

AECOM Water

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*Basic Operational Requirements for
Special Districts - Engineering*

June 2, 2009

making every drop count

A graphic on the left side of the slide shows a blue water splash with ripples, set against a dark blue background. The splash is positioned vertically, with the water droplet and ripples appearing to fall from the top left towards the center.

Topics of Discussion

- Engineering Services
- Reporting Requirements
- Capital Improvement and Special Assessments
- General Protocol

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Engineering Services

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Engineering Services

- Not All Special Districts Require Engineering Services
- Water Control Districts (WCD), Community Development or Re-Development Districts (CDD) and Soil and Water Conservation Districts Require Engineering Services

Reporting Requirements

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Annual and Facilities Report

- Annual report can be very short and simple or very detailed – depending on the character of the District and Expectations of the Board of Supervisors
- Facilities Report details all District infrastructure and then is followed by annual updates that identify and explain modifications to the District Infrastructure
- Engineering Aspects Associated with Operation and Maintenance
 - Permitting Proper use of District Works
 - Replacement and Renewal of District Works
 - Support Function for Operation and Maintenance Activities

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Capital Improvements and Special Assessments

A graphic of a water drop falling into a pool of water, creating ripples. The background is a gradient of blue and grey.

Plan of Improvement Preparation

- Introduction
 - Describes District
 - Statutory Responsibilities and Powers
 - Purpose
 - Physical Description of District
 - Authorization
- Existing Conditions
 - Utilities
 - Existing Facilities
 - Land Use and Zoning
 - Easements and Rights-of-Way

A graphic on the left side of the slide showing a blue water splash with ripples on a dark blue background.

Plan of Improvement Preparation

- Project Description
 - Proposed Utilities
 - Proposed Improvements (water control, Drainage, roadways, utilities, etc.)
 - Proposed Land Use and Zoning
 - Proposed Easements and Rights-of-Way
 - Permitting
 - Preliminary Cost Estimates
- Operation and Maintenance
- Funding
- Recommendations



Engineer's Report

- Authorization
 - Applicable Provision of Florida Statute
- Purpose
 - Assist BOS in Consideration of the Proposed Plan of Improvements
- Definitions
- Conditions
 - i.e. - “Has considered and in certain instances relied upon opinions, information and documentation prepared by others”



Engineer's Report

- Findings
 - Define Benefit Amounts
- Recommendations
 - Design and Construct
 - Pay Expenses
- Plan Modifications
 - Costs Do Not Exceed 90% Of Benefits
 - Modifications Do Not Change Objective

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General Protocol

A graphic of a water drop falling into a pool of water, creating ripples. The background is a gradient of blue and grey.

Engineering Protocol

- Engineering Issues can be complicated – If not properly presented, the BOS meeting can become complicated, confusing, and most likely fall short of a satisfactory conclusion
- Monthly Reports
- Inform and Advise BOS on Engineering Items Prior to BOS Meeting
- Staff Briefings are Central to a Successful Meeting