

Operational Requirements for Special Districts - Engineering



Robert W. Lawson, P.E.

ARCADIS-U.S., Inc

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Not all Special Districts require engineering services

- Districts that require services
 - Drainage & Water Control Districts
 - Community Development Districts
 - Special Improvement Districts
- Districts that do not require services
 - Fire Control Districts
 - Mosquito Control Districts



Duties of District Engineer



Maturity of the District

- Newly formed – Significant capital investment needs
 - Plan of Improvements
 - District Description
 - Existing Conditions
 - Project Description
 - Cost Estimate for Improvements
 - Recommendations
 - Engineer's Report
 - Assists BOS in considering plan
 - Defines Benefits
 - Recommendations
 - Design or Approval of Improvements
 - Bid Administration
 - Construction Management
 - Final Certification of Plan
- Mature District at or near build-out
 - Facilities Reports & Annual Updates
 - Maintenance related reports and budget assistance
 - Provide support for Operations on an on-call basis

Make up of District Board

- Characteristics of newly formed Boards
 - Board Members mostly appointed by landowner (CDD)
 - Some with little or no experience
 - Require additional communication on policies and procedures of the District
 - Require orientation on facilities and services provided
- Characteristics of Experienced Boards
 - Significant knowledge and History
 - Can assist with guidance for newer members
 - Require less communication on standard issues



General Duties



- Representation at Board Meetings
- Liaison to the engineering community
- Development of Policies and Procedures Manual
- Coordination with District personnel & Consultants on a variety of issues
- Design of Capital Improvement Projects
- Public Bid Administration
- Facilities & Maintenance Reports
- Administration of special grant programs (erosion control)



- Budgeting Assistance
 - Capital
 - Maintenance
- Permit and Plat Review
- Maintenance of permit files
- GIS coordination of permit information


Imagine the result

Occasional Duties



- District Representation at other Governmental proceedings and rule making workshops
- Conducting Public Information Meetings on topics of interest to Landowners (flooding, irrigation pressure, roadway maintenance, and other areas of special interest)
- Provide Emergency Support
- Speaking Engagements

Qualities of a Successful District Engineer

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- A close-up photograph of a man in a dark suit, light blue shirt, and patterned tie. He is holding a gold pen and writing on a white document held in a clipboard. The document has some faint, illegible text. The background is a blurred office setting.
- Communication at all levels is the key to a great working relationship with your Board, staff, and stakeholders
 - Providing monthly updates on complex issues keeps BOS informed and leads to productive meetings
 - Be cordial to all parties no matter what position you must take in representing the interests of the District
 - Remember that you work for the District first and the landowner second (Especially true when working for CDDs)

Imagine the result

