

# 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](http://www.loxahatcheeriver.org)



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

## **AGENDA REGULAR MEETING #1-2019 JANUARY 17, 2019 – 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 **Page 3**
  - C. Additions and Deletions to the Agenda
  - D. Election of Officers **Page 10**
3. Comments from the Public
4. Status Updates
  - A. Loxahatchee River Watershed **Page 11**
  - B. Loxahatchee River District Dashboard **Page 12**
5. Consent Agenda (see next page) **Page 13**
6. Regular Agenda
  - A. Consent Agenda Items Pulled for Discussion
  - B. Governing Board Appointments and Liaisons **Page 35**
  - C. Inlet Waters Cost Sharing Agreement **Page 37**
7. Reports (see next page) Pulled for Discussion
8. Future Business **Page 95**
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: January 7, 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

## **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. Authorization to Execute Reports (2019-01) [Page 14](#)
- B. Lenmore Drive Amended Resolution (2019-02) [Page 16](#)
- C. Palmwood Rd Ph II Amended Resolution (2019-03) [Page 22](#)
- D. Employee Retirement Plan Trustee Designation – to designate Trustee [Page 30](#)
- E. Fixed Asset Disposal – to approve disposal [Page 31](#)
- F. Change Orders to Current Contracts – to approve modifications [Page 33](#)

## **7. REPORTS**

- A. Neighborhood Sewering [Page 50](#)
- B. Legal Counsel's Report [Page 52](#)
- C. Engineer's Report [Page 53](#)
- D. Busch Wildlife Sanctuary [Page 57](#)
- E. Director's Report [Page 58](#)

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



## MEMORANDUM

TO: Governing Board

FROM: Recording Secretary

DATE: January 7, 2019

RE: Approval of Meeting Minutes

Attached herewith are the minutes of the Regular Meeting of December 13, 2018. As such, the following motion is presented for your consideration.

“THAT THE GOVERNING BOARD approve the minutes of the December 13, 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  
DECEMBER 13, 2018

1. CALL TO ORDER

Chairman Snyder called the Regular Meeting of December 13, 2018 to order at 7:02 pm.

2. ADMINISTRATIVE MATTERS

A. ROLL CALL

The following Board Members were in attendance.

Mr. Boggie  
Mr. Rockoff arrived at 7:04  
Mr. Snyder  
Mr. Silverman  
Dr. Rostock

Staff Members in attendance were Dr. Arrington, Mr. Yerkes, Mr. Howard, Ms. Peterson, Mr. Campbell and Mr. Collins.

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

Mr. Ruben Cruz (Director of Planning and Zoning) and Mr. Fahy (Vice Mayor Pro Tem) of the Town of Juno Beach were also in attendance.

Mr. Veerling from Southeastern Pump was also in attendance.

B. PREVIOUS MEETING MINUTES

The minutes of the Regular Meeting of November 15, 2018 were presented for approval and the following motion was made.

MOTION: Made by Mr. Silverman, Seconded by Dr. Rostock,  
Passed Unanimously.

“THAT THE GOVERNING BOARD approve the minutes of the November 15, 2018 Regular Meeting as submitted.”

C. ADDITIONS & DELETIONS TO THE AGENDA

No additions or deletions were made.

### 3. COMMENTS FROM THE PUBLIC

The Board received a letter from Juno Town Manager Joseph Lo Bello regarding the sewer project for the New Palm Beach Heights area containing concerns and requests from the residents of New Palm Beach Heights.

Jesus Tejeda, Cindy Black, Cynthia Frasher, David Cox, Steven Mather, Cathy Shea and Glen Black, residents of New Palm Beach Heights expressed concerns regarding the sewer project including the timing, the costs, and the necessity of installing sewers as well as the reliability of the system and intent of the District. Residents also requested water and/or soil testing and expressed concern over the cost of connecting duplex residences.

Dr. Arrington reviewed the information provided to the residents at the October 30, 2018 Open House and addressed their questions and concerns. Dr. Arrington supplied the residents with his email address for any additional questions.

The Board expressed concern over the disparaging remarks made by some of the residents.

Mr. Boggie asked the residents why they did not bring their concerns to the Board when they were notified of the sewer project three years earlier.

Chairman Snyder invited the residents to stay for the presentation by Mr. Howard on septic system pollution.

### 4. STATUS UPDATES

#### A. LOXAHATCHEE WATERSHED STATUS

Mr. Howard gave a presentation on septic system pollution modeling using ArcNLET.

A break was taken from 8:05 to 8:10.

#### B. LOXAHATCHEE RIVER DISTRICT DASHBOARD

Dr. Arrington reviewed the District Dashboard.

### 5. CONSENT AGENDA

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

“THAT THE GOVERNING BOARD approve the Consent Agenda of December 13, 2018 as presented.”

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

A. Notice of Intent to Assess-18870+18890 SE Country Club Dr. (2018-32)

“That the Governing Board approve Resolution 2018-32, the Notice of Intent to Assess, the Pending Lien Notice, and the Exhibits for the 18870 and 18890 SE Country Club Dr. Assessment Area.”

B. Headworks Generator Purchase – to approve purchase

“That the District Governing Board authorize the “piggy-back” of the Florida Association of Counties (FSA&AC) contract with ACF Power Systems, Inc. for an 80KW Generator Package Specification #77 in accordance with ACF Power Systems, Inc.’s proposals dated October 1, 2018.”

C. Deep Well Pump Purchase – to approve purchase

“That the District Governing Board authorize the “piggy-back” of the City of Orlando for the purchase of one (1) Layne vertical turbine pump and one (1) discharge head from TAW Orlando Service Center Inc., in accordance with District specifications and their proposal dated November 12, 2018 in an amount of \$68,308.80.”

D. Fixed Asset Disposal – to approve disposal

“That the Governing Board authorize the Executive Director to dispose of tangible personal property including asset tag number 2911 in the schedule above.”

F. 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. Low Pressure Pump Purchases

Dr. Arrington reviewed Mr. Yerkes memo on the award of contract for low pressure pump units. The Board asked Mr. Veerling of Southeastern Pump when the price of the pumps would increase. Mr. Veerling believes the current pricing will expire at the end of the year.

MOTION: Made by Dr. Rostock, Seconded by Mr. Silverman,  
Passed Unanimously.

“THAT THE DISTRICT GOVERNING BOARD has received documentation from the Purchasing Principal that the following materials can only be obtained through a “sole source”

as described in the District Procurement Policy and approves excepting this purchase from the bid requirements; therefore:

“THE DISTRICT GOVERNING BOARD authorizes the Executive Director to execute Purchase Orders for the purchase of 38 simplex grinder pump units for Island Country Estates from Southeastern Pump in the amount of \$123,130.00; and

for the purchase of 47 simplex grinder pump units for Imperial Woods from Southeastern Pump in the amount of \$152,245.00; and

for the purchase of 34 simplex grinder pump units for North Palm Beach Heights from Southeastern Pump in the amount of \$110,190.00.”

C. Odor Control (Evoqua) Contract

Dr. Arrington reviewed the odor control contract.

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

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to execute a purchase order to Evoqua Water Technologies, Inc., for the continued provision of odor and corrosion control chemicals and services, in accordance with a “piggy-back” of Lee County contract for a three (3) year period of January 1, 2019 to May 13, 2021, with a potential additional three (3) 1-year renewals and in an amount not to exceed \$750,000.00.”

D. Jupiter Farms Elementary Force Main Contract

Dr. Arrington reviewed the Jupiter Farms Elementary Force Main contract.

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

“THAT THE DISTRICT GOVERNING BOARD authorize award of contract to Felix Associates of Florida, Inc., for the Jupiter Farms Elementary Sanitary Sewer System contract, in accordance with their bid received December 5, 2018, in the amount of \$1,089,490.00, contingent upon School District approval of the bid.

and

The Board authorizes a Contingency Amount of \$15,000.00.”

E. Lift Station 82 Conversion Engineering Award

Dr. Arrington review the Lift Station 82 conversion engineering award.

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

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to execute an Amendment to the Continuing Contract with Holtz Consulting Engineers,

Inc., for Lift Station #82 Rehabilitation, in accordance with their proposal and in an amount not to exceed \$76,249.00.

and

The Board authorizes a Contingency Amount of \$1,500.00.”

F. Procurement Policy: Time Sensitive Change Order

Dr. Arrington reviewed the Time Sensitive Charge Order provision in the Procurement Policy.

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

“THAT THE DISTRICT GOVERNING BOARD ratify and approve the Loxahatchee River District’s Procurement Policy to include Section 2.10(5), Time-Sensitive Change Order provision as presented and with an effective date of December 14, 2018.”

G. Executive Director Review

Mr. Snyder discussed his review of Dr. Arrington’s 2018 performance and suggested a 2% salary increase and a net \$5,000 bonus. Mr. Silverman suggested increasing the bonus to \$10,000.

MOTION: Made by Mr. Silverman, Seconded by Dr. Rostock,  
Passed Unanimously.

“THAT THE DISTRICT GOVERNING BOARD receive the review of Dr. Albrey Arrington, Executive Director, and adjust his Employment Agreement as follows: A 2% increase in his base salary, effective December 29, 2018, and a net \$10,000.00 bonus, paid December 14, 2018.”

H. Busch Wildlife Tour of Discovery Center

Dr. Arrington reviewed the renovations to the BWS Discovery Center. Dr. Arrington invited the Board Members to view the newly renovated BWS Discovery Center and a recess was taken from 9:00 to 9:30 to tour the facility. Dr. Rostock commended and thanked Mr. Boggie for his efforts as liaison to Busch.

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

8. FUTURE BUSINESS

Dr. Arrington reviewed the Future Business.

9. COMMENTS FROM THE BOARD

Dr. Arrington and each of the Board Members thanked Mr. Yerkes for his 37 years of dedication to the District and congratulated him on his upcoming retirement.

10. ADJOURNMENT

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

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BOARD CHAIRMAN

---

BOARD SECRETARY

---

RECORDING SECRETARY

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

## MEMORANDUM

**TO:** Governing Board  
**FROM:** D. Albrey Arrington, Ph.D., Executive Director  
**DATE:** January 9, 2019  
**SUBJECT:** Election of Officers

The Governing Board annually conducts an election of officers to fill the five positions described below. Existing officers are shown in parentheses.

<b>Chairman</b> (Snyder)	runs the meetings, executes contracts and documents and sets the meeting agendas.
<b>Vice-Chairman</b> (Rostock)	fills in for the Chairman in his absence and conducts official business as may be delegated by the Chair.
<b>Treasurer</b> (Rockoff)	signs checks and money transfers and monitors the budget through review of monthly statements and the audit.
<b>Secretary</b> (Boggie)	keeps the records of the District in proper order and attests formal documents.
<b>Asst. Sec'y/Treasurer</b> (Silverman)	acts in the absence of the Secretary or Treasurer of the Board.

At our meeting this month, Chairman Snyder will open the floor for nominations. The motion format suggested below can be used. If necessary, an election, by hand count or ballot, may be conducted.

Once the new Chairman is elected, he will receive the gavel and conduct the remainder of the meeting.

Suggested Motion Format:

**"THAT THE GOVERNING BOARD elect:**

**Dr. Rostock to serve as Chairman,  
Mr. Rockoff to serve as Vice Chairman,  
Mr. Boggie to serve as Treasurer,  
Mr. Silverman to serve as Secretary, and  
Mr. Snyder to serve as Assistant Secretary/Treasurer**

**of the Governing Board of the Loxahatchee River Environmental Control District."**

If you have any questions or comments on this procedure, please feel free to give me a call.

j:\admin\board\OfficerElection

Gordon M. Boggie  
Board Member

Stephen B. Rockoff  
Board Member

James D. Snyder  
Chairman

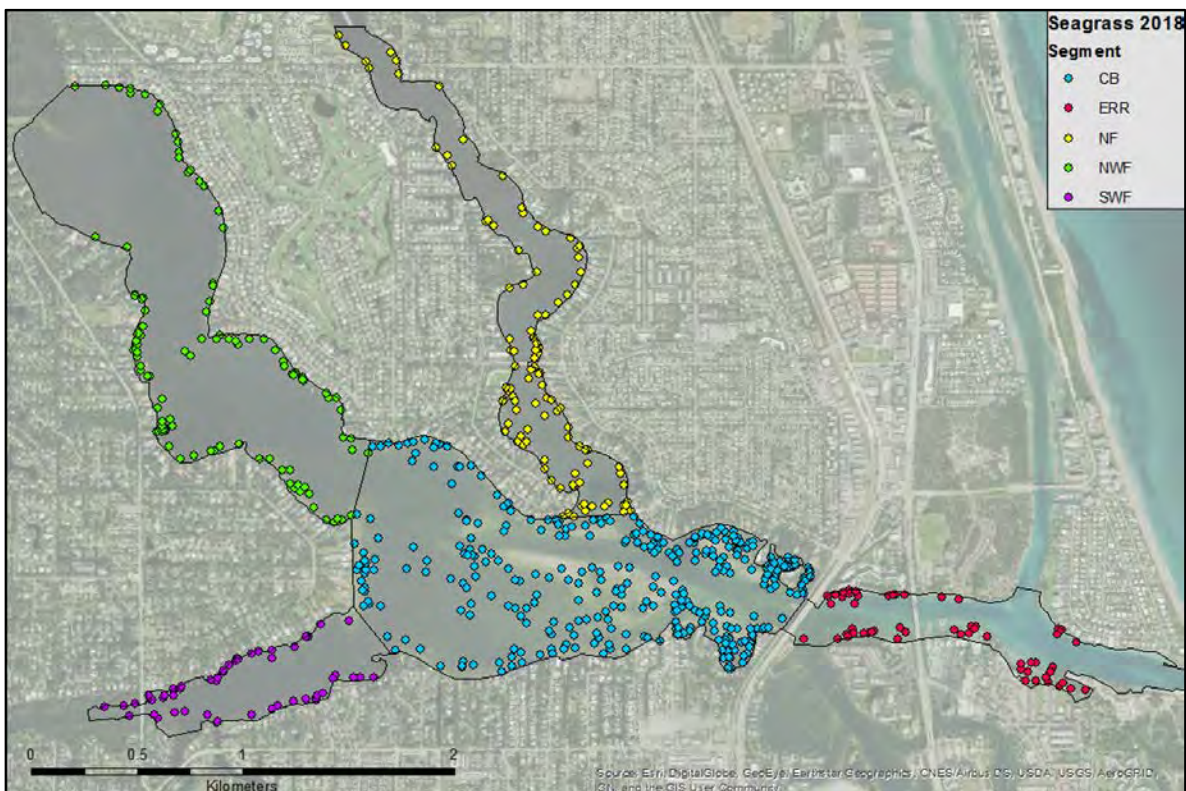
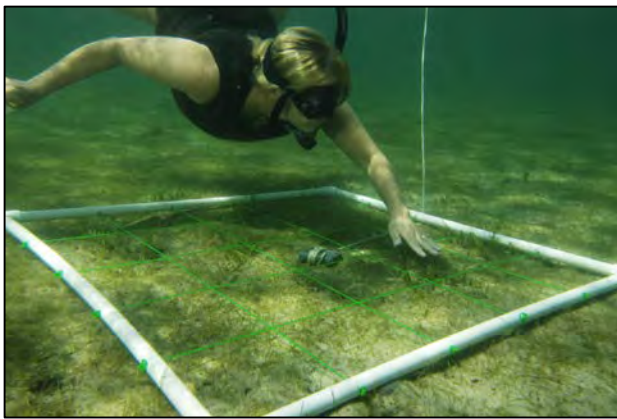
Dr. Matt H. Rostock  
Board Member

Harvey M. Silverman  
Board Member




## Loxahatchee River Watershed Status Seagrass Monitoring Update

Last summer the Lab Staff repeated our landscape-scale seagrass monitoring assessment. This ambitious project involved sampling over 650 locations throughout the Loxahatchee River estuary to evaluate changes in seagrass density and extents. At our meeting we will provide a summary of this work and explain how the 2018 findings compare to the previous surveys in 2007, 2010 and 2014.



# LOXAHATCHEE RIVER DISTRICT'S EXECUTIVE DASHBOARD



		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
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	% 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		104%	6.6	1	0	2	0	1,127	9	\$ 30,425,084	95%	85%	98%	85%	0	50	23	1 > 200
2017	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	99%	89%	93%	27%	1	180	15.8	7 > 200
	Sept	96%	6.3	3	0	5	0	1219	8	\$ 35,472,108	100%	87%	93%	27%	0	191	17.6	1 > 200
	Oct	120%	6.4	1	0	2	0	1296	7	\$ 35,973,349	96%	73%	100%	100%	0	77	29.1	1 > 200
	Nov	120%	6.6	0	0	3	0	1226	8	\$ 37,075,977	95%	82%	100%	100%	0	9	29.2	1 > 400
	Dec	131%	6.8	0	0	1	0	1310	5	\$ 37,311,234	103%	84%	100%	67%	1	2	33.3	0 > 200
Consecutive Months at Green		8	115	3	15	0	65	100	20	114	77	0	39	0	0	0	2	4
Metric Owner		O'Neill	Campbell	Dean	Dean	Campbell	Campbell	Campbell	Dean	Peterson	Peterson	Peterson	Yerkes	Yerkes	Campbell	Howard	Howard	Howard

## Metric

Sewer Overflows  
Operating Expense  
Capital Projects On Time  
Employee Safety  
Lainhart Flow

## Explanation

This month we had 1 minor spill at the low pressure sewer system that serves the BWS Hospital - a 1.25" PVC coupling failed causing a minor spill of wastewater. The system has been repaired and the facilities placed back into service. Mr. Campbell's Operations Report has more details.

In the beginning of the fiscal year our actual expenses are below straight-line budget projections. We expect our expense spending will catch up to budget projections as we progress through the fiscal year.

The following projects are behind schedule: construction of gravity sewers in Whispering Trails; installation of permanent generators at Lift Station 43 and 62; replacement of Olympus force main; and lining of gravity sewer laterals in Penn Park and Lift Station 65 gravity system.

An employee in Operations had dirty water splashed into his eye when a wet well hatch was dropped. Out of precaution, the employee received antibiotic drops for his eye. We are reviewing the need for and importance of safety glasses.

Because of the very dry conditions in the watershed, Lainhart Dam flows averaged 30 cubic feet per second for the month of December, which is below the minimum flow value of 35 cfs. SFWMD appears to be pulsing flows with higher flows Thursday through Sunday and lower flows Monday through Wednesday.



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

## MEMORANDUM

TO: Governing Board  
FROM: Administration Staff  
DATE: January 7, 2019  
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. Authorization to Execute Reports (2019-01)
- B. Lenmore Drive Amended Resolution (2019-02)
- C. Palmwood Rd Ph II Amended Resolution (2019-03)
- D. Employee Retirement Plan Trustee Designation – to designate Trustee
- E. Fixed Asset Disposal – to approve disposal
- F. 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 January 17, 2019 as presented.”**

Signed,

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

D. Albrey Arrington, Ph.D.  
Executive Director

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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: Governing Board

FROM: Kara Peterson, Director of Finance and Administration

DATE: January 8, 2019

RE: Approval of Resolution 2019-01

Attached herewith is Resolution 2019-01, authorizing specific signatures for execution of all reports required under the Florida Statutes.

“THAT THE GOVERNING BOARD approve Resolution 2019-01 authorizing specific signatures for execution of all reports required under the Florida Statutes.”

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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



## RESOLUTION NO. LRECD 2019-01

A RESOLUTION OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT AUTHORIZING SPECIFIC SIGNATURES FOR EXECUTION OF ALL REPORTS REQUIRED UNDER THE FLORIDA STATUTES, AND PROVIDING FOR AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT RESOLVED by the Loxahatchee River District Board as follows:

1. The Executive Director (D. Albrey Arrington) and/or Deputy Executive Director (Kris Dean), or their designee, are hereby authorized on behalf of the Loxahatchee River District to execute all permits and reports required under the Florida Statutes and as required by any other rule, statute, law, ordinance or regulation.
2. As relates to financial reports, the Director of Finance and Administration (Kara Peterson) is also authorized to sign.
3. As relates to permit-required Reports, sent to the Environmental Protection Agency and the Department of Environmental Protection, the Director of Operations (Anthony Campbell), or his designee, is also authorized to sign.
4. This Resolution shall be effective as of the date of its adoption.

PASSED and ADOPTED at the regular Board Meeting by the Loxahatchee River District Board on January 17, 2019.

Loxahatchee River District

\_\_\_\_\_  
, Chairman

Attest:

\_\_\_\_\_  
, Vice Chairman

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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**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

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NORTH PALM BEACH, FLORIDA 33408

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

**Shenkman@LawPalmBeach.com**

January 2, 2019

**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

Loxahatchee River Environmental Control District

2500 Jupiter Drive

Jupiter, Florida 33458-8964

Re: Resolution 2019-02 and AMENDED FINAL Assessment Roll for LENMORE DRIVE

Dear Albrey:

Attached to this letter is Resolution 2019-02, Exhibit "A"

AMENDED 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 JANUARY 17, 2019 meeting is as follows:

"THAT THE GOVERNING BOARD approve Resolution 2019-02 adopting the  
AMENDED **LENMORE DRIVE** FINAL Assessment Roll and Exhibits."

Sincerely,

*Curtis L. Shenkman*

Curtis L. Shenkman



RESOLUTION 2019-02  
AMENDING RESOLUTION NO. 2018-05

A RESOLUTION OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT RELATING TO THE **LENMORE DRIVE** ASSESSMENT AREA IMPROVEMENTS; PROVIDING THE SPECIAL ASSESSMENTS SHALL BE COLLECTED BY THE DISTRICT; 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 **LENMORE DRIVE** Assessment Area; and

WHEREAS, The District’s previous Resolutions **2016-16, 2018-04 & 2018-05** were approved by the District’s Governing Board and directed the preparation of the Assessment Roll.

WHEREAS, Palm Beach County has declined to collect the Assessment on the Non-Ad Valorem Tax Roll, and the District is amending the Resolution provisions relating to collection of the Assessments shall be by the District.

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

Section 1. The Governing Board amends the Special Assessment Roll attached hereto as Exhibits “A” and “B” as to the method of collection. The unit of measurement for each assessment area is that each parcel is assessed equally.

**Section 2. The Transfer of Property Lien to Non-Ad Valorem Tax Bill, recorded 02/16/2018, CPN 20180061862, in Official Records Book 29656, pages 830 to 835, is hereby amended to rescind the Transfer of the Property Lien to Non-Ad Valorem Tax Bill, and is hereby amended to reinstate the Property Lien against the properties located in the LENMORE DRIVE SPECIAL ASSESSMENT AREA, and amend the method of collection to be by 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 Special Assessments shall be a default hereunder and will cause a CLAIM OF LIEN to be issued against the property which may result in a loss of title.

RESOLUTION **2019-02**

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 November 2, 2017, 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 shall collect the Special Assessments directly from the Property Owners.**

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 17th day of JANUARY, 2019.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT:  
VOTE

\_\_\_\_\_  
JAMES D. SNYDER

\_\_\_\_\_  
STEPHEN B. ROCKOFF

\_\_\_\_\_  
GORDON M. BOGGIE

\_\_\_\_\_  
HARVEY M. SILVERMAN

\_\_\_\_\_  
DR. MATT H. ROSTOCK

EXHIBIT "A"  
**AMENDED** FINAL ASSESSMENT ROLL  
LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT  
**LENMORE DRIVE 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 **LENMORE DRIVE** Assessment Area shall be **\$9,647.53** per parcel of property in the **LENMORE DRIVE** 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.

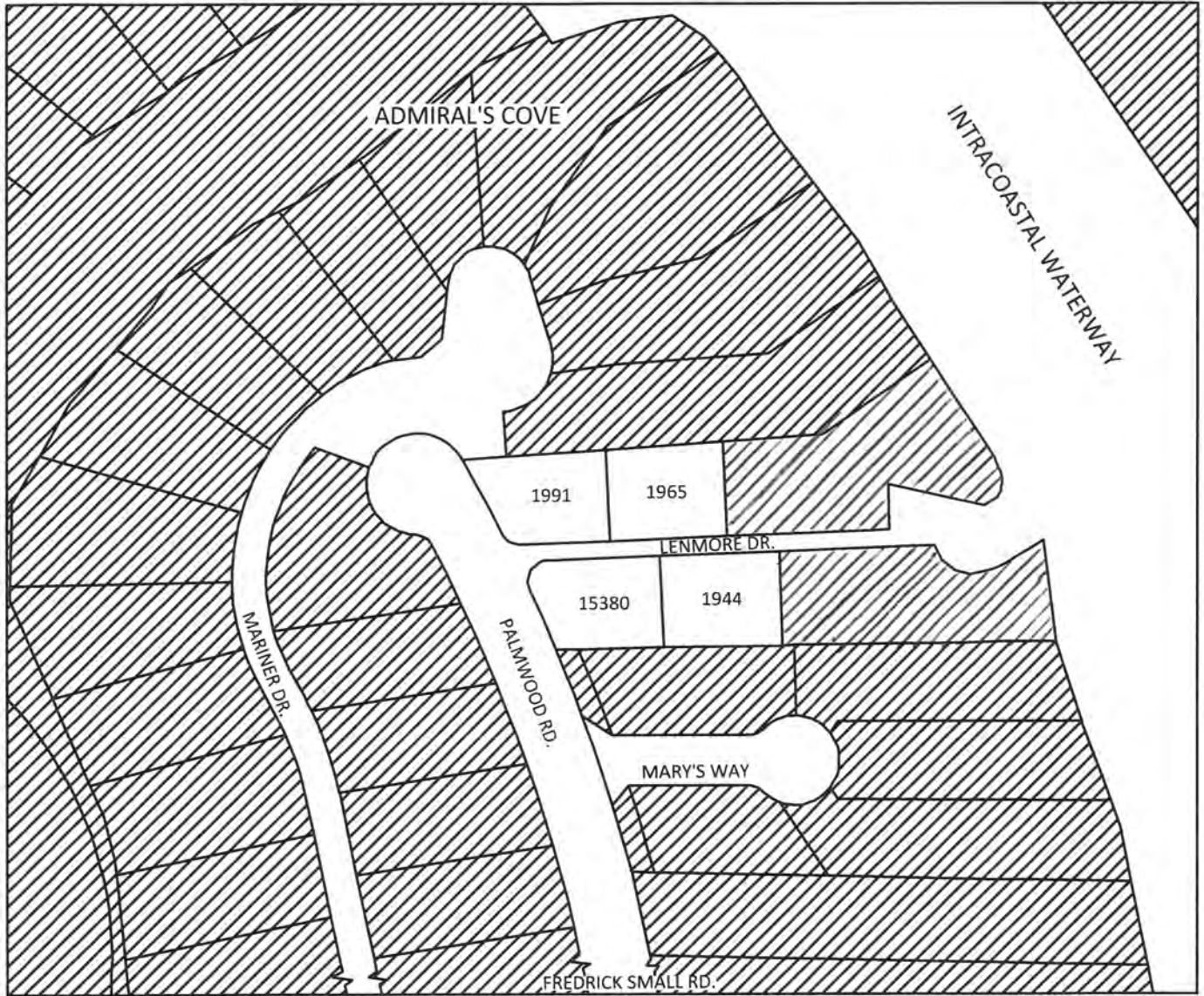
PAYMENT OF ASSESSMENT. As to Parcels of **LENMORE DRIVE** Assessment Area Property in EXHIBIT "B", the **\$8,682.77** assessment may be paid, interest free, at the office of the District on or before May 1, 2019.

**Owners who do not pay the \$8,682.77 assessment on or before May 1, 2019 shall have the \$8,682.77 principal added to the 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 \$811.64, commencing with the November 1, 2019 assessment billing from the District.**

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

By: \_\_\_\_\_  
D. Albrey Arrington, District Clerk, Executive Director

# EXHIBIT "B" LENMORE DRIVE LOW PRESSURE SEWER SYSTEM ASSESSMENT AREA



## LEGEND

 NOT IN ASSESSMENT AREA

PALM BEACH GARDENS,  
FLORIDA

04-05-2016

LENMORE "B"

Mr. & Mrs. Brian Johnson  
re: 1991 Lenmore Dr  
1991 Lenmore Dr  
Palm Bch Grdns FL 33410  
00-43-41-17-01-000-0010

Mr. & Mrs. Lawrence Newton  
re: 1965 Lenmore Dr  
1965 Lenmore Dr  
Palm Bch Grdns FL 33410  
00-43-41-17-01-000-0020

Mr. Gerald Turiello  
re: 15380 Palmwood Rd  
15380 Palmwood Rd  
Palm Bch Grdns FL 33410  
00-43-41-17-01-000-0040

Ms. Karen Gomer  
re: 1944 Lenmore Dr  
1944 Lenmore Dr  
Palm Bch Grdns FL 33410  
00-43-41-17-01-000-0050



**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, SUITE 100  
NORTH PALM BEACH, FLORIDA 33408

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

**Shenkman@LawPalmBeach.com**

January 8, 2019

**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

Loxahatchee River Environmental Control District

2500 Jupiter Drive

Jupiter, Florida 33458-8964

Re: Resolution 2019-03 and AMENDED FINAL Assessment Roll for PALMWOOD RD  
PH II

Dear Albrey:

Attached to this letter is Resolution 2019-03, Exhibit "A" AMENDED Final  
Assessment Roll (Simplex & Duplex), Exhibit B Map, and the most recent list of  
property owners still subject to the assessment (Simplex & Duplex),  
as part of the Resolution.

A SUGGESTED MOTION for the Board at the JANUARY 17, 2019 meeting is as follows:

**"THAT THE GOVERNING BOARD approve Resolution 2019-03 adopting the  
AMENDED PALMWOOD RD PH II FINAL Assessment Roll and Exhibits."**

Sincerely,

*Curtis L. Shenkman*

Curtis L. Shenkman

RESOLUTION 2019-03  
AMENDING RESOLUTION NO. 2015-35

A RESOLUTION OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT RELATING TO THE **PALMWOOD RD PH II** ASSESSMENT AREA IMPROVEMENTS; PROVIDING THE SPECIAL ASSESSMENTS SHALL BE COLLECTED BY THE DISTRICT; 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 **PALMWOOD RD PH II** Assessment Area; and

WHEREAS, The District's previous Resolutions **2015-17, 2015-31 & 2015-35** were approved by the District's Governing Board and directed the preparation of the Assessment Roll.

WHEREAS, Palm Beach County has declined to collect the Assessment on the Non-Ad Valorem Tax Roll, and the District is amending the Resolution provisions relating to collection of the Assessments shall be by the District.

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

Section 1. The Governing Board amends the Special Assessment Roll attached hereto as Exhibits "A" and "B" as to the method of collection. The unit of measurement for each assessment area is that each parcel is assessed equally.

**Section 2. The Transfer of Property Lien to Non-Ad Valorem Tax Bill, recorded 10/19/2015, CPN 20150382782, in Official Records Book 27870, pages 704 to 711, is hereby amended to rescind the Transfer of the Property Lien to Non-Ad Valorem Tax Bill, and is hereby amended to reinstate the Property Lien against the properties located in the PALMWOOD RD PH II SPECIAL ASSESSMENT AREA, and amend the method of collection to be by 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 Special Assessments shall be a default hereunder and will cause a CLAIM OF LIEN to be issued against the property which may result in a loss of title.

RESOLUTION **2019-03**

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 August 21, 2015, 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 shall collect the Special Assessments directly from the Property Owners.**

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 17th day of JANUARY, 2019.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT:  
VOTE

\_\_\_\_\_  
JAMES D. SNYDER

\_\_\_\_\_  
STEPHEN B. ROCKOFF

\_\_\_\_\_  
GORDON M. BOGGIE

\_\_\_\_\_  
HARVEY M. SILVERMAN

\_\_\_\_\_  
DR. MATT H. ROSTOCK



EXHIBIT "A" - SIMPLEX  
**AMENDED** FINAL ASSESSMENT ROLL  
LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT  
**PALMWOOD RD PH II 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 **PALMWOOD RD PH II** Assessment Area shall be **\$5,940.23** per parcel of property in the **PALMWOOD RD PH II** Area (SIMPLEX SYSTEMS).

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 **PALMWOOD RD PH II** Assessment Area Property in EXHIBIT "B", the **\$5,346.21** assessment may be paid, interest free, at the office of the District on or before May 1, 2017.

**Owners who do not pay the \$5,346.21 assessment on or before May 1, 2017 shall have the \$5,346.21 principal added to the assessment to accrue interest, beginning October 1, 2016, at six and seven eights percent (6.875%) per annum, to be collected in twenty (20) equal annual installments of \$499.75, commencing with the November 1, 2017 assessment billing from the District.**

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

By: \_\_\_\_\_  
D. Albrey Arrington, District Clerk, Executive Director

EXHIBIT "A" - DUPLEX  
**AMENDED** FINAL ASSESSMENT ROLL  
LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT  
**PALMWOOD RD PH II 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 **PALMWOOD RD PH II** Assessment Area shall be **\$11,595.23** per parcel of property in the **PALMWOOD RD PH II** Area (DUPLEX SYSTEMS).

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 **PALMWOOD RD PH II** Assessment Area Property in EXHIBIT "B", the **\$10,435.71** assessment may be paid, interest free, at the office of the District on or before May 1, 2017.

**Owners who do not pay the \$10,435.71 assessment on or before May 1, 2017 shall have the \$10,435.71 principal added to the assessment to accrue interest, beginning October 1, 2016, at six and seven eights percent (6.875%) per annum, to be collected in twenty (20) equal annual installments of \$975.51, commencing with the November 1, 2017 assessment billing from the District.**

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

By: \_\_\_\_\_  
D. Albrey Arrington, District Clerk, Executive Director

**EXHIBIT "B"**  
**PALMWOOD ROAD - PHASE II**  
**LOW PRESSURE SEWER SYSTEM**  
**ASSESSMENT AREA**



**LEGEND**

 NOT IN ASSESSMENT AREA

**JUPITER, FLORIDA**

04-15-2015

PALMWOOD RD.

SIMPLEX

Mr. & Mrs. Wade Gilbert  
Formerly M/M Cecil Balderson  
re: 15028 Palmwood Rd  
109 Bilboa Dr  
Jupiter FL 33458  
00-43-41-17-00-000-7020

Mr. & Mrs. Jyoti Mohanty  
re: 15105 Palmwood Rd  
15140 Palmwood Rd  
Palm Bch Grdns FL 33410  
00-43-41-17-00-000-7150

J Robo/M Trim  
re: 2947 Jamaica Dr  
15100 Palmwood Rd  
Palm Bch Grdns FL 33410  
00-43-41-17-00-000-7160

Mr. William Crane  
re: 15185 Palmwood Rd  
15185 Palmwood Rd Palm  
Bch Grdns FL 33410  
00-43-41-17-00-000-7180

## DUPLEX

J Robo/M Trim  
re: 15100 Palmwood Rd  
15100 Palmwood Rd  
Palm Bch Grdns FL 33410  
00-43-41-17-00-000-7230

# 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](http://www.loxahatcheeriver.org)

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



## MEMORANDUM

TO: Governing Board

FROM: Kara Peterson, Director of Finance and Administration

DATE: January 9, 2019

SUBJECT: Election of Trustee

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Loxahatchee River Environmental Control District Money Purchase Plan and Trust, the official name of the District's defined contribution retirement plan, is managed by an Administrative Committee. The Administrative Committee is comprised of the Chairman of the Governing Board (to be determined), the Executive Director (Albrey), the Director of Finance and Administration (Kara), an Employee Representative (Debra Henderson), and a Trustee. The Trustee is defined as "a member of the (District's) Governing Board who is elected annually from among the members of the Governing Board."

The Board needs to elect a Board Member to serve as Trustee for 2019. Mr. Silverman is willing to serve as Trustee.

Therefore, I recommend consideration of the following Motion:

"THAT THE GOVERNING BOARD elects Harvey Silverman to serve as Trustee for the Loxahatchee River Environmental Control District Money Purchase Plan and Trust."

J:\BOARD\TrusteeDesignation2019.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 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

To: Governing Board  
From: Kara Peterson, Director of Finance and Administration  
Date: January 10, 2019  
Subject: Disposal of Fixed Assets

Periodically, it is necessary to dispose of fixed assets. Typically, we dispose of fixed assets because they have exceeded their useful life, are no longer useful to the District, and/or were replaced (i.e., rehabilitated with new components). At this time, the schedule of assets on the following page are slated for disposal because they were decommissioned during the previous fiscal year as part of renewal and replacement projects. These items were replaced because they failed, were in jeopardy of failing, or were part of a broader project. The older items with no remaining book value lasted their full expected life. Some items that had a remaining book value lasted their expected life, but, unfortunately, the depreciation schedule ascribed to these items was too long. We are working comprehensively to improve the accuracy of our depreciation schedules for new capital purchases. Specifically, we are now booking capital assets as components rather than as projects, which allows us to prescribe a shorter life expectancy to a lift station pump than to the lift station wet well, for example.

Items slated for disposal that have remaining value will be sold on GovDeals or sold as scrap metal. Items slated for disposal that have no remaining value will be recycled or otherwise disposed of in an environmentally conscious manner.

Whenever the District disposes of tangible personal property of a non-consumable nature we are required by Florida Statutes to bring the matter to the attention of the governing body. Therefore, consistent with our procedures, I request your authorization to dispose of the item listed below and the items listed in the attached schedule:

Tag #	F/A #	Description	Date Recorded	Acquired Value	Book Value
		See R&R Disposal Schedule		\$ 407,343	\$ 41,990
2388	ME325	Blast Caint w/ Spring Counter Balance	09/30/09	2,803	-
<b>Total Assets to be Disposed</b>				<b>\$ 410,146</b>	<b>\$ 41,990.30</b>

If you have any questions, please feel free to contact me.

I offer the following motion for your approval:

**“THAT THE GOVERNING BOARD authorize the Executive Director to dispose of tangible personal property including fixed asset number ME325 (tag number 2388) and the assets listed in the attached schedule.”**

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



FA ID #	Description	Acquired Date	Number of Years Anticipated	Acquired Value	Book Value	%
CTLS0241-1	PUMP R & R - 2 SEAL KITS FOR PUMPS @ MLS	09/30/09	5	\$ 3,040.72	\$ -	0%
CTLS141-1	LS REHABS FYE 9/30/02 - MLS CHESTERTON SEALS (FLOSEA PO #39907)	09/30/02	15	9,437.77	-	0%
CTLS144-1	LS #65 - CONVERSION FYE 9/30/02 - ELLPHE - PUMP(S)?	9/30/02	15	16,119.00	-	0%
CTLS165-1	LS TELEMETRY FYE 9/30/04 - REHAB TELEMETRY @ LS #12, LS #94, LS #105 & LS #212 @ \$6,766 EA (PO #03-2010) (HAVE 1 TOO MANY FOR PRICE - s/b LS #12, upgraded 2005 CTLS181)	09/30/04	10	20,298.00	-	0%
CTLS214-1	LS EQUIPMENT FYE 9/30/07 - CHESTERTON SEAL & REPAIR KIT FOR MLS	09/30/07	5	6,991.60	-	0%
CTLS217-1	PUMP R & R FYE 9/30/07 - 4" 3HP FLYGT PUMP @ LS #56	09/30/07	5	3,422.00	-	0%
CTLS217-1	PUMP R & R FYE 9/30/07 - 3HP FLYGT PUMP @ LS #63	09/30/07	5	3,457.00	-	0%
CTLS217-1	PUMP R & R FYE 9/30/07 - REPAIR 20HP FLYGT PUMP #2 @ LS #114	09/30/07	5	2,390.20	-	0%
DLS17-1	LS #13 - JUPITER PLANTATION-825 CENTER ST, JUPITER	07/01/80	25	11,237.24	-	0%
DLS59-1	LS #231 - ADMIRAL'S COVE #1-124 REGATTA DR, JUPITER	05/01/87	25	65,069.40	-	0%
IQLS518-6	IQ #518 - pump #2 rebuild	09/30/16	5	8,977.88	5,386.72	60%
MCE0159-1	replace telemetry @ IQ #503	09/30/13	10	12,395.00	6,197.50	50%
TDE0207-1	EQUIPMENT R&R FYE 9/30/08 REPAIRS TO WEMCO GRIT PUMP	09/30/08	10	7,450.00	-	0%
TDE0207-1	EQUIPMENT R&R FYE 9/30/08 - SPARE PUMP FOR BACKWASH RECOVERY (PO #08-0024 FOR DETAILS) 12 HP	09/30/08	10	11,893.00	-	0%
TDE0211-1	DEEP WELL R&R FYE 9/30/08 - REPAIR MOTOR #1	09/30/08	10	2,622.42	-	0%
TDE0214-1	FLYGT PUMP - 12 HP SPARE FOR BACKWASH RECOVERY S/N 0920406	09/30/09	5	12,104.00	-	0%
TDE0217-1	PUMP R&R FYE 9/30/09 - REPLACEMENT PUMPS FOR SAND FILTERS BACKWASH & WASHWATER	09/30/09	5	6,772.00	-	0%
TDE0220-1	DEEP WELL - REPAIRS TO INJECTION WELL PUMP #1	09/30/09	10	6,826.20	681.56	10%
TDE0221-1	SLUDGE SYSTEM - BELTS FOR SLUDGE PRESS	09/30/09	10	2,640.00	263.57	10%
TDE0294-1	TSS METERS FOR FILTER P/S & AERATION BASIN	09/30/10	5	18,591.87	-	0%
TDE-0300-1	Plant IQ #511 reclaimed p/s #1 jockey pump	09/30/11	10	50,742.00	15,222.60	30%
TDE12-4	Injection well pumps 1 discharge pipe check valves	09/30/11	10	24,940.43	7,482.15	30%
TDE129-1	IQ SYSTEM R&R FYE 9/30/02 - IQ P/S #511, PUMP #1 REPLACEMENT (PO #403290)	09/30/02	10	12,465.00	-	0%
TDE129-1	IQ SYSTEM R&R FYE 9/30/02 - IQ #511, MOTOR #2 (CHUELE PO #39567)	09/30/02	10	3,990.00	-	0%
TDE130-1	SLUDGE SYSTEM R&R FYE 9/30/02 - BELTS (ASHCOR PO #41006)	09/30/02	10	5,882.00	-	0%
TDE163-1	IQ SYSTEM RENEWAL FYE 9/30/04 - REPAIR IQ #511 PUMP #1 MOTOR (PO #04-0098)	09/30/04	10	1,829.21	-	0%
TDE181-1	IQ SYSTEM RENEWAL FYE 9/30/05 - REPAIR PARTS FOR CHLORINE SYST	09/30/05	10	1,132.50	-	0%
TDE193-1	IQ SYSTEM R & R FYE 9/30/06 - REPAIR IQ #518 PUMP #4	09/30/06	10	4,171.67	-	0%
TDE193-1	IQ SYSTEM R & R FYE 9/30/06 - IQ #511 PUMP #1 VERTICAL LINE SHAFT PUMP REPAIR (PO #05-1740)	09/30/06	10	4,439.54	-	0%
TDE193-1	IQ SYSTEM R & R FYE 9/30/06 - IQ #511 PUMP #2 REPAIRS (PO #06-0411)	09/30/06	10	6,507.75	-	0%
TDE195-1	SLUDGE SYSTEM R&R FYE 9/30/06 - BELTS FOR PRESSES (PO #05-1697, PO #06-0813 & PO #06-0935)	09/30/06	10	15,402.00	-	0%
TDE199-1	PUMP R & R FYE 9/30/07 - REPAIR FILTER PUMP #2	09/30/07	5	4,036.65	-	0%
TDE201-1	IQ SYST R & R FYE 9/30/07 - 30HP JOCKEY MOTOR & PUMP REPAIR @ IQ #518	09/30/07	10	3,141.21	-	0%
TDE202-1	DEEP WELL R&R FYE 9/30/07 - R&R DEEP WELL PUMP #1 MOTOR	09/30/07	5	3,746.14	-	0%
TDS37-1	OPERATIONS BLDG REHAB	09/30/90	45	14,606.38	5,517.82	38%
TDS75-1	OPERATIONS BLDG ROOF REPAIR	09/30/04	15	18,575.00	1,238.38	7%
				\$407,342.78	\$ 41,990.30	



# Change Orders

***No Change Orders are presented for  
Board consideration this month.***

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# 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](http://www.loxahatcheeriver.org)



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

## MEMORANDUM

To: Governing Board

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

Date: January 8, 2019

Subject: Board Appointments and Liaisons

The attached chart shows liaison positions held by Governing Board members. Blue and yellow blocks designate external organizations with which the District interacts, while purple blocks represent internal departments and activities of the District.

I encourage a discussion among Board Members regarding the appointments and liaisons shown in the attached chart. Following your discussion and any potential revisions you may implement, I suggest you enact the following motion:

**“THAT THE GOVERNING BOARD adopt the chart of Governing Board appointments and liaisons for the 2019 calendar year.”**

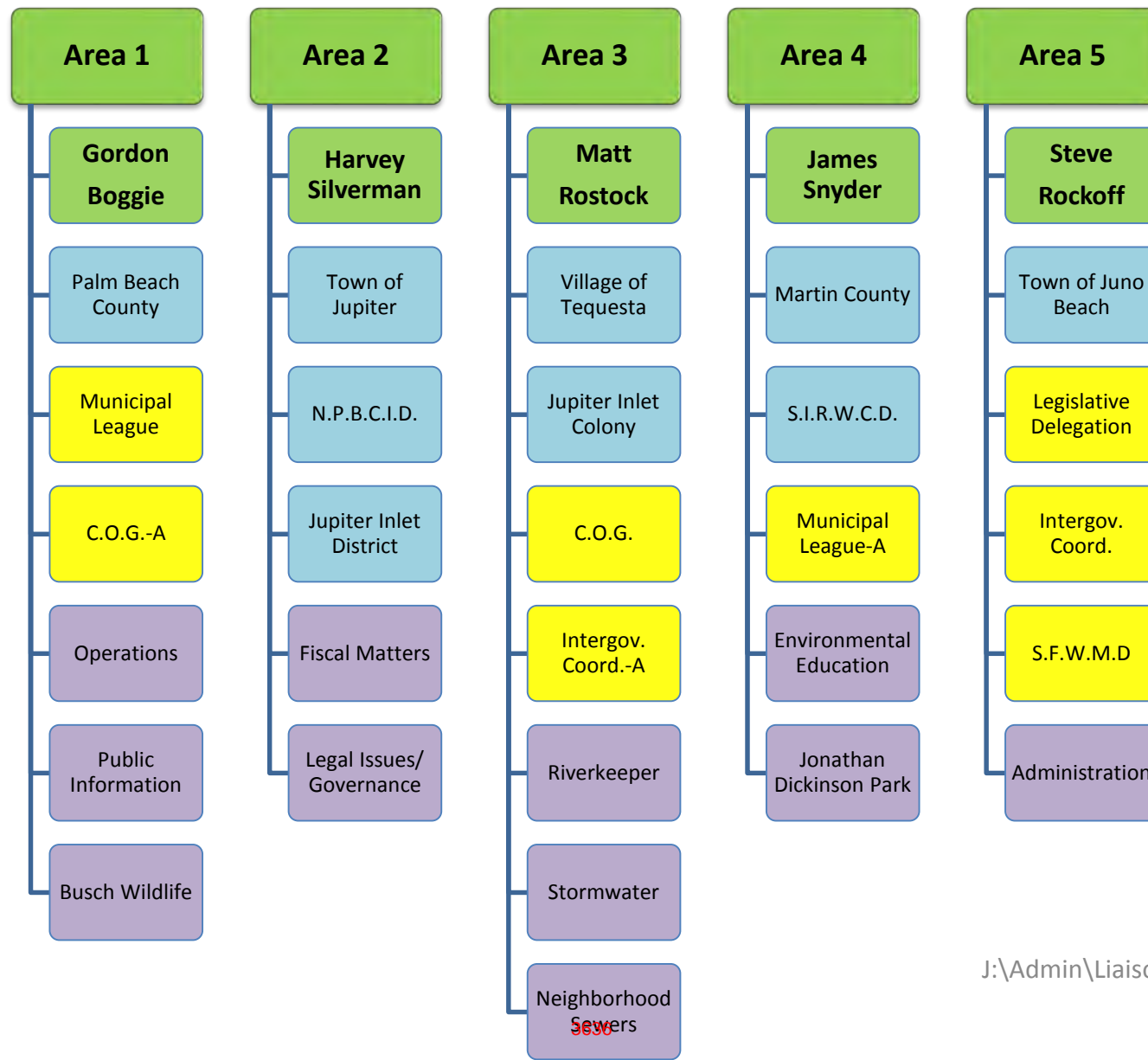
Signed,

D. Albrey Arrington  
Executive Director

Admin/Board/LiaisonMemo

# GOVERNING BOARD

## APPOINTMENTS & LIAISONS - 2019



# 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](http://www.loxahatcheeriver.org)



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

## MEMORANDUM

TO: GOVERNING BOARD  
FROM: D. ALBREY ARRINGTON, Ph.D.   
DATE: JANUARY 11, 2019  
SUBJECT: INLET WATERS COST SHARING AGREEMENT

In September of 2018 the LRD Governing Board adopted a new Strategic Plan for the District. Given this clear direction, staff are diligently working to implement the newly-approved Strategic Plan. Among the many facets of the new strategic plan particular emphasis was placed on increasing the reliability of our systems. For example, the 2018 LRD Strategy Map Section 2 Operational Excellence > Section 2.1 Increase System Reliability includes the following relevant high-priority initiatives to increase system (e.g., wastewater collection and transmission infrastructure) reliability:

**2.1b Improve Master Plan for collection and transmission systems**

- Respond to redevelopment in context of master plan (contribute resources to achieve larger vision of collection and transmission system improvements)
- Evaluate impact of each new development on existing collection/transmission facilities.

**2.1c Acquire, operate, and maintain private wastewater systems**

Working under this clear guidance, Kris Dean and I have worked collaboratively with the Developer of Inlet Waters, a 33 unit development located on the west side of A1A south of Guanabanas and the boat storage lot, to increase the size, depth, and capacity of the wastewater collection system (gravity sewer mains, manholes, and lift station) to accommodate future anticipated development north and south of the current development. In order to be equitable, Kris and I believe it is appropriate for the District to pay the cost increase due to the size, depth, and capacity revisions imposed by the District to meet the District's future needs. Kris and I have thoroughly reviewed the original system design and cost estimates and the revised system design and cost estimates and believe the attached Cost Sharing Agreement provides for a fair distribution of costs between the Developer and the District.

In short, the plan is for the Developer to construct the wastewater collection and transmission system to the District's specifications. The District will reimburse the Developer on a monthly basis for the District's share of the costs. Upon completion of the system and certification by all relevant permitting authorities, the Developer will convey ownership of the entire wastewater collection and transmission system to the District. In the future as surrounding properties are redeveloped, the District will be in a strong position to serve the redeveloped properties in an efficient and cost-effective manner. Furthermore, by implementing the proposed engineering approach today, we will significantly reduce the number of small, private wastewater systems constructed. Thus, this effort achieves multiple strategic objectives.

Mr. Shenkman has reviewed the Cost Sharing Agreement and approved it regarding legal sufficiency.

Therefore, I offer the following motion for your consideration:

**“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to execute and implement the Cost Sharing Agreement with Inlet Village Investors, LLC.”**

## COST SHARING AGREEMENT

THIS COST SHARING AGREEMENT (the "Agreement") is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the Loxahatchee River Environmental Control District, an Agency of the State of Florida, created by a Special Act of the Legislature, Chapter 71-822 as amended, whose address is 2500 Jupiter Park Drive, Jupiter, Florida 33458-8964 ("District"), and Inlet Village Investors, LLC, a Florida limited liability company, whose address is 177 North U.S. Highway 1, #275, Tequesta, Florida 33469 ("Inlet Village"). District and Inlet Village may hereinafter collectively be referred as the "Parties," or individually be referred to as a "Party."

### RECITALS:

WHEREAS, Inlet Village owns certain real property located in Palm Beach County, Florida, more particularly described on the attached hereto as Exhibit "A" and incorporated herein by reference (the "Property"), upon which Inlet Village intends to construct residential condominium units and related improvements (the "Units"); and

WHEREAS, District provides regional sanitary sewer service to the area that includes the Property and will ultimately provide such services to the Units upon completion; and

WHEREAS, Inlet Village has engaged the services of professionals to design and construct at its expense a gravity sanitary sewer and lift station system of sufficient size and capacity to service the planned Units when completed (the "System") as more fully set forth in those certain plans by Southern Design Group, Inc. ("Southern"), under Job Number 17003, Sheets 1 – 25 attached hereto as Exhibit "B" and incorporated herein by reference (the "Plans"), and FDEP Permit No. 138774-371-DWC; and

WHEREAS, the District wishes to increase the capacity and size of the proposed System at the District's expense for such increase so as to meet the future needs of the District and to ultimately allow the District to provide sewerage service to other property owners in the area of the Property which will directly benefit the District and the surrounding areas served; and

WHEREAS, the Plans and costs estimates obtained by Inlet Village for completion of the System have been thoroughly reviewed and approved by District staff; and

WHEREAS, the System will ultimately be conveyed by Inlet Village to District upon receipt of a Florida Department of Environmental Protection Certificate of Completion by the District and any other governmental agencies with jurisdiction over the System pursuant to the Bill of Sale attached hereto as Exhibit "C" and incorporated herein by reference (the "Bill of Sale") which has been executed by Inlet Village of equal date herewith and will be held by Daniel J. Shepherd, P.A. ("Escrow Agent") in escrow pending receipt of the Certificate of Completion of the System and final payment at which time Escrow Agent will deliver the original executed Bill of Sale to District; and,

WHEREAS, Inlet Village will grant an easement in favor of District for ingress, egress, construction, repair, replacement, installation, improvement and maintenance of the System, i.e., lift station site, gravity sewer lines between manholes, and gravity sewer lines greater than or equal to 8" diameter and extending to north and south property lines, as more fully set forth in that certain executed Sewer Easement Deed attached hereto as Exhibit "D" and incorporated herein by reference (the "Sewer Easement") which has been executed by Inlet Village of equal date herewith and will be held by Escrow Agent in escrow pending receipt of the Certificate of Completion of the System, the "As-Built" drawing of the final location of the improvements and final sketch and legal description of the Easement Area, and final payment at which time Escrow Agent will record the original executed Sewer Easement in the Public Records of Palm Beach County, Florida; and,

WHEREAS, the Parties agree that it is in their mutual best interest for Inlet Village to coordinate and contract for the design and construction of the System and that the Parties intend to share and make payment for the total cost of the System in accordance and consistent with the Revised Design Proposal from D.S. Eakins Construction Corporation ("Eakins") under Quote Number 18-0007-4BR dated November 8, 2018, attached hereto as Exhibit "E" and incorporated herein by reference (the "Proposal"); and,

WHEREAS, the Parties desire to set forth their respective rights, duties, obligations and procedures in regards to the design and construction of the System by Inlet Village, payment for the System by Inlet Village and the District, and the conveyance by Inlet Village of the ownership of the System and Sewer Easement to the District.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions herein set forth, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. The Parties hereby acknowledge and agree that the Recitals set forth above constitute an integral part of this Agreement and are incorporated herein by this reference as if fully set forth herein as agreements of the Parties.

2. To facilitate the construction, installation, operation, repair, use, ingress, egress, replacement, improvement and maintenance of the System, the District and Inlet Village desire to enter into this Agreement to set forth the respective Parties rights, responsibilities, obligations and liabilities relating to the System.

3. Inlet Village shall be responsible for having the System designed and applying for and obtaining any and all applicable building, construction and other permits necessary or required in connection with construction and installation of the System. All fees for permits and bonds are included in the Proposal. Inlet Village will contract with Eakins to construct and install the System in accordance with the Plans and will control and be responsible for

completion of construction of the System. Southern shall inspect the System during construction and installation as required by the Parties and perform as the Engineer of Record for the System. The Parties will jointly agree upon a start date and an estimated completion schedule in conjunction with Eakins. Neither Party shall make or permit any material changes in the Plans or Proposal, including any such changes that alter, diminish or add to the work to be performed or change the design of the System, without the prior written consent of the other Party. The Parties shall fully cooperate with each other and use reasonable efforts to resolve any such change(s) in a timely manner. In the event the Parties cannot timely resolve any such change(s), then the Parties shall submit the change(s) issue to Southern and Southern shall thereafter timely provide the Parties with their written, signed and sealed professional non-binding recommendation to resolve the change(s) issue. In the event either Party does not agree with the Southern recommendation, then the Parties shall submit the change(s) issue to binding mediation in accordance with Florida law with a mediator selected by Southern. The costs and fees, other than attorney fees which shall be paid separately by each Party, associated with the mediation shall be shared equally by the Parties.

4. District shall be responsible for payment of the District's proportionate share of the costs of the System and the long-term operation, repair, use, replacement, improvement and maintenance of the System upon completion as set forth herein. District's proportionate share of the total cost of the System as set forth in the Proposal equals 61.5% (District's \$483,163.49 share divided by the System's \$785,276.00 total cost) ("District Share"). District shall be responsible for this percentage of the total actual cost of the System based on actual installed quantities and unit prices provided in Exhibit "E". Inlet Village shall be responsible for payment of the balance of the cost of the System after deducting the District Share. The Parties respective proportionate share will also apply to all changes to the System during construction and installation required, if any. The proportionate share formula may only be revised as mutually agreed upon in writing by the Parties.

5. Upon completion of the System, which shall include final inspections and approvals in accordance with applicable laws and regulations by Southern and all applicable governmental agencies, including the District, and payment of the final payment of District Share to Inlet Village, Escrow Agent shall then deliver to District the fully executed Bill of Sale documenting transfer of ownership and responsibility of the System from Inlet Village to the District. District shall thereafter be solely responsible for the use, operation, maintenance, repair, improvement and replacement of the System, as required, at the District's sole cost and expense.

6. On a monthly basis Eakins shall submit a draw request to Inlet Village utilizing a standard AIA draw request form for the "in place" work on the System completed through the date of such draw request. Inlet Village shall supply the District with the Eakins' draw request and the Parties shall thereafter jointly review and approve in writing (or provide notice to Eakins of any discrepancies) all such draw requests within five (5) business days of receipt. District shall make payment to Inlet Village for District's Share of the completed and approved work on the System within ten (10) business days of the Parties joint written approval. Inlet Village shall



submit to Inlet Village's construction lender, Centennial Bank, a draw request for the completed and approved work within two (2) business days of the Parties joint written approval. Inlet Village will make timely full payment to Eakins for any such draw request upon receipt of the District's Share and receipt of Inlet Village's draw from Centennial Bank. Inlet Village shall provide to the District a fully executed Release signed by Eakins for the previous month's payment as a requirement prior to the District making the current month's payment. All draw requests shall document the percentage of completion of construction and shall set forth in trade breakdown form and in such detail as the Parties may require the amounts expended and/or costs incurred for work done and materials incorporated in the System. Inlet Village shall simultaneously with payment be in receipt of statutory lien release from Eakins and all subcontractors, material supplier and labors, as applicable and shall provide copies of same to District.

7. Inlet Village shall carry customary builder's risk and general liability insurance until such time as the System is completed and ownership of same is transferred to the District. All contractors and subcontractors working to construct the System shall carry insurance as required by Inlet Village's construction lender, Centennial Bank, and as required by the State of Florida in order to maintain their respective licenses as contractors. The District shall be responsible for purchasing and maintaining its own insurance after the System is transferred to the District as set forth herein in amounts, if any, as the District shall decide.

8. The laws of the State of Florida shall govern this Agreement. In the event any provision of this Agreement shall be determined to be void, unlawful or otherwise unenforceable, such provision shall be deemed severable from the remainder of this Agreement and such void, unlawful or unenforceable provision shall be replaced automatically by a provision containing terms as nearly as possible to the void, unlawful or unenforceable provision, but which still remains valid and enforceable, and this Agreement as so modified shall continue to be in full force and effect. No Party shall assign this Agreement or any right or privilege any Party might have under this Agreement without the prior written consent of the other party. Nothing in this Agreement shall be construed to confer any rights upon any party not signatory to this Agreement.

9. The Parties acknowledge that it may be necessary to execute documents other than those specifically referred to herein in order to complete the objectives and requirements that are set out in this Agreement. The Parties hereby agree to cooperate with each other by executing such other documents or taking such other actions as may be reasonably necessary to complete the objectives and requirements set forth herein in accordance with the intent of the Parties as evidenced in this Agreement. It is not intended by this Agreement to, and nothing contained in this Agreement shall, create any partnership, joint venture or other agreement between District and Inlet Village.

10. The persons executing this Agreement on behalf of the Parties hereto warrant that:  
(a) such Party is duly organized and existing, (b) they are duly authorized to execute and deliver

this Agreement on behalf of said Party, (c) by so executing this Agreement, such Party is formally bound to the provisions of this Agreement, and (d) the entering into this Agreement by a Party does not violate any provision of any other agreement to which said Party is bound.

11. In the event that any party is required to enforce this Agreement by litigation, then the prevailing party in such litigation shall be entitled to collect its costs and reasonable attorneys' fees incurred in connection with such litigation from the non-prevailing party, for pretrial preparation, trial and appeal.

12. This Agreement may be executed in several counterparts, and all so executed shall constitute one agreement binding on all Parties hereto, notwithstanding that all Parties are not signatories to the original or the same counterpart. The Parties agree that this writing constitutes the entire agreement between them related to the System and that there are no other oral or collateral agreements or understandings of any kind or character except those contained herein. No modification or amendment to this Agreement shall be valid, unless evidenced by a writing signed by the Parties hereto.

13. Time is of the essence as to all terms, conditions and provisions of this Agreement.

14. All notices required or permitted hereunder shall be in writing, shall be mailed certified mail return receipt or delivered by reputable overnight courier service, addressed to the respective Party at the address set forth in this Agreement (unless either Party designates a new address in writing to the other Party) and shall be deemed given when actually delivered.

{Remainder of Page Intentionally Blank}

Signed, sealed and delivered in our presence:

District:

\_\_\_\_\_  
(1<sup>st</sup> Witness - Signature)

Loxahatchee River Environmental Control District

\_\_\_\_\_  
(1<sup>st</sup> Witness - Printed Name)

By:\_\_\_\_\_

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

\_\_\_\_\_  
(2<sup>nd</sup> Witness - Signature)

\_\_\_\_\_  
(2<sup>nd</sup> Witness - Printed Name)

State of Florida  
County of Palm Beach

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, personally appeared D. Albrey Arrington, Ph.D, Executive Director, known to me to be the person described in and who executed the same, which I relied upon the following form of identification of the above named person \_\_\_\_\_.

My Commission Expires:

\_\_\_\_\_  
Notary Public

Signed, sealed and delivered in our presence:

Inlet Village:

Inlet Village Investors, LLC

\_\_\_\_\_  
(1<sup>st</sup> Witness - Signature)

\_\_\_\_\_  
(1<sup>st</sup> Witness - Printed Name)

By: \_\_\_\_\_  
Larry E. Wright, Manager

\_\_\_\_\_  
(2<sup>nd</sup> Witness - Signature)

\_\_\_\_\_  
(2<sup>nd</sup> Witness - Printed Name)

State of Florida  
County of Palm Beach

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, personally appeared Larry E. Wright, Manager, known to me to be the person described in and who executed the same, which I relied upon the following form of identification of the above named person \_\_\_\_\_.

My Commission Expires:

\_\_\_\_\_  
Notary Public

EXHIBIT "A"

(the "Property")

The South 345 feet of the North 570 feet of Government Lot 1, Section 6, Township 41 South, Range 43 East, lying West of State Road A-1-A, Palm Beach County, Florida.

Together with an easement for ingress and egress over the South 15.00 feet of the North 225.00 feet of Government Lot 1, Section 6, Township 41 South, Range 43 East, Palm Beach County, Florida, lying Westerly of State Road A-1-A, and lying Easterly of Old County Road (now abandoned).

EXHIBIT “B”

(the “Plans”)

EXHIBIT “C”

(the “Bill of Sale”)



EXHIBIT “D”

(the “Sewer Easement”)

EXHIBIT “E”  
(the “Proposal”)

# 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 Notified to Connect – April 2018 Waiting to close out contract	2016	2017
10	Turtle Creek Subsystem 2	28	Notified Owners – September 2012 Notice of Intent – October 2016 Notified to Connect – April 2018 Waiting to close out contract	2016	2017
14	Whispering Trails	181	Notified Owners – January 2013 Notice of Intent – November 2016 Construction Started October 2018	2017	2017
16	Limestone Creek Road-West	71	Notified Owners – January 2013	2018	2018
16	181 <sup>st</sup> St N Gravity	11	Notified Owners – January 2013 Survey Started Notice of Intent to Assess – October 2018	2018	2018
20	New Palm Beach Heights	35	Notified Owners – January 2016 Survey in Progress – October 2018 Notice of Intent to Assess – October 2018 Resident meeting – October 2018	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

Rank*	Area Description	Lots	Activity	Original Target Date	Revised Target Date
C	FDOT Turnpike Station <i>(institutional)</i>	3 ECs	Notified to Connect – February 2016 Variance requested – May 2016	2012	2017
H	Olympus Dr, Juno (LP)	2	Notified Owners – June 2013 Prelim. Design started – August 2017 Incorporate with force main relocation Survey - 2018	2016	2018
	18870+18890 SE Country Club Dr, Cove Pt	3	Notified Owner – April + Aug 2017 Design started – August 2017	2018	2019
	US Highway 1 (13440-13500)	3	Notified Owners – August 2017	2019	2019
	Admiral's Cove West Guard House	1	Communicated with Engineer - July 2016	2019	2019
	280 Celestial Way	1	Gravity line connection availability found - November 2018 Notified to Connect – November 2018	2019	2019
	17211 Bush Rd	1	Gravity line connection availability found - December 2018 Notified to Connect – December 2018	2019	2019
	Thelma Ave. LPSS	4	Notified Owners – September 2017	2020	2020

Private Road Areas – Page 2

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-Easements Solicited –May 2014 Notice of Intent – February 2014 Project Delayed	2013	AEO
CC	171 <sup>st</sup> 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 <sup>th</sup> Place, 66 <sup>th</sup> Terrace, 66 <sup>th</sup> Way	21	Notified Owners – Aug 2010 *Private Roads Notice of Intent to Assess – February 2015	2014	AEO
D	Loggerhead Park <i>(institutional)</i>	6 ECs	Need Easements from Palm Beach County	2014	2017
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 80% 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
FF	North A1A	3	Postponed-Town activities in area	2012	AEO
GG	815 S US 1 (Yum Yum Tree)	9 ecs	Notified Owner – November 2014	2016	AEO
GG	Rockinghorse <i>(north of Roebuck Road)</i>	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	Harbor Rd. S. LPSS	6	Notified Owners – January 2014 Private Road	2017	AEO
HH	SE Indian Hills	12	Notified Owners – January 2016 Easement for Road & Utilities, No Dedication	2019	AEO
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 Working with Jupiter to obtain easement	2019	2018

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

TBD = To be determined

AEO = As easements are obtained

# Loxahatchee River District

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



## MEMORANDUM

To: Governing Board

From: D. Albrey Arrington, Ph.D.

Date: January 11, 2019

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:** Albrey Arrington, Ph.D. / Loxahatchee River District

**COPY:** Kris Dean, P.E. / Loxahatchee River District  
Tony Campbell / Loxahatchee River District

**FROM:** Albert Muniz / Hazen and Sawyer

**DATE:** January 9, 2019

**FILE:** 42009-029.3.1.3

**SUBJECT:** Loxahatchee River District  
Engineer's Monthly Status Report through December 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*

- A task order to renew the injection well operating permit will be initiated in January 2019. Plans are to submit the permit renewal by end of March.
- The WWTF continues to operate within permit conditions.
- LRD staff and Hazen personnel continue to communicate to discuss plant operations on an as needed basis. The wastewater treatment process is performing 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*

- Substantial Completion was granted for August 17, 2018, which is 242 calendar days behind the executed Substantial Completion date set per Change Order #4 (i.e., December 18, 2018). The associated Final Completion was March 14, 2018.
- A final punch-list was issued which identifies the items needed to achieve Final Completion. Approximately 99% of the Punch-list items have been completed as of December 31, 2018.
- The Contractor (i.e., Kirlin) is 50 calendar days past Final Completion as of December 31, 2018.
- The Contractor is working on completing the final punch-list items with completion anticipated by the end of January 2019.
  - ✓ All punch-list items for the Deep Bed Filters, Pump Station No. 1, Parshall Flume, and

Electrical Buildings have been completed with the exception of the following:

- Final Permit Closeout Submittals
- Final Warranty Submittals
- (2) Outstanding Electrical Submittals
- Correction of an issue with the level sensors at the Deep Bed Filters
- The filter sampling program to determine the effectiveness of removal of contaminants of emerging concern (CECs) and cryptosporidium/giardia filter sampling program remains underway, and is currently in month 7 of the 9 month sampling program.

**Wastewater Treatment Plant Operating Permit Renewal** – The final operating renewal will be issued by FDEP shortly. Several conversations and meeting took place during December 2018 to finalize permit language. It is anticipated that the permit will be issued by end of January 2019.

**Interim Casing Pressure Test** – A report summarizing the interim casing pressure test results was submitted to FDEP on December 19, 2018. This project has been successfully completed.

**BioWin™ Process Model Development and Training** –

Collection of test data has been finalized and model setup has commenced. Historical data provided by LRD is currently being analyzed. The model will be calibrated using historical operating data. Workshops to discuss the model will be held with LRD staff in February / March 2019.

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:** January 10, 2019  
**Subject:** **Loxahatchee River Environmental Control District Monthly Status Report**

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The following is a summary of work performed by Holtz Consulting Engineers, Inc. (HCE) on Loxahatchee River District projects through January 10, 2019. **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.**

#### **Imperial Woods Low Pressure Sewer System**

- The plans and specifications have been completed. The project has been advertised for bidding. The preconstruction meeting is scheduled for January 24, 2019 and the bid opening on February 7, 2019. It is anticipated a recommendation to the board will be made at the February 2019 board meeting. *This project will have an estimated construction completion date of June 2019.*

#### **Island Country Estates Low Pressure Sewer System**

- The 30% Design Submittal and Engineers Opinion of Probable Construction Cost was submitted to staff on December 28, 2018.

#### **Loxahatchee River Road Reclaimed Water Main Replacement and Force Main Extension**

- Record drawings were received from the contractor on December 17, 2018. HCE has prepared all certification of completions for the project. The Palm Beach County Engineering certification has been submitted and the Palm Beach County Health Department certification of completion will be submitted shortly. HCE has also prepared all final paperwork for the project, including the final change order and pay application package.

#### **Turtle Creek –Subsystem 2& 3 – Gravity Sewers**

- *All final paperwork is in hand with the exception of final approval from the Turtle Creek Property Owner's Association (POA) regarding a claim that there was damage to the hedge along Country Club Drive. On September 27, 2018 the Contractor provided written notice that they have filed a claim with their insurance company to handle the hedge issue. It is our understanding the Turtle Creek HOA has obtained legal representation and a*



summons has been issued. *HCE will close out the project as soon as the hedge issue has been satisfactorily resolved by all parties involved.*

**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.*



# Busch Wildlife Sanctuary

## At Loxahatchee River District

### Quarterly Dashboard - 4th Qtr 2018



	Education				Animal Care			Financial Operations			Gift Shop
	General Public Visitors	Visitors Attending Public Programs	In-reach / Out-reach Program Attendance	Education Net Income	Injured Animals Received / Treated	Animals Released	Average Donation per Animal Admitted	Membership Income	Grants/Major Donor Income	BWS Net Income	Net Income
Benchmark	# of People	# of People	# of People		#	%					
Green	> 9000	> 3500	> 5500	> \$24,000	< 100	>25%	≥ \$25.00/Animal	> \$25,000	> \$50,000	> \$100,000	> \$10,000
Yellow	≥ 6000	≥ 2000	≥ 4000	≥ \$15,000	≥ 100	<25%	< \$25.00/Animal	> \$10,000	> \$25,000	≥ \$0.00	≥ \$5,000
Red	< 6000	< 2000	< 4000	< \$15,000	>1000	<10%	< \$10.00/Animal	< \$10,000	< \$25,000	< \$0.00	< \$5,000
2017 Qtr Results											
1st Qtr	42,076	4,796	4,993		1,041		\$6.67				
2nd Qtr	29,051	3,190	6,724		1,947		\$7.94				
3rd Qtr	17,238	2,782	3,575		1,253		\$8.46				
4th Qtr	20,461	3,368	4,288		680		\$10.23				
2018 Qtr Results											
1st Qtr	37,052	5,263	5,852		943		\$7.98				
2nd Qtr	20,877	3,129	5,837		1,718		\$9.28				
3rd Qtr	17,031	3,375	3,971		1,205		\$8.79				
4th Qtr	20,999	2,876	4,402		781		\$9.05				

#### 4th Quarter Items:

Projects Completed: Discovery Center: Phase 1, Raising of ground in Deer Habitat.

Projects In Progress: Walkway to Hospital, Mulching Pineland Nature Trail, Discovery Center Renovations: Phase 2, and New Signage throughout the Sanctuary

Future Projects: Sonbird Enclosure, Gator Swamp Habitat, Roofing of Flight Cages, Wildlife Hospital Recuperation Enclosure, Outdoor Rehab and Recovery Enclosures

**4th Quarter Special Events and Appearances:** WPTV 5, CBS Channel 12, Kamp Kenan, Palm Beach Post, Nocturnal Animal Night Walks, Environmental Scavenger Hunts, Halloween Event, KVJ Show, Early Birds Nature Walks

Metric:	Explanation
Gift Shop:	Majority of the purchasing for the giftshop is conducted during the 3rd and 4th Quarters of the year.
Animal Care:	2nd Quarter is "Baby Season". Always have more animals than usual.
Financial:	Annual Fundraising occurs in December and many contributions are received in 1st Quarter of each year.

# 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

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](http://www.loxahatcheeriver.org)

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



To: Governing Board  
From: Kara Peterson, Director of Finance and Administration  
Date: January 10, 2019  
Subject: Monthly Financial Report

## Cash and Investments

Balances as of December 31, 2018

### Certificates of Deposit:

Institution	Original Term	Maturity	Rate	Book Value	Monthly Interest Earned	Market Value
US Bank	6 Months	01/30/19	2.29%	\$ 1,000,000	\$ 1,960	\$ 1,009,699
US Bank	9 Months	02/24/19	2.26%	2,000,000	3,884	2,027,530
Bank United	7 Months	03/27/19	2.28%	1,500,000	2,922	1,511,842
TD Bank	5 Years	04/29/19	1.88%	1,500,000	2,611	1,637,742
Bank United	10 Months	06/27/19	2.34%	1,500,000	2,999	1,512,154
US Bank	1 Year	07/30/19	2.45%	1,500,000	3,147	1,515,570
TD Bank	5 Years	09/22/19	2.09%	2,000,000	3,875	2,186,830
US Bank	18 Months	05/01/20	3.00%	1,507,875	3,848	1,514,247
Bank United	18 Months	06/04/20	2.88%	1,500,000	2,841	1,502,841
<b>Subtotal</b>				<b>\$14,007,875</b>	<b>\$ 28,087</b>	<b>\$14,418,455</b>

### Money Market Accounts:

FL Community Bank - Public Demand	2.27%	\$ 22,920	\$ 12,016,680
TD Bank - NOW	2.26%	10,471	6,392,645
<b>Subtotal</b>		<b>\$ 33,391</b>	<b>\$18,409,325</b>

### Checking Account:

SunTrust-Hybrid Business Account	0.50%	\$ -	\$ 4,483,454
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ 4,483,454</b>
<b>Total</b>		<b>\$ 61,478</b>	<b>\$37,311,234</b>

Average weighted rate of return on investments is: 2.09%

As of 12/31/18:

3 month Short Term Bond: 2.45%

1 month Federal Fund Rate: 2.25%

Cash position for December 2017 was \$29,366,604. Current Cash position is **up** by \$7,944,630.

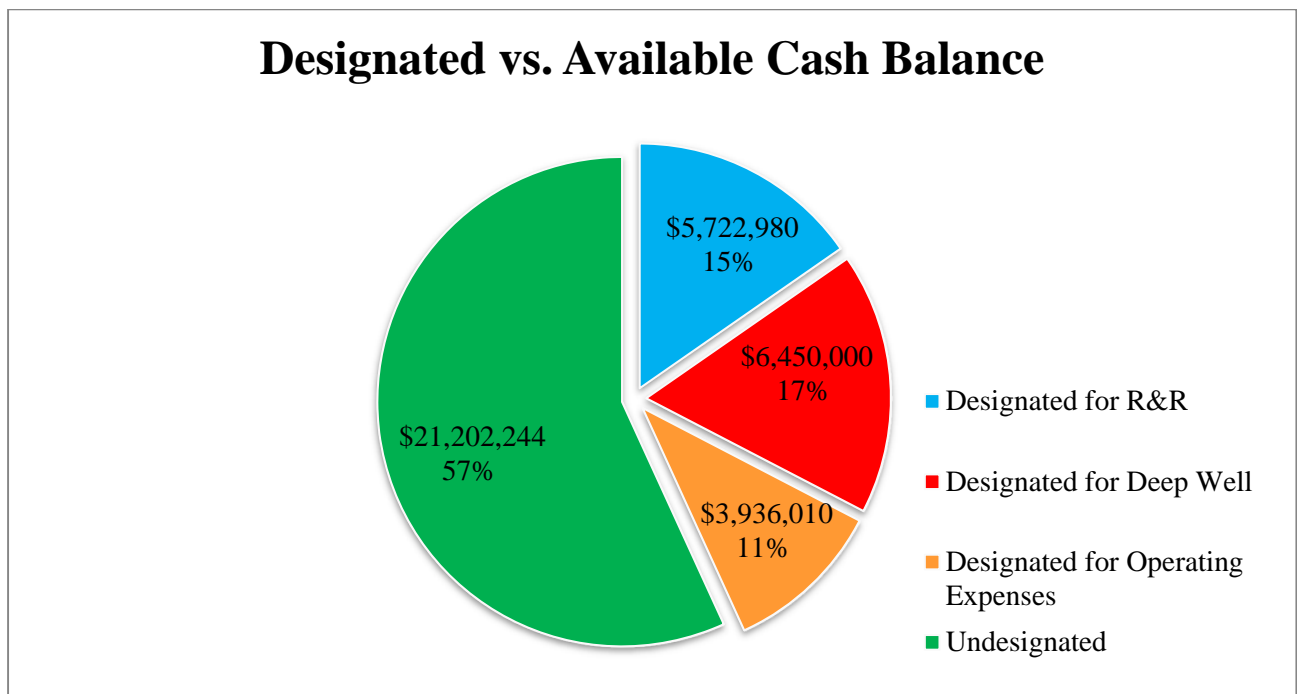
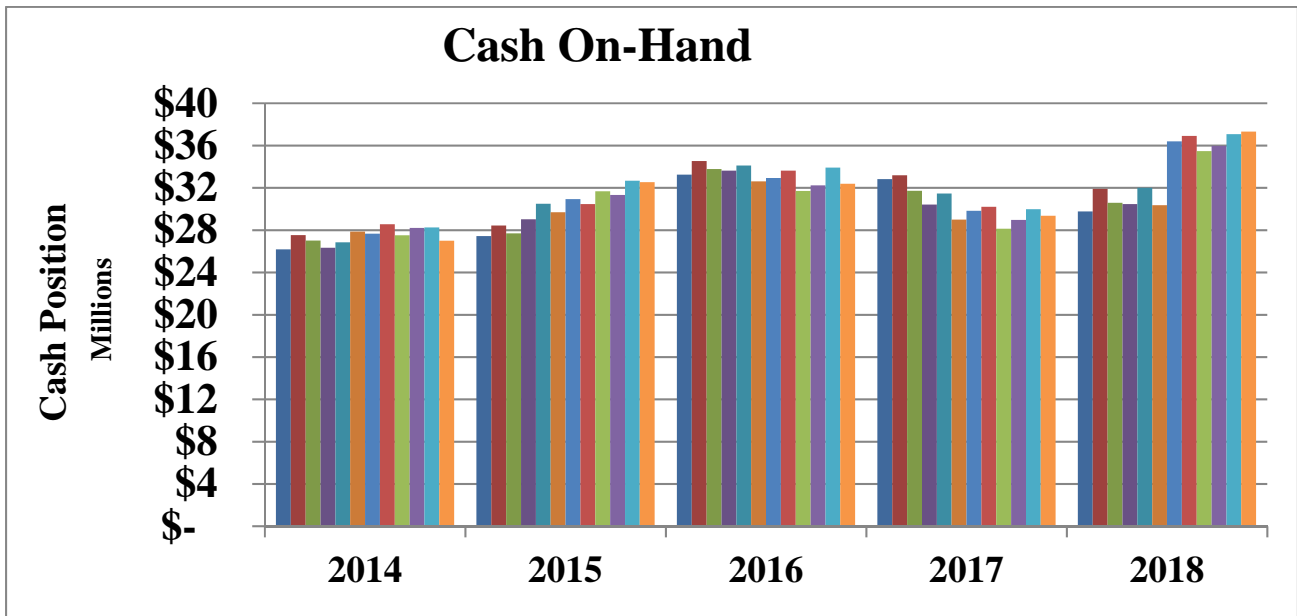
Gordon M. Boggie  
Board Member

Stephen B. Rockoff  
Board Member

James D. Snyder  
Chairman

Dr. Matt H. Rostock  
Board Member

Harvey M. Silverman  
Board Member



## **Financial Information**

- There were no legal fees billed for the month of December. The fiscal year-to-date total is \$21,400.
- There was no Septage billing for the month of December.
- Developer's Agreement – No new Developer agreements were entered into in December.
- I.Q. Water Agreements – Town Center I, Sonoma Isles, and New Haven 7A are past due for December.
- Estoppel fees collected in December totaled \$4,975. The fiscal year-to-date total is \$21,325.

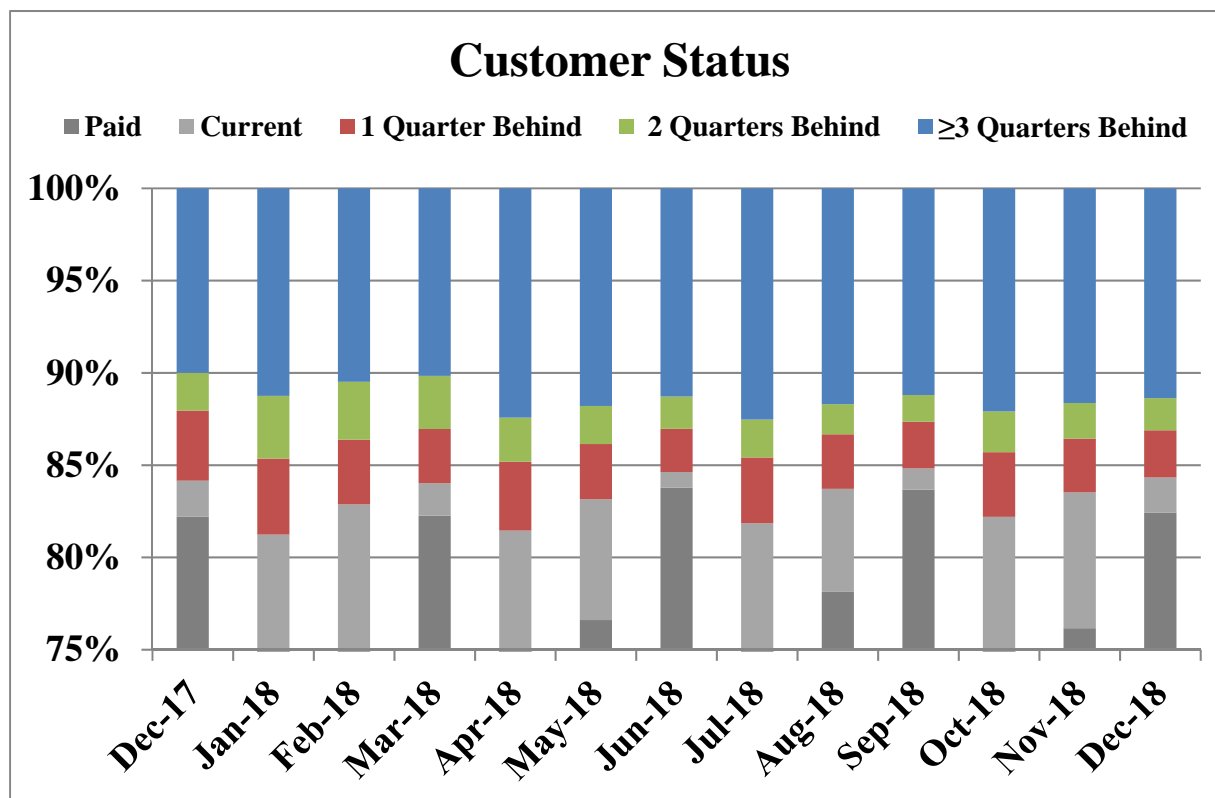
## Summary of Budget vs. Actual

<i>Budget Benchmark</i> 25.00%	<b>Actual December</b>	<b>Actual YTD</b>	<b>Budget FY 18</b>	<b>Favorable (Unfavorable)</b>	<b>Budget Expended</b>
<b>Revenues</b>					
<b><i>Operating Revenues</i></b>					
Regional Sewer Service	\$1,392,266	\$4,176,191	\$ 17,067,530	\$ (12,891,339)	24.47%
Standby Sewer Service	7,629	22,887	157,550	(134,663)	14.53%
IQ Water Charges	198,099	594,296	2,264,000	(1,669,704)	26.25%
Admin. and Engineering Fees	5,729	14,266	48,865	(34,599)	29.19%
Other Revenue	12,034	97,717	183,000	(85,283)	53.40%
<b><i>Subtotal Operating Revenues</i></b>	<b>1,615,757</b>	<b>4,905,357</b>	<b>19,720,945</b>	<b>(14,815,588)</b>	<b>24.87%</b>
<b><i>Capital Revenues</i></b>					
Assessments	421,491	656,260	824,000	(167,740)	79.64%
Line Charges	27,274	71,264	232,575	(161,311)	30.64%
Plant Charges	80,320	167,571	1,402,600	(1,235,029)	11.95%
Capital Contributions			917,000	(917,000)	0.00%
<b><i>Subtotal Capital Revenues</i></b>	<b>529,085</b>	<b>895,095</b>	<b>3,376,175</b>	<b>(2,481,080)</b>	<b>26.51%</b>
<b><i>Other Revenues</i></b>					
Grants	576	2,160		2,160	100.00%
Interest Income	504,567	665,852	1,217,500	(551,648)	54.69%
<b><i>Subtotal Other Revenues</i></b>	<b>505,143</b>	<b>668,012</b>	<b>1,217,500</b>	<b>(549,488)</b>	<b>54.87%</b>
<b>Total Revenues</b>	<b>\$ 2,649,985</b>	<b>\$ 6,468,464</b>	<b>\$ 24,314,620</b>	<b>\$ (17,846,156)</b>	<b>26.60%</b>
<b>Expenses</b>					
Salaries and Wages	\$421,279	\$1,095,097	\$ 5,687,700	\$ 4,592,603	19.25%
Payroll Taxes	29,534	78,962	416,500	337,538	18.96%
Retirement Contributions	50,855	151,220	710,900	559,680	21.27%
Employee Health Insurance	94,465	288,529	1,339,800	1,051,271	21.54%
Workers Compensation Insurance	7,960	23,881	114,600	90,719	20.84%
General Insurance	27,084	96,422	346,716	250,294	27.81%
Supplies and Expenses	62,128	232,660	1,138,160	905,500	20.44%
Utilities	45,858	223,555	1,409,350	1,185,795	15.86%
Chemicals	47,489	146,120	672,570	526,450	21.73%
Repairs and Maintenance	226,103	589,515	1,830,615	1,241,100	32.20%
Outside Services	147,106	376,236	1,852,110	1,475,874	20.31%
Contingency			225,000	225,000	0.00%
<b><i>Subtotal Operating Expenses</i></b>	<b>1,159,861</b>	<b>3,302,197</b>	<b>15,744,021</b>	<b>12,441,824</b>	<b>20.97%</b>
<b><i>Capital</i></b>					
Capital Improvements	568,150	1,559,875	11,088,500	9,528,625	14.07%
Renewal and Replacement	206,276	650,842	7,278,500	6,627,658	8.94%
Contingency			225,000	225,000	0.00%
<b><i>Subtotal Capital</i></b>	<b>774,426</b>	<b>2,210,717</b>	<b>18,592,000</b>	<b>16,381,283</b>	<b>11.89%</b>
<b>Total Expenses</b>	<b>\$ 1,934,287</b>	<b>\$ 5,512,914</b>	<b>\$ 34,336,021</b>	<b>\$ 28,823,107</b>	<b>16.06%</b>
<b>Excess Revenues</b>					
<b>Over (Under) Expenses</b>	<b>\$ 715,698</b>	<b>\$ 955,550</b>	<b>\$ (10,021,401)</b>	<b>\$ 10,976,951</b>	

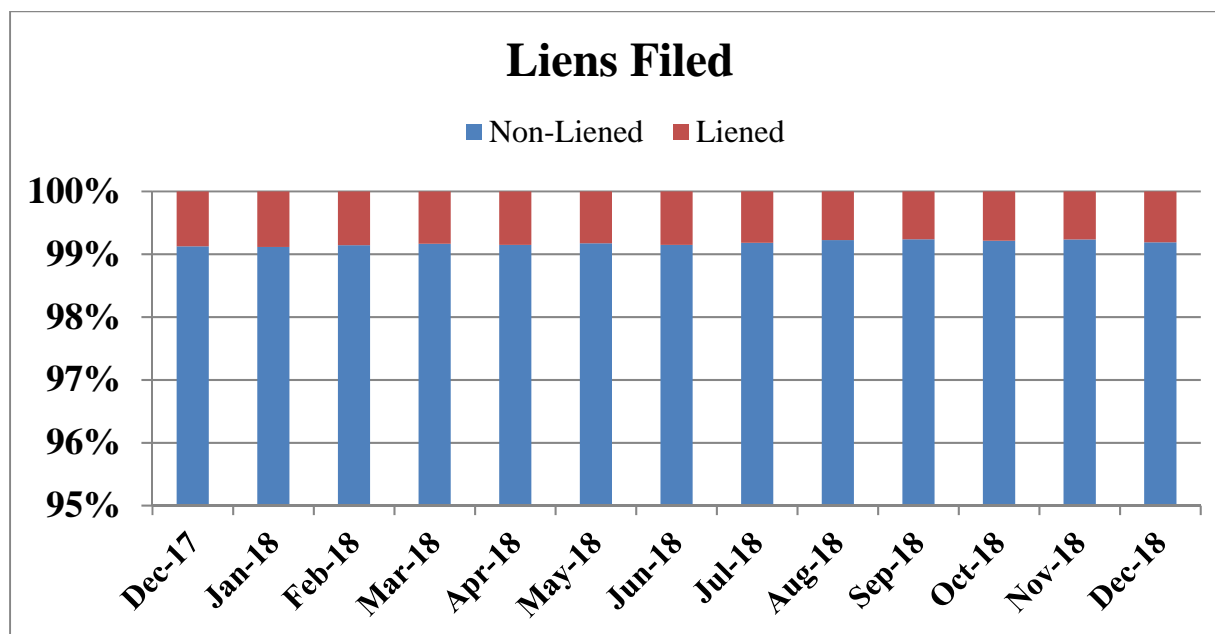


## Accounts Receivable

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 263 liens filed which represent approximately 1% of our customers.



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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.  
Deputy Executive Director/Director of Engineering Services

DATE: January 10, 2019

SUBJECT: Director's Report - January 2019 Board Meeting

### Inlet Waters

Final plans and submittals were approved for the Inlet Waters project located off A1A this month. This project is a 33 unit development. Staff worked with the developer to include provisions in the Inlet Waters wastewater system to serve areas to the north and south for future development and redevelopment. Included in this month's notebook in Tab 6C, is a cost sharing agreement between the developer and the District to cover the additional costs of the project due to the requirements of the system to serve areas outside the development.



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Board Member

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## Jupiter Inlet Colony Neighborhood Rehabilitation – One Year Inspection



The Jupiter Inlet Colony project reached Substantial Completion 1 year ago in December 2017. Staff performed the one-year inspection this month and are coordinating with the contractor for warranty work.

To date 98% have paid the connection fees and 89% have made connection. Notices have been issued to 11% unconnected homes and staff will continue to work towards getting these homes connected.

### Engineering In-house Projects

*Lift Station Rehabilitations General Construction Services:* Staff have completed plans and specifications for a general services contract to allow rehabilitation of lift stations within our collection/transmission system. This project is out for bid with an anticipated bid date of January 15, 2019. Staff hope to have the recommendation of award at the February Board Meeting.

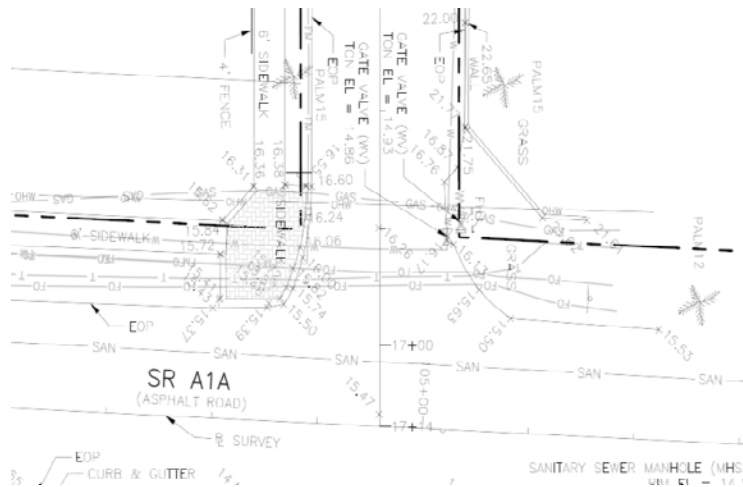
*Cellular Telemetry:* IT and Engineering staff are working on a project to test cellular telemetry installation at existing stations with no telemetry. Two units have been installed in the system and integrated into the District's SCADA system and a third alternate option is currently being integrated. Staff will begin working on the procurement process to determine the most cost effective of the viable options. It is anticipated that we will select up to three suppliers to source telemetry units through a competitive bid process.

**181<sup>st</sup> Street Gravity Sewer System:** This project will serve 11 lots located just off Limestone Creek Rd. The new system will tie into an existing gravity system in Limestone Creek Rd. Design is complete. The project is moving into permitting with bidding to follow in February/March 2019.

*New Palm Beach Heights Low Pressure Sewer System:* This project will serve 36 lots located just off US 1

south of Donald Ross Rd. The new system will tie into an existing gravity system serving commercial property to the north. Design is complete. The project is moving into permitting with bidding to follow in February/March 2019. Additionally, staff have moved ahead with design and permitting of a small section to allow a new construction residential home to connect ahead of schedule and avoid paying for a septic system in addition to the neighborhood sewer assessment.

*Olympus Drive Force Main Replacement:* This project is part of our asbestos cement (AC) force main replacement program and will replace approximately 2,000 feet of AC force main in Juno Beach. Survey was recently complete and staff are coordinating for soft digs to verify utilities at critical locations.



As shown at the intersection to the right, the right-of-way within portions of our service area are becoming extremely crowded with utilities. This project will have to install the new force main in an area already containing gas, telephone, fiber optic, potable water and sewer as well as main power transmission facilities.

We intend to install this project via directional bore using wire line steering and tracking equipment to ensure the best possible as-built locations of our force main. This requirement is in an effort to provide the best location information, and subsequent protection, of our infrastructure moving forward as utility density in rights-of-way continue to increase.

*LS 43 Emergency Generator:* A project to provide a permanent emergency standby generator at LS 43. This station is part of the cascading lift station system along Country Club Drive in Tequesta. Plans are complete. Staff will be working on bidding documents through January/February and hope to present to the Board for award at the March meeting.

*LS 62 Emergency Generator:* A project to provide a permanent emergency standby generator at LS 43. This station is a significant repump station serving areas Tequesta and Jupiter Island. Plans are complete. Staff will be working on bidding documents through January/February and hope to present to the Board for award at the March meeting.

*Lift Station 57 and 58 Tie-in to Transmission System:* Both cascading stations will be connected to an adjacent transmission force main relieving significant flow to the repump station. The consultant is currently working on finalized plans and permitting. Construction is scheduled to begin in February/March 2019.

*LS065:* Lateral lining following the main lining performed in summer 2018 is scheduled for this year. The contractor is currently waiting on main lining punch list items to be corrected in this system prior to mobilizing for laterals.

*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. Contracts are in place and a preconstruction meeting is scheduled for January 2019.

*Jupiter Ocean Racquet Club Force Main Replacement Phase 2:* Staff held a preconstruction meeting and issued the Notice to Proceed effective January 28, 2019. The contractor is working on a final schedule with mobilization date, but the project is scheduled to complete in July 2019.

*Radio Telemetry System:* The second phase of the system evaluation for the remaining 36 existing lift station DFS units and 24 existing irrigation station DFS units is complete. Staff are reviewing the evaluation and recommendations before deciding on a path forward. We anticipate this project scope being finalized by the end of the year and the recommended work being performed by the end of FY19.

*Lift Station 114 Rehabilitation:* Station startup occurred, and the station is in service. Staff are coordinating with the contractor on final punch-list items in the field and closeout contract documents.

*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. The main line contractor has completed lining and is currently working on punch list items prior to completion. Once complete we will mobilize a lateral lining contractor to line all the laterals prior to the paving project.

### **Construction Department**

*Penn Park:* The construction department continues working in the Penn Park area to upgrade service laterals with cleanouts. The majority of services do not have cleanouts and in conjunction with the main lining project referenced above, this work will need to be complete prior to service lateral lining.



## Collections/Reuse



Collections crews using Unit 15 assisted operations with cleaning of Clarifier 2 distribution box in the aeration basin

Staff worked on system reliability at IQ Metering Stations in Jonathan's Landing, Jupiter Hills and Loxahatchee Club. Work included modifications to the lightening protection and grounding system to connection piping, RTU, antenna and control panel stanchions to a common ground.



## Sanitary Sewer Overflows

There were 0 sanitary sewer overflows in the collection/transmission system for the month of December

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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: January 7, 2019

SUBJECT: Operations Department Monthly – Report for December 2018

### **Treatment Plant Division**

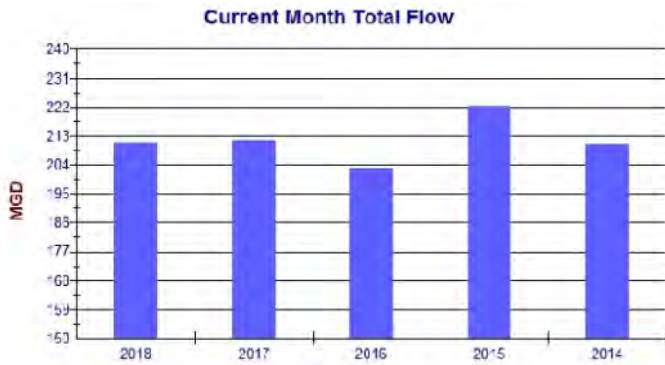
#### ***Values:***

In the Month of December, Operations is navigating through the final stages of renewing its FDEP Plant Operating permit. As each permit renewal comes up, we dissect our existing permit trying to find areas of improvements and assure areas of vital importance are carried over to the next permit. This document also sets the limitations of plant process and reporting practices. This past month LRD attended a meeting at the FDEP along with our consultants Hazen and Sawyer to finalize any changes to the new Plant Operating Permit and we are in the final stages to obtaining our new Operating Permit. There has been overwhelming help from IT, Wildpine Lab, Operations and Albrey and with everyone compiling all their plant knowledge to complete this renewal and giving attention to every detail. I have seen firsthand the importance of multi departments collaborating to achieve a high level of excellence with this task and to continue bettering the District by creating leaner processes throughout. This is a great example of multiple Departments demonstrating our District Core Values, **Innovation, Lean and Collaboration.**

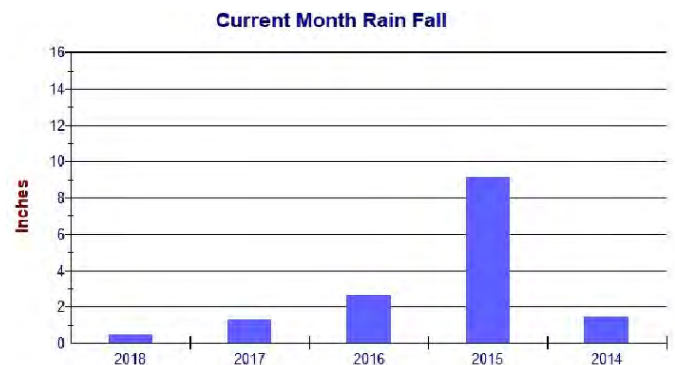


**We've had another great month of no permit exceedances.**

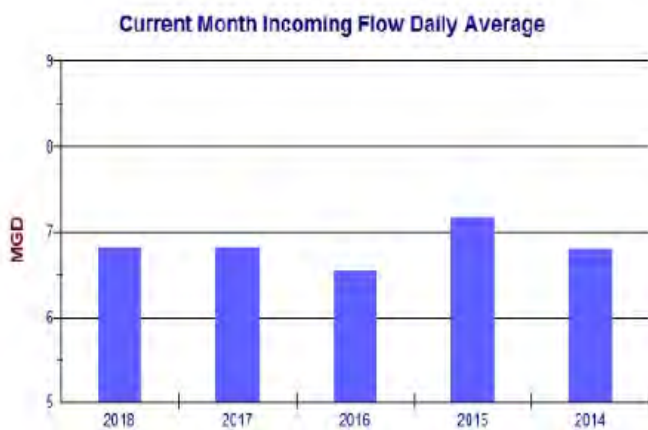




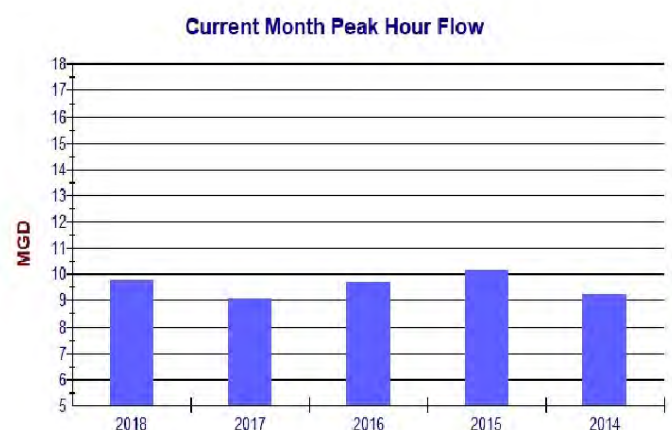
The plant total flow for the month of December was 210.76 million gallons.



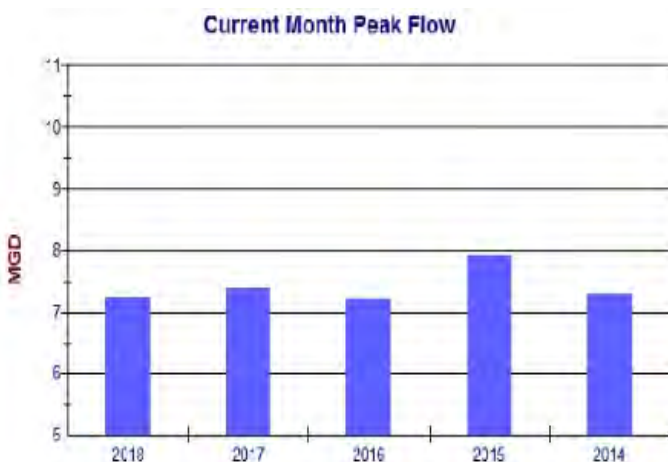
0.46 inches of rainfall was recorded at the plant site during the month of December.



The treatment plant incoming flow for the month of December averaged 6.80 MGD compared to 6.82 MGD one year ago, for the same month.

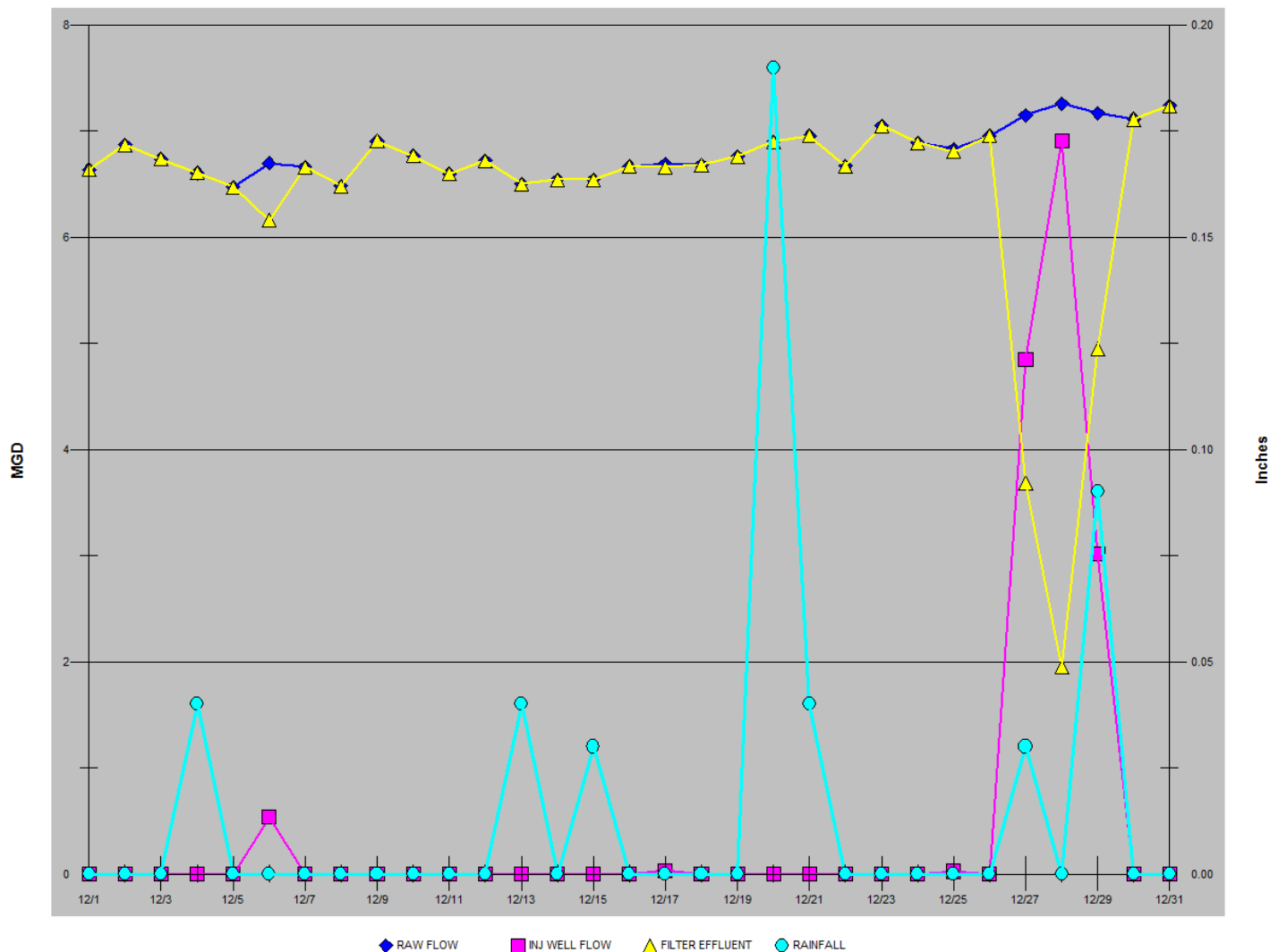


The peak hourly flow rate in December was 9.75 MG.



The greatest single day average flow in December was 6.80 MGD.

For the month of December, the plant received 210.76 MG of influent flow of which 199.17 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 0.46 inches of rain during the month and 15.37 million gallons of blended effluent was diverted to the Injection Well. Overall, 94.50% of incoming flows were recycled for IQ use and the plant delivered 207.5 million gallons of IQ water to the Reuse customers.



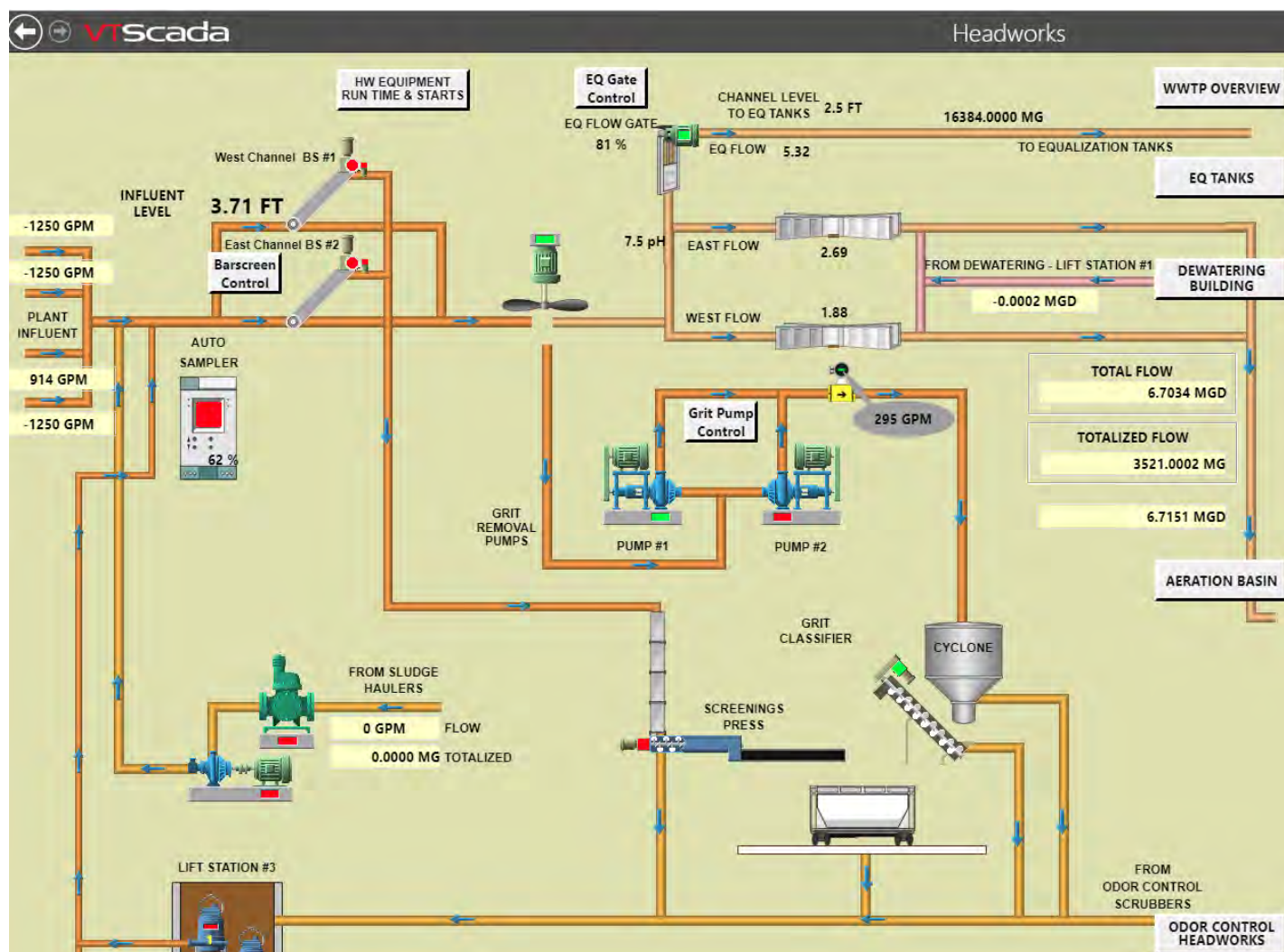
Year to date, the plant recycled 74.33% of all incoming flow and the total amount of IQ water delivered to reuse customers stands at 1,988.31 million gallons.

**All monthly reporting has been submitted on time.**

### Sanitary Sewer Overflows

A minor sewer overflow occurred at the Low-Pressure system that serves the BWL Hospital. The overflow was caused by failure of a 1 ¼" 45-degree coupling at the discharge side of a lift station. Operations is working with Engineering to strengthen our plant infrastructure and create detailed mapping of our underground assets.

## Treatment Plant:



Both Operations and IT departments have begun working together to update plant operations SCADA control (Supervisory control and data acquisition). We have systematically begun to go through each plant structure analyzing controls, updating drawings, as well as create a hierarchy of permission levels based on job rolls to better safeguard plant process controls. This is extremely important to ensure the security, reliability and efficiency of our SCADA systems as we move forward into the future. We look forward to continuing this project into the new year all while strengthening our plant and interdepartmental bonds.



## Maintenance Department:



Maintenance has purchased a storage cabinet for the flammable liquids that are currently used in its shop. Its inventory contains mostly paint and epoxy products for the exterior of buildings and coatings for tanks. The cabinet is designed to store flammable liquids, corrosives, pesticides and other hazardous materials. Safety cabinets are designed to meet fire codes and safety regulations.

The location of the locker is strategically located avoiding any flammable sources however easily accessible for daily use of its contents.

Also, this past month the Maintenance department assisted TAW in the installation of Number 1 Injection Well pump and motor. During the installation Maintenance technicians have overseen and documented the shaft alignment and torquing procedures to ensure the District will receive maximum pump efficiency during operation.

## Safety / Compliance by Travis Bains, CSHO

### *Safety – Perspective? Opinion? Mindset?!?*

*It won't happen to me.*

For some individuals it is a sense of proportion, an understanding of how things are important in daily activities. As a Safety Professional, we learn through training sessions, careful assessment of specific jobs, and we learn through after-the-fact assessments of mistakes (also known as near-misses and/or accidents). Mistakes are the most expensive teaching/training aids.

While we often do not think of the worst-case scenario, every job we do along with every step we take represents a potential hazardous. Those few seconds or minutes we take to think a plan through could save us a trip to the ER. Something as simple as forgetting to put on your safety glasses has the potential to lead to a hazardous situation or harmful outcome. OSHA states that safety glasses shall be worn; when it is necessary to protect against chemical, environment, and radiological hazards or mechanical irritants. The definition of each “potential” is endless.

Just for a moment think about the worst-case scenario, e.g., losing your sight.

It's a scary thought when we think it through....

That is why it is imperative that we bring a safety mindset to each job.

Coming into 2019, enforcing the new and current safety policies will be not only my primary job but the job of everyone that works for LRD. It is our responsibly to be cognitive of others, the hazards that our tasks present, situational awareness, and basically look out for ourselves and our team-mates. I along with the Executive team has been drafting a comprehensive update to our safety policies and procedures. We expect to bring the revised draft Safety Policies and Procedures to the board for approval in February. As a part of our renewed focus a safety, we are looking at every aspect of every job and developing JHA (Job Hazard Analysis) for the mitigation of even the smallest of hazards. Once implemented, it will be the job of every LRD employee to recognize potential hazards and, using a straight-forward process, to develop and implement a safe approach to each job.

Three key elements that will be followed up on in 2019:

1. Training, Coaching, & Mentoring
  - a. Behavioral Based Safety
  - b. Introducing new and more interactive training
  - c. New training for Supervisors
    - I. Introduced by Safety, HR and IT
2. Implementation
  - a. New and Current Safety Polices
  - b. Comprehensive, Hands on, Less CBT
  - c. Reaching out to different training agencies
3. Situational Awareness
  - a. Job Hazard Awareness and Training
  - b. 4 Q's
    - I. What am I about to do?
    - II. How could I get hurt?
    - III. What am I going to do to prevent injury?
    - IV. What do I need to do this and how will I do it safely?
  - c. Changing the mindset of Safety.

For the month of **December**, the District had **One** OSHA recordable injuries.

For the month of **December**, the District had **Zero** lost time injuries to report.

“it's not just knowing how to do your job, but remembering your training”

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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: January 10, 2019  
SUBJECT: Monthly Governing Board Update for December 2018

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## WildPine Ecological Laboratory

### Riverkeeper Project

In December, District staff collected the full suite of Riverkeeper water quality samples (nutrients and bacteria) from 15 monitoring stations, and Town of Jupiter staff collected bacteria samples at an additional 8 stations, for a total of 23 stations. Water quality results for Total Nitrogen (TN), Total Phosphorus (TP) and Chlorophyll-a (Chla) scored well at all stations, with no exceedances when compared to the State and Federal Numeric Nutrient Criteria (NNC) water quality standards.

Bacteria counts were not quite as good. Fecal coliform bacteria counts scored “poor” at 4 of the 23 stations based on DEP’s threshold of 800 MPN/100 mL. All the poor scoring stations were in the Jones and Sims Creeks basins, with the highest concentration of fecal coliforms (4,611 MPN/100 mL) at station 735 in Sims Creek. The enterococcus bacteria levels in the brackish and marine segments of the river was very similar to last month with 64% of the stations scoring “poor”. Once again, the highest concentration of enterococci (6,131 MPN/100 mL) was at the Toney Penna Footbridge (TPJ) in Jones Creek.

### New Intern

For the Spring internship position, Owen, a Marine Biology and Biochemistry major at the FAU Harriet Wilkes Honors College is joining the WildPine Laboratory. Owen has a deep love for the ocean and its conservation which stems from his upbringing in and on the beautiful waters of the Bahamas. With this internship, he is very excited to gain real world experience to help accomplish his career dreams.



Gordon M. Boggie  
Board Member

Stephen B. Rockoff  
Board Member

James D. Snyder  
Chairman

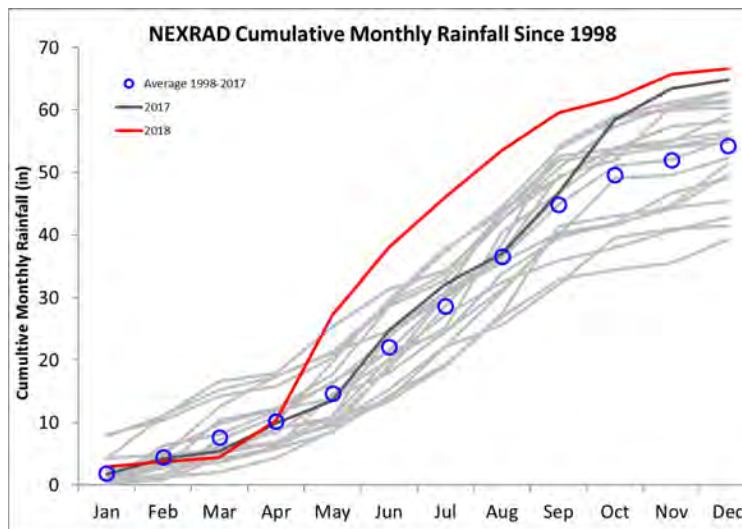
Dr. Matt H. Rostock  
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Harvey M. Silverman  
Board Member

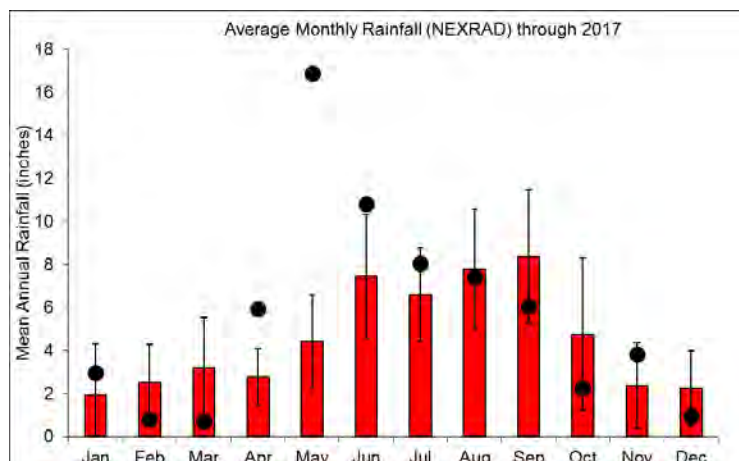
## Hydrologic Monitoring

2018 ended with a total annual rainfall of 66.7", which is 23% higher than the annual average of 54.3" (since 1998). This record rainfall comes despite mostly below average rainfall starting in August (see lower figure right). The high total rainfall for the year was driven primarily by the early and very intense start to the rainy season in April, May and June. The 16.9" of rain during in May was exceptional. The wet season, which typically lasts through October, ended with far below average rainfall for the months of September and October. We experienced just 1.0" of rain in December, which is less than half (57%) the 2.3" typically measured in December. November was the only month since August when rainfall was above the monthly average.

From the small amount of rain measured in December, much of it fell on the western portions of the watershed over the Corbett Wildlife Management Area and near the coast in Juno (figure next page). The driest regions of the watershed was over the central bay area of the Loxahatchee River and nearby urban areas.



Cumulative annual rainfall using NEXRAD radar-based data. Red line indicates current 2018 cumulative rainfall total. Blue circles indicate mean cumulative rainfall since 1998. (2017 indicated as dark gray line).

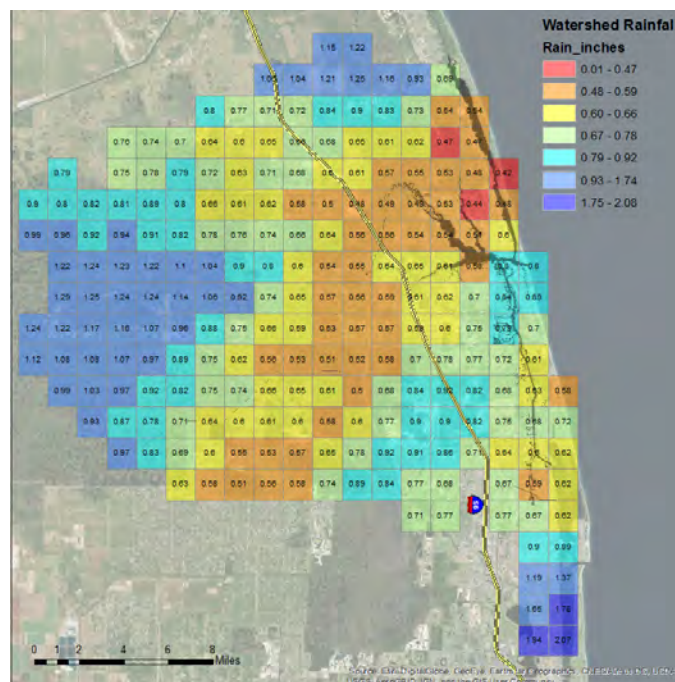


Mean annual rainfall using NEXRAD radar-based data. Red columns are mean monthly rainfall from 1998 through 2017. Error bars are  $\pm 1$  standard deviation as a measure of the variability. Black circles indicate monthly rainfall totals for 2018.

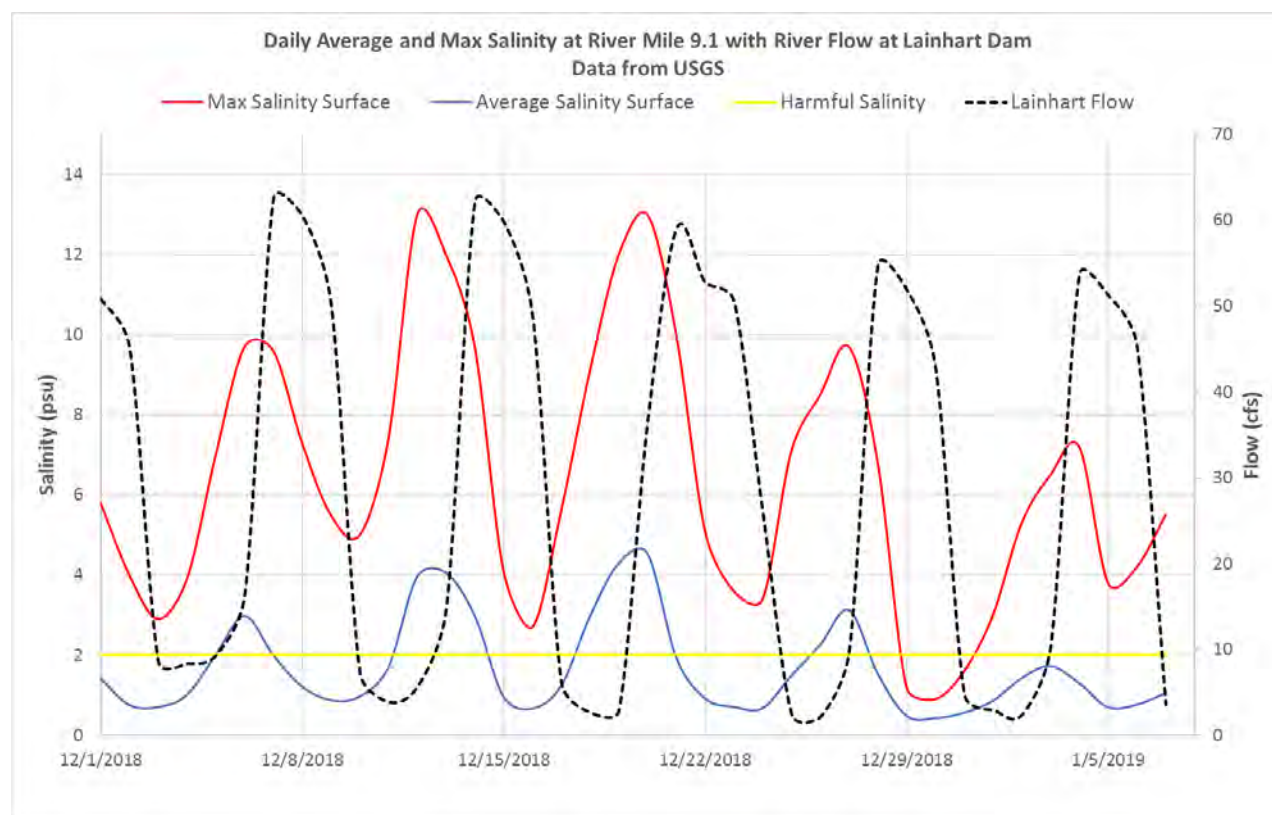


With the limited rainfall over the past several months, river flows are very low. Since December, water managers from the South Florida Water Management District are operating the system with an oscillating flow schedule with three days of flow above the 35 cfs minimum, then four days of very low flows (sometimes single digit flows; see black dashed line in figure below). Water managers delivered supplemental flows, averaging 8 cfs, through the G-161 control station, but the river has experienced 27 days of flows below the 35 cfs minimum flow threshold (as of 1/8/2019). News reports indicate very little water in the system and concerns about water supply for the City of West Palm Beach from Grassy Waters.

The low river flows are reflected in the salinity data. In the lower estuary, the North Bay site has returned to full saline conditions with only slight fluctuations caused by the few rain events. Further upstream, the oscillating flows over Lainhart Dam is reflected in the similarly oscillating daily maximum and daily average salinities (red and blue lines in the figure below) that are measured at the USGS water quality station at River Mile 9.1, the extent where there should not be saline water. These salinities, often well above the harmful level of 2 psu (yellow line), are concerning.



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.





## Oyster Settlement Monitoring

December oyster spat densities experienced a sharp decline in oyster settlement activity, which is later than usual. Spat settlement density was highest in the Northwest Fork at 908 spat m<sup>2</sup>. Average settlement density in the Southwest Fork was 393 spat m<sup>2</sup>. This appears to mark the end of this year's very active oyster spawning season, coinciding with the cooler water temperatures.

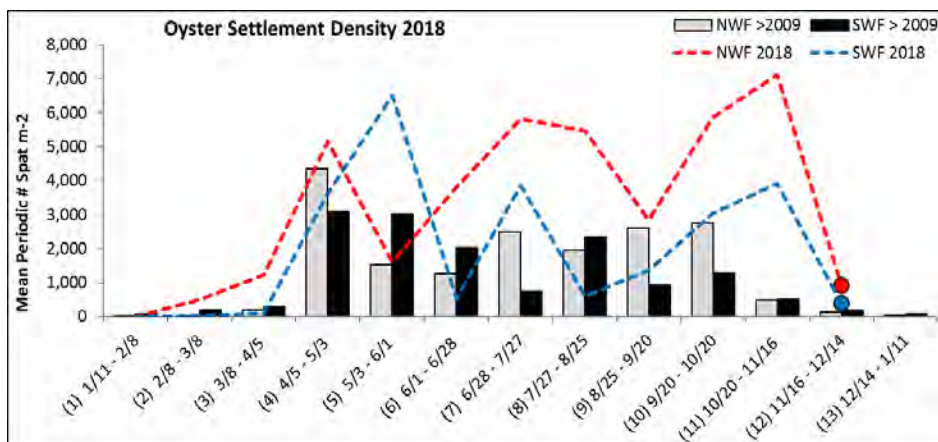


Figure shows mean density of most recent oyster spat settlement in the NWF and SWF (red and blue circles respectively) compared to historical means from 2009-2017 (gray and black bars).



## Volunteer Water Quality Monitoring Program

December's Volunteer Water Quality grade was a solid "B". Because December had very low rainfall and river flows, half of the stations had higher than normal salinity and pH values which scored "poor". Station 107, which is the furthest upstream station, was most unusual and scored a "D". Otherwise the Secchi readings, Dissolved oxygen, and the water color scores fell in the "Good" range.

**Table:** Volunteer Score. Colored cells show Dark (High) to Light (Low) results. Results are compared to historical values for the time period 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).

Site	Temp (F)	Secchi	Salinity	pH	DO	DO%	Color	Vis	Salt	pH	DO	DO%	Color	Score	Grade
LR10V	77.5	2.5	35.0	8.3	6.7	98.6	1.0	Good	Good	Good	Good	Good	Good	100.0	A
LR30V	71.1	VAB	37.0	7.8	5.9	83.1	1.0	VAB	Fair	Fair	Good	Good	Good	80.0	B
LR52V	71.6	VAB	23.8	7.9	8.6	112.1	1.0	VAB	Good	Good	Good	Good	Good	100.0	A
LR52.5V	70.4	1.1	33.7	8.0	6.6	90.7	1.0	Good	Fair	Good	Good	Good	Good	87.8	B
LR62V	66.4	1.2	25.6	7.7	5.4	68.4	1.0	Good	Poor	Good	Good	Good	Good	84.7	B
LR107V	68.0	VAB	19.0	8.2	5.9	72.0	1.0	VAB	Poor	Poor	Good	Good	Good	60.0	D
Average	70.8								scale: 0=poor 2=fair 4=good					85.4	B

VAB (Visible at Bottom)  
DO (Dissolved Oxygen)

## Customer Service

### Payment Processing

In December, staff closed out our 4<sup>th</sup> quarter bills processing nearly 2,400 payments totaling over \$265,000. For the quarterly billing, we set a new record high of 67% of payments coming through digital means – the customer's online bill pay (29%) or LRD's payment portal (38%). We continue to see a gradual trend of more customers making recurring payments (52% of LRD portal payments) and decreasing numbers of our customers making guest, or one-time, payments through the LRD website (now 32%), while the proportion of call-in payments is hovering at 16%. Our proportions of payments through our portal using Credit Card versus eCheck appears generally stable at 53% and 47%. Each of these proportions are well above industry standards and each helps us to maximize efficiencies, contain costs and keep our rates low.

## Information Technology

### Security - Phishing Campaign

During the month of December, we implemented an industry leading security training service. The first phase of the training program was to perform a baseline test which simulated a phishing attack to District users. The results of the baseline revealed we had room for improvement with 17% of users clicking on a link in the simulated phishing email. Despite our efforts to train staff, this test revealed how prone we were to a phishing type email attack.

The next phase of the training program is to have all computer users at the District complete a mandatory annual security awareness training, combined with ongoing testing. We anticipate improving our click rate to less than 5% of users within 90 days, and to continually shrink the click rate as users become better trained and modify behavior.



# Loxahatchee River Environmental Center

## January 2019

### 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
Benchmark / Customer Expectation	% 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
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 Dec	126%	113%	150%	125%	18%	0%	117%	50%	5.0	4.0	78%	96%	101%
2018 Jan	121%	78%	117%	122%	15%	8%	233%	98%	4.9	4.2	88%	96%	101%
Feb	118%	133%	169%	155%	124%	13%	162%	67%	5.0	4.1	90%	85%	87%
Mar	104%	83%	263%	143%	186%	0%	79%	48%	4.7	3.9	93%	93%	75%
Apr	89%	66%	227%	113%	480%	11%	205%	84%	4.2	4.0	88%	91%	49%
May	139%	81%	120%	282%	0%	24%	295%	54%	4.8	3.6	97%	83%	41%
June	100%	113%	181%	108%	0%	0%	99%	79%	5.0	3.9	99%	87%	86%
July	102%	90%	202%	114%	0%	42%	145%	78%	4.8	3.9	98%	91%	78%
Aug	106%	59%	157%	109%	0%	9%	79%	136%	4.6	4.6	87%	88%	102%
Sept	96%	95%	168%	144%	0%	0%	138%	163%	4.8	3.3	93%	82%	100%
Oct	120%	163%	120%	214%	160%	9%	150%	150%	4.5	4.2	83%	101%	160%
Nov	120%	157%	780%	206%	430%	0%	142%	45%	4.5	4.2	83%	101%	160%
Dec	131%	89%	130%	203%	0%	0%	122%	49%	4.9	4.4	97%	93%	62%
Consecutive Months at Green	8	0	13	13	0	2	4	0	13	3	1	3	0
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	Lower registration of school groups coming in. Homeschools still selling out.
RC Guest Appearance	We were not invited to any outreach events
1st Time Visitors	December is a time when we see "regulars" and not necessarily new visitors.
Program Revenue	This is a slow time of year for program revenue. Most of our programs are free family programs for the holiday season.

### Re-Envisioning the River Center

Staff have brainstormed and have created a document that outlines four different options for consideration that the River Center can develop as we plan for the future. Through discussion, we have begun evaluating four options.

- **No Change:** Continue with facilities and programs as they are and operate to our fullest capacity with no changes.
- **Additional Staff:** Add more staff to increase our programmatic capacity without increasing our footprint.
- **Add Staff and Expand Facilities:** Propose new additions, upgrades and renovations to the building and within our lease area to Palm Beach County in an effort to broaden our "campus footprint" and our programmatic capacity.
- **Relocation and Expand Facilities:** Relocate to a larger property that would offer greater on-site programming opportunities and guaranteed longevity in our community.

**The re-envisioning document is attached following this report. We look forward to scheduling a workshop to review this document and the underlying assumptions with the Board.**



## **River Center General**

### **Lecture Series**

There was no lecture scheduled for January due to the New Year's holiday.

### **Special Programs**

#### **A Day in the Life of the Indian River Lagoon**

On December 4th the River Center, in partnership with the Jupiter Inlet Lighthouse Outstanding Natural Area, conducted a student citizen science workshop titled "A Day in the Life of the Indian River Lagoon." This program was originally scheduled for October 4<sup>th</sup> and was part of a much larger citizen science program that reached all the way to Sebastian. Students from Palm Beach to Indian River counties were to collect data on the same day and return that data to create a "snapshot" of the Indian River Lagoon. Scientists could (and did) use the data for various research projects. Unfortunately, due to the incident of red tide, we had to cancel our program. However, we wanted to be sure that we still offered this real science experience to our students so we rescheduled. Even though our data will not be used, we feel it is still an excellent learning experience and a great pilot program, so that we can improve upon the experience for next year.



Twelve homeschool students joined educators out in the field conducting investigations, water quality testing, and field studies. The "A Day in the Life" program is an experiential science research program designed to help students develop an appreciation for and knowledge of the ecosystems being studied, to collect useful scientific data regarding the ecosystem's environmental health, and to allow students to become stewards of the ecosystem's water quality and natural resources. Students use hands-on field techniques to collect various

chemical, physical, and biological parameters of the lagoon to determine how their local piece of the estuary fits into the larger ecosystem. Experiences included: wind and weather assessments, vegetation assessments and site characteristics (elevation, depth, etc.), biodiversity through core samples (thank you WildPine Lab for supplying the core samplers) and dip netting, chemical parameters (pH, dissolved oxygen, salinity, temperature, turbidity), and tide and currents experiments.

#### **Culpepper Ranch Nature Walk**

The River Center team facilitated a nature hike as part of our Naturalist Series on December 19th. Thirteen participants and four staff took a trip through the Culpepper Ranch property in Jupiter Farms. This event marks the first of a new partnership program between the River Center and the South Florida Water Management District to gain access to their properties for outdoor education programs. This special



property is part of the Loxahatchee River Watershed Restoration Project whose goal is to capture, store, and treat excess water currently discharged to the Lake Worth Lagoon, improve the quality, quantity, timing, and distribution of water delivery to the Loxahatchee River and estuary to meet flow targets of the Wild and Scenic Northwest Fork. Guests walked along cypress trees, marsh grass, and old cattle pasture viewing endangered wood storks, kestrels, woodpeckers (including the migratory yellow-bellied sapsucker), scarlet ibis, and red-shouldered hawks. The next nature walk in partnership with SFWMD will be to 9-Gems Hungryland Natural Area in February.

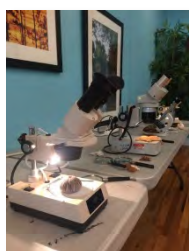


### **Craft-a-Palooza**

The River Center hosted a Winter Break crafting event on Thursday, December 20th. Guests created a variety of holiday crafts including: popsicle reindeer, cottonball snowmen, beaded candy canes, and paper plate Christmas trees. It was a great day and we had over 55 participants for this event.

### **Art in Nature**

On Thursday, December 27th, the River Center hosted an “Art in Nature” workshop. This course was led by Brenda Nickolaus from Art in Nature, and provided instruction for students to create their own work of art. The inspiration is to get outside and help children connect with nature on a new level. This workshop will be offered monthly with different themes, art mediums, and techniques. We had 7 participants in this workshop.



### **Old School Science Fun Day**

On Friday, December 28th, the River Center staff hosted our Old School Science day! This ongoing event consisted of engineering stick and marshmallow creations, building balloon rockets, what makes a bouncy ball bounce experiments, and a close-up look at different items underneath our microscopes. We had over 210 participants for this event.

### **Fishing Clinic**

Thirteen children and nine adults participated in our Family Fishing Clinic on Saturday, December 29th. This program began with a classroom session lasting about 45 minutes, where we covered fishing regulations, knot tying, various forms of tackle, fish identification, and the importance of safety while fishing. After the basics were covered, we went outside to try some casting with our fishing poles. The last 45 minutes of the clinic are all about fishing. Our guests bait their hooks and take to the dock to await their potential catches. It was a great day to be outdoors.



### **Homeschool Workshop Wonders of Waters: Water Properties Lab**

The River Center’s Homeschool Workshops was held on December 21st students ages 5-11. Students enjoyed an exciting morning of age-appropriate, natural science-themed learning experiences led by River Center educators. Students got the chance to explore the River Center aquariums and exhibits, have a touch tank encounter, and participate in hands-on lab activities. Twenty-seven children participated in our Wonders of Water: Water Properties Lab. Students worked in an interactive lab that covered the properties of water including: density, buoyancy, surface tension and the phases of water. During their experiments, students made connections to the salt, fresh and brackish water in the ecosystems of the Loxahatchee River watershed.





## **Outreach**

### **Call of the Wild Conference**



From December 7-9th Megan Harris, the River Center's Environmental Education Coordinator, attended the Call of the Wild Conference at the Ocala Youth Conservation Camp in the Ocala National Forest. Call of the Wild is the annual facilitator awards recognition weekend that brought together over 40 Project WILD Facilitators from across the state. Project WILD is an interdisciplinary conservation and environmental education

program emphasizing wildlife. The program is designed for educators of kindergarten through 12th grade students. Project WILD capitalizes on the natural interest that children and adults have in wildlife by providing hands-on activities that enhance student learning in all subject and skill areas. This weekend allowed for professional development opportunities, support from and networking with other volunteer facilitators, access to the latest environmental education curricula and the most current information about Florida wildlife. Megan presented on the River Center's Homeschool Workshops and incorporating homeschool parents into Project WILD educator training.



### **Volunteer of the Month – Nancy Cohen**



This month the River Center would like to acknowledge Nancy Cohen as the Volunteer of the Month. Nancy is a retired Marine Science teacher from Palm Beach Gardens High School. She is an avid diver and loves to travel. She has been a volunteer here at the River Center since April 2018. Nancy is a regular on Tuesdays and Thursdays helping to feed our animals and be a story time helper. Nancy enjoys being a docent at the touch tank and teaching our guests about the residents here at the River Center.

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## **Upcoming River Center Events**

RSVP at [www.lrdrivercenter.org/events-calendar](http://www.lrdrivercenter.org/events-calendar)  
[rivercenter@lrecd.org](mailto:rivercenter@lrecd.org) or 561-743-7123

**January 19, 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.

**February 1, 12 pm – 1 pm: Lecture:** Join the River Center on Friday, February 1st for our monthly lecture series! The River Center is excited to welcome Amber Howell from the Florida Fish and Wildlife Conservation Commission for our February lecture presentation. Amber is a Research Associate that specializes in Marine Mammals and her presentation will discuss her latest research on Florida manatees. Prior to the lecture a light lunch will be served.

**February 15, 2 pm – 4 pm: Nature Hike – 9 Gems (SFWMD):** Join the River Center on Friday, February 15th for our Nature Walk through 9 Gems natural area managed by SFWMD. Interested participants should wear closed toed shoes, comfortable clothing and bring plenty of water. Make sure to RSVP to this event! Space is limited.

**February 16th, 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.

**February 22, 2 pm – 4 pm: Sandbar & Sea Shells Boat Tour:** Join the River Center for an exciting family-friendly boat tour! Hop on-board the Osprey for a trip up the Central embayment of the Loxhatchee River. Hunt for shells and creatures at the sandbar and soak up some sunshine! Make sure to bring water, snacks, water shoes, and snorkel gear! The boat will launch from Burt Reynold's Park. Registration is required to attend. Space is Limited!

**February 23, 10:00am – 12:00 pm: Exploring Archery:** Join the River Center for our introductory archery workshop! Learn about the complex history of archery, uses, safety and basic skills. All equipment will be provided but interested participants should bring comfortable clothing, closed toed shoes, water and sunscreen.

**February 28, 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.

# River Center Re-Envisioning

## *10 years and still growing*

As we begin our 10<sup>th</sup> year as the only aquarium in Jupiter and one of several small, nature centers in north Palm Beach County, it is time for us to reflect on the growth we have seen over these 10 years and plan for the next 10 years. River Center staff are working through different options for consideration by the Board. Through discussion, we have developed four options for consideration.

- No Changes: Continue with facilities and programs as they are and operate to our fullest capacity with no changes.
- Additional Staff: Add more staff to increase our programmatic capacity without increasing our footprint.
- Add Staff & Expand Facilities: Expand, upgrade, and renovate facilities within our lease area to broaden our “campus footprint” and our programmatic capacity at Burt Reynolds Park.
- Relocate & Expand Facilities: Relocate and expand facilities on the Loxahatchee River District’s 20-acre property adjacent to Riverbend Park.

This document will give further detail to each of the last three options.

## History of the Environmental Education Program

The environmental education program of the Loxahatchee River District has been evolving since 1992; over 25 years of educating our community about the importance of the Loxahatchee River.

### Jupiter Marine Science Center – 1992

The Jupiter Marine Science Center became a program of the District in 1992. Housed in the old Coast Guard barracks building on the lighthouse property, this program was made available to educate local students and offer volunteer opportunities. This location and the programs are remembered fondly by local residents that grew up going to that location. This program continued until the building was damaged by the 2004 hurricanes.



### Partnership Programs at Busch Wildlife Sanctuary and Blowing Rocks Preserve

After the hurricanes damaged the building, the Loxahatchee River Historical Society and Jupiter Inlet Lighthouse consolidated their operations on the lighthouse property and took over the barracks building. The environmental education program of the District had to adapt until a new property and situation could be determined. During



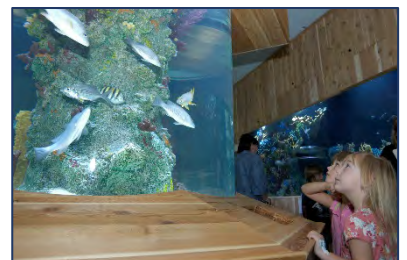
this time, the environmental education program reinvented itself and leveraged its partnership with the Busch Wildlife Sanctuary. Using a combination of the LRD



plant site and the Busch facilities, education programs were continued. The summer camp continued as well through a partnership with Blowing Rocks Preserve.

### River Center

When the Historical Society moved to the lighthouse property, the old museum building became available. The Loxahatchee River District, through a partnership with Palm Beach County, renovated the building to be an aquarium and took over operations. The environmental education program evolved again into what is now the River Center. Planning started in 2006 and the River Center opened in 2008.





## No Changes

Please find a list of our current staffing position and work hours. Full-time assumes a 40-hour work week.

- Environmental Education Manager – Full-time, exempt
- Environmental Education Coordinator – Full-time, non-exempt
- Community Outreach Coordinator – Full-time, non-exempt
- Internship (Fall/Spring) – Part time, non-exempt; est. 21 hours per week for 9 months per year.
- (3) Internship (Summer) – Part-time, seasonal, non-exempt; est. 30-40 hours per week; three interns per summer. Summer months: mid-May through mid-August.
- Externship (Summer) – Part-time, seasonal, non-exempt; 40 hours per week for four weeks. Professional teacher program.

## Summary Statistics

Year	Total Visitors	School & Camp Visitors	RC Offsite Programs	RC Onsite Programs	RC Staff Guest Appearances	Volunteer Engagement	1st Time Visitors
2018	22,356	5,365	1,927	6,014	4,312	4,632	779
Average	21,867	5,470	1,112	4,812	4,356	3,795	484

## Current Program Listing

- School & Camp Field Trips: approximately 5,400 students & campers per year. Consists of a two-hour program for 50 children at a time. We run one program per day during the school year and two programs per day in the summer (10 weeks). We have between 10-20 programs per month during the school year and 20-40 programs per month during the summer.
- Summer Camp: We operate 8 weeks of summer camp with 16 campers per week (128 campers per year).
- Girl Scout Programs: We see approximately 650 Girl Scouts per year for badge earning programs for girls Kindergarten – High School.
- Lectures: 10 lectures per year with an average of 70 guests per lecture (700 people).
- Homeschool Workshops: We offer 8-10 workshops per year for homeschool students with 35 children per workshop. Each workshop almost always has a wait list. In addition, we do offer field trip options for homeschool co-ops.
- Family Programs (per year estimations/capacities)
  - Halloween Campfire – 400 people (capacity)
  - Archery – 50 people (capacity)
  - Fishing Clinics – 75 children
  - Seine & Dip – 200 people (capacity)
  - Angler Tournaments – 150 people
  - Storytime – 3,000 people
  - Clean-ups – 200 people
- Naturalist Programs
  - Kayak Tours – 150 (capacity)
  - Nature Hikes - 100
  - Boat Trips – 160 (capacity)



## Additional Staff

As we have seen during the summer months, with addition of the summer (seasonal) staff, our ability to provide program dramatically increases. We maintain a much busier schedule and in return, we see more visitors to the center. With the additional of 2 permanent, part-time positions year-round (25-35 hours per week), we could maintain a heavier schedule of programming. These positions are in addition to the existing positions described above. The new positions would be:

- Volunteer Coordinator / Guest Services Administration – the position is primarily administrative and will relieve the Environmental Education Coordinator and Community Outreach Coordinator of these duties. This will give the Education Coordinator, currently also the volunteer coordinator, more time to focus on program development and leading education programs. This new position could also take on additional administrative duties at the front desk (phone and guest services). Even for just a 3-4 days a week, this would alleviate many of the interruptions and distractions of existing staff.
- Part-time Educator – this position, along with the intern and Education Coordinator, would lead programming for our regular education programs during the week and on weekends. With more program staff, the Manager and the Outreach Coordinator would only need to lead program on occasion as the need arose. With less time spent in program, the Manager would have additional time to stay on top of facilities issues, staff scheduling, program oversight, project coordination, assist the outreach coordinator with event development, as well as their own professional development and partnership building.



The drawback of this option is that the River Center will be at its absolute carrying capacity. We currently have a desk for all FTE but only one desk shared among intern/part-time employees. During the summer, interns share the same desk, or share the desk of an FTE if they are out most of the day with summer camp. Adding more staff would add to this challenge. We have a computer at the front desk that the Volunteer Coordinator could potentially use, but we would have to get creative with scheduling for the part-time education position. Their main focus will be on delivering program, so they will not need as much time at a computer as other staff, but they will need to use it somewhat regularly to input data, manage groups, check email and ASANA, etc. The laptop in the classroom is only available when it is not being used in program. That may be a solution, at least part of the time, for the part-time educator. We would also try to have shifts not overlap as much as possible.

## Programs

We would continue all our successful programs, expanding our capacity to offer them as well as introduce new programs. Potential new programs include:

- Maximize our program capacity with more afterschool programs during the school year.
- Add more evening programs for working families and adults.
- Extend our hours (open until 6 p.m.) to better accommodate the community.
- Additional or more frequent outdoor programming.
- Increase LRD Plant tours.
- Saturday story-times and daily tours.





## Add Staff and Expand Facilities

The River Center is operating at its fullest capacity given staff and space constraints. Increasing the footprint and creating a broader campus, would allow the River Center to offer additional simultaneous programs and accommodate larger groups and events. Here are some of the expansions and renovations that are proposed:

### Facilities

- Expand the exhibit area, southward, behind the touch tank area. Additional space for interactive exhibits lending themselves to more time spent at the center.
- An outdoor touch tank experience in the chiki hut with space for small animals as well as larger animals such as stingrays.
- Additional decking and shading on the north side of the building for outdoor education (since we will lose the chiki hut).
- Relocate and renovate our outdoor storage options to be more conducive for providing our outdoor programs. Easier access to kayak paddles, vests, fishing poles, seine/dip nets, archery equipment and summer camp equipment.
- Add additional office space for an increased number of staff (westward & southward expansion).
- Add program storage space to the existing office area (expand to the south). This will free up some space in the classroom closet making it easier to store the tables and chairs as well as make it easier to access our program supplies.
- Renovate the lobby/gift shop area to make it more open and welcoming. The gift shop will be repurposed and become a coffee shop and reading area. Some items may be for sale, but it will be limited. The space would be opened up by removing parts of the walls, encouraging parents to sit and watch their children from the comfort of the coffee area.
- Include outdoor seating (benches or rocking chairs) on our porch areas to encourage longer visits.
- Provide additional elements in our migratory bird garden to encourage additional programs, natural play for children and exploration for older audiences.
- Purchase of a bus or two 15 passenger vans to increase the number of campers that we can accommodate during our summer camp.

### Staff

The River Center could increase the size of field trips to 65-70 students/campers, allowing for three rotations instead of the two that we currently do. These positions are in addition to the positions already described in the first section.

- One, full-time education staff member
- One, year-round, part-time education staff member (est. 25-35 hours per week)
- One Volunteer / Guest Services staff (part-time 25-35 hours per week)
- Two additional seasonal staff in the summer to handle the increase in all our summer programming based on our new physical capacity.





## Programs

We would continue all our successful programs, expanding our capacity to offer them as well as introduce new programs.

- Increase field trip capacity to 75 students/campers and increase summer camp capacity to 25 campers per week
- Add more evening programs for working families and adults.
- Extend our hours to better accommodate more lifestyles and a daily fish feeding tour.
- Additional or more frequent outdoor programming.
- LRD Plant tours or combos with other programming.



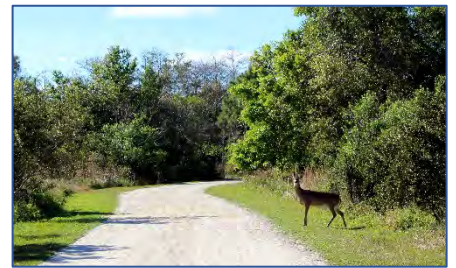


## Relocation and Expand Facilities

This blank slate option will allow us to design and build a campus that will quickly become the go-to environmental education facility in the Loxahatchee River watershed with a goal of rivaling Busch Wildlife Sanctuary and Loggerhead Marine Life Center in terms of visitation and participation. We desire a highly functional facility intentionally designed with sustainability in mind.

### Facilities

- New, environmentally-friendly, 2 story building with plenty of office space (not only for planned staff, but with capacity to add more), storage, staging areas, meeting and classroom areas. Includes ample parking designed for easy school bus access, and an inviting wrap-around porch with seating and staging area for large field trips.
- Nature playscapes and outdoor education space with water element.
- Outdoor program equipment storage space.
- Aquarium and animal care dedicated space away from the public eye; including quarantine area.
- Amphitheatre, fire pit, picnic area and large outdoor space for events.
- Plenty of parking, including bus parking.
- Water feature designs to make water programs more accessible (ramps, sandy launch sites, fishing areas, shallow water areas for wading)
- Trails for walking and biking, with potential to access Riverbend Park and the Hatcher property.
- Add facilities for birds and reptiles, with a potential for a third-party partnership (e.g., Busch Wildlife Sanctuary).
- Busses or vans for summer camps and offsite programs.



### Programs

- Increase field trip capacity to 100 student per event.
- Run 2 summer camps simultaneously (25 campers each)
- Evening and afternoon lectures
- Preschool programming
- Add more evening programs for working families and adults.
- Extended hours to better accommodate more lifestyles.
- Add a daily tour & fish feeding.
- The campus setting will facilitate meaningful, self-guided tours.
- Proximity to the Northwest Fork of the Loxahatchee River will increase engagement with the freshwater portion of the river

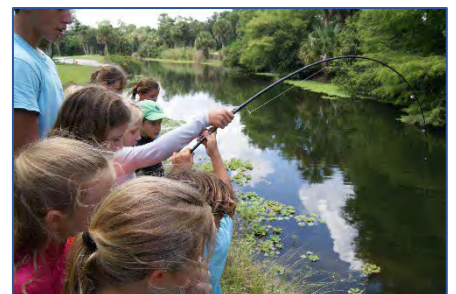
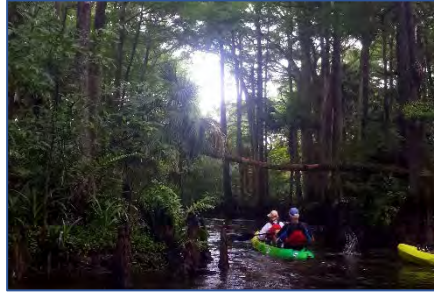
### Staff

Staffing needs will need to be carefully considered as our plans and programs increase. This list is a starting point. Most importantly, we need to consider our growth capacity after 10 years on site. We have outgrown our current capacity in a 10-year time span. We should plan for steady growth over the next 10-15 years so that we do not run into the same issue in another 10 years. We can expect that addition of these staff will take time and not all will be added immediately. For discussion purposes, operational staff may look like this:

- Director / Manager
- Environmental Education Coordinator



- Community Outreach Coordinator
- 4 Education staff (either part-time or full-time, or a mix of both, but would need to pull full schedules of 35-40 hours per week). This could include an internship.
- 5-6 additional, seasonal education staff for the summer months.
- Facilities & Animal Caretaker (could be part-time)
- Administration & Guest Services (could be part-time, but I would suggest full-time from the beginning).
- Volunteer Coordinator (part-time at first but move to full-time position if volunteer numbers increase).
- Aquarium Care & Landscape Services would continue to be outsourced.





## Pros and Cons

<b>Option</b>	<b>Pros</b>	<b>Cons</b>
<i>No Changes</i>	<ul style="list-style-type: none"> <li>• No additional costs involved</li> <li>• There is no investment made into a building that is not owned by Loxahatchee River District.</li> </ul>	<ul style="list-style-type: none"> <li>• We are in a lease that can be terminated (90 days' notice) if Palm Beach County decides not to continue our program or they want to use the land for something else.</li> <li>• We are increasingly having difficulties conducting programs onsite and offsite at PBC Parks. We have new restrictions placed on us regularly by Parks.</li> <li>• Nothing changes</li> <li>• This is not a growth mindset</li> <li>• Our site is limited in space, access, facilities and amenities which causes us to seek other locations at PBC Parks (with restrictions).</li> </ul>
<i>Additional Staff</i>	<ul style="list-style-type: none"> <li>• There will be no significant investment in facilities that are not owned by LRD and that may not be available to us in the future.</li> <li>• We can keep doing what we do, but more of it.</li> <li>• Adding staff would be relatively easy and quick.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional salaries.</li> <li>• The River Center is already very constrained in the amount of staff that it can hold. We will be at our carrying capacity.</li> <li>• We are in a lease that can be terminated (90 days' notice) if Palm Beach County decides not to continue our program or they want to use the land for something else.</li> <li>• We are increasingly having difficulties conducting programs onsite and offsite at PBC Parks. We have new restrictions placed on us regularly by Parks.</li> </ul>
<i>Add Staff &amp; Expand Facilities</i>	<ul style="list-style-type: none"> <li>• Increase the number of visitors to the facility</li> <li>• Increase the amount of time that they stay (based on additional exhibits and common areas)</li> <li>• Increase number of students/campers per field trip – this in turn increases the number of schools/camps that we can reach and raises our visitation numbers.</li> <li>• New amenities may improve our interactions with PBC and Town of Jupiter.</li> <li>• More space and staff for additional programming and extended hours.</li> <li>• Adding staff would be relatively easy and quick.</li> </ul>	<ul style="list-style-type: none"> <li>• This will be a significant investment of funds into a property that LRD does not own.</li> <li>• Ongoing costs associated with additional human resources.</li> <li>• Ongoing cost increase due to upkeep for additional facilities.</li> <li>• We are in a lease that can be terminated (90 days' notice) if Palm Beach County decides not to continue our program or they want to use the land for something else.</li> <li>• We are increasingly having difficulties conducting programs onsite and offsite at PBC Parks. We have new restrictions placed on us regularly by Parks.</li> <li>• Portions of the expansion will impact current facilities and operations and may cause the center to close during those periods.</li> </ul>

*Relocate &  
Expand  
Facilities*

- We are no longer a leasee and can make changes to the property as we see fit whenever we choose.
- No termination with confidence in long-term viability in investments.
- Visitation could increase up to or beyond 100,000 per year.
- Increase the program capacity of the River Center to engage and educate stake holders.
- Provide additional natural space for people to visit and be close to nature.
- Extended hours to meet the needs of a variety of lifestyles.
- We can continue to leverage our relationships with Palm Beach County Parks & Environmental Resources Management, Jupiter Outdoor Center, and South Florida Water Management District to provide programming throughout the watershed, but will not have to rely solely on those relationships to maintain a high capacity of programming.
- Increase community engagement on the Wild & Scenic, Northwest Fork of the Loxahatchee River.
- Large campus with diverse experiences will increase the draw for visitors.
- New campus would be designed to facilitate self-guided tours and interactive activities on campus.
- Significant one-time investment to provide master plan, build the center and surrounding grounds, with potential for additional facilities added in phases.
- Significant commitment to staffing needs into the future.
- Starting over in a new location may cause a dip in attendance for the first year.
- Increase in liability.
- Access to the Loxahatchee River proper will have to be negotiated with Palm Beach County (to install culvert or bridge for connection to the river).
- We will need to discuss long-term funding mechanism (e.g., program fees, general revenue, other).



## Staffing and Expense Budget Estimations

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Option	Staff	Expenses	Annual Total Costs	Capital/Construction
No Change	\$ 280,000.00	\$ 217,000.00	\$ 497,000.00	
Additional Staff	\$ 341,000.00	\$ 217,000.00	\$ 558,000.00	
Add Staff & Expand	\$ 530,000.00	\$ 247,000.00	\$ 777,000.00	\$ 500,000.00
Relocate & Expand Facilities	\$ 949,000.00	\$ 494,000.00	\$ 1,443,000.00	\$ 3,000,000.00

### Notes:

Below are the assumptions made to provide these estimates:

- Salaries and pay rates are based on our current projected costs for FY 2019
- Expenses for “No Change” and “Additional Staff” are based on our current projected costs for FY2019
- Expenses for “Expansion” are estimated to add \$30,000 annually
- Expenses for “Relocation” are estimated to be double the “Expansion”
- Additional Staff costs assume:
  - Two additional part-time, year-round, employees at 35 hours per week at base rate of \$15/hour.
  - No additional seasonal, part-time staff.
  - No full-time staff and no added benefits.
- Expansion Staff costs assume:
  - Two additional part-time, year-round, employees at 35 hours per week at base rate of \$15/hour.
  - Two additional seasonal employees at 35 hours per week for 16 weeks at a base rate of \$10/hour.
  - One additional full-time non-exempt employee at a base rate of \$15/hour.
- Relocation Staff costs assume:
  - Five additional part-time, year-round, employees at 35 hours per week at base rate of \$15/hour.
  - Six additional seasonal employees at 35 hours per week for 16 weeks at a base rate of \$10/hour.
  - Two additional full-time non-exempt employees at a base rate of \$15/hour.

# 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](http://www.loxahatcheeriver.org)

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



## MEMORANDUM

TO: Governing Board

FROM: Administration Staff

DATE: January 9, 2019

SUBJECT: Consultant Payments

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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	\$22,546.01	\$35,911.57
Hazen	\$9,414.26	\$23,938.25
Holtz	\$31,523.50	\$39,186.50
Mathews	\$31,310.76	\$90,178.90

Should you have any questions in regard to these items, please contact Kara Peterson concerning the attorney's invoice, and Kris Dean 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:

- Imperial Woods Contract Award
- Preliminary Assessment-Turtle Creek Subsystem 2
- Preliminary Assessment-Turtle Creek Subsystem 3

## Other:

- Lift Station Rehabilitation General Construction Services
- Chapter 31-10 Rates, Fees and Charges
- Safety Policies and Procedures
- Penn Park Gravity Services Lining
- Lift Station 43 & 62 Permanent Generators
- Chapter 31-14 Stormwater Management
- Chapter 31-16 River Enhancement