



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

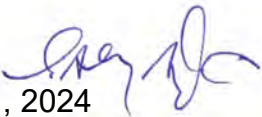
REGULAR MEETING #07-2024

JUNE 20, 2024 – 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 4](#)
 - C. Additions and Deletions to the Agenda
3. Comments from the Public
4. Status Updates
 - A. Loxahatchee River Watershed [Page 11](#)
 - B. Loxahatchee River District Dashboard [Page 12](#)
5. Consent Agenda (see next page) [Page 13](#)
6. Regular Agenda
 - A. Consent Agenda Items Pulled for Discussion
 - B. 2500 Jupiter Park Drive – Site Plan [Page 92](#)
 - C. FY2025 Budget Assumptions [Page 101](#)
7. Reports (see next page) Pulled for Discussion
8. Future Business [Page 172](#)
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: June 11, 2024

Stephen B. Rockoff
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Dr. Matt H. Rostock
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 – 109 Old Jupiter Beach Road (Res. 2024-04) [Page 14](#)
- B. Notice of Intent – Indian Hills (Res. 2024-05) [Page 22](#)
- C. Preliminary Assessment – Island Way (Res. 2024-06) [Page 30](#)
- D. Amended Final Assessment Roll – Rolling Hills (Res. 2024-07) [Page 37](#)
- E. ITB #24-006-00136 General Electrician Services – Contract Award [Page 42](#)
- F. WW/IQ General Services Contracts – reauthorization of additional funds [Page 47](#)
- G. Lift Station General Services Contract – reauthorization of additional funds [Page 50](#)
- H. Safety Policy – to approve revisions [Page 52](#)
- I. Fixed Asset Disposal – to approve disposal [Page 88](#)
- J. Change Orders to Current Contracts – to approve modifications [Page 90](#)
 - C1: Professional Engineering Services for Anerobic Selector Zone Pilot Testing & Process Aeration System Energy Efficiency Evaluation - Biomix Compressed Gas Mixing Demo System - Change Order 001

7. REPORTS

- A. Neighborhood Sewering [Page 107](#)
- B. Legal Counsel’s Report [Page 108](#)
- C. Engineer’s Report [Page 111](#)
- D. Director’s Report [Page 121](#)



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loxahatcheeriver.org

AGENDA
PUBLIC HEARING #02-2024
JUNE 20, 2024 - 6:55 P.M. AT DISTRICT OFFICES
ALL MEETINGS ARE OPEN TO THE PUBLIC

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. To receive public comments pertaining to Rolling Hills Amended Final Assessment
4. Comments from the Board
5. Adjournment

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

Submitted by:
Date: June 10, 2024

Stephen B. Rockoff
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER



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: Governing Board
FROM: D. Albrey Arrington, Ph.D., Executive Director
DATE: June 14, 2024
SUBJECT: Approval of Meeting Minutes

Attached herewith are the minutes for the Regular Meeting of May 16, 2024. As such, the following motion is presented for your consideration:

“THAT THE GOVERNING BOARD approve the minutes of the Regular Meeting of May 16, 2024 as submitted.”

Stephen B. Rockoff
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

Ref: #05-2024

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
REGULAR MEETING - MINUTES
MAY 16, 2024

1. CALL TO ORDER

Chairman Rockoff called the Regular Meeting of May 16, 2024 to order at 7:00 PM.

2. ADMINISTRATIVE MATTERS

A. ROLL CALL

The following Board Members were in attendance:

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

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

B. PREVIOUS MEETING MINUTES

The minutes of the Regular Meeting of March 21, 2024 were presented for approval and the following motion was made:

“THAT THE GOVERNING BOARD approve the minutes of the Regular Meeting of March 21, 2024 as submitted.”

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

C. ADDITIONS & DELETIONS TO THE AGENDA

Delete Items 5G, L.C3 and pull for discussion to 6A Regular Agenda Item L.C2

3. COMMENTS FROM THE PUBLIC

None

4. STATUS UPDATES

A. LOXAHATCHEE WATERSHED STATUS

Stephanie Thoburn, Assistant Director of Planning and Zoning at the Town of Jupiter presented the ongoing work to enhance & restore marine habitats, including seagrasses, within Sawfish Bay.

B. LOXAHATCHEE RIVER DISTRICT DASHBOARD

Dr. Arrington reviewed the District Dashboard.

5. CONSENT AGENDA

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

“THAT THE GOVERNING BOARD approve the Consent Agenda of May 16, 2024 as presented with the removal 5G, L.C2, & L.C3”

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

A. Notice Of Intent – 19485 Harbor Road S (Resolution 2024-02)

"THAT THE GOVERNING BOARD approve Resolution 2023-02 the NOTICE OF INTENT to Assess, the Pending Lien Notice, and the Exhibits for the 19485 Harbor Road S Assessment Area."

B. Notice Of Intent – 6604 N. 195th Place (Resolution 2024-03)

"THAT THE GOVERNING BOARD approve Resolution 2023-03 the NOTICE OF INTENT to Assess, the Pending Lien Notice, and the Exhibits for the 6604 N. 195th PLACE Assessment Area."

C. Lift Station 050 Rehabilitation – Lateral Lining Phase 2

“THAT THE DISTRICT GOVERNING BOARD re-authorize the “piggyback” of the City of Plantation Agreement No. 070-21 with BLD Services, LLC for a total not to exceed amount of \$2,025,000.”

D. Indian Hills Low Pressure Sewer System – Low Pressure Pump Station Purchase

“THAT THE DISTRICT GOVERNING BOARD authorized the purchase of 12 low pressure pumping stations under ITB # 24-04-00134 in the amount of \$89,368.20.”

E. Evoqua Water Technologies – to approve contract amendment

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to amend the amount of P.O. No. 24-013, which was previously issued to Evoqua Water Technologies, Inc., for the continued supply of odor and corrosion control chemicals and services, in accordance with a “piggy-back” of Lee County contract for the period from September 30, 2023, through May 13, 2024, to a revised amount Not-to-Exceed \$260,000.00”.

F. Evoqua Water Technologies – to approve annual contract extension

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to execute a purchase order to Evoqua Water Technologies, Inc. for the continued supply of odor and corrosion control chemicals and services, in accordance with a “piggy-back” of Lee County contract for the period from May 14, 2024 through September 30, 2024, in an amount Not-to-Exceed \$175,000”.

H. Approval of Credit for Overpayment – to approve credit

“THAT THE DISTRICT GOVERNING BOARD approves the credit of \$11,484.99 to account 1318200-0, for the 3rd Quarter 2021 payment that was erroneously applied to account (#1334500-0); and a debit of \$11,484.99 to account 1334500-0”.

I. Safety Shoe Reimbursement Policy – to approve revision

“THAT THE DISTRICT GOVERNING BOARD ratify and approve the Loxahatchee River Environmental Control District’s Personnel Policies Sections 6.11.G.1 Safety Shoe Reimbursement Policy as revised with an effective date of May 17, 2024, and authorize the District’s Executive Director to update the Personnel Policies & Procedures from time to time, and periodically present it to the Governing Board for ratification and approval.”

J. WW/IQ General Services Contracts – reauthorization of additional funds

“THAT THE DISTRICT GOVERNING BOARD re-authorization of PO #24-0191 for Hinterland Group, Inc. for a total not to exceed amount of \$400,000.00 and PO #24-0192 for Felix Civil Construction, LLC for a total not to exceed amount of \$400,000.00.”

K. Fixed Asset Disposal – to approve disposal

“THAT THE GOVERNING BOARD authorize the Executive Director to dispose of the items listed in the schedule above in accordance with the District’s Disposal of Surplus Tangible Personal Property Policy.”

Description	Serial Number	Condition	Estimated Value
2 HP Barnes Pump	C1530670-0611	Beyond Repair	\$50
2 HP Barnes Pump	C1835184-0817	Beyond Repair	\$50
2 HP Barnes Pump	C1427406-0509	Beyond Repair	\$50
2 HP Barnes Pump	G89355	Beyond Repair	\$50

6. REGULAR AGENDA

A. CONSENT AGENDA ITEMS PULLED FOR DISCUSSION

L.C2 Change Orders to Current Contracts – Professional Engineering Services for 9278 Indiantown Road/20 Acres-Site Remediation: Change Order 003. No Board action was required on this item because it was approved under the contingency amount already approved by the Board. Mr. Boggie expressed his concern that this was “new” work and should not have been approved under the available contingency funds. Mr. Dean and Mr. Shenkman explained their point of view and why this was approved using contingent funds.

B. 2500 Jupiter Park Drive – Site Planning – DRAFT Final Memorandum

Mr. Dean reviewed the draft site plan for 2500 Jupiter Park Drive. He covered security and access, resiliency, reservation of space, construction planned in phases 1 & 2, siting of a new Administration Building (when the existing building reaches the end of its useful life), and other aspects of the overall site plan. No formal Board action was requested, but Board input on the plan and key elements was sought.

Mr. Baker expressed strong preference to safeguard the cypress wetland to the extent practical. Expansion plans presented show the cypress wetland not impacted through 24 MGD plant capacity, and Mr. Baker requested the site plan include the following language: “It is the Governing Board’s intent that the cypress wetland located at 26.9254 N, 80.1406 W be preserved until development of this wetland area is deemed necessary to meet the District’s utility obligations for permitted wastewater processing in excess of 24 MGD.”

Mr. Baker also expressed his desire that this property, to the extent possible, be open to the public. Mr. Dean explained that the site plan identifies gross zones that could be managed under differing security regimes, but the planned, upcoming Vulnerability Assessment will be required to nail down particular elements necessary to manage site security in each of the zones. Until the Vulnerability Assessment is conducted public access will be limited to the administrative facilities, Wildpine Lab, and surrounding parking.

Mr. Yerkes noted that the resiliency study did not critically assess adjacent or nearby stormwater systems, which would likely impact onsite flooding. He believes that additional work needs to be conducted to evaluate how these stormwater systems might impact onsite flooding. Mr. Dean explained that the NOAA Intermediate and Extreme High Curves are produced by NOAA, to understand, plan for, and mitigate anticipated impacts of long-term sea level rise, which is particularly important when looking out 50 years.

Mr. Yerkes has concern with putting the Administration Building in the middle of the lakes due to the amount of roadway that would need to be raised, public safety of a long winding road on the plant site. He proposed siting the future Administration Building at the corner of Central Blvd. and Jupiter Park Drive or just inside the Central Blvd. gate (east of the lakes).

Dr. Rostock raised the consideration of adding signage at the corner of Central Blvd. and Jupiter Park Drive. Mr. Dean and Mr. Shenkman noted an existing easement that allows for the Jupiter Park of Commerce sign, and committed to looking into our ability to expand upon the existing sign or co-locate a sign in the area.

C. Town Of Jupiter License Agreement

Dr. Arrington reviewed his memorandum characterizing where we are with the Town of Jupiter regarding a potential land lease or license agreement allowing the Town to site a new fire station on 2-acres of our property at the corner of Central Blvd. and Jupiter Park Drive. The results of our site planning for 2500 Jupiter Park Drive, which was just discussed, show that the northeast corner of 2500 Jupiter Park Drive will not be needed to serve critical utility functions for 30 to 50 years. Therefore, I believe we have the reasonable capacity to consider the Town's request to lease 2-acres for their new fire station. Dr. Arrington indicated that the District has engaged Callaway & Price, Inc. to obtain an independent appraisal of our property, which should be available in one month.

Mr. Shenkman encouraged the Board to focus on the threshold issue, i.e., consideration of a long-term land lease or license agreement, before getting into the granular issues that would be required in a legal agreement.

The Board had a healthy discussion around the factors that influence their consideration of a long-term land lease or license agreement. Mr. Rockoff expressed his desire to maximize revenue to yield the greatest benefit to our rate payers. Mr. Boggie asked what amount of revenue or other benefit would “move the needle”? He stated any land lease or license agreement would include their share of challenges, and the defined benefit would need to be sufficient to justify the effort and challenges.

Mr. Baker stated that he would be fine to end the discussion and leave the property as it is. He explained that preserving our property today will look intelligent after the entire area has been built out.

Mr. Rockoff explained his desire to go forward with the appraisal that is in progress and to understand what other options might be available on the property. Mr. Yerkes expressed his opinion that a current appraisal, using existing zoning, will not get the highest value.

MOTION: Made by Dr. Rostock, Seconded by Mr. Baker
Passed 3-2.

“That the Governing Board is reserving its plant site at this time for the District’s use.”

Dr. Arrington stated that he would inform the Town of Jupiter staff with whom he had been working and that he would notify Callaway & Price to cease work on the appraisal.

7. REPORTS

The remaining reports stood as written.

- A. NEIGHBORHOOD SEWERING
- B. LEGAL COUNSEL'S REPORT
- C. ENGINEER'S REPORTS
- D. BUSCH WILDLIFE SANCTUARY
- E. DIRECTOR'S REPORT

8. FUTURE BUSINESS

Future Business stood as written.

9. COMMENTS FROM THE BOARD

No comments from the Board

10. ADJOURNMENT

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

“That the regular meeting of May 16, 2024 adjourns at 10:00 PM.”

BOARD CHAIRMAN

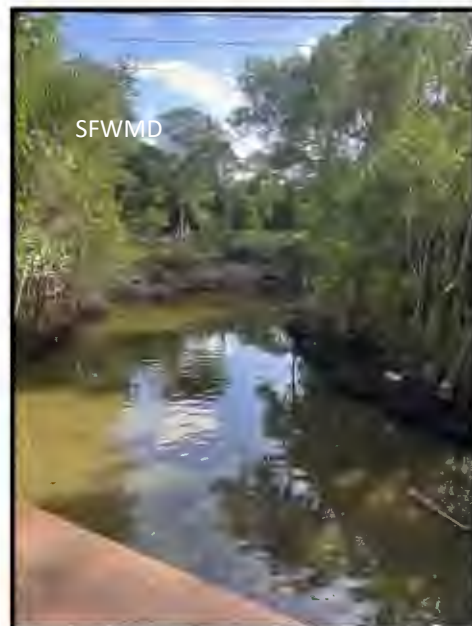
BOARD SECRETARY

RECORDING SECRETARY



Loxahatchee River Watershed Status Town of Jupiter's Jones Creek Vegetation Trimming Project

From October 2023 to April 2024 the Town of Jupiter completed the Jones Creek Vegetation Trimming Project. The goal of this project is to improve water quality by increasing light exposure for UV treatment, and improving water flow and accessibility by trimming and removing overgrown and exotic vegetation. At our meeting we will discuss this project and explore some of the encouraging preliminary results.



LOXAHATCHEE RIVER DISTRICT'S EXECUTIVE DASHBOARD



Stewardship		Pre-Treatment	Collection & Transmission		Wastewater Treatment			Reclaimed Water	EHS	General Business					River Health			
# People educated at RC		Grease Interceptor Inspections	Customer Service	Unauthorized Discharge of Sewage	Mean Daily Incoming Flow	Permit exceedance	NANO Blend to Reuse (@ 511)	Delivery of Reclaimed Water	Employee Safety	Cash Available	Revenue (excluding assessment & capital contrib.)	Operating Expenses	Capital Projects		Minimum Flow Compliance	Salinity @ NB seagrass beds	River Water Quality	
Units	% of Target	% requiring pump out	# blockages with damage in home	Gallons; # impacting surface waters	million gallons/day	# occurrences	Max Specific Conductance (umhos/cm)	# days demand not met	# of OSHA recordable injuries	\$	% of Budget	% of Budget	% within budget	average # days ahead (behind) schedule	# Days MFL Violation	%	Fecal Coliform Bacteria (cfu/100ml)	
Green Level	≥ 90%	≤ 15	Zero	<704; 0	< 7.7	Zero	<1542	<2	Zero	≥ \$9,894,657	≥ 95%	≥ 85% but ≤ 105%	≥80%	≥ (30)	0	min ≥ 20 ‰	≤ 1 site > 200	
Yellow	< 90%	≤ 25	1	≤1,500; 0	< 8.8	1	≤1875	≥ 2	-	< \$9,894,657	≥ 90%	≥ 80%	≥60%	< (30)	1	min ≥ 10 ‰	≤ 3 sites >200	
Red	<75%	> 25	≥ 2	>1,500; ≥1	≥ 8.8	≥ 2	>1875	≥ 9	≥ 1	< \$5,557,057	< 90%	< 80% or > 105%	< 60%	< (60)	≥ 2	min < 10 ‰	≥ 4 sites > 200	
2021 Baseline	952	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	1,319	12	0.1	395	6.8	0	1,268	3	0.0	\$ 44,372,235	101%	91%	83%	-51	1	22.6	3	
2023 Baseline	1,451	13	0.0	1,124	7.0	0	1,296	6	0.0	\$ 44,656,875	106%	94%	90%	-39	2	23	4	
2023	May	1,016	13	0	92; 0	6.7	0	1,365	2	0	\$ 46,555,442	107%	92%	97%	(30)	0	27.7	1
	June	2,600	17	0	8,082; 0	7.1	0	1,275	2	0	\$ 44,195,894	108%	93%	94%	(35)	0	21.7	7
	July	2,046	10	0	0; 0	6.5	0	1,293	1	0	\$ 44,736,939	110%	93%	92%	(42)	0	23.6	4
	Aug	1,215	9	0	15; 0	6.8	0	1,242	4	0	\$ 46,355,162	110%	93%	100%	(54)	0	17.1	6
	Sept	1,093	11	0	441; 0	6.7	0	1,201	0	0	\$ 43,649,874	110%	92%	97%	(49)	0	21.7	5
	Oct	1,940	14	0	101; 0	6.9	0	1,281	1	0	\$ 43,600,779	97%	109%	74%	(55)	0	15.6	9
	Nov	1,183	15	0	1,705; 0	7.1	0	1,255	0	0	\$ 43,936,002	101%	93%	81%	(46)	0	23.7	3
	Dec	1,021	14	0	45; 0	7.4	0	1,218	3	0	\$ 42,207,663	106%	100%	78%	(57)	0	9.9	2
2024	Jan	1,178	14	0	2,275; 0	7.4	0	1,209	1	1	\$ 41,429,932	104%	96%	87%	(64)	0	19.9	2
	Feb	1,689	15	0	2,405; 1	7.5	0	1,239	2	0	\$ 42,298,111	104%	95%	87%	(51)	0	25.3	1
	Mar	1,697	17	0	70; 0	7.4	0	1,101	3	0	\$ 41,568,281	103%	93%	65%	(49)	0	24.4	0
	Apr	1,162	15	0	2,858; 1	6.9	0	1,133	1	0	\$ 40,736,583	102%	92%	70%	(37)	7	32.5	1
	May	1,153	14	0	30; 0	6.6	0	1,146	15	1	\$ 42,588,420	102%	93%	62%	(52)	30	31.0	1
Consecutive Months at Green	10	2	25	1	180	37	164	0	0	176	31	7	0	0	0	4	4	
Metric Owner	O'Neill	Pugsley	Dean	Dean	Pugsley	Pugsley	Pugsley	Dean	Horchar	Fraraccio	Fraraccio	Fraraccio	Dean	Dean	Howard	Howard	Howard	

Metric	Explanation
IQ Water Delivery	From May 17 through May 31 we curtailed IQ Water deliveries to all four curtable customers due to very low IQ Water lake levels, which are being impacted by very low local groundwater levels.
Employee Safety	This month we had one OSHA recordable injury; a night wastewater treatment plant operator was driving a motorized cart when a foreign object flew into his eye. The operator's eye was sufficiently irrigated that he went to the doctor and was prescribed prescription eye drops. Our Safety Officer indicated a root cause analysis of the incident is forthcoming. Corrective actions will be derived from the root cause analysis and communicated to applicable District employees. See the Safety Report for more information.
Capital Projects (\$)	Capital Projects within budget fell to 62% this month. This is being impacted by 6 projects that did not close in FY23 as expected and were not included in the FY24 budget. In addition, 3 projects that were not anticipated to begin this fiscal year have been expedited to manage capital expenditures, given the delays experienced by other projects. Staff look forward to applying lessons learned in the upcoming budget process.
Capital Projects (time)	The following projects are over 100 days behind schedule: (1) site planning for 2500 Jupiter Park Drive [-381 days] - final draft will be presented to Board in July; (2) Lateral lining in Lift Station 41 collection system [-324 days] - staff are working through quality control issues; (3) Injection Well Pump Station Emergency Generator Connection [-142 days] - we are in final closeout working on punchlist items; (4) Main lining in Lift Station 70 collection system [-178 days]; (5) Main lining in Lift Station 71 collection system [-178 days]. Additional details are available in Kris' report.
MFL Violations	The Northwest Fork of the Loxahatchee River experienced 30 days of Minimum Flow & Level violations during May (nearly every day of the month) due to the ongoing very dry conditions. Flows over Lainhart Dam were less than 35 cfs every day of May and averaged 11 cfs for the month. Also, the 20 day rolling average of salinity at river mile 9.1 was at or above 2.0 ppt the entire month of May. No supplemental flows have been provided from Grassy Waters, and since May 25 we have experienced the unusual condition where water levels in Grassy Waters are actually lower than C-18 water levels. These excessively dry conditions are projected to end the week of June 10th.



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: Administration Staff
DATE: June 11, 2024
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 – 109 Old Jupiter Beach Road (Res. 2024-04)
- B. Notice of Intent – Indian Hills (Res. 2024-05)
- C. Preliminary Assessment – Island Way (Res. 2024-06)
- D. Amended Final Assessment Roll – Rolling Hills (Res. 2024-07)
- E. ITB #24-006-00136 General Electrician Services – Contract Award
- F. WW/IQ General Services Contracts – reauthorization of additional funds
- G. Lift Station General Services Contract – reauthorization of additional funds
- H. Safety Policy – to approve revisions
- I. Fixed Asset Disposal – to approve disposal
- J. Change Orders to Current Contracts – to approve modifications
 - C1: Professional Engineering Services for Anerobic Selector Zone Pilot Testing & Process Aeration System Energy Efficiency Evaluation - Biomix Compressed Gas Mixing Demo System - Change Order 001

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 June 20, 2024 as presented.”

Signed

D. Albrey Arrington, Ph.D.
Executive Director

Stephen B. Rockoff
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

CURTIS L.
SHENKMAN
*Board Certified
Real Estate Attorney*

Hunter C.
SHENKMAN
Attorney

SHENKMAN & SHENKMAN P.A.
ATTORNEY & COUNSELOR AT LAW
Three Palms Center
2151 S. Alternate A1A, Suite 1000
Jupiter, Florida 33477
CURTIS@PALMBEACHLAWYER.LAW

LEGAL ASSISTANTS
JAMIE KEELLEN
DENISE B. PAOLUCCI
CAROLINA INMAN

June 10, 2024 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 **109 Old Jupiter Beach Road** Assessment Area

Dear Dr. Arrington:

Per your request, please attach to this letter the Pending Lien Notice, Notice of Intent to Assess, Resolution 2024-04, 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 2024-04 the NOTICE OF INTENT to Assess, the Pending Lien Notice, and the Exhibits for the **109 Old Jupiter Beach Road** 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:
Shenkman & Shenkman P.A.
Curtis Shenkman, P.A.
Three Palms Center
2151 S. Alternate A1A, Suite 1000
Jupiter, Florida 33477

PENDING LIEN NOTICE
109 OLD JUPITER BEACH ROAD 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 20th day of June, 2024, the information contained herein is true and accurate.

WITNESSES:

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

Address: 2500 Jupiter Park Drive, Jupiter, FL 33458

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

Address: 2500 Jupiter Park Drive, Jupiter, FL 33458

[DISTRICT SEAL]

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 20th day of June, 2024, 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
109 OLD JUPITER BEACH ROAD 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 20th day of June, 2024, passed Resolution **2024-04**, authorizing the construction of certain local sewer improvements as further described in said Resolution **2024-04**, which is attached hereto as Exhibit “A”. It is the intent of the District to assess the owners of property specially benefited by such sewer improvements, which property is further described on the attached **Exhibit “B”**, and to apportion the District’s costs for the total expenses related to the design and construction of said improvements, based upon each owner’s proportionate share of said costs determined upon a square footage basis, or by other methods as the Governing Board may deem fair and equitable, pursuant to the Act and Rules of the District, as same may be amended from time to time hereafter.

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

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

IN WITNESS WHEREOF, the undersigned, Executive Director of the Loxahatchee River Environmental Control District, hereby certifies on this 20th day of June, 2024, that the information contained herein is true and accurate.

WITNESSES:

Address: 2500 Jupiter Park Drive, Jupiter, FL 33458

D. Albrey Arrington, Ph.D.
Executive Director

Address: 2500 Jupiter Park Drive, Jupiter, FL 33458

STATE OF FLORIDA
COUNTY OF PALM BEACH

SWORN TO and subscribed before me by means of physical presence this 20th day of June, 2024, 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 2024-04

A RESOLUTION OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT RELATING TO 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 109 OLD JUPITER BEACH ROAD 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 “109 OLD JUPITER BEACH ROAD ” Assessment Area Improvements”.

Section 2. Nature of Improvements:

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

Section 3. Designation of Streets to be Improved:

The streets included within the 109 OLD JUPITER BEACH ROAD 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 109 OLD JUPITER BEACH ROAD 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 20th DAY OF JUNE, 2024.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

VOTE

STEPHEN B. ROCKOFF

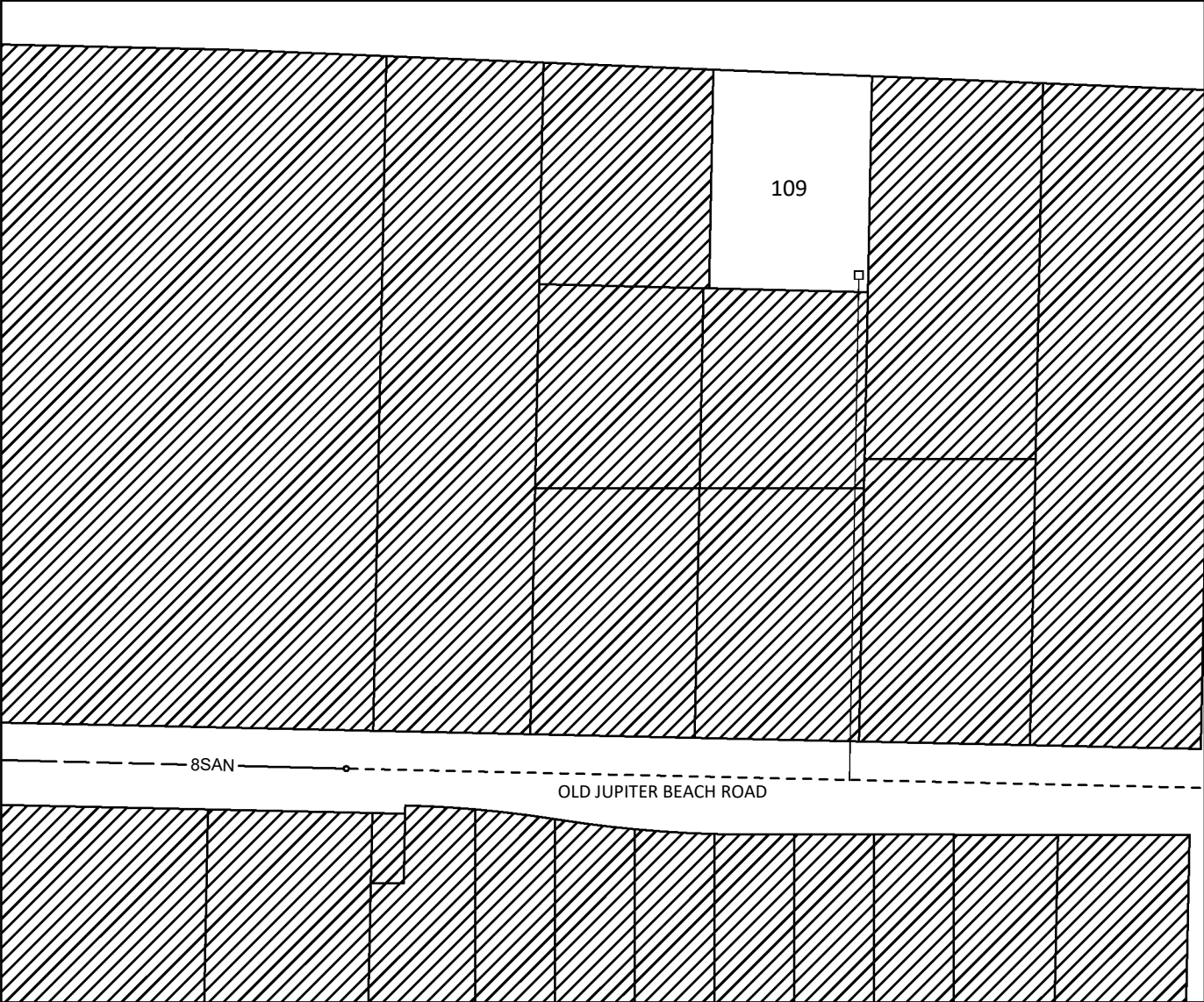
GORDON M. BOGGIE

CLINTON R. YERKES

KEVIN L. BAKER

DR. MATT H. ROSTOCK

ATTACHMENT 1 OLD JUPITER BEACH ROAD LOW PRESSURE SEWER SYSTEM



LEGEND

- EXISTING 2" LOW PRESSURE MAIN
- 8SAN— EXISTING 8" GRAVITY MAIN
- EXISTING 8" GRAVITY MAIN
- NEW LOW PRESSURE SERVICE BOX
- ▨ NOT IN ASSESSMENT AREA

EXHIBIT “B”

PROPOSED SEWER SERVICE ASSESSMENT AREA

109 OLD JUPITER BEACH RD ASSESSMENT AREA

The properties to be provided sewer service are located within Range 43 East, Township 41 South, Section 06, Jupiter, Palm Beach County, Florida and lies within the following general boundaries:

On the North by Intracoastal,
On the South by Old Jupiter Beach Road,
On the East by Clark Lane, and
On the West by N Alternate A1A.

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

- 1 Service
- 1 Low Pressure Pumping Units

Matthew H & Kerry L Sipowski
109 Old Jupiter Beach Road
Jupiter, FL 33477 5030
re: 109 Old Jupiter Beach Road
30-43-41-06-00-002-0460

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

**Hunter C.
SHENKMAN**
Attorney

SHENKMAN & SHENKMAN P.A.
ATTORNEY & COUNSELOR AT LAW
Three Palms Center
2151 S. Alternate A1A, Suite 1000
Jupiter, Florida 33477
CURTIS@PALMBEACHLAWYER.LAW

LEGAL ASSISTANTS
JAMIE KEELLEN
DENISE B. PAOLUCCI
CAROLINA INMAN

June 10, 2024 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 **SE INDIAN HILLS DRIVE** Assessment Area

Dear Dr. Arrington:

Per your request, please attach to this letter the Pending Lien Notice, Notice of Intent to Assess, Resolution 2024-05, 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 2024-05 the NOTICE OF INTENT to Assess, the Pending Lien Notice, and the Exhibits for the **SE INDIAN HILLS 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:
Shenkman & Shenkman P.A.
Curtis Shenkman, P.A.
Three Palms Center
2151 S. Alternate A1A, Suite 1000
Jupiter, Florida 33477

PENDING LIEN NOTICE
SE INDIAN HILLS 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 20th day of June, 2024, the information contained herein is true and accurate.

WITNESSES:

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

Address: 2500 Jupiter Park Drive, Jupiter, FL 33458

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

Address: 2500 Jupiter Park Drive, Jupiter, FL 33458

[DISTRICT SEAL]

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 20th day of June, 2024, 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
SE INDIAN HILLS 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 20th day of June, 2024, passed Resolution **2024-05**, authorizing the construction of certain local sewer improvements as further described in said Resolution **2024-05**, 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 20th day of June, 2024, that the information contained herein is true and accurate.

WITNESSES:

Address: 2500 Jupiter Park Drive, Jupiter, FL 33458

D. Albrey Arrington, Ph.D.
Executive Director

Address: 2500 Jupiter Park Drive, Jupiter, FL 33458

STATE OF FLORIDA
COUNTY OF PALM BEACH

SWORN TO and subscribed before me by means of physical presence this 16th day of May, 2024, 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 2024-05

A RESOLUTION OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT RELATING TO SE INDIAN HILLS 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 SE INDIAN HILLS DRIVE Assessment Area (the “Area”) in Martin 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 “SE INDIAN HILLS 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 the SE INDIAN HILLS 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 SE INDIAN HILLS 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 20th DAY OF JUNE, 2024.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

VOTE

STEPHEN B. ROCKOFF


GORDON M. BOGGIE

CLINTON R. YERKES

KEVIN L. BAKER

DR. MATT H. ROSTOCK

LEGEND

- EXISTING 3" LOW PRESSURE MAIN ——— 3LPM
- EXISTING 8" FORCE MAIN ——— 8FM
- NEW 2" LOW PRESSURE MAIN ——— 2LPM
- NEW LOW PRESSURE SERVICE BOX □
- NOT IN ASSESSMENT AREA 

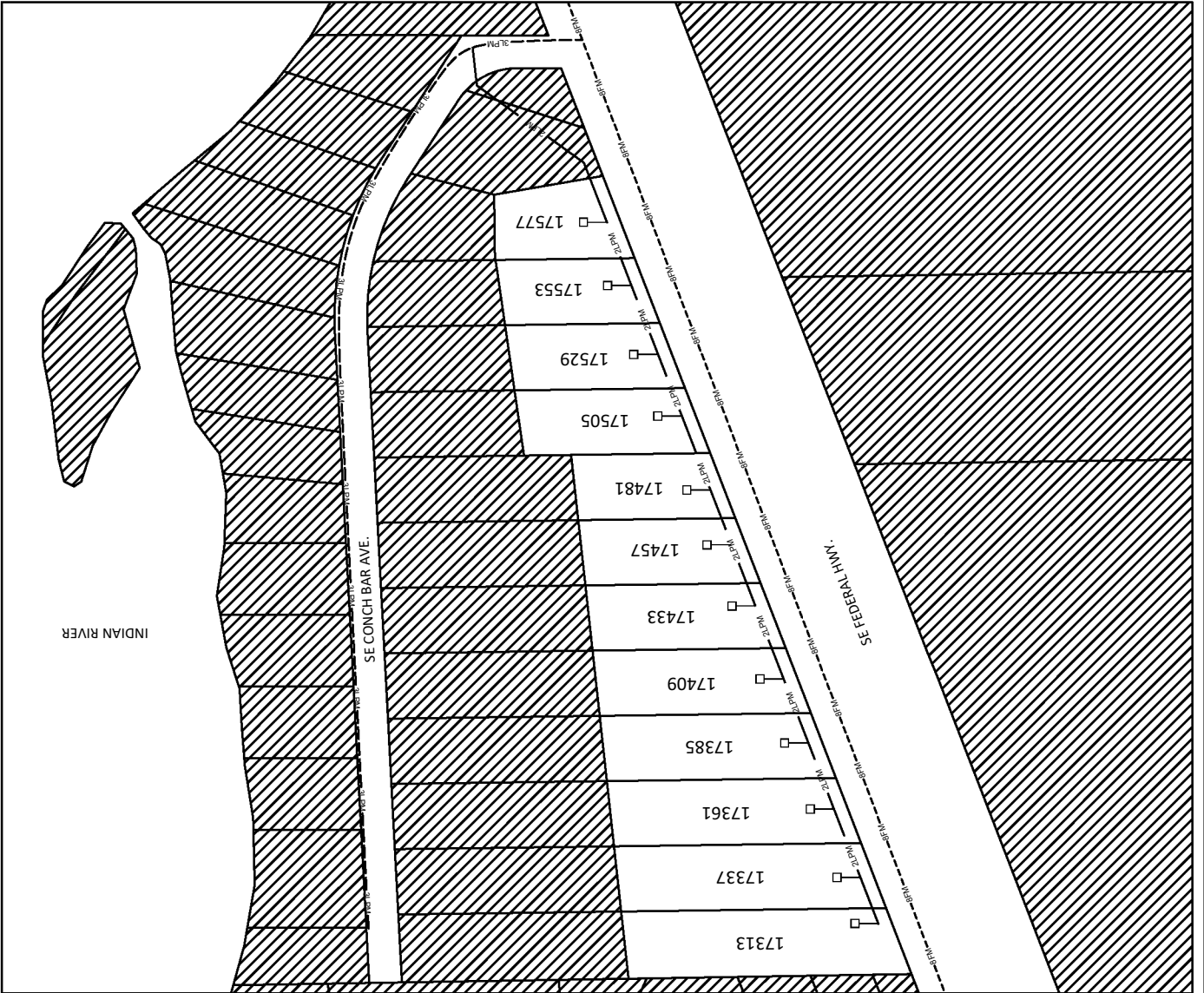


EXHIBIT B
SE INDIAN HILLS DRIVE
LOW PRESSURE SEWER SYSTEM

N.T.S.



EXHIBIT “B”

PROPOSED SEWER SERVICE ASSESSMENT AREA

SE INDIAN HILLS DRIVE ASSESSMENT AREA

The properties to be provided sewer service are located within Section 13, Township 40 South, Range 42 East, Jupiter, Martin County, Florida and lies within the following general boundaries:

On the North by Galway Court,
On the South by SE Conch Bar Ave.,
On the East by SE Conch Bar Ave., and
On the West by Federal Hwy.

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

- 12 Service
- 12 Low Pressure Pumping Units

Mary Ann Malley Revocable Trust
re: 17577 SE Indian Hills Dr
Tequesta FL 33469
13-40-42-001-000-00370-2

Mr. & Mrs. Curtis Heitkamp
re: 17553 SE Indian Hills Dr
Tequesta FL 33469
13-40-42-001-000-00380-0

Mr. & Mrs. Jeffery Rold
re: 17529 SE Indian Hills Dr
Tequesta FL 33469
13-40-42-001-000-00390-8

2005 Sara Martin Revocable Trust
re: 17505 SE Indian Hills Dr
Tequesta FL 33469
13-40-42-001-000-00400-6

Mr. & Mrs. Dennis Labate
re: 17481 SE Indian Hills Dr
Tequesta FL 33469
13-40-42-001-000-00410-4

Mr. David Meara
re: 17457 SE Indian Hills Dr
Tequesta FL 33469
13-40-42-001-000-00420-2

Mr. & Mrs. Per Stahle
re: 17433 SE Indian Hills Dr
Tequesta FL 33469
13-40-42-001-000-00430-0

Mr. & Mrs. William Larocco
re: 17409 SE Indian Hills Dr
Tequesta FL 33469
13-40-42-001-000-00440-8

Mr. & Mrs. Guiseppi Calandra
re: 17385 SE Indian Hills Dr
Tequesta FL 33469
13-40-42-001-000-00450-5

Stephen L Earsley Trust
re: 17361 SE Indian Hills Dr
Tequesta FL 33469
13-40-42-001-000-00460-3

M Deverich/C Williamson
re: 17337 SE Indian Hills Dr
Tequesta FL 33469
13-40-42-001-000-00470-1

Mr. & Mrs. Carlos Valella
re: 17313 SE Indian Hills Dr
Tequesta FL 33469
13-40-42-001-000-00480-9

CURTIS L.
SHENKMAN
*Board Certified
Real Estate Attorney*

Hunter C.
SHENKMAN
Attorney

SHENKMAN & SHENKMAN P.A.
ATTORNEY & COUNSELOR AT LAW
Three Palms Center
2151 S. Alternate A1A, Suite 1000
Jupiter, Florida 33477
CURTIS@PALMBEACHLAWYER.LAW

LEGAL ASSISTANTS
JAMIE KEELAN
DENISE B. PAOLUCCI
CAROLINA INMAN

June 10, 2024 Sent by email

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

Re: Resolution 2024-06 and Preliminary Assessment Roll for 28-40-42-000-000-00040-1

Dear Dr. Arrington:

Please attach to this letter is Resolution 2024-06, Exhibit "A" Preliminary Assessment Roll, & Exhibit "B" Map & most recent list of property owners as part of the Resolution.

In the Resolution, Sections 2 and 7, the "Board of Adjustment" public hearing and "Governing Board" meeting to confirm the "final" assessment roll is proposed for **JULY 18, 2024**. Preparation is necessary of the Notice to be published and mailed out by **Friday, July 5, 2024**.

A **SUGGESTED MOTION** for the Board at the June 20, 2024 meeting is as follows:

"THAT THE GOVERNING BOARD approve Resolution 2024-06 adopting the 28-40-42-000-000-00040-1 Preliminary Assessment Roll."

I will bring the originals to be signed at the Governing Board Meeting, and leave them for the District.

Sincerely,

Curtis L. Shenkman

Curtis L. Shenkman

LRECD RESOLUTION NO. 2024-06

A RESOLUTION OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT RELATING TO THE **28-40-42-000-000-00040-1** ASSESSMENT AREA IMPROVEMENTS; ADOPTING THE PRELIMINARY ASSESSMENT ROLL FOR **28-40-42-000-000-00040-1** ASSESSMENT AREA IMPROVEMENTS AS PREPARED BY THE DISTRICT CLERK AND ATTACHED HERETO AS EXHIBITS “A” AND “B”; AUTHORIZING THE DISTRICT GOVERNING BOARD TO ACT AS THE BOARD OF ADJUSTMENT; PROVIDING FOR THE FURNISHING OF TEN DAYS’ WRITTEN NOTICE TO ALL PROPERTY OWNERS AFFECTED; DIRECTING THAT AN AFFIDAVIT OF PUBLICATION BE OBTAINED; REQUIRING THE FILING OF THE PROOF OF PUBLICATION AND OF THE WRITTEN NOTICE; MAKING REFERENCE TO RESOLUTION NO. **2022-06** PROVIDING FOR THE PUBLICATION OF THE NOTICE OF THE MEETING TO CONSIDER CONFIRMATION OF THE PRELIMINARY ASSESSMENT ROLL; DIRECTING THAT AN AFFIDAVIT OF PUBLICATION BE OBTAINED; REQUIRING THE FILING OF THE PROOF OF PUBLICATION; 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 authorized the sewer improvements to the **28-40-42-000-000-00040-1** Assessment Area in **MARTIN** County, Florida.

WHEREAS, the Governing Board has considered the presentation of the District Engineer and considered such recommendations to be in accordance with the requests and the best interests of the citizens of the District.

WHEREAS, the Governing Board has considered the improvements to be in accordance with the best interests of the citizens of the **PCN:28-40-42-000-000-00040-1** Assessment Area.

WHEREAS, the District’s previous Resolution **2022-06** was approved by the District’s Governing Board and directed the preparation of the Assessment Roll.

WHEREAS, the District Clerk has prepared the Preliminary Assessment Roll attached hereto as Exhibits “A” and “B”.

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

Section 1. The District adopts the Preliminary Assessment Roll in the form as attached hereto as Exhibits “A” and “B”.

RESOLUTION 2024-06
OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

Section 2. The District Clerk is directed to publish a Notice stating that the District's Governing Board shall act as the **Board of Adjustment** at a hearing to be held on the **18th day of July, 2024 (this is the following board meeting date)** at the District's Governing Board meeting chambers, Jupiter, Florida. Such Notice shall be published at least ten (10) days in advance of such hearing, once in a newspaper published in Martin County and once in a newspaper published in Palm Beach County. Such Notice shall state that at the hearing, the Governing Board will hear objections of all interested persons to the confirmation of such resolution. Such Notice shall state in brief and general terms a description of the improvements with the location thereof and shall also state that plans, specifications, estimates, and the tentative apportionment of cost thereof are on file in the office of the District. The District Clerk is directed to mail a copy of such Notice to each of the affected property owners at least ten (10) days in advance of the hearing.

Section 3. During the Board of Adjustment hearing, such affected property owner may present information to the Governing Board in relation to his Special Assessment and the project, provided that such property owners must submit in writing to the District either prior to or at the time of said meeting of the Board of Adjustment their objections to the Special Assessment.

Section 4. The District Clerk is directed to obtain from the publisher of the newspaper(s) used for publication herein an affidavit confirming the publication of the Notice of the Hearing of the Governing Board as the Board of Adjustment as set forth herein.

Section 5. The District Clerk shall file Proof of Publication and Proof of Written Notice to the affected property owners at the Board of Adjustment hearing.

Section 6. Resolutions No. **2022-06 and 2024-06** of the District shall be a part of the record to be considered by the Governing Board at the aforescribed hearing when the Governing Board sits as the Board of Adjustment.

Section 7. The District Clerk is directed to publish a Notice stating that at the meeting of the Governing Board to be held on **July 18, 2024 (Following Board Meeting date)** at the District Governing Board meeting chambers, Jupiter, Florida, all interested persons may appear and file written objections to the confirmation of the Final Assessment Roll. Such Notice shall be published at least twelve (12) days in advance of such meeting, once in a newspaper published in Martin County and once in a newspaper published in Palm Beach County. Such Notice shall state the class of the improvement and the location thereof by terminal points and route. Such Notice shall also be mailed to those interested parties requesting such in writing.

Section 8. The District Clerk is directed to obtain from the publisher of the newspaper(s) used for publication herein an affidavit confirming the publication of the Notice of the Meeting of the Governing Board to confirm the Final Assessment Roll.

Section 9. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

RESOLUTION 2024-06
OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

Section 10. In the event that any portion of this Resolution is found to be unconstitutional or illegal, it shall be severed herefrom without affecting the validity or enforceability of the remaining portions of this Resolution.

Section 11. 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 **20th day of June, 2024.**

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

VOTE

STEPHEN B. ROCKOFF

GORDON M. BOGGIE

CLINTON R. YERKES

KEVIN L. BAKER

DR. MATT H. ROSTOCK

EXHIBIT "A"
PRELIMINARY ASSESSMENT ROLL
LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
28-40-42-000-000-00040-1 ASSESSMENT AREA

TOTAL COSTS AND EXPENSES RELATED TO THE IMPROVEMENTS. The District shall consider the **total** costs and expenses related to the improvements in the **28-40-42-000-000-00040-1** Assessment Area shall be \$ **16,803.66** per parcel of property in the **28-40-42-000-000-00040-1** Area.

APPORTIONMENT OF COSTS BETWEEN THE DISTRICT AND THE PROPERTY OWNERS. The District shall pay from the District's general funds ten percent (10%) of the total cost to the District of construction, reconstruction, labor, materials, acquisition, or property rights, surveys, design, engineering, and legal fees, administration expenses, and all other expenses necessary or incidental to completion of the specially assessed improvement and each lot or parcel of land subject to this special assessment shall be responsible for ninety percent (90%) of the total cost.

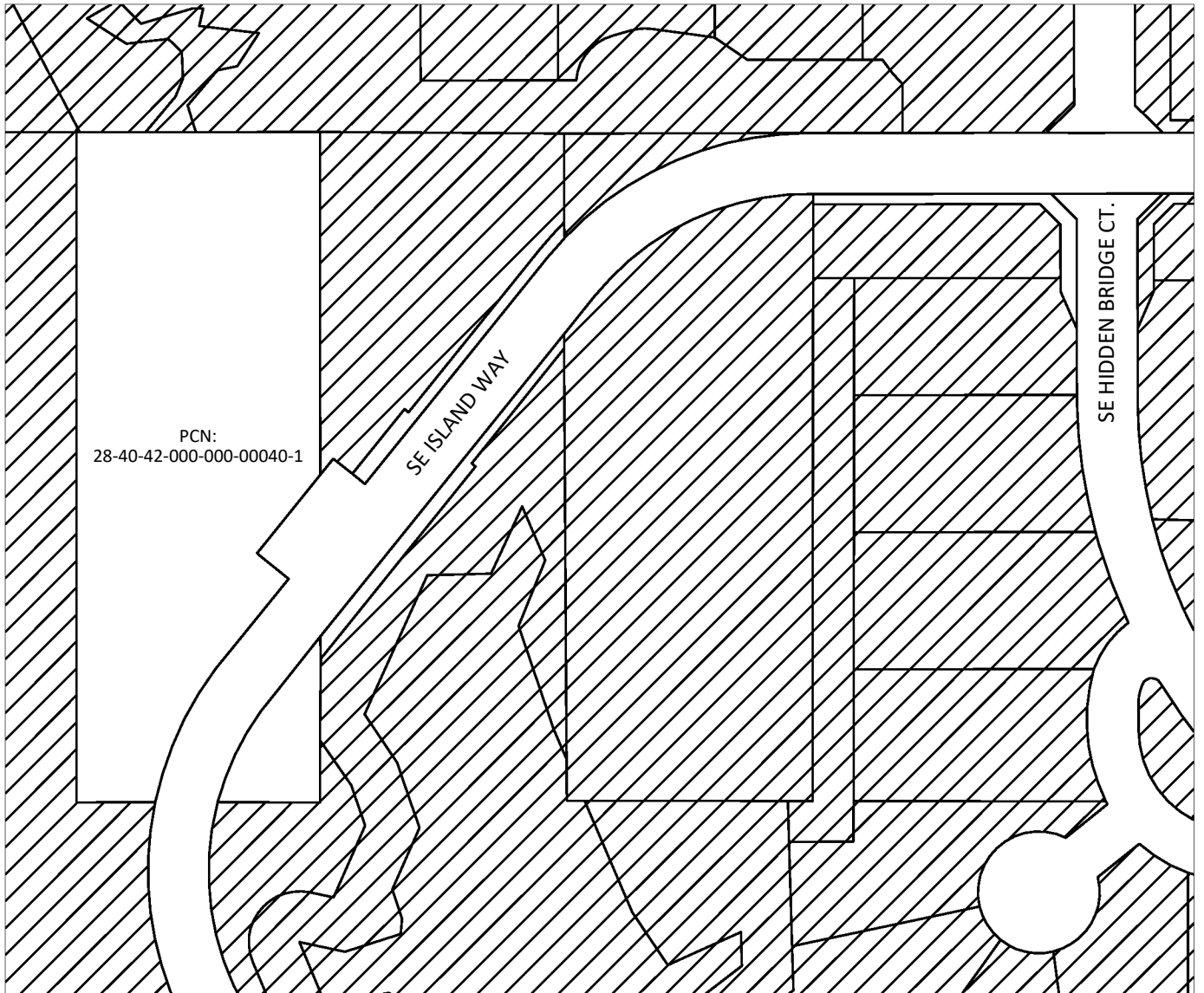
PAYMENT OF ASSESSMENT. As to Parcels of **28-40-42-000-000-00040-1** Assessment Area Property in EXHIBIT "B", the \$ **15,123.29** assessment may be paid, interest free, at the office of the District on or before May 1, 2025.

Owners who do not pay the \$ 15,123.29 assessment on or before May 1, 2025 shall have the \$ 15,123.29 principal added to the tax roll as a non-ad valorem assessment to accrue interest, beginning October 1, 2024, at eight percent (8%) per annum, to be collected in twenty (20) equal annual installments of \$ 1,540.34, commencing with the November 1, 2025 Real Estate Tax Bill.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

By: _____
D. Albrey Arrington, District Clerk, Executive Director

EXHIBIT "B" SFR LOT - SE ISLAND WAY LOW PRESSURE SEWER SYSTEM



LEGEND

 NOT IN ASSESSMENT AREA

MARTIN COUNTY,
FLORIDA

7/14/2022

SFR LOTS

Mr. James & Anne Lousie D'Loughy,
2925 PGA Blvd, Suite 204
Palm Beach Gardens, FL 33410
re: XXX SE Island Way
28-40-42-000-000-00040-1

CURTIS L.
SHENKMAN
*Board Certified
Real Estate Attorney*

Hunter C.
SHENKMAN
Attorney

SHENKMAN & SHENKMAN P.A.
ATTORNEY & COUNSELOR AT LAW
Three Palms Center
2151 S. Alternate A1A, Suite 1000
Jupiter, Florida 334177
CURTIS@PALMBEACHLAWYER.LAW

LEGAL ASSISTANTS
JAMIE KEELAN
DENISE B. PAOLUCCI
CAROLINA INMAN

June 10, 2024 Sent by email

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

Re: Resolution 2024-07 and Amended Final Assessment Roll for Rolling Hills

Dear Dr. Arrington:

Attached to this letter is the Resolution 2024-07, Exhibit "A" Amended Final Assessment Roll, & PCN listing of homeowners (the 15 that have not paid in advance) as part of the Resolution.

A **SUGGESTED MOTION** for the Board at the June 20, 2024 meeting is as follows:

"THAT THE GOVERNING BOARD approve Resolution 2024-07 amending the Rolling Hills Final Assessment Roll."

I will bring the originals to be signed at the Governing Board Meeting, and leave them for the District.

Sincerely,

Curtis L. Shenkman

Curtis L. Shenkman

RESOLUTION NO. 2024-07
AMENDING RESOLUTION 2023-11
PROVIDING FOR AMENDED FINAL ASSESSMENT ROLL FOR
ROLLING HILLS SPECIAL ASSESSMENT

A RESOLUTION OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT RELATING TO THE **ROLLING HILLS** ASSESSMENT AREA IMPROVEMENTS; AMENDING RESOLUTION 2023-11 AND THE ASSESSMENT ROLL FOR **ROLLING HILLS** ASSESSMENT AREA IMPROVEMENTS; AS ATTACHED HERETO AS EXHIBIT “A”; PROVIDING FOR CORRECTION OF ASSESSMENT PAYMENT DATE FROM 2024 AND INTREST COMMENCEMENT DATE FROM 2024; PROVIDING FOR CONSISTENCY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Governing Board of the Loxahatchee River Environmental Control District (hereinafter called the “District”) adopted Resolution 2024-07 on June 20, 2024 approving the Special Assessment Roll for the **ROLLING HILLS** Assessment Area; and

WHEREAS, assessment payment date and interest commencement date from 2024 to be corrected to assessment payment date and interest commencement date from 2025; and

WHEREAS, the Governing Board, on the 20th day of JUNE, 2024 at 6:55 P.M., sat as Board of Adjustment as provided in District Rule 31-11.005, and held the Public Hearings under Florida Statutes Chapter 197.

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

Section 1. The assessment payment date and interest commencement date from 2024 shall be corrected to assessment payment date and interest commencement date from 2025.

Section 2. The Special Assessment Roll is amended as attached as Exhibits “A”.

Section 3. The Special Assessment is in compliance with the “Ellis Rule” requirement of District Rule 31-10.011, and Resolution No. **2023-11** of the District.

Section 4. In accordance with District Rule Chapter 31-11, and Florida Statutes Chapter 197, said Special Assessment Liens shall remain liens co-equal with the lien of all State, County, District and Municipal taxes, superior in dignity to all other liens, titles, and claims, until paid. Any failure to so pay these non-ad valorem Special Assessments shall be a default hereunder and will cause a tax certificate to be issued against the property which may result in a loss of title.

RESOLUTION 2024-07

Loxahatchee River Environmental Control District

Section 5. Availability for Connection and Required Connection. The waste water and sewerage system was “Available” for connection in accordance with District Rule 31-3.003(3) and Florida Statutes 381.0065(2)(a) when the LRD released the system for service on March 15, 2023, 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 6. The **District Clerk, as the designee of the chairman** of the Governing Board, is directed to certify the non-ad valorem assessment roll, on a compatible electronic medium tied to the property identification number and deliver it to the tax collector by September 15 of each year, or as otherwise provided for in the agreements with the tax collector. The certification shall be made on **Form DR-408A**.

Section 7. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 8. 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 20th day of JUNE, 2024.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT:

VOTE

STEPHEN B. ROCKOFF

GORDON M. BOGGIE

CLINTON R. YERKES

KEVIN L. BAKER

DR. MATT H. ROSTOCK

EXHIBIT "A"
AMENDED FINAL ASSESSMENT ROLL
LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
ROLLING HILLS ASSESSMENT AREA

TOTAL COSTS AND EXPENSES RELATED TO THE IMPROVEMENTS. The District shall consider the **total** costs and expenses related to the improvements in the **ROLLING HILLS** Assessment Area shall be **\$5,471.31** per parcel of property in the **ROLLING HILLS** Area.

APPORTIONMENT OF COSTS BETWEEN THE DISTRICT AND THE PROPERTY OWNERS. The District shall pay from the District's general funds ten percent (10%) of the total cost to the District of construction, reconstruction, labor, materials, acquisition, or property rights, surveys, design, engineering, and legal fees, administration expenses, and all other expenses necessary or incidental to completion of the specially assessed improvement and each lot or parcel of land subject to this special assessment shall be responsible for ninety percent (90%) of the total cost.

ASSESSMENT BASED ON PARCEL OF PROPERTY. Each Parcel of Property in the **ROLLING HILLS** Assessment Area identified on EXHIBIT "B" shall be currently assessed in the amount of **\$4,924.18**.

PAYMENT OF ASSESSMENT. As to Parcels of **ROLLING HILLS** Assessment Area Property in EXHIBIT "B", the **\$4,924.18** assessment may be paid, interest free, at the office of the District on or before May 1, 2024.

Owners who do not pay the \$4,924.18 assessment on or before May 1, 2025 shall have the \$4,924.18 principal added to the tax roll as a non-ad valorem assessment to accrue interest, beginning October 1, 2024, at eight percent (8.0%) per annum, to be collected in twenty (20) equal annual installments of \$501.54, commencing with the November 1, 2025 Real Estate Tax Bill.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

By: _____
D. Albrey Arrington, District Clerk, Executive Director

Ms. Kathleen Sanford Tr
17114 SE Kerry Ct
Tequesta FL 33469
re: 17114 SE Kerry Ct
13-40-42-002-000-00030-3

Mr. & Mrs. Louis Decerchio
17105 SE Kerry Ct
Tequesta FL 33469
re: 17105 SE Kerry Ct
13-40-42-002-000-00040-1

Mr. & Mrs. Richard Ewing
17276 SE Galway Ct
Tequesta FL 33469
re: 17276 SE Galway Ct
13-40-42-002-000-00110-6

Ms. N Wagner/G DeRouanna
11842 SE Tiffany Way
Tequesta FL 33469
re: 11842 SE Tiffany Way
13-40-42-002-000-00080-2

Ms. Barbara Gaziano
17246 SE Galway Ct
Tequesta FL 33469
re: 17246 SE Galway Ct
13-40-42-002-000-00100-8

Ms. DeeDee Cranwell
7515 Washington Blvd.
Indianapolis IN 46240
re: 17307 SE Galway Ct
13-40-42-002-000-00140-0

Ms. Sandra Zito
17297 SE Galway Ct
Tequesta FL 33469
re: 17297 SE Galway Ct
13-40-42-002-000-00150-7

Mr. Carl Camper
PO Box 2291
Stuart FL 34995
re: 17287 SE Galway Ct
13-40-42-002-000-00160-5

Ms. Janet Leader
17257 SE Galway Ct
Tequesta FL 33469
re: 17257 SE Galway Ct
13-40-42-002-000-00190-9

Mr. Brian Jackson
2534 Genesee St
Utica NY 13502
re: 11922 SE Tiffany Way
13-40-42-002-000-00230-1

Mr. & Mrs. David Tamila
11962 SE Tiffany Way
Tequesta FL 33469
re: 11962 SE Tiffany Way
13-40-42-002-000-00260-4

Mr. & Mrs. Robert Baker
11972 SE Tiffany Way
Tequesta FL 33469
re: 11972 SE Tiffany Way
13-40-42-002-000-00270-2

Mr. & Mrs. Steven Klein
11982 SE Tiffany Way
Tequesta FL 33469
re: 11982 SE Tiffany Way
13-40-42-002-000-00280-0

Mr. & Mrs. Nathan & Kimberly Ablers
P.O Box 1909
Jupiter FL 33468
re: 12002 SE Tiffany Way
13-40-42-002-000-00300-6

Mr. & Mrs. Jeremy Rury
11911 SE Tiffany Way
Tequesta FL 33469
re: 11911 SE Tiffany Way
13-40-42-002-000-00490-6



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: Kris Dean, P.E., Deputy Executive Director
Courtney Jones, P.E., Director of Engineering
DATE: June 20, 2024
SUBJECT: ITB #24-006-00136 General Electrician Services

During the course of operating and maintaining our system, the District frequently has construction projects whose scope exceeds our abilities to address with the in-house electricians. To address these projects in a timely and efficient manner we use a general construction services contract.

This month we completed bidding of ITB #24-006-00136 General Electrician Services. This contract allows for an initial one-year term with four optional one-year renewals. We received 1 bid for this contract as summarized below and in the attached bid response.

- Hinterland Group, Inc. \$1,255.00

As the only bidder, an evaluation of Hinterland Group, Inc.'s bid was performed. They were found to be responsive and responsible, as such, the following motion is offered for the Board's consideration:

“THAT THE DISTRICT GOVERNING BOARD authorize award of an initial 1-year term contract for ITB #24-006-00136 General Electrician Services to Hinterland Group, Inc. in an amount not to exceed \$150,000.”

Stephen B. Rockoff
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT BID

ITB # 24-006-00136

GENERAL ELECTRICIAN SERVICES

BID RESPONSE

In accordance with the terms, conditions, and specifications, the undersigned bidder hereby submits the following prices for supplying the Loxahatchee River District with the goods and/or services called for in ITB # 24-006-00136. This project will be awarded to the lowest responsive, responsible bidder (s) within budget.

BID ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
1	Master Electrician	1	HOUR	300.00	300.00
2	Journeyman Electrician	1	HOUR	250.00	250.00
3	Apprentice / Electrician's Helper	1	HOUR	210.00	210.00
4	Operator	1	HOUR	150.00	150.00
5	Laborer	1	HOUR	120.00	120.00
6	Project Manager	1	HOUR	225.00	225.00
TOTAL BASE BID =					1,255.00

* PAYMENT FOR ALL WORK COMPLETED UNDER THIS CONTRACT SHALL BE IN ACCORDANCE WITH THE PROVISIONS OF THE CONTRACT. PAYMENT SHALL BE MADE AT THE UNIT PRICES AS LISTED IN THE GENERAL ELECTRICIAN SERVICES UNIT PRICE BID SHEET BASED ON MEASURED QUANTITIES FOR BID ITEMS NO. 1 THROUGH 6. MATERIALS AND SUBCONTRACTOR WORK ASSOCIATED WITH WORK UTILIZING BID ITEMS NO. 1 THROUGH 6 SHALL BE PAID ON COST PLUS 15% MARK-UP BASIS. EQUIPMENT ASSOCIATED WITH WORK UTILIZING BID ITEMS NO. 1 THROUGH 6 SHALL BE PAID AT THE PUBLISHED FHWA BLUE BOOK RATE PLUS 15% MARK-UP. A 1.5 MULTIPLIER WILL BE APPLIED TO LABOR AND EQUIPMENT ONLY FOR EMERGENCY/ON-CALL WORK.

All unit prices bid should be within two (2) decimal points. If bidder's pricing exceeds two (2) decimal points, Purchasing reserves the right to round up or down accordingly.

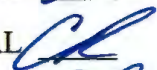
Is bidder's Qualification information included?

YES; INITIAL



Is proof of ability to provide insurance provided?

YES; INITIAL



Is licensing provided?

YES; INITIAL



Health, Safety and Environmental submittal is provided?

YES; INITIAL

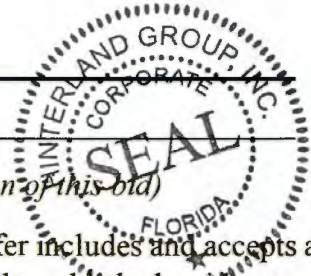


ITB# 24-006-00136

BIDDER'S FIRM NAME: Hinterland Group Inc

BIDDER'S SIGNATURE:  Chase Rogers, Project Director

(Failure to sign by a duly authorized representative shall result in rejection of this bid)



By signature on this document, bidder acknowledges and agrees that its offer includes and accepts all terms, conditions, and specifications of the District's bid solicitation as originally published, without exception, change or alteration of any kind, except as may have been published by the District in official amendments prior to this date of submittal.

FIRM ADDRESS: 2051 W Blue Heron Blvd., Riviera Beach, FL 33404

FIRM TELEPHONE NUMBER: 561-640-3503

FIRM E-MAIL ADDRESS: info@hinterlandgroup.com

APPLICABLE LICENSE(S): CGC1520354 / CUC1224634 / EC13003615

FIRM FEDERAL ID #: 20-5156844

LOXAHATCHEE RIVER DISTRICT

ITB #24-006-00136

General Electrician Services Contract

ADDENDUM ACKNOWLEDGEMENT FORM

The undersigned Bidder acknowledges receipt of Addenda as listed below:

Receipt of Addendum No. 1 Date 05/24/2024

Firm: Hinterland Group Inc.

By:  _____

Title: Chase Rogers, Project Director



Please include this completed Addendum Acknowledgement Form with your Qualification Submittal.

LOXAHATCHEE RIVER DISTRICT

ITB #24-006-00136
General Electrician Services

ADDENDUM ACKNOWLEDGEMENT FORM

The undersigned Bidder acknowledges receipt of Addenda as listed below:

Receipt of Addendum No. 1 Date 05/24/2024

Receipt of Addendum No. 2 Date 05/28/2024

Firm: Hinterland Group Inc.

By: 

Title: Chase Rogers, Project Director



Please include this completed Addendum Acknowledgement Form with your Qualification Submittal.



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: Kris Dean, P.E., Deputy Executive Director
 Courtney Jones, P.E., Director of Engineering
DATE: June 20, 2024
SUBJECT: ITB #24-001-00131 Wastewater and I.Q. Water General Construction Services and Emergency / On-Call Repair Services

During the course of operating and maintaining our system, the District frequently has construction projects whose scope exceeds our abilities to address with the in-house construction crews. To address these projects in a timely and efficient manner we use a general construction services contract.

At the October 2023 Board Meeting, the Board authorized award of an initial 1-year term contract for ITB #24-001-00131 Wastewater and I.Q. Water General Construction Services and Emergency / On-Call Repair Services to Hinterland Group, Inc. in an amount not to exceed \$250,000 (PO #24-0191) and to Felix Civil Construction, LLC in an amount not to exceed \$250,000 (PO #24-0192). At the May 2024 Board Meeting, the Board re-authorized each of these respective POs for an additional \$150,000.

Due to the current backlog of work, additional funds are needed to complete identified work through the end of September 2024. This motion is for re-authorization of PO #24-0191 for Hinterland Group, Inc. for an additional \$150,000 and PO #24-0192 for Felix Civil Construction, LLC for an additional \$300,000. Total amounts are summarized below. See attached page for list of current and planned projects for further detail.

	Original Authorization	May 2024 Re-Authorization	June 2024 Re-Authorization	Total
Hinterland Group, Inc.	\$250,000.00	\$150,000.00	\$150,000.00	\$550,000.00
Felix Civil Construction, LLC	\$250,000.00	\$150,000.00	\$300,000.00	\$700,000.00

Staff recommend the following motion:

“THAT THE DISTRICT GOVERNING BOARD re-authorization of PO #24-0191 for Hinterland Group, Inc. for a total not to exceed amount of \$550,000.00 and PO #24-0192 for Felix Civil Construction, LLC for a total not to exceed amount of \$700,000.00.”

Stephen B. Rockoff
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

PO #24-0191 – Hinterland Group, Inc.

Date Requisition Approved	Project Name	Pay Application Total (\$) or Project Estimate (\$)	Status	Scheduled or Emergency Work
04/23/2024	New 16" Valve on Influent Line from Clarifier No. 4 to RAS	\$50,426.04	Complete	Scheduled
04/30/2024	Portable Generator Anchoring / Storage on WWTF Site	\$158,042.18	Complete	Scheduled
Total Spent to Date (10/19/2023 to 06/20/2024) =		\$388,676.64		
Remaining on Current PO as of 06/20/2024 =		\$191,531.78		
Proposed Work Pending Re-Authorization Approval				
Date Requisition Approved	Project Name	Pay Application Total (\$) or Project Estimate (\$)	Status	Scheduled or Emergency Work
N/A	Paving Restoration Due to Previous Failure/Repair of LRD Facilities – Various Locations	\$169,219.10	Proposal In Hand; Working on Approval	Scheduled
N/A	Somerset & San Palermo – I.Q. POCs	\$120,000 (est.)	Anticipate providing for scoping pending available funds	Scheduled
Average \$ spent per month on this PO to cover emergency work = \$371,023.75 / 8 months (PO authorized at October 2023 Board Meeting) = \$46,377.97 4 months remaining to get to October 2024 Board Meeting for possible contract renewal = 4 * \$46,377.97 = \$185,511.88 / 2 contractors = \$92,755.94				

PO #24-0192 – Felix Civil Construction, LLC

Date Requisition Approved	Project Name	Pay Application Total (\$) or Project Estimate (\$)	Status	Scheduled or Emergency Work
01/18/2024	LS024-GL024 Repair (HDD Strike)	\$37,608.36	Complete	Emergency
01/22/2024	IQ515-IQM04 Repair	\$11,158.50	Complete	Emergency
03/04/2024	LS040-MH007 Repair	\$35,279.55	Complete	Emergency
03/14/2024	LS063-GL016 Repair	\$24,776.23	Complete	Emergency
03/21/2024	LS232-GL002 Sleeve Repair	\$17,652.89	Complete	Scheduled
04/12/2024	LS134-FM02 Repair (HDD Strike)	\$34,652.74	Complete	Emergency
04/19/2024	LS054-GS006 Repair	\$23,665.84	Complete	Emergency
06/06/2024	LS027-GS383 Repair (HDD Strike)	\$15,588.19	Complete	Emergency
06/07/2024	IQ511-IQM29 Repair	\$83,254.47	Complete	Emergency
06/07/2024	LS027-FM01 Repair	\$105,039.87	Complete	Emergency
Total Spent to Date (10/19/2023 to 06/20/2024) =		\$388,676.64		
Remaining on Current PO as of 06/20/2024 =		\$11,323.36		
Proposed Work Pending Re-Authorization Approval				
Date Requisition Approved	Project Name	Pay Application Total (\$) or Project Estimate (\$)	Status	Scheduled or Emergency Work
N/A	Australian Street and Palm Garden Street Manhole Access	\$48,838.18	Proposal In Hand; Awaiting Funds	Scheduled
N/A	Paving Restoration Due to Previous Failure/Repair of LRD Facilities – Various Locations	\$125,722.03	Proposal In Hand; Awaiting Funds	Scheduled
N/A	Hibiscus Drive Repair	\$50,000 (est.)	Anticipate providing for scoping pending available funds	Scheduled
Average \$ spent per month on this PO to cover emergency work = \$371,023.75 / 8 months (PO authorized at October 2023 Board Meeting) = \$46,377.97 4 months remaining to get to October 2024 Board Meeting for possible contract renewal = 4 * \$46,377.97 = \$185,511.88 / 2 contractors = \$92,755.94				



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: Kris Dean, P.E., Deputy Executive Director
 Courtney Jones, P.E., Director of Engineering
DATE: June 20, 2024
SUBJECT: ITB #24-003-00133 Lift Station General Construction Services

As part of the capital improvement budget, the District completes lift station rehabilitations. To address these projects in a timely and efficient manner we use a general construction services contract, which provides unit prices to perform various aspects for lift station rehabilitations that can be selected a la carte to custom tailor a rehabilitation to a lift station’s specific needs. \$500,000 is annually budgeted for general lift station rehabilitations.

At the February 2024 Board Meeting, the Board authorized award of an initial 1-year term contract for ITB #24-003-00133 Lift Station General Construction Services to Hinterland Group, Inc. in an amount not to exceed \$500,000 (PO #24-0551).

Due to the current backlog of work and in a planning effort for FY25 capital spending, additional funds are needed to complete identified work through the end of February 2025. This motion is for re-authorization of PO #24-0551 for Hinterland Group, Inc. for an additional \$500,000. Total amount is summarized below. See attached page for list of current and planned projects for further detail.

	<u>Original Authorization</u>	<u>Re-Authorization</u>	<u>Total</u>
Hinterland Group, Inc.	\$500,000	\$500,000	\$1,000,000

Staff recommend the following motion:

“THAT THE DISTRICT GOVERNING BOARD re-authorization of PO #24-0551 for Hinterland Group, Inc. for a total not to exceed amount of \$1,000,000.00.”

Stephen B. Rockoff
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

PO #24-0551 – Hinterland Group, Inc.

Date Requisition Approved	Project Name	Pay Application Total (\$) or Project Estimate (\$)	Status	Scheduled or Emergency Work
03/27/2024	Lift Station No. 152 Rehabilitation	\$181,044.39	Construction In Progress	Scheduled
03/27/2024	Lift Station No. 230 Rehabilitation	\$166,525.29	Construction In Progress	Scheduled
Total Encumbered to Date (02/19/2024 to 06/20/2024) =		\$347,569.68		
Remaining on Current PO as of 06/20/2024 =		\$158,001.92		
Proposed Work Pending Re-Authorization Approval				
Date Requisition Approved	Project Name	Pay Application Total (\$) or Project Estimate (\$)	Status	Scheduled or Emergency Work
N/A	Lift Station No. 081 Rehabilitation	\$185,806.45	Proposal In Hand; Working on Approval	Scheduled
N/A	Lift Station No. 167 Rehabilitation	\$117,102.14	Anticipate providing for scoping pending available funds	Scheduled
N/A	Low-Pressure Station No. 1260 Rehabilitation	\$110,000 (est.)	Plans Complete; Anticipate providing for scoping pending available funds	Scheduled
N/A	Lift Station No. 169 Rehabilitation	\$120,000 (est.)	Plans Almost Complete; Anticipate providing for scoping pending available funds	Scheduled
N/A	Lift Station No. 072 Rehabilitation	N/A	Plans In Progress; Anticipate providing for scoping pending available funds	Scheduled
N/A	Lift Station No. 039 Rehabilitation	N/A	Plans In Progress; Anticipate providing for scoping pending available funds	Scheduled



D. Albrej Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

TO: GOVERNING BOARD
FROM: D. ALBREY ARRINGTON, Ph.D.
DATE: JUNE 12, 2024
SUBJECT: EMPLOYEE SAFETY MANUAL (aka SAFETY POLICY) UPDATE

The District's Employee Safety Manual aka Safety Policy is a summary of District safety-related policies, which are principles of action adopted by the LRD Governing Board and binding upon the Loxahatchee River District and District personnel. This policy document is generally brought to the Governing Board for a comprehensive review every two years. Additionally, staff present suggested revisions on an as needed basis. The policy was last approved by the Governing Board on March 16, 2023.

This month staff has drafted the following revisions to the Employee Safety Manual:

1. Section 3. Safety Training – this section has been revised to improve the readability of the text and to better conform the text to what is taking place at the District.
2. Section 4. Safety Policies & Procedures – proposed revisions to this section were provided to improve clarity of the various sections.
 - a. A primary focus was on improving the text regarding job hazard assessments (JHAs). JHAs are integral to the ongoing improvement of the safety culture at the District, and we wanted to ensure the Employee Safety Manual adequately and clearly reflected the expectations regarding JHAs.
 - b. We improved Section 4.3.5 Personal Protective Equipment.
 - c. We revised Section 4.3.7 Warnings & Barricades to include the mandatory use of manhole guards.
 - d. We removed redundant text in 4.3.13 Boating Safely.
3. Section 4.5 Contractor Safety Policy was added to reflect the District's established contractor safety requirements, which have been defined in contract documents to date.

We believe these revisions improve our safety policies, and we recommend your approval of the following motion:

“THAT THE DISTRICT GOVERNING BOARD ratify and approve the Loxahatchee River Environmental Control District's Employee Safety Manual as revised with an effective date of June 21, 2024, and authorize the District's Executive Director to update the Employee Safety Manual from time to time, and periodically present it to the Governing Board for ratification and approval.”

Stephen B. Rockoff
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

**LOXAHATCHEE RIVER
ENVIRONMENTAL CONTROL DISTRICT
(LRECD)**

EMPLOYEE SAFETY MANUAL



Issued Date:

01/01/1994

Date of Last Revision:

6/20/2024/3/16/2023

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GUIDANCE STATEMENT

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

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

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

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

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

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

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


D. Albrey Arrington, Ph.D.
Executive Director

INTRODUCTION

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

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

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

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

1. RESPONSIBILITIES

1.1 Safety Officer

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

The Safety Officer's directive is to (1) provide the necessary tools to develop and sustain a world class safety culture, and (2) proactively perform leading edge functions where safety is considered a key element in every employee's daily routine which leads to the elimination of incidents and unplanned events.

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

- Providing the necessary tools to develop and sustain a world class safety culture.
- Proactively work with District employees to identify and eliminate potential hazards in our workplace;
- Developing and implementing effective safety communication and training applicable to District needs;
- Maintaining a safety training tracking program that ensures all required safety training is defined, documented and monitored for currency for each District employee;
- Creating, implementing, and monitoring Safe Work Practices for workspaces, tools, equipment, and tasks;
- Facilitating incident investigations and root cause analysis for applicable documented safety incidents and near miss reports;
- Fostering safety awareness through employee involvement, communication, education, and public postings;
- Perform routine inspecting and audits to ensure vehicles, jobsites, equipment, tools, and personal protective equipment (PPE) are in a safe and compliant condition;
- Evaluating and finalizing initial incident reports provided by supervision for record keeping and determining corrective actions to be taken in order to prevent incident recurrence;
- Providing consultation services to Employees, Departments, Directors, and the Governing Board addressing safety concerns and issues;
- Coordinate monthly reporting (Dashboard and Directors Safety Report) to Directors of safety issues (incidents, near misses, corrective actions) and results showing program effectiveness; and
- Maintaining and updating the Employee Safety Manual.

1.2 Supervisors

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

- Promoting a culture of safety within their areas of influence;
- Supervision has the primary responsibility for conducting incident investigations and root cause analysis including securing the accident scene, providing applicable photos, and preliminary documentation of all incidents (final documentation by the Safety Officer);
- Creating, implementing, and monitoring Safe Working Procedures for workspaces, tools, equipment, and tasks;
- Documenting observations, potential safety process improvements and near misses utilizing the near miss reporting tool,
- Ensuring vehicles are maintained for safe operation, in coordination with the delegated LRECD staff member;
- Ensuring applicable safety procedures are implemented and safety rules and policies are followed for each jobsite and task;
- Perform routine self-inspections ensuring all respective facilities, storage locations, process equipment, and safety equipment (e.g., PPE) are maintained for safe operation;
- Promote the use of PPE by ensuring all direct reports have, maintain, and use appropriate PPE;
- Ensuring all direct reports have completed the necessary training for required tasks;
- Conducting routine Tailgate safety meetings and Toolbox Talks;
- Ensuring that all direct reports utilize the Job Hazard Assessments on a daily basis to understand risks and corrective measures for each job performed;
- Ensuring safety related deficiencies identified by direct reports are adequately identified and addressed.
- Insisting that the “buddy” system be used for tasks which involve hazardous work.
- Ensure employees which are in new positions or are new hires are properly trained and proficient at required tasks before being able to work without oversight.

1.3 Employees

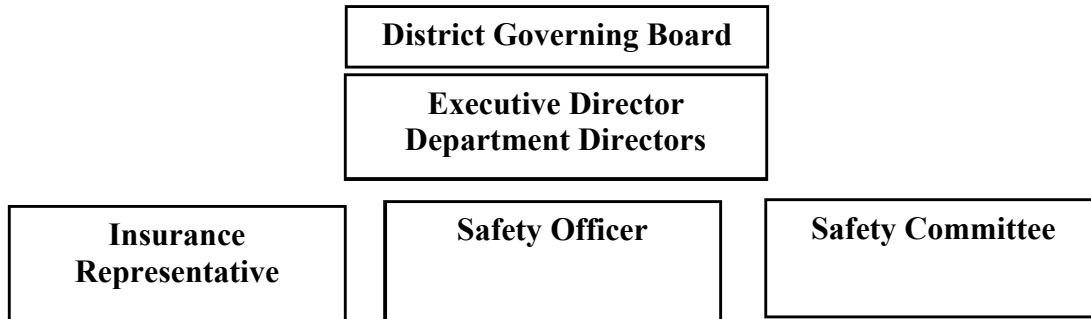
District Employees are responsible to:

- Comply with this Employee Safety Manual, including following all policies, procedures, and guidelines.
- Bring a personal commitment to working safely, be responsible for your own actions;
- Understand you have a duty to protect your coworkers from unsafe situations they may not be aware of;
- Understand you have the obligation to stop work if you believe ongoing work is unsafe.
- Recognize, understand, and demonstrate safety as a core value within the District;
- Participate in all relevant safety-related training efforts;
- Use applicable safety equipment, personal protective equipment and appropriate/required clothing for each task or job; follow the corrective measures on the Job Hazard Assessment.
- Only operate tools and equipment on which they have been trained;
- Operate equipment and tools in compliance with manufacturer's recommendations;
- Report all injuries, incidents, and near misses to Supervisor immediately (in the absence of your Supervisor, make the report to the Safety Officer); and
- Utilize the Job Hazard Assessment for all applicable tasks to identify hazards and corrective measures.
- Follow corrective measures identified in Job Hazard Assessment or proscribed for a specific task.
- Report any hazardous conditions, practices, and/or behaviors and make suggestions to address their concerns.
- Document near misses utilizing the near miss reporting tool.

2. SAFETY COMMITTEE

2.1 Safety Committee Organization

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



2.2 Safety Committee Responsibilities

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

- Meet on a quarterly basis or more frequently if needed;
- Review and recommend updates to the Employee Safety Manual;
- Review all incidents and near misses from the prior time period (e.g., quarter) and make recommendations for preventative measures;
- Develop and recommend improvements to the District's safety program;
- Recommend safety training improvements;
- Conduct safety inspections and make recommendations to correct or improve unsafe conditions and practices; and
- Listen to and document employee safety concerns and develop recommended solutions.

2.3 Safety Committee Meetings

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

3. SAFETY TRAINING

Training Needs: The utilization of a District-wide employee skills matrix will define the safety training needs and functional capacity of District employees. ~~The skills and knowledge necessary to perform jobs/tasks compliantly and safely are derived from individual job descriptions.~~

Intent: The skills matrix ~~will be~~ used as a Learning Management System (LMS). The electronic database is intended to manage the assignments of training requirements, scheduling of the defined training needs, and to communicate training requirements to District employees and ~~respective~~ management. The LMS is used to document the training history, demonstrated competency, and expiration of trainings of specific training for each employee. Training with refresher requirements is identified and notification will be sent to employees and ~~respective~~ management indicating when the refresher training is due. When applicable, proficiency will be documented for each employee for each skill. The following methods will be utilized to deliver safety related training:

3.1 ~~Online Computer Based~~ Safety Training (CBT)

Online Safety Training are offered electronically and is defined as computer-based training. The training can be accessed through the LMS. Computer-based training is usually conducted individually on the employee's computer or can be projected/viewed onto a conference room screen for group training. Each online training module provides competency testing to assure an employee's understanding of the material.

3.2 ~~Instructor led~~ Classroom Training (CRT)

Training that is delivered in a live classroom environment. The instructor can be the Safety Officer, another qualified District employee, or ~~third party~~third-party consultant. Examples would be Confined Space Entrant training, fork truck classroom and practical training, and New Hire Safety Orientation. Manufacture led specialty Equipment training is another example.

3.3 On-the-Job Training (OJT):

Training provided to employees while working in their normal work environment. This training must be provided by a qualified, competent individual, e.g., and provided by a foreman, supervisor, or lead.

3.4 Safety Communication Methods:

3.4.1 Tailgate Meetings

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

3.4.2 Tool Box Talks

Tool Box Talks will be conducted on a monthly basis, at a minimum, by a competent responsible staff member (e.g., Supervisor, Foreman, or Lead). Tool Box Talks are more formal and structured meetings are designed to highlight safety concerns regarding specific work area hazards or a particular piece of equipment being used. These are not jobsite

specific. Topics can range from near misses, incidents, safe working practices or any other relevant safety topic or discussion. To have a successful meeting, follow these tips:

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

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

3.4.3 Posters, Placards, and Signage

Safety awareness and training may be achieved through posting of safety posters, safety instructions, and signs located in conspicuous areas frequented by employees (i.e., lunch/break rooms, office spaces, workspaces). Signs and labels may include Danger, Warning, Caution, Fire Assembly Areas, Severe Weather Shelter Area. Signage may involve Confined Space, Arc Flash and Emergencies.

4. SAFETY POLICIES & PROCEDURES

4.1 General Safety Precautions

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

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

- Jobs which involve more than one District employee or department shall determine a chain of command during the pre-task briefing. The chain of command shall be followed during the entire task. If a situation occurs that a District employee believes an unsafe condition exists, the employee in charge of the task shall be respectfully notified. The job shall be stopped at the earliest convenience and at a safe mode. All employees involved in the task shall discuss the best method to get the task performed safely. Then the job can continue.

4.2 Job Hazard Assessment

Job Hazard Assessment (JHA) is a process that is used at a task level to identify specific hazards ~~or~~ risks and immediate corrective actions. ~~The A~~ JHA ~~must~~ shall be ~~completed for all District work or projects involving physical activity (e.g., lifting, climbing, manipulating equipment) or involving work in proximity to hazards (e.g., chemicals, infectious organisms, traffic, suspended loads).~~ Using a JHA will ensure that physical, chemical, biological, and other identified hazards have been evaluated and mitigated. The District's goal is to generate a JHA for every work order assigned in EAM.

Refer to the District's [Safety Intranet](#) page for additional resources, including a Job Hazard Assessment tool and JHA Form.

4.3 General - Routine and Non-Routine Tasks

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

Examples of non-routine work can include repairs, corrective maintenance, troubleshooting, and infrequent tasks. It is especially important that a focused JHA and PPE Assessment ~~should~~ be done to clearly identify and mitigate hazards of non-routine tasks.

4.3.1 Noise Hazards

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

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

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

Refer to the District's [Safety Intranet](#) page for additional resources.

4.3.2 Slips, Trips, and Falls

Slip hazards are present wherever liquids, loose surfaces, or other conditions (e.g., algae growth) are present. Slip hazards can be reduced through good housekeeping, e.g., placing

safety cones or warning signs at wet areas, cleaning up spills immediately).

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

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

4.3.3 Chemical Hazards and Controls

Chemical Safety Data Sheets (SDSs) are maintained for chemicals used by the LRECD. Safety Data Sheets are located on-line in the LRD Safety Intranet page under Hazard Communication.

Do not work with unfamiliar chemicals until you consult the Safety Data Sheets (SDS). If unsure, please consult your immediate Supervisor or the Safety Officer. Always wear Personal Protective Equipment as recommended by the applicable Safety Data Sheet. Never dispose of any chemical until you are sure of its hazardous class and authorized disposal options. Contact the Safety Officer for disposal of any hazardous material.

4.3.4 Temperature Hazards

Temperature extremes may present a hazard for LRECD personnel, especially during summer months. Workers who are exposed to extreme heat or work in hot environments may be at risk of heat stress. Exposure to extreme heat can result in occupational illnesses and injuries. Heat stress can result in heat stroke, heat exhaustion, heat cramps, or heat rashes. Heat can also increase the risk of injuries in workers as it may result in sweaty palms, fogged-up safety glasses, and dizziness. Personnel who wear certain personal protective equipment (e.g., Tyvek suite, waders) are particularly vulnerable to heat related illnesses. If untreated, the symptoms and effects of heat stress will grow increasingly serious. Symptoms of heat exhaustion include headache, dizziness, or fainting, weakness, confusion, nausea or vomiting, and wet skin. A worker who is not relieved of heat exhaustion may ultimately suffer a life-threatening heat stroke. The ability to recognize heat stress symptoms and to avoid the conditions that cause it are essential for protecting the health and safety of our personnel. Training, along with administrative and engineering controls, are methods utilized to mitigate hazards associated with working in extreme temperatures. When exposed to extreme heat, District staff must utilize job rotation and keep hydrated. When exposed to intense sunlight, District staff should use provided industrial umbrellas to lessen direct sunlight exposure.

4.3.5 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is used as a way to protect against known hazards. Personal Protective Equipment will be made available to employees. All LRECD employees are required to appropriately use PPE depending on their actual work assignments and/or specific hazards known to their work environment. The JHA, which is completed for each applicable work order, shall define the appropriate required PPE for each task. Employees must follow this requirement. District staff must wear appropriate PPE. When working near or operating equipment, you must refer to the manufacturer's recommendations to understand what PPE is required when operating the equipment and document the

requirement on the JHA. Personal Protective Equipment provided to employees must be stored appropriately and readily accessible to the employee or the task or area for which it is intended. Damaged or defective Personal Protective Equipment must be removed from service immediately and exchanged with the Safety Officer for equipment in good working order.

a. Eye and Face Protection

Appropriate eye or face protection must be used when an employee is, or may be exposed to, any eye or face hazards. Such hazards include; flying [bugs or](#) particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation, dust, particles of steel, concrete, sand, splashes from raw [or partially treated](#) sewage, corrosives, and liquid chemicals. By default, it is assumed wastewater treatment plant operators and wastewater treatment plant maintenance staff will likely be exposed to eye [and face](#) hazards (i.e., splashed wastewater); therefore, wastewater treatment plant operators and wastewater treatment plant maintenance staff must wear appropriate eye and face protection when conducting their duties within the wastewater treatment plant. [Similarly, Collections, Inspection and Construction staff who enter manholes or empty the Vac Con at the dump pit will likely be exposed to eye/face exposure of raw sewage and must wear appropriate eye and face protection while performing these duties.](#)

The District provides prescription safety glasses reimbursement benefit, see Personnel Policies & Procedures, Prescription Safety Glasses Reimbursement for more details. Safety glasses and [face side](#) shields must meet the ANSI standard requirements and display the Z-87+ approval stamp on the equipment being used. Refer to OSHA Eye and Face Protection, Title 29 Code of Federal Regulations 1910.133 for compliance.

Hazard assessments will be done to determine the level of eye and face protection. Where [appropriate exposure to the splashing of raw or treated sewage exits](#), eye and face protection [may be is](#) required (e.g., safety glasses or goggles [may be is](#) required even if you're wearing a face shield). [Approved safety glasses are required to be worn by all for any staff operating or riding on the plants heavy equipment or and all-terrain vehicles \(e.g., gator cart\).](#)

b. Head Protection

Hard hats must be worn when:

- working on a site involving potential for injury to the head from falling objects;
- working on sites to be considered pipeline, construction, confined space, MOT, or where ...
 - designated by a supervisor and/or safety officer;
 - working near live electrical equipment greater than 50 volts which could contact the head;
 - engaged in cutting operations or tree trimming; or
 - as required by a JHA.

Hard Hats must not be modified except as authorized by the manufacturer. Electricians or qualified employees working on or near energized electrical equipment must use appropriate electrical rated hard hats (designated with class G or E rating). Class G hard hats are rated for 2200 volts. Class E hard hats are rated for 20,000 volts. At a minimum, class C hard hats are conductive and shall be used for all other activities not working with electricity. Hard Hats must be kept clean for inspection purposes and stored away from UV exposure. Hard Hats with cracks, gouges, or broken components must be promptly returned to the Safety Officer for replacement. [Hard hats with routine exposure to sunlight,](#)

~~extreme temperatures or chemicals shall be replaced every 5 years.~~

c. Finger and Hand Protection

Appropriate hand protection must be used when hands are exposed to hazards such as cuts, abrasions, skin absorption, or temperature extremes. Cut resistant gloves must be worn when using tools with a sharp knife edge like a utility knife. Refer to the JHA for the task you are completing and/or SDS for the chemical you are working with to ensure the correct level of protection is achieved. The use of gloves when handling material provides a layer of protection for inadvertent contact with surfaces that could result in abrasions, bruises and cuts. However, due to the risk of entanglement, gloves should not be used when working-operating machinery with rotating equipment-or moving parts-and machinery such as drills, sanders, and grinders.

d. Foot Protection

Safety shoes must be worn by any District Employee during tasks where a ~~when~~ significant risk of foot injury exists. ~~Safety shoes protect feet against injuries from rolling or falling objects, objects piercing the sole, and where feet are exposed to electrical hazards. Different safety shoes protect against different risks. Make sure to wear safety shoes appropriate to your job description and/or the tasks you are accomplishing. District staff in the following Divisions must wear approved safety shoes (e.g., reinforced toe) at all times during each work day:~~ More specifically, safety shoes must be worn when a JHA Hazard assessment of the District workplace identifies the need for District employees to be protected from the following risks:

- Impact from falling objects that may be dropped on the foot.
- Compression from a crushing load of an object rolling over the foot.
- Electrical shock from stepping on energized conductive equipment or material.
- Slipping on wet or slippery surfaces.

Accordingly, acceptable safety shoes must be labeled with all of the following, at a minimum; “I” for impact, “C” for compression, “EH” for electrical hazard, and “SR” for slip resistance. All safety shoes must be designed and tested by the applicable American Society for Testing and Materials (ASTM) F2413-18 “Standard Specifications for Performance Requirements for Protective Footwear”.

The following Divisions must wear approved safety shoes at all times during each work day:

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

Any other District employee performing work in District buildings or on District property where a significant risk of a foot injury exists must wear approved safety shoes.

Any District employee actively participating in Emergency Conditions (i.e., EMCON 4 through 5) must wear District-approved the appropriate safety shoes when supporting the aforementioned departments. Rubber rainboots and waders supplied in the warehouse must meet the same safety shoe requirements. The rubber boots meet the OSHA intent for EH rated.

For WildPine Lab employees a non-porous, closed-toed and heeled shoe with slip resistant soles are required to be worn when conducting wet chemistry or bench work in the lab.

For WildPine Lab and River Center employees performing outdoor water activities, an ankle-high neoprene shoe or “bootie” with a closed-toe and closed heel with thick, rubberized sole and tread are required to be worn when subject to slippery surfaces and/or risks associated with material such as oyster shells penetrating the sole of one’s foot.

At a minimum Wastewater Plant visitors must wear closed toed and closed heeled shoes for such events as work proposal assessments and plant tours.

The following areas are designated safe zones where safety shoes are not required unless performing work activities that create a significant risk of a foot injury-

- Administration Office
- Richard C Dent Operations Administration Building
- Walkways from the Wildpine Lab to Administration
- Walkways from Administration to Operations
- Parking lots adjacent to Administration and Operations
- River Center
- Former Bush Wildlife Welcome Center, Hospital, and Discovery Center.

Protective footwear must be replaced when conditions such as excessive tread wear, holes in soles or uppers or exposure of the protective toe cap are revealed. The District provides a safety shoe reimbursement benefit; see Personnel Policies & Procedures, Safety Shoe Reimbursement for more details.

e. Clothing

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

1. Loose fitting clothing must not be worn if the employee may be exposed to an entanglement hazard/ rotating equipment and machinery.
2. Do not wear rings, metal, bracelets, and other jewelry when working around or with machinery or climbing ladders. Wearing jewelry while operating mechanical devices and during manual labor can increase your risk for serious injury.
3. When harmful chemicals are in use, chemical protective clothing must be worn according to the SDS recommendations provided by the manufacturer.
4. Tyvek or equivalent coverings must be worn when exposure to raw sewage, hazardous dust, biological, chemical, or overspray of toxic materials is present or is likely to occur.
5. Employees should pull back long hair when working with moving equipment. This can be achieved by wearing a hat, helmet, or hair net, or a hair tie (as long as it’s not a hanging pony tail) while working around machinery.

6. Electricians and/or employees qualified to perform electrical trouble shooting on exposed, live equipment shall must wear ~~only cotton clothing or applicable~~ arc flash rated ~~ing~~ attire (e.g., arc flash covering, hard hat, face shield, and leggings).

f. Respiratory Protection

Respiratory protection is made available to all District employees whose job description or common duties require the use of a respirator. Each employee who is required to use a respirator must complete a medical evaluation, fit test, and formal training before being permitted to wear a respirator. The Safety Officer will coordinate and document such activity. Employees must be clean shaven prior to using a full-face or half-face respirator, including during the fit-test procedures. Fit testing will be conducted annually for employees who are required to use a full-face or half-face respirator. Employees utilizing a full-face or half-face respirator must be able to shave on site during their shift to ensure a proper face seal.

Powered Air-Purifying Respirators (PAPR) are used to support such tasks as chlorine operations and acid washing the odor scrubbers. Supplied Air Respirators (SAR or positive pressure hoods) are used to support abrasive blasting activities. Medical clearance is required annually but fit testing is not a requirement for the PAPR and SAR's.

The District promotes the voluntary use of respirators, including dust masks, during activities for which no airborne contaminants above the OSHA Permissible Exposure Limits, i.e., where and therefore a respirator use is not required ~~to be used~~. A copy of OSHA's Appendix D of the Respiratory Protection Standard is reviewed and made available to all employees.

~~Employees utilizing a full face or half face respirator must be able to shave on site during their shift to ensure a proper face seal.~~

Refer to the District's [Safety Intranet](#) page for additional resources.

Examples of times to wear the appropriate respirator are: cutting or drilling into cement, abrasive blasting, changing chlorine cylinders, spray painting, chemical applications, when an employee may be exposed to other respiratory hazards, and as required by JHA.

4.3.6 Tools

- Employees must be trained in the use of all tools or equipment before use or operation. Use the right tool for the job.
- Remove defective tools or machinery from use immediately and report the defect to the Department Supervisor for repair or replacement.
- Never point an air hose at anyone or use it to clean clothing. Air can penetrate the skin, enter the bloodstream creating an air embolism resulting in stroke-like symptoms.
- Do not use electrical power tools or equipment while standing in water. Keep cords out of puddles. All electrically powered portable hand tools shall be used with a Ground Fault Circuit Interrupter (GFCI). The GFCI location can either be in the outlet or can be of the portable "pigtail" type.
- Keep all tools and materials away from edge of scaffolds, platforms, shaft openings, etc.
- Have cords, leads, hoses, etc. placed to avoid tripping hazards or getting damaged, away from oil, heat and/or chemicals.

- Check hose, fittings, and valves for leaks.
- Compressed Gas Cylinders must be kept upright and secured.
- Open cylinder valves slowly to prevent damage to regulator. Close valves if work is finished, moving cylinders, or placing into storage.
- Use only sturdy ladders on firm base. Where possible, angle out base ¼ of ladder working length (4 feet high x 1 foot from wall). Keep area clear of scrap, tools, hoses, etc.
- Have ladder reach at least 3 feet above landing for easy access. Tie off ladder at top (secure bottom and brace long ladders).
- Read directions or when in doubt – check with your Supervisor or Safety Officer.

4.3.7 Warnings & Barricades

- Read danger warnings on container labels. Always follow all health/ safety precautions. Know before you use it. Always refer SDS and ensure a current copy of SDS.
- Place barricades, warning lights, caution tape, signs or combinations of, to warn of overhead danger, traffic, excavation, etc. Have authorized flagman or authorized attendants remain on site if necessary.
- Don't leave openings unprotected. Use strong cover, or barricade with 42" high guardrail (with mid-rail and toe-board).
- Manhole guards must be used when manhole covers are removed. Never leave an open manhole unattended unless the guards are in place with appropriate DANGER signage.
- Non-District individuals not directly involved in the task at hand must be required to be positioned at an appropriate distance from the specific work site as to keep from harm's way. This includes Vac Con water pressure wand activity.

4.3.8 Vehicles & Machinery

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

4.3.9 Vehicle Safety

Motor vehicle incidents are a leading cause of death and injury in the United States. Observance of state vehicle codes (traffic laws) properly maintained and inspected vehicles, and knowledge and use of defensive driving skills are crucial to avoid vehicle incidents. Also, minimizing distractions while driving is a key element in maintaining your safety while operating a vehicle. Distracted driving is driving while doing another activity that takes your attention away from driving, e.g., talking or texting on your phone, eating and drinking, fiddling with the stereo, entertainment, or navigation system. District

employees must minimize distractions while operating vehicles. Vehicle safety applies to all LRECD staff that drive as part of their official LRECD duties. ~~The Safety Officer will perform vehicle safety training annually.~~

4.3.10 Driver's Licensure

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

4.3.11 Vehicle Maintenance

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

4.3.12 LRECD Driving Privileges

The privilege to drive an LRECD vehicle is conditioned on possession of a valid license to operate the vehicle and safe and lawful operation of the vehicle. Driving privileges may be revoked or suspended pursuant to the LRECD Personnel Policies & Procedures, Use of Company Vehicles. Conduct typically associated with suspension or revocation of these privileges include driving without a valid Florida driving license, driving under the influence, involvement in an avoidable incident, moving violations, and failure to follow other associated driving policies or procedures. New employees, must demonstrate proficiency prior to being authorized to drive a District vehicle. The Department Manager and Supervisor shall document this activity and provide the documentation to the Safety Officer to be included in the District Training Matrix.

Safe Vehicle Operation Tips:

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

- When any heavy equipment (other than the normal car/truck) is being operated or towed to and from an off-site location, an LRECD trail vehicle, with all flashers on, will immediately trail and follow the equipment or tow vehicle.

4.3.13 Boating Safety

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

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

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

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

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

within 25 feet from an anchored dive flag.

Refer to the District's [Safety Intranet](#) page for additional resources.

4.3.14 Electrical

- Only qualified employees are permitted to make electrical repairs, ~~or~~ installations, or troubleshoot electrical systems that are 50 volts or greater.
- Qualified Employees must be trained and knowledgeable of the construction and operation of the equipment in which they will be working. Employees will be trained to recognize and avoid the electrical hazards that might be present.
- Consider all wires “live” until verified and locked out. Keep safe distance from “live” electricity.
- Have electrical equipment properly grounded. Use 3-wire grounded receptacles, extension cords, or ensure double insulation.
- Cord splices or repairs must be electrically and mechanically equal to that cord's original state.
- Do not use metal ladders when working on or near electrical lines or equipment.
- Lockout/Tagout all electrical components and equipment when physically engaging equipment, e.g., during inspection or maintenance.
- Follow all Arc Flash signage instructions including the proper PPE. Cotton clothing and/or Arc Flash rated clothing shall be worn when working near energized equipment.

4.3.15 Lockout/Tagout Energy Control

Purpose - This procedure establishes the minimum requirements for controlling hazardous energy whenever maintenance or repair is performed on machinery, equipment, and property. It is used to ensure that the machine or equipment is at a zero energy state prior to performing any work. The machine or equipment shall be, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energizing or start-up of the machine or equipment or release of stored energy could cause injury.

At the District, lockout is the only method of isolating machines or equipment from energy sources.

Refer to the District's [Safety Intranet](#) page for additional resources.

4.3.16 Fire Safety

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

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

- Know exit routes from your office and work areas and keep unblocked.
- Know where the closest fire extinguishers are located in proximity to your office and work areas.
- Know emergency contact numbers: 911.
- Know the location and operation of fire alarms.

a. Fire Drills

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

Administration and River Center staff are also responsible for instructing the general public and visitors on emergency exits. The Safety Officer in conjunction with the District Executive staff and the local Palm Beach County Fire & Rescue Special HAZMAT/Operations, when applicable, coordinates Fire drills. The District ~~shall~~ will conduct documented fire drills periodically/annually. The Safety Officer will coordinate the activity with Management and Supervision.

b. Miscellaneous Fire Hazards and Devices

There are several devices that are restricted or prohibited.

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

c. Fire Hydrants

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

d. Fire Evacuation Plans

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

background.

e. Fire Emergency Action Plan

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

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

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

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

Muster Station: A predetermined area has been selected so that a head count can be taken and accountability ensured. Do not leave the area until the emergency has been cleared or someone with authority has released everyone. Muster locations are provided on fire safety maps located in each permanently occupied building.

Do Not Re-Enter the Building: Under no circumstances should anyone re-enter a building until the all-clear signal is given by the fire department, police department, , Executive Director, or his designee.

f. Portable Fire Extinguishers

An important part of fire safety is knowing where to find fire extinguishers and knowing how to use them if needed. Fire extinguishers are intended to provide a first aid attack on any small, incipient fire. Only trained employees should attempt to extinguish a fire, in no event should any untrained or inexperienced person try to fight a fire with an extinguisher.

The LRECD maintains portable fire extinguishers throughout the District as required and appropriate. You must be aware of potable fire extinguisher locations in proximity to your workspaces. Maps of potable fire extinguisher locations are available on the District's safety intranet page.

LRECD primarily uses Multi-Purpose ABC Type Fire Extinguishers. These are for use on all A, B, or C type fires. The District maintains carbon dioxide (CO₂) extinguishers in locations where an electrical fire might occur involving sensitive, high-value electrical equipment like computers and network gear. A carbon dioxide extinguisher can be used on both Class B or C fires, it leaves no residue, is non-conductive, and is a non-contaminating gas.

The LRECD, through coordination by the Safety Officer, provides annual fire extinguisher training. Refer to the District's [Safety Intranet](#) page for additional resources.

4.3.17 Ergonomics

The purpose of this program is to sustain or improv District employees' health and safety by identifying and correcting ergonomic risk factors on the job. This program applies to all work operations with the intention of addressing potential musculoskeletal disorders (MSDs).

Our goal through this Ergonomics Program is to prevent the occurrence of work-related musculoskeletal disorders by controlling or eliminating the risk factors that cause them. This program ensures that all affected employees are aware of job-related risk factors and provides information and solutions to alleviate them. The Safety Officer will perform industrial and office ergonomic assessments as required. Computer Based Training for office ergonomics is provided. This training provides direction on the ergonomically correct posture for office workers, and the correct lifting techniques to avoid back strains.

We encourage employee suggestions and are committed to eliminating conditions that create a risk for conditions such as MSD's, carpal tunnel syndrome, and back strain.

4.3.18 Maintenance of Traffic (MOT)

LRECD will comply with the FDOT Utility Accommodation Manual, FDOT Design Standards and Manual Uniform Traffic Control Devices, latest revisions, for any operations within State, County, or Municipal right-of-way. Work zone traffic control will be the responsibility of a LRECD Employee holding a current Temporary Traffic Control Advanced Certification. All other employees involved with the work zone traffic control will hold a current Temporary Traffic Control Intermediate Certification or Flagger certification as their duties require. District staff who design traffic control plans will hold a current Temporary Traffic Control Advanced Certification. All traffic control plans will include a reproduction of the designers Temporary Traffic Control (TTC) Advanced Certification including their name, certification # and certification expiration date.

The Loxahatchee River District Employee's may use outside vendors to provide work zone traffic control including traffic control plans, equipment and setup. Use of an outside vendor does not relieve the requirement for a District Supervisor with a current Temporary Traffic Control Advanced Certification. Traffic control plans provided by an outside vendor will include a reproduction of the designers Temporary Traffic Control (TTC) Advanced Certification including their name, certification # and certification expiration date as well as employer name and contact information.

When conducting work in or near a right-of-way, LRECD staff must consider changing hazards and conditions and adjust PPE as required, for example:

- Class II High Visibility Vest (day work)
- Class III High Visibility Vest (night work)
- Dark eye wear is prohibited at night
- Avoid glare to oncoming vehicles

4.3.19 Confined Space Entry

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

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

Non-permit confined space means a confined space that does not contain or, with respect

to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

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

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

Refer to Permitted Confined Space on the District's [Safety Intranet](#) page for additional resources.

4.3.20 Excavation, Trenching and Shoring

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

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

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

Refer to Excavation, Trenching, and Shoring on the District's [Safety Intranet](#) page for additional resources.

4.3.21 Underground Utility Locates

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

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

4.3.22 Hazardous Atmospheres

Atmospheric testing is required before employees enter a confined space, an excavation greater than 4 feet in depth, or where a hazardous atmosphere could reasonably be expected. LRECD provides employees with and requires the use of atmospheric testing

equipment and ventilation controls to reduce the hazardous atmospheric condition to an acceptable level.

Contact the Safety Officer to schedule training or access additional training resources.

Acceptable Atmospheric Conditions

Oxygen: between 19.5% - 23.5%

Flammable gas: less than 10% of the lower flammable limit

Hydrogen Sulfide: less than 10 parts per million

Carbon Monoxide: less than 10 parts per million

Chlorine: less than 1 part per million

NOTE: No employee will enter an excavation or a confined space where hazardous atmospheres have not been and/or cannot be reduced to acceptable levels.

NOTE: Use of gas-powered equipment within an excavation or confined space will require the use of ventilation equipment to prevent carbon monoxide buildup.

4.3.23 Fall Protection

OSHA records indicate slips, trips, and falls are the most common workplace injury. Fall from heights can be the most severe. A form of fall protection is required when working on any working surface 4 feet or greater from the next level for general industry and at 6-foot elevations for the construction industry.

The most common fall protection is OSHA approved guard rails with toe boards. The District will make every attempt to utilize guardrails as the primary method of fall protection. Barriers to prevent access to floor openings in another method of preventing falls.

Other forms of fall protection are the use of a fall arrest or fall restraint system. This use is a combination of an approved harness with an approved lanyard, and an approved anchor point to tie the lanyard off.

If fall arrest/restraint is required, each employee must be formally trained on the use of the safety equipment. Any fall arrest/restraint equipment needing purchased must first get approval from the safety officer. The safety equipment will be inventoried and is required to be formally inspected on an annual basis.

- Fall Arrest is a form of fall protection which involves preventing an employee from contacting the next surface when the a person is already falling.
- Fall Restraint is a form of fall protection that prevents workers from reaching and tumbling over an unprotected leading edge.

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

Supervisors and/or qualified staff must assess the risks associated with a task and ensure that proper procedures and equipment are in place to protect employees working at heights. Fall arrest/restraint usage shall be documented on the Job Hazard Assessment. It is the duty of all supervisors, safety representatives, and employees to identify hazards, follow procedures, and use proper equipment. For example, staff must maintain workspaces clear of slip and trip hazards such as water puddling and extension cords.

Refer to the District's [Safety Intranet](#) page for additional resources.

4.3.24 Reporting Safety Concerns

All employees are empowered and expected to intervene and correct any hazard they may observe during the course of their workday. If an employee has a safety concern in an active job site, immediately communicate your concern to the job site supervisor. When warranted, inform the Safety Committee by submitting a [Safety Committee Action Form](#) to the Safety Officer. The Near Miss Reporting tool, located on the LRD Intranet is another way to document [a](#) Near Miss^s, unsafe or unhealthy conditions, environmental pollution potential, or suggest a safety process improvement.

4.3.25 Safety Inspections

Safety inspections are an effective tool for identifying the occurrence of unsafe conditions. A well-organized inspection program is vital to confirm employees are effectively implementing sound safety practices and working safely. Safety inspections may be conducted by the Safety Officer, members of the Safety Committee, Supervisors, Department Directors, or any LRECD employee. [Examples of Safety Inspections includemay but not limited to:](#)

- Job Site Inspection,
- Random Inspections,
- Vehicle Inspections, [or](#)
- Inspection of PPE,

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

Items of Concern during safety inspections:

- **Personal Protective Equipment (PPE):** Is appropriate personal protective equipment in place and being used properly?
- **JHA:** Was a JHA completed? Is it available for review?
- **Machine Guards:** Are they in place and operable?
- **Housekeeping:** Is the work area clean and in order?
- **Floors:** Are floors in good condition and free of slip and trip hazards and obstructions?
- **Aisles:** Are aisles and passageways clear and free of slip/tripping hazards?
- **Lighting:** Is lighting adequate for the work being performed?
- **Stairways:** Are stairs in good repair, with safe, secure handrails?
- **Machines and Equipment:** Is it in safe operating condition and is it being operated properly?
- **Electrical:** Is the area free from shock hazards and are adequate outlets available. Are extension cords being used? Are they in good condition? Is proper PPE being used to troubleshoot?
- **Lock Out/Tag Out:** is lock out/tag out being effectively implemented?
- **First Aid:** Are first aid kits available and fully stocked? Are people trained in first aid, CPR, and AED usage?
- **Fire Extinguishers:** Are fire extinguishers accessible, properly maintained and are all occupants trained in their use?

- **Entrances:** Are entrances unobstructed, serviceable, and proper signage available?
- **Confined Space:** Was a confined space permit obtained?
- **Excavations:** Is shoring in place as required?
- **Hazardous Atmosphere:** Are gas detectors or blowers being used correctly?
- **Exits:** Are emergency exits marked properly and well lit.
- **Exterior:** Are sidewalks and parking lots free of debris?
- **MOT:** has a work zone been established? Has training been conducted?
- **Hazardous Communications (HAZCOM Plan):** Are any hazardous chemicals stored or used in this area? Are SDS's available and up to date? Do employees in the area know the location of the SDS binder?
- **Ergonomics:** Are ergonomic issues being addressed?
- **Blood- borne Pathogens:** Are employees exposed to these and are they trained in universal precautions?
- **Emergency Phone Numbers:** Are emergency numbers posted so all employees have access?
- **Personal Behavior:** Do employees understand the necessity to conduct themselves in a manner appropriate for their area, no horseplay, use proper Personal Protective Equipment, etc.?
- **Safety Equipment on Vehicles:** District vehicle safety equipment list will be inspected on a monthly basis by Supervisor and the crew assigned to that vehicle to ensure the required personal protective equipment and additional safety equipment is on board and available for use.

4.4 Stop Work Policy

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

- Any District employee that observes a perceived unsafe condition that has the potential to result in danger to person(s), equipment, or the local environment must call for a Stop Work Order (e.g., engage the active parties to immediately discontinue the unsafe work, condition, or behavior).
- The Stop Work Order must be applied in good faith.
- Work that was ceased due to a Stop Work Order must not resume until all safety concerns are cleared to the satisfaction of the employee who initiated the Stop Work Order or to the satisfaction of the Safety Officer.
- The District will not retaliate against, and will not tolerate any intimidation or retribution towards, an employee that called a Stop Work Order in good faith.

Refer to the District's [Safety Intranet](#) page for additional resources.

4.5 Contractor Safety Policy

Work that the District engages contractors to complete exposes the Public, District Staff, Contractor, and Subcontractors to hazards or potential hazards. Therefore, it is the District's policy to require each Contractor performing work for the District to have health, safety, and environmental policies and procedures in place, have a history of healthy, safe work practices, and are compliant with Federal, State, and Local requirements as well as District requirements where applicable.

To achieve this policy, District staff maintain a written Contractor Safety Management program to qualify, evaluate, and memorialize safety performance of qualified Contractors performing work for the District. At a minimum, the District's Contractor Safety Management program will include:

1. Prequalification or Qualification
2. Contract/Work Scope Requirements
3. Construction Management
4. Post Assessments

A contractor's implementation of health, safety and environmental policies and procedures, including training, safety equipment purchase, liability, loss, damages, claims, fines, or other expenses of every character are the responsibility of the contractor and/or their subcontractors.

The District reserves the right to obtain all relevant and necessary information to assess a Contractor's health, safety and environmental policies and procedures and their relevant past performance, e.g., OSHA lost workday rates, Workers' Compensation Experience Modification rates, OSHA recordable injury rates.

The District reserves the right to qualify or disqualify any contractor from bidding on a contract, acceptance of a contract, or continuation of an existing contract based on their failure to provide adequate health, safety and environmental policies and procedures and/or their ongoing safety performance.

This policy applies to each Contractor while performing any work for the District.

5. INCIDENT REPORTING

LRECD has a strict policy stating all incidents must be reported immediately. An incident is defined as: an unplanned, undesired work-related event that may cause injury, illness, or property damage, or a combination of all three. Incident severity may range from minor to catastrophic. A Near Miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so.

Refer to the District's [Safety Intranet](#) page for additional resources.

5.1 Incident/Near Miss Reporting

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

The requirements of this program apply to all LRECD employees.

1. If an incident involves injury, the employee shall seek medical attention by either dialing 911 for emergency response, visit Jupiter Medical Facility, or by on-site treatment by an LRD employee trained in first aid. Employees injured on the job must report the injury to their supervisor and Safety Officer immediately after the appropriate medical attention is provided.
2. Near miss incidents (when an employee nearly had an incident but was able to avoid injury) are required to be recorded and reported.
 - o Near miss incidents will be reported using the Near Miss Report form.
3. All incidents [resulting in an injury](#) shall be documented utilizing the First Report of Injury form and the Incident Report Form. The forms shall be completed by the injured employee and the immediate supervisor. The supervisor must complete a separate Supervisor Incident Report.
4. Any injury that requires medical treatment above first aid must submit to a post-accident drug screen at the Jupiter Urgent Care facility as soon as practical and no later than 24 hours of the incident.
5. If the drug test is not performed within the allotted time frame, will be considered refusal to test, and may result in immediate termination. A near miss incident will be reported utilizing the Near Miss Reporting tool located on the LRD Intranet.

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

5.2 Vehicle Incident

If an LRECD employee, intern, or volunteer is involved in a traffic incident while driving a vehicle to conduct District business, the vehicle should not be moved, unless it creates a hazard, until local law enforcement has been called and advised the driver that it is safe to do so. Immediately after calling law enforcement, the driver should notify their Supervisor and/or the Safety Officer and report the incident. If the vehicle is a LRECD vehicle and needs to be towed, call the approved District towing company. The vehicle should be towed to the towing company's holding facility to be evaluated by the delegated LRECD staff member. The driver of the vehicle and supervisor shall complete the Motor Vehicle Accident after applicable medical attention is provided to the driver.

Refer to the District's [Safety Intranet](#) page for additional resources.

6. INVESTIGATION & RECORDKEEPING

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

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

6.1 Incident Investigation Procedures

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

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

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

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

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

The incident investigation is used to:

- Track and report injuries on a monthly basis;
- Group injuries by type, cause, body part affected, time of day, and process involved;
- Determine if any trends in injury occurrence exist and mitigate those trends if possible;
- Identify any equipment, materials, or environmental factors that seem to be commonly involved in injury incidents;
- Discuss the possible solutions to the problems identified with the safety team and supervisors; and
- Proceed with improvements to reduce the likelihood of future injuries.

7. DISCIPLINE

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

Disciplinary action may call for any of the steps – verbal warning, written warning, performance improvement plan, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed, see LRECD Personnel Policies & Procedures, Termination of Employment and Progressive Discipline for more information.

Any disciplinary action will be given following the District Disciplinary Action Policy. Refer to the LRECD Personnel Policies & Procedures, Termination of Employment and Progressive Discipline for more information. Vehicle accidents may have additional disciplinary action associated with negligence and property damage.

8. EMERGENCY PHONE NUMBERS

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

9. ACRONYMS AND DEFINITION'S

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

Employee Acknowledgement

Employee Safety Handbook Acknowledgment

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

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

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

Employee Signature

Date

Print Name

Department



LOXAHATCHEE RIVER DISTRICT

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: June 14, 2024
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 item listed below:

Tag #	F/A #	Description	Condition	Date Recorded	Acquired Value	Book Value	Estimated Value
2389	PE40	Kalmar Forklift	Operational	09/30/04	\$ 18,494	\$ -	\$ 5,000
Total Assets to be Disposed					\$ 18,494	\$ -	\$ 5,000

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; instead, a description of each asset is provided. Consistent with state statute and our policies and procedures, I request your authorization to dispose of the items listed below:

<u>Description</u>	<u>Serial Number</u>	<u>Condition</u>	<u>Estimated Value</u>
10 HP Flygt Pump	FLY-4480191	Beyond Repair	\$50
9.4 HP Flygt Pump	FLY-150228	Beyond Repair	\$50
5 HP Flygt Pump	FLY-9110182	Beyond Repair	\$50
4 HP Flygt Pump	FLY-9180033	Beyond Repair	\$50
2 HP Barnes Pump	ZS200765-1120	Beyond Repair	\$50
2 HP Barnes Pump	ZS200302-0620	Beyond Repair	\$50
2 HP Barnes Pump	C1219692-0606	Beyond Repair	\$50
2 HP Barnes Pump	G-9316	Beyond Repair	\$50
2 HP Barnes Pump	99588	Beyond Repair	\$50
2 HP Barnes Pump	SGVF2022L	Beyond Repair	\$50
2 HP Liberty Pump	B52226745-0712	Beyond Repair	\$50

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.

Items slated for disposal that have no remaining value will be recycled or otherwise disposed of in an environmentally conscious manner.

Stephen B. Rockoff
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

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 tag number 2389 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.”



Change Orders

Change Order 001 - Delayed
Professional Engineering Services for Anaerobic Selector Zone Pilot Testing &
Process Aeration System Energy Efficiency Evaluation - Biomix Compressed
Gas Mixing Demo System



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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: June 10, 2024
SUBJECT: 2500 Jupiter Park Drive – Site Plan

In November 2021 the District engaged with Chen Moore and Associates (CMA) for 2500 Jupiter Park Drive Site Planning. The site planning effort results in a long-range plan, think over the next 50 years, for 2500 Jupiter Park Drive. Site planning consisted of 6 main tasks: Data Collection and Field Investigation, Regulatory Review, Planning Services, Sustainability Review, Grant Funding Review, and Site Planning Memorandum. The two (2) main objectives of this site planning effort consisted of the following:

- Define limits and guidelines for infrastructure security and resiliency
- Ensure 2500 Jupiter Park Drive has and will continue to have adequate space for receiving wastewater, treating wastewater to IQ water standards, and distributing IQ water to consumers. The space assessment included evaluating our current and future abilities to rehabilitate existing infrastructure and construct new infrastructure on site while maintaining site functionality and coordinating with current and future site uses.

Last month we provided the Board the DRAFT Final Site Planning Memorandum for review and discussion. Based on the Board's input DRAFT guidelines for key planning elements are:

Security and Access – The Board supports the designation of Secured Areas including Secured Access WWTF Footprint, Secured Access – Vegetated Area, Secured Access – Reclaimed Water Storage and agrees that security requirements in these areas will be defined in the upcoming Vulnerability Assessment. At this time limiting Public Access to the administrative facilities, Wildpine Lab and surrounding parking is also supported by the Board.

Stephen B. Rockoff
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

Resiliency – The Board supports the construction of new and replacement infrastructure being installed to address statewide flooding and sea level rise resilience.

1. New development will be compliant with a Vulnerability Assessment completed in compliance with F.S. 380.093
2. New development will evaluate impacts from NOAA Intermediate-High Curve (non-critical infrastructure) and NOAA High Curve (critical infrastructure) based on the Unified Sea Level Rise projection by the Southeast Florida Regional Climate Change Compact, 2019.
3. New development will address 1% and 0.2% Storm impacts.
4. New development should maintain “No Offsite Stormwater Discharge” status of 2500 Jupiter Park Drive.
5. New development will not expose existing infrastructure to increased risk from 1% and 0.2% Storm impacts.
6. Phase 1 and Phase 2 stormwater impacts will be addressed in the Preliminary Design Report for Phase 1 – Maintenance, Warehouse and Parking Facilities.

Reservation of Space – The Board supports reserving space to allow for a 47 MGD WWTF footprint beyond the 50 year planning window. This means infrastructure with a planned life expectancy beyond 2074 that does not support identified WWTF capacity needs based on approved land use and population projections will not be installed within this footprint. Additionally, it is the Governing Board’s intent that the cypress wetland located at 26.9254 N, 80.1406 W be preserved until development of this wetland area is deemed necessary to meet the District’s utility obligations for permitted wastewater processing in excess of 24 MGD.

Phase 1: Warehouse and Maintenance Site Plan and associated Financial Planning – the Board agrees that staff will proceed with planning for the proposed site plan.

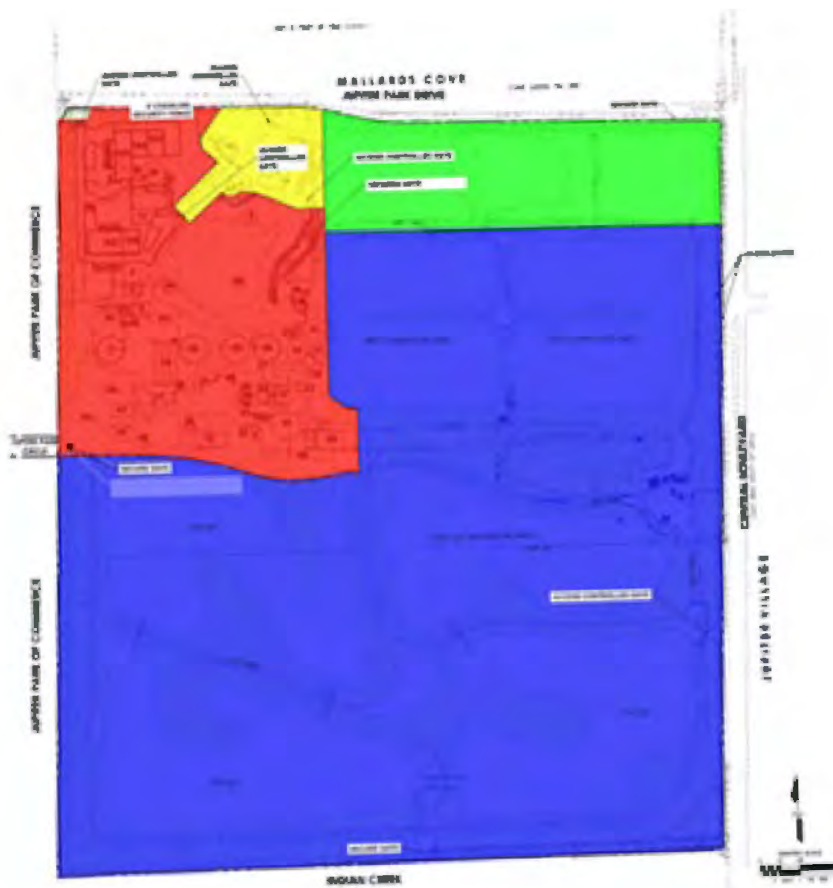
Phase 2: Biosolids Processing Facility Site Plan and Financial Planning – the Board agrees that staff will proceed with planning for the proposed site plan.

Overall Site Plan – The Board is not prepared to “site” a future administrative facility at 2500 Jupiter Park Drive. The Board agrees that because of conflicts and conceptual costs associated with Option 1, Option 1 does not represent the best option for the District. The Board will defer site selection for an administrative facility to a later date.

An updated summary of considerations for these key points is included on the following pages. With input from the Board this month the Site Plan Memorandum will be finalized and provided to the Board at a later date. No formal Board action is requested at this time, but any final Board input on the plan and key elements is sought.

Security. During programming efforts site security was clearly identified as a top priority. The ~~DRAFT~~ Final Memorandum classifies the site into 4 access categories: review and consideration Access – WWTF Footprint, Secured Access – Vegetated Area, Secured Access – Reclaimed Water Storage and Public Access as noted above. Phase 1 and 2 (described in more detail below) limit public access to the existing Administration Building, Wildpine Lab, and supporting parking areas (see figure above). Public access areas are highlighted yellow, while blue, green, and red highlights define secured areas.

In addition to the designation of secured access areas, CMA completed 2500 Jupiter Park Drive Site Security Review Technical Memorandum, which provides a review of the existing site security including existing security measures and protocols, identification of potential security concerns, and recommendations for improvements to enhance security at the site. Their site security review was limited to an evaluation of staff and public access on the site. A full risk assessment was not performed. The site security memorandum is a confidential document and will be provided individually to the Board for review and consideration.



Resiliency. Staff further researched the basis for resiliency planning. In summary, resiliency efforts will be compliant with a Vulnerability Assessment completed in compliance with F.S. 380.093. To perform the Vulnerability Assessment, target criteria need to be identified against which risks will be assessed. Vulnerability Assessments under F.S. 380.093 (3) must include the following scenarios and standards defined in 380.093 (3)(c) 3.

1. All analysis in the North American Vertical Datum of 1988
2. At least two local sea level rise scenarios, which must include the 2017 NOAA intermediate-low and intermediate-high sea level rise projections.
3. At least two planning horizons that include planning horizons of the years 2040 and 2070.
4. Local sea level data that has been interpolated between the two closest NOAA tide gauges.

The majority of the District’s infrastructure is located in Palm Beach County. The Southeast Florida Regional Climate Change Compact including Broward, Miami-Dade, Monroe, and Palm Beach counties created “a single, regionally unified sea-level rise projection, ensuring consistency in adaptation planning and policy, and infrastructure siting and design in the Southeast Florida four-county region”, and published the Unified Sea Level Rise Projection Southeast Florida ([Sea-Level-Rise-Projection-Guidance-Report FINAL 02212020.pdf](#)). For additional information, see [southeastfloridaclimatecompact.org](#). The report included the following curve and guidance.

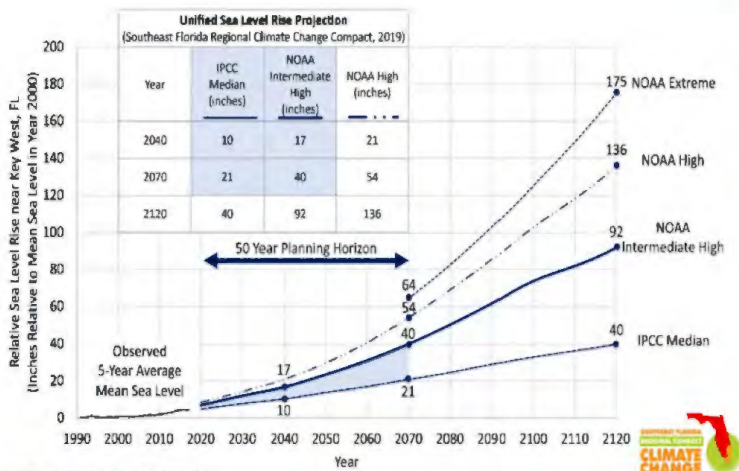


FIGURE 1: Unified Sea Level Rise Projection

>> Application of the IPCC Median Curve

The IPCC Median or lower blue shaded portion of the projection can be applied to most infrastructure projects before 2070 or projects whose failure would result in limited consequences to others. An example low risk projects may be a small culvert in an isolated area. The designer of a type of infrastructure that is easily replaced, has a short lifespan, is adaptable, and has limited interdependencies with other infrastructure or services must weigh the potential benefit of designing for higher sea level rise with the additional costs. Should the designer opt for specifying the lower curve, she/he must consider the consequences of under-designing for the potential likely sea level condition. Such consequences may include premature infrastructure failure.

>> Application of the NOAA Intermediate High Curve

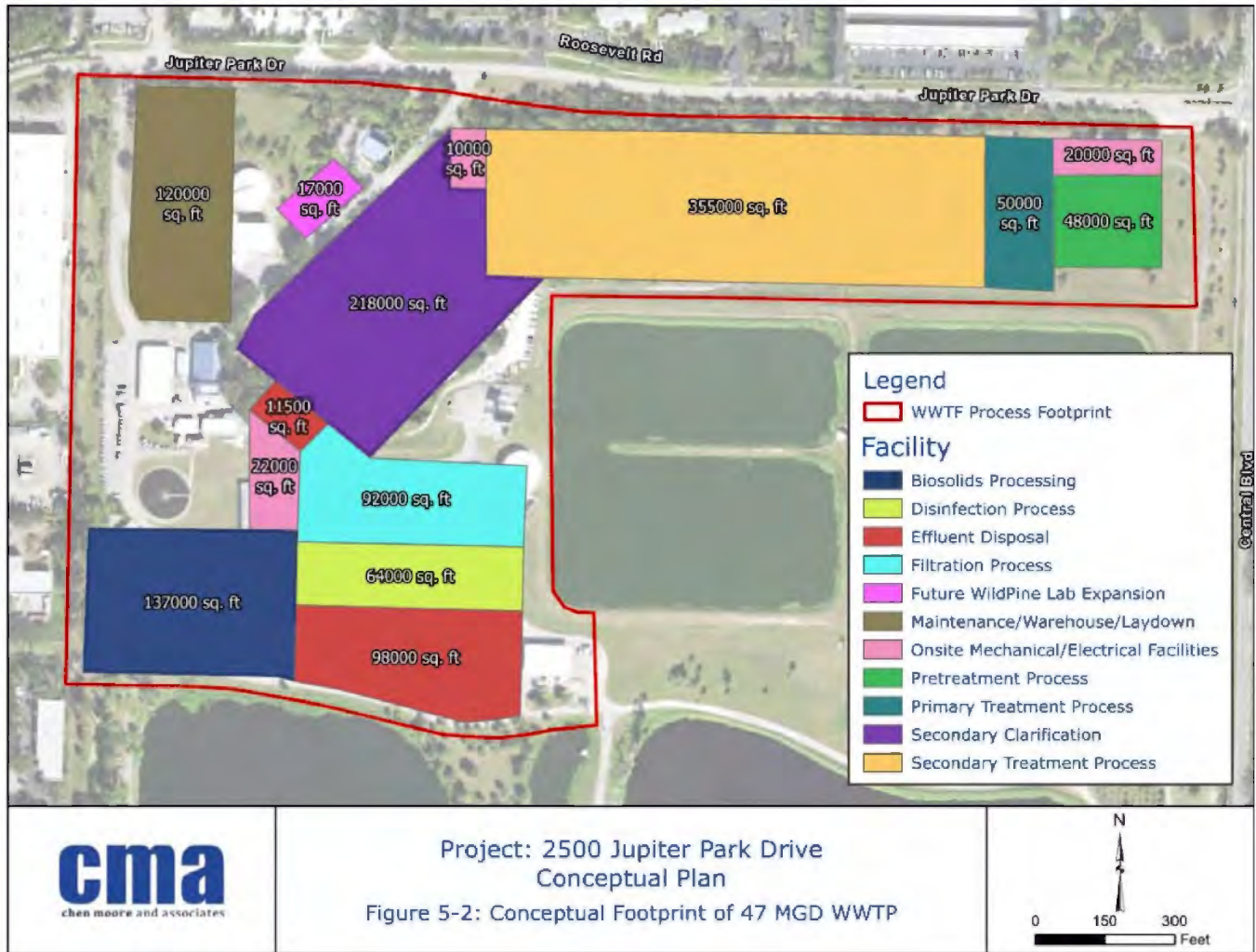
Projects in need of a greater factor of safety related to potential inundation should consider designing for the NOAA Intermediate High Curve. Examples of such projects may include evacuation routes planned for reconstruction, communications and energy infrastructure, and critical government and financial facilities or infrastructure that may stay in place beyond a design life of 50 years.

>> Application of the NOAA High Curve

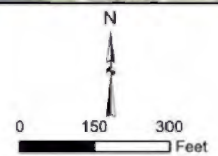
Due to the community's fundamental reliance on major infrastructure, existing and proposed critical infrastructure should be evaluated using the NOAA High curve. Critical projects include those projects which are not easily replaceable or removable, have a long design life (more than 50 years), and are interdependent with other infrastructure or services. If failure of the critical infrastructure would have catastrophic impacts. It is considered to be high risk. Due to the community's critical reliance on major infrastructure, existing and proposed high risk infrastructure should be evaluated using the NOAA High curve. Examples of high risk critical infrastructure include nuclear power plants, wastewater treatment facilities, levees or impoundments, bridges along major evacuation routes, airports, seaports, railroads, and major highways.

Based on the above, two options exist for future planning efforts related to sea-level rise. The first, use F.S. requirements of 2017 NOAA intermediate-low and intermediate-high sea level rise projections and local sea level data that has been interpolated between the two closest NOAA tide gauges. The second, use the guidance provided by Southeast Florida Regional Climate Change Compact and apply this to local sea level data that has been interpolated between the two closest NOAA tide gauges. The former meeting statute requirements, the latter meeting statute requirements and aligning planning efforts with other agencies in the Southeast Florida Region. Staff recommend using the Southeast Florida Regional Climate Change Compact guidance.

Treatment Footprints. The DRAFT Final Memorandum defines the space required for up to 47 MGD treatment capacity. It is noted that 47 MGD has been identified as the target for reservation of space at 2500 Jupiter Park Drive but is not being used as a basis for rate study or budget efforts.



Project: 2500 Jupiter Park Drive
 Conceptual Plan
 Figure 5-2: Conceptual Footprint of 47 MGD WWTP



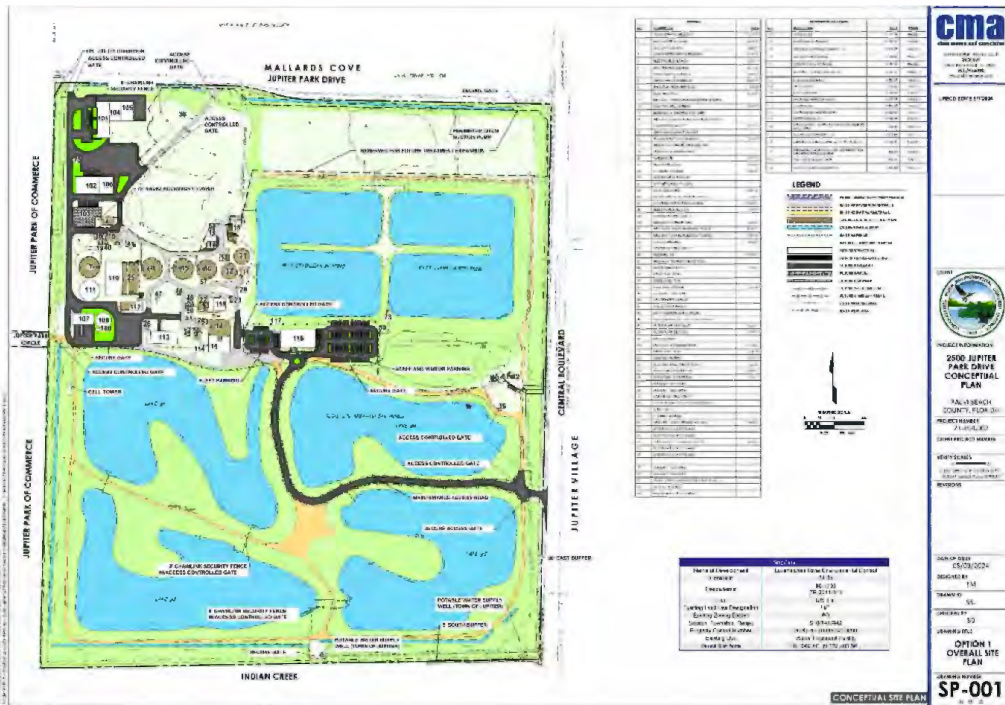


Phase 1 Warehouse and Maintenance Facilities. Staff have identified the existing warehouse and maintenance facilities for replacement in the near future due to age, condition, and storm preparedness. Site planning efforts include Phase 1 Maintenance, Warehouse and Parking Facilities. The Phase 1 Site Plan allows for 11,000 SF warehouse and secured yard, 10,700 SF maintenance facility, 6,000 SF Maintenance Laydown and Covered Storage, 'temporary' portable generator storage/anchoring, 6,000 SF Collection Department Storage Yard, 6,000 SF Construction Storage Yard, Fleet Parking and Security Fencing. The Phase 1 site plan integrates these facilities into the existing site plan as noted on Sheet SP-101 and SEC-001. Costs for Phase 1 improvements are \$16.2M based on a Class 5 (-50% to +100%) cost estimate. These ranges are deemed acceptable given the conceptual nature of the site plan and are acceptable to use in initial rate study and budget efforts.



Phase 2 Biosolids Processing Facility: Site planning efforts include Phase 2 Biosolids Relocation. The Phase 2 Site Plan anticipates a new biosolids processing building and truck loading facilities. The Phase 2 Site plan integrates these facilities into the existing and Phase 1 site plan as noted on Sheet SP-101 and SEC 102. Costs for Phase 2 improvements are \$16.7M based on a Class 4 (-30% to +50%) cost estimate. These ranges are deemed acceptable given the current level of planning and are acceptable to use in initial rate study and budget efforts.

Overall Site Plans. Two (2) options for the overall site plan are denoted as Option 1 and Option 2 and are included below. The options present the ultimate location of the Administration and Operations Building in two (2) possible locations that do not conflict with future operational needs. Option 1 (see below) would incorporate all Administration, Engineering, and Operations staffing functions, and including the WWTF control room, into one (1) building located adjacent to the treatment processes and central to the site. Option 2 (see next page) would combine the Administration, Engineering and Operations staffing functions into one (1) building located central to the lakes, but the WWTF control room, operators, and maintenance staff would be located within the treatment footprint, similar to the current configuration.



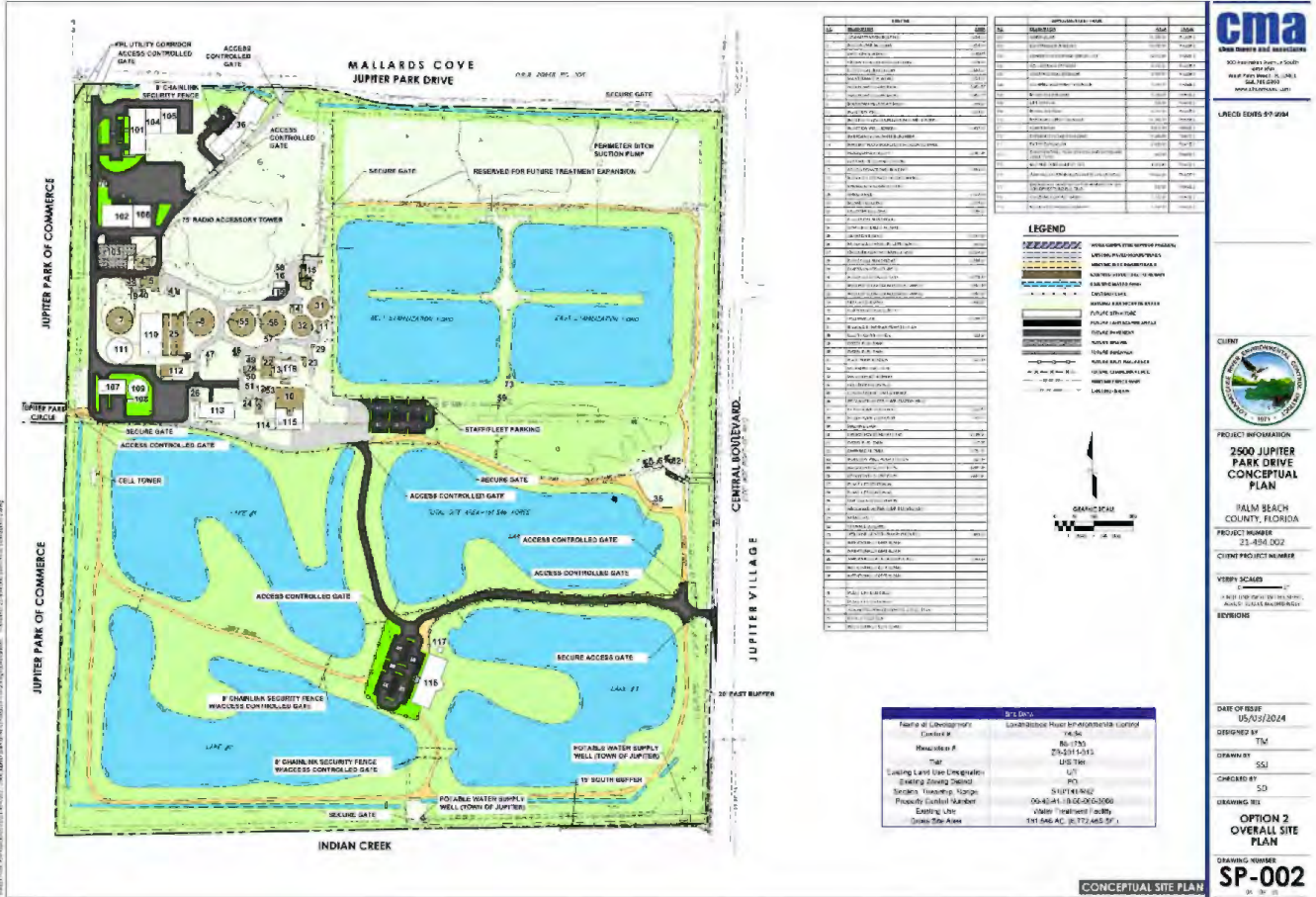
Option 1 –

Pro’s:

- Provides one structure for all staff needs potentially lowering operation and maintenance costs associated with occupied space.
- Provides a centralized area for all staff promoting ‘one team’ and collaboration between departments.

Con’s:

- Higher capital costs, \$24.0M
- Potentially requires relocation of treated effluent piping, IQ, and concentrate piping.
- Allows public access closer critical infrastructure compared to Option 2. See Sheet SEC-003



Option 2 –

Pro's:

- Lower capital costs, \$19.7M
- Provides greater separation between public access and treatment facilities. See Sheet SEC-004
- Does not require relocation of existing infrastructure.

Con's:

- Requires additional independent facilities for occupied space potentially increasing operation/maintenance costs.
- Separates departments into separate facilities lessening the promotion effects of 'one team' and collaboration.

I look forward to receiving your final input on this updated plan.



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

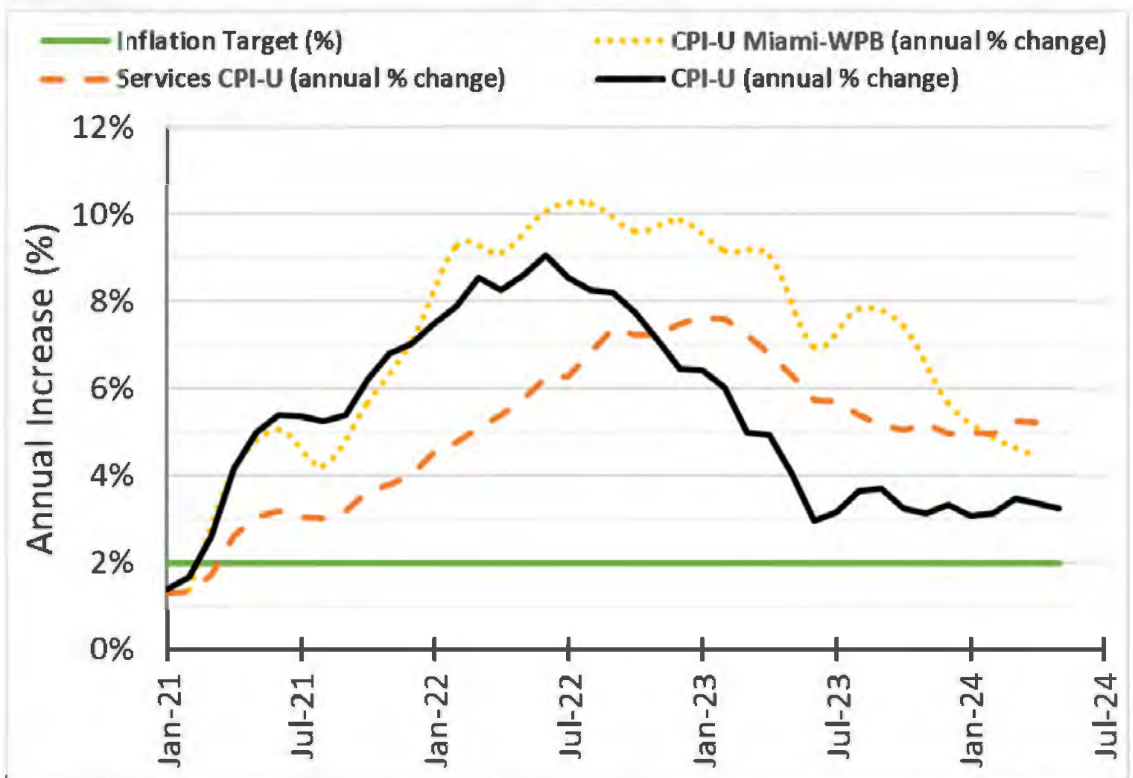
TO: GOVERNING BOARD
 FROM: D. ALBREY ARRINGTON, Ph.D. 
 DATE: JUNE 13, 2024
 SUBJECT: FISCAL YEAR 2025 – BUDGET ASSUMPTIONS

Our budget season is upon us. Over the next three months, we will work through our budgeting process to develop, review, and approve our Fiscal Year 2025 budget, which goes into effect on October 1, 2024. We are proceeding with the following schedule:

- June: Provide and review gross budget assumptions
- July: Provide and review budget matrix and initial capital budget
- August: Provide and review draft budget by each account number
- September: Provide and review Final Draft Budget and approve Final Budget.

This month our goal is to review the gross assumptions that are being made as we formulate the FY 2025 budget. Assumptions are provided based on the key budget categories used in the budget matrix. Our major objective is to avoid surprising the Board with unanticipated, significant increases in the draft and final budget.

Perhaps one of the largest factors anticipated to impact our FY2025 budget is the persistent inflation that we are experiencing (see the chart at right). For nearly a year, national CPI has stabilized between 3-4%, but Services CPI has persisted above 5% and our Regional CPI has only recently fallen below 5% and has been significantly elevated above national CPI for 2 years. These inflationary pressures have affected and will continue to affect the prices we are having to pay for goods and services.



Stephen B. Rockoff
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

Salary & Wages –

1. Number of Employees: The District currently has 86 full time positions budgeted. This year I am requesting two additional staff within our Construction department. I do not take adding staff lightly, as I recognize this represents meaningful, long-term expenses. Notwithstanding, after you review the attached memorandum from Kris and Courtney, I believe you will better understand why we are seeking these two positions this year. As our assets have been increasing in age and as we have gotten better at assessing and documenting system deficiencies, the amount of resources (either staff or contractors) needed to correct these deficiencies has grown. We have been unable to keep up with outstanding work orders, and we believe an additional 2-person construction crew is a needed and appropriate response to the ever-growing backlog of corrective work orders.
2. Proposed Cost of Living Adjustment: I will use the June CPI-U value (published in July) to establish our annual cost of living adjustment (COLA) for our employees to maintain their purchasing power given the present rate of inflation. I expect this value will likely be near 3.3% (see chart on prior page).
3. Proposed Merit Increase: I recommend the budget include 3.0% to be disbursed to employees exhibiting meritorious performance during their annual performance review.

Payroll Tax – An increase proportional to the increase in salaries and wages will occur.

Retirement – An increase proportional to the increase in salaries and wages will occur.

Employee Health Insurance – The Gehring Group suggested we should anticipate a 10-15% increase in our health insurance premium. This is based on medical inflation and their knowledge of the industry.

General Insurance – We reached out to Egis Insurance & Risk Advisors (our insurance agent) and asked for their expectations regarding how our insurance premiums might change in the upcoming year. Their projections suggest we will experience a 28% rate increase across our General, Liability, and Property Insurance premiums when we renew these policies on October 1st. A significant portion of this increase is due to the market value increase in our insured property. You will recall Egis did not require us to increase our property values when we switched to them in May of 2023, which contributed to the meaningful savings we captured at that time. Workers Compensation insurance is projected to increase by around 5%.

Supplies & Expenses – At this time I am not aware of any notable increases in this budget category.

Utilities – Good news: FPL has decreased their rates and we expect these benefits to extend into and positively impact our FY2025 budget.

Chemicals – I am not aware of any notable changes expected in this budget category.

Maintenance & Repair – If we add the two new Construction team members as requested above, this budget category will likely increase by 25% to reflect the additional work we anticipate accomplishing.

Outside Services – A much needed rehabilitation and upgrade of the odor scrubber system at our Master Lift Station will represent a meaningful cost increase in this budget category (i.e., odor system lease).

Contingency – We do not anticipate a change in our budgeted contingency amounts.

Revenue – Staff project revenues from quarterly sewer rates will increase by 3.8% assuming we implement the scheduled 3% rate increase in April 2025. Other revenues are projected to experience slight increases based on various factors. Total revenues are expected to increase by approximately 1%.

Next month we will bring a thorough list of the major Capital and Renewal & Replacement projects anticipated for FY2025.

Many of these are coarse estimates that will be refined over the next three months. We look forward to further clarifying anticipated costs for next year and providing them to you in the budget matrix format next month.

This is an important process, and we look forward to receiving your input.



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

TO: D. Albrey Arrington, Ph.D., Executive Director
FROM: Kris Dean, P.E., Deputy Executive Director
Courtney Jones, P.E., Director of Engineering
DATE: June 20, 2024
SUBJECT: Requesting Additional Construction Personnel and Vehicle for FY2025

In FY25 we are requesting an additional two (2) staff members, one (1) crane-truck and equipment to operate a third construction crew to address an increasing backlog in corrective work in the collection/transmission/distribution system and underground piping and lift station rehabilitation on the plant site.

Continuous improvement in preventative maintenance and inspections is identifying an ever-increasing volume of corrective work that needs to be completed. A bulk of this corrective work is assigned to the Construction Department to complete through any of the following:

1. In-house Construction Crews -The District currently maintains two (2) two-man construction crews working under one (1) construction foreman.
2. General Construction Services Contracts
 - a. Wastewater and Reclaimed Water General Construction Services Contract – The District has two (2) contracts in place with general contractors.
 - b. Electrician Services Contract – The District has previously maintained one contract in place with one electrical contractor. Award of a new contract is scheduled for June 2024.
 - c. Lift Station General Construction Services Contract – The District has one (1) contract in place with a general contractor.
 - d. Low-Pressure General Construction Services Contract - The District has one (1) contract in place with a general contractor.

Currently the Construction Department is operating with a backlog of 579 corrective work orders. This backlog has accrued over the last 4 years and increases at an average rate of 36 work orders/month in 2024. Looking back this has increased from 3-4 work orders/month in 2021, 9-10 work orders/month in 2022 and 20 work orders/month in 2023. This backlog increase is in conjunction with an annual increase in work order completion. The Construction Department has increased their productivity (completed WOs) by 69% on average from 2022 (average WOs completed = 22.75) to 2023/2024 (average WOs completed = 38.42). This increase in productivity has come with no increase in existing staff to date. Even with the increased productivity, the average rate of corrective maintenance work orders created on a monthly basis exceeds the average number of work orders completed on a monthly basis resulting in an ever-increasing backlog.

Stephen B. Rockoff
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

Driving causes for the increase in work orders include an ever-aging collections/transmission and distribution system and the following programs implemented to inspect and maintain it:

1. ARV Program – This year Collections and I.Q. have fully implemented the ARV preventative maintenance program resulting in the identification of numerous deficiencies. The volume of work generated by the ARV program, 160 open work orders (includes both WW and I.Q. systems) currently in EAM assigned to the Construction Department to repair/rehab, should peak as deficiencies are addressed and installations are brought up to current standards; however, after the peak we still anticipate a consistent corrective maintenance workflow from the ARV program, albeit at a lower rate than current, generated from the annual inspections. Deficiencies identified by the ARV program are generally corrected by in-house construction crews.
2. Gravity System Rehabilitation Program – The gravity system rehabilitation program uses outside contractors to perform TV inspections of the gravity mains and laterals and visual inspection of gravity manholes. These inspections identify a substantial # of system repairs, 288 open work orders in EAM, that are required prior to installing liners throughout the system. These repairs are completed by staff and general services contracts. This is a consistent flow of work from these inspections currently scheduled to continue for the duration of the lining program, completing around 2035.
3. Lift Station Inspection Program – Through the lift station preventative maintenance program, field staff are scheduling full inspections and identifying station deficiencies. The preventative maintenance program and full inspections are responsible for 36 open corrective maintenance work orders in EAM. This work is completed by staff and general services contracts. We anticipate this workflow to increase for the next couple of years, then plateau as we systematically upgrade and repair the District's 230+ lift stations.
4. Low-Pressure Inspection Program – Through the 5-year low-pressure preventative maintenance program, field staff are creating corrective maintenance work orders and assigning them to the Construction Department to address based on their inspection. These inspections identify a substantial # of system repairs, 68 open work orders in EAM. This work is generally completed by in-house Construction Department staff.
5. I.Q. System Maintenance – The District's two (2) I.Q. system operators create corrective maintenance work orders based on their inspections and operation of the system and assign them to the Construction Department to address. These I.Q. system corrective maintenance work orders currently account for 25 open work orders in EAM. This work is completed by staff and general services contracts.
6. Piping and Lift Station Rehabilitation on the Plant Site – The Construction Department assists Operations with underground piping repairs and lift station rehabilitations on the plant site. These Operations corrective maintenance work orders currently account for 2 open work orders in EAM. This work is completed by staff and general services contracts.

With increased inspections, improved workflow and increased efficiency implemented through the programs described above we are systematically determining the condition of the collection, transmission, and distribution system resulting in the realization of a significant amount of corrective work that needs to be performed to maintain system reliability, complete non-emergency repairs in a timely manner, and ensure a well maintained system into the future.

Staff have maximized the use of general services contracts and, assuming approved by the June 2024 Board, have encumbered \$1.9M for FY24 and currently work with a 3-6 month backlog. Recent bids indicate a limited pool of contractors looking to engage in these type contracts and staff doubt the ability to add additional qualified contractors under contract to the list with further bids. Regardless, the majority of the work sitting in the EAM backlog is well within the abilities of in-house construction crews who can perform the work for significantly less than using outside contractors. In FY23, we budgeted \$220,000 for a two (2) man crew and one (1) vehicle for Collections. This equates to roughly \$1,000/day of expense for work completed by a District two-man crew. In comparison, to mobilize a general services contractor under non-emergency conditions to the site for one (1) day will cost anywhere from \$2,500 - \$5,600, depending on the project size, not including equipment and labor.

Requested Action:

Board support addition of two (2) new, full-time crew members, service vehicle and equipment within the Construction Department.

Anticipated Outcome:

- a. Maintaining the identified workload in Construction.
- b. Addressing the existing backlog of work orders assigned to Construction.

Anticipated Benefits:

This targeted effort to improve our systematic maintenance of the collection, transmission, and distribution system will result in improved system reliability, fewer unauthorized discharges of sewage, less unscheduled maintenance and repair, and decreased overtime.



Loxahatchee River District

Neighborhood Sewering Schedule - Revised June 2024

Rank #	Area Description	# Lots	Activity	Original Target Date	Revised Target Start Date	Heads Up Notice	Sewer Options	Notice Of Intent	Preliminary Assessment	Notice To Connect	Final Assessment
11	Jupiter Farms (East)	708		TBD	TBD						
11	PB Country Estates	1547		TBD	TBD						
21	Indian Hills	12	Property Records Review Determined Lots Abut US1 Right Of Way		Oct. 2024	Jan.2016	Mar. 2024	Jun. 2024			

Remnant Area

Rank #	Area Description	# Lots	Activity	Original Target Date	Revised Target Start Date	Heads Up Notice	Sewer Options	Notice Of Intent	Preliminary Assessment	Notice To Connect	Final Assessment
	605+607 Military Trl (LPPS)	2		2022		Jun.2020		Jan.2021			
	18030 69 th Terrace	1	Application for developer project made; Comments on plans being addressed by applicant					Jun. 2024			
	SE Island Way Property	2	Permitting Complete; Under Construction					Aug. 2022			
	2966 Jamaica Drive	1	Statutory Way Provision – April 2024 (1 lot)					Aug. 2022			

Private Road Areas

Rank #	Area Description	# Lots	Activity	Original Target Date	Revised Target Start Date	Heads Up Notice	Sewer Options	Notice Of Intent	Preliminary Assessment	Notice To Connect	Final Assessment
AA	Peninsular Road	3	Partial construction complete - June 2013 Soliciting easements for remainder of project	2010	AEO			Feb. 2010			
BB	Rivers Edge Road (Martin Co.)	35	Private Road-Easements Solicited - May 2014 Project Delayed	2013	AEO	Aug. 2010		Feb. 2014			
CC	171 st Street (Martin Co.)	7	Private Road - In House Design Easement rec'd from Church – April 2017 Grant received	2014	AEO	Oct. 2012					
D	Loggerhead Park (institutional)	6 EC's	Need Easements from County - No database	2014	AEO						
DD	Taylor Road	38		2015	AEO	Sept. 2011					
FF	North A1A	3	Postponed-Town activities in area - No database	2012	AEO						
GG	815 S US 1	9 EC's		2016	AEO	Nov. 2014					
GG	Rockinghorse (north of Roebuck Road)	11		2018	AEO	Jan. 2013					
GG	SE Castle Rd	5		2018	AEO	Jan. 2013					
GG	SE Jupiter Rd	4		2018	AEO	Jan. 2013					
HH	19485 Harbor Rd. S	6	Statutory Way Provision – May 2023 (1 lot)	2017	AEO	Jan. 2014		May 2024			
16	Limestone Creek Road West	49		2018	TBD	Jan. 2013					
	109 Old Jupiter Beach Road	1	Constr. Plans In Redesign Per Owner – Sept. 2023 - Approved May 2024; Under Construction June 2024			Sept. 2021 July 2022		Jun.2024			
	182 nd Road North	12	Sewering Pricing Request by 50% of Owners Conceptual Design/Cost Est. - provided June 2023								
	6604 N 195th Place	1	Statutory Way Provision – Mar. 2024					May 2024			

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

SHENKMAN & SHENKMAN P.A.

2151 S. Alternate A1A, SUITE 1000
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LEGAL ASSISTANTS
REAL ESTATE
JAMIE KEELAN
CAROLINA INMAN
DENISE B. PAOLUCCI

June 7, 2024

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.

Two (2) matters of potential pending litigation are reported under “Other Litigation”.

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

Attachment

OTHER LITIGATION

LRD -collection from Sonoma Isles HOA.

- Nov. 6, 2023 LRD Attorney Demand Letter to Sonoma Isles HOA
- Dec. 28, 2023 Letter from Attorney for DiVosta of Assignment to Sonoma Isles HOA
- Dec. 29, 2023 LRD Attorney Demand Letter to Sonoma Isles HOA & Attorney
- Feb. 1, 2024 LRD Attorney Demand Letter to Sonoma Isles HOA Attorney with evidence and documentation going back to 2006 to justify the \$88,180.38 Due to LRD.
- Feb. 28, 2024 LRD Attorney Demand Letter to Sonoma Isles HOA Attorney confirming Sonoma Isles HOA in settlement discussions with DiVosta Homes, LP, including the funds owed to LRD. Confirmation with Attorney for DiVosta Homes, LP.
- Mar. 15, 2024 LRD Attorney requiring and receiving written confirmation from both the attorneys for Sonoma Isles and for DiVosta Homes that the parties are engaging in meaningful legal settlement negotiations that include having the LRD paid for delinquent IQ water billings.
- May 10, 2024 LRD Attorney & Sonoma Isles Attorney settlement conference scheduled.
- May 24, 2024 Sonoma Isles Attorney letter with offer of settlement (unacceptable to Executive Director)

LRD- manhole & gravity main line re-routing by Coastal Property Concepts (“Coastal”) real estate developer of new home under construction at 844 Oceanside Drive, Juno Beach, FL 33480.

- Oct 12 2022 LRD Attorney Legal Opinion existing Manhole & gravity main line installed by developer in 2005 serving the Oceanside project development permits a reasonably sized home to be designed and constructed in accordance with the District’s Construction Standards.
- Oct 26 2023 LRD Attorney advising attorney for Coastal the home under construction is being built in violation of the District’s Construction Standards, must be addressed by home improvements relocated/reconstructed or manhole and gravity main line re-routed so as not to be in violation of the District’s Construction Standards.
- Oct 2023-Jan 2024 LRD Attorney & Coastal Attorney in communications for resolution.
- Jan 31 2024 Coastal letter to Town of Juno Beach requesting extension of Building Permit #21-9596 seeking extension of Permit expiring blaming delay on manhole alleged not located properly by the District and requesting February 28, 2024 Town Council meeting to address the extension.
- Feb 1 2024 LRD Deputy Director official letter providing response to Town of Juno Beach addressing the manhole and gravity main line facts and circumstances.
- Feb 28 2024 Town of Juno Beach granted extension of Building Permit to June 1, 2024.
- March 13, 2024 LRD Attorney communication to Attorney for Coastal of the representation made to Town of Juno Beach to get the extension by Coastal that Coastal is working with LRD to resolve the manhole issue.
- March 27, 2024 Coastal Attorney confirmation in contact with Clark Cryer Engineer regarding preparing plans for new manholes to replace manhole in violation of District standards.

April 2024
communicating.

Coastal Attorney email reporting Clark Cryer Engineer not

June 1, 2024

Building Permit expired with the Town of Juno Beach and not extended.

June 7, 2024

LRD response to Estoppel letter request sending copy of the Feb 1 2024 Deputy Director letter to the Town of Juno Beach addressing the manhole and gravity main line facts and circumstances.

LIEN FORECLOSURES

NONE

MORTGAGE OR LIEN FORECLOSURES / LRD COUNTERCLAIMS/CROSSCLAIMS

NONE

Loxahatchee River Environmental Control District

Monthly Status Report

June 1, 2024

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 May 31, 2024.

Lift Station Control Panels & RTU Upgrades

- Final submittal to LRECD on April 30, 2024.

Anaerobic Selector Zone Pilot Test

- Received an updated proposal from EnviroMix and sent an amendment for a sub-contract agreement for pilot testing work reflecting the revised Board meeting schedule to the District.
- Developed the overall pilot costs.
- Met with District on May 22, 2024, to review costs, responsibilities, and schedule of the pilot. The District decided to reduce the scope and costs of the pilot by eliminating the EnviroMix large bubble mixing system.
- Developing approach and cost to modify the aeration piping and utilize the existing diffusers for selector mixing.

Clarifier No. 4 Condition Assessment

- Final technical memorandum submitted to the District on May 6, 2024.

Irrigation Quality 511 (IQ-511) Pump Station Electrical and I&C Assessment

- Kick-off Meeting held and meeting minutes issued on April 2, 2024.
- Site visit completed on April 5, 2024.
- Request for O&M documentation made on April 23, 2024.
- Request for O&M documentation and additional record information for original electric building on May 28, 2024.

Headworks Facilities, Diversion Structure A, and Diversion Structure B Rehabilitation

- Received signed Purchase Order on April 29, 2024.
- Completed the Client Kick-off Meeting on May 16, 2024.
- Completed the field inspection on May 17, 2024.
- Preliminary Design is underway and the Preliminary Design (50%) meeting is schedule for July 10, 2024.

Vac-Con Dump Pit Improvements

- LRECD requests a proposal to develop a preliminary cost estimate for proposed improvements and a site visit on April 15, 2024.
- Site visit performed with LRECD on April 23, 2024.
- Proposal submitted to LRECD on May 18, 2024.
- Signed proposal and submitted to LRECD on May 20, 2024.
- Purchase order issued by LRECD on May 20, 2024.
- Kick-off meeting scheduled for May 29, 2024, on May 20, 2024.
- Kick-off meeting agenda issued on May 22, 2024.
- Permitting agencies were contacted on May 29, 2024 (FDEP, Town of Jupiter, and Palm Beach County)



Respectfully Submitted by:
BAXTER & WOODMAN, INC.

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Sira "Jockey" Prinyavivatkul, P.E.
Florida Water/Wastewater Department Manager

**Loxahatchee River Environmental Control District
CMA Project Status Update
June 4, 2024**

1. 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.
- 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 site planning memorandum submitted.
- Comment responses provided to LRD.
- Meeting conducted to review comments.
- Sample revised site plans submitted to LRD for review of label/color schemes.
- Report and site plan resubmitted to LRD. Comments provided by LRD and conducted meeting to review comments.
- Final report and site plan revisions submitted.
- CAD files for site plans provided to LRD.



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

MEMORANDUM

To: Kris Dean, PE, Deputy Executive Director,
Loxahatchee River Environmental Control District

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

Date: June 13, 2024

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 June 13, 2024. **Note: Any information that is historical or repeated from previous months are shown in italics. Otherwise, all information as shown below is newly reported information.**

Lift Station No. 082 Improvements

- The Contractor mobilized onto the project site on June 3, 2024. Construction activities have commenced including setting up of maintenance of traffic within the shopping plaza and exploratory work on the existing force main connection.

Schedule Update:

The current contract completion date is August 12, 2024. The Contractor's most recent schedule provided reflects substantial completion occurring by October 9, 2024. We will continue to monitor construction activities and progress of the Contractor to determine whether a contract change order will be recommended to the District to extend the contract time.

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

- To date, the Contractor has installed new RTU panels, conduit, and probes at approximately 99% of the total lift stations and each of these have had a punch list completed for site items. C&W, the electrical design engineer, has completed their review of all but one lift station and compiled their electrical punch list. HCE has coordinated with Revere to develop a plan for



LS193 including continued HOA coordination, continued documentation of installed RTUs, and worked with the contractor and District on SCADA related coordination. HCE continues to support the Contractor in obtaining Palm Beach County right-of-way permits as necessary.

Schedule Update: *The current contract Substantial Completion date is September 30, 2024, and Final Completion date is December 4, 2024.*

Injection Well Pump Manual Transfer Switch Addition

- All work on the project is complete. The final record drawings were submitted and accepted by Hillers Electrical Engineering. The final pay request has been processed by HCE and transmitted to the District. Upon receipt of the maintenance bond, the District can process final payment for this project.

Lift Station No. 050 Emergency Generator

- HCE has responded to Requests for Additional Information to Palm Beach County Land Development in support of obtaining the right-of-way permit. Bidding is on hold pending issuance of the Palm Beach County right-of-way permit.

Anaerobic Digestion and Biogas Utilization Study

- The final technical memorandum was transmitted to the District on May 31, 2024. This project will be complete pending District review and acceptance.

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: June 7, 2024

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:** *100% Complete
- Task 4 - **Design Development Plan:** 98%
- Task 5 – **Meetings:** 42%
- Task 6 – **Construction Document Plans:** 60.5% Complete
- Task 7 – **Final Bid Documents:** 54%
- Task 8 – **Bid Assistance:** 0%
- Task 9 – **Project Schedule and Monthly Reports:** 67%
- Task 10 – **Site Plan:** *43%
- Task 11 – **Site Plan -Building Permit Processing:** *2%
- Task 12 – **Traffic Statement &Access Management** *24.5%

*Note that Tasks 3, 10, 11 and 12 have increased scope and fee due to supplemental work order for amenities added per approved grant funds (Amendment No.1-3)

ID	Task Name	Duration	Start	Finish	% Complete	Qtr 2, 2023			Qtr 3, 2023			Qtr 4, 2023			Qtr 1, 2024			Qtr 2, 2024			Qtr 3, 2024			Qtr 4, 2024			Qtr 1, 2025	
						Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
1	Kickoff Meeting	0 days	Fri 5/26/23	Fri 5/26/23	100%			5/26																				
2	Notice to Proceed	0 days	Tue 5/30/23	Tue 5/30/23	100%			5/30																				
3	Data Collection	15 days	Tue 5/30/23	Mon 6/19/23	100%																							
4	Identify Design Components	15 days	Tue 5/30/23	Mon 6/19/23	100%																							
5	Review Geotechnical Report	15 days	Tue 5/30/23	Mon 6/19/23	100%																							
6	Schematic Design Plans (30% Submittal)	30 days	Tue 5/30/23	Mon 7/10/23	100%																							
7	Client Review	15 days	Tue 7/11/23	Mon 7/31/23	100%																							
8	Design Development Plans (60% Submittal)	60 days	Tue 8/1/23	Mon 10/23/23	98%																							
9	Client Review	15 days	Tue 10/24/23	Mon 11/13/23	100%																							
10	Constr. Documents (90% Submittal)	60 days	Mon 3/11/24	Fri 5/31/24	61%																							
11	Client Review	15 days	Mon 6/3/24	Fri 6/21/24	81%																							
12	Identify Tasks Required for Building Permit	5 days	Mon 3/11/24	Fri 3/15/24	100%																							
13	Coord. with ERM -Sediment Cap vs. Removal	5 days	Mon 3/18/24	Fri 3/22/24	100%																							
14	Determine Applicable Concurrency Items	5 days	Mon 3/25/24	Fri 3/29/24	100%																							
15	Determine Plat Waiver Requirement	5 days	Mon 4/1/24	Fri 4/5/24	100%																							
16	Drainage Statement	5 days	Mon 4/8/24	Fri 4/12/24	100%																							
17	Traffic Access , Circulation and Impact	5 days	Mon 4/15/24	Fri 4/19/24	25%																							
18	Type II Excavation	5 days	Mon 4/22/24	Fri 4/26/24	100%																							
19	Prepare Plans(Remed. + Grant. Amend.)	25 days	Mon 4/29/24	Fri 5/31/24	70%																							
20	Client Review	15 days	Mon 6/3/24	Fri 6/21/24	0%																							
21	Permit Applications	120 days	Mon 6/3/24	Fri 11/15/24	1%																							
22	SFWMD Permit Application	60 days	Mon 6/3/24	Fri 8/23/24	0%																							
23	SIRWCD Permit Application	60 days	Mon 6/10/24	Fri 8/30/24	0%																							
24	PBC Building Permit Application	60 days	Mon 8/26/24	Fri 11/15/24	2%																							
25	Final Bid Documents (100% Submittal)	30 days	Mon 6/24/24	Fri 8/2/24	54%																							
26	Client Review	15 days	Mon 8/5/24	Fri 8/23/24	0%																							
27	Bid Assistance	90 days	Mon 9/9/24	Fri 1/10/25	0%																							
28	Project Schedule and Monthly Reports	424 days	Tue 5/30/23	Fri 1/10/25	100%																							
29	Meetings	424 days	Tue 5/30/23	Fri 1/10/25	42%																							

Project Schedule
Date: 06/07/24

	Task		Inactive Task		Manual Summary Rollup		External Milestone
	Split		Inactive Milestone		Manual Summary		Deadline
	Milestone		Inactive Summary		Start-only		Critical
	Summary		Manual Task		Finish-only		Critical Split
	Project Summary		Duration-only		External Tasks		Progress

June 5, 2024

Re: ***R24039/AC FORCE MAIN REPLACEMENT
A1A FROM JUPITER BEACH ROAD TO INDIANTOWN ROAD
Project Update***

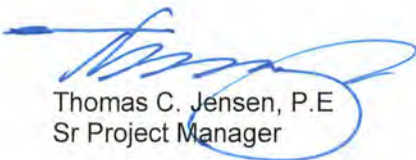
1. For May 2024, the following was completed.

- Coordination with surveyor
- Received survey on May 22nd.
- A KHA site visit showed possible issue with new round-about construction, surveyors where on-site just as project was being started.
- KHA coordination with LRD on round-about construction.

2. For June 2024, we will be doing the following.

- KHA to commence with 30% design plans. Pipe alignment at round-about will need to be discussed at 30% review meeting.

KIMLEY-HORN AND ASSOCIATES, INC.



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

June 5, 2024

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

1. For May 2024, the following was completed.

- Several calls during the month with ACOE on our resubmitted permit application.
- Addressed all ACOE concerns via calls with them, permit should be issued by mid-June.
- Several calls with FDEP regarding our ERP, it was determined that we are exempt from any public notice, permit to be issued by end of month.

2. For June 2024, we will be doing the following.

- FDEP ERP received June 4th. Permit No. 43-431077-002-EI.
- Continue discussion with ACOE to ensure their permit is issued mid-June.
- Update specifications to include any permit conditions from FDEP and ACOE.
- Discuss with LRD bidding timeline once ACOE permit is received.

KIMLEY-HORN AND ASSOCIATES, INC.



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



June 13, 2024

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 through June 13, 2024.

- **FDEP Permit Application (No. 50-0433593-001-EI):** Permit issued.
- **USACE Permit:** Permit issued.
- **Bid Documents Submission:** Complete documentation, including Drawings, Specifications, EOPCC, and Bid Items, was submitted to LRD on May 7th.
- **Advertising for Project Bids (LRD):** LRD to advertise the project for bid.
- **Expected Award of Construction Contract:** Anticipated at the Board Meeting on August 15, 2024.

Sincerely,
Mock, Roos & Associates, Inc.

A handwritten signature in blue ink that reads 'SMS'.

Spencer Schroeder, P.E.
Senior Project Manager

GGG:jsj
Copies: Garry G. Gruber, P.E.
John Cairnes, P.E.
Tyler Thompson, P.E.



Director's Report

- Admin. & Fiscal Report attach. #1
- Engineering Report attach. #2
- Operations Report attach. #3
- Information Services Report attach. #4
- Environmental Education attach. #5
- Safety Report attach. #6
- Other Matters (as needed) attach. #7





LOXAHATCHEE RIVER DISTRICT

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: June 14, 2024
 Subject: Monthly Financial Report

Cash and Investments Balance

Balance as of May 31, 2024

Institution	Rate	Book Value	Monthly Change in Investment	Market Value
U.S. Treasuries:				
U.S. Treasuries - Due 06/30/24	5.47%	\$ 8,041,212	\$ 17,730	\$ 8,089,803
U.S. Treasuries - Due 08/01/24	5.38%	1,505,023	6,843	1,511,866
U.S. Treasuries - Due 09/26/24	5.31%	7,905,622	38,010	7,974,636
Subtotal		\$ 17,451,857	\$ 62,583	\$ 17,576,305
Investment Accounts:				
Florida Prime - SBA	5.48%		\$ 43,489	\$ 9,382,937
Florida FIT - Preferred Cash Pool	5.27%		30,435	6,837,931
Bank United - Public Funds Reserve	4.88%		8,887	2,154,715
Subtotal			\$ 82,811	\$ 18,375,583
Cash Account:				
Truist-Hybrid Business Account	3.30%		\$ 13,428	\$ 6,620,988
Schwab Sweep Account	0.45%		22	15,544
Subtotal			\$ 13,450	\$ 6,636,532
Total			\$ 158,844	\$ 42,588,420

Investment Policy Compliance

Performance Measurements

Average weighted rate of return on investments is: 5.04%. As of 05/31/24, 3-month U.S. Treasuries were 5.25% and the 1-month Federal Fund Rate was 5.33%. The District's average weighted rate of return on investment of 5.04% is lower than our benchmark because we have \$6.5 million in our business checking account, which earns just over 3%.

Stephen B. Rockoff
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

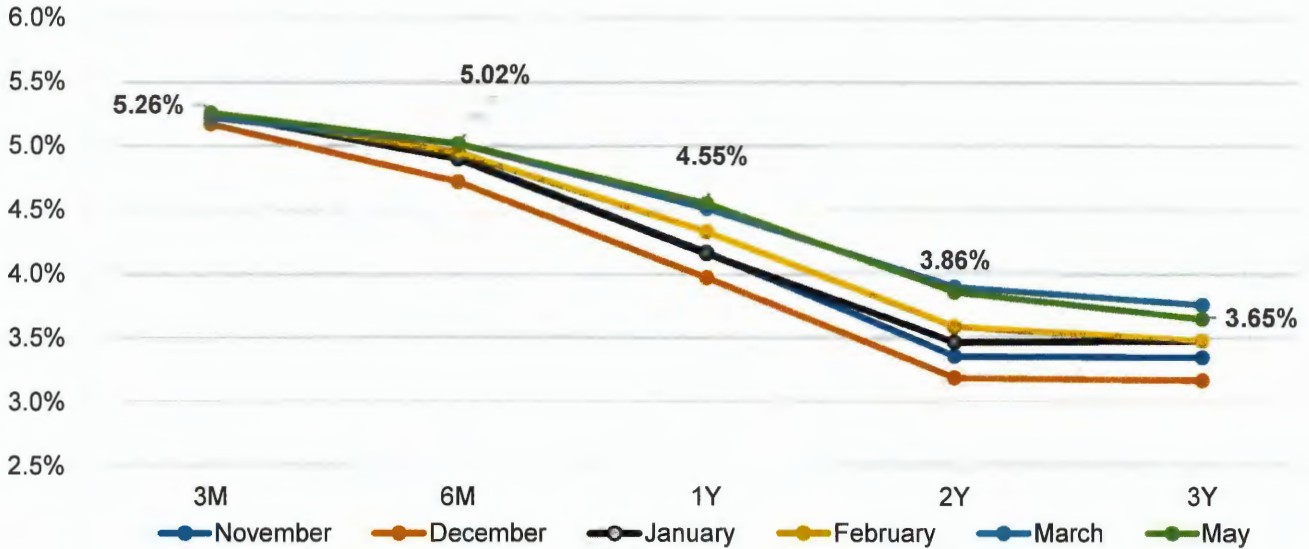
Gordon M. Boggie
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

At this time staff believes it is still best to invest in short term maturities as short-term rates are higher than long term rates (e.g. the June 10th, 3-Month treasury rate of 5.25% vs. the 2-Year rate of 4.87%). 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.

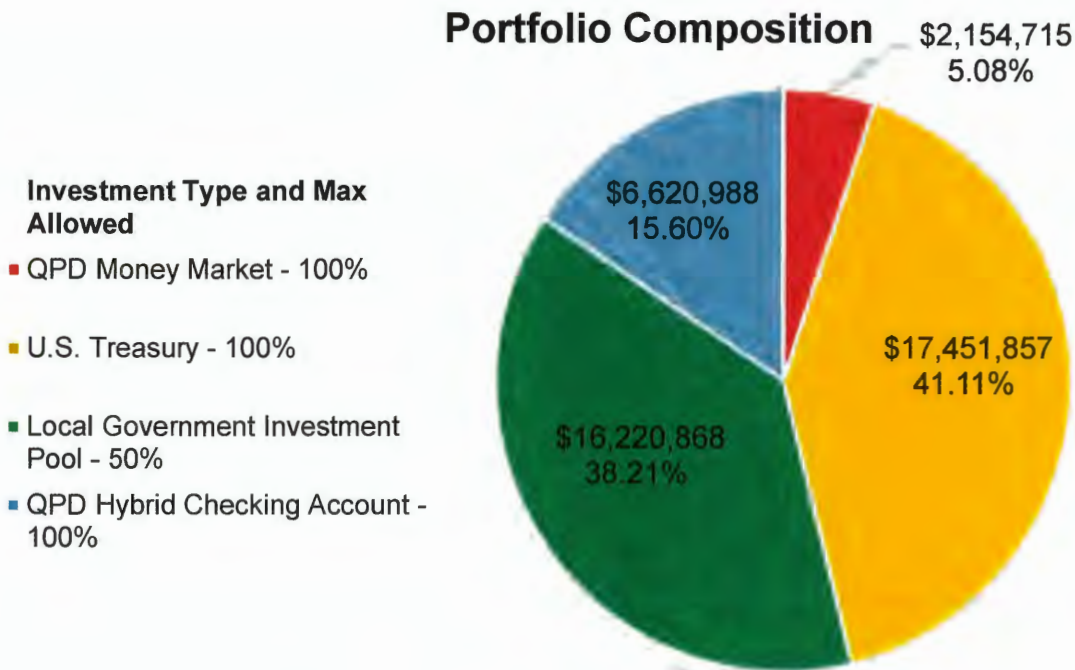
Market Expectations for U.S. Federal Reserve Rate



*Data as of May 31, 2024.

Portfolio Composition

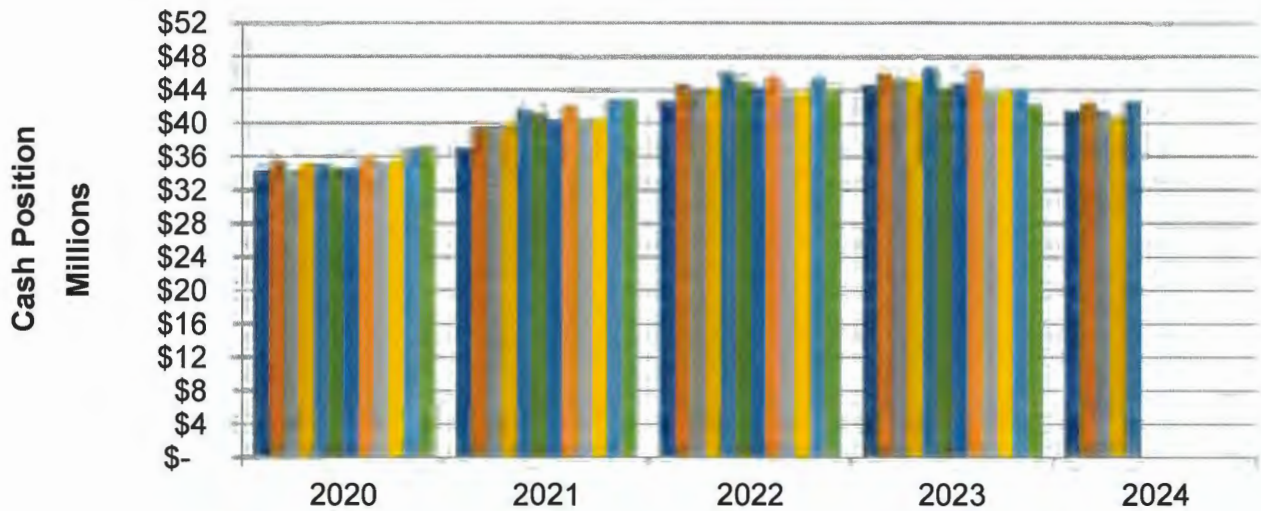
The percentage allocation for investment types is presented below. The percentage allocation requirement for investment types is calculated based on the market value at the time of purchase. All investments percentages are in compliance with the District's Investment Policy.



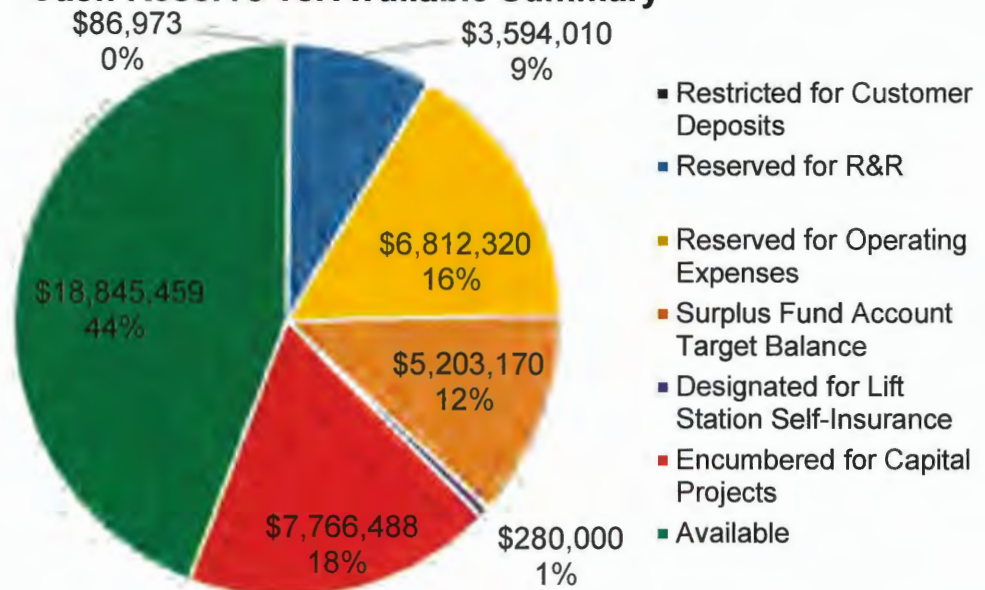
Cash Position

Cash position for May 2023 was \$46,555,442. Current Cash position is down by \$3,967,022.

Cash On-Hand



Cash Reserve vs. Available Summary



Financial Information

- Legal fees billed in May totaled \$4,635. The fiscal year-to-date total is \$53,590.
- Estoppel fees collected in May totaled \$5,790. The fiscal year-to-date total is \$44,975.
- There was no septage billing in May.
- Developer’s Agreement – There was one new Developer’s Agreements in May.
- I.Q. Water Agreements – Sonoma Isles is past due for 13 months (May 2023-May 2024); Canterbury and Workplace FL are past due for April and May; and Martinique and Valencia are past due for May.

Summary of Budget vs. Actual

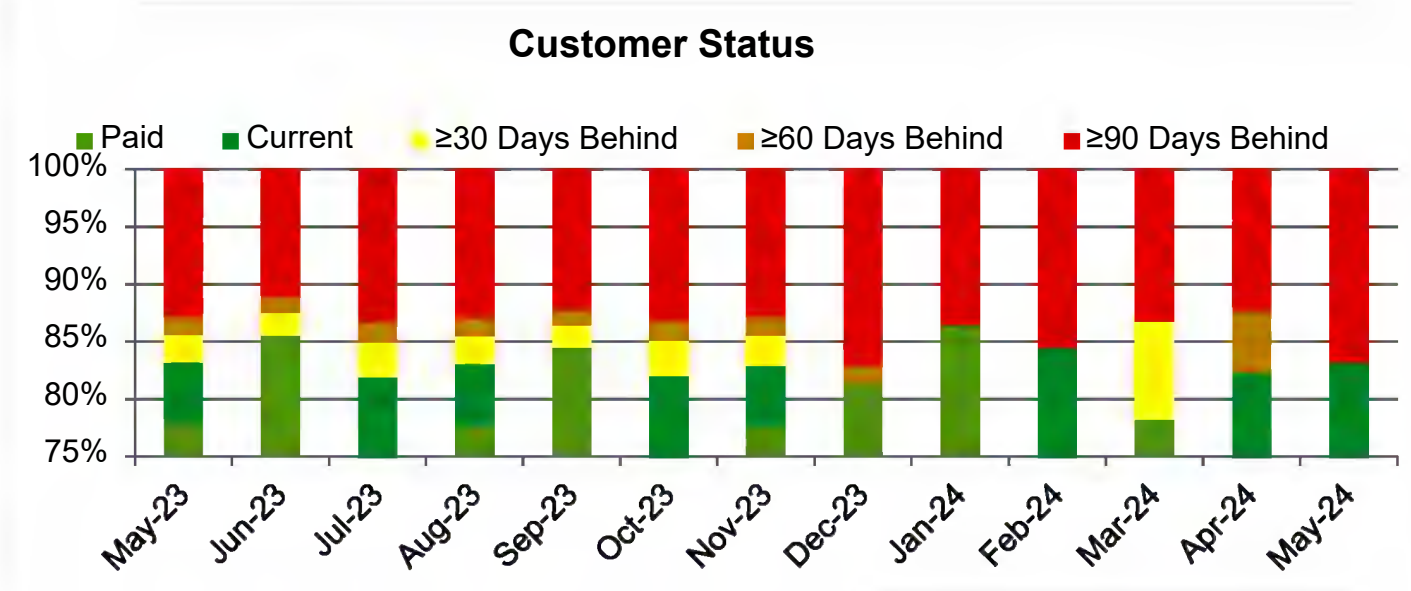
Budget Benchmark
66.67%

	May-24 Actual	YTD Actual	FY 24 Budget	Favorable (Unfavorable)	Budget Expended	May-23 YTD
Revenues						
Operating Revenues						
Regional Sewer Service	\$ 1,557,584	\$ 12,463,037	\$18,528,000	\$ (6,064,963)	67.27%	\$11,866,552
Standby Sewer Service	11,672	79,113	79,000	113	100.14%	71,073
IQ Water Charges	205,227	1,614,836	2,417,000	(802,164)	66.81%	1,568,523
Admin. and Engineering Fees	13,080	23,503	80,000	(56,497)	29.38%	23,227
Other Revenue	25,914	405,767	511,285	(105,518)	79.36%	344,239
Subtotal Operating Revenues	1,813,477	14,586,256	21,615,285	(7,029,029)	67.48%	13,873,614
Capital Revenues						
Assessments	\$ 35,442	\$ 1,069,594	1,082,000	(12,406)	98.85%	1,187,537
Line Charges	90,460	163,648	450,000	(286,352)	36.37%	143,975
Plant Charges	14,178	272,680	700,000	(427,320)	38.95%	426,357
Capital Contributions			250,000	(250,000)	0.00%	959,625
Subtotal Capital Revenues	140,080	1,505,922	2,482,000	(976,078)	60.67%	2,717,494
Other Revenues						
Grants	27,200	27,200	100,000	(72,800)		5,126
Interest Income	165,489	1,804,803	1,847,400	(42,597)	97.69%	1,468,278
Subtotal Other Revenues	192,689	1,832,003	1,947,400	(115,397)	94.07%	1,473,404
Total Revenues	\$ 2,146,246	\$ 17,924,181	\$ 26,044,685	\$ (8,120,504)	68.82%	\$ 18,064,512
Expenses						
Salaries and Wages	\$ 847,509	\$ 4,809,940	\$7,863,800	\$ 3,053,860	61.17%	\$4,316,078
Payroll Taxes	63,132	346,920	559,200	212,280	62.04%	309,651
Retirement Contributions	124,982	735,802	1,204,100	468,298	61.11%	618,357
Employee Health Insurance	124,202	1,050,263	1,995,200	944,937	52.64%	1,073,546
Workers Compensation Insurance		64,135	75,800	11,665	84.61%	54,492
General Insurance	6,977	492,629	499,730	7,101	98.58%	442,808
Supplies and Expenses	94,702	760,819	1,243,362	482,543	61.19%	756,609
Utilities	116,026	1,060,182	1,860,071	799,889	57.00%	1,095,749
Chemicals	39,165	348,032	519,000	170,968	67.06%	383,746
Repairs and Maintenance	125,689	1,507,824	2,088,909	581,085	72.18%	1,170,295
Outside Services	176,330	1,502,448	2,302,800	800,352	65.24%	1,363,572
Contingency			225,000	225,000	0.00%	
Subtotal Operating Expenses	1,718,714	12,678,994	20,436,972	7,757,978	62.04%	11,584,903
Capital						
Capital Improvements	\$ 365,904	\$ 5,953,692	12,697,473	6,743,781	46.89%	4,417,121
Subtotal Capital	365,904	5,953,692	12,697,473	6,743,781	46.89%	4,417,121
Total Expenses	\$ 2,084,618	\$ 18,632,686	\$ 33,134,445	\$ 14,501,759	56.23%	\$ 16,002,024
Excess Revenues						
Over (Under) Expenses	\$ 61,628	\$ (708,505)	\$ (7,089,760)	\$ 6,381,255		\$ 2,062,488

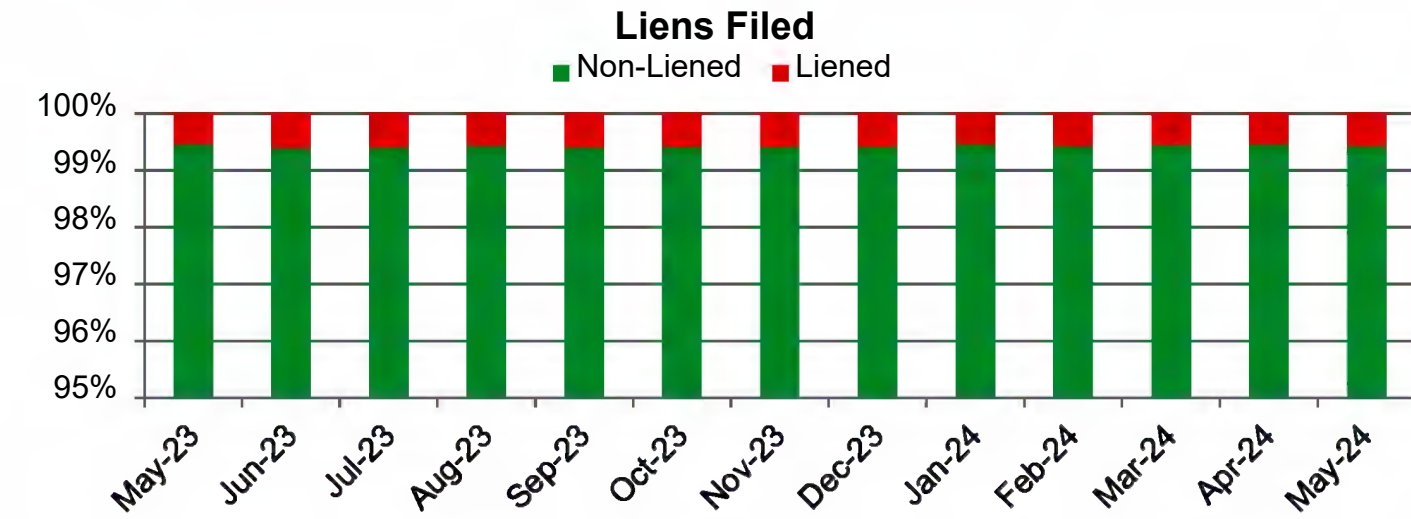
Total Capital expenses incurred and encumbered totalled \$12,958,287 or 102.05% of the capital budget. This includes funds encumbered in a prior fiscal year for projects that stretch across multiple fiscal years.

Accounts Receivable

The District’s second quarter billing was \$4,676,177, of this amount \$3,885,918 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 83.0% billing.



The District serves approximately 33,426 customers. Currently, the District has 197 liens filed which represent approximately 1.0% of our customers.



Pending/Threatened Litigation

- No pending or threatened litigation.

Retirement Plan Administrative Committee Update

On June 11, 2024, the Retirement Plan Administrative Committee met in the Governing Board room to discuss the First Quarter 2024 Retirement Plan results. As of March 31, 2024, the Plan had 92 participants with participant assets totalling \$14,264,952: an average of \$155,054 per participant and a median of \$65,620. The majority of the Plan’s balance continues to be in the Self-directed Brokerage accounts (51.4%); however, that percentage continues to decline with new contributions

going to the funds in the Core Line-up. Mr. Wan, with Burgess, Chambers and Associates (BCA), informed the Committee of the sudden departure of Western Core Plus Head of Broad Markets and portfolio manager. BCA will evaluate this fund carefully over the next few months and recommend a replacement fund at the next quarterly meeting, if necessary. All other funds in the core investment line up were deemed to meet fundamental credentials. The Committee had a comprehensive discussion on the low interest rate currently earned on cash in the Core Lineup (i.e., 1.48%), which was established in our agreement with EMPOWER. Options to raise this interest rate include going back out to market and conducting a new RFP for retirement services currently provided by EMPOWER or conducting a Market Value Adjustment (MVA) using a "Put." Neither option is attractive. If the LRD were to issue a "Put" it would be an irrevocable decision and the pricing for the Plan would increase from \$135 to \$195 per participant. An alternate solution was identified, which would require plan participants to move cash from the core lineup to a brokerage account (a relatively easy and no-cost option within EMPOWER). Once funds are in a brokerage account, they can easily be invested in a number of high yield money market funds (e.g., VMRXX). After meaningful discussion, it was the consensus of the Committee not to recommend the issuance of the "Put," but instead to educate Plan participants on utilizing the Brokerage window to invest in high yield money market funds, if they so desire.

The Administrative Committee also discussed the possibility of offering participants a 457 Retirement Plan option. LRD staff were surveyed to assess the interest in a 457 Retirement Plan, and survey results showed staff have a significant interest in having an ability to invest more money of their own towards their retirement. The Administrative Committee recommended staff obtain pricing from both Empower and the State of Florida Retirement fund and bring that information back to the Administrative Committee for additional discussion at an upcoming meeting.

Finally, Mr. Ferguson, Relationship Manager with Empower, discussed the SECURE Act 2.0 and the optional provisions available, i.e., limited retirement fund distributions to address disaster recovery and a terminal illness diagnosis. After consideration of the various factors, the Administrative Committee passed the following motion:

"That the Administrative Committee recommend inclusion of the optional SECURE 2.0 Act Qualified Disaster Recovery Distributions and Terminal Illness Early Distribution Penalty Tax Exception provisions into the LRD Retirement Plan."

We anticipate working with EMPOWER on the steps necessary to add these two optional provisions to our retirement plan and when the paperwork is ready, staff will bring it to the full Governing Board for approval.



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

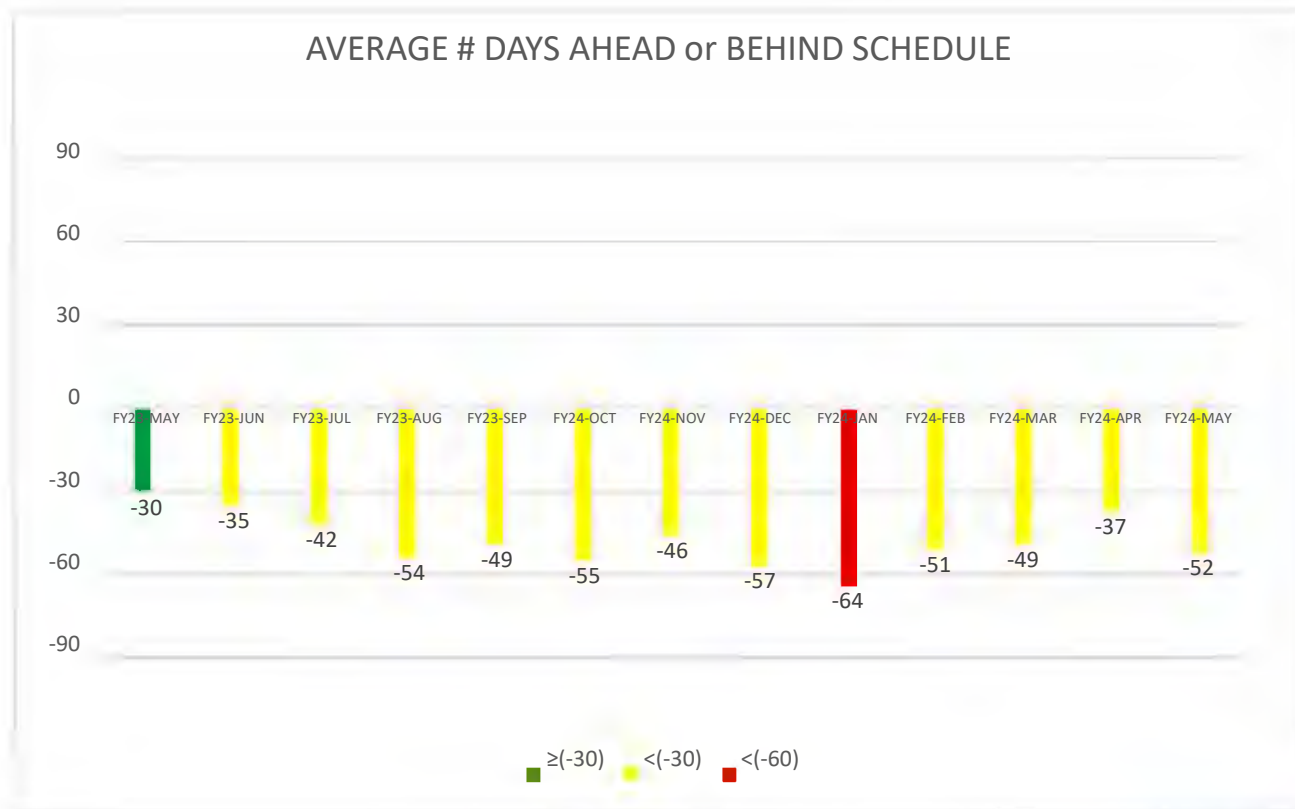
loxahatcheeriver.org

MEMORANDUM

TO: D. Albrey Arrington, Ph.D., Executive Director
FROM: Kris Dean, P.E., Deputy Executive Director
 Courtney Jones, P.E., Director of Engineering
DATE: June 10, 2024
SUBJECT: Capital Program and Engineering Services Report

Capital Projects

Capital Schedule (FLOAT = -52 Days)



Stephen B. Rockoff
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

Notable delays to the Capital Program are listed below.

N21008 – 2500 Jupiter Park Drive Site Planning – Site plans and improvement budgets are provided in this month’s notebook for discussion under Tab 6B after incorporating Board comments from May.

R22012 – Control Panel Replacements and RTU Installations at 36 Stations - The consultant submitted final plans. Staff are reviewing and working on a bidding schedule.

R##### (Various projects) – Lining Program – While the majority of work has been completed, outstanding issues requiring contractor correction or District action need to be resolved. Staff are working with the contractor for resolution.

N21009 – Injection Well Pump Station Emergency Generator Connection - Closure is pending submittal of the maintenance bond. Completion should occur in June.

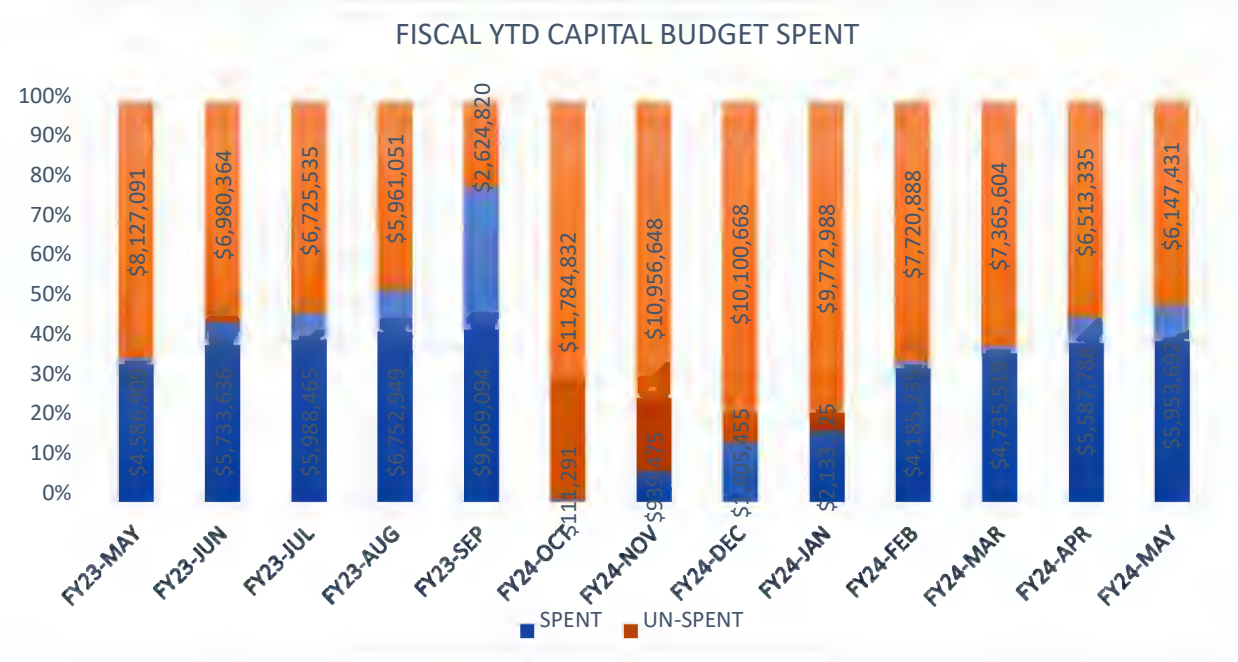
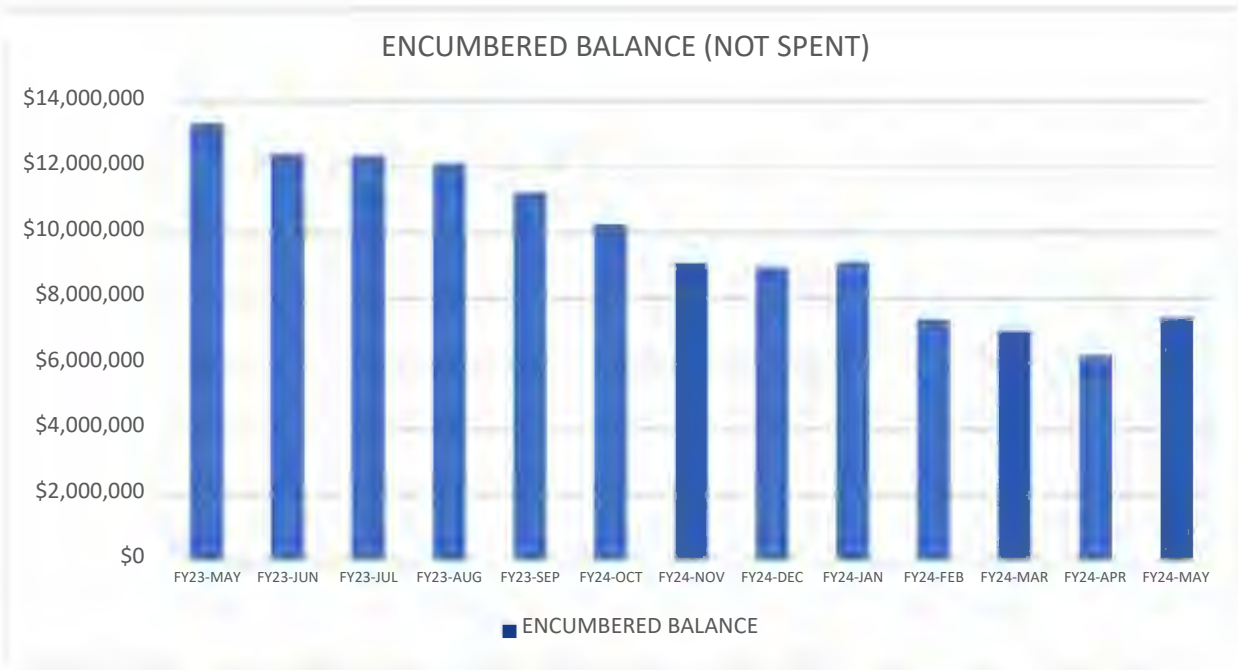
R23004 – Biosolids Processing Evaluation – The FINAL submittal was received in early June. Staff have scheduled for review in June.

Construction delays have the largest impact to the negative float (63% from 16 projects total). Staff are working with consultants and contractors to close out punchlist items and implement recovery schedules.

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

Construction Delays:	63%
Supply Chain Issues:	0%
Design/Permit/Bid:	5%
Late Start:	0%
Planning Contracts:	32%

Capital Budget



Project Updates

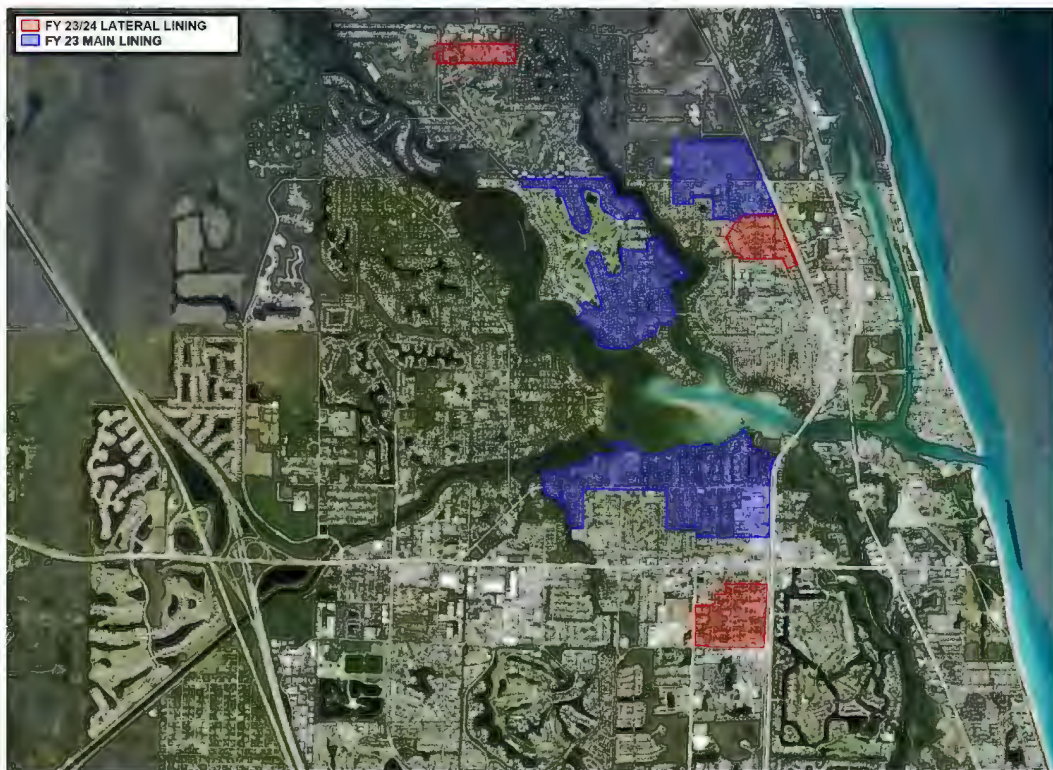
Science Center and Jupiter Inlet Lighthouse Outstanding Natural Area (aka: BLM House Renovations): Staff are evaluating alternate renovation approaches in-house based on revised layouts that have been coordinated with the River Center. Additionally, River Center staff are working on minimal site facilities to allow baseline programming to occur on the site. Facilities include a chickee hut and storage building, both of which are funded by a grant from the Bureau of Land Management.

2500 Jupiter Park Drive Site Planning: See Tab 6B.

20 Acres/9278 Indiantown Road: The Board approved the DEP Grant Agreement for the LRPI funding to construct parking facilities, a chickee hut, and nature trails on the 20 acres site. The consultant is working on the revisions and coordinating with PBC Planning and Zoning for concurrency.

In-house Projects

Gravity System Rehabilitation – Cleaning, TV Inspection and Lining:



Main lining work is complete in LS018, LS041, and LS054 systems.

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 is currently working on lateral lining in all 3 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. Main lining work in LS070 and LS071 is substantially complete and project is in punchlist/closeout with 1 remaining punchlist item to be completed.

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 and has started lining in these systems as of September 2023. Project is substantially complete with punchlist items remaining to reach final completion.

In November 2023, the Board awarded a lateral lining contract, which is planned to cover a portion of the LS050 system laterals. Pre-construction meeting was held on December 7, 2023. Construction commenced in March 2024. In May 2024, the Board re-authorized this PO for Phase 2 of this project.

Staff utilized a piggyback contract mechanism to contract for select main lining work identified by field inspections.

Pre-construction meeting held for CIPP lining of six (6) gravity mains (LS001-GL057, LS001-GL160, LS063-GL016, LS063-GL017, LS041-GL015, LS041-GL027) on September 29, 2023. Project is under construction with only LS063-GL016 and LS063-GL017 remaining to be lined.

Contractor General Services Work:

Lift Station Rehabilitations General Construction Services:

See Tab 5-J for re-authorization of additional funds for 24-003-00133 Lift Station General Construction Services.

Lift Station	Inspection	Design	Procurement	Construction
230	COMPLETE	COMPLETE	COMPLETE	IN-PROCESS
148	COMPLETE	COMPLETE	IN-PROCESS	-----
152	COMPLETE	COMPLETE	COMPLETE	IN-PROCESS
169	COMPLETE	IN-PROCESS	-----	-----
081	COMPLETE	COMPLETE	IN-PROCESS	-----
167	COMPLETE	COMPLETE	IN-PROCESS	-----
072	COMPLETE	IN-PROCESS	-----	-----
177	COMPLETE	COMPLETE	IN-PROCESS	-----

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 for three (3) manhole rehabilitations (LS041-MH011, LS054-MH015, LS071-MH020) was held on October 5, 2023. Construction is substantially complete with punchlist items remaining.

Collections System / Operations Rehabilitation:

Staff utilized general services contracts (20-007-WWRECGENCONSTR, 24-001-00131 WW / IQ General Construction Services, and 22-005-0115 GENERAL SERVICES – ELECTRICIAN SERVICES) to contract for the following collection system rehabilitation projects.

See Tab 5-I for re-authorization of additional funds for 24-001-00131 WW / IQ General Construction Services.

See Tab 5-E for General Electrician Services Contract Award.

Pre-construction meeting for this work was held on September 8, 2023. The projects that are under construction / not yet completed are as follows:

- LS051 – Replace disconnect– Work awaiting issuance of PBC permit.

Pre-construction meeting was held on October 5, 2023. The projects that are under construction / not yet completed are as follows:

- 18345 SE Birdie Lane – repair stamped concrete driveway in Martin County R/W due to service lateral repair – Construction scheduled to be completed by the end of June 2024.

Neighborhood Sewering/Remnant Properties:

109-111 Old Jupiter Beach Road: Re-design per the homeowner's request / easement provided for 109-111 Old Jupiter Beach Road is in progress. 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, paid connection charges, and provided easement for preferred location of sewer facilities. Updated design drawings are complete. Design is complete and permits are in place. Project is in construction.

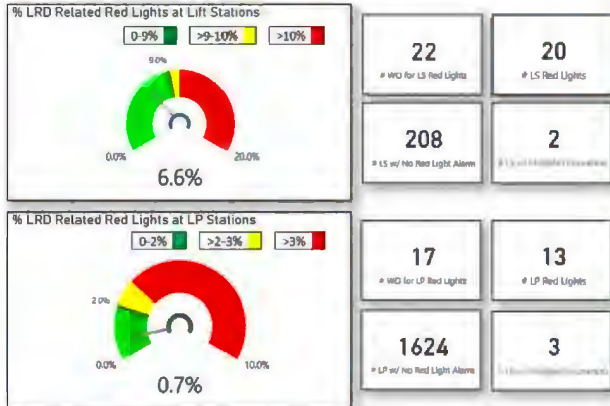
SE Indian Hills Drive: Staff held a neighborhood sewerage with the property owners and representatives of the POA on March 5, 2024 where 3 design alternatives were presented. The property owners requested a 4th design alternative which was provided on March 21, 2024. All property owners have provided the required easements and selected to proceed with Option 4. Project is currently in design. Also see Tab 5-B.

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

COLLECTIONS AND REUSE

Lift Station Red Lights: This month the system experienced 39 total red lights. 22 lift station red lights (with 2 stations experiencing multiple red light events) and 17 low pressure red lights (with 3 stations experiencing multiple red light events).

Red Light Emergency Call Work Orders Dashboard
May 2024

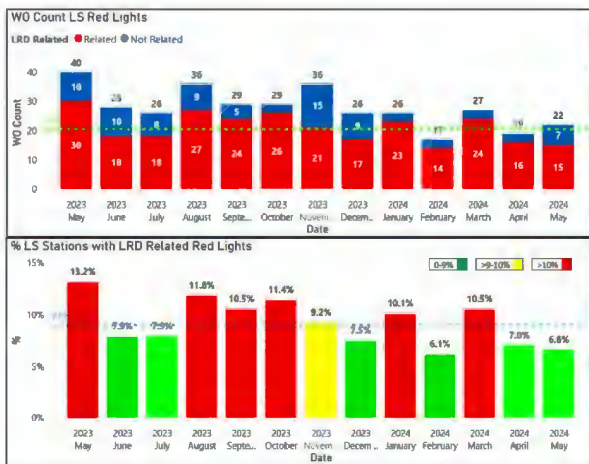


Red Light Emergency Call Work Orders Dashboard
March 2024 through May 2024

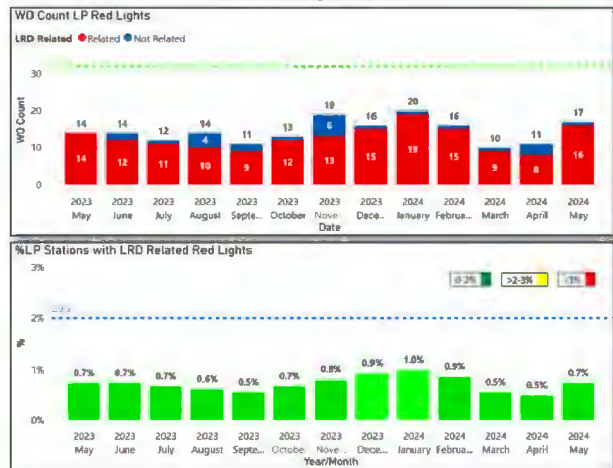


Work Order counts due to red lights exclude red lights due to FP&L power failure since staff have no mechanism to impact FP&L performance during inclement weather or other power outages. Staff continue to include FP&L power outages in the 3-month rolling average for repeat stations and work order counts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

Red Light Emergency Call Work Order Lift Station: Trend
5/1/2023 through 5/31/2024

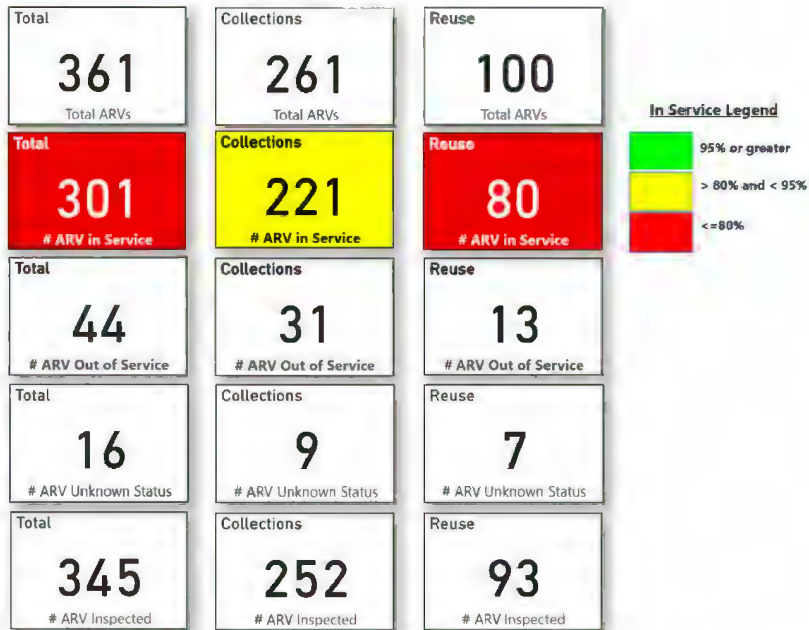


Emergency Call Work Order Low Pressure: Trend
5/1/2023 through 5/31/2024



Air Release Valves (ARV):

ARV Status Dashboard



Wet Well Cleaning:

Wet Well Cleaning Schedule: KPI

May 2024 through May 2024



UNAUTHORIZED DISCHARGES (fka SANITARY SEWER OVERFLOWS)

There were 3 unauthorized discharges in the collection-transmission-distribution system this month.

SANITARY SEWER OVERFLOWS:

Sanitary Sewer Overflow Details- May

- 01 - IQ502-V4 1 gal failed valve packing W of Alternate A1A 05-01-2024
- 02 - LS058-LPM013 5 gal contractor damaged pvc pipe E Riverside Drive 05-08-2024
- 03 - LP0090-WW 25 gal failed pvc check valve Yacht Club Drive 05-28-2024

Unauthorized Discharge FIELD : KPI

Field Sewage SSO by Month			
Date	Occurrences	Total Gallons	Impacting Surface Waters
May 2023	2	90	0
June 2023	3	8,092	0
July 2023	0	0	0
August 2023	1	10	0
September 2023	4	441	0
October 2023	4	101	0
November 2023	6	1,782	1
December 2023	3	45	0
January 2024	2	25	0
February 2024	5	2,435	1
March 2024	3	70	0
April 2024	1	2,858	0
May 2024	2	30	0
Total	36	15,869	2

Field IQ SSO by Month			
Date	Occurrences	Total Gallons	Impacting Surface Waters
May 2023	0	0	0
June 2023	0	0	0
July 2023	1	0	0
August 2023	0	0	0
September 2023	0	0	0
October 2023	1	20	0
November 2023	0	0	0
December 2023	2	220	0
January 2024	0	0	0
February 2024	1	400	1
March 2024	0	0	0
April 2024	0	0	0
May 2024	1	1	0
Total	6	1,141	1

Conditional Formatting
 Green: Total Gallons <= 100 AND Impacting Surface Waters = 0
 Yellow: Total Gallons <= 1000 AND Impacting Surface Waters = 0
 Red: Total Gallons >= 1000 OR Impacting Surface Waters > 0



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: Albrey Arrington, Ph.D., Executive Director
FROM: Jason A. Pugsley, P.E., Operations – Plant
DATE: Manager June 7, 2024
SUBJECT: May 2024 Operations Department Monthly Report

Treatment Plant Division / Maintenance Department

Overall, the month of May 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 District's wastewater treatment plant were on the same order of magnitude as the flows recorded during the month of April 2024. The most significant challenge experienced at the plant this month was the continued lack of significant rainfall across our region.



As a result of the limited rainfall, the water levels within the IQ storage lakes and IQ customer reservoirs continued to fall. This month Staff installed a fish screen within the pond outlet box at the downstream side of the IQ stabilization ponds. The installation of the screen will mitigate issues previously experienced, which included the introduction of a significant volume of fish within the reuse distribution system, in the event the plant process is re-configured to allow for the direct feed of IQ water from the stabilization ponds to the IQ-511 wet well. In this configuration, the volume of IQ water lost due to percolation through the bottom of the IQ lakes is eliminated.

Stephen B. Rockoff
CHAIRMAN

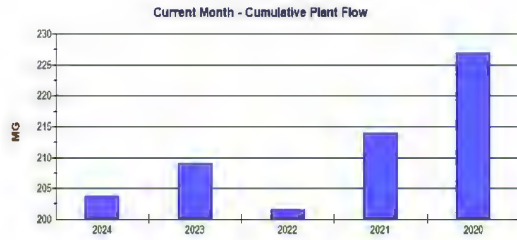
Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
BOARD MEMBER

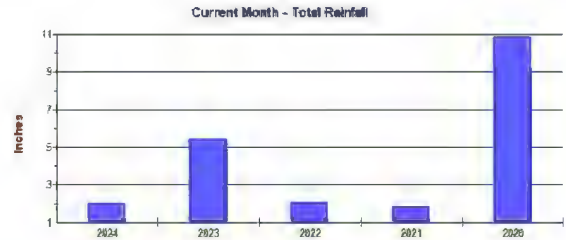
Dr. Matt H. Rostock
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

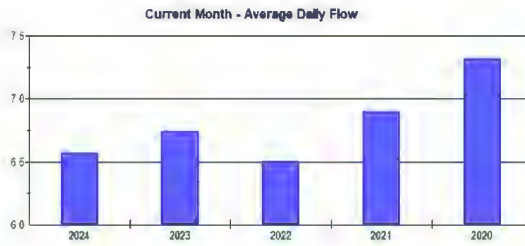
Graphical summaries of the plant flows and rainfall during the month of May, including comparisons with plant flows during the previous month (i.e., April 2024), are presented below.



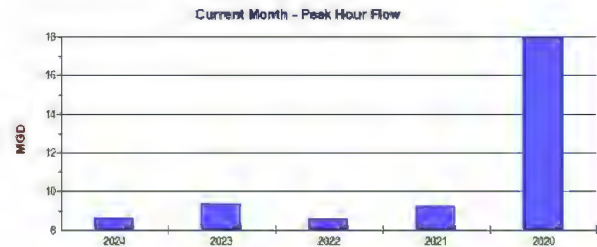
The Cumulative Influent Flow to the plant for the month of May was 203.65 million gallons. This is slightly less than the April flow of 208.15 million gallons.



2.04 inches of total rainfall was recorded at the plant site during the month of May. This is greater than the April rainfall recorded of 1.49 inches.



The Average Daily Flow (ADF) for the month of May was recorded at 6.57 MGD compared to 6.94 MGD during the month of April and 6.74 MGD during May 2023.

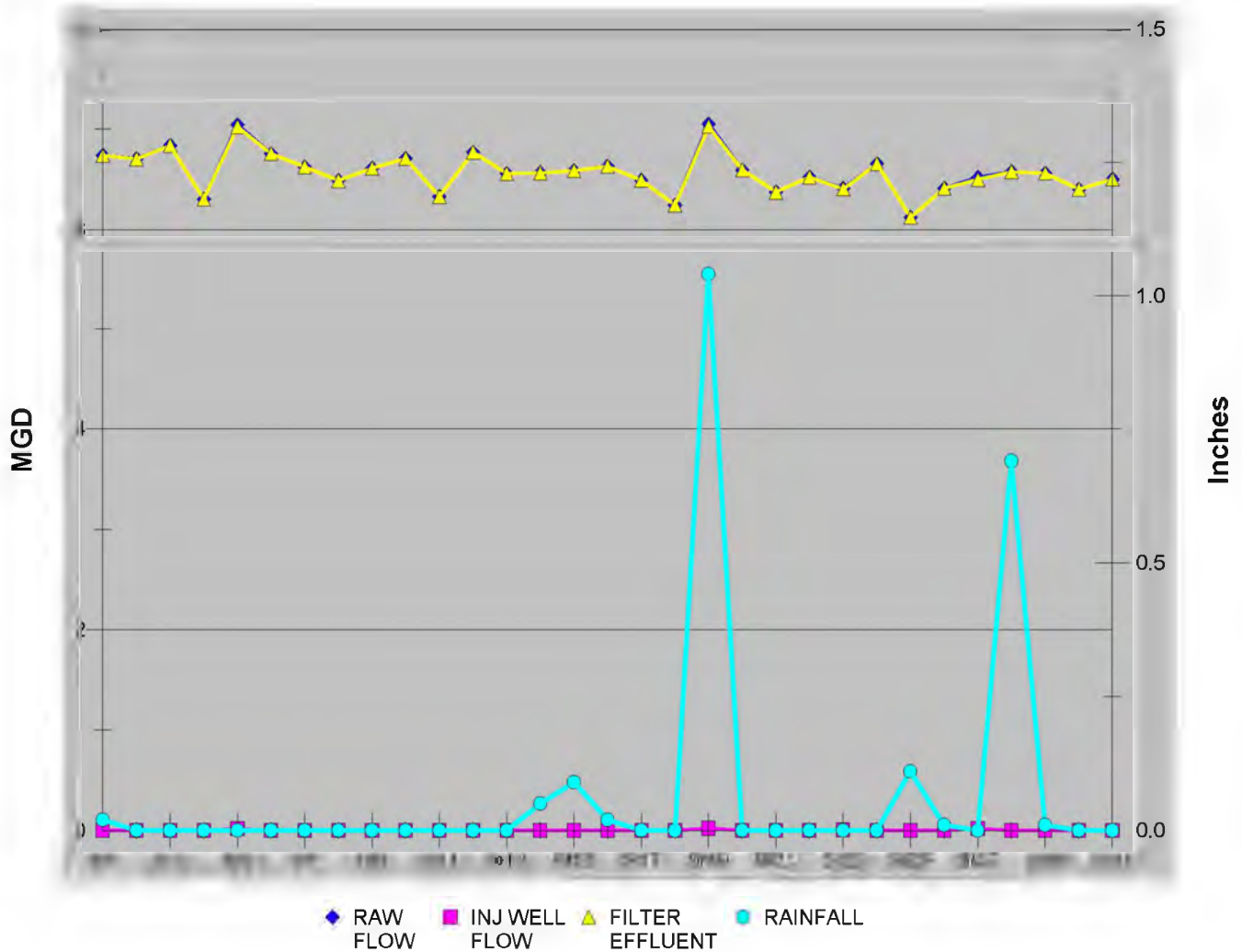


The Peak Hour Flow (PHF) for May was 5,993 GPM which equates to an equivalent daily rate of 8.63 MGD. This is less than the PHF for April of 6,181 GPM (8.90 MGD).



The Maximum Daily Flow (MDF) in May was 7.05 MGD. This is slightly less than the MDF for April of 7.39 MGD.

For the month of May, 99.97% or 203.58 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 0.07 MG of blended effluent was diverted to the deep injection well for disposal. The plant delivered a total of approximately 255.46 million gallons of IQ water to the reuse customers during the month of May.



Year to date (i.e., Calendar Year 2024), approximately 70.56% 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, year to date, is 982.42 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 completed and/or supervised Contractor work for special projects during the month including removing Clarifier No. 3 from service to facilitate the completion of necessary repairs to the scum skimmer arm and wiper. Significant thought and care need to be given during the changeover of secondary clarifier units to mitigate the potential for process upset and unauthorized discharges. To this end, Operations first filled Clarifier No. 4 with reclaimed water prior to diverting process flow to the clarifier. Filling the clarifier with water ensures that the introduction of process flow does not create hydraulic imbalances which would be detrimental to the quality of secondary effluent conveyed to the tertiary filter units. When emptying a secondary clarifier unit, significant volumes of water need to be removed using temporary pumps, piping and fittings. Failure to properly plan this work creates a higher potential for an unauthorized discharge. Operations Staff used a temporary, dry-prime diesel engine driven pump and heavy duty, temporary hoses. Containment pans were placed beneath all connections to eliminate the potential for any drip leaks to contact the ground. The pump conveyed the water to Plant Lift Station No. 4 where it was pumped back to the plant process for treatment. Overall, the process worked well, and there was no need to utilize a vacuum truck to remove settled solids from the base of the unit. Staff are in the process of soliciting quotes to make the necessary repairs to the skimmer arm to ensure that all surface scum is capable of being removed.



Clarifier No. 3 – Summary of Required Repairs

This past month, Operations and Maintenance Team members worked together to begin a pilot test program to evaluate potential full-scale improvements to the sludge polymer make-up system process. The District utilizes a cationic emulsion type polymer to condition the waste activated sludge stream prior to it being discharged to each belt filter press unit. The purpose of the polymer is to enhance coagulation and to effectively increase the floc size of the sludge. The use of polymer results in a significant improvement in the dewatered biosolids cake solids concentration, which in turn, reduces the costs associated with biosolids hauling and drying since the volume of water in the biosolids cake is correspondingly reduced. The pilot test program is intended to evaluate potential upgrades to the existing polymer make-up system to reduce the mass of polymer used and to improve the dewatered cake solids concentration.

The existing sludge polymer make-up systems (one per belt filter press) are rudimentary in nature and include a chemical metering pump and static mixer to combine process water and an emulsion polymer solution. The polymer make-up system being evaluated as part of the pilot test program includes a dual, mechanical mixing chamber which includes high energy and low energy mixing zones, in succession. This mechanical (vs. hydraulic) mixing process enhances polymer dissolution and activation while reducing splintering of the long polymer molecular chains. For the purposes of the pilot test program, Staff requested proposals from qualified polymer make-up system vendors and purchased a single skid mounted unit. The trial unit was temporarily placed into service and Staff has been evaluating its performance versus the existing polymer system. Staff anticipates running the pilot test over the next couple of months which will include optimizing the operating conditions and alternating which press the trial make-up system is used with to eliminate potential press performance biases.



Existing Polymer Make-Up System



Pilot Test Polymer Make-Up System

Lastly, the Operations Team also worked with a qualified system integrator to refurbish the programmable logic control (PLC Panel 1600) panel located within Electrical Room No. 3. The panel refurbishment work is Phase 2 of an ongoing capital improvement project which is intended to improve the resiliency and reliability of the control system and devices housed within the panels. The PLC panel is currently functional, but the panel has been modified over the years to incorporate specific process improvements and/or equipment change-outs. During the course of prior projects, various modifications completed within the panel were not properly documented, and the make/model of common components was not standardized. As part of the current project, the integrator reviewed the existing as-built drawings and PLC program and compared them to the current physical conditions within the panel and programming to identify any inconsistencies. The integrator also removed all unused equipment and wiring and re-routed existing wires to remain. The integrator is currently in the process of updating the as-built panel drawings and PLC program to accurately reflect the current conditions within the panel and PLC program. Upon completion of the as-built revisions, the integrator will return to the site to apply appropriate labelling. The refurbishment of the panel and proper documentation of the existing conditions will significantly improve Staff's ability to troubleshoot any control issues within the panel safely and efficiently.



ER-3 PLC Panel 1600 Pre-Work



Refurbished ER-3 PLC Panel 1600

Maintenance Department:

The Maintenance Department continued to efficiently perform planned maintenance (PM) tasks during the month of May. 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 refurbished the chlorine solution feed manifold located on the south side of Clarifier No. 3. The feed manifold is the control point to deliver a concentrated chlorine solution to the four (4) secondary clarifier units and a point upstream of the aeration basins to control undesirable filamentous bacteria which negatively impact sludge settling. The refurbishment included the replacement of segments of previously installed clear poly-vinyl chloride (PVC) piping, which allowed operators to visually confirm the flow of chlorine solution to the desired feed point, with graduated inline, rotameter type flow meters. The work also included the replacement of the upstream and downstream isolation ball valves.



Existing Chlorine Feed Manifold



Refurbished Chlorine Feed Manifold

Lastly, the Maintenance Team reassembled the ductile iron discharge piping from Waste Activated Sludge (WAS) Pump No. 4 which is dedicated to Clarifier No. 4. The piping was previously disassembled to allow for Engineering Staff to perform an internal inspection and clean-out of the piping located beneath the clarifier structure. The piping was found to be in good condition with only minor deficiencies. As part of the piping reassembly, the pump discharge piping was upgraded to eliminate unnecessary and antiquated components. Stainless steel piping and a double valve arrangement was also added to the air release valve and sample port assembly. These modifications will improve the maintainability and reliability of the piping system.



Waste Activated Sludge (WAS) Pump No. 4 and Piping



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albre Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

TO: Albre Arrington, Ph.D., Executive Director
FROM: Bud Howard, Director of Information Services
DATE: June 13, 2024
SUBJECT: Information Services Monthly Governing Board Update for May 2024

WildPine Ecological Laboratory Riverkeeper Project

In May, the lab staff and our partners collected 158 water quality samples from 30 monitoring stations throughout the watershed. A total of 68 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 May 2024 was “Fair” with 77% of all samples meeting the EPA/DEP water quality criteria for each site. This was a 4% drop from the previous three month’s “Good” scores of 80% and last year’s May score of 80% (see score card below). The score this month was driven largely by poor chlorophyll scores as we have previously observed, and slight drops in the nitrogen and phosphorus scores as well.

For the core parameters, *Total Nitrogen* scored “Good” during May with 87% of sites meeting the water quality criteria. This was down from last month’s score of 97% and identical to last year’s May score of 87%.

Total Phosphorus results scored “Fair” in May with 77% of sites meeting the water quality criteria. This was slightly lower than last month’s and last year’s “Good” May scores of 81% and 80% respectively.

Chlorophyll results scored “Poor” again for May, with only 50% of sites meeting the water quality criteria, identical to last month’s score and down from last year’s score of 60% for May.

For the combined *Fecal Indicator Bacteria* (fecal coliforms in all waters, enterococci in marine and brackish waters, and *E. coli* in fresh waters), May results scored “Good” with 85% of sites meeting the water quality criteria, similar to last month’s score of 86% and last year’s May score of 84%.

Stephen B. Rockoff
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
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BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

SampDate
5/1/2023 5/30/2024

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

May 2024

77%
Overall

158

Total Samples

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

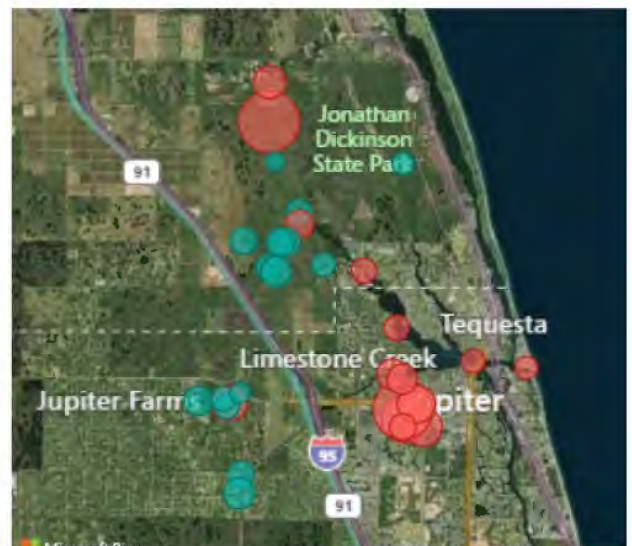
Year	Month	# Samples	Overall Score	# TN Samples	Total Nitrogen Percent Good	# TP Samples	Total Phosphorus Percent Good	# CLA Samples	Chlorophyll Percent Good	# BAC Samples	Bacteria Percent Good
2024	May	158	77%	30	87%	30	77%	30	50%	68	85%
2024	April	165	80%	32	97%	32	81%	32	50%	69	86%
2024	March	143	80%	25	92%	25	60%	25	44%	68	88%
2024	February	172	80%	32	91%	32	84%	32	56%	76	83%
2024	January	179	79%	33	85%	33	79%	33	61%	80	84%
2023	December	120	83%	25	100%	25	72%	25	72%	70	81%
2023	November	179	73%	33	88%	33	76%	33	48%	80	76%
2023	October	157	67%	33	88%	33	48%	33	39%	58	81%
2023	September	132	78%	25	92%	25	80%	25	52%	57	82%
2023	August	193	78%	35	97%	35	80%	35	63%	88	86%
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%
Total		2080	78%	390	92%	365	75%	390	53%	935	83%

Spatial Distribution of Water Quality Results

In May, *Chlorophyll* results met the water quality criteria at only 15 of 30 sites. The “poor” stations were a few sites in the Jonathan Dickinson State Park boundary, in the brackish sites of the Northwest Fork (NWF) of the river, and in Jones Creek. Jenkins Canal (Station 101), a small shallow ditch, had the highest chlorophyll levels this month at 184 µg/L. The NWF had results ranging from 4 µg/L in the Jupiter Inlet (Station 10) to 13 µg/L at the mouth of Kitching Creek (Station 65) and scored “poor” when compared to their strict water quality standards. All the brackish stations in the southwest fork creeks continue to score “poor” with the Delaware (DEL) site in Jones Creek at 173 µg/L in May. The low rainfall and associated river flows, combine with the warm

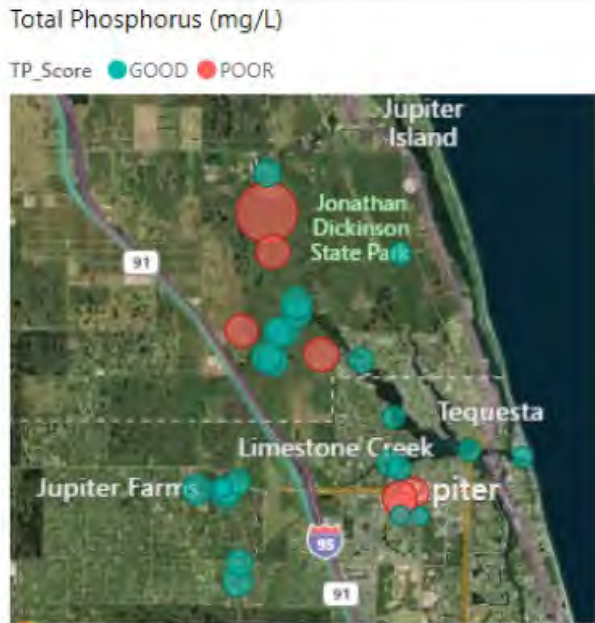
Chlorophyll a (µg/L)

CHL_Score ● GOOD ● POOR



water temperatures are likely contributing to the increased algae production throughout the watershed.

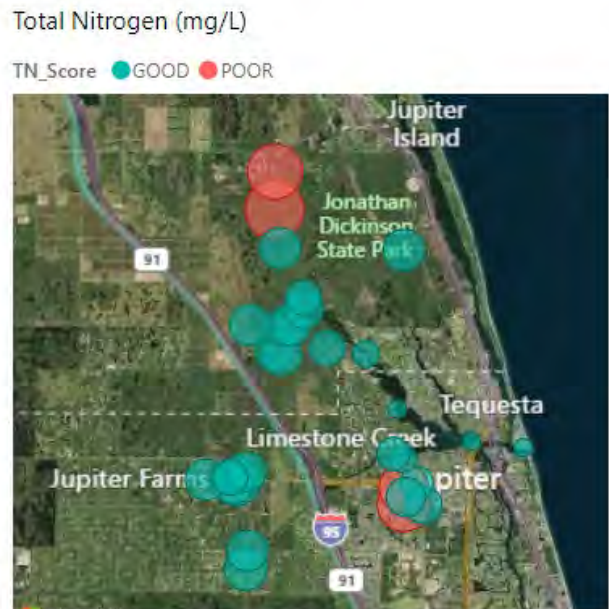
Total Phosphorus scored “good” at 23 out of 30 sites tested in May. The poorest station was Jenkins Canal (Station 101), which like the chlorophyll above, had the highest phosphorus level this month at 1.0 mg/L. This result is twice as high as the previous sample tested in November 2023 and is the highest result to date at this site. The water samples that were collected in this canal had some bottom sediments in them due to the shallow water depth which made sampling difficult. The high suspended solids may have contributed some to the elevated chlorophyll, phosphorus, and nitrogen results. Three stations in the southwest fork brackish creeks, including Jones Creek, were over the water quality criteria of 0.075 mg/L for these areas with Delaware (DEL) having the highest phosphorus concentration at 0.15 mg/L. Caloosahatchee Culvert (CALC) and Indiantown Road (Station 75) were both 0.08 mg/L, just over the water quality standard. When looking at the trend of phosphorus concentration in the Jones Creek stations,



there appears to be some recent improvements. Now that the vegetation trimming work is over, we will continue monthly monitoring for at least the next six months to further assess the trends in water quality.

Three other stations in Martin County also scored “poor”. They include River’s Edge (Station 107) at 0.15 mg/L, Hobe Grove Canal (Station 104) at 0.12 mg/L, and Kitching Creek flow way (Station 108) at 0.13 mg/L.

Total Nitrogen scored “good” at 26 out of 30 sites tested in May. Like the chlorophyll and phosphorus above, Jenkins Canal (Station 101) in the north portion of the watershed was the poorest scoring station with the highest concentration of nitrogen at 2.4 mg/L. The Kitching Creek Restoration outflow (Station 111), which is due north of the Jenkins Canal site, also had high nitrogen levels at 2.0 mg/L and scored “poor”. Two stations in the southwest fork brackish creeks were over the water quality criteria of 1.3 mg/L for those sites with Jones Creek Upper extent (JCU) at 1.8 mg/L and Delaware (DEL) at 1.5 mg/L.



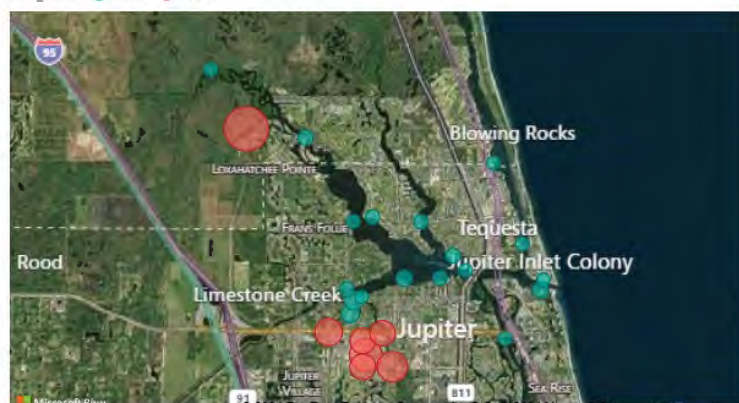
The overall *Fecal Indicator Bacteria* result scored “good” at 58 out of 68 sites in May, continuing the run of good scores we have measured over the past 6 months. For Enterococci bacteria (see map below left), the state’s preferred indicator bacteria for salt and brackish waters, seven stations scored “poor” when compared to the water quality standard of 130 MPN/100 mL. Six “poor” scoring stations were sampled in Jones and Sims Creeks. This month the Caloosahatchee Culvert (CALC) had the highest concentration at 1,842 MPN/100 mL. The Toney Penna Footbridge (TPJ) was next highest a 1,515 MPN/100 mL. The remaining “poor” stations had enterococci values at 1,000 MPN/100 mL or less, with results ranging between 754 MPN/100 mL at Delaware (DEL) and 1,044 MPN/100 mL at the downstream weir of Sims Creek (74DW). While these results do not meet the water quality standard, they are well below the concentrations we have measured in the past. This month, the highest sample reported for enterococci was not in Jones Creek, rather at the River’s Edge Station (107), a tributary into the northwest fork, with a result of 4,884 MPN/100 mL, which is not unusual for that shallow tidal creek in an area still served by septic systems.

For Fecal Coliform bacteria results in May, the River’s Edge Station (107) again had the highest concentration with a result of 5,794 MPN/100 mL. Hobe Grove Canal (Station 104) was next highest with 3,784 MPN/100 mL. Five “poor” scoring stations were sampled in Jones and Sims Creeks. The Caloosahatchee Culvert (CALC) site in Jones Creek had the highest concentration at 1,956 MPN/100 mL. The Toney Penna Footbridge (TPJ) and the Delaware Street (DEL) sites were also high at 1,860 and 1,597 MPN/100 mL respectively. The other “poor” scoring stations were above the Water Quality Standard of 800 but lower than 1,000 MPN/100 mL.

We will explore more of the water quality results in Jones Creek relative to the vegetation trimming project for this month’s Watershed Status presentation.

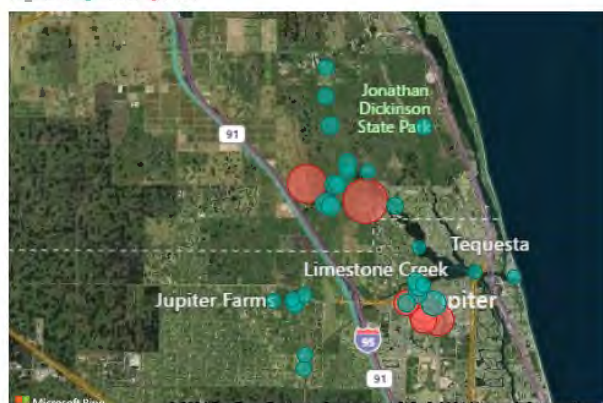
Enterococci Bacteria - Criteria: 130 MPN/100mL

ENT_Score ● GOOD ● POOR

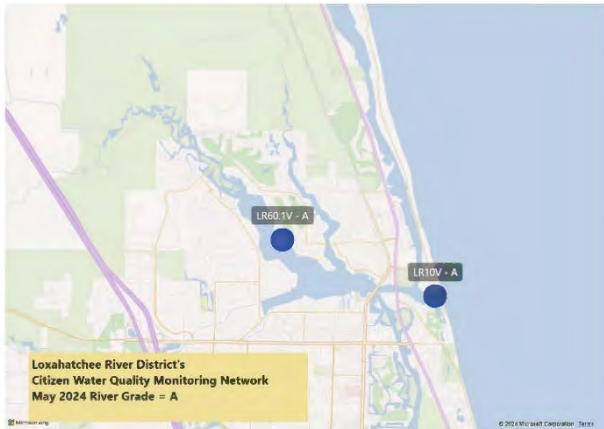


Fecal Coliform Bacteria - Criteria: 800 MPN/100mL

FC_Score ● GOOD ● POOR



Volunteer Water Quality



The overall water quality grade for the weekly Volunteer Water Quality monitoring was an “A” for May. The results for the Inlet (Station 10) showed good consistent results for all of the parameters. The Northwest Fork site (Station 60.1) also had an “A” with salinity and pH levels higher than normal resulting from the lack of rain and very low freshwater flows that allowed the marine water to migrate well upstream.

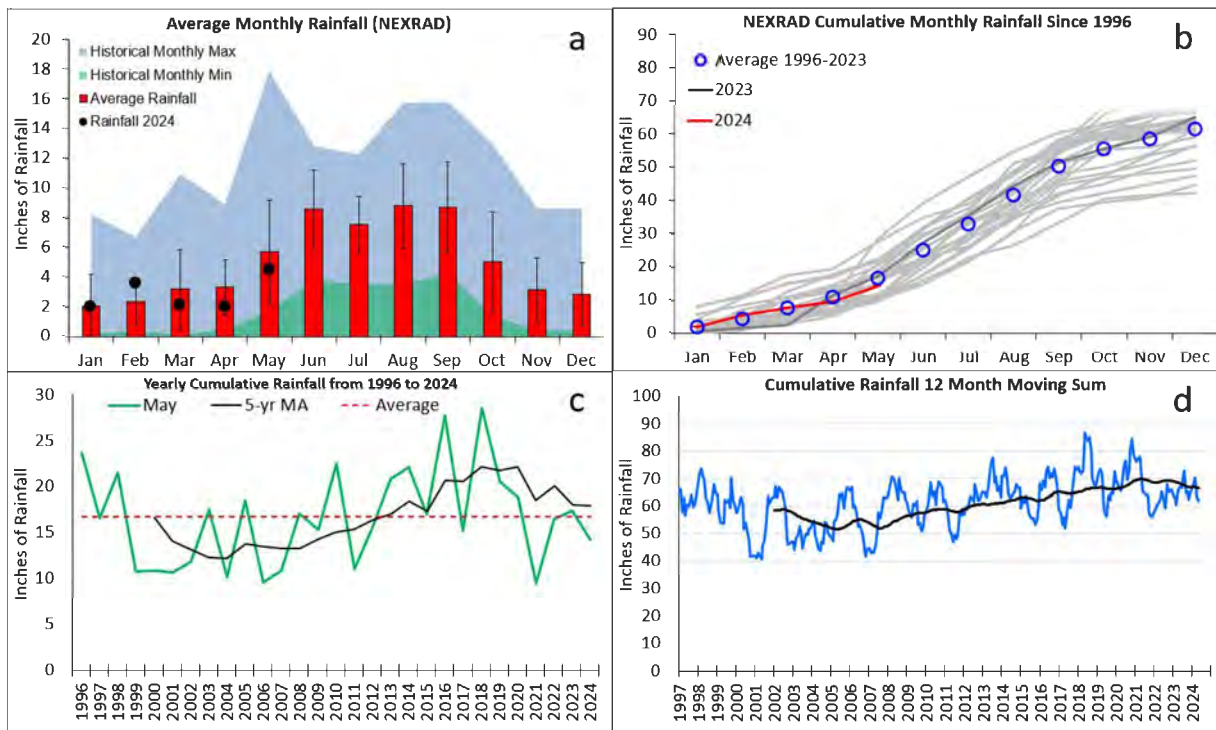
Site	Averaged results for the Month							Monthly Cumulative Grades						Cumul. Monthly	
	Temp (°C)	Secchi	Salinity	pH	DO	DO%	Color	Vis	Salt	pH	DO	DO%	Color	Score	Grade
LR10V	27.8	5.18	35.5	8.2	6.1	94.9	1.0	A	A	A	B	A	A	95.8	A
LR60.1V	27.0	0.88	32.0	8.6	5.5	82.5	1.0	A	B	C	A	A	A	85.7	A
Average	27.4													90.4	A

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

Grade Scale	
81.25 to 100	A
62.5 to 81.25	B
41.76 to 62.49	C
25.00 to 43.75	D
0 to 24.99	F

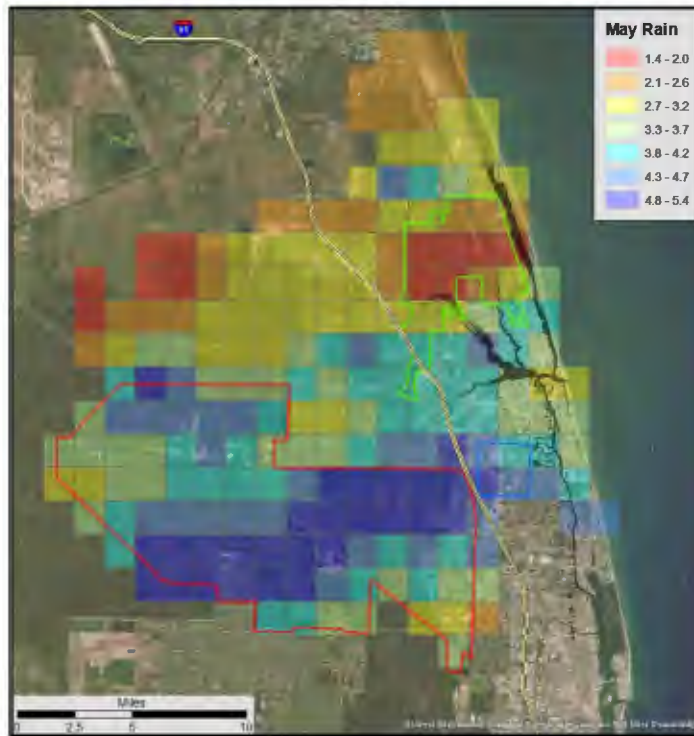
Hydrologic Monitoring

The wet season is off to a dry start as rainfall across the watershed during May totaled 4.5”, about 22% below the 5.7” historical average for the month (panel ‘a’ in figure below). This marks the third consecutive month of below average rainfall. Rain was detected somewhere within the watershed during 20 of the 31 days of May. The highest single day total of 2.0” occurred on May 19, which accounted for 45% of the total monthly rainfall. Cumulative year-to-date rainfall through May totaled 14.2”, which is about 15% below the year-to-date historical average of 16.7” (panel ‘b’ below). Yearly cumulative trends indicate that annual rainfall through May continues to return to near-average levels. This follows a roughly 10-year period of increased rainfall that peaked at 28.5” in 2018 with the 5-year moving average generally declining since then (panel ‘c’ below). The 12-month moving sum through April was 61.9”, down 7% from the 66.8” moving sum from one year ago (panel ‘d’ below). The generalized long-term trend indicator in panel ‘d’ below shows that total rainfall within the watershed has generally shifted upward from historical ranges since around 2012, but appears to have leveled off over the past couple years and appears to be heading toward a decreasing trend.

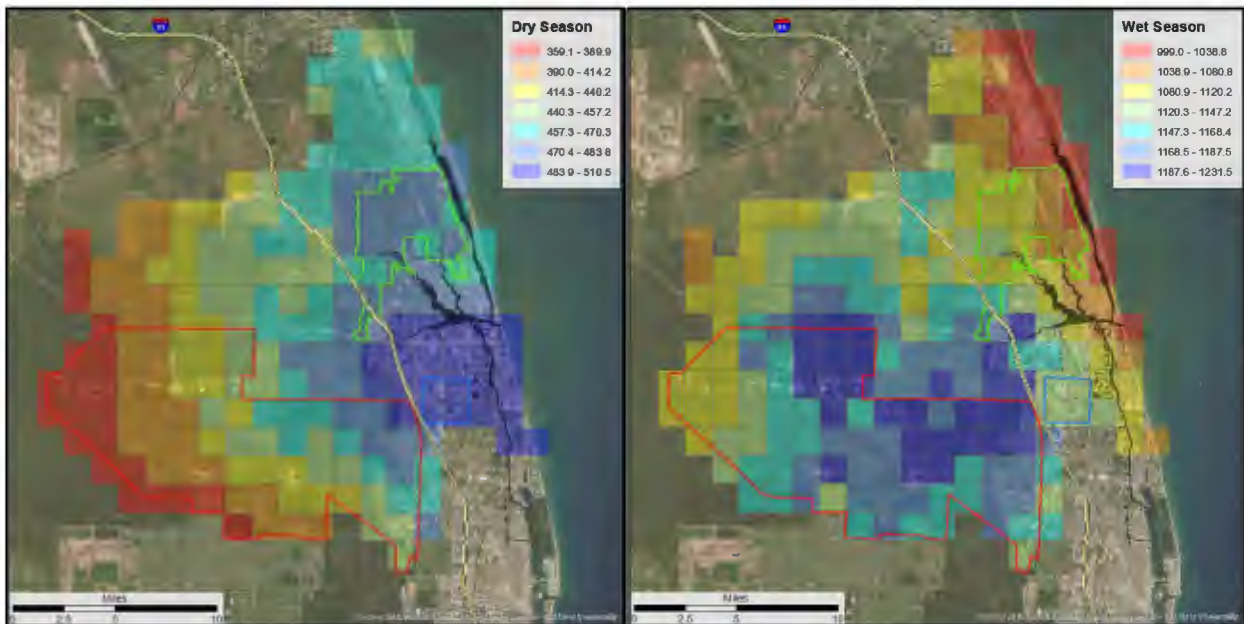


Figures above display various measures of rainfall. Panel (a) shows average monthly rainfall from 1996 to 2023 (red bars; error bars indicate ± 1 sd). Black dots indicate monthly rainfall for the current year. The blue and green shaded areas show the maximum and minimum rainfall ever recorded for each month. Panel (b) shows monthly cumulative rainfall for each year since 1998. Red line indicates cumulative rainfall during 2024; dark grey line indicates rainfall during 2023. Blue circles are monthly cumulative average rainfall measured between 1996-2023. Panel (c) shows cumulative annual rainfall using NEXRAD radar-based data. Green line indicates cumulative rainfall through indicated month for each year since 1996, 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 (blue line) along with the five-year moving average (black line).

The spatial distribution of rainfall across the watershed during May was varied and ranged from 1.4” in the driest regions to 5.4” in the wettest regions (figure below). In general, the wettest regions were within, or immediately adjacent to, the C-18 drainage basin near the southern half of the watershed. This region includes Hungryland Slough, Loxahatchee Slough Natural Area, Pine Glades Natural Area, and portions of J.W. Corbett Wildlife Management Area. The driest regions encompassed the northern half of the watershed and include Jonathan Dickinson State Park and Nine Gems (PAL-MAR) and Hungryland Wildlife and Environmental Area (WEA). Typically, as the wet season begins around mid-May, rainfall tends to shift westward away from the coast which tends to be wetter during the dry season (November-April) as shown in the paired maps below.



Maps showing NEXRAD rainfall distribution across the watershed during the month indicated in legend. 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.

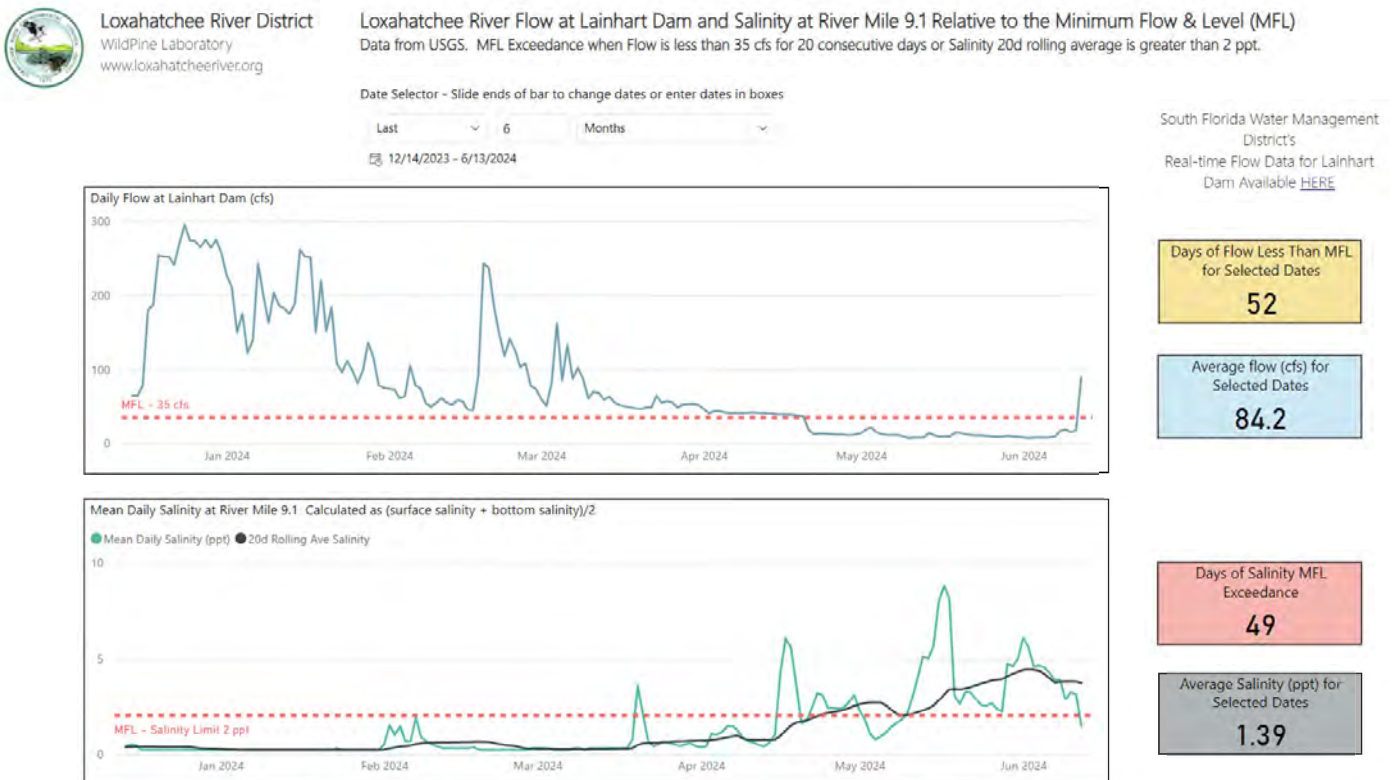


Maps comparing historic rainfall distribution across the watershed during the dry season (Nov-Apr, left) and wet season (May-Oct, right) since 1996. Each pixel represents an area of 2 km x 2 km. Blue colored pixels show highest rainfall and red pixels show lowest rainfall. For reference, the red line 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.

River Flows

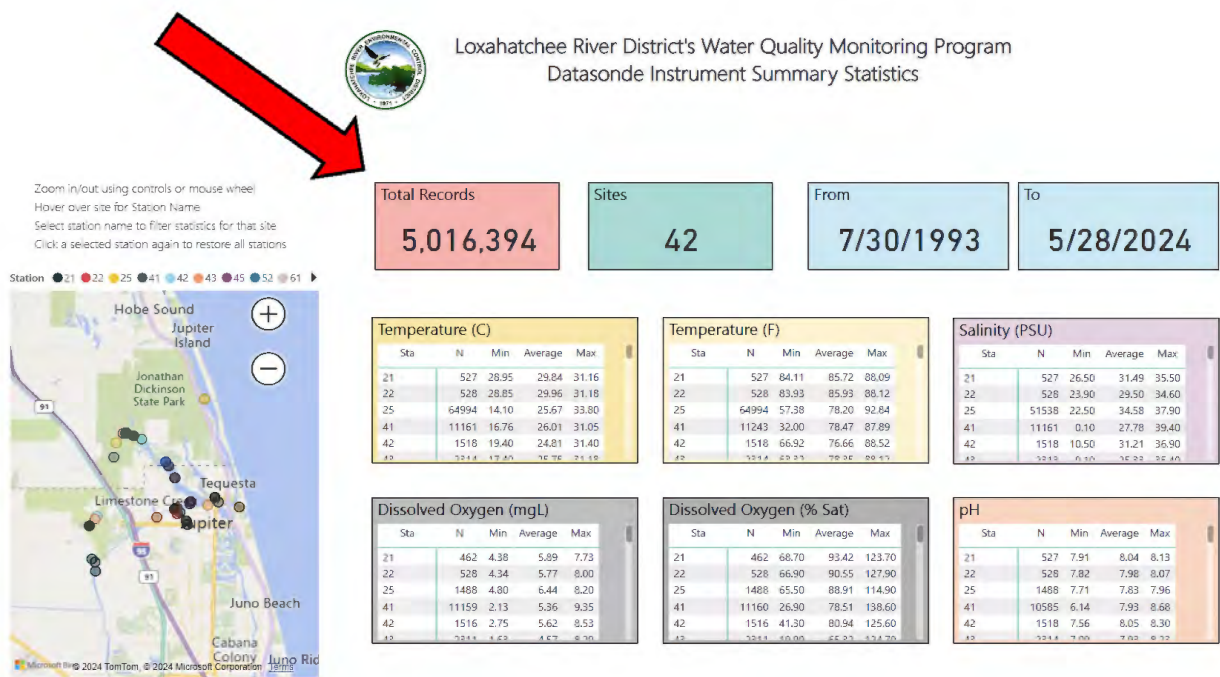
River flows measured at Lainhart Dam were very low with a daily average of just 11 cubic feet per second (cfs) and ranged between 7 to 21 cfs. River flow at Lainhart Dam has remained well below the 35 cfs minimum flow and level (MFL) criteria since April 21st (52 consecutive days of MFL exceedances as of this writing). Both the G-160 and the G-161 structures have remained closed throughout May. The upper figure below shows the increase in river flow following the heavy rains on June 12. Incidentally, stage within the C-18 remained well below 12 ft during all of May.

As a result of low river flow, daily salinity in the typically freshwater segment of Northwest Fork, measured at River Mile 9.1 averaged 3.4 ppt, well above the 2 ppt target threshold salinity. The 20-day moving average salinity climbed through the 2 ppt threshold, the criteria in the Minimum Flow and Level (MFL) rule, on April 17th where it has largely remained ever since and was on a mostly increasing trend throughout May and 49 days as of June 12.



Loxahatchee River Flow measured at Lainhart Dam in the upper panel, and daily average Salinity and the 20-day rolling average of salinity measured at River Mile 9.1 (lower panel), through June 12, 2024. Data from USGS. Updated chart available at loxahatcheeriver.org/river under MFL.

Datasonde Instrument Water Quality Monitoring Milestone



In May, as Helen was loading the Datasonde water quality instrument data, we broke through the milestone of over **5 million data records!** These instruments record temperature, salinity, dissolved oxygen, and pH at 15- or 60-minute intervals (depending on the site and monitoring objectives), with the earliest deployments dating back to 1993. This remarkable time series of data has captured water quality measurements under a spectrum of conditions – high flows, low flows, drought, rains, heat, cold, and a myriad of combinations.

Congratulations to the lab staff, especially Helen and Jerry, for their great work of calibrating, testing, deploying, performing quality control, and managing all of this valuable information. Over the years the lab has had many different technicians working in this program and there have been some interesting stories – even a live hooked fish that was tangled in the instrument.



Oyster Spat Monitoring

Oyster spawning and spat settlement for the 28-day period ending May 30 indicates that the spring oyster spawning season has plateaued since the sharp increase in settlement density observed last month. Oyster settlement remains highest in the Northwest Fork where spat density averaged 14,535 spat/m² with about 56% of the total settlement activity at the downstream site (figure below). This average is the second highest for the period and about 70% higher than the period average of 8,551 spat/m². This density was only 1% lower than the 14,729 spat/m² during the previous month.

In the Southwest Fork where spring settlement is typically higher than in the Northwest Fork, settlement activity for the period averaged 6,141 spat/m², about 10% below the 6,855 spat/m² seen during the previous period, and about 38% below the period average of 9,819 spat/m² (figure below). Like the Northwest Fork, settlement in the Southwest fork was nearly even between the two sites with the downstream site accounting for 55% of the settlement activity.

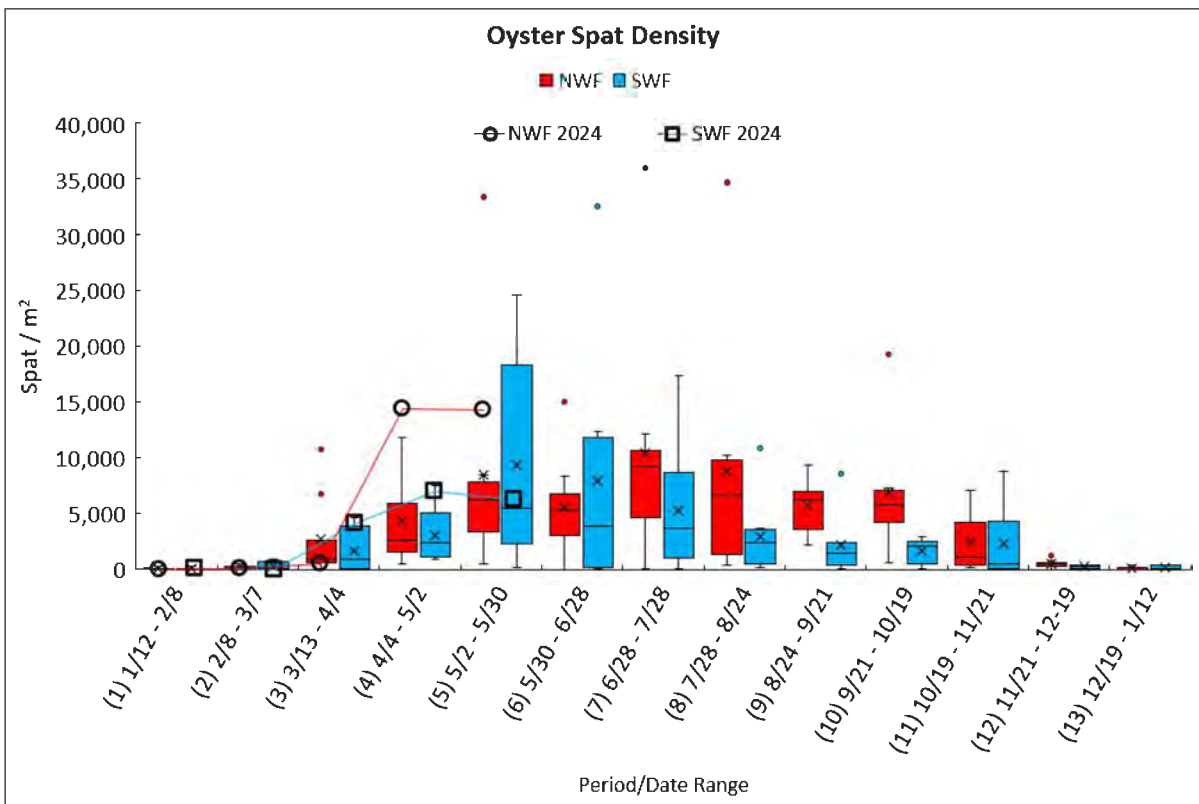


Figure: Box and whisker plot showing interquartile range (IQR) of oyster spat density (spat / m²) for each period in the Northwest Fork (red) and Southwest Fork (blue) of the Loxahatchee River between 2016-2023. The "X" indicates period mean. Superimposed on the IQR are the 2024 period means for both the Northwest Fork (circle/red line) and Southwest Fork (square/blue line).

Seagrass

On May 14, Jerry Metz gave a presentation to the Lake Worth Lagoon Initiative working group titled “*Seagrass Assessment of Karen Golonka Island, Sawfish Island, and Adjacent Areas: 2023 Initial Assessment*”. This brief presentation highlighted some key observations made during last summer’s mapping effort around these islands. Despite their proximity to the Loxahatchee River Estuary, the Loxahatchee River District previously had no data regarding seagrass presence around these islands. Now, with initial monitoring and framework in place, we can make future assessments to evaluate seagrass abundance relative to the restoration projects and over time. The full report, detailing the results of the initial seagrass monitoring work, is now available on the District’s website:

[Golonka and Sawfish Island Seagrass Assessment](#)



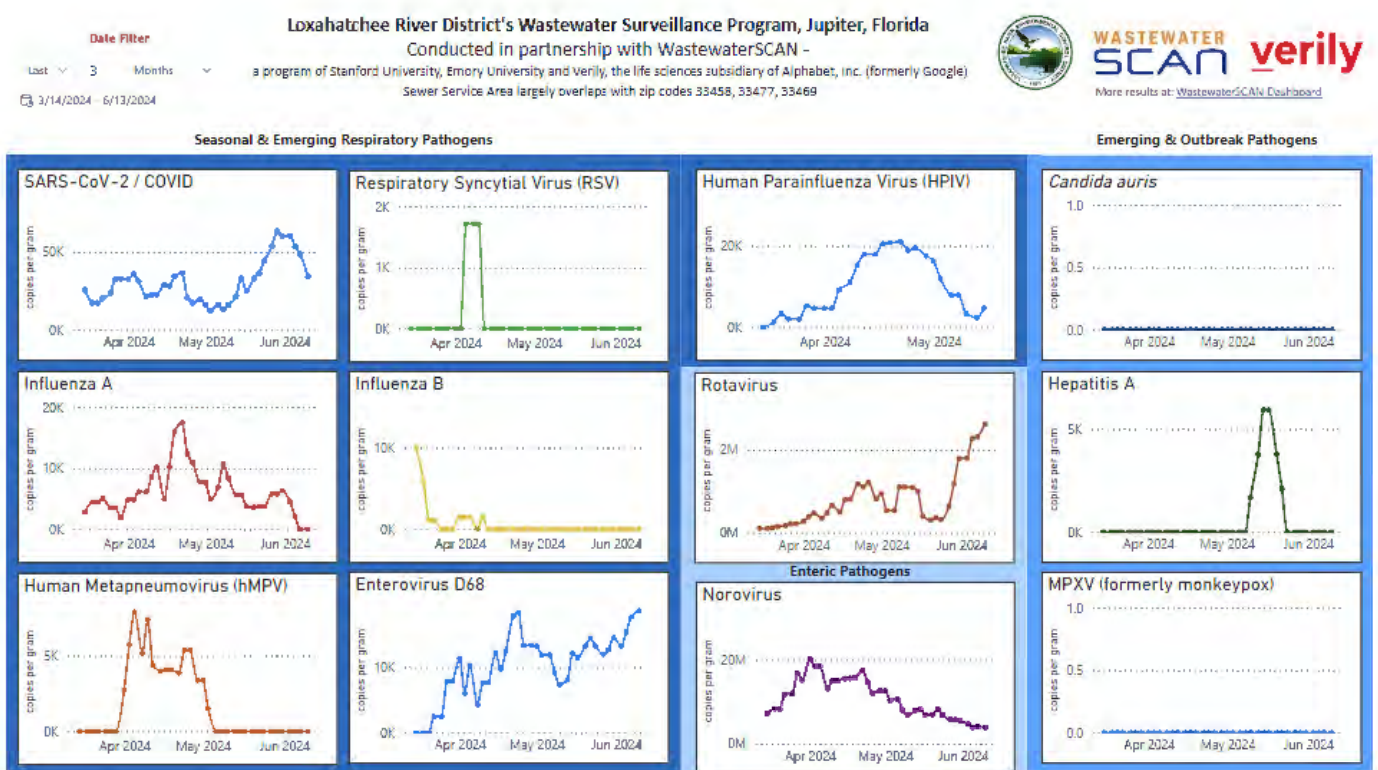
Riverbend Park Culvert Replacement Project

Palm Beach County Parks Staff report that the County is in the process of executing contracts for the design, permitting, and construction of the replacement culvert near the District’s 20 acre property in Riverbend County Park. The replacement of this culvert will facilitate kayak/canoe passage for access to the Northwest Fork of the Loxahatchee River. Construction is currently estimated to begin in March 2025 and should take 4 to 6 months to complete.

Wastewater Surveillance

The District's Wastewater Surveillance program, monitoring 12 pathogens through the WastewaterSCAN program, showed an active month with concentrations rising in several of the monitored pathogens. SARS-CoV-2 showed an increase in late May, while Influenza A, hMPV, HPIV, and Norovirus all decreased. However, Enterovirus D68 and Rotavirus are at elevated levels and continue to climb.

Results from the WastewaterSCAN programs testing three times per week are automatically uploaded to our website at <https://loxahatcheeriver.org/wastewater-surveillance/>.



Customer Service

Billing & Payments

Second quarter bills were due May 15 and staff were busy processing 21,700 payments totalling nearly \$3.4M. Over 6,000 of these payments came through AutoPay, which is about 40% less than the approximately 10,000 automatic payments prior to our switch to our new customer, billing and payments provider. This is a remarkable achievement considering that each of these customers had to take action to setup Autopay with the District because we were prohibited from transferring the customer's payment information from the prior payment services provider.

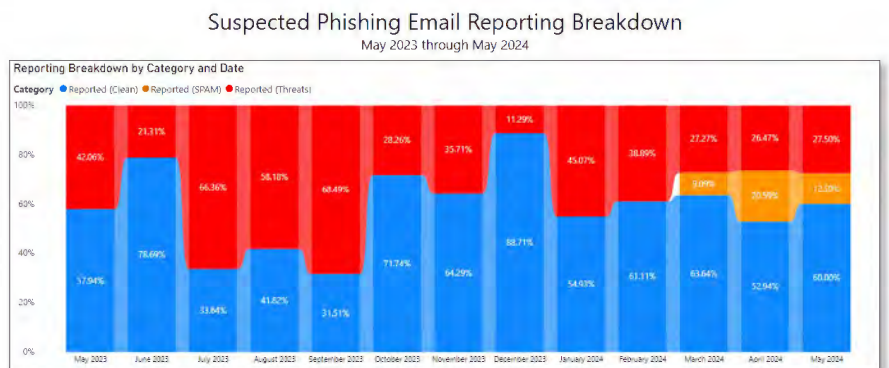
On June 5, we began the distribution of 5,300 past due notices, compared to the 3,600 prior to the switch to our new system. We are working on ways to engage these customers, particularly those that were previously on AutoPay.

Information Technology (IT)

Simulated Phishing Test Results and Incident Reporting

The District continues to test the ability of staff to detect simulated phishing emails. Our average Phish Prone Percentage - the calculated likelihood that a user will fall victim to a phishing attack - is 2.7 percent which is better than the industry target level of 3.7 percent.

Users also continue to report suspicious emails through our phishing incident reporting system. The chart (right) shows a breakdown of the emails reported by category - Clean/No Threat (blue), SPAM (orange), and Real Threats (red). Reports are regularly monitored to identify trends in threats, find for opportunities for training, and provide feedback to users.



Sincere thanks to the District Team for being diligent with your email!

New Servers and Backup System Configuration and Installation

Excellent progress continues with the planning, coordination, and configuration for the installation of our new servers, backup equipment, and uninterruptable power supply systems. Staff remains on track for the scheduled project completion by September 30.

Loxahatchee River Environmental Center

June 2024



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 Hours	Visitor Satisfaction	Staff Overall Program Assessment	Expenses	Revenue	
Benchmark / Customer Expectation		Total	Total	% of Capacity	Total	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%	
2021 Baseline		952	73	83%	248	4.7	7.8	92%	85%	
2022 Baseline		1,322	101	111%	240	4.6	7.9	91%	107%	
2023 Baseline		1,462	110	93%	297	4.7	7.8	83%	86%	
2023	May	1,016	68	83%	218	4.6	7.8	88%	71%	
	June	2,600	106	103%	669	4.7	7.8	87%	83%	
	July	2,046	89	92%	1104	4.8	7.6	79%	85%	
	Aug	1,215	69	130%	360	4.6	7.6	76%	86%	
	Sept	1,093	110	98%	120	5.0	7.5	86%	86%	
	Oct	1,940	142	100%	142	4.9	7.8	73%	74%	
	Nov	1,183	48	110%	154	5.0	8.0	92%	72%	
	Dec	1,021	78	79%	81	4.5	8.0	100%	57%	
	2024	Jan	1,178	84	89%	115	4.7	8.3	99%	81%
		Feb	1,689	185	105%	264	4.9	8.2	104%	94%
		Mar	1,697	128	90%	198	4.7	8.0	103%	112%
		Apr	1,162	93	88%	83	4.7	8.0	106%	112%
May		1,153	87	117%	200	4.9	8.1	104%	106%	
Consecutive Months at Green		10	13	5	1	13	13	7	4	
Metric Owner		O'Neill	O'Neill	Duggan/Warwick	Patterson	O'Neill	O'Neill	O'Neill	O'Neill	

Metric	Explanation

River Center General

Intern Lifeguard Training [May 21 – 24th]:



The summer schedule kicked off this month as our interns joined our team mid-May. Kiera Fielding is a returning intern from last summer. Our two new interns, Michelle Redfern and Katie Allen (former River Center volunteer) spent 3 days working to earn their lifeguard certifications as part of our summer safety program. Joining us this year were three summer staff members from the Loggerhead Marinelife Center. Everyone passed and we are ready for summer to officially start!

Special Programs

Lighthouse Homeschool Outreach [Thursday, May 2nd]

In May the River Center attended the Jupiter Inlet Lighthouse & Museum's Homeschool program at the Jupiter Lighthouse. The theme of this class was Pirates and Sailing. The River Center brought an outreach table and equipment to measure tides, currents, and wind to show to participants how sailors would interact with nature to sail. The River Center showed families how to measure tides and winds, how to watch for the direction of currents and assisted the lighthouse staff in a game of "pirate says" learning the nautical terms for the parts of a boat.



Pratt & Whitney Earth Day Event [Thursday, May 2nd]

On Thursday, May 2nd the River Center participated in the Earth Day Celebration at Pratt & Whitney. This event, held in the Café, brought out organizations from Loggerhead Marine life Center and Manatee Lagoon to promote and celebrate the environment. It was great to be able to engage a different type of audience and to interact with people in different industries. It was a unique and exciting outreach. The River Center looks forward to attending this event again in the future.

Lecture Series [Friday, May 3rd]

Our May speaker was Jerry Metz, Scientist for the Loxahatchee River District's WildPine Lab. Since 2003 the Loxahatchee River District has been monitoring and mapping seagrass in the Loxahatchee River Estuary. In addition to the small-scale bimonthly monitoring, the Loxahatchee River District has also conducted large scale, whole estuary mapping assessment of seagrass in 2007, 2010, 2018, and 2022. This presentation showed some of the changes in seagrass abundance, composition, and distribution that 20+ years of monitoring and mapping efforts have provided as well as provide an overview of the current seagrass community in the Loxahatchee River Estuary. This presentation also showcased the results of recent mapping of seagrass around the Sawfish and Fullerton Islands recreation area.



Blooming in the Garden Blooming in the Garden – Busy Bees [Saturday, May 4th]



It was a honey-sweet Blooming in the Garden with our busy bees! Our little learners started by reading about why we should give bees a chance and learning about both honeybees and our many native bee species. We made our own bee bracelets, and then set out on a honey-tasting adventure! We journeyed



through our garden, stopping at stations to taste saw palmetto, sea grape, wildflower, and honey blossom honey - YUM! The honey blossom honey won the Tastiest Honey prize. After our exploring was done, we headed inside to make a hanging bee hotel, and then wrapped up by planting some native flowers for our bees to enjoy.



Swamp Tromp – Pine Glades Natural Area [Saturday, May 4th]

We had a great, wet time hiking in the Swamp at Pine Glades Natural Area on May the 4th for our Star Wars themed swamp tromp. Participants enjoyed wading between cypress domes and exploring a normally unavailable path through the water. This hike is a real adventure tour since participants can only hike these areas with a trained guide. Participants saw native air plants, wading herons and egrets, a walking stick insect, and a harmless banded water snake. All in all, the 4th was with us!



STEM-a-Palooza [Saturday, May 4th]

On Saturday, May 4th the River Center participated in the Girl Scouts of Southeast Florida's annual STEM-a-palooza. This year's event was held at Loggerhead Marinelifelife Center. This event showcases the world of STEM, giving scouts the opportunity to explore the ways in which we use Science, Technology, Engineering, and Math to discover more about our oceans. Other exhibitors included Sharks4Kids and their VR headset, the Reef Institute talking all about corals, Conservation Key discussing parrotfish morphology, and Manatee Lagoon featuring manatee scar identification. This was a great event to participate in and we hope to continue our partnership with the Girl Scout council in the future.



Afterschool Book Club [Wednesday, May 8th]

We had a full pack at our afterschool book club! This month's book, *A WOLF CALLED WANDER* by Rosanne Parry, was a group favorite and our readers were eager to share their favorite passages, illustrations, and fascinating facts. After open discussion, we learned more about animal communication, the food chain, and the importance of protected natural areas. Then we got to do some hands-on exploration of tracks, pelts, and scats using material from the Florida Fish & Wildlife's Florida Youth Conservation Centers Network. We finished by making our own 3D wolf masks. Our next book club will be on July 10th. We'll be discussing *MANATEE SUMMER*, and we'll be joined virtually by the author!



FPL Nexterra Volunteers [Wednesday, May 9th]

On May 9th FPL had 9 Nexterra Volunteers come and helped the River Center create a new section to our garden. We have current plans to add onto our "secret garden" and make more creative play space for children. The Nexterra volunteers help us by removing some invasive and nuisance plants and opening up room to start the next phase of our plans. The River Center is very grateful to have this partnership.



Jupiter High School Senior Awards Night – Scholarship award [Tuesday, May 14th]



The River Center participated in the Jupiter Community High School's Senior awards night on Tuesday, May 14th. We presented our Sawyer "Tommy" Thompson Scholarship award to Lucas Groves. Lucas is a senior at Jupiter Community High School with a focus on academics, maintaining a 4.0 GPA as sixth in the Class of 2024. He has also competed for four years on the swim and water polo teams at JHS, being selected as a swim team captain and playing at regionals for water polo this school year. He has volunteered at the Loxahatchee River Center in several positions over the years, including as a Summer Camp Counselor, contributing over 300 hours to the River Center. He plans to attend the University of Florida. He was accepted based on his application to major in Civil Engineering (with his Honors essay being based on this field as well). River Center staff has known Lucas since he was 13 years old, and we all felt honored to award him this scholarship.

In addition, we awarded the second Sawyer "Tommy" Thompson Scholarship to Ashley Lachmund. This was our first scholarship awarded to a homeschooled student. Ashley is a homeschool student who took classes with FLVS (Florida Virtual School) and the Palm Beach Atlantic Propel dual enrollment program. Ashley serves in a leadership role with her American Heritage Girls troop, played Ursula in this Spring's Palm Beach Atlantic Children's Theater production of 'The Little Mermaid,' and educates the youth at Busch Wildlife as a volunteer. With a passion for communication, theater, and Florida wildlife, Ashley aims to enrich our local community in marine science, wildlife, and ecosystem preservation. She plans to leverage her education to influence youth and promote environmental stewardship as a public speaker. She will continue classes with Palm Beach Atlantic University.



Little Otters – [Wednesday, May 15th]

Our Little Otters program is off to a splashing start! Our crew of explorers got hands-on experience with sea snails, hermit crabs, brittle stars, and so many sea urchins! We all enjoyed the sand and sun at the beautiful Blowing Rocks Preserve. This program runs monthly throughout the summer, and we're looking forward to more fun in the sun!



Summer Camp Open House [Wednesday, May 15th]

On Wednesday, the River Center facilitated a Summer Camp open house for camp families. This open house allows campers, new and old, to meet their counselors, snag itineraries and pick up their new camp t-shirts before the fun and crazy summer begins. This is also a great way for parents to ask questions and see the facility where their children will be attending camp.



Wild & Scenic Anniversary Kayak Tour [Friday, May 17th]

The River Center once again partnered with the South Florida Water Management District to host a kayak tour launching from Lainhart Dam. This paddle was to celebrate the anniversary of the Wild & Scenic designation of the Loxahatchee River (May 17th). Winding through the freshwater swamp, guests were immersed in the beautiful and scenic parts of the Loxahatchee. We heard tons of birds, saw an abundance of turtles, and glided along with giant swallowtail butterflies. It was a magical day on the water, and we had 10 guests participate in this event.

Family Fishing Clinic [Saturday, May 25th]

It was a full house for this fishing clinic with 24 participants. Kids 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!

Volunteer of the Month

Our May Volunteer of the Month is Jordan McNally. Jordan is new to our volunteer team and was eager to jump right in and learn all about The River Center. She is always so helpful and loves to help wherever she can. She will greet guests enthusiastically and makes everyone feel welcome. In her free time, Jordan loves to be outdoors, kayak and catch lizards. She is also excited to attend animal care training and learn more about animal care. We can always count on Jordan to step in where needed and get the job done! Thank you, Jordan, for all that you do to help at The River Center! We appreciate you.



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.

June 21, 10:00 – 11:00 a.m.: Little Otters [Blowing Rocks Preserve]: Beat the summer heat and get in the water with your little one! Join us once a month throughout the summer at the Nature Conservancy's Blowing Rocks Preserve (574 S Beach Rd, Hobe Sound, FL 33455). We will meet outside the visitors' center on the lagoon side (west side). The River Center will provide dip nets and sand toys. We'll search for urchins, conchs, and crabs while enjoying the natural beauty around us. Adults and children should come prepared to be in the water for an hour. This includes closed toe water shoes, sunscreen, hats, and water bottles. Adults will be responsible for their children during this program. Limited to 15 children (+ their accompanying adults). Siblings of all ages are welcome, just include them in your registration! This program is free of charge. Please RSVP to attend.

June 22, 8:00 a.m. – 4:00 p.m.: Boat America Class [Boating Safely]: Cost: \$10 to register; refunded when class is completed. 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.

June 22, 9:30 a.m. – 11:30 a.m.: Fishing Adventure [Jupiter Inlet Lighthouse Outstanding Natural Area]: Join us for our new summer fishing program! We'll be set up at the Jupiter Inlet Lighthouse Outstanding Natural area. This program is designed for young anglers who want more fishing experience. It's an exciting way to discover new fishing spots while accompanied by River Center staff. Poles and bait will be provided, or you can bring your own gear. Parents are encouraged to accompany their children and participate. Everyone should bring water, sunscreen, hats, and sunglasses. Cost is \$10. Please RSVP using the link below!

June 27, 9:00 a.m. – 11:00 a.m.: Archery 101 [20-Acre Property]: Join the River Center for our Archery 101 Beginners workshop! Learn about the complex history of archery, safety, and basic skills. All equipment will be provided. Closed toe shoes are required; Participants should bring comfortable clothing, water and sunscreen. Cost: \$10 per person. For ages 10 and up. Registration is required to attend. Space is limited. This is not a drop off program.

June 28, 10:00 a.m. – 12:00 p.m.: Estuary Exploration – Seine & Dip Netting [Blowing Rocks Preserve]: Join the River Center in a day of estuary exploration at our Family Seine and Dip Netting Experience! Activities will include exploring our local waterways searching for urchins, conchs and fish! Please make sure to bring sunscreen, water shoes, and plenty of water! Please RSVP to attend! Check-in for this event will be at Blowing Rocks Preserve.

June 29, 9:00 a.m. – 11:00 a.m.: Swamp Tromp [Cypress Creek North – Route 2]: Come adventure with us! Join the River Center on our Swamp Tromp series as we wade through the freshwaters of Cypress Creek Natural Area on route 2! Walk along the guided paths and immerse yourself in this local natural area. We will explore a rugged path inside Cypress Creek filled with high grasses, mud, standing water, and thick bushes. Interested participants should wear long pants, a walking stick, bug spray, comfortable clothing and bring plenty of water. CLOSED TOE SHOES ARE REQUIRED TO PARTICIPATE. Water may be knee deep or higher in some locations, so you may want to bring a towel and some dry clothes/shoes for after the hike. Experience Level: Intermediate. Please be advised, this is not

recommended for children below the age of 12 or participants with limited mobility. This site does NOT have any restroom facilities. Make sure to RSVP to this event! Space is limited.

June 29 – July 28, Jr. Angler Fishing Tournament: The Loxahatchee River District’s River Center, in partnership with Fishing Headquarters, is delighted to announce the 11th Annual Jr. Angler Fishing Tournament. Due to its high popularity, participation for this year’s tournament is expected to grow. Interested anglers should mark their calendars and set their reels for Saturday, June 29th when the contest officially opens. Anglers will have until July 28, 2024 to accumulate points in this unique catch-and-release tournament. Anglers provide a photo of themselves with the fish they catch and then submit it through an app. The contest runs over the course of four weeks instead of just a single day of competition. In addition, the contest awards points not only for the number of fish caught, but also for the number of different species represented in the submissions. The more fish you catch and the more species you catch, the better your chances are to win! These innovative guidelines encourage contestants to spend time throughout the summer exploring the diverse habitats and fish species in Palm Beach and Martin Counties. The tournament is open to anyone between the ages of 5 and 17, but registration is required before submitted photographs can be awarded points. Friday, June 28th: Captain’s Meeting – learn how to use the Reeltime app, review the rules, and pick up your tournament bracelet and lanyard. If you cannot make the meeting an instructional video will be made available on YouTube and emailed to registered participants. Saturday, June 29th: Tournament begins!

July 5, 10:00 a.m. – 1:00 p.m.: Old School Science Day: Join the River Center for a day of exciting science fun! Participants will test out different experiments, partake in crafts, and enjoy some great demonstrations and educational fun! This program is free and no RSVP is required to attend or participate. For more questions or inquiries please contact the River Center at 561-743-7123 or RiverCenter@lrecd.org

July 6, 10:00 – 11:30 a.m.: Blooming in the Garden [Hello, Hummingbirds!]: Join the River Center for our Bloomin’ in the Garden program, designed for children ages 3-6. This month’s theme is Hello Hummingbirds! The program will start at 10:00am with story time and a nature-themed craft. We will then move to our garden for exploration and hands-on fun. When it’s time to go home, children will receive seed to take home to start their own garden! So don’t miss this exciting chance for you and your little ones to enjoy nature together! Limited to 15 children (+ their accompanying adults). This activity is outside, so dress comfortably and be ready to possibly get a little messy. All equipment will be provided, and this program is free of charge. Donations are always welcome. Please RSVP to attend!

July 9, 9:00 a.m. – 12:00 p.m.: Family Fishing Clinic: Don’t miss out on this exciting fishing opportunity with the River Center. Fishing clinics are a great way for kids to learn the basics of fishing methods and tactics! Make sure to join us for an engaging overview that includes knot tying, fish identification, and of course fishing! Parents are encouraged to accompany their kids and participate in the clinic. The cost is \$10 per child. Interested participants should bring water, sunscreen, a hat, and sunglasses.

July 10, 10:00 a.m. – 12:30 p.m.: Kayak 101: Join the River Center for our Intro to Kayaking: Kayak 101 workshops! Participants in these workshops will learn basic kayak strokes, safety tips and how to be a proficient paddler on the water. This course will be conducted by a Level 2 Kayak instructor and all equipment will be provided. Registered participants need to bring water, water shoes, and comfortable clothing that can get wet. Registration is required to attend. Space is limited. Children 13 and under must be accompanied by an adult.

July 10, 4:30 p.m. – 6:00 p.m.: Afterschool Book Club [Manatee Summer]: Calling all nature-loving readers! Join us on Wednesday, July 10th from 4:30 to 6pm for our next afterschool book club for kids in grades 3-8. This month’s book will be MANATEE SUMMER by Evan Griffith, and we will be joined virtually by the author! This Sunshine State Young Reader’s book follows two nature-loving boys’ efforts to protect the manatees in their Florida waterways. You can find MANATEE SUMMER at our

local library or at a bookseller of your choice. Readers should finish the book before the meeting, then go deeper with discussion, crafts, ideas for activism, and other activities.

July 11, 9:00 a.m. – 11:00 a.m.: Swamp Tromp [Cypress Creek North – Route 2]: Come adventure with us! Join the River Center on our Swamp Tromp series as we wade through the freshwaters of Cypress Creek Natural Area on route 1! Walk along the guided paths and immerse yourself in this local natural area. We will explore a rugged path inside Cypress Creek filled with high grasses, mud, standing water, and thick bushes. Interested participants should wear long pants, a walking stick, bug spray, comfortable clothing and bring plenty of water. CLOSED TOE SHOES ARE REQUIRED TO PARTICIPATE. Water may be knee deep or higher in some locations, so you may want to bring a towel and some dry clothes/shoes for after the hike. Experience Level: Intermediate. Please be advised, this is not recommended for children below the age of 12 or participants with limited mobility. This site does NOT have any restroom facilities. Make sure to RSVP to this event! Space is limited.

July 13, 9:00 a.m. – 11:00 a.m.: Archery 101: Join the River Center for our Archery 101 Beginners workshop! Learn about the complex history of archery, safety, and basic skills. All equipment will be provided. Closed toe shoes are required; Participants should bring comfortable clothing, water, and sunscreen. Cost: \$10 per person. For ages 10 and up. Registration is required to attend. Space is limited. This is not a drop off program.

July 13, 1:00 – 2:00 p.m.: Intro to Volunteering [New Volunteer Workshop]: 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 – 2:00 PM. For questions or application information please contact our Volunteer Coordinator Rebecca Patterson at 561-339-3107 or Volunteer@Lreccd.org

July 13, 3:00 p.m. – 4:00 p.m.: Science with Sam, Family Fun [Exciting Electricity]: Join the River Center for our Archery 101 Beginners workshop! Learn about the complex history of archery, safety, and basic skills. All equipment will be provided. Closed toe shoes are required; Participants should bring comfortable clothing, water, and sunscreen. Cost: \$10 per person. For ages 10 and up. Registration is required to attend. Space is limited. This is not a drop off program.

July 16, 10:00 a.m. – 12:00 p.m.: Estuary Exploration: Join the River Center in a day of estuary exploration at our Family Seine and Dip Netting Experience! Activities will include exploring our local waterways searching for urchins, conchs, and fish! Please make sure to bring sunscreen, water shoes, and plenty of water! Please RSVP to attend! Check in for this event will take place at Blowing Rocks Preserve.

July 17, 10:30 a.m. – 12:30 p.m.: Sandbar & Seashells Boat Tour: Join the River Center for an exciting family-friendly boat tour! Hop on-board the Osprey for a trip up the Central embayment of the Loxahatchee River. Hunt for shells and creatures at the sandbar and soak up some sunshine! Make sure to bring water, snacks, water shoes, and snorkel gear! The boat will launch from Burt Reynold's Park. Registration is required to attend, Space is Limited! Participants will be getting on and off the boat multiple times during this excursion.

July 18, 3:00 p.m. – 4:00 p.m.: Science with Sam Family Fun [Orienteering & Compass Making]: Join our Scientist Sam for different science activities! Adventure awaits! Join us for a fun outdoor experience as we learn the art of orienteering and how to make a compass. Our expert guides will lead the way, transforming ordinary family hikes into exciting treasure hunts. Families will learn how to use a compass, how to make a compass, how to pace steps, and how to read a map. Get ready to explore nature in a whole new way! There is no cost for this program but please RSVP to attend. Space is limited.

July 19, 5:30 p.m. – 7:00 p.m.: Sunset Kayak [Cypress Creek South]: Join us for our public kayak tour on Friday, June 19th from 5:30 pm – 7:30 pm. Launching from Cypress Creek South, guests will paddle along through a beautiful cypress swamp. Keep your eyes sharp, as this is a great area for birding. Don't miss out on this awesome excursion! All equipment is provided. Interested participants should

bring water, water shoes and anything that will make them comfortable in nature. Our kayaks are tandem kayaks, or double seated, if you do not register with a partner, you will be assigned one. Registration is required. Space is limited. Level of Difficulty: Easy- all paddle levels are welcome.

July 20, 8:00 a.m. – 4:00 p.m.: Boat America Class [Boating Safely]: Cost: \$10 to register; refunded when class is completed. 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.

July 20, 9:30 a.m. – 11:30 a.m.: Fishing Adventure [Cypress Creek South]: Join us for our new summer fishing program! We’ll be set up at Cypress Creek South. This off-site program is designed for young anglers who want more fishing experience. It’s an exciting way to discover new fishing spots while accompanied by River Center staff. Poles and bait will be provided, or you can bring your own gear. Parents are encouraged to accompany their children and participate. Everyone should bring water, sunscreen, hats, and sunglasses. Cost is \$10. Please register!

July 23, 10:00 a.m. – 12:00 p.m.: Fishing Adventure [Jupiter Inlet Lighthouse ONA]: Join us for our new summer fishing program! We’ll be set up at Jupiter Inlet Lighthouse Outstanding Natural Area. This off-site program is designed for young anglers who want more fishing experience. It’s an exciting way to discover new fishing spots while accompanied by River Center staff. Poles and bait will be provided, or you can bring your own gear. Parents are encouraged to accompany their children and participate. Everyone should bring water, sunscreen, hats, and sunglasses. Cost is \$10. Please register!

July 24, 10:00 – 11:00 a.m.: Little Otters [Blowing Rocks Preserve]: Beat the summer heat and get in the water with your little one! Join us once a month throughout the summer at the Nature Conservancy’s Blowing Rocks Preserve (574 S Beach Rd, Hobe Sound, FL 33455). We will meet outside the visitors’ center on the lagoon side (west side). The River Center will provide dip nets and sand toys. We’ll search for urchins, conchs, and crabs while enjoying the natural beauty around us. Adults and children should come prepared to be in the water for an hour. This includes closed toe water shoes, sunscreen, hats, and water bottles. Adults will be responsible for their children during this program. Limited to 15 children (+ their accompanying adults). Siblings of all ages are welcome, just include them in your registration! This program is free of charge. Please RSVP to attend.

July 27, 5:30 p.m. – 7:00 p.m.: Sunset Kayak [Pine Glades Natural Area]: Join us for our public kayak tour on Friday, June 19th from 5:30 pm – 7:30 pm. Launching from Pine Glades Natural Area, guests will paddle along through a beautiful freshwater marsh. Keep your eyes sharp, as this is a great area for birding. Don’t miss out on this awesome excursion! All equipment is provided. Interested participants should bring water, water shoes and anything that will make them comfortable in nature. Our kayaks are tandem kayaks, or double seated, if you do not register with a partner, you will be assigned one. Registration is required. Space is limited. Level of Difficulty: Easy- all paddle levels are welcome.

July 30, 10:00 a.m. – 12:00 p.m.: Estuary Exploration – Seine & Dip Netting [Blowing Rocks Preserve]: Join the River Center in a day of estuary exploration at our Family Seine and Dip Netting Experience! Activities will include exploring our local waterways searching for urchins, conchs and fish! Please make sure to bring sunscreen, water shoes, and plenty of water! Please RSVP to attend! Check-in for this event will be at Blowing Rocks Preserve.



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: June 11, 2024
Subject: District Safety Report for May 2024

Safety Metrics: May 2024

OSHA recordable injuries: One

Lost time injuries: Zero

Actual TRIR: 2.5 [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 experienced one (1) OSHA Recordable Injury in May. This injury was a result of a foreign object entering an employee's eye while operating an all-terrain vehicle on the plant site. When flushing the eye with water / fist aid was ineffective in removing the object from the eye; nonetheless, a visit to urgent care was deemed necessary. At urgent care treatment beyond first aid was administered, thus rendering the injury an OSHA Recordable injury. I am happy to report the employee has fully recovered and returned to work. A root cause analysis is forthcoming.

The District did not experience a Motor Vehicle Accident (MVA) in May. 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 May was at a total of 1,412. Less than April's output level but greater than the 12-month rolling average of 1,311 per month. The Wild Pine Lab and River Center continue to utilize the JHAs and are included in the overall data. The following is an assessment of Mays JHAs performed per employee in each department:

Reuse:	27 JHA / employee	Construction:	12 JHA / employee
Operations:	47 JHA / employee	Inspection:	26 JHA / employee
Collections:	38 JHA / employee	Wild Pine Lab	4 JHA / employee
Maintenance:	39 JHA / employee	River Center	2 JHA / employee

Stephen B. Rockoff
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Gordon M. Boggie
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Dr. Matt H. Rostock
BOARD MEMBER

Clinton R. Yerkes
BOARD MEMBER

JHA and EAM: In May approximately 99% of all Work Orders (WO) included a JHA. This represents eighteen (18) months in a row in which the District expectation of 95% was exceeded. The following is a District comparison for the percentage of May EAM Work Orders created for which an electronic JHA was completed:

Reuse:	100 %	Construction:	100 %
Operations:	99 %	Inspection:	97 %
Collections:	99 %	Wild Pine Lab	0 Electronic JHA's
Maintenance:	100 %	River Center	0 Electronic JHA

Near Miss Reporting: There were 12 Near Miss reports initiated in May which is more than the 12-month rolling average of 8. The Collections Department submitted six near miss reports, Inspection submitted four and Maintenance submitted two near miss reports in May. Seven unsafe conditions were reported involving severely worn tires on a District vehicle, a broken seat belt on the loader, a tripping hazard, a struck-by hazard, a potential for an environmental release/spill, and an electrical shock risk. Two Safety Process Improvements involving the lifting of pumps and replacing electrical components were reported. Three near miss involving struck-by material, struck-by a tree falling out of a truck bed of another vehicle, and traffic visibility obstructions due to over-growth of vegetation were reported. Upon receiving the Near Miss report, the Safety Officer will collaborate with the report initiator and department Director/Manager to better understand the reported hazard condition and to determine the best corrective action. When warranted, a Work Order is generated that defines the proposed corrective action and person responsible to complete the corrective action. The work orders are tracked until closed, and the status can be viewed on the Safety Intranet page by clicking on the "Near Miss Submission List" under Forms. All District employees should continue to 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.

Training: The District had four full time new-hires and four interns start work in May and they all completed the New Hire Safety Orientation training. The full-time employees consisted of three Collections Department employees and one Maintenance Department employee. The interns represented the Engineering Department, River Center, and Wild Pine Lab. This training is a combination of a two-hour classroom safety orientation and select Computer Based Training (CBT). The classroom training provided by the Safety Officer orients the new employees of the Safety Manual, Safety Policies, rules, and expectations for District employees to work safely. This classroom training is followed-up by various required computer-based safety training to include PPE Awareness, Bloodborne Pathogens, Hazard Communications, Chlorine Awareness, Hydrogen Sulfide (H2S) Awareness and Heat Stress Safety. Other safety training has been assigned to the full-time employees to include Confined Space Entry, Lock-out / Tag-out, and Fall Arrest. During the Lock-out / Tag-out classroom training the employees will be issued locks and tags upon a passing grade. The Collections Department employees are scheduled to attend a two-day Intermediate Management of Traffic (IMOT) training required by

the Department of Transportation in July. Overall training completion for May was at 98% which is higher than the District expectations. Fork Truck and Aerial Boom training is being offered in June. Upcoming CBT will include Trenching and Shoring Safety, Heat Stress Prevention, Electrical Safety and Office Safety, depending on your Job Description. A Maintenance Employee is scheduled to take CDL Class B training and testing in June.

OSHA Recordable Injury: As indicated in the Safety Metrics section of this report, the District experienced (1) one OSHA Recordable injury in May. This injury was a result of a foreign object entering an employee's eye while operating an all-terrain vehicle on the plant site. When flushing the eye with water / first aid was ineffective in removing the object from the eye; nonetheless, a visit to urgent care was deemed necessary. At urgent care treatment beyond first aid was administered, thus rendering the injury an OSHA Recordable injury. This is an unfortunate injury, but the employee has returned to work pain free.

Safety Committee: The District Safety Committee continues to work on enhancing the Emergency Response Plan and a Draft SOP has been prepared and being reviewed by the Committee. The SOP includes evacuation training and conducting evacuation drills with the coordination of the Safety Committee members. The District Leadership Team approved testing an emergency notification system to a small scale. In May the IT Department received the hardware and initiated installation of the intercom system in the Operations Administration Building (the test location). Interior and outdoor speakers will be tested along with visual indicators (for high noise areas). Once demonstrated to the Leadership Team, it is expected the system be installed for the entire plant site and applicable buildings. The emergency notification system will be instrumental in communicating potential emergency events such as a chlorine release and severe weather warnings. Working safely at the District IS the standard, and the Safety Committee is one example of how District employees are working together to better the daily safety of all employees. Let's continue in this direction and demonstrate that dedication to work smart and safely. 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: June 14, 2024
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	\$ 25,343.75	\$ 101,304.00
Baxter & Woodman	\$ 17,171.47	\$ 186,923.23
Holtz	\$ 14,032.52	\$ 259,486.21
KCI	\$ 3,228.40	\$ 43,767.70
Kimley-Horn & Associates, Inc.	—	\$ 18,312.00
Mock, Roos & Associates	\$ 819.00	\$ 7,346.50

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:

- Board Member Election – Areas 1 (Boggie), 2 (Yerkes), and 3 (Rockoff) are up for election. The qualification period is June 10 through noon June 14. As of 10 am on 6/13/24, Mr. Boggie has qualified. You can check the status of your candidacy at this website: <https://dos.elections.myflorida.com/candidates/canlist.asp>
- Form 1, Statement of Financial Interests via new Electronic Financial Disclosure Management System – due on or before July 1, 2024.
- Required Ethics Training for Board Members
(see <https://www.fasd.com/ethics-for-special-districts>)
- Personnel Policies – Florida Guard

Future Contracts:

- Chapter 31-10 Rates, Fees, and Charges (Types of Use/Equivalent Connections; Harbor Road South Phase 1 Sub-Regional Line Charge; and Island Way Phase 1 Sub-Regional Line Charge)
- Clarifier No. 4 Rehabilitation – Construction Contract
- County Line Road Bridge IQ Main Relocation – Award Construction Contract
- Evoqua Water Technologies Amendment to Contract - Master Lift Station – Odor Control
- Lift Station 050 Emergency Generator and Automatic Transfer Switch
– Award Construction Contract
- Lift Station Control Panel Replacements and Telemetry Upgrades
- Loxahatchee River Subaqueous Force Main Replacement
– Award Construction Contract
- Maintenance Facility – Professional Engineering Services – Approval of Qualified Firms
- Warehouse Facility – Professional Engineering Services – Approval of Qualified Firms

