

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

2500 Jupiter Park Drive, Jupiter, Florida 33458

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



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

AGENDA REGULAR MEETING #4-2019 MARCH 21, 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 4**
 - C. Additions and Deletions to the Agenda
3. Comments from the Public
4. Status Updates
 - A. Loxahatchee River Watershed **Page 10**
 - B. Loxahatchee River District Dashboard **Page 11**
5. Consent Agenda (see next page) **Page 12**
6. Regular Agenda
 - A. Consent Agenda Items Pulled for Discussion
 - B. Final Audit Fiscal Years 2018 & 2017 **Page 70**
 - C. Busch Wildlife Sanctuary Crocodile/Alligator Exhibit **Page 137**
 - D. Lift Station 97 System Main Lining **Page 149**
 - E. Liability and Workers' Compensation Insurance **Page 152**
 - F. Penn Park Gravity Service Lining **Page 155**
 - G. Rates, Fees and Charges, Rules Chapter 31-10 **Page 159**
 - H. Inlet Village Sub-Regional Line Charge **Page 192**
7. Reports (see next page) Pulled for Discussion
8. Future Business **Page 234**
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: March 11, 2019

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Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

Dr. Matt H. Rostock
Chairman

Harvey M. Silverman
Board Member

James D. Snyder
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. Notice of Intent to Assess - US 1 Residential (Resolution 2019-04) **Page 13**
- B. Safety Policies and Procedures – to approve modifications **Page 21**
- C. Change Orders to Current Contracts – to approve modifications **Page 62**

7. REPORTS

- A. Neighborhood Sewering **Page 194**
- B. Legal Counsel's Report **Page 196**
- C. Engineer's Report **Page 199**
- D. Busch Wildlife Sanctuary **Page 205**
- E. Director's Report **Page 206**

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

AGENDA
PUBLIC HEARINGS #3-2019
MARCH 21 2019 - 6:55 P.M. AT DISTRICT OFFICES
ALL MEETINGS ARE OPEN TO THE PUBLIC

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. To receive public comments pertaining to Rules Chapter 31-10, Rates, Fees and Charges
4. Comments from the Board
5. Adjournment

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

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

Submitted by:
Date: March 11, 2019

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Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

Dr. Matt H. Rostock
Chairman

Harvey M. Silverman
Board Member

James D. Snyder
Board Member

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

MEMORANDUM

TO: Governing Board

FROM: Recording Secretary

DATE: March 11, 2019

RE: Approval of Meeting Minutes

Attached herewith are the minutes of the Regular Meeting of February 21, 2019. As such, the following motion is presented for your consideration.

“THAT THE GOVERNING BOARD approve the minutes of the February 21, 2019 Regular Meeting as submitted.”

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Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

Dr. Matt H. Rostock
Chairman

Harvey M. Silverman
Board Member

James D. Snyder
Board Member

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
REGULAR MEETING - MINUTES
FEBRUARY 21, 2019

1. CALL TO ORDER

Chairman Rostock called the Regular Meeting of February 21, 2019 to order at 7:00 pm.

2. ADMINISTRATIVE MATTERS

A. ROLL CALL

The following Board Members were in attendance.

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

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

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

Ms. Kight and several Busch Wildlife Sanctuary staff were also in attendance.

B. PREVIOUS MEETING MINUTES

The minutes of the Regular Meeting of January 17, 2019 were presented for approval and the following motion was made.

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

“THAT THE GOVERNING BOARD approve the minutes of the January 17, 2019 Regular Meeting as submitted.”

C. ADDITIONS & DELETIONS TO THE AGENDA

Item 5C was removed.

3. COMMENTS FROM THE PUBLIC

No comments were received.

4. STATUS UPDATES

A. LOXAHATCHEE WATERSHED STATUS

Ms. Jennifer Leeds and Ms. Terrie Bates from South Florida Water Management District gave an update on the Army Corps of Engineers and South Florida Water Management District's Loxahatchee River Watershed Restoration Project.

B. LOXAHATCHEE RIVER DISTRICT DASHBOARD

Dr. Arrington reviewed the District Dashboard.

5. CONSENT AGENDA

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

“THAT THE GOVERNING BOARD approve the Consent Agenda of February 21, 2019 with the exception of Item 5C.”

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

A. Waste Disposal and Recycle Contract – to award contract

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to award the contract to Haul and Dispose of Special Waste – Dirt (items #4 and 5) to Waste Pro; Special Waste - Grit, Yard Waste, and Industrial Construction Material (items #2, 3, 6, 7 and 8) to Republic Services; and Recycle services to Waste Management (items #1 and 10 through 14) as outlined in (ITB #19-001) in accordance with the contract specifications and their bid of February 6, 2019.”

B. Jupiter Farms Elementary Interlocal Agreement Amendment – to approve amendment

“THAT THE DISTRICT GOVERNING BOARD approve the First Amendment to the Interlocal Agreement with the School Board of Palm Beach County for Regional Wastewater Service to Jupiter Farms Elementary.”

D. Radio Telemetry System Rehabilitation – to award contract

“THAT THE DISTRICT GOVERNING BOARD authorize the award of a contract to Data Flow Systems, Inc. for radio telemetry system rehabilitation in the amount of \$57,639.00.”

E. 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. Draft Audit

Mr. Morton review the draft audit and commended LRD staff on a clean audit. No action was taken.

C. Busch Wildlife Sanctuary Crocodile/Alligator Exhibit

Ms. Kight reviewed the proposed exhibit. The LRD Board requested consideration of alternate fencing material that would meet safety requirements while providing improved aesthetics. No action was taken

A break was taken between 8:35 and 8:45.

D. Lift Station Rehabilitation General Construction Services

Dr. Arrington reviewed the proposed contract award.

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

“THAT THE DISTRICT GOVERNING BOARD authorize award of ITB#18-005-LSGENCONSTR to Hinterland Group, Inc. for the initial 24-month period and an amount not to exceed \$500,000.00”

E. Imperial Woods Construction Contract

Dr. Arrington reviewed the proposed contract award.

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

“THAT THE DISTRICT GOVERNING BOARD authorize the award of a contract to The Lazarus Group, Inc. for the Imperial Woods Low Pressure Force Main in the amount of \$543,306.70 and an additional contingency amount of \$16,000.00 upon execution of a Cost Share Agreement.”

AND

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to negotiate and execute a Cost Sharing Agreement with Imperial Woods Homeowners Association, Inc. for reimbursement of Roadway costs.”

F. Jupiter Farms Elementary Force Main Construction Contract

Dr. Arrington reviewed the proposed contract award.

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

“THAT THE DISTRICT GOVERNING BOARD award the Jupiter Farms Elementary Force Main construction contract to Felix Associates of FL, Inc. in the amount of \$1,089,490.00.”

G. Rates, Fees and Charges, Rules Chapter 31-10

Dr. Arrington reviewed the Rate Study for Rules Chapter 31-10, Rates, Fees and Charges. 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 and announced the following Regular Board Meeting changes: April 18, 2019 rescheduled to April 25, 2019 and June 20, 2019 rescheduled to June 27, 2019.

9. COMMENTS FROM THE BOARD

Mr. Rockoff stated that he had met with a representative of the New Palm Beach Heights area and discussed the possibility of some financial relief in the form of grants for the sewerage of their neighborhood.

10. ADJOURNMENT

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

“That the regular meeting of February 21, 2019 adjourn at 9:30 pm.”

BOARD CHAIRMAN

BOARD SECRETARY

RECORDING SECRETARY



Loxahatchee River Watershed Status Report:

This month Operations staff cleaned on our Aeration Basin Influent Channel. Cleaning of tanks, basins, and channels are all part of our ongoing efforts to maintain our excellent process and treatment efficiency. One of the challenging aspects of performing this work is a **“complete shutdown”** of flow to our treatment plant. At our meeting we will explain how we successfully completed this project, and how this project displays an excellent example of Operations improving our processes to create a stronger and more reliable facility, one of the District Core Values.



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 (excluding assessment & capital contrib.)	Operating Expenses	Capital Projects		Employee Safety	Minimum Flow Compliance	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	# Days MFL Violation	%	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	0	min ≥ 20 ‰	90% of sites ≤ 200
Yellow		< 90%	< 8.8	≥ 2	1	≥ 1	≥ 1	≤1875	≤ 25	< \$9,894,657	≥ 90%	≥ 80%	≥60%	≥60%	-	1	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	≥ 2	min < 10 ‰	≥ 2 sites > 400
2016 Baseline		2,169	6.7	0	0	1	0	1,063	12	\$ 33,223,653	96%	90%	100%	85%	0	not avail	18	1 > 200
2017 Baseline		104%	6.6	1	0	2	0	1,127	9	\$ 30,425,084	95%	85%	98%	85%	0	not avail	23	1 > 200
2018 Baseline		112%	6.8	1	0	2	0	1,216	8	\$ 33,683,858	99%	85%	95%	56%	0	42	23	1 > 200
2018	Feb	118%	7.1	0	0	0	0	1,299	10	\$ 31,873,924	97%	82%	93%	60%	0	0	31.8	0 > 200
	Mar	104%	7.0	0	0	1	0	1,322	6	\$ 30,590,419	101%	86%	93%	60%	0	16	33.6	1 > 200
	Apr	89%	6.8	0	0	1	0	1,350	14	\$ 30,470,440	101%	88%	93%	47%	0	12	32.3	1 > 200
	May	139%	7.2	1	0	4	0	1,245	0	\$ 32,001,517	101%	89%	93%	47%	1	0	7.0	5 > 400
	June	100%	7.1	3	0	3	0	1,061	6	\$ 30,357,463	100%	88%	93%	47%	0	0	8.6	6 > 200
	July	102%	6.5	0	0	3	0	987	5	\$ 36,393,890	100%	88%	93%	27%	1	0	11.0	0 > 200
	Aug	106%	6.6	2	0	0	0	1,039	7	\$ 36,911,972	99%	89%	93%	27%	1	0	15.8	7 > 200
	Sept	96%	6.3	3	0	5	0	1,219	8	\$ 35,472,108	100%	87%	93%	27%	0	0	17.6	1 > 200
	Oct	120%	6.4	1	0	2	0	1,296	7	\$ 35,973,349	96%	73%	100%	100%	0	0	29.1	1 > 200
	Nov	120%	6.6	0	0	3	0	1,226	8	\$ 37,075,977	95%	82%	100%	100%	0	0	29.2	1 > 400
	Dec	131%	6.8	0	0	1	0	1,310	5	\$ 37,311,234	103%	84%	100%	67%	1	14	33.3	0 > 200
2019	Jan	105%	7.2	0	0	6	0	1,399	8	\$ 37,478,367	101%	84%	100%	67%	1	17	29.9	1 > 200
	Feb	106%	7.6	0	1	0	0	1,262	7	\$ 39,498,968	101%	86%	100%	83%	0	3	24.5	1 > 400
Consecutive Months at Green		10	117	5	0	1	67	102	22	116	79	1	41	1	0	0	4	6
Metric Owner		O'Neill	Campbell	Dean	Dean	Dean	Campbell	Campbell	Dean	Peterson	Peterson	Peterson	Dean	Dean	Campbell	Howard	Howard	Howard

Metric

Customer Service

Minimum Flow Compliance

Explanation

In January one customer experienced a wastewater backup in their home that appears to have been caused by a blockage that occurred in our portion of the gravity system serving their property.

Based on comments from the Board last month, we modified this metric to be based on the number of days the Minimum Flow & Level was violated. The three days of MFL violation occurred as the 20 day average salinity recovered following the beneficial rains we received.

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

MEMORANDUM

TO: Governing Board
FROM: Administration Staff
DATE: March 11, 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. Notice of Intent to Assess - US 1 Residential (Resolution 2019-04)
- B. Safety Policies and Procedures – to approve modifications
- C. 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 March 21, 2019 as presented.”

Signed,

D. Albrey Arrington, Ph.D.
Executive Director

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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 GROGAN

Attorney

BRANDON SMITH

Attorney

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

www.LawPalmBeach.com

March 13, 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

Sent by email

D. Albery Arrington, PhD., Executive Director
Loxahatchee River Environmental Control District
2500 Jupiter Drive
Jupiter, Florida 33458-8964

Re: Initial Resolution for **US HIGHWAY ONE RESIDENTIAL** Assessment Area

Dear Dr. Arrington:

Per your request, please attach to this letter the Pending Lien Notice, Notice of Intent to Assess, Resolution 2019-04, the PROPOSED "Exhibit B Description of Improvements", "Exhibit B Map of the **US HIGHWAY ONE RESIDENTIAL** Assessment Area", and preliminary List of Property Owners.

A **SUGGESTED MOTION** for the Board to consider is:

"THAT THE GOVERNING BOARD approve Resolution 2019-04, the NOTICE OF INTENT to Assess, the Pending Lien Notice, and the Exhibits for the **US HIGHWAY ONE RESIDENTIAL** Assessment Area."

I will bring the originals to be signed at the Governing Board meeting, and leave them for the District to electronically record in the Public Records.

Sincerely,

Curtis L. Shenkman

Curtis L. Shenkman

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

PENDING LIEN NOTICE
US HIGHWAY 1 RESIDENTIAL ASSESSMENT AREA

THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, a special district of the State of Florida, created in 1971 and existing pursuant to Chapter 2002-358, Laws of Florida (hereinafter referred to as the "District"), hereby clarifies the lien status of the "Notice of Intent to Assess" attached hereto and made a part hereof (referred to as the "Pending Lien").

The Pending Lien shall not be considered certified, confirmed or ratified until such time as the passage of the Final Assessment Roll Resolution of the District.

The intention of the District in publishing this Pending Lien Notice is to assist the property owners who may be selling or refinancing their property and parties who may be placing a mortgage on their property to do so knowing that the District is not seeking the payment of any funds on the Pending Lien until the non-ad valorem tax bill is issued for the property on the date set forth in the Final Assessment Roll Resolution of the District.

Any inquiries as to the Pending Lien and the timing for the Final Assessment Roll Resolution and payment of said special assessments should be directed to:

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

IN WITNESS WHEREOF, the undersigned, Executive Director of the Loxahatchee River Environmental Control District, herein certifies that on this 21st day of March, 2019, the information contained herein is true and accurate.

WITNESSES:

LOXAHATCHEE RIVER ENVIRONMENTAL
CONTROL DISTRICT

By: _____
D. Albrey Arrington, Ph.D.
EXECUTIVE DIRECTOR

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 21st day of March, 2019, by D. Albrey Arrington, EXECUTIVE DIRECTOR of the LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, a special district of the State of Florida, on behalf of the District, personally known to me.

(NOTARY SEAL)

NOTARY PUBLIC, STATE OF FLORIDA
Special/Assessment/PendingLienNotice

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

**NOTICE OF INTENT TO ASSESS
US HIGHWAY 1 RESIDENTIAL ASSESSMENT AREA**

THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, a special district of the State of Florida (the “District”) **created in 1971 and existing pursuant to Chapter 2002-358, Laws of Florida**, (the “Act”), hereby gives public notice that the District’s Governing Board on the 21st day of March, 2019, passed Resolution **2019-04**, authorizing the construction of certain local sewer improvements as further described in said Resolution **2019-04**, which is attached hereto as Exhibit “A”. It is the intent of the District to assess the owners of property specially benefited by such sewer improvements, which property is further described on the attached **Exhibit “B”**, and to apportion the District’s costs for the total expenses related to the design and construction of said improvements, based upon each owner’s proportionate share of said costs determined upon a square footage basis, or by other methods as the Governing Board may deem fair and equitable, pursuant to the Act and Rules of the District, as same may be amended from time to time hereafter.

Any inquiries to the District’s progress in completing certification of said assessments should be directed to:

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
2500 Jupiter Park Drive
Jupiter, Florida 33458

IN WITNESS WHEREOF, the undersigned, Executive Director of the Loxahatchee River Environmental Control District, hereby certifies on this 21st day of March, 2019, that the information contained herein is true and accurate.

WITNESSES:

D. Albrey Arrington, Ph.D.
Executive Director

STATE OF FLORIDA
COUNTY OF PALM BEACH

SWORN TO and subscribed before me this 21st day of March, 2019, by D. Albrey Arrington, EXECUTIVE DIRECTOR of the LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, who is personally known to me.

(NOTARY SEAL)

NOTARY PUBLIC, STATE OF FLORIDA

Special/Assessment/NoticeIntentToAssess

RESOLUTION 2019-04

A RESOLUTION OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT RELATING TO **US HIGHWAY 1 RESIDENTIAL** ASSESSMENT AREA IMPROVEMENTS IN ACCORDANCE WITH DISTRICT RULE 31-11; STATING THE NATURE OF THE PROPOSED IMPROVEMENTS; DESIGNATING THE STREETS TO BE IMPROVED; DESIGNATING THAT PLANS, SPECIFICATIONS, AND A TENTATIVE APPORTIONMENT BE PREPARED; PROVIDING FOR THE AVAILABILITY OF PLANS AND SPECIFICATIONS AND FOR THE PREPARATION OF THE PRELIMINARY SPECIAL ASSESSMENT ROLL; PROVIDING FOR DECLARING LINE AVAILABLE FOR CONNECTION; PROVIDING FOR CONSISTENCY; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Governing Board of the Loxahatchee River Environmental Control District (hereinafter called the “District”) has considered the need for improvements to the **US HIGHWAY 1 RESIDENTIAL** Assessment Area (the “Area”) in Palm Beach County, Florida;

WHEREAS the District shall construct and declare available sewerage collection lines and related appurtenances comprising a localized District sewer system in the Area as an Established Residential Neighborhood based upon the Governing Board’s determination of any of the following:

- (1) n/a; or
- (2) that a reasonable alternative to the septic tanks exists for the treatment of the sewerage, taking into consideration factors such as cost; or
- (3) the discharge from the septic tanks is adversely affecting the health of the user or the public, or the groundwater or surface water is degraded; or
- (4) to enhance the environmental and scenic value of surface waters.

WHEREAS, the Governing Board has considered the facts, evidence, and presentations of the District Engineer, District staff and consultants as to the need for sanitary sewers in the Area and considered such recommendations to be in accordance with the above referenced Criteria of the “Ellis Rule” as well as in the best interests of the citizens of the District and the citizens of this Area.

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

Section 1. Title:

This Resolution shall be known as the Resolution Authorizing the Project known as “**US HIGHWAY 1 RESIDENTIAL** Assessment Area Improvements”.

Section 2. Nature of Improvements:

The project improvements shall consist of the construction of a waste water and sewage system within lands under the jurisdiction of the District. The proposed improvements performed shall generally consist of those set forth on Composite Exhibit “B”.

Section 3. Designation of Streets to be Improved:

The streets included within the **US HIGHWAY 1 RESIDENTIAL** Assessment Area Improvements are set forth on Composite Exhibit “B”.

Section 4. Plans, Specifications and Tentative Apportionment:

Upon adoption of this Resolution, The District Engineers and staff shall prepare plans, specifications and estimated total costs of such proposed improvements, together with a tentative apportionment of such costs between the District and individual parcels of property receiving special benefits pursuant to the improvements.

Section 5. Public Inspection:

The Plans, Specifications and tentative apportionments for the **US HIGHWAY 1 RESIDENTIAL** Assessment Area Improvements shall be available for inspection in the Office of the

Executive Director, Loxahatchee River Environmental Control District, 2500 Jupiter Park Drive, Jupiter, Florida 33458. The District's Engineer shall make available said plans and specifications prepared incident thereto, for inspection in the Office of the District's Engineer.

Section 6. Assessment Roll:

The District Clerk is directed to prepare a Preliminary Assessment Roll based upon this Resolution, District Rule 31-11, and the District Engineer's tentative apportionment, and to make publication of notice in newspapers in Martin and Palm Beach Counties, together with notice mailed to those interested parties and affected property owners requesting such in writing, in accordance with the requirements of District Rule 31-11.

Section 7. Availability for Connection and Required Connection:

The waste water and sewerage system shall be "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 releases the system for service, 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 8. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 9. In the event that any portion of this Resolution is found to be unconstitutional or improper, it shall be severed herefrom and shall not affect the validity of the remaining portions of this Resolution.

Section 10. 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 21st DAY OF MARCH, 2019.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
VOTE

DR. MATT H. ROSTOCK

STEPHEN ROCKOFF

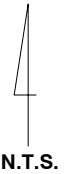
GORDON M. BOGGIE

HARVEY M. SILVERMAN

JAMES D. SNYDER

EXHIBIT "B"

US HIGHWAY 1 RESIDENTIAL LOW PRESSURE SEWER SYSTEM ASSESSMENT AREA



LEGEND

- NOT IN ASSESSMENT AREA
- EXISTING LIFT STATION
- EXISTING 8" FORCE MAIN
- EXISTING 1.5" LOW PRESSURE MAIN
- PROPOSED LOW PRESSURE MAIN
- PROPOSED LOW PRESSURE SERVICE

JUNO BEACH, FLORIDA

3-11-2019

EXHIBIT “B”

PROPOSED SEWER SERVICE ASSESSMENT AREA

US HIGHWAY 1 RESIDENTIAL ASSESSMENT AREA

The properties to be provided sewer service are located within Section 28, Township 41 South, Range 43 East, Juno Beach, Palm Beach County, Florida and lies within the following general boundaries:

On the North by Neptune Road,
On the South by Diana Lane,
On the East by Ocean Drive, and
On the West by US Highway 1.

The approximate quantity of materials required to complete the project are:

+/- 300 Lineal Feet of Low Pressure Force Main
3 Services
3 Low Pressure Pumping Units

Ms. Deborah Osborne
re: 13440 US Hwy 1
13440 US Hwy 1
N Palm Beach FL 33408
28-43-41-28-13-000-0010

Mr. & Mrs. Robert Prier
re: vac US Hwy 1
459 Juno Dunes Way
N Palm Beach FL 33408
28-43-41-28-13-000-0030

Mr. Micah Bass Tr c/o B Miller
re: 13500 US Hwy 1
11 N Summerlin Ave
Orlando FL 32801
28-43-41-28-13-000-0040

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

2500 Jupiter Park Drive, Jupiter, Florida 33458-8964

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



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

MEMORANDUM

TO: GOVERNING BOARD
FROM: D. ALBREY ARRINGTON, Ph.D.
TRAVIS BAINS, CSHO, ENS., Safety and Compliance Officer
DATE: MARCH 14, 2019
SUBJECT: SAFETY POLICY & UPDATES

Throughout much of 2018 the District was working through a transition in our Safety Program. Our previous Safety Officer departed in August 2018. In September 2018 we brought in an external Safety Consultant to conduct an audit of our safety programs. In November 2018 we completed the safety audit and hired our new Safety Officer (Travis Bains).

Some of Travis' primary objectives were to systematically begin addressing weaknesses identified through the Safety Audit and to comprehensively review and revise our Safety Policy document. I am pleased to report Travis is making very good progress. We have improved the following weaknesses found during the Safety Audit:

- **Training:** The Safety Audit revealed systematic weaknesses in employee training. We have reestablished our comprehensive safety training efforts at multiple levels (e.g., computer-based training, classroom training, tailgate meetings, tool box talks, specialty equipment training). We understand the success of our safety program is significantly influenced by the quality and effectiveness of our training, and we are committed to achieving our training goals and objectives.
- **Safety Policies:** The Safety Audit found our previous Safety Policy document to be cumbersome (too wordy) and insufficient, and employee were not as aware of the document as they should be. We have spent significant time improving our safety policy document (i.e., Employee Safety Manual, which is provided for your review following this memorandum. Also, we are developing comprehensive procedures that dynamically link with each policy. The goal, which should be accomplished in the coming months, will be to have a succinct policy document that is fully supported by a significant and comprehensive procedure document. These two documents will be available digitally, and will be dynamically linked so users can efficiently navigate between policies and procedures.
- **Emergency Action Plan:** The Safety Audit was critical of the condition of and employee awareness of our Emergency Action Plan(s). While we have not yet arrived, we have made meaningful improvements to our Emergency Action Plans. Our Hurricane Plan is being revised and updated for the 2019 hurricane season. We are improving our Emergency Action Plan that addresses various levels of chlorine system failure. And, we have updated our five-year Risk Management Plan.
- **Environmental Management System:** We are working to improve our environmental management systems, and are using EAM (our asset management software) to facilitate timely attention to permits, inspections, and etc.
- **Risk Assessment:** We are improving our risk assessments, especially on critical areas in our wastewater treatment plant.

Leadership at the District truly understands the importance and value of safety. As such, we have identified safety as a core value *“Our conduct is shaped by a personal commitment to protect the health and safety of ourselves and our colleagues. Safety is driven through education, training, planning, protective equipment, and individual accountability.”* With our revised Employee Safety Manual, we are working to move our culture of safety in a strong, positive step forward. Internally, our efforts are focused on engendering a culture of safety throughout the organization, where each staff member is continually cognizant of the importance of safety and evaluates potential safety hazards in their situations and circumstances.

We believe the attached Employee Safety Manual is an improvement, and we seek your approval of this policy document. We are committed to continual improvement in this area and expect to bring additional revisions back to the Board over the next six months.

We request your support of the following motion:

“THAT THE DISTRICT GOVERNING BOARD ratify and approve the Loxahatchee River Environmental Control District’s “Employee Safety Manual”, as of March 21, 2019, and authorize the Executive Director to update the Employee Safety Manual from time to time, and periodically present it to the Governing Board for ratification and approval.”

LOXAHATCHEE RIVER
ENVIRONMENTAL CONTROL DISTRICT
(LRECD)

EMPLOYEE SAFETY MANUAL



Issued Date: 01/01/1994
Date of Last Revision: 2/20/2019

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GUIDANCE STATEMENT

The Loxahatchee River Environmental Control District (LRECD) intends to provide a safe and healthy work environment for its employees. In fact, Safety is one of our core values – *“Our conduct is shaped by a personal commitment to protect the health and safety of ourselves and our colleagues. Safety is driven through education, training, planning, protective equipment, and individual accountability.”*

In order to protect the health and safety of our employees, every reasonable effort will be made to abide by all applicable safety and health regulations, to provide and maintain a safe work place, safe equipment, safe tools, to acquire proper materials, and to insist on safe methods and practices at all times.

Please understand, the Employee Safety Manual is designed to protect you. You have the most to lose from exposure to hazardous materials and unsafe conditions. In addition, this Employee Safety Manual should help safeguard our rate-payers, because incidents which injure people, damage machinery or equipment, and destroy property are an expense.

Our Employee Safety Manual has been developed for your protection and to reduce the possibility of incidents. Employees are obligated to observe the policies and procedures provided herein, e.g., follow established protocol, always wear appropriate personal protective equipment).

You have a responsibility to look out for your own safety as well as the safety of other employees. You have authority to stop work if you believe ongoing work is unsafe to you or other employees.

Of course, this is a living document. As our work evolves, our policies, procedures, and methods must evolve. If you have a safety concern, I implore you to bring it to your supervisor’s attention. If that doesn’t work, bring it to my attention.

You, our people, are our most important asset; your safety is our greatest responsibility. We expect your full cooperation in effectively implementing this Employee Safety Manual.

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

INTRODUCTION

The primary objective of this document is to define expectations regarding employee behavior to promote a safe work environment for all LRD employees, whether you work in the plant, in the lab, in the River Center, in the field, and/or in an office. The Employee Safety Manual establishes policies and addresses techniques and procedures that are essential to protect you – our people. The LRECD Governing Board, Management, and your team members genuinely expect your day-to-day conduct to be shaped by a personal commitment to protect the health and safety of yourself and your colleagues.

There is a direct relationship between employee safety and the wellbeing, health, and financial strength of our organization. Our mutual awareness of this basic fact is essential if we are to continue to grow and maintain a workable and strong incident prevention program. Management and employees must recognize the fact that control of incidents can only be made possible through collaborative efforts. Management will provide leadership, training, and quality protective equipment in the effort toward an incident-free work place. Employees will bring a personal commitment to working safely.

This Employee Safety Manual is your guide to working safely. The information in this manual applies to all our employees. Make it a point to learn and follow these guidelines in your day-to-day work.

Constant awareness of and respect for hazards, and compliance with all safety policies and procedures are considered conditions of employment. Supervisors and others in management reserve the right to discipline employees, up to and including termination, for failure to follow safety policies, procedures, and methods identified in this Employee Safety Manual.

1. RESPONSIBILITIES

1.1 Safety Officer

The Safety Officer serves the entire organization, reports to the Executive Director, and is responsible for the administration and implementation of methods described herein.

The Safety Officer's directive is to train and maintain a safe and safety conscious work force, oversee a safe work environment, reduce potential causes of incidents, and show a reduction in incidents and near misses.

The Safety Officer serves the entire organization and is responsible for:

- Identification and correction of potential hazards in our workplaces;
- Developing and implementing suitable and effective safety education and training programs;
- Documenting employee safety training, competency, and compliance;
- Creating, implementing, and monitoring Safe Working Procedures for workspaces, tools, equipment, and tasks;
- Conducting root cause analysis for each documented safety incident;
- Fostering safety awareness through communication, education, and public postings;
- Inspecting vehicles, jobsites, equipment, tools, and personal protective equipment (PPE);
- Creating and evaluating incident reports for record keeping and determining corrective actions to be taken in order to prevent incident recurrence;
- Providing consultation services to Employees, Departments, Directors, and the Governing Board addressing safety concerns and issues;
- Coordinate monthly reporting (Dashboard) to Directors of safety issues (incidents, near misses, corrective actions) and results showing program effectiveness; and
- Maintaining and updating the Employee Safety Manual.

1.2 Supervisors

Supervisors (in coordination with the Safety Officer) are responsible for:

- Promoting a culture of safety within their areas of influence;
- Conducting incident investigations including pictures and preliminary documentation of all incidents (final documentation by the Safety Officer);
- Creating, implementing, and monitoring Safe Working Procedures for workspaces, tools, equipment, and tasks;
- Documenting near misses, analyze the cause for the near miss, identify solutions for the near miss and communicate solutions;
- Ensuring vehicles are maintained for safe operation, in coordination with the Construction Coordinator;
- Ensuring applicable safety procedures are implemented on jobsites and tasks;
- Ensuring all equipment is maintained for safe operation;
- Ensuring all direct reports have, maintain, and use appropriate PPE;
- Ensuring all direct reports have completed the necessary training for required tasks;
- Conducting Tailgate safety meetings and Toolbox Talks;

- Ensuring that all direct reports understand and implement safety procedures for each job;
- Correcting safety related deficiencies among their direct reports; and
- Insisting that the “buddy” system be used for tasks which involve hazardous work.

1.3 Employees

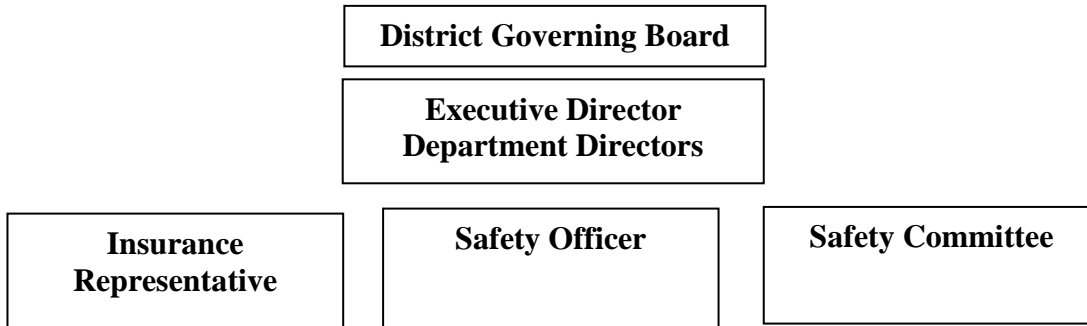
District Employees are responsible to:

- Bring a personal commitment to working safely;
- Understand you have a duty to protect your coworkers from unsafe situations they may not be aware of;
- Understand you have the obligation to stop work if you believe it is unsafe.
- Recognize and Understand Safety as a core value within the District;
- Participate in all safety related functions brought forth by Safety Officer;
- Use safety equipment, personal protective equipment and appropriate/required clothing for each task or job;
- Only operate tools and equipment on which they have been trained;
- Operate equipment and tools in compliance with manufacturer’s recommendations;
- Report all injuries, incidents, and near misses to Supervisor immediately (in the absence of your Supervisor, make the report to the Safety Officer);
- Report any hazardous conditions, practices, and/or behaviors and make suggestions to address their concerns; and
- Comply with the District’s Employee Safety Manual.

2. SAFETY COMMITTEE

2.1 Safety Committee Organizational Chart

The Safety Committee has been established to recommend improvements to our workplace safety program, and identify corrective measures needed to eliminate or control recognized safety and health hazards. The Safety Committee consists of at least six (6) employee representatives and is chaired by the Safety Officer. The committee will be composed of a representative from each Division consisting of: Operations, Engineering, Information Services, Finance & Administration, and the District Insurance Representative. Division Directors will appoint members from their Division with input from the Safety Officer.



2.2 Safety Committee Responsibilities

Under the direction of the Safety Officer, the Safety Committee responsibilities are as follows:

- Meet on a monthly basis;
- Reviewing and recommending updates to the Employee Safety Manual;
- Reviewing all incidents and near misses from the previous month and make recommendations for preventative measures;
- Develop and recommend improvements to the District's safety program;
- Recommend safety training improvements;
- Conduct safety inspections and make recommendations for corrections of unsafe conditions and practices; and
- Listen to employee safety concerns and address them with the committee for review.

2.3 Safety Committee Meetings

The Safety Committee will meet monthly to review safety incidents and near misses, to consider employee safety concerns, and provide recommendations for revisions to the Employee Safety Manual. Prior to the Safety Committee Meeting, the Safety Officer will submit an agenda to the Executive Director, Division Directors, and Safety Committee. The Safety Officer will distribute the minutes from each meeting to the Executive Director, Division Directors, and Safety Committee members within one week from the meeting. The meetings shall occur during regular District office hours.

3. SAFETY TRAINING

Scope: The success of any effort to prevent incidents depends largely upon the effectiveness of training and implementation. Personnel training in job responsibilities and operations are an important element in achieving safe operations.

Intent: The following programs will be utilized in conjunction with our safety procedures. Training documentation will be maintained by the Safety Officer and shared with HR to retain in the employees personnel file.

- Safety Orientation for new employees shall be conducted by the Safety Officer. Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee shall be given access to the most recent version of this Employee Safety Manual through the District's Intranet.
- Formal safety training shall be developed and implemented based upon job descriptions, employee skill levels, employee experience, and demonstrated need.
- Safety training may be conducted on-site or off-site by in-house staff (e.g., Safety Officer), consultants, and/or online training programs.
- Safety awareness and training may be achieved through posting of safety posters, safety instructions, and signs located in conspicuous areas frequented by employees (i.e., lunch/break rooms, office spaces, work spaces).

To give maximum effect, the District will use a variety of safety related educational materials and approaches, e.g., books, manuals, videos, posters, demonstrations, as well as online and hands on training. The District desires to enhance the knowledge and skill levels of District employees to assist them with the identification of hazards and aid them in the prevention of incidents.

3.1 Online Safety Training

Online Safety Training entails computer-based training programs providing a number of topics in a central and archived location allowing employee access at any time for both day shift and night shift employees. Each online training module provides valuable information and competency testing to assure an employee's understanding of the material. Archived training modules may be accessed at any time following completion for review.

Frequency: Each month a new online training module will be made available to all employees. Computer based training modules provide flexibility for employees working day and night shifts and provide employees the ability to review archived training on an as-needed basis. [Monthly Training](#) link to District Intranet

3.2 Safety Training Meetings

Safety Training Meetings are more formal safety training sessions often conducted by the Safety Officer. Staff may be trained in a specific piece of equipment, hazardous area or procedure which personnel may encounter. Training may be based upon duties and responsibilities defined in job descriptions. Safety Training Meetings may be applicable to

all (e.g., effective use of personal protective equipment) or just a few staff (e.g., confined space entry). Scheduled Safety Training Meetings are located on the Intranet.

3.3 Tailgate Meetings

A tailgate meeting is an informal safety meeting, which is generally conducted at a job site prior to commencement of a job or work shift. Job site supervisors and crew should draw attention to hazards, processes, equipment, tools, environment and materials to inform all workers of risks in their surroundings and that are relevant to the job at hand. Tailgate Meetings may include creation and review of JHA Safe Working Procedures, Maintenance of Traffic, required tasks and any other concerns. Tailgate Meetings are job specific and will be held at job sites by supervisors on a daily basis.

3.4 Tool Box Talks

Tool Box Talks will be conducted on a monthly basis, at a minimum, by a responsible staff member (e.g., Supervisor, Foreman, or Lead). Tool Box Talks are more formal and structured meetings are designed to highlight safety concerns regarding specific work area hazards or a particular piece of equipment being used. These are not jobsite specific. Topics can range from near misses, incidents, safe working practices or any other relevant safety topic or discussion. In order to have a successful meeting, here are some tips to follow:

- Start on time.
- Clearly define the objective of the meeting
- Allow personnel to report unsafe conditions and make suggestions for improving safety in the work place.
- Discuss previous incidents and near misses experienced by personnel.
- Determine how to prevent recurrence of an unsafe condition.
- Discuss the department, division, or crew's safety record – good or bad.
- Meetings should allow enough time to cover each topic sufficiently.

Documentation: Tool box talks should be documented by the jobsite supervisor and an e-mail summary of the meeting shall be sent to the Division Director, Safety Officer, and participating staff.

3.5 Tool Safety Safe Work Practices

District staff may only operate tools and equipment for which they have been adequately trained. Tool Safety Operation, Maintenance Manuals, and Safe Work Practices (SWP) are designed to give the user the manufacturer's recommendations on the proper use of the tool and equipment needed to operate each tool safely. If you are in doubt, you can obtain a hard copy of the manufacturer's recommendations from the Safety Officer or you can locate it on the District Intranet on the Safety Homepage Resources Menu under Tool Manuals. Link to [Tool Manuals](#) on the District Intranet.

3.6 Specialty Equipment

District staff may only operate specialty equipment for which they have been adequately trained. Specialty equipment is defined as a piece of equipment that will only be used for a specific purpose or operated by specific departments. Specialty equipment purchased by

a department must include a training program provided by the manufacturer or their recommended representative. This will ensure the proper training and materials to operate a specialized piece of equipment are addressed by all employees who will be authorized to operate specialty equipment.

Documentation: All training documentation will be kept by the Safety Officer and shared with HR for their personnel file.

4. SAFETY POLICIES & PROCEDURES

4.1 General Safety Precautions

As an employee of the Loxahatchee River District, you are part of a team that continually strives for excellence. You are also part of a team that specifically values your health and well-being. Given the nature and diversity of conditions you may experience while on the job, the following are general safety precautions:

- Wear clothing suitable for the weather and your work.
- All staff are required to use personal protective equipment (PPE) appropriate for the work they are conducting.
 - Wear protective shoes suitable for your work.
 - Use gloves, aprons or other suitable skin protection when handling sharp or rough materials, chemicals, hot or cold objects.
 - Wear appropriate eye and face protection as required for work environment.
- Maintain a safe work space. Be sure to have enough light on stairs, aisles, and work areas.
- Be sure of your footing. Watch out for slippery spots, loose objects, and trip hazards. Using three-point contact while using stairs, ladders and climbing on equipment.
- Situational Awareness: be aware of work going on around you. Keep clear of suspended loads, high traffic areas, and moving equipment.
- Use caution when lifting heavy objects. Bend knees; keep back nearly straight when lifting. Leg muscles, not your back, should do the work.
- Get help moving or lifting heavy or bulky materials. Have just one person giving commands when team-lifting big loads. Before lift, check for a clear path.
- Keep “horseplay” and roughhousing away from the job. Practical jokes often become painful injuries and are NOT appropriate in the workplace.
- Locate gas, power and water sources before starting work. Use as-built plans to the extent possible. Contact the Engineering Division to notify Sunshine State One Call of Florida at 811 if your work will require excavation. Utility companies then send a locator to mark underground lines within two full business days. Once the lines are marked, you will know the approximate location of underground utilities relative to your work site, and you can dig safely.
- The personal administration of prescribed medications/drugs is the responsibility of the person for whom it is prescribed. No District employee may operate any District vehicle while on prescribed drugs that will adversely affect their ability to operate the vehicle. All directives for duty performance and the operation(s) of machinery must be followed. If you have been advised not to work, operate machinery, or special accommodations are required because you consumed a prescribed medication/drug, you must immediately notify the Safety Officer and/or Human Resources.
- The use of non-prescribed prescription drugs and abuse of prescribed drugs are prohibited. No District employee may operate any District vehicle while on prescribed drugs that will adversely affect their ability to operate the vehicle. Please refer to the District’s Drug Free Workplace program for more detail.
- Each and every day bring a personal commitment to safety as you complete assigned tasks.

4.2 Job Hazard Assessment

Job Hazard Assessment is a procedure that helps integrate accepted safety and health principles and practices into a particular task or job operation. In a JHA, each hazard is addressed and identified as a potential then mitigated to control hazard. JHA should be used for critical tasks and challenging work areas, e.g., confined space, trenching or shoring, work in a roadway, work under suspended loads, and any additional task or scope of work that presents a high difficulty. Using a JHA will ensure that the physical, chemical, biological and other hazards have been mitigated to a minimum. A standing JHA can be developed to address routine tasks conducted by the same crew.

The District's goal is to have a written certification that identifies and mitigates known hazards.

Refer to the [Job Hazard Assessment form](#), and the [Step-by-step Instructions](#) to complete a JHA.

4.3 General - Routine and Non-Routine Tasks

Routine tasks are those commonplace tasks or duties that are done regularly or at specified intervals. Non-routine tasks are less predictable and can be among the most hazardous at any facility.

Examples of non-routine work can include repairs, corrective maintenance, troubleshooting, and infrequent tasks. It is especially important that JHA and PPE Assessment should be done for mitigation of hazards of non-routine tasks.

Refer to [Job Hazard Assessment form](#) and [PPE Assessments](#).

4.3.1 Noise Hazards

Noise hazards are one of the most commonly encountered physical hazards at work sites. Employees may operate or work around a wide variety of equipment, ranging from heavy construction equipment to fixed equipment or machinery. Regardless of the type or size of equipment, they all generate noise in measurable levels. If the noise is loud enough, and a person is exposed to it long enough, it becomes hazardous.

Three methods for reducing noise hazards to workers are engineering controls, limiting noise exposure time, and using individual hearing protectors. The first two methods are effective but usually not available at all areas of work sites. To protect employees in areas where engineering controls and limiting noise exposure time cannot be used, individual hearing protectors will be provided.

Employees, by virtue of their actual or potential noise exposures, shall be included in a mandatory audiometric testing program, as described in our [Hearing Conservation Program](#).

4.3.2 Slips, Trips, and Falls

Slip hazards are present wherever liquids, loose surfaces, or other conditions (e.g., algae growth) are present. Slip hazards can be reduced through good housekeeping, e.g., placing safety cones or warning signs at wet areas, cleaning up spills immediately).

Trip hazards may be present at any site. Pipes, hoses and storage vessels present trip and fall hazards. In addition, site maintenance work, whether on or off plant, can present trip hazards if tools or materials are left in walkways. Trip hazards can be reduced by marking permanent trip hazards. District staff should always practice good housekeeping to minimize and avoid creating temporary trip hazards. Trip hazards that cannot be eliminated (such as permanent pipe) should be marked, and personnel should be briefed about the hazards and shown their locations.

Fall hazards are also present both on and off plant. Primary fall hazards are presented when gaining access to raised equipment, valves, meters, and tanks.

4.3.3 Chemical Hazards and Controls

Basic information for chemicals used are available at the plant. Safety Data Sheets (SDSs) for the chemicals are contained in the Right-to-Know stations located in the office/laboratory of the operations building, maintenance building, and Wildpine Lab. Offsite locations also post SDS for the limited chemicals possessed at several locations (Master Lift Station, Abacoa IQ Pumping Station).

4.3.4 Hot Weather Temperature Hazards

Temperature extremes may present a hazard for personnel at the LRECD, especially during summer months. Personnel who wear certain personal protective equipment (e.g., Tyvek suite, waders) are particularly vulnerable to heat related illnesses. If untreated, the symptoms and effects of heat stress will grow increasingly serious. Symptoms of Heat Exhaustion include headache, dizziness, or fainting, weakness, confusion, nausea or vomiting, and wet skin. A worker who is not relieved of heat exhaustion may ultimately suffer a life-threatening heat stroke. In addition, personnel experiencing heat exhaustion are at greater risk for other incidents. The ability to recognize heat exhaustion symptoms and to avoid the conditions that cause it are essential for protecting the health and safety of personnel at the facility. Training, along with administrative and engineering controls, are methods utilized to mitigate hazards associated with working in hot and extreme temperatures.

4.3.5 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is used as a way to protect against known hazards. The four levels of PPE range from Level A, Greatest Protection to Level D, Least Protection.

Personal Protective Equipment will be provided to employees depending on their actual work assignments and/or specific hazards known to their work environment. District staff shall wear appropriate PPE. When working near or operating equipment, you should refer to the manufacturer's recommendations to understand what PPE is required when operating the equipment. Personal Protective Equipment provided to employees must be stored in a clean dry location which is readily accessible to the employee or the task or area for which

it is intended. Damaged or defective Personal Protective Equipment must be removed from service immediately and exchanged with the Safety Officer for equipment in good working order.

a. Eye and Face Protection

Appropriate eye or face protection shall be used when an employee is, or may be exposed to, any eye or face hazards. Such hazards include; flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation, dust, particles of steel, concrete, sand, splashes from raw sewage, corrosives, and liquid chemicals. By default, it is assumed wastewater treatment plant operators and wastewater treatment plant maintenance staff will likely be exposed to eye hazards (i.e., splashed wastewater); therefore, wastewater treatment plant operators and wastewater treatment plant maintenance staff shall wear appropriate eye and face protection when conducting their duties within the wastewater treatment plant.

Safety glasses and face shields shall meet the ANSI standard requirements and display the Z-87+ approval stamp on the equipment being used. Refer to OSHA Eye and Face Protection, Title 29 Code of Federal Regulations 1910.133 for compliance.

Hazard assessments shall be done to determine the level of eye and face protection. Where appropriate, eye and face protection may be required (e.g., safety glasses or goggles may be required even if you're wearing a face shield).

b. Head Protection

Hard hats shall be worn when:

- working on a site involving potential for injury to the head from falling objects;
- working on sites to be considered pipeline, construction, confined space, MOT, or where ...
 - designated by a supervisor and/or safety officer;
 - working with high voltage electrical equipment;
 - engaged in cutting operations or tree trimming; or
 - as required by a JHA.

Hard Hats must not be modified except as authorized by the manufacturer. Hard Hats must be kept clean for inspection purposes and stored away from UV exposure. Hard Hats with cracks gouges or broken components must be promptly returned to the Safety Officer for replacement.

c. Finger and Hand Protection

Appropriate hand protection shall be used when hands are exposed to hazards such as cuts, abrasions, skin absorption, or temperature extremes. Refer to the JHA for the task you are completing and/or SDS for the chemical you are working with to ensure the correct level of protection is achieved.

Gloves must not be worn where the danger of entanglement with machinery exists.

d. Foot Protection

Safety shoes shall be worn when significant risk of foot injury exists. Safety shoes protect feet against injuries from rolling or falling objects, objects piercing the sole, and where feet are exposed to electrical hazards. Different safety shoes protect against different risks. Make sure to wear safety shoes appropriate to your job description and/or the tasks you are accomplishing. District staff in the following Divisions shall wear approved safety shoes (e.g., reinforced toe) at all times during each work day:

- Operations
 - Wastewater Operators – reinforced toe
 - Plant Maintenance – reinforced toe
 - Electricians – reinforced toe and nonconductive
- Engineering
 - Collection Operators – reinforced toe
 - Reuse Operators – reinforced toe
 - Construction Operators – reinforced toe
 - Inspectors – reinforced toe
 - Utility Locate Technicians – reinforced toe
- Administration
 - Warehouse staff – reinforced toe

The following areas are designated safe zones where safety shoes are not required.

- Administration Office
- Richard C Dent Operations Administration Building
- Walkways from the Wildpine Lab to Administration
- Walkways from Administration to Operations
- Parking lots adjacent to Administration and Operations
- River Center

Protective footwear must be replaced when conditions such as excessive tread wear, holes in soles or uppers or exposure of the protective toe cap are revealed. The District reimburses up to \$150 per fiscal year for safety shoes or boots. All safety shoes and receipts must be presented to Safety Officer to confirm the shoes qualify for reimbursement.

e. Clothing

All District staff shall adhere to the District Uniform Policy that aligns with your Division. All District employees shall wear clothing suitable to the job they are performing and their work environment at all times.

1. Loose fitting clothing which may expose an employee to an entanglement hazard shall not be worn.
2. Do not wear rings, metal, bracelets, and other jewelry when working around or with machinery. Wearing jewelry while operating mechanical devices and during manual labor can increase your risk for serious injury.
3. When chemicals are in use, chemical protective clothing shall be worn according to the SDS recommendations provided by the manufacturer.
4. Tyvek or equivalent coverings must be worn when exposure to hazardous dust, biological, chemical, or overspray of toxic materials is present or is likely to occur.

5. Employees should pull back long hair when working with moving equipment. This can be achieved by wearing a hat, helmet, or hair net while working around machinery.

f. Hearing Protection

Employees operating, or in the proximity of, tools or equipment producing noise levels in excess of 85 dBA shall utilize adequate hearing protection devices. District employees shall adhere to visual and audio signage for compliance.

Refer to [Hearing Conservation Program](#) for training resources and to learn about the audiometric testing program.

g. Respiratory Protection

There are many tasks at the District that involve exposure to fumes, gases, mists, chemical dusts, etc., that are harmful to the respiratory system, or may cause exposure to environments containing insufficient oxygen to support human life.

Employees will be required to wear a respirator must complete a medical evaluation, fit-test, and training before being permitted to wear a respirator. Employees must be clean shaven prior to respirator use or annual fit-test procedures. Fit-testing will be conducted annually for employees who are required to use respirators.

Operations Department employees must be able to shave on site during their shift to ensure a proper face seal during chlorine cylinder changes or in case of emergency.

Refer to [Respiratory Program](#) for training resources.

Examples of times to wear the appropriate respirator are; cutting or drilling into cement, sandblasting, changing chlorine cylinders, spray painting, burning, chemical applications or when an employee may be exposed to other respiratory hazards.

4.3.6 Tools

- Employees must be trained in the use of all tools or equipment before use or operation. Use the right tool for the job.
- Remove defective tools or machinery from use immediately and report the defect to the Department Supervisor for repair or replacement.
- Never point an air hose at anyone or use it to clean clothing. This is extremely dangerous!
- Do not use electrical power tools or equipment while standing in water. Keep cords out of puddles.
- Keep all tools and materials away from edge of scaffolds, platforms, shaft openings, etc.
- Have cords, leads, hoses, etc. placed to avoid tripping hazards or getting damaged, away from oil, heat and/or chemicals.
- Check hose, fittings, and valves for leaks.
- Cylinders shall be kept upright and secured.

- Open cylinder valves slowly to prevent damage to regulator. Close valves if work is finished, moving cylinders, or placing into storage.
- Use only sturdy ladders on firm base. Where possible, angle out base $\frac{1}{4}$ of ladder working length. Keep area clear of scrap, tools, hoses, etc.
- Have ladder reach at least 3 feet above landing for easy access. Tie off ladder at top (secure bottom and brace long ladders).
- Read directions or when in doubt – check with your Supervisor or Safety Officer.

4.3.7 Warnings & Barricades

- Read danger warnings on container labels. Always follow all health/ safety precautions. Know before you use it. Always refer SDS and ensure a current copy of SDS.
- Place barricades, warning lights, caution tape, signs or combinations of, to warn of overhead danger, traffic, excavation, etc. Have authorized flagman or authorized attendants remain on site if necessary.
- Don't leave openings unprotected. Use strong cover, or barricade with 42" high guardrail (with mid-rail and toe-board).

4.3.8 Vehicles & Machinery

- Only qualified personnel should operate vehicles and other machinery.
- Always wear the vehicle or machinery seat belt. Including all passengers.
- Before starting machinery, opening valves, switches, etc., have safety guards in place.
- Do not ride on vehicles or mobile equipment unless specifically authorized.
- Always be seated when riding or operating equipment (unless designed for standing).
- Never adjust or repair machinery while in motion. Lock out, block, or bleed potential forces as required to prevent movement.
- Operate machinery and vehicles within rated capacity and at safe speeds.
- Vehicles requiring repair must be reported to the Construction Coordinator.

4.3.9 Vehicle Safety

Motor vehicle incidents are a leading cause of death and injury in the United States. Observance of state vehicle codes (traffic laws), properly maintained and inspected vehicles, and knowledge and use of defensive driving skills are crucial to avoid vehicle incidents. Vehicle safety applies to all LRECD drivers using LRECD - owned, leased and rented vehicles. The Safety Officer will perform vehicle safety training annually.

4.3.10 Driver's Licensure

All employees, interns, volunteers and students operating vehicles covered by this program must possess a valid Florida driver's license for the vehicle's class. In some cases, a Commercial Driver's License (CDL) is required (see job description). Any employee or student who operates a LRECD vehicle knowing that his or her driver's license has been suspended or revoked will be subject to appropriate disciplinary action, up to and including termination.

4.3.11 Maintenance

The Engineering Department is responsible for overseeing the maintenance of all LRECD fleet vehicles. Supervisors and/or the Safety Officer is responsible for communicating all fleet transportation and vehicle safety procedures to drivers and recommending remedial action when drivers are involved in incidents or are found guilty of moving violations while using LRECD vehicles.

4.3.12 LRECD Driving Privileges

The privilege to drive an LRECD vehicle is conditioned on safe and lawful operation of the vehicle. Driving privileges may be revoked or suspended pursuant to the LRECD Vehicle Use Policy. Conduct typically associated with suspension or revocation of these privileges include driving without a valid Florida driving license, driving under the influence, involvement in an avoidable incident, moving violations, and failure to follow other associated driving policies or procedures. New employees, through their Supervisor or other designated employee must complete familiarization training before being authorized to drive a District vehicle.

Safe Vehicle Operation Tips:

- Always do a 360° walk around the vehicle, checking within the fender wells and under the vehicle.
- Always wear a seat belt.
- Observe posted speed limits and other traffic signals.
- Yield to pedestrians.
- Park lawfully.
- If the vehicle appears to be unsafe to drive, do not drive it. Report the condition to supervisor.
- Do not overcrowd vehicles. This applies to passengers as well as equipment!
- Never pick up hitchhikers or transport non-authorized personnel.
- Never let personnel ride in a bed of a pick-up or other truck or trailer.
- Never leave the keys in an unattended vehicle.
- If you are unfamiliar with a particular vehicle, ask your supervisor or another employee for assistance in locating lights and other instruments before operating the vehicle.
- When hooked/connected to a trailer make sure brake lights, blinkers and hazard flashers are in a good working condition.
- Obscene items or material is not permitted to be displayed on any LRECD vehicles.
- When any heavy equipment (other than the normal car/truck) is being operated or towed to and from an off-site location, an LRECD trail vehicle, with all flashers on, will immediately trail and follow the equipment or tow vehicle.

4.3.13 Boating Safety

Check the weather before any boat trip. It may be necessary to reschedule field work due to inclement weather. If caught in a sudden storm and can't make it back to the marina, seek shelter under the nearest bridge and wait out the storm; if that is not possible, go to the nearest shore, exit the boat, and find suitable shelter until all clear.

Make sure you are familiar with all the safety gear on the boat. The following is a list of Coast Guard and District required safety equipment for Class I recreational vessel (16 to 26 feet):

- A Float Plan shall be issued by operator and sent to appropriate personnel prior to leaving dock and shall report when returned to dock.
- Approved Class I, II, III Personal Floatation Devices (PFD) for each person on board. Boat is equipped with ten 10 Class II orange jackets stored in a compartment designed to float free in the event of catastrophic vessel sinking.
 - All personnel aboard a District Vessel shall wear approved PFD issued by the District.
- Throwable device; seat cushions on board serve as throwable floatation devices.
- Fire Extinguisher; located under main seat; inspected annually.
- Sound-producing Device; an air horn is located under main seat.
- Anchors; vessel is equipped with a bow and a stern anchor.
- Bilge pump; vessel is equipped with automatic bilge pump and a manual hand pump located under rear seat
- Paddle
- Cell phone
- Vessel registration and Sea Tow membership card is kept in blue water-tight box next to helm.
- Vessel passengers who cannot swim, must wear a life jacket at all times.
- Anyone alone on the boat, shall wear a life jacket at all times.
- Sunscreen, hat and water are recommended to bring on boat trips.
- Take the AED in the red pelican case from the lab onto the boat for field days.
- Ensure First Aid Kit is reasonably outfitted for all causes.
- Anyone born after 1/1/1988 cannot drive the boat without completing an online or in person boater's safety course and obtaining ID card. The District recommends all staff complete a boater's safety course as one of their safety trainings.
- Keep the deck of the boat organized and clean to avoid trips, slips and falls.
- It is everyone's responsibility to make sure every item and every person is secure before putting the boat in motion. Secure any loose items such as kayaks and cooler lids which may catch wind and become airborne.

When working in or under the water, (i.e. snorkeling):

- A 24" x 24" dive flag must be displayed on the boat and visible from 360 degrees.
- Proper PPE shall be worn to prevent against cuts, stings, abrasions, and punctures.
 - Wet Suits, preferably 3mm or greater, booties, and gloves.
- Each diver working more than 100 feet from the boat must always carry a floatable dive flag when working in the vicinity of possible boat traffic. It is allowable to anchor dive flag, so diver may work in the immediate vicinity. The diver must stay within 25 feet from an anchored dive flag.

Refer to [Float Plan](#) for training resources.

4.3.14 Electrical

- Only qualified electricians should make electrical repairs or installations.

- Consider all wires “live” until verified and locked out. Keep safe distance from “live” electricity.
- Have electrical equipment properly grounded. Use 3-wire grounded receptacles, extension cords, or ensure double insulation
- Cord splices or repairs shall be electrically and mechanically equal to that cord’s original state.
- Do not use metal ladders near high-powered electricity.
- Lockout/Tagout all electrical components and equipment when maintenance is performed.

4.3.15 Lockout/Tagout Energy Control

Purpose - This procedure establishes the minimum requirements for controlling hazardous energy whenever maintenance or repair is done on machinery on all affected LRECD equipment and property. It is used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energizing or start-up of the machine or equipment or release of stored energy could cause injury.

Lockout is the preferred method of isolating machines or equipment from energy sources. Tagout is to be performed instead of lockout only when there is no way to lockout a machine.

Refer to [LO/TO Program](#) for training resources.

4.3.16 Fire Safety

The best defense against a fire is to prevent a fire from starting in the first place. Even under optimal circumstances, fires do occur. Efficient mechanisms for response are critical to prevent injury and loss when a fire happens.

There are a number of things all employees can do to be well prepared for fire emergencies:

- Know Exit Routes - Know exit routes from your office
- Know Fire Extinguisher Locations - Know where the closest fire extinguishers are located in proximity to your work area.
- Emergency Numbers - Make sure you know your emergency numbers.
- Know the location and operation of fire alarms

4.3.17 Fire Drills

It is important for employees to know how to react to a fire emergency when they occur. All buildings are subject to fire drills at any time. Fire drills are a proactive approach that allows employees to experience building evacuations under a controlled environment. It allows for LRECD safety officials to identify problems that may occur under real life situations.

The River Center staff is also responsible for instructing the general public and visitors on emergency exits. The Safety Officer in conjunction with the District Executive staff and

the local Palm Beach County Fire & Rescue Special HAZMAT/Operations, when applicable, coordinates Fire drills.

4.3.18 Miscellaneous Fire Hazards and Devices

There are several devices that are restricted or prohibited.

- **Candles:** Candles are NOT permitted in any rooms or offices at any time. Office areas may have a general area designated to be a break area with microwave, coffee pot, toasters, and toaster ovens.
- **Portable (space) Heaters:** Open coil heaters are not permitted in offices.
- **Wall Outlets:** Wall outlets should never be overloaded. Multi-plug adapters are only permitted if they have a built-in circuit breaker.
- **Seasonal Decorations:** All decorations made of combustible material must have a flame-retardant application applied to it by the manufacture. This documentation must be retained.
- **Explosives/Ordinance:** Materials such as guns, ammunition, fireworks, black powder, and pyrotech are not permitted in any LRECD building.
- **Oil Lamps:** Oil lamps are not permitted to be used or stored in LRECD buildings.
- **Extension Cords:** The use of extension cords is for temporary functions and duties only. No employee shall have any electrical cord of any kind under rugs. Cords with fractured insulation or exposed wires shall never be used and are to be immediately turned in to the Safety Officer.
- **Smoking:** Smoking by employees or the public is prohibited in all LRECD buildings as well as all LRECD owned or leased vehicles. Smoking is permitted in designated areas only.

4.3.19 Fire Hydrants:

Never park within 50 feet of a hydrant in any direction.

4.3.20 Fire Evacuation Plans

Each floor of every building should have a legible, conspicuous, emergency evacuation floor plan posted in view. **Emergency Numbers:** Emergency numbers should be posted for all occupants in plain view; these should include local law enforcement, safety, and poison control. **Exit Signs:** All exits must be visibly marked. Exits that are not exits or could be confused with an exit must be marked "not an exit". Nothing may obstruct the visibility of these signs and they must be illuminated by a light source of at least 5 foot-candles. All exit signs should be on emergency backup battery power and provide visibility in the event of a power outage or darkness. Signs should have red letters with white or black background.

4.3.21 Fire Emergency Action Plan:

IN THE EVENT OF A FIRE: Find, if possible, and activate the nearest fire alarm. They are typically red and located by exit doors. Close Doors: Doing so usually slows the spread of fire and reduces smoke damage. Exit Building: All building occupants should exit the building by way of the closest exit. Consult the evacuation plan if you are unsure.

Call 911: If there is no sign of emergency personnel go to the closest phone and call 911 again, they will activate the emergency response system.

Fire Stairwells: Multi-floor buildings are built with fire rated stairwells. All evacuation exits from upper floors of a building should always be by the stairwell. Always keep moving and never congregate in the stairwell, always go down never go up.

Interior Doors: If you are opening an interior door, check the handle for heat; if it is hot do not open it. It will be likely to have fire on the other side; there could be tremendous pressure on the other side as well. Go to a window and signal for help!

Assemble Outside (Marshaling Area): A predetermined area should be selected so that a head count can be taken, and accountability ensured. Do not leave the area until the emergency has been cleared or someone with authority has released everyone.

Do Not Re-Enter the Building: Under no circumstances should anyone re-enter a building until the all-clear signal is given by the fire dept., police dept. or safety representative.

4.3.22 Portable Fire Extinguishers

An important part of fire safety is knowing where to find fire extinguishers and knowing how to use them if needed.

PURPOSE OF PORTABLE FIRE EXTINGUISHERS

The purpose of fire extinguishers is to provide a first aid attack on any small incipient fire. Only trained employees should attempt to extinguish a fire, in no event should any untrained or inexperienced person try to fight a fire with an extinguisher. It is designed to extinguish small kitchen type or trashcan fires. The LRECD, through coordination with the Safety Officer, will provide employees annual training on fire extinguisher use.

TYPES OF EXTINGUISHERS - LRECD primarily uses Multi-Purpose ABC Type Fire Extinguishers. These are for use on all A, B, C, type fires. There are a few Halon type extinguishers in computer-supported areas but very limited placement due to the environmental concern surrounding the discharge of this chemical agent.

Fire Extinguisher training shall be done annually and incorporate all LRECD employees, training shall consist of CBT, classroom, live fire training and drills.

Refer to [Fire Protection and Fire Extinguisher Program](#) for training resources.

4.3.23 Ergonomics

The purpose of this program is to inform employees that the LRECD is committed to improve our employees' comfort and wellbeing by identifying and correcting ergonomic risk factors on the job. This program applies to all work operations. LRECD has implemented this ergonomics program to address the problem of musculoskeletal disorders (MSDs).

Our goal through this Ergonomics Program is to prevent the occurrence of work-related musculoskeletal disorders by controlling or eliminating the risk factors that cause them. This program ensures that all affected employees are aware of job-related risk factors and provides information and solutions to alleviate them. LRECD promotes continuous improvement for the efficiency, comfort, and wellbeing of all employees through a team effort of management and employee involvement.

If, after reading this program, you find that improvements can be made, please contact your supervisor. We encourage suggestions and are committed to the success of our Ergonomics Program. We strive for clear understanding, safe and efficient work practices, and involvement in the program from every level in LRECD.

Elements of this training include the identification of workplace risk factors, job analysis methods, implementation and evaluation of control measures, and teamwork skills.

4.3.24 Injury/Medical Management

LRECD requires all employees to immediately report any symptoms of discomfort that may be associated with their job duties. In most cases, employees are to report to their immediate supervisor. Those supervisors are responsible to recommend alternative work or medical evaluation for injured or ill employees.

Supervisors record and file written reports from the first observation of illness or injury through all subsequent follow-up activities. They are also responsible to forward information about the worker injury or illness for recording. Every work procedure that causes a worker injury or illness will be investigated and reported.

This documentation provides vital information for the identification of job-related risk factors so that the problems can be corrected. After verification of an employee's job-related injury or illness, the affected Director and Safety Officer will review this plan and re-evaluate the workstation or work area to determine if additional practices, procedures, or redesign of the station could be implemented to prevent similar injuries.

4.3.25 Identifying Problem Jobs

There are several methods used to identify problem jobs that are most likely to result in ergonomic disorders. Jobs are evaluated for the following risk factors:

- Rate and number of repetitions: performance of the same motion or motion patterns every few seconds for more than two hours at a time.
- Postures and limb positions: fixed or awkward work postures such as overhead work, twisted or bent back, and bent wrist, stooping, or squatting, for more than a total of two hours.
- Vibration: use of vibrating or impact tools or equipment for more than a total of two hours.
- Loads/lifted: lifting, lowering, or carrying of anything weighing more than 25 pounds more than once during the work shift.
- Loads/static: holding a fixed or awkward position with arms or neck for more than ten seconds.
- Muscle forces: continually pulling or pushing objects.

- Work pace: piece rate or machine paced work for more than four hours at a time (legally required breaks cannot be included when totaling the four-hour limit).

Employee participation and assistance in evaluating new equipment and processes for potential risk factors are crucial. Employees also evaluate hand tools to determine if the designs are ergonomically suitable for the intended use and appropriate for the workers who use them.

Through job hazard analysis, problems are identified for correction and supervisors and employees in the affected areas are notified. Directors, Supervisors and the Safety Officer, in conjunction with those affected employees, will develop possible solutions, choose the most appropriate, implement the changes, and follow up to determine the effectiveness.

4.3.26 Employee Training

The management staff receives copies of this written ergonomics program and its policy statement regarding ergonomics in our workplace.

Information on the following elements are available to all employees:

- How to recognize workplace risk factors associated with work-related musculoskeletal disorders and the ways to reduce exposure to those risk factors.
- The signs and symptoms of work-related musculoskeletal disorders, the importance of early reporting, and medical management procedures.
- Reporting procedures and the person to whom the employee is to report workplace risk factors and work-related musculoskeletal disorders.
- The process LRECD is taking to address and control workplace risk factors, each employee's role in the process, and how to participate in the process.
- Opportunity to practice and demonstrate proper use of implemented control measures and safe work methods that apply to the job.

4.3.27 Maintenance of Traffic (MOT)

Loxahatchee River District employees must observe the most current MOT design standards for Construction and Maintenance Operations on the state highway system. MOT FORMS

These design standards are intended to support engineering processes for construction and maintenance. They are established to ensure uniform standards in preparation of construction on roadways or structures in roadways. It is the responsibility of the engineer of record using these standards to determine the fitness for a particular use of each standard in the design of a project. The inappropriate use of these standards does not exempt the engineer from responsibility of developing an appropriate design. All projects on highways, roads, and streets must have a traffic control plan. All work shall be executed under the plan and approved procedures.

- Perform your duties as safely as possible
- Minimize the chance of injury to your fellow man
- Maintain roadways in a safe condition

- Shield motorists from undue hazards
- Communicate, coordinate, cooperate
- Understand the priorities, needs, limitations, and expertise of all agencies involved
- Wear appropriate PPE
- **Advanced Warning Area:** This is the first section that informs drivers about the incident area they are approaching. Ex: cones, warning signs, flaggers
- **Transition Area:** Section of highway where vehicles are redirected out of their normal path (tapers)
- **Activity Area:** Section where work activity is taking place. It is comprised of the work area, traffic space, and the buffer space
- **Termination Area:** This section returns vehicles to their normal lane of traffic

NOTE: Braking distance is the distance traveled by a vehicle from the instant the brakes lock up until the vehicle stops.

Speed (mph)	Distance (ft)
60	346
65	405
70	470
75	540

Additional hazards and change to current conditions will need to be considered throughout the job.

- Class II High Visibility Vest (day work)
- Class III High Visibility Vest (night work)
- Dark eye wear is prohibited at night
- Avoid glare to oncoming vehicles
- Provide additional warning and directional information to vehicles traveling through or around a traffic control zone
- Use barrier vehicles to protect employees or equipment from vehicles that may unexpectedly enter the work zone

4.3.28 Chemical Spills

The EPA regulations ([40 CFR 265.30 to 265.56](#)) establish procedures to ensure that emergencies are planned for and minimized in order to successfully protect the environment and surrounding community. To minimize hazards from releases of hazardous materials to air, soil, or surface water, the written plan must include the following:

- Description of arrangements with local authorities and contractors to assist in spill cleanup and notification activities
- Emergency equipment and corresponding locations of fire extinguishers, spill control equipment, etc.
- Available decontamination equipment
- Evacuation procedures, routes, and notification signals
- Report all spills and Fill out an Environmental Report

Refer to [Environmental Report](#) for spill notification.

Spill Cleanup

If the spilled chemical is known to be a hazard or an unknown chemical the following procedures should be followed:

1. Evacuate personnel from immediate area; don the appropriate PPE if it is not already being worn.
2. Immediately contact 911 (Palm Beach County Fire Rescue HAZMAT/SPECIAL OPERATIONS Response Team) report the incident and do not attempt to enter, clean or clear the spill area.
3. Notify the Director of Operations of all incidents as soon as possible and the Director of Operations will advise the Executive Director of the situation.

If the spilled chemical is known and determined not be a life-threatening hazard:

1. Barricade the spill area and notify others in surrounding areas.
2. Extinguish all sources of ignition. Do not turn on/off any electrical switches.
3. Ventilate the spill area if it is within an enclosed area.
4. Place one or more absorbents in an effective position to absorb, divert or contain the spill as needed.
5. Once the spill is contained, additional absorbents, neutralizers, absorbents or solidification agents can be used to finish cleanup.
6. Contact the Safety Officer to document spill cleanup activities, identify cause and determine remedial action.

Waste Disposal

Disposal of all cleanup materials that are either saturated or contaminated with hazardous materials is governed by local, state and federal laws. The Plant or Field Supervisor for the location the spill occurred will be responsible for the proper disposal of cleanup materials and coordination with the Safety Officer in notifying the Palm Beach County Health Department.

- Lab Waste Disposal Procedure:
 - Deposit microbiological waste in orange biohazard bags and autoclave waste before disposing of in trash can.
 - Collect acetone in flammable container and store onsite until arrangements are made to transport to Solid Waste Authority.
 - Collect phenol waste in plastic container and store onsite until arrangements are made to transport to Solid Waste Authority.
 - Collect broken mercury thermometers in safe container until arrangements are made to transport to Solid Waste Authority.

Chemical Procedures

Do not work with unfamiliar chemicals until you consult the Safety Data Sheets (SDS). If unsure, please consult your immediate Supervisor or the Safety Officer.

- Always wear the recommended Personal Protective Equipment (PPE). These recommendations are found in the SDS.
- Never dispose of any chemical until you are sure of its hazardous class. Contact the Safety Officer for disposal of any hazardous material.

4.3.29 Confined Space Entry

The purpose of this program is to inform employees that the LRECD is complying with standards consistent with the OSHA Confined Space Standard, Title 29 Code of Federal Regulations 1910.146. This program applies to all work operations at the LRECD where employees must enter a confined space as part of their job duties. (LRECD Confined Entry Space Permit)

A confined space refers to a space which has 1) limited openings for entry and exit, 2) unfavorable ventilation which could contain or produce hazardous atmospheres, and 3) which is not intended for continuous employee occupancy. Examples of such confined spaces include, but are not limited to, metering vaults, regulating vaults, valve vaults, storage tanks, sludge pump vaults, well housings, dam site gate control chambers, pipelines, trenches, filter beds, air vacuum and release vaults, and other utility vaults, manholes and tunnels.

Non-permit confined space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

A permit-required confined space (permit space) means a confined space that has one or more of the following characteristics:

1. Contains or has a potential to contain a hazardous atmosphere.
2. Contains a material that has the potential for engulfing an entrant.
3. Has an integral configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section.
4. Contains any other recognized serious safety or health hazard

Refer to [Confined Space Program](#) for Training Resources

4.3.30 Excavation, Trenching and Shoring

Trenching is a hazardous construction operation. OSHA (CFR) Part 1926, Subpart P contains requirements for excavation and trenching operations. OSHA defines an excavation as any man-made cut, cavity, trench, or depression in the Earth's surface formed by earth removal. A trench is defined as a narrow excavation (in relation to its length). In general, the depth of a trench is greater than its width.

Trenching and excavation work presents serious hazards to all workers involved. Cave-ins are the greatest risk. Workers may enter trenches only after adequate protections are in place to address cave-in hazards. Other hazards include falling loads, hazardous atmospheres, and hazards from mobile equipment.

LRECD classifies all soil to be Class C. All training shall be annually via CBT, classroom and live training. Employees who are designated by the employers and who can identify hazards; existing and predictable shall be deemed competent persons. Tabulated data shall accompany all trench boxes and speed shoring.

Refer to [Excavation, Trenching, Shoring Program](#) for training resources.

4.3.31 Underground Utility Locates

Before starting the excavation into the ground, do the following:

- Contact the owners of the property to inform them of the proposed work.
- Determine the location of utility sewer, telephone, fuel, electric, and water lines.
 - Call 811, the “Call Before You Dig” number to establish the location of underground utilities in the work area. Be sure all underground locations are complete before excavation begins.
- Determine the exact location of underground installations by safe and acceptable means when excavation operations approach the approximate location of the installations.
- Ensure that while the excavation is open, underground installations are protected, supported to safeguard workers.

4.3.32 Hazardous Atmospheres

Atmospheric testing is required before employees enter an excavation greater than 4 feet in depth where a hazardous atmosphere could reasonably be expected. Provide employees with atmospheric testing equipment and ventilation controls to reduce the hazardous atmospheric condition to an acceptable level.

Refer to Gas Hazards Program and Atmospheric Hazards Program for Training Resources.

Acceptable Atmospheric Conditions

Between 19.5% - 23.5% Oxygen
Less than 10% LFL for Combustible
Less than 10 PPM for Toxic (H₂S)
Less than 10 PPM for CO

NOTE: No employee will enter an excavation where hazardous atmospheres cannot be reduced to acceptable levels.

NOTE: Use of gas-powered equipment within excavations will require the use of ventilation equipment to prevent carbon monoxide buildup.

4.3.33 Fall Protection

There are two types of falls, Lower Level and Same Level

- Lower Level would be falls from elevated height
- Same Level falls would be a slips or trips

There are two types of fall protection, Arrest and Restraint

- Fall Arrest is a form of fall protection which involves the safe stopping of a person already falling
- Fall Restraint is a form of fall protection which involves the employee from accessing the fall hazard

Fall protection is essential for preventing injuries due to falls from heights. Fall Protection is an integral part of our commitment to a safe work environment. Any time a worker is exposed to a fall hazard, procedures and equipment must be used to eliminate the hazard of working at heights.

Supervisors shall assess the risks associated with a task and ensure that proper procedures and equipment are in place to protect employees working at heights.

It is the duty of all supervisors, safety representatives, and employees to identify hazards, follow procedures, and use proper equipment.

Refer to [Fall Protection Program](#) for Training Resources.

4.3.34 Reporting Safety Concerns

All employees are empowered and expected to intervene and correct any hazard they may observe during the course of their work day. If an employee has a safety concern in an active job site, communicate with the job site supervisor the concern. please inform your supervisor and/or use the [Safety Committee Action Form](#).

4.3.35 Safety Inspections

Safety inspections are the primary tool for identifying unsafe conditions before incidents occur. A well-organized inspection program is vital to incident prevention and employee safety. If immediate attention is required, contact the Safety Officer. Inspections of areas by Supervisors or Department Directors are also applicable.

- Safety Inspections may but not limited too
 - Job Site Inspection
 - Random Inspections
 - Vehicle Inspections

a. Criteria

The LRECD assimilates many standards of the Occupational Safety and Health Administration (OSHA). Other assimilated safety entities include The American National Standards Institute (ANSI), the National Fire Protection Association (NFPA), and the Underwriter which create guidelines for inspection requirements. These are general industry standards as well as codes of regulations that should be followed.

Items of Concern during inspections:

- **Personal Protective Equipment (PPE):** Is appropriate personal protective equipment in place and being used properly?
- **Machine Guards:** Are they in place and operable?
- **Housekeeping:** Is the work area clean and in order?
- **Floors:** Are floors in good condition and free of trip hazards and obstructions?
- **Aisles:** Are aisles and passageways clear and free of tripping hazards?
- **Lighting:** Is lighting adequate for the work being performed?
- **Stairways:** Are stairs in good repair, with safe, secure handrails?
- **Machines and Equipment:** Is it in safe operating condition and is it being operated properly?
- **Electrical:** Is the area free from shock hazards and are adequate outlets available. Are extension cords being used? Are they in good condition?
- **First Aid:** Are first aid kits available and fully stocked? Are people trained in first aid, CPR, and AED usage?
- **Fire Extinguishers:** Are fire extinguishers accessible, properly maintained and are all occupants trained in their use?
- **Entrances:** Are entrances unobstructed, serviceable, and proper signage available?
- **Exits:** Are emergency exits marked properly and well lit.
- **Exterior:** Are sidewalks and parking lots free of debris?
- **MOT:** has a work zone been established? Has training been conducted?
- **Hazardous Communications (HAZCOM Plan):** Are any hazardous chemicals stored or used in this area? Are SDS's available and up to date? Do employees in the area know the location of the SDS binder?
- **Ergonomics:** Are ergonomic issues being addressed?
- **Blood- borne Pathogens:** Are employees exposed to these and are they trained in universal precautions?
- **Emergency Phone Numbers:** Are emergency numbers posted so all employees have access?
- **Personal Behavior:** Do employees understand the necessity to conduct themselves in a manner appropriate for their area, no horseplay, use proper Personal Protective Equipment, etc.?
- **Safety Equipment on Vehicles:** District vehicle safety equipment list will be inspected on a monthly basis by Supervisor and the crew assigned to that vehicle to ensure the required personal protective equipment and additional safety equipment is on board and available for use.

4.4 Stop Work Policy

This Stop Work Policy provides every person employed or engaged by the District the delegated authority and obligation to stop work when a perceived unsafe condition and/or behavior has the potential to result in danger to person(s), equipment, or the local environment. This District Governing Board and Management will fully support the decision(s) of an employee made in the prudent execution of this policy:

- Any District employee that observes a perceived unsafe condition that has the potential to result in danger to person(s), equipment, or the local environment shall call for a Stop Work Order (e.g., engage the active parties to immediately discontinue the unsafe work, condition, or behavior).

- The Stop Work Order must be applied in good faith.
- Work that was ceased due to a Stop Work Order shall not resume until all safety aspects are cleared to the satisfaction of the employee who initiated the Stop Work Order or to the satisfaction of the Safety Officer.
- The District will not retaliate against, and will not tolerate any intimidation or retribution towards, an employee that called a Stop Work Order in good faith.

Refer to Stop Work Program for procedures ([add hyperlink](#)).

5. INCIDENT REPORTING

LRECD has a strict policy stating all incidents shall be reported immediately.

An incident is defined as: an unplanned, undesired work-related event that may cause injury, illness, or property damage, or a combination of all three. Incident severity may range from minor to catastrophic.

A Near Miss is defined as an incident that could have resulted in injury, illness or property damages but did not.

Refer to [Safety Observation Reporting presentation](#) for training resources.

Fill out a [Safety Observation Report Card](#).

5.1 Incident/Near Miss Reporting

An incident reporting plan prescribes methods and practices for reporting incidents that can be read and understood by all employees.

The requirements of this program apply to all LRECD employees.

1. Near miss incidents (when an employee nearly had an incident but was able to avoid injury) are required to be recorded and reported.
 - Near miss incidents will be reported using the Near Miss Report form.
2. Actual incidents will be recorded and reported.
 - First Report of Injury shall be filled out.
3. Post-incident testing and reporting requirements shall not delay the employees' receipt of necessary medical attention.
4. The injured employee will notify Immediate Supervisor (even after hours)
 - If no supervisor responds, notify Safety Officer or HR
5. Either complete the Incident Report or have your supervisor complete the report
 - If you sustain a non-emergency or emergency injury, the immediate or responding supervisor will complete the following steps.
 - Supervisor shall fill out a Supervisors Incident Report
6. Any injury that requires medical treatment above first aid must submit to a post-accident drug screen.
7. The employee must report for testing to the Jupiter Urgent Care facility within 24 hours of the incident.
8. If the drug test is not performed with the allotted time frame, will be considered refusal to test, resulting in immediate termination.
9. Employees injured on the job are to report the injury to their supervisor immediately.
10. The injured employees Supervisor and/or Division Director must notify the Safety Officer when an incident or near miss occurs within 24 hours.

Any employee witnessing an incident at work is to call for emergency help or whatever assistance appears to be necessary. In addition, the employee is to immediately report the incident to his or her supervisor, if possible, and take part in answering questions related to the Incident Report and Investigation.

5.2 Vehicle Incident

If an employee of LRECD is involved in a traffic incident while driving a District vehicle, the vehicle should not be moved, unless it creates a hazard, until local law enforcement has been called and advised the driver that it is safe to do so. Immediately after calling law enforcement, the driver should notify their Supervisor and/or the Safety Officer and report the incident. If the vehicle needs to be towed, call the approved District towing company. The vehicle should be towed to the towing company's holding facility to be evaluated by the Construction Coordinator.

Refer to [Vehicle Incident Form](#)

6. INVESTIGATION & RECORDKEEPING

The Safety Officer is the primary recordkeeper and responsible for maintaining the below following records and documentation with Human Resources serving as a backup while also obtaining appropriate copies for personnel folders:

- Incident investigation reports
- Employer's Incident Report
- Training records and certifications
- Investigation and Interviews
- DOT compliance information

6.1 Incident Investigation Procedures

Thorough investigation of all incidents will lead to identification of incident causes and help:

- Reduce economic losses from injuries and lost productive time;
- Determine why incidents occur, where they happen, and any trends that might be developing;
- Employees develop an awareness of workplace problems and hazards;
- Identify areas for process improvement to increase safety and productivity;
- Note areas where training or methods need to be improved; and
- Suggest a focus for safety program development.

For all incident investigations, the Safety Officer will perform the following duties:

- Conduct the incident investigation at the scene of the injury as soon after the injury as safely possible.
- Ask the employee involved in the incident and any witnesses, in separate interviews, to tell in their own words exactly what happened.
- Repeat the employee's version of the event back to him/her and allow the employee to make any corrections or additions.
- After the employee has given his/her description of the event, ask appropriate questions that focus on causes.

When finished, remind the employee the investigation was to determine the cause and possible corrective action that can eliminate the cause(s) of the incident. Complete a First Report of Injury with the employee and review data with employee for accuracy.

Refer to [First Report of Injury](#) form

The incident investigation is used to:

- Track and report injuries on a monthly basis;
- Group injuries by type, cause, body part affected, time of day, and process involved;
- Determine if any trends in injury occurrence exist and mitigate those trends if possible;

- Identify any equipment, materials, or environmental factors that seem to be commonly involved in injury incidents;
- Discuss the possible solutions to the problems identified with the safety team and supervisors; and
- Proceed with improvements to reduce the likelihood of future injuries.

6.2 Program Evaluation

The incident reporting and investigation program is evaluated and updated by the Safety Officer, Safety Committee, and the District's Insurance carrier annually to determine whether the plan is being followed and if further training may be necessary. It would be nice to add text about Safety Officer producing an annual report summarizing and analyzing the context of all incidents and near misses. This report should use process improvement tools, e.g., pareto charts, six sigma analyses, to identify potential opportunities for improvement.

7. DISCIPLINE

The purpose of this policy is to state the District's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure comes from good leadership and fair supervision at all employment levels.

The District's best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct a problem, prevent recurrence, and prepare the employee for competent, safe, secure and satisfactory service in the future.

Although employment with the District is based on mutual consent and both the employee and the District have the right to terminate employment 'at will', with or without cause or advance notice, the District may use progressive discipline in certain circumstances as determined by the District.

Disciplinary action may call for any of the steps – verbal warning, written warning, performance improvement plan, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

In general, an employee found violating the outlined safety rules and procedures from this document will be disciplined as follows:

- 1st offense - Verbal warning with a written summary outlining the corrective action to be kept with the supervisor.
- 2nd offense - Written Warning outlining the violation and corrective action. Kept in employees Personnel file
- 3rd offense – Performance Improvement plan – The Director determines that the employee has demonstrated the inability to perform the assigned work responsibilities in a safe manner. The performance Improvement plan will be set for a predetermined amount of time, not to exceed 180 days. The Director will conduct formal or informal meetings with the employee to discuss relative performance relative to the safety violation. Failure to meet the outlined expectations and goals will result in termination. The performance improvement process does not alter the at-will nature of employment.
- 4th offense – Single day or multiple day suspension without pay, depending on the severity of the infraction.
- 5th offense - Termination

Please refer to the District Policy and Procedures [7.1 Immediate Dismissal/Misconduct](#).

8. EMERGENCY PHONE NUMBERS

- Police, Fire, Ambulance: 911
- Jupiter Urgent Care 561-263-7010
- Safety Officer 561-401-4066 / (C) 561-262-2618
- Human Resources 561-401-4173 / (C) 561-779-3289
- Workers Compensation/PGCS 321-832-1400
- Kauff's Towing 800-432-7182

9. ACRONYMS AND DEFINITION'S

- AED – Automatic external defibrillator, used on heart attack victim's or when the heart as stopped
- SDS – Safety Data Sheets, document that lists information relating to occupational safety and health for use of various substances and products
- OSHA – Occupational Safety and Health Administration
- ANSI – American National Standards Institute
- NFPA – National Fire Protection Association
- MOT – Maintenance of Traffic

Employee Acknowledgement

Employee Safety Handbook Acknowledgment

I hereby acknowledge receipt of a copy of the Safety Handbook, either electronically or in paper form, for the Loxahatchee River District. I acknowledge that I have read and fully understand the guidelines and procedures contained in this handbook.

I accept responsibility for familiarizing myself with the information in this handbook and will report all unsafe conditions, accidents, and injuries. I agree that if there is any policy or provision in the handbook that I do not understand, I will seek clarification from; a member of the safety committee, my supervisor, or the Safety and Compliance Officer.

I understand that the policies, guidelines, and procedures are continually evaluated and may be amended, modified or terminated at any time.

Employee Signature

Date

Print Name

Department

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration


2500 Jupiter Park Drive, Jupiter, Florida 33458-8964

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



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

MEMORANDUM

TO: GOVERNING BOARD
FROM: D. ALBREY ARRINGTON, Ph.D. 
DATE: MARCH 8, 2019
SUBJECT: KIRLIN DEEP BED FILTER FINAL BALANCING CHANGE ORDER

The subject project has been completed and a final balancing change order, Change Order #006 dated March 11, 2019, has been prepared and is attached. While this project has taken much longer to complete than originally anticipated, I am pleased to report that the filters are functioning and producing high quality effluent and the electrical system upgrades provide a higher level of interconnectedness than ever before.

The original contract amount was for \$8,450,000 with 650 days to achieve Substantial Completion and an additional 65 days to achieve Final Completion. As the project progressed, we (the owner – LRD, the engineer – Hazen, and the contractor – Kirlin) worked through a number of challenges that caused significant delays. On the following pages, you will find Change Order #6 – the final balancing change order, which addresses all outstanding issues and addresses ongoing dispute with Kirlin regarding closeout of the contract by increasing contract time 388 days and increasing contract value \$208,203.99 to \$8,748,734.47.

Staff recommend approval of the following motion:

“THAT THE DISTRICT GOVERNING BOARD approve execution of Change Order #006 dated 3/11/2019 increasing the Kirlin Deep Bed Filter project contract by \$208,203.99 and 388 days for a final, total contract price of \$8,748,734.47.”

6-11

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458
(561) 747-5700 FAX (561) 747-9929

CHANGE ORDER #006

DATE: 03/11/19

PROJECT NAME: DEEP BED FILTERS

OWNER: Loxahatchee River Environmental Control District

CONTRACTOR: Kirlin Florida, LLC

THE FOLLOWING CHANGES:

- 1) Incorporate decrease in Contract Price due to several items included in Draft Change Order No. 5, including reuse of existing conductors, expansion of holes in Pump Station No. 1 top slab, and removal of abandon yard piping [26 days, (5,164.72)]
- 2) Incorporate decrease in Contract Price due to the cost of water utilities used by Contractor during construction [0 workdays, (\$1,669.76)]
- 3) Incorporate decrease in Contract Price due to the cost of electrical utilities used by Contractor during construction [0 workdays, (\$20,139.08)]
- 4) Incorporate increase in Contract Price and increase in project time due to project delay agreement. [362 days, \$235,177.57]

Execution of this Change Order does not release the Contractor from meeting the Contract Final Completion Dates that exist as of the date of this Change Order.

Work completed shall meet project standards and specifications to the greatest possible extent.

JUSTIFICATION:

Attachment 1 – Draft Change Order No. 5 and associated attachments

Attachment 2 – Contractor Water Usage Tabulation

Attachment 3 – Contractor Electrical Usage Tabulation

Attachment 4 – Contractor Proposal for Construction Delay costs

CHANGE TO CONTRACT PRICE:

Original CONTRACT PRICE:	\$8,450,000.00
Current Contract Price including C.O. # 4	\$8,540,530.48
Contract Price due to this Change Order will be <i>INCREASED/DECREASED</i> by:	\$208,203.99
The New Contract Price including this Change Order will be:	\$8,748,734.47

CHANGE TO CONTRACT TIME:

The DATE OF SUBSTANTIAL COMPLETION of all work will be: AUGUST 17, 2018
The DATE OF FINAL COMPLETION of all work will be: MARCH 11, 2019

APPROVED BY CONTRACTOR: _____

APPROVED BY ENGINEER: _____ DATE

HAZEN & SAWYER, P.C.

DATE

APPROVED BY OWNER: _____ DATE

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT



March 8, 2019

Mr. Albert Muniz
Hazen & Sawyer, PC
2101 NW Corporate Blvd, Suite 301
Boca Raton, FL 33062
Email: amuniz@hazenandsawyer.com

RE: 4321 Loxahatchee WWTP Deep Bed Filters Project

Subject: Final Project Close-Out Change Order

Dear Mr. Muniz:

As requested, please find Kirlin's final close-out proposal and final application for payment on the above referenced project

After a series of productive meetings with both the Owner and Hazen & Sawyer, we have identified the following activities have led to project delays.

Activities leading to delays included:

- Concrete
- Deep Bed Filter testing
- Equipment
- Effluent Filter Pump Station No. 1 pumps and pipe supports
- Parshall Flume
- Demolition

Based on final negotiation between the Loxahatchee River District and Kirlin, Kirlin agrees with the total values that remain as summarized and outlined within the notes below:

- Kirlin Best and Final Close-Out offer was \$307,000.07
- Loxahatchee River District's (LRD) offer was \$109,407.91
- Both parties agreed to split the difference and closeout the project
- The amount as mutually agreed \$208,203.99
- Current retainage (Kirlin Contract Balance) is \$427,026.52
- TOTAL Amount due Kirlin to close the project is $\$208,203.99 + \$427,026.52 = \underline{\$635,230.51}$



In addition to this close-out narrative, Kirlin has included as part of this submission a final application for payment that includes the value of our agreement. Should you require additional information, please do not hesitate to contact our office

Respectfully,

KIRLIN FLORIDA, LLC

A handwritten signature in blue ink, appearing to read "Kyle T. Levengood", written over the printed name and title.

Kyle T. Levengood
Executive Vice President



March 1, 2019

Mr. Albert Muniz
Hazen & Sawyer, PC
2101 NW Corporate Blvd, Suite 301
Boca Raton, FL 33062
Email: amuniz@hazenandsawyer.com

RE: 4321 Loxahatchee WWTP Deep Bed Filters

Subject: **Close out proposal**

Dear Mr. Muniz:

As requested attached please find Kirlin's revised proposal #006R2 regarding the extended direct cost associated with the delay impacts for the above referenced project.

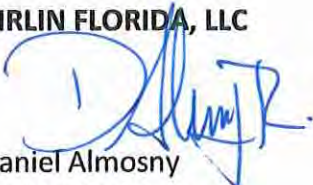
Also, based on final negotiation between the Loxahatchee River District and Kirlin, Kirlin agrees with the total value summarized in Hazen's email to Kirlin dated 2/28/19 and as outlined below:

• Revised Extended Direct Cost for the project	\$235,177.57
• Deductive Owner CO#5	-\$5,164.72
• Deductive Water Usage Cost	-\$1669.78
• Deductive Electrical usage cost	-\$20,139.08
• Final Agreed Amount	\$208,203.99

Should you require additional information, please do not hesitate to contact our office

Respectfully,

KIRLIN FLORIDA, LLC


Daniel Almosny
Project Manager



To: Hazen & Sawyer

Job Name: LOXAHATCHEE WWTF NEW DEEP BED FILTERS

Address: 2500 Jupiter Park Dr, Jupiter, FL 33458

Attn: Mr. Albrey Arrington PHD

KIRLIN FLORIDA LLC. CHANGE ORDER SUMMARY SHEET

Date: 12/17/2018

JJK Proposal Number #006R2

Change Order Description: Final closeout change order

Direct (Self-Performed) Labor Costs: (Includes overhead Taxes, Burden & mark-ups)

	Trade Description	Hours	Rate	Extension	Remarks
(1)	Superintendent	1384	\$80.75	\$111,758.00	173 WD 8.24 months Delayed Impact to the schedule
(2)	Foreman	0	\$72.69	\$0.00	
(3)	Equipment operator	1384	\$57.80	\$79,995.20	173 WD
(4)	Mechanic	2768	\$65.18	\$180,418.24	173 WD@ 2
(5)	Labor	0	\$24.28	\$0.00	
(6)	BIM Coordinator	0	\$60.00	\$0.00	
(7)	Subtotal			\$372,171.44	(Add lines 1 through 6)
(8)	JJK allowable fee 15% Overhead & Profit			\$55,825.72	(Multiply line 7 by 15%)
(9)	Total Labor Cost			\$427,997.16	(Add lines 7 through 9)

Direct (Self-Performed) Labor Costs: (Includes overhead Taxes, Burden & mark-ups)

	Trade Description	Hours	Rate	Extension	Remarks
(10)	Superintendent	-692	\$80.75	(\$55,879.00)	(-86.5 WD) 4.12 Months Removed from above Item (1)
(11)	Foreman	0	\$72.69	\$0.00	
(12)	Equipment operator	-692	\$57.80	(\$39,997.60)	(-86.5 WD) 4.12 Months Removed from above Item (3)
(13)	Mechanic	-974	\$65.18	(\$63,485.32)	(-121.75 WD) 3.04 Months Removed from above Item (4)
(14)	Labor	0	\$24.28	\$0.00	
(15)	BIM Coordinator	0	\$60.00	\$0.00	
(16)	Subtotal			(\$159,361.92)	(Add lines 1 through 6)
(17)	Reverse Markup from item (8) above			(\$55,825.72)	Full amount revised from Item (8)
(18)	Total Labor Cost			(\$215,187.64)	(Add lines 7 through 9)

Direct (Self-Performed) Equipment Costs - See Attached Breakdown & Supporting Vendor Quotes

	Item Description	Total	Remarks
(19)	Equipment	\$130,050.00	8.24 months
(20)	Trailers	\$5,906.25	
(21)	Telephone and Internet	\$2,958.75	
(22)	Job Vehicle	\$4,640.63	
(23)			
(24)			
(25)			
(26)	Subtotal for Equipment	\$143,555.63	(Add line 19 through 25)
(27)	Sales Tax 6%	\$8,613.34	(Multiply line 26 by 6%)
(28)	Subtotal for Equipment Inc. Tax	\$152,168.96	(Add line 26 & 27)
(29)	JJK allowable Material 15% OH & Profit	\$22,825.35	
(30)	Total Equipment Cost	\$174,994.31	(Add line 28 & 29)

Direct (Self-Performed) Equipment Costs - See Attached Breakdown & Supporting Vendor Quotes

	Item Description	Total	Remarks
(31)	Equipment	(\$32,369.34)	-2.15 months Removed From above Item (19)
(32)	Trailers		
(33)	Telephone and Internet		
(34)	Job Vehicle		
(35)			
(36)	Subtotal for Equipment	(\$32,369.34)	(Add line 31 through 35)
(37)	Sales Tax 6%	(\$1,942.16)	(Multiply line 36 by 6%)
(38)	Subtotal for Equipment Inc. Tax	(\$34,311.50)	(Add line 36 & 37)
(39)	Reverse Markup from item (29) above	(\$22,825.35)	Full amount reversed from item (29)
(40)	Total Equipment Cost	(\$57,136.85)	(Add line 40 & 41)

Subcontractor Costs: - Attached Supporting Proposals

(43)	Subtotal All Costs	\$330,666.97
(44)	Deduct Value for Negotiated Amount	(\$98,796.08)
(45)	Estimated Bond Cost	\$3,306.67
(46)	GRAND TOTAL THIS PROPOSAL (Final Negotiated Amount)	\$235,177.57

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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



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

MEMORANDUM

TO: GOVERNING BOARD

FROM: KARA PETERSON

DATE: MARCH 15, 2019

SUBJECT: AUDIT FOR FISCAL YEARS 2018 & 2017

The final Annual Financial Report for the fiscal years ended September 30, 2018 and 2017 is provided for your review.

As discussed at the February meeting, the District received a 'clean' audit opinion with no recommendations to improve financial management from the auditors. This final Annual Financial Report has no significant changes from the draft that was presented to you at the February meeting.

Mr. Morton will be present at the March meeting to review the final Annual Financial Report and answer any questions you may have. If you have questions before the Board meeting, please feel free to call Mr. Terry Morton directly (561-659-3060) or you can contact me.

The final Annual Financial Report is attached this memo.

I offer the following motion for your consideration:

“THAT THE GOVERNING BOARD receive the Annual Financial Report for the fiscal years ended September 30, 2018 and 2017 as prepared and submitted Nowlen, Holt & Miner, P.A.”

Loxahatchee River Environmental Control District

Jupiter, Florida



**Comprehensive Annual Financial Report
For the Fiscal Years Ended September 30, 2018 & 2017**

**LOXAHATCHEE RIVER
ENVIRONMENTAL CONTROL DISTRICT
JUPITER, FLORIDA**

COMPREHENSIVE ANNUAL FINANCIAL REPORT

**Fiscal Years Ended
September 30, 2018 and 2017**

**Prepared by:
Finance Department**

**Kara Peterson, CPA
Director of Finance and Administration**

**LOXAHATCHEE RIVER
ENVIRONMENTAL CONTROL DISTRICT
COMPREHENSIVE ANNUAL FINANCIAL REPORT
For the Fiscal Years Ended September 30, 2018 and 2017**

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INTRODUCTORY SECTION

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

2500 Jupiter Park Drive, Jupiter, Florida 33458

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



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

March 21, 2019

Chairman and Members of
the District Governing Board
Loxahatchee River Environmental Control District
Jupiter, Florida

Florida Statutes require that government entities publish, within nine months of the close of each fiscal year, a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards accepted in the United States and government auditing standards by a firm of licensed certified public accountants. Pursuant to that requirement, we are pleased to submit this Comprehensive Annual Financial Report (CAFR) of the Loxahatchee River Environmental Control District (the District) for the fiscal years ended September 30, 2018 and 2017. District staff remains committed to reaching and maintaining the highest possible standards in financial reporting now and in the future.

This report was prepared by the District's Finance Department. Responsibility for data accuracy and completeness and fairness of the presentation, including all disclosures, rests with the District's management. We believe the data, as presented, are accurate in all material respects, that they are presented in a manner designed to fairly set forth the financial position and results of operations of the District, and that all disclosures necessary to enable readers to gain maximum understanding of the District's financial activity have been included.

Nowlen, Holt & Miner, P.A., independent auditors, have issued an unmodified opinion on the Loxahatchee River Environmental Control District's financial statements for the fiscal years ended September 30, 2018 and 2017. The independent auditor's report is presented as the first component of the financial section of this report.

Following the independent auditor's report, you will find the Management Discussion and Analysis (MD&A) where senior District staff provide a narrative introduction, overview, and analysis of the basic financial statements. The MD&A complements this letter and should be read in conjunction with it.

DISTRICT PROFILE

The Loxahatchee River Environmental Control District was created by Chapter 71-822, Special Acts of Florida, 1971, as amended, and codified pursuant to Chapter 2002-358, Laws of Florida, as a separate local agency of government to provide for the management of sewage, storm drainage, and water supply in an area of approximately 73 square miles in portions of northern Palm Beach and southern Martin Counties generally defined as the Loxahatchee River Basin. An elected five-member board governs the District.

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

Dr. Matt H. Rostock
Chairman

Harvey M. Silverman
Board Member

James D. Snyder
Board Member

The District is dedicated to protecting public health and preserving the Loxahatchee River watershed and its natural habitats through innovative wastewater solutions, research, and environmental stewardship.

The District's wastewater treatment facility provides the following services to approximately 30,626 residential customers and 1,621 commercial customers.

Wastewater collection, treatment and disposal

The District's wastewater system is made up of more than 1,325,000 feet or 250 miles of gravity sewer pipes, over 1,500 single family residential sewage pumping units, 225 regional or neighborhood sewage pumping stations, and 584,400 feet of major force mains. This network carries wastewater from homes and businesses to our regional wastewater treatment facility, which is located at 2500 Jupiter Park Drive, Jupiter, FL. The original treatment plant became operational in 1978. In 2007, a major upgrade to our wastewater treatment facility increased its capacity from 9 to 11 million gallons per day. Presently, we are completing a major project to improve filtration, pumping capacity, and emergency electricity distribution in our wastewater treatment facility. Excess treated wastewater, i.e., during heavy rainfall periods, is disposed of using our deep injection well, which effectively removes the water from our local hydrologic cycle. Excess microbial biomass generated in our wastewater treatment facility, also known as biosolids, is dewatered onsite and hauled in tractor trailers to the Biosolids Processing Facility (adjacent to the SWA landfill) where methane gas from the landfill is used to process the microbial biomass into energy and nutrient dense pellets and recycled as fertilizer.

Irrigation Quality Water

During normal and dry periods, 100% of the wastewater we treat is recycled to meet landscape irrigation needs. Our treated wastewater goes by many names: treated effluent, reclaimed water, reuse water, and, our favorite, Irrigation Quality (IQ) Water. In 1986 the District began recycling our treated wastewater to meet local irrigation needs as a proactive effort to offset impacts to the National Wild and Scenic Loxahatchee River being caused by saltwater intrusion. Today, our Irrigation Quality Water meets the irrigation needs at 13 local golf courses and throughout Abacoa. The District disperses IQ Water to these customers through more than 165,000 feet or 30 miles of force mains (pipes) that measure up to 24-inches in diameter.

Water Quality

The District's Wildpine Laboratory is a state-certified laboratory that provides scientific staff, equipment, and professional analysis of daily wastewater treatment facility operations, as well as an extensive river research program. Scientists conduct routine monitoring of water quality throughout the watershed on a monthly basis. Scientists also assess seagrass and oyster health within the Loxahatchee River because these species provide critical habitat to countless species and are a reliable indicator of ecosystem health.

Environmental Education

The District's River Center features live aquatic tanks, interactive exhibits, and a touch tank all of which allow the public, especially children, to explore, experience, and connect with the diverse habitats and creatures found within the Loxahatchee River watershed. The River Center provides a fun educational opportunity for school children, adults, visitors, and long-time residents to learn about Florida's first National Wild and Scenic River. The River Center offers a variety of programs such as Seine & Snorkel, Fishing Clinics, Youth Camps, Monthly Lecture Series, Kayak Trips, and Boating Safely Classes.

FINANCIAL DATA

The District's financial accounting system is based on the full accrual basis of accounting. All District activities are accounted for within a single proprietary (enterprise) fund.

In developing and evaluating the District's accounting system, consideration is given to the adequacy of internal accounting controls which are designed to provide reasonable, but not absolute, assurance regarding: (1) the safeguarding of assets against loss from unauthorized use or disposition; and (2) the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that the cost of an internal control system should not exceed the benefits likely to be derived, and that the evaluation of cost and benefits requires estimates and judgments by management. We are confident the District's internal accounting controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

The District maintains a system of budgetary controls. The objective of these controls is to ensure compliance with legal provisions embodied in the annual, appropriated budget approved by the Board. The budget process begins in March with the rate study. During fiscal year 2018, the District also conducted a Strategic Plan where staff and the Governing Board were given an opportunity to provide input on the long-term goals of the District. The operating budget incorporates the goals and objectives identified during the rate study and the strategic plan. The Board begins reviewing proposed budget figures in June and approves final budget appropriations in September; any subsequent revisions that increase the total appropriations must be approved by the Board.

The District follows its adopted investment policy when handling public funds. The investment policy is in compliance with Florida Statutes, Section 218.415 and the intent of this policy is to 1) ensure the preservation of principal, 2) maintain sufficient cash flow to enable the District to meet its obligations, and 3) maximize the return on assets for acceptably low exposure to risk.

The District currently has no outstanding debt. The intent of the Governing Board is that the cost of providing goods or services to the general public is financed primarily through user charges. Operational and maintenance costs, including minor equipment purchases, are funded from customer fees and charges. The acquisition and construction of capital assets are funded by assessment charges, grants, contributions from customers and developers, and customer revenues.

ECONOMIC OUTLOOK

Systematic, effective treatment and disposal of wastewater (sewage) is critical to the maintenance of public health and environmental health. Wastewater treatment is a public necessity; thus, revenues derived from wastewater treatment typically remain stable regardless of transient economic conditions. During the fiscal year 2018, the District had an increase in residential equivalent connections (ECs) of 694. The District expects a continued increase in equivalent connections until build out has been reached, which is anticipated to be in the fiscal year 2024. Once the District has reached build out, the District anticipates redevelopment and rate increases will sustain our future revenue needs.

The District performs an annual rate study where rates are compared to planned spending over the course of a five-year period. During the fiscal year 2018, the District did not implement a rate increase for wastewater treatment services. IQ Water rates are adjusted annually by the June Construction Cost Index.

The District remains financially sound through conservative budgeting and continuously monitoring costs compared to the budget. District staff makes a concerted effort to be frugal with expenditures, which helps keep annual rate increases minimal. Nonetheless, the District understands the critical importance of renewal and replacement of existing assets, and each year we systematically assess our assets and invest in rehabilitation and/or renewal of degraded assets (e.g., gravity sewer pipe lining projects, rehabilitation of sewage pumping stations, cleaning and rehabilitation of aeration basins).

MAJOR INITIATIVES

The District completed a Strategic Plan during the fiscal year 2018. The Strategic Plan sets the priorities and the direction of the District. The Governing Board and senior management utilized a comprehensive strategic planning process to identify and prioritize key strategic objectives and improvement initiatives. The four strategies are Stakeholder Focus, Operational Excellence, Employee Learning and Growth, and Financial Stewardship. An update of the accomplishments and advancements of each strategic initiative is summarized below.

Stakeholder Focus

The Stakeholder Focus initiative is to improve Customer and Stakeholder satisfaction.

During the fiscal year the District:

- Switched its payment services provider. The new services provider accepts recurring check and credit card payments which increased the number of electronic payments received. Digital payments provide meaningful efficiency gains for our customer service staff and provides them time to work on other important tasks.
- Implemented a system for emergency notifications to our customers by phone, email and text message. This will improve the ability to communicate with customers during emergencies.
- Conducted a customer service survey during the year to enable the District to improve service to our customers in a reliable, cost-effective, and responsible manner.

Operational Excellence

The Operational Excellence initiative is to increase system reliability, optimize use of technology, improve analytical use of data, improve internal policies and procedures, improve workplace safety, and improve environmental stewardship. Immediate opportunities (low hanging fruit) are already underway within each of these programs, and the 2019 rate study will incorporate significant funding to allow for the systematic implementation of major, long-term projects (e.g., completing neighborhood sewerage projects, providing for continuous electronic communications with all wastewater pumping stations, addressing fall protection concerns at all pumping stations, systematically assessing and lining aging/failing gravity sewer pipes, and considering a major investment in environmental education facilities).

Procedural improvements carried out during the fiscal year included the use of initiative charters and project summary worksheets for budget consideration of capital projects, updated and improved the District's Procurement Policy, enhanced computer training, and preliminary work on establishing the use of uniform departmental dashboards.

Employee Learning and Growth

The Employee Learning and Growth initiative is to maintain employee moral and satisfaction, improve employee capabilities, and enhance internal communication.

Initiatives carried out during the fiscal year included an overall employee satisfaction survey; continued improvements in the District CMMS reporting software; and internal communication improvements with a monthly memo to all the staff from the Executive Director outlining the notable matters for the month, and revised performance appraisal process that specifically encourages staff to discuss their career aspirations with their supervisors.

Financial Stewardship

The Financial Stewardship initiative is to ensure prudent financial stewardship to achieve the expected level of return to stakeholders.

- The District had an unmodified or 'clean' audit report for the fiscal year 2018 and will be submitting a Certificate of Excellence in Financial Reporting for the first time.
- The District's operating expenses came in \$1,783,199 below the anticipated budget.
- The District has continued to operate at full capacity without the need to issue any debt.

Finally, the Strategic Plan provides a strategic direction to the District and staff for the focus of our resources and efforts over the coming years. These accomplishments over the past year are primarily the result of the efforts of the District's dedicated professional staff, who routinely and consistently deliver superior service to our customers in an efficient and respectful manner.

ACKNOWLEDGEMENTS

The preparation of this comprehensive annual financial report was made possible by the dedicated service of the entire staff of the District. Each participant has our sincere appreciation for the contributions made in support of this report.

We would like to thank the Governing Board and customers of the Loxahatchee River Environmental Control District for their interest and support in enabling the District to achieve its goal of providing quality service in a cost effective and responsible manner.

Respectfully submitted,

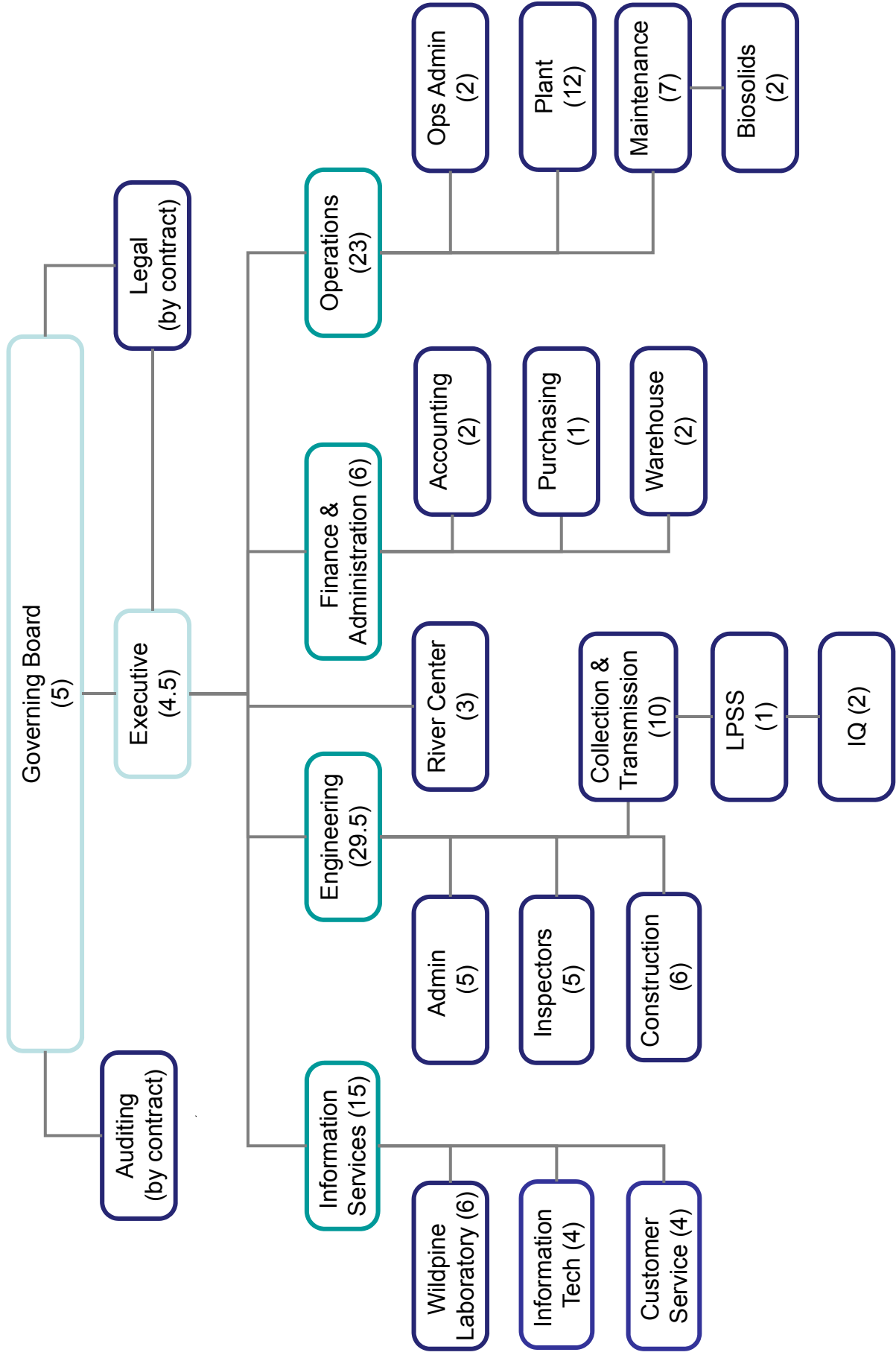


D. Albrey Arrington, Ph.D.
Executive Director



Kara Peterson
Director of Finance and Administration

LRD Organizational Chart



LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
LIST OF PRINCIPAL OFFICIALS
September 30, 2018

Governing Board Members

James D. Snyder	Chairman
Dr. Matt H. Rostock	Vice-Chairman
Stephen B. Rockoff	Treasurer
Gordon Boggie	Secretary
Harvey Silverman	Assistant Secretary/Treasurer

District Staff

D. Albrey Arrington, Ph.D.	Executive Director
Kris Dean, PE	Director of Engineering
Kara D. Peterson, CPA	Director of Finance and Administration
Kenneth Howard	Director of Information Services
Tony Campbell	Director of Operations

Consultants

Smith, Gaskill, & Shenkman, P.A.	Legal Counsel
Hazen & Sawyer	Consulting Engineers
Nowlen, Holt & Miner, P.A.	Independent Auditors

FINANCIAL SECTION



NOWLEN, HOLT & MINER, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

WEST PALM BEACH OFFICE
NORTHBRIDGE CENTRE
515 N. FLAGLER DRIVE, SUITE 1700
POST OFFICE BOX 347
WEST PALM BEACH, FLORIDA 33402-0347
TELEPHONE (561) 659-3060
FAX (561) 835-0628
WWW.NHMCPA.COM

EVERETT B. NOWLEN (1930-1984), CPA
EDWARD T. HOLT, CPA
WILLIAM B. MINER, RETIRED
ROBERT W. HENDRIX, JR., CPA
JANET R. BARICEVICH, RETIRED, CPA
TERRY L. MORTON, JR., CPA
N. RONALD BENNETT, CVA, ABV, CFF, CPA
ALEXIA G. VARGA, CFE, CPA
EDWARD T. HOLT, JR., PFS, CPA
BRIAN J. BRESCIA, CFP®, CPA

MARK J. BYMASTER, CFE, CPA
RYAN M. SHORE, CFP®, CPA
WEI PAN, CPA
WILLIAM C. KISKER, CPA
RICHARD E. BOTTS, CPA

INDEPENDENT AUDITOR'S REPORT

To the Governing Board
Loxahatchee River Environmental Control District
Jupiter, Florida

BELLE GLADE OFFICE
333 S.E. 2nd STREET
POST OFFICE BOX 338
BELLE GLADE, FLORIDA 33430-0338
TELEPHONE (561) 996-5612
FAX (561) 996-6248

Report on the Financial Statements

We have audited the accompanying financial statements of the Loxahatchee River Environmental Control District, as of and for the years ended September 30, 2018 and 2017, and the related notes to the financial statements, which collectively comprise the Loxahatchee River Environmental Control District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness

of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Loxahatchee River Environmental Control District, as of September 30, 2018 and 2017, and the respective changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 10 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Loxahatchee River Environmental Control District's basic financial statements. The introductory section and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplemental information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 15, 2019, on our consideration of the Loxahatchee River Environmental Control District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Loxahatchee River Environmental Control District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Loxahatchee River Environmental Control District's internal control over financial reporting and compliance.

Nowlen, Holt & Miner, P.A.

West Palm Beach, Florida
March 15, 2019

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Loxahatchee River Environmental Control District (the District), we offer the readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended September 30, 2018. We encourage readers to consider the information presented in this discussion and analysis in conjunction with the basic financial statements, which begin on page 11.

FINANCIAL HIGHLIGHTS

- ✓ The District's net position increased by \$11,045,537 or 7%.
- ✓ Total revenues (operating and non-operating) for the year ended September 30, 2018, were \$20,956,338. This represents an increase of \$554,255, or 3%, when compared with the prior year. The majority of the increase was due to grant revenue in the amount of \$190,000 for reimbursement of Hurricane Irma expenses.
- ✓ Contributed assets totaled \$1,381,801 and mainly consisted of nine sanitary sewer systems constructed and turned over to the District by individual developers.
- ✓ Total operating expenses, including depreciation and amortization, were \$20,192,011. Excluding depreciation and amortization, this represents an increase of \$80,495, or .59% when compared with the prior year.
- ✓ Operating expenses (excluding depreciation and amortization) were \$13,826,626, or 11% less than the budget adopted by the Governing Board. Equipment repairs, utilities and personal services were less than projected and unused contingency contributed to the favorable variance.
- ✓ The components of net position as of September 30, 2018, were as follows:
 - Net investment in capital assets \$119,058,082
 - Unrestricted \$49,135,460

OVERVIEW OF THE BASIC FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The basic financial statements are comprised of two components: 1) proprietary fund financial statements and 2) notes to the financial statements.

Required Financial Statements

The financial statements of the District report information about the District using accounting methods similar to those used by private sector companies. These statements offer short and long-term financial information about its activities. The Statement of Net Position includes all of the District's assets and liabilities. This statement provides information about the nature and amounts of investments in resources (assets) and the obligations to District creditors (liabilities). It also provides the basis for computing rate of return, evaluating the capital structure of the District and assessing the liquidity and financial flexibility of the District. All of the current year's revenues and expenses are accounted for in the Statement of Revenues, Expenses, and Changes in Net Position. This statement measures the success of the District's operations over the past year and can be used to determine whether the District has successfully recovered all its costs through its user fees and other charges, as well as being fiscally accountable and creditworthy. The final required financial statement is the Statement of Cash Flows. The primary purpose of this statement is to provide information about the District's cash receipts and cash payments during the reporting period. This statement reports cash receipts, cash payments, and net changes in cash resulting from operating, non-capital and capital financing, and investing activities and provides answers to such questions as where did cash come from, what was cash used for, and what was the change in the cash balance during the reporting period.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the proprietary fund financial statements.

FINANCIAL ANALYSIS OF THE DISTRICT

Net position may serve over time as a useful indicator of a government's financial position. The Statement of Net Position and the Statement of Revenues, Expenses and Changes in Net Position report information about the District's activities in a way that will help determine the District's financial position at September 30, 2018. The District's net position, the difference between assets and liabilities, is one way to measure the financial health or financial position of the District. Over time, increases and decreases in the District's net position indicate whether the District's financial health is improving or deteriorating. However, other factors such as changes in economic conditions, population growth, and new or changed governmental legislation also impact the fiscal condition.

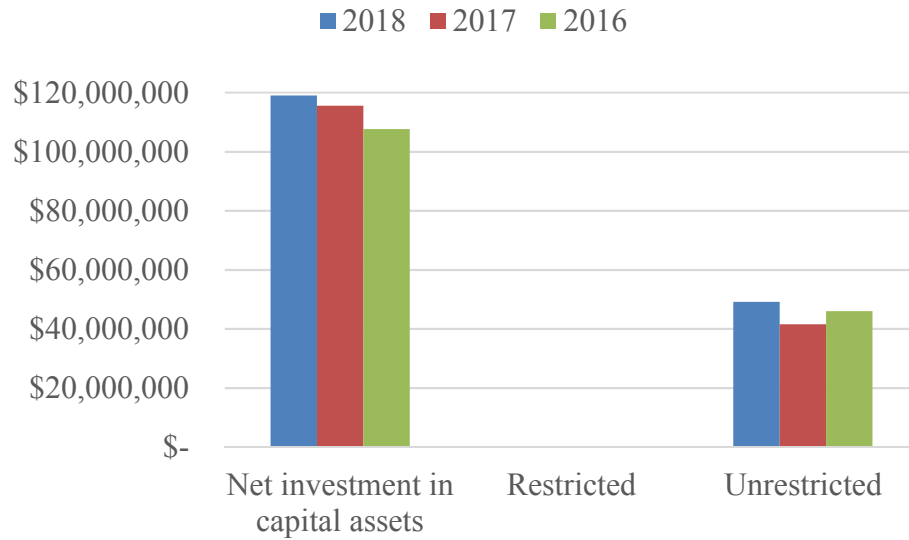
Net Position

We begin our analysis by providing a summary of the District's statements of net position for the fiscal years ended September 30, 2018, 2017, and 2016.

Condensed Statement of Net Position					
	2018	2017	% Change	2016	% Change
Current and other assets	\$ 52,095,557	\$ 44,681,986	17%	\$ 49,492,549	(10%)
Capital assets, net	120,005,184	117,295,267	2%	108,348,576	8%
Total assets	\$ 172,100,741	\$ 161,977,253	6%	\$ 157,841,125	2%
Long-term debt	\$ -	\$ -	-	\$ -	-
Other liabilities	3,907,199	4,829,248	(19%)	4,203,438	15%
Total liabilities	\$ 3,907,199	\$ 4,829,248	(19%)	\$ 4,203,438	15%
Net position:					
Net investment in capital assets	\$ 119,058,082	\$ 115,529,222	3%	\$ 107,594,559	8%
Restricted	-	-	-	-	-
Unrestricted	49,135,460	41,618,783	18%	46,043,128	(10%)
Total net position	\$ 168,193,542	\$ 157,148,005	7%	\$ 153,637,687	2%

As illustrated in the table above, the District's assets exceeded liabilities by \$168,193,542, \$157,148,005, and \$153,637,687, at September 30, 2018, 2017, and 2016, respectively. At September 30, 2018, the largest portion of the District's net position (71%) reflects its investment in capital assets (land, treatment and disposal systems, collection and transmission systems, equipment and construction in progress). The District uses capital assets to provide services to citizens; accordingly, these assets are not available for future spending. In addition, current and other assets include \$9.3 million in noncurrent special assessments receivable.

The following graph presents the components of the District's net position as of September 30, 2018, 2017, and 2016.



At the end of the current fiscal year, the District is able to report positive balances in all applicable categories of net position. The same held true for the prior two fiscal years.

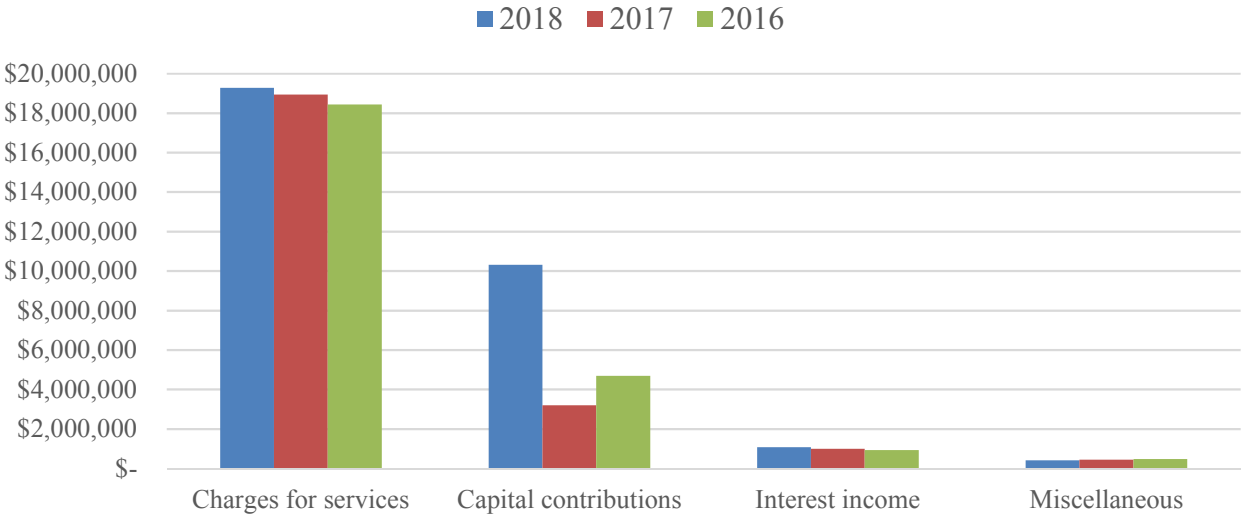
The District's net position in total increased \$11,045,537 during the fiscal year ended September 30, 2018. The increase is mainly due to significant completed neighborhood sewerage projects such as Jupiter Inlet Colony.

The following analysis highlights the changes in net position for the fiscal years ended September 30, 2018, 2017, and 2016.

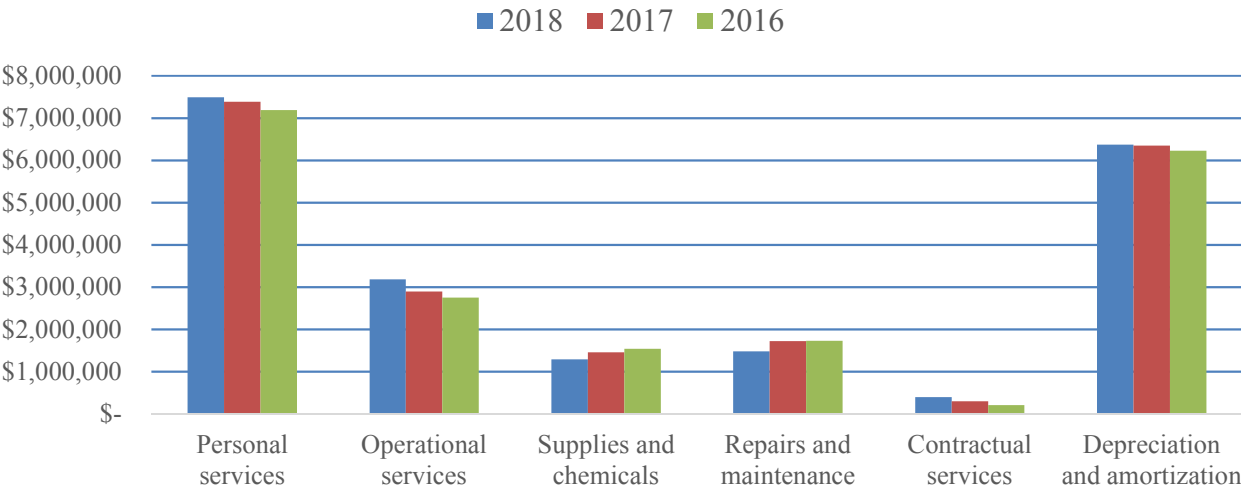
Condensed Statements of Revenues, Expenses and Changes in Net Position					
	2018	2017	% Change	2016	% Change
Operating revenues	\$ 19,685,604	\$ 19,365,938	2%	\$ 18,912,577	2%
Non-operating revenues	1,270,734	1,036,145	23%	969,913	7%
Total revenues	20,956,338	20,402,083	3%	19,882,490	3%
Depreciation and amortization expense	6,365,385	6,348,091	.27%	6,221,487	2%
Operating expense	13,826,626	13,746,131	1%	13,413,581	2%
Non-operating expense	33,294		100%	318,769	(100%)
Total expenses	20,225,305	20,094,222	1%	19,953,837	1%
Income (Loss) before capital contributions	731,033	307,861	137%	(71,347)	(531%)
Capital contributions	10,314,504	3,202,457	222%	4,682,112	(32%)
Change in net position	11,045,537	3,510,318	215%	4,610,765	(24%)
Net position, beginning of year	157,148,005	153,637,687	2%	149,026,922	3%
Net position, end of year	\$ 168,193,542	\$ 157,148,005	7%	\$ 153,637,687	2%

While the statements of net position show the change in financial position of the District, the statements of revenues, expenses and changes in net position provide answers as to the nature and source of these changes.

The chart below shows revenues by source for the fiscal years ended September 30, 2018, 2017, and 2016, respectively. In 2018, there was a significant increase in capital contributions (i.e., development activity) compared to 2017 and 2016. This was driven by significant completed neighborhood sewerage projects, including gravity sewers at Jupiter Inlet Colony.



The following chart presents operating expenses for the fiscal years ended September 30, 2018, 2017, and 2016, respectively. Personal Services increased by 1%; Operational expenses increased by 10%. Supplies and Chemicals decreased by 12%; Repairs and Maintenance decreased by 14%; and Contractual Services increased by 33%. Contractual Services were up due to the District implementing a new online bill payment provider; these expenses were reclassified from Supplies and Chemicals.



BUDGETARY HIGHLIGHTS

The District adopts an Operating Budget that is approved by the Governing Board prior to the start of each fiscal year. The budget remains in effect for the entire fiscal year and the Governing Board must approve any revisions that increase total appropriations. Because proprietary fund budgets are not part of the basic financial statements or required supplementary information, the fiscal year 2018 budget is not reported on, nor shown in, the financial statement section of this report. However, the table below presents a comparison between budget and actual as of September 30, 2018.

	Budget	Actual	Favorable (Unfavorable) Variance
Charges for services	\$ 19,349,644	\$ 19,269,413	\$ (80,231)
Operating expenses less depreciation	\$ 15,609,825	\$ 13,826,626	\$1,783,199
Non-operating revenues – interest income	\$ 834,800	\$ 1,079,754	\$ 244,954

The favorable variance in operating expenses is primarily due to less equipment repairs, reduced need for supplies and expenses, and unused contingency.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

The District's investment in capital assets as of September 30, 2018, in the amount of \$120,005,184 (net of accumulated depreciation) has increased 2% over the prior year. This investment in capital assets includes land, treatment and reuse/disposal system, collection and transmission system, equipment, and construction in progress. There were \$9.09 million in capital additions, but the decrease of \$6.2 million due to normal scheduled depreciation kept the capital asset increase to approximately \$2.7 million.

Major capital asset events during the current year included the following:

- ✓ Construction work in progress as of the close of the fiscal year ended September 30, 2018, was \$15,193,875. Of this amount, \$10,375,333 was for the deep bed filter/transfer switch; \$1,035,676 was for the Alt A1A bridge force main and river crossing project; \$784,510 for Turtle Creek sewerage; \$510,304 was for Loxahatchee River Road Force Main; \$413,258 for the gravity main lining project; \$408,203 for Lift Station #114 Rehab; and \$298,719 for the rehabilitation of the sludge/dewatering press control system.
- ✓ Construction of new treatment and disposal features and renewal of existing features completed and booked during fiscal year 2018 totaled \$573,915.
- ✓ Construction of new collection and transmission systems and renewal of existing features completed and recorded in fiscal year 2018 totaled \$8,061,903.
- ✓ Construction of IQ system improvements completed in fiscal year 2018 totaled \$75,753.

Additional information on the District's capital assets, including projects under construction, can be found in Note 4 on pages 25 and 26 of this report.

Long-term Debt

The District has no long-term debt. Additional information on the District's long-term liabilities can be found in Note 7 on page 28 of this report.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

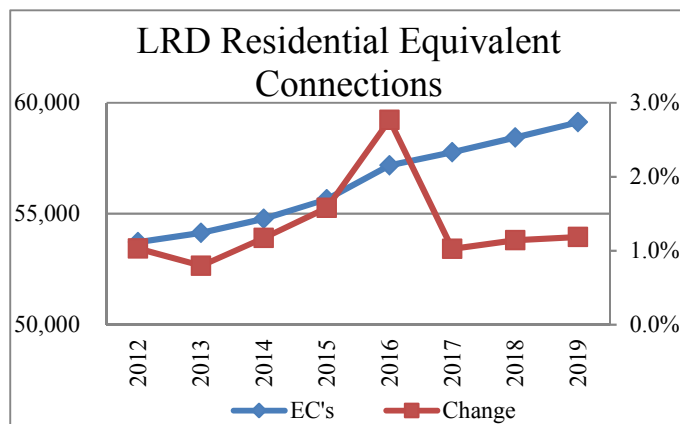
Numerous economic factors, such as increasing operating costs, the need for new or renewed facilities, the pace of growth, cost of financing, etc., are evaluated when determining the District's budget and rates. Charges for services continue to be the District's largest single source of revenue, as wastewater treatment is a public necessity. Revenue typically remains stable as long as the number of equivalent connections does not decline. A continued increase in equivalent connections is projected through build-out.

The following information summarizes the financial conditions anticipated over the next few years and the core assumptions that produced these conditions. Excluding private roads, neighborhood sewerage east of I-95 should practically be completed in 2020.

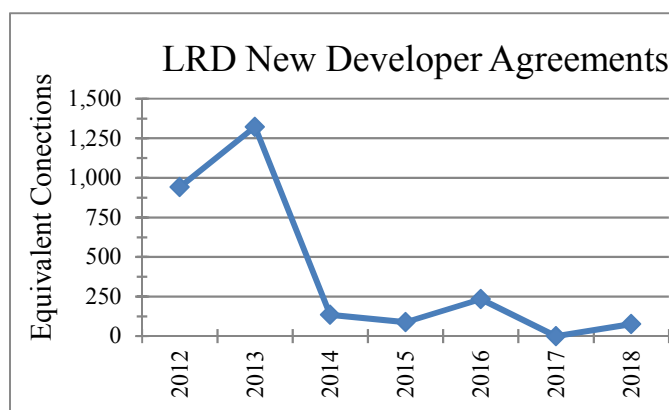
Revenues

In March, 2018, the District approved the revised District Rule 31-10 which included an annual rate increase of 2% from 2019 through 2021 and 3% in 2022 for Quarterly Services Charges, Plant Connection Charges, Regional Transmission System Line Charges, and Administrative Charges. These rate increases were implemented in an effort to provide funding for anticipated future expenses while balancing a desire to reduce the unrestricted cash balance.

Revenue from quarterly service charges to residential and commercial customers is projected to increase at a rate of 1% to 4% for the next several years based on adopted District Rule 31-10 scheduled rate increases and growth within the customer base. The figure on the right shows the change in residential equivalent connections over the last 10 years (based on January billing). Once the remaining developable land is consumed this growth rate is anticipated to fall to near zero. However, significant re-development projects (e.g., Love Street, Suni Sands, etc.) or a systematic effort to sewer the remainder of the District could extend this pattern for several additional years.



Revenue from Plant and Line Charges is anticipated to increase at a rate of 1% to 4% for the next five years based on adopted District Rule 31-10 scheduled rate increases and the rate at which new developer agreements are executed (see chart to right). While the rate of increase in new connections is increasing (see chart above), many of these new connections are derived from developer agreements that were executed in 2012 and 2013. In fact, new developer agreements in 2018 only accounted for 76.28 equivalent connections. Once the remaining developable land is developed or preserved developer agreements are expected to abruptly decline.



Significant neighborhood sewerage projects have been ongoing for over 20 years, so we are starting to experience a decline in assessment revenues. However, gravity sewers were completed in Jupiter Inlet Colony in 2018 and Jupiter Inlet Colony paid the sewer assessment as a lump sum payment of approximately \$5.2 million. Other ongoing or planned neighborhood sewerage projects include Turtle Creek, Whispering Trails, Imperial Woods, Island Country Estates, and New Palm Beach Heights.

Expenses

The District adopted a budget of \$34,336,021, which represents an increase of \$3,015,196 or 9.63%, from fiscal year 2018. The vast majority of the budget increase, \$2,881,000, is related to capital improvements.

The District's capital improvements will be funded primarily through existing cash reserves, grants, and rate revenue. No additional debt is expected to be issued. Approved capital improvements include:

- ✓ Neighborhood sewerage programs, including the construction of the Whispering Trails Neighborhood Sewerage project for approximately \$4.3 million. The project began in June, 2018 and is expected to be completed in 2019. Other fiscal year 2019 neighborhood sewerage projects include Imperial Woods, Island Country Estates, and New Palm Beach Heights. The District will continue to pay 10% of associated neighborhood sewerage costs.
- ✓ Replacement of our traveling bridge filters with deep bed sand filters. The District entered into a \$1.6M contract with Hazen & Sawyer for design and engineering services and an \$8.5M contract with Kirlin Florida LLC for the construction of the deep bed filters. Construction on the project started in January, 2016 and is expected to be completed in 2019. The project will include an important upgrade to electrical connectivity between our emergency generators, which will increase our resiliency during power outages.
- ✓ Construction of a new force main on Alternate A-1-A bridge.
- ✓ Construction of a new force main to connect Jupiter Farms Elementary School.

CONTACTING THE DISTRICT'S FINANCIAL MANAGER

This financial report is designed to provide our citizens, customers, investors, and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the District at 2500 Jupiter Park Drive, Jupiter, Florida 33458.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

**Statements of Net Position
September 30, 2018 and 2017**

	<u>2018</u>	<u>2017</u>
Assets		
Current assets		
Cash and cash equivalents - unrestricted	\$ 20,557,799	\$ 16,207,222
Cash and cash equivalents - restricted	65,621	104,814
Investments	14,868,543	8,288,499
Receivables		
Accounts	712,055	947,502
Special assessments	751,166	704,697
Accrued interest	606,700	643,189
Due from other governments	599,714	366,673
Inventories	1,999,449	1,956,491
Prepaid expenses	363,595	343,667
Total current assets	<u>40,524,642</u>	<u>29,562,754</u>
Noncurrent assets		
Receivables		
Accounts	531,778	469,668
Accounts - allowance	(123,857)	(108,905)
Special assessments	9,262,821	9,044,920
Investments		3,730,068
Investment in joint venture	1,900,173	1,983,481
Capital assets		
Non-depreciable	16,048,309	17,525,012
Depreciable (net of depreciation)	103,956,875	99,770,255
Total noncurrent assets	<u>131,576,099</u>	<u>132,414,499</u>
Total assets	<u>\$ 172,100,741</u>	<u>\$ 161,977,253</u>

Continued on the following page.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
Statements of Net Position (Continued)
September 30, 2018 and 2017

	<u>2018</u>	<u>2017</u>
Liabilities		
Current liabilities		
Accounts payable	\$ 644,981	\$ 535,600
Construction contracts payable	947,102	1,766,045
Accrued liabilities		
Wages and payroll taxes	159,794	178,280
Pension	20,908	20,689
Compensated absences	66,906	55,996
Unearned revenue	1,128,174	1,335,344
Total current liabilities (payable from current assets)	<u>2,967,865</u>	<u>3,891,954</u>
Payable from restricted assets		
Customer deposits	65,621	104,814
Total current liabilities (payable from restricted assets)	<u>65,621</u>	<u>104,814</u>
Total current liabilities	<u>3,033,486</u>	<u>3,996,768</u>
Noncurrent liabilities		
Compensated absences	873,713	832,480
Total noncurrent liabilities	<u>873,713</u>	<u>832,480</u>
Total liabilities	<u>3,907,199</u>	<u>4,829,248</u>
Net Position		
Net investment in capital assets	119,058,082	115,529,222
Unrestricted	49,135,460	41,618,783
Total net position	<u>\$ 168,193,542</u>	<u>\$ 157,148,005</u>

See notes to the financial statement.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
Statements of Revenues, Expenses and Changes in Net Position
For the Fiscal Years Ended September 30, 2018 and 2017

	<u>2018</u>	<u>2017</u>
Operating revenues		
Charges for services	\$ 19,269,413	\$ 18,929,914
Miscellaneous	416,191	436,024
Total operating revenues	<u>19,685,604</u>	<u>19,365,938</u>
Operating expenses		
Personal services	7,486,707	7,382,421
Operational	3,182,510	2,895,600
Supplies and chemicals	1,285,931	1,454,776
Repairs and maintenance	1,479,091	1,719,023
Contractual services	392,387	294,311
Depreciation and amortization	6,365,385	6,348,091
Total operating expenses	<u>20,192,011</u>	<u>20,094,222</u>
Operating (loss)	<u>(506,407)</u>	<u>(728,284)</u>
Nonoperating revenues (expenses)		
Grants	190,980	13,550
Interest income	1,079,754	988,965
Gain (loss) on disposal of capital assets	(33,294)	33,630
Total nonoperating revenues (expenses)	<u>1,237,440</u>	<u>1,036,145</u>
Income before capital contributions	731,033	307,861
Capital contributions	10,314,504	3,202,457
Change in net position	11,045,537	3,510,318
Total net position, beginning of year	<u>157,148,005</u>	<u>153,637,687</u>
Total net position, end of year	<u><u>\$ 168,193,542</u></u>	<u><u>\$ 157,148,005</u></u>

See notes to the financial statement.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
Statements of Cash Flows
For the Fiscal Years Ended September 30, 2018 and 2017

	2018	2017
Cash flows from operating activities:		
Receipts from customers	\$ 19,418,509	\$ 18,718,993
Payments to employees	(7,452,831)	(7,386,919)
Payments for goods and services	(6,293,424)	(7,071,396)
Cash (payments) receipts	(24,020)	1,150,793
Net cash provided (used) by operating activities	<u>5,648,234</u>	<u>5,411,471</u>
Cash flows from non-capital financing activities:		
Grants	190,980	13,550
Net cash provided (used) by non-capital financing activities	<u>190,980</u>	<u>13,550</u>
Cash flows from capital and related financing activities:		
Contributed capital	7,754,736	1,152,725
Acquisition and construction of capital assets	(8,497,872)	(12,577,745)
Cash received from the sale of capital assets	35,442	61,060
Proceeds from collections of special assessments	913,597	1,321,035
Net cash provided (used) by capital and related financing activities	<u>205,903</u>	<u>(10,042,925)</u>
Cash flows from investing activities:		
Purchase of investments	(12,368,543)	
Proceeds from sales of investments	9,518,567	11,195,648
Interest and dividends on investments	1,116,243	943,206
Net cash provided (used) by investing activities	<u>(1,733,733)</u>	<u>12,138,854</u>
Net increase (decrease) in cash and cash equivalents	4,311,384	7,520,950
Cash and cash equivalents at beginning of year	<u>16,312,036</u>	<u>8,791,086</u>
Cash and cash equivalents at end of year	<u><u>\$ 20,623,420</u></u>	<u><u>\$ 16,312,036</u></u>

Continued on the following page.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
Statements of Cash Flows (Continued)
For the Fiscal Years Ended September 30, 2018 and 2017

	<u>2018</u>	<u>2017</u>
Reconciliation of operating income (loss) to net cash provided (used) by operating activities:		
Operating loss	\$ (506,407)	\$ (728,284)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:		
Depreciation	6,365,385	6,348,091
(Increase) decrease in assets:		
Accounts receivable	188,289	(177,727)
Due from other governments	(233,041)	619,546
Inventory	(42,958)	(247,528)
Prepaid expenses	(19,928)	(16,409)
Increase (decrease) in liabilities:		
Accounts payable and accrued liabilities	143,257	(448,247)
Developer deposits	(39,193)	(33,194)
Unearned revenue	(207,170)	95,223
Net cash provided by operating activities	<u>\$ 5,648,234</u>	<u>\$ 5,411,471</u>
Noncash investing, capital and financing activities		
Contributions of lift stations, lines and equipment	\$ 1,381,801	\$ 1,672,574
Book value of assets disposed	61,264	27,430
Book value of construction work-in-process reclassified to inventory and other nominal accounts	7,472	

See notes to the financial statements.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018 AND 2017

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Loxahatchee River Environmental Control District (the District) was created by Chapter 71-822, Special Acts of Florida, 1971, as amended, and codified pursuant to Chapter 2002-358, Laws of Florida, as a separate local agency of government to provide for the management of sewage, storm drainage, and water supply in portions of Palm Beach and Martin Counties generally defined as the Loxahatchee River Basin. The District is governed by an elected five-member board. The following is a summary of the more significant accounting principles and policies used in the preparation of these financial statements.

Reporting Entity

As required by generally accepted accounting principles, these financial statements present the government and its component units. Component units are legally separate entities for which the primary government is considered to be financially accountable and for which the nature and significance of their relationship with the primary government are such that exclusion would cause the District's financial statements to be misleading or incomplete. The primary government is considered financially accountable if it appoints a voting majority of an organization's governing body and imposes its will on that organization. The primary government may also be financially accountable if an organization is fiscally dependent on the primary government, regardless of the authority of the organization's governing board. Blended component units, although legally separate entities, are, in substance, part of the primary government's operations and are included as part of the primary government.

Based on the application of the criteria set forth by the Governmental Accounting Standards Board (GASB), the District has determined that there are no legally separate entities to consider as potential component units.

Basis of Presentation and Accounting

On October 1, 2002, the District adopted the provisions of Statement No. 34 ("Statement 34") of the Governmental Accounting Standards Board "*Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments.*" Statement 34 established standards for external financial reporting for all state and local governmental entities which includes a statement of net position, a statement of revenues, expenses, and changes in net position and a statement of cash flows. It requires the classification of net position into three components – net investment in capital assets, restricted and unrestricted. These classifications are defined as follows:

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018 AND 2017

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Presentation and Accounting (Continued)

- Net investment in capital assets – This component of net position consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds are not included in the calculation of net investment in capital assets. Rather, that portion of the debt is included in the same net position component as the unspent proceeds.
- Restricted net position – This component of net position consists of constraints placed on net position use through external constraints imposed by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.
- Unrestricted net position – This component of net position consists of net position that does not meet the definition of “restricted” or “net investment in capital assets.”

The District’s financial statements are presented on the full accrual basis. All activities of the District are accounted for within a single proprietary (enterprise) fund. Proprietary funds are used to account for operations that are: (a) financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund’s principal ongoing operations. The principal operating revenues of the District’s wastewater treatment enterprise fund are charges for the operation of the plant facilities. Operating expenses for the enterprise fund include the cost of the operation of the plant facilities, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018 AND 2017

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Presentation and Accounting (Continued)

The accounting and financial reporting treatment applied to the District is determined by its measurement focus. The transactions of the District are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operations are included on the Statement of Net Position.

Budgetary Accounting

The District's procedures for establishing budgetary data are as follows:

- The District's Executive Director submits a proposed operating budget to the governing board for the fiscal year commencing the following October 1.
- Public meetings and a public hearing are conducted to obtain comments.
- Formal budget integration is employed as a management control device during the year. The accounting principles applied for the purpose of developing data on a budgetary basis differ from those used to present financial statements in conformity with generally accepted accounting principles in that the District does not provide for depreciation expense in its budget.
- The Governing Board approves the budget appropriations. Any revisions that increase the total appropriations must be approved by the Governing Board.
- Unused appropriations for budgeted funds lapse at the end of the fiscal year.

Reclassifications

Certain accounts in the prior year information have been reclassified for comparative purposes to conform with the presentation in the current-year financial statements.

Other Post Employment Benefits (OPEB)

The District was required to implement Governmental Accounting Standards Board Statement 75 (GASB 75), *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* for the fiscal year ending September 30, 2018. The District has determined that they do not provide any benefits that qualify as other postemployment benefits under GASB 75.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018 AND 2017

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Estimates

The financial statements and related disclosures are prepared in conformity with accounting principles generally accepted in the United States. Management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and revenue and expenses during the period reported. These estimates include assessing the collectability of accounts receivable, the use and recoverability of inventory, and useful lives and impairment of tangible assets. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Investments

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value is a market-based measurement, not an entity-specific measurement. For some assets and liabilities, observable market transactions or market information might be available; for others, it might not be available. However, the objective of fair value measurement in both cases is the same, that is, to determine the price at which an orderly transaction to sell the asset or to transfer the liability would take place between market participants at the measurement date under current market conditions. Fair value is an exit price at the measurement date from the perspective of a market participant that controls the asset or is obligated for the liability. The District categorizes investments reported at fair value in accordance with the fair value hierarchy established by GASB Statement No. 72, *Fair Value Measurement and Application*. Investments are stated at fair value except for non-negotiable certificates of deposit which are stated at cost, which should also be considered the fair value of the investment. The investments held by the District consist of non-negotiable certificates of deposit with original maturities ranging from one year to five years.

Inventory and Prepaid Items

Inventories are valued at the lower of cost (as determined by the first-in/first-out method) or market value.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepayments on the statement of net position.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018 AND 2017

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Capital Assets

Property, plant and equipment in service and construction in progress are recorded at cost, if purchased or constructed. Assets acquired through contributions from developers or other customers are capitalized at acquisition value. All assets greater than \$5,000 are capitalized. Expenditures for maintenance and repairs are expensed as incurred, while expenditures for renewals and improvements are capitalized. Construction costs of new collection and transmission facilities that are reimbursed by users or financed by developers and property owners are capitalized and recorded as revenues.

Net interest cost is capitalized on capital projects during the construction period.

Depreciation has been provided over the useful lives using the straight line method. The estimated useful lives are as follows:

Lakes and retention ponds	50-100 years
Buildings	10-40 years
Improvements other than buildings	20-60 years
Equipment	3-10 years

Accumulated Compensated Absences

It is the District's policy to permit employees to accumulate a limited amount of earned but unused vacation and sick leave, which will be paid upon separation from the District's service. The District uses the vesting method in accruing vacation and sick leave as the benefits are earned by the employee if it is probable that the employee will be compensated for the benefits through payments conditioned on termination or retirement.

Restricted Assets

As of September 30, 2018 and 2017, the District has \$65,621 and \$104,814, respectively of cash and investments restricted for customer deposits. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

Special Assessments

The District levies special assessments against benefited property owners for design, construction and other expenses necessary to complete wastewater and sewerage system improvements constructed in their assessment area. The property owners have an option to pay the assessment in full at the time of connection or have installment payments added to their real estate taxes over a period of 20 years with rates ranging from 5.75% to 6.875%.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018 AND 2017

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Unearned Revenues

Unearned revenues primarily represent capital connection and inspection fees and service payments that are paid in advance by customers. These fees will be recognized as income in subsequent years as the services are performed.

Capital Contributions

Capital contributions are recognized in the statement of revenues, expenses, and changes in net position when earned and include capital grants or contributions from developers, customers, or other governmental agencies.

Allowance for Doubtful Accounts

The District's enabling legislation gives the District the authority to place liens on properties in the event that fees or charges are not paid when due. An allowance for uncollectible accounts is maintained at a level the District believes is sufficient to cover potential losses. A portion of the accounts receivable is classified as a noncurrent asset. These represent accounts that currently have liens or are anticipated to have liens placed on them in the future.

Recent Accounting Pronouncements

- GASB Statement No. 87, *Leases*. This Statement will increase the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting that is based on the foundational principle that leases are financings of the right to use an underlying asset. This Statement is effective for the fiscal year ending September 30, 2021.
- GASB Statement No. 88, *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements*. The primary objective of this Statement is to improve the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt. This Statement is effective for the fiscal year ending September 30, 2019.
- GASB Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset. This Statement is effective for the fiscal year ending September 30, 2021.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018 AND 2017

NOTE 2 – DEPOSITS AND INVESTMENTS

Deposits

At September 30, 2018 and 2017, the carrying amount of cash on hand and on deposit with banks, including interest-bearing deposits, was \$20,623,420 and \$16,312,036, respectively. Investments at September 30, 2018 and 2017, are comprised of non-negotiable certificates of deposits with financial institutions with original maturities greater than three months in the amount of \$14,868,543 and \$12,018,567. The weighted average days to maturity for the non-negotiable certificates of deposits at September 30, 2018 and 2017 were 190 days and 379 days, respectively. All deposits and investments are insured by federal deposit insurance or collateralized pursuant to Florida Statutes Chapter 280, *Florida Security for Public Deposits Act*.

In addition to insurance provided by the Federal Depository Insurance Corporation, deposits are held in banking institutions approved by the State Treasurer of the State of Florida to hold public funds. Under Florida Statutes Chapter 280, the State Treasurer requires all Florida qualified depositories to deposit with the Treasurer or banking institution eligible collateral. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

Investments

The investment of surplus public funds is governed by an investment policy approved by the Board. The policy limits investments to the following securities:

1. State Board of Administration Florida Prime Fund
2. Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency
3. Savings accounts in state-certified qualified public depositories
4. Certificates of deposit in state-certified qualified public depositories
5. Direct obligations of the U.S. Treasury or any other government agencies
6. Repurchase agreements

The Florida Prime Fund is administered by the State Board of Administration and is governed by Chapter 19-7 of the Florida Administrative Code. These rules provide guidance and establish the general operating procedures for the administration of the Florida Prime. Florida Prime currently meets all of the necessary criteria to measure all of the investments in Florida Prime at amortized cost, which should also be considered the fair value of the investment.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018 AND 2017

NOTE 2 – DEPOSITS AND INVESTMENTS (Continued)

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Cash equivalents have a weighted average maturity of less than one year, resulting in minimal interest rate risk. The District's investment policy does not specifically limit the maturity of investments.

Credit Risk

Credit risk is the risk that an issuer will not fulfill its obligations. The District's investment policy addresses credit risk by limiting allowable investments to the Local Government Surplus Funds Trust Fund, deposits with a financial institution meeting the requirements of a Florida qualified public depository, securities guaranteed by the U.S. government, or investments that are otherwise fully collateralized or secured. The security rating by a Nationally Recognized Statistical Rating Organization (NRSRO) is also an indication of credit risk.

Custodial Credit Risk

Custodial credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The District's investment policy limits its investments to high quality investments to control custodial credit risk.

NOTE 3 – INVESTMENT IN JOINT VENTURE

Biosolids Processing and Recycling Facility

On June 7, 2005, the District entered into an interlocal agreement (Agreement) with the Solid Waste Authority (SWA) to fund a portion of the cost to design, build, and operate a Biosolids Processing and Recycling Facility (BPF). There have been three amendments to the original agreement. The first amendment dated June 15, 2006 adjusted the original capital costs of the BPF, and the second amendment dated June 21, 2012 set forth the total net capital costs for the BPF. On July 18, 2013, the District sold 1.54% of its share of the original capacity to another government agency, thereby reducing the District's share of the total capacity to 8.96%. Proceeds from the sale were \$448,282, which reduced the District's original capital cost to \$3,311,772. Additional capital costs were incurred in the fiscal year ended September 30, 2014 in the amount of \$68,944 and in the fiscal year ended September 30, 2018 in the amount of \$84,224, increasing its portion of the capital cost to \$3,464,940. There were no capital costs incurred during the fiscal year ended September 30, 2017.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018 AND 2017

NOTE 3 – INVESTMENT IN JOINT VENTURE (Continued)

Biosolids Processing and Recycling Facility (Continued)

The BPF processes certain wastewater treatment residuals (biosolids) which is necessary to comply with increasingly stringent environmental regulations that have significantly decreased the number of land application sites available. Prior to August 2009, bulk land application was the primary method of disposing of the biosolids.

The Agreement is for a period of 20 years beginning with the August 1, 2009 operations commencement. Upon the conclusion of the term of the agreement, the BPF will remain the property of SWA with each participating entity owning its share of the BPF, in perpetuity, for the life of the plant. Under accounting principles generally accepted in the United States of America, the District is required to account for this arrangement as a joint venture. Therefore, an asset is reported on the District's financial statements under the caption "Investment in joint venture." Since the BPF agreement does not state that the participants are to share in the profits and losses of the joint venture, the investment in joint venture account will not be adjusted to reflect the joint venture's results of operations. Rather the investment in joint venture will be amortized using the straight-line method over the 20-year life of the agreement. The District's total operating costs were \$447,584, and \$496,569 for the years ended September 30, 2018 and 2017. The District's pro rata share of the construction costs is shown as an asset – investment in joint venture – on the statements of net position.

The SWA is responsible for the design, construction, operation, and maintenance of the BPF. On April 12, 2005, the SWA approved a contract with a private company, NEFCO, to design/build/operate the BPF. The District, along with the other participating entities, are in turn responsible for delivering wastewater biosolids to the BPF and for paying their pro rata share of the capital and net operating costs. This provision helps to ensure that the BPF venture does not accumulate assets that may result in a financial benefit to the District or cause the District to experience fiscal stress from the BPF.

No separate financial statements are prepared for the BPF, which is reported as part of the SWA operations. Financial statements for the SWA may be obtained at the following address:

Solid Waste Authority
7501 North Jog Road
West Palm Beach, Florida 33412

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018 AND 2017

NOTE 4 – CAPITAL ASSETS

A summary of the District's property, plant, and equipment at September 30, 2018 and 2017 is as follows:

	September 30, 2018			
	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets not being depreciated				
Land and land rights	\$ 854,434	\$	\$	\$ 854,434
Construction in progress	16,670,578	6,231,808	(7,708,511)	15,193,875
Total capital assets not being depreciated	17,525,012	6,231,808	(7,708,511)	16,048,309
Capital assets being depreciated				
Treatment and disposal system				
Plant	59,877,926	655,915	(270,104)	60,263,737
Lakes	1,211,079			1,211,079
Lines	96,917,011	8,401,791		105,318,802
Lift stations	24,544,542	1,117,665	(224,007)	25,438,200
Equipment	8,215,373	394,177	(292,002)	8,317,548
Total capital assets being depreciated	190,765,931	10,569,548	(786,113)	200,549,366
Less accumulated depreciation	(90,995,676)	(6,197,853)	601,038	(96,592,491)
Total capital assets being depreciated, net	99,770,255	4,371,695	(185,075)	103,956,875
Capital assets, net	\$ 117,295,267	\$ 10,603,503	\$ (7,893,586)	\$ 120,005,184

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018 AND 2017

NOTE 4 – CAPITAL ASSETS (Continued)

	September 30, 2017			
	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets not being depreciated				
Land and land rights	\$ 854,434	\$	\$	\$ 854,434
Construction in progress	<u>5,199,907</u>	<u>12,310,287</u>	<u>(839,616)</u>	<u>16,670,578</u>
Total capital assets not being depreciated	<u>6,054,341</u>	<u>12,310,287</u>	<u>(839,616)</u>	<u>17,525,012</u>
Capital assets being depreciated				
Treatment and disposal system				
Plant	59,828,810	354,401	(305,285)	59,877,926
Lakes	1,211,079			1,211,079
Lines	94,765,600	2,161,485	(10,074)	96,917,011
Lift stations	23,892,059	697,428	(44,945)	24,544,542
Equipment	<u>7,990,750</u>	<u>470,683</u>	<u>(246,060)</u>	<u>8,215,373</u>
Total capital assets being depreciated	187,688,298	3,683,997	(606,364)	190,765,931
Less accumulated depreciation	<u>(85,394,063)</u>	<u>(6,180,559)</u>	<u>578,946</u>	<u>(90,995,676)</u>
Total capital assets being depreciated, net	<u>102,294,235</u>	<u>(2,496,562)</u>	<u>(27,418)</u>	<u>99,770,255</u>
Capital assets, net	<u>\$ 108,348,576</u>	<u>\$ 9,813,725</u>	<u>\$ (867,034)</u>	<u>\$ 117,295,267</u>

Depreciation expense was \$6,197,853 and \$6,180,559 for the years ended September 30, 2018 and 2017, respectively.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018 AND 2017

NOTE 5 – CONTRACTS PAYABLE

Construction contracts of the District at September 30, 2018 and 2017 are as follows:

September 30, 2018				
	<u>Total Project Authorization</u>	<u>Total Expended</u>	<u>Contracts Payable</u>	<u>Balance to Complete</u>
Deep Bed Filters	\$ 10,164,729	\$ 9,607,546	\$ 454,636	\$ 102,547
Turtle Creek	1,079,553	984,900	65,446	29,207
Lift Station Rehabilitations	2,498,922	322,796	190,159	1,985,967
Alt A1A Bridge Forcemain Expansion	1,020,390	958,850	1,185	60,355
Imperial Woods	88,481	43,615	6,951	37,915
Whispering Trails	502,677	206,109	12,128	284,440
Sewering Line Lining	464,624	361,219	103,405	
Jupiter Farms Elementary	209,944	140,353	2,595	66,996
Other Construction Contracts	901,755	659,864	110,597	131,294
Total:	<u>\$ 16,931,075</u>	<u>\$ 13,285,252</u>	<u>\$ 947,102</u>	<u>\$ 2,698,721</u>

September 30, 2017				
	<u>Total Project Authorization</u>	<u>Total Expended</u>	<u>Contracts Payable</u>	<u>Balance to Complete</u>
Deep Bed Filters	\$ 10,081,692	\$ 7,928,247	\$ 853,299	\$ 1,300,146
Jupiter Inlet Colony	5,804,724	4,857,967	576,234	370,523
Turtle Creek	886,014	662,710	57,928	165,376
Lift Station Rehabilitations	213,205	82,164	4,173	126,868
Riverside Improvement Area	90,000	44,630		45,370
Maplewood Drive FM Extension	185,380	25,969		159,411
Alt A1A Bridge Forcemain Expansion	971,194	33,874	58,260	879,060
Whispering Trails	502,677	143,660	10,254	348,763
Sewering Line Lining	252,095		132,590	119,505
Jupiter Farms Elementary	176,940	42,719	8,129	126,092
Other Construction Contracts	677,186	481,687	65,178	130,321
Total:	<u>\$ 19,841,107</u>	<u>\$ 14,303,627</u>	<u>\$ 1,766,045</u>	<u>\$ 3,771,435</u>

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018 AND 2017

NOTE 6 – INTERLOCAL AGREEMENT

The District entered into an Interlocal Agreement for Joint Participation and Project Funding of the Jupiter Inlet Colony Neighborhood Rehabilitation in April 2014. In general, the Interlocal Agreement provides for the installation of a new sanitary sewer system by the District, the replacement of pipes, and related appurtenances, comprising a potable water system by the Village of Tequesta, and certain stormwater drainage and other improvements by the Town of Jupiter Inlet Colony. A single Engineering Services Contract was executed with ARCADIS U.S., Inc. in the amount of \$941,353. Construction and engineering contracts were executed with Giannetti Contracting Corporation in the amount of \$8,912,466. The District's share of the total project authorization is \$5,804,724. The project was completed in fiscal year 2018. Approximately 90% of the District's cost to complete the sanitary sewer system was recovered by a special assessment in the amount of \$5,199,916 paid in July 2018.

NOTE 7 – LONG-TERM LIABILITIES

Changes in long-term liabilities for the years ended September 30, 2018 were as follows:

September 30, 2018					
	Balance October 1, 2017	Additions	Reductions	Balance September 30, 2018	Due Within One year
Compensated absences	\$ 888,476	\$ 71,278	\$ 19,135	\$ 940,619	\$ 66,906
	<u>\$ 888,476</u>	<u>\$ 71,278</u>	<u>\$ 19,135</u>	<u>\$ 940,619</u>	<u>\$ 66,906</u>

Changes in long-term liabilities for the years ended September 30, 2017 were as follows:

September 30, 2017					
	Balance October 1, 2016	Additions	Reductions	Balance September 30, 2017	Due Within One year
Compensated absences	\$ 806,094	\$ 190,595	\$ 108,213	\$ 888,476	\$ 55,996
	<u>\$ 806,094</u>	<u>\$ 190,595</u>	<u>\$ 108,213</u>	<u>\$ 888,476</u>	<u>\$ 55,996</u>

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018 AND 2017

NOTE 8 – RESTRICTED ASSETS, LIABILITIES AND RESERVES

Restricted assets and liabilities at September 30, 2018 and 2017 consist of customer deposits. Assets restricted for these purposes represent cash and investments totaling \$65,621 and \$104,814 for the years ended September 30, 2018 and 2017, respectively.

The following is a summary of restricted assets, related liabilities, and restricted net position at September 30, 2018 and 2017:

September 30, 2018	Restricted Assets	Liabilities Payable from Restricted Assets	Restricted Net Position
Customer Deposits	\$ 65,621	\$ 65,621	\$

September 30, 2017	Restricted Assets	Liabilities Payable from Restricted Assets	Restricted Net Position
Customer Deposits	\$ 104,814	\$ 104,814	\$

NOTE 9 – DEFINED CONTRIBUTION PLAN

The District contributes to the Loxahatchee River Environmental Control District Money Purchase Plan and Trust, a defined contribution pension plan, for its full-time employees. The Plan is administered by an Administrative Committee that reports to the Governing Board. Benefit terms, including contribution requirements, for the Plan are established and may be amended by the Governing Board. The District is required to contribute 12% of annual salary to individual employee accounts for each participating employee. Employees contribute 4% of their eligible compensation. For the years ended September 30, 2018 and 2017, employee contributions totaled \$186,172 and \$190,856 and the District's recognized pension expense was \$775,324 and \$777,111, respectively.

Employees are required to participate in the District's mandatory plan after attainment of 18 years of age and completion of one year of continuous service. Employees are fully vested after two years of plan participation. Nonvested contributions are forfeited upon termination of employment and such forfeitures are used to reduce employer contributions. There were no forfeitures for the year ended September 30, 2018 and forfeitures in the amount of \$2,432 for the year ended September 30, 2017.

The District had a liability to the Plan at September 30, 2018 and 2017 in the amount of \$20,908 and \$20,689, respectively.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018 AND 2017

NOTE 10 – COMMITMENTS

Service Agreement

The District entered into an agreement with H&H Liquid Sludge Disposal for the hauling and disposal of wastewater sludge to the SWA Pelletization Facility. The contract provides for a fixed rate of \$13.03 per ton. For the years ended September 30, 2018 and 2017, the District paid \$157,278 and \$149,798, respectively.

Purchase Commitments

The District had outstanding purchase orders totaling approximately \$4,827,003 and \$1,560,685 for the fiscal years ended September 30, 2018 and 2017, respectively.

NOTE 11 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the District carries commercial insurance. Specifically, the District purchases commercial insurance for property, medical benefits, worker's compensation, general liability, automobile liability, errors and omissions, and directors and officers liability. The District is also covered by Florida Statutes under the Doctrine of Sovereign Immunity, which effectively limits the amount of liability of government agencies to individual claims of \$200,000/\$300,000 for all claims relating to the same accident. There were no changes in insurance coverage from the prior year and there were no settlements that exceeded insurance coverage in the last three years.

STATISTICAL SECTION

STATISTICAL SECTION

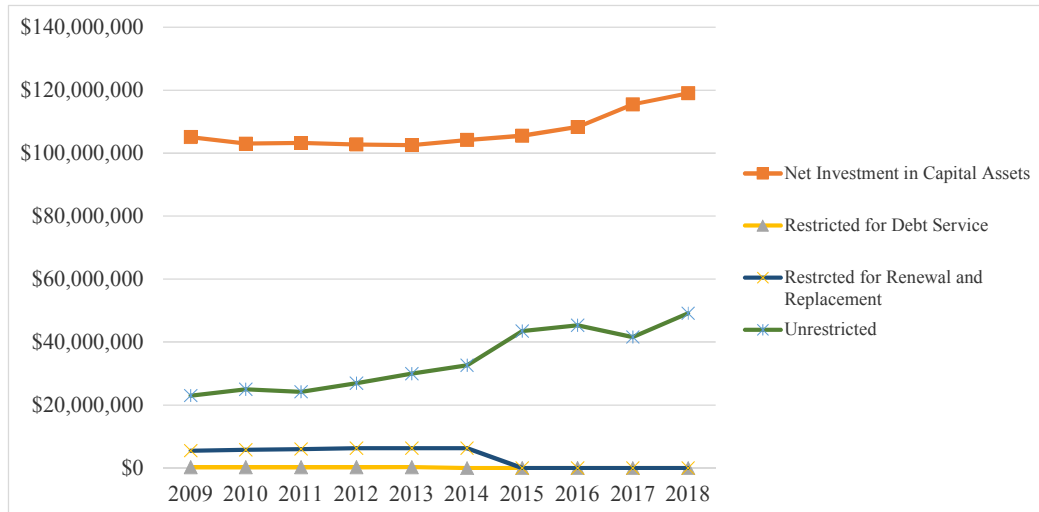
This part of the District's Comprehensive Annual Financial Report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the government's overall financial health.

Contents	Page
Financial Trends	
<i>These schedules contain trend information to help the reader understand how the District's financial performance and well-being have changed over time.</i>	
Schedule of Net Position by Component	31
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Revenue Capacity	
<i>These schedules contain service and infrastructure data to help the reader understand how information in the government's financial report relates to the services the government provides and the activities it performs.</i>	
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Wastewater Treated	37
Debt Capacity	
<i>These schedules present information to help the reader assess the affordability of the District's current levels of outstanding debt, as well as the District ability to issue debt in the future.</i>	
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Demographic and Economic Information	
<i>These schedules offer demographic and economic indicators to help the reader understand the environment within which the District's financial activities take place.</i>	
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Sources: Unless otherwise noted, the information in these schedules were obtained from the District's records.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
SCHEDULE OF NET POSITION BY COMPONENT
For the Last Ten Fiscal Years

Fiscal Year Ended September 30,	Net Investment in Capital Assets	Restricted for Debt Service	Restricted for Renewal and Replacement	Unrestricted	Total Net Position	Change from Prior Year
2009	\$ 105,095,535	\$ 247,436	\$ 5,550,000	\$ 23,000,570	\$ 133,893,541	2.03%
2010	103,076,355	254,972	5,800,000	25,048,103	134,179,430	0.21%
2011	103,274,062	275,676	6,050,000	24,257,839	133,857,577	-0.24%
2012	102,752,953	276,823	6,300,000	26,921,891	136,251,667	1.79%
2013	102,544,712	278,024	6,300,000	29,974,212	139,096,948	2.09%
2014	104,210,176		6,300,000	32,666,737	143,176,913	2.93%
2015	105,523,262			43,503,660	149,026,922	4.09%
2016	108,348,576			45,289,111	153,637,687	3.09%
2017	115,529,222			41,618,783	157,148,005	2.28%
2018	119,058,082			49,135,460	168,193,542	7.03%

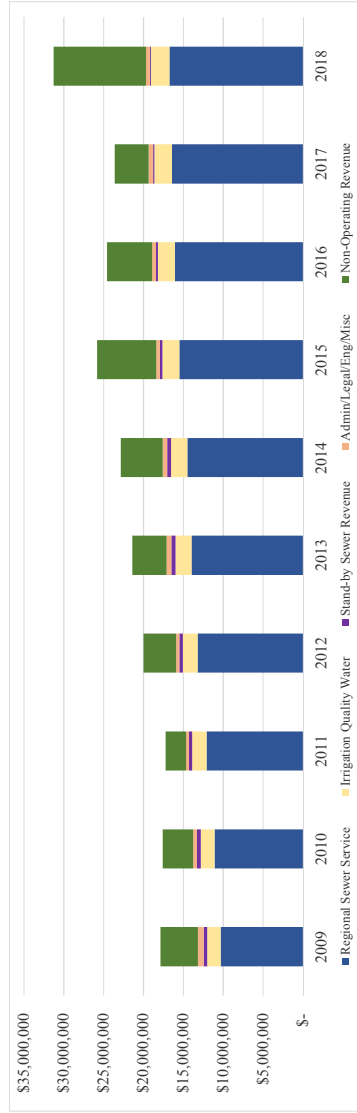


LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
SCHEDULE OF CHANGES IN NET POSITION
For the Last Ten Fiscal Years

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
OPERATING REVENUES:										
Charges for services	\$ 12,486,815	\$ 13,340,593	\$ 14,337,671	\$ 15,544,204	\$ 16,558,320	\$ 17,068,443	\$ 17,955,155	\$ 18,439,733	\$ 18,929,914	\$ 19,269,413
Operating grants	484,099	182,500								
Miscellaneous	185,217	237,631	305,644	372,358	534,846	500,866	420,734	472,844	436,024	416,191
Total operating revenues	13,156,131	13,760,724	14,643,315	15,916,562	17,093,166	17,569,309	18,375,889	18,912,577	19,365,938	19,685,604
OPERATING EXPENSES:										
Personal services	5,716,177	5,601,498	5,812,896	5,957,973	6,079,828	6,322,100	6,933,959	7,183,021	7,382,421	7,486,707
Operational	2,180,408	2,224,518	2,543,941	2,615,226	2,615,615	2,688,221	2,700,888	2,751,449	2,895,600	3,182,510
Supplies and chemicals	1,264,507	1,247,970	1,118,311	1,055,884	1,287,386	1,404,409	1,350,463	1,538,706	1,454,776	1,285,931
Repairs and maintenance	834,768	1,376,050	1,556,464	1,423,087	1,959,972	2,030,502	2,051,192	1,731,117	1,719,023	1,479,091
Contractual services	303,178	279,242	296,485	202,747	275,639	353,989	228,673	209,288	294,311	392,387
Depreciation and amortization	4,744,141	5,885,491	5,876,477	5,953,184	5,867,335	5,885,015	6,067,532	6,221,487	6,348,091	6,365,385
Total operating expenses	15,043,179	16,614,769	17,204,574	17,208,101	18,085,775	18,684,236	19,332,707	19,635,068	20,094,222	20,192,011
OPERATING INCOME (DEFICIT)	(1,887,048)	(2,854,045)	(2,561,259)	(1,291,539)	(992,609)	(1,114,927)	(956,818)	(722,491)	(728,284)	(506,407)
NONOPERATING REVENUES (EXPENSES)										
Grants			68,909	19,041	11,336	10,000	62,060	33,329	13,550	190,980
Interest income	1,108,527	1,040,468	832,981	770,137	757,045	784,574	871,896	936,584	988,965	1,079,754
Interest expense	(103,556)	(367,996)	(239,883)	(165,250)	(137,397)	(5,834)				
Net gain (loss) on fair value of investments	(49,792)	53,959	18,580	29,737	13,594	(7,386)				
Loss on extinguishment of debt							(419,797)			
Gain (loss) on disposal of capital assets	14,330	(51,107)	(98,604)	(241,086)	(339,020)	(83,934)	(198,364)	(318,769)	33,630	(33,294)
Total nonoperating revenue (expenses)	969,509	675,324	581,983	412,579	305,558	697,420	315,795	651,144	1,036,145	1,237,440
INCOME (DEFICIT) BEFORE CAPITAL CONTRIBUTIONS	(917,539)	(2,178,721)	(1,979,276)	(878,960)	(687,051)	(417,507)	(641,023)	(71,347)	307,861	731,033
CAPITAL CONTRIBUTIONS	3,585,788	2,738,273	1,657,423	3,273,050	3,532,332	4,497,472	6,491,032	4,682,112	3,202,457	10,314,504
Extraordinary item										
Escrow shortage for refunded bonds		(273,663)								
INCREASE (DECREASE) IN NET POSITION	2,668,249	285,889	(321,853)	2,394,090	2,845,281	4,079,965	5,850,009	4,610,765	3,510,318	11,045,537
NET POSITION, BEGINNING OF PERIOD	131,225,292	133,893,541	134,179,430	133,857,577	136,251,667	139,096,948	143,176,913	149,026,922	153,637,687	157,148,005
NET POSITION, END OF PERIOD	\$ 133,893,541	\$ 134,179,430	\$ 133,857,577	\$ 136,251,667	\$ 139,096,948	\$ 143,176,913	\$ 149,026,922	\$ 153,637,687	\$ 157,148,005	\$ 168,193,542

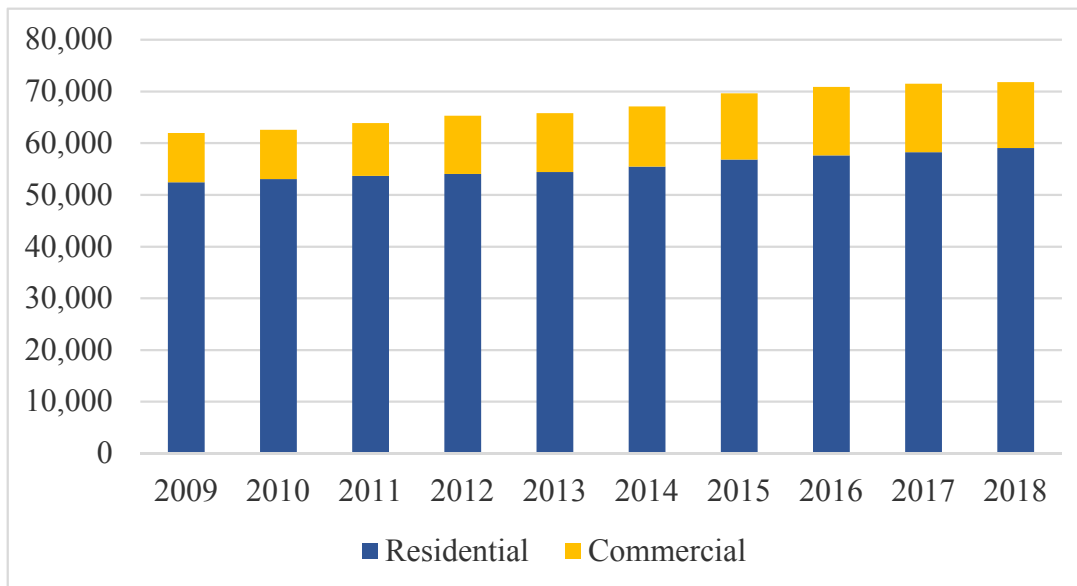
LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
SCHEDULE OF REVENUE BY SOURCE
For the Last Ten Fiscal Years

Fiscal Year Ended September 30,	Operating Revenues				Non-Operating Revenues							Total Revenues	
	Regional Sewer Service	Irrigation Quality Water	Stand-by Sewer Revenue	Admin/Legal Engineering Fees and Miscellaneous	Total Operating Revenues	Assessment Revenue	Connection Charges	Line Charges	Investment Income	Grants/ Contributed Capital	Other		Total Non-Operating Revenues
2009	\$ 10,311,973	\$ 1,674,360	\$ 441,039	728,759	\$ 13,156,131	\$ 1,305,634	\$ 824,960	\$ 206,941	\$ 1,108,527	\$ 1,248,253	\$ 14,330	\$ 4,708,645	\$ 17,864,776
2010	11,098,540	1,719,139	456,460	486,585	13,760,724	1,143,789	975,329	219,518	1,040,468	399,637	53,959	3,832,700	17,593,424
2011	12,105,726	1,774,294	406,626	356,669	14,643,315	451,342	685,315	275,161	832,980	314,515	18,580	2,577,893	17,221,208
2012	13,196,560	1,870,462	421,274	428,266	15,916,562	139,373	1,408,116	632,541	770,137	1,112,061	29,737	4,091,965	20,008,527
2013	13,971,883	2,001,583	526,409	593,291	17,093,166	277,518	1,345,534	863,959	757,045	1,056,657	13,594	4,314,307	21,407,473
2014	14,478,093	2,059,339	496,829	535,048	17,569,309	327,432	2,569,441	670,857	784,574	939,742		5,292,046	22,861,355
2015	15,502,465	2,131,578	305,107	436,739	18,375,889	2,571,005	2,455,424	279,076	871,896	1,247,587		7,424,988	25,800,877
2016	16,051,221	2,154,339	221,965	485,052	18,912,577	2,035,390	1,073,180	369,122	936,584	1,237,749		5,652,025	24,564,602
2017	16,408,048	2,221,586	175,916	560,388	19,365,938	388,857	854,526	286,500	988,965	1,686,124	33,630	4,238,602	23,604,540
2018	16,751,205	2,307,946	120,034	506,419	19,685,604	650,665	1,409,475	547,129	1,079,754	1,849,235	190,980	11,585,238	31,270,842



LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
TOTAL SEWER UNITS BY CATEGORY
For the Last Ten Fiscal Years

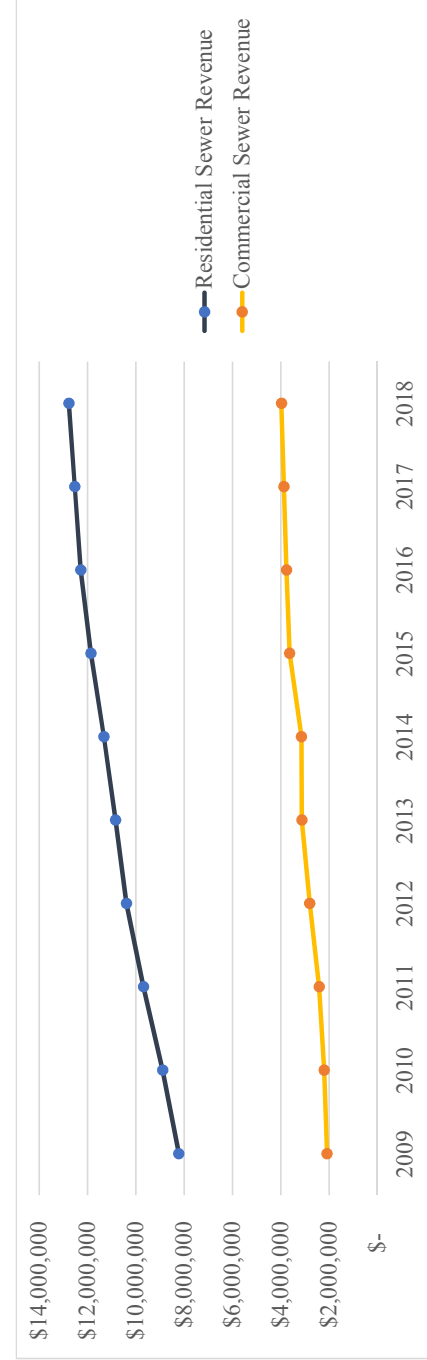
Fiscal Year	Residential		Commercial		Total
	Equivalent Connections	% of Annual Total	Equivalent Connections	% of Annual Total	
2009	52,435	85%	9,516	15%	61,951
2010	53,055	85%	9,493	15%	62,548
2011	53,616	84%	10,219	16%	63,835
2012	54,026	83%	11,277	17%	65,302
2013	54,414	83%	11,335	17%	65,749
2014	55,417	83%	11,675	17%	67,092
2015	56,794	82%	12,836	18%	69,630
2016	57,579	81%	13,276	19%	70,855
2017	58,196	81%	13,269	19%	71,465
2018	59,002	82%	12,784	18%	71,786



LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
TOTAL SEWER REVENUE BY CATEGORY
For the Last Ten Fiscal Years

Fiscal Year	Residential					Commercial				
	Regional Sewer Service Revenue	% of Annual Total	Number of Equivalent Connections	Rate per Equivalent Connection	Regional Sewer Service Revenue	% of Annual Total	Number of Equivalent Connections	Rate per Equivalent Connection	Total	
2009	\$ 8,224,425	80%	52,187	\$ 157.59	\$ 2,087,548	20%	9,678	\$ 215.70	\$ 10,311,973	
2010	8,893,075	80%	52,689	168.78	2,205,466	20%	9,545	231.07	11,098,540	
2011	9,686,644	80%	53,260	181.87	2,419,082	20%	9,710	249.13	12,105,726	
2012	10,392,270	79%	53,774	193.26	2,804,290	21%	10,592	264.74	13,196,560	
2013	10,843,903	78%	54,208	200.04	3,127,980	22%	11,431	273.64	13,971,883	
2014	11,325,317	78%	54,864	206.43	3,152,776	22%	11,156	282.61	14,478,093	
2015	11,864,990	77%	55,931	212.14	3,637,475	23%	12,450	292.17	15,502,465	
2016	12,284,659	77%	57,199	214.77	3,766,562	23%	12,850	293.12	16,051,221	
2017	12,527,978	76%	57,853	216.55	3,880,070	24%	13,180	294.39	16,408,048	
2018	12,776,078	76%	58,533	218.27	3,975,126	24%	13,319	298.46	16,751,204	

Note: The Schedule of Principal Payors is not presented. The District bills residential customers by Equivalent Connection, therefore all residential customers pay approximately the same amount.



LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
SCHEDULE OF SEWER RATES
As of September 30, 2018

Quarterly Service Charge

Residential		Non-Residential
Equivalent Connection	Rate	
1.00	\$ 54.60	\$6.23 / 1,000 gallons or minimum of \$74.72/quarter
1.25	68.25	
1.50	81.90	
1.75	95.55	
2.00	109.20	
2.25	122.85	
2.50	136.50	
2.75	150.15	

Quarterly Stand-by Sewer Revenue Charge

Residential	\$ 37.13 \per Equivalent Connection
Non-Residential	50.81 \per Equivalent Connection

Connection Charges

Equivalent Connection	Rate
1.00	\$ 2,782.22
1.25	3,477.78
1.50	4,173.33
1.75	4,868.39
0.25	695.56

Rates effective April 1, 2017

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
WASTEWATER TREATED
For the Last Ten Fiscal Years

Fiscal Year Ended September 30,	Annual Influent Treated (MGD)	Regional Sewer Service Revenue	Total Direct Sewer Rates (1)
2009	2,330	\$ 10,311,973	\$ 4,426
2010	2,456	11,098,540	4,519
2011	2,387	12,105,726	5,072
2012	2,475	13,196,560	5,332
2013	2,498	13,971,883	5,593
2014	2,479	14,478,093	5,840
2015	2,474	15,502,465	6,266
2016	2,453	16,051,221	6,544
2017	2,386	16,408,048	6,877
2018	2,493	16,751,205	6,719

(1) per million gallons influant treated.

MGD = Millions of gallons per day.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
RATIO OF OUTSTANDING DEBT
For the Last Ten Fiscal Years

Fiscal Year Ended September 30,	1997B Revenue Bonds	1997C Revenue Bonds	2003 Revenue Bonds	2009 Revenue Bonds	2010 Revenue Bonds	Total Debt Outstanding	Debt Per Equivalent Connection
2009	\$ 1,193,151	\$ 1,293,150	\$ 4,554,126	\$ 3,592,924	\$ 3,512,287	\$ 10,633,351	\$ 171.64
2010	1,058,356	1,142,365		3,420,579		9,133,587	146.03
2011	916,712	985,403		3,240,290	2,431,567	7,573,972	118.65
2012	768,057	822,117		3,052,931	1,324,897	5,968,002	91.39
2013	611,772	652,035		2,855,025	191,518	4,310,350	65.56
2014				2,648,163		2,648,163	39.47
2015							
2016							
2017							
2018							

Note: Bonds were paid off during fiscal year 2015.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
SCHEDULE OF PLEDGED REVENUE COVERAGE
For the Last Ten Fiscal Years

Fiscal Year Ended September 30,	Total Debt Service Requirement	Gross Revenues	Operating Expenses Before Depreciation	Net Revenue Available (1)	Debt Service Coverage (2)	Capital Charges	Net Revenue Available	Debt Service Coverage (3)
2009	\$ 1,593,934	\$ 14,229,196	\$ 10,299,038	\$ 3,930,158	2.47	\$ 3,585,788	\$ 7,515,946	4.72
2010	1,894,246	14,804,044	10,729,278	4,074,766	2.15	2,738,273	6,813,039	3.6
2011	1,876,244	15,465,181	11,328,097	4,137,084	2.2	1,657,423	5,794,507	3.09
2012	1,876,244	16,494,391	11,254,917	5,239,474	2.79	3,273,050	8,512,524	4.54
2013	1,876,057	17,536,121	12,218,440	5,317,681	2.83	3,532,332	8,850,013	4.72
2014	915,791	18,272,563	12,799,221	5,473,342	5.98	4,497,472	9,970,814	10.89
2015	331,540	18,691,684	13,265,175	5,426,509	16.37	6,491,032	11,917,541	35.95
2016								
2017								
2018								

- (1) Net revenue available before capital charges
(2) In accordance with the Bond Resolutions, required debt service coverage is 1.10 times
(3) In accordance with the Bond Resolutions, required debt service coverage is 1.25 times

Note: Bonds were paid off during fiscal year 2015.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
DEMOGRAPHIC AND ECONOMIC STATISTICS
For the Last Ten Fiscal Years

Fiscal Year	Population (1)			Personal Income (2)			Per Capita Personal Income (2)			Unemployment Rate (3)		
	Town of Jupiter	Village of Tequesta	Town of Juno Beach	Town of Jupiter Inlet Colony		Palm Beach County	Martin County	Palm Beach County	Martin County	Palm Beach County	Martin County	
2009	50,275	5,872	3,656	N/A	N/A	68,661,477	7,638,396	52,519	52,495	11.5%		11.6%
2010	55,156	5,629	3,656	N/A	N/A	72,364,755	7,982,685	54,666	54,335	11.3%		11.0%
2011	55,542	5,629	3,181	400	400	77,585,354	8,562,148	58,027	57,901	10.2%		10.0%
2012	56,337	5,646	3,233	398	398	84,703,787	9,842,408	62,454	66,044	8.5%		8.3%
2013	56,577	5,652	3,191	401	401	83,679,890	9,371,873	60,704	61,975	7.1%		7.2%
2014	57,263	5,629	3,194	396	396	92,842,100	10,666,979	66,218	69,607	5.9%		6.1%
2015	59,108	5,665	3,240	396	396	100,579,513	11,397,001	70,415	73,189	5.3%		5.3%
2016	60,615	5,699	3,351	411	411	104,108,093	12,078,164	71,613	76,211	5.0%		5.0%
2017	61,388	5,731	3,400	407	407	109,973,732	12,650,502	74,754	79,104	4.1%		4.0%
2018	62,100	5,857	3,427	409	409	N/A	N/A	N/A	N/A	3.1%		3.0%

Data Sources:

- (1) University of Florida, Bureau of Economic and Business Research.
- (2) U.S. Department of Commerce, Bureau of Economic Analysis, Regional Economic Information System.
- (3) U.S. Department of Labor Statistics - based on not seasonally adjusted September rates.

N/A - Data not available

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
PRINCIPAL EMPLOYERS
Current Year and Nine Years Ago

Employer	2018			2009		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
Palm Beach County						
Palm Beach County School District	21,466	1	3.04%	21,718	1	3.87%
Palm Beach County - BOCC	5,952	2	0.84%	11,319	2	2.02%
Tenet Coastal Division of Palm Beach County	5,939	3	0.84%	4,500	3	0.80%
NextEra Energy/Florida Power & Light	4,404	4	0.62%	3,632	4	0.65%
Hospital Corporation of America - HCA	3,550	5	0.50%	3,395	5	0.61%
Boca Raton Regional Hospital	2,800	6	0.40%	2,100	10	0.37%
Florida Atlantic University	2,644	7	0.37%	2,838	7	0.51%
Veterans Health Administration	2,535	8	0.36%	2,207	8	0.39%
Bethesda Health, Inc.	2,282	9	0.32%			
Office Depot (Headquarters)	2,034	10	0.29%	2,100	9	0.37%
Wackenhut Corporation				3,000	6	0.54%
Totals	<u>53,606</u>			<u>56,809</u>		
Martin County						
Cleveland Clinic Martin County Health System	4,563	1	6.14%	2,619	1	4.09%
Martin County School District	2,671	2	3.60%	2,539	2	3.97%
Martin County Government	1,714	3	2.31%	2,447	3	3.82%
State of Florida	502	4	0.68%	670	5	1.05%
Liberator Medical Supply	400	5	0.54%			
Florida Power & Light	375	6	0.50%			
Triumph Aero Structures	370	7	0.50%			
Paradigm Precision Group	365	8	0.49%			
Seacoast National Bank	340	9	0.46%			
City of Stuart	251	10	0.34%			
Publix Supermarkets				1,145	4	1.79%
Walmart Super Center				515	6	0.81%
Armellini Express Lines Inc.				486	7	0.76%
Turbocombustor Technology, Inc.				382	8	0.60%
Winn-Dixie Stores				325	9	0.51%
Home Depot				296	10	0.46%
Totals	<u>11,551</u>			<u>11,424</u>		

Source: Palm Beach County data from Business Development Board of Palm Beach County. Data is for Palm Beach County. Martin County 2018 employer data is from the Business Development Board of Martin County except for the governmental entities which provided their own data. The Business Development Board data includes information for only their targeted industries which may not include businesses that have been included on this list in the past such as Wal-Mart, Publix, Winn-Dixie, etc. More information on their targeted industries can be found on their website <http://www.yesmartinfl.com>.

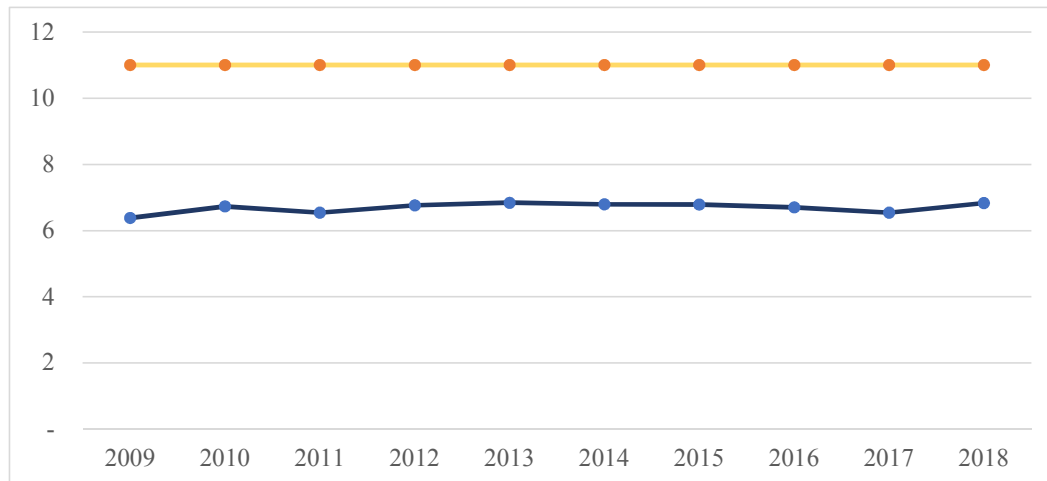
LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
FULL-TIME EQUIVALENT EMPLOYEES BY FUNCTION
For the Last Ten Fiscal Years

Function	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Executive	3	3	3	3	3	3	3	4	4	4
Finance	8	8	8	8	8	8	8	7	7	7
Public Education	3	2	2	2	2	3	3	3	3	3
WildPine Lab	8	7	7	7	7	7	7	7	7	7
Customer Service							4	4	4	4
Information Technology							4	4	4	4
Engineering and Inspection	8	8	8	8	9	9	8	8	9	9
Construction	5	5	5	5	6	6	7	7	6	6
Operations Administration	8	8	8	8	9	9	3	4	4	3
Collection and Transmission	12	12	12	12	12	13	13	11	11	11
Treatment and Disposal	19	18	17	17	16	16	16	17	18	19
Reuse	2	2	2	2	2	2	2	2	2	2
Bio-Solid	2	2	2	2	2	2	2	2	2	2
Total	78	75	74	74	76	78	80	80	81	81

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
SCHEDULE OF WASTEWATER TREATMENT CAPACITY
For the Last Ten Fiscal Years

Fiscal Year Ended September 30,	Permitted Plant Treatment Capacity (MGD)	Average Daily Flow (MGD)	Max Daily Flow (MGD)	Annual Influent Treated (MGD)	Percent Capacity
2009	11	6.38	7.69	2,329.56	58%
2010	11	6.73	8.35	2,456.22	61%
2011	11	6.54	7.80	2,388.66	59%
2012	11	6.76	11.15	2,474.64	62%
2013	11	6.84	10.21	2,497.59	62%
2014	11	6.79	8.55	2,479.42	62%
2015	11	6.78	8.76	2,473.96	62%
2016	11	6.70	9.89	2,453.35	61%
2017	11	6.54	8.30	2,386.16	59%
2018	11	6.83	9.35	2,492.55	62%

MGD = Millions of gallons per day.



LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
CAPITAL AND INFRASTRUCTURE STATISTICS
For the Last Ten Fiscal Years

Fiscal Year Ended September 30,	Low Pressure Main (miles)	Force Main (miles)	Gravity Sewer (miles)	Irrigation Quality (miles)	Number of Lift Stations	Number of Manholes
2009						
2010						
2011						
2012						
2013						
2014						
2015						
2016						
2017						
2018	26.00	101.60	294.00	26.70	226	7,954

Infrastructure information is provided by the District's Geographical Information System.

* Information is not available for prior years.

COMPLIANCE SECTION



NOWLEN, HOLT & MINER, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

WEST PALM BEACH OFFICE
NORTHBRIDGE CENTRE
515 N. FLAGLER DRIVE, SUITE 1700
POST OFFICE BOX 347
WEST PALM BEACH, FLORIDA 33402-0347
TELEPHONE (561) 659-3060
FAX (561) 835-0628
WWW.NHMCIPA.COM

EVERETT B. NOWLEN (1930-1984), CPA
EDWARD T. HOLT, CPA
WILLIAM B. MINER, RETIRED
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EDWARD T. HOLT, JR., PFS, CPA
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MARK J. BYMASTER, CFE, CPA
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RICHARD E. BOTTS, CPA

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

BELLE GLADE OFFICE
333 S.E. 2nd STREET
POST OFFICE BOX 338
BELLE GLADE, FLORIDA 33430-0338
TELEPHONE (561) 996-5612
FAX (561) 996-6248

To the Governing Board
Loxahatchee River Environmental Control District
Jupiter, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Loxahatchee River Environmental Control District, as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the Loxahatchee River Environmental Control District's basic financial statements, and have issued our report thereon dated March 15, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Loxahatchee River Environmental Control District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Loxahatchee River Environmental Control District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Loxahatchee River Environmental Control District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Loxahatchee River Environmental Control District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Nowlen, Holt & Mimer, P.A.

West Palm Beach, Florida
March 15, 2019



NOWLEN, HOLT & MINER, P.A.

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WEST PALM BEACH OFFICE
NORTHBRIDGE CENTRE
515 N. FLAGLER DRIVE, SUITE 1700
POST OFFICE BOX 347
WEST PALM BEACH, FLORIDA 33402-0347
TELEPHONE (561) 659-3060
FAX (561) 835-0628
WWW.NHMCOPA.COM

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MARK J. BYMASTER, CFE, CPA
RYAN M. SHORE, CFP®, CPA
WEI PAN, CPA
WILLIAM C. KISKER, CPA
RICHARD E. BOTTS, CPA

INDEPENDENT AUDITOR'S MANAGEMENT LETTER REQUIRED BY CHAPTER 10.550, RULES OF THE STATE OF FLORIDA, OFFICE OF THE AUDITOR GENERAL

BELLE GLADE OFFICE
333 S.E. 2nd STREET
POST OFFICE BOX 338
BELLE GLADE, FLORIDA 33430-0338
TELEPHONE (561) 996-5612
FAX (561) 996-6248

To the Governing Board
Loxahatchee River Environmental Control District
Jupiter, Florida

Report on the Financial Statements

We have audited the financial statements of the Loxahatchee River Environmental Control District (the "District"), as of and for the fiscal year ended September 30, 2018, and have issued our report thereon dated March 15, 2019.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated March 15, 2019, should be considered in conjunction with this Management Letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding financial audit report. There were no findings or recommendations in the prior year that required corrective actions.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this Management Letter, unless disclosed in the notes to the financial statements. This information is disclosed in Note 1 to the financial statements.

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the District did not meet any of the conditions described in Section 218.503(1), Florida Statutes, as of and for the year ended September 30, 2018.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the District. It is management's responsibility to monitor the District's financial condition, and our financial condition assessment was based in part on representations made by management and review of financial information provided by same. Our assessment was done as of the fiscal year end. The results of our procedures did not disclose any matters that are required to be reported.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Special District Component Units

Section 10.554(1)(i)5.c, Rules of the Auditor General, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit, within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units that failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Single Audits

The District expended less than \$750,000 of federal awards and less than \$750,000 of state financial assistance for the year ended September 30, 2018, and was not required to have a federal single audit or a state single audit.

Purpose of this Letter

Our Management Letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Governing Board, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Nowlen, Holt & Mimer, P.A.

West Palm Beach, Florida
March 15, 2019



NOWLEN, HOLT & MINER, P.A.

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WEST PALM BEACH OFFICE
NORTHBRIDGE CENTRE
515 N. FLAGLER DRIVE, SUITE 1700
POST OFFICE BOX 347
WEST PALM BEACH, FLORIDA 33402-0347
TELEPHONE (561) 659-3060
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WEI PAN, CPA
WILLIAM C. KISKER, CPA
RICHARD E. BOTTS, CPA

INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES

BELLE GLADE OFFICE
333 S.E. 2nd STREET
POST OFFICE BOX 338
BELLE GLADE, FLORIDA 33430-0338
TELEPHONE (561) 996-5612
FAX (561) 996-6248

To the Governing Board
Loxahatchee River Environmental Control District
Jupiter, Florida

We have examined the Loxahatchee River Environmental Control District's compliance with Section 218.415, Florida Statutes during the year ended September 30, 2018. Management of the Loxahatchee River Environmental Control District is responsible for the Loxahatchee River Environmental Control District's compliance with the specified requirements. Our responsibility is to express an opinion on the Loxahatchee River Environmental Control District's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Loxahatchee River Environmental Control District complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Loxahatchee River Environmental Control District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgement, including an assessment of the risk of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Loxahatchee River Environmental Control District's compliance with the specified requirements.

In our opinion, the Loxahatchee River Environmental Control District complied, in all material respects, with Section 218.415, Florida Statutes for the year ended September 30, 2018.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and Florida House of Representatives, the Florida Auditor General, applicable management, and the Governing Board, and is not intended to be and should not be used by anyone other than these specified parties.

Nowlen, Holt & Mimer, P.A.

West Palm Beach, Florida
March 15, 2019

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

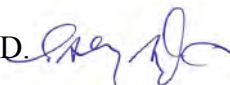
2500 Jupiter Park Drive, Jupiter, Florida 33458-8964

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



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

MEMORANDUM

TO: GOVERNING BOARD
FROM: D. ALBREY ARRINGTON, Ph.D. 
DATE: MARCH 14, 2019
SUBJECT: BUSCH WILDLIFE SANCTUARY – NEW CROC & GATOR EXHIBIT

As discussed last month, Busch Wildlife Sanctuary (BWS) desired to construct a new crocodile and alligator exhibit. Based on discussions last month, I believe Ms. Kight has evaluated alternative materials (i.e., other than black coated chain link fence) and will be prepared to present them to the Board for consideration.

The Loxahatchee River District – Busch Wildlife Sanctuary License Agreement contemplates the design and placement of future improvements (Section III. 30), and it requires Bush Wildlife Sanctuary to provide plans and specifications showing the design of the proposed improvements. The agreement also stipulates that LRD has 30 days to review and approve the plans or request reasonable modifications to the plans. I believe we are in the process of considering ‘reasonable modifications.’

Ms. Kight has provided the attached presentation.

I support the proposed alligator and crocodile exhibit. I do not have a professional opinion on the fencing/barrier material. I commend BWS staff for their desire to improve existing exhibits, their conscious efforts to design the exhibit to provide more natural habitat, and to limit the animal density well below recommended standards.

Based on Ms. Kight’s request and the BWS Board’s approval, I offer the following motion for your consideration:

“THAT THE DISTRICT GOVERNING BOARD approves the proposed crocodile and alligator exhibit as detailed in the attached documents.”



Busch Wildlife Sanctuary

At Loxahatchee River District

2500 Jupiter Park Drive, Jupiter, Florida 33458

Main Office: (561)-575-3399 Facsimile: (561)-744-5288



MEMORANDUM

TO: D. Albrey Arrington, Ph.D., Executive Director
FROM: Amy J. Kight, Busch Wildlife Sanctuary Executive Director
DATE: February 4, 2019
SUBJECT: Proposed Crocodile and Alligator Swamp Habitat

The Busch Wildlife Sanctuary is constantly striving to improve our facility for our animals, staff and guests. We have identified the need for a new, updated crocodile and alligator habitat.

Our current enclosure was built over twenty years ago. Time and weather have taken their toll on the existing exhibit. Advances in veterinary science and husbandry have also taught animal care professionals that there is a need to provide these animals with a more natural habitat, mental stimulation and a better overall quality of life. The Sanctuary is proposing a new crocodile and alligator habitat to be constructed in the cypress swamp in front of our amphitheater (please see attached trail guide map of Sanctuary with proposed location circled in red).

This new enclosure will be constructed to/or exceeding what is required by Florida Fish and Wildlife Conservation Commission Captive Wildlife Division. Materials being used will include vinyl coated steel posts and 9 gauge chain link, welded 3/8 rebar, impact rated glass and recycled plastic lumber for safety and longevity (please see attached specification sheet). Irrigation quality water will be utilized on a float system to maintain proper wading pools as well as elevated basking areas during the dry season. Barrier corral board fencing will be added as needed along trails.

At roughly 8,470 total square feet of proposed exhibit space, this new habitat could support many animals. However, we plan to cap the density at no more than three of each species. That would make the stocking density one animal per 1,411 square feet of enclosure. This far exceeds recommendations set forth by the University of Florida at 162 square feet per animal.

As this will be a natural habitat design unlike any other previously at Busch Wildlife, we will be developing new cleaning protocols. We are collaborating with the Lead Reptile Keeper from the Palm Beach Zoo to develop these procedures as set forth by the Association of Zoos and Aquariums (AZA). The Palm Beach Zoo has a similarly designed habitat and the standards set forth by the AZA are widely recognized as the benchmark for captive animal care requirements.

The goals of this enclosure from an animal care standpoint:

- Allow animals to engage in more natural behaviors
- Reduce stress and potential stress related aggression
- Promote better health through movement combatting lethargy, obesity and disease
- Improved natural thermoregulation
- Safer for keepers as a natural environment is more self-sustaining; reducing the need for keeper to be in the enclosure and exposure to harsh cleaning chemicals.



Busch Wildlife Sanctuary

At Loxahatchee River District

2500 Jupiter Park Drive, Jupiter, Florida 33458

Main Office: (561)-575-3399 Facsimile: (561)-744-5288



The educational goals of this enclosure:

- Educate about camouflage as displayed in a natural setting
- Educate about cold-blooded species and how they regulate their body temperature based on their environment
- Educate on keystone species and how they engineer their environment to support their ecosystem and its inhabitants

At a meeting held on January 29, 2019, a motion to begin renovation, ensuring that it will be within FWC requirements and has LRD approval, was passed unanimously by the Busch Wildlife Sanctuary board of directors.

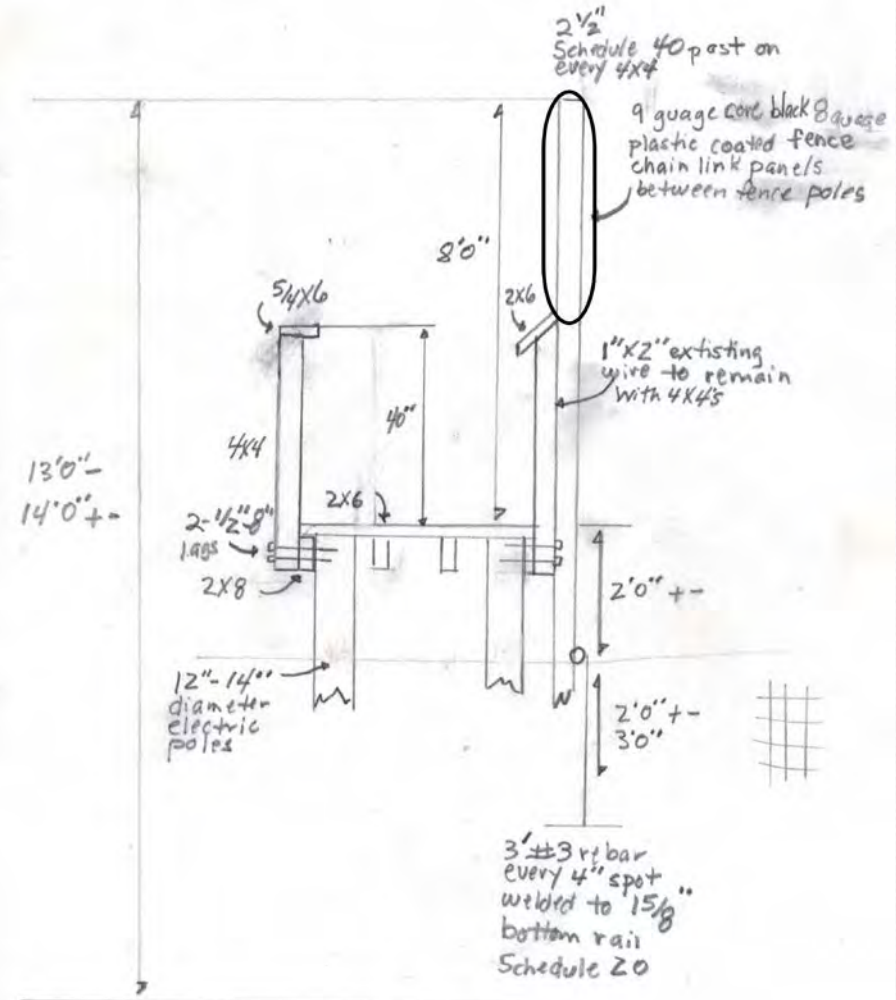
The crocodile and alligator exhibit is a guest favorite at the Sanctuary, as well as a multi-dimensional educational tool. Creating a new, expanded and more natural habitat will enhance the life of our resident reptiles and the overall experience for staff, volunteers and guests. For these reasons, I would like to request that the Loxahatchee River Environmental Control District approve for the Busch Wildlife Sanctuary move forward with design and construction of the new crocodile and alligator swamp habitat.

Busch Wildlife Sanctuary

Crocodile and Alligator Habitat
Material Options

Proposed New Location of Habitat





2-5-19

Zoo Mesh Alternative

9g Black Vinyl Coated Chain Link



Equivalent Wire Rope Mesh





Based on the one supplier who did provide a cost per linear foot, to complete the project with a combination of chain link and mesh and added labor, we are looking at approximate increase of \$31,000.

We are awaiting quotes from other distributors.



Other options are possible but we would need to inquire about a permit variance from FWC.





These are examples of approved enclosures for captive wildlife. While built to agency standards, humans' disregard for boundaries was not factored in sufficiently and injuries occurred.



Loxahatchee River District

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

MEMORANDUM

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

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

DATE: March 12, 2019

SUBJECT: Main Lining Services in Lift Station 097 Collection System: Contract Award

As part of the District's rehabilitation and replacement program we routinely use lining services which install a structural pipe liner within the existing gravity mains. This contract will allow for these lining services in the Lift Station 097 collection system. This is a budgeted item in the FY2019 budget in the amount of \$75,000.

We recommend that the District "piggy-back" on a bid and contract awarded by Palm Beach County Water Utilities District to Hinterland Group, Inc. (Bid WUD 16-094R) to perform this work in accordance with their quote dated March 8, 2019.

The following motion is offered for the Governing Board's consideration:

"THAT THE DISTRICT GOVERNING BOARD authorize the "piggyback" of Palm Beach County Water Utilities District Contract Bid 16-094 with Hinterland Group, Inc. for main line rehabilitation services in the amount of \$67,672.96."

and

"THAT THE DISTRICT GOVERNING BOARD authorize an additional contingency amount of \$5,000.00."

Should you have any questions or wish to discuss further, please contact me.



Proposal

To: City of Loxahatchee
 Attn: Kris Dean, P.E.
 Phone: (561) 747-5700
 Email: Kris.Dean@lrecd.org

Date: 3/8/2019
 Quote # 18-0035-05

Job Location: **Jupiter Harbor - LS #97 Basin**

Job Description and Scope Inclusion: Clean Tv and Line all 8" clay lines within the LS #97 basin, in the Jupiter Harbor Community

Pricing Based on WPB WUD 16-094R

Quantities based on prints provided and are subject to change based on actual quantities performed.

Item #	Description	Quantity	Unit	Unit Price	Extended Price
1	Point Repair 4" through 8" Gravity pipe	10.00	LF	\$300.00	\$3,000.00
28	Gravity Sewer Main Cleaning & CCTV 6" through 12"	1,594.00	LF	\$1.25	\$1,992.50
32	Mechanical Root or Grease Removal	322.00	LF	\$4.00	\$1,288.00
34	Mechanical Tuberculation	359.00	LF	\$10.00	\$3,590.00
40	Bypass Pumping 4"-10"	7.00	Day	\$750.00	\$5,250.00
48	Install CIPP Liner 8"	1,594.00	LF	\$26.00	\$41,444.00
57	Install CIPP Liner 15"	94.00	LF	\$48.00	\$4,512.00
95	Asphalt Pavement Removal	10.00	SY	\$12.00	\$120.00
97	Asphalt Pavement	4.00	TON	\$250.00	\$1,000.00
105	Maintenance of Traffic	1,594.00	LF	\$1.00	\$1,594.00
114	Pre-Construction Video	1,594.00	LF	\$1.00	\$1,594.00
121	Mobilization, 3.5%	1.00	LS	\$2,288.46	\$2,288.46

Grand Total Proposal :	\$67,672.96
-------------------------------	--------------------

All work based on specifications for above referenced project.

Best Regards,

Chase Rogers

Chase Rogers
 Estimating

2051 W BLUE HERON BLVD, RIVERA BEACH, FL 33404
561-640-3503 OFFICE 321-633-7067 FAX



February 5, 2018

Mr. Kris Dean (Kris.Dean@lrecd.org)
Loxahatchee River Environmental Control District
2500 Jupiter Park Drive
Jupiter, FL 33458

Dear Ms. Jones,

Hinterland Group, Inc. hereby agrees to enter into contract with Loxahatchee River Environmental Control District under the conditions of our current Palm Beach County WUD 16-094R Wastewater Gravity Line and MH Rehab, by means of piggybacking.

We look forward to working with your staff and if you have any further questions or additional information is required, please do not hesitate to contact Chase Rogers at crogers@hinterlandgroup.com or 561-640-3503.

Sincerely,



Daniel Duke, III
President
Hinterland Group, Inc.

992 W. 15TH ST. RIVIERA BEACH, FL 33404
561-640-3503 OFFICE 561-640-3504 FAX
CGC1520354 CUC1224634 CBC1255077 EC13003615

Loxahatchee River District

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

MEMORANDUM

TO: GOVERNING BOARD
FROM: KARA PETERSON, DIRECTOR OF FINANCE AND ADMINISTRATION
DATE: MARCH 15, 2019
SUBJECT: LIABILITY AND WORKERS COMPENSATION INSURANCE

The District's current Property, General Liability, Automobile Liability and Physical Damage, and Workers' Compensation insurance policy with *Preferred* Governmental Insurance Trust (*Preferred*) expires on April 30, 2019. Staff has updated the District's asset and payroll schedules to reflect our current exposures and have submitted these schedules to our insurance broker, Brian Cottrell of Public Risk Insurance Agency (PRIA).

We estimate the District's exposures to increase by 1% for Property; 7% for Inland Marine; 2% for General Liability; 1% for Automobile Liability and Automobile Physical Damage; and 2% for Workers' Compensation for the period May 1, 2019 to April 30, 2020.

After much discussion between staff and meeting with Brian Cottrell we have decided against issuing an RFP for an insurance broker this year. As noted in the attached letter, PRIA is an independent broker with access to the national marketplace and each renewal cycle compares alternative markets as well as our current provider, Preferred, for renewal. Currently, the District is paying a lower rate than our neighboring governments at \$.37/\$100. We hope to continue to keep our rate low with the upcoming renewal.

We are not seeking any Board action this month, but will be back for action next month.



PUBLIC RISK INSURANCE ADVISORS

Public Risk Insurance Advisors
P.O. Box 2416, Daytona Beach, FL 32115
220 S. Ridgewood Ave, Daytona Beach, FL 32114
P: (386) 252-6176 | F: (386) 239-4049

bbpria.com

March 11, 2019

Dr. Albrey Arrington
Loxahatchee River District
2500 Jupiter Park Drive
Jupiter, FL 33458-8965

Re: District's current insurance program

Dear Albrey:

For the past ten years I have been honored to be the Districts insurance broker for property and casualty insurance coverage. I have worked with public entities for the past 34 years and have been with PRIA for twelve years. PRIA, an independent insurance agency, was formed in 1992 and represents over 250 Florida public entities, including the State of Florida, 69 cities, 21 counties, 7 public school districts and over 130 special districts.

Nationally our parent company, Brown & Brown, insures over \$175 Billion in total insurable values for public entities and places more property insurance in Florida than any other broker. Our sheer volume of business gives PRIA broad access to many public entity insurance companies in Florida, with our primary market being Preferred Governmental Insurance Trust (PGIT), your current carrier.

Occasionally I am asked by a client if they should go out to bid. My response is to look at your governing documents which may give a timetable for the bid process. Many of our clients rely on us to know the market and let us offer a renewal each year with the knowledge we have on our competitor's rates and coverage.

I have worked with many of my clients for over 20 years and strive each year to give them the best combination of coverage and premium. Local Preferred clients include the Town of Jupiter, South Indian River WCD, Northern Palm Beach County Improvement District, Lake Worth Drainage District, City of Lake Worth, City of Atlantis, Palm Beach County Housing Authority, and the Town of South Palm Beach.

There are currently two primary markets for public entities in Florida; Preferred and the Florida Municipal Insurance Trust (FMIT). We regularly compete with FMIT each year in public bids and retain our current clients while writing new ones each year. Probably more the 60% of our business came from clients previously insured with FMIT. This competition gives us reliable benchmarking data concerning rates. We use this benchmarking data to be sure our client's property, liability and workers compensation programs maintains the most competitive premiums and coverage every year. The Town of Jupiter has been a PRIA customer for over 20 years and we have competed in four bid processes. We have won each bid using Preferred. The City of Lake Worth has been a client for 9 years and we have been successful in two bid processes with Preferred. FMIT also responded to all these bids.

PRIA is an independent broker with access to the national insurance marketplace. (FMIT only provides quotes from FMIT) Each renewal cycle we look at alternative markets for your renewal in addition to the Preferred package to ensure the District receives competitive pricing in such areas as property, public

Loxahatchee River District
Page two.

officials E&O and pollution coverage. I have benchmarked your property rate with other clients mentioned above as your property premium is the largest portion of your overall premium. Your current rate of \$.37/\$100 of coverage is 11% lower than the next lowest entity, the Town of Jupiter. The average rate for the tri-county area for all public entities is approx. \$.50/\$100, therefore we have negotiated your current rate well below market average.

Our service to the district goes beyond just placing coverage. We work with your Sr. Loss Control consultant to ensure you are receiving important job and safety awareness training to keep your property, employees, and residents safe. Risk control and transfer services include:

- Contract Review – We are available to review contracts for proper insurance language and compliance.
- Claims Advocacy - We work closely with claims handling to ensure prompt handling and closure.
- Property Appraisals – Preferred has provided 2 property appraisals in 2010 and 2013 and you are in the queue for another appraisal within the next 2 years. This valuable service is provided free of charge
- TIPS – Preferred offers a \$5,000 matching grant annually for safety related improvements.
- Pre-Termination Legal Counseling – Pre-termination counseling is available for up to \$5,000 per year.

We and Preferred offer improvements in coverage annually and we feel it is the most comprehensive coverage available, including:

- No audit for General Liability and Automobile coverage
- New buildings coming online after renewal are included with no premium charge
- General Liability and Auto Liability deductibles only apply to a judgement. No deductible for defense costs.
- All property within 1,000' of a covered location is covered such as lighting, signage, and fencing.

Based on our success in the bid process many of our clients utilize piggy-back contracts to continue their relationship with PRIA. Ultimately the decision is yours whether to issue an RFP or continue with the current program. I would allow four months prior to renewal to start the process if you do decide.

Regards,



Brian Cottrell, CIC CRM
VP, Public Risk Advisor

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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: March 12, 2019

SUBJECT: Lateral Lining Services in the Penn Park Area: Contract Award

As part of the District's rehabilitation and replacement program we routinely use lining services which install a structural pipe liner within the service lateral with a structural and water tight connection to the main. This contract will allow for these lining services in the Penn Park area. This is a budgeted item in the FY2019 budget in the amount of \$460,000. The quote for this work is \$545,150.00, a difference of \$85,150.00. This difference is due to an error in the unit price figure and a missed scope item used in the estimating process during the last budget planning season. Reviewing previous projects and other contracts, we feel the pricing as proposed is fair and reasonable.

We recommend that the District "piggy-back" on a bid and contract awarded by Manatee County to BLD Services, LLC. (Bid 16-1327BLS) to perform this work in accordance with their quote dated March 6, 2019.

The following motion is offered for the Governing Board's consideration:

"THAT THE DISTRICT GOVERNING BOARD authorize the "piggyback" of Manatee County Contract Bid 16-1327BLS with BLD Services, Inc. for service lateral rehabilitation services in the amount of \$545,150.00 contingent on Manatee County's approval of the May 12, 2019 through May 11, 2020 extension."

and

"THAT THE DISTRICT GOVERNING BOARD authorize an additional contingency amount of \$25,000.00."

Should you have any questions or wish to discuss further, please contact me.

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

Dr. Matt H. Rostock
Chairman

Harvey M. Silverman
Board Member

James D. Snyder
Board Member



March 6, 2019

Proposal# BLD-190603

Joe Jesteadt
Construction Coordinator
Loxahatchee River District
2500 Jupiter Park Dr
Jupiter, FL 33458

RE: Proposal for installation of Full-Wrap Service Connection Seal + lateral liner in Penn Park.

BLD Services, LLC proposes to furnish all necessary materials, labor, tools, equipment, supplies and the supervision necessary to perform the work outlined in the DESCRIPTION and the SCOPE OF WORK with the exception of those items that have been specifically addressed in this proposal. Pricing terms and conditions from the existing Manatee County Contact.

Scope of Work: This work shall be performed in conjunction with the “**PRICING SCHEDULE**” and “**TERMS & CONDITIONS**” as outlined within this proposal

Item #	Description	Unit Price	Total
Item #5(167)	Trenchless Lateral Cleaning up to 30'	\$ 325.00 EA	\$ 54,275.00
Item #7(167)	Full Wrap at Main + 36" up to 25'	\$2,925.00 EA	\$488,475.00
Item #18 (4)	Flagman per day (Each)	\$ 600.00 EA	\$ 2,400.00
Total			\$545,150.00

Proposal Inclusions:

- Certificate of Insurance with standard coverage
- Post-Installation video of scheduled repairs and mainlines

Proposal Exclusions:

- Premiums for special insurance coverage requirements
- Reinstatement / re-brushing of service connections
- Clean-Out installation

Special Conditions:

- General Contractor will be required to provide access to all manholes
- General Contract will be required to provide post videos of CIPP lining prior to mobilization for lateral identification
- General Contractor provide all traffic control devices and permits beyond typical traffic cones and signs carried by crew
- General Contractor will provide water meter if water requires metering at no cost for deposit or water to BLD

Proposal Terms:

- Payment due within 30 days of completion of BLD's portion of the project
- Partial monthly payments may be requested
- Proposal valid for 60 days

Mutual Release of Consequential Damages:

Neither party shall be liable to the other for consequential damages relating to or arising out of this Contract.

We appreciate the opportunity of submitting this proposal. If you have any questions, please do not hesitate to contact me.

Sincerely,



Gordon Marshall
Business Development
gordon@bdllic.net



October 10, 2018

Kris Dean, P.E.
Director of Engineering
Loxahatchee River Water District
2500 Jupiter Park Dr
Jupiter, FL 33458

RE: Piggy-back of Manatee County Contract IFB 16-1327BLS with BLD Services, LLC.

Kris;

On behalf of Jacob Trapani, Vice President BLD Services, LLC is pleased to offer Loxahatchee River Water District with our existing contract with Manatee County, Florida for sanitary sewer lateral lining. All terms conditions and pricing in the contract shall apply to both parties.

BLD Services, LLC looks forward to working with Loxahatchee River Water District.

Respectfully,

A handwritten signature in black ink that reads "Gordon Marshall".

Gordon Marshall
Business Development

Cc: Jacob Trapani – Vice-President
Cc: Mark Dalmau – Project Manager - Florida

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

MEMORANDUM

TO: GOVERNING BOARD
FROM: D. ALBREY ARRINGTON, Ph.D.
DATE: MARCH 14, 2019
SUBJECT: RULE 31-10 RATES, FEES, & CHARGES – RATE STUDY

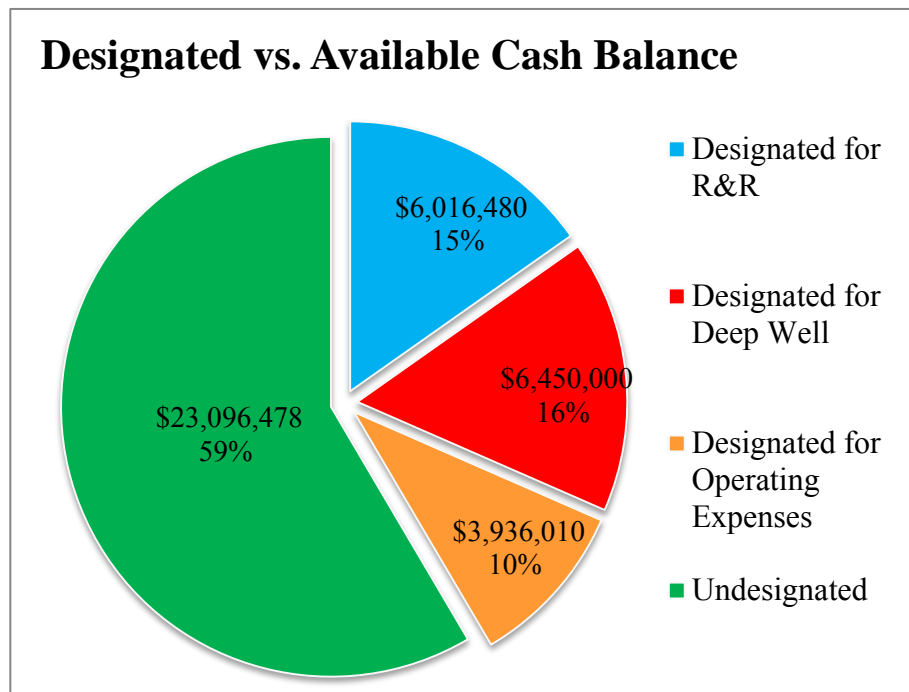
This is the time of year we set our annual rate increases. Through the Rate Study process, LRD staff look to the future anticipating significant projects and costs and project the rate structure needed to balance our financial position. Throughout this process we understand your desire to achieve operational excellence (e.g., system reliability, satisfied customers, strong employee morale) while maintaining a reasonable rate structure.

Last month we discussed Rate Study projects and our very strong current financial position. This month Kara's memorandum shows our cash and investments total nearly \$39,500,000. These funds are designated for various significant anticipated expenses (see chart at right) leaving an undesignated balance of over \$23,000,000.

Given the efficiencies staff have achieved and the cost-effective approach we have taken on our largest projects, I submit to you that we can once again refrain from a rate increase if you so desire. Last year the Board left our rates unchanged (0% increase for 2018) and set annual rate increases of 2% from 2019 through 2021 and a 3% increase for 2022. I am pleased to report that you can delay planned rate increases for another year while continuing to have funds available and adequate rate structure in place to afford the day-to-day operations of the District as well as implementing the significant projects we have planned.

As part of our annual Rate Study, we also systematically review LRD Chapter 31-10 for any needed revisions. This year, we propose the following revisions:

1. Section 31-10.001(9) we have added a sentence clarifying connection fees will not be reimbursed for a property not connected to the sewer system within 1 year of the system being deemed available.
2. Section 31-10.001(20) we have added a definition that clarifies the District will establish 1 account per parcel.



3. Section 31-10.005(2) we have delayed projected rate increases by 1 year.
4. Section 31-10.005(5) we have revised how sub-regional line charges are adjusted. We removed the Construction Cost Index and added the 10-Year Treasury Rate as more relevant index to proposed cost increases in these charges.
5. Section 31-10.005(5b) we have added the Inlet Village Subregional Line Charge as discussed under Tab 6H.
6. Section 31-10.007(1) we have added “(e.g., new owner(s) or new tenants(s))” to clarify a tenant relationship change.
7. Section 31-10.007(1) we have delayed projected rate increases by 1 year.
8. Section 31-10.007(2) we have added a section defining and describing our existing ‘cut and cap’ policy. Previously, this policy existed within Engineering. Now, this policy is clearly documented in this Board-approved rule.
9. 31-10.013(5) we have cleaned up language regarding our I.Q. Water rates. Note, we are not revising rates with these changes, rather we are clarifying what the rates are. Also, in addition to Retail and Wholesale I.Q. Water rates, we have clearly stated the “Nano I.Q. Rate” – this is the rate paid by I.Q. Water customers that are dependent upon the Town of Jupiter’s nanofiltration concentrate making sufficient I.Q. Water capacity available for their use.

Your staff takes pride in providing excellent service and value to our rate payers. We understand your desire to operate as efficiently as possible, but we also recognize the expectation to provide award-winning service. As discussed last month, we have major projects that are ongoing or planned that provide a systematic effort to rehabilitate and/or improve our assets. I commit to you that delaying a rate increase for another year will not impair our ability to proactively operate and rehabilitate our assets nor will it jeopardize our sound financial position.

Therefore, I offer the following motion for your consideration:

“THAT THE DISTRICT GOVERNING BOARD approve the revised Rule Chapter 31-10 as presented, including the following rate increases for Plan Connection Charges, Regional Transmission System Line Charges, Administrative Charges, and Quarterly Service Charges for Sewer Service:

**April 1, 2019 – 0% rate increase,
April 1, 2020 – 2% rate increase,
April 1, 2021 – 2% rate increase,
April 1, 2022 – 2% rate increase,
April 1, 2023 – 3% rate increase;**

and including establishment of the Inlet Village Subregional Line Charge for Inlet Village Subregional Collection Facilities with a rate of \$2,109.88 per equivalent connection. The effective date shall be April 1, 2019.”

Nonetheless, should you feel there is a need to adjust rates, even incrementally, I would offer the following motions that delay increases in our quarterly charges for sewer service but raise our connection fees by 2% - as anticipated last year: (see next page)

“THAT THE DISTRICT GOVERNING BOARD approve the revised Rule Chapter 31-10 as presented, including the following rate increases for Quarterly Service Charges for Sewer Service:

**April 1, 2019 – 0% rate increase,
April 1, 2020 – 2% rate increase,
April 1, 2021 – 2% rate increase,
April 1, 2022 – 2% rate increase,
April 1, 2023 – 3% rate increase;**

including the following rate increases for Plant Connection Charges, Regional Transmission System Line Charges, Administrative Charges, and Quarterly Service Charges for Sewer Service:

**April 1, 2019 – 2% rate increase,
April 1, 2020 – 2% rate increase,
April 1, 2021 – 2% rate increase,
April 1, 2022 – 3% rate increase,
April 1, 2023 – 3% rate increase;**

and including establishment of the Inlet Village Subregional Line Charge for Inlet Village Subregional Collection Facilities with a rate of \$2,109.88 per equivalent connection. The effective date shall be April 1, 2019.”

I look forward to discussing this with you in person.

RULES
OF THE
LOXAHATCHEE RIVER
ENVIRONMENTAL CONTROL DISTRICT
CHAPTER 31-10
SCHEDULE OF RATES, FEES AND CHARGES
FOR THE USERS OF THE REGIONAL WASTEWATER SYSTEM

31-10.001	Definitions.
31-10.002	Residential Equivalent Connections.
31-10.003	Non-Residential Equivalent Connections.
31-10.004	Application for Sewer Service.
31-10.005	Plant Connection Charges, Regional Transmission System Line Charges, Administrative Charges, and Subregional Line Charges for Residential and Non-Residential Units.
31-10.006	Special Assessments
31-10.007	Quarterly Service Charges for Sewer Service.
31-10.008	Determination of Equivalent Connections.
31-10.009	Responsibility for Payment and Enforcement of Collections.
31-10.010	Payment of Certain Rates, Fees and Charges; Developer Agreement.
31-10.011	Connection to Sewer Required.
31-10.012	Exceptions to the Payment of Connection Charges.
31-10.013	Irrigation Quality Water User; Rates, Fees and Charges for Irrigation Quality Water Services; Irrigation Quality Water Agreements.
31-10.014	Low Pressure Pump Unit Delivery Procedures & Delivery Charge.

31-10.001 Definitions.

(1) Equivalent Connections – The term “equivalent connections” shall be a multiple factor determined by the amount of toilets (water closets) per individual residential and non-residential unit, the estimated public usage or average flow of wastewater per day, or a combination of the above which may be connected with or used by each parcel of land which may be connected with or used by the regional wastewater system of the District, as more particularly set forth in Sections 31-10.002 and 31-10.003 herein.

(2) Residential Unit – Residential Unit shall consist of a residential living unit or structure directly or indirectly connected to the regional wastewater system of the District including but not limited to single family dwelling, detached guest house with toilet, detached living structure with toilet and kitchen sink, and each separate living unit of duplexes, apartment houses, townhouses, condominiums and cooperative apartments.

(3) Non-residential Unit – Non-residential unit shall consist of a non-residential building or structure connected to the regional wastewater system of the District including, but not limited to, hotels, motels and boarding houses, wholesale and retail businesses, professional offices, schools, warehouses (including each individual bay) and without limitation all other buildings and structures of a commercial, public or quasi-public nature. Where appropriate, multiple buildings may be considered as a single Non-residential unit as determined by the District.

(4) Regional Wastewater System – The term “Regional Wastewater System” means any plant, facility or property; and additional extensions, and improvements thereto at any future time constructed or acquired as part thereof, useful or necessary, or having the capacity for future use in connection with the collection, transmission, treatment, purification or disposal of sewage of any nature or originating from any source, including industrial wastes resulting from any processes of industry, manufacture, trade or business, or from the development of any natural

resources; and without limiting the generality of the foregoing definition, shall include treatment plants, pumping stations, lift stations, valves, force mains, intercepting sewers, laterals, pressure lines, mains and all necessary appurtenances and equipment; all sewer mains and laterals for the reception and collection of sewage from premises connected therewith; and shall include all real and personal property and any interest therein, rights, easements and franchises of any nature whatsoever relating to any such sewer system and necessary or convenient for the operation thereof, of the District.

(5) Transmission System Master Plan – Report on “Wastewater Collection System Master Plan” for the District dated February 1981 or the latest updated version of the report approved by the Governing Board of the District. The report contains maps and describes those transmission mains, pump stations, lift stations, gravity collectors and interceptors, which constitute the facilities of the regional transmission system.

(6) Regional Transmission Facility – Regional transmission facilities consist of transmission lines, force mains, gravity interceptors, lift stations or pump stations which collect wastewater from two or more sub-regions and transport the wastewater to the District treatment plant. The regional transmission facilities size and location are described in the latest transmission master plan or amendments to the regional transmission master plan.

(7) Subregional Collection Facilities – Consist of neighborhood gravity collection lines, collection man holes, force mains, lift stations and pump stations intended primarily to collect and transport wastewater from the subregional system to the regional transmission facility.

(8) Capital Cost – Capital cost of regional transmission facilities shall consist of construction cost plus an allowance for associated cost. Construction costs include, but are not limited to, the cost of installation of pipelines, special fittings, valves, pumps, appurtenances and the cost of acquiring permanent and construction right-of-ways and easements. Allowances for

associated costs include engineering services, legal, fiscal, contingencies and administrative cost. In no event will the allowance for associated cost exceed 25 percent of the construction cost.

(9) Plant Connection Charge – The Plant Connection Charge shall be defined as the charge which shall be paid for each equivalent connection, prior to connecting to the regional wastewater system of the District, and credit for which shall run with and be appurtenant to the land. The Plant Connection Charge shall be due and payable prior to the time connection is made to the system. Credit for the Plant Connection Charge, once paid is not transferable except upon approval of the District upon such terms as the District may make. In no case shall Plant Connection Charge be refunded for a Residential or Non-residential Unit not connected within one year of sewer being declared available. Plant Connection Charges are determined as set forth hereafter in this rule and may be changed from time to time in accordance with the law

(10) Regional Transmission System Line Charge – The District shall collect from each user that directly or indirectly physically connects to the District's regional wastewater system from and after the effective date hereof, and from those owners of property that have made a direct or indirect physical connection to any such regional wastewater system facility prior to the effective date of this rule and who have agreed to pay a Regional Transmission System Line Charge when same is adopted. Regional Transmission System Line Charges are determined as set forth hereafter in this rule and may be changed from time to time in accordance with the law.

(11) Administrative Charge – The Administrative Charge shall be defined as the charge to offset administrative, legal, engineering, and inspection expenses associated with new development and which shall be paid for each equivalent connection prior to signing a Standard Developer Agreement or prior to connecting to the District's regional wastewater system, whichever comes first. Administrative Charges are determined as set forth hereafter in this rule, are not refundable, and may be changed from time to time in accordance with the law.

(12) Available Sewer System of the District – For purposes of this rule, a District sewer system shall be considered “available” to an owner whenever a District sub-regional collection line or other point of District sewerage collection shall be 100 feet (100’) or less away from owner’s property line as measured from said property line to the point of sewerage collection without crossing the private property of another than owner, and in accordance with District Rule 31-3.003(3) and Florida Statutes 381.0065(2)(a) when the Florida Department of Health releases the system for service, which is the date of actual “Availability”.

(13) District – The term “District” shall apply to the Loxahatchee River Environmental Control District, a separate local agency of government created by a special act of legislation, Chapter 71-822, Laws of Florida, as amended.

(14) Reserve Service Availability – The term “Reserve Service Availability” shall be defined as the right of an owner to receive sewer service in the regional wastewater system of the District upon reasonable demand.

(15) Quarterly Service Charge – The term “Quarterly Service Charge” shall be defined as the periodic charge which shall be paid for each equivalent connection commencing when the equivalent connection is connected to the Regional Wastewater System of the District, or within one year of the time the connection is available, whichever occurs first, and shall be billed in advance. Quarterly Service Charges are determined as set forth hereafter in this rule and may be changed from time to time in accordance with the law.

(16) Quarterly Service Availability Standby Charge – The term “Quarterly Service Availability Standby Charge” shall be defined as the periodic charge which shall be paid for each equivalent connection, commencing upon the signing of a Standard Developer Agreement, and shall be computed at the rate of 68% of the Quarterly Service Charge per equivalent connection as the latter may be changed from time to time in accordance with the law.

(17) Estoppel Fee – The Estoppel Fee shall be defined as the charge to offset administrative and legal expenses associated with providing information to parties requesting the status in writing for justifiable reliance purposes as to rates, fees and charges due to the District for a specific property. An Estoppel Fee is determined at \$25.00 per Estoppel letter provided by the District and may be changed from time to time in accordance with the law.

(18) Owner – An Owner shall be defined as the legal owner of a property served by the District. Where appropriate, the District may treat a Property Owners Association, Homeowners Association, Property Manager, or other legally authorized representative of the Owner as the Owner (e.g., regarding billing and other communications).

(19) Delinquent Quarterly Service Charge for Sewer Service – A Quarterly Service Charge for Sewer Service shall be delinquent if not paid during the service period.

(20) Account – The District shall establish an account for each property connected to the District’s sewer system. No more than one account will be established per unique Property Control Number (PCN) as established by either Martin County or Palm Beach County.

Specific Authority Chapter 71-822, Special Acts of Florida, 1971, as amended by Chapters 75-475, 76-431, 78-559 and 78-561, Laws of Florida. Law Implemented Chapter 71-822, Section 6(8) and (11), and Section 8; and Sections 6(9), (12) and (27) as amended by Chapter 76-429. History – New 12-9-76, Amended 9-26-78, 5-21-81, 3-15-2012, 3-20-2014, 3-19-2015, 6-18-2015, 3-17-2016, 3-21-2019. Formerly 31-10.01.

31-10.002 Residential Equivalent Connections

(1) Residential equivalent connections for the purpose of determining Plant Connection Charges, regional transmission system Line Charges, Administrative Charges, and Quarterly Service Charges and such other reasonably related purposes, shall be as follows:

- (a) One (1) toilet (water closet) equals 1.000 equivalent connections.
- (b) Two (2) toilets (water closets) equals 1.250 equivalent connections.
- (c) Three (3) toilets (water closets) equals 1.500 equivalent connections.
- (d) Four (4) or more toilets (water closets) equals 1.750 equivalent connections.

(2) Nurseries/Day Care Centers shall have residential equivalent connections for purposes of Plant Connection Charges, Regional Transmission System Line Charges, Administrative Charges, Quarterly Service Availability Standby Charges, and Quarterly Service Charges, and shall be based on the rate of 1.0 residential equivalent connection per 550 square feet of gross space.

(3) Live/Work Units (as such zoning designation is approved, determined and defined by the local zoning authority) shall have residential equivalent connections for purposes of Plant Connection Charges, Regional Transmission System Line Charges, Administrative Charges, Quarterly Service Availability Standby Charges, and Quarterly Service Charges based upon two components: (i) The Residential (“Live”) component based upon the number of toilets in the entire Live/Work Unit shall have the number of equivalent connections as set forth in subsection (1) above plus (ii) the Limited Non-Residential (“Limited Work Unit”), defined as the uses total gross floor area does not exceed 500 square feet, component shall be deemed to be an additional .50 equivalent connections, or (iii) the Standard Non-Residential (“Standard Work Unit”), defined as the uses total gross floor area exceeds 500 square feet, component shall be deemed to be an additional 1.0 equivalent connections.

TYPE OF USE	EQUIVALENT CONNECTIONS
Residential Unit with 1 toilet	1.0
Residential Unit with 2 toilets	1.25
Residential Unit with 3 toilets	1.50
Residential Unit with 4 or more toilets	1.75
Nurseries/Day Care	1.0/550 square feet
Limited Live/Work Unit (500 sq. ft. or less of work use) as designated by zoning authority	0.5/unit
Standard Live/Work Unit (more than 500 sq. ft. of work use) as designated by zoning authority	1.0/unit

Specific Authority Chapter 2002-358, Laws of Florida, Law Implemented Chapter 2002-358, Laws of Florida , Sections 6(8) and (11), and Section 8; and Sections 6(9), (12) and (27). History- New 12-9-76, Amended 9-26-78, 5-21-81, 6-30-85, 11-1-98, Formerly 31-10.02. Amended 3-17-2005, 3-16-2006, 3-15-2012, 3-20-2014, 6-18-2015.

31-10.003 Non-Residential Equivalent Connections.

(1) For the purpose of determining Plant Connection Charges, Regional Transmission System Line Charges, Administrative Charges, Quarterly Service Availability Standby Charges, Quarterly Service Charges and such other reasonably related purposes, equivalent connections for non-residential units shall consist of the highest number of equivalent connections reflected in subsections (a) and (b) below or in accordance with calculations derived from use of subsection (c) below (if applicable), or if (a), (b) or (c) are not applicable as determined by the Governing Board, then by (d) below:

- (a) A minimum of one (1) equivalent connection per non-residential unit, as defined herein; or
- (b) One (1) equivalent connection per toilet (water closet); or
- (c) Equivalent connections in accordance with the following non-residential businesses, occupations and uses, based upon the maximum occupancy per fire code design where applicable:

TYPE OF USE	EQUIVALENT CONNECTIONS
Tavern (Bar)	.04/seat
Restaurant (regular)	.06/seat
Restaurant (24 hours)	.10/seat
Trailer Park and Mobile Home Park	1/space
Hotel/Motel (no Bar or Restaurant)	1.0/unit + 1.0 per common area and/or employee toilet Bar/Restaurant calculated separately
Hospital	.80/bed + 1.0 per common area and/or employee toilet

Nursing/Rest Home	.40/bed + 1.0 per common area and/or employee toilet
Assisted Living Facility / Adult Congregate Living Facility	.575/bed + 1.0 per common area and/or employee toilet
High School and Middle School	.08/pupil
Elementary School and Pre-School	.06/pupil
Office Buildings	.75/1000 sq. ft. (Gross Bldg. Area) or 1.0 per toilet whichever is greatest
Large Single Use Retail (>20,000 sq. ft.)	.50/1000 sq. ft. (Gross Bldg. Area) or 1.0 per toilet whichever is greatest
Laundromats	1.1/washing machine
Recreational Vehicle (RV) Park	0.75/Recreational Vehicle Space + 1.0 per common area and/or employee toilet
Swimming Pool Backwash Discharge	0.1/3,000 gallons
Elevator Sump	0.5/sump
Marina pump out station	1.0/pump out station
Public toilets in parks	1/toilet
Quasi-public toilets e.g., community recreation areas	1/toilet

or, (d) As may be designated by motion of the Governing Board of the District upon presentation of good and sufficient evidence to merit other specific determination.

Specific Authority Chapter 2002-358, Laws of Florida. Law Implemented Chapter 2002-358, Sections 6(8) and (11), and Section 8, and Sections 6(9), (12) and (27). History-New 12-9-76, Amended 6-25-78, 9-26-78, 5-21-81, 4-25-84, 6-30-85. Formerly 31-10.03. Amended 3-23-00, 3-17-05, 3-16-06, 03-18-10, 3-20-2014, 6-18-2015, 3-17-2016.

31-10.004 Application for Sewer Service.

An application for sewer service shall be made by the legal owner of the property (hereinafter referred to as the "Owner"). Before any Owner receives sewer service from the District, the Owner shall submit an application to the District on a form created by the District for such purpose. The application shall be submitted to the District's Customer Service Department. The Owner shall pay any outstanding and/or delinquent fees and charges owed to the District for the subject property as a condition of the Application for Sewer Service being complete.

The Fair and Accurate Credit Transaction Act of 2003 requires that the District obtain positive identification from Owner requesting utility service. Therefore, all new Owners shall submit an application for sewer service in person and provide proper personal identification and proof of ownership of the property at which sewer service is desired. The District may accept telephone or electronic orders for utility service from existing customers (i.e., those Owners with an active District account) provided that the Owner provides the District proper personal identification (driver's license number or state identification card number) that matches the previous information in the Owner's record and proof of ownership of the property at which service is desired.

The receipt of an application by the District does not constitute a guarantee of sewer service.

Specific Authority Chapter 71-822, Special Acts of Florida, 1971, as amended. Law Implemented Chapter 71-822, Section 6(9) and (11). History - New 12-9-76. Repealed 12-12-78, Formerly 31-10.04. New 3-19-2015 as to Application for Sewer Service.

31-10.005 Plant Connection Charges, Regional Transmission System Line Charges and Subregional Line Charges for Residential and Non-Residential Units.

(1) Plant Connection Charges, Regional Transmission System Line Charges and Subregional Line Charges (where applicable) for Residential and Non-Residential units for the use of and the services and facilities to be furnished by the Regional Wastewater System of the District shall be paid by the owner of each lot or parcel of land which may be connected with or used by such system or systems of the District.

(2) Effective 1 April 1981, all residential and non-residential Plant Connection Charges and Regional Transmission System Line Charges shall be based on the schedules in effect at the time of service contractual commitment by the District as listed below:

PLANT CONNECTION CHARGES

~~1 April 2018 thru 31 March 2019 @ \$1,986 per E.C.~~

1 April 2019 thru 31 March 2020 - @ \$2,026 per E.C.

1 April 2020 thru 31 March 2021 - @ \$2,067 per E.C.

1 April 2021 thru 31 March 2022 - @ \$2,108 per E.C.

1 April 2022 thru 31 March 2023 - @ \$2,171 per E.C.

1 April 2023 thru 31 March 2024 - @ \$2,236 per E.C.

REGIONAL TRANSMISSION SYSTEM LINE CHARGES

~~1 April 2018 thru 31 March 2019 - @ \$658 per E.C.~~

1 April 2019 thru 31 March 2020 - @ \$671 per E.C.

1 April 2020 thru 31 March 2021 - @ \$684 per E.C.

1 April 2021 thru 31 March 2022 - @ \$698 per E.C.

1 April 2022 thru 31 March 2023 - @ \$719 per E.C.

1 April 2023 thru 31 March 2024 - @ \$741 per E.C.

ADMINISTRATIVE CHARGES

~~1 April 2018 thru 31 March 2019 - @ \$138.22 per E.C.~~

1 April 2019 thru 31 March 2020 - @ \$140.98 per E.C.

1 April 2020 thru 31 March 2021 - @ \$143.80 per E.C.

1 April 2021 thru 31 March 2022 - @ \$146.68 per E.C.

1 April 2022 thru 31 March 2023 - @ \$151.08 per E.C.

1 April 2023 thru 31 March 2024 - @ \$155.61 per E.C.

Said commitment of service shall not exceed those total capacity limitations as authorized for commitment by the Governing Board of the District. The full amount of the Regional Transmission System Line Charges and Administrative Charges shall be due and payable in cash

(or by contract to provide capital costs and to construct certain portions of the Regional Transmission System) at the time commitment of service is made.

(3) Notwithstanding Section 31-10.005 (2) above, effective 1 April 1995, those properties having (or which previously had) buildings or structures having certificates of occupancy prior to 1 April 1981, shall pay the full Plant Connection Charge established in Section 31-10.005(2) less a subsidy of Five Hundred (\$500.00) Dollars, provided they are paid for and connected to the Regional Sewer System within one year of the time that lines serving said property are formally declared available by the Governing Board of the District. Notwithstanding Section 31-10.005 (2) above, the Plant Connection Charge for those buildings or structures having certificates of occupancy prior to notice of sewer availability, can be financed using the District's Installment Agreement method of collection over three (3) years at 8.0% interest, with no prepayment penalty. Should any structure or building not be paid for or financed using the District's Installment Agreement and connected to the District's system within one year of the time that the line serving said property is formally declared available by the District's Governing Board, it will at the time of connection pay full Plant Connection Charges, Regional Transmission System Line Charges, and Administrative Charges as are applicable to new construction at time that connection is made regardless of the date of certificate of occupancy.

(4) Those buildings or structures with existing contracts for service with the District as of the effective date hereof shall pay Plant Connection Charges and, where applicable Regional Transmission System Line Charges and Administrative Charges of the amounts indicated in those contracts that are to be paid for capital improvement charges, and such Plant Connection Charges and, where applicable Regional Transmission System Line Charges and Administrative Charges shall not be subject to increase.

(5) Subregional Line Charges. The District may, based on environmental public welfare, engineering and/or financial considerations, construct and extend Subregional

Collection Facilities to Existing Residential and/or non-residential properties. The District shall collect the costs of extending the Subregional Collection Facilities through the apportionment of the Costs to each of the benefited properties. Such charges shall be payable commencing when the equivalent connection is connected to the Regional Wastewater System of the District, or within one year of the time the connection is available, whichever occurs first. All sub-regional line charges shall be adjusted each April 1st based on the 10-Year Treasury Rate published by the US Department of Treasury on February 1st.

(5)(a) Western Indiantown Road Subregional Collection Facilities: Subregional Transmission System Line Charges for the Western Indiantown Road Subregional Collection Facilities shall be ~~based on the schedules in effect at the time of service contractual commitment by the District as listed below:~~

~~SUBREGIONAL TRANSMISSION SYSTEM LINE CHARGES for Western Indiantown Road:~~

~~The rate of the District shall be \$1,763.68 per E.C. through March 31, 20192020. Commencing April 1, 2019 and thereafter, the Western Indiantown Road Subregional Line Charge shall increase based upon the annual increase in the Engineering News Record Construction Cost Index ("CCI") published in the March edition of each year.~~

~~Said e~~Commitment of service shall not exceed those total capacity limitations as authorized for commitment by the Governing Board of the District. The full amount of the Subregional Line Charges shall be due and payable ~~in cash (or by contract to provide capital costs and to construct certain portions of the Subregional Transmission System)~~ at the time commitment of service is made. Those buildings or structures having certificates of occupancy prior to January 20, 2012, the date this transmission system line was deemed available, may finance this Subregional

Line Charge over twenty (20) years at 6.875% interest, with no pre-payment penalty, to be collected by Non-Ad Valorem tax roll.

5(b) Inlet Village Subregional Line Charge for Inlet Village Subregional Collection Facilities. The rate of the Inlet Village Subregional Line Charge shall be \$2,109.88 per equivalent connection (E.C.) through March 31, 2020. Commitment of service shall not exceed those total capacity limitations as authorized for commitment by the Governing Board of the District. The full amount of the Subregional Line Charges shall be due and payable at the time commitment of service is made, except those buildings or structures having certificates of occupancy prior to the date this transmission system line is deemed available, may finance this Subregional Line Charge over twenty (20) years at 6.875% interest, with no pre-payment penalty, to be collected by Non-Ad Valorem tax roll.

Specific Authority Chapter 71-822, Special Acts of Florida, 1971, as amended, and Florida Statutes 381.00655. Law Implemented Chapter 71-822, Section 6(8) and (11), and Section 8; and Sections 6(9), (12) and (27) as amended by Chapter 76-429. History - New 12-9-76, Amended, 9-26-78, 12-12-78, 5-21-81, 5-24-82, 4-24-83, 4-25-84, 6-30-85, Formerly 31-10.05. Amended 6-30-86, 5-4-87, 4-17-88, 5-3-89, 5-13-90, 5-7-92, 5-9-93, 5-9-94, 5-19-96, 7-14-97, 11-1-98, 6-22-99, 3-23-00, 3-15-01, 3-21-02, 3-20-03, 3-18-04, 3-17-05, 3-16-06, 3-15-07, 3-20-08, 3-19-09, 3-18-10, 3-17-11, 3-15-2012, 6-21-2012, 3-21-2013, 3-20-2014, 3-19-2015, 3-17-2016, 3-16-2017, 3-21-2019.

31-10.006 Special Assessments.

Special Assessments for residential and non-residential use of and the services and facilities to be furnished by the Regional Wastewater System of the District shall consist of those special assessments approved, set, and levied by the Governing Board of the District on the basis of the total cost to the District of construction, reconstruction, labor, materials, acquisition, property rights, surveys, design, engineering, legal, administration, operation, maintenance, and all other expenses necessary or incidental to completion of the specially assessed improvements, and are due and payable with interest at the time of transfer of the underlying real property for

consideration as an at-arms-length transaction, unless transferred to the real estate tax bill for the property as a continuing obligation of the property until paid in full.

Specific Authority Chapter 71-822, Special Acts of Florida, 1971, as amended, and Florida Statutes 381.00655. Law Implemented Chapter 71-822, Section 6(8) and (11), and Section 8; and Sections 6(9), (12) and (27) as amended by Chapter 76-429. History - New 12-9-76, Amended, 9-26-78, 12-12-78, 5-21-81, 5-24-82, 4-24-83, 4-25-84, 6-30-85, Formerly 31-10.05. Amended 6-30-86, 5-4-87, 4-17-88, 5-3-89, 5-13-90, 5-7-92, 5-9-93, 5-9-94, 5-19-96, 7-14-97, 11-1-98, 6-22-99, 3-23-00, 3-15-01, 3-21-02, 3-20-03, 3-18-04, 3-17-05, 3-16-06, 3-15-07, 3-20-08, 3-19-09, 3-18-10, 3-17-11. 3-15-2012.

31-10.007 Quarterly Service Charges for Sewer Service.

(1) Quarterly Service Charges shall be payable by the owner commencing when the equivalent connection is connected to the Regional Wastewater System of the District, or within one year of the time the connection is available, whichever occurs first, and shall be billed in advance. Notwithstanding any other provision of this section, an owner that has established a tenant as the bill recipient for the Quarterly Service Charge prior to April 1, 2015 may continue to have the established tenant listed as the bill recipient for the Quarterly Service Charge until such time as that tenant relationship changes (e.g., new owner(s) or new tenant(s)).

(a) The Quarterly Service Charge for Residential Units shall be:

For the period of 1 April 201~~98~~ thru 31 March 20~~20~~~~19~~ - \$54.60 per E.C.

For the period of 1 April 20~~20~~~~19~~ thru 31 March 202~~1~~~~0~~ - \$55.69 per E.C.

For the period of 1 April 202~~1~~~~0~~ thru 31 March 202~~2~~~~1~~ - \$56.81 per E.C.

For the period of 1 April 202~~2~~~~1~~ thru 31 March 202~~3~~~~2~~ - \$57.94 per E.C.

For the period of 1 April 202~~3~~~~2~~ thru 31 March 202~~3~~~~4~~ - \$59.68 per E.C.

(b) The Quarterly Service Charge for Non-residential Units shall be as follows:

For the period of 1 April 201~~98~~ thru 31 March 20~~20~~~~19~~ - \$6.23 per thousand gallons of metered Water usage;

For the period of 1 April 20~~20~~~~19~~ thru 31 March 202~~1~~~~0~~ - \$6.36 per thousand gallons of metered Water usage;

For the period of 1 April 202~~10~~¹² thru 31 March 202~~12~~¹³ - \$6.48 per thousand gallons of metered Water usage;

For the period of 1 April 202~~12~~¹³ thru 31 March 202~~13~~¹⁴ - \$6.61 per thousand gallons of metered Water usage;

For the period of 1 April 202~~13~~¹⁴ thru 31 March 202~~14~~¹⁵ - \$6.74 per thousand gallons of metered Water usage;

provided that the minimum Quarterly Service Charge for Non-residential Units shall be as follows:

For the period of 1 April 201~~89~~⁹⁰ thru 31 March 20~~2019~~²⁰ - \$74.72

For the period of 1 April 20~~2019~~²⁰ thru 31 March 202~~10~~¹¹ - \$76.21

For the period of 1 April 202~~10~~¹¹ thru 31 March 202~~21~~²² - \$77.73

For the period of 1 April 202~~21~~²² thru 31 March 202~~32~~³³ - \$79.29

For the period of 1 April 202~~32~~³³ thru 31 March 202~~43~~⁴⁴ - \$80.88

For Non-residential Units that do not have a metered water supply or that have not established a minimum of 1 month of water use history, and certain other uses (e.g., elevator sump; pool backwash; public toilets in parks; marina pump out station) the Quarterly Service Charge shall be a flat rate of:

For the period of 1 April 201~~98~~⁹⁹ thru 31 March 20~~2019~~²⁰ - \$74.72 per E.C.

For the period of 1 April 20~~2019~~²⁰ thru 31 March 202~~10~~¹¹ - \$76.21 per E.C.

For the period of 1 April 202~~10~~¹¹ thru 31 March 202~~21~~²² - \$77.73 per E.C.

For the period of 1 April 202~~21~~²² thru 31 March 202~~32~~³³ - \$79.29 per E.C.

For the period of 1 April 202~~23~~²⁴ thru 31 March 202~~43~~⁴⁴ - \$80.88 per E.C.

(2) Temporary Disconnection of Sewer Service – The District may temporarily suspend quarterly sewer service charges under certain defined circumstances and at the District’s

sole discretion. If temporarily suspended, quarterly sewer service charges will cease on the first day of the quarter following verification and approval by the District. Quarterly sewer service charges will resume on the first day of the quarter following reconnection to the sewer (e.g., upon receipt of a Certificate of Occupancy). Failure to notify the District of reconnection to the sewer system will result in the District back-billing quarterly sewer service charges to the date reconnection to the sewer was made. Circumstances warranting suspension of quarterly sewer service charges of an existing Residential Unit or Non-residential Unit connected to the District's sewer system include:

(a) sewer disconnection in coordination with the District's Engineering Department and according to District standards, or

(b) proof of designation as uninhabitable by a municipal authority (e.g., fire official, building official).

(3) The Quarterly Service Availability Standby Charge shall be due and payable for each equivalent connection reserving service availability, commencing upon the reserving of service availability and shall continue to be owing for each quarter and paid promptly upon billing in the manner as provided for the Quarterly Service Charge thereafter until payment of the Plant Connection Charge. The amount of the Quarterly Service Availability Standby Charge shall be 68% of the Quarterly Service Charge which is set based upon the fixed expenses incurred by the District in operating the plant and the Regional Wastewater System excluding the variable costs related to the amount of sewerage processed.

- (a) A prepayment of twelve (12) months Service Availability Standby Charges will be required commencing upon the reserving of service availability in addition to the Quarterly Service Availability Standby Charge which shall be prepaid quarterly.

- (b) At the time Plant Connection Charges become due and payable ten and one half (10.5) months of the twelve (12) months of prepaid Service Availability Standby Charges shall be credited to the Plant Connection Charges.

Specific Authority Chapter 71-822, Special Acts of Florida, 1971, as amended and Florida Statutes 381.00655. Law Implemented Chapter 71-822, Section 6(8) and (11), and Section 8; and Sections 6(9), (12) and (27) as amended by Chapter 76-429. History - New 12-9-76, Amended 6-25-78, 9-26-78, 12-12-78, 11-28-79, 5-21-81, 5-24-82, 10-12-82, 4-24-83, 5-24-84, 6-30-85, Formerly 31-10.07. Amended, 6-30-86, 5-4-87, 4-17-88, 5-3-89, 5-13-90, 5-12-91, 5-7-92, 5-10-93, 5-7-94, 5-7-95, 5-19-96, 7-14-97, 11-1-98, 6-22-99, 3-23-00, 3-15-01, 3-21-02, 3-20-03, 3-18-04, 3-17-05, 3-16-06, 3-15-07, 3-20-08, 3-19-09, 3-18-10, 3-17-11, 3-15-2012, 3-21-2013, 3-20-2014, 3-19-2015, 6-18-2015, 3-17-2016, 3-16-2017, 3-21-2019.

31-10.008 Determination of Equivalent Connections.

Each owner of each lot or parcel of land which may be connected to the regional wastewater system of the District shall first determine the amount of equivalent connections to the owner's lot or parcel of land and produce proof of the same to the satisfaction of the District. Failure to produce proof to the District shall result in a determination by the District that the owner of each residential lot or parcel which may be connected to the regional wastewater system shall be charged the rates, fees and charges of the District based upon 1.75 equivalent connections, and the owner of each non-residential lot or parcel which may be connected to the regional wastewater system shall be charged the maximum rates, fees and charges of the District based upon the best information practically available to the District as determined by the District.

Specific Authority Chapter 71-822, Special Acts of Florida, 1971, as amended. Law Implemented Chapter 71-822, Section 6(8) and (11), and Section 8; Sections 6(9), (12) and (27) as amended by Chapter 76-429. History - New 12-9-76. Amended 9-26-78, Formerly 31-10.08, Amended 3-15-2012, 3-19-2015.

31-10.009 Responsibility for Payment and Enforcement of Collections and Foreclosure of Liens.

(1) **Responsibility.** The District shall hold the owner of the property being served with sewage service primarily responsible for all charges for sewage service to the property, without regard to the fact that a tenant, licensee, customer or other party was actually utilizing the sewage service and may be paying for same directly to the District.

(2) **Payment.** All payments to the District shall be made using U.S. funds (dollars). Payment may be made in cash, check, electronic check, money order, electronic bill pay, direct debit, debit card (Master Card or Visa) or credit card (Discover, Master Card or Visa). All checks shall be in such form as will comply with the standards for cash items adopted by the Federal Reserve System to facilitate the sorting, routing, and mechanized processing of such items. Beginning July 1, 2016 payment made using debit card or credit card is limited to a maximum of \$5,000.00 per account per month.

(3) **Delinquent Quarterly Service Charge for Sewer Service.** Quarterly Service Charge for Sewer Service shall be delinquent if not paid during the service period. Effective the service period beginning July 1, 2016 a delinquent fee equal to 10% of the delinquent Quarterly Service Charge for Sewer Service will be applied to accounts with a delinquent balance of \$20.00 or more.

(4) **Default.** In the event any fees, rates or charges for sewage service are not paid when due and are unpaid for at least thirty (30) days and the property owner shall be deemed in default, the District may seek recovery from the property owner through any or all available legal remedies.

(5) **Acceptance.** By acceptance of sewage service from the District, all of the property owners shall be jointly and severally liable to the District for all charges, rates and fees incurred.

(6) **Enforcement.** When the fees, rates, or charges for the services and facilities of any system are not paid when due and are in default as set forth above, the District shall provide written notice to the property owner that the District may discontinue and shut-off the supply of the services and facilities for said system, to the property, until such fees, rates or charges, including interest at 12% per annum, penalties and charges for the shutting off and discontinuance or the restoration of such services or facilities are fully paid. If the fees or charges remain unpaid

for thirty (30) days after being due, such delinquent fees, rates or charges shall bear interest at the rate of 12% per annum computed from the date when originally due, until paid and the District may discontinue the supply of service and facilities to the property. Such delinquent fees, or charges, together with legal interest, penalties and charges for the shutting off and discontinuance or the restoration of such services or facilities and all other costs and other expenses, including court costs and reasonable attorney's fees, shall be recovered by the District in a court of competent jurisdiction.

(7) **Foreclosure of Liens.** The District shall have a lien on all lands and premises served by it for all charges, until paid, for services provided to such lands or premises by the District, or connection fees associated therewith, which lien shall be prior to all other liens, except that such lien shall be on parity with the lien of state, county, and municipal taxes, and any lien for charges for services created pursuant to Section 159.17, Florida Statutes. Such lien shall be perfected by the District by recording in the official records of the county in which the lands or premises are located a claim of lien in form substantially as provided in Section 713.08, Florida Statutes. A copy of the claim of lien shall be served as provided in Section 713.18, Florida Statutes, within ten (10) days after the claim of lien is recorded. If 30 days after service has been made liens created under this section remain delinquent, such liens may be foreclosed by the District in the manner provided by the laws of Florida for the foreclosure of mortgages on real property, and the District shall be entitled to 12% interest per annum and attorney's fees and other court costs.

(8) **No Service Free.** No sewage disposal service shall be furnished or rendered free of charge to any person, firm, corporation, agency or organization whatsoever, and the District and each and every person, firm, corporation, agency or organization which uses or is required to use such service shall pay therefore at the rates fixed by the Governing Board of the District.

(9) **Administrative Credits.** The Executive Director, or his designee, may authorize a credit or refund to an account in certain situations, including billing errors, clerical errors, excessive payments by the customer, meter adjustments, and application of grant funds. In each case, the affected customer must provide a signed, written request for refund that quantifies the requested refund, documents the justification for the refund, and states whether the refund should be provided as a credit to their account (default) or as a refund check. In no circumstance shall such credit or refund exceed \$10,000 without prior authorization of the Governing Board.

Specific Authority Chapter 71-822, Special Acts of Florida, 1971, as amended. Law Implemented Chapter 71-822, Section 6(8) and (11), and Section 8; Sections 6(9), (12), (19) and (27) as amended by Chapter 76-429. History - New 12-9-76. Formerly 31-3.16, 31-3.18 & 31- 10.09. Rules 31-3.016 & 31-3.018 moved, consolidated and renumbered 31-10.009(4), (5) & (6) by amendment on 6-15-2000. Amended 9-26-78, 10-11-80, 3-23-00, 6-15-00, 3-15-2012, 3-19-2015, 3-17-2016.

31-10.010 Payment of Certain Rates, Fees and Charges; Developer Agreement.

(1) All persons, firms and corporations (hereinafter called “Applicant”) desiring to reserve service availability of 10 E.C.s or more in the regional wastewater system of the District where said system is available as defined herein, or is proposed to be available as determined by the District, prior to receiving District approval, shall sign a developer agreement and pay the charges and fees as specified therein. An Applicant for service requiring less than 10 E.C.s shall execute an Application for Service appropriate to the use, and shall pay all Connection Charges at the time of Application. These further requirements shall be met for all developer agreements:

- (a) Plans and specifications shall clearly indicate sufficient detail to calculate the number of equivalent connections contemplated on the lot or parcel of land.
- (b) The applicant shall enter into a “Standard Developer Agreement” with the District, form LRECD -102 dated 11/17/2011 incorporated herein by reference, the form of which may be obtained without cost from the District office, providing for the following matters:

1. The reservation of the agreed service availability in the regional wastewater system on the subject property in terms of equivalent connections.
2. Payment of fees as required to reserve sewer service availability and specified in the Standard Developer Agreement.
3. Construction of off-site facilities under certain conditions.
4. Dedication of the defined sewerage facilities to the District.
5. Describing the reservation of service availability in terms of the equivalent connections as non-assignable, non-transferable, and running with the land, and describing exceptions.
6. Requiring payment of a Quarterly Service Availability Standby Charge and prepayment of twelve (12) months thereof.
7. Describing payment and obligations and providing for recovery of costs and attorney's fees.
8. Subject the owner to the rates, fees and charges of the District as established from time to time but fixing the rate for the Regional Transmission System Line Charge, Administrative Charge, and Plant Connection Charge.

(2) All persons, firms, and corporations (hereinafter called "applicant") desiring to reserve service availability for concurrency in the regional wastewater system of the District where said system is available as defined herein, or is proposed to be available as determined by the District, prior to receiving District approval, shall sign a Concurrency Reservation Agreement and pay the charges and fees as specified therein. These further requirements shall be met:

- (a) Plans and specifications shall clearly indicate sufficient detail to calculate the number of equivalent connections contemplated on the lot or parcel of land.

(b) The applicant shall enter into a “Concurrency Reservation Agreement”, which is incorporated herein by reference, known as District form number LRECD-18, the form of which may be obtained without cost from the District office, providing for the following matters:

1. The reservation of the agreed service availability in the regional wastewater system on the subject property in terms of equivalent connections.
2. Requiring payment of a Quarterly Service Availability Standby Charge and prepayment of twelve (12) months thereof.
3. Providing a duration of the shorter of twelve (12) months or thirty (30) days after applicant obtains a development order.
4. Providing for the unexpired portion of the prepaid Quarterly Service Availability Standby Charge to be refunded to the applicant if the development order is denied, or credited to the Service Availability Standby Charge if a Standard Developer’s Agreement is entered into by the applicant within thirty (30) days of the development order.
5. Describing the reservation of service availability in terms of the equivalent connections as non-assignable, non-transferable, and running with the land, and describing exceptions.
6. Describing payment, including rates, fees, and charges of the District, and obligations and providing for recovery of costs and attorney’s fees.

Specific Authority Chapter 71-822, Special Acts of Florida, 1971, as amended. Law Implemented Chapter 71-822, Section 6(8) and (11), and Section 8; and Sections 6(9), (12) and (27) as amended by Chapter 76-429. History-New 12-9-76. Amended, 9-26-78, 5-21-81, 5-24-84. Formerly 31-10.10. Amended 5-10-93, 3-20-08, 3-19-09, 3-18-10, 3-15-2012.

31-10.011 Connections to Sewer Required.

(1) **Connection Required.** No less than one (1) year prior to the date the sewerage system will become available, the District shall notify the affected owner of the onsite sewage treatment and disposal system of the anticipated availability of the sewerage system and shall also notify the owner that the owner will be required to connect to the sewerage system within one (1) year of the actual availability. The owner of each lot or parcel of land within the District upon which lot or parcel of land any building, trailer, or other structure requiring wastewater disposal is now situated or shall hereafter be situated, in an area where the District system is available, as defined herein, shall cause such building or buildings, trailer or trailers, structure or structures to be connected with the sewerage facilities of the District and to use such facilities, within one (1) year following notification to do so by the District. All such connections shall be made in accordance with the rules and the regulations which shall be adopted from time to time by the Governing Board, which rules and regulations shall provide for a charge for making any such connections in such reasonable amount as the Governing Board may find and determine.

(2) **“Established Residential Neighborhood.”** For the purposes of this Rule, an Established Residential Neighborhood shall be considered an area within the geographic boundaries of the District defined by natural geographic boundaries, common restrictions, or other common characteristics as reasonably determined by the District, in which 50% or more of the lots contained completed Residential Units as of May 22, 1971.

(3) **Collection Line Construction and Availability in Established Neighborhoods.** The Loxahatchee River Environmental Control District shall construct and declare available, sewerage collection lines and related appurtenances comprising a localized District sewer system in Established Residential Neighborhoods based upon the Governing Board’s determination of any of the following:

- (a) That 50% or more of the record owners of property to be serviced by such localized sewerage system shall desire and consent to the construction of said system; or

- (b) That a reasonable alternative to the septic tanks exists for the treatment of the sewerage, taking into consideration factors such as cost; or
- (c) The discharge from the septic tanks is adversely affecting the health of the user or the public, or the groundwater or surface water is degraded; or
- (d) To enhance the environmental and scenic value of surface waters.

Specific Authority Chapter 71-822, Special Acts of Florida, 1971, as amended and Florida Statutes 373.451, 381.0065, 381.00655. Law Implemented Chapter 71-822, Section 6(8), 6(10), 6(11), 6(16), 6(17), 6(23) and Section 8; and Sections 6(9), (12) and (27) as amended by Chapter 76-429; and Section 6(3) and 6(19) as amended by Chapter 78-559. History - New 11-12-75, 12-9-76 & 1-9-85. Formerly 31-3.02, 31-3.21 & 31-10.11. Rules 31-3.002(4) and 31-3.021 moved and renumbered 31-10.011(2) & (3) by amendment on 6-15-2000. Amended 9-26-78, 2-2-94, 3-23-2000, 6-15-2000.

Annotation: Village of Tequesta v. Loxahatchee River Environmental Control District, Case No. 97-4367 AD, 15th Judicial Circuit of Palm Beach County, Florida, Final Judgment ordered August 6, 1987, affirmed in Village of Tequesta v. Loxahatchee River Environmental Control District, 714 So.2d 1100, (Fla 4th DCA 1998).

Note: 31-10.011(3) Commonly referred to as the "Ellis Rule".

31-10.012 Exceptions to the Payment of Connection Charges.

(1) Connection Charges shall not apply to those residential and non-residential buildings and structures referred to in the Agreement for Sale between the Village of Tequesta and the District, dated May 23, 1973.

(2) Those residential and non-residential buildings and structures which have escrowed, paid or committed capital improvement charges and have executed legally binding agreements where capital improvement charges are referred to in such agreements, said agreements shall be enforced according to their tenor, except that the capital improvement charges shall be treated as Plant Connection Charges, and except that where capital improvement charges may be increased or subjected to assessment and reassessment from time to time, there shall be no increase over the amount of capital improvement charges as stated in said agreements, and said

provision providing for assessment and reassessment of capital improvement charges shall not be enforced.

Specific Authority Chapter 71-822, Special Acts of Florida, 1971, as amended Law Implemented Chapter 71-822, Section 6(8) and (11), and Section 8; and Sections 6(9), (12) and (27) as amended by Chapter 76-429. History - New 12-12-79. Formerly 31-10.12, Amended 3-15-2012.

31-10.013 Irrigation Quality Water User; Rates, Fees and Charges for Irrigation Quality Water Service; Irrigation Quality Water Agreements.

(1) “I.Q. Water” is defined to mean Irrigation Quality Water provided by the District, regardless of the original source of the I.Q. Water. I.Q. Water is sometimes also referred to as “reuse water” or “reclaimed water”.

(2) “Wholesale I.Q. User” is defined as user of I.Q. Water, for which the I.Q. Water is pumped by the District, to a storage facility, such as ponds, lakes, or tanks, at an off site location. The I.Q. Water is then pumped by a party other than the District, into the lines that irrigate the User’s property.

(3) “Retail I.Q. User” is defined as a user of I.Q. Water, for which the I.Q. Water is pumped by the District, to a storage facility, such as ponds, lakes or tanks, at an off site location. The I.Q. Water is then pumped by the District from the storage facility, into the lines that deliver I.Q. Water to the User’s property for further distribution and irrigation by the User.

(4) Rates, Fees and Charges for Retail and Wholesale use of and the services and facilities to be furnished by the regional I.Q. Water system of the District shall consist of those rates, fees and charges approved, set, and levied by the Governing Board of the District on the basis of the total cost to the District of construction, reconstruction, labor, materials, equipment, acquisition, property rights, surveys, design, engineering, legal, administration, operation, maintenance, and all other expenses necessary or incidental to completion of the I.Q. Water system and improvements.

(5) The District's monthly rate ~~of the District for I.Q. Water~~ for Retail users shall be ~~57.45~~52.07 cents per 1,000 gallons per day until September 30, 2019 ("Retail I.Q. Rate"). ~~Commencing October 1, 2016 and thereafter, the Retail I.Q. Rate shall increase based upon the annual increase in the Engineering News-Record Construction Cost Index as of July 1st of each year.~~ The District's monthly rate ~~of the District for I.Q. Water~~ for Wholesale users shall be ~~45.06~~40.84 cents per 1,000 gallons per day until September 31, 2019 ("Wholesale I.Q. Rate"). The District's monthly rate for I.Q. Water for Wholesale users dependent upon the Town of Jupiter's nanofiltration concentrate shall be 70.97 cents per 1,000 gallons per day until September 31, 2019 ("Nano I.Q. Rate"). Commencing October 1, 2016 and thereafter, the Retail, Wholesale, and Nano I.Q. Rates shall increase based upon the annual increase in the Engineering News Record Construction Cost Index as of July 1st of each year. For I.Q. Wholesale Users which have a written I.Q. Agreement prior to the effective date hereof and which have a lower or higher I.Q. Rate, said lower or higher I.Q. Rate shall be in accordance with said I.Q. Agreement until the expiration or termination of said I.Q. Agreement. Said billing of the Rate shall be made monthly as delivered, or such other billing cycle period as the District may determine.

(6) The Start Up Fee of the District for Retail I.Q. Users shall be the greater of (a) six (6) months of charges at the Retail I.Q. Rate for the requested gallons per day, or (b) \$3,500.00. The Application Fee of the District for Wholesale I.Q. Users shall be the greater of (a) six (6) months of charges at the I.Q. Rate for the requested gallons per day, or (b) \$18,000.00.

(7) All persons, firms and corporations (hereinafter called "Applicant") desiring to reserve service availability in the regional I.Q. Water system of the District where said I.Q. Water is available or is proposed to be available, as determined by the District, prior to receiving District approval, shall sign a Standard Irrigation Quality Water Agreement and pay the charges and fees as specified therein. These further requirements shall be met:

- (a) Plans and specifications shall clearly indicate the number of gallons per day contemplated for the property to be served.
- (b) The Applicant shall enter into a “Standard Irrigation Quality Water Agreement” with the District, form LRECD-100 dated 05/21/98 or form LRECD-101 dated 05/21/98, or a “Renewal Irrigation Quality Water Agreement”, form LRECD-144 dated 5/19/06, said forms incorporated herein by reference, the form of which may be obtained without cost from the District office, providing for the following matters:
 - 1. The provision of I.Q. Water availability in the regional I.Q. Water system in terms of gallons per day.
 - 2. Administrative, legal, engineering and inspection expenses in an amount which shall have a substantial relationship to actual cost.
 - 3. Construction of on-site facilities, and off-site facilities under certain conditions.
 - 4. Dedication of the facilities to the District.
 - 5. Describing the provision of I.Q. Water availability in terms of the gallons per day as non-assignable, non-transferable, and running with the land, and describing exceptions.
 - 6. Requiring payment of a Start Up Fee for Retail I.Q. Users or an Application Fee for Wholesale I.Q. Users.
 - 7. Describing payment and obligations and providing for recovery of costs and attorney’s fees.
 - 8. Subjecting the owner to the rates, fees and charges of the District as established from time to time but fixing the rate for the Start Up Fee for Retail I.Q. Users or the Application Fee for Wholesale I.Q. Users.

Specific Authority Chapter 2002-358 Laws of Florida. Law Implemented Chapter 2002-358 Sections 6(6), 6(8), 6(9), 6(11), 6(12), 6(27) and Section 8; History-New 7-23-97, Amended 11-1-98, 3-16-06, 3-18-10, 3-21-2013, 3-19-2015, 3-21-2019.

31-10.014 Low Pressure Pump Unit Delivery Procedures & Delivery Charge.

(1) All Property Owners in an area serviced by a low pressure sanitary sewer system, shall be responsible for taking possession of the Low Pressure Pump Unit (“**Pump Unit**”) upon notification the Pump Unit is available for pick up at the District. A Property Owner that does not pick up the Pump Unit shall be subject to the following delivery procedures and delivery charge. The First Delivery Notice to the Property Owner shall provide:

- (a) Property Owner is delinquent with installation of the low pressure pumping system for their wastewater service.
- (b) The District has been holding their Pump Unit since the completion of the sewer project.
- (c) The Pump Unit was included in their assessment and is their responsibility to install.
- (d) The District will no longer hold the Pump Unit for their pick up and installation.
- (e) If not picked up within thirty (30) days, the Pump Unit will be delivered at an additional Delivery Charge of \$300.00 to the Property Owner (the “Delivery Charge”).
- (f) The Pumping Unit will be delivered in good working order, suitable for District’s future maintenance.
- (g) If the Property Owner fails to have the Pump Unit installed within forty five (45) days and there is damage to the Pump Unit components, the Property Owner will be responsible for the cost to provide a Pump Unit in good working order for District maintenance in the future.

2. If the Pump Unit is not picked up within thirty (30) days after the First Delivery Notice, the Second Delivery Notice shall be sent to the Property Owner which shall provide:

- (a) Pump Delivery will be made on a date and time certain.
- (b) The Pump Unit and appurtenances will be delivered to the most accessible location on the Property or a mutually convenient location as discussed with Property Owner.
- (c) A written report will be made of each delivery with photographs of the Pump Unit placement at time of delivery and condition of surrounding area. Written receipt of delivery of the Pump Unit will be requested of the Property Owner, however it is not mandatory for the Property Owner to provide or for the District to obtain.
- (d) The written report is to be signed by two District personnel, witnessed and notarized, and made part of the District's records.

3. After delivery, the Property Owner will be provided written notification that their Pump Unit has been delivered and an Invoice will be provided for the Delivery Charge.

4. All correspondence to be provided by Certified Mail with Return Receipt and regular mail.

Specific Authority Chapter 2002-358 Laws of Florida. Law Implemented Chapter 2002-358 Sections 6(6), 6(8), 6(9), 6(10), 6(11), 6(12), 6(19) and Section 8; History-New 3-15-2012.

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration


2500 Jupiter Park Drive, Jupiter, Florida 33458-8964

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



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

MEMORANDUM

TO: GOVERNING BOARD
FROM: D. ALBREY ARRINGTON, Ph.D. 
DATE: MARCH 8, 2019
SUBJECT: INLET VILLAGE SUBREGIONAL LINE CHARGE – RULE 31-10

In January the LRD Governing Board authorized execution of a Cost Sharing Agreement with Inlet Village Investors, LLC to provide subregional collection and transmission facilities in the Inlet Village region of Jupiter (generally the area west of SR-A1A including Jupiter River Estates north to Guanabanas). The LRD Governing Board took this action as a specific step in implementing aspects of our Strategic Plan, e.g.,

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.

Design of sewer collection and transmission system within Inlet Waters was modified (increased size, depth, and capacity of the wastewater collection system, i.e., gravity sewer mains, manholes, and lift station) to accommodate anticipated development and redevelopment within Inlet Village (i.e., north and south of Inlet Waters but not including Inlet Waters). The expanded size, depth, and capacity of the wastewater collection and transmission system collectively represent Subregional Collection Facilities for Inlet Village, whose cost was defined as \$483,163.49 in the executed cost sharing agreement. Presently, these costs will be borne by the LRD as the facilities are constructed. The LRD Governing Board expressed a clear desire to recover these costs from future developments that will benefit from the expanded facilities.

Staff evaluated opportunities for recovering these costs, and determined a subregional line charge, incorporated into LRD Rule Chapter 31-10 is the most appropriate mechanism to recover these costs. We last implemented a subregional line charge in 2012 after extending a wastewater force main and appurtenances to serve the Jupiter Farms Shopping Center and other non-residential properties in that area. Herein, we present the rational and justification for an Inlet Village Subregional Line Charge, and we offer a draft revision of Chapter 31-10.005(5) to provide for the Subregional Line Charge for the Inlet Village Subregional Collection Facilities.

In order to equitably distribute costs for Inlet Village Subregional Collection Facilities (i.e., expanded wastewater collection and transmission system within Inlet Waters to serve properties north and south of Inlet Waters), staff have quantified the number of equivalent connections (~wastewater flow) the Inlet Village Subregional Collection Facilities will serve. Based on the best available information, LRD staff assert the Inlet Village Subregional Collection Facilities will serve up to 229 equivalent connections. When we divide the cost of the Inlet Village Subregional Collection Facilities (\$483,163.49) by the number of equivalent connections those facilities will ultimately serve (229 equivalent connections), we find the Inlet Village Subregional Collection Facilities cost is \$2,109.88 per equivalent connection.

Therefore, the proposed revisions to Rule 31-10 lists the Inlet Village Subregional Line Charges at \$2,109.88 per equivalent connection. Note, this amount could be increased or decreased if actual

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

Dr. Matt H. Rostock
Chairman

Harvey M. Silverman
Board Member

James D. Snyder
Board Member

construction costs diverge from costs anticipated in the Inlet Waters Cost Sharing Agreement. In the past we have incorporated an annual adjustment of sub-regional line charges using the Construction Cost Index. After evaluation and consideration, staff recommend subregional line charges should be adjusted annually based on the 10-Year Treasury Rate published by the US Department of Treasury on February 1st. For simplicity, we have provided the suggested revisions to LRD Rule 31-10 below. With respect to taking action, the proposed formal action to incorporate this subregional line charge will be taken following the Rates, Fees, and Charges discussion and as part of the proposed Board action to revise LRD Rule 31-10 (elsewhere in the March 2019 notebook).

LRD Rule 31-10.005 (existing text, ~~proposed additions~~, ~~proposed deletions~~)

(5) Subregional Line Charges. The District may, based on environmental public welfare, engineering and/or financial considerations, construct and extend Subregional Collection Facilities to Existing Residential and/or non-residential properties. The District shall collect the costs of extending the Subregional Collection Facilities through the apportionment of the Costs to each of the benefited properties. Such charges shall be payable commencing when the equivalent connection is connected to the Regional Wastewater System of the District, or within one year of the time the connection is available, whichever occurs first. ~~All sub-regional line charges shall be adjusted each April 1st based on the 10-Year Treasury Rate published by the US Department of Treasury on February 1st.~~

(5)(a) Western Indiantown Road Subregional Collection Facilities: Subregional Transmission System Line Charges for the Western Indiantown Road Subregional Collection Facilities shall be based on the schedules in effect at the time of service contractual commitment by the District as listed below:

SUBREGIONAL TRANSMISSION SYSTEM LINE CHARGES for Western Indiantown Road: The rate of the District shall be \$1,763.68 per E.C. through March 31, ~~2020~~2019. ~~Commencing April 1, 2019 and thereafter, the Western Indiantown Road Subregional Line Charge shall increase based upon the annual increase in the Engineering News-Record Construction Cost Index ("CCI") published in the March edition of each year.~~

Said commitment of service shall not exceed those total capacity limitations as authorized for commitment by the Governing Board of the District. The full amount of the Subregional Line Charges shall be due and payable ~~in cash (or by contract to provide capital costs and to construct certain portions of the Subregional Transmission System)~~ at the time commitment of service is made. Those buildings or structures having certificates of occupancy prior to January 20, 2012, the date this transmission system line was deemed available, may finance this Subregional Line Charge over twenty (20) years at 6.875% interest, with no pre-payment penalty, to be collected by Non-Ad Valorem tax roll.

~~(5)(b) Inlet Village Subregional Line Charge for Inlet Village Subregional Collection Facilities. The rate of the Inlet Village Subregional Line Charge shall be \$2,109.88 per equivalent connection (E.C.) through March 31, 2020. Said commitment of service shall not exceed those total capacity limitations as authorized for commitment by the Governing Board of the District. The full amount of the Subregional Line Charges shall be due and payable at the time commitment of service is made, except those buildings or structures having certificates of occupancy prior to the date this transmission system line is deemed available, may finance this Subregional Line Charge over twenty (20) years at 6.875% interest, with no pre-payment penalty, to be collected by Non-Ad Valorem tax roll.~~

LOXAHATCHEE RIVER DISTRICT

Neighborhood Sewering Schedule



Rank *	Area Description	# Lots	Activity	Original Target Date	Revised Target <u>Start</u> 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 <u>2020</u>
16	181 st St N Gravity	11	Notified Owners – January 2013 Notice of Intent to Assess – October 2018	2018	2018
20	New Palm Beach Heights	35	Notified Owners – January 2016 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 <u>Start</u> Date
C	FDOT Turnpike Station <i>(institutional)</i>	3 ECs	Notified to Connect – February 2016 Variance requested – May 2016	2012	2017 <u>2020</u>
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 <u>Start</u> 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 st Street (Martin Co.)	7	Private Road - In House Design Owners notified October 2012 Easement rec'd from Church – April 2017 Grant received	2014	AEO
CC	Jamaica Dr	11	Private Road Owners notified Oct 2012 In House Design started	2014	AEO
CC	197 th Place, 66 th Terrace, 66 th Way	21	Notified Owners – Aug 2010 *Private Roads Notice of Intent to Assess – February 2015	2014	AEO
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 Grant Authorized Construction Award – February 2019	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 <u>2019</u>
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 <u>2020</u>

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

TBD = To be determined

AEO = As easements are obtained

TIMOTHY W. GASKILL*
*Business, Probate
Family Litigation*

DONALD R. SMITH +*
*Personal Injury & Wrongful Death
And Civil, Business & Real Estate
Litigation*

CURTIS L. SHENKMAN
*Board Certified
Real Estate Attorney*

BROOKE GROGAN*
Personal Injury & Litigation

BRANDON D. SMITH
Personal Injury & Litigation

+ *Member of the Florida Justice Assoc.
and the Palm Beach Co. Justice Assoc.

*Members of the U. S. Federal Court -
Southern District, Florida

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
www.LawPalmBeach.com

March 14, 2019

LEGAL ASSISTANTS
**CIVIL TRIAL, PROBATE
AND FAMILY LAW**

KAREN M. B. LOPATOSKY
Senior Litigation Paralegal
MINDY VASSER

**PERSONAL
INJURY/COMMERCIAL**

BETH KOENIG, PARALEGAL
KAREN M.B. LOPATOSKY
Senior Litigation Paralegal

REAL ESTATE
JUDY D. MONTEIRO
DENISE B. PAOLUCCI
MELISSA KAJEEJIT

Loxahatchee River Environmental Control District
D. Albrey Arrington, Exec. Dir. and Board Members (sent by email to DHenderson)
2500 Jupiter Park Drive
Jupiter, FL 33458

RE: PENDING LITIGATION STATUS REPORT

Dear Dr. Arrington and Board Members:

We are enclosing herewith a brief status report relating to the litigation in which the Loxahatchee River Environmental Control District is involved with our law firm as the attorney of record. This status report updates the last monthly status report previously submitted and consists of a summary of the record proceedings which have occurred in each of the pending cases since last month.

There are no analyses of the pending cases included, as the inclusion of such items might constitute a waiver of any attorney/client privilege that exists between our firm and the District. Therefore, if you would like to discuss the particulars of any specific case in more detail or would like to obtain more information concerning the strategy, status, or settlement posture of any of the individual cases, please feel free to contact me.

As always, we are available at any time to discuss any of these lawsuits with each individual Board Member by telephone or by conference, if there are any questions.

Respectfully submitted,

CURTIS L. SHENKMAN

CURTIS L. SHENKMAN

Attachments

cc: Timothy W. Gaskill, Esquire
Karen Boyden, paralegal

OTHER LITIGATION

ACTION: In Re Estate of Israel Marquez et al ...Loxahatchee River Envir Control District
Owner: Estate of Israel Marquez **Property:** 911 Hawie St.
Case No. 50-2010-CP-004006XXXXSBIY

TYPE OF ACTION: Mortgage Foreclosure by Lender, LRD named for its (possible) lien interest –

COMMENCEMENT: Service of Summons/Petition

COMMENTS: Action foreclosing mortgage– LRD named for lien interest

STATUS: Pending

11/24/14	District served with Petition re Homestead and Real Property as Estate Asset; Filed Answer and Affirmative Defenses; Hearing to be held
12/10/14-1/6/15	No change in status
2/3/15	No change in status
3/6/15-5/11/15	No change in status; monitoring probate action; monitoring for activity;
6/8/15-7/9/15	No change in status
8/7/15 – 10/12/15	No change in status, continuing to monitor probate
11/10/15	There is a pending Motion to sell real estate set for hearing in December, continue to monitor
12/7/15	No change in status
1/18/16 – 7/7/16	Last Activity in Court Docket 12/17/14 requiring a paternity test; continue to monitor ; No change in status
8/8/16 – 10/13/16	No change in status
11/9/16-12/14/16	No change in status –probate proceedings continuing
1/10/17 – 9/20/17	No change in status – Probate proceedings continuing –no activity since 11/15/16 on docket
10/6/17-12/6/17	No change in status – Probate proceedings continuing –no activity since 11/15/16 on docket
1/8/18	No change in status - Probate proceedings continuing –no activity since 11/15/16 on docket
2/5/18	No change in status - Probate proceedings continuing –no activity since 11/15/16 on docket
3/5/18 – 4/2/18	Only new filings in March were Petition to determine Paternity and Petition to Sell Property and delay Tax Deed Sale
5/10/18	No change in status
6/10/18-7/10/18	Probate still ongoing; Hearing on Per. Rep’s Petition to Delay Tax Deed Sale scheduled for 7/12/18; no other change in status
8/7/18	Hearing on Sale of Property held and Order entered authorizing sale; to monitor re sale and estoppel for any outstanding charges to LRD

9/7/18- 1/18/19	No sale reflected in public records to date, continue to monitor; Order entered in Probate declaring property to be homestead property
1/19/19- 3/14/19	No change in status

LIEN FORECLOSURES

NONE

MORTGAGE OR LIEN FORECLOSURES / LRD COUNTERCLAIMS/CROSSCLAIMS

NONE

MEMORANDUM

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

COPY: Kris Dean / Loxahatchee River District
Tony Campbell / Loxahatchee River District

FROM: Albert Muniz / Hazen and Sawyer

DATE: March 12, 2019

FILE: 42009-029.3.1.3

SUBJECT: Loxahatchee River District
Engineer's Monthly Status Report through February 28, 2019

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.

- Hazen is assisting with an odor control study and an evaluation for upgrades to the return activated sludge (RAS) system.
- 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:

- District staff, Hazen and the contractor have met to finalize a final project close-out change order. The final project close-out change order has been prepared and undergoing review.
- Warranty and release of liens have been negotiated and will be finalized along with the final project close-out change order.
- The filter sampling program to determine the effectiveness of removal of contaminants of emerging concern (CECs) and cryptosporidium/giardia filter sampling program is ongoing and is currently in the final month of the nine-month sampling program. Following completion, the data will be analyzed and a report will be provided.

Injection Well Operating Permit Renewal – The draft Injection Well Operating Permit Renewal application has been completed and is under internal review. A final draft will be submitted to District for review in March with the final permit anticipated to be submitted to the Florida Department of Environmental Protection by the end of March 2019.

BioWin™ Process Model Development and Training – Collection of test data, analysis of historical data, model setup and calibration have been completed. Hazen is currently analyzing alternatives for making changes to the plant process, including addition of an anaerobic zone and raising the solids retention time (SRT). A model workshop and training event has been scheduled with LRD staff for April 9 and 10, 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: March 14, 2019
Subject: **Loxahatchee River Environmental Control District Monthly Status Report**

The following is a summary of work performed by Holtz Consulting Engineers, Inc. (HCE) on Loxahatchee River District projects through March 14, 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

- LRD staff is currently working with the Imperial Woods Homeowners Association, Inc. to negotiate and execute a Cost Sharing Agreement for the reimbursement of the roadway costs for the project. Upon execution of the agreement, the preconstruction meeting will be scheduled, and construction can commence.

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. Upon receipt of comments on the 30% submittal, HCE will prepare and submit the 90% plans and specifications.*

Loxahatchee River Road Reclaimed Water Main Replacement and Force Main Extension

- Certification of completion has been issued by the Palm Beach County Health Department. All final paperwork has been prepared and transmitted to staff for processing to close out the project. HCE staff met with Palm Beach County Engineering and the Contractor on site on March 13, 2019 to review a few minor items that need to be corrected. This work is scheduled to be completed on March 15, 2019. As soon as that work is completed, Palm Beach County Engineering will provide a certification of completion for the project and the final payment can be issued to the Contractor.

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 that both the Contractor and Turtle Creek HOA has obtained legal representation. 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 and Improvements

- *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. Upon completion of the model the design for the new pumps and improvements can proceed.*



Loxahatchee River Environmental Control District Monthly Status Report March 14, 2019

Submitted To: Kris Dean, P.E, Deputy Executive Director/Director of Engineering

The following is a summary of work performed by Mathews Consulting (MC), a Baxter and Woodman Company, on District projects for the monthly period ending March 14, 2019.

Alternate A1A 16-Inch Force Main Extension

The Contractor continued preparing and submitting shop drawings. MC continued to review all Contractor submitted shop drawings. MC continued coordinating with Florida East Coast (FEC) Railway for the execution of the FDEP ERP – General Permit application. Contractor performed pre-work activities including: potholing of existing utilities, submission and approval of Town of Jupiter MOT, coordination activities for scheduled shut-down. Contractor is scheduled to perform shut down and tie-ins to the existing force main on March 16, 2019.

Master Lift Station No. 1 Rehabilitation

Construction work is proceeding at the project site. The ongoing work at the site includes the installation of yard piping, electrical rough-in and construction of the generator slab. Contractor finalized the bypass pumping plan and mobilized temporary pumping equipment to the site. Contractor completed setup of the bypass pumping system and began performance testing. The temporary electric service will be installed March 18, 2019. The Contractor is scheduled to perform tie-ins to the existing 30-inch force main on March 20, 2019.

Whispering Trails Gravity Sewer System

Below is a summary of the ongoing construction activities for the project:

- Gravity Sewer Mainline Pipe and MH installation complete along Wood Lake Road including Wood Lake loop
- 2nd Crew Mobilized to the Project Site on 03/04/19
- 2nd Crew completing Sewer Laterals to Private Property along Wood Lake Loop
- Gravity Sewer Mainline Pipe and MH installation ongoing from Lift Station towards Red Maple Lane Cul-de-Sac
- RPR and Superintendent coordinating final sewer lateral locations 1-2 weeks in front of the mainline sewer pipe crew
- FPL Fees Paid by LRECD to begin Scheduling work for Power Installation



- Giannetti and MC are Coordinating Drainage Crossing Repairs with PBC Contractor 2nd Mainline Pipe Crew scheduled to start the project on Friday, February 22nd to mitigate potential schedule slippage

Jupiter Farms Elementary Sanitary Sewer System

Below is a summary of the ongoing activities for the project:

- School District approved an amendment to the Interlocal Agreement to increase the cost for reimbursement to LRD based on the bid price of the awarded Contract at the February 20, 2019 School District board meeting.
- LRD approved the amendment to the Interlocal Agreement at the District's board meeting on February 21, 2019.
- The District is in the process of finalizing the agreement with the selected Contractor "Felix and Associates".

Respectfully Submitted by:

MATHEWS CONSULTING,
A BAXTER & WOODMAN COMPANY

A handwritten signature in blue ink, appearing to read "J. Pugsley".

Jason A. Pugsley, P.E.
Vice President / Florida Operations Manager

Busch Wildlife Sanctuary

The 1st Quarter Report will be presented at the
April 2019 Board Meeting.

Director's Report

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

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

2500 Jupiter Park Drive, Jupiter, Florida 33458-8964

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

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



To: Governing Board
From: Kara Peterson, Director of Finance and Administration
Date: March 15, 2019
Subject: Monthly Financial Report

Cash and Investments

Balances as of February 28, 2019

Certificates of Deposit:

Institution	Original Term	Maturity	Rate	Book Value	Monthly Interest Earned	Market Value
US Bank	9 Months	02/24/19	2.26%	\$ 2,000,000	\$ 2,478	\$ 2,033,900
Bank United	7 Months	03/27/19	2.28%	1,500,000	2,649	1,517,419
TD Bank	5 Years	04/29/19	1.88%	1,500,000	2,366	1,642,723
Bank United	10 Months	06/27/19	2.34%	1,500,000	2,720	1,517,879
US Bank	1 Year	07/30/19	2.45%	1,500,000	2,854	1,521,578
TD Bank	5 Years	09/22/19	2.09%	2,000,000	3,512	2,194,224
US Bank	18 Months	05/01/20	3.00%	1,507,875	3,494	1,521,599
Bank United	18 Months	06/07/20	2.88%	1,500,000	3,328	1,509,845
US Bank	2 Years	01/29/21	2.71%	1,011,450	2,103	1,013,553
Bank United	18 Months	02/04/20	2.65%	1,000,000	2,614	1,002,614
Subtotal				\$15,019,325	\$ 28,118	\$15,475,334

Money Market Accounts:

FL Community Bank - Public Demand	2.27%	\$ 20,781	\$ 12,060,424
TD Bank - NOW	2.27%	11,055	6,415,917
Subtotal		\$ 31,836	\$18,476,341

Checking Account:

SunTrust-Hybrid Business Account	0.50%	\$ 1,006	\$ 5,547,293
Subtotal		\$ 1,006	\$ 5,547,293

Total		\$ 60,960	\$39,498,968
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Average weighted rate of return on investments is: 2.08%

As of 2/28/19:

3 month Short Term Bond: 2.45%

1 month Federal Fund Rate: 2.50%

Gordon M. Boggie
Board Member

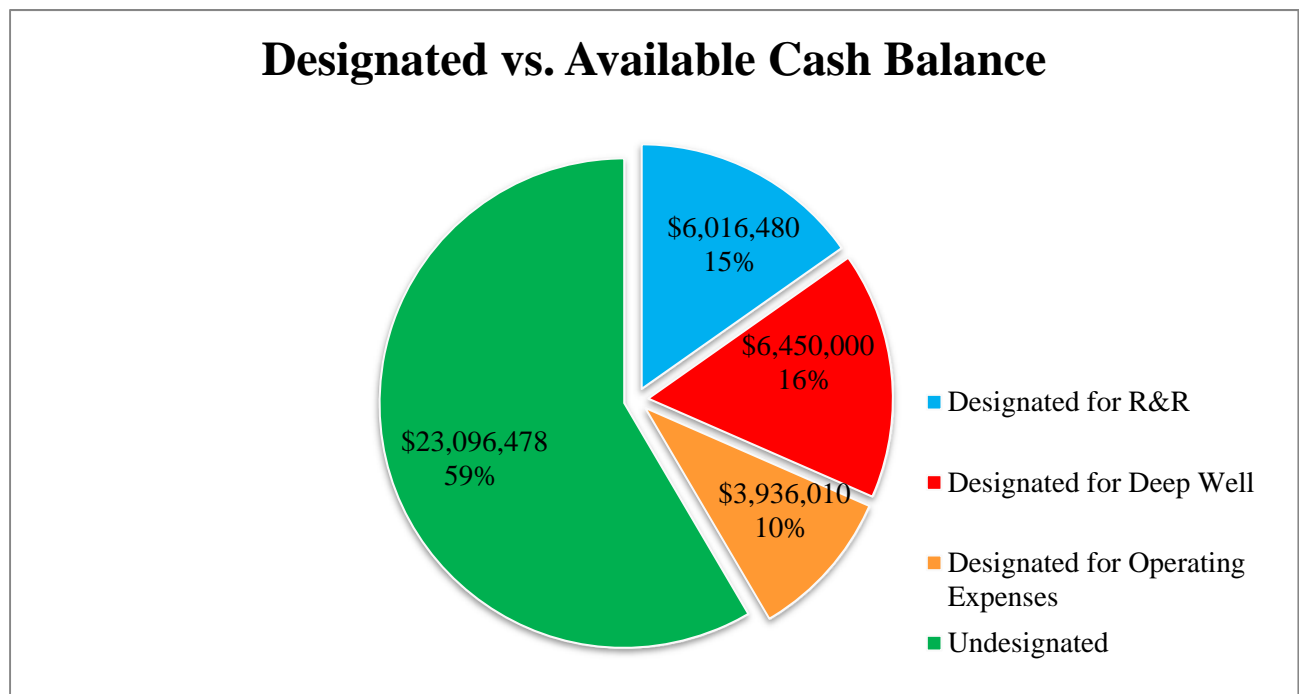
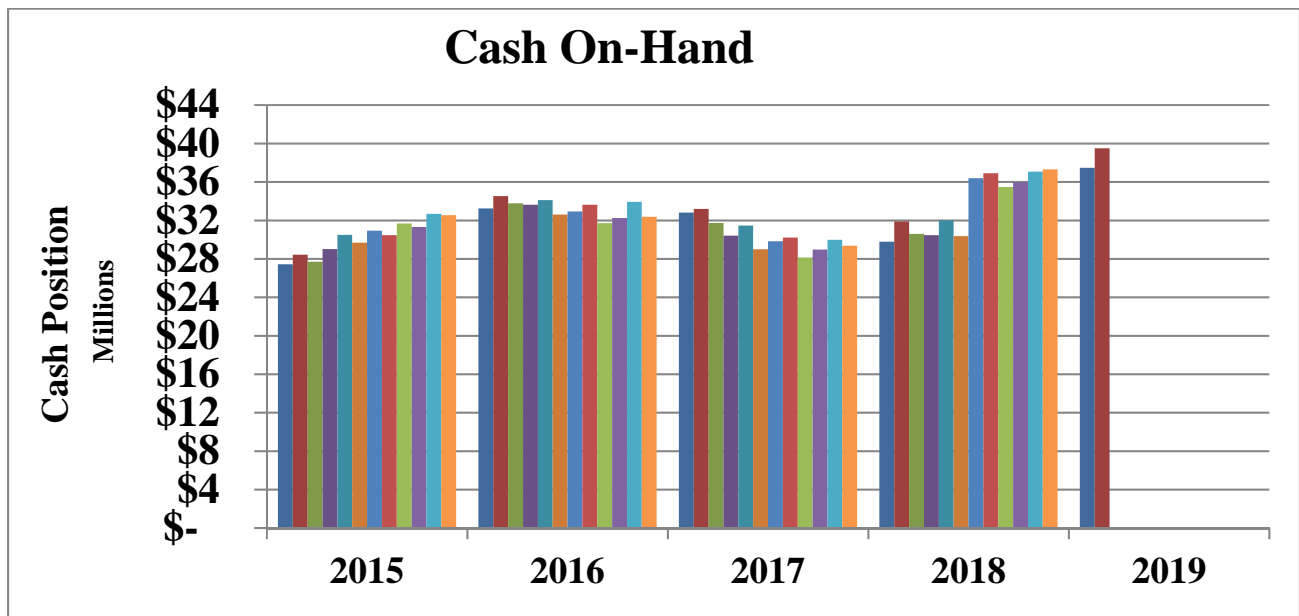
Stephen B. Rockoff
Board Member

Dr. Matt H. Rostock
Chairman

Harvey M. Silverman
Board Member

James D. Snyder
Board Member

Cash position for February 2018 was \$31,893,924. Current Cash position is **up** by \$7,605,044.



Financial Information

- Legal fees billed for the month of February totaled \$1,060. The fiscal year-to-date total is \$36,250.
- There was no Septage billing for the month of February.
- Developer's Agreement – No new Developer agreements were entered into in February.
- I.Q. Water Agreements – Abacoa Plaza, Charleston Ct. West, Osceola Woods, Sonoma Isles, Town Center Phase I are past due for February.
- Estoppel fees collected in February totaled \$6,850. The fiscal year-to-date total is \$33,950.

Summary of Budget vs. Actual

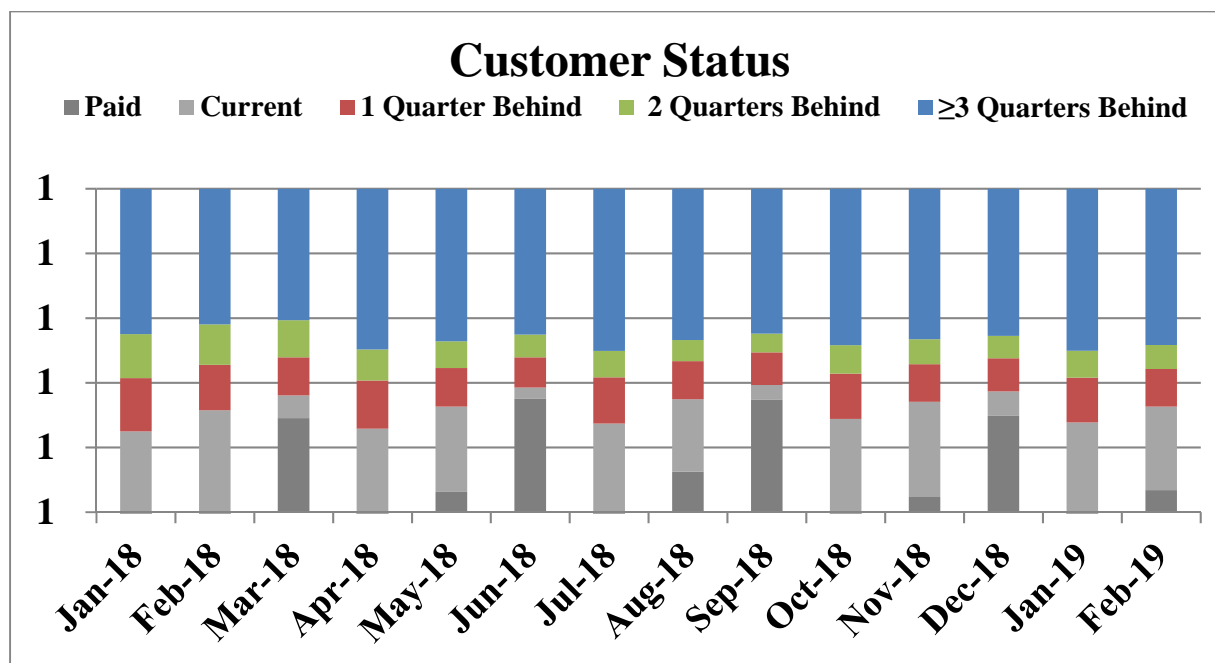
<i>Budget Benchmark</i> 42.00%	Feb-19 Actual	YTD Actual	FY 19 Budget	Favorable (Unfavorable)	Budget Expended	Feb-18 YTD
Revenues						
<i>Operating Revenues</i>						
Regional Sewer Service	\$1,396,361	\$6,967,552	\$ 17,067,530	\$ (10,099,978)	40.82%	\$6,958,122
Standby Sewer Service	10,842	41,289	157,550	(116,261)	26.21%	58,417
IQ Water Charges	198,099	990,494	2,264,000	(1,273,506)	43.75%	961,644
Admin. and Engineering Fees	13,182	28,960	48,865	(19,905)	59.27%	56,932
Other Revenue	19,693	173,272	183,000	(9,728)	94.68%	193,476
<i>Subtotal Operating Revenues</i>	1,638,177	8,201,567	19,720,945	(11,519,378)	41.59%	8,228,591
<i>Capital Revenues</i>						
Assessments	60,407	771,790	824,000	(52,210)	93.66%	62,370
Line Charges	62,753	141,216	232,575	(91,359)	60.72%	323,572
Plant Charges	59,469	260,959	1,402,600	(1,141,641)	18.61%	561,188
Capital Contributions			917,000	(917,000)	0.00%	467,434
<i>Subtotal Capital Revenues</i>	182,629	1,173,965	3,376,175	(2,202,210)	34.77%	1,414,564
<i>Other Revenues</i>						
Grants	822	21,635		21,635	100.00%	7,118
Interest Income	91,469	845,034	1,217,500	(372,466)	69.41%	141,987
<i>Subtotal Other Revenues</i>	92,291	866,669	1,217,500	(350,831)	71.18%	149,105
Total Revenues	\$ 1,913,097	\$10,242,201	\$ 24,314,620	\$ (14,072,419)	42.12%	\$ 9,792,260
Expenses						
Salaries and Wages	\$383,544	\$1,873,283	\$ 5,687,700	\$ 3,814,417	32.94%	\$1,802,409
Payroll Taxes	29,190	138,242	416,500	278,258	33.19%	134,176
Retirement Contributions	74,490	300,607	710,900	410,293	42.29%	288,601
Employee Health Insurance	88,056	449,082	1,339,800	890,718	33.52%	476,869
Workers Compensation Insurance	7,960	39,802	114,600	74,798	34.73%	32,841
General Insurance	27,549	150,055	346,716	196,661	43.28%	157,628
Supplies and Expenses	51,753	369,122	1,138,160	769,038	32.43%	372,405
Utilities	115,227	523,579	1,409,350	885,771	37.15%	480,903
Chemicals	52,094	235,173	672,570	437,397	34.97%	256,048
Repairs and Maintenance	111,462	796,403	1,830,615	1,034,212	43.50%	640,921
Outside Services	234,722	734,279	1,852,110	1,117,831	39.65%	741,364
Contingency			225,000	225,000	0.00%	
<i>Subtotal Operating Expenses</i>	1,176,047	5,609,627	15,744,021	10,134,394	35.63%	5,384,165
<i>Capital</i>						
Capital Improvements	363,641	1,962,924	11,088,500	9,125,576	17.70%	1,813,405
Renewal and Replacement	282,438	1,460,267	7,278,500	5,818,233	20.06%	1,141,956
Contingency			225,000	225,000	0.00%	40,495
<i>Subtotal Capital</i>	646,079	3,423,191	18,592,000	15,168,809	18.41%	2,995,856
Total Expenses	\$ 1,822,126	\$ 9,032,818	\$ 34,336,021	\$ 25,303,203	26.31%	\$ 8,380,021
Excess Revenues						
Over (Under) Expenses	\$ 90,971	\$ 1,209,383	\$ (10,021,401)	\$ 11,230,784		\$ 1,412,239

Pending/Threatened Litigation

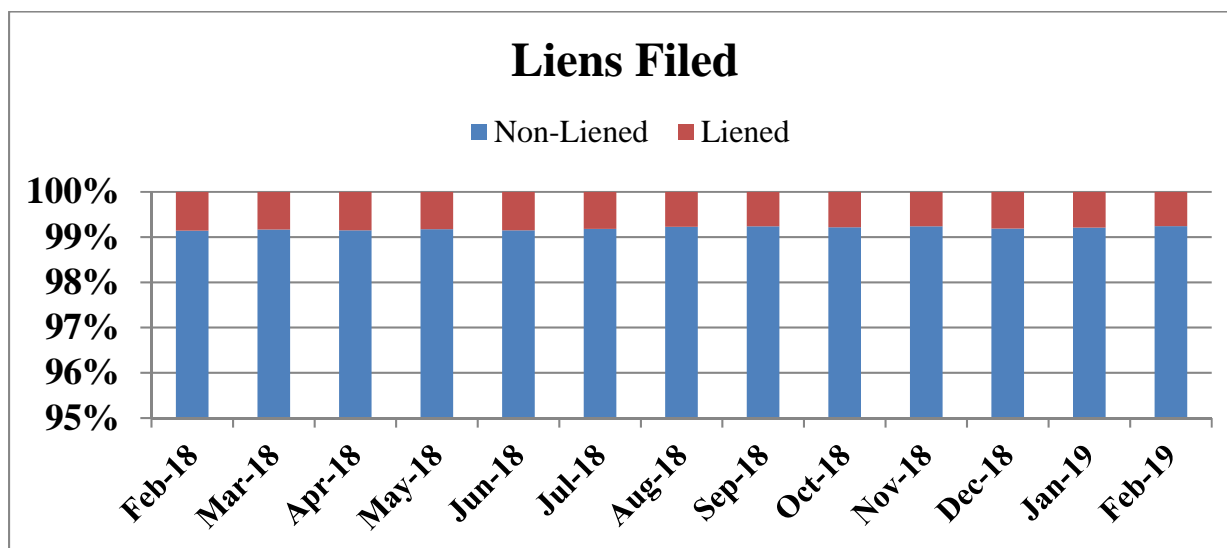
- Turtle Creek Substation 2 & 3 – Currently being handled through the District's General Liability Insurance provider, PRIA. PRIA has assigned the firm of Kelley Kronenberg to represent the District.

Accounts Receivable

The chart below illustrates customers' receivable status as a percentage of quarterly sewer billing. Paid or current balances represent approximately 83% billing.



The District serves approximately 32,000 customers. Currently, the District has 247 liens filed which represent approximately 1% of our customers.



Loxahatchee River District

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

MEMORANDUM

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

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

DATE: March 13, 2019

SUBJECT: Engineering Services Report - March 2019 Board Meeting

PROJECT HIGHLIGHTS

Whispering Trails Gravity Sewer System



Whispering Trails is fully underway with gravity installation, service lateral installation and roadway building all happening simultaneously on the back half of the project. The majority of previous schedule slippage has been recovered by the contractor with the use of a second crew and current discussions are underway about bringing in a third crew. We will continue to monitor the schedule closely and work with the engineer, the contractor and the homeowners association to address problems and keep the project progressing as quickly as possible.

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

Lift Station Fall Protection



A retrofit safety grate was installed at Lift Station 065 to provide fall protection when the hatch is open. After evaluating nets, hand rails and grates staff have agreed this is the preferred approach and have modified the quarterly PM inspection at all 222 lift stations to include verifying whether a safety grate is installed and if not, measuring the opening to determine the appropriate size grates. The intent moving forward is to collect data on our system, then bid and award a contract to have the fall protection installed at all lift stations over the next 4-5 years.

ENGINEERING IN-HOUSE PROJECTS

Lift Station Rehabilitations General Construction Services: The Notice of Award has been issued to the Contractor based on award at the last board meeting. Staff are organizing internal processes now to take advantage of the simplified rehabilitation process enabled by the contract.

Cellular Telemetry: IT and Engineering staff are working on a project to test cellular telemetry installation at existing stations with no telemetry. The third alternate option is online and staff will begin working on the procurement process once the viability of the options is complete. It is anticipated that we will select up to three suppliers to source telemetry units through a competitive bid process.

181st 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. Permitting is still in process. Bidding has been pushed to May 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 the commercial property to the north. The project is currently out to bid and is expected to be brought to the April Board with a Recommendation of Award.

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. Soft digs were completed but results were not conclusive. Staff are investigating further with GPR and potholing as required. This project has been significantly delayed from the original schedule but the importance of the utility locates given the nature of the proposed directional bore installation warrants the delay.

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. Bidding documents are under review prior to advertising. We anticipate bringing this project to the May Board with a Recommendation of Award.

LS 62 Emergency Generator: A project to provide a permanent emergency standby generator at LS 62. This

station is a significant repump station serving areas Tequesta and Jupiter Island. Plans are complete. Bidding documents are under review prior to advertising. We anticipate bringing this project to the May Board with a Recommendation of Award.

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. Final design and permitting are scheduled for March with construction following in May.

LS065: Lateral lining following the main lining performed in summer 2018 is scheduled for this year. The lateral liner contractor has mobilized. We anticipate work being complete by May.

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. The contractor has begun site work and staff have completed the first review of the variable speed power and control panel. The project is scheduled to complete by June 1, 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. Materials have been delivered to the site and the contractor is currently working to obtain final approved submittals on the bore plan and wire line tracking/steering system before mobilizing for installation. It is anticipated this will be resolved and the contractor will mobilize in March.

Radio Telemetry System: Awarded at the February Board, staff are coordinating with the vendor for scheduling.

Lift Station 114 Rehabilitation: All work is complete and the station is online. We are working with the contractor on closeout documentation.

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. Main lining is complete and staff anticipate bringing a lateral lining contract to the Board by the May Board Meeting.

Lift Station 097: See Tab 6D

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.



Along with the routine work occurring in Penn Park, Construction and Inspections investigated a low pressure service to Sawfish Bay that will ultimately serve the permanent public restrooms being provided under a Town of Jupiter project.

Construction also completed paving restoration on several pending projects. I understand from the guys that paving is their least favorite work.



COLLECTIONS/REUSE

Collections staff have been working diligently on a shutdown plan to facilitate installation of the 30x18 inch reducer and 18 inch isolation valve at the Master Lift Station. The reducer and valve will be cut in on the existing 30 inch force main leaving the Master Lift Station and delivering flows to the plant. The new reducer and valve are shown at the left. The cut in location is shown below.



As part of the shutdown Collections will route all flows south of the inlet and east of the Intracoastal to the newly rehabilitated Lift Station 114 where flows will be repumped to the plant. This repump function of Lift Station 114 is critical to overcome high head conditions when rerouting flows through the southern corridor into the plant.

Staff are also working with the contractor onsite to get the station bypass equipment operating efficiently and provide redundant telemetry and alarm functions. Once the above cut in is made the station will be operating solely on bypass pumping equipment



(shown left) for 6-8 weeks while the remainder of the work associated with the Master Lift Station Rehabilitation project is completed.

On top of this work Collections is also preparing for a major shutdown of Jupiter Island and the Tequesta Eastern and Western Peninsula collection/transmission systems to facilitate tie-ins on the north and south sides of the Alternate A1A river crossing in conjunction with the force main extension project. More details next month.

SANITARY SEWER OVERFLOWS

There were 0 sanitary sewer overflows in the collection/transmission system for the month of February; however, we did experience a chemical spill. The spill was caused by a vendor delivering Alkagen AQ (<https://www.evoqua.com/en/brands/municipal-services/Product%20Information%20Library/MS-ALKAGEN-AQ-DS.pdf>) a chemical fed into the collection system at the Master Lift Station. The spill originated from a leaking hose on the vendor's tanker trailer which entered the storm water system in Indiantown Road. The chemical, while not hazardous as defined by CERCLA and OSHA Hazard Communication Standard, is not to be dumped on the ground or in bodies of water due to its high alkalinity characteristics and subsequent ability to raise pH in water when applied in sufficient concentrations. The storm system was back pumped to prevent the spill from entering Jupiter Creek and visual observation followed by pH testing confirmed no contamination occurred. We are currently working with staff to implement greater oversight of chemical deliveries in an effort to prevent future occurrences such as these.

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

2500 Jupiter Park Drive, Jupiter, Florida 33458-8964

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



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

MEMORANDUM

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

FROM: Tony Campbell, Director of Operations

DATE: March 11, 2019

SUBJECT: Operations Department Monthly – Report for February 2019

Treatment Plant Division

Values:

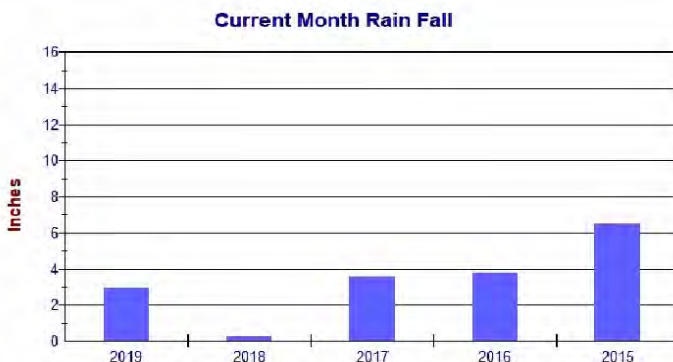
During the Month of February, Operations has been working with our IT shop, updating our SCADA (Supervisory Control and Data Acquisition) plant controls. With all the many upgrades to the Plant we can't afford to ignore the control system currently being used by the Operators. We have been systematically reviewing each structure removing old outdated process tags and updating with new features and improving the Operators user ability. We are currently at the last stage of review and in the upcoming months IT will start initiating necessary changes. Additional improvements also include updated permission levels, automation of control, fail safes and added alarm indicators. This is a great example of Operations and IT Departments demonstrating our District Core Values, **Innovation, Lean and Collaboration.**



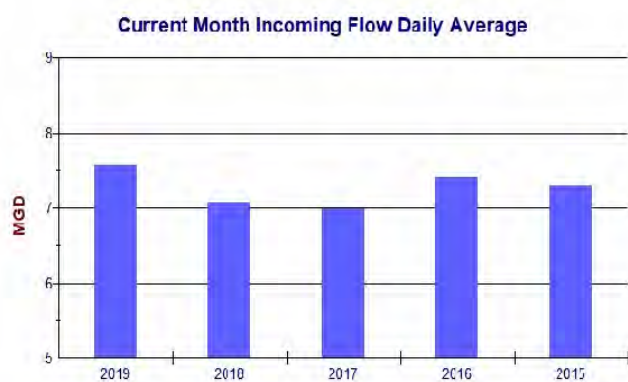
We've had another great month of no permit exceedances.



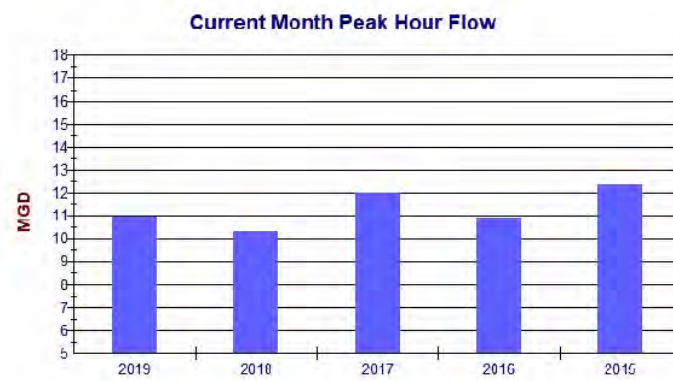
The plant total flow for the month of February was 211.96 million gallons.



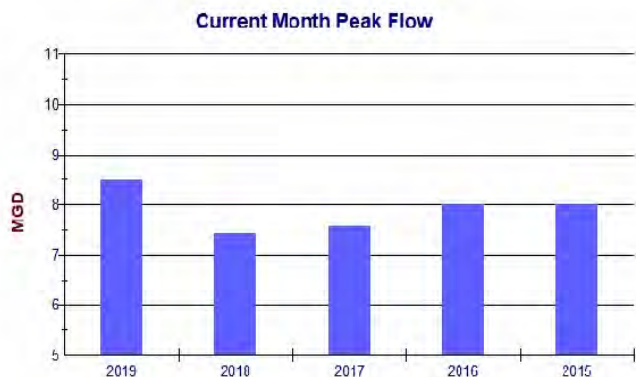
2.93 inches of rainfall was recorded at the plant site during the month of February.



The treatment plant incoming flow for the month of February averaged 7.57 MGD compared to 7.06 MGD one year ago, for the same month.

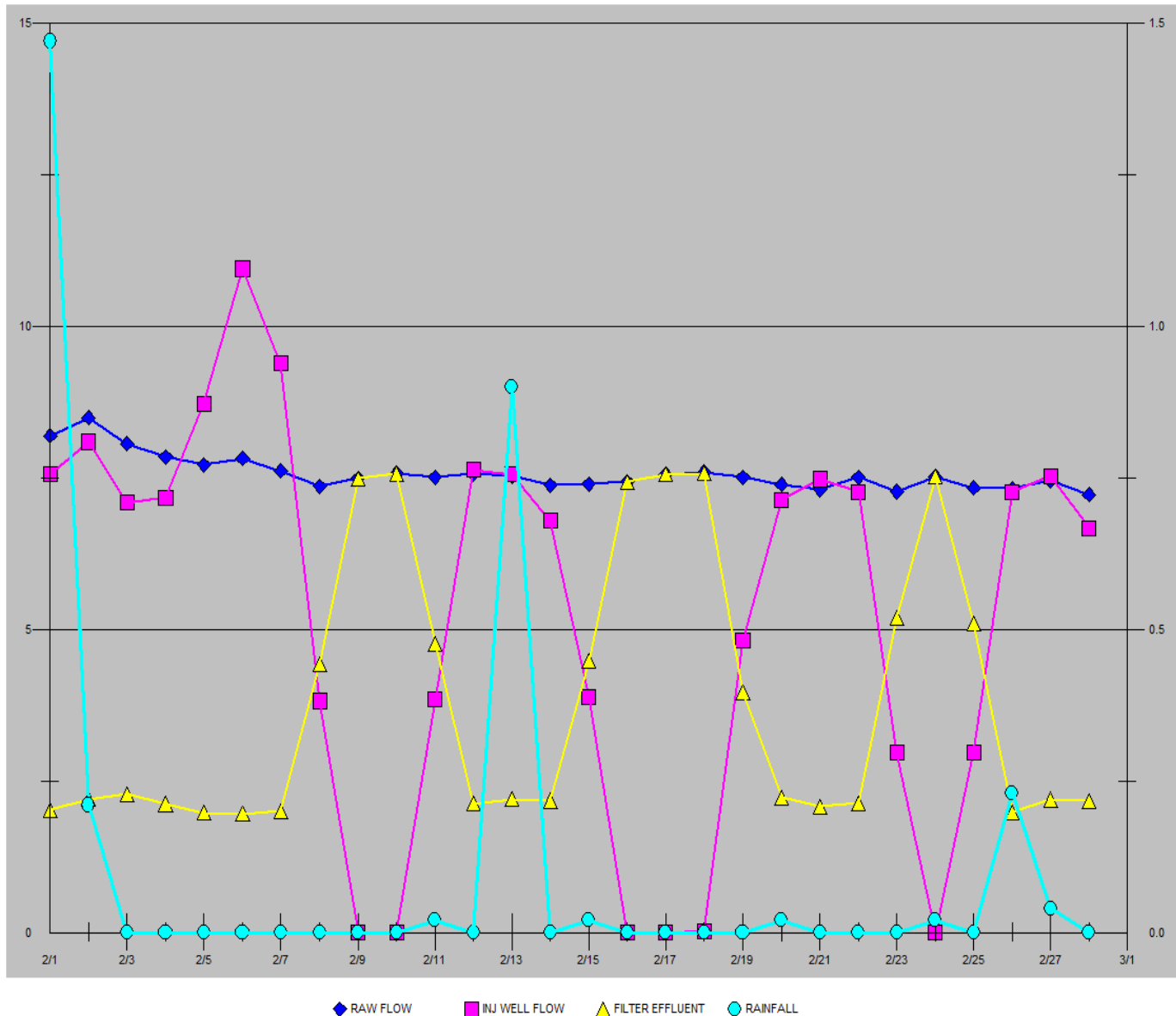


The peak hourly flow rate in February was 10.98 MG.



The greatest single day average flow in February was 8.49 MGD.

For the month of February, the plant received 211.96 MG of influent flow of which 106.90 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 2.93 inches of rain during the month and 146.62 million gallons of blended effluent was diverted to the Injection Well. Overall, 50.43% of incoming flows were recycled for IQ use and the plant delivered 99.93 million gallons of IQ water to the Reuse customers.



Year to date, the plant recycled 60.72% of all incoming flow and the total amount of IQ water delivered to reuse customers stands at 270.66 million gallons.

All monthly reporting has been submitted on time.

49. Injection Well Pump Station / Notes On Bottom *

- ☐ Pumps Leaking Excessively At Packing
- ☐ Oil Level OK
- ☐ Oil Level Low
- ☐ Area Clean of Debris
- ☐ Other

50. Injection Well Pump #1 / Speed On Bottom *

- ☐ Auto
- ☐ Man.
- ☐ On

Treatment Plant:

This month the Operations department has been working with IT staff on doing away with old paper Daily Plant Checklist and implementing an Electronic Version. This new format will be installed on the District Lead Phone for testing. Not only will this eliminate 1,095 sheets of paper per year, it also eliminates large the storage space required of all the old checklists. This electronic version also has the ability of populating graphic trend reporting regarding plant equipment and run times. Furthermore, it archives all the RAW data in an organized database for ease of review at later dates.

Maintenance Department:



Maintenance worked with Caterpillar service company (Power Secure) to service the Radiator core in Generator #1. While running our Annual Load test on Generator #1 it was discovered the generator was over-heating while being loaded to its full design capacity. For the proper repairs to be performed it would require Generator #1 to be out of service for over a week a, length of time we're uncomfortable with. After collaborating with Engineering, we decided to rent a standby generator that was suitable to handle appropriate load requirements while repairs were made. Once the portable generator was in place, Power secure removed the radiator, repaired and tested, then reinstalled the radiator. Operations is proud of our efforts to maintain our critical equipment and the resulting reliability of our systems. Successfully completing this project without any down time or loss in standby power is another example of our core value "Spirt of service to our community and the environment".

Maintenance has just finished up installing a new Khrono flow meter on the effluent side of Sludge Storage tank. This new style flow tube is an upgrade from the OEM Analog meters previously used. We expect to see benefits in reduced calibration time and improved reliability.



Safety / Compliance by Travis Bains, CSHO, ENS

Required Safety Training

OSHA defines training as an obligation to the employee. Required by many standards that state, employees shall receive some form of “training” or “instruction”, while others state or require it to be “adequate” or “effective”. It is left to the Safety Professional to ensure it fits the standard in which they are trained.

Safety Training is ongoing at LRD. Over the course of the next several months, employees will be receiving live/classroom training, on-the-job training, and continuing education. We use Target Solutions for computer-based training, which offers a variety of safety, health, motor vehicle, and professional development. We also use Think HR, which offers quality training addressing compliance and legal issues. Both will play a very large role in the following months.

We have broken down training into divisions. Divisions are broken down as such: Drivers, Safety Committee, Education Center, ENG – Construction, ENG – Inspection, Executive, Field OPS Group, Finance/Admin, Information Services, Maintenance OPS Group, Plant OPS Group, and WildPine Lab. Not everyone will do the same training. Training for non-field personnel will be done separate from field personnel. Moving forward we have the following training lined out for the calendar year 2019.

March – Chlorine, Emergency Evacuation Training (District Wide) / 1st Aid/CPR/AED

April – JHA/Risk Assessment

May – Hurricane Awareness (District Wide)/ Fall Protection (National Stand-down month)

June – Excavation, Trenching and Shoring

July – Heat Stress / HAZCOM (GHS)

August – Confined Space / Electrical Safety

September – Driving (National Driver Appreciation month)

October – Fire Everything (District Wide) (National Fire Awareness month)

November – Self Assign month (employees will be able to self -assign training)

December – Catch up training for calendar year 2019 & Start fresh for 2020

Training named above will consist of computer-based and classroom training.

As the Behavior Based System is being built and trained on, there will updates monthly on the progress. All employees will be trained by April as to launch by May. I look forward to implementing and overseeing the District’s safety training programs.

For the month of **February**, the District had **no** OSHA recordable injuries.
For the month of **February**, the District had **no** 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: March 14, 2019
SUBJECT: Monthly Governing Board Update for February 2019

WildPine Ecological Laboratory

Riverkeeper Project

In February, District, Jonathan Dickinson State Park (JDSP) and Town of Jupiter staff collected water quality samples (nutrients and bacteria) from 31 monitoring stations. The interesting story last month was high chlorophyll, nutrient and bacteria concentrations in the Kitching Creek drainage basin. Chlorophyll concentrations at the Kitching Creek's Stormwater Basin Effluent (site KSE) was extremely high at this month 174 µg/L, nearly 9 times the State and Federal Numeric Nutrient Criteria water quality standard of 20 µg/L. This station samples water as it leaves the stormwater treatment area constructed in 2017 and flows east to mix with Jenkins canal at Station 111 (Kitching Creek at 138th Street). We have notified staff at Martin County for further investigation. Fortunately, we observed the chlorophyll levels gradually decreased to concentrations below the NNC before it reached the northwest fork. Nutrient and bacteria observations are noted below.



Total Phosphorus (TP) concentrations in February throughout the watershed were similar to last month with 22% (5 out of 23) of the stations exceeding the NNC for each river segment. However, an unusual observation was 0.4 mg/L at St. 106 (mouth of Kitching Creek), which is nearly 4x higher than the previous highs at this site. This high concentration contributed to a higher average TP for all sites of 0.085 mg/L, compared to 0.044 mg/L last month.

Total Nitrogen (TN) was generally good with only 3 of the 23 stations exceeding the NNC for each river segment. However, we also observed high TN concentrations in the Kitching Creek stations with 3.3 at the stormwater lake (station KSE). Station 111 also in Kitching Creek, and station 56 in northeast JDSP, had a TN concentration of 1.8 mg/L, both marginally over the NNC of 1.54 mg/L for these river segments. The average for all 23 sites was 1.0 mg/L.

Chlorophyll concentrations were typical at our Riverkeeper stations with 9 out of 23 samples scoring “poor” when compared to the stringent NNC for each river segment.

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

Dr. Matt H. Rostock
Chairman

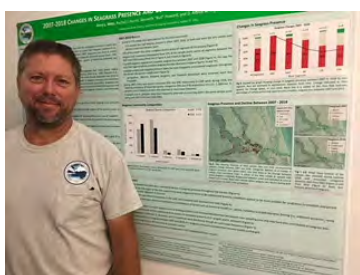
Harvey M. Silverman
Board Member

James D. Snyder
Board Member

Lastly, fecal coliform bacteria scored “Poor” for 10 of the 31 stations (32% in February compared to 16% in January) based on DEP’s threshold of 800 MPN/100 mL. Once again, Rivers Edge (Station 107) had the highest concentration at 3,000 MPN/100 mL.

Indian River Lagoon (IRL) Symposium

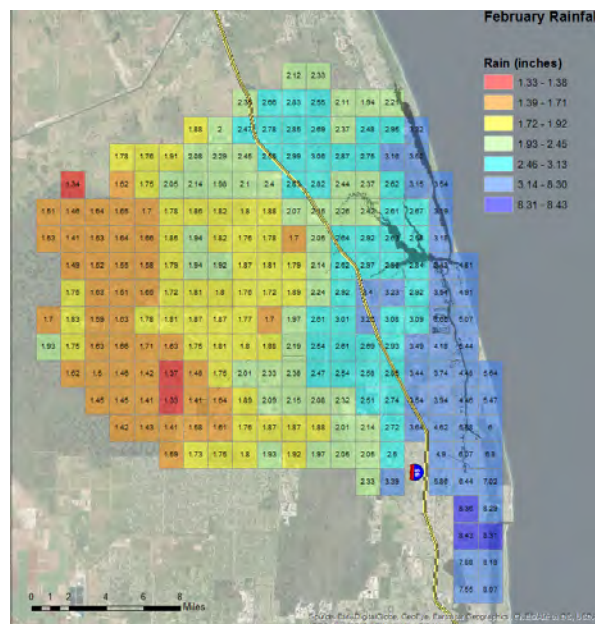
The 2019 IRL Science Symposium was held on Feb 7-8 at Florida Atlantic University (FAU)’s Harbor Branch Marine Research Station in Fort Pierce (<http://www.indianriverlagoon.org/Symposium.html>). Lab staff gave three presentations: Jerry Metz (below, left) presented a poster on *2007-2018 Changes in Seagrass Distribution in the Loxahatchee River Estuary*, which summarized the losses of seagrass we have measured using landscape-scale mapping data; David Porter (below, middle) presented *An Overview of the Loxahatchee River District’s Volunteer Water Quality Monitoring Program*, describing the volunteer water quality program Dave has been working on since 1996; and Dr. Rachel Harris (below, right) presented initial findings from an LRD pilot study which successfully quantified productivity of seagrass beds using *Benthic Flux Measures in the Loxahatchee River Estuary*.



Hydrologic Monitoring Rainfall during February was 3.3”, 31% higher than the historical average of 2.5” for the month (since 1998). That brings the total cumulative rainfall for 2019 to 9.1”; more than twice the cumulative rainfall of 4.4” typically experienced through February. The highest single day total was 1.2” measured on February 1.

Spatially, more of the rain fell on the eastern portion of the watershed, roughly along the intracoastal waterway with areas of the southeastern region receiving over 8” of rainfall (Figure on the next page). The western region of the watershed including J.W. Corbett Wildlife Management Area and Hungryland Wildlife and Environmental Area were among the driest areas.

Rainfall in late January and into early February was sufficient enough to increase flow over the Lainhart Dam and water managers ceased supplemental flows from the G-161 structure. Peak flow over Lainhart occurred on February 2 with a mean daily flow of 232 cfs. Flow at Lainhart has been gradually declining since that peak, but has been sufficient enough to hold back saline waters downstream of river mile 9.1. In the Northwest Fork, the sharp increase in flow over Lainhart Dam resulted in a corresponding decrease in mean daily salinity and an increase in daily salinity fluctuation (20.3 ppt; SD ± 6.6) measured at the oyster reef (OY) datasonde water quality



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.

monitoring station. Salinity measured at Station 72 in the southwest fork during February was somewhat lower and considerably more variable (28.2 ppt; SD \pm 4.1) compared to January despite the S-46 structure remaining closed throughout much of February. In the lower estuary, the North Bay site experienced near marine conditions with only slight salinity fluctuations (34 ppt; SD \pm 2.3) in response to the rainfall and increased river flows at the beginning of February. There were no Minimum Flow & Level violations for flow or salinity during the month.

Oyster Settlement Monitoring

Oyster spat settlement monitoring indicated expected wintertime lull in spawning and settlement. There was no detectable oyster spat settlement for the period between January 11 to February 5 and only minimal settlement of 6 spat m² and 17 spat m² was detected in both the northwest fork and southwest fork respectively during the period of February 5 to March 7.



Volunteer Water Quality Monitoring Program

The weekly Volunteer Water Quality monitoring for February scored very well with an overall “A”. All sites scored an “A”, with the exception of station 107 (Rivers Edge), which scored a “B” because of higher than usual pH values.

Customer Service

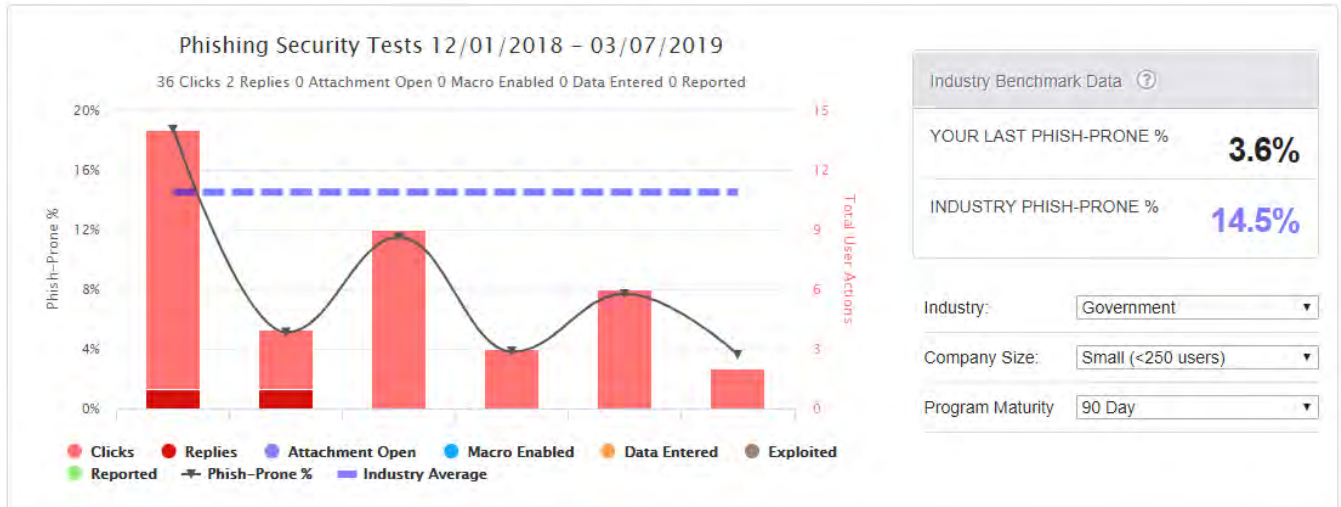
Payment Processing

First Quarter Bills were due February 13. Staff processed nearly 16,900 payments totaling over \$2.18M. Roughly half of these payments were by paper check. This quarter we passed a new milestone with 6,165 of these payments were through our Auto Pay service. Recall just four years ago we had 2,500 customers paying through Auto Pay.

Information Technology

IT Security Awareness Training

We are at the 3-month mark for our training and testing initiative to reduce our vulnerability to phishing attacks via email. We are happy to report that we are getting positive results with much fewer staff clicking on potentially harmful emails, and we are now below our target of 5% on Phish-Prone Industry Benchmark Score. Clearly, staff have learned from their training and are being vigilant - great job and keep up the good work!



First 90 days of Phishing Simulation Testing

Real-time Pressure Monitoring Tools

The Collections Team had the desire to collect pressure data in the field and visualize that data from multiple sites in real-time. The IT staff had been exploring new data collection and processing tools available from Microsoft and thought this project might be a good opportunity to dive to see if it might work for us. And figure it out they did - with a functional system in just a couple of days! First, they built a simple field data entry tool for use with their mobile device using Microsoft Forms. Then, they used a data processing tool called Microsoft Flow to format the data and push it into a hosted database. And lastly, they used PowerBI to crunch the data and provide real time telemetry and visualization. This project helped to get us through some of the initial learning curve of these products that we hope to utilize elsewhere in the District to quickly develop and deploy highly functional technology tools to staff.

Real-time pressure readings



Mobile device field entry screen.

LS065 PSI

Hi Joe, when you submit this form, the owner will be able to see your name and email address.

* Required

1. PSI *

11

2. PUMP 1 RUNNING *

☒ YES

☐ NO

Combined Station Charts



Loxahatchee River Environmental Center

March 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%
2017 Baseline	103%	103%	179%	127%	141%		118%	50%	4.8	4.0	87%	102%	114%
2018 Feb	118%	133%	169%	155%	186%	0%	162%	67%	4.9	4.2	88%	96%	101%
Mar	104%	83%	263%	143%	186%	8%	79%	46%	5.0	4.1	90%	85%	87%
Apr	89%	66%	227%	113%	480%	13%	205%	84%	4.7	3.9	93%	93%	75%
May	139%	81%	120%	282%	0%	0%	295%	54%	4.2	4.0	88%	91%	49%
June	100%	113%	181%	108%	0%	11%	99%	79%	4.8	3.6	97%	83%	41%
July	102%	90%	202%	114%	0%	24%	145%	78%	5.0	3.9	99%	87%	86%
Aug	106%	59%	157%	109%	0%	0%	79%	136%	4.8	3.9	98%	91%	78%
Sept	96%	95%	168%	144%	0%	42%	138%	163%	4.6	4.6	87%	88%	102%
Oct	120%	163%	120%	214%	160%	9%	150%	150%	4.8	3.3	93%	82%	100%
Nov	120%	157%	780%	206%	430%	0%	142%	45%	4.5	4.2	83%	101%	160%
Dec	131%	89%	130%	203%	0%	9%	122%	49%	4.5	4.2	83%	101%	160%
Jan	105%	74%	450%	139%	70%	0%	281%	53%	4.9	4.4	97%	93%	62%
Feb	106%	142%	129%	92%	103%	27%	238%	88%	4.8	4.3	100%	95%	75%
Consecutive Months at Green	10	1	13	13	1	0	6	0	13	4	2	4	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
Program Cancellations	Three programs cancelled due to school's failure to coordinate and one program was a no-show (did not put event on their calendar).
1st Time Visitors	Improved, but still have fewer than previous years. We have added new elements to our outreach events to help visitors find their way to RC.
Program Revenue	Program Revenues are slow until we reach summer. Most of our programs offered this time of year are free programs.

River Center General

A "Re-envisioning the River Center" workshop was held at the River Center on Friday, February 22. The workshop covered current operations at the River Center as well as growth options for the River Center moving forward. Staff, LRD Board members, Palm Beach County Parks, Palm Beach County Environmental Resources Management, and South Florida Water Management District were present for this meeting. Staff will begin to further develop each option presented based on feedback from the Board of Directors.

Lecture Series

On Friday, March 1st the River Center hosted our monthly lecture series. This month we welcomed Lee Wisnioski of the Palm Beach County Beekeepers Association – “The Buzz about Bees.” Our speaker talked about the importance of native plant landscaping without using systemic or spray insecticides to promote pollinators. Reasons for declining bee populations, such as mono-crops and insecticides were also discussed. He brought live bees with him to show how they move around and make their hives. Later he sold honey produced by members of the Palm Beach County Beekeepers Association made from citrus or wildflowers. There were 66 people in attendance.



Special Programs

Loxahatchee River Boat Tour



This month the River Center led two different boating programs with Aqua Adventures Boat Tours. On February 22nd we facilitated a Sandbar and Seashells Family Boat Tour and on February 28th River Center naturalist went up the river on a Wild & Scenic Boat Tour. The Sandbar and Sea Shells Boat Tour provided the opportunity for fourteen guests to open the throttle and speed around the central embayment visiting sites like the Jupiter Inlet Lighthouse, Bird Island and the sandbar, and the osprey nest with a newborn chick. Visitors got the opportunity to anchor up and explore the mangrove island with dip nets and snorkeling equipment. This was the perfect

experience to get out on the water and enjoy the Loxahatchee River. With the Loxahatchee River Boat Tour nine visitors took a journey up the beautiful, Wild and Scenic Loxahatchee River aboard the Osprey. During the trip, we saw different estuarine habitats and explored the untouched and protected areas of the river. We saw several osprey sitting on nests, a new born chick just two weeks old, a variety of wading birds like Great Blue Herons, Ibis, and Great White Egrets, as well as alligators.

The Kings Academy Career Day

On Wednesday, February 27th the River Center hosted students from the Kings Academy for a career exploration opportunity as they investigated potential careers in their near future. This was an invaluable chance for three high school juniors to experience what goes on day to day in the real business world. The students shadowed forty-three first graders from U.B. Kinsey Elementary as they went on a Fish Morphology field trip. They learned teaching techniques, group management, and the Loxahatchee River’s unique and diverse environments. They also participated in the touch tank demonstration allowing an up-close opportunity with sea urchins, conchs, and turtles. They were grateful to the River Center and our willingness to donate our time and enthusiastically share our passion with the students.



Homeschool Workshop: Fish Dissection

On February 8th The River Center hosted a special homeschool workshop for older students conducting a fish dissection. Seventeen students were guided by Environmental Education Manager, Jocelyn O'Neill, on how to properly dissect a fish. The fish were provided by the AustinBlu fishing tournament. These fish were caught in the harvest competition and included Crevalle Jack, blue gill, and snapper. Students identified the external and internal anatomy as well as specific adaptations allowing these species to survive. This was an exciting and unique opportunity to be involved in a large dissection with knowledgeable guides and volunteers.



Florida Atlantic University Advanced Methods in Environmental Education

On Saturday, February 16th students from Florida Atlantic University Graduate School received a firsthand look at the River Center's environmental education methods and practices. These four students, three of which are exchange students from China, are earning their Master's in Education with a focus on environmental education. We took a kayak trip to Fullerton Island and around Burt Reynolds Park which was a first-time experience for the Chinese students. Participants gained experience about how to take students safely in the natural environment and basic outdoor program development. They also toured the River Center, learned about our aquariums, exhibits, and educational programs.



Naturalist Series: 9-Gems Hungryland Natural Area

On February 15th the River Center team facilitated a nature hike as part of our Naturalist Series. Twenty-two visitors and two staff took a trip through Pal-Mar at Nine Gems. This event was the second walk in the partnership between the River Center and the South Florida Water Management District. This site is the latest addition to Jones/Hungryland Wildlife and Environmental Area. Pal-Mar East is made up of 320 acres of dedicated state lands and 3,000 acres purchased jointly by Martin

County and the South Florida Water Management District. The Seminole Indians used the region as a refuge during the Seminole Indian War of 1835 but living off the land quickly proved difficult. Hundreds of starving Indians were captured and sent to Oklahoma. The area became known as "The Hungryland."

Outreach

ManateeFest

The River Center helped celebrate Manatee Lagoon's third anniversary at ManateeFest 2019 on Saturday, February 2nd. Visitors enjoyed photo opportunities with Mia the Manatee, an interactive selfie station, marine life face painting and coloring stations, and a passport activity, where guests won a prize for visiting designated stations. The event featured a variety of food trucks, arts and crafts vendors, environmental exhibitors, presentations and live music throughout the day. The River Center served at one of the environmental exhibitors seeing over 475 visitors to our booth. Manatee Lagoon is dedicated to educating the public about manatees and Lake Worth Lagoon and inspiring visitors to protect the environment.



Jupiter Jubilee

The River Center participated in the Jupiter Jubilee on Saturday, February 2nd. This annual event created by the Town of Jupiter for their residents is a family fun event with business and civic fairs, an eco-tourism expo, kid's activities, demonstrations, food, music, and much more. This year the event was held down in Abacoa as an outdoor event. The River Center was located near the Town of Jupiter's PURE Campaign tent. It was amazing to see the awareness, positive response, and interest from Jupiter residents to the River Center. Staff networked with other parks, nature centers, and organizations throughout northern Palm Beach County. We saw 180 people at this event.

North Passage Yacht Club

Sara Duggan, Community Outreach Coordinator, gave a presentation at the North Passage Yacht Club HOA meeting about the Wild and Scenic Loxahatchee River on Tuesday, February 5th. Sixty-five people attended this event. Several people commented after the presentation that they learned so much even after having lived there for years. They were encouraged to enjoy the Wild and Scenic river and its natural treasures right there at their doorsteps. *"Sara was prepared, knowledgeable, informative and very engaging. She is a great asset to the River Center."* Two people signed up for a boat tour as a result of this outreach and several others have come to visit the River Center.

Paddlefest – Harborside

On Saturday, February 9th, the River Center participated for the second time as a vendor at Paddlefest in Harborside. This event showcased different organizations and groups centered around a variety of paddle sports and activities. This event also had multiple paddle races with over 100 competitors! It was a perfect South Florida day with plenty of sunshine and warm weather. We look forward to participating at Paddlefest in the future. We had 102 participants visit the River Center booth.





Volunteer of the Month – Lily France-Staszak

This month the River Center would like to acknowledge an outstanding volunteer, Lily Frances-Staszak. Lily is currently 17 and she is a senior homeschool student. She started volunteering at the River Center in September of 2018 and has earned over 32 hours of community service here with us. Lily is always a joy to have at the center. She is energetic, friendly and great with all visitors. She was a great help these past few weeks for running the river center when all staff were meeting in the classroom and helping with our fish dissections. We are so glad to have her this year and hope for her continued support in the future.

Upcoming River Center Events

RSVP at www.lrdrivercenter.org/events-calendar
rivercenter@lrecd.org or 561-743-7123

March 22, 5 pm – 7 pm: Sunset Kayak Tour: Join the River Center for our Public Kayak Tour to Fullerton Island and Sawfish Bay. Our naturalist will guide you through the restored Fullerton Island and over to Sawfish Bay to check out our estuary critters. All equipment will be provided but interested participants should bring water shoes, sunscreen, and plenty of water! The cost for this program is \$20 per person. Make sure to reserve your spot today! Space is limited!

March 28, 8 am – 4 pm: Boating Safely Class: *A special, week-day class to target homeschool students.* 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 a deposit is 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.

April 5, 12 pm – 1 pm: Lecture: Join the River Center on Friday, April 5th for our monthly lecture series! This month we are featuring Harper Carroll, Fire Manager at Palm Beach County Department of Environmental Resources Management for his presentation entitled: Prescribed Fire – The Spark of Life. Prior to the lecture a light lunch will be served.

April 13, 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 Loxahatchee 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!

April 16, 5:30 pm – 8 pm: Kayak Tour: Join Palm Beach County Department of Environmental Resource Management and the River Center for a “hike and paddle” at the Jupiter Ridge Natural Area. Our naturalists will guide you on a hike through the scrub habitat to the

beautiful estuary for a sunset paddle. All equipment will be provided but interested participants should bring water shoes, sunscreen, and plenty of water! The cost for this program is \$20 per person. Make sure to reserve your spot today! Space is limited!

April 20, 8 am – 4 pm: 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 a deposit is 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.

April 23, 3 pm – 5 pm: Kayak Tour: Join the River Center for our Public Kayak Tour on the Wild and Scenic Loxahatchee River leaving from Lainhart Dam. Our naturalist will guide you through the cypress swamp to explore the “wilder” side of Florida. All equipment will be provided but interested participants should bring water shoes, sunscreen, and plenty of water! The cost for this program is \$20 per person. Make sure to reserve your spot today! Space is limited!

April 27, 9 am – 12 pm: Great American Cleanup: Join others in our community at Coral Cove Park, in a county-wide effort by Keep Palm Beach County Beautiful to cleanup our beautiful beaches.

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

2500 Jupiter Park Drive, Jupiter, Florida 33458

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

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



MEMORANDUM

TO: Governing Board

FROM: Administration Staff

DATE: March 15, 2019

SUBJECT: Consultant Payments

The following amounts have been reviewed and approved for payment to our consultants for work performed during the prior month.

	<u>Prior Month</u>	<u>Fiscal YTD</u>
Smith, Gaskill & Shenkman, PA	\$11,083.00	\$64,933.02
Hazen	\$13,259.69	\$48,222.27
Holtz	\$1,895.00	\$55,218.75
Mathews	\$37,378.70	\$212,769.59

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\Consult2019.docx

Gordon M. Boggie
Board Member

Stephen B. Rockoff
Board Member

Dr. Matt H. Rostock
Chairman

Harvey M. Silverman
Board Member

James D. Snyder
Board Member

Future Business



Neighborhood Sewering:

- Preliminary Assessment-Turtle Creek Subsystem 2
- Preliminary Assessment-Turtle Creek Subsystem 3
- New Palm Beach Heights Construction Contract
- 181st Street Gravity Construction Contract

Other:

- Lift Station 43 & 62 Permanent Generators
- Chapter 31-14 Stormwater Management
- Chapter 31-16 River Enhancement
- Construction & Technical Specifications Standards
- Liability Insurance
- Low Pressure General Construction Services Contract