

RESOLUTION 2020-18
Engineering Policies and Procedures
Wednesday, October 14, 2020

WHEREAS, the Spring Lake Improvement District (hereinafter “District”) was created by the Florida Legislature and codified in Chapter 1971-669, Laws of Florida, as amended by Chapter 2005-342, Laws of Florida, as amended by Chapter 2012-264, Laws of Florida and;

WHEREAS, Chapter 298 of the Florida Statutes authorizes the Board of Supervisors, hereinafter referred to as the “Board”, of the Spring Lake Improvement District, hereinafter referred to as “District”, to prescribe, and establish policies and procedures for the District and;

WHEREAS, the Highlands County Engineer must approve all residential and commercial permits in Spring Lake and;

WHEREAS, the County has codified all land development regulations and;

WHEREAS, the County adheres to FS 336.045, Uniform Standards for design, construction, and maintenance and;

WHEREAS, the District shall comply with all permitting processes and policies and;

WHEREAS, the District Engineer approves all development requests for utility connections and service, and from time to time develops policies and procedures specific to the District.

**NOW THEREFORE BE IT RESOLVED THE DISTRICT
SHALL COMPLY WITH ALL COUNTY PERMITTING
PROCEDURES AND POLICIES AS WELL AS ADDITIONS
MADE BY THE DISTRICT ENGINEER SPECIFIC TO THE
DISTRICT.**

This resolution will become effective this 14th day of October 2020.

Attest:

Spring Lake Improvement District

By: _____
Kay Gorham, Secretary

By: _____
Bill Lawens, Vice Chairman

BRIEFING
ENGINEERING POLICIES AND PROCEDURES

Joe DeCerbo
October 2020

In 2014 the Board began discussing this project after separate Resolutions outlined the process for: Surplus Land Property (1/10/07); Assessment Relief (9/10/08); Seawalls and Bulkheads (10/13/10); Vacation of Plats and Easements (3/13/13); and Ditch Closures (3/13/13). There was interest in creating a document that would more formally describe the Engineers involvement in a wide array of engineering issues.

At the November 12, 2014 Board meeting, after several months of reviewing this item, Supervisors directed staff to develop a Resolution for the December meeting. Resolution 2014-19 was developed, and my notes show that the Resolution was tabled. In reviewing the minutes there is no mention of this being tabled, nor is it on the agenda. It is possible that I had a change of heart on presenting the Resolution at the December meeting, but I wrote nothing else on my copies except "was tabled." A few months later we began receiving the DEP grants and Legislative Appropriations and became knee deep in the STA project and this was basically forgotten. It came up again recently when Clay and I were talking about some of the things our developers were going to be involved in that should require our Engineers input and oversight. It was time to revisit the establishment of Engineering Policies and Procedures over and above what is described in Chapter 298 of the Florida Statutes (see below).

The Resolution in 2014 was written after meetings with our Engineer, Gene Schriener, and the County Engineer at the time, Ramon Gavarette. I recently discussed this again with Gene and met with the current County Engineer.

ROLES AND RESPONSIBILITIES OF THE DISTRICT ENGINEER

The District Engineer is a required position pursuant to Florida Statute 298.16, and the services to be provided by the District Engineer include applicable provisions of **Chapter 298, Florida Statutes, and Chapter 2005-342, Laws of Florida** as amended, (Spring Lake's enabling legislation). At a minimum, the engineer attends District Board of Supervisor public meetings in order to coordinate, consult and provide professional advice on an "as needed" basis; prepares and provides required annual reports, Plans of Improvement and related Reports of Engineer for the District; provides consultation on technical engineering standards; technical representations before and with other governmental agencies and entities and the provision of such other engineering services as may be requested by Spring Lake Staff and/or the Board of Supervisors.

298.16 Appointment of district engineer; engineer's duties. —

- (1) Within 30 days after organizing, the board of supervisors shall appoint a district engineer, who may be an individual, co-partnership, or corporation, and who shall engage such assistants as the board of supervisors may approve. Such district engineer shall faithfully and honestly perform all the duties required of him or her by said supervisors, and deliver to his or her successor all instruments, papers, maps, documents, and other things that may have come into the district engineer's hands by virtue of his or her employment.
- (2) The district engineer shall have control of the engineering work in said district and may, whenever he or she deems it necessary, confer with the jurisdictional water management district, and he or she may, by and with the consent of the board of supervisors, consult any eminent engineer and obtain his or her opinion and advice concerning the reclamation of lands in said districts. The said engineer shall make all necessary surveys of the lands within the boundary lines of said district, as described in the petition, and of all lands adjacent thereto that will be improved or reclaimed in part or in whole by any system of drainage that may be outlined and adopted.
- (3) The engineer shall make a report in writing to the board of supervisors, with maps and profiles of said surveys, which report shall contain a full and complete

water control plan for draining and reclaiming the lands described in the petition, or adjacent thereto, from overflow or damage by water, with the length, width, and depth of such canals, ditches, dikes or levees, or other works that may be necessary, in conjunction with any canals, drains, ditches, dikes, levees or other works heretofore constructed or built by the Board of Trustees of the Internal Improvement Trust Fund, or any other person, that may now be in process of construction, or which may be hereafter built by them, that may be necessary or which can be advantageously used in such water control plan; and also, an estimate of the costs of carrying out and completing the water control plan, including the cost of superintending the same and all incidental expenses in connection therewith. Maps and profiles shall also indicate so far as necessary the physical characteristics of the lands, and location of any public roads, railroads and other rights-of-way, roadways and other property or improvements located on such lands. A copy of the report required by this section shall be filed with the jurisdictional water management district.

298.26 District engineer to make annual reports to supervisors; approval of reports; water control plan. —The district engineer shall make a report in writing to the board of supervisors once every 12 months or as directed by the board. The report shall describe the progress made and activities undertaken in furtherance of the water control plan and may include suggestions and recommendations to the board as the district engineer deems appropriate. Upon receipt of the final report of said engineer concerning the surveys made of the lands contained in the district organized and the lands adjacent thereto and for reclaiming the same, the board of supervisors shall adopt such report, or any modification thereof approved by the district engineer, after consulting with him or her or someone representing the district engineer.