

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

2500 Jupiter Park Drive, Jupiter, Florida 33458

Telephone (561) 747-5700 • Fax (561) 747-9929 • www.loxahatcheeriver.org



D. Albrey Arrington, Ph.D., Executive Director

AGENDA
REGULAR MEETING #20-2018
SEPTEMBER 20, 2018 – 7:00 PM AT DISTRICT OFFICES
ALL MEETINGS ARE OPEN TO THE PUBLIC

1. Call to Order & Pledge of Allegiance
2. Administrative Matters
 - A. Roll Call
 - B. Previous Meeting Minutes **Pg 8**
 - C. Additions and Deletions to the Agenda
3. Comments from the Public
4. Status Updates
 - A. Loxahatchee River Watershed **Pg 14**
 - B. Loxahatchee River District Dashboard **Pg 15**
5. Consent Agenda (see next page) **Pg 16**
6. Regular Agenda
 - A. Consent Agenda Items Pulled for Discussion
 - B. Budget approval Fiscal Year 2019 **Pg 88**
 - C. Strategic Plan Final Draft **Pg 116**
 - D. Jupiter Ocean Racquet Club Phase 2 Contract Award **Pg 149**
 - E. Audit Services Contract **Pg 150**
 - F. Fuel Procurement **Pg 159**
7. Reports (see next page) Pulled for Discussion
8. Future Business **Pg 203**
9. Board Comments
10. Adjournment

“...if a person decides to appeal any decision made by the Board, with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.”

Submitted by:
Date: September 10, 2018

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

James D. Snyder
Chairman

Dr. Matt H. Rostock
Board Member

Harvey M. Silverman
Board Member

5. CONSENT AGENDA

All items listed in this portion of the agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Board member or citizen; in which event, the item will be removed and considered under the regular agenda.

- A. 8th Street Final Assessment (2018-18) Pg 17
- B. Chippewa Street Final Assessment (2018-20) Pg 24
- C. 120+140 Ocean Drive Final Assessment (2018-22) Pg 31
- D. 96 Pine Hill Drive Final Assessment (2018-24) Pg 38
- E. 12750 US 1 Preliminary Assessment (2018-25) Pg 45
- F. County Line Rd-Martin County Preliminary Assessment (2018-27) Pg 52
- G. Island Country Estates Engineering Contract – to award contract Pg 59
- H. Septage Hauling Contract (Bradford) – to approve contract Pg 66
- I. Solid Waste Disposal (Waste Management) – to approve annual purchase order Pg 67
- J. Biosolids Processing (Solid Waste Authority) – to approve annual purchase order Pg 68
- K. Landscaping Contract (Terracon) – to renew contract Pg 69
- L. Letter of Appreciation Pg 70
- M. Clarifier 2 Rehabilitation – to award contract Pg 71
- N. Bill Printing and Postage – to approve annual purchase order Pg 84
- O. Home Depot – to approve annual purchase order Pg 85
- P. Change Orders to Current Contracts – to approve modifications Pg 86

7. REPORTS

- A. Neighborhood Sewering Pg 160
- B. Legal Counsel's Report Pg 163
- C. Engineer's Report Pg 164
- D. Busch Wildlife Sanctuary Pg 169
- E. Director's Report Pg 170

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D. Albrey Arrington, Ph.D., Executive Director

AGENDA
PUBLIC HEARINGS #15-2018
SEPTEMBER 20, 2018 - 6:55 P.M. AT DISTRICT OFFICES
ALL MEETINGS ARE OPEN TO THE PUBLIC

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. To receive public comments pertaining to the Fiscal Year 2019 Budget.
4. Comments from the Board
5. Adjournment

".... if a person decides to appeal any decision made by the Board, with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based."

A handwritten signature in blue ink, appearing to be 'D. Albrey Arrington'.

Submitted by:
Date: September 10, 2018

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D. Albrey Arrington, Ph.D., Executive Director

AGENDA
PUBLIC HEARINGS #16-2018
SEPTEMBER 20, 2018 - 6:56 P.M. AT DISTRICT OFFICES
ALL MEETINGS ARE OPEN TO THE PUBLIC

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. To receive public comments pertaining to the Final Assessment for 8th Street.
4. Comments from the Board
5. Adjournment

".... if a person decides to appeal any decision made by the Board, with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based."

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Submitted by:
Date: September 10, 2018

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Gordon M. Boggie
Board Member

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D. Albrey Arrington, Ph.D., Executive Director

AGENDA
PUBLIC HEARINGS #17-2018
SEPTEMBER 20, 2018 - 6:57 P.M. AT DISTRICT OFFICES
ALL MEETINGS ARE OPEN TO THE PUBLIC

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. To receive public comments pertaining to the Final Assessment for Chippewa Street.
4. Comments from the Board
5. Adjournment

".... if a person decides to appeal any decision made by the Board, with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based."

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Submitted by:
Date: September 10, 2018

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D. Albrey Arrington, Ph.D., Executive Director

AGENDA
PUBLIC HEARINGS #18-2018
SEPTEMBER 20, 2018 - 6:58 P.M. AT DISTRICT OFFICES
ALL MEETINGS ARE OPEN TO THE PUBLIC

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. To receive public comments pertaining to the Final Assessment for 120 + 140 Ocean Drive.
4. Comments from the Board
5. Adjournment

".... if a person decides to appeal any decision made by the Board, with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based."

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Submitted by:
Date: September 10, 2018

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Gordon M. Boggie
Board Member

Stephen B. Rockoff
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D. Albrey Arrington, Ph.D., Executive Director

AGENDA
PUBLIC HEARINGS #19-2018
SEPTEMBER 20, 2018 - 6:59 P.M. AT DISTRICT OFFICES
ALL MEETINGS ARE OPEN TO THE PUBLIC

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. To receive public comments pertaining to the Final Assessment for 96 Pine Hill Trl E.
4. Comments from the Board
5. Adjournment

".... if a person decides to appeal any decision made by the Board, with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based."

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Submitted by:
Date: September 10, 2018

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Gordon M. Boggie
Board Member

Stephen B. Rockoff
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D. Albrey Arrington, Ph.D., Executive Director



MEMORANDUM

TO: Governing Board
FROM: Recording Secretary
DATE: September 10, 2018
RE: Approval of Meeting Minutes

Attached herewith are the minutes of the Regular Meeting of August 16, 2018. As such, the following motion is presented for your consideration.

“THAT THE GOVERNING BOARD approve the minutes of the August 16, 2018 Regular Meeting as submitted.”

J:\BOARD\MinutesSamples\MinutesMemo.docx

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

James D. Snyder
Chairman

Dr. Matt H. Rostock
Board Member

Harvey M. Silverman
Board Member

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
REGULAR MEETING - MINUTES
AUGUST 16, 2018

1. CALL TO ORDER

Chairman Snyder called the Regular Meeting of August 16, 2018 to order at 7:00 pm.

2. ADMINISTRATIVE MATTERS

A. ROLL CALL

The following Board Members were in attendance.

Dr. Rostock
Mr. Boggie
Mr. Rockoff
Mr. Snyder
Mr. Silverman

Staff Members in attendance were Dr. Arrington, Mr. Yerkes, Mr. Howard, Mr. Dean, Ms. Peterson, Ms. O'Neill and Mr. Campbell.

Consultants in attendance were Mr. Muniz from Hazen & Sawyer, Ms. Miranda and Ms. Wood from Holtz Consulting, Ms. Marshall from Mathews Consulting and Mr. Shenkman with Smith, Gaskill & Shenkman.

B. PREVIOUS MEETING MINUTES

The minutes of the Public Hearing and Regular Meeting of July 19, 2018 were presented for approval and the following motion was made.

MOTION: Made by Mr. Silverman, Seconded by Mr. Rockoff,
Passed Unanimously.

“THAT THE GOVERNING BOARD approve the minutes of the July 19, 2018 Public Hearing and Regular Meeting as submitted.”

C. ADDITIONS & DELETIONS TO THE AGENDA

Item 5E was deleted.

3. COMMENTS FROM THE PUBLIC

No comments were received.

4. STATUS UPDATES

A. LOXAHATCHEE WATERSHED STATUS

Ms. O'Neill gave a presentation on the activities at the River Center over the summer.

B. LOXAHATCHEE RIVER DISTRICT DASHBOARD

Dr. Arrington reviewed the District Dashboard.

5. CONSENT AGENDA

MOTION: Made by Mr. Rockoff, Seconded by Mr. Silverman,
Passed unanimously.

“THAT THE GOVERNING BOARD approve the Consent Agenda of August 16, 2018 with the exception of item 5E.”

The following motions were approved as a result of the Board's adoption of the Consent Agenda:

A. 8th Street Preliminary Assessment (2018-17)

“That the Governing Board approve Resolution 2018-17 adopting the 8th Street Preliminary Assessment Roll.”

B. Chippewa Street Preliminary Assessment (2018-19)

“That the Governing Board approve Resolution 2018-19 adopting the Chippewa Street Preliminary Assessment Roll.”

C. 120+140 Ocean Drive Preliminary Assessment (2018-21)

“That the Governing Board approve Resolution 2018-21 adopting the 120+140 Ocean Drive Preliminary Assessment Roll.”

D. 96 Pine Hill Drive Preliminary Assessment (2018-23)

“That the Governing Board approve Resolution 2018-23 adopting the 96 Pine Hill Drive E. Preliminary Assessment Roll.”

F. Disposal of Fixed Assets – to approve disposal

“That the Governing Board authorize the Executive Director to dispose of tangible personal property including fixed asset number ME292 in the schedule above.”

G. Annual Contract-Chlorine, Piggyback Town of Jupiter – to approve contract

“That the District Governing Board authorize the “piggy-back” of the Town of Jupiter

Chemical Bid W1904A Contract for supplying Liquid Chlorine and execution of a District purchase order in the amount of \$71,968.40 for the purchase of bulk chlorine from Allied Universal Corporation for the period October 1, 2018 through September 30, 2019.”

H. Payment Processing Services Renewal Purchase Order – to approve renewal

“The District Governing Board authorizes the Executive Director to approve an annual not-to-exceed purchase order to First Billing Services in the amount of \$85,000 per year for FY 2018-2019 and FY 2019-2020, to coincide with the terms of our contract dated October 4, 2017.”

I. Change Orders to Current Contracts – to approve modifications

No change orders were presented.

6. REGULAR AGENDA

A. CONSENT AGENDA ITEMS PULLED FOR DISCUSSION

No items were pulled for discussion.

B. JUPITER INLET COLONY SATISFACTION OF FINAL ASSESSMENT

Dr. Arrington reviewed the Jupiter Inlet Colony Satisfaction of Final Assessment.

MOTION: Made by Mr. Boggie, Seconded by Mr. Rockoff,
Passed Unanimously.

“THAT THE GOVERNING BOARD approve the Satisfaction of Lien/Assessment for Jupiter Inlet Colony, and authorize D. Albrey Arrington, Ph.D., Executive Director to sign and record the Satisfaction in the Public Records.”

C. IMPERIAL WOODS SEPTIC TO SEWER CONVERSION APPROVAL OF DEP GRANT AGREEMENT

Dr. Arrington reviewed the DEP Grant Agreement.

MOTION: Made by Mr. Rockoff, Seconded by Mr. Silverman,
Passed Unanimously.

“THAT THE GOVERNING BOARD authorize the Executive Director to execute the DEP Standard Grant Application LP43023, and upon receipt of the grant funds authorizes the Executive Director to apply a \$2,500 credit towards the connection fee for each of the 47 affected properties.”

D. BIOSOLIDS HAULING CONTRACT

Dr. Arrington reviewed Mr. Campbell's Biosolids Hauling Memo.

MOTION: Made by Mr. Rockoff, Seconded by Mr. Boggie,
Passed 4 -1 with Mr. Boggie voting against.

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to award the contract to haul and dispose of dewatered biosolids (ITB #18-002-DW) to Synagro South, LLC in accordance with the contract specifications and their bid of August 6, 2018, and execute an annual purchase order in an amount not to exceed \$150,000 per year for the initial term of the contract.”

E. DRAFT BUDGET FISCAL YEAR 2019

Dr. Arrington reviewed his draft budget for Fiscal Year 2019.

No action was taken.

7. REPORTS

The following reports stood as written:

- A. NEIGHBORHOOD SEWERING
- B. LEGAL COUNSEL'S REPORT
- C. ENGINEER'S REPORTS
- D. BUSCH WILDLIFE SANCTUARY
- E. DIRECTOR'S REPORT

The Finance report was reviewed.

8. FUTURE BUSINESS

Dr. Arrington reviewed the Future Business.

9. COMMENTS FROM THE BOARD

No comments were received.

10. ADJOURNMENT

MOTION: Made by Mr. Rockoff, Seconded by Mr. Boggie,
Passed Unanimously.

“That the Regular Meeting of August 16, 2018 adjourn at 8:38.”

BOARD CHAIRMAN

BOARD SECRETARY

RECORDING SECRETARY



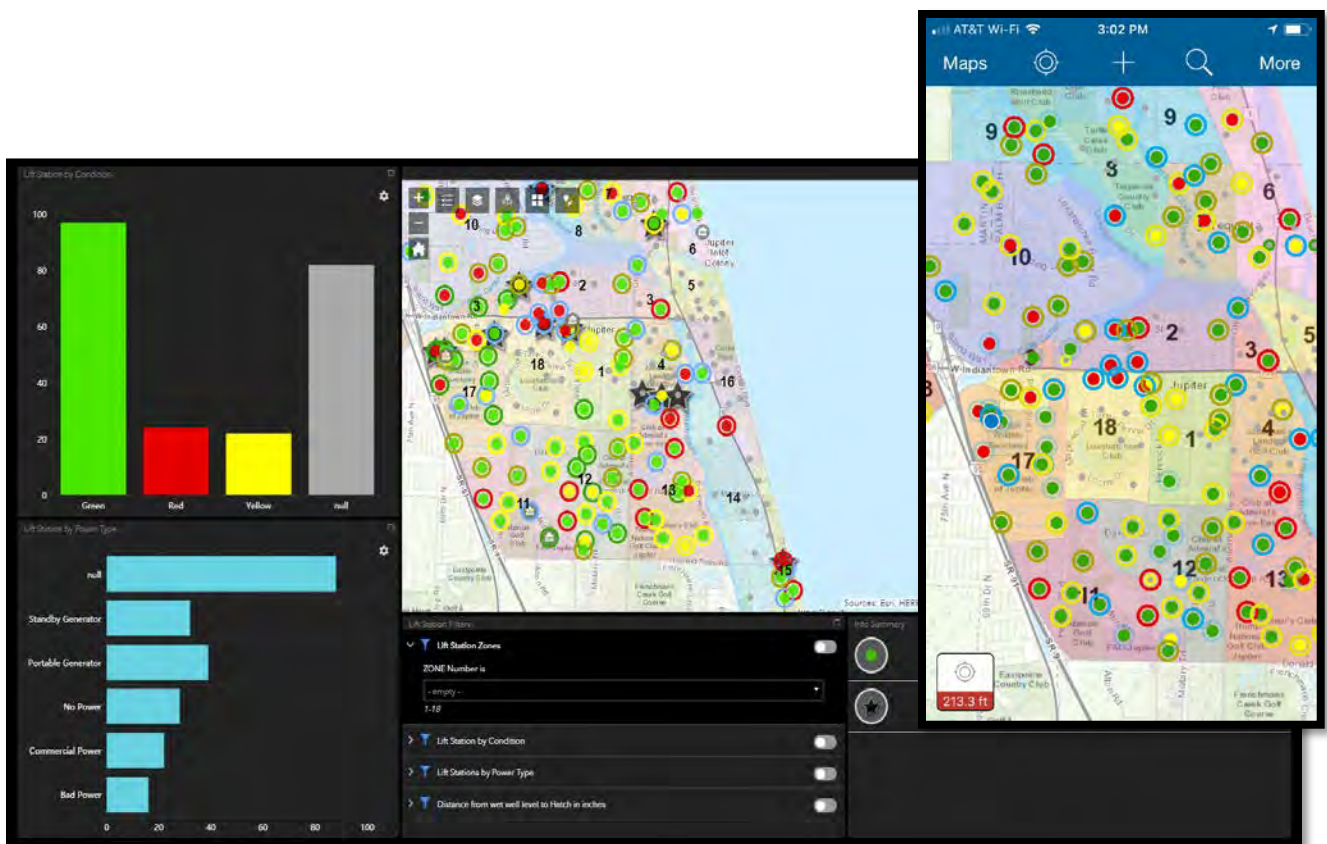
Loxahatchee River Watershed Status Mobile Damage Assessment and Reporting Tools

Asset status and condition assessment after a significant storm event is critical for the District's operations. The efficient data collection on asset condition, and the exchange of that information among staff, is essential for effectively managing the post-storm recovery.

In 2017, we implemented a pilot project during Hurricane Irma and quickly realized the benefits app-based or electronic data collection and dashboard tools provided. Having centralized information helped managers make informed decisions on allocating resources such as staff, generators and vac-trucks.

Building on the experiences from Irma, we set out to expand our toolset to streamline data collection by field crews in both connected (i.e. working cell service) and disconnected environments, as well as enhance the dashboard tools to provide more detailed information to managers.

Starting with "off the shelf" software applications, we were able to develop a highly functional system in a short time at a relatively low cost. These new tools provide staff with valuable and timely information to help them provide our customers with the best service possible, even during challenging situations.



LOXAHATCHEE RIVER DISTRICT'S EXECUTIVE DASHBOARD



Benchmark / Customer Expectation	Stewardship	Wastewater						Engineering	General Business					EHS	River Health		
	# People educated at RC	Mean Daily Incoming Flow	Delivery of Reclaimed Water	Customer Service	Sewer Overflow	Permit exceedance	NANO Blend to Reuse (@ 511)	Grease Interceptor Inspections	Cash Available	Revenue (non-assessment)	Operating Expenses	Capital Projects		Employee Safety	Lainhart Dam Daily Flow	Salinity @ NB seagrass beds	River Water Quality
	% of Target	million gallons/day	# days demand not met	# blockages with damage in home	# occurrences	# occurrences	Max Specific Conductance (umhos/cm)	% requiring pump out	\$	% of Budget	% of Budget	% within budget	% on time	# of OSHA recordable injuries	Flow (cfs)	‰	Fecal Coliform Bacteria (cfu/100ml)
Green Level	≥ 90%	< 7.7	<2	Zero	Zero	Zero	<1542	≤ 15	≥ \$9,894,657	≥ 95%	≥ 85% but ≤ 105%	≥ 80%	≥ 80%	Zero	mean ≥ 69	min ≥ 20 ‰	90% of sites ≤ 200
Yellow	< 90%	< 8.8	≥ 2	1	≥ 1	≥ 1	≤1875	≤ 25	< \$9,894,657	≥ 90%	≥ 80%	≥ 60%	≥ 60%	-	mean ≥ 35	min ≥ 10 ‰	2 or more sites >200 but ≤ 400
Red	<75%	≥ 8.8	≥ 9	≥ 2	> 2	≥ 2	>1875	> 25	< \$5,557,057	< 90%	< 80% or > 105%	< 60%	< 60%	≥ 1	min < 35	min < 10 ‰	≥ 2 sites > 400
2015 Baseline	2,139	6.8	0	0	1	0	1,093	14	\$ 30,199,659	104%	111%	92%	78%	0	78	24.8	0 > 200
2016 Baseline	2,169	6.7	0	0	1	0	1,063	12	\$ 33,223,653	96%	90%	100%	85%	0	104	18	1 > 200
2017 Baseline	105%	6.5	1	0	4	0	1,235	9	\$ 29,330,212	97%	82%	96%	86%	0	50	15	1 > 200
2017 Aug	87%	6.0	0	0	3	0	1056	15	\$ 30,208,664	95%	88%	100%	79%	0	73	23.4	0 > 200
Sept	71%	6.2	6	3*	9	0	1355	6	\$ 28,132,953	95%	88%	100%	79%	0	25	11.2	0 > 200
Oct	103%	6.2	0	0	5	0	1482	10	\$ 28,969,760	100%	72%	93%	93%	0	143	6.5	3 > 400
Nov	139%	7.1	0	0	0	0	1124	2	\$ 29,973,080	97%	80%	93%	93%	0	77	14.4	1 > 200
Dec	126%	6.8	0	0	3	0	1159	11	\$ 29,366,604	98%	82%	93%	87%	0	68	20.7	3 > 200
2018 Jan	121%	7.1	0	0	3	0	1240	15	\$ 29,774,007	99%	81%	93%	67%	1	84	27.6	1 > 200
Feb	118%	7.1	0	0	0	0	1299	10	\$ 31,873,924	97%	82%	93%	60%	0	43	31.8	0 > 200
Mar	104%	7.0	0	0	1	0	1322	6	\$ 30,590,419	101%	86%	93%	60%	0	0	33.6	1 > 200
Apr	89%	6.8	0	0	1	0	1350	14	\$ 30,470,440	101%	88%	93%	47%	0	0	32.3	1 > 200
May	139%	7.2	1	0	4	0	1245	0	\$ 32,001,517	101%	89%	93%	47%	1	11	7.0	5 > 400
June	100%	7.1	3	0	3	0	1061	6	\$ 30,357,463	100%	88%	93%	47%	0	229	8.6	6 > 200
July	102%	6.5	0	0	3	0	987	5	\$ 36,393,890	100%	88%	93%	27%	1	197	11.0	0 > 200
Aug	106%	6.6	2	0	0	0	1039	7	\$ 36,911,972	109%	89%	93%	27%	1	180	15.8	7 > 200
Consecutive Months at Green	4	111	0	11	1	61	96	16	110	74	6	35	0	0	3	0	0
Metric Owner	O'Neill	Campbell	Dean	Dean	Campbell	Campbell	Campbell	Dean	Peterson	Peterson	Peterson	Yerkes	Yerkes	Campbell	Howard	Howard	Howard

Metric	Explanation
I.Q. Water Delivery	Equipment malfunctions and loss of power affected our ability to deliver full allocations to two sites this month. Equipment has been repaired and power was restored.
Capital Projects	Whispering Trails sewerage moving ahead but delayed due to permitting. Master Lift Station Rehab moving ahead but behind schedule. Alt. A1A force main connection moving ahead but delayed due to permitting. Jupiter Farms Elem. force main delayed by switch to alternate route. Turtle Creek Subsystems II & III delayed close out due to inability to obtain POA sign off on irrigation and landscaping. JORC force main replacement is behind schedule. Lift Station 70 & 71 permanent generators are in process but installation will not occur until next FY. Lift Station rehabs postponed until next fiscal year.
Employee Safety	An employee was moving a pump within a concrete pad by pulling it on wheeled dolly. The employee lost his grasp of the dolly, fell backwards, and injured his wrist. The injury (wrist sprain) required medical treatment, and the employee was restricted from lifting, pushing, pulling for a week. The employee has been cleared to return to full duty.
Salinity	This has been a very wet year. This year's cumulative rainfall total through August is 53.5" - only slightly less than the 20 year annual average of 54.3". See Bud's report for a discussion addressing how wet this year has been.
Fecal Bacteria	Saturated conditions and significant runoff have led to elevated bacteria levels at seven sampling sites in the river (60,62,65,67,69,95,100,107). These sites had fecal bacteria concentrations between 200-400 cfu/100ml. These sites are the NW Fork from Indiantown Rd to Pennock Point plus Jupiter Farms canal, Cypress Creek, and River's Edge Slough.

Loxahatchee River District

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D. Albrey Arrington, Ph.D., Executive Director

MEMORANDUM

TO: Governing Board
FROM: Administration Staff
DATE: September 10, 2018
SUBJECT: Consent Agenda

All items listed below are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Board Member or citizen, in which event, the item will be removed and considered under the regular agenda.

This month's consent agenda consists of the following items:

- A. 8th Street Final Assessment (2018-18)
- B. Chippewa Street Final Assessment (2018-20)
- C. 120+140 Ocean Drive Final Assessment (2018-22)
- D. 96 Pine Hill Drive Final Assessment (2018-24)
- E. 12750 US 1 Preliminary Assessment (2018-25)
- F. County Line Rd-Martin County Preliminary Assessment (2018-27)
- G. Island Country Estates Engineering Contract – to award contract
- H. Septage Hauling Contract (Bradford) – to approve contract
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- L. Letter of Appreciation
- M. Clarifier 2 Rehabilitation – to award contract
- N. Bill Printing and Postage – to approve annual purchase order
- O. Home Depot – to approve annual purchase order
- P. Change Orders to Current Contracts – to approve modifications

Should you have any questions regarding these items, I would be pleased to discuss them further with you.

The following Motion is provided for Board consideration:

“THAT THE GOVERNING BOARD approve the Consent Agenda of September 20, 2018 as presented.”

Signed,

D. Albrey Arrington, Ph.D.
Executive Director

J:\BOARD\Consent2018.docx

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

James D. Snyder
Chairman

Dr. Matt H. Rostock
Board Member

Harvey M. Silverman
Board Member

TIMOTHY W. GASKILL

*Business, Probate
Family Litigation*

DONALD R. SMITH

*Personal Injury & Wrongful Death
Commercial Litigation*

CURTIS L. SHENKMAN

*Board Certified
Real Estate Attorney*

BROOKE A. GROGAN

BRANDON D. SMITH

SMITH, GASKILL & SHENKMAN, P.A.

ATTORNEYS & COUNSELORS AT LAW

ESTABLISHED 1973

11891 U.S. HIGHWAY ONE, SUITE100
NORTH PALM BEACH, FLORIDA 33408

TELEPHONE (561) 622-2700 FACSIMILE (561) 622-2841

Shenkman@LawPalmBeach.com

August 23, 2018

LEGAL ASSISTANTS

**CIVIL TRIAL, PROBATE
AND FAMILY LAW**

KAREN M. BOYDEN-LOPATOSKY
MINDY VASSER

PERSONAL INJURY

BETH KOENIG

REAL ESTATE

JUDY D. MONTEIRO
DENISE B. PAOLUCCI
MELISSA KAJEEJIT

D. Albrey Arrington, Ph.D., Executive Director

Clint Yerkes, Deputy Executive Director

Loxahatchee River Environmental Control District

2500 Jupiter Drive

Jupiter, Florida 33458-8964

Re: Resolution 2018-18 and FINAL Assessment Roll for 8th STREET

Dear Albrey & Clint:

Attached to this letter is Transfer of Property Lien, Resolution 2018-18, Exhibit "A"
Final Assessment Roll, Exhibit B Map, and the most recent list of property owners,
as part of the Resolution.

A SUGGESTED MOTION for the Board at the SEPTEMBER 20, 2018 meeting is as follows:

"THAT THE GOVERNING BOARD approve Resolution 2018-18 adopting the
8th STREET FINAL Assessment Roll and Exhibits."

Sincerely,

Curtis L. Shenkman

Curtis L. Shenkman

RESOLUTION NO. 2018-18

A RESOLUTION OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT RELATING TO THE **8th STREET** ASSESSMENT AREA IMPROVEMENTS; ADOPTING THE ASSESSMENT ROLL FOR **8th STREET** ASSESSMENT AREA IMPROVEMENTS; CONFIRMING SAID SPECIAL ASSESSMENT ROLL AS ATTACHED HERETO AS EXHIBITS “A” AND “B”; PROVIDING FOR ELLIS RULE COMPLIANCE; PROVIDING FOR DECLARING LINE AVAILABLE FOR CONNECTION; PROVIDING THE SPECIAL ASSESSMENTS SHALL BE COLLECTED AS NON-AD VALOREM SPECIAL ASSESSMENTS ON THE REAL ESTATE TAX BILL; AUTHORIZING THE DISTRICT CLERK TO PREPARE AND DELIVER THE NON-AD VALOREM SPECIAL ASSESSMENT ROLL TO THE PALM BEACH COUNTY AND MARTIN COUNTY PROPERTY APPRAISERS, TAX COLLECTORS, AND FLORIDA DEPARTMENT OF REVENUE; PROVIDING FOR CONSISTENCY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Governing Board of the Loxahatchee River Environmental Control District (hereinafter called the “District”) has authorized the sewer improvements constructed in the **8TH STREET** Assessment Area; and

WHEREAS, The District’s previous Resolutions **2018-09 & 2018-17** were approved by the District’s Governing Board and directed the preparation of the Assessment Roll.

WHEREAS, the Governing Board, on the 20th day of SEPTEMBER, 2018 at 6:56 P.M., sat as Board of Adjustment as provided in District Rule 31-11.005, and held the Public Hearings under Florida Statutes Chapter 197.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE DISTRICT THAT:

Section 1. The Governing Board confirms the Special Assessment Roll attached hereto as Exhibits “A” and “B” without further modification. The unit of measurement for each assessment area is that each parcel is assessed equally.

Section 2. The Special Assessment is in compliance with the “Ellis Rule” requirement of District Rule 31-10.011, and Resolution Nos. **2018-09 & 2018-17** of the District.

Section 3. In accordance with District Rule Chapter 31-11, and Florida Statutes Chapter 197, said Special Assessment Liens shall remain liens co-equal with the lien of all State, County, District and Municipal taxes, superior in dignity to all other liens, titles, and claims, until paid. Any failure to so pay these non-ad valorem Special Assessments shall be a default hereunder and will cause a tax certificate to be issued against the property which may result in a loss of title.

RESOLUTION 2018-18

Loxahatchee River Environmental Control District

Section 4. Availability for Connection and Required Connection.

The waste water and sewerage system was “Available” for connection in accordance with District Rule 31-3.003(3) and Florida Statutes 381.0065(2)(a) when the Florida Department of Health released the system for service on July 12, 2018, which is the date of actual “Availability”. In accordance with Florida Statutes 381.00655, the affected property owners shall be required to connect to the sewerage system within one (1) year of the actual Availability.

Section 5. The **District Clerk, as the designee of the chairman** of the Governing Board, **is directed to certify the non-ad valorem assessment roll, on a compatible electronic medium tied to the property identification number** and deliver it to the tax collector by September 15 of each year, or as otherwise provided for in the agreements with the tax collector. The certification shall be made on **Form DR-408A**.

Section 6. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. This Resolution shall become effective upon its passage and adoption.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, THIS 20th day of SEPTEMBER, 2018.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT:
VOTE

JAMES D. SNYDER, Chairman

STEPHEN B. ROCKOFF

GORDON M. BOGGIE

HARVEY M. SILVERMAN

DR. MATT H. ROSTOCK

EXHIBIT "A"
FINAL ASSESSMENT ROLL
LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
8TH STREET ASSESSMENT AREA

TOTAL COSTS AND EXPENSES RELATED TO THE IMPROVEMENTS. The District shall consider the **total** costs and expenses related to the improvements in the **8TH STREET** Assessment Area shall be **\$7,762.74** per parcel of property in the **8TH STREET** Area.

APPORTIONMENT OF COSTS BETWEEN THE DISTRICT AND THE PROPERTY OWNERS. The District shall pay from the District's general funds ten percent (10%) of the total cost to the District of construction, reconstruction, labor, materials, acquisition, or property rights, surveys, design, engineering, and legal fees, administration expenses, and all other expenses necessary or incidental to completion of the specially assessed improvement and each lot or parcel of land subject to this special assessment shall be responsible for ninety percent (90%) of the total cost.

PAYMENT OF ASSESSMENT. As to Parcels of **8TH STREET** Assessment Area Property in EXHIBIT "B", the **\$6,986.47** assessment may be paid, interest free, at the office of the District on or before May 1, 2019.

Owners who do not pay the \$6,986.47 assessment on or before May 1, 2019 shall have the \$6,986.47 principal added to the tax roll as a non-ad valorem assessment to accrue interest, beginning October 1, 2018, at six and seven eights percent (6.875%) per annum, to be collected in twenty (20) equal annual installments of \$653.08, commencing with the November 1, 2019 Real Estate Tax Bill.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

By: _____
D. Albrey Arrington, District Clerk, Executive Director

PREPARED BY AND RETURN TO: WC-53
Curtis L. Shenkman, Esquire
Smith, Gaskill & Shenkman, P.A.
11891 U.S. Highway One, Suite 100
North Palm Beach, Florida 33408

**TRANSFER OF PROPERTY LIEN TO NON-AD
VALOREM TAX BILL & CERTIFICATION OF SPECIAL
ASSESSMENT ROLL FOR 8TH STREET SPECIAL ASSESSMENTS**

THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, a special district of the State of Florida created and existing pursuant to Chapter 2002-358, Laws of Florida (the "District"), gives public notice that the District's Governing Board as of and effective on the 20th day of SEPTEMBER, 2018, passed Resolution 2018-18 which is attached hereto, approving the non-ad valorem tax bill, AND TRANSFERRING THE RECORDED LIEN ON PROPERTIES IDENTIFIED AS BEING PART OF THE **8TH STREET** AREA LISTED IN THE FOLLOWING DOCUMENTS, as recorded in the Public Records of **PALM BEACH** County, Florida:

1. Pending Lien Notice of Intent to Assess, and Resolution 2018-09, **recorded on April 20, 2018 in Official Record Book 29797, Pages 839 through 845 in the Public Records of PALM BEACH County, Florida.**

Any inquiries as to payment of special assessments should be directed to:

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
2500 Jupiter Park Drive
Jupiter, Florida 33458
(561) 747-5700

IN WITNESS WHEREOF, the undersigned, Executive Director of the Loxahatchee River Environmental Control District, hereby certifies on SEPTEMBER 20, 2018, the information contained herein is true and accurate.

WITNESSES:

LOXAHATCHEE RIVER ENVIRONMENTAL
CONTROL DISTRICT

By: _____
D. Albrey Arrington, Ph.D.
Executive Director

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me on September 20, 2018, by D. Albrey Arrington, Ph.D., EXECUTIVE DIRECTOR of the LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, a special district of the State of Florida, on behalf of the District, who is personally known to me.

(Notary Seal)

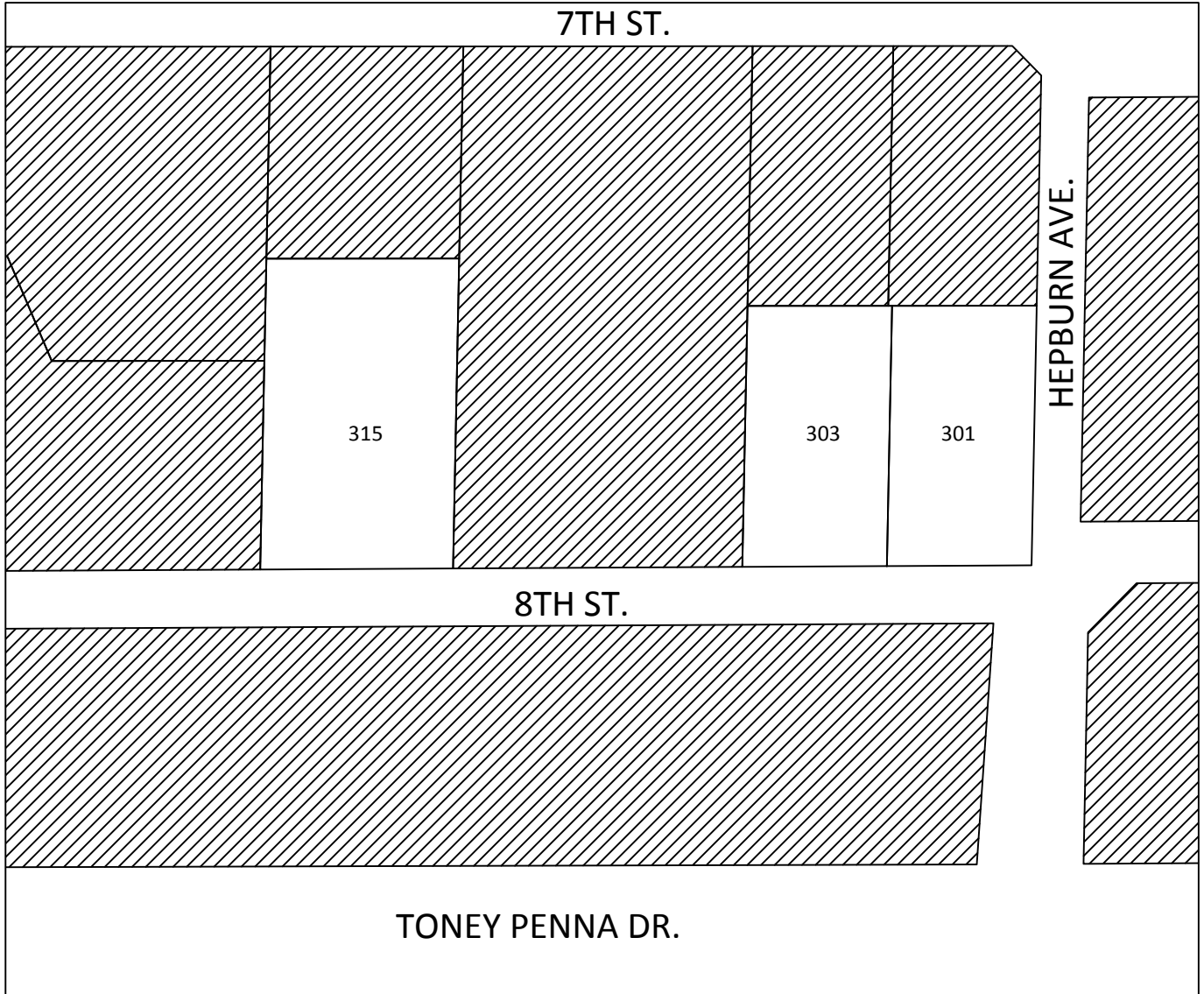
NOTARY PUBLIC, STATE OF FLORIDA

Mr. A Wilson/Mr. E Wilson
re: 315 8th St
315 8th St
Jupiter FL 33458
30-42-41-01-07-021-0060

Mr. Julio Gamas
re: 303 8th St
303 8th St
Jupiter FL 33458
30-42-41-01-07-021-0090

PD1 Properties LLC
re: 301 8th St
450 S Old Dixie Hwy, 8
Jupiter FL 33458
30-42-41-01-07-021-0110

EXHIBIT "B" "8TH STREET LOW PRESSURE SEWER SYSTEM"



LEGEND

 NOT IN ASSESSMENT AREA

JUPITER, FLORIDA

03-09-2018

8TH ST.

TIMOTHY W. GASKILL

*Business, Probate
Family Litigation*

DONALD R. SMITH

*Personal Injury & Wrongful Death
Commercial Litigation*

CURTIS L. SHENKMAN

*Board Certified
Real Estate Attorney*

BROOKE A. GROGAN

BRANDON D. SMITH

SMITH, GASKILL & SHENKMAN, P.A.

ATTORNEYS & COUNSELORS AT LAW

ESTABLISHED 1973

11891 U.S. HIGHWAY ONE, SUITE100
NORTH PALM BEACH, FLORIDA 33408
TELEPHONE (561) 622-2700 FACSIMILE (561) 622-2841

Shenkman@LawPalmBeach.com

September 4, 2018

LEGAL ASSISTANTS

**CIVIL TRIAL, PROBATE
AND FAMILY LAW**

KAREN M. BOYDEN-LOPATOSKY
MINDY VASSER

PERSONAL INJURY

BETH KOENIG

REAL ESTATE

JUDY D. MONTEIRO
DENISE B. PAOLUCCI
MELISSA KAJEEJIT

D. Albrey Arrington, Ph.D., Executive Director

Clint Yerkes, Deputy Executive Director

Loxahatchee River Environmental Control District

2500 Jupiter Drive

Jupiter, Florida 33458-8964

Re: Resolution 2018-20 and FINAL Assessment Roll for CHIPPEWA STREET

Dear Albrey & Clint:

Attached to this letter is Transfer of Property Lien, Resolution 2018-20, Exhibit "A"
Final Assessment Roll, Exhibit B Map, and the most recent list of property owners,
as part of the Resolution.

A SUGGESTED MOTION for the Board at the SEPTEMBER 20, 2018 meeting is as follows:

"THAT THE GOVERNING BOARD approve Resolution 2018-20 adopting the
CHIPPEWA STREET FINAL Assessment Roll and Exhibits."

Sincerely,

Curtis L. Shenkman

Curtis L. Shenkman

RESOLUTION NO. 2018-20

A RESOLUTION OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT RELATING TO THE **CHIPPEWA STREET** ASSESSMENT AREA IMPROVEMENTS; ADOPTING THE ASSESSMENT ROLL FOR **CHIPPEWA STREET** ASSESSMENT AREA IMPROVEMENTS; CONFIRMING SAID SPECIAL ASSESSMENT ROLL AS ATTACHED HERETO AS EXHIBITS “A” AND “B”; PROVIDING FOR ELLIS RULE COMPLIANCE; PROVIDING FOR DECLARING LINE AVAILABLE FOR CONNECTION; PROVIDING THE SPECIAL ASSESSMENTS SHALL BE COLLECTED AS NON-AD VALOREM SPECIAL ASSESSMENTS ON THE REAL ESTATE TAX BILL; AUTHORIZING THE DISTRICT CLERK TO PREPARE AND DELIVER THE NON-AD VALOREM SPECIAL ASSESSMENT ROLL TO THE PALM BEACH COUNTY AND MARTIN COUNTY PROPERTY APPRAISERS, TAX COLLECTORS, AND FLORIDA DEPARTMENT OF REVENUE; PROVIDING FOR CONSISTENCY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Governing Board of the Loxahatchee River Environmental Control District (hereinafter called the “District”) has authorized the sewer improvements constructed in the **CHIPPEWA STREET** Assessment Area; and

WHEREAS, The District’s previous Resolutions **2018-11 & 2018-19** were approved by the District’s Governing Board and directed the preparation of the Assessment Roll.

WHEREAS, the Governing Board, on the 20th day of SEPTEMBER, 2018 at 6:57 P.M., sat as Board of Adjustment as provided in District Rule 31-11.005, and held the Public Hearings under Florida Statutes Chapter 197.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE DISTRICT THAT:

Section 1. The Governing Board confirms the Special Assessment Roll attached hereto as Exhibits “A” and “B” without further modification. The unit of measurement for each assessment area is that each parcel is assessed equally.

Section 2. The Special Assessment is in compliance with the “Ellis Rule” requirement of District Rule 31-10.011, and Resolution Nos. **2018-11 & 2018-19** of the District.

Section 3. In accordance with District Rule Chapter 31-11, and Florida Statutes Chapter 197, said Special Assessment Liens shall remain liens co-equal with the lien of all State, County, District and Municipal taxes, superior in dignity to all other liens, titles, and claims, until paid. Any failure to so pay these non-ad valorem Special Assessments shall be a default hereunder and will cause a tax certificate to be issued against the property which may result in a loss of title.

RESOLUTION **2018-20**
Loxahatchee River Environmental Control District

Section 4. Availability for Connection and Required Connection.

The waste water and sewerage system was “Available” for connection in accordance with District Rule 31-3.003(3) and Florida Statutes 381.0065(2)(a) when the Florida Department of Health released the system for service on July 9, 2018, which is the date of actual “Availability”. In accordance with Florida Statutes 381.00655, the affected property owners shall be required to connect to the sewerage system within one (1) year of the actual Availability.

Section 5. The **District Clerk, as the designee of the chairman** of the Governing Board, **is directed to certify the non-ad valorem assessment roll, on a compatible electronic medium tied to the property identification number** and deliver it to the tax collector by September 15 of each year, or as otherwise provided for in the agreements with the tax collector. The certification shall be made on **Form DR-408A**.

Section 6. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. This Resolution shall become effective upon its passage and adoption.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, THIS 20th day of SEPTEMBER, 2018.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT:
VOTE

JAMES D. SNYDER, Chairman

STEPHEN B. ROCKOFF

GORDON M. BOGGIE

HARVEY M. SILVERMAN

DR. MATT H. ROSTOCK

EXHIBIT "A"
FINAL ASSESSMENT ROLL
LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
CHIPPEWA ST. ASSESSMENT AREA

TOTAL COSTS AND EXPENSES RELATED TO THE IMPROVEMENTS. The District shall consider the **total** costs and expenses related to the improvements in the **CHIPPEWA ST.** Assessment Area shall be **\$6,153.80** per parcel of property in the **CHIPPEWA ST.** Area.

APPORTIONMENT OF COSTS BETWEEN THE DISTRICT AND THE PROPERTY OWNERS. The District shall pay from the District's general funds ten percent (10%) of the total cost to the District of construction, reconstruction, labor, materials, acquisition, or property rights, surveys, design, engineering, and legal fees, administration expenses, and all other expenses necessary or incidental to completion of the specially assessed improvement and each lot or parcel of land subject to this special assessment shall be responsible for ninety percent (90%) of the total cost.

PAYMENT OF ASSESSMENT. As to Parcels of **CHIPPEWA ST.** Assessment Area Property in EXHIBIT "B", the **\$5,538.41** assessment may be paid, interest free, at the office of the District on or before May 1, 2019.

Owners who do not pay the \$5,538.41 assessment on or before May 1, 2019 shall have the \$5,538.41 principal added to the tax roll as a non-ad valorem assessment to accrue interest, beginning October 1, 2018, at six and seven eights percent (6.875%) per annum, to be collected in twenty (20) equal annual installments of \$517.72, commencing with the November 1, 2019 Real Estate Tax Bill.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

By: _____
D. Albrey Arrington, District Clerk, Executive Director

PREPARED BY AND RETURN TO: WC-53
Curtis L. Shenkman, Esquire
Smith, Gaskill & Shenkman, P.A.
11891 U.S. Highway One, Suite 100
North Palm Beach, Florida 33408

**TRANSFER OF PROPERTY LIEN TO NON-AD
VALOREM TAX BILL & CERTIFICATION OF SPECIAL
ASSESSMENT ROLL FOR CHIPPEWA STREET SPECIAL ASSESSMENTS**

THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, a special district of the State of Florida created and existing pursuant to Chapter 2002-358, Laws of Florida (the "District"), gives public notice that the District's Governing Board as of and effective on the 20th day of SEPTEMBER, 2018, passed Resolution 2018-20 which is attached hereto, approving the non-ad valorem tax bill, AND TRANSFERRING THE RECORDED LIEN ON PROPERTIES IDENTIFIED AS BEING PART OF THE **CHIPPEWA STREET** AREA LISTED IN THE FOLLOWING DOCUMENTS, as recorded in the Public Records of **PALM BEACH** County, Florida:

1. Pending Lien Notice of Intent to Assess, and Resolution 2018-11, recorded on **April 20, 2018 in Official Record Book 29797, Pages 860 through 866 in the Public Records of PALM BEACH County, Florida.**

Any inquiries as to payment of special assessments should be directed to:

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
2500 Jupiter Park Drive
Jupiter, Florida 33458
(561) 747-5700

IN WITNESS WHEREOF, the undersigned, Executive Director of the Loxahatchee River Environmental Control District, hereby certifies on SEPTEMBER 20, 2018, the information contained herein is true and accurate.

WITNESSES:

LOXAHATCHEE RIVER ENVIRONMENTAL
CONTROL DISTRICT

By: _____

D. Albrey Arrington, Ph.D.
Executive Director

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me on September 20, 2018, by D. Albrey Arrington, Ph.D., EXECUTIVE DIRECTOR of the LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, a special district of the State of Florida, on behalf of the District, who is personally known to me.

(Notary Seal)

NOTARY PUBLIC, STATE OF FLORIDA

Ms. Sondra Cottrell
re: 917 Chippewa St
917 Chippewa St
Jupiter FL 33458
30-42-41-02-02-015-0021

Mr. William Bookmyer
re: 915 Chippewa St
915 Chippewa St
Jupiter FL 33458
30-42-41-02-02-015-0031

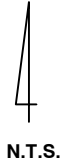
Mr. R. Garrett Tandy Jr
re: 913 Chippewa St
913 Chippewa St
Jupiter FL 33458
30-42-41-02-02-015-0041

Mr. James Merrill
re: 911 Chippewa St
909 Chippewa St
Jupiter FL 33458
30-42-41-02-02-015-0051

Mr. & Mrs. Clarence Wilbur
re: 907 Chippewa St
907 Chippewa St
Jupiter FL 33458
30-42-41-02-02-015-0070

Valenti Fam Trust
re: 905 Chippewa St
7550 155th PI N
Palm Bch Grdns FL 33418
30-42-41-02-02-015-0080

EXHIBIT "B" "CHIPPEWA STREET LOW PRESSURE SEWER SYSTEM"



LEGEND

NOT IN ASSESSMENT AREA

JUPITER, FLORIDA

TIMOTHY W. GASKILL

*Business, Probate
Family Litigation*

DONALD R. SMITH

*Personal Injury & Wrongful Death
Commercial Litigation*

CURTIS L. SHENKMAN

*Board Certified
Real Estate Attorney*

BROOKE A. GROGAN

BRANDON D. SMITH

SMITH, GASKILL & SHENKMAN, P.A.

ATTORNEYS & COUNSELORS AT LAW

ESTABLISHED 1973

11891 U.S. HIGHWAY ONE, SUITE100
NORTH PALM BEACH, FLORIDA 33408

TELEPHONE (561) 622-2700 FACSIMILE (561) 622-2841

Shenkman@LawPalmBeach.com

September 5, 2018

LEGAL ASSISTANTS

**CIVIL TRIAL, PROBATE
AND FAMILY LAW**

KAREN M. BOYDEN-LOPATOSKY
MINDY VASSER

PERSONAL INJURY

BETH KOENIG

REAL ESTATE

JUDY D. MONTEIRO
DENISE B. PAOLUCCI
MELISSA KAJEEJIT

D. Albrey Arrington, Ph.D., Executive Director

Clint Yerkes, Deputy Executive Director

Loxahatchee River Environmental Control District

2500 Jupiter Drive

Jupiter, Florida 33458-8964

Re: **Resolution 2018-22 and FINAL Assessment Roll for 120+140 OCEAN DRIVE**

Dear Albrey & Clint:

Attached to this letter is Transfer of Property Lien, Resolution 2018-22, Exhibit "A"
Final Assessment Roll, Exhibit B Map, and the most recent list of property owners,
as part of the Resolution.

A SUGGESTED MOTION for the Board at the SEPTEMBER 20, 2018 meeting is as follows:

"THAT THE GOVERNING BOARD approve Resolution 2018-22 adopting the
120+140 OCEAN DRIVE FINAL Assessment Roll and Exhibits."

Sincerely,

Curtis L. Shenkman

Curtis L. Shenkman

RESOLUTION NO. 2018-22

A RESOLUTION OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT RELATING TO THE **120+140 OCEAN DRIVE** ASSESSMENT AREA IMPROVEMENTS; ADOPTING THE ASSESSMENT ROLL FOR **120+140 OCEAN DRIVE** ASSESSMENT AREA IMPROVEMENTS; CONFIRMING SAID SPECIAL ASSESSMENT ROLL AS ATTACHED HERETO AS EXHIBITS “A” AND “B”; PROVIDING FOR ELLIS RULE COMPLIANCE; PROVIDING FOR DECLARING LINE AVAILABLE FOR CONNECTION; PROVIDING THE SPECIAL ASSESSMENTS SHALL BE COLLECTED AS NON-AD VALOREM SPECIAL ASSESSMENTS ON THE REAL ESTATE TAX BILL; AUTHORIZING THE DISTRICT CLERK TO PREPARE AND DELIVER THE NON-AD VALOREM SPECIAL ASSESSMENT ROLL TO THE PALM BEACH COUNTY AND MARTIN COUNTY PROPERTY APPRAISERS, TAX COLLECTORS, AND FLORIDA DEPARTMENT OF REVENUE; PROVIDING FOR CONSISTENCY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Governing Board of the Loxahatchee River Environmental Control District (hereinafter called the “District”) has authorized the sewer improvements constructed in the **120+140 OCEAN DRIVE** Assessment Area; and

WHEREAS, The District’s previous Resolutions **2018-06 & 2018-21** were approved by the District’s Governing Board and directed the preparation of the Assessment Roll.

WHEREAS, the Governing Board, on the 20th day of SEPTEMBER, 2018 at 6:58 P.M., sat as Board of Adjustment as provided in District Rule 31-11.005, and held the Public Hearings under Florida Statutes Chapter 197.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE DISTRICT THAT:

Section 1. The Governing Board confirms the Special Assessment Roll attached hereto as Exhibits “A” and “B” without further modification. The unit of measurement for each assessment area is that each parcel is assessed equally.

Section 2. The Special Assessment is in compliance with the “Ellis Rule” requirement of District Rule 31-10.011, and Resolution Nos. **2018-06 & 2018-21** of the District.

Section 3. In accordance with District Rule Chapter 31-11, and Florida Statutes Chapter 197, said Special Assessment Liens shall remain liens co-equal with the lien of all State, County, District and Municipal taxes, superior in dignity to all other liens, titles, and claims, until paid. Any failure to so pay these non-ad valorem Special Assessments shall be a default hereunder and will cause a tax certificate to be issued against the property which may result in a loss of title.

RESOLUTION 2018-22

Loxahatchee River Environmental Control District

Section 4. Availability for Connection and Required Connection.

The waste water and sewerage system was “Available” for connection in accordance with District Rule 31-3.003(3) and Florida Statutes 381.0065(2)(a) when the Loxahatchee River Environmental Control District released the system for service on July 31, 2018, which is the date of actual “Availability”. In accordance with Florida Statutes 381.00655, the affected property owners shall be required to connect to the sewerage system within one (1) year of the actual Availability.

Section 5. The **District Clerk, as the designee of the chairman** of the Governing Board, is directed to certify the non-ad valorem assessment roll, on a compatible electronic medium tied to the property identification number and deliver it to the tax collector by September 15 of each year, or as otherwise provided for in the agreements with the tax collector. The certification shall be made on **Form DR-408A**.

Section 6. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. This Resolution shall become effective upon its passage and adoption.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, THIS 20th day of SEPTEMBER, 2018.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT:
VOTE

JAMES D. SNYDER, Chairman

STEPHEN B. ROCKOFF

GORDON M. BOGGIE

HARVEY M. SILVERMAN

DR. MATT H. ROSTOCK

EXHIBIT "A"
FINAL ASSESSMENT ROLL
LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
120+140 OCEAN DR. ASSESSMENT AREA

TOTAL COSTS AND EXPENSES RELATED TO THE IMPROVEMENTS. The District shall consider the **total** costs and expenses related to the improvements in the **120+140 OCEAN DR.** Assessment Area shall be **\$5,934.72** per parcel of property in the **120+140 OCEAN DR.** Area.

APPORTIONMENT OF COSTS BETWEEN THE DISTRICT AND THE PROPERTY OWNERS. The District shall pay from the District's general funds ten percent (10%) of the total cost to the District of construction, reconstruction, labor, materials, acquisition, or property rights, surveys, design, engineering, and legal fees, administration expenses, and all other expenses necessary or incidental to completion of the specially assessed improvement and each lot or parcel of land subject to this special assessment shall be responsible for ninety percent (90%) of the total cost.

PAYMENT OF ASSESSMENT. As to Parcels of **120+140 OCEAN DR.** Assessment Area Property in EXHIBIT "B", the **\$5,341.24** assessment may be paid, interest free, at the office of the District on or before May 1, 2019.

Owners who do not pay the \$5,341.24 assessment on or before May 1, 2019 shall have the \$5,341.24 principal added to the tax roll as a non-ad valorem assessment to accrue interest, beginning October 1, 2018, at six and seven eights percent (6.875%) per annum, to be collected in twenty (20) equal annual installments of \$499.29, commencing with the November 1, 2019 Real Estate Tax Bill.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

By: _____
D. Albrey Arrington, District Clerk, Executive Director

PREPARED BY AND RETURN TO: WC-53
Curtis L. Shenkman, Esquire
Smith, Gaskill & Shenkman, P.A.
11891 U.S. Highway One, Suite 100
North Palm Beach, Florida 33408

**TRANSFER OF PROPERTY LIEN TO NON-AD
VALOREM TAX BILL & CERTIFICATION OF SPECIAL
ASSESSMENT ROLL FOR 120+140 OCEAN DRIVE SPECIAL ASSESSMENTS**

THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, a special district of the State of Florida created and existing pursuant to Chapter 2002-358, Laws of Florida (the "District"), gives public notice that the District's Governing Board as of and effective on the 20th day of SEPTEMBER, 2018, passed Resolution 2018-22 which is attached hereto, approving the non-ad valorem tax bill, AND TRANSFERRING THE RECORDED LIEN ON PROPERTIES IDENTIFIED AS BEING PART OF THE **120+140 OCEAN DRIVE** AREA LISTED IN THE FOLLOWING DOCUMENTS, as recorded in the Public Records of **PALM BEACH** County, Florida:

1. Pending Lien Notice of Intent to Assess, and Resolution 2018-06, recorded on **January 23, 2018 in Official Record Book 29603, Pages 320 through 326 in the Public Records of PALM BEACH County, Florida.**

Any inquiries as to payment of special assessments should be directed to:

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
2500 Jupiter Park Drive
Jupiter, Florida 33458
(561) 747-5700

IN WITNESS WHEREOF, the undersigned, Executive Director of the Loxahatchee River Environmental Control District, hereby certifies on SEPTEMBER 20, 2018, the information contained herein is true and accurate.

WITNESSES:

LOXAHATCHEE RIVER ENVIRONMENTAL
CONTROL DISTRICT

By: _____
D. Albrey Arrington, Ph.D.
Executive Director

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me on September 20, 2018, by D. Albrey Arrington, Ph.D., EXECUTIVE DIRECTOR of the LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, a special district of the State of Florida, on behalf of the District, who is personally known to me.

(Notary Seal)

NOTARY PUBLIC, STATE OF FLORIDA

Mr. Nicholas Konst
re: 140 Ocean Dr
140 Ocean Dr
Juno Beach FL 33408
28-43-41-28-01-000-0422

Mr. & Mrs. Charles Wilson
re: 120 Ocean Dr
8777 Belmart Rd
Potomac MD 20854
28-43-41-28-01-000-0425

EXHIBIT "B"

"120 & 140 OCEAN DRIVE"

LOW PRESSURE SEWER SYSTEM



LEGEND

 NOT IN ASSESSMENT AREA

JUNO BEACH, FLORIDA

TIMOTHY W. GASKILL

*Business, Probate
Family Litigation*

DONALD R. SMITH

*Personal Injury & Wrongful Death
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CURTIS L. SHENKMAN

*Board Certified
Real Estate Attorney*

BROOKE A. GROGAN

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ESTABLISHED 1973

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NORTH PALM BEACH, FLORIDA 33408

TELEPHONE (561) 622-2700 FACSIMILE (561) 622-2841

Shenkman@LawPalmBeach.com

September 6, 2018

LEGAL ASSISTANTS

**CIVIL TRIAL, PROBATE
AND FAMILY LAW**

KAREN M. BOYDEN-LOPATOSKY
MINDY VASSER

PERSONAL INJURY

BETH KOENIG

REAL ESTATE

JUDY D. MONTEIRO
DENISE B. PAOLUCCI
MELISSA KAJEEJIT

D. Albrey Arrington, Ph.D., Executive Director

Clint Yerkes, Deputy Executive Director

Loxahatchee River Environmental Control District

2500 Jupiter Drive

Jupiter, Florida 33458-8964

Re: **Resolution 2018-24 and FINAL Assessment Roll for 96 PINE HILL TRAIL E.**

Dear Albrey & Clint:

Attached to this letter is Transfer of Property Lien, Resolution 2018-24, Exhibit "A"
Final Assessment Roll, Exhibit B Map, and the most recent list of property owners,
as part of the Resolution.

A SUGGESTED MOTION for the Board at the SEPTEMBER 20, 2018 meeting is as follows:

"THAT THE GOVERNING BOARD approve Resolution 2018-24 adopting the
96 PINE HILL TRAIL E. FINAL Assessment Roll and Exhibits."

Sincerely,

Curtis L. Shenkman

Curtis L. Shenkman

RESOLUTION NO. 2018-24

A RESOLUTION OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT RELATING TO THE **96 PINE HILL TRAIL E** ASSESSMENT AREA IMPROVEMENTS; ADOPTING THE ASSESSMENT ROLL FOR **96 PINE HILL TRAIL E** ASSESSMENT AREA IMPROVEMENTS; CONFIRMING SAID SPECIAL ASSESSMENT ROLL AS ATTACHED HERETO AS EXHIBITS “A” AND “B”; PROVIDING FOR ELLIS RULE COMPLIANCE; PROVIDING FOR DECLARING LINE AVAILABLE FOR CONNECTION; PROVIDING THE SPECIAL ASSESSMENTS SHALL BE COLLECTED AS NON-AD VALOREM SPECIAL ASSESSMENTS ON THE REAL ESTATE TAX BILL; AUTHORIZING THE DISTRICT CLERK TO PREPARE AND DELIVER THE NON-AD VALOREM SPECIAL ASSESSMENT ROLL TO THE PALM BEACH COUNTY AND MARTIN COUNTY PROPERTY APPRAISERS, TAX COLLECTORS, AND FLORIDA DEPARTMENT OF REVENUE; PROVIDING FOR CONSISTENCY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Governing Board of the Loxahatchee River Environmental Control District (hereinafter called the “District”) has authorized the sewer improvements constructed in the **96 PINE HILL TRAIL E** Assessment Area; and

WHEREAS, The District’s previous Resolutions **2018-10 & 2018-23** were approved by the District’s Governing Board and directed the preparation of the Assessment Roll.

WHEREAS, the Governing Board, on the 20th day of SEPTEMBER, 2018 at 6:59 P.M., sat as Board of Adjustment as provided in District Rule 31-11.005, and held the Public Hearings under Florida Statutes Chapter 197.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE DISTRICT THAT:

Section 1. The Governing Board confirms the Special Assessment Roll attached hereto as Exhibits “A” and “B” without further modification. The unit of measurement for each assessment area is that each parcel is assessed equally.

Section 2. The Special Assessment is in compliance with the “Ellis Rule” requirement of District Rule 31-10.011, and Resolution Nos. **2018-10 & 2018-23** of the District.

Section 3. In accordance with District Rule Chapter 31-11, and Florida Statutes Chapter 197, said Special Assessment Liens shall remain liens co-equal with the lien of all State, County, District and Municipal taxes, superior in dignity to all other liens, titles, and claims, until paid. Any failure to so pay these non-ad valorem Special Assessments shall be a default hereunder and will cause a tax certificate to be issued against the property which may result in a loss of title.

RESOLUTION 2018-24
Loxahatchee River Environmental Control District

Section 4. Availability for Connection and Required Connection.

The waste water and sewerage system was “Available” for connection in accordance with District Rule 31-3.003(3) and Florida Statutes 381.0065(2)(a) when the Loxahatchee River Environmental Control District released the system for service on August 2, 2018, which is the date of actual “Availability”. In accordance with Florida Statutes 381.00655, the affected property owners shall be required to connect to the sewerage system within one (1) year of the actual Availability.

Section 5. The **District Clerk, as the designee of the chairman** of the Governing Board, is directed to certify the non-ad valorem assessment roll, on a compatible electronic medium tied to the property identification number and deliver it to the tax collector by September 15 of each year, or as otherwise provided for in the agreements with the tax collector. The certification shall be made on **Form DR-408A**.

Section 6. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. This Resolution shall become effective upon its passage and adoption.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, THIS 20th day of SEPTEMBER, 2018.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT:
VOTE

JAMES D. SNYDER, Chairman

STEPHEN B. ROCKOFF

GORDON M. BOGGIE

HARVEY M. SILVERMAN

DR. MATT H. ROSTOCK

EXHIBIT "A"
FINAL ASSESSMENT ROLL
LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
96 PINE HILL TRAIL E. ASSESSMENT AREA

TOTAL COSTS AND EXPENSES RELATED TO THE IMPROVEMENTS. The District shall consider the **total** costs and expenses related to the improvements in the **96 PINE HILL TRAIL E.** Assessment Area shall be **\$7,207.85** per parcel of property in the **96 PINE HILL TRAIL E.** Area.

APPORTIONMENT OF COSTS BETWEEN THE DISTRICT AND THE PROPERTY OWNERS. The District shall pay from the District's general funds ten percent (10%) of the total cost to the District of construction, reconstruction, labor, materials, acquisition, or property rights, surveys, design, engineering, and legal fees, administration expenses, and all other expenses necessary or incidental to completion of the specially assessed improvement and each lot or parcel of land subject to this special assessment shall be responsible for ninety percent (90%) of the total cost.

PAYMENT OF ASSESSMENT. As to Parcels of **96 PINE HILL TRAIL E.** Assessment Area Property in EXHIBIT "B", the **\$6,487.07** assessment may be paid, interest free, at the office of the District on or before May 1, 2019.

Owners who do not pay the \$6,487.07 assessment on or before May 1, 2019 shall have the \$6,487.07 principal added to the tax roll as a non-ad valorem assessment to accrue interest, beginning October 1, 2018, at six and seven eights percent (6.875%) per annum, to be collected in twenty (20) equal annual installments of \$606.40, commencing with the November 1, 2019 Real Estate Tax Bill.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

By: _____
D. Albrey Arrington, District Clerk, Executive Director

PREPARED BY AND RETURN TO: WC-53
Curtis L. Shenkman, Esquire
Smith, Gaskill & Shenkman, P.A.
11891 U.S. Highway One, Suite 100
North Palm Beach, Florida 33408

**TRANSFER OF PROPERTY LIEN TO NON-AD
VALOREM TAX BILL & CERTIFICATION OF SPECIAL
ASSESSMENT ROLL FOR 96 PINE HILL TRAIL E SPECIAL ASSESSMENTS**

THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, a special district of the State of Florida created and existing pursuant to Chapter 2002-358, Laws of Florida (the "District"), gives public notice that the District's Governing Board as of and effective on the 20th day of SEPTEMBER, 2018, passed Resolution 2018-24 which is attached hereto, approving the non-ad valorem tax bill, AND TRANSFERRING THE RECORDED LIEN ON PROPERTIES IDENTIFIED AS BEING PART OF THE **96 PINE HILL TRAIL E** AREA LISTED IN THE FOLLOWING DOCUMENTS, as recorded in the Public Records of **PALM BEACH** County, Florida:

1. Pending Lien Notice of Intent to Assess, and Resolution 2018-10, recorded on **April 20, 2018 in Official Record Book 29797, Pages 846 through 852 in the Public Records of PALM BEACH County, Florida.**

Any inquiries as to payment of special assessments should be directed to:

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
2500 Jupiter Park Drive
Jupiter, Florida 33458
(561) 747-5700

IN WITNESS WHEREOF, the undersigned, Executive Director of the Loxahatchee River Environmental Control District, hereby certifies on SEPTEMBER 20, 2018, the information contained herein is true and accurate.

WITNESSES:

LOXAHATCHEE RIVER ENVIRONMENTAL
CONTROL DISTRICT

By: _____
D. Albrey Arrington, Ph.D.
Executive Director

STATE OF FLORIDA
COUNTY OF PALM BEACH

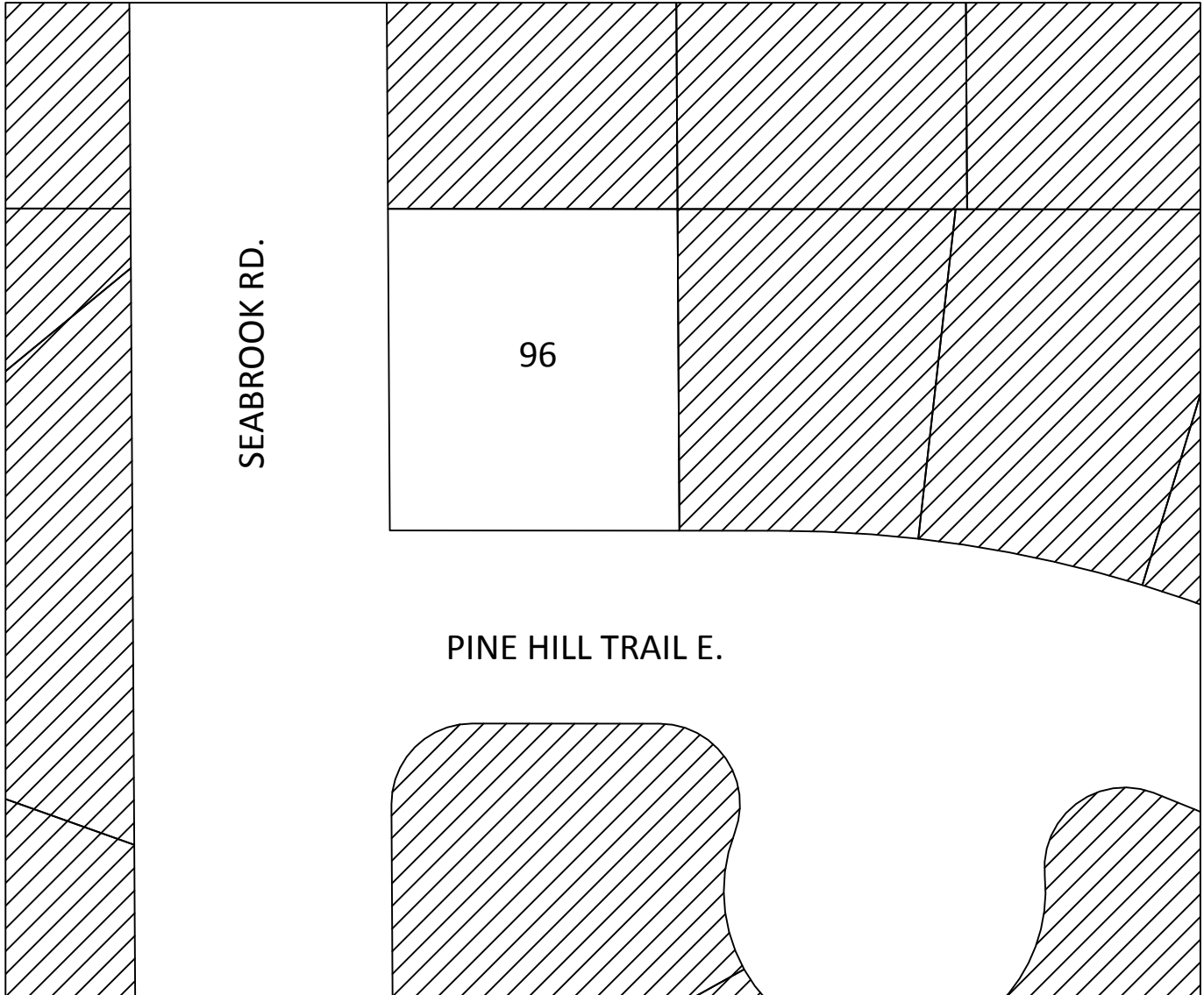
The foregoing instrument was acknowledged before me on September 20, 2018, by D. Albrey Arrington, Ph.D., EXECUTIVE DIRECTOR of the LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, a special district of the State of Florida, on behalf of the District, who is personally known to me.

(Notary Seal)

NOTARY PUBLIC, STATE OF FLORIDA

Ms. Maria Orge
re: 96 Pine Hill Trl E
96 Pine Hill Trl E
Jupiter FL 33469
60-42-40-25-00-000-1052

EXHIBIT "B" "PINE HILL TRAIL EAST LOW PRESSURE SEWER SYSTEM"



LEGEND

 NOT IN ASSESSMENT AREA

TEQUESTA, FLORIDA

03-13-2018

PHTE ST.

TIMOTHY W. GASKILL

*Business, Probate
Family Litigation*

DONALD R. SMITH

*Personal Injury & Wrongful Death
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*Board Certified Real Estate
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BROOKEGROGAN

Attorney

BRANDON D. SMITH

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Shenkman@LawPalmBeach.com

August 21, 2018

LEGAL ASSISTANTS

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AND FAMILY LAW**

KAREN M. BOYDEN-LOPATOSKY
MINDY VASSER

PERSONAL INJURY

ROBIN B. MODLIN, CP
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JUDY D. MONTEIRO
DENISE B. PAOLUCCI
MELISSA KAJEEJIT

D. Albrey Arrington, Ph.D., Executive Director

Clint Yerkes, Deputy Executive Director

Loxahatchee River Environmental Control District

2500 Jupiter Drive

Jupiter, Florida 33458-8964

Re: Resolution 2018-25 and Preliminary Assessment Roll for 12750 US1

Dear Albrey & Clint:

Please attach to this letter Resolution 2018-25, Exhibit "A" Preliminary Assessment Roll, Map & most recent Exhibit "B" list of property owners as part of the Resolution.

In the Resolution, Sections 2 and 7, the "Board of Adjustment" public hearing and "Governing Board" meeting to confirm the "final" assessment roll is proposed for October 18, 2018 Preparation is necessary of the Notice to be published and mailed out by Friday, October 5, 2018.

A SUGGESTED MOTION for the Board at the September 20, 2018 meeting is as follows:

"THAT THE GOVERNING BOARD approve Resolution 2018-25 adopting the
12750 US 1 Preliminary Assessment Roll."

Sincerely,

Curtis L. Shenkman

Curtis L. Shenkman

LRECD RESOLUTION NO. 2018-25

A RESOLUTION OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT RELATING TO THE **12750 US 1** ASSESSMENT AREA IMPROVEMENTS; ADOPTING THE PRELIMINARY ASSESSMENT ROLL FOR **12750 US 1** ASSESSMENT AREA IMPROVEMENTS AS PREPARED BY THE DISTRICT CLERK AND ATTACHED HERETO AS EXHIBITS “A” AND “B”; AUTHORIZING THE DISTRICT GOVERNING BOARD TO ACT AS THE BOARD OF ADJUSTMENT; PROVIDING FOR THE FURNISHING OF TEN DAYS’ WRITTEN NOTICE TO ALL PROPERTY OWNERS AFFECTED; DIRECTING THAT AN AFFIDAVIT OF PUBLICATION BE OBTAINED; REQUIRING THE FILING OF THE PROOF OF PUBLICATION AND OF THE WRITTEN NOTICE; MAKING REFERENCE TO RESOLUTION NO. **2018-12** PROVIDING FOR THE PUBLICATION OF THE NOTICE OF THE MEETING TO CONSIDER CONFIRMATION OF THE PRELIMINARY ASSESSMENT ROLL; DIRECTING THAT AN AFFIDAVIT OF PUBLICATION BE OBTAINED; REQUIRING THE FILING OF THE PROOF OF PUBLICATION; PROVIDING FOR CONSISTENCY; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Governing Board of the Loxahatchee River Environmental Control District (hereinafter called the “District” has authorized the sewer improvements to the **12750 US 1** Assessment Area in **PALM BEACH** County, Florida.

WHEREAS, the Governing Board has considered the presentation of the District Engineer and considered such recommendations to be in accordance with the requests and the best interests of the citizens of the District.

WHEREAS, the Governing Board has considered the improvements to be in accordance with the best interests of the citizens of the **12750 US 1** Assessment Area.

WHEREAS, the District’s previous Resolution **2018-12** was approved by the District’s Governing Board and directed the preparation of the Assessment Roll.

WHEREAS, the District Clerk has prepared the Preliminary Assessment Roll attached hereto as Exhibits “A” and “B”.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE DISTRICT, THAT:

Section 1. The District adopts the Preliminary Assessment Roll in the form as attached hereto as Exhibits “A” and “B”.

RESOLUTION 2018-25
OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

Section 2. The District Clerk is directed to publish a Notice stating that the District's Governing Board shall act as the **Board of Adjustment** at a hearing to be held on the **18th day of October, 2018** at the District's Governing Board meeting chambers, Jupiter, Florida. Such Notice shall be published at least ten (10) days in advance of such hearing, once in a newspaper published in Martin County and once in a newspaper published in Palm Beach County. Such Notice shall state that at the hearing, the Governing Board will hear objections of all interested persons to the confirmation of such resolution. Such Notice shall state in brief and general terms a description of the improvements with the location thereof and shall also state that plans, specifications, estimates, and the tentative apportionment of cost thereof are on file in the office of the District. The District Clerk is directed to mail a copy of such Notice to each of the affected property owners at least ten (10) days in advance of the hearing.

Section 3. During the Board of Adjustment hearing, such affected property owner may present information to the Governing Board in relation to his Special Assessment and the project, provided that such property owners must submit in writing to the District either prior to or at the time of said meeting of the Board of Adjustment their objections to the Special Assessment.

Section 4. The District Clerk is directed to obtain from the publisher of the newspaper(s) used for publication herein an affidavit confirming the publication of the Notice of the Hearing of the Governing Board as the Board of Adjustment as set forth herein.

Section 5. The District Clerk shall file Proof of Publication and Proof of Written Notice to the affected property owners at the Board of Adjustment hearing.

Section 6. Resolutions No. **2018-12 and 2018-25** of the District shall be a part of the record to be considered by the Governing Board at the aforescribed hearing when the Governing Board sits as the Board of Adjustment.

Section 7. The District Clerk is directed to publish a Notice stating that at the meeting of the Governing Board to be held on **October 18, 2018** at the District Governing Board meeting chambers, Jupiter, Florida, all interested persons may appear and file written objections to the confirmation of the Final Assessment Roll. Such Notice shall be published at least twelve (12) days in advance of such meeting, once in a newspaper published in Martin County and once in a newspaper published in Palm Beach County. Such Notice shall state the class of the improvement and the location thereof by terminal points and route. Such Notice shall also be mailed to those interested parties requesting such in writing.

Section 8. The District Clerk is directed to obtain from the publisher of the newspaper(s) used for publication herein an affidavit confirming the publication of the Notice of the Meeting of the Governing Board to confirm the Final Assessment Roll.

Section 9. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

RESOLUTION 2018-25
OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

Section 10. In the event that any portion of this Resolution is found to be unconstitutional or illegal, it shall be severed herefrom without affecting the validity or enforceability of the remaining portions of this Resolution.

Section 11. This Resolution shall become effective upon its passage and adoption.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, THIS 20th day of **September, 2018.**

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

VOTE

JAMES D. SNYDER

STEPHEN ROCKOFF

GORDON M. BOGGIE

HARVEY SILVERMAN

DR. MATT H. ROSTOCK

Cip/Proj/PrelimAsmt/Resolution

EXHIBIT "A"
PRELIMINARY ASSESSMENT ROLL
LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
12750 US 1 ASSESSMENT AREA

TOTAL COSTS AND EXPENSES RELATED TO THE IMPROVEMENTS. The District shall consider the **total** costs and expenses related to the improvements in the **12750 US 1** Assessment Area shall be **\$21,029.31** per parcel of property in the **12750 US 1** Area.

APPORTIONMENT OF COSTS BETWEEN THE DISTRICT AND THE PROPERTY OWNERS. The District shall pay from the District's general funds ten percent (10%) of the total cost to the District of construction, reconstruction, labor, materials, acquisition, or property rights, surveys, design, engineering, and legal fees, administration expenses, and all other expenses necessary or incidental to completion of the specially assessed improvement and each lot or parcel of land subject to this special assessment shall be responsible for ninety percent (90%) of the total cost.

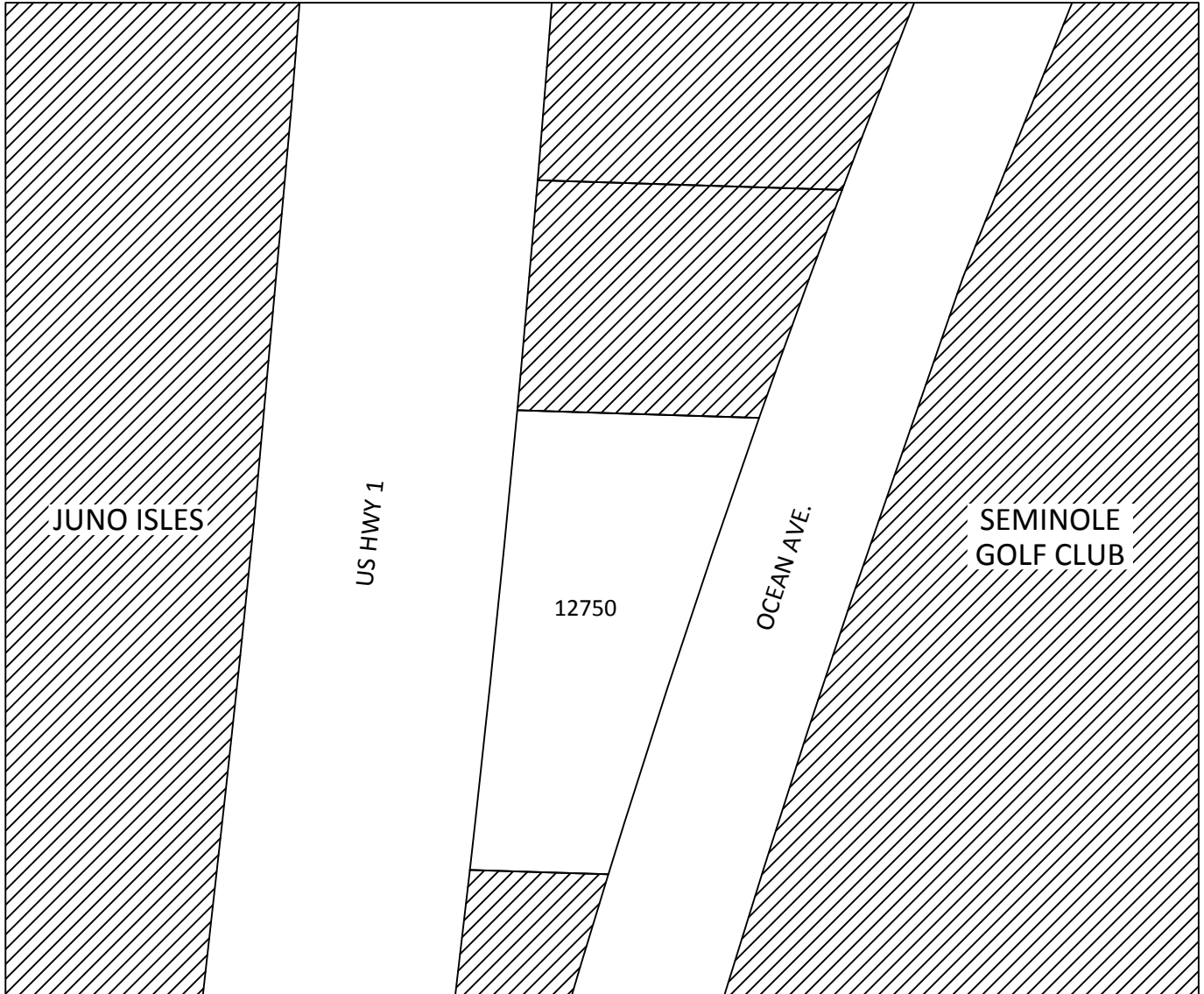
PAYMENT OF ASSESSMENT. As to Parcels of **12750 US 1** Assessment Area Property in EXHIBIT "B", the **\$18,926.38** assessment may be paid, interest free, at the office of the District on or before May 1, 2019.

Owners who do not pay the \$18,926.38 assessment on or before May 1, 2019 shall have the \$18,926.38 principal added to the tax roll as a non-ad valorem assessment to accrue interest, beginning October 1, 2018, at six and seven eights percent (6.875%) per annum, to be collected in twenty (20) equal annual installments of \$1,769.20, commencing with the November 1, 2019 Real Estate Tax Bill.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

By: _____
D. Albrey Arrington, District Clerk, Executive Director

EXHIBIT "B" "12750 US HWY 1 LOW PRESSURE SEWER SYSTEM"



LEGEND

 NOT IN ASSESSMENT AREA

JUNO BEACH, FLORIDA

03-13-2018

12750 US 1

Petro Ventures Corp
re: 12750 US Hwy 1
3016 Mainsail Cir
Jupiter FL 33477
28-43-41-33-00-002-0020

TIMOTHY W. GASKILL

*Business, Probate
Family Litigation*

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*Board Certified Real Estate
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BRANDON D. SMITH

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SMITH, GASKILL & SHENKMAN, P.A.

ATTORNEYS & COUNSELORS AT LAW

ESTABLISHED 1973

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TELEPHONE (561) 622-2700 FACSIMILE (561) 622-2841

Shenkman@LawPalmBeach.com

August 22, 2018

LEGAL ASSISTANTS

**CIVIL TRIAL, PROBATE
AND FAMILY LAW**

KAREN M. BOYDEN-LOPATOSKY
MINDY VASSER

PERSONAL INJURY

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MELISSA KAJEEJIT

D. Albrey Arrington, Ph.D., Executive Director

Clint Yerkes, Deputy Executive Director

Loxahatchee River Environmental Control District

2500 Jupiter Drive

Jupiter, Florida 33458-8964

Re: Resolution 2018-27 and Preliminary Assessment Roll for COUNTY LINE RD-MARTIN CO.

Dear Albrey & Clint:

Please attach to this letter Resolution 2018-27, Exhibit "A" Preliminary Assessment Roll, Map & most recent Exhibit "B" list of property owners as part of the Resolution.

In the Resolution, Sections 2 and 7, the "Board of Adjustment" public hearing and "Governing Board" meeting to confirm the "final" assessment roll is proposed for October 18, 2018. Preparation is necessary of the Notice to be published and mailed out by Friday, October 5, 2018.

A SUGGESTED MOTION for the Board at the September 20, 2018 meeting is as follows:

"THAT THE GOVERNING BOARD approve Resolution 2018-27 adopting the COUNTY LINE RD -MARTIN CO. Preliminary Assessment Roll."

Sincerely,

Curtis L. Shenkman

Curtis L. Shenkman

LRECD RESOLUTION NO. 2018-27

A RESOLUTION OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT RELATING TO THE **COUNTY LINE RD-MARTIN CO.** ASSESSMENT AREA IMPROVEMENTS; ADOPTING THE PRELIMINARY ASSESSMENT ROLL FOR **COUNTY LINE RD-MARTIN CO.** ASSESSMENT AREA IMPROVEMENTS AS PREPARED BY THE DISTRICT CLERK AND ATTACHED HERETO AS EXHIBITS “A” AND “B”; AUTHORIZING THE DISTRICT GOVERNING BOARD TO ACT AS THE BOARD OF ADJUSTMENT; PROVIDING FOR THE FURNISHING OF TEN DAYS’ WRITTEN NOTICE TO ALL PROPERTY OWNERS AFFECTED; DIRECTING THAT AN AFFIDAVIT OF PUBLICATION BE OBTAINED; REQUIRING THE FILING OF THE PROOF OF PUBLICATION AND OF THE WRITTEN NOTICE; MAKING REFERENCE TO RESOLUTION NO. **2018-13** PROVIDING FOR THE PUBLICATION OF THE NOTICE OF THE MEETING TO CONSIDER CONFIRMATION OF THE PRELIMINARY ASSESSMENT ROLL; DIRECTING THAT AN AFFIDAVIT OF PUBLICATION BE OBTAINED; REQUIRING THE FILING OF THE PROOF OF PUBLICATION; PROVIDING FOR CONSISTENCY; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Governing Board of the Loxahatchee River Environmental Control District (hereinafter called the “District” has authorized the sewer improvements to the **COUNTY LINE RD-MARTIN CO.** Assessment Area in **MARTIN** County, Florida.

WHEREAS, the Governing Board has considered the presentation of the District Engineer and considered such recommendations to be in accordance with the requests and the best interests of the citizens of the District.

WHEREAS, the Governing Board has considered the improvements to be in accordance with the best interests of the citizens of the **COUNTY LINE RD-MARTIN CO.** Assessment Area.

WHEREAS, the District’s previous Resolution **2018-13** was approved by the District’s Governing Board and directed the preparation of the Assessment Roll.

WHEREAS, the District Clerk has prepared the Preliminary Assessment Roll attached hereto as Exhibits “A” and “B”.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE DISTRICT, THAT:

Section 1. The District adopts the Preliminary Assessment Roll in the form as attached hereto as Exhibits “A” and “B”.

RESOLUTION 2018-27
OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

Section 2. The District Clerk is directed to publish a Notice stating that the District's Governing Board shall act as the **Board of Adjustment** at a hearing to be held on the **18th day of October, 2018** at the District's Governing Board meeting chambers, Jupiter, Florida. Such Notice shall be published at least ten (10) days in advance of such hearing, once in a newspaper published in Martin County and once in a newspaper published in Palm Beach County. Such Notice shall state that at the hearing, the Governing Board will hear objections of all interested persons to the confirmation of such resolution. Such Notice shall state in brief and general terms a description of the improvements with the location thereof and shall also state that plans, specifications, estimates, and the tentative apportionment of cost thereof are on file in the office of the District. The District Clerk is directed to mail a copy of such Notice to each of the affected property owners at least ten (10) days in advance of the hearing.

Section 3. During the Board of Adjustment hearing, such affected property owner may present information to the Governing Board in relation to his Special Assessment and the project, provided that such property owners must submit in writing to the District either prior to or at the time of said meeting of the Board of Adjustment their objections to the Special Assessment.

Section 4. The District Clerk is directed to obtain from the publisher of the newspaper(s) used for publication herein an affidavit confirming the publication of the Notice of the Hearing of the Governing Board as the Board of Adjustment as set forth herein.

Section 5. The District Clerk shall file Proof of Publication and Proof of Written Notice to the affected property owners at the Board of Adjustment hearing.

Section 6. Resolutions No. **2018-13 and 2018-27** of the District shall be a part of the record to be considered by the Governing Board at the aforescribed hearing when the Governing Board sits as the Board of Adjustment.

Section 7. The District Clerk is directed to publish a Notice stating that at the meeting of the Governing Board to be held on **October 18, 2018** at the District Governing Board meeting chambers, Jupiter, Florida, all interested persons may appear and file written objections to the confirmation of the Final Assessment Roll. Such Notice shall be published at least twelve (12) days in advance of such meeting, once in a newspaper published in Martin County and once in a newspaper published in Palm Beach County. Such Notice shall state the class of the improvement and the location thereof by terminal points and route. Such Notice shall also be mailed to those interested parties requesting such in writing.

Section 8. The District Clerk is directed to obtain from the publisher of the newspaper(s) used for publication herein an affidavit confirming the publication of the Notice of the Meeting of the Governing Board to confirm the Final Assessment Roll.

Section 9. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

RESOLUTION 2018-27
OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

Section 10. In the event that any portion of this Resolution is found to be unconstitutional or illegal, it shall be severed herefrom without affecting the validity or enforceability of the remaining portions of this Resolution.

Section 11. This Resolution shall become effective upon its passage and adoption.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, THIS 20th day of **September, 2018.**

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

VOTE

JAMES D. SNYDER

STEPHEN ROCKOFF

GORDON M. BOGGIE

HARVEY SILVERMAN

DR. MATT H. ROSTOCK

Cip/Proj/PrelimAsmt/Resolution

EXHIBIT "A"
PRELIMINARY ASSESSMENT ROLL
LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
COUNTY LINE RD-MARTIN CO. ASSESSMENT AREA

TOTAL COSTS AND EXPENSES RELATED TO THE IMPROVEMENTS. The District shall consider the **total** costs and expenses related to the improvements in the **COUNTY LINE RD-MARTIN CO.** Assessment Area shall be **\$7,216.34** per parcel of property in the **COUNTY LINE RD-MARTIN CO.** Area.

APPORTIONMENT OF COSTS BETWEEN THE DISTRICT AND THE PROPERTY OWNERS. The District shall pay from the District's general funds ten percent (10%) of the total cost to the District of construction, reconstruction, labor, materials, acquisition, or property rights, surveys, design, engineering, and legal fees, administration expenses, and all other expenses necessary or incidental to completion of the specially assessed improvement and each lot or parcel of land subject to this special assessment shall be responsible for ninety percent (90%) of the total cost.

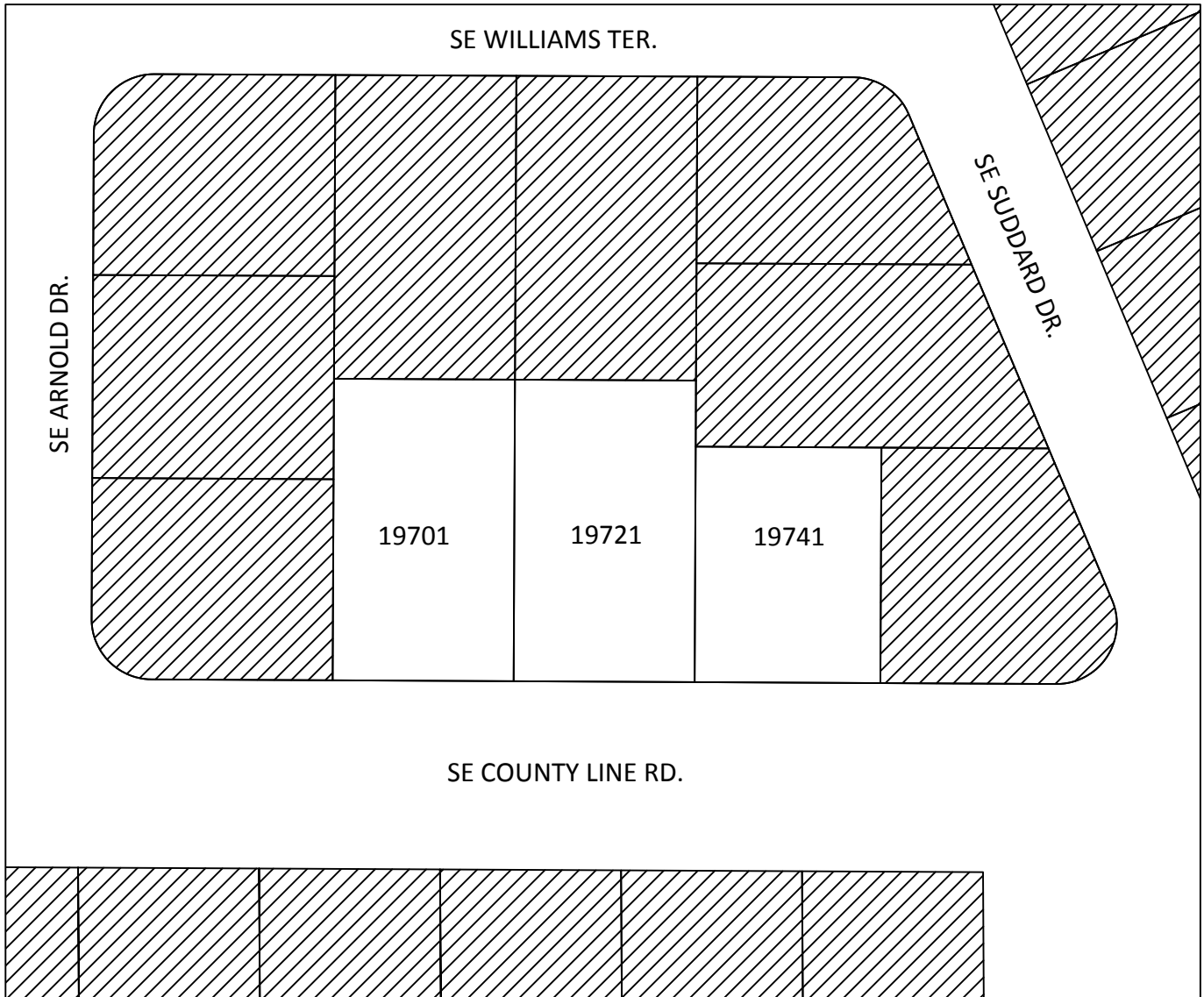
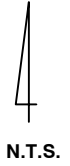
PAYMENT OF ASSESSMENT. As to Parcels of **COUNTY LINE RD-MARTIN CO.** Assessment Area Property in EXHIBIT "B", the **\$6,497.70** assessment may be paid, interest free, at the office of the District on or before May 1, 2019.

Owners who do not pay the \$6,497.70 assessment on or before May 1, 2019 shall have the \$6,497.70 principal added to the tax roll as a non-ad valorem assessment to accrue interest, beginning October 1, 2018, at six and seven eights percent (6.875%) per annum, to be collected in twenty (20) equal annual installments of \$607.39, commencing with the November 1, 2019 Real Estate Tax Bill.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

By: _____
D. Albrey Arrington, District Clerk, Executive Director

EXHIBIT "B" "COUNTY LINE ROAD - MARTIN COUNTY ASSESSMENT AREA" LOW PRESSURE SEWER SYSTEM



LEGEND

 NOT IN ASSESSMENT AREA

MARTIN COUNTY, FLORIDA

Mr. & Mrs. Clinton Cobia
re: 19741 SE County Line Rd
19741 SE County Line Rd
Tequesta FL 33469
24-40-42-007-001-00020-5

Mr. Jaime Gomez
re: 19721 SE County Line Rd
19721 SE County Line Rd
Tequesta FL 33469
24-40-42-007-001-00030-3

Mr. & Mrs. Ghanshyan Patel
re: 19701 SE County Line Rd
19701 SE County Line Rd
Tequesta FL 33469
24-40-42-007-001-00040-1

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

2500 Jupiter Park Drive, Jupiter, Florida 33458

Telephone (561) 747-5700 • Fax (561) 747-9929 • www.loxahatcheeriver.org



D. Albrey Arrington, Ph.D., Executive Director

MEMORANDUM

TO: D. ALBREY ARRINGTON, Ph.D.
Executive Director

FROM: CLINTON R. YERKES
Deputy Executive Director

DATE: SEPTEMBER 10, 2018

SUBJECT: ISLAND COUNTRY ESTATES – Award of Engineering Services Contract

Island Country Estates is a gated community of 38 properties with private roads located north of the Martin County Line on Loxahatchee River Road.

The District has obtained easements to the roadways in this neighborhood and will include the milling, repairs and paving of the community along with installation of a low-pressure sewer system.

This project is very similar to the Imperial Woods project that is currently in the design phase.

Holtz Consulting Engineers, Inc. (HCE) is one of the District selected firms to provide sewer and reuse systems services outside of the plant facilities. They have been requested to provide a scope of work and cost to provide engineering services from design through construction, a copy of which is attached.

Staff has requested, reviewed and worked with consultants to develop an appropriate scope of services. HCE has provided the attached proposal which has been reviewed by staff.

The following motion is suggested for approval of this item.

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to execute a contract with Holtz Consulting Engineers, Inc. for engineering services for the Island Country Estates Low Pressure Force Main System in the amount of \$109,451.00, in accordance with the terms of their proposal,

And

Further authorizes a Contingency Amount of \$2,500.00.”

Please contact me if you have any questions.

V://cip/proj/Island Country Est/Eng/Board Memo

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

James D. Snyder
Chairman

Dr. Matt H. Rostock
Board Member

Harvey M. Silverman
Board Member

**AGREEMENT BETWEEN
LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT AND
HOLTZ CONSULTING ENGINEERS, INC.
FOR PROFESSIONAL ENGINEERING SERVICES**

**ISLAND COUNTRY ESTATES
LOW PRESSURE FORCE MAIN SYSTEM**

WORK AUTHORIZATION: 2015-10

BACKGROUND

This Agreement is for the performance of engineering services by Holtz Consulting Engineers, Inc. (HCE) pursuant to the Continuing Contract for Professional Engineering Services between Loxahatchee River District (District) and HCE dated February 4, 2015, hereafter referred to as the Contract.

This project includes the installation of a low-pressure wastewater collection system for thirty-eight (38) existing residences. After construction is complete, homeowners will individually connect to the proposed low-pressure force main system, install the grinder pump station and control panel, and properly abandon their existing septic tank.

The design elements are assumed to include the following:

- Approximately 5,200 linear feet of 2-3 inch PVC/HDPE low-pressure force main with service connections, cleanouts, valves and other appurtenances per District standards to be installed via either open-cut or horizontal directional methods along SE Country Estates Way, SE Peach Way, SE Canaan Way, and SE Red Apple Ln. The new force main will generally be installed on the opposite side of the road as any existing water mains. Final pipeline lengths may increase or decrease due to field conditions. It is proposed that all driveways will be crossed utilizing moling/horizontal directional drill methods.
- Connection of the proposed low-pressure force main to the existing 2.5-inch low pressure force main located on the west side of Loxahatchee River Road (SE Jupiter Rd.).
- Mill and resurfacing of all paved areas in the development.
- Restoration of all affected areas to existing conditions or better.

SCOPE OF WORK

The District has requested comprehensive engineering services from HCE to provide surveying, engineering design, permitting, bidding assistance, and services during construction related to the Island Country Estates low-pressure force main system project. Specific tasks include the following:

1. Task 1 – Surveying Services
2. Task 2 – Engineering Design Services
3. Task 3 – Permitting Services
4. Task 4 – Bidding Services
5. Task 5 – General Engineering Services during Construction
6. Task 6 – Engineer of Record Site Visits
7. Task 7 – Utility Locates Allowance

TASK 1 – SURVEYING SERVICES

HCE shall furnish the services of Lidberg Land Surveying, Inc. (Lidberg) to provide survey services. Lidberg will prepare a topographic route survey for the proposed low pressure main to service 31 lots within the plat of Island Country Estates, A P.U.D., as recorded in Plat Book 12, Page 19 Public Records of Martin County, Florida, along with 4 lots on SE Canaan Way and 3 lots on SE Peach Way which are not part of the plat. A base file will be prepared based on the aforementioned recorded plat, that will depict the centerline, right of way lines and lot lines. The base file will be in State Plane Coordinates, North American Datum of 1983. Locations of necessary pavement, driveways, culverts, sidewalks, curbs, walls and any landscaping within the right of way will be depicted. Cross sections will be obtained at approximate 50-foot intervals, with additional elevations at any intermediate changes in grade, and will extend 10 feet into the adjacent lots. Permanent benchmarks will be established at approximate 600-foot intervals and will be referenced to North American Vertical Datum of 1988 (NAVD 88). Invert elevations, pipe size and material for all of the driveway culverts will be obtained. Lidberg will contract with and coordinate having the existing utilities marked by Underdog Utility Detection LLC. A survey baseline will be established for this project and depicted on the survey with stationing.

TASK 2 – DESIGN SERVICES

HCE shall prepare detailed drawings and specifications depicting the installation of the proposed low-pressure force main system and service connections to be installed via either open-cut or horizontal directional drill methods and the connection to the existing force main on the west side of Loxahatchee River Road. Work will include a preliminary hydraulic evaluation to confirm the size of the low-pressure force main, and the preparation of drawings and specifications for the construction of the work. HCE will depict the approximate location of customer service connections based on the green sheets or information provided by the District. HCE will coordinate a kick-off meeting, make a site visit, and attend meetings as required. HCE shall prepare engineer's opinion of probable cost of construction at the 30% submittal and at the completion of

the design.

Approximately twelve (12) design drawings will be provided for this project. The preliminary drawing list is as follows:

- G-1 Cover and Index
- G-2 Legend and General Notes
- G-3 Key Sheet
- P-1 Low Pressure Force Main Plan View 1
- P-2 Low Pressure Force Main Plan View 2
- P-3 Low Pressure Force Main Plan View 3
- P-4 Low Pressure Force Main Plan View 4
- P-5 Low Pressure Force Main Plan View 5
- P-6 Low Pressure Force Main Plan View 6
- D-1 Details Sheet 1
- D-2 Details Sheet 2
- D-3 Details Sheet 3

Engineer shall prepare the following submittals:

- 30% site plan and pipe layout and hydraulic evaluation for approval by LRD staff.
- 90% plans and specifications incorporating LRD's comments on the 30% submittal.
- 100% plans and specifications incorporating LRD's comments on the 90% submittal for public bidding.
- Engineer's opinion of probable construction cost with the 30% submittal and with the 100% submittal based on the final bidding documents.

TASK 3 – PERMITTING SERVICES

HCE shall prepare permit applications for construction of the low-pressure force main for submittal to the following agencies at the same time as the 90% design submittal; after incorporating comments on the 30% submittal. Permit fees will be paid by LRD. HCE will respond to requests for information (RFIs) from the permitting agencies:

- Florida Department of Environmental Protection (FDEP) – Notification / Application for Constructing a Domestic Wastewater Collection / Transmission System

- Palm Beach County Engineering – Right-of-Way Permit Application.

HCE will coordinate with the FDEP during the review process on a regular basis in an effort to keep the project on schedule and respond to their review comments.

TASK 4 – BIDDING SERVICES

HCE will perform, as required by LRD, the following services during the bidding or negotiating phase of the Project:

1. Prepare bid documents.
2. Conduct a pre-bid meeting and site visit and issue meeting minutes to all plan holders.
3. Respond to questions bidders may have concerning the bid documents and issue addenda as necessary to clarify the bid documents.
4. Attend the bid opening and prepare the bid tabulation form.
5. Evaluate bids and prepare a recommendation of award

TASK 5 – GENERAL ENGINEERING SERVICES DURING CONSTRUCTION

During the construction phase of the Project, HCE will provide the following services:

1. Conduct the pre-construction meeting with the Contractor, and other interested parties, and issue meeting minutes.
2. Review and comment on submittals submitted by the Contractor. Assumed a total of 18 submittals by the Contractor (Preconstruction video, SCH 40 PVC/HDPE low-pressure force main pipe, PVC fittings, curb stops/isolation valves, valve boxes, ball valves, check valves, EMS markers, brass ball valves, CDR box, air release valve, brass fittings, tapping saddle, concrete mix, base course, asphalt, construction schedule, and schedule of values).
3. Provide the Contractor with clarifications concerning questions about the Contract Documents and respond to requests for information.
4. Review quantities and payment application after review and approval by the field inspector and make the recommendations necessary for the approval or rejection of the Contractor's monthly payment applications. A total of five requests are assumed.
5. Review contractor's claims and prepare change orders as necessary.
6. Review and comment on the Record Drawings submitted by the Contractor.
7. Verify that the work has progressed to the substantial completion point in accordance with the Contract Documents. The Engineer will inspect the completed work in a project walk-through and prepare a punch list of items remaining to be completed which will be attached to the certificate of substantial completion.
8. Verify that the work items identified on the punch list prepared under Item 7 above and all other Work identified as being incomplete have been completed in accordance with the Contract Documents. The Engineer will ensure all final punch lists are satisfactorily completed prior to approval of the Contractor's Final Payment Request.

9. Submit the required information for the closing out of the permits.

TASK 6 – ENGINEER OF RECORD SITE VISITS

Provide periodic visits to the project site to determine that the project is being constructed in substantial conformance with the permitted drawings to certify completion of construction to the FDEP and evaluate the Contractor's compliance with the Contract Documents (approximately 12 weeks of actual construction) and to monitor compliance with the design intent, permit, and contract requirements.

TASK 7 – UTILITY LOCATES ALLOWANCE

Lidberg Land Surveying will contract with Underdog Utility Detection, LLC for the existing buried utilities marked and flagged.

DELIVERABLES

TASK	DELIVERABLE	QUANTITY
Task 2 – Engineering Design Services	30% Plans and Hydraulic Evaluation	2 Sets of each (24” x 36” Plans)
	90% Plans & Specifications	2 Sets (24” x 36” Plans)
	100% Plans & Specifications	2 Sets (24” x 36” Plans)
	Construction Cost Estimates	2 Copies
Task 3 – Permitting Services	Permit Application (PBCHD)	2 Sets of the Permit Application
	Permit Application (PBC ROW – Electronic Submittal)	
Task 4 – Bidding Services	Bidding Documents	2 Sets (24” x 36” Plans) and Full Size PDF. Word and PDF of Contract Documents As Required
	Addendum	
Task 5 – Engineering Services during Construction	Contract Documents	2 Sets (24” x 36” Plans) and PDF for LRD 3 Sets (24” x 36” Plans) and PDF for the Contractor

TIME OF COMPLETION

HCE shall complete the project as outlined below in the project schedule.

- Task 1 – Surveying Services – 8 weeks from Notice to Proceed (NTP)
- Task 2 – Engineering Design Services
 - 30% plans – 6 weeks from receipt of Survey.
 - 90% plans and specifications – 8 weeks from receipt of comments from LRD staff on the 30% submittal.

- 100% plans and specifications – 4 weeks from receipt of comments from LRD staff on the 90% submittal.
- Task 3 – Permitting Services – 8 weeks from receipt of comments from LRD staff on the 30% submittal. Signed and sealed plans of the 90% plans will be provided as required to the permitting agencies.
- Task 4 – Bidding Services – 2 months from advertisement.
- Tasks 5 & 6 – 16 weeks from Contractor’s NTP.

SCHEDULE OF FEES

Proposed labor costs for engineering services (Lump Sum (LS) & Time Expense (T&E)) are tabulated below and detailed in Attachment A.

TASK	ENGINEERING FEE
Task 1 – Surveying Services	\$21,190 (LS)
Task 2 – Engineering Design Services	\$33,925 (LS)
Task 3 – Permitting Services	\$4,745 (LS)
Task 4 – Bidding Services	\$2,701 (LS)
Task 5 – General Engineering Services during Construction	\$14,790 (LS)
Task 6 – Engineer of Record Site Visits	\$23,700 (T&E)
Task 7 – Utility Locates Allowance	\$8,400 (T&E)
TOTAL	\$109,451

ASSUMPTIONS

1. All permit fees will be paid for by the District.
2. Construction compaction and materials testing shall be the responsibility of the Contractor.
3. The District shall provide copies of all homeowners “green sheets” indicating septic tank locations. The District will provide field verification of the septic tank forms and provide clarifications and/or adjustments to HCE for incorporation into the plans. Service locations will be as shown on the green sheets unless directed otherwise by the District.

This Authorization is accepted, subject to the terms, conditions and obligations of the aforementioned Contract.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

By: _____ Date _____
 D. Albrey Arrington, Ph.D., Executive Director

HOLTZ CONSULTING ENGINEERS, INC.

By: _____ Date _____
 Andrea Holtz, PE, President

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

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D. Albrey Arrington, Ph.D., Executive Director

MEMORANDUM

TO: D. ALBREY ARRINGTON, Ph.D.
Executive Director

FROM: KRIS DEAN, P.E.
Director of Engineering Services

DATE: SEPTEMBER 12, 2018

SUBJECT: AUTHORIZE RENEWAL OF THE HAULING OF LIQUID DOMESTIC
WASTEWATER SLUDGE AND COLLECTION SYSTEM DEBRIS CONTRACT.

The District periodically requires the services of vendors to haul wastewater, sludge and/or debris from our collection system and the vacuum truck dump pit to FDEP and/or County Health Department approved disposal sites. This is a budgeted item in the FY2019 budget in the amount of \$65,000.

The subject contract was awarded to Bradford Septic, Inc. in September of 2016 for an initial 2-year period. After the initial 2-year period the contract allows for three 1-year renewals with a CPI-U based price escalator.

Bradford Septic, Inc. has provided satisfactory service for the previous 2-years and is agreeable to a 1-year extension of the contract. As such we propose to exercise the first of the three 1-year renewal options at the July 2018 (most current published) CPI-U increase of 2.9%.

The following motion is suggested:

“THAT THE DISTRICT GOVERNING BOARD authorize a 1-year renewal of Bradford Septic, Inc.’s Hauling of Liquid Domestic Wastewater Sludge and Collection System Debris contract for an annual amount not to exceed \$65,000.”

Should you have any questions regarding this contract please feel free to contact me.

Item 5I
Solid Waste Disposal (Waste Management) Annual Purchase Order

This item is not ready for Board consideration at this time.

Loxahatchee River District

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D. Albrey Arrington, Ph.D., Executive Director

MEMORANDUM

TO: D. ALBREY ARRINGTON, Ph.D.
Executive Director

FROM: TONY CAMPBELL
DIRECTOR OF OPERATIONS

DATE: SEPTEMBER 20, 2018

SUBJECT: AUTHORIZE ANNUAL ALLOCATION
SOLID WASTE AUTHORITY of PALM BEACH COUNTY

This is a budgeted item in the FY 2019 budget in the amount of \$665,000.00.

In accordance with the contract executed with the Solid Waste Authority (SWA) for the disposal of District bio-solids there are annual operating costs for the operation and maintenance of the pelletization facility.

The SWA facility is the District's primary method for disposal of treatment plant solid residuals (sludge).

The following motion is suggested:

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to execute an annual Purchase Order not to exceed \$665,000.00 for disposal of dewatered biosolids at the Biosolids Processing Facility in accordance with the Interlocal Agreement for Biosolids Processing with Solid Waste Authority of Palm Beach County.”

Should you have any questions regarding this contract please feel free to contact Tony Campbell.

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

James D. Snyder
Chairman

Dr. Matt H. Rostock
Board Member

Harvey M. Silverman
Board Member

Loxahatchee River District

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D. Albrey Arrington, Ph.D., Executive Director

MEMORANDUM

TO: D. ALBREY ARRINGTON, Ph.D.
Executive Director

FROM: TONY CAMPBELL
DIRECTOR OF OPERATIONS

DATE: SEPTEMBER 20, 2018

SUBJECT: AWARD of CONTRACT EXENSION ANNUAL LAWN / LANDSCAPE
MAINTENANCE SERVICES

In October, 2014 bids were received and contract awarded to Terracon Services for the provision of landscape services.

This contract provides services for the plant site, numerous lift station sites, and District easements throughout the service area. Services include mowing, edging, shrub pruning, weed control, mulch, and exotic vegetation control.

This contract was awarded for a term of 24 months, with the possibility of 3-12 month extensions.

The contractor has provided good service and it is recommended that the District extend the contract for the 3rd of 3 possible extensions.

The following motion is suggested for Board approval:

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to execute the 3rd and final 12 month contract extension to Terracon Services, Inc. in the amount of \$65,000.00 annually for provision of landscape services as defined in the existing contract.”

Should you have any questions regarding this contract please feel free to contact Tony Campbell.

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

James D. Snyder
Chairman

Dr. Matt H. Rostock
Board Member

Harvey M. Silverman
Board Member

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

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D. Albrey Arrington, Ph.D., Executive Director

September 20, 2018

Stephen Hinkle, Board President

SIRWCD

15600 Jupiter Farms Road

Jupiter, Florida 33478

RE: SIRWCD Permit #94 (Jupiter Farms Elementary)

Dear Mr. Hinkle,

On behalf of the Loxahatchee River District Governing Board, please accept my sincere gratitude and appreciation for receipt of SIRWCD Permit #94, which pertains to the 4" diameter sanitary sewer force main being extended to Jupiter Farms Elementary School. Loxahatchee River District (LRD) staff, at the direction of Palm Beach County School District, originally laid out the sanitary sewer force main within Palm Beach County road rights-of-way. It is my understanding that because of your leadership, LRD staff and consulting engineers drafted an alternate design based on the potential of SIRWCD granting a permit to install the wastewater force main within your Haynie Lane easement.

The revised plan, with the force main adjacent to Haynie Lane, decreased the force main length by 2,400 linear feet, decreased the number of directional drill pits, and reduced project restoration efforts. In total, we estimate this revised design will save Palm Beach County tax payers approximately \$150,000.

The LRD Governing Board and staff continually look for opportunities to conduct our business in an efficient and cost-effective manner, and we appreciate the SIRWCD Board of Supervisors approval of the permit that allowed these significant cost-saving design changes within this project.

Because of your leadership, tax payers of Palm Beach County have saved a considerable cost, and for that the Loxahatchee River District Governing Board extends our genuine appreciation.

Thank you,

James D. Snyder

Board Chairman

Cc: Michael Howard; John Andrew Jones; John Meyer; Thomas Powell; Mike Dillon

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

James D. Snyder
Chairman

Dr. Matt H. Rostock
Board Member

Harvey M. Silverman
Board Member

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D. Albrey Arrington, Ph.D., Executive Director

MEMORANDUM

TO: D. ALBREY ARRINGTON, Ph.D.
Executive Director

FROM: CLINTON R. YERKES
Deputy Executive Director

DATE: SEPTEMBER 10, 2018

SUBJECT: CLARIFIER #2 REHABILITATION

This is a budgeted item for FY 2019 in the amount of \$100,000.00

A recent inspection of the drive unit for Clarifier #2 was conducted by Hazen & Sawyer and representatives of the EIMCO approved service provider to determine the condition and extent of repairs necessary. The attached proposal was prepared and reviewed by Hazen as a result of that inspection.

It has been determined by our engineering consultant and staff that the subject equipment is a sole source item. Letters regarding this determination are attached for review and placement in the purchasing file.

Rebuild It Services Group is the approved sole source provider of repair services and equipment for EIMCO. EIMCO is the manufacturer for all 4 of our Clarifier drive units.

The proposal has also been reviewed by staff and legal counsel and determined to be acceptable.

SUGGESTED MOTION:

“THAT THE DISTRICT GOVERNING BOARD recognizes that this is a justifiable sole source purchase and authorizes the Executive Director to purchase materials and services in accordance with Proposal No. Q121712-B from Rebuild It Services Group and in an amount of \$92,627.00 for the rehabilitation of the Clarifier #2 underwater components with installation

and

Authorizes a contingency amount of \$2,500.00.”

If you have any questions, please contact Tony Campbell or me.

V:/cip/proj/misc equip/plant/Clarifiers/Board Memo 9-2019

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

James D. Snyder
Chairman

Dr. Matt H. Rostock
Board Member

Harvey M. Silverman
Board Member

Rebuild-it Services Group
6810 South 300 West, Suite 8
Midvale, UT 84047
www.rebuild-it.com



PROPOSAL DATE: July 16, 2018

PROPOSAL NUMBER: Q121712-C

PREPARED FOR:

Loxahatchee River District
2500 Jupiter Park Drive
Jupiter, FL
Attention: Anthony Nicoletto
PH- 561-747-5709 x138
E-Mail: Anthony.nicoletto@loxahatcheeriver.org

SCOPE OF WORK:

New underwater clarifier components with installation. EIMCO 100' dia. Clarifier. Serial No. 22318-01.

PREPARED BY:

Rebuild-it Services Group, LLC.
6810 South 300 West, Suite 8
Midvale, Utah 84047
Terry A. Reyburn
Main: (888) 709-5676
Direct: (385) 235-6924
Mobile: (801) 828-5369
E-Mail: treyburn@rebuild-it.com
Website: rebuild-it.com

REBUILD-IT SERVICES GROUP
YOUR SOURCE FOR ALL EIMCO®
PARTS AND SERVICES



EIMCO IS SOLELY OWNED BY FLSMIDTH USA

P R O P O S A L



Proposal No. Q121712-C

PROJECT SUMMARY:

Rebuild-it Services Group, LLC. (RSG) is pleased to offer the following proposal to provide replacement underwater steel components for the existing 100' dia. clarifier, serial No. 22318-01, 1975.

SCOPE OF WORK:

We include the following:

- Center column, mild steel (2) coats of paint, includes 18" x 30" access door.
 - Includes inner pipe, stl painted.
 - Reuse existing anchor bolts, new nuts and washers are provided.
- Upper cage, section to attach to drive unit. Mild steel, (2) coats of paint
- Sludge collection box, mild steel (2) coats with new style PVC rotary valves (10) collection box seal and fernco couplings.
- Squeegees, 304SS, with stainless fasteners.
- Engineering
- Freight
- Field Service, start-up check out services included with labor services.

SURFACE PREPARATION AND PAINT:

Submerged and Non-submerged steel: Surface preparation of SSPC-SP10 followed by Two (2) coats of Themec N69 hi-build epoxy to 4-6 mils DFT. Color: Pencil Gray.

LABOR SERVICES:

The scope of work for this project is as follows;

- Site mobilization and travel time to the job site.
- Removal of clarifier drive, bridge, cage, collection box and center column.
- Re-installation of new components.
- Re-leveling and grouting of center column.
- Re-Installation of drive unit and walkway.
- Rake and drive leveling.
- Touch up paint only
- Provide Assistance during start-up & testing
- Provide all required confined space entry equipment, hoisting & rigging
- A foreman/safety QC manager will be on site throughout the project.
- Work to be performed in one (1) mobilization.
- Demobilization of personnel and equipment.

This proposal excludes the following items;

P R O P O S A L

Proposal No. Q121712-C



- Electrical disconnect and reconnect
- Permits, fees, and/or stamped engineering documents
- Provision of Full-Time Safety & QA/QC manager. A foreman will be onsite throughout duration of construction activities and provide field coordination.
- Overtime premiums or weekend work
- Temp facilities including porta-johns, hand wash, temp power, water, and disposal bins to be provided by others.
- Installation of electrical and/or instrumentation to be by others.
- Concrete demolition and/or repair.
- Grouting of the tank or concrete work.
- Assumes reasonable access to basins.
- No coating on site- touch up paint only
- Prevailing wage
- Crane and crane operator (by customer)
- Hazardous material abatement, handling and/or disposal.
- Any work not specifically included.
- Draining and cleaning of the tank
- Disposing of old debris/parts.
- Lubrication for drive unit.
- Replacement of parts not mentioned above.

PRICING:

Pricing for steel components and turnkey labor services as described above.....\$92,627.00
Includes freight and field check out services.

SCHEDULE:

Delivery of steel components: 4-5 weeks after receipt of order.
Installation of steel components: 4-5 days. Including check out services.

Please be sure to reference this quotation number and date on your purchase order.

Remit order to:

Rebuild-it Services Group, LLC.
P.O. Box 9178
Midvale, Utah 84047
Attention: Candace King, cking@rebuild-it.com

Proposal No. Q121712-C



PRICING AND PAYMENT TERMS:

We appreciate the opportunity to offer our parts & services. Upon receipt of an order, we assure you of our continued interest and service. RSG will provide the best service possible to ensure we exceed your expectations.

This proposal, including all terms and conditions contained herein, shall become part of any resulting contract or purchase order. Changes to any terms and conditions, including but not limited to submittal and shipment days, payment terms, and escalation clause shall be negotiated at order placement, otherwise the proposal terms and conditions contained herein shall apply.

Terms: If not outline otherwise in the proposal, terms for the parts and/or equipment are 100% due after shipment or service is completed. Net 30 days from shipment or after service is completed. The prices are good for **60** days.

Sales Tax: No sales taxes, use taxes, or duties have been included in our pricing. Unless you live in Utah, we are not registered to collect sales tax in your state. If you are not tax exempt, please remit taxes directly to the governing authorities.

Freight: Prices quoted are F.O.B. destination with freight prepaid to be delivered to the location nearest to jobsite, unless otherwise indicated. All claims for damage or loss in shipment shall be initiated by Rebuild-it.

Shipment: Shipping times noted within this proposal are estimated and will be finalized once an order has been received and accepted.

Field Service: Prices do not include field service unless noted in the rebuild scope of work description. Additional field service is available at \$900.00 per day plus expenses.

OEM Parts: If applicable RSG will quote OEM factory parts furnished by FLSmidth USA, Inc. FLSmidth owns EIMCO® and Dorr-Oliver™ registered trademarks. FLSmidth is the sole owner of EIMCO® and Dorr-Oliver® registered trademarks and brand names.



EIMCO & Dorr-Oliver: RSG is the only authorized distributor for EIMCO and Dorr-Oliver parts and services for FLSmidth in the municipal market. No other company is authorized to use the EIMCO or Dorr-Oliver name or trademark unless approved by FLSmidth or Rebuild-it Services Group.

P R O P O S A L

Proposal No. Q121712-C



WARRANTY & TERMS AND CONDITIONS:

Parts and/or Equipment manufactured or rebuilt and sold by Rebuild-it Services Group, once paid for in full, is backed by the following warranty:

For the benefit of the original user, RSG warrants all new parts and equipment sold or rebuilt RSG, LLC. to be free from defects in material and workmanship, and will replace or repair, F.O.B. its factories or other location designated by it, any part or parts returned to it which RSG's examination shall show to have failed under normal use and service by the original user within two (2) years following initial start-up, or two (2) years and six (6) months from shipment to the purchaser, whichever occurs first.

Such repair or replacement shall be free of charge for all items except for those items such as resin, filter media and the like that are consumable and normally replaced during maintenance, with respect to which, repair or replacement shall be subject to a pro-rata charge based upon RSG's estimate of the percentage of normal service life realized from the part. RSG's obligation under this warranty is conditioned upon its receiving prompt notice of claimed defects, which shall in no event be later than thirty (30) days following expiration of the warranty period, and is limited to repair or replacement as aforesaid.

This warranty is expressly made by RSG and accepted by purchaser in lieu of all other warranties, including warranties of merchantability and fitness for particular purpose, whether written, oral, express, implied, or statutory. RSG shall not be liable for normal wear and tear, corrosion, or any contingent, incidental, or consequential damage or expense due to partial or complete inoperability of its equipment for any reason whatsoever.

This warranty shall not apply to equipment or parts thereof which have been altered or repaired outside of a RSG factory, or damaged by improper installation, application, or maintenance, or subjected to misuse, abuse, neglect, accident, or incomplete adherence to all manufacturer's requirements, including, but not limited to, Operations & Maintenance Manual guidelines & procedures.

This warranty applies only to equipment made or sold by Rebuild-it Services Group, LLC (RSG).

RSG makes no warranty with respect to parts, accessories, or components purchased by the customer from others. The warranties which apply to such items are those offered by their respective manufacturers.

CONFIDENTIALITY:

All the information in this quotation is confidential and has been prepared for your use solely in considering services described. Transmission of all or any parts of this information to others or use by you for other purposes is unauthorized without our written consent.

P R O P O S A L

Proposal No. Q121712-C



TERMS AND CONDITIONS:

Terms and Conditions appearing in any order based on this proposal which are inconsistent herewith shall not be binding on Rebuild-it Services Group (RSG). The sale and purchase of equipment described herein shall be governed exclusively by the foregoing proposal and the following provisions:

1. SPECIFICATIONS: RSG is furnishing its standard equipment as outlined in the proposal and as will be covered by final approved drawings if applicable. The equipment will, however, meet the general intention of the mechanical specifications of these documents.

2. ITEMS INCLUDED: This proposal includes only the equipment specified herein and does not include erection, installation, accessories, nor associated materials such as controls, piping, etc., unless specifically listed.

3. PRICE AND DELIVERY: All selling prices quoted are subject to change without notice after 30 days from the date of this proposal unless specified otherwise. Unless otherwise stated, all prices are F.O.B. RSG or its supplier's shipping points. All claims for damage, delay or shortage arising from such equipment shall be made by Purchaser directly against the carrier. When shipments are quoted F.O.B. job site or other designation, Purchaser shall inspect the equipment shipped, notifying RSG of any damage or shortage within forty-eight hours of receipt, and failure to so notify RSG shall constitute acceptance by Purchaser, relieving RSG of any liability for shipping damages or shortages.

4. PAYMENTS: All invoices are net 30 days. Delinquencies are subject to a 1.5 percent service charge per month or the maximum permitted by law, whichever is less on all past due accounts. Pro rata payments are due as shipments are made. If shipments are delayed by the Purchaser, invoices shall be sent on the date when RSG is prepared to make shipment and payment shall become due under standard invoicing terms. If the work to be performed hereunder is delayed by the Purchaser, payments shall be based on the purchase price and percentage of completion. Products held for the Purchaser shall be at the risk and expense of the Purchaser. Unless specifically stated otherwise, prices quoted are for equipment only. These terms are independent of and not contingent upon the time and manner in which the Purchaser receives payment from the owner.

5. INSTALLATION SUPERVISION: Prices quoted for equipment do not include installation supervision, unless otherwise noted. RSG recommends and will, upon request, make available, RSG's then current rate, an experienced installation supervisor to act as the Purchaser's employee and agent to supervise installation of the equipment. Purchaser shall at its sole expense furnish all necessary labor equipment, and materials needed for installation.

Responsibility for proper operation of equipment, if not installed by RSG or installed in accordance with RSG or original manufacture instructions, and inspected and accepted in writing by RSG or manufacture representing RSG.

RSG will supply the safety devices described in this proposal or shown in RSG's or manufacture represented drawings furnished as part of this order but excepting these, RSG shall not be required to supply or install any safety devices whether required by law or otherwise. The Purchaser hereby agrees to indemnify and hold harmless RSG from any claims or losses arising due to alleged or actual insufficiency or inadequacy of the safety devices offered or supplied hereunder, whether specified by RSG or Purchaser, and from any damage resulting from the use of the equipment supplied hereunder.

6. ACCEPTANCE OF PRODUCTS: Products will be deemed accepted without any claim by Purchaser unless written notice of non-acceptance is received by RSG within 30 days of delivery if shipped F.O.B. point of shipment, or 48 hours of delivery if shipped F.O.B. point of destination. Such written notice shall not be considered received by RSG unless it is accompanied by all freight bills for said shipment, with Purchaser's notations as to damages, shortages and conditions of equipment, containers, and seals. Non-accepted products are subject to the return policy stated below.

7. TAXES: Any federal, state, or local sales, use or other taxes applicable to this transaction, unless specifically included in the price, shall be for Purchaser's account.

8. INSURANCE: From date of shipment until the invoice is paid in full, Purchaser agrees to provide and maintain at its expense, but for RSG benefit, adequate insurance including, but not limited to, builders risk insurance on the equipment against any loss of any nature whatsoever.

9. SHIPMENTS: Any shipment or delivery dates recited represent RSG's best estimate but no liability, direct or indirect, is assumed by RSG for failure to ship or deliver on such dates.

RSG shall have the right to make partial shipments; and invoices covering the same shall be due and payable by Purchaser in accordance with the payment terms thereof. If Purchaser defaults in any payment when due hereunder, RSG may, without incurring any liability therefore to Purchaser or Purchaser's customers, declare all payments immediately due and payable with maximum legal interest thereon from due date of said payment, and at its option, stop all further work and shipments until all past due payments have been made, and/or require that any further deliveries be paid for prior to shipment.

P R O P O S A L

Proposal No. Q121712-C



If Purchaser requests postponements of shipments, the purchase price shall be due and payable upon notice from RSG that the equipment is ready for shipment; and thereafter any storage or other charge RSG incurs on account of the equipment shall be for the Purchaser's account.

If delivery is specified at a point other than RSG or its supplier's shipping points, and delivery is postponed or prevented by strike, accident, embargo, or other cause beyond RSG reasonable control and occurring at a location other than RSG or its supplier's shipping points, RSG assumes no liability in delivery delay. If Purchaser refuses such delivery, RSG may store the equipment at Purchaser's expense. For all purposes of this agreement such tender of delivery or storage shall constitute delivery.

10. SURFACE PREPARATION AND PAINTING: If furnished, shop primer paint is intended to serve only as minimal protective finish. RSG will not be responsible for the condition of primed or finish painted surfaces after equipment leaves its shops. Purchasers are invited to inspect paint in shops for proper preparation and application prior to shipment. RSG assumes no responsibility for field surface preparation or touch-up of shipping damage to paint. Painting of fasteners and other touch-up to painted surfaces will be by Purchaser's painting contractor after mechanism installation.

11. RETURN OF PRODUCTS: No products may be returned to RSG without RSG's prior written permission. Said permission may be withheld by RSG at its sole discretion.

12. BACK CHARGES: RSG will not approve or accept back charges for labor, materials, or other costs incurred by Purchaser or others in modification, adjustment, service, or repair of RSG furnished materials unless such back charge has been authorized in advance in writing by a RSG employee and a purchase order, or work requisition signed by RSG.

13. INDEMNIFICATION: Purchaser agrees to indemnify RSG from all costs incurred, including but not limited to court costs and reasonable attorney fees, from enforcing any provisions of this contract, including but not limited to breach of contract or costs incurred in collecting monies owed on this contract.

14. ENTIRE AGREEMENT: This proposal expresses the entire agreement between the parties hereto superseding any prior understandings, and is not subject to modification except by a writing signed by an authorized officer of each party.

15. EXTENDED STORAGE: Extended storage instructions will be part of information provided to shipment. If equipment installation and start-up is delayed more than 30 days, the provisions of the storage instructions must be followed to keep WARRANTY in force.

16. LIABILITY: Professional liability insurance, including but not limited to, errors and omissions insurance, is not included. In any event, liability for errors and omissions shall be limited to the lesser of 25,000USD or the value of the particular piece of equipment (not the value of the entire order) supplied by RSG against which a claim is sought.

17. ARBITRATION NEGOTIATION: Any controversy or claim arising out of or relating to the performance of any contract resulting from this proposal or contract issued, or the breach thereof, shall be settled by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered to any court having jurisdiction.

ACCEPTED BY PURCHASER

Customer Name: _____ Customer Address: _____

_____ Contact Name: _____

Contact Phone: _____ Contact Email: _____

Signature: _____ Printed Name: _____

Title: _____ Date: _____

P R O P O S A L

Rebuild-it Services Group, LLC
6810 South 300 West, Suite 8
Midvale, Utah 84047



March 21, 2018

Loxahatchee River District
2500 Jupiter Park
Jupiter, FL
Attention: Anthony Nicoletto

Subject: The Authorization and exclusivity of Rebuild-it Services Group, LLC (RSG) to sell and support EIMCO® Parts and Services in the Municipal Market.

Dear Anthony Nicoletto,

Rebuild-it Services Group, LLC. through FLSmidth is the only authorized supplier of EIMCO® parts and services for existing EIMCO Equipment in the municipal market. FLSmidth has given the exclusive rights to Rebuild-it Services Group, LLC. to sell OEM Parts and Services for the repair and the rebuilding of EIMCO® and Dorr-Oliver® equipment in the Municipal Market. FLSmidth is the sole owner of the EIMCO® and Dorr-Oliver® brand names and trademarks.

FLSmidth has not given the rights to any other company to support the EIMCO® and Dorr-Oliver® brand names in the Municipal Market with the exception of Dorr-Oliver® ODS Pump suppliers. Rebuild-it Services Group, LLC. is the sole provider of EIMCO® and Dorr-Oliver® parts and services in the Municipal Marketplace for FLSmidth. Rebuild-it Services Group, LLC. will receive full support from FLSmidth for the engineering, the execution of parts and the quality assurance related to the FLSmidth Company.

Sincerely,

Terry A. Reyburn
President
Rebuild-it Services Group
Salt Lake City, UT 84165
Office: 385-235-6924
Mobile: 801-828-5369
E-Mail: treyburn@rebuild-it.com
Website: rebuild-it.com

References:

- <http://www.flsmidth.com/en-us/About+FLSmidth/Our+History/Our+Product+Brands/Dorr-OliverEimco>
- FLSmidth Company Authorization Letter

Rebuild-it Services Group, LLC
Midvale, Utah
Rebuild-it.com



Hazen and Sawyer
2101 NW Corporate Blvd., Suite 301
Boca Raton, FL 33433 | 561-987-8070

August 29, 2018

Transmitted Electronically

Hazel M. Figueroa
Purchasing Agent
Loxahatchee River Environmental Control District
2500 Jupiter Park Drive
Jupiter, Florida 33458-8964

Re: Wastewater Treatment Facility Clarifier Rehabilitation

Dear Ms. Figueroa:

As part of the Loxahatchee River District's (District) continuing maintenance program Hazen engineers have been requested by the District to provide a cursory inspection and evaluation of Clarifier #2. While this clarifier has been in operation for over 40 years, it appears ready for rehabilitation.

Based on a cursory inspection by Hazen, it appears that the structural integrity (i.e., tank) is in fair condition and does not need repair at this time. However, many of the internal components are beyond their useful life and need replacement.

The components of the clarifiers are manufactured by EIMCO. Rebuild-It Services Group, LLC is the only company authorized by EIMCO to provide replacement parts and service for the EIMCO drive unit. Rebuild-It Services Group are knowledgeable of the facility and have performed an inspection of the unit as requested by the District. Hazen met with Rebuild-It Services Group and finds Rebuild-It Services Group to be responsive and qualified to perform the services needed to rehabilitate Clarifier #2. In addition, Hazen has reviewed the scope of services provided by EIMCO for the proposed rehabilitation work at Clarifier #2 and find the scope to be reasonable and appropriate for the services to be provided.

EIMCO's equipment has performed well over many years and is the sole system currently used in all four District clarifiers. Based on the vendor's attached letter and Hazen's assessment that they are EIMCO's sole provider for service and replacement parts, qualification of the vendor and reliability of equipment, it is recommended that the District retain EIMCO's representative Rebuild-It Services Group to provide the services needed to rehabilitate Clarifier # 2.



Hazen and Sawyer
2101 NW Corporate Blvd., Suite 301
Boca Raton, FL 33062 • 561-997-8070

We appreciate the opportunity to assist you in this effort. Please contact us if you require any additional information.

Very truly yours,

A handwritten signature in blue ink that reads "Albert Muniz".

Albert Muniz, P.E.
Vice President

c: File 42009-030-3.1.2

Tony Campbell / LRD

Clint Yerkes

From: Curtis Shenkman <shenkman@lawpalmbeach.com>
Sent: Monday, September 10, 2018 7:31 AM
To: Clint Yerkes
Subject: RE: Clarifier Rehab Contract

Clint,
Kris Dean's comments address my concerns regarding the exceptions in the contract, and that LRD has policy & procedure if shipped item arrives damaged.

Curt Shenkman, Esq
BOARD CERTIFIED REAL ESTATE ATTORNEY
SMITH, GASKILL & SHENKMAN, P.A.
11891 US Highway One, Suite 100
North Palm Beach, FL 33408
561-622-2700 fax 561-622-2841
Shenkman@LawPalmBeach.com

From: Clint Yerkes [mailto:Clint.Yerkes@lrecd.org]
Sent: Friday, September 07, 2018 4:14 PM
To: Curtis Shenkman <shenkman@lawpalmbeach.com>
Subject: FW: Clarifier Rehab Contract

Curt,
Please see Kris Dean's comments below concerning the exceptions in this contract mentioned in your email of 8-29-2018.
We do not carry insurance for items shipped to us, we are checking to see if provisions can be made through the vendor.

Clint
Clinton R. Yerkes
Deputy Executive Director
Loxahatchee River Environmental Control District
2500 Jupiter Park Drive
Jupiter, Florida 33458

From: Kris Dean
Sent: Thursday, August 30, 2018 5:13 PM
To: Clint Yerkes <Clint.Yerkes@lrecd.org>
Subject: Clarifier: RSG Quote Review

Clint

I reviewed the quote from RSG, specifically the exclusions. It is my understanding that the excluded work is work that we plan on providing and what would be typical had RSG quoted this work to a general contractor. In essence we will be

acting as the owner/builder and sub-contracting to RSG for a portion of the work to be done. I do not see an issue with this and trust Operations can coordinate the other work to complete the job successfully.

Regarding FOB shipping point. This is fairly typical and my interpretation of the contract indicates we have 30 days from receipt to accept or reject which seems fair enough. We are also responsible to initiate any claims for shipping loss or damage, which could be annoying, but manageable.

If you have any questions or wish to discuss further, please advise.

Kris

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

2500 Jupiter Park Drive, Jupiter, Florida 33458

Telephone (561) 747-5700 • Fax (561) 747-9929 • www.loxahatcheeriver.org



D. Albrey Arrington, Ph.D., Executive Director

DATE: September 10, 2018

DEPARTMENT: Information Services
Bud Howard, Director of Information Services

PURCHASE AMT.: Not to exceed \$85,000

BUDGET: Postage: \$65,000 from 40-42-5420
Printing: \$20,000 from 40-42-5340

ACTION REQUEST: Authorization of an annual purchase order for bill printing and mailing services not to exceed \$85,000.

DESCRIPTION:

Each quarter we mail approximately 29,000 print bills and 3,500 past due notices, for a total of approximately 132,000 bills each year. Printing and handling costs are 10.5 cents each, and postage is typically 47 cents each, depending on destination. We also receive a digital copy of each bill for archival purposes for 1 cent each, and now can print on the back of the bills for more message space for approximately 1 cent each depending on print coverage. We regularly encourage our customers to receive their bill by email (eBill) to help contain these costs and we are seeing clear increasing trend in the number of eBill recipients.

Postage comprises the bulk (80%) of this purchase and is a fixed cost based on current US Postal Service rates and is exempt for our procurement process. However, in an abundance of transparency we bring this purchase order to the Board for consideration.

In December 2015 we re-negotiated our contract with our printing company and surveyed the market to ensure a competitive pricing. Over the past year Arista has provided excellent service. Therefore, we offer the following motion:

“THAT THE DISTRICT GOVERNING BOARD authorizes the Executive Director to approve a purchase order to Arista Information Systems, Inc. in the amount not-to-exceed \$85,000 for printing, postage and digital archives of the District’s sewer bills for Fiscal Year 2018-2019 according to our agreement dated December 22, 2015.

L:\Admin\PrintingServices\BoardMemoAristaPO_FY19.docx

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

Harvey M. Silverman
Chairman

Dr. Matt H. Rostock
Board Member

James D. Snyder
Board Member

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

2500 Jupiter Park Drive, Jupiter, Florida 33458-8964

Telephone (561) 747-5700 • Fax (561) 747-9929 • www.loxahatcheeriver.org

D. Albrey Arrington, Ph.D., Executive Director



To: Governing Board
From: Kara Peterson, Director of Finance and Administration
Date: September 14, 2018
Subject: Authorize FY 2019 Open Purchase Order to Home Depot

In accordance with the District’s Procurement Policy, Board approval is required for an Open Purchase Order when aggregate fiscal year spending for a vendor is anticipated to exceed \$50,000.

The District is requesting Board consideration and approval of an Annual Open Purchase Order to be issued to Home Depot for various maintenance, repair, operating supplies, industrial supplies and related products (nuts, bolts, saw blades, ant killer, concrete, bagged lime, etc.) in the amount of \$60,000.

The Open Purchase Order was budgeted in fiscal year 2019. All individual purchases under the Open Purchase Order will be completed in accordance with the District’s Procurement Policy. The Open Purchase Order amount is based on historical spending trends.

The following motion is suggested for approval:

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to execute an annual Open Purchase Order to Home Depot at a total cost not to exceed \$60,000 for maintenance, repair, operating supplies, industrial supplies, and related products, in accordance with the District Procurement Policy. “

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

James D. Snyder
Chairman

Dr. Matt H. Rostock
Board Member

Harvey M. Silverman
Board Member

Change Orders

No Change Orders are presented for Board consideration this month.

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Loxahatchee River District

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2500 Jupiter Park Drive, Jupiter, Florida 33458-8964

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D. Albrey Arrington, Ph.D., Executive Director

MEMORANDUM

TO: GOVERNING BOARD
FROM: D. ALBREY ARRINGTON, Ph.D. 
DATE: SEPTEMBER 14, 2018
SUBJECT: FISCAL YEAR 2019 – BUDGET APPROVAL

This month we seek your approval of our proposed (Final Draft) Fiscal Year 2019 (FY19) Budget, which is provided following this memo.

We will hold a Public Hearing at 6:55 pm on September 20, 2018 (prior to the regularly scheduled Board Meeting) during which members of the public may provide comment on the proposed budget. During the regularly scheduled Board Meeting, immediately following the Public Hearing, you will vote on Resolution Number 2018-29, which is attached following this page and included within the proposed FY2018 Budget. Approval of Resolution No. 2018-29 will result in adoption of the Fiscal Year 2019 Budget.

The proposed Budget includes the following [% increase from FY2018]:

\$15,744,021	Operating Expenses	[0.9% increase]
\$11,113,500	Capital Improvements	[9.0% increase]
<u>\$ 7,478,500</u>	<u>Renewal & Replacement</u>	<u>[35.6% increase]</u>
\$34,336,021	Total	[9.6% increase]

A comprehensive, high-level budget summary is provided immediately following this memo.

There are three general changes relative to the draft budget presented last month:

1. We further lowered our operating expenses from a projected increase of 1.03% to 0.86%.
2. We decreased our capital improvements account by \$1,000.
3. We added \$85,000 to our renewal and replacement account for additional rehab work on our treatment and biosolids systems.

I believe this is cost-effective budget balances fiscal conservatism with systematic, proactive efforts to achieve our mission (*protecting public health and preserving the Loxahatchee River watershed and its natural habitats through innovative wastewater solutions, research, and environmental stewardship.*). While many of our core values can be seen in this budget, this budget is a tangible example of our efforts to be lean (*We seek to be effective and efficient in all we do.*). I am pleased to offer the following motion for your consideration:

"THAT THE GOVERNING BOARD approve Resolution 2018-29 adopting the Loxahatchee River Environmental Control District's annual budget for the 2019 Fiscal Year."

Gordon M. Boggie
Board Member

Dr. Matt H. Rostock
Board Member

Harvey M. Silverman
Chairman

Stephen B. Rockoff
Board Member

James D. Snyder
Board Member

Budget Summary

	FY 2018 Budget	FY 2019 Budget	Percent Change
Revenues			
<i>Operating Revenues</i>			
Regional Sewer Service	\$ 16,909,884	\$ 17,067,530	0.93%
Standby Sewer Service	189,216	157,550	-16.74%
IQ Water Charges	2,200,544	2,264,000	2.88%
Administration and Engineering Fees	55,775	48,865	-12.39%
Other Revenue	987,000	183,000	-81.46%
<i>Subtotal Operating Revenues</i>	20,342,419	19,720,945	-3.06%
<i>Capital Revenues</i>			
Line Charges	260,800	232,575	-10.82%
Assessments	4,743,000	824,000	-82.63%
Plant Charges	1,536,790	1,402,600	-8.73%
Capital Contributions	1,003,000	917,000	-8.57%
<i>Subtotal Capital Revenues</i>	7,543,590	3,376,175	-55.24%
<i>Other Revenues</i>			
Interest Income	834,800	1,217,500	45.84%
Carryforward of Surplus from Prior Years	2,600,016	10,021,401	285.44%
Total Revenues	\$ 31,320,825	\$ 34,336,021	9.63%
Expenses			
<i>Operating Expenses (by category)</i>			
Salaries and Wages	\$ 5,466,500	\$ 5,687,700	4.05%
Payroll Taxes	404,000	416,500	3.09%
Retirement Contributions	714,500	710,900	-0.50%
Employee Health Insurance	1,263,500	1,339,800	6.04%
Workers' Compensation Insurance	103,600	114,600	10.62%
General Insurance	346,272	346,716	0.13%
Supplies and Expenses	1,082,685	1,138,160	5.12%
Utilities	1,519,980	1,409,350	-7.28%
Chemicals	635,770	672,570	5.79%
Repairs and Maintenance	2,076,148	1,830,615	-11.83%
Outside Services	1,771,870	1,852,110	4.53%
Contingency	225,000	225,000	0.00%
<i>Subtotal Operating Expenses</i>	15,609,825	15,744,021	0.86%
<i>Capital</i>			
Capital Improvements	10,197,500	11,113,500	8.98%
Renewal and Replacement	5,513,500	7,478,500	35.64%
<i>Subtotal Capital</i>	15,711,000	18,592,000	18.34%
Total Expenses	\$ 31,320,825	\$ 34,336,021	9.63%
Excess Revenues Over (Under) Expenses	\$ -	\$ -	

Resolution No. 2018-29

WHEREAS, under the provisions of Section 189.016, Florida Statutes, the proposed annual budget for the Loxahatchee River Environmental Control District has been submitted this 20st day of September, 2018.

WHEREAS, under the provisions of Section 189.015, Florida Statutes, a public hearing on the proposed budget has been held and notice thereof having been published in one issue of the Palm Beach Post, a newspaper of general circulation in the District, more than five days before such hearing; and

WHEREAS, all necessary changes have been made as to revenue estimates and expenditures.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Loxahatchee River Environmental Control District that the budget for fiscal year ending September 30, 2019, a copy of which is hereto attached and made a part of this resolution as fully as if set forth verbatim herein, is hereby approved and adopted:

REVENUES

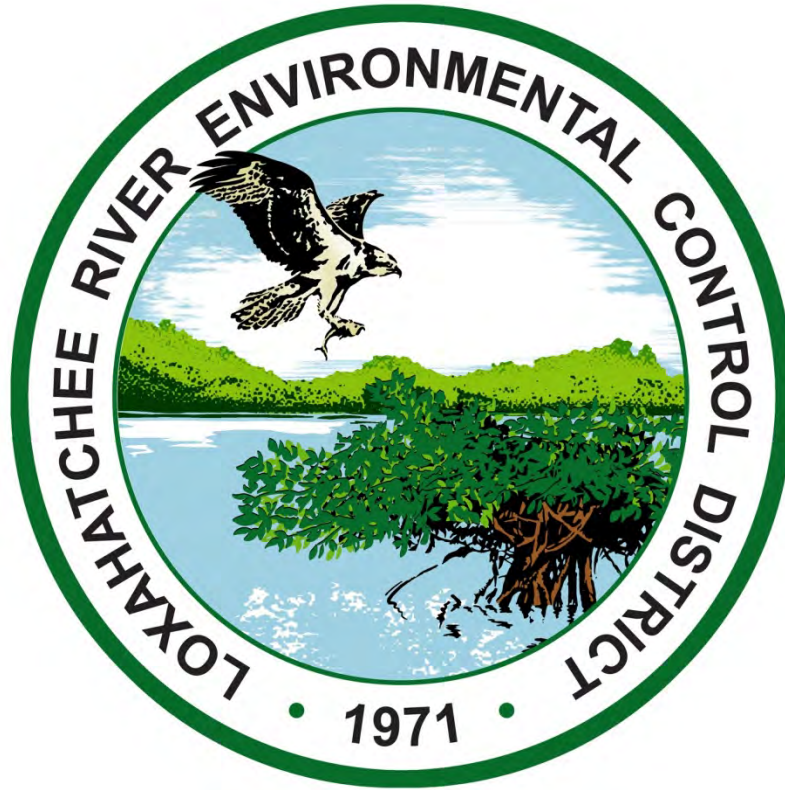
Operating Revenue	\$ 19,720,945
Capital Revenue	3,376,175
Nonoperating Revenue	1,217,500
Carryforward of Surplus from Prior Years	10,021,401
TOTAL REVENUES	<u>\$ 34,336,021</u>

EXPENSES

Operating Expenses	\$ 15,744,021
Capital Improvements	11,113,500
Renewal and Replacement	7,478,500
TOTAL EXPENSES	<u>\$ 34,336,021</u>

This Resolution adopted by the Governing Board of the Loxahatchee River Environmental Control District on this 20st day of September, 2018.

_____	Vote: _____	_____	Vote: _____
James Snyder, Chairman		Dr. Matt Rostock, Vice Chairman	
_____	Vote: _____	_____	Vote: _____
Stephen Rockoff, Treasurer		Gordon Boggie, Secretary	
_____	Vote: _____		
Harvey Silverman, Assistant Secretary/Treasurer			



Loxahatchee River Environmental Control District

Annual Budget
For the Fiscal Year Ending September 30, 2019

Governing Board

James D. Snyder
Dr. Matt H. Rostock
Stephen B. Rockoff
Gordon M. Boggie
Harvey M. Silverman

Chairman
Vice Chairman
Treasurer
Secretary
Asst. Secretary/Treasurer



Executive Director

D. Albrey Arrington, Ph.D.

Deputy Executive Director

Clinton R. Yerkes

Resolution No. 2018-29

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REVENUES

Operating Revenue	\$ 19,720,945
Capital Revenue	3,376,175
Nonoperating Revenue	1,217,500
Carryforward of Surplus from Prior Years	<u>10,021,401</u>
TOTAL REVENUES	<u><u>\$ 34,336,021</u></u>

EXPENSES

Operating Expenses	\$ 15,744,021
Capital Improvements	11,113,500
Renewal and Replacement	<u>7,478,500</u>
TOTAL EXPENSES	<u><u>\$ 34,336,021</u></u>

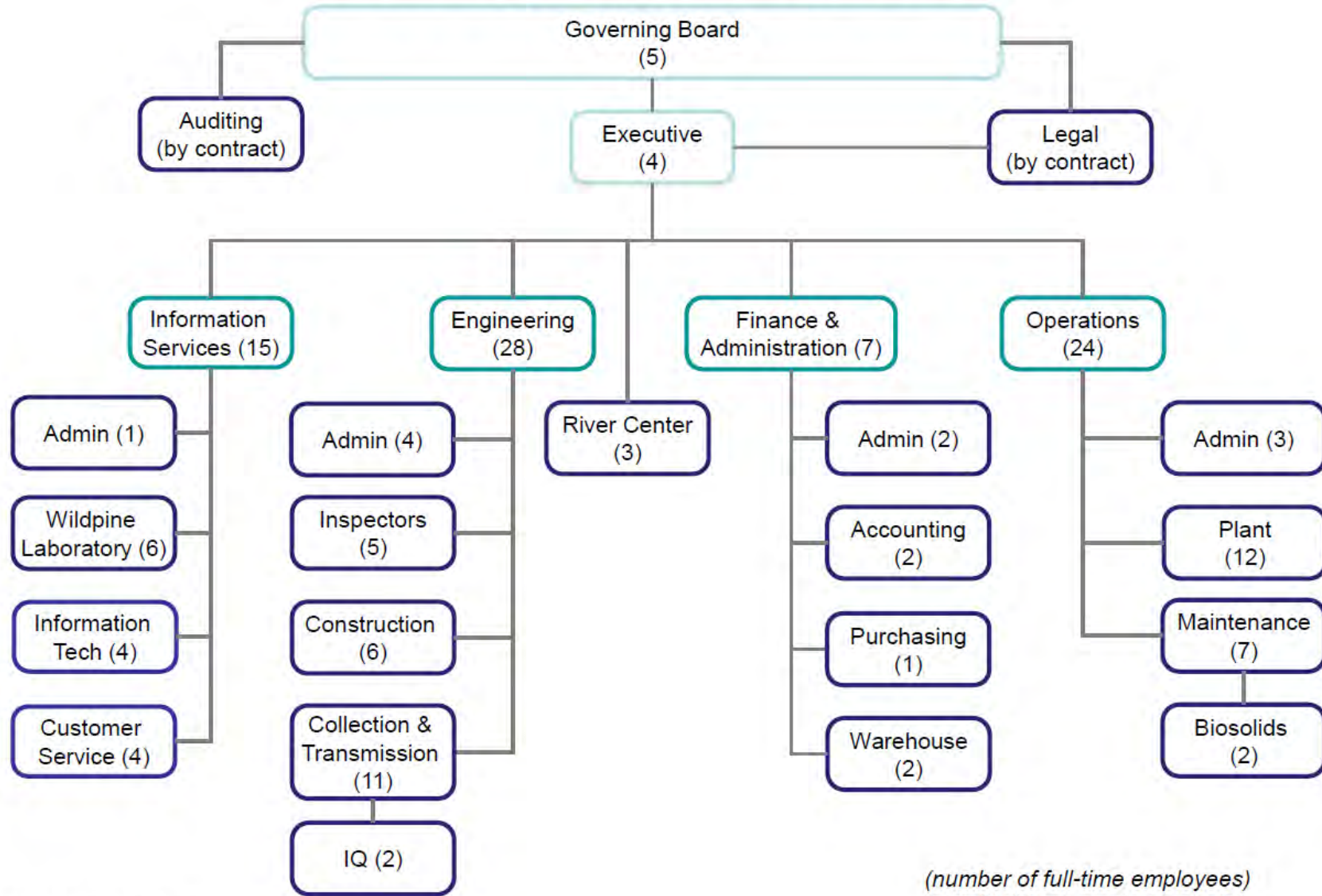
This Resolution adopted by the Governing Board of the Loxahatchee River Environmental Control District on this 20st day of September, 2018.

_____	Vote: _____	_____	Vote: _____
James Snyder, Chairman		Dr. Matt Rostock, Vice Chairman	

_____	Vote: _____	_____	Vote: _____
Stephen Rockoff, Treasurer		Gordon Boggie, Secretary	

_____	Vote: _____
Harvey Silverman, Assistant Secretary/Treasurer	

LRD Organizational Chart



(number of full-time employees)
Total full-time employees = 81

Effective 10-01-2017

Budget Summary

	FY 2018 Budget	FY 2019 Budget	Percent Change
Revenues			
<i>Operating Revenues</i>			
Regional Sewer Service	\$ 16,909,884	\$ 17,067,530	0.93%
Standby Sewer Service	189,216	157,550	-16.74%
IQ Water Charges	2,200,544	2,264,000	2.88%
Administration and Engineering Fees	55,775	48,865	-12.39%
Other Revenue	987,000	183,000	-81.46%
<i>Subtotal Operating Revenues</i>	20,342,419	19,720,945	-3.06%
<i>Capital Revenues</i>			
Line Charges	260,800	232,575	-10.82%
Assessments	4,743,000	824,000	-82.63%
Plant Charges	1,536,790	1,402,600	-8.73%
Capital Contributions	1,003,000	917,000	-8.57%
<i>Subtotal Capital Revenues</i>	7,543,590	3,376,175	-55.24%
<i>Other Revenues</i>			
Interest Income	834,800	1,217,500	45.84%
Carryforward of Surplus from Prior Years	2,600,016	10,021,401	285.44%
Total Revenues	\$ 31,320,825	\$ 34,336,021	9.63%
Expenses			
<i>Operating Expenses (by category)</i>			
Salaries and Wages	\$ 5,466,500	\$ 5,687,700	4.05%
Payroll Taxes	404,000	416,500	3.09%
Retirement Contributions	714,500	710,900	-0.50%
Employee Health Insurance	1,263,500	1,339,800	6.04%
Workers' Compensation Insurance	103,600	114,600	10.62%
General Insurance	346,272	346,716	0.13%
Supplies and Expenses	1,082,685	1,138,160	5.12%
Utilities	1,519,980	1,409,350	-7.28%
Chemicals	635,770	672,570	5.79%
Repairs and Maintenance	2,076,148	1,830,615	-11.83%
Outside Services	1,771,870	1,852,110	4.53%
Contingency	225,000	225,000	0.00%
<i>Subtotal Operating Expenses</i>	15,609,825	15,744,021	0.86%
<i>Capital</i>			
Capital Improvements	10,197,500	11,113,500	8.98%
Renewal and Replacement	5,513,500	7,478,500	35.64%
<i>Subtotal Capital</i>	15,711,000	18,592,000	18.34%
Total Expenses	\$ 31,320,825	\$ 34,336,021	9.63%
Excess Revenues Over (Under) Expenses	\$ -	\$ -	

Executive Department**40-10**

Account Description	FY 2019 Budget
<i>Personal Services</i>	
5110 Special Pay - Governing Board	\$ 6,500
5120 Salaries and Wages	460,300
5140 Overtime	1,000
5210 Payroll Taxes	30,100
5220 Retirement Contributions	60,000
5230 Life, Health, and Dental Insurance	72,100
5240 Workers Compensation Insurance	1,500
<i>Subtotal</i>	\$ 631,500
<i>Operating Expenses</i>	
5340 Other Contractual Services	\$ 31,500
5400 Travel and Per Diem	16,200
5410 Communications	38,550
5420 Freight and Postage	10,000
5430 Utility Services	1,000
5450 Insurance	22,066
5460 Repair and Maintenance - General	50,200
5461 Repair and Maintenance - Vehicles	750
5510 Office Supplies	2,500
5520 Operating Supplies	28,000
5522 Fuel, Diesel, Oil	3,250
5540 Books, Publications, Memberships, and Subscriptions	24,270
5550 Training and Education	13,470
<i>Subtotal</i>	\$ 241,756
Total	\$ 873,256
<i>Personnel Schedule</i>	
	FTE
Executive Director	1.0
Deputy Executive Director	1.0
Executive Secretary	1.0
Human Resource Generalist	1.0
Total	4.0

Professional Services Department**40-20**

Account Description	FY 2019 Budget
<i>Operating Expenses</i>	
5311 Engineering	\$ 20,000
5312 Engineering Support Services	60,000
5313 Legal Expense - Non-Litigation	75,000
5314 Legal Expense - Litigation	60,000
5315 Legal Expense - Collections	5,000
5316 Pension Advisor	10,000
5317 Human Resource Law	10,800
5321 Audit Services	33,800
<i>Subtotal</i>	\$ 274,600
Total	\$ 274,600
Personnel Schedule	FY 2019 FTE

Finance Department**40-30**

Account Description	FY 2019 Budget
<i>Personal Services</i>	
5120 Salaries and Wages	\$ 503,900
5140 Overtime	5,000
5210 Payroll Taxes	37,600
5220 Retirement Contributions	67,100
5230 Life, Health, and Dental Insurance	134,100
5240 Workers Compensation Insurance	1,500
<i>Subtotal</i>	\$ 749,200
<i>Operating Expenses</i>	
5340 Other Contractual Services	\$ 33,500
5460 Repair and Maintenance - General	5,000
5461 Repair and Maintenance - Vehicles	1,000
5495 Tax Collector Fees and Discount	63,000
5510 Office Supplies	5,000
5520 Operating Supplies	30,280
5522 Fuel, Diesel, Oil	500
5540 Books, Publications, Subscriptions, and Memberships	1,340
5550 Training and Education	3,840
<i>Subtotal</i>	\$ 143,460
Total	\$ 892,660

Personnel Schedule	FY 2019 FTE
Director of Finance and Administration	1.0
Accountant II	1.0
Accountant I	1.0
Projects Coordinator	1.0
Purchasing Agent	1.0
Warehouse Coordinator	1.0
Warehouse Assistant	1.0
Total	7.0

Public Education Department**40-40**

Account Description	FY 2019 Budget
<i>Personal Services</i>	
5120 Salaries and Wages	\$ 161,000
5130 Other Salaries and Wages	28,000
5140 Overtime	10,000
5210 Payroll Taxes	14,800
5220 Retirement Contributions	23,100
5230 Life, Health, and Dental Insurance	42,600
5240 Workers Compensation Insurance	500
<i>Subtotal</i>	\$ 280,000
<i>Operating Expenses</i>	
5310 Professional Services	\$ 5,000
5340 Other Contractual Services	7,000
5430 Utility Services	25,000
5450 Insurance	4,450
5460 Repair and Maintenance - General	55,505
5461 Repair and Maintenance - Vehicles	7,000
5470 Printing and Publications	8,950
5520 Operating Supplies	87,195
5522 Fuel, Diesel, Oil	750
5525 Gift Shop	8,000
5550 Training and Education	7,655
<i>Subtotal</i>	\$ 216,505
Total	\$ 496,505

Personnel Schedule	FY 2019 FTE
Environmental Education Manager	1.0
Environmental Education Coordinator	1.0
Community Outreach Coordinator	1.0
Total	3.0

WildPine Lab Department**40-41**

Account Description	FY 2019 Budget
<i>Personal Services</i>	
5120 Salaries and Wages	\$ 515,400
5130 Other Salaries and Wages	10,000
5140 Overtime	10,000
5210 Payroll Taxes	40,000
5220 Retirement Contributions	67,100
5230 Life, Health, and Dental Insurance	101,100
5240 Workers Compensation Insurance	12,700
<i>Subtotal</i>	\$ 756,300
<i>Operating Expenses</i>	
5310 Professional Services	\$ 50,000
5340 Other Contractual Services	3,000
5450 Insurance	3,200
5460 Repair and Maintenance - General	1,000
5461 Repair and Maintenance - Vehicles	8,000
5462 Repair and Maintenance - Equipment	15,500
5520 Operating Supplies	70,000
5522 Fuel, Diesel, Oil	5,000
<i>Subtotal</i>	\$ 155,700
Total	\$ 912,000

Personnel Schedule	FY 2019 FTE
Director of Information Services	1.0
Lab Manager	1.0
Senior Scientist	1.0
Lab Technician II	2.0
Lab Technician I	2.0
Total	7.0

Customer Service Department**40-42**

Account Description	FY 2019 Budget
<i>Personal Services</i>	
5120 Salaries and Wages	\$ 184,500
5140 Overtime	2,500
5210 Payroll Taxes	13,600
5220 Retirement Contributions	20,000
5230 Life, Health, and Dental Insurance	71,200
5240 Workers Compensation Insurance	500
<i>Subtotal</i>	\$ 292,300
<i>Operating Expenses</i>	
5340 Other Contractual Services	\$ 107,000
5420 Freight and Postage	65,000
5460 Repairs and Maintenance - General	24,000
5520 Operating Supplies	5,000
<i>Subtotal</i>	\$ 201,000
Total	\$ 493,300

Personnel Schedule	FY 2019 FTE
Customer Service Coordinator	1.0
Customer Service Rep II	2.0
Customer Service Rep I	1.0
Total	4.0

Information Technology Department**40-43**

Account Description	FY 2019 Budget
<i>Personal Services</i>	
5120 Salaries and Wages	\$ 296,800
5140 Overtime	500
5210 Payroll Taxes	21,900
5220 Retirement Contributions	39,100
5230 Life, Health, and Dental Insurance	85,500
5240 Workers Compensation Insurance	700
<i>Subtotal</i>	\$ 444,500
<i>Operating Expenses</i>	
5310 Professional Services	\$ 90,000
5340 Other Contractual Services	1,000
5460 Repair and Maintenance - General	6,000
5520 Operating Supplies	7,500
5540 Books, Publications, Memberships, and Subscriptions	9,000
5550 Training and Education	10,000
<i>Subtotal</i>	\$ 123,500
Total	\$ 568,000

Personnel Schedule	FY 2019 FTE
IT Manager	1.0
System Specialist II	2.0
IT Help Desk	1.0
Total	4.0

Engineering and Inspection Department**40-50**

Account Description	FY 2019 Budget
<i>Personal Services</i>	
5120 Salaries and Wages	\$ 702,900
5140 Overtime	7,500
5210 Payroll Taxes	51,600
5220 Retirement Contributions	93,500
5230 Life, Health, and Dental Insurance	174,400
5240 Workers Compensation Insurance	14,800
<i>Subtotal</i>	\$ 1,044,700
<i>Operating Expenses</i>	
5400 Travel and Per Diem	\$ 3,000
5460 Repair and Maintenance - General	11,600
5461 Repair and Maintenance - Vehicles	11,600
5520 Operating Supplies	45,050
5522 Fuel, Diesel, Oil	14,000
5550 Training and Education	3,500
<i>Subtotal</i>	\$ 88,750
Total	\$ 1,133,450

Personnel Schedule	FY 2019 FTE
Director of Engineering Services	1.0
Chief Construction Inspector	1.0
Construction Coordinator	1.0
Construction Inspector	2.0
Utility Locate and Compliance Technician	2.0
Engineering/GIS Tech	1.0
Assistant to the Director of Engineering	1.0
Total	9.0

Construction Department**40-51**

Account Description	FY 2019 Budget
<i>Personal Services</i>	
5120 Salaries and Wages	\$ 341,800
5140 Overtime	11,500
5210 Payroll Taxes	26,200
5220 Retirement Contributions	47,200
5230 Life, Health, and Dental Insurance	85,800
5240 Workers Compensation Insurance	11,000
<i>Subtotal</i>	\$ 523,500
<i>Operating Expenses</i>	
5460 Repair and Maintenance - General	\$ 25,000
5461 Repair and Maintenance - Vehicles	50,000
5520 Operating Supplies	30,000
5522 Fuel, Diesel, Oil	18,000
5550 Training and Education	5,000
<i>Subtotal</i>	\$ 128,000
Total	\$ 651,500

Personnel Schedule	FY 2019 FTE
Construction System Foreman	2.0
Construction System Operator III	2.0
Construction System Operator I	2.0
Total	6.0

Operations Administrative Department**50-10**

Account Description	FY 2019 Budget
<i>Personal Services</i>	
5120 Salaries and Wages	\$ 202,300
5140 Overtime	12,000
5210 Payroll Taxes	15,900
5220 Retirement Contributions	20,100
5230 Life, Health, and Dental Insurance	55,100
5240 Workers Compensation Insurance	3,600
<i>Subtotal</i>	\$ 309,000
<i>Operating Expenses</i>	
5310 Professional Services	\$ 30,000
5340 Other Contractual Services	5,000
5400 Travel and Per Diem	10,000
5410 Communications	47,100
5420 Freight and Postage	5,000
5450 Insurance	317,000
5460 Repair and Maintenance - General	98,860
5510 Office Supplies	10,000
5520 Operating Supplies	44,350
5521 Operating Supplies - Safety	33,800
5540 Books, Publications, Memberships, and Subscriptions	33,825
5550 Training and Education	10,900
<i>Subtotal</i>	\$ 645,835
Total	\$ 954,835

Personnel Schedule	FY 2019 FTE
Director of Operations	1.0
Safety and Compliance Officer	1.0
Administrative Assistant	1.0
Total	3.0

Collection and Transmission Department**50-40**

Account Description	FY 2019 Budget
<i>Personal Services</i>	
5120 Salaries and Wages	\$ 639,600
5140 Overtime	85,000
5210 Payroll Taxes	54,000
5220 Retirement Contributions	86,800
5230 Life, Health, and Dental Insurance	166,600
5240 Workers Compensation Insurance	22,200
<i>Subtotal</i>	\$ 1,054,200
<i>Operating Expenses</i>	
5430 Utility Services	\$ 330,000
5440 Rentals and Leases	40,000
5460 Repair and Maintenance - General	100,000
5461 Repair and Maintenance - Vehicles	50,000
5462 Repair and Maintenance - Equipment	300,000
5463 Repair and Maintenance - Structures and Grounds	30,000
5520 Operating Supplies	66,550
5521 Operating Supplies - Chemicals	470,000
5522 Fuel, Diesel, Oil	36,300
5550 Training and Education	3,800
<i>Subtotal</i>	\$ 1,426,650
Total	\$ 2,480,850

Personnel Schedule	FY 2019 FTE
Collections System Superintendent	1.0
Collection and Distribution Foreman	1.0
Collection and Distribution Operator II	5.0
Collection and Distribution Operator I	1.0
Collection and Distribution Trainee	3.0
Total	11.0

Treatment and Disposal Department**50-50**

Account Description	FY 2019 Budget
<i>Personal Services</i>	
5120 Salaries and Wages	\$ 1,105,400
5140 Overtime	125,000
5210 Payroll Taxes	91,500
5220 Retirement Contributions	151,900
5230 Life, Health, and Dental Insurance	289,200
5240 Workers Compensation Insurance	37,600
<i>Subtotal</i>	\$ 1,800,600
<i>Operating Expenses</i>	
5340 Other Contractual Services	\$ 6,110
5430 Utility Services	564,700
5440 Rentals and Leases	51,500
5461 Repair and Maintenance - Vehicles	9,000
5462 Repair and Maintenance - Equipment	369,600
5463 Repair and Maintenance - Structures and Grounds	181,000
5466 Repair and Maintenance - Outside Services	183,500
5520 Operating Supplies	237,910
5521 Operating Supplies - Chemicals	2,000
5522 Fuel, Diesel, Oil	135,000
5550 Training and Education	13,600
<i>Subtotal</i>	\$ 1,753,920
Total	\$ 3,554,520

Personnel Schedule	FY 2019 FTE
Plant Chief Operator	1.0
Plant Maintenance Foreman	1.0
Field Electrician	3.0
Process Operator A	1.0
Process Operator B	5.0
Process Operator C	4.0
Process Operator Trainee	1.0
Maintenance Operator II	1.0
Maintenance Operator I	2.0
Total	19.0

Reuse Department**50-60**

Account Description	FY 2019 Budget
<i>Personal Services</i>	
5120 Salaries and Wages	\$ 121,900
5140 Overtime	7,500
5210 Payroll Taxes	9,600
5220 Retirement Contributions	17,400
5230 Life, Health, and Dental Insurance	34,200
5240 Workers Compensation Insurance	4,000
<i>Subtotal</i>	\$ 194,600
<i>Operating Expenses</i>	
5410 Communications	\$ 10,500
5430 Utility Services	312,500
5461 Repair and Maintenance - Vehicles	5,000
5462 Repair and Maintenance - Equipment	100,000
5463 Repair and Maintenance - Structures and Grounds	40,000
5490 Other Current Charges and Obligations	215,000
5520 Operating Supplies	12,500
5521 Operating Supplies - Chemicals	80,000
5522 Fuel, Diesel, Oil	3,000
5550 Training and Education	2,000
<i>Subtotal</i>	\$ 780,500
Total	\$ 975,100
FY 2019	
Personnel Schedule	
Reuse System Operator A	2.0
Total	2.0

Bio-Solids Department**50-80**

Account Description	FY 2019 Budget
<i>Personal Services</i>	
5120 Salaries and Wages	\$ 118,900
5140 Overtime	11,000
5210 Payroll Taxes	9,700
5220 Retirement Contributions	17,600
5230 Life, Health, and Dental Insurance	27,900
5240 Workers Compensation Insurance	4,000
<i>Subtotal</i>	<u>\$ 189,100</u>
<i>Operating Expenses</i>	
5440 Rentals and Leases	\$ 23,900
5461 Repair and Maintenance - Vehicles	4,500
5462 Repair and Maintenance - Equipment	69,500
5463 Repair and Maintenance - Structures and Grounds	17,500
5490 Other Current Charges and Obligations	815,000
5520 Operating Supplies	10,400
5521 Operating Supplies - Chemicals	120,570
5522 Fuel, Diesel, Oil	4,500
5550 Training and Education	3,475
<i>Subtotal</i>	<u>\$ 1,069,345</u>
Total	<u><u>\$ 1,258,445</u></u>
FY 2019	
Personnel Schedule	
Process Operator A	1.0
Maintenance Operator II	1.0
Total	<u><u>2.0</u></u>

Contingency

<u>Account Description</u>	<u>FY 2019 Budget</u>
<i>Contingency</i>	
5990 Contingency	\$ 225,000
Total	\$ 225,000
Total Operating Budget	\$ 15,738,021

Capital Improvement Summary

Description	FY 2018 Budget	FY 2019 Budget	Change
Account			
Capital Equipment	\$ 453,500	\$ 955,000	\$ 501,500
Water Resources - Structures and Equipment	310,000	30,000	(280,000)
Sub-Regional C&T System	6,305,000	7,398,000	1,093,000
Regional C&T System	2,650,000	2,270,000	(380,000)
Treatment System	195,000	350,500	155,500
Reclamation and Disposal System	176,000	75,000	(101,000)
Expansion	10,000	10,000	-
Contingency	98,000	25,000	(73,000)
Total	\$10,197,500	\$11,113,500	\$ 916,000

Renewal and Replacement Summary

Description	FY 2018 Budget	FY 2019 Budget	Change
Account			
Collection System	\$ 378,000	\$ 1,400,000	\$ 1,022,000
Transmission System	2,992,000	3,770,000	778,000
Treatment System	1,295,000	1,439,000	144,000
Reclamation and Disposal System	573,000	367,000	(206,000)
Vehicles and Equipment	139,500	302,500	163,000
Contingency	136,000	200,000	64,000
Total	\$ 5,513,500	\$ 7,478,500	\$ 1,965,000

Capital Improvement Detail

Account	Job Number	Description	FY 2019 Budget
61-5640		Capital Equipment	
	10	Monitor and Control Equipment	\$ 10,000
	20	Major Tools and Equipment	365,000
	30	Communications	10,000
	40	Office Furniture and Equipment	10,000
	50	Computers	50,000
	60	Security System	60,000
	70	Vehicles	450,000
		Subtotal	\$ 955,000
62-5640		Water Resources - Structures and Equipment	
	10	Lab Equipment	\$ 5,000
	20	River Center	25,000
		Subtotal	\$ 30,000
63-5630		Sub-Regional C&T System	
	20	Lift Station Improvements	\$ 10,000
	30	Force Main Improvements	10,000
	31	Jupiter Farms Elementary Force Main	1,200,000
	04	Neighborhood Sewering	6,173,000
	06	Low Pressure Sewer System Pumps	5,000
		Subtotal	\$ 7,398,000
64-5630		Regional C&T System	
	10	Lift Station Telemetry/Communication	\$ 250,000
	20	Land and Land Rights	10,000
	30	LS #1 Improvements	10,000
	50	Whispering Trails Force Main 4"	10,000
	51	Alt A1A Bridge Force Main	1,195,000
	52	Lift Station #57 and #58 Force Main Tie-In	60,000
	60	Prelim Engineering Reports	40,000
	80	Lift Station Improvements	190,000
	81	Stationary Generator Installs	170,000
	82	Lift Station Fall Protection	250,000
	90	Force Main Improvements	10,000
	99	Spare Pumps	75,000
		Subtotal	\$ 2,270,000

Capital Improvement Detail (continued)

Account	Job Number	Description	FY 2019 Budget
65-5630		Treatment System	
	01	Plant Equipment	\$ 320,500
	03	Electrical Improvements	10,000
	04	Site Improvements	20,000
		Subtotal	\$ 350,500
66-5630		Reclamation and Disposal System	
	10	IQ Water Improvements	\$ 40,000
	20	Sludge System Improvements	15,000
	30	Deep Well	10,000
	40	Nano System	10,000
		Subtotal	\$ 75,000
67-5630		Expansion	
	01	Stormwater	\$ 10,000
		Subtotal	\$ 10,000
68-5630		Contingency	
	65	Contingency	\$ 25,000
		Subtotal	\$ 25,000
Total			\$ 11,113,500

Renewal and Replacement Detail

Account	Job Number	Description	FY 2019 Budget
73-5630		Collection System	
	10	Gravity Renewal and Replacement	\$ 375,000
	20	Manhole Renewal and Replacement	90,000
	40	Service Lateral Renewal or Replacement	935,000
		Subtotal	\$ 1,400,000
74-5630		Transmission System	
	10	Lift Station Conversions	\$ 450,000
	20	Lift Station Rehabs	250,000
	21	Lift Station #114 Rehab	20,000
	22	Lift Station #1 Rehab	1,960,000
	24	Lift Station Roofing #1 and #200	60,000
	30	Lift Station Piping	10,000
	40	Equipment Renewal	20,000
	50	Force Main Renewal and Relocations	10,000
	51	JORC Force Main Replacement	200,000
	52	Olympus Force Main	400,000
	53	Old Loxahatchee River Crossing Subaquifer	50,000
	54	Country Club Drive Cascade Conversion	15,000
	60	Telemetry	170,000
	70	Structures	10,000
	80	Electrical	10,000
	90	Pump Replacement	95,000
	99	Low Pressure Sewer System	40,000
		Subtotal	\$ 3,770,000
75-5630		Treatment System	
	01	Equipment Renewal	\$ 501,000
	02	Deep Bed Filters/Switchgear	750,000
	03	Site and Building Rehab	113,000
	04	Structures	10,000
	05	Pump Renewal and Replacements	65,000
		Subtotal	\$ 1,439,000

Renewal and Replacement Detail (continued)

Account	Job Number	Description	FY 2019 Budget
76-5630		Reclamation and Disposal System	
	10	IQ System	\$ 126,000
	11	Loxahatchee River Road Creek Crossing	10,000
	20	Sludge Building	50,000
	30	Sludge System	84,000
	40	Deep Well	87,000
	50	Nano System	10,000
		Subtotal	\$ 367,000
77-5640		Vehicles and Equipment	
	01	Vehicles	\$ 45,000
	02	Portable Equipment	130,000
	03	Office Equipment	25,000
	04	River Center Equipment	20,000
	05	Miscellaneous Equipment	82,500
		Subtotal	\$ 302,500
68-5630		Contingency	
	75	Contingency	\$ 200,000
		Subtotal	\$ 200,000
Total			\$ 7,478,500

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

2500 Jupiter Park Drive, Jupiter, Florida 33458

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D. Albrey Arrington, Ph.D., Executive Director

MEMORANDUM

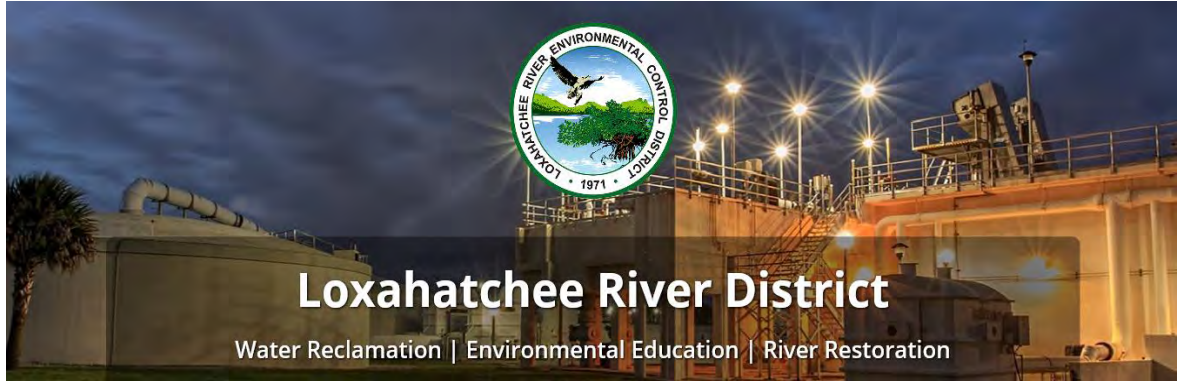
TO: GOVERNING BOARD
FROM: D. ALBREY ARRINGTON, EXECUTIVE DIRECTOR
DATE: SEPTEMBER 12, 2018
SUBJECT: 2018 STRATEGIC PLAN

A handwritten signature in blue ink, appearing to read "D. Albrey Arrington".

Over the last several months Loxahatchee River Environmental Control District Governing Board, staff throughout the organization, and Mr. Jack Steele, our management consultant, worked diligently on drafting a Strategic Plan. I am pleased to report that the final draft of our 2018 Strategic Plan is attached. I look forward to receiving input on this important document.

I believe this document is a strong step in the right direction. Therefore, I offer the following motion for your approval:

“THAT THE GOVERNING BOARD adopt the draft 2018 Strategic Plan as presented and direct the Executive Director to systematically implement the 2018 Strategic Plan.”



2018 STRATEGIC PLAN

JUNE, 2018

TABLE OF CONTENTS

The Loxahatchee River Environmental Control District (LRD) An overview of the District	3
Introduction from the LRD Executive Director Purpose and overview of this strategic planning document	5
Executive Summary High level overview of the Strategic Planning Process	6
The Strategic Framework The system to identify and drive improved performance in LRD	7
The Strategic Planning Process The process the Leadership Team and Governing Board utilized to establish the objectives and high priority improvement initiatives	8
LRD Mission, Vision and Values Organizational Purpose, newly developed Vision and newly developed Values	9
LRD Strategy Map & Dashboard The Pictorial and Measurable Versions of the Strategic Objectives	10
2018 Top Level Balanced Scorecard and High Priority Initiatives How LRD will achieve its Strategic Objectives	13
Successful Execution of the Strategic Plan Implementation strategies for this plan	18
Appendix A: Organizational SWOT Analysis	20
Appendix B: Core Competencies	24
Appendix C: White Papers	25
Appendix D: Employee Survey Summary	32

The Loxahatchee River Environmental Control District

The Loxahatchee River Environmental Control District (LRD) is an independent, multi-county special district of the State of Florida created by the Florida Legislature in 1971. We are governed by a five-member, publicly elected Governing Board, with day-to-day management led by an Executive Director. The Legislature created LRD based on a groundswell of local concern for public health, safety, and welfare, and provided LRD with clear objectives of preventing, minimizing, and reversing degradation of environmental conditions and natural resources within the Loxahatchee River watershed. Today, we accomplish these objectives through implementation of innovative wastewater solutions, active research and monitoring efforts, and engaging environmental stewardship programs.

The Loxahatchee River is present on the oldest maps of Florida, and it forms the nexus of local communities, including Jupiter, Tequesta, Jupiter Inlet Colony, and Juno Beach. Historic photographs provide an intriguing glimpse into life in this area, and often show locals relying on the waterway for transport and associated natural resources for sustenance. Even today locals and visitors associate closely with the Loxahatchee River, with many spending quality time recreating on or in the Loxahatchee River. This sense of local pride in and concern for the Loxahatchee River led to it receiving the national Wild & Scenic River designation and state designations as an Outstanding Florida Water, Aquatic Preserve, and Manatee Protection Area.

The LRD takes pride in implementing innovative wastewater solutions to safeguard public health and protect environmental conditions within our watershed. The LRD operates an award-winning wastewater collection and treatment facility. Day in and day out we collect wastewater from the community, transmit it via underground pipes and pumps to our regional wastewater reclamation facility (treatment plant). Our reclamation facility, which operates 24 hours per day and 7 days per week, has a permitted capacity of 11 million gallons per day (7,640 gallons per minute!). We take raw sewage and transform it through effective treatment to Irrigation Quality (IQ) Water. Our IQ Water is distributed to meet landscape irrigation needs at 13 local golf courses and throughout the Abacoa community, including Roger Dean Stadium. This water recycling effort has preserved billions of gallons of native groundwater for the environment – offsetting saltwater intrusion and the associated environmental degradation.

The LRD is the leading authority on environmental monitoring efforts within the Loxahatchee River watershed. Federal and State efforts to establish water quality standards and local/regional efforts to improve water quality conditions within the watershed are, without exception, based on LRD's extensive water quality database. LRD's seagrass and oyster monitoring programs represent the best available knowledge on these valued ecosystem components within the watershed. Because of our strong data-driven culture, we actively

participate in all significant efforts to improve the Loxahatchee River's natural systems and critical habitats.

Finally, we understand public engagement is a critical element of any successful environmental preservation effort; therefore, we take pride in offering quality environmental education programming. We actively work to engage the public with relevant and compelling environmental education opportunities at the River Center, our in-house environmental education facility, and at Busch Wildlife Sanctuary, a non-profit animal rehabilitation and environmental education facility co-located with our wastewater reclamation facility.

The photo below is of the five original Loxahatchee River Environmental Control District Board Members at the June 1974 groundbreaking of LRD's Regional Wastewater Reclamation Facility. Board members from left to right are Bill Lund, Trudy Bernhard, Norm Badenhop, Jimmy Bassett, and John Harlow. The LRD Governing Board is composed of five members that reside within the LRD boundary. Board Members are publicly elected and serve four year terms.



Introduction from the LRD Executive Director

For nearly 50 years Loxahatchee River Environmental Control District staff and Governing Board Members have worked diligently to preserve and protect the environmental health of our community and the Loxahatchee River. During this time, we have eliminated over 38,000 septic systems and 14 sewer facilities that discharged raw or minimally treated wastewater directly into the Loxahatchee River. We have nearly eliminated septic systems in the urban segments of our watershed (i.e., east of I-95). We have gained a tremendous understanding of water quality, seagrasses, and oysters throughout the watershed. We have led generations of school-aged residents on environmental adventures exploring the watershed and dip netting interesting creatures, which increase the appreciation and perceived value of these natural resources.

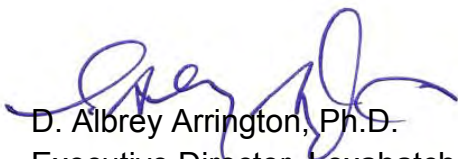
We are proud of our efforts to protect public health by effectively treating wastewater, and then beneficially reusing IQ Water to meet landscape irrigation needs. Such forward-thinking, win-win efforts have resulted in LRD receiving multiple local, state, and national awards including US Environmental Protection Agency's National Award for Outstanding Wastewater Treatment Facility, John F. Kennedy School of Government at Harvard University's Innovations in State and Local Government semifinalist, and Florida Department of Environmental Protection's David York Award, to name a few.

Looking back, we have achieved these milestones because day after day and year after year we tackled clear strategic objectives with steadfast determination and hard work. Today we pause from our daily grind to gaze towards the horizon and contemplate what the Loxahatchee River watershed will look like 50 years from now. What great things will the LRD accomplish over these same 50 years? How will we leave our mark so that those that come after us look at our years of service with appreciation?

This strategic plan, developed with significant input from staff throughout the LRD and each LRD Board Member, is our best effort to plot our course into the future. We understand we cannot perfectly predict the future, and we accept the uncertainty of the future. Nonetheless, we are confident the mission, vision, values, strategic objectives and strategic initiatives provided herein are the recipe for our continued success.

We are proud of our role in our community, and we are proud of all that LRD has accomplished. We look to the horizon with all the hope and anticipation that each new day brings, and we say

"Let's go. There's high quality work to be done."



D. Albrey Arrington, Ph.D.

Executive Director, Loxahatchee River Environmental Control District

2018 Strategic Plan Executive Summary

The following pages summarize LRD's strategic planning process and strategic framework for identifying, prioritizing, executing and managing its 2018 objectives and strategic improvement initiatives, as well as refining or developing the mission, vision and values. The anticipated implementation window for this strategic plan is 3-5 years and may be altered to meet circumstances, as appropriate. The LRD Governing Board and Senior Leadership Team utilized a comprehensive strategic planning process to identify and prioritize key strategic objectives and improvement initiatives for the next few years. This planning process mirrored the process outlined in the Florida Governor's Sterling Award Criteria. Key internal stakeholders and the Governing Board provided input to the planning process via SWOT Analyses (Strengths, Weaknesses, Opportunities and Threats), white papers and surveys to ensure that all important inputs would be considered when setting future priorities and building upon the past success of the District.

This strategic planning document contains five primary components:

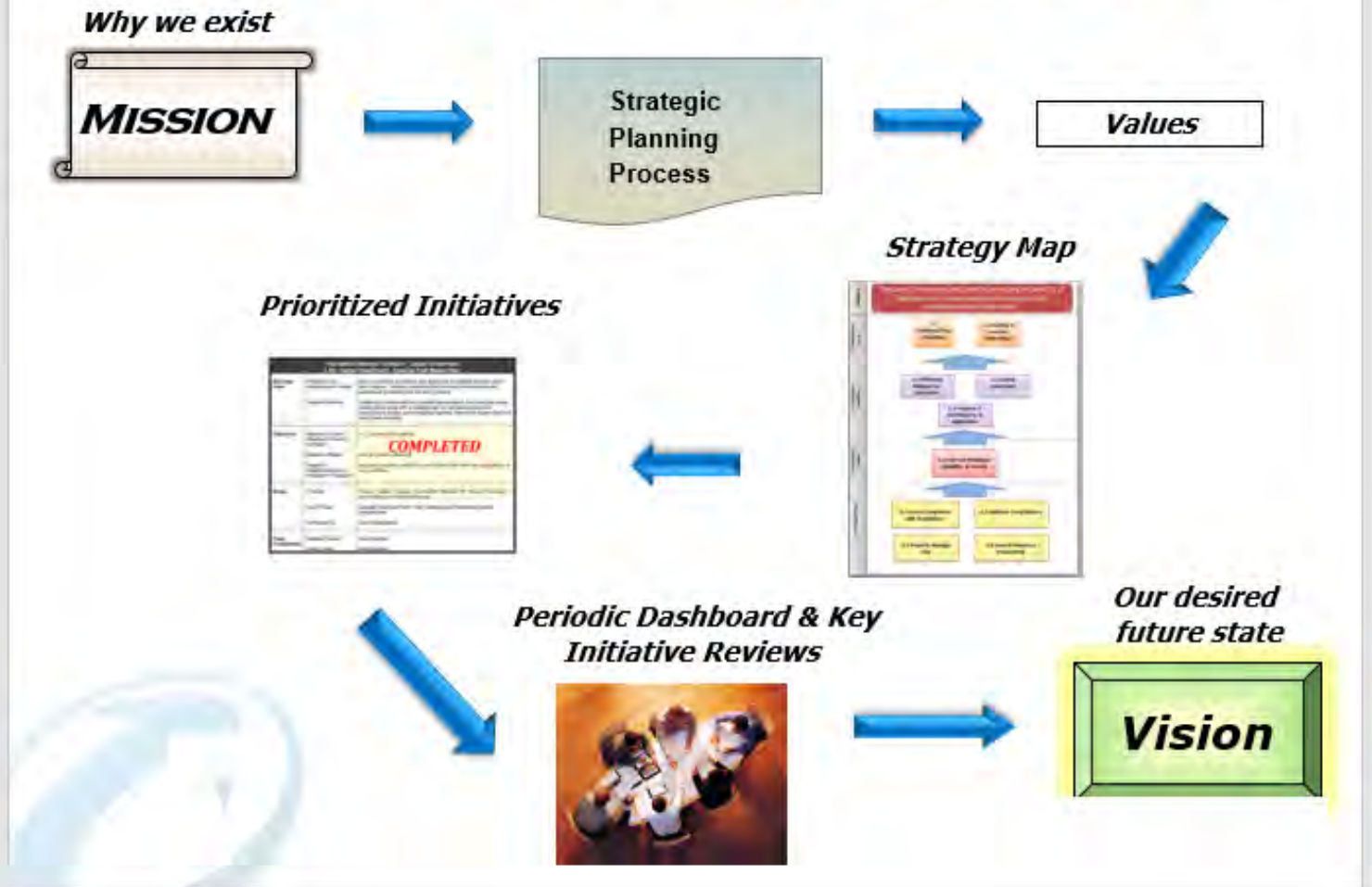
1. The LRD Strategic Framework
2. The Strategic Planning Process that was used to develop this plan
3. The LRD Mission, Vision and Values
4. The LRD Strategy Map and Dashboard
5. The key Strategic Improvement Initiatives

The expectation is that, in the future and consistent with the Florida Governor's Sterling Award Criteria, the top level and functional dashboards and the strategic improvement initiatives will be reviewed monthly by the Senior Leadership Team for performance and progress.



2018 LRD Strategic Framework

The Overall Strategic Roadmap



The above diagram represents the **Strategic Framework** utilized by LRD to drive improved performance in its Strategic Objectives and Strategic Improvement Initiatives. The key terms and definitions are:

Mission – The purpose or reason for the existence of LRD

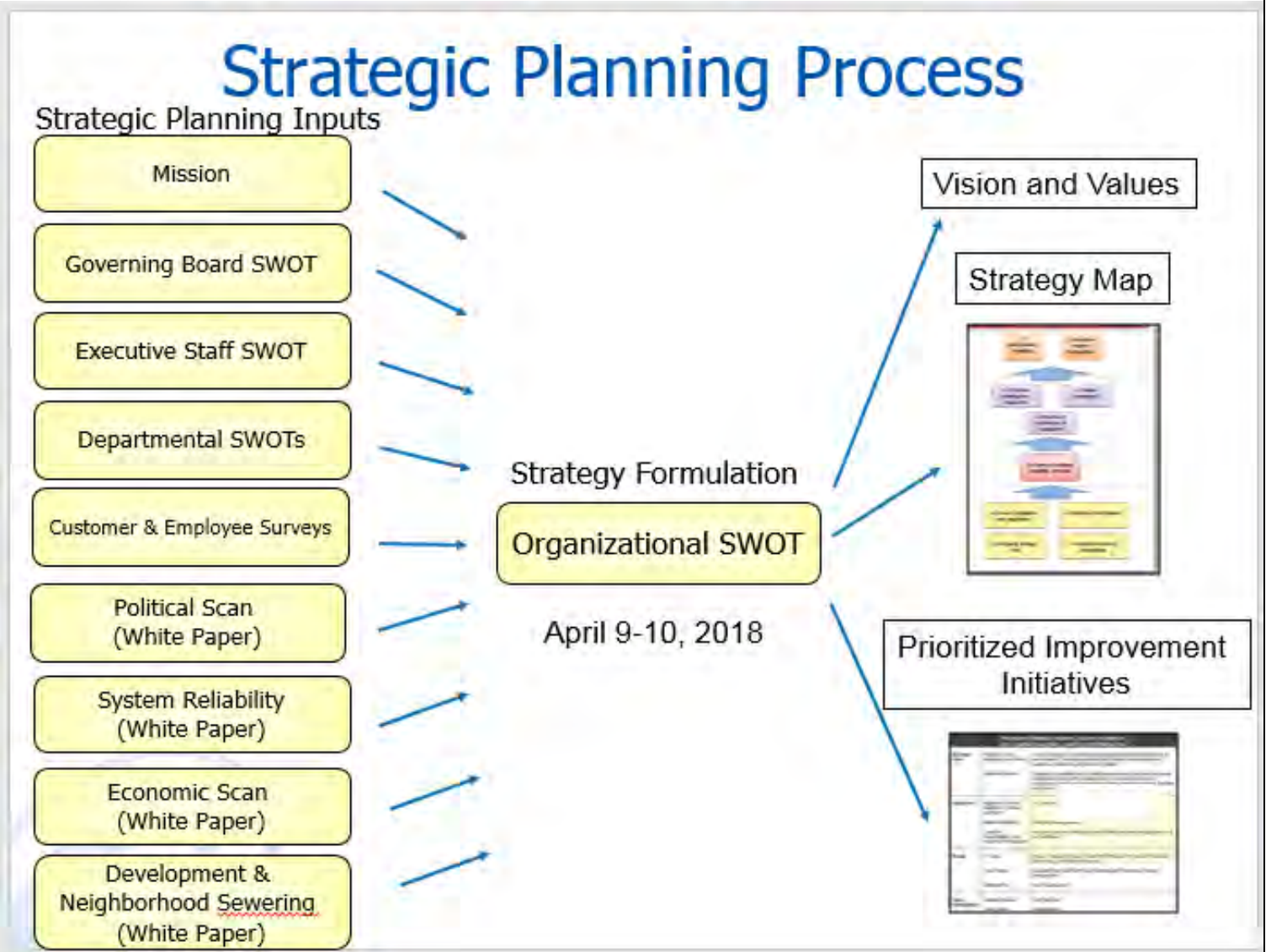
Vision – The desired future state of LRD

Values – The daily behaviors that mirror the desired organizational culture

Strategy Map – Pictorial depiction of the LRD Strategic Objectives or Goals displayed across four strategic areas or perspectives

Prioritized Initiatives – The strategic improvement projects that align to the Strategic Objectives

2018 LRD Strategic Planning Process



Note: SWOT Analysis is **S**trengths, **W**eaknesses, **O**pportunities & **T**hreats

LRD Mission, Vision and Values

MISSION:

“We are dedicated to protecting public health and preserving the Loxahatchee River watershed and its natural habitats through innovative wastewater solutions, research, and environmental stewardship.”

VISION: “Inspiring and achieving a healthy environment”



Michael Dubiner
'Loxahatchee Glistening'

LRD Values:

Spirit of service to our community and the environment: We willingly work with a sense of diligence and devotion, because we understand the importance of our work.

Integrity: Our actions are intentionally honest and morally upright.

Innovation: We actively seek better ways to do things and embrace the possibility of new ideas and novel approaches.

Positive attitude: We bring a positive frame of mind to each challenge, task, or appointment.

Respect for others: We regard others as equals, and we treat others as we would like to be treated.

Positive Work Environment: We encourage and support our colleagues, and we promote an open, constructive dialog to address issues or problems.

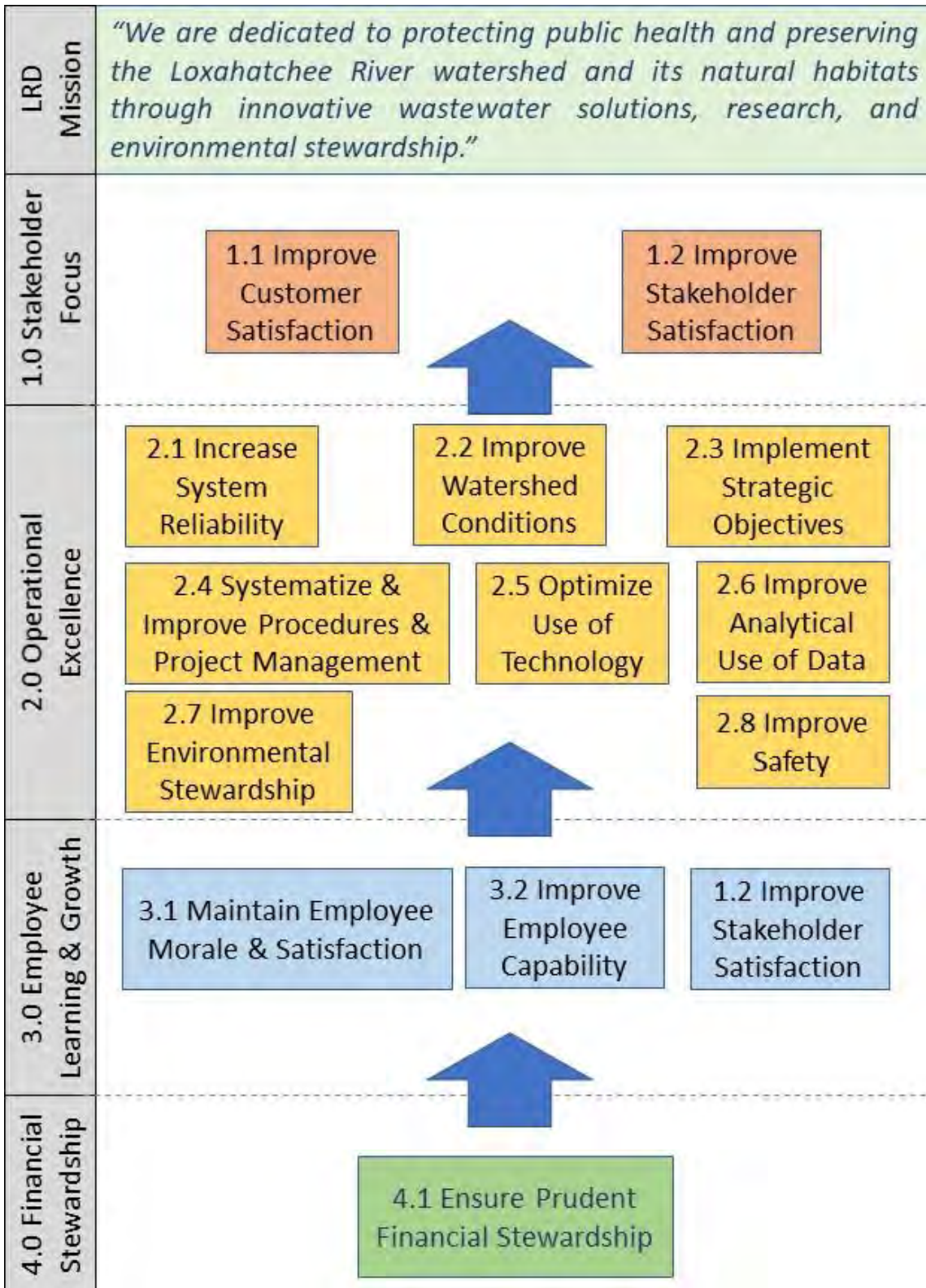
Lean: We seek to be effective and efficient in all we do. We value nimble and streamlined processes and seek to minimize bureaucracy. We share our ideas to fuel improvement.

Collaboration: Our greatest successes come when we work as a team. We eagerly collaborate with colleagues throughout the District, sister governments, and others to advance our mission.

Safety: Our conduct is shaped by a personal commitment to protect the health and safety of ourselves and our colleagues. Safety is driven through education, training, planning, protective equipment, and individual accountability.

These values should shape and guide our day-to-day actions and our relationships with co-workers, customers, partners, and stakeholders.

2018 LRD Strategy Map



The above Strategy Map shows the key strategic objectives and how they correlate with each other. LRD will improve its performance in the perception of its stakeholders through continued responsible

stewardship of fiscal and natural resources, improving the capability, retention and satisfaction of its employees and managing in a way to ensure operational excellence. This “balanced” approach yields objectives across 4 key perspectives or strategic areas, as follows:

1. Stakeholder Focus
2. Operational Excellence
3. Employee Learning and Growth
4. Financial Stewardship

LRD Executive Dashboard (Truncated):

LOXAHATCHEE RIVER DISTRICT'S EXECUTIVE



Stewardship		Wastewater						Engineering	General Business			
# People educated at RC		Mean Daily Incoming Flow	Delivery of Reclaimed Water	Customer Service	Sewer Overflow	Permit exceedance	NANO Blend to Reuse (@ 511)	Grease Interceptor Inspections	Cash Available	Revenue (non-assessment)	Operating Expenses	
Benchmark / Customer Expectation	% of Target	million gallons/day	# days demand not met	# blockages with damage in home	# occurrences	# occurrences	Max Specific Conductance (umhos/cm)	% requiring pump out	\$	% of Budget	% of Budget	% of Budget
Green Level	≥ 90%	< 7.7	< 2	Zero	Zero	Zero	< 1542	≤ 15	≥ \$9,894,657	≥ 95%	≥ 85% but ≤ 105%	
Yellow	< 90%	< 8.8	≥ 2	1	≥ 1	≥ 1	≤ 1875	≤ 25	< \$9,894,657	≥ 90%	≥ 80%	
Red	< 75%	≥ 8.8	≥ 9	≥ 2	> 2	≥ 2	> 1875	> 25	< \$5,557,057	< 90%	< 80% or > 105%	
2015 Baseline	2,139	6.8	0	0	1	0	1,093	14	\$ 30,199,659	104%	111%	
2016 Baseline	2,169	6.7	0	0	1	0	1,063	12	\$ 33,223,653	96%	90%	
2017 Baseline	106%	6.4	1	0	4	0	1,198	8	\$ 29,414,255	97%	83%	
2017 July	111%	6.2	0	1	1	0	1011	4	\$ 29,834,468	95%	88%	
Aug	87%	6.0	0	0	3	0	1056	15	\$ 30,208,664	95%	88%	
Sept	71%	6.2	6	3	9	0	1355	6	\$ 28,132,953	95%	88%	
Oct	103%	6.2	0	0	5	0	1482	10	\$ 28,969,760	100%	72%	
Nov	139%	7.1	0	0	0	0	1124	2	\$ 29,973,080	97%	80%	
Dec	126%	6.8	0	0	3	0	1159	11	\$ 29,366,604	98%	82%	
2018 Jan	121%	7.1	0	0	3	0	1240	15	\$ 29,774,007	99%	81%	
Feb	118%	7.1	0	0	0	0	1299	10	\$ 31,873,924	97%	82%	
Mar	104%	7.0	0	0	1	0	1322	6	\$ 30,590,419	101%	86%	
Apr	89%	6.8	0	0	1	0	1350	14	\$ 30,470,440	101%	88%	
May	139%	7.2	1	0	4	0	1245	0	\$ 32,001,517	101%	89%	
June	100%	7.1	3	0	3	0	1061	6	\$ 30,357,463	100%	88%	
July	102%	6.5	0	0	3	0	987	5	\$ 36,393,890	100%	88%	
Consecutive Months at Green	3	110	1	10	0	60	95	15	109	73	5	
Metric Owner	O'Neill	Campbell	Dean	Dean	Campbell	Campbell	Campbell	Dean	Peterson	Peterson	Peterson	

Metric Explanation
 Sewer Overflow We had three minor wastewater spills this month. All 3 incidents occurred when a contractor damaged a low pressure force main. A different contractor was involved at each location. All spills were attended to by District staff, repairs were made promptly.
 Capital Projects Whispering Trails sewerage moving ahead but delayed due to permitting. Master Lift Station Rehab moving ahead but behind schedule. Alt. A1A force main connection moving ahead but delayed due to permitting. Jupiter Farms Elem. force main delayed sign off on irrigation and landscaping. JORC force main replacement is behind schedule. Lift Station 70 & 71 permanent generators are in process but installation will not occur until next FY. LRD Station rehabs postponed until next fiscal year.
 Employee Safety One of our environmental educators suffered an injured shin when a wave knocked her down while leading a class at Blowing Rocks. The incident was reported and documented by our Safety & Compliance Officer that day. Medical treatment was sought.
 Salinity Relatively wet condition, including mean flow over Lainhart Dam of 197 cfs, have continued relatively low salinity conditions in the downstream estuary.

This top-level dashboard has been utilized operationally by LRD management and with the LRD Governing Board for close to a decade and will be emulated with aligned functional dashboards.

2018 Top Level Balanced Scorecard and High Priority Initiatives

LRD Balanced Scorecard with Initiatives – the list of Initiatives below was prioritized as the most important by the strategic planning participants. The number represents the number of staff that listed this as a high priority issue. The letter indicates S: Strength; W: Weakness; O: Opportunity; T: Threat. The initiatives are further prioritized into P1, P2 and P3 in the far right column. P1 is the highest priority.

Loxahatchee River District Top Level Balanced Scorecard

#	Perspective	#	Strategic Objectives	Metrics	#	Initiatives	Initiative Priority (P1, P2, P3)
1.0	Stakeholder Focus	1.1	Improve Customer Satisfaction	-Customer Survey Ratings -# customer concerns/1000 customers	1.1a	➤ [7; O] For critical assets, develop emergency response plans that include equipment, materials and contracts to achieve resilient system functionality.	P3
					1.1b	➤ [3; W] Improve ability to communicate with customers during emergencies	P1
					1.1c	➤ (OFI-4a) Implement customer service survey	P1
					1.1d	➤ (OFI-4b) Track and analyze customer complaints (capture ALL complaints; divide among root causes)	P2
		1.2	Improve Stakeholder Satisfaction	TBD	1.2a	➤ [6; O] Assure that IQ (reuse) water is available to fulfill contracted quantities for existing customers and develop new supplies and opportunities where economically feasible.	P2
					1.2b	➤ (OFI-2) Establish Mission, Vision, Values	P1
					1.2c	➤ (OFI-1) Establish strategic planning process	P1

2.0	Operational Excellence	2.1	Increase System Reliability	TBD	2.1a	➤ A. Develop comprehensive rehabilitation program for all assets	
					2.1a1	○ [9; O] Refine preventative maintenance/rehabilitation/replacement program to include all assets with effort based on industry standards, failure analysis, and cost considerations.	P1
					2.1a2	○ [7; W] Conduct high-level risk analysis for all meaningful assets (composite score based on probability of failure x consequence of failure)	P3
					2.1a3	○ [4; T] System Failure leading to customer/regulatory issues	P2
					2.1b	➤ B. Improve Master Plan for collection and transmission systems	
					2.1b1	○ [8; O] Schedule system rehabilitation in context of master plan	P1
					2.1b2	○ [5; O] Respond to redevelopment in context of master plan (contribute resources to achieve larger vision of collection and transmission system improvements)	P1
					2.1b3	○ [4; O] Evaluate impact of each new development on existing collection/transmission facilities. (Dev)	P1

				2.1c	➤ C. Develop emergency response plans for high risk assets	
				2.1c1	○ [7; O] Develop an emergency response plan for assets with high risk scores	P2
				2.1d	➤ D. [4; O] Acquire, operate, and maintain private wastewater systems	P3
	2.2	Improve Watershed Conditions	TBD	2.2a	➤ [4; O] Expand water quality and habitat improvement programs	P3
				2.2a1	○ Evaluate cost-effective opportunities to improve water quality west of I-95	
				2.2b	➤ Complete neighborhood sewerage	
	2.3	Implement Strategic Projects	-On time, on schedule and on budget	2.3a	➤ Develop plan for western 20 acres	P2
				2.3b	➤ Develop long-term site plan for 2500 Jupiter Park Drive	P2
	2.4	Systematize and Improve Procedures and Project Management	-# or % of documented and improved processes	2.4a	➤ [7; W] Expand use of project management systems and tools	P1
				2.4a1	○ Require Initiative Charter for budget consideration of capital projects	
				2.4a2	○ Require Project Summary Worksheet for budgeted capital projects	P1
				2.4b	➤ (OFI-8) Improve documentation of policies and procedures	P1
				2.4c	➤ (OFI-8b) Develop comprehensive list of SOPs with schedule for reevaluation	P2
				2.4d	➤ (OFI-8c) Improve systematic review of policies and procedures	P1
				2.4e	➤ (OFI-7) Expand project	P1

					planning and project management tools throughout the organization		
		2.5	Optimize the Use of Technology and Equipment	TBD	2.5a	➤ [7; O] Implement a new payroll timekeeping system	P2
					2.5b	➤ [4; W] Improve computer training (Lack of familiarity with general computer systems, eg, EAM)	P1
					2.5c	➤ [4; O] Implement remote monitoring at all Lift Station and low pressure stations	P1
					2.5d	➤ [4; O] Proactively map all LRD assets	P1
		2.6	Improve the Analytical Use of Data	TBD	2.6a	➤ Improve use & integration of databases	P1
					2.6b	➤ [4; S] CC: Data Rich & Data Driven & Not politically driven	P3
					2.6c	➤ [4; S] CC: Integration of Technology	P1
					2.6d	➤ (OFI-5b) Establish uniform Departmental dashboards	P1
					2.6e	➤ (OFI-5b) Implement systematic, monthly dashboard reviews	P2
					2.6f	➤ (OFI-10a) Develop targets for all metrics	P3
					2.6g	➤ (OFI-3) Develop in-house capacity to use quality tools for process improvement	P3
					2.6h	➤ (OFI-10b) Improve underperforming metrics	P3
		2.7	Improve Environmental Stewardship	TBD	2.7a	➤ [9; W] Re-vision the River Center	P1
					2.7b	➤ Improve targeted, educational programs	P2
		2.8	Improve Safety	-Lost time injuries	2.8a	➤ [4; O] Improve Safety Policies & Procedures	P1

3.0	Employee Learning and Growth	3.1	Maintain employee morale and satisfaction	-Overall Employee Satisfaction Survey Rating (Q#) -% Voluntary Turnover	3.1a	➤ [9; W] Need to maintain high staff morale	P1
					3.1b	➤ [7; S] CC: Attitude, diverse knowledge, motivation, tenure, willingness to accept change, Team Mentality	P1
					3.1c	➤ [5; W] Evaluate staffing needs among Departments (Workload is very high).	P2
					3.1d	➤ [5; S] CC: Quality Staff	P1
					3.1e	➤ (OFI-9) Assess employee satisfaction and engagement	P1
		3.2	Improve Employee Capabilities	TBD	3.2a	➤ [4; S] Transfer long-term knowledge to new employees	P1
					3.2a1	○ Use technology (e.g., GIS) to capture legacy knowledge and train employees	
					3.2a2	○ Use cross-training to improve employees' skill sets	
		3.2b	➤ Conduct 'fire' drills to assess readiness to implement Emergency Conditions and Emergency Response Plans	P3			
3.3	Enhance Internal communication	-Employee Satisfaction Survey (specific questions on internal communication)	3.3a	➤ Improve EAM reporting at all levels	P1		
			3.3b	➤ Improve dashboard review and discussion at Division and Department levels	P2		
4.0	Financial Stewardship	4.1	Ensure Prudent Financial stewardship	-Budget adherence (variance)	4.1a	➤ Continuously improve the Rate Study	P1

Successful Execution of the Strategic Plan

In implementing the Strategic Plan, LRD uses a tool called a dashboard. The dashboard provides a high-level view of the key performance indicators (KPIs) so that, at a glance, progress toward measurable targets can be easily discerned. In the future, the dashboard will also incorporate the current status of each prioritized initiative regarding timeliness, budget and scope.

Each prioritized improvement initiative requiring capital expenditures has a charter, which defines the business case, objectives, scope, responsible owners and milestones.

The dashboard KPIs and the initiative statuses will be updated and reviewed monthly to ensure that the KPIs stay within performance standards and the initiatives stay on schedule, on budget and within the defined scope.



Patrick Campbell
'Ins & Outs'

APPENDICES

Appendix A: Organizational SWOT Analysis

SWOT: S = Strengths; W = Weaknesses; O = Opportunities; T = Threats

Legend: Board; Executive (Exec); Customer Service (CS); Collections (Coll); Engineering (Eng); Finance (Fin); Human Resources (HR); Information Technology (IT); Maintenance (Maint); Operations (Ops); System Reliability (Reliab); River Center (River); Purchasing (Purch); Political (Pol); Legal (Curt); and Wildpine Lab (Lab).

Red = Most important to consider for priority improvement initiatives

Strengths:

- Transfer long-term knowledge to new employees (Coll)
- Continue migration toward advancing our role in applied research and as local expert (Lab)
- Exceptionally highly performing lab in the eyes of our accreditation body (Lab)
- Access to quality tools (Maint)
- Great expertise in the Maintenance Shop (Maint)
- Attending training related to rehabilitative construction techniques (Eng)
- Teamwork (Maint, Ops)
- Executive staff and Board are sensitive to the high cost in time and money of litigation and work proactively to avoid it. (Curt)
- Employees are determined to give their best effort at work each day. (Q34) (HR)
- Employees feel District provides a safe work environment. (Q14) (HR)
- Employees perceive the District benefits are Excellent. (Q7) (HR)
- Employees understand their job responsibilities. (Q26) (HR)
- Employees are proud to work at the District. (Q35) (HR)
- Customer Improvements - Bill processing efficiency. (CS)
- Customer Improvements - Bill Presentment. (CS)
- Customer Improvements - Delinquent Account Management. (CS)
- Customer Improvements – Payment Services (CS)
- Positive interaction with state legislators (Rep. Magar, Senator Negron) and their staff. (Pol)
- Customer-focused collaboration with neighboring utilities to provide cost-effective service via Interlocal Agreements. (Pol, Curt)

Core Competencies that may need to be addressed:

- Quality Staff* (Exec)
 - Attitude, diverse knowledge, motivation, tenure, willingness to accept change, Team Mentality
- Data Rich & Data Driven & Not politically driven* (Exec)
- Integration of Technology* (Exec)
- Maintaining reliable systems* (Exec)

Weaknesses:

- Address the largest issue from the customer service surveys (CS)
 - Predict tenant billing to be top issue but will address whatever it is
- Lack of familiarity with general computer systems and specifically, the EAM system (Coll)
- Some weaknesses in equipment during a hurricane (e.g., generators, communications equipment, etc.) (Coll)
- Challenges associated with Lab daily bench grind (specifically, the position that supports plant monitoring) (Lab)
- Project handoff process and roles and responsibilities (IT)
- Better analytical treatment of the data (Ops)
- When people are getting ready to retire, sometimes there aren't replacements for their job (Fin)
- Inflexibility, resistant to change (Fin)
- Improvement of existing dashboards (Ops, Purch)
- Programming to better reach certain age groups (River)
 - E.g., 20 -30 age group,
 - 55 – 65 age group
 - Junior High
 - Senior High
 - 0 to 5 age group
- Need to re-vision the River Center (River)
- Staffing (River)
- Procedures not systematically documented or need to be systematically reviewed and updated (Purch, Fin, Exec)
- Too much dependence on Excel/Manual work (Purch, Fin)
- Need more streamlined work flow (Purch)
- Legal relationship with Busch Wildlife could be better. We should review and amend the BW Agreement. (Curt)
- Supervisor/Manager does not take an active interest in employees' career development. (Q21) (HR)
- Ineffective Project Management (expand use of project management tools) (Exec, IT)
- Project prioritization and use of delegation or contractors for project execution (Exec, IT)
- Internal communication & coordination (use intranet?) (Exec)
 - Executive leadership (Directors, Deputy Executive Director, and Executive Director) does not give a clear picture of the direction the District is headed. (Q41) (HR)
 - Executive leadership does not keep employees informed about matters affecting them. (Q40) (HR)
 - Executive leadership does not communicate openly and honestly with Employees. (Q39) (HR)
 - Supervisor/Manager does not communicate openly and honestly with employees. (Q16) (HR)
 - Up and down communication – need to improve written communication (who/what/why/where/how) (Eng)
 - Cross-department communication (Eng)
 - Communication within department (Purch)
 - Communication and coordination gaps (IT)

- Improving data quality, organization and distribution (Exec)
- System reliability (Exec)
- Renewal & Replacement program (Exec)
- Maintain high staff morale (Exec)
- Potential morale concerns (Cust)
 - Workload is very high.
- Educate public on our strategic objectives (e.g. maintenance of the system, rate study) (Exec)
- Continue to advance our role in applied research and as a local expert (Exec)
- Implementing technology to be more innovative, progressive, and efficient (Exec)
- Evaluation and reconfiguration of system to address alternate transmission routes for critical infrastructure and reduction of cascading systems/repump stations. (Reliab)
- A System Evaluation/Rehabilitation Plan outlining inspection/rehabilitation schedules of District assets. (Reliab)

Opportunities:

- Optimize the use of EAM, GIS, etc. – this includes improving computer skills among staff (EAM consumes a lot of time) (Coll, Eng, Ops)
 - Adding supplier name and part number into EAM. Not easily understood. (Purch)
- Develop an infrastructure assessment and replacement program (Coll)
- Expand water quality and habitat improvement programs (Lab, Exec)
 - Leading advocate for storm water improvements
 - Improve Water Quality (e.g., remove muck in canals, storm water, living shorelines, etc.) (Curt)
- Improving sediment management in the estuary (Lab)
- Build the stable of highly competent consultants with the diverse skills needed by LRD (IT)
- Beginning to focus on evaluation and rehabilitation of our system – need to develop master plan for rehabs (Eng)
- Getting a new payroll timekeeping system (Fin)
- Getting IQ payments into our billing software (Fin)
- Building computer interfaces between other depts. and Accounting (Fin)
- Asset condition assessment in the plant (Ops)
- Broader vision with additional facilities aimed at addressing additional age groups (River)
- Florida Prime Interest Rate (30-Day SEC Yield) 1.82% (Increasing) (Econ)
- Effectively dealing with redevelopment (Curt)
- Potential to acquire private wastewater systems (Econ)
- Potential business or recreation opportunities with the District treatment facilities and/or western property (Econ)
- Expand reuse opportunities & Supplies (Exec)
- Acquisition of private WW systems (Exec)
- Respond to redevelopment (Master Planning) (Exec)
- Improve Safety Policies & Procedures (Exec)
- The District will not legally pursue property connected to an available sanitary sewer line. (Neigh)
- The District will work with stakeholders to expand District boundaries when economically

feasible and beneficial to the communities. (Neigh)

- Work with Martin County to allow service to properties within the secondary service area, where septic tanks present a threat environmental and public health, safety and welfare. (Neigh)
- Identify who holds easements for each community. (Neigh)
- Assure that IQ (reuse) water will be able fulfill contracted quantities for existing customers and develop new supplies where economically feasible. (Dev)
- Evaluate impact of each new development on existing collection/transmission facilities. (Dev)
- Update Standard Developer Agreement Form (Dev)
- Lift station and low pressure remote monitoring capabilities. – (Reliab)
- Emergency Response Plan and equipment, materials and contracts to support it. - (Reliab)
- Preventative maintenance/replacement program based on industry and system data, failure analysis and cost considerations. - (Reliab)

Threats:

- Disruption of service (Cust, IT)
 - Potential political issue with CIS
- Aging and stagnant CIS (Cust)
- Keeping up with and anticipating technical changes and trends (IT)
- Adapting to the changes in permitting agencies' processes (Eng)
- Palm Beach County restrictions for events and access to other parks (River)
- Public pressure for intractable water quality issues (Jones Creek) (Pol)
- Inflation 2.20% (Increasing) (Econ)
- Construction Cost Index 2.70% (Increasing) (Fin)
- Relationship w/Permitting agencies/consultants/service providers (Exec)
- Natural Disasters (Exec)
- Customer Dissatisfaction (Exec)
- System Failure leading to customer/regulatory issues (Exec)

Appendix B: LRD Core Competencies

- Organizational Flexibility & Agility*
- Ethical Practice
- Quality Staff*
 - Attitude, diverse knowledge, motivation, tenure, willingness to accept change, Team Mentality
- Provide quality services and products*
 - Include wastewater transmission, treatment, IQ, environmental monitoring, research, environmental education
- Leadership & Direction*
- Transparent problem solving including open communications and healthy disagreement
- Data Rich & Data Driven & Not politically driven*
- Customer service mentality when serving internal and external customers
- Environmental Regulatory Compliance
- Integration of Technology*
- Maintaining reliable systems*
- Fiscally Prudent
- Equitable & Transparent Organization *

* - Indicates Core Competencies that were added to the Organizational SWOT analysis to consider for improvement

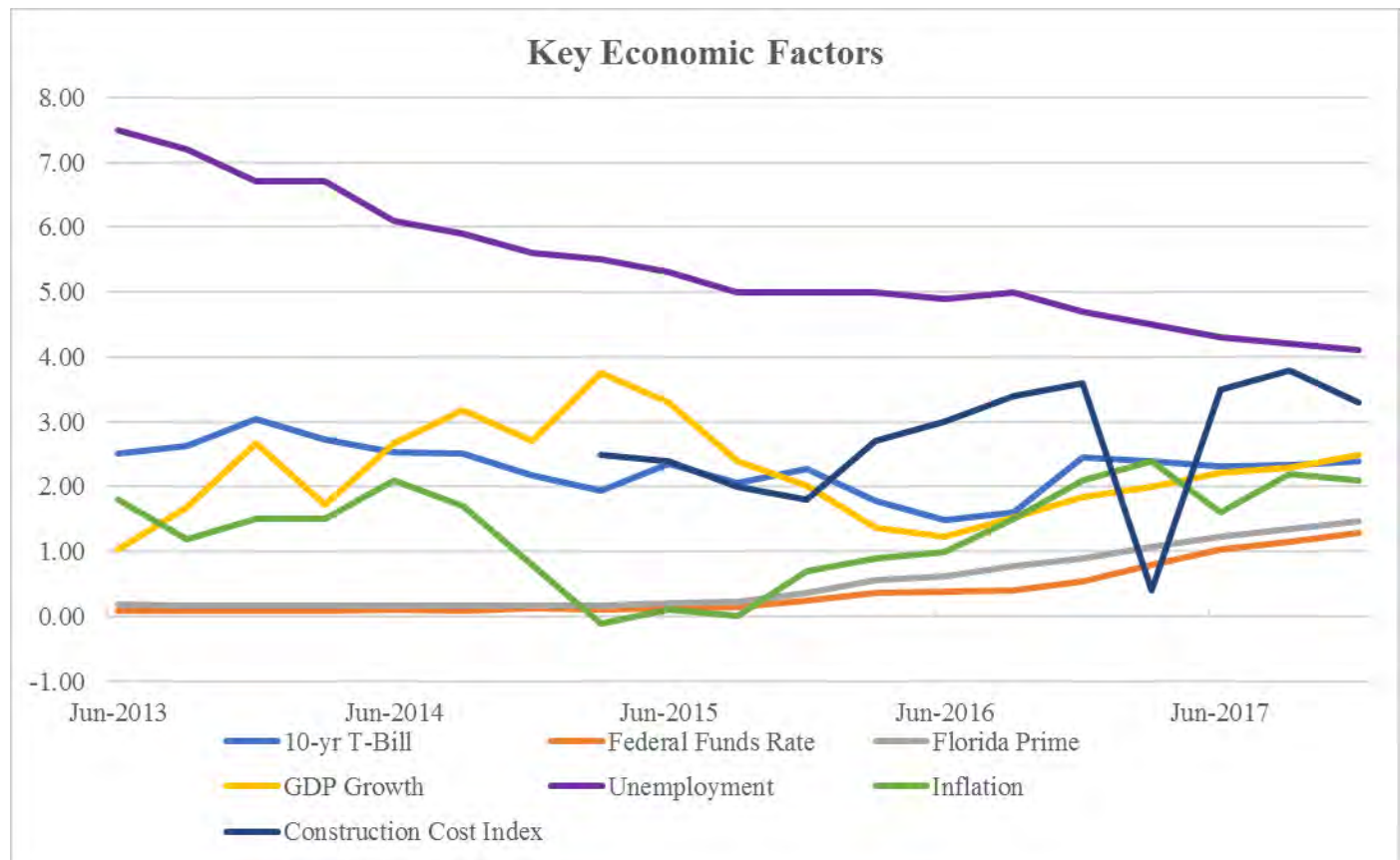


Appendix C: White Papers

Red indicates issues that were added to the Organizational SWOT Analysis

1. Economic Environmental Scan

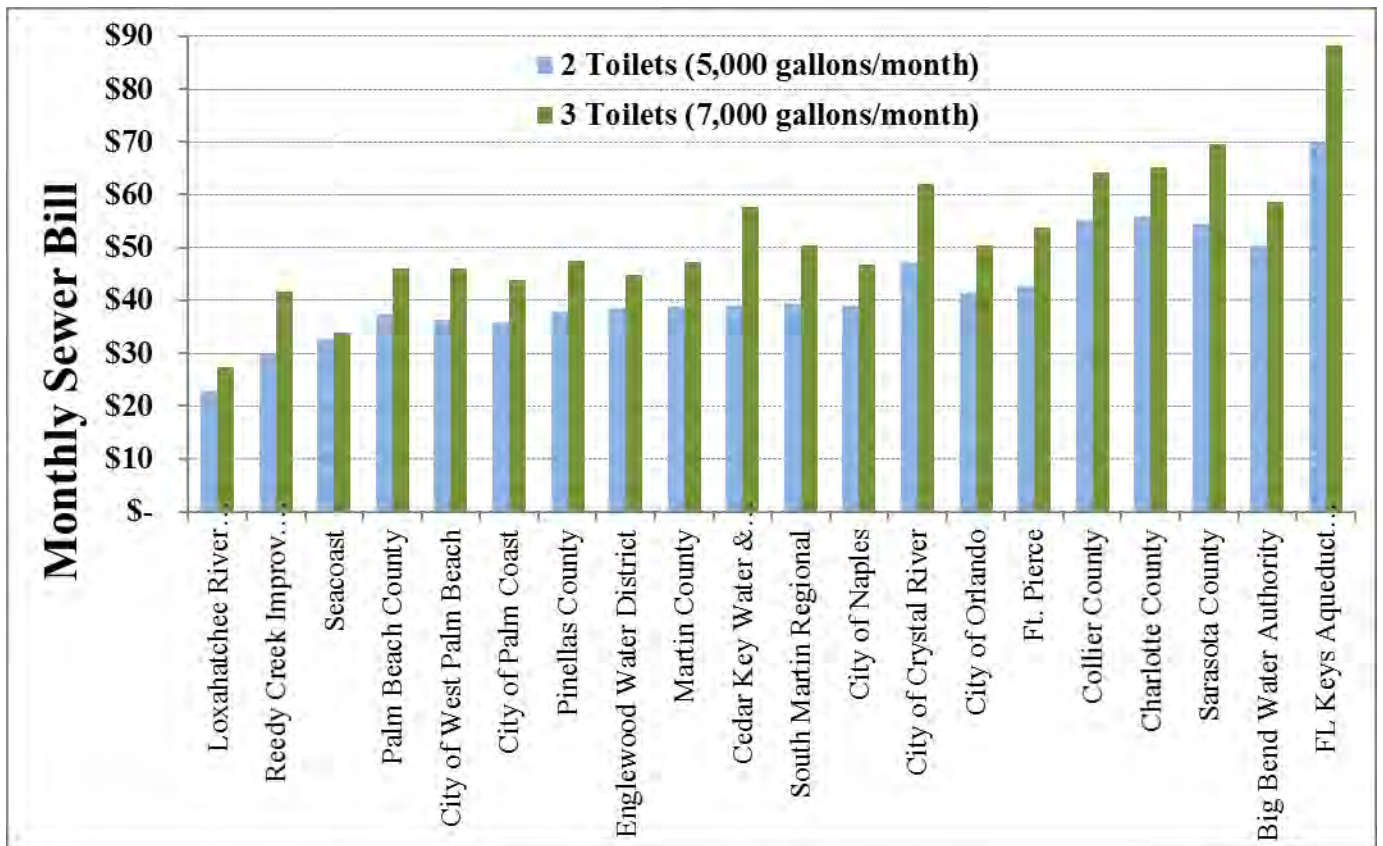
Key Finance/Economic Forecast



	Current Rate	Trend
Interest Rates 10-year T-Bill	2.74%	<input type="checkbox"/>
Federal Funds Rate	1.50%	<input type="checkbox"/>
Florida Prime Interest Rate (30-Day SEC Yield)	1.82%	<input type="checkbox"/>
GDP Growth	2.50%	<input type="checkbox"/>
Unemployment	4.10%	<input type="checkbox"/>
Inflation	2.20%	<input type="checkbox"/>
Construction Cost Index	2.70%	<input type="checkbox"/>

District Position

- LRD Quarterly Rates vs. Other Utilities



- Sufficient financial resources and unrestricted Net Assets
- Abundant cash balance
- Consistent cash flow
- No debt
- Unrestricted monies available to invest with growing interest rates
- Fiscally prudent management
- Potential to expand reuse opportunities
- Growth of service territory
- Potential to acquire private wastewater systems
- Potential business or recreation opportunities with the District treatment facilities and/or western property
- District is facing build-out of service area
- Potential to revise our 6.875% interest on assessments
- Makes required payments to defined contribution plan, timely

2. Government, Political, Regulatory Scan

- **Legislature**
 - -General negative perspective of Special Districts within Legislature
 - -Limited availability of governmental funding (LRPI) for sewerage projects
 - -Revision of District boundary may cause unanticipated consequences
 - +Very strong enabling act
 - +Positive interaction with state legislators (Rep. Magar, Senator Negron) and their staff.
- **Sister Governments**
 - -Recent difficulties with permitting through Palm Beach County (systemic or transient?)
 - -Past challenge from Martin County regarding our authority to construct sewers in segments of our Legislatively defined service area that also are within Martin County.
 - +Positive view of LRD among local and regional sister governments, especially environmentally minded groups (eg, SFWMD, Loxahatchee River Preservation Initiative, Loxahatchee River Management Coordinating Counsel).
 - +Positive standing in regional utility counsels (SEFLUC, TCRUC)
 - +Palm Beach County Comprehensive Plan (expansive service area)
 - +Customer-focused collaboration with neighboring utilities to provide cost-effective service via Interlocal Agreements.
- **Regulatory Agencies**
 - -Additional regulatory constraint (e.g., nutrient limits, odors) will represent significant capital and operating costs in the future (<5 years).
 - -Reasonable Assurance (RA) Plan will likely call for significant investments in water quality improvements within the watershed (e.g., neighborhood sewerage, muck removal, etc)
 - +Plant design assumes nutrient limits are coming and allows a modular approach to implementing nutrient reduction on an as needed basis.
 - +Strong, data-driven position regarding IQ Water quality, ie, no systematic impacts (eutrophication) of downstream water bodies or groundwater.
 - +Shifting regulatory landscape (e.g., blending and supplementing IQ Water) may offer new, cost-effective opportunities
- **Public**
 - Public pressure to reduce assessment interest rate (6.875%)
 - Public pressure for intractable water quality issues (Jones Creek)

3. System Reliability

- Preventative maintenance/replacement program based on industry and system data, failure analysis and cost considerations. – Opportunity for Improvement
- New design and construction of wastewater collection and transmission system components meeting the requirements of FAC 62-604.400 and current District Standards. - Strength
- Rehabilitation of existing wastewater collection and transmission system components meeting the requirements of FAC 62-604.400 and current District Standards. - Strength
- New design and construction of low pressure collection and transmission system components meeting the requirements of FAC 62-604.300(5)(b) and (c) and current District Standards. - Strength
- Rehabilitation of existing low pressure collection and transmission system components meeting the requirements of FAC 62-604.300(5)(b) and (c) and current District Standards. - Strength
- Class 1 Reliability as defined in FAC 62-610.300 referencing EPA – Design Criteria for Mechanical, Electric and Fluid System and Component Reliability for the WWTF. - Strength
- Standard operating protocols to keep operation of the system in compliance with regulatory agencies. - Weakness
- Accept responsibility for operation and maintenance of all private collection and transmission systems within the District’s service boundaries - Threat
- Lift station and low pressure remote monitoring capabilities. – Opportunity for Improvement
- Permanent emergency standby power at critical infrastructure. - Weakness
- Provisions for back-up power at all infrastructure to facilitate the use of portable generators in the event of power failure - Weakness
- Evaluation and reconfiguration of system to address alternate transmission routes for critical infrastructure and reduction of cascading systems/repump stations. - Weakness
- Adequate material and equipment in inventory to ensure reasonable response to emergencies and repairs. - Strength
- A Master Plan updated as necessary to understand and address new development, redevelopment and rehabilitation within the District’s service area. - Weakness
- A System Evaluation/Rehabilitation Plan outlining inspection/rehabilitation schedules of District assets. – Weakness
- Emergency Response Plan and equipment, materials and contracts to support it. – Opportunity for Improvement

4. Development and Neighborhood Sewering

NEIGHBORHOOD SEWERING

1. The District will not legally pursue property connection to an available sanitary sewer line *without specific Board authorization to do so.*
2. Board declare all existing and new sanitary collection and transmission lines east of I-95 “available”.
3. Provide financing through Assessment process at 6.875% interest rate.
4. Advise individual property owners that they can reduce cost if Construction cost is paid upon completion.
5. District include Stormwater system restoration and improvements in Assessment costs for subdivisions not served by existing stormwater utilities.

CONVENTIONAL SYSTEMS

1. Complete sewerage of all properties not connected to sewer east of I-95 prior to 2020.
2. Areas west of I-95 within the District will be evaluated for water quality, environmental impacts on the Loxahatchee River, and health and safety of the community.
3. *The District will work with stakeholders to expand District boundaries when economically feasible and beneficial to the communities.*
4. *Work with Martin County to allow service to properties within the secondary service area, where septic tanks present a threat to environmental and public health, safety and welfare.*
5. Require all new developments east of I-95 to connect to the regional sewer system.

REMNANT AREAS

1. Regional sanitary sewer service will be provided to all Remnant Areas by 2020.
2. Remnant areas being redeveloped prior to 2020 will be required to connect to the sewer system at the developer’s cost.

PRIVATE ROADS

1. *Identify who holds easements for each community.*
2. Continue to contact neighborhoods where easements are needed and explain opportunities to work together on providing regional sewer service.
3. Never place lift station in PBC traffic circle again.
4. Develop relationships with County permitting offices
5. Maintain Contracts for Construction, Testing, Engineering

DEVELOPMENT

1. Plan for provision of Wastewater Treatment Plant Capacity to be provided in a timely manner for proposed development in the service area.
2. *Assure that IQ (reuse) water will be able fulfill contracted quantities for existing customers and develop new supplies where economically feasible.*
3. 2025 Sludge Contract expires. Evaluate alternatives and District requirements for future.
4. *Evaluate impact of each new development on existing collection/transmission facilities.*
5. Review rates for Capital/SAS Charges.

6. Update Standard Developer Agreement Form

7. Track Developer Project Progress In a Manner That Everyone Involved Will Participate.
 - a. Periodic update on development activity, monthly or every other month.
 - b. Distribute to: Engineering, Customer Service, Finance areas.
 - c. Provide Permit Date, # of units, Accounts for Each, Dev Agr # (basis for calculation), Dev. Name, address, contact info., Days to Complete, % Complete, SAS Billing Status, Bill of Sale, Grant of Easement(s), Maintenance Bond, Invoice for Plant Conn. Charges, Payment of Plant Conn. Charges, Record Drawings, DEP Cert of Completion, Eng. Cert. of Completion, Final Inspection, Engineering Approval, DEP Acceptance, project Engineering File location, Contractor name.
 - d. Tie billing records into Developer Agreements, and connection status.
 - e. Make Applications for Service digital so information can easily be transferred to billing and Developer Agreement Accounts.
 - f. Document Steps for Project Approval & Construction Activities.
 - g. Assure that 1-year inspections are completed in timely manner (before bonds expire).

5. Customer Service

For the past 2 years the Customer Service department has been working on the biggest and best opportunities for improvement – both internal and external – further described below. Now that these priority projects are complete/implemented we are shifting focus to a customer feedback-based approach to continual improvement for our customers. As of March 23, 2018, we have an open Customer Feedback Survey that we will actively promote through our bills and correspondence. We will use the results of these surveys to guide our future customer improvement projects.

Summary of Significant Accomplishments to Date

After the assignment of leadership to the Customer Service department in the Spring of 2016, we quickly identified several priority improvement projects. These projects were selected based on internal need and clear discontent from our customers. The following is a summary of each:

1. **Bill processing efficiency.** Prior to 2016 all credit card payments made to our customer service staff or on the District website we manually entered into our Customer Information System (CIS). Likewise, the District received a paper check that was manually processed for all payments made by our customers using their banks' online bill pay. In total, only 13% (4,000) of our nearly 32,000 customers payments who had signed up for auto bank debit were efficiently processed using electronic data files. Rather, the bulk of our payments were manually processed where a customer service staff needed to open a glued envelop or print an electronic credit card payment record, and manually review and entering the payment information into the CIS. This was a very time-consuming method with a higher error rate.

We researched and learned how we can receive digital data files our customers' online bill pay payments at nominal or no cost. We then built a simple database tool to import the digital

payment files from the providers and our credit card processor, perform QA/QC on the information, then create a payment data file to import and apply those payments to our customer accounts in the CIS. We now process over 60% of our payments using this highly efficient and accurate digital payment processing method. These efficiency improvements have freed up staff time to work on other important projects and to better serve our customers.

2. **Bill Presentment.** We significantly revised to the format and content of our paper and email bills to more clearly communicate our charges and messages to our customers.
3. **Delinquent Account Management.** Previously, when a customer's account became seriously delinquent, we would forward the account information to our Attorney's office for account management and lien processing. This arrangement was very frustrating for many of our customers because they could not get immediate and clear answers to the amount due on the account, an explanation of charges, payoff information, and other information.

We redesigned the delinquent account policy and workflow, and transferred all customer account information back to the District for management through our CIS. We can now provide immediate answers to our customers, have a very clear, consistent, and transparent approach to delinquent account management, which is also highly efficient.

4. **Payment Services.** Some of the most frequent requests from our customers was the ability to setup a recurring payment through credit card, pay by checking/savings account through our website or over the phone, and review their account information online.

We recently implement a new payment services provider that provides these payment options and the ability to review their account information online. We also now provide additional services like multiple account management, pay by text, and others. With this implementation we further improved the efficiency of payment processing for our Customer Service staff.

Future Improvements for Customer Service.

Beginning with our 2nd quarter billing in April, our bills will provide a link to our Customer Feedback survey. We also provide the link in all correspondence from our Customer Service staff. While we will review the survey results daily, we intend to synthesize the results quarterly (or biannually depending on counts) and use the information to drive our decision making for future improvements.

We predict that the most requested improvement will be the ability to send our sewer bills to a tenant, rather than our current policy to only bill the property owner. The spirit of this policy is to eliminate the problems associated with delinquent account responsibility and management. Historically, some owners blamed the tenants for unpaid bills and refused to accept responsibility. Perhaps a carefully thought out and functional alternative could be developed and implemented.

Appendix D: Employee Survey Summary

Stakeholder Needs and Satisfaction Levels – Internal – District Employees: The District conducted an inaugural employee engagement survey through SurveyMonkey in December of 2017. We had an 88% survey participation rate, which is an ideal participation rate for an employer engagement survey of our groups size

To determine if the survey question feedback was a perceived employee strength, we added the number of agree and strongly agree then divided by the number of responses to the question. Anything 94% and above was considered a strength, which there were eight questions out of 43 at or above that target.

To determine if the survey question feedback was a perceived employee weakness, we added the number of disagree and strongly disagree then divide by the number of responses to the question. Anything 9% and above was considered a weakness, which there were six questions out of 20 at or above that target.

Strengths from the Survey:

- Employees are determined to give their best effort at work each day. (Q34)
- Employees feel District provides a safe work environment. (Q14)
- My Supervisor/Manager holds me accountable for my work. (Q20)
- Employees are impressed with coworker's strong work ethic during emergencies. (Q6)
- I understand how my job contributes to the mission of the District. (Q13)
- Employees perceive the District benefits are Excellent. (Q7)
- I understand my job responsibilities. (Q26)
- Employees are proud to work at the District. (Q35)

Weaknesses from the Survey:

- Executive leadership (Directors, Deputy Executive Director, and Executive Director) gives a clear picture of the direction the District is headed. (Q41)
- Executive leadership keeps employees informed about matters affecting us. (Q40)
- My Supervisor/Manager takes an active interest in my career development. (Q21)
- Executive leadership communicates openly and honestly with Employees. (Q39)
- My Supervisor/Manager communicates openly and honestly with me. (Q16)
- I am satisfied with my opportunities for professional growth. (Q12)

Item 6D
Jupiter Ocean Racquet Club Phase 2 Contract Award

This item was not ready at Notebook delivery time.

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

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D. Albrey Arrington, Ph.D., Executive Director

TO: Governing Board
FROM: Kara Peterson
DATE: September 14, 2018
SUBJECT: Audit Contract for Fiscal Year 2018

In June 2017, the District's Governing Board entered into an agreement with Nowlen, Holt & Miner, P.A. The term of the agreement is for an initial period of three (3) years to cover the fiscal years 2017 through 2019. The agreement also provided, by sole option of the District, that the District's Governing Board may extend the agreement for up to three (3) additional one year periods. The audit of the fiscal year 2018 will be the second year of the initial three-year engagement.

It is the opinion of staff that Nowlen, Holt & Miner, P.A. has done an excellent job, and we support continuing our contract for the fiscal year 2018 audit. The attached engagement letter has been prepared to provide audit services for the fiscal year 2018. This document is consistent in form with the prior agreements and is for the previously agreed upon fee for audit services.

Staff recommends the contract be approved and executed by the Board. I offer the following motion for your consideration:

“THAT THE GOVERNING BOARD authorize the Executive Director and Chairman to execute the Nowlen, Holt & Miner, P.A. Engagement Letter dated August 30, 2018 for the provision of Audit Services for the fiscal year 2018.”

Thank you for your consideration of this matter.



NOWLEN, HOLT & MINER, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

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August 30, 2018

The Loxahatchee River Environmental Control District
2500 Jupiter Park Drive
Jupiter, FL 33458

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BELLE GLADE, FLORIDA 33430-0338
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We are pleased to confirm our understanding of the services we are to provide Loxahatchee River Environmental Control District for the year ended September 30, 2018. We will audit the basic financial statements of the Loxahatchee River Environmental Control District as of and for the year ended September 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Loxahatchee River Environmental Control District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Loxahatchee River Environmental Control District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.

We have also been engaged to report on supplementary information other than RSI that accompanies the Loxahatchee River Environmental Control District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

1) Schedule of Expenditures of Federal Awards and State Financial Assistance, if applicable.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1) Introductory Section

2) Statistical Section

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and state projects and an opinion (or disclaimer of opinion) on compliance with federal and state statutes, regulations, and the terms and conditions of federal awards and state projects that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and each major state project in accordance with Chapter 10.550 Rules of the Auditor General. (Single Audit Report)

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Single Audit report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and Chapter 10.550 Rules of the Auditor General. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance; and Chapter 10.550 Rules of the Auditor General, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance and major state project(s) in accordance with Chapter 10.550 Rules of the Auditor General, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Commissioners of the Loxahatchee River Environmental Control District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to

complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards and state financial assistance; federal and state award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance and Chapter 10.550 Rules of the Auditor General, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program and state project. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and Chapter 10.550 Rules of the Auditor General.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, the Uniform Guidance, and Chapter 10.550 Rules of the Auditor General.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Loxahatchee River Environmental Control District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance and Chapter 10.550 Rules of the Auditor General require that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal and state statutes, regulations, and the terms and conditions of federal awards and state financial assistance applicable to major programs and state projects. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* and the Department of Financial Services' *State Projects Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Loxahatchee River Environmental Control District's major programs and state projects. The purpose of these procedures will be to express an opinion on the Loxahatchee River Environmental Control District's compliance with requirements applicable to each of its major programs and state projects in our report on compliance issued pursuant to the Uniform Guidance and Chapter 10.550 Rules of the Auditor General.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards and state financial assistance, and related notes of the Loxahatchee River Environmental Control District in conformity with U.S. generally accepted accounting principles, the Uniform Guidance, Chapter 10.550 Rules of the Auditor General, and the preparation of Annual Financial Report filed with the Florida Department of Financial Services based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards and state financial assistance, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free

from material misstatement, whether due to fraud or error, including internal controls over federal awards and state financial assistance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards and state financial assistance, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance and Chapter 10.550 Rules of the Auditor General, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance and Chapter 10.550 Rules of the Auditor General, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards and state financial assistance; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards and state financial assistance (including notes and noncash assistance received) in conformity with the Uniform Guidance and Chapter 10.550 Rules of the Auditor General. You agree to include our report on the schedule of expenditures of federal awards and state financial assistance in any

document that contains and indicates that we have reported on the schedule of expenditures of federal awards and state financial assistance. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards and state financial assistance that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards and state financial assistance in accordance with the Uniform Guidance and Chapter 10.550 Rules of the Auditor General; (2) you believe the schedule of expenditures of federal awards and state financial assistance, including its form and content, is stated fairly in accordance with the Uniform Guidance and Chapter 10.550 Rules of the Auditor General; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards and state financial assistance.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards and state financial assistance, and related notes, the Annual Financial Report filed with the Florida Department of Financial Services and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards and state financial assistance, and related notes and that you have reviewed and approved the results of the services, the financial statements, schedule of expenditures of federal awards and state financial assistance, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unable to provide the necessary assistance in a timely manner, it may affect our ability to complete the engagement within the established deadlines.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Loxahatchee River Environmental Control District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Nowlen, Holt & Miner, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulatory agency or its designee, a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Nowlen, Holt & Miner, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a federal or state awarding agency, oversight agency, or pass-through entity. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in November and to issue our reports no later than the March board meeting following the fiscal year end. Terry L. Morton, Jr. is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for the fiscal year ending September 30, 2018 will be \$33,800 for the financial statement audit. If a Federal Single Audit or a State Single Audit is required, the fee will be \$4,500 per major program or state project. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of

termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

This engagement letter incorporates the Audit Services Agreement between the Loxahatchee River Environmental Control District and Nowlen, Holt & Miner, P.A., the Loxahatchee River Environmental Control District Financial Audit Services RFP #17-002 and our proposal dated April 19, 2017. Any conflict between these documents will be controlled by the Agreement, then RFP #17-002, and then our proposal dated April 19, 2017.

We appreciate the opportunity to be of service to the Loxahatchee River Environmental Control District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Nowlen, Holt & Miner, P.A.

RESPONSE:

This letter correctly sets forth the understanding of the Loxahatchee River Environmental Control District.

Management:

Signature: _____

Title: _____

Date: _____

Governance:

Signature: _____

Title: _____

Date: _____

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

2500 Jupiter Park Drive, Jupiter, Florida 33458-8964

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D. Albrey Arrington, Ph.D., Executive Director



To: Governing Board
From: Kara Peterson, Director of Finance and Administration
Date: September 14, 2018
Subject: Authorize FY 2019 Fuel Procurement

The District is requesting Board approval to purchase bulk fuel (i.e., off-road diesel, on-road diesel, and premium unleaded gasoline) during the fiscal year 2019 for the following not to exceed quantities:

Off Road Diesel No. 2	60,000 Gallons
On Road Diesel No. 2	28,000 Gallons
Premium Unleaded Fuel	1,500 Gallons

**These expected annual quantities are based on historical usage trends.*

Procurement of bulk fuel (essentially a commodity with highly dynamic daily pricing) does not naturally fit into our existing Procurement Policy. Therefore, we are seeking your approval of the quantity of fuel we anticipate needing in FY2019 and the approach we would like to take when purchasing bulk fuel. We propose the following bulk fuel procurement process:

1. Determined there is a need for bulk fuel
2. Obtain real-time bulk fuel availability and pricing from a minimum of three bulk fuel vendors (e.g., Glover Oil Company, Inc., Palmdale Oil Company, Martin County Petroleum).
3. Place order with bulk fuel provider that (1) has the needed fuel available and (2) has the best total unit cost on that date.

The District can purchase bulk fuel by piggybacking the City of Port St. Lucie's contract; however, we have found that we can obtain bulk fuel at a lower cost by shopping around in the manner described above. We anticipate adding this bulk fuel procurement process to our Procurement Policy during our next revision. Until then, we are seeking Board approval to use this cost-saving approach.

The following motion is suggested for approval:

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to purchase bulk diesel and premium unleaded fuel in quantities not to exceed Off Road Diesel No. 2 of 60,000 Gallons; On Road Diesel No. 2 of 28,000 Gallons; and Premium Unleaded Fuel of 1,500 Gallons using the procedure outlined above.”

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

James D. Snyder
Chairman

Dr. Matt H. Rostock
Board Member

Harvey M. Silverman
Board Member

LOXAHATCHEE RIVER DISTRICT

Neighborhood Sewering Schedule



Rank *	Area Description	# Lots	Activity	Original Target Date	Revised Target Date
10	Turtle Creek Subsystem 3	5	Notified Owners – September 2012 Notice of Intent – December 2016 Contract Award – August 2017 Notified to Connect – April 2018	2016	2017
10	Turtle Creek Subsystem 2	28	Notified Owners – September 2012 Notice of Intent – October 2016 Contract Award – August 2017 Notified to Connect – April 2018	2016	2017
14	Whispering Trails	181	Notified Owners – January 2013 Notice of Intent – November 2016 Contract Award – May 2018	2017	2017
16	Limestone Creek Road-West	71	Notified Owners – January 2013	2018	2018
16	181 st St N	11	Notified Owners – January 2013	2018	2018
19	US Coast Guard Station Offices <i>(institutional)</i> PX Commercial <i>(commercial)</i>	2 ECs 2 ECs	US Government - private roads Albrey- mtg. w/BLM & Historical 3-2011 Prelim design prepared In House 4-2011	2019	2018
20	New Palm Beach Heights	34	Notified Owners – January 2016	2019	2019
22	Bridgewater	70	In discussions with developer/engineer	2019	2019
11	Jupiter Farms (East)	708		TBD	TBD
11	PB Country Estates	1547		TBD	TBD

* Rank based upon "2010 Septic System Inventory & Assessment"

TBD = To be determined

Remnant Areas - Page 2

Rank*	Area Description	Lots	Activity	Original Target Date	Revised Target Date
None	PBC Riverbend Park <i>(institutional)</i>	12ECs	Not. of availability-Costs pd, plans reviewed Project Complete – January 2018	2011	2016
D	Loggerhead Park <i>(institutional)</i>	6 ECs	Need Easements from Palm Beach County	2014	2017
C	FDOT Turnpike Station <i>(institutional)</i>	3 ECs	Notified to Connect – February 2016 Variance requested – May 2016	2012	2017
I	Chippewa Street	6	Notified Owners-1/14, Petition Rec'd 4/16 Feasibility Letter LPSS/Gravity – July 2016 Notice of Intent to Assess – April 2018 Notified to Connect – August 2018 Final Assessment – September 2018	2018	2017
	US 1 (12750), Juno Beach <i>(commercial)</i>	1 EC	Notified Owners – January 2014 Notice of Intent to Assess – April 2018 Notified to Connect – August 2018 Preliminary Assessment – September 2018	2017	2018
H	County Line Road - Martin Co. (19701, 19721, 19741)	3	Notified Owners – July 2013 Notice of Intent to Assess – April 2018 Notified to Connect – September 2018 Preliminary Assessment – September 2018	2017	2018
F	North A-1-A	3	Postponed -Town Activities in area	2012	2018
G	815 S. US 1 (Yum Yum Tree)	9 ECs	Notified Owner – November 2014	2016	2018
H	Olympus Dr, Juno (LP)	2	Notified Owners – June 2013 Prelim. Design started – August 2017	2016	2018
I	96 Pine Hill Trl E	1	Notified Owner – February 2015 Notice of Intent to Assess – April 2018 Notified to Connect – August 2018 Final Assessment – September 2018	2018	2018
	8 th Street	3	Notified Owners – January 2014 Design completed – April 2018 Notice of Intent to Assess – April 2018 Notified to Connect – August 2018 Final Assessment – September 2018	2018	2018
	18870+18890 SE Country Club Dr, Cove Pt	2	Notified Owner – April + Aug 2017 Design started – August 2017	2018	2019
	US Highway 1 Residential, Juno	3	Notified Owners – August 2017	2019	2019
	Ocean Dr (120 + 140)	2	Notified Owners – June 2013 Notice of Intent – January 2018 Notified to Connect – August 2018 Final Assessment – September 2018	2018	2019
	Admiral's Cove West Guard House	1	Communicated with Engineer - July 2016	2019	2019
	Thelma Ave. LPSS	4	Notified Owners – September 2017	2020	2020

* Rank based upon "2010 Septic System Inventory & Assessment"

TBD = To be determined

Private Road Areas – Page 3

Rank *	Area Description	# Lots	Activity	Original Target Date	Revised Target Date
AA	Peninsular Road	5	Private Road Notice of Intent – February 2010 Partial construction complete - June 2013 Soliciting easements for remainder of project	2010	AEO
BB	Rivers Edge Road (Martin Co.)	35	Notified Owners – August 2010 Private Road - Design started Notice of Intent – February 2014 Easements Solicited – May 2014 Project Delayed	2013	AEO
CC	171 st Street (Martin Co.)	7	Private Road In House Design Owners notified October 2012 Easement rec'd from Church – April 2017 Grant received	2014	AEO
CC	Jamaica Dr	11	Private Road Owners notified Oct 2012 In House Design started	2014	AEO
CC	197 th Place, 66 th Terrace, 66 th Way	21	Notified Owners – Aug 2010 *Private Roads Notice of Intent to Assess – February 2015	2014	AEO
DD	Taylor Road	38	Notified Owners – September 2011 Private Roads	2015	AEO
EE	Imperial Woods LPSS	47	Notified Owners – October 2010 Withdrew Notification – Feb 2011 Easements Obtained – Aug 2017 + June 2018 Notice of Intent to Assess – September 2017 30% Design Complete– September 2018 Grant Authorized	2016	2018
EE	Hobart St SE (Martin Co.)	13	Notified Owners – October 2012 Private Road	2016	AEO
FF	Rolling Hills	51	Notified Owners – January 2013 Private HOA	2017	AEO
FF	Gardiner Lane	2	Notified Owners – July 2013 Private Road	2017	AEO
HH	Harbor Rd. S. LPSS	6	Notified Owners – January 2014 Private Road	2017	AEO
GG	Rockinghorse (north of Roebuck Road)	10	Notified Owners – January 2013	2018	AEO
GG	Island Country Estates	47	Notified Owners – January 2013 Private HOA-Received Easement – Feb. 2018 Notice of Intent – July 2018 Engineering Award – September 2018	2018	2019
HH	SE Indian Hills	12	Notified Owners – January 2016 Easement for Road & Utilities, No Dedication	2019	AEO

* Rank based upon "2010 Septic System Inventory & Assessment"

TBD = To be determined

AEO = As easements are obtained

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

2500 Jupiter Park Drive, Jupiter, Florida 33458

Telephone (561) 747-5700 • Fax (561) 747-9929 • www.loxahatcheeriver.org



D. Albrey Arrington, Ph.D., Executive Director

MEMORANDUM

To: Governing Board

From: D. Albrey Arrington, Ph.D.

Date: September 14, 2018

Subject: Legal Report

The Legal Report was not available at notebook delivery time. It will be provided to the Board at the meeting.

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

James D. Snyder
Chairman

Dr. Matt H. Rostock
Board Member

Harvey M. Silverman
Board Member

MEMORANDUM

TO: Albrecht Arrington, Ph.D. / Loxahatchee River District

COPY: Clint Yerkes / Loxahatchee River District
Tony Campbell / Loxahatchee River District

FROM: Albert Muniz / Hazen and Sawyer

DATE: September 13, 2018

FILE: 42009-029.3.1.3

SUBJECT: Loxahatchee River District
Engineer's Monthly Status Report through August 31, 2018

The following is a summary of work performed by Hazen and Sawyer (Hazen) on Loxahatchee River District (LRD) projects through the above referenced date.

General Operational Assistance – This project involves providing LRD with engineering assistance related to wastewater operations.

Monthly Progress

- LRD staff and Hazen personnel continue to communicate to discuss plant operations on an as needed basis. The wastewater treatment process continues to perform well.

Deep Bed Sand Filters – Final Design and Construction Management Services – The following provides a summary of tasks that have occurred during the above reporting period:

Monthly Progress

- A walkthrough of the project was conducted on Wednesday the 22nd with LRD, Hazen, and Kirlin staff to assess the completion of items from the preliminary list of deficiencies. It was determined that Kirlin had completed the items thought to be essential for substantial completion on Friday the 17th and a substantial completion certification and punch-list was issued to Kirlin on Friday the 24th for that date.
- The contractor (i.e., Kirlin) is continuing to work on the punch-list provided to him by Hazen with input from LRD staff to achieve final completion. The punch-list explicitly states items deemed to be a high priority by Hazen and the District. Kirlin is continuing to work towards completing all these high-priority items.

- Filter Electrical Building – Several of the structural, painting, and HVAC punch-list items have been addressed.
- Deep Bed Filters – The facility is nearing completion. The contractor has been working on a list of project deficiencies and ancillary items. The contractor continued to address deficiencies in the precast weirs as they became apparent. The application of the aliphatic urethane coating in the clear-wells was completed.
- Parshall Flume Flow Meter – The contractor still has several punch-list items to complete at the Parshall Flume going forward.
- Filter Feed Pump Station No. 1 – After the District experienced issues with the vertical turbine pump minimum speeds, the minimum was reset to 0 Hz. Testing of the pump station with the new minimums set is anticipated to take place in September. The contractor also continued to work on addressing punch-list items at the facility.
- Electrical Building No. 1 and No. 3 – The kirk key installation in Electrical Building No. 1 was completed. Testing of the kirk key system is ongoing.
- Site work – Grading around the structures and general site cleanup continues. Contractor is also working on completion of asphalt, paver roadway, final grading and general restoration. Sod was installed throughout much of the site.
- Synthetic Media Filters – Installation of effluent pipe supports was completed. Work at the Synthetic Media Filters is almost complete. The remaining sidewalk, stairs and curbing around the structure should be complete in September.



Wastewater Treatment Plant Operating Permit Renewal – There have been several discussions with FDEP to address permit language. FDEP will be incorporating feedback and informed us that a draft permit

will be submitted for review by LRD and Hazen in early September. Plans are to meet with LRD staff to discuss comments and submit comments to FDEP in September.

Interim Casing Pressure Test – The existing operating permit for the injection well system requires LRD to conduct an interim casing pressure test as a condition for accepting concentrate from the Town of Jupiter without any modification to the municipally designed injection well. The interim casing pressure test is due at approximately mid-point between the 5-year permit duration. Hence, a casing pressure test is due on or about December 2018. Activities have commenced including submittal of the proposed testing plan to FDEP on August 30, 2018. Hazen is currently communicating with municipalities and contractors to evaluate the opportunity of piggy-backing a publicly bid contract for the proposed work as a cost savings measure.

BioWin™ Process Model Development and Training – Hazen is in the process of developing a BioWin™ process model to simulate the existing wastewater treatment process. The model will be used as a process tool to optimize operations. In addition, Hazen will train staff on use of the model to further assist in overall operation an process optimization.

As always, please feel free to contact us should you have any questions or need to discuss the progress of any of the above projects in more detail.



HOLTZ CONSULTING ENGINEERS, INC.
270 South Central Boulevard, Suite 207, Jupiter, FL 33458 (561) 575 2005

MEMORANDUM

To: Clint Yerkes, Deputy Director, Loxahatchee River Environmental Control District
From: Christine Miranda, PE
Holtz Consulting Engineers, Inc.
Date: September 12, 2018
Subject: **Loxahatchee River Environmental Control District Monthly Status Report**

The following is a summary of work performed by Holtz Consulting Engineers, Inc. (HCE) on Loxahatchee River District projects through September 12, 2018. **Note: Any information that is historical or repeated from previous months are shown in italics. Otherwise, all information as shown below is newly reported information.**

Loxahatchee River Road Reclaimed Water Main Replacement and Force Main Extension

- A substantial completion walkthrough for the project was conducted on August 22, 2018. The Contractor has completed all punch list items. We are currently working with District staff and Palm Beach County on the milling and resurfacing of Loxahatchee River Road. The County originally stated that the milling and resurfacing requirement could be waived since the roadway will be repaved next summer. They have now indicated they would like this work to be completed now as part of this project. The Contractor is in the process of providing final record drawings and paperwork for the project.

Turtle Creek –Subsystem 2& 3 – Gravity Sewers

- *HCE is working with the Contractor to obtain all necessary final approvals and paperwork to close-out the project. We currently have all final paperwork in hand with the exception of final approval from the Turtle Creek Property Owner's Association (POA). The legal representation for the Turtle Creek POA sent a letter dated August 27, 2018, stating that the hedge and irrigation system was damaged as part of the construction project and not repaired to their satisfaction. On September 7, 2018, HCE sent a letter to the Contractor putting them on notice that they are responsible to properly address all claims prior to contract closeout and they are past the final contract completion date. The Contractor's legal department is now handling this request.*

Lift Station No. 082 Master Plan

- *Installation of the pressure recorders and drawdown tests needed for the calibration of the model will occur after the rehabilitation of Lift Station #114 is complete. This data is needed to calibrate and complete the model. Upon completion of the calibration of the model, the selected scenarios will be inputted for analysis.*



Imperial Woods Low Pressure Sewer System

- *The 30% design submittal comments were received by LRD staff on July 23, 2018. The 90% design submittal will be submitted to staff for review and comment on September 13, 2018. This project will be ready for advertisement to bid by mid-October and an estimated construction completion date of June 2019.*

Busch Wildlife Sanctuary

The 3rd Quarter Report will be presented at the
October, 2018 Board Meeting.

Director's Report

- ▶ Admin. & Fiscal Report attach. #1
- ▶ Engineering Report attach. #2
- ▶ Operations Report attach. #3
- ▶ Information Services Report attach. #4
- ▶ Environmental Education attach. #5
- ▶ Other Matters attach. #6

Loxahatchee River District

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D. Albrey Arrington, Ph.D., Executive Director



To: Governing Board
 From: Kara Peterson, Director of Finance and Administration
 Date: September 14, 2018
 Subject: Monthly Financial Report

Cash and Investments

Balances as of August 31, 2018

Certificates of Deposit:

Institution	Original Term	Maturity	Rate	Book Value	Monthly Interest Earned	Market Value
US Bank	6 Months	09/14/18	1.93%	\$ 1,000,000	\$ 1,651	\$ 1,009,022
US Bank	3 Months	10/30/18	2.10%	1,500,000	2,675	1,502,762
Bank United	1 Year	11/07/18	1.54%	1,000,000	1,321	1,012,585
US Bank	9 Months	12/10/18	2.06%	1,000,000	1,763	1,009,633
US Bank	6 Months	01/30/19	2.29%	1,000,000	1,945	1,002,008
US Bank	9 Months	02/24/19	2.26%	2,000,000	3,855	2,012,286
Bank United	7 Months	03/27/19	2.28%	1,500,000	375	1,500,375
TD Bank	5 Years	04/29/19	1.88%	1,500,000	2,595	1,627,491
Bank United	10 Months	06/27/19	2.34%	1,500,000	385	1,500,385
US Bank	1 Year	07/30/19	2.45%	1,500,000	3,121	1,503,222
TD Bank	5 Years	09/22/19	2.09%	2,000,000	3,848	2,171,620
Subtotal				\$15,500,000	\$ 23,534	\$15,851,389
Money Market Accounts:						
FL Community Bank - Public Demand			2.12%		\$ 21,242	\$ 11,931,135
TD Bank - NOW			1.85%		7,351	6,348,830
Subtotal					\$ 28,593	\$18,279,965
Checking Account:						
SunTrust-Hybrid Business Account			0.50%		\$ 282	\$ 2,780,618
Subtotal					\$ 282	\$ 2,780,618
Total					\$ 52,409	\$36,911,972

Average weighted rate of return on investments is: 1.96%

As of 08/31/18:

3 month Short Term Bond: 2.11%

1 month Federal Fund Rate: 2.00%

Cash position for August 2017 was \$30,208,664. Current Cash position is **up** by \$6,703,308.

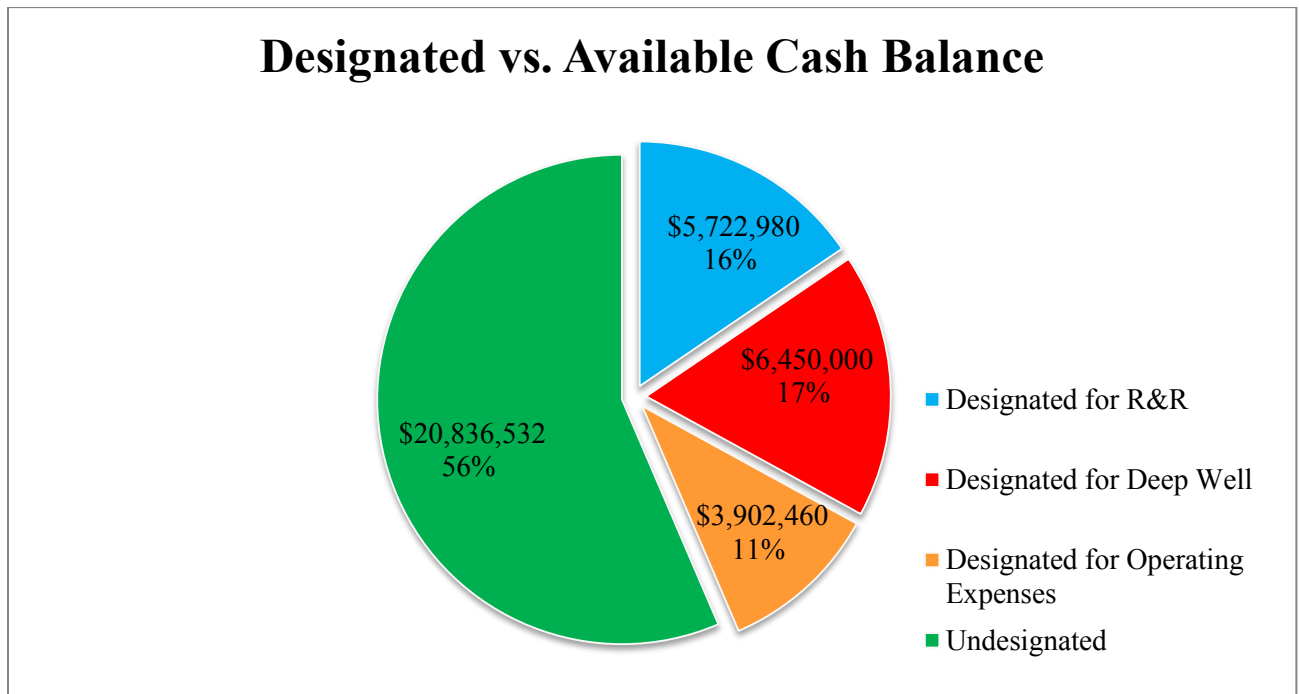
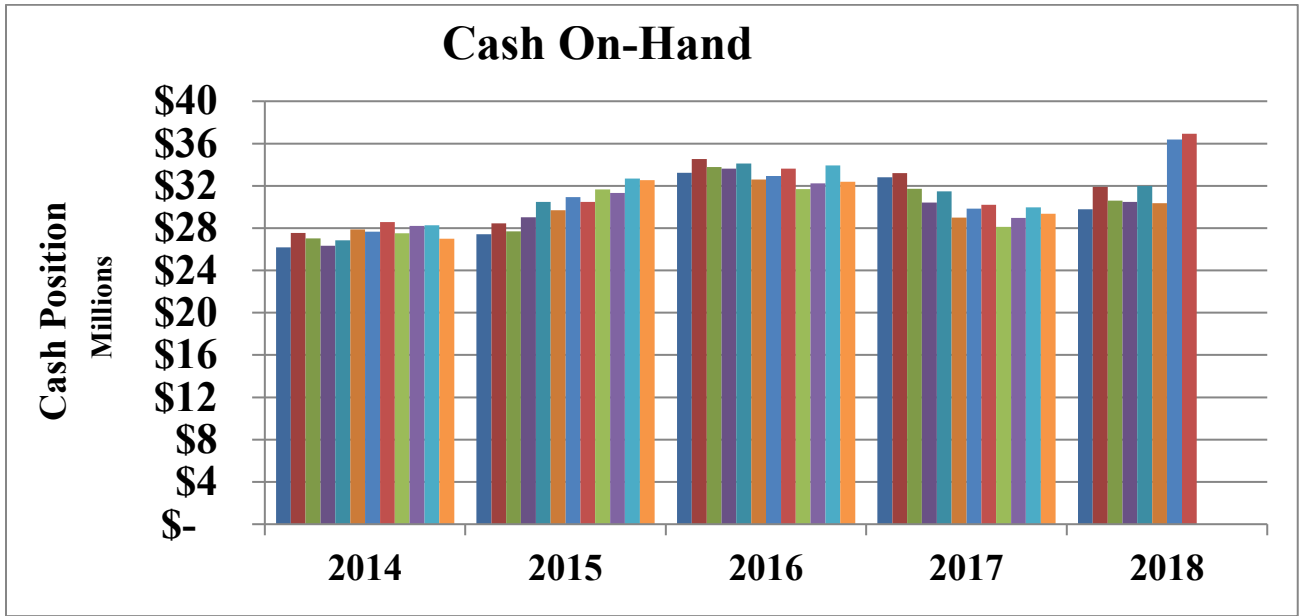
Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

James D. Snyder
Chairman

Dr. Matt H. Rostock
Board Member

Harvey M. Silverman
Board Member



Financial Information

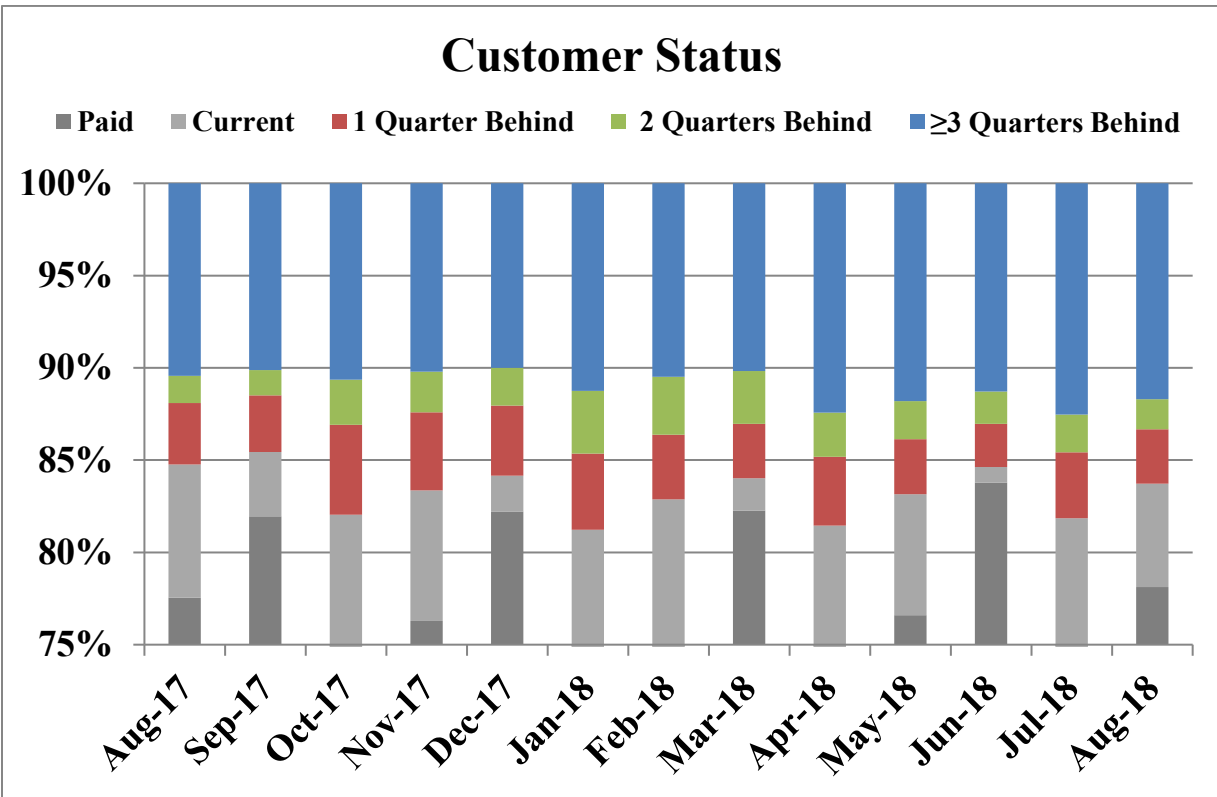
- Legal fees billed for the month of August was \$3,560. The fiscal year-to-date total is \$86,595.
- There was no Septage billing for the month of August. The fiscal year to date total is \$347.
- Developer’s Agreement – No new Developer agreements were entered into in August.
- I.Q. Water Agreements – Town Center PH I is past due for May, June, July, and August.
- Estoppel fees collected in August totaled \$5,925. The fiscal year-to-date total is \$79,400.

Summary of Budget vs. Actual

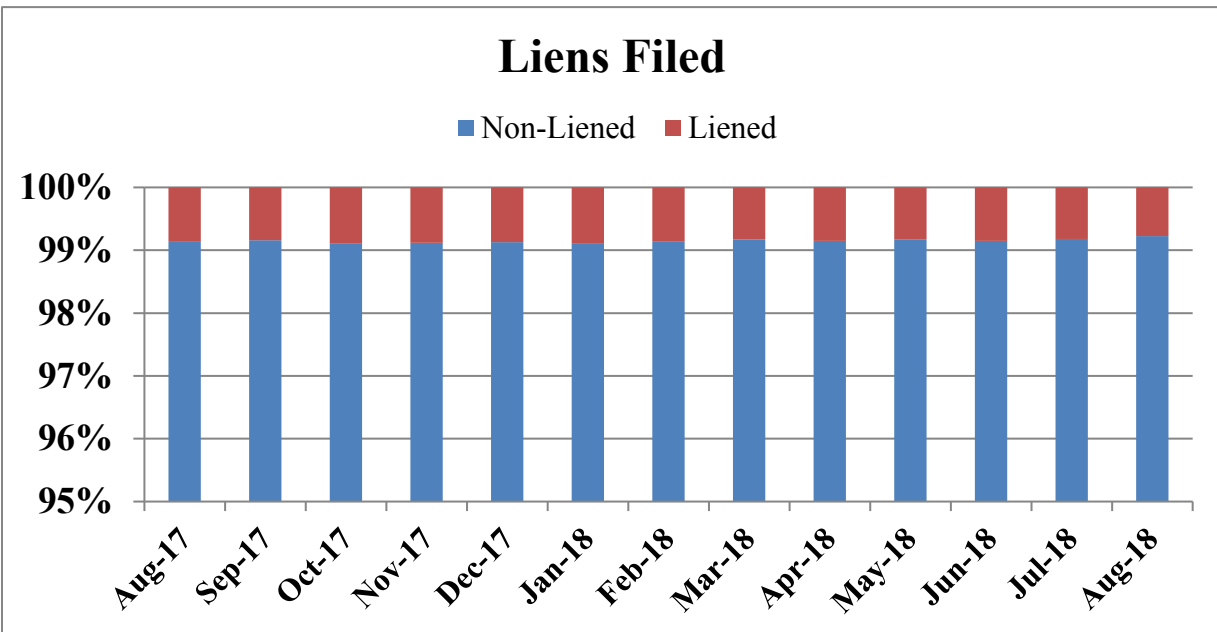
<i>Budget Benchmark</i> 92.00%	Actual August	Actual YTD	Budget FY 18	Favorable (Unfavorable)	Budget Expended
Revenues					
Operating Revenues					
Regional Sewer Service	\$1,396,347	\$15,348,816	\$ 16,909,884	\$ (1,561,068)	90.77%
Standby Sewer Service	7,948	112,086	189,216	(77,130)	59.24%
IQ Water Charges	192,329	2,115,617	2,200,544	(84,927)	96.14%
Admin. and Engineering Fees	4,467	97,809	55,775	42,034	175.36%
Late Fees	(36)	46,475	20,000	26,475	232.38%
Interest on Charges	287	43,224	20,000	23,224	216.12%
Other Revenue	19,547	374,359	327,000	47,359	114.48%
Subtotal Operating Revenues	1,620,889	18,138,386	19,722,419	(1,584,033)	91.97%
Capital Revenues					
Assessments	9,544	6,849,615	5,348,000	1,501,615	128.08%
Line Charges	21,714	491,822	260,800	231,022	188.58%
Plant Charges	64,609	1,260,230	1,536,790	(276,560)	82.00%
Capital Contributions	-	467,434	1,003,000	(535,566)	46.60%
Subtotal Capital Revenues	95,867	9,069,101	8,148,590	920,511	111.30%
Other Revenues					
Grants	735	13,991	608,000	(594,009)	2.30%
Interest Income	55,237	408,518	229,800	178,718	177.77%
Subtotal Other Revenues	55,972	422,509	837,800	(415,291)	50.43%
Total Revenues	\$ 1,772,728	\$ 27,629,996	\$ 28,708,809	\$ (1,078,813)	96.24%
Expenses					
Salaries and Wages	\$572,882	\$4,500,076	\$ 5,466,500	\$ 966,424	82.32%
Payroll Taxes	43,888	339,187	404,000	64,813	83.96%
Retirement Contributions	64,116	688,412	714,500	26,088	96.35%
Employee Health Insurance	100,456	1,077,314	1,263,500	186,186	85.26%
Workers Compensation Insuranc	1,918	87,406	103,600	16,194	84.37%
General Insurance	2,261	328,813	346,272	17,459	94.96%
Supplies and Expenses	61,285	932,415	1,070,685	138,270	87.09%
Utilities	108,470	1,216,349	1,519,980	303,631	80.02%
Chemicals	72,412	606,630	635,770	29,140	95.42%
Repairs and Maintenance	158,482	1,349,799	2,076,148	726,349	65.01%
Outside Services	84,369	1,531,595	1,771,870	240,275	86.44%
Contingency			225,000	225,000	0.00%
Subtotal Operating Expenses	1,270,539	12,657,996	15,597,825	2,939,829	81.15%
Capital					
Capital Improvements	510,360	4,358,591	10,099,500	5,740,909	43.16%
Renewal and Replacement	387,038	3,026,621	5,377,500	2,350,879	56.28%
Contingency		40,495	234,000	193,505	17.31%
Subtotal Capital	897,398	7,425,707	15,711,000	8,285,293	47.26%
Total Expenses	\$ 2,167,937	\$ 20,083,703	\$ 31,308,825	\$ 11,225,122	64.15%
Excess Revenues					
Over (Under) Expenses	\$ (395,209)	\$ 7,546,293	\$ (2,600,016)	\$ 10,146,309	

Accounts Receivable

The chart below illustrates customers' receivable status as a percentage of quarterly sewer billing. Paid or current balances represent approximately 84% billing.



The District serves approximately 32,000 customers. Currently, the District has 250 liens filed which represent approximately 1% of our customers.



Loxahatchee River District

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D. Albrey Arrington, Ph.D., Executive Director

MEMORANDUM

TO: D. Albrey Arrington, Ph.D.
Executive Director

FROM: Kris Dean, P.E.
Director of Engineering Services

DATE: September 12, 2018

SUBJECT: Director's Report - Engineering Division
September 2018 Board Meeting

Developer Projects

Staff were active on 8 Developer projects including the following activities.

Planning: Staff performed planning activities on the following projects.

Blowing Rocks Nature Conservancy: Staff coordinated with local engineering firms for design requirements to connect Blowing Rocks to the District's wastewater collection system.

Inlet Waters: Staff coordinated with the developer for design requirements to connect a proposed residential development along A1A across from Burt Reynolds Park.

Sonoma Isles IQ: The developer has re-engaged with staff for extension of the re-use system from Indiantown Rd to serve Sonoma Isles. The system will discharge into a lake on site for repump into the Sonoma Isles irrigation system.

Love Street: Final plans were approved and the FDEP application to construct executed and submitted to PBCHD for permitting.

Jupiter Medical Center North Parking: A parking lot extension on the north side of the Jupiter Medical Center. No new sanitary facilities are required as part of this project but reconfiguration of several service laterals and conflict resolution with proposed storm facilities will be required.

Jupiter Medical Center Neonatal Intensive Care Unit: The new neonatal intensive care unit building requires abandonment of a small portion of our system along with reconfiguration of service laterals for new and existing buildings.

Ocean Winds of Juno Beach: Three residential lots in Juno Beach currently undeveloped. This project will extend existing sanitary sewer to serve the eastern most lot (currently being developed).

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

James D. Snyder
Chairman

Dr. Matt H. Rostock
Board Member

Harvey M. Silverman
Board Member

Construction: Staff performed construction inspections, shop drawing review, RFI responses and/or attended preconstruction meetings for the following projects.

Admirals Cove: Staff are working with Admirals Cove engineers for plan approval on a new tennis pavilion, spa and kitchen expansion.

Jupiter Medical Center Pediatric Unit: Staff attended a preconstruction meeting to coordinate abandonment of District facilities no longer needed when the new unit is constructed.

Chabad Jewish Center: A new 14,000 SF commercial building with parking located at University and Marlberry Circle. The building will connect to the existing gravity system in Marlberry Circle.

Center Park Storage: A new 52,000 SF storage facility located behind Miller's Plaza off Center Street. The facility will connect to the existing Lift Station 027 gravity system adjacent to the property.

Pennock Preserve Phase 3: The last phase of Pennock Preserve. The project extends the gravity sewer system to the north and serves approximately 50 lots.

Final Completion: Staff performed final completion activities to include testing, final inspections, record drawings review and punch lists.

None

One Year Inspections:

None

Capital Projects

Staff were active on 46 Capital and/or Utility projects including the following activities.

Design/Bid: Staff are currently in the design or bidding phase for the following projects.

Lift Station Rehabilitations for 2018: Staff have completed plans for 4 station rehabilitations and are working on a format for a general lift station rehabilitation contract. The general services contract will allow for rehabilitation of specific lift station components at to be determined lift station sites and will also incorporate these 4 stations.

Jupiter Ocean Racquet Club Force Main Replacement Phase 2: Design and permitting of this project is complete. Bids were opened on September 11, 2018. We are currently evaluating the bids and hope to have a recommendation available prior to the September Board meeting.

18890 Country Club: Staff are working on design and permitting for a remnant property on Country Club Drive. This will be a low pressure sewer system discharging into the Lift Station 043 collection system.

Lift Station 70 Emergency Generator and Power/Control Panel: This project provides a permanent emergency generator at lift station 70 and a new power and control panel including variable speed pump drives. In an effort to expedite the panel and complete this work with the emergency generator, staff included the panel as a design/build specification, with specific

component and performance requirements, in the emergency standby generator project. This project is scheduled to Bid on September 18, 2018.

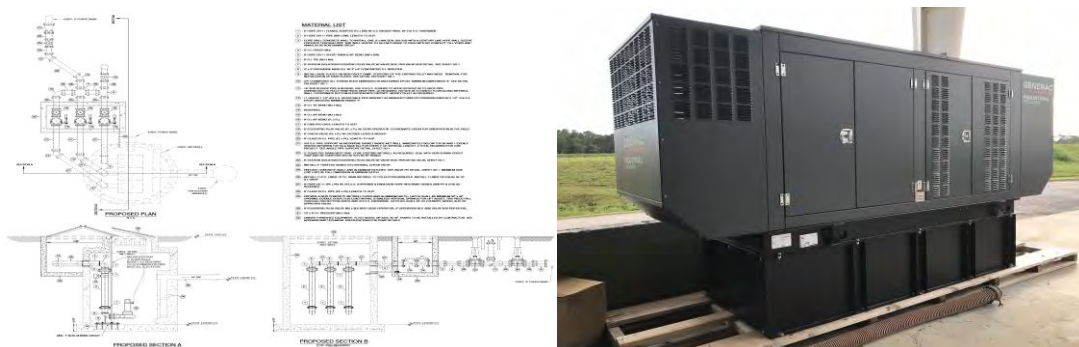
Cellular Telemetry: IT and Engineering staff are working on a project to test cellular telemetry installation at existing stations with no telemetry. Two units have been installed in the system and integrated into the District's SCADA system. The concept has been deemed viable, now staff will begin working on the procurement process. It is anticipated that we will select up to three suppliers to source telemetry units through a competitive bid process.

Upcoming Work: Staff have begun preliminary planning including scope writing and coordinating with contractors, vendors and surveyors for pricing of several upcoming inhouse projects for 2019. These include a gravity system for 181st Street, low pressure system for New Palm Beach Heights, emergency standby generators at lift stations 43 and 62, gravity system lining for the Penn Park area and lift station 97 collection system as well as lateral lining in the lift station 65 collection system (main lining occurred earlier this year).

Construction: Staff provided construction inspection and engineering oversight for the following projects.

LS 71 Emergency Generator: A project to provide a permanent emergency standby generator at LS 71. This station is part of the cascading lift station system along Country Club Drive in Tequesta. Lift Station 71 contract was awarded earlier this month. The submittal and permitting process is currently ongoing with a scheduled completion date of late November. Owner furnished equipment was received the first week of September and is stored on the plant site until the contractor is ready for delivery and installation.

Lift Station 114 Rehabilitation: The contractor has mobilized and taken delivery of the valve vault and power/control panel. Underground work and wetwell modifications are underway and while the schedule has slipped based on material delivery, completion is still anticipated by the end of August.



LS057: Pre-lining lateral inspections are complete and the lateral lining began this week with anticipated completion this month.

LS065: Main lining is complete and the contractor is working on punch list items and is scheduled to complete this month.

Radio Telemetry System: Data Flow Systems is working on the second phase of the system evaluation for the remaining 36 existing lift station DFS units and 24 existing irrigation station DFS units. We anticipate the second phase system evaluation being complete this fiscal year and the work being performed in 2019.

Consultant Projects:

Master Lift Station Rehabilitation: This project is for the rehabilitation of the Master Lift Station located just east of Pennock Ln on Indiantown Rd. The project will include pump replacement piping modifications, bypass facilities, isolation valves, coatings, meters and emergency generator replacement. The pre-construction meeting was held in July. The current schedule shows mobilization to the site in November 2018, station bypass from February through May 2019 and final completion in summer 2019.

Alternate A1A Subaqueous Crossing Replacement: This portion of the project includes piping up to the aerial bridge crossing at the Loxahatchee River and Alternate A1A. This project is scheduled to Bid on November 1, 2018.

Turtle Creek Sub-Phase 2 and 3: This project provides gravity sewer to the western portion of Turtle Creek. The project is released for operation. The contractor and engineer are working on resolution with the HOA regarding damage to landscaping and staff with the engineer are working with a resident for resolution of a service lateral installed in the wrong location.

Loxahatchee River Road IQ Main Replacement and 4" Force Main Installation: A project to replace a 16" aerial crossing along Loxahatchee River Road and extend the Loxahatchee River Road force main system up to Whispering Trails. Construction is complete; however, the engineer is coordinating with PBC for paving restoration requirements.

Whispering Trails Neighborhood Sewer System: This project provides a gravity sewer system to provide service to 181 lots in the Whispering Trails Subdivision off Loxahatchee River Road.

Jupiter Farms Elementary: This project extends the District's transmission system to Jupiter Farms Elementary School and connects the school to the District's system.

Lift Station 082 Master Plan Hydraulic Model: This project includes modeling of the District's lift station and transmission system south of the Inlet and east of the Intracoastal. The project is using the District's existing GIS data and will include future projections for flow and design parameters and cost estimates for Lift Station 082 to allow it to serve current, future and repump needs moving forward.

Imperial Woods: This project includes a low pressure sewer system to serve the Imperial Woods development off Loxahatchee River Road. The 30% plan review is complete. The consultant is working on the 60% submittal.

Other Utility Projects

These projects include plan review, coordination and inspections associated with other utilities such as the Town of Jupiter, Village of Tequesta, Town of Juno Beach, Palm Beach County and Martin Co.

Penn Park: A PBC neighborhood repaving project. Paving has been postponed to allow the District to inspect their gravity system and perform any improvements prior to paving. Staff are coordinating with contractors for TV inspections of the gravity system this month.

Elsa Rd. Drainage Improvements: This is a Town of Jupiter project to provide drainage improvements in the development off Elsa Rd.

Construction Department

Emergency Work in Lift Station 054 Collection System: Staff have worked on several emergency jobs in this area over the last month due to main line, service lateral and manhole failures. Lift Station 054 collection system is on the list for TV inspection in 2019 and is expected to fall in the lining schedule in 2020 if the recent repairs are a good indication of the remaining system condition.

Collections/Reuse



Above pictures depict:

Scheduled work at Plant Headworks with Collections assisting with the Vac con unit and also at RAS (return activated sludge) pump station per the request of Plant Operations Director and Maintenance Foreman

Below picture depicts:

A 160HP N model submersible pump was delivered back to Plant for storage and was a scheduled Factory rebuild per factory recommended runs hours of 20,000 hours. This pump is dedicated to IQ 511 Master Reclaimed Pump Station for all District IQ Golf course customers and Abacoa Development.



Below pictures depict:

Repairs/Replacement work performed by Reuse Operators on Plant site Nano Concentrate POC (point of connection) from the Town of Jupiter Water Treatment Plant. Replacement of the main flow meter that malfunctioned.

While this work performed, the Bypass line and flowmeter is in use and shown also in picture to right

Also shown in left picture is Reuse Operator performing diagnose work in Reuse office.



Sanitary Sewer Overflows

We are proud to report 0 sanitary sewer overflows for the month of August.

Loxahatchee River District

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D. Albrey Arrington, Ph.D., Executive Director

MEMORANDUM

TO: Albrey Arrington, Ph.D., Executive Director

FROM: Tony Campbell, Director of Operations

DATE: September 12, 2018

SUBJECT: Operations Department Monthly – Report for August 2018

Treatment Plant Division

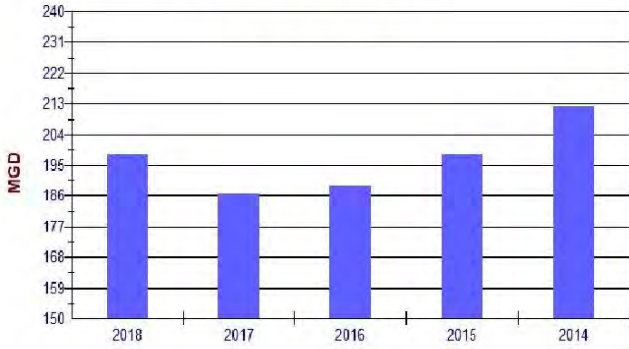
Values:

In the Month of August Operations and maintenance has pushed the importance of cross training in both Divisions. One of our operators has started training with Engineering to expand his abilities outside of Operations department and a maintenance technician is working side by side with an IT contractor to gain knowledge in PLC programing. Operations is working toward building a stronger department by expanding our knowledge through opportunities in and outside of our department. Operations will continue to explore other avenues of cross-training as we move towards the future. This is a great example of Operations demonstrating two of our core values, **spirit of service and collaboration.**



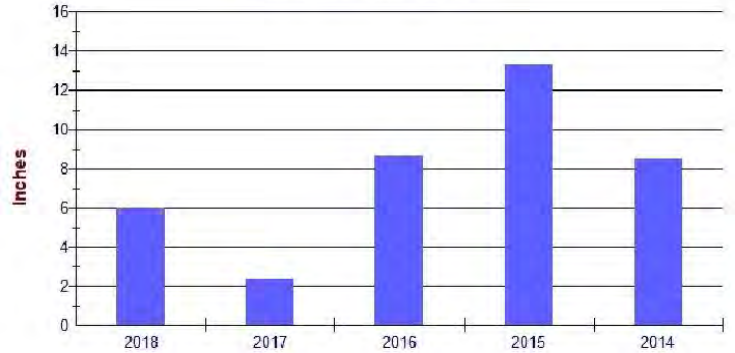
We have had another great month of no permit exceedances.

Current Month Total Flow



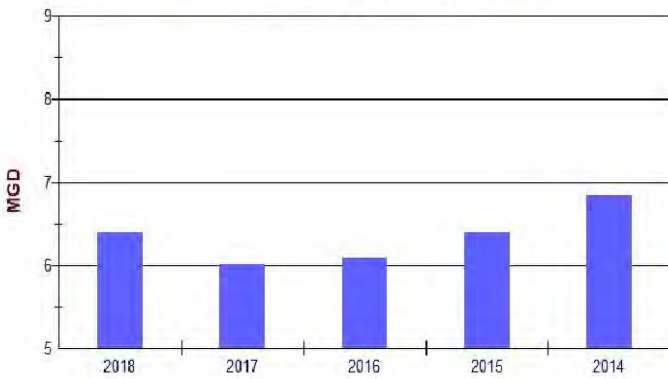
The plant total flow for the month of August was 198.12 million gallons.

Current Month Rain Fall



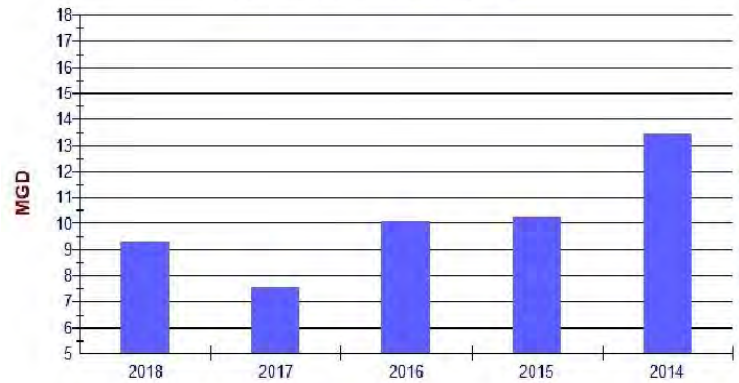
6.01 inches of rainfall was recorded at the plant site during the month of August.

Current Month Incoming Flow Daily Average



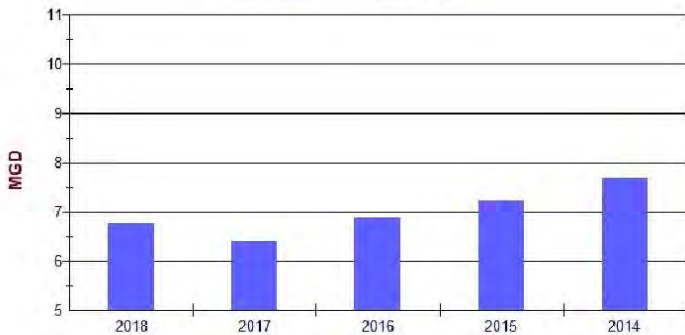
The treatment plant incoming flow for the month of August averaged 6.39 MGD compared to 6.01 MGD one year ago, for the same month.

Current Month Peak Hour Flow



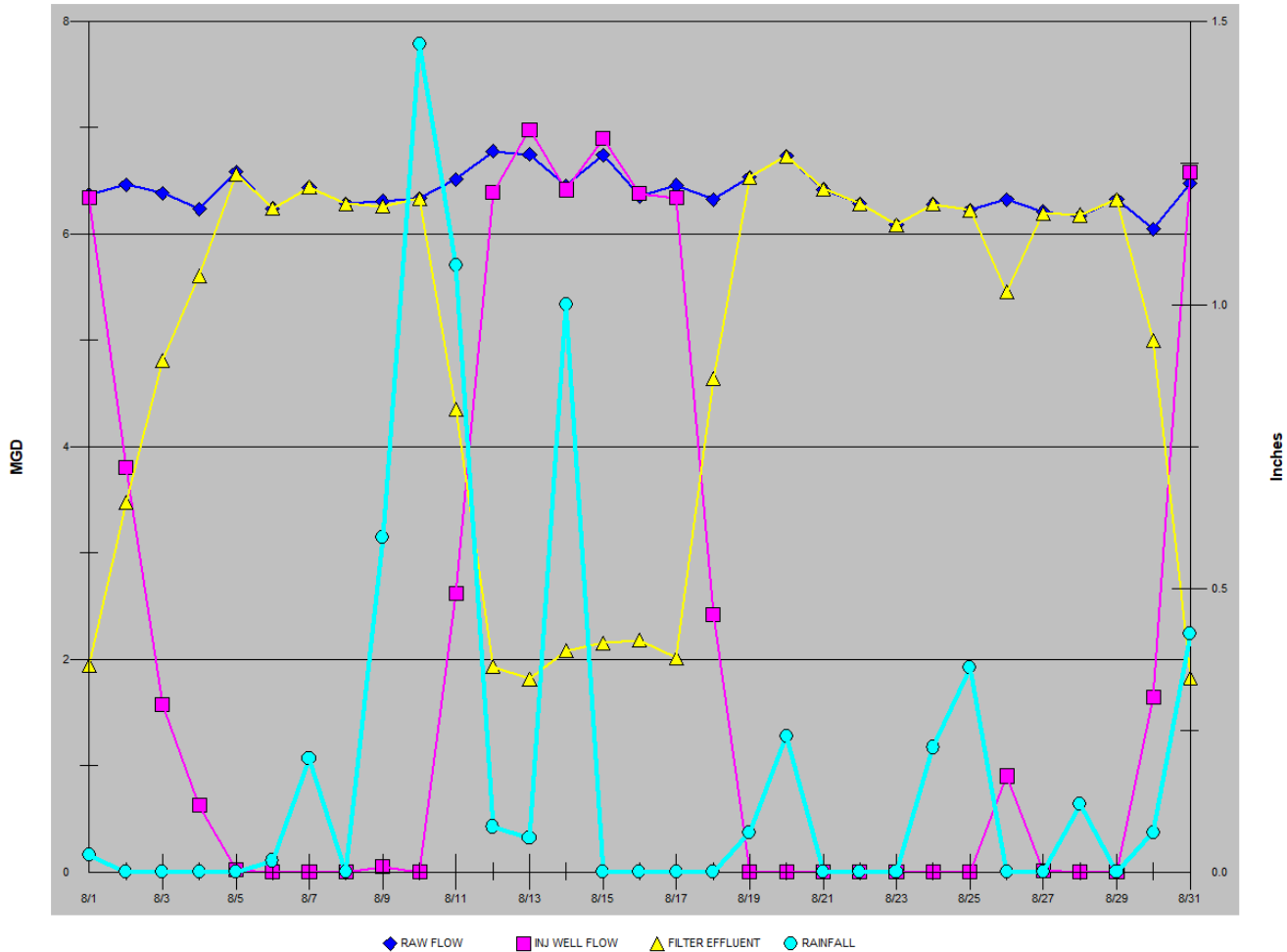
The peak hourly flow rate in August was 9.28 MGD.

Current Month Peak Flow



The greatest single day average flow in August was 6.78 MGD.

For the month of June, the plant received 198.12 MG of influent flow of which 150.67 million gallons were sent to the IQ storage system where they were dispersed as needed to the various golf courses and the Abacoa development sites. We received 6.01 inches of rain during the month and 66.00 million gallons of blended effluent was diverted to the Injection Well. Overall, 76.05% of incoming flows was recycled for IQ use and the plant delivered 173.78 million gallons of IQ water to the Reuse customers.



Year to date, the plant recycled 66.43% of all incoming flow and the total amount of IQ water delivered to reuse customers stands at 1,224.99 million gallons.

All required monthly reporting has been submitted on time.

Treatment Plant:



Progress on our Dewatering process control project is going well. Above we are finishing up with a extremely tedious process of labeling controls. Lately Operations has stressed the importance of correctly labeling controls for all assets to assure we have a clear description of pump and motor controls. The panel being worked on controls our chemical supply to both biosolids filter belt presses. It's crucial to optimize chemical dosage to presses to keep cost down and process good by not sending unneeded Polymer into plant. We hope to have this project completed soon and look forward to the benefits this automation will have on Operations. Some of the improvements include automation of biosolids feed, polymer dosage, belt speed and valve operation, all vital components of the process to produce class AA biosolids.

Maintenance Department:



Above:

One of the larger projects we have recently completed has been the removal of vegetation including water hyacinth and other emergent vegetation that builds up on the shore of our ponds. We rented a long reach excavator that will safely reach all vegetation on our 4 lakes and stabilization pond that has built up also staging it in an area for drying and decomposing. Maintenance has worked from our stabilization pond to our southward most lake in a nonstop effort to assure our lakes remain in excellent condition. We were able to utilize the machine for an entire month and removed 90-95% of lake vegetation.

Safety / Compliance

Safety Training for the month of August reviewed “Avoiding Back Injuries”.

According to the Federal Bureau of Labor Statistics, back injuries account for more than 1 million workers account for nearly 20% of all injuries and illnesses in the workplace, second only to the common cold for lost days of work.

For the month of August, the District employees received training on 5 new GMI PS200 multi-gas detectors. Gas detectors are a critical and required component of safety equipment when District employees conduct a confined space entry. They are vital to the safety of our employees because in a confined space situation, employees cannot rely solely on using their own sense of smell and vision to identify a possible gas hazard.

The detectors monitor for the following gasses simultaneously:

- LEL (Lower Explosive Limit) hydrocarbons (combustible gasses)
- Oxygen
- Carbon Monoxide
- Hydrogen Sulfide



For the Month of **August**, the District had **One (1)** OSHA recordable injury. For the Month of **August**, the District had **ZERO** lost time to report.

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D. Albrey Arrington, Ph.D., Executive Director

MEMORANDUM

TO: Albrey Arrington, Ph.D., Executive Director
FROM: Bud Howard, Director of Information Services
DATE: September 13, 2018
SUBJECT: Monthly Governing Board Update for August 2018

WildPine Ecological Laboratory

Riverkeeper Project

District and Town of Jupiter Staff collected water quality samples from 32 monitoring stations in August. Fecal indicator bacteria conditions declined slightly in August compared to July, but nutrient concentrations improved when compared to the State and Federal Numeric Nutrient Criteria (NNC) water quality standards.

In August, the proportion of stations with “poor” water quality for fecal coliform bacteria throughout the freshwater segments of the watershed increased from 12% in July to 22% (7 out of 32) in August (based on DEP’s threshold of 800 MPN/100 mL). Mean fecal bacteria concentrations for all sites was 640 MPN/100 mL, up from 318 MPN/100 mL in July. The highest concentration of fecal coliforms (3,448 MPN/100 mL) was once again at Station 735 in Sims Creek. The enterococcus counts in the brackish and marine segments of the river were also higher with 75% scoring “poor”, up from 60% in July. Mean enterococci bacteria concentrations for all sites was 590 MPN/100 mL, up from 338 MPN/100 mL in July. The highest concentration of enterococci (1,607 MPN/100 mL) was at the TPJ site in Jones Creek.

Total Nitrogen (TN) was “good” again in August, with all stations below the NNC for each river segment. The highest TN concentration was 1.3 mg/L at St. 56 on the northern boundary of Jonathan Dickinson State Park. The average TN for all sites was 0.8 mg/L.

Total Phosphorus (TP) concentrations significantly improved in August. In August 26% of our stations monitored for TP were “poor” according to the NNC criteria, down from 62% in July. The maximum TP concentration was 0.146 mg/L at St. 104 (Hobe Grove Canal). The average TP for all sites was 0.072 mg/L.

Chlorophyll concentrations also improved in August. When compared to the stringent NNC for each river segment, 30% of our stations sampled were considered “poor” for chlorophyll in August, down from 46% in July. The highest concentration was 68 µg/L at St. 106 in Kitching Creek. The average for all sites was 13 µg/L. There were no reports of visible algae in August.

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

James D. Snyder
Chairman

Dr. Matt H. Rostock
Board Member

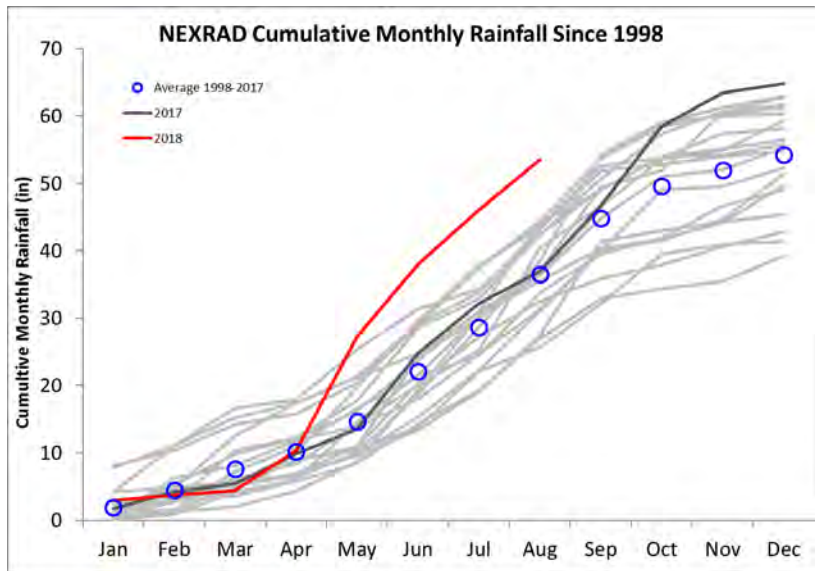
Harvey M. Silverman
Board Member

Hydrologic Monitoring

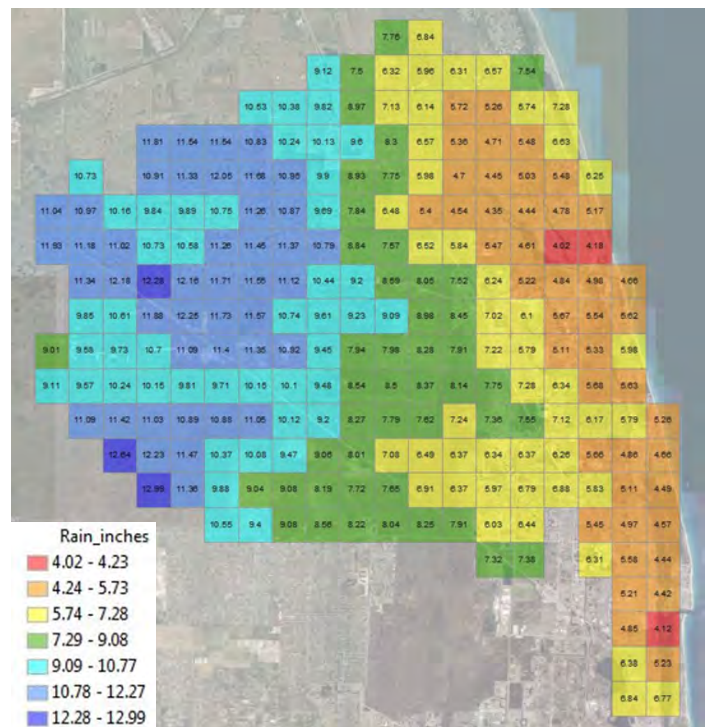
The under-reported story of this wet season is rainfall. August ended with a monthly rainfall total of 7.4” which is very near, albeit slightly less than the historical monthly average of 7.8”. However, year to date (Jan-Aug) cumulative rainfall for 2018 is 53.5”, 47% higher than the twenty-year average of 36.5” for the same period. Incidentally, this year’s cumulative total through August of 53.5” is only slightly less than the 20 year *annual* average of 54.3”! NEXRAD radar recorded rain 30 days during August, with the largest single daily rainfall of 1.0” occurring on August 11; August 21 was the only day with no recorded rainfall. The greatest amount of rain fell primarily on western regions of the watershed with total accumulations of 9” to 13” for the month. Coastal regions from Jonathan Dickinson State Park south into Juno experienced the least amount of rainfall with 4” to 7”.

This increased rainfall is reflected in high river flows measured at Lainhart Dam, and the highly unusual near-continuous flow measured at the S-46 flood control structure, which had mean daily flows of 180 cfs and 147 cfs. Peak flow over Lainhart Dam was 239 cfs measured on August 15, while peak flow at the S-46 structure was 291 cfs measured on August 12.

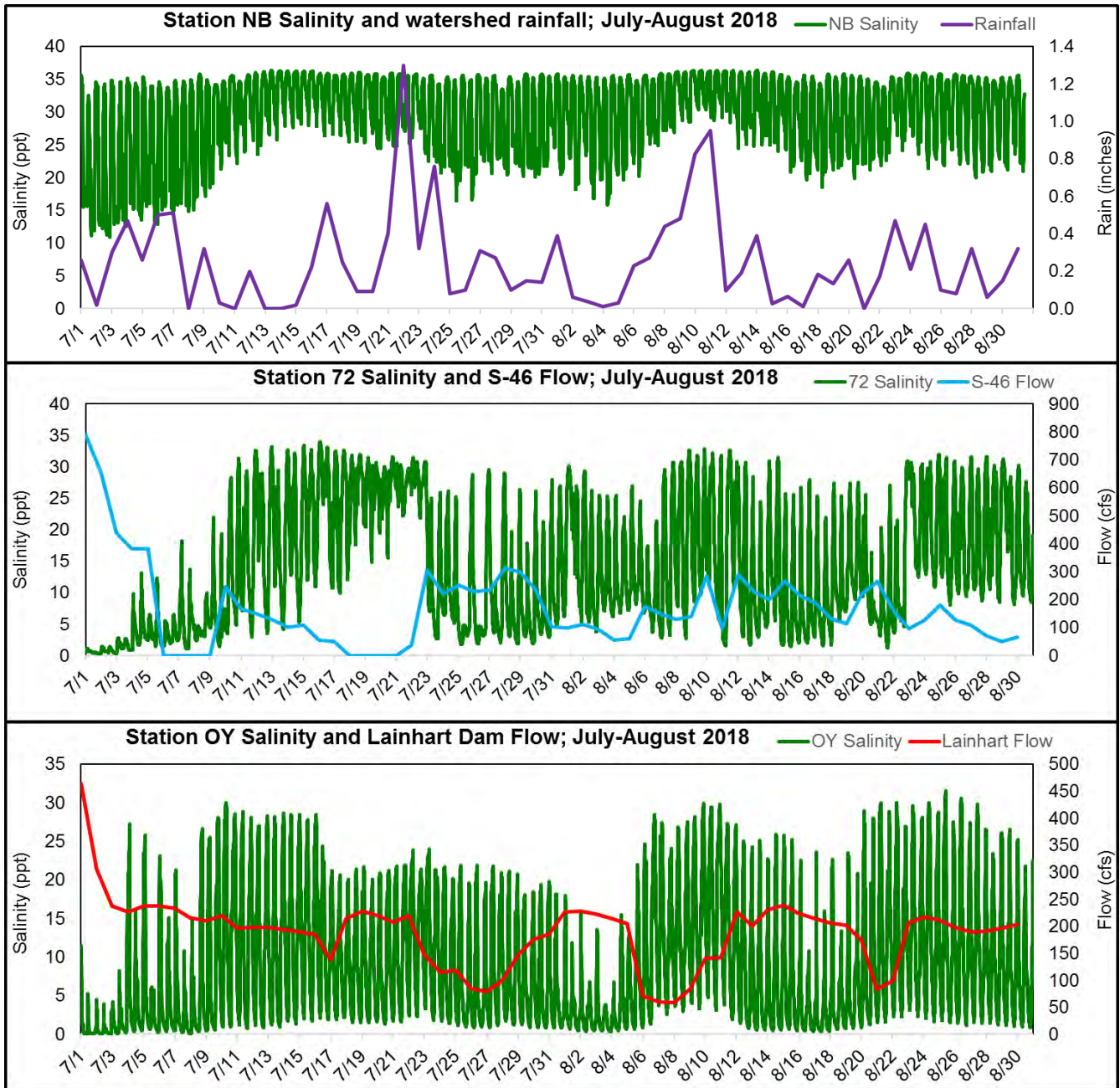
Increased river flows and urban runoff continue to alter salinity at downstream portions of the estuary (figure below). The flows through the S-46 flood control structure caused salinity to routinely reach less than 5ppt throughout August at Station 72 at Loxahatchee River Road, but as flows decreased toward the end of the month, salinity responded by increasing slightly starting August 24. Flow at S-46 has been in a general decline since the end of August. The continued high flow over Lainhart Dam had an observable impact on salinity measured at the downstream OY datasonde site in the Northwest Fork, adjacent to the oyster habitats.



Cumulative annual rainfall using NEXRAD radar-based data. Red line indicates current 2018 cumulative rainfall total. Blue circles indicate mean accumulative rainfall since 1998. (2017 indicated as dark gray line).



Rainfall distribution across the watershed using NEXRAD data. Each pixel represents an area of 2 km x 2 km. Blue colored pixels show highest rainfall and red pixels show lowest rainfall.



Figures above shows relationship between rainfall (purple), river flows measured at S-46 flood control structure in the Southwest Fork (blue) and Lainhart Dam (red) and salinity for the months of July and August. Salinity is measured at North Bay (NB) just west of the RR Tracks (top pane), Station 72 Loxahatchee River Road bridge (middle pane) and Oyster Site (OY) in the Northwest Fork (lower pane).

Oyster Settlement Monitoring

Oyster settlement monitoring for August is complete and again shows unusual oyster spawning activity. Oyster settlement in the Southwest Fork slowed to expected summertime levels of only 609 spat m². This is considerably less than the anomalous 10,905 spat m² observed in the Southwest fork last year. The mean spat in the Northwest Fork was 5,460 spat m² with the majority of the settlement occurring at the downstream site. The continued high flows observed at the Lainhart Dam may be preventing larval oysters from reaching the more upstream sample site.

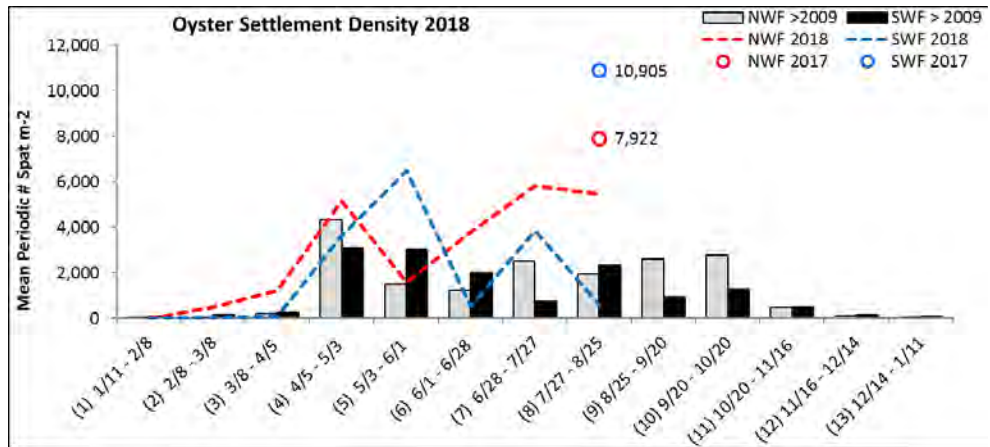
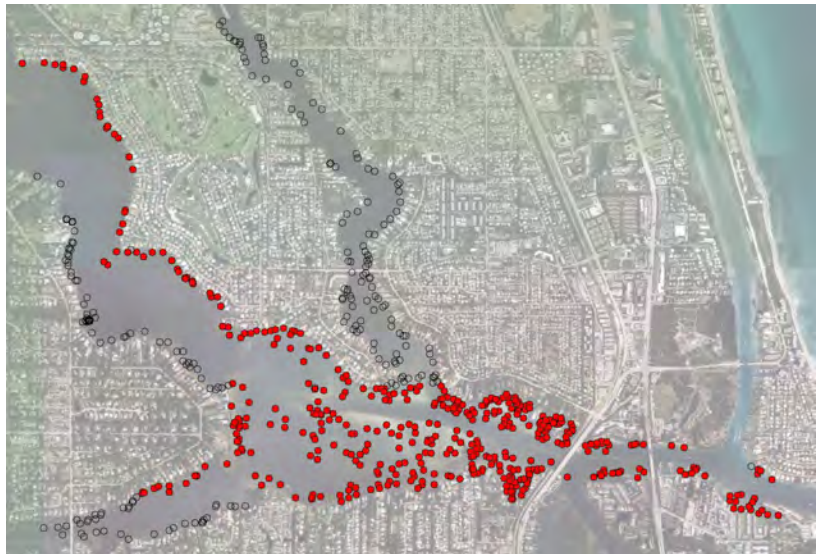


Figure shows mean density of most recent oyster spat settlement in the NWF and SWF (dashed red and blue lines respectively) compared to historical means from 2009-2017 (gray and black bars) and density from same period of 2017 (red and blue circle).

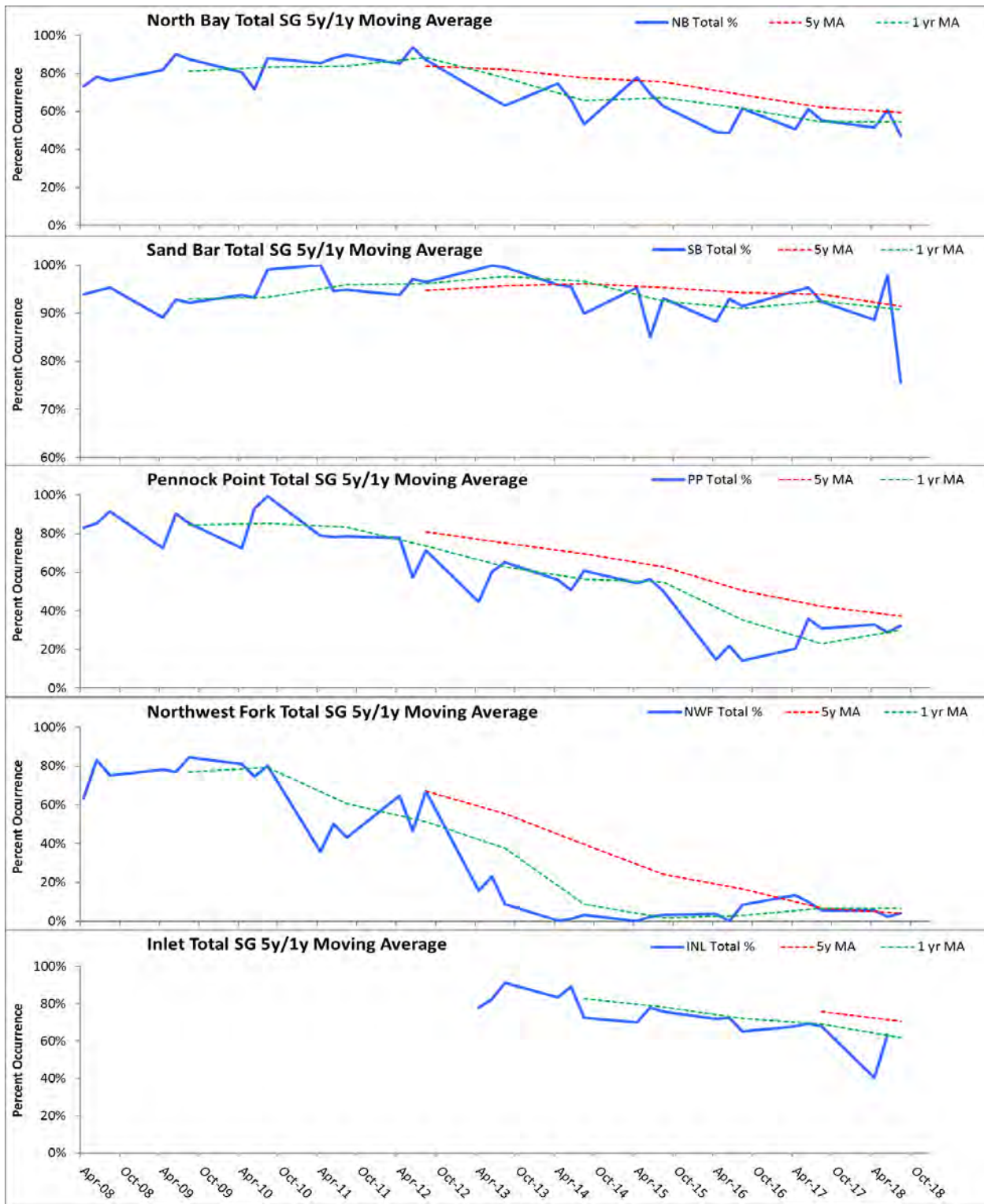
Seagrass Monitoring and Mapping

The summer estuary-wide seagrass monitoring and mapping project continues. This project involves revisiting 668 individual points in the river and deploying 9m² collapsable quadrats to document seagrass presence. When overlaid on the previous 2007, 2010, and 2014 mapping projects, we now have the ability to compare the 2018 data to historical data, and assess changes in overall distribution and composition of seagrass in the Loxahatchee River. To date, lab staff has completed 453 of the 668 points, or 68% of our goal, which cover the region east of the railroad bridge, central embayment, portions the southwest fork, and eastern shoreline of the northwest fork.



Map of seagrass sampling points for estuary-wide seagrass mapping project for summer 2018. The lab staff plans to revisit 668 individual points randomly selected from previously established points. Each study point represents 9 square meters. Red dots indicate region sampled this summer.

Our ongoing bimonthly monitoring of five seagrass sites for 2018 is now complete. Short term seagrass occurrence trends suggests the Sand Bar and Inlet monitoring sites continue to decline, but North Bay, Pennock Point, and Northwest Fork are slight improvements over the past year. This is especially promising at the Pennock Point and Northwest Fork sites where seagrass has been in constant decline over the past several years.



Figures above show time-series of total percent occurrence of seagrass for each site for sample months of April, June, and August since 2008. Green line shows the percent occurrence from respective month of previous year. Red line shows five-year long term moving average of respective sample months.

Volunteer Water Quality Monitoring Program



The Volunteer Water Quality grade for August was an “A” overall. Four of five reporting sites scored an “A” or “B”. Station 10, located on the Jupiter Inlet, had “Fair” scores for salinity, dissolved oxygen and clarity when sampled during ebb tide. During flood tide, water quality was “Good” at the Inlet site. Station 62 also had lower than historical measurements for clarity and pH and scored a “B” grade for August.

Table: Volunteer Score. Colored cells show Dark (High) to Light (Low) results. Results are compared to historical values specific to each site to determine an overall score and final grade. Color is based on an average monthly score based on results of either a 1 or 2 (“1” =normal; “2” =abnormal). Secchi is visible to bottom (depth in meters).

August-18

Site	Temp (F)	Secchi	Salinity	pH	DO	DO%	Color	Vis	Salt	pH	DO	DO%	Color	Score	Grade
LR10V	84.2	1.4	27.6	8.2	5.9	89.5	1.0	Fair	Fair	Good	Fair	Good	Good	72.2	C
LR30V	83.5	1.8	26.7	7.9	6.4	96.3	1.0	Good	Good	Good	Good	Good	Good	97.2	A
LR52.5V	85.6	0.8	19.5	7.8	5.0	72.5	1.0	Good	Good	Good	Good	Good	Good	100.0	A
LR62V	80.6	0.8	4.3	7.2	4.2	54.1	1.0	Fair	Good	Fair	Good	Good	Good	83.3	B
LR107V	81.2	VAB	0.3	7.1	5.5	70.0	1.0	VAB	Good	Good	Good	Good	Good	100.0	A
Average	83.0													90.6	A

VAB (Visible at Bottom)
DO (Dissolved Oxygen)

scale: 0=poor 2=fair 4=good

Customer Service

Payment Processing

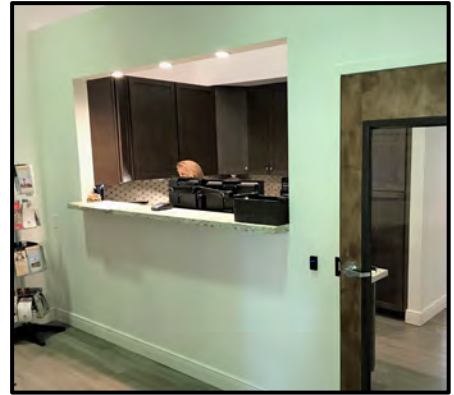
Staff were busy processing our 3rd Quarter Bills that were due August 15. Thanks in part to the ease of setting up AutoPay through our payment services provider, we set a new *single day* payment processing record of 6,333 payments totaling nearly \$750,000. For the month staff processed over 17,000 payments totaling over \$2.1M. This quarter we saw over 20% more payments the first month of the quarter and proportionally fewer payments the second month of the quarter when the bills were due. The data suggests that more of our customers that pay by paper check paid early this quarter and more customers are taking utilizing the AutoPay service. This heavy month of payments provided the opportunity to evaluate the proportion of customers paying by eCheck (~40%) versus credit/debit card (~60%), and this pattern appears to be stabilizing.

Information Technology

Security

In August the IT staff completed the access control element of the reception area renovations. Improvements from the renovation include:

1. A barrier wall with card reader access-controlled doors to provide physical separation between the lobby and the offices.
2. Raised the height of the reception desk and counter for improved separation between the visitor, reception staff, and their workspace.
3. Additional workspace and storage with updated cabinetry, tile, counter tops and lighting.



A big “shout-out” goes to the talented staff in the Operations Maintenance Department that coordinated the project and did much of the finish work in-house.

Computer Training

We are now providing additional computer training sessions (ex. Outlook, EAM, OneDrive, etc.) each month to accommodate various staff schedules and we are seeing increased staff participation.

SCADA System Improvements

Staff have begun making configuration and structure changes to improve alarm notifications, as well as configuring replacement server hardware.

Damage Assessment Tool Presentation at the GISExpo

Dave Sabin presented at this year’s GISExpo where he showcased our updated Mobile Damage Assessment and Reporting Tool. The GISExpo is a regional conference of Geographic Information System (GIS) professionals. This year more than 700 attendees participated in 6 concurrent presentation sessions.

For this month’s Watershed Status Report we will provide a brief version of this presentation.



Loxahatchee River Environmental Center September 2018



River Center Summary Statistics

LRD'S ENVIRONMENTAL STEWARDSHIP DASHBOARD

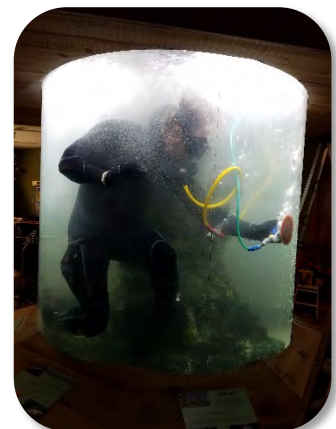
	Total Visitors	School & Camp Visitors	RC Offsite Programs	RC Onsite Programs	RC Staff Guest Appearances	Program Cancellations	Volunteer Engagement	1st Time Visitors	Visitor Satisfaction	Staff Assessment	Environmental Stewardship	Expenses	Program Revenue
	% of Target	% of Target	% of Target	% of Target	% of Target	% of programs	% of Target	% of Target	Rating Average	Rating Average	Positive Responses	% within budget	% of Target
Benchmark / Customer Expectation	≥ 90%	≥ 90%	≥ 90%	≥ 90%	≥ 90%	< 5%	≥ 90%	≥ 90%	≥ 4	≥ 4	≥ 90%	≥ 85% but ≤ 105%	≥ 90%
Green Level	≥ 90%	≥ 90%	≥ 90%	≥ 90%	≥ 90%	< 5%	≥ 90%	≥ 90%	≥ 4	≥ 4	≥ 90%	≥ 85% but ≤ 105%	≥ 90%
Yellow	≥ 75%	≥ 75%	≥ 75%	≥ 75%	≥ 75%	< 10%	≥ 75%	≥ 75%	≥ 3	≥ 3	≥ 80%	≥ 80%	≥ 75%
Red	< 75%	< 75%	< 75%	< 75%	< 75%	> 10%	< 75%	< 75%	< 3	< 3	< 80%	< 80% or > 105%	< 75%
2016 Baseline	100%	104%	51%	110%	155%		103%	27%	N/A	N/A	N/A	111%	124%
2017													
Aug	87%	43%	89%	80%	80%	11%	120%	50%	4.9	N/A	N/A	103%	191%
Sept	71%	96%	96%	90%	0%	0%	62%	48%	4.9	N/A	N/A	103%	107%
Oct	103%	107%	90%	156%	304%	8%	79%	113%	4.7	N/A	N/A	98%	104%
Nov	139%	145%	1120%	265%	600%	13%	67%	92%	N/A	N/A	N/A	93%	100%
Dec	126%	113%	150%	125%	18%	0%	117%	50%	5.0	4.0	78%	96%	101%
2018													
Jan	121%	78%	117%	122%	15%	11%	233%	98%	4.9	4.2	88%	96%	101%
Feb	118%	133%	169%	155%	124%	24%	162%	67%	5.0	4.1	90%	85%	87%
Mar	104%	83%	263%	143%	186%	0%	79%	46%	4.7	3.9	93%	93%	75%
Apr	89%	66%	227%	113%	480%	42%	205%	84%	4.2	4.0	88%	91%	49%
May	139%	81%	120%	282%	0%	9%	287%	54%	4.8	3.6	97%	83%	41%
June	100%	113%	181%	108%	0%	0%	95%	79%	5.0	3.9	99%	87%	86%
July	102%	90%	202%	114%	0%	0%	145%	78%	4.8	3.9	98%	91%	78%
Aug	106%	59%	157%	109%	0%	27%	80%	136%	4.6	4.6	87%	88%	102%
Consecutive Months at Green	4	0	12	12	0	0	0	1	9	1	0	3	1
Metric Owner	O'Neill	Harris	Harris/Duggan	Harris/Duggan	Duggan	Harris	Harris	O'Neill	O'Neill	O'Neill	O'Neill	O'Neill	O'Neill

Metric	Explanation
School & Camp Visitors	We had 4 programs cancel that last week before school started. Based on the low numbers August 2017 & 2018, we may need to reassess our target. Current target is based on both our capacity (ability to take field trips) & participation. We may need to focus more on participation.
RC Guest Appearances	River Center did not have any outreach opportunities scheduled this month.
Program Cancellations	We had 4 programs cancel with only 2 weeks of program for the entire month.
Volunteer Engagement	95% of our volunteers return to school in mid-August, so we usually see a dip in participation starting about 10 days before school starts and then very little participation the rest of the month as they sort out their new schedules.
Environmental Stewardship	We had a couple of low ratings from the field trips in this area. No other specific comments were given.

River Center General

Renovations at the River Center

We closed the River Center for one week after school started to do some updates and repairs. The River Center was repainted (same blue color) as well as the LSS room. The hardwood floors throughout the lobby, gift shop, classroom and other areas were recoated. In three exhibits (Reef tank, Dock Piling and Seagrass aquariums) the exterior and interior acrylic was sanded down to remove scratches. The contractor that we used was very affordable and was able to do the work "wet", meaning we did not have to remove fish and put them holding tanks. This was less stressful for both the fish and staff. We had no casualties from the work.





Lecture Series

Our September lecture featured Chelsea Bennice, a PhD candidate in FAU's doctoral program in Integrative Biology. Her lecture included her cutting-edge research on two local South Floridan octopus species. We had 63 people in attendance at this lecture.

Special Programs

Intro to Kayaking Course

On Friday, August 10th the River Center hosted our final *Introduction to Kayaking* course for the summer season. Participants in these workshops had the opportunity to practice basic kayak strokes, learn safety tips and demonstrate how to be a proficient paddler on the water. Our courses are conducted by one of our River Center, Level 2 Kayak instructors and are great opportunities to become a better paddler. We had eleven participants in this workshop with a lot of interest from families to continue these kayaking opportunities during the school year.

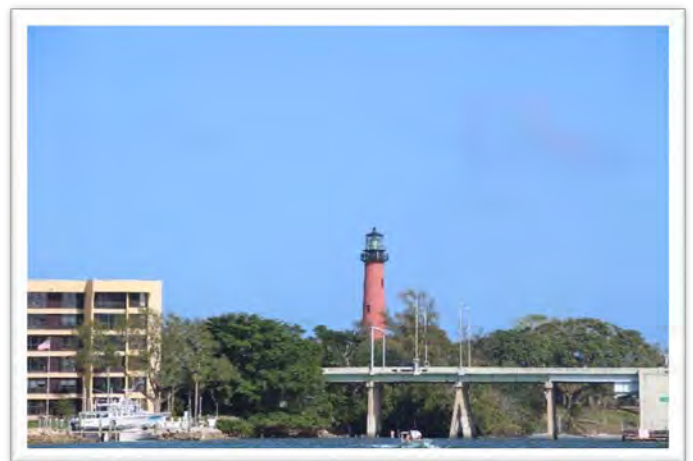


Little Otters Family Fun Program

The River Center hosted our last Little Otters program for the summer on Saturday, August 4th. This fun experience was designed for working parents with younger children (ages 3-6 years old) to get comfortable taking their children outside and in the water. This last event brought in 11 participants to enjoy stories, touch tank demonstrations, nature scavenger hunts in the garden, and dip netting experiences along the mangroves. We look forward to offering this program next summer.

Sandbar and Sea Shell Family Boat Trip

On Wednesday, August 1st the River Center hosted its last of the summer season Sandbar and Sea Shells Boat Tour. We worked with Aqua Adventures to provide these boating experiences geared towards families all summer long. This trip provided the opportunity for guest to get out of the boat and into the water and open the throttle and speed around the central embayment. This trip had seven kids and six parents onboard to snorkel at Bird Island, seine and dip net on the sandbar, and boat around the lighthouse. This was the perfect experience to get families out on the water to enjoy and explore the Loxahatchee River.





Youth Volunteer Appreciation Event

The River Center celebrated our youth volunteers with our annual Volunteer Appreciation Event on Saturday, August 4th for an evening of fun, laughs and gratitude. We had 30 volunteers come out to enjoy tacos, desserts, and share funny stories. To help them blow off some steam, the River Center hosted its first laser tag war games where it was every man and woman for themselves in a battle for volunteer victory. Volunteers were awarded a photo presentation and certificates. This year's Best of the Best "BOB" Award was awarded to Rachel Chazotte. We would like to thank all our volunteers for their hard work and dedication throughout the year. Without their energy, support, and time the River Center would not be where we are today.

Aquatic Adventure Summer Camp: Nature Navigators



On Monday, July 30th thru Friday, August 3rd, the River Center held our last week of Aquatic Adventure Summer Camp! Our last week was for the Nature Navigators, designed for children ranging from ages 6 to 8 entering 1st, 2nd, and 3rd grade. We traveled throughout Jupiter to visit all parts of the Loxahatchee River. Campers kayaked at Fullerton Island and Sawfish Bay, seine and dip netted at Coral Cove Park, explored the Jupiter Inlet at the Jupiter Inlet Lighthouse, and snorkeled at Dubois Park. These campers also went on special visits to Busch Wildlife Sanctuary and Hobe Sound Nature Center. It was a great week with beautiful weather and water. What a great way to end the summer!

Outreach

No Outreach Events this month

Volunteer of the Month – Kyle Rutter

This month the River Center would like to award the Volunteer of the Month to Kyle Rutter. Kyle is a junior at Suncoast High School and first joined the River Center team last summer participating in the first ever High School Community Service Camp. This summer, Kyle expressed an interest in our Summer Camp Counselor Program helping with a week of Middle School Snorkel Camp and a week of Nature Navigators, completing a total of 119 volunteer community service hours to date. Kyle has shown time and again that he is dedicated, incredibly hard working, and eager to help wherever needed. The campers, staff, and other volunteers always enjoyed the day when Kyle was around. The River Center would like to thank him for his continued commitment and dedication, and we look forward to seeing the successes and achievements in Kyle's future.



Upcoming River Center Events

RSVP at www.lrdrivercenter.org/events-calendar
rivercenter@lrecd.org or 561-743-7123

September 22, 9:00 am – 4:00 pm: Project WILD Train the Trainer Workshop: Project WILD is designed to help educators teach about wildlife and the environment through engaging, hands-on educational activities, incorporating all subjects, from math to music. This training is for educators who have participated in two or more Project WILD workshops and would like to take things to the next level and lead a workshop themselves! The Train the Trainer workshop will be held on Saturday, September 22nd at the River Center in partnership with the River Center, Florida Fish and Wildlife Conservation Commission, and Florida Youth Conservation Centers Network.

October 26, 6:00 pm – 8:00 pm: Photography Contest: The River Center is proud to announce the return of the Loxahatchee River Amateur Photography Contest. This competition is open to all amateur photographers and contains three categories of competition: Fauna, Flora, and Human Interaction. Photos submissions for the contest will begin September 4 – October 16th.

October 5, 12 pm – 1 pm: Lecture: TBD

October 27, 8am – 4pm: Boating Safely Class: The River Center continues to collaborate with the US Coast Guard Auxiliary "Flotilla 52" to provide a series of Boating Safely Classes targeted specifically to young boaters in our community. These classes are provided through a generous sponsorship by the AustinBlu Foundation, a not-for-profit dedicated to raising awareness and promoting educational programs to improve boater safety. There is no cost for this class, however there is a deposit required to reserve a seat. The deposit of \$10 will be refunded in full to all students who complete the class. Recommended for children 12 years and up.

October 11, 2 pm – 5 pm: Loxahatchee Boat Tour: Take a trip up the beautiful, Wild and Scenic Loxahatchee River aboard an adventure vessel with Aqua Adventure Tours led by a River Center Naturalist. See the different habitats of our estuary, explore the untouched and protected areas of the river and participate in some hands-on activities on-board. Cost: \$40/person – book online.

October 16, 3 pm – 5 pm: Kayak Tour: Join the River Center for our Public Kayak Tour to Pine Glades Natural Area. Paddle along through the fresh water marsh on our naturalist led tour for great views of local wildlife. All equipment will be provided but interested participants should bring water shoes, sunscreen, and plenty of water! The cost for this program is \$20 per person. Make sure to reserve your spot today! Space is limited!

October 19, 6 pm – 9 pm: Halloween Campfire at the River Center! Join the River Center staff and volunteers for a “Night at the Haunted Aquarium!” Ghosts and Ghouls can enjoy fun costumes, gooey s’mores, crafts, games, and a hayride! Suggested donation \$5/person or \$20/family. Pre-registration is requested.



Rebecca Patterson: The Conservatory School
PBC STEM Teacher Extern
Loxahatchee River Center

1. Explain what you are doing at this business and what is your role?

While at The River Center, I was responsible for different activities that helped with day to day activities. Some of those tasks included running one of the programs for different camps, assisting with aquatic camp, story time, feeding the different animals, touch tank and assisting guests. I was also responsible for creating three different programs for elementary school groups. This included a lesson plan with PowerPoint.

2. How will this experience help you as a teacher?

This experience has taught me so much and helped me to develop a greater love for our environment. I stepped outside of the box this summer and experienced things that will allow me to teach my students through my true inquiry and on the job training. I also feel that I lived a true PBL experience.

3. How do you plan on bringing this experience back into the classroom?

I have developed a relationship with The River Center and plan on having them come in for special guests. I have also joined the Marine Educator Association and will be taking the collection class so that I can bring real experiences back to my students. I feel that this experience was just what I needed to bring an excitement and love of the ocean back to my students. I will also share the numerous photos and slide presentation with them!

4. What has been learned at the worksite as it relates to your specific science/mathematics/ technology content?

I learned about the challenges that we face daily in the ocean habitat and surrounding watershed. I also have learned about the different animals that are endangered and how we can help solve this issue. Not only did I learn all of these things but have also learned how to identify different species.



5. What has been learned at the worksite that has contributed to an enhancement of your skills and competency?

I have learned different techniques to teach all students. I was fortunate enough to learn so many things about the ocean and surrounding water systems. This has enabled me to have more knowledge to teach my students and hopefully instill a great love for this amazing ecosystem.

6. What connections have you made between your worksite and the importance of the 4C's (Communication, Collaboration, Critical Thinking and Creativity)?

I have made some incredible relationships that will help with collaboration and the importance of the community working together with schools to teach our children. This amazing experience truly helped me increase my knowledge, find some creative and exciting ways to teach science and helped me to develop some incredible relationships that I will carry into my classroom with my students.

7. How can businesses and schools work together to enhance the classroom environment for students?

After this wonderful experience, I will be the first person to tell anyone that will listen just how important it is to have businesses and schools work together. I feel that I also helped them see a different vantage point. We can all work together to help our children! This was the absolute greatest experience! Four weeks wasn't long enough! Every day was the best day ever!!!!

The River Center Externship: Rebecca Patterson Sixth and Seventh Grade Science The Conservatory School



During my four weeks at The River Center, I was responsible for writing lessons, leading storytime, running sessions and helping with day to day operations. As a Sixth and Seventh grade science teacher I was able to bring my expertise to the center and help them prepare lessons and activities for the Center. I was also able to be a fresh set of eyes to offer a different perspective!

This STEM externship had a huge impact on me and my class. I have fallen in love with our environment all over again through this incredible four weeks! We are actually doing our PBL project on conservation and working with The River Center. My students are so excited to learn about all of my exciting adventures.

I learned so much during my externship! I worked with the staff to create lesson, conduct tours and explore our wonderful watershed!

Five fun facts:
3 employees and 3 interns and of course ME:)
School groups and the community are the biggest clients:)
They offer many different volunteer opportunities.
The River Center offers different classes throughout the year.
They also have summer camp for ages 8 and up.



Everyday at The River Center was the BEST DAY EVER!!! I learned so much and feel as though I have become a better a teacher! I realized that it is so important to take care of our environment! I am so thankful for this experience!!



Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

2500 Jupiter Park Drive, Jupiter, Florida 33458

Telephone (561) 747-5700 • Fax (561) 747-9929 • www.loxahatcheeriver.org



D. Albrey Arrington, Ph.D., Executive Director

MEMORANDUM

TO: Governing Board
FROM: Administration Staff
DATE: September 10, 2018
SUBJECT: Consultant Payments

The following amounts have been reviewed, and approved for payment to our consultants for work performed during the prior month.

	<u>Prior Month</u>	<u>Fiscal YTD</u>
Smith, Gaskill & Shenkman, PA	\$31,742.51	\$134,950.85
Arcadis		\$40,201.93
Hazen	\$11,714.02	\$364,136.65
Holtz	\$11,150.25	\$140,577.78
Mathews	\$12,979.26	\$185,874.37

Should you have any questions in regard to these items, please contact Kara Peterson concerning the attorney's invoice, and Clint Yerkes concerning the engineers' invoices.

J:\BOARD\Consult2018.docx

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

James D. Snyder
Chairman

Dr. Matt H. Rostock
Board Member

Harvey M. Silverman
Board Member

Future Business



Neighborhood Sewering:

- Preliminary Assessment-Turtle Creek Subsystem 2
- Preliminary Assessment-Turtle Creek Subsystem 3
- Final Assessment-12750 US Hwy 1
- Final Assessment-County Line Rd-Martin Co.

Other:

- Alternate A1A Force Main Extension Contract
- Penn Park Gravity System Lining Contracts
- Lift Station 70 Permanent Emergency Generator Installation
- Process Control Contract Renewal
- Employee Health Insurance
- Procurement Policy Revision
- Jupiter Farms Elementary Force Main Construction Contract