



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 & Zoom Video Conference

December 7, 2023 – 6:00 pm
District Work Center
15600 Jupiter Farms Rd., Jupiter, FL 33478

Board Meeting Agenda

- 1) Pledge of Allegiance
- 2) Ratification of Election Results
 - A) Swearing in of Elected Board Member
- 3) Election of Officers
- 4) Appointments
- 5) Consent Agenda
 - A) Approval of Minutes of Previous Meeting
 - B) Approval of Warrant List
- 6) Landowner Items
- 7) Public Information Report
 - A) Landowners Family Day 2024
 - B) Policy and Procedures Manual
- 8) Treasurer's Report
- 9) Manager of Operations Report
- 10) Engineer's Report
 - A) Canal C Project
 - B) Water Quality Monitoring
 - C) 20th Plan of Improvements
 - D) Modeling Palm Beach Country Estates Drainage Study
- 11) Attorney's Report
- 12) Old Business
 - A) Manager's and Superintendent's Job Descriptions and Organizational Charts
 - B) Manager's Job Search Criteria
- 13) New Business
- 14) Adjourn

Public Information Monthly Report November/December 2023

**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) Workshop Meeting (Nov. 16) release
- 2) Monthly Board of Monthly Meeting (Dec. 7) release

The following items were updated or added to the website:

- 1) Multiple copy changes on numerous pages
 - Statistics, Board Meetings, Elections, Supervisors
- 2) Monthly Meeting (Aug. 17 & Sept. 21) minutes
- 3) Workshop Meeting (Nov. 16) information
 - Agenda
- 4) Board of Supervisors Monthly Meeting (Dec. 7) information and Zoom registration invitation
 - Agenda, staff reports and slide presentation

Attended Monthly Meeting (Oct. 19) at District Office.

We have sent out the 2023-24 Approved Budget Overview for professional remediation and will add that to the website once it is received.

The 2023 Welcome to the District letter is being printed and mailed to new residents.

We have begun working on the Winter District Newsletter to include the Manager of Operations and Engineering Annual Reports.

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 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. In addition, we have been working with the committee on a list of additional definitions for possible inclusion in the manual.

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 452 views and 13 likes as of November 30, 2023.** The video was also run on the Jupiter Farms Resident's website with 389 Post Reach, 428 Post Impressions and 25 Post Engagement with 7 likes. Reach describes the number of unique users who have seen the content, Impressions describe the total number of times your content has been served by the platform, and Engagement is the action that people take on the Facebook Page. The most common are likes, comments and shares.

We continue to work with Mr. Howard, 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 month of December 2023

CC: Staff

Date: December 7, 2023

Routine Business

- 1) The District has received this year's assessment receipts totaling \$1,293,341 from the Palm Beach County Tax Collector's Office for Fiscal Year 2023-24.
- 2) We will soon begin year end close in preparation for audit commencement.
- 3) 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).



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Memorandum

TO: Board of Supervisors
FROM: Manager of Operations
SUBJECT: Manager's Report for October 13, 2023 to November 30, 2023
DATE: November 30, 2023

Administrative

- 1) Reviewed District canals with Aquatic Weed Spray Contractor.
- 2) On-site meetings and phone conversations with Landowners related to maintenance activities throughout the District.
- 3) D&D Garage Door replaced the third bay door in shop.
- 4) Conducted employee safety meeting at work center.
- 5) Attended Jupiter Farms Residents' meeting.
- 6) Attended Staff meeting.
- 7) Received \$3,041.75 for Verizon cell tower lease.
- 8) Received \$28,899 from Palm Beach County Tax Collector for excess fees.
- 9) Hired Jennifer Hammond as Administrative Assistant.
- 10) Meeting with Public Risk Underwriters to review services provided.
- 11) Received 6105 John Deere Boom Mower from Everglades Farm Equipment.
- 12) Communications with South Florida Water Management District on potential heavy rain event.
- 13) Attended pre-bid meeting with District Engineer for the Canal C Realignment Project.
- 14) Employees attended the Safety Council of Palm Beach County's annual meeting in West Palm Beach.

Water Control

- 1) Received 4.68 inches of rain in this reporting period.
- 2) Crews installed 17 driveway culverts and four temporary culverts. Crews also prepared swales for two new construction culvert installations. Three driveway culverts were inspected.
- 3) Terra Tech continues canal spraying for aquatic weed control.

- 4) Crews continue to inspect landowner driveway culverts for replacement and drainage swales for recontouring.
- 5) Crews continue to inspect and replace inoperable drainage culverts throughout the District.
- 6) Meeting with Murray Logan to review repairs and maintenance on flood control structures.

ROAD MAINTENANCE

- 1) Roads continue to be graded on a weekly basis.
- 2) Roads are being recontoured throughout the District for proper stormwater runoff.
- 3) Lake Point Restoration hauled 194 tons of shell rock to the District yard.
- 4) Receiving bids for asphalt overlay on Haynie Lane between 167th Place North to Randolph Siding.

Michael Dillon

Michael Dillon
Manager of Operations

Memorandum

To South Indian River Water Control District
Board of Supervisors

CC

Subject Engineer's Report for November

From Karen D. Brandon, PE, District Engineer

Board Meeting
Date December 7, 2023

The following is a summary of activities and communications that were of significance during the past two months. 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 a 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 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 Fiscal Year 2023. Staff is also researching the U.S. 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. FDEP 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 them 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 the 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 a decision on the required permit. 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 them to draft the grant agreement. These forms and the Certificate of Insurance were submitted to Florida Department of Environmental Protection 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 the 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 the 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.

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

The draft 20th Plan of Improvements is being reviewed by legal, the Treasurer and staff. The draft Plan of Improvement will be submitted for Board consideration at the May Board meeting. The 20th 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.

- 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.

II. Operation And Maintenance

- A. A Steering Committee meeting was held on September 20, 2023. The agenda included the Program Budget Reports, an update on the Cycle 5, Year 1 Permit Requirements and the Public Education Program. The next Steering Committee meeting is scheduled for January 2024, with the date to be determined.

Work is beginning on the Annual Report for 2022-2023, which will be due to the Florida Department of Environmental Protection in early March.

- 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.
- C. 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 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 Flow-way 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 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.

- D. Final edits incorporating Board member comments on Chapters 7 and 8 and the first draft of revisions to Chapter 9 of the Policy and Procedures Manual were forwarded to the Public Information Officer for incorporation into the draft Manual. Staff has made revisions in response to the comments received from Board Members and resubmitted to the Public Information Officer.

Staff is reviewing edits to address comments regarding inclusion of the standard Driveway Culvert details. **The Driveway Culvert detail and some potential policy inconsistencies are still being researched and discussed with staff.**

- E. **Staff was contacted by the Palm Beach County Building Dept regarding the Policy and Procedure Memorandum 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.**
- F. 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.
- 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.