



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

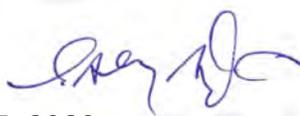
D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

AGENDA
REGULAR MEETING #11-2023
AUGUST 17, 2023 – 7:00 PM AT DISTRICT OFFICES
ALSO, THE MEETING WILL BE AVAILABLE TO THE PUBLIC ONLINE AT:
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 8](#)
 - B. Loxahatchee River District Dashboard [Page 9](#)
5. Consent Agenda (see next page) [Page 10](#)
6. Regular Agenda
 - A. Consent Agenda Items Pulled for Discussion
 - B. Easement Policy - Construction Standards and Technical Specifications [Page 40](#)
 - C. Draft Environmental Education Strategic Plan [Page 86](#)
 - D. Draft FY2024 Budget [Page 124](#)
7. Reports (see next page) Pulled for Discussion
8. Future Business [Page 215](#)
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: August 7, 2023

Dr. Matt H. Rostock
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

5. CONSENT AGENDA

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

- A. Notice of Intent – 15089 & 15100 Jamaica Drive (Resolution 2023-05) [Page 11](#)
- B. Girl Scout Partnership Agreement – to approve agreement [Page 19](#)
- C. Cash Reserve Policy – to approve policy [Page 34](#)
- D. Fixed Asset Disposal - to approve disposal [Page 37](#)
- E. Change Orders to Current Contracts - to approve modifications [Page 38](#)

7. REPORTS

- A. Neighborhood Sewering [Page 155](#)
- B. Legal Counsel's Report [Page 158](#)
- C. Engineer's Report [Page 161](#)
- D. Busch Wildlife Sanctuary [Page 170](#)
- E. Director's Report [Page 171](#)



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D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

TO: Governing Board
FROM: D. Albrey Arrington, Ph.D., Executive Director
DATE: August 17, 2023
SUBJECT: Approval of Meeting Minutes

Attached herewith are the minutes of the Regular Meeting of July 20, 2023. As such, the following motion is presented for your consideration:

“THAT THE GOVERNING BOARD approve the minutes of the Regular Meeting of July 20, 2023 as submitted.”

Dr. Matt H. Rostock
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

Ref: #10-2023

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
REGULAR MEETING - MINUTES
JULY 20, 2023

1. CALL TO ORDER

Chairman Rostock called the Regular Meeting of July 20, 2023 to order at 7:00 PM.

2. ADMINISTRATIVE MATTERS

A. ROLL CALL

The following Board Members were in attendance:

Dr. Rostock
Mr. Rockoff
Mr. Boggie
Mr. Yerkes
Mr. Baker

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

Consultants in attendance were Mr. Curtis Shenkman and Mr. Hunter Shenkman. Lisa Wynn from Busch Wildlife Sanctuary also attended.

B. PREVIOUS MEETING MINUTES

The minutes of the Regular Meeting of June 15, 2023 were presented for approval and the following motion was made:

“THAT THE GOVERNING BOARD approve the minutes of the Regular Meeting of June 15, 2023 as submitted.”

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

C. ADDITIONS & DELETIONS TO THE AGENDA

Deleted item 6C

3. COMMENTS FROM THE PUBLIC

No comments from the public were received.

4. STATUS UPDATES

A. LOXAHATCHEE WATERSHED STATUS

Mr. Howard gave a presentation regarding Sawfish Bay Park, Sawfish Island, and Fullerton Island. The presentation touched on the history of this area, acquisition of land, and restoration of these islands as led by the Town of Jupiter, Palm Beach County Environmental Resources Management, Department of Environmental Protection, and Florida Inland Navigation District. Mr. Howard also discussed how LRD WildPine Laboratory staff are supporting these efforts through seagrass monitoring and mapping in this area.

B. LOXAHATCHEE RIVER DISTRICT DASHBOARD

Dr. Arrington reviewed the District Dashboard.

5. CONSENT AGENDA

“THAT THE GOVERNING BOARD approve the Consent Agenda of July 20, 2023 as presented.”

MOTION: Made by Mr. Yerkes, Seconded by Mr. Baker
Passed unanimously.

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

A. Busch Wildlife Sanctuary - Restated License Agreement Extension #3
- to approve extension

“THAT THE DISTRICT GOVERNING BOARD authorize Board Chairman Dr. Rostock to execute the attached “Restated LICENSE AGREEMENT Extension #3.”

“THAT THE DISTRICT GOVERNING BOARD accepts the Facility Removal Checklist, which has been mutually drafted by LRD and BWS staff.”

B. Professional Engineering Services: Anaerobic Digestion & Biogas Utilization Study - to approve study

“THAT THE DISTRICT GOVERNING BOARD authorize work authorization 2022-13 with Holtz Consulting Engineers in the amount of \$143,870.00.”

C. Fixed Asset Disposal – to approve disposal

“THAT THE GOVERNING BOARD authorize the Executive Director to dispose of tangible personal property with asset tag numbers 2701, 2702, 2708, 2709, and 2700 in accordance with the District’s Disposal of Surplus Tangible Personal Property Policy.”

D. Change Order to Current Contract - No modifications were presented.

6. REGULAR AGENDA

A. CONSENT AGENDA ITEMS PULLED FOR DISCUSSION

B. Easement Policy - Construction Standards and Technical Specifications

Mr. Dean reviewed staff’s efforts to draft an acceptable easement abandonment and/or termination policy and incorporate this draft policy into the Loxahatchee River Environmental Control District’s “Manual of Minimum Construction Standards and Technical Specifications”, which is a Board-approved policy document that addresses a host of relevant constraints and requirements. Mr. Dean then requested feedback from the Governing Board and dialog among the Board Members. Governing Board Members engaged in a discussion of their understanding of key elements that should be addressed in the policy. Mr. Dean then assured the Board that no action was necessary this month and that staff would return next month with an improved policy that better addresses the key elements discussed by the Board.

No Motion Made

Recess 8:33 PM
Continue: 8:36 PM

D. Draft FY2024 Budget

Dr. Arrington reviewed the Fiscal Year 2024 budget assumptions memo, which calls for a 4.5% increase in the overall budget (10.1% increase in operating expense; 3.7% decrease in Capital Costs). Staff committed to continuing to work on and improve the budget over the next two months.

7. REPORTS

The following reports stood as written.

A. NEIGHBORHOOD SEWERING

B. LEGAL COUNSEL’S REPORT

C. ENGINEER’S REPORTS

D. BUSCH WILDLIFE SANCTUARY

Ms. Wynn reviewed the Busch Wildlife Sanctuary dashboard

E. DIRECTOR’S REPORT

8. FUTURE BUSINESS

Dr. Arrington reviewed Future Business.

9. COMMENTS FROM THE BOARD

10. ADJOURNMENT

MOTION: Made by Mr. Baker Seconded by Mr. Yerkes
Passed Unanimously.

“That the regular meeting of July 20, 2023 adjourns at 9:08 PM.”

BOARD CHAIRMAN

BOARD SECRETARY

RECORDING SECRETARY



Loxahatchee River Watershed Status

Six Sigma – Biosolids Odor Control Project Summary

August 2023 - Governing Board Meeting

Over the past year, members of the Operations Team have been participating in Six Sigma training with the ultimate goal of understanding the objectives, methods, tools and benefits of the process. Six Sigma is generally defined as a method which provides organizations tools to define, measure, analyze and control (DMAIC) processes and to identify root cause issues and to establish methods to achieve consistent and predictable results. As part of the training, District Staff Teams were assigned real-life projects which present significant challenges to the District. The District regularly experiences significant odors which originate from the biosolids storage tank. As a result of these odors, the District regularly receives odor complaints from various stakeholders including District Staff, site visitors and adjacent residents. During this month's Watershed Status Summary, representatives from the Operations Team will provide an in-depth summary of the Biosolids Storage Tank Odor Control Process Optimization project, including a summary of the findings and specific process improvements which have been implemented at the District's wastewater treatment facility.



LOXAHATCHEE RIVER DISTRICT'S EXECUTIVE DASHBOARD



Units	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
	% 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
2020 Baseline	34%	8	0.1	3,292	7.2	0	1,183	1	0.3	\$ 35,350,661	100%	90%	91%	-15	7	14.6	2
2021 Baseline	113%	16	0.3	1,130	7.1	0	1,294	2	0.2	\$ 40,651,532	97%	89%	79%	-34	0	24.3	3
2022 Baseline	81%	12	0.1	395	6.8	0	1,268	3	0.0	\$ 44,372,235	101%	91%	83%	-51	1	22.6	3
2022	July	95%	8	0	310; 0	6.2	1,245	7	0	\$ 44,247,503	102%	93%	81%	(52)	0	26.9	4
	Aug	88%	10	0	45; 0	6.3	1,275	4	0	\$ 45,392,935	101%	92%	84%	(69)	0	32.2	3
	Sept	77%	10	0	11; 0	6.4	1,207	13	0	\$ 43,373,290	92%	92%	84%	(87)	0	5.0	4
	Oct	79%	13	0	120; 0	6.9	1,101	5	0	\$ 43,464,126	97%	84%	86%	(34)	0	13.8	3
	Nov	53%	9	0	31; 0	7.2	1,269	3	0	\$ 45,258,800	103%	83%	87%	(36)	0	17.3	0
	Dec	94%	14	0	3,482; 0	7.1	1,342	0	0	\$ 44,024,404	107%	92%	89%	(36)	0	11.8	1
2023	Jan	69%	11	0	51; 0	7.1	1,447	9	0	\$ 44,602,531	106%	91%	90%	(23)	0	26.5	1
	Feb	79%	14	0	8; 0	7.2	1,334	5	0	\$ 45,825,795	105%	89%	92%	(22)	0	28.9	0
	Mar	94%	13	0	2949; 0	7.1	1,324	24	0	\$ 45,242,896	105%	90%	92%	(30)	1	32.7	2
	Apr	116%	9	0	0; 0	7.1	1,317	17	0	\$ 44,973,518	106%	93%	92%	(26)	26	27.8	5
	May	84%	13	0	92; 0	6.7	1,365	2	0	\$ 46,555,442	107%	92%	97%	(30)	0	27.7	1
	June	104%	17	0	8,082; 0	7.1	1,275	2	0	\$ 44,195,894	108%	93%	94%	(35)	0	21.7	7
	July	83%	10	0	0; 0	6.5	1,293	1	0	\$ 44,736,939	110%	93%	92%	(42)	0	23.6	4
Consecutive Months at Green	1	1	15	1	170	25	155	1	20	166	21	8	17	0	3	7	0
Metric Owner	O'Neill	Pugsley	Dean	Dean	Pugsley	Pugsley	Pugsley	Dean	Horchar	Fraraccio	Fraraccio	Fraraccio	Dean	Dean	Howard	Howard	Howard

Metric Environmental Education Capital Projects (time) Fecal Coliform Bacteria

Explanation Total Visitors were 2,046 with a target of 2,460, so we were 414 visitors (16.8%) below target. 60% of the missed target is accounted for by program cancellations and program no-shows, which are two known issues that we are working to address. The following projects are significantly behind schedule: (1) Lift Station 82 Conversion; (2) rehab of Lift Stations 18, 54, and 41; (3) site planning for 2500 Jupiter Park Drive; (4) improving deep injection well pump station generator connections; and (5) permanent generator at Lift Station 50. Additional details are available in Kris' report. High fecal coliform bacteria (>200 cfu/100 ml) were observed at Stations 65 (Kitching Creek mouth), 72 (Loxahatchee River Rd bridge), 95 (Jupiter Farms), and 100 (Cypress Creek mouth). See Bud's report for additional details.



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

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D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

TO: Governing Board
FROM: Administration Staff
DATE: August 11, 2023
SUBJECT: Consent Agenda

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

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

- A. Notice of Intent – 15089 & 15100 Jamaica Drive (Resolution 2023-05)
- B. Girl Scout Partnership Agreement – to approve agreement
- C. Cash Reserve Policy – to approve policy
- D. Fixed Asset Disposal - to approve disposal
- E. 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 August 17, 2023 as presented.”

Signed

D. Albrey Arrington, Ph.D.
Executive Director

Dr. Matt H. Rostock
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

Water Reclamation – Environmental Education – River Restoration

**CURTIS L.
SHENKMAN**
*Board Certified
Real Estate Attorney*

**Hunter C.
SHENKMAN**
Attorney

CURTIS SHENKMAN, P.A.
ATTORNEY & COUNSELOR AT LAW
4400 PGA BLVD, SUITE 300
PALM BEACH GARDENS, FL 33410
CURTIS@PALMBEACHLAWYER.LAW

LEGAL ASSISTANTS
JANA COOKE
DENISE B. PAOLUCCI
CAROLINA INMAN

July 25, 2023

Sent by email

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

Re: Initial Resolution for **15089 & 15100 JAMAICA DRIVE** Assessment Area

Dear Dr. Arrington:

Per your request, please attach to this letter the Pending Lien Notice, Notice of Intent to Assess, Resolution 2023-05, the PROPOSED "Exhibit B Description of Improvements", "Exhibit B Map of the Assessment Area", and preliminary List of Property Owners.

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

"THAT THE GOVERNING BOARD approve Resolution 2023-05 the NOTICE OF INTENT to Assess, the Pending Lien Notice, and the Exhibits for the **15089 & 15100 JAMAICA DRIVE** Assessment Area."

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

Sincerely,

Curtis L. Shenkman

Curtis L. Shenkman

RETURN TO:
Curtis L. Shenkman, Esquire
Curtis Shenkman, P.A.
4400 PGA Blvd, Suite 300
Palm Beach Gardens, Florida 33410

PENDING LIEN NOTICE
15089 & 15100 JAMAICA DRIVE ASSESSMENT AREA

THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, a special district of the State of Florida, created in 1971 and existing pursuant to Chapter 2021-249, Laws of Florida (hereinafter referred to as the “District”, hereby clarifies the lien status of the “Notice of Intent to Assess” attached hereto and made a part hereof (referred to as the “Pending Lien”).

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

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

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

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

IN WITNESS WHEREOF, the undersigned, Executive Director of the Loxahatchee River Environmental Control District, herein certifies that on this 17th day of August, 2023, the information contained herein is true and accurate.

WITNESSES: LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

By: _____
D. Albrey Arrington, Ph.D.
EXECUTIVE DIRECTOR
[DISTRICT SEAL]

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 17th day of August, 2023, by D. Albrey Arrington, EXECUTIVE DIRECTOR of the LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, a special district of the State of Florida, on behalf of the District, personally known to me.

(NOTARY SEAL)

NOTARY PUBLIC, STATE OF FLORIDA

RETURN TO:
Loxahatchee River District
2500 Jupiter Park Drive
Jupiter, FL 33458

**NOTICE OF INTENT TO ASSESS
15089 & 15100 JAMAICA DRIVE ASSESSMENT AREA**

THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, a special district of the State of Florida (the “District”) **created in 1971 and existing pursuant to Chapter 2021-249, Laws of Florida**, (the “Act”), hereby gives public notice that the District’s Governing Board on the 17th day of August, 2023, passed Resolution **2023-05**, authorizing the construction of certain local sewer improvements as further described in said Resolution **2023-05**, which is attached hereto as Exhibit “A”. It is the intent of the District to assess the owners of property specially benefited by such sewer improvements, which property is further described on the attached **Exhibit “B”**, and to apportion the District’s costs for the total expenses related to the design and construction of said improvements, based upon each owner’s proportionate share of said costs determined upon a square footage basis, or by other methods as the Governing Board may deem fair and equitable, pursuant to the Act and Rules of the District, as same may be amended from time to time hereafter.

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

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

IN WITNESS WHEREOF, the undersigned, Executive Director of the Loxahatchee River Environmental Control District, hereby certifies on this 17th day of August, 2023, that the information contained herein is true and accurate.

WITNESSES:

D. Albrey Arrington, Ph.D.
Executive Director

STATE OF FLORIDA
COUNTY OF PALM BEACH

SWORN TO and subscribed before me by means of physical presence this 17th day of August, 2023, by D. Albrey Arrington, EXECUTIVE DIRECTOR of the LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, who is personally known to me.

(NOTARY SEAL)

NOTARY PUBLIC, STATE OF FLORIDA

RESOLUTION 2023-05

A RESOLUTION OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT RELATING TO **15089 & 15100 JAMAICA DRIVE** ASSESSMENT AREA IMPROVEMENTS IN ACCORDANCE WITH DISTRICT RULE 31-11; STATING THE NATURE OF THE PROPOSED IMPROVEMENTS; DESIGNATING THE STREETS TO BE IMPROVED; DESIGNATING THAT PLANS, SPECIFICATIONS, AND A TENTATIVE APPORTIONMENT BE PREPARED; PROVIDING FOR THE AVAILABILITY OF PLANS AND SPECIFICATIONS AND FOR THE PREPARATION OF THE PRELIMINARY SPECIAL ASSESSMENT ROLL; PROVIDING FOR DECLARING LINE AVAILABLE FOR CONNECTION; PROVIDING FOR CONSISTENCY; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Governing Board of the Loxahatchee River Environmental Control District (hereinafter called the “District”) has considered the need for improvements to the **15089 & 15100 Jamaica Drive** Assessment Area (the “Area”) in Palm Beach County, Florida;

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

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

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

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

Section 1. Title:

This Resolution shall be known as the Resolution Authorizing the Project known as “**15089 & 15100 Jamaica Drive**” Assessment Area Improvements”.

Section 2. Nature of Improvements:

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

Section 3. Designation of Streets to be Improved:

The streets included within **15089 & 15100 Jamaica Drive** Assessment Area Improvements are set forth on Composite Exhibit “B”.

Section 4. Plans, Specifications and Tentative Apportionment:

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

Section 5. Public Inspection:

The Plans, Specifications and tentative apportionments for the **15089 & 15100 Jamaica Drive** Assessment Area Improvements shall be available for inspection in the Office of the Executive Director,

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

Section 6. Assessment Roll:

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

Section 7. Availability for Connection and Required Connection:

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

Section 8. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

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

Section 10. This Resolution shall become effective upon its passage and adoption.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, THIS 17th DAY OF AUGUST, 2023.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

VOTE

DR. MATT H. ROSTOCK

STEPHEN B. ROCKOFF

GORDON M. BOGGIE

CLINTON R. YERKES

KEVIN L. BAKER

EXHIBIT "B"

15089 AND 15100 JAMAICA DRIVE SEWER SYSTEM



LEGEND

-  NOT INCLUDED
-  EXISTING LOW PRESSURE MAIN
-  PROPOSED LOW PRESSURE MAIN
-  PROPOSED LOW PRESSURE SERVICE

JUPITER, FLORIDA

6/23/2021

EXHIBIT “B”

PROPOSED SEWER SERVICE ASSESSMENT AREA

15089 & 15100 JAMAICA DRIVE ASSESSMENT AREA

The properties to be provided sewer service are located within Section 17, Township 41 South, Range 43 East, Palm Beach County, Florida and lies within the following general boundaries:

On the North by N. Jamaica Drive,
On the South by Fredrick Small Road,
On the East by Palmwood Road, and
On the West by Mariner Drive.

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

- 2 Services
- 2 Low Pressure Pumping Units

Frank Julianne R & Audette Joseph
15089 Jamaica Drive
Palm Beach Gardens, FL 33410 1005
re: 15089 Jamaica Drive
PCN - 00-43-41-17-00-000-7070

Easy Street Enterprises, LLC
4495 Military Trail Ste. 107
Jupiter, FL 33458 4818
re: 15100 Jamaica Drive, Palm Beach Gardens, FL 33410 1005
PCN - 00-43-41-17-00-000-7120



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

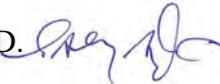
TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

TO: GOVERNING BOARD
FROM: D. ALBREY ARRINGTON, Ph.D. 
DATE: AUGUST 1, 2023
SUBJECT: GIRL SCOUTS PARTNERSHIP AGREEMENT

Loxahatchee River District staff take the environmental stewardship portion of our mission seriously. One of our greatest contributions to environmental stewardship is through successful environmental education programming where we train the next generation to understand, respect, and value natural resources within the Loxahatchee River watershed. Our environmental education staff and the partnerships they have assembled are at the center of our environmental education efforts, and one of our most successful environmental education partnerships has been with the Girl Scouts of Southeast Florida, Inc.

Annually since 2018, the LRD Governing Board has authorized execution of a Partnership Agreement with the Girl Scouts of Southeast Florida, Inc. Once again, The Girl Scouts of Southeast Florida, Inc. Partnership Agreement is up for renewal.

Our environmental education staff anticipate offering the following Girl Scout programs in 2023-2024: (1) Girl Scout Way Campfire; (2) Trail Adventures; (3) Home Scientist; and (4) Trees and Gardens. Historically, these programs have been well attended and deemed highly successful by our environmental education staff, Girl Scout staff, and participants.

Based on our ongoing and successful partnership with the Girl Scouts of Southeast Florida, Inc., I request your approval of the following motion:

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to execute the Partnership Agreement with the Girl Scouts of Southeast Florida, Inc. for 2023-2024.”

Dr. Matt H. Rostock
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

Program Partnership Agreement

Greetings from Girl Scouts of Southeast Florida!

We are excited to provide you and your organization with an opportunity to partner with our local Girl Scout Council. We will work together to provide programs and opportunities to help fulfill the Girl Scout Mission: To build girls of courage, confidence, and character, who make the world a better place.

Girl Scouts is the world's preeminent organization dedicated to developing leadership in girls. In Girl Scouts, they partner with inspiring adults to design fun and challenging activities that empower them to discover, connect, and take action around issues that they care about. Our Program Partnership Agreement allows us to clearly articulate our requirements for implementing quality programs for girls, as well as sharing the benefits of partnering with GSSEF.

Inside this guide, you will find information on:

- Our Council and The Girl Scout Program
- Program Development and Planning
- Insurance, Safety, and Integrity
- Marketing and Promotion
- Program Partnership Commitment
- Program Summary
- Program Checklist

We look forward to working with you!



Heather L. Hileman, MBA

Senior Vice President of Mission Delivery

Office: 561-815-1804

hhileman@gssef.org

Girl Scouts of Southeast Florida, Inc.

Administrative Headquarters

6944 Lake Worth Road

Lake Worth, FL 33467

www.gssef.org

Our Council and The Girl Scout Program

Dedicated to this specific area of work, GSSEF employs five dedicated staff:

Director of Girl Experience	Ally Hackett	ahackett@gssef.org
Girl Experience Manager	Destiny Oakley	doakley@gssef.org
Girl Experience Manager	Kaley Homan	khoman@gssef.org
STEM Program and Education Manager	Vivien Dearth	vdearth@gssef.org
Outdoor Program and Education Manager	Kate Goosey	kgoosey@gssef.org

GSSEF serves six counties: Broward, Palm Beach, Martin, Okeechobee, St. Lucie and Indian River. Our Administrative Headquarters is centrally located in Lake Worth, Florida. GSSEF also maintains three camp properties: Camp Welaka in Tequesta, FL; Camp Nocatee in Clewiston, FL; and Camp Telogia in Parkland, FL.

Organizations located outside our Council's jurisdiction may be eligible to partner with GSSEF when programs are offered at locations in the jurisdiction, or virtually.

Girl Scout Leadership Experience

WHAT GIRLS DO DISCOVER CONNECT TAKE ACTION	HOW THEY DO IT GIRL-LED COOPERATIVE LEARNING LEARNING BY DOING
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The Girl Scout Leadership Experience (GSLE) is what we use to achieve our mission. In simple terms, our GSLE is what Girl Scouts do and how they do it.

Our GSLE is a collection of engaging, challenging, and fun activities that includes earning badges, going on trips, selling cookies, exploring science, getting outdoors, doing community service projects – and MUCH more!

The Girl Scout Leadership Experience includes four pillars:



The Girl Scout Grade Levels are:

- Daisy Girl Scouts, grades K – 1st
- Brownie Girl Scouts, grades 2nd – 3rd
- Junior Girl Scouts, grades 4th – 5th
- Cadette Girl Scouts, grades 6th – 8th
- Senior Girl Scouts, grades 9th – 10th
- Ambassador Girl Scouts, grades 11th – 12th

Girl Scouts and their families can register and participate in programs in two ways:

- As members of a Troop
- As individual members

Program Development and Planning

Scheduling

Together, GSSEF staff and partners work to select the date(s), time(s) and location(s) for each program. Additionally, the team will discuss the applicable grade levels and capacity logistics prior to scheduling programs.

GSSEF will:	Partner will:
<ul style="list-style-type: none"> • Ensure program dates are positioned within the calendar to maximize registration 	<ul style="list-style-type: none"> • Work with GSSEF to determine the Girl Scout Grade-Level(s) best suited for the program • Set the minimum and maximum capacity for a program • Set the minimum number of registrations to avoid cancellation • Determine adult supervision required

Registration

Participant registration is handled by GSSEF and conducted through our online registration system.

GSSEF will:	Partner will:
<ul style="list-style-type: none"> • Track registrations and update partner of progress when registration closes and upon request • Verify Girl Scout membership status • Collect fees, which may include an administrative fee per participant • Set registration in collaboration with the partner, prior to scheduling programs • Notify registrants if the program cancels for any reason and process refunds (if applicable) • Email confirmation letter with any special information needed (such as: safety guideline/waivers/permissions) to registrants in advance of the program • Email registrant roster to the partner in advance of the program • Pay partner fees due, based upon receipt of invoice and roster; these are due within seven business days of the program and paid within seven business days, unless agreed upon differently with the partner 	<ul style="list-style-type: none"> • Provide GSSEF with specific permission forms, waivers or photo release forms, etc. • Notify GSSEF staff if an emergency cancellation must occur (i.e. inclement weather) • Use the roster to verify in-person participants • Document and add any additional participants who arrived and took part in the program (SEE “ADDITIONAL PARTICIPANTS”) • Return the attendee roster to GSSEF within seven business days of the program • Provide invoice based on registration count within seven business days of the program, unless agreed upon differently with GSSEF • Provide a W-9 form in order to receive first payment from GSSEF

Cancellation

While uncommon, program cancellation does occur.

GSSEF will:	Partner will:
<ul style="list-style-type: none"> • Provide partners with our cancellation policy and procedure • Publish alternate cancellation policies, should the partner’s policies differ from GSSEF • Accept refunds requests only until 14 days before the scheduled program • Notify registrants of a cancellation via email • Provide refunds to registrants within 30 days of the cancellation date • Cancel all programs that are located in areas where a Hurricane Watch and/or Hurricane Warning have been issued for a span of dates in which the program is scheduled • Provide exceptions to the 14-day return request policy in the event of a medical emergency; documentation may be requested 	<ul style="list-style-type: none"> • Provide your cancellation policy, if different from GSSEF's cancellation policy, prior to scheduling programs • Provide GSSEF with an on-site contact person (with phone number) who will be available for discussing any unexpected concerns or issues on the day of the scheduled program • Abide by the GSSEF cancellation policies • Opt to cancel an program due to threat of inclement weather that may jeopardize the safety of our members • Contact the designated GSSEF staff member immediately in the event of an unexpected cancellation

Additional Participants

Sometimes Girl Scouts, troops, and “extra” family members show-up to the program without prior registration. This is not a practice endorsed by GSSEF. GSSEF does not require partners to accommodate unregistered participants; this is at the discretion of the partner to determine if they can/will accommodate the people/persons.

GSSEF will:	Partner will:
<ul style="list-style-type: none"> • Discourage unregistered participants from going to programs with the expectation that they will be accommodated • Collect payment(s) for unregistered participants that are accommodated at the program • Pay partner fees due, based upon the invoice and roster of unregistered participants, provided these are received within seven business days of the program (SEE “REGISTRATION”) 	<ul style="list-style-type: none"> • Reserve the right to accommodate or prohibit unregistered participants who arrive for the program • Document unregistered participants who took part in the program on the roster with first and last name and a phone number • Notify unregistered participants who arrived and took part in the program that they will be contacted by GSSEF for collection of payment • Return the complete roster and invoice to GSSEF within seven days of the program when unregistered participants are accommodated • Treat Girl Scouts and additional unregistered participants politely and respectfully at all times; especially in cases when the partner will not allow additional participants and is offering the explanation

Photography

Should partners wish to take photographs, video, and/or make recordings of our members, GSSEF requires use of a separate photo release form. This is required should partners wish to utilize images on social media platforms as well.

GSSEF will:	Partner will:
<ul style="list-style-type: none">• Provide the partner’s photo release form to registrants, prior to the program, as well as directions on how/when to return it	<ul style="list-style-type: none">• Provide the photo release form to GSSEF registrants at the time of scheduling• Require only the name of the minor child as the intended photo subject, name of adult completing the release and the date; partners are prohibited from requesting any contact information from our members• Keep the photo release documentation on file

Girl Scout Brand

Girl Scouts is a well-loved and iconic brand. Few brands are able to be identified by a color or shape like the Girl Scout brand. All Girl Scout products and the images and phrases featured on our products serve to raise Girl Scout brand voice, mission, and visibility.

Girl Scouts has the sole and exclusive right by virtue of its Congressional Charter, 36 U.S.C. § 80106 et. seq., to have and use all service marks, trademarks, emblems, badges, descriptive or designating marks and words used in carrying out its program and is the owner of the GIRL SCOUTS name, service mark, and trademark, and of all other associated names, marks, slogans, insignias, logotypes, designs, fonts, program titles, program content, patch images, badge images and artwork.

GSSEF is the exclusive local brand owner. Partners are permitted to use of the Girl Scout brand with preapproval from GSSEF. This includes, but is not limited to, digital or printed materials, brochures, or other marketing collateral that is produced for the purpose of marketing services and activities. Additionally, use of the Girl Scout brand on community partner websites or social media outlets is permitted with preapproval. Upon expiration or termination of a partnership, all use of the Girl Scout brand must be removed.

Members are referred to as “Girl Scouts.” The business is referred to as a “Girl Scout Council” or “Girl Scouts of Southeast Florida.” Use of capital letters are demonstrated here and expected for use. Use of the word “scouts” (noun) or words “The Scouts” (proper noun) referring to members and use of the word “scouting” (verb) referring to an action or activity are strictly prohibited. Activities may be referred to as “Girl Scouting” when an action verb is needed.

With the execution of the partner agreement, GSSEF allows the partner to utilize our brand assets to showcase the partnership through co-branding opportunities. GSSEF does not permit co-branding or participating in co-activities with organizations considered to be direct competitors. These organizations include, but are not limited to:

- Indian Princesses and Y-Guides (operated through the YMCA)
- Boy Scouts of America or local Boy Scout Councils (also operated as Scouts BSA)
- Girls, Inc.

Privacy and Personal Information

Member information is the property of GSSEF. Protecting the integrity of their data and the privacy of our members is a priority.

Partners are prohibited to collect member information at Girl Scout activities for any purpose. Partners are prohibited from contacting our Girl Scout members for any reason.

The only exception for requesting information is for Photo Release; in this case, partners may request names only. (SEE “PHOTOGRAPHY”)

Insurance, Safety, and Integrity

Insurance

Partners must submit a current certificate of insurance annually verifying that the organization has a reasonable amount of general liability coverage for the programs. By carrying adequate liability insurance, the partner can accept the responsibility for the actions of its staff and volunteers. GSSEF may not be able to work with a potential partner whose programs are not covered adequately by liability insurance.

The partner must submit a Certificate of Insurance annually naming GSSEF as a certificate holder. A valid certificate of insurance includes:

- A minimum total per occurrence limit of \$1,000,000
- If providing transportation as part of the program, the COI must also include at least \$1,000,000 of automobile coverage
- Scheduled program falls within policy period shown
- Certificate holder name as: Girl Scouts of Southeast Florida, Inc., 6944 Lake Worth Road, Lake Worth, FL 33467

If your organization is self-insured, send documentation such as Certificate of Insurance (COI) or other proof of insurance coverage, to verify this. If your organization is not providing insurance, but the location of the program is providing coverage, please send a copy of the location's liability insurance such as a COI.

Safety

Nothing is more important than ensuring the health and safety of girls, whether they're engaged in a real-world program or exploring online. Girl Scouts works hard to build safety consciousness in adults, staff, volunteers, girls and with our partners. This diligence is intended to ensure proper supervision, prevent accidents and incidents and maintain program resources.

GSSEF expects our partners to work with us to ensure the health and safety of our members – as well upholding the standards and integrity of the Girl Scout Promise and Law at programs.

GSSEF will:	Partner will:
<ul style="list-style-type: none">• Provide applicable Girl Scout safety standards, policies, and procedures• Record all reported safety concerns or incidents	<ul style="list-style-type: none">• Read applicable Girl Scout safety standards, policies, and procedures provided by GSSEF• Know and report the signs or concerns of abuse to a child (see “REPORTING OF ABUSE”)

<ul style="list-style-type: none"> • Follow internal policies and procedures regarding disciplinary actions with members regarding a safety concern or incident • Provide necessary follow up with members regarding a safety concern or incident • Facilitate the utilization of insurance resources, for members involved in an incident, through all applicable providers 	<ul style="list-style-type: none"> • Provide a stocked first aid kit at the location of an program • Provide a currently certified first aid/CPR adult on-site (if applicable) <ul style="list-style-type: none"> ○ Troops are required to provide a certified first aid/CPR volunteer with girls, at the program. However, if the program is for individuals (i.e. not Troop registration), the partner is required to provide a certified first aid/CPR adult on-site • Document any safety concerns or incidents by providing situational details with the names of those involved, including witnesses and their contact information is not on the roster, to the GSSEF staff member in writing, within one day of the incident • Contact emergency services (i.e. 9-1-1) in an emergency situation, and then, • Contact the designated GSSEF staff member via cellular phone, as soon as the participant's immediate health and safety have been addressed appropriately
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Adult Supervision

Girl Scouts has a strict standard that whenever girls meet, whether in person or virtually, there are to be two unrelated adults, one of whom is female, supervising girls. This applies to every Girl Scout gathering including troop meetings (online and virtual), day trips, camp, sleep away travel, events, programs, and projects.

Our Adult Supervision requires two unrelated adults, ONE of which MUST be female, for every:

- 6 Daisy Girl Scouts (grades K-1)
- 12 Brownie Girl Scouts (grades 2-3)
- 16 Junior Girl Scouts (grades 4-5)
- 20 Cadette Girl Scouts (grades 6-8)
- 24 Senior/Ambassador Girl Scouts (grades 9-12)

Plus, one adult for each additional:

- 4 Daisy Girl Scouts
- 6 Brownie Girl Scouts
- 8 Junior Girl Scouts
- 10 Cadette Girl Scouts
- 12 Senior/Ambassador Girl Scouts

Reporting of Abuse

Florida state law requires any individual who suspects that a child or vulnerable adult has been abused, neglected or abandoned by any person to report that to the Florida Abuse Hotline. GSSEF strictly adheres to Florida Statute 39 regulated by the Florida Department of Children and Families, and it is therefore a requirement of our partners to adhere to the Statute as well.

According to Florida Statute 39, a “Child” is defined as an unmarried person less than 18 years old who has not been emancipated by order of the court; and “Abuse” on a child is defined by Florida law as any willful or threatened act or omission that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the person’s physical, mental, or emotional health to be significantly impaired.

GSSEF will:	Partner will:
<ul style="list-style-type: none"> • Provide access and explanation of Florida Statute 39 regulated by the Florida Department of Children and Families • Provide access to the Florida Abuse Hotline at 1-800-96-ABUSE (1-800-962-2873) • Make the report should the partner feel uncomfortable doing so • Record all reported concerns 	<ul style="list-style-type: none"> • Acknowledge Florida Statute 39 regulated by the Florida Department of Children and Families • Know and understand the signs of abuse on a child • Report concerns by calling the Florida Abuse Hotline at 1-800-96-ABUSE (1-800-962-2873), or • Contact the GSSEF staff member to make the report if you are uncomfortable doing so

Weather

The safety of our members is the most important consideration, both during the program and when traveling to and from it.

GSSEF will:	Partner will:
<ul style="list-style-type: none"> • In the event weather or water conditions preclude the program from occurring, GSSEF will contact the partner to setup a make-up date 	<ul style="list-style-type: none"> • Abide by the GSSEF cancellation policies regarding dangerous weather • Will reschedule an program due to threat of inclement weather or water conditions that may jeopardize the safety of our members • Contact the designated GSSEF staff member immediately in the event of an unexpected postponement

Impact of a Hurricane Watch or Warning on Girl Scout Programs

The safety of our Girl Scout members is our highest priority. Hurricane season begins June 1 and ends November 30 (annually). When the National Weather Service issues a Hurricane “Watch” or “Warning” for any geographic portion of our Council’s jurisdiction during any time period for which a program is scheduled, it will be automatically postponed. When the National Weather Service lifts the Hurricane “Watch” or “Warning,” and GSSEF operations have resumed, together we will determine if the program can be rescheduled. Tropical Storm “Watch” or “Warning” will be handled on a case-by-case basis.

Adherence to the Girl Scout Promise and Law

It is the standard and procedure of GSSEF to provide all volunteers, members, employees and girls with an environment free from forms of harassment and characterized by dignity, respect, courtesy, and conduct that is in alignment with the principals of the Girl Scout Promise and Law. GSSEF expects our partners to work with us to ensure members uphold these standards when attending programs.

Part of being an effective and responsible Girl Scout adult member or volunteer includes being an appropriate role model. Girls learn about leadership and appropriate health and safety standards directly and indirectly from the adults around them.

GSSEF will:	Partner will:
<ul style="list-style-type: none"> • Provide access and explanation of the Girl Scout Promise and Law • Provide access and explanation of the GSSEF Code of Conduct • Record all reported concerns or incidents • Follow internal policies and procedures regarding disciplinary actions with members regarding Code of Conduct • Provide necessary follow up communication with members regarding concern or incidents 	<ul style="list-style-type: none"> • Read the Girl Scout Promise and Law • Read and ensure the standards in the GSSEF “Code of Conduct” are met (Check www.gssef.org and search for words “Volunteer Policies and Procedures” to access the most recent version) • Document concerns or incidents by providing situational details with the names of those involved, to the GSSEF staff member in writing, within one (1) day of the incident • Contact the designated GSSEF staff member via cellular phone immediately in the event of an egregious breach of the Girl Scout Promise and Law or GSSEF “Code of Conduct”

Marketing and Promotion

Marketing

GSSEF actively promotes programs through a wide-range of successful marketing tools. It is our objective to share the opportunities offered exclusively for Girl Scout members.

Regular marketing and promotion of programs utilizes year-round interactive and trackable tools, supported by our in-house marketing team of professionals. Our GSSEF marketing tools currently include:

- Monthly e-newsletter to registered members and subscribers
- Social media channels
- Council’s website, online Activities Calendar

GSSEF will determine which of the marketing tools will be implemented for each individual program. Partners may opt to create promotional assets, too. If so, partners are required to follow the standards set forth in the “Girl Scout Brand” section of the packet, as well as the following requirements.

<p>GSSEF will:</p>	<p>Partner will:</p>
<ul style="list-style-type: none"> • Utilize applicable marketing tools described in the packet to reach the desired registration capacity for programs • Approve partner-produced promotional materials prior to production or distribution (SEE “GIRL SCOUT BRAND”) 	<ul style="list-style-type: none"> • Request approval of promotional materials regarding partner programs prior to production or distribution • Request approval prior to using the Girl Scout brand with additional brands, other than that of the specific single named partner, such as logos for funders or other collaborators. (This includes digital platforms like website or social media pages) • Abide by the limitations regarding “co-branding” (SEE “THE GIRL SCOUT BRAND”) • Refer to members as “Girl Scouts” • Refer to the business as a “Girl Scout Council” or “Girl Scouts of Southeast Florida” • Refrain from use of the word “scouts” (noun) or the words “The Scouts” (proper noun) when referring to members • Refrain from use of the word “scouting” (verb) referring to an action or activity; activities may be referred to as “Girl Scouting” when an action verb is needed

Program Partnership Commitment

The relationship between Girl Scouts of Southeast Florida, Inc. and partners is voluntary and can be dissolved at any time for non-compliance with our safety and risk management standards, insurance requirements, and actions that do not align with the mission and values of Girl Scouts.

The authorized individual should initial each item to verify that the partner organization understands these requirements and will work to adhere to the information and standards stated in the "Program Partnership Agreement" document. Print, sign and date the bottom of this Commitment.

Failure to comply with the standards and expectations set forth, or included, in the "Program Partnership Agreement" will result in the immediate termination of the partner relationship which will include termination of a currently signed agreement(s), cancellation future/scheduled programs and may include legal action.

___ My/Our organization aligns with Girl Scouts in its efforts to make Girl Scouting available to all girls and adults, regardless of race, ethnicity, religion, age, national origin, gender, veteran status, sexual orientation, marital status, or the presence of any physical, sensory, or mental disability (provided that the participant can safely undertake the program).

___ I/We have read and understand this GSSEF "Program Partnership Agreement" and agree to comply.

___ I/We have read and understand this Program Partnership Agreement is valid for a period not to exceed one year, beginning: _____ (start date, xx/xx/xxxx) and ending: _____ (final date: xx/xx/xxxx).

___ I/We have read and understand the applicable GSUSA "Safety Activity Checkpoints" and agree to comply.

___ I/We have read and understand the applicable GSSEF "Volunteer Policies and Procedures" and agree to comply.

___ I/We have included a current certificate of general liability insurance. Scheduled Program Providers should carry at least \$1,000,000 in general liability coverage.

___ I/We understand that GSSEF cannot guarantee attendance for a program.

___ I/We understand that GSSEF will pay the partner the agreed price per person for the registered number of participants, based upon the invoice, provided within seven days of the activity.

___ I/We acknowledge that a W-9 Request of Taxpayer Identification Number & Certification form is required in order to receive payment from GSSEF.

___ I/We have included a copy of the waiver/agreement that will be distributed to parents/guardians of girls attending events. (Initial here, only if applicable).

___ I/We have included a photo release form. (Initial here, only if applicable)

Partner Business Name: _____ Representative Name: _____

Contact Email: _____ Contact Phone: _____

Authorized Representative Signature and Date: _____

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

Program Summary

Partner Business Name: _____

Contact Name: _____

Contact Email: _____ Contact Phone: _____

Program Name: _____

In-person: (venue address) _____

(or)

Virtual: (platform used) _____

Program date(s): _____

Program time(s): (include time zone) _____

Girl Scout member only program (or) Family program

Check all Girl Scout grade levels that apply:

Daisy (K-1) Brownie (2-3) Junior (4-5) Cadette (6-8) Senior (9-10) Ambassador (11-12)

Partner fee: Child: _____ (and, if applicable) Adult: _____

Minimum registration required: _____ (and) Maximum registration allowed: _____

Registration open date: _____ (and) Registration close date: _____

Waiver/Photo Release required

Badge earned/patch given: _____ Included in partner fee

Specific clothing, equipment, supplies or proficiencies required: _____

(continues on next page)

Description of program: _____

Learning objectives/expected outcomes: _____

Any additional info needed for this program: _____

Program Checklist

The following must be provided to GSSEF:

- Signed Program Partner Commitment (page 12)
- Certificate of Insurance (COI) with GSSEF listed as additional insured
- Signed W-9 form
- Waiver/Photo Release (if applicable) Online waiver previously provided.
- Logo/promotional images for marketing use
- Program Summary information for every potential program Previously provided in July 2023.

Girl Scout Promise

On my honor, I WILL TRY:
to serve **GOD** and **MY COUNTRY**,
to **HELP** people **AT ALL TIMES**,
and to live by the **GIRL SCOUT LAW**.

Girl Scout Law

I will do my best to be
HONEST and **FAIR**,
FRIENDLY and **HELPFUL**,
CONSIDERATE and **CARING**,
COURAGEOUS and **STRONG**, and
RESPONSIBLE for what I **SAY** and **DO**,
and to
RESPECT MYSELF and **OTHERS**,
RESPECT AUTHORITY,
use **RESOURCES WISELY**,
make the **WORLD** a **BETTER PLACE**, and
be a **SISTER** to every **GIRL SCOUT**.

Girl Scout Mission

GIRL SCOUTING BUILDS
girls of **courage, confidence**
and **character**, who make the
world a better place.

ADMINISTRATIVE HEADQUARTERS
6944 LAKE WORTH ROAD
LAKE WORTH, FL 33467
561.427.0177 • GSSEF.ORG



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

Memorandum

To: Governing Board
From: Kara Peterson, Director of Finance and Administration
Date: August 11, 2023
Subject: Cash Reserve Policy

Staff continues to work towards improving governance of the District. In addition to reviewing and updating existing policies, staff are working to identify and draft 'missing' policies. One such 'missing' policy is a Cash Reserve Policy. This policy has been developed to ensure that minimum levels of available surplus cash will be kept in reserve.

On the following pages you will find a draft Cash Reserve Policy for your consideration. This policy continues our systematic effort to identify and define policies as "a principle of action adopted by the LRD Governing Board. Mr. Shenkman has reviewed the policy and found it to be legally sufficient. LRD senior staff has carefully reviewed the policy and may have additional revisions before final action is taken by the LRD Governing Board.

I look forward to receiving your comments and feedback on this draft policy. If you find the policy acceptable, I offer the following motion for your consideration:

"THAT THE DISTRICT GOVERNING BOARD approve the attached Cash Reserve Policy and direct the Executive Director to implement this policy with an effective date of August 18, 2023.

Dr. Matt H. Rostock
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

	LOXAHATCHEE RIVER DISTRICT	Doc No:	LRD-POL-FIN-11.00
		Effective Date:	08/18/2023
		Revision History:	New
Author: Kara Fraraccio		Revision No.:	1
		Review Date:	08/2028
Issuing Department: Finance and Administration		Page:	Page 1 of 2

CASH RESERVE POLICY

Purpose

This cash reserve policy is established to help ensure financial stability, timely completion of capital improvements, and enable the District to meet requirements for large, unexpected expenditures. The purpose of this policy is to set criteria that governs the minimum levels of available surplus cash the District will keep in reserve. As budgets are prepared each year, the actual Surplus Fund Account balance will be estimated and evaluated for compliance with this policy.

Policy

The District will maintain a minimum cash reserve in the Surplus Fund Account. The Surplus Fund Account should be invested to maximize the time value of money while not being used for operational purposes. The investment management will be controlled by the Director of Finance and Administration and governed by the District Investment Policy. The Surplus Fund Account Minimum Balance is the sum of four (4) months of budgeted operating expenses as determined by the most recent approved budget, three percent (3.0%) of gross depreciable assets as recorded in the prior years audited financial statements, and 100% of the current year portion of debt service requirements including both interest and principal. The Surplus Fund Account Target Balance is 150% of the Minimum Balance. The Surplus Funds Account balance will be reviewed and recalculated each year during the budget process.

Definitions

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

- A. Surplus Fund Account – the depository for any excess revenues over expenses and required reserve deposits. It is maintained at a level sufficient to cover routine cash flow needs and those due to potential, foreseeable, yet unpredictable, possibilities such as major hurricanes.
- B. Surplus Fund Account Minimum Balance – the sum of four (4) months of budgeted operating expenses as determined by the most recent approved budget, three percent (3.0%) of gross depreciable assets as recorded in the prior years audited financial statements, and 100% of the current year portion of debt service requirements including both interest and principal.
- C. Surplus Fund Account Target Balance – 150% of the Surplus Fund Account Minimum Balance.
- D. Required Reserve Deposits – includes constraints placed on cash balances through external sources (i.e., imposed by creditors, grantors, contributors). Board designated cash reserves are not considered restricted for purposes of this policy, but customer deposits are considered restricted.

Relevant Procedures

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

A. Investment Procedures

Relevant Policies

B. Investment Policy

C. Budget Policy

Policy Questions

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



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

To: Governing Board
 From: Kara Fraraccio, Director of Finance and Administration
 Date: August 11, 2023
 Subject: Disposal of Surplus Property

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. Consistent with state statute and our policies and procedures, I request your authorization to dispose of the items listed below:

Tag #	F/A #	Description	Condition	Date Recorded	Acquired Value	Book Value	Estimated Value
	TE0099	2012 Ford F-250	Operational	09/30/12	\$ 38,099	\$ -	\$ 9,000
	TE0101	2012 Ford F-150	Operational	09/30/12	29,346	-	15,000
	TE0100	2012 Ford F-150	Operational	09/30/12	28,220	-	9,000
	TE81	2005 Ford Ranger	Operational	09/30/08	12,930	-	3,500
2675		Konica Minolta C220 Copier	Operational	09/30/11	2,865	-	100
Total Assets to be Disposed					\$ 111,460	\$ -	\$ 36,600

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	Estimated Value
2 HP Barnes Pump	C1463409-010	Beyond Repair	\$0
2 HP Barnes Pump	C850047-0102	Beyond Repair	\$0
2 HP Barnes Pump	C537962-0695	Beyond Repair	\$0
30 HP Flygt Pump	FLY-3102.180-4380099	Beyond Repair	\$0

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.

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 asset numbers TE0099, TE0101, TE0100, and TE81, asset tag number 2675, and the items from the aggregated assets listed in the schedule above in accordance with the District’s Disposal of Surplus Tangible Personal Property Policy.”

Dr. Matt H. Rostock
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER



Change Orders

No Change Orders are presented for Board consideration this month.



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D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

TO: D. Albrey Arrington, Ph.D., Executive Director
FROM: Kris Dean, P.E., Deputy Executive Director
Courtney Jones, P.E., Director of Engineering
DATE: August 11, 2023
SUBJECT: Manual of Minimum Construction Standards and Technical Specifications – August 2023 Update

In April of 1983 the Governing Board approved the District’s first “Manual of Minimum Construction Standards and Technical Specifications”. Since the initial adoption, this document has been updated from time to time as codes, rules, materials and methods have changed and improved over time. These changes were most recently approved by the Board in June 2023.

This August, Engineering Services is updating the Manual of Minimum Construction Standards and Technical Specifications as summarized below. Detailed updates can be reviewed in the Manual of Minimum Construction Standards and Technical Specifications, Section 10, Section 20, Section 150, Section 200 and Forms and Agreements as attached.

1. Section 10.02.3 – Revise section to include allowance of variations on easements from Section 150 and reference to separation requirements for District Facilities.
2. Section 10.04.2 – Revised Project Completion Submittals to include easement requirements as consistent with Section 10.02.3.
3. Added Section 10.05 – Termination/Abandonment of Easements.
4. Sections 20.04.1 and 20.07 – Separation requirements for non-FDEP/FDOH governed facilities and structures moved from Section 20.04.1 to Section 20.07.
5. Section 150.02 – Deleted easement requirements in this section that are included in Section 10.
6. Section 200 – Updated for current revision.

Dr. Matt H. Rostock
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

7. Section – Forms and Agreements – Added to include forms and agreements.

1. Application for Service – New Construction – Residential
2. Application for Service – New Construction – Commercial
3. Application for Service – Existing Building
4. Application to Abandon/Terminate Easement
5. Grease Interceptor Application Questionnaire
6. Sewer Easement Deed
7. Termination and Abandonment of Easement
8. Bill of Sale

At the July Board Meeting, Board members engaged staff in a robust discussion on termination and abandonment of easements. The discussion built on previous policy statement discussions and have allowed staff to refine a proposed Termination/Abandonment to present to the Board for consideration this month.

Section 10 has been updated to include “Termination/Abandonment of Easements” and standard forms for Termination/Abandonment of easements and Application to Abandon/Terminate Easement have been added to the Manual of Minimum Construction Standards and Technical Specification.

The proposed policy

1. Requires compliance with the District’s Manual of Minimum Construction Standards and Technical Specifications
2. Requires compliance with Federal, State and Local codes and regulations
3. Includes a risk analysis
4. Includes a benefit analysis
5. Requires reservation for reasonably identified future uses
6. Requires resolution of any existing conflicts
7. Addresses restraints and limitations
8. Reimburses the District for costs associated with the termination/abandonment
9. Reimburses the cost of the easement to the District, if the District was required to purchase the easement.

Procedurally, staff will work with the underlying property owner through the application process to document compliance with the above policy requirements. This documentation will be included as supporting documentation, presented to the Board, with staff’s recommendation for or against termination/abandonment of the easement. Detailed procedures for implementation of the policy are available for review upon request.

Please note, to implement the termination/abandonment of easement policy with an application fee, staff will need to return to the Board for revisions to Rule 31-10 incorporating application fees for termination/abandonment of easements. Staff anticipate bringing 31-10 to the Board as a DRAFT in September 2023 and the final version for consideration in October 2023. Without an application fee, revisions to Chapter 31-10 will not be required.

Staff recommend the following motion:

“THAT THE DISTRICT GOVERNING BOARD ratify and approve the Loxahatchee River Environmental Control District’s “Manual of Minimum Construction Standards and Technical Specifications”, as of August 17, 2023, and authorize the Director of Engineering and Executive Director to update the Construction Standards and Technical Specifications from time to time, and periodically present it to the Governing Board for ratification and approval.”

**LOXAHATCHEE RIVER
ENVIRONMENTAL CONTROL DISTRICT**



**MANUAL OF MINIMUM CONSTRUCTION
STANDARDS AND TECHNICAL SPECIFICATIONS
FOR
LOXAHATCHEE RIVER DISTRICT**

D. Albrey Arrington, Ph.D.
Executive Director

Kris Dean, P.E.
Deputy Executive Director

Courtney Jones, P.E.
Director of Engineering

Revision: ~~June~~ July 2023

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FORMS & AGREEMENTS (CONT'D):

Grease Interceptor Questionnaire

Application to Abandon/Terminate Easement

Sewer Easement Deed

Termination / Abandonment of Easement

Bill of Sale

SECTION 10

ADMINISTRATIVE AND GENERAL

10.01 General

The purpose of this manual is to provide the minimum construction standards for design and construction work associated with wastewater systems within the District and is intended to supplement the requirements of other regulatory agencies. The design engineer is to use good engineering judgment in the design of wastewater systems. The design engineer and the contractor are responsible for providing sound, workable, and long lasting systems.

The intent of this section is to provide members of the development community with a brief introduction to the Loxahatchee River Environmental Control District, also referred to as “District”, its function, and procedures.

The Loxahatchee River Environmental Control District is an agency of government which was created in 1971 for the purpose of providing utility and other environmental services within the 72 square mile basin of the Loxahatchee River. Currently, the District owns, operates, and regulates the regional wastewater system serving Tequesta, Jupiter, Juno Beach, Juno, and the unincorporated areas of northern Palm Beach and southern Martin Counties.

The District offices are located at 2500 Jupiter Park Drive, Jupiter, Florida. The offices are open between 8:00 A.M. and 5:00 P.M. weekdays. The telephone number during working hours is (561) 747-5700. For emergency situations outside of normal office hours, the telephone number is (561) 747-5708. The District website can be found at <http://www.loxahatcheeriver.org>.

With specific regard to new development, the District’s legislated policy is to provide the required utility services to the area now and as it continues to grow. It is, therefore, the agency’s intent to work closely with new development to assure that the utility services can be provided in a manner which is both timely and consistent with the standards and specifications set forth in this manual.

Please note that the District’s “Manual of Minimum Construction Standards and Technical Specifications” may change from time to time. All projects will be subject to the current District, local, state and federal rules and regulations at the time of submittal of final engineering drawings for approval.

10.02 Procedures Prior to Construction

10.02.1 Introductory Meeting

It is highly recommended that the project representative (s) (owner, engineers) meet with the District’s Deputy Executive Director early in the planning stages of the development. At such time a determination of sewer and reuse water availability will be made, and financial impacts will be reviewed.

10.02.2 Developer Agreement

The submittal of a properly executed agreement, along with payment for certain charges, is required before the District will review the engineering plans. Copies of the District's Standard Developer Agreement and District Rule Chapter 31-10, which addresses the charges, are available online at the District's website: <https://loxahatcheeriver.org/> or at the District offices.

10.02.3 District Installed Facilities

During the introductory meeting the developer may wish to discuss the availability of District installed regional and sub regional facilities to serve the proposed project, although, this program is limited to larger developments.

The District currently maintains a program where sub regional lift stations may be constructed by and paid for by the District. A sub regional facility must be designated and approved by the District Governing Board. Staff will take no action for recommending designation of a facility for installation until a developer agreement is executed and all fees are paid.

Staff reviews and assesses the project based upon economic feasibility, consistency with the District Master Plan and its current and future demand. To promote stable and effective communication between the District and the Developer, we will require the Developer to coordinate all communication through the Engineer of Record.

In designating a sub-regional facility, the following items are the responsibility of the owner/developer:

Provide the District with any project information necessary for the design of lift station(s) and force mains(s).

Provide, at developer's expense, all necessary electrical service to the lift station site in conjunction with construction activities.

Provide suitable access to lift station and force main sites for District and contractor's vehicles and equipment. Paved asphaltic concrete or reinforced concrete access drives will be provided (Min.16' wide) prior to acceptance.

Provide appropriately sized sanitary sewer gravity lines that are necessary to serve adjoining properties in conjunction with lift station construction. Sewer lines to adjoining properties must be activated concurrent with lift station, or upon demand from the District.

The last collection manhole, just upstream of the lift station, should be placed in a manner to minimize road, lane or sidewalk closures should by-pass operations be needed at the lift station. The District may require this last collection manhole to be placed inside the lift station easement.

Provide all clearing, grubbing and rough grading of the lift station and force main sites prior to construction.

Provide survey requirements and staking of the lift station and force main upon request from the District. Staking shall include provision of one stake at center of the proposed wet well, with 50' offsets and bench mark. Force main shall be staked at center line with 10' offsets every 100 feet, with a set bench mark. All survey work shall be performed by a professional surveyor licensed in the State of Florida.

Developer shall convey a deed to the lift station property prior to construction, and all required easements as follows:

Permanent Easements:

- a. Lift Station - 40' x 40'
- b. Force Mains - 10' wide minimum
- c. Gravity Mains - 15' wide minimum for sewers

Temporary Construction Easements:

- a. Lift Station - 100' x 100'
- b. Force Mains - 30' wide minimum
- c. Gravity Mains - 50' wide minimum

Variations on easements shall be considered on a case by case basis where full functionality to service existing and all future anticipated needs, access, maintenance and bypass operations can be accommodated with alternate configurations acceptable to the District and approved by Engineering Services.

Developer is required to maintain separation requirements as detailed in Section 20.07 and Standard Detail SD-29. Developer's contractor will be responsible to make gravity line connections from the system collection manhole to the lift station after the construction of the wet well has been completed.

District staff will work in conjunction with the developer's project engineer to plan for the service area. Station design will be performed by the District. Construction will be contracted for by the District and inspected by District personnel.

10.02.4 Developer Installed Facilities - Plan Review and Approval

An initial electronic plan submittal (PDF) is recommended. Submittal should contain; one (1) complete set of plans including sewer, reuse, water and drainage systems, and paving and grading details. Upon review, the design engineer will be notified of acceptance or comments which need to be addressed. District staff will work with the Developer's Engineer of Record to address the final design of Developer installed facilities.

Final submittal for approval will require additional plan sets, to include one (1) electronic (PDF), electronic AutoCAD plan files, two (2) hardcopies full-size (24x36) sets for District files, two (2) hard copies of executed Florida Department of Environmental Protection and/or Palm Beach County Health Department permit applications for District files, plus any additional sets required by the engineer or owner.

District approval of utility plans and specifications, as well as sign off on the Florida Department of Environmental Protection/Health Department application, is required.

Plan review will be for technical sufficiency of design for incorporation into the District's system. This review, as well as plan approval by the District, does not relieve the design engineer of his liabilities or responsibility for a properly detailed design. District Engineering staff will be available to work with the design engineer to assure the plans meet the requirements set forth in this manual.

All plan submittals must be signed and sealed by a Professional Engineer, registered in the State of Florida. Plans which are marked "Preliminary" or "Draft" will not be approved.

Supplemental data to be furnished with the final plans submitted for approval includes the following:

1. Project Summary
 - a. Number of residential units being served or non-residential uses.
 - b. Number of Manholes
 - c. L.F. of Gravity Main (for each pipe size)
 - d. L.F. of Force Main (for each pipe size)
 - e. Number of Lift Stations and depth of each
2. Basis of determination of design capacity and design flow.
3. Calculations and plot of system head curves.
4. Calculations of pump cycle times.
5. Wet well floatation calculations.
6. Landscaping plan that includes the proposed sewer facilities on the plan to determine if the necessary setbacks are provided.
7. Preliminary phasing plan (for entirety of project) that includes a table indicating number and type of lots (i.e., multifamily, single family, etc.) and the year those lots require DOH certifications.

10.03 Developer Installed Facilities - Procedures During Construction

10.03.1 Periodic Inspection

Throughout construction, the developer will look to his consulting engineering firm for progress by periodic inspections. District Engineering staff will periodically check the site during construction for progress. If problems are encountered during construction, it will be the developer's responsibility through his engineers, to resolve them to the District's satisfaction. Any revision of substance to the approved plans shall be submitted to the District for approval prior to incorporation into the work.

10.03.2 Pre-Final Inspection Submittals

1. Approximately 60 days prior to construction completion, the Developer's Engineer of Record shall provide the Deputy Executive Director the following for review and approval:
 - a. A signed and sealed cost of construction of the sewer improvements. This information will be used to establish the value of the maintenance bond.
 - b. A final Phasing Plan. The Phasing Plan should encompass the project in its entirety and is solely at the discretion of the District as to timing and extent of phases.
2. Upon receipt of the above information the Deputy Executive Director will prepare a letter to the Owner, with copy to the engineer, with the Bill of Sale and easement forms prepared for execution, along with a listing of administrative items to be provided prior to District inspection of facilities for acceptance.

10.04 Developer Installed Facilities - Procedures Following Construction

10.04.1 Project Completion

A project is not considered complete and prepared for District final inspection until such time as:

1. All sewer system construction is completed in accordance with plans and specifications and inspected and certified by the engineer.
2. Where sewers are constructed in paved areas, at least the 1st lift of asphalt has been provided.
3. Areas over lines and laterals, which are not proposed to be paved, shall be brought to finish compacted grade.

10.04.2 Project Completion Submittals

Upon Completion of Construction, but before District final inspection, submit the following items in forms acceptable to the District:

1. Bill of Sale

2. Grant of Easement: The Developer shall convey all required easements as follows:

Permanent Easements:

- a. Lift Station - 40' x 40'
- b. Force Mains - 10' wide minimum
- c. Gravity Mains - 15' wide minimum for sewers

Temporary Construction Easements:

- a. Lift Station - 100' x 100'
- b. Force Mains - 30' wide minimum
- c. Gravity Mains - 50' wide minimum

Variations on easements shall be considered on a case by case basis where full functionality to service existing and all future anticipated needs, access, maintenance and bypass operations can be accommodated with alternate configurations acceptable to the District and approved by Engineering Services.

~~2.3.~~ Maintenance Bond: From a surety company and executed by an attorney-in-fact for the surety company with a certified copy of his Power-Of Attorney attached to the Bond; or a

~~3.4.~~ Letter of Credit: From a financial institution and in a form acceptable to the District.

~~4.5.~~ Record Drawings: Submit one (1) blackline copy of the record drawings, signed and sealed by a Florida licensed Professional Surveyor & Mapper. Record drawings must comply with District Standard Detail SD-29 "Record Drawing Submittal Guide".

~~5.6.~~ Department of Environmental Protection Certificate of Completion Executed by Owner and Certifying Engineer.

~~6.7.~~ Letter of Certification from the Engineer of Record

~~7.8.~~ Performance Test Results: infiltration/exfiltration, pressure, leakage and pump start-up test records. All documents must be signed and sealed by the Engineer of Record.

~~8.9.~~ Copy of Site Plan and Recorded Plat indicating all building numbers and street names.

~~9.10.~~ Payment for all buildings connected to the system.

10.04.3 Final Inspection

After the Owner and Project Engineer have provided the documents as outlined in Section 10.04.2, and all punch list items have been remedied, the District engineering staff will conduct a final inspection and recommend acceptance or denial. If acceptance is denied, a letter will be sent to the Project Engineer advising of the denial and reasons for such. Subsequently, the project engineer should address the comments and request scheduling a final reinspection. It should be noted that after the final inspection, any comments to the initial Record Drawing submittal shall be provided to the Engineer of Record for any remedies.

10.04.4 Final Record Drawings

After District Engineering staff has completed the final inspection and all work is to the satisfaction of the District Engineer, the final Record Drawings shall be submitted to the District, as follows:

1. Two (2) final black line record drawings, signed and sealed by a Florida licensed Professional Surveyor & Mapper. This record drawing shall meet the technical standards for "Record Survey" set forth by the Florida Board of Professional surveyors and mappers, pursuant to Chapter 472 of the Florida Statutes and Chapter 61G17-6, Florida Administrative Code.
2. One electronic submittal with the record drawing in AutoCAD 2020 or later format and PDF format. Only one (1) AutoCAD file shall be accepted containing the entire record drawing (additional files used for x-referencing are acceptable) and one Adobe Acrobat file with the entire record drawing as seen on the paper copy. The District will no longer accept separate AutoCAD and/or Adobe Acrobat files for separate record drawing pages. The AutoCAD files must be established in state plane coordinate system, NAD 83, Florida East Zone. The vertical datum referenced shall be NGVD 29.

10.04.5 One Year Maintenance Bond and Inspection

Prior to acceptance by the District, a maintenance bond, which will remain in effect for one year from the date of District acceptance of the system, must be provided to the District. Shortly before the expiration of the one-year maintenance bond, the District will reinspect the system in a manner similar to the final inspection (i.e., broken pipes, deflection, infiltration, etc.) The District will advise the developer of any defects found, unless of an emergency nature, during this inspection and will require correction to be made prior to expiration of the maintenance bond.

Should adequate progress, in the opinion of the District, not be made in correcting the deficiencies, the District will look to the bonding company to pay for corrective action taken by the District.

A Letter of Credit drawn upon a financial institution licensed in the State of Florida, and in a form acceptable to the District may be provided in lieu of a maintenance bond.

10.04.6 District Acceptance

Upon satisfactory finding of the final inspection, the Department of Environmental Protection/Health Department Certification of Completion will be executed by the Executive Director, thereby, accepting the system for operation and maintenance.

10.04.7 Operation and Maintenance

With the exception of service laterals which lie beyond right-of-way or easement lines, or in common areas of ownership, the wastewater system serving the development will be operated and maintained by the District's personnel, who are well trained and responsive to the needs of the community.

10.04.8 Utility Billing

The District's accounting department will continue to work with the Developer in the collection of connection charges as new buildings are tied into the system, and in the billing of quarterly service charges.

10.05 Termination/Abandonment of Easements

The District will consider requests for termination and abandonment of exclusive and non-exclusive easements from underlying property owners.

Requests for termination and abandonment of exclusive and non-exclusive easements are at the sole discretion of the District and require an application, payment of fees, are subject to Engineering Services Department review and recommendation and require District Governing Board approval.

Recommendations to the Board for termination or abandonment of exclusive and non-exclusive easements shall be compliant with District's Manual of Minimum Construction Standards and Technical Specifications, be compliant with Federal, State and Local codes and regulations, include a risk/benefit analysis, provide for reasonably identified future uses, resolve any existing conflicts, address any restraints and/or limitations at the site and reimburse the District for any cost paid by the District for the easement, or portion thereof, adjusted for current value using the historical Consumer Price Index for Urban Customers (CPI-U).

~~10.05~~ 10.06 Definitions and Abbreviations

The term "Owner" or "District" shall mean the Loxahatchee River Environmental Control District.

The term "Director" shall mean the Executive Director of the Loxahatchee River Environmental Control District.

The term "Deputy Executive Director" shall mean the Deputy Executive Director of the Loxahatchee River Environmental Control District.

The term “Engineer” or “Design Engineer” shall be the engineer registered in the State of Florida that signs and seals the plans of a developer or other person or entity.

The term “District Engineer” shall be the engineer designated by the District, whether acting directly or as an authorized agent of the District, acting within the scope of duties entrusted to them.

The abbreviation listed below shall have the meaning set forth opposite each:

AASHTO	American Association of State Highway Transportation Officials
ACI	American Concrete Institute
ANSI	American National Standards Institute
ASCE	American Society of Civil Engineers
ASTM	American Society for Testing and Material
AWWA	American Water Works Association
NEC	National Electric Code
NEMA	National Electric Manufacturers Association
AWG	American or Brown and Sharpe Wire Gage
NPT	National Pipe Thread
WOG	Water, Oil, Gas

END OF SECTION 10

SECTION 20

DESIGN CRITERIA

20.01 General

The requirements of this section are a minimum and nothing herein shall be construed to eliminate consideration of a design based on a rational procedure not covered by such requirements. Standards or minimum requirements set forth in this Manual are not intended to relieve the Developer, Contractor, or Design Engineer from complying with good engineering and construction practices under specific conditions which require a higher degree of procedure, standards, or requirements. Where the Developer, Contractor, or Design Engineer is not capable of following the requirements of the Manual due to certain site conditions, any deviation from the requirements set forth in the Manual shall first be approved by the District. It is intended that the requirements of this section shall be applicable in all cases where the facilities being constructed or to be constructed shall be owned and/or operated and maintained by the District.

20.02 Design Capacity

Gravity sewer systems should be designed for the estimated ultimate tributary population. Parts of the system that can be readily increased in capacity such as lift stations may be submitted for approval based on phased implementation. The basis of design for all projects shall accompany the plan documents.

20.03 Design Flow

Sewer system Average Daily Flow (ADF) designs shall be based on the design flows as listed in Chapter 64E-6 of the Florida Administrative Code.

20.03.1 Peak Hourly Flow

Peak Hourly Flow (PHF) shall be utilized for the sizing of all gravity sewers, force mains and lift station pump sizing. Peak hourly flow peaking factor (PF) shall follow Figure 1 - Ratio of Peak Hourly Flow to Design Average Flow, of the “Recommended Standards for Wastewater Facilities”, by the Waste Water Committee of the Great Lakes – Upper Mississippi River Board of State and Provincial Public Health and Environmental Managers, latest edition.

For low pressure sewer systems, all low pressure mains and the District’s approved grinder pump systems (centrifugal) shall be sized based upon the estimated peak design flow. The estimated peak design shall follow either Part 4 – Design Flows, of the “Design and Specification Guidelines for Low Pressure Sewer Systems”, by the FDEP, latest edition or Chapter 2, “Manual – Alternative Wastewater Collection Systems”, by the EPA, latest edition.

20.04 Gravity Sewers

20.04.1 New Construction

The basic design criteria for gravity sewers shall be as follows:

Pipe material – all new gravity sewer shall be of PVC construction. Use of epoxy coated D.I.P. will only be allowed with prior approval from the District Engineer.

The minimum gravity sewer pipe line diameter – All new gravity sewer mains (manhole to manhole) shall be a minimum of 8-inches in diameter.

The minimum depth of cover shall be as follows: 3’-6” for DIP or PVC C-900 and 4’-0” for PVC SDR-26. Any cover that is proposed to be less than 4’-0” must be given prior approval by the Director of Engineering.

Straight alignment and constant slope between manholes.

All manholes shall be precast concrete with monolithic bases and concentric conical cone sections.

Manholes are required at the end of each line; at all changes in grade, size or alignment. Stubs eight (8) inches or larger will require a manhole at the terminus point.

Manholes shall be spaced not greater than 400 feet for sewers fifteen (15) inches in diameter or less, 450 feet for sewers eighteen (18) inches in diameter or greater.

Five-foot drop manholes (internal type) are to be provided for a sewer entering a manhole at an elevation twenty-four 24 inches or more above the lowest manhole channel invert. (See Standard Details)

A positive 0.1-foot grade differential shall be provided between the upstream and downstream invert on all manholes.

All sewers shall be designed and constructed to give mean velocities, when flowing full, of not less than 2.0 feet per second, based on Kutter’s formula using an “n” value of 0.013. The following are minimum slopes allowed:

<u>Sewer Size</u>	<u>Slope in Ft/100 Ft</u>
8-inch	0.40
10-inch	0.28
12-inch	0.22
15-inch	0.15
18-inch	0.12
21-inch	0.10

24-inch	0.08
27-inch	0.067
30-inch	0.058
36-inch	0.046

When possible, slopes at least 10% above the minimums shown are preferred. However, in no case will slopes be designed which would provide a mean velocity less than 2.0 feet per second when flowing full, based on an “n” value of 0.013.

When a smaller sewer joins a larger one, the invert of the larger sewer should be lowered sufficiently to maintain the same energy gradient. An approximate method for securing these results is to place the 0.8 depth point of both sewers at the same elevation.

Intersecting sewers shall not meet at an alignment angle of less than 90 degrees to downstream flow.

Manholes deeper than 14 feet from the lowest invert to the manhole rim, manholes with a force main discharge, manholes with inside drops and the last collection manhole just upstream of a lift station, shall be given a minimum 0.5-inch coat of Sewper Coat, Strong Seal, Refratta HAC 100 or other approved calcium aluminate corrosion barrier.

The last collection manhole, just upstream of the lift station, should be placed in a manner to minimize road, lane or sidewalk closures should by-pass operations be needed at the lift station. The District may require this last collection manhole to be placed inside the lift station easement.

~~All gravity sewers shall be placed in the center of any roadway and within any easements. The minimum gravity sewer easement is 15' wide.~~

~~No landscaping or surface features (i.e., walls, fences, fountains, etc.) shall be placed in a manner that would adversely affect access to utility easements or District infrastructure. Trees shall be a minimum of 10' away from any gravity sewer main or service line/lateral. This may be reduced to 7' with the use of an approved root barrier system.~~

~~All gravity sewer mains shall be a minimum of 10' horizontally from any structures. This setback shall be measured from the outside edge of the pipe to the nearest part of the structure, including underground (i.e., footers) or above ground (i.e., roof overhangs) features.~~

In addition to the above requirements, gravity sewer design shall follow Recommended Standards for Wastewater Facilities, at a minimum.

20.04.2 Adjustments to Existing Sewer Infrastructure

There may be instances where an area is being redeveloped or when a new developer takes ownership of a project from a previous developer and wishes to make modifications to already constructed, but not yet activated sewer facilities. The following criteria shall apply:

It is advised that developers of redesigned projects meet with the District Engineer to conduct a pre-application meeting and/or conduct due diligence prior to submitting final engineering plans to discuss the proper procedure for obtaining approval for any modifications.

This manual is updated from time to time, thus any comments provided at a pre-application/due diligence meeting should be considered conceptual in nature and may no longer be applicable by the time final engineering drawings are submitted to the District for approval (See Section 10.01).

Services may be abandoned on a gravity run (manhole to manhole) and the service must be entirely removed, including the mainline wye fitting. The repair(s) must be completed using two sleeves and one spool piece per abandoned service.

Lift stations and all related appurtenances must be brought up to current District standards if they haven't been installed.

The District will accept all gravity and force mains as constructed and re-inspect them based upon the District standards at the time the project was approved. However, additional appurtenances may be required to be installed, such as air release/vacuum valves or inline valves should the District Engineer require them. Additionally, all setbacks shall be based upon the current District standards.

The District will accept all previously agreed to sewer easement widths, though the extent of the easements may require modifications should any infrastructure be removed or added.

Any new infrastructure proposed by the new developer shall meet all current District standards.

20.05 Submersible Pumping Stations

The basic design criteria for pump stations are as follows:

Sized to handle the peak hourly flows from the tributary areas with the largest pumping unit out of service (firm capacity).

Total dynamic head based on static head, lift station friction losses and pipeline friction factor (C) of 120. Pumping units shall be capable of operating based on a C=100 and not "running out" based on a C=140.

Pumping units capable of passing spheres of at least three (3) inches in diameter.

Under normal conditions, pumps operate under a positive suction head.

Controls included to automatically alternate the pumps in use.

Maximum pump speed of submersible pumps shall not be greater than 1800 rpm unless specifically allowed otherwise by the District Engineer.

All electrical and mechanical equipment shall be installed 1 foot minimum above the Base Flood Elevation.

Lift stations shall be provided with remote telemetry (Data Flow Systems radio telemetry or cellular telemetry) and wetwell level instrumentation.

Detailed specifications and drawings for submersible pump stations and appurtenances are included elsewhere in this manual. Site specific designs and requirements not covered under this manual will be reviewed on a case by case basis. Additional design criteria for these stations are contained in the “Recommended Standards for Wastewater Facilities”, by the Water Supply Committee of the Great Lakes – Upper Mississippi River Board of State and Provincial Public Health and Environmental Managers, latest edition as referenced by the Florida Department of Environmental Protection.

All wet wells shall be designed to resist flotation based on a base flood event plus 1 foot at the site, without consideration of the weight of the pumps, with a safety factor of at least 1.0. Flotation calculations based on a unit weight of concrete of 130 pounds per cubic foot shall be submitted to the District for review with all pump station plans

Wet well cycle times shall be 10 minutes minimum 30 minutes maximum; based on the formula:

$$T = \frac{V}{Q-S} + \frac{V}{S}$$

Where:

- T = Cycle time (minutes)
- V = Effective volume of wet well (gallons)
- Q = Pumping rate (gpm)
- S = Average daily flow (gpm)

All lift stations shall be given a 1.0-inch coat of Sewper Coat, Strong Seal, Refratta HAC 100 or other approved calcium aluminate corrosion barrier.

20.06 Force Main

The basic design criteria for force mains are as follows:

Pipe material – C-900 PVC, epoxy lined ductile iron pipe or HDPE (DR-11 min).

Minimum size - 4-inch diameter.

Minimum velocity - 2 feet per second.

Maximum velocity - 8 feet per second.

Minimum depth of cover - 3 feet.

Branches of intersecting force mains shall be provided with appropriate valves such that one branch may be shut down for maintenance and repair without interrupting the flow of other branches. Stubouts on a force main, placed in anticipation of future connections, shall be equipped with a valve to allow such connections without interruption of service.

At all times, the force main shall be laid per the design elevations approved by the District. An automatic air release valve shall be placed at all high points of all force mains with a diameter of (4) inches or larger, as indicated on the construction plans and approved by the District.

All automatic air release/air vacuum valves shall be placed in a manhole as provided in the District's standard details.

Force main design drawings are to indicate elevations at all high points and all low points with constant slopes in between such points. Low point drains shall be placed at all low points in the force main profile.

Approved restrained joints shall be provided at all force main bends.

Terminal ends of force main (permanent or temporary) shall be as shown on the District Standard Details.

20.07 Separation Requirements

Sanitary sewers crossing under water mains shall be laid to provide a minimum vertical separation of twelve (12) inches between the invert of the upper pipe and the crown of the lower pipe. Where this minimum separation cannot be maintained, the crossing shall be arranged so that the joints are equidistant from the point of crossing with no less than ten (10) feet between any two joints and both pipes shall be D.I.P. Where there is no alternative to sewer pipes crossing over a water main,

the criteria for the minimum separation between lines and joints in the above, shall be required and both pipes shall be D.I.P. irrespective of separation.

Where storm sewers cross above or below sanitary sewer mains, the minimum vertical separation between the outside of the storm sewer main and the outside of the sanitary sewer main is twelve (12) inches. Where the minimum separation cannot be maintained, the sewer main shall be constructed of DIP at the conflict with one full joint (min. 20 feet) centered on the conflict for pressure mains and C-900, DR18 inside DI or steel sleeve for gravity mains.

The minimum vertical separation between sanitary sewer mains and any other utility other than those listed above is twelve (12) inches. Vertical separations of less than six (6) inches, will not be accepted.

Maintain ten (10) feet horizontal distance between water mains, storm pipes and sanitary sewer mains unless reduced separation is allowed by the FDEP, Palm Beach County Health Department and the District Engineer. Separations greater than ten feet may be required for drainage pipes larger than 48-inches in diameter.

All gravity sewers shall be placed in the center of any roadway and within any easements. The minimum gravity sewer easement is 15' wide.

No landscaping or surface features (i.e., walls, fences, fountains, etc.) shall be placed in a manner that would adversely affect access to utility easements or District infrastructure. Trees shall be a minimum of 10' away from any gravity sewer main or service line/lateral. This may be reduced to 7' with the use of an approved root barrier system.

All gravity sewer mains shall be a minimum of 10' horizontally from any structures. This setback shall be measured from the outside edge of the pipe to the nearest part of the structure, including underground (i.e., footers) or above ground (i.e., roof overhangs) features.

20.08 Sewer Use Regulations

The Loxahatchee River Environmental Control District has adopted certain rules and regulations regarding the acceptability and pretreatment requirements for certain types of wastewaters. These rules and regulations are published in Chapter 31-13 of the District Rules and may be amended from time to time. Prospective users of the system should contact the District Deputy Executive Director for information regarding the above referenced rules and the Director of Operations for compatibility of the anticipated wastewater with the District's facilities.

END OF SECTION 20

SECTION 150

SUBMERSIBLE LIFT STATIONS

150.01 Scope

It is the intent of this standard is to provide component requirements and general design guidelines for submersible wastewater lift stations. This standard shall be used in conjunction with Standard Details SD-31 through 35 and referenced standards for complete submersible wastewater lift station requirements.

This specification typically defines requirements for 20HP and smaller lift stations. Lift stations greater than 20 HP, serving critical infrastructure or performing as a repump station may require alternate design criteria including variable speed, tri-plex configuration, permanent standby emergency power and PLC control. These additional design criteria will be defined by Engineering Services during the design.

150.02 Site

~~Lift station sites shall be provided with a minimum 40' x 40 lift station easement. Variations on the easement shall be considered on a case by case basis where access, maintenance and bypass operations can be accommodated with alternate configurations acceptable to the District and approved by Engineering Services.~~

The lift station site and access shall be set at proper elevations and configurations such that access and maintenance to the station will not be impaired by flooding, excessive road grades, swales, walls or landscaping. A lift station site plan indicating all topographical features, rights-of-way, easements and adjoining contiguous areas shall be submitted to the District for approval.

All above or at grade facilities shall be above the 1% Annual Chance Flood (100-year flood) zone, as shown on Flood Insurance Rate Maps (FIRMs). Site and lift station plans shall include the 100-year flood elevation.

150.03 Power

The Contractor shall coordinate with and pay all fees, deposits, and service costs to Florida Power and Light Corp. to provide a three phase, 480V or 240V underground power service to the new lift station site. The transformer for the station shall be located not further than 25 feet from the nearest station easement line.

The power meter for the lift station shall be located on the lift station site, installed on the District's standard control panel rack.

150.04 Lift Station Standard Equipment

A list of standard lift station equipment is given below. This list is not all inclusive and the Contractor shall supply all other equipment necessary for complete working installations. The lift station shall include:

Two (2) explosion proof submersible type sewage pumps with 316 stainless steel guide rails, base plates and all accessories.

Two (2) discharge lines with swing check valves and plug valves and emergency tap connection

Instrumentation/control system, (requirements vary on station size)..

One (1) electrical control panel, NEMA 4X, to house electrical equipment, pump controls, alarms and protection.

One (1) wet well.

One (1) valve vault.

Concrete covers with aluminum access hatches and safety grates

Influent drop assemblies

Permanent standby generator and ATS, (requirements vary on station size).

Radio or Cellular Telemetry System

Coatings

Concrete pads

Landscaping/site screening

The wet well structure shall receive a minimum 1.0-inch thick calcium aluminate corrosion barrier such as Sewper Coat, Strong Seal, Refratta HAC 100 or approved equal, and installed per the manufacturers recommendations.

One (1) influent (collection) manhole structure with piping connecting to the wet well structure. The distance between the collection manhole and the wet well shall be no more than 50 feet.

150.05 Pumps and Motors

The pumps shall be capable of handling grit and raw unscreened sewage. The design shall be such that the pump unit will be automatically and firmly connected to the discharge piping when

lowered into place on its mating discharge connection, permanently installed in the wet well. The pump shall be easily removable for inspection or service requiring no bolts, nuts, or other fastenings to be disconnected.

All major parts, such as the stator casing, oil casing, sliding bracket, volute, and impeller shall be of gray iron. All surfaces coming into contact with sewage shall be protected by a coating resistant to sewage. All exposed bolts and nuts shall be of stainless steel.

Pump faces shall be machined to accept a sacrificial plate between the pump face and seat. The sacrificial plate shall be manufactured from ¼" brass plate, bolted to the pump face and removable/replaceable.

A wear ring system shall be installed to provide efficient sealing between the volute and impeller.

The impeller shall be hard alloy gray cast iron of non-clogging design capable of handling solids, fibrous material, heavy sludge, and other matter found in normal sewage applications. The impeller shall be constructed with a long throughout without acute turns. The impeller shall be dynamically balanced. The impeller shall be a slip fit to the shaft and key driven. Non-corroding fasteners shall be used.

Each pump shall be provided with a mechanical rotating shaft seal system running in an oil reservoir having separate, constantly hydro-dynamically lubricated and lapped seal faces.

The lower seal unit between the pump and oil chamber shall contain one stationary and one positively driven rotating tungsten-carbide ring.

The upper seal unit between the oil pump and motor housing shall contain one stationary tungsten-carbide ring and one positively driven rotating carbon ring. Each interface shall be held in contact by its own spring system supplemented by external liquid pressures. The seals shall be easily inspected and replaceable.

The shaft sealing system shall be capable of operating submerged to depths of, or pressure equivalent to, 65 feet. No seal damage shall result from operating the pumping unit out of its liquid environment. The seal system shall not rely upon the pumped media for lubrication.

A sliding guide bracket shall be an integral part of the pump unit. The volute casing shall have a machined discharge flange to automatically and firmly connect with the cast iron discharge connection, which when bolted to the floor of the sump and discharge line, will receive the pump discharge connection flange without the need of adjustment, fasteners, clamps or similar devices.

Installation of the pump unit to the discharge connection shall be the result of a simple linear downward motion of the pump unit guided by no less than two guide bars. No other motion of the pump unit, such as tilting or rotating, shall be acceptable. Sealing of the discharge interface by means of a diaphragm, O-ring, or other device will not be considered acceptable or equal to a metal to metal contact of the pump discharge flange and mating discharge connection specified and

required. No portion of the pump unit shall bear directly on the floor of the wet well. There shall be no more than a 90-degree bend allowed between the volute discharge flanges and station piping.

The pump motor shall be housed in an air or oil filled watertight casing and shall have moisture resistant Class "F" 155-degree C insulation. Oil filled casing shall be filled with transformer oil, quality BP Energol JSO, or Shell Diala D or DX. The motor shall be a minimum of 5 BHP, rated for operation at 1700 or 1750 rpm, on a 230V, 3-phase, 60 hertz power supply. The cable entry water seal design shall be such that precludes specific torque requirements to insure a watertight and submersible seal. Epoxies, silicones or other secondary sealing systems shall not be required or used. The cable entry junction box and motor shall be separated by a stator lead sealing gland or terminal board which shall isolate the motor interior from foreign materials gaining access through the pump top.

Pump motor cable installed shall be suitable for submersible pump applications and this shall be indicated by a code or legend permanently marked on the cable. Cable sizing shall conform to NEC specifications for pump motors and shall be of adequate size for the motor rating. Pump motor cable shall be ample length to reach the rack mounted panel. Cable length to be determined by the site plans.

The pump cable shall have 90 degree C rated insulated material based on 40 degree ambient and shall have anti-roping and anti-wicking design. All mating surfaces of major parts shall be machined and fitted with nitrile O-rings where watertight sealing is required. Machining and fittings shall be such that sealing is accomplished by automatic compression in two planes and O-ring contact made on four surfaces, without the requirement of specific torque to affect this. Rectangular cross sectioned gaskets requiring specific torque limits to achieve compression shall not be considered adequate.

Tolerances of all parts shall be such that allows replacement of any parts without additional machining required to insure sealing a described above. No secondary sealing compounds, greases, or other devices shall be used.

Each unit shall be provided with an adequately designed cooling system. Thermal radiators integral to the stator housing, cast in on unit, are acceptable. Where water jackets along or in conjunction with radiators are used, separate circulation shall be provided. Cooling media channels and ports shall be no-clogging by virtue of their dimensions. Provisions for external cooling and flushing shall be provided.

Pump and motor assemblies shall meet NEC and NFPA requirements for explosion proof installations in Class 1, Division1, Group D environments.

The pumps and motors shall be manufactured by FLYGT Corporation.

150.06 Control Panel

This section is specific to single speed, duplex lift stations with float control, for variable speed, PLC controlled stations see Section 161.

The Contractor shall furnish and install a heavy duty type District Standard control panel as shown on the plans and specified here, as manufactured by Sta-Con Incorporated, QCI, or approved equal, and in accordance with the detail sheets SD-31 through 34.

The control panel shall contain all the remote electrical equipment necessary to provide for the operation of the pumps. The panel shall start and stop the pumps in the wet well.

The control panel shall start the “lead” pump when the liquid level rises to a preselected elevation “D”. If the influent rate exceeds the capacity of the “lead” pump, the lag pump shall be started when the liquid level rises to a preselected elevation “C” (higher than “D”). If the liquid level rises to a preselected elevation “B” (higher than “C”), the high level alarm shall be activated. When the liquid level falls to a preselected elevation “E” (lower than “D”), both pumps shall be stopped.

The control panel shall be contained in a single enclosure, fabricated of not less than 14-gauge 316 stainless steel, NEMA 4X construction. The door shall be formed with minimum lip of 3/4” and full height hinged. Closure mechanisms shall be No. 3 S.S. fasteners with No. 3 keepers as manufactured by Simmons Fasteners, or approved equal.

The interior door shall be constructed of .080-inch thick 6061-T6 aluminum. The interior and exterior doors shall be provided with a stop mechanism to hold the doors open which working in the panel. A rain shield shall be provided.

The control panel shall include the following items plus any other items shown on the plans or required for a complete, operational installation.

Circuit breakers with combination full voltage motor Starters for each pump.

“Hand-Off-Auto” selector switch for each pump, heavy duty oil tight type (toggle switches will not be acceptable).

Automatic pump alternator with test switch.

Duplex receptacle with 15-amp circuit breaker 115V GFI.

Control power circuit breaker.

Main circuit breaker.

Emergency power minimum 100-amp circuit breaker and 100-amp, 4 wire, 3 pole, reverse service generator receptacle. Emergency power to match main breaker size.

Lightning arrestor, 3-phase.

Surge capacitor.

Phase monitor, to prevent energization of pump motors in the event of phase failure or reversal or low voltage.

Indicating light for each level regulator (float switch).

“Running” indicating light for each pump.

Elapsed time meter for each pump, 2-1/2”, 6-digit non-reset.

Emergency/High level alarm light and horn, 12 VDC with battery back-up.

The panel shall include back-up circuitry to permit one pump to operate with a normal drawdown in the event of failure (open circuit) of the “stop” level regulator.

Spare parts to be furnished with the panel include:

- 2 - 120V Relays
- 1 - Alternator
- 1 - Phase Monitor
- 12 - Lamps
- 12 - Fuse Links
- 1 – Intrinsically Safe Barrier
- 1 – Alarm Controller

A copy of the panel wiring diagram shall be attached to the inside of the outer panel door. An extra copy shall be given to the District.

The basic components and layout of the control panel are shown on Standard Details 31, 32, 33 and 34.

Substitutions of these components will be permitted for approved equal, interchangeable products upon obtaining specific written approval from the District.

150.07 Telemetry

Lift stations shall be provided with a District standard cellular telemetry system or radio telemetry system by Data Flow Systems. Radio telemetry systems by Data Flow Systems shall provide monitoring and control for the following signals (see Standard Detail SD-32):

1. Digital
 - a. Power Fail
 - b. High Level
 - c. Pump # 1 Fail
 - d. Pump # 2 Fail

- e. Pump Run # 1
- f. Pump Run # 2
- g. Spare
- h. Spare
- i. Generator General Alarm (Permanent Standby Generator Stations Only)
- j. Generator Low Coolant (Permanent Standby Generator Stations Only)
- k. Generator Low Fuel (Permanent Standby Generator Stations Only)
- l. Generator Fail to Start (Permanent Standby Generator Stations Only)

2. Analog

- a. Wet Well Level
- b. Spare
- c. Spare

See Standard Details SD-34 through SD-39 for cellular telemetry system requirements.

150.08 Access Hatches & Fall Through Safety Prevention Systems

The wetwell and valve vault access hatch shall be single leaf design with a minimum clear opening at 36" x 48", but must also meet the minimum clear opening as required by the pump manufacturer. The frame shall be a minimum: 3" x 3" x 1/4" aluminum angles and the cover shall be 1/4" aluminum angles and the cover shall be 1/4" aluminum diamond pattern. The hatch shall be completed with anchor straps, automatic hold open arm and cover release, forged brass or stainless steel hinges with stainless steel pins, hasp and staple lock, flush type handles, upper guide holders and sensor cable holder. The cover shall be reinforced to withstand a live load of 300 lbs./sq. ft. unless in areas that may experience traffic. Hatches in traffic areas shall meet H-20 design loading criteria, at a minimum. Hinges shall be of the interior type.

All stations 6' in diameter or larger, shall be provided with fall through safety prevention systems. All systems will be of the grate type as manufactured by U.S.F. Fabrication, Inc., or approved equal able to withstand a pedestrian load of 300 lbs/sq. ft.. The safety grate shall be constructed of aluminum. All hardware must be of 316 stainless steel.

The configuration of the hatch and safety grate shall be such that opposing sides of the wetwell opening are protected when the safety grate is in the upright position. Safety chains shall be provided from the safety grate to the hatch to protect adjacent sides.

10' diameter and larger wetwells and tri-plex stations will require custom hatch and safety grate designs to be determined in coordination with the District's Engineering Services.

150.09 Floats

Float switches with internal single pole mercury switch shall be installed in the wet well to control the operation of the pumps with variations of liquid level in the wet well. The float switches shall

be sealed in a polypropylene casing with a firmly bonded electrical cable protruding. Floats shall be Roto-Float type S as manufactured by Anchor Scientific Inc..

150.10 Wetwell Level Transducer / Transmitter

See Section 180

150.11 Valves

See Section 130

150.12 Pipe and Fittings

See Section 110 for pipe and fittings.

150.13 Wetwell and Valve Vault

See Section 121 and standard details SD-31

150.14 Wet Well via Caisson Construction

Wet wells installed via the caisson method are allowed only with prior approval by the Loxahatchee River District. Final acceptance of the wet well by caisson method will only occur when it is determined that:

- Wet well has no structural damage, deep gouges and and/or cracks.
- Wet well has been installed at the design depths indicated.
- Wet well is plumb. The maximum deviation shall be 1/8" per foot of each precast section.
- Wet well tremie seal is leak free and there are no continually damp areas prior to the installation of the secondary pour.
- Wet well sections show no evidence of separation and that the structure has not settled.
- Wet well walls, specifically at the joints, are flush and without overhang.
- Wet well was installed in proper sequence.

If any of the above items are not met to the satisfaction of the District, the wet well will be rejected and it will be the contractor's responsibility to remedy the problem at his own expense. The contractor shall also provide a warrantee that the wet well will meet the above requirements for a 1-year period from the date of District acceptance.

150.15 Submittals

The following submittals are required for approval prior to construction of the project.

1. Lift Station Calculations to include

- a. Average Daily Flow
- b. Peak Hour Flow
- c. System Head Curves
- d. Wetwell Cycle Time
- e. Anti-Flotation
2. Lift Station Site Plan
3. Pump and Motor
4. Pipe and Fittings
5. Valves
6. Concrete Structures
7. Control Panel – complete detailed design including electrical schematic, panel layout, bill of materials
8. Panel Rack
9. Base Plates
10. Rails, Brackets and Adapters
11. Conduit and Cable
12. Aluminum Hatches and Safety Grates

Detailed wiring diagrams of the entire installation including main power supply, pump motors, control circuits, alarm circuits, and metering circuits shall be submitted. The diagrams shall include schematic and connection wiring diagrams.

Four (4) copies of detailed installation drawings including wiring diagrams, pump curves and maintenance and operating manuals shall be submitted to the District at the time of initial start-up.

150.16 Services to be Furnished by Manufacturer of Equipment

The services of a factory-trained representative shall be furnished for the lift station start-up. The representative shall check all electrical components, wiring, and pump operations.

150.17 Operation and Maintenance

Upon completion and successful startup of the lift station the District will be provided with two copies of the lift station operation and maintenance manual. The manual shall include operation and maintenance detail including service intervals for all equipment provided with the lift station. Operation and maintenance manuals shall also include AS-BUILT drawings for the lift station, control panel, wiring schematics and appurtenances.

150.18 Warranty

The pump manufacturer shall warrant the pumps for a period of five (5) years from the date of pump manufacturer's start-up. The warranty shall include a minimum 100% coverage of the manufacturer's shop labor and parts for the first eighteen months, then 50% coverage through the third year, and then 25% coverage through the fifth year.

END OF SECTION 150

SECTION 200

ADOPTION OF STANDARDS

The Loxahatchee River Environmental Control District Manual of Minimum Construction Standards and Technical Specifications were initially adopted and promulgated by the Governing Board in April, 1983.

The current edition was ratified by the Loxahatchee River Environmental Control District’s Governing Board, on June 15, 2023, with a vote as follows:

“THAT THE DISTRICT GOVERNING BOARD ratify the Loxahatchee River Environmental Control District’s “Manual of Minimum Construction Standards and Technical Specifications”, as of ~~June 15, 2023~~July 20, 2023, and authorize the Director of Engineering and Executive Director to update the Construction Standards and Technical Specifications from time to time, and periodically present it to the Governing Board for ratification.”

<u>Board Member</u>	<u>Vote</u>
Dr. Rostock, Chairman	“ <u>Aye</u> ___”
Mr. Rockoff, Vice-Chairman	“ <u>Aye</u> ___”
Mr. Boggie, Treasurer	“ <u>Aye</u> ___”
Mr. Yerkes, Secretary	“ <u>Aye</u> ___”
Mr. Baker, Assistant Secretary / Treasurer	“ <u>Aye</u> ___”

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

END OF SECTION 200

FORMS AND AGREEMENTS



APPLICATION FOR SERVICE – NEW CONSTRUCTION - COMMERCIAL

The undersigned applicant hereby applies for sewer service to be provided by the Loxahatchee River District (District), to the real property identified below. The undersigned applicant warrants, represents and agrees to the following:

1. The applicant is the fee simple owner of the property for which application is made.
2. The applicant will promptly pay all bills submitted to applicant for sewer service by the DISTRICT.
3. The applicant will abide by all rules and regulations of the DISTRICT as they have been and may be lawfully adopted.
4. The applicant will notify the DISTRICT when the sewer lateral is uncovered and ready for a connection inspection.
5. The applicant will promptly notify the DISTRICT of any change in mailing address, change in number of connected toilets, change in contact information, and, when the subject property is transferred or conveyed.

Applicant/Owner _____ Phone # _____

D/B/A/ _____ Billing Address _____

Address of Property _____ Lot/Blk/Unit No. _____ Development _____

Contractor _____ Phone# _____ Plumber _____ Phone# _____

Office Bldg. _____ (Sq. Ft.) _____ Restaurant _____ (Seating) _____ Other _____

No. Toilets _____ / _____
Upon construction completion, the total number of toilets will be? _____

Signature _____ Date _____
 Applicant/Owner

.....
 _____ Number of E.C.'s _____

Engineering Approval

Plant Connection Charge (Ref. Rule 31.10) \$ _____

Administrative Fee \$ _____

Transmission Line Charge (Ref. Rule 31.10) \$ _____

CONNECTION FEE TOTAL \$ _____

Date Payment Received _____ By: _____

Comments: _____



LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
2500 JUPITER PARK DRIVE, JUPITER, FL 33458-8964
Telephone: 561-747-5700 Option 2; Fax: 561-747-9929; www.loxahatcheeriver.org
Email: cindy.denton@loxahatcheeriver.org

Application To Abandon/Terminate Easement

The undersigned hereby makes application to vacate, abandon, discontinue and close the Easement described below and to renounce and disclaim any easement to the District in and to any land in connection therewith.

The undersigned hereby certify:

1. That attached hereto, signed and sealed by a Florida registered land surveyor, is a legal description and sketch accurately drawn and legally describing the **easement** to be abandoned and showing boundaries of the underlying and abutting properties and existing improvements (Exhibit #1).
2. That title of interest of the District in and to the **easement** was acquired and is evidenced by **plat number and identification**, as recorded in Plat Book _____ Page(s) _____ through _____ **or other instrument recorded in the Official Record Book and Page** of the Public Records, of Palm Beach County or Martin County, Florida Original Record Book _____ Page(s) _____.
3. That attached hereto is a location map which clearly and legibly identifies the location of the easement in relation to the nearest public right-of-way (Exhibit #2).
4. That the applicant's ownership and/or interest in and to the underlying property is evidenced by an instrument recorded in Official Record book _____, Page _____, of the Public records of Palm Beach County or Martin County, Florida. A certified copy of that source instrument is attached hereto (Exhibit #3).
5. That attached hereto and made a part hereof is an estoppel certificate for the District confirming all charges related to the underlying property have been paid (Exhibit #4).
6. That an application fee in the amount of \$ _____ has been paid in full. Attach receipt as Exhibit #5.
7. That the grounds and reasons in support of this application are as follows (Exhibit #6).
8. That the applicant will submit additional information upon request including but not limited to engineering plans and studies to assist the Engineering Services Department in their review and in support of the recommendation.

Date _____

Signature of Applicant

Name of Corporation

Print Applicant's Name

Address

Indicate position if Corporation

City, State, Zip

Phone Number

Email Address



GREASE INTERCEPTOR APPLICATION QUESTIONNAIRE

1. Food Establishment Name: _____
 2. Food Establishment Address: _____
 3. Operator's Corporate Name: _____
 4. Operator's Corporate Address: _____
 5. Authorized Representative Name and Title: _____
 6. Property Owner Name (if other than #3): _____
 7. Property Owner Address (if other than #4): _____
 8. Plaza Mgmt. Name & Contact Name/Number: _____
 - _____
 9. Business hours of operation: _____
- # Restaurant seats: _____ # bar seats: _____ # of toilets: _____ ***attach menu**

Characterization of Planned or Active Business	Yes	No
Will there be any food preparation on site?*		
Will food be served on site?		
Will any of the following equipment be present on site?		
Dishwasher		
Fryer and/or Wok		
Griddle and/or stove top cooking surface		
Oven and/or range		
Soft serve dispenser		
Will all food & drink be served using disposable plates, cups and utensils?		
Will there be a salad bar?		
Will all salad dressings be pre-packaged in individual servings?		
Will soft serve dispenser chill and dispense ice cream?		
Have you submitted an Application for Service to LRD?		

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

 Authorized Representative Signature

 Print: Authorized Rep. Name / Title

 Date

LRECD - 109
Prepared By and Return To:
Kris Dean, P.E.
Loxahatchee River Environmental
Control District
2500 Jupiter Park Drive
Jupiter, Florida 33458-8964

Doc. Stamp Tax Exempt per Fla. Admin. Code
12B-4.054, par. 24.

SEWER EASEMENT DEED

THIS EASEMENT, made this ____ day of _____, 20____, between _____, hereinafter called the "Grantor", and the LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, an Agency of the State of Florida, created by a Special Act of the Legislature, Chapter 71-822 as amended, of 2500 Jupiter Park Drive, Jupiter, Florida 33458-8964, its successors and assigns, herein called the "Grantee".

WITNESSETH

That the Grantor, and all other persons claiming by, through or under Grantor, or either of them, their predecessors in title, or their heirs, assigns or legal representatives by virtue of any deeds of conveyances to the land described herein, for and in consideration of the promises, stipulations, agreements and covenants made by Grantee contained herein, the receipt and sufficiency of which is hereby acknowledged, has granted, bargained and sold to the Grantee, its successors and assigns, a permanent Easement, on the parcel of property described in Exhibit "A" attached hereto and made a part hereof for all purposes connected with the use, ingress, egress, construction, repair, replacement, installation, improvement, and maintenance of sewer facilities and facilities for the transport of reuse (I.Q.) water, or sewerage, including but not limited to transmission mains, force mains, manholes, lift stations, collection lines, pipes, pumps, connections, ditches, meters and all other related appurtenances having the capacity for use in connection with the collection or transmission of wastewater of any nature or originating from any source whether on or off the property of Grantor. Grantee shall maintain and repair Grantee's facilities as there shall be occasion from time to time hereafter, and Grantee shall restore the grass, sod, or pavement of Grantor (but not Improvements as set forth below) to the similar condition that was existent thereon prior to any entry or entries by Grantee pursuant to this Easement Deed.

"Improvements" shall mean anything other than grass, sod or asphalt pavement, including but not limited to any type of structure, wall, landscape berm, building, surfacing, landscaping (except grass or sod) and the like.

Grantor shall not make any Improvements to the property described herein without the prior written consent of Grantee which Grantee may withhold in its sole discretion. In the event an Improvement needs to be removed in the opinion of Grantee, or is removed or damaged by or on behalf of Grantee, in connection with Grantee's use of the Easement, Grantee shall not be liable for any such removal or damage of the Improvement. Any and all Improvements are at the sole risk and expense of Grantor. Any expense of Grantee caused by the existence of an Improvement shall be the responsibility of Grantor.

This Easement and the agreements contained herein are binding upon Grantor, its heirs, administrators, personal representatives, successors and/or assigns.

Grantor is seized in fee simple and in possession of lands described herein and does fully warrant title to said property and will defend the same against any lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, the undersigned have executed this instrument the date and year first above written:

Signed, sealed and delivered
in the presence of:

GRANTOR:

Witness Signature

By: _____

Printed Name

Print Name:

As:

Witness Signature

Printed Name

STATE OF _____
COUNTY OF _____

I hereby certify that on this day, before me by means of __ physical presence or __ online notarization, an officer duly authorized to administer oaths and take acknowledgments, personally appeared _____ known to me to be the person(s) described in and who executed the foregoing instrument, who acknowledged before me that he/she executed the same, that the above named person is personally known to me or who produced _____ as identification.

Witness my hand and official seal in the County and State last aforesaid this _____ day of _____, A.D. _____.

[SEAL]

NOTARY SIGNATURE

EXHIBIT "A"

All roadways, rights-of-way, sewerage, drainage and utility

easements as indicated on the plat of: _____

_____ as recorded in the

Official Records of Palm Beach/Martin County, Florida,

Book _____, Page (s) _____.

Prepared By and Return To:
Kris Dean, P.E. Deputy Executive Director
Loxahatchee River Environmental
Control District
2500 Jupiter Park Drive
Jupiter, Florida 33458-8964

**[TERMINATION AND ABANDONMENT] or [PARTIAL TERMINATION AND ABANDONMENT]
OF EASEMENT**

THIS **[TERMINATION AND ABANDONMENT]** OR **[PARTIAL TERMINATION AND ABANDONMENT]** OF EASEMENT (“AGREEMENT”) is given this ___ day of _____, 20__ by the LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT (“DISTRICT”), whose address is 2500 Jupiter Park Drive, Jupiter, Florida 33458 to _____ (“REQUESTOR”),

WITNESSETH:

1. WHEREAS REQUESTOR has requested a release to an easement or portion thereof as detailed below:

[ADD LEGAL AND SKETCH, SIGNED AND SEALED BY A STATE OF FLORIDA PROFESSIONAL LAND SURVEYOR]

2. WHEREAS REQUESTOR has submitted a complete application and paid application fees.
3. WHEREAS any improvements within the terminated or abandoned easement or portion thereof shall comply with the District’s Manual of Minimum Construction Standards and Technical Specifications.
- ~~3.4.~~ WHEREAS the termination and abandonment is not in violation of the District’s Manual of Minimum Construction Standards or Federal, State or Local codes
- ~~4.5.~~ WHEREAS the DISTRICT has evaluated the request, evaluated the easement or portion thereof, evaluated future uses, ~~evaluated risks and benefits to the District’s benefit, and~~ evaluated ~~any conflicts, evaluated restraints and evaluated limitations in regards to the easement with the abandonment of the easement or portion thereof.~~
- ~~5.6.~~ WHEREAS the DISTRICT has determined no future uses, ~~no -or- conflicts, no restraints and no limitations~~ OR;
- ~~6.7.~~ WHEREAS the DISTRICT has determined future uses ~~-or-~~ conflicts, ~~restraints or limitations~~ REQUESTOR, will provide for future uses, ~~and~~ resolve conflicts ~~and address restraints and limitations~~ as detailed below.

[ADD DETAIL OF PROVISIONS FOR FUTURE USE, ~~AND OR~~ RESOLUTION OF CONFLICTS AND METHODS TO ADDRESS RESTRAINTS AND LIMITATIONS.]

7.8. WHEREAS the REQUESTOR has reimbursed the DISTRICT for the DISTRICT's cost of the easement in the amount of \$ _____ . . .

NOW, THEREFORE, in consideration of the promises, stipulations, agreements, and covenants made by Grantee contained herein, the receipt and adequacy of which is hereby acknowledged, DISTRICT does by this instrument terminate, abandon and release to REQUESTOR, their successors and assigns, the easement or portion thereof described in PARAGRAPH 1 above.

IN WITNESS WHEREOF, DISTRICT has signed and sealed these presents the day and year first above written.

Signed, sealed, and delivered
in the presence of:

LOXAHATCHEE RIVER
ENVIRONMENTAL
CONTROL DISTRICT

Witness
Print Name:

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

Witness
Print Name:

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this ___ day of _____, 20__, by D. Albrey Arrington, Executive Director of the Loxahatchee River Environmental Control District, on behalf of the District, who is personally known to me or who has produced _____ as identification.

[SEAL]

Notary Public

Print Name
Commission Number:
My Commission Expires:

LRECD - 108
Prepared By & Return To:
Kris Dean, P.E., Deputy Executive Director
Loxahatchee River District
2500 Jupiter Park Drive
Jupiter, Florida 33458
(561) 747-5700

BILL OF SALE

Know All Men by These Presents, That _____, as _____ of _____, of the city of _____, in the county of _____ and the State of _____, Party of the first part, for and in consideration of the promises, stipulations, agreements and covenants made by Grantee contained herein, the receipt and sufficiency of which is hereby acknowledged by Loxahatchee River Environmental Control District of Palm Beach and Martin Counties, Florida, Party of the second part, the receipt whereof is hereby acknowledged, has granted, bargained, sold, transferred and delivered, and by these presents does grant, bargain, sell, transfer and deliver unto the said party of the second part, its successors and assigns, the following goods and chattels:

The wastewater collection/transmission system serving the _____ development.

More particularly described as _____ as shown on plans by _____ of _____.

To Have and to Hold the same unto the said party of the second part, executors, administrators and assigns forever.

AND it does, for itself and its successors, heirs, executors and administrators, covenant to and with the said party of the second part, its successors, administrators and assigns, that it is the lawful owner of the said goods and chattels; that they are free from all encumbrances; that it has good right to sell the same aforesaid, and that it will warrant and defend the sale of the said property, goods and chattels hereby made, unto the said party of the second part its successors, administrators and assigns against the lawful claims and demands of all persons whomsoever.

In Witness Whereof, _____, as _____ of _____, has hereunto set his hand and seal this _____ day of _____, 20____.

Signed, sealed and delivered in presence of us:

Printed Name:

Printed Name: (SEAL)
Title:

Printed Name:

STATE OF _____
COUNTY OF _____

I hereby Certify that on this day, before me by means of ___ physical presence or ___ online notarization, an officer duly authorized to administer oaths and take acknowledgments, personally appeared _____, as _____ of _____, known to me to be the person(s) described in and who executed the foregoing instrument, who acknowledged before me that he/she executed same, that I relied upon the following form(s) of identification of the above-named person(s): _____ and that an oath (was) (was not) taken.

Witness my hand and official seal in the County and State last aforesaid this ____ day of _____, A.D. 20 ____.

(NOTARY SEAL)

Notary Signature

Printed Notary Name
Commission No:
Expiration:



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

TO: GOVERNING BOARD
FROM: D. ALBREY ARRINGTON, EXECUTIVE DIRECTOR
DATE: AUGUST 8, 2023
SUBJECT: 2023 ENVIRONMENTAL EDUCATION STRATEGIC PLAN

Over the last several months the LRD Governing Board, environmental education staff, stakeholders (i.e., agencies, nature centers, partners, participants, and parents), and Mr. Jack Steele, our management consultant, have been working on a Strategic Plan for our environmental education efforts. I am pleased to report that the final draft of our 2023 Environmental Education Strategic Plan is attached. I look forward to receiving your input on this important document.

I believe this document improves our mutual understanding of the current condition of our environmental education program and lays out a path for continued improvement of these efforts. I welcome your open and honest feedback on this document. If appropriate, staff will document and assimilate any additional feedback into the draft strategic plan.

If you deem the plan acceptable, I offer the following motion for your consideration:

“THAT THE GOVERNING BOARD adopt the draft 2023 Environmental Education Strategic Plan as presented and direct the Executive Director to systematically implement the Plan.”

Dr. Matt H. Rostock
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER



Loxahatchee River Environmental Control District
2023 Environmental Education Strategic Plan



August 1, 2023



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The Loxahatchee River Environmental Control District

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

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

The LRD's primary function is implementing innovative wastewater solutions to safeguard public health and protect environmental conditions within our watershed. The LRD operates an award-winning wastewater collection, treatment, and recycling facility. Day in and day out we collect wastewater from the community, transmit it via underground pipes and pumps to our regional wastewater reclamation facility, where raw sewage is transformed, through effective treatment, to IQ Water (aka reclaimed water). Our IQ Water is distributed to meet landscape irrigation needs at 13 local golf courses and throughout the Abacoa community, including Roger Dean Stadium. This water recycling effort has preserved billions of gallons of native groundwater for the environment – offsetting saltwater intrusion and the associated environmental degradation.

The LRD is the leading authority on environmental monitoring efforts within the watershed. LRD actively monitors water quality, including fecal indicator bacteria, seagrasses, and oysters, makes these data freely available to agencies (e.g., EPA, DEP, SFWMD, US ACOE) and the public, and summarizes findings in peer-reviewed scientific literature, e.g., see <https://doi.org/10.1016/j.scitotenv.2023.162232>.

Environmental education of the public is a critical element of any successful effort to preserve and protect natural resources; therefore, LRD takes pride in offering quality environmental education programming within the watershed. Our enabling act provides LRD with clear authority to “conduct environmental education as necessary and appropriate to minimize damage to the area’s resources and environment, to prevent additional environmental problems from being created, and to provide education regarding solutions to existing problems.” Under this authority, we actively work to engage the public with relevant and compelling environmental education programming at the River Center, our in-house environmental education facility, and throughout the watershed.

Introduction

In the words of Marjory Stoneman Douglas, “*Environmental education is the last best hope for the future.*” I assume Ms. Douglas espoused this belief because she understood the world is facing a plethora of threats that impact the diversity and functionality of our natural systems, and she recognized that environmental education is a cost-effective means of changing behaviors, which can improve existing environmental problems and preventing new environmental problems.

At the LRD, we recognize that conducting effective environmental education is instrumental to achieving our mission and vision, i.e., inspiring and achieving a healthy environment. The primary purpose of our environmental education efforts is to develop a sense of environmental stewardship among our participants, so that these individuals responsibly use and protect the natural environment through conservation and sustainable practices.

LRD’s environmental education programming began in earnest in 1992 with the development of the Jupiter Marine Science Center, which was housed at the old lighthouse museum (adjacent to northeast base of US1 bridge). In 1998 LRD welcomed Busch Wildlife Sanctuary onto our wastewater treatment facility campus. This fledgling partnership expanded the reach of our environmental education efforts and allowed participants to interact face to face with native wildlife that had been impacted by human activities. In 2005 LRD partnered with The Nature Conservancy’s Blowing Rocks Preserve to host our summer camp. Then, in 2008 LRD opened the River Center inside Palm Beach County’s Burt Reynolds Park. The River Center was an expansion and formalization of facilities and programs that took their roots in the old Marine Science Center.

Throughout this timeline, the LRD has worked to engage residents, young and old, to explore, experience, and connect with the diverse species and habitats within our watershed. Our targeted environmental education programs are designed to help participants explore the watershed and connect with nature, and as they do so, desired outcomes are for participants to have an increased knowledge concerning our local environment and environmental problems, increased awareness of potential solutions to such problems, and increased motivation to work towards practical solutions for such problems.

We are living in exciting times. Challenges and opportunities abound. The ever-increasing human population and urbanization mean we must be intentional if we are to minimize human impacts. Fortunately, there are numerous opportunities for LRD to continue to improve and expand our environmental education programming as we help others understand the beauty and value of nature and the significant and consequences of their actions.



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

Existing Conditions & Opportunities

To map a successful course to our intended destination, it is important to understand where we are. Currently, LRD's environmental education efforts are achieved with the following personnel and facility resources, respectively.

A. Personnel:

1. **Full-time environmental education staff:**
 - i. Env. Ed. Manager (Jocelyn – 17 years)
 - ii. Env. Ed. Coordinator (Sara – 7 years)
 - iii. Nature Educator & Animal Care (Sam – 3 years)
2. **Part-time environmental education staff:**
 - i. Env. Educator (Jess – 1 year)
 - ii. Volunteer Coordinator (Rebecca – 6 months)
3. **Extern:**
 - i. PBC school teacher working a 1-month summer appointment at the River Center
4. **Interns:**
 - i. Three (3) summer interns working directly with summer camp.
 - ii. One (1) school year (fall and spring) intern to facilitate various program activities.
5. **Volunteers:**
 - i. while not technically staff, the River Center has a host of volunteers that work diligently to help the facility and/or a specific event run smoothly.

B. Facilities:

1. **River Center:** this approximately 5,000 square foot building is the primary location of our environmental education efforts. It is located within Burt Reynolds Park off of US1 in eastern Jupiter. Our existing lease with Palm Beach County Parks Department is set to expire March 12, 2027. Palm Beach County's site plan for Burt Reynolds Park does not include the River Center as a long-term feature.
2. **2500 Jupiter Park Drive:** this is the site of the LRD's wastewater treatment facility and is also home to Busch Wildlife Sanctuary (BWS). BWS is relocating to their new property in Jupiter Farms and will vacate 2500 Jupiter Park Drive by February 29, 2024.
3. **BLM - Jupiter Inlet Lighthouse Outstanding Natural Area:** In 2020, the LRD executed a Memorandum of Understanding with the Bureau of Land Management (BLM) for the expansion of our environmental education programming to the Jupiter Inlet Lighthouse Outstanding Natural Area. This key strategic opportunity facilitates partnering with the BLM, the Loxahatchee River Historical Society, and the Nature Conservancy as we expand our environmental education programming to the Jupiter Inlet Lighthouse Outstanding Natural Area, an area of notable historic and environmental significance. Also, BLM has awarded LRD a Special Recreation Permit Application and Plan of Operation authorizing LRD to conduct environmental education programs, in conformity to the LRD Environmental

Education Policy, based out of the Jupiter Inlet Lighthouse Outstanding Natural Area. In addition, BLM has awarded LRD the opportunity to renovate and beneficially use, in the course of our environmental education efforts, two USCG homes. LRD developed a plan to renovate the two homes and the surrounding site, but rejected the bids to do the work because the bids were deemed not cost effective. Nonetheless, the LRD is conducting environmental education programs at the BLM site without the benefit of the two USCG houses.

4. **20 Acres:** LRD owns 20 acres of undeveloped land west of I-95 (abutting Sierra Square shopping center to the north, Riverbend Park to the east, and Cypress Creek South Natural Area to the west). LRD has developed a conceptual site plan for the property that includes remediation of existing utility impacts and potential development as an environmental education campus. LRD’s current plans include moving forward with conducting the remediation work at the site. Also, LRD has been awarded grant funds from the state Legislature through the LRPI to improve passive outdoor recreation at the 20 Acres with funds specifically designated for construction of temporary parking facilities, a chickee hut, and nature trails that will integrate into the existing natural trail network.
- C. **Programs:** LRD’s environmental education programs briefly summarized here are discussed and assessed elsewhere in this strategic plan document.

Program Name: # Educators | Class Size | # Days/Year | Target Age | Brief Description

1. Aquatic Day Camp: 2 | 16 | 40 | 6-18 | Intense, immersive summer camp experience.
2. Archery: 2 | 16 | 4 | 10+ | Introduction to outdoor archery.
3. Atala Butterfly Festival: 7 | 200 | 1 | Families | Day-long event focused on conservation and preservation of Atala butterflies and the importance of planting native host plants in our yards.
4. AustinBlu Fishing Tournament: 7 | 175 | 1 | Families | Family-focused tournament designed to increase family time spent together on the water exploring our local habitats and fisheries.
5. Birthday Party: 1 | 40 | 3 | 3-10 | Child birthday party hosted in the River Center classroom and includes a guided tour of the facility and touch tank exploration.
6. Blooming in the Garden: 2 | 30 | 12 | 3-6 | Guided, hands-on exploration of backyard habitats and species.
7. Boat Tour: 2 | 16 | 4 | Families | Guided, hands-on tour of the estuary and sandbars
8. Boating Safely Class: 1 | 30 | 13 | 12+ | Hosted by the River Center, funded by AustinBlu Foundation, and taught by the USCG Auxiliary, this program is designed to provide key safety-related knowledge to young boaters in our community.
9. Campfire: 4 | 150 | 3 | Families | A themed campfire event complete with s’mores, crafts, and discovery activities designed to introduce families to the River Center.
10. Clean Up: 2 | 50 | 4 | Families | Collaborations with Keep PBC Beautiful and PBC Parks and Recreation, this event facilitates litter removal by participants.
11. Craftapalooza: 2 | 50 | 3 | Families | Held during school vacations, multiple craft stations are set up in the classroom with crafts engaging an environmental theme.

12. Documentary Night: 2 | 50 | 4 | Adults | Raise awareness of relevant environmental topics and threats through quality documentary films enjoyed in a group setting.
13. Fishing Clinic: 2 | 20 | 5 | 5-12 | Learn how to fish and all the relevant skills needed.
14. Girl Scout Program: 4 | 60 | 4 | 5-18 | Hands-on, badge-earning workshops designed to teach specific environmental knowledge and skills.
15. Girl Scout Way: 7 | 200 | 1 | 5-18 | A campfire event where women professionals in STEM fields communicate their passion and expertise to the next generation.
16. Halloween Party: 7 | 400 | 1 | Families | Themed Halloween campfire event is designed to introduce families to the River Center in a lighthearted, fun manner.
17. Homeschool Field Trip: 2 | 35 | 15 | 7-10 | School group field trip offered to homeschool students.
18. Homeschool Workshop: 2 | 30 | 15 | 7-16 | Hands-on experiential learning modules (eg, water quality testing, reptiles of the watershed) offered to homeschool students.
19. Jr. Angler Fishing Tournament: 7 | 125 | 30 | 5-17 | A month-long catch-and-release fishing tournament designed to promote exploration of the entire watershed.
20. Kayak Program: 2 | 14 | 15 | Adults | Guided kayak tours along local waterways
21. Lecture: 4 | 75 | 10 | Adults | Speakers share their knowledge about important environmental topics and issues
22. Nature Walk: | 2 | 50 | 10 | Adults | Guided nature hikes within local natural areas
23. Outreach: 1 | 300 | 4 | All ages | Staff attend various festivals marketing the RC.
24. Public Fish Feeding: 1 | 20 | 50 | All ages | Guided tour of our exhibits while wildlife (mostly fish) are being fed by trained staff.
25. Room Rental: 1 | 75 | 15 | Adults | Rent the River Center classroom by the hour.
26. School Group Field Trip: 2 | 55 | 45 | 5-18 | Educational field trips tailored to address Next Generation Sunshine State Standards for kindergarten through 12th grade.
27. Science Day: 5 | 50 | 4 | 5-11 | Actively perform supervised scientific experiments.
28. Science with Sam: 2 | 15 | 26 | 6-12 | Themed activities focused on exciting and fun environmental topics, eg, wildlife encounters, nature exploration, pollution.
29. Seine and Dip: 2 | 30 | 5 | Families | Naturalist guided, hands-on estuary exploration.
30. Story Time: 1 | 40 | 50 | 0-6 | 30 minute program centered around reading a story book and an animal encounter.
31. Virtual Field Trip: 1 | 50 | 2 | 5-18 | Virtual (online) version of an education program or school field trip program.
32. Visiting Camp Group: 2 | 55 | 35 | 5-12 | Hosted field trip for summer camp groups from other centers and facilities where participants engage in a selected environmental education program, eg, seine and dip, crab hunt.
33. Volunteer Appreciation: 8 | 30 | 1 | 14+ | A fun, social, engaging annual event designed to show our volunteers that they are genuinely appreciated.

D. **Finances:** LRD's total operating budget for FY2023 is \$16,787,580 and includes \$554,510 for environmental education programs, which represents 3.3% of the total operating budget. Since 2009, the first full year of River Center operations, LRD's annual operating expenses for environmental education have consistently equaled approximately 3% of operating expenses.

LRD Strategic Planning Process

Our strategic planning process began with staff reviewing key organizational documents, including the organizational mission and vision statements, the environmental education mission and vision statements, and the environmental education policy. Next, staff compiled a comprehensive list of environmental education programs and relevant, program-specific metrics (e.g., program capacity, average class size, average program participation rate, average number of times the program is offered per year, total staff time required to conduct the program). Staff also reviewed and assessed each program against the following criteria:

- **Focus** (explore the watershed, provide context about impacts, and identify solutions) + **Outcome** (increase knowledge, increase awareness, and increase motivation). Taken together this score was a proxy for how closely aligned a program is to the specific “focus” and “outcome” elements articulated in LRD’s environmental education policy.
- **Environmental Stewardship** (participant & nature). This metric shows the alignment of a program to the “primary purpose” of our environmental education programs as defined in our policy.
- **Community Building** (among participants). This metric addresses the need to find and collaborate with likeminded people when trying to achieve a goal for the common good.

These staff assessments provided for a quantitative evaluation and ranking of all existing environmental education programs. These scores were then used to visualize the quality of each existing environmental education program in achieving the stated purpose, focus, and desired outcome articulated in LRD’s Environmental Education Policy. These quantitative assessments can be viewed in Appendix B:

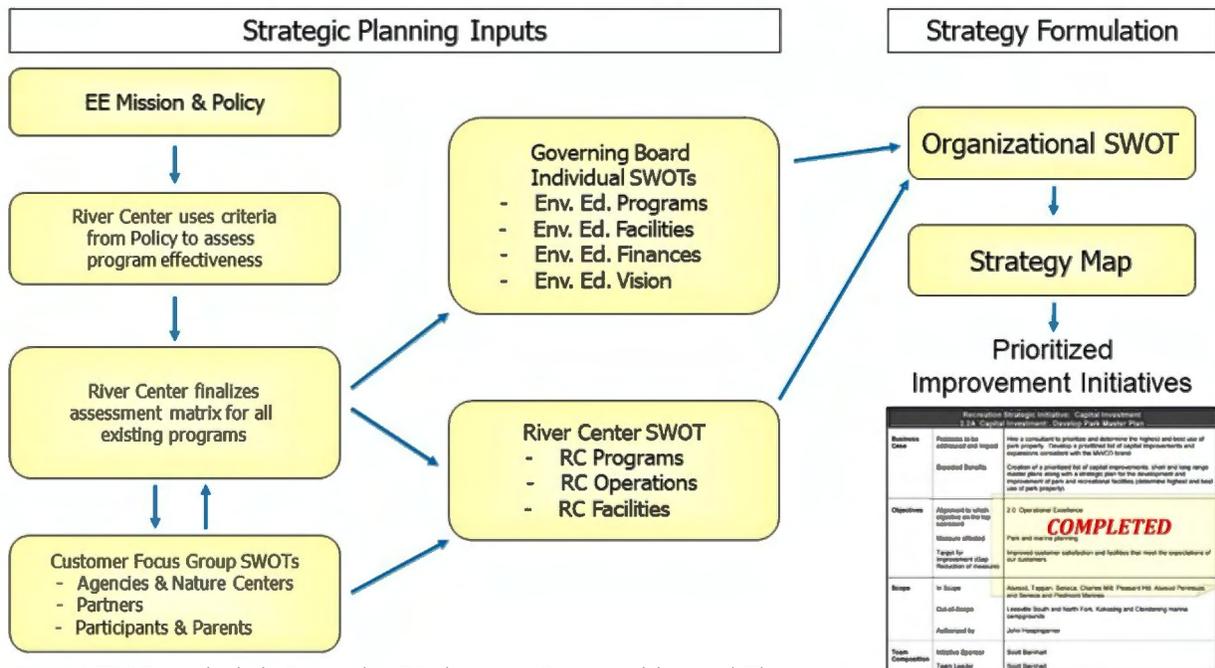
- ✓ **Appendix B1:** Effectiveness rating based on Focus and Outcomes as delineated by the LRD Environmental Education Policy, which is shown in Appendix A
- ✓ **Appendix B2:** Effectiveness of existing environmental education programs as a function of Environmental Stewardship and Community Building.
- ✓ **Appendix B3:** Efficiency rating of environmental education programs as a function of Environmental Stewardship and average program capacity (i.e., how well attended was each program when compared to maximum class size).
- ✓ **Appendix B4:** Efficiency rating is shown using the relationship between Environmental Stewardship and labor hours expended by staff per program participant.
- ✓ **Appendix B5:** Efficiency rating of environmental education programs as a function of Community Building and average program capacity (i.e., how well attended was each program when compared to maximum class size).
- ✓ **Appendix B6:** Efficiency rating is shown using the relationship between Community Building and labor hours expended by staff per program participant.

Environmental education staff, the Executive Director, and Jack Steele, our terrific consultant, then conducted focus group meetings with five groups of people:

1. Agencies & Nature Centers: Busch Wildlife Sanctuary; Jonathan Dickinson State Park; Jupiter Outdoor Center; Loggerhead Marinelife Center; Palm Beach County Parks; South Florida Water Management District;
2. Partners: AustinBlu Foundation; Bureau of Land Management; Coast Guard; Jupiter High Environmental Academy; Loxahatchee River Historical Society; MANG; Nature Conservancy; PBC Environmental Resource Management; WPB Fishing Club;
3. Participants and Parents: anonymous for privacy;
4. River Center staff; and
5. LRD Governing Board Members were addressed in individual meetings.

Lively and engaging discussions were had with each group. Also, in each session, participants were given the opportunity to comment on the quantitative evaluation and ranking of existing environmental education programs. Feedback from each session was documented and incorporated into our Program Assessment, and key elements were documented in the SWOTs (Appendix E through G). This input forms the basis of the strategy map and prioritized improvement initiatives (future action items).

Strategic Planning Process



Note: SWOT Analysis is Strengths, Weaknesses, Opportunities, and Threat

LRD Mission, Vision, Environmental Education Mission and Policy Statements

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

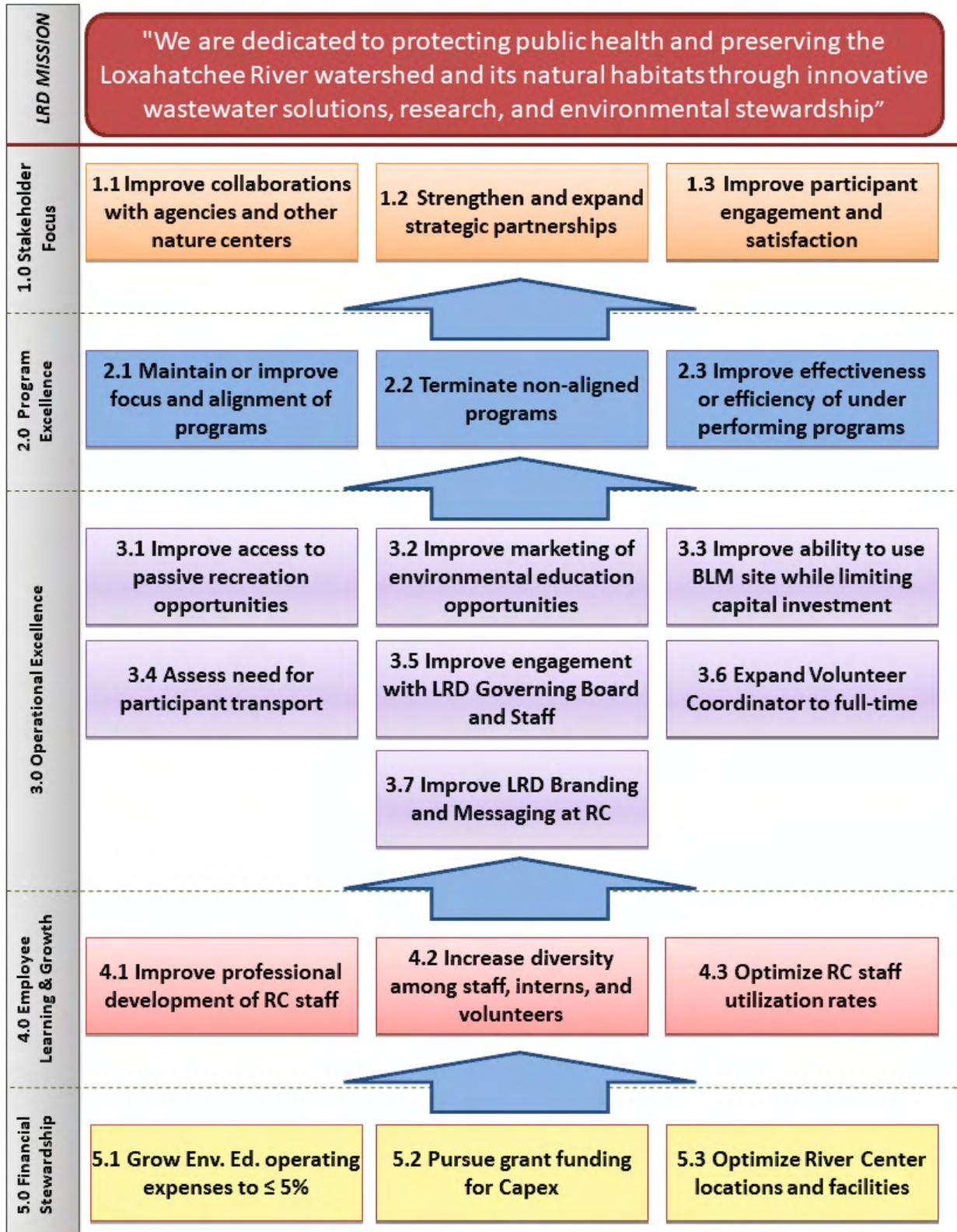
LRD Vision: “Inspiring and achieving a healthy environment”



LRD Environmental Education Mission: “To foster a sense of environmental stewardship for the Loxahatchee River’s diverse watershed with quality education programs, exhibits and meaningful events.

LRD Environmental Education Policy: See Appendix A.

2023 LRD Environmental Education Strategy Map



The **2023 LRD Environmental Education Strategy Map**, shown on the prior page, is a pictorial depiction of the Environmental Education Strategic Objectives (1.1 through 5.3) segmented by the five Strategic Areas of:

- 1.0 Stakeholder Focus,
- 2.0 Program Excellence,
- 3.0 Operational Excellence,
- 4.0 Employee Learning and Growth, and
- 5.0 Financial Stewardship.

The Strategy Map shows Strategic Areas and Objectives in a cause-and-effect relationship from bottom to top. For example, improving Financial Stewardship through obtaining grant funding to pay for construction of capital facilities represents a foundational effort to improve facilities at the BLM site while limiting LRD's capital investment. Then, those improved facilities will provide improved access to passive recreation opportunities and contribute to improved effectiveness of underperforming programs, which will satisfy the needs of our stakeholders.

2023 LRD Environmental Education Balanced Scorecard

The Balanced Scorecard below is aligned to the Strategy Map previously shown. The list of strategic initiatives was prioritized by the participants as the most important through the strategic planning process. Strategic initiatives are nested under strategic objectives and strategic areas and are prioritized such that P1 is the highest priority and P3 is the lowest priority. The status field will be maintained and updated by staff and reported to the Board at least annually. Strategic initiatives with a P1 priority score are intended to be complete within fiscal year 2024, i.e., by September 30, 2024.

#	Strategic Area	#	Strategic Objectives	#	Strategic Initiatives	Priority	Status
1	Stakeholder Focus	1.1	Improve collaborations with agencies and other nature centers	1.1a	Develop and host free, reciprocal volunteer field trips among key partners, e.g., BWS, LHRS, LMC, PBC-ERM, RC, TNC	P1	
				1.1b	Develop collaborative, joint programs with partners (e.g., TNC, Lighthouse) with intent of maximizing reach and efficiency	P2	
		1.2	Strengthen and expand strategic partnerships	1.2a	Develop signage for TNC lift station, then replicate signage at other locations with similar wastewater facilities (e.g., Busch Wildlife Sanctuary, Lighthouse, Sawfish Bay Park)	P1	
				1.2b	Host networking events for groups with aligned interests, e.g., Palm Beach North Chamber; National Association of Environmental Professionals; Florida Trail Association	P1	
				1.2c	Become a Visit Florida partner or affiliate	P2	
				1.2d	Expand strategic partnerships, e.g., Leadership PBC; Real estate brokers; Environmental professionals; Chamber of Commerce	P3	
		1.3	Improve participant engagement and satisfaction	1.3a	Expand programmatic offerings to better serve: Tweens; Young Adults; Senior Citizens	P3	
2	Program Excellence	2.1	Maintain or improve focus and alignment of programs	2.1a	Improve Focus + Outcomes scores: Archery, Campfire; Fish Feeding; Fishing Clinic; Girl Scout Way; Halloween; Story Time	P1	

#	Strategic Area	#	Strategic Objectives	#	Strategic Initiatives	Priority	Status
				2.1b	Implement New Programs: Adult Camp Day; Fishing Adventure; Swamp Tromp; Tots on Trails; Wilderness Skills	P1	
				2.1c	Develop New Programs: Env. Careers; Evening Lectures; RC classroom as open workspace; Saturday Camps	P2	
		2.2	Terminate non-aligned programs	2.2a	Terminate Programs: Craftapalooza; Virtual Field Trips	P1	
				2.2b	De-emphasize Programs: Visiting Camp Groups	P1	
				2.2c	Relabel as "RC Functions": Outreach Events; Room Rentals; Volunteer Appreciation Events	P1	
		2.3	Improve effectiveness or efficiency of underperforming programs	2.3a	Improve attendance: Blooming in the garden; Boat tours; Kayak Tours; Nature hikes	P1	
				2.3a	Decrease staff time invested per participant: Archery; AustinBlu Tournament; Blooming in the garden; Summer Camp; Girl Scout Program; Jr. Angler Tournament; Kayak Tours; Science with Sam	P2	
		3	Operational Excellence	3.1	Improve access to passive recreation opportunities	3.1a	Develop a cost-effective, functional presence at BLM and 20 Acres
3.2	Improve marketing of environmental education opportunities			3.2a	Invest in improved marketing efforts for environmental education programs	P1	
				3.2b	Test marketing messages via LRD sewer bill	P2	
				3.2c	Actively promote environmental education programs via community newsletters and activity calendars.	P2	
				3.2d	Collaborate with local cultural heritage, nature tourism, and education groups to seek a Visit Florida marketing grant.	P3	

#	Strategic Area	#	Strategic Objectives	#	Strategic Initiatives	Priority	Status		
		3.3	Improve ability to use BLM site while limiting capital investment	3.3a	Improve storage space at BLM	P1			
				3.3b	Develop a phased, cost-effective plan to renovate two BLM houses	P2			
		3.4	Assess need for participant transport	3.4a	Assess impact of lack of transportation on underserved community members visiting River Center and offsite programs.	P2			
					Conduct cost benefit assessment of transport needs and options, e.g., hire, lease, purchase, rent.	P3			
		3.5	Improve engagement with LRD Governing Board and Staff	3.5a	River Center staff present annual watershed status report to the Governing Board highlighting notable successes of prior year and anticipating key efforts of the upcoming year.	P1			
				3.5b	Conduct quarterly environmental education programming for LRD staff to help them explore the watershed they work to protect.	P1			
		3.6	Expand Volunteer Coordinator to full-time	3.6a	Conduct cost/benefit analysis of full-time volunteer coordinator	P1			
				3.6b	Improve volunteer solicitation, engagement, training, and coordination	P2			
		3.7	Improve LRD Branding and Messaging at River Center and in Programs	3.7a	Improve branding and messaging so program participants realize programs are being provided by LRD	P1			
				3.7b	Ensure adequate schedule of programs addressing LRD's key roles in the watershed and local water cycle	P2			
		4	Employee Learning & Growth	4.1	Improve professional development of River Center staff	4.1a	Each full-time RC staff member to participate in one professional meeting per year	P1	
						4.1b	RC Manager participate in Leadership Palm Beach County	P2	
4.2	Increase diversity among staff, interns, and volunteers			4.2a	Intentionally seek Spanish-speaking personnel (staff, interns, volunteers).	P1			

#	Strategic Area	#	Strategic Objectives	#	Strategic Initiatives	Priority	Status
		4.3	Optimize River Center staff utilization rates	4.3a	Improve time management skills among staff	P1	
				4.3b	Expand the role of volunteers at the River Center	P2	
				4.3c	Expand role of partners in supporting and administering programs, e.g., USCG teaching boating safely	P2	
5	Financial Stewardship	5.1	Grow environmental education operating expenses to ≤ 5% of LRD operating budget	5.1a	Draft activity-based budget to improve impact and effectiveness of our environmental education efforts	P1	
		5.2	Pursue grant funding for capital costs of facilities at BLM and 20 Acres	5.2a	Seek grant funding to offset capital costs of renovation of facilities at BLM and construction of facilities at 20 Acres	P1	
		5.3	Optimize env. ed.'s use of locations and facilities	5.3a	Develop, for Board approval, a plan for improved facilities that leverage the best combination of the various opportunities (i.e., BLM; 20 Acres; 2500 Jupiter Park Dr.; phasing of renovation and construction)	P2	

Successful Execution of the Strategic Plan

In implementing the Strategic Plan, LRD uses a tool called a dashboard (shown below). The dashboard provides a high-level view of the key performance indicators (KPIs) so that, at a glance, progress toward measurable targets can be easily discerned. The strategic initiatives shown on pages 12-15 in this report are linked to the KPIs and will drive improvement in those KPIs as they are completed. Those initiatives are prioritized as P1, P2, and P3 based on their importance in driving improved KPIs as well as practical constraints on staff availability. The P1s will be completed first, with a goal of completing all P1s before September 30, 2024, because these strategic initiatives are the most important in driving improved KPI performance.

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

2023 LRD Environmental Education Dashboard

The existing dashboard (below) shows performance across key metrics. It is color coded (red, yellow and green) to show where performance is on target (green) or where improvement is required (yellow or red). The dashboard metrics should align to the strategy via the objectives on the Strategy Map and Balanced Scorecard shown earlier.

We are proposing to modify the dashboard in the following ways (1) modify “Total Visitors”, “1st Time Visitors”, and “Volunteer Engagement” to report actual number of people or hours rather than percentages, though color coding will still be based on percentages (due to seasonality); and (2) add two new metrics “Cost per Person” and “Staff Time per Person”. These new metrics are targeted at understanding and improving efficiency. Effectively implementing priority initiatives shown in the Balanced Scorecard will drive improved performance in the dashboard metrics.

LRD'S ENVIRONMENTAL STEWARDSHIP DASHBOARD



		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	% 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	
Green Level	≥ 90%	≥ 85%	≥ 90%	≥ 90%	≥ 4	≥ 7	≥ 85% but ≤ 105%	≥ 90%	
Yellow	≥ 75%	≥ 70%	≥ 75%	≥ 75%	≥ 3	≥ 5	≥ 80%	≥ 75%	
Red	<75%	<70%	<75%	<75%	<3	<5	< 80% or > 105%	<75%	
2020 Baseline	35%	50%	70%	65%	4.6	7.8	81%	103%	
2021 Baseline	113%	83%	102%	275%	4.7	7.8	92%	85%	
2022 Baseline	81%	120%	75%	163%	4.6	7.9	91%	94%	
2022 June	86%	92%	105%	107%	4.8	8.0	100%	122%	
July	95%	84%	134%	164%	4.5	7.9	101%	123%	
Aug	88%	100%	147%	184%	3.8	8.0	91%	129%	
Sept	77%	86%	76%	178%	4.6	7.8	89%	120%	
Oct	79%	100%	118%	100%	4.9	7.4	55%	82%	
Nov	53%	104%	82%	111%	4.4	8.0	63%	88%	
Dec	94%	124%	50%	286%	4.6	7.9	96%	85%	
2023 Jan	69%	76%	63%	338%	4.6	7.9	85%	92%	
Feb	79%	88%	82%	102%	4.7	7.8	85%	104%	
Mar	94%	91%	98%	304%	4.4	8.1	73%	87%	
Apr	116%	105%	91%	220%	4.7	7.5	79%	78%	
May	84%	83%	129%	170%	4.6	7.8	88%	104%	
June	104%	112%	93%	115%	4.7	7.8	87%	123%	
Consecutive Months at Green	1	1	4	13	10	13	2	2	
Metric Owner	O'Neill	Duggan/Warwick	Patterson	O'Neill	O'Neill	O'Neill	O'Neill	O'Neill	

List of Appendices

- **Appendix A**, LRD Environmental Education Policy
- **Appendix B**, Environmental Education Program Assessments
 - **B1**: EE Programs rated by Focus and Outcome
 - **B2**: EE Programs rated by Environmental Stewardship and Community Building
 - **B3**: EE Programs rated by Environmental Stewardship and Average Attendance compared to Capacity
 - **B4**: EE Programs rated by Environmental Stewardship and Labor Hours Expended by staff per Participant
 - **B5**: EE Programs rated by Community Building and Average Attendance versus Capacity
 - **B6**: EE Programs rated by Community Building and Labor Hours Expended per Participant
- **Appendix C**, Number of People Participating in Environmental Education Programs at the River Center and the Impact of COVID-19 Pandemic on Participation Rates
- **Appendix D**, Annual Operating Expenses for LRD’s Environmental Education Program
- **Appendix E**, Board SWOT Analysis
- **Appendix F**: Agency SWOT Analysis
- **Appendix G**: Partner SWOT Analysis
- **Appendix H**: Participants & Parents SWOT Analysis
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Appendix A. LRD Environmental Education Policy

	LOXAHATCHEE RIVER DISTRICT	Doc No:	LRD-POL-EXE-07.00
		Effective Date	05/20/2022
		Revision History:	07/17/2020 v1
Author: Albrey Arrington, Jocelyn O’Neill		Revision No.	1
		Review Date:	09/18/2025
Issuing Department: Executive		Page:	Page 20 of 37

Purpose

The District recognizes that conducting effective environmental education is instrumental to achieving our mission and vision, i.e., inspiring and achieving a healthy environment. This policy was developed to set forth the purpose, intended focus, and expected outcomes for LRD’s environmental education efforts.

Policy

It is the policy of the Loxahatchee River Environmental Control District (LRD) to conduct environmental education for the general population within the Loxahatchee River watershed and specifically including students and personnel working with students. The primary purpose of these environmental education efforts is to foster a sense of environmental stewardship for the Loxahatchee River’s diverse watershed through quality education programs, exhibits, and meaningful events. The primary focus of these environmental education efforts is to explore healthy aspects of the Loxahatchee River watershed, provide context about environmental impacts to our watershed, and identify solutions to achieve a healthy community and river. The desired outcome from these environmental education programs are citizens with:

1. increased knowledge concerning our local environment and environmental problems;
2. increased awareness of potential solutions to such problems; and
3. increased motivation to work towards practical solutions for such problems.

Successful programs will result in participants exploring, experiencing, and connecting with the Loxahatchee River ecosystem. Provision of environmental education programming should be concordant with this policy (e.g., the stated purpose, intended focus, and desired outcome). Bridge Programs may be used to engage new participants with the LRD’s environmental education programs but must not exceed 5% of environmental education effort.

Authority

The authority for this policy is derived from the LRD Enabling Act, which states:

“Section 6. (28) Conduct environmental education as necessary and appropriate to minimize damage to the area’s resources and environment, to prevent additional environmental problems from being created, and to provide education regarding solutions to existing problems.”

Definitions

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

- A. Bridge Program: any environmental education program not directly related to the environmental context, impacts, and solutions related to the Loxahatchee River watershed. These programs are typically designed to attract first-time visitors.
- B. Ecosystem: an ecological unit in which the biological, physical, and chemical components of the environment interact.
- C. Environment: the surroundings of an organism, including the plants, animals, and microbes with which it interacts.
- D. Environmental Education: the process by which individuals develop a deeper knowledge of the environment, awareness of effective solutions, and increased motivation to implement solutions.
- E. Environmental Stewardship: means the responsible use and protection of the natural environment through conservation and sustainable practices.
- F. Watershed: the area drained by a given waterbody.

Relevant Procedures

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

- A. Reporting;
- B. Scheduling Field Trips;
- C. Summer Camp Administration; and
- D. Summer Camp Counselor Training.

Relevant Policies

The following policies may relate to this policy:

- A. Environmental Education COVID-19 Policy;
- B. Social Media Policy; and
- C. Volunteer Policy.

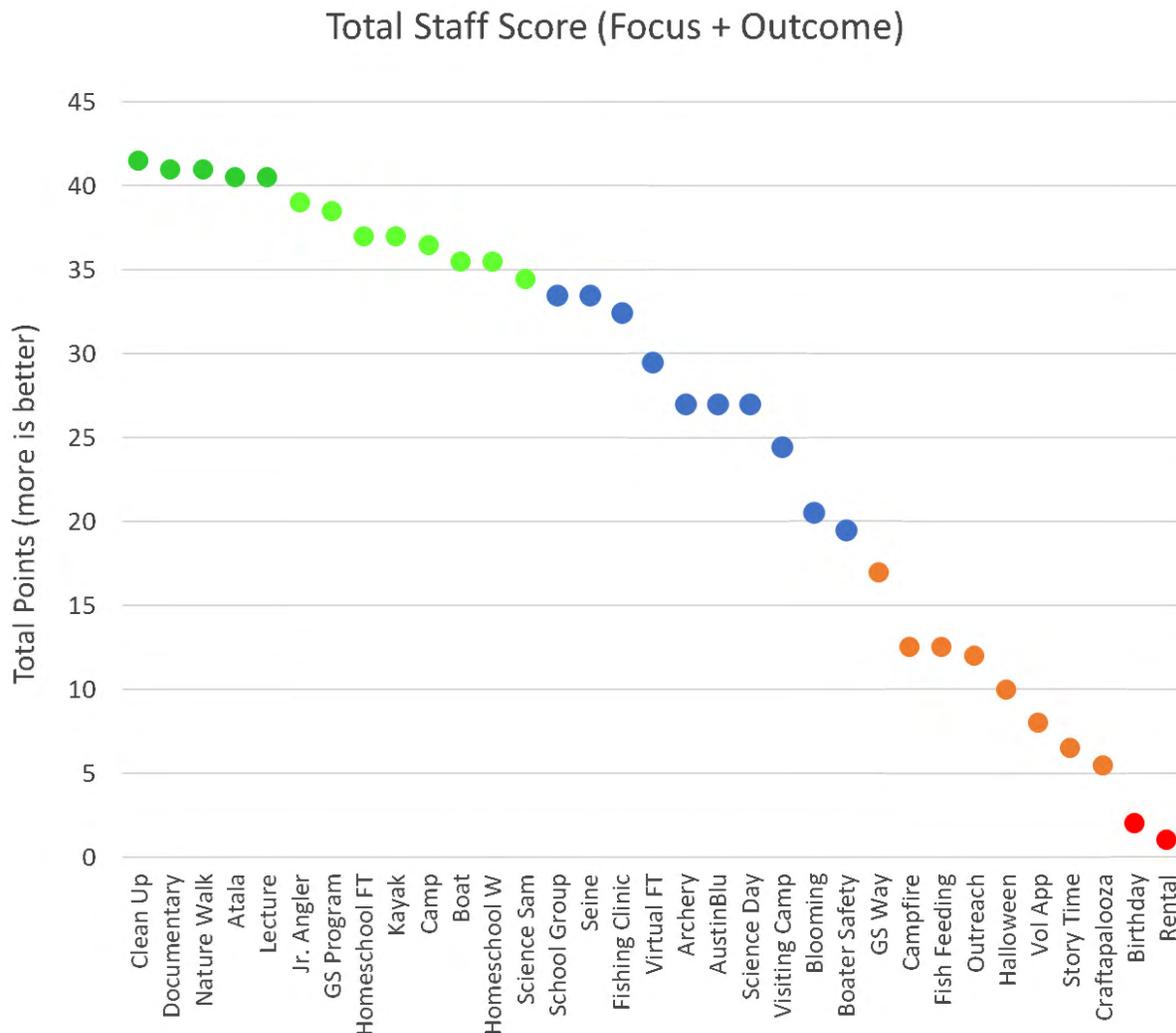
Policy Questions

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

Appendix B. Environmental Education Program Assessments (B1-B6)

B1: Programs rated by Focus and Outcomes

The LRD Environmental Education Policy stipulates our purpose, 3 focus areas and 3 desired outcomes. LRD Staff ranked our environmental education programs against the three focus areas and three outcomes. Ranks were 0 to 9, where a score of 0 indicates the program provides zero value towards the metric and a score of 9 indicates the program fully achieves the desired metric. Below, you can see summary scores for each program. Programs have been sorted from best to worst. We assigned a letter grade (think of a report card) to each program based on these scores. Our grading scale is old school, and assumes a “A” is awesome (green), “C” is average and acceptable (blue), “F” is failing (red).



B2: EE Programs rated by Environmental Stewardship and Community Building

LRD staff also ranked our environmental education programs according to how well they develop environmental stewardship and build a sense of community amongst participants. These scores are ranked, and rank 1 was identified as the best or most effective program while rank 33 was deemed the poorest performing program. It is interesting, but not surprising, to see that our programs that most successfully engender environmental stewardship also increase our sense of community. The programs in the darker green box (bottom left quadrant of figure) are the highest performing programs. These programs both develop a sense of environmental stewardship within participants and a sense of community building among participants. Programs in the orange box (top right quadrant) are the poorest performing programs.

It should be noted that some “programs” were determined to be activities but not actual programs. For example, Outreach and Birthday could be viewed more accurately as marketing efforts. Vol App are our efforts to recognize and reward our terrific volunteers. These non-program activities were largely ignored during strategy discussions.



B4: EE Programs rated by Environmental Stewardship and Labor Hours Expended by staff per Participant

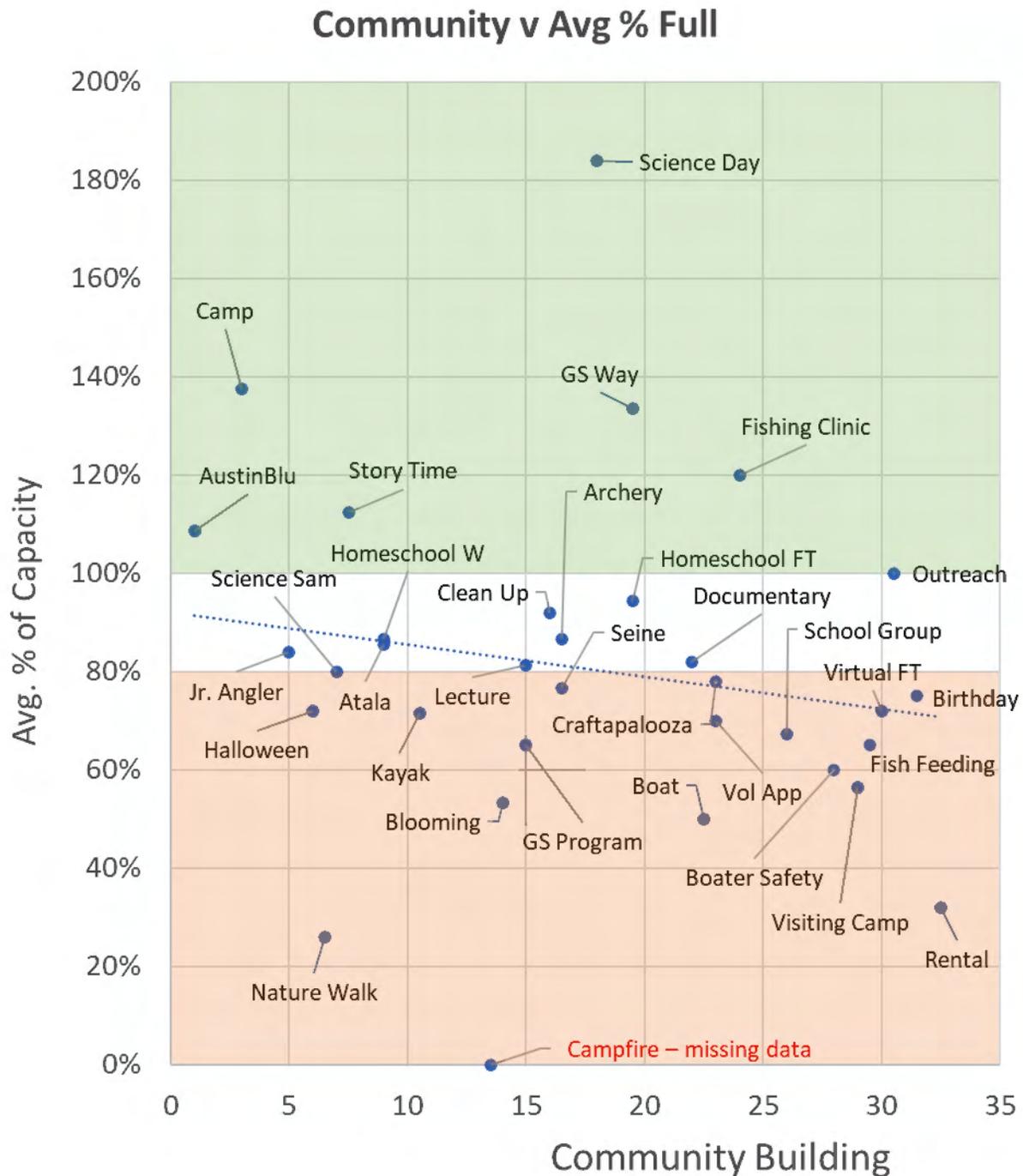
As a second measure of program efficiency, the chart below shows the general correlation between the quality of environmental education programs (lower Environmental Stewardship score signifies higher quality program) and the amount of staff time expended per program participant. In general, higher quality programs require more staff time per participant (e.g., kayak, Jr. Angler), though there are exceptions (e.g., Lectures, Clean ups, Science Day).

Stewardship v Hours/Participant



B5: EE Programs rated by Community Building and Average Attendance versus Capacity

The chart below shows the correlation between the quality of education programs at building a sense of community (lower Community Building score signifies higher quality program) and the average fullness of the program. In general, higher quality programs are more likely to be at or near capacity (e.g., AustinBlu, Camp, Story Time). We need to understand and remedy the low participation rate among some high-quality programs (e.g., Nature Walk, Blooming).



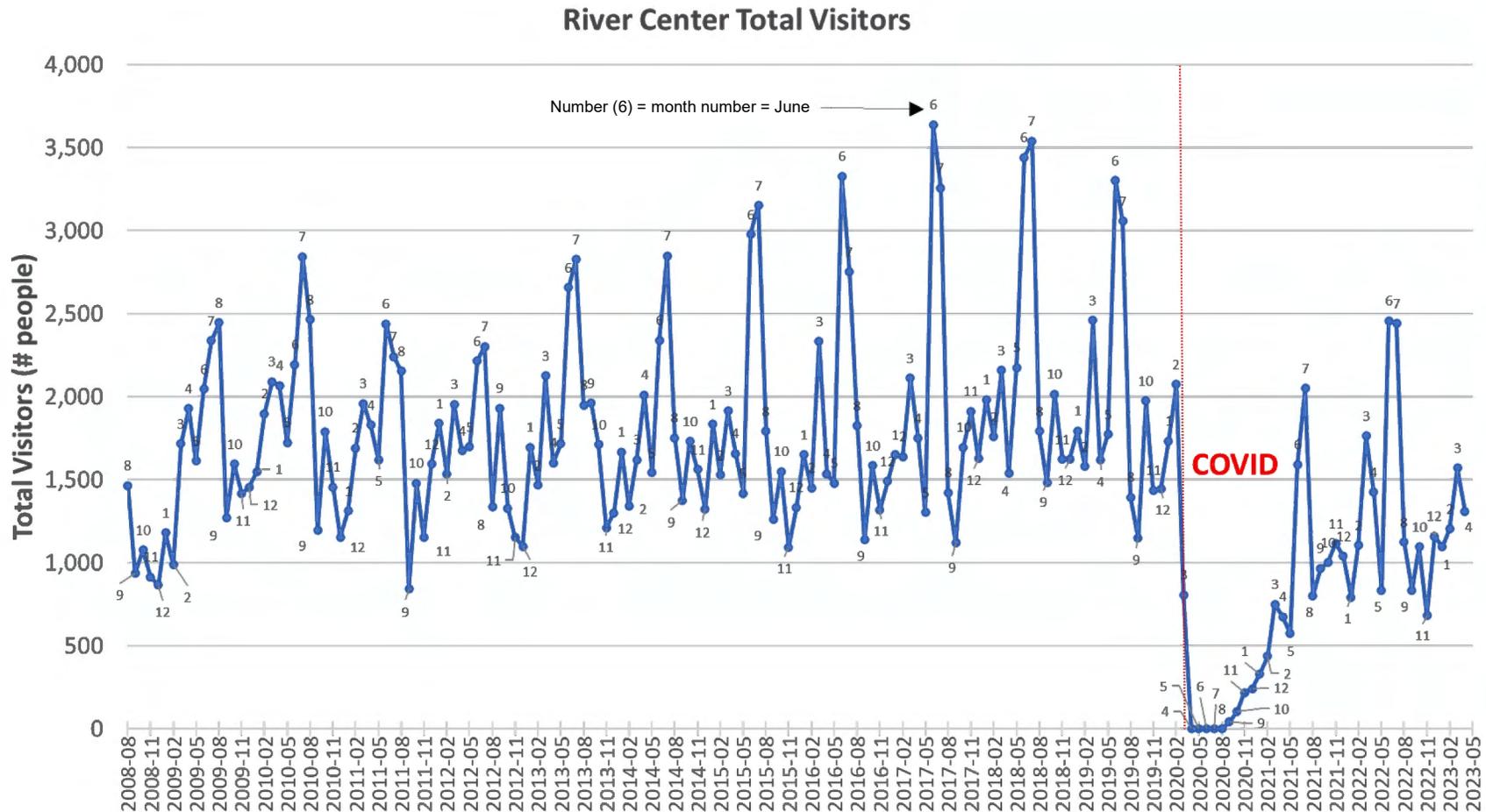
B6: EE Programs rated by Community Building and Labor Hours Expended per Participant

The chart below shows the general correlation between the quality of education programs at building a sense of community (lower Community Building score signifies higher quality program) and the amount of staff time expended per program participant. In general, higher quality programs require more staff time per participant (e.g., AustinBlu, Jr. Angler, Kayak), though there are exceptions (e.g., Story Time, Lectures, Clean ups, Halloween).



Appendix C: Impact of COVID-19 on the Number of People Educated Through the LRD's Environmental Education Programs

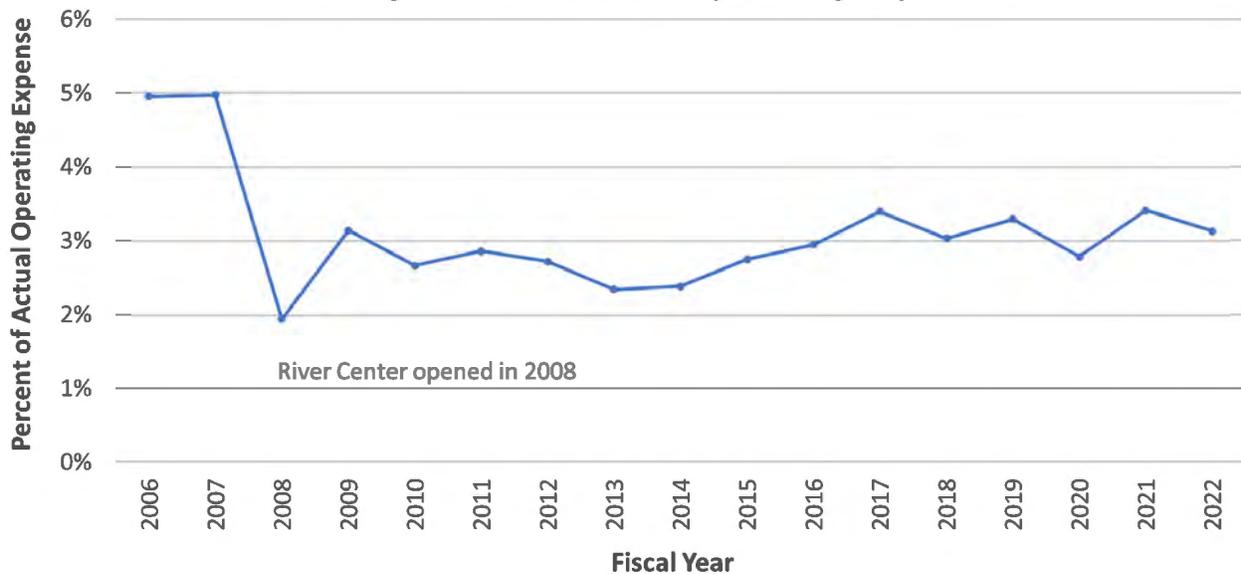
The chart below shows seasonality in the number of people visiting the River Center and engaging in LRD's environmental education programs. Engagement consistently peaks in summer months (June and July) with lowest participation occurring in Sept., Nov., and Dec. The COVID pandemic had a massive, negative impact on participation as people sought to avoid close contact with others.



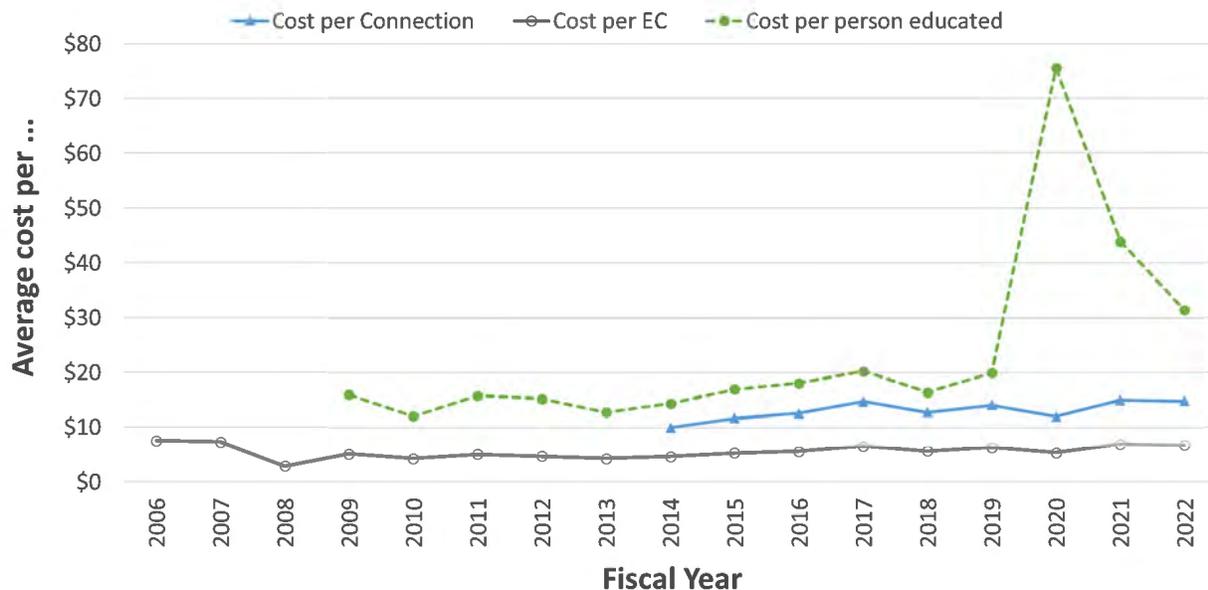
Appendix D: Environmental Education Operating Expenses

Since 2009, the first full year of River Center operations, LRD’s annual operating expenses for environmental education have equaled approximately 3% of operating expenses. These operating expenses have remained relatively flat when viewed as a cost per connection or cost per equivalent connection (EC), i.e., a home with one toilet = 1.0 EC while a home with 4 toilets = 1.75 EC. However, the cost per person educated increased dramatically during COVID because participation in these programs decreased precipitously (see prior chart).

LRD Environmental Education Annual Expenses as a Percentage of Total Actual Operating Expenses



LRD Environmental Education Annual Operating Expenses



Appendix E: Board SWOT Analysis

Strengths and Opportunities as identified by LRD Governing Board Members (S=Mr. Rockoff, M=Dr. Rostock, C= Mr. Yerkes, K= Mr. Baker, G= Mr. Boggie) during their individual meetings. Bold comments represent elements included as strategic initiatives in the Balanced Scorecard.

Strengths	Opportunities
<ul style="list-style-type: none"> - Environmental education is not just an ancillary part of our mission (S) - Environmental Education is key to reducing environmental impacts and degradation in our service area and throughout the country (M) - Free or low-cost environmental education programming (K) - Our environmental education programs are well done (high quality) (G) 	<ul style="list-style-type: none"> - Actively market environmental education programs via communities with HOA newsletter and activities calendar (S) - Need to reach Seniors (S) - To reduce “no shows” of Nature Walk, charge in advance, give lunch and give a tee shirt or hat (S) (M) (K) - Utilize BLM to be a satellite near the Jupiter Lighthouse using grants to finance (S) (M) (C) (K) (G) - Use LRPI grant funds (\$100K) at 20 Acres for remediation and to get started with parking and small chickee hut (M) (C) (K) - Add volunteers and partners (eg, with schools) to gain efficiency (C) - Interactive watershed map to educate people about exploration opportunities within the watershed (S) - Consider trails around the lake with entrance from Central Blvd (K) - Loss of BWS represents increased opportunities for the River Center at 2500 Jupiter Park Drive (C) - Develop 20 Acres as exciting hub for eco-tourism (S) (C) - Get someone other than LRD to develop the 20 Acres (G) - Measure how programs link to stewardship based on “core” powers in our enabling act, i.e., pollution prevention via effective management of wastewater, stormwater, potable water. (G) - Would like “transparency” of RC costs on LRD bill (G) - Hire part time grant finder/writer (M) - Encourage a Membership package with weak and strong programs bundled and named levels like Boy Scouts (S) - Partner with schools and give extra credit (S) - Introduce interactive immersive AI for use at RC and at home (S) - Potential to charge more and drive revenues to cover operational costs and add to dashboard (C) (K) - Add gun safety and hunting safety (K)

Weaknesses and Threats as identified by LRD Governing Board Members (S=Mr. Rockoff, M=Dr. Rostock, C= Mr. Yerkes, K= Mr. Baker, G= Mr. Boggie) during their individual meetings. Bold comments represent elements included as strategic initiatives in the Balanced Scorecard.

Weaknesses	Threats
<ul style="list-style-type: none"> - Not enough effective RC Marketing (need more Buzz and to improve perception of District) (S) (M) (C) - 3 % of Operating expense for the RC is too low (S) - Increase RC Operating expense to as much as 5% by using an activity – based budgeting approach to justify (M) (K) - RC not clearly identified as a program of the LRD by the public (ie, marketing or location) (C) - Lack of awareness of LRD’s key role in the local water cycle (C) - Challenging to document and quantify impacts of environmental education programs (S)(G) - “Public education” is a weaker label than “environmental education” (C) 	<ul style="list-style-type: none"> - Large capital costs that impact our rate payers and do not affect stewardship positively (G) - Large capital costs on property not owned by LRD (K) - Mediocre / small facilities (S)

Appendix F: Agency & Nature Center SWOT Analysis

Agencies and Nature Centers included: Busch Wildlife Sanctuary (BWS); Jonathan Dickinson State Park (JD); Jupiter Outdoor Center (JOC); Loggerhead Marinelife Center (LMC); Palm Beach County (PBC); South Florida Water Management District (SFWMD). Staff votes were used to identify elements to be prioritized as strategic initiatives in the Balanced Scorecard.

SWOT	Partner	Note	Staff Votes
3 O	PBC	There is lots of grant funding available to support construction of environmental education facilities.	5
2 W	BWS	"Not Knowing" - people may not find RC without a direct invitation. Not a tourist attraction.	4
3 O	LMC, JDSP, JOC	Nature is the draw but accessibility and structures/amenities are required especially to reach "non-nature" people.	4
3 O	PBC	Invest \$ in infrastructure, then invest in program.	4
3 O	LMC	Fish feeding makes a connection with the animal. Both LMC and BWS think this is a good opportunity to reach "that" demographic	4
3 O	JOC	Believes people want to be guided and educated. Majority now just want to engage in nature but trend is increasing for guidance & education. Sense of "place" or Place-based education.	4
3 O	SFWMD	Connect with all surrounding natural areas and user groups: Florida Trail Assoc., Equestrians, Riverbend Park (hike, bike, paddle), JDSP, Cypress Creek, 9-gems, Ocean to Lake Trail.	4
2 W	JOC	From engagement with public at Riverbend it feels like the public is NOT informed about the watershed. Improving this is key.	3
3 O	LMC	Offer Trail Cams and Vistas (viewing platforms) at 20 acres.	3
3 O	LMC	We live here because of the environment, so environmental stewardship really matters to sustain the long-term value of this area.	3
3 O	LMC, BWS	% Participation suggestions: choose when to open registration (closer to event), use booking software that allows people to cancel themselves, use software that offers a waitlist, charge a small fee (\$3) and give them a bottle of water.	3
2 W	JDSP	Bridging gap between young (being educated) and old (being stewards). Young and middle aged adults are not represented	2
3 O	SFWMD	Include career opportunities in our educational programming.	2
3 O	PBC	Need a campus. Give people a destination. Riverbend and 20 acres would give a day experience to visitors. Get educated, float the river, go on a hike.	2
3 O	JDSP	Users need to understand what they are using. Educate the users of the river about the river	2
4 T	LMC	With only passive visitation, people can miss your main message	2
4 T	LMC	Parking - if people stay longer (destination), parking can become an issue.	2
1 S	BWS	Engagement with young children leads to continued participation at the child grows. Story time, birthday parties, all build community, not stewardship but act as a gateway to engagement and future stewardship	2
3 O	JOC	Education needs to merge with experience. Offer pre-trip or during trip education.	2
3 O	SFWMD	Need to include restoration projects in the education message. ACOE restoration but also farmland restoration	2
3 O	JDSP	Does not offer education on river - RC has opportunity to educate on river - this is not being done by LMC, BWS, JDSP, PBC	2
1 S	JOC	Appreciated partnership in the past and felt their campers and staff benefited from it. RC Program was the best part of the week.	1
1 S	LMC	Your Halloween events are a great way to engage community members that otherwise might not be in our core audience.	1
1 S	PBC	Story Time is ranked too low, it is more important than staff have suggested in their rankings.	1
3 O	LMC	Need an emotional tie to make a bond with the message.	1
3 O	LMC	Providing access to scenic vistas is important (20 acres)	1
3 O	JDSP	Visits to area and activities needs to link how these interact with the watershed	1
3 O	SFWMD	Education programming. Keep engaged as they grow. Programming for all ages.	1
3 O	JOC	Make Visit Florida an affiliate partner through FareHarbor to increase tourist participation in outdoor programs.	1
3 O	PBC	Build volunteer program so volunteers can run the facilities and programs.	1
1 S	SFWMD	Your environmental education programming is invaluable, especially getting people out to explore the watershed.	1
1 S	JDSP	It is important to connect people to the river so they value the river system and want to protect it.	1
3 O	SFWMD	It is hard to reach high school students with our message, the River Center could help us.	1
3 O	JOC	Offers free kayaks to anyone who will pick up trash on Wednesday. Thinks this could be a good opportunity for collaboration with RC	1

Appendix G: Partner SWOT Analysis

Partners included: AustinBlu Foundation (AB); Bureau of Land Management (BLM); Coast Guard (CG); Jupiter High Environmental Academy (JH); Loxahatchee River Historical Society (LRHS); Mang; Nature Conservancy (TNC); PBC Environmental Resource Management (ERM); WPB Fishing Club (FC). Staff votes were used to identify elements to be prioritized as strategic initiatives in the Balanced Scorecard.

SWOT	Partner	Note	Staff Votes
3 O	BLM	LRD is missing an opportunity by not educating local business community. Later discussion listed BBB, Leadership Palm Beach, Chamber of Commerce as opportunities for engagement. How will climate change affect insurance brokers (risk), bankers, marinas?	5
3 O	TNC	How many programs are 100% staff run v. partner run? Perhaps there is room for more collaboration and program reach with partners sharing the load.	5
3 O	Mang	More opportunities to partner with Wild Pine Lab and RC	4
2 W	JH, TNC	Programming is missing climate change.	3
2 W	Mang	River Center and program outreach to new visitors is almost exclusively by word of mouth.	3
3 O	AB, BLM	No one is aware a portion of their quarterly bill for sewer service goes to environmental education	3
3 O	BLM	Include programming, environmental education, etc. on bills	3
3 O	BLM	Use partners for entry points to your programming by having other partner programming include information on LRD.	3
3 O	TNC	TNC has directive to reach non-conservation minded people. A variety of programs will bring people not in "conservation" community [archery, etc.]	3
4 T	ERM	Size of program compared with staff is impressive. Implication is there are too many programs or too few staff	3
4 T	ERM	LRD needs to differentiate from other partners and what makes us different from LMC, BWS, etc.	3
3 O	TNC	Would like to include interpretive signage at TNC's lift station	3
1 S	ERM	20 acres is "center" of watershed. Watershed needs an interpretive hub for Riverbend, JDSP, Hungryland, Pine Glades, Cypress Creek, etc. Those areas put together are larger than our state parks. They can all be connected through 20 acres.	2
3 O	FC	Charging for programs decreases cancellations and no shows	2
3 O	BLM	Use of interpretive signage at boat ramps and other public access points to the river	2
3 O	Mang	Use virtual programming (not field trips) to engage and entertain people so they can learn virtually. It will also help to drive in more participants when they can see what we do.	2
3 O	ERM	LRD as spokesperson for the Loxahatchee River and can be an eco-tourism driver.	2
4 T	TNC	LRDs stated education goals do not necessarily fit with apparent "youth" audience targeted by majority of programming	2
1 S	CG	Flotilla 52 is #1 in all of Florida for Boater Education because of its partnership with AustinBlu and the River Center. We get the word out.	1
3 O	Mang	The scale of the 20 acres would transition from education to "eco-tourism"	1
3 O	ERM	Eco-tourism funds lowering rates. Tourism is #1 priority for FL economy.	1
3 O	BLM	Add outdoor ethics to archery and boating programs.	1
3 O	AB	Increase the conservation message during boating classes.	1
3 O	JH	We need a "Green Cay" in Jupiter. River Center could be that at 20 acres.	1
3 O	LRHS	Collaborate on volunteer field trips with LRHS, TNC, BLM, BWS, LMC	1

Appendix H: Participants & Parents SWOT Analysis

Participants and Parents included a diversity of perspectives. Their names are withheld for privacy. Staff votes were used to identify elements to be prioritized as strategic initiatives in the Balanced Scorecard.

SWOT	Participant	Note	Staff Votes
2 W	AH	RC is missing Tweens and Young Adult age groups.	5
3 O	AB	Signs up for seine & dips and fishing clinics because it is the closet she can get to doing summer camp herself (wants Adult Summer Camp).	5
3 O	LC, SM	Add more books and puzzles for small children, but increase the space dedicated to that. Lots of things to touch and feel. Something more experiential for small children. More biofacts. Maybe add some things outside.	4
3 O	LC, AB	Theme out the hikes like ERM does to get people to come (Wildflowers Walk). Perhaps do a nature photography hike and then have people post online with a specific #.	3
3 O	SM	Offer an "eco club" on Saturdays where kids can do things like they do in camp but offer it all year long.	3
3 O	LC	Book club for slightly older children (chapter books). Science-based books. Science adventure stories too.	3
1 S	SD / AB	My child(ren) have been changed by the River Center.	2
1 S	CH	RC is getting kids outdoors.	2
1 S	SM	I have never been able to do archery before. It was never convenient or easy to sign up for. Now it is and I went to their program and loved it! Something I did just for myself (left her son at home). "Do more archery!"	2
3 O	AH	Halloween is a bridge program that gets people to come to the River Center and learn more about programs.	2
3 O	CH	Add a "youth" lecture series for middle school students	2
3 O	SM	Bio Blitz (like ERM, FWC) to get people out experiencing the natural areas.	2
3 O	SM	Expand the touch tank.	2
3 O	CH	Need to get more people outside. Break the barriers that are prohibiting them from going outside.	2
3 O	SM	Reach out American Heritage and Trail Life USA to offer outdoor opportunities and badge workshops for those groups.	2
3 O	AB, DP	Use the RC classroom as a co-working space with free wifi (like Starbucks). Could include a short program. Young adults are asking how to meet people and networking spaces could be an answer for them.	2
1 S	DP, AB	Boater Safety promotes conservation by teaching people how to boat responsibly.	1
1 S	KC	There is something here for everyone.	1
3 O	SM	Craftapalooza is a great program for little kids. Make it "meatier" by adding an educational component outside.	1
3 O	AB,AH	Use upcycled crafts (ideas from Resource Depot) and then invite kids to display them at the River Center (garden) or take home.	1
3 O	AB	Tie visual arts and science together in curriculum.	1
3 O	DP	More evening lectures - builds community and relationships	1
3 O	AH, CH	Need a home, a place to come, and a place to gather.	1

Appendix I: Staff SWOT Assessment of Programs

Staff votes were used to identify elements to be prioritized as strategic initiatives in the Balanced Scorecard.

SWOT	Note	Staff Votes
3 O	Improve focus and outcome scores for select programs (Girl Scout Way, Halloween, Archery, Campfire, Fishing clinic, Story time)	4
4 T	Transportation to and from River Center or alternate program location is a challenge for financially disadvantaged community members - evaluate the potential to provide transportation (through partnerships?)	4
4 T	Poor metrics can drive wrong behavior (e.g., focus on number of visitors) - consider refocus on participation rate (% of capacity) and staff utilization rate.	4
3 O	Decrease time invested per participant for select programs (Girl Scout program, AustinBlu Tournament, Science with Sam, Jr. Angler Tournament, kayak, Blooming in the Garden, Camp, Archery)	3
3 O	Potential new programs (Fishing adventure, Day camp for adults, Swamp tromp, Tots on trails, Wilderness skills)	2
3 O	Emphasize underserved communities for select programs (School group tours, Visiting camps)	2
3 O	Improve attendance for select programs (Nature hike, Bloming in the garden, Kayak, Boat tours)	1
1 S	All programs with a score < 15 (Nature Walk, Summer Camp, Atala Butterfly Festival, Kayak, Clean up, Science with Sam, Jr. Angler Tournament, Lectures, GS Programs, Homeschool Workshops, Documentary, AustinBlu Tournament, Seine and Dip, Homeschool Field Trip)	0
2 W	All programs with a score > 22 (Birthday Party, Craftapalooza, Boater Safety, Fish Feeding, Virtual Fieldtrips, Visiting Camps)	0
3 O	Science Day - help participants better connect and build community (engage and sign up for subsequent program)	0
4 T	Lack of Spanish language skills among River Center staff and volunteers	0
4 T	Public school bussing	0

Appendix J: Staff SWOT Assessment of Operations

Staff votes were used to identify elements to be prioritized as strategic initiatives in the Balanced Scorecard. Only those SWOT elements receiving a meaningful number of votes were included here.

SWOT	Note	# Votes
2 W	Lack of connected nature trails at the River Center	5
3 O	Improve external communications through clarified internal responsibilities	5
2 W	Lack of storage space at River Center and BLM	4
3 O	Additional LRD vehicle (15 passenger van or small bus)	4
3 O	Full-time volunteer coordinator needed to improve recruitment and engagement with volunteers	4
3 O	Conduct quarterly program targeting LRD staff (e.g., kayak, nature hike) to help staff experience the river and watershed we all work to protect	4
2 W	Time management	3
3 O	Increase diversity among staff, interns, and volunteers	3
3 O	Professional development (attend conferences, PowerBI training)	3
3 O	Give an annual Watershed Status presentation to the Governing Board (target post-summer presentation)	3

Appendix K: Staff SWOT Assessment of Facilities

SWOT	River Center	BLM	20 Acres
Strength	Facilities already exist	Site plan exists for the site	Property already owned by LRD
Strength	Site is easily accessible	Site is well known, easily accessible, and already includes a major attraction (lighthouse) with >100k visitors/year	Site plan exists for the site
Strength	Existing lease defines access to the property and building	Site gets tons of visitation from school field trips	Enough space to create a 'campus' that supports multiple programs and activities, including guided programs and passive recreation opportunities
Strength	Existing programs can be run efficiently here due to location and facilities (camp, boat tour, seine and dip, fishing clinic)	BLM wants LRD to offer environmental education programs onsite as a partner	No compromise of utility site security
Strength		Grants available from BLM to offset costs	Site is located within an extensive network of natural areas and expansive hiking and biking trails
Strength		Existing nature trails	Site location provides easy kayak access to Wild & Scenic River
Strength		Access to saltwater (downstream end of watershed)	Existing Programs that can be run efficiently here due to location and significantly expanded space: nature hikes (extensive options), camp, atala festival, AustinBlu Fishing Tournament, Girl Scout programs, Homeschool field trips.
Strength		Partners (Historical Society, BLM, TNC, MANG)	
Strength		Existing Programs that can be run efficiently here due to location and facilities (camp, boat tour, kayaking, fishing clinic, snorkeling, clean ups, nature hikes)	
Weakness	LRD is a tenant	No onsite storage	No saltwater
Weakness	Lease terminates March 12, 2027	Small facility with minimal staff office space	More work than existing staff could manage
Weakness	Constrained to very small parcel of land, which leads to very brief (non-program) visit times and negative reviews	No freshwater	Laborious to move equipment around property
Weakness	Not enough space to expand physical facilities	Cultural resources constrain some opportunities	Existing Programs that cannot be run efficiently here: boat tours, snorkeling (alligators),
Weakness	Existing Programs that cannot be run efficiently here (nature hike, kayak)	Laborious to move equipment around property	
Weakness		LRD would be a tenant with no legal guarantee for permanent or even long-term access	
Weakness		Constrained to renovating two existing houses	
Weakness		Not enough space to replace physical facilities needed (i.e., upgraded building)	
Weakness		Existing Programs that cannot be run efficiently here due to less space (seine and dip, archery)	
Opportunities		Number of visitors (not driven by a program) and duration of their visit should be significantly improved as the campus is developed	More outdoor programs because of available space and proximity to natural areas and waterways
Opportunities		Existing programs that can be run more efficiently and effectively here: summer camp (if we have certain facilities), nature hikes	Ability to create or become a destination with multiple opportunities to engage a visitor
Opportunities			Ability to grow more partnerships
Opportunities			Can take as long as we want to build out the campus
Threats	Palm Beach County's ultimate site plan does not include River Center	Cost to renovate facilities much more significant than expected	Need funding to build physical facilities (i.e., upgraded building)
Threats	Palm Beach County further limiting access to Burt Reynolds Park amenities	Lack of visitor parking	Cost
Threats		No exhibit space	
Threats		Loss of identity	



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

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D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

TO: GOVERNING BOARD
 FROM: D. ALBREY ARRINGTON, Ph.D. 
 DATE: AUGUST 10, 2023
 SUBJECT: FISCAL YEAR 2024 – BUDGET ASSUMPTIONS

Our budget season is upon us. Over the next two months, we will continue working through our budgeting process to develop, review, and approve our Fiscal Year 2024 budget, which goes into effect on October 1, 2023. We are proceeding with the following schedule:

- August: Provide and review draft budget presenting detailed, line item budget
- September: Provide, review, and approve Final Budget.

Since you reviewed the budget last month staff have incorporated minor tightening of projected costs, which has reduced the overall budget by \$66,001. We continue to experience the impacts of inflation, which has fallen for several months but nudged upwards to 3.2% this month (see chart on next page). The year-over-year inflation rate has slowed considerably; nonetheless, we continue to experience significantly increased costs relative to current fiscal year budget figures. Furthermore, it should be noted that inflation rates in South Florida continue to exceed nationwide inflation rates (see chart on next page).

The draft FY2024 Budget includes a proposed 4.4% increase over FY2023 Budget:

FY2023 (\$)	FY2024 (\$)	% Change	Budget Category	FY24 Rate Study	% Change
\$ 18,835,976	\$ 20,698,252	9.9%	Operating Expense	\$ 19,778,000	4.6%
\$ 12,741,414	\$ 12,270,974	-3.7%	Capital Improvements	\$ 12,775,000	-3.9%
\$ 31,577,390	\$ 32,969,226	4.4%	Grand Total	\$ 32,553,000	1.3%

When compared to the FY23 budget, the draft FY24 budget includes a 9.9% increase of operating expenses, a 3.7% decrease of capital improvements, and a total budgeted increase of 4.4%. The total draft FY24 budget is within 1.3% of the FY24 Rate Study projections (operating expenses are 4.6% higher and capital improvements are 3.9% lower, respectively). Staff are working to ensure the budget includes funds necessary to maintain our operations and our systematic investment in improving our assets. On the subsequent pages I provide a general discussion of each budget category as outlined in the budget matrix. Then, a summary of our capital budget is provided, including a comprehensive list of all budgeted capital projects ≥ \$200,000. Finally, the entire draft budget showing individual line items is provided.

Revenue – Total revenue is expected to increase (8.4%) from \$23,802,965 in FY2023 to \$25,794,685 in FY2024. This increase is driven by a projected 3% rate increase and significantly increased revenues anticipated from increased interest rates. Revenue projections assume continued slowing of new connections within our service area due to limited land for new construction.

Dr. Matt H. Rostock
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

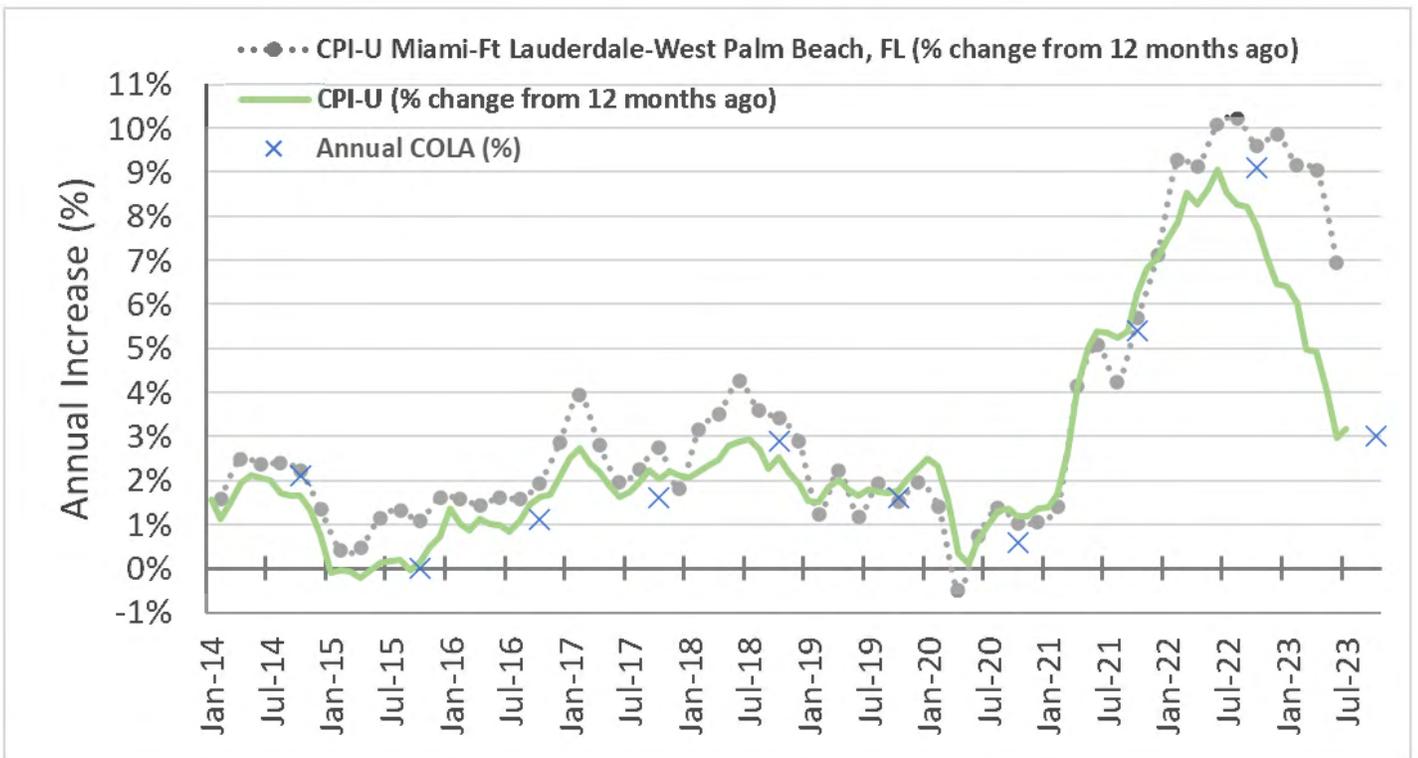
Gordon M. Boggie
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

Salary & Wages – An increase of \$482,000 (6.5%) is budgeted. This increase is driven by:

1. A very tight labor market: It continues to be challenging to fill open positions and we have had to adjust starting salaries upward (but within existing pay grades) to attract competent talent.
2. Number of Employees: We are proposing two new full-time positions within Collections to achieve preventative maintenance goals on gravity sewer pipes, manholes, and air release valves. If added, these positions will increase the number of budgeted full-time positions from 84 to 86. Please see the attached memorandum that explains the need for these two new positions.
3. Proposed Cost of Living Adjustment: Traditionally, we have used the June Consumer Price Index (CPI-U, All Items, Not Seasonally Adjusted) as published by the US Bureau of Labor Statistics to adjust employee pay rates effective October 1 to maintain employees’ purchasing power relative to the present rate of inflation. This year’s June consumer price index (CPI-U) was 3.0%; therefore, I have included a 3.0% cost of living adjustment (COLA) in the budget. The chart below shows ten years of annual increases in CPI-U and our annual COLA increases, which indicates adjusting our employee salaries by the June annual CPI-U has maintained the purchasing parity of our employees. Also, I have revised the chart to show the CPI-U values for South Florida, which has experienced more extreme and more persistent inflation than the rest of the USA.



4. Proposed Merit Increase: I have budgeted for a 3.0% merit increase to be disbursed to employees exhibiting meritorious performance during their annual performance review.

Payroll Tax – An increase of \$29,000 (5.5%) is budgeted. This increase is driven by the anticipated increase in salaries.

Retirement – An increase of \$97,100 (8.8%) is budgeted. This increase is driven by increased payroll as well as staff members fully vesting in our defined contribution retirement plan.

Employee Health Insurance – An increase of \$407,600 (26.4%) is budgeted for health insurance. Based on input from our consultant, we have budgeted for a base increase of 18%, and we are expecting additional costs as new and existing employees’ insurance requirement change (open positions being filled, individual coverage increasing to family coverage) and as we add new staff.

Workers’ Compensation Insurance – A decrease of \$2,000 (-2.6%) is budgeted based on general market conditions and our success in lowering our Experience Modification Rate (EMR). EMR is a metric used to calculate worker's compensation premiums and is affected by the number of claims/injuries a company has had in the past and their corresponding costs. Our EMR is now 0.71, down from 0.72 last year, and well below 1.0, the benchmark average, so our worker's compensation premium is lower than average for the type of work we do and the amount of our payroll.

General Insurance – An increase of \$162,290 (38.3%) is budgeted for our Property, General Liability, Automobile Liability and Physical Damage, and Fiduciary Liability insurance policies. This increase is based on projected insurance rate increase as well as increased value of insured assets (e.g., rehabilitating existing assets and adding new assets). General and Liability insurance premiums are anticipated to increase 20% over our renewal rate from May, which exceeded our FY2023 budget amount by 12.5%. All other insurances estimated to increase 15%. Also, Cyber insurance, not previously budgeted, was added to the FY24 budget, which accounts for 12% of the increase.

Supplies & Expenses – An increase of \$137,980 (12.5%) is currently budgeted based on projected needs. In general, the cost increases in this category are driven by the inflation we have experienced over the past year. Unless we enter into a recession, it is unlikely that these costs will go down or return to prior levels.

Utilities – An increase of \$304,955 (19.6%) is budgeted. Staff have budgeted for an anticipated 15-20% FPL rate increase, which will significantly impact our utility costs.

Chemicals – An increase of \$105,000 (16.6%) is budgeted. Inflation has directly impacted commodity costs like chemicals (chlorine, polymer) that we use on a daily basis, and we are using more chemicals seeking to optimize performance of our biosolids odor control system. This cost increase also includes \$10,000 in additional costs that will be incurred if we convert from gaseous to liquid chlorine. We are continuing to work on these numbers as we seek to improve the operational efficiencies of our systems and to evaluate alternative chemicals that we could use in an effort to constrain these cost impacts.

Repair & Maintenance – An increase of \$148,129 (7.6%) is budgeted.

Outside Services – An decrease of \$9,778 (-0.4%) is budgeted.

Contingency – Our Operating Expense contingency remains unchanged.

Capital – Our draft capital budget summary and line items for individual projects \geq \$200,000 are presented on the following pages.

Budgeting is an important process, and staff are still working diligently on the draft budget. We look forward to receiving your input. I look forward to discussing our budgeting efforts with you and answering any questions you may have.

Capital – a summary of the draft FY2024 capital budget represents a 3.7% decrease from FY2023, and the FY2024 capital budget is 3.9% below our FY24 Rate Study projections, which were drafted and reviewed in February and March of this year.

Capital Accounts	FY2023	FY24 Rate Study	FY2024
Contingency	\$ 0	\$ 0	\$ 0
Land	\$ 129,500	\$ 10,000	\$ 0
Buildings (Maintenance & Warehouse)	\$ 1,100,000	\$ 250,000	\$ 320,000
Infrastructure Improvements (not buildings)	\$ 260,000	\$ 960,000	\$ 239,000
Machinery and Equipment	\$ 1,160,000	\$ 985,000	\$ 1,076,350
Vehicles	\$ 861,519	\$ 295,000	\$ 449,338
Construction in Progress (sub-total)	\$ 9,230,395	\$ 10,275,000	\$ 10,186,286
CIP - Exec/Finance/Lab/CustSvc/IT/Const	\$ 0	\$ 0	\$ 0
CIP – Env. Education	\$ 0	\$ 1,000,000	\$ 74,000
CIP - Master Planning	\$ 0	\$ 105,000	\$ 5,000
CIP - General Collection & Transmission	\$ 275,000	\$ 0	\$ 0
CIP - Neighborhood Sewering	\$ 1,450,000	\$ 25,000	\$ 296,901
CIP - Lift Station	\$ 3,275,000	\$ 1,025,000	\$ 1,507,035
CIP - Gravity System	\$ 164,895	\$ 2,550,000	\$ 3,170,000
CIP - Force Mains	\$ 0	\$ 1,975,000	\$ 1,501,000
CIP - LPSS	\$ 365,000	\$ 20,000	\$ 0
CIP - Permanent Generators	\$ 2,395,500	\$ 150,000	\$ 255,000
CIP - Telemetry	\$ 0	\$ 2,330,000	\$ 2,000,000
CIP - Operations Planning Studies	\$ 125,000	\$ 0	\$ 0
CIP - Operations General Site Improvements	\$ 730,000	\$ 100,000	\$ 200,000
CIP - Treatment & Disposal	\$ 400,000	\$ 275,000	\$ 497,350
CIP - Reuse General	\$ 0	\$ 550,000	\$ 600,000
CIP - Reuse Pumping Stations	\$ 0	\$ 20,000	\$ 20,000
CIP - Reuse Mains	\$ 0	\$ 20,000	\$ 0
CIP - Reuse Telemetry/Metering/Controls	\$ 50,000	\$ 20,000	\$ 10,000
CIP - Biosolids	\$ 129,500	\$ 110,000	\$ 50,000
Total	\$ 12,741,414	\$ 12,775,000	\$ 12,270,974

Budgeted capital projects \geq \$200,000 are provided on the next page.

Budgeted capital projects ≥ \$200,000:

Project description	Cost
Adding telemetry to 100% of lift stations without telemetry FY23 \$2.4M budgeted and \$400k spent; carryover \$2.0M to FY24	\$ 2,000,000
Gravity system service lateral renewal or replacement (including lining) FY23 \$1.75M budgeted; carryover \$1.5M	\$ 1,750,000
Loxahatchee River Subaqueous Force Main Replacement Engineering done in FY23, construction planned in FY24	\$ 1,500,000
Gravity system main line renewal or replacement (primarily lining) FY23 \$1.4M budgeted; carryover \$1.32M	\$ 1,320,000
Lift Station 82 Conversion Construction planned in FY24	\$ 1,044,000
County Line Road Bridge IQ Water Force Main Relocation	\$ 600,000
Rehabilitation of Lift Stations 131, 211, 230, 233 (general construction services)	\$ 463,510
JILONA (BLM) Septic to Sewer Completion of Electrical Upgrades	\$ 256,000
Addition of Permanent Generator at Lift Station 50	\$ 230,000
Replace Two Portable Generators for Collection System	\$ 210,000
Electrical System Upgrades at Wastewater Treatment Plant	\$ 200,000

Loxahatchee River Environmental Control District

Annual Budget

For the Fiscal Year Ending September 30, 2024



Prepared by:
Finance Department

Kara Fraraccio, CPA
Director of Finance and Administration

Governing Board

Representing the voice of a community dedicated to preserving the Loxahatchee River, the Loxahatchee River District is guided by a publicly elected, five-member Governing Board. Elected in staggered terms of four years, they bring to the District their expertise in environmental issues, engineering and planning. Board members must be a resident of the Governing Board area in which he or she is elected.

Dr. Matt H. Rostock _____ Chairman
Area #3

Stephen B. Rockoff _____ Vice-Chairman
Area #5

Gordon Boggie _____ Treasurer
Area #1

Clinton R. Yerkes _____ Secretary
Area #2

Kevin Baker _____ Assistant Secretary/Treasurer
Area #4

Senior Management Team

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

Kris Dean, PE _____ Deputy Executive Director

Kara D. Fraraccio, CPA _____ Director of Finance and Administration

Kenneth Howard _____ Director of Information Services

Jason A. Pugsley, PE _____ Plant Manager

Courtney Jones, PE _____ Director of Engineering

DRAFT Resolution No. 2023-06 **DRAFT**

WHEREAS, under the provisions of Section 189.016, Florida Statutes, the proposed annual budget for the Loxahatchee River Environmental Control District has been submitted this 21st day of September, 2023.

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

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

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Loxahatchee River Environmental Control District that the budget for fiscal year ending September 30, 2024, a copy of which is hereto attached and made a part of this resolution as fully as if set forth verbatim herein, is hereby approved and adopted:

REVENUES

Operating Revenue	\$ 21,615,285
Capital Revenue	2,482,000
Nonoperating Revenue	1,947,400
Carryforward of Surplus from Prior Years	6,924,541
TOTAL REVENUES	<u><u>\$ 32,969,226</u></u>

EXPENSES

Operating Expenses	\$ 20,698,252
Capital Improvements	2,978,251
Renewal and Replacement	9,292,723
TOTAL EXPENSES	<u><u>\$ 32,969,226</u></u>

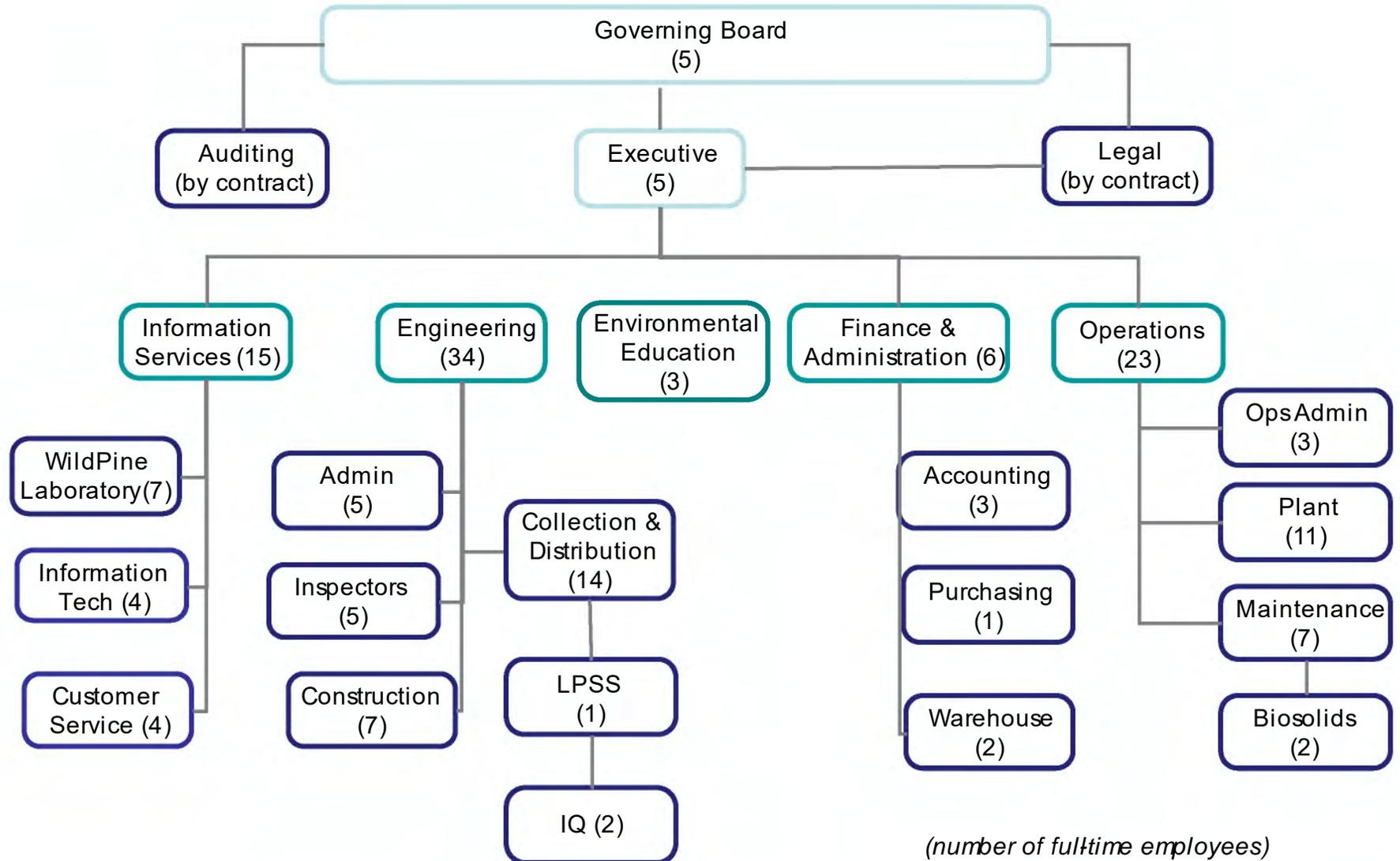
This Resolution adopted by the Governing Board of the Loxahatchee River Environmental Control District on this 21st day of September, 2023.

_____ Vote: _____ _____ Vote: _____
Dr. Matt Rostock, Chairman Stephen B. Rockoff, Vice Chairman

_____ Vote: _____ _____ Vote: _____
Gordon M. Boggie, Treasurer Clinton R. Yerkes, Secretary

_____ Vote: _____
Kevin Baker, Assistant Secretary/Treasurer

Loxahatchee River District Organization Chart Fiscal Year 2024



*(number of fulltime employees)
Total fulltime employees = 86*

Budget Summary

	FY 2023 Budget	FY 2024 Budget	Percent Change
Revenues			
<i>Operating Revenues</i>			
Regional Sewer Service	\$ 17,501,000	\$ 18,528,000	5.87%
IQ Water Charges	2,352,000	2,417,000	2.76%
Standby Sewer Service	108,000	79,000	-26.85%
Administration and Engineering Fees	63,000	80,000	26.98%
Other Revenue	516,265	511,285	-0.96%
<i>Subtotal Operating Revenues</i>	20,540,265	21,615,285	5.23%
<i>Capital Revenues</i>			
Line Charges	465,000	450,000	-3.23%
Assessments	1,411,000	1,082,000	-23.32%
Plant Charges	686,000	700,000	2.04%
Capital Contributions	140,000	250,000	78.57%
<i>Subtotal Capital Revenues</i>	2,702,000	2,482,000	-8.14%
<i>Other Revenues</i>			
Grant Revenue		100,000	100.00%
Interest Income	560,700	1,847,400	229.48%
Carryforward of Surplus from Prior Years	7,774,425	6,924,541	-10.93%
Total Revenues	\$ 31,577,390	\$ 32,969,226	4.41%
Expenses			
<i>Operating Expenses (by category)</i>			
Salaries and Wages	\$ 7,381,800	\$ 7,863,800	6.53%
Payroll Taxes	530,500	559,500	5.47%
Retirement Contributions	1,107,000	1,204,100	8.77%
Employee Health Insurance	1,542,500	1,950,100	26.42%
Workers' Compensation Insurance	77,800	75,800	-2.57%
General Insurance	423,520	585,810	38.32%
Supplies and Expenses	1,105,382	1,243,362	12.48%
Utilities	1,555,116	1,860,071	19.61%
Chemicals	634,000	739,000	16.56%
Repairs and Maintenance	1,940,780	2,088,909	7.63%
Outside Services	2,312,578	2,302,800	-0.42%
Contingency	225,000	225,000	0.00%
<i>Subtotal Operating Expenses</i>	18,835,976	20,698,252	9.89%
<i>Capital</i>			
Capital Improvements	4,940,000	2,978,251	-39.71%
Renewal and Replacement	7,801,414	9,292,723	19.12%
<i>Subtotal Capital</i>	12,741,414	12,270,974	-3.69%
Total Expenses	\$ 31,577,390	\$ 32,969,226	4.41%

Executive Department

40-10

Account Description	FY 2023 Budget	FY 2024 Budget	Percent Change
<i>Personal Services</i>			
511000 Special Pay - Governing Board	\$ 6,500	\$ 6,500	0.00%
512000 Salaries and Wages	668,300	710,600	6.33%
514000 Overtime	1,000	1,000	0.00%
521000 Payroll Taxes	38,900	39,700	2.06%
522000 Retirement Contributions	108,600	115,400	6.26%
523000 Life, Health, and Dental Insurance	109,100	182,700	67.46%
524000 Workers Compensation Insurance	3,700	800	-78.38%
<i>Subtotal</i>	\$ 936,100	\$ 1,056,700	12.88%
<i>Operating Expenses</i>			
534000 Other Contractual Services	\$ 30,350	\$ 24,000	-20.92%
540000 Travel and Per Diem	16,200	16,200	0.00%
541000 Communications	27,440	9,600	-65.01%
542000 Freight and Postage	10,000	10,000	0.00%
543000 Utility Services	1,000	1,000	0.00%
544000 Rentals and Leases		1,500	100.00%
545000 Insurance	26,950	42,630	58.18%
546000 Repair and Maintenance - General	63,525	20,475	-67.77%
546100 Repair and Maintenance - Vehicles	1,000	1,000	0.00%
551000 Office Supplies	2,500	5,000	100.00%
552000 Operating Supplies	39,020	27,600	-29.27%
552200 Fuel, Diesel, Oil	3,250	3,250	0.00%
554000 Books, Publications, Memberships, and Subscriptions	47,305	30,165	-36.23%
555000 Training and Education	9,125	9,125	0.00%
<i>Subtotal</i>	\$ 277,665	\$ 201,545	-27.41%
Total	\$ 1,213,765	\$ 1,258,245	3.66%

Personnel Schedule	FY 2023 FTE	FY 2024 FTE	Change
Executive Director	1.0	1.0	-
Deputy Executive Director	1.0	1.0	-
Executive Secretary	1.0	1.0	-
Human Resource Generalist	1.0	1.0	-
Safety Officer	1.0	1.0	-
Total	5.0	5.0	-

Professional Services Department

40-20

Account Description	FY 2023 Budget	FY 2024 Budget	Percent Change
<i>Operating Expenses</i>			
531100 Engineering	\$ 70,000	\$ 60,000	-14.29%
531300 Legal Expense - Non-Litigation	75,000	65,000	-13.33%
531400 Legal Expense - Litigation	60,000	50,000	-16.67%
531500 Legal Expense - Collections	5,000	5,000	0.00%
531600 Pension Advisor	30,000	30,000	0.00%
531700 Human Resource Law	9,000	9,000	0.00%
531800 Investment Advisor	5,000	5,000	0.00%
532100 Audit Services	35,800	42,250	18.02%
<i>Subtotal</i>	\$ 289,800	\$ 266,250	-8.13%
Total	\$ 289,800	\$ 266,250	-8.13%

Personnel Schedule	FY 2023 FTE	FY 2024 FTE	Change
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Finance Department

40-30

Account Description	FY 2023 Budget	FY 2024 Budget	Percent Change
<i>Personal Services</i>			
512000 Salaries and Wages	\$ 539,100	\$ 569,200	5.58%
514000 Overtime	5,000	5,000	0.00%
521000 Payroll Taxes	39,800	41,400	4.02%
522000 Retirement Contributions	87,700	93,700	6.84%
523000 Life, Health, and Dental Insurance	122,200	146,400	19.80%
524000 Workers Compensation Insurance	2,600	2,600	0.00%
<i>Subtotal</i>	\$ 796,400	\$ 858,300	7.77%
<i>Operating Expenses</i>			
534000 Other Contractual Services	\$ 34,023	\$ 36,450	7.13%
541000 Communications	2,500	4,300	72.00%
546000 Repair and Maintenance - General	5,000	10,100	102.00%
549500 Tax Collector Fees and Discounts	82,370	63,400	-23.03%
551000 Office Supplies	1,000	1,000	0.00%
552000 Operating Supplies	13,280	13,280	0.00%
554000 Books, Publications, Subscriptions, and Memberships	8,670	12,035	38.81%
555000 Training and Education	3,090	3,090	0.00%
<i>Subtotal</i>	\$ 149,933	\$ 143,655	-4.19%
Total	\$ 946,333	\$ 1,001,955	5.88%

Personnel Schedule	FY 2023 FTE	FY 2024 FTE	Change
Director of Finance and Administration	1.0	1.0	-
Accountant II	1.0	1.0	-
Accountant I	1.0	1.0	-
Purchasing Agent	1.0	1.0	-
Warehouse Coordinator	2.0	2.0	-
Total	6.0	6.0	-

Public Education Department**40-40**

Account Description	FY 2023 Budget	FY 2024 Budget	Percent Change
<i>Personal Services</i>			
512000 Salaries and Wages	\$ 196,200	\$ 205,300	4.64%
513000 Other Salaries and Wages	122,400	122,100	-0.25%
514000 Overtime	10,000	10,000	0.00%
521000 Payroll Taxes	24,700	25,200	2.02%
522000 Retirement Contributions	33,900	35,400	4.42%
523000 Life, Health, and Dental Insurance	49,300	58,600	18.86%
524000 Workers Compensation Insurance	300	300	0.00%
<i>Subtotal</i>	\$ 436,800	\$ 456,900	4.60%
<i>Operating Expenses</i>			
531000 Professional Services	\$ 1,700	\$ 1,850	8.82%
534000 Other Contractual Services	10,035	10,050	0.15%
541000 Communications	1,400	4,800	242.86%
543000 Utility Services	28,000	32,000	14.29%
545000 Insurance	16,450	8,550	-48.02%
546000 Repair and Maintenance - General	53,875	58,574	8.72%
546100 Repair and Maintenance - Vehicles	5,000	5,000	0.00%
546300 Repair and Maintenance - Structures and Grounds	6,500	6,500	0.00%
547000 Printing and Publications	1,500	600	-60.00%
552000 Operating Supplies	91,160	88,755	-2.64%
552200 Fuel, Diesel, Oil	750	750	0.00%
554000 Books, Publications, Subscriptions, and Memberships		3,260	100.00%
555000 Training and Education	5,200	4,950	-4.81%
<i>Subtotal</i>	\$ 221,570	\$ 225,639	1.84%
Total	\$ 658,370	\$ 682,539	3.67%
<i>Personnel Schedule</i>			
	FTE	FTE	Change
Environmental Education Manager	1.0	1.0	0.0
Environmental Education Coordinator	1.0	1.0	0.0
Nature Educator & Animal Care	1.0	1.0	0.0
Total	3.0	3.0	0.0

WildPine Lab Department

40-41

Account Description	FY 2023 Budget	FY 2024 Budget	Percent Change
<i>Personal Services</i>			
512000 Salaries and Wages	\$ 659,100	\$ 707,200	7.30%
513000 Other Salaries and Wages	24,000	24,000	0.00%
514000 Overtime	10,000	12,000	20.00%
521000 Payroll Taxes	49,700	53,000	6.64%
522000 Retirement Contributions	109,200	103,100	-5.59%
523000 Life, Health, and Dental Insurance	106,800	127,000	18.91%
524000 Workers Compensation Insurance	8,300	8,500	2.41%
<i>Subtotal</i>	\$ 967,100	\$ 1,034,800	7.00%
<i>Operating Expenses</i>			
531000 Professional Services	\$ 55,000	\$ 55,000	0.00%
534000 Other Contractual Services	5,700	5,700	0.00%
541000 Communications	2,300	3,600	56.52%
545000 Insurance	4,120	4,100	-0.49%
546000 Repair and Maintenance - General	2,200	7,150	225.00%
546100 Repair and Maintenance - Vehicles	13,000	13,000	0.00%
546200 Repair and Maintenance - Equipment	24,500	26,630	8.69%
552000 Operating Supplies	75,000	75,000	0.00%
552200 Fuel, Diesel, Oil	3,000	3,000	0.00%
554000 Books, Publications, Subscriptions, and Memberships		6,515	100.00%
555000 Training and Education	1,000	1,000	0.00%
<i>Subtotal</i>	\$ 185,820	\$ 200,695	8.01%
Total	\$ 1,152,920	\$ 1,235,495	7.16%

Personnel Schedule	FY 2023 FTE	FY 2024 FTE	Change
Director of Information Services	1.0	1.0	0.0
Lab Manager	1.0	1.0	0.0
Senior Scientist	1.0	1.0	0.0
Lab Technician II	3.0	3.0	0.0
Lab Technician I	1.0	1.0	0.0
Total	7.0	7.0	0.0

Customer Service Department

40-42

Account Description	FY 2023 Budget	FY 2024 Budget	Percent Change
<i>Personal Services</i>			
512000 Salaries and Wages	\$ 218,400	\$ 229,000	4.85%
514000 Overtime	1,000	1,000	0.00%
521000 Payroll Taxes	16,400	17,000	3.66%
522000 Retirement Contributions	28,800	36,400	26.39%
523000 Life, Health, and Dental Insurance	38,700	61,000	57.62%
524000 Workers Compensation Insurance	300	300	0.00%
<i>Subtotal</i>	\$ 303,600	\$ 344,700	13.54%
<i>Operating Expenses</i>			
534000 Other Contractual Services	\$ 133,000	\$ 143,000	7.52%
541000 Communications		2,000	100.00%
542000 Freight and Postage	65,000	85,000	30.77%
546000 Repairs and Maintenance - General		16,400	100.00%
552000 Operating Supplies	11,500	3,000	-73.91%
554000 Books, Publications, Subscriptions and Memberships	22,537	26,247	16.46%
<i>Subtotal</i>	\$ 232,037	\$ 275,647	18.79%
Total	\$ 535,637	\$ 620,347	15.81%
<i>Personnel Schedule</i>			
	FY 2023 FTE	FY 2024 FTE	Change
Customer Service Coordinator	0.0	1.0	1.0
Customer Service Rep II	2.0	1.0	-1.0
Customer Service Rep I	2.0	2.0	0.0
Total	4.0	4.0	0.0

Information Technology Department

40-43

Account Description	FY 2023 Budget	FY 2024 Budget	Percent Change
<i>Personal Services</i>			
512000 Salaries and Wages	\$ 280,500	\$ 292,800	4.39%
514000 Overtime	500	500	0.00%
521000 Payroll Taxes	20,500	21,200	3.41%
522000 Retirement Contributions	39,800	42,100	5.78%
523000 Life, Health, and Dental Insurance	84,800	100,900	18.99%
524000 Workers Compensation Insurance	300	300	0.00%
<i>Subtotal</i>	\$ 426,400	\$ 457,800	7.36%
<i>Operating Expenses</i>			
531000 Professional Services	\$ 105,000	\$ 95,000	-9.52%
534000 Other Contractual Services	1,500	1,500	0.00%
541000 Communications	2,400	13,620	467.50%
546000 Repair and Maintenance - General	1,500	20,900	1293.33%
552000 Operating Supplies	16,500	44,500	169.70%
554000 Books, Publications, Memberships, and Subscriptions	5,500	44,325	705.91%
555000 Training and Education	5,000	5,000	0.00%
<i>Subtotal</i>	\$ 137,400	\$ 224,845	63.64%
Total	\$ 563,800	\$ 682,645	21.08%
Personnel Schedule			
	FY 2023 FTE	FY 2024 FTE	Change
IT Manager	1.0	1.0	0.0
Asset Management Specialist	1.0	1.0	0.0
Application Support Administrator	1.0	1.0	0.0
IT Help Desk	1.0	1.0	0.0
Total	4.0	4.0	0.0

Engineering and Inspection Department**40-50**

Account Description	FY 2023 Budget	FY 2024 Budget	Percent Change
Personal Services			
512000 Salaries and Wages	\$ 835,200	\$ 965,000	15.54%
513000 Other Salaries and Wages	15,000		-100.00%
514000 Overtime	10,000	37,500	275.00%
521000 Payroll Taxes	63,500	73,200	15.28%
522000 Retirement Contributions	128,900	150,500	16.76%
523000 Life, Health, and Dental Insurance	220,800	295,500	33.83%
524000 Workers Compensation Insurance	8,400	9,800	16.67%
Subtotal	\$ 1,281,800	\$ 1,531,500	19.48%
Operating Expenses			
540000 Travel and Per Diem	\$ 3,000	\$ 3,000	0.00%
541000 Communications	9,800	12,500	27.55%
546000 Repair and Maintenance - General	14,600	14,500	-0.68%
546100 Repair and Maintenance - Vehicles	7,500	5,000	-33.33%
546200 Repair and Maintenance - Equipment	5,000	5,000	0.00%
551000 Office Supplies		1,000	100.00%
552000 Operating Supplies	28,700	29,500	2.79%
552200 Fuel, Diesel, Oil	27,600	25,000	-9.42%
554000 Books, Publications, Subscriptions, and Memberships		10,365	100.00%
555000 Training and Education	6,000	6,000	0.00%
Subtotal	\$ 102,200	\$ 111,865	9.46%
Total	\$ 1,384,000	\$ 1,643,365	18.74%
Personnel Schedule			
	FTE	FTE	Change
Director of Engineering	0.0	1.0	1.0
District Engineer	1.0	0.0	-1.0
Chief Construction Inspector	1.0	1.0	0.0
Project Engineer	0.0	1.0	1.0
Construction Inspector	2.0	2.0	0.0
Compliance Technician	1.0	1.0	0.0
Utility Locate and Compliance Technician	2.0	2.0	0.0
Engineering/GIS Tech	1.0	1.0	0.0
Engineering Assistant	1.0	1.0	0.0
Projects Coordinator	1.0	1.0	0.0
Total	10.0	11.0	1.0

Construction Department**40-51**

Account Description	FY 2023 Budget	FY 2024 Budget	Percent Change
<i>Personal Services</i>			
512000 Salaries and Wages	\$ 499,000	\$ 377,100	-24.43%
514000 Overtime	11,500	11,500	0.00%
521000 Payroll Taxes	37,400	28,300	-24.33%
522000 Retirement Contributions	64,700	61,800	-4.48%
523000 Life, Health, and Dental Insurance	145,500	131,800	-9.42%
524000 Workers Compensation Insurance	7,900	5,700	-27.85%
<i>Subtotal</i>	\$ 766,000	\$ 616,200	-19.56%
<i>Operating Expenses</i>			
541000 Communications	\$ 5,800	\$ 6,900	18.97%
546000 Repair and Maintenance - General	5,000	10,100	102.00%
546100 Repair and Maintenance - Vehicles	25,000	10,000	-60.00%
546200 Repair and Maintenance - Equipment	10,000	5,000	-50.00%
552000 Operating Supplies	23,000	31,500	36.96%
552200 Fuel, Diesel, Oil	18,000	20,000	11.11%
554000 Books, Publications, Subscriptions, and Memberships		5,695	100.00%
555000 Training and Education	5,000	5,000	0.00%
<i>Subtotal</i>	\$ 91,800	\$ 94,195	2.61%
Total	\$ 857,800	\$ 710,395	-17.18%
	FY 2023	FY 2024	
Personnel Schedule	FTE	FTE	Change
Construction Manager	1.0	0.0	-1.0
Construction Coordinator	1.0	1.0	0.0
Construction System Foreman	1.0	1.0	0.0
Construction System Operator	4.0	4.0	0.0
Total	7.0	6.0	-1.0

Operations Administrative Department

50-10

Account Description	FY 2023 Budget	FY 2024 Budget	Percent Change
Personal Services			
512000 Salaries and Wages	\$ 348,100	\$ 366,500	5.29%
514000 Overtime	1,000	1,000	0.00%
521000 Payroll Taxes	22,600	23,300	3.10%
522000 Retirement Contributions	48,700	59,700	22.59%
523000 Life, Health, and Dental Insurance	53,500	63,500	18.69%
524000 Workers Compensation Insurance	3,200	3,200	0.00%
Subtotal	\$ 477,100	\$ 517,200	8.40%
Operating Expenses			
531000 Professional Services	\$ 20,000	\$ 20,000	0.00%
534000 Other Contractual Services	8,100	8,100	0.00%
540000 Travel and Per Diem	2,500	2,500	0.00%
541000 Communications	24,660	8,200	-66.75%
542000 Freight and Postage	2,500	2,500	0.00%
545000 Insurance	376,000	530,530	41.10%
546000 Repair and Maintenance - General	103,070	45,270	-56.08%
551000 Office Supplies	3,000	3,000	0.00%
552000 Operating Supplies	31,850	13,450	-57.77%
552800 Operating Supplies - Safety	33,400	36,500	9.28%
554000 Books, Publications, Memberships, and Subscriptions	53,525	26,045	-51.34%
555000 Training and Education	6,150	6,150	0.00%
Subtotal	\$ 664,755	\$ 702,245	5.64%
Total	\$ 1,141,855	\$ 1,219,445	6.80%
Personnel Schedule			
	FTE	FTE	Change
Plant Manager	1.0	1.0	0.0
System Specialist II	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	0.0
Total	3.0	3.0	0.0

Collection and Transmission Department

50-40

Account Description	FY 2023 Budget	FY 2024 Budget	Percent Change
<i>Personal Services</i>			
512000 Salaries and Wages	\$ 955,000	\$ 1,109,900	16.22%
514000 Overtime	135,000	170,000	25.93%
521000 Payroll Taxes	81,300	94,500	16.24%
522000 Retirement Contributions	165,900	190,900	15.07%
523000 Life, Health, and Dental Insurance	204,300	319,700	56.49%
524000 Workers Compensation Insurance	16,300	18,000	10.43%
Subtotal	\$ 1,557,800	\$ 1,903,000	22.16%
<i>Operating Expenses</i>			
541000 Communications	\$ 15,900	\$ 22,300	40.25%
543000 Utility Services	427,250	473,750	10.88%
544000 Rentals and Leases	45,000	45,000	0.00%
546000 Repair and Maintenance - General	250,000	337,900	35.16%
546100 Repair and Maintenance - Vehicles	110,000	80,000	-27.27%
546200 Repair and Maintenance - Equipment	375,000	375,000	0.00%
546300 Repair and Maintenance - Structures and Grounds	75,000	105,000	40.00%
552000 Operating Supplies	97,950	162,950	66.36%
552100 Operating Supplies - Chemicals	160,000	160,000	0.00%
552200 Fuel, Diesel, Oil	45,600	60,000	31.58%
552300 Fuel, Diesel, Oil - Generators	5,000	5,000	0.00%
554000 Books, Publications, Memberships, and Subscriptions		14,300	100.00%
555000 Training and Education	15,000	15,000	0.00%
Subtotal	\$ 1,621,700	\$ 1,856,200	14.46%
Total	\$ 3,179,500	\$ 3,759,200	18.23%

Personnel Schedule	FY 2023 FTE	FY 2024 FTE	Change
Collection Superintendent	1.0	1.0	0.0
Collection and Distribution Foreman	1.0	1.0	0.0
Lead Field Technician	2.0	2.0	0.0
Collection and Distribution Operator	9.0	11.0	2.0
Total	13.0	15.0	2.0

Treatment and Disposal Department**50-50**

Account Description	FY 2023 Budget	FY 2024 Budget	Percent Change
Personal Services			
512000 Salaries and Wages	\$ 1,301,100	\$ 1,362,900	4.75%
514000 Overtime	216,900	233,500	7.65%
521000 Payroll Taxes	112,600	118,200	4.97%
522000 Retirement Contributions	245,700	260,600	6.06%
523000 Life, Health, and Dental Insurance	329,300	370,100	12.39%
524000 Workers Compensation Insurance	21,700	21,400	-1.38%
Subtotal	\$ 2,227,300	\$ 2,366,700	6.26%
Operating Expenses			
534000 Other Contractual Services	\$ 16,000	\$ 16,000	0.00%
541000 Communications	12,500	16,300	30.40%
543000 Utility Services	588,588	689,801	17.20%
544000 Rentals and Leases	55,000	80,000	45.45%
546000 Repair and Maintenance - General	12,500	28,000	124.00%
546100 Repair and Maintenance - Vehicles	17,000	17,000	0.00%
546200 Repair and Maintenance - Equipment	233,000	240,500	3.22%
546300 Repair and Maintenance - Structures and Grounds	152,010	212,010	39.47%
546600 Repair and Maintenance - Outside Services	113,000	137,500	21.68%
552000 Operating Supplies	220,000	220,000	0.00%
552100 Operating Supplies - Chemicals	4,000	4,000	0.00%
552200 Fuel, Diesel, Oil	30,000	30,000	0.00%
552300 Fuel, Diesel, Oil - Generators	10,000	10,000	0.00%
554000 Books, Publications, Memberships, and Subscriptions		17,300	100.00%
555000 Training and Education	23,970	23,970	0.00%
Subtotal	\$ 1,487,568	\$ 1,742,381	17.13%
Total	\$ 3,714,868	\$ 4,109,081	10.61%
	FY 2023	FY 2024	
Personnel Schedule	FTE	FTE	Change
Plant Chief Operator	1.0	1.0	0.0
Plant Maintenance Foreman	1.0	1.0	0.0
Plant Electrician	3.0	3.0	0.0
Industrial Pretreatment Coordinator	1.0	1.0	0.0
Asset Management Coordinator		1.0	1.0
Waste Water Treatment Plant Operator	9.0	8.0	-1.0
Wastewater Treatment Plant Process Analysis Tech	1.0	1.0	0.0
Plant Maintenance Operator II	1.0	1.0	0.0
Plant Maintenance Operator I	1.0	1.0	0.0
Total	18.0	18.0	0.0

Reuse Department**50-60**

Account Description	FY 2023 Budget	FY 2024 Budget	Percent Change
<i>Personal Services</i>			
512000 Salaries and Wages	\$ 161,900	\$ 172,000	6.24%
514000 Overtime	7,500	12,000	60.00%
521000 Payroll Taxes	12,600	13,600	7.94%
522000 Retirement Contributions	27,800	30,100	8.27%
523000 Life, Health, and Dental Insurance	39,700	47,200	18.89%
524000 Workers Compensation Insurance	2,600	2,700	3.85%
<i>Subtotal</i>	\$ 252,100	\$ 277,600	10.12%
<i>Operating Expenses</i>			
541000 Communications	\$ 7,600	\$ 5,800	-23.68%
543000 Utility Services	319,778	455,500	42.44%
546000 Repair and Maintenance - General	5,000	6,700	34.00%
546100 Repair and Maintenance - Vehicles	5,000	5,000	0.00%
546200 Repair and Maintenance - Equipment	135,000	135,000	0.00%
546300 Repair and Maintenance - Structures and Grounds	25,000	25,000	0.00%
549000 Other Current Charges and Obligations	245,000	245,000	0.00%
552000 Operating Supplies	12,500	6,000	-52.00%
552100 Operating Supplies - Chemicals	240,000	250,000	4.17%
552200 Fuel, Diesel, Oil	8,500	9,500	11.76%
554000 Books, Publications, Memberships, and Subscriptions		1,970	100.00%
555000 Training and Education	2,000	2,000	0.00%
<i>Subtotal</i>	\$ 1,005,378	\$ 1,147,470	14.13%
Total	\$ 1,257,478	\$ 1,425,070	13.33%
<i>Personnel Schedule</i>			
	FTE	FTE	Change
Reuse System Operator	2.0	2.0	0.0
Total	2.0	2.0	0.0

Bio-Solids Department**50-80**

Account Description	FY 2023 Budget	FY 2024 Budget	Percent Change
<i>Personal Services</i>			
512000 Salaries and Wages	\$ 130,100	\$ 136,200	4.69%
514000 Overtime	12,500	12,500	0.00%
521000 Payroll Taxes	10,500	10,900	3.81%
522000 Retirement Contributions	17,300	24,400	41.04%
523000 Life, Health, and Dental Insurance	38,500	45,700	18.70%
524000 Workers Compensation Insurance	2,200	2,200	0.00%
<i>Subtotal</i>	\$ 211,100	\$ 231,900	9.85%
<i>Operating Expenses</i>			
541000 Communications	\$ 700	\$ 600	-14.29%
546000 Repair and Maintenance - General	2,000	3,700	85.00%
546100 Repair and Maintenance - Vehicles	7,500	7,500	0.00%
546200 Repair and Maintenance - Equipment	60,500	75,500	24.79%
546300 Repair and Maintenance - Structures and Grounds	17,000	17,000	0.00%
549000 Other Current Charges and Obligations	1,175,000	1,185,000	0.85%
552000 Operating Supplies	5,000	5,000	0.00%
552100 Operating Supplies - Chemicals	230,000	325,000	41.30%
552200 Fuel, Diesel, Oil	2,500	2,500	0.00%
554000 Books, Publications, Memberships, and Subscriptions		1,970	100.00%
555000 Training and Education	3,550	3,550	0.00%
<i>Subtotal</i>	\$ 1,503,750	\$ 1,627,320	8.22%
Total	\$ 1,714,850	\$ 1,859,220	8.42%
<i>Personnel Schedule</i>			
	FTE	FTE	Change
Plant Maintenance Operator II	1.0	1.0	0.0
Plant Maintenance Operator I	1.0	1.0	0.0
Total	2.0	2.0	0.0

Contingency

Account Description	FY 2023 Budget	FY 2024 Budget	Percent Change
<i>Contingency</i>			
5990 Contingency	\$ 225,000	\$ 225,000	0.00%
Total	\$ 225,000	\$ 225,000	0.00%
Total Operating Budget	\$ 18,835,976	\$ 20,698,252	9.89%

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Capital Improvement Summary

Description	FY 2023 Budget	FY 2024 Budget	Percent Change
Account			
Land	\$ 129,500	\$	-100.00%
Buildings	1,100,000	370,000	-66.36%
Improvements Other than Buildings (Infrastructure)	260,000	263,000	1.15%
Machinery and Equipment	1,160,000	1,076,350	-7.21%
Vehicles	861,519	449,338	-47.84%
Construction in Progress	1,305,000	1,352,350	3.63%
Construction in Progress - Neighborhood Sewering	275,000	296,901	7.96%
Construction in Progress - Lift Station	1,450,000	1,527,035	5.31%
Construction in Progress - Gravity System	3,275,000	3,170,000	-3.21%
Construction in Progress - Force Main	164,895	1,501,000	810.28%
Construction in Progress - LPSS			0.00%
Construction in Progress - Permanent Generator	365,000	255,000	-30.14%
Construction in Progress - Telemetry	2,395,500	2,010,000	-16.09%
Total	\$ 12,741,414	\$ 12,270,974	-3.69%

Executive Department**40-10**

Account	Description	FY 2023 Budget	FY 2024 Budget	Percent Change
600000	Contingency	\$	\$	0.00%
610000	Land			0.00%
620000	Buildings			0.00%
630000	Improvements Other than Buildings			0.00%
640000	Machinery and Equipment			0.00%
641000	Vehicles			0.00%
650000	Construction in Progress			0.00%
Total		\$	\$	0.00%

Finance Department**40-30**

Account	Description	FY 2023 Budget	FY 2024 Budget	Percent Change
610000	Land	\$	\$	0.00%
620000	Buildings		125,000	100.00%
630000	Improvements Other than Buildings			0.00%
640000	Machinery and Equipment	40,000		-100.00%
641000	Vehicles			0.00%
650000	Construction in Progress			0.00%
Total		\$ 40,000	\$ 125,000	212.50%

Public Education Department**40-40**

Account	Description	FY 2023 Budget	FY 2024 Budget	Percent Change
610000	Land	\$ 127,000	\$	-100.00%
620000	Buildings	850,000	50,000	-94.12%
630000	Improvements Other than Buildings		24,000	100.00%
640000	Machinery and Equipment			0.00%
641000	Vehicles			0.00%
650000	Construction in Progress			0.00%
Total		\$ 977,000	\$ 74,000	-92.43%

WildPine Lab Department**40-41**

Account	Description	FY 2023 Budget	FY 2024 Budget	Percent Change
610000	Land	\$	\$	0.00%
620000	Buildings			0.00%
630000	Improvements Other than Buildings	10,000		-100.00%
640000	Machinery and Equipment		15,000	100.00%
641000	Vehicles	60,000	60,000	0.00%
650000	Construction in Progress			0.00%
Total		\$ 70,000	\$ 75,000	7.14%

Customer Service Department**40-42**

Account	Description	FY 2023 Budget	FY 2024 Budget	Percent Change
610000	Land	\$	\$	0.00%
620000	Buildings			0.00%
630000	Improvements Other than Buildings		29,000	100.00%
640000	Machinery and Equipment			0.00%
641000	Vehicles			0.00%
650000	Construction in Progress			0.00%
Total		\$	\$ 29,000	100.00%

Information Technology Department**40-43**

Account	Description	FY 2023 Budget	FY 2023 Budget	Percent Change
610000	Land	\$	\$	0.00%
620000	Buildings			0.00%
630000	Improvements Other than Buildings			0.00%
640000	Machinery and Equipment	375,000	220,000	-41.33%
641000	Vehicles			0.00%
650000	Construction in Progress			0.00%
Total		\$ 375,000	\$ 220,000	-41.33%

Engineering and Inspection Department**40-50**

Account	Description	FY 2023 Budget	FY 2024 Budget	Percent Change
610000	Land	\$	\$	0.00%
620000	Buildings			0.00%
630000	Improvements Other than Buildings			0.00%
640000	Machinery and Equipment			0.00%
641000	Vehicles	149,493	159,642	6.79%
650000	Construction in Progress		5,000	100.00%
Total		\$ 149,493	\$ 164,642	10.13%

Construction Department**40-51**

Account	Description	FY 2023 Budget	FY 2024 Budget	Percent Change
610000	Land	\$	\$	0.00%
620000	Buildings			0.00%
630000	Improvements Other than Buildings			0.00%
640000	Machinery and Equipment		21,350	100.00%
641000	Vehicles			0.00%
650000	Construction in Progress			0.00%
Total		\$	\$ 21,350	100.00%

Operations Administrative Department**50-10**

Account	Description	FY 2023 Budget	FY 2024 Budget	Percent Change
610000	Land	\$	\$	0.00%
620000	Buildings			0.00%
630000	Improvements Other than Buildings		125,000	100.00%
640000	Machinery and Equipment			0.00%
641000	Vehicles		50,000	100.00%
650000	Construction in Progress	125,000	200,000	60.00%
Total		\$ 125,000	\$ 375,000	200.00%

Collection and Transmission Department**50-40**

Account	Description	FY 2023 Budget	FY 2024 Budget	Percent Change
610000	Land	\$ 2,500	\$	-100.00%
620000	Buildings			0.00%
630000	Improvements Other than Buildings			0.00%
640000	Machinery and Equipment	250,000	310,000	24.00%
641000	Vehicles	652,026	179,696	-72.44%
650000	Construction in Progress			0.00%
651000	Construction in Progress - Neighbor. Sewering	275,000	296,901	7.96%
652000	Construction in Progress - Lift Station	1,450,000	1,507,035	3.93%
653000	Construction in Progress - Gravity System	3,275,000	3,170,000	-3.21%
654000	Construction in Progress - Force Main	164,895	1,501,000	810.28%
655000	Construction in Progress - LPSS			0.00%
656000	Construction in Progress - Permanent Generator	365,000	255,000	-30.14%
657000	Construction in Progress - Telemetry	2,395,500	2,000,000	-16.51%
Total		\$ 8,829,921	\$ 9,219,632	4.41%

Treatment and Disposal Department**50-50**

Account	Description	FY 2023 Budget	FY 2024 Budget	Percent Change
610000	Land	\$	\$	0.00%
620000	Buildings	250,000	195,000	-22.00%
630000	Improvements Other than Buildings	250,000	85,000	-66.00%
640000	Machinery and Equipment	375,000	285,000	-24.00%
641000	Vehicles			0.00%
650000	Construction in Progress	730,000	497,350	-31.87%
Total		\$ 1,605,000	\$ 1,062,350	-33.81%

Reuse Department**50-60**

Account Description	FY 2023 Budget	FY 2024 Budget	Percent Change
610000 Land	\$	\$	0.00%
620000 Buildings			0.00%
630000 Improvements Other than Buildings			0.00%
640000 Machinery and Equipment	120,000	225,000	87.50%
641000 Vehicles			0.00%
650000 Construction in Progress	400,000	600,000	50.00%
652000 Construction in Progress - Lift Station		20,000	100.00%
657000 Construction in Progress - Telemetry		10,000	100.00%
Total	\$ 520,000	\$ 855,000	64.42%

Bio-Solids Department**50-80**

Account Description	FY 2023 Budget	FY 2024 Budget	Percent Change
610000 Land	\$	\$	0.00%
620000 Buildings			0.00%
630000 Improvements Other than Buildings			0.00%
640000 Machinery and Equipment			0.00%
641000 Vehicles			0.00%
650000 Construction in Progress	50,000	50,000	0.00%
Total	\$ 50,000	\$ 50,000	0.00%

Total Capital Improvement	\$ 12,741,414	\$ 12,270,974	-3.69%
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Neighborhood Sewering Schedule-Revised February 2020

Rank *	Area Description	# Lots	Activity	Original Target Date	Revised Target Start Date
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
	605+607 Military Trl (LP)	2	Notified Owners – June 2020 Notice of Intent – Jan 2021	2022	
	18041 69 th Terrace	1	LRD procedures shared for connection to sewer services Statutory Way Provision – Jan 2022 Notice of Intent - April 2023 Under Construction	N/A	2023
	5331 Center Street	1	LRD procedures shared for connection to sewer services Notice of Intent – March 2022 Construction Complete	N/A	2023
	SE Island Way Property	1	Notice of Intent – August 2022 Project in Permitting	N/A	2023

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 1300 Peninsular Rd – Application/Plans Approved – September 2022	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 Statutory Way Provision (2) – June 2021 – Construction Complete 2966 Jamaica – request for connection cost Notice of Intent – August 2023	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 Award of Contract – December 2021 Notice To Connect – March 2023	2017	2021
FF	North A1A	3	Postponed-Town activities in area No database	2012	AEO
GG	815 S US 1	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 Statutory Way Provision – May 2023 (1 lot) In Design	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 Project Under Construction	2019	2021

* Rank based upon "2010 Septic System Inventory & Assessment
TBD = To be determined AEO = As easements are obtained

	109+111 Old Jupiter Beach Road	2	Notified Owners – September 2021 Follow Up Reminder – July 2022 Constr. Plans Complete – Pending Owners		
	182 nd Road North	12	Sewering Pricing Request by 50% of Owners Conceptual Design/Cost Est. - provided June 2023		
	N 65 th Terrace & N 195th Place	9	Statutory Way Provision Available		
	Jonathan's Landing Guard House	1	Proposed Upgrades will include sewerage		

CURTIS L. SHENKMAN
Board Certified
Real Estate Attorney
HUNTER SHENKMAN
Attorney

CURTIS SHENKMAN, P.A.
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Curtis@PalmBeachLawyer.Law

LEGAL ASSISTANTS
REAL ESTATE
JANA COOKE
CAROLINA INMAN
DENISE B. PAOLUCCI

August 9, 2023

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, and/or monitoring 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 analysis 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 responded with Motion to Dismiss on
December 17, 2021.

January 14, 2022. District's Responses to Plaintiff's Request for Production and Interrogatories was filed.

January 31, 2022. District's Motion to Dismiss denied. District's Answer due by February 20, 2022, being
prepared by Attorney Reynolds.

February 20, 2022, District's Answer Filed.

April 22, 2022, Deposition of Plaintiff

June 21, 2022, Attorney Reynolds indicated projected trial date is December 18, 2023, and provided
confidential information to claims adjuster.

November 1, 2022 Attorney Reynolds office setting Pre Trial MEDIATION in January 2023.

January 13, 2023 Dr. Michael Zeide performs CME on Plaintiff

March 9, 2023 Mediation scheduled for May 23, 2023

May 23, 2023 Mediation occurred.

June 13, 2023 Case on Trial Docket for June 2024

June 30, 2023 Case Settled & in process of being dismissed.

July 31, 2023 Case Settled & in process of being dismissed.

LIEN FORECLOSURES

NONE

MORTGAGE OR LIEN FORECLOSURES / LRD COUNTERCLAIMS/CROSSCLAIMS

NONE

Loxahatchee River Environmental Control District Monthly Status Report

August 4, 2023

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

The following is a summary of work performed by Baxter and Woodman, Inc. (B&W), on District projects for the monthly period ending August 4, 2023.

Lift Station Control Panels & RTU Upgrades

- Listing of six (6) required sketch & descriptions received from LRECD June 20, 2023.
- Final PDR submitted on July 7th, 2023.
- Final PDR review and sketch & descriptions review meeting to be scheduled.

Irrigation Quality 518 (IQ-518) Electrical and I&C assessment

- LRECD provided easement information on June 29, 2023.
- LRECD provided CC Controls instrumentation document on June 30, 2023.
- B&W subconsultant and District performed site evaluations on July 14, 2023.
- B&W submitted a data request to LRECD on July 18, 2023.
- Dataflow Systems provided B&W I/O configuration on July 21, 2023.
- B&W submitted follow up on a data request to LRECD on July 21, 2023.
- LRECD provided O&M Manual on July 26, 2023.
- B&W submitted follow up on a data request to LRECD on July 31, 2023.
- B&W have been working on the DRAFT Preliminary Design Report that is due on September 30, 2023.

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

- Final pay application received from Contractor on May 18th, 2023. Pay app is not approved due to outstanding fiber line repair costs.
 - The final release of liens, revised as-builts, and construction forms 6-4 and 6-8 are required for final payment.
- Palm Beach County Building Permit – Certificate of Completion received July 25, 2023.
- Final O&M Manual accepted June 27th, 2023 and hard copy delivered to LRECD.
- Final As-Built comments received on July 12, 2023.
 - Hinterland will revise and resubmit as-builts per LRECD comments.
- An email was provided to the Contractor on May 19th, 2023 with proposed solution to end the fiber line dispute.
 - On May 30th, 2023 the Contractor stated that no clear evidence has been provided that the Contractor caused the damage.
 - B&W reached out to our electrical and I&C sub-consultant Hillers as well as PCS Inc, who is under contract to repair the fiber line, for a recommendation on the type of splice box required for the repair. We have not received a recommended splice box.
 - Hinterland cannot agree to the proposed solution and provide a schedule until they know the type of box and lead times.

Respectfully Submitted by:
BAXTER & WOODMAN, INC.



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

**Loxahatchee River Environmental Control District
CMA Project Status Update
August 7, 2023**

1. Science Center at Jupiter Inlet Lighthouse Outstanding Natural Area (CMA Project # 494.001)
Activities Performed:
 - Conceptual Design Memorandum and building layout options were approved by the Board on 10/21/21.
 - A coordination meeting was held 11/12/21.
 - 90% design, specifications and cost estimate were submitted.
 - LRD plan comments were addressed.
 - Proposed roof alternative design was submitted to LRD for review (to address comments from SHPO).
 - Bid documents were submitted to LRD.
 - Comments were received from LRD and meetings/calls conducted to review.
 - Final bid documents were submitted to LRD.
 - Project advertised for bid (bids due January 10, 2023, anticipated award at January Board meeting).
 - Recommendation of bid rejection was presented to the Board on January 19, 2023. Board voted to reject all bids.
 - Conducted discussions with LRD staff on possible project adjustments to save costs.
 - Project on hold.

2. 2500 Jupiter Park Drive Conceptual Site Planning
Activities Performed:
 - Conducted kickoff meeting.
 - Environmental field work was performed, report submitted, comments received from LRD, revised report submitted.
 - Staff and Board survey were performed.
 - Existing site base plan was prepared.
 - A review of adjacent stormwater permits was performed.
 - Site concept plans were prepared.
 - Site visits and meeting with LRD were conducted to review survey results and concept plans.
 - Presented survey results and concept plans to the Board.
 - Submitted data request to LRD for massing study and received results. Provided LRD with initial space calculations.
 - Reviewed WWTF capacity expansion goals with LRD. Submitted memorandum on the WWTF future space to LRD.
 - Submitted draft Site Security memorandum, received comments from LRD, and submitted final memorandum.
 - Draft massing concepts were presented to LRD at the meeting.
 - LRD comments were incorporated, and a revised massing study was submitted.
 - LRD provided comments on the revised massing study.
 - Revised massing study submitted.
 - Draft site plans submitted and comment received. Comment responses issued.

500 S. Australian Ave., Suite 850
West Palm Beach, FL 33401
Office: +1 (561) 746-6900



- Site planning memorandum drafted. Holding document submittal for confirmation on some of the key site plan concepts.
- Met with LRD staff to discuss comments and confirm concepts. CMA submitted additional information to follow up discussion at this meeting.
- Additional utility information provided by LRD.
- Site plans, massing study and report revisions are underway.



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: August 10, 2023
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 August 10, 2023. **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.**

Electrical System Condition Assessment, Short Circuit, Device Coordination and Arc Flash Study

- The draft Short Circuit, Device Coordination and Arc Flash Study was submitted to the District for review on July 21, 2023.

Schedule Update: Once the District has reviewed and provided comments, a meeting will be scheduled to discuss the report and the results and the report will be finalized. The arc flash labels will also be prepared at this time.

Greenhouse Gas Strategies Evaluation

- Comments on the draft solar assessment technical memorandum were received from the District on August 8, 2023. A meeting is scheduled for August 10, 2023 with District, Hazen, and HCE staff to review the comments and questions on the technical memorandum.

Schedule Update: The final solar assessment technical memorandum will be submitted to the District by August 24, 2023.

Lift Station No. 082 Improvements

- The Town of Jupiter permit acceptance has been issued. A meeting was held on July 27, 2023 with HCE and the Contractor to discuss the change order for additional items and to discuss the recovery schedule. HCE sent Hinterland the latest set of signed and sealed drawings on July 28, 2023 but has yet to receive a revision to the change order. HCE has notified Hinterland that they are responsible for updating all existing building permits and maintenance of traffic plans and will be responsible for relocating the on-site precast structures off-site if they are unable to mobilize construction by the end of this month.



Schedule Update:

HCE is waiting for the Contractor to provide their recovery schedule and finalized change order. HCE has notified the Contractor that these documents were to be received no later than August 4, 2023 and that they are currently delaying the project. The current contractual final completion date was April 13, 2023. This will be extended with the change order.

Country Club Drive Force Main Transmission System Preliminary Evaluation

- *The District is currently reviewing the different methodologies that can be utilized for flow projections and will be providing feedback to HCE for finalization of the technical memorandum.*

Schedule Update: *Per the work authorization agreement, upon receipt of final information from the District on the draft memorandum, the final memorandum will be prepared and submitted within two weeks.*

Lift Station Telemetry Improvements

- The existing panel modifications are completed. RTU panel installations have been performed at the first 6 lift stations. Startup was performed at the first lift station (LS-208) to test local I/O and communications with SCADA. Local I/O testing was successful and as of August 9, 2023 SCADA was able to fully communicate with the controller. The Contractor is providing final backup documentation to issue a change order to install Owner requested “storm mode” timing relays. The District, HCE, and Contractor have finalized, and all have agreed upon, the RTU installation, shutdown, and startup process to streamline the next round of lift stations.

Schedule Update: *Construction is proceeding as scheduled. The project remains on schedule to meet substantial and final completion deadlines. The contract completion date is July 12, 2024.*

Jupiter Inlet Lighthouse Septic to Sewer Conversion

- The Contractor has completed all punch list items to the satisfaction of the District, HCE, and FP&L. The Contractor is preparing and submitting their final pay request supporting documentation for final closeout of the project. Once received from the Contractor, HCE will process and close out the project.

Deep Injection Well Replacement Cost Study

- The final technical memorandum was submitted to the District on July 21, 2023. This project is now complete.

Injection Well Pump Manual Transfer Switch Addition

- The Contractor is currently completing remaining concrete and site work on the project. Pay Application #1 was submitted by the Contractor and is currently being reviewed.



- **Schedule Update:** The Contractor's revised schedule reflected a final completion date of July 30, 2023. HCE provided notification to the Contractor on July 21, 2023 that no additional extensions to the Contract would be provided and requested that they submit an updated daily schedule and response as to how they were going to expedite completion of the project.

Lift Station No. 050 Emergency Generator

- HCE is currently working on finalizing the 100% submittal.

Schedule Update: The 100% plans and specifications will be submitted to the District no later than August 18, 2023. This project is scheduled to be advertised for bidding on September 24, 2023, pending easement acquisition and generator delivery dates.

Bulk Sodium Hypochlorite Conversion Study

- Comments on the draft technical memorandum were received from the District on August 1, 2023. A meeting to review and discuss the comments is scheduled for August 16, 2023. The memorandum will be finalized and transmitted to the District after the review meeting.

Emergency Response ESRI Collection Tool & Synovia Vehicle Tracking Assistance

- *No new activities have occurred for this work.*

**Loxahatchee River Environmental Control District
9278 Indiantown Road/20 Acre Site
Phase I - Remediation
LRECD PO#23-804 / KCI 482021095.02**

Progress Report

To: Mr. Kris Dean, P.E., Deputy Executive Director/Director of Engineering
From: Robert Zuccaro, PE, Env SP, KCI Sr. Project Manager,
Date: August 1, 2023

ACTIVITIES

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

Activities and Support:

Task 1 - **Kick Off Meeting:** 100% Complete

Task 2 - **Data Collection:** 100% Complete

Task 3 - **Schematic Design Plan:** 97% Complete

Task 4 - **Design Development Plan:** 61%

Task 5 – **Meetings:** 3%

Task 6 – **Construction Document Plans:** N/A

Task 7 – **Final Bid Documents:** N/A

Task 8 – **Bid Assistance:** N/A

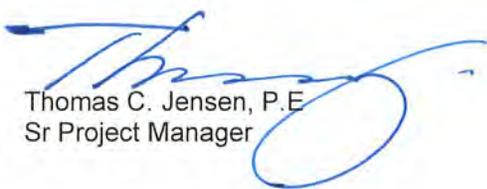
Task 9 – **Project Schedule and Monthly Reports:** N/A

August 10, 2023

**Re: County Line Road Reclaimed Water Main Relocation/R23007
Project Update**

- Plans are at 100% completion, submitted
- Technical Specifications and Upfront documents are at 100%, to be submitted on 8/11/2023
- Underground (soft digs) survey is completed, report to be submitted on 8/11/2023
- Geotechnical bores on site are complete (delayed due to Martin County R/W permit issuance) report to be issued next week.
- Directional drill design is complete, BoreAid calculation is complete, requires geotech data to finalize, to be submitted upon receipt of geotech report.
- Permits
 - USACE Permit has been issued
 - FDEP Self Certification is complete
 - Martin Co. R/W Permit, submitted, pending contractor approval
 - FDEP ERP, submitted, draft permit being issued within the next 10-days, then we have a 14-day notification process before final permit is issued.

KIMLEY-HORN AND ASSOCIATES, INC.



Thomas C. Jensen, P.E.
Sr Project Manager

August 10, 2023

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

Ref. No.: C0089.40
Subject: Loxahatchee River Subaqueous Forcemain Replacement (PO No. 22-0911)

Dear Kris:

Below is our Monthly Update for August 2023.

- DEP Permit
 - Responded to RAI, updated permit application documents.
 - Survey Subconsultant has completed the Sketch & Legals for the Jupiter Parcel Easement and the Submerged Land Easement.
 - Note that FDEP has still not issued notification of their Division of State Lands determination of sovereignty submerged lands.
 - District paid \$420 permitting fee with RAI response. Note that an additional \$739.88 easement processing fee will be required once Division of State Lands makes their expected SSL determination.
- USACE Permit
 - No additional information on 408 Permit review status. Still awaiting determination.
 - Need to coordinate an Emergency Action Plan with the Department.

Upcoming Activities:

- Submit 100% Bid Document pending final permitting agency comments. SSL determination from FDEP would not be expected to change drawings.
- Advertise project for Bids.

Sincerely,
Mock, Roos & Associates, Inc.



Garry G. Gruber, P.E.
Senior Vice President

GGG:jsj
Copies: John Cairnes, P.E.
Spencer Schroeder, P.E.



Busch Wildlife Sanctuary

The 3rd Quarter Report will be presented at the October 2023 Board Meeting.





LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrej Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

To: Governing Board
 From: Kara Fraraccio, Director of Finance and Administration
 Date: August 11, 2023
 Subject: Monthly Financial Report

Cash and Investments Balance

Balance as of July 31, 2023
 Certificates of Deposit:

Institution	Original Term	Maturity	Rate	Book Value	Monthly Change in Investment	Market Value
TD Bank	12 Months	08/10/23	3.36%	\$ 2,000,000	\$ 5,880	\$ 2,066,536
Bank United	12 Months	08/16/23	2.42%	1,004,118	2,108	1,027,600
Bank United	12 Months	08/16/23	2.42%	1,004,118	2,108	1,027,600
US Century Bank	13 Months	09/22/23	2.71%	2,500,000	5,895	2,564,484
Bank United	12 Months	11/18/23	4.55%	1,060,577	4,210	1,094,729
Bank United	12 Months	11/22/23	4.59%	1,582,357	6,346	1,633,036
TD Bank	10 Months	12/01/23	5.00%	2,538,250	10,996	2,600,418
Subtotal				\$ 11,689,420	\$ 37,543	\$ 12,014,403
Investment Accounts:						
Florida Prime - SBA			5.39%		\$ 40,844	\$ 8,957,549
Florida FIT - Preferred Cash Pool			5.06%		27,967	6,544,221
Bank United - Public Funds Reserve			4.64%		8,139	2,069,008
Subtotal					\$ 76,950	\$ 17,570,778
Checking Account:						
SunTrust-Hybrid Business Account			1.95%		\$ 24,967	\$ 7,608,797
Subtotal					\$ 24,967	\$ 7,608,797
Brokerage Accounts:						
Vanguard GNMA ADM			-0.04%	\$ 330,227	\$ (120)	\$ 317,276
Vanguard Short-Term Treasury			0.31%	3,209,739	9,758	3,126,506
U.S. Treasuries - Due 07/05/23			4.71%	3,052,000	850	
U.S. Treasuries - Due 07/06/23			4.77%	680,000	286	
U.S. Treasuries - Due 10/12/23			5.32%	504,347	2,241	506,588
U.S. Treasuries - Due 10/17/23			5.33%	1,573,725	5,240	1,578,965
U.S. Treasuries - Due 01/04/24			5.47%	1,002,773	3,728	1,006,501
U.S. Treasuries - Due 06/30/24			5.47%	1,001,097	1,801	1,002,898
Charles Schwab Bank Sweep						4,227
Subtotal				\$ 11,353,908	\$ 23,784	\$ 7,542,961
Total					\$ 163,244	\$ 44,736,939

Investment Policy Compliance

Performance Measurements

Average weighted rate of return on investments is: 3.87%. As of 7/31/23, 3-month U.S. Treasuries were 5.55% and the 1-month Federal Fund Rate was 5.33%. The District's average weighted rate of return on investment of 3.87% is lower than our benchmark because interest rates are increasing so rapidly. So far in 2023, the Fed has raised rates 0.25 percentage points four times, meaning interest rates have increased by 1.0% in 2023. Interest rates are currently over 5%. With interest rates rising, investing in moderate and long-term CDs produces lower returns than investing in short-term

Dr. Matt H. Rostock
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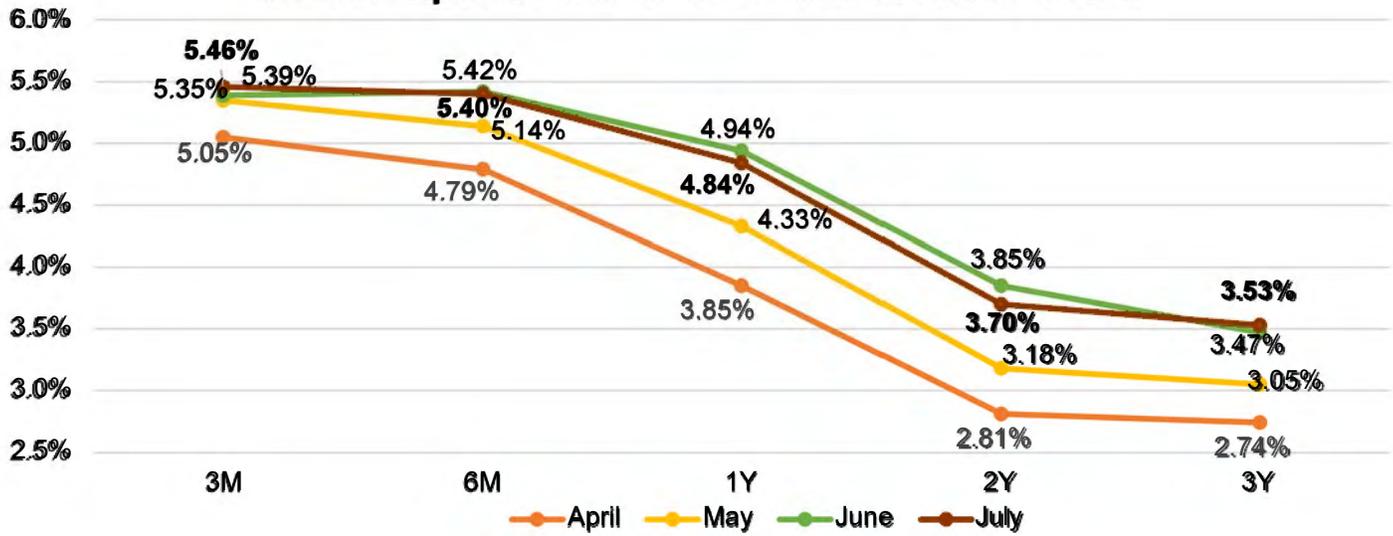
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assets. Therefore, District staff are intentionally evaluating and revising our investments. The Board can rest assured that all existing and any future investments will fully comply with our Investment Policy.

In July, over \$3.0 million of District held U.S. Treasuries matured. These treasuries were reinvested equally between 3-month, 6-month, and 1-year treasuries, as the rate for 6-month and 1-year treasuries has increased to over 5.50%. At this time staff believes it is still best to invest in short term maturities as short-term rates are substantially higher than long term rates (e.g. the August 3rd, 3-Month treasury rate of 5.54% vs. the 2-Year rate of 4.9%). This inverted yield curve is shown in the chart below. We will continue to monitor the yield curve and evaluate our options during this abnormal market.

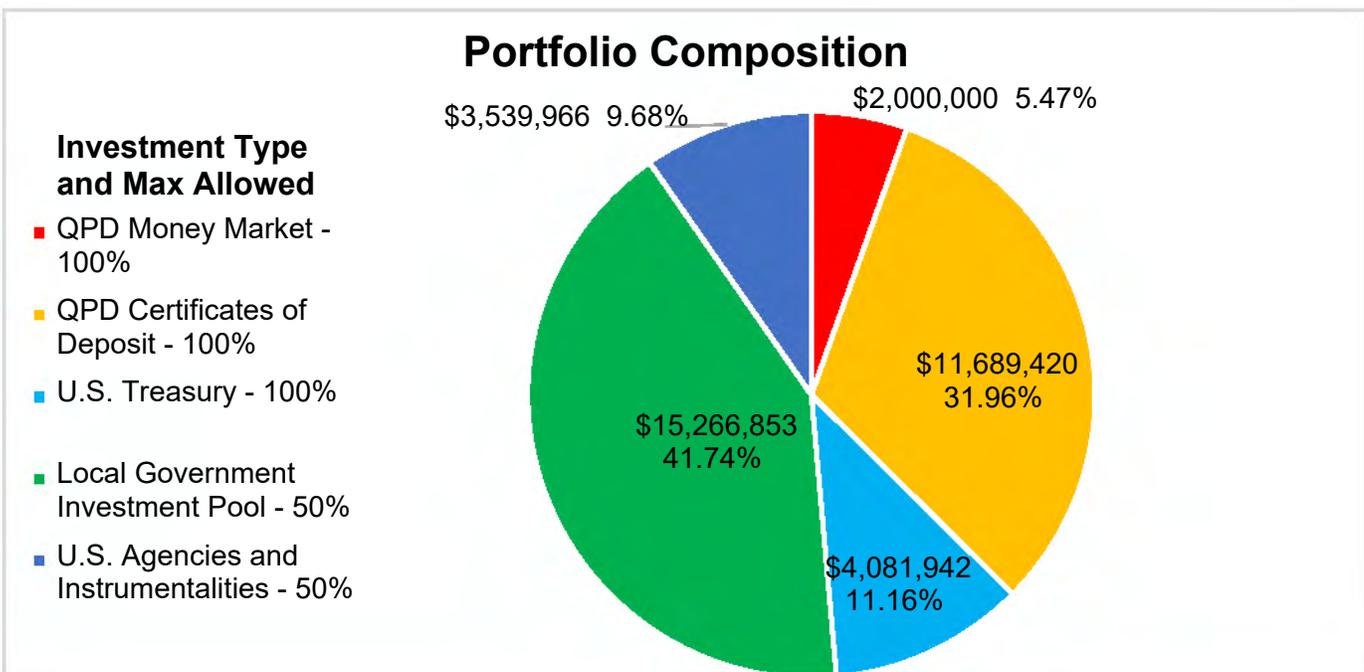
Market Expectations for U.S. Federal Reserve Rate



*Data as of July 31, 2023.

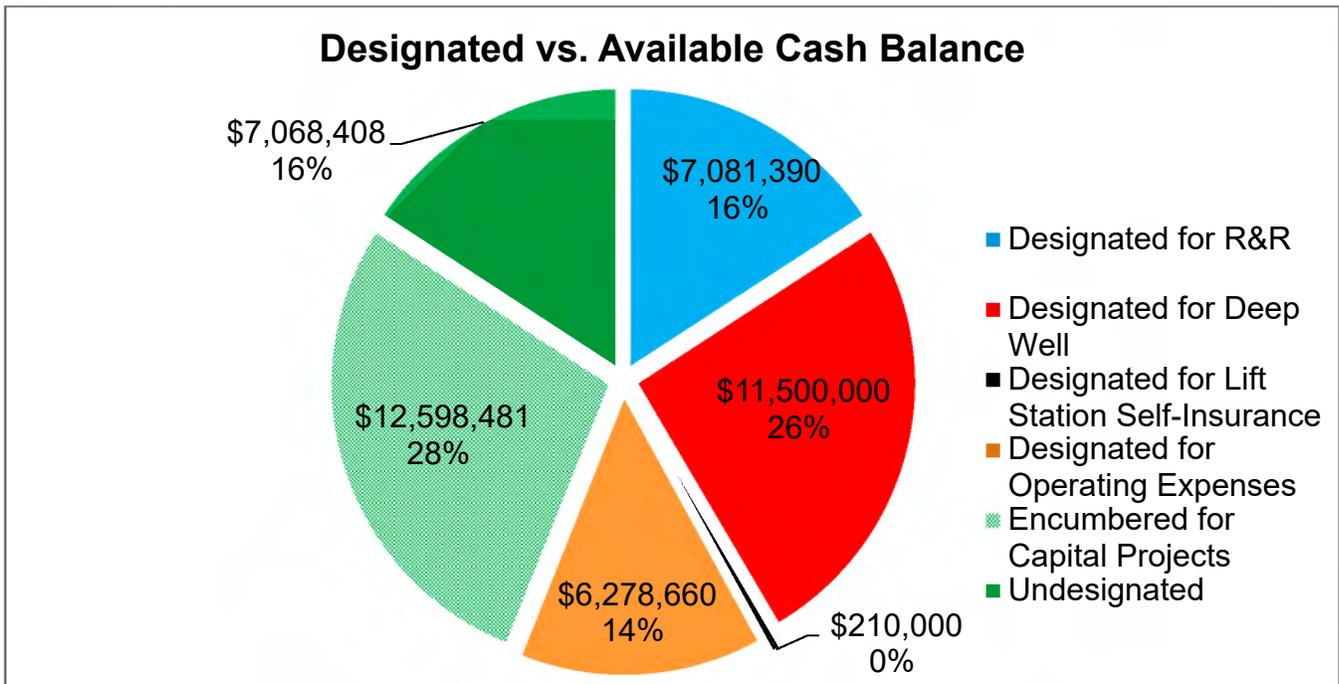
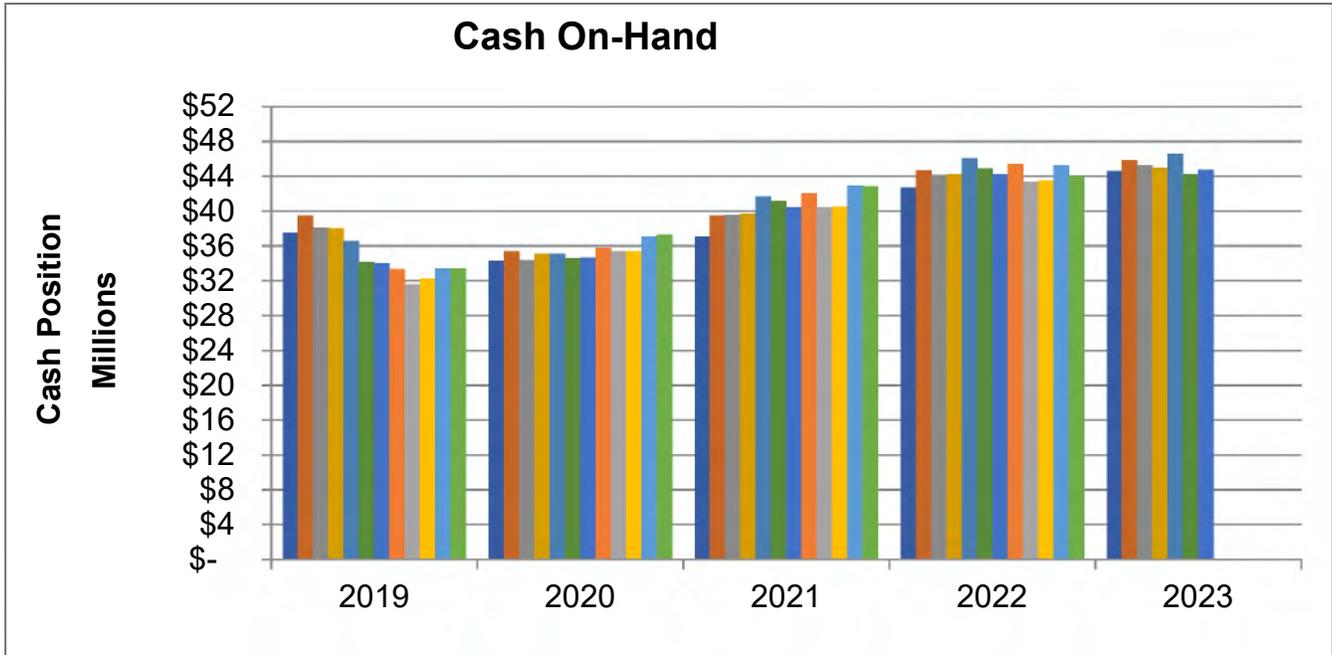
Portfolio Composition

The percentage allocation for investment types is presented below. The percentage allocation requirement for investment types is calculated based on the market value at the time of purchase. All investments percentages are in compliance with the District’s Investment Policy.



Cash Position

Cash position for July 2022 was \$44,247,503. Current Cash position is up by \$489,436.



Financial Information

- Legal fees billed in July were \$13,350. The fiscal year-to-date total is \$66,565.
- Estoppel fees collected in July totaled \$5,700. The fiscal year-to-date total is \$61,200.
- There was no Septage billing for the month of July.
- Developer’s Agreement – There was one new Developer Agreement entered in July.
- I.Q. Water Agreements –Osceola Woods and Sonoma Isles are past due for June and July.

Summary of Budget vs. Actual

Budget Benchmark

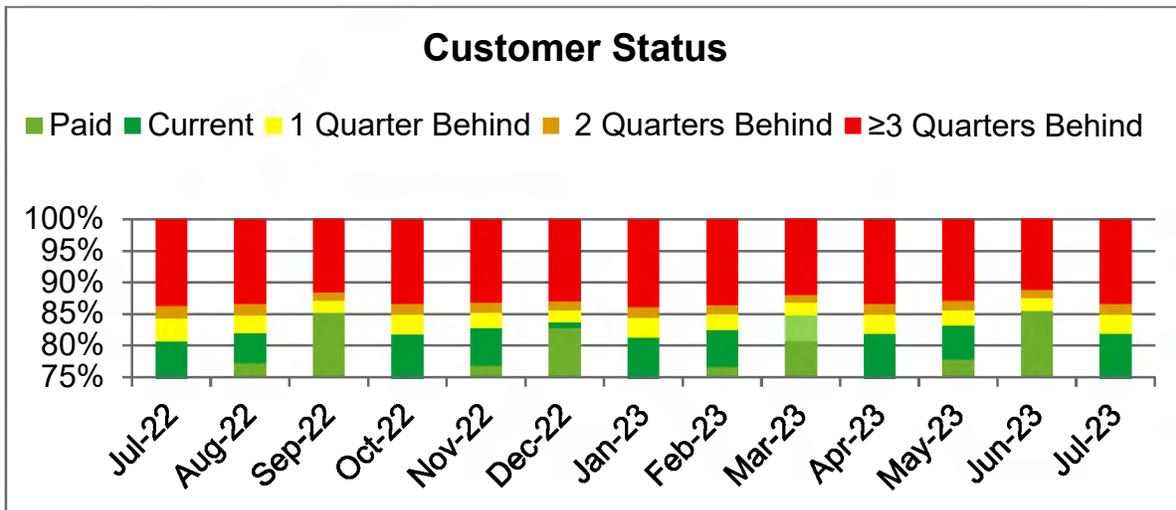
83.33%

	Jul-23 Actual	YTD Actual	FY 23 Budget	Favorable (Unfavorable)	Budget Expended	Jul-22 YTD
Revenues						
Operating Revenues						
Regional Sewer Service	\$ 1,545,480	\$ 14,949,253	\$17,501,000	\$ (2,551,747)	85.42%	\$14,290,413
Standby Sewer Service	13,981	94,057	108,000	(13,943)	87.09%	95,746
IQ Water Charges	192,409	1,962,150	2,352,000	(389,850)	83.42%	1,921,467
Admin. and Engineering Fees	38,622	64,308	63,000	1,308	102.08%	31,010
Other Revenue	77,008	459,885	516,265	(56,380)	89.08%	430,319
Subtotal Operating Revenues	1,867,500	17,529,653	20,540,265	(3,010,612)	85.34%	16,768,955
Capital Revenues						
Assessments	\$ 37,551	\$ 1,242,912	1,411,000	(168,088)	88.09%	1,296,646
Line Charges	263,717	421,286	465,000	(43,714)	90.60%	164,003
Plant Charges	56,568	629,027	686,000	(56,973)	91.69%	531,235
Capital Contributions		959,625	140,000	819,625	685.45%	14,731
Subtotal Capital Revenues	357,836	3,252,850	2,702,000	550,850	120.39%	2,006,615
Other Revenues						
Grants		5,126		5,126		351,500
Interest Income	170,451	1,774,310	560,700	1,213,610	316.45%	589,905
Subtotal Other Revenues	170,451	1,779,436	560,700	1,218,736	317.36%	941,405
Total Revenues	\$ 2,395,787	\$ 22,561,939	\$ 23,802,965	\$ (1,241,026)	94.79%	\$ 19,716,975
Expenses						
Salaries and Wages	\$ 546,248	\$ 5,653,532	\$7,381,800	\$ 1,728,268	76.59%	\$5,028,736
Payroll Taxes	39,992	408,395	530,500	122,105	76.98%	363,897
Retirement Contributions	83,634	820,418	1,107,000	286,582	74.11%	701,771
Employee Health Insurance	138,846	1,351,267	1,542,500	191,233	87.60%	1,182,826
Workers Compensation Insurance	11,096	65,588	77,800	12,212	84.30%	56,802
General Insurance		442,635	423,520	(19,115)	104.51%	389,675
Supplies and Expenses	93,616	921,298	1,105,382	184,084	83.35%	914,049
Utilities	182,752	1,380,105	1,555,116	175,011	88.75%	1,227,797
Chemicals	52,620	501,284	634,000	132,716	79.07%	338,061
Repairs and Maintenance	224,746	1,491,151	1,940,780	449,629	76.83%	1,498,974
Outside Services	149,630	1,636,221	2,312,578	676,357	70.75%	1,543,601
Contingency			225,000	225,000	0.00%	
Subtotal Operating Expenses	1,523,180	14,671,894	18,835,976	4,164,082	77.89%	13,246,189
Capital						
Capital Improvements	\$ 339,403	\$ 5,815,535	12,741,414	6,925,879	45.64%	3,186,509
Subtotal Capital	339,403	5,815,535	12,741,414	6,925,879	45.64%	3,186,509
Total Expenses	\$ 1,862,583	\$ 20,487,429	\$ 31,577,390	\$ 11,089,961	64.88%	\$ 16,432,698
Excess Revenues						
Over (Under) Expenses	\$ 533,204	\$ 2,074,510	\$ (7,774,425)	\$ 9,848,935		\$ 3,284,277

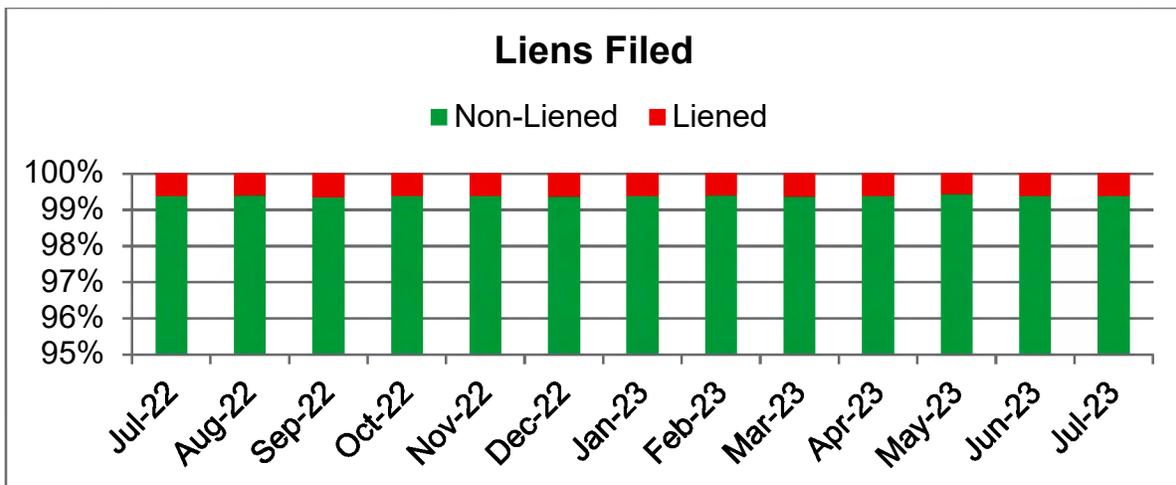
Total Capital expenses incurred and encumbered totalled \$17,971,766 or 141% of the capital budget. This includes funds encumbered in a prior fiscal year for projects that stretch across multiple fiscal years.

Accounts Receivable

The District's second quarter billing was \$4,636,426, of this amount \$3,795,768 represents customer balances that are either paid or current. The chart below illustrates customers' receivable status as a percentage of quarterly sewer billing. Paid or current balances represent approximately 82.0% billing.



The District serves approximately 33,356 customers. Currently, the District has 204 liens filed which represent approximately 1.0% of our customers.



Pending/Threatened Litigation

- There is currently no pending or threatened litigation.



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

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D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

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

FROM: Kris Dean, P.E., Deputy Executive Director
Courtney Jones, P.E., Director of Engineering

DATE: August 11, 2023

SUBJECT: Capital Program and Engineering Services Report

Capital Projects

Capital Schedule

(FLOAT = -42 Days)

Notable delays to the Capital Program are listed below.

N21008 – Jupiter Park Drive Site Planning – Staff are working through site plan coordination with the consultant for current and future facilities.

R19011 – Lift Station 082 Conversion

– Staff are working with the consultant and contractor to understand current project schedule with resolution of easement and utility conflicts.

R21001 – Lift Station 018 Main Lining – The contractor is working through the punchlist. Staff are coordinating for a revised schedule.

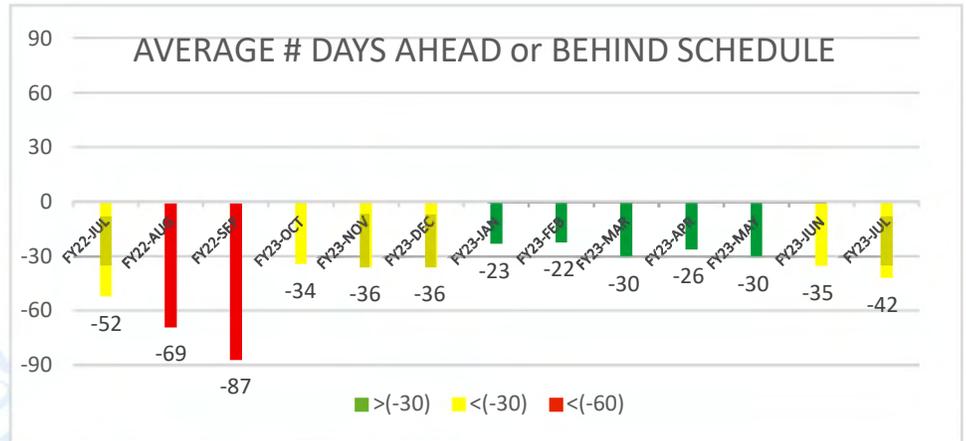
R21002 – Lift Station 041 Main Lining – The contractor is working through the punchlist. Staff are coordinating for a revised schedule.

R20047 – Lift Station 054 Main Lining – The contractor is working through the punchlist. Staff are coordinating for a revised schedule.

N21009 – Injection Well Pump Station Emergency Generator Connection – See Holtz’ report.

N20036 – IQ 511 Pump Station Piping Improvements – Lingering issues around responsibilities for fiber optic repair are delaying final completion. Staff have implemented a plan for resolution.

N23003, R23001, R23002 – Greenhouse Gas Initiatives – Final reports have been submitted. Staff are coordinating reviews and comments internally and with the consultant.



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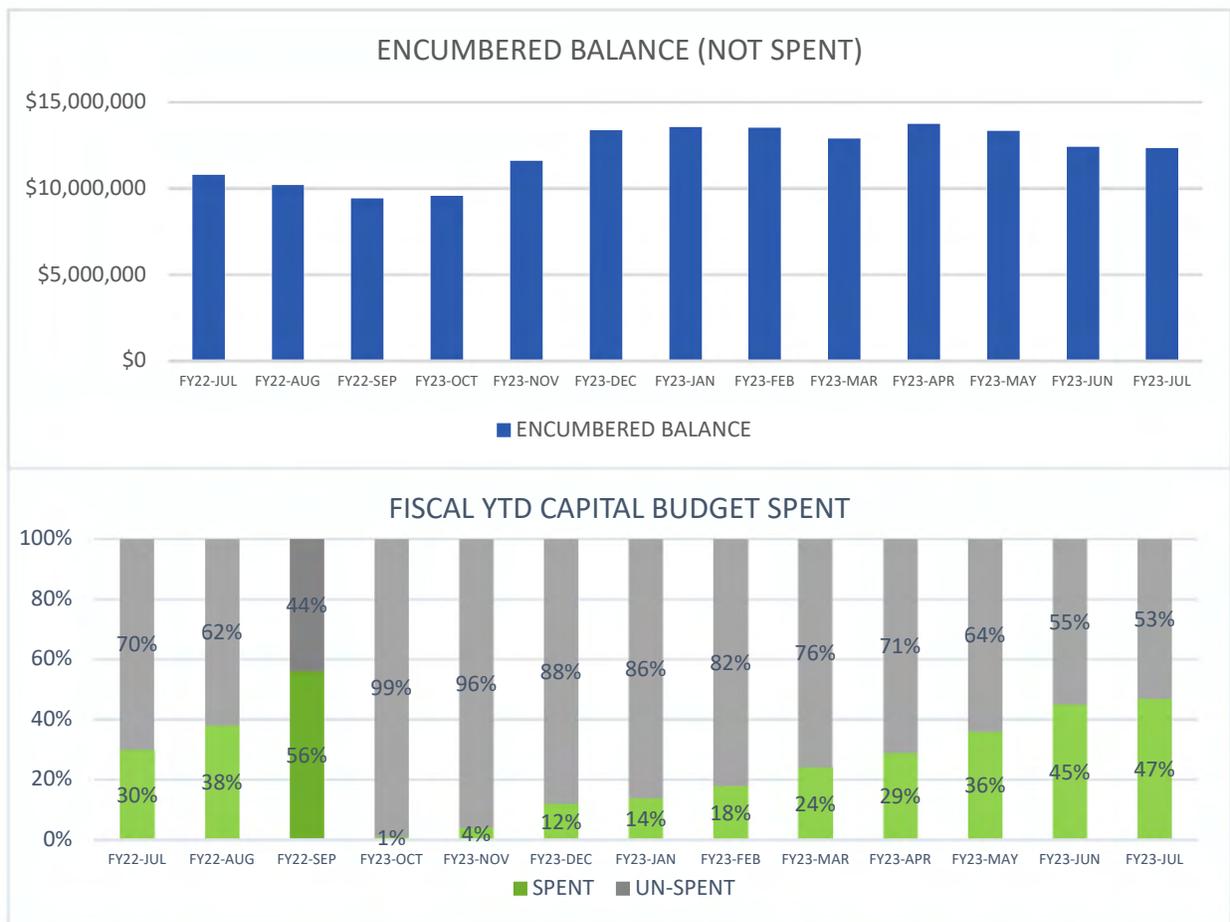
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The overall negative (-) float is attributed to the following causes:

Construction Delays:	61%
Planning Contracts:	22%
Design/Permit/Bid:	11%
Supply Chain Issues:	7%
Late Start:	0%

Construction delays have the largest impact to the negative float (61% from 11 projects total). Staff are working with consultants and contractors to implement recovery schedules and understand impacts to the FY24 budget for uncompleted work.

Capital Budget



Project Updates

Science Center and Jupiter Inlet Lighthouse Outstanding Natural Area (aka: BLM House Renovations): Staff are evaluating alternate renovation approaches.

2500 Jupiter Park Drive Site Planning: Since the presentation to the Board in May 2022, staff and the consultant have continued to make progress on the massing study, architectural programming, potential treatment facility footprint and security review. Once these components are complete staff will provide revised site plans for Board discussion and consideration. See Chen-Moore's engineering report for more details.

20 Acres/9278 Indiantown Road: Design and bidding for the remediation work is scheduled to be completed with award in late 2024. The consultant submitted the 30% design plans on July 12, 2023.

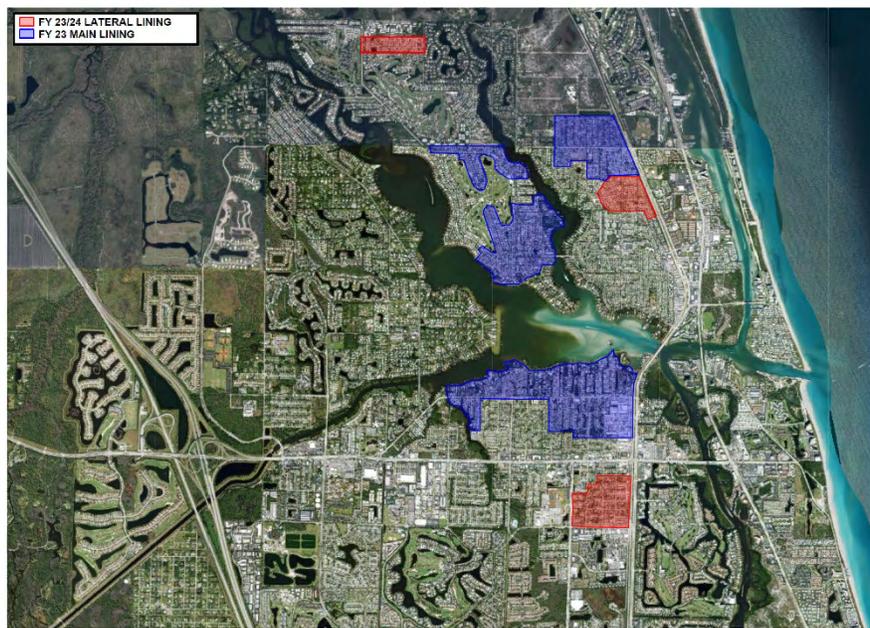
In-house Projects

Gravity System Rehabilitation – Cleaning, TV Inspection and Lining:

Main lining work is complete in LS018, LS041, and LS054 systems. Work is substantially complete with punchlist items remaining to reach final completion.

The Board awarded lateral lining contracts for LS018, LS041 and LS054 in November 2022. A preconstruction meeting was held on January 11, 2023. The Contractor has completed cleaning and CCTV work in LS041 and LS054 systems. The Contractor is currently working on cleaning and CCTV work in LS018 system and lateral lining in LS041 and LS054 systems.

The Board also awarded main lining contracts for LS050 in November 2022 and LS070 and LS071 in December 2022. Work commenced in January 2023. Main lining work in LS050 is completed, and the Contractor is currently working on punchlist / closeout items. Cleaning and CCTV work ahead of the main lining work in LS070 and LS071 began in May 2023. The Village of Tequesta's Council approved extended working hours as requested by the Contractor for the LS070 and LS071 project due to the longer curing timeframe, equipment and MOT set-up required for the larger diameter mains included in this project. Main lining in LS070 and LS071 began in June 2023. Contractor will complete main lining on Country Club Drive (extended working hours) in August 2023 and remainder of smaller diameter main lining in these systems anticipated to be completed in September 2023.



In April 2023, the Board awarded a main lining contract for LS011, LS012, LS014, LS027 and LS190 collection systems. Contractor began cleaning and CCTV work in these systems in August 2023.

Lift Station Rehabilitations General Construction Services:

Lift Station	Inspection	Design	Procurement	Construction
064	COMPLETE	COMPLETE	COMPLETE	IN-PROCESS
095	COMPLETE	IN-PROCESS	-----	-----
131	COMPLETE	COMPLETE	COMPLETE	IN-PROCESS
174	COMPLETE	COMPLETE	COMPLETE	IN-PROCESS
210	COMPLETE	COMPLETE	COMPLETE	IN-PROCESS
211	COMPLETE	COMPLETE	COMPLETE	IN-PROCESS
233	COMPLETE	COMPLETE	COMPLETE	IN-PROCESS
242	COMPLETE	COMPLETE	IN-PROCESS	-----

Pre-construction meeting was held on March 15, 2023 for LS064, LS131, LS210, LS211, and LS233 Rehabilitations. Material submittals and permitting is complete. Contractor was issued NTP for May 15, 2023. Status of each station rehab:

- LS064 – substantial completion reached and final punchlist issued
- LS210 – substantial completion reached and final punchlist issued
- LS233 – construction in progress
- LS211 – anticipated to start construction week of August 14, 2023
- LS131 – anticipated to start construction early September 2023

LS174 rehabilitation is anticipated to be completed separately by in-house construction staff. Permitting for this project is complete. In-house construction has confirmed materials and this work is anticipated to be completed in August 2023.

Manhole Rehabilitation:

Staff utilized a piggyback contract mechanism to contract for select manhole rehabilitation work that has been identified per field inspections.

Pre-construction meeting was held on March 15, 2023 for five (5) manhole rehabilitations (LS087-MH20, LS087-MH21, LS065-MH50, LS062-MH45, LS154-MH01). Material submittals, permitting, and manhole rehabilitation is complete. Project is complete.

Pre-construction meeting for two (2) manhole rehabilitations (LS043-MH15 and LS090-MH05) was held on June 14, 2023. Material submittals, permitting, and manhole rehabilitation is complete. Project is in punchlist / closeout stage.

Collections System Rehabilitation:

Staff utilized general services contracts (18-005-LSGENCONSTR, 20-007-WWRECGENCONSTR, 22-005-00115 GENERAL SERVICES – ELECTRICIAN SERVICES) to contract for the following collection system rehabilitation projects. Pre-construction meeting for this work was held on June 14, 2023. Status updates for each project outlined below:

- Abacoa Town Center Phase 2 – Maxicom Site 21 (ABS21) – replace breaker panel – Construction in-progress
- Abacoa POA – Maxicom Site 6G (ABS06) – replace breaker panel – Construction in-progress
- Abacoa Vintage – Maxicom Site 27 (ABS27) – replace breaker panel– Construction in-progress
- Lift Station 069 – replace meter can– Construction in-progress
- Lift Station 091 – replace meter can– Construction in-progress
- LS108 – install concrete slab and conduit from valve vault to RTU panel for permanent pressure recorder – Project is in punchlist / closeout stage
- 5th Street and S Orange Point Repair – Project is in punchlist / closeout stage
- Town Hall Point Repair– Project needs final paving per FDOT requirements.

Neighborhood Sewering/Remnant Properties:

5331 Center St.: Design and permitting are complete for 5331 Center Street. Pricing and material submittals have been coordinated with the Contractor and approved. This project includes a single service to be installed in easements coordinated by the property owner Construction is complete..

18041 69th Terrace: The property owner at 18041 69th Terrace provided easements and requested staff install sewers to a proposed two-unit residential project. Design and permitting are complete. This project includes a single service to be installed in easements. Project is in punchlist / closeout stages of construction.

109-111 Old Jupiter Beach Road: Design is complete for 109-111 Old Jupiter Beach Road. The project includes two services and low-pressure force main to be installed in existing roadway ingress/egress easement. Homeowners were provided information on 9/22/21 and 7/13/22. Homeowner at 109 Old Jupiter Beach Road has entered into an agreement and paid connection charges. Project is on hold as per the homeowner’s request.

Island Way LPSS: Design and permitting are complete. The project includes two services and low-pressure force main to be installed in the right of way. Project is currently in procurement for construction.

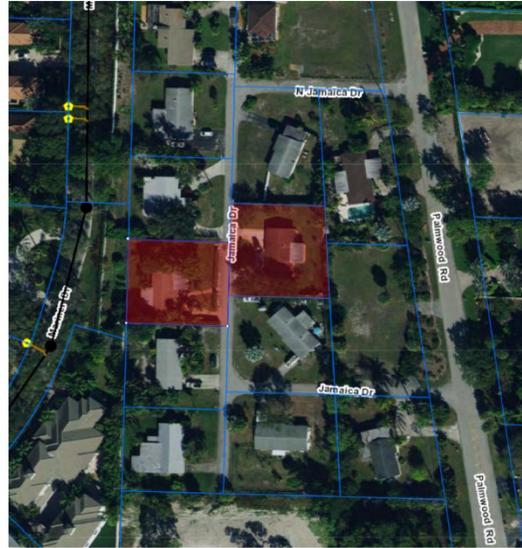
18828 SE Jupiter Road: Owner of this property is currently under plan review for re-development. As part of the property re-development requirements, the owner is required to convert from septic to sewer and extend the low-pressure main adjacent to their property limits to allow for service to future customers.

Other: Staff are working with IT and customer service to confirm remnant sewerage and update priority listing based on property access rights.

Statutory Way of Necessity:

Jamaica Drive Low Pressure Sewer: Over the last two years staff have 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. Agreements are in place. Pricing and material submittals have been coordinated with the Contractor and approved. Construction is complete.

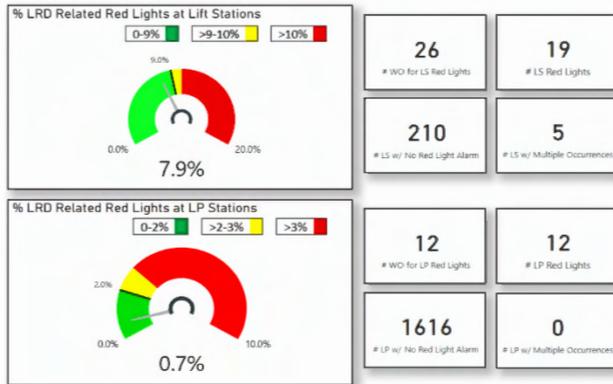
Harbor Road South: The property owner of the vacant parcel at the south-end of this private roadway has entered into a letter agreement for staff to proceed on their behalf. Project is currently in design.



COLLECTIONS AND REUSE

Lift Station Red Lights: This month the system experienced 38 total red lights. 19 lift station red lights (with 5 stations experiencing multiple red light events) and 12 low pressure red lights (with 0 stations experiencing multiple red light events).

Red Light Emergency Call Work Orders Dashboard
July 2023



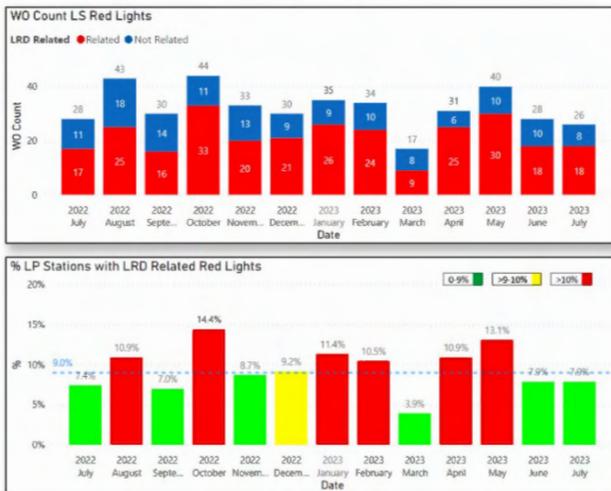
Red Light Emergency Call Work Orders Dashboard
May 2023 through July 2023



Work Order counts due to red lights exclude red lights due to FP&L power failure since staff have no mechanism to impact FP&L performance during inclement weather or other power outages. Staff continue to include FP&L power outages in the 3-month rolling average for repeat stations and work order counts to facilitate FPL coordination on problem areas and potential use of portable standby power to ensure continuity of service.

Emergency Call Work Order Lift Station Trend

7/1/2022 through 7/31/2023



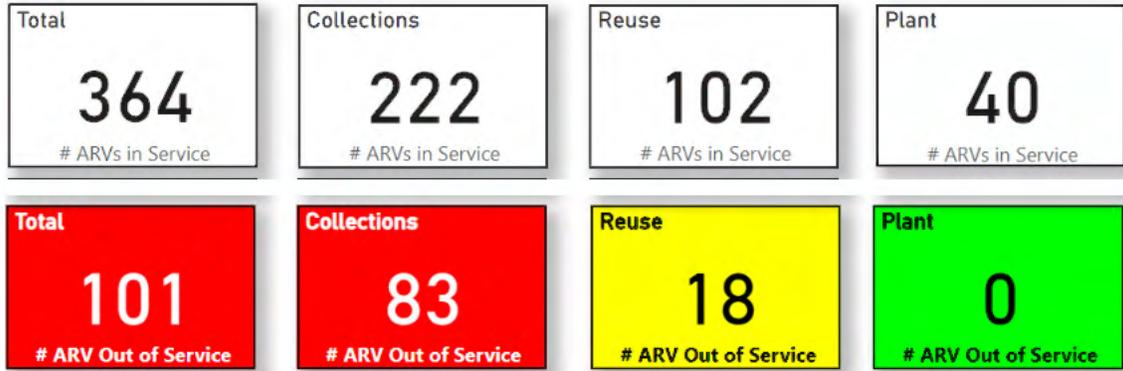
Emergency Call Work Order Low Pressure Trend

7/1/2022 through 7/31/2023



Air Release Valves (ARV):

ARV Status Dashboard



Wet Well Cleaning:

KPI - Wet Well Cleaning Schedule
July 2022 through July 2023



UNAUTHORIZED DISCHARGES (fka SANITARY SEWER OVERFLOWS)

There was 1 unauthorized discharge in the collection-transmission-distribution system this month.

On July 11, 2023, the District had an unauthorized discharge of eight (8) ounces of reclaimed water from a reclaimed water isolation valve (IQ504-V2) on S Central Blvd in Jupiter, FL. The unauthorized discharge was caused by a leaking valve packing while opening/closing the valve. The unauthorized discharge was stopped by not exercising the valve, until repairs were made. The unauthorized discharge was absorbed into the soil in the immediate area underneath the valve. No additional clean- up was performed. No known storm drains or bodies of water were affected.



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D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

TO: Albrey Arrington, Ph.D., Executive Director
FROM: Jason A. Pugsley, P.E., Operations – Plant Manager
DATE: August 11, 2023
SUBJECT: July 2023 Operations Department Monthly Report

Treatment Plant Division / Maintenance Department

Overall, the month of July was productive with all monthly reports prepared and submitted on time. There were no permit exceedances this month. The treatment plant generally operated efficiently and met all treatment objectives. During the month, influent flows to the plant were on the same order of magnitude as the flow during the previous month. The plant did not experience any unauthorized discharges during the month of July.



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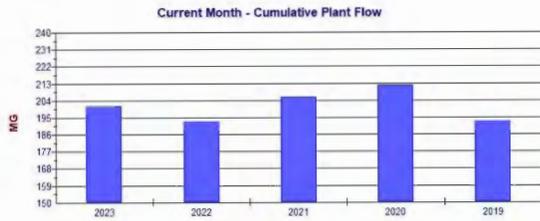
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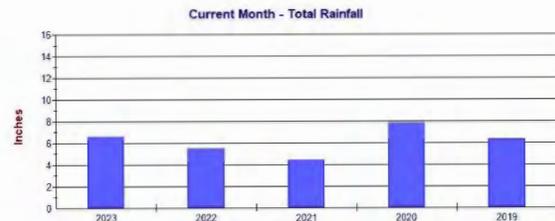
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BOARD MEMBER

Water Reclamation – Environmental Education – River Restoration

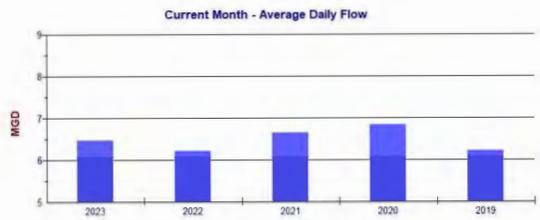
Graphical summaries of the plant flows and rainfall during the month of July, including comparisons with plant flows during the previous month (i.e., June 2023), are presented below.



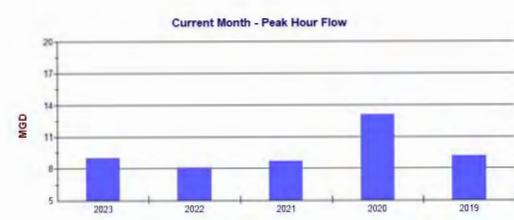
The Cumulative Influent Flow to the plant for the month of July was 201.01 million gallons. This is slightly greater than the June flow of 199.63 million gallons.



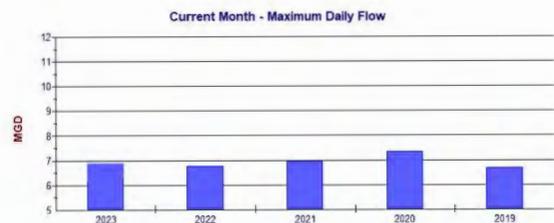
6.59 inches of total rainfall was recorded at the plant site during the month of July. This is less than the June rainfall recorded 7.75 inches.



The Average Daily Flow (ADF) for the month of July was recorded at 6.48 MGD compared to 6.65 MGD during the month of June and 6.23 MGD during July 2023.

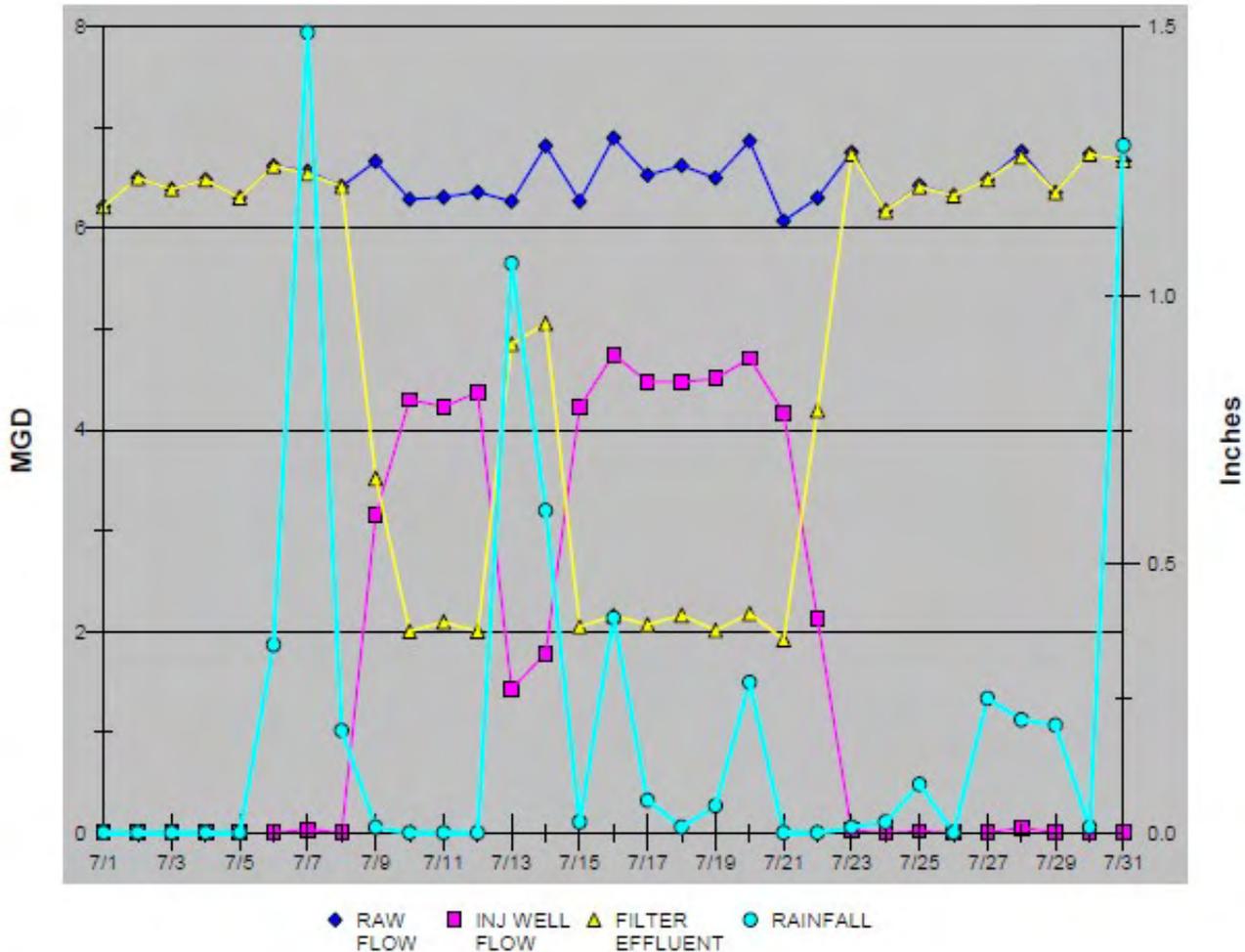


The Peak Hour Flow (PHF) for July was 6,222 GPM which equates to an equivalent daily rate of 8.96 MGD. This is on the same order of magnitude as the PHF for June of 6,520 GPM (9.39 MGD).



The Maximum Daily Flow (MDF) in July was 6.90 MGD. This is slightly less than the MDF for June of 7.10 MGD.

For the month of July, 73.80% or 148.35 MG of the cumulative influent flow to the plant 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 52.83 MG of blended effluent was diverted to the Deep Injection Well. The plant delivered a total of approximately 178.71 million gallons of IQ water to the reuse customers during the month of July.



Year to date (i.e., Calendar Year 2023), approximately 81.31% 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 1,413.24 million gallons.

All monthly reporting was submitted on time.

Treatment Plant:

Operations Staff continued to perform routine monitoring, sampling and general maintenance of equipment and structures. Staff also worked and/or provided operational assistance during the execution of various special and/or capital improvement projects. A few of the projects are discussed below.

Operations Staff finalized and submitted all required documentation associated with the renewal of the District's wastewater treatment facility (WWTF) operating permit renewal which is issued and regulated by Florida Department of Environmental Protection (FDEP). The existing FDEP operating permit was issued on January 10, 2019, and will expire on January 9, 2024 (5-year permit). Chapter 62-620, Florida Administrative Code (FAC) requires all facilities seeking to renew an existing operating permit to submit a permit renewal application, including all required documentation, at least 180 days prior to the expiration of the existing permit. The intent of this submission timeline is to provide adequate time for FDEP to review and process a permit renewal prior to the expiration date of the existing permit. The permit application includes the required documentation to substantiate that the District's WWTF will meet or exceed the effluent permit requirements during the next five-year operating period. The application also requires the District to prepare an Operation and Maintenance Performance Report (OMPR) which documents the current physical condition of the plant including any potential operating issues or limitations which will require corrective action to ensure the facility is positioned to remain fully functional and compliant for the next five-year operating period. Based on the assessment and evaluation performed by Staff the District's WWTF is well positioned to meet the demands of its customers for the next five-year operating period and beyond. The permit application and backup documentation were prepared by District Staff which resulted in a significant cost savings to the District. The permit renewal application was submitted to FDEP on July 13, 2023. The application is currently in FDEP's initial review phase.

Loxahatchee River Environmental Control District



Application for Wastewater Treatment Facility FDEP Operating Permit Renewal

Permit Number: FL0034649

File Number: FL0034649-DW1P

July 13, 2023

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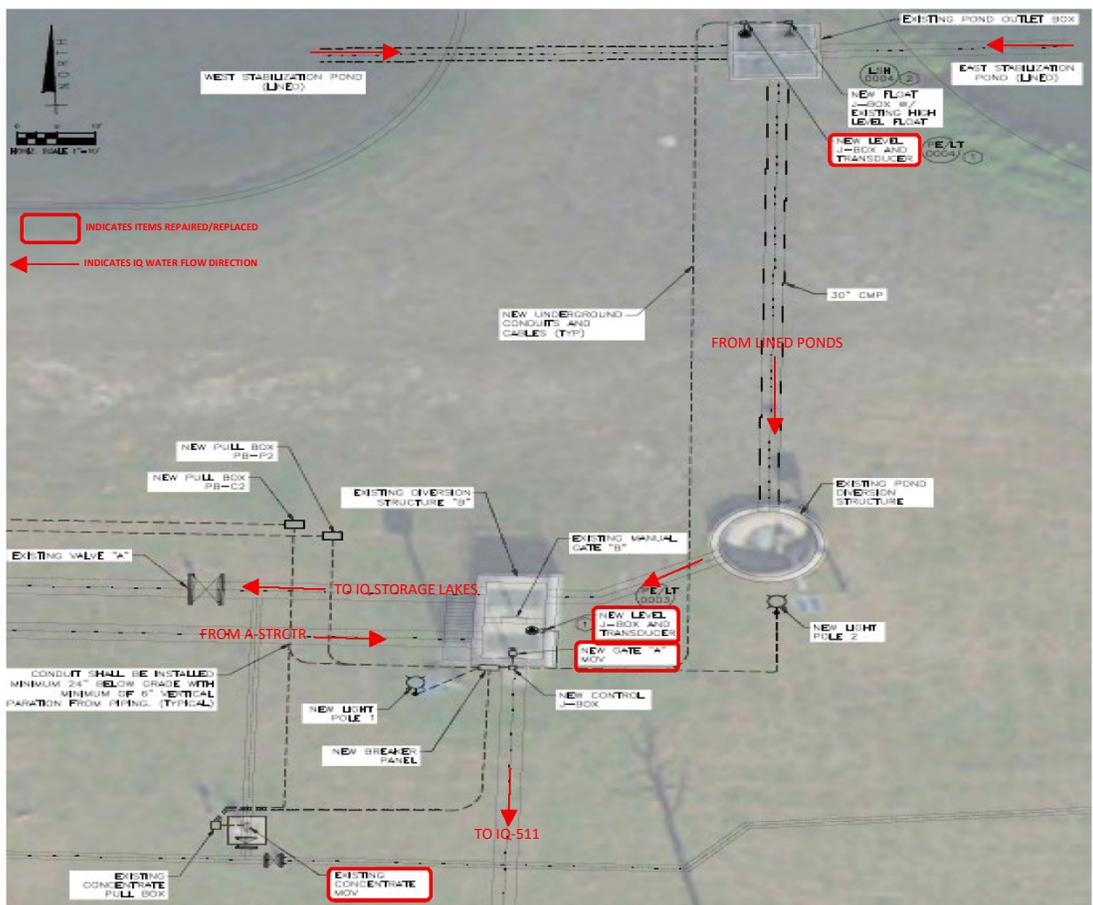
FDEP Operating Permit Renewal Application - Table of Contents

During the month, Operations Staff worked closely with Maintenance Team members to complete the semi-annual preventative maintenance PM task for the grit classifier unit at the headworks structure. The grit classifier was installed December 2022 and has been operating well at capturing and dewatering grit within the influent wastewater to the plant. The PM required the unit to be removed from service and locked-out/tagged out (LO/TO). The unit was then drained, cleaned and all internal components inspected for wear and alignment. The unit was found to be in good working order with no excessive or unanticipated wear. Concurrent with completion of the PM, Staff took the opportunity to implement some permanent modifications which would improve the functionality of the unit and reduce the associated daily and periodic maintenance of the unit. Staff previously designed and fabricated a temporary poly-vinyl chloride (PVC) spray manifold system to break-up the grease mat which consistently builds up between the lamella settling plates located in the grit separation chamber. The temporary system worked so well Staff fabricated a more permanent solution using Type 316 stainless steel piping and rigid connections to the plant non-potable water system.



Grit Classifier Unit – Permanent Spray Manifold System

Lastly, the Operations Team worked with the Maintenance Team to repair or replace multiple plant process components which were damaged as a result of a lightning strike at B-Structure. B-Structure is a water conveyance control structure located on the downstream side of the lined storage ponds. IQ quality water can also be diverted directly to B-Structure from A-Structure which is the water conveyance structure located upstream between the chlorine contact chamber and the lined storage ponds. IQ quality water routed through B-Structure is typically conveyed, by gravity, to the IQ storage lakes and eventually to the IQ-511 pump station for distribution to the District's reuse customers. As part of recent facility improvements, an automated control gate was installed at B-Structure which will allow Staff to direct IQ quality water directly to the IQ-511 pump station, bypassing the storage lakes, during periods of drought and extreme low levels in the storage lakes. The improvements installed including a grounding system, which was intended to mitigate the impacts of a high voltage surge due to a lightning strike. Unfortunately, the grounding system was not able to completely mitigate the impacts which resulted in damage to the following components: level instrument isolator card, lined pond level transducer instrument, fuses in the motor actuator for the nano-concentrate valve and multiple control elements, including the control board for the recently installed motor actuated slide gate controlling the diversion of IQ water to IQ-511.



B-Structure Site Plan and Process Layout

Maintenance Department:

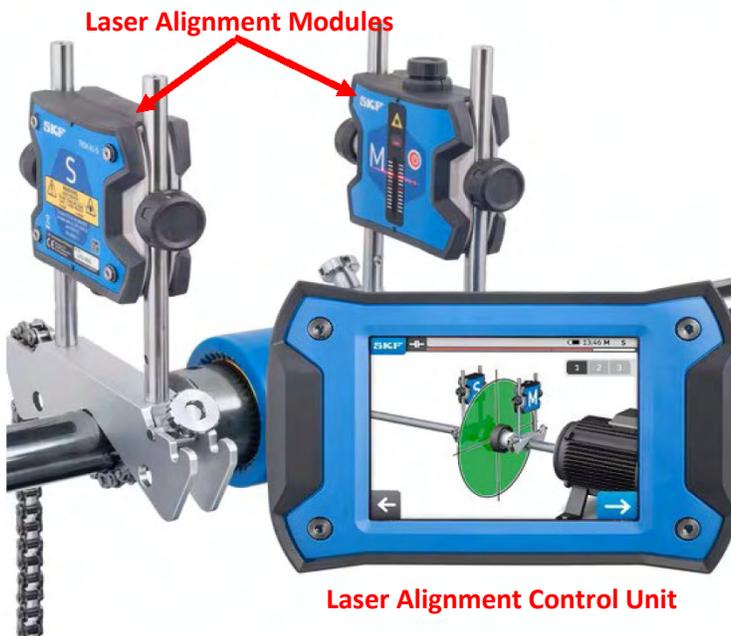
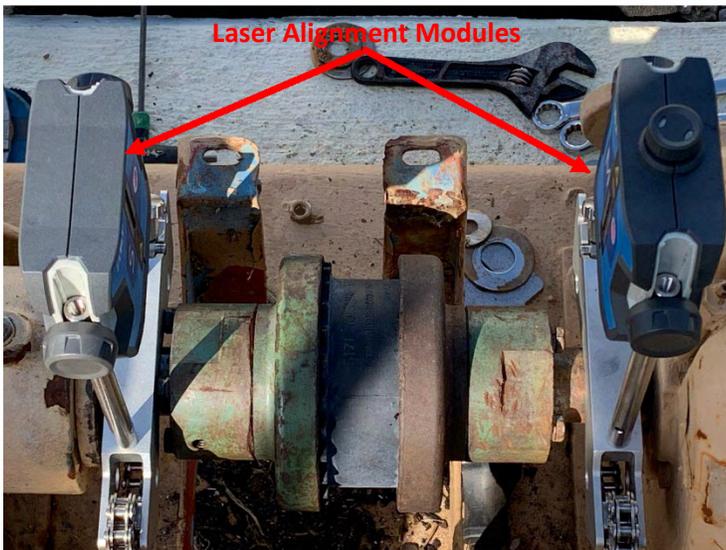
The Maintenance Department continued to efficiently perform planned maintenance (PM) tasks over the last monthly period. In addition to the completion of standard PM tasks, the Maintenance Department addressed non-routine maintenance items as well as “special projects.” A few examples of these types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

Maintenance Team members performed the annual PM associated with Plant Lift Station No. 1 (LSP-01). The annual PM includes a detailed assessment of the lift station system components including the wet well, pumps, valving and power and control systems. The significance of this PM event was that it was one of the first opportunities for Maintenance Team members to utilize the task specific arc flash personal protective equipment (PPE) kits recently assigned to Staff. The PPE kits include appropriately rated equipment, based on the estimated incident energy (calories/cm²), including jackets, gloves, head coverings and face shields, which will mitigate flash burns that could potentially occur during electrical troubleshooting and/or maintenance and repairs. The procurement and use of arc flash PPE represents a significant shift in the safety standards and approach typically used during the performance of these activities. The PPE will be used only for electrical activities which cannot be completed without having the specific electrical equipment deenergized.



Bob Haag Evaluating Pump Operation while Kemm Peoples Evaluates Electrical Performance

During the month, Maintenance Team members identified a potential issue with the elastomeric coupling interconnecting one of the waste activated sludge (WAS) pumps to its dedicated electric drive motor. The issue, which was resulted in uneven wear and deformation of the coupling, was discovered during a standard PM process. In response to the findings, Maintenance Team members performed a detailed assessment of the alignment between the pump shaft and motor shaft of the affected pump assembly as well as the other three WAS pump units. Maintenance Team leader Bob Ward utilized this opportunity to train Staff on the processes and procedures required to perform system alignment using the laser alignment tool. Having multiple Staff being capable of utilizing specialized equipment and tools is critical to increasing the resiliency of the District's Maintenance Team.



WAS Pump to Motor Shaft – Laser Alignment Procedure



LOXAHATCHEE RIVER DISTRICT

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TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

TO: Albrey Arrington, Ph.D., Executive Director
FROM: Bud Howard, Director of Information Services
DATE: August 10, 2023
SUBJECT: Information Services Monthly Governing Board Update for July 2023

WildPine Ecological Laboratory Riverkeeper Project

In July, the lab staff and our partners collected 165 water quality samples from 32 monitoring stations throughout the watershed. A total of 69 fecal indicator bacteria samples were analysed in support of additional testing for the weekly bacteria monitoring program and the additional monthly testing in Jones and Sims Creeks.

The overall water quality score for July 2023 was “Fair” with 78% of all samples meeting the EPA/DEP water quality criteria. This was up slightly from last month’s score of 74% and better than last year’s score of 72% for July (see score card below). The score this month was again driven by lower chlorophyll and phosphorus scores this summer that corresponded with higher than average precipitation.

For the core parameters, *Total Nitrogen* scored “Good” during July with 97% of sites meeting the water quality criteria. This was slightly better than last month’s score of 92% and last year’s July score of 93%. *Total Phosphorus* results again scored “Fair” with 72% of sites meeting the water quality criteria, which was slightly better than last month’s 68% and last year’s 70%. *Chlorophyll* results also scored “Poor” for the second month in a row, with only 44% of sites meeting the water quality criteria, slightly lower than last month’s 48%, and last year’s score of 47%. For the combined *Fecal Indicator Bacteria* (fecal coliforms in all waters, enterococci in marine and brackish waters and *E. coli* in fresh waters), June results scored “Good” with 87%, an improvement from last month’s score of 80%, and better than last year’s July score of 75%.

Dr. Matt H. Rostock
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

7/1/2022

7/26/2023

Loxahatchee River District Water Quality Scorecard

Results scored to FDEP/EPA Water Quality Criteria

Green - Good: 80% - 100%
Yellow - Fair: 60% - 79.9%
Red - Poor: < 60%

Monthly Water Quality Score

July 2023

78%

Overall

165

Total Samples

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

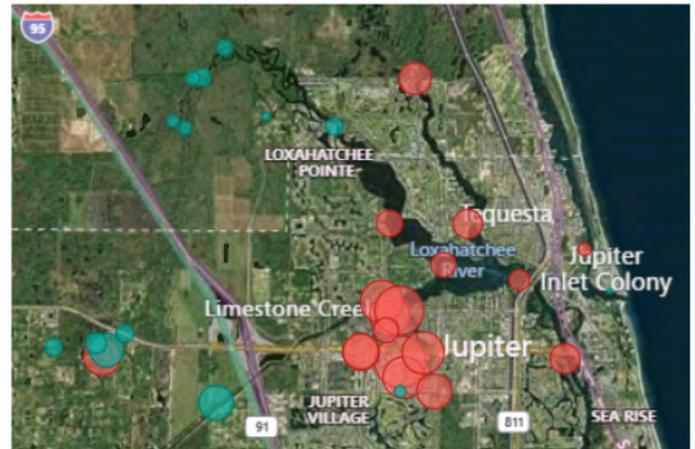
Year	Month	# Samples	Overall Score	# TN Samples	Total Nitrogen Percent Good	# TP Samples	Total Phosphorus Percent Good	# CLA Samples	Chlorophyll Percent Good	# BAC Samples	Bacteria Percent Good
2023	July	165	78%	32	97%	32	72%	32	44%	69	87%
2023	June	144	74%	25	92%	25	68%	25	48%	69	80%
2023	May	173	80%	30	87%	30	80%	30	60%	83	84%
2023	April	157	76%	30	100%	30	80%	30	43%	67	79%
2023	March	125	89%	19	100%	19	100%	19	74%	68	87%
2023	February	159	88%	28	93%	28	96%	28	75%	75	88%
2023	January	160	85%	30	100%	30	90%	30	53%	70	90%
2022	December	164	75%	29	93%	29	86%	29	76%	77	64%
2022	November	120	77%	18	100%	18	83%	18	56%	66	74%
2022	October	160	71%	30	100%	30	73%	30	40%	70	71%
2022	September	104	81%	19	100%	19	95%	19	79%	47	68%
2022	August	162	80%	26	88%	26	88%	26	77%	84	76%
2022	July	159	72%	30	93%	30	70%	30	47%	69	75%
Total		1952	79%	346	95%	346	82%	346	58%	914	79%

Spatial Distribution of Water Quality Results

In July, *Chlorophyll* results met the water quality criteria at only 14 of 32 sites. The stations with the most exceedances were in Jones Creek and throughout the marine and brackish sections, which have stricter water quality criteria. Five out of six Jones Creek stations scored “poor” with the Delaware (DEL) site once again having the highest concentration of all sites tested this month with 46 µg/L, almost 10 times higher than the stringent FDEP water quality criteria of 5.5 µg/L. As previously reported, this high result is not a great surprise because this sampling site is located at a dead-end canal at the uppermost extent of the creek with very little flushing. The next highest chlorophyll result

Chlorophyll a (ug/L)

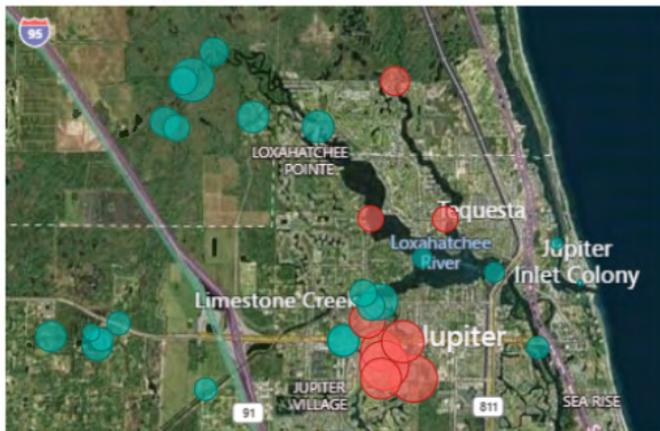
CHL_Score ● GOOD ● POOR



was measured at the mouth of Jones Creek (Station 71), which is the furthest downstream site in Jones Creek, with a result of 41 µg/L. The very warm water temperatures are likely contributing to the strong algae growth.

Total Phosphorus (mg/L)

TP_Score ● GOOD ● POOR

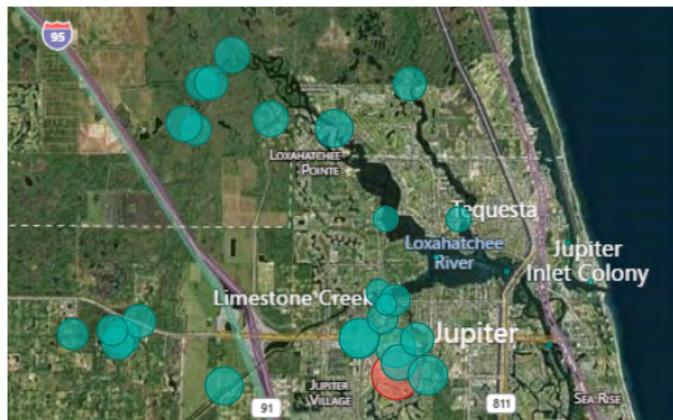


Total Phosphorus results scored “good” at 23 out of 32 sites in July. The “poorest” stations this month were in Jones Creek with Caloosahatchee (CALC) having the highest result at 0.15 mg/L, double its Numeric Nutrient Criteria (NNC) water quality standard of 0.075 mg/L for brackish water stations. The Toney Penna Footbridge (TPJ) site was a close second at 0.14 mg/L. The other 3 “poor” scoring stations were in the upper estuary and north fork. The phosphorus NNC in this polyhaline region is the most stringent in the entire watershed at 0.03 mg/L. Countyline Road

Bridge (Station 55) had a total phosphorus result of 0.048 mg/L and Stations 51 and 60, Tequesta Drive Bridge and the NWF Bay respectively, were both just over the NNC at 0.036 mg/L.

Total Nitrogen (mg/L)

TN_Score ● GOOD ● POOR



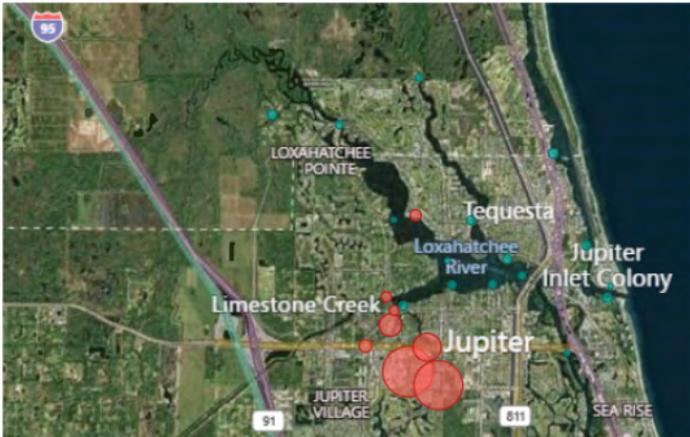
Total Nitrogen scored “good” at 31 out of 32 sites in July. The only “poor” scoring station was also in Jones Creek. The Jones Creek Upper (JCU) station scored “poor” with a result of 1.6 mg/L, when compared to the state standard of 1.3 mg/L for brackish waters.

The overall *Fecal Indicator Bacteria* result scored “good” at 60 of 69 sites in July. For Enterococci bacteria (see map below left), the preferred indicator bacteria for salt and brackish waters, seven stations scored “poor” when compared to the water quality standard of 130 MPN/100 mL. All seven stations were sampled in Jones and Sims Creeks, with the highest concentration of 3,076 MPN/100 mL at Caloosahatchee (CALC). The Toney Penna Footbridge (TPJ) was next highest at 1,334 MPN/100 mL. The other stations scoring “poor” had concentrations ranging from 175 at the mouth of Jones Creek (Station 71) to 749 at the upper extent (DEL). All results were much better than last month’s (June) results.

For E. coli bacteria (map below right), the preferred indicator bacteria for freshwater, two stations scored “poor” in July. Sims Canal (Station 74) had the highest concentration this month at 985 MPN/100 mL. Station 66 in the Northwest Fork was just over the Water Quality Standard at 432 MPN/100 mL.

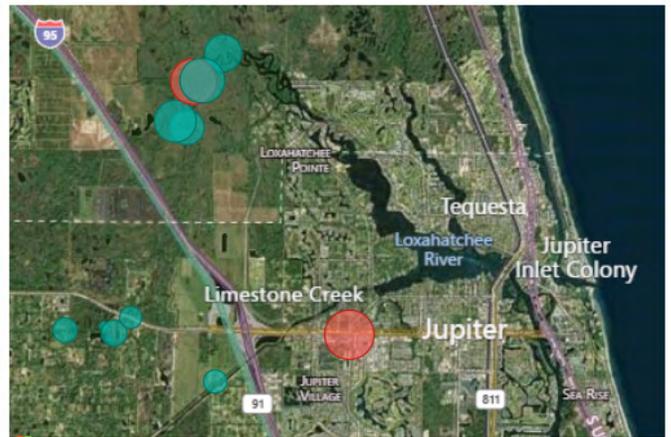
Enterococci Bacteria - Criteria: 130 MPN/100mL

ENT_Score ● GOOD ● POOR



E. coli Bacteria - Criteria: 410 MPN/100mL

ECOL_Score ● GOOD ● POOR



Fecal Coliform bacteria results in July showed notable decreases in concentrations from the unusually high concentrations observed last month at multiple sites in the Northwest Fork (figure below). The exception was the Rivers Edge (Station 107) where results doubled in concentration going from 1,236 in June to 2,481 in July. This site is a known hotspot for “poor” bacteria results that are likely influenced by septic tank seepage into a shallow tidal creek.

June 2023

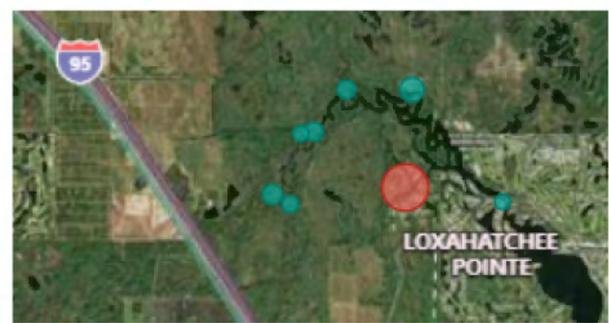
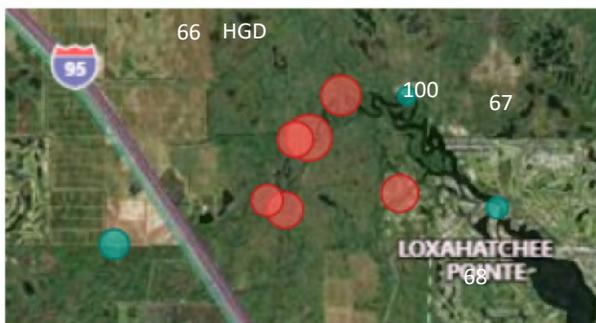
July 2023

Fecal Coliform Bacteria - Criteria: 800 MPN/

Fecal Coliform Bacteria - Criteria: 800 MPN/

FC_Score ● GOOD ● POOR

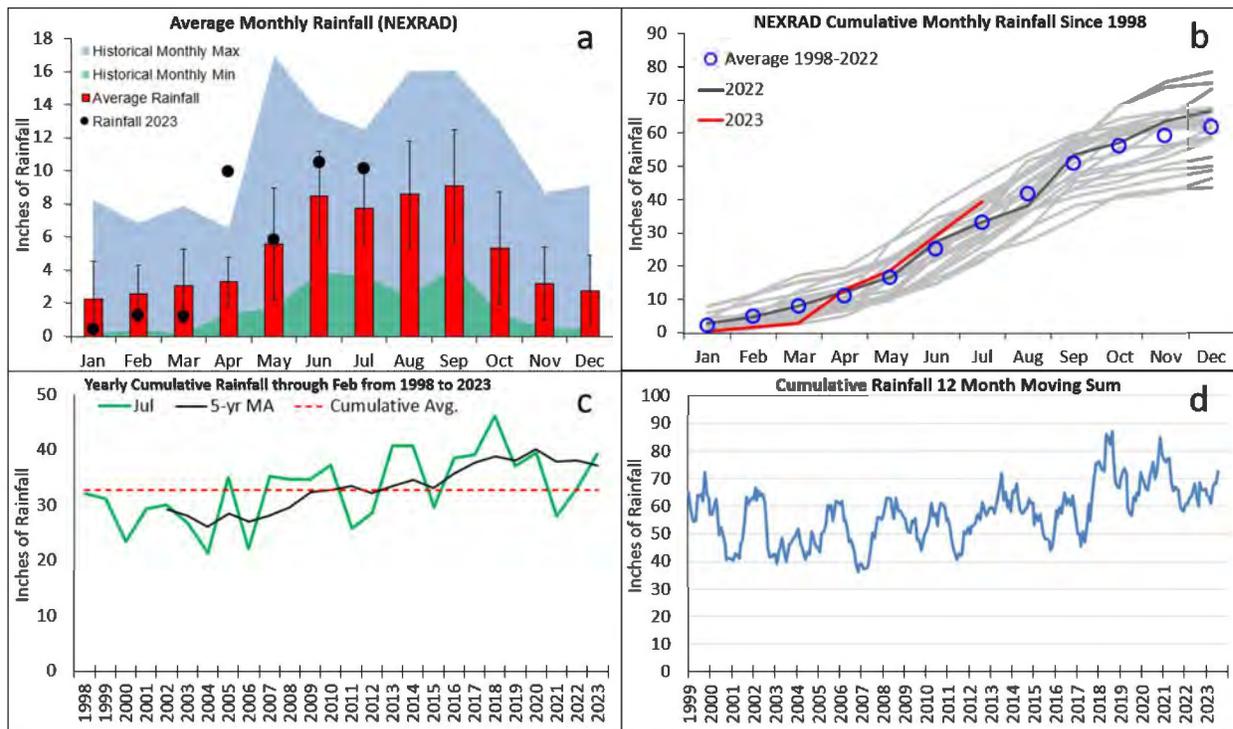
FC_Score ● GOOD ● POOR



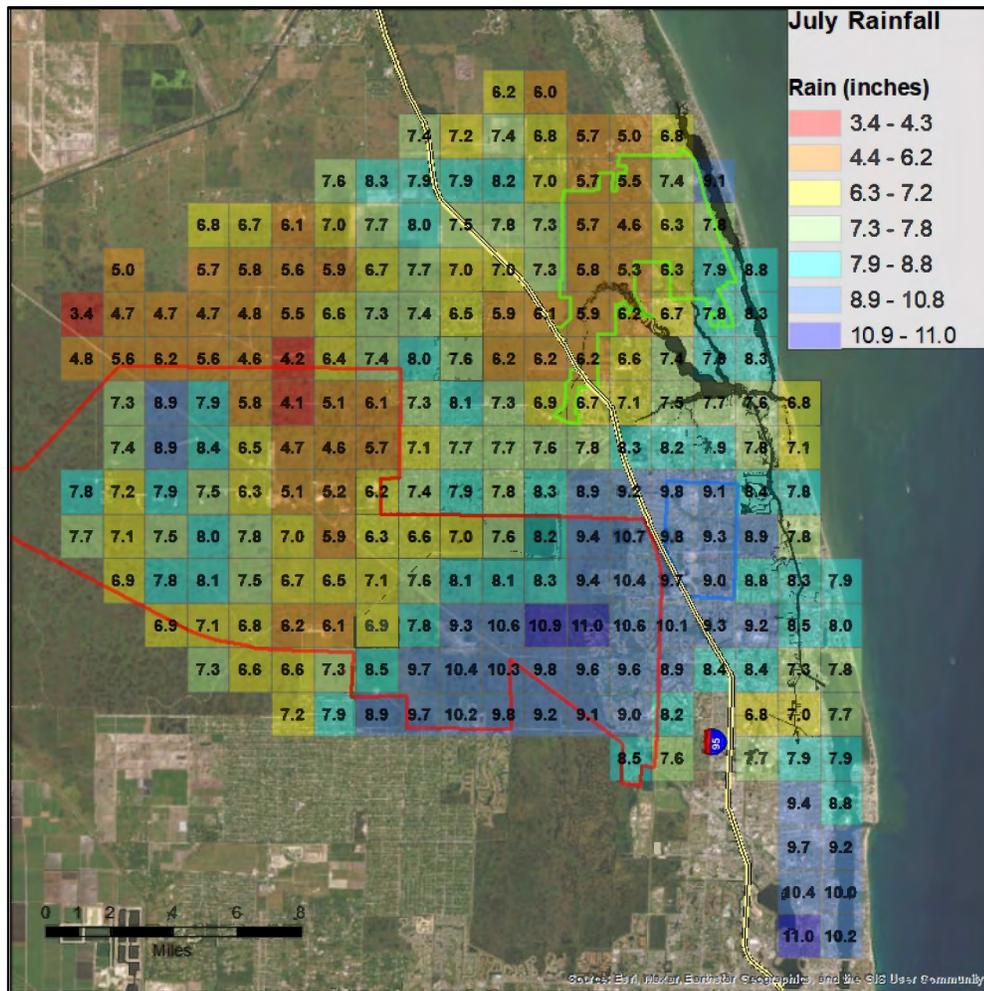
Hydrologic Monitoring

Rainfall

Rainfall across the watershed during July totalled 10.2", about 31% higher than historical monthly average of 7.8" and is the fourth consecutive month of above average rainfall (panel 'a' in figure below). Rain was detected at least somewhere within the watershed during all 31 days of July with the highest single day total of 1.2" occurring on July 13. Annual cumulative rainfall through July was 39.4" which is about 20% above the 33.0" average for the period (panel 'b' in figure below). Yearly cumulative trends indicate that annual rainfall through July over the past several years has returned to above-average levels (panel "c" below). The 12-month moving rainfall sum through July was 72.7", about 15% higher than the moving sum from one year ago (panel "d" below) and about 18% higher than the moving sum for the period of record. The long-term trend indicator in panel "d" below shows that total rainfall within the watershed has shifted substantially upward since around 2017.



Figures above display various measures of rainfall. Panel (a) shows average monthly rainfall from 1998 to 2022 (red bars; error bars indicate ± 1 sd). Black dots indicate monthly rainfall for the current year. 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 2023; dark grey line indicates rainfall during 2022. Blue circles are monthly cumulative average rainfall measured between 1998-2022. Panel (c) shows cumulative annual rainfall using NEXRAD radar-based data. Green line indicates cumulative rainfall through indicated month for each year since 1998, when the radar-based rainfall measurements began. Black line is the 5-year moving average across all years and red dashed line shows cumulative average through indicated month. Panel (d) shows cumulative 12-month moving sum of monthly rainfall.

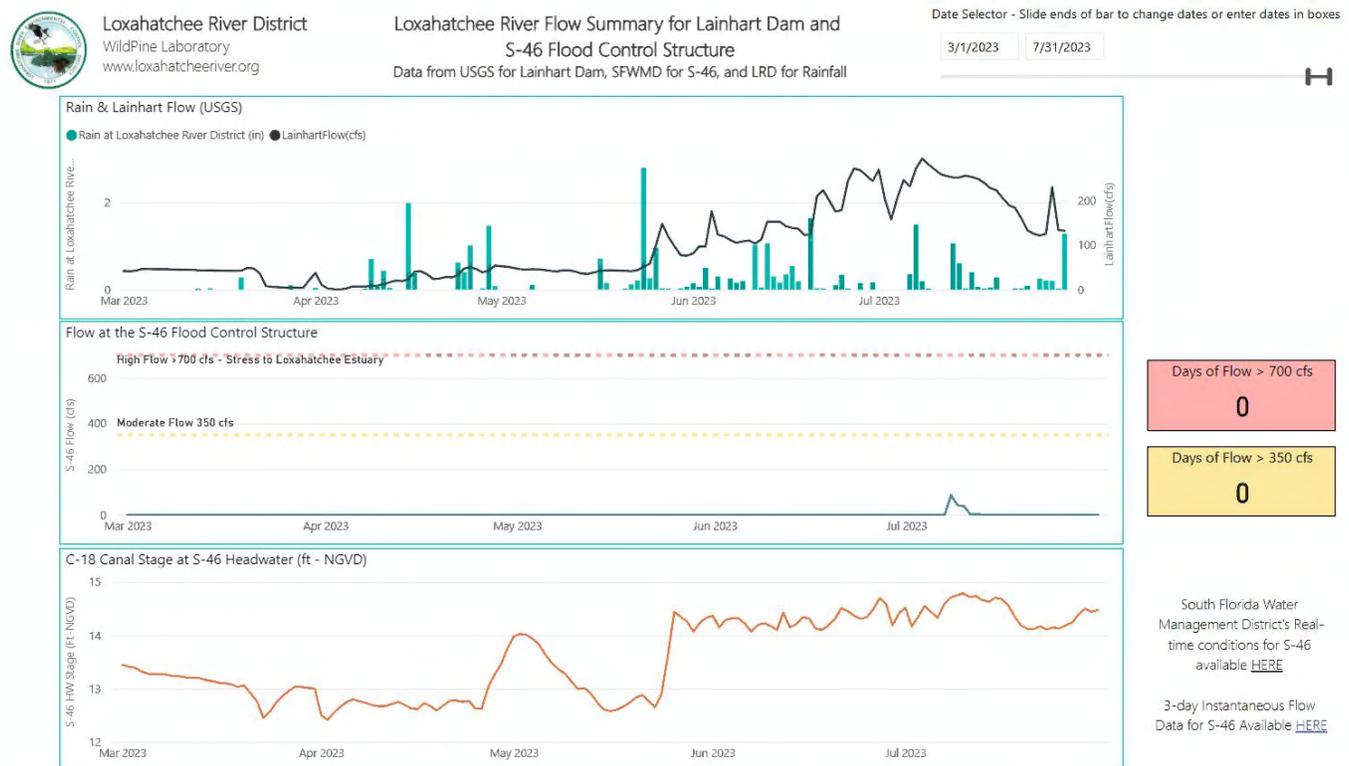


Rainfall distribution across the watershed using NEXRAD data. Each pixel represents an area of 2 km x 2 km. Blue colored pixels show highest rainfall and red pixels show lowest rainfall. For reference, the red line is the C-18 basin which includes portions of J.W. Corbett WMA, Loxahatchee Slough, and Pine Glades Natural Area; green line shows Jonathan Dickinson State Park boundary, light blue line shows the Abacoa development.

The spatial distribution of rainfall across the watershed for July ranged from 3.4” in the driest regions to 11.0” in the wettest regions (figure above). In general, the driest regions occurred in the northwest portions of the watershed which include the northern areas of the C-18 drainage basin and much of the Hungryland Wildlife and Environmental Area. The areas receiving highest rainfall were primarily in the southern portions of the watershed including southern areas of C-18 drainage basin and much of Abacoa and extending southward into Juno and Palm Beach.

River Flows

The significant rainfall resulted in river flows measured at the Lainhart Dam ranging between 121 to 293 cfs with a daily average of 213 cfs. Despite substantial rainfall and increasing river flows, the water managers from the South Florida Water Management District did not make any significant flood control releases into the estuary from the S-46 control structure. Water released from the S-46 was very minor and averaged only 34 cfs over a five-day period beginning July 8. This suggests that operators are still able to utilize the numerous natural areas throughout the watershed for water storage thus avoiding major freshwater releases that could negatively impact the estuary.



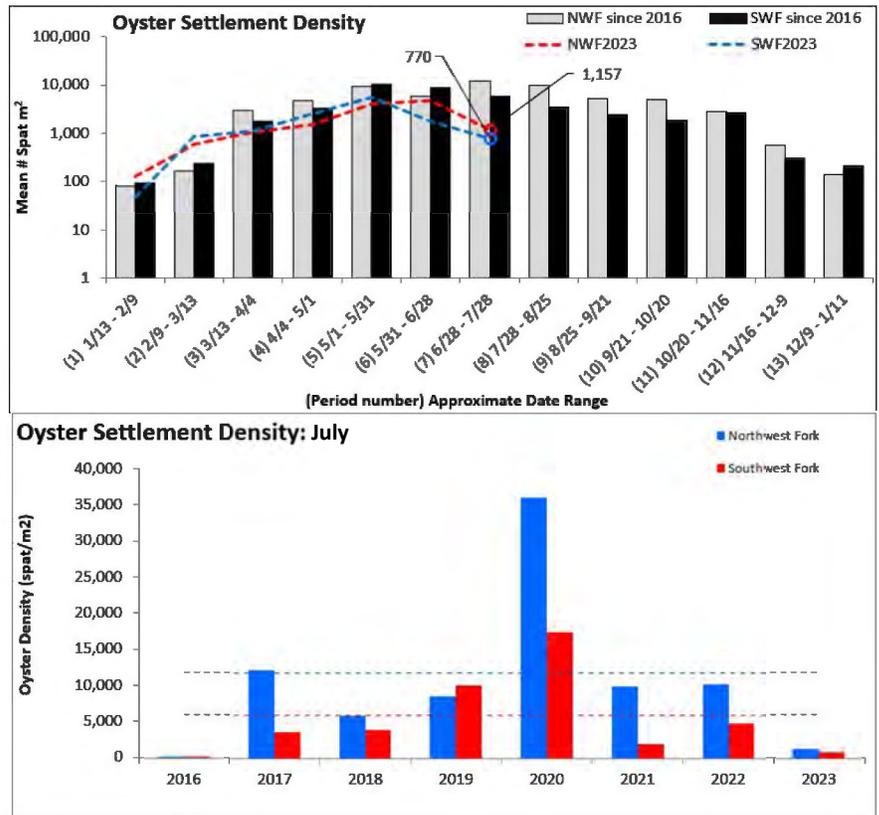
Loxahatchee River Flow Summary for Lainhart Dam and S-46 Flood Control Structure, March 1, 2023 through July 31, 2023. Top chart shows daily rainfall (inches, green bars) measured at the Loxahatchee River District (2500 Jupiter Park Dr) and the black line is the daily average river flows (cfs) measured at Lainhart Dam. The middle chart shows the flows (cfs) at the S-46 Flood control structure relative to estuary stress thresholds of 350 and 700 cfs established by LRD. The limited flow in late July was likely equipment testing/exercising. The bottom chart shows the water stage (ft-NGVD) in the C-18 Canal. Data from USGS and SFWMD. Updated chart available at loxahatcheeriver.org/river under MFL and page 4 of the visualization.

Oyster Spat Monitoring

Oyster spat settlement evaluation for the 30-day period ending July 28 showed below average oyster spat settlement in both forks of the river. In the Northwest Fork, average spat density was 1,157 spat/m² with nearly all, or 94%, of the activity occurring at the downstream site. This is well below the 4,712 spat/m² seen during the previous period and is a fraction of the period average of 11,773 spat/m² and the 10,155 spat/m² seen during the same period last year (2022).

Oyster spat settlement in the Southwest Fork was 770 spat/m² with a little more than half, or 56%, of the settlement occurring at the downstream site. This was a decline of 55% from the previous period density of 1,728 spat/m² and is about 87% below the period average of 5,969 spat/m² and about 84% below the 4,839 spat/m² seen during the same period last year (2022).

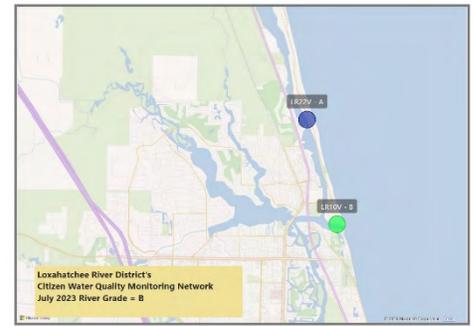
It is unknown why there appears to be a reduced settlement rate this year. Historical comparisons show a weak correlation between rainfall and flow with oyster spawning activity, and temperature has historically shown better correlation and the region has experienced very elevated temperatures in recent months, but multiple factors are likely driving these observations.



TOP: Mean oyster spat settlement for the Northwest Fork (gray bars) and the Southwest Fork (black bars) since 2016. Dashed lines show oyster spat settlement the current year in the NWF (red) and SWF (blue). Note logarithmic scale of vertical axis. BOTTOM: Bar graph showing mean oyster spat density for the indicated period in both the Northwest and Southwest Forks of the river since 2016. This graph offers an historical perspective of oyster spat settlement activity in each of the river forks in July. Red and blue dashed lines show period mean oyster settlement density for the Northwest Fork and Southwest Fork respectively.

Volunteer Water Quality

The weekly Volunteer Water Quality monitoring grade for July improved slightly from last month to a high “B”. The results at the Jupiter Inlet site and Blowing Rocks site had lower than normal dissolved oxygen level due to the warmer water temperatures. This, with a lower pH score, resulted in a grade of “B” for Jupiter Inlet. Station 22 (The Nature Conservancy at Blowing Rocks) also experienced low dissolved oxygen levels than last month. The results for all the rest of the parameters at Station 22 scored in the “Good” range which kept the overall grade for that site at an “A”.



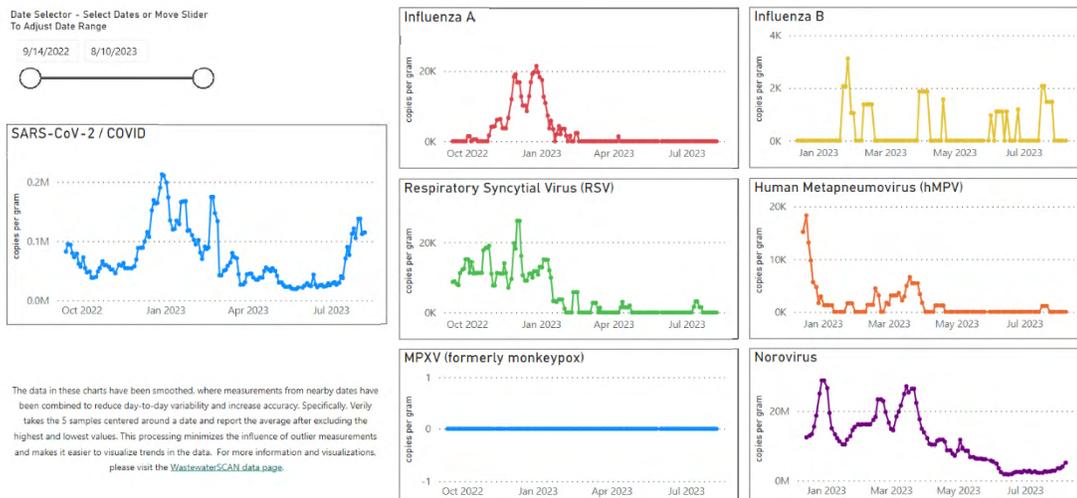
Site	Averaged results for the Month							Monthly Cumulative Grades						Cumul. Monthly	
	Temp (°C)	Secchi	Salinity	pH	DO	DO%	Color	Vis	Salt	pH	DO	DO%	Color	Score	Grade
LR10V	28.5	3.26	33.2	8.1	6.1	94.8	1.0	A	A	B	C	A	A	86.7	B
LR22V	28.5	1.30	36.0	8.2	5.1	80.3	1.0	A	A	A	F	A	A	91.7	A
Average	28.5													87.5	B

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

Wastewater Surveillance of COVID-19

In July, the wastewater surveillance monitoring for the Biobot/CDC and WastewaterSCAN programs started out with relatively low concentrations of SARS-CoV-2/COVID, and very low concentrations of the respiratory viruses RSV and hMPV, and Norovirus. But, over the past several weeks we, as well as other parts of the country, have seen a significant increase in the prevalence of COVID-19 in wastewater. This increase is comprised primarily by the XBB* and XBB.1.9 variants that are, thankfully, resulting in far fewer hospitalizations that we experienced with other variants. This work highlights the value of continuous monitoring for not only COVID, but other respiratory diseases. Epidemiologists are closely monitoring this latest surge and eager to see what happens with the spread of COVID as kids return to school.

Loxahatchee River District's Wastewater Surveillance Program, Jupiter, Florida
Conducted in partnership with WastewaterSCAN -
a program of Stanford University, Emory University and Verily, the life sciences subsidiary of Alphabet, Inc. (formerly Google)
Sewer Service Area largely overlaps with zip codes 33458, 33477, 33469



Loxahatchee River Environmental Center

August 2023



River Center Summary Statistics

LRD'S ENVIRONMENTAL STEWARDSHIP DASHBOARD



		Total Visitors <small>(incl. Visitors, Field Trips, Onsite Programs)</small>	1st Time Visitors	Average Program Participation <small>[Actual participants/Capacity of Program]</small>	Volunteer Engagement	Visitor Satisfaction	Staff Overall Program Assessment	Expenses	Program Revenue
Benchmark / Customer Expectation		% of Target	% of Target	% of Capacity	% of Target	Rating Average <small>[Max Rating is 5]</small>	Rating Average <small>[Max Rating is 9]</small>	% within budget	% of Target
Green Level		≥ 90%	≥ 90%	≥ 85%	≥ 90%	≥ 4	≥ 7	≥ 85% but ≤ 105%	≥ 90%
Yellow		≥ 75%	≥ 75%	≥ 70%	≥ 75%	≥ 3	≥ 5	≥ 80%	≥ 75%
Red		<75%	<75%	<70%	<75%	<3	<5	< 80% or > 105%	<75%
2020 Baseline		35%	65%	50%	70%	4.6	7.8	81%	103%
2021 Baseline		113%	275%	83%	102%	4.7	7.8	92%	85%
2022 Baseline		81%	163%	120%	75%	4.6	7.9	91%	94%
2022	July	97%	164%	98%	134%	4.5	7.9	101%	123%
	Aug	97%	184%	136%	147%	3.9	8.0	91%	129%
	Sept	85%	178%	160%	90%	4.4	7.8	89%	120%
	Oct	80%	100%	100%	133%	4.8	7.4	55%	82%
	Nov	53%	111%	104%	82%	4.4	8.0	67%	88%
	Dec	94%	286%	109%	74%	4.6	7.9	96%	85%
2023	Jan	71%	338%	70%	64%	4.6	7.9	84%	92%
	Feb	79%	102%	73%	85%	4.7	7.8	84%	104%
	Mar	95%	304%	91%	98%	4.4	8.1	73%	87%
	Apr	122%	220%	83%	91%	4.7	7.5	79%	78%
	May	84%	170%	83%	133%	4.6	7.8	88%	104%
	June	104%	115%	117%	94%	4.7	7.8	87%	123%
	July	83%	103%	92%	117%	4.8	7.6	94%	145%
Consecutive Months at Green		0	13	2	5	11	13	3	3
Metric Owner			O'Neill	Duggan/Warwick	Patterson	O'Neill	O'Neill	O'Neill	O'Neill

Metric	Explanation
Total Visitors	Total Visitors were 2,046 with a target of 2,460, so we were 414 visitors below target. 60% of the missed target is accounted for by program cancellations and program no-shows, which are two known issues that we are working on.

River Center General

Special Programs

July 1 -30: Jr. Angler Fishing Tournament:



Returning for its tenth year, our Jr. Angler Fishing tournament was a great success this summer. **We had 87 registered anglers** participate this summer for our 5-week competition. The young anglers were hooked, and the competition exceeded our expectations again this year. We are thrilled to report that the tournament more than achieved its goal of helping contestants to explore the diversity of local fisheries and learn more about the area's unique aquatic habitats, all while honing their fishing skills. The tournament lasted five weeks and participants reeled in over **5,705 fish and 150 different species!** In hopes of accommodating

all interested participants, both fresh and saltwater photo submissions were accepted. The excitement of the tournament culminated in the fish fry and award ceremony on August 4th, where the winners were announced. A hearty congratulation goes out to the grand prize winner, Jr. Angler Owen Clancy who managed to reel in and photograph more than 700 fish and caught 62 different species!

After collaborative efforts from our ever-growing list of sponsors and partners, we are proud to announce that the completion of our tenth Jr. Angler Tournament shows that this event continues to grow every year. With such tremendous turnout and interest in the tournament, the River Center hopes to continue building on this accomplishment. We are already looking forward to next year's competitive and educational summer adventure. A huge thank you to our sponsors: Fishing Headquarters, West Palm Beach Fishing Club, and Marine Industries Association of Palm Beach County, Bass Pro Shops, Dick's Sporting Goods, Cisek Capital, and Ocean Eyes.



Science with Sam Family Fun [Saturday, July 1st]

Students and families had a blast learning about weather. Families learned about different weather phenomena and what causes them, watched a demonstration of creating their own cloud, and made two different types of weather monitoring tools. The class ended with families using cloud sheets to help identify types of clouds in the sky.

Old School Science Day [Wednesday, July 5th]

We had another great turnout for our Old School Science Day! This program lets kids try out several fun experiments on their own, as well as viewing demonstrations of more complex experiments. Kids were able to build and play with moon sand, dissolve baking soda "rocks" to reveal animal fossils, inflate balloons with an acid base reaction, make lava lamps with oil and Alka seltzer, and invisible ink made from rubbing alcohol and turmeric. Our

demonstrations were big crowd-pleasers! We used soda and mentos to create a physical reaction, then we went outside for a demonstration of Rising Water with a bottle and a candle!



Swamp Tromp at Pine Glades [Wednesday, July 5th]

We had a great, wet time hiking in the Swamp at Pine Glades Natural Area. This was the second Swamp Tromp Lead by the River Center. Participants enjoyed wading between cypress domes and exploring a normally unavailable path through the water. This hike leads a real adventure tour since participants can only hike these areas with a trained guide. Participants saw native air plants, wading birds and even an osprey.

Archery 101 [Friday, July 7th]

The River Center hosted our Archery 101 workshop at our 20 Acre property. Our Archery Program provides participants with a safe and educational way to learn the skills of outdoor archery. This program motivates students to get outside and practice a skill. Participants are encouraged to be active outdoors, further connecting them to nature. The class teaches parts of the bows used, proper steps for shooting a bow, range and bow safety, how to be mindful about shooting outdoors, the history of archery, basic shooting skills, and range practice. Participants also learned the importance of FWC regulations for game conservation. All equipment was purchased through a grant from the Florida Fish and Wildlife Conservation Commission (FWC).



Science with Sam Family Fun [Saturday, July 8th]

Students and families had a wonderful time learning about fungi and doing science experiments with mushrooms. Families learned how fungi are classified in relation to humans and got a chance to look up close at mushroom anatomy. Families understood why fungi are important in nature and how humans rely on fungi in our daily lives. Families also created their own take home fungi experiment to watch mushrooms grow at home!

Kayaking 101 [Tuesday, July 11th]

The River Center hosted a Kayaking 101 workshop for beginner and intermediate paddlers. This workshop is an introductory course on the basics of kayaking. Participants learned about paddling safety, various equipment, and what to do before you go. Once on the water, guests got firsthand experience testing their strokes and paddling around the park.

Wilderness Skills at the LRD's 20-acres [Wednesday, July 12th]

Families had a fantastic time learning about knot tying and shelter building at our wilderness skills class. Families rotated between three stations, one learning basic camping knots, the second learning how to set up a tent, and the third learning how to build a natural shelter. Families learned how to strip veins from palm fronds and how to use them for shelter building with natural materials. One goal of the program is to have participants feel more comfortable being on the



Loxahatchee River and the Ocean to Lake Trail. The experience here can help them to learn skills and expose them to new places to discover in the Loxahatchee River Watershed. Participants were told about how the Loxahatchee River District owns the property to be used for future uses to protect the Loxahatchee River.

Blooming in the Garden [Saturday, July 15th] - The Blooming in the Garden program is designed for children ages 3-6. The theme for this month was Snakes Alive! We read a story about a snake who wanted a little peace & quiet and talked about snake senses. Then we went through the garden, exploring our “Snake Life” stations to learn where snakes live, what they eat, what eats them, and how they grow. Inside, we met our very own corn snake, Daisy! Then we made a camouflaged snake craft and finished up by planting seeds for the kids to take home.

Latino Conservation Week [July 15th] – This summer the River Center participated in Latino Conservation week by hosting a bilingual Fishing Adventure at Jupiter Inlet Lighthouse Outstanding Natural Area, The Fishing Adventure on Saturday July 15th was a great program with 4 adults and 4 kids learning how to fish and identify their fish. It was also very fun to have the event in both English and Spanish. We were joined by Ana Salgado who works for Latino Conservation Week (A Hispanic Access Foundation). She was able to provide translation between our English speakers and our Spanish speakers. Everyone who participated was able to catch multiple fish including checkered puffers, lane snappers, and sailor’s choice.



Latino Conservation Week was created to support the Latino community discovering the outdoors and participating in activities to protect our natural resources. During this week, community, non-profit, faith-based, and government organizations and agencies hold events throughout the country. From hiking and camping to community roundtables and film screenings, these activities promote conservation efforts in their community, and provide an opportunity for Latinos to show their support for permanently protecting our land, water, and air. We hope that next summer we can provide even more experiences for this event.



Tots on Trails at Jupiter Inlet Lighthouse Outstanding Natural Area [Wednesday, July 19th] - Our second Tots on Trails was lots of fun! This program is aimed at ages 2-6 and takes place at a different off-site natural area each time. We hiked at the ONA on the north trail, exploring our theme of Animal Tracks. We saw all kinds of tracks pressed into the concrete, as well as real tracks from birds, rabbits, and maybe even coyotes through the sand! The Eastern Lubber Grasshoppers were the stars of the show. At the observation pavilion, we read an informational book about animal tracks and then children made their own “track sheet” using ink pads and animal paw stamps. Next month, we will be hiking around Jupiter Flatwoods and talking about our senses.

Fishing Adventure: Cypress Creek [Thursday, July 20th]

The River Center held a Fishing Adventure at Cypress Creek Natural Area North. This was our first freshwater adventure and it turned out to be very successful. We had 9 participants for this event and almost everyone reeled in a fish. Catches include Mayan cichlids, bluegill, and various tilapia. We also saw alligators, turtles and black-bellied whistling ducks while waiting for a catch. It was a fun experience, and we can’t wait until our next one.





Seine and Dip Exploration at Blowing Rocks Preserve [Friday, July 21st]

It was a hot morning, but our participants were cool in the water during an incoming tide at Blowing Rocks. We found loggerhead sponges, rock boring urchins, common arbia urchins, variegated sea urchins, West Indian sea eggs, giant hermit crab, milk conch, fighting conch, blue crabs, and mojarras. It was an exciting day for our participants. Two families had attended their first program with the River



Center (Tots on Trails) earlier in the week and decided to join this outdoor program as well.



Sunset Kayak tour at Jupiter Inlet Lighthouse Outstanding Natural Area (ONA) [Tuesday, July 25th]

It was a beautiful evening to be on the calm waters of the Indian River Lagoon. We launched the kayaks by Cato's bridge and then traveled north to the mangrove tidal area at the ONA (near the overlook). We saw all kinds of fish swimming beneath our kayaks. We continued heading north along Coral Cove Park where



we saw many fighting conchs, a queen conch, a shame-faced crab, and many birds. As we were heading back, we had the luck to see a green sea turtle swim below our group. It was a magical evening.

Family Fishing Clinic [Wednesday, July 26th]

To continue our summer of fishing, we hosted our last fishing clinic for the summer. Families were able to learn the basics of fishing, including knot tying, fish identification, and casting practice. After that, we put their skills to the test out on the dock! The kids caught over a dozen fish, including catfish, checkered puffers, and snapper. Everyone had a blast, and there were lots of plans made for future fishing expeditions! We had 15 participants for this clinic.



Swamp Tromp at Cypress Creek North Natural Area [Thursday, July 27th]

We spent the early morning off trail in the beautiful cypress swamps at the Cypress Creek Natural Area (North). We could hear all the birds and insects in the still air. The water kept us nice and cool as we traveled the swamps and marshes. We discovered air plants, moss, Christmas lichens, ferns, and artistic looking cypress knees. We even had a



lubber join us for part of our travels. We enjoyed seeing the wildflowers at the end of the morning.

Volunteer of the Month



Daniel Perez is our July 2023 Volunteer of the Month! Daniel is new to our team but immediately jumped right in to help in any way possible. He always steps in when needed on any task to ensure that every task is completed. Daniel is interested in learning how to feed the animals and has been a huge help on feeding days. He goes above and beyond to help and make sure that every guest feels welcome and learns a little while they are here. Daniel loves to be outside and explore our beautiful surroundings and hopes to learn more while volunteering at the Center. Daniel is a wonderful addition to our volunteer team! We love having him volunteer and are grateful for his consistent support every week!

UPCOMING EVENTS

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

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

August 16, 10 a.m. – 11 a.m.: Tots on Trails [North Jupiter Flatwoods]: Let's get outside! Join the River Center for our Tots on Trails program, designed for children ages 2-6! Each month, we'll explore a new natural area in the Jupiter/Tequesta area. Together, we'll walk the trail, observe plants and animals with our magnifying glasses & binoculars, and learn about the nature surrounding us. Additional activities may include scavenger hunts, trail games, and nature art. Adults and children should come prepared to be outside for an hour. This includes comfortable clothing, closed toe shoes, hats, sunscreen, bug spray, and water bottles. Limited to 20 children (+ their accompanying adults). All equipment is provided, and this program is free of charge. Donations are always welcome.

August 19: 10 – 11:30 a.m.: Blooming in the Garden [Flutter by, Butterflies!]: 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 Chiki Hut 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! This is an exciting opportunity for little ones and their families to enjoy nature together!

August 21 – 25, All Day: River Center is Closed for Maintenance

August 26, 1:00 p.m. – 2:30 p.m.: Introduction to Volunteering: Do you have a passion for the environment? Do you enjoy interacting and educating the public? The River Center is looking for enthusiastic and personable volunteers to join our River Center team! Individuals 14+ are invited to attend the next Intro to Volunteering workshop from 1:00 PM – 2:30 PM. For questions or application information please contact our Volunteer Coordinator Rebecca Patterson at 561-339-3107 or Volunteer@Lrecd.org

September 2: 10 – 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 Chiki Hut 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! This is an exciting opportunity for little ones and their families to enjoy nature together!

September 9: 8:00 a.m. – 4:00 p.m.: Boating America Class: The River Center continues to collaborate with the US Coast Guard Auxiliary "Flotilla 52" to provide a series of Boating Safely Classes targeted

specifically to young boaters in our community. These classes are provided through a generous sponsorship by the AustinBlu Foundation, a not-for-profit dedicated to raising awareness and promoting educational programs to improve boater safety. There is no cost for this class, however there is a deposit required to reserve a seat. The deposit of \$10 will be refunded in full to all students who complete the class. Recommended for children 12 years and up, but all ages are welcome.

September 16: 9:00 a.m. – 11:00 a.m.: International Coastal Cleanup [Coral Cove Park]: Volunteers will show up to Coral Cove Park to spend the morning cleaning our local beach. Community Service hours for students is available. Participants will receive a t-shirt for participation.

September 20, 10 a.m. – 11 a.m.: Tots on Trails: Let's get outside! Join the River Center for our Tots on Trails program, designed for children ages 2-6! Each month, we'll explore a new natural area in the Jupiter/Tequesta area. Together, we'll walk the trail, observe plants and animals with our magnifying glasses & binoculars, and learn about the nature surrounding us. Additional activities may include scavenger hunts, trail games, and nature art. Adults and children should come prepared to be outside for an hour. This includes comfortable clothing, closed toe shoes, hats, sunscreen, bug spray, and water bottles. Limited to 20 children (+ their accompanying adults). All equipment is provided, and this program is free of charge. Donations are always welcome.

September 23, 8:00 a.m. – 12:00 p.m.: National Public Lands Day [Jupiter Inlet Lighthouse Outstanding Natural Area]: The River Center will join the Bureau of Land Management and other partners at the ONA for a day to celebrate our National Public Lands and to help maintain and restore them. There will be booths with information, educational programs, and volunteer projects to join in. The River Center will be leading nature walks and trail maintenance projects that day.

September 30, 1:00 p.m. – 2:30 p.m.: Introduction to Volunteering: Do you have a passion for the environment? Do you enjoy interacting and educating the public? The River Center is looking for enthusiastic and personable volunteers to join our River Center team! Individuals 14+ are invited to attend the next Intro to Volunteering workshop from 1:00 PM – 2:30 PM. For questions or application information please contact our Volunteer Coordinator Rebecca Patterson at 561-339-3107 or Volunteer@Lrecd.org



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

To: D. Albrey Arrington, Ph.D., Executive Director
From: Ed Horchar Safety Officer
Date: August 09, 2023
Subject: District Safety Report for July 2023

Safety Metrics: July 2023

OSHA recordable injuries: Zero

Lost time injuries: Zero

Actual TRIR: 0.0 [Goal < 1.5]

TRIR = Total Recordable Incident Rate

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

OSHA Recordable Incidents/MVA's:

The LRD has now experienced zero OSHA Recordable Injuries for **twenty** consecutive months. The District has sustained a Total Recordable Incident Rate (TRIR) of **0.0**, below our goal of 1.5. The District continues to experience a performance best period (recent history) for consecutive months with no recordable injuries.

The District experienced zero Motor Vehicle Accident's (MVA) in July. With one MVA in the last 12-month period, the MVA incident rate is at 1.1. Below the LRD MVA goal of 2.2.

Sustainment:

Job Hazard Assessment (JHA) activity levels in July was at a total of 1257. The following is a comparison of June JHA's performed per employee in each participating department:

Reuse:	25 JHA / employee	Construction:	9 JHA / employee
Operations:	35 JHA / employee	Inspection:	18 JHA / employee
Collections:	35 JHA / employee	Wild Pine Lab	2 JHA / employee
Maintenance:	27 JHA / employee		

Dr. Matt H. Rostock
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
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Stephen B. Rockoff
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Clinton R. Yerkes
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JHA and EAM:

In July approximately 97% of all Work Orders included a JHA. This represents seven (7) months in a row in which the District expectation of 95% was exceeded. The following is a District comparison for the percentage of July EAM Work Orders created for which an electronic JHA was completed:

Reuse:	100 %	Construction:	100 %
Operations:	97 %	Inspection:	84 %
Collections:	100 %	Wild Pine Lab	0 Electronic JHA's
Maintenance:	98 %		

Near Miss Reporting:

There were 19 Near Miss reports initiated in July. By far the most monthly input the District has realized. Employees from Finance and Accounting, Executive Office, Collections, Reuse, Plant Operations, Plant Maintenance and Construction submitted at least one near miss report in July. The hazards include trips, slips, and falls, fall prevention improvements, housekeeping concerns, electrical hazards, traffic management, struck-by concerns, laceration concerns, machine guarding, and environmental pollution prevention. The Safety Officer, after consultation with the report initiator and department Director/Manager, initiates a Work Order when corrective action is warranted. The work order is tracked until closed. Some corrective action can be accomplished internally, and the more complicated corrective action may involve Engineering and/or contractors. As a reminder, all District employees should report potential safety issues, including unsafe or unhealthy conditions, potential pollution sources or events, and suggestions to improve safety processes, via this Near Miss Reporting System. As a continuous improvement process, a Near Miss will enhance the District's overall safety performance and help keep District employees injury-free. Your input is important, and it is encouraging to process 19 reports in July. The District anticipates the increased activity will continue in future months ahead.

Training: The District's new computer based safety training (CBT) platform ("OpenSesame") experienced some growing pains in July that have since been resolved. Individual training courses have been identified and training is now ready to be deployed to all District employees. Hazard Communication and Bloodborne Pathogen CBT will be deployed in August. District employees should look forward to emails containing OpenSesame log in instructions.

Inspections: A total of 12 workplace inspections occurred in July. District jobs that were observed included abandoning outside drop off for LS054, manhole 015, AED Inspections, Fire Extinguisher inspections, overhead hoist inspections, cleanout installation, manhole concrete repair, and evaluating many of the 19 near miss report locations identified in July.



At left: Construction employee Robbie Spires enters a confined space to repair the outside drop in LSO54, manhole 015. Foreman Jason Broderick supervises while Tommy Cox performs Confined Space Attendant duty while administering the Confined Space Permit. Wyatt Fischbach is in the background supporting the entry by preparing the ventilation unit for deployment. Heat stress prevention was prevalent during this three-hour long activity. The industrial umbrella was deployed to provide shade for the supporting employees. Plenty of fluids were available and consumed during this task. Also, heat stress was avoided by job rotation for the manual activity in the manhole.

At Right: Construction employee Robbie Spires and Jerry Suarez-Prado, Collections Systems Forman, support Jason while entering the confined space. Collections was supporting this activity by plugging the upstream manhole preventing flow while the Construction team worked in manhole 015. Collections monitored levels in surrounding manholes while the activity was occurring. Jason relieved Robbie utilizing job rotation to minimize the exertion during this very hot day.



The District continues to emphasize heat stress prevention during the extremely hot summer. This risk should be identified on each JHA that involves working outdoors and/or in a temperature extreme environment along with appropriate control measures. Each Confined Space Permit must identify "Heat Stress/Heat Stroke" in Section II of the Permit along with control measures. The District has purchased industrial umbrellas for each District vehicle. The umbrellas are used as a barrier to avoid direct sunlight. Powder mixes are also available for District employees to mix with drinking water as an electrolyte replenishing aid. Continued injury free work including preventing heat related injuries continuously demonstrates a dedication that District employees work smart and safely.

Congratulation to all District employees for twenty consecutive injury free months. Let's stay safe at work and at home and keep the accident-free streak going! Please visit with any questions or ideas you may have. And do not forget to utilize the near miss reporting system. Let's help each other stay safe and reach beyond our goals.



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D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

TO: Governing Board
FROM: Administration Staff
DATE: August 11, 2023
SUBJECT: Consultant Payments

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

Consultant	Prior Month	Fiscal YTD
Attorneys	\$ 4,000.00	\$108,770.55
Baxter & Woodman	\$ 19,674.59	\$ 254,987.04
Chen Moore	—	\$ 66,501.20
Holtz	\$ 106,330.83	\$ 496,523.99
KCI	\$ 12,596.80	\$107,413.32
Kimley-Horn & Associates, Inc.	\$ 3,721.00	\$ 62,847.00
Mock, Roos & Associates	\$ 9,104.75	\$ 109,004.00

Should you have any questions regarding these items, please contact Kara Fraraccio concerning the attorney invoices, and Kris Dean concerning the engineer invoices.

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Future Business



General:

- Fiscal Year – 2024 Budget
- Chapter 31-10 revision to add application fee for termination/abandonment of easements
- Board Presentation of select Six Sigma green belt projects

Future Contracts:

- 2500 Jupiter Park Drive Site planning Presentation
- 5331 Center Street – Preliminary Assessment
- County Line Road Bridge IQ Main Relocation - Award Construction Contract
- Lift Station 050 Emergency Generator and Automatic Transfer Switch – Award Construction Contract
- Lift Station Control Panel and RTU Upgrades – Award Construction Contract
- Loxahatchee River Subaqueous Force Main Replacement – Award Construction Contract
- Partial Abandonment of Easement – 430 University Boulevard
- Rolling Hills Gravity Sewer System – Preliminary Assessment

