



LOXAHATCHEE RIVER DISTRICT

Celebrating 50 Years, 1971-2021

D. Albrey Arrington, Ph.D.
EXECUTIVE DIRECTOR

Gordon M. Boggie
CHAIRMAN

Stephen B. Rockoff
BOARD MEMBER

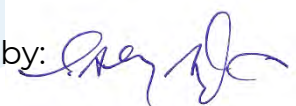
Dr. Matt H. Rostock
BOARD MEMBER

James D. Snyder
BOARD MEMBER

REVISED AGENDA
REGULAR MEETING #25-2021
DECEMBER 16, 2021 – 7:00 PM AT DISTRICT OFFICES
ALSO, THE MEETING WILL BE AVAILABLE TO THE PUBLIC
ONLINE AT: [LOXAHATCHEERIVER.ORG/PUBLICMEETING](https://loxahatcheeriver.org/publicmeeting)

1. Call to Order & Pledge of Allegiance
2. Administrative Matters
 - A. Roll Call
 - B. Previous Meeting Minutes **Page 3**
 - C. Additions and Deletions to the Agenda
3. Comments from the Public
4. Status Updates
 - A. Loxahatchee River Watershed **Page 9**
 - B. Loxahatchee River District Dashboard **Page 10**
5. Consent Agenda (see next page) **Page 11**
6. Regular Agenda
 - A. Consent Agenda Items Pulled for Discussion
 - B. Rolling Hills Gravity Sewer System Construction Contract **Page 23**
 - C. Executive Director Annual Review **Page 26**
7. Reports (see next page) Pulled for Discussion
8. Future Business **Page 85**
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: December 9, 2021

2500 Jupiter Park Drive
Jupiter, Florida 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

loxahatcheeriver.org

Water Reclamation - Environmental Education - River Restoration

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. District Uniform Policy – to approve policy [Page 12](#)
- B. Fixed Asset Disposal – to approve disposal [Page 16](#)
- C. District Holiday Policy – to approve policy [Page 18](#)
- D. Change Orders to Current Contracts – to approve modifications [Page 21](#)

7. REPORTS

- A. Neighborhood Sewering [Page 32](#)
- B. Legal Counsel's Report [Page 34](#)
- C. Engineer's Report [Page 37](#)
- D. Busch Wildlife Sanctuary [Page 44](#)
- E. Director's Report [Page 45](#)



LOXAHATCHEE RIVER DISTRICT

Celebrating 50 Years, 1971-2021

MEMORANDUM

D. Albrey Arrington, Ph.D.
EXECUTIVE DIRECTOR

TO: Governing Board

FROM: Recording Secretary

DATE: December 16, 2021

RE: Approval of Meeting Minutes

Gordon M. Boggie
CHAIRMAN

Attached herewith are the minutes of the Public Hearing and Regular Meeting of November 18, 2021. As such, the following motion is presented for your consideration.

Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

"THAT THE GOVERNING BOARD approve the minutes of the November 18, 2021 Public Hearing and Regular Meeting as submitted."

James D. Snyder
BOARD MEMBER

2500 Jupiter Park Drive
Jupiter, Florida 33458

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Water Reclamation - Environmental Education - River Restoration

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
PUBLIC HEARING – MINUTES
NOVEMBER 18, 2021

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chairman Boggie called the Public Hearing of November 18, 2021 to order at 7:00 P.M.

2. ROLL CALL

The following Board Members were in attendance:

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

3. TO RECEIVE PUBLIC COMMENTS PERTAINING TO THE FINAL ASSESSMENT
OF SE HOBART STREET

4. No comments from the public were received.

5. COMMENTS FROM THE BOARD

No comments from the Board were received.

6. ADJOURNMENT

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

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

BOARD CHAIRMAN

BOARD SECRETARY

RECORDING SECRETARY

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
REGULAR MEETING - MINUTES
NOVEMBER 18, 2021

1. CALL TO ORDER

Chairman Boggie called the Regular Meeting of November 18, 2021 to order at 7:01 PM and explained the various methods of attending the meeting (in person, electronically or telephonically).

2. ADMINISTRATIVE MATTERS

A. ROLL CALL

The following Board Members were in attendance:

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

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

Consultants in attendance were Mr. Curtis Shenkman and Mr. Hunter Shenkman, Jennifer Leeds from South Florida Water Management District, Courtney Marshall from Baxter & Woodman (via GotoWebinar) Cameron Bert (via GotoWebinar) and Marc Rodriguez from Gehring Group.

B. PREVIOUS MEETING MINUTES

The minutes of the Public Hearing and Regular Meeting of October 21, 2021 were presented for approval and the following motion was made by Dr. Arrington due to the absence of a Board Meeting Minutes Memorandum.

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

“Approval of the Public Hearing Minutes from October 21, 2021 and the Regular Meeting Minutes from October 21, 2021.”

B. ADDITIONS & DELETIONS TO THE AGENDA

3. COMMENTS FROM THE PUBLIC

No comments from the public were received.

4. STATUS UPDATES

A. LOXAHATCHEE WATERSHED STATUS

Jennifer Leeds, Bureau Chief for Ecosystem Restoration Planning updates on the Loxahatchee River Watershed Restoration Project for Fiscal Year 2023

B. LOXAHATCHEE RIVER DISTRICT DASHBOARD

Dr. Arrington reviewed the District Dashboard.

5. CONSENT AGENDA

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

“THAT THE GOVERNING BOARD approve the Consent Agenda of November 18, 2021 as presented.”

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

A. SE Hobart St Final Assessment – to approve final assessment

“THAT THE GOVERNING BOARD approve Resolution 2021-18 adopting the SE HOBART STREET FINAL Assessment Roll and Exhibits.”

B. Master Lift Station Traveling Bridge Crane – to award construction contract

“THAT THE DISTRICT GOVERNING BOARD award the Master Lift Station Traveling Bridge Crane contract to Boromei Construction, Inc. in the amount of \$188,184.00 and a contingency in the amount of \$18,818.00.”

C. Injection Well Pump Station Manual Transfer Switch Addition – to award construction contract

“THAT THE DISTRICT GOVERNING BOARD award the Injection Well Pump Station Manual Transfer Switch Addition contract to Zabatt Engine Services, Inc. in the amount of \$186,160.56 and a contingency in the amount of \$18,616.00.”

D. Initiate Sewer Service Charges Policy – to approve updates

“THAT THE DISTRICT GOVERNING BOARD approves the attached revised Initiate Sewer Service Charges Policy with an effective date of November 19, 2021.”

E. Discontinue Sewer Service Charges Policy – to approve updates

“THAT THE DISTRICT GOVERNING BOARD approves the attached revised Sewer Service Abatement Policy with an effective date of November 19, 2021.”

F. Fixed Asset Disposal – to approve disposal

“THAT THE GOVERNING BOARD authorize the Executive Director to dispose of tangible personal property asset tag numbers 2710, 2711, 2714, 2691, and 2692 in accordance with the District’s Disposal of Surplus Tangible Personal Property Policy.”

G. Change Orders to Current Contracts – to approve modifications

No Change Orders are presented for Board consideration this month.

6. REGULAR AGENDA

A. CONSENT AGENDA ITEMS PULLED FOR DISCUSSION

B. Loxahatchee River Subaqueous River Crossing Replacement

Mr. Dean reviewed his memo on the Loxahatchee River Subaqueous River Crossing Replacement.

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to enter into the Contract for Professional Engineering Services for the Loxahatchee River Subaqueous Force Main Replacement in the amount of \$68,115.”

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

C. Annual Renewal of Employee Insurance Plans

Dr. Arrington reviewed the employee health insurance benefits and renewal options.

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director, in accordance with the quotes provided and with an effective date of January 1, 2022, to:

- enter into contract with Cigna for their level funded OAP Plan health insurance policy as presented,
- renew our United Concordia PPO Alliance dental insurance policy for 24 months, and
- enter into 24 month contract with Reliance for Basic Life Insurance, Accidental Death & Dismemberment, Long-Term Disability, and voluntary supplemental life insurance policies.”

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

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 Future Business.

9. COMMENTS FROM THE BOARD

Boggie – discussed communications with Town of Jupiter for NANO concentrate

10. ADJOURNMENT

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

“That the regular meeting of November 18, 2021 adjourns at 8:07 PM.”

BOARD CHAIRMAN

BOARD SECRETARY

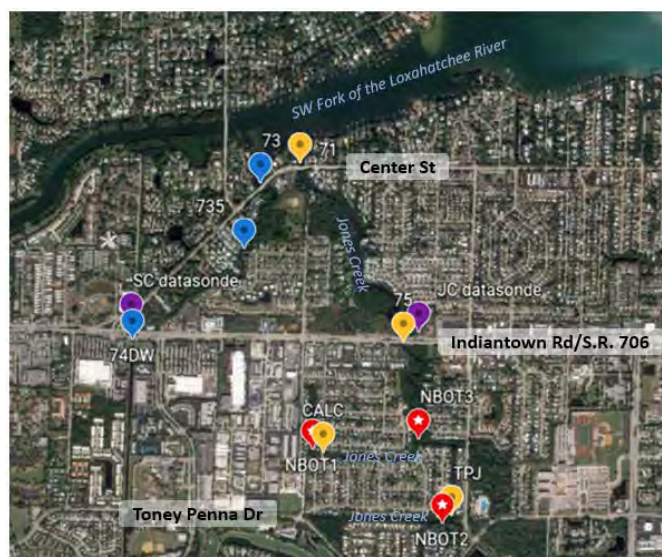
RECORDING SECRETARY



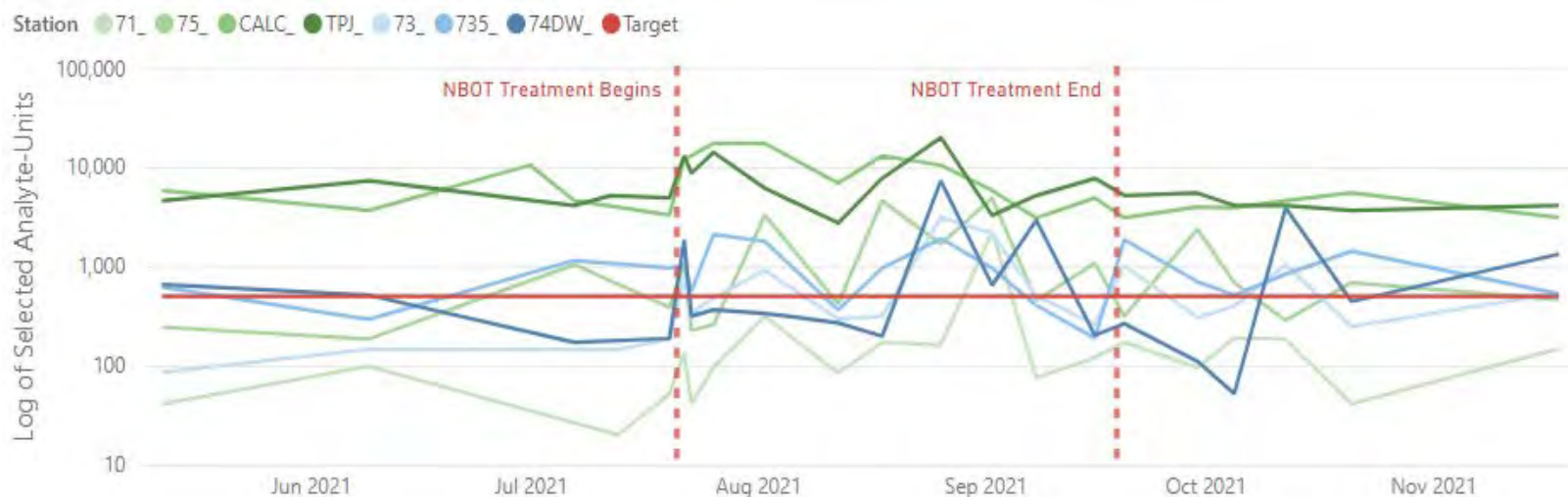
Loxahatchee River Watershed Status

Summary of the Nano Bubble Ozone Treatment Project for Jones Creek

This summer we partnered with Green Water Solutions on a project to evaluate the effectiveness of Nano Bubble Ozone Treatment (NBOT) to try and improve chronic poor water quality in Jones Creek. Most of this work was funded by a Florida Department of Environmental Protection Innovative Technologies Water Quality Improvement Grant. Since the treatment phase of the project ended on September 19, staff have been busy closing out the monitoring, reviewing and analyzing the extensive water quality data, and report preparation. At our meeting we will present a summary of our key findings from this project.




Map of Jones and Sims Creek monitoring sites, Jupiter, Florida. Loxahatchee River District (LRD) sample locations in Sims Creek in blue (74DW, 735 and 73) and Jones Creek in yellow (CALC, TPJ, 75 and 71). Red stars depict proposed NBOT deployment locations, purple points show continuous datasonde locations.



Plot of Enterococci bacteria concentrations (MPN/100mL) before, during and following the Nano Bubble Ozone Treatment.

LOXAHATCHEE RIVER DISTRICT'S EXECUTIVE DASHBOARD



		Stewardship	Pre-Treatment	Collection & Transmission		Wastewater Treatment			Reclaimed Water	EHS	General Business					River Health		
		# People educated at RC	Grease Interceptor Inspections	Customer Service	Unauthorized Discharge of Sewage	Mean Daily Incoming Flow	Permit exceedance	NANO Blend to Reuse (@ 511)	Delivery of Reclaimed Water	Employee Safety	Cash Available	Revenue (excluding assessment & capital contrib.)	Operating Expenses	Capital Projects		Minimum Flow Compliance	Salinity @ NB seagrass beds	River Water Quality
Units		% of Target	% requiring pump out	# blockages with damage in home	Gallons; # impacting surface waters	million gallons/day	# occurrences	Max Specific Conductance (umhos/cm)	# days demand not met	# of OSHA recordable injuries	\$	% of Budget	% of Budget	% within budget	average # days ahead (behind) schedule	# Days MFL Violation	‰	Fecal Coliform Bacteria (cfu/100ml)
Green Level		≥ 90%	≤ 15	Zero	<704; 0	< 7.7	Zero	<1542	<2	Zero	≥ \$9,894,657	≥ 95%	≥ 85% but ≤ 105%	≥80%	≥ (30)	0	min ≥ 20 ‰	≤ 1 site > 200
Yellow		< 90%	≤ 25	1	≤1,500; 0	< 8.8	1	≤1875	≥ 2	-	< \$9,894,657	≥ 90%	≥ 80%	≥60%	< (30)	1	min ≥ 10 ‰	≤ 3 sites >200
Red		<75%	> 25	≥ 2	>1,500; ≥1	≥ 8.8	≥ 2	>1875	≥ 9	≥ 1	< \$5,557,057	< 90%	< 80% or > 105%	< 60%	< (60)	≥ 2	min < 10 ‰	≥ 4 sites > 200
2018 Baseline		112%	8	0	1,606	6.8	0	1,216	1	0.4	\$ 33,683,858	99%	85%	95%		42	23.1	1 > 200
2019 Baseline		100%	9	1	8,022	6.8	0	1,229	1	0.3	\$ 35,137,006	100%	89%	95%		2	22.9	1 > 200
2020 Baseline		34%	8	0	3,292	7.2	0	1,183	1	0.3	\$ 35,350,661	100%	90%	91%	-15	7	14.6	2 > 200
2020	Nov	48%	27	0	603; 0	7.6	0	991	0	0	\$ 37,051,051	94%	87%	100%	(15)	0	2.5	2 > 200
	Dec	44%	14	0	152; 0	7.3	0	1,051	0	0	\$ 37,259,395	102%	92%	100%	(19)	0	18.3	5 > 200
2021	Jan	50%	27	1*	642; 0	7.4	0	1,134	0	0	\$ 37,037,535	100%	88%	100%	(19)	0	21.7	0 > 200
	Feb	65%	30	0	5,457; 3	7.4	0	1,483	0	0	\$ 39,492,533	99%	84%	83%	(20)	0	31.7	3 > 200
	Mar	99%	14	1	40; 0	7.3	0	1,467	0	0	\$ 39,571,784	98%	83%	75%	(25)	0	32.6	0 > 200
	Apr	134%	27	0	1,000; 1	7.3	1	1,392	0	0	\$ 39,702,370	97%	87%	76%	(19)	5	32.2	1 > 200
	May	92%	12	0	612; 1	6.9	0	1,362	4	1	\$ 41,642,323	96%	86%	76%	(15)	0	32.1	1 > 200
	June	142%	9	0	8; 0	6.7	0	1,404	16	0	\$ 41,162,307	95%	88%	76%	(17)	0	32.0	3 > 200
	July	205%	10	0	266; 0	6.6	0	1,336	0	0	\$ 40,444,121	95%	94%	76%	(27)	0	27.2	2 > 200
	Aug	160%	14	1	2,060; 0	6.9	0	1,243	0	0	\$ 42,047,326	95%	89%	76%	(42)	0	16.9	5 > 200
	Sept	192%	11	0	357; 0	6.8	0	1,300	1	0	\$ 40,450,479	95%	86%	76%	(61)	0	17.2	6 > 200
	Oct	77%	18	0	1050; 1	7.0	0	1,221	0	0	\$ 40,516,049	94%	100%	79%	(55)	0	19.3	6 > 200
	Nov	75%	12	0	565; 0	7.4	0	1,164	0	1	\$ 42,924,083	97%	91%	81%	(49)	0	9.9	3 > 200
Consecutive Months at Green		0	1	3	1	150	7	134	5	0	147	1	8	1	0	7	0	0
Metric Owner		O'Neill	Pugsley	Dean	Dean	Pugsley	Pugsley	Pugsley	Dean	Bains	Fraraccio	Fraraccio	Fraraccio	Dean	Dean	Howard	Howard	Howard

Metric

Stewardship
Safety
Capital Projects (time)
Salinity
River Water Quality

Explanation

Our targets are now 80% of pre-COVID levels, and while they have improved from the height of COVID participation and attendance are still well below "normal" conditions. PBC schools have not reinstated field trips to pre-COVID levels, but we are filling our field trip slots with private schools and homeschool groups. This means we are seeing only 30-50% of our "normal" (pre-COVID) levels of school students.

A LRD Team Member injured his wrist when the motorized cart he was driving was struck by another LRD Team Member leaving the District in his personal vehicle. We have conducted a root cause analysis of this incident, and are working to implement recommended actions.

Our capital project schedule metric has continued to improved as we have begun three new projects. Staff anticipate this metric returning to green in January 2022 as we close out several significantly delayed projects.

The watershed received over 7.4 inches of rainfall, flow over Lainhart Dam averaged 242 cfs, and S-46 had 5 day sof discharge in November. These wetter than usual conditions depressed salinity levels well below optimal conditions for seagrasses in downstream portions of the estuary.

High fecal coliform bacteria (>200 cfu/100 ml) were observed at Sites 100 (Cypress Creek mouth), 67 (NW Fork @ Trapper Nelson's dock), and 65 (Kitching Creek mouth). See Bud's report for additional details.



LOXAHATCHEE RIVER DISTRICT

Celebrating 50 Years, 1971-2021

D. Albrey Arrington, Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

Gordon M. Boggie
CHAIRMAN

Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

James D. Snyder
BOARD MEMBER

TO: Governing Board

FROM: Administration Staff

DATE: December 16, 2021

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. District Uniform Policy – to approve policy
- B. Fixed Asset Disposal – to approve disposal
- C. District Holiday Policy – to approve policy
- D. 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 December 16, 2021 as presented."

2500 Jupiter Park Drive
Jupiter, Florida 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

loxahatcheeriver.org

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

Water Reclamation - Environmental Education - River Restoration



LOXAHATCHEE RIVER DISTRICT

Celebrating 50 Years, 1971-2021

MEMORANDUM

D. Albrey Arrington, Ph.D.
EXECUTIVE DIRECTOR

TO: GOVERNING BOARD
FROM: D. ALBREY ARRINGTON, Ph.D.
DATE: DECEMBER 9, 2021
SUBJECT: UNIFORM POLICY

Gordon M. Boggie
CHAIRMAN

Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

James D. Snyder
BOARD MEMBER

In our continuing effort to update our policies, Mike Navicky and I offer the attached Uniform Policy for your consideration. Previously, this policy was documented as a procedure, but we realized elements of the procedure were more than a procedure and should be formally presented as a policy.

This draft Uniform Policy reflects the policy by which the District has been governing uniforms, so it does not represent a changed condition.

Therefore, the following motion is recommended for approval:

“THAT THE DISTRICT GOVERNING BOARD approves the attached Uniform Policy with an effective date of December 20, 2021.


2500 Jupiter Park Drive
Jupiter, Florida 33458

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FAX: (561) 747-9929

loxahatcheeriver.org

Water Reclamation - Environmental Education - River Restoration

	LOXAHATCHEE RIVER DISTRICT	Doc No:	LRD-POL-HR-12.00
		Effective Date	12/20/2021
		Revision History:	
Author: Mike Navicky		Revision No.	0
		Review Date:	12/15/2026
		Page:	Page 1 of 3
Issuing Department: Human Resources			

UNIFORM POLICY

Purpose

The District provides uniforms for employees for the purpose of safety and identification.

Policy

The District provides uniforms, as specified in this policy, appropriate for employee's job description. District uniforms are to be used solely for District's purposes. Uniforms are to be worn during working hours and are not to be worn while off duty other than travelling to and from work.

Radio-frequency identification (RFID) badges are provided to all employees and are part of your required uniform. RFID badges must be worn during work hours, and you must immediately notify the IT department if your badge is lost, misplaced, or stolen.

Employees are required to report to work in a clean and presentable attire, including uniforms when required or appropriate. Attire and uniforms are to be sized correctly. Pants are to be sized to the natural waist and worn at the waist. Laundering, alterations, and maintenance of uniforms is the responsibility of the employee. Uniforms reasonably damaged while working will be replaced or repaired with supervisor's approval. Caps and wide brimmed hats may be provided by the District and are considered optional.

Safety gear, including personal protective equipment like rain gear, hard hats, safety glasses, appropriate gloves, will be issued as needed. Safety boots or shoes must be worn as needed and will be provided in accordance with the District's Safety Shoe Reimbursement Policy. Safety glasses must be worn as needed and will be provided in accordance with the District's Prescription Safety Glasses Reimbursement Policy. Employees that are respiratory qualified must be able to shave on-site to ensure proper face seal during chlorine cylinder changes or in case of an emergency. Hair and jewelry should not restrict or impair job performance or pose a safety risk.

A. Office Personnel

The District office dress code is business casual. Office employees are not required to wear uniforms but must adhere to the Personal Appearance Policy. Office employees may wear any district logo collared shirt.

B. Construction

District employees with a Construction job title may not wear shorts, only long pants or jeans may be worn due to the type of work routinely performed.

Authority: Chapter 2021-249, Laws of Florida

Date Approved by Governing Board: TBD

C. Wildpine Lab Personnel

Closed toe shoes must always be worn in the lab. Lab coats will be provided, as requested, for lab personnel.

D. Environmental Education Personnel

The standard uniform for River Center staff for normal workdays will be a District-issued polo shirt with personal solid, natural-colored bottoms (tan, khaki, black, olive, etc.) and personal closed toe shoes (preferably clean tennis/athletic shoes). During the school year (October – May), staff will wear appropriate personal pants, capris, or skorts (inseam at least 7 inches long) for women, except for Saturdays, when summer attire is acceptable. The River Center dress shirts are to be worn for Lecture meetings, professional meetings or indoor outreach events. During summer months (June-September), appropriate personal natural colored work shorts with an inseam at least 7 inches long may be worn. Wrinkled, stained, torn, dirty, frayed, or overly tight- fitting clothing is unacceptable. During field work, staff shall wear an appropriate personal full coverage bathing suit, District-issued rash guard, personal swim shorts or leggings and closed toe water shoes. For days that will include messy or difficult outdoor tasks or during camp, staff may wear River Center t-shirts or t-shirts from River Center events. For outdoor events or outreaches, nature hikes, etc., River Center staff may wear a District issued quick-dry, vented “fishing” button down shirt.

E. Interns

District interns will receive a t-shirt or t-shirts as appropriate based on their schedule. An intern’s Division Director may approve additional uniform components as needed/appropriate.

Provision of Uniforms

New employees will order uniforms the first week of employment by providing a Uniform Requestion Form to warehouse personnel. Replacement uniforms will be ordered each April and October, and employees will be eligible for 5 uniforms each period, totaling 10 uniforms annually. Employees may also request from warehouse personnel ball caps, t-shirts with the District logo as needed. Employees may only wear district logo ball caps.

Return of Uniforms

Upon termination of employment, the employee must return to the District (HR or immediate supervisor) all District property (e.g., uniforms, employee badge, safety gear) in employee’s possession or control.

Examples of Unacceptable Clothing

Not all clothing is appropriate for District employees to wear while on the clock. Here are some examples of inappropriate clothing that should not be worn while working at the District:

- Jeans that are excessively worn, faded or severely torn.
- Sweatpants
- Warm-up or jogging suits and pants.
- Short shorts or Bib overalls
- Spandex or other fitting pants or shorts.
- Spaghetti-strap dresses or shirts, unless worn under a blouse or jacket.

- Clothing with offensive messages or images.
- Tank tops, halter tops, and tops with bare shoulders unless worn under a blouse or jacket.
- Visible undergarments.
- Costumes (except for planned events approved by the Executive Director)

Accommodations

Pursuant to the Americans with Disabilities Act, employees who, for medical reasons, must deviate from these procedures will be required to submit an exception request and provide a letter from their doctor.

Employees who, for religious reasons, must deviate from this policy will be required to submit a religious exception request. Generally, garments worn to comply with religious requirements will be approved if they do not pose an occupational health or safety risk, and are neat, and modest.

Definitions

List definitions necessary to understand the policy statement (section above).

- A. Business Casual: a style of clothing that is less formal than traditional business wear but still intended to give a professional and businesslike impression.

Relevant Procedures

The following procedures guide staff in the appropriate implementation of this policy:

- A. Uniform Procedure
- B. Uniform Requestion Form

Relevant Policies

The following policies may relate to this policy:

- A. Personnel Policies
- B. Personal Appearance Policy
- C. Safety Shoe Reimbursement Policy
- D. Prescription Safety Glasses Reimbursement Policy

Applicability

This policy applies to all full time and part time LRD staff and interns. Division Directors are responsible for ensuring that the guidelines are being followed.

Consequences

Employees not dressed appropriately (e.g., in uniform) will be advised by their immediate supervisor or Division Director and will be given the opportunity to correct the issue. If necessary, employee will return home to change, and employee will be required to use vacation time or unpaid leave for the time to travel and change. If the employee refuses to correct the issue, District discipline policies and procedures will be followed.

Policy Questions

Questions regarding this policy should be directed to the author(s) listed above.



LOXAHATCHEE RIVER DISTRICT

Celebrating 50 Years, 1971-2021

D. Albrey Arrington, Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

Gordon M. Boggie
CHAIRMAN

TO: Governing Board
FROM: Kara Fraraccio, Director of Finance and Administration
DATE: December 10, 2021
SUBJECT: Disposal of Surplus Property

Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

James D. Snyder
BOARD MEMBER

Whenever the District disposes of tangible personal property of a non-consumable nature, Florida Statutes and our Disposal of Surplus Tangible Personal Property Policy require Governing Board approval before any Surplus Tangible Personal Property can be disposed of. Therefore, consistent with state statute and our policies and procedures, I request your authorization to dispose of the items listed below:

Schedule 1: Tangible Personal Property Disposals

Tag #	F/A #	Description	Condition	Date Recorded	Acquired Value	Book Value	Estimated Value
2685	N/A	13 KW Portable Generator	Not Operational	09/30/10	\$ 2,505	\$ -	\$ 50
Total Assets to be Disposed					\$ 2,505	\$ -	\$ 50

In addition, the following 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 asset to be disposed is provided below:

Description	Serial Number	Condition
Flygt 3 HP Submersible Pump	FLY-00-19-05	Beyond Repair
Flygt 9.4 HP Submersible Pump	FLY-01-01-07	Beyond Repair
Flygt 10 HP Submersible Pump	FLY-0130255	Beyond Repair
Flygt 9.4 HP Submersible Pump	FLY-02-01-01	Beyond Repair
Flygt 9.4 HP Submersible Pump	FLY-02-01-02	Beyond Repair
Flygt 5 HP Submersible Pump	FLY-06-05-07	Beyond Repair
Flygt Submersible Pump	FLY-06-06-07	Beyond Repair
Flygt 5 HP Submersible Pump	FLY-08-30-07	Beyond Repair
Flygt 4 HP Submersible Pump	FLY-1260080	Beyond Repair
Flygt 9.4 HP Submersible Pump	FLY-8332396	Beyond Repair
Flygt 9.4 HP Submersible Pump	FLY-8445115	Beyond Repair
Flygt 9.4 HP Submersible Pump	FLY-850451	Beyond Repair
Flygt 5 HP Submersible Pump	FLY-880530	Beyond Repair

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<u>Description</u>	<u>Serial Number</u>	<u>Condition</u>
Flygt 5 HP Submersible Pump	FLY-880558	Beyond Repair
Flygt 10 HP Submersible Pump	FLY-8820878	Beyond Repair
Flygt 10 HP Submersible Pump	FLY-8850714	Beyond Repair
Flygt 10 HP Submersible Pump	FLY-9330014	Beyond Repair
Flygt 10 HP Submersible Pump	FLY-9360744	Beyond Repair
Flygt 10 HP Submersible Pump	FLY-9510144	Beyond Repair
Flygt 5 HP Submersible Pump	FLY-9530126	Beyond Repair
Flygt 15 HP Submersible Pump	FLY-9570155	Beyond Repair
Flygt 10 HP Submersible Pump	FLY-9710416	Beyond Repair

The items listed in the schedules above are no longer of use to the District and are considered Surplus. The assets will be disposed of in accordance with the District's Disposal of Surplus Tangible Personal Property Policy.

The schedule of assets below are slated for disposal because they were decommissioned during the previous fiscal year as part of renewal and replacement projects. These items were replaced because they failed, were in jeopardy of failing, or were part of a broader project.

Schedule 2: Renewal and Replacement Disposals

<u>F/A #</u>	<u>Description</u>	<u>Date Recorded</u>	<u>Number Years Anticipated</u>	<u>Acquired Value</u>	<u>Book Value</u>
TDE0218-1	GENERATOR #3 REPLACEMENT	09/30/09	15	\$ 45,004	\$ 9,008
TDE122-3	R & R VFD FOR DEEP WELL	09/30/10	15	34,453	9,187
CTL64-1	REPLACE LS #57, 58 & DOVER RD	09/30/86	60	34,062	14,193
TDE0290-3	REPLACE INJECTION WELL #3 MOTOR	09/30/16	5	27,294	
DLS25-1	LS #101 & #102 - OLYMPUS	09/01/80	25	22,500	
TDE122-6	REPLACE INJECTION WELL VFD #1	09/30/13	5	15,682	-
TDS22-1	DEEP WELL PUMP STATION	09/30/87	45	13,195	3,226
DLS78-1	LS #36 - JONATHAN'S LANDING #11	10/30/82	25	9,921	
CTLS0298-1	LS #204 REHAB	09/30/13	30	7,862	5,765
DLS0118-2	LS #110 PIPING	12/31/11	40	7,835	5,925
CTLS61-1	LS #63 CONVERSION - JUPITER COVE	09/30/91	25	5,752	-
CTL0301-1	49TH TERR N LPSS	09/30/15	10	5,276	2,111
Total Assets to be Disposed				\$ 228,837	\$ 49,415

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

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 included in Schedule 1: Tangible Personal Property Disposals and the assets listed in Schedule 2: Renewal and Replacement Disposals in accordance with the District's Disposal of Surplus Tangible Personal Property Policy."



LOXAHATCHEE RIVER DISTRICT

Celebrating 50 Years, 1971-2021

MEMORANDUM

D. Albrey Arrington, Ph.D.
EXECUTIVE DIRECTOR

TO: GOVERNING BOARD
FROM: D. ALBREY ARRINGTON, Ph.D.
DATE: DECEMBER 9, 2021
SUBJECT: HOLIDAY POLICY

Gordon M. Boggie
CHAIRMAN

In our continuing effort to update our policies, Mike Navicky and I offer the attached Holiday Policy for your consideration. The primary revisions are:

Stephen B. Rockoff
BOARD MEMBER

1. We have added the Birthday of Martin Luther King, Jr. (third Monday in January) in the place of President's Day.
2. We have added Juneteenth National Independence Day in the place of Christmas Eve.

Dr. Matt H. Rostock
BOARD MEMBER

Implementation of this new policy will maintain the number of District holidays at eleven (11). Since at least 2006 the District has observed President's Day and Christmas Eve as holidays. At this time, I believe it is important to recognize and celebrate the birthday of Martin Luther King Jr and Juneteenth. Martin Luther King Jr is an American icon known and celebrated because of his efforts to advanced civil rights through nonviolence and civil disobedience. Juneteenth commemorates the emancipation of Black Americans by President Lincoln and. was designated a federal holiday on June 17, 2021 when President Biden signed into law the Juneteenth National Independence Day Act.

James D. Snyder
BOARD MEMBER

This policy was previously included as Section 4.3 of our Personnel Policies & Procedures. Here, our desire is to make this a stand-alone policy. Therefore, in addition to approving the new Holiday Policy, the proposed motion authorizes Board approval to delete Section 4.3 Holidays Policy in our Personnel Policies and Procedures.

The following motion is recommended for approval:

"THAT THE DISTRICT GOVERNING BOARD approves the attached Holiday Policy with an effective date of January 1, 2022 and directs the Executive Director to remove Section 4.3 from the District's Personnel Policies & Procedures manual.


2500 Jupiter Park Drive
Jupiter, Florida 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

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	LOXAHATCHEE RIVER DISTRICT	Doc No:	LRD-POL-HR-11.00
		Effective Date	1/1/2022
		Revision History:	
Author: Mike Navicky		Revision No.	0
		Review Date:	12/17/2026
		Page:	Page 1 of 2
Issuing Department: Human Resources			

HOLIDAY POLICY

Purpose

The purpose of this policy is to provide full-time employees with paid time off to recognize and celebrate major holidays.

Policy

All full-time employees (including those in initial employment period) are eligible for up to 11 paid holidays per year as follows:

1. New Year's Day.
2. Birthday of Martin Luther King, Jr., third Monday in January.
3. Memorial Day.
4. Juneteenth National Independence Day
5. Independence Day.
6. Labor Day.
7. Veterans' Day, November 11.
8. Thanksgiving Day.
9. Friday after Thanksgiving.
10. Christmas Day.
11. Floating Holiday to be designated by the District at the beginning of each year.

If any paid holiday falls on Saturday, the preceding Friday shall be observed as a holiday. If any of paid holiday falls on Sunday, the following Monday shall be observed as a holiday.

If an employee is out sick the day before or after a holiday, you are required to bring in a physician's statement for that day(s). Failure to provide a physician's statement when required will result in the holiday being treated as unpaid time off.

Holiday Pay

To work on a Holiday and receive overtime, pre-approval is required by your Division Director. If approved, shift employees may have the 8-hour Holiday straight time converted to vacation time, to be used at their discretion. This is only available when a non-exempt employee has worked their full 40 hours during the week of the holiday. If the employee calls in sick the day before or after a holiday, the employee must turn in a physician's statement before the employee will be paid. If an acceptable physician statement is not turned in by the end of the pay period, the employee will not receive the Holiday pay benefit.

Authority: Chapter 2021-249, Laws of Florida

Date Approved by Governing Board: TBD

Relevant Procedures

The following procedures guide staff in the appropriate implementation of this policy:

- A. TBD.

Relevant Policies

The following policies may relate to this policy:

- A. Personnel Policies & Procedures

Also, see Chapter 110.117, Florida Statutes for additional information.

Applicability

This policy applies to all full-time employees.

Policy Questions

Questions regarding this policy should be directed to the author(s) listed above.



Change Orders

No Change Orders are presented
for Board consideration this month.



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LOXAHATCHEE RIVER DISTRICT

Celebrating 50 Years, 1971-2021

MEMORANDUM

D. Albrey Arrington, Ph.D.
EXECUTIVE DIRECTOR

Gordon M. Boggie
CHAIRMAN

Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

James D. Snyder
BOARD MEMBER

TO: D. Albrey Arrington, Ph.D., Executive Director
FROM: Kris Dean, P.E., Deputy Executive Director/
Director of Engineering Services
DATE: December 9, 2021
SUBJECT: 22-002-00112/ Rolling Hills Subdivision Gravity
Sewer, Lift Station & Force Main

Rolling Hills, located on US 1 North in Martin County, is a private road community of 50 homes situated along the Intracoastal waterway. When developed in the 1970s a partial gravity system was installed but never completed or placed into service.

On December 2, 2021 the District opened sealed bids for the subject Neighborhood Sewering project. The bid provides for wastewater collection improvements in the Rolling Hills subdivision and consists of two components. First, a rehabilitation of the existing infrastructure to meet current standards. This portion will be paid for by the District and includes rehabilitation of gravity mains and laterals and equipping the existing lift station. Second, installation of missing services and connection to the regional sewer system via a force main to US 1. This portion will be included in an assessment to the affected properties.

A summary of the bid is below and attached.

Felix Associates of Florida Inc.	\$ 1,114,309.00
Hinterland Group Inc.	\$ 1,173,540.00
David Mancini & Sons, Inc.	\$ 1,344,480.00

As the apparent low, an evaluation of Felix Associates of Florida Inc's bid was performed. They were found to be responsive and responsible, as such, the following motion is offered for the Board's consideration:

"THAT THE DISTRICT GOVERNING BOARD authorize award of Bid 22-002-00112 to Felix Associates of Florida Inc. for an amount not to exceed \$1,114,309.00 and a contingency amount of \$111,430.00."

2500 Jupiter Park Drive
Jupiter, Florida 33458

TEL: (561) 747-5700

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HOLTZ CONSULTING ENGINEERS, INC

December 7, 2021

Mr. Kris Dean, PE
Deputy Executive Director/Director of Engineering Services
Loxahatchee River Environmental Control District
2500 Jupiter Park Drive
Jupiter, FL 33458

**Subject: Rolling Hills Subdivision Gravity Sewer, Lift Station, & Force Main System
Recommendation of Award to Felix Associates of Florida, Inc.**

Dear Mr. Dean,

On December 2, 2021 at 2:00 p.m. bids were opened for the referenced project. There were (3) three bids accepted for the project as follows:

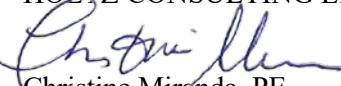
Bidder	Total Bid Amount	Acknowledged Addenda?	Included Original Bid Security?
Felix Associates of Florida, Inc.	\$1,114,309.00	Y	Y
Hinterland Group, Inc	\$1,173,540.00	Y	N
David Mancini & Sons, Inc	\$1,344,480.00	Y	N

The bids were reviewed by Holtz Consulting Engineers, Inc. (HCE) to evaluate whether the bids were responsive to the bid submittal requirements. The apparent low bidder was Felix Associates of Florida, Inc. with a Total Bid Amount of \$1,114,309.00. Their bid was reviewed and included the required bid bond in the amount of ten percent of their bid from an acceptable surety company according to the US Department of Treasury. They acknowledged receipt of the addenda in the bid form. The other forms and information required to be submitted with their bid appear to be in order. We therefore consider the bid submitted by Felix Associates of Florida, Inc. to be responsive.

Felix Associates of Florida, Inc. has successfully completed numerous gravity sewer, lift station, and force main projects in the past for Loxahatchee River District for other local municipalities in which HCE served as the engineer-of-record. Felix Associates of Florida, Inc. will self-perform all work except for electrical systems in which they will utilize Energy Efficient Electric, Inc. and for pipe lining they will utilize Granite Inliner, LLC. Felix Associates of Florida, Inc. is a corporation in good standing with the Florida Department of State Division of Corporations. We therefore consider Felix Associates of Florida, Inc. to be a responsible bidder.

Based on the above information, Holtz Consulting Engineers, Inc. considers Felix Associates of Florida, Inc to be the low responsive and responsible bidder and recommends that they be awarded the contract for the Rolling Hills Subdivision Gravity Sewer, Lift Station, and Force Main project in the Total Bid Amount of \$1,114,309.00.

Sincerely,
HOLTZ CONSULTING ENGINEERS, INC.


Christine Miranda, PE
Principal Engineer

Loxahatchee River Environmental Control District
Rolling Hills Subdivision Gravity Sewer, Lift Station, & Force Main
Bid Tabulation
December 2, 2021

				Felix Associates of Florida, Inc		Hinterland Group, Inc.		David Mancini & Sons, Inc	
ITEM NO.	ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Mobilization/Demobilization, Bonds and Insurance	1	LS	\$110,000.00	\$110,000.00	\$50,000.00	\$50,000.00	\$130,000.00	\$130,000.00
2	Maintenance of Traffic	1	LS	\$35,000.00	\$35,000.00	\$12,000.00	\$12,000.00	\$30,000.00	\$30,000.00
3	As-Built Record Drawings	1	LS	\$26,000.00	\$26,000.00	\$8,500.00	\$8,500.00	\$21,000.00	\$21,000.00
4	Preconstruction Video	1	LS	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00	\$1,200.00	\$1,200.00
5	NPDES Permit/Erosion Measures	1	LS	\$3,500.00	\$3,500.00	\$2,000.00	\$2,000.00	\$3,600.00	\$3,600.00
6	Dewatering	1	LS	\$12,000.00	\$12,000.00	\$3,500.00	\$3,500.00	\$20,000.00	\$20,000.00
7	Sodding Restoration	1	LS	\$30,000.00	\$30,000.00	\$5,000.00	\$5,000.00	\$8,400.00	\$8,400.00
8	Tree and Shrubbery Restoration	1	LS	\$30,000.00	\$30,000.00	\$15,000.00	\$15,000.00	\$3,000.00	\$3,000.00
9	Asphalt Pavement Restoration	1	LS	\$150,000.00	\$150,000.00	\$2,500.00	\$2,500.00	\$32,000.00	\$32,000.00
10	Curb, Gutter, & Miscellaneous Restoration	1	LS	\$30,000.00	\$30,000.00	\$10,000.00	\$10,000.00	\$8,400.00	\$8,400.00
Manhole Rehabilitation									
11	Pressure Clean Manhole	17	EA	\$112.00	\$1,904.00	\$350.00	\$5,950.00	\$230.00	\$3,910.00
12	Miscellaneous Manhole Repairs (Including Mortar, Pipe Connections, Reinforcement Steel, Holes, Cracks, Joints, and Leaks)	17	EA	\$2,000.00	\$34,000.00	\$1,540.00	\$26,180.00	\$1,750.00	\$29,750.00
13	Pressure/Xypex Grouting	5	EA	\$280.00	\$1,400.00	\$1,200.00	\$6,000.00	\$1,680.00	\$8,400.00
14	Reform Bench and Channel	17	EA	\$875.00	\$14,875.00	\$400.00	\$6,800.00	\$650.00	\$11,050.00
15	Chimney Adjustment	4	EA	\$490.00	\$1,960.00	\$1,200.00	\$4,800.00	\$975.00	\$3,900.00
16	Install New Manhole Cover	7	EA	\$200.00	\$1,400.00	\$450.00	\$3,150.00	\$600.00	\$4,200.00
17	Install New Adjustment Ring	13	EA	\$665.00	\$8,645.00	\$650.00	\$8,450.00	\$330.00	\$4,290.00
18	Install New Frame	5	EA	\$725.00	\$3,625.00	\$1,500.00	\$7,500.00	\$340.00	\$1,700.00
Gravity Sewer Pipe Rehabilitation									
19	Cured in Place Pipe Lining, 8" Pipe	3,000	LF	\$48.00	\$144,000.00	\$38.00	\$114,000.00	\$57.00	\$171,000.00
20	8" PVC SDR 26 PVC Replacement (0-6' Depth)	40	LF	\$240.00	\$9,600.00	\$590.00	\$23,600.00	\$162.00	\$6,480.00
21	8" PVC SDR 26 PVC Replacement (6-8' Depth)	20	LF	\$240.00	\$4,800.00	\$750.00	\$15,000.00	\$315.00	\$6,300.00
22	8" PVC SDR 26 PVC Replacement 8-10' Depth)	20	LF	\$240.00	\$4,800.00	\$750.00	\$15,000.00	\$400.00	\$8,000.00
23	8" PVC SDR 26 PVC Replacement (10-12' Depth)	40	LF	\$250.00	\$10,000.00	\$900.00	\$36,000.00	\$525.00	\$21,000.00
Sewer Service Laterals									
24	Install New 4" PVC Lateral – Single Service with Cleanout on Existing Gravity Main or into Existing Manhole	32	EA	\$4,100.00	\$131,200.00	\$11,500.00	\$368,000.00	\$2,400.00	\$76,800.00
25	Install New 6" PVC Lateral – Double Service with Cleanouts on Existing Gravity Main or into Existing Manhole	1	EA	\$5,000.00	\$5,000.00	\$12,000.00	\$12,000.00	\$3,700.00	\$3,700.00
26	Clean and Televisе Existing 4" Lateral, Make Point Repairs, Install Cured In Place Pipe Lining, and Install New Cleanout & Associated Piping	4	EA	\$4,300.00	\$17,200.00	\$8,000.00	\$32,000.00	\$10,250.00	\$41,000.00
27	Clean and Televisе Existing 6" Lateral, Make Point Repairs, Install Cured In Place Pipe Lining, and Install New Cleanout, and Associated Piping	6	EA	\$4,500.00	\$27,000.00	\$9,000.00	\$54,000.00	\$11,000.00	\$66,000.00
28	Clean and Televisе Existing 6" Lateral, Make Point Repairs, Install Cured In Place Pipe Lining, and Install New Cleanouts, and Associated Piping	3	EA	\$5,200.00	\$15,600.00	\$10,000.00	\$30,000.00	\$15,500.00	\$46,500.00
Lift Station and Force Main									
29	Proposed Lift Station, Including all Mechanical, Structural, Site, Electrical, and Instrumentation Work (Owner furnished pumps, to be	1	LS	\$175,000.00	\$175,000.00	\$219,700.00	\$219,700.00	\$450,000.00	\$450,000.00
30	4" C900 PVC Force Main installed via Open-Cut	100	LF	\$40.00	\$4,000.00	\$75.00	\$7,500.00	\$55.00	\$5,500.00
31	4" HDPE DIPS SDR-11 installed via Horizontal Directional Drill	750	LF	\$32.00	\$24,000.00	\$42.00	\$31,500.00	\$110.00	\$82,500.00
32	4" Plug Valve	2	EA	\$2,000.00	\$4,000.00	\$2,700.00	\$5,400.00	\$1,900.00	\$3,800.00
33	4" DI MJ 90 Degree Bend	1	EA	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,300.00	\$1,300.00
34	4" DI MJ 45 Degree Bend	2	EA	\$800.00	\$1,600.00	\$815.00	\$1,630.00	\$1,250.00	\$2,500.00
35	4" DI MJ 11.25 Degree Bend	4	EA	\$800.00	\$3,200.00	\$750.00	\$3,000.00	\$1,150.00	\$4,600.00
36	4" HDPE x MJ Adapter	4	EA	\$2,000.00	\$8,000.00	\$295.00	\$1,180.00	\$725.00	\$2,900.00
37	Air Release Valve	2	EA	\$10,000.00	\$20,000.00	\$9,900.00	\$19,800.00	\$7,500.00	\$15,000.00
38	Connect to Existing Force Main	1	EA	\$5,000.00	\$5,000.00	\$3,400.00	\$3,400.00	\$4,800.00	\$4,800.00
Total Bid Price				\$1,114,309.00		\$1,173,540.00		\$1,344,480.00	



LOXAHATCHEE RIVER DISTRICT

Celebrating 50 Years, 1971-2021

MEMORANDUM

D. Albrey Arrington, Ph.D.
EXECUTIVE DIRECTOR

TO: GOVERNING BOARD
FROM: D. ALBREY ARRINGTON, Ph.D.
DATE: DECEMBER 10, 2021
SUBJECT: EXECUTIVE DIRECTOR'S ANNUAL REVIEW

Gordon M. Boggie
CHAIRMAN

Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

James D. Snyder
BOARD MEMBER

Once again, I appreciate the opportunity to serve the District in my capacity as Executive Director. With the approval of our revised and updated Enabling Act (Chapter 2021-249, Laws of Florida) I am confident 2021 was one of our best years ever. So much has been accomplished. We are better in so many ways.

Chairman Boggie will distribute his review of my 2021 performance at the Board meeting. I look forward to your constructive feedback. My self-assessment is provided on the following pages. Any positive assessment of my performance directly reflects the diligent and dedicated efforts of the entire District team. Collaborating with our capable and motivated employees is among the most rewarding aspects of my position.

I continue to be thankful for the opportunity to serve our community. I embrace (and hopefully embody) our terrific mission to preserve and protect the Loxahatchee River so that generations of residents and visitors may enjoy a healthy river and a healthy community.

The Board-approved budget included 3.0% to be disbursed to employees exhibiting meritorious performance during their annual performance review.

Over the coming month, I will work with the Board to establish suitable goals for 2022.

I offer the following motion for your consideration:

“THAT THE DISTRICT GOVERNING BOARD receive the review of Dr. Albrey Arrington, Executive Director, and adjust his Employment Agreement as follows: effective December 25, 2021 a ____% increase in his base salary and a net \$_____ bonus.”

2500 Jupiter Park Drive
Jupiter, Florida 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

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2021 – Performance Assessment Categories for Dr. Arrington

Organizational Leadership. Does the Executive Director provide strong, visionary leadership to the organization? How well does the Executive Director motivate and energize the organization in pursuit of our mission? Does Executive Director build and model the desired organizational culture and core values?

Yes, once again our 2021 Employee Survey results show very strong engagement and motivation of our team and alignment with our mission and values.

Effective relationship with Board. How well does Executive Director communicate and interact with the LRD Governing Board? Is the relationship characterized by transparency, candor, open & effective communication? Is the Governing Board kept informed, in a clear and timely manner, regarding all relevant aspects of the District?

Yes, Albrey maintains an open, strong, and collaborative relationship with the Board.

Strategic Plan. Are prioritized elements from the Strategic Plan being implemented? Is the organization aligned to the Mission, Vision, and Core Values?

Yes, staff at all levels, especially senior management understand the importance of our Strategic Plan in setting priorities and direction of the organization.

People management. Does the Executive Director recruit and maintain qualified, effective, and productive staff? Are the right people in the right jobs, especially in management positions? Are staff turnover and succession managed effectively?

Yes, this year we have experienced meaningful turnover of key staff, and we continue to fill open positions with strong candidates that contribute to the betterment of the LRD Team.

Operating metrics. Are metrics on the Executive Dashboard (e.g., revenues, expenses, safety, environmental education, customer satisfaction) indicative of a well-run organization?

In general, yes. We are laser focused on reporting all unauthorized discharges and expect this clarity of focus will help us as we identify and implement opportunities for improvement. Capital project execution has been a challenge for a while, and I believe we are on a strong track to improve the timely performance of these important projects.

Governance. Does the Executive Director implement procedures to ensure Governing Board actions and policies are effectively administered? Are District Rules and policies reviewed periodically?

Governance documents, e.g., Rules, policies, and procedures, are better documented than ever before, and the improved documentation facilitates systematic reviews and improvements.

Financial performance. Did the organization achieve a clean audit, which is the product of establishing and implementing effective financial procedures and internal controls? Did the Executive Director produce a timely and quality Rate Study and Budget? Was a budget amendment necessary?

Yes, not only did we have a clean audit, but we once again received the Certificate of Achievement for Excellence in Financial Reporting for our annual comprehensive financial report for the fiscal year ended September 30, 2020.

Effective decision making. Does the Executive Director make recommendations and decisions that show sound judgment, clear thinking, and are designed to ensure effective use of organizational resources.

Yes, Albrey shows sound judgement and clear thinking with the goal of taking care of LRD staff and rate payers with a long-term view in mind.

Compliance with legal and regulatory standards. Did the organization operate in compliance with relevant laws and governmental regulations? Did Executive Director respond appropriately to regulatory agency comments and recommendations.

Yes, we only had one permit exceedance in 2021, and upon further review it was determined the “exceedance” was not an actual exceedance but was an apparent exceedance caused by a faulty flow meter.

Litigation. Did the organization experience any costly, avoidable litigation?

No.

Relationships with external constituencies. How well does the Executive Director engage with sister agencies, regulatory agencies, state and federal policy makers, and other stakeholders? Is the organization respected within the community?

I engage our sister agencies in a strong, collaborative, and professional manner. I am chair of the Loxahatchee River Preservation Initiative and the Loxahatchee River Management Coordinating Council. I work very well with SFWMD staff, including Board Members, to maximize the positive attention paid to the Loxahatchee River watershed. And I work well with our regional elected officials, which serves the District and our rate payers well.

2021 Goals (specific, measurable, achievable, realistic/relevant, and time-bound)

Safety: Improve 12 month rolling average of TRIR (Total Recordable Incident Rate) to less than 2.2 (25th percentile of similar sized/oriented organizations) by Nov. 30.

- We began 2020 with our TRIR at 4.0. Our TRIR was 1.3 in April, August, September, and October. Presently, our TRIR is at 2.6, which fails to meet our target. This year our team members had two OSHA recordable injuries: (1) a LRD Team Member hyper extended his knee while exiting his work truck onto uneven ground. The injury was recognized as OSHA recordable because physical therapy has been prescribed for treatment. The affected employee did not experience any lost time due to the injury. (2) a LRD Team Member injured his wrist when the motorized cart he was driving was struck by another LRD Team Member leaving the District in his personal vehicle.
- Improve understanding of and participation in near miss program
 - This has been a focus of communications from my office and our safety officer over the last year; nonetheless, we have not seen a widespread increase in reporting of near misses. Our new safety officer understands this needs improvement.
- Conduct analysis of incidents over last 5 years to determine areas that have improved and areas that need improvement and implement improvements by Jun. 30.
 - This was completed.
- Assimilate job hazard analyses into EAM for preventative maintenance work orders.
 - We have made great progress on this front. For the 12-month period February 2020 through January 2021 we averaged 20 job hazard analyses per month. In February 2021 we began incorporating JHAs into EAM, and from March 2021 through October 2021 we averaged 360 job hazard analyses per month. Clearly, this effort has resulted in significantly more JHAs being completed by our staff.

Governance: Ensure performance compliant with LRD enabling act, rules, policies, and procedures.

- We had no notable deviations from our governance documents.
- **Shepherd recodification of our enabling act through the local bill legislative process; May 15**
 - Our revised Enabling Act (Chapter 2-21-249 Laws of Florida) was approved by Governor DeSantis on June 29, 2021. This accomplishment may be my single greatest accomplishment at LRD. This effort used all of my skills and abilities, and I am grateful that we were successful in this effort.
- Maintain scheduled review and approval of LRD rules and expand Board-approved policies
 - I am proud of the progress we have made regarding documentation of our Rules and Policies. All LRD staff have access to intranet page that lists our [rules](#) (#, title, last revision date, planned revision date, and revision frequency) and a similar intranet page for our [policies](#) (policy #, Division, Department, Policy Name, last revision date, planned revision date, and review frequency).
- Improve documentation and organization of LRD standard operating procedures; Dec. 31.
 - We have made very strong progress on documenting our standard operating procedures. We now have a [SOP Intranet page](#) where we are assembling and organizing our SOPs.

Operational Improvement: Continue analysis and implementation to ensure balance of long-term reliability, permit adherence, and cost-efficient operations.

- Kris' monthly reports have documented improvements in long-term reliability (e.g., decreasing proportion of our work in collections is corrective work). We reported one permit exceedance in the past year (we received too much nano concentrate on one day), and that exceedance appears to have been a metering artifact (i.e., we did not actually have an exceedance). Also, Kara's monthly reports demonstrate we continue our very strong performance of maintaining cost-effective operations.
- Continued implementation of EAM (asset management software) with goal of systematic maintenance/rehabilitation/replacement of assets based on industry standards, failure analysis, and cost considerations, i.e., preventative/corrective work ratio.
 - Our best efforts can be seen in Collections as we have made significant progress on minimizing corrective work (which cause workflow disruptions) and maximizing planned work. Improved efficiency of staff is a valuable secondary benefit of these efforts.
- Conduct Board Workshop to discuss critical elements to be included in draft long-term site plan for 2500 Jupiter Park Drive by Jun. 30
 - This goal was overly optimistic. We have started the site planning process for 2500 Jupiter Park Drive and anticipate soliciting Board input in the first quarter of 2022.
- Begin assessing potential long-term impacts from climate change – produce a preliminary report on long-term impacts from climate change by Sept. 30.
 - This goal was overly optimistic. We are working to finalize our greenhouse gas emissions report, and we are incorporating climate change (as an identified risk) to our site planning for 2500 Jupiter Park Drive.

Community Engagement/Education: Engage the public, pursuant to our Environmental Education Policy, with COVID-compliant programming and pursue opportunities to expand programming impact.

- River Center staff have worked diligently to produce content offered digitally, e.g., virtual nature hikes, virtual field trips, virtual story time, etc.
- Begin implementation of programs at BLM property by Mar. 31
 - We have begun offering environmental education programming at the Jupiter Inlet Lighthouse Outstanding Natural Area (official name for BLM property) and we are performing as an official “Partner” at this site.
- Revise River Center operations including benefits/improvements to programming, location, target audiences, facilities with draft presented to Board by Dec. 17.
 - Conducted environmental education workshop on September 14, 2021 – discussed future plans and potential of sites for environmental education: BLM, River Center, 2500 Jupiter Park Drive, and 20 acres.
- Conduct Board Workshop to review preliminary, conceptual site plan for 20 Acres by Dec. 31
 - I believe one notable weakness this year was my leadership on bringing the BLM project to the Board in a timely manner. I struggled with having enough information to make the meeting worthwhile and not getting the cart in front of the horse. My goal is to do a better job on timing these workshops as we work on site planning of our 20 Acres and 2500 Jupiter Park Drive. These workshops should occur in the first quarter of 2022.

Continuous Improvement: Commit LRD to and implement a systematic, process-based continuous improvement culture.

- All meaningful continuous improvement projects identified during our initial training have

been implemented. One such project was implemented immediately prior to COVID and led to an improved ability to maintain parts distribution from our warehouse while minimizing contact time between staff. This fortuitous project likely contributed to our near zero COVID transmission rate among staff. Furthermore, some key recent hires are helping us achieve additional meaningful progress on this front (see Pump Down Report discussion in Kris' report this month).

- Complete green belt continuous improvement training for selected cadre by Dec. 31
 - This goal has been on hold given our COVID protocols of minimizing group meetings in enclosed spaces (e.g., classrooms).
- Evaluate poorest performing operating metrics using pareto methodology by Jun. 30 and work top 1 per Division thru root cause corrective action by Dec. 31
 - Collections Department is leading the charge on using DMAIC, including pareto charts, to identify and address poor performing metrics.

River Health: Work to improve the health of the Loxahatchee River.

- We have significant ongoing work here. The DEP grant supporting the NBOT project, addition of the Loxahatchee River Watershed Restoration Project to the CERP Integrated Delivery Schedule, and other efforts all represent real work to improve the health of the river.
- Work with SFWMD to develop operating plan to provide supplemental flows to NW Fork to avoid MFL violations by Jun. 30.
 - I have worked diligently with SFWMD Board Members and senior staff to address the need for an operating plan to provide supplemental flows to the NW Fork. While I cannot point to a published document, I can say SFWMD has taken significant efforts to provide supplemental flows, as needed, to the NW Fork.
 - Loxahatchee River Watershed Restoration Project added to Integrated Delivery Schedule with real work beginning in FY2022, years ahead of anticipated schedule.
- Continue monitoring and research within Jones Creek and Dubois to understand drivers of fecal coliform bacteria exceedances. Produce technical report explaining findings by Jun. 30
 - Dubois Park Swimming Lagoon harmful bacteria predictive tool were presented to the Board and provided to Palm Beach County.
 - We have performed an extraordinary amount of work Jones Creek, including the recently completed NBOT project. All of the resulting data are available on our [website](#), and we are currently drafting a formal report for submission to DEP. Also, we are very pleased to have our COVID wastewater sampling featured in a prestigious journal article authored by researchers at MIT and Harvard! See *Sharara N, Endo N, Duvallet C, Ghaeli N, Matus M, Heussner J, et al. (2021) Wastewater network infrastructure in public health: Applications and learnings from the COVID-19 pandemic. PLOS Glob Public Health 1(12): e0000061. <https://doi.org/10.1371/journal.pgph.0000061>*
- Submit for peer review a manuscript characterizing nutrient concentrations and loading derived from landscape irrigation with LRD's reclaimed water by Sept. 30.
 - This manuscript is still in prep, but we published a different manuscript dealing with the performance of our new deep bed filters:

Stanford, B.D., **D.A. Arrington**, W.J. Raseman, and W.C. Becker. 2021. Improved Operational Reliability and Contaminant Removal in Water Reuse through Filter Upgrades. **AWWA Water Science** 3(5):e1253. [DOI: 10.1002/aws2.1253](https://doi.org/10.1002/aws2.1253)

LOXAHATCHEE RIVER DISTRICT

Neighborhood Sewering Schedule-Revised February 2020



Rank *	Area Description	# Lots	Activity	Original Target Date	Revised Target Start Date
16	181 st St N Gravity	12	Notified Owners – January 2013 Notice of Intent to Assess – October 2018 Award Construction Contract – January 2021	2018	2021
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 Notice of Intent to Assess – July 2020	2016	2021
EE	Hobart St SE (Martin Co.) (LP)	13	Notified Owners – January 2013 Notice of Intent to Assess–September 2019 Preliminary Assess – October 2021 Final Assessment – November 2021	2016	2021
	605+607 Military Trl (LP)	2	Notified Owners – June 2020 Notice of Intent – Jan 2021	2022	

Private Road Areas – Page 2

Rank *	Area Description	# Lots	Activity	Original Target Date	Revised Target Start Date
AA	Peninsular Road	4	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 Statutory Way Provision – March 2021	2014	AEO
D	Loggerhead Park <i>(institutional)</i>	6 ECs	Need Easements from County-No database	2014	AEO
DD	Taylor Road	38	Notified Owners – September 2011 Private Roads	2015	AEO
FF	Rolling Hills	50	Notified Owners – Jan. 2013 - Private HOA Notice of Intent to Assess – October 2019	2017	2021
FF	North A1A	3	Postponed-Town activities in area No database	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>	11	Notified Owners – January 2013	2018	AEO
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	Indian Hills SE	12	Notified Owners – January 2016 Easement for Road & Utilities, No Dedication	2019	AEO
16	Limestone Creek Road West	49	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-No database Contract for installation of sanitary sewers – September 2020	2019	2021
	109+111 Old Jupiter Beach Road (LP)	2	Notified Owners – September 2021	AEO	
	5331 Center Street	1	LRD procedures shared for connection to sewer services	N/A	2022
	18041 69 th Terrace	2	LRD procedures shared for connection to sewer services	N/A	2022

* 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
HUNTER SHENKMAN
Attorney

CURTIS SHENKMAN, P.A.
4400 PGA BLVD, SUITE 300
PALM BEACH GARDENS, FLORIDA 33410
TELEPHONE (561) 822-3939
Curtis@PalmBeachLawyer.Law

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

December 6, 2021 (Revised)

Loxahatchee River Environmental Control District
D. Albrey Arrington, Exec. Dir. and Board Members (sent by email to S. Patel)
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

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT, IN AND
FOR PALM BEACH COUNTY, FLORIDA
CASE NO. 50-2019 CA 014447 XXXX MB AB

FRED BEMAN, Plaintiff,
vs.

LOXAHATCHEE RIVER DISTRICT, Defendant.

December 6, 2017. Auto Accident involving District vehicle and vehicle driven by Fred Beman.
April 15, 2020. Summons & Complaint served upon the District.
April 20, 2020. Attorney Lyman Reynolds, appointed be District's Insurance Carrier to Defend the District under the District's Insurance Policy.
May 4, 2020. District's Motion to Dismiss filed.
July 8, 2020. District's attorney reports Motion to Dismiss not yet set for a hearing.
August 19, 2020. Agreed Order permitting transfer of the case to Martin County
Sept 16, 2020. Amended Complaint filed in Martin County
November 16, 2021 Notice of Lack of Prosecution filed in Palm Beach County.
Dec 2, 2021 Summons served on the District; Attorney Reynolds will respond.

Pre-Suit Notice of Claim under FS 768.28 (6)(a)
Dated August 3, 2020 from Attorney for Plaintiff

Donovan Mackey and Dee Mackey, Plaintiff
Vs.
LOXAHATCHEE RIVER DISTRICT, Defendant.

On or about October 2019 sewage back up into 141 Beacon Lane, Jupiter, FL 33469 (Jupiter Inlet Colony). Plaintiffs claim personal injury from the sewage back up.
August 3, 2020, District notified District's insurance carrier of the claim.
August 18, 2020, Insurance Adjuster for the District assigned the claim.
Plaintiff cannot file suit until claim is denied. 768.28 (6)(b).

Pre-Suit Notice of Claim under FS 768.28(6)(a)
Universal Property & Casualty Insurance Company a/s/o Betty Cavanagh & Jules Formel, Plaintiff
Vs.
LOXAHATCHEE RIVER DISTRICT, Defendant.

On or about November 18, 2020 sewage back up into 18081 SE Country Club Drive, Apt 4-33, Tequesta, FL 33469. The Owners, Betty Cavanagh & Jules Formel made claim to their insurance company, University Property & Casualty Company.
On April 29, 2021, 2020, the Insurance Adjuster for University Property & Casualty Company notified the District's Insurance Company, PGCS Claims Services of the claim.
On July 13, 2021, University Property & Casualty Company, as subrogee of Betty Cavanagh & Jules Formel, notified the District in accordance with 768.28, the District has 6 months from receipt of the letter to investigate this claim and provide formal acceptance or denial. Plaintiffs claim property damage from the sewage back up in the amount of \$26,860.

Plaintiff cannot file suit until claim is denied. 768.28 (6)(b).

LIEN FORECLOSURES

NONE

MORTGAGE OR LIEN FORECLOSURES / LRD COUNTERCLAIMS/CROSSCLAIMS

NONE



Loxahatchee River Environmental Control District Monthly Status Report December 3, 2021

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 December 3, 2021.

Olympus Drive Force Main and Low Pressure Sewer Replacement

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

- **Contractor has elected to remedy the deficiencies noted in last month's report by installing air release valves at two high points on Celestial Way.**
- Health Department clearance to put the sewer system into operation was received.
- Contractor commenced with final tie-in of the sewer system on December 2, 2021.

Alternate A1A 24-Inch Force Main Cleaning & Inspection

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

- Site Restoration has been completed.
- A draft final pay application has been submitted & approved. When the formal pay application and close out documents are received, the project can be closed out.

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

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

- Project has been put on hold due to nesting Bald Eagles on the project site. Equipment and materials have been removed from the project site. Materials will be stored by the District in coordination with the Contractor. Contractor to notify the District of deliveries and are responsible for handling materials.
- The District to confirm location for materials which are required to be stored indoors.
- Payment Application No. 3, and Change Order No. 1 have been approved.
- Project Re-Mobilization date is June 1, 2022.

Lift Station Fall Protection Improvements

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

- The Contractor received delivery of Group 3 fall protection grates.
- Installation of Group 2 & 3 fall protection grates is currently in progress.
- Approximately forty-three (43) lift stations have been completed to date. Final Inspections of the work are being conducted as each lift station is completed.

GPR Locating Equipment Training

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

- B&W conducted the first training day event on April 30, 2021 with District staff.
- The District notified B&W that the Training Session was a success and will be in contact to schedule an additional session soon.
- This will end our reporting for this project until the District contacts to schedule an additional training session.

Respectfully Submitted by:

BAXTER & WOODMAN, INC.



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

December 7, 2021

Mr. Kris Dean, P.E.
Deputy Director/Director of Engineering
Loxahatchee River Environmental Control District
2500 Jupiter Park Drive
Jupiter, FL 33458

Subject: Monthly Progress Report

Dear Mr. Dean:

The following activities were conducted in the month of November 2021 for the MLS Bypass Study:

1. Provided meeting minutes and documentation related to the October 27, 2021 progress meeting.
2. Reviewed and processed operational data received on 11/12/2021 for MLS 1 and LS200. This data and the written protocols that were provided by the District were of good quality and were sufficient to replace the previously proposed site visits.
3. Developed Real Time Controls to be used to control MLS 1 and LS200 based on the data provided.
4. Updated MLS 1 pump curve and identified variable speed curves based on the data provided.
5. Model calibration continued. Accuracy has improved as expected, as well as our understanding of system operational capabilities.

Next month's activities include:

1. Finish calibration within 90-95% accuracy.
2. Develop model construction and calibration documentation.
3. Start Task 4 – MLS Bypass Feasibility.

Project activities will continue per schedule adjustment proposed and approved by District during the October 27, 2021 progress meeting.

Please let me know if you have any questions.

Sincerely,

CAROLLO ENGINEERS, INC.



Elizabeth Fujikawa, P.E., LEED AP
Vice President

**Loxahatchee River Environmental Control District
 CMA Project Status Update
 December 6, 2021**

CMA Project/Proposal #	Name	Status
PROPOSALS		
None		
PROJECTS		
494.001	BLM House Demolition and Reconstruction	<ul style="list-style-type: none"> • Conceptual Design Memorandum and building layout options approved by Board 10/21/21 • Coordination meeting held 11/12/21 • 90% drawings and specifications in progress
494.002	2500 Jupiter Park Drive Conceptual Site Planning	<ul style="list-style-type: none"> • Conducted kick off meeting 11/12/21 • Environmental field work performed • Sustainability, resiliency and initial staff interview sheets in progress



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: December 9, 2021
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 December 9, 2021. **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.**

Lift Station No. 082 Improvements

- HCE is currently working with the Contractor and the District regarding their permit application to the Town of Jupiter, maintenance of traffic plan, and requests for information regarding the telemetry tower. *The Contractor has submitted a schedule, but due to delays in procurement of materials for the project, is not anticipated to mobilize onto the project site until the beginning of 2022.*

Country Club Drive Force Main Transmission System Preliminary Evaluation

- The District will be installing a flow meter at Lift Station No. 070. Upon receipt of data from the District HCE will move forward with the modeling of the system.

Lift Station #163 Emergency Generator Improvements

- The Contractor has submitted final record drawings and payment request, and HCE is currently reviewing these documents. Once these items are approved and processed the project will be closed out.

Jupiter Inlet Lighthouse Septic to Sewer

- Final design documents were transmitted and accepted by the District. The project is currently out to bid. A pre bid meeting was held on December 7, 2021. Bids are scheduled to be received on January 4, 2022 and opened on January 6, 2022. The final plans have been submitted to the Town of Jupiter for final approval.



Lift Station Telemetry Improvements

- The HCE team is currently working on finalizing the 90% submittal. Additional information was received the week of December 4, 2021, needed for the design. The 90% submittal will be submitted to the District for review and comment by December 17, 2021.

Rolling Hills Gravity Sewer System, Lift Station, & Force Main

- Bids were opened on December 2, 2021, and three bids were received. HCE has reviewed the bids and has provided a recommendation of award to the lowest responsive and responsible bidder, Felix Associates of Florida, Inc. in the amount of \$1,114,309.00.

Injection Well Pump Manual Transfer Switch Addition

- *Bids were opened on October 29, 2021, and two bids were received. HCE reviewed the bids and provided a recommendation of award to the lowest responsive and responsible bidder, Zabatt Engine Services, Inc. in the amount of \$186,160.56*

Operational Greenhouse Gas Emissions and Cost Assessment

- The team is currently finalizing the greenhouse gas tool. The final outstanding information requested from the District was received on November 23, 2021. The draft technical memorandum and revised tool is scheduled to be submitted to the District on December 14, 2021. Based upon receiving District comments on the draft memorandum by December 28, 2021, the final tool and technical memorandum is scheduled to be completed and transmitted by January 4, 2022.

Master Lift Station No. 1 Traveling Bridge Crane Solicitation

- *Bids were opened on November 4, 2021, and three bids were received. HCE reviewed the bids and provided a recommendation of award to the lowest responsive and responsible bidder, Boromei Construction, Inc. in the amount of \$188,184.00.*

Vac-Con Truck Off-Loading Area Preliminary Design Analysis

- *HCE is currently working on the preliminary design analysis and upon receipt of information from the vendor and requested information from the District the technical memorandum will be completed and transmitted to the District.*



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ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS

1425 W Cypress Creek Road, Suite 101 • Fort Lauderdale, FL 33309 • Phone 954-776-1616

**Loxahatchee River Environmental Control District
Master Plan 20-AC “Sierra Square” @ 9278 Indiantown Rd
LRECD PO# 21-0649 / KCI #482021095.01**

Progress Report

To: Mr. Kris Dean, P.E., Deputy Executive Director/Director of Engineering
From: Todd Mohler, RLA, KCI, Project Manager
Date: December 1, 2021

ACTIVITIES

KCI Technologies progress report updates for the current billing period are:

Activities and Support:

1. **Survey:** Complete.
2. **Environmental:** Complete.
3. **Civil Engineering:** Phase 1 services Complete.
4. **Landscape Architecture:** Phase 1 Services Complete.
5. **Architecture:** Phase 1 Services Complete.
6. **Geotechnical:** Complete.

Phase 2 Services will begin after LRECD review of Phase 1 deliverables.



Busch Wildlife Sanctuary

The 4th Quarter Report will be presented
at the January 2022 Board Meeting.

J:\Board\Notebook\BWS No Update





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 |





LOXAHATCHEE RIVER DISTRICT

Celebrating 50 Years, 1971-2021

D. Albrey Arrington, Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Governing Board
FROM: Kara Fraraccio, Director of Finance and Administration
DATE: December 10, 2021
SUBJECT: Monthly Financial Report

Gordon M. Boggie
CHAIRMAN

Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

James D. Snyder
BOARD MEMBER

Cash and Investments

Balances as of November 30, 2021
Certificates of Deposit:

Institution	Original Term	Maturity	Rate	Book Value	Monthly Interest Earned	Market Value
Bank United	12 Months	11/12/22	0.13%	\$ 1,054,256		\$ 1,054,256
Bank United	6 Months	02/20/22	0.10%	1,000,992	82	1,001,272
Bank United	6 Months	02/20/22	0.10%	1,000,992	82	1,001,272
Bank United	6 Months	02/20/22	0.10%	1,000,992	82	1,001,272
Bank United	6 Months	03/12/22	0.10%	1,571,460	129	1,573,485
US Century	12 Months	08/04/22	0.25%	2,500,000	514	2,502,021
US Century	12 Months	08/04/22	0.25%	2,500,000	514	2,502,021
Subtotal				\$ 10,628,692	\$ 1,403	\$ 10,635,599
Money Market Accounts:						
Synovus - Public Demand			0.05%		\$ 364	\$ 7,371,992
TD Bank - NOW			0.10%		679	8,260,951
Subtotal					\$ 1,043	\$ 15,632,943
Checking Account:						
SunTrust-Hybrid Business Account			0.02%		\$ 162	\$ 14,654,428
Subtotal					\$ 162	\$ 14,654,428
Brokerage Accounts:						
Vanguard GNMA ADM			0.29%	\$ 600,000	\$ 1,731	\$ 601,731
Vanguard Short-Term Treasury			-0.08%	1,200,000	(956)	1,199,044
Vanguard Short-Term Inflation			0.17%	200,000	338	200,338
Subtotal				\$ 2,000,000	\$ 1,113	\$ 2,001,113
Total					\$ 3,721	\$ 42,924,083

Average weighted rate of return on investments is: .07%

As of 11/30/21:

3 month Short Term Bond: .05%

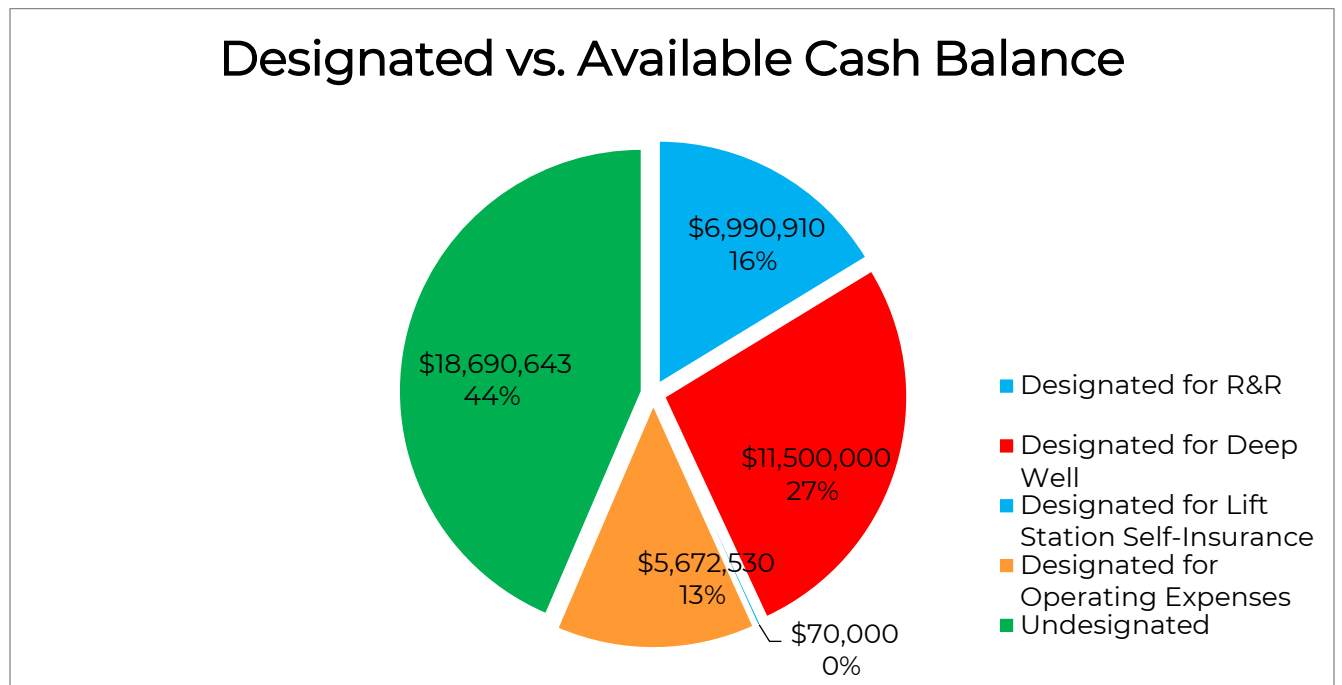
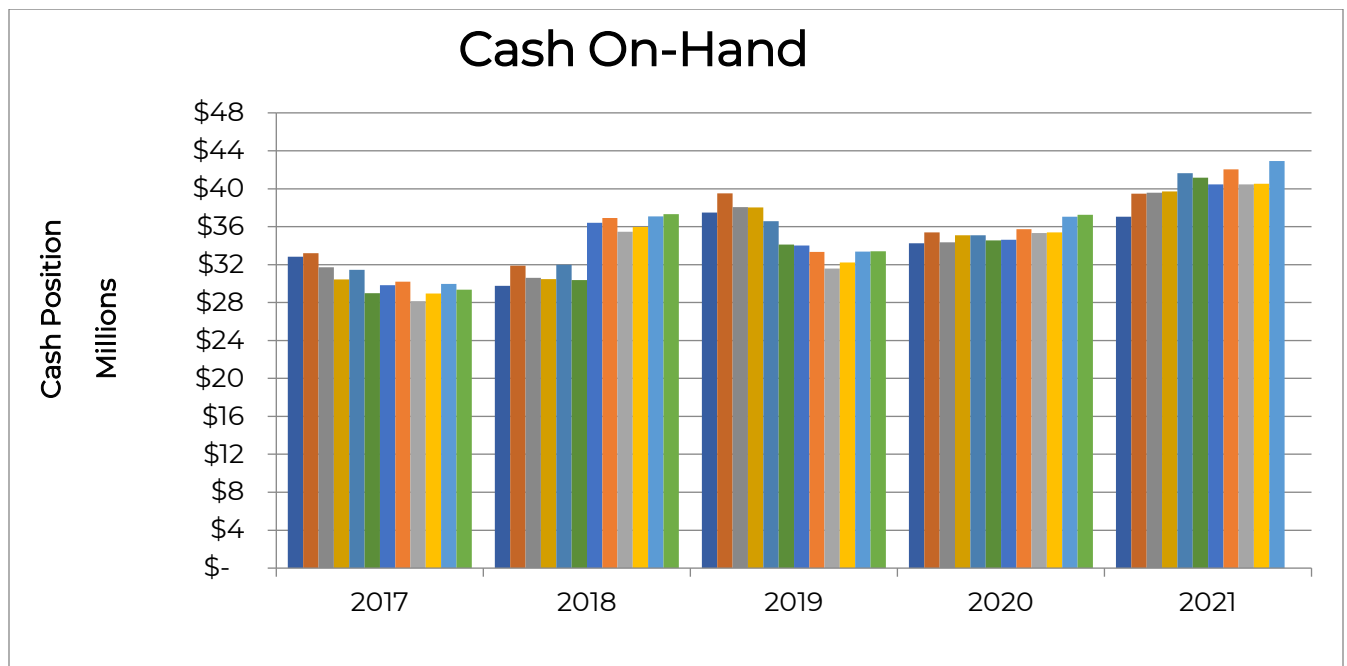
1 month Federal Fund Rate: .25%

2500 Jupiter Park Drive
Jupiter, Florida 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

Cash position for November 2020 was \$37,051,051. Current Cash position is up by \$5,873,032.



Financial Information

- Legal Fees billed in November were \$(4,240). The fiscal year-to-date total is \$13,515.
- There was no Septage billing for the month of November.
- Developer's Agreement – There were no new Developer Agreements in November.
- I.Q. Water Agreements – Abacoa Plaza, Compass Self Storage, Roger Dean Stadium, San Palermo, and Valencia are past due for November.
- Estoppel fees collected in November totaled \$6,125. The fiscal year-to-date total is \$14,350.

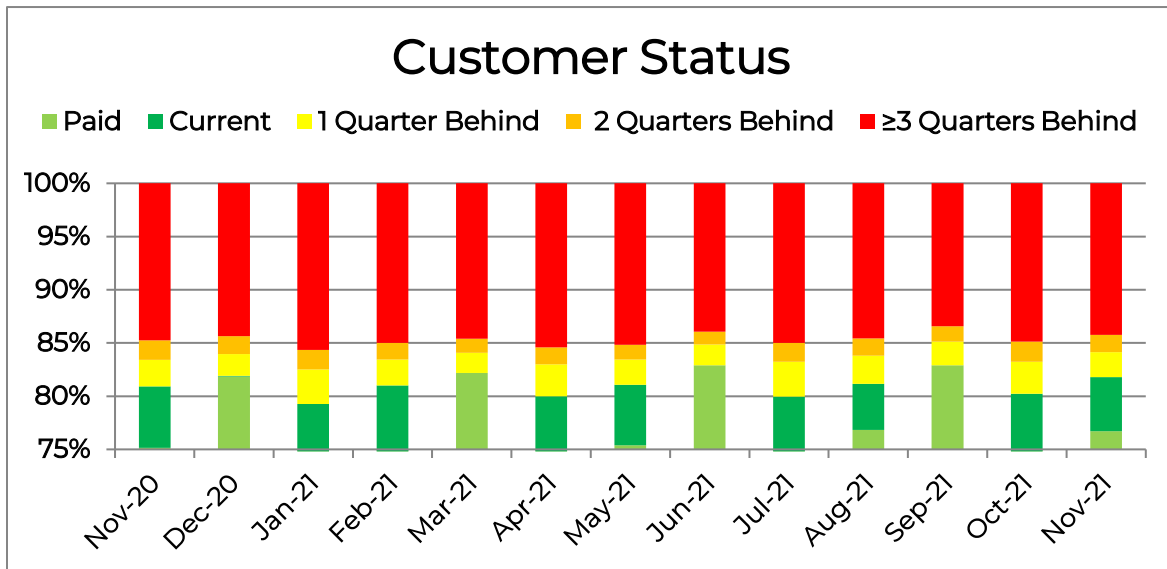
Summary of Budget vs. Actual

<i>Budget Benchmark</i> 17%	Nov-21 Actual	YTD Actual	FY 22 Budget	Favorable (Unfavorable)	Budget Expended	Nov-20 YTD
Revenues						
Operating Revenues						
Regional Sewer Service	\$ 1,405,909	\$ 2,815,866	\$17,100,000	\$ (14,284,134)	16.47%	\$ 2,794,054
Standby Sewer Service	9,495	18,990	73,000	(54,010)	26.01%	16,264
IQ Water Charges	190,928	381,573	2,326,000	(1,944,427)	16.40%	379,742
Admin. and Engineering Fees	1,477	2,639	38,000	(35,361)	6.94%	6,482
Other Revenue	5,417	60,528	424,490	(363,962)	14.26%	51,424
Subtotal Operating Revenues	1,613,226	3,279,596	19,961,490	(16,681,894)	16.43%	3,247,966
Capital Revenues						
Assessments	\$ 274,302	\$ 274,302	1,188,997	(914,695)	23.07%	\$ 153,549
Line Charges	7,027	12,555	287,000	(274,445)	4.37%	32,474
Plant Charges	38,452	72,876	898,000	(825,124)	8.12%	118,964
Capital Contributions			800,000	(800,000)	0.00%	
Subtotal Capital Revenues	319,781	359,733	3,173,997	(2,814,264)	11.33%	304,987
Other Revenues						
Grants						
Interest Income	151,898	155,207	613,000	(457,793)	25.32%	75,850
Subtotal Other Revenues	151,898	155,207	613,000	(457,793)	25.32%	75,850
Total Revenues	\$ 2,084,906	\$ 3,794,535	\$ 23,748,487	\$ (19,953,952)	15.98%	\$ 3,628,803
Expenses						
Salaries and Wages	\$ 477,470	\$ 732,982	\$6,522,000	\$ 5,789,018	11.24%	\$ 659,351
Payroll Taxes	34,021	52,190	470,200	418,010	11.10%	46,625
Retirement Contributions	65,084	100,031	946,800	846,769	10.57%	97,708
Employee Health Insurance	117,113	228,725	1,558,400	1,329,675	14.68%	208,905
Workers Compensation Insurance		28,502	73,700	45,198	38.67%	28,252
General Insurance	1,140	200,336	374,995	174,659	53.42%	215,768
Supplies and Expenses	52,378	192,059	1,036,285	844,226	18.53%	180,034
Utilities	109,241	207,415	1,407,908	1,200,493	14.73%	213,903
Chemicals	24,988	44,233	503,000	458,767	8.79%	42,900
Repairs and Maintenance	55,314	437,950	1,858,362	1,420,412	23.57%	401,653
Outside Services	226,614	350,121	2,040,930	1,690,809	17.15%	257,539
Contingency		0	225,000	225,000	0.00%	
Subtotal Operating Expenses	1,163,362	2,574,544	17,017,580	14,443,036	15.13%	2,352,638
Capital						
Capital Improvements	\$ 161,483	\$ 210,366	10,537,513	10,327,147	2.00%	\$ 1,504,451
Subtotal Capital	161,483	210,366	10,537,513	10,327,147	2.00%	1,504,451
Total Expenses	\$ 1,324,845	\$ 2,784,910	\$ 27,555,093	\$ 24,770,183	10.11%	\$ 3,857,089
Excess Revenues						
Over (Under) Expenses	\$ 760,060	\$ 1,009,626	\$ (3,806,606)	\$ 4,816,232		\$ (228,286)

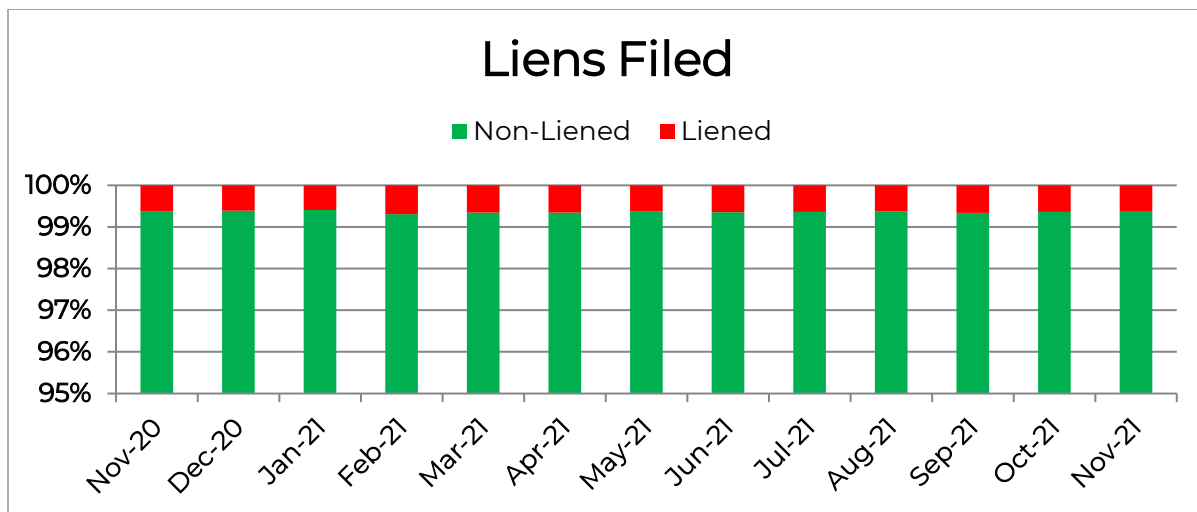
Total Capital expenses incurred and encumbered totaled \$4,308,120 or 41% of the capital budget. This includes funds encumbered in a prior fiscal year for projects that stretch across multiple fiscal years.

Accounts Receivable

The chart below illustrates customers' receivable status as a percentage of quarterly sewer billing. Paid or current balances represent approximately 82% billing.



The District serves approximately 33,000 customers. Currently, the District has 204 liens filed which represent approximately 1% of our customers.



Pending/Threatened Litigation

- Vehicle Accident – The District received a legal summons related to a vehicle accident involving a District vehicle. This claim is currently being handled through the District's General Liability Insurance provider, PRIA. PRIA has assigned the firm of Roberts, Reynolds, Bedard & Tuzzio, PLLC to represent the District.
- Beacon Lane – The District received a formal notice that a negligence claim is being made on behalf of a resident on Beacon Lane from injuries sustained as a result of septic and sewage over-flow at the property. We notified the District's legal counsel, the project engineers, the contractor, and the District's General Liability Insurance provider, PRIA.

Awards and Recognition

I am proud to report that our FY2020 comprehensive annual financial report was awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA)! This is the third consecutive year that the District has received this prestigious award. This award requires governments to go beyond the minimum requirements of generally accepted accounting principles and prepare a comprehensive annual financial report that evidences the spirit of transparency and full disclosure. This award is the highest form of recognition in governmental accounting and financial reporting.

Retirement Plan Administrative Committee Update

On December 7, 2021, the Retirement Plan Administrative Committee met in the Governing Board room to discuss the Second Quarter Retirement Plan results. As of September 30, 2021, the Plan had 73 participants with participant assets totaling \$10,900,610. The majority of the Plan's balance continues to be in the Self-directed Brokerage accounts (72.3%); however, that percentage is expected to decline with new contributions coming in and going to the funds in the Core Line-up. For the third quarter in a row one fund in the Core Line-up is on the "Watch List:" American Funds Washington Mutual R6, due to long-term performance being below the index and median of the peer group for the 3 and 5-year periods. All other funds are in compliance.



LOXAHATCHEE RIVER DISTRICT

Celebrating 50 Years, 1971-2021

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Jupiter, Florida 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

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MEMORANDUM

TO: D. Albrey Arrington, Ph.D., Executive Director
FROM: Kris Dean, P.E., Deputy Executive Director/Director of Engineering Services
DATE: December 10, 2021
SUBJECT: Capital Program and Engineering Services Report

Capital Projects

Schedule (FLOAT = -49 Days)

The overall Capital Program schedule continues improving this month with 3 new projects becoming active and award of the Master Lift Station and Traveling Bridge Crane contracts. Over the next 1-2 months the schedule should continue to show improvement and return to green as several projects complete design/bid and move into contracting phases.

Project highlight

Pump Down Reports

Pump down reports (PDR) are used to determine the performance of a pump compared to the manufacturers design. PDRs have been a standard as part of the annual preventative maintenance program on lift stations for several years. This data was recorded on paper reports and scanned into the work orders for and more recently electronically recorded on checklists in EAM. This historical data was typically used for engineering design purposes and seldom for reliability centered preventive maintenance.

With assistance of pump vendors, the manufacturer's published pump performance data was obtained. This data was then used to create electronic curves for each pump model and each available impeller size at a certain horsepower. These curves were incorporated into a Microsoft Excel spreadsheet, developed by one of the new Field Technicians, that calculates pump flow rate and head pressure based on operator input field data.

The Microsoft Excel spreadsheet then plots the flow rate and head pressure on the pump performance curve.

The plotted points are then used to determine if the pump's performance is within 80% of the manufacturer's published design for that pump. If the plotted points fall near or outside of the 80% range further investigation is done which may result in any number of maintenance tasks to bring the pump back into acceptable operating parameters.

Below is an example from Lift Station 093 with two pumps performing within acceptable tolerances. The blue line is the manufacturer's published design curve, the red line is shifted downward to 80% of the manufacturer's published head pressure for a given flow.



The interactive Pump Down Report in Microsoft Excel and the clear performance parameters have provided staff with another valuable tool as we continue to focus our efforts on continuous improvement.

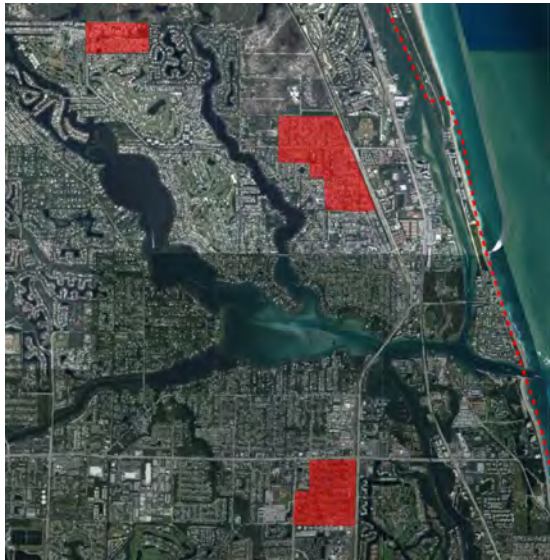
In-house Projects

Lift Station Rehabilitations General Construction Services: Site visits and design have commenced based on the prioritized inspection reports. Engineering is working on design and project set up in EAM to ensure the work moves into construction.

Staff has moved LS059 and LS112 into scheduling and LS266 into procurement while design is beginning on LS089. The new work flow continues to work well with defined coordination between Collections, Inspections, Engineering and Construction.

18th Street Gravity Sewer System: Construction is complete. The contractor is working through punch list items and coordinating with staff for Palm Beach County Land Development and Florida Department of Health certification packages.

Neighborhood Sewering/Remnant Properties: After the holidays staff will move forward with 605 and 607 Military Trail to close out the Remnant Areas on our Neighborhood Sewering Schedule and wrap back around with IT and customer service to re-evaluate our system to confirm remnant areas on public right of way or with easement access have all been served.



Fiscal Year 2021 Main and Lateral Lining Projects: The contractor is complete with TV Inspections for LS054, LS018 and moving LS041 and LS050. Staff in the field are working through the LS054 system verifying service lateral locations and cleanout installations while staff in the office begin preparations for lining contracts.

Statutory Way of Necessity:

66th Terrace Low Pressure Sewer: After engagement with the properties on 66th Terrace, 195th and 65th Terrace with permitted plans, construction costs and connection fees, only one of the five made application with the District and paid connection fees. Staff are moving ahead with the installation to the requesting property with a scheduled completion date by February 2022. The Board may expect to see a preliminary assessment for this property in March 2022 as well as revised Chapter 31-10 to define subregional line charges for properties that may connect to this installation in the future.



Jamaica Drive Low Pressure Sewer:

Over the last two years staff has been coordinating with two property owners for utility easements to install sewers to their properties on Jamaica Drive without success. At this time both property owners have determined Statutory Way of Necessity is the preferred option and entered into letter agreements for staff to proceed on their behalf. With 66th Terrace completing staff will be moving forward on Jamaica Drive.

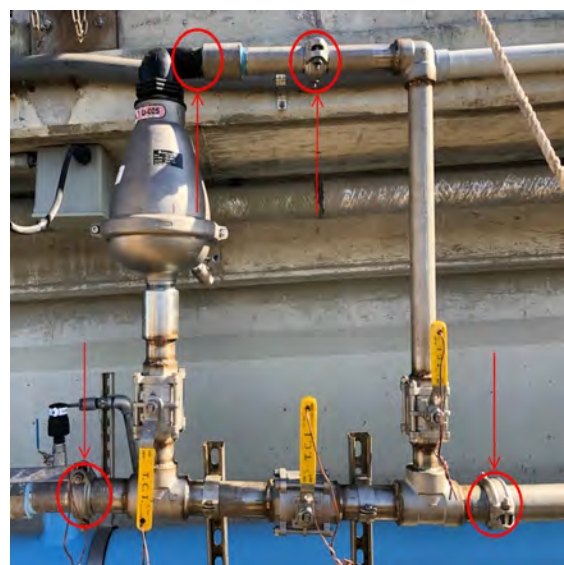


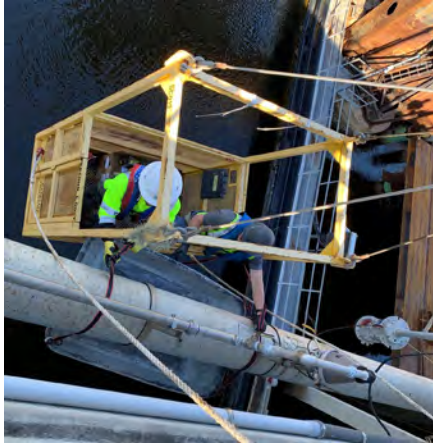
CONSTRUCTION



Staff from Construction and Maintenance combined forces again on the Alternate A1A/Damon Bridge aerial force main after Thanksgiving. Construction staff spent a beautiful November 30th installing a new assembly incorporating victaulic fittings for easy removal of the assembly in the future. The new assembly was constructed by Maintenance who mobilized to the bridge with Construction and performed final modifications to the assembly based on field measurements.

The final installation shown to the right allows staff to quickly replace the entire assembly or only the air release valve by the use of victaulic fittings (bottom arrows and top right arrow). It also incorporates a one-way valve (top left arrow) on the air release valve that prevents vacuum relief (a function of wastewater air relief valves) and allows the aerial force main to work as a siphon. The new design is a vast improvement over the original design.





Construction staff devoted a significant amount of time planning the work. Their planning included coordination between FDOT, the crane provider, traffic control and the safety boat as well as a detailed plan to manage any wastewater. Their diligence paid off as the project was completed without incident and without any unauthorized discharge.

COLLECTIONS AND REUSE

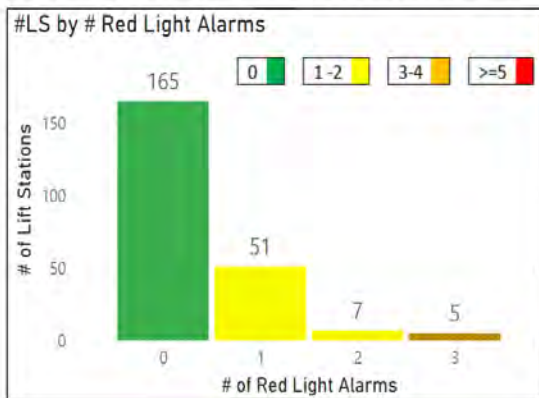
Collection Staff was also involved with the air release valve on Alternate A1A/Damon Bridge. Staff was aware of a potential air binding issue early on in the force main's service through repeated high level alarms in one station and extended runtime alarms at another. Understanding the issue with the alarms was caused by air accumulating in the force main staff implemented operational protocols to ensure accumulated air could periodically vent and installed a pressure transmitter upstream of the aerial crossing to monitor pressure and alarm when pressures neared a predetermined threshold above which upstream stations could not perform. This alarm notified staff of a potential issue and upon investigation it was discovered that the existing air release valve had stopped working. Staff worked through procedures to maintain operation and notified construction of the need to replace the air release valve.

Collections systematic evaluation of the force main operation when placed into service, operational protocols and planned alarm sequence with planned responses ensured that the force main remained operational at all times with no loss of service or unauthorized discharges.

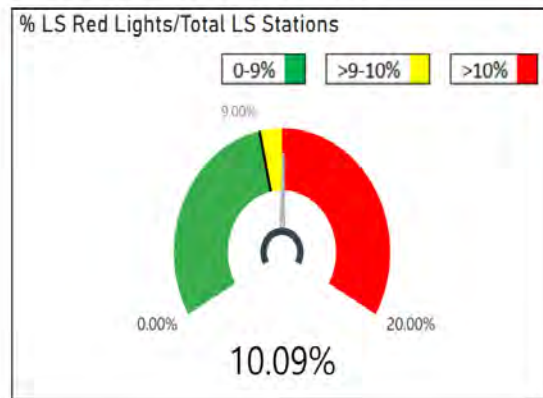
Lift Station Red Lights: For the month of November the system experienced 46 total red lights. 23 lift station red lights (with 2 stations experiencing multiple red light events) and 23 low pressure red lights (with 2 stations experiencing multiple red light events).

Emergency Call Work Orders Dashboard

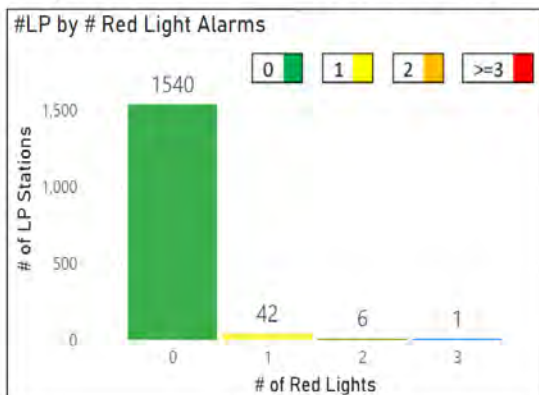
September 2021 - November 2021



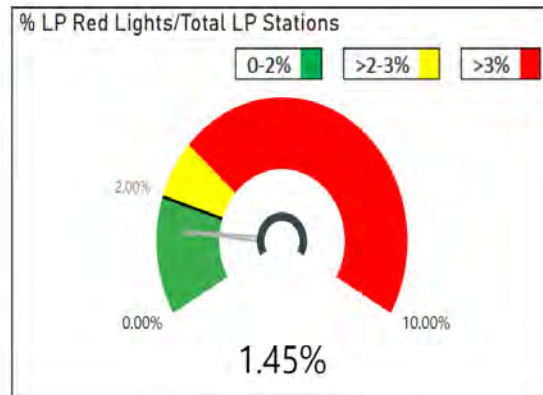
November 2021



September 2021 - November 2021



November 2021

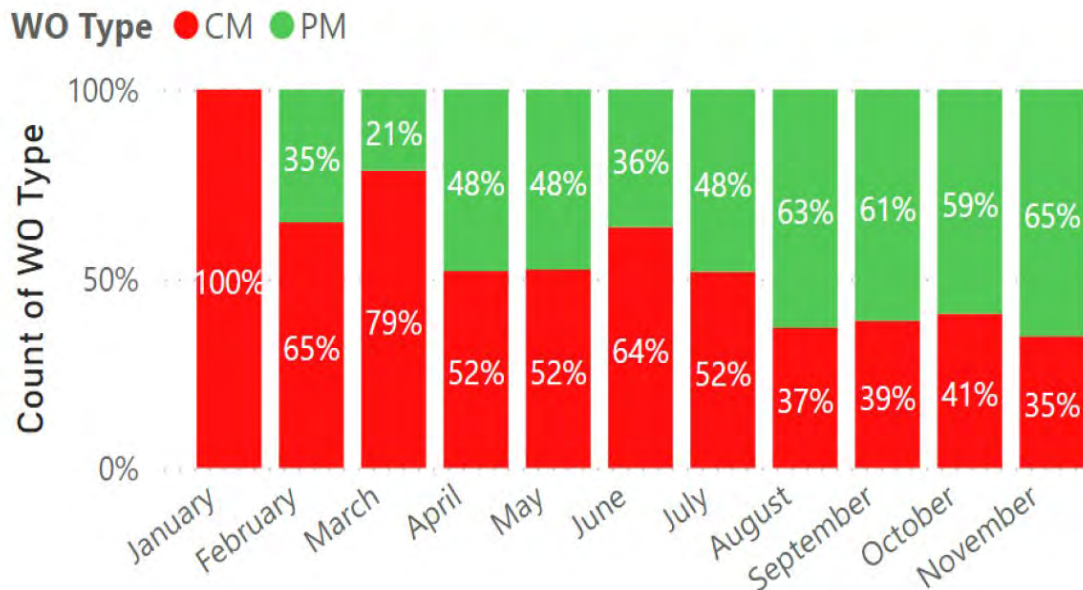
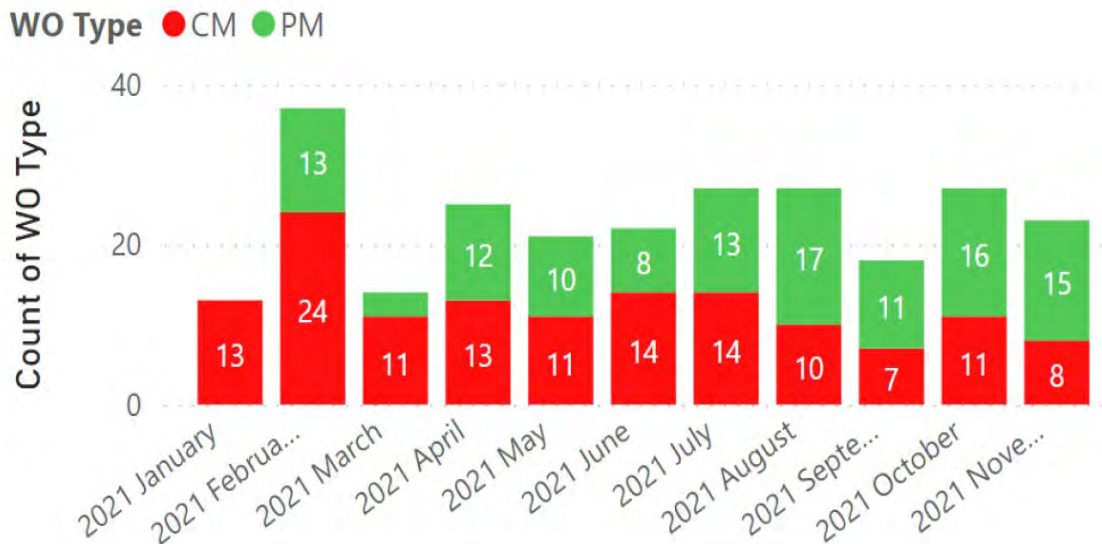


Air Release Valves: The ARV evaluation process has resulted in 280 ARVs inspected year to date. 14.3% of evaluated ARVs are out of service.

MONTHLY ARV INSPECTIONS

Year	January	February	March	April	May	June	July	August	September	October	November	December	Total
2020	25	35	63	39	23	33	14	24	56	17	15	13	285
2021	11	33	58	88	34	33	11	23	41	19	24		280

Wet Well Cleaning: Comparing this month's charts to last months you will find significant differences on the historical data. After a EAM update in November we found a number of inconsistencies in how personnel input data and descriptions when completing wetwell cleaning work orders. Staff updated the standard work order and activities to clarify data recording requirements in an effort to address these issues moving forward.



UNAUTHORIZED DISCHARGES (fka SANITARY SEWER OVERFLOWS)

There were 6 unauthorized discharges in the collection-transmission-distribution system this month.

On November 20, 2021, LRD had an unauthorized discharge of 10 gallons of sewage at a private residence on SE Merritt Way in Jupiter, FL. The unauthorized discharge was due to a leak from a low pressure system wet well caused by a cracked pipe within the well. The unauthorized discharge was stopped by shutting down the system until repairs could be made. The affected area was disinfected with Lime. No storm drains or bodies of water were affected.

On November 23, 2021, LRD had an unauthorized discharge of 5 gallons of sewage at a private residence low pressure wet well (LP0687) on US HWY 1 located in Tequesta, FL. The unauthorized discharge was caused by the main breaker in home being tripped. The unauthorized discharge was stopped by turning the breaker back on prior to the time LRD personnel arrived on site. The affected area was disinfected with lime. No storm drains or bodies of water were affected.

On November 29, 2021 LRD had an unauthorized discharge of 500 gallons of sewage from a low pressure force main (LP165-LPM32) on SE Merritt Way in Jupiter FL. The unauthorized discharge was caused by previous construction roadwork in the area resulting in damage to 2 and half inch force main. The unauthorized discharge was stopped by closing the service isolation valves and various residential low pressure units until repairs were made. 1800 gallons of liquid was recovered which included potable water used to wash down the roadway. The area was disinfected with lime. No storm drains or other bodies of water were affected.

On November 30, 2021 LRD had an unauthorized discharge of 50 gallons of sewage from a temporary container installed to maintain service to SE Merritt Way while repairs were made to the force main noted above. The unauthorized discharge was caused by an overflow of the containers due to a lack of continuous monitoring of the temporary system. The unauthorized discharge was stopped by closing off valves to the temporary system until a continuous monitoring of the system was setup and repairs were made to the low pressure main. The immediate area was disinfected with lime. No storm drains or other bodies of water were affected.



LOXAHATCHEE RIVER DISTRICT

Celebrating 50 Years, 1971-2021

MEMORANDUM

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EXECUTIVE DIRECTOR

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CHAIRMAN

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BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

James D. Snyder
BOARD MEMBER

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

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

DATE: December 9, 2021

SUBJECT: November 2021 Operations Department Monthly Report

Treatment Plant Division/Maintenance Department

Overall, the month of November was productive with all monthly reports prepared and submitted on time. There were no permit exceedances this month. The treatment plant operated efficiently and met all treatment objectives. Plant flows during the month of November were generally within the same order of magnitude as the flows recorded during the month of October. The Average Daily Flow (ADF) during November was 7.36 million gallons per day (MGD) vs. 6.97 MGD in October. The Maximum Daily Flow (MDF) during November was 8.31 MGD vs. 7.43 MGD in October. The Peak Hour Flow (PHF) during November was 6,792 gallons per minute (gpm) vs. 8,014 gpm in October. The total rainfall during the month of November was 7.41 inches which is approximately 36 percent higher than the total rainfall during the month of October when we received a total rainfall of 5.46 inches.

The plant did not experience an unauthorized discharges during the month of November.

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Jupiter, Florida 33458

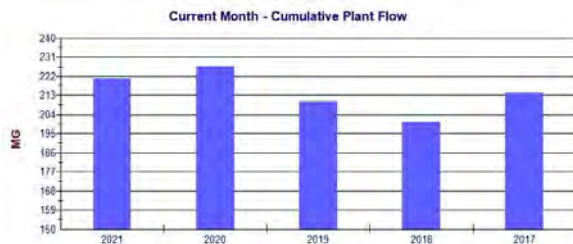
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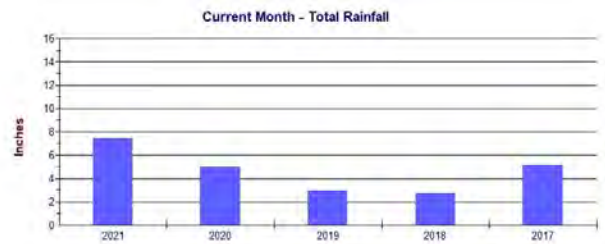
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Water Reclamation - Environmental Education - River Restoration

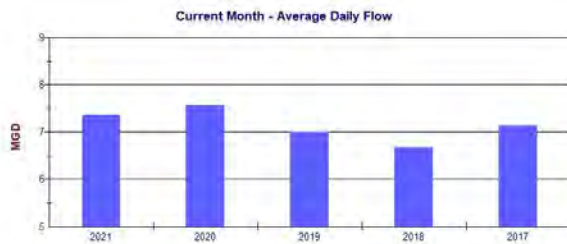
GRAPHICAL SUMMARIES OF PLANT FLOWS AND RAINFALL DATA



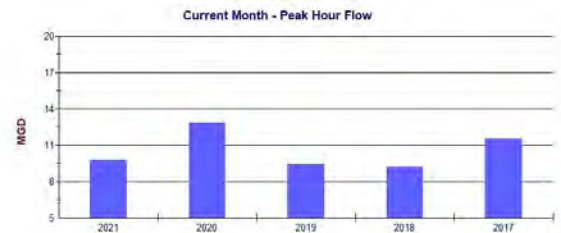
The Cumulative Influent Flow to the plant for the month of November was 220.83 million gallons.



7.41 inches of total rainfall was recorded at the plant site during the month of November.



The Average Daily Flow (ADF) for the month of November was recorded at 7.36 MGD compared to 7.56 MGD one year ago, for the same month.

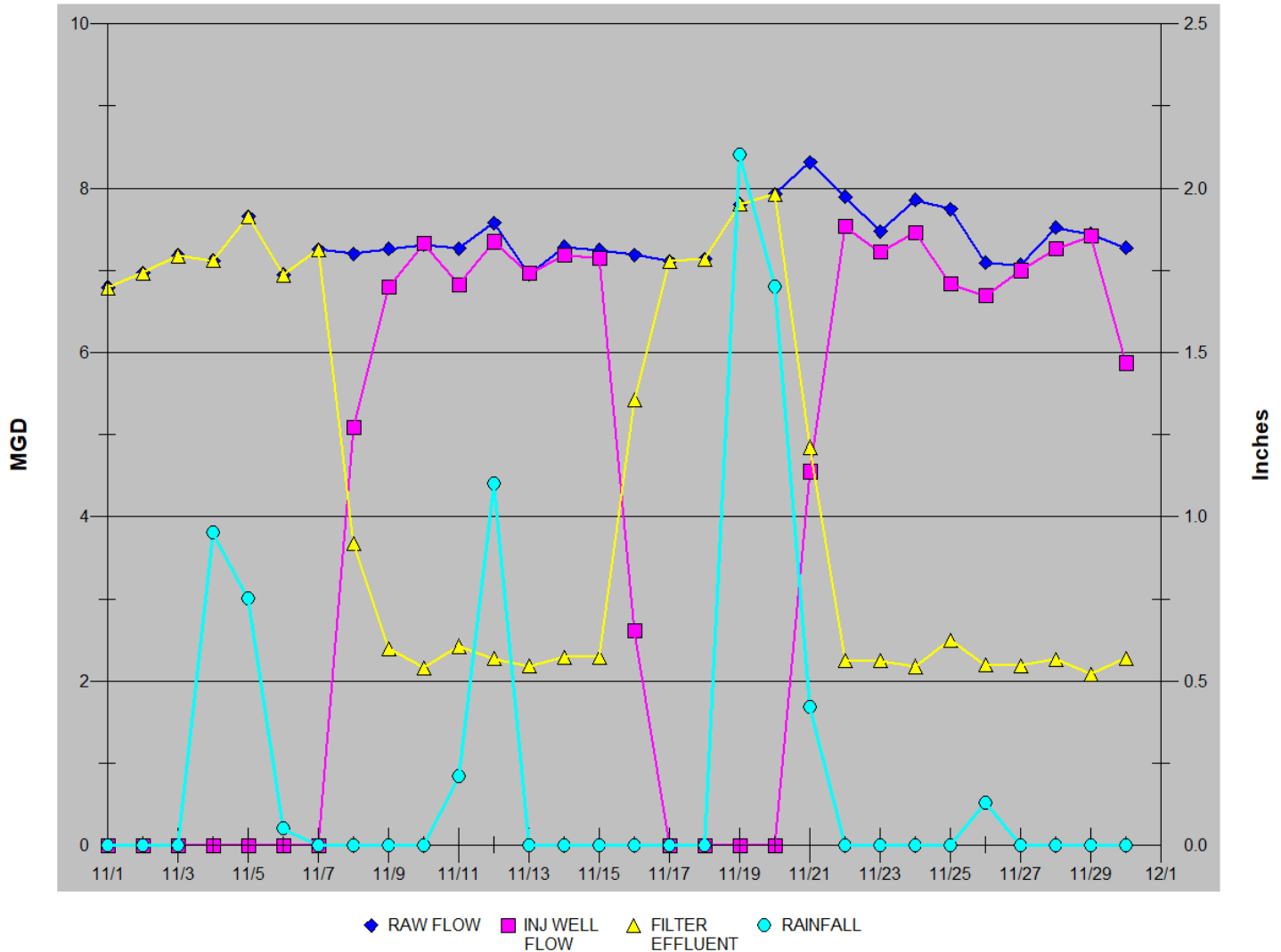


The Peak Hour Flow (PHF) for November was 6,792 GPM which equates to an equivalent daily rate of 9.78 MGD.



The Maximum Daily Flow (MDF) in November was 8.31 MGD.

For the month of November, the cumulative influent flow to the plant was 220.83 MG of which 130.03 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 7.41 inches of rainfall was recorded at the site during the month and a total of 125.12 MG of blended effluent was diverted to the Deep Injection Well. Overall, 58.88% of the plant influent flows were treated and available for reuse as IQ water. The plant delivered a total of approximately 130.03 million gallons of IQ water to the reuse customers during the month of November.



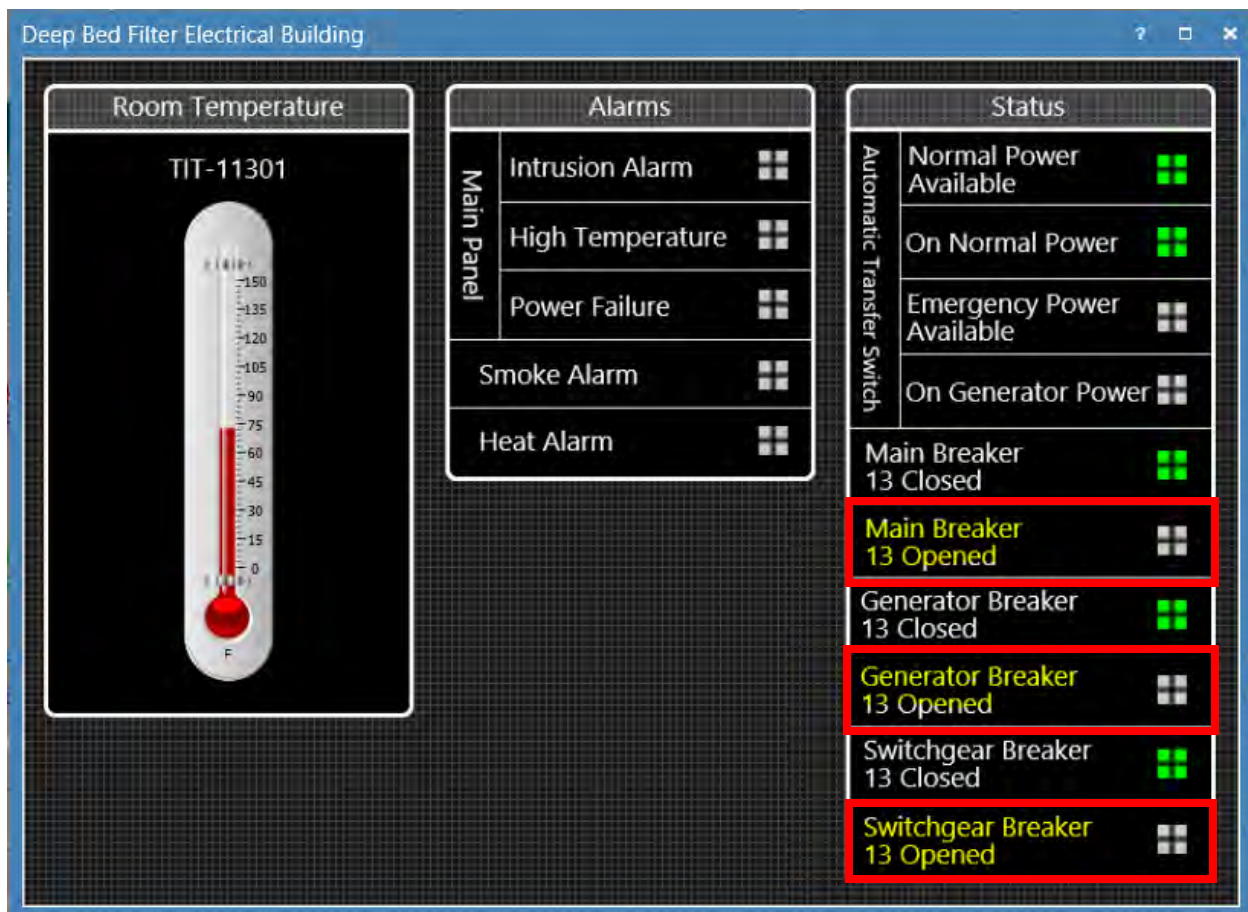
Year to date (i.e., Calendar Year 2021), approximately 85.68% of all influent flow to the plant was treated and available for reuse as IQ water. The total volume of IQ water distributed to reuse customers for the year stands at 2,252.98 million gallons.

All monthly reporting was submitted on time.

Treatment Plant:

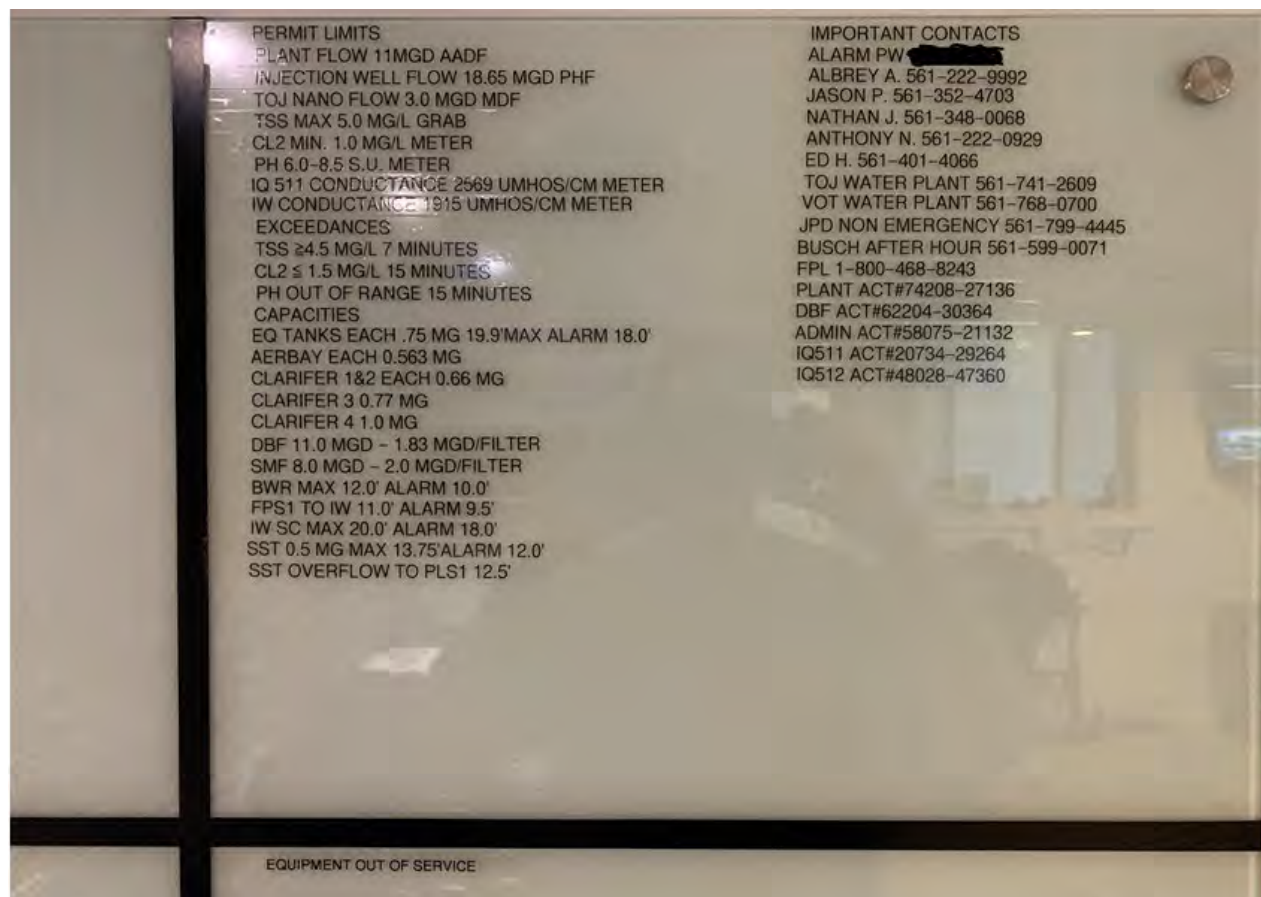
Operations Staff continued to work diligently to perform routine monitoring, sampling and general maintenance of equipment and structures. Staff also completed special projects during the month including collaborating with the Maintenance Team to replace the existing overhead light switches within Electrical Room No's. 1, 2, 3 and 13 with motion activated switches. The use of motion activated switches is consistent with the District's desire to be more energy efficient and environmentally conscious. The replacement of the existing switches is also anticipated to increase the life expectancy of the fixtures/bulbs.

During the month of November, Operations Staff also worked closely with the District's in-house site supervisory control and data acquisition (SCADA) System Specialist to make strategic alarm additions to the backup power and control system for Main Plant Generator No. 3. The additional alarms will provide Operations Staff with more data in the event of a power loss at the plant. This will streamline the time required for troubleshooting and repair of the issue(s).



SCADA Alarm Additions for Main Generator No. 3

Lastly, Operations Staff began the process of replacing and updating the control room status board. The Status Board provides a way to easily display critical information including emergency contact information, operating permit criteria, equipment capacities and control set points in a manner which can be quickly referenced by the on-duty operators. As part of this process, Operations Staff reviewed system as-built data and drawings to double check and re-confirm system design criteria and capacities. This type of exercise is a great way to ensure all data is up-to-date and that all Staff are knowledgeable regarding the WWTP process systems.



New Control Room Status Board

Maintenance Department:

The Maintenance Department continued to efficiently perform planned maintenance (PM) tasks over the last monthly period. In addition to the completion of standard PM tasks the Maintenance Department addressed non-routine maintenance items as well as “special projects”. A few examples of these types of projects are presented below.

The Maintenance Department worked closely with the Construction and Collections Departments, as well as the District's Safety/Compliance Officer, to make critical improvements to the air release valve (ARV) assembly on the Alternate A1A aerial force main. The Maintenance Team procured all required materials and shop fabricated a new air release valve and bypass piping assembly. The assembly was fabricated utilizing socket welded fittings to minimize the number of mechanically coupled joints which have a higher potential for leakage. A total of three (3) mechanical fittings were included to allow for final field fit-up and installation. Upon fabrication, the entire assembly was pressure tested in the shop to ensure a leak free assembly. The Maintenance Team then handed off the fabricated ARV assembly to the Construction Team for installation in the field. During the installation the District's Maintenance Foreman, Anthony Nicoletto, provided oversight and installation assistance.



Alternate A1A Aerial Force Main - Shop Fabricated ARV and Bypass Piping Assembly

During the month of November, the Maintenance Team worked to repair a manually operated gate actuator at B-Structure which had previously failed. B-Structure is the main control gate between the lined holding ponds and the IQ water storage tanks. The B-Structure gate is typically in the “Open” position but as part of ongoing improvements at the IQ-511 pump station, which will allow the direct flow of IQ water from the lined storage ponds to IQ-511, the gate needs to be fully operable. Long time Maintenance Team member, Vir Manera, was tasked with this project. Vir was able to disassemble the actuator and re-build it in house. The District has been extremely fortunate to have Vir on the Team for the last 21 years. Vir has made the decision (after multiple failed attempts) to retire on January 11, 2022. We are certainly going to miss Vir’s diverse skill set and engaging personality. Over the years, Vir has been integral to training more junior staff and imparting his knowledge across the District. Thanks for your dedication and service Vir!



Maintenance Team Member Vir Manera Repairing B-Structure Gate Actuator



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James D. Snyder
BOARD MEMBER

TO: Albrey Arrington, Ph.D., Executive Director
FROM: Bud Howard, Director of Information Services
DATE: December 8, 2021
SUBJECT: Information Services Monthly Governing Board
Update for November 2021

WildPine Ecological Laboratory

Riverkeeper Project

In November, the lab staff and our partners collected water quality samples from 26 monitoring stations throughout the watershed. In addition, a total of 51 bacteria samples were tested for fecal indicator bacteria in support of additional testing for the weekly bacteria monitoring program and the monthly testing in Jones and Sims Creeks.

The overall water quality score for November 2021 was "Good" with 86% of all samples meeting the EPA/DEP water quality criteria. This was a noticeable improvement over last month's score of 69%. The score at this time last year was 80% (see score card below). In general, the water quality scores are higher through the winter and spring months, corresponding to the wet and dry seasons. Another factor for the improvement in scores is reduced sampling effort in the impaired Jones and Sims Creeks associated with the now complete NBOT monitoring project.

Total Nitrogen scored "Good" during November at 92% of sites meeting the water quality criteria; slightly down from last month's 100%, but similar to November 2020's score of 93%. **Total Phosphorus** scored "Good" with 92% of sites meeting the criteria, a noticeable improvement over last month at 75% and last year at 78%. **Chlorophyll**, which frequently struggles to meet the stringent water quality criteria, scored in the "Good" category this month at 81%. This is also a significant improvement over last month's score of 46%, but not as good as the 96% last year. For the combined

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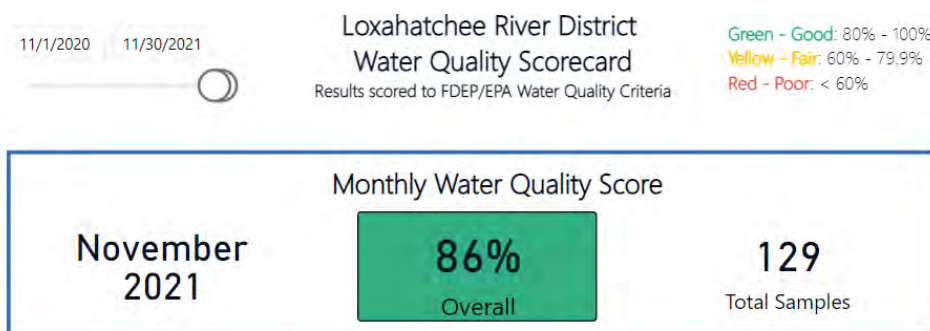
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Fecal Indicator Bacteria (fecal coliforms in all waters, enterococci in marine and brackish waters and *E. coli* in fresh waters), November scores were “Good” at 82%; up from last month’s 64% and last year’s 70%. Many of these observations are similar to historical values for this time of year when we see reduced rainfall and cooler water temperatures, result in decreased nutrients, bacteria and productivity.

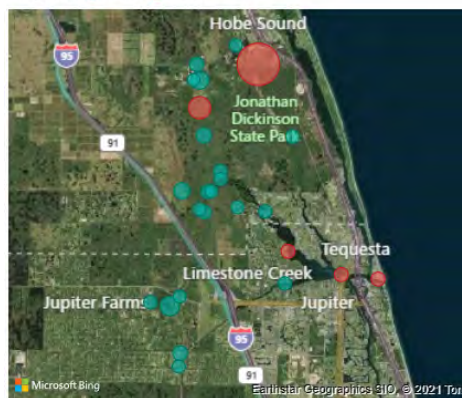


TN: Total Nitrogen, TP: Total Phosphorus, CLA: Chlorophyll a, BAC: Enterococci and E. coli bacteria

Year	Month	# Samples	Overall Score	# TN Samples	Total Nitrogen Percent Good	# TP Samples	Total Phosphorus Percent Good	# CLA Samples	Chlorophyll Percent Good	# BAC Samples	Bacteria Percent Good
2021	November	129	86%	26	92%	26	92%	26	81%	51	82%
2021	October	164	69%	28	100%	28	75%	28	46%	80	64%
2021	September	164	66%	24	96%	24	83%	24	46%	92	60%
2021	August	184	66%	26	77%	26	73%	26	62%	106	62%
2021	July	243	56%	55	98%	55	62%	55	16%	78	51%
2021	June	117	82%	16	100%	16	88%	16	69%	69	80%
2021	May	136	88%	22	95%	22	91%	22	64%	70	91%
2021	April	148	78%	27	93%	27	81%	27	56%	67	81%
2021	March	122	90%	16	100%	16	100%	16	69%	74	91%
2021	February	133	85%	23	91%	23	96%	23	70%	64	84%
2021	January	147	84%	27	93%	27	85%	27	78%	66	83%
2020	December	128	87%	17	100%	17	100%	17	100%	77	78%
2020	November	157	80%	27	93%	27	78%	27	96%	76	70%
Total		1972	76%	334	94%	334	82%	334	60%	970	74%

Chlorophyll a (ug/L)

CHL_Score GOOD POOR



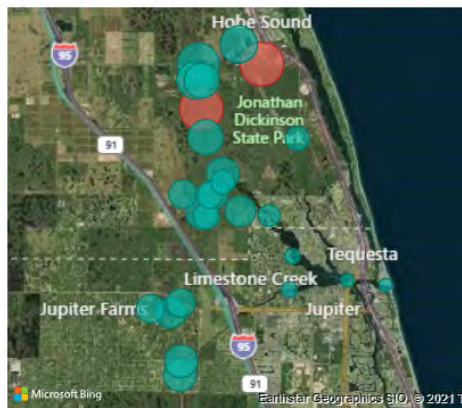
Spatial Distribution of Results

Chlorophyll scores showed a few high values in the northern portion of the watershed, and a few sites in the lower estuary. Station 56 (Papaya Village Outfall in Hobe Sound) had the highest result at 74 µg/L, well over the water quality criteria of 20 µg/L for freshwater sites. Station 101 (Jenkins Canal into JD State Park) was also over the NNC at 25 µg/L. All three lower sites (Stations 10, 40, 60) had relatively low chlorophyll values below or equal to 5 µg/L, but this was higher than the strict water quality criteria (1.8 µg/L) for this segment of the river. There were no samples collected for chlorophyll from Jones and

Sims Creeks this month because we have switched back to our quarterly sampling schedule for nutrients and chlorophyll.

Total Nitrogen (mg/L)

TN_Score ● GOOD ● POOR



Nitrogen scored mostly “Good” for most of the sites across the watershed. But, like chlorophyll, two stations in Jonathan Dickinson State Park scored “Poor”. Stations 56 and 101 were just over the water quality standard of 1.5 mg/L, with both sites at 1.6 mg/L.

Total Phosphorus (mg/L)

TP_Score ● GOOD ● POOR

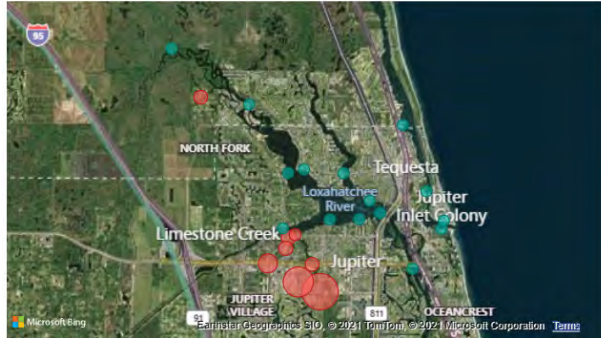


Like the nitrogen results, most of the sites scored “Good” for Phosphorus except for two samples in the lower estuary that scored “Poor”. Station 10 and 40 tested just over the water quality standard (0.032 mg/L) at 0.038 and 0.036 mg/L.

Bacteria results again showed the common spatial patterns that we often see. Not surprising, the majority of the high fecal indicator bacteria were located around urban Jupiter sites, which include Jones and Sims Creek, where we monitor enterococci (left panel in figure below). The footbridge site (TPJ) in Jones Creek had the highest average enteric concentrations this month at 4,106 MPN/100 mL water. The Caloosahatchee Rd culvert site (CALC) had the next highest average enteric concentration at 3,130 MPN/100 mL water. Like the enteric bacteria, the fecal coliform bacteria concentrations were highest also at the TPJ and CALC sites with concentrations of 3,076 and 2,098 MPN/100 mL (right panel in figure below).

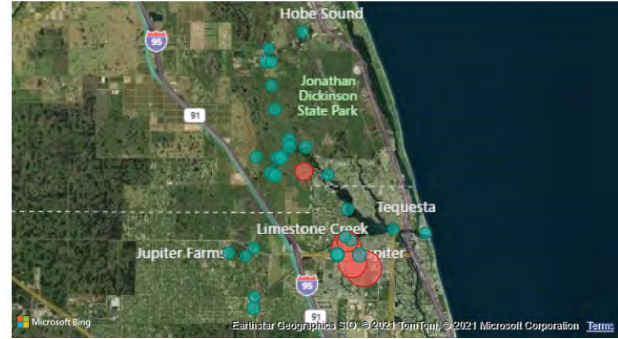
Enterococci Bacteria - Criteria: 130 MPN/100mL

ENT_Score ● GOOD ● POOR



Fecal Coliform Bacteria - Criteria: 800 MPN/100mL

FC_Score ● GOOD ● POOR



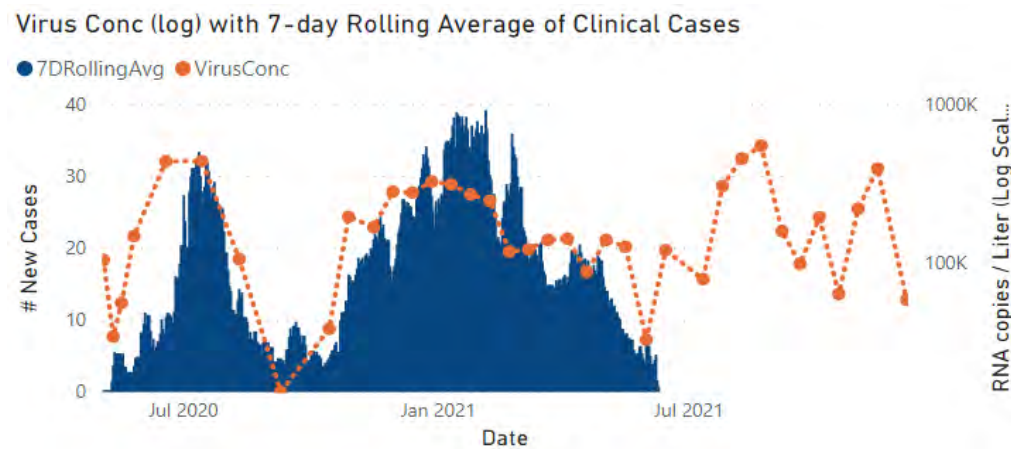
Nano Bubble Ozone Treatment (NBOT) Project

Staff have been working on the data review, analysis and report writing for the NBOT project. For this month's Watershed Status report we will provide a summary of our findings and future plans.

Wastewater Surveillance of COVID-19

The wastewater surveillance testing for SARS/COVID-19 showed a notable rise in virus concentration in our samples collected on November 1st and 15th, but then a substantial decrease in the December 6th sample. Biobot has confirmed that their test results include any presence of the omicron variant, and they are working on test methods for detection and quantification of omicron, but the latter is far more challenging.

We are honored to have our Wastewater Surveillance data visualization web page featured in a new scientific article published by a very prestigious group of authors in the journal of Global Public Health. Link [HERE](#).



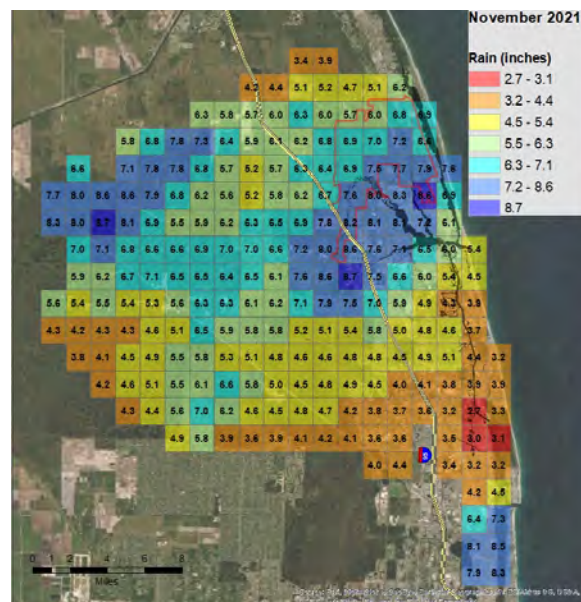
Raw virus concentration measured in LRD's wastewater by Biobot Laboratory with the 7-day rolling average of the Florida Department of Health reported COVID-19 clinical cases for zip codes 33458, 33469, and 33477 through June 6, 2021, the last day of reporting.

Hydrologic Monitoring

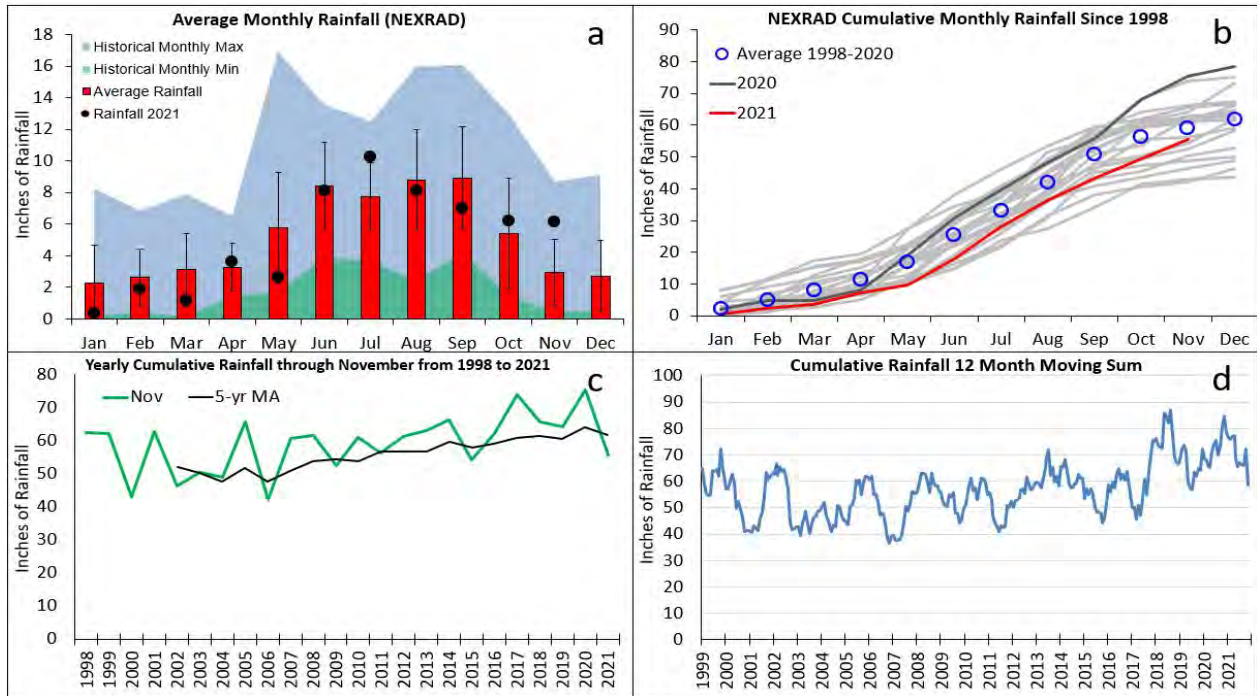
Total rainfall during November, measured as an average across the watershed was 6.2". This was nearly double the historical average of 2.9" for November (panel 'a' in figure below), but below the 7.3" last year. Rainfall was detected across the watershed during 16 days in November with the highest single-day total of 1.5" recorded on November 5. The three day period beginning November 19 resulted in just over 3" of rain. The higher than average rainfall measured during November brought the cumulative year to date rainfall closer to the historical average. Through November the cumulative rainfall was 55.7" (panel 'b' in figure below), which is about 6% below the average of 59.2" historically measured through November, and is the lowest cumulative rainfall for the period since 2015 when cumulative rainfall measured 54.3" (panel 'c' in figure below).

The 12-month moving sum of rainfall (panel 'd') also suggests an general decreasing trend in recent rainfall with a 12-month sum of 58.6" compared to 84.6" seen this time last year.

Rainfall across the watershed during November showed multiple regions of high rainfall ranging from 8.7" in the wettest regions to 2.7" in the driest (figure right). The wettest areas included the regions that encompass all three river forks of the Loxahatchee River, including portions of Jonathan Dickinson State Park. Other wet regions included portions of Hungryland Wildlife Conservation Area and southern coastal regions near Peanut Island in Palm Beach; the driest region was just north of here near Munyon Island in Lake Worth Lagoon.



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



Figures above display various measures of rainfall. Panel (a) shows average monthly rainfall from 1998 to 2020 (red bars; error bars indicate ± 1 sd). Black dots indicate monthly rainfall for 2021. The blue and green shaded areas show the maximum and minimum rainfall ever recorded for each month. Panel (b) shows monthly cumulative rainfall for each year since 1998. Red line indicates cumulative rainfall during 2021; dark gray line indicates rainfall during 2020. Blue circles are monthly cumulative average rainfall measured between 1998-2020. Panel (c) shows cumulative annual rainfall using NEXRAD radar-based data. Green line indicates cumulative rainfall through November for each year since 1998, when the radar-based rainfall measurements began. Black line is the 5-year moving average across all years. Panel (d) shows cumulative 12-month moving total of monthly rainfall.

Prior to the three day rain event beginning November 19, river flows had remained largely unchanged from the previous month averaging 194 cfs and ranging from 153 to 246 cfs. However, in response to this rainfall, flow measured at Lainhart Dam increased to a peak of 445 cfs before gradually decreasing to 223 cfs by month's end. Accordingly, flow at the S-46 structure remained zero leading up to November 19 but momentarily opened to a peak flow of 234 cfs on November 21 but rapidly returned to minimal flow by the 25th and by month's end had returned to zero flow. Notably, this wet season, there were no days of flow greater than 300 cfs from S-46 that we consider the "Caution" level for salinity effects on the lower estuary. This year water managers have been successful at holding water throughout the region to prevent flood control releases into the Loxahatchee River estuary.

Oyster Spat Monitoring

Oyster spat settlement evaluation for the 27-day period ending November 16 is complete and indicates higher than usual late-season oyster spawning. In the Northwest Fork, average spat density was 6,440 spat m² with a majority, or 80%, of the settlement activity occurring at the downstream site (figure below).

This is nearly unchanged from previous period when spat density was 6,883 spat m² with downstream site accounting for 79% of settlement activity. Density was notably higher than the historical period average of 2,339 spat m² and several times higher than the 199 spat m² counted during the same period last year (2020).

Oyster spat settlement in the Southwest Fork experienced a substantial increase in settlement density this period at 8,837 spat m² with about 60% of settlement activity occurring at the upstream site. This density is up substantially from 2,525 spat m² observed during the previous period, and the historical average of 1,782 spat m².

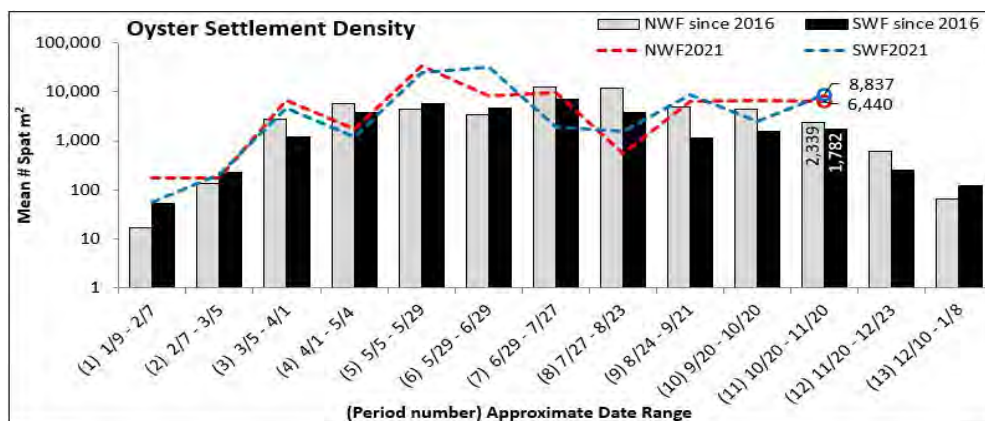
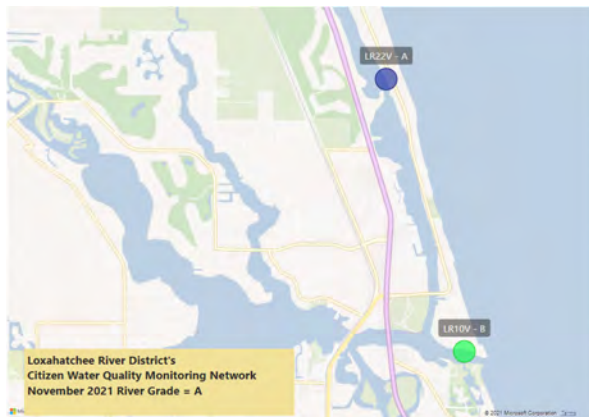


Figure shows mean oyster spat settlement for the Northwest Fork (gray bars) and the Southwest Fork (black bars) since 2016. Dashed lines show oyster spat settlement so far for 2021 in the NWF (red) and SWF (blue). Note logarithmic scale of vertical axis.

Volunteer Water Quality Monitoring Program



The Volunteer Water Quality grade for November scored an “A”. Like the RiverKeeper monitoring, most of the parameters for the sites scored very well this month. The exception was the rough seas that contributed to the low water clarity at the Inlet site during the incoming tides.

Site	Temp (F)	Secchi	Salinity	pH	DO	DO%	Color	Vis	Salt	pH	DO	DO%	Color	Score	Grade
LR10V	24.2	1.73	33.1	8.1	6.8	97.4	1.0	D	A	A	B	B	A	86.1	B
LR22V	22.9	1.13	33.5	8.1	5.4	75.8	1.0	A	A	A	A	A	A	100.0	A
Average	23.5													94.0	A

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

Customer Service

Payment Processing

The 4th Quarter bills were due November 17th and the Customer Service Team was busy processing over 20,000 payments totaling over \$2.8M. 8,567 of these payments were Automatic payments, which set a new record of over 28% of the total payments for the quarter. This metric is far above industry standards and provides us significant benefits including highly efficient processing and fewer delinquencies. Interestingly, we recorded a 6% decline in the total number of credit card payments – the first in over 5 years - while eCheck payments counts increased marginally.

New Customer Information & Billing System

On November 19th we advertised our Request For Proposals (RFP) for a new customer information and billing software system, payment processing services, and printing & mailing services. We have received a good response from a multitude of vendors. The submittal deadline for proposals is December 17. We plan to bring vendor recommendations to the Board for approval in January or February, depending on the time needed by the selection committee to review and score the responses.

Information Technology (IT)

Administration Lobby Communication Improvements

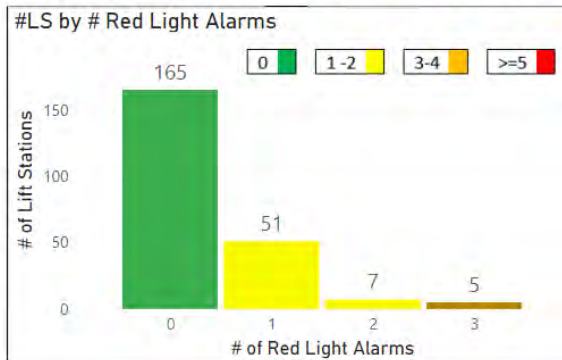
We have setup a quick, efficient, and discrete method for our front desk staff to contact other members of their team for assistance. With the press of a button, the customer service team is notified via email and text message that assistance is required at the front desk.

Sewer Collections System Emergency Call Dashboard Improvements Part 2

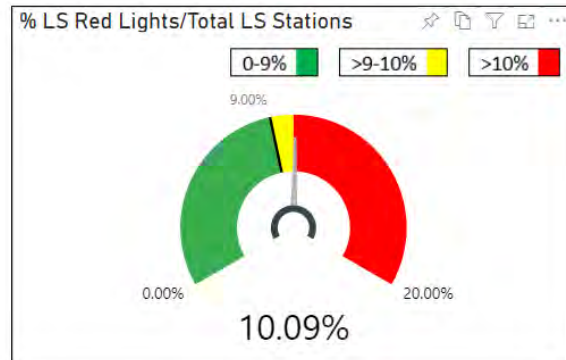
We continued work with the Collections department to improve the analytics of reporting data from our computerized maintenance management system (CMMS). We have now fully automated the computation of monthly dashboard analytics for assessment and reporting as illustrated in some of the samples below.

Emergency Call Work Orders Dashboard

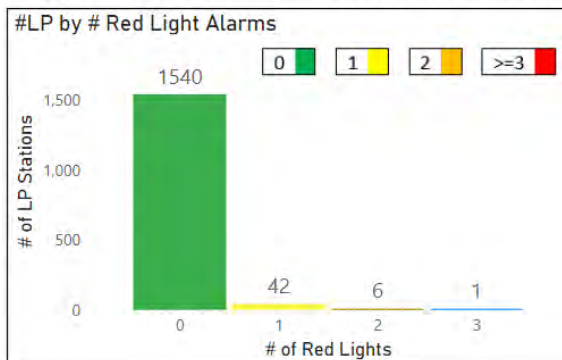
September 2021 - November 2021



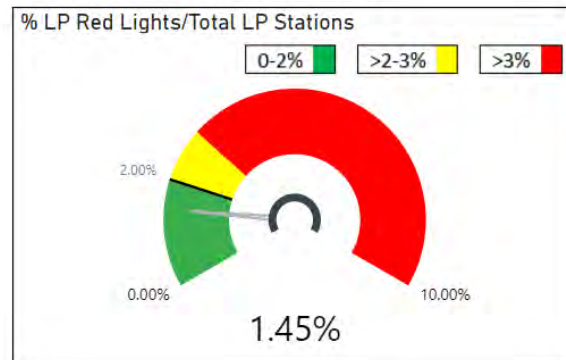
November 2021



September 2021 - November 2021



November 2021



Examples of the new 3-month and 1-month KPI's for Lift Station and Low Pressure Station Red Lights.

Loxahatchee River Environmental Center

December 2021



River Center Summary Statistics

LRD'S ENVIRONMENTAL STEWARDSHIP DASHBOARD



		Environmental Stewardship Impact <small>[% ES Impact = (Total Visitors x ES Index) / Monthly Target]</small>	Environmental Stewardship Index	Total Visitors <small>(incl. Visitors, Field Trips, Onsite Programs)</small>	Average Program Participation <small>[Actual participants / Capacity of Program]</small>	Volunteer Engagement	1st Time Visitors	Visitor Satisfaction	Staff Overall Program Assessment	Expenses	Program Revenue
Benchmark / Customer Expectation		% of Target	Monthly Average <small>[Max Rating is 9]</small>	% of Target	% of Capacity	% of Target	% of Target	Rating Average <small>[Max Rating is 5]</small>	Rating Average <small>[Max Rating is 9]</small>	% within budget	% of Target
Blue Level		≥ 110%	≥ 8	≥ 110%	≥ 95%						
Green Level		≥ 90%	≥ 7	≥ 90%	≥ 75%	≥ 90%	≥ 90%	≥ 4	≥ 7	≥ 85% but ≤ 105%	≥ 90%
Yellow		≥ 75%	≥ 5	≥ 75%	≥ 50%	≥ 75%	≥ 75%	≥ 3	≥ 5	≥ 80%	≥ 75%
Red		< 75%	< 5	< 75%	< 50%	< 75%	< 75%	< 3	< 5	< 80% or > 105%	< 75%
2018 Baseline		130%	7.3	76%	90%	152%	88%	4.8	7.3	90%	194%
2019 Baseline		134%	7.3	44%	83%	121%	124%	4.7	7.8	97%	128%
2020 Baseline		62%	7.6	28%	50%	70%	65%	4.6	7.8	81%	103%
2020	Nov	79%	6.5	48%	46%	67%	60%	4.7	6.9	71%	104%
	Dec	95%	8.1	44%	51%	84%	105%	4.7	7.9	74%	81%
2021	Jan	89%	8.1	50%	65%	80%	92%	4.6	7.9	88%	92%
	Feb	130%	8.1	65%	84%	67%	89%	4.6	7.5	74%	101%
	Mar	304%	8.4	99%	86%	68%	275%	4.6	7.9	78%	85%
	Apr	166%	8.6	134%	83%	123%	320%	4.8	7.7	84%	89%
	May	135%	8.0	92%	84%	112%	270%	4.4	7.9	89%	72%
	June	312%	8.1	142%	106%	115%	328%	4.6	8.0	96%	51%
	July	371%	8.1	205%	87%	154%	579%	4.5	8.1	115%	49%
	Aug	355%	8.1	160%	85%	175%	330%	4.7	8.0	107%	86%
	Sept	237%	7.6	192%	85%	66%	519%	4.6	7.8	91%	83%
	Oct	63%	7.8	77%	81%	92%	155%	5.0	7.8	104%	90%
	Nov	76%	8.0	75%	87%	112%	156%	4.9	7.9	89%	101%
Consecutive Months at Green		0	12	0	10	2	9	13	13	3	2
Metric Owner		O'Neill	O'Neill	O'Neill	Harris / Duggan	O'Neill	O'Neill	O'Neill	O'Neill	O'Neill	O'Neill

Metric	Explanation
Environmental Stewardship Impact	With the new fiscal year, targets were reassessed and raised to 80% capacity of our pre-COVID numbers. Palm Beach County schools have been slow to come back to field trips. As a result, we are seeing fewer field trips and the field trips that are scheduling are private schools or homeschool coops that typically have 25 students or less in their group. We are seeing only 30-50% of our normal average of school students.
Total Visitors	This number also reflects the reduced amount of field trip participants.

River Center General

Special Programs

Jr. Aquarist Homeschool Series: Students ages 11-16 [October 6th - November 10th]

For the 2021-2022 school year, the River Center decided to change the format of our homeschool workshops for older students. The idea was to create a class once a week for six weeks that focused on aquariums. The lessons included water quality testing, animal behaviors, aquarium care, fish morphology, animal collection and permits, and fish feeding. We also decided to take some of the classes to offsite locations including seine and dip netting at Blowing Rocks Preserve, a Day in the Life of the Indian River Lagoon citizen scientist event at the Jupiter Inlet Lighthouse Outstanding Natural Area, and a kayak tour to Fullerton Island and Sawfish Bay. Throughout the 6 weeks we had 69 slots of students attend out of 84 (82% attendance rate) with 20 students coming to more than one class. With the success of this semester, we will host another six-week series during the spring semester.



LRD Connections:

- **Water Supply**
 - *Water Quality Testing (10/6/2021)*
 - *Animal Behaviors (10/20/2021)*
 - *Aquarium Care & Fish Feeding (11/3/2021)*
- **Solid Waste**
 - *Kayak Trip (10/27/2021)*
 - *Fishing Clinic: Fish Morphology & Animal Collection (11/10/2021)*
- **Stormwater**
 - *A Day in the Life of the IRL @ JILONA (10/7/2021)*
 - *Estuary Exploration @ BRP (10/13/2021)*

Lagoonfest Outreach [Saturday, November 6]

River Center staff attended Lagoonfest in Downtown West Palm Beach. This event highlights the beautiful Lake Worth Lagoon and allows visitors to experience different organizations and activities associated with the lagoon. It was a beautiful day on the waterfront and the turnout for the event was great. Sara was able to introduce the River Center to a wide range of new families and people in our community. We had over 400 visitors to the River Center booth. We are looking forward to participating in this event next year.



Kids Day at Riverbend Park [Saturday, November 6th]

The River Center participated in a Kid's Day outreach at Riverbend Park. This event featured a day of outdoor activities including games, animal encounters, archery, fishing and historical reenactments. Our alligator Cypress participated in this event and he was used to discuss the local wildlife that can be found on and around the Loxahatchee River. Throughout the day, 150 visitors came to the River Center's table.

Campfire for Girls [Saturday, November 6th] (Bridge Program)



The River Center hosted its fifth Girl Scout Way campfire workshop, entitled “Campfire for Girls.” This event was open to all girls celebrating sisterhood across ages, backgrounds, and cultures; honoring what brings us together. These activities included time-honored traditions like singing campfire songs, creating swaps, roasting marshmallows by the fire, participating in the Juliette Gordon-Low candlelight ceremony, and enjoying being with other girls from their community! Our favorite part each year is the Women Leaders of Today. Girls visit different booths with a variety of women role models in the field of

science, education, research, and engineering. The girls learned about what inspired these women, how they help the community, and what it means to be a leader. This event had 128 girls and 55 adults in attendance. The River Center would like to thank our Women Leaders of Today and the numerous teen volunteers that helped make this event a success.

- Florida Park Service – John D. MacArthur Beach State Park
- Max Planck Florida Institute for Neuroscience
- Florida Fish and Wildlife Conservation Commission: Everglades Youth Conservation Camp
- Society of Woman Engineers/South Florida Water Management District
- Pratt and Whitney
- Loxahatchee River District’s WildPine Laboratory (Dr. Rachel Harris & Michelle Stitsky)
- Girl Scouts of Southeast Florida



Kayak Tour-Fullerton Island and Intracoastal Tour [Thursday, November 11th]



The River Center hosted a public kayak tour to Fullerton Island and surrounding waters. Launching from Burt Reynold's park, guests paddled by the restored Fullerton Island and then made their way towards the waters of Sawfish Bay to check out some local wildlife. Osprey and pelicans were in abundance on this beautiful and breezy day on the water.

Kayak Cleanup with Pratt & Whitney [Saturday, November 13th]

The River Center partnered with Pratt & Whitney for a kayak cleanup in the waterways around Burt Reynolds Park and Fullerton Island. In the past we have partnered with Pratt & Whitney for various service projects such as park cleanups, garden restoration, and maintenance work at the River Center. We love partnering with environmental groups for these events because they are so important for the health of our area. The lagoon is constantly plagued with debris due to high boat traffic and heavy use and through these cleanups we can make a difference. We explored the mangrove islands and managed to



find about 50 pounds worth of debris. Even though these events can be hard work, we are always happy to do our part to keep our local waterways clean.

LRD Connections:

- **Solid Waste** – Often times we may find garbage along our waterways when we are kayaking. Mangrove tree roots can trap plastic bags and large debris. Through cleanups like this, we can help keep debris out of the Loxahatchee River watershed.



Nature Hike-Culpepper Ranch [Tuesday, November 23rd]



The River Center team facilitated a nature hike as part of our Naturalist Series. Seventeen visitors and two staff took a trip through the Culpepper Ranch property in Jupiter Farms. This special property is part of the Loxahatchee River Watershed Restoration Project whose goal is to capture, store, and treat excess water currently discharged to the Lake Worth Lagoon, improve the quality, quantity, timing, and distribution of water delivery to the Loxahatchee River and estuary to meet flow targets of the Wild and Scenic

Northwest fork. Participants walked along cypress trees, marsh grass, and old cattle pastures viewing Woodpeckers, Red-shouldered Hawks, Queen and Viceroy butterflies. Some even enjoyed swinging in the trees!

Homeschool Workshop [Friday, November 19th]

The Homeschool Workshop for students ages 7-10 was titled Insect Inspection. Seventeen students learned that all insects have the same basic body parts, but there are differences in shape, color, and size. The group went outside to perform an investigation of insects (or bugs and critters) that live in the River Center's pollinator garden. We found ladybugs, aphids, butterflies, millipeds, centipedes, snails, and ants. Afterwards, the students were able to use hand lenses and stereoscopes to draw and record their findings, and gain an appreciation for the incredible job insects play on our planet.

LRD Connections:

- **Water Supply** – Students learned that insects play a vital role in habitats across the Loxahatchee River watershed. Insects act as "nature's recyclers" helping to restore the health of soil and leaf litter as well as providing soil aeration which allows water percolation. Insects need a quality water source in their habitats.





proper watering practices.

Blooming in the Garden [Saturday, November 20th]

The Blooming in the Garden early learner family program theme this month was “Birds on the Move” and included a story and craft activity about bird migration. Families got the opportunity to explore the River Center’s pollinator garden and learned how to use binoculars to observe birds in the garden. We had 8 children and 7 adults enjoy the morning learning and exploring nature in our own backyard.

LRD Connections:

- **Water Supply** – *Students learned about water conservation efforts including planting native plants, right plants/right place, and*

Thanksgiving Family Activities: Fishing Clinic & Craft-a-Palooza [Wednesday, November 24th & Saturday, November 27th]

Over the Thanksgiving break we were able to provide some fun activities for families to enjoy while kids were off from school. On November 24th, the River Center hosted a fishing clinic where families learned how to tie knots, dehook a fish, measure a fish, use a fishing regulation book, cast, and wait for a fish. Six adults and 10 children spent some time hanging out on the dock at Burt Reynolds Park fishing and enjoying the morning outside. On Saturday morning after Thanksgiving, the River Center classroom was turned into Craft-A-Palooza. Families enjoyed spending time together making a variety of arts and crafts to take home. Kids made beaded necklaces, thank you cards, s’more pins, owl masks, and seed art. Families could also enjoy reading books and playing with puzzles. We had over 25 families come through to spend some extra time together at the River Center.



Science with Sam

In November Science with Sam taught two classes, one about habitats and the other about the four seasons. In the habitats lesson students learned what a habit is, resources wildlife needs in each habitat, which habitats we have in Florida, and ways we can protect our local habitats. Students partook in an educational game showcasing the struggles wildlife faces while living in changing habitats. The connection was made to the Loxahatchee River District and the work our staff puts in to restore oyster and seagrass habitats, along with the wastewater treatment plant which recycles water for human usage and manages stormwater.



extra water coming in and adjust how the plant operates.

In the four seasons lesson students learned what causes the change in seasons, how the change in seasons affects wildlife, and the other seasons we experience in Florida (wet season and dry season). Students took a walk through the River Center Garden observing deciduous plants and afterwards crafted a “four seasons” tree decorated with pumpkin seeds. The connection was made between wildlife adapting to the changing seasons and the LRD’s wastewater treatment plant which much accommodate the influx of people in our community during the holidays; our busy season. Students understood that when more people are using water at home the plant must prepare for



Volunteer of the Month

The Volunteer of the Month for November 2021 is Lily Langbert. Lily has been volunteering twice a week at the River Center taking on multiple responsibilities such as the education assistant for our after-school Science with Sam program on Wednesdays, as well as our Saturday animal care and fish feeding volunteer. She consistently works hard and with great attention to detail to make sure that the animals are well taken care of. Her consistency and dedication to the Science with Sam program have helped deliver quality and meaningful experiences for participating children. Her passion for the Loxahatchee ecosystem and animals at the River Center is apparent and we are grateful for such a young and dedicated volunteer. Thank you Lily!!

Upcoming River Center Events

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

Every Thursday, 9:30 a.m. – 10 a.m. – Story time: Join the River Center outside in the Chiki hut for Story Time. Families are welcome as we read stories and have an animal encounter.

December 17, 9am – 11am: Nature Hike – Loxahatchee Slough: Come explore with us! Tie up your hiking boots and join the River Center on Friday, Dec. 17th for our Nature Walk through the Loxahatchee Slough. Walk along the guided paths and immerse yourself in this local natural area. We will explore a path inside this natural area with uneven terrain. Interested participants should wear closed toed shoes, long pants(recommended), a walking stick, comfortable clothing and bring plenty of water. Please RSVP to attend. Space is limited.

December 18, 10 a.m. – 11:30 a.m.: Blooming in the Garden: Join the River Center for our Blooming in the Garden program, designed for children ages 3-6. The program will start at 10:00am at the River Center Fire Pit 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 is time to go home, children will receive seeds to take home to start their own garden! So do not miss this exciting opportunity for your little ones to enjoy nature!

December 29, 9am – 12pm: Fishing Clinic: Fishing clinics are a fantastic 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! The cost is \$10 per child. Interested participants should bring water, sunscreen, a hat, and sunglasses.

December 31, 10am – 1 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 do not miss out on this exciting event! No registration required.

January 12, 19 & 26th: 4 p.m. – 5 p.m.: Science with Sam: On select Wednesdays 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 hands-on opportunities with wildlife. Each month has a different theme! Upcoming themes are: 12/8 – Rocks Rock @ BLM (Bureau of Land Management) & 12/15 – Powerful Pollution

January 15, 8 a.m. – 4 p.m.: Boating Safely Class: *Classes are planned to resume IN PERSON!* 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. Recommended for children 12 years and up.

January 22, 8:30 a.m. – 12:30 p.m.: Girl Scouts Wilderness Explorers: Daisy and Brownie Girl Scouts are going on an outdoor adventure as wilderness explorers. At this workshop, girls will earn their Daisy Eco Learner and Brownie Outdoor Adventure badges. Participants will learn some ways to protect nature while enjoying new outdoor activities. Girls will play outside, explore nature, and learn how to protect it along the way. Girls will also learn how to be kind to others, respect nature, and be responsible while being a wildlife explorer.

January 28, 2 – 4 p.m.: Nature Hike at Frenchman’s Forest Natural Area: Come explore with us!

Tie up your hiking boots and join the River Center on Friday, Jan. 28th for our nature walk through Frenchman’s Forest. Walk along the guided paths and immerse yourself in this local natural area.

We will explore a path inside this natural area with uneven terrain. Interested participants should wear closed toed shoes, long pants (recommended), a walking stick, comfortable clothing and bring plenty of water. Bug spray is highly recommended. Please RSVP to attend. Space is limited.

January 29, 10 a.m. – 11:30 a.m.: Blooming in the Garden: Join the River Center for our Blooming in the Garden program, designed for children ages 3-6. The program will start at 10:00am at the River Center Fire Pit 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 is time to go home, children will receive seeds to take home to start their own garden! So do not miss this exciting opportunity for your little ones to enjoy nature!

February 9, 16, 23rd: 4 p.m. – 5 p.m.: Science with Sam: On select Wednesdays 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 hands-on opportunities with wildlife. Each month has a different theme! Upcoming themes are: 12/8 – Rocks Rock @ BLM (Bureau of Land Management) & 12/15 – Powerful Pollution

February 16, 9-11 a.m.: Nature Hike at Cypress Creek Natural Area: Come explore with us! Tie up your hiking boots and join the River Center on Wednesday, Feb. 16th for our Nature Walk through Cypress Creek North. Walk along the guided paths and immerse yourself in this local natural area. We will explore a rugged path inside Cypress Creek filled with high grasses, mud, standing water, and thick bushes. Interested participants should wear closed toed shoes, long pants, a walking stick, comfortable clothing and bring plenty of water. Make sure to RSVP to this event! Space is limited. Experience Level: This trail is wild and rustic, large overgrown plants and uneven terrain are common. Please be advised, this is not recommended for children or participants with limited mobility.

February 19, 8 a.m. – 4 p.m.: 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. Recommended for children 12 years and up.

February 19, 10 a.m. – 11:30 a.m.: Blooming in the Garden: Join the River Center for our Blooming in the Garden program, designed for children ages 3-6. The program will start at 10:00am at the River Center Fire Pit 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 is time to go home, children will receive seeds to take home to start their own garden! So do not miss this exciting opportunity for your little ones to enjoy nature!

February 25, 2 – 4 p.m.: Sweet Bay Natural Area: Come explore with us! Tie up your hiking boots and join the River Center on Friday, Feb. 25th for our Nature Walk through Sweet Bay Natural Area. Walk along the guided paths and immerse yourself in this local natural area. We will explore a path inside this natural area with uneven terrain. Interested participants should wear closed toed shoes, long pants(recommended), a walking stick, comfortable clothing and bring plenty of water. Please RSVP to attend. Space is limited.



LOXAHATCHEE RIVER DISTRICT

Celebrating 50 Years, 1971-2021

MEMORANDUM

D. Albrey Arrington, Ph.D.
EXECUTIVE DIRECTOR

To: D. Albrey Arrington, Ph.D., Executive Director
From: Ed Horchar Safety Officer
Date: December 10, 2021
Subject: District Safety Report for November 2021

Stephen B. Rockoff
CHAIRMAN

Gordon M. Boggie
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

Harvey M. Silverman
BOARD MEMBER

James D. Snyder
BOARD MEMBER

Safety Metrics: October 2021

OSHA recordable injuries: One

Lost time injuries: None

Actual TRIR: 2.6

TRIR = Total Recordable Incident
Rate [Goal <2.3]

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.*

OSHA Recordable Incident:

As referenced in October's Report, sustaining zero injuries and motor vehicle incidents would be the LRD's challenge moving forward. We have experienced some success preventing accidents after sustaining 5 consecutive months without an OSHA Recordable Injury or Motor Vehicle Accident (MVA). However, the LRD experienced an OSHA Recordable injury for the first time in six months in November. With two recordable injuries in the last rolling twelve-month period, we currently have a Total Recordable Incident Rate (TRIR) of 2.6, above our goal of 2.2 or less. In addition, we experienced two Motor Vehicle Accidents (MVAs) in November, resulting in a total of three MVAs during the last rolling twelve-month period and driving the MVA rate to 3.1. This too, is above the LRD MVA goal of 2.2.

Fortunately, the injuries or MVAs were not severe. Some may say the vehicle incidents are inexcusable. One thing is for certain, the injuries and MVAs were all preventable. We need to take action to gain back the momentum we had established for a good part of 2021. Each employee needs to be responsible for their actions taken daily. Each must follow the established safety policy, rules, procedures, and best practices.

Having been with the district for two months, I am gaining a better understanding of the safety culture within the district. I see opportunities for improvement in routine safety related activities, many of which I have primary responsibility. To that extent, I have taken the opportunity to forecast priorities I will be undertaking soon to help us eliminate injuries and improve our safety performance. There is no doubt we can create a sustainable safety culture where safety is a key element in every employee's daily routine.

2500 Jupiter Park Drive
Jupiter, Florida 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

loxahatcheeriver.org

Water Reclamation - Environmental Education - River Restoration

A top priority will focus on safety training. In addition to required regulatory training, the Safety Officer is enhancing the training/skills matrix for all District employees by including training needs based on each individual job description. We must be adequately trained to perform the tasks we are expected to safely perform. Upcoming training will include site-wide participation involving Palm Beach County Fire Rescue in the form of Evacuation Drills and associated Risk Management Plan chemical release response. Fire Rescue Station 19 will be visiting us in December to facilitate the planning of such activity. All training will be planned, communicated, and tracked to completion. Also, hands-on JHA training is available for those not familiar with the process.

Certain key safety procedures will be created and/or enhanced to clearly define roles and responsibilities. An Accident Investigation procedure, for example, will be generated to include a Root Cause Analysis and Corrective Action process for which we will use to mitigate incidents and near-misses. Root cause determination is needed to identify corrective actions and eliminate future occurrence of unplanned events. All corrective actions will be entered into EAM and tracked to completion.

Another priority is to drive leading edge activities, such as JHAs and Near Misses, to identify hazards and prevent accidents and unplanned events. We have gained some momentum with the reporting of Near Misses. An increase of four Near Misses was reported in November. We all know we encounter more on a regular basis. Departmentally, the challenge for leadership is to promote awareness and greater participation daily. Near miss identification is key to identifying risks before they become more significant, and reporting must increase. Organizationally, you can expect a greater emphasis on process of Near Miss reporting.

Job Hazard Assessment is another key for proactive safety activities. Again, the volume of JHA activity continued at a high level in November, a trend which has been sustained for nine months. What has become more evident is that not all District employees are involved in the process. Collections, Reuse, Maintenance and Construction participated in the JHA process in November, with Collections submitting 81 % of the total. Nice job, Collections!! However, we need all organizations to participate. Again, leadership will need to promote this activity and Safety will be reaching out to all applicable leadership team members to ensure a proper understanding of the process.

Lastly, workplace inspections are important to identify safety issues, deficiencies and near misses. Periodic inspections will continue to increase, mostly by the Safety Officer. Task evaluation will include JHA performance, as well as general facility safety oversight.

Addressing these priorities will help us improve the safety performance in the LRD and most importantly eliminate injuries and MVAs. It will take everyone's participation. I look forward to working with you all to help promote a world-class safety environment for the LRD.

Safety Quote: *Do not think because an accident hasn't happened to you that it can't happen.*



LOXAHATCHEE RIVER DISTRICT

Celebrating 50 Years, 1971-2021

D. Albrey Arrington, Ph.D.
EXECUTIVE DIRECTOR

MEMORANDUM

Gordon M. Boggie
CHAIRMAN

TO: Governing Board
FROM: Administration Staff
DATE: December 10, 2021
SUBJECT: Consultant Payments

Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

The following amounts have been reviewed and approved for payment to our consultants for work performed during the prior month.

James D. Snyder
BOARD MEMBER

	<u>Prior Month</u>	<u>Fiscal YTD</u>
Shenkman	\$ 4,000.00	\$ 8,000.00
Baxter & Woodman	\$ 9,949.60	\$ 27,574.27
Carollo	\$ 5,586.00	\$ 28,466.19
Chen Moore	\$ 5,768.00	\$ 5,768.00
Holtz	\$ 56,201.70	\$ 79,616.25
KCI	\$ 422.00	\$ 1,181.60

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\CONSULT2021_CURRENT.DOCX

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Water Reclamation - Environmental Education - River Restoration



Future Business

General

- Customer Information and Billing System
- Merchant Services
- Printing and Mailing Services

Neighborhood Sewering:

Future Contracts:

- Clarifier #3 Rehabilitation – Construction Contract
- Headworks Emergency Generator Installation– Construction Contract
- Stationary Emergency Generator Piggy Back Purchase FSA
- Vacuum Truck- Unit 15 Replacement
- JILONA Septic to Sewer– Construction Contract
- LS160 & LS 296 Emergency Generator Installation – Construction Contract
- Lift Station Telemetry– Construction Contract
- Lift Station Rehabilitation General Construction Services -- Construction Contract

Potential Workshops:

- Discussion of 20 Acres Site Plan
- Discussion of 2500 Jupiter Park Dr Site Plan

