



South Indian River Water Control District™

Established 1923

A Florida Special District

15600 Jupiter Farms Road • Jupiter, Florida 33478-9399 • (561) 747-0550 • Fax (561) 747-9182

www.sirwcd.org

sirwcd@sirwcd.org

BOARD OF SUPERVISORS MEETING

April 21, 2022 – 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) Landowners' Items
- 3) Consent Agenda
 - A) Approval of Minutes of Previous Meeting
 - B) Approval of Warrant List
- 4) Public Information Report
 - A) Infographics – Animations – Videos – Fact Sheets
 - B) Policies & Procedures Manual
 - C) Family Day 2023 – District's 100-Year Celebration
- 5) Treasurer's Report
- 6) Manager of Operations Report
 - A) Update on Costs for Section 33 Canal Clearing
 - B) Ratify Equipment Purchases
- 7) Engineer's Report
 - A) Fill Permits
 - B) Section 7 Project
 - C) Canal E Project
 - D) Canal C Project
 - E) Loxahatchee River Watershed Restoration Project – G92 Agreement
 - F) Road Paving Petitions
 - G) Busch Wildlife Permit Application
- 8) Attorney's Report
- 9) Old Business
- 10) New Business
- 11) Adjourn

Public Information Monthly Report April 2022

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

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

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

- 1) Monthly Board of Supervisors Meeting (Apr. 21) release
- 2) District Work Center Open House and Dedication (Mar. 19) release and photos

The following items were updated or added to the website:

- 1) Multiple copy changes on numerous pages
 - Statistics, Board Meetings, District News, District News Highlights
- 2) Monthly Meeting (Feb. 17) minutes
- 3) District Work Center Open House and Dedication (Mar. 19) article and photos
- 4) Board of Supervisors Monthly Meeting (Apr. 21) information and Zoom registration invitation
 - Agenda, staff reports and slide presentation

Attended Monthly Meeting (Mar. 17) at District Office.

Donna DeNinno and Laura Bender worked with Susan Kennedy and Holly Rigsby on the Open House and Dedication of the Stephen J. Hinkle Work Center on March 19. Panera Bread provided the refreshments and water and ice were also available. Ms. DeNinno worked with Mrs. Rigsby on an e-mail invitation that was sent to a number of agencies and organizations that work with the District. In addition, Ms. DeNinno prepared invitation letters for select recipients. The event had been publicized in the newsletter, on the website, and through community outlets. **Ms. DeNinno took photographs and edited for print and digital, put an article and photos on the website, and sent a release and photographs to community media.**

Ms. DeNinno provided a non-commenting version of the draft Policies and Procedures and updated version of the Procurement Policy to Mr. Haas for the annual audit.

Donna DeNinno originally secured four initial proposals for accessibility-compliant website development and hosting and did extensive research and prepared outlines to work with legal, Michael Howard, John Meyer, and Holly Rigsby on content and changes for the District's website. Consideration for keeping costs within budget was a primary consideration, as well as meeting the accessibility guidance. We do have the accessibility statement suggested by legal on the existing website regarding creating a new compliant site and that the District will provide content upon request to those currently unable to access any information.

Covid-delayed Florida Senate and House bills sponsored by Florida Association of Special Districts to change requirements for special district websites were signed into law on July 1, 2020. Ms. DeNinno and legal reviewed changes and reported on options at the July 16, 2020, Board Meeting. The Board approved creating the new site based on the latest information required by the State. We are continuing to update

pages within the existing website that will be included in the creation of a new site, once reviewed by the committee and Board. Nine Portable Document Files (PDFs) that are required to be on the website have been remediated through a third-party accessibility company. As requested by the Board, we are now including Staff Reports and Presentations in addition to the Agenda for meetings. We are currently updating these files dating back to October of 2020. New PDF remediation checkers have been released and we are using these to check our remediated files for compliance. We have sent staff information with tips for preparing more accessible documents that will be used as PDF files on the website so remediation will be easier. Municode is now a wholly owned subsidiary of CivicsPlus (these are companies we quoted with for the creation of an accessible website). Both companies use the same software, have the same features and similar costs. We will be able to work with the representative from Municode who has been very helpful. We will obtain a new quote shortly.

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. The District Engineer is reviewing chapters 7-9. The Procurement Policy is also being updated and will be incorporated into the manual as Chapter 10. Mike Dillon, Donna DeNinno, and John Meyer met to review revisions made by staff and comments by committee chairs and discuss proposed changes to the Manual. Significant revisions have been made to date based on meeting discussion. 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 and Mrs. Rigsby for additional updates to Chapters 1-6 and Appendix C, which includes election information, and a draft will then be sent to the Board and Staff for review.**

Discussed with John Meyer the possibility of updating the District's video **Taking Water Seriously**. We contacted the company who created a video for Jupiter Farms Residents and discussed costs and capabilities. Susan Kennedy, Karen Brandon, and Donna DeNinno held a Zoom meeting to discuss options for public education materials, with a focus on information for the upcoming 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. **The first project will be on drainage and flooding with print fact sheets/infographics prepared for May. At the March 17, 2022, meeting, Ms. Kennedy suggested a contract with a video company for preparing the video portion of the project. Ms. DeNinno has provided research information to Ms. Kennedy and Mrs. Brandon for consideration of topics to include in our projects. A Zoom meeting is being planned.**

We continue to work with Mr. Meyer, Ms. Kennedy, and the Manager of Operations on a regular basis. We review and monitor print and online media for all District-related stories articles on roads, drainage, and other issues of interest in Palm Beach County and Florida, as well as nationally, then prepare and distribute material to supervisors and members of the staff via e-mail.



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15600 Jupiter Farms Road, Jupiter, Florida • (561) 747-0550 • Fax (561) 747-9182

To: Board of Supervisors
From: Charles F. Haas, Treasurer
RE: Treasurer's Report for the April 2022 Board of Supervisors Meeting
CC: Staff
Date: April 12, 2022

Routine Business

- 1) The District received a total of \$5,261,244. in current assessment receipts from the Palm Beach County Tax Collector through April's distribution #9. This represents 97% of total assessments.
- 2) Audit fieldwork occurred as scheduled and a draft of the annual financial statements was delivered to the auditors.
- 3) The Budget to Actual report for the Quarter ending 12/31/2021 was delivered to the Board on 4/1/2022. As part of this report, we modified the capital projects budget amounts for the Jupiter Farms and Palm Beach Country Estates capital funds to include the project cost as approved by the Board last year.
- 4) With increased focus on capital projects, the issue of presenting project data in a report intended to present annual information has become more apparent. To solve that issue, we are suggesting an alternative to be used for those capital funds which span a fiscal year. As can be seen in the revision, we deleted the column that is used to display the Year-to-Date Budget and replace it with the prior periods' expenditures. The variance column is then calculated as the difference between the project budget and accumulated cost.
- 5) 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 a separate cover).
- 2) The Board will be asked to approve budget amendments to re-appropriate fund balance (carryover funds) for the Jupiter Farms and Palm Beach Country Estates Capital projects and for the Equipment Renewal and Replacement fund. These amendments are "housekeeping" changes and do not reflect a re-allocation of resources or changes in assessments.

SOUTH INDIAN RIVER WATER CONTROL DISTRICT (Example – some data not updated)

For the Period October 1, 2021 to March 31, 2022

Capital Projects Fund

Statement of Operation and Changes in Fund Balance

Palm Beach Country Estates Water Control Projects

	AMENDED BUDGET	PRIOR YEAR ACTUAL	CURRENT YEAR ACTUAL	VARIANCE
Revenues:				
Assessments received	\$ 110,800		\$ 105,340	\$ 3,736
Discounts	(4,430)		(4,072)	358
Net assessment revenue	106,370	-	101,268	4,094
Investment earnings	-	-	-	-
Total revenues	106,370	-	101,268	4,094
Expenditures				
Tax Collectors Fees	1,200		1,013	(87)
Capital outlay				
PBCE Canal C Improvements	80,000	11,864	-	(68,136)
PBCE Canal E Improvements	250,000	2,060	10,226	(237,714)
Total capital outlay	330,000	13,924	10,226	(305,850)
Total expenditures	331,200	13,924	11,239	(305,937)
Revenue over (under) expenditures	(224,830)	(13,924)	90,029	310,031
Transfers & Reappropriation of project budgets				
Transfer To Road R&R	63,300		63,300	-
Reappropriation of project budgets	290,000			
Excess (deficit) revenues over expenditures & transfers	1,870		26,729	
Fund balance-designated for construction	279,505		279,505	-
Appropriated fund balance-ending	281,375	-	306,234	



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To: Board of Supervisors

From: Charles F. Haas, Treasurer

RE: Budget Amendment

CC: Staff

Date: April 21, 2022

The following is the detail for a budget amendment to accomplish two things.

The first amendment is to re-appropriate budgeted fund balance and add to the budgeted line items for the water control improvements in Jupiter Farms and Palm Beach Country Estates. By reappropriating these items, the current year's budget will reflect the project budget and make project cost vs budget analysis more informative.

The second amendment is to appropriate budgeted fund balance in the Equipment Renewal and Replacement fund to reflect the equipment purchases previously approved by the Board.

These amendments are "housekeeping" changes and do not reflect a re-allocation of resources or changes in assessments.

SOUTH INDIAN RIVER WATER CONTROL DISTRICT

Budget Amendment

Dated: 04/21/2022

	Account Codes	Adopted Budget	Budget Increase	Budget Decrease	Amended Budget
Water Control Infrastructure Improvements :					
Jupiter Farms Loxahatchee River Preservation Initiative Project Area Improvements	351-56202		\$80,000		\$80,000
Jupiter Farms Loxahatchee River Preservation Initiative Project Area Improvements	350-56202	\$80,000	\$0	-\$80,000	\$0
Transfer in	351-59110		-\$80,000		-\$80,000
Transfer out	350-59100			\$80,000	\$80,000
		\$80,000	\$0	\$0	\$80,000
Palm Beach Country Estates Canal C Improvements	370-56203	\$40,000	\$40,000		\$80,000
Palm Beach Country Estates Canal C Improvements	370-56204	\$0	\$250,000	\$0	\$250,000
Fund balance - designated for construction	370-24740		-\$290,000		-\$290,000
		\$40,000	\$0	\$0	\$40,000
Equipment items					
Equipment Purchases	501-56400	\$50,000	\$265,000		\$315,000
Net Position	501-27200		-\$265,000		-\$265,000
		\$50,000	\$0	\$0	\$50,000
End of Table					



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MEMORANDUM

TO: Board of Supervisors
FROM: Manager of Operations
SUBJECT: Manager's Report for March 11, 2022 to April 14, 2022
DATE: April 14, 2022

ADMINISTRATIVE

- 1) Reviewed 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) Reviewed Section 7 drainage plan with District Engineer.
- 4) Conducted employee safety meeting.
- 5) Received \$3,041.75 for Verizon cell tower lease.
- 6) Meetings with District Engineers to review Busch Wildlife project.
- 7) Mechanic Jim Powell retired. Employee Mike Roman promoted to head mechanic.
- 8) Meeting with representatives from Florida Trail Association to review access points along Canal 7.
- 9) Attended Jupiter Farms Resident's meeting.

WATER CONTROL

- 1) Received 4.95 inches of rain this reporting period.
- 2) Crews installed 19 driveway culverts and five temporary culverts. Crews also prepared swales for one new construction culvert install. Four driveway culverts were inspected.
- 3) Terra Tech continues canal spraying for aquatic weed control.
- 4) Crews continue to inspect driveway culverts for replacement and swales continue to be re-contoured for drainage throughout the District.
- 5) Crews continue to inspect and replace drainage culverts throughout the District.

ROAD MAINTENANCE

- 1) Roads continue to be re-contoured for proper stormwater runoff.

Michael Dillon

Michael Dillon
Manager of Operations



Memorandum

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

CC

Subject Engineer's Report for April

From Karen D. Brandon, PE, District Engineer

Board Meeting

Date April 21, 2022

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 (SFWMD) 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. In addition, staff has reached out to the Florida Department of Environmental Protection (FDEP) to discuss permitting. Notification was received March 9, 2022, that Legislative funding was approved for the Canal C project in the amount of \$312,500 for FY 23. **Staff is also researching the US Army Corps 404 Permitting and the delegation to FDEP. It is anticipated that the project will qualify for an exemption for stormwater maintenance.**
- B. As part of the budget for this year, the board has authorized the installation of control structures on the west end of Canal E. To prepare for the design and permitting of these structures, staff reconciled the permit record from South Florida Water Management District (SFWMD) and attended a pre-application meeting to determine the requirements and operation of the structure. Staff attended a meeting with SFWMD. At the meeting, staff explored an option to utilize the existing project culvert instead of installing new culverts. Staff met with Palm Beach County on August 10, 2021, to discuss the proposed improvements since the improvements would encroach on their property. Staff received the survey for the area. Staff has prepared a draft plan, which is currently being reviewed by the Engineer. A site meeting was conducted on March 3, 2022, to review the area on the north side of Canal E adjacent to a residence. In order to protect the landowner in case of high water elevations, some additional grading will be required on the north side. **Clearing of some Australian pines and other vegetation will be necessary to collect additional survey data to design the grading and slope protection on the north side.**

- C. On June 23, 2021, staff received notice from the Florida Department of Environmental Protection (FDEP) that SIRWCD received a cost reimbursement grant of \$353,650 for the Section 7 Drainage Improvement Project. Staff prepared the information for the agreement and submitted it to FDEP on August 31, 2021. FDEP executed the agreement on October 22, 2021, and the Manager of Operations ordered three (3) risers. Staff has been finalizing calculations and preparing contract documents for various components of the project to obtain costs from various contractors in accordance with SIRWCD policy and procedures. A site inspection to verify field conditions was conducted on January 27, 2022 with staff. As a result of the site meeting, some revisions and adjustments were made to the plans. A quarterly Progress Report was sent to FDEP on January 14, 2022. A teleconference was held between staff and the FDEP Grant Project Manager on February 3, 2022. The plans, once finalized will be sent to FDEP, prior to construction. The plans are scheduled to be submitted to the District Manager for review by March 17, 2022 prior to submittal to FDEP. **A meeting was held with staff on March 23, 2022 for a final review of the plans. Minor edits have been made to the plans and the calculations of additional storage volume to be provided by the project are being finalized. The quarterly Progress Report is being submitted to FDEP this week.**

II. OPERATION AND MAINTENANCE

- A. **A National Pollutant Discharge Elimination System (NPDES) Steering Committee meeting was held on March 17, 2022. The meeting consisted of annual refresher training and was attended by SIRWCD staff. The Annual Report was finalized and submitted on March 31, 2022.**
- B. Staff continues to monitor and participate in the activities of the Loxahatchee River Ecosystem Management Committee, the Loxahatchee River Initiative, and the Loxahatchee River Management Coordinating Council (LRMCC). The LRMCC met on February 17, 2022. The meeting included an update on the manatee mortality event along the east coast. **The next meeting is scheduled for May 19, 2022.**
- C. Staff met with Palm Beach County on January 22, 2021 to discuss drainage within the district and filling of lots. Staff discussed the need for compensatory storage versus a regulated discharge rate for properties. Staff discussed County regulations and the need for the County to implement its regulations. At the March 25, 2021 meeting, the Board authorized staff to review Palm Beach County code and develop a letter to respond to the County on the District's position on filling of lots within the District.

On May 6, 2021, staff met with Palm Beach County on a proposal for guidance on development within SIRWCD. Staff continues to work with the County on its regulations and the impacts to SIRWCD. Palm Beach County has submitted to staff draft language to change their code to require storage within the District. Staff submitted changes to the draft language to include the items requested at the July 15, 2021 meeting.

On November 22, 2021, Palm Beach County sent staff revised draft language on the proposed lot filling code revision. The current revisions to the Unified Land Development Code (ULDC) were sent by Palm Beach County to the Florida Department of Emergency Management for review in order to meet the deadline for the next round of Comprehensive Plan Amendments in April. Palm Beach County received comments back from FEMA, and has also met with Northern Palm Beach County Improvement District, Lake Worth Drainage District, and Indian Trail Improvement District.

Staff forwarded the language to the Board for comment. Staff relayed comments received from board members to Palm Beach County. Staff met with Palm Beach County on December 15 to discuss comments. At this time Palm Beach County has no plans to conduct public engagement meetings, as they believe there will be ample opportunities for the public to be involved in the approval process. Staff reached out to Palm Beach County on February 10, 2022. Ken Todd has modified the PPM and will send it to Doug Wise, Director of the Building Division, for review. Once Mr. Wise approves, the modified PPM will be sent to SIRWCD and ITID for review. It is anticipated that this will occur within the next two weeks. Ken Todd will check on the schedule and get back with staff. Staff reached out to Ken Todd on March 11, 2022 to discuss the current status. Doug Wise has completed his review of the PPM and the revisions are being incorporated. **Ken Todd sent the PPM to SIRWCD staff for final review on March 31, 2022. Concurrently, the PPM is being reviewed by LWDD, NPBCID and ITID.**

- D. Staff had a conference call with SFWMD staff members Beth Kacvinsky and Jeff Buck on February 10, 2022, to discuss the G-92 Agreement between SIRWCD and SFWMD for operation of the structure. Beth will discuss with SFWMD 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 SFWMD 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 Resoration and Capital Projects for SFWMD. The SFWMD is proposing to amend consumptive use permitting criteria to protect water made available by the Loxahatchee River Watershed Restoration Project (LRWRP). This water resource protection is a prerequisite for the SFWMD signing a Project Partnership Agreement (PPA) with the US Army Corps of Engineers for the LRWRP 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.

- E. **Staff as begun working on the 20-Year Stormwater Needs Analysis, which is a legislative mandate requiring special districts and municipalities to submit the analysis by July 31, 2022 to FDEP and the Office of Economic and Demographic Research.**
- F. We continue to receive, review and comment on various permit applications for projects to be constructed within the District.
- G. We continue to provide engineering assistance to the Manager of Operations, as needed, on operation and maintenance items, as well as landowner requests, utility requests, and inquiries from other governmental entities on issues that involve engineering support.

Should you have any questions or comments, please feel free to contact me for more detailed information on any of the above subjects.