

**ST. LUCIE WEST
SERVICES DISTRICT**



**BOARD OF SUPERVISORS'
REGULAR BOARD MEETING
& PUBLIC HEARING
OCTOBER 6, 2020
9:00 A.M.**

AGENDA
ST. LUCIE WEST SERVICES DISTRICT
BOARD OF SUPERVISORS'
REGULAR BOARD MEETING & PUBLIC HEARING
October 5, 2020 & October 6, 2020
9:00 a.m.
450 SW Utility Drive
Port St. Lucie, Florida 34986
DIAL IN (877) 402-9753 ACCESS CODE 4411919

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Approval of Minutes

1. August 31, 2020 Workshop Minutes
2. September 1, 2020 Regular Board Minutes

E. Public Hearing

1. **Call to Order**
2. **Roll Call**
3. **Receive Public Comments** on Amending the Drug Free Workplace Policy of the St. Lucie West Services District
 - **PH 1** – Consider Resolution No. 2020-06 – Amending the Drug Free Workplace Policy of the St. Lucie West Services District
4. **Close the Public Hearing**

F. Public Comment

G. District Attorney

DA 1 – Status Report/Updates

H. District Engineer

DE 1 – Status Report/Updates

I. District Manager

Action Items

DM 1 – Other Items/Updates

J. 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 August, 2020

CA 6 – Consider Approval to Transfer Funds for the R&R Account Requisition for 2020

CA 7 – Surplus Items

K. Supervisors' Requests

L. Adjournment

St. Lucie West Services District
Workshop Meeting Minutes
August 31, 2020, at 9:00 a.m.
VIA TELEPHONIC COMMUNICATIONS
DIAL IN TO: 1-877-402-9753 ACCESS CODE: 4411919

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

Board Members Present

Vincent D'Amico, Chairman – in-person
Gregg Ney, Vice Chairman – in-person
John Doughney, Secretary – in-person
Everett Child, Supervisor – virtually present
Dominick Graci, Supervisor – virtually present

Staff Present

Dennis Pickle, District Manager, St. Lucie West Services District (“SLWSD”) – in-person
Bill Hayden, Public Works Director/Assistant District Manager, SLWSD – virtually present
Josh Miller, Utilities Director/Assistant District Manager, SLWSD – virtually present
Gerard Rouse, Assistant Public Works Director, SLWSD – virtually present
Maddie Maldonado, Director of Office Administration, SLWSD – virtually present
Jason Pierman, District Treasurer, Special District Services, Inc. (“SDS”) – virtually present
Laura Archer, Recording Secretary, SDS – virtually present

Also present in-person were: District resident, Vio Mucota; and Ryan Smith and Trevor McCarthy of RAFTELIS formerly PRMG.

Guests Virtually 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 either in-person or in virtual attendance.

D. Approval of Minutes

1. August 3, 2020, Workshop

2. August 4, 2020, Regular Board Meeting

There were no revisions to either set of minutes.

Ryan Smith of RAFTELIS formerly PRMG introduced himself and Trevor McCarthy. Mr. Smith went on to make a PowerPoint presentation on the District's Water, Wastewater, and Irrigation System 2021 Revenue Sufficiency Update and Review. Mr. Smith noted the purpose of the update, the basis for the financial forecast, an overview of the system and the results of the analysis. He indicated that the financial position of the District was good with no proposed rate increase for fiscal year 2021, but would be re-evaluated annually to determine if there is a need.

Supervisor Child expressed he believed it was a fantastic fiscal report and that it reflects exceptional management. Vice Chairman Ney agreed with Supervisor Child's comments.

The Board then thanked Messrs. Smith and McCarthy for their presentation.

E. Public Hearing 1

- **PH 1 – Consider Resolution No. 2020-04 – Adopting Fiscal Year Ending September 30, 2021, Budgets for the District; Providing Authority for the District Manager to Expend Funds on Behalf of the District**

Mr. Pickle presented the item, indicating that this Public Hearing was for the Fiscal Year 2021 Budgets and would formally be voted on tomorrow.

F. Public Hearing 2

- **PH 2 – Consider Resolution No. 2020-05 – Levying a Non-Ad Valorem Assessment for Water Management Bonds, Operations and Maintenance Costs within the St. Lucie West Services District for the Period October 1, 2020, through September 30, 2021**

Mr. Pickle presented this item, noting that this Public Hearing was for the Levying a Non-Ad Valorem Assessment for Water Management Bonds, Operations and Maintenance Costs and would formerly be voted on tomorrow.

G. Public Comment

There was no public comment.

H. District Attorney DA 1 – Status Report/Updates

Mr. Pickle was not aware of any updates from Mr. Harrell at this time.

I. District Engineer

DE 1 – Consider Termination of a 12-Foot Non-Exclusive Ingress and Egress Easement on Lot 10, University Park, St. Lucie West Plat No. 143

Mr. Pickle presented the item, indicating, as a condition of the West Park Professional Center, the applicant was required to provide a 12-foot wide non-exclusive ingress/egress easement in favor of the District to allow for access to the proposed water meter location. The easement was provided, approved and recorded in the public records of St. Lucie County; however, the project was never constructed and a new project is being considered. The engineer of record for the new project has requested that the District terminate its rights under the existing easement.

Mr. Pickle indicated that staff and District Counsel had reviewed the termination document and found it to be satisfactory in form and approval was recommended.

Discussion ensued regarding its location to which Mr. Hayden responded it was near the stadium.

There were no further questions regarding this item.

**J. District Manager
Action Items**

DM 1 – District Manager Annual Performance for 2020

Mr. Pickle presented the item, indicating that this was a stipulation of his employment agreement.

The options are as follows:

- a. Taking no action, in which event the term of this Agreement shall be automatically extended for one additional year beyond its then-current term;
- b. Taking action to extend this Agreement for one additional year beyond its then-current term; or
- c. Taking action declining to extend this Agreement beyond its then-current term.

Discussion ensued regarding the differences between the 3 choices and how happy the Board is with Mr. Pickle's performance.

There was no further discussion on this item.

DM 2 – Other Items/Updates

Mr. Pickle advised that the flooring in the new building was almost done, cabinets were in and they were seeking the final C/O this week. He indicated that there were only finishing touches that needed to be completed. He also indicated that the current building had been sold and would be moved shortly. He anticipates holding next month's meetings in the new building.

Mr. Pickle advised that an employee had requested domestic partner health insurance coverage.

A lengthy discussion ensued. Mr. Pickle reminded the Board Members that the District's labor attorney would be present at the October meeting due to amending the drug-free workplace policy and that the subject could be broached at that time.

Mr. Pickle sought moving forward with shut offs for delinquent accounts.

Discussion ensued regarding the number of delinquent residential accounts, the number of delinquent commercial accounts and agencies that may offer assistance. Mr. Pickle asked the Board to think about it and decide what they would like to do at tomorrow's meeting.

Mr. Pickle indicated that 2 more employees had tested positive for COVID, but both had recently been cleared. He noted that staff was social distancing, cleaning regularly and administering weekly temperature checks in an effort to minimize the spread.

On that note, Mr. Pickle advised that the City had opened their water and sewer departments by appointment only.

Mr. Pierman then noted that the contract with Grau & Associates had expired and it was time to appoint an Auditor Selection Committee to adopt an audit criteria and direct staff to advertise an RFP for annual audit services. Mr. Pierman noted that it would formerly be voted upon tomorrow.

That concluded Mr. Pickle's updates.

K. 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 July 2020

CA 6 – Consider Approval to Transfer Funds for the R&R Account Requisitions for Fiscal Year 2020

There was no discussion regarding the Consent Agenda items.

L. Supervisor Requests

Supervisor Graci echoed the sentiments regarding Mr. Pickle and staff concerning the good financial presentation.

Supervisor Child requested that on site oxygen be available in the new building in case of emergency. He also echoed the exemplary job Mr. Pickle and staff have done as evidenced by the fantastic financial report.

Supervisor Graci indicated if the District was considering having oxygen on site in case of an emergency, he would also like them to consider a defibrillator as well.

Mr. Pickle advised that they already have a defibrillator on site.

Secretary Doughney echoed Mr. Pickle's evaluation along with staff.

Vice Chairman thanked Messrs. Smith and McCarthy for their presentation.

Chairman D'Amico noted it was an outstanding presentation.

K. Adjournment

There being no further items to be addressed, the Workshop Meeting was adjourned at 9:56 a.m. There were no objections.

Workshop Meeting Minutes Signature Page

Chairman/Vice Chairman

Secretary/Assistant Secretary

Date Approved _____

St. Lucie West Services District
Public Hearings & Regular Board Meeting Minutes
September 1, 2020, at 9:00 a.m.
VIA TELEPHONIC COMMUNICATIONS
DIAL IN TO: 1-877-402-9753 ACCESS CODE: 4411919

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

Board Members Present

Vincent D'Amico, Chairman – in-person
Gregg Ney, Vice Chairman – in-person
John Doughney, Secretary – in-person
Everett Child, Supervisor – virtually present
Dominick Graci, Supervisor – virtually present

Staff Present

Dennis Pickle, District Manager, St. Lucie West Services District (“SLWSD”) – in-person
Bill Hayden, Public Works Director/Assistant District Manager, SLWSD – virtually present
Josh Miller, Utilities Director/Assistant District Manager, SLWSD – virtually present
Maddie Maldonado, Director of Office Administration, SLWSD – in-person
Gerard Rouse, Assistant Public Works Director, SLWSD – virtually present
Bob Lawson, District Engineer, ARCADIS-US, Inc. – in-person
Dan Harrell, District Counsel, Gonano & Harrell – in-person
Jason Pierman, District Treasurer, Special District Services, Inc. (“SDS”) – virtually present
Laura Archer, Recording Secretary, SDS – virtually present

Also present in-person were the following District residents: Vio Mocuta and Diane Hazeltine, President of the Cascades HOA.

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 either in-person or in virtual attendance.

- D. Approval of Minutes**
1. August 3, 2020, Workshop
2. August 4, 2020, Regular Board Meeting

The minutes of the August 3, 2020, Workshop and the August 4, 2020, Regular Board Meeting were presented for consideration.

A **MOTION** was made by Vice Chairman Ney, seconded by Secretary Doughney and unanimously passed approving the minutes of the August 3, 2020, Workshop, as presented, and the August 4, 2020, Regular Board Meeting, as presented.

- E. Public Hearing 1**
1. Call to Order

Chairman D'Amico recessed the Regular Board Meeting and opened Public Hearing 1.

2. Roll Call

It was noted that all 5 Supervisors were either in-person or in virtual attendance.

3. Receive Public Comment on the Fiscal Year Ending September 30, 2021, Budgets for the District; Providing Authority for the District Manager to Expend Funds on Behalf of the District

There was no public comment on the Fiscal Year Ending September 30, 2021, Budgets for the District; Providing Authority for the District Manager to Expend Funds on Behalf of the District.

- **PH 1 – Consider Resolution No. 2020-04 – Adopting Fiscal Year Ending September 30, 2021, Budgets for the District; Providing Authority for the District Manager to Expend Funds on Behalf of the District**

Resolution No. 2020-04 was presented, entitled:

RESOLUTION NO. 2020-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT ADOPTING THE BUDGETS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2021 FOR THE DISTRICT; PROVIDING AUTHORITY FOR THE DISTRICT MANAGER TO EXPEND FUNDS ON BEHALF OF THE DISTRICT; PROVIDING AN EFFECTIVE DATE.

It was noted there was a typo on Page 16 of the meeting booklet, wherein the fiscal year is referenced as being “2020” when it should state it is for “2021.”

A **MOTION** was made by Vice Chairman Ney, seconded by Supervisor Child and passed unanimously adopting Resolution No. 2020-04, as amended.

Chairman D'Amico then closed Public Hearing 1 and opened Public Hearing 2.

F. Public Hearing 2

1. Call to Order

2. Roll Call

It was noted that all 5 Supervisors were either in-person or in virtual attendance.

3. Receive Public Comment on the Levying of Non-Ad Valorem Assessments for Water Management Bonds, Operations and Maintenance Costs within the St. Lucie West Services District for the Period October 1, 2020, through September 30, 2021

There was no public comment on the Levying of Non-Ad Valorem Assessments for Water Management Bonds, Operations and Maintenance Costs within the St. Lucie West Services District for the Period October 1, 2020, through September 30, 2021.

- **PH 2 – Consider Resolution No. 2020-05 – Levying of Non-Ad Valorem Assessments for Water Management Bonds, Operations and Maintenance Costs within the St. Lucie West Services District for the Period October 1, 2020, through September 30, 2021**

Resolution No. 2020-05 was presented, entitled:

RESOLUTION NO. 2020-05

**LEVYING A NON AD VALOREM
ASSESSMENT FOR WATER MANAGEMENT
BONDS, AND OPERATIONS AND
MAINTENANCE COSTS, WITHIN THE ST.
LUCIE WEST SERVICES DISTRICT FOR THE
PERIOD OCTOBER 1, 2020, THROUGH
SEPTEMBER 30, 2021**

A **MOTION** was made by Supervisor Child, seconded by Supervisor Graci and passed unanimously adopting Resolution No. 2020-05, as presented.

Chairman D'Amico then closed Public Hearing 2 and reconvened the Regular Board Meeting.

G. Public Comment

There was no public comment.

**H. District Attorney
DA 1 – Status Report/Updates**

Mr. Harrell had no items for the Board.

**I. District Engineer
DE 1 – Consider Termination of a 12-Foot Non-Exclusive Ingress and Egress Easement on Lot 10, University Park, St. Lucie West Plat No. 143**

Mr. Lawson presented the item, indicating that it was a vacant parcel with a different site plan. He recommended approval.

A **MOTION** was made by Secretary Doughney, seconded by Vice Chairman Ney and passed unanimously terminating a 12-foot Non-Exclusive Ingress and Egress Easement on Lot 10, University Park, St. Lucie West Plat No. 143, as presented.

DE 2 – Consider Ratification of Work Authorization # 4A-85-2006-R

Mr. Lawson presented the item, indicating it was a walk-on item and he was requesting ratification.

A **MOTION** was made by Secretary Doughney, seconded by Vice Chairman Ney and passed unanimously ratifying the actions taken relative to Work Authorization #4A-85-2006-R regarding the connection of a gas line into the Lake Charles neighborhood, as presented.

**J. District Manager
Action Items**

DM 1 – District Manager Annual Performance for 2020

Mr. Pickle presented the item and requested its consideration.

A **MOTION** was made by Vice Chairman Ney, seconded by Secretary Doughney and passed unanimously selecting item “(b)” – Taking action to extend this Agreement for one additional year beyond its then-current term with respect to Condition 14 – Agreement Renewal of the District Manager’s employment agreement.

Vice Chairman Ney praised Mr. Pickle and staff for an excellent job and noted that yesterday’s financial presentation confirmed that.

DM 2 – Other Items/Updates

Mr. Pickle reminded the Board that they had previously approved holding off on shut-offs for delinquent accounts until September. He was now recommending resuming the District's policy by moving forward with them.

A **MOTION** was made by Secretary Doughney, seconded by Supervisor Graci to resume shut-offs in September.

Discussion ensued regarding the state of the nation and how not much had changed. The Board Members also discussed the difference between shutting off service to a residential account versus a commercial account.

Secretary Doughney suggested resuming shut-offs for commercial accounts and waiting another 30 days before resuming residential shut-offs. Mr. Harrell advised that was legally okay to do.

Discussion then ensued about notifying the delinquent residential accounts that their service will be shut off at the end of the month if payment is not received. It was also suggested that information be provided in the letter of agencies who may be able to assist them.

Secretary Doughney withdrew his previous **MOTION**, and was agreed to by Supervisor Graci, who had seconded the **MOTION**.

A **MOTION** was made by Secretary Doughney, seconded by Supervisor Graci, resuming September shut-offs for commercial accounts and holding off on shutting off residential accounts for another 30 days. Upon being put to a vote, the **MOTION** carried unanimously.

Mr. Pierman advised that it was time to advertise an RFP for Annual Audit Services. He recommended selecting the entire District Board as the Auditor Selection Committee, adopting the audit criteria and directing staff to advertise the RFP for Annual Audit Services.

A **MOTION** was made by Secretary Doughney, seconded by Supervisor Graci and passed unanimously selecting the entire District Board as the Auditor Selection Committee, adopting the audit criteria and directing staff to advertise the RFP for Annual Audit Services.

K. Consent Agenda

Mr. Pickle presented Consent Agenda items CA 1 through CA 6 and recommended approval.

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 July 2020

CA 6 – Consider Approval to Transfer Funds for the R&R Account Requisitions for Fiscal Year 2020

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

L. Supervisor Requests

Supervisor Graci asked if the District had received the harvester that was approved by the Board back in January. Mr. Hayden indicated there were delays due to the pandemic and he was hoping to receive the harvester by December.

Supervisor Graci then advised of the compliments he had recently received from other District residents and friends regarding District employees. He indicated it was a direct reflection of the Supervisors, Mr. Pickle and all that contribute to the day-to-day workings of the District.

Supervisor Child echoed Supervisor Graci's sentiments, praised the excellent financial report and thanked Mr. Pickle and staff for another year well done.

Secretary Doughney agreed it was another great year by Mr. Pickle and staff.

Vice Chairman Ney agreed with all the comments and asked about getting the microphones somehow fed into the phone system since there were some audible issues during the meeting. Mr. Pickle noted that the new building would have better access.

Mr. Pickle then indicated that the dedication plaque for the new building would cost between \$1,000 and \$1,500 and would be placed at the entryway of the Board Room.

A brief discussion ensued regarding what language to put on the plaque.

K. Adjournment

There being no further items to be addressed, the Regular Board Meeting was adjourned at 9:33 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, October 6, 2020

Item

PH 1 Public Hearing to Consider Adoption of Resolution No. 2020-06: A Resolution Amending the Drug Free Workplace Policy of the St. Lucie West Services District; Providing an Effective Date

Summary

The District will hold a public hearing on Tuesday, October 6, 2020, to consider the adoption of Resolution No. 2020-06: A Resolution Amending the Drug-Free Workplace Policy of the St. Lucie West Services District; Providing an Effective Date.

The Public Hearing was advertised in the St. Lucie News Tribune on September 4, 2020. The attached affidavit of publication verifies that advertisement of this public hearing was published within the general circulation at least 28 days prior to the public hearing being held on October 6, 2020.

Recommendation

Staff recommends adoption of Resolution No. 2020-06.

District Manager: Dennis Pickle

Utilities Director/Assistant District Manager: Joshua Miller

Director of Office Administration: Madeline Maldonado

Public Works Director/Assistant District Manager: Bill Hayden

Budget Impact:

Project Number:	Available Project Budget: \$0.00
ORG Number:	This Project: \$0.00
	Available Balance: \$0.00

Board Action:

Moved by:	Seconded by:	Action Taken:
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NOTICE OF PUBLIC HEARING BY THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT TO CONSIDER THE ADOPTION OF AN ADDENDUM TO THE DISTRICT'S 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, October 6, 2020, at 9:00 a.m., or as soon as 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 and 190.011, Florida Statutes, to the proposed adoption of an addendum to the Drug-Free Workplace Policy.

The purpose of the addendum is to include the Requirements and Procedures for Implementation of the Commercial Driver's License Drug and Alcohol Clearinghouse, as contained in regulations of the United States Department of Transportation's Federal Motor Carrier Safety Administration, which regulations are set forth in Subpart G of 49 C.F.R. Part 382. If adopted, the proposed addendum shall become effective upon approval by the Board of the District.

A copy of the proposed addendum 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 amendment is not expected to require legislative ratification pursuant to Section 120.541(1). Each person who decides to appeal any decision made by the 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.

In accordance with the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at this meeting should contact the District Administrator at 1-561-630-4922 or toll-free at 1-877-737-4922 at least five (5) calendar days prior to the date of the meeting. Persons who are hearing impaired may contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District's office.

Dated this 14th day of August, 2020.

Dennis Pickle, District Manager
ST LUCIE WEST SERVICES DISTRICT

Publish: September 4, 2020

RESOLUTION NO. 2020-06

A RESOLUTION AMENDING THE DRUG-FREE WORKPLACE POLICY OF THE ST. LUCIE WEST SERVICES DISTRICT; PROVIDING AN EFFECTIVE DATE.

SECTION 1. AUTHORITY FOR THIS RESOLUTION. This Resolution is adopted pursuant to Sections 120.54, 190.011(5), and 190.035, Florida Statutes.

SECTION 2. FINDINGS. The Board of Supervisors of the St. Lucie West Services District ("Board") hereby finds and determines as follows:

A. The St. Lucie West Services District ("District") is a local unit of special-purpose government organized and existing under and pursuant to Chapter 190, Florida Statutes, as amended.

B. The Board is authorized under Chapters 120 and 190, Florida Statutes, to adopt this Resolution as a Rule of the District.

C. The purpose of this Rule is to amend certain policies for the District to promote a drug-free workplace.

D. This Rule is necessary to establish and maintain policies and procedures for a drug-free workplace for District employees.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF ST. LUCIE WEST SERVICES DISTRICT:

SECTION 3. DRUG-FREE WORKPLACE POLICY AMENDED. The Drug-Free Workplace Policy of the St. Lucie West Services District is hereby amended to read as set forth in the attached revision of such Policy (with new text shown in underline, and deleted text shown as ~~struck through~~).

SECTION 4. EFFECTIVE DATE. This Rule shall become effective on October 6, 2020.

APPROVED AND ADOPTED this 6th day of October 2020.

ST. LUCIE WEST SERVICES DISTRICT

Attest:

Secretary, Board of Supervisors

By: _____
Chairman, Board of Supervisors

St. Lucie West Services District



DRUG-FREE

WORKPLACE

POLICY

St. Lucie West Services District Drug Free Workplace Policy Table of Contents

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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, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate) Percodan, Vicodin, Tussi-organidin, etc.

BARBITURATES – (barbs, rainbows, goofballs, reds, yellows, blues) Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebral, 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

COMMERCIAL 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.

ST. LUCIE WEST SERVICES DISTRICT
COMMERCIAL MOTOR VEHICLE DRIVERS SAFETY POLICY ADDENDUM

The following Policy Addendum modifies the District's Commercial Motor Vehicle Drivers Safety Policy to include the requirements for implementing the U.S. Department of Transportation's Federal Motor Carrier Safety Administration (FMCSA)'s CDL Drug and Alcohol Clearinghouse, effective January 6, 2020.

49 CFR Part 382 Subpart G—Requirements and Procedures for Implementation of the Commercial Driver's License Drug and Alcohol Clearinghouse, Effective January 6, 2020

CLEARINGHOUSE REQUIREMENTS

As part of the continuing efforts to promote safe roadways and to ensure only qualified CDL drivers are performing safety-sensitive duties, FMCSA has created the CDL Drug and Alcohol Clearinghouse for querying and reporting CDL drivers' compliance with 49 CFR Part 382, including CDL drivers' drug and alcohol testing violations and other pertinent information. Employers are required to query the database on an annual (or more frequent basis) for each current CDL driver, and as part of the pre-employment screening process for each driver applicant. In addition, Employers are required to report driver-specific Part 382 drug and alcohol violations to the Clearinghouse.

CLEARINGHOUSE QUERIES AND DRIVER CONSENT

The Employer shall conduct a query of the Clearinghouse for each driver applicant before hiring into a CDL position. Driver consent is required for the query. Each driver applicant must register in the Clearinghouse and execute the FMCSA Clearinghouse electronic specific consent. If a driver applicant refuses consent, the Employer cannot hire the driver. When the query result states that the driver is qualified under Part 382, the Employer may hire the driver. If the query result states that the driver has Part 382 violations and has not completed the return to duty requirements of Part 40, Subpart O, the Employer cannot hire the driver.

The Employer shall query the Clearinghouse at least annually on each driver employed. Driver consent is required. Each driver shall sign a consent form provided by the Employer. The general consent form may be used for multiple Clearinghouse queries and can extend for the tenure of the driver's employment. If the driver refuses consent for the query, the driver will be removed from driving duty and cannot resume driving duty until the query is conducted. If the query results in notice that drug and alcohol violation information exists in the Clearinghouse for the driver, the Employer must conduct a full query of the driver's record in the Clearinghouse after obtaining a specific FMCSA Clearinghouse consent executed by the driver via the Clearinghouse.

CLEARINGHOUSE REPORTING REQUIREMENTS

Employers must report Part 382 drug and alcohol testing information to the Clearinghouse using driver-specific identification data including driver name, CDL license number and State of issuance, and driver date of birth. No driver consent is required for such reporting.

The Employer must report the following Part 382 drug alcohol testing and violation information to the Clearinghouse within 3 business days of obtaining the information:

- o Alcohol confirmation test with a concentration of 0.04 or higher.
- o Refusal to test (alcohol) as specified in 49 CFR 40.261.
- o Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR 40.191.

- Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance.
- Negative return-to-duty test results (drug and/or alcohol testing, as applicable)
- Completion of follow-up testing requirements.

The Employer's Medical Review Officer (MRO) must report the following Part 382 violations to the Clearinghouse within 2 business days:

- Verified positive, adulterated, or substituted drug test results.
- Refusal to test (drug) requiring a determination by the MRO as specified in 49 CFR 40.191.

Substance Abuse Professionals (SAP) must report within one business day:

- Driver information and date of initial evaluation
- Date of successful completion of treatment and/or education and the determination of eligibility for return-to-duty testing

DRIVER ACCESS TO CLEARINGHOUSE

A driver must register in the Clearinghouse to access his/her Clearinghouse records, and to provide specific consent for the pre-employment full query by any prospective employer. The driver may receive notices and communication from the FMCSA clearinghouse via US mail, or designated electronic means (email/text, etc.). Any driver or authorized representative of the driver may submit a petition to the FMCSA contesting the accuracy of information in the Clearinghouse, using the procedures specified in §382.717.

CONTACT INFORMATION

Supplement Contact Information shall be distributed to all employees at the same time as the Drug Free Workplace Policy is distributed. Employees may also ask for a copy at any time thereafter by contacting the Human Resources department. Contact information will include but not limited to:

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

~~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

St. Lucie West Services District

Board Agenda Item
Tuesday, October 6, 2020

Item

DA 1 Status Report/Updates

Summary

St. Lucie West Services District

Board Agenda Item
Tuesday, October 6, 2020

Item

DE 1 **Status Report/Updates**

Summary

St. Lucie West Services District

Board Agenda Item

Tuesday, October 6, 2020

Item

DM 1 Other Items/Updates

Summary

St. Lucie West Services District

Board Agenda Item

Tuesday, October 6, 2020

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 August 2020

Division	Service Orders*	Work Orders**
Aquatics	78	8
Exotic Plant Removal	65	0
Storm Water	6	85
Vac Truck	18	0
Dredge Barge	0	0
Video Ray	89	0
Shop	141	0
Grand Total	397	93

Aquatics Division:

Operations & Maintenance:

Type	Service Orders	Work Orders
Algae	18	2
Injection Treatments	3	0
Hydrilla Treatments	10	0
Midge Fly Treatments	0	0
Harvester Removal	5	0
Surface Plant Treatments	7	0
Wetland & Upland Treatments	7	0
Debris Removal	23	0
Miscellaneous	5	6

Scheduled Maintenance

- Lake Cleaning Schedule - Available Upon Request

Exotic Plant Removal Division:

Operations & Maintenance:

Type	Service Orders	Work Orders
Encroaching Preserves	19	0
Lygodium Treatments	6	0
Exotic Vegetation Treatments	16	n/a
Tree Removals	0	0
Preserves Maintenance	0	n/a
Vine Management	6	0
Miscellaneous	18	n/a

Scheduled Maintenance

- None

Storm Water Division:

Operations & Maintenance:

Type	Service Orders	Work Orders
Locates	n/a	84
Street Flooding	0	0
Grate Cleaning	5	0
Improved Landscaping & Mowing	1	n/a
Miscellaneous	0	1

Storm Water Division Cont'd:

Scheduled Maintenance

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

Storm Water Division / Vac Truck:

Operations & Maintenance:

<u>Type</u>	<u>Service Orders</u>	<u>Work Orders</u>
Cleaning Out Pipes	9	n/a
Cleaning Out Structures	9	n/a
Miscellaneous	0	n/a

Scheduled Maintenance

- None

Other Information

- 600FT Estimated Footage Cleaned
- None
- REMOVED 2 YARDS OF SAND

Storm Water Division / Dredge Barge:

Operations & Maintenance:

<u>Type</u>	<u>Service Orders</u>	<u>Work Orders</u>
Dredging Pipes	0	n/a
Miscellaneous	0	n/a

Scheduled Maintenance

- None

Other Information

- 0 Estimated Yardage Cleaned
- None
- None

Storm Water Division / Video Ray:

Operations & Maintenance:

<u>Type</u>	<u>Service Orders</u>	<u>Work Orders</u>
Viewing Pipes	89	n/a
Miscellaneous	0	n/a

Scheduled Maintenance

- None

Shop Division :

Operations & Maintenance:

<u>Type</u>	<u>Service Orders</u>	<u>Work Orders</u>
Vehicle Repair	31	n/a
Equipment Repair	64	n/a
Other Repair	46	n/a
Total Repairs	141	n/a

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, October 6, 2020

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			509		
Residential Accounts			6305		
Total Plant Capacity Based on 3.6 MGD			14,400.00	ERC's	(Factor 250 gpd)
Sold prior to October 2019 including the Reserve			11,600.64	ERC's	
The Reserve Commitment for 2020			0.00	ERC's	
Available Water ERC as of October 1st			2,799.36		
Sold in FY 2020 (see water table below)			39.33	ERC's	
Total Remaining Capacity for Water			2,760.03		
WATER		RESIDENTIAL	COMMERCIAL	THE RESERVE	WATER FEES COLLECTED
ERC's sold in	Oct-19	0	5.2	0	\$ 10,899.00
ERC's sold in	Nov-19	0	0.0	0	-
ERC's sold in	Dec-19	0	0.0	0	-
ERC's sold in	Jan-20	0	16.1	0	\$ 41,779.50
ERC's sold in	Feb-20	0	0.0	0	-
ERC's sold in	Mar-20	0	0.0	0	-
ERC's sold in	Apr-20	0	0.0	0	-
ERC's sold in	May-20	0	0.0	0	-
ERC's sold in	Jun-20	0	18.0	0	\$ 46,787.85
ERC's sold in	Jul-20	0	0.0	0	-
ERC's sold in	Aug-20	0	0.0	0	-
ERC's sold in	Sep-20	0	0.0	0	-
Total Water ERC's sold for FY 2020		0	39.3	0	\$ 99,466.35
<u>WASTEWATER</u>					
Commercial Accounts			452		
Residential Accounts			6305		
Total Plant Capacity Based on 2.1 MG/TMADF			23,342.47	ERC's based on three month average daily flow capacity	
Sold prior to October 2019 including the Reserve			11,662.64	ERC's	
The Reserve Commitment for 2020			0.00	ERC's	
Available Wastewater ERC as of October 1st			11,679.83		
Sold in FY 2020 (see W.Water table below)			39.30	ERC's	
Total Remaining Capacity for Wastewater			11,640.53		
WASTEWATER		RESIDENTIAL	COMMERCIAL	THE RESERVE	WASTEWATER FEES COLLECTED
ERC's sold in	Oct-19	0	5.2	0	\$ 8,400.00
ERC's sold in	Nov-19	0	0.0	0	-
ERC's sold in	Dec-19	0	0.0	0	-
ERC's sold in	Jan-20	0	16.1	0	\$ 32,200.00
ERC's sold in	Feb-20	0	0.0	0	-
ERC's sold in	Mar-20	0	0.0	0	-
ERC's sold in	Apr-20	0	0.0	0	-
ERC's sold in	May-20	0	0.0	0	-
ERC's sold in	Jun-20	0	18.0	0	\$ 36,060.00
ERC's sold in	Jul-20	0	0.0	0	-
ERC's sold in	Aug-20	0	0.0	0	-
ERC's sold in	Sep-20	0	0.0	0	-
Total Wastewater ERC's sold for FY 2020		0	39.3	0	\$ 76,660.00
New Connections in August:		-	ERC's		

St. Lucie West Services District Monthly Utilities Operations Report		
August-20		
<u>Water Treatment Facility</u>		
· Total finished water produced for August was	52.36	MG
· The finished water produced for the previous twelve months was	619.10	MG
· The average daily flow of finished water for August was	1.69	MG
· The annual average daily flow of finished water for August was	1.69	MG
· The three month average daily flow of finished water for August was	1.68	MG
· The Water Treatment Plant capacity is operating at	46.9%	
· The Water Plant Annual withdrawal capacity per SFWMD WUP is at	72.2%	
<u>Water Treatment Plant Projects for August:</u>		
· High Service Pump Station "A" Piping Painting Completed		
· Protec Arisawa Completed RO Trains #2 & #3 Seals Replacement		
<u>Wastewater Treatment Facility</u>		
· Total Influent Wastewater flow for August was	44.76	MG
· Total Effluent Wastewater flow for August was	41.24	MG
· The average daily flow of Influent Wastewater for August was	1.44	MG
· The average daily flow of Effluent Wastewater for August was	1.33	MG
· The annual average daily flow of Influent treated for August was	1.43	MG
· The three month average daily flow of Influent treated for August was	1.44	MG
· The Wastewater Plant capacity is operating at	68%	
<u>Wastewater Treatment Plant Projects for August:</u>		
· Replaced Circuit Board (reprogrammed) on Effluent Comp. Sampler		
· Replaced Relays for Sediment Drain Valve on Disc Filter 1A		
· Installed New Transducer at Reject Pond Lift Station		



**Underground Utilities Division
Work Task and Service Order Monthly Report**

Month/Year: August-2020

Count	Description
68	New Service/Connect/Disconnect/occupant change
1	Install Permanent Meter
0	Remove Permanent Meter
0	Install Temporary Meter
0	Remove Temporary Meter
0	Lock off/Close Account
0	Lock off/Legal Reasons
2	Lock Off Temporary
0	Lock Off Non-Payment
16	Reconnection "No Fee"
0	Reconnection "Regular Hours"
0	Reconnection "After Hours"
0	Reconnection "Inspection"
28	Check for Leak "No Leak Found"
67	Check for Leak "Customers Responsibility"
20	Check for Leak "Districts Responsibility"
22	Meter Reading Exception
1	Meter Maintenance
13	Read Meter Office Request
11	Meter Box
0	Meter Test "Passed"
0	Meter Test "Failed"
0	Meter Test not completed location vacant - reason for no usage
175	Meter Change Out
1	Fire Hydrant
22	Irrigation "Checking for Leaks and Turning on Or Shutting Off Valves"
5	Sewer "Backups, Sewer Caps, or Breaks"
0	Lift station "District"
0	Lift station "Private"
85	Locates "Water Quality, Pressure, etc..."
6	Complaints "Water Quality, Pressure, etc..."
10	Follow up "Incomplete Task by District or Contractor from Previous Service Orders"
1	Read Meter Customer Request
0	Lift station /Private
0	Reinstate
0	Miscellaneous
Projects:	Used Aqua-tec to clean out lift station's 53,40,51,44,35,15,28,25,12.
	Used Aqua-tec at 841 St.Andrews Cove and 525 Cortina Ln for potable leaks.
	Scheduling and changing out big commercial meters.
	Installed new auto potable blow off at Rock bridge Ct.

IRRIGATION MONTHLY REPORT- AUGUST 2020

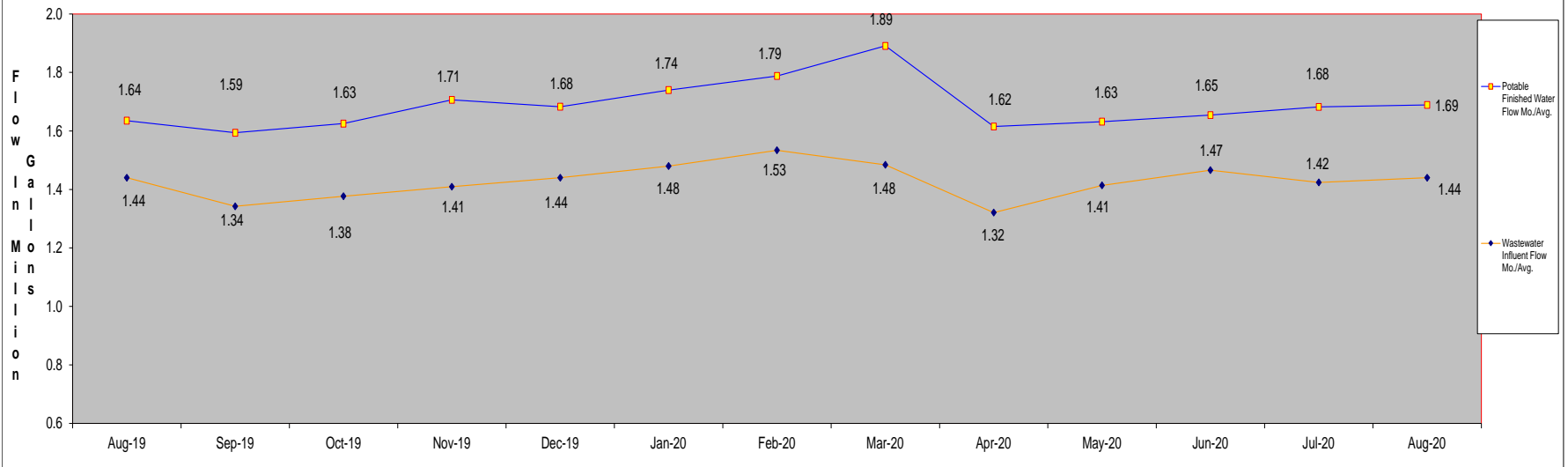
SERVICE ORDERS	
<u>S/O DESCRIPTION</u>	<u>TOTAL</u>
* CHECK FOR LEAK & OPERATE VALVES	22
ACREAGE MEASUREMENT	0
COMPLAINTS	0
TIMER CHANGE REQUEST	0
ADDITIONAL TIME REQUEST NEW PLANTINGS	0
* Also reported un UGU MOR	

IRRIGATION FLOWS			
<u>SOURCE</u>	<u>TOTAL (MG)</u>	<u>ADF (MG)</u>	<u>MAX DAY (MG)</u>
LK CHARLES	24.388	0.787	1.719
LK ERNIE	13.010	0.420	1.602
MAIN PUMP STATION	48.501	1.565	3.124
STORM WATER TRANSFER	8.683	0.280	1.082
SURFICIAL WELLS	0.000	0.000	0.000
BRACKISH WELLS	0.614	0.020	0.043
GOLF COURSE	4.029	0.130	0.291

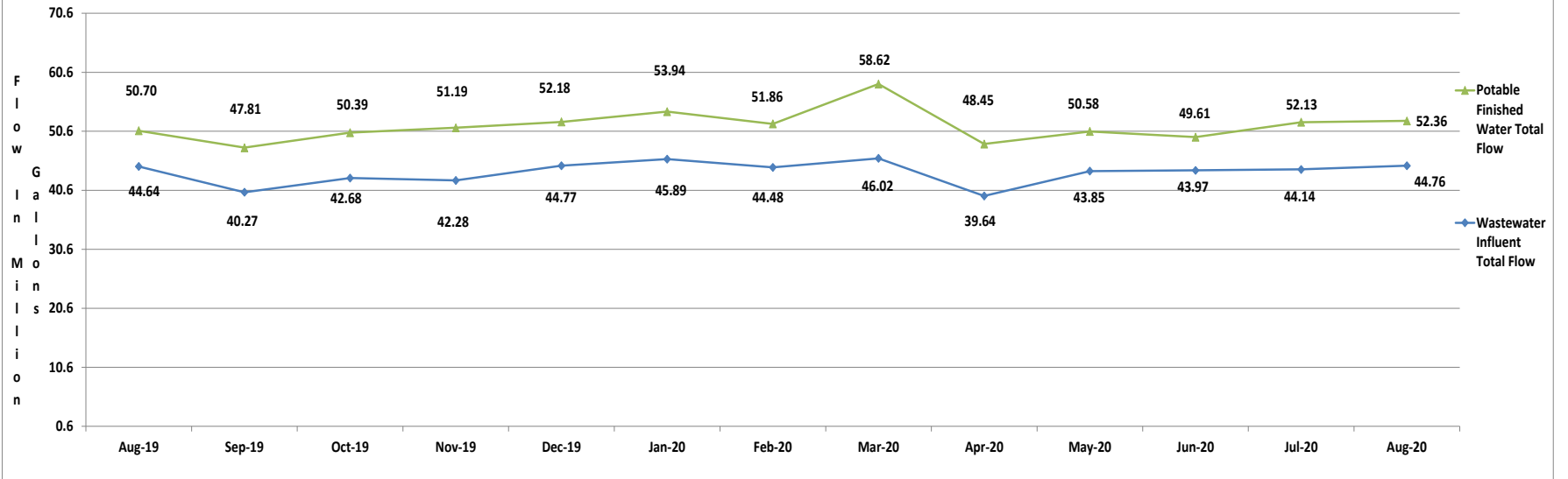
FLOWS (CATEGORIZED)			
	<u>TOTAL (MG)</u>	<u>%</u>	<u>MAX DAY (MG)</u>
REUSE	41.237	46.90%	1.458
STORMWATER	46.081	52.41%	
WELLS (ALL)	0.614	0.70%	
TOTAL	87.932	100.00%	

PROJECTS
<p>Changed out oil on main pump station motors. Installed new irrigation zones at new Admin Building.</p>

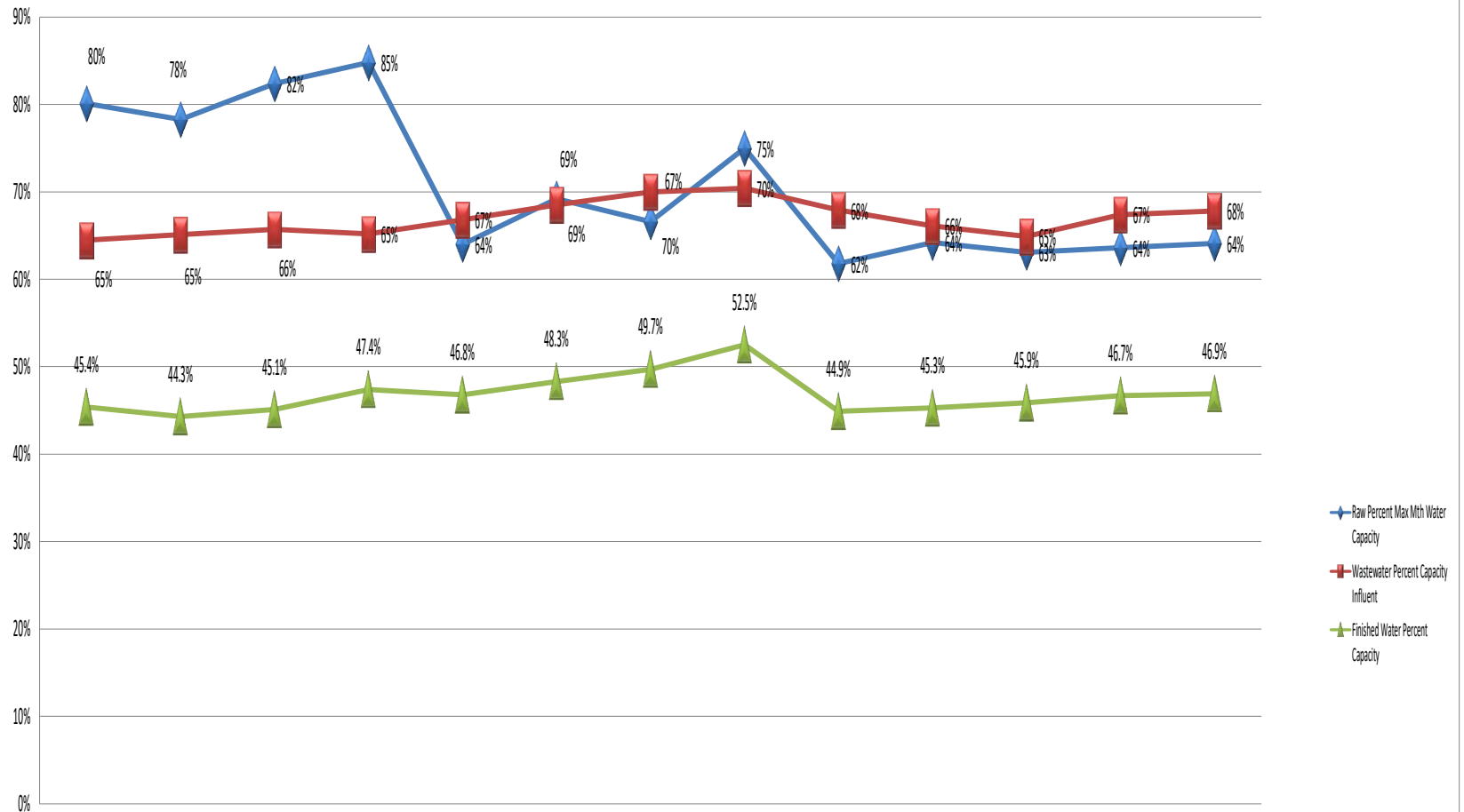
St. Lucie West Services District
Water & Wastewater Average Daily Flows



St. Lucie West Services District
Water & Wastewater Monthly Total Flows

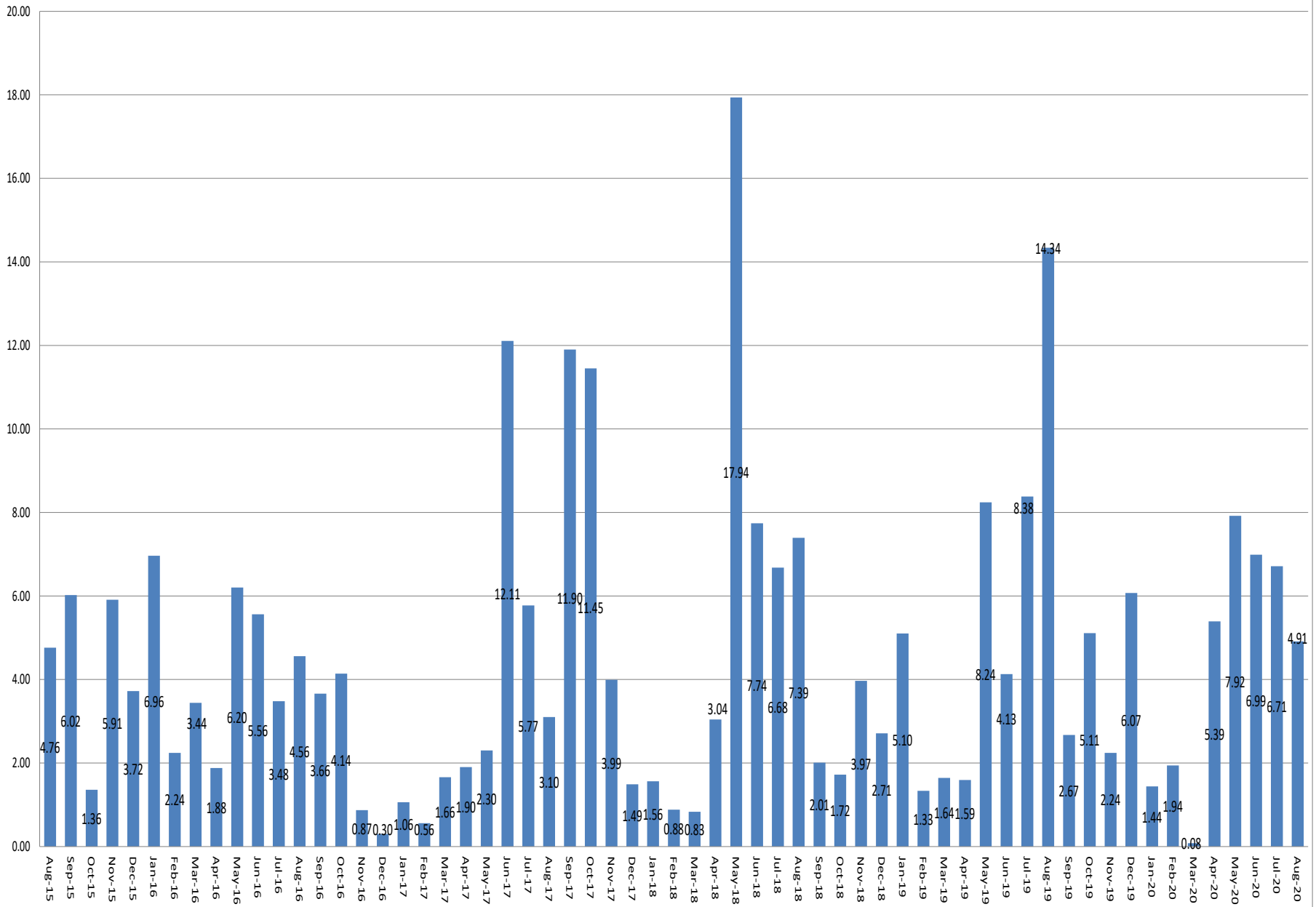


St. Lucie West Services District Water and Wastewater Percent Capacity



	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20
Raw Percent Max Mth Water Capacity	80%	78%	82%	85%	64%	69%	67%	75%	62%	64%	63%	64%	64%
Wastewater Percent Capacity Influent	65%	65%	66%	65%	67%	69%	70%	70%	68%	66%	65%	67%	68%
Finished Water Percent Capacity	45.4%	44.3%	45.1%	47.4%	46.8%	48.3%	49.7%	52.5%	44.9%	45.3%	45.9%	46.7%	46.9%

St. Lucie West Services District Monthly Rainfall



St. Lucie West Services District

Board Agenda Item

Tuesday, October 6, 2020

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 Completed the Main Irrigation Pump Station Improvements.
SW086 New Office Complex Project Construction Near Completion
SW088 Completed High Service “A” Pump Station Project
SW094 ISI Radio Telemetry Upgrade Project Ongoing
SW096 ISI Radio PLC Upgrade Project Ongoing
UT/PW New Conference/Breakroom Project Near Completion
UT/PW Completed Concrete Divider Station 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 2020 Budget	Ongoing % Compl.	FY % Completion	Project	Oct-2019	Nov-2019	Dec-2019	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020	Jul-2020	Aug-2020	Sep-2020	
	Arcadis	RL/BH		35,000	35,000	-	5%	100%	CCE Stormwater Improvements													Engineering Aqua Range
WM001		BH		291,245	192,890	98,355	40%	66%	Stormwater Emergency Repairs													
	ISS	JM/BH	JTC Concrete	45,000	45,000	-	100%	100%	Concrete Solids Divider Station													Complete
		JM		144,967	136,800	8,167	95%	94%	New Conference room/breakroom old administration													Anticipated Completion 10/1/20
SW001		JM		159,980	47,217	112,763		30%	Lift Station renewal & replacement													
SW037		JM		193,845	50,777	143,068		26%	Emergency Renewal and Replacement Projects													
SW047		JM		31,097	19,951	11,146		64%	Structural Repairs Manholes													
SW049		JM		27,438	-	27,438		0%	Protective Coating Manholes													
SW064		JM		65,000	57,470	7,530	81%	88%	Replacement Meters													
SW066		JM/TS		140,000	127,860	12,140	85%	91%	WWTF Painting & Sealing of Tanks													
SW069	ISS	JM/TS	Hinterland	39,000	30,491	8,509	100%	78%	Main Irrigation Pump Station Improvements													Complete
SW073		JM/TS		12,372	1,521	10,851	70%	12%	Replacement Backflow Preventers													
SW078		JM/TS		130,000	25,000	105,000	30%	19%	WTP Painting & Tank Sealing													
SW084		JM		10,000	-	10,000	0%	0%	UGU Potable Water Flushing Devices													
SW085		JM		47,067	1,122	45,945	5%	2%	Emergency (Assoc. Irr.) R&R Projects													
SW086	Arcadis	RL/DP		1,950,000	1,793,031	156,969	85%	92%	New Office Complex													ADMIN BLDG Underway
SW088	ISS	JM/TS	Kerns Const.	280,000	234,245	45,755	100%	70%	High Service Pump Control Project													Complete
SW091		JM		7,000	-	7,000	5%	0%	UGU Irrigation Flushing Devices													
SW094		JM/BH	ISI	145,751	140,458	5,293	90%	96%	Radio Telemetry System Upgrade													Anticipated Completion 11/1/20
SW096		JM/BH	ISI	161,350	153,301	8,049	90%	95%	PLC Upgrade Project													Anticipated Completion 11/1/20
Total				\$ 3,399,900	2,682,444	717,456																

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	26	26	26	26	26	20	20	20	20	20	20
PROJECTS IN DESIGN PHASE	7	7	7	6	6	1	1	1	1	1	1
PROJECTS IN BID PHASE	3	3	2	1	1	0	0	0	0	0	0
PROJECTS IN CONSTRUCTION PHASE	6	5	5	7	7	7	7	7	7	6	6
PROJECTS COMPLETED	0	1	2	2	2	2	2	2	2	3	3
ONGOING CAPITAL R&R PROJECTS	10	10	10	10	10	10	10	10	10	10	10

St. Lucie West Services District

Board Agenda Item

Tuesday, October 6, 2020

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	36,953,580	Gallons
Sewer	36,523,080	Gallons
Sewer BOD	1,060.37	Gallons
Sewer TSS	694.45	Gallons

2. Amount Billed

Total Water	\$263,174.68
Total Sewer	\$305,044.08
Total Irrigation	\$150,881.11

3. Billing

Total Water	6,814
Total Sewer	6,757
Total Irrigation	6,448



Monthly Deposited Receivable Form

Date	WSI Total Deposit /Daily	Misc. Total Deposit/Daily		Date	WSI Total Deposit /Daily	Misc. Total Deposit/Daily
Mon 7/3/2020	\$ 61,833.58	\$ 83.20		Mon 7/24/2020	\$ 78,450.90	\$ -
Tues 7/4/2020	\$ 281,127.42	\$ -		Tues 7/25/2020	\$ 30,951.96	\$ -
Wed 7/5/2020	\$ 19,797.68	\$ -		Wed 7/26/2020	\$ 25,264.68	\$ -
Thur 7/6/2020	\$ 108,775.63	\$ -		Thur 7/27/2020	\$ 10,175.37	\$ -
Fri 7/7/2020	\$ 6,617.81	\$ -		Fri 7/28/2020	\$ 27,075.26	\$ -
Total - Week	\$ 478,152.12	\$ 83.20		Total - Week	\$ 171,918.17	\$ -
Mon 7/10/2020	\$ 9,652.06	\$ -		Mon 7/31/2020	\$ 58,511.68	\$ 83.20
Tues 7/11/2020	\$ 5,400.22	\$ -		Tues	\$ -	\$ -
Wed 7/12/2020	\$ 3,380.92	\$ -		Wed	\$ -	\$ -
Thur 7/13/2020	\$ 3,470.71	\$ -		Thur	\$ -	\$ -
Fri 7/14/2020	\$ 15,596.91	\$ -		Fri	\$ -	\$ -
Total - Week	\$ 37,500.82	\$ -		Total - Week	\$ 58,511.68	\$ 83.20
Mon 7/17/2020	\$ 14,483.10	\$ -				
Tues 7/18/2020	\$ 9,666.54	\$ -				
Wed 7/19/2020	\$ 23,472.55	\$ -				
Thur 7/20/2020	\$ 15,803.69	\$ -				
Fri 7/21/2020	\$ 29,035.33	\$ -				
Total - Week	\$ 92,461.21	\$ -				
				Total Month Receivables	WSI	MISC
					\$ 838,544.00	\$ 166.40

**ST. LUCIE WEST SERVICES DISTRICT
ACCOUNTS BILLED AND MONTHLY RECEIVABLES**

REPORT # 1 ACTIVE COMPANY

MONTH END SUMMARY

8/1/2020 - 8/31/2020

GENERAL LEDGER		TOTAL BILL		BALANCE TOTALS	
CHARGES	DESCRIPTION	COUNT	BILLED AMOUNT	BEGINNING BALANCE AS OF	8/1/2020
				\$	156,525.72
	<u>BASE CHARGES</u>				
5-04109	IRRIGATION BASE	6448	\$ 149,971.19	\$	306,496.91
5-04107	SEWER BASE	6757	\$ 166,501.40	\$	472,998.31
5-04106	WATER BASE	6814	\$ 134,945.89	\$	607,944.20
	DISPENSED/TANKER TRUCK				
5-04046	WATER BASE	13	\$ 911.25	\$	608,855.45
5-04014	WHOLESALE WATER BASE	2	\$ 1,448.20	\$	610,303.65
	TOTAL CHARGE		\$ 453,777.93		
	<u>CONSUMPTION CHARGES</u>				
					<u>CONSUMPTION BY GALLONS</u>
5-04009	IRRIGATION		\$ 909.92	4,136,000	\$ 611,213.57
5-04007	SEWER		\$ 137,882.79	36,523,080	\$ 749,096.36
5-04007	SEWER-BOD EXCESS		\$ 402.94	1,060.37	\$ 749,499.30
5-04007	SEWER-TSS EXCESS		\$ 256.95	694.45	\$ 749,756.25
5-04006	WATER		\$ 128,228.79	36,953,580	\$ 877,985.04
	<u>AVERAGE DAYS</u>				
5-04046	TANKER TRUCK WATER		\$ 62.98	18,150	\$ 878,048.02
5-04014	WHOLESALE WATER		\$ 51,126.98	18,391,000	\$ 929,175.00
5-04021	WHOLESALE WASTEWATER		\$ 50,762.52	16,428,000	\$ 979,937.52
	TOTAL CHARGE		\$ 369,633.87		
	<u>DEPOSIT CHARGE</u>		\$ -		\$ 979,937.52
	<u>TOTAL CHARGES</u>				
	IRRIGATION CHARGE		\$ 150,881.11		
	SEWER CHARGE		\$ 355,806.60		
	WATER CHARGE		\$ 316,724.09		
	TOTAL CHARGE		\$ 823,411.80		
	<u>ADJUSTMENTS</u>				
	<u>DESCRIPTION</u>			<u>REVENUE</u>	<u>WRITE OFF</u>
	TOTAL REVENUE CHANGES			\$ (1,609.92)	\$ 978,327.60
	TOTAL WRITE OFFS				\$ (2.38)
	<u>PENALTY CHARGES</u>				\$ 978,325.22
	<u>DESCRIPTION</u>		<u>AMOUNT</u>		
5-04010	TOTAL PENALTY		\$ (6,528.07)		\$ 971,797.15
	<u>MISCELLANEOUS</u>				
	<u>CHARGES</u>		<u>AMOUNT</u>		
5-04012	TOTAL MISCELLANEOUS		\$ -		\$ 971,797.15
5-04047	BACK FLOW CHARGES		\$ -		
5-04047	BACK FLOW OPT OUT CHARGES		\$ -		
	<u>METER SET FEES</u>		<u>AMOUNT</u>		
5-04018	METER FEE		\$ -		
5-04012	INITIAL CONNECTION METER FEE		\$ -		
	TOTAL METER FEES		\$ -		\$ 971,797.15
	<u>IMPACT FEES</u>		<u>AMOUNT</u>		
5-04033	WATER IMPACT (AFPI)		\$ -		\$ 971,797.15
5-04035	SEWER IMPACT (AFPI)		\$ -		\$ 971,797.15
	TOTAL IMPACT (AFPI)		\$ -		

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

REPORT # 2 ACTIVE COMPANY

MONTH END SUMMARY 8/1/2020 - 8/31/2020

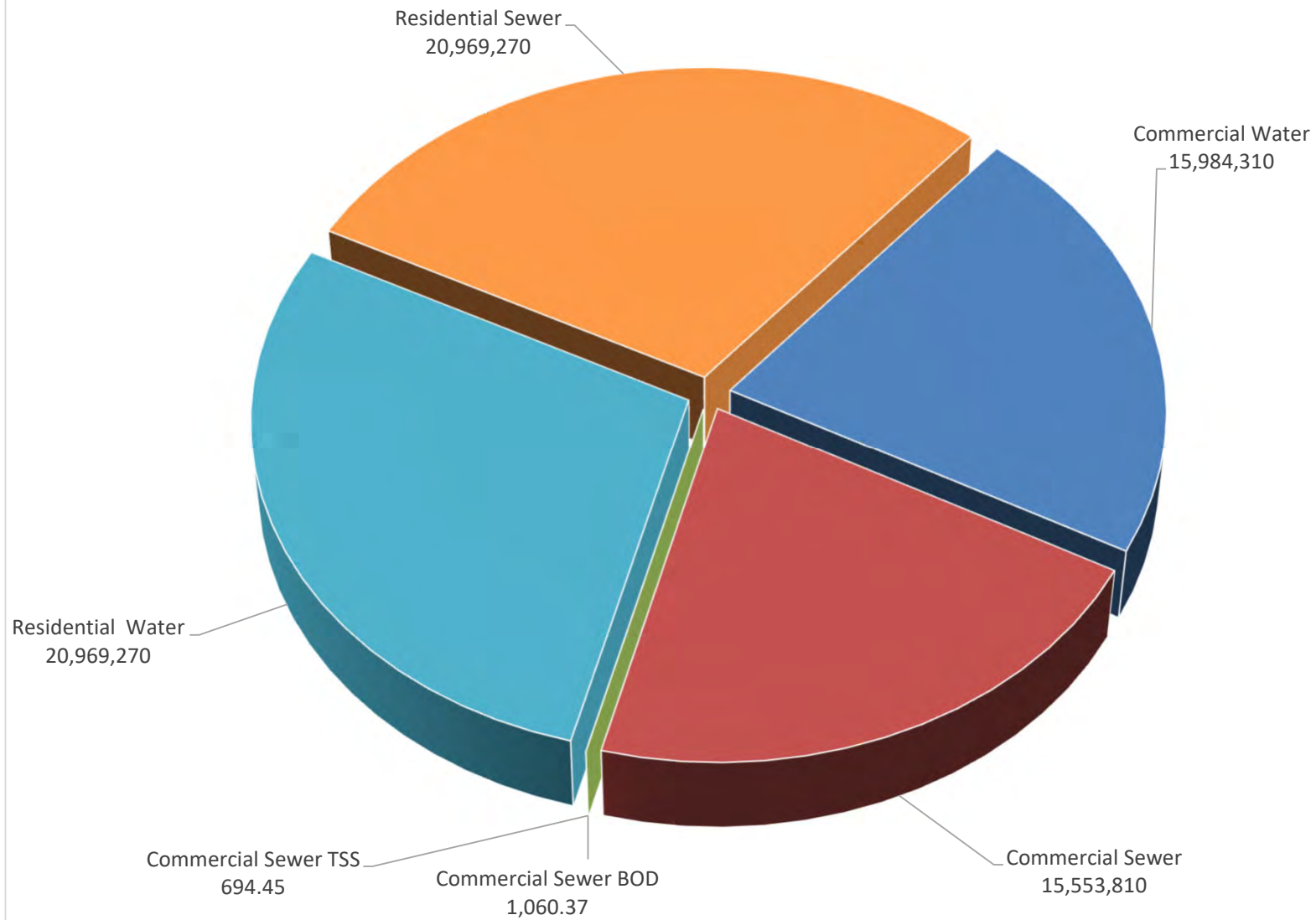
GENERAL LEDGER

			<u>BALANCE TOTALS</u>	
			<u>CONTINUED BALANCE REFERENCE</u>	
			\$	971,797.15
<u>PAYMENTS</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>		
5-01025	DISPENSED WATER/TANKER TRUCK	\$ 340.00	\$	971,457.15
5-01025	IRRIGATION	\$ 145,423.27	\$	826,033.88
5-01025	PENALTY	\$ 5,526.00	\$	820,507.88
5-01025	SEWER BASE	\$ 163,009.35	\$	657,498.53
5-01025	SEWER CONSUMPTION	\$ 134,825.75	\$	522,672.78
5-01025	WATER BASE	\$ 132,210.99	\$	390,461.79
5-01025	WATER CONSUMPTION	\$ 124,515.29	\$	265,946.50
5-01025	MISCELLANEOUS	\$ -	\$	265,946.50
5-04047	BACK FLOW CHARGES	\$ -	\$	265,946.50
5-04047	BACK FLOW OPT OUT CHARGES	\$ -	\$	265,946.50
5-01025	CONVERSION	\$ 208.71	\$	265,737.79
5-01025	BOD EXCESS CONSUMPTION	\$ 12.03	\$	265,725.76
5-01025	TSS EXCESS CONSUMPTION	\$ 7.67	\$	265,718.09
	TOTAL RECEIVABLES CREDIT	\$ 706,079.06		
	CREDIT BALANCE CHANGE	\$ 23,107.07	\$	242,611.02
	SUBTRACT DEPOSIT REFUNDS	\$ -		
	WRITE OFF	\$ 20.17	\$	242,590.85
	SUBTOTAL	\$ 729,206.30		
5-04014	WHOLESALE WATER	\$ 52,575.18	\$	190,015.67
5-04021	WHOLESALE WASTEWATER	\$ 50,762.52	\$	139,253.15
5-04033	WATER IMPACT (AFPI)	\$ -	\$	139,253.15
5-04035	SEWER IMPACT (AFPI)	\$ -	\$	139,253.15
5-04018	METER FEE	\$ -	\$	139,253.15
5-04012	INITIAL CONNECTION METER FEE	\$ -	\$	139,253.15
	TOTAL PAYMENTS	\$ 832,544.00		
<u>REVERSE</u>	<u>DESCRIPTION</u>			
<u>PAYMENTS</u>				
	POSTING ERRORS	\$ 90.32		
5-01025	RETURN PAYMENTS	\$ 5,657.04		
	TOTAL	\$ 5,747.36	\$	145,000.51
<u>REFUNDS</u>	<u>DESCRIPTION</u>	<u>COUNT</u>	<u>AMOUNT</u>	
	TOTAL REFUNDS	57	\$ 6,600.00	\$ 151,600.51
<u>TRANSFER</u>	<u>DESCRIPTION</u>		<u>NET AMOUNT</u>	
<u>BALANCE</u>				
	RECEIVABLES ADJUSTED		\$ (4,708.97)	\$ 146,891.54
	RECEIVABLES RE-APPLIED		\$ 4,708.97	\$ 151,600.51
<u>DEPOSIT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>	
<u>ACTIVITY</u>				
	BEGINNING BALANCE		\$ -	
	BILLED DEPOSITS		\$ -	
5-02030	NEW DEPOSITS		\$ -	
	REFUNDS		\$ -	
	REVERSE REFUNDS		\$ -	
	REVERSE DEPOSITS		\$ -	
	ENDING BALANCE		\$ -	
<u>MISC.</u>	<u>DESCRIPTION</u>			
<u>PAYMENTS</u>				
	MISCELLANEOUS PAYMENTS RECEIVED		\$ 166.40	

ENDING BALANCE AS OF	
8/31/2020	
\$	408,887.34
\$	(257,286.83)
\$	151,600.51

Bank Draft from July

Actual Consumption August 2020



St. Lucie West Services District

Board Agenda Item Tuesday, October 6, 2020

Item

CA 5 Financial Statements for August, 2020

Summary

Attached for your review are the Financial Reports for the period ending August 31, 2020.

- 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
August 2020

	<u>Oct 19-Aug 20</u>	<u>Budget YTD</u>	<u>\$ +/- Budget YTD</u>	<u>% of Budget YTD</u>	<u>Total Budget</u>
Ordinary Income/Expense					
Income					
1-04000 · GF SLWSD GENERAL FUND REVENUE	2,924,541.12	2,937,700.91	-13,159.79	99.55%	2,941,090.00
Total Income	<u>2,924,541.12</u>	<u>2,937,700.91</u>	<u>-13,159.79</u>	<u>99.55%</u>	<u>2,941,090.00</u>
Gross Income	2,924,541.12	2,937,700.91	-13,159.79	99.55%	2,941,090.00
Expense					
1-05000 · GF BOARD OF DIRECTORS	11,970.20	14,183.55	-2,213.35	84.4%	15,473.00
1-06000 · GF DISTRICT MANAGER	521.96	48,789.55	-48,267.59	1.07%	53,218.75
1-07000 · GF FINANCE	131,541.62	137,153.35	-5,611.73	95.91%	141,295.00
1-12000 · GF GRANT MANAGEMENT	0.00	1,107.30	-1,107.30	0.0%	1,208.00
1-13000 · GF CLERK TO THE BOARD	7,921.38	11,598.50	-3,677.12	68.3%	12,653.00
1-14000 · GF AQUATICS DIVISION-PERSNL	254,208.78	336,468.95	-82,260.17	75.55%	367,057.00
1-15000 · GF ADMINISTRATION DIV-PERSNL	806,826.88	807,371.61	-544.73	99.93%	880,769.00
1-16000 · GF STORM WATER MGMT-PERSNL	336,368.59	361,949.07	-25,580.48	92.93%	456,678.00
1-17000 · GF EXOTIC PLNT RMVL DIV-PERSNL	228,227.86	282,162.40	-53,934.54	80.89%	245,989.00
1-18000 · GF SHOP OPERATIONS-PERSNL	48,885.77	58,417.35	-9,531.58	83.68%	63,728.00
1-19000 · GF GENERAL COUNSEL	10,023.02	28,665.05	-18,642.03	34.97%	31,271.00
1-23000 · GF SPECIAL COUNSEL	1,726.30	2,943.40	-1,217.10	58.65%	3,211.00
1-26000 · GF ENGINEERING	7,545.68	35,436.50	-27,890.82	21.29%	38,658.00
1-31000 · GF AQUATICS DIVISION-OPERATING	129,927.29	298,516.18	-168,588.89	43.52%	313,454.00
1-33000 · GF ADMINISTRATION DIV-OPERATING	559,926.79	868,411.07	-308,484.28	64.48%	885,312.00
1-34000 · GF STORM WATER MGMT-OPERATING	311,067.77	244,004.04	67,063.73	127.49%	256,368.00
1-35000 · GF EXOTIC PLANT RMVL-OPERATING	81,954.56	121,993.77	-40,039.21	67.18%	132,175.00
1-36000 · GF SHOP OPERATIONS-OPERATING	31,296.05	36,550.18	-5,254.13	85.63%	38,782.00
1-46000 · GF RENEWAL & REPLACEMENT	220,954.79	166,145.00	54,809.79	132.99%	166,145.00
Total Expense	<u>3,180,895.29</u>	<u>3,861,866.82</u>	<u>-680,971.53</u>	<u>82.37%</u>	<u>4,103,444.75</u>
Net Ordinary Income	<u>-256,354.17</u>	<u>-924,165.91</u>	<u>667,811.74</u>	<u>27.74%</u>	<u>-1,162,354.75</u>
Net Income	<u>-256,354.17</u>	<u>-924,165.91</u>	<u>667,811.74</u>	<u>27.74%</u>	<u>-1,162,354.75</u>

St Lucie West Service District (WMB DS)
Income Statement Budget vs. Actual
 August 2020

	<u>Oct 19-Aug 20</u>	<u>Budget YTD</u>	<u>\$ +/- Budget YTD</u>	<u>% of Budget YTD</u>	<u>Total Budget</u>
Ordinary Income/Expense					
Income					
2-04000 - WB WTR MGMT BEN SRS 1999A REV	2,344,801.24	2,455,239.30	-110,438.06	95.5%	2,455,406.00
Total Income	<u>2,344,801.24</u>	<u>2,455,239.30</u>	<u>-110,438.06</u>	<u>95.5%</u>	<u>2,455,406.00</u>
Gross Income	2,344,801.24	2,455,239.30	-110,438.06	95.5%	2,455,406.00
Expense					
2-05000 - WB WTR MGMT BEN SRS 1999A DS	2,325,888.92	2,319,401.01	6,487.91	100.28%	2,324,076.00
Total Expense	<u>2,325,888.92</u>	<u>2,319,401.01</u>	<u>6,487.91</u>	<u>100.28%</u>	<u>2,324,076.00</u>
Net Ordinary Income	<u>18,912.32</u>	<u>135,838.29</u>	<u>-116,925.97</u>	<u>13.92%</u>	<u>131,330.00</u>
Net Income	<u>18,912.32</u>	<u>135,838.29</u>	<u>-116,925.97</u>	<u>13.92%</u>	<u>131,330.00</u>

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

August 2020

	Oct 19-Aug 20	Budget YTD	\$ +/- of Budget YTD	% of Budget YTD	Total Budget
Ordinary Income/Expense					
Income					
5-04000 · WS SLWSD WATER & SEWER REVENUE	7,848,206.23	7,756,985.56	91,220.67	101.18%	9,243,054.00
Total Income	<u>7,848,206.23</u>	<u>7,756,985.56</u>	<u>91,220.67</u>	<u>101.18%</u>	<u>9,243,054.00</u>
Gross Income	7,848,206.23	7,756,985.56	91,220.67	101.18%	9,243,054.00
Expense					
5-05000 · WS BOARD OF DIRECTORS	11,866.27	12,921.34	-1,055.07	91.84%	14,096.00
5-06000 · WS DISTRICT MANAGER	497.62	41,248.17	-40,750.55	1.21%	44,998.00
5-07000 · WS FINANCE	228,467.42	323,914.94	-95,447.52	70.5%	334,912.00
5-09000 · WS PROPERTY CONTROL	1,382.34	9,172.17	-7,789.83	15.07%	10,006.00
5-11000 · WS UTILITY RATE CONSULTANT	7,347.50	14,526.42	-7,178.92	50.58%	15,847.00
5-13000 · WS CLERK TO THE BOARD	11,227.44	15,207.52	-3,980.08	73.83%	16,590.00
5-14000 · WS ADMIN DVSN-PERSNL	886,247.78	945,008.21	-58,760.43	93.78%	1,030,918.00
5-15000 · WS WATER TRTMNT PLANT-PERSNL	318,663.65	371,136.37	-52,472.72	85.86%	404,876.00
5-16000 · WS WASTEWATER TRTMT PL-PERSNL	329,990.14	385,428.11	-55,437.97	85.62%	420,467.00
5-17000 · WS UNDERGROUND UTIL-PERSNL	541,869.40	602,722.12	-60,852.72	89.9%	657,515.00
5-18000 · WS IRRIGATION DIV-PERSNL	43,114.69	54,423.40	-11,308.71	79.22%	59,370.96
5-40000 · WS SHOP DIV - PERSNL	107,348.34	120,231.86	-12,883.52	89.28%	131,162.00
5-19000 · WS GENERAL COUNSEL	10,023.03	31,668.09	-21,645.06	31.65%	34,547.00
5-23000 · WS SPECIAL COUNSEL	1,726.32	8,036.42	-6,310.10	21.48%	8,767.00
5-26000 · WS ENGINEERING	50,203.50	89,435.50	-39,232.00	56.13%	97,566.00
5-27000 · WATER & SEWER DEBT SERVICE	505,250.63	515,163.00	-9,912.37	98.08%	2,605,326.00
5-28000 · WS WATER & SEWER SERVICES	1,022,373.88	1,022,373.92	-0.04	100.0%	1,115,317.00
5-29000 · WS ADMIN DIV-OPERATING	1,071,075.50	1,689,393.15	-618,317.65	63.4%	1,727,747.00
5-30000 · WS WATER TRTMNT PLANT-OPER	583,841.66	663,979.27	-80,137.61	87.93%	724,341.00
5-31000 · WS WASTEWATER TRTMT PL-OPER	391,199.69	897,969.53	-506,769.84	43.57%	938,694.00
5-32000 · WS UNDERGROUND UTIL-OPERATING	655,745.00	584,173.61	71,571.39	112.25%	633,003.00
5-33000 · WS IRRIGATION DIV-OPERATING	170,199.59	275,778.26	-105,578.67	61.72%	300,849.00
5-41000 · WS SHOP DIV - OPER	18,744.86	19,556.18	-811.32	95.85%	21,334.00
Total Expense	<u>6,968,406.25</u>	<u>8,693,467.56</u>	<u>-1,725,061.31</u>	<u>80.16%</u>	<u>11,348,248.96</u>
Net Ordinary Income	<u>879,799.98</u>	<u>-936,482.00</u>	<u>1,816,281.98</u>	<u>-93.95%</u>	<u>-2,105,194.96</u>
Net Income	<u><u>879,799.98</u></u>	<u><u>-936,482.00</u></u>	<u><u>1,816,281.98</u></u>	<u><u>-93.95%</u></u>	<u><u>-2,105,194.96</u></u>

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

August 2020

	<u>Oct 19-Aug 20</u>	<u>Budget YTD</u>	<u>\$ +/- Budget YTD</u>	<u>% of Budget YTD</u>	<u>Total Budget</u>
Ordinary Income/Expense					
Income					
5-36000 · WS CAP REVENUES					
5-36001 · INTEREST - R&R 4076011209	1,559.84				
5-36002 · INTEREST - WWCF - 4076011236	248.59	275.00	-26.41	90.4%	300.00
5-36003 · INTEREST - 2004 BOND ISSUE	0.00				
5-36004 · INTEREST - WCF 4076011227	1,069.84	64.17	1,005.67	1,667.2%	70.00
5-36005 · WATER IMPACT FEES	73,421.11	3,512.67	69,908.44	2,090.18%	3,832.00
5-36006 · WW IMPACT FEES	55,099.37	2,636.34	52,463.03	2,090.0%	2,876.00
5-36007 · R&R TRANS FROM W&S OPERATING	1,022,373.88	1,022,373.92	-0.04	100.0%	1,115,317.00
Total 5-36000 · WS CAP REVENUES	<u>1,153,772.63</u>	<u>1,028,862.10</u>	<u>124,910.53</u>	<u>112.14%</u>	<u>1,122,395.00</u>
Total Income	<u>1,153,772.63</u>	<u>1,028,862.10</u>	<u>124,910.53</u>	<u>112.14%</u>	<u>1,122,395.00</u>
Gross Income	1,153,772.63	1,028,862.10	124,910.53	112.14%	1,122,395.00
Expense					
5-37000 · WS RENEWAL & REPLACEMENT CIP					
5-37004 · CAPITAL PROJECTS SW049	0.00	27,438.00	-27,438.00	0.0%	27,438.00
5-37006 · CAPITAL PROJECTS SW064	57,510.76	15,000.00	42,510.76	383.41%	15,000.00
5-37007 · CAPITAL PROJECTS SW001	90,448.00	159,980.00	-69,532.00	56.54%	159,980.00
5-37009 · CAPITAL PROJECTS SW037	55,139.57	193,845.00	-138,705.43	28.45%	193,845.00
5-37013 · CAPITAL PROJECTS SW047	19,951.50	31,097.00	-11,145.50	64.16%	31,097.00
5-37014 · CAPITAL PROJECTS SW050	0.00	50,000.00	-50,000.00	0.0%	50,000.00
5-37018 · CAPITAL PROJECTS SW069	30,491.10	550,000.00	-519,508.90	5.54%	550,000.00
5-37020 · CAPITAL PROJECTS SW066	127,860.00	200,000.00	-72,140.00	63.93%	200,000.00
5-37027 · CAPITAL PROJECTS SW073	1,521.22	12,372.00	-10,850.78	12.3%	12,372.00
5-37028 · CAPITAL PROJECTS SW078	24,390.00	130,000.00	-105,610.00	18.76%	130,000.00
5-37029 · CAPITAL PROJECTS SW081	5,172.00	145,000.00	-139,828.00	3.57%	145,000.00
5-37031 · CAPITAL PROJECTS SW084	0.00	10,000.00	-10,000.00	0.0%	10,000.00
5-37032 · CAPITAL PROJECTS SW085	1,121.70	47,067.00	-45,945.30	2.38%	47,067.00
5-37035 · CAPITAL PROJECTS SW088	247,663.11	330,000.00	-82,336.89	75.05%	330,000.00
5-37038 · CAPITAL PROJECTS SW091	0.00	7,000.00	-7,000.00	0.0%	7,000.00
5-37041 · CAPITAL PROJECTS SW094	99,210.21				
5-37043 · CAPITAL PROJECTS SW096	99,785.00				
Total 5-37000 · WS RENEWAL & REPLACEMENT CIP	<u>860,264.17</u>	<u>1,908,799.00</u>	<u>-1,048,534.83</u>	<u>45.07%</u>	<u>1,908,799.00</u>
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	<u>0.00</u>	<u>1,200,000.00</u>	<u>-1,200,000.00</u>	<u>0.0%</u>	<u>1,200,000.00</u>
5-39000 · WS WASTEWATER CONNECT FEE CIP					
5-39010 · CAPITAL PROJECTS SW067	0.00	300,000.00	-300,000.00	0.0%	300,000.00
Total 5-39000 · WS WASTEWATER CONNECT FEE CIP	<u>0.00</u>	<u>300,000.00</u>	<u>-300,000.00</u>	<u>0.0%</u>	<u>300,000.00</u>
Total Expense	<u>860,264.17</u>	<u>3,408,799.00</u>	<u>-2,548,534.83</u>	<u>25.24%</u>	<u>3,408,799.00</u>
Net Ordinary Income	<u>293,508.46</u>	<u>-2,379,936.90</u>	<u>2,673,445.36</u>	<u>-12.33%</u>	<u>-2,286,404.00</u>
Net Income	<u>293,508.46</u>	<u>-2,379,936.90</u>	<u>2,673,445.36</u>	<u>-12.33%</u>	<u>-2,286,404.00</u>

St Lucie West Service District

Check Register

As of August 31, 2020

Date	Num	Name	Memo	Credit
ASSETS				
Current Assets				
Checking/Savings				
1-00001 - SUNTRUST (GF operating) #1363				
08/06/2020	9624	ANDERSON RENTALS INC	PO#79928	84.75
08/06/2020	9625	BLUE CROSS BLUE SHIELD OF FL	HEALTH INSURANCE-GROUP NO. 41965 JULY 2020	77,459.15
08/06/2020	9626	DAVID MIKLAS, P.A.	PO#79940	992.25
08/06/2020	9627	EATON CORPORATION	PO#799793A	23,285.56
08/06/2020	9628	FLORIDA COAST EQUIPMENT	PO#79919	127.62
08/06/2020	9629	GUARDIAN	GROUP ID 00563384-AUGUST 2020 LIFE, DENTAL & VISION	6,690.19
08/06/2020	9630	HELENA CHEMICAL CO	PO#79925	4,156.25
08/06/2020	9631	KYOCERA DOCUMENT SOLUTIONS SOUTH EAST	PO#79927	298.53
08/06/2020	9632	NAPA AUTO SUPPLY OF PORT ST. LUCIE	PO#79935	3,873.78
08/06/2020	9633	NATURE'S KEEPER INC.	PO#79924	1,180.00
08/06/2020	9634	PARKS RENTAL	PO#79917	726.07
08/06/2020	9635	SISCA CONSTRUCTION SERVICES, LLC	PO#79315F	222,884.50
08/06/2020	9636	ST LUCIE BATTERY & TIRE	PO#79921	761.49
08/06/2020	9637	ST LUCIE CO BALING & RECYCLING	PO#79944	352.02
08/06/2020	9638	SUNSHINE STATE ONE CALL OF FLORIDA, INC	PO#79868	101.78
08/06/2020	9639	SUNTRUST CREDIT CARD		6,308.11
08/06/2020	9640	SYSTEM DESIGN WIZARDS, INC.	PO#79933	660.00
08/06/2020	9641	TOW MASTERS OF PORT ST. LUCIE	PO#79920	183.50
08/06/2020	9642	TREASURE COAST LAWN EQUIPMENT	PO#79913	737.98
08/06/2020	9643	UNIFIRST	INV#9130720752 & INV#9130720753	262.78
08/06/2020	9644	UNIVERSAL ENVIRONMENTAL SERVICES, LLC	PO#79932	135.00
08/06/2020	9645	VERIZON WIRELESS		1,664.61
08/06/2020	9646	WEX BANK	PO#79945	6,348.99
08/06/2020	9647	SUNTRUST CREDIT CARD		3,514.97
08/11/2020		ASCENSUS	PR 8/12/2020 (7/25/20-8/7/2020)	1,150.50
08/13/2020	9648	BESTCOM	PO#79787B	2,741.67
08/13/2020	9649	BLUE CROSS BLUE SHIELD OF FL	VOID: Customer AJE # 8-PAID	
08/13/2020	9650	CITY ELECTRIC SUPPLY CO.	PO#79853	98.39
08/13/2020	9651	COMO OIL COMPANY OF FLORIDA	PO#79946	677.54
08/13/2020	9652	COMPUTER NETWORK SERVICES		3,829.30
08/13/2020	9653	CSLS, LLC	PO#79968	500.00
08/13/2020	9654	EATON CORPORATION	PO#79793 B	240.50
08/13/2020	9655	FLORIDA DEPARTMENT OF CORRECTIONS	VOID: Cust AJE # 1-JE	
08/13/2020	9656	FLOWERS CHEMICAL LABORATORIES	PO#79975	2,252.00
08/13/2020	9657	FPL	PO#79958	40,597.28
08/13/2020	9658	FRANKLIN TEMPLETON BANK AND TR	SEP PAYROLL 08.12.2020	9,208.94
08/13/2020	9659	GFA INTERNATIONAL	PO#79964	468.25
08/13/2020	9660	GONANO & HARRELL	PO#79951	1,638.00
08/13/2020	9661	HOME DEPOT CREDIT SERVICES	PO#79957	3,592.54
08/13/2020	9662	IRRIGATION BY MIKE MARBURGER, INC.	PO#79974	1,070.00
08/13/2020	9663	KERNS CONSTRUCTION	PO#79963	1,500.00
08/13/2020	9664	SAM'S CLUB MASTERCARD	PO#79967	8,004.90
08/13/2020	9665	UNIFIRST	INV#9130721858 & INV#9130721859	260.13
08/13/2020	9666	STEWART MATERIALS, LLC	PO#79930	47.50
08/20/2020	9667	BESTCOM		3,503.00
08/20/2020	9668	COMPUTER NETWORK SERVICES	INV#39164	7,439.95
08/20/2020	9669	HELENA CHEMICAL CO		6,050.00
08/20/2020	9670	HOME DEPOT CREDIT SERVICES	ACCT#6035 3225 0464 6450	265.54
08/20/2020	9671	JOE'S ELECTRIC OF ST. LUCIE CNTY, INC	INV#12354	5,222.50
08/20/2020	9672	PITNEY BOWES	ACCT#8000-9000-0280-5368	550.00
08/20/2020	9673	SOLANTIC OF SOUTH FLORIDA LLC	INV#082076448	100.00
08/20/2020	9674	UNIFIRST	INV#9130722946 & INV#9130722947	260.13
08/20/2020	9675	VERO CHEMICAL DISTRIBUTORS INC	PO#79952	22,739.45
08/24/2020	9676	LOWE'S	PO#79957	3,592.54
08/27/2020		ASCENSUS	PR 8/26/2020 (8/8/20-8/21/2020)	1,162.82
08/27/2020	9677	ADP, LLC	PO#80029	1,126.10
08/27/2020	9678	AMERIGAS	PO#80015	300.00
08/27/2020	9679	APPLE INDUSTRIAL SUPPLY CO.	PO#79978	147.01
08/27/2020	9680	AQUAFIX	PO#80028	3,399.00
08/27/2020	9681	BLUE CROSS BLUE SHIELD OF FL	HEALTH INSURANCE-GROUP NO. 41965 AUG 2020	86,638.89
08/27/2020	9682	BRENT MONTGOMERY	PO#80021	1,232.50
08/27/2020	9683	CITY ELECTRIC SUPPLY CO.	PO#79966	142.47
08/27/2020	9684	COMO OIL COMPANY OF FLORIDA	PO#80010	604.40
08/27/2020	9685	FRANKLIN TEMPLETON BANK AND TR	SEP PAYROLL 08.26.2020	8,985.83
08/27/2020	9686	GFA INTERNATIONAL	PO#80023	320.25
08/27/2020	9687	GUARDIAN	GROUP ID 00563384-SEPT 2020 LIFE, DENTAL & VISION	7,188.76
08/27/2020	9688	HELENA CHEMICAL CO	PO#80005	2,346.25
08/27/2020	9689	MULLINAX OF VERO BEACH		238.34
08/27/2020	9690	SPECIAL DISTRICT SERVICES, INC.	PO#80026	7,758.56
08/27/2020	9691	SUNSHINE STATE ONE CALL OF FLORIDA, INC	PO#79989	101.78
08/27/2020	9692	TREASURE COAST LAWN EQUIPMENT	PO#79993	75.46
08/27/2020	9693	TYLER TECHNOLOGIES, INC.	PO#80020	16,518.00
08/27/2020	9694	UNIFIRST	INV#9130724040 & INV#9130724041	262.78
08/27/2020	9695	VERIZON WIRELESS	PO#80007	1,096.68
Total 1-00001 - SUNTRUST (GF operating) #1363				630,036.31
1-00002 - SUNTRUST (GF R&R Fund) # 3968				
Total 1-00002 - SUNTRUST (GF R&R Fund) # 3968				
5-00002 - SUNTRUST (WS Operating) #7918				
08/06/2020	10977	ABB, INC	PO#79898	1,360.00
08/06/2020	10978	CITY ELECTRIC SUPPLY CO.		425.39
08/06/2020	10979	COMPUTER NETWORK SERVICES	PO#79804A	822.35
08/06/2020	10980	CORE & MAIN		4,059.10
08/06/2020	10981	F.J. NUGENT & ASSOCIATES, INC.	PO#79833	11,794.00
08/06/2020	10982	HACH COMPANY	PO#79942	88.17
08/06/2020	10983	LOUIE'S AIR CONDITIONING SERVICE, INC.	PO#79939	160.00

Date	Num	Name	Memo	Credit
08/06/2020	10984	MICHAEL S. KNAPP	PO#79758A	17,000.00
08/06/2020	10985	TREASURE COAST LAWN EQUIPMENT	PO#79912	1,087.02
08/06/2020	10986	WASTE MANAGEMENT OKEECHOBEE LANDFILL	PO#79934	5,263.05
08/13/2020	10987	APPLE INDUSTRIAL SUPPLY CO.	PO#79948	51.87
08/13/2020	10988	BARNEY'S PUMP	PO#79404	14,044.00
08/13/2020	10989	CASANDRA MARTINEZ	CUSTOMER REFUND 357 COCONUT KEY	21.92
08/13/2020	10990	COMPUTER NETWORK SERVICES	PO#79972	139.95
08/13/2020	10991	CORE & MAIN		5,119.00
08/13/2020	10992	FERGUSON ENTERPRISES	PO#79905	2,940.00
08/13/2020	10993	FLOWERS CHEMICAL LABORATORIES	PO#79947	1,352.00
08/13/2020	10994	HMC ASSETS LLC	CUSTOMER REFUND 407 TUSCANY	1.96
08/13/2020	10995	HORIZON DISTRIBUTORS INC.	PO#79836	298.64
08/13/2020	10996	INFRASTRUCTURE SOLUTION SERVICES	PO#79707A	5,600.00
08/13/2020	10997	JOSEPH SHAPIRO	CUSTOMER REFUND 829 LAKE CHARLES	136.61
08/13/2020	10998	KAREN TANNER	CUSTOMER REFUND 117 PLEASANT GOVE	150.00
08/13/2020	10999	KERNS CONSTRUCTION		4,131.00
08/13/2020	11000	LOUIE'S AIR CONDITIONING SERVICE, INC.	PO#79954	260.00
08/13/2020	11001	MARIA VEGA	CUSTOMER REFUND 254 MANATEE SPRINGS	275.37
08/13/2020	11002	MERCEDES BOZO	CUSTOMER REFUND 638 TREASURE	66.23
08/13/2020	11003	ODYSSEY MANUFACTURING COMPANY	PO#79887	2,577.52
08/13/2020	11004	SFR 2012-1 FLORIDA LLC	CUSTOMER REFUND 827 LAKE CHARLES	52.08
08/13/2020	11005	ST LUCIE BATTERY & TIRE		943.71
08/13/2020	11006	STEVEN CANNON	CUSTOMER REFUND 336 SPRINGVIEW	24.92
08/13/2020	11007	THE BUSHEL STOP, INC.	PO#79937	107.00
08/13/2020	11008	THOMAS SANCHEZ	CUSTOMER REFUND 610 SAN REMO	96.85
08/13/2020	11009	USABLUBOOK	PO#79785	1,552.96
08/13/2020	11010	YASMINA BAZIE	CUSTOMER REFUND 404 SANDY	59.96
08/20/2020	11011	ARISTA INFORMATION SYSTEMS, INC.	INV#30346	560.54
08/20/2020	11012	CITY ELECTRIC SUPPLY CO.		1,668.53
08/20/2020	11013	FERGUSON ENTERPRISES	INV#1018069	509.80
08/20/2020	11014	GRAYBAR	PO#79977	2,923.00
08/20/2020	11015	HACH COMPANY	INV#12068626	566.95
08/20/2020	11016	KERNS CONSTRUCTION	INV#200814.01	1,775.00
08/20/2020	11017	ODYSSEY MANUFACTURING COMPANY	INV#340408	1,153.62
08/20/2020	11018	TURNER INDUSTRIAL SUPPLY CO.	INV#1115661-0001-01	199.45
08/20/2020	11019	WACO	INV#01298909	1,688.00
08/20/2020	11020	WATER WERKS, INC.	INV#1331	50.00
08/20/2020	11021	INTEGRATION SERVICES, INC.	INV#12020-01-11	2,865.29
08/20/2020	11022	FRANK MATERSON	CUSTOMER REFUND 222 PLEASANT GROVE	35.20
08/20/2020	11023	JAMES DURANTE	CUSTOMER REFUND 607 WHITFIELD	24.46
08/20/2020	11024	KENNETH MARX	CUSTOMER REFUND 1540 MOCKINGBIRD	10.03
08/20/2020	11025	LOUIS DAVID HARLOW	CUSTOMER REFUND 1553 MOCKINGBIRD	381.02
08/20/2020	11026	MARISOL ORTIZ	CUSTOMER REFUND 481 TALQUIN	8.28
08/20/2020	11027	RICHARD JONES	CUSTOMER REFUND 711 ROCKY BAYOU	26.89
08/20/2020	11028	ROBERT LACKTIS	CUSTOMER REFUND 601 SAN REMO	92.80
08/27/2020	11029	APPLE INDUSTRIAL SUPPLY CO.		358.07
08/27/2020	11030	BARNEY'S PUMP	INV#00053984	5,195.00
08/27/2020	11031	CARMELO COLLETTI	CUSTOMER REFUND 434 JEFFERSON	108.15
08/27/2020	11032	CORE & MAIN		15,559.77
08/27/2020	11033	FERGUSON ENTERPRISES		843.00
08/27/2020	11034	FLORIDA RURAL WATER ASSOCIATIO	INV#4237	560.00
08/27/2020	11035	HEIDI HEINZ	CUSTOMER REFUND 221 MANATEE SPRINGS	65.51
08/27/2020	11036	HORIZON DISTRIBUTORS INC.		845.01
08/27/2020	11037	KATHARINE RANDALL	CUSTOMER REFUND 339 COCONUT KEY	5.67
08/27/2020	11038	MADELINE ESTEFANI	CUSTOMER REFUND 247 COCONUT KEY	20.66
08/27/2020	11039	MARILYN LONERGAN	CUSTOMER REFUND 363 SANDY	19.50
08/27/2020	11040	ODYSSEY MANUFACTURING COMPANY		2,756.16
08/27/2020	11041	RAFAELA GONZALEZ	VOID: INV#16371- wrong vendor	
08/27/2020	11042	THE BUSHEL STOP, INC.		122.00
08/27/2020	11043	XYLEM WATER SOLUTIONS U.S.A., INC.	INV#401026868	2,447.74
08/27/2020	11044	RAFTELIS	INV#16371	787.50
Total 5-00002 - SUNTRUST (WS Operating) #7918				126,295.23
Total Checking/Savings				756,331.54
Total Current Assets				756,331.54
TOTAL ASSETS				756,331.54
LIABILITIES & EQUITY				
TOTAL LIABILITIES & EQUITY				

St Lucie West Service District
Checks Over \$35,000
As of August 31, 2020

Date	Num	Name	Memo	Credit
ASSETS				
Current Assets				
Checking/Savings				
1-00001 · SUNTRUST (GF operating) #1363				
08/06/2020	9625	BLUE CROSS BLUE SHIELD OF FL	HEALTH INSURANCE-GROUP NO. 41965 JULY 2020	77,459.15
08/06/2020	9635	SISCA CONSTRUCTION SERVICES, LLC	PO#79315F	222,884.50
08/13/2020	9657	FPL	PO#79958	40,597.28
08/27/2020	9681	BLUE CROSS BLUE SHIELD OF FL	HEALTH INSURANCE-GROUP NO. 41965 AUG 2020	86,638.89
Total 1-00001 · SUNTRUST (GF operating) #1363				427,579.82
5-00002 · SUNTRUST (WS Operating) #7918				
Total 5-00002 · SUNTRUST (WS Operating) #7918				427,579.82
Total Checking/Savings				427,579.82
Total Current Assets				427,579.82
TOTAL ASSETS				427,579.82
LIABILITIES & EQUITY				
TOTAL LIABILITIES & EQUITY				

St Lucie West Service District
Balance Sheet
As of August 31, 2020

	Aug 31, 20
ASSETS	
Current Assets	
Checking/Savings	
D-ACCNT	-748.73
xxx	0.08
1-00001 · SUNTRUST (GF operating) #1363	1,022,558.05
1-00002 · SUNTRUST (GF R&R Fund) # 3968	515,680.07
5-00001 · SUNTRUST (WS Deposit) #1355	-227,319.55
5-00002 · SUNTRUST (WS Operating) #7918	6,366,811.20
Total Checking/Savings	7,676,981.12
Other Current Assets	
1-02000 · GF SLWSD GENERAL ASSETS	425,795.94
2-01000 · WB WTR MGMT BEN 1999A ASSETS	811,653.14
5-01000 · WS SLWSD WATER & SEWER ASSETS	52,840,127.22
Total Other Current Assets	54,077,576.30
Total Current Assets	61,754,557.42
Other Assets	
000000 · Journal Entry Exchange	2,465.25
Total Other Assets	2,465.25
TOTAL ASSETS	61,757,022.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-9,262.00
Total Accounts Payable	-9,262.00
Other Current Liabilities	
1-03000 · GF SLWSD GENERAL LIAB	-380,877.26
2-02000 · WB WTR MGMT BEN 1999A LIAB	51,745.79
5-02000 · WS SLWSD WATER & SEWER LIAB	33,428,615.00
Total Other Current Liabilities	33,099,483.53
Total Current Liabilities	33,090,221.53
Total Liabilities	33,090,221.53
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	10,272,374.00
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	935,493.45
Total Equity	28,666,801.14
TOTAL LIABILITIES & EQUITY	61,757,022.67

**ST LUCIE WEST SERVICE DISTRICT
ACCOUNT RECONCILIATION SUMMARY
FOR MONTH END AUGUST 31st, 2020**

G/L #	Account Name	Bank	Account #	Statement EOM Balance	In Transit	Reconciled Statement Balance	G/L Balance	Reconciled
OPERATING								
1-0001	Operating Checking	ST	1000104111363	1,175,660.81	(893,521.57)	282,139.24	282,139.24	* Yes
1-0002	Operating Checking R&R Fund	ST	1000104113968	515,680.07	-	515,680.07	515,680.07	* Yes
1-0002	Operating Checking Escrow Fund	ST	1000104116740	-	-	-	-	Yes
1-02022	Surplus Funds - SBA	SBA	271912	6,564.19		6,564.19	6,564.19	Yes
TOTAL OPERATING						\$ 804,383.50	\$ 804,383.50	
WATER MANAGEMENT BOND FUNDS								
2-01060	Revenue Fund-WMB 2013	US	203823000	423,429.58		423,429.58	423,429.58	Yes
2-01061	Interest Account-WMB 2013	US	203823001	-		-	-	Yes
2-01062	Sinking Account-WMB 2013	US	203823002	4,667.70		4,667.70	4,667.70	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	476.56		476.56	476.56	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						\$ 811,653.14	\$ 811,653.14	
WATER AND SEWER ACCOUNTS								
5-00001	Water & Sewer Cash Depository	ST	1000104111355	46,728.80	104,290.80	151,019.60	151,019.60	* Yes
5-00002	Water & Sewer Operating Checking	ST	1000104117918	6,403,567.04	(149,567.82)	6,253,999.22	6,253,999.22	* 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	735,776.74		735,776.74	735,776.74	Yes
5-01010	Renewal & Replacement	US	4076011209	2,016,784.11		2,016,784.11	2,016,784.11	Yes
5-01011	Rate Stabilization	US	4076011218	585,402.37		585,402.37	585,402.37	Yes
5-01012	Water Connection	US	4076011227	1,288,119.69		1,288,119.69	1,288,119.69	Yes
5-01013	Wastewater Connection	US	4076011236	300,085.47		300,085.47	300,085.47	Yes
5-01014	Revenue Fund	US	4076011165	162,303.03		162,303.03	162,303.03	Yes
5-01015	Surplus Fund	US	4076011272	1,424,086.58		1,424,086.58	1,424,086.58	Yes
5-01016	Principal Account	US	4076036781	1,450,219.32		1,450,219.32	1,450,219.32	Yes
5-01042	Surplus Funds - SBA	SBA	271911	508.77		508.77	508.77	Yes
WATER AND SEWER ACCOUNTS TOTAL						\$ 16,892,906.41	\$ 16,892,906.41	
GRAND TOTAL						\$ 18,508,943.05	\$ 18,508,943.05	

* Note: These checking accounts (1363, 3968, 1355, & 7918) are reconciled to 9/28/20, 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, October 6, 2020

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 2020 and have been previously approved by the Board to be funded from one of the aforementioned 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.

- \$47,644.14 – Renewal & Replacement Account FY 2020

All Invoices for this requisition are attached for your review.

Recommendation

Staff recommends Board approval to transfer funds from the R&R Account for FY 2020 \$47,644.14 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:

2020-11

(B) Name of Payee:

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

(C) Amount Payable:

\$47,644.14

(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.

2020-11

St Lucie West Service District
Transaction Detail By Account
 August 2020

Type	Date	Num	Name	Memo	Debit	Credit	Balance
5-37000 · WS RENEWAL & REPLACEMENT CIP							
5-37006 · CAPITAL PROJECTS SW064							
Bill	08/20/2020	PO#79002E	WATER WERKS, INC.	INV#1331	50.00		50.00
Total 5-37006 · CAPITAL PROJECTS SW064					50.00	0.00	50.00
5-37007 · CAPITAL PROJECTS SW001							
Bill	08/06/2020	13009	F.J. NUGENT & ASSOCIATES, INC.	PO#79833	11,794.00		11,794.00
Bill	08/13/2020	INV00053623	BARNEY'S PUMP	PO#79404	14,044.00		25,838.00
Bill	08/13/2020	M717913	CORE & MAIN	PO#79858	991.00		26,829.00
Bill	08/27/2020	PO#79831	BARNEY'S PUMP	INV#00053984	5,195.00		32,024.00
Bill	08/27/2020	PO#M715591	CORE & MAIN	INV#M715991	11,207.40		43,231.40
Total 5-37007 · CAPITAL PROJECTS SW001					43,231.40	0.00	43,231.40
5-37009 · CAPITAL PROJECTS SW037							
Bill	08/20/2020	PO#80006	KERNS CONSTRUCTION	INV#200814.01	1,775.00		1,775.00
Bill	08/27/2020	4237	FLORIDA RURAL WATER ASSOCIATIO	INV#4237	140.00		1,915.00
Bill	08/27/2020	PO#80018	XYLEM WATER SOLUTIONS U.S.A., INC.	INV#401026868	2,447.74		4,362.74
Total 5-37009 · CAPITAL PROJECTS SW037					4,362.74	0.00	4,362.74
Total 5-37000 · WS RENEWAL & REPLACEMENT CIP					47,644.14	0.00	47,644.14
TOTAL					47,644.14	0.00	47,644.14

St. Lucie West Services District

Board Agenda Item

Tuesday, October 6, 2020

Item

CA 7 Surplus items

Summary

Provided for your review and approval. District Staff has determined that a declaration of surplus equipment is required from the Board of Supervisors for the liquidation of the following item. The declaration will allow staff to dispose of the following item on Gov Deals. Due to the construction deadline of the new Administration building and the timing of the sale and removal of the current mobile Administration building will need to be flexible so the actual surplus date will need to be upon completion of the new building.

Item	Model	Serial/ID	Dept	Tag #
Analog DVR System	VMAX A1	VAH162016030745	ADMIN	N/A
Old Scrap Water Meters	N/A	N/A	UGU	N/A
Wacker Mud Pump	PD3	N/A	UGU	222

Recommendation

Staff recommends approval for the declaration of surplus equipment upon the completion of the construction of the new Administration Building.

District Manager: Dennis Pickle

Budget Impact

Project Number: Available Project Budget: \$0.00
ORG Number: This Project: \$0.00
Available Balance: \$0.00

Board Action

Moved by: Seconded by: Action Taken:



Supervisors' Requests



Adjournment