

ST. LUCIE WEST SERVICES DISTRICT



**BOARD OF SUPERVISORS'
REGULAR BOARD MEETING
MARCH 5, 2019
9:00 A.M.**

AGENDA
ST. LUCIE WEST SERVICES DISTRICT
BOARD OF SUPERVISORS'
WORKSHOP & REGULAR BOARD MEETING
March 4, 2019 & March 5, 2019
9:00 a.m.
450 SW Utility Drive
Port St. Lucie, Florida 34986

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Approval of Minutes

1. February 4, 2019 Workshop Minutes
2. February 5, 2019 Regular Board Meeting Minutes

E. Public Comment

F. District Attorney

DA 1 – Status Report/Updates

G. District Engineer

DE 1 – Status Report/Updates

H. District Manager

Action Items

DM 1 – Consider Approval of Request to Advertise for a Public Hearing to Consider Adoption of Proposed Amendments to the Drug-Free Workplace Policy

DM 2 – Power Point Presentation for Upland Tracks and Preserves

DM 3 – Other Items/Updates

I. Consent Agenda

CA 1 – Monthly Report on Public Works Department

CA 2 – Monthly Report on Utilities Operations

CA 3 – Monthly Report on Capital Improvement Projects

CA 4 – Monthly Report on Billing and Customer Service

CA 5 – Financial Statements for January, 2019

CA 6 – Consider Approval to Transfer Funds for the R&R Requisition

J. Supervisors' Requests

K. Adjournment

St. Lucie West Services District
Workshop Meeting Minutes
February 4, 2019, at 9:00 a.m.
450 SW Utility Drive
Port St. Lucie, Florida 34986

(Please note: This is not verbatim. A CD recording of the Workshop Meeting is available on file.)

Board Members Present

Vincent D'Amico, Chairman
Gregg Ney, Vice Chairman
Wayne Smith, Secretary
John Doughney, Supervisor
Everett Child, Supervisor

Staff Present

Dennis Pickle, District Manager, St. Lucie West Services District ("SLWSD")
Bill Hayden, Public Works Director/Assistant District Manager, SLWSD
Maddie Maldonado, Office Manager, SLWSD
Josh Miller, Assistant Utilities Director, SLWSD
Jason Pierman, District Treasurer, Special District Services, Inc. ("SDS")

Guests Present (Sign-In Sheet Attached)

A. Call to Order

Chairman D'Amico called the Workshop Meeting to order at 9:00 a.m.

B. Pledge of Allegiance

C. Roll Call

It was noted that all 5 Supervisors were in attendance.

D. Approval of Minutes

- 1. January 7, 2019, Workshop**
- 2. January 8, 2019, Regular Board Meeting**

Vice Chairman Ney referred to the Workshop Minutes, noting that the country club was no longer. He suggested referring to the building as the "clubhouse."

E. Public Comment

There was no public comment.

F. District Attorney

DA 1 – Assignment of Dedication between the District and the Isle of Lombardy Neighborhood Association, Inc.

Mr. Pickle indicated presented the item, indicating that the neighborhood Association wanted to fish in their lake. He noted that the District could not police fishing, only trespassing, for which they recommend calling the police. Mr. Pickle suggested turning over the lake for the HOA to set the rules for it.

Discussion ensued regarding one lake having one set of rules and the other lakes having another set of rules. Discussion also ensued regarding the Master Association and whether they have policies in place regarding fishing in lakes.

It was determined that the Assignment of Dedication could not be considered until the policies of the Master Association had been determined.

G. District Engineer

DE 1 – Other Items/Updates

Mr. Pickle indicated regarding the 6B Project that they would be using interlocking bricks instead of concrete bags. He noted that a change order would be brought to the Board for consideration.

H. District Manager

Action Items

DM 1 – Other Items/Updates

Mr. Pickle noted that a preserve presentation would be made at the next Board Meeting.

Mr. Hayden noted that the City had temporarily changed the sign ordinance, not allowing signs behind sidewalks in right-of-ways. The question is whether the District should follow suit. He indicated that policy has been to confiscate the signs because the District does not have the authority to fine, but the City can. There was a Board consensus to not allow the signs in the right-of-ways. Mr. Pickle indicated he would have Mr. Harrell prepare a resolution regarding this item.

That concluded Mr. Pickle's updates.

I. Consent Agenda

CA 1 – Monthly Report on Public Works Department

CA 2 – Monthly Report on Utilities Operations

CA 3 – Monthly Report on Capital Improvement Projects

CA 4 – Monthly Report on Billing and Customer Service

CA 5 – Financial Statements for December, 2018

CA 6 – Consider Approval to Transfer Funds for the R&R Requisition

There was no discussion regarding the Consent Agenda items.

J. Supervisor Requests

There were no requests from the Supervisors.

K. Adjournment

There being no further items to be addressed, the Workshop Meeting was adjourned at 9:32 a.m. There were no objections.

Workshop Meeting Minutes Signature Page

Chairman/Vice Chairman

Secretary/Assistant Secretary

Date Approved _____

St. Lucie West Services District
Regular Board Meeting Minutes
February 5, 2019, at 9:00 a.m.
450 SW Utility Drive
Port St. Lucie, Florida 34986

(Please note: This is not verbatim. A CD recording of the Regular Board Meeting is available on file.)

Board Members Present

Vincent D'Amico, Chairman
Gregg Ney, Vice Chairman
Wayne Smith, Secretary
John Doughney, Supervisor
Everett Child, Supervisor

Staff Present

Dennis Pickle, District Manager, St. Lucie West Services District ("SLWSD")
Bill Hayden, Public Works Director/Assistant District Manager, SLWSD
Maddie Maldonado, Office Manager, SLWSD
Lisa Beans, Administrative Assistant, SLWSD
Josh Miller, Assistant Utilities Director, SLWSD
Dan Harrell, District Counsel, Gonano & Harrell
Bob Lawson, District Engineer, ARCADIS-US, Inc.
Jason Pierman, District Treasurer, Special District Services, Inc. ("SDS")
Laura Archer, Recording Secretary, SDS

Guests Present (Sign-In Sheet Attached)

A. Call to Order

Chairman D'Amico called the Regular Board Meeting to order at 9:00 a.m.

B. Pledge of Allegiance

C. Roll Call

It was noted that all 5 Supervisors were in attendance.

D. Approval of Minutes

- 1. January 7, 2019, Workshop**
- 2. January 8, 2019, Regular Board Meeting**

A **MOTION** was made by Secretary Smith, seconded by Supervisor Child approving the Workshop Minutes of January 7, 2019, and the January 8, 2019, Regular Board

Meeting Minutes, as presented. Upon being put to a vote, the **MOTION** carried 5 to 0.

E. Public Comment

District resident, Michael Silver of 367 NW Shoreview Drive, distributed photographs of work being done next to his property for the installation of a stormwater structure. He noted that he did not want to look at something as unsightly as this every day, even after construction has been completed. He suggested bordering it with shrubbery. Mr. Pickle noted that the photos were deceiving because once completed, you will only see approximately 1/3 of what is there now. Mr. Lawson assured Mr. Silver that it was a DOT standard design for this particular use.

A lengthy discussion ensued regarding alternatives to the concrete block wall that will discolor over time. Mr. Lawson noted that he had sent information to the contractor about the cost to change the bags to a diamond block wall. Mr. Silver asked if the palm tree that was removed would be replaced. Mr. Lawson noted that the contractor had been notified to document all trees lost for which the District is committed to replacing.

Discussion then ensued about using a darker color concrete to minimize discoloration.

Mr. Lawson indicated he would meet with the residents on site to discuss possible alternatives.

Mr. Pickle noted that a change order would be brought back to the Board, once additional information has been gathered.

Chairman D'Amico thanked the Silvers for bringing this concern to the Board's attention.

There was no further public comment.

F. District Attorney

DA 1 – Assignment of Dedication between the District and the Isle of Lombardy Neighborhood Association, Inc.

Mr. Harrell indicated that he would contact the Master Association to determine if the District can give ownership of the lake to the association. He noted that he would bring the item back to the next meeting.

Discussion ensued regarding lakes in other communities.

G. District Engineer

DE 1 – Other Items/Updates

Mr. Lawson had no update on the pipe at the Cascades. He indicated the work was going well and the control panel had been moved.

That concluded Mr. Lawson's updates.

H. District Manager Action Items

DM 1 – Other Items/Updates

Mr. Pickle indicated he had one update regarding the commercial association requesting that the District create a sign ordinance similar to that of the City's. He noted that it will need to be done by rule, not resolution; therefore he will bring it to the March meeting to schedule a Public Hearing date.

A brief discussion ensued regarding the specifics of the proposed adoption.

I. Consent Agenda

Mr. Pickle presented Consent Agenda items CA 1 through CA 7.

CA 1 – Monthly Report on Public Works Department

CA 2 – Monthly Report on Utilities Operations

CA 3 – Monthly Report on Capital Improvement Projects

CA 4 – Monthly Report on Billing and Customer Service

CA 5 – Financial Statements for December, 2018

CA 6 – Consider Approval to Transfer Funds for the R&R Requisition

A **MOTION** was made by Supervisor Doughney, seconded by Vice Chairman Ney and passed unanimously approving Consent Agenda items CA 1 through CA 6, as presented.

J. Supervisor Requests

Secretary Smith asked about the administrative building. Mr. Lawson indicated that it was in the final design stage.

Supervisor Doughney advised of a compliment from the fire administration. He indicated that they highly regard the District for pressure policies and hydrants.

There were no further Supervisor Requests.

K. Adjournment

There being no further items to be addressed, the Regular Board Meeting was adjourned at 9:51 a.m. There were no objections.

Regular Board Meeting Minutes Signature Page

Chairman/Vice Chairman

Secretary/Assistant Secretary

Date Approved _____

St. Lucie West Services District

Board Agenda Item

Tuesday, March 5, 2019

Item

DA 1 **Status Report/Updates**

Summary

St. Lucie West Services District

Board Agenda Item

Tuesday, March 5, 2019

Item

DE 1 Status Report/Updates

Summary

St. Lucie West Services District

Board Agenda Item

Tuesday, March 5, 2019

Item

DM 1 Consider Approval of Request to Advertise for a Public Hearing to Consider Adoption of Proposed Amendments to the Drug-Free Workplace Policy

Summary

Request to Advertise for a Public Hearing for May 7, 2019 to consider the adoption of proposed amendments to the Drug-Free Policy. Proposed changes are attached for your review, see page 19 of the policy.

Recommendation

Staff recommends approval to Advertise for a Public Hearing to Approve Amendments to the Drug-Free Workplace Policy.

District Manager: Dennis Pickle

Budget Impact

Project Number:

Available:

ORG Number:

This Project:

Fund Balance after Amendment:

Board Action

Moved by:

Seconded by:

Action Taken:

St. Lucie West Services District



DRUG-FREE WORKPLACE POLICY

St. Lucie West Services District

Drug Free Workplace Policy

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ST. LUCIE WEST SERVICES DISTRICT

DRUG-FREE WORKPLACE POLICY

PURPOSE AND BENEFIT

ST. LUCIE WEST SERVICES DISTRICT a Government Agency located in Port St. Lucie, FL (the District) is committed to a safe and healthy workplace. As part of its commitment to safeguard the health of its employees, and to promote a drug-free workplace, the District has established this policy on the use or abuse of drugs by its employees. Recognizing that substance abuse (including alcohol abuse) is a problem detrimental to employees and the District. The District views substance abuse as a serious threat to our employees, visitors, and guests and has taken a pro-active position in fighting this problem.

The purposes of this policy are as follows:

- (a) To establish and maintain a safe, healthy working environment for all employees, visitors, and guests;
- (b) To reduce the incidence of injury to a person and/or property;
- (c) To reduce absenteeism, tardiness, and indifferent job performance; and
- (d) To provide assistance toward outpatient rehabilitation for any employee who seeks the District's help in overcoming any addiction to, dependence upon or problems with alcohol or drugs.

We have established this policy to detect, prevent and rehabilitate abusers of drugs. We encourage those who abuse drugs and/or alcohol to voluntarily seek assistance. It is also our policy to prevent the use and/or presence of these substances in the workplace and to assist employees in overcoming any dependence on drugs in accordance with the following guidelines. However, it is the employee's responsibility to seek help before drug and alcohol problems lead to disciplinary consequences.

This policy is pursuant to the drug-free workplace program under the Florida Workers' Compensation law. This law provides that upon implementation of a drug-free workplace program, an employer may require an employee to submit to a test for the presence of drugs or alcohol and, if a drug or alcohol is found to be present in the employee's system at a level prescribed by law, the employee may be disciplined by the District, up to and including termination, and may forfeit their eligibility for medical and indemnity benefits. All employees are hereby notified that it is a condition of employment for an employee to refrain from reporting to work or be working with the presence of drugs or alcohol in his or her body and, if an injured employee refuses to submit to a drug or alcohol test, the employee may forfeit eligibility for medical and indemnity benefits.

In addition, if an employee or job applicant-conditional (job applicant) refuses to submit to a drug or alcohol test, the employer may discipline or terminate the employee or refuse to hire the job applicant. Refusal to submit to a test will be treated as a positive test result.

The job applicant will be asked to sign the Consent, Release, Acknowledgment of Receipt and Understanding form prior to drug and alcohol testing. Should an applicant refuse, he or she will not be considered for employment and the employment application process will be terminated.

Those employees with drug and alcohol abuse problems make up only a small fraction of the work force, and the District regrets any inconvenience that may be caused to the many non-abusers by the problems of the few. It is believed, however, that the benefits to be derived from the reduction

in number of accidents, the greater safety of all employees and visitors, and the rehabilitation or termination of those who, because of alcohol or drugs, are a burden upon all other employees, will more than make up for any personal inconveniences. The District solicits earnestly the understanding and cooperation of all employees in implementing the policies set forth herein.

SCOPE

All employees and job applicants are covered by this policy and as a condition of employment, are required to abide by the terms of this policy. Because of certain federal laws and regulations, certain personnel may be subject to additional requirements.

Due to the requirements of the law, including Florida's Drug-Free Workplace Statute, Chapters 440.101 and 440.102, some of the provisions are technical in nature. Please do not hesitate to ask your Supervisor or the District's Human Resources Department should you have any questions regarding this policy.

GENERAL DEFINITIONS

The definitions of words and terms as set forth in the Florida Drug-Free Workplace Statutes and the Florida Workers' Compensation Drug Testing Rules, including any future amendment to such statutes and rules, govern and control the definitions of words and terms used in this policy. Each of the definitions set forth below is consistent with the statutes and rules in effect as of the date of adoption of this policy, but is subject to immediate change upon any future statutory or rule amendment affecting such definition.

- 1) **"Drug"** means alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed in this paragraph.
- 2) **"Drug test" or "test"** – means any chemical, biological, or physical instrumental analysis administered, by a laboratory certified by the U.S. Dept. of Health and Human Services or licensed by the Agency for Health Care Administration, for the purpose of determining the presence or absence of a drug or its metabolites.
- 3) **"Prescription"** - means a drug or medication obtained pursuant to a prescription.
- 4) **"Non-Prescription medication"** – means a medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments or injuries.
- 5) **"Specimen"** – means a tissue, hair, or a product of the human body capable of revealing the presence of alcohol and/or drugs or their metabolites, as approved by the U.S. Dept. Food & Drug Administration or the Agency for Health Care Administration.
- 6) **"Drug Rehabilitation Program"** – means a service provider established by law, that provides confidential, timely, and expert identification, assessment, and resolution of employee drug abuse.
- 7) **"Employee Assistance Program"** – means an established program capable of providing expert assessment of employee personal concerns; confidential and timely identification services with regard to employee drug abuse; referrals of employees for appropriate diagnosis, treatment, and assistance; and follow up services for employees who participate in the program or require monitoring after returning to work. If, in addition to the above activities, an employee assistance program provides diagnostic and treatment services, these services shall in all cases be in accordance with the laws governing such services.

- 8) **“Initial Drug Test”** – means a sensitive, rapid and reliable procedure to identify negative and presumptive positive specimens, using an immunoassay procedure or an equivalent, or a more accurate scientifically accepted method approved by the U.S. Food & Drug Administration or the Agency for Health Care Administration as such accurate technology becomes available in a cost-effective form.
- 9) **“Job Applicant-Conditional” (job applicant)** – means a person who has applied for a position with an employer and has been offered employment conditional upon successfully passing a drug test.
- 10) **“Medical Review Officer” or “MRO”** – means a licensed physician, employed with or contracted with an employer, who has knowledge of substance abuse disorders, laboratory testing procedures, and chain of custody collection procedures; who verifies positive, confirmed test results, and who has the necessary medical training to interpret and evaluate an employee’s positive test result in relation to the employee’s medical history or any other relevant biomedical information.
- 11) **“Confirmation/Confirmed/Confirmed Drug Test”** – means a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen, which test must be different in scientific principle from that of the initial test procedure and must be capable of providing requisite specificity, sensitivity, and quantitative accuracy.
- 12) Additional definitions can be found in Florida Statutes 440.101 and 440.102 and in the Florida Administrative Code, Chapter 59A-24.003. A copy of these definitions are available from the District’s Human Resource representative.

PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS

No prescription drug shall be brought upon company premises by any person other than the person for whom the drug is prescribed by a licensed medical practitioner, and shall be used only in the manner, combination and quantity as prescribed. Employees must keep all prescribed medicine in its original container, which identifies the drug, date of prescription, and the prescribing doctor.

Employees and job applicants have the right to consult with the Medical Review Officer for technical information both before and after being tested regarding prescription or non-prescription medication for the purpose of interpreting the test result to determine whether the result could have been caused by prescription or non-prescription medication taken by the employee or job applicant.

PROHIBITIONS

Violation of these natures may result in disciplinary action, up to and including termination.

- 1) Use, possession, manufacture, distribution, dispensation or sale of illegal drugs, drug paraphernalia on District property or the property of our clients, on District business, in District supplied vehicles, or during working hours;
- 2) Unauthorized use or possession, or any manufacture, distribution, dispensation or sale of a controlled substance on District property or the property of our clients, or District business, in District supplied vehicles, or during working hours;
- 3) Unauthorized use manufacture, distribution, dispensation or possession or any sale of alcohol on District property or the property of our clients, or District business, in District supplied vehicles, or during working hours;
- 4) Storing in a locker, desk, automobile or other repository on District property any illegal drug, drug paraphernalia, any controlled substance whose use is unauthorized, or any alcohol;

- 5) Being under the influence of an unauthorized controlled substance, illegal drug or alcohol on District property or the property of our clients, or District business, in District supplied vehicles, or during working hours; being “under the influence” of alcohol is defined as a blood alcohol content of 0.04 “being under the influence” of an unauthorized controlled substance or illegal drug is defined as testing positive at a specified ng/mL or pg/mg level;
- 6) Use of alcohol off company premises that adversely affects the employee’s work performance, his or her own or others’ safety at work, or the District’s regard or reputation in the community;
- 7) Possession, use manufacture, distribution, dispensation or sale of illegal drugs off company premises that adversely affect the employee’s work performance, his or her own or others’ safety at work, or the District’s regard or reputation in the community;
- 8) Switching or adulterating any type of sample submitted for testing;
- 9) Refusing consent to testing or to submit a breath, saliva, urine, blood or hair sample or other recognized testing procedure for testing when requested by management.
- 10) Refusing to submit to an inspection when requested by management;
- 11) Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled;
- 12) Conviction under any criminal drug statute;
- 13) Arrest under any criminal drug statute under circumstances which adversely affect the District’s regard or reputation in the community;
- 14) Failure to notify the District of any arrest or conviction under any criminal drug statute within five days of the arrest or conviction;
- 15) Failure to keep prescribed medicine in an original container;
- 16) Refusing to sign a statement agreeing to abide by the District’s Alcohol and Drug Abuse policy.
- 17) Refusal to complete a Consent Form prior to testing;
- 18) Refusal to complete the Chain of Custody Form after submission of a drug test.

DISCIPLINARY CONSEQUENCES

Disciplinary consequences for violating the District’s Drug-Free Workplace Policy may include termination of employment and denial of Unemployment Compensation, if applicable.

- 1) In the case of a first time violation of the District’s policy, including a positive drug test (without evidence of use, sale, possession, distribution, dispensation, or purchase of drugs on clients’ property or while on duty) the employee will be subject to disciplinary action, up to and including termination.
- 2) Employee may be suspended without pay under this policy pending the results of a drug test or investigation.
- 3) Any employee using, selling, purchasing, possessing, distributing, or dispensing drugs on duty, on company property will be subject to disciplinary action, up to and including termination.
- 4) An employee who is injured, refuses to submit to a drug test and subsequently tests positive for drug or alcohol use based upon reasonable suspicion post-accident testing for having caused, contributed to, or been involved in an accident or incident while at work, in addition to the above, forfeits his or her eligibility for all workers’ compensation medical, indemnity benefits, and unemployment compensation benefits. In addition, employees subject to regulation such as Federal or State Department of Transportation Rules may forfeit their license or other privileges as prescribed by law.

- 5) As a condition of employment, employees must abide by the terms of this policy and must notify the District, in writing of any substance abuse conviction, no later than five calendar days after such a conviction. Failure to notify the District of any arrest or conviction under any criminal drug statute within five days of the arrest or conviction; will result in disciplinary action, up to and including termination.
- 6) To ensure that drugs and alcohol do not enter the workplace, the District reserves the right to search all vehicles, lockers, containers, or other items on District property in furtherance of this policy. Individuals may be required to displace personal property for visual inspection upon District's request.
- 7) Searches of employee's personal property will take place in the employee's presence. All searches under this policy will occur with the utmost discretion and consideration for the employees involved.

DRUG TESTING TYPES

- 1) **"Pre-employment" - "Post-Offer Job Applicant Screening"** - means that all applicants and rehires for employment will be required to take pre-employment drug tests. Applicants whose test results indicate present drug abuse will not be hired, and will be ineligible to re-apply for employment for a minimum of ninety days.
- 2) **"Reasonable suspicion drug testing"** – means drug testing based on a belief that an employee is using or has used drugs in violation of the District's policy. Employees will be tested when there is a reasonable suspicion that an employee has caused, contributed to, or been involved in an accident or incident while at work. Among other things, such facts and inferences may be based upon:

Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.

- a) Abnormal conduct or erratic behavior observed while at work or a significant deterioration in work performance.
- b) A report of drug use, provided by a reliable and credible source.
- c) Evidence that an individual has tampered with a drug test during his or her employment with the District.
- d) Information that an employee has caused, contributed to, or been involved in an accident or incident while at work.
- e) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on company premises or while operating company vehicles, machinery or equipment.

Supervisors should contact the District Manager with a reasonable suspicion investigation.

- 3) **"Post-Accident Testing."** Under the following circumstances post-accident testing will be done on all employees who have caused or contributed to an accident while at work. "Accident", as defined by the Florida Worker's Compensation Law, Section 440.02, "means an unexpected or unusual event or result, happening suddenly".

An accident may occur with or without medical or first aid treatment being rendered. Damage to a District vehicle, customer property, or another employee's property regardless of extent may be considered an accident. Some guidelines to use to define an accident include but not limited to:

- a) The accident involved a fatality: or
- b) The driver receives a citation for a moving traffic violation arising from the accident
- c) Bodily injury to a person who, as a result immediately receives medical treatment away from the scene of the accident.
- d) When an employee receives a citation for a moving violation(s) and one or more of the vehicles involved in the accident is towed from the scene of the accident due to disabling damage as a result of the accident
- e) A Workers' Compensation claim which requires medical attention was or is to be filed
- f) Lost work time (other than for drug testing) resulted from the accident.
- g) Estimated property damage exceeding \$500 resulted from the accident

A driver who is subject to post-accident testing shall remain readily available for such testing. A driver who does not comply with this requirement will be deemed to have refused to submit to testing.

- 4) **"Routine fitness-for-duty drug testing"** - means that the District will require an employee to submit to a drug test if the test is conducted as part of an employee fitness-for-duty medical examination that is part of the District's established policy.
- 5) **"Follow-up"** – means that if the employee in the course of employment enters an employee assistance program for drug-related problems or a drug rehabilitation program, the employer will require the employee to submit to a drug test as a follow-up to such program.

Follow-up testing will be conducted at least once a year for a 2-year period after completing the program. Advance notice of a follow up testing date will not be given to the employee to be tested. Employees in safety-sensitive positions may be required to undergo follow-up testing for up to five years.

- 6) **"Random"** – means the following. (having no specific pattern)
 - a) The District may conduct random testing of employees who are subject to the United States Department of Transportation Regulations or other federal or state statutes/regulations or court decisions that permit for random drug testing (safety-sensitive positions).
 - b) The covered employees(s) to be tested will only be notified immediately prior to the tests being conducted.
 - c) A third party vendor designated by the District will generate a computerized random list of employees who can be required to submit to a drug or alcohol screen. When an employee is chosen for a random test, their name automatically returns to the pool for future random testing.

Additional Testing May be conducted where allowed by statute, regulation or court decision.

TESTING DRUGS/PROCEDURES

- 1) The following drugs listed below are drugs for which a test will be conducted. In parenthesis is a list of common names also used for the drug. After the name(s) of the tested drug, appears a list of certain over the counter and prescription drugs which could alter or affect drug test results for the listed drug. (Due to the large number of obscure

brand names and constant marketing of new products, the over the counter and prescription drugs listed after each tested drug, is not intended to be all-inclusive.):

ALCOHOL (booze, hooch, drink, beer, liquor, wine, moonshine). All liquid medication containing ethyl alcohol (ethanol) can alter or affect drug test results. Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol; Comtrex is 20% (40 proof); Contac Severe Cold Formula Night Strength is 25% (50 proof); and Listerine is 26.9% (54 proof)

AMPHETAMINES – (bennies, black beauties, crystal, speed, uppers, crank) Obetrol, Biphphetamine, Desoxyn, Dexedrine, Didrex, Fastin

CANNABINOIDS – (marijuana, hashish, maryjane, grass, reefer, pot, dope, etc.) Marinol (Dronabinol, THC)

COCAINE – (coke, crack, blow, nose candy, toot, snow) Cocaine HCl topical solution (Roxanne)

PHENCYCLIDINE – (PCP, angel dust) not legal by prescription

METHAQUALONE – (ludes, qualude, optimil, parest, somnafac, sopor) not legal by prescription

OPIATES – (heroin, horse, smack, powder) Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guafenesin AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate) Percodan, Vicodin, Tussionex, etc.

BARBITURATES – (barbs, rainbows, goofballs, reds, yellows, blues) Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phrenilin, Triad, etc.

BENZODIAZEPINES – Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax

METHADONE – Dolphine, Methadose

PROPOXYPHENE – Darvocet, Darvon N, Dolene, etc.

- 2) **Individuals to be tested** – All employees and job applicants are subject to testing under this policy.
- 3) **Voluntary notification of drug use and/or abuse** – An employee who has not previously tested positive for drug or alcohol use, entered an employee assistance program for abuse-related problems, or entered a drug or alcohol rehabilitation program, and who comes voluntarily seeking treatment shall not be subject to disciplinary action solely for coming forward. All such employees are urged to seek help immediately. However, once a test has been scheduled, all employees are required to complete the test and cooperate with the designated Medical Review Officer to provide information regarding prescriptive and over-the-counter medication that could cause a positive result.
- 4) **Refusal to Test** – If an employee refuses to submit to a test for drugs or alcohol, or incurs a positive confirmed drug or alcohol test, tampered with or adulterated screening specimen,

they will be subject to disciplinary action, up to and including termination. Refusal to submit to a test will be treated as a positive test result.

Additionally, the covered employee may forfeit his/her eligibility for all workers' compensation medical and indemnity benefits.

- 5) **Initial Test** – The initial screen for all drugs shall use an immunoassay procedure or equivalent, or a more accurate scientifically accepted method approved by the U.S. FDA or the Agency for Healthcare Administration.

Levels on initially screened drug tests that are equal to or exceed the following shall be considered to be presumptively positive and submitted for confirmation testing:

- Amphetamines 1,000 ng/mL
- Cannabinoids 50 ng/mL
- Cocaine 300 ng/mL
- Phencyclidine 25 ng/mL
- Methaqualone 300ng/mL
- Opiates 2000ng/mL
(25 ng/mL if immunoassay is specific for free morphine)
- Barbiturates 300ng/mL
- Benzodiazepines 300ng/mL
- Methadone 300ng/mL
- Propoxyphene 300ng/mL
- Alcohol 0.04g/dL

An employee may be terminated on the basis of a positive initial test.

If an applicant's test is confirmed positive, or the specimen is adulterated or tampered with, the applicant will not be considered for employment at that time and will be informed that he or she has failed to meet employment standards.

- 6) **Confirmation Test** – All specimens identified as presumptively positive on the initial tests shall be confirmed using a second test, a mass spectrometry/mass spectrometry (MS/MS) or a gas chromatography/mass spectrometry (GC/MS) test or an equivalent or more accurate scientifically accepted method approved by the Agency for Health Care Administration or the U.S. FDA as such technology becomes available in a cost-effective form. All confirmations shall be done by quantitative analysis.

Levels on confirmation testing that are equal to or exceed the following shall be reported as positive:

- Amphetamines
(Amphetamine, methamphetamine) 500 ng/mL
- Cannabinoids 15 ng/mL
- Cocaine 150 ng/mL
- Phencyclidine 25 ng/mL
- Methaqualone 150ng/mL
- Opiates 2000ng/mL
- Barbiturates 150ng/mL
- Benzodiazepines 150ng/mL
- Methadone 150ng/mL

- Propoxyphene 150ng/mL
- Alcohol 0.04g/dL

7) Collection of Site Procedures – Chain of Custody

- a) As part of the District's Drug-Free Workplace Policy, the District will only utilize a laboratory certified by the United States Department of Health and Human Services or licensed by the Agency for Health Care Administration.
- b) The laboratory will be required to follow Florida law and the rules established by the Agency for Health Care Administration.

REPORTING OF RESULTS

1) Medical Review Officer (MRO)

- a) The laboratory shall report test results to the MRO within seven working days after receipt of the specimen by the laboratory.
- b) Both positive and negative test results shall be reviewed and verified by the MRO prior to transmitting the test results to the employer. The MRO, based on a review of the chain of custody form, quality control data, multiple samples and other pertinent results, is permitted to determine that the result is scientifically unsatisfactory for further action and may request the donor to provide another sample or request a re-analysis of the original sample before making such decision. The MRO is permitted to request that the same laboratory perform the re-analysis or, that a part (aliquot) of the original specimen be sent to another licensed laboratory. The laboratory shall assist in this review process as requested by the MRO and shall make available appropriate personnel to provide consultation as required by the MRO.

The MRO shall report all findings based on the unsatisfactory specimen, as required by Fla. Admin. Code 59A-24, but shall not include any personal identifying information in such reports

- c) The MRO shall evaluate the drug test result(s), which is reported by the laboratory, to verify by checking the chain of custody form that the specimen was collected, transported, and analyzed under proper procedures, as specified in these rules, and to determine if any alternative medical explanations caused a positive test result.
- d) This determination could include conducting a medical interview with the individual, review of the individual's medical history or the review of any other relevant biomedical factors.

The MRO shall review all medical records made available by the tested individual. The MRO shall not consider the results of samples that are not obtained or processed in accordance with the Fla. Admin. Code # 59A-24.

- e) The MRO shall notify the employee or job applicant of a confirmed positive test result, within three (3) business days of receipt of the test result from the laboratory, and inquire as to whether prescriptive or over-the-counter medications could have caused the positive test result.

Within five (5) days of notification to the donor of the positive test result, the MRO shall provide an opportunity for employee or job applicant to discuss the positive test result and to submit documentation of any prescriptions relevant to the positive test result.

The MRO shall review any medical records provided by the employee or job applicant, or authorized by the employee or job applicant and released by the individual's physician, to determine if the positive test result was caused by a legally prescribed medication. If the donor does not have prescribed medication, the MRO shall inquire about over-the-counter medications that could have caused the positive test result. The donor shall be responsible for providing all necessary documentation (i.e., a doctor's report, signed prescription, etc.) within the five-day period after notification of the positive test result.

- f) **Contacting Donors Who Test Positive.** If the MRO is unable to contact a donor who tested positive within three (3) working days of receipt of the test results from the laboratory, the MRO shall contact the employer and request that the employer direct the donor to contact the MRO as soon as possible.

If the donor has not contacted the MRO within two (2) working days from the request to the employer, the MRO shall verify the report as positive.

As a safeguard to employees and job applicants, once a MRO verifies a positive test result, the MRO may change the verification of the result if the donor presents information to the MRO which documents that a serious illness, injury, or other unavoidable circumstance prevented the employee from contacting the MRO within the specified time frame and if the donor presents information concerning a legitimate explanation for the positive test result.

If the donor declines to talk with the MRO regarding a positive test result, the MRO shall validate the result as positive and annotate such decline in the remarks section.

- g) **Identification of Donor.** Prior to providing an employee or job applicant with the opportunity to discuss a test result, the MRO shall confirm the identity of the employee or job applicant. At a minimum, to confirm the identity of the donor, the MRO shall ask the donor to respond with the following information.

If the request is in person, the MRO shall request picture identification.

If the request is over the telephone, the MRO shall request.

- An employee identification number or social security number;
- Date of birth;
- Employer's name; and
- Work telephone number.

Once the donor's identification has been established, and before any additional information is solicited from the donor, the MRO shall:

- Inform the donor that the MRO is an agent of the employer whose responsibility is to make a determination on test results and report them to the employer.

- Inform the donor that medical information revealed during the MRO's inquiry will be kept confidential; unless the donor is in a safety sensitive or special risk position and the MRO believes that such information is relevant to the safety of the donor or to other employees.

Any additional release of information shall be solely pursuant to a written consent form signed voluntarily by the donor, except where such release is compelled by a hearing officer or a court of competent jurisdiction pursuant to an appeal, or where deemed appropriate by a professional or occupational licensing board in a related disciplinary proceeding.

A donor may appeal the drug test result by requesting a retest of the original specimen.

If the donor voluntarily admits to the use of the drug in question without a proper prescription, the MRO shall advise the donor that a verified positive test report will be sent to the employer.

- h) In the case of a positive test result the MRO will review the laboratory and the collection site documents and, attempt to contact the donor. After speaking with the donor, the MRO shall prepare and sign a verification letter to the employer revealing the final verified test result, either; negative, positive, or invalid, no more than seven (7) business days after the specimen was received by the laboratory. The MRO will confidentially retain the chain of custody form for two (2) years.

If the MRO determines that there is a legitimate medical explanation for the positive last result, based on the medical judgment of the MRO and accepted standards of the practice, the MRO shall report a negative test result to the employer.

- i) The MRO shall process any employee or job applicant requests for a retest of the original specimen, within 180 days of notice of the positive test result at another licensed laboratory selected by the employee or job applicant.

The donor requesting the additional test shall be required to pay for the costs of the retest, including handling and shipping expenses. The MRO shall contact the original testing laboratory to initiate the retest.

EMPLOYEE/JOB APPLICANT CHALLENGES

- 1) An employee or job applicant who receives a positive confirmed drug test result may contest or explain the result to the MRO within five (5) working days after receiving written notification of the test result.
- 2) If an employee's or job applicant's explanation or challenge is unsatisfactory to the MRO, the MRO shall report a positive test result back to the employer, and that person may contest the drug test result pursuant to the law or to rules adopted by the Agency for Health Care Administration.
- 3) Within fifteen (15) working days after receipt of a positive confirmed test result from the MRO, the District shall inform an employee or job applicant in writing of such positive test result, the consequences of such results, and the options available to the employee or job applicant.

- 4) The District shall provide to the employee or job applicant, upon request, a copy of the test results.
- 5) Within five (5) working days after receiving notice of a positive confirmed test result, the employee or job applicant may submit information to the employer explaining or contesting the test results, and why the results do not constitute a violation of Company policy.
- 6) When an employee or job applicant undertakes an administrative or legal challenge to the test result, it shall be the employee's or job applicant's responsibility to notify the employer and MRO of such a challenge. Such notice shall include reference to the chain of custody specimen identification number. After such notification, the laboratory shall retain the sample until the case or administrative appeal is settled.
- 7) If the employee's or job applicant's explanation or challenge of the positive test result is unsatisfactory to the employer, a written explanation as to why the employee's or job applicant's explanation is unsatisfactory, along with the report of positive results, shall be provided by the District to the employee or job applicant. The District shall keep all such documentation confidential.
- 8) In the event of a workplace injury and the District's decision to deny workers' compensation benefits due to a positive drug test, an employee or job applicant may undertake an administrative challenge by filing a claim for benefits with a Judge of Compensation Claims. If no workplace injury has occurred, the person must challenge the test results in a court of competent jurisdiction. When an employee undertakes a challenge to the results of the test, it shall be the employee's responsibility to notify the Medical Review Officer of their decision.
- 9) If testing is conducted based on reasonable suspicion, the District shall promptly detail in writing the circumstances that formed the basis of the determination that reasonable suspicion existed to warrant the testing. A copy of this determination shall be given to the employee upon request and the original documentation shall be kept confidentially by the District.
- 10) During the 180-day period after written notification of a positive test result, the employee or job applicant who has provided the specimen may be permitted by the District to have a portion of the specimen re-tested, at the employee's or job applicant's expense. Such re-testing shall be done at another laboratory, licensed or approved by the Agency for Health Care Administration, chosen by the employee or job applicant. The second laboratory must test at equal or greater sensitivity for the drug in question as the first laboratory. The first laboratory that performed the test for the District is responsible for the transfer of the portion of the specimen to be re-tested, and for the integrity of the specimen and for the chain of custody during such transfer.
- 11) Employees and applicants have the right to consult the MRO for technical information regarding prescription or non-prescription medication.
- 12) The District shall pay the cost of all drug tests, initial and confirmation, which it requires of employees and job applicants. An employee or job applicant shall pay the costs of any additional drug tests not required by the District.

CONFIDENTIALITY

- 1) The results of drug tests and all related information, reports, statements, and memoranda will be treated as confidential, distribution shall be limited to those having a "need-to-

know, ” and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in accordance with this Rule.

Results may be revealed to the proper authorities if the situation requires. Otherwise, such information shall be released pursuant to a written consent form signed voluntarily by the employee.

- 2) Employers, testing laboratories, employee assistance programs, drug and alcohol rehabilitation programs, and their agents who receive or have access to information concerning drug test results shall keep all information confidential.

Release of such information under any circumstances shall be solely pursuant to a written consent form signed voluntarily by the person tested, unless such appeal is compelled by a hearing officer or a court of competent jurisdiction, pursuant to an appeal taken under this section, or unless deemed appropriate by a professional or occupational licensing board in related disciplinary proceedings.

- 3) Nothing herein shall be construed to prohibit the employer, agent of the employer, or laboratory conducting a drug test from having access to employee drug information when consulting with legal counsel in connection with actions brought under or related to this section or when the information is relevant to the District or its agent’s defense in a civil or administrative manner.

EMPLOYEE ASSISTANCE PROGRAM

The District’s insurance provider provides an Employee Assistance Program for a variety of personal and professional matters, including: stress, resiliency, depression, gambling and other addictive behavior, parenting, financial issues, life changes, relationships, drug/alcohol abuse, mental health, grief, balancing work and home.

- 1) Any employee, who feels that he or she has developed an addiction to, dependence upon or problem with alcohol or drugs, legal or illegal, is encouraged to seek assistance. Assistance may be sought by writing in confidence to the District Manager.
- 2) Each request for assistance will be treated as confidential by the District, and only those persons “needing to know” will be made aware of such request.
- 3) Rehabilitation itself is the responsibility of the employee. Any employee seeking medical attention for alcoholism or drug abuse will be entitled to benefits only if and to the extent specified under the District’s group medical insurance plans. For employees enrolled in a group formal in-patient treatment program, the District may grant a rehabilitation leave.
- 4) The District Manager, or such other person as the District specifically designates, will be responsible for developing contacts with local hospitals and community organizations offering alcohol or drug treatment programs (i.e., Care Units, Alcoholics Anonymous, Narcotics Anonymous, Community Health Centers, etc.) and for employees seeking assistance to an appropriate organization.
- 5) To be eligible for continuation of employment during an in-patient rehabilitation, the employee must maintain at least weekly contact with the Supervisor to whom the employee reports; and must provide certification that he or she is continuously enrolled in a treatment program and actively participating in that program.
- 6) Upon successful completion of treatment, the employee will be returned to active status without reduction of pay or level of service, except for a reduction in force or other business occurrence, which would have resulted in the employee’s layoff or termination in any event. The employee may be required to attend the mandatory after-care program at the direction of the outpatient (aftercare) counselor.

- 7) If the employee in the course of employment enters an Employee Assistance Program for drug-related problems, or an alcohol and drug rehabilitation program, the District shall require the employee to submit to a drug test, prior to his/her return to work, as a follow-up to such program. If follow-up testing is required, it will be conducted at least once a year for a two (2) year period after completion of the program. Advance notice of a follow-up testing date will not be given to the employee to be tested. Employees treated for drug/alcohol abuse must sign a rehabilitation agreement as a condition of continued employment.
- 8) Any employee suffering from an alcohol or drug problem who rejects treatment or who leaves a treatment program prior to being properly discharged will be subject to disciplinary action, up to and including termination. No employees will be eligible for the Employee Assistance Program more than one time for drug or alcohol treatment.

EFFECTIVE DATE-NOTICE TO EMPLOYEES

- 1) The policies set forth in this document are effective immediately upon notice to employees. Each employee will be furnished a copy of this policy and will sign a receipt for it. Job applicants for employment will be furnished a copy during the hiring process. These policies have been implemented in a manner that complies with all applicable federal and state laws.
The District will continue to monitor the developing laws impacting this area to be certain that this program complies with applicable laws.
- 2) The District shall include notice of drug testing on vacancy announcements for those positions for which drug testing is required. A notice of the drug testing policy will also be posted in an appropriate and conspicuous location on the District's premises, and copies of the policy will be made available for inspection during regular business hours in the personnel office or other suitable locations.
- 3) Cut-off levels used by the testing laboratory when analyzing specimens to determine whether they are positive or negative for drugs and metabolites may change from time to time. The District will follow recommendations established for these agencies and will modify the District's policy with any new standards.

EDUCATION

The District or its designee will provide employees a representative sampling of names, addresses, and telephone numbers of Employee Assistance Programs and local drug and alcohol rehabilitation programs.

RESERVATION OF RIGHTS

- 1) The District retains the sole right to interpret, change or discontinue this policy as may be necessary from time-to-time, and without notice.
- 2) Nothing in this policy should be construed as creating a contract of employment. Your employment "at will" relationship cannot be changed except in writing by the District Manager.
- 3) Nothing in this policy binds the District to a specific or definite period of employment or to any specific policies, procedures, actions, contract articles, rules, or terms and conditions of employment.
- 4) Employees, as a condition of employment, are required to abide by this policy.



ST. LUCIE WEST SERVICES DISTRICT

DRUG-FREE WORKPLACE PROGRAM

FOR THE STATE OF FLORIDA

(DOT) HANDOUT

ST. LUCIE WEST SERVICES DISTRICT

COMMERICAL MOTOR VEHICLE DRIVERS SAFETY POLICY

PURPOSE:

To help prevent accidents and injuries resulting from the misuse of alcohol or controlled substances by drivers of commercial motor vehicles. All employees, if required to have a commercial drivers' license (CDL) under 49 CFR Part 382 (hereinafter referred to as "Drivers") are subject to these controlled substance and alcohol testing rules established by the U.S. Department of Transportation, Federal Motor Carriers Safety Administration (FMCSA) under the Omnibus Transportation Employee Testing Act of 1981 (Revised in 1994 and 2000), in accordance with 49CFR Parts 40, 382, 383 and 395.2). (<http://www.fmcsa.dot.gov/rules-regulations>)

Regulatory penalties for infractions described herein are in addition to disciplinary consequences, including possible termination of employment which may also be imposed by employers for workplace abuse of drugs or alcohol.

ALCOHOL PROHIBITIONS:

Drivers shall not report to duty or remain on safety sensitive duties:

- a) with a breath alcohol concentration of 0.04 or greater,
- b) if in possession of alcohol, unless it is listed on the transport manifest,
- c) if using alcohol on duty, or
- d) if having used alcohol from any source within 4 hours of reporting for duty.

Drivers found to have breath alcohol concentration of 0.02 or greater, but less than 0.04, shall not perform or be permitted to continue to perform safety-sensitive functions until the start of the Driver's next regularly scheduled duty period, but not less than 24 hours following the administration of the positive alcohol test, unless an interim alcohol test has been administered which registers a breath or saliva alcohol concentration below 0.02.

CONTROLLED SUBSTANCES PROHIBITIONS:

Driver shall not report to duty or remain on safety-sensitive duties when using any controlled substance, except when such use is pursuant to the instructions of a licensed physician *who has advised the Driver that the substance does not adversely affect the Driver's ability to safely operate a commercial motor vehicle*. Drivers shall not report to duty, remain on duty, or perform safety-sensitive functions when tested positive for illegal controlled substances, until released for return-to-duty by a Substance Abuse Professional, as hereinafter provided. Drivers are prohibited from having bodily concentrations of drugs exceeding threshold levels listed below unless provided by a physician.

Amphetamines	500 ng/ml
Opiates	2000 ng/ml
Cocaine	150 ng/ml
Phencyclidine	25 ng/ml
Cannabinoids	50 ng/ml

REQUIRED TESTS (CDL Licensed Drivers):

Drivers are required to submit to controlled substances testing under the following conditions:

- 1) Pre-employment, unless a Driver has been tested under Part 382 Rules within 6 months or subject to random testing for 12 months preceding application and verification is obtained from previous employer(s) that violations haven't occurred within 6 months preceding application;

- 2) Post-Accident, (a) when either a fatality has resulted, or (b) after receiving a moving vehicle citation linked to an accident and bodily injury to a person has also occurred requiring medical treatment away from the scene of the accident and/or one or more of the vehicles involved incurred disabling damage requiring transport or towing away from the accident scene;
- 3) Random, conducted in observance of the minimum annual percentage rates for random drug and alcohol drug testing set forth by the FMCSA Administrator.
- 4) Reasonable Suspicion, when ordered by a Supervisor or District official trained under this regulation; Reasonable suspicion drug testing will be conducted consistently with the Drug Free Workplace Policy.
- 5) Return-To-Duty, after engaging in alcohol or controlled substance prohibitions stated in Part 382, Subpart B; and
- 6) Follow-up, for a period of up to 5 years after return to duty, if ordered by a Substance Abuse Professional (SAP.)

Both controlled substances and alcohol testing must be performed for all Drivers subject to Post-accident testing. Drivers are to secure a controlled substances test within a minimum of up to 32 hours and an alcohol test within up to 2 hours following the accident. If the required alcohol test cannot be performed within 2 hours, up to a maximum of 8 hours is permitted providing reasons for delay are recorded for review by FMCSA upon request. Drivers subject to post-accident testing may not use alcohol for up to 8 hours following the accident or until a post-accident has been completed, whichever comes first. If controlled substance tests cannot be collected within 32 hours and alcohol testing cannot be completed within 8 hours, further attempts to complete the delayed test(s) must cease and the reasons testing was not administered must be documented by the employer for review by the FMCSA upon request.

Random testing for controlled substances or alcohol must be performed *immediately* after notification of selection unless a Driver is then performing safety-sensitive functions defined by "On-Time Duty", in which event; the employer must ensure the Driver safely ceases performing said functions and proceeds for testing as soon as possible.

REFUSAL TO TEST:

Drivers *refusing tests* required by the DOT Regulations will be subject to the same disciplinary consequences as may otherwise be imposed by an employer for positive test results, and in addition, employers must not permit Drivers refusing to submit to testing to continue to perform safety-sensitive functions. In addition to overt actions or statements, a Driver's refusal to submit to an alcohol or controlled substances test may be determined by:

- 1) Failure to provide adequate breath (or saliva) for testing *without a valid medical explanation* after he or she has received notice of the DOT requirements for alcohol testing;
- 2) Failure to provide adequate urine for controlled substances testing *without a valid medical explanation* after he or she has received written notice of DOT requirements for urine testing; or
- 3) Engaging in conduct that clearly obstructs the testing process.

LAB QUALIFICATIONS:

All testing for controlled substances performed in conjunction with this Policy must be conducted in accordance with 49CFR Part 40. Only laboratories certified by the Substance Abuse and Mental Health Services Administration (SAMSHA) will perform analysis of urine specimens. Specimen collections will only be performed by qualified collectors trained to follow authorized collection and chain-of-custody protocols.

MEDICAL REVIEW OFFICER PURPOSE APPEALS:

An experienced physician/Medical Review Officer (MRO) will review all negative and confirmed positive lab reports. Positive results may only be reported to employers after the MRO has ascertained that personal prescriptions or other legal substances do not account for the lab findings. Investigations may include, as appropriate, telephone contact with the tested Driver and any prescribing physicians and/or pharmacies identified. Drivers wishing to dispute a controlled substances test result may, at their own expense, within 72 hours of notification of a verified positive test result, request the MRO to order a retest of a split of the original specimen by any SAMSHA certified lab of their choosing.

ALCOHOL TESTING/VERIFICATION:

Breath alcohol testing of Drivers must be administered by a Certified Breath Alcohol Technician (BAT) using a calibrated NHTSA approved Evidentiary Breath Testing (EBT) device. Saliva alcohol testing conducted by a Saliva Testing Technician (STT), has also been approved for initial testing. If positive by *either* method, verification testing, *only using an EBT device* must be performed, within 30 minutes as required by the DOT.

CONSEQUENCES FOR INFRACTIONS:

In addition to employer-mandated disciplinary consequences detailed by separate written policy, under Subpart E, Drivers violating alcohol and controlled substances prohibitions stated in Part 382 of the U.S. Dept of Transportation (FMCSA) regulations, Subpart B, will be subject to regulatory constraints, including immediate removal from safety-sensitive functions such as driving commercial motor vehicles. A Substance Abuse Professional (SAP) who shall determine what assistance, if any, the Driver needs in resolving problems associated with alcohol misuse and/or controlled substance use must evaluate the offending Driver. The SAP shall follow the explicit instructions stated in the regulation regarding evaluation, referral, and follow-up counseling or treatment for Drivers in violation. Restoration of driving privileges after a negative Return-to-Duty test is at the SAP's discretion, which could also require successful completion of treatment and follow-up controlled substances and/or alcohol testing for up to 5 years.

EMPLOYEE ASSISTANCE PROGRAM:

An Employee Assistance Program (EAP) is utilized to assist with the implementation of Subpart F-Alcohol Misuse and Controlled Substances Use, Information, Assistance, Training and Referral. The EAP also provides a free, professional, and confidential counseling resource for employees, Drivers with problems concerning alcohol or drugs which could be interfering with their work performance and/or places them in possible violation of Federal Motor Carrier Safety Regulations. Under the statute, the EAP will provide information to employees concerning effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of alcohol or controlled substance problems; and the available methods of intervening, confronting, and referring. In addition, persons designated by the employer to determine whether reasonable suspicion exists to require a Driver to undergo testing under 382 Subpart F, will receive training on alcohol misuse and training on controlled substances.

The Employee Assistance Program will provide assistance for a variety of personal and professional matters, including: stress, resiliency, depression, gambling and other addictive behavior, parenting, financial issues, life changes, relationships, drug/alcohol abuse, mental health, grief, balancing work and home.

CONTACT INFORMATION

A list of the following contact information shall be distributed to all employees at the same time this Drug Free Workplace Policy is distributed. Employees may also ask for a copy at any time thereafter by contacting the Human Resources department.

- MEDICAL REVIEW OFFICER
- SAMSHA CERTIFIED LABORATORY
- EMPLOYEE ASSISTANCE PROGRAM PROVIDER

TREATMENT CENTERS

References to Treatment Centers may be obtained by contacting the District's insurance provider through the Employee Assistance Program .

St. Lucie County

Alcoholic Anonymous	(772) 873-9299
The Alcohol Hotline	(800) ALCOHOL
Drug Rehab Centers	(866) 720-3784
National Institute of Drug Abuse Hotline	(800) 662-HELP
Narcotics Anonymous (Treasure Coast)	
www.treasurecoastareana.com	(772) 343-8373
Florida AIDS Hotline	(800) 352-2437
The Agency for Health Care Administration (Information regarding drug testing	(850) 487-3109

**ST. LUCIE WEST SERVICES DISTRICT
Drug-Free Workplace Policy**

Consent, Release, Acknowledgment of Receipt and Understanding.

I, _____, hereby acknowledge that I have received and read, or have had read to me, the St. Lucie West Services District's (the District) Drug-free Workplace Policy, including the list of drugs which may alter or affect a drug test. I have had an opportunity to have all aspects of this material fully explained. I understand that submission to such testing, be it urine, hair, blood, or breath for the presence of drugs and alcohol is a condition of my employment and continued employment with the District.

I understand that during my employment I may be required to submit to testing for the presence of drugs and/or alcohol and I must abide by the policy as a condition of employment, and any violation may result in disciplinary action up to and including termination.

Termination of employment may result if I violate any item 1 through 6:

- 1) I refuse to take a test;
- 2) I refuse to execute all forms of consent and release of liability as are usually and reasonably associated to such examinations;
- 3) I refuse to authorize release of the test results to the District
- 4) The test(s) establish(es) a violation of District's policy concerning drug and alcohol use;
- 5) I adulterate or dilute a specimen while testing is being conducted; or
- 6) I otherwise violate the policy

By signing this form, I hereby release to the District the results of the test(s) to which I have consented. I further authorize the District to discuss the results with the medical physician/personnel collecting the specimen, the testing facility, its directors, officers, agents, and employees responsible for administering the aforementioned test(s) or evaluating the results thereof and any of them herein, and to use the test results as a defense to any legal action to which I am a party.

If I am injured on the job and test positive, I forfeit my eligibility for medical and indemnity benefits under the Workers' Compensation Act upon exhaustion of the remedies provided in Florida Statute 440.102(5).

I understand that any current use of illegal drugs may prohibit me from being employed at the District.

I agree that a reproduced copy of this consent and release form shall have the same force and effect as the original.

I also understand that the Drug-Free Workplace Policy and related documents are not intended to constitute a contract between the District and me. This consent and release shall be for an indefinite period of time.

I understand that my employment is contingent upon successfully completing a drug test.

I hereby consent to testing for the presence of drugs and/or alcohol.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

Applicant / Employee Signature

Date

Witness Name / Signature

Date

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF AMENDMENT TO
THE DRUG-FREE WORKPLACE POLICY

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the St. Lucie West Services District ("District") will hold a public hearing on Tuesday, May 7, 2019, at 9:00 a.m., or as soon thereafter as the matter may be heard, in the administrative offices of the District located at 450 SW Utility Drive, Port St. Lucie, Florida 34986, for the purpose of hearing public comment and objections, in accordance with Sections 120.54, 190.011, and 190.035 Florida Statutes, to the proposed adoption of amendment to the Drug-Free Workplace Policy. If adopted, the proposed amendment shall become effective upon approval by the District.

A copy of the proposed policies will be available at the District Office located at 450 SW Utility Drive, Port St. Lucie, Florida 34986. Any person who wishes to provide a proposal for a lower cost regulatory alternative as provided by Section 120.54(1), must do so in writing within 21 days after publication of this notice. The proposed amendments are not expected to require legislative ratification pursuant to Section 120.54(3). Each person who decides to appeal any decision made by the School Board with respect to any matter considered at the meeting is advised that the person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

If due to a disability, any individual requires special accommodations to receive District information and/or participate in District functions, please call District management at (561) 630-4922 and/or toll-free at 1-877-737-4922. The Telecommunications Device for the Deaf (TDD) telephone number is (772) 429-3919.

Dated this 7th day of May, 2019.

Dennis Pickle, District Manager
ST LUCIE WEST SERVICES DISTRICT

Publish: St. Lucie News Tribune __/__/19

St. Lucie West Services District

Board Agenda Item

Tuesday, March 5, 2019

Item

DM 2 Power Point Presentation for Upland Tracks and Preserves

Summary

St. Lucie West Services District

Board Agenda Item

Tuesday, March 5, 2019

Item

DM 3 Other Items/Updates

Summary

St. Lucie West Services District

Board Agenda Item

Tuesday, March 5, 2019

Item

CA 1 Monthly Report Public Works Department

Summary

The following monthly report is provided for your review and information as an update on the day-to-day operations and tasks of the Public Works department.



St. Lucie West Services District

Public Works Department

Monthly Status Report

January 2019

Division	Service Orders*	Work Orders**
Aquatics	39	4
Exotic Plant Removal	42	1
Storm Water	5	109
Vac-Con	12	0
Dredge Barge	0	0
Video Ray	2	0
Shop	133	0
Grand Total	233	114

Aquatics Division:

Operations & Maintenance:

• Algae			
▪	0	Service Orders	
▪	0	Work Orders	
• Injection Treatments			
▪	0	Service Orders	
▪	0	Work Orders	
• Hydrilla Treatments			
▪	0	Service Orders	
▪	0	Work Orders	
• Midge Fly Treatments			
▪	0	Service Orders	
▪	0	Work Orders	
• Harvester Removal			
▪	0	Service Orders	
▪	0	Work Orders	
• Surface Plant Treatments	11		
	0		
• Wetland & Upland Treatments	15		
	0		
• Debris Removal			
▪	11	Service Orders	
▪	0	Work Orders	
• Miscellaneous			
▪	2	Service Orders	
▪	4	Work Orders	

Scheduled Maintenance

- Lake Cleaning Schedule - Available Upon Request

Exotic Plant Removal Division:

Operations & Maintenance:

• Encroaching Preserves			
▪	11	Service Orders	
▪	0	Work Orders	

Cont'd Exotic Plant Removal Division:

• Lygodium Treatments			
▪	6	Service Orders	
▪	0	Work Orders	
• Exotic Vegetation Treatments			
▪	9	Service Orders	
• Tree Removals			
▪	0	Service Orders	
▪	1	Work Orders	
• Preserves Maintenance			
▪	0	Service Orders	
• Vine Management			
▪	0	Service Orders	
▪	0	Work Orders	
• Miscellaneous			
▪	16	Service Orders	

Scheduled Maintenance

- None

Storm Water Division:

Operations & Maintenance:

• Locates			
▪	106	Work Orders	
• Street Flooding			
▪	0	Service Orders	
▪	0	Work Orders	
• Grate Cleaning			
▪	3	Service Orders	
▪	0	Work Orders	
• Improved Landscaping & Mowing			
▪	2	Service Orders	
• Miscellaneous			
▪	0	Service Orders	
▪	3	Work Orders	

Scheduled Maintenance

- Right of Way Mowing done the first 2 weeks of each month.

Storm Water Division / Vac Con:

Operations & Maintenance:

•	6	Service Orders Cleaning Out Pipes	
•	6	Service Orders Cleaning Out Structures	
•	0	Miscellaneous Service Orders	

Scheduled Maintenance

- None

Other Information

- 130 Estimated Footage Cleaned
- None
- Removed 2 yards debris

Storm Water Division / Dredge Barge:

Operations & Maintenance:

•	0	Service Orders Dredging Pipes	
•	0	Miscellaneous Service Orders	

Scheduled Maintenance

- None

Cont'd Storm Water Division / Dredge Barge:

Other Information

- 0 Estimated Yardage Cleaned
- None
- None

Storm Water Division / Video Ray:

Operations & Maintenance:

- 2 Service Orders Viewing Pipes
- 0 Miscellaneous Service Orders

Scheduled Maintenance

- None

Shop Division :

Operations & Maintenance:

- 133 Service Orders for Repairs
 - 37 Vehicles
 - 57 Equipment
 - 39 Other

Scheduled Maintenance

- None

* Service Orders are internally logged on an as needed basis by each department. No document is created.

** Work Orders are generated by office staff and distributed to the appropriate department. A physical document is created and distributed.

St. Lucie West Services District

Board Agenda Item

Tuesday, March 5, 2019

Item

CA 2 Monthly Report on Utilities Operations

Summary

This report is provided for your review and information as an update on the day-to-day Utilities operations of the St. Lucie West Services District and will be provided once a month.

St. Lucie West Services District Monthly Utilities Operations Report

Summary		ERC Water/Wastewater Update			
<u>WATER</u>					
	Commercial Accounts		505		
	Residential Accounts		6283		
	Total Plant Capacity Based on 3.6 MGD		14,400.00	ERC's (Factor 250 gpd)	
	Sold prior to October 2018 including the Reserve		11,599.07	ERC's	
	The Reserve Commitment for 2019		0.00	ERC's	
	Available Water ERC as of October 1st		2,800.93		
	Sold in FY 2019 (see water table below)		1.57	ERC's	
	Total Remaining Capacity for Water		2,799.36		
WATER		RESIDENTIAL	COMMERCIAL	THE RESERVE	WATER FEES COLLECTED
ERC's sold in	Oct-17	0	0.0	0	\$ -
ERC's sold in	Nov-17	0	0.0	0	\$ -
ERC's sold in	Dec-17	0	1.6	0	\$ 4,074.15
ERC's sold in	Jan-18	0	0.0	0	\$ -
ERC's sold in	Feb-18	0	0.0	0	\$ -
ERC's sold in	Mar-18	0	0.0	0	\$ -
ERC's sold in	Apr-18	0	0.0	0	\$ -
ERC's sold in	May-18	0	0.0	0	\$ -
ERC's sold in	Jun-18	0	0.0	0	\$ -
ERC's sold in	Jul-18	0	0.0	0	\$ -
ERC's sold in	Aug-18	0	0.0	0	\$ -
ERC's sold in	Sep-18	0	0.0	0	\$ -
Total Water ERC's sold for FY 2019		0	1.6	0	\$ 4,074.15
<u>WASTEWATER</u>					
	Commercial Accounts		447		
	Residential Accounts		6283		
	Total Plant Capacity Based on 2.1 MG/TMADF		17,500.00	ERC's based on three month average daily flow capacity	
	Sold prior to October 2018 including the Reserve		11,661.07	ERC's	
	The Reserve Commitment for 2019		0.00	ERC's	
	Available Wastewater ERC as of October 1st		5,838.93		
	Sold in FY 2019 (see W.Water table below)		1.57	ERC's	
	Total Remaining Capacity for Wastewater		5,837.36		
WASTEWATER		RESIDENTIAL	COMMERCIAL	THE RESERVE	WASTEWATER FEES COLLECTED
ERC's sold in	Oct-17	0	0.0	0	\$ -
ERC's sold in	Nov-17	0	0.0	0	\$ -
ERC's sold in	Dec-17	0	1.6	0	\$ 3,140.00
ERC's sold in	Jan-18	0	0.0	0	\$ -
ERC's sold in	Feb-18	0	0.0	0	\$ -
ERC's sold in	Mar-18	0	0.0	0	\$ -
ERC's sold in	Apr-18	0	0.0	0	\$ -
ERC's sold in	May-18	0	0.0	0	\$ -
ERC's sold in	Jun-18	0	0.0	0	\$ -
ERC's sold in	Jul-18	0	0.0	0	\$ -
ERC's sold in	Aug-18	0	0.0	0	\$ -
ERC's sold in	Sep-18	0	0.0	0	\$ -
Total Wastewater ERC's sold for FY 2019		0	1.6	0	\$ 3,140.00
New Connections in January:		-	ERC's		

St. Lucie West Services District Monthly Utilities Operations Report		
January-19		
Water Treatment Facility		
· Total finished water produced for January was	52.21	MG
· The finished water produced for the previous twelve months was	607.58	MG
· The average daily flow of finished water for January was	1.68	MG
· The annual average daily flow of finished water for January was	1.67	MG
· The three month average daily flow of finished water for January was	1.63	MG
· The Water Treatment Plant capacity is operating at	46.8%	
· The Water Plant Annual withdrawal capacity per SFWMD WUP is at	91.5%	
<u>Water Treatment Plant Projects for January:</u>		
Wastewater Treatment Facility		
· Total Influent Wastewater flow for January was	44.94	MG
· Total Effluent Wastewater flow for January was	43.36	MG
· The average daily flow of Influent Wastewater for January was	1.45	MG
· The average daily flow of Effluent Wastewater for January was	1.40	MG
· The annual average daily flow of Influent treated for January was	1.37	MG
· The three month average daily flow of Influent treated for January was	1.39	MG
· The Wastewater Plant capacity is operating at	66%	
<u>Wastewater Treatment Plant Projects for January:</u>		
Fire extinguisher inspection		



Underground Utilities Division Work Task and Service Order Monthly Report

Month/Year: January-2019

Count	Description
49	New Service/Establish Account
0	Install Permanent Meter
0	Remove Permanent Meter
1	Install Temporary Meter
2	Remove Temporary Meter
46	Lock off/Close Account
0	Lock off/Legal Reasons
0	Lock Off Temporary
16	Lock Off Non-Payment
19	Reconnection "No Fee"
5	Reconnection "Regular Hours"
1	Reconnection "After Hours"
0	Reconnection "Inspection"
17	Check for Leak "No Leak Found"
23	Check for Leak "Customers Responsibility"
13	Check for Leak "Districts Responsibility"
146	Meter Reading Exception
0	Meter Maintenance
266	Read Meter Office Request
8	Meter Box
0	Meter Test "Passed"
0	Meter Test "Failed"
0	Meter Test not completed location vacant - reason for no usage
111	Meter Change Out
0	Fire Hydrant
56	Irrigation "Checking for Leaks and Turning on Or Shutting Off Valves"
10	Sewer "Backups, Sewer Caps, or Breaks"
1	Lift station "District"
0	Lift station "Private"
109	Locates "Water Quality, Pressure, etc..."
16	Complaints "Water Quality, Pressure, etc..."
30	Follow up "Incomplete Task by District or Contractor from Previous Service Orders"
1	Read Meter Customer Request
Projects:	Vacced out liftstations 23,16,12,11,53,7,8,9,36,35,51 w/Aquatech.
	2 inch tap and installed 100 feet of 2 inch pipe for new IQ pump station.
	Meter inspection complete for The Sanctuary "Meter to faucet test"
	Used Aquatech for IQ break 411 Horseshoe Bay.

Irrigation Monthly Report

SERVICE ORDERS

<u>S/O DESCRIPTION</u>	<u>TOTAL</u>	
CHECK FOR LEAK & OPERATE VALVES	56	REPORTED ON UGU MOR
ACREAGE MEASUREMENT	0	
COMPLAINTS	0	
TIMER CHANGE REQUEST	0	
ADDITIONAL TIME REQUEST	0	
NEW PLANTINGS		

IRRIGATION FLOWS

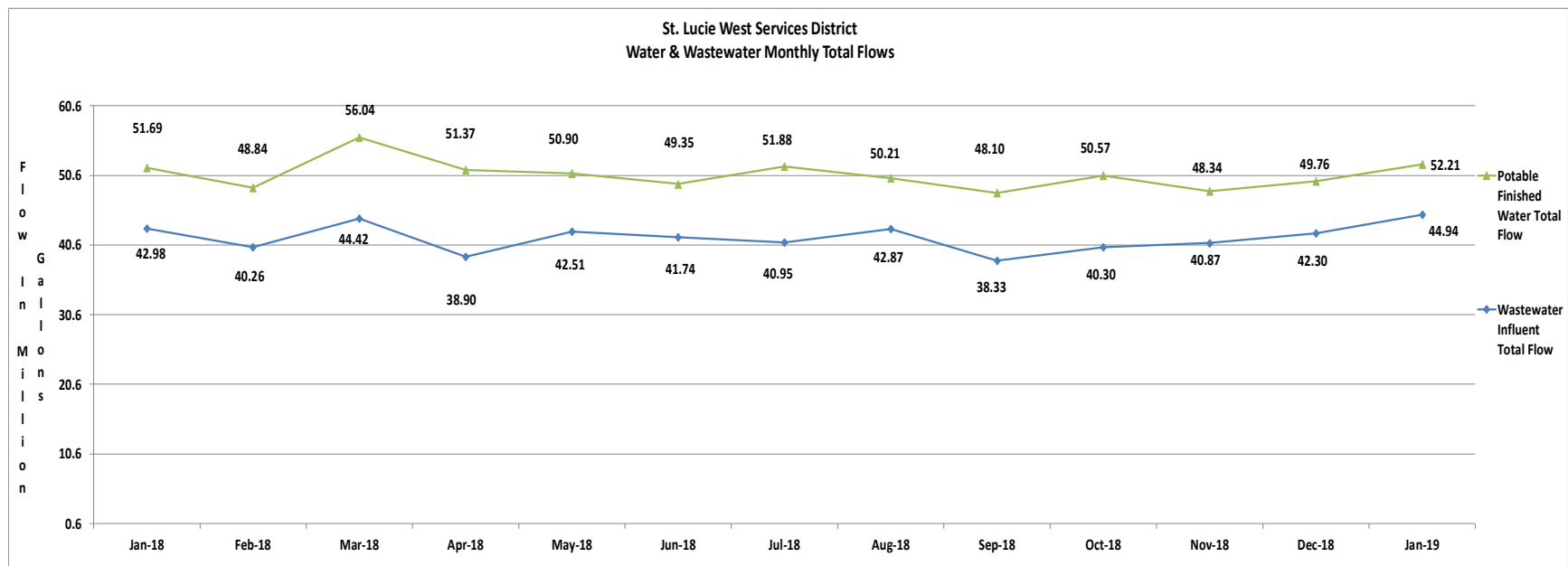
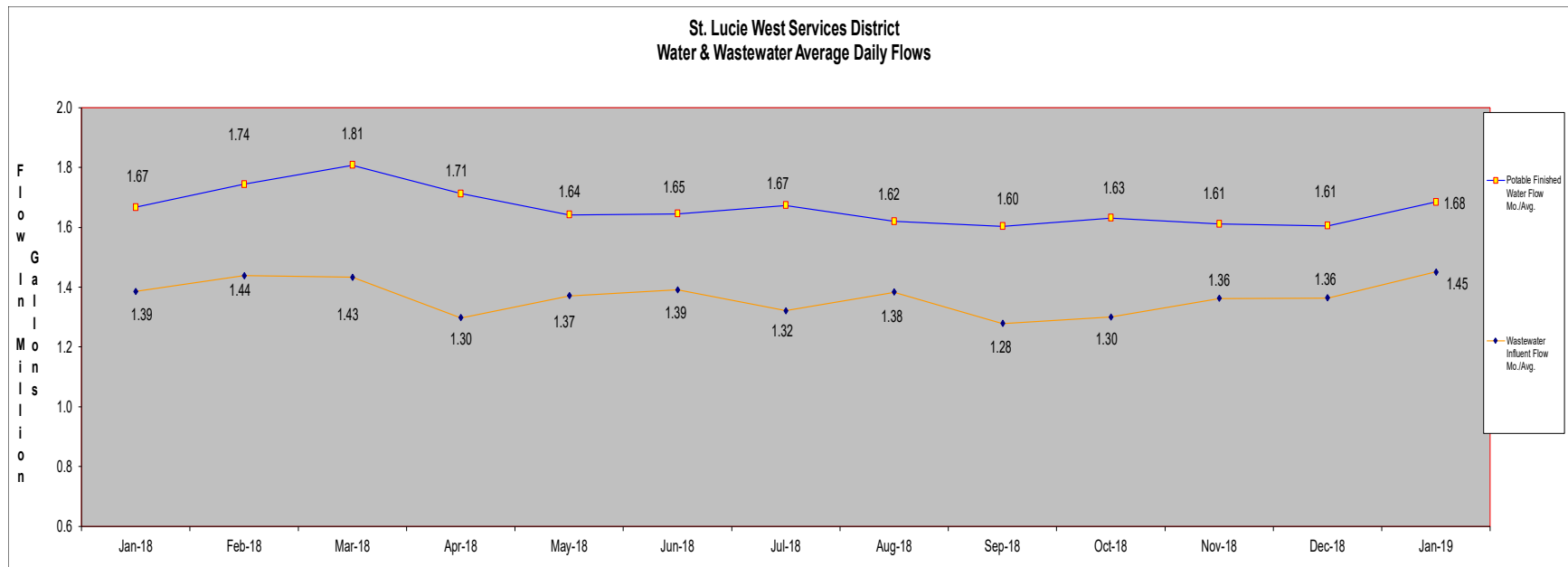
<u>SOURCE</u>	<u>TOTAL (MG)</u>	<u>ADF (MG)</u>
LK CHARLES	24.671	0.796
LK ERNIE	7.739	0.250
MAIN PUMP STATION	47.882	1.545
STORM WATER TRANSFER	7.715	0.249
SURFICIAL WELLS	0.000	0.000
BRACKISH WELLS	0.602	0.019
GOLF COURSE	2.278	0.073

FLOWS (CATEGORIZED)

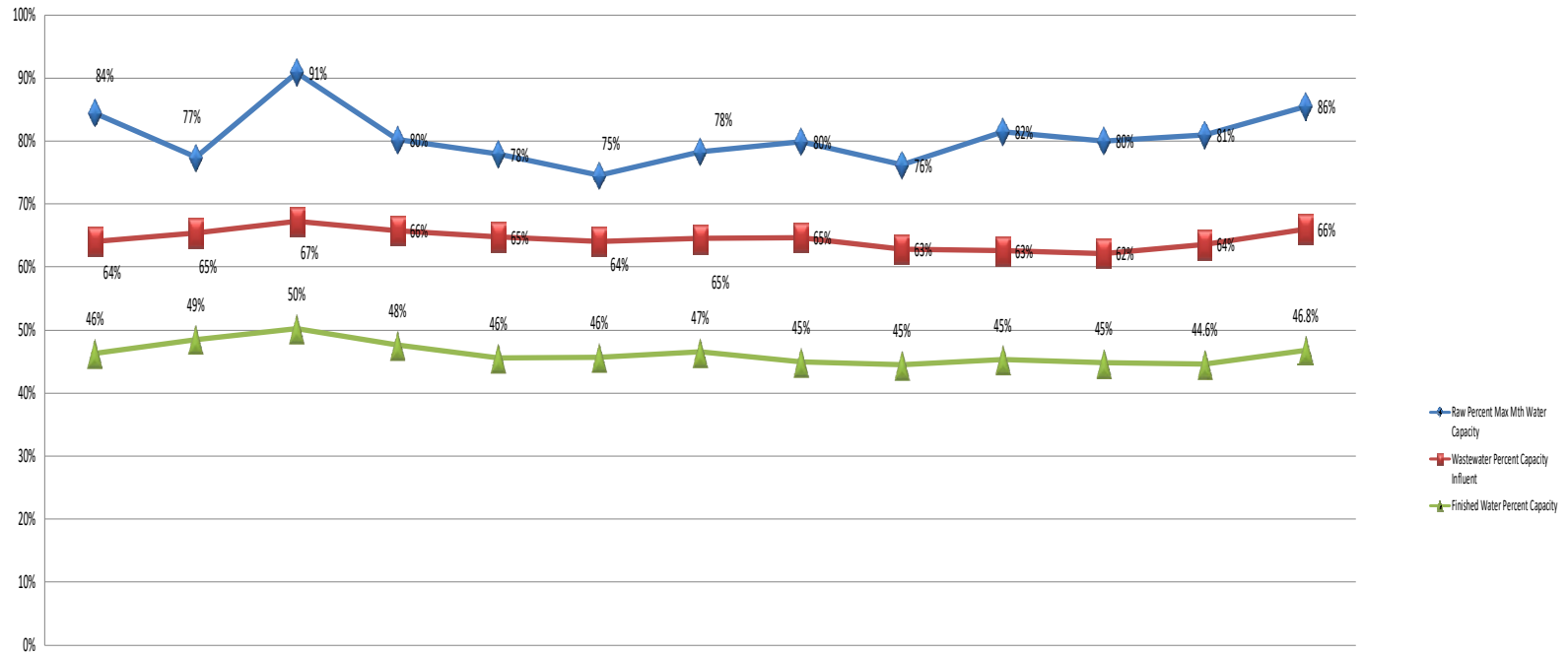
	<u>TOTAL (MG)</u>	<u>%</u>
REUSE	43.36	51.57%
STORMWATER	40.125	47.72%
WELLS (ALL)	0.602	0.72%
TOTAL	84.087	100.00%

PROJECTS

1. HINTERLAND GROUP MIPS PROJECT WORK ONGOING

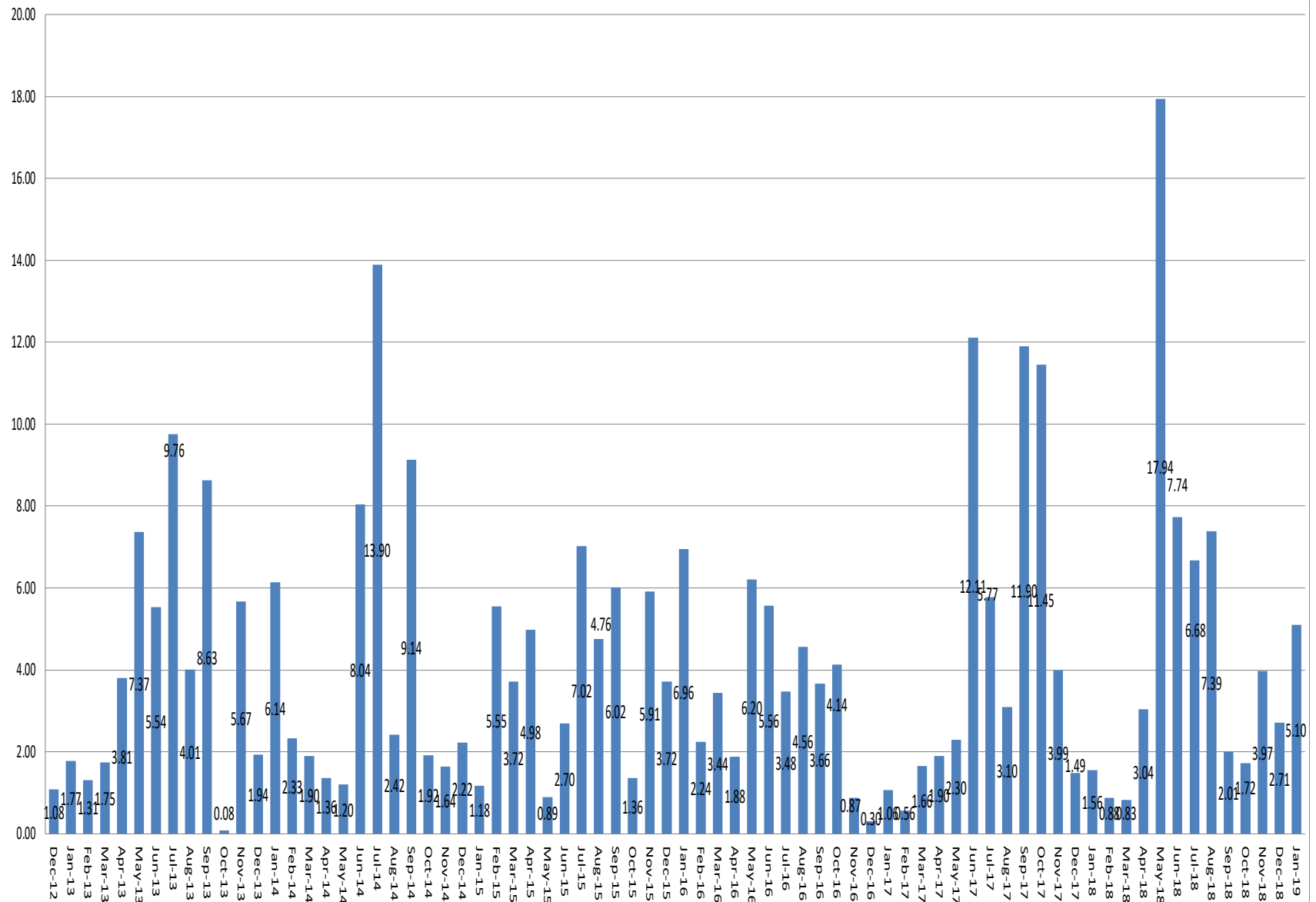


St. Lucie West Services District Water and Wastewater Percent Capacity



	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19
Raw Percent Max Mth Water Capacity	84%	77%	91%	80%	78%	75%	78%	80%	76%	82%	80%	81%	86%
Wastewater Percent Capacity Influent	64%	65%	67%	66%	65%	64%	65%	65%	63%	63%	62%	64%	66%
Finished Water Percent Capacity	46%	49%	50%	48%	46%	46%	47%	45%	45%	45%	45%	44.6%	46.8%

St. Lucie West Services District Monthly Rainfall



St. Lucie West Services District

Board Agenda Item

Tuesday, March 5, 2019

Item

CA 3 Monthly Report on Capital Improvement Projects

Summary

This report is provided for your review and information as an update on the Capital Improvement Projects for the St. Lucie West Services District, and will be provided once a month.

- | | |
|-------|---|
| SW069 | The Hinterland Group working on the Main Irrigation Pump Station Improvements |
| SW077 | ISS finished design of Potable Water line extension finished bid documents will start easement discussions with new golf course owner |
| SW086 | Arcadis finished phase II of new Office Complex will bid project in February |
| SW093 | Construction complete on the 12" Irrigation main connecting the triangle lake with the reuse pond |
| WM014 | Southern Underground working on the 6B Relocation Project |

PROJECT TRACKER - St Lucie West Services District

Project No.	Project Engineer	Project Manager	Contractor / Vendor	Approved Capital Budget Funds in Dollars	Encumbered / Actual Cost of Project in Dollars	Available 2018 Budget	Ongoing % Compl.	FY % Completion	Project	Oct-2018	Nov-2018	Dec-2018	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019	Jul-2019	Aug-2019	Sep-2019	
	Arcadis	RL/BH		245,650	196,650	49,000	1%	10%	Purchase of Property from Trails Golf Course													
WM001		BH		162,005		162,005		0%	Stormwater Emergency Repairs													
WM020	Arcadis	RL/BH	Southern Underground	610,000	587,308	22,692	50%	50%	Stormwater Gate 6B Relocation Project													Bid Awarded
SW001		JM		140,390	-	140,390	55%	0%	Lift Station renewal & replacement													
SW037		JM		191,926	-	191,926		0%	Emergency Renewal and Replacement Projects													
SW047		JM		30,487	-	30,487	10%	0%	Structural Repairs Manholes													
SW049		JM		26,900	-	26,900	10%	0%	Protective Coating Manholes													
SW064		JM		396,653	-	396,653	60%	0%	Replacement Meters													
SW069	ISS	JM/BH	Hinterland	1,652,000	1,519,729	132,271	60%	60%	Main Irrigation Improve Existing WWTP Pump Station													
SW069		JM		500,000			0%	0%	Lake Charles Pump Station Improvements													
SW073		JM		20,550		20,550	60%	0%	Replacement Backflow Preventers													
SW077	ISS	JM		434,665	34,665	400,000	10%	100%	Water Line Extension													Design Phase Complete awaiting easement
SW084		JM		15,000	-	15,000	15%	0%	UGU Potable Water Flushing Devices													
SW085		JM		49,588	-	49,588		0%	Emergency (Assoc. Irr.) R&R Projects													
SW086	Arcadis	RL/DP		1,750,000	139,805	1,610,195	5%	100%	New Office Complex													Phase 2 Final Design & Permitting continuing
		JM		80,000				100%	New Conference room/breakroom old administration													
SW088		JM	ISI	20,000	14,000	6,000	70%	95%	SCADA High Service Pump Control Project													This was a carry over project from FY2017
SW091		JM		5,000	-	5,000	5%	0%	UGU Irrigation Flushing Devices													
SW093		JM		160,000	112,576	47,424	98%	100%	Irrigation stormwater transfer line													
SW050		JM		50,000	-	50,000	0%	0%	WTP Grounding System Improvements													
SW081		JM		145,000	-	145,000	0%	0%	WTP Calcite Tank Project													
SW076	ISS	JM		800,000	-	800,000	0%	0%	Clearwell/Transfer Pump Expansion													
SW094		JM		120,000	-	120,000	0%	0%	Radio Telemetry System Upgrade													
Total				\$ 6,588,159	1,820,775	4,187,384																

Available budget amounts listed in **RED** are over Budget
 Available budget amounts listed in **Blue** are at or under Budget

TOTAL PROJECTS IN PROGRESS OR COMPLETE	17	17	18	18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROJECTS IN DESIGN PHASE	3	3	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROJECTS IN BID PHASE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROJECTS IN CONSTRUCTION PHASE	4	4	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROJECTS COMPLETED	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ONGOING CAPITAL R&R PROJECTS	10	10	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

St. Lucie West Services District

Board Agenda Item

Tuesday, March 5, 2019

Item

CA 4 Monthly Reports on Billing and Customer Service

Summary

This report is provided for your review and information as an update on the monthly Billing and Customer Service Operations.

The following are the totals from the accounts receivable reports.

1. Actual Consumption

Water	36,877,760	Gallons
Sewer	35,714,320	Gallons
Sewer BOD	706.14	Gallons
Sewer TSS	794.94	Gallons

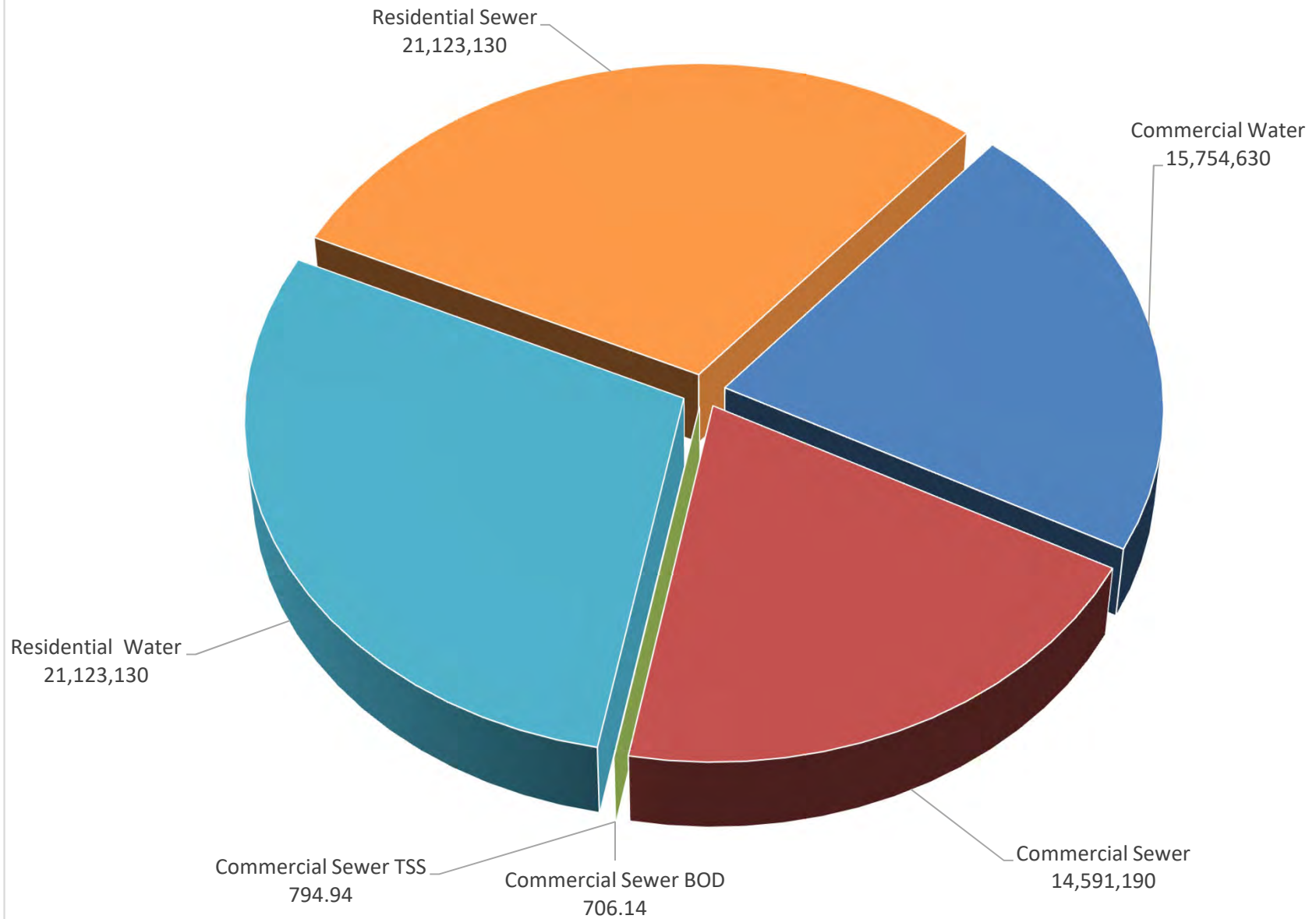
2. Amount Billed

Total Water	\$262,647.48
Total Sewer	\$304,437.67
Total Irrigation	\$149,997.86

3. Billing

Total Water	6,788
Total Sewer	6,730
Total Irrigation	6,422

Actual Consumption January 2019



ST LUCIE WEST SERVICES DISTRICT AGED DEBT ACCOUNTS- SUMMARY

DATE	CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	>120 DAYS	credit balances	BALANCE	Percent Difference
Tuesday, October 31, 2017	\$ -	\$ 449,191.11	\$ 8,349.76	\$ 1,569.82	\$ 792.73	\$ 12,764.66	\$ (33,858.01)	\$ 438,810.07	-13.84%
Thursday, November 30, 2017	\$ 307.87	\$ 456,181.62	\$ 8,449.99	\$ 1,081.99	\$ 1,237.51	\$ 12,792.91	\$ (34,922.60)	\$ 445,129.29	1.42%
Sunday, December 31, 2017	\$ 309.25	\$ 560,875.25	\$ 11,569.10	\$ 1,774.57	\$ 760.55	\$ 13,906.08	\$ (30,447.44)	\$ 558,747.36	20.33%
Wednesday, January 31, 2018	\$ 503.49	\$ 458,712.10	\$ 6,388.05	\$ 1,038.55	\$ 821.30	\$ 12,401.55	\$ (39,249.53)	\$ 440,615.51	-26.81%
Wednesday, February 28, 2018	\$ 697.12	\$ 501,149.05	\$ 7,112.50	\$ 1,442.86	\$ 700.78	\$ 12,940.68	\$ (37,441.71)	\$ 486,601.28	9.45%
Saturday, March 31, 2018	\$ 343.69	\$ 494,819.05	\$ 7,245.40	\$ 1,373.68	\$ 721.95	\$ 13,025.09	\$ (36,555.85)	\$ 480,973.01	-1.17%
Monday, April 30, 2018	\$ -	\$ 504,784.71	\$ 7,545.05	\$ 1,460.95	\$ 914.70	\$ 10,254.02	\$ (34,993.83)	\$ 489,965.60	1.84%
Thursday, May 31, 2018	\$ 740.04	\$ 470,282.43	\$ 3,381.05	\$ 795.01	\$ 622.32	\$ 9,730.31	\$ (34,205.94)	\$ 451,345.22	-8.56%
Saturday, June 30, 2018	\$ 25.00	\$ 488,191.73	\$ 4,478.61	\$ 707.15	\$ 528.93	\$ 10,137.78	\$ (34,399.33)	\$ 469,669.87	3.90%
Tuesday, July 31, 2018	\$ -	\$ 440,241.09	\$ 6,055.34	\$ 1,150.19	\$ 496.47	\$ 7,530.23	\$ (36,514.23)	\$ 418,959.09	-12.10%
Friday, August 31, 2018	\$ 25.00	\$ 405,033.53	\$ 4,967.93	\$ 1,226.96	\$ 841.77	\$ 7,671.98	\$ (37,574.42)	\$ 382,192.75	-9.62%
Sunday, September 30, 2018	\$ 50.00	\$ 444,134.00	\$ 4,499.82	\$ 936.12	\$ 801.93	\$ 8,262.12	\$ (30,948.65)	\$ 427,735.34	10.65%
Wednesday, October 31, 2018	\$ 359.94	\$ 443,668.16	\$ 4,466.06	\$ 960.13	\$ 656.41	\$ 8,728.20	\$ (29,167.84)	\$ 429,671.06	0.45%
Friday, November 30, 2018	\$ 3.05	\$ 484,567.56	\$ 4,750.77	\$ 841.93	\$ 534.45	\$ 8,930.45	\$ (30,554.58)	\$ 469,073.63	8.40%
Monday, December 31, 2018	\$ 498.05	\$ 604,785.91	\$ 7,914.24	\$ 797.83	\$ 586.97	\$ 9,042.70	\$ (25,567.02)	\$ 598,058.68	21.57%
Thursday, January 31, 2019	\$ 9,110.77	\$ 501,460.26	\$ 5,381.92	\$ 1,439.73	\$ 468.61	\$ 7,958.10	\$ (30,461.29)	\$ 495,358.10	-20.73%
Thursday, February 28, 2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Sunday, March 31, 2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Tuesday, April 30, 2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Friday, May 31, 2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Sunday, June 30, 2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Wednesday, July 31, 2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Saturday, August 31, 2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Monday, September 30, 2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!



Monthly Deposited Receivables

Month/Year - January 2019

DEPOSITED WATER, SEWER AND IRRIGATION RECEIVABLE																			ERC - Payments										MISC					NON-DEPOSITED			
January 2019 / DAY	Regular Payments	Non-Cash for Reg Print Errors Only	Credit Card Regular Payments	E-Check Regular Payments	Electronic Payment - Lock Box	Non-Cash for E-Check Only Electronic Payment - Lock Box	Check/Money Order Deposits	Credit Card Deposit	Non-Cash for Credit Card Only (Deposit)	ERC - Water Capacity Impact Fee	ERC - Water APPI	ERC - Sewer Capacity Impact Fee	ERC - Sewer APPI	Reserve/Misc. ERO Interest	Meter Fees	Meter Service Fee	Total Monthly Deposited WSI Receivables	UT - Misc.	PM - Misc.	Reimbursement Dental Insurance Board of Supervisors	Total Monthly Deposited Misc. Receivables	Returned Payments	Posting Errors	Errors	Consistent Payments												
Holiday 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
2	\$ 70,496.55	\$ -	\$ 22,751.91	\$ 6,590.45	\$ 12,962.75	\$ 1,726.21	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 114,929.87	\$ -	\$ -	\$ -	\$ -	\$ (375.00)	\$ -	\$ -	\$ -	\$ -											
3	\$ 7,086.61	\$ -	\$ 5,376.78	\$ 3,056.40	\$ 5,899.07	\$ -	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,820.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
4	\$ 27,523.53	\$ -	\$ 5,962.64	\$ 6,374.93	\$ 8,150.28	\$ 709.46	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,020.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
7	\$ 291,716.49	\$ -	\$ 26,894.01	\$ 4,500.61	\$ 3,924.04	\$ 1,399.66	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 331,316.81	\$ -	\$ 251.80	\$ -	\$ 251.80	\$ -	\$ -	\$ -	\$ -	\$ -											
8	\$ 5,610.20	\$ -	\$ 2,744.93	\$ 2,264.41	\$ 756.11	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,475.65	\$ 12,504.54	\$ 4,572.28	\$ 361.44	\$ 17,438.26	\$ -	\$ -	\$ -	\$ -	\$ -											
9	\$ 3,741.01	\$ -	\$ 3,833.01	\$ 3,703.63	\$ 919.79	\$ 139.31	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,536.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
10	\$ 4,695.37	\$ -	\$ 601.75	\$ 738.09	\$ 721.48	\$ 105.78	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,052.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
11	\$ 2,504.52	\$ -	\$ 1,526.36	\$ 527.67	\$ 145.32	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,304.19	\$ -	\$ -	\$ 96,108.06	\$ -	\$ 1,749,103.53	\$ -	\$ 1,749,103.53	\$ (145.43)	\$ -	\$ -	\$ -	\$ -											
14	\$ 13,033.21	\$ -	\$ 1,829.24	\$ 626.02	\$ 230.16	\$ -	\$ 100.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,018.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
15	\$ 1,877.66	\$ -	\$ 3,091.53	\$ 326.07	\$ 1,711.52	\$ -	\$ 200.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,306.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
16	\$ 1,255.34	\$ -	\$ 2,111.06	\$ 646.84	\$ 1,496.15	\$ 83.15	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,692.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
17	\$ 18,836.82	\$ -	\$ 11,109.59	\$ 3,089.89	\$ 914.36	\$ 250.59	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,401.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
18	\$ 3,565.99	\$ -	\$ 5,554.50	\$ 2,624.74	\$ 3,149.86	\$ 65.82	\$ 200.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,460.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
Holiday 21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
22	\$ 7,236.14	\$ -	\$ 8,544.31	\$ 7,766.35	\$ 1,859.43	\$ 216.69	\$ 2,000.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,724.92	\$ -	\$ -	\$ -	\$ -	\$ (314.58)	\$ -	\$ -	\$ -	\$ -											
23	\$ 888.53	\$ -	\$ 2,760.01	\$ 2,689.14	\$ 3,575.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,913.26	\$ -	\$ -	\$ -	\$ -	\$ (500.00)	\$ -	\$ -	\$ -	\$ -											
24	\$ 2,440.61	\$ -	\$ 1,680.80	\$ 1,114.22	\$ 1,433.61	\$ 207.86	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,983.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
25	\$ 4,423.28	\$ -	\$ 2,910.03	\$ 1,317.70	\$ 945.93	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,696.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
28	\$ 26,491.26	\$ -	\$ 9,756.76	\$ 5,402.15	\$ 2,767.65	\$ 442.29	\$ 100.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,160.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
29	\$ 3,079.83	\$ -	\$ 3,087.12	\$ 3,963.77	\$ 10,129.61	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,485.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
30	\$ 25,117.01	\$ -	\$ 6,987.35	\$ 781.20	\$ 7,211.41	\$ 1,247.73	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,444.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
31	\$ 20,699.28	\$ -	\$ 14,760.29	\$ 3,679.98	\$ 4,219.42	\$ 285.27	\$ 200.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,944.24	\$ -	\$ -	\$ -	\$ -	\$ (183.00)	\$ -	\$ -	\$ -	\$ -											
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
TOTALS	\$ 542,417.28	\$ -	\$ 145,675.96	\$ 81,891.12	\$ 73,123.57	\$ 6,879.83	\$ 5,000.00	\$ 2,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,304.19	\$ -	\$ -	\$ 928,481.95	\$ 12,504.54	\$ 1,753,927.61	\$ 361.44	\$ 1,766,793.59	\$ (1,518.01)	\$ -	\$ -	\$ -	\$ -											
Total Reg Payments			\$	\$ 829,987.76			Total Deposit Payments	\$ 7,200.00		Total ERC Payment	\$						WSI			MISC		Negative	Negative		Positive												

**ST. LUCIE WEST SERVICES DISTRICT
ACCOUNTS BILLED SUMMARY**

REPORT # 1 ACTIVE COMPANY

MONTH END SUMMARY

1/1/2019 - 1/31/2019

BALANCE TOTALS

BEGINNING BALANCE AS OF	1/1/2019
\$	598,058.68

GENERAL LEDGER

<u>CHARGES</u>	<u>DESCRIPTION</u>	<u>TOTAL BILL</u>	<u>COUNT</u>	<u>BILLED AMOUNT</u>		
BASE CHARGES						
5-04109	IRRIGATION BASE	6422	\$	149,494.94	\$	747,553.62
5-04107	SEWER BASE	6730	\$	166,017.08	\$	913,570.70
5-04106	WATER BASE	6788	\$	134,681.68	\$	1,048,252.38
	DISPENSED/TANKER TRUCK WATER					
5-04046	BASE	14	\$	1,021.11	\$	1,049,273.49
5-04014	WHOLESALE WATER BASE	2	\$	1,448.20	\$	1,050,721.69
	TOTAL CHARGE		\$	452,663.01		
CONSUMPTION CHARGES						
5-04009	IRRIGATION		\$	502.92	2,286,000	\$ 1,051,224.61
5-04007	SEWER		\$	137,858.13	35,714,320	\$ 1,189,082.74
5-04007	SEWER-BOD EXCESS		\$	268.33	706.14	\$ 1,189,351.07
5-04007	SEWER-TSS EXCESS		\$	294.13	794.94	\$ 1,189,645.20
5-04006	WATER		\$	127,965.80	36,877,760	\$ 1,317,611.00
	AVERAGE DAYS			31.27		
5-04046	TANKER TRUCK WATER		\$	9,370.46	2,671,600	\$ 1,326,981.46
5-04014	WHOLESALE WATER		\$	41,160.68	14,806,000	\$ 1,368,142.14
5-04021	WHOLESALE WASTEWATER		\$	48,695.31	15,759,000	\$ 1,416,837.45
	TOTAL CHARGE		\$	366,147.03		
	DEPOSIT CHARGE		\$	-		\$ 1,416,837.45
	TOTAL CHARGES					
	IRRIGATION CHARGE		\$	149,997.86		
	SEWER CHARGE		\$	353,132.98		
	WATER CHARGE		\$	315,647.93		
	TOTAL CHARGE		\$	818,778.77		
ADJUSTMENTS						
	DESCRIPTION			REVENUE	WRITE OFF	
	TOTAL REVENUE CHANGES		\$	(4,003.07)		\$ 1,412,834.38
	TOTAL WRITE OFFS				\$ (295.20)	\$ 1,412,539.18
PENALTY						
CHARGES	DESCRIPTION			AMOUNT		
5-04010	TOTAL PENALTY		\$	7,793.14		\$ 1,420,332.32
MISCELLANEOUS						
CHARGES	DESCRIPTION			AMOUNT		
5-04012	TOTAL MISCELLANEOUS		\$	300.00		\$ 1,420,962.32
5-04047	BACK FLOW CHARGES		\$	135.00		
5-04047	BACK FLOW OPT OUT CHARGES		\$	195.00		
METER SET FEES						
	DESCRIPTION			AMOUNT		
5-04018	METER FEE		\$	-		
5-04012	INITIAL CONNECTION METER FEE		\$	-		
	TOTAL METER FEES		\$	-		\$ 1,420,962.32
IMPACT FEES						
	DESCRIPTION			AMOUNT		
5-04033	WATER IMPACT (AFPI)		\$	-		\$ 1,420,962.32
5-04035	SEWER IMPACT (AFPI)		\$	-		\$ 1,420,962.32
	TOTAL IMPACT (AFPI)		\$	-		

**ST. LUCIE WEST SERVICES DISTRICT
ACCOUNTS RECEIVABLE SUMMARY**

REPORT # 2 ACTIVE COMPANY

MONTH END SUMMARY 1/1/2019 - 1/31/2019

GENERAL LEDGER

			<u>BALANCE TOTALS</u>	
			CONTINUED BALANCE	REFERENCE REPORT # 1
			\$	1,420,962.32
<u>PAYMENTS</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>		
5-01025	DISPENSED WATER/TANKER TRUCK	\$ 450.00	\$	1,420,512.32
5-01025	IRRIGATION	\$ 159,105.73	\$	1,261,406.59
5-01025	PENALTY	\$ 6,808.20	\$	1,254,598.39
5-01025	SEWER BASE	\$ 181,117.30	\$	1,073,481.09
5-01025	SEWER CONSUMPTION	\$ 158,580.49	\$	914,900.60
5-01025	WATER BASE	\$ 148,071.18	\$	766,829.42
5-01025	WATER CONSUMPTION	\$ 149,990.33	\$	616,839.09
5-01025	MISCELLANEOUS	\$ 545.71	\$	616,293.38
5-04047	BACK FLOW CHARGES	\$ 1,395.00	\$	614,898.38
5-04047	BACK FLOW OPT OUT CHARGES	\$ 45.00	\$	614,853.38
5-01025	CONVERSION	\$ -	\$	614,853.38
5-01025	BOD EXCESS CONSUMPTION	\$ 268.33	\$	614,585.05
5-01025	TSS EXCESS CONSUMPTION	\$ 294.13	\$	614,290.92
	TOTAL RECEIVABLES CREDIT	\$ 806,671.40		
	CREDIT BALANCE CHANGE	\$ 31,016.36	\$	583,274.56
	SUBTRACT DEPOSIT REFUNDS	\$ (7,700.00)		
	WRITE OFF	\$ -	\$	583,274.56
	SUBTOTAL	\$ 829,987.76		
5-04014	WHOLESALE WATER	\$ 42,608.88	\$	540,665.68
5-04021	WHOLESALE WASTEWATER	\$ 48,695.31	\$	491,970.37
5-04033	WATER IMPACT (AFPI)	\$ -	\$	491,970.37
5-04035	SEWER IMPACT (AFPI)	\$ -	\$	491,970.37
5-04018	METER FEE	\$ -	\$	491,970.37
5-04012	INITIAL CONNECTION METER FEE	\$ -	\$	491,970.37
	TOTAL PAYMENTS	\$ 921,291.95		
<u>REVERSE</u>				
<u>PAYMENTS</u>	<u>DESCRIPTION</u>			
	POSTING ERRORS	\$ 500.00		
5-01025	RETURN PAYMENTS	\$ 1,253.62		
	TOTAL	\$ 1,753.62	\$	493,723.99
<u>REFUNDS</u>				
<u>DESCRIPTION</u>	<u>COUNT</u>	<u>AMOUNT</u>		
TOTAL REFUNDS	19	\$ 1,734.11	\$	495,458.10
<u>TRANSFER</u>				
<u>BALANCE</u>	<u>DESCRIPTION</u>	<u>NET AMOUNT</u>		
	RECEIVABLES ADJUSTED	\$ (3,847.11)	\$	491,610.99
	RECEIVABLES RE-APPLIED	\$ 3,747.11	\$	495,358.10
<u>DEPOSIT</u>				
<u>ACTIVITY</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>		
	BEGINNING BALANCE	\$ 196,642.00		
	BILLED DEPOSITS	\$ -		
5-02030	NEW DEPOSITS	\$ 7,200.00		
	REFUNDS	\$ (7,700.00)		
	REVERSE REFUNDS	\$ -		
	REVERSE DEPOSITS	\$ -		
	ENDING BALANCE	\$ 196,142.00		

ENDING BALANCE AS OF 1/31/2019

\$	495,358.10
\$	unpaid Reserve invoice
\$	495,358.10

St. Lucie West Services District

Board Agenda Item

Tuesday, March 5, 2019

Item

CA 5 Financial Statements for January, 2019

Summary

Attached for your review are the Financial Reports for the period ending January 31, 2019.

- Financial Statements for all District Funds
- Check Register for General Fund and Water & Sewer Fund
 - Summary of Checks over \$35,000
- Balance Sheet Report for all Funds
- Bank Reconciliation Summary for all Depository Accounts

Recommendation

No Action Required.

Budget Impact

None.

Board Action

Moved by:

Seconded by:

Action Taken:

St Lucie West Service District (General Fund)
Income Statement Budget vs. Actual
January 2019

	Oct 18-Jan 19	Budget YTD	\$ +/- Budget YTD	% of Budget YTD	Total Budget
Ordinary Income/Expense					
Income					
1-04000 · GF SLWSD GENERAL FUND REVENUE	2,586,598.92	2,296,142.00	290,456.92	112.65%	2,934,102.00
Total Income	2,586,598.92	2,296,142.00	290,456.92	112.65%	2,934,102.00
Gross Profit	2,586,598.92	2,296,142.00	290,456.92	112.65%	2,934,102.00
Expense					
1-05000 · GF BOARD OF DIRECTORS	4,055.96	5,139.32	-1,083.36	78.92%	15,418.00
1-06000 · GF DISTRICT MANAGER	8,106.82	12,059.28	-3,952.46	67.23%	36,178.00
1-07000 · GF FINANCE	7,983.20	98,977.28	-90,994.08	8.07%	131,426.00
1-12000 · GF GRANT MANAGEMENT	0.00	394.00	-394.00	0.0%	1,182.00
1-13000 · GF CLERK TO THE BOARD	2,304.52	4,126.96	-1,822.44	55.84%	12,381.00
1-14000 · GF AQUATICS DIVISION-PERSNL	117,399.87	119,026.20	-1,626.33	98.63%	357,079.00
1-15000 · GF ADMINISTRATION DIV-PERSNL	214,482.55	253,704.16	-39,221.61	84.54%	761,113.00
1-16000 · GF STORM WATER MGMT-PERSNL	146,795.40	151,060.84	-4,265.44	97.18%	453,183.00
1-17000 · GF EXOTIC PLNT RMVL DIV-PERSNL	67,719.50	69,675.28	-1,955.78	97.19%	209,026.00
1-18000 · GF SHOP OPERATIONS-PERSNL	17,890.97	20,885.92	-2,994.95	85.66%	62,658.00
1-19000 · GF GENERAL COUNSEL	5,214.50	11,866.00	-6,651.50	43.95%	35,598.00
1-23000 · GF SPECIAL COUNSEL	399.93	1,047.32	-647.39	38.19%	3,142.00
1-26000 · GF ENGINEERING	2,040.66	14,275.32	-12,234.66	14.3%	42,826.00
1-29000 · GF POLLUTION CONTROL	0.00	0.00	0.00	0.0%	0.00
1-31000 · GF AQUATICS DIVISION-OPERATING	78,664.75	80,130.24	-1,465.49	98.17%	240,391.00
1-33000 · GF ADMINISTRATION DIV-OPERATING	56,618.57	358,729.44	-302,110.87	15.78%	994,649.00
1-34000 · GF STORM WATER MGMT-OPERATING	106,903.19	89,866.84	17,036.35	118.96%	269,601.50
1-35000 · GF EXOTIC PLANT RMVL-OPERATING	42,176.42	41,593.92	582.50	101.4%	124,782.00
1-36000 · GF SHOP OPERATIONS-OPERATING	39,405.53	20,252.24	19,153.29	194.57%	60,757.00
1-46000 · GF RENEWAL & REPLACEMENT	223,095.51	810,001.00	-586,905.49	27.54%	810,001.00
Total Expense	1,141,257.85	2,162,811.56	-1,021,553.71	52.77%	4,621,391.50
Net Ordinary Income	1,445,341.07	133,330.44	1,312,010.63	1,084.03%	-1,687,289.50
Net Income	1,445,341.07	133,330.44	1,312,010.63	1,084.03%	-1,687,289.50

St Lucie West Service District (WMB DS)
Income Statement Budget vs. Actual
January 2019

	Oct 18-Jan 19	Budget YTD	\$ +/- Budget YTD	% of Budget YTD	Total Budget
Ordinary Income/Expense					
Income					
2-04000 · WB WTR MGMT BEN SRS 1999A REV	1,940,126.82	1,239,610.84	700,515.98	156.51%	2,455,130.00
Total Income	1,940,126.82	1,239,610.84	700,515.98	156.51%	2,455,130.00
Gross Profit	1,940,126.82	1,239,610.84	700,515.98	156.51%	2,455,130.00
Expense					
2-05000 · WB WTR MGMT BEN SRS 1999A DS	174,521.44	178,568.14	-4,046.70	97.73%	2,320,725.98
Total Expense	174,521.44	178,568.14	-4,046.70	97.73%	2,320,725.98
Net Ordinary Income	1,765,605.38	1,061,042.70	704,562.68	166.4%	134,404.02
Net Income	1,765,605.38	1,061,042.70	704,562.68	166.4%	134,404.02

St Lucie West Service District (Water & Sewer Fund)
Income Statement Budget vs. Actual
January 2019

	Oct 18-Jan 19	Budget YTD	\$ +/- of Budget YTD	% of Budget YTD	Total Budget
Ordinary Income/Expense					
Income					
5-04000 · WS SLWSD WATER & SEWER REVENUE	2,373,385.86	2,337,773.72	35,612.14	101.52%	9,135,132.00
Total Income	2,373,385.86	2,337,773.72	35,612.14	101.52%	9,135,132.00
Gross Profit	2,373,385.86	2,337,773.72	35,612.14	101.52%	9,135,132.00
Expense					
5-05000 · WS BOARD OF DIRECTORS	4,056.02	4,690.52	-634.50	86.47%	14,071.60
5-06000 · WS DISTRICT MANAGER	160.23	9,131.64	-8,971.41	1.76%	27,395.00
5-07000 · WS FINANCE	20,808.03	202,482.60	-181,674.57	10.28%	288,882.00
5-09000 · WS PROPERTY CONTROL	1,344.00	3,622.32	-2,278.32	37.1%	10,867.00
5-11000 · WS UTILITY RATE CONSULTANT	0.00	0.00	0.00	0.0%	15,506.00
5-13000 · WS CLERK TO THE BOARD	3,456.80	5,410.92	-1,954.12	63.89%	16,233.00
5-14000 · WS ADMIN DVSN-PERSNL	267,420.36	340,662.16	-73,241.80	78.5%	1,021,987.00
5-15000 · WS WATER TRTMNT PLANT-PERSNL	140,512.86	132,728.16	7,784.70	105.87%	398,185.00
5-16000 · WS WASTEWATER TRTMT PL-PERSNL	121,794.17	140,883.88	-19,089.71	86.45%	422,652.00
5-17000 · WS UNDERGROUND UTIL-PERSNL	200,553.40	204,735.20	-4,181.80	97.96%	614,206.00
5-18000 · WS IRRIGATION DIV-PERSNL	17,300.78	20,775.84	-3,475.06	83.27%	62,328.00
5-40000 · WS SHOP DIV - PERSNL	40,248.51	42,709.84	-2,461.33	94.24%	128,130.00
5-19000 · WS GENERAL COUNSEL	5,214.49	12,934.32	-7,719.83	40.32%	38,803.00
5-23000 · WS SPECIAL COUNSEL	399.94	2,922.32	-2,522.38	13.69%	8,767.00
5-26000 · WS ENGINEERING	32,946.39	37,842.64	-4,896.25	87.06%	65,568.00
5-27000 · WATER & SEWER DEBT SERVICE	74,000.00	0.00	74,000.00	100.0%	2,708,685.00
5-28000 · WS WATER & SEWER SERVICES	413,946.10	413,663.00	283.10	100.07%	1,240,989.00
5-29000 · WS ADMIN DIV-OPERATING	137,491.96	528,884.08	-391,392.12	26.0%	1,586,653.00
5-30000 · WS WATER TRTMNT PLANT-OPER	187,885.23	265,711.48	-77,826.25	70.71%	754,135.00
5-31000 · WS WASTEWATER TRTMT PL-OPER	96,557.80	197,745.88	-101,188.08	48.83%	545,237.99
5-32000 · WS UNDERGROUND UTIL-OPERATING	233,060.45	256,429.92	-23,369.47	90.89%	721,290.00
5-33000 · WS IRRIGATION DIV-OPERATING	70,067.95	92,021.28	-21,953.33	76.14%	276,064.00
5-41000 · WS SHOP DIV - OPER	31,552.69	18,379.28	13,173.41	171.68%	55,138.00
Total Expense	2,100,778.16	2,934,367.28	-833,589.12	71.59%	11,021,772.59
Net Ordinary Income	272,607.70	-596,593.56	869,201.26	-45.69%	-1,886,640.59
Net Income	272,607.70	-596,593.56	869,201.26	-45.69%	-1,886,640.59

St Lucie West Service District (W&S Capital Outlay)
Income Statement Budget vs. Actual
January 2019

	Oct 18 - Jan 19	Budget YTD	\$ +/- Budget YTD	% of Budget YTD	Total Budget
Ordinary Income/Expense					
Income					
5-36000 · WS CAP REVENUES					
5-36001 · INTEREST - R&R 4076011209	1,645.58				
5-36002 · INTEREST - WWCF - 4076011236	281.54	87.32	194.22	322.42%	262.00
5-36003 · INTEREST - 2004 BOND ISSUE	0.00				
5-36004 · INTEREST - WCF 4076011227	1,263.10	23.32	1,239.78	5,416.38%	70.00
5-36005 · WATER IMPACT FEES	3,007.34	1,277.32	1,730.02	235.44%	3,832.00
5-36006 · WW IMPACT FEES	2,256.88	958.64	1,298.24	235.43%	2,876.00
5-36007 · R&R TRANS FROM W&S OPERATING	413,663.00	413,663.00	0.00	100.0%	1,240,989.00
Total 5-36000 · WS CAP REVENUES	422,117.44	416,009.60	6,107.84	101.47%	1,248,029.00
Total Income	422,117.44	416,009.60	6,107.84	101.47%	1,248,029.00
Gross Profit	422,117.44	416,009.60	6,107.84	101.47%	1,248,029.00
Expense					
5-37000 · WS RENEWAL & REPLACEMENT CIP					
5-37004 · CAPITAL PROJECTS SW049	0.00	26,900.00	-26,900.00	0.0%	26,900.00
5-37006 · CAPITAL PROJECTS SW064	58,297.56	396,653.00	-338,355.44	14.7%	396,653.00
5-37007 · CAPITAL PROJECTS SW001	71,089.00	140,390.00	-69,301.00	50.64%	140,390.00
5-37009 · CAPITAL PROJECTS SW037	2,508.00	191,926.00	-189,418.00	1.31%	191,926.00
5-37013 · CAPITAL PROJECTS SW047	16,495.00	30,487.00	-13,992.00	54.11%	30,487.00
5-37014 · CAPITAL PROJECTS SW050	0.00	50,000.00	-50,000.00	0.0%	50,000.00
5-37018 · CAPITAL PROJECTS SW069	718,637.44	1,648,836.00	-930,198.56	43.59%	1,648,836.00
5-37027 · CAPITAL PROJECTS SW073	380.00	20,550.00	-20,170.00	1.85%	20,550.00
5-37029 · CAPITAL PROJECTS SW081	0.00	145,000.00	-145,000.00	0.0%	145,000.00
5-37031 · CAPITAL PROJECTS SW084	0.00	15,000.00	-15,000.00	0.0%	15,000.00
5-37032 · CAPITAL PROJECTS SW085	14,117.10	49,588.00	-35,470.90	28.47%	49,588.00
5-37034 · CAPITAL PROJECTS SW087	0.00	30,000.00	-30,000.00	0.0%	30,000.00
5-37035 · CAPITAL PROJECTS SW088	2,700.34				
5-37038 · CAPITAL PROJECTS SW091	0.00	5,000.00	-5,000.00	0.0%	5,000.00
5-37040 · CAPITAL PROJECTS SW093	20,943.00	20,941.00	2.00	100.01%	20,941.00
5-37041 · CAPITAL PROJECTS SW094	0.00	120,000.00	-120,000.00	0.0%	120,000.00
Total 5-37000 · WS RENEWAL & REPLACEMENT CIP	905,167.44	2,891,271.00	-1,986,103.56	31.31%	2,891,271.00
5-38000 · WS WATER CONNECT FEE CIP					
5-38012 · CAPITAL PROJECTS SW077	0.00	400,000.00	-400,000.00	0.0%	400,000.00
5-38014 · CAPITAL PROJECTS SW076	0.00	800,000.00	-800,000.00	0.0%	800,000.00
Total 5-38000 · WS WATER CONNECT FEE CIP	0.00	1,200,000.00	-1,200,000.00	0.0%	1,200,000.00
Total Expense	905,167.44	4,091,271.00	-3,186,103.56	22.12%	4,091,271.00
Net Ordinary Income	-483,050.00	-3,675,261.40	3,192,211.40	13.14%	-2,843,242.00
Net Income	-483,050.00	-3,675,261.40	3,192,211.40	13.14%	-2,843,242.00

St Lucie West Service District
Check Register
As of January 31, 2019

Date	Num	Name	Memo	Credit
ASSETS				
Current Assets				
Checking/Savings				
1-00001 · SUNTRUST (GF operating) #1363				
01/02/2019		ASCENSUS	PR 01-02-2019 (12/15/18-12/28/18)	1,563.05
01/04/2019	8344	ADP, LLC		875.92
01/04/2019	8345	AMERICAN EXPRESS		8,827.31
01/04/2019	8346	BLUE CROSS BLUE SHIELD OF FL	HEALTH INSURANCE-GROUP NO. 41965 JANUARY 2019	69,846.81
01/04/2019	8347	CHEMICAL CONTAINERS, INC.	PO#77351-TANK/HOSES	23.81
01/04/2019	8348	DAVID MIKLAS, P.A.	PO#77389-LEGAL SERVICES PERFORMED FOR DECEMBER 2018	141.75
01/04/2019	8349	FRANKLIN TEMPLETON BANK AND TR	SEP CONTRIBUTIONS-JANUARY 2, 2019 PAYROLL	8,857.05
01/04/2019	8350	HELENA CHEMICAL CO.		6,431.25
01/04/2019	8351	HUMANA VISION INSURANCE CO	BILLING ID#591100-001-VISION INSURANCE-JANUARY 2019	375.12
01/04/2019	8352	SITEONE LANDSCAPE SUPPLY, LLC	PO#77348A-LESCO	387.48
01/04/2019	8353	SPECIAL DISTRICT SERVICES, INC.	PO#77381-DECEMBER 2018 MANAGEMENT FEES	7,587.40
01/04/2019	8354	STAPLES CREDIT PLAN	PO#77380-ASSORTED OFFICE SUPPLIES	393.77
01/04/2019	8355	SYSTEM DESIGN WIZARDS, INC.	PO#77276-WEBBSITE MAINTENANCE & HOSTING NOVEMBER & ...	660.00
01/04/2019	8356	THE LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE INSURANCE FOR JANUARY 2019-ACCOUNT NUMBER STL...	3,223.59
01/04/2019	8357	TREASURE COAST LAWN EQUIPMENT	PO#77343-ASSORTED OPERATING SUPPLIES	187.48
01/04/2019	8358	UNIFIRST		447.86
01/04/2019	8359	UNITED HEALTHCARE PREMIUM BILLING	CUSTOMER NO. 05X1601-SLWSD JANUARY 2019 DENTAL PLAN...	2,697.88
01/04/2019	8360	VELDE FORD, INC.	PO#77345-REPAIRS TO FORD FOCUS	143.94
01/04/2019	8361	VIDEO RAY LLC	PO#77254-LIGHT KIT/LIGHT DOMES/O-RINGS/CARTRIDGE SEA...	751.23
01/04/2019	8362	US BANK N.A.-CDD	DEBT SERVICE PAYMENT DUE 02/01/19-ST LUCIE WSD STORM...	195,640.78
01/11/2019	8363	ADP, LLC	PO#77404-PAYROLL PROCESSING	182.35
01/11/2019	8364	AMERICAN EXPRESS		2,199.09
01/11/2019	8365	CINTAS CORPORATION	PO#77415-ASSORTED FIRST AID SUPPLIES	148.28
01/11/2019	8366	CITY OF PORT ST LUCIE	PO#77423-SLWSD STORMWATER FEES FOR FY2018-2019	9,965.82
01/11/2019	8367	ELPEX	PO#77391-TIRES	359.80
01/11/2019	8368	FLOWERS CHEMICAL LABORATORIES		1,445.00
01/11/2019	8369	FPL	PO#77406-ELECTRICAL SERVICES	41,985.85
01/11/2019	8370	GONANO & HARRELL	PO#77414-DECEMBER 2018 LEGAL SERVICES	3,717.75
01/11/2019	8371	NAPA AUTO SUPPLY OF PORT ST. LUCIE		3,824.55
01/11/2019	8372	SAM'S CLUB DISCOVER	MADLINE MALDONADO CHARGES FOR THE MONTH OF DECE...	249.02
01/11/2019	8373	SAMPSON'S TREE SERVICE CO.	PO#77412-REMOVED 2 DEAD SLASH PINES @ 800 NW PEACOC...	950.00
01/11/2019	8374	ST LUCIE CO BALING & RECYCLING	VOID:	
01/11/2019	8375	TOW MASTERS OF PORT ST. LUCIE	PO#77402-TOW SERVICES	138.00
01/11/2019	8376	UNIFIRST		226.95
01/11/2019	8377	VERIZON WIRELESS	PO#77399-CELL PHONE SERVICES	882.16
01/11/2019	8378	VERO CHEMICAL DISTRIBUTORS INC		450.50
01/15/2019		ASCENSUS	PR 01-16-2019 (12/29/18-1-11-19)	1,572.11
01/15/2019	8379	COGGIN FORD	FORD F450 4X4 DRW (FH4)	41,225.00
01/18/2019	8380	ARMADILLO DIRT WORKS, LLC	PO#77453-LAKE HARVEY:PROVIDE TRACK SKID STEER & OPE...	595.00
01/18/2019	8381	ELPEX	PO#77392-SERVICE CALL: REPAIRED FLAT/NEW TIRES	593.88
01/18/2019	8382	ERC&C LLC	PO#77440-FABRICATE STEEL PICKET PANELS FOR HAND RAIL...	900.00
01/18/2019	8383	FRANKLIN TEMPLETON BANK AND TR	SEP CONTRIBUTIONS-JANUARY16, 2019 PAYROLL	9,525.24
01/18/2019	8384	HELENA CHEMICAL CO.		2,400.00
01/18/2019	8385	INTEGRATION SERVICES, INC.	PO#77441-MODICON MEETING & HOMEWORK	2,288.94
01/18/2019	8386	LOWE'S		1,427.29
01/18/2019	8387	METRO FIRE PROTECTION SERVICES, INC.	PO#77457-ANNUAL MAINTENANCE ABC EXTINGUISHERS	639.50
01/18/2019	8388	SUNSHINE STATE ONE CALL OF FLORIDA, INC	PO#77439- TICKETS TRANSMITTED FOR DECEMBER 2018	114.33
01/18/2019	8389	UNIFIRST		226.95
01/23/2019	8390	ST LUCIE CO BALING & RECYCLING		217.86
01/25/2019	8391	COGGIN FORD	PURCHASE NEW MECHANIC TRUCK SHOP	54,457.00
01/25/2019	8392	ARS POWERSPORTS, OKEECHOBEE	PO#77467-CAP-ASSY-TANK, FUEL	13.99
01/25/2019	8393	BEACHLAND CLEANING SERVICE	PO#77478-JANITORIAL SERVICES-JANUARY 2019	443.25
01/25/2019	8394	ELPEX	PO#77470-SERVICE CALL: FLAT REPAIR	140.00
01/25/2019	8395	GRAINGER	PO#77448-TYPE 2 BARRICADES	274.37
01/25/2019	8396	HELENA CHEMICAL CO.	PO#77447-RODEO/CIDE KICK	610.00
01/25/2019	8397	TREASURE COAST LAWN EQUIPMENT	PO#77437-ASSORTED OPERATING SUPPLIES	600.18
01/30/2019		ASCENSUS	PR 01-30-2019 (1/12/19-1/25/19)	1,515.70
Total 1-00001 · SUNTRUST (GF operating) #1363				495,569.19
1-00002 · SUNTRUST (GF R&R Fund) # 3968				
Total 1-00002 · SUNTRUST (GF R&R Fund) # 3968				
5-00002 · SUNTRUST (WS Operating) #7918				
01/04/2019	9367	JOHN R. START	VOID: 825 SW LAKE CHARLES CIR-CUSTOMER REFUND-JOHN ...	
01/04/2019	9368	JOSEPH L. SOLER	VOID: 635 NW SAN CANDIDO WAY-CUSTOMER REFUND-JOSEP...	
01/04/2019	9369	LONNIE C. HOLLOWAY	VOID: 435 SW MONROE DR-CUSTOMER REFUND-LONNIE C. H...	
01/04/2019	9370	JOHN R. START	VOID: 825 SW LAKE CHARLES CIR-CUSTOMER REFUND-JOHN ...	
01/04/2019	9371	JOSEPH L. SOLER	VOID: 635 NW SAN CANDIDO WAY-CUSTOMER REFUND-JOSEP...	
01/04/2019	9372	LONNIE C. HOLLOWAY	435 SW MONROE DR-CUSTOMER REFUND-LONNIE C. HOLLOW...	12.21
01/04/2019	9373	GARY J. FALLON	REIMBURSEMENT OF SEWER PIPE BLOCKAGE CLEARED OUT ...	345.00
01/04/2019	9374	APPLE INDUSTRIAL SUPPLY CO.	PO#77336-ASSORTED OPERATING SUPPLIES	90.36
01/04/2019	9375	FEDEX	PO#77378-SHIPING CHARGES	20.57
01/04/2019	9376	KERNS CONSTRUCTION		3,159.00
01/04/2019	9377	RevSpring, Inc.		4,098.83
01/04/2019	9378	THE BUSHEL STOP, INC.	PO#77347-1/2 PALLET OF SOD/MACHETE/FLASHLIGHT	190.00
01/04/2019	9379	TREASURE COAST AUTO REPAIR INC.	PO#77385-LEAKING CONDENSOR REPLACED IN AC UNIT	425.01
01/04/2019	9380	TREASURE COAST LAWN EQUIPMENT	PO#77356-ASSORTED OPERATING SUPPLIES	147.35
01/04/2019	9381	WASTE MANAGEMENT OKEECHOBEE LANDFILL	PO#77386-SERVICE PERIOD DECEMBER 2018	4,554.90
01/04/2019	9382	JOHN R. START	825 SW LAKE CHARLES CIR-CUSTOMER REFUND-JOHN R. STA...	61.07
01/04/2019	9383	JOSEPH L. SOLER	635 NW SAN CANDIDO WAY-CUSTOMER REFUND-JOSEPH L. S...	39.22
01/11/2019	9384	CHARLES VENTURA	544 NW LAMBRUSCO DR-CUSTOMER REFUND-CHARLES VENT...	63.00
01/11/2019	9385	ETNA CARNER	597 NW MONTICELLO PL-CUSTOMER REFUND-ETNA CARNER...	6.55
01/11/2019	9386	GEORGE E. GILLETTE, JR.	213 NW CHORALE WAY-CUSTOMER REFUND-GEORGE E. GILL...	114.30
01/11/2019	9387	GEORGE H. FARRELL, ESQ.	1551 NW AMHERST DR-CUSTOMER REFUND-GEORGE H. FARR...	28.84
01/11/2019	9388	GIL HYATT CONSTRUCTION	O TEMP METER#7 1" METER-CUSTOMER REFUND-GIL HYATT ...	832.39
01/11/2019	9389	GREG DALESSIO	175 NW WILLOW GROVE AVE-CUSTOMER REFUND-GREG DAL...	47.94
01/11/2019	9390	GURUSWAMY SANATH-KUMAR	409 SW JEFFERSON CIR-CUSTOMER REFUND-GURUSWAMY-S...	50.63
01/11/2019	9391	JOHN HARTMAN	153 NW SWANN MILL CIR-CUSTOMER REFUND-JOHN HARTMA...	91.82
01/11/2019	9392	ROBERT F. ORTLEB	901 SW LAKE CHARLES CIR-CUSTOMER REFUND-ROBERT F. ...	46.69
01/11/2019	9393	SAMUEL DRANSFIELD	1075 NW TUSCANY DR-CUSTOMER REFUND-SAMUEL DRANSFI...	102.34
01/11/2019	9394	STEPHEN S. SOECHTING	1209A NW BENTLEY CIR-CUSTOMER REFUND-STEPHEN S. SO...	34.63
01/11/2019	9395	VICTORIA CASTILLO-DELARCA	600 NW WILLOW GROVE AVE-CUSTOMER REFUND-VICTORIA ...	17.88
01/11/2019	9396	VINCENZO IACOBELLIS	717 SW ST VINCENT CV-CUSTOMER REFUND-VICENZO IACOB...	10.48

Date	Num	Name	Memo	Credit
01/11/2019	9397	ALOYSIA WENSMAN	WATER CONSERVATION REBATE 2018-19 29	200.00
01/11/2019	9398	FRANK SILVA	WATER CONSERVATION REBATE 2018-19 28	100.00
01/11/2019	9399	JACQUELINE STEPHENSON	WATER CONSERVATION REBATE 2018-19 30	99.00
01/11/2019	9400	NANCY KNOLL	WATER CONSERVATION REBATE 2018-19 31	200.00
01/11/2019	9401	A & B Pipe & Supply, Inc.	PO#77326-OPERATING SUPPLIES	52.47
01/11/2019	9402	ATLANTIC PERSONNEL & TENANT SCREENING	PO#77403-EMPLOYEE SCREENINGS	34.10
01/11/2019	9403	CITY ELECTRIC SUPPLY CO.		191.53
01/11/2019	9404	COAST PUMP & SUPPLY CO., INC.		1,122.53
01/11/2019	9405	COMPUTER NETWORK SERVICES	PO#77368-TASK TICKET: CAMERA SHOWING DISCONNECTED	150.00
01/11/2019	9406	CUMMINS POWER SOUTH		1,699.11
01/11/2019	9407	FERGUSON ENTERPRISES		8,501.73
01/11/2019	9408	FLOWERS CHEMICAL LABORATORIES		1,585.50
01/11/2019	9409	HINTERLAND GROUP, INC.	PO#765484-MAIN IRRIGATION PUMP STATION REPLACEMENT-...	160,578.00
01/11/2019	9410	HORIZON DISTRIBUTORS INC.	PO#77302-ASSORTED OPERATING SUPPLIES	63.14
01/11/2019	9411	KERNS CONSTRUCTION		4,595.00
01/11/2019	9412	LOUIE'S AIR CONDITIONING SERVICE, INC.	PO#77364-REPLACED WARRANTY COMPRESSOR	625.00
01/11/2019	9413	MICHAEL S. KNAPP	PO#77413-COMPILE/EVALUATE WQ DATA & WL, FLOW PRES D...	1,260.00
01/11/2019	9414	ODYSSEY MANUFACTURING COMPANY	PO#77312-HYPOCHLORITE SOLUTIONS	2,156.44
01/11/2019	9415	PARAGON ELECTRIC OF VERO, INC.	PO#76862-WIRING TO UPGRADE PUMP STATION TO 50HP MOT...	11,393.00
01/11/2019	9416	ST. LUCIE TRAIL GOLF CLUB	PO#77422-REPAIR & MAINTENANCE EXPENSE	2,174.40
01/11/2019	9417	SUNCOAST SPRAYER EQUIPMENT CENTER INC.	PO#77396-ASSORTED OPERATING SUPPLIES	80.39
01/11/2019	9418	THE BUSHEL STOP, INC.	PO#77394-45 PCS SOD	101.25
01/11/2019	9419	UNDERGROUND SERVICES OF AMERICA, INC.	PO#77421-MOBILIZATION TO PROJECT: LIFT STATION COATIN...	16,495.00
01/11/2019	9420	USI INSURANCE SERVICES LLC		161.00
01/11/2019	9421	VERO CHEMICAL DISTRIBUTORS INC		10,589.60
01/11/2019	9422	WOOL SUPPLY OF PORT ST LUCIE	PO#77271A-ASSORTED SUPPLIES	384.65
01/15/2019	9423	RKR VENTURE GROUP LLC	338 NW MILLPOND LN-CUSTOMER REFUND-RKR VENTURE GR...	29.33
01/18/2019	9424	A & B Pipe & Supply, Inc.	PO#77449-OPERATING SUPPLIES	158.89
01/18/2019	9425	ARMADILLO DIRT WORKS, LLC	PO#77393-REPAIRS @ 454 TURIN CT-KINGS ISLE	1,675.00
01/18/2019	9426	CARE NOW URGENT CARE	PO#77444-EMPLOYEE SCREENINGS	90.00
01/18/2019	9427	COAST PUMP & SUPPLY CO., INC.		443.13
01/18/2019	9428	DAVID C. MEYERS	WATER CONSERVATION REBATE 2018-19 33	100.00
01/18/2019	9429	FERGUSON ENTERPRISES		1,166.40
01/18/2019	9430	FLORIDA DEPT OF ENVIRONMENTAL PROTECTION	MINOR PERMIT REVISION FEE FOR VAC-TRUCK DE-WATERING...	500.00
01/18/2019	9431	HYDROCOPR	SITE SURVEY INSPECTIONS 11/16	330.00
01/18/2019	9432	KAMSTRUP	PO#76990C- READY LICENSE COSTS	2,249.68
01/18/2019	9433	KERNS CONSTRUCTION		3,923.00
01/18/2019	9434	PATRICK BORNO	CUSTOMER MADE PAYMENT TO INCORRECT PAYEE	500.00
01/18/2019	9435	PRP CONSTRUCTION GROUP, LLC	PO#77454-PAY APPLICATION #1-CASHMERE IQ MAIN	9,217.00
01/18/2019	9436	ROBERT MARX	WATER CONSERVATION REBATE 2018-19 32	100.00
01/18/2019	9437	THE BUSHEL STOP, INC.		367.50
01/18/2019	9438	USABUEBOOK	PO#76764-INDEXING PRYING BAR/PHASE MONITOR/INSULATE...	705.94
01/25/2019	9439	BEVERLY J. SHAFFER	685 NW SAN REMO CIRCLE-CUSTOMER REFUND-BEVERLY J. S...	79.45
01/25/2019	9440	MICHAEL THOMAS	355 NW SUNVIEW WAY-CUSTOMER REFUND-MICHAEL THOMA...	65.34
01/25/2019	9441	COAST PUMP & SUPPLY CO., INC.	PO#77350-ASSORTED OPERATING SUPPLIES	49.36
01/25/2019	9442	FEDEX	PO#77475-SHIPING CHARGES	29.34
01/25/2019	9443	INTEGRATION SERVICES, INC.	PO#72981H-HIGH SERVICE DOCUMENTATION	2,700.34
01/25/2019	9444	KERNS CONSTRUCTION	PO#77462-FORM POUR & FINISH CONCRETE SIDEWALK (4" THI...	1,495.00
01/25/2019	9445	ODYSSEY MANUFACTURING COMPANY	PO#77357-HYPOCHLORITE SOLUTIONS	2,347.84
01/25/2019	9446	POLYDYNE INC.	PO#77358-CLARIFLOC SE-1427	4,098.60
01/25/2019	9447	RevSpring, Inc.	PO#77461-STATEMENTS	427.99
01/25/2019	9448	SUPERION, LLC	PO#77460-TRANSACTION MANAGER FOR DECEMBER 2018	150.00
01/25/2019	9449	USABUEBOOK	PO#77177-SIGHT GLASS VALVES-PAIR OF 2	274.07
Total 5-00002 - SUNTRUST (WS Operating) #7918				272,457.05
Total Checking/Savings				768,026.24
Total Current Assets				768,026.24
TOTAL ASSETS				768,026.24
LIABILITIES & EQUITY				
TOTAL LIABILITIES & EQUITY				

St Lucie West Service District
Checks Over \$35,000
As of January 31, 2019

Date	Num	Name	Memo	Credit
ASSETS				
Current Assets				
Checking/Savings				
1-00001 · SUNTRUST (GF operating) #1363				
01/04/2019	8346	BLUE CROSS BLUE SHIELD OF FL	HEALTH INSURANCE-GROUP NO. 41965 JANUARY 2019	69,846.81
01/04/2019	8362	US BANK N.A.-CDD	DEBT SERVICE PAYMENT DUE 02/01/19-ST LUCIE WSD STORM...	195,640.78
01/11/2019	8369	FPL	PO#77406-ELECTRICAL SERVICES	41,985.85
01/15/2019	8379	COGGIN FORD	FORD F450 4X4 DRW (FH4)	41,225.00
01/25/2019	8391	COGGIN FORD	PURCHASE NEW MECHANIC TRUCK SHOP	54,457.00
Total 1-00001 · SUNTRUST (GF operating) #1363				403,155.44
5-00002 · SUNTRUST (WS Operating) #7918				
01/11/2019	9409	HINTERLAND GROUP, INC.	PO#765484-MAIN IRRIGATION PUMP STATION REPLACEMENT-...	160,578.00
Total 5-00002 · SUNTRUST (WS Operating) #7918				160,578.00
Total Checking/Savings				563,733.44
Total Current Assets				563,733.44
TOTAL ASSETS				563,733.44
LIABILITIES & EQUITY				
TOTAL LIABILITIES & EQUITY				

St Lucie West Service District
Balance Sheet
As of January 31, 2019

	Jan 31, 19
ASSETS	
Current Assets	
Checking/Savings	
xxx	0.06
1-00001 · SUNTRUST (GF operating) #1363	2,725,563.90
1-00002 · SUNTRUST (GF R&R Fund) # 3968	1,134,288.20
5-00001 · SUNTRUST (WS Deposit) #1355	-29,736.13
5-00002 · SUNTRUST (WS Operating) #7918	7,040,471.14
Total Checking/Savings	10,870,587.17
Other Current Assets	
1-02000 · GF SLWSD GENERAL ASSETS	363,074.55
2-01000 · WB WTR MGMT BEN 1999A ASSETS	2,537,539.29
3-01000 · CB CASCADES SRS 1998 ASSETS	-4,449.10
5-01000 · WS SLWSD WATER & SEWER ASSETS	50,946,921.18
Total Other Current Assets	53,843,085.92
Total Current Assets	64,713,673.09
Other Assets	
000000 · Journal Entry Exchange	2,465.25
Total Other Assets	2,465.25
TOTAL ASSETS	64,716,138.34
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	2,105.40
Total Accounts Payable	2,105.40
Other Current Liabilities	
1-03000 · GF SLWSD GENERAL LIAB	100,463.65
2-02000 · WB WTR MGMT BEN 1999A LIAB	52,475.04
3-02000 · CB CASCADES SRS 1998 LIAB	-4,188.24
5-02000 · WS SLWSD WATER & SEWER LIAB	33,820,056.14
Total Other Current Liabilities	33,968,806.59
Total Current Liabilities	33,970,911.99
Total Liabilities	33,970,911.99
Equity	
1-01000 · GF SLWSD GENERAL FND BAL	827,947.27
2-03000 · WB WTR MGMT BEN 1999A FND BAL	3,364,957.58
3-03000 · CB CASCADES SRS 1998 FND BAL	352,271.63
32000 · Retained Earnings	10,286,246.75
4-02000 · CP WMB CAP PROJECTS FUND BAL	3,188,817.19
5-03000 · WS SLWSD WATER & SEWER FND BAL	9,724,940.02
Net Income	3,000,045.91
Total Equity	30,745,226.35
TOTAL LIABILITIES & EQUITY	64,716,138.34

**ST LUCIE WEST SERVICE DISTRICT
ACCOUNT RECONCILIATION SUMMARY
FOR MONTH END January 31st, 2019**

G/L #	Account Name	Bank	Account #	Statement EOM Balance	In Transit	Reconciled Statement Balance	G/L Balance	Reconciled
OPERATING								
1-00001	Operating Checking	ST	1000104111363	2,835,668.80	(676,982.56)	2,158,686.24	2,158,686.24	* Yes
1-00002	Operating Checking R&R Fund	ST	1000104113968	1,134,288.20	-	1,134,288.20	1,134,288.20	* Yes
1-00002	Operating Checking Escrow Fund	ST	1000104118740	-	-	-	-	Yes
1-02022	Surplus Funds - SBA	SBA	271912	6,381.24		6,381.24	6,381.24	Yes
TOTAL OPERATING						\$ 3,299,355.68	\$ 3,299,355.68	
WATER MANAGEMENT BOND FUNDS								
2-01060	Revenue Fund-WMB 2013	US	203823000	1,958,581.78		1,958,581.78	1,958,581.78	Yes
2-01061	Interest Account-WMB 2013	US	203823001	-		-	-	Yes
2-01062	Sinking Account-WMB 2013	US	203823002	-		-	-	Yes
2-01063	Redemption Account-WMB 2013	US	203823003	-		-	-	Yes
2-01064	Reserve Fund-WMB 2013	US	203823004	183,079.30		183,079.30	183,079.30	Yes
2-01065	COI Fund-WMB 2013	US	203823005	-		-	-	Yes
2-01070	Revenue Fund-WMB 2014	US	213449000	195,878.21		195,878.21	195,878.21	Yes
2-01071	Interest Account-WMB 2014	US	213449001	-		-	-	Yes
2-01072	Sinking Account-WMB 2014	US	213449002	-		-	-	Yes
2-01073	Redemption Account-WMB 2014	US	213449003	-		-	-	Yes
2-01074	Reserve Fund-WMB 2014	US	213449004	200,000.00		200,000.00	200,000.00	Yes
2-01075	Acquisition Fund-WMB 2014	US	213449005	-		-	-	Yes
2-01076	COI Fund-WMB 2014	US	213449006	-		-	-	Yes
WATER MANAGEMENT BOND FUNDS TOTAL						\$ 2,537,539.29	\$ 2,537,539.29	
WATER AND SEWER ACCOUNTS								
5-00001	Water & Sewer Cash Depository	ST	1000104111355	120,538.90	467,685.51	588,224.41	588,224.41	* Yes
5-00002	Water & Sewer Operating Checking	ST	1000104117918	7,056,906.12	(228,277.85)	6,828,628.27	6,828,628.27	* Yes
5-01005	Construction Fund	US	4076011281	0.01		0.01	0.01	Yes
5-01006	Operating/Maintenance	US	4076011174	-		-	-	Yes
5-01007	Reserve Fund	US	4076011192	2,524,601.50		2,524,601.50	2,524,601.50	Yes
5-01008	Senior Interest	US	4076011183	572,946.23		572,946.23	572,946.23	Yes
5-01010	Renewal & Replacement	US	4076011209	1,543,354.88		1,543,354.88	1,543,354.88	Yes
5-01011	Rate Stabilization	US	4076011218	583,823.06		583,823.06	583,823.06	Yes
5-01012	Water Connection	US	4076011227	1,281,644.09		1,281,644.09	1,281,644.09	Yes
5-01013	Wastewater Connection	US	4076011236	297,024.16		297,024.16	297,024.16	Yes
5-01014	Revenue Fund	US	4076011165	118,242.37		118,242.37	118,242.37	Yes
5-01015	Surplus Fund	US	4076011272	1,092,398.64		1,092,398.64	1,092,398.64	Yes
5-01016	Principal Account	US	4076036781	514,453.39		514,453.39	514,453.39	Yes
5-01042	Surplus Funds - SBA	SBA	271911	494.23		494.23	494.23	Yes
WATER AND SEWER ACCOUNTS TOTAL						\$ 15,945,835.24	\$ 15,945,835.24	
GRAND TOTAL						\$ 21,782,730.21	\$ 21,782,730.21	

* Note: These checking accounts (1363, 3968, 1355, & 7918) are reconciled to 2/25/19, not to the end of the month, due to the software's "in transit" calculation.

COMPLETED BY: _____

Michael McElligott - Assistant Finance Director

DATE: _____

St. Lucie West Services District

Board Agenda Item

Tuesday, March 5, 2019

Item

CA 6 Consider Approval to Transfer Funds for the R&R Account Requisition

Summary

Attached for your review and approval is a request to transfer funds from the Renewal & Replacement Account (R&R) for expenses that are previously budgeted project-related expenses for FY 2018/2019 and have been previously approved by the Board to be funded from one of the afore mentioned accounts.

All of the expenditures are appropriate for payment from the R&R Account Fund. All expenditures are in compliance with the District's policy where the cost exceeds the capitalization threshold for Fixed Assets.

- \$208,078.70 – Renewal & Replacement Account

All Invoices for this requisition are attached for your review.

Recommendation

Staff recommends Board approval to transfer funds from the R&R Account for \$208,078.70 to the Public Fund Checking account for reimbursement for payments made that have been budgeted to be funded by this account.

Budget Impact

None.

Board Action

Moved by:

Seconded by:

Action Taken:

**ST. LUCIE WEST SERVICES DISTRICT
REQUISITION FOR PAYMENT
RENEWAL & REPLACEMENT TRUST ACCOUNT**

The undersigned, an Authorized Officer of St. Lucie West Services District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Indenture of Trust from the District to US Bank, as trustee (the "Trustee"), dated as of February 1, 2000 (the "Indenture") (all capitalized terms used herein shall have the meaning as such term in the Indenture):

(A) Requisition Number:

2019-4

(B) Name of Payee:

***St. Lucie West Services District, Water & Sewer Checking Account
SunTrust Bank Account # 1000144367918***

(C) Amount Payable:

\$208,078.70

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of issuance, if applicable):

Per attached letter and invoices; all of these expenditures are for renewal and replacement projects where the costs exceeds the capitalization threshold for fixed assets held by the St. Lucie West Services District.

(E) Fund or Account and subaccount, if any, from which disbursement to be made:

Renewal/Replacement, Account Number 4076011209

The undersigned hereby certifies that obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the [☒] Renewal/Replacement Fund that each disbursement set forth above was incurred in connection with the cost of extensions, improvements or

additions to, or the replacement or renewal of capital assets of the Utility System, or extraordinary repairs of the Utility System.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

If this requisition is for a disbursement from other than the Transaction Cost Account or for payment of capitalized interest, there shall be attached a resolution of the Governing Body of the District approving the specific contract with respect to which disbursements pursuant to this requisition are due and payable.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested.

ST. LUCIE WEST SERVICES DISTRICT

By:

Chairman

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
AND CAPITALIZED INTEREST REQUESTS ONLY**

If this requisition is for a disbursement from other than Capitalized Interest or Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Renewal & Replacement Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Renewal & Replacement Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer shall have been amended or modified on the date hereof.

Consulting Engineer
Robert W. Lawson, P.E.

2019-4

St Lucie West Service District Transaction Detail By Account

January 2019

Type	Date	Num	Name	Memo	Debit	Credit	Balance
5-37000 · WS RENEWAL & REPLACEMENT CIP							
5-37007 · CAPITAL PROJECTS SW001							
Bill	01/03/2019	181221	KERNS CONSTRUCTION	PO#77387-REMOVAL & REPLACEMENT OF TWO 4" SWING CHECK IN VALVE @ LS...	2,490.00		2,490.00
Bill	01/11/2019	0892575	FERGUSON ENTERPRISES	PO#77346-UNIFLANGE ADPT	76.00		2,566.00
Bill	01/17/2019	FLA013993-019	FLORIDA DEPT OF ENVIRONMENT...	MINOR PERMIT REVISION FEE FOR VAC-TRUCK DE-WATERING SITE	500.00		3,066.00
Total 5-37007 · CAPITAL PROJECTS SW001					3,066.00	0.00	3,066.00
5-37013 · CAPITAL PROJECTS SW047							
Bill	01/11/2019	2982	UNDERGROUND SERVICES OF A...	PO#77421-MOBILIZATION TO PROJECT: LIFT STATION COATINGS/LINING	16,495.00		16,495.00
Total 5-37013 · CAPITAL PROJECTS SW047					16,495.00	0.00	16,495.00
5-37018 · CAPITAL PROJECTS SW069							
Bill	01/11/2019	0894458	FERGUSON ENTERPRISES	PO#77390-BALL CORP(S)	360.00		360.00
Bill	01/11/2019	0893538	FERGUSON ENTERPRISES	PO#77400-ASSORTED OPERATING SUPPLIES	725.00		1,085.00
Bill	01/11/2019	0893538-1	FERGUSON ENTERPRISES	PO#77401-ASSORTED OPERATING SUPPLIES	485.10		1,570.10
Bill	01/11/2019	0890346	FERGUSON ENTERPRISES	PO#77303-ASSORTED OPERATING SUPPLIES	819.00		2,389.10
Bill	01/11/2019	0892243	FERGUSON ENTERPRISES	PO#77342-ASSORTED OPERATING SUPPLIES	740.00		3,129.10
Bill	01/11/2019	PAY APPLICA...	HINTERLAND GROUP, INC.	PO#765484-MAIN IRRIGATION PUMP STATION REPLACEMENT-PAY APPLICATION ...	160,578.00		163,707.10
Bill	01/17/2019	0894456	FERGUSON ENTERPRISES	PO#77390A-ASSORTED OPERATING SUPPLIES	1,055.00		164,762.10
Bill	01/17/2019	S1590631.001	A & B Pipe & Supply, Inc.	PO#77449-OPERATING SUPPLIES	158.89		164,920.99
Genera...	01/31/2019	WS-GF 1-19		-TURNER INDUSTRIAL SUPPLY FT. PIERCE	286.37		165,207.36
Total 5-37018 · CAPITAL PROJECTS SW069					165,207.36	0.00	165,207.36
5-37032 · CAPITAL PROJECTS SW085							
Bill	01/17/2019	948	PRP CONSTRUCTION GROUP, LLC	PO#77454-PAY APPLICATION #1-CASHMERE IQ MAIN	9,217.00		9,217.00
Total 5-37032 · CAPITAL PROJECTS SW085					9,217.00	0.00	9,217.00
5-37035 · CAPITAL PROJECTS SW088							
Bill	01/25/2019	2015-28-09	INTEGRATION SERVICES, INC.	PO#72981H-HIGH SERVICE DOCUMENTATION	2,700.34		2,700.34
Total 5-37035 · CAPITAL PROJECTS SW088					2,700.34	0.00	2,700.34
5-37040 · CAPITAL PROJECTS SW093							
Bill	01/11/2019	19116	PARAGON ELECTRIC OF VERO, IN...	PO#76862-WIRING TO UPGRADE PUMP STATION TO 50HP MOTOR	11,393.00		11,393.00
Total 5-37040 · CAPITAL PROJECTS SW093					11,393.00	0.00	11,393.00
Total 5-37000 · WS RENEWAL & REPLACEMENT CIP					208,078.70	0.00	208,078.70
TOTAL					208,078.70	0.00	208,078.70



Supervisors' Requests



Adjournment