



PAL-MAR WATER CONTROL DISTRICT

**REGULAR BOARD MEETING
JANUARY 8, 2026
9:30 A.M.**

**Special District Services, Inc.
The Oaks Center
2501A Burns Road
Palm Beach Gardens, FL 33410**

**www.palmarwcd.org
561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile**

AGENDA
PAL MAR WATER CONTROL DISTRICT
Martin County Commission Chambers
Administrative Center
2401 SE Monterey Road
Stuart, FL 34996
REGULAR BOARD MEETING
January 8, 2026
9:30 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions, Deletions, or Modifications to Agenda
- E. Approval of Minutes
 - 1. December 4, 2025 Regular Board Meeting.....Page 3
- F. Old Business
- G. New Business
 - 1. Consider Approval of Proposal for Boundary Surveying.....Page 7
- H. Status Report
 - 1. Legal – Status Report
 - 2. Engineer – Status Report
 - 3. District Manager – Status Report
 - 4. Field Maintenance – Status Report
- I. Administrative Matters
 - 1. Financial Report.....Page 12
 - 2. Consider Invoices.....Page 13
- J. Landowner Items
- K. Comments from the Public for Items Not on the Agenda
- L. Board Member Comments
- M. Adjourn

LOCALiQ

The Gainesville Sun | The Ledger
Daily Commercial | Ocala StarBanner
News Chief | Herald-Tribune
News Herald | The Palm Beach Post
Northwest Florida Daily News

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

laura archer
Pal-Mar Water Control District
2501 Burns RD # A
Palm Beach Gardens FL 33410-5207

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Palm Beach Post, published in Palm Beach County, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of Palm Beach County, Florida, or in a newspaper by print in the issues of, on:

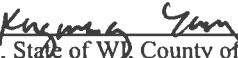
09/10/2025

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 09/10/2025



Legal Clerk



Notary, State of WI, County of Brown

9-3-29

My commission expires

Publication Cost: \$246.11
Tax Amount: \$0.00
Payment Cost: \$246.11
Order No: 11642015
Customer No: 736988
PO #:

of Copies:
1

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

KONGMENG YANG
Notary Public
State of Wisconsin

PAL MAR WATER CONTROL DISTRICT FISCAL YEAR 2025/2026 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Pal Mar Water Control District will hold Regular Meetings at 9:30 a.m. in the Martin County Commission Chambers, Administrative Center, located at 2401 SE Monterey Road, Stuart, Florida 34996, (**unless otherwise noted**) on the following dates:

October 2, 2025
November 6, 2025
December 4, 2025
January 8, 2026
February 5, 2026
March 5, 2026
April 2, 2026
May 7, 2026
June 4, 2026
July 9, 2026
August 6, 2026
September 3, 2026

The June 4, 2026, Regular Meeting will take place at 10:00 a.m. in the Martin County Commission Chambers, Administrative Center, located at 2401 SE Monterey Road, Stuart, Florida 34996 and will also include the Landowners' Meeting. The purpose of the meetings is to conduct any all business coming before the Board. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free 1-877-737-4922.

From time to time one or more Supervisors may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Meetings may be continued as found necessary to a time and place specified on the record. If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or toll-free 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting. Meetings may be cancelled from time to time without advertised notice.

PAL MAR WATER CONTROL
DISTRICT
www.palmarwcd.org
Sept 10, 2025 #11642015



Florida
GANNETT

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Special District Services Inc Pal Mar
Pal Mar Improvement
Pal Mar Water Control District C/O Special District Services Inc
2501 Burns RD # A
Palm Beach Gardens FL 33410-5207

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Indian River Press Journal/St Lucie News Tribune/Stuart News, newspapers published in Indian River/St Lucie/Martin Counties, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Public Notices, was published on the publicly accessible websites of Indian River/St Lucie/Martin Counties, Florida, or in a newspaper by print in the issues of, on:

09/10/2025

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 09/10/2025

Legal Clerk

Kaitlyn Felty

Notary, State of WI, County of Brown

3.7.27

My commission expires

Publication Cost: \$158.80

Tax Amount: \$0.00

Payment Cost: \$158.80

Order No: 11642076

of Copies:

Customer No: 1126020

1

PO #:

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KAITLYN FELTY
Notary Public
State of Wisconsin

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Meetings may be cancelled from time to time without advertised notice.

PAL MAR WATER CONTROL DISTRICT
www.palmarwcd.org
Pub: September 10, 2025
TCN11642076

**PAL MAR WATER CONTROL DISTRICT
REGULAR BOARD MEETING
DECEMBER 4, 2025**

A. CALL TO ORDER

Ms. Brown called the December 4, 2025, Regular Board Meeting of the Pal Mar Water Control District (“District”) to order at 9:30 a.m. in the Martin County Commission Chambers located at 2401 SE Monterey Road, Stuart, Florida 34996.

B. PROOF OF PUBLICATION

District Manager Stephanie Brown offered Proof of Publication which showed that the notice of the Regular Board Meeting had been published in *The Palm Beach Post* and in *The Stuart News* on 9/10/2025, as legally required.

C. ESTABLISH QUORUM

A quorum was established with the following attendees:

| | |
|---------------------------|---------|
| Commissioner Maria Marino | Present |
| Commissioner Sarah Heard | Present |
| George Stokus | Present |
| Kevin Cutting | Present |
| Gene Whiting | Present |

Also in attendance were the following staff members:

| | |
|----------------------------------|---|
| District Manager Stephanie Brown | Special District Services, Inc |
| General Counsel Glen Torcivia | Torcivia, Donlon, Goddeau & Rubin, P.A. |
| District Engineer Bob Higgins | Higgins Engineering |
| TJ Mansell | TJ Mansell Land Management |

Also in attendance were several landowners and members of the public.

D. ADDITIONS OR DELETIONS TO THE AGENDA

- Discussion of Bowman Work Order
- Consider Ditch Bank Mowing/Tree Trimming South FL Bushog Proposal

A **motion** was made by Commissioner Heard, seconded by Mr. Stokus, approving the agenda, as amended. The **motion** carried **5-0**.

E. APPROVAL OF MINUTES

1. August 7, 2025, Regular Board Meeting

The August 7, 2025, Regular Board Meeting minutes were presented.

A **motion** was made by Commissioner Heard, seconded by Mr. Stokus, approving the August 7, 2025, Regular Board Meeting minutes, as presented. The **motion** carried **5-0**.

F. OLD BUSINESS

There was no Old Business.

G. NEW BUSINESS

1. Consider Resolution No. 2025-06 Adopting Fiscal Year 2024/2025 Amended Budget

Resolution No. 2025-06 was presented, entitled:

RESOLUTION NO. 2025-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PAL-MAR WATER CONTROL DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2024/2025 BUDGET, PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Ms. Brown advised of the Contingency line item added to the Amended Budget due to the invoice received from the Palm Beach County Tax Collector's Office regarding parcels with tax certificates sold in error. Attorney Glen Torcivia stated that Ms. Holmes had reached out to the Palm Beach County Tax Collector's Office to verify if administrative fees had been added to the invoice total and was awaiting a response.

A **motion** was made by Commissioner Heard, seconded by Mr. Cutting, adopting Resolution 2025-06, Adopting Fiscal Year 2024/2025 Amended Budget, as presented. The **motion** carried **5-0**.

2. Consider Resolution No. 2025-07 Goals and Objectives Annual Report

Resolution No. 2025-07 was presented, entitled:

RESOLUTION NO. 2025-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PAL MAR WATER CONTROL DISTRICT ADOPTING AN ANNUAL REPORT OF GOALS, OBJECTIVES, AND PERFORMANCE MEASURES AND STANDARDS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

A **motion** was made by Commissioner Heard, seconded by Mr. Stokus, adopting Resolution 2025-07, Adopting an Annual Report of Goals, Objectives, and Performance Measures and Standards, as presented. The **motion** carried **5-0**.

L. STATUS REPORT

1. Legal – Status Report

There was no Legal Status Report at this time.

2. Engineer – Status Report

There was no Engineer Status Report at this time.

3. District Manager – Status Report

There was no District Manager Status Report at this time.

4. Field Maintenance – Status Report

Mr. Mansel went over the addition of holly tree trimming to the ditch bank mowing proposal. Mr. Whiting inquired if any of the trees were being eliminated. Mr. Mansell responded that they were only being trimmed.

A **motion** was made by Commissioner Heard, seconded by Mr. Whiting, approving the Ditch Bank Mowing/Tree Trimming estimate #1183 from South FL Bushog Services, Inc. in the amount of \$52,000, as presented. The **motion** carried **5-0**.

5. Security – Status Report

Officer Hudson presented the security reports for September through November, providing an update of the activity in the District.

Discussion of Bowman Work Order

Mr. Maehl (Martin County) presented the work order from Bowman for the first phase of surveying services based on discussions from his initial meeting conducted with Mr. Barnes from Bowman on 11/16/25. Commissioner Heard asked questions regarding the project timeframe and costs. Mr. Maehl responded that Bowman would like to start work during the dry season, and the cost of the initial surveying would be \$88,555. Mr. Cutting asked if the easement listed on Exhibit B was a statutory easement and if the responsibility fell on the District. Mr. Maehl responded that he did not believe that it was owned by the District but may be utilized for maintenance. District Engineer Bob Higgins responded that it would be considered a levy easement, and the responsibility would fall on the District.

After board discussion, Commissioner Marino directed District staff to bring back a proposal for consideration at the next scheduled Regular Board Meeting.

M. ADMINISTRATIVE MATTERS

a. Financial Report

Ms. Brown advised that the financial report was provided in the agenda package. There was no action required.

b. Consider Invoices

Ms. Brown presented the invoices in the agenda package. The invoices were then approved, as presented, on a **motion** made by Commissioner Heard, seconded by Mr. Cutting, and the **motion** carried **5-0**.

N. LANDOWNER ITEMS

There were no Landowner Items.

O. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public.

P. BOARD MEMBER COMMENTS

There were no further Board Member comments.

Q. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:50 a.m. on a **motion** by Commissioner Heard, seconded by Mr. Cutting. There were no objections.

Secretary/Assistant Secretary

Chair/Vice-Chair

WORK ORDER

Work Order to Master Sub-Consultant Agreement dated 2025-01-31
Date of Work Order: 2025-11-07

| | |
|---|--|
| Bowman Consulting Group Ltd. 301 SE Ocean Blvd, Suite 301 Stuart, FL 34994 Phone: 772-210-4612 Email: rbarnes@bowman.com | Pal Mar Water Control District 10521 SW Village Center Dr., Suite #203 Port St. Lucie, FL 34987 Phone: 772) 345-5119 Email: sbrown@sdsinc.org |
| Project Name: Pal Mar Miscellaneous Boundary Surveying East line of Section 12, Township 40 South, Range 40 East Stuart, Martin County, FL, 34956 Project #: NEW | Classification: POWER & UTILITIES - Water/Wastewater ... Proposal #: |

SCOPE OF SERVICES AND FEES

1. Boundary Surveys (SC-01)

1. Prepare a Boundary Survey, as defined in Chapter 5J17-05 of the Florida Administrative Code (F.A.C.).
2. The surveys are located at two different locations as listed below:
 - The Pal Mar Water Control District fee title property approximated on Exhibit "A" (Included).
 - The Eastern Pal Mar Water Control District Boundary along the East line of Section 12, Township 40 South, Range 40 East.
3. Survey markers will be set at a maximum interval of 1000 feet and at all changes of direction.
4. The adjoining properties will be plotted on the survey drawing along with all parcel information documented. Survey corners will not be set for the adjoining properties.
5. All visible above ground improvements will be located.
6. Certified corner records will be prepared for all found or set section corners and submitted to the Department of Environmental Protection as required by State Statutes 177.
7. A Certified Boundary Survey will be prepared.

Deliverables:

- Certified PDF copy of the survey drawing.
- CAD files of the survey drawing.
- Certified paper copies of the survey drawing.

FEE: \$88,555.00 Lump Sum (Per included spreadsheet)

To ensure proper credit and timely payment, all invoices submitted to Bowman Consulting Group Ltd. for services rendered under this Agreement must include the project number and task number provided above.

Agreed and accepted by:

Bowman Consulting Group Ltd.



11 / 07 / 2025

Richard Barnes
Sr Project Manager - Survey

Pal Mar Water Control District

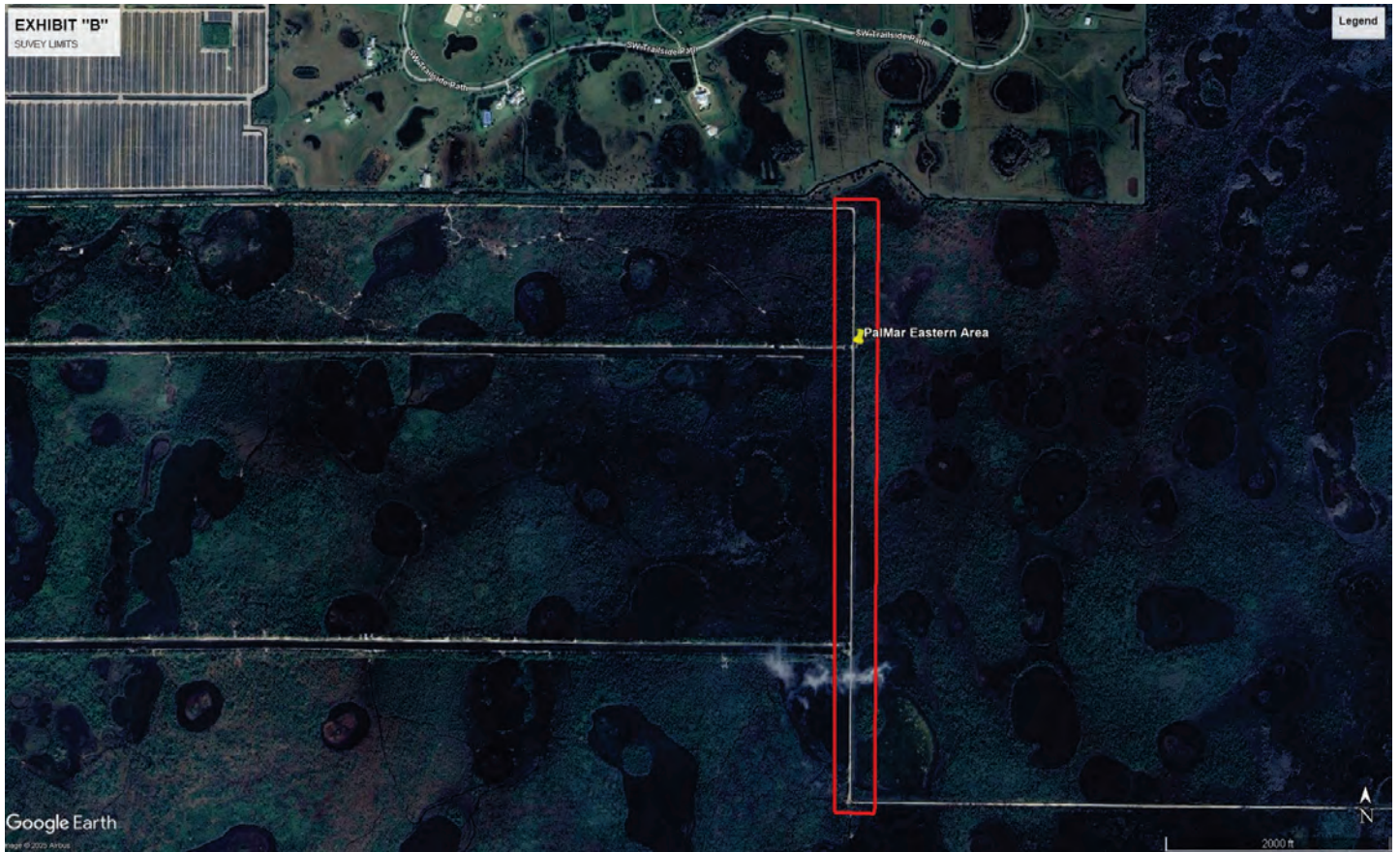
Signature:
Date:

Stephanie Brown
Title:

EXHIBIT A



EXHIBIT B



Project Name

Prepared By: _____
Checked By: _____

[illegible]

Pal Mar Water Control District
Budget vs. Actual
October 2025 through November 2025

| | Oct 25 - Nov 25 | 25-26 Budget | \$ Over Budget | % of Budget |
|---|------------------------|---------------------|-----------------------|--------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 363.100 · O & M Assessments | 0.00 | 195,638.00 | -195,638.00 | 0.0% |
| 363.830 · Assessment Fees | -150.00 | -3,913.00 | 3,763.00 | 3.83% |
| 363.831 · Assessment Discounts | 0.00 | -7,826.00 | 7,826.00 | 0.0% |
| 369.401 · Interest Income | 177.32 | 6,000.00 | -5,822.68 | 2.96% |
| 369.403 · Carryover from Previous Year | 0.00 | 266,876.00 | -266,876.00 | 0.0% |
| Total Income | 27.32 | 456,775.00 | -456,747.68 | 0.01% |
| Gross Profit | 27.32 | 456,775.00 | -456,747.68 | 0.01% |
| Expense | | | | |
| 511.307 · Engineering Survey | 0.00 | 20,000.00 | -20,000.00 | 0.0% |
| 511.310 · Engineering | 292.50 | 35,000.00 | -34,707.50 | 0.84% |
| 511.311 · Management Fees | 6,000.00 | 36,000.00 | -30,000.00 | 16.67% |
| 511.315 · Legal Fees | 0.00 | 60,000.00 | -60,000.00 | 0.0% |
| 511.318 · Assessment/Tax Roll | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 511.320 · Audit Fees | 0.00 | 4,200.00 | -4,200.00 | 0.0% |
| 511.450 · Insurance | 7,456.00 | 8,000.00 | -544.00 | 93.2% |
| 511.480 · Legal Advertisements | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 511.512 · Miscellaneous | 689.32 | 6,500.00 | -5,810.68 | 10.61% |
| 511.513 · Postage and Delivery | 1.78 | 2,000.00 | -1,998.22 | 0.09% |
| 511.514 · Office Supplies | 144.70 | 1,900.00 | -1,755.30 | 7.62% |
| 511.515 · Website Management Fee | 250.00 | 1,500.00 | -1,250.00 | 16.67% |
| 511.540 · Dues, License & Subscriptions | 175.00 | 175.00 | 0.00 | 100.0% |
| 512.464 · Mowing | 0.00 | 100,000.00 | -100,000.00 | 0.0% |
| 512.467 · Miscellaneous Maintenance | 4,355.00 | 30,000.00 | -25,645.00 | 14.52% |
| 512.468 · Contingency-Legal Extraordinary | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 512.469 · Security | 20,000.00 | 140,000.00 | -120,000.00 | 14.29% |
| Total Expense | 39,364.30 | 456,775.00 | -417,410.70 | 8.62% |
| Net Ordinary Income | -39,336.98 | 0.00 | -39,336.98 | 100.0% |
| Net Income | -39,336.98 | 0.00 | -39,336.98 | 100.0% |

| | |
|--|------------------------|
| Bank Balance As Of 11/30/25 | \$ 1,774,983.21 |
| Investment Acct Balance As Of 11/30/25 | \$ 48,871.97 |
| Accounts Payable As Of 11/30/25 | \$ 15,553.88 |
| Accounts Receivable As Of 11/30/25 | \$ 1,000.00 |
| Total Fund Balance As Of 11/30/25 | \$ 1,809,301.30 |

Pal Mar Water Control District
Custom Transaction Detail Report
November 21 through December 26, 2025

| | Type | Date | Num | Name | Memo | Debit | Credit |
|---|-----------------|------------|-----------|----------------------------------|---|------------------|-----------------|
| Management Fees | | | | | | | |
| Special District Services, Inc. | | | | | | | |
| | Bill | 11/30/2025 | 2025-1550 | Special District Services, Inc. | Management Fee Nov 2025 | | 3,473.88 |
| | Bill Pmt -Check | 12/01/2025 | 2058 | Special District Services, Inc. | Management Fee Nov 2025 | 3,473.88 | |
| Total Special District Services, Inc. | | | | | | 3,473.88 | 3,473.88 |
| Misc | | | | | | | |
| Hudson Protection Enterprise Inc | | | | | | | |
| | Bill Pmt -Check | 12/01/2025 | 2057 | Hudson Protection Enterprise Inc | Inv# 1008 Nov & Dec 2025 | 20,000.00 | |
| Total Hudson Protection Enterprise Inc | | | | | | 20,000.00 | 0.00 |
| T.J Mansell Land Management, LLC | | | | | | | |
| | Bill | 11/30/2025 | 210928 | T.J Mansell Land Management, LLC | Inv# 210928 Nov 2025 Supervision of Field Maint | | 2,080.00 |
| | Bill Pmt -Check | 12/01/2025 | 2059 | T.J Mansell Land Management, LLC | Inv# 210928 Nov 2025 Supervision of Field Maint | 2,080.00 | |
| Total T.J Mansell Land Management, LLC | | | | | | 2,080.00 | 2,080.00 |
| TOTAL | | | | | | 25,553.88 | 5,553.88 |