

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

REVISED

AGENDA

REGULAR MEETING #7-2020

MARCH 19, 2020 – 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
 - C. Additions and Deletions to the Agenda
3. Comments from the Public
4. Status Updates
 - A. Loxahatchee River Watershed
 - B. Loxahatchee River District Dashboard
5. Consent Agenda (see next page)
6. Regular Agenda
 - A. Consent Agenda Items Pulled for Discussion
 - B. Rules Chapter 31-10, Rates, Fees and Charges
 - C. Money Purchase Plan and Trust (Retirement Plan) Recordkeeper
 - D. Money Purchase Plan and Trust (Retirement Plan) Investment Policies
 - E. Money Purchase Plan and Trust (Retirement Plan) Investment Menu
 - F. Worker's Compensation Insurance
 - G. Coronavirus Temporary Provisions
7. Reports (see next page) Pulled for Discussion
8. Future Business
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 18, 2020

Gordon M. Boggie
Board Member

Dr. Matt H. Rostock
Board Member

Stephen B. Rockoff
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. LRD Rule & Board-Approved Policy Review Schedule – to approve schedule **Page 15**
- B. Near Miss Policy – to approve policy **Page 17**
- C. Subordination Agreement-Palm Beach County/Family Church – to approve agreement **Page 24**
- D. Engineering Services Contract-Lift Station Fall Protection – to award contract **Page 25**
- E. Construction Contract-Lift Stations 57 & 58 and Brentwood/Weldwood Lateral Lining – to award contract **Page 36**
- F. Water Leak Credit for Non-Residential Customers Policy – to approve policy revisions **Page 44**
- G. Fixed Asset Disposal – to approve disposal **Page 46**
- H. Change Orders to Current Contracts – to approve modifications **Page 47**

7. REPORTS

- A. Neighborhood Sewering **Page 107**
- B. Legal Counsel's Report **Page 109**
- C. Engineer's Report **Page 111**
- D. Busch Wildlife Sanctuary **Page 115**
- E. Director's Report **Page 116**

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

AGENDA
PUBLIC HEARING #6-2020
MARCH 19, 2020 - 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 9, 2020

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Gordon M. Boggie
Board Member

Dr. Matt H. Rostock
Board Member

Stephen B. Rockoff
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 10, 2020

RE: Approval of Meeting Minutes

Attached herewith are the minutes of the Public Hearings and Regular Meeting of February 20, 2020. As such, the following motion is presented for your consideration.

“THAT THE GOVERNING BOARD approve the minutes of the February 20, 2020 Public Hearings and Regular Meeting as submitted.”

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Gordon M. Boggie
Board Member

Dr. Matt H. Rostock
Board Member

Stephen B. Rockoff
Chairman

Harvey M. Silverman
Board Member

James D. Snyder
Board Member

Ref. 03-2020

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
PUBLIC HEARING – MINUTES
FEBRUARY 20, 2020

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chairman Rockoff called the Public Hearing of February 20, 2020 to order at 6:59 PM

2. ROLL CALL

The following Board Members were in attendance:

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

3. TO RECEIVE PUBLIC COMMENTS PERTAINING TO THE FINAL ASSESSMENT FOR NEW PALM BEACH HIEHGTS.

No comments from the public were received.

4. COMMENTS FROM THE BOARD

No comments from the Board were received.

5. ADJOURNMENT

Chairman Rockoff adjourned the Public Hearing at 7:00 P.M.

BOARD CHAIRMAN

BOARD SECRETARY

RECORDING SECRETARY

Ref. 04-2020

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
PUBLIC HEARING – MINUTES
FEBRUARY 20, 2020

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chairman Snyder called the Public Hearing of February 20, 2020 to order at 7:00 P.M.

2. ROLL CALL

The following Board Members were in attendance:

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

3. TO RECEIVE PUBLIC COMMENTS PERTAINING TO RULES CHAPTER 31-10, RATES, FEES AND CHARGES.

No comments from the public were received.

4. COMMENTS FROM THE BOARD

No comments from the Board were received.

5. ADJOURNMENT

Chairman Rockoff adjourned the Public Hearing at 7:01 P.M.

BOARD CHAIRMAN

BOARD SECRETARY

RECORDING SECRETARY

Ref: #5-2020

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
REGULAR MEETING - MINUTES
FEBRUARY 20, 2020

1. CALL TO ORDER

Chairman Rockoff called the Regular Meeting of February 20, 2020 to order at 7:01 PM.

2. ADMINISTRATIVE MATTERS

A. ROLL CALL

The following Board Members were in attendance.

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

Staff Members in attendance were Dr. Arrington, Mr. Dean, Mr. Howard, Ms. Fraraccio and Mr. Pugsley.

Consultants in attendance were Mr. Muniz from Hazen & Sawyer, Ms. Marshall from Baxter & Woodman, Ms. Miranda from Holtz Consulting and Mr. Shenkman with Curtis Shenkman, PA.

B. PREVIOUS MEETING MINUTES

The minutes of the Public Hearing and Regular Meeting of January 16, 2020 were presented for approval and the following motion was made.

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

“THAT THE GOVERNING BOARD approve the minutes of the January 16, 2020 Public Hearing and Regular Meeting as submitted.”

C. ADDITIONS & DELETIONS TO THE AGENDA

No changes were made.

3. COMMENTS FROM THE PUBLIC

No comments were received.

4. STATUS UPDATES

A. LOXAHATCHEE WATERSHED STATUS

Mr. Howard gave an update on the Army Corps of Engineers (USCACE) and South Florida Water Management District's (SFWMD) Loxahatchee River Watershed Restoration Project.

B. LOXAHATCHEE RIVER DISTRICT DASHBOARD

Dr. Arrington reviewed the District Dashboard and presented proposed changes to the Dashboard.

5. CONSENT AGENDA

MOTION: Made by Mr. Boggie, Seconded by Dr. Rostock,
Passed unanimously.

"THAT THE GOVERNING BOARD approve the Consent Agenda of February 20, 2020 as presented."

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

A. New Palm Beach Heights Final Assessment (2020-03)

"THAT THE GOVERNING BOARD approve Resolution 2020-03 adopting the NEW PALM BEACH HEIGHTS FINAL Assessment Roll and Exhibits."

B. Authorization to Execute Reports (2020-04)

"THAT THE GOVERNING BOARD approve Resolution 2020-04 authorizing specific signatures for execution of all reports required under the Florida Statutes."

C. Neighborhood Sewering Schedule Update – to approve updates

"THAT THE DISTRICT GOVERNING BOARD approved the February 2020 revision to the Neighborhood Sewering Schedule."

D. Buy Back of Equivalent Connections from Jupiter Country Club – to approve buy back

"THAT THE DISTRICT GOVERNING BOARD authorize refund of \$4,349.22 to Toll Brother Inc., LLC for pro-rated charges deducted from the excess connections buy back in December 2019."

E. Olympia Drive Force Main & Low Pressure Sewer Replacement Engineering Contract-to approve contract

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to execute a work authorization for professional engineering services with Baxter and Woodman Consulting Engineer’s for Olympus Drive Force Main and Low Pressure Sewer Replacement in the amount of \$89,468.90.”

and

THAT THE DISTRICT GOVERNING BOARD authorize a contingency fund for the Olympus Drive Force Main and Low Pressure Sewer Replacement professional engineering services work authorization in the amount of \$4,473.45.”

F. Irrigation Quality 511 (IQ511) Pump Station Piping Improvements Engineering Contract-to approve contract

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to execute a work authorization for professional engineering services with Baxter and Woodman Consulting Engineer’s for IQ 511 Pump Station Piping Improvements in the amount of \$98,701.46.”

and

THAT THE DISTRICT GOVERNING BOARD authorize a contingency fund for the IQ 511 Pump Station Piping Improvements professional engineering services work authorization in the amount of \$4,935.07.”

G. Generator #3 Radiator Recore – to authorize Purchase Order

“THAT THE DISTRICT GOVERNING BOARD authorize the “piggy-back” of Palm Beach County Bid No. 18-006R/ZG and execution of a District purchase order in the amount of \$57,326.57, and an additional contingency amount of \$3,500.00, with LJ Power Generators, Inc. to perform the recore of the radiator unit for Generator Unit No. 3.”

H. Fixed Asset Disposal – to approve disposal

“THAT THE GOVERNING BOARD authorize the Executive Director to dispose of tangible personal property including fixed asset numbers TDE0232 and MCE95, asset tag numbers 2803 and 2601, and the items from aggregated assets listed in the schedule above.”

I. Change Orders to Current Contracts – to approve modifications

No change orders were presented.

6. REGULAR AGENDA

A. CONSENT AGENDA ITEMS PULLED FOR DISCUSSION

No items were pulled for discussion.

B. Busch Wildlife Sanctuary License Agreement

Mr. Boggie reviewed his memo on the license agreement.

MOTION: Made by Mr. Boggie, Seconded by Dr. Rostock,
Passed unanimously.

“THAT THE DISTRICT GOVERNING BOARD hereby declares its intention not to renew the current License Agreement with The Busch Wildlife Sanctuary, Inc. and approves sending the attached License Agreement Non-renewal Notice to The Busch Wildlife Sanctuary, Inc.

Furthermore, the District Governing Board declares its interest to enter into a revised License Agreement with Busch Wildlife Sanctuary, Inc. with mutually acceptable terms should that be possible.”

C. Rules Chapter 31-13, Rates, Fees and Charges and Renewal IQ Agreements

Dr. Arrington reviewed the proposed changes to Rules Chapter 31-10 and the draft Renewal Irrigation Quality Water Agreements.

MOTION: Made by Mr. Boggie, Seconded by Dr. Rostock,
Passed unanimously.

“THAT THE DISTRICT GOVERNING BOARD approves revisions to Rule Chapter 31-10.013 as modified to incorporate a change in verbiage from “increased” to “adjusted”
and

“THAT THE DISTRICT GOVERNING BOARD approves the form of the standard Renewal Irrigation Quality Water Agreements for Retail, Wholesale, and Wholesale Curtailable I.Q. Water Customers as attached.”

and

“THAT THE DISTRICT GOVERNING BOARD authorizes the Executive Director to enter into standard Renewal Irrigation Quality Water Agreements for Retail, Wholesale, and Wholesale Curtailable I.Q. Water Customers as necessary and appropriate.”

D. Money Purchase Plan and Trust (Retirement Plan) Update

Dr. Arrington reviewed the upcoming changes to the District’s Money Purchase Plan and Trust (Retirement Plan).

No action was taken.

E. Alternate A1A 24-Inch Force Main Cleaning & Inspection Engineering Contract

Mr. Dean reviewed his memo on the Alternate A1A 24-Inch Force Main Cleaning & Inspection Engineering Contract.

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

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to execute a work authorization for professional engineering services with Baxter and

Woodman Consulting Engineer's for Alternate A1A 24 Inch Subaqueous Force Main Cleaning and Inspection in the amount of \$80,945.79.”

and

THAT THE DISTRICT GOVERNING BOARD authorize a contingency fund for the Alternate A1A 24 Inch Subaqueous Force Main Cleaning and Inspection professional engineering services work authorization in the amount of \$4,047.29.”

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 report.

9. COMMENTS FROM THE BOARD

No comments were received.

10. ADJOURNMENT

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

“That the regular meeting of February 20, 2020 adjourns at 8:39 PM.”

BOARD CHAIRMAN

BOARD SECRETARY

RECORDING SECRETARY




Loxahatchee River Watershed Status Brightline / Virgin Trains Railroad Bridge Improvements

Brightline / Virgin Trains has begun Phase II of their construction to expand service to Orlando. As part of this project they are constructing an additional set of tracks and improving the existing tracks within the FEC railroad property. In addition, they will construct numerous improvements to the street crossings and the bridge over the Loxahatchee River, including the creation of a second boat channel. At our meeting we will discuss specifics of the bridge rehabilitation project scheduled to begin very soon.



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	Sewage Spilled	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	Gallons	# 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	<704	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	≤1,500	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	>1,500	≥ 2	>1875	> 25	< \$5,557,057	< 90%	< 80% or > 105%	< 60%	< 60%	≥ 1	≥ 2	min < 10 ‰	≥ 2 sites > 400
2017 Baseline		104%	6.6	1	0	2,225	0	1,127	9	\$ 30,425,084	95%	85%	98%	85%	0	not avail	22.8	1 > 200
2018 Baseline		112%	6.8	1	0	1,606	0	1,216	8	\$ 33,683,858	99%	85%	95%	56%	0.4	42	23.1	1 > 200
2019 Baseline		100%	6.8	1	1	8,022	0	1229	9	\$ 35,137,006	100%	89%	95%	63%	0.3	2	22.9	1 > 200
2019	Feb	106%	7.6	0	1	0	0	1,262	7	\$ 39,498,968	101%	86%	100%	83%	0	3	24.5	1 > 400
	Mar	119%	7.2	0	0	840	0	1,170	0	\$ 38,046,365	99%	88%	100%	75%	0	0	30.4	0 > 200
	Apr	79%	6.9	0	0	11,455	0	1,176	2	\$ 38,021,490	99%	89%	100%	73%	0	0	31.2	0 > 200
	May	113%	6.7	0	0	0	0	1,125	5	\$ 36,569,040	98%	90%	92%	50%	0	0	25.7	0 > 200
	June	98%	6.6	0	0	360	0	1,233	17	\$ 34,111,378	98%	89%	92%	42%	0	0	23.5	1 > 200
	July	85%	6.2	0	0	3,800	0	1,279	6	\$ 34,005,523	98%	88%	92%	42%	1	0	28.8	0 > 200
	Aug	89%	6.9	1	0	3,000	2	1,163	8	\$ 33,341,832	97%	89%	92%	33%	1	0	15.9	3 > 200
	Sept	74%	6.5	3	1	2,250	0	1,125	13	\$ 31,573,764	97%	89%	92%	33%	0	0	12.9	0 > 200
	Oct	116%	6.5	1	1	3,000	0	1,298	7	\$ 32,222,812	105%	103%	92%	88%	1	0	26.9	0 > 200
	Nov	113%	6.5	3	1	67,850	0	1,230	18	\$ 33,374,275	98%	90%	92%	83%	0	0	18.7	1 > 200
	Dec	108%	6.9	0	1	310	0	1,291	18	\$ 33,400,263	105%	87%	92%	83%	0	0	6.1	1 > 200
2020	Jan	109%	7.1	6	0	485	0	1,176	7	\$ 34,262,489	104%	93%	92%	83%	0	0	7.3	0 > 200
	Feb	137%	7.4	3	1	447	0	1,227	0	\$ 35,411,980	102%	91%	92%	83%	1	0	24.5	1 > 200
Consecutive Months at Green		5	129	0	0	3	4	113	2	128	91	13	52	5	3	12	1	6
Metric Owner		O'Neill	Pugsley	Dean	Dean	Dean	Pugsley	Pugsley	Dean	Fraraccio	Fraraccio	Fraraccio	Dean	Dean	Pugsley	Howard	Howard	Howard

Metric

Reclaimed Water
Customer Service
Employee Safety

Explanation

Over three individual days we experienced issues with the control system that manages distribution of I.Q. Water throughout Abacoa. Issues only effected partial day allocations; nonetheless, IQ Water demand was not met at least for some Abacoa customers over three days.
One customer has claimed damage within their home due to shortcomings of our system. Our insurance is working through the claim.
An employee experienced a moderate angle sprain while working. See the Safety Report for more details.

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



MEMORANDUM

TO: Governing Board
FROM: Administration Staff
DATE: March 10, 2020
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. LRD Rule & Board-Approved Policy Review Schedule – to approve schedule
- B. Near Miss Policy – to approve policy
- C. Subordination Agreement-Palm Beach County/Family Church – to approve agreement
- D. Engineering Services Contract-Lift Station Fall Protection – to award contract
- E. Construction Contract-Lift Stations 57 & 58 and Brentwood/Weldwood Lateral Lining – to award contract
- F. Water Leak Credit for Non-Residential Customers Policy – to approve policy revisions
- G. Fixed Asset Disposal – to approve disposal
- H. 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 19, 2020 as presented.”

Signed,

D. Albrey Arrington, Ph.D.
Executive Director

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Gordon M. Boggie
Board Member

Dr. Matt H. Rostock
Board Member

Stephen B. Rockoff
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: D. ALBREY ARRINGTON, EXECUTIVE DIRECTOR
DATE: MARCH 9, 2020
SUBJECT: LRD RULE & POLICY REVIEW SCHEDULE

In January, the Governing Board approved my goals for 2020 including to “institute and publish a schedule for review and approval of LRD Rules and Board-approved Policies by March 31, 2020”. The following page is the working draft of the proposed LRD Rule and Policy Review Schedule. The list is structured in three parts: Enabling Act; Rules; Policies. Each section is sorted chronologically where items at the bottom of the list were revised most recently. Policies with future dates under Last Revision (e.g., Near Miss Policy) have not yet been approved by the Board.

Creation and revision policies vary by document type. Revision of the Enabling Act requires approval by the State Legislature. Rulemaking and rule revision policies are spelled out in Chapter 31-5. Creation of or revision of a Board approved policy requires the positive approval of the LRD Governing Board.

I have assumed the default timeframe for reviewing our Rules and Policies is 5 years. Nonetheless, certain Rules and Policies warrant a more frequent review. For example, I suggest Chapter 31-10 be reviewed annually. I suggest we review our Safety Policy and Personnel Policies & Procedures every two years. I suggest we review our Construction Standards and Technical Specifications every three years. The suggested review frequency should be viewed as a minimum standard. It is likely that some of these documents will require review before their scheduled review date based on external factors. In such cases, staff will bring proposed revisions to the Board on an as-needed basis but not later than the planned revision date.

Additionally, I have been contacted by Ms. Emily Silver who is working on a Doctor of Public Administration at Walden University. Her degree requires a Professional Administrative Study with a goal of the student making a meaningful contribution to the practice of public administration within a public organization. Ms. Silver has proposed a survey of policies at high-functioning governmental agencies, a systematic review of LRD’s policies, and identification of apparent short-comings of LRD policies. I am excited to have Ms. Silver use the LRD as her model public sector organization. I believe the timing of Ms. Silver’s research fits well with our efforts to review and improve our Rules and Policies. Hopefully, we will have an opportunity to have Ms. Silver address the Board with her most interesting findings.

I look forward to receiving your constructive feedback on the proposed list, and I request your consideration of the following motion:

“THAT THE GOVERNING BOARD ratify and approve the attached LRD Rule and Policy Review Schedule as presented, direct the Executive Director to manage review of District Rules and Policies in accord with the schedule, and authorize the Executive Director to update the Rule and Policy Review Schedule from time to time and periodically present it to the Governing Board for ratification and approval.”

Loxahatchee River District Rule and Policy Review Schedule

FS #	Florida Statute	Last Revision	Latest Review	Planned Revision	Review Frequency
Chapter 2002-358	Loxahatchee River Environmental Control District Act	May-02			

Rule #	Rule Name	Last Revision	Latest Review	Planned Revision	Review Frequency
Chapter 31-15	Indexing Final Orders	May-92		Apr-20	5 years
Chapter 31-16	River Enhancement	Jan-95	Aug-19	Apr-21	5 years
Chapter 31-5	Rulemaking Proceeding	Oct-11		Jun-20	5 years
Chapter 31-2	Agenda and Scheduling of Meetings and Workshops	Oct-13		Jul-20	5 years
Chapter 31-11	Special Assessments	Oct-15		Oct-20	5 years
Chapter 31-1	Organization Policies and Procedures.pdf	Jul-16		Jul-21	5 years
Chapter 31-3	Regulations for Sewer Systems	Aug-17		Aug-22	5 years
Chapter 31-13	Regulation of Sewer Use	Jan-20		Jan-23	3 years
Chapter 31-10	Schedule of Rates, Fees and Charges for the Users of the Regional Wastewater System	Feb-20		Mar-20	1 year

Policy #	Policy Name	Last Revision	Latest Review	Planned Revision	Review Frequency
	Capital Asset and Intangible Asset Policy	Mar-11		Jun-20	5 years
	Discontinue Service Procedure	May-16		May-21	5 years
	Initiate Sewer Services Charges	May-16		May-21	5 years
	Money Purchase Plan and Trust (aka Retirement Plan)	May-16		Mar-20	5 years
	Water Leak Credit for Non-Residential Customers Policy	Sep-16		Mar-20	5 years
	Delinquent Abatement Policy	Sep-16		Sep-21	5 years
	Delinquent Account Payment Plan Policy	Sep-16		Sep-21	5 years
	Estoppel Fees Policy	Sep-16		Sep-21	5 years
	Customer Service Lien Procedure	Jan-17		Jan-22	5 years
	End Sewer Service Charges	May-18		May-23	5 years
	Multi-Meter Non-Residential Billing Policy	May-18		May-23	5 years
	Non-Residential Billing by Water Use	May-18		May-23	5 years
	Staff Award Policy	Nov-18		May-23	5 years
	Procurement Policy	Dec-18		Dec-20	2 years
	Safety Policy (aka Employee Safety Manual)	Mar-19		Mar-21	2 years
	Investment Policy	Jun-19		Jun-24	5 years
	Manual of Minimum Construction Standards and Technical Specifications	Aug-19		Aug-22	3 years
	Personnel Policies & Procedures	Nov-19		Nov-21	2 years
	Near Miss Policy & Procedure	Mar-20		Mar-25	5 years
	Warehouse and Inventory Policy	Apr-20		Apr-25	5 years
	Contractor Safety Management Policy	Apr-20		Apr-25	5 years
	Disposal of Capital Assets or Other District Property Policy	Aug-20		Aug-25	5 years
	Public Record and Records Retention Policy	Oct-20		Oct-25	5 years
	Budget Policy	Dec-20		Dec-25	5 years

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

MEMORANDUM

TO: GOVERNING BOARD
FROM: D. ALBREY ARRINGTON, EXECUTIVE DIRECTOR
DATE: MARCH 6, 2020
SUBJECT: NEAR MISS POLICY

In January, the Governing Board approved my goals for 2020 including to “begin implementation of a Near Miss program by March 31, 2020”. This is a worthy goal, because recording and investigating near misses is an important element of an effective safety program (see attached Near Miss Reporting Systems from the National Safety Council). **A near miss is an unplanned event that did not result in injury, illness, or damage, but had the potential to do so.** Examples of near misses include: worker not wearing the proper personal protective equipment for a job; a person slips on a wet floor but does not fall or hurt themselves; a piece of equipment hoisted by a crane falls but does not hurt anyone; an employee hits but does not break an underground sewer line; and a crane truck crane nearly contacts an overhead powerline.


In essence, a near miss is an accident that was avoided by luck or chance. We do not want to rely on luck to avoid avoidable accidents. By recording and investigating near misses, LRD staff expect to prevent more serious accidents and injuries from occurring.

It is commonly assumed that for every OSHA recordable injury there are 60 near miss incidents. So, we can assume most serious accidents were preceded by near miss incidents. Our goal is to develop a culture of reporting and investigating near miss incidents. Each near miss incident will be viewed as an opportunity to identify and control hazards thereby reducing risk and preventing harmful accidents. Also, an effective near miss program is a meaningful way to engage and empower employees throughout the organization to actively improve workplace safety.

I have worked with Travis Bains, LRD Safety Officer, to draft the attached Near Miss Policy. I believe this is a straightforward policy that will benefit the District. The draft Policy includes a flowchart to help employees understand what qualifies as a near miss, and it includes a Near Miss Reporting Form.

Travis and I request your consideration of the following motion:

“THAT THE GOVERNING BOARD approve the attached Near Miss Policy and direct the Executive Director to implement the policy with an effective date of March 30, 2020.”

	LOXAHATCHEE RIVER DISTRICT		Doc No:	NMP
			Initial Issue Date	03/20/2020
			Revision Date:	Initial Version
Near Miss Policy			Revision No.	0
			Next Review Date:	03/17/2022
Prepared: Safety Officer	Travis Bains	Issuing Dept. Safety	Page:	Page 1 of 1

NEAR MISS POLICY

Purpose

Recording and investigating Near Misses is an important element of a safety program, which may prevent serious accidents and injuries from occurring. The purpose of this policy is to highlight the importance of reporting and researching Near Misses in an ongoing and proactive effort to systematically improve workplace safety. This policy applies to all LRD staff and premises.

What is a Near Miss?

A Near Miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. The Near Miss flowchart (attached) will help you identify a Near Miss.

Why are Near Misses important?

Recording and investigating Near Misses is a proven method to identify serious safety issues before a catastrophic accident occurs. Thus, implementing this Near Miss policy should improve our efforts to protect the health and safety of ourselves, our colleagues, and the public by avoiding avoidable accidents and injuries.

Am I required to report Near Misses?

Yes, all LRD staff are required to report Near Misses to the LRD Safety Officer using the Near Miss Reporting Form (attached). For clarification of what should be reported as a Near Miss, see the Near Miss flowchart (attached).

Will I be punished if I report a Near Miss?

No. You will not be punished for reporting a Near Miss. However, you may receive disciplinary action for failing to report a Near Miss.

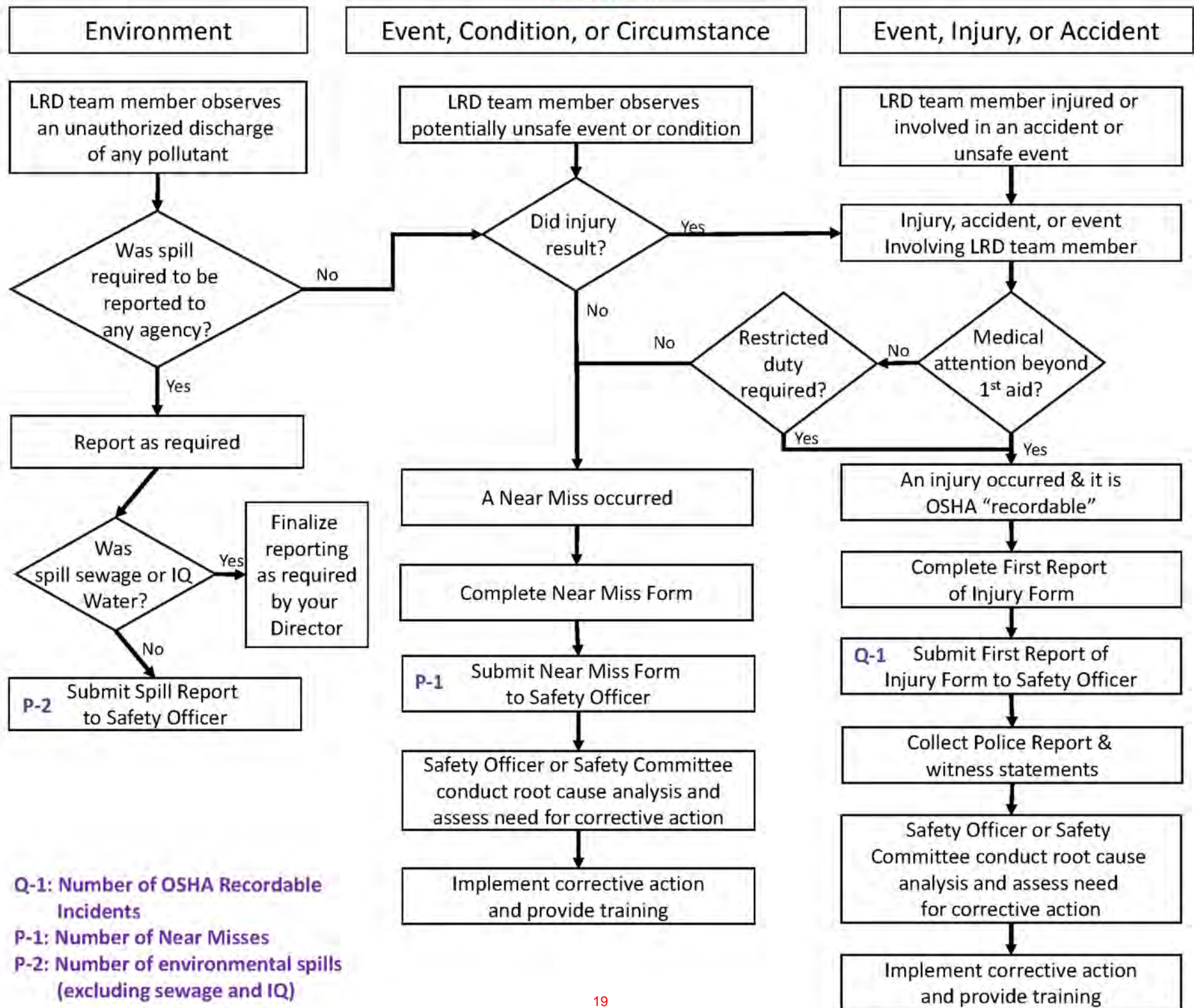
What will be done with Near Miss data and information that I report?

The LRD Safety Officer will investigate the Near Miss with an intent on determining the root cause. Upon conclusion of the investigation, the Safety Officer will collaborate with relevant LRD staff, including managers, to suggest, assess, and implement appropriate revisions to facilities, processes, and/or procedures to better safeguard employees and prevent future incidents. Periodically, the Safety Officer will provide a summary of Near Miss statistics and findings. The Safety Officer, Safety Committee, and relevant supervisory staff will use these data to improve training specifically including awareness of workplace hazards.

Authority: 29 CFR 1910, 29 CFR 1904

Date Approved by Governing Board: TBD

NEAR MISS



NEAR MISS REPORTING FORM

An unplanned event that did not result in injury, illness or damage – but had the potential to do so.

Location of Near Miss: _____

Date & Time of Near Miss: _____

Severity of Near Miss: ☐ Low ☐ Medium ☐ High

Please explain the near miss that occurred (provide additional text and photos as necessary):

What was the outcome of the near miss?

☐ Work was stopped ☐ Work continued as usual ☐ Work was modified

If work was stopped or modified, please explain actions taken: _____

Please provide any additional information relevant to the near miss: _____

Name of person completing this form: _____

Signature of person completing this form: _____

When complete, you must submit this report to the LRD Safety Officer, Travis Bains.



Near Miss Reporting Systems

Key Points

- Incidents occur every day at the workplace that could result in a serious injury or damage.
- A near-miss program may help prevent future incidents.
- One problem that companies must overcome is employee's fear of being blamed after reporting a near miss.
- Employers need to make the process of reporting a near miss as easy as possible.

What is a Near Miss?

A **Near Miss** is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage; in other words, a miss that was nonetheless very near.

A faulty process or management system invariably is the root cause for the increased risk that leads to the near miss and should be the focus of improvement. Other familiar terms for these events are a “**close call**,” a “**narrow escape**,” or in the case of moving objects, “**near collision**” or a “**near hit**.”

How Do Near Miss Reporting Systems Prevent Future Incidents?

Many safety activities are reactive and not proactive, and some organizations wait for losses to occur before taking steps to prevent a recurrence. Near miss incidents often precede loss producing events but may be overlooked as there was no harm (no injury, damage or loss). An organization may not have a reporting culture where employees are encouraged to report these close calls. Thus, many opportunities to prevent the incidents are lost. History has shown repeatedly that most loss producing events (incidents), both serious and catastrophic, were preceded by warnings or near miss incidents. Recognizing and reporting near miss incidents can significantly improve worker safety and enhance an organization's safety culture.

What are Best Practices in Establishing a Near Miss Reporting System?

- Leadership must establish a reporting culture reinforcing that every opportunity to identify and control hazards, reduce risk and prevent harmful incidents must be acted on.
- The reporting system needs to be non-punitive and, if desired by the person reporting, anonymous.
- Investigate near miss incidents to identify the root cause and the weaknesses in the system that resulted in the circumstances that led to the near miss.
- Use investigation results to improve safety systems, hazard control, risk reduction, and lessons learned. All of these represent opportunity for training, feedback on performance and a commitment to continuous improvement.
- Near miss reporting is vitally important to preventing serious, fatal and catastrophic incidents that are less frequent but far more harmful than other incidents.



Why Should Employers Implement Near Miss Reporting Systems?

Near miss reporting systems:

- Capture sufficient data for statistical analysis, correlation studies, trending, and performance measurement (improvement over baseline).
- Provide convenient opportunity for “employee participation,” a basic component of a successful safety management system.
- Create an open culture whereby everyone shares and contributes in a responsible manner to their own safety and that of their fellow workers.
- Can be considered to be a leading indicator of performance used in balance with other leading and lagging measures of performance.

How Can Employers Encourage Workers to Participate in Near Miss Reporting?



- Create a policy and procedure that is communicated to all employees with the backing of senior management.
- Promote a culture of reporting with the support and help of all managers and supervisors.
- Educate employees on the reason why near miss reporting is a necessity, the important role that they play, and the process for reporting.
- Ensure that the near miss reporting process is easy to understand and use.
- Continue to communicate on the importance of near miss reporting encouraging the participation of all employees.
- Use the near miss reporting as a leading indicator and report back to the organization on the positive steps taken to improve workplace safety.
- Reinforce with employees that near miss reporting is non-punitive.
- Consider incentives that encourage reporting and enhance the culture. (Incentives that have the potential to discourage reporting must be avoided.)
 - An example of a good incentive is one that recognizes the participation of workers in the recognition and reporting of hazards. This activity helps to enhance a reporting culture, engage workers in meaningful safety activities, and continue a process of risk reduction.
 - An example of a poor incentive is one that recognizes supervisory and management performance based on outcome OSHA recordable rates. This type of incentive has been shown to suppress reporting and can lead to punitive actions that further undermine safety efforts.
- Include training for new employees as a part of their orientation.
- Celebrate the success and value of the near miss reporting process with all employees!

What are Best Practices from Award Winning Companies?

Companies who excel at safety and have close to zero incidents utilize near-miss reporting in various ways, whether as a leading indicator of safety performance, a component of a hazard identification system, or as a mechanism for engaging and empowering employees at different levels throughout an organization. The following are examples of how these best in class companies have implemented model near miss reporting systems which have contributed to excellence in health and safety.

- **A petroleum company that implemented a hazard identification initiative, and gained greater involvement of all employees in risk assessment and work planning.** Employees at all levels use their discretion to spot and fix problems before they result in harm with the added benefit of greater responsibility for their work, including the utilization of safe working practices.
- **A manufacturer uses event and near-miss analysis as a key to achieving the organization's stated objective of zero incidents.** The event system incorporates a methodology of event recording, ensuring detailed information on each incident that, in turn, generates lessons to be shared throughout the organization.
- **An engineering company utilizes an Occurrence Reporting System that records safety-related near misses and incidents across the site, which management reviews on a daily, weekly, and monthly basis for trends and improvement actions.** An important part of this successful system is fostering an atmosphere where employees feel comfortable coming forward without fear of retaliation.
- **A fertilizer manufacturer uses leading indicators at individual and department levels, reinforcing personal involvement and improving the perceptions individuals and work teams have about their control and management of injuries.** Key to this is the promotion of near miss reporting and rewarding diligent employees who report the most near miss incidents, or "unsafe conditions or acts."
- **A chemical manufacturer tracks the lower part of the "injury pyramid" (as leading indicators), which include near misses, to help predict areas where more significant injuries are likely to occur.** The near miss reporting process encourages employees to take actions to resolve issues, at least temporarily, until permanent controls can be implemented. In addition, all employees are required to set personal safety goals in their performance metrics, which are tracked against items that have been identified as precursors to injuries.



Other Resources on Near Miss Reporting Systems

- American National Standards Institute (ANSI) Z10 – 2012 Occupational Health and Safety Management Systems.
- NSC Safety+Health Online "Everybody gets to go home in one piece – How reporting close calls can prevent future incidents", <http://www.nsc.org/safetyhealth/Pages/112Everybodygetstogohome.aspx>
- OSHA Safety and Health Management Systems eTool: Accident/Incident Investigation, http://www.osha.gov/SLTC/etools/safetyhealth/mod4_factsheets_accinvest.html

Through the OSHA and National Safety Council Alliance, NSC developed this case study for information purposes only. It does not necessarily reflect the official views of OSHA or the U.S. Department of Labor. May 2013

Item 5C

Subordination Agreement – Palm Beach County/Family Church

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

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

2500 Jupiter Park Drive, Jupiter, Florida 33458

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



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

MEMORANDUM

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

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

DATE: March 12, 2020

SUBJECT: Professional Engineering Services: Lift Station Fall Protection Improvements Project

This project will provide engineering, bidding and construction observation for a project to provide fall protection at all existing lift stations in our transmission system. Fall protection will consist of a pedestrian rated grate installed below the wetwell lid. The grate will allow access and maintenance of wetwell equipment excluding pump removal or maintenance requiring entry into the wetwell. In both excluded instances other precautions will be taken to reduce the risk of a fall.

Attached you will find a work authorization for Baxter and Woodman Consulting Engineers under their continuing contract for professional engineering services for investigation, design, bidding assistance, construction contract administration and resident project representative.

Staff recommend the following motion:

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to execute a work authorization for professional engineering services with Baxter and Woodman Consulting Engineer’s for Lift Station Fall Protection Improvements Project in the amount of \$82,533.82.”

and

THAT THE DISTRICT GOVERNING BOARD authorize a contingency fund for the Lift Station Fall Protection Improvements Project professional engineering services work authorization in the amount of \$4,126.69.”

**AGREEMENT BETWEEN LOXAHATCHEE RIVER ENVIRONMENTAL
CONTROL DISTRICT AND BAXTER & WOODMAN, INC. FOR
PROFESSIONAL ENGINEERING SERVICES**

“LIFT STATION FALL PROTECTION IMPROVEMENTS PROJECT”

DATE: March 4, 2020

BACKGROUND

This Agreement is for the performance of engineering services by Baxter & Woodman, Inc. (B&W) pursuant to the Continuing Contract for Professional Engineering Services between Loxahatchee River District (District) and B&W dated February 4, 2015 hereafter referred to as the Contract, which expires on February 4, 2022. The District has the right to stop work at any time being only responsible for costs incurred up to that time.

The Loxahatchee River Environmental Control District (District) desires to perform specific safety improvements at approximately two-hundred and ten (210) lift stations sites located within their service area. The improvements will result in improved worker safety during periods of maintenance and/or inspection of the respective submersible lift station wet wells. District Staff previously performed inspections at each of the lift station sites and logged the dimensional data for each top slab, access hatch and pumping supports/rails. B&W will utilize this information, as well as information readily available from existing safety grating vendors to create a standard set of retrofit design drawings and details to be used during the installation of safety grating units at each of the 210 District lift station sites. It should be noted that the District has more than 210 submersible type lift stations, however, safety grating units have previously been installed at some sites or will be installed as part of upcoming lift station rehabilitation projects being completed by others. As such, those lift station sites will be excluded from the current project. It is anticipated that B&W will utilize site photos taken by District Staff of each lift station site as well as the as-built dimensional data collected by the District as the basis for the design drawings. B&W shall prepare and include up to a maximum of seven (7) safety grating retrofit standard details within the design drawings. The design drawings will include a summary table which will document the dimensional information for each lift station hatch opening. The table will also include a column to indicate which standard detail should be utilized for the retrofit and installation of the safety grating. B&W's scope does not include the preparation of design details for each of the lift station sites. The project specifications shall require the selected Contractor to prepare and submit shop drawings for each lift station site. B&W will perform sites visits to a limited number of lift station sites to review varying conditions noted in the inspection log prepared by District Staff. The intent is for B&W to visit sites which most closely represent each of the standard details to be prepared by B&W. The District will provide B&W with access to the District's geographical information system (GIS) portal, which is where site specific data and photos are maintained.

The following Scope of Work will be performed as part of the current project.

SCOPE OF WORK

The District has requested comprehensive engineering services from B&W to provide data collection, engineering design, bidding assistance, construction administration, and construction inspection services related to the Lift Station Fall Protection Improvements Project. The project is assumed to be bid as a Single Bid Package. Specific project elements include the following:

- Task 1 – Investigative Phase
- Task 2 – Design Services
- Task 3 – Bidding Assistance
- Task 4 – Construction Administration Services
- Task 5 – Resident Project Representative

TASK 1 – INVESTIGATIVE PHASE

Subtask 1.1 – Kick-Off Meeting

B&W shall attend Kick-Off Meeting with District staff for the purpose of verifying the District's goals, objectives and design standards for the project.

Subtask 1.2 – Project Management

B&W shall provide overall Project Management and coordination for the project.

Subtask 1.3 – Field Reconnaissance

B&W will perform site inspections at a limited number of lift station sites. The intent of the site inspections is to review varying site conditions noted in the log prepared by District Staff as part of the comprehensive site inspections previously performed. B&W has budgeted one, half day for two staff members for this activity.

TASK 2 – DESIGN SERVICES

Design shall consist of preparation of Contract Specifications, Contract Drawings, and Construction Cost Opinion.

Subtask 2.1 Construction Documents

Preparation of construction documents shall include contract drawings and technical specifications. Contract drawings shall include: cover sheet, general notes, lift station hatch retrofit standard detail drawings as well as one drawing sheet for miscellaneous details. B&W shall prepare the engineering design elements utilizing the dimensional information provided by the District, information from safety grating vendors and site photos. The drawings will be prepared in an AutoCAD release 2018 format. Contract documents shall include: "front-end" documents and technical specifications which shall be consistent with and conform to the District Standards. (The "front-end" documents shall only be submitted with the 75% and 100% technical specifications and will be provided in MS Word® format).

Drawings and specifications (four copies) shall be submitted for District review at the 75% and 100% design completion stages. B&W shall meet with the District to discuss comments, and

incorporate comments into final documents. B&W shall furnish with the 100% design drawings, one (1) set of AutoCAD Version 2018 files in electronic format on CD.

Subtask 2.2 Construction Cost Opinion

Preparation of construction cost opinion at 75% and 100% design completion stages. The construction cost opinion shall reflect changes in general scope, extent or character of design requirements incorporated during the various design review stages.

Subtask 2.3 Design Review Meetings

B&W shall attend two (2) design review meetings with the District at the 75% and 100% design completion stages. B&W will prepare an agenda in advance of the meetings and will generate meeting minutes to formerly document any design comments and/or issues discussed during the meetings.

Subtask 2.4 Quality Assurance / Quality Control

B&W shall provide internal QA/QC reviews on the 75% and 100% Design Documents (e.g. drawings, specifications, and cost estimates).

TASK 3 – BIDDING ASSISTANCE

Subtask 3.1 Bid Advertisement

B&W shall assist District in advertising for and obtaining bids or negotiating proposals for construction (including materials, equipment and labor). It is anticipated that work shall be awarded under a single construction contract. B&W shall provide up to ten (10) PDF sets of bid documents on DVD's (or thumb drive). District shall receive and process deposits for bidding documents and shall maintain a record of prospective bidders to whom bidding documents have been issued.

Subtask 3.2 Pre-Bid Conference

B&W shall conduct a pre-bid conference in conjunction with District Staff and provide a written summary (i.e. minutes) of items discussed.

Subtask 3.3 Bid Clarification/Addenda

B&W shall assist District in issuing addenda and shall provide supplemental information or clarification, as appropriate, to interpret, clarify, or expand the bidding documents to all prospective bidders during the bid period. District shall issue any addenda's to prospective bidders.

Subtask 3.4 Contract Award

B&W shall conduct the bid opening and prepare bid tabulation. B&W shall assist District in evaluating bids and proposals, including reference checks. B&W shall submit to District written recommendation concerning contract award to the lowest responsive responsible bidder.

Subtask 3.5 Conformed Contract Documents

Prepare conformed Contract Documents for use by the Contractor and District during construction.

TASK 4 – CONSTRUCTION ADMINISTRATION SERVICES

The general administration services during construction of the Lift Station Fall Protection Improvements Project shall include the following tasks:

Subtask 4.1 Pre-Construction Conference

B&W shall attend a pre-construction conference with representatives of District, contractors and major subcontractors for the construction contract. B&W shall prepare, in writing, minutes of conference.

Subtask 4.2 Submittal Review

B&W shall review and process shop drawings, samples, schedules, certifications, O&M Manuals, and any other data which the construction contractor is required to submit. The review will be for general conformance with the design intent and compliance with the construction contract documents. Consultant will submit reviewed shop drawings/submittals to District for their records.

Subtask 4.3 Pay Estimate/Schedule Review

Based on monthly observation (1 review of status per pay application) of number of stations under construction or completed as an experienced and qualified design professional, and on review of Contractor applications for payment and accompanying data and schedules, the Consultant shall determine the amounts owing to the Contractor and recommend, in writing, payments to Contractor in such amounts. Review of stored materials, items and invoices as required. This also includes monitoring the construction schedule monthly (estimated to be 6 months) and reporting to the District conditions which may cause delays in completion.

Subtask 4.4 Construction Clarifications

Respond in writing to Contractor's Request for Information (RFI) regarding design documents during the 6-month construction period. A total of twenty (20) RFI responses have been included in this task. B&W shall issue interpretations and clarifications of the Contract Documents, along with associated support materials, as requested by the Contractor. Those interpretations will be rendered and a response prepared and submitted to the Contractor within 5 working days.

Subtask 4.5 Review Change Orders

Provide services in connection with preparing change orders to reflect changes to the construction project, limited to minor changes requested by Contractor. Analysis of major design modifications, including the preparation of significant Drawing revisions, are not included, and may require additional authorization. A total of five (5) change orders have been estimated.

Subtask 4.6 Progress Meetings

B&W shall conduct monthly construction progress meetings (estimated 5 meetings) to be held at an acceptable location and provide a written summary of the issues discussed.

Subtask 4.7 Construction Administration

B&W's Construction Manager shall provide all construction administration required for the contract and shall make periodic field inspections to observe progress of the work and to provide coordination with the Contractor and his field personnel. This task assumes 3 hrs/week will be provided during the 6-month construction duration.

Subtask 4.8 Substantial Inspections / Final Signoff

B&W shall conduct a substantial inspection with the District and Contractor to determine if the project has been completed in accordance with the contract documents and if the construction contractor has fulfilled his obligations thereunder. A punch-list will be prepared for each substantial inspection for each station location. It is anticipated that 20% of the total will require re-inspection for substantial completion to be attained. Re-inspection is not included for lift station installations that only had minor or cosmetic punchlist items identified at the initial substantial completion inspection. Substantial inspections shall be conducted in station groupings, generally up to twice per month as appropriate to the contractor's completion schedule. B&W shall recommend, in writing, final acceptance of the work to the District. The District may, at District's option proceed to make final payment to the construction contractor.

TASK 5 – RESIDENT PROJECT REPRESENTATIVE SERVICES

The Construction Inspection Phase services to be provided by the Consultant include the following:

1. Provide a part-time Construction Inspector during the construction of the work in a total period of not-to-exceed 6 months / 26 weeks (for a total of 185 hours) for the construction contract. B&W will perform substantial completion inspections to evaluate the work progress and confirm conformance with the Contract Documents. The substantial completion inspections shall be conducted in groups of completed stations, as identified by the contractor, up to a maximum of two station groupings per month. All inspections shall take place during regular working hours (7:00 am to 4:00 pm), Monday through Friday. Activities performed under this task consist of furnishing a Construction Inspector for substantial completion inspection, to observe the quality of the work by the Contractor, who will:
 - Serve as Consultant's liaison with construction contractor, working principally through the contractor's construction manager and assist him in understanding the intent of the contract documents.
 - Conduct on-site observations of the work at the time the contractor has identified he is substantially complete, to assist in determining if the work is in accordance with the contract documents and that completed work conforms to the contract documents. Report, in writing, whenever Consultant believes that work is unsatisfactory, faulty or defective, or does not conform to the contract documents, or does not meet the requirements of inspections, tests or approval required to be made, or has been damaged

prior to final payment. As stated above, inspections shall not be performed on an "on call" basis but will be grouped so that inspections can be conducted over 1-2 day period and for confirmation of substantial completion.

- Consider and evaluate construction contractor's suggestions for modifications in drawings or specifications and report them to District, in writing. B&W shall make recommendation for action by the District.

LIMITATIONS OF AUTHORITY

Except upon written instructions of Engineer, Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or approve any substitute materials or equipment.
2. Shall not exceed limitations on Engineer's authority as set forth in the Contract Documents.
3. Shall not undertake any of the responsibilities of Contractor, Subcontractors or Construction Manager, or expedite the Work.
4. Shall not advise on or issue directions relative to any aspect of the means, methods, techniques, sequences or procedures of construction unless such is specifically called for in the Contract Documents.
5. Shall not advise on or issue directions as to safety precautions and programs in connection with the Work.
6. Shall not participate in specialized field or laboratory tests.

ADDITIONAL SERVICES

B&W shall provide additional engineering as requested by the District for engineering services that are not covered under this Scope of Work. Services shall be reimbursed in accordance with Baxter & Woodman, Inc. fee schedule included in **Exhibit A**. Services performed under this task will be on as-directed basis in accordance with a written Notice-to-Proceed from District. The Notice-to-Proceed issued shall contain the following information and requirements.

- A detailed description of the work to be undertaken.
- A budget establishing the amount of the fee to be paid in accordance with the Agreement.
- A time established for completion of the work.

ASSUMPTIONS

Work described herein is based upon the assumptions listed below. If conditions differ from those assumed in a manner that will affect schedule or Scope of Work, B&W shall advise District in writing of the magnitude of the required adjustments. Changes in completion schedule or compensation to B&W will be negotiated with District. Services to be provided by the District and other related key assumptions include:

1. B&W assumes that all existing and proposed infrastructure are located within the District's easements.

2. District will provide B&W record drawings of all lift station sites included in the project Scope of Work.
3. B&W assumes construction duration of 6 months.
4. Contractor shall be responsible for conducting a field review at each lift station installation location and preparing a separate shop drawing for each lift station location, or for each type of lift station installation.
5. The Contractor is responsible for preparing the Record Drawings.
6. A single bidding effort is assumed. Re-bidding of the project is considered an Additional Services item not currently included in this Scope of Work.
7. The design is to be based on the Federal, State and local codes and standards in effect at the beginning of the project. Revisions required for compliance with any subsequent changes to those regulations is considered an Additional Services Item not currently included in this Scope of Work.
8. Construction inspection (RPR) shall be limited to the following:
 - a. Monthly inventory of construction status by count determined during the substantial completion inspection (as identified by the Contractor) and approximate percentage of completion at the lift stations for the purposes of determining pay application quantities.
 - b. Review of each lift station included in the construction contract at the time of substantial completion, as identified by the contractor, and preparation of a substantial completion punchlist.
 - c. Re-inspection following initial substantial completion inspection for approximately 20% of "failed" inspections.
 - d. Listing of lift stations considered "final complete" and in conformance with the contract documents.
9. The preparation and submission of any permit applications and/or reports is specifically excluded from the Scope of Work.
10. Scope does not include services for addressing a bid protest or for re-bid of the project.
11. Assisting the District in the settlement of construction contract claims is considered Additional Services and is not included in this Scope of Services

CONTRACT PERFORMANCE

COMPLETION DATES

The duration of major work tasks (calendar days) are as indicated on the Project Schedule shown in **Exhibit B**.

SUMMARY OF PROPOSED FEES

Proposed labor costs and associated expenses for engineering services (Not-to-Exceed + Lump Sum) are tabulated below and detailed in **Exhibit A**.

ENGINEERING SERVICES

ENGINEERING FEE

Task 1 – Investigative Phase (LS)	\$6,048.79
Task 2 – Design Services (LS)	\$21,207.42
Task 3 – Bidding Assistance (LS)	\$4,956.44
Task 4 – Construction Administration Services (LS)	\$26,224.47
Task 5 – Resident Project Representative Services (LS)	\$18,096.70
Reimbursables (NTE)	\$6,000.00

TOTAL ENGINEERING SERVICES

\$ 82,533.82

(\$76,533.82 LS + \$6,000.00 NTE)

DELIVERABLES

TASKS	DELIVERABLES	QUANTITY
1. Construction Document Production	75% Drawings & Specs (WORD.doc)	3 – Sets (22" x 34") + PDF
	100% Drawings & Specs (WORD.doc)	3 – Sets (22" x 34") + PDF
	Cost Estimate @ 75% & 100%	3 – Sets + PDF
2. Bidding Services	Bidding Sets	20- Sets (PDF CDs)
	Addenda if required	As required
3. Construction Services	District Sets	3 – Sets (22" x 34") + PDF
	Contractor Sets	4 – Sets (22" x 34") + PDF

LOXAHATCHEE RIVER ENVIRONMENTAL
CONTROL DISTRICT

Date Executed: _____

Witnesses:

Robert
Courtney Marshall

By: Rebecca Travis - 3/4/2020
Rebecca Travis, P.E., Vice President Date

EXHIBIT B

Lift Station Fall Protection Improvements Project - Project Schedule

Project Milestone	2020												2021		
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
LRECD Board Meeting (March 19, 2020)	◆														
Notice-to-Proceed / Kick-Off Meeting (Date: TBD)		◆													
Investigative Phase															
Field Reconnaissance (30 days)		■													
Final Design ⁽¹⁾ 75% (45 days)		■													
LRECD Review (14 days)			■												
100% (30 days)				■											
LRECD Review (7 days)					■										
Bid Set (7 days)						■									
Bidding and Award (8 weeks)						■									
Construction (6 months)								■							

Notes:

(1) The design schedule is based upon conducting a review meeting within 7 calendar days after District receives the submittal. All review comments shall be provided to B&W within 14 calendar days after District receives the submittal. An adjustment to the overall schedule will be required in case the review meeting takes longer to be conducted and/or obtaining comments takes longer to receive.



Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

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



MEMORANDUM

TO: D. Albrey Arrington, Ph.D.

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

DATE: February 25, 2020

SUBJECT: Authorize Piggy-Back Contract for Lateral Lining Services

As part of the District's rehabilitation and replacement program we routinely use lining services which install a structural pipe liner within the existing service laterals and main line connections. This contract will allow for these lining services in the collection systems for Lift Stations 057 and 058 and the Brentwood/Weldwood neighborhoods.

We recommend that the District "piggy-back" on a contract awarded by the City of Largo to BLD Services, Inc. (ITB No. 19-B-645) to perform this work in accordance with their quotes as attached and summarized below.

Lift Station 057 Collection System	\$245,311.75
Lift Station 058 Collection System	\$682,199.25
Brentwood/Weldwood	\$280,202.00
Total	\$1,207,713.00

Staff recommend the following motion:

"THAT THE DISTRICT GOVERNING BOARD authorize the "piggyback" of the City of Largo contract with BLD Services, Inc. ITB 19-B-645 for service lateral rehabilitation services in the amount of \$1,207,713.00."

and

"THAT THE DISTRICT GOVERNING BOARD authorize an additional contingency amount of \$120,771.30."

Gordon M. Boggie
Board Member

Dr. Matt H. Rostock
Board Member

Stephen B. Rockoff
Chairman

Harvey M. Silverman
Board Member

James D. Snyder
Board Member

LS 58

Item	Description	Unit Price	Unit	Units	Total
34	Initial Service LateralCCTV Inspection (4"-6") From Main, Up to 30 LF	250.00	EA	187	\$46,750.00
35	Initial Service LateralCCTV Inspection (4"-6") From Main. Per LF Beyond 30 LF	0.25	EA	17	\$4.25
38	CIPP Lateral Liner, 4" - 6" Dia. Up to 30 LF, With Main/Lateral Connection System	2,985.00	LF	187	\$558,195.00
39	CIPP Lateral Liner, 4" - 6" Dia. Per LFBeyond Initial 30 LF	10.00	LF	595	\$5,950.00
52	Mobilization, > 1,200 LF or > 10 Lateral Liners per Task Order	500.00	EA	1	\$500.00
55	Maintenance of Traffic, City/County Minor/Residential	400.00	Day	112	\$44,800.00
56	Work in Rear Easement and or Away From Travelways	1,000.00	EA	26	\$26,000.00
					\$682,199.25

LS 57

Item	Description	Unit Price	Unit	Units	Total
34	Initial Service LateralCCTV Inspection (4"-6") From Main, Up to 30 LF	250.00	EA	66	\$16,500.00
35	Initial Service LateralCCTV Inspection (4"-6") From Main. Per LF Beyond 30 LF	0.25	EA	7	\$1.75
38	CIPP Lateral Liner, 4" - 6" Dia. Up to 30 LF, With Main/Lateral Connection System	2,985.00	LF	66	\$197,010.00
39	CIPP Lateral Liner, 4" - 6" Dia. Per LFBeyond Initial 30 LF	10.00	LF	540	\$5,400.00
55	Maintenance of Traffic, City/County, Minor Residence	400.00	EA	32	\$12,800.00
55	Maintenance of Traffic, City/County Arterial/Collector	600.00	EA	6	\$3,600.00
56	Work in Rear Easement and or Away From Travelways	1,000.00	EA	10	\$10,000.00
					\$245,311.75

Brentwood

Item	Description	Unit Price	Unit	Units	Total
34	Initial Service LateralCCTV Inspection (4"-6") From Main, Up to 30 LF	250.00	EA	80	\$20,000.00
35	Initial Service LateralCCTV Inspection (4"-6") From Main. Per LF Beyond 30 LF	0.25	EA	8	\$2.00
38	CIPP Lateral Liner, 4" - 6" Dia. Up to 30 LF, With Main/Lateral Connection System	2,950.00	LF	80	\$236,000.00
39	CIPP Lateral Liner, 4" - 6" Dia. Per LFBeyond Initial 30 LF	10.00	LF	500	\$5,000.00
55	Maintenance of Traffic, City/County, Minor Residence	400.00	EA	48	\$19,200.00
					\$280,202.00

Total **\$1,207,713.00**



February 25, 2020

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

RE: Piggy-back of City of Largo Contract Bid #19-B-534 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 the City of Largo, 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'. The signature is written in a cursive, flowing style.

Gordon Marshall
Business Development

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



CITY OF LARGO

P.O. BOX 296 LARGO, FL 33779-0296

PURCHASE ORDER: 70971

Page: 1 of 1

***** VENDOR *****

BLD SERVICES LLC
2424 TYLER ST
KENNER LA 70062-4845

***** DELIVER TO *****

CITY OF LARGO
ENGINEERING
201 HIGHLAND AVENUE
LARGO, FL 33770

Ordered	Due By	Ship Via	FOB	Terms	Customer No	By
10/23/18	11/22/18		LARGO	NET	W9	JWHEATON

Requisition No	Vendor No	Vendor Phone	Vendor Fax	Jobs
EN000542	20824-1	(504)466-1344	(504)461-5971	EN-2,EN-1

No	Quantity	U/M	Description	Unit Price	Extended	G/L Account
1	1.00		Award of Bid No 19-B-645 Trenchless Sanitary Sewer and Storm Sewer Rehabilitation	1.0000	1.00	210-539-5730-46
2	1.00		Stormwater Repairs - EN Stormwater Repairs - PW Stormwater Pipe Lining - PW	1.0000	1.00	210-538-6066-34
3	1.00		Sanitary Sewer Repair - EN	1.0000	1.00	401-539-5730-46
Approved By Commission on 10/16/18						
Contact: Robert Hatton (727) 587-6713						
				** TOTAL **	3.00	

VENDOR INSTRUCTIONS:

ACCEPTANCE OF THIS PURCHASE ORDER INCLUDES ACCEPTANCE OF ALL TERMS, CONDITIONS, SPECIFICATIONS AND DELIVERY INSTRUCTIONS. NO OTHER VENDOR TERMS & CONDITIONS SHALL APPLY. ALL TERMS AND CONDITIONS CAN BE FOUND AT WWW.LARGO.COM/TERMS

STATE TAX EXEMPTION #85-8012621619C-1 EIN: #59-6000360

PURCHASES MAY NOT EXCEED THE TOTAL AMOUNT OF THIS PURCHASE ORDER WITHOUT PRIOR APPROVAL BY THE OFFICE OF MANAGEMENT & BUDGET.

MAIL INVOICES TO: CITY OF LARGO
P.O. BOX 296
LARGO, FL 33779-0296

SPECIAL INSTRUCTIONS:

APPROVED BY COMMISSION
OCTOBER 16, 2018

Joan Wheaton
Approved By

Bidder will complete the Work for the following prices:

BLD SERVICES, LLC
2424 TYLER STREET
KENNER, LA 70062
504-466-1344

SCHEDULE OF BID PRICES

Bid Number	Bid Item	Quantity	Unit	Unit Cost	Total Cost
Group 1 Cured-In-Place Pipe (CIPP) Main Line Lining					
1	8 in. x 6 mm CIPP	35,000	LF	N/A	N/A
2	Cost for each 1.5 mm Increase in Thickness of 8 in. Liner	15,000	LF	N/A	N/A
3	10 in. x 6 mm CIPP	7,500	LF	N/A	N/A
4	Cost for each 1.5 mm Increase in Thickness of 10 in. Liner	5,000	LF	N/A	N/A
5	12 in. x 6 mm CIPP	2,500	LF	N/A	N/A
6	Cost for each 1.5 mm Increase in Thickness of 12 in. Liner	1,500	LF	N/A	N/A
7	15 in. x 6 mm CIPP	1,000	LF	N/A	N/A
8	Cost for each 1.5 mm Increase in Thickness of 15 in. Liner	500	LF	N/A	N/A
9	18 in. x 6 mm CIPP	1,000	LF	N/A	N/A
10	Cost for each 1.5 mm Increase in Thickness of 18 in. Liner	500	LF	N/A	N/A
11	21 in. x 7.5 mm CIPP	250	LF	N/A	N/A
12	Cost for each 1.5 mm Increase in Thickness of 21 in. Liner	150	LF	N/A	N/A
13	24 in. x 7.5 mm CIPP	500	LF	N/A	N/A
14	Cost for each 1.5 mm Increase in Thickness of 24 in. Liner	250	LF	N/A	N/A
15	30 in. x 9 mm CIPP	500	LF	N/A	N/A
16	Cost for each 1.5 mm Increase in Thickness of 30 in. Liner	250	LF	N/A	N/A
17	36 in. x 10.5 mm CIPP	500	LF	N/A	N/A
18	Cost for each 1.5 mm Increase in Thickness of 36 in. Liner	250	LF	N/A	N/A
19	42 in. x 10.5 mm CIPP	400	LF	N/A	N/A
20	Cost for each 1.5 mm Increase in Thickness of 42 in. Liner	200	LF	N/A	N/A
21	48 in. x 12 mm CIPP	400	LF	N/A	N/A
22	Cost for each 1.5 mm Increase in Thickness of 48 in. Liner	200	LF	N/A	N/A
23	54 in. x 12 mm CIPP	300	LF	N/A	N/A
24	Cost for each 1.5 mm Increase in Thickness of 54 in. Liner	200	LF	N/A	N/A
25	60 in. x 12 mm CIPP	300	LF	N/A	N/A
26	Cost for each 1.5 mm Increase in Thickness of 60 in. Liner	200	LF	N/A	N/A

Bidder will complete the Work for the following prices:

BLD SERVICES, LLC
2424 TYLER STREET
KENNER, LA 70062
504-466-1344

SCHEDULE OF BID PRICES

Bid Number	Bid Item	Quantity	Unit	Unit Cost	Total Cost
27	72 in. x 12 mm CIPP	300	LF	N/A	N/A
28	Cost for each 1.5 mm Increase in Thickness of 72 in. Liner	200	LF	N/A	N/A
29	84 in. x 12 mm CIPP	200	LF	N/A	N/A
30	Cost for each 1.5 mm Increase in Thickness of 84 in. Liner	150	LF	N/A	N/A
Group 1 Total Bid:				N/A	
Group 2	Fold and Form Liner - PVC				
31	8" Fold and Form PVC Liner	8,000	LF	N/A	N/A
32	10" Fold and Form PVC Liner	2,500	LF	N/A	N/A
33	12" Fold and Form PVC Liner	2,500	LF	N/A	N/A
Group 2 Total Bid:				N/A	
Group 3	Cured-In-Place Pipe (CIPP) Service Lateral Lining				
34	Initial Service Lateral CCTV Inspection (4"-6") From Main, Up To 30 LF	500	EA	250.00	125,000.00
35	Initial Service Lateral CCTV Inspection (4"-6"), From Main, Per LF, Beyond Initial 30 Ft.	5,000	LF	0.25	1,250.00
36	Initial Service Lateral CCTV Inspection (4"-6") From Clean Out, Up To 30 LF	200	EA	75.00	15,000.00
37	Initial Service Lateral CCTV Inspection (4"-6") From Clean Out, Per LF, Beyond Initial 30 Ft.	2,500	LF	0.25	625.00
38	CIPP Lateral Liner, 4" - 6" Dia. Up To 30 LF, with Main/Lateral Connection System	250	EA	2,985.00	746,250.00
39	CIPP Lateral Liner, 4" -6" Dia. Per LF Beyond Initial 30 Ft.	3,750	LF	10.00	37,500.00
40	Clean-Out Installation in Grass Area (Up to 5 ft. in depth)	100	EA	850.00	85,000.00
41	Clean-Out Installation in Asphalt Area (Up to 5 ft. in depth)	10	EA	1,000.00	10,000.00
42	Clean-Out Installation in Concrete Area (Up to 5 ft. in depth)	100	EA	1,200.00	120,000.00
43	Clean-Out Installation (Beyond 5 ft. in depth)	150	VF	150.00	22,500.00
Group 3 Total Bid:				\$1,163,125.00	

Bidder will complete the Work for the following prices:

BLD SERVICES, LLC
2424 TYLER STREET
KENNER, LA 70062
504-466-1344

SCHEDULE OF BID PRICES

Bid Number	Bid Item	Quantity	Unit	Unit Cost	Total Cost
Group 4 Joint Sealing with Chemical Grout					
44	Test Joint - 8" Dia.	3,000	EA	N/A	N/A
45	Test Joint - 10" Dia.	1,000	EA	N/A	N/A
46	Test Joint - 12" Dia.	1,000	EA	N/A	N/A
47	Grout Seal Failed Joints - 8" Dia	2,000	EA	N/A	N/A
48	Grout Seal Failed Joints - 10" Dia	750	EA	N/A	N/A
49	Grout Seal Failed Joints - 12" Dia	750	EA	N/A	N/A
50	Seal Service Lateral Connections	250	EA	N/A	N/A
Group 4 Total Bid:				N/A	
Group 5 Common Work Tasks					
51	Mobilization, <= 1,200 LF or <= 10 Lateral Liners per Task Order	10	EA	1,500.00	15,000.00
52	Mobilization, > 1,200 LF or > 10 Lateral Liners per Task Order	15	EA	500.00	7,500.00
53	Maintenance of Traffic, FDOT	10	DAY	800.00	8,000.00
54	Maintenance of Traffic, City/County Arterial/Collector	30	DAY	600.00	18,000.00
55	Maintenance of Traffic, City/County Minor/Residential	50	DAY	400.00	20,000.00
56	Work in Rear Easements and/or Away From Travelways	30	EA	1,000.00	30,000.00
57	Specialty Cleaning, 8" Dia. (Groups 1, and 2)	500	LF	N/A	N/A
58	Specialty Cleaning, 10"-18" Dia. (Groups 1, and 2)	500	LF	N/A	N/A
59	Specialty Cleaning, 24"-36" Dia. (Group 1 Only)	300	LF	N/A	N/A
60	Specialty Cleaning, 42"-54" Dia. (Group 1 Only)	300	LF	N/A	N/A
61	Specialty Cleaning, 60"-84" Dia. (Group 1 Only)	200	LF	N/A	N/A
62	Hammer Tap Removal	10	EA	500.00	5,000.00
63	Lateral Reinstatement and Grouting (Groups 1, and 2)	500	EA	N/A	N/A
64	Warranty Cleaning and CCTV Inspection	15,000	LF	2.50	37,500.00
Group 5 Total Bid:				\$141,000.00	

**CITY OF LARGO, FLORIDA
BID FORM
FOR
TRENCHLESS SANITARY AND STORM SEWER REHABILITATION
BID # 19-B-645**

The undersigned bidder does hereby agree to furnish the City of Largo, Florida, the items listed in accordance with the Specifications shown by the Invitation to Bid to be delivered to the specified site for the price indicated.

**IT IS BIDDERS RESPONSIBILITY TO CHECK THE WEBSITE www.largo.com
FOR FINAL DOCUMENTS AND ADDENDUMS BEFORE SUBMITTAL**

THIS BID MUST BE SIGNED BY A PERSON AUTHORIZED TO ACT FOR THE COMPANY IN HIS/HER OWN NAME.

BIDDER NAME:	<u>BLD SERVICES, LLC</u>
ADDRESS:	<u>2424 TYLER STREET, KENNER, LA 70062</u>
PURCHASE ORDER ADDRESS:	<u>2424 TYLER STREET, KENNER, LA 70062</u>
PHONE NUMBER:	<u>504-466-1344</u>
FAX NUMBER:	<u>504-461-5971</u>
COMPANY CONTACT (REP):	<u>JACOB TRAPANI</u>
EMAIL ADDRESS(REP):	<u>jacob@bldllc.net</u>
SIGNATURE:	
TAX ID# SSN or EIN:	<u>72-1512625</u>

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: Albrey Arrington, Ph.D., Executive Director

FROM: Bud Howard, Director of Information Services

DATE: March 11, 2020

SUBJECT: Policy & Procedure Revision for Customer Service

In September 2016, the District's Governing Board approved the Water Leak Credit for Non-Residential Customers that provided some relief to customers experiencing and reporting a water leak that affected their sewer bill calculation.

The original policy had a provision that provides credit for excessive water use resulting from a leak only if that water was *not* discharged to sewer (ex. a leak outside the building that drained to the environment). In the spirit of being consistent with other utilities that provide a leak credit despite the consumption of that water, we propose the attached revisions to the District's policy to remove the discharge to sewer provision, add limit of one credit in a two-year period, and other minor clarifications.

Staff offers the following motion for consideration:

“THAT THE DISTRICT GOVERNING BOARD authorizes the Executive Director to implement the attached revisions to District's Customer Service Water Leak Credit for Non-Residential Customers with an effective date of April 1, 2020.”

Loxahatchee River District Policy

Department: Customer Service	Effective Date: September 16, 2016
Policy: Water Leak Credit for Non-Residential Customers	
Purpose: To clarify the conditions for credit to non-residential customers with water leak	
Policy #:	
<p>Most non-residential Quarterly Sewer Service Charges are computed based upon water usage (Rule 31-10.007). If a customer whose Quarterly Service Charge is based upon water usage experiences an increased sewer bill due to a water leak, the customer may be granted a credit on their Quarterly Sewer Services Charge according to the following criteria:</p> <ol style="list-style-type: none"> 1. The Customer shall submit, in writing, a request for credit within 6 months of the due date of the abnormally high Quarterly Sewer Service charge. 2. The Customer shall provide clear evidence (e.g. plumbing repair bill, photographs, etc.) that documents the leak occurred and that the leak was repaired. 3. The Customer's water use patterns (e.g. water meter readings) indicate which months of usage are affected, and the leaked water use is at least two times the comparable monthly usage or greater than 10,000 gallons. 4. There are at least 12 months of historical and/or subsequent non-affected usage to compute a 12-month average water usage. 5. The credit is limited to one time within a two-year period. 6. The credit shall be computed in terms of gallons of leaked water by the most reasonable means available. Efforts to compute leaked water should address, when possible, seasonal patterns of water usage. The estimated gallons of leaked water will then be entered as a Water Use Credit in the Commercial Billing Tool (or other data management system). 	
Authority: Chapter 31-10.009(9)	
Authorized: <input type="checkbox"/> Governing Board	Date: September 2016
Approved: <input type="checkbox"/> Executive Director	Date: September 2016
Revised: <u>3/19/2020</u>	

Deleted: where the leaked water was NOT discharged to the sewer, ...

Deleted: that the leaked water was NOT discharged to District's sanitary sewer system...

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



To: Governing Board
From: Kara Peterson, Director of Finance and Administration
Date: March 13, 2020
Subject: Disposal of Fixed Assets

Whenever the District disposes of tangible personal property of a non-consumable nature, we are required by Florida Statutes to bring the matter to the attention of the governing body. Therefore, consistent with our procedures, I request your authorization to dispose of the items listed below. These assets were aggregated with other assets or grouped as part of a project when purchased and we therefore do not have individualized asset information on each item. A description of the assets to be disposed is provided below:

Description	Manufacturer	Serial Number
20 HP Submersible Pump	Flygt	FLY-09-03-07
10 HP Submersible Pump	Flygt	FLY-8840619
10 HP Submersible Pump	Flygt	FLY-8930410
7.5 HP Submersible Pump	Flygt	FLY-8880034
5 HP Submersible Pump	Flygt	FLY-8980748
5 HP Submersible Pump	Flygt	FLY-85806745
3 HP Submersible Pump	Flygt	FLY-8881094
Cement Paver Blocks	N/A	N/A
Composite Water Samplers (11 Units)	Sigma	900
Vertical Turbine Pump	Verti-Line	8G4-13759-2
Vertical Turbine Pump	Verti-Line	Unknown
Vertical Turbine Pump	Verti-Line	Unknown

The items listed in the schedule above are no longer of use to the District and will be sold or scrapped.

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

I offer the following motion for your approval:

“THAT THE GOVERNING BOARD authorize the Executive Director to dispose of tangible personal property including the items from aggregated assets listed in the schedule above.”

Gordon M. Boggie
Board Member

Dr. Matt H. Rostock
Board Member

Stephen B. Rockoff
Chairman

Harvey M. Silverman
Board Member

James D. Snyder
Board Member

Change Orders

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

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Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

2500 Jupiter Park Drive, Jupiter, Florida 33458-8964

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 12, 2020
SUBJECT: RULE 31-10 RATES, FEES, & CHARGES – RATE STUDY

This is the time of year we discuss our annual rate study. Through the Rate Study process, LRD staff looks out into the future anticipating significant projects and costs and balancing our financial position with an effective rate structure. 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.

The annual Rate Study Model is a spreadsheet model we use to assess the long-term fiscal position of LRD. The model uses an annual time step and includes terms for expected development within our service area (i.e., customer growth), and the model has explicit terms for operational and capital revenues and expenses. The Rate Study Model provides useful estimates of future budgetary conditions. This year, the Rate Study is based on the following general assumptions:

1. ***Revenue from Quarterly Service Charges*** – is projected to increase at a rate of approximately 3% to 4% for the next several years based on anticipated growth within our customer base and adopted District Rule 31-10 scheduled rate increases. Projected rate increases are 2% for each of the next two years and 3% for each of the following 3 years. Keep in mind, we last increased our quarterly sewer service charges in 2017 (2%) and before that it was 2015 (2.5%).
2. ***Revenue from New Development (Plant and Line Charges)*** – these revenues are driven by new development and neighborhood sewerage. Moving forward, this source of revenues is projected to provide a tiny proportion (2%) of our revenues, which is significantly down from the 15% provided in 2005.
3. ***Service Availability Standby (SAS) Revenue*** – projected to continue a slow, gradual decline, which has been occurring as our service area is nearing built-out conditions.
4. ***IQ Water Revenue*** – is expected to increase proportionate to CCI (Construction Cost Index) per our existing rule and contracts in October 2020. Beginning in 2021 we will adjust IQ Rates during the annual rate study process with a goal of I.Q. Water users paying their fair share of all elements of cost – see accompanying memo addressing Chapter 31-10.013.
5. ***Miscellaneous Revenues*** – these relatively small revenues (~\$200k) derived from cell tower lease, estoppel, sale of surplus equipment, and grants are expected to remain relatively stable.
6. ***Interest Revenue*** – are expected to earn an interest rate of 1% in 2020 and beyond. This was adjusted down from 2% based on recent economic conditions.
7. ***Operating Expenses*** – The District's budgeted operating expenses remained flat from FY2019 to FY2020. During this same period, the U.S. Dept. of Labor Statistics' Water and Sewerage Maintenance Index (WSMI) increased 1.8%. Presently, the WSMI is at 2.5%. Your staff continue working to improve efficiencies and expect to outperform the WSMI. Annual operating expenses are assumed to scale with inflation (CPI-U), which is projected to be around 2.2-2.6%.

Note in the chart below, we have also evaluated the impact if inflation were increased by an additional 1%.

8. ***I.Q. Expenses*** – I am pleased to report we have avoided a \$5 million increase in I.Q. operating expenses by not renewing our agreement with Seacoast to continue receiving 1.5 million gallons of their I.Q. water after our existing agreement expires on April 6, 2020. See the accompanying memo for additional details.
9. ***Neighborhood Sewering Expenses*** – Gravity sewers are now available for connection in Whispering Trails and low pressure sewers are available for connection in New Palm Beach Heights and several small remnant areas. We are nearing the end of our major neighborhood sewerage campaign. The last scheduled, major project is Rolling Hills. Subsequently, we will be left to address the remaining remnant areas and private roads.
10. ***Gravity Sewer System Improvements*** – We are focused on rehabilitating our aging collection system infrastructure. Among the most critical tasks at hand over the coming years is systematically cleaning and inspecting our sewage collection system and then rehabilitating (often using structural liners) the portions of our system that are showing signs of failure or degradation. Over the coming years, we are anticipating \$1.0 million to \$1.5 million per year to clean, inspect, and line segments of our gravity sewer system.
11. ***Sewage Pumping Station Improvements*** – In the present year and the next 5 years, staff project \$775k per year in costs to upgrade and rehabilitate our pumping stations, including installation of fall protection at all of our lift stations (~\$1 million), communication equipment at all of our lift stations (~\$1.25 million), permanent generator installations at our most critical lift stations (~\$1.1 million). Additional significant funds are budgeted to convert Lift Station 82 (US1 & Indiantown Rd) to a submersible pump station, and continue efforts to systematically rehabilitate our >200 wastewater pumping stations (estimated at \$250,000 per year). These major investments in our assets are squarely in line with our current strategic plan.
12. ***Force Main Improvements*** – Over the next 5 years staff will continue our ongoing efforts to upgrade our transmission system (i.e., force mains). Such efforts include minimizing the number of pump stations that re-pump wastewater, adding redundancy (where feasible) to our force main network, testing, and rehabilitating aging force main infrastructure.
13. ***Treatment Plant Improvements*** – After completion of upgrades associated with our deep bed filters, we have allocated approximately \$600k per year over the next 5 years is to continue to provide new features/components within our wastewater treatment facility. Upgrades and improvements are anticipated for odor control facilities and performance, biosolids processing, and improved preventative maintenance on structures and valves within the treatment plant. With the recent addition of Jason Pugsley as Operations Plant Manager, I suspect the list of prioritized projects will evolve (in a very constructive manner) over the next 12 to 24 months.
14. ***I.Q. and Disposal System Improvements*** – Continued rehabilitation of key components associated with our I.Q. Water System and our deep injection well are estimated to cost approximately \$1 million over the next 5 years.
15. ***Public Education*** – Presently, the Rate Study includes approximately \$2.9 million from 2021 to 2025 for potentially relocating the River Center to our 20 acres in Jupiter Farms. While this work is not a given (much assessment remains to occur), I thought it prudent to insert some potential costs so that we could begin to understand how such an endeavor might impact our long-term financial condition. Depending on the outcome of anticipated site planning and Board discussions and direction, we will continue to develop these potential costs or remove them.
16. ***Bonds*** – All of our bond debt has been retired, and no additional debt is projected at this time.

Looking further out, staff have identified a number of large cost items and have added place holders to the rate study to ensure they are addressed in the coming years. These projects include:

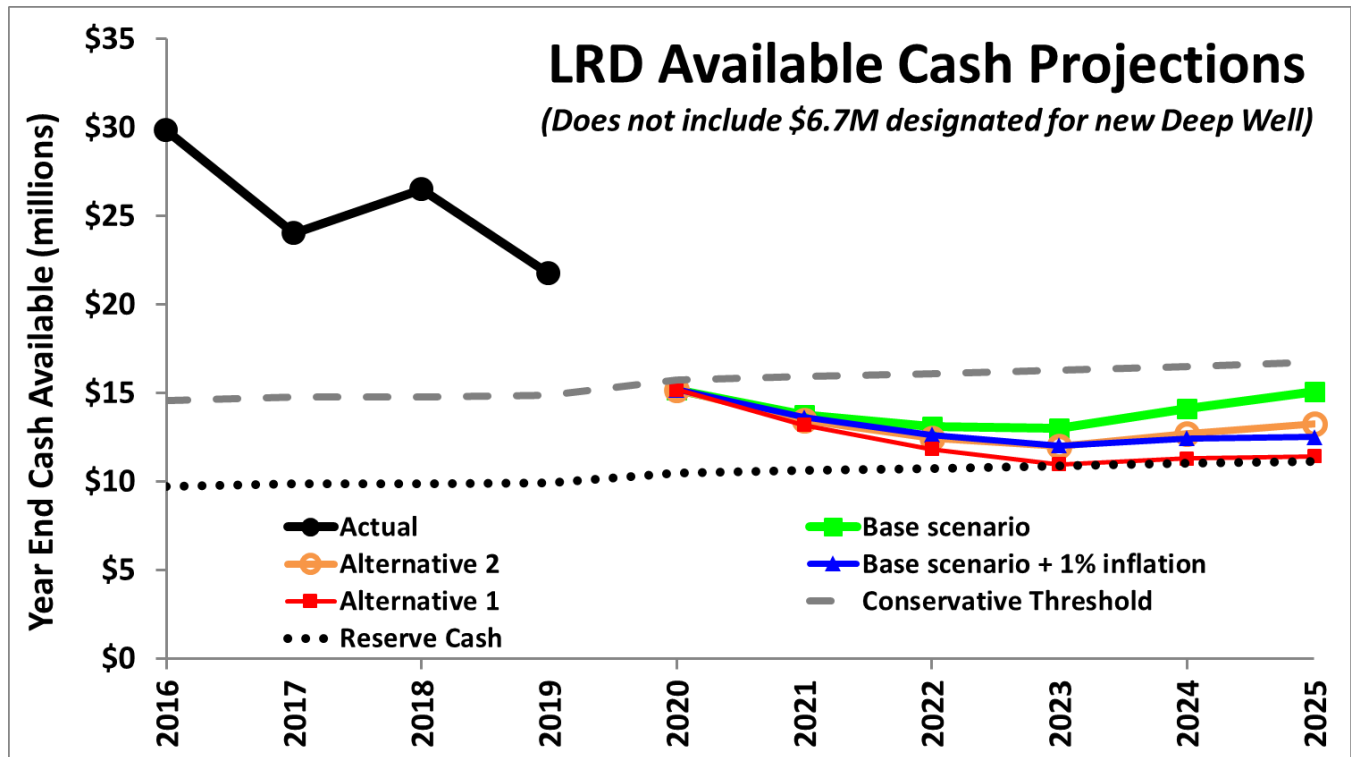
- A. ***Biosolids Processing and Recycling Facility*** – In 2005, the District entered into an interlocal agreement with the Solid Waste Authority (SWA) to fund a portion of the cost to design, build, and operate a Biosolids Processing and Recycling Facility (BPF). The District owns 8.96% of the facility's total capacity. The District's capital costs to date for the facility equal \$3,464,940. The interlocal agreement terminates on August 9, 2029. At that time, the partners shall agree to continue operating the facility (anticipate capital costs to rehabilitate and upgrade the facility) or decommission the facility (anticipate costs to demo the facility and costs to design, permit, construct, and operate a new facility). At this time, SWA and its partners are assuming we will continue operation of the facility, and I have inserted a capital cost place-holder into the rate study for these costs in FY2028.
- B. ***LRD Solar*** – As global climate change is coming more and more into focus, it seems the LRD should begin contemplating specific actions to mitigate our contributions to climate change and increase our resiliency to anticipated impacts. With this in mind, I have inserted \$8 million into the Rate Study over the period 2028 to 2031. Clearly, I am not suggesting we need to take action on this at this time, but by placing this in the Rate Study it forces staff to work to better understand the issues and anticipated costs as the time draws nearer.
- C. ***New Deep Injection Well or Aquifer Storage and Recovery (ASR) Well*** - In accordance with Kara's monthly financial reports, we have designated \$6.7 million towards a new deep injection well or ASR well (see pie chart on page 2 of Kara's monthly financial report). Since the 2013 Rate Study, we have 'set aside' \$250,000 per year towards the construction of a new deep well. Plus, during FY2018 we designated the \$5.2 million assessment payment from Jupiter Inlet Colony for our deep well. While this money remains in our enterprise account, the Year End Total Cash from the Rate Study does not include the funds 'set aside' for the Deep Well. The Deep Well funds accumulate in the New Deep Well \$ Available column of the Rate Study.
- D. ***Treatment Plant Upgrades*** – Staff maintain a long-range projection on significant costs that likely will impact our wastewater treatment plant (i.e., replace a major generator, treatment upgrade such as nutrient removal or disinfection system upgrade). At this time, such costs seem unlikely within the next 5 years.

Given all the various assumptions in the Rate Study Model (explained above), the chart on the following page shows our projected year end available cash through 2025. Actual values are shown for the period 2016 through 2019. Budgeted estimates are shown for 2020. Rate Study model projections are shown for 2021 through 2025. Last year the Board left our rates unchanged (0% increase for 2018) and set annual rate increases of 2% for each of the next two years (2020 & 2021) and 3% for the following 2 years (2022 & 2023). I have assumed additional 3% rate increases in 2024 & 2025. Remember, we last increased our quarterly sewer service charges in 2017 (2%) and before that it was 2015 (2.5%).

Also, last month the Governing Board received communications from Mr. Stephen Hinkle representing the Olde Lighthouse Plaza, LLC. Mr. Hinkle has been frustrated by our policy to bill the property owner and not the tenant, e.g., see Chapter 31-10.009, though he has recently exploited a loophole. It is my opinion that our policy is clear and reasonable; therefore, I am not recommending any revisions to this portion of our Rule at this time.

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. We look forward to discussing this rate study with you, and better understanding your preferred direction as we work to serve our customers.

Thank you, and please feel free to call me if you have any questions.



Alternative 1: 0% rate increase for quarterly sewer customers in 2020 and 2021.

Alternative 2: 1% rate increase for quarterly sewer customers in 2020 and 2021.

This motion below represents the Base scenario in the chart above and is offered for your consideration:

“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, 2020 – 2% rate increase,
April 1, 2021 – 2% rate increase,
April 1, 2022 – 2% rate increase,
April 1, 2023 – 3% rate increase;
April 1, 2024 – 3% rate increase;

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

April 1, 2020 – 2% rate increase,
April 1, 2021 – 2% rate increase,
April 1, 2022 – 3% rate increase,
April 1, 2023 – 3% rate increase;
April 1, 2024 – 3% rate increase;

with an effective date of April 1, 2020.”

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 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.

1 April 2024 thru 31 March 2025 - @ \$2,303 per E.C.

REGIONAL TRANSMISSION SYSTEM LINE CHARGES

~~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.

1 April 2024 thru 31 March 2025 - @ \$763 per E.C.

ADMINISTRATIVE CHARGES

~~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.

1 April 2024 thru 31 March 2025 - @ \$160.28 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 \$~~1,791.721,763.68~~ per E.C. through March 31, 202~~10~~. 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. 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 \$~~2143.432,109.88~~ per equivalent connection (E.C.) through March 31, 202~~10~~.

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 2019 thru 31 March 2020 – \$54.60 per E.C.~~

For the period of 1 April 2020 thru 31 March 2021 - \$55.69 per E.C.

For the period of 1 April 2021 thru 31 March 2022 - \$56.81 per E.C.

For the period of 1 April 2022 thru 31 March 2023 - \$57.94 per E.C.

For the period of 1 April 2023 thru 31 March 2024 - \$59.68 per E.C.

For the period of 1 April 2024 thru 31 March 2025 - \$61.47 per E.C.

(b) The Quarterly Service Charge for Non-residential Units shall be as follows:

~~For the period of 1 April 2019 thru 31 March 2020 – \$6.23 per thousand gallons of
metered Water usage;~~

For the period of 1 April 2020 thru 31 March 2021 - \$6.36 per thousand gallons of
metered Water usage;

For the period of 1 April 2021 thru 31 March 2022 - \$6.48 per thousand gallons of
metered Water usage;

For the period of 1 April 2022 thru 31 March 2023 - \$6.61 per thousand gallons of
metered Water usage;

For the period of 1 April 2023 thru 31 March 2024 - \$6.74 per thousand gallons of metered Water usage;

For the period of 1 April 2024 thru 31 March 2025 - \$6.94 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 2019 thru 31 March 2020 - \$74.72~~

For the period of 1 April 2020 thru 31 March 2021 - \$76.21

For the period of 1 April 2021 thru 31 March 2022 - \$77.73

For the period of 1 April 2022 thru 31 March 2023 - \$79.29

For the period of 1 April 2023 thru 31 March 2024 - \$80.88

For the period of 1 April 2024 thru 31 March 2025 - \$83.31

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 2019 thru 31 March 2020 - \$74.72 per E.C.~~

For the period of 1 April 2020 thru 31 March 2021 - \$76.21 per E.C.

For the period of 1 April 2021 thru 31 March 2022 - \$77.73 per E.C.

For the period of 1 April 2022 thru 31 March 2023 - \$79.29 per E.C.

For the period of 1 April 2023 thru 31 March 2024 - \$80.88 per E.C.

For the period of 1 April 2024 thru 31 March 2025 - \$83.31 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 also may be referred to as “reuse water” or “reclaimed water”, which is further defined in Chapter 62-610, F.A.C.

(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) “Nano I.Q. User” is defined as user of I.Q. Water, where the I.Q. Water was originally made available by blending the Town of Jupiter’s nanofiltration concentrate and 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.

(5) Rates, Fees and Charges for Retail, Wholesale, and Nano I.Q. Users 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 construction, operation, and improvement of the I.Q. Water system and provision of I.Q. Water.

(6) The District's rate for I.Q. Water shall be:

(a) Wholesale I.Q. Users shall pay 45.78 cents per 1,000 gallons for their Requested G.P.D.

(b) Retail I.Q. Users shall pay 58.37 cents per 1,000 gallons for their Requested G.P.D.

(c) Nano I.Q. Users shall pay 72.11 cents per 1,000 gallons for their Requested G.P.D.

On October 1, 2020 the Retail, Wholesale, and Nano I.Q. Rates shall increase (or decrease) based upon the annual increase (or decrease) in the Engineering News Record Construction Cost Index as of July 1, 2020. Subsequently, the District may revise such schedule of rates, fees, and charges in accordance with the District's Enabling Act, all applicable District Rules, and all relevant laws. It is the District's intention to evaluate the sufficiency of I.Q. Water rates during the annual Rate Study, which typically occurs in February and March with potential rate adjustments implemented April 1st. I.Q. Users that 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 and specified rate adjustments shall be in accordance with said I.Q. Agreement until the expiration or termination of said I.Q. Agreement. The I.Q. Rate shall be billed monthly or such other billing cycle period as the District may determine.

(7) 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.

(8) 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 specified therein

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, 2-20-2020.

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

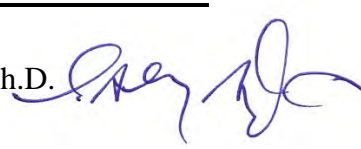
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D. Albrey Arrington, Ph.D., Executive Director

MEMORANDUM

TO: GOVERNING BOARD
FROM: D. ALBREY ARRINGTON, Ph.D. 
DATE: MARCH 13, 2020
SUBJECT: RETIREMENT PLAN - RECORDKEEPER

On October 11, 2019 Morgan Stanley informed me that the firm will no longer service certain government retirement accounts due to changes in firm policies. Therefore, the LRD Administrative Committee has been diligently working to find a replacement for Morgan Stanley. If you would like a good review of current thinking on what goes into management of a retirement plan, I encourage you to read this article: <https://www.brightonjones.com/blog/retirement-plan-management-roles>

On December 6, 2019 the LRD Administrative Committee (Dr. Rostock, Mr. Silverman, Ms. Fraraccio, Ms. Henderson, Dr. Arrington) discussed the conceptual framework we would likely implement through the process of transitioning our retirement plan accounts and funds from Morgan Stanley to a new financial institution. The currently recommended and preferred structure is to obtain the services of an Investment Consultant (aka Fiduciary Advisor) and transition the services historically provided by Morgan Stanley to a Recordkeeper that will serve as Custodian and Administrator of the plan.

On January 7, 2020, based upon direction from the LRD Administrative Committee, I entered into a contract with Burgess Chambers & Associates (BCA) to serve as an Investment Consultant to LRD. As such, BCA is facilitating a request for quotes for Recordkeeper services. BCA received responses from eight potential Recordkeepers. I worked with Frank Wan (BCA) to rank the firms. Frank invited the top three firms (Empower Retirement, ICMA-RC, and Mass Mutual) to make a presentation to the Administrative Committee on March 12, 2020.

On March 12, 2020, the Administrative Committee met and heard presentations from Empower Retirement, ICMA-RC, and Mass Mutual. Because of the ongoing Coronavirus pandemic, travel plans for staff from Empower Retirement and MassMutual were impacted. Empower Retirement only sent one representative to physically meet and give their presentation and one representative joined the meeting electronically. Mass Mutual revised their corporate policy that morning and was not able to have any representatives physically join the meeting. In an effort to be as equitable as possible, Mr. Frank Wan (BCA) presented MassMutual's slides to the Administrative Committee. At the conclusion of the presentations, the Administrative Committee scored each of the firms using a 0 to 3 scale (where 3 is excellent and 0 is poor) for each of the following weighted categories: Service (20%); Fees (20%); Investments (15%); Technology (15%); Recordkeeping (10%); Transition (15%); and Provider Background (5%). Final rankings were (1) Empower Retirement with a score of 13.85; (2) ICMA-RC with a score of 11.9; and (3) MassMutual with a score of 7.55. **Therefore, the Administrative Committee recommends transitioning our Retirement Plan from Morgan Stanley to Empower Retirement, i.e., select Empower Retirement as the Recordkeeper for the LRD's Retirement Plan.**

In addition to engaging a firm to fill the void created by the departure of Morgan Stanley, the Administrative Committee is recommending we shift from our existing, custom Retirement Plan to a Government Prototype Plan offered by Empower Retirement. Embracing Empower Retirement's prototype plan is significant in that the Recordkeeper works with the IRS each year to make sure their

‘prototype plan’ is fully compliant with IRS requirements. Moving from a custom plan to a prototype plan should reduce LRD’s risk associated with our retirement plan. Also, depending on what options are selected under the Adoption Agreement we may be changing other things. As we move forward transitioning our Retirement Plan from Morgan Stanley to Empower Retirement, I suggest the LRD consider maintaining our revised Retirement Plan as similar to our existing plan as reasonably possible. One known exception is that the new plan will include an Investment Menu. This is a list of approximately 30 investment options that will form the default basis of investment options for our employees. Under Tab 6E you can see the proposed Investment Menu as well as justification as to why these selections are deemed prudent. In addition to the default investment (American Funds Target Date Fund) and the proposed Investment Menu, LRD employees will have an opportunity to invest through a ‘brokerage window’ also called a Self-Directed Brokerage Account that will allow them access to a wider array of stocks, bonds, exchange traded funds, mutual funds, and etc. Given the tight timing that we are working under (e.g., investment advisory accounts at Morgan Stanley will change to non-investment advisory accounts effective May 31, 2020), it is prudent to request authorization for the Executive Director to execute any and all agreements necessary to fully effectuate the transition from Morgan Stanley to the new firm. Then, after the dust has settled, to bring the full complement of agreements and policies back to the Governing Board for their review.

During the course of transitioning from Morgan Stanley to Empower Retirement, the LRD will need to:

1. Cancel our existing Money Purchase Plan and Trust (our existing Retirement Plan);
2. Implement a new Retirement Plan, which will likely including the following components:
 - a. Administrative Agreement;
 - b. Government Prototype Plan (including Trust) + Adoption Agreement that specifies certain options; Sub-Agreement that addresses requirements created by the options selected in the Adoption Agreement. This whole thing will be called the Money Purchase Plan, i.e., a defined contribution plan.
 - c. Retirement Plan Investment Policy (see Tab 6D) and Investment Menu (see Tab 6E)
 - d. Retirement Plan Education Policy (to be developed)

Our existing Money Purchase Plan and Trust is the vehicle by which the Governing Board authorized the Administrative Committee to oversee the District’s retirement plan (e.g., Section 2). Because LRD is going to need to cancel our existing Money Purchase Plan and Trust and then execute a new similar document, I suggest each of these components should receive Governing Board approval. Nonetheless, because the Administrative Committee has been so engaged through this process, the Administrative Committee offers clear, unanimous support of the following recommended Board actions.

On March 12, 2020 after careful deliberation, the Administrative Committee voted unanimously to recommend the Board’s approval of the following motions:

“THAT THE DISTRICT GOVERNING BOARD ratifies the Administrative Committee’s recommendation to select Empower Retirement as the Recordkeeper for the District’s Retirement Plan (i.e., Money Purchase Plan and Trust) and authorizes the Executive Director to execute any and all agreements required to transition the District’s Retirement Plan from Morgan Stanley to Empower Retirement including terminating relevant agreements with Morgan Stanley and the District’s existing Money Purchase Plan and Trust dated May 26, 2016.”

and

“THAT THE DISTRICT GOVERNING BOARD directs the Executive Director to present to the Governing Board, via the Board Notebook and not later than June 18, 2020, the complete, updated LRD Retirement Plan, Investment Menu, and associated policies.”

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

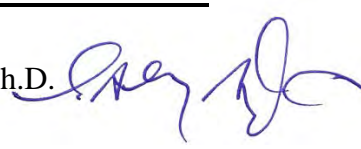
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D. Albrey Arrington, Ph.D., Executive Director

MEMORANDUM

TO: GOVERNING BOARD
FROM: D. ALBREY ARRINGTON, Ph.D. 
DATE: MARCH 13, 2020
SUBJECT: RETIREMENT PLAN – INVESTMENT POLICY

This memo is a continuation of the prior memo addressing suggested actions as a result of the October 11, 2019 notice from Morgan Stanley that the firm will no longer service certain government retirement accounts due to changes in firm policies.

As discussed in earlier memos, the Administrative Committee is recommending the revised LRD Retirement Plan be constructed such that it comports with currently established best practices. In addition to engaging Empower Retirement to fill the void created by the departure of Morgan Stanley, the Administrative Committee is recommending we shift from our existing, custom Retirement Plan to a Government Prototype Plan. Furthermore, the Administrative Committee recommends the LRD adopt the attached Investment Policy.

The comprehensive goal of the Investment Policy is to establish legitimate opportunities for Retirement Plan participants to accumulate retirement earnings across an array of investment options that meet individual needs and risk tolerances. The Investment Policy includes the following sections: scope; purpose; duties and responsibilities; policy statement; administrative and compliance objectives; investment objectives and selection criteria; performance monitoring; plan evaluation; and acknowledgement. This policy clearly enumerates steps and safeguards to systematically reduce the LRD's risk associated with our Retirement Plan. As you read the Investment Policy, I trust you will appreciate the enumerated responsibilities for the key participants, including LRD, the Administrative Committee, Investment Advisor, Recordkeeper, and Fund Manager. This policy is a significant step in strengthening our overall policies and procedures throughout the District.

On March 12, 2020 the LRD Administrative Committee (Dr. Rostock, Mr. Silverman, Ms. Fraraccio, Ms. Henderson, Dr. Arrington) met and reviewed the draft Investment Policy (attached) with helpful input from Ms. Bonni Jensen of Klausner, Kaufman, Jensen & Levinson and Mr. Frank Wan of Burgess Chambers & Associates. During our review, the Administrative Committee revised the initial draft to clearly articulate the role of the Sponsor (LRD) and the Administrative Committee (see Section III.A). The Administrative Committee assumed the LRD, i.e., the LRD Governing Board, intends to execute a revised Money Purchase Plan and Trust document that again delegates certain authorities for day to day administration of the Retirement Plan to the Administrative Committee. If this is not the case, Section III.A. Sponsor should be reviewed and revised to convey the Governing Board's intent.

On March 12, 2020 after careful deliberation, the Administrative Committee voted unanimously to recommend the Board's approval of the following motion:

“THAT THE DISTRICT GOVERNING BOARD ratifies the Retirement Plan Investment Policy as presented and authorizes the Chairman and Executive Director to execute the Investment Policy.”

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

401(a) Money Purchase Plan **Investment Policy Statement**

I. Scope of Investment Policy Statement

The Investment Policy Statement (the “IPS”) reflects the investment objectives and guidelines of the Loxahatchee River Environmental Control District Money Purchase Plan (the “Plan”).

II. Purpose of Investment Policy Statement

The purpose of this IPS is to provide guidelines and objectives for the investment options provided to the Plan’s Participants (the “Participants”), and to assist the Plan Sponsor in effectively selecting, evaluating, and monitoring the investment options available under the Plan. The Sponsor will discharge its responsibilities under the Plan solely in the best interests of Plan's participants and beneficiaries. The Plan is intended to operate in accordance with all applicable state and federal laws and the regulations there under. Although the Plan is not subject to ERISA (Employee Retirement Income Security Act of 1974), the Sponsor may apply or rely upon for guidance all or a portion of the regulations under ERISA Section 401(c) or other similar sections.

The IPS is intended to assist the Plan’s fiduciaries by helping them make prudent investment decisions. The purpose of this Investment Policy Statement is to:

1. Define the Plan’s investment objectives and guidelines;
2. Describe the criteria, objectives and procedures for selecting the Plan’s investment options; and
3. Establish criteria to monitor and evaluate investment performance.

Consistent with the IPS purpose, the Plan will establish investment goals which the investment advisor shall use to select and monitor the investment options, in furtherance of the following general goals:

1. Establish opportunities for Plan participants to accumulate retirement earnings.
2. Provide Plan participants with a wide range of investment options with differing risk and return characteristics that may materially affect the potential return and risk level of a participant's account and provide for diversification.
3. Provide available investment options at a reasonable cost.
4. Provide information and educational opportunities to enable participants to make informed investment choices.

Plan participants are responsible for their own investment decisions. The Sponsor will strive to provide a suitable range of investment options, allowing participants to invest in accordance with their own retirement goals, risk tolerances and investment time horizons. Because of the broad range of ages, the Sponsor will select a diverse array of investment options with the intention of creating the potential for participants to select investment options that meet individual needs and

risk tolerances. The array of investment options is called the “Investment Menu”. Specifically, for each investment option the Policy will provide:

1. Criteria for selecting, monitoring and replacing investment options.
2. An understanding of return expectations.
3. An understanding of associated risks.

III. Duties and Responsibilities

A. Sponsor

The ultimate decision-making responsibility regarding the administration of the Plan belongs to the Loxahatchee River Environmental Control District (the “Sponsor”). Through the Plan Trust the Sponsor has delegated the day to day administration of the Plan to the Administrative Committee and vests the Administrative Committee with the authority for proper supervision of the Plan’s investment options and for carrying out this IPS on behalf of the Plan. The Administrative Committee is responsible for establishing, reviewing and implementing investment objectives, policies, and guidelines. As fiduciary under the Plan, the Administrative Committee’s primary responsibilities are to:

1. Prepare/Maintain the IPS.
2. Provide a diversified Investment Menu for the participants.
3. Establish criteria for making prudent selection and evaluation of investment options.
4. Monitor and control associated expenses.
5. Monitor and supervise service providers.
6. Avoid prohibited transactions and conflicts of interest or take action to correct any such transactions.
7. Establish participant communication and education standards.

The Sponsor and the Administrative Committee have discretion under the Plan to engage investment professionals to provide services to the Plan and the Participants.

B. Investment Advisor (aka Fiduciary Consultant)

The Investment Advisor shall assist the Sponsor in establishing the IPS; including the objectives and guidelines for the investment options, establishing and maintaining the Investment Menu, reviewing fund managers and retirement plan service providers, measuring and evaluating investment performance and risk; and other tasks deemed appropriate by the Sponsor. Such duties of the Investment Advisor shall:

1. Exercise the same standard of care, skill prudence and due diligence used under a similar circumstance that an experienced investment professional, acting in a similar capacity and fully familiar with such matters, would use for similar retirement plans with similar goals in accordance and compliance with all applicable laws, rules and regulations.
2. Monitor the Investment Menu in accordance with the IPS.
3. Provide ongoing guidance in the selection of the Investment Menu.

4. Report absolute and comparative performance and adherence to policy guidelines.

C. Recordkeeper/Custodian

The Recordkeeper/Custodian is responsible for collecting and holding Plan assets in trust for the exclusive purpose of providing benefits for the Plan's participants and beneficiaries. The Recordkeeper/Custodian is also responsible for administration of the Plan.

D. Investment or Fund Manager (the "Manager")

As discretionary advisors, the Managers are to make all investment decisions for the assets placed within their respective mutual funds. Discretionary investment management includes decisions to buy, sell or hold securities and to alter asset allocation with the parameters established in the mutual fund prospectus. The manager must be a Registered Investment Advisor under the Investment Advisors Act of 1940 or be exempt as part of a bank or insurance company.

IV. Investment Policy Statement

In a money purchase plan that permits participants to select among a menu of investment options (i.e., the Investment Menu), the Plan participants bear the ultimate risk and responsibility for their account investment elections and the result of the investment performance on their account balance over time. The IPS is the starting point that establishes a range of investment options and a means to monitor and judge suitability over time. A default investment option will be established.

V. Administrative & Compliance Objectives

A. To comply with all fiduciary, prudence, and due diligence requirements that experienced investment professionals would utilize, as well as with all applicable laws, rules, and regulations from various local, state, federal and international political entities that may impact Plan assets;

B. To (1) provide participants with at least twenty investment options with different risk/return profiles; (2) provide participants Target Date options and Risk Based portfolios; (3) provide participants with sufficient information so that the participant can make an informed decision about his or her selection of investment option(s); (4) permit participants to change investment options on a daily basis; and (5) Self-directed Brokerage Accounts are also offered to participants;

C. To have the ability to pay all benefit and expense obligations when due; and

D. To control and account for all costs of administering and managing the Plan.

VI. Investment Objectives and Selection Criteria

A. Asset Classes and Benchmarks:

1. Offer a variety of time horizons

2. Offer a variety of risk spectrums

The Sponsor, in consultation with the Investment Advisor, upon reviewing the long-term performance characteristics of various asset classes, and also focusing on balancing the overall risks and rewards of all classes combined, has selected the following asset classes:

- Stable Value – a portfolio of bonds that are insured to protect the investor against a decline in yield or a loss of capital.
- Target Date Funds – a fund offered by an investment company that seeks to grow assets over a specified period.
- Lifestyle Funds – a fund that manages a diversified portfolio across assets with varying risk levels generally for the purpose of long-term investing.
- Large Cap Equities – shares of a company with a market capitalization of more than \$5 billion.
- Mid Cap Equities – shares of a company with a market capitalization of between \$5 billion and \$2 billion.
- Small Cap Equities – shares of a company with a market capitalization between \$2 billion and \$300 million.
- Real Estate Investment Trusts – a publicly traded company that owns, operates, or finances income-producing properties.
- Foreign Equities – stocks issued in a certain country by a foreign publicly-traded company.
- Core Bonds – a single diversified bond fund product with broad exposure to the investment-grade area of the bond market.
- High Yield Bonds – bonds that pay higher interest rates because they have lower credit ratings than investment-grade bonds.
- Specialty Funds – a mutual fund or other fund that invests predominantly or exclusively in a single industry, sector, or region of the world.

B. Investment Selection Criteria

1. A minimum performance track record: The investment option must have a reasonable performance record, typically a minimum of 3 years.
2. An historical return relative to its peers: The investment option should have above average returns (to 50th percentile or better) compared to its peers over a trailing performance period of three to five years.
3. The volatility: The amount of risk (volatility) of each investment option should not be more than 20% higher than its benchmark over 3- and 5-year time periods.
4. The Investment Manager's tenure: The Investment Manager or management team should have a reasonably consistent tenure, typically a minimum of 3 years, to ensure that past performance is attributed to the current management team.
5. Consistency of investment style: The investment option's style or objectives should be consistent over time. A reasonable level of style purity is necessary so that participants can better diversify their investment options.
6. Expenses: the investment option should have reasonable expenses when compared to like-type funds.
7. Daily valuation: Each investment option must be valued daily.

Any reference for comparative purposes to peers or benchmark will mean the weighted average of such, where applicable for the portfolios.

VII. Performance Monitoring

The Sponsor will review the results of all investments at least quarterly, or as often as the Sponsor deems necessary. During such reviews, the Sponsor will consider the performance of each fund or Investment Manager against its appropriate benchmark and peer group. The Sponsor will also be aware that the ongoing review and analysis of each fund shall be similar to the due diligence implemented during the initial selection process. The Sponsor will continually monitor the performance of the funds, and at its discretion may take corrective action and replace any fund at any time. A formal fund evaluation may be initiated if any extraordinary event occurs that could interfere with the fund's ability to fulfill its role in the future, or if a fund fails to achieve predetermined performance objectives over the predetermined time period. The criteria for evaluating a fund's performance are as follows:

A. Primary Factors

1. Bottom quartile peer group rank over four (4) consecutive quarters as compared to the fund's peer group (comparable investment universe).
2. Rolling returns in the bottom 50th percentile for any three-year (3) period or five-year period (5).

B. Additional Factors

1. Management changes;
2. Significant change in alpha;
3. Significant change in beta;
4. Significant increase in expense ratio; or
5. Other significant events.

C. Watch List

1. Failure to meet established criteria will result in a fund(s) being placed on "watch list" for further analysis and monitoring.

VIII. Plan Evaluation

The Sponsor shall review and evaluate, no less than quarterly, fund conformance to the IPS and whether each Investment Manager continues to conform to the criteria outlined in the previous section, specifically;

A. Advisor Review

1. Material change in organization; or
2. Legal, SEC, and/or other regulatory proceedings.

The Sponsor shall review and evaluate at least annually, all costs associated with the management of the Plan's investment program, including the following:

B. Management Cost Review

1. Expense ratios;
2. Administrative fees.

IX. Acknowledgement of Master Policy

By acknowledging in writing the receipt of the IPS statement, the Sponsor agrees to its terms and conditions. The signature below affirm that the Investment Policy Statement has been read, understood and accepted.

March 19, 2020

Loxahatchee River Environmental Control District, Stephen B. Rockoff, Chairman

March 19, 2020

Loxahatchee River Environmental Control District, D. Albrey Arrington, Executive Director

Loxahatchee River District

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

MEMORANDUM

TO: GOVERNING BOARD
FROM: D. ALBREY ARRINGTON, Ph.D. 
DATE: MARCH 13, 2020
SUBJECT: RETIREMENT PLAN – INVESTMENT MENU

This memo is a continuation of the previous two memos addressing suggested actions as a result of the October 11, 2019 notice from Morgan Stanley that the firm will no longer service certain government retirement accounts due to changes in firm policies.

As discussed in earlier memos, the Administrative Committee is recommending the revised LRD Retirement Plan be constructed such that our participants have the option to select among a menu of investment options (i.e., the Investment Menu). The Investment Menu should represent a suitable range of investment options, which allow our Retirement Plan participants to invest in accordance with their own retirement goals, risk tolerances, and investment time horizons. Because of the diversity of ages and risk tolerances among our Retirement Plan participants, our goal is to provide a diverse array of investment options that allow participants to select investments that meet their individual needs and risk tolerances. The preceding Investment Policy clearly defined the Investment Menu and establishes a minimum number of funds (20), requirements for diversification, and performance monitoring of the individual funds that comprise the Investment Menu. One of the primary responsibilities of the District's Administrative Committee is to select and maintain the diversified list of funds that comprise the Investment Menu.

On March 12, 2020 the LRD Administrative Committee (Dr. Rostock, Mr. Silverman, Ms. Fraraccio, Ms. Henderson, Dr. Arrington) met and reviewed the "Recommended Investment Menu" (provided following this memo) in partnership with Mr. Frank Wan of Burgess Chambers & Associates and Ms. Bonni Jensen of Klausner, Kaufman, Jensen & Levinson. During our review, we learned that the Hartford Schroders US MidCap Opps Y fund has been closed to new participants. Therefore, the Administrative Committee recommends removing this fund from the Investment Menu. Furthermore, the recommended selection of Empower to serve as the Recordkeeper, may have some impact on the relative costs of including Vanguard funds in the Investment Menu. Mr. Wan is actively working to discern the potential Vanguard fee impact and if necessary, to suggest alternative funds to replace the presently listed Vanguard funds. This is why the Vanguard funds are shown in a red box with the text "These funds under further review" on page 2 of the Recommended Investment Menu provided following this memo.

Because of the uncertainty surrounding the Vanguard funds, the Administrative Committee did not vote on the motion listed below. However, the Administrative Committee expressed unanimous consensus support of the following motion pending a resolution of the cost question surrounding the Vanguard funds:

"THAT THE DISTRICT GOVERNING BOARD approves the Investment Menu as revised and authorizes the Executive Director to execute necessary paperwork to implement the Investment Menu within our revised Retirement Plan."



Recommended Investment Menu

Prepared on: 2/21/2020 | Investment data as of 12/31/2019

Prepared For:	Prepared By:
Loxahatchee River District	Frank Wan BCA

Investment Expenses

Mutual Funds/ETFs/GRPAs & Custom Holdings

Investment Name	Expense Ratios %			Max 12b-1 Fee	
	Prospectus Net	Audited Net Gross	%		
American Funds 2010 Trgt Date Retire R6 (RFTTX)	0.33	0.33	0.01	-	
American Funds 2015 Trgt Date Retire R6 (RFJTX)	0.33	0.33	0.01	-	
American Funds 2020 Trgt Date Retire R6 (RRCTX)	0.34	0.34	0.01	-	
American Funds 2025 Trgt Date Retire R6 (RFDTX)	0.36	0.36	0.01	-	
American Funds 2030 Trgt Date Retire R6 (RFETX)	0.38	0.38	0.01	-	
American Funds 2035 Trgt Date Retire R6 (RFFTX)	0.39	0.39	0.01	-	
American Funds 2040 Trgt Date Retire R6 (RFGTX)	0.40	0.40	0.01	-	
American Funds 2045 Trgt Date Retire R6 (RFHTX)	0.40	0.40	0.01	-	
American Funds 2050 Trgt Date Retire R6 (RFITX)	0.41	0.41	0.01	-	
American Funds 2055 Trgt Date Retire R6 (RFKTX)	0.42	0.42	0.02	-	
American Funds 2060 Trgt Date Retire R6 (RFUTX)	0.44	0.44	0.04	-	
American Funds Europacific Growth R6 (REGX)	0.49	0.49	0.49	-	
American Funds Washington Mutual R6 (RWMGX)	0.27	0.27	0.29	-	
Cohen & Steers Instl Realty Shares (CSRIX) - Contractual expense waiver of 0.01. This may expire at anytime.	0.75	0.76	0.77	-	
Fidelity 500 Index (FXAIX)	0.02	0.02	0.02	-	
Fidelity Emerging Markets Idx (FPADX)	0.09	0.09	0.08	-	
Fidelity International Index (FSPSX)	0.04	0.04	0.05	-	
Fidelity Mid Cap Index (FSMDX)	0.03	0.03	0.03	-	
Fidelity Small Cap Index (FSSNX)	0.03	0.03	0.03	-	
Fidelity US Bond Index (FXNAX)	0.03	0.03	0.03	-	
FMI Large Cap Institutional (FMIQX)	0.66	0.66	0.68	-	
Hartford-Schroders US MidCap Opps Y (HFDYX)	0.97	0.97	0.91	-	
T. Rowe Price Growth Stock I (PRUFX)	0.52	0.52	0.52	-	
Vanguard FTSE Social Index Admiral (VFTAX)	0.14	0.14	0.14	-	These funds under further review
Vanguard High-Yield Corporate Adm (VWEAX)	0.13	0.13	0.13	-	
Vanguard LifeStrategy Cnsrv Gr Inv (VSCGX)	0.12	0.12	-	-	
Vanguard LifeStrategy Growth Inv (VASGX)	0.14	0.14	-	-	
Vanguard LifeStrategy Income Inv (VASIX)	0.11	0.11	-	-	
Vanguard LifeStrategy Moderate Gr Inv (VSMGX)	0.13	0.13	-	-	
Western Asset Core Plus Bond IS (WAPSX)	0.42	0.42	0.42	-	
Total/Equal Weighted Average	0.31				

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Fi360 Fiduciary Score® Scatter Plot

The Fi360 Fiduciary Score is a peer percentile ranking of an investment against a set of quantitative due diligence criteria selected to reflect prudent fiduciary management. The criteria include total returns, risk-adjusted returns, expenses, and other portfolio statistics. Investments are ranked according to their ability to meet due diligence criteria every month. The rank becomes the Fi360 Fiduciary Score. The Fi360 Fiduciary Score Average is a one-, three-, five- or ten-year rolling average of an investments Fi360 Fiduciary Score. The Fi360 Fiduciary Score represents a suggested course of action and is not intended, nor should it be used, as the sole source of information for reaching an investment decision. Visit the Glossary or fi360.com/fi360-Fiduciary-Score for more information.

					Fi360 Fiduciary Score Average						Action
ID	Investment Name (Ticker)	Type	Peer Group	Score	1 Yr	3 Yr	5 Yr	10 Yr			
Investments Shown in the Scatter Plot											
1	American Funds 2035 Trgt Date Retire R6 (RFFTX)	MF	Target-Date 2035	0	0	0	0	3		-	
			# of Peers	208	192	157	122	45			
1	American Funds 2040 Trgt Date Retire R6 (RFGTX)	MF	Target-Date 2040	0	0	0	0	3		-	
			# of Peers	220	203	169	137	73			
1	American Funds 2045 Trgt Date Retire R6 (RFHTX)	MF	Target-Date 2045	0	0	0	0	4		-	
			# of Peers	208	192	157	121	42			
1	American Funds 2050 Trgt Date Retire R6 (RFITX)	MF	Target-Date 2050	0	0	0	0	3		-	
			# of Peers	220	203	169	136	37			
1	Cohen & Steers Instl Realty Shares (CSRIX)	MF	Real Estate	0	0	0	1	13		-	
			# of Peers	249	237	211	184	134			
1	Fidelity 500 Index (FXAIX)	MF	Large Blend	0	0	0	0	-		-	
			# of Peers	1,294	1,233	1,108	977				
1	Vanguard LifeStrategy Growth Inv (VASGX)	MF	Allocation--70% to 85% Equity	0	0	0	0	10		-	
			# of Peers	329	320	288	246	180			
8	American Funds 2055 Trgt Date Retire R6 (RFKTX)	MF	Target-Date 2055	0	0	1	1	-		-	
			# of Peers	205	190	135	84				
9	Fidelity International Index (FSPSX)	MF	Foreign Large Blend	0	0	2	3	-		-	
			# of Peers	697	661	526	462				
10	Fidelity Mid Cap Index (FSMDX)	MF	Mid-Cap Blend	0	0	3	3	-		-	
			# of Peers	387	360	312	264				
10	Western Asset Core Plus Bond IS (WAPSX)	MF	Intermediate Core-Plus Bond	0	2	3	8	10		-	
			# of Peers	578	538	472	427	306			
12	Vanguard LifeStrategy Moderate Gr Inv (VSMGX)	MF	Allocation--50% to 70% Equity	0	0	4	13	23		-	
			# of Peers	684	673	609	522	393			
13	Vanguard LifeStrategy Cnsvr Gr Inv (VSCGX)	MF	Allocation--30% to 50% Equity	0	0	5	3	16		-	
			# of Peers	552	527	420	365	253			
14	Fidelity Small Cap Index (FSSNX)	MF	Small Blend	0	8	9	13	-		-	
			# of Peers	684	654	558	446				
15	Vanguard LifeStrategy Income Inv (VASIX)	MF	Allocation--15% to 30% Equity	0	5	13	17	26		-	
			# of Peers	197	187	167	142	76			
16	Vanguard High-Yield Corporate Adm (VWEAX)	MF	High Yield Bond	0	11	14	11	24		-	
			# of Peers	675	653	556	460	322			

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Fi360 Fiduciary Score® Scatter Plot (Cont.)

ID	Investment Name (Ticker)	Type	Peer Group		Fi360 Fiduciary Score Average					Action
					Score	1 Yr	3 Yr	5 Yr	10 Yr	
17	Fidelity US Bond Index (FXNAX)	MF	Intermediate Core Bond		0	10	28	31	-	-
				# of Peers	415	390	353	316		
18	American Funds 2020 Trgt Date Retire R6 (RRCTX)	MF	Target-Date 2020		16	5	4	3	8	-
				# of Peers	214	194	161	129	68	
19	Hartford Schrodgers US MidCap Opps Y (HFDYX)	MF	Mid-Cap Blend		17	18	13	-	-	-
				# of Peers	387	360	312			
20	American Funds 2010 Trgt Date Retire R6 (RFTTX)	MF	Target-Date 2000-2010		19	5	4	3	6	-
				# of Peers	118	105	85	71	45	
21	American Funds 2025 Trgt Date Retire R6 (RFDTX)	MF	Target-Date 2025		19	5	5	3	5	-
				# of Peers	214	195	160	125	45	
22	American Funds 2015 Trgt Date Retire R6 (RFJTX)	MF	Target-Date 2015		21	9	12	7	9	-
				# of Peers	113	100	73	58	26	
23	American Funds 2030 Trgt Date Retire R6 (RFETX)	MF	Target-Date 2030		22	2	1	1	2	-
				# of Peers	220	203	169	137	73	
24	American Funds Europacific Growth R6 (REGX)	MF	Foreign Large Growth		22	11	8	8	14	-
				# of Peers	474	421	350	314	208	
24	T. Rowe Price Growth Stock I (PRUF)	MF	Large Growth		22	18	8	-	-	-
				# of Peers	1,322	1,284	1,179			
26	Fidelity Emerging Markets Idx (FPADX)	MF	Diversified Emerging Mkts		24	12	15	17	-	-
				# of Peers	776	733	550	424		
27	American Funds Washington Mutual R6 (RWMGX)	MF	Large Blend		24	4	19	25	22	-
				# of Peers	1,294	1,233	1,108	977	766	
28	FMI Large Cap Institutional (FMIQX)	MF	Large Blend		60	40	40	-	-	Watch
				# of Peers	1,294	1,233	1,108			
Investments Not Shown in the Scatter Plot (Both a Fi360 Fiduciary Score and Average (3 year) are required.)										
	American Funds 2060 Trgt Date Retire R6 (RFUTX)	MF	Target-Date 2060+		16	2	-	-	-	-
				# of Peers	160	106				
	Vanguard FTSE Social Index Admiral (VFTAX)	MF	Large Blend		0	17	-	-	-	-
				# of Peers	1,294	1,233				

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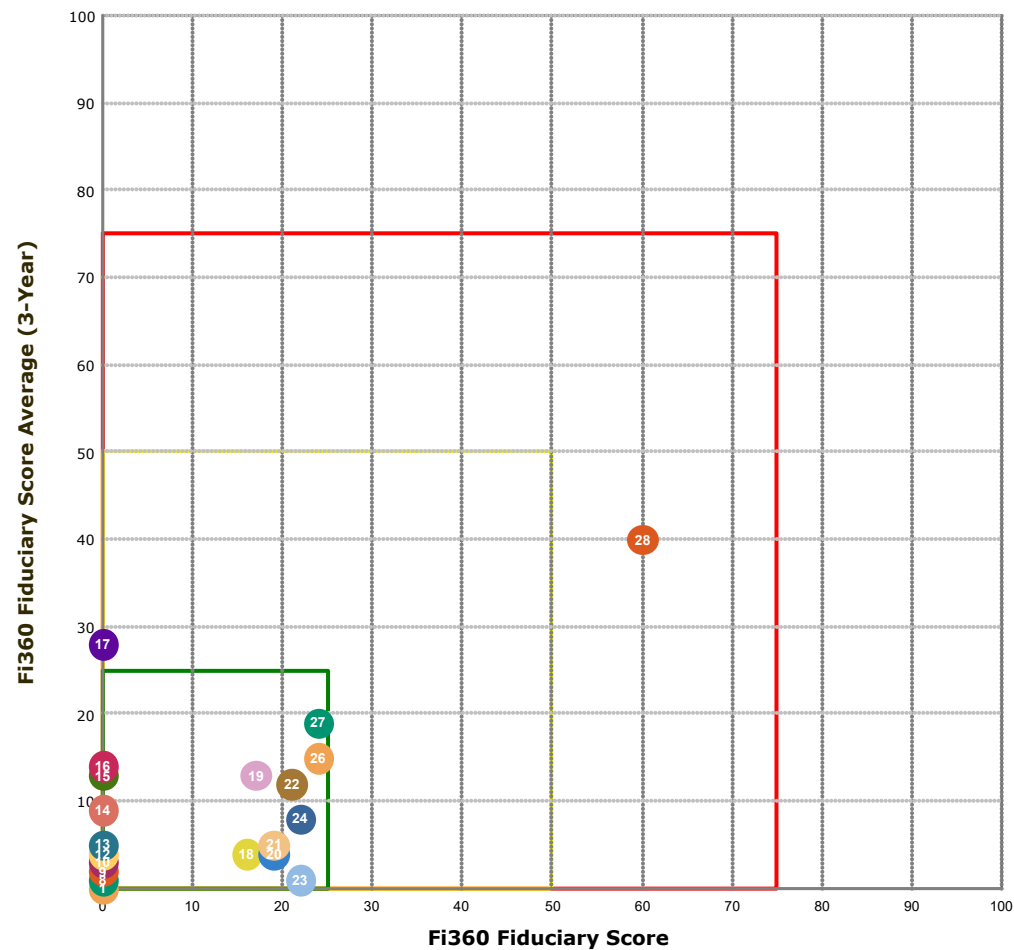
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Fi360 Fiduciary Score® Scatter Plot (Cont.)

Fi360 Fiduciary Score Scatter Plot

The chart plots each scored investment using the Fi360 Fiduciary Score Average (3-Year) on the vertical axis and the Fi360 Fiduciary Score on the horizontal axis. Green, yellow and red lines are drawn to highlight the different Fi360 Fiduciary Score quartiles. Investments in the bottom left corner of the chart have a better Score.

Bubble sizes are based on the \$ amount invested. | Bubble numbers refer to the Investment ID's on the previous page.



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Fi360 Fiduciary Score® Breakdown (Funds/ETFs/GRPAs Only)

Fi360 Fiduciary Score Criteria

1	Inception Date: The investment must have at least a 3 year track history.
2	Manager Tenure: The investment manager must have at least a 2 year track history. (Most senior manager's tenure)
3	Assets: The investment must have at least 75 million under management. (Total across all share classes for funds/etfs)
4	Composition: The investment's allocation to its primary asset class should be greater than or equal to 80%. (Not applied to all peer groups)
5	Style: The investment's current style box should match the peer group. (Not applied to all peer groups)
6	Prospectus Net Exp Ratio: The investment must place in the top 75% of its peer group.
7	Alpha: The investment must place in the top 50% of its peer group.
8	Sharpe: The investment must place in the top 50% of its peer group.
9	1 Year Return: The investment must place in the top 50% of its peer group.
10	3 Year Return: The investment must place in the top 50% of its peer group.
11	5 Year Return: The investment must place in the top 50% of its peer group.

Calculation Methodology

The Fi360 Fiduciary Score is a peer percentile ranking of an investment against a set of quantitative due diligence criteria selected to reflect prudent fiduciary management. The criteria include total returns, risk-adjusted returns, expenses, and other portfolio statistics. Investments are ranked according to their ability to meet due diligence criteria every month. The rank becomes the Fi360 Fiduciary Score. The Fi360 Fiduciary Score Average is a one-, three-, five- or ten-year rolling average of an investments Fi360 Fiduciary Score. The Fi360 Fiduciary Score represents a suggested course of action and is not intended, nor should it be used, as the sole source of information for reaching an investment decision. Visit the Glossary or fi360.com/fi360-Fiduciary-Score for more information.

Legend

✓

Investment meets the criterion

✗

Investment does not meet the criterion

N/Av

Investment data is not available

N/S

Investment doesn't have the history to be scored

N/App

Investment is not screened on the criterion

Investment Name	Peer Group		Fi360 Fiduciary Score					Fi360 Fiduciary Score Criteria											Action
			Score	Average				1	2	3	4	5	6	7	8	9	10	11	
Large-Cap Equity																			
Fidelity 500 Index (FXAIX)	Large Blend		0	0	0	0	-	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	-
		# of Peers	1,294	1,233	1,108	977													
Vanguard FTSE Social Index Admiral (VFTAX)	Large Blend		0	17	-	-	-	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	-
		# of Peers	1,294	1,233															
T. Rowe Price Growth Stock I (PRUFX)	Large Growth		22	18	8	-	-	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	-
		# of Peers	1,322	1,284	1,179														
American Funds Washington Mutual R6 (RWMGX)	Large Blend		24	4	19	25	22	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	-
		# of Peers	1,294	1,233	1,108	977	766												
FMI Large Cap Institutional (FMIQX)	Large Blend		60	40	40	-	-	✓	✓	✓	✗	✓	✓	✓	✓	✗	✗	✗	Watch
		# of Peers	1,294	1,233	1,108														

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Fi360 Fiduciary Score® Breakdown (Cont.) (Funds/ETFs/GRPAs only)

Investment Name	Peer Group	Score	Fi360 Fiduciary Score				Fi360 Fiduciary Score Criteria											Action
			Average	1 Yr	3 Yr	5 Yr	10 Yr	1	2	3	4	5	6	7	8	9	10	
Mid-Cap Equity																		
Fidelity Mid Cap Index (FSMDX)	Mid-Cap Blend		0	0	3	3	-											
	# of Peers	387	360	312	264			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	-
Hartford Schroders US MidCap Opps Y (HFDYX)	Mid-Cap Blend		17	18	13	-	-											
	# of Peers	387	360	312				✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	-
Small-Cap Equity																		
Fidelity Small Cap Index (FSSNX)	Small Blend		0	8	9	13	-											
	# of Peers	684	654	558	446			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	-
Developed International Equity																		
Fidelity International Index (FSPSX)	Foreign Large Blend		0	0	2	3	-											
	# of Peers	697	661	526	462			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	-
American Funds Europacific Growth R6 (RERGX)	Foreign Large Growth		22	11	8	8	14											
	# of Peers	474	421	350	314	208		✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	-
Emerging Market Equity																		
Fidelity Emerging Markets Idx (FPADX)	Diversified Emerging Mkts		24	12	15	17	-											
	# of Peers	776	733	550	424			✓	✓	✓	✓	N/App	✓	✗	✓	✗	✓	-
Real Estate																		
Cohen & Steers Instl Realty Shares (CSRIX)	Real Estate		0	0	0	1	13											
	# of Peers	249	237	211	184	134		✓	✓	✓	N/App	N/App	✓	✓	✓	✓	✓	-
Intermediate Fixed Income																		
Fidelity US Bond Index (FXNAX)	Intermediate Core Bond		0	10	28	31	-											
	# of Peers	415	390	353	316			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	-
Western Asset Core Plus Bond IS (WAPSX)	Intermediate Core-Plus Bond		0	2	3	8	10											
	# of Peers	578	538	472	427	306		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	-
High Yield Fixed Income																		
Vanguard High-Yield Corporate Adm (VWEAX)	High Yield Bond		0	11	14	11	24											
	# of Peers	675	653	556	460	322		✓	✓	✓	N/App	✓	✓	✓	✓	✓	✓	-

Fi360 Fiduciary Score® Breakdown (Cont.) (Funds/ETFs/GRPAs only)

Investment Name	Peer Group	Fi360 Fiduciary Score					Fi360 Fiduciary Score Criteria											Action
		Score	1 Yr	3 Yr	5 Yr	10 Yr	1	2	3	4	5	6	7	8	9	10	11	
Allocation																		
American Funds 2035 Trgt Date Retire R6 (RFFTX)	Target-Date 2035	0	0	0	0	3	✓	✓	✓	N/App	N/App	✓	✓	✓	✓	✓	✓	-
	# of Peers	208	192	157	122	45												
American Funds 2040 Trgt Date Retire R6 (RFGTX)	Target-Date 2040	0	0	0	0	3	✓	✓	✓	N/App	N/App	✓	✓	✓	✓	✓	✓	-
	# of Peers	220	203	169	137	73												
American Funds 2045 Trgt Date Retire R6 (RFHTX)	Target-Date 2045	0	0	0	0	4	✓	✓	✓	N/App	N/App	✓	✓	✓	✓	✓	✓	-
	# of Peers	208	192	157	121	42												
American Funds 2050 Trgt Date Retire R6 (RFITX)	Target-Date 2050	0	0	0	0	3	✓	✓	✓	N/App	N/App	✓	✓	✓	✓	✓	✓	-
	# of Peers	220	203	169	136	37												
American Funds 2055 Trgt Date Retire R6 (RFKTX)	Target-Date 2055	0	0	1	1	-	✓	✓	✓	N/App	N/App	✓	✓	✓	✓	✓	✓	-
	# of Peers	205	190	135	84													
Vanguard LifeStrategy Cnsvr Gr Inv (VSCGX)	Allocation--30% to 50% Equity	0	0	5	3	16	✓	✓	✓	N/App	N/App	✓	✓	✓	✓	✓	✓	-
	# of Peers	552	527	420	365	253												
Vanguard LifeStrategy Growth Inv (VASGX)	Allocation--70% to 85% Equity	0	0	0	0	10	✓	✓	✓	N/App	N/App	✓	✓	✓	✓	✓	✓	-
	# of Peers	329	320	288	246	180												
Vanguard LifeStrategy Income Inv (VASIX)	Allocation--15% to 30% Equity	0	5	13	17	26	✓	✓	✓	N/App	N/App	✓	✓	✓	✓	✓	✓	-
	# of Peers	197	187	167	142	76												
Vanguard LifeStrategy Moderate Gr Inv (VSMGX)	Allocation--50% to 70% Equity	0	0	4	13	23	✓	✓	✓	N/App	N/App	✓	✓	✓	✓	✓	✓	-
	# of Peers	684	673	609	522	393												
American Funds 2020 Trgt Date Retire R6 (RRCTX)	Target-Date 2020	16	5	4	3	8	✓	✓	✓	N/App	N/App	✓	✓	✓	✗	✓	✓	-
	# of Peers	214	194	161	129	68												
American Funds 2060 Trgt Date Retire R6 (RFUTX)	Target-Date 2060+	16	2	-	-	-	✓	✓	✓	N/App	N/App	✓	✓	✓	✗	✓	✓	-
	# of Peers	160	106															
American Funds 2010 Trgt Date Retire R6 (RFTTX)	Target-Date 2000-2010	19	5	4	3	6	✓	✓	✓	N/App	N/App	✓	✓	✓	✗	✓	✓	-
	# of Peers	118	105	85	71	45												
American Funds 2025 Trgt Date Retire R6 (RFDTX)	Target-Date 2025	19	5	5	3	5	✓	✓	✓	N/App	N/App	✓	✓	✓	✗	✓	✓	-
	# of Peers	214	195	160	125	45												
American Funds 2015 Trgt Date Retire R6 (RFJTX)	Target-Date 2015	21	9	12	7	9	✓	✓	✓	N/App	N/App	✓	✓	✓	✗	✓	✓	-
	# of Peers	113	100	73	58	26												
American Funds 2030 Trgt Date Retire R6 (RFETX)	Target-Date 2030	22	2	1	1	2	✓	✓	✓	N/App	N/App	✓	✓	✓	✗	✓	✓	-
	# of Peers	220	203	169	137	73												

Investment Performance

Investors should consider the investment objectives, risks, and charges and expenses of a fund carefully before investing. Prospectuses and, if available, the summary prospectuses, containing this and other information about the fund are available by contacting your financial consultant. Please read the prospectus and summary prospectus carefully before investing to make sure that the fund is appropriate for your goals and risk tolerance. The performance quoted reflects the reinvestment of dividends and capital gains and is net of expenses. It does not reflect the maximum sales charges, which are generally waived for investments within qualified plans. Such charges, if applied, would reduce the performance quoted. **The performance information shown represents past performance and is not a guarantee of future results.** The investment return and principal value of an investment will fluctuate so that the shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information shown. For performance data current to the most recent month-end, please reference the Investment Company Contact Information section. Text in bold italics indicates extended performance which is based on the performance of the investment's oldest share class, adjusted for fees. Fi360 Fiduciary Scores calculated using extended performance are shown with a colored border.

Peer Group / Investment Name	Type	Total Return % (% rank in peer group)						
		3-Month	YTD	1-Year	3-Year	5-Year	10-Year	
Large-Cap Equity								
Large Blend								
Fidelity 500 Index (FXAIX)	MF	9.06	31.47	31.47 (22)	15.25 (15)	11.69 (8)	13.54 (7)	
Vanguard FTSE Social Index Admiral (VFTAX)	MF	10.53	33.93	33.93 (7)	17.11 (3)	12.40 (4)	14.35 (2)	
American Funds Washington Mutual R6 (RWMGX)	MF	7.67	25.93	25.93 (81)	13.90 (46)	10.96 (30)	13.09 (24)	
FMI Large Cap Institutional (FMIQX)	MF	5.77	23.79	23.79 (90)	12.45 (69)	9.56 (64)	11.63 (68)	
# of Peers		1,444	1,409	1,409	1,293	1,208	1,046	
Median Mutual Fund/ETF		8.65	29.66	29.66	13.63	10.14	12.30	
Russell 1000 TR USD		9.03	31.42	31.42	15.04	11.48	13.54	
Large Growth								
T. Rowe Price Growth Stock I (PRUFX)	MF	10.08	30.98	30.98 (62)	20.22 (33)	14.38 (18)	15.11 (13)	
# of Peers		1,401	1,377	1,377	1,322	1,267	1,107	
Median Mutual Fund/ETF		9.47	32.33	32.33	18.41	12.41	13.62	
Russell 1000 Growth TR USD		10.62	36.38	36.38	20.48	14.62	15.21	
Mid-Cap Equity								
Mid-Cap Blend								
Fidelity Mid Cap Index (FSMDX)	MF	7.06	30.51	30.51 (21)	12.03 (15)	9.33 (12)	N/Av	
Hartford Schroders US MidCap Opps Y (HFDYX)	MF	7.01	28.05	28.05 (40)	9.66 (42)	9.69 (9)	11.94 (31)	
# of Peers		415	407	407	387	341	295	
Median Mutual Fund/ETF		6.93	26.87	26.87	9.07	7.40	11.22	
Russell Mid Cap TR USD		7.06	30.54	30.54	12.05	9.33	13.19	

Investment Performance (Cont.)

Peer Group / Investment Name	Type	Total Return % (% rank in peer group)						
		3-Month	YTD	1-Year	3-Year	5-Year	10-Year	
Small-Cap Equity								
Small Blend								
Fidelity Small Cap Index (FSSNX)	MF	10.01	25.71	25.71 (33)	8.77 (22)	8.43 (26)	N/Av	
# of Peers		716	713	713	684	621	505	
Median Mutual Fund/ETF		8.14	24.28	24.28	7.11	7.37	11.32	
Russell 2000 TR USD		9.93	25.52	25.52	8.59	8.22	11.82	
Developed International Equity								
Foreign Large Blend								
Fidelity International Index (FSPSX)	MF	7.93	22.00	22.00 (48)	9.77 (32)	5.88 (27)	5.62 (34)	
# of Peers		783	752	752	697	602	512	
Median Mutual Fund/ETF		8.72	21.85	21.85	9.08	5.32	5.25	
MSCI ACWI Ex USA NR USD		8.92	21.51	21.51	9.86	5.50	4.96	
Foreign Large Growth								
American Funds Europacific Growth R6 (RERGX)	MF	10.09	27.40	27.40 (60)	12.45 (50)	7.41 (43)	6.73 (52)	
# of Peers		505	495	495	474	428	345	
Median Mutual Fund/ETF		9.70	27.86	27.86	12.45	7.11	6.79	
MSCI ACWI Ex USA Growth NR USD		9.57	27.34	27.34	12.88	7.29	6.24	
Emerging Market Equity								
Diversified Emerging Mkts								
Fidelity Emerging Markets Idx (FPADX)	MF	11.82	18.26	18.26 (65)	11.59 (40)	5.41 (46)	N/Av	
# of Peers		861	845	845	776	677	357	
Median Mutual Fund/ETF		11.10	20.25	20.25	10.75	5.22	3.85	
MSCI EM NR USD		11.83	18.42	18.42	11.57	5.61	3.67	
Real Estate								
Real Estate								
Cohen & Steers Instl Realty Shares (CSRIX)	MF	0.37	33.01	33.01 (8)	11.12 (9)	8.87 (6)	12.47 (12)	
# of Peers		269	267	267	249	237	203	
Median Mutual Fund/ETF		0.20	27.63	27.63	8.10	6.77	11.37	
S&P United States REIT TR USD		-0.79	24.44	24.44	7.69	6.80	11.78	

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Investment Performance (Cont.)

Peer Group / Investment Name	Type	Total Return % (% rank in peer group)						
		3-Month	YTD	1-Year	3-Year	5-Year	10-Year	
Intermediate Fixed Income								
Intermediate Core Bond								
Fidelity US Bond Index (FXNAX)	MF	0.06	8.48	8.48 (46)	3.94 (33)	2.99 (31)	3.67 (47)	
# of Peers		442	438	438	415	390	358	
Median Mutual Fund/ETF		0.08	8.32	8.32	3.65	2.76	3.61	
BBgBarc US Gov/Corp Intermediate TR USD		0.37	6.81	6.81	3.22	2.57	3.05	
Intermediate Core-Plus Bond								
Western Asset Core Plus Bond IS (WAPSX)	MF	1.26	12.32	12.32 (2)	5.79 (2)	4.67 (2)	5.69 (4)	
# of Peers		624	623	623	578	527	460	
Median Mutual Fund/ETF		0.32	9.24	9.24	4.10	3.17	4.27	
BBgBarc US Universal TR USD		0.45	9.29	9.29	4.30	3.43	4.12	
High Yield Fixed Income								
High Yield Bond								
Vanguard High-Yield Corporate Adm (VWEAX)	MF	2.53	15.91	15.91 (8)	6.45 (10)	5.79 (17)	7.20 (17)	
# of Peers		736	722	722	675	625	473	
Median Mutual Fund/ETF		2.46	13.47	13.47	5.50	5.03	6.60	
ICE BofAML US High Yield TR USD		2.60	14.41	14.41	6.32	6.13	7.49	

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Investment Performance (Cont.)

Peer Group / Investment Name	Type	Total Return % (% rank in peer group)						
		3-Month	YTD	1-Year	3-Year	5-Year	10-Year	
Allocation								
Allocation--15% to 30% Equity								
Vanguard LifeStrategy Income Inv (VASIX)	MF	1.48	12.05	12.05 (38)	5.85 (22)	4.45 (22)	5.18 (48)	
# of Peers		203	203	203	197	184	130	
Median Mutual Fund/ETF		2.17	11.40	11.40	5.09	3.86	5.14	
Morningstar Con Tgt Risk TR USD		1.95	11.21	11.21	5.54	4.04	4.53	
Allocation--30% to 50% Equity								
Vanguard LifeStrategy Cnsrv Gr Inv (VSCGX)	MF	3.30	15.68	15.68 (36)	7.59 (17)	5.67 (19)	6.62 (31)	
# of Peers		571	571	571	552	480	360	
Median Mutual Fund/ETF		3.34	15.06	15.06	6.50	4.83	6.24	
Morningstar Mod Con Tgt Risk TR USD		3.65	15.25	15.25	7.46	5.55	6.25	
Allocation--50% to 70% Equity								
Vanguard LifeStrategy Moderate Gr Inv (VSMGX)	MF	5.15	19.37	19.37 (50)	9.30 (35)	6.82 (34)	8.08 (47)	
# of Peers		714	706	706	684	648	535	
Median Mutual Fund/ETF		5.24	19.36	19.36	8.58	6.26	8.00	
Morningstar Mod Tgt Risk TR USD		5.23	19.02	19.02	9.13	6.74	7.72	
Allocation--70% to 85% Equity								
Vanguard LifeStrategy Growth Inv (VASGX)	MF	7.07	23.13	23.13 (30)	10.97 (19)	7.91 (15)	9.35 (20)	
# of Peers		340	340	340	329	315	240	
Median Mutual Fund/ETF		6.56	21.89	21.89	9.74	6.94	8.55	
Morningstar Mod Agg Tgt Risk TR USD		6.87	22.94	22.94	10.88	7.95	9.07	
Target-Date 2000-2010								
American Funds 2010 Trgt Date Retire R6 (RFTTX)	MF	3.83	13.88	13.88 (51)	7.03 (26)	5.49 (16)	7.06 (4)	
# of Peers		146	146	146	118	107	91	
Median Mutual Fund/ETF		3.45	13.90	13.90	6.60	5.06	6.43	
Morningstar Lifetime Mod 2010 TR USD		3.33	14.93	14.93	7.11	5.22	6.58	
Target-Date 2015								
American Funds 2015 Trgt Date Retire R6 (RFJTX)	MF	4.22	14.94	14.94 (58)	7.53 (30)	5.85 (22)	7.51 (5)	
# of Peers		134	134	134	113	96	73	
Median Mutual Fund/ETF		3.92	15.22	15.22	7.29	5.47	7.03	

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Investment Performance (Cont.)

Peer Group / Investment Name	Type	Total Return % (% rank in peer group)						
		3-Month	YTD	1-Year	3-Year	5-Year	10-Year	
Allocation								
Morningstar Lifetime Mod 2015 TR USD		3.56	16.28	16.28	7.70	5.63	7.10	
Target-Date 2020								
American Funds 2020 Trgt Date Retire R6 (RRCTX)	MF	4.54	15.59	15.59 (57)	8.28 (20)	6.37 (12)	8.17 (3)	
# of Peers		239	239	239	214	190	133	
Median Mutual Fund/ETF		3.91	15.89	15.89	7.57	5.56	7.13	
Morningstar Lifetime Mod 2020 TR USD		3.93	17.73	17.73	8.36	6.09	7.69	
Target-Date 2025								
American Funds 2025 Trgt Date Retire R6 (RFDTX)	MF	5.65	17.85	17.85 (59)	9.47 (15)	7.12 (6)	9.15 (2)	
# of Peers		239	238	238	214	191	119	
Median Mutual Fund/ETF		4.79	18.23	18.23	8.60	6.27	7.92	
Morningstar Lifetime Mod 2025 TR USD		4.49	19.36	19.36	9.14	6.65	8.36	
Target-Date 2030								
American Funds 2030 Trgt Date Retire R6 (RFETX)	MF	6.51	20.06	20.06 (55)	10.86 (6)	8.07 (2)	9.88 (1)	
# of Peers		250	244	244	220	196	135	
Median Mutual Fund/ETF		5.59	20.29	20.29	9.51	6.82	8.34	
Morningstar Lifetime Mod 2030 TR USD		5.32	21.24	21.24	10.00	7.28	9.00	
Target-Date 2035								
American Funds 2035 Trgt Date Retire R6 (RFFTX)	MF	8.00	23.29	23.29 (21)	12.28 (2)	8.99 (1)	10.34 (1)	
# of Peers		232	232	232	208	185	113	
Median Mutual Fund/ETF		6.51	22.16	22.16	10.29	7.31	8.84	
Morningstar Lifetime Mod 2035 TR USD		6.28	23.03	23.03	10.76	7.81	9.47	
Target-Date 2040								
American Funds 2040 Trgt Date Retire R6 (RFGTX)	MF	8.53	24.40	24.40 (28)	12.76 (1)	9.30 (1)	10.54 (1)	
# of Peers		244	244	244	220	196	135	
Median Mutual Fund/ETF		7.04	23.51	23.51	10.73	7.60	9.01	
Morningstar Lifetime Mod 2040 TR USD		7.09	24.34	24.34	11.23	8.14	9.68	
Target-Date 2045								
American Funds 2045 Trgt Date Retire R6 (RFHTX)	MF	8.66	24.68	24.68 (44)	12.96 (2)	9.45 (1)	10.62 (1)	
# of Peers		232	232	232	208	185	112	

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Investment Performance (Cont.)

Peer Group / Investment Name	Type	Total Return % (% rank in peer group)						
		3-Month	YTD	1-Year	3-Year	5-Year	10-Year	
Allocation								
Median Mutual Fund/ETF		7.53	24.51	24.51	11.05	7.81	9.30	
Morningstar Lifetime Mod 2045 TR USD		7.56	24.96	24.96	11.42	8.25	9.69	
Target-Date 2050								
American Funds 2050 Trgt Date Retire R6 (RFITX)	MF	8.88	25.04	25.04 (37)	13.11 (2)	9.55 (1)	10.68 (1)	
# of Peers		244	244	244	220	196	110	
Median Mutual Fund/ETF		7.62	24.62	24.62	11.08	7.87	9.33	
Morningstar Lifetime Mod 2050 TR USD		7.73	25.08	25.08	11.43	8.23	9.61	
Target-Date 2055								
American Funds 2055 Trgt Date Retire R6 (RFKTX)	MF	8.87	25.09	25.09 (39)	13.11 (2)	9.54 (1)	N/Av	
# of Peers		232	232	232	205	180	19	
Median Mutual Fund/ETF		7.78	24.76	24.76	11.22	7.94	9.14	
Morningstar Lifetime Mod 2055 TR USD		7.78	25.05	25.05	11.41	8.19	9.50	
Target-Date 2060+								
American Funds 2060 Trgt Date Retire R6 (RFUTX)	MF	8.82	25.01	25.01 (52)	13.05 (3)	N/Av	N/Av	
# of Peers		260	221	221	160	46	0	
Median Mutual Fund/ETF		7.91	25.05	25.05	11.35	8.58	N/Av	
Morningstar Lifetime Mod 2060 TR USD		7.80	24.95	24.95	11.36	8.12	9.40	

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LOXAHATCHEE RIVER DISTRICT

Neighborhood Sewering Schedule-Revised February 2020



Rank *	Area Description	# Lots	Activity	Original Target Date	Revised Target Start Date
14	Whispering Trails	181	Notified Owners – January 2013 Notice of Intent – November 2016 Notified to Connect - February 2020	2017	2020
16	181 st St N Gravity	11	Notified Owners – January 2013 Notice of Intent to Assess – October 2018	2018	2020
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 Start Date
H	Olympus Dr, Juno (LP)	2	Notified Owners – June 2013 Prelim. Design started – August 2017 Survey - 2018	2016	2020
	18870+18890 SE Country Club Dr	2	Notified Owner – April + Aug 2017 Design started – August 2017 Notice of Intent – December 2018	2018	2020
	US Highway 1 (13440-13500)	3	Notified Owners – August 2017 Notice of Intent – March 2019	2019	2020
	Thelma Ave. LPSS	3	Notified Owners – September 2017 Notice of Intent to Assess–September 2019	2020	2020
EE	Hobart St SE (Martin Co.)	13	Notified Owners – January 2013 Notice of Intent to Assess–September 2019	2016	2020
	197 th Pl N	3	Notified Owners – April 2019 Notice of Intent to Assess – February 2015		2020

Private Road Areas – Page 2

Rank *	Area Description	# Lots	Activity	Original Target Date	Revised Target Start 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	2014	AEO
CC	66 th Terr+Way	19	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	AEO
DD	Taylor Road	38	Notified Owners – September 2011 Private Roads	2015	AEO
EE	Imperial Woods LPSS	47	Notified Owners – October 2010 Notice of Intent to Assess – September 2017 Notified to Connect – August 2019	2016	2020
FF	Rolling Hills	50	Notified Owners – Jan. 2013 - Private HOA Notice of Intent to Assess – October 2019	2017	2021
FF	Gardiner Lane	1	Notified Owner – July 2013 – Private Road Notice of Intent to Assess – October 2019	2017	2021
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	38	Notified Owners – January 2013 Private HOA-Received Easement – Feb. 2018 Notice of Intent – July 2018 Construction Award – November 2019	2018	2020
GG	Castle Rd SE	5	Notified Owners – Jan 2013-private road	2018	AEO
GG	Jupiter Rd SE	4	Notified Owners – Jan 2013-private road	2018	AEO
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
16	Limestone Creek Road West	71	Notified Owners – January 2013 Private Road	2018	TBD
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 Working with BLM for options to move forward	2019	2020

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

TBD = To be determined

AEO = As easements are obtained

CURTIS L. SHENKMAN
Board Certified
Real Estate Attorney

CURTIS SHENKMAN, P.A.

4400 PGA BLVD, SUITE 301
PALM BEACH GARDENS, FLORIDA 33410
TELEPHONE (561) 822-3939
Curtis@PalmBeachLawyer.Law

LEGAL ASSISTANTS
REAL ESTATE
JUDY D. MONTEIRO
DENISE B. PAOLUCCI
MELISSA KAJEEJIT

March 6, 2020

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

OTHER LITIGATION

NONE

LIEN FORECLOSURES

NONE

MORTGAGE OR LIEN FORECLOSURES / LRD COUNTERCLAIMS/CROSSCLAIMS

NONE



Loxahatchee River Environmental Control District
Monthly Status Report
March 12, 2020

Submitted To: Kris Dean, P.E, Deputy Executive Director/Director of Engineering

The following is a summary of work performed by Baxter and Woodman, Inc. (B&W), on District projects for the monthly period ending March 12, 2020.

Alternate A1A 16-Inch Force Main Extension

The following items were ongoing or completed during the last monthly period:

- The pipeline installation has been completed and restoration is 99% complete. B&W anticipates submitting for Health Department clearance and conducting a Substantial Completion inspection next week. At that time, a punch-list will be prepared. During pressure testing, it was discovered that the existing piping previously installed on the bridge was in need of some repairs, and the District is addressing those issues internally. This new pipeline will not be put into service until those repairs are made.

Master Lift Station No. 1 Rehabilitation

The following items were ongoing or completed during the last monthly period:

- The punch-list is completed, except for installation of the switch assemblies to provide local control capabilities of the pneumatic actuators (referenced in last month's report) and some paperwork. Rotork arrived last month to install the switch assemblies but discovered some of the recently delivered parts were incorrect. The parts were re-ordered and are scheduled to be delivered by March 21, 2020. Once shipping is confirmed, the schedule for installation will be finalized.

Whispering Trails Gravity Sewer System

The following items were ongoing or completed during the last monthly period:

- PBC Landscape Permit Closeout Pending – Landscape Architect working with the County for plant adjustments
- Final Completion Inspection Completed – There are three (3) resident claims that are open and pending resolutions
- Final Balancing Change Order and Final Pay Application being processed
- There is a pending time extension (FPL Conflicts & PBC Drainage Repairs), however it remains unclear whether or not the extension will be commensurate with the project delay duration.

Jupiter Farms Elementary Sanitary Sewer System

The following items were ongoing or completed during the last monthly period:

- The punch-list has been completed. Contractor's delivery of the close-out paperwork is the only outstanding item.

Olympus Drive Force Main and Low Pressure Sewer Replacement

The following items were ongoing or completed during the last monthly period:

- B&W received the signed contract from the District following Board approval at the February 2020 Board Meeting.
- The project kick-off meeting with the District was held on March 11, 2020.
- The geotechnical work and utility coordination work will begin in the coming weeks.

Alternate A1A 24-Inch Force Main Cleaning & Inspection

The following items were ongoing or completed during the last monthly period:

- B&W received the signed contract from the District following Board approval at the February 2020 Board Meeting.
- B&W is working to set-up a kick-off meeting with the District for this project.

Irrigation Quality 511 (IQ-511) Pump Station Piping Improvements

The following items were ongoing or completed during the last monthly period:

- B&W received the signed contract from the District following Board approval at the February 2020 Board Meeting.
- B&W is working to set-up a kick-off meeting with the District for this project.

Respectfully Submitted by:

BAXTER & WOODMAN, INC.



Rebecca Travis, P.E.
Vice President / Florida Division Manager



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

MEMORANDUM

To: Kris Dean, PE, Deputy Director/Director of Engineering, Loxahatchee River Environmental Control District

From: Christine Miranda, PE, Holtz Consulting Engineers, Inc.

Date: March 12, 2020

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 12, 2020. **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

- On March 11, 2020 the Imperial Woods HOA provided correspondence that stated they have decided that they do not want to proceed with the root barrier installation at the main entrance. They have elected to do structural pruning of the two live oaks at the end of the median on their own and will contract directly with the landscaping company. Therefore, all work has been completed on this project. HCE will process a final adjusting change order and close out the project.

Island Country Estates Low Pressure Sewer System

- The open-house meeting with the residents occurred on February 27, 2020 at the District office. The Lazarus Group has mobilized and have completed the installation of approximately 4,000 linear feet of low-pressure force main. HCE has processed the first payment requisition from the Contractor.

Lift Station No. 082 Master Plan and Improvements

- HCE is currently working on the 60% design submittal. The 60% design submittal will be provided to District staff for review during the week of March 16, 2020.

Rolling Hills Sewer System Evaluation

- The cleaning and televising of the main sewer lines were completed by Shenandoah on February 25, 2020 and the report was received by HCE staff on March 11, 2020. Surveying of the existing sewer system has commenced, and is nearing completion. The manhole inspection and assessment work were conducted on February 28, and March 10, 2020. After these three items are complete, the evaluation of the gravity sewer system will be performed.



The draft technical memorandum summarizing the results and recommendations will be submitted to District staff by April 7, 2020.

Lift Station #161 and Lift Station #291 Emergency Generator Project

- The generator sizing report was submitted to District staff February 14, 2020. Additional site visits with District, HCE, and C&W Engineering staff took place on February 24, 2020. Based upon the site visits and review of the record drawings and GIS, a survey of the property corners for Lift Station #161 must be completed before commencing design to determine the optimal location for the new generator. District staff has issued approval and will be conducting this work. The 90% design submittal will be submitted within four weeks of receipt of the survey information. It is anticipated construction will commence in July 2020.

Busch Wildlife Sanctuary

The 1st Quarter Report will be presented at the
April 2020 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
- ▶ Safety Report attach. #6
- ▶ Other Matters (as needed) attach. #7

J:\Board\Notebook\Directors Report

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 Fraraccio, Director of Finance and Administration
Date: March 13, 2020
Subject: Monthly Financial Report

Cash and Investments

Balances as of February 29, 2020

Certificates of Deposit:

Institution	Original Term	Maturity	Rate	Book Value	Monthly Interest Earned	Market Value
Bank United	2 Years	03/28/20	2.46%	2,000,000	3,853	2,045,760
US Bank	18 Months	05/01/20	3.00%	1,507,875	3,600	1,567,880
Bank United	18 Months	06/07/20	2.88%	1,500,000	3,425	1,553,907
US Bank	2 Years	01/29/21	2.71%	1,011,450	2,314	1,041,364
Bank United	2 Years	03/11/21	2.60%	1,000,000	2,038	1,025,470
Subtotal				\$ 7,019,325	\$ 15,230	\$ 7,234,381

Money Market Accounts:

Synovus - Public Demand	1.50%	\$ 14,646	\$ 12,297,103
TD Bank - NOW	1.66%	10,739	8,224,803
Subtotal		\$ 25,385	\$20,521,906

Checking Account:

SunTrust-Hybrid Business Account	0.50%	\$ 1,112	\$ 7,655,693
Subtotal		\$ 1,112	\$ 7,655,693

Total		\$ 41,727	\$35,411,980
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Average weighted rate of return on investments is: 1.57%

As of 02/29/20:

3 month Short Term Bond: 1.27%

1 month Federal Fund Rate: 1.58%

Cash position for February 2019 was \$39,498,968. Current Cash position is **down** by \$4,086,988.

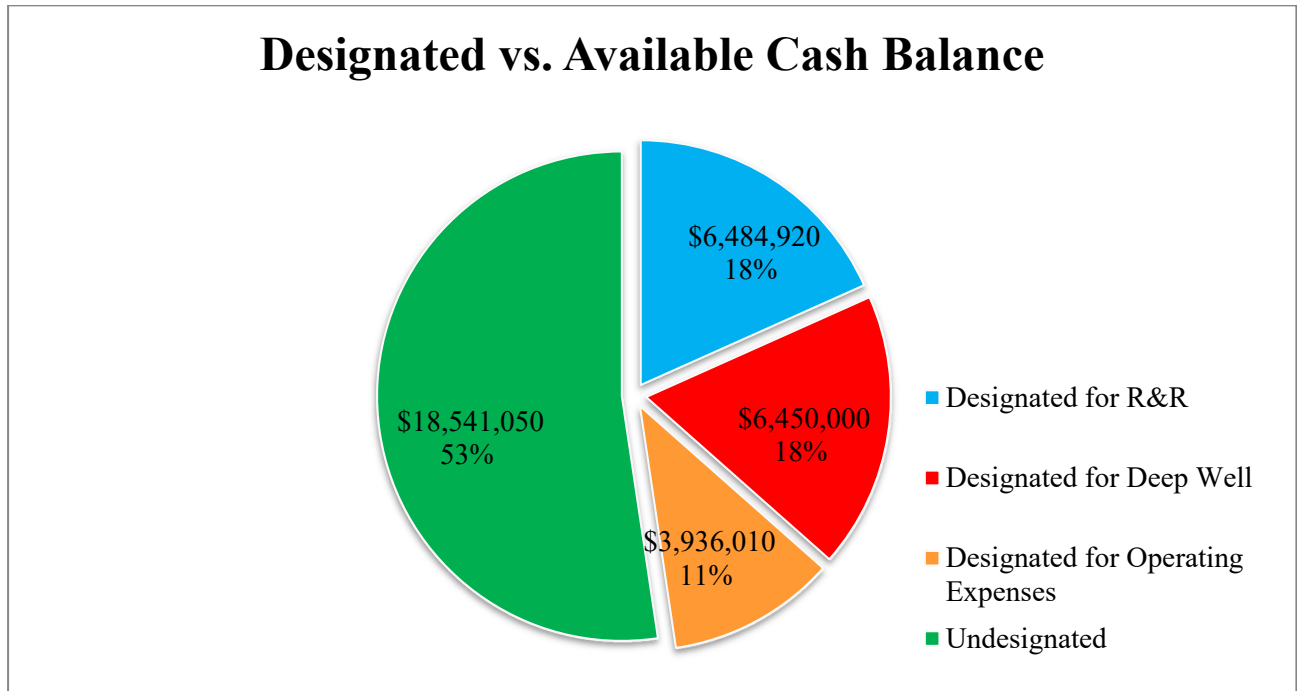
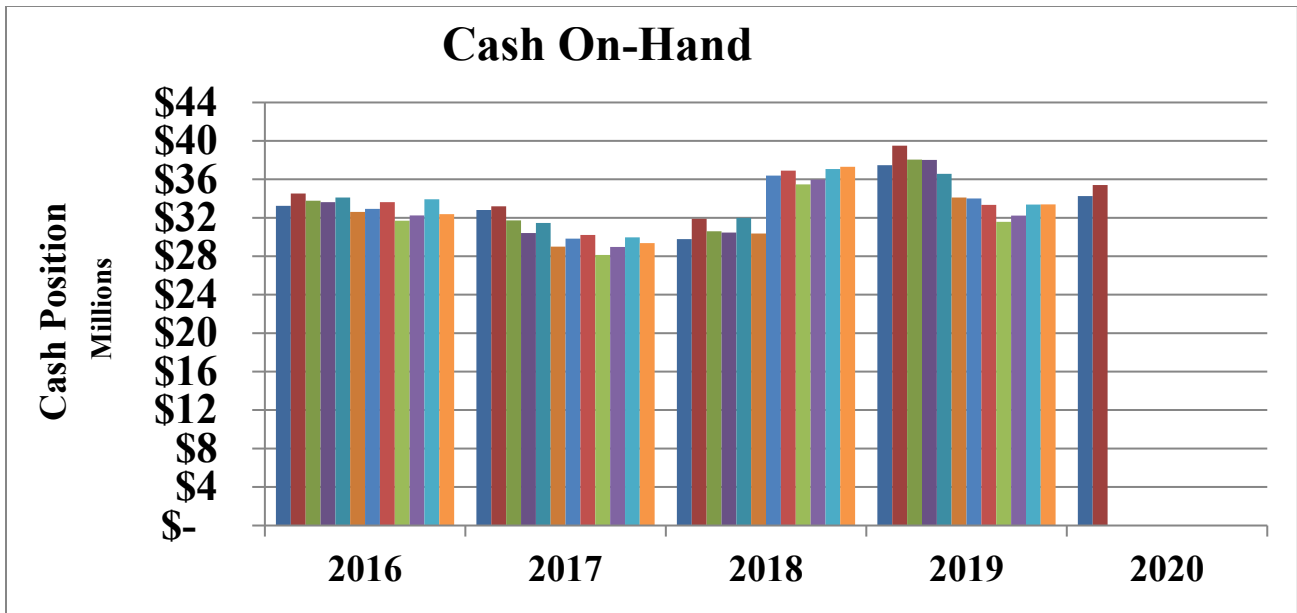
Gordon M. Boggie
Board Member

Dr. Matt H. Rostock
Board Member

Stephen B. Rockoff
Chairman

Harvey M. Silverman
Board Member

James D. Snyder
Board Member



Financial Information

- Legal fees billed for the month of February were \$5,285. The fiscal year-to-date total is \$40,965.
- Septage billing for the month of February was \$33. The fiscal year-to-date total is \$225.
- Developer's Agreement – No new Developer Agreements were entered into in February.
- I.Q. Water Agreements – Workplace FL is past due for December, January and February; Dakota is past due for January and February; and Abacoa Plaza, New Haven 7A and New Haven 7B are past due for February.
- Estoppel fees collected in February totaled \$7,725. The fiscal year-to-date total is \$34,025.

Summary of Budget vs. Actual

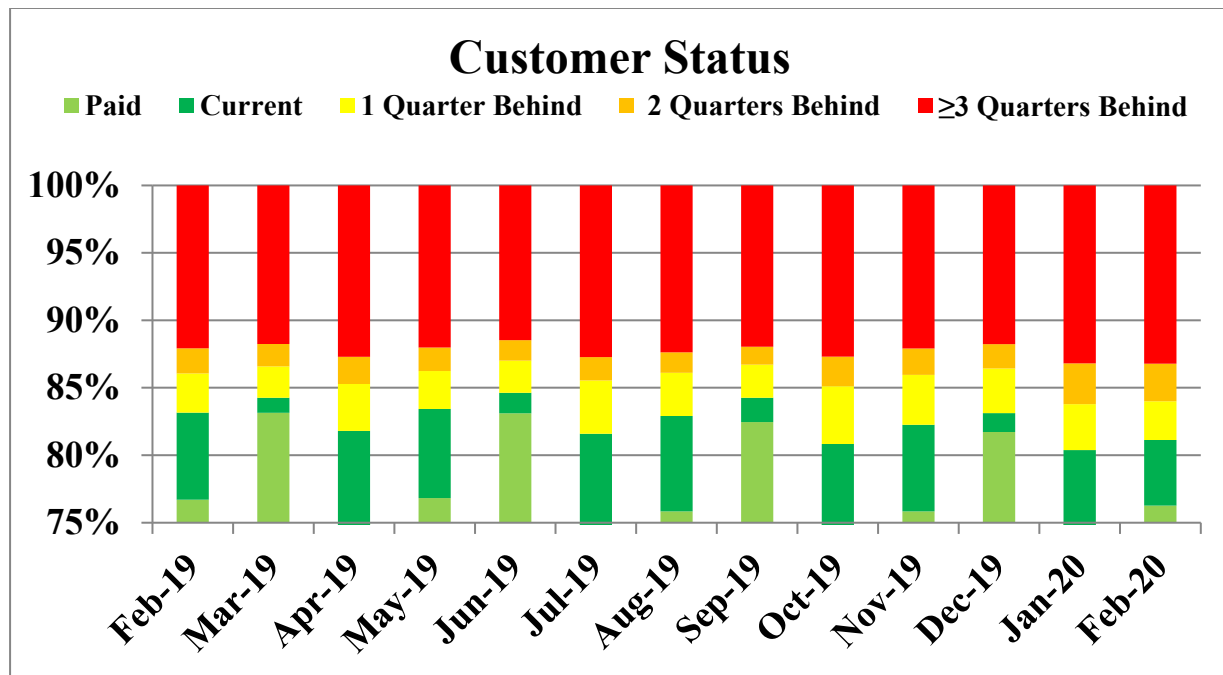
<i>Budget Benchmark</i> 42.00%	Feb-20 Actual	YTD Actual	FY 20 Budget	Favorable (Unfavorable)	Budget Expended	Feb-19 YTD
Revenues						
Operating Revenues						
Regional Sewer Service	\$1,408,787	\$7,060,447	\$17,324,020	\$ (10,263,573)	40.76%	\$6,967,552
Standby Sewer Service	8,995	43,789	98,458	(54,669)	44.47%	41,289
IQ Water Charges	199,340	996,698	2,004,752	(1,008,054)	49.72%	990,494
Admin. and Engineering Fees	2,444	36,545	42,295	(5,750)	86.41%	28,960
Other Revenue	21,724	167,876	300,000	(132,124)	55.96%	194,907
Subtotal Operating Revenues	1,641,290	8,305,355	19,769,525	(11,464,170)	42.01%	8,223,202
Capital Revenues						
Assessments	50,451	792,193	864,897	(72,704)	91.59%	771,790
Line Charges	12,480	177,128	201,337	(24,209)	87.98%	141,216
Plant Charges	36,430	180,254	1,012,727	(832,473)	17.80%	260,959
Capital Contributions	18,803	108,123	1,000,000	(891,877)	10.81%	
Subtotal Capital Revenues	118,164	1,257,698	3,078,961	(1,821,263)	40.85%	1,173,965
Other Revenues						
Grants				-	100.00%	
Interest Income	70,168	779,846	1,127,200	(347,354)	69.18%	845,034
Subtotal Other Revenues	70,168	779,846	1,127,200	(347,354)	69.18%	845,034
Total Revenues	\$ 1,829,622	\$ 10,342,899	\$ 23,975,686	\$ (13,632,787)	43.14%	\$ 10,242,201
Expenses						
Salaries and Wages	\$406,210	\$2,142,403	\$5,873,500	\$ 3,731,097	36.48%	\$1,873,283
Payroll Taxes	30,752	160,650	427,300	266,650	37.60%	138,242
Retirement Contributions	60,521	333,082	734,200	401,118	45.37%	300,607
Employee Health Insurance	129,181	482,030	1,308,800	826,770	36.83%	449,082
Workers Compensation Insurance		46,864	99,800	52,936	46.96%	39,802
General Insurance	1,495	214,393	364,107	149,714	58.88%	150,055
Supplies and Expenses	53,996	454,376	1,132,675	678,299	40.12%	369,122
Utilities	107,206	496,555	1,394,850	898,295	35.60%	523,579
Chemicals	33,637	147,424	452,000	304,576	32.62%	235,173
Repairs and Maintenance	129,247	784,258	1,814,429	1,030,171	43.22%	796,403
Outside Services	135,098	725,999	1,917,360	1,191,361	37.86%	734,279
Contingency			225,000	225,000	0.00%	0
Subtotal Operating Expenses	1,087,343	5,988,034	15,744,021	9,755,987	38.03%	5,609,627
Capital						
Capital Improvements	883,147	3,613,040	13,579,107	9,966,067	26.61%	2,995,856
Subtotal Capital	883,147	3,613,040	13,579,107	9,966,067	26.61%	2,995,856
Total Expenses	\$ 1,970,490	\$ 9,601,074	\$ 29,323,128	\$ 19,722,054	32.74%	\$ 8,605,483
Excess Revenues						
Over (Under) Expenses	\$ (140,868)	\$ 741,825	\$ (5,347,442)	\$ 6,089,267		\$ 1,636,718

Pending/Threatened Litigation

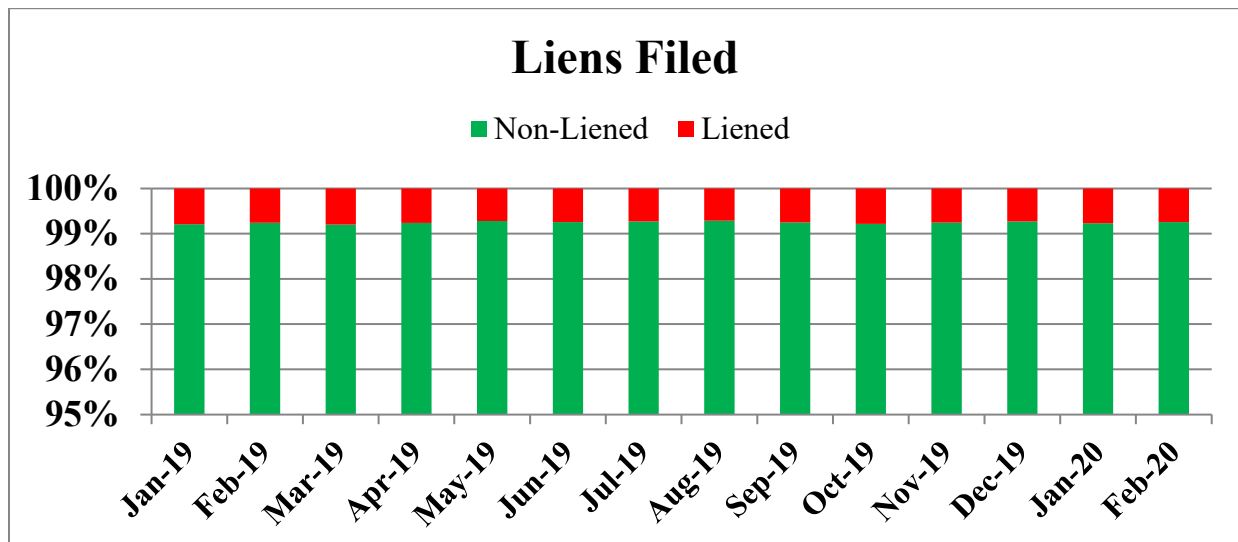
- Whispering Trails – The District received a formal notice that a negligence claim is being made on behalf of a resident of Whispering Trails as a result of a personal injury incident. We notified the District’s legal counsel, the project engineers, the contractor, and the District’s General Liability Insurance provider, PRIA. At this time, we have not received a Notice of Claim.

Accounts Receivable

The chart below illustrates customers’ receivable status as a percentage of quarterly sewer billing. Paid or current balances represent approximately 81% billing.



The District serves approximately 32,700 customers. Currently, the District has 244 liens filed which represent approximately 1% of our customers.



Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

2500 Jupiter Park Drive, Jupiter, Florida 33458

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

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



MEMORANDUM

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

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

DATE: March 13, 2020

SUBJECT: Engineering Services Report – March 2020 Board Meeting

IN-HOUSE PROJECTS

Lift Station Fall Protection: This month staff recommend an engineering services contract to perform design, bid and engineering services during construction for this project. See Tab 5D for details.

Lift Station Rehabilitations General Construction Services: The rehabilitation of the third of three stations is nearing completion and we are planning to move forward with Lift Station 101 and 56 by April of 2020. Our overall lift station rehabilitation projects are slowly getting back on schedule and should be completed by the end of this fiscal year.

Cellular Telemetry: Staff are coordinating with a consultant for an evaluation of the proposed systems and pilot installations to determine the best value option for the District's 157 unmonitored stations. Based on the best value option(s) the District will standardize to this option and proceed with procurement and installation of the units. The new telemetry will provide power, pump and level status as well as offer battery backed up communication to the stations. The battery backup and level status will be key features used in managing an emergency response to significant power failure in our service area.

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. We have scheduled the project to bid in March 2020.

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. A kick-off meeting was held this month and the existing force main was located in the field.

Lift Station 57 and 58 Tie-in to Transmission System: This project was awarded at the November Board. Staff are currently coordinating with the general construction services contractor and anticipate this work completing in March.

Gordon M. Boggie
Board Member

Dr. Matt H. Rostock
Board Member

Stephen B. Rockoff
Chairman

Harvey M. Silverman
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Fiscal Year 2020 Main Lining Projects: The contractor mobilized in February 2020 and is working through the systems with completion scheduled by the end of April 2020 in Brentwood/Weldwood, Lift Station 057 collection system and Lift Station 058.

Fiscal Year 2020 Lateral Lining Projects: This month staff recommend a piggy back contractor to perform this work. See Tab 5E for details.

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. The station went fully online as we prepared for Hurricane Dorian. The critical functions of the telemetry and alarm system are functional at the station and at the plant; however, staff and the contractor continue to work to resolve communication and monitoring points between the control panel, generator and data flow telemetry system.

CONSTRUCTION DEPARTMENT

Construction repaired a point of connection on the reuse system in Abacoa. To the bottom left of the picture you see the catch basin on the ground and to the top left you see the vacuum tube for the new Vac-con, Unit 38. Both were onsite to prevent unauthorized discharge of reuse water during the repair as we continue to focus closely on sanitary sewer overflows. ON a side note, we are also using this photo as another opportunity to train on proper personal protective equipment.



COLLECTIONS/REUSE

In February we advertised for a Deputy Collection and Distribution Superintendent. The position will support the Superintendent's position in the operation and maintenance of the District's wastewater collection/ transmission system and reuse distribution system including but not limited to gravity collection systems, lift stations, force main transmission system, low pressure pump stations, low pressure transmission system, wastewater telemetry systems, IQ pump stations, IQ metering stations, IQ point of connections, IQ transmission system and IQ telemetry system.

SANITARY SEWER OVERFLOWS

There were three sanitary sewer overflows in the collection/transmission system in February.

The first overflow was 300 gallons from a leaking air release valve in the IQ system. The ARV was isolated and is in construction's priority list to repair.

The second overflow was 100 gallons from a stub out on our force main system. Staff were exercising the valve when sewage was noted bubbling from the ground. Staff closed the valve, stopping the leak, and cleaned the area. Excavation and investigation is pending construction crew availability.

The third overflow was 100 gallons from the vac-con dump pit located on the plant site. When dumping the debris tank staff did not pull far enough into the dump area resulting in an overflow around the containment. Staff were retrained on proper procedures when dumping in the dump pit.

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

MEMORANDUM

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

FROM: Jason A. Pugsley, P.E., Operations – Plant Manager

DATE: March 13, 2020

SUBJECT: Operations Department - Monthly Report for February 2020

Treatment Plant Division/ Maintenance Department

February was a great month for operations and all monthly reports were completed on time. One key project completed this month was the carbon media replacement at our headworks odor control scrubber unit. The District currently contracts with Evoqua Water Technologies for the monthly maintenance and operation of the odor control systems at the headworks and sludge storage tank. Evoqua checks the influent, midstream and effluent concentrations of hydrogen sulfide from both systems. During their January visit it was discovered that there was H₂S breakthrough at the headworks system. Coincidentally, the District received recurring odor complaints during the month from a single resident. Upon discovering that there was breakthrough, Operations Staff immediately requested that Evoqua expedite the replacement of the carbon media. The media change out was accomplished in one day minimizing the effect of errant odors while the odor scrubber was taken offline. This was done in an effort to maximize the current odor scrubbers efficiency in removing and treating malodors generated at the headworks structure.



Operations upgraded its lab graduated cylinders from plastic to Class A glassware. This was important to ensure the accuracy of our daily samples which drive the direction of plant process control.

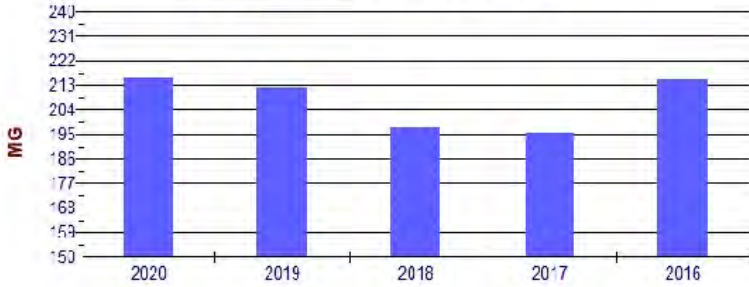
There were two (2) reportable discharges (i.e. SSO's) at the plant during the month of February 2020. The first SSO occurred due to the failure of the shaft packing seal on one of the Injection Well pumps. The failure resulted in approximately 247 gallons of secondary effluent being discharged to the ground surface. Shaft seal failures occur from time to time and are most often discovered in the early stages prior to discharges to grade. Staff are currently evaluating methods to contain seal water leaks which will still allow operations staff to perform visual inspections of each seal during rounding. Staff were also reminded to be extremely vigilant during the rounding inspections of these types of seals. Any change in the volume or rate of seal water shall be logged and addressed immediately.



The second SSO occurred due to a very minor leak from a 1/2-inch ball valve on an IQ plant service water hose bibb. The total estimated volume of IQ water unintentionally discharged to the ground surface was less than 0.5 gallon. The leak was discovered during a routine inspection performed by maintenance Staff. The valve was initially removed and the 2-inch service line capped. The riser piping and valving on the service line was fabricated of poly-vinyl chloride (i.e. PVC) which is very susceptible to damage if impacted and which can experience degradation due to U.V. exposure. The service line has since been repaired using Type 316 SS. See the Maintenance Report for additional details and future improvement plans related to the plant water service connections at the plant. Both discharges were reported to the appropriate State agencies (FDEP, DOH and State Watch) per mandated requirements.

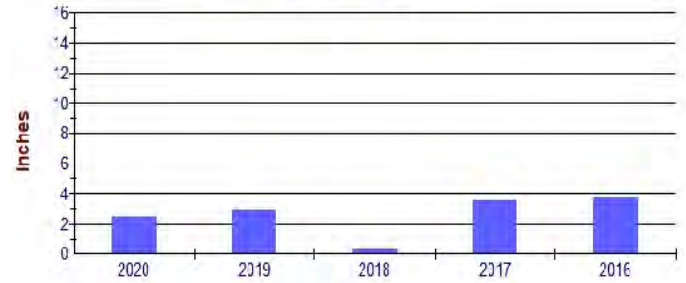
We've had great month of no operating permit exceedances.

Current Month - Cumulative Plant Flow



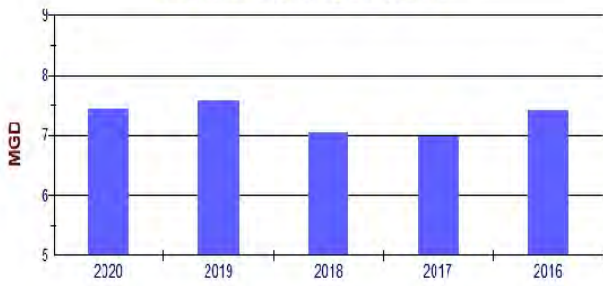
The cumulative influent flow to the plant for the month of February was 215.99 million gallons.

Current Month - Total Rainfall



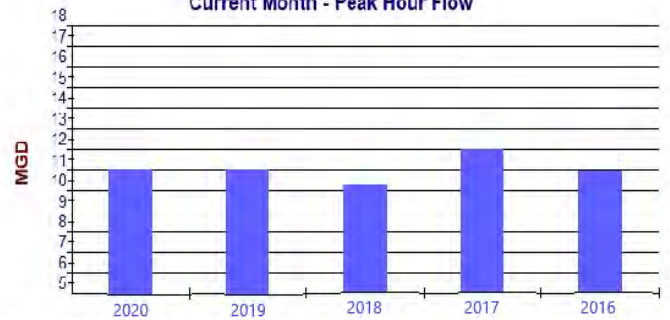
2.45 inches of total rainfall was recorded at the plant site during the month of February.

Current Month Average Daily Flow



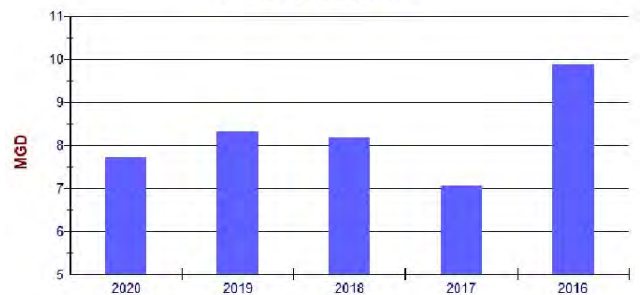
The Average Daily Flow (ADF) for the month of February was recorded at 7.45 MGD compared to 7.57 MGD one year ago, for the same month.

Current Month - Peak Hour Flow



The Peak Hour Flow (PHF) for February was 7,674 GPM which equates to an equivalent daily rate of 11.05 MGD.

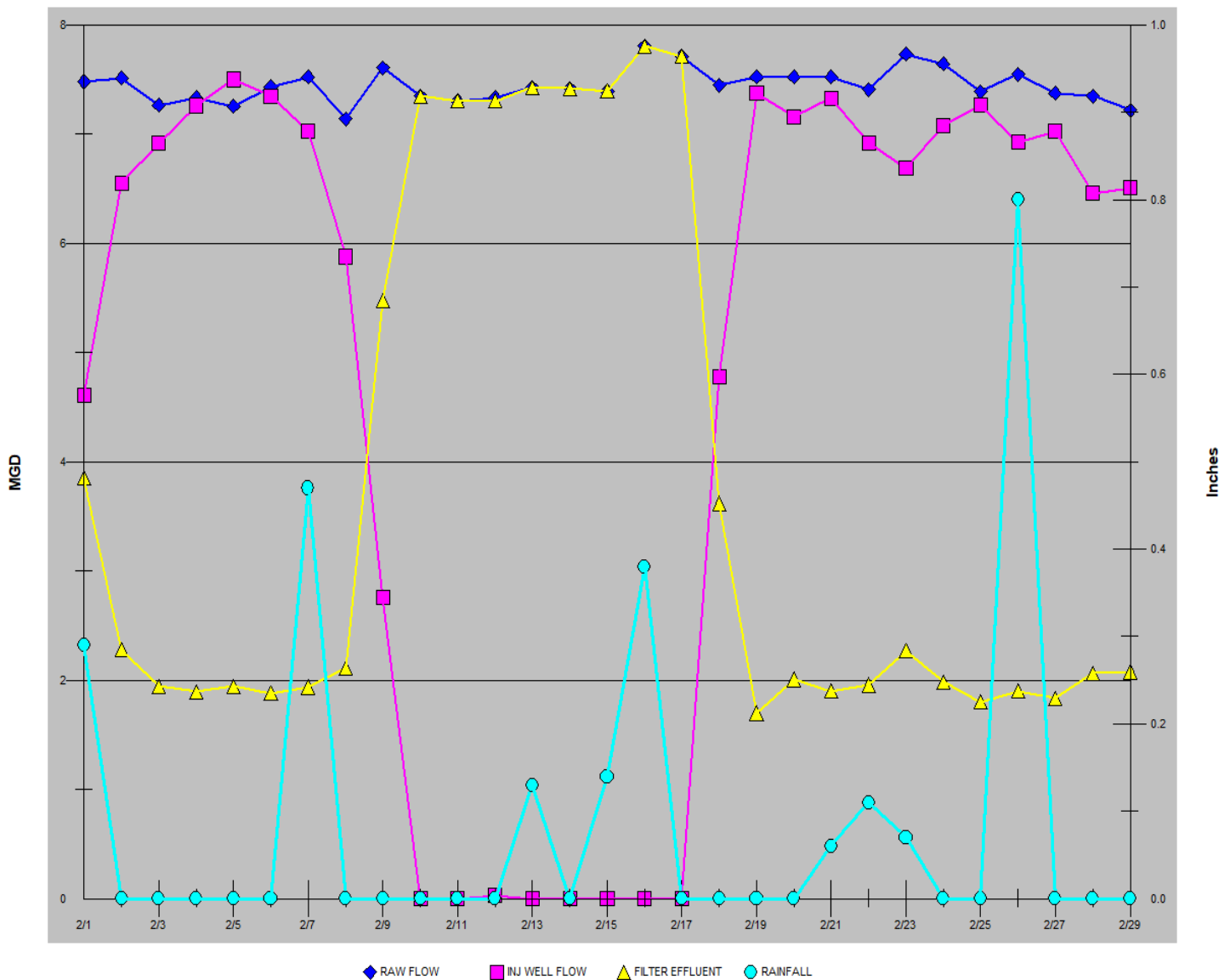
Current Month Peak Flow



The Maximum Daily Flow (MDF) in February was 7.81 MGD.

For the month of February, the cumulative influent flow to the plant was 215.99 MG of which 108.16 MG was sent to the IQ storage system where it was distributed, as needed, to the various golf courses and the Abacoa development sites. A total of 2.45 inches of rainfall was recorded at the site during the month and 137.40 million gallons of blended effluent was diverted to the Deep Injection Well. Overall, approximately 50.08% of the plant influent flows were treated and available for reuse as IQ water. The plant delivered a total of approximately 93.98 million gallons of IQ water to the reuse customers during the month of February.

Year to date, approximately 48.99% of all influent flow to the plant was treated and available for reuse as IQ water. The total volume of IQ water distributed to reuse customers for the year stands at 190.22 million gallons.



All monthly reporting has been submitted on time.

Treatment Plant:

February was a great month for operations with no permit exceedances, and all monthly and annual reports were completed on time. There was a lot going on during the month of February at the treatment plant.

Operations and Maintenance Staff have been working closely with Process Control Consultants in an effort to push the Solids Dewatering Automation project to completion. All physical work has been completed and process control/logic updates are being vetted and instrument loop checks were performed. Its anticipated that during the next monthly period automated checks will be complete and the functional test can be initiated.

Operations Staff have also been coordinating with the District's Construction group to plan and schedule specific improvements to the Injection Well Pump Station discharge piping. The work includes the proactive replacement of some antiquated piping/fittings and a critical isolation valve to increase the reliability of station. All parts have been sourced and procurement is expected within the next 4 to 6 weeks, at which point the work will be scheduled upon approval of the project specific work/bypass plan.

Operations Staff continued leg work associated with developing an exercising and PM process for all yard piping valves. Staff completed the as-built review and identification of approximately 80% of the yard piping valves and entered them into EAM. The next step is to finalize the PM process and create a rotating PM schedule. The intent of the rotating PM schedule is to familiarize all Operations Staff with the locations of all plant yard piping valves. This is in lieu, of utilizing a segregated schedule where only specific staff performed regular PM activities on the same grouping of valves on a recurring basis. The proposed rotating schedule will increase our reliability since all Operations Staff will become familiar with the locations and functions of all plant valving.

As part of ongoing efforts, the Operations Staff have been actively engaged in evaluating the adequacy and operating efficiency of the two (2) onsite odor control systems located at the headworks and sludge dewatering facility. The intent is to determine if the current odor control systems are providing adequate capture and treatment of malodorous air. If not, Staff is looking to identify specific upgrades, up to and including the complete replacement or rehabilitation of the two (2) existing odor control systems, to ensure the District continues to be a good neighbor to the surrounding communities.

Lastly, WWTP Operator Brandon Collins (Lead) and Paul Canzanella (Trainee) attended a four (4) day training session which was hosted by the University of Florida "Training, Research & Education for Environmental Operations" (TREEO) department. The course, entitled "Activated Sludge Process Control & Troubleshooting", provided Brandon and Paul with some valuable information regarding plant process optimization. Per Brandon: *"I believe our plant runs very well as-is so there is really no need to troubleshoot our process per se, although we can optimize our process by running additional tests. We can optimize our plant by testing new ways to create a higher quality effluent while staying within our permit parameters"*. Brandon will be working with the District's Plant Process Foreman (Nathan Jarvis) and myself in the coming months to determine how best to apply the principles learned during the training sessions.

Maintenance Department:

The Maintenance Department has been working on a myriad of projects during the month of February in addition to their standard planned maintenance activities. Maintenance Staff have been actively working two (2) projects (Cart Barn Cleanup/Organization and Boneyard Cleanup) which are specifically aimed at implementing the Six-Sigma and 5S Step processes at the plant. More to come on these projects in the coming months. One other newer project which Maintenance has begun is the evaluation and replacement of specific plant (i.e. IQ) water service connections, where warranted. The intent of this new project is to replace plant water service connections which are fabricated of poly-vinyl chloride (PVC) and/or ferrous metal (i.e. galvanized, mild steel) which may be reaching the end of its useful life. The replacement of these connections will provide additional safeguards against unintentional discharges of IQ water to the ground surface which result in reportable SSO's, similar to what occurred this month. To provide a more robust installation with the longest possible service life its anticipated that the service water connections will be replaced using Type 316 SS piping and valving.

Maintenance Staff Replacing the IW Water Spigot at WAS Pump No. 3



**SS Vertical Riser and
Shut-Off Valve**

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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 13, 2020
SUBJECT: Monthly Governing Board Update for February 2020

WildPine Ecological Laboratory

Riverkeeper Project

In February, staff from the lab collected water quality samples from 25 monitoring stations throughout the watershed. Town of Jupiter staff also collected an additional six bacteria samples in Sims/Jones Creeks. The analysis we performed showed water quality throughout the watershed improved in February when compared to January.

Total Phosphorus (TP) concentrations in February were “Good” with no stations sampled exceeding the FDEP/EPA Numeric Nutrient Criteria (NNC) water quality standards, much improved from 40% in January. The JD State Park station 56, at the Papaya Village neighborhood stormwater outfall, had the highest concentration of TP at 0.116 mg/L. The average TP for all stations throughout the watershed in February was 0.046 mg/L.

Total Nitrogen (TN) concentrations in February scored “Poor” at only 1 out of 25 (4%) stations when compared to the NNC; down from 17% of the stations in January. Station 111, a roadside ditch near 138th St. and Kitching Creek Rd., had the highest concentration of TN at 1.7 mg/L, just over the NNC of 1.54 mg/L for that river segment. The average TN for all stations throughout the watershed in February was 0.9 mg/L.

Fecal coliform bacteria in February were better than January with 3 of the 31 (10%) stations exceeding DEP’s threshold of 800 MPN/100 mL, down from 17% exceedances in January. The average bacteria count for all stations sampled was 261 MPN/100 mL, down from 547 MPN/100 mL in January. Once again, Caloosahatchee Culvert (CALC) in Jones Creek had the highest concentration of fecal coliform bacteria at 2,014 MPN/100 mL, but it was better than last month’s 5,475 MPN/100 mL.

Chlorophyll-a concentrations in February scored “Poor” at 7 out of 25 (28%) stations when compared to the stringent NNC water quality standard for each river segment, similar to January. The highest concentration was found at Station 56 (the Papaya Village neighborhood stormwater outfall) at 86 ug/L and next highest was Station 111 in JD State Park at 51 ug/L, both well over the NNC (20 ug/L) for that area. The average chlorophyll values for all stations was 13 ug/L.

Gordon M. Boggie
Board Member

Dr. Matt H. Rostock
Board Member

Stephen B. Rockoff
Chairman

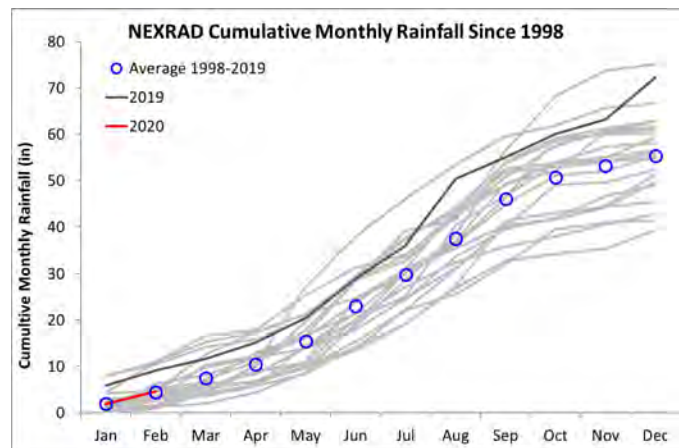
Harvey M. Silverman
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James D. Snyder
Board Member

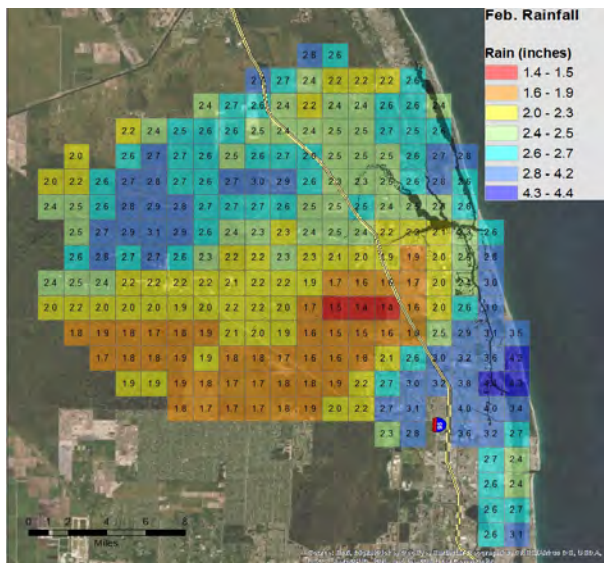
Hydrologic Monitoring

Rainfall during February remains near average with a total of 2.7" for the month which is just 8% higher than the historical average for February of 2.5". The NEXRAD radar-based rainfall detected rain on 13 days throughout the month with the largest single day total of 0.6" observed on February 7. Year-to-date cumulative rainfall through February was 4.7" which is just slightly above the average of 4.5" (see figure at right).

Spatially, there was a 3" difference in rainfall totals across the watershed between the driest and wettest regions. The driest regions were generally in the south-central portions of the watershed, including Loxahatchee Slough and Jupiter Farms, which experienced as little as 1.4" of rain. The wettest regions were in the southeast portions, including Juno and Abacoa, which upwards of 4.4" and the northwest portions which include Hungryland Wildlife and Environmental Area with about 3".



Cumulative annual rainfall using NEXRAD radar-based data. Red line indicates current 2020 cumulative rainfall total. Blue circles indicate mean cumulative rainfall since 1998. (2019 indicated as dark gray line).



Rainfall distribution across the watershed using NEXRAD data. Each pixel represents an area of 2 km x 2 km. Blue colored pixels show highest rainfall and red pixels show lowest rainfall.

Flow over Lainhart Dam during February ranged from 35 to 164 cfs with a mean flow of 79 cfs and no Minimum Flow & Level violations. Flow through the S-46 flood control structure during February was mostly zero except for a short time between 2/8 and 2/11 when flow momentarily peaked at 91 cfs, likely attributed to structure maintenance. Flows were sufficient enough to preclude supplemental water from the G-161 structure.

River flows were mostly sufficient to keep the salinity wedge downstream, with only a single instance on February 22 when salinity at the Kitching Creek USGS monitoring station reached a peak average daily salinity of 3.4 ppt. On the same day, a daily salinity of 0.5 ppt was observed upstream at the USGS River Mile 9.1 monitoring station. Daily salinity measured at the USGS Kitching Creek station averaged 0.5 ppt during February. Mean bottom salinity measured at the new USGS water quality station adjacent to the US-1 bridge was 33.1 ppt with a minimum salinity of 24 ppt.

Oyster Spawning and Settlement Monitoring

In keeping with historic trends for the month of February and winter season in general, oyster settlement remained minimal during the 27-day period ending March 5. Slight settlement activity was detected in both river forks with the Northwest Fork having a density of 172 spat m² while density in the Southwest Fork was 144 spat m². The downstream sites in both the NWF and SWF had the highest density accounting for 84% and 58% of the total activity respectively.

Volunteer Water Quality Monitoring Program



The February 2020 Volunteer water quality score was almost perfect! The monthly grades are averages of the weekly scores at each station for the month. So, the only deviation we had was station 30 scored a “B” in the second week of sampling. But the other scores carried the site to an A and helped provide an excellent overall score for the month.

Thanks to our volunteers for their dedication to this program!

Site	Temp (F)	Secchi	Salinity	pH	DO	DO%	Color	Vis	Salt	pH	DO	DO%	Color	Score	Grade
LR10V	73.0	2.6	33.4	8.2	7.1	99.9	1.0	Good	Good	Good	Good	Good	Good	100.0	A
LR22V	72.5	NA	40.0	8.2	6.4	92.4	1.0		Good	Good	Good	Good	Good	100.0	A
LR30V	71.6	1.4	32.0	8.3	6.3	87.6	1.0	Good	Good	Good	Good	Good	Good	94.4	A
LR60.1V	73.4	VAB	20.5	8.0	6.2	80.6	1.0	VAB	Good	Good	Good	Good	Good	100.0	A
LR107V	67.6	VAB	2.4	6.9	5.8	63.7	1.0	VAB	Good	Good	Good	Good	Good	100.0	A
Average	71.6													98.9	A

scale: 0=poor 2=fair 4=good

VAB (Visible at Bottom)
DO (Dissolved Oxygen)
ND (No Data)

Lab Staff News

This month Laboratory Technician Zachary Taylor was offered and accepted a position with the University of Florida (UF)’s Ph.D. graduate program in Biomedical Sciences. ‘Zac’ began as an intern at WildPine Laboratory, then after graduating from Florida Atlantic University (FAU) honors college became a Laboratory Technician. He has been a great asset to LRD, improving upon our current laboratory procedures while diligently performing the work that supports our treatment plant compliance. Zac used his experience working at LRD over the past year to validate his interests in microbiology and immunology. He will continue to work at LRD until his summer 2020 laboratory program begins at UF. Congratulation Zac – we hate to see you go but wish you the best on your next adventure!

Customer Service

Payment Processing

First Quarter 2020 bills were due February 12 so staff were busy processing over 17,200 payments totaling nearly \$2.22M. We are excited to report that we added nearly 200 customers to AutoPay and broke through the 7,000 customer milestone, now 22% of our customer base. Automatic payments help ensure the account is satisfied, are efficient for our staff to process, and reduces the numbers of more cumbersome phone, paper check and cash payments, all of which frees up staff time to work on other important tasks. These types of efficiencies, combined with our very talented customer service staff, allow us to get more done with fewer staff than most utilities when compared to industry benchmarks.

Information Technology (IT)

IT Staff News

In January we learned the disappointing news that our valued team member David Sabin is leaving the District after 14 years of service. During his tenure David worked in the Wildpine Laboratory, Engineering Department and as key member of the IT team. Dave was the developer of the District's Geographic Information System (GIS) that provides a wealth of information to our staff each day on the location and feature data of thousands of infrastructure items. Over the past several years, Dave led the implementation and enhancements to our new Computerized Maintenance Management System (CMMS), which is a critical tool for our asset management program.



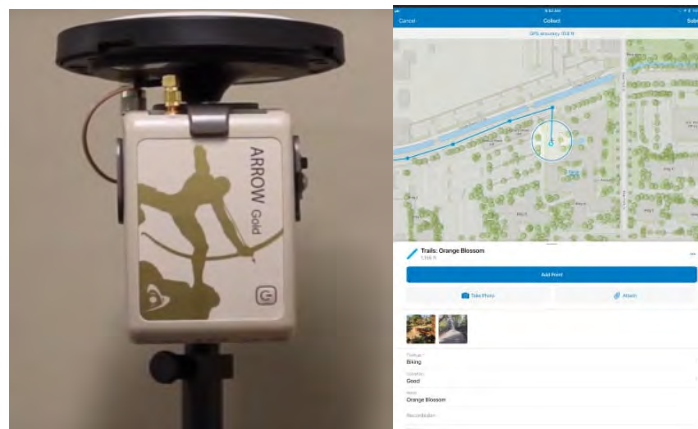
Dave, we've come a LONG WAY since the days of the paper maps! Thanks for all your great work to improve the District. We are going to miss you and we wish you the best of luck on your next adventure!



Sample screenshot of the District's GIS

GPS Equipment

We utilize mapping-grade GPS units to collect precise location information of our assets. As part of our program to replace our aging GPS equipment, we made the decision to switch equipment manufacturers to increase efficiency of workflow, increase precision and lower costs. In February, we deployed a new unit for the Engineering Department that provides *centimeter* accuracy (remarkable considering this system uses satellites that are 12,000 miles in space). The GPS receiver wirelessly connects to a tablet running field GIS software (ESRI Collector) to collect position and feature data (ex. pipe diameter, photos, etc.). The collected data is automatically sent via cellular to our map server where it is then integrated into our GIS.



Loxahatchee River Environmental Center

March 2020

River Center Summary Statistics



LRD'S ENVIRONMENTAL STEWARDSHIP DASHBOARD



		Total Visitors (Incl. Visitors, Field Trips, Onsite Programs)	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%
2018 Baseline		112%	100%	219%	159%	116%	10%	154%	87%	4.7	4.0	91%	91%	92%
2019	Feb	106%	142%	129%	92%	103%	0%	281%	88%	4.8	3.9	98%	88%	102%
	Mar	119%	112%	268%	148%	203%	11%	79%	156%	4.6	4.6	87%	82%	100%
	Apr	79%	75%	553%	77%	282%	24%	357%	99%	4.8	3.3	93%	101%	160%
	May	113%	113%	960%	164%	0%	0%	270%	74%	4.5	4.2	83%	101%	160%
	June	98%	84%	151%	156%	0%	42%	28%	119%	4.5	4.2	83%	93%	62%
	July	85%	88%	199%	68%	0%	9%	121%	95%	4.9	4.4	97%	86%	73%
	Aug	89%	10%	58%	122%	0%	0%	188%	272%	4.8	4.5	91%	89%	66%
	Sept	74%	68%	172%	135%	0%	9%	155%	170%	4.7	4.1	93%	97%	56%
	Oct	116%	131%	150%	103%	182%	0%	95%	290%	4.8	4.1	92%	110%	82%
	Nov	113%	123%	290%	221%	431%	33%	138%	105%	4.7	5.0	86%	100%	71%
	Dec	108%	95%	470%	147%	0%	0%	88%	81%	4.8	4.3	98%	93%	69%
2020	Jan	109%	121%	87%	127%	65%	18%	206%	59%	4.6	4.3	71%	100%	135%
	Feb	137%	154%	111%	144%	0%	0%	294%	139%	4.8	4.5	92%	84%	88%
Consecutive Months at Green		5	5	1	7	0	1	2	1	13	10	1	0	0
Metric Owner		O'Neill	Harris	Harris/Duggan	Harris/Duggan	Duggan	Harris	Kalmore	O'Neill	O'Neill	O'Neill	O'Neill	O'Neill	O'Neill

Metric	Explanation
RC Guest Appearances	No outreach events this month.
Expenses	Currently running under budget
Revenue	We saw a decrease in Boat Tour revenue compared to this time last year.

Dashboard Update

The River Center's dashboard is in review. We anticipate making some changes to better track our core value of Environmental Stewardship and engagement.

River Center General

Parking Lot Paving and Roof Damage – January 14th (update)

On January 13th, Palm Beach County working with a third-party contractor, Wynn & Sons Environmental Construction, began the repaving process for the parking area in front of the River Center. On Tuesday, January 14th, a large milling machine had a mechanical problem and backed into the River Center, damaging the soffit and roof corner in the office section of the building. Repairs have been completed to the building by Walsh Roofing.

Lecture Series – March 6th

For our March Lecture we had guest speaker Jessica Pate from the Florida Manta Project and the Megafauna Foundation. Her presentation was all about manta rays, including their biology, current research and information about Florida's own population of manta rays. This was an excellent lecture with 68 participants in attendance.



Special Programs

Nature Hike – Cypress Creek Natural Area – February 13th



River Center naturalists led a hike at Cypress Creek Natural Area. Not only did we have fourteen visitors come walk with us, but eleven students from Florida Atlantic University Field Biology class joined in too. All twenty-seven of us enjoyed an afternoon hiking through wet flatwoods, hammocks, cypress swamps, and freshwater marshes. We focused on the more current history of the west Jupiter area such as cattle ranches, citrus farming, and Old Indiantown Road connecting Indiantown to Jupiter. Cypress Creek Natural Area is home to over 500 species of plants and 217 species of animals. This site preserves an

area of high-quality wetlands and streams, including Cypress Creek a blackwater stream, that buffer the northwest fork of the federally designated Wild and Scenic Loxahatchee River.

Homeschool Workshop – For the Love of Birds – February 14th

The River Center celebrated Valentine's Day with a homeschool workshop titled "For the Love of Birds!" Fourteen students ages 6 to 11 learned about what makes birds such unique animals and understand where they live and what they eat by investigating their body, beak, and feet shape. Students then went outside with binoculars to spots birds in our migratory bird and pollinator garden. The students were engaged, excited to not only see birds, but hear them as well. Students also explored how our backyard garden is prime habitat for migrating birds. Afterwards the students played the "Great Migration Challenge" where they (as birds) had to face the challenges and successes to make it through a season. They learned about the positive and negative human impacts that effect migration success rates and hopefully gained a better understanding about how they can help.



Documentary Night – National Parks Adventure - February 21st

The River Center continued our Documentary Night series with the film “National Parks Adventure.” This film highlighted the amazing beauty and uniqueness of America’s National Parks. Narrated by Robert Redford, this film took viewers soaring over red rock canyons, up craggy mountain peaks and into other-worldly realms found within America’s most legendary outdoor playgrounds. Some of the parks featured in the film were Yellowstone, Glacier National Park, Yosemite, and Everglades National Park. Overall this film was exciting and beautiful and hopefully it inspired more of our guests to get outside! We had 55 guests for this screening.

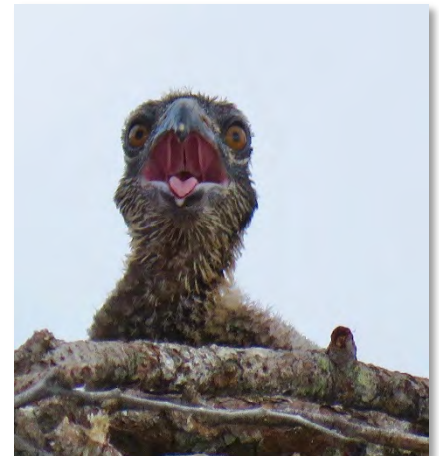


Blooming in the Garden – All About Lizards – February 22nd

The theme this month was “All About Lizards” for our Blooming in the Garden early learner family program. It included story time, lizard-themed crafts, and an exploration of the River Center’s garden during a lizard quest. They did spot several lizards scampering in the garden as well as birds, butterflies, and bugs. We had thirteen children and ten adults enjoy a morning of learning as a family and a chance explore nature in our own backyard.

Wild and Scenic Boat Tour - February 26th

Fourteen visitors took a journey up the beautiful, Wild and Scenic Loxahatchee River aboard the “Osprey” [Aqua Adventure Tours] led by a River Center Naturalist. During the morning, we saw different estuarine habitats and explored the untouched and protected areas of the river. The highlight of the trip was the osprey nest that has been occupied by the same pair for several years now. This nesting season we’ve been anxiously waiting to spot signs of chicks, and the day was this day! Visitors saw not only one but two brand new chicks, less than a week old, being feed by both mom and dad. The parents were patient with us as we used binoculars and cameras to document this special occasion. Participants had a gorgeous morning out on the river. The River Center is partnering with Aqua Adventures to provide these experiences once a month.



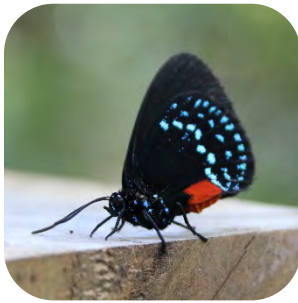
Homeschool Workshop – Fish Morphology Lab – February 28th



Twenty-four students participated in a homeschool workshop which focused on fish shape, form, and function. This fun and unique program provides a detailed look into the differences between fish species and adaptations found throughout nature that allows them to survive. Students had to examine the River Center’s aquariums looking for different adaptations making observations on body shape, color, and behavior. Students created their own fish with adaptations (based on their habitats) using different art media.

Atala Butterfly Festival – February 29th

The River Center hosted our first ever Atala Butterfly festival and we had over 150 people attend! This festival was inspired by recent monarch butterfly festivals celebrating their migration. While Atala's don't migrate, they were once believed to have been extinct and now can only be found in certain parts of South Florida. This festival highlighted the amazing comeback of these butterflies due to citizens creating butterfly habitats in their own gardens! We featured three lectures throughout the event, all discussing different aspects of the Atala, their habitats, and their life cycle. Guests were invited to start their own native



garden at our native plant sale. We had plants from Meadow Beauty, a local native plant nursery, and plants from Native Grown sold by Chris Halfpap. In the garden our environmental educator Sam Warwick guided guests to harvest seeds from our garden to take home and plant in their own. Also, our amazing volunteer and festival guest speaker CJ McCartney led tours through the newly planted and redesigned sections of our garden, discussing every new plant and its purpose. Overall this event went very well, and we hope to continue hosting it every year.

Outreach

No Outreaches this month

Volunteer of the Month – CJ McCartney

CJ McCartney is being celebrated as February 2020 Volunteer of the Month. This avid outdoorswoman loves to kayak, hike and garden. Three key factors that brought her to, and keeps her active, with the River Center for more than 3 years. Donating an immeasurable number of hours, the River Center has been the recipient of her skills through the development, facilitation and continued growth of our pollinator garden, culminating in the Atala Butterfly Festival. But it doesn't stop there. In addition to her playful spirit that she brings every time she visits, CJ has also facilitated garden planting projects with the River Center in partnership with Girl Scouts of Southeast Florida, Pratt and Whitney, and Boy Scouts of America. While she has also been a guest speaker at our monthly lecture series, she even manages to attend and enjoy our programming as well.



Upcoming River Center Events

RSVP at www.lrdrivercenter.org/events-calendar
rivercenter@lrcd.org or 561-743-7123

March 20, 9:30 am – 12:30 pm: Loxahatchee Boat Tour: Take a trip up the beautiful, Wild and Scenic Loxahatchee River aboard an adventure vessel with Aqua Adventure Tours led by a River Center Naturalist. See the different habitats of our estuary, explore the untouched and protected areas of the river and connect with the wildlife that's in your own backyard.

SPRING BREAK 2020

March 21, 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.

March 24, 10 am – 11:30 am: Art in Nature: Brenda Nicklaus of Art in Nature will lead a program for children ages 5 and up to explore nature and make art. Please register to attend.

March 24, 10 am – 12 pm: Kayak Tour - Pine Glades Natural Area: Join the River Center for our Public Kayak Tour to Pine Glades Natural Area. Paddle along through the freshwater marsh on our naturalist led tour for great views of local wildlife. All equipment will be provided but interested participants should bring water shoes, sunscreen, and plenty of water! The cost for this program is \$20 per person. Make sure to reserve your spot today! Space is limited!

March 25, 9 am – 11 pm: Nature Hike – Pal Mar | Hungrylands: Join the River Center on Wednesday, March 25th for our Nature Walk through Pal Mar-Hungrylands. Walk along the guided paths and immerse yourself in this local natural area. Interested participants should wear closed toed shoes, comfortable clothing and bring plenty of water. Make sure to RSVP to this event! Space is limited.

March 25, 10 am – 1 pm: Old School Science Day: Join the River Center for a day of exciting science fun! Participants can test out different experiments, partake in crafts and enjoy some great educational fun! This program is free, and no RSVP is required to attend or participate. For more questions or inquiries please contact the River Center at 561-743-7123 or RiverCenter@lrcd.org.

March 26, 10 am – 12 pm: Craft-a-Palooza: LET'S GET CRAFTY! Join us in the River Center classroom for some FREE arts and crafts, games, activities, music, and fun. This is a free event and no RSVP is required to attend or participate. Our crafts are designed for children ages 3-10. Make sure you don't miss out on this exciting event!

March 27, 9 am – 12 pm: Family Fishing Clinic: Don't miss out on this exciting fishing opportunity with the River Center. Fishing clinics are a great way for kids to learn the basics of fishing methods and tactics! Make sure to join us for an engaging overview that includes knot tying, fish identification, and of course fishing! Parents are encouraged to accompany their kids and participate in the clinic. The cost is \$10 per child. Interested participants should bring water, sunscreen, a hat, and sunglasses.

March 28, 10 am – 12pm: Intro to Kayaking: Join the River Center for our Intro to Kayaking: Kayak 101 workshops! Participants in these workshops will learn basic kayak strokes, safety tips and how to be a proficient paddler on the water. This course will be conducted by a Level 2 Kayak instructor and all equipment will be provided. Registered participants need to bring water, water shoes, and comfortable clothing that can get wet. Registration is required to attend. Space is limited.

April 3, 12 - 1 pm: Florida's Beautiful Environment-Our Future and the Next Generation Lecture: Our April speaker is Dr. Bruce McFadden from the Thompson Earth Systems Institute. His presentation is entitled "Florida's Beautiful Environment-Our Future and the Next Generation." This presentation will discuss the Institute's current research related to Florida's Earth systems and how it is connected to environmental conservation. You won't want to miss this! Registration is required to attend.

April 4, 10 am – 11:30 am: Bloomin' in the Garden: Let's go explore! Join the River Center for our summer Bloomin' in the Garden program, designed for children ages 3-7. The program will start at 10:00 am in the River Center with a story time and a garden-themed craft. We will then move to our garden for a garden themed hands-on activity. When it's time to go home, children will receive a plant to take home to start their own garden! So, don't miss this exciting opportunity for your little ones to enjoy nature! Adults and children-1 should come prepared and dress comfortable for being outside in the garden. All equipment will be provided, and this program is free of charge. Donations are always welcome. Please RSVP to attend!

April 11, 10 am – 12pm: Cypress Creek Natural Area Kayak: Join the River Center for our Public Kayak Tour! Paddle along through one of our local freshwater natural areas. Jump on this naturalist led tour for great views of local wildlife and a cypress swamp. 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 11, 10 am – 11:30 am: Art in Nature: Brenda Nicklaus of Art in Nature will lead a program for children ages 5 and up to explore nature and make art. Please register to attend.

April 15, 10 am – 1 pm: Sandbar & Seashells 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 18, 8:30 am – 12:30 pm: Girl Scouts Make the World a Better Place: Daisies and Brownies are invited to earn their Household Elf and Rosie Petal Badges at the River Center! This program focuses on energy saving, recycling, nature's air cleaners, and how to live green! Girls will participate in indoor/outdoor programs including a recycle relay game, creation of a plastic bag monster and homemade all-natural cleaners. Girls will practice making the world a better place and will be awarded their badges at the end of the program. Registration is required and space is limited! No tagalongs, please. Cost: \$12/girl.

April 24, 7 pm – 8 pm: Documentary Night – Join us for the last documentary night of the season! On Friday, April 24th the River Center will screen "Into the Canyon." In 2016, filmmaker/photographer Pete McBride and writer Kevin Fedarko set out on a 750-mile journey on foot through the entire length of the Grand Canyon. More people have stood on the moon than have completed a continuous through hike of the Canyon. McBride and Fedarko took a sectional approach, achieving a feat that many adventurers have taken decades to complete. Others have lost their lives trying. But their quest was more than just an endurance test – it was

also a way to draw attention to the unprecedented threats facing one of our most revered landscapes. Throughout their passage, McBride and Fedarko encounter an astonishingly diverse and powerful landscape, rich in history, that is now facing perhaps the gravest crisis in the 100-year history of the Grand Canyon National Park. Into the Canyon is a story of extreme physical hardship that stretches the bonds of friendship and a meditation on the timeless beauty of this sacred place. It is an urgent warning about the environmental dangers that are placing one of America's greatest monuments in peril and a cautionary tale for our complex relationship with the natural world. Don't miss this exciting finale to our series!

April 25, 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 25, 8 am – 12 pm: Great American Cleanup: Great American Cleanup - In celebration of Earth Day, the River Center will be participating in the Great American Cleanup which includes a massive removal of litter and illegal dumping from our public spaces - neighborhoods, roadways, waterways, parks, schools, etc. Demonstrate your individual responsibility by taking part in this annual effort to make Palm Beach County neighborhoods and public spaces a safe, more enjoyable place to live, work and play! This cleanup will take place Saturday, April 25th from 9:00 am - 11:30 am in Coral Cove Park.

New Program! Wednesday Afternoons, 4 – 5 pm: Science with Sam: Every Wednesday from 4:00 pm – 5:00 pm, join our Scientist Sam for different science activities for our K-5th grade aged children. Activities will include garden exploration and hand-on opportunities with wildlife. Each week has a different theme! There is no cost for this program but please RSVP to attend.

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

2500 Jupiter Park Drive, Jupiter, Florida 33458

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



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

MEMORANDUM

To: D. Albrey Arrington, Ph.D., Executive Director
From: Travis Bains, CSHO, ENS, Safety Compliance Officer
Date: March 6, 2020
Subject: District Safety Report for February 2020

Safety Metrics: February 2020

OSHA recordable injuries: **One**

Lost time injuries: **None**

Actual TRIR: **5.0** [TRIR Goal <4.4]

TRIR = Total Recordable Incident Rate

Safety is a Core Value at LRD

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.

An LRD employee injured his ankle on an emergency night job, February 26, 2020, around 10:30 pm. Heavy rain and traffic along North Route U.S. 1 made the job difficult. The jobsite hazard analysis was constantly being updated as new and unforeseen hazards were discovered. During the time of double vac-con operation, an operator of vac-con unit 80, heard a loud noise and went to investigate. While fast pacing, he stepped in a hole and twisted his ankle. Earlier that evening the hole had been noted and marked with a cone; however, the cone had been removed during the course of the work. The employee who twisted his ankle made me aware of his injury and declined to go to the ER at that time. The next morning, I found the employee and inquired about his ankle. He then agreed to go get his ankle examined. The Doctor determined our employee had a moderate ankle sprain and placed him on light duty (restrictive duty). The employee has since returned to normal duty.

Safety Training

The focus on training for February was Distracted Driving. The National Highway Traffic Safety Administration has stated, in the year of 2016, there were at least 3,450 people killed in distracted driving cases. Currently, 47 states have banned all forms of texting while driving, including Florida. Federal Motor Carrier Safety Administration has implemented restrictions on the use of mobile devices for Commercial Licensed Drivers; stating, the use of the mobile device is illegal if it requires one hand to hold it, more than a single button is to be pushed, and reaching in a manner that requires the driver's movement out of a seated position. LRD policies on cell phones are aligned with current laws and requirements. To date, 96.25% of the District employees have completed the mandatory training.

Hazard Analysis & Individual Accountability

The District Safety Officer works daily with supervisors and staff throughout the organization to assess and evaluate potential hazards by addressing the 4 Q's:

1. What am I about to do?
2. How could I get hurt?
3. What am I going to do to prevent injury?
4. What do I need to do this job and how will I do it safely?

This month the District Safety Officer worked with relevant staff to conduct targeted hazard analyses for the following projects:

Cleaning Plant Structures (hi-pressure water) - Operations

Primary Hazards: hi-pressure water, flying debris, slip/trip/fall from wet surfaces, water abrasion

Safety Mitigation: safety glasses (face shield), slip resistant footwear

Job Hazard Analysis: Toolbox Talk and Job site safety assessment conducted

Excellent Job to Kendy Daniels for bringing life back to the fences and signs throughout the plant.

Clogged Force Main (US HWY 1 North) - Engineering, Collections, Construction, Safety

This emergency job went into the later part of the night, multiple staff and equipment at different locations, concerns of inclement weather, oncoming traffic, and possible SSO.

Primary Hazards: *oncoming traffic* (major concern), maintenance of traffic, excavation with water accumulation, splash from raw sewage, heavy rain, noise (double hearing protection), moving machinery.

Mechanical Hazards: Pinch points, hose integrity (cuts, rashes, scrapes, kinks, and broken jackets), jetting hi-pressure from vac-con through force main, feeding approx. 350' of hose down stream to find and unclog 8" main line.

Safety Mitigation: Maintenance of traffic, stop work authority, reflective gear, ample lighting, situational awareness, communication, spotters for moving machinery, personal protective equipment

Job Hazard Analysis: Yes; completed and multiple updates as job progressed throughout the night.

Pulling of Pumps for Routine Maintenance - Collections

Primary Hazards: Positioning of crane and outriggers, cleaning of pumps, cuts and abrasion on hands

Safety Mitigation: Soft soil stabilization for outriggers, type of gloves (leather while working with wire braided rope and nitrile while working with raw sewer), inspection of crane components, safety glasses (face shields), situational awareness, barricades

Job Hazard Analysis: Yes, and job site safety assessment conducted.

Cleaning of Clarifier Weirs - Operations

Primary Hazards: Slippery surfaces, drowning, partially treated sewage

Safety Mitigation: Inspection of PPE and life-saving equipment, spotter

Job Hazard Analysis: Yes, and job site safety assessment conducted.

Point Repair – Construction

Primary Hazards: traffic, operation of concrete saw cuts, silica, excessive noise, moving machinery, use of hand tools, excavation

Safety Mitigation: Maintenance of traffic, spotter, personal protective equipment, situational awareness, circle of influence, positioning (ergonomics) while conducting work

Job Hazard Analysis: Yes, and job site safety assessment conducted.

Safety Quote of the Month: *Respect the unexpected. Think through your risks.*

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



MEMORANDUM

TO: Governing Board

FROM: Administration Staff

DATE: March 12, 2020

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>
Shenkman, PA	\$17,740.00	\$61,412.30
Hazen	\$0	\$0
Holtz	\$16,705.51	\$47,475.38
Baxter & Woodman	\$5,034.08	\$59,457.88

Should you have any questions in regard to these items, please contact Kara Fraraccio concerning the attorney's invoice, and Kris Dean concerning the engineers' invoices.

J:\BOARD\Consult2020.docx

Gordon M. Boggie
Board Member

Dr. Matt H. Rostock
Board Member

Stephen B. Rockoff
Chairman

Harvey M. Silverman
Board Member

James D. Snyder
Board Member

Future Business



Neighborhood Sewering:

- 181st Street Gravity Construction Contract
- Preliminary Assessment - Imperial Woods
- Preliminary Assessment - US1 Low Pressure
- Preliminary Assessment - Country Club Drive
- Preliminary Assessment - Thelma Avenue
- Preliminary Assessment - Whispering Trails

Other:

- Lift Station 82 Conversion
- Lift Station Telemetry - Engineering Contract
- Contractor Safety Management Policy
- Warehouse and Inventory Policy