

**Minutes of the Board Meeting
of the South Indian River Water Control District
Held on December 7, 2023**

The workshop meeting of the South Indian River Water Control District was held on December 7, 2023, at 6:00 p.m. at the District Work Center, 15600 Jupiter Farms Road, Jupiter, Florida, and via Zoom video conferencing. Present in person were Supervisors Michael Howard, Tom Powell, John Meyer, John Jones, and Susan Kennedy. Also present were Mike Dillon, manager of operations; Karen Brandon, engineer; Seth Behn, attorney; Donna DeNinno, public information; and Jane Woodard, secretary. Five landowners were present in person.

Mr. Howard called the meeting to order and the Pledge of Allegiance to the flag was given.

Mr. Behn presented the certification of election results received from the Palm Beach County Supervisor of Elections, confirming Tom Powell's re-election to the Board. Mr. Jones made a motion to ratify the election results. Mr. Meyer seconded the motion and it carried unanimously. Mr. Powell was then sworn into office.

Mr. Howard called for the election of officers. Ms. Kennedy nominated Mr. Howard for president. Mr. Jones seconded the nomination and it carried unanimously. Mr. Jones nominated Tom Powell for vice-president. Ms. Kennedy seconded the nomination and it carried unanimously. Ms. Kennedy nominated Jane Woodard for secretary. Mr. Jones seconded the nomination and it carried unanimously. Mr. Powell then made a motion to maintain the same committee appointments as previously. Mr. Jones seconded the motion and it carried unanimously.

Mr. Jones made a motion to approve the consent agenda. Mr. Powell seconded the motion and it carried unanimously.

Mr. Howard opened the floor to landowner discussion. Mr. Michael Mayall, landowner, discussed a problem with the drainage easement and erosion on his property on 120th Trail North. It was noted that Mr. Dillon and Mr. Mayall walked the property along the canal and found erosion caused by the discharge from the culvert. Mr. Mayall stated this erosion occurred in the last year and a half. According to Mr. Mayall, at the center of his property, the average water line is outside the right-of-way. The canal bank is 10' into his property, and approximately 100 yards of soil has washed away. Mr. Mayall would like to have this matter resolved as soon as possible. Mr. Howard stated he also looked at the property and noted that the culvert has been replaced since the road was paved. The swale has been there a long time and appears to be deeper and wider than it needs to be. There was discussion regarding how to make the drainage easement function properly. Slope is an important part, and there is no outfall pipe into the canal. Mr. Dillon noted he would need to clear along the canal in order to restore the soil. Mr. Howard noted there are large palms that would have to be removed. Mr. Mayall stated that ten years ago a maintenance crew trimmed the branches along the canal. He also cleared 25' of his property, removing some trees that were stabilizing the bank. Over time this removal and maintenance of the canal has caused erosion. Mr. Dillon stated that the District's maintenance procedures are not that invasive, and this must have been done by a subcontractor, possibly after a hurricane. Mr. Mayall explained the problem now is the canal breaching its banks. There is a loss of soil due to erosion, and he is unable to

place a shed there. Mr. Dillon stated a survey is needed in order to make a plan to resolve this issue. A boundary survey costs \$750. After further discussion, **Mr. Meyer made a motion authorizing a survey for the 15' drainage easement and boundary of the property at 18720 120th Trail North. Mr. Jones seconded the motion and it carried unanimously.** The Board will decide on the scope of the project and determine what is necessary to resolve the issue after seeing the survey.

Ms. DeNinno presented the public information report. The wastewater and elections sections of the Policies & Procedures Manual are being reviewed by the attorney. Ms. Brandon noted she is reviewing policies from Indian Trails regarding driveway culvert permit specifications and may incorporate some of these policies in the Manual. The definitions section was sent to the committee. Forms in the Appendix are also being reviewed. Ms. Kennedy inquired about an anticipated date for completing the manual. Ms. DeNinno stated the manual will always be in a state of flux and noted that Chapters 1-4 were completed last year. Mr. Meyer stated that missing items are minor, and the committee could put together what it has now for Board approval. Ms. Kennedy noted the importance of having a complete policy manual before a new manager is hired. She requested that whatever is ready should be brought to the Board for approval at the January meeting, and the Board agreed.

Ms. DeNinno announced the next Family Day is scheduled for Saturday, March 16, 2024. She is also starting to work on the annual newsletter.

Mr. Haas presented the treasurer's report. He stated there is nothing at this time that requires Board action. There were no questions for the treasurer.

Mr. Dillon presented the manager of operations' report. Ms. Jennifer Hammond was introduced as Ms. Holly Rigsby's replacement as Administrative Assistant. Mr. Dillon reported the 6105 John Deere boom mower has been received. Mr. Dillon also noted it is time to look at roads that need to be resurfaced, specifically Haynie Lane between 167th Place North and Randolph Siding. Normally, Ranger Construction wins the bid but this year their proposal came in high at \$112,000. Another bid was less but they have no county contract, so now he is required to advertise for bids. Mr. Dillon then presented pictures of the overgrowth along Canal 2 east of Jupiter Farms Road. A contractor was hired to remove the brush and vegetation.

It was noted that the annual Christmas festival was held and was very well organized. Mr. Dillon was awarded the Jupiter Farms Local Hero Award and was the honorary marshal for the parade.

Ms. Brandon presented the engineer's report. The construction contract for Canal C was advertised for bids. However, no contractors responded. Bid documents were then sent to several contractors. She believes the holidays may be a factor in the lack of response at this time and she will continue to follow up.

Ms. Brandon reported on the water quality monitoring, presenting a summary of the coliform data for August, September and October. She also presented a map showing the location of the sample stations. Sucralose is only monitored at two locations. She noted that the station at SW-1-2 is downstream. She also noted that Loxahatchee River District's totals were higher than ours in October, but we are not sampling on the same day. After some discussion, it was agreed to continue with twice a year reporting to the Board, unless something is of concern.

Ms. Brandon reported that the surveyor for the 20th Plan of Improvements has delivered the survey data and has the base plans set up. She will now be putting bid documents together for the project. The same surveyor is scheduled to finish work on the modeling for the Palm Beach Country Estates drainage study in January or February.

Regarding the Busch Wildlife Sanctuary, South Florida Water Management District has issued a Notice of Noncompliance of Permit Conditions. Busch has scheduled a meeting on site with South Florida Water Management District and their consultants on January 4th. They have invited South Indian River Water Control District to attend as well.

Mr. Behn presented the attorney's report. The legislative session has begun. He will be tracking issues that pertain to special districts and keep the Board updated. Mr. Behn reminded the Board members to think about how they want to handle the required ethics course. He also noted that the County has recently passed an ordinance that allows semi-trucks to be parked legally in residential areas, which primarily affects The Acreage and western Palm Beach County. As a drainage district, South Indian River Water Control District could take a position against this ruling. Ms. Kennedy felt the District should comment about this issue as accommodating larger vehicles in the District could negatively impact the swales, roads, and culverts. She suggested the District have a representative at the next commission meeting in January, and also send a letter to the County stating our position. After a discussion by the Board, it was agreed to prepare a letter to the County Commissioner, noting the potential damage to the District's roads and culverts if semi-trucks are allowed. The Board also agreed that an exception for 16,000-pound vehicles could be allowed. **Ms. Kennedy made a motion to have the Board and Mr. Behn prepare a letter to the County as discussed, which Mr. Dillon will present to the Commissioner at the January 25th commission meeting. Mr. Meyer seconded the motion and it carried unanimously.** Ms. Kennedy agreed to accompany Mr. Dillon to the meeting. It was noted that there are landowners in South Indian River Water Control District who own trucks and may be affected by this position. Ms. Kennedy stated that the County only addresses violations if a complaint is made.

The Board then discussed the initial draft of the manager's job description and the organization chart. Mr. Howard suggested first discussing positions on the organization chart. Mr. Haas stated the auditor is hired by procedure and that contract is renewed as a continuing employee, so it does not need to be included on the chart. It was also clarified that the recording secretary and Board secretary positions are currently held by the same person. Mr. Meyer discussed a change, having the professional staff report to the director or supervisor of operations. Ms. Kennedy suggested moving the manager of operations up a level; the supervisor of operations should be directly under the manager of operations. Mr. Jones was concerned that the chart suggests the professional staff is subordinate to the manager of operations. He preferred that the staff reports directly to the Board. By making the staff subordinate, it implies the manager also has the authority to hire and fire. Mr. Powell stated the current manager has weekly staff meetings, but the professional staff is hired by and reports to the Board. Final approval of expenditures should also be by the Board. Mr. Meyer stated that currently the manager is delegated by the Board to make those decisions. Mr. Dillon clarified that the Board currently hires the professional staff, but he hires the operations employees. After the discussion, Ms. DeNinno was instructed to prepare a revised chart.

The Board then discussed the job descriptions. It was noted that it should be clear the manager acts in concert with the Board. The manager should coordinate the efforts of the professional staff. The director of operations is responsible for managing periodic staff meetings, coordinating various projects, and working between the professional staff and landowners. The director of operations represents the Board in dealing with the professional staff. It was decided to use the titles Executive Director and Supervisor of Operations. Several clarification changes were made to the job description draft.

The job search criteria was next discussed. It was Ms. Kennedy's opinion that a bachelor's degree should be required, and a master's degree preferred. The candidate should have some years of experience in engineering, including a working understanding of schematics and cross sections of canals, and be able to provide direction to the professional staff. It was Mr. Powell's opinion that the Board should conduct a call for candidates. He did not agree with designating an external vs. internal search for candidates; everyone should be included. He also noted this is not an engineering position. Mr. Howard's criteria included basic supervisory experience, a bachelor's degree, experience with project management, and experience with 298 Districts. Mr. Meyer's criteria included some water management experience, supervisory experience, familiarity with governmental agencies, familiarity with the area within the District, experience in contract management, a bachelor's degree, and engineering experience. Mr. Jones questioned the importance of having a degree. Mr. Powell noted that the last two people to hold the position prior to Mr. Dillon did not have a degree. Mr. Haas added there should be some experience in budgeting.

It was discussed that there is currently no salary schedule established for the position. Mr. Haas was asked to check what similar positions in other districts are receiving, including perks and benefits.

The Board discussed the process of conducting a job search. Mr. Behn stated there is no requirement to advertise. A candidate can simply submit a letter to the Board, or the Board could select someone already known to them. The Board discussed establishing a committee to find potential internal hires and/or to conduct a full job search with postings. Messrs. Howard, Dillon and Haas agreed to be on the committee. It was agreed that the job criteria will be finalized at the next Board meeting.

There was no further business to come before the Board at this time. Ms. Kennedy made a motion to adjourn. It was duly seconded and carried unanimously.

ADJOURNED.