations in Section 16 of Jupiter Farms.
9. Hired Dustin Fazio as Level 1 operator.
10. Hired John Miller as Level 2 operator.
11. Received certificate for completing required FEMA Independent Study Course.

MEMORANDUM

To: Board of Supervisors

Date: June 4, 2020

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13. Attended Safety Council of Palm Beach Meeting.
14. Conference call with Palm Beach County Fire Marshal and West Construction to discuss resolution of water source for new building.
15. Conducted Staff Meeting through Zoom.
16. Conference calls with District Treasurer and Office Administrator to discuss 2020-2021 Budget.
17. Hired Herbert Key as Level 1 operator and truck/trailer operator.

WATER CONTROL

1. Received 16.86 inches of rain this reporting period.
2. Crews installed 48 driveway culverts and five temporary culverts. Crews also prepared six swales for new construction culvert installs and inspected nine culverts.
3. Terra Tech continues canal spraying for aquatic weed control.
4. Crews continue to inspect driveway culverts for replacement.
5. Swales continue to be re-contoured for drainage throughout the District.
6. Improvements were made along Canal 1, east of 103rd Ter N which includes raising top of bank, replacing drainage culvert and stabilizing area with rock rip-rap and sod.
7. Crews begin replacing dump culverts in Palm Beach Country Estates.
8. Meeting with David Logan to inspect Egret Landing and Jupiter Commerce Park control structures.
9. Conference call with South Florida Water Management n potential rainfall events.
10. Meeting with contractors to discuss improvements along Canal C in Palm Beach Country Estates.
11. Discussions with District Engineer regarding potential control structure on the west end of Canal E in Palm Beach Country Estates.

ROAD MAINTENANCE

1. Lake Point hauled 195 tons of shellrock to District yard.

Michael Dillon

Michael Dillon
Manager of Operations

Memorandum

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

CC

Subject Engineer's Report for June

From Amy E. Eason, PE, District Engineer

Board Meeting
Date June 11, 2020

The following is a summary of activities and communications that were of significance during the **month of April, May, and June**. Updated information is presented in **bold**:

I. CURRENT CAPITAL IMPROVEMENTS AND OTHER DISTRICT PROJECTS

A. In order to improve drainage and water quality in the Jupiter Farms area, staff was performing two separate efforts, but based on the board discussions at the August 2019 meeting, these efforts are being combined into the development of one conceptual plan for the Jupiter Farms area under the Jupiter Farms Re-Engineering program. Over the past year, staff was directed by the Board to:

- Evaluate the area and provide feedback concerning the purchase of land for water quantity and water quality benefits
- Analyze the effect of filling undeveloped lots has on the master system
- Analyze the localized effects on each section starting with Sections 7 and 18 and utilizing the results from the proposed improvements for the remainder of the area

In order to evaluate these elements, the District's hydrologic and hydraulic model needs to be updated to run various scenarios. Staff has obtained the latest topographic information from Palm Beach County to assist in updating the model and is working on obtaining a location map of all the outfalls within Jupiter Farms area. The model will be updated with this information. **Staff will update the board at this month's meeting.**

II. OPERATION AND MAINTENANCE

A. The National Pollutant Discharge Elimination System (NPDES) Steering Committee **presented its annual staff training on March 11, 2020. In addition, staff submitted the Annual NPDES Report on March 13, 2020 with its water quality assessment as required in the latest update. There was a teleconference with the Florida Department of Environmental Protection (FDEP) on March 31, 2020. Due to the travel restrictions, FDEP will be conducting a desktop audit this year**

and SIRWCD was selected to be audited. Staff will be working on the information for the audit. The next meeting was scheduled for July 15, 2020.

- 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. A building permit was issued on October 9, 2019 and West Construction is working onsite. The shell of the building is set and the electrical has been installed. The project is near completion. The fire marshal is requiring a sprinkler system to be installed. Once installed, the project should be completed.

Staff is also coordinating with the contractor on the conference room expansion.

- C. The Loxahatchee River Water Restoration Project's purpose aims to restore and sustain the overall quantity, quality, timing, and distribution of fresh waters to the federally designated "National Wild and Scenic" Northwest Fork of the Loxahatchee River. Staff has been actively involved in reviewing and attending meetings for the Loxahatchee River Water Restoration Project. Staff has met 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.

Staff has attended the Engineering and Modeling Task subcommittee meetings to ensure that the operational protocols are implemented for the District. SFWMD and the ACOE have updated the model with the different scenarios and updated the cost estimates of proposed regional projects for the cost feasibility analysis. These updates were prepared for the Project Implementation Report (PIR) as part of the ACOE process. The ACOE posted some of the preliminary results of the modeling and staff has reviewed and met with both SFWMD and ACOE on the modeling and flood protection sub teams.

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.

The draft PIR was released for review by the public March 22, 2019. There was a 45 day review period for the draft PIR, which ended May 6, 2019. Two public meetings were held to provide input on the draft PIR/EIS. Staff submitted comments on May 6, 2019. Staff is currently following up with SFWMD on re-evaluating the 1989 agreement between SIRWCD and SFWMD on the operation of the G-92 structure.

Palm Beach County submitted a letter to SFWMD on December 5, 2019 to support the project but to also express their concerns. The Final PIR and Environmental Impact Statement (EIS) was available for review and the comment deadline was on March 9, 2020. On March 9, 2020, staff submitted a letter with comments as well as a letter

from the Board re-stating the need for analysis. Most of the comments from the draft PIR were addressed.

- D. The Loxahatchee River Management Coordinating Council (LRMCC) initiated 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.

On June 24, 2019, staff attended a LRMCC meeting where FDEP presented information on the RAP. FDEP worked 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. FDEP held a demonstration on August 19, 2019 on the modeling.

Since the plan did not meet the impairments, a draft Loxahatchee River Pollutant Reduction (4e) Plan has been prepared and is posted on FDEP website for review and comment by October 31, 2019. This is a voluntary plan designed to address nutrient and bacteria impairments in the Loxahatchee River which will result in these impairments being moved to the 4e category on the state's list of impairments and will postpone total maximum daily load (TMDL) development. Staff submitted comments to FDEP on October 30, 2019. Staff further followed up with FDEP on items and concerns with the plan. On February 27, 2020, staff received communication from FDEP that they have approved the Loxahatchee River Pollutant Reduction (4e) Plan. Since FDEP is currently reviewing their list of impaired waters, the Loxhatchee basin will move to the Category 4e on the list of impaired waters. This should postpone TMDL development.

FDEP has issued its notification on the impaired waters rule on May 19, 2020. Waterbody identification numbers that were included in the RAP have been delisted due to the approval of the RAP by FDEP. Staff is prepared to update the Board at this month's meeting.

- E. In September 2019, staff was asked to coordinate with SFWMD on a possible connect to Project Culvert 10 on the C-18 Canal in preparation for Hurricane Dorian. Staff installed four (4) culverts on Canal E for temporary relief in Palm Beach Country Estates. In December, an extreme rain event occurred and the culverts were utilized for temporary relief. Staff has contacted SFWMD and has completed some historical research of the area. **Staff has reviewed the information as directed by the board and has prepared a cost estimate for next year's budget.**
- F. At the October 2019 meeting, direct pumping into the District's secondary (swale system) was discussed. Staff was directed to draft a policy concerning pumping. **Staff is prepared to answer any additional questions at this month's meeting.**
- 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.