



Established 1923

A Florida Special District

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Memorandum

TO: Board of Supervisors
FROM: Executive Director
SUBJECT: Report for August 21, 2026, through September 17, 2026
DATE: September 8, 2026

OPERATIONS:

Bridge Repair Invitation to Bid: C-18 Canal ("Reese") Bridge and 154th Road Bridge

South Indian River Water Control District (SIRWCD) is soliciting bids from qualified contractors to furnish all labor, materials, equipment, supervision, permits, and incidentals necessary to complete repairs to the C-18 Canal ("Reese") Bridge and the 154th Road Bridge in accordance with the District's Invitation to Bid.

Background

As part of the District's ongoing commitment to maintaining critical transportation infrastructure and protecting public safety, Underwater Engineering Services, Inc. (UESI) previously completed condition assessments and bridge inspections for both structures. Following receipt of the inspection reports, staff engaged UESI to develop the engineering plans, specifications, and bid documents necessary to advance the recommended repairs.

UESI, a nationally recognized bridge engineering and inspection firm, prepared a comprehensive bid package designed to address the repair deficiencies identified during the inspections. The bid documents include detailed construction plans, repair quantities, technical specifications, bridge-specific details, and all supporting information necessary for contractors to prepare competitive and responsive bids. UESI has also provided the required signed and sealed engineering plans and supporting construction documents.

The development of these documents represents a significant milestone in preserving the structural integrity, reliability, and long-term serviceability of these two bridges. Completion of the planned repairs will help ensure the continued safe operation of these transportation assets while reducing the potential for more costly rehabilitation measures in the future.

With the design and bid documents now complete, staff is prepared to proceed with the competitive procurement process and advertise the Invitation to Bid. Upon receipt and evaluation of bids, staff will return to the Board with a recommendation regarding contract award, project costs, and implementation scheduling.

Staff recommend that the Board authorize the Executive Director to take all actions necessary to advertise, administer, and implement the Invitation to Bid process for the bridge repair project.

Action Requested:

Board of Supervisors' approval of Resolution No. 2026-12, authorizing the Executive Director to proceed with the Invitation to Bid process for repairs to the C-18 Canal ("Reese") Bridge and the 154th Road Bridge.

OFFICE ADMINISTRATOR UPDATE:

Florida Association of Special Districts (FASD) Certification Program

The District Office Assistant will be participating in the October FASD Certification Program for Certified District Administrative Professionals (CDAP). The CDAP Program is designed to ensure administrative professionals comply with Florida Statutes governing special districts and to support administrative professionals, and middle-management professionals preparing to advance into upper-management and district leadership roles.

The District Office Assistant has applied and was accepted on September 9, 2026. The District will receive notice in October 2026 if the District Office Assistant qualified and was awarded the scholarship application which would cover the costs for this certification program. The class will take place on Sunday, October 4, 2026, through Wednesday, October 7, 2026, in Stuart, Florida which will reduce costs for this training as travel and lodging will be reduced or removed.

Action Requested:

Receive and file. No Board action required.

Annual Employee Evaluations

Annual employee evaluations have started for all District office staff and crew members. These evaluations will be conducted by the Executive Director, Supervisor of Operations, and Office Administrator. District office staff and crew members will have time to review their work from last fiscal year and set SMART goals for the upcoming fiscal year including additional leadership or safety training, Commercial Driver's License (CDL) training & achievement, and Geographic Information System (GIS) training. SMART goals are a structured framework used to guide goal setting by ensuring objectives are specific, measurable, achievable, relevant, and time-bound

In addition, some crew members will be promoted starting in October 1, 2026, to new positions that carry increased responsibilities and greater leadership expectations. These organizational changes further support the discussions between the Executive Director, Supervisor of Operations, and Office Administrator regarding the Office Standard Operating Procedures (SOP), particularly as they relate to organizational hierarchy, chain of command, and supervisory responsibilities.

These changes will also be used to support the review and potential upcoming revision of employee titles and/or job descriptions to ensure that each position accurately reflects its assigned duties, responsibilities, and level of accountability. This review will coincide with the established pay ranges and position classifications and will provide a framework for the upcoming budget discussions for next fiscal year regarding compensation adjustments, including performance-based raises and other salary or wage increases.

Action Requested:

Receive and file. No Board action required.

CHIEF FINANCIAL OFFICER (CFO) UPDATE:

Florida PRIME Investment Account Resolution

The CFO has attached the Florida PRIME Authorizing Resolution. This resolution is needed for the District to open an investment account with Florida PRIME.

Action Requested:

Board of Supervisors' approval of Resolution No. 2026-13 and completion of the Local Government Investment Pool (LGIP) Participant Account Maintenance Form.

129th Place North Road Petition

The District Engineer provided the CFO with an estimated project cost of \$659,000.00 for the proposed paving of 129th Place North Road under the petition request. Based on this estimate, the CFO calculated the projected annual debt service, annual debt service cost per parcel, and annual assessment amounts associated with the project. To establish financing assumptions, the CFO obtained preliminary interest rate estimates from both Regions Bank and Synovus Bank. Each institution indicated that financing for a project of this size would likely be limited to a term of ten (10) years.

Synovus Bank provided a more conservative financing estimate, quoting an interest rate of 4.85% for a 10-year loan. Based on this rate, the projected annual debt service payment, including principal and interest, would be approximately \$84,787.00.

There are fourteen (14) parcels adjacent to the roadway that would be subject to the assessment. Based on the projected annual debt service payment, the annual cost per parcel would be approximately \$6,056.00. To account for the statutory discount available to property owners who pay their assessment in full during the early payment period, the District would need to levy an annual assessment of approximately \$6,443.00 per parcel.

These financing and assessment projections were presented to the Board of Supervisors and the petitioner at the August 20, 2026, monthly Board of Supervisors meeting. As of September 8, 2026, the District has incurred \$2,322.50 in engineer costs related to the petition. The District previously collected the required \$1,000.00 deposit from the petitioner, resulting in an outstanding balance of \$1,322.50 owed to the District. Additionally, the District Engineer estimates that approximately \$1,200.00 in additional costs will be incurred to prepare, mail, and process referendum ballots.

On August 24, 2026, the Office Administrator emailed the petitioner to determine whether he wished to proceed with the referendum process. Accordingly, the CFO sent a follow-up email on September 8, 2026, requesting direction from the petitioner. The petitioner responded stating he did not wish to proceed with the referendum. The petitioner will be invoiced for the outstanding balance of \$1,322.50.

Action Requested:

Receive and file. No Board action required.

William C. Kennedy

William Chad Kennedy
Executive Director

**SOUTH INDIAN RIVER WATER CONTROL DISTRICT
RESOLUTION NO. 2026-12**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SOUTH INDIAN RIVER WATER CONTROL DISTRICT APPROVING INVITATION TO BID NO. 2026-02 FOR BRIDGE REPAIRS; AUTHORIZING THE SOLICITATION OF BIDS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the South Indian River Water Control District ("District") is an independent special district of the State of Florida charged with managing and maintaining water control infrastructure, roadways, bridges, and related public facilities within its jurisdiction;

WHEREAS, the District owns and maintains the C-18 "Reese" Bridge and the 154th Road Bridge, which are important components of the District's transportation infrastructure;

WHEREAS, the District has determined that repairs are necessary to maintain the safety, functionality, and serviceability of these bridges, including concrete repairs, joint repairs, drainage improvements, roadway approach repairs, guardrail repairs, and related work;

WHEREAS, District staff has prepared Invitation to Bid No. 2026-02 for Bridge Repair to obtain competitive bids from qualified contractors to furnish all labor, materials, equipment, supervision, permits, and incidentals necessary to complete the required bridge repair work;

WHEREAS, the Board finds that issuance of Invitation to Bid No. 2026-02 is necessary and in the best interest of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SOUTH INDIAN RIVER WATER CONTROL DISTRICT THAT:

SECTION 1. Incorporation of Recitals. The foregoing recitals (the "WHEREAS" clauses) are true and correct and are incorporated herein by reference.

SECTION 2. Approval of Invitation to Bid.

The Board of Supervisors hereby approves Invitation to Bid No. 2026-02 for Bridge Repair in substantially the form presented to the Board. The Executive Director is authorized and directed to advertise the Invitation to Bid, solicit competitive bids, issue addenda as necessary, receive bids, evaluate bidder responsiveness and responsibility,

and present a recommendation for award to the Board consistent with District policies and applicable law.

SECTION 3. Implementation. The Executive Director is hereby authorized to execute all documents and take all actions necessary to implement this Resolution

SECTION 4. Effective Date. This Resolution shall take effect immediately upon adoption.

ADOPTED this ____ day of _____ 2026.

SOUTH INDIAN RIVER WATER CONTROL DISTRICT

By: _____

Susan Kennedy, President
Board of Supervisors

Attest: _____

District Secretary



**Authorizing Resolution
For Participation in the Local Government Surplus Funds Trust Fund
(Florida PRIME)**

WHEREAS, South Indian River Water Control District (“Participant”) is (check one or more, as applicable)

☒ a governmental entity within the State of Florida not part of state government, including, without limitation, the following and the officers thereof: any county, municipality, school district, special district, clerk of circuit court, sheriff, property appraiser, tax collector, supervisor of elections, authority, board, public corporation, or any other political subdivision of the State of Florida, as described in Section 218.403(11), Florida Statutes and as authorized by Sections 218.407 and 215.44 (1) Florida Statutes;

☐ ~~a state agency as described in Section 216.011, Florida Statutes, as authorized by Section 215.44(1), Florida Statutes;~~

☐ ~~a Board of Trustees of a state university or college, as authorized by Section 215.44(1), Florida Statutes; or~~

☐ ~~a direct support organization of any of the foregoing, as authorized by Section 215.44(1), Florida Statutes.~~

and is empowered to delegate to the State Board of Administration of Florida the authority to invest legally available funds in the Local Government Surplus Funds Trust Fund (Florida PRIME) and to act as custodian of investments purchased with such investment funds; and

WHEREAS, it is in the best interest of the Participant to invest its legally available funds in investments that provide for safety, liquidity, and competitive returns with minimization of risks consistent with Chapter 218.405, Florida Statutes; and

WHEREAS, the Florida Local Government Surplus Funds Trust Fund (Florida PRIME), a public funds investment pool, was created on behalf of entities whose investment objectives, in order of priority are safety, liquidity, and competitive returns, consistent with the Chapter 218.405, Florida Statutes.

NOW THEREFORE, be it resolved as follows:

A. That Participant approves this Authorizing Resolution and hereby requests the establishment of an account in its name in Florida PRIME, for the purpose of transmitting funds that the Participant has determined to be legally available for investment in Florida PRIME.

B. That the individual, whose title is Chief Financial Officer, is an authorized representative of the Participant and is hereby authorized to transmit funds for investment in Florida

PRIME and is further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of the Participant's funds.

The authorized representative identified above shall execute a Participant Account Maintenance Form (PAMF) containing a list of the authorized representatives to initiate transactions, bank account wiring instructions, and individuals authorized to make changes to account information. A revised PAMF may be submitted with changes to authorized individuals without the necessity to complete a new Authorizing Resolution.

C. That this Authorizing Resolution shall continue in full force and effect until amended or revoked by the Participant and until Florida PRIME receives an original document of any such amendment or revocation.

This resolution (**Resolution No. 2026-13**) is hereby introduced and adopted by the Participant at its regular/special meeting (if applicable) held on

the ____ Day of _____, 20 ____.

PARTICIPANT NAME: South Indian River Water Control District

BY: Signature _____
 Printed Name _____
 Title _____

(By signing the above, I attest I am authorize to execute this Authorizing Resolution on behalf of the Participant)

ATTEST: Signature _____
 Printed Name _____
 Title _____