

ST. LUCIE WEST SERVICES DISTRICT



**BOARD OF SUPERVISORS'
REGULAR BOARD MEETING
JUNE 7, 2022
9:00 A.M.**

AGENDA
ST. LUCIE WEST SERVICES DISTRICT
BOARD OF SUPERVISORS'
REGULAR BOARD MEETING
June 6, 2022 & June 7, 2022
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. May 2, 2022 Workshop Minutes
2. May 3, 2022 Regular Board Minutes

E. Public Comment

F. District Attorney

DA 1 – Status Report/Updates

G. District Engineer

DE 1 – Status Report/Updates

H. District Manager

Action Items

DM 1 – 2022 Emergency Management Guidelines Operations Plan

DM 2 – Consider Approval of Request to Advertise Public Hearing to Consider Amending the District Employee Pay Grade Schedule

DM 3 – Consider Resolution No. 2022-05 – Adopting a Fiscal Year 2023 Proposed Annual Budget and Setting a Public Hearing Date

DM 4 – Other Items

I. Consent Agenda

CA 1 – Monthly Report on Public Works Department

CA 2 – Monthly Report on Utilities Operations

CA 3 – Monthly Report on Capital Improvement Projects

CA 4 – Monthly Report on Billing and Customer Service

CA 5 – Financial Statements for April 2022

CA 6 – Consider Approval to Transfer Funds for the R&R Account, WCF Account and WMB Account

J. Supervisors' Requests

K. Adjournment

St. Lucie West Services District
Workshop Meeting Minutes
May 2, 2022, 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 – via phone
John Doughney, Secretary – in-person
Dominick Graci, Supervisor – in-person
Viorel Mocuta, Supervisor – in-person

Staff Present

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

Guests Present (Sign-In Sheet Attached)

A. Call to Order

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

B. Pledge of Allegiance

C. Roll Call

It was noted that all 5 Supervisors were in attendance.

D. Approval of Minutes

- 1. April 4, 2022, Workshop**
- 2. April 5, 2022, Regular Board Meeting**

There were no revisions to either set of minutes.

E. Public Comment

There was no public comment.

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

Mr. Hayden was not aware of any updates from Mr. Harrell.

**G. District Engineer
DE 1 – Consider Work Authorization No. 7BN3-13-0322-SU between the District and 500 Stadium Business Center, LLC**

Mr. Hayden presented the item, indicating that it was an application for the construction of a 3.36-acre commercial development on the northwest corner of NW Peacock Boulevard and NW Stadium Drive, which is currently undeveloped and covered heavily with trees and vegetation.

Mr. Hayden continued that the applicant proposes to construct two commercial buildings with associated driveways and parking spaces. The project site will utilize and connect to the existing water, sewer and reuse lines adjacent to the lot. He also indicated that staff recommends approval of the work authorization with the following 2 special conditions:

- 1.) All water, sewer and reuse improvements past the points of service shown on the plans shall be the responsibility of the applicant or subsequent owner; and
- 2.) All on-site drainage facilities including the proposed control structure shall remain in private ownership and must be the maintenance responsibility of the applicant or subsequent owner.

There was no discussion regarding this item.

**H. District Manager
Action Items**

DM 1 – Consider Request to Advertise Public Hearings to Consider (1) Adopting a Revised Employee Job Descriptions; and (2) Amending Chapter A-III, Rules of the District Regarding Positions, Qualifications, Compensation, Employment and Termination of District Employees

Mr. Hayden presented the item, indicating that the request was for 2 Public Hearings:

- 1.) Public Hearing 1 – adopting revised employee job descriptions, including the deletion of certain existing job descriptions and the addition of descriptions for certain new positions. It was noted that the pay grade ranges for certain job descriptions may change following completion of the wage and salary study currently in the process; and

2.) Public Hearing 2 – adopting an amendment to Chapter A-III, Rules of the District Regarding Positions, Qualifications, Compensation, Employment and Termination of District Employees, to add the position of Assistant Director of Office Administration – Human Resources to the list of “high ranking employees” as defined in Section 1 (a).

The Board had several questions which were addressed.

DM 2 – Consider Change Order #1 from Lawrence Lee Construction Services, Inc. for the WWTF Filter #2 Replacement Project

Mr. Miller presented the item, indicating that Lawrence Lee Construction Services, Inc. was hired by the District for the WWTF Filter #2 Replacement Project. He further indicated that this change order was being requested by the company for the relocation of the proposed electrical control panels in order to allow for better accessibility of the new filter controls. Mr. Miller noted that this change order would increase the contract from \$998,000 to the not to exceed amount of \$1,001,908.

A brief discussion ensued regarding the details of the change.

DM 3 – Other Updates

Mr. Miller advised of his receipt of the 2021 Annual Drinking Water Quality Report, indicating that there were no changes from last year’s report. He noted that it would go out with the May billing and will also be posted on the District’s website.

Supervisor Graci provided information regarding the Presidents’ Council Meetings, indicating that their primary goal is to restart the communication process between HOAs, the community and city and county leaders. Discussion ensued regarding decisions that needed to be made regarding the details of these meetings and a start date.

Mr. Hayden advised of the Candidate Qualifying Period for election runs from noon on June 13, 2022, through noon on June 17, 2022. He suggested contacting the St. Lucie County Supervisor of Elections’ Office for more information.

Mr. Hayden then distributed the Fiscal Year 2022/2023 Proposed Budget. There was a Board consensus to discuss the budget at the next meeting in June.

That concluded Mr. Hayden’s updates.

I. Consent Agenda

CA 1 – Monthly Report on Public Works Department

CA 2 – Monthly Report on Utilities Operations

CA 3 – Monthly Report on Capital Improvement Projects

CA 4 – Monthly Report on Billing and Customer Service

CA 5 – Financial Statements for March, 2022

CA 6 – Consider Approval to Transfer Funds for the R&R Account, WCF Account and WWCF Account

There was no discussion regarding Consent Agenda items CA 1 through CA 6.

J. Supervisor Requests

Vice Chairman Ney requested a moment of silence for Jimmy Mobley who had recently passed away.

That concluded Supervisor Requests.

K. Adjournment

There being no further items to be addressed, the Workshop Meeting was adjourned at 9:23 a.m. There were no objections.

Workshop Meeting Minutes Signature Page

Chairman/Vice Chairman

Secretary/Assistant Secretary

Date Approved _____

St. Lucie West Services District
Regular Board Meeting Minutes
May 3, 2022, 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 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
Dominick Graci, Supervisor – in-person
Viorel Mocuta, Supervisor – in-person

Staff Present

Bill Hayden, District Manager, St. Lucie West Services District ("SLWSD") – in-person
Maddie Maldonado, Director of Office Administration, SLWSD – in-person
Josh Miller, Utilities Director/Assistant District Manager, SLWSD – in-person
Gerard Rouse, Assistant Public Works Director, SLWSD – in-person
Thomas Bayer, Assistant Utilities Director, SLWSD – in-person
Lisa-Marie Beans, Executive Assistant, SLWSD – in-person
Dan Harrell, District Counsel, Gonano & Harrell – in-person
Clayton McCormick, District Engineer, Infrastructure Solution Services. – in-person
Jason Pierman, Secretary/Treasurer, Special District Services, Inc. ("SDS") – via phone
Laura Archer, Recording Secretary, SDS – in-person

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

Chairman D'Amico asked for a moment of silence for Jimmy Mobley who had recently passed away.

C. Roll Call

It was noted that all 5 Supervisors were in attendance.

D. Approval of Minutes

- 1. April 4, 2022, Workshop**
- 2. April 5, 2022, Regular Board Meeting**

The minutes of the April 4, 2022, Workshop and the April 5, 2022, Regular Board Meeting were presented for consideration.

A **MOTION** was made by Supervisor Graci, seconded by Secretary Doughney and unanimously passed, approving the minutes of the April 4, 2022, Workshop and the April 5, 2022, Regular Board Meeting, as presented.

E. Public Comment

There was no public comment.

F. District Attorney
DA 1 – Status Report/Updates

Mr. Harrell had no updates at this time.

G. District Engineer
DE 1 – Consider Work Authorization No. 7BN3-13-0322-SU between the District and 500 Stadium Business Center, LLC

Mr. McCormick presented the item, asking if there were any questions.

A brief discussion ensued regarding the 2 special conditions.

A **MOTION** was then made by Vice Chairman Ney, seconded by Secretary Doughney and passed unanimously approving Work Authorization No. 7BN3-13-0322-SU between the District and 500 Stadium Business Center, LLC, as presented.

H. District Manager
Action Items

DM 1 – Consider Request to Advertise Public Hearings to Consider (1) Adopting a Revised Employee Job Descriptions; and (2) Amending Chapter A-III, Rules of the District Regarding Positions, Qualifications, Compensation, Employment and Termination of District Employees

Mr. Hayden presented the item and distributed a revised org chart.

A brief discussion ensued regarding the position titles.

A **MOTION** was made by Secretary Doughney, seconded by Supervisor Graci and passed unanimously approving the advertisement of two Public Hearings to consider (1) Adopting a Revised Employee Job Description; and (2) Amending Chapter A-III,

DM 2 – Consider Change Order #1 from Lawrence Lee Construction Services, Inc. for the WWTF Filter #2 Replacement Project

Mr. Miller presented the item for Board consideration.

A brief discussion ensued regarding the location of the control panels.

A **MOTION** was then made by Secretary Doughney, seconded by Vice Chairman Ney approving Change Order #1 to Lawrence Lee Construction Services, Inc. in the amount of \$3,908 for the WWTF Filter #2 Replacement Project, as presented. The Utility Fund Available Project Budget being \$102,000; This Project Cost being \$3,908; leaving a Utility Fund Available Balance After the Project of \$98,092.

DM 3 – Other Updates

Mr. Miller advised that the 2021 Annual Drinking Water Quality Report was ready to go to the public.

A discussion ensued regarding testing for micro plastics to which Mr. Miller advised that he believed at some point other reports would require to be tested for them.

The Board was requested to accept the 2021 Annual Drinking Water Quality Report.

A **MOTION** was made by Secretary Doughney, seconded by Supervisor Graci and passed unanimously accepting the 2021 Annual Drinking Quality Report, as presented.

Supervisor Graci then brought up the Presidents' Council Meetings and the questioned raised regarding the details. He noted that either Mr. Hayden or Mr. Miller should be contacted by e-mail about the meetings.

A discussion then ensued regarding a start date for the meetings and potential speakers and topics.

It was ultimately decided that the first meeting would be scheduled for June 15, 2022, at 9:00 a.m. and the District would provide refreshments for this first meeting. Refreshment for subsequent meetings would fall on the "host."

It was decided that Supervisor Graci would Chair the Committee for the Presidents' Council Meeting and organize the meeting dates and locations and Secretary Doughney would Co-Chair and make arrangements for speakers.

The Candidate Qualifying Period was reiterated, noting that the notice had been published in the *St. Lucie News Tribune* on May 9, 2022, and that the following seats were expiring in November 2022:

Seat 1 – Gregg Ney;
Seat 2 – Dominick R. Graci; and
Seat 3 - Vince D'Amico

I. Consent Agenda

Consent Agenda items CA 1 through CA 6 were presented for consideration.

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 March, 2022

CA 6 – Consider Approval to Transfer Funds for the R&R Account, WCF Account and WWCF Account

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

J. Supervisor Requests

A brief discussion ensued regarding the District picking up yard waste and what a great job they did.

Secretary Doughney expressed his condolences to Jimmy Mobley's family and praised his 26 years of service to the District.

That concluded Supervisor Requests.

M. Adjournment

There being no further items to be addressed, the Regular Board Meeting was adjourned at 9:27 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, June 7, 2022

Item

DA 1 **Status Report/Updates**

Summary

St. Lucie West Services District

Board Agenda Item

Tuesday, June 7, 2022

Item

DE 1 **Status Report/Updates**

Summary

St. Lucie West Services District

Board Agenda Item

Tuesday, June 7, 2022

Item

DM 1 2022 Emergency Management Guidelines Operations Plan

Summary

Provided for your approval is the 2022 Emergency Management Guidelines Operations Plan for the St. Lucie West Services District. This Plan is required by the Florida Department of Environmental Protection and is required to be updated periodically.

With recent changes to District Staff, Regulatory Contacts, and Contractors, Staff recommend Board approval of the 2022 Emergency Management Guidelines Operations Plan.

Recommendation

Staff recommends approval of the 2022 Emergency Management Guidelines Operations Plan as presented.

District Manager: William Hayden

Utilities Director/Assistant District Manager: Josh Miller

Assistant Utilities Director: TJ Bayer

Assistant Public Works Director: Gerard Rouse

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:

St Lucie West Services District

EMERGENCY MANAGEMENT GUIDELINES OPERATIONS PLAN

Severe Weather or Hurricane

2022

Introduction

The following is a guide to be used by the St Lucie West Services District employees to assist the City crews throughout St. Lucie West during emergency operations. As a special purpose unit of local government, the St Lucie West Services District is responsible for storm water management as well as water and sewer operations within the boundaries of St. Lucie West. Additionally, the District will assist with roadway clearing or closings, debris removal, etc., to provide reasonable accessibility throughout St. Lucie West during critical times.

Various contractors, District equipment and facilities, will be used to accomplish the above tasks. Local weather monitoring system includes direct information from the National Weather Service, as well as the National Hurricane Center. Available information includes severe weather tracking charts, wind/flood advisories and severe weather forecasts.

Emergency Management Guidelines General Operating Procedures

PRIOR TO EVENT

72 Hours:

- Put District Employees & Contractors on Alert Status (extended work & 24 hr, Call).
- Mark all catch basins with appropriate markers for later locations.
- Prepare at plant to house necessary essential employees.
- Service pumps & move to utility plant.
- Check & fill utility plant generator tanks.

DRAINAGE – Gerard Rouse

1. Operation of External Operational Control Facilities

Two (2) step process as follows:

- A. Collection of data
 - 1. Lake elevations within all basins
 - 2. Receiving system (turnpike and 108 Canals) elevations
 - 3. Operational record of internal and external structures
 - 4. Rainfall data for St. Lucie West
- B. Decision to operate facilities
 - 1. Anticipated rain fall
 - 2. Basin stages
 - 3. Effectiveness of internal operable facilities to relieve local inundation.

2. Notification and Implementation:

- A. Receive approval from The City of Port St. Lucie Engineering (**John Dunton**)
- B. Receive approval from the So. FL. Water Management Dist. (**SFWMD Guy Boisclare**)
- C. Preparation for discontinuation of use upon request from The City of P.S.L., F.D.O.T., or the SFWMD.

3. Operable Structures:

Structures allow the weirs within the basins served to be lowered (**up to 2 foot**) below the permitted control elevation to manage water within the internal surface water management system. They are proposed to be utilized under the following three (3) Scenarios:

Emergency Management Guidelines
Continuation of General Operating Procedures

Pre- Storm Discharge

Scenario # 1

- Basin Stages higher than 0.5 foot above control elevation.
- Anticipated rain fall: 1-3 inches
- Stages downstream of external control structures below 18.50 NGVD
- Operation of external and internal control gates: open external gate; open subsequent upstream internal structures. Close upstream gates in reverse order as basin stages are brought back to within 0.5 ft control.

Scenario # 2

- Basin Stages above control elevation
- Anticipated rainfall greater than 3 inches
- Stages downstream of external control structures below 18.50 NGVD
- Operation of external and internal control gates: open external gate; open subsequent upstream internal structures. Close upstream gates in reverse order as basin stages are returned to basin control elevation.

Scenario # 3

- Basins stages above road crown elevations
- Communication with the City of PSL indicates that the stages in the downstream basin of outfall canals are below road flood stages.
- Stages downstream of external control structure are below 18.50 NVGD.
- Operation of external and internal control gates: open external gate; open subsequent upstream internal structures. Close upstream gates in reverse order as basin stages are brought back to within 0.5 ft control.

48 Hours:

- Receive appropriate barricades & store at utility plant.
- Mobilize appropriate contractor equipment needed for St. Lucie West and stage at District Utility Site.

24 Hours:

- Fill District Diesel Tanks & receive portable 500-gallon gas tank full at utility plant (if available).
- All District Vehicles & Equipment serviced and ready.
- All Critical District Equipment moved to Utility Plant.
- District's Rubber Tire Combination Unit and Stake Body Truck staged at SLCFD Station #14

Emergency Management Guidelines
Continuation of General Operating Procedures

POST EVENT:

- Utilize staged equipment for primary road clearing & storm water work.
- Priority of primary road clearing as follows:
 - 1) South Bethany Drive
 - 2) Utility Drive
 - 3) St. Lucie West Blvd.
 - 4) Peacock Blvd.
 - 5) Cashmere Blvd.
 - 6) California Blvd.
 - 7) Heatherwood Blvd.
- Priority of secondary streets road clearing as follows:
 - 1) Country Club Drive (N & S)
 - 2) North Bethany
 - 3) Village Drive
 - 4) Maplewood Drive
 - 5) Lake Charles Circle
 - 6) University Drive
 - 7) Enterprise Drive
- Residential and other side roads to be cleared after primary and secondary streets are all cleared.
- All road closings in St. Lucie West due to flooding or debris will be coordinated with the City E.O.C. Barricades and their location will be coordinated with the City E.O.C.
- Debris hauling will begin near completion of roadway clearing. (City of Port St. Lucie)

Emergency Management Guidelines
Work Responsibilities

I. DISTRICT COORDINATOR

William K Hayden (City EOC or designee TJ Bayer or Gerard Rouse or Josh Miller)

1. Communications - Internal within the District

- A. Radios 800 MHz:
 - William K Hayden (SLW # 800)
 - Josh Miller (SLW # 801)
 - Gerard Rouse (SLW # 802)
 - TJ Bayer (SLW # 803)
 - Searg Davidian (SLW # 804)

B. Phones

C. Cell Phones

2. Communications - External

- A. City E.O.C.
- B. County E.O.C.

3. Outside Agencies

- A. Army
- B. Red Cross
- C. Special Needs Center-City E.O.C.

4. Environmental Effects

- A. Storm Damage
- B. Chemicals
 - 1. Home Pesticides
 - 2. Commercial Chemicals

5. Food Stations

- A. Coordinate with City of Port St. Lucie or St. Lucie County

6. Coordinate with Florida Emergency Management Agency

7. Coordinate with FEMA

II. PUBLIC WORKS COORDINATOR

Gerard Rouse – Assistant Public Works Director

1. Various Items

- A. Barricades
 - 1. With cooperation and input from the City to set up road closures - post event.
- B. Sandbag resident dwelling, commercial properties etc., as needed - post event.
- C. Debris removal streets maintain accessibility - post event.
 - 1. Mobilization of contractors, heavy equipment IE. Loaders, dump trucks -for hauling debris.
 - 2. Priority main street, second-secondary streets, third-residential and commercial areas.
- D. Help maintain operable control structures and setting up large capacity pumps when needed.
- E. Fuel for all equipment and trucks-supplied by contractors and/or District vendors as applicable.

III. UTILITIES COORDINATOR

Joshua Miller- Utilities Director/Assistant District Manager

Self-Sustaining Systems on 10-day Fuel Capacity

1. Water Treatment Plant

Pre- Event

- A. Generator Fuel Tanks should be full
- B. Shutters in place prior to storm
- C. Secure WTP Buildings prior to storm
- D. Pick up and /or secure loose objects prior to the storm
- E. All personnel informed when to respond pre/during/post event
- F. Top off all vehicles with fuel
- G. Top off all chemical tanks
- H. Fill all potable tanks prior to storm
- I. Update the On-Line FDEP Storm Tracker

Post Event

- A. Maintaining plant during and post event
- B. Update the On-Line FDEP Storm Tracker
- C. Delivery of potable water to all residents - post event
 - 1. Distribution System
 - 2. Water distribution area locations - St. Lucie West & City residents.

2. Underground Utilities

Pre- Event

- A. Top off all vehicles and equipment with fuel.
- B. Secure UGU Buildings prior to storm.
- C. Pick up and/or secure loose objects in and around the UGU Storage Buildings prior to the storm.
- D. All personnel informed when to respond pre/during/post event.
- E. Hook up By-Pass Pump to UGU F-250 4x4 Truck.
- F. Hook up Portable Generators to UGU Trucks.
- G. Clean out all trucks.
- H. Pump down and secure all Lift Stations before end of shift.
- I. See if any other Department needs assistance.

Post Event

- A. Maintaining Lift Stations during and post event.
- B. Delivery of potable water to all residents - post event.
 - 1. Distribution system.
 - 2. Water distribution area locations - St. Lucie West & City residents.
- C. Severely damaged buildings.
 - 1. Turn off water at curb stops.
- D. Assess all Lift Stations and report to the Utilities Director

3. Wastewater Treatment Plant

Pre- Event

- A. Shutters in place prior to storm
- B. Confirm Emergency Wastewater Storage Tanks are empty.
- C. Dewater/Process as much sludge as possible leading up to the day of the expected event and haul cake to landfill.
- D. Top off all Chemical Tanks.
- E. Secure All WWTF Buildings prior to storm
- F. Pick up and /or secure loose objects in and around the WWTF Buildings and Grounds prior to the storm
- G. Secure all Electrical Panels.
- H. Check and test Flashlights, Batteries, etc.
- I. Top off all vehicles with fuel.
- J. All personnel informed when to respond pre/during/post event
- K. Make sure Reject Pond is empty
- L. Make sure Dumpsters for Headworks are empty
- M. Make sure Rain Gear, Boots, etc. are in stock for ALL Personnel
- N. Turn Bar Screens on manually during the event
- O. Update the On-Line FDEP Storm Tracker

Post Event

- A. Maintaining plant during and post event
- B. Coordinate Lift Station pumping with the Utilities Director
- C. Update FDEP Stormtracker with updates to the Utilities Director

- D. Possible ordering of Portable Johns and oversee setup
- E. Return Bar Screens to automatic mode
- F. Update the On-Line FDEP Storm Tracker

4. Customer Service/Administration Building

Pre- Event

- A. Shutters in place prior to storm
- B. Secure ADMIN Building prior to the storm
- C. Check Backup Generator and top off fuel.
- D. Secure Computers/PC/TV and Security Monitors
 - Cover Monitors and Sensitive Equipment with Plastic
- E. Run and secure Backup Tapes in two locations
- F. Charge Employees Cell Phones and Radios
 - Make sure Vehicle Charges or Inverters are working.
- G. Ensure Batteries are in stock.
- H. Secure Customer Payments are in water-proof containers.
- I. Top off all vehicles.
- J. Inform office personnel when to respond post event.

Post Event

- A. Contact essential personnel to report for duty.
- B. Inspect Administration Building for damages:
 - Phones (Windstream & Bestcom)
 - Internet (Comcast and Windstream)
 - Alarm System (Guardian Hawk Security)
 - Server (I.T. Consultant/CNS)
 - Billing software (Tyler Technologies)
 - Hardware
- C. Records Management keep receipts and documentation during event.

MEMORANDUM

To: City of Port St Lucie Emergency Management

From: William K Hayden (District Manager)

Date: June 7, 2022

Re: Hurricane Procedure for Utilities Department

St. Lucie West Services District Utilities Department has five(5) on-site generated power systems with ten days of fuel capacity. One(1) located for the ADMIN BLDG, one(1) located for the OPS BLDG, one(1) for the WWTF and two(2) for the WTP. There is enough power capacity to run all phases of the Drinking Water and Wastewater Treatment Plant Operations. The Department has three (3) portable generators and two (2) diesel portable bypass pump for powering/ pumping lift stations on the property.

In the event of a hurricane the Utilities Site is a Designated Staging Point for FP&L.

In the event of a small storm, the site will be cleaned of potential projectiles and certain Lift Stations will be pumped down in case of flooding or power loss.

Sites will be set up to provide Drinking Water after the storm has passed and the property will have water service restored as problem areas are found and repaired.

We feel this action will best maintain the Integrity of the System by limiting the ability of storm related breaks to deplete and contaminate the Drinking Water Storage Supply. We also believe this action will limit the possibility of overflowing sewage from Lift Stations during a loss of power.

All Utility Personnel have cell phones, Supervisors have lap top computers to monitor the SCADA system at the Lift Stations, Water Plant, Wastewater Plant and the Remote Storm Water Gates to better facilitate communications in an emergency.

Emergency Management Guidelines
Contractor/Supplier List

Southern Underground	Heavy Equipment, Dump Trucks, Loaders, Pumps Contact Kevin Bush 772-418-0803
Armadillo Dirt Works	Heavy Equipment, Dump Trucks, Loaders, Pumps Contact Pat Paparella 772-370-5073
Ferguson Water Works	Pipe, Valves, and Fittings Contact: John Argenziano 772-332-2687 Contact: Cody Washington 772-301-3220 Office: 772-467-0137
Core & Main	Pipe, Valves, and Fittings Contact: Pat Zaccaro 772-519-1678 Office: 772-466-5955
Godwin Pumps	Centrifugal & Hydraulic Pumps, Hoses, Couplings Contact: Jed Church 863-682-8800
Holland Pump	Hydraulic Pumps, Hoses, Couplings Etc. Contact: Pat Sweeney 561-697-3333
Thompson Pump	Hydraulic Pumps, Hoses, Couplings Etc. Contact: Pat Kennedy 561-624-7801
MWI Pumps	Hydraulic Pumps, Hoses, Couplings Etc. Contact: Mark Wishard 772-643-5368 Office: 772-770-0004
KRK Enterprises	Sludge Truck & Hauling (lift stations) Contact: Kyle Kelly 772-201-2087 Office: 800-330-7686
Shenandoah Const	Storm Water Structure, Pipe Cleaning & Lining Contact: Louis Woska 386-479-8318

Emergency Management Guidelines

Essential Employee List

Updated: June 23, 2021

	<u>Home</u>	<u>Mobile</u>
District Manager/ Public Works Director William K Hayden		(772) 216-2041
Utilities Director/Assistant District Manager Joshua Miller		(772) 205-5744
Assistant Utilities Director TJ Bayer		(772) 486-4843
Chief Water Plant Operator Rick Riniolo	(772) 340-2093	(772) 260-2182
Chief Wastewater Plant Operator WD Cannon		(772) 475-0376
Underground Utilities Superintendent Randy Garren		(772) 333-7050
Underground Utilities Assistant Superintendent Kyle Parrish		(772) 409-7214
Director of Office Administration Maddie Maldonado	(772) 323-7386	(772) 370-2397
Assistant Public Works Director Gerard Rouse		(772) 267-7891
Aquatics Manager Lorrie Bush		(772) 224-9457

ALL COMMUNITY WATER SYSTEMS SERVING OVER 350 PEOPLE:
MAINTAIN EMERGENCY RESPONSE PLAN IN A READILY LOCATED PLACE AT THE UTILITY OFFICE.

DO NOT SUBMIT EMERGENCY RESPONSE PLAN TO EITHER EPA OR DEP!

FOR THOSE SYSTEMS SERVING OVER 3,300 PEOPLE:

CERTIFY COMPLETION OF EMERGENCY RESPONSE PLAN TO EPA BY DECEMBER 31, 2004:

CURRENT DATE

Via US Mail:

Ms. Janet Pawlukiewicz
Mail Code: 4601 M
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW.
Washington, DC, 20460

Via a courier service:

U.S. Environmental Protection Agency
Water Resource Center (WSD-RAR)
Room 1119 EPA West Building
1301 Constitution Avenue, NW
Washington, DC, 20004

Re: Emergency Response Plan
St. Lucie West Service District, PWSID: EL4565031 (include FL with the 7-digit PWSID)

Dear Ms. Pawlukiewicz:

I am pleased to certify to the Administrator of the U.S. Environmental Protection Agency that the subject water system has completed an emergency response plan that complies with Section 1433(b) of the Safe Drinking Water Act as amended by the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Public Law 107-188, Title IV - Drinking Water Security and Safety).

Should you need further information please contact William K Hayden (District Manager) St. Lucie West Services District at (772) 340-0220.

Sincerely,

William K Hayden
District Manager

Emergency Response Planning Guide for Public Drinking Water Systems

Approved June 7, 2022

For more information or additional copies of this document contact:

Florida Rural Water Association
2970 Wellington Circle W., Ste 101
Tallahassee, FL 32309
Tel: 850-668-2746
Fax: 850-893-4581
Email: www.frwa.net

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Section 1

Emergency Response Mission and Goals

REQUIRED by Ch. 62-555.350(15) FAC.

Mission statement for emergency response	In an emergency, the mission of the St. Lucie West Services District is to protect the health of our customers and our community by being prepared to respond immediately to a variety of events that may result in contamination of the water or disruption of water supply.
Goal 1	Be able to quickly identify an emergency and initiate timely and effective response actions.
Goal 2	Be able to quickly notify local, state, and federal agencies to assist in the response.
Goal 3	Protect public health by being able to quickly determine if the water is not safe to drink or use and being able to rapidly notify customers effectively of the situation and advise them of appropriate protective action.
Goal 4	To be able to quickly respond to and repair damage to minimize or prevent system down time.
Goal 5	Return the system to normal operation.

Section 2. System Information

(Including Stand-By Power & Recommended Fuel/Chemical Supplies). REQUIRED by Ch. 62-555.350(15) FAC.

1. Basic System Information

System identification number (PWS ID)	4565031	
System name and address	St. Lucie West Services District 450 SW Utility Drive Port St. Lucie, Florida 34986	
Basic description and location of system facilities	St. Lucie West Services District Port St. Lucie, Florida 34986 St. Lucie West Services District has three (3) 1.8 MGD reverse osmosis water treatment trains. The raw water is supplied to the treatment trains (plant) from three (3) Floridan production wells. The finished water is chlorinated, and fluoride is added to the water in the clear well system. The finished water is then pumped into two (2) 1.5-million-gallon storage tanks and is pumped into the distribution system by high services pumps for use by our customers.	
Population Served:	14,878 Residents	7084 connections
System owner	St. Lucie West Services District	
Management Authority	St. Lucie West Board of Directors/District Manager	
Name, title, and phone numbers of person responsible for maintaining and implementing the ERP.	William K Hayden, District Manager/ Public Works Director	Office: (772) 323-2785 Cell: (772) 216-2041
	Joshua Miller, Utilities Director/ADM	Office: (772) 340-0220 Cell: (772) 205-5744
	TJ Bayer, Asst. Utilities Director	Office: (772) 340-0220 Cell: (772) 486-4843
	Vince D'Amico, District Chairman	Home: (772) 236-8724 Cell: (772) 224-5442
	Rick Riniolo, Chief Water Plant Operator	Office: (772) 323-2786 Cell: (772) 260-2182
	WD Cannon, Chief Wastewater Plant Operator	Office: (772) 323-2787 Cell: (772) 475-0376

2. Location of Pertinent Information

Item	Location
Distribution System Map	Located in the Underground Utilities Superintendents Office
O&M Manual(s)	One (1) set in the WTP Control Room, One (1) set located in the Chief WTP Operator's Office.
Start- Up/Shut-Down Procedures	Located in the WTP Control Room.

3. Existing Source Information

Well ID	Location	Well Depth	Well Yield
Well 1	450 SW Utility Drive, Port St. Lucie, FL	1321'	2000 GPM
Well 2	450 SW Utility Drive, Port St. Lucie, FL	1657'	2000 GPM
Well 3	450 SW Utility Drive, Port St. Lucie, FL	1896'	2000 GPM

A. Well Pump Information: Raw Water Supply Wells installed in 2005 for membrane softening system.

Well ID	Pump Type	Manufacturer	H.P.	Capacity (GPM)	Phase, Voltage
Well 1	Floridan	Vertical Turbine	60	2000 GPM	440 V, 3 PH
Well 2	Floridan	Vertical Turbine	60	2000 GPM	440 V, 3 PH
Well 3	Floridan	Vertical Turbine	60	2000 GPM	440 V, 3 PH

B. Hi-Service Pump Information

Pump ID	Pump Type	Manufacturer	H.P.	Capacity (gpm)	Phase, Voltage
Pump 1	Centrifugal	Peerless	50	700 GPM	440 V, 3 PH
Pump 2	Centrifugal	Peerless	100	1400 GPM	440 V, 3 PH
Pump 3	Centrifugal	Peerless	150	3000 GPM	440 V, 3 PH
Pump 4	Centrifugal	Peerless	150	3000 GPM	440 V, 3 PH
Pump 5	Centrifugal	Aurora	100	1400 GPM	440 V, 3 PH
Pump 6	Centrifugal	Aurora	100	1400 GPM	440 V, 3 PH
Pump 7	Centrifugal	Aurora	50	700 GPM	440 V, 3 PH

C. Interconnections

St. Lucie West Services District has an 8-inch connection with the City of Port St. Lucie water system located at the intersection of California Blvd. and Torino Parkway. It is located on the east side of California Blvd. inside of St. Lucie West property zone and has above ground isolation/backflow preventer valve assembly. All above ground piping is 8" ductile iron pipe. Gate valves and backflow prevention devices have been installed. The connection is metered, in accordance with the inter-local agreement. The City of Port St. Lucie can supply St. Lucie West Services District with potable water up to 0.25 MGD.

4. Treatment Information

A. Disinfection

Chemical(s) Used:	Sodium Hypochlorite
Type of Chemical Feed:	Pump
Location of Disinfection System:	Water Treatment Facility
Location of Chemical Storage:	Northeast corner of the water treatment plant facility.

B. Other Treatment

Other Treatment Methods(s)	Reverse Osmosis (Membrane Softening)
Chemical(s) Used:	Sulfuric Acid, Anti-Scalent, Caustic Soda, Calcite, Fluoride, Ortho-Poly Phosphate
Type of Chemical Feed:	Positive Displacement Pumps
Treatment Chemicals and Storage:	98% Sulfuric Acid, 5,000-gallon storage/750-gallon day tank. 50% Sodium Hydroxide, 4500-gallon storage/750-gallon day tank Pretreatment Anti-Scalent, 750-gallon day tank, (blend). Hydrofluorosilic Acid 23%, 150-gallon day tank
Laboratory Chemicals and Storage:	Lab Reagents are stored on site at the WTP. All reagents are in the WTP Laboratory.

5. Finished Water Storage

Name of Storage Unit	Location	Capacity (gallons)	Overflow Elevation (NGVD)
Above Ground Storage Unit #1	Water Treatment Plant	1,500,000	28 ft.
Above Ground Storage Unit #2	Water Treatment Plant	1,500,000	28 ft.

6. System Demand

Average Daily Demand:	1.891	MGD
Maximum Daily Demand:	2.044	MGD
System Capacity:	3.6	MGD
Peak Demand	198,000	GPH

7. Power

Primary Power:	Florida Power & Light
Backup Power:	<ol style="list-style-type: none">1. 1563 KVA Caterpillar generator located at the water treatment plant.2. 300KVA Cummins generator located at the water treatment plant.3. 70 KVA Cummins Portable Generators 3 used for lift stations and remote production wells.4. 1563 KVA Cummins generator located at the wastewater treatment plant.5. 26KVA Generac generator located at the OPS BLDG.6. 70KVA Generac generator located at the ADMIN BLDG.
Recommended On-Site Fuel Storage:	At the Water Treatment Plant: 10,800 gallons. At the Wastewater Treatment Plant: 7,850 gallons. At the Operations (OPS) Building: 500 gallons.
Contract Required Fuel in Reserve with Supplier:	Prior to an emergency, the utility departments call in reserve orders for fuel. The Utility departments request 10,800-gallon reserves to be stored on and off site of the utility plant.

Section 3.

COMMUNICATION CHARTS

REQUIRED by Ch. 62-555.350(15) FAC.

Chain of command - lines of authority

Name and Title	Responsibilities during an emergency	Contact numbers
William K Hayden District Manager	Responsible for overall management and decision making. Oversees all Utilities and Public Works Personnel and Activities.	Office: (772)323-2785 Cell: (772) 985-8265
Joshua Miller Utilities Director	The Utilities Director is the lead for managing the emergency, coordinating with support agencies, and providing information to regulatory agencies, the public and news media. All communications to external parties are to be approved by the Utilities Director.	Office: (772) 340-0220 Cell: (772) 205-5744
TJ Bayer Assistant Utilities Director	In the absence of the UT Director is Responsible for overall management and decision making. The Assistant Utilities Director will assist in managing the emergency, coordinating with support agencies, and providing information to regulatory agencies.	Office: (772) 340-0220 Cell: (772) 486-4843
Rick Riniolo Chief Water Treatment Plant Operator	In charge of running water treatment plant, performing inspections, maintenance and sampling, and relaying critical information, assessing facilities, and providing recommendations to the Utilities Director.	Office: (772) 323-2786 Cell: (772) 260-2182
WD Cannon Chief Wastewater Treatment Plant Operator	In charge of running wastewater treatment plant, performing inspections, maintenance and sampling and relaying critical information, assessing facilities, and providing recommendations to the Utilities Director.	Office: (772) 323-2787 Cell: (772) 475-0376
Maddie Maldonado Director of Office Administration	Responsible for administrative functions in the office including receiving phone calls and keeping a log of events. This person will provide a standard pre-scripted message to those who call with general questions. Additional information will be released through the Utilities Director.	Office: (772) 323-2784 Cell: (772) 370-2397
Field Service's Technicians	Delivers door hangers and assists water system operator.	Office: (772) 340-0220 Cell: (772) 201-1844

Section 4

Notification call-up lists

Use these lists to notify important parties of an emergency.

EMERGENCY NOTIFICATION LIST				
Organization or Department	Name and Position	Telephone	Cell Phone	email
Local Law Enforcement	Port St. Lucie Police Department	772-871-5000		
Fire Dept.	St. Lucie County Fire Department, Station # 14	772-785-5824		
Emergency Medical Services	St. Lucie Medical Center	772-335-4000		
Water Operator (if contractor)				
County Health Dept.	St. Lucie County Health Department	772-873-4926 772-462-3800		
County Emergency Management Dept.	St. Lucie County Emergency Operations Center	772-462-8107	772-834-9250	vilchezg@stlucieco.org
State Warning Point	Duty Officer	800-320-0519	800-320-0519	N/A
Local Leader (city mgr., Mayor, Chair. Co. Comm., etc.)	Vince D'Amico, Chairman	772-236-8724	772-224-5442	vdamico@slwsd.org
Local Hazmat Team (if any)	Cliff Berry, Inc. John Catcher	800-899-7745	772-201-4407	jcatcher@cliffberryinc.com
Hazmat Hotline	St. Lucie County ERC	800-424-8802		
National Spill Response Ctr.	Duty Officer	800-424-8802	800-424-8802	N/A
Interconnected Water System	Lucie Reserve CDD	772-468-4604 772-464-1224		
Neighboring Water System (not connected)	City of Port St Lucie	772-871-5330		
FRWA, Water Circuit Rider	Moises Villalpando Jamie Hope	850-668-2746		
IT Vendor	CNS	772-334-8555		helpdesk@stevensandstevens.com
SCADA Vendor	Brain Callahan		863-409-7339	bcallahan@integration-services.biz

EMPLOYEE NOTIFICATION LIST			
Name and Position	Telephone	Cell Phone	email
William K Hayden District Manager	772-323-2788	772- 985-8265 561-676-7352	bhayden@slwsd.org
Gerard Rouse Asst. Public Works Director	772-340-0220	772-267-7891	grouse@slwsd.org
Josh Miller Utilities Director/ADM	772-340-0220	772-205-5744	jmiller@slwsd.org
TJ Bayer Asst. Utilities Director	772-340-0220	772-486-4843	tbayer@slwsd.org
Rick Riniolo Chief Water Plant Operator	772-340-0220	772-260-2182	rriniolo@slwsd.org
WD Cannon Chief Wastewater Plant Operator	772-323-2787	772-475-0376	wcannon@slwsd.org

PRIORITY CUSTOMERS				
Organization	Priority Customers	Telephone	Cell Phone	email
Hospital or Clinic(s) Blood center Dialysis	Cleveland Clinic Martin Health at SLW Quest Diagnostics Fresenius Medical Care	772-785-5502 772-621-7652 781-699-9000		
Nursing Home(s)	FVE Managers Inc Cashmere Blvd	772-398-8899 866-322-4647		
School Board	SLC School Board	772-340-7106 772-429-3981		
Public Schools	Manatee Elementary St. Lucie West Middle School Centennial High School	772-340-4745 772-785-6630 772-785-6660		
College	Indian River State College	772-462-4772		
University	Florida Atlantic University	772-873-3300		
Wastewater Treatment Plant	St. Lucie West Services District	772-340-0220 772-323-2787		
Food Processing or other industry	Fontina Foods/Cargill	772-878-1400		

SERVICE / REPAIR NOTIFICATIONS				
Organization or Department	Contractors/Suppliers/Utilities	Telephone	Cell Phone	email
Electric Util. Co.	Florida Power & Light Local Report Outage Rep: Sue Park	800-995-5762 800-468-8243	561-315-2529	Sue.park@fpil.com
Electrician	Blosser Electric	772-337-0055		
Gas/Propane supplier	Amerigas City Gas Company of Florida	772-465-7886 772-871-2551		
Water Testing Lab.	Flowers Chemical Laboratories	407-339-5984 772-343-8006		www.flowerslabs.com
Sewer Util. Co.	St. Lucie West Services District	772-340-0220 772-323-2787		
Internet Co.	Comcast	800-391-3000		
Telephone Co.	Windstream	800-600-5050		
Telephone System	Bestcom	561-681-9900	561-242-5406	
I.T. services	CNS help desk Mr. Stevens	772-334-8555	772-260-1943 or 678-9152	helpdesk@stevens.com
Billing Co	Tyler Technologies	800-646-2623		
Plumber	JPH Industries	772-336-9605		
Pump supplier	Barney's Pump	954-346-0669		
"Dig Safe" or "One Call"	Sunshine Underground	800-432-4770		
Rental Equip, supplier	Parks Rental Nations Rent	772-879-2585 772-454-5626	772-216-1748	
Chlorine supplier	Odyssey Patrick H. Allman. Local Rep.	800-409-7339		
Other chemical suppliers	Vero Chemical	772-562 4463 772-559-5554		
SCADA repair co.	ISI	863-407-7339		bcallahan@integration-services.biz
Well Drilling CO.	Morton Pump & Drilling	561-641-1561		
Pipe supplier	Ferguson Water Works	561-239-3303 772-467-0137		
Alarm System	Guardian Hawk Security System '24 hr service	800-800-4295 800-782-9688	561-547-4550	www.guardianalarm.com

Section 5.

Written Agreements

REQUIRED by Ch. 62-555.350(15) FAC

St. Lucie West Services District has one (1) 8-inch connection with the City of Port St. Lucie water system located at the intersection of California Blvd and Torino Parkway. It is located on the east side of California Blvd in the St. Lucie West property zone and has above ground isolation/backflow preventer valve assemblies. All above ground piping is 8" ductile iron pipe. Gate valves and back flow prevention devices have been installed and one (1) 12-inch connection with the City of Port St. Lucie which is located on the corner of Cashmere Blvd and Juliet Blvd. It is located on the east side of Juliet Blvd in the Port St. Lucie property zone and has above ground isolation/backflow preventer valve assemblies. All above ground piping is 12" ductile iron pipe. Gate valves and back flow prevention devices have been installed. The City of Port St. Lucie can supply St. Lucie West Services District with potable water up to (0.25 MGD.)

Emergency Response Planning Guide for Public Drinking Water Systems

Section 6.

Response Actions for Specific Events

REQUIRED by Ch. 62-555.350(15) FAC,

Vandalism or Sabotage (Terrorism) response procedures:

1. Utility staff first aware of incident:
 - a) Calls 9-1-1/Local Law Enforcement.
 - b) Calls Water System Manager (WSM).
2. The Plant Assistant Utilities Director determines severity of incident, and calls:
 - a) District Manager/Utilities Director, who also informs the elected Board Members, and if necessary, calls for an Emergency District Meeting.
 - b) Plant operations departments notify the State Warning Point.
3. The Plant Assistant Utilities Director and Maintenance Supervisor determines level of emergency and need to contact others:

If level I: The District Supervisor instructs plant operations department to handle as needed.

If level II or higher Asst. Utilities Director/Maintenance Supervisor calls:

 - a) County Emergency Management Director.
 - b) County Health Department.
 - c) Others as needed.
4. The Plant Asst. Utilities Director/Maintenance Supervisor assesses damage and directs repairs as needed:
 - a) Isolate components (if necessary)
 - b) Minimize damage
 - c) Repair facilities
5. Upon completion of repairs, the plant operations departments return systems to normal:
 - a) Reports findings to the District Board of Supervisors and others as needed.
 - b) Updates ERP as needed.

Cyber Incident response procedures:

1. Disconnect compromised computers from the network to isolate breached components and prevent further damage. **Do not turn off or reboot systems-** this preserves evidence and allows for an assessment to be performed.
2. Notify Supervisor who will notify (CNS) if Admin Network is compromised or Brian Callahan (ISI) if SCADA Network is compromised.
See Contact List.
3. Supervisor shall contact Chief Water Plant Operator and Chief Wastewater Plant Operator to assess any damage to the utility systems and equipment; and identify possible resulting disruptions to Utility Operations.
4. Execute the Emergency Response Plan, including notification of utility personnel, actions to restore operations and public notification if required.
5. Report the cyber incident as required to law enforcement and regulatory agencies.
See Contact List.
6. Document key information on the incident, including any suspicious calls, emails, or Messages before or during incident, damage to utility systems, and steps taken in Response to the incident (including dates and times).
7. Submit an incident report through WaterISAC (866-H2O-ISAC) or CISA
<https://www.cisa.gov/reporting-cyber-incidents>
8. Develop a Lessons Learned Document and/or an After-Action Report to document Utility response activities, successes, and areas for improvement.
9. Create an Improvement Plan based on you AAR and use the IP to update your Vulnerability Assessment, ERP and Contingency Plans.

Drought response procedures:

1.	St. Lucie West Services Districts coordinates with The District Board of Supervisors and South Florida Water Management District (SFWMD) regarding drought conditions.
2.	If necessary, the Plant Utilities Director will meet with the District Board of Supervisors regarding additional (more stringent than required by SFWMD) water restrictions.
3.	The Plant Utilities Director directs the plant operations departments to implement additional water use restrictions, if necessary.
4.	St. Lucie West Services District activates Customer Notification Plan.
5.	The Board of Supervisors determines there is no further need for additional restrictions.
6.	St. Lucie West Services District returns system to normal by activating Customer Notification Plan.
7.	Plant operations departments report system status as needed.
8.	St. Lucie West Services District updates ERP as needed.

Hurricane response procedures:

Pre-Hurricane (36 to 48 hrs prior to arrival)	<ol style="list-style-type: none">1. St. Lucie West Services District coordinates with the Board of Supervisors and County Emergency Management regarding response to hurricane.2. Plant operations department checks operation of auxiliary and standby equipment.3. Plant operations department orders fuel to provide for a ten (10) day period.4. Plant operations department checks and replenishes inventory of spare parts and supplies; rain suits, flashlights, batteries, portable radios, hard hats, rubber boots, gloves, etc...5. Plant operations department ensures ten (10) day supply of chemicals is available.
Hurricane Watch (24 to 36 hrs prior to arrival)	<ol style="list-style-type: none">1. The St. Lucie County Emergency Operations Center (EOC) declares Level of Emergency.2. District Manager instructs the Plant Utilities & Asst. Director/Maintenance Supervisor to coordinate with Emergency Operations Center where Incident Command System is established.3. Plant Utilities & Asst. Director/Maintenance Supervisor/Plant

	<p>operations personnel cancel personal leave.</p> <ol style="list-style-type: none"> 4. Plant Assistant Utilities Director/Maintenance Supervisor issues work assignments and reporting protocol. 5. Plant Asst. Utilities Director/Maintenance Supervisor authorizes employees to secure their personal property and arrange for safety of family members. 6. Operations departments top-off fuel in vehicles, stand-by and portable equipment. 7. St. Lucie West Services District stops all construction in utility service area and advise contractors to secure their equipment/material.
Hurricane Warning (24 hrs or less prior to arrival)	<ol style="list-style-type: none"> 1. Essential personnel report to duty at designated location with protective gear, work clothing and personal gear for a four (4) day period. 2. WTPO fills all water storage facilities to capacity. 3. Employee(s) load trucks with supplies and equipment 4. Employee(s) follow evacuation protocol (directed by Emergency Management) <ol style="list-style-type: none"> a. If power service is intermittent then transfer electrical power supply to the generator at the treatment plant(s) and wells. b. Store vehicles and equipment in designated area. c. Enact shutdown and evacuate to location as directed by Incident Commander.
Recovery Procedures	<p>Initiate upon receiving "All Clear" from Incident Commander</p> <ol style="list-style-type: none"> 1. Utilities Director/Maintenance Supervisor surveys damage and submit Damage Assessment Report to the District Supervisor. 2. St. Lucie West Services District coordinates with County Emergency Management Dept and activates Customer Notification Plan, if necessary. 3. Plant operations departments notify DEP of any limitations in ability to supply potable water. 4. Plant Asst. Utilities Director and staff make all necessary repairs and take water samples as needed. 5. Plant operations department's keeps detailed records of labor, material, rental and repair costs for FEMA reimbursement. 6. St. Lucie West Services District obtains DEP approval to return to normal operation, if necessary. 7. Plant operations departments return system to normal operation. 8. Utilities Director activates Customer Re-Notification Plan, if necessary. 9. Plant operations departments' reports water system information as required. 10. St. Lucie West Services District updates ERP as needed.

Structure Fire response procedures:

1. Utility staff discovering fire:
 - a) Orders evacuation of the building.
 - b) Calls 9-1-1 to notify Fire Department and local Law Enforcement.
 - c) Calls the Utilities Director/Maintenance Supervisor.
2. Utilities Director determines severity of incident, and calls:
 - a) District Board of Supervisors if necessary, calls for emergency meeting of Board of Supervisors/Plant Utilities Director/Main Supervisor.
 - b) State Warning Point
3. The District Supervisor determines level of emergency and need to contact others:

If Level I: District Supervisor instructs Plant Utilities Director/Maintenance Supervisor to handle as needed.

If level II or higher Plant Utilities Director/Maintenance Supervisor calls:

 - a) County Emergency Management Director.
 - b) County Health Department.
 - c) Others as needed.
4. Plant Asst. Utilities Director/Maintenance Supervisor directs staff to support Fire Department and other emergency staff, if needed.
5. Plant Asst. Utilities Director/Maintenance Supervisor and staff assess damage when fire extinguished.
6. Plant Asst. Utilities Director/Maintenance Supervisor and staff repair facilities as needed.
7. Plant Asst. Utilities Director reports water system status, as required.
8. Plant operations departments update ERP, as needed.

Section 7.

Alternative Water Sources

REQUIRED by Ch. 62-555.350(15) FAC

Interconnection with adjacent water system

Water systems within one-quarter mile of our system	Feasibility of connecting
City of Port St Lucie	St. Lucie West Services District has one (1) 8-inch connection with the City of Port St. Lucie water system located at the intersection of California Blvd and Torino Parkway It is located on the east side of California Blvd in the St. Lucie West property zone and has above ground isolation/backflow preventer valve assemblies. All above ground piping is 8" ductile iron pipe. Gate valves and back flow prevention devises have been installed and one (1) 12-inch connection with the City of Port St. Lucie which is located on the corner of Cashmere Blvd and Crosstown Parkway. It is located on the east side of Crosstown Parkway in the Port St. Lucie property zone and has above ground isolation/backflow preventer valve assemblies. All above ground piping is 12" ductile iron pipe. Gate valves and back now prevention devises have been installed. The City of Port St. Lucie can supply St. Lucie West Services District with potable water up to (0.25 MGD.)

Section 8.

Water Use Restrictions

Water Use Restrictions	Actions
Restrict outside water usage including watering lawns, washing cars, etc. Request restriction of inside usage.	<ul style="list-style-type: none">• Upon making the decision that restrictions are needed:• Draft door hanger with restriction measures.• Post on customer doors.• Contact local cable channel SLW 63 news (772-340-3500) to announce restriction measures.• Monitor system usage and spot check meter usage if time is available. Emergency Response Planning Guide for Public Drinking Water System <ul style="list-style-type: none">• Continue message if measures are warranted.

Section 9.

Returning to Normal Operation

REQUIRED by Ch. 62-555.350(15) FAC

Returning to normal operations (these actions would be included in the disaster-specific plan for recovering from a contamination event).

Action	Description and actions
Inspect, flush, and disinfect the system,	Asst. Utilities Director/Chief Water Plant Operator and support staff inspect all system facilities, ensure all water quality tests have been done and the system has been flushed and disinfected if necessary. WTPO makes a report to the local Department of Environmental Protection, who makes decision on current condition of system.
Verification of water quality	Asst. Utilities Director/Chief Water Plant Operator verifies water quality sampling results.
Coordinate with DEP/DOH	Asst. Utilities Director/Chief Water Plant Operator coordinates with DEP/DOH on system condition and water quality results.
Notify customers	Utilities Director/Chief Water Plant Operator meets with WTPO and communications lead to write notice to customers. Asst. Utilities Director/Chief Water Plant Operator directs communications lead to distribute public notice.

Section 10.

353s Preparedness and Response Actions for Specific Events REQUIRED by Ch. 62-555.350(15) FAC.

Training

Identify staff position training needs and expectations.

Position	Training needs and expectations
Water System Manager	Emergency response communications, emergency response planning, issuing health advisories. Incident Command System roles and responsibilities.
Water System Operator	Emergency response communications, emergency response planning, suspicious activity training. Incident Command System roles and responsibilities.
Field support	Emergency response communications, suspicious activity training
Administrative Support	Emergency response communications, emergency response planning,

Emergency rehearsals

Event	Description	People and organizations involved	Date
Rehearsal	Conduct actual emergency drill	Water system staff	Unannounced
On-site training drills	Conduct specific drills, i.e. communications, water line breaks, sampling with a professional trainer	Water system staff and professional trainer	

Section 11

Plan Approval

REQUIRED by Ch. 62-555.350(15) FAC.

This plan is officially in effect when reviewed, approved, and signed by the following people:

Name/Title	Signature	Date
Mr. Vince D'Amico, District Board Supervisor		6/7/2022
Mr. William K Hayden, District Manager/ Public Works Director		6/7/2022
Mr. Joshua C Miller Utilities Director/ADM		6/7/2022
Mr. Thomas J Bayer Asst. Utilities Director		6/7/2022

St. Lucie West Services District: Equipment Rates

	Fuel & Dump Fees	Hrly Rates	1/2 Day usage	Full Day usage	1/2 Day Minimum applied	Monthly Rate
Vacon Truck (Sewer & Storm Water)	Extra	\$100.00	\$400.00	\$800.00	YES	NO
Video- Ray Camera (Storm Water)	No	\$100.00	\$400.00	\$800.00	Yes	NO
Aquatic Harvester	Extra	\$150.00	\$600.00	\$1,200.00	Yes	NO
District Airboat	No	\$62.50	\$250.00	\$500.00	Yes	NO
140 HP Bandit Chipper	No	\$68.75	\$300.00	\$550.00	Yes	NO
90 Hp Bandit Chipper	No	\$46.88	\$200.00	\$375.00	Yes	NO
F-650 Chipper Truck	Extra	\$31.25	\$125.00	\$250.00	Yes	NO
New Holland Rubber Tire Bck Hoe	No	\$62.50	\$300.00	\$500.00	Yes	NO
Takiuchi Mini Excavator	No	\$37.50	\$150.00	\$300.00	Yes	NO
Ford F350, 550, 650 Dump Trk	No	\$31.25	\$125.00	\$250.00	Yes	NO
Isuzi Flat Bed	No	\$31.25	\$125.00	\$250.00	Yes	NO
Kubota 84 HP. 15' or 17' Mow or Bushog	No	\$62.50	\$300.00	\$500.00	Yes	NO
New Holland TN60 with Boom Mower	No	\$50.00	\$250.00	\$400.00	Yes	NO
16ft Carolina Skiff	No	\$35.00	\$140.00	\$280.00	Yes	NO
Master Craft Fork Lift	No	\$62.50	\$300.00	\$500.00	Yes	NO
Holland 12" Hydraulic Pump	Extra	\$112.50	\$450.00	\$900.00	Yes	\$5,500
Godwin 8" Centrifical Pump	Extra	\$93.75	\$375.00	\$750.00	Yes	\$4,800
Thompson 6" Centrifical	Extra	\$75.00	\$300.00	\$600.00	Yes	\$4,000
75 KW Portable Generator	Extra	\$50.00	\$200.00	\$400.00	Yes	NO
80 KW Portable Generator	Extra	\$60.00	\$240.00	\$480.00	Yes	NO
100 KW Portable Generator	Extra	\$70.00	\$280.00	\$560.00	Yes	NO



FLORIDA RURAL WATER ASSOCIATION

2970 Wellington Circle • Tallahassee, FL 32309-6885
Telephone: 850-668-2746 ~ Fax: 850-893-4581

January 18, 2019

Mr. Joshua Miller
St. Lucie West Services District
450 SW Utility Drive
Port St. Lucie, FL 34986

Dear Joshua,

Please find enclosed the Vulnerability Assessment report. We greatly appreciate your participation with this Pilot Study for the Florida Department of Environmental Protection (FDEP) and for the Florida Rural Water Association (FRWA).

As I mentioned, should you need any assistance with cost estimates or help with any related vulnerability corrections please don't hesitate to call at any time. We are here to help you. (This is a "live report" and we can add information or make adjustments in the report as needed in the future.). I look forward to visiting with you again in the future and please call anytime we can be of assistance.

Best Regards,

A handwritten signature in black ink that reads "Jim McClaugherty". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jim McClaugherty

Vulnerability Assessment Technician

Cell Phone 936-525-9177

Jim.McClaugherty@FRWA.net



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Vulnerability Assessment Report #118 Saint Lucie West Services District Report January 18, 2019



FLORIDA RURAL WATER ASSOCIATION

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Vulnerability Assessment

System:	ST. LUCIE WEST SERVICES DISTRICT		
PWS:	4565031	Facility ID:	FLA013993
From:	Jim McClaugherty, DW Security/Vulnerability Assessment Specialist Florida Rural Water Association		
Date:	January 13, 2019		

REPORT SUMMARIZING RESULTS OF ASSESSMENT

Florida Rural Water Association is pleased to assist the Utility with an in depth vulnerability assessment. The project location is 450 SW Utility Drive, Port St. Lucie, St. Lucie County, Florida, 34986. The assessment involved the Fresh Water Utility system and the wastewater system.

Timeline. The timeline of this report began with a meeting held with Mr. Joshua C. Miller, Assistant Utilities Director, and Jim McClaugherty FRWA on November 19, 2018 . The grant award amount budgeted for this assessment is \$1,500.00 funded by the Florida Department of Environmental Protection (FDEP).

Benefits. The anticipated benefits will be the strengthening of Florida's water systems against, cybersecurity, intrusion, natural disasters, terrorism, and vandalism. These evaluations are not addressing compliance but are for affording protection for water utility purposes. It is intended that generic white papers can be developed based on the Florida system observations in order to help the total water industry.

Purpose. The purpose of this vulnerability assessment is to help the Water System evaluate susceptibility to potential threats and identify corrective actions that can reduce or mitigate the risk of serious consequences from adversarial actions. The following are just a few examples of adversarial actions that we must observe and be prepared for: vandalism, insider sabotage, terrorist attack, climate change, and cyber security attacks. This assessment takes into account the vulnerability of the water supply, and wastewater treatment along with the transmission, treatment, and distribution systems. An effective vulnerability assessment serves as a guide to utilities by providing a prioritized plan for security upgrades, modifications of operational procedures, and/or policy changes to mitigate the risks and vulnerabilities to critical assets. This vulnerability assessment provides a framework for developing risk reduction options and associated costs. Utilities should review their vulnerability assessments periodically to account for changing threats or additions to the system to ensure that security objectives are being met.

The project schedule was fast tracked and the report was started upon receipt by FRWA on January 10th, 2018 in order for a timely report to be generated for the St. Lucie West Services District and for the Florida Department of Environmental Protection (FDEP). The review of this vulnerability assessment took place at Florida Rural Water Association offices with Sterling Carroll PE, Jim McClaugherty, Gary Williams, and Ben Lewis.

UTILITY'S STRENGTHS

Administrative Response Actions:

1. Background checks are performed on personnel before hiring.
2. The utility has an emergency response mission statement and goals statement which helps to focus on emergency planning and response.
3. The utility has basic system information readily available for when needed for emergency responder, repair people and the news media.
4. The Utility has developed a clear and identifiable chain of command that identifies by name and title, their responsibilities during an emergency and their contact numbers. The first step in any emergency is to inform the person at the top of the list, who is responsible for managing the emergency and is making key decisions.
5. The Utility has identified the possible events that may cause a water system emergency. They are arranged from highest to lowest probable risk.
6. Each of the events are subdivided into the level of severity. Decisions on severity should be collaborative among system personnel but are ultimately made by the person in charge of the emergency. The information for making such a decision will accumulate over time and may result in changes in the assessment of the severity. The assessment of the severity should be immediately communicated to all those dealing with the emergency.
7. All staff has cell phones and radios when in the field to communicate system status, problems and needs.
8. The Utility has emergency notification lists.
 - Local notification call up list.
 - State notification list
 - Service/Repair notification list.
9. The Utility has written notification procedures that identify who is responsible for notification of customers, local law enforcement, state drinking water and waste water officials, local health dept., procedures for issuing a health advisory, etc.
10. The Utility has procedures for issuing a health advisory (such as Boil water notice and other procedures) and they have identified the possible events that may cause a water system emergency such as Hurricanes or raw water changes prior to treatment.
11. The Utility has procedures to communicate with customers in case of an emergency such as text and e-mail alerts and they have a designated spokesperson for delivering these messages. The Utility has Local, State, and Service/Repair notification lists that the Office Manager maintains and contacts as necessary.
 - Responsible for notifying water system customers.
 - Alerting local law enforcement, state drinking water officials and local health.
 - Contacting service and repair contractors.
 - Contacting neighboring water systems.
 - Procedures for issuing a health advisory.
 - Other procedures as necessary.

12. If contamination is suspected, the Utility will notify and work closely with their local FDEP representative and the local Health Department and State agencies.
13. The Utility has a system in place to conduct all water sampling through field checks. A contract operator takes Samples to a State Certified Lab for compliance testing. They also have a bacteriological plan that cover their distribution system. Procedures are established for the following:
 - Coliform Bacteria
 - Heterotrophic Plate Count
 - Chlorine Residual
 - Chlorine Demand
 - Nitrate/Nitrite
 - Total Organic Carbon (TOC)
 - Total Halogenated Carbon (TOX)
 - Cyanide
14. The communication with customers, the news media, and the general public is a critical part of the emergency response system.
15. A spokesperson and alternatives have been designated for delivering messages to the news media and public.
16. All possible messages have been reviewed and developed in advance. Messages are updated as the emergency develops.
17. The Utility is prepared with an evaluation of each water system component to identify any deficiencies that could make them susceptible to failure during an emergency.
 - They have in place systems to protect their water source
 - Storage facilities with locks and fencing.
 - Treatment facilities with locks cameras and fences
 - Pump-house and pumping facilities
 - Computers and telemetry systems are set up with Pass word required and fire wall protection.

Response Actions:

18. The Utility is prepared with general steps to take in response to emergency situations with actions in preparation
 - for a power outage with backup generators,
 - transmission or main line breaks,
 - Distribution line break
 - chlorine treatment equipment failure,
 - Microbial contamination,
 - Chemical contamination
 - Vandalism or terrorist attack
 - Reduction of water in the well
 - Drought
 - Flood
 - Hurricane
 - Hazardous materials spill in vicinity of sources or system lines
 - Fire

- electronic equipment failure,
- Cyber Attack.

Alternative Water Sources:

19. The Utility does have connections with another facility and agreements are in place for emergency water delivery.
20. There are other alternative sources of water where they have interlocal agreements to provide water in emergency situations.
21. The utility does have a listing of alternative water suppliers with contact information for emergency support needs.

Drought Contingency:

22. The utility does have a "Drought Contingency Plan."
23. The utility has identified the conditions that would trigger the plan.
24. The plan includes specific procedures to be followed for the initiation or termination for each drought response stage including procedures for notification of the public.
25. The plan includes provisions for enforcement of any mandatory water use restriction, including specification of penalties for violations.

Physical Security:

26. The Utility keeps all outside doors to the facilities locked and building entrances secure.
27. Alarms are installed and set during non-work hours.
28. There are alarms on all doors and windows.
29. All windows and doors are secured so they cannot be easily removed.
30. All entrances and the parking lot and grounds lighting is in working order, timers are set for proper times and are effective.
31. Treatment facilities are chained and locked and require a code for entry.
32. Delivery/shipping areas are secure.
33. Landscaping is controlled to prevent intruders from hiding from camera views.

Closed Circuit TV (CCTV):

34. CCTV is monitored during business hours and after business hours.
35. All video footage is kept for a minimum of 90 days. (state law is 30 days)
36. Cameras and cables are not easily accessible for intruders to disable.
37. Landscaping is groomed and does not allow blocking of camera views.
38. Cameras cover exterior doors and ground level windows, all entrances/exits including employee entrances and parking areas, and all dumpsters and dock/garage/shipping areas.

Electronic Card Access System:

1. Identification is required for all personnel.
2. The system is managed with internal staff.
3. Access to the system is limited to upper management.
4. Manager /department head approves access to the facility.
5. The system is on an uninterrupted power supply (UPS) in the event of power failure.
6. Access is limited to only those areas where personnel are working.
7. The system is integrated with a burglar alarm system.
8. The system tracks all transactions in the system
9. The system is monitored on a daily basis
10. Access cards are disabled immediately upon termination or loss of card.

Manual Locks/Keys:

11. Commercial grade security lock cylinders are installed.
12. Master keys are secured in a lock box in the office.
13. When employees leave or change departments there are checks and balances in place by Management to track keys and to ensure keys are returned.
14. Keys are tracked by the employees.
15. All secure /sensitive areas are keyed with unique locks/keys.
16. All keys are marked "Do Not Copy".
17. Normal practice is that Keys are turned in when employees with keys terminate employment.

Information Security:

18. Executive Management has assigned roles and responsibilities for information security across the organization and the IT Dept. is responsible for maintaining this.
19. Risk Assessments- A review process at planned intervals is implemented to ensure the continuing suitability and effectiveness of the utilities approach to managing information security.
20. System Security- A formal document that provides an overview of the security requirements for agency information systems and describes the security controls in place for meeting those requirements is maintained.
21. Configuration change control- Changes made to information systems are controlled and documented. The changes are reviewed and approved in accordance with written policy and procedures, including a process for emergency changes.
22. Security Awareness- Training is provided to all employees and contractors on an annual basis that addresses acceptable use and good computing practices for systems they are authorized to access.
23. Human resources security- policies and procedures that address purpose, scope, roles, responsibilities, and compliance to support personnel security requirements, such as access rights disciplinary process, etc. are in place.
24. Position Categorizations- Procedures for identifying system access needs by job function and screening criteria for individuals performing those functions are in place.
25. Physical Access Control- Physical access to facilities containing information systems is controlled and individual's authorization is verified before granting access.

26. Secure Disposal of Equipment- Processes are in place to permanently remove any sensitive data and licensed software prior to disposal.
27. Disaster Recovery Planning- The DRP should be in place by the IT Department in order to support the current business continuity needs of the utility. They should have plans for the recovery of technology and communications following any major event that disrupts the normal business environment, provide for periodic updating and testing of the plan, and its documentation should include:
 - Recovery based on critical and sensitive business needs.
 - Location of regular backups of systems and data, with documentation.
 - Regularly updated information about where copies of the plan reside, including appropriate off-site locations.
 - They should provide training for the appropriate personnel.
28. Information Back-up- Backup copies of information and software are completed on a routine schedule, tested regularly and stored off-site.
29. Monitoring- System logging and routine procedure to audit logs, security events, system use, system alerts or failure etc. are implemented and log information is in place where it cannot be manipulated or altered.
30. Access Controls- Policies and procedures are in place for appropriate levels of access to computer assets. Access controls include, but are not limited to:
 - Password management
 - Wireless access restrictions
 - Secure remote access procedures and policies are in place and followed by users.
 - Mobile and portable systems and their data are protected through adequate security measure such as encryption and secure passwords.
 - The tracking of access and authorities, including periodic audits of controls and privileges is in place.
 - Networks challenge access requests and authenticate the requester prior to granting access.
31. User identification and authentication (user ID and password) identifies and authenticates users.
32. Device identification and Authentication-Information systems/applications uniquely identify and authenticate specific devices before establishing and connection with them.
33. System and information integrity- Policies and procedures for system and information integrity to address roles responsibilities and compliance standards are in place.
34. Malicious Code Protection- A regular patching process has been implemented to protect against malicious code. The process is automated.
35. Intrusion Detection-Tools and techniques are utilized to monitor intrusion events, detect attacks and provide identification of unauthorized system use.
36. Security Alerts and Advisories- The appropriate internal staff members receive security alerts and advisories on a regular basis and take appropriate actions in response to them.
37. Identification and Authentication- Policies and procedures for identification and authentication to address roles and responsibilities, and compliance standards are in place.
38. Secure System Configuration- the Security settings on systems are configured to be appropriately restrictive while still supporting operational requirements. Non-essential services are disabled or removed when their use is not necessary as to eliminate unnecessary risk.
39. Software and information integrity- Information systems/applications detect and protect against unauthorized changes to software and information.

40. Information Input accuracy, Completeness and validity information systems check data inputs for accuracy and validity.
41. Flaw Remediation- Information system flaws are identified, reported and corrected.

Software Integrity Practices:

42. System and Services Acquisition-policies and procedures for system and services acquisition are in place to address roles and responsibilities, and processes for compliance checking.
43. Software Integrity practices- Policies and procedures associated with system and services acquisition and product acceptance are in place.
44. User installed software- An explicit policy governing the downloading and installation of software by users is in place.
45. Acquisitions- Security requirements and/or security specifications, either explicitly or by reference, are included in all information system acquisition contracts based on an assessment of risk.
46. Software Usage restrictions- Controls or validations measure to comply with software usage restrictions in accordance with contract agreements and copyright laws are in place.
47. User installed software- An explicit policy governing the downloading and installation of software by users is in place.
48. Outsourced information system services- controls or validation measures to ensure that third party providers of information system services employ adequate security controls in accordance with applicable laws, policies and established service level agreements are in place.
49. Developer Security testing- A security test and evaluation plan is in place, implemented, and documents the results. Security test results may be used in support of the security certification process for the delivered information system.

Personal Computer Security Practices:

50. Personal computing devices include desktops, laptops, notebooks, tablets, personal device assistants (PDA) and other devices.
51. Device Hardening- Operating system and application level updates, patches, and hot fixes are applied as soon as they become available and are fully tested. Services on the computing devices are only enabled where there is a demonstrated business need and only after a risk assessment.
52. Lock-out for inactive computing devices whereas the automatic locking of the computing device after a period of inactivity is enforced in the system.
53. Data Storage- Data that needs additional protection is stored on pre-defined servers, rather than on computing devices for both data protection and backup /recovery reasons. Confidential, sensitive and personal information is not stored on computing devices without a careful risk assessment and adequate security measures.

Network Protection Practices:

54. The Network protection has communication policies in place and procedures are outlined by the IT department. These documents outline the procedures to authorize all connections to network services. Authorization is based on an evaluation of sensitive or critical business applications, classification of data stored on the system and physical location of the system.
55. Boundary protection- Equipment designed for public access is protected. These are segregated from the internal networks that control them. Access into internal networks by authorized staff is controlled.

56. Protect and Secure Network Infrastructure- Policies and procedures for technology upgrades, network equipment, such as servers, router, firewalls, switches, patches and upgrades, firewall and server configurations, and server hardening etc. are in place.
57. Transmission Integrity and confidentiality- Data is protected from unauthorized disclosure during transmission. Data classification is used to determine what security measures to employ, including encryption or physical measures.

Incident Response Practices:

58. Proper Incident reporting policies and procedures are in place with proper follow up of written reports. These include identification of roles and responsibilities, investigations, containment, and escalation procedures, documentation and preservation of evidence and communication protocols and lessons learned.
59. Incident Reporting: Proper incident reporting policies and procedures are in place. These include training employees and contractors to identify and report incidents, the reporting of incidents immediately upon discovery and preparation and submission of follow up written reports.

Red Flag Rules (Identity theft)

60. All ID theft and customer billing is handled by the Procurement and Billing department. The Utility does sufficiently guard all customers' identifying documents from those who do not have a need to know. Red Flag Rules are designed for the Procurement, Billing, and HR departments and they are responsible for implementing policies.
61. The system adherence as approved by the City Council/board of Directors.
62. They designate senior management oversight of the program.
63. They incorporate all existing relevant policies and procedures.
 - HIPAA Data Security
 - Fraud and abuse
64. They have defined and document our defined "Red Flags" and the procedures to detect and respond to them.
65. They ensure that they have flagged, investigated and properly reported address discrepancies to the appropriate agencies.
66. They have incorporated documentation which outlines the specific requirements for comprehensive educational and competency testing of all appropriate employees.
67. They sufficiently guard all customers identifying documents from those who do not have a need to know.
68. They include the appropriate triggers and follow-up steps to notify victims about potential data breaches.
69. They do incorporate protocols for reviewing the program effectiveness and modifying it as necessary after initial implementation.
70. They do require periodic updates to reflect changes in risk areas that our program identifies related to our customers and your own exposure related to identity theft.
71. The Utility has taken the necessary steps as a leadership team to inspire each one of the employees to do everything they can to guard their customers identity's.
72. They do not include the appropriate trigger and follow up steps to notify victims about potential data breaches.
73. The utility has educated all of its employees and tested their competency on out red flag program policies and out detailed procedures with special attention given to:
 - Exactly what to do to determine of the customer is who he/she says they are:

- Over the phone, address & last 4 digits of SSI # and License no for payments only.
 - When a flag is tripped they must come into the office with the proper ID.
 - Increasing awareness on the need for secure features on laptops, desktop, and other computing devices.
74. The utility has established red flags that will be investigated if any of the following red flags are discovered. They may include but are not limited to:
- Incidents of ID theft
 - Methods of ID theft that reflect ID theft risks.
 - Alerts, notifications, or other warnings received from a consumer reporting agency.
 - Presentation of suspicious documents.
 - Presentation of suspicious personal identification information.
 - The unusual use of an account.
 - Notice from customers, victim of ID theft, law enforcement.
 - Fraud or active duty alert included with a consumer report.
 - Consumer notice providing a address discrepancy.
 - Identification of photo that does not match the person.
 - Invalid SSI no.
75. The utility has taken the necessary steps as a leadership team to inspire each one of the employees to do everything they possible can to guard our clients identity as if it were their own.

Financial:

76. This was replied to as N/A. The Utility has not used the DEP business plan for a complete assessment of its financial condition.
77. The Utility has established the frequency of water/sewer system billing.
78. The system rates are reviewed for adequacy annually.
79. The utility has established resources and guidance to use for setting water user rates fees or charges.
80. The system does have an annual budget with a separate reserve account for equipment replacement and/or capital improvement.
81. The system has established the frequency of billing to a monthly billing program and system rates are reviewed.
82. The utility has insurance requirements for outside contractors, and they do obtain certificates of insurance from them.
83. The system does employ the services of a Professional Engineer
84. The system has an annual budget with a separate reserve account for equipment replacement or capital improvement.
85. Their Capital improvement plan covers 5 years.
86. Revenues are dedicated to repayment of all loans.
87. The system has a governing board of directors.
88. There are standard purchasing procedures that provide controls over expenditures.
89. The system has audited annual financial statements.

90. The water utility has a contingency plan/reserve/short and long term plan for a sharp decrease in population, customers, monthly income and decreased demand. Their district has set up a rate stabilization fund to offset a sudden drop in customer base.
91. The water utility has a contingency plan/reserve/short and long term plan for a regulatory/statutory change with immediate and significant impacts/costs. Their district has set up a rate stabilization fund to offset any unknown regulatory changes.
92. The water utility has a plan reserve/policy of quick action and reaction to a citizen/3rd party lawsuit or other lawsuit against the water utility. The state limits exposure and the District has liability insurance to protect it.

Water Systems:

93. The system has current and accurate data showing average and peak gpd used.
94. The system's capacity exceeds peak demand by more than 20%.
95. The system can meet peak demand without pumping at peak capacity for extended periods.
96. The system evaluates system demands and plans for expansion as needed due to population increases.
97. The system does have emergency plan in place to meet system demands during a shortage.
98. The system has a comprehensive water loss program that compares amount of water produced with the total delivered through metered and unmetered service connections.
99. The systems unaccounted for water loss is less than 10% annually.
100. The system has redundancy for all critical treatment components.
101. Identified as N/A: The ground water systems have a minimum of two sources of groundwater.
102. The system does have an updated operations and maintenance manual that includes evaluations of security systems.
103. Identified as N/A: Source water protection area provides a minimum 500 foot radius around each drinking water well.
104. Monitoring/Observation test wells are properly secured to prevent tampering.
105. The system has implemented a backflow prevention program.
106. Maps and records and other information of the system is stored in a secure location.
107. The system monitors raw water quality to determine appropriate treatment.
108. The system does have an interconnection and agreement with other systems in place and those connections are secured and checked.
109. The System has a preventative maintenance program in place and routinely evaluates system performance.
110. The system does have a backup power source in case of loss of main power and there is a service contract in place for the generators. The system has SCADA and is protected in a secure location and is password protected. The SCADA can be bypassed by the employees and run manually if required.

- 111. The system does have an interconnection and agreement in place with other systems.
- 112. The system does have a backup power source that is tested routinely.
- 113. All systems critical components and equipment is above sea level and spare parts inventory is adequate and located in a secure location.
- 114. The system has a procedure in place to respond immediately to a customer complaint about a new taste, odor, color, or other physical change in the water.
- 115. The system has SCADA and it is protected in a secure location and is password protected, along with other system controls.
- 116. Employees can bypass the SCADA system if needed and can run the system manually.
- 117. Ground water systems routinely monitor drawdown on a daily basis.
- 118. The system monitors raw water quality to determine appropriate treatment.
- 119. All access to critical components of the water system are restricted to authorized personnel only.
- 120. All facilities are fenced and locked including well houses, pits, and gates.
- 121. The doors, windows and other points of entry such as tanks and roof hatches and vents are kept closed and locked.
- 122. The system has a backup power source in case of loss of main power and this source is tested routinely.
- 123. They do have an alarm system that will detect unauthorized entry.
- 124. There is a spare parts inventory and it is adequate and located in a secure location.
- 125. All deliveries of chemicals and other supplies are made in the presence of water system personnel.
- 126. They have discussed with the suppliers procedures to ensure the security of their products.
- 127. They do have uniforms and the vehicles are marked with the systems name prominently displayed.
- 128. Chemicals are properly stored, particularly those that are potentially hazardous or flammable.

Product Liability:

- 129. Products are evaluated to verify that they meet regulatory requirements.
- 130. There is a process in place to identify and evaluate the hazards of each product.
- 131. There is a system in place to assure that field personnel are well qualified and trained.
- 132. Environmental impact and disposal is considered in evaluating product risk.
- 133. Package labels and other warnings address hidden hazards of misuse.
- 134. There is a system in place that there are insurance certificates are obtained for all third party contractors and service companies.
- 135. The Utility does have effective procedures for handling customer complaints and product incidents.
- 136. There is a safety director to address product safety or liability.

- 137. There is a functioning committee or group to address product safety and liability.
- 138. The utility does have a process to obtain certificates of product liability insurance from suppliers and quality control procedures are not documented.
- 139. The utility does have an effective quality assurance system with a QA/QC officer to monitor operations.
- 140. The utility does have a 24 hour toll free phone service for product questions and emergencies.
- 141. The Utility does have a process in place to analyze incident, product misuse, liability claims and claim data to pinpoint trends, potential problems, or root cause analyses.
- 142. Products are marked to ensure traceability to the date and place of manufacture.
- 143. There is a procedure in place for an efficient product recall.
- 144. This Utility does have a quality assurance control procedures that are documented and reviewed. The labels on the deliverables are acceptable to meet applicable industry and government safety standards.
- 145. There is currently a process to verify that instruction manuals and package labels are useful, understandable and available to the user.
- 146. Product Safety and liability is an influencing factor when selecting packaging of products.

Vehicle Physical Security:

- 147. There is a locked perimeter fence around the perimeter of the building and no other openings such as culverts, sewer manholes, or utility access into the area.
- 148. All entrance points in the perimeter barriers are secured.
- 149. There are numerous alternative sources of power available in the event of power failure.

Personnel Identification and Control:

- 150. This utility does have an ID badge control to identify personnel.
- 151. There are written procedures for the method of identification at time of entering and leaving controlled areas. This is applied to employees and visitors.
- 152. Badges are recorded and controlled by rigid accountability procedures.
- 153. Lost badges are not replaced with one bearing a different number of one that is otherwise not identical to the one that was lost.
- 154. The Utility does not employ guards to check control points and the movement of personnel

Public Access:

- 155. Consumer Confidence Report is available to the public.
- 156. Public access to all customer records is restricted. (red flag rule)
- 157. Public access to utility records is available to the public.
- 158. There are procedures established for responding to a public records request.

Risk of Exposure to Pandemic Influenza:

- 159. Policies are in place that encourage ill employees to stay at home without fear of reprisal.
- 160. There is an emergency communications plan to maintain a forum for answering employees concerns. This is handled through the ADP Payroll program.
- 161. Customers and the public is provided with tissues and trash receptacles, and with a place to wash or disinfect their hands.
- 162. Employees are encouraged to keep work surfaces telephones, computer equipment and other frequently touched surfaces and office equipment clean.
- 163. Employees are discouraged to use other employee's phones, desks, offices or other work tools and equipment.
- 164. Healthy nutrition, exercise, and lifestyle choices, and smoking cessation are promoted.

Personal Protective Equipment (PPE):

- 165. The Utility has PPE available for their personnel and required to wear based on the task to be performed.
- 166. Employees are properly trained on the use of their PPE.
- 167. The PPE is properly fitted to each employee and is periodically refitted. (e.g. respirators)
- 168. PPE is conscientiously and properly worn.
- 169. PPE is regularly maintained and replaces as necessary.
- 170. The PPE is properly removed and disposed of to avoid contamination of self or others or the environment.

Employee and System Protection:

- 171. There is a plan to ensure that licensed operators are available to run the utility if they incur a shortage of personnel.
- 172. The utility does have legal and insurance counsel regarding any liability or injury or damage to the property at the office or the job site.
- 173. Striking workers have not been a problem at this facility as it does not consist of Union labor. It is understood that State employees cannot legally strike.
- 174. There is a plan in place to ensure that licensed operators are available to run the utility if required
- 175. There is a plan to secure and account for all trucks, equipment, tools automobiles, materials, etc. on the job sites.
- 176. There is a plan to hire outside assistance or to hire contractors in the event of an emergency.
- 177. There is a plan to ensure that licensed operators are available to run the utility.

Loss of an Employee:

- 178. The Utility does have a plan for when an employee leaves the facility. They monitor reactions of departing employees to determine the person's attitude and do what may be necessary to protect the utility.
- 179. There is a plan of taking over duties from a departing employee.

180. There is a re-hiring plan in place and that is handled by HR, to advertise the position, or move up a person within the Utility.

Climate Change

Water Demand:

181. There are no major industries that require cooling/process water in our planning region.
182. Water use never varies by more than 50% seasonally in the parts of our region.
183. Replied N/A. Crops are not grown in the region and are climate sensitive. Shifts in daily heat patterns such as how long heat lingers before night time cooling could be prohibitive for some crops.
184. Replied N/A. Groundwater supplies in the region do not lack resiliency after drought events.
185. Replied N/A. Instream flow requirements in our region have been currently sufficient to support aquatic life through all hot summer months in the past.
186. Water use curtailment measurements are effective in our region.

Water Supply:

187. This region does not rely on coastal aquifers so salt intrusion has not been a problem in the past.
188. This region may not have difficulty in storing carryover supply surpluses from year to year.
189. This region has faced a drought condition in the past during which it failed to meet local water demands. 2/2005- The water treatment plant used groundwater sources which were insufficient for demand growth. They have since expanded the facility to the Floridan Aquifer.
190. This region does not have invasive species management issues at our facilities.

Water Quality:

191. Increased wildfires are not a threat to our water quality in our region.
192. This region does not rely on surface water bodies with current or recurrent water quality issues related to eutrophication, such as low dissolved oxygen or algal blooms. Changes in streamflow may alter pollutant concentrations in water bodies but this is not indicative or considered in our treatment process.
193. There are no seasonal low flows decreasing for some waterbodies in our region.
194. There are no beneficial uses designated for some water bodies in the region that cannot always be met due to water quality issues.
195. There is no regional water quality shifts during rain events which may impact treatment facility operations.

Sea Level Rise: (All questions were answered with N/A in this category.)

196. Coastal erosion is not a factor in our region.
197. We have no levees or breakwater in this region.

- 198. There is no significant coastal infrastructure such as residence recreation, water and tourism at less than six feet above mean sea level in the region.
- 199. There are no climate sensitive low lying coastal habitats in the region.
- 200. There is no noticeable land subsidence in the region.
- 201. There are no tidal gauges in the region to show an increase over the past several decades.

Flooding:

- 202. Critical infrastructure in our region does not lie within the 200 year floodplain.
- 203. Aging critical flood protection infrastructure does not exist in the region.
- 204. Some flood control facilities (such as impoundment structures) have proven sufficient in the past.
- 205. Wildfires have been a concern in the past to this region.

Ecosystem and habitat vulnerability:

- 206. The region doesn't include inland or coastal aquatic habitats that are vulnerable to erosion and sedimentation issues.
- 207. The region doesn't include estuarine habitats which rely on seasonal freshwater flow patterns.
- 208. Climate-sensitive fauna or flora populations do not live in this region.
- 209. This region does have some endangered or threatened species that exist in the region and some changes in species distribution is being observed in parts of the region.
- 210. The region does not rely on aquatic or water-dependent habitats for recreation or other economic activities.
- 211. There are no rivers in the region with qualified environmental flow requirements or known water quality/quantity stressors to aquatic life.
- 212. Estuaries, coastal dunes, wetlands, marshes, or exposed beaches do exist in this region.
- 213. This region does not include one or more of the habitats described in the endangered species coalitions top 10 habitats described in the endangered species coalitions top 10 habitats vulnerable to climate change.
- 214. There are no areas of fragmented estuarine, aquatic, or wetland wildlife habitat within this region.

Hydropower:

- 215. Hydropower is not a source of electricity in the region.
- 216. This is replied to as N/A. It is not known if there is energy needs in the future that will include hydropower generation facilities.

UTILITY'S AREAS OF CONCERN AND RECOMMENDED IMPROVEMENTS FOR THESE VULNERABILITIES

Response Actions:

1. The Utility is prepared with general steps to take in response to emergency situations with actions in preparation with the exception of one item:
 - Explosion
 - However, the first reaction would be to call the fire department and police departments.

Alternative Water use:

2. The utility does not have agreements in place with companies to provide bottled water.
 - They have sufficient agreements with other utilities and interconnects in the area

Drought Contingency:

3. The utility has not identified actions to be implemented during each stage of the plan when predetermined triggering criteria are met.
4. The plan does not include procedures for approving and denying variances to the plan.
5. The plan does not include measures to inform and educate the public.
 - This would likely be handled through the media and news releases should they encounter such an occurrence.

Physical Security:

6. Dumpsters are not secured with padlocks.
 - Are the dumpsters secured in a fenced area with-in the facility?
 - a. Most dumpsters are stored within our perimeter fence away from public.
 - b. The dumpsters that are within the public area, are fenced as well.

Electronic Card Access System:

7. Identification badges are not required to be displayed or worn.
8. Should employees work outside the fence and be in contact with customers this would be more reassuring for them to be seen wearing an identification badge.
9. Access cards are not color coded to identify employees, visitors and vendors.

Information Security:

10. Vulnerability Scanning- a regular occurring process using specialized scanning tools and techniques that evaluates the configuration, patches and services for known vulnerabilities is recommended.

Red Flag Rules:

11. Upper management does not require and receive a written annual report on compliance with the program and any incidents. The report should include the following.
 - The effectiveness of the policies and procedures in addressing the risk of identity theft.
 - Significant incidents that have occurred and management's response.
 - Recommendation for changing the program.

Personnel Identification and control:

12. The Loading and unloading platforms are not located outside of transit operations and separated by controlled and guard supervised entrances.
13. The trucks and other conveyances are not required to enter through service gates manned by guards. They are escorted by plant personnel.

Employee and System Protection:

14. There is not necessarily a plan for police surveillance of unattended facilities, however if Police action would be required, they would be called in.

Vehicle Physical Security:

15. They do not have a security officer that would be responsible for security of keys to the perimeter entrance. This is controlled and handled by management.
16. There is not an intrusion alarm for the perimeter of the parking area. However, there is an alarm system for the facility.
17. The perimeter is not protected well by lighting.

Risk of exposure to pandemic influenza:

18. Plans have not been initiated to limiting access to facilities to reduce the number of customers in the work place. They do not encourage customers to visit the facilities at the Utility.
19. Employees are not necessarily “encouraged” to avoid close contact with their coworkers and customers. Shaking hands is still a common practice and being done upon greetings.
20. The utility does not encourage the reduction or elimination of unnecessary social interactions.

Personnel Identification and Control:

21. They are not required to wear the security badge while on duty.
22. They do not have guards at control points to compare badges to bearers both upon entry and upon exit.
 - Suggest plant employees provide escort for visitors.
 - a. This is current practice.

VULNERABILITY ASSESSMENT CHECKLIST FOR WASTEWATER SYSTEMS

1. The systems have an emergency response plan (ERP) with emergency contacts.
2. Flammable chemicals are stored in specialized storage rooms or cabinets.
3. The ERP is practiced and the contact list is updated annually.
4. The emergency plant personnel are able to operate plant components.
5. The Infrastructure is mapped recorded and accessible.
6. There are Policies in place for release of sensitive information.
7. Critical components of wastewater system is absolutely limited to Authorized Personnel
8. Facilities are appropriately secured or protected from unauthorized entry
9. Fuel and other storage tanks are secure.

10. Fill and vent pipes on storage or process tanks are secure.
11. Proper lighting is provided around critical components.
12. Warning signs are provided around critical components.
13. There is an entry code/key control and accountability policy/system in place.
14. MSDS Sheets on all chemicals are available.
15. All chemical containers are properly labeled and chemicals are properly stored.
16. There are procedures for handling explosive, toxic, and corrosive gases at the facility.
17. The local fire department is aware of chemicals and their locations.
18. The Utility has a Pretreatment Ordinance in place.
19. Raw and treated water quality is monitored.
20. There is a plan for handling seasonal variation effects on treatment operations.
21. Proper Lockout/Tag-out procedures are followed.
22. Emergency power and backup generators are on site and provided.
23. There is a preventative maintenance program for the plant and collection system.
24. Lift Stations, manholes, collection system pumps and trunk lines are secured to prevent unauthorized access.
25. Confined Space Entry Procedures are established and practiced.
26. There are procedures to deal with customer complaints.
27. There is a Public notification procedure in place.
28. Flammable chemicals are stored in specialized storage rooms or cabinets.
29. Chemical compatibility is considered when storing chemicals
30. Chemical storage rooms are ventilated.
31. Provisions are made to prevent excessive heat or freezing of stored chemicals.
32. Emergency cleanup procedures are in place for chemical spills.
33. Aisles and emergency exit routes are kept cleared.
34. All chemical containers are labeled properly and marked clearly.
35. Exposure monitoring is performed where and when necessary.
36. The appropriate personal protective equipment is available.
37. Records are not kept on the shelf life of chemicals. Chemical turnover occurs rapidly, this task is not needed.
38. Spark-proof electrical equipment is provided in flammable storage rooms.
39. Incompatible hazardous wastes are kept separated.
40. Procedures are written for disposal of waste materials.
41. Employees are properly trained on the disposal procedures.
42. Employees are trained in understanding chemical hazards and when spills occur to immediately clear the vicinity and notify authorities for spill control clean up.
43. There is a Delivery and Chain of Custody Policy established with chemical suppliers.
44. Employees are properly trained to handle hazardous chemicals/spills at the plant and at the collection system.
45. There is an alarm system to detect unauthorized entry to system.
46. Vehicles are locked and secured when not in use.
47. All safety equipment is always available and inspected and checked periodically.
48. The Utility does have an established way to procure emergency equipment plus numerous resources.
49. The Utility does have a list of Emergency Equipment available through a number of resources.
50. There is a Sewer Backup Response Policy in place.
51. Spark-proof electrical equipment is provided in flammable storage rooms.

52. Adequate adsorptive materials and neutralizing agents are always available.
53. Hazardous waste containers are in good condition and free from leaks, spills or damage.
54. The containers are properly closed.
55. Hazardous wastes is compatible with the containers being used for storage.
56. Incompatible hazardous wastes is kept separated.
57. Spill containment supplies are always made available.
58. Employees are trained in spill cleanup procedures.
59. Hazardous Waste Storage" signs are posted ("Flammable, No Smoking," etc.), when necessary.
60. Procedures are written for disposal of waste materials.
61. Employees are properly trained on the disposal procedures.
62. The waste is collected, stored, and disposed of in accordance with applicable regulations.
63. Programs are in place to minimize waste, when possible.
64. Employees are trained in the handling, use, and care of the equipment.
65. Respirators are stored in a convenient and sanitary location.
66. Respirators are inspected routinely.
67. Staff is trained in procedures to follow during natural disasters (e.g., flood, hurricane, fire, etc.)

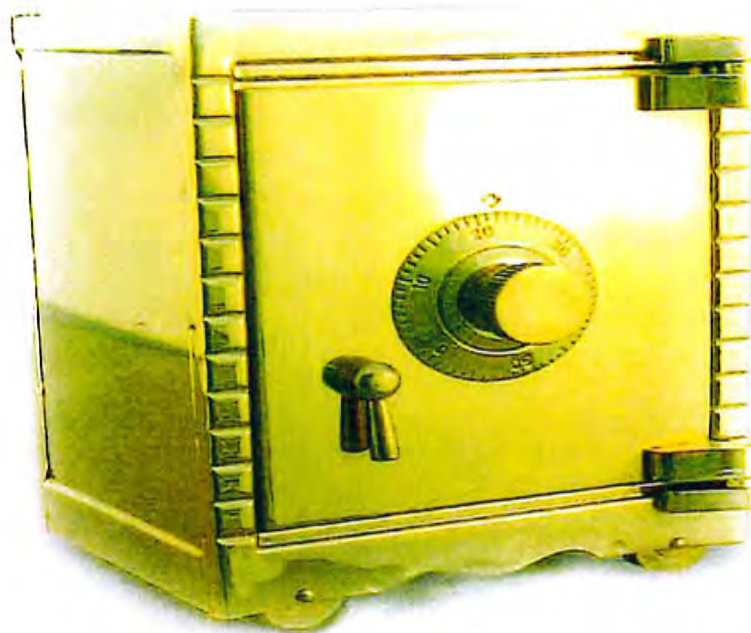
Wastewater System Vulnerabilities:

- I. Septage Dump Procedures are not in place. SLWSD does not accept septic hauling at the WWTF.
There are no septic systems within our service area.
 - a. Staff is trained to observe the service area for illegal septic dumping into the collection system.

**VULNERABILITY ASSESSMENT
FOR
DRINKING WATER
&
WASTEWATER SYSTEMS**



A Note about Security for this Document



This document contains sensitive information about the security of your water system. Therefore, it should be treated as **Confidential Information** and should be stored in a secure place at your water system. A duplicate copy should also be stored in a secure off-site location.

Vulnerability Assessment Guide for Water & Wastewater Systems

Introduction

Water and Wastewater systems are critical to every community. Protection of public drinking water & wastewater systems must be a high priority for local officials and water & wastewater system owners and operators to ensure an uninterrupted water supply, & wastewater operation which is essential for the protection of public health (safe drinking water and sanitation) and safety (fire fighting).

Adequate security measures will help prevent loss of service through terrorist acts, vandalism, or pranks. If your system is prepared, such actions may even be prevented. The appropriate level of security is best determined by the water & wastewater system at the local level.

This Security Vulnerability Self-Assessment Guide is designed to help water & wastewater systems determine possible vulnerable components and identify security measures that should be considered. A "vulnerability assessment" is the identification of weaknesses in water & wastewater system security, focusing on defined threats that could compromise its ability to provide adequate potable water, and/or water for firefighting and waste water operation. This document is meant to encourage systems to review their system vulnerabilities, but it may not take the place of a comprehensive review by security experts.

The Assessment Guide has a simple design. Answers to assessment questions are "yes" or "no," and there is space to identify needed actions and actions you have taken to improve security. For any "no" answer, refer to the "comment" column and/or contact your state drinking water primacy agency.

How to Use this Self-Assessment Guide

This document is designed for use by water & wastewater system personnel. Physical facilities pose a high degree of exposure to any security threat. This assessment should be conducted on all components of your system. The Assessment includes an emergency contact list for your use. This list will help you identify who you need to contact in the event of an emergency or threat and will help you develop communication and outreach procedures. Filling out the Emergency Contact List is an important step toward developing an Emergency Response Plan, which provides detailed procedures on how to respond to an emergency.

We hope this document helps you to increase the awareness of all your employees, governing officials, and customers about security issues.

Once you have completed this document, review the actions you need to take to improve your system's security. Make sure to prioritize your actions based on the most likely threats.

Keep this Document

This is a working document. Its purpose is to start your process of security vulnerability assessment and security enhancements. Security is not an end point, but a goal that can be achieved only through continued efforts to assess and upgrade your system.

Don't forget that this is a sensitive document. It should be stored separately in a secure place at your water system.

A duplicate copy should also be retained at a secure off-site location.

Access to this document should be limited to key water system personnel and local officials as well as the state drinking water primacy agency and others on a need-to-know basis.

Be careful in posting any of this for internet access eg. (Board discussions in minutes posted on website)

Name: JOSHUA C MILLER

Title: ASSISTANT UTILITIES DIRECTOR

Area of Responsibility: UTILITIES

System Name: ST LUCIE WEST SERVICES DISTRICT

Water System PWSID: 456-5031

Wastewater Facility ID: FLA 013993

Address: 450 SW UTILITY DR

City: PORT ST LUCIE

County: ST LUCIE

State: FLORIDA

Zip Code: 34986

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E-mail: jmiller@slwsd.org

Date Completed: *JANUARY 10TH, 2019*

Date Revised: Signature: *Joshua C Miller*

Date Revised: Signature:

Vulnerability Assessment

Vulnerability Assessment Checklist

Management

	Yes/No	Comments	Action Needed/Taken
Are background checks performed on personnel before hiring?	YES		
Does the utility have an emergency response mission statement and goals? A mission statement and goals help focus emergency planning and response.	YES		
Does the utility have basic system information readily available for when you need it for emergency responders, repair people, and the news media?	YES		
Has the utility developed a clear and identifiable chain of command that identifies by name and title, their responsibilities during an emergency and their contact number? The first step in any emergency is to inform the person at the top of the list, who is responsible for managing the emergency and making key decisions.	YES		
Has the utility identified the possible events that may cause a water system emergency? They should be arranged from highest to lowest probable risk.	YES		
Are each of the events subdivided into the level of severity? Decisions on severity should be collaborative among system personnel but are ultimately made by the person in charge of the emergency. The information for making such a decision will accumulate over time and may result in changes in the assessment of severity. The assessment of the severity should be immediately communicated to all those dealing with the emergency.	YES		
Does staff have cell phones, pagers, or radios when they are in the field to communicate system status, problems, and needs.	YES		
Does the utility have emergency notification lists?	YES		
• Local notification call-up list	YES		
• State notification list	YES		
• Service/repair notification list	YES		
Have written notification procedures been established?	YES		

Who is responsible and the procedure for notification should be clearly written-up for:			
• Notifying water system customers	YES		
• Alerting local law enforcement, state drinking water officials, and local health	YES		
• Contacting service and repair contractors	YES		
• Contact neighboring water systems, if necessary	YES		
• Procedures for issuing a health advisory	YES		
• Other procedures, as necessary	YES		
If contamination is suspected, notify and work with the local health department and State agency and regional offices to help identify what testing should be done. This may help prevent illness or even death.	YES		
Does the utility have procedures for conducting water sampling? Procedures should include the basic steps to conduct sampling (sites, frequency, procedures, lab requirements, lab locations, contacts, etc.). Procedures should be established for:	YES		
• Coliform Bacteria	YES		
• Heterotrophic Plate Count (HPC)	YES		
• Chlorine Residual	YES		
• Chlorine Demand	YES		
• Nitrate/Nitrite	YES		
• Total Organic Carbon (TOC)	YES		
• Total Halogenated Organic Carbon (TOX)	YES		
• Cyanide	YES		
Communication with customers, the news media, and the general public is a critical part of emergency response.	YES		
Has a spokesperson (and alternatives) been designated for delivering messages to the news media and the public?	YES		
Have possible messages been developed in advance? Messages should be updated as the emergency develops.	YES		

Vulnerability Assessment

	Yes/No	Comments	Action Needed/Taken
<p>This is an evaluation of each water system component to identify weaknesses or deficiencies that may make them susceptible to damage or failure during an emergency. It also assesses facilities for security enhancements that may guard against unauthorized entry, vandalism, or terrorism. The following components should be assessed and include their description and condition, their vulnerability, any improvements or mitigating actions, and any security improvements:</p>			
<ul style="list-style-type: none"> Water Source 	YES		
<ul style="list-style-type: none"> Storage Facilities 	YES		
<ul style="list-style-type: none"> Treatment Facilities 	YES		
<ul style="list-style-type: none"> Pump-house and pumping facilities 	YES		
<ul style="list-style-type: none"> Computer and telemetry system 	YES		
<ul style="list-style-type: none"> Other considerations 			

Response Actions

In any event there are a series of general steps to take: 1. Confirm and analyze the type and severity of the emergency. 2. Take immediate actions to save lives. 3. Take action to reduce injuries to save lives. 4. Make repairs based on priority demand. 5. Return the system to normal operation. Has the utility identified the assessment, set forth immediate response actions, defined what notifications need to be made, and described important follow-up actions for the following events:	Yes/No	Comments	Action Needed/Taken
• Power outage	YES		
• Transmission or main break	YES		
• Distribution line break	YES		
• Chlorine treatment equipment failure	YES		
• Treatment equipment	YES		
• Source pump failure	YES		
• Microbial (coliform, E. coli) contamination	YES		
• Chemical contamination	YES		
• Vandalism or terrorist attack	YES		
• Reduction or loss of water in the well	YES		
• Drought	YES		
• Flood	YES		
• Hurricane	YES		
• Hazardous materials spill in vicinity of sources or system lines	YES		
• Fire	YES		
• Explosion	NO		
• Electronic equipment failure	YES		
• Cyber attack	YES		
• Other			

Alternative Water Sources

	Yes/No	Comments	Action Needed/Taken
Does the utility have a connection to another utility?	YES		
Are there other water systems within close proximity to tie into?	YES		
Does the utility have an interlocal agreement to provide water in emergency situations?	YES		
Have other alternative sources of water been identified?	YES		
Does the utility have agreements in-place with companies to provide bottled water?	NO		
Does the utility have a list of alternative water suppliers with contact information?	YES		

Drought Contingency

	Yes/No	Comments	Action Needed/Taken
Does the utility have a "Drought Contingency Plan"?	YES		
Has the utility identified the conditions that would trigger the plan?	YES		
Has the utility identified actions to be implemented during each stage of the plan when predetermined triggering criteria are met?	NO		
Does the plan include specific procedures to be followed for the initiation or termination for each drought response stage, including procedures for notification of the public?	YES		
Does the plan include procedures for approving and denying variances to the plan?	NO		
Does the plan include provisions for enforcement of any mandatory water use restriction, including specification of penalties for violations?	YES		
Does the plan include measures to inform and educate the public?	NO		

Physical Security

	Yes/No	Comments	Action Needed/Taken
Are all building entrances secure?	YES		
Are alarms installed and set during non-work hours?	YES		
Are there alarms on all doors and windows?	YES		
Are windows and doors secured so they cannot be easily removed?	YES		
Are all entrances well-lit	YES		
Are parking lot and grounds lighting in working order, timers set for proper times and are effective?	YES		
Are facilities entrances gated, locked and require a code for entry?	YES		
Are delivery/shipping areas secure?	YES		
Does landscaping provide a cover for intruders?	NO		
Are dumpsters secured with padlocks?	NO		

Closed-Circuit Television (CCTV), if installed

	Yes/No	Comments	Action Needed/Taken
Is CCTV actively monitored during business hours and, if possible, after business hours?	YES		
Is video footage kept for a minimum of 90 days?	YES		
Are video cables easily accessible?	NO		
Are cameras positioned such that they cannot be reached from the ground or easily disabled?	YES		
Does landscaping block camera views?	NO		
Does camera cover exterior doors and ground level windows, all entrances/exits including employee entrances and parking areas, and all dumpsters and dock/garage/shipping areas?	YES		

Electronic Card Access System

	Yes/No	Comments	Action Needed/Taken
Is identification required for all personnel?	YES		
Are identification badges required to be displayed and worn?	NO		
Is the system managed with internal staff?	YES		
Is access to the system limited to upper management?	YES		
Does manager/department head approve access to facility?	YES		
Is the system on a uninterrupted power supply (UPS) in the event of power failure?	YES		
Are access cards inventoried to ensure return for termination and are unassigned cards secure?	YES		
Is access limited to only those areas where personnel are working?	YES		
Are access cards color coded to identify employees, visitors and vendors?	NO		
Is system integrated with burglar alarm system?	YES		
Does the system track all transactions in the system?	YES		
Is the system monitored on a daily basis?	YES		
Are access cards disabled immediately upon termination or loss of card?	YES		

Manual Locks/Keys

	Yes/No	Comments	Action Needed/Taken
Are commercial grade, security lock cylinders installed?	YES		
Are master keys kept in a secure location?	YES		
When employees leave or change departments do you ensure keys are returned?	YES		
Are keys tracked by employee?	YES		
Are secure/sensitive areas keyed with unique locks/keys?	YES		
Are all keys marked, "Do Not Copy"?	YES		
Are secure/sensitive area locks rekeyed when employees with keys terminate employment?	YES		

Information Security

	Yes/No	Comments	Action Needed/Taken
Executive Management has assigned roles and responsibilities for information security across its organization.	YES		
Risk Assessments – A review process at planned intervals is implemented to ensure the continuing suitability and effectiveness of the utilities approach to managing information security.	YES		
System Security – A formal document that provides an overview of the security requirements for agency information systems and describes the security controls in place (or planned) for meeting those requirements is maintained.	YES		
Configuration Change Control – Changes made to information systems are controlled and documented. The changes are reviewed and approved in accordance with written policy and procedures, including a process for emergency changes.	YES		
Vulnerability Scanning – A regular occurring (e.g., bi-annual, quarterly, monthly) process using specialized scanning tools and techniques that evaluates the configuration, patches, and services for known vulnerabilities is employed.	NO		
Security Awareness – Training is provided to all employees and contractors on an annual basis that addresses acceptable use and good computing practices for systems they are authorized to access. Content of training is based on the agency's policies addressing issues, such as, privacy requirements, virus protection, incident reporting, Internet use, notification to staff about monitoring activities, password requirements, and consequences of legal and policy violations.	YES		
Human Resources Security – Policies and procedures that address purpose, scope, roles, responsibilities, and compliance to support personnel security requirements, such as access rights, disciplinary process, etc. are in place.	YES		
Position Categorization – Procedures for identifying system access needs by job function and screening criteria for individuals performing those functions are in place.	YES		

Physical Access Control – Physical access to facilities containing information systems is controlled and individual's authorization is verified before granting access.	YES		
Secure Disposal of Equipment – Processes are in place to permanently remove any sensitive data and licensed software prior to disposal.	YES		
Disaster Recovery Planning – A Disaster Recovery Plan (DRP) is in place that supports the current business continuity needs of the utility. The DRP plans for the recovery of technology and communications following any major event that disrupts the normal business environment, provides for periodic updating and testing of the plan, and its documentation includes, but is not limited to:			
<ul style="list-style-type: none"> • Recovery based on critical and sensitive business needs. 	YES		
<ul style="list-style-type: none"> • Location of regular backups of systems and data, with documentation. 	YES		
<ul style="list-style-type: none"> • Regularly updated information about where copies of the plan reside, including appropriate off-site locations. 	YES		
<ul style="list-style-type: none"> • Training for appropriate personnel. 	YES		
Information Back-up – Backup copies of information and software are completed on a routine schedule, tested regularly, and stored off-site.	YES		
Monitoring – System logging, and routine procedures to audit logs, security events, system use, systems alerts or failures, etc. are implemented and log information is in placed where it cannot be manipulated or altered.	YES		
Access Controls – Policies and procedures are in place for appropriate levels of access to computer assets. Access controls include, but are not limited to:	YES		
<ul style="list-style-type: none"> • Password management, including the use of strong passwords, periodic password change, and restriction of sharing access and/or passwords. System access is authorized according to business need and password files are not stored in clear text or are otherwise 	YES		

adequately protected.			
<ul style="list-style-type: none"> Wireless access restrictions are in place, with organizational control over access points, prohibition and monitoring against rogue access points, appropriate configuration of wireless routers and user devices, and policy, procedure, and training for technical staff and users are in place. 	YES		
<ul style="list-style-type: none"> Secure remote access procedures and policies are in place, and are known and followed by users. 	YES		
<ul style="list-style-type: none"> Mobile and portable systems and their data are protected through adequate security measures, such as encryption and secure passwords, and physical security, such as storing devices in a secure location and using cable locking devices. 	YES		
<ul style="list-style-type: none"> The tracking of access and authorities, including periodic audits of controls and privileges is in place. 	YES		
<ul style="list-style-type: none"> Networks challenge access requests (both user and system levels) and authenticate the requester prior to granting access. 	YES		
User Identification and Authentication (typically user id and password) – Information systems/applications uniquely identify and authenticate users when it is appropriate to do so.	YES		
Device Identification and Authentication – Information systems/applications identify and authenticate specific devices before establishing a connection with them.	YES		
System and Information Integrity – Policies and procedures for system and information integrity to address roles, responsibilities, and compliance standards are in place.	YES		
Malicious Code Protection – A regular patching process has been implemented to protect against malicious code. The process is automated when possible.	YES		
Intrusion Detection – Tools and techniques are utilized to monitor intrusion events, detect attacks, and provide identification of unauthorized system use.	YES		
Security Alerts and Advisories – The appropriate internal staff members receive security alerts/advisories on a regular basis	YES		

and take appropriate actions in response to them.			
Identification and Authentication – Policies and procedures for identification and authentication to address roles and responsibilities, and compliance standards are in place.	YES		
Secure System Configuration – The security settings on systems are configured to be appropriately restrictive while still supporting operational requirements. Non-essential services are disabled or removed when their use is not necessary as to eliminate unnecessary risk.	YES		
Software and Information Integrity – Information systems/applications detect and protect against unauthorized changes to software and information.	YES		
Information Input Accuracy, Completeness, and Validity – Information systems/applications check data inputs for accuracy, completeness, and validity.	YES		
Flaw Remediation – Information system/application flaws are identified, reported, and corrected.	YES		

Software Integrity Practices

System and Services Acquisition – Policies and procedures for system and services acquisition are in place to address roles and responsibilities, and processes for compliance checking.	YES		
Software Integrity Practices – Policies and procedures associated with system and services acquisition and product acceptance are in place.	YES		
Acquisitions – Security requirements and/or security specifications, either explicitly or by reference, are included in all information system acquisition contracts based on an assessment of risk.	YES		
Software Usage Restrictions – Controls or validation measures to comply with software usage restrictions in accordance with contract agreements and copyright laws are in place.	YES		
User Installed Software – An explicit policy governing the downloading and installation of software by users is in place.	YES		

Outsourced Information System Services – Controls or validation measures to ensure that third-party providers of information system services employ adequate security controls in accordance with applicable laws, policies and established service level agreements are in place.	YES		
Developer Security Testing – A security test and evaluation plan is in place, implemented, and documents the results. Security test results may be used in support of the security certification process for the delivered information system.	YES		

Personal Computer Security Practices

Personal computing devices include desktops, laptops, notebooks, tablets, Personal Device Assistants (PDA), and other mobile devices.	YES		
Device Hardening – Operating system and application level updates, patches, and hot fixes are applied as soon as they become available and are fully tested. Services on the computing devices are only enabled where there is a demonstrated business need and only after a risk assessment.	YES		
Lock-Out for Inactive Computing Devices – The automatic locking of the computing device after a period of inactivity is enforced.	YES		
Data Storage – Data that needs additional protection is stored on pre-defined servers, rather than on computing devices, for both data protection and backup/recovery reasons. Confidential, sensitive, and/or personal (notice-triggering) information is not stored on computing devices without a careful risk assessment and adequate security measures.	YES		

Network Protection Practices

Network Protection – Network and communication protection policies and procedures are in place. These documents outline the procedures to authorize all connections to network services. Authorization is based on an evaluation of sensitive or critical business applications, classification of data stored on the system, and physical location of the system (e.g., public area, private access, secure access, etc.).	YES		
Boundary Protection – Equipment designed for public access (i.e. Web servers dispensing public information) is protected. These are segregated from the internal networks that control them. Access into internal networks by authorized staff is controlled to prevent unauthorized entry.	YES		
Protect and Secure Network Infrastructure – Policies and procedures for technology upgrades, network equipment (e.g., servers, routers, firewalls, switches), patches and upgrades, firewall and server configurations, and server hardening, etc are in place.	YES		
Transmission Integrity and Confidentiality – Data is protected from unauthorized disclosure during transmission. Data classification is used to determine what security measures to employ, including encryption or physical measures.	YES		

Incident Response Practices

Incident Response – Incident response policies and procedures consistent with applicable laws and state policies are in place. These include but are not limited to identification of roles and responsibilities, investigation, containment and escalation procedures, documentation and preservation of evidence, communication protocols, and lessons learned.	YES		
Incident Reporting – Proper incident reporting policies and procedures are in place. These include training employees and contractors to identify and report incidents, the reporting of incidents immediately upon discovery, and preparation and submission of follow-up written reports.	YES		

Red Flag Rules (Identify Theft)

	Yes/No	Comments	Action Needed/Taken
The utility has designed and implemented a comprehensive and fully compliant Identity Theft Program which:	YES		
Demands organization-wide adherence as approved by the City Council/Board of Directors.	YES		
Designates senior management oversight of the program.	YES		
Incorporates all existing relevant policies and procedures. <ul style="list-style-type: none"> HIPAA Data Security Fraud and Abuse 	YES		
Defines and documents our defined "Red Flags" and the procedures to detect and respond to them.	YES		
Ensures that we have flagged, investigated and properly reported address discrepancies to the appropriate agencies.	YES		
Has incorporated documentation which outlines the specific requirements for comprehensive education and competency testing of all appropriate employees.	YES		
Sufficiently guards all customer's identifying documents from those who do not have a need to know.	YES		
Includes the appropriate triggers and follow-up steps to notify victims about potential data breaches.	YES		
Incorporates protocols for reviewing our Program effectiveness and modifying it as necessary after our initial implementation.	YES		
Requires periodic updates to reflect changes in risk areas that our Program identifies related to our customers' and your own exposure related to identity theft.	YES		
The utility has educated all of its employees and tested their competency on our Red Flag program policies and our detailed procedures with special attention given to: <ul style="list-style-type: none"> Exactly what to do to determine if the customer is who he/she says they are. The most common "Red Flag" situations and what to do when there is any possibility that a "flag has been tripped." Increasing awareness on the need for secure features on laptops, desktops, and all other computing devices. 	NO	Appropriate Staff Only	
	YES		
	YES		
	YES		

<p>The utility has established "Red Flags" that will be investigated if any of the following "Red Flags" are discovered. They may include but are not limited to:</p> <ul style="list-style-type: none"> • Incidents of identity theft • Methods of identity theft that reflect identity theft risks • Alerts, notifications, or other warnings received from a consumer reporting agency or third party service provider • The presentation of suspicious documents, such as altered or forged • The presentation of suspicious personal identification information • The unusual use of an account • Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft • A fraud or active duty alert is included with a consumer credit report • A consumer credit reporting agency provides a notice of address discrepancy • Identification photo that does not match the person • Invalid Social Security Number • Mail sent to a customer is frequently returned 	YES	
<p>When setting up a new customer or changing an address for an existing customer, every effort is made to verify all information given.</p>	YES	
<p>Does utility have procedures to follow when it is determined that a customer's information has been jeopardized? Monitoring the security of customer identity data must be an ongoing process. Procedures such as the following:</p> <ol style="list-style-type: none"> Contact the customer(s) Notify upper management Take immediate steps to eliminate the cause of the breach of information. Notify law enforcement if the situation warrants 	YES	
<p>Does upper management require and receive a written annual report on compliance with the Program and any incidents</p>	NO	

<p>experienced for the year. The report should include:</p> <ul style="list-style-type: none"> • The effectiveness of the policies and procedures in addressing the risk of identity theft • Significant incidents that have occurred and management's response • Recommendations for changing the Program <p>The utility has taken the necessary steps as a leadership team to inspire each one of our employees to do everything they possibly can to guard our patients' identity as if it were their own.</p>			
	YES		

Financial

	Yes/No	Comments	Action Needed/Taken
The utility has used the DEP Business Plan for a complete assessment of its financial condition?	N/A		
The utility has established the frequency of water/sewer system billing?	YES		
System rates are reviewed for adequacy annually?	YES		
The utility has established resources and guidance to use for setting water user rates, fees or charges?	YES		
Does the system have an annual budget with a separate reserve account for equipment replacement and/or capital improvement?	YES		
Does the system have a capital improvement plan?	YES		
How many years does it cover (5 years recommended)?	YES		
Revenues are dedicated to repayment of all loans?	YES		
Does the system have a governing board of directors?	YES		
Does the water system employ the services of a professional engineer?	YES		
Does the system have audited annual financial statements?	YES		

Are there standard purchasing procedures that provide controls over expenditures?	YES		
Does your water utility have a contingency plan/reserve/short and long-term plan for a sharp decrease in population, customers, monthly income and decreased demand?	YES	For example, a natural, economic or similar disaster displaces, relocates or changes your service area, customer base.	The District set up a rate stabilization fund to offset a sudden drop in customer base.
Does your water utility have a contingency plan/reserve/short and long-term plan for a Regulatory/Statutory change with immediate and significant impacts/cost?	YES	<p>Examples for possible upcoming issues.</p> <ol style="list-style-type: none"> 1. Compliance with Stage 2 Disinfection Byproducts Regulations. 2. Lead and Copper Rule changes and brass inventory regulations. 3. Contaminant candidate list – regulation proposed on new chemicals and pharmaceuticals. 4. Simultaneous Compliance with multiple regulations that treatment for one rule puts you out of compliance with another rule. 5. Hexavalent Chromium regulation. 6. Perchlorate regulation (this is a rocket fuel byproduct that could affect water systems around Cape Canaveral, FL.) 7. Nutrient Reduction. 8. Air Emissions/Generator regulation changes. 	The District set up a rate stabilization fund to offset any unknown regulatory changes.

Does your water utility have a plan reserve/policy of quick action and reaction to a citizen/3rd party lawsuit or other lawsuit against your water utility?	YES		State limits exposure and the District has liability insurance to protect it.
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Water System

	Yes/No	Comments	Action Needed/Taken
System has current and accurate data showing average and peak gpd used?	YES		
System's capacity exceeds peak demand by more than 20%?	YES		
System can meet peak demand without pumping at peak capacity for extended periods?	YES		
System evaluates system demands and plans for expansion as needed due to population increases?	YES		
System has an emergency plan in place to meet system demand during a shortage (natural disaster or largest pump/well out, etc.)?	YES		
System has comprehensive water loss program that compares amount of water produced (plant meter) with total delivered through metered and unmetered service connections?	YES		
System's unaccounted for water is less than 10%?	YES		
System has redundancy for all critical treatment components?	YES		
Groundwater systems have a minimum of two sources of groundwater?	N/A		
Source water protection area provides a minimum 500 foot radius around each drinking water well?	N/A		
Groundwater source capacity equals or exceeds the design maximum day demand and equals or exceeds the design average day demand with the largest producing well out of service?	N/A		
System monitors raw water quality to determine appropriate treatment?	YES		

Ground water systems routinely monitor drawdown?	YES		
System plans for implementation of upcoming rules and regulations?	YES		
System has a preventative maintenance program?	YES		
System routinely evaluates system performance?	YES		
Are all wellheads sealed properly?	YES		
Are all well Vents and caps screened and securely attached?	YES		
Are Monitoring/Observation and test wells properly secured to prevent tampering?	YES		
Has your system implemented a Backflow prevention program?	YES		
Are your maps, records and other information of the system stored in a secure location?	YES		
Does your system have a procedure in place to respond immediately to a customer complaint about a new taste, odor, color, or other physical changes in water?	YES		
If your system has SCADA or other telemetry is it protected in a secure location and is it password protected, along with other system controls?	YES		
Can Employees bypass the SCADA system if needed and run your system manually?	YES		
Does your system have an updated operations and maintenance manual that includes evaluations of security systems?	YES		
Does your system have an interconnection and agreement with other systems, and are those connections secured and checked?	YES		
Does your system have a backup power source in case of loss of main power, and is this backup source tested routinely?	YES		
Are all system's critical equipment and components above the flood levels for your area, and has the system checked to see what these levels are for your area?	YES		
Is there a chain of command and a emergency call list established, updated annually and given to employees?	YES		

Does your system have a spare parts inventory and is it adequate and located in a secure location?	YES		
Are copies of records, maps and other sensitive information labeled confidential and are all copies checked to see if they were returned to the system?	YES		
Are your personnel issued system photo identification cards or badges and are they instructed to wear while working?	YES		
Do you use uniforms and vehicles with your system's name prominently displayed?	YES		
Are all system's vehicles locked and secured at all times?	YES		
Is access to the critical components of the water system restricted to Authorized Personnel only?	YES		
Are facilities fenced, including wellhouses, pits, etc. and are the gates locked?	YES		
Are your doors, windows and other points of entry such as tank and roof hatches and vents kept closed and locked?	YES		
Is there external lighting around the water system and equipment?	YES		
Are warning signs/Authorized Personnel signs posted?	YES		
Are the entry points to your water system easily seen and free of brush or obstruction?	YES		
Do you have an alarm system that will detect unauthorized entry?	YES		
Do you have key control and are keys and codes limited to water system personnel only?	YES		
Are deliveries of chemicals and other supplies made in the presence of water system personnel?	YES		
Have you discussed with your suppliers procedures to ensure the security of their products?	YES		
Are Chemicals, particularly those that are potentially hazardous or flammable properly stored	YES		

Product Liability

	Yes/No	Comments	Action Needed/Taken
Is someone responsible for coordinating product safety activity?	YES		
Is there a functioning committee or group to address product safety and liability?	YES		
Is there a process to identify and evaluate the hazards of each product?	YES		
Are products evaluated to verify that they meet regulatory requirements?	YES		
Is environmental impact and disposal considered in evaluating product risks?	YES		
Does your utility obtain certificates of product liability insurance from suppliers?	YES		
Does your utility have an effective quality assurance organization?	YES		
Are all quality control procedures documented?	YES		
Does your utility periodically verify that labels meet applicable industry and government safety standards?	YES		
Do labels and other warnings address hidden hazards or hazards of misuse?	YES		
Is there a process to verify that instruction manuals and package labels are useful, understandable, and available to the user?	YES		
Does your product safety committee and legal counsel review all labels, warnings, material safety data sheets, and instructions?	YES		
Is product safety and liability considered when selecting packaging?	YES		
Is packaging designed to protect against leaks and spills?	YES		
Is there a system to assure that field personnel (including employees and contractors) are well qualified and trained?	YES		
Are field personnel or contractors required to report product safety problems?	YES		
Does your utility have insurance requirements for outside contractors, and do you obtain certificates of insurance	YES		

from them?			
Does your utility use a 24-hour toll-free phone service for product questions and emergencies?	YES		
Does your utility have effective procedures for handling:	YES		
• Customer complaints and product incidents?	YES		
• Product abuse/misuse?	YES		
• Product liability claims?	YES		
Do you periodically analyze incident, complaint, and claim data to pinpoint trends, potential problems, etc.?	YES		
Are all of your products marked to ensure traceability to date and place of manufacture?	YES		
Are your critical materials, components and packaging coded and traceable to source?	YES		
Do you have procedures for an efficient product recall?	YES		

Vehicle Physical Security

	Yes/No	Comments	Action Needed/Taken
Does a fence or other type physical barrier define the perimeter of the facility?	YES		
Are openings such as culverts, tunnels, manholes for sewers and utility access, and sidewalk elevators which permit access to the facility secured?	YES		
Are all entrance points in perimeter barriers guarded or secured?	YES		
Is the security officer responsible for security of keys to perimeter entrances?	NO		
Are perimeters protected by intrusion alarm devices?	NO		
Is the perimeter of the installation protected by lighting?	NO		
Does the facility have an alarm system?	YES		
Is an alternate or independent source of power available for use on the system in the event of power failure?	YES		

Personnel Identification and Control

	Yes/No	Comments	Action Needed/Taken
Is an identification card or badge used to identify all personnel within the confines of the controlled areas?	YES		
Are there written procedures for the method of identification at time of entering and leaving controlled area, as applied to both employees and visitors?	YES		
Are all personnel required to wear the security identification badge while on duty?	NO		
Do guards at control points compare badges to bearers both upon entry and upon exit?	NO		
Are badges recorded and controlled by rigid accountability procedures?	YES		
Are lost badges replaced with one bearing a different number or one that is otherwise not identical to the one lost?	NO		
Are there procedures relative to lost, damaged, and/or forgotten badges?	YES		
Are loading and unloading platforms located outside transit operations and separated there/ from/by controlled and guard supervised entrances?	NO		
Are all trucks and other conveyances required to enter through service gates manned by guards?	NO		

Public Access

	Yes/No	Comments	Action Needed/Taken
Is public access to customer records restricted?	YES		
Is public access for utility records available (earnings reports, commissioner's speeches, and reports by commission staff)?	YES		
Is the Consumer Confidence report available to the public?	YES		
Are procedures established for access to public records?	YES		
Are procedures established for responding to a public records request?	YES		

Risk of Exposure to Pandemic Influenza

Administrative Controls	Yes/No	Comments	Action Needed/Taken
Have policies been developed that encourage ill employees to stay at home without fear of any reprisals?	YES		
Are there policies to discontinuation unessential travel to locations with high illness transmission rates?	NO		
Have plans been developed to minimize face-to-face contact between employees such as e-mail, websites and teleconferences?	NO	Where possible, encourage flexible work arrangements such as telecommuting or flexible work hours to reduce the number of your employees who must be at work at one time or in one specific location.	
Does the utility have a plan for limiting access to facilities to reduce the number of customers who must visit your workplace.	NO		
Do you have emergency communications plans to maintain a forum for answering employees' concerns?	YES	Develop internet-based communications if feasible.	Through ADP payroll program announcements can be sent to all employees
Are employees encouraged to wash their hands frequently with soap and water or with hand sanitizer if there is no soap or water available?	YES	Employees should avoid touching their noses, mouths, and eyes.	
Are employees encouraged to cover their coughs and sneezes with a tissue, or to cough and sneeze into their upper sleeves if tissues are not available?	YES	All employees should wash their hands or use a hand sanitizer after they cough, sneeze or blow their noses.	
Are employees encouraged to avoid close contact with their coworkers and customers	NO	(Maintain a separation of at least 6 feet). They should avoid shaking hands and always wash their hands after contact with others. Even if employees wear gloves, they should wash their hands upon removal of the gloves in case their hand(s) became contaminated during the removal process.	

Are customers and the public provided with tissues and trash receptacles, and with a place to wash or disinfect their hands?	YES		
Are employees encouraged to keep work surfaces, telephones, computer equipment and other frequently touched surfaces and office equipment clean?	YES	Be sure that any cleaner used is safe and will not harm your employees or your office equipment. Use only disinfectants registered by the U.S. Environmental Protection Agency (EPA), and follow all directions and safety precautions indicated on the label.	
Does the utility discourage its employees from using other employees' phones, desks, offices or other work tools and equipment?	NO		
Are situations where groups of people are crowded together, such as in a meeting minimized?	YES	Use e-mail, phones and text messages to communicate with each other. When meetings are necessary, avoid close contact by keeping a separation of at least 6 feet, where possible, and assure that there is proper ventilation in the meeting room.	
Does the utility encourage the reduction or elimination of unnecessary social interactions?	NO	This can be very effective in controlling the spread of infectious diseases. Reconsider all situations that permit or require employees, customers, and visitors (including family members) to enter the workplace. Workplaces which permit family visitors on site should consider restricting/eliminating that option during an influenza pandemic. Work sites with on-site day care should consider in advance whether these facilities will remain open or will be closed, and the impact of such decisions on employees and the business.	
Does the utility promote healthy lifestyles, including good nutrition, exercise, and smoking cessation?	YES	A person's overall health impacts their body's immune system and can affect their ability to fight off, or recover from, an infectious disease.	

Personal Protective Equipment (PPE)

Does the utility have PPE available to its employees?	Yes/No	Comments	Action Needed/Taken
Does the utility have PPE available to its employees?	YES	Examples of personal protective equipment are gloves, goggles, face shields, surgical masks, and respirators	
Is the PPE selected based upon the hazard to the employee?	YES		
Are employees properly trained on the use of the PPE?	YES		
Is PPE properly fitted to each employee and is it periodically refitted (e.g., respirators)?	YES		
Is PPE conscientiously and properly worn?	YES		
Is PPE regularly maintained and replaced, as necessary?	YES		
Is PPE properly removed and disposed of to avoid contamination of self, others or the environment?	YES		

Employee and System Protection

	Yes/No	Comments	Action Needed/Taken
Does the utility have legal and insurance counsel regarding any liability on your part for injury or damage to property at your office or job site?	YES		
Have you reviewed the adequacy of your insurance coverage?	YES		
Determine what legal remedies you can seek in the event of actual or threatened property damage or personal injury by striking workers?	N/A	State employees cannot legally strike.	
Is there a plan to maintain good customer relations during a strike?	N/A	Keep your customers advised of the labor negotiations progress. Timely, personal	

		visits, telephone calls, or written messages can be used. A strike will end but you want to continue your good business relationships with your customers.	
If a strike occurs, is there a plan to keep non-striking personnel informed as to the status of labor negotiations and to assign duties?	N/A	Establish in writing work assignments for all overhead personnel. It is essential that the work assigned be constructive.	
Does the utility have a written plan to physically protect utility assets?		Confer with your CPA regarding physical controls.	
Is there a plan to secure and account for all trucks, equipment, tools, materials on job sites, automobiles and other company owned assets?	YES	This includes all warehouse and office areas. Only authorized personnel should have keys to these areas, vehicles and equipment. Arrange for strikers to return all trucks, company keys, tools and records in their possession. Change all locks if necessary.	
Is there a plan for police surveillance of unattended facilities?	NO		
Is there a plan for outside assistance or to hire contractors in the event of an emergency?	YES		
Is there a plan to ensure that licensed operators are available to run the utility?	YES		

Loss of an Employee

	Yes/No	Comments	Action Needed/Taken
Do you have a plan for when an employee leaves?	YES	Your first step is to pay close attention to the employee's general attitude when she gives her resignation. Does she express concern for wrapping up her remaining work? Or, like my employee-turned-rogue, does her resignation suddenly empower her to openly complain and disregard her remaining work	
Do you have a plan as to who can take over the duties and responsibilities in the short-term?	YES	Having contact names and phone numbers readily available will allow you to continue operation in the short-term.	
Do you know what they know?	YES	There's a good chance the employee has developed some unique skills or knowledge that you and the rest of the team may not be aware of. And, unless you transition that knowledge to another team member, it'll go right out the door along with that employee.	
Do you have a hiring plan?	YES	You may have to hire someone right away. Having the job description and advertisement ready beforehand will help the process.	

CLIMATE CHANGE

Vulnerability Assessment Checklist

Water Demand

Question	Answer Yes No	Comment	Action Needed/Taken
Are there major industries that require cooling/process water in your planning region?	NO	As average temperatures increase, cooling water needs may also increase. -Identify major industrial water users in your region and assess their current and projected needs for cooling and process water.	
Does water use vary by more than 50% seasonally in parts of your region?	NO	-Seasonal water use, which is primarily outdoor water use, is expected to increase as average temperatures increase and droughts become more frequent. -Where water use records are available, look at total monthly water uses averaged over the last five years (if available). If maximum and minimum monthly water uses vary by more than 25%, then the answer to this question is "yes". Where no water use records exist, is crop irrigation responsible for a significant (say >50%) percentage of water demand in parts of your region?	
Are crops grown in your region climate-sensitive? Would shifts in daily heat patterns, such as how long heat lingers before night-time cooling, be prohibitive for some crops?	N/A	-Fruit and nut crops are climate-sensitive and may require additional water as the climate warms	
Do groundwater supplies in your region lack resiliency after drought events?	N/A	-Droughts are expected to become more frequent and more severe in the future. Areas with a more hardened demand may be particularly vulnerable to droughts and may become more dependent on	

Are water use curtailment measures effective in your region? (Water Mgt/Local restrictions)	YES	groundwater pumping. -Droughts are expected to become more frequent and more severe in the future. Areas with a more hardened demand may be particularly vulnerable to droughts.	
•Are some instream flow requirements in your region either currently insufficient to support aquatic life, or occasionally unmet?	N/A	-Changes in snowmelt patterns in the future may make it difficult to balance water demands. Vulnerabilities for ecosystems and municipal/agricultural water needs may be exacerbated by instream flow requirements that are: 1. not quantified, 2. not accurate for ecosystem needs under multiple environmental conditions including droughts, and 3. not met by regional water managers.	

Water Supply

Question	Answer Yes No	Comment	Comment Needed/Taken
Does part of your region rely on coastal aquifers? Has salt intrusion been a problem in the past?	NO	Coastal aquifers are susceptible to salt intrusion as sea levels rise, and many have already observed salt intrusion due to over-extraction.	
Would your region have difficulty in storing carryover supply surpluses from year to year?	NO	-Droughts are expected to become more severe in the future. Systems that can store more water may be more resilient to droughts	
Has your region faced a drought in the past during which it failed to meet local water demands?	YES	-Droughts are expected to become more severe in the future. Systems that have already come close to their supply thresholds may be especially vulnerable to droughts in the future	02/2005- WTP USED GROUNDWATER SOURCES WHICH WERE INSUFFICIENT FOR DEMAND GROWTH; EXPANDED FACILITY TO FLORIDAN AQUIFER
Does your region have invasive species management issues at your facilities, along conveyance structures, or in habitat areas?	NO	-As invasive species are expected to become more prevalent with climate change, existing invasive species issues may indicate an ecological vulnerability to climate change.	

Water Quality

Question	Answer Yes No	Comment	Action Needed/Taken
Are increased wildfires a threat in your region? If so, does your region include reservoirs with fire-susceptible vegetation nearby which could pose a water quality concern from increased erosion?	NO	-Some areas are expected to become more vulnerable to wildfires over time.	
Does part of your region rely on surface water bodies with current or recurrent water quality issues related to eutrophication, such as low dissolved oxygen or algal blooms? Are there other water quality constituents potentially exacerbated by climate change?	NO	-Warming temperatures will result in lower dissolved oxygen levels in water bodies, which are exacerbated by algal blooms and in turn enhance eutrophication. Changes in streamflows may alter pollutant concentrations in water bodies.	
Are seasonal low flows decreasing for some waterbodies in your region? If so, are the reduced low flows limiting the waterbodies' assimilative capacity?	NO	-In the future, low flow conditions are expected to be more extreme and last longer. This may result in higher pollutant concentrations where loadings increase or remain constant.	
Are there beneficial uses designated for some water bodies in your region that cannot always be met due to water quality issues?	NO	-In the future, low flows are expected decrease, and to last longer. This may result in higher pollutant concentrations where loadings increase or remain constant.	
Does part of your region currently observe water quality shifts during rain events that impact treatment facility operation?	NO	-While it is unclear how average precipitation will change with temperature, it is generally agreed that storm severity will probably increase. More intense, severe storms may lead to increased erosion, which will increase turbidity in surface waters. Areas that already observe water quality responses to rainstorm intensity may be especially vulnerable.	

Sea Level Rise

Question	Answer Yes No	Comment	Action Needed/Taken
Has coastal erosion already been observed in your region?	N/A	-Coastal erosion is expected to occur over the next century as sea levels rise.	
Are there coastal structures, such as levees or breakwaters, in your region?	N/A	-Coastal structures designed for a specific mean sea level may be impacted by sea level rise	
Is there significant coastal infrastructure, such as residences, recreation, water and wastewater treatment, tourism, and transportation) at less than six feet above mean sea level in your region?	N/A	-Coastal flooding will become more common, and will impact a greater extent of property, as sea levels rise. Critical infrastructure in the coastal floodplain may be at risk. Digital elevation maps should be compared with locations of coastal infrastructure.	
Are there climate-sensitive low-lying coastal habitats in your region?	N/A	-Low-lying coastal habitats that are particularly vulnerable to climate change include estuaries and coastal wetlands that rely on a delicate balance of freshwater and salt water.	
Are there areas in your region that currently flood during extreme high tides or storm surges?	N/A	-Areas that are already experiencing flooding during storm surges and very high tides, are more likely to experience increased flooding as sea levels rise.	
Is there land subsidence in the coastal areas of your region?	N/A	-Land subsidence may compound the impacts of sea level rise.	
Do tidal gauges along the coastal parts of your region show an increase over the past several decades?	N/A	-Local sea level rise may be higher or lower than state, national, or continental projections. Planners can find information on local tidal gauges at	

Flooding

Question	Answer Yes No	Comment	Action Needed/Taken
Does critical infrastructure in your region lie within the 200-year floodplain? DWR's best available floodplain maps are available at: http://www.water.ca.gov/floodmgmt/ra/fmo/fmb/fes/best_available_maps/ .	NO	<p>-While it is unclear how average precipitation will change with temperature, it is generally agreed that storm severity will probably increase. More intense, severe storms may lead to higher peak flows and more severe floods.</p> <p>-Refer to FEMA floodplain maps and any recent FEMA, US Army Corps of Engineers, or DWR studies that might help identify specific local vulnerabilities for your region. Other follow-up questions that might help answer this question:</p> <ol style="list-style-type: none"> 1. What public safety issues could be affected by increased flooding events or intensity? For example, evacuation routes, emergency personnel access, hospitals, water treatment and wastewater treatment plants, power generation plants and fire stations should be considered. 2. Could key regional or economic functions be impacted from more frequent and/or intense flooding? 	
Does aging critical flood protection infrastructure exist in your region?	NO		
Have flood control facilities (such as impoundment structures) been insufficient in the past?	NO	<p>-Reservoirs and other facilities with impoundment capacity may be insufficient for severe storms in the future. Facilities that have been insufficient in the past may be particularly vulnerable.</p>	
Are wildfires a concern in parts of your region?	Yes	<p>-Wildfires alter the landscape and soil conditions, increasing the risk of flooding within the burn and downstream areas. Some areas are expected to become more vulnerable to wildfires over time.</p>	

Ecosystem and Habitat Vulnerability

Question	Answer Yes No	Comment	Action Needed/Taken
Does your region include inland or coastal aquatic habitats vulnerable to erosion and sedimentation issues?	NO	-Erosion is expected to increase with climate change, and sedimentation is expected to shift. Habitats sensitive to these events may be particularly vulnerable to climate change.	
Does your region include estuarine habitats which rely on seasonal freshwater flow patterns?	NO	-Seasonal high and low flows, especially those originating from snowmelt, are already shifting in many locations.	
Do climate-sensitive fauna or flora populations live in your region?	NO	-Some specific species are more sensitive to climate variations than others.	
Do endangered or threatened species exist in your region? Are changes in species distribution already being observed in parts of your region?	YES	-Species that are already threatened or endangered may have a lowered capacity to adapt to climate change.	
Does the region rely on aquatic or water-dependent habitats for recreation or other economic activities?	NO	-Economic values associated with natural habitat can influence prioritization.	
Are there rivers in your region with quantified environmental flow requirements or known water quality/quantity stressors to aquatic life?	N/A	-Constrained water quality and quantity requirements may be difficult to meet in the future.	
Do estuaries, coastal dunes, wetlands, marshes, or exposed beaches exist in your region? If so, are coastal storms possible/frequent in your region?	YES	-Storm surges are expected to result in greater damage in the future due to sea level rise. This makes fragile coastal ecosystems vulnerable.	
Does your region include one or more of the habitats described in the Endangered Species Coalition's Top 10 habitats more of the habitats described in the Endangered Species Coalition's Top 10 habitats vulnerable to climate change (http://www.itsgettinghottoutthere.org/)?	NO	-These ecosystems are particularly vulnerable to climate change.	

Are there areas of fragmented estuarine, aquatic, or wetland wildlife habitat within your region? Are there movement corridors for species to naturally migrate? Are there infrastructure projects planned that might preclude species movement?	NO	-These ecosystems are particularly vulnerable to climate change.	
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Hydropower

Question	Answer Yes No	Comment	Action Needed/Taken
Is hydropower a source of electricity in your region?	NO	-As seasonal river flows shift, hydropower is expected to become less reliable in the future.	
Are energy needs in your region expected to increase in the future? If so, are there future plans for hydropower generation facilities or conditions for hydropower generation in your region?	N/A	-Energy needs are expected to increase in many locations as the climate warms. This increase in electricity demand may compound decreases in hydropower production, increasing its priority for a region.	

FLORIDA RURAL WATER ASSOCIATION
WELL ASSESSMENTS AND RECOMMENDATIONS

System Name: ST LUCIE WEST SERVICES DISTRICT PWSID#: 456-5031 System Well ID: _____

Groundwater Specialist Name: _____ FLUWID#: _____
Date of Visit: _____

Item Description	Problems Associated with Items	Typical Solutions	Recommendations, if any
Well Seal	Well not Properly Sealed could allow potential biological/other surface contaminants into the well and ground water.	Call well driller to properly Replace/Repair Well Seal and/or tighten well seal bolts to tighten rubber gasket or silicon caulk around well seal.	
Vented	Improper venting may allow contaminants to be sucked into the well casing from outside due to vacuum created by pump cycling.	Clean and/or install appropriate, screened air vent on top of the well that allows the well to vent properly. Vent should be 12 inches above grade and downward facing to prevent rainfall and debris from falling in.	
Well Cover	Inadequate well covering allows surface contaminants to enter well and ground water, which may cause microbiological sampling failure.	Provide a constructed shed or well house over the well that will keep outside elements from being in contact with the well casing and/or seal.	
Drainage	Improper packing drains and/or floor drains can allow surface run-off to enter the well and contaminate the ground water supply/source.	A drain should be made of a non-corrosive material extend off the Concrete Pad allowing water to flow away from the wellhead.	
Concrete Pad	If the pad is improperly sloped, cracked, not large enough, or doesn't exist, surface water could enter around the well casing and affect the ground water quality.	Seal all cracks with appropriate cement or other concrete type sealers, and/or extend out to make sure pad is a minimum 6' X 6' X 4" in size. <i>Appropriate sealers are rigid or hard drying weatherproof/UV resistant sealant. Do Not Use Silicon or other flexible adhesives.</i> Make sure the pad is sloped where all surface water drains away from the well seal and doesn't pool around well head	
Clean Up	Debris, chemicals, contaminants are present at or around the well site, could cause contamination to the well.	Remove all non-water treatment chemical containers from well site, clean and mow grounds to ensure nothing is remaining. Keep well head free of algae, bugs, leaf litter, etc.	
Painting	If paint is peeling or doesn't exist, rusted piping and other items may lead to degradation of well equipment and possible contamination to water supply.	Scrape and/or sand surfaces and then paint/re-paint items to make sure a good coat is applied. Paint well to coat metal and inhibit rust or other corrosion events.	
Packing Gland	If packing gland isn't properly maintained this could cause water to leak out and the pump shaft to wear out quickly and	Call a well driller to Re-pack/replace/tighten packing gland so that excess water won't leak out of the packing or leak into the	

Electric Conduit	contaminate well. Problematic signs to be aware of are pump vibrations and metal shavings around the gland. If electrical conduit is improperly installed or sealed this could allow water quality contamination to the well/water supply.	well. (Remember that over tightening the packing gland can cause breakdown as well) Seal up joints with appropriate fittings and/or seal with silicon adhesives so that bugs, debris, etc. cannot enter the conduit and get in well.	
A&V Valve	If A&V Valve isn't properly installed/operated, then well could be contaminated by surface contaminants entering through the vent	Make sure all the vents on the A&V Valve are working properly so that contaminants cannot enter the piping/system.	
Item Description	Problems Associated with Items	Typical Solutions	Recommendations, if any
Signage	Improper signage may allow non-authorized personnel to enter the well site and cause damage to the well and/or facility or allow use of the area for storage.	Post "No Trespassing" signs on all four sides of the well compound area. Identify contact persons/number in case of emergency.	
Chlorine Secure	Chlorine Bottles/Tanks not secured can easily be tipped over and can cause spills/discharges to occur. Direct Sunlight will cause degradation of Liquid Chlorine and ineffective to disinfect water.	Secure chlorine tanks/cylinders with chains or other device so the containers can't tip over easily. Insure that liquid chlorine is kept out of direct sunlight and heat.	
Tank Access	Access to ground storage tanks by non-authorized personnel can allow contaminants to be put directly into the water supply.	Secure ladder and access points by locking measures and/or remove access ladder and store in area where it can be secured.	
Sampling Point (Raw Water)	Sampling point needs to be smooth and non-threaded around the discharge area where samples are collected to avoid cross connection.	Replace regular water faucets with smooth end faucets so that bacteria cannot grow around the area where the water discharges.	
Secure Facility	Gates and well-house doors that are not locked and secure may lead to people entering the wellhead area and cause problems.	Make sure doors have deadbolt locks that secure the well house and gates to fences are chained and locked as well. Security Fence should be barbed wire with at least 3 strands and trees and other buildings should be at least 10ft from fence to prevent people from climbing and clearing a locked fence. Post Federal Offense signs on the gates around the system.	

Definitions:

Well Seal - Is a device used to seal off the top of a well casing while allowing the discharge pipe and electrical control wiring to pass through the top well without allowing anything to get back into the well casing.

A&V Valve - Air and vacuum valve that allows well/piping to breathe appropriately through normal structures.

Vent - A device, usually located on the wellhead itself, that allows access air from the well to enter/escape when the well is either turned-off or on and the ground water fluctuates during/after operations.

Packing Gland - Is the area around a well pump shaft that is lubricated to keep shaft spinning freely without wear to the bearings or shaft.

Electric Conduit - Piping, such as PVC or galvanized, in which electrical wiring is run inside when electrical wiring has to be exposed to the air and/or ground area. It protects the coating on the electrical wiring from the elements such as soil, air, and water when used outside.

Cross Connection: Any physical connection or arrangement of piping or fixtures which may allow non-potable water or industrial fluids or other material of questionable quality to come in contact with potable water inside a distribution system. This would include any temporary connections, such as swing connections, removable sections, four way plug valves, spools, dummy sections of pipe, swivel or change-over devices or sliding multipoint tubes or other plumbing arrangements.

Vulnerability Assessment Checklist for Wastewater Systems

	Yes	No	Comments	Potential Corrective Actions
System Has Updated Emergency Response Plan (ERP) with Emergency Contacts?	X		It is essential that you have an ERP. There are a number of federal and state regulations that require ERPs.	
Is ERP Practiced and Emergency Contact List Updated Annually?	X		Work with your local first responders to plan an exercise that involves your system. Verify your contact list.	
Emergency Personnel Able to Operate Critical Plant Components?	X			
Infrastructure Mapped, Recorded and Accessible?	X		Records, maps, and other information should be stored in a secure location when not in use.	
Is there Policy for Release of Sensitive Information?	X		Decision makers need to address how sensitive documents (e.g., schematics, maps, and plans and specifications) will be distributed.	
Is Access to Critical Components of Wastewater System Limited to Authorized Personnel Only?	X		Make sure that system staff understand and abide by the access policies that are established. Consider the following: <ul style="list-style-type: none"> • Issue wastewater system photo identification cards for employees. • Post signs restricting entry to authorized personnel and ensure that assigned staff escort people without proper ID. 	

Are facilities appropriately secured or protected from unauthorized entry?	X	Ideally, all facilities should have a security fence around the perimeter. Lock all doors and windows. All gates should be locked with chains and a tamper-resistant padlock.	
Are Fuel and Other Storage Tanks secure?	X		
Are fill and vent pipes on storage or process tanks secure?	X	Evaluate access to storage and process tanks to reduce theft of fuel or chemicals, or tampering with treatment processes.	
Is Proper Lighting Provided around critical components?	X	Adequate lighting of the exterior of wastewater systems' critical components is a good deterrent to unauthorized access and may result in the detection or deterrence of trespassers. Motion detectors that activate switches that turn lights on or trigger alarms also enhance security.	
Are warning signs provided around critical components?	X	Warning signs can be an effective means to deter unauthorized access. Examples include the following: "Warning - Tampering with this facility is prohibited"; "Keep Out"; "Authorized Personnel Only"; "Unauthorized Access Prohibited," and "Employees Only".	
Is there an alarm system to detect unauthorized entry to system?	X	Consider installing an alarm system that notifies the proper authorities or your wastewater system's designated contact for emergencies when there has been a breach of security. Consider an alarm system whenever possible for tanks, pump houses, and treatment facilities. Also consider having an audible alarm at the site as a deterrent and to notify neighbors of a potential threat. Alarms can also be incorporated for use with SCADA systems.	
Do you have Entry Code/Key control and accountability policy/system?	X	Keep a record of locks and associated keys, and to whom the keys have been assigned. This record will facilitate lock replacement and key management (e.g., after employee turnover or loss of keys). Vehicle and building keys should be kept in a lockbox when not in use.	

Vehicles are locked and secured when not in use?	X			
MSDS Sheets on all Chemicals Available?	X		Establish a plan for maintaining MSDS information for every chemical/material used throughout the system. Employees should have immediate access to this information, and be trained in using MSDSs.	
All Chemical Containers Properly Labeled and Chemicals Properly Stored?	X		Use the National Fire Protection Association (NFPA) labeling system or other suitable system for labeling hazards. Consult each MSDS for hazard information, and conduct inspections of chemicals, containers, and hazardous material storage areas regularly to identify potential problems. Proper management of hazardous chemicals can often be accomplished with little additional expense, and add an essential level of safety.	
Are there procedures for handling explosive, toxic, and corrosive gases at the facility?	X		Properly vent gases from digestors and other processes. Have proper safety equipment to deal with toxic gas. Have a procedure for dealing with explosions.	
Local Fire Department Aware of Chemicals and Their Locations?	X		Provide the local fire department and the local emergency planning committee with information about the types and locations of hazardous materials used in your wastewater system. Updates should be provided annually, but if there is a significant change, notify the authorities immediately.	
Do you Have a Pretreatment Ordinance?	X		Pretreatment ordinances enable the system to regulate the inputs from commercial and industrial users. High strength organic wastes, oil, grease, heavy metals and hazardous materials can have negative effects on your system. Users with such wastes should pretreat or implement waste minimization techniques.	INTERNAL ORDINANCE; LESS THAN 5 MGD FACILITIES WITH ZERO INDUSTRIAL CUSTOMERS- NOT REQUIRED BY FDEP

Employees Properly Trained to Handle Hazardous Chemicals/Spills at plant and to Collection System?	X	Evaluate all procedures for training and response to hazardous materials released to the collection system or treatment works. Consider protection of personnel and community, and mitigation procedures. Equipment and procedures necessary to respond to a release may be found in the MSDS information. NEVER RESPOND to a release for which you are not properly trained or equipped. Coordinate training with local emergency response personnel.	
Delivery and Chain of Custody Policy Established with Chemical Suppliers?	X	Chain of custody procedures for delivery of chemicals should be reviewed. Inspect chemicals and other supplies at the time of delivery to verify they are sealed and in unopened containers. Match all delivered goods with purchase orders to ensure that they were, in fact, ordered by your wastewater system. Keep a log or journal of deliveries. It should include the driver's name (taken from the driver's photo I.D.), date, time, material delivered, and the supplier's name.	
Raw and Treated Water Quality Monitored?	X	Monitoring of raw and treated wastewater can establish a baseline that may allow you to know if there has been a contamination incident.	
Septage Dump Procedures In Place?	X	Septage haulers should only be allowed to dump when regular personnel are on duty. Septage must be sampled and tested for compatibility. Record all septage dumps, including: amount, sample results, company/hauler, date, time and location of dump.	SLWSD DOES NOT ACCEPT SEPTIC HAULING AT THE WWTF. THERE ARE NO SEPTIC SYSTEMS WITHIN OUR SERVICE AREA.
Safety Equipment Available and Checked Periodically?	X	Some times of the year will produce greater flows than others. System should consider ways to operate with large variations in flows. This can also have an effect on revenue collected through rates.	
Is there a plan for handling seasonal variation effects on treatment operations?	X		
Are Proper Lockout/Tagout Procedures Followed?	X		

Is Emergency Power Provided?	X	Emergency back-up generators should be available and tested under load each month to verify operation. Whenever possible, power supplies should be located in places where they are least likely to be affected by natural disasters (floods, storms, etc.).	
Is there a Preventative Maintenance Program (for plant and collection system)?	X	Good equipment maintenance is essential to protecting system resources. Be sure that generators, emergency pumps, valves, etc. are maintained regularly. Proper polarity and grounding of electrical systems should be verified regularly. Regular maintenance of the collection system will reduce blockages and emergency call-outs, and increase the life of collection system components. Water jet and vacuum debris from lines.	
Lift Stations, Manholes, Collection System Pumps and Trunk Lines Secured to Prevent Unauthorized Access?	X	Secure access points and control panels at lift stations with tamper-resistant locks. Protect structures from collision with concrete ballards or jersey barriers. Install alarms on lift stations that lack them. Test alarms regularly.	
Established way to procure emergency equipment?	X	Identify alternate sources for obtaining emergency equipment from a neighboring community or contractor.	
Have List of Emergency Equipment Available?	X	Be certain to maintain and periodically test equipment owned by the community.	
Confined Space Entry Procedures Established and Practiced?	X	Make sure appropriate personnel are properly trained to prevent accidents or death.	
Have Sewer Backup Response Policy?	X	Sewer backups are health hazards. Have a procedure for handling sewer backups and dealing with the public.	
Have Procedures to Deal w/Customer Complaints?	X	Customer confidence in the utility is important. Have a plan for responding to customer complaints in a timely and professional manner.	
Have Public Notification Procedures in Place?	X	Have a plan to notify customers/public in emergency situations. Use web notices, door hangers, emails, mail-outs, local TV broadcasts, and local newspapers.	

Are flammable chemicals stored in specialized storage rooms or cabinets?	X				
Is chemical compatibility considered?	X				
Is spark-proof electrical equipment provided in flammable storage rooms?	X				
Are chemical storage rooms ventilated?	X				
Are provisions made to prevent excessive heat or freezing of stored chemicals?	X				
Does an inventory system exist for chemicals?	X				
Are records kept on the shelf life of chemicals?		X			
Do emergency cleanup procedures exist for chemicals?	X				
Are adequate adsorptive materials and neutralizing agents available?	X				
Are aisles and emergency exit routes cleared?	X				
Are chemical containers labeled properly and clearly?	X				
Is exposure monitoring performed where and when necessary?	X				
Are hazardous waste containers in good condition and free from leaks, spills or damage?	X				
Are the containers properly closed?	X				
Are hazardous wastes compatible with containers being used for storage?	X				
Are incompatible hazardous wastes separated?	X				
Are spill containment supplies available?	X				
Are employees trained in spill cleanup procedures?	X				
Are "Hazardous Waste Storage" signs posted ("Flammable, No Smoking," etc., if necessary)	X				
Are procedures written for disposal of waste materials,	X				
Are employees properly trained on the disposal procedures?	X				

Is the waste collected, stored and disposed of in accordance with applicable regulations	X			
Are programs in place to minimize waste, when possible?	X			
Is the appropriate personal protective equipment available?	X			
Are employees trained in the handling, use, and care of the equipment?	X			
Are respirators stored in a convenient and sanitary location?	X			
Are respirators inspected routinely?	X			
Is staff trained in procedures to follow during natural disasters (e.g., flood, hurricane, fire, etc.)	X			

Note: "Sewer Toolkit" for Sewer Vulnerability Assessment Tools/Forms Available at <http://www.frwva.net/WastewaterInfo/SewerToolkit/SewerToolkitPage.htm>. Example tools available include: Confined Space Pre-Entry Checklist, Sanitary Sewer System Assessment, Sanitary Sewer Maintenance Policy, etc.

St. Lucie West Services District

Board Agenda Item

Tuesday, June 7, 2022

Item

DM 2 Consider Approval of Request to Advertise Public Hearing to Consider Amending the District Employee Pay Grade Schedule.

Summary

Request authorization to advertise a Public Hearing on August 2, 2022, to consider amending the District Employee Pay Grade Schedule. A proposed form of Notice is attached.

Recommendation

Staff recommends approval to advertise a Public Hearing to consider approving amendments to the St. Lucie West Services District Employee Pay Grade Schedule.

District Manager: William 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 OF THE BOARD OF SUPERVISORS OF
THE ST. LUCIE WEST SERVICES DISTRICT TO CONSIDER THE ADOPTION
OF AMENDMENTS TO THE DISTRICT EMPLOYEE PAY GRADE SCHEDULE**

The Board of Supervisors (“Board”) of the ST. LUCIE WEST SERVICES DISTRICT (“District”) will hold a public hearing in accordance with Sections 120.54 and 190.011, Florida Statutes, on Tuesday, August 2, 2022, at 9:00 a.m., or as soon thereafter as the matter may be heard, in the administrative offices of St. Lucie West Services District located at 450 SW Utility Drive, Port St. Lucie, Florida 34986, for the purpose of hearing public comment and objections to proposed amendments to the District’s Employee Pay Grade Schedule.

If adopted, the proposed amendments shall become effective on October 1, 2022. A copy of the proposed amendments 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), Florida Statutes, must do so in writing within 21 days after publication of this notice. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing 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 individual requiring special accommodations or an interpreter to receive District information or 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 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 10th day of June, 2022.

William K. Hayden, District Manager
ST LUCIE WEST SERVICES DISTRICT

Publish: July 1, 2022

**ST LUCIE WEST SERVICES DISTRICT
PROPOSED PAY GRADE SCHEDULE FY23**

Pay Grade No(s)	Job Code	Job Description Pay Grade Schedule	Minimum	Maximum
101		Pay Grade Range	\$ 14.02	\$ 25.21
	2013	Aquatic Maintenance Technician Trainee		
	2006	Equipment Operator Trainee		
	2003	Irrigation Technician I		
	2016	Landscape Maintenance/Exotic Plant Removal Technician		
102		Pay Grade Range	\$ 14.72	\$ 26.32
	2007	Equipment Operator I		
103		Pay Grade Range	\$ 15.46	\$ 27.49
	2012	Aquatic Maintenance Technician I		
	2004	Irrigation Technician II		
	1016	Underground Utilities Service Worker Trainee		
104		Pay Grade Range	\$ 16.23	\$ 28.71
	2008	Equipment Operator II		
105		Pay Grade Range	\$ 17.04	\$ 30.00
	3005	Administrative Assistant		
	2021	Aquatic Maintenance Technician II		
	3001	Customer Service Representative I		
	2024	Exotic Plant Removal Spray Technician		
	2018	Stormwater Field Technician		
	1014	Underground Utilities Service Worker I		
106		Pay Grade Range	\$ 17.90	\$ 31.35
	3008	Customer Service Representative II		
	1013	Wastewater Treatment Plant Operator Trainee		
	1011	Water Treatment Plant Operator Trainee		
107		Pay Grade Range	\$ 18.79	\$ 32.77
	3009	Customer Service Representative Lead		
	2017	Fleet/Equipment Maintenance Technician		
	1015	Underground Utilities Service Worker II		
108		Pay Grade Range	\$ 19.73	\$ 34.25
	2011	Aquatic Maintenance Lead Technician		
	3003	Utility Billing Specialist		
	1008	Wastewater Treatment Plant Operator I		
	1007	Water Treatment Plant Operator I		
109		Pay Grade Range	\$ 20.72	\$ 35.82
	2015	Landscape Maintenance/Exotic Plant Removal Foreman		
110		Pay Grade Range	\$ 21.75	\$ 37.46
	2019	Vacuum/jet Truck Operator		
	1010	Wastewater Treatment Plant Operator II		
	1009	Water Treatment Plant Operator II		
112		Pay Grade Range	\$ 23.98	\$ 40.99
	2026	Field Operations Foreman		
113		Pay Grade Range	\$ 25.18	\$ 42.89
	2010	Aquatic Maintenance Manager		
	2005	Fleet/Equipment Maintenance Manager		
	2025	Stormwater Manager		
	1006	Underground Utilities Assistant Superintendent		
	1017	Utilities Maintenance Technician/Electrician		
114		Pay Grade Range	\$ 26.44	\$ 44.88
	1002	Underground Utilities Superintendent		
	1004	Wastewater Treatment Plant Chief Operator		
	1003	Water Treatment Plant Chief Operator		
115		Pay Grade Range	\$ 57,748.00	\$ 97,718.40
	3007	Human Resources Specialist		
121		Pay Grade Range	\$ 77,387.85	\$ 128,814.40
	2023	Assistant Public Works Director		
	1018	Assistant Utilities Director		
122		Pay Grade Range	\$ 81,257.24	\$ 134,950.40
	3004	Director of Office Administration		
128		Pay Grade Range	\$ 108,892.48	\$ 178,734.40
	2000	Public Works Director/Assistant District Manager		
	1001	Utilities Director/Assistant District Manager		

NOTES TO PAY GRADE SCHEDULE

Minimum and Maximum Pay for Each Grade—Adjustment Every Three Years:

Effective October 1, 2025, and on October 1 of each third successive year thereafter (each a “Current Year”), each minimum and maximum hourly wage for hourly employees, and each minimum and maximum annual salary for salaried employees (collectively, the “Pay Rate Limits”), as set forth in the above Pay Grade Schedule, shall be subject to adjustment based on changes in the Consumer Price Index, as follows:

(a) Each Pay Rate Limit adjustment made under this provision shall be based on the percentage increase, if any, in the Consumer Price Index—U.S. City Average—All Urban Consumers Unadjusted (1982-1984=100), as published by the U.S. Department of Labor, Bureau of Labor Statistics (“Index”), for the month of January of the Current Year (each a “Current Index”) over the Index for the month of January of the third preceding year (each a “Base Year” and a “Base Index”). By way of example, for the Current Year 2025, the Base Year shall be 2022.

(b) Beginning in 2025, if the Current Index is greater than the Base Index, the Pay Rate Limits for the next succeeding three (3) fiscal years shall be increased from the Pay Rate Limits that were in effect in the preceding three (3) fiscal years by an amount equal to the percentage by which the Current Index exceeds the Base Index. In no event shall the adjusted Pay Rate Limits be less than the Pay Rate Limits in effect for the immediately preceding three (3) fiscal years.

(c) Each Pay Rate Limit adjustment made under this provision shall become effective on October 1 of the year in which the calculations described in paragraph (b) above are undertaken.

(d) All Pay Rate Limits adjustments made under this provision shall be counted to the nearest whole cent.

(e) In the event the U.S. Department of Labor, Bureau of Labor Statistics, ceases to publish the Index, the Board of Supervisors shall substitute another equally authoritative measure of change in purchasing power of the U.S. dollar as may then be available so as to carry out the intent of this provision.

(f) Every three (3) years commencing in 2025, and not later than April 1 of each such year, the District Manager shall undertake the Pay Rate Limits adjustment calculations described in paragraph (b) above, and shall cause all Pay Rate Limits adjustments made in accordance with this provision to be presented to the Board of Supervisors at a public meeting held prior to the next successive October 1 effective date. The Pay Rate Limits adjustments shall become effective on such date unless previously rescinded by the Board of Supervisors at a public meeting.

Individual Employee Pay—Annual Adjustment:

Effective October 1, 2023, and on October 1 of each successive year thereafter (each a “Current Year”), the hourly wage for each hourly employee, and the annual salary for each salaried employee (collectively, the “Individual Pay Rates”), established as set forth in the above Pay Grade Schedule, shall be subject to adjustment based on changes in the Consumer Price Index, as follows:

(a) Each Individual Pay Rates adjustment made under this provision shall be based on the percentage increase, if any, in the Consumer Price Index—U.S. City Average—All Urban Consumers Unadjusted (1982-1984=100), as published by the U.S. Department of Labor, Bureau of Labor Statistics (“Index”), for the month of January of the Current Year (each a “Current Index”) over the Index for the month of January of the immediately preceding year (each a “Base Index”).

(b) Beginning in 2023, if the Current Index is greater than the Base Index, the Individual Pay Rates for the immediately succeeding fiscal year shall be increased from the Individual Pay Rates that were in effect in the preceding fiscal year by an amount equal to the percentage by which the Current Index exceeds the Base Index. In no event shall the adjusted Individual Pay Rates be less than the Individual Pay Rates in effect for the immediately preceding fiscal year.

(c) Each Individual Pay Rates adjustment made under this provision shall become effective on October 1 of the year in which the calculations described in paragraph (b) above are undertaken.

(d) All Individual Pay Rates adjustments made under this provision shall be counted to the nearest whole cent.

(e) In the event the U.S. Department of Labor, Bureau of Labor Statistics, ceases to publish the Index, the Board of Supervisors shall substitute another equally authoritative measure of change in purchasing power of the U.S. dollar as may then be available so as to carry out the intent of this provision.

(f) Annually commencing in 2023, and not later than April 1 of each such year, the District Manager shall undertake the Individual Pay Rates adjustment calculations described in paragraph (b) above, and shall cause all Individual Pay Rates adjustments made in accordance with this provision to be presented to the Board of Supervisors at a public meeting held prior to the next successive October 1 effective date. The Individual Pay Rates adjustments shall become effective on such date unless previously rescinded by the Board of Supervisors at a public meeting.

St. Lucie West Services District

Board Agenda Item

Tuesday, June 7, 2022

Item

DM 3 Consider Resolution No. 2022-05 – Adopting a Fiscal Year 2023 Proposed Annual Budget and Setting a Public Hearing Date

Summary

The Staff is presenting the Proposed Annual Budget for the Fiscal Year 2023. This Budget is still a work in progress but is beginning to take its final form.

Proposed Advertisement Notice for a Public Hearing is attached.

Recommendation

Staff recommends adoption of Resolution No. 2022-05, Adopting Fiscal Year 2023 Proposed Annual Budget and Setting a Public Hearing Date on August 30, 2022.

District Manager: William 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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RESOLUTION NO. 2022-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023.

WHEREAS, the Board of Supervisors (“Board”) of the St. Lucie West Services District (“District”) is required by Chapter 190.008, *Florida Statutes* to approve a proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget for Fiscal Year 2023 has been prepared and considered by the Board.

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

Section 1. The Proposed Budget for Fiscal Year 2023 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for August 30, 2022 at 9:00 a.m. in the Offices of the St. Lucie West Services District located at 450 SW Utility Drive, Port St. Lucie, Florida 34986, for the purpose of receiving public comments on the Proposed Fiscal Year 2023 Budget.

PASSED, ADOPTED and EFFECTIVE this 7th day of June 2022.

ATTEST:

**ST. LUCIE WEST SERVICES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman



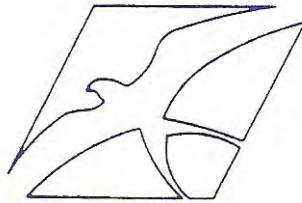
St. Lucie West Services District

Proposed Budget

For Fiscal Year Ending

September 30, 2023





**ST. LUCIE WEST
SERVICES DISTRICT**

May 3, 2022

Honorable Vince D'Amico, Chairman and
Members of the Board of Supervisors
St. Lucie West Services District
450 SW Utility Drive
Port St. Lucie, FL 34986

**RE: St. Lucie West Service District FY 2023 Proposed Annual Budget and FY
2023-2027 Capital Improvement Plan**

Dear Honorable Chairman and Supervisors:

I am pleased to present the annual budget for FY 2023 and the FY 2023-2027 Capital Improvement Plan.

The attached budget addresses the operations and maintenance, debt service and capital improvement requirements for both the Utility operations, General, Capital Project and Debt Service Funds of the District.

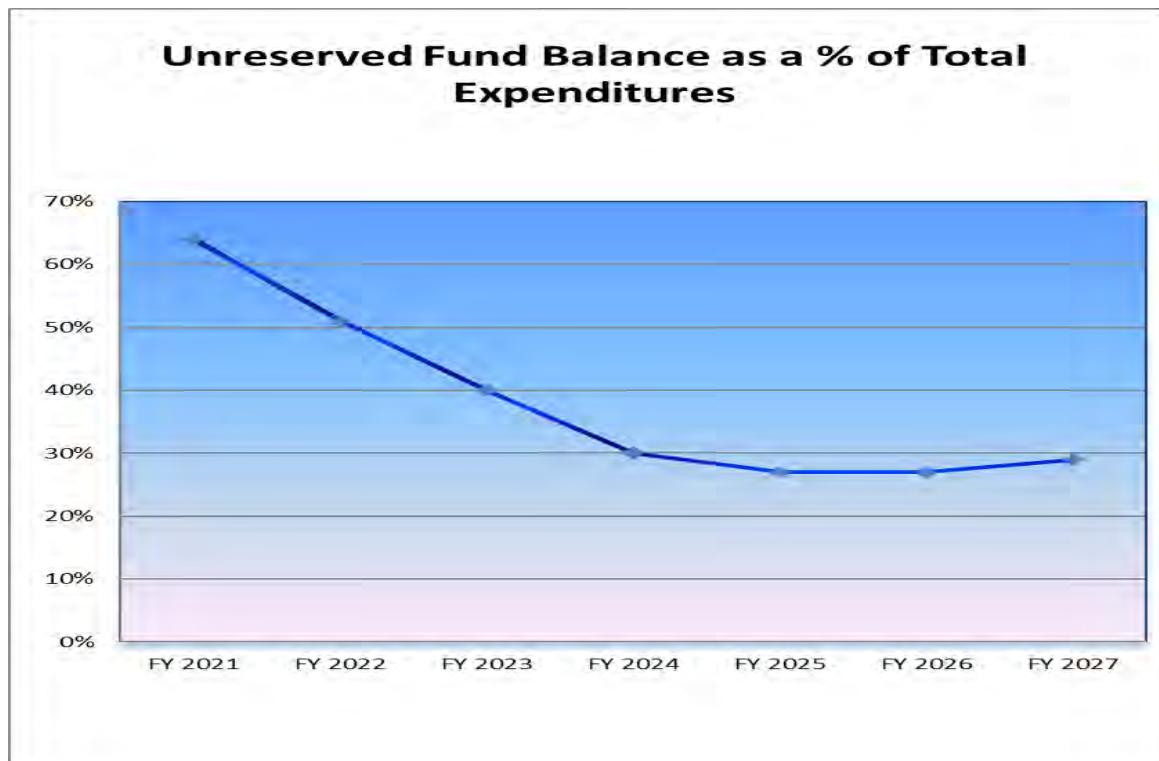
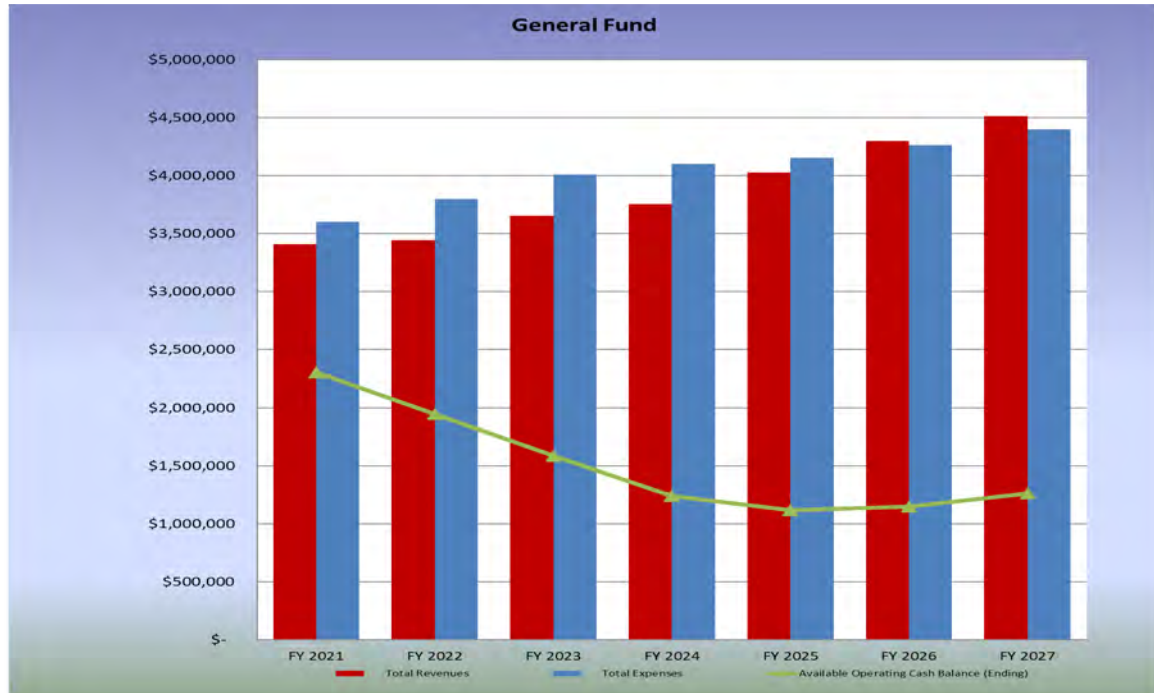
Many improvements were accomplished or encumbered in Fiscal Year 2022 and some of the major projects that were completed were:

- ❖ Several lift stations will be rehabilitated for FY 2023. The lift station restoration project effort will be continued throughout the next several years to ensure that all lift stations are upgraded.
- ❖ The Lake Harvey stormwater expansion project was completed in November 2017 and staff will continue to work with the City of Port St. Lucie on a passive park use and landscaping plan
- ❖ The Lake Charles Irrigation pump station improvements moved to FY2023 and will continue into 2024.
- ❖ The Calcite tank project moved for FY2023 and will continue into 2024.
- ❖ The Clear-well and transfer pump moved to FY2023 and will continue into 2024.

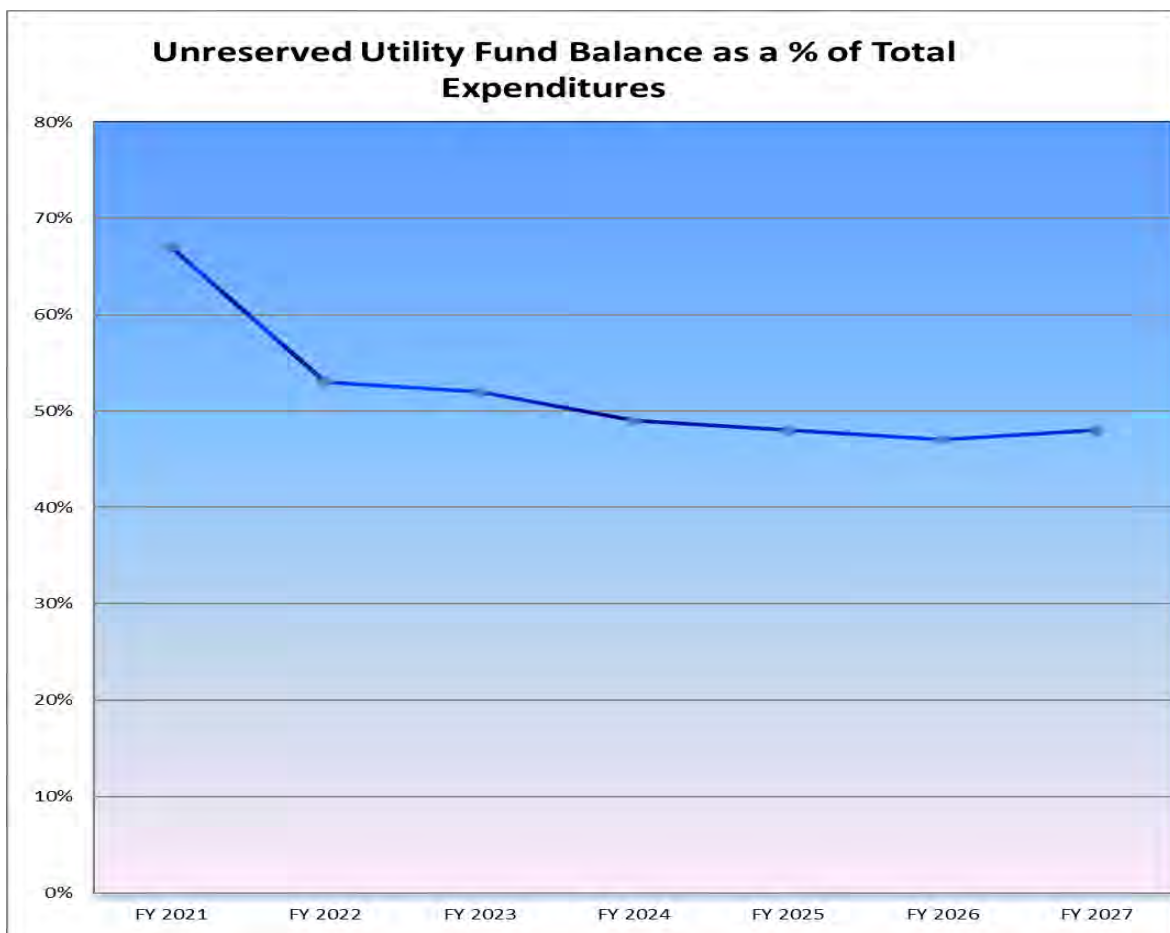
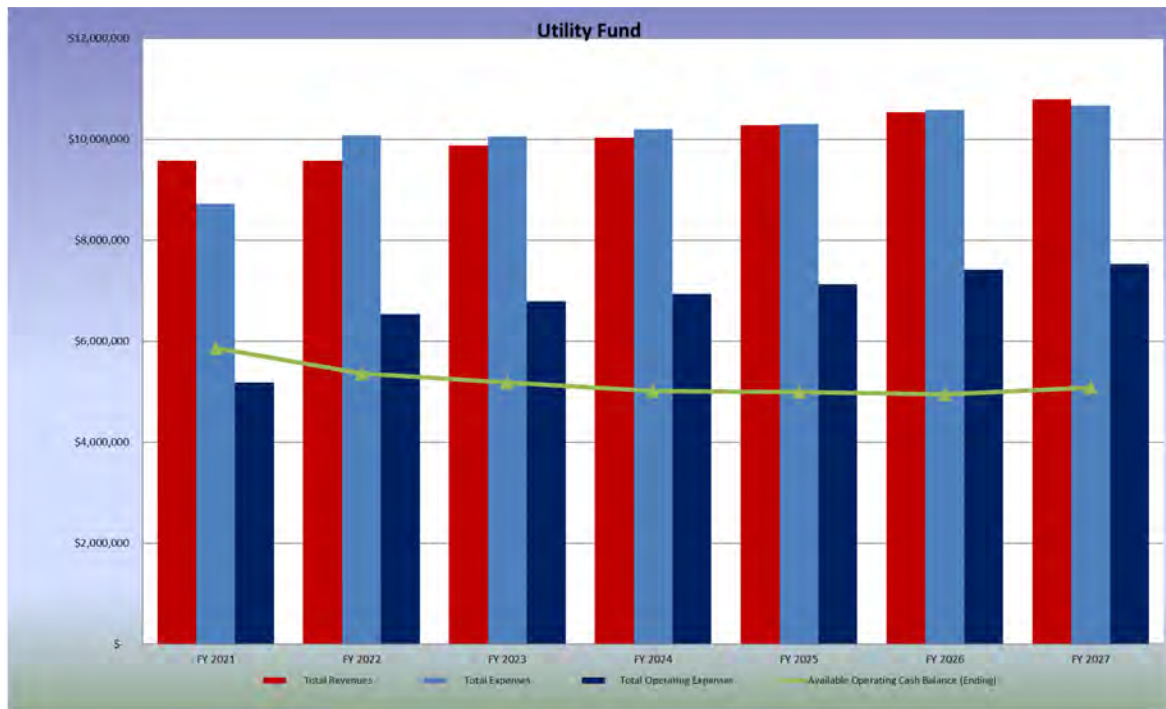
Fiscal Year 2023 reflects positive account activity trends and the recent refunding of Bonds have placed the District in a better financial position. The refinancing of the bonds saved the District over \$21,500,000 in debt service while not extending the terms. The District has not raised the Utility Rates since FY2010 due to efficient budgeting and innovative cost saving measures, the proposed budget reflects an increase for the 2023 FY. The Proposed Budget also includes an increase in Maintenance Assessments for the 2023 FY.

The budget for FY 2023 continues with the five-year forecasting of the District's financial needs. Looking out over five years, rather than just the upcoming budget year, shows the impact of the immediate operating budget and the effect on the District's future fiscal health. Immediate decisions, such as whether to spend from our fund balance to pay for a project, can now be aided by a longer-term perspective.

Trends in the General Fund revenues listed below, depict expenditures and reserves in the top graph, while Unreserved Fund Balance, as a percentage, is depicted in the bottom graph.



Trends in the Utility Fund revenues listed below, depict expenditures and reserves in the top graph, while Unreserved Fund Balance, as a percentage, is depicted in the bottom graph.



The District has a five-year Utility and General Fund Capital Improvement Plan (CIP). By planning for capital needs over a five-year period the District will be able to see what the upcoming needs are, and what resources will be available to meet those needs. The Capital Improvement Plan (CIP) is broken down into four categories; the General Fund Renewal and Replacement Fund, Utility Renewal and Replacement Fund, Water Connection Fee Fund, and Wastewater Connection Fee Fund during the five-year period. You will find a brief description, cost breakdown and source of funding for each of the projects identified in the FY 2023-2027 CIP Plan. The CIP worksheets contain projects that have been identified by the District office and Utility plant management teams. A significant number of these projects and related dollars have been identified as Utility Renewal & Replacement projects (approximately \$1,238,476). According to the Bond indenture, 5% of the previous year's revenues are required to be transferred to the R&R fund from the Revenue (operating) Fund to be spent for this purpose. Ultimately the additional requested funds come out of the Utilities Revenue Fund. The Utility Renewal and Replacement Fund reflects a fund balance over \$144,891 for FY 2023. The General Fund Renewal and Replacement Fund reflects \$304,825 in Stormwater improvement projects with a fund balance over \$206,673.

We are currently in the process of completing a Revenue Sufficiency Analysis. This study is very important to aid in the adoption of rate increases in the upcoming years. In order to be able to continue with the CIP effort, the District's Utility system may need to provide additional revenues to fund future projects.

I believe the Department Heads and Staff have tried to address the concerns of the Board and have been diligent in keeping expenditures down while providing quality service to the residents throughout the year. I would like to thank the Staff for all their hard work in addressing these major issues.

We respectfully submit the FY 2023 budget for your review and consideration.

Sincerely,

William Hayden

William Hayden
District Manager

ST. LUCIE WEST SERVICES DISTRICT

FY 2022/2023 BUDGET

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BUDGET SUMMARY
St. Lucie West Services District - Fiscal Year 2023

ESTIMATED REVENUES	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	UTILITY FUNDS	CONNECTION FEE FUNDS	TOTAL ALL FUNDS
Non-Ad Valorem WMB Assessment \$208.84 per ERU Until 2025		\$ 2,224,808				\$ 2,224,808
Non-Ad Valorem Special Maintenance Assessment \$126 per ERU	\$ 1,286,389					\$ 1,286,389
Storm Water Drainage Fees From City	\$ 1,903,032					\$ 1,903,032
City Special Assessment for Bond	\$ 392,663					\$ 392,663
Other General Fund Revenues	61,343					\$ 61,343
Utility Rate Revenues				\$ 9,022,753		\$ 9,022,753
Other Utility Fund Revenues				\$ 847,689		\$ 847,689
General Fund R&R						\$ -
Storm Water Drainage Fees From City - To R&R			\$ 7,337			\$ -
Utility Fund R&R						\$ -
Water Connection Fee Fund					\$ 3,902	\$ 3,902
Wastewater Connection Fee Fund					\$ 2,907	\$ 2,907
TOTAL SOURCES	\$ 3,643,427	\$ 2,224,808	\$ 7,337	\$ 9,870,442	\$ 6,809	\$ 15,752,823
Transfer In From General Fund		392,663	\$ 234,319			\$ 626,982
Transfer In for Utility Fund R&R			\$ 681,267			\$ 681,267
TOTAL REVENUES & TRANSFERS IN	\$ 3,643,427	\$ 2,617,471	\$ 922,923	\$ 9,870,442	\$ 6,809	\$ 17,061,072
EXPENDITURES						
General Fund	\$ 3,373,420					\$ 3,373,420
General Fund Personnel	\$ 2,349,643					
General Fund Operating	\$ 952,777					
General Fund Capital Outlay	\$ 71,000					
General Fund R&R			\$ 256,099			\$ 256,099
Utility Operating Fund				\$ 6,787,677		\$ 6,787,677
Utility Fund Personnel				\$ 3,225,690		
Utility Fund Operating				\$ 3,424,487		
Utility Fund Capital Outlay				\$ 137,500		
Debt Service		\$ 2,452,684		\$ 2,582,146		\$ 5,034,830
Utility Fund R&R			\$ 1,210,715			\$ 1,210,715
Water Connection Fee Fund					\$ 700,000	\$ 700,000
Wastewater Connection Fee Fund					\$ -	\$ -
TOTAL EXPENDITURES	\$ 3,373,420	\$ 2,452,684	\$ 1,466,814	\$ 9,369,823	\$ 700,000	\$ 17,362,741
Transfer Out to General Fund R&R	\$ 234,319					\$ 234,319
Transfer Out to 2014 Bond	\$ 392,663					\$ 392,663
Transfer Out to Utility Fund R&R				\$ 681,267		\$ 681,267
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 4,000,402	\$ 2,452,684	\$ 1,466,814	\$ 10,051,090	\$ 700,000	\$ 18,670,990
Fund Balance/Reserves	\$ 1,946,821		\$ 1,536,131	\$ 5,363,233	\$ 750,545	\$ 9,596,730
NET ENDING BALANCE	\$ 1,589,846	\$ 164,787	\$ 992,240	\$ 5,182,585	\$ 57,354	\$ 7,986,812

ST. LUCIE WEST SERVICES DISTRICT

GENERAL FUND BUDGET OVERVIEW

Budget Discussion

The budget is an annual process that involves the Board of Supervisors, the District Manager and staff, operations and billing personnel, engineers, and others. This process must first consider anticipated revenues we will receive from operations to determine the resources available to be budgeted. First claim on the resources will be the essential costs necessary for the proper operation and maintenance of the general fund operations. Any remaining funds may then be utilized for the capital improvement program and remaining needs.

In the Governmental Funds, separate accounting funds are set up for the bonded debt service and proceeds from bond issues. There are three such funds at St. Lucie West Services District. These three funds are shown on the last three pages of this budget. Separate assessments on the District property owners are assigned exclusively for the Water Management Benefit Series 2013 and the Cascades Series 2010 Debt Service Funds. The proceeds of these assessments can be used for no other purpose than the debt service of these two bond issues. In 2010 the District refunded the Water Management Benefit Series 2010 bond at a savings of \$16.00 per ERU per year through 2025 the total savings was \$6,208,920 and did not extend the term.

We have divided the general fund budget into two parts: the operating budget and the capital budget.

The capital budget is for infrastructure improvements, system expansion to handle customer growth, renewal and replacements, service extensions, additions, or extraordinary repairs. The addition of a Renewal and Replacement Fund will be utilized to fund these projects.

We anticipate finishing the current fiscal year with a deficit due to the new administration office. We are budgeting for a deficit in FY 2023 due in part to Capital Outlay purchases and transfer to R&R Fund for stormwater repairs. The General Fund for both FY 2022 and 2023 will have a fund balance exceeding \$1,800,000. This also means that the District will have sufficient cash flow to carry operating costs until the General Fund starts receiving revenue from the maintenance assessments in November and the Storm Water Fees from the City of Port St. Lucie in January.

Certain decisions, especially in the capital improvement program, made during the budget process have an impact which extends to multiple fiscal years and not only the year for which the budget is approved. In order to demonstrate this impact, five (5) year forecasts have been developed for each system for both the operating and capital budgets.

Assumptions Used in Preparing the Budget

Inflation – The following inflationary rates are utilized; for the regular salaries line item the rate increased to 7.5 for FY 2023 and was based upon the change in the U.S. Bureau of Labor Statistics Consumer Price Index - All Urban Customers, U.S. City Average, Services, for most other line items, where applicable, a general inflationary rate of 2% is utilized. There are some

exceptions such as health insurance 10% this year, and liability insurance 2.0% this year for which national projections call for continuing increases. Energy costs are expected to grow at an inflation rate of 15.0% for FY 2023 as well.

Rate Adjustment – The Special Assessment rate of \$ 126.00 per ERU proposed within this year's budget for FY 2023 which reflects a \$20.00 per ERU increase over the FY 2022 Budget.

The ERU numbers are expected to remain the same in FY 2023. We expect revenues in most categories to remain the same per year for each of the next five years. Fiscal year 2023 reflects an increase but FY2023 and FY2024 reflects a \$10.00 per ERU increase in assessments and FY2025 thru FY 2026 reflect a \$20.00 per ERU increase in assessments.

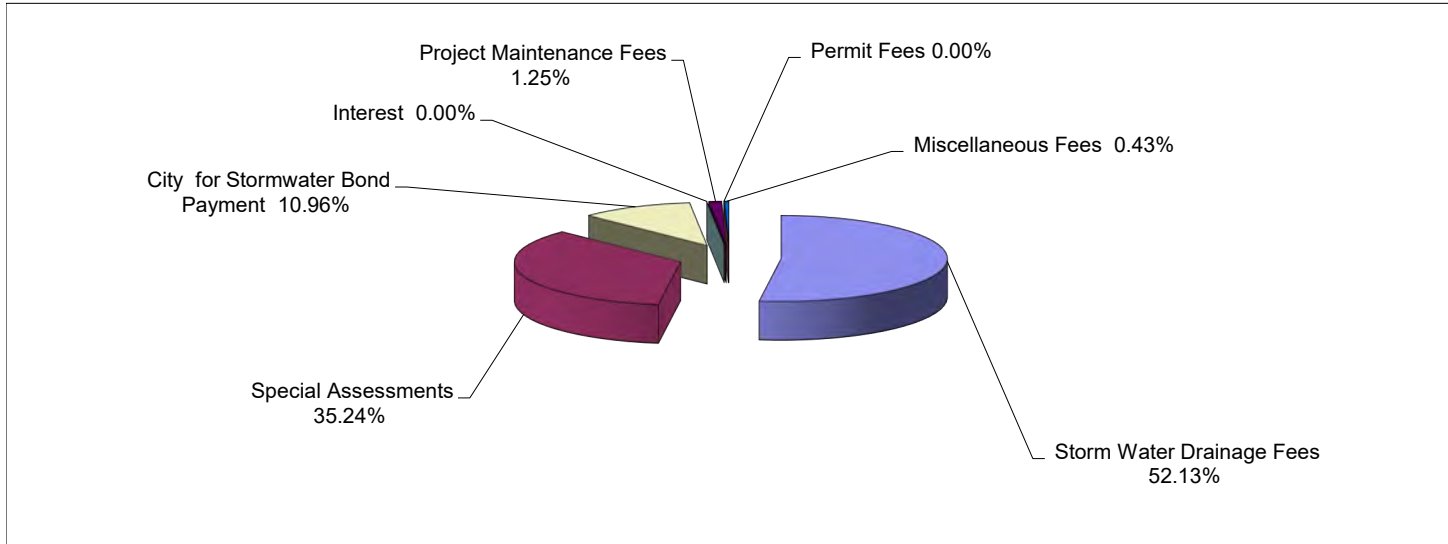
Capital Improvement Program

The capital improvement program has several items for your review. In a continuation of the previous years funding practices for capital items, we are proposing to pay for the capital items directly rather than financing the purchase over several years. The typical interest rates charged for lease financing are significant, and therefore the District can save a significant amount by purchasing the items. All equipment purchase will be paid for outright at the time of purchase.

A summary of the funding sources for all system capital projects budgeted in FY 2023 are as follows: The Aquatics Division is requesting the replacement of a Carolina Skiff Spray boat and trailer for \$15,000 The Administration Division is not requesting any capital expenditures this FY; The Exotic Plant Removal Division is requesting the replacement of one Kawasaki Mule for the price of \$12,000. The Stormwater Division is budgeting \$38,000 for two mowers. A 17 ft woods Right of way mower and a Zero Turn Mower. The Shop Division is requesting \$10,000 for a new tire balance machine which will be split with the utility fund 50/50. The General Fund Renewal and Replacement Fund Project is for emergency storm water projects in the amount of \$254,825. The total for the list of capital R&R items is \$254,825 in the General Fund for FY 2023 and will leave a fund balance of over \$218,000.

**ST LUCIE WEST SERVICES DISTRICT
GENERAL FUND - REVENUES AND EXPENDITURES**

FISCAL YEAR 2023



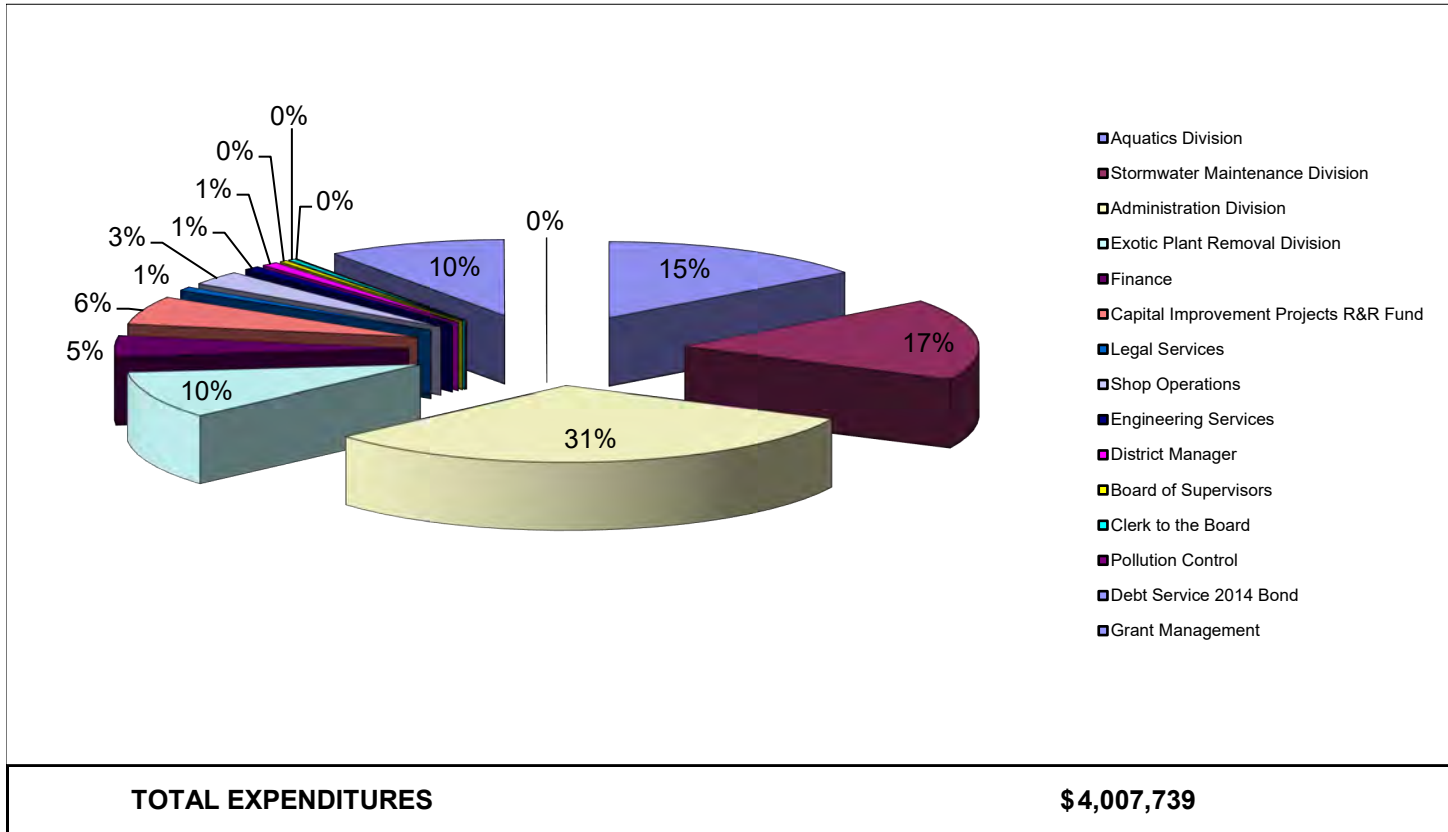
TOTAL REVENUES

\$3,650,764

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
Storm Water Drainage Fees	1,903,032	52.1%
Special Assessments	1,286,389	35.2%
City for Stormwater Bond Payment	400,000	11.0%
Interest	12	0.0%
Project Maintenance Fees	45,569	1.2%
Permit Fees	-	0.0%
Miscellaneous Fees	15,762	0.4%
TOTAL OPERATIONAL REVENUE	\$3,650,764	100.0%
 GENERAL FUND PRIOR YEARS BALANCE	 \$1,946,821	

**ST LUCIE WEST SERVICES DISTRICT
GENERAL FUND - REVENUES AND EXPENDITURES**

FISCAL YEAR 2023



				PERCENT	
	PERSONNEL	OPERATING	CAPITAL OUTLAY	TOTALS	EXPENDITURES
Aquatics Division	419,497	158,851	15,000	593,348	14.81%
Stormwater Maintenance Division	470,523	185,098	39,000	694,621	17.33%
Administration Division	1,023,406	231,069	-	1,254,475	31.30%
Exotic Plant Removal Division	316,033	67,940	12,000	395,973	9.88%
Finance		177,869		177,869	4.44%
Capital Improvement Projects R&R Fund				241,656	6.03%
Legal Services		32,973		32,973	0.82%
Shop Operations	82,846	31,586	5,000	119,432	2.98%
Engineering Services		34,915		34,915	0.87%
District Manager	24,420	11,634		36,054	0.90%
Board of Supervisors	12,918	2,727		15,645	0.39%
Clerk to the Board		14,153		14,153	0.35%
Pollution Control		2,611		2,611	0.07%
Debt Service 2014 Bond				392,663	9.80%
Grant Management		1,351		1,351	0.03%
TOTAL EXPENDITURES	\$ 2,349,643	\$ 952,777	\$ 71,000	\$4,007,739	100.00%

**St. Lucie West Services District
General Fund Budget Summary**

	<u>FY 2021 ACTUAL</u>	<u>FY 2022 ORIGINAL BUDGET</u>	<u>FY 2022 ESTIMATE</u>	<u>FY 2023 PROPOSED</u>
<u>ADD REVENUES:</u>				
Special Assessments	1,070,099	1,072,389	1,072,389	1,286,389
Stormwater Drainage Fees	1,824,250	1,828,032	1,903,032	1,903,032
City Stormwater Drainage Fee for Bond	400,000	400,000	400,000	400,000
Other Revenues	114,679	57,690	65,063	61,343
TOTAL OPERATING REVENUES	3,409,028	3,358,111	3,440,484	3,650,764
FUND BALANCE, October 1	2,496,220	2,305,085	2,305,085	1,946,821
TOTAL REVENUES AND FUNDS AVAILABLE	5,905,248	5,663,196	5,745,569	5,597,585
<u>DEDUCT EXPENDITURES:</u>				
Board of Supervisors	14,031	15,586	15,586	15,645
District Manager	53,522	88,423	68,423	36,054
Finance	116,073	160,820	160,820	177,869
Grant Management	-	1,257	1,257	1,351
Clerk to the Board	15,634	13,165	13,165	14,153
Legal Services	13,598	30,672	30,672	32,973
Engineering Services	31,491	32,479	32,479	34,915
Pollution Control	-	2,555	2,555	2,611
Administration Division	1,170,120	1,168,468	1,177,976	1,254,475
Aquatics Division	532,084	525,597	525,751	593,348
Stormwater Maintenance Division	584,233	644,132	653,217	694,621
Exotic Plant Removal Division	420,316	396,035	399,035	395,973
Shop Operations	75,171	118,983	120,983	119,432
Capital Improvement Projects R&R	182,481	204,812	204,812	241,656
Capital Debt Service 2014 Bond	391,409	392,017	392,017	392,663
TOTAL EXPENDITURES	3,600,163	3,795,001	3,798,748	4,007,739
FUND BALANCE, SEPTEMBER 30	<u>2,305,085</u>	<u>1,868,195</u>	<u>1,946,821</u>	<u>1,589,846</u>

ST. LUCIE WEST SERVICE DISTRICT
GENERAL FUND
FIVE YEAR OPERATING FORECAST

	Actual FY 2021	Actual YTD FY 2022	Estimate EOY FY 2022	Orig. Budget FY 2022	Final Amended Budget FY 2022	Budget FY 2023
General Fund Balance (Beginning)	2,496,220	2,305,085	2,305,085	2,305,085	2,305,085	1,946,821
OPERATING REVENUE						
1-04001 Permit Fees	-	-	-	-	-	-
1-04002 Grant Revenue	-	-	-	-	-	-
1-04003 Miscellaneous Fees	-	-	-	-	-	-
1-04004 Storm Water Drainage Fees From City	1,824,250	1,713,286	1,954,536	1,828,032	1,903,032	1,903,032
1-04005 Project Maintenance Fees	40,569		45,569	45,569	45,569	45,569
1-04006 Interest	10	3	3	121	11	12
1-04007 Special Maintenance Assessments	1,070,099	1,013,521	1,070,000	1,072,389	1,072,389	1,286,389
1-04009 Miscellaneous Income	74,100	19,483.00	19,483	12,000	19,483	15,762
1-04010 WMB Prepayment	-	-	-	-	-	-
1-04012 Stormwater Drainage from City for Bond	391,409	200,000	392,017	392,017	392,017	392,663
1-04014 Stormwater Drainage from City for Lake Harvey	8,591	-	7,983	7,983	7,983	7,337
Total Revenues	\$ 3,409,028	\$ 2,946,293	\$ 3,489,591	\$ 3,358,111	\$ 3,440,484	\$ 3,650,764
OPERATING EXPENSES						
<u>Board of Supervisors</u>						
1-05001 Executive Salaries	11,900	6,000	12,000	12,000	12,000	12,000
1-05002 FICA	910	459	918	918	918	918
1-05015 Board Meeting Expenses	1,221	383	766	2,668	2,668	2,727
TOTAL BOARD OF SUPERVISORS	14,031	6,842	13,684	15,586	15,586	15,645
<u>District Manager</u>						
1-06001 Assessment Fees & Costs	8,400	-	-	8,872	8,872	9,537
1-06003 Operations & Maintenance Services	461	210	420	1,092	1,092	1,174
1-06005 Management Contract	44,661	33,700	57,600	77,600	57,600	24,420
1-06009 Travel & Per Diem	-	-	-	859	859	923
TOTAL DISTRICT MANAGER	53,522	33,910	58,020	88,423	68,423	36,054
<u>Finance</u>						
1-07001 Dissemination Agent	-	-	1,000	2,030	2,030	2,030
1-07002 Arbitrage	-	-	1,000	1,933	1,933	2,078
1-07004 Accounting Services	28,445	14,438	28,876	33,356	33,356	35,858
1-07005 Auditing	11,125	-	13,382	13,583	13,583	14,602
1-07007 Banking Services	1,408	-	-	722	722	776
1-07009 Property & Casualty Insurance	51,053	63,270	66,430	66,430	66,430	79,759
1-07018 Property Taxes & Assessments	24,042	24,126	42,766	42,766	42,766	42,766
TOTAL FINANCE	116,073	101,834	153,454	160,820	160,820	177,869
<u>Grant Management</u>						
1-12001 Contractual Services -GM	-	-	-	1,257	1,257	1,351

ST. LUCIE WEST SERVICE DISTRICT
GENERAL FUND
FIVE YEAR OPERATING FORECAST

		Actual FY 2021	Actual YTD FY 2022	Estimate EOY FY 2022	Orig. Budget FY 2022	Final Amended Budget FY 2022	Budget FY 2023
TOTAL GRANT MANAGEMENT		-	-	- -	1,257 -	1,257	1,351
<u>Clerk to the Board</u>							
1-13002	Other Contractual Services	7,134	3,609	7,218	9,199	9,199	9,889
1-13004	Postage & Freight	7,594	630	1,260	900	900	968
1-13005	Printing & Binding	906	436	872	1,456	1,456	1,565
1-13007	Legal Ads	-	1,731	1,200	1,610	1,610	1,731
TOTAL CLERK TO THE BOARD		15,634	6,406	10,550	13,165 -	13,165	14,153
<u>Legal Services</u>							
1-19001	General Counsel	9,918	5,584	20,000	27,332	27,332	29,382
1-23001	Special Counsel	3,680	-	-	3,340	3,340	3,591
TOTAL LEGAL COUNSEL		13,598	5,584	20,000	- 30,672 -	30,672	32,973
<u>Engineering Services</u>							
1-26002	Engineering Services	31,491	5,357	10,714	32,479	32,479	34,915
TOTAL ENGINEERING		31,491	5,357	10,714	- 32,479 -	32,479	34,915
<u>Pollution Control</u>							
1-29002	Regulatory & Permit Fees	-	-	-	2,555	2,555	2,611
TOTAL POLLUTION CONTROL		-	-	-	- 2,555 -	2,555	2,611
<u>ADMINISTRATION DIVISION</u>							
<u>Personnel</u>							
1-15001	Regular Salaries	357,790	181,247	362,494	339,682	339,682	365,158
1-15002	Overtime	2,654	2,148	4,296	2,539	2,539	2,729
1-15003	FICA	23,579	16,396	32,792	33,177	33,177	31,110
1-15004	Retirement Contributions	31,387	19,200	38,400	37,784	37,784	35,308
1-15005	Health/Life/Dental Insurance	515,598	239,700	479,400	490,422	490,422	539,464
1-15006	Workers Comp	23,469	21,982	24,820	24,820	24,820	25,316
1-15007	Unemployment Insurance	-	-	-	2,086	2,086	2,242
1-15010	Uniforms	2,325	1,990	-	2,442	2,442	2,625
1-15012	Training, Cont. Educ., and Licensing	14	381	762	4,739	4,739	5,094
1-15013	Vehicle Allowance	6,686	3,600	7,200	7,200	7,200	7,200
1-15014	Annual PTO	-	-	-	5,613	5,613	6,034
1-15015	Cell Stipend	390	210	420	1,047	1,047	1,126
Total Administration Personnel:		963,891	486,854	950,584	951,551	951,551	1,023,406
<u>ADMIN Operating</u>							
1-33001	Other Contractual Services	52,925	49,833	99,666	77,851	77,851	83,690
1-33002	Website Maintenance	8,979	1,895	3,790	10,319	10,319	10,525
1-33004	Water - Irrigation	3,161	2,365	4,730	4,314	4,314	4,400
1-33005	Telephone & Cell Service	7,324	6,423	12,846	11,139	11,139	11,362
1-33006	Postage & Freight	750	478	956	1,153	1,153	1,176
1-33007	Electricity Services	4,165	1,662	3,324	4,720	4,720	5,050

ST. LUCIE WEST SERVICE DISTRICT
GENERAL FUND
FIVE YEAR OPERATING FORECAST

		Actual FY 2021	Actual YTD FY 2022	Estimate EOY FY 2022	Orig. Budget FY 2022	Final Amended Budget FY 2022	Budget FY 2023
1-33010	Equipment Leasing	15,586	2,190	-	3,628	3,628	3,701
1-33011	Administration Maintenance	215	-	-	2,928	2,928	2,987
1-33018	Contingencies - Hurricane	814	-	-	20,400	20,400	20,400
1-33019	Office Supplies	10,154	4,866	12,000	12,306	12,306	13,229
1-33020	Fuel & Lubricants - Vehicle	30,559	10,220	20,440	33,790	40,548	42,575
1-33021	Operating Supplies and Expenses	6,321	2,236	4,472	6,798	6,798	7,308
1-33022	Computer Software	2,488	2,236	4,472	4,995	4,995	5,095
1-33023	Computer Hardware/ Supplies	2,753	2,821	5,642	8,830	8,830	2,250
1-33024	Fuel & Lubricants - Equipment	12,977	7,069	14,138	13,746	16,496	17,321
1-33025	Minor Construction Expenses	-	-	-	-	-	-
Total Administration Operating:		159,170	94,294	186,476	216,917	226,425	231,069
Capital Outlay Administration							
1-33101	Equipment	36,700	-	45,000	-	-	-
1-33102	Building	10,359	-	-	-	-	-
1-33103	Other	-	-	-	-	-	-
Total Administration Capital Outlay:		47,059	-	45,000	-	-	-
TOTAL ADMINISTRATION		1,170,120	581,148	1,182,060	1,168,468	1,177,976	1,254,475
AQUATICS DIVISION							
Personnel							
1-14001	Regular Salaries	250,268	140,117	280,234	285,483	285,483	326,894
1-14002	Overtime	8,515	4,605	9,210	19,935	19,935	21,430
1-14003	FICA	19,644	10,628	21,256	23,692	23,692	26,999
1-14004	Retirement Contributions	17,448	11,138	22,276	27,488	27,488	31,349
1-14008	Uniforms	2,477	2,012	4,024	4,159	4,159	4,471
1-14010	Training, Cont. Educ., and Licensing	2,027	364	728	3,489	3,489	3,751
1-14011	Annual PTO	-	-	-	3,747	3,747	4,028
1-14012	Cell Stipend	-	-	-	535	535	575
Total Aquatics Personnel:		300,379	168,864	337,728	368,528	368,528	419,497
Aquatics Operating							
1-31001	Operations & Maintenance Svc	13,609	3,476	6,952	14,042	14,042	15,095
1-31003	Disposal Fees	600	280	560	2,795	2,795	3,005
1-31005	Operating Supplies	7,037	1,628	3,256	9,392	9,392	10,096
1-31009	Equipment Maintenance	12,066	5,729	11,458	13,079	13,079	14,060
1-31011	Chemicals	80,562	18,251	36,502	103,911	103,911	111,704
1-31012	Machinery & Equipment	4,363	2,063	4,126	4,550	4,550	4,891
Total Aquatics Operating:		118,237	31,427	62,854	147,769	147,769	158,851
Capital Outlay Aquatics							
1-31101	Equipment	113,468	9,454	9,454	9,300	9,454	15,000
1-31102	Building	-	-	-	-	-	-
1-31103	Other	-	-	-	-	-	-
Total Aquatics Capital Outlay:		113,468	9,454	9,454	9,300	9,454	15,000
TOTAL AQUATICS DIVISION		532,084	209,745	410,036	525,597	525,751	593,348

ST. LUCIE WEST SERVICE DISTRICT
GENERAL FUND
FIVE YEAR OPERATING FORECAST

		Actual FY 2021	Actual YTD FY 2022	Estimate EOY FY 2022	Orig. Budget FY 2022	Final Amended Budget FY 2022	Budget FY 2023
<u>STORM WATER MANAGEMENT DIVISION</u>							
Personnel							
1-16001	Regular Salaries	285,420	131,652	263,304	320,610	320,610	369,656
1-16002	Overtime	12,084	3,738	7,476	17,445	17,445	18,753
1-16003	FICA	22,736	9,887	19,774	26,405	26,405	30,298
1-16004	Retirement Contributions	27,935	12,147	24,294	30,425	30,425	34,957
1-16008	Uniforms	2,817	1,720	3,440	3,878	3,878	4,169
1-16010	Training, Cont. Educ., and Licensing	256	3,413	-	3,698	4,698	5,050
1-16011	Annual PTO	-	-	-	6,377	6,377	6,855
1-16012	Cell Stipend	167	90	180	730	730	785
Total Storm Water Personnel:		351,415	162,647	318,468	409,568	410,568	470,523
Storm Water Operating							
1-34001	Operations & Maintenance Svc	79,165	38,583	77,166	73,849	73,849	79,388
1-34002	Laboratory Services	3,819	913	1,826	4,005	4,005	4,305
1-34004	Disposal Fees	3,083	643	1,286	1,733	1,733	1,863
1-34005	Operating Supplies	19,232	5,516	11,032	20,066	20,566	22,108
1-34007	Landscape Materials	26,984	13,863	-	35,000	40,000	25,000
1-34008	Vehicle Maintenance	3,501	2,320	4,640	6,538	6,538	7,028
1-34009	Equipment Maintenance	29,393	4,246	8,492	30,000	30,000	32,250
1-34011	Chemicals	974	560	1,120	1,837	3,337	3,587
1-34014	Electricity Services	6,919	2,996	5,992	7,236	8,321	9,569
Total Storm Water Operating:		173,070	69,640	111,554	180,264	188,349	185,098
Capital Outlay Storm Water							
1-34101	Equipment	59,680	43,044	43,044	44,300	44,300	29,000
1-34102	Building	68	10,000	10,000	10,000	10,000	10,000
1-34103	Other - GIS Mapping	-	-	-	-	-	-
Total Storm Water Capital Outlay:		59,748	53,044	53,044	54,300	54,300	39,000
TOTAL STORM WATER MANAGEMENT DIVIS		584,233	285,331	483,066	644,132	653,217	694,621
<u>EXOTIC PLANT REMOVAL DIVISION</u>							
Personnel							
1-17001	Regular Salaries	219,678	127,468	254,936	261,197	261,197	250,787
1-17002	Overtime	10,469	5,914	11,828	10,762	10,762	11,569
1-17003	FICA	17,514	9,801	19,602	21,068	21,068	20,354
1-17004	Retirement Contributions	20,765	10,892	21,784	24,476	24,476	23,612
1-17008	Uniforms	3,664	3,810	7,620	3,314	3,314	3,563
1-17010	Training, Cont. Educ., and Licensing	140	325	650	1,274	2,274	2,445
1-17011	Annual PTO	-	-	-	2,957	2,957	3,179
1-17012	Cell Stipend	227	165	330	487	487	524
Total Exotic Plant Personnel:		272,457	158,375	316,750	325,535	326,535	316,033
Exotic Plant Operating							
1-35001	Operations & Maintenance Svc	18,572	10,489	20,978	27,000	27,000	29,025
1-35003	Disposal Fees	3,140	1,443	2,886	5,469	5,469	5,879

ST. LUCIE WEST SERVICE DISTRICT
GENERAL FUND
FIVE YEAR OPERATING FORECAST

		Actual FY 2021	Actual YTD FY 2022	Estimate EOY FY 2022	Orig. Budget FY 2022	Final Amended Budget FY 2022	Budget FY 2023
1-35004	Operating Supplies	12,244	6,331	12,662	15,000	15,000	16,125
1-35006	Vehicle Maintenance	6,011	1,618	3,236	6,997	6,997	7,522
1-35008	Chemicals	5,809	2,979	5,958	6,734	8,734	9,389
1-35010	Maintenance Contracts	43,123	-	-	-	-	-
Total Exotic Plant Operating:		88,898	22,860	45,720	61,200	63,200	67,940
Capital Outlay Exotic Plant							
1-35101	Equipment	58,961	9,249	9,249	9,300	9,300	12,000
1-35102	Building	-	-	-	-	-	-
1-35103	Other	-	-	-	-	-	-
Total Exotic Plant Capital Outlay:		58,961	9,249	9,249	9,300	9,300	12,000
TOTAL EXOTIC PLANT REMOVAL DIVISION		420,316	190,484	371,719	396,035	399,035	395,973
<u>SHOP OPERATIONS DIVISION</u>							
Personnel							
1-18001	Regular Salaries	40,278	23,097	46,194	48,467	48,467	61,102
1-18002	Overtime	1,590	814	1,628	5,630	5,630	6,052
1-18003	FICA	3,298	1,743	3,486	4,138	4,138	5,137
1-18004	Retirement Contributions	4,052	2,152	4,304	4,869	4,869	6,044
1-18013	Uniforms	324	341	682	626	626	673
1-18015	Training, Cont. Educ., and Licensing	(27)	1,068	2,136	1,811	2,811	3,022
1-18016	Annual PTO	-	-	-	499	499	536
1-18017	Cell Stipend	-	-	-	260	260	280
Total Shop Personnel:		49,514	29,215	58,430	66,300	67,300	82,846
Shop Operating							
1-36001	Operations & Maintenance Svc	8,052	4,171	7,342	9,233	10,233	11,000
1-36002	Disposal Fees	1,071	679	1,358	1,809	1,809	1,945
1-36003	Operating Supplies	5,161	2,400	4,800	6,309	6,309	6,782
1-36006	Machinery & Equipment	9,250	3,557	7,114	11,032	11,032	11,859
Total Shop Operating:		23,534	10,807	20,614	28,383	29,383	31,586
<u>Capital Outlay Shop</u>							
1-36101	Equipment	2,123	24,184	24,184	24,300	24,300	5,000
1-36102	Building	-	-	-	-	-	-
1-36103	Other	-	-	-	-	-	-
Total Shop Capital Outlay:		2,123	24,184	24,184	24,300	24,300	5,000
SHOP OPERATIONS DIVISION		75,171	64,206	103,228	118,983	120,983	119,432
Total Operating Expenses		3,026,273	1,490,847	2,816,531	3,198,172	3,201,919	3,373,420

NON-OPERATING INCOME AND EXPENSES

Other Expense

DEBT SERVICE EXPENSES

ST. LUCIE WEST SERVICE DISTRICT
GENERAL FUND
FIVE YEAR OPERATING FORECAST

		Actual FY 2021	Actual YTD FY 2022	Estimate EOY FY 2022	Orig. Budget FY 2022	Final Amended Budget FY 2022	Budget FY 2023
1-04013	Principal 2014 Bond Issue - sent to Trustee	290,271	-	300,000	300,000	300,000	310,000
1-04013	Interest 2014 Bond issue - sent to Trustee	101,138	-	92,017	92,017	92,017	82,663
	TOTAL DEBT SERVICE:	391,409	-	392,017	392,017	392,017	392,663
CAPITAL IMPROVEMENT							
	Capital Improvement Program R&R	53,619	-	56,829	56,829	56,829	64,319
	Add R&R Funding / Grant Revenue	120,000	-	140,000	140,000	140,000	170,000
	Add SWD funds from City for DS commitment	8,862	-	7,983	7,983	7,983	7,337
	Land Sale Transfer to R&R Funding	-	-	-	-	-	-
	TOTAL OTHER CAPITAL EXPENSES R&R FUND:	182,481	-	204,812	204,812	204,812	241,656
	Total Expenses	\$ 3,600,163	\$ 1,490,847	\$ 3,413,360	\$ 3,795,001	\$ 3,798,748	\$ 4,007,739
	Total Revenues	\$ 3,409,028	\$ 2,946,293	\$ 3,489,591	\$ 3,358,111	\$ 3,440,484	\$ 3,650,764
	Surplus/(Deficit)	(191,135)	1,455,446	76,231	(436,890)	(358,264)	(356,975)
	Available Operating Cash Balance (Ending)	\$ 2,305,085	\$ 3,760,531	\$ 2,381,316	\$ 1,868,195	\$ 1,946,821	\$ 1,589,846

ST. LUCIE WEST SERVICE DISTRICT
GENERAL FUND
FIVE YEAR OPERATING FORECAST

		Forecast			
		FY 2024	FY 2025	FY 2026	FY 2027
General Fund Balance (Beginning)		1,589,846	1,242,698	1,118,264	1,150,748
OPERATING REVENUE					
1-04001	Permit Fees	-	-	-	-
1-04002	Grant Revenue	-	-	-	-
1-04003	Miscellaneous Fees	-	-	-	-
1-04004	Storm Water Drainage Fees From City	1,903,032	1,903,032	1,903,032	1,903,032
1-04005	Project Maintenance Fees	45,569	45,569	45,569	45,569
1-04006	Interest	13	14	15	17
1-04007	Special Maintenance Assessments	1,393,389	1,660,889	1,928,389	2,142,389
1-04009	Miscellaneous Income	16,392	17,048	17,730	18,439
1-04010	WMB Prepayment	-	-	-	-
1-04012	Stormwater Drainage from City for Bond	388,270	388,259	388,132	392,620
1-04014	Stormwater Drainage from City for Lake Harvey	7,983	11,741	11,868	7,380
Total Revenues		\$ 3,754,648	\$ 4,026,552	\$ 4,294,735	\$ 4,509,446
OPERATING EXPENSES					
<u>Board of Supervisors</u>					
1-05001	Executive Salaries	12,000	12,000	12,000	12,000
1-05002	FICA	918	918	918	918
1-05015	Board Meeting Expenses	2,787	2,848	2,911	2,975
TOTAL BOARD OF SUPERVISORS		15,705	15,766	15,829	15,893
<u>District Manager</u>					
1-06001	Assessment Fees & Costs	9,747	9,961	10,180	10,404
1-06003	Operations & Maintenance Services	1,200	1,226	1,253	1,281
1-06005	Management Contract	24,957	25,506	26,067	26,640
1-06009	Travel & Per Diem	943	964	985	1,007
TOTAL DISTRICT MANAGER		36,847	37,657	38,485	39,332
<u>Finance</u>					
1-07001	Dissemination Agent	2,030	2,030	2,030	2,030
1-07002	Arbitrage	2,124	2,171	2,219	2,268
1-07004	Accounting Services	36,647	37,453	38,277	39,119
1-07005	Auditing	14,923	15,251	15,587	15,930
1-07007	Banking Services	793	810	828	846
1-07009	Property & Casualty Insurance	70,354	60,761	73,976	87,456
1-07018	Property Taxes & Assessments	42,766	42,766	42,766	42,766
TOTAL FINANCE		169,637	161,242	175,683	190,415
<u>Grant Management</u>					
1-12001	Contractual Services -GM	1,381	1,411	1,442	1,474

ST. LUCIE WEST SERVICE DISTRICT
GENERAL FUND
FIVE YEAR OPERATING FORECAST

		Forecast			
		FY 2024	FY 2025	FY 2026	FY 2027
TOTAL GRANT MANAGEMENT		1,381	1,411	1,442	1,474
<u>Clerk to the Board</u>					
1-13002	Other Contractual Services	10,107	10,329	10,556	10,788
1-13004	Postage & Freight	989	1,011	1,033	1,056
1-13005	Printing & Binding	1,599	1,634	1,670	1,707
1-13007	Legal Ads	1,769	1,808	1,848	1,889
TOTAL CLERK TO THE BOARD		14,464	14,782	15,107	15,440
<u>Legal Services</u>					
1-19001	General Counsel	30,028	30,689	31,364	32,054
1-23001	Special Counsel	3,670	3,751	3,834	3,918
TOTAL LEGAL COUNSEL		33,698	34,440	35,198	35,972
<u>Engineering Services</u>					
1-26002	Engineering Services	35,683	36,468	37,270	38,090
TOTAL ENGINEERING		35,683	36,468	37,270	38,090
<u>Pollution Control</u>					
1-29002	Regulatory & Permit Fees	2,668	2,727	2,787	2,848
TOTAL POLLUTION CONTROL		2,668	2,727	2,787	2,848
<u>ADMINISTRATION DIVISION</u>					
<u>Personnel</u>					
1-15001	Regular Salaries	373,191	381,401	389,792	398,367
1-15002	Overtime	2,789	2,850	2,913	2,977
1-15003	FICA	31,782	32,469	33,172	33,889
1-15004	Retirement Contributions	36,084	36,878	37,689	38,519
1-15005	Health/Life/Dental Insurance	577,226	617,632	660,866	707,127
1-15006	Workers Comp	25,822	26,338	26,865	27,402
1-15007	Unemployment Insurance	2,291	2,341	2,393	2,446
1-15010	Uniforms	2,683	2,742	2,802	2,864
1-15012	Training, Cont. Educ., and Licensing	5,206	5,321	5,438	5,558
1-15013	Vehicle Allowance	7,200	7,200	7,200	7,200
1-15014	Annual PTO	6,167	6,303	6,442	6,584
1-15015	Cell Stipend	1,151	1,176	1,202	1,228
Total Administration Personnel:		1,071,592	1,122,651	1,176,774	1,234,161
<u>ADMIN Operating</u>					
1-33001	Other Contractual Services	85,531	87,413	89,336	91,301
1-33002	Website Maintenance	10,736	10,951	11,170	11,393
1-33004	Water - Irrigation	4,488	4,578	4,670	4,763
1-33005	Telephone & Cell Service	11,589	11,821	12,057	12,298
1-33006	Postage & Freight	1,200	1,224	1,248	1,273
1-33007	Electricity Services	5,404	5,782	6,187	6,620

ST. LUCIE WEST SERVICE DISTRICT
GENERAL FUND
FIVE YEAR OPERATING FORECAST

		Forecast			
		FY 2024	FY 2025	FY 2026	FY 2027
1-33010	Equipment Leasing	3,775	3,851	3,928	4,007
1-33011	Administration Maintenance	3,047	3,108	3,170	3,233
1-33018	Contingencies - Hurricane	20,400	20,400	20,400	20,400
1-33019	Office Supplies	13,520	13,817	14,121	14,432
1-33020	Fuel & Lubricants - Vehicle	44,704	46,939	49,286	51,750
1-33021	Operating Supplies and Expenses	7,469	7,633	7,801	7,973
1-33022	Computer Software	5,197	5,301	5,407	5,515
1-33023	Computer Hardware/ Supplies	-	-	-	-
1-33024	Fuel & Lubricants - Equipment	18,187	19,096	20,051	21,054
1-33025	Minor Construction Expenses	-	-	-	-
Total Administration Operating:		235,247	241,914	248,832	256,012
Capital Outlay Administration					
1-33101	Equipment	-	-	-	-
1-33102	Building	-	-	-	-
1-33103	Other	-	-	-	-
Total Administration Capital Outlay:		-	-	-	-
TOTAL ADMINISTRATION		1,306,839	1,364,565	1,425,606	1,490,173
<u>AQUATICS DIVISION</u>					
Personnel					
1-14001	Regular Salaries	334,086	341,436	348,948	356,625
1-14002	Overtime	21,901	22,383	22,875	23,378
1-14003	FICA	27,593	28,200	28,820	29,455
1-14004	Retirement Contributions	32,039	32,744	33,464	34,200
1-14008	Uniforms	4,569	4,670	4,773	4,878
1-14010	Training, Cont. Educ., and Licensing	3,834	3,918	4,004	4,092
1-14011	Annual PTO	4,117	4,208	4,301	4,396
1-14012	Cell Stipend	588	601	614	628
Total Aquatics Personnel:		428,727	438,160	447,799	457,652
Aquatics Operating					
1-31001	Operations & Maintenance Svc	15,427	15,766	16,113	16,467
1-31003	Disposal Fees	3,071	3,139	3,208	3,279
1-31005	Operating Supplies	10,318	10,545	10,777	11,014
1-31009	Equipment Maintenance	14,369	14,685	15,008	15,338
1-31011	Chemicals	114,161	116,673	119,240	121,863
1-31012	Machinery & Equipment	4,999	5,109	5,221	5,336
Total Aquatics Operating:		162,345	165,917	169,567	173,297
Capital Outlay Aquatics					
1-31101	Equipment	35,000	-	-	-
1-31102	Building	-	-	-	-
1-31103	Other	-	-	-	-
Total Aquatics Capital Outlay:		35,000	-	-	-
TOTAL AQUATICS DIVISION		626,072	604,077	617,366	630,949

ST. LUCIE WEST SERVICE DISTRICT
GENERAL FUND
FIVE YEAR OPERATING FORECAST

		Forecast			
		FY 2024	FY 2025	FY 2026	FY 2027
<u>STORM WATER MANAGEMENT DIVISION</u>					
Personnel					
1-16001	Regular Salaries	377,788	386,099	394,593	403,274
1-16002	Overtime	19,166	19,588	20,019	20,459
1-16003	FICA	30,964	31,646	32,342	33,053
1-16004	Retirement Contributions	35,726	36,512	37,315	38,136
1-16008	Uniforms	4,261	4,355	4,451	4,549
1-16010	Training, Cont. Educ., and Licensing	5,161	5,275	5,391	5,510
1-16011	Annual PTO	7,006	7,160	7,318	7,479
1-16012	Cell Stipend	802	820	838	856
Total Storm Water Personnel:		480,874	491,455	502,267	513,316
Storm Water Operating					
1-34001	Operations & Maintenance Svc	81,135	82,920	84,744	86,608
1-34002	Laboratory Services	4,400	4,497	4,596	4,697
1-34004	Disposal Fees	1,904	1,946	1,989	2,033
1-34005	Operating Supplies	22,594	23,091	23,599	24,118
1-34007	Landscape Materials	25,000	25,000	25,000	25,000
1-34008	Vehicle Maintenance	7,183	7,341	7,503	7,668
1-34009	Equipment Maintenance	32,960	33,685	34,426	35,183
1-34011	Chemicals	3,666	3,747	3,829	3,913
1-34014	Electricity Services	10,047	10,549	11,076	11,630
Total Storm Water Operating:		188,889	192,776	196,762	200,850
Capital Outlay Storm Water					
1-34101	Equipment				
1-34102	Building	-	-	-	-
1-34103	Other - GIS Mapping	-	-	-	-
Total Storm Water Capital Outlay:		-	-	-	-
TOTAL STORM WATER MANAGEMENT DIVIS		669,763	684,231	699,029	714,166
<u>EXOTIC PLANT REMOVAL DIVISION</u>					
Personnel					
1-17001	Regular Salaries	256,304	261,943	267,706	273,596
1-17002	Overtime	11,824	12,084	12,350	12,622
1-17003	FICA	20,801	21,259	21,727	22,205
1-17004	Retirement Contributions	24,132	24,662	25,205	25,760
1-17008	Uniforms	3,641	3,721	3,803	3,887
1-17010	Training, Cont. Educ., and Licensing	2,499	2,554	2,610	2,667
1-17011	Annual PTO	3,249	3,320	3,393	3,468
1-17012	Cell Stipend	536	548	560	572
Total Exotic Plant Personnel:		322,986	330,091	337,354	344,777
Exotic Plant Operating					
1-35001	Operations & Maintenance Svc	29,664	30,317	30,984	31,666
1-35003	Disposal Fees	6,008	6,140	6,275	6,413

ST. LUCIE WEST SERVICE DISTRICT
GENERAL FUND
FIVE YEAR OPERATING FORECAST

		Forecast			
		FY 2024	FY 2025	FY 2026	FY 2027
1-35004	Operating Supplies	16,480	16,843	17,214	17,593
1-35006	Vehicle Maintenance	7,687	7,856	8,029	8,206
1-35008	Chemicals	9,596	9,807	10,023	10,244
1-35010	Maintenance Contracts	-	-	-	-
Total Exotic Plant Operating:		69,435	70,963	72,525	74,122
Capital Outlay Exotic Plant					
1-35101	Equipment	40,000	-	-	-
1-35102	Building	-	-	-	-
1-35103	Other	-	-	-	-
Total Exotic Plant Capital Outlay:		40,000	-	-	-
TOTAL EXOTIC PLANT REMOVAL DIVISION		432,421	401,054	409,879	418,899
<u>SHOP OPERATIONS DIVISION</u>					
Personnel					
1-18001	Regular Salaries	62,446	63,820	65,224	66,659
1-18002	Overtime	6,185	6,321	6,460	6,602
1-18003	FICA	5,250	5,366	5,484	5,604
1-18004	Retirement Contributions	6,177	6,313	6,452	6,593
1-18013	Uniforms	688	703	718	734
1-18015	Training, Cont. Educ., and Licensing	3,088	3,156	3,225	3,296
1-18016	Annual PTO	548	560	572	585
1-18017	Cell Stipend	286	292	298	305
Total Shop Personnel:		84,668	86,531	88,433	90,378
Shop Operating					
1-36001	Operations & Maintenance Svc	11,242	11,489	11,742	12,000
1-36002	Disposal Fees	1,988	2,032	2,077	2,123
1-36003	Operating Supplies	6,931	7,083	7,239	7,398
1-36006	Machinery & Equipment	12,120	12,387	12,660	12,939
Total Shop Operating:		32,281	32,991	33,718	34,460
<u>Capital Outlay Shop</u>					
1-36101	Equipment	-	20,000	-	-
1-36102	Building	-	-	-	-
1-36103	Other	-	-	-	-
Total Shop Capital Outlay:		-	20,000	-	-
SHOP OPERATIONS DIVISION		116,949	139,522	122,151	124,838
Total Operating Expenses		3,462,127	3,497,942	3,595,832	3,718,489

NON-OPERATING INCOME AND EXPENSES

Other Expense

DEBT SERVICE EXPENSES

ST. LUCIE WEST SERVICE DISTRICT
GENERAL FUND
FIVE YEAR OPERATING FORECAST

		Forecast			
		FY 2024	FY 2025	FY 2026	FY 2027
1-04013	Principal 2014 Bond Issue - sent to Trustee	315,000	325,000	335,000	350,000
1-04013	Interest 2014 Bond issue - sent to Trustee	73,270	63,259	53,132	42,620
TOTAL DEBT SERVICE:		388,270	388,259	388,132	392,620

CAPITAL IMPROVEMENT

Capital Improvement Program R&R	69,669	83,044	96,419	107,119
Add R&R Funding / Grant Revenue	170,000	170,000	170,000	170,000
Add SWD funds from City for DS commitment	11,730	11,741	11,868	7,380
Land Sale Transfer to R&R Funding	-	-	-	-
TOTAL OTHER CAPITAL EXPENSES R&R FUND:	251,399	264,785	278,287	284,499
Total Expenses	\$ 4,101,796	\$ 4,150,986	\$ 4,262,251	\$ 4,395,608
Total Revenues	\$ 3,754,648	\$ 4,026,552	\$ 4,294,735	\$ 4,509,446
Surplus/(Deficit)	(347,148)	(124,434)	32,484	113,838
Available Operating Cash Balance (Ending)	\$ 1,242,698	\$ 1,118,264	\$ 1,150,748	\$ 1,264,586

GENERAL FUND RENEWAL & REPLACEMENT FUND
FY 2023 BUDGET

	Actual FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Estimated Beginning Fund Balance	349,205	338,443	238,430	223,987	218,007	224,126	242,454
Grant Revenue							
Interest Revenues		-	-	-	-	-	-
5% Recommended Annual Transfer + Additional Annual Transfer	53,619	56,829	64,319	69,669	83,044	96,419	107,119
Additional funds from General Surplus Funds	120,000	140,000	170,000	170,000	170,000	170,000	170,000
Excess Storm Water Fees - Bonds	8,862	7,983	7,337	11,730	11,741	11,868	7,380
TOTAL REVENUES AND FUNDS AVAILABLE	531,686	543,255	480,086	475,386	482,792	502,413	526,953
Stormwater Emergency Renewal and Replacement	192,528	304,825	256,099	257,379	258,666	259,959	261,259
Street to Pond Repairs (POA)		-	-	-	-	-	-
CCE Stormwater Improvement Projects	715	-	-	-	-	-	-
TOTAL EXPENDITURES	193,243	304,825	256,099	257,379	258,666	259,959	261,259
FUND BALANCE, SEPTEMBER 30	338,443	238,430	223,987	218,007	224,126	242,454	265,694

REVENUE SOURCES

St Lucie West Services District receives approximately 99% of their operating Revenues for the General Fund from the special assessment they levy on property owners and the transfer of storm drainage fees from the City of Port St Lucie.

General Fund Revenues

Permit Fees

Revenue received by the District Engineer for the review of preconstruction approval plans and specifications for facilities that are to become a part of the surface water management system owned and operated by the District.

Grant Revenue

Revenue received from Federal or State agencies for Grants. This revenue is circumstantial and must be applied for. In recent years the District has received Grant monies from such agencies such as FEMA which offered money for hurricane related expenses.

Miscellaneous Fees

This is a contingency line for any miscellaneous revenues received during the course of the year. This would include revenue received for the out-sourcing of the video ray system, vacon truck as well as the aquatic harvester.

Storm Water Drainage Fees

Revenue received from the City of Port St. Lucie for the assessment placed on property owners for the maintenance of the Storm Water Drainage system. Presently the District receives 75% of the total amount assessed on property owners of the District. District will receive additional funding from any increase that the City levies for additional funding. Currently at \$163.00 per ERU.

Project Maintenance Fees

Revenue received from the Water & Sewer fund for the landscaping maintenance on the property owned by the Water & Sewer fund.

Interest Revenue

This account reflects all interest earnings in all non-restricted cash accounts that belong to the General Fund.

Special Assessments

Non-advalorem tax revenue received from the property owners of the District for the maintenance and operational costs of the District. The special assessment fee proposed rate is \$126.00 per ERU.

Miscellaneous Income

This code is for revenue that does not qualify for any of the other revenue categories.

Storm Water Drainage Fees for Land Purchase Bond Payment

Revenue received from the City of Port St. Lucie for the assessment placed on property owners for the maintenance of the Storm Water Drainage system. Presently the District receives 75% of the total amount assessed on property owners of the District. District will receive additional funding \$400,000 for land purchase bond payment.

OPERATING EXPENSE'S

Operating expenses include the cost for personnel, materials, maintenance, service and equipment required for the general operations for the St Lucie West Services District.

Board of Directors

Executive Salaries

Salaries paid to the Board of Directors for their public service. Salaries are paid on a \$200 per board meeting, for a total maximum amount of \$4,800 per seat, per fiscal year. This expense is shared equally with the Water & Sewer fund.

FICA

This line includes the District's portion of the social security and Medicare expense for Board Members of the District. The Federal rate for these combined expenses is 7.65% of total salaries.

Board Meeting Expenses

This includes expenses directly relating to board meetings, including location charges and/or any other charges incurred.

District Manager

Assessment Program

Charges for the Assessment program including placing the assessment on the tax rolls.

Operations & Maintenance Services

Includes expenses for general maintenance contracts for services. Such services are provided for special studies and operating maintenance by outside contractors.

Management Contract

Charges directly relating to the District Manager's service contract. The charge for FY 2023 is based on the Contract for the District Manager which is shared between the Water & Sewer Fund 50% and the General Fund 50%.

Travel & Per Diem

Charges billed directly from the SDS, Inc. or the District Manager for travel expenses as allowed by the contract for District Business. All charges are billed in accordance with Section 112.061, Florida Statutes.

Finance

Dissemination Agent

This line includes charges for a dissemination agent who prepares reports regarding the compliance with bond issues. Budget assumes no increase from previous year's expenses.

Arbitrage

This line includes charges relating to the annual arbitrage review relating to interest earned versus interest paid. Budget assumes a minor increase from previous year's expenses.

Accounting Services

This includes the contracted services for Financial Services with SDS, Inc. The expense is shared with the Water & Sewer Fund.

Auditing

This includes expenses that are incurred from the District's Annual Financial Audit as required by Florida Statutes. This amount is split between the Water & Sewer Fund and the General Fund, 56% and 44% respectively.

Banking Services

Charges for banking services such as bank service charges and trust account administration expenses.

Property & Casualty Insurance

This expense includes the annual insurance premium that provides protection for the Districts general liability, auto and property coverage. A minor increase is assumed for the FY2023 Budget year. Coverage is from October 1 through September 30 each year.

Property Taxes & Assessments

Charges from St. Lucie County for placing the special assessments on the tax roll. Charge is equal to 2% of the total assessments placed on the tax roll and for 15% of the City of PSL Stormwater Special Assessment section of the Interlocal Agreement.

Grant Management

Contractual Services

Contractual services provided by a Grant Coordinator if needed.

Clerk to the Board

Other Contractual Services

Contractual services provided by SDS, Inc for the Board Clerk and records service provided. This expense is shared with the Water & Sewer Fund.

Postage & Freight

This line item includes postages charges that are invoiced from the Board Clerks office. These charges include postage charges for sending out regular mail and vendor checks.

Printing & Binding

Charges for printing and binding agendas, packages, audit reports and budget materials as well as copy charges for the normal daily work flow.

Legal Ads

Charges for legal ads posted in the local newspapers for notices of Board meetings and Public Hearings.

General Counsel

Legal Services

Legal fees associated with the District's Attorney. These fees include charges for regular legal business matters within the District.

Special Counsel

Legal Services

Legal fees associated with any labor matters the District may have. For the FY2023 budget this line item particularly refers to legal matters regarding labor issues.

Engineering Services

Engineering Services

Charges billed from the District Engineer office. These charges include Work Authorization preparation, Board meeting assistance as well as any other engineering expense relating to the General Fund activities.

Pollution Control

Regulatory & Permit Fees

The District is required to pay an annual fee for the regulatory permit for Pollution Control.

GENERAL FUND ADMINISTRATION DIVISION

Personnel Expenses

Regular Salaries

Includes Administration Division employee's basic salaries. The total budget is estimated using a tabulation of all approved positions, applying the appropriate increases and allowing a factor for unfilled vacancies. There are new positions for the FY2023 as well as positions that have been discontinued.. This year we are proposing to give a 7.5% increase to all employees based on the Bureau of Labor Statics CPI. This also reflects for license or certifications increases.

Overtime

This line includes overtime expenses.

FICA

This line includes the Districts portion of the social security and Medicare expense for Salaries of the District's employees. The Federal rate for these combined expenses is 7.65% of total salaries.

Retirement Contributions

After one year of employment the District provides a 9.0% contribution into a SEP IRA for all full-time employees. This compensation is paid on a monthly basis.

Health, Life and Dental Insurance

This includes health, life and dental insurance benefits provided to all employees of the District.

Workers Compensation

The District provides workers compensation to any employee who is injured while at work. Under the provisions of the Florida Workers Compensation law, a no-fault insurance plan which is supervised by the State of Florida, the District pays for 100% of these benefits.

Unemployment Compensation

The District is required to reimburse the Unemployment Compensation Fund for any unemployment claims paid on behalf of the District.

Uniforms

The District provides an allotted amount of uniforms and/or safety equipment for all District employees each year depending on their position.

Training, Cont. Education & Licensing

The District provides the employee with training opportunities in order to upgrade or obtain additional certifications. These certifications include all office related education, Computer programming, HR classes, and Microsoft Technology

Vehicle Allowance

The District provides for a vehicle allowance for certain positions instead of providing a vehicle and associated costs.

Annual PTO

The District provides personal leave and allows a maximum cash-out each year, this code covers the maximum exposure for each FY.

Cell Phone Stipend

The District provides optional cell phone stipend to all employees, this code covers the maximum exposure for each FY.

Administration (Operating)

Other Contractual Services

Charges for miscellaneous expenses relating to the repairs of office equipment, Air/conditioning service, Computer support, pest control and Security alarm repairs ECT.

Website Maintenance

The District will be looking into upgrading the current website with increased function for the budget year.

Water – Irrigation

This covers the expense of using irrigation water on District owned common ground areas and the District Utility and Maintenance site, including the Administration Building.

Telephone & Cell Services

These charges include the landline telephone service that is used in the District office as well as cellular phone services. District Staff will continue to look at alternatives in the 2023 budget year to reduce costs of communications.

Postage & Freight

This line item includes postages charges for the District.

Electricity Services

Includes electricity charges for grounds and signs as well as a split for the administrative building owned by the District.

Equipment Leasing

The District has one copier that is leased.

Administrative Maintenance

These charges include weekly cleaning of the District's buildings. This also includes extra services such as carpet cleaning and furniture upholstery.

Contingencies Hurricane

This account is allocated to fund any extraordinary expenses the District incurs relating to hurricane preparation and/or damages to District property for budget year 2023.

Office Supplies

Includes general supply charges for the operations of the Districts offices.

Fuel & Lubricants-Vehicles

Fuel purchased for all vehicles used in the General Fund. The FY2023 shows an increase of 20%.

Operating Supplies and Expenses

Supplies bought for products used by district employees such as soap, air fresheners, towels, etc. This would include any item not provided for by the Administrative Maintenance service provider.

Computer Software/Licensing

Charges for yearly software and/or licensing obligations for computer equipment and software used by the District.

Computer Hardware/Supplies

Charges that are expended for the purchase of new computer hardware and a new administration server.

Fuel & Lubricants-Equipment

Fuel purchased for all equipment used in the General Fund. Such equipment includes tractors, mowers, boats, and pumps. The FY-2023 Budget assumes a 20% increase.

Minor Construction Expenses

This includes miscellaneous repairs that are associated with the District Administration Building and Operations Center.

General Fund Administration Division – Capital Outlay

Equipment

This code is for equipment purchases such as vehicles and tractors over \$1,000. No other expenditures planned for this fiscal year.

Building

This code is for buildings or land purchases over \$1,000. No expenditures planned for this fiscal year.

Other

This code is for any other Capital purchases over \$1,000. No expenditures planned for this fiscal year.

AQUATICS DIVISION

Aquatics Personnel

Regular Salaries; Overtime; FICA; Retirement Contributions; Uniforms; Training & Education Expenses; Annual PTO and Cell Stipend

The above categories are the same as described in the Administration Budget

Aquatics Division (Operating)

Operations & Maintenance Services

Includes expenses for general maintenance contracts for services. Such services are provided for special studies and operating maintenance by outside contractors.

Disposal Fees

Charges incurred for the disposal of certain aquatic plant material.

Operating Supplies

General supplies for the day-to-day operations of the District. Includes supplies for the shop, exotic plant removal, aquatics division, and the storm water division.

Vehicle Maintenance, Equipment Maintenance, and Miscellaneous Expenses

The above categories are the same as described in the Administration Budget.

Chemicals

This includes all chemicals used for aquatic weed control herbicides, algaecides, Sonar.

Machinery & Equipment

The District staff is requesting some new machinery that is not considered a capital expense according to the Districts capital expenditure threshold. This includes new sprayers and backpack sprayers for use in aquatic weed control.

General Fund Aquatics Division – Capital Outlay

Equipment; Building; Other

One item for the year will be a replacement of the District Spray boat. 16 foot Carolina Skiff and trailer for the amount of \$15,000 in FY2023. No other expenditures planned for this fiscal year.

STORM WATER MAINTENANCE DIVISION

Storm Water Maintenance Personnel

Regular Salaries; Overtime; FICA; Retirement Contributions; Uniforms; Training & Education Expenses; Annual PTO and Cell Stipend

The above categories are the same as described in the Administration Budget

Storm Water Maintenance Division (Operating)

Operations & Maintenance Services, Disposal Fees, Operating Supplies, Chemicals, and Machinery & Equipment

The above categories are the same as described in the Aquatics Division Budget.

Laboratory Services

This line item includes laboratory services for test related to the stormwater ponds.

Storm Ditch Maintenance

This line item includes heavy mechanical cleaning of ditches, Lake bank repairs, and major storm water pipe conveyance repairs.

Landscape Materials

This line item includes plant material for stormwater banks and preserves and improved landscaped areas owned by the District.

Vehicle Maintenance, Equipment Maintenance, Miscellaneous Expenses, and Electricity Services

The above categories are the same as described in the Administration Budget.

General Fund Storm Water Division – Capital Outlay

Equipment; Building; Other

The replacement of a zero turn mower for \$14,000 and a replacement of a Woods 17 foot pull behind finish mower for \$24,000 for 2023 No other expenditures planned for this fiscal year.

EXOTIC PLANT REMOVAL DIVISION

Exotic Plant Removal Personnel

Regular Salaries; Overtime; FICA; Retirement Contributions; Uniforms; Training & Education Expenses; Annual PTO and Cell Stipend

The above categories are the same as described in the Administration Budget

Exotic Plant Removal Division (Operating)

Operations & Maintenance Services, Disposal Fees, Operating Supplies, Chemicals, and Vehicle Maintenance,

The above categories are the same as described in the Stormwater Division Budget.

Maintenance Contract

The Line item is for the contracting of an outside contractor or Department of Corrections to support District staff in the removal of exotic plant material from District owned Wetlands & Buffers. Will enhance the frequency of maintenance to the Wetlands Buffers REMOVE

General Fund Exotic Plant Removal Division – Capital Outlay

Equipment; Building; Other

The single piece of equipment required for replacement for the EPR Division will be a Kawasaki Mule in FY2023 and no other expenditures planned for this fiscal year.

SHOP OPERATION DIVISION

Shop Operational Personnel

Regular Salaries; Overtime; FICA; Retirement Contributions; Uniforms; Training & Education Expenses; Annual PTO and Cell Stipend

The above categories are the same as described in the Administration Budget

Shop Operations Division (Operating)

Operations & Maintenance Services, Disposal Fees, Operating Supplies, and Vehicle Maintenance

The above categories are the same as described in the Stormwater Division Budget.

General Fund Shop Operations Division – Capital Outlay

Equipment; Building; Other

The Shop division will require a new Tire Balancing machine at the cost of \$10,000 which will be a 50/50 split with utilities. No other expenditures planned for this fiscal year.

General Fund Renewal & Replacement Fund

The line item is for Storm Water Renewal and Replacement Fund recommending 5% of the Maintenance Special Assessments Revenue for emergency repairs related to the storm water infrastructure and planned Capital Improvement Projects which were not captured in the Water Management Bond.

Emergency Stormwater Repairs: \$ 254,825

ST. LUCIE WEST SERVICES DISTRICT

WATER AND SEWER FUND BUDGET OVERVIEW

Budget Discussion

The budget is an annual process that involves the Board of Supervisors, District Manager and staff, operations and billing personnel, engineers, rate consultant and others. This process must first consider anticipated revenues we will receive from operations so as to determine the resources available to be budgeted. First claim on the resources will be the essential costs necessary for the proper operation and maintenance of the utility operations. The next priority must be to fund those areas necessary to satisfy the requirements of the revenue bonds issued to build and improve the water and sewer systems. Any remaining funds may then be utilized for the capital improvement program and remaining needs.

We have divided the budget into two parts: the operating budget, which includes the Debt Service Requirements and the capital improvement budget. The operating budget includes routine operating expenditures. The capital budget is for infrastructure improvements, system expansion to handle customer growth, renewal and replacements, service extensions and additions or extraordinary repairs.

Certain decisions, especially in the capital improvement program, made during the budget process have an impact that extends to multiple fiscal years and not only the year in which the Board approves the budget. In order to demonstrate this impact, we have developed five (5) year forecasts for both the operating and capital budgets.

We anticipate finishing FY 2022 with a deficit due in part to the elevated costs with inflation and increased costs due to availability. The Proposed Budget for FY 2023 reflects a 5.0% Rate Increase. The Proposed Budget for FY 2023 anticipates a deficit due to several major projects.

Assumptions Used in Preparing the Budget

Inflation – The following inflationary rates are utilized; for the regular salaries line item the rate increased to 7.5% for FY 2023 and was based upon the change in the U.S. Bureau of Labor Statistics Consumer Price Index - All Urban Customers, U.S. City Average, Services, for most other line items, where applicable, a general inflationary rate of 2% is utilized. There are some exceptions such as health insurance 10% this year, and liability insurance 9.45% this year for which national projections call for continuing increases. Energy costs are expected to grow at an inflation rate of 15.0% as well.

Rate Adjustment – There is a 5.0 % rate increase planned for FY 2023 in this budget based on the current factors. The Rate Stabilization Fund balance is expected to exceed \$646,405 for FY2023.

Operating Improvements

This budget includes a few small dollar cost improvements. We are continuing the funding of the water conservation effort with customers by providing rebate on items such as low flow toilets and low flow shower heads. This program will be funded at an annual amount of \$12,000 and is designed to encourage water conservation.

We are also taking efforts to improve customer service and billing for the utility, an item in the District's Strategic Plan. The District will continue to conduct training sessions for customer service.

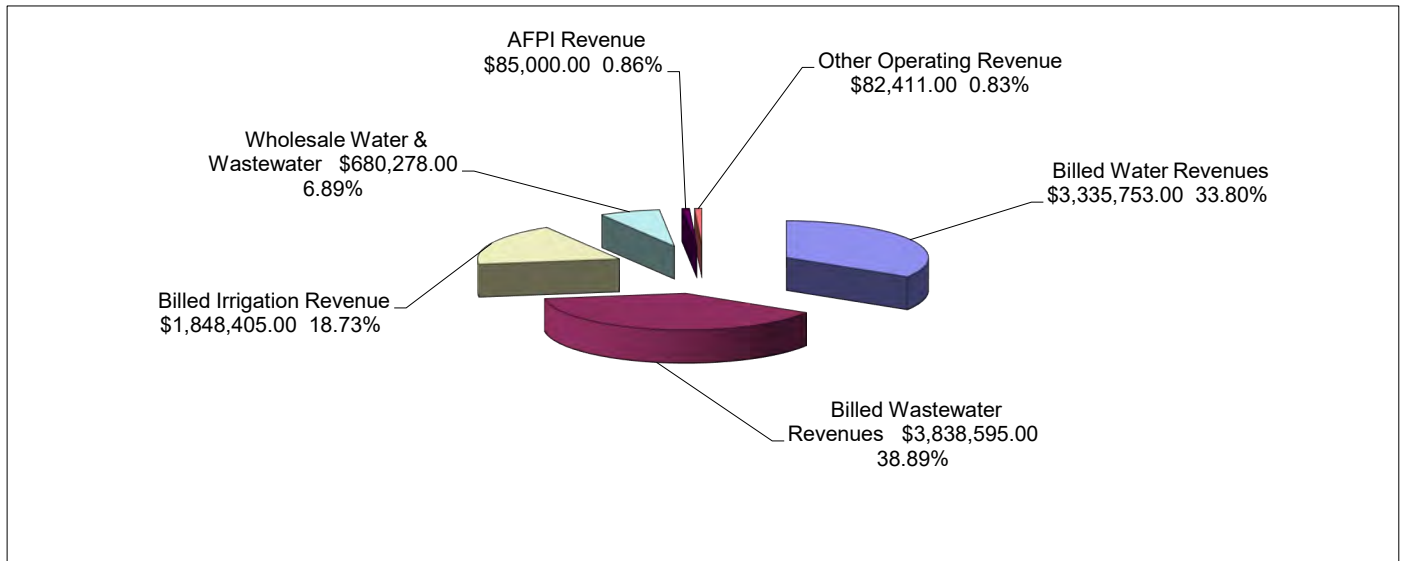
Capital Improvement Program

The capital improvement program has several items for your review, a total cost in FY 2023 of \$1,358,062. In a continuation of a change started in FY 2006, we are proposing to continue to pay for the capital items directly rather than financing the purchase over several years. The typical interest rates charged for lease financing are significant, and therefore the District can save a significant amount by purchasing these items rather than leasing them. The Renewal and Replacement Fund Budget is \$1,116,633; the Water Connection Fee Budget is \$700,000; the Wastewater Connection Fee Budget is \$0 and the Capital Outlay Budget is \$137,500 for FY 2023.

Major capital projects contained in the capital budget for FY 2023 include the continuation of the Lift Station Renewal and Replacement project at \$215,833, Emergency Renewal and Replacement Projects at \$224,400, The Water Connection Fee Fund has one project planned for FY2023 the water treatment plant clear well/transfer pumps expansion project estimated at \$700,000. The Capital Outlay Budget for the Utility Fund is proposing the replacement of vehicles and equipment all totaling for \$137,500.

**ST LUCIE WEST SERVICES DISTRICT
WATER AND SEWER FUND - REVENUES AND EXPENDITURES**

FISCAL YEAR 2023



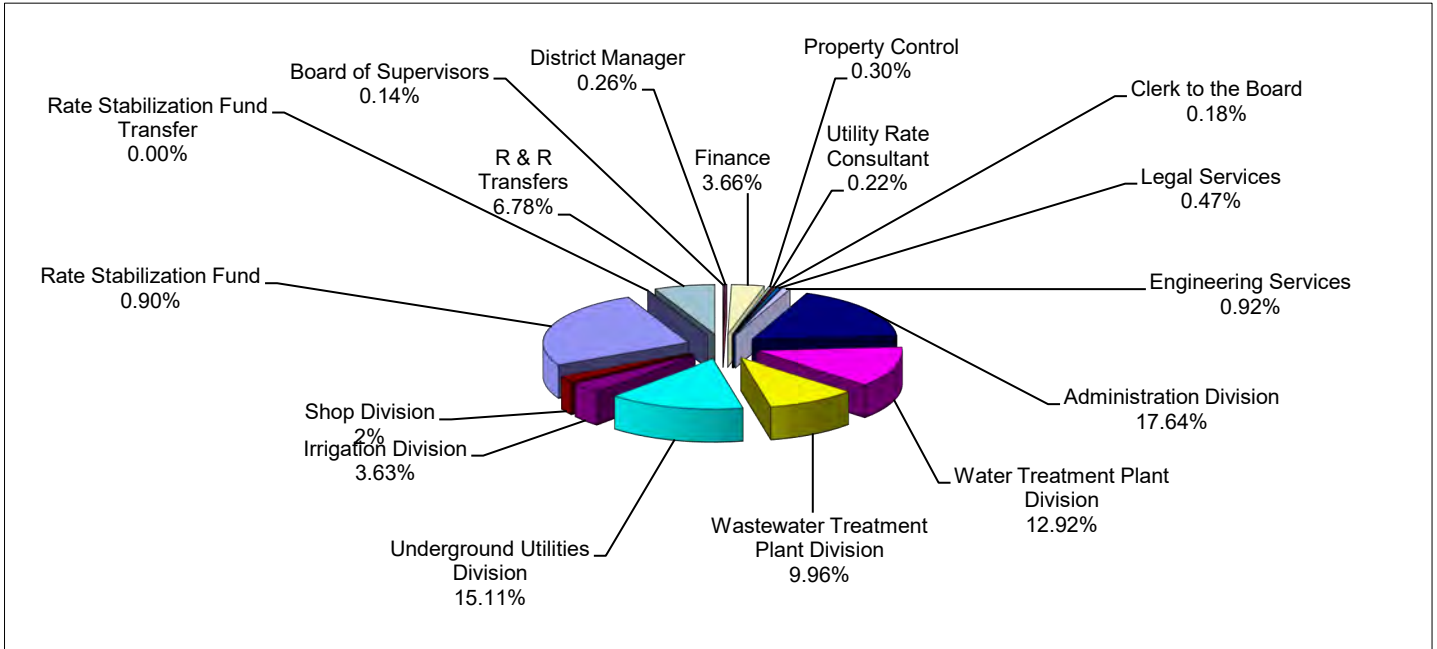
TOTAL REVENUES

\$ 9,870,442

	TOTALS	PERCENT REVENUES
Billed Water Revenues	\$ 3,335,753.00	33.795%
Billed Wastewater Revenues	\$ 3,838,595.00	38.890%
Billed Irrigation Revenue	\$ 1,848,405.00	18.727%
Wholesale Water & Wastewater	\$ 680,278.00	6.892%
AFPI Revenue	\$ 85,000.00	0.861%
Other Operating Revenue	\$ 82,411.00	0.835%
TOTAL REVENUE	\$ 9,870,442	100.00%
W&S PRIOR YEARS FUND BALANCE	\$ 5,363,233	

**ST LUCIE WEST SERVICES DISTRICT
WATER AND SEWER FUND - REVENUES AND EXPENDITURES**

FISCAL YEAR 2023



TOTAL EXPENDITURES

\$ 10,051,090

				PERCENT	
	<u>PERSONNEL</u>	<u>OPERATING</u>	<u>CAPITAL OUTLAY</u>	<u>TOTALS</u>	<u>EXPENDITURES</u>
Board of Supervisors	12,918	1,257		\$ 14,175	0.141%
District Manager	24,420	1,595		\$ 26,015	0.259%
Finance		368,046		\$ 368,046	3.662%
Property Control		30,287		\$ 30,287	0.301%
Utility Rate Consultant		22,024		\$ 22,024	0.219%
Clerk to the Board		18,555		\$ 18,555	0.185%
Legal Services		47,405		\$ 47,405	0.472%
Engineering Services		92,888		\$ 92,888	0.924%
Administration Division	1,235,171	538,153	-	\$ 1,773,324	17.643%
Water Treatment Plant Division	455,346	843,594	-	\$ 1,298,940	12.923%
Wastewater Treatment Plant Division	455,269	546,097	-	\$ 1,001,366	9.963%
Underground Utilities Division	814,431	586,345	117,500	\$ 1,518,276	15.106%
Irrigation Division	65,097	299,391	-	\$ 364,488	3.626%
Shop Division	163,038	28,850	20,000	\$ 211,888	2.108%
Debt Service Payments				2,582,146	25.690%
Rate Stabilization Fund Transfer				-	0.000%
R & R Transfers				681,267	6.778%
TOTAL EXPENDITURES	\$ 3,225,690	\$ 3,424,487	\$ 137,500	\$ 10,051,090	100.00%

St. Lucie West Services District
Water and Sewer Fund Budget Summary

	<u>FY 2021</u> <u>ACTUAL</u>	<u>FY 2022</u> <u>ORIGINAL BUDGET</u>	<u>FY 2022</u> <u>ESTIMATE</u>	<u>FY 2023</u> <u>PROPOSED</u>
<u>ADD REVENUES:</u>				
Billed Water Revenues	3,241,982	3,230,241	3,230,241	3,335,753
Billed Wastewater Revenues	3,746,822	3,715,805	3,715,805	3,838,595
Billed Irrigation Revenue	1,804,038	1,803,243	1,803,243	1,848,405
Wholesale Water & Wastewater	650,540	647,883	647,883	680,278
AFPI Revenue	35,032	95,000	95,000	85,000
Other Operating Revenue	90,034	82,411	82,792	82,411
TOTAL OPERATING REVENUES	9,568,448	9,574,583	9,574,964	9,870,442
<u>NON-OPERATING INCOME AND EXPENSES</u>				
Transfer from WCF to Pay Debt	-	-	-	-
TOTAL NON-OPERATING REVENUES	-	-	-	-
FUND BALANCE, October 1	5,008,720	5,858,190	5,858,190	5,363,233
TOTAL REVENUES AND FUNDS AVAILABLE	14,577,168	15,432,773	15,433,154	15,233,675
<u>DEDUCT EXPENDITURES:</u>				
Board of Supervisors	14,022	14,148	14,148	14,175
District Manager	45,393	79,084	59,084	26,015
Finance	253,230	315,639	315,639	368,046
Property Control	10,570	28,173	28,173	30,287
Utility Rate Consultant	16,437	16,487	20,487	22,024
Clerk to the Board	13,239	17,260	17,260	18,555
Legal Services	9,988	44,709	44,709	47,405
Engineering Services	18,747	86,407	86,407	92,888
Administration Division	1,357,382	1,676,666	1,694,871	1,773,324
Water Treatment Plant Division	1,062,751	1,225,330	1,236,330	1,298,940
Wastewater Treatment Plant Division	805,464	997,250	1,003,250	1,001,366
Underground Utilities Division	1,151,744	1,451,493	1,473,136	1,518,276
Irrigation Division	275,207	373,816	355,575	364,488
Shop Division	145,707	178,479	180,414	211,888
Debt Service Payments	2,597,445	2,588,049	2,588,049	2,582,146
Rate Stabilization Fund Transfer Out	-	-	61,000	-
Capital improvement Projects	-	-	-	-
Renewal & Replacement Transfers	941,653	891,389	891,389	681,267
TOTAL EXPENDITURES	8,718,979	9,984,379	10,069,921	10,051,090
FUND BALANCE, SEPTEMBER 30	5,858,189	5,448,394	5,363,233	5,182,585

ST. LUCIE WEST SERVICES DISTRICT
WATER SEWER
FIVE YEAR FORECAST

		Actual FY 2021	Actual YTD FY 2022	Estimate EOY FY 2022	Orig. Budget FY 2022	Final Amended Budget FY 2022	Budget FY 2023
Water & Sewer Fund Balance (Beginning)		5,008,720	5,858,190	5,858,190	5,858,190	5,858,190	5,363,233
Rate Stabilization Fund Balance (Beginning)		585,405			585,405	585,405	646,405
OPERATING REVENUE							
	Grants	-	-	-	-	-	-
5-04006	Billed Water Revenue Consumption	3,241,982.45	1,374,050	3,297,720	3,230,241	3,230,241	3,335,753
5-04007	Billed Wastewater Revenue Consumption	3,746,822.41	1,581,569	3,795,766	3,715,805	3,715,805	3,838,595
5-04009	Billed Irrigation Revenue Consumption	1,804,038.26	751,308	1,803,139	1,803,243	1,803,243	1,848,405
5-04010	Late Fees	45,458.90	36,486	38,000	38,000	38,000	38,000
5-04012	Miscellaneous Fees	22,221.67	7,250	7,250	5,000	5,381	5,000
5-04014	Wholesale Water Revenue	346,513.48	206,893	413,786	331,551	331,551	348,129
5-04018	Meter Set Fees	1,250.00	150	150	4,040	4,040	4,040
5-04021	Wholesale Wastewater Revenue	304,026.78	165,867	331,734	316,332	316,332	332,149
5-04022	Interest (Operating)	303.71	143	343	5,571	5,571	5,571
	Rate Stabilization Fund			-	-	-	-
5-04047	Backflow Prevention Program	11,630.85	23,100	23,100	25,000	25,000	25,000
5-04046	Tanker Truck Water Service	9,168.75	6,570	6,570	4,800	4,800	4,800
5-04033	Water Impact (AFPI)	12,832.09	4,779	4,779	50,000	50,000	45,000
5-04035	Wastewater Impact (AFPI)	22,200.00	4,138	4,138	45,000	45,000	40,000
Total Revenues		\$ 9,568,449	\$ 4,162,303	\$ 9,726,475	\$ 9,574,583	\$ 9,574,964	\$ 9,870,442
OPERATING EXPENSES							
<u>Board of Supervisors</u>							
5-05001	Executive Salaries	11,900	6,000	12,000	12,000	12,000	12,000
5-05002	FICA	910	459	918	918	918	918
5-05004	Board Meeting Expenses	1,211	383	766	1,230	1,230	1,257
TOTAL BOARD OF SUPERVISORS		14,022	315	13,684	14,148	14,148	14,175
<u>District Manager</u>							
5-06002	Management Contract	44,661	33,700	57,600	77,600	57,600	24,420
5-06003	Travel & Per Diem	732	255	510	1,484	1,484	1,595
TOTAL DISTRICT MANAGER		45,393	33,955	58,110	79,084	59,084	26,015
<u>Finance</u>							
5-07001	Dissemination Agent	-	-	-	4,045	4,045	4,348
5-07002	Arbitrage	-	500	1,000	2,400	2,400	2,400
5-07003	Accounting Services	42,667	21,656	43,312	49,920	49,920	51,018
5-07004	Auditing	13,875	16,180	32,360	16,423	16,423	17,655
5-07006	Banking Services	22,485	17,198	34,396	21,638	21,638	23,261
5-07007	Property & Casualty Insurance	169,882	190,218	190,218	199,313	199,313	246,764
5-07009	Bad Debt	4,320	169	338	21,900	21,900	22,600
TOTAL FINANCE		253,230	245,921	301,624	315,639	315,639	368,046
<u>Property Control</u>							
5-09001	Building & Land Rental	1,561	1,589	3,178	2,008	2,008	2,159

ST. LUCIE WEST SERVICES DISTRICT
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		Actual FY 2021	Actual YTD FY 2022	Estimate EOY FY 2022	Orig. Budget FY 2022	Final Amended Budget FY 2022	Budget FY 2023
5-09003	Computer Software/Licensing	6,928	4,060	8,120	9,649	9,649	10,373
5-09004	Computer Hardware/Supplies	2,082	820	1,640	16,516	16,516	17,755
	TOTAL PROPERTY CONTROL	10,570	6,469	12,938	28,173	28,173	30,287
	<u>Utility Rate Consultant</u>						
5-11001	Other Contractual Services	16,437	775	1,550	16,487	20,487	22,024
	TOTAL RATE CONSULTANT	16,437	775	1,550	16,487	20,487	22,024
	<u>Clerk to the Board</u>						
5-13002	Other Contractual Services	10,689	5,414	10,828	11,304	11,304	12,152
5-13004	Postage & Freight	1,352	826	1,652	1,613	1,613	1,734
5-13005	Printing & Binding	1,197	774	1,548	2,462	2,462	2,647
5-13006	Legal Ads	-	1,731	3,462	1,881	1,881	2,022
	TOTAL CLERK TO THE BOARD	13,239	8,745	17,490	17,260	17,260	18,555
	<u>Legal Services</u>						
5-19001	General Counsel	9,067	3,463	6,926	35,942	35,942	38,638
5-23001	Special Counsel	921	-	-	8,767	8,767	8,767
	TOTAL LEGAL COUNSEL	9,988	3,463	6,926	44,709	44,709	47,405
	<u>Engineering Services</u>						
5-26002	Engineering Services	18,747	44,607	89,214	86,407	86,407	92,888
	TOTAL ENGINEERING	18,747	44,607	89,214	86,407	86,407	92,888
	<u>ADMINISTRATION DIVISION</u>						
	<u>Personnel</u>						
5-14001	Regular Salaries	273,213	190,805	381,610	375,537	375,537	433,702
5-14003	Overtime	3,524	3,316	6,632	5,147	5,147	5,533
5-14004	FICA	27,967	14,554	29,108	36,747	36,747	37,285
5-14005	Retirement Contributions	32,594	17,159	34,318	41,246	41,246	41,729
5-14006	Health/Life/Dental Insurance	554,484	251,266	502,532	578,494	578,494	636,343
5-14007	Workers Comp	32,854	31,632	63,264	35,717	40,817	42,858
5-14008	Unemployment Compensation	-	-	-	2,277	2,277	2,448
5-14010	Uniforms	2,096	2,018	4,036	3,782	3,782	4,066
5-14012	Training & Education Costs	2,186	1,384	2,768	6,954	6,954	7,476
5-14013	Vehicle Allowance	4,457	2,400	4,800	11,236	11,236	12,079
5-14014	Annual PTO	3,044	-	-	9,357	9,357	10,059
5-14015	Cell Stipend	779	630	1,260	1,482	1,482	1,593
	Total Administration Personnel:	937,198	515,164	1,030,328	1,107,976	1,113,076	1,235,171
	<u>ADMIN Operating</u>						
5-29001	Other Contractual Services	128,810	90,602	181,204	205,759	205,759	221,191
5-29002	Website Maintenance	4,539	1,895	3,790	4,731	4,731	5,086
5-29003	Operating Supplies	9,389	3,922	7,844	10,437	10,437	11,220

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		Actual FY 2021	Actual YTD FY 2022	Estimate EOY FY 2022	Orig. Budget FY 2022	Final Amended Budget FY 2022	Budget FY 2023
5-29004	Storm Water Fees	42,355	8,731	17,462	82,301	82,301	45,000
5-29005	Telephone & Cell Service	7,698	6,587	13,174	12,291	12,291	13,213
5-29006	Postage & Freight	25,405	11,618	23,236	30,605	30,605	32,900
5-29007	Equipment Leasing	2,355	2,618	-	2,780	2,780	2,989
5-29008	Administrative Maintenance	2,594	698	1,396	2,515	2,515	2,704
5-29011	Contingencies - Hurricane	-	-	-	-	-	-
5-29012	Office Supplies	3,478	1,811	3,622	4,996	4,996	5,046
5-29013	Fuel & Lubricants - Vehicle	40,004	19,892	39,784	52,183	62,633	67,017
5-29014	Fuel & Lubricants - Equipment	8,194	4,841	9,682	13,274	15,929	17,044
5-29015	Minor Construction Expenses	1,212	380	760	1,549	1,549	1,665
5-29016	Project Maintenance Fees	6,685	-	-	11,685	11,685	11,685
5-29017	Contingency (1.5%)	-	-	-	88,410	88,410	95,443
5-29018	Electricity Services	4,165	1,662	3,324	5,174	5,174	5,950
Total Administration Operating:		286,883	155,257	305,278	528,690	541,795	538,153
Capital Outlay Administration							
5-29101	Equipment	7,970	-	-	-	-	-
5-29102	Building	125,332	-	-	40,000	40,000	-
5-29103	Other	-	-	-	-	-	-
Total Administration Capital Outlay:		133,301	-	-	40,000	40,000	-
TOTAL ADMINISTRATION		1,357,382	670,421	1,335,606	1,676,666	1,694,871	1,773,324
WATER TREATMENT PLANT DIVISION							
Personnel							
5-15001	Regular Salaries	272,228	142,886	285,772	308,623	308,623	331,770
5-15002	Overtime	23,734	20,834	41,668	44,344	44,344	47,670
5-15003	FICA	22,303	12,160	24,320	27,374	27,374	29,427
5-15004	Retirement Contributions	25,800	14,637	29,274	31,767	31,767	34,150
5-15008	Uniforms	1,383	1,087	2,174	2,040	2,040	2,193
5-15010	Training & Education Costs	1,106	552	1,104	3,569	4,569	4,912
5-15011	Annual PTO	-	-	-	3,538	3,538	3,803
5-15012	Cell Stipend	651	615	1,230	1,322	1,322	1,421
Total WTP Personnel:		347,206	192,771	385,542	422,577	423,577	455,346
WTP Operating							
5-30001	Other Contractual Services	51,198	24,342	48,684	67,162	67,162	72,199
5-30002	Operations & Maintenance Services	8	348	696	1,982	1,982	2,131
5-30003	Laboratory Services	22,047	9,338	18,676	28,720	28,720	30,874
5-30004	Operating Supplies	3,062	1,491	2,982	6,559	6,559	7,051
5-30005	Electricity Services	184,163	86,667	173,334	208,796	208,796	240,115
5-30007	Plant Maintenance	68,938	19,377	38,754	81,478	81,478	87,589
5-30009	Chemicals	352,902	185,172	370,344	331,056	341,056	366,635
5-30010	Water Conservation Grant Program	12,382	7,215	-	12,000	12,000	12,000
5-30011	Backflow Prevention Program	20,845	23,250	-	25,000	25,000	25,000
Total WTP Operating:		715,545	357,200	653,470	762,753	772,753	843,594

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		Actual FY 2021	Actual YTD FY 2022	Estimate EOY FY 2022	Orig. Budget FY 2022	Final Amended Budget FY 2022	Budget FY 2023
Capital Outlay WTP							
5-30101	Equipment	-	-	-		-	-
5-30102	Building	-	-	-	40,000	40,000	-
5-30103	Other	-	-	-	-	-	-
Total WTP Capital Outlay:		-	-	-	40,000	40,000	-
TOTAL WATER TREATMENT PLANT DIVISION		1,062,751	549,971	1,039,012	1,225,330	1,236,330	1,298,940
WASTEWATER TREATMENT PLANT DIVISION					-		-
Personnel							
5-16001	Regular Salaries	272,165	154,351	308,702	312,645	312,645	336,093
5-16002	Overtime	35,250	30,295	60,590	40,649	40,649	43,698
5-16003	FICA	24,011	13,962	27,924	27,385	27,385	29,439
5-16004	Retirement Contributions	28,416	16,394	32,788	31,796	31,796	34,181
5-16008	Uniforms	2,772	1,572	3,144	2,427	2,427	2,609
5-16010	Training & Education Costs	1,893	996	1,992	2,920	3,920	4,214
5-16011	Annual PTO	-	-	-	3,674	3,674	3,950
5-16012	Cell Stipend	776	420	840	1,009	1,009	1,085
Total WWTP Personnel:		365,283	217,990	435,980	422,505	423,505	455,269
WWTP Operating						-	
5-31001	Other Contractual Services	29,391	17,100	34,200	27,799	30,799	33,109
5-31002	Operations & Maintenance Services	7,448	2,704	5,408	7,659	8,659	9,308
5-31003	Laboratory Services	20,942	8,054	16,108	24,679	24,679	26,530
5-31004	Operating Supplies	15,363	6,871	13,742	14,944	15,944	17,140
5-31005	Sludge Disposal	79,341	36,045	72,090	93,253	93,253	100,247
5-31006	Electricity Services	153,831	73,819	147,638	161,277	161,277	185,469
5-31008	Plant Maintenance	55,559	26,721	53,442	50,615	50,615	54,411
5-31010	Chemicals	78,305	43,250	86,500	111,519	111,519	119,883
Total WWTP Operating:		440,181	214,564	429,128	491,745	496,745	546,097
Capital Outlay WWTP							
5-31101	Equipment	-	-	-	83,000	83,000	-
5-31102	Building	-	-	-	-	-	-
5-31103	Other	-	-	-	-	-	-
Total WWTP Capital Outlay:		-	-	-	83,000	83,000	-
TOTAL WASTEWATER TREATMENT PLANT DIVISI		805,464	432,554	865,108	997,250	1,003,250	1,001,366
UNDERGROUND UTILITIES DIVISION							
Personnel							
5-17001	Regular Salaries	441,922	231,418	462,836	503,166	505,474	603,385
5-17002	Overtime	52,669	24,280	48,560	68,271	68,271	73,391
5-17003	FICA	36,796	18,824	37,648	44,297	44,474	52,400
5-17004	Retirement Contributions	41,941	19,208	38,416	51,429	51,637	60,910

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		Actual FY 2021	Actual YTD FY 2022	Estimate EOY FY 2022	Orig. Budget FY 2022	Final Amended Budget FY 2022	Budget FY 2023
5-17008	Uniforms	5,055	2,220	4,440	6,223	6,223	6,690
5-17010	Training & Education Costs	2,860	2,588	5,176	3,045	9,045	9,468
5-17011	Annual PTO	-	-	-	5,288	5,288	5,685
5-17012	Cell Stipend	1,802	975	1,950	2,327	2,327	2,502
	Total UGU Personnel:	583,044	299,513	599,026	684,046	692,739	814,431
	UGU Operating						
5-32001	Other Contractual Services	296,191	131,585	263,170	324,248	324,248	268,567
5-32002	Operations & Maintenance Services	73,276	49,281	98,562	108,124	108,124	116,233
5-32003	Operating Supplies	64,095	33,866	67,732	80,995	80,995	87,070
5-32004	Electricity Services	37,596	17,690	35,380	49,574	49,574	57,010
5-32005	Vehicle Maintenance	32,790	14,367	28,734	30,831	30,831	33,143
5-32006	Lift Station Maintenance	4,194	9,563	19,126	22,625	22,625	24,322
	Total UGU Operating:	508,142	256,352	512,704	616,397	616,397	586,345
	Capital Outlay UGU						
5-32101	Equipment	60,444	27,713	130,000	130,000	130,000	95,000
5-32102	Building	114	20,000	31,500	20,000	31,500	20,000
5-32104	New Meters	-	1,050	2,100	1,050	2,500	2,500
5-32103	Other	-	-	-	-	-	-
	Total UGU Capital Outlay:	60,558	48,763	163,600	151,050	164,000	117,500
	TOTAL UNDERGROUND UTILITIES DIVISION	1,151,744	604,628	1,275,330	1,451,493	1,473,136	1,518,276
	IRRIGATION DIVISION						
	Personnel						
5-18001	Regular Salaries	40,107	20,060	40,120	45,548	45,548	48,964
5-18002	Overtime	15	213	426	4,262	4,262	4,582
5-18003	FICA	2,788	1,385	2,770	3,892	3,892	4,184
5-18004	Retirement Contributions	3,636	1,825	3,650	4,483	4,483	4,819
5-18008	Uniforms	467	451	902	584	584	628
5-18009	Training & Education Costs	427	75	150	723	723	777
5-18010	Annual PTO	-	-	-	803	803	863
5-18011	Cell Stipend	-	-	-	260	260	280
	Total IRR Personnel:	47,440	24,009	48,018	60,555	60,555	65,097
	IRR Operating						
5-33001	Other Contractual Services	29,793	7,766	15,532	29,301	29,301	31,499
5-33002	Operations & Maintenance Services	32,477	12,067	24,134	44,150	44,150	47,461
5-33003	Laboratory Services	-	-	-	627	627	674
5-33004	Operating Supplies	4,579	350	700	6,693	6,693	7,195
5-33005	Electricity Services	131,157	55,452	110,904	159,650	154,650	177,848
5-33008	Maintenance - Irrigation	22,685	11,274	22,548	32,004	32,004	32,740
5-33010	Chemicals	7,078	-	-	10,836	1,836	1,974
	Total IRR Operating:	227,767	86,909	173,818	283,261	269,261	299,391
	Capital Outlay IRR						
5-33101	Equipment	-	25,759	25,759	30,000	25,759	-

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		Actual FY 2021	Actual YTD FY 2022	Estimate EOY FY 2022	Orig. Budget FY 2022	Final Amended Budget FY 2022	Budget FY 2023
5-33102	Building	-	-	-	-	-	-
5-33103	Other	-	-	-	-	-	-
Total IRR Capital Outlay:		-	25,759	25,759	30,000	25,759	-
TOTAL IRRIGATION DIVISION		275,207	136,677	247,595	373,816	355,575	364,488
<u>SHOP & MAINTENANCE OPERATIONS DIVISION</u>							
Personnel							
5-40001	Regular Salaries	96,879	51,347	102,694	106,535	106,535	126,525
5-40002	Overtime	3,993	2,217	4,434	6,761	6,761	7,268
5-40003	FICA	7,560	3,921	7,842	8,822	8,822	10,402
5-40004	Retirement Contributions	9,261	4,781	9,562	10,197	10,197	12,041
5-40013	Uniforms	591	636	1,272	1,217	1,217	1,308
5-40015	Training, Cont. Educ., and Licensing	459	1,308	2,616	2,087	3,087	3,319
5-40016	Annual PTO	-	-	-	1,614	1,614	1,735
5-40017	Cell Stipend	167	90	180	409	409	440
Total Shop & Maintenance Personnel:		118,910	64,300	128,600	137,642	138,642	163,038
Shop & Maintenance Operating							
5-41001	Operations & Maintenance Svc	5,970	6,341	12,682	8,697	9,697	10,424
5-41002	Disposal Fees	953	454	908	1,706	1,706	1,834
5-41003	Operating Supplies	5,969	1,875	3,750	5,574	5,574	5,992
5-41006	Machinery & Equipment	11,783	3,012	6,024	9,860	9,860	10,600
Total Shop & Maintenance Operating:		24,674	11,682	23,364	25,837	26,837	28,850
<u>Capital Outlay Shop & Maintenance</u>							
5-41101	Equipment	2,123	14,935	14,935	15,000	14,935	10,000
5-41102	Building	-	-	-	-	-	10,000
5-41103	Other	-	-	-	-	-	-
Total Shop & Maintenance Capital Outlay:		2,123	14,935	14,935	15,000	14,935	20,000
TOTAL SHOP & MAINTENANCE OPERATIONS DIVISION		145,707	90,917	166,899	178,479	180,414	211,888
Total Operating Expenses		5,179,881	2,829,418	5,431,086	6,504,941	6,529,483	6,787,677
NON-OPERATING INCOME AND EXPENSES							
<u>Other Income</u>							
Transfer from Water Connection Fees to Pay Debt		-	-	-	-	-	-
5-34001	TOTAL NON-OPERATING INCOME	-	-	-	-	-	-
<u>DEBT SERVICE EXPENSES</u>							
5-27011	Cost of Issuance	-	-	-	-	-	-
5-27013	Principal 2014 Bond Issue Refi of 2004	190,000	-	190,000	190,000	190,000	200,000
5-27012	Interest 2014 Bond Issue Refi of 2004	356,235	-	349,965	349,965	349,965	343,695
5-27008	Principal 2011 Bond Issue	1,165,000	-	1,200,000	1,200,000	1,200,000	1,235,000

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WATER SEWER
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		Actual FY 2021	Actual YTD FY 2022	Estimate EOY FY 2022	Orig. Budget FY 2022	Final Amended Budget FY 2022	Budget FY 2023
5-27007	Interest 2011 Bond issue	512,945	-	472,636	472,636	472,636	431,116
5-27010	Principal 2013 Bond Issue	265,000	-	275,000	275,000	275,000	280,000
5-27009	Interest 2013 Bond issue	108,265	-	100,448	100,448	100,448	92,335
TOTAL DEBT SERVICE:		2,597,445	-	2,588,049	2,588,049	2,588,049	2,582,146
RATE STABILIZATION							
Transfer Out to Rate Stabilization Fund		-	-	-	-	61,000	-
TOTAL RATE STABILIZATION SERVICE:		-	-	-	-	61,000	-
CAPITAL IMPROVEMENT & TRANSFERS							
Capital Improvement Program - WWTP Expansion		-	-	-	-	-	-
5-28127	Required R&R Transfer to Capital (5%)	481,653	371,412	491,389	491,389	491,389	481,267
	Additional R&R Transfer for CIP's	460,000	-	400,000	400,000	400,000	200,000
	Cash Carry Forward for R&R CIP	-	-	-	-	-	-
TOTAL CI & TRANSFERS EXPENSES:		941,653	371,412	891,389	891,389	891,389	681,267
Total Expenses		\$ 8,718,979	\$ 3,200,830	\$ 8,910,524	\$ 9,984,379	\$ 10,069,921	\$ 10,051,090
Total Revenues		\$ 9,568,449	\$ 4,162,303	\$ 9,726,475	\$ 9,574,583	\$ 9,574,964	\$ 9,870,442
Surplus/(Deficit) Before Transfer from (to) Operating Reserve		849,470	961,473	815,951	(409,796)	(494,957)	(180,648)
Available Operating Cash Balance (Ending)		\$ 5,858,190	\$ 6,819,663	\$ 6,674,141	\$ 5,448,394	\$ 5,363,233	\$ 5,182,585
*Coverage Provided (Required > 1.10)		1.75			1.29	1.26	1.21
**Coverage w/R&R deducted (Required > 1.00)		1.49			1.11	1.09	1.05
Index Rate Increase (included in revenues)		0.00%	0.00%	0.00%	0.00%	0.00%	5.00%
Total Effective Rate Increase		0.00%	0.00%	0.00%	0.00%	0.00%	5.00%

**ST. LUCIE WEST SERVICES DISTRICT
WATER SEWER
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		Forecast			
		FY 2024	FY 2025	FY 2026	FY 2027
Water & Sewer Fund Balance (Beginning)		5,182,585	5,010,208	4,987,840	4,949,953
Rate Stabilization Fund Balance (Beginning)		646,405	646,405	646,405	646,405
OPERATING REVENUE					
Grants		-	-	-	-
5-04006	Billed Water Revenue Consumption	3,419,147 2.5%	3,504,626 2.5%	3,592,242 2.5%	3,682,048
5-04007	Billed Wastewater Revenue Consumption	3,934,560	4,032,924	4,133,747	4,237,091
5-04009	Billed Irrigation Revenue Consumption	1,894,615	1,941,980	1,990,530	2,040,293
5-04010	Late Fees	38,000	38,000	38,000	38,000
5-04012	Miscellaneous Fees	5,000	5,000	5,000	5,000
5-04014	Wholesale Water Revenue	356,832	365,753	374,897	384,269
5-04018	Meter Set Fees	4,040	4,040	4,040	4,040
5-04021	Wholesale Wastewater Revenue	340,453	348,964	357,688	366,630
5-04022	Interest (Operating)	5,571	5,571	5,571	5,571
Rate Stabilization Fund		-	-	-	-
5-04047	Backflow Prevention Program	25,000	25,000	25,000	25,000
5-04046	Tanker Truck Water Service	4,800	4,800	4,800	4,800
5-04033	Water Impact (AFPI)	1,359	1,359	1,359	1,359
5-04035	Wastewater Impact (AFPI)	1,125	1,125	1,125	1,125
Total Revenues		\$ 10,030,502	\$ 10,279,142	\$ 10,533,999	\$ 10,795,226
OPERATING EXPENSES					
<u>Board of Supervisors</u>					
5-05001	Executive Salaries	12,000	12,000	12,000	12,000
5-05002	FICA	918	918	918	918
5-05004	Board Meeting Expenses	1,285	1,313	1,342	1,372
TOTAL BOARD OF SUPERVISORS		14,203	14,231	14,260	14,290
<u>District Manager</u>					
5-06002	Management Contract	24,957	25,506	26,067	26,640
5-06003	Travel & Per Diem	1,630	1,666	1,703	1,740
TOTAL DISTRICT MANAGER		26,587	27,172	27,770	28,380
<u>Finance</u>					
5-07001	Dissemination Agent	4,444	4,542	4,642	4,744
5-07002	Arbitrage	2,400	2,400	2,400	2,400
5-07003	Accounting Services	52,140	53,287	54,459	55,657
5-07004	Auditing	18,043	18,440	18,846	19,261
5-07006	Banking Services	23,773	24,296	24,831	25,377
5-07007	Property & Casualty Insurance	223,102	234,257	245,970	258,269
5-07009	Bad Debt	24,000	24,600	25,200	25,900
TOTAL FINANCE		347,902	361,822	376,348	391,608
<u>Property Control</u>					
5-09001	Building & Land Rental	2,206	2,255	2,305	2,356

**ST. LUCIE WEST SERVICES DISTRICT
WATER SEWER
FIVE YEAR FORECAST**

		Forecast			
		FY 2024	FY 2025	FY 2026	FY 2027
5-09003	Computer Software/Licensing	10,601	10,834	11,072	11,316
5-09004	Computer Hardware/Supplies	18,146	18,545	18,953	19,370
	TOTAL PROPERTY CONTROL	30,953	31,634	32,330	33,042
<u>Utility Rate Consultant</u>					
5-11001	Other Contractual Services	22,509	23,004	23,510	24,027
	TOTAL RATE CONSULTANT	22,509	23,004	23,510	24,027
<u>Clerk to the Board</u>					
5-13002	Other Contractual Services	12,419	12,692	12,971	13,256
5-13004	Postage & Freight	1,772	1,811	1,851	1,892
5-13005	Printing & Binding	2,705	2,765	2,826	2,888
5-13006	Legal Ads	2,066	2,111	2,157	2,204
	TOTAL CLERK TO THE BOARD	18,962	19,379	19,805	20,240
<u>Legal Services</u>					
5-19001	General Counsel	39,488	40,357	41,245	42,152
5-23001	Special Counsel	8,767	8,767	8,767	8,767
	TOTAL LEGAL COUNSEL	48,255	49,124	50,012	50,919
<u>Engineering Services</u>					
5-26002	Engineering Services	94,932	97,021	99,155	101,336
	TOTAL ENGINEERING	94,932	97,021	99,155	101,336
<u>ADMINISTRATION DIVISION</u>					
<u>Personnel</u>					
5-14001	Regular Salaries	443,243	452,994	462,960	473,145
5-14003	Overtime	5,655	5,779	5,906	6,036
5-14004	FICA	38,105	38,944	39,800	40,676
5-14005	Retirement Contributions	42,647	43,585	44,544	45,524
5-14006	Health/Life/Dental Insurance	680,887	728,549	779,547	834,115
5-14007	Workers Comp	45,001	47,251	49,614	52,095
5-14008	Unemployment Compensation	2,502	2,557	2,613	2,670
5-14010	Uniforms	4,155	4,246	4,339	4,434
5-14012	Training & Education Costs	7,640	7,808	7,980	8,156
5-14013	Vehicle Allowance	12,345	12,617	12,895	13,179
5-14014	Annual PTO	10,280	10,506	10,737	10,973
5-14015	Cell Stipend	1,628	1,664	1,701	1,738
	Total Administration Personnel:	1,294,088	1,356,500	1,422,636	1,492,741
<u>ADMIN Operating</u>					
5-29001	Other Contractual Services	226,057	231,030	236,113	241,307
5-29002	Website Maintenance	5,198	5,312	5,429	5,548
5-29003	Operating Supplies	11,467	11,719	11,977	12,240

**ST. LUCIE WEST SERVICES DISTRICT
WATER SEWER
FIVE YEAR FORECAST**

		Forecast			
		FY 2024	FY 2025	FY 2026	FY 2027
5-29004	Storm Water Fees	45,000	45,000	45,000	45,000
5-29005	Telephone & Cell Service	13,504	13,801	14,105	14,415
5-29006	Postage & Freight	33,624	34,364	35,120	35,893
5-29007	Equipment Leasing	3,055	3,122	3,191	3,261
5-29008	Administrative Maintenance	2,763	2,824	2,886	2,949
5-29011	Contingencies - Hurricane	-	-	-	-
5-29012	Office Supplies	5,096	5,147	5,198	5,250
5-29013	Fuel & Lubricants - Vehicle	71,708	76,728	82,099	87,846
5-29014	Fuel & Lubricants - Equipment	18,237	19,514	20,880	22,342
5-29015	Minor Construction Expenses	1,702	1,739	1,777	1,816
5-29016	Project Maintenance Fees	11,685	11,685	11,685	11,685
5-29017	Contingency (1.5%)	97,942	101,065	104,270	107,611
5-29018	Electricity Services	6,248	6,560	6,888	7,232
Total Administration Operating:		553,286	569,610	586,618	604,395
Capital Outlay Administration					
5-29101	Equipment	-	35,000	35,000	-
5-29102	Building	-	-	-	-
5-29103	Other	-	-	-	-
Total Administration Capital Outlay:		-	35,000	35,000	-
TOTAL ADMINISTRATION		1,847,374	1,961,110	2,044,254	2,097,136
WATER TREATMENT PLANT DIVISION					
Personnel					
5-15001	Regular Salaries	339,069	346,529	354,153	361,944
5-15002	Overtime	48,719	49,791	50,886	52,005
5-15003	FICA	30,074	30,736	31,412	32,103
5-15004	Retirement Contributions	34,901	35,669	36,454	37,255
5-15008	Uniforms	2,241	2,290	2,340	2,391
5-15010	Training & Education Costs	5,020	5,130	5,243	5,358
5-15011	Annual PTO	3,887	3,973	4,060	4,149
5-15012	Cell Stipend	1,452	1,484	1,517	1,550
Total WTP Personnel:		465,363	475,602	486,065	496,755
WTP Operating					
5-30001	Other Contractual Services	73,787	75,410	77,069	78,765
5-30002	Operations & Maintenance Services	2,178	2,226	2,275	2,325
5-30003	Laboratory Services	31,553	32,247	32,956	33,681
5-30004	Operating Supplies	7,206	7,365	7,527	7,693
5-30005	Electricity Services	252,121	264,727	277,963	291,861
5-30007	Plant Maintenance	89,516	91,485	93,498	95,555
5-30009	Chemicals	374,701	382,944	391,369	399,979
5-30010	Water Conservation Grant Program	12,000	12,000	12,000	12,000
5-30011	Backflow Prevention Program	25,000	25,000	25,000	25,000
Total WTP Operating:		868,062	893,404	919,657	946,859

**ST. LUCIE WEST SERVICES DISTRICT
WATER SEWER
FIVE YEAR FORECAST**

		Forecast			
		FY 2024	FY 2025	FY 2026	FY 2027
Capital Outlay WTP					
5-30101	Equipment	-	-	35,000	-
5-30102	Building	-	-	-	-
5-30103	Other	-	-	-	-
Total WTP Capital Outlay:		-	-	35,000	-
TOTAL WATER TREATMENT PLANT DIVISION		1,333,425	1,369,006	1,440,722	1,443,614
WASTEWATER TREATMENT PLANT DIVISION		-	-	-	-
Personnel					
5-16001	Regular Salaries	343,487	351,044	358,767	366,660
5-16002	Overtime	44,659	45,641	46,645	47,671
5-16003	FICA	30,087	30,749	31,425	32,117
5-16004	Retirement Contributions	34,933	35,702	36,487	37,290
5-16008	Uniforms	2,666	2,725	2,785	2,846
5-16010	Training & Education Costs	4,307	4,402	4,499	4,598
5-16011	Annual PTO	4,037	4,126	4,217	4,310
5-16012	Cell Stipend	1,109	1,133	1,158	1,183
Total WWTP Personnel:		465,285	475,522	485,983	496,675
WWTP Operating					
5-31001	Other Contractual Services	33,837	34,581	35,342	36,120
5-31002	Operations & Maintenance Services	9,513	9,722	9,936	10,155
5-31003	Laboratory Services	27,114	27,711	28,321	28,944
5-31004	Operating Supplies	17,517	17,902	18,296	18,699
5-31005	Sludge Disposal	102,452	104,706	107,010	109,364
5-31006	Electricity Services	194,742	204,479	214,703	225,438
5-31008	Plant Maintenance	55,608	56,831	58,081	59,359
5-31010	Chemicals	122,520	125,215	127,970	130,785
Total WWTP Operating:		563,303	581,147	599,659	618,864
Capital Outlay WWTP					
5-31101	Equipment	35,000	-	-	-
5-31102	Building	-	-	-	-
5-31103	Other	-	-	-	-
Total WWTP Capital Outlay:		35,000	-	-	-
TOTAL WASTEWATER TREATMENT PLANT DIVISI		1,063,588	1,056,669	1,085,642	1,115,539
UNDERGROUND UTILITIES DIVISION					
Personnel					
5-17001	Regular Salaries	616,659	630,225	644,090	658,260
5-17002	Overtime	75,006	76,656	78,342	80,066
5-17003	FICA	53,552	54,731	55,935	57,165
5-17004	Retirement Contributions	62,250	63,619	65,019	66,449

**ST. LUCIE WEST SERVICES DISTRICT
WATER SEWER
FIVE YEAR FORECAST**

		Forecast			
		FY 2024	FY 2025	FY 2026	FY 2027
5-17008	Uniforms	6,837	6,987	7,141	7,298
5-17010	Training & Education Costs	12,676	15,955	16,306	16,665
5-17011	Annual PTO	5,810	5,938	6,069	6,203
5-17012	Cell Stipend	2,557	2,613	2,670	2,729
Total UGU Personnel:		835,347	856,724	875,572	894,835
UGU Operating					
5-32001	Other Contractual Services	274,475	280,513	286,684	292,991
5-32002	Operations & Maintenance Services	118,790	121,403	124,074	126,804
5-32003	Operating Supplies	88,986	90,944	92,945	94,990
5-32004	Electricity Services	59,861	62,854	65,997	69,297
5-32005	Vehicle Maintenance	33,872	34,617	35,379	36,157
5-32006	Lift Station Maintenance	24,857	25,404	25,963	26,534
Total UGU Operating:		600,841	615,735	631,042	646,773
Capital Outlay UGU					
5-32101	Equipment	70,000	35,000	35,000	35,000
5-32102	Building	-	-	-	-
5-32104	New Meters	2,500	1,050	1,050	1,050
5-32103	Other	-	-	-	-
Total UGU Capital Outlay:		72,500	36,050	36,050	36,050
TOTAL UNDERGROUND UTILITIES DIVISION		1,508,688	1,508,509	1,542,664	1,577,658
<u>IRRIGATION DIVISION</u>					
Personnel					
5-18001	Regular Salaries	50,041	51,142	52,267	53,417
5-18002	Overtime	4,683	4,786	4,891	4,999
5-18003	FICA	4,276	4,370	4,466	4,564
5-18004	Retirement Contributions	4,925	5,034	5,144	5,257
5-18008	Uniforms	642	656	670	685
5-18009	Training & Education Costs	794	811	829	847
5-18010	Annual PTO	882	901	921	941
5-18011	Cell Stipend	286	292	298	305
Total IRR Personnel:		66,529	67,992	69,486	71,015
IRR Operating					
5-33001	Other Contractual Services	32,192	32,900	33,624	34,364
5-33002	Operations & Maintenance Services	48,505	49,572	50,663	51,778
5-33003	Laboratory Services	689	704	719	735
5-33004	Operating Supplies	7,353	7,515	7,680	7,849
5-33005	Electricity Services	186,740	196,077	205,881	216,175
5-33008	Maintenance - Irrigation	33,493	34,263	35,051	35,857
5-33010	Chemicals	2,017	2,061	2,106	2,152
Total IRR Operating:		310,989	323,092	335,724	348,910
<u>Capital Outlay IRR</u>					
5-33101	Equipment	-	-	-	-

**ST. LUCIE WEST SERVICES DISTRICT
WATER SEWER
FIVE YEAR FORECAST**

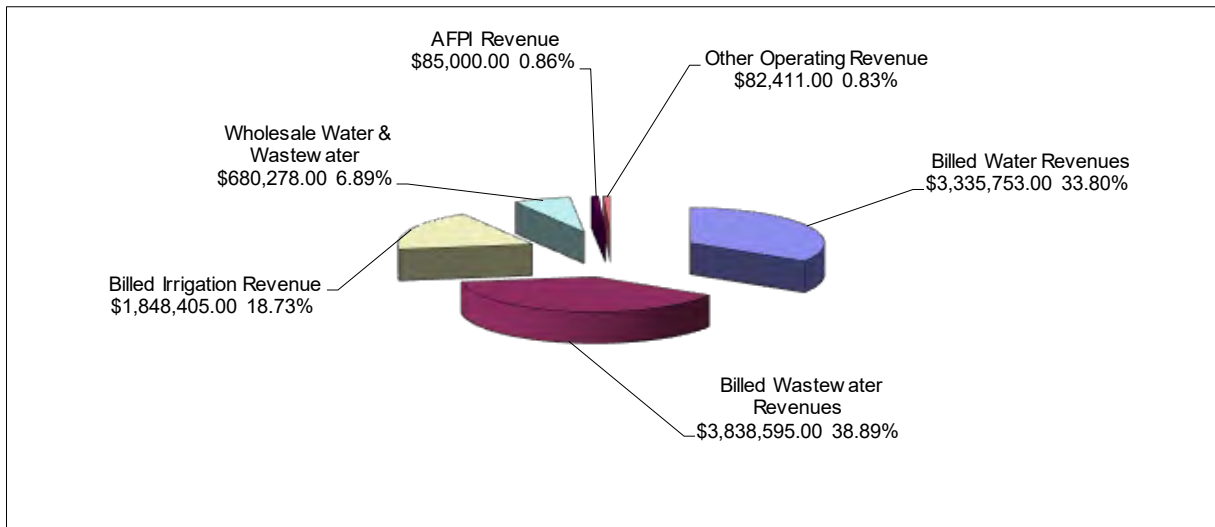
		Forecast			
		FY 2024	FY 2025	FY 2026	FY 2027
5-33102	Building	-	-	-	-
5-33103	Other	-	-	-	-
Total IRR Capital Outlay:		-	-	-	-
TOTAL IRRIGATION DIVISION		377,518	391,084	405,210	419,925
<u>SHOP & MAINTENANCE OPERATIONS DIVISIO</u>					
<u>Personnel</u>					
5-40001	Regular Salaries	129,309	132,154	135,061	138,032
5-40002	Overtime	7,428	7,591	7,758	7,929
5-40003	FICA	10,630	10,864	11,103	11,348
5-40004	Retirement Contributions	12,306	12,577	12,854	13,136
5-40013	Uniforms	1,337	1,366	1,396	1,427
5-40015	Training, Cont. Educ., and Licensing	3,392	3,467	3,543	3,621
5-40016	Annual PTO	1,773	1,812	1,852	1,893
5-40017	Cell Stipend	450	460	470	480
Total Shop & Maintenance Personnel:		166,625	170,291	174,037	177,866
<u>Shop & Maintenance Operating</u>					
5-41001	Operations & Maintenance Svc	10,653	10,887	11,127	11,372
5-41002	Disposal Fees	1,874	1,915	1,957	2,000
5-41003	Operating Supplies	6,124	6,259	6,397	6,538
5-41006	Machinery & Equipment	10,833	11,071	11,315	11,564
Total Shop & Maintenance Operating:		29,484	30,132	30,796	31,474
<u>Capital Outlay Shop & Maintenance</u>					
5-41101	Equipment		20,000	45,000	
5-41102	Building				
5-41103	Other				
Total Shop & Maintenance Capital Outlay:		-	20,000	45,000	-
TOTAL SHOP & MAINTENANCE OPERATIONS DIVISION		196,109	220,423	249,833	209,340
Total Operating Expenses		6,931,005	7,130,188	7,411,515	7,527,054
<u>NON-OPERATING INCOME AND EXPENSES</u>					
<u>Other Income</u>					
Transfer from Water Connection Fees to Pay Debt		-	-	-	-
5-34001	TOTAL NON-OPERATING INCOME	-	-	-	-
<u>DEBT SERVICE EXPENSES</u>					
5-27011	Cost of Issuance				
5-27013	Principal 2014 Bond Issue Refi of 2004	210,000	215,000	220,000	230,000
5-27012	Interest 2014 Bond Issue Refi of 2004	337,095	330,165	323,070	315,810
5-27008	Principal 2011 Bond Issue	1,270,000	1,305,000	1,345,000	1,380,000

**ST. LUCIE WEST SERVICES DISTRICT
WATER SEWER
FIVE YEAR FORECAST**

		Forecast			
		FY 2024	FY 2025	FY 2026	FY 2027
5-27007	Interest 2011 Bond issue	388,385	344,443	299,290	253,033
5-27010	Principal 2013 Bond Issue	285,000	295,000	300,000	310,000
5-27009	Interest 2013 Bond issue	84,075	75,668	66,965	47,871
TOTAL DEBT SERVICE:		2,574,555	2,565,276	2,554,325	2,536,714
<u>RATE STABILIZATION</u>					
Transfer Out to Rate Stabilization Fund		-	-	-	-
TOTAL RATE STABILIZATION SERVICE:		-	-	-	-
<u>CAPITAL IMPROVEMENT & TRANSFERS</u>					
Capital Improvement Program - WWTP Expansion					
5-28127	Required R&R Transfer to Capital (5%)	497,319	506,046	506,046	506,046
	Additional R&R Transfer for CIP's	200,000	100,000	100,000	100,000
	Cash Carry Forward for R&R CIP	-	-	-	-
TOTAL CI & TRANSFERS EXPENSES:		697,319	606,046	606,046	606,046
Total Expenses		\$ 10,202,879	\$ 10,301,510	\$ 10,571,886	\$ 10,669,814
Total Revenues		\$ 10,030,502	\$ 10,279,142	\$ 10,533,999	\$ 10,795,226
Surplus/(Deficit) Before Transfer from (to) Operating Reserve		(172,377)	(22,368)	(37,887)	125,412
Available Operating Cash Balance (Ending)		\$ 5,010,208	\$ 4,987,840	\$ 4,949,953	\$ 5,075,365
*Coverage Provided (Required > 1.10)		1.24	1.26	1.28	1.30
**Coverage w/R&R deducted (Required > 1.00)		1.04	1.05	1.07	1.09
Index Rate Increase (included in revenues)		2.50%	2.50%	2.50%	2.50%
Total Effective Rate Increase		2.50%	2.50%	2.50%	2.50%

REVENUE SOURCES

St Lucie West Services District receives approximately 73.52% of their operating Revenues from the sale of water and wastewater service. Another 18.73% of the operating revenue is received from irrigation services. The FY 2023 Budget assumes a 5.0 % rate increase to all utility rates.



Water & Sewer Revenue

Billed Water Revenue

Revenue billed for potable water services. The water revenue budget assumes a 0.0% increase in total customers (ERU's) and no rate increase.

Billed Wastewater Revenue

Revenue billed for the wastewater services. The wastewater revenue budget assumes a 0.0 increase in total customers (ERU's) and no rate increase.

Irrigation Revenue

Revenue billed for the irrigation services. The irrigation revenue budget assumes a minor increase in total customers and no rate increase.

Late Fee Revenue

Late fees are charges assessed on customer accounts due to late payment of the customer's utility bills. The budget for FY 2023 is based on historical revenues, however using a conservative assumption for the budget year.

Miscellaneous Fees

Miscellaneous revenues that the Utility receives. The budget for FY 2023 is based on historical revenues, however using a conservative assumption for the budget year.

Wholesale Water/Wastewater Revenue

Revenue received from the sale of wholesale water and wastewater services. At times the District may choose to enter into an agreement with an organization to sell wholesale water at wholesale prices. Currently the District has an agreement with the Reserve CDD for the purchase of wholesale water and wastewater. The gallonage (commodity) charge is equal to eighty percent (80%) of the retail water and sewer service rate (per 1,000 gallons) in effect at the time of payment.

Meter Set Fees

Revenue received for the setting of new meters.

Interest Revenue – Operating Revenues

This account reflects all interest earnings in all non-restricted cash accounts that belong to the Water & Sewer Fund.

Rate Stabilization Fund – Operating Revenues

This revenue is funded from available unrestricted operating reserves from previous FY's.

Backflow Prevention Program – Operating Revenues

This revenue is for water backflow prevention testing performed by contractors who have been preapproved for this program.

Tanker Truck Water Service – Operating Revenues

This revenue is for water provided to water tanker trucks such-as pest control, fertilizer companies and contractors.

Water & Wastewater Connection Fees (AFPI Portion)

The Allowance for Funds Prudently Invested (AFPI) charge is the unrestricted portion of the Water & Wastewater Connection Fees that is used to recover the fixed operating, maintenance, and replacement costs and associated financing charges for those customers requiring service subsequent to the construction of the Water and Wastewater facilities by the District.

Capital Fund Revenues

Water & Wastewater Connection Fees

Fees collected from the district to acquire, construct, equip or expand the capacity of the Water & Wastewater facilities of the Utility System for the purpose of paying or reimbursing the equitable share of the capital costs relating to such acquisition, construction, expansion, or equipping of unused capacity of the Water and Wastewater facilities of the utility system and new developments within the service area of the utility system. Such fees may include interest carrying costs associated with the water and wastewater facilities of the utility system.

OPERATING EXPENSE'S

Operating expenses include the cost for personnel, materials, maintenance, service and equipment required for the Water & Sewer Utility to Function. They include expenses directly related to the Utility service activities.

Board of Directors

Executive Salaries

Salaries paid to the Board of Directors for their public service. Salaries are paid on a \$200 per board meeting, for a total maximum amount of \$4,800 per seat, per fiscal year. This expense is shared equally with the General Fund.

FICA

This line includes the Districts portion of the social security and Medicare expense for Salaries of the Board of Supervisors. The Federal rate for these combined expenses is 7.65% of total salaries.

Board Meeting Expenses

This includes expenses directly relating to board meetings.

District Manager

Management Contract

Charges directly relating to the District Manager's service contract. The charge for FY 2023 is based on the Contract for the District Manager which is shared between the Water & Sewer Fund 50% and the General Fund 50%.

Travel & Per Diem

Charges billed directly from SDS, Inc. or the District Manager for travel expenses as allowed by the contract for District Business. All charges are billed in accordance with Section 112.061, Florida Statutes.

Finance

Dissemination Agent

This line includes charges for a dissemination agent who prepares reports regarding the compliance with bond issues.

Arbitrage

This line includes charges relating to the annual arbitrage review relating to interest earned versus interest paid.

Accounting Services

This includes the contracted services for Financial Services with SDS, Inc. The FY 2023 budget assumes a 1.5% increase from the previous year per the contract with SDS.

Auditing

This includes expenses that are incurred from the Districts Annual Financial Audit as required by Florida Statutes. This amount is split between the Water & Sewer Fund and the General Fund, 56% and 44% respectively.

Banking Services

Charges for banking services such as bank service charges and trust account administration expenses.

Property & Casualty Insurance

This expense includes the annual insurance premium that provides protection for the Districts general liability, auto and property coverage. The agent has been asked to provide and estimate of total premiums for FY 2023. Coverage is from October 1 through September 30 each year.

Bad Debt

This expense is an expense that is assessed upon accounts receivable accounts that are expected to be written off due to nonpayment.

Property Control

Building & Land Rental

Charges for the storage rental space.

Computer Software/Licensing

Charges for yearly software and/or licensing obligations for computer equipment used for the utility.

Computer Hardware/Supplies

This line item includes new and replacement computer hardware and supplies.

Utility Rate Consultant

Other Contractual Services

Contractual services provided by PRMG for the Revenue Sufficiency Analysis Update.

Clerk to the Board

Other Contractual Services

Contractual services provided by SDS, Inc for the Board Clerk and records service provided. This expense is shared 60% to 40% with the General Fund.

Postage & Freight

This line item includes postages charges that are invoiced from the district management office. These charges include postage charges for sending out regular mail, packages and vendor checks.

Printing & Binding

Charges for printing and binding agendas, packages, audit reports and budget materials as well as copy charges for the normal daily work-flow.

Legal Ads

Charges for legal ads posted in the local newspapers for notices of Board meetings and Public Hearings.

General Counsel

Legal Services

Legal fees associated with the District's Attorney. These fees include charges for regular legal business matters within the District.

Special Counsel

Legal Services

Legal fees associated with any special legal matters the District may have. For the FY 2023 budget this line item includes legal matters regarding Human Resources matters.

Engineering Services

Engineering Services

Charges billed from the District Engineer office. These charges include any general engineering services or Work Authorization preparation that directly relates to the Utility. The engineer is paid for actual hours for services delivered.

WATER & SEWER FUND ADMINISTRATION DIVISION

Water & Sewer Administration Division - Personnel

Regular Salaries

Includes Administration Division employee's basic salaries. The total budget is estimated using a tabulation of all approved positions, applying the appropriate increases and allowing a factor for unfilled vacancies. This year we are proposing to give a 7.5% increase to all employees based on the Bureau of Labor Statics CPI. This also reflects for license or certifications increases.

Overtime

This description is the same for all Division in the Utilities Department: This line includes departmental overtime expenses.

FICA

This description is the same for all Division in the Utilities Department: This line includes the Districts portion of the social security and Medicare expense for Salaries of the District's employees. The Federal rate for these combined expenses is 7.65% of total salaries.

Retirement Contributions

This description is the same for all Division in the Utilities Department: After one year of employment the District provides a 9% contribution into a SEP IRA for all full-time employees. This contribution is paid on a monthly basis.

Health/Life/Dental Insurance

This includes health, life and dental insurance benefits provided to all employees of the District. The proposed increase is 10% for FY 2023.

Workers Compensation

The District provides workers compensation to any employee who is injured while at work. Under the provisions of the Florida Workers Compensation law, a no-fault insurance plan which is supervised by the State of Florida, the District pays for 100% of these benefits.

Unemployment Compensation

The District is required to reimburse the Unemployment Compensation Fund for any unemployment claims paid on behalf of the District.

Uniforms

This description is the same for all Division in the Utilities Department: The District provides an allotted amount of uniforms and/or safety equipment for all District employees each year depending on their position.

Training & Education Expenses

This description is the same for all Division in the Utilities Department: The District pays for employees to obtain and upgrade certifications and licenses. In some cases, the employee may need to travel to attend these classes or training courses. The district pays the employee travel and per diem according to Section 112.061, Florida Statutes.

Vehicle Allowance

The District provides for a vehicle allowance for certain positions instead of providing a vehicle and associated costs.

Annual PTO

The District provides personal leave and allows a maximum cash-out each year, this code covers the maximum exposure for each FY.

Cell Phone Stipend

The District provides optional cell phone stipend to all employees, this code covers the maximum exposure for each FY.

Water & Sewer Administration Division - Operating

Other Contractual Services

This description is the same for all Division in the Utilities Department: Includes charges associated with service contracts related to the Administration Division such as office equipment repairs, computer support, Air conditioning services, Security alarm repairs, pest control, Utility Billing Program, Credit Card Program for billing, Bill mail-out services, Vehicle GPS monitoring, Trash contract, and janitorial contracts.

Website Maintenance

This description is for website maintenance and hosting for the budget year 2023.

Operating Supplies

This description is the same for all Division in the Utilities Department: Includes general supplies for the use and operation of the Administration Division.

Storm Water Fees

Storm water fees the District pays to the City of Port St Lucie and SLWSD General Fund for their share of Storm Water Maintenance Fees for the land owned and operated by the utility.

Telephone & Cell Services

These charges include the landline telephone service that is used in the District office as well as cellular phone services for all Utility Divisions.

Postage & Freight

This line item includes postage charges that are used primarily for the utility billing cycle as well as notices sent to residents regarding utility matters.

Equipment Leasing

Charges for leasing equipment which is used for Utility activities. Currently the District has one leased copier.

Administrative Maintenance

This description is the same for all Division in the Utilities Department: This line includes charges for normal maintenance of the District's vehicles used by the Utility. Maintenance is done on a regular basis to provide the longest life possible to the vehicles owned and operated by the district. This provides for decreased total life cycle costs.

Contingency – Hurricane

This account is allocated to fund any extraordinary expenses the District incurs relating to hurricane preparation and/or damages to the Utility property.

Office Supplies

Includes general supply charges for the operations of the Districts offices and billing functions.

Fuel & Lubricants-Vehicles

Fuel purchased for all vehicles used in the Utility Division.

Fuel & Lubricants-Equipment

Fuel purchased for all equipment used in the Utility Division.

Minor Construction Expenses

This includes miscellaneous minor construction projects that do not meet the Districts threshold to be considered capital items.

Project Maintenance Fees

This includes project maintenance fees associated with lawn maintenance for the Utilities Division paid to the General Fund.

Contingency

This code was recommended by the Rate Consultant for unexpected expenses. This is 1.5% of the operating expenses minus the Capital Outlay.

Electricity Services

This description is the same for all Division in the Utilities Department: Includes electricity charges for the administration building which is split with the General Fund.

Water & Sewer Administration Division – Capital Outlay

Equipment

This description is the same for all Division in the Utilities Department: This code is for equipment purchases such as vehicles and tractors over \$1,000. No expenditures planned for this fiscal year.

Building

This description is the same for all Division in the Utilities Department: This code is for buildings or land purchases over \$1,000. Ongoing project FY22 of \$40,000 for the removal of the old concentrate tank and build a storage building which will be shared with the Water Treatment Plant. No other expenditures planned for FY23.

Other

This description is the same for all Division in the Utilities Department: This code is for any other Capital purchases over \$1,000. No expenditures planned for this fiscal year.

WATER TREATMENT PLANT DIVISION

Water Treatment Plant Division - Personnel

Regular Salaries; Overtime; FICA; Retirement Contributions; Uniforms; Training & Education Expenses; Annual PTO and Cell Stipend

The above categories are the same as described in the Administration Budget except for one new operators position amended for this FY to assist in shift coverage.

Water Treatment Plant Division - Operating

Other Contractual Services; Operating Supplies; Electricity Services;

The above categories are the same as described in the Administration Budget

Operations & Maintenance Services

Charges for repairs on water treatment plant pipes and pump maintenance.

Laboratory Services

Includes charges for the water treatment plant laboratory testing, injection well testing, lead & copper testing, and others as required by permits.

Plant Maintenance

This line captures charges for normal maintenance for the water treatment plant. By performing normal maintenance inline with maintenance schedules, it provides a longer useful life for the utility plant assets.

Chemicals

This line includes any chemical purchases for the water treatment plant.

Water Conservation Grant Program

This line includes the allotment of rebate credits on utility bills on items such as low flow toilets and low flow shower heads. This program is designed to encourage water conservation.

Backflow Prevention Program

This line is for water backflow prevention testing performed by contractors who have been preapproved for this program and will assist in 100% compliance to the rule.

Water Treatment Plant Division – Capital Outlay

Equipment; Building; Other

The above categories are the same as described in the Administration Budget. Ongoing project FY22 of \$40,000 for the removal of the old concentrate tank and build a storage building which will be shared with the Administration Building. No other expenditures planned for FY23.

WASTEWATER TREATMENT PLANT DIVISION

Wastewater Treatment Plant Division - Personnel

Regular Salaries; Overtime; FICA; Retirement Contributions; Uniforms; Training & Education Expenses; Annual PTO and Cell Stipend

The above categories are the same as described in the Administration Budget

Wastewater Treatment Plant Division - Operating

Other Contractual Services; Operating Supplies; Electricity Services; Operations & Maintenance Services; Laboratory Services; Plant Maintenance; Chemicals

The above categories are the same as described in the Administration Budget and Water Treatment Plant Division.

Sludge Disposal

Charges for the dewatering, hauling and disposal of the sludge from the wastewater plant.

Wastewater Treatment Plant Division – Capital Outlay

Equipment; Building; Other

The above categories are the same as described in the Administration Budget. No other expenditures planned for this fiscal year.

UNDERGROUND UTILITIES DIVISION

Underground Utilities Division - Personnel

Regular Salaries; Overtime; FICA; Retirement Contributions; Uniforms; Training & Education Expenses; Annual PTO and Cell Stipend

The above categories are the same as described in the Administration Budget. Open UGU Services Worker Trainee Position to be replaced with New Position, Field Operations Foreman.

Underground Utilities Division - Operating

Other Contractual Services; Operating Supplies; Electricity Services; Vehicle Maintenance; Operations & Maintenance Services;

The above categories are the same as described in the Administration Budget and Water Treatment Plant Division.

Lift Station Maintenance

This line captures charges for normal maintenance for the Underground Utilities Division. By performing normal maintenance inline with maintenance schedules, it provides a longer useful life for underground utilities assets.

Water & Sewer Underground Utilities Division – Capital Outlay

Equipment; Building; Other

The above categories are the same as described in the Administration Budget. No other expenditures planned for this FY.

New Meters

This code was recommended by the rate consultant to track the purchase of new meters for new construction.

IRRIGATION DIVISION

Irrigation Division - Personnel

Regular Salaries; Overtime; FICA; Retirement Contributions; Uniforms; Training & Education Expenses; Annual PTO and Cell Stipend

The above categories are the same as described in the Administration Budget

Irrigation Division - Operating

Other Contractual Services; Operating Supplies; Electricity Services; Vehicle Maintenance; Operations & Maintenance Services; Laboratory Services; Plant Maintenance; Chemicals

The above categories are the same as described in the Administration Budget and Water Treatment Plant Division.

Maintenance Irrigation

Includes charges for maintenance to irrigation pump stations as well as irrigation breaks on District property.

Water & Sewer Irrigation Division – Capital Outlay

Equipment; Building; Other

The above categories are the same as described in the Administration Budget. No other expenditures planned for this fiscal year.

SHOP & MAINTENANCE DIVISION

Shop & Maintenance Division - Personnel

Regular Salaries; Overtime; FICA; Retirement Contributions; Uniforms; Training & Education Expenses; Annual PTO and Cell Stipend
The above categories are the same as described in the Administration Budget

Shop & Maintenance Division - Operating

Operations & Maintenance Services, Disposal Fees, Operating Supplies, and Vehicle Maintenance
The above categories are the same as described in the Stormwater Division Budget.

Water & Sewer Shop & Maintenance – Capital Outlay

Equipment; Building; Other

The above categories are the same as described in the Administration Budget. Plan \$20,000 for the Workshop Equipment and Building Materials for Utility Shop Division. No other expenditures planned for this fiscal year.

The Total Operating Expenses are projected to be \$6,801,599 for FY 2023.

Non-Operating Expenses

Principal 2013 Bond Issue

According to the Bond Documents the district is required to make an annual Principal payment on the 2013 bonds outstanding.

Interest 2013 Bond issue

This line includes the semiannual interest fees the district is required to pay on the 2013 utility bonds outstanding. The increase is due to a condition of the bond that if the corporate tax decreased it would trigger an automatic increase to the bond interest rate which is still lower than when the bonds were refinanced.

Principal 2011 Bond Issue

According to the Bond Documents the district is required to make an annual Principal payment on the 2011 bonds outstanding.

Interest 2011 Bond issue

This line includes the semiannual interest fees the district is required to pay on the 2011 utility bonds outstanding. The increase is due to a condition of the bond that if the corporate tax decreased it would trigger an automatic increase to the bond interest rate which is still lower than when the bonds were refinanced.

Principal 2004 Bond Issue Refunded for the 2014 Bond

According to the Bond Documents the district is required to make an annual Principal payment on the 2004 bonds outstanding.

Interest 2004 Bond issue Refunded for the 2014 Bond

This line includes the semiannual interest fees the district is required to pay on the 2004 utility bonds outstanding. The decrease is due to restructuring of the bond in November of 2018 which lowered the rate for the duration of the bond saving close to \$90,000 per year.

Rate Stabilization

This expense code transfers funds from available unrestricted operating reserves to the Rate Stabilization Fund and the balance is up to \$646,405. There is no transfer scheduled for 2023 FY.

Renewal & Replacement Transfer to Capital

This allocation captures the 5% minimum funding requirement to the Renewal & Replacement fund which is \$481,267 for 2023FY and an additional \$200,000 to fund the proposed capital expenditure items for future projects.

**ST LUCIE WEST SERVICES DISTRICT
CAPITAL FUNDING REVENUE AND EXPENDITURES**

	FY 2023 BUDGET		
	R&R	WCF	WWCF
Estimated Beginning Fund Balance	1,297,701	719,161	31,384
<u>ADD REVENUES:</u>			
Interest Revenues	-	70	31
Impact Fee Revenues	-	3,832	2,876
5% Required Transfer per Bond	481,267	-	-
Additional Funding	200,000	-	-
Cash Carry Forward for R&R CIP	-	-	-
	-	-	-
TOTAL REVENUES AVAILABLE	1,978,968	723,063	34,291
<u>DEDUCT EXPENDITURES:</u>			
Capital Improvement Projects	1,210,715	700,000	-
Transfer Out to WW Connection Fee Funds	-	-	-
Transfers Out to Pay Debt Service	-	-	-
TOTAL EXPENDITURES	1,210,715	700,000	-
FUND BALANCE, SEPTEMBER 30	\$ 768,253	\$ 23,063	\$ 34,291

RENEWAL & REPLACEMENT FUND

FY 2023 BUDGET

		Actual FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
	Estimated Beginning Fund Balance	1,797,652	2,109,225	1,297,701	768,253	815,103	895,300	959,465
ADD REVENUES:								
5-36001	Interest Revenues	-	-	-	-	-	-	-
5-36007	5% Required Transfer per Bond	481,653	491,389	481,267	497,319	506,046	506,046	506,046
	Additional Funding	460,000	400,000	200,000	200,000	100,000	100,000	100,000
	Cash Carry Forward for R&R CIP		-	-	-	-	-	-
TOTAL REVENUES AND FUNDS AVAILABLE		2,739,305	3,000,614	1,978,968	1,465,572	1,421,149	1,501,346	1,565,511
DEDUCT EXPENDITURES:								
SW001	5-37007 Lift Station Renewal & Replacement	85,594	86,450	215,833	217,991	220,171	222,373	224,597
SW037	5-37009 Emergency Renewal & Replacement Projects	64,446	67,669	224,400	235,620	247,401	259,771	272,760
SW047	5-37013 Structural Repairs Sewer Manholes	2,490	32,353	33,000	33,660	34,334	35,022	35,723
SW049	5-37004 Protective Coating Manholes	11,745	11,980	12,220	12,464	12,713	12,967	13,226
SW050	5-37014 WTP Grounding System Improvements	-	-	-	-	-	-	-
SW061	5-37017 Membrane Filter Replacement Program	334,094	210,000	-	-	-	-	-
SW064	5-37006 Replacement Meters	-	-	-	-	-	-	-
SW066	5-37020 WWTF Plant Painting & Sealing of Tanks	24,141	100,000	-	-	-	-	-
SW069	5-37018 Reuse Irrigation Pump Station Improvements	-	51,651	500,000	-	-	-	-
SW073	5-37027 Replacement Backflow Preventers	3,662	3,808	3,960	4,117	4,282	4,453	4,631
SW078	5-37028 WTP Painting and Tank sealing	57,041		75,000				
SW081	5-37029 WTP Calcite Tank Project	8,620	38,000	100,000				
SW084	5-37031 Potable Water Flushing Devices	2,897	5,000	5,000	-	-	-	-
SW085	5-37032 Emergency (Association Irrigation) R & R Projects	5,716	6,002	6,302	6,617	6,948	7,295	7,660
SW087	5-37034 Irrigation SCADA Conversion	-	30,000	30,000				
SW088	5-37035 High Service Pump Station Control Upgrade	-						
SW091	5-37038 Irrigation Automatic Flushing Devices	-		5,000				
SW092	5-37039 Repaving Utility site	-	230,000		-			
SW093	5-37040 Irrigation stormwater transfer line	-						
SW094	5-37041 Radio telemetry system upgrade	3,549						
SW095	5-37042 Step Screen Replacement	-			140,000			
SW096	5-37043 PLC Upgrade	26,086	100,000					
SW097	5-37044 Sand Filter Replacement and Upgrade	-	730,000					
TOTAL EXPENDITURES		630,080	1,702,913	1,210,715	650,469	525,849	541,881	558,597
FUND BALANCE, SEPTEMBER 30		2,109,225	1,297,701	768,253	815,103	895,300	959,465	1,006,914

WATER CONNECTION FEE FUND FY 2023 BUDGET

			Actual FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Estimated Beginning Fund Balance			1,385,177	1,404,059	719,161	23,063	26,965	30,867	34,769
<u>ADD REVENUES:</u>									
5-36004	Interest Revenues		69	70	70	70	70	70	70
5-36005	Impact Fee Revenues		32,768	3,832	3,832	3,832	3,832	3,832	3,832
Additional Funding Required			-	-	-	-	-	-	-
TOTAL REVENUES AND FUNDS AVAILABLE			1,418,014	1,407,961	723,063	26,965	30,867	34,769	38,671
<u>DEDUCT EXPENDITURES:</u>									
SW071	5-38010	WTP RO Modifications	-	-	-	-	-	-	-
SW072	5-38011	High Service Pump/Hydro-tank Expansion	-	-	-	-	-	-	-
SW076	5-38014	Clearwell/Transfer Pump Expansion	-	100,000	700,000				
SW077	5-38012	Main Water Line Extension	13,955	588,800					
SW080	5-38013	WTP Concentrate Tank Expansion	-	-	-	-	-	-	-
2000 and 2004 Bond Refunding Payment			-	-	-	-	-	-	-
TOTAL EXPENDITURES			13,955	688,800	700,000	-	-	-	-
<u>TRANSFERS:</u>									
Transfers Out to Pay Debt Service			-	-	-	-	-	-	-
TOTAL TRANSFERS OUT			-	-	-	-	-	-	-
FUND BALANCE, SEPTEMBER 30			1,404,059	719,161	23,063	26,965	30,867	34,769	38,671

WASTEWATER CONNECTION FEE FUND FY 2023 BUDGET
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		Actual FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Estimated Beginning Fund Balance		373,211	398,110	31,384	34,291	37,201	40,114	43,030
<u>ADD REVENUES:</u>								
5-36002	Interest Revenues	18	398	31	34	37	40	43
5-36006	Impact Fee Revenues	24,881	2,876	2,876	2,876	2,876	2,876	2,876
	Unrestricted Utility Fund balance	-	-	-	-	-	-	-
	2013 Construction Bond Proceeds	-	-	-	-	-	-	-
TOTAL REVENUES AND FUNDS AVAILAB		398,110	401,384	34,291	37,201	40,114	43,030	45,949
<u>DEDUCT EXPENDITURES:</u>								
SW097 5-39010	WWTF Reuse Filter Project	-	370,000	-	-	-	-	-
TOTAL EXPENDITURES		-	370,000	-	-	-	-	-
FUND BALANCE, SEPTEMBER 30		398,110	31,384	34,291	37,201	40,114	43,030	45,949

St Lucie West Services District
Debt Service Fund - Water Management Benefit Series 2013 Bonds & Series 2014 Land Acquisition Bond
Five Year Operating Forecast

SERIES 2013 BOND

		Actual FY 2021	Actual FY 2022	Estimate EOY FY 2022	Final Budget FY 2022	Budget FY 2023	Forecast				
							FY 2024	FY 2025	FY 2026	FY 2027	
OPERATING REVENUE											
2-04001	Interest	\$ 52.26	\$ 52.26	2,000	\$ 2,000	2,000 #	2,000	2,000			
2-04002	Special Assessments	\$ 1,935,219.84	\$ 1,935,219.84	\$ 2,064,907	\$ 2,064,907	2,064,907 #	2,064,907	2,064,907			
2-04005	Miscellaneous Revenue (Prepayments)			-	-	-	-	-	-	-	-
Total Revenues		\$ 1,935,272	\$ 1,935,272	\$ 2,066,907	\$ 2,066,907	\$ 2,066,907	\$ 2,066,907	\$ 2,066,907	\$ -	\$ -	
OPERATING EXPENSES											
Debt Service											
2-05001	Assessment Fees	41,283		40,100	40,100	40,100	40,100	40,100			
2-05002	Banking Services	4,515		6,000	6,000	6,000	6,000	6,000			
2-05014	Principal 2013	1,640,000		1,680,000	1,680,000	1,720,000	1,765,000	1,805,000			
2-05015	Interest 2013	255,332		182,061	182,061	131,571	79,819	26,764			
2-05011	Misc	-		10,000	10,000	10,000	10,000	10,000			
2-05860	COI			-	-	-	-	-	-	-	-
2-05870	Land Purchase										
Total Expenses		1,941,130	-	1,918,161	1,918,161	1,907,671	1,900,919	1,887,864	-	-	
Surplus/(Deficit) Before Transfer from (to) Operating Reserve		(5,858)	1,935,272	148,746	148,746	159,236	165,988	179,043	-	-	
TRANSFER FROM (TO) OPERATING RESERVE											
Surplus/(Deficit)		\$ (5,858)	\$ 1,935,272	\$ 148,746	\$ 148,746	\$ 159,236	\$ 165,988	\$ 179,043	\$ -	\$ -	
*Coverage Provided (Required > 1.10)		1.02		1.11	1.11	1.12	1.12	1.13			
*Net Revenue / Bond Payment Requirements											

SERIES 2014 BOND

		Actual FY 2021	Actual FY 2022	Estimate EOY FY 2022	Final Budget FY 2022	Budget FY 2023	Forecast				
							FY 2024	FY 2025	FY 2026	FY 2027	
OPERATING REVENUE											
	Interest	10.11		-	-	-	-	-	-	-	
2-04007	Stormwater Revenue	391,409.11		392,017	392,017	392,663	388,270	388,259	388,132	392,620	
Total Revenues		\$ 391,419	\$ -	\$ 392,017	\$ 392,017	\$ 392,663	\$ 388,270	\$ 388,259	\$ 388,132	\$ 392,620	
OPERATING EXPENSES											
Debt Service											
	Assessment Fees	-	-	-	-	-	-	-	-	-	
	Banking Services	-	-	-	-	-	-	-	-	-	
2-05016	Principal 2014	290,000		300,000	300,000	310,000	315,000	325,000	335,000	350,000	
2-05017	Interest 2014	101,433		92,017	92,017	82,663	73,270	63,259	53,132	42,620	
	Misc	-		-	-	-	-	-	-	-	
	COI	-		-	-	-	-	-	-	-	
Total Expenses		391,433	-	392,017	392,017	392,663	388,270	388,259	388,132	392,620	
Surplus/(Deficit) Before Transfer from (to) Operating Reserve		(14)	-	-	-	-	-	-	-	-	
TRANSFER FROM (TO) OPERATING RESERVE											
Surplus/(Deficit)		\$ (14)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

SERIES 2021-2 BOND - District Wide Project

		Actual FY 2021	Actual FY 2022	Estimate EOY FY 2022	Final Budget FY 2022	Budget FY 2023	Forecast				
							FY 2024	FY 2025	FY 2026	FY 2027	
OPERATING REVENUE											
	Interest	-		-	-	5	5	5	5	-	
	Special Assessments	-		-	-	157,896	157,896	157,896	1,409,896	-	
	Misc Revenue (Prepayments) / (Capitalized Interest)				26,505	-	-	-	-	-	
Total Revenues		\$ -	\$ -	\$ -	\$ 26,505	\$ 157,901	\$ 157,901	\$ 157,901	\$ 1,409,901	\$ -	
OPERATING EXPENSES											
Debt Service											
	Assessment Fees	-	-	-	-	4,000	4,000	4,000	35,000	-	
	Banking Services	-	-	-	-	3,000	3,000	3,000	3,000	-	
	Principal 2021	-		-	-	120,000	125,000	125,000	1,315,000	-	
	Interest 2021	-		-	26,505	25,350	23,439	21,489	10,257	-	
	Misc	-		-	-	-	-	-	-	-	
	COI	-		-	-	-	-	-	-	-	
Total Expenses		-	-	-	26,505	152,350	155,439	153,489	1,363,257	-	
Surplus/(Deficit) Before Transfer from (to) Operating Reserve		-	-	-	-	5,551	2,462	4,412	46,644	-	
TRANSFER FROM (TO) OPERATING RESERVE											
Surplus/(Deficit)		\$ -	\$ -	\$ -	\$ -	\$ 5,551	\$ 2,462	\$ 4,412	\$ 46,644	\$ -	

<p align="center">District Wide Stormwater Improvement FY 2023 BUDGET</p>

	<u>Actual</u> <u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>
Estimated Beginning Fund Balance	-	-	-	-	-	-	-
<u>ADD REVENUES:</u>	-	-	-	-	-	-	-
Interest Revenues	-	-	-	-	-	-	-
Loan Revenues	-	1,415,000	-	-	-	-	-
Additional Funding Required	-	-	-	-	-	-	-
TOTAL REVENUES AND FUNDS AVAILABLE	-	1,415,000	-	-	-	-	-
<u>DEDUCT EXPENDITURES:</u>							
Ditch piping near Post Office		1,415,000	-	-	-	-	-
TOTAL EXPENDITURES	-	1,415,000	-	-	-	-	-
<u>TRANSFERS:</u>							
Transfers Out to Pay Debt Service	-	-	-	-	-	-	-
TOTAL TRANSFERS OUT	-	-	-	-	-	-	-
FUND BALANCE, SEPTEMBER 30	-	-	-	-	-	-	-

**NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE PROPOSED FISCAL YEAR
2023 BUDGET FOR THE ST. LUCIE WEST SERVICES DISTRICT**

The Board of Supervisors of the St. Lucie West Services District ("District") will hold a Public Hearing on Tuesday, August 30, 2022 at 9:00 a.m., at the offices of the District located at 450 SW Utility Drive, Port St. Lucie, Florida 34986, for the purpose of hearing public comment and objections to the adoption pursuant to Section 190.008(2)(a), Florida Statutes, of the proposed Fiscal Year 2023 Budget for the District. If adopted, the proposed Budget shall become effective October 1, 2022.

A copy of the proposed Budget may be obtained from the District's website (www.slwsd.org) or at the District Office, 450 SW Utility Drive, Port St. Lucie, Florida. There may be occasions when one or more members of the Board of Supervisors will participate by telephone. In such event, there will be present a speaker telephone so that any interested person can attend the meeting and be fully informed of discussions by all Board Members.

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 provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at the meeting should contact the District management at (561) 630-4922 and/or toll-free at 1-877-737-4922 at least seven (7) days prior to the date of the meeting.

William Hayden, District Manager
ST LUCIE WEST SERVICES DISTRICT

www.slwsd.org

Publish: St. Lucie News Tribune

State of Florida
Department of Environmental Protection

Notice of Draft Permit

The Department of Environmental Protection hereby provides notice of a draft Underground Injection Control (UIC) permit for the proposed project as detailed in the application. The applicant, St. Lucie West Services District, Joshua C. Miller, Utilities Director, 452 SW Utility Drive, Port St. Lucie, Florida 34986 applied on March 5, 2021, for a permit to operate a Class I injection well. The project is located at the St. Lucie West Services District Water Treatment Plant (WTP), 450 SW Utility Drive, Port St. Lucie, Florida 34986, in St. Lucie County (File No. 206302-005-UO/1X, WACS ID No. 94184).

The facility will operate one, non-hazardous Class I injection well (IW-1) for the disposal of demineralized water concentrate generated by the St. Lucie West Services District Water Treatment Plant (WTP) reverse osmosis treatment process. The source water for the WTP reverse osmosis operation is the Floridan aquifer. The concentrate waste stream has a total dissolved solids concentration of approximately 18,000 milligrams per liter. IW-1 is constructed with a 12¾-inch casing set to 2,695 feet below land surface (bls), a 7⅝-inch tubing set to 2,689 feet bls with a fluid-filled annulus, and total drilled depth of 3,295 feet bls. The maximum permitted injection rate for IW-1 shall be 903 gallons per minute and the maximum permitted injection volume for IW-1 shall be 1.3 million gallons per day. This injection well is monitored by dual-zone monitor well (DZMW-1); which, is completed with an upper monitor zone from 1,614 to 1,664 feet bls and a lower monitor zone from 1,900 to 1,950 feet bls.

The Department has permitting jurisdiction under Chapter 403 of the Florida Statutes (F.S.) and the rules adopted thereunder. The project is not exempt from permitting procedures. The Department has determined that an Underground Injection Control permit is required for the proposed work.

Any interested person may submit written comments on the draft permit and may request a public meeting within 30 days after publication of this public notice. A request for a public meeting shall be submitted in writing and shall state the nature of the issues proposed to be raised in the meeting. If a public meeting is later scheduled, there will be another 30-day notice period for that meeting. Written comments or a public meeting request shall be submitted to the Department of Environmental Protection, Aquifer Protection Program, 2600 Blair Stone Road, MS 3530, Tallahassee, Florida 32399-2400, which is the office processing this permit application. All comments received within the 30-day period will be considered in formulation of the Department's final decision regarding permit issuance.

The files associated with this order are available for public inspection during normal business hours, 8 a.m. to 5 p.m., Monday through Friday (except state holidays) at the Department of Environmental Protection, Aquifer Protection Program, and at the Department of Environmental Protection, Southeast District, 3301 Gun Club Road, MSC 7210-1 West Palm Beach, Florida 33406. Any additional information concerning this project may be obtained by contacting Annette G. Roberts, Engineering Specialist III, at 850-245-8576.



St. Lucie West Services District

Newsletter Volume 18 ♦ July 2022

TO OUR VALUED CUSTOMERS,

St. Lucie West Services District (District) provides this newsletter to keep our customers aware of any upcoming projects, ongoing project updates, district accomplishments, and any important messages.

The District's Board of Supervisors and Staff are committed to providing quality service!

THE CURRENT OFFICERS FOR THE BOARD OF SUPERVISORS

- ❖ Chairman: Vincent D'Amico ❖ Vice Chairman: Gregg Ney ❖ Secretary: Jack Doughney, III
- ❖ Alternate Secretary: Dominick Graci ❖ Alternate Secretary: Viorel Mocuta

Rates:

- There has not been a utility rate increase since fiscal year 2010 (FY10). The proposed budget for FY23 will reflect a 5.0% rate increase.

Non-Ad Valorem (Special) Assessment for FY23:

- The Benefit Special Assessment for the Water Management System (Bond) remains at \$194.00 per Equivalent Residential Unit (ERU).
- The Maintenance Special Assessment to maintain and preserve the facilities and projects will increase to \$126.00 per (ERU).

District Projects:

- **To be completed FY2022:**
 - Post Office ditch project
 - 24" Water Main Bypass Project
 - WWTF Sand Filter Replacement Project
- **To be completed FY2023:**
 - Lake Charles Pump Station Improvements

Hurricane Season:

- Be safe and plan during this hurricane season (June – November)
- For valuable information, please visit the City of Port St. Lucie's website at:

<https://www.cityofpsl.com/government/departments/emergency-management/hurricanes-and-storms>

St. Lucie West Services District

Board Agenda Item

Tuesday, June 7th, 2022

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 April 2022

Division	Service Orders*	Work Orders**
Aquatics	63	6
Exotic Plant Removal	89	0
Storm Water	8	141
Vac Truck	0	0
Dredge Barge	0	0
Video Ray	1	0
Shop	159	0
Grand Total	320	147

Aquatics Division:

Operations & Maintenance:

Type	Service Orders	Work Orders
Algae	24	0
Injection Treatments	4	0
Hydrilla Treatments	11	0
Midge Fly Treatments	0	0
Harvester Removal	0	0
Surface Plant Treatments	6	0
Wetland & Upland Treatments	4	0
Debris Removal	8	0
Miscellaneous	6	6

Scheduled Maintenance

- Lake Cleaning Schedule - Available Upon Request

Exotic Plant Removal Division:

Operations & Maintenance:

Type	Service Orders	Work Orders
Encroaching Preserves	8	0
Lygodium Treatments	2	0
Exotic Vegetation Treatments	40	n/a
Tree Removals	0	0
Preserves Maintenance	0	n/a
Vine Management	1	0
Miscellaneous	38	n/a

Scheduled Maintenance

- None

Storm Water Division:

Operations & Maintenance:

Type	Service Orders	Work Orders
Locates	n/a	141
Street Flooding	0	0
Grate Cleaning	5	0
Improved Landscaping & Mowing	2	n/a
Miscellaneous	1	0

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	0	n/a
Cleaning Out Structures	0	n/a
Miscellaneous	0	n/a

Scheduled Maintenance

- None

Other Information

- 0 Estimated Footage Cleaned
- 0
- 0

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	0	n/a
Miscellaneous	1	n/a

Scheduled Maintenance

- None

Shop Division :

Operations & Maintenance:

<u>Type</u>	<u>Service Orders</u>	<u>Work Orders</u>
Vehicle Repair	40	n/a
Equipment Repair	60	n/a
Other Repair	59	n/a
Total Repairs	159	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, June 7, 2022

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		510		
	Residential Accounts		6301		
	Total Plant Capacity Based on 3.6 MGD		14,400.00	ERC's (Factor 250 gpd)	
	Sold prior to October 2021 including the Reserve		11,600.64	ERC's	
	The Reserve Commitment for 2022		0.00	ERC's	
	Available Water ERC as of October 1st		2,799.36		
	Sold in FY 2022 (see water table below)		7.40	ERC's	
	Total Remaining Capacity for Water		2,791.96		
WATER		RESIDENTIAL	COMMERCIAL	THE RESERVE	WATER FEES COLLECTED
ERC's sold in	Oct-21	1.0	0.0	0	\$ -
ERC's sold in	Nov-21	0.0	0.0	0	\$ -
ERC's sold in	Dec-21	0.0	5.4	0	\$ -
ERC's sold in	Jan-22	1.0	0.0	0	\$ -
ERC's sold in	Feb-22	0.0	0.0	0	\$ -
ERC's sold in	Mar-22	0.0	0.0	0	\$ -
ERC's sold in	Apr-22	0.0	0.0	0	\$ -
ERC's sold in	May-22	0.0	0.0	0	\$ -
ERC's sold in	Jun-22	0.0	0.0	0	\$ -
ERC's sold in	Jul-22	0.0	0.0	0	\$ -
ERC's sold in	Aug-22	0.0	0.0	0	\$ -
ERC's sold in	Sep-22	0.0	0.0	0	\$ -
Total Water ERC's sold for FY 2022		2.0	5.4	0	\$ -
<u>WASTEWATER</u>					
	Commercial Accounts		454		
	Residential Accounts		6301		
	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 2021 including the Reserve		11,662.64	ERC's	
	The Reserve Commitment for 2022		0.00	ERC's	
	Available Wastewater ERC as of October 1st		11,679.83		
	Sold in FY 2022 (see W.Water table below)		7.40	ERC's	
	Total Remaining Capacity for Wastewater		11,672.43		
WASTEWATER		RESIDENTIAL	COMMERCIAL	THE RESERVE	WASTEWATER FEES COLLECTED
ERC's sold in	Oct-21	1.0	0.0	0	\$ -
ERC's sold in	Nov-21	0.0	0.0	0	\$ -
ERC's sold in	Dec-21	0.0	5.4	0	\$ -
ERC's sold in	Jan-22	1.0	0.0	0	\$ -
ERC's sold in	Feb-22	0.0	0.0	0	\$ -
ERC's sold in	Mar-22	0.0	0.0	0	\$ -
ERC's sold in	Apr-22	0.0	0.0	0	\$ -
ERC's sold in	May-22	0.0	0.0	0	\$ -
ERC's sold in	Jun-22	0.0	0.0	0	\$ -
ERC's sold in	Jul-22	0.0	0.0	0	\$ -
ERC's sold in	Aug-22	0.0	0.0	0	\$ -
ERC's sold in	Sep-22	0.0	0.0	0	\$ -
Total Wastewater ERC's sold for FY 2022		2.0	5.4	0	\$ -
New Connections in April:		-	ERC's		

St. Lucie West Services District Monthly Utilities Operations Report

April-22

Water Treatment Facility

- Total Finished Water Produced for April was
- The Finished Water Produced for the Previous Twelve Months was
- The Average Daily Flow of Finished Water for April was
- The Annual Average Daily Flow of Finished Water for April was
- The Three Month Average Daily Flow of Finished Water for April was
- The Water Treatment Plant Capacity is Operating at
- The Water Plant Annual Withdrawal Capacity per SFWMD WUP is at

59.19	MG
675.30	MG
1.97	MG
1.85	MG
1.97	MG
54.8%	
79.5%	

Water Treatment Plant Projects for April:

·

Wastewater Treatment Facility

- Total Influent Wastewater flow for April was
- Total Effluent Wastewater flow for April was
- The Average Daily Flow of Influent Wastewater for April was
- The Average Daily Flow of Effluent Wastewater for April was
- The Annual Average Daily Flow of Influent Treated for April was
- The Three Month Average Daily Flow of Influent Treated for April was
- The Wastewater Plant Capacity is Operating at

45.60	MG
44.68	MG
1.52	MG
1.49	MG
1.52	MG
1.54	MG
72%	

Wastewater Treatment Plant Projects for April:

- Pulled and De-Ragged both BNR Anoxic Mixers
- Filter #2 Rehabilitation Project Ongoing
- Chlorine Pump Room Rehabilitation Project Ongoing



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

Month/Year: April-2022

Count	Description
74	New Service/Connect/Disconnect/occupant change
1	Install Permanent Meter
0	Remove Permanent Meter
2	Install Temporary Meter
1	Remove Temporary Meter
0	Lock off/Close Account
1	Lock off Non-payment office
7	Lock Off Temporary
20	Lock Off Non-Payment
22	Reconnection "No Fee"
7	Reconnection "Regular Hours"
3	Reconnection "After Hours"
0	Reconnection "Inspection"
21	Check for Leak "No Leak Found"
71	Check for Leak "Customers Responsibility"
12	Check for Leak "Districts Responsibility"
0	Meter Reading Exception
0	Meter Maintenance
3	Read Meter pull Data Office Request
7	Meter Box
0	Meter Test "Passed"
6	Complaints "UGU Irrigation"
0	Meter Test not completed location vacant - reason for no usage
1	Meter Change Out
0	Fire Hydrant
36	Irrigation "Checking for Leaks and Turning on Or Shutting Off Valves"
5	Sewer "Backups, Sewer Caps, or Breaks"
0	Lift station "District"
3	Read Meter Office Request
144	Locates "Water Quality, Pressure, etc..."
14	Complaints "Water Quality, Pressure, etc..."
17	Follow up "Incomplete Task by District or Contractor from Previous Service Orders"
3	Read Meter pull Data Customer Request
0	Lift station /Private
0	Reinstate
0	Lockoff failed Arr
Projects: Clean liftstations with Aquatech, 29,28,30,53,51,30,45,41,10,12,15	
Removed well line backflow at water plant, Excavated Valves behind waterpant for inspection	

IRRIGATION MONTHLY REPORT- APRIL 2022

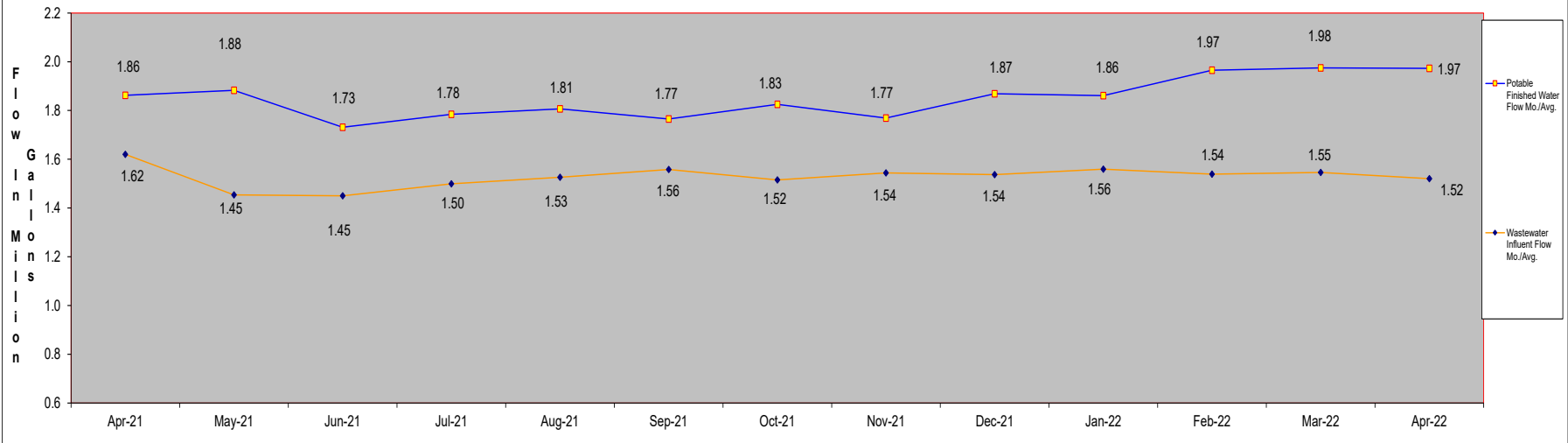
SERVICE ORDERS	
<u>S/O DESCRIPTION</u>	<u>TOTAL</u>
* CHECK FOR LEAK & OPERATE VALVES	36
ACREAGE MEASUREMENT	1
COMPLAINTS	16
TIMER CHANGE REQUEST	0
ADDITIONAL TIME REQUEST NEW PLANTINGS	1
* Also reported un UGU MOR	

IRRIGATION FLOWS			
<u>SOURCE</u>	<u>TOTAL (MG)</u>	<u>ADF (MG)</u>	<u>MAX DAY (MG)</u>
LK CHARLES	22.034	0.734	1.811
LK ERNIE	5.443	0.181	3.179
MAIN PUMP STATION	58.324	1.944	4.293
STORM WATER TRANSFER	17.956	0.599	2.061
SURFICIAL WELLS	1.618	0.054	0.579
BRACKISH WELLS	0.505	0.017	0.026
GOLF COURSE	6.077	0.203	0.316

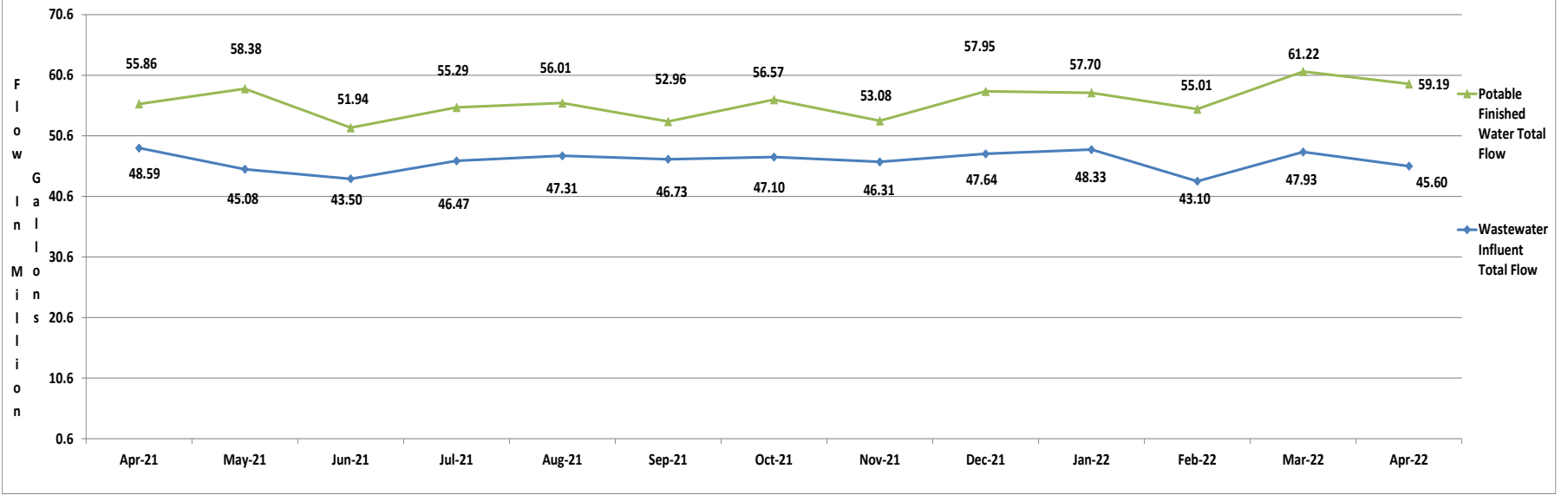
FLOWS (CATEGORIZED)			
	<u>TOTAL (MG)</u>	<u>%</u>	<u>MAX DAY (MG)</u>
REUSE	44.679	63.64%	1.642
STORMWATER	23.399	33.33%	
WELLS (ALL)	2.123	3.02%	
TOTAL	70.201	100.00%	

PROJECTS
begin surficial well maintenance program, completed Cascades IQ flushing project

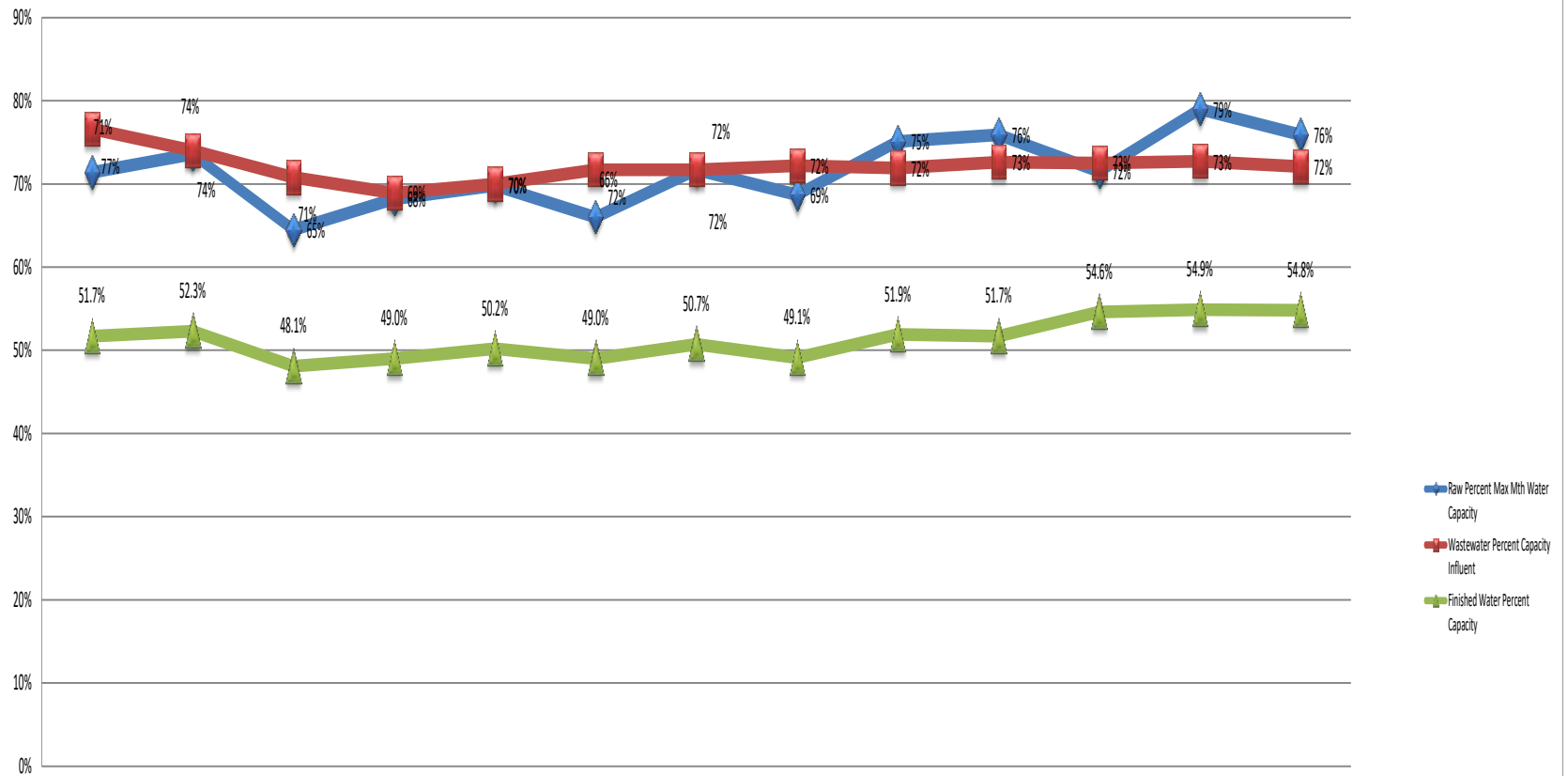
**St. Lucie West Services District
Water & Wastewater Average Daily Flows**



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

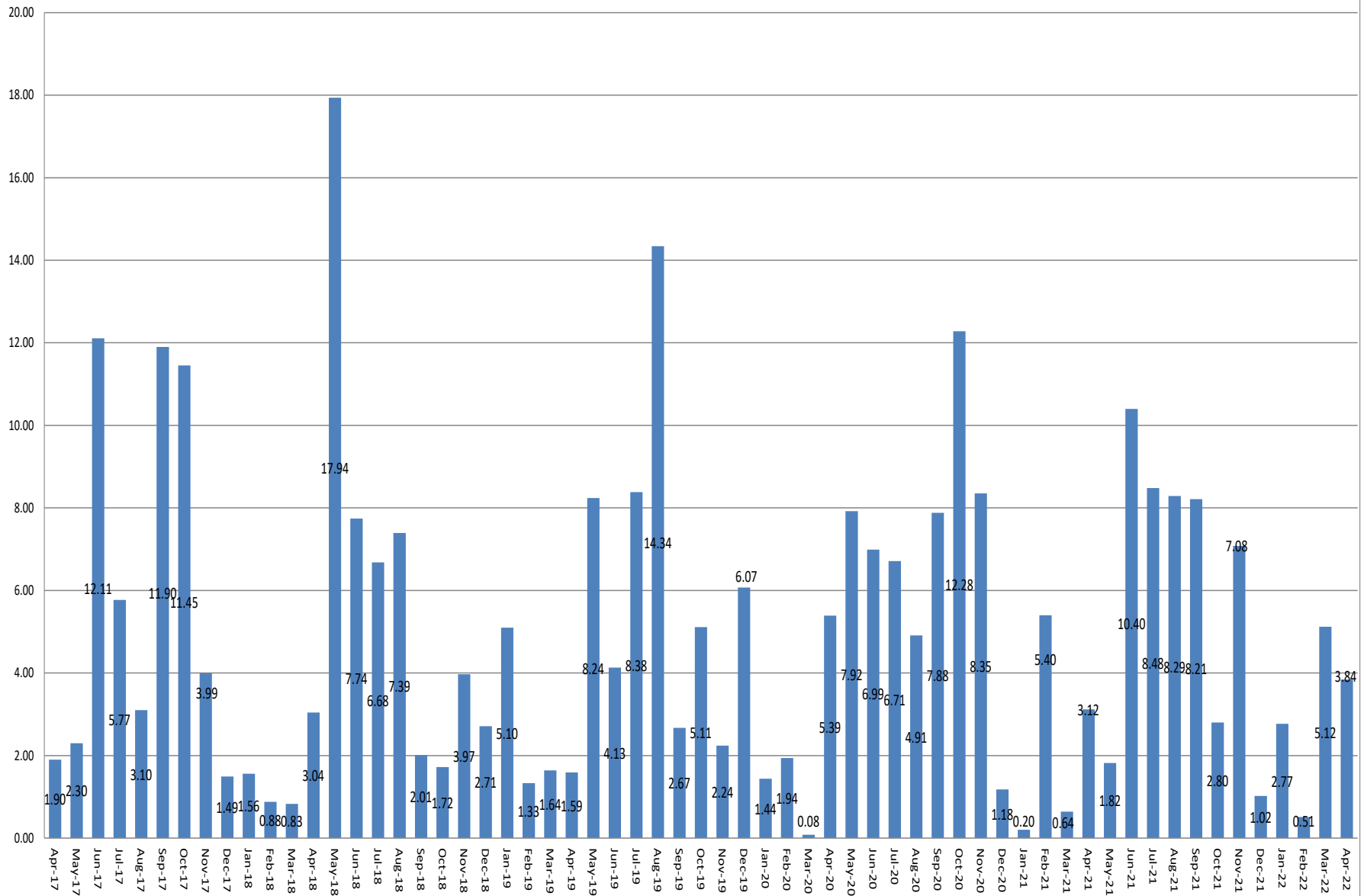


St. Lucie West Services District Water and Wastewater Percent Capacity



	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22
Raw Percent Max Mth Water Capacity	71%	74%	65%	68%	70%	66%	72%	69%	75%	76%	72%	79%	76%
Wastewater Percent Capacity Influent	77%	74%	71%	69%	70%	72%	72%	72%	72%	73%	73%	73%	72%
Finished Water Percent Capacity	51.7%	52.3%	48.1%	49.0%	50.2%	49.0%	50.7%	49.1%	51.9%	51.7%	54.6%	54.9%	54.8%

St. Lucie West Services District Monthly Rainfall



St. Lucie West Services District

Board Agenda Item

Tuesday, June 7, 2022

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.

WM025	Post Office Ditch Enclosure Design Underway
SW061	Membrane Filters Replacement Project Completed
SW069	Lake Charles Irrigation Pump Station Design Underway
SW077	Main Water Line Extension Project to begin in May
SW081	WTP Calcite Project Pilot Study Construction Ongoing
SW097	Sand Filter Replacement Project Ongoing

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 2021 Budget	Ongoing % Compl.	FY % Completion	Project	Oct-2021	Nov-2021	Dec-2021	Jan-2022	Feb-2022	Mar-2022	Apr-2022	May-2022	Jun-2022	Jul-2022	Aug-2022	Sep-2022	
WM001		BH		254,825		254,825		0%	Stormwater Emergency Repairs													
WM025		BH		1,572,000	34,715	35,000	10%	99%	Post Office Ditch Enclosure													
SW001		JM/TB		213,696		213,696		0%	Lift Station renewal & replacement													
SW037		JM/TB		213,714	155,841	57,873		73%	Emergency Renewal and Replacement Projects													
SW047		JM/TB		32,353		32,353		0%	Structural Repairs Manholes													
SW049		JM/TB		28,547		28,547		0%	Protective Coating Manholes													
SW061		JM/TB		210,000	145,871	64,129	100%	69%	Membrane Filter Replacement Program													Completed
SW064		JM/TB		5,100	5,100	-		100%	Replacement Meters													
SW066		JM/TB		100,000	31,393	68,607	20%	31%	WWTF Painting & Sealing of Tanks													
SW069		JM/TB		551,651	38,000	513,651	5%	7%	Reuse Irrigation Pump Station Improvements													Lake Ernie/Charles
SW073		JM/TB		5,200	994	4,206		19%	Replacement Backflow Preventers													
SW076		JM/TB		800,000	38,000	762,000	5%	5%	Clearwell Transfer Pump Expansion													
SW077		JM/TB		614,500	587,365	27,135	10%	96%	Main Water Line Extension													Project to Begin in May
SW081		JM/TB		135,108	45,280	89,828	10%	34%	WTP Calcite Tank Project													Pilot Construction Began
SW084		JM/TB		5,000		5,000		0%	UGU Potable Water Flushing Devices													
SW085		JM/TB		21,525		21,525		0%	Emergency (Assoc. Irr.) R&R Projects													
SW087		JM/TB		30,000	10,000	20,000	2%	33%	Irrigation SCADA Conversion													Lake Ernie/Charles
SW092		JM/TB		75,000		75,000	2%	0%	Repaving Utility Site													
SW097		JM/TB		1,100,000	1,023,000	77,000	10%	93%	Sand Filter Replacement Project & Capacity Re-Rate													Completion- 11/2022
Total				\$ 5,968,219	2,115,559	2,350,375																

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	18	18	18	18	19	19	19	0	0	0	0	0
PROJECTS IN DESIGN PHASE	5	5	5	5	3	3	2					
PROJECTS IN BID PHASE	1	1	0	0	1	1	1					
PROJECTS IN CONSTRUCTION PHASE	3	3	3	3	5	5	6					
PROJECTS COMPLETED	0	0	1	1	1	1	1					
ONGOING CAPITAL R&R PROJECTS	9	9	9	9	9	9	9					



Month/Year APRIL 2022

Monthly Deposited Daily Form

Date	WSI Total Deposit /Daily	Misc. Total Deposit/Daily	Date	WSI Total Deposit /Daily	Misc. Total Deposit/Daily
Mon	\$ -	\$ -	Mon	\$ 18,574.30	\$ -
Tues	\$ -	\$ -	Tues	\$ 10,886.21	\$ -
Wed	\$ -	\$ -	Wed	\$ 23,086.69	\$ -
Thur	\$ -	\$ -	Thur	\$ 16,188.80	\$ -
Fri	\$ 47,049.45	\$ -	Fri	\$ 22,590.36	\$ -
Total - Week	\$ 47,049.45	\$ -	Total - Week	\$ 91,326.36	\$ -
Mon	\$ 87,003.04	\$ -	Mon	\$ 67,044.04	\$ -
Tues	\$ 21,837.90	\$ 91.52	Tues	\$ 26,669.26	\$ -
Wed	\$ 257,705.46	\$ -	Wed	\$ 38,310.88	\$ -
Thur	\$ 9,640.96	\$ -	Thur	\$ 20,446.46	\$ -
Fri	\$ 7,626.08	\$ -	Fri	\$ 43,489.19	\$ -
Total - Week	\$ 383,813.44	\$ 91.52	Total - Week	\$ 195,959.83	\$ -
Mon	\$ 10,635.64	\$ -	<div style="display: flex; justify-content: space-between;"> <div> Total Month Receivables WSI \$ 752,774.76 </div> <div> MISC \$ 24,928.98 </div> </div>		
Tues	\$ 1,885.35	\$ -			
Wed	\$ 4,015.51	\$ 24,837.46			
Thur	\$ 4,458.02	\$ -			
Fri	\$ 13,631.16	\$ -			
Total - Week	\$ 34,625.68	\$ 24,837.46			

ST. LUCIE WEST SERVICES DISTRICT
ACCOUNTS BILLED AND MONTHLY RECEIVABLES

REPORT # 1 ACTIVE COMPANY

MONTH END SUMMARY

4/1/2022 - 4/30/2022

BEGINNING BALANCE AS OF	BALANCE TOTALS
	4/1/2022
\$	426,984.85

GENERAL LEDGER	TOTAL BILL	COUNT	BILLED AMOUNT	
CHARGES				
5-04109	DESCRIPTION			
5-04107	BASE CHARGES			
5-04106	IRRIGATION BASE	6443	\$ 150,553.53	\$ 577,538.38
	SEWER BASE	6753	\$ 167,343.33	\$ 744,881.71
	WATER BASE	6811	\$ 134,534.65	\$ 879,416.36
5-04046	DISPENSED/TANKER TRUCK			
5-04014	WATER BASE	10	\$ 821.46	\$ 880,237.82
	WHOLESALE WATER BASE	0	\$ -	\$ 880,237.82
	TOTAL CHARGE		\$ 453,252.97	
	CONSUMPTION CHARGES			
5-04009	IRRIGATION		\$ 895.62	\$ 881,133.44
5-04007	SEWER		\$ 163,736.16	\$ 1,044,869.60
5-04007	SEWER-BOD EXCESS		\$ 1,927.13	\$ 1,046,796.73
5-04007	SEWER-TSS EXCESS		\$ 700.10	\$ 1,047,496.83
5-04006	WATER		\$ 154,424.13	\$ 1,201,920.96
	AVERAGE DAYS		<u>30.91</u>	
5-04046	TANKER TRUCK WATER		\$ 84.15	\$ 1,202,005.11
5-04014	WHOLESALE WATER		\$ -	\$ 1,202,005.11
5-04021	WHOLESALE WASTEWATER		\$ -	\$ 1,202,005.11
	TOTAL CHARGE		\$ 321,767.29	
	DEPOSIT CHARGE			
	TOTAL CHARGES			\$ 1,202,005.11
	IRRIGATION CHARGE		\$ 151,449.15	
	SEWER CHARGE		\$ 333,706.72	
	WATER CHARGE		\$ 289,864.39	
	TOTAL CHARGE		\$ 775,020.26	
ADJUSTMENTS				
	DESCRIPTION			
	TOTAL REVENUE CHANGES		\$ (1,646.32)	\$ 1,200,358.79
	TOTAL WRITE OFFS		\$ (23.46)	\$ 1,200,335.33
				\$ 1,200,335.33
PENALTY CHARGES				
5-04010	DESCRIPTION			
	TOTAL PENALTY		\$ 4,787.06	\$ 1,205,122.39
MISCELLANEOUS				
5-04012	DESCRIPTION			
5-04047	TOTAL MISCELLANEOUS		\$ 325.00	\$ 1,205,447.39
5-04047	BACK FLOW CHARGES		\$ -	
5-04047	BACK FLOW OPT OUT CHARGES		\$ -	
METER SET FEES				
5-04018	DESCRIPTION			
5-04012	METER FEE		\$ -	
	INITIAL CONNECTION METER FEE		\$ -	
	TOTAL METER FEES		\$ -	\$ 1,205,447.39
IMPACT FEES				
5-04033	DESCRIPTION			
5-04035	WATER IMPACT (AFPI)		\$ -	\$ 1,205,447.39
	SEWER IMPACT (AFPI)		\$ -	\$ 1,205,447.39
	TOTAL IMPACT (AFPI)		\$ -	

ST. LUCIE WEST SERVICES DISTRICT
ACCOUNTS RECEIVABLE SUMMARY

REPORT # 2 ACTIVE COMPANY

MONTH END SUMMARY

4/1/2022 - 4/30/2022

GENERAL LEDGER

PAYMENTS		DESCRIPTION	AMOUNT	CONTINUED BALANCE	BALANCE TOTALS
5-01025		DISPENSED WATER/TANKER TRUCK	244.00	\$	1,205,447.39
5-01025		IRRIGATION	146,063.85	\$	1,205,447.39
5-01025		PENALTY	4,755.38	\$	1,059,139.54
5-01025		SEWER BASE	158,679.32	\$	1,054,384.16
5-01025		SEWER CONSUMPTION	144,944.89	\$	895,704.84
5-01025		WATER BASE	127,475.24	\$	750,759.95
5-01025		WATER CONSUMPTION	138,368.44	\$	623,284.71
5-01025		MISCELLANEOUS	300.00	\$	484,916.27
5-04047		BACK FLOW CHARGES	-	\$	484,616.27
5-04047		BACK FLOW OPT OUT CHARGES	-	\$	484,616.27
5-01025		CONVERSION	-	\$	484,616.27
5-01025		BOD EXCESS CONSUMPTION	1,927.13	\$	482,689.14
5-01025		TSS EXCESS CONSUMPTION	700.10	\$	481,989.04
5-01025		TOTAL RECEIVABLES CREDIT	-	\$	460,712.40
		CREDIT BALANCE CHANGE	21,276.64	\$	460,712.40
		SUBTOTAL	744,734.99	\$	460,712.40
5-04014		WHOLESALE WATER	-	\$	460,712.40
5-04021		WHOLESALE WASTEWATER	-	\$	460,712.40
5-04033		WATER IMPACT (AFPI)	-	\$	460,712.40
5-04035		SEWER IMPACT (AFPI)	-	\$	460,712.40
5-04018		METER FEE	-	\$	460,712.40
5-04012		INITIAL CONNECTION METER FEE	-	\$	460,712.40
		TOTAL PAYMENTS	744,734.99	\$	460,712.40

REVERSE PAYMENTS

DESCRIPTION	AMOUNT
POSTING ERRORS	60.23
REVERSE/TRANSFER/BAL TRANSFER PMT	-
RETURN CHECK PAYMENTS	779.22
TOTAL	839.45

REVERSE PENALTIES

DESCRIPTION	AMOUNT
REVERSE PENALTIES	(97.25)

BILL ADJUSTMENT

DESCRIPTION	AMOUNT
BILL - VOID/ADJUSTMENT/REVERSAL	-

DEPOSIT REFUNDS

DESCRIPTION	AMOUNT
DEPOSIT REFUNDS	(6,600.00)

ST. LUCIE WEST SERVICES DISTRICT
ACCOUNTS RECEIVABLE SUMMARY

REPORT # 2 ACTIVE COMPANY		MONTH END SUMMARY		4/1/2022	-	4/30/2022
<u>REFUNDS</u>	<u>DESCRIPTION</u>	<u>COUNT</u>	<u>AMOUNT</u>			
	TOTAL REFUND CHECKS	22	\$ 1,207.41			\$ 456,062.01
<u>TRANSFER BALANCE</u>	<u>DESCRIPTION</u>		<u>NET AMOUNT</u>			
	RECEIVABLES ADJUSTED		(1,299.22)			\$ 454,762.79
	RECEIVABLES RE-APPLIED		1,299.22			\$ 456,062.01
<u>DEPOSIT ACTIVITY</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>			
5-02030	BEGINNING BALANCE		230,171.00			
	BILLED DEPOSITS		-			
	NEW DEPOSITS		7,400.00			
	REFUNDS		(6,600.00)			
	REVERSE REFUNDS		-			
	REVERSE DEPOSITS		(100.00)			
	ENDING BALANCE		230,871.00			
				unpaid Reserve invoice		\$ -
						\$ 456,062.01
						\$
<u>MISC. PAYMENTS</u>	<u>DESCRIPTION</u>					
	MISCELLANEOUS PAYMENTS RECEIVED		\$ 247,928.98			

ENDING BALANCE AS OF	
4/30/2022	\$ 456,062.01

ST LUCIE WEST SERVICES DISTRICT AGED DEBT SUMMARY

MONTH/YEAR	Current Amount 1-30 DAYS	Amount 31-60 DAYS	Amount 61-90 DAYS	Amount 91-120 DAYS	Amount > 120 DAYS	BALANCE
April 2020	\$ 530,955.34	\$ 20,261.18	\$ 5,257.56	\$ 2,028.41	\$ 5,550.35	\$ 523,743.06
May 2020	\$ 477,425.26	\$ 24,521.99	\$ 9,950.34	\$ 3,564.53	\$ 6,806.36	\$ 485,726.28
June 2020	\$ 480,704.33	\$ 20,541.43	\$ 9,708.08	\$ 5,667.92	\$ 9,166.86	\$ 475,472.32
July 2020	\$ 159,632.24	\$ 18,743.85	\$ 9,250.80	\$ 6,023.93	\$ 11,451.33	\$ 156,525.72
August 2020	\$ 413,526.56	\$ 14,314.98	\$ 7,050.17	\$ 4,627.39	\$ 11,428.61	\$ 408,887.34
September 2020	\$ 460,937.80	\$ 16,160.94	\$ 4,904.55	\$ 3,183.74	\$ 9,839.75	\$ 454,470.43
October 2020	\$ 465,283.21	\$ 13,413.96	\$ 6,958.81	\$ 2,921.22	\$ 9,778.27	\$ 463,516.61
November 2020	\$ 470,944.78	\$ 11,780.96	\$ 2,623.38	\$ 2,292.18	\$ 8,118.17	\$ 453,078.34
December 2020	\$ 149,387.98	\$ 13,552.52	\$ 2,854.11	\$ 968.51	\$ 7,712.77	\$ 135,393.62
January 2021	\$ 484,969.98	\$ 6,466.30	\$ 2,071.78	\$ 1,282.07	\$ 11,044.34	\$ 467,546.28
February 2021	\$ 495,861.76	\$ 6,514.05	\$ 1,966.70	\$ 995.38	\$ 10,470.93	\$ 478,655.50
March 2021	\$ 422,984.51	\$ 5,937.20	\$ 1,831.34	\$ 740.39	\$ 6,222.26	\$ 399,964.66
April 2021	\$ 449,425.57	\$ 5,900.71	\$ 1,089.70	\$ 647.07	\$ 5,287.56	\$ 419,695.11
May 2021	\$ 450,719.72	\$ 6,142.39	\$ 1,495.49	\$ 706.71	\$ 5,875.75	\$ 425,064.45
June 2021	\$ 476,719.40	\$ 4,886.57	\$ 1,637.82	\$ 937.05	\$ 5,276.46	\$ 452,792.95
July 2021	\$ 429,612.17	\$ 4,456.16	\$ 1,368.42	\$ 778.41	\$ 6,125.62	\$ 399,845.64
August 2021	\$ 468,154.68	\$ 5,933.92	\$ 1,018.24	\$ 750.52	\$ 5,636.54	\$ 437,594.06
September 2021	\$ 496,856.70	\$ 7,302.63	\$ 1,895.39	\$ 801.70	\$ 6,201.44	\$ 459,361.52
October 2021	\$ 413,878.15	\$ 4,671.22	\$ 1,701.34	\$ 1,363.25	\$ 6,895.46	\$ 384,678.42
November 2021	\$ 491,837.60	\$ 5,326.97	\$ 1,397.26	\$ 697.56	\$ 7,576.84	\$ 465,379.99
December 2021	\$ 465,593.00	\$ 5,802.48	\$ 975.79	\$ 677.62	\$ 8,235.09	\$ 438,181.64
January 2022	\$ 464,805.74	\$ 7,558.33	\$ 856.95	\$ 173.62	\$ 7,846.06	\$ 438,555.20
February 2022	\$ 495,633.11	\$ 6,536.04	\$ 638.24	\$ 469.27	\$ 8,013.87	\$ 464,322.45
March 2022	\$ 412,364.04	\$ 5,063.01	\$ 582.83	\$ 447.86	\$ 8,527.11	\$ 426,984.85
April 2022	\$ 443,194.33	\$ 2,972.37	\$ 388.46	\$ 277.07	\$ 9,229.78	\$ 456,062.01
May 2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June 2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
July 2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CONSUMPTION BY GALLONS	
Commercial:	
Water	21,305,780
Sewer	19,630,370
Sewer- BOD	5,071.39
Sewer- TSS	1,892.15
Single:	
Water	20,001,000
Sewer	20,016,110
Multi:	
Water	3,180,640
Sewer	3,180,640
AMOUNT BILLED/TOTAL CHARGES:	
Commercial:	
Water	\$111,663.20
Sewer	\$123,179.40
IQ	\$42,991.54
TOTAL:	\$277,834.14
Single:	
Water	\$149,228.52
Sewer	\$176,945.44
IQ	\$95,379.61
TOTAL:	\$421,553.57
Multi:	
Water	\$28,067.06
Sewer	\$33,581.88
IQ	\$13,078.00
TOTAL:	\$74,726.94
TOTAL BILL COUNT	
Commercial:	
Water	510
Sewer	454
IQ	239
Single:	
Water	5,191
Sewer	5,189
IQ	5,188
Multi:	
Water	1,110
Sewer	1,110
IQ	1,016

CONSUMPTION	
Water	44,487,420
Sewer	42,827,120
Sewer- BOD	5071.39
Sewer- TSS	1892.15
AMOUNT BILLED	
Water	\$288,958.78
Sewer	\$333,706.72
IQ	\$151,449.15
BILLS	
Water	6,811
Sewer	6,753
IQ	6,443

St. Lucie West Services District

Board Agenda Item

Tuesday June 7, 2022

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	44,487,420	Gallons
Sewer	42,827,120	Gallons
Sewer BOD	5,071.39	Gallons
Sewer TSS	1,892.15	Gallons

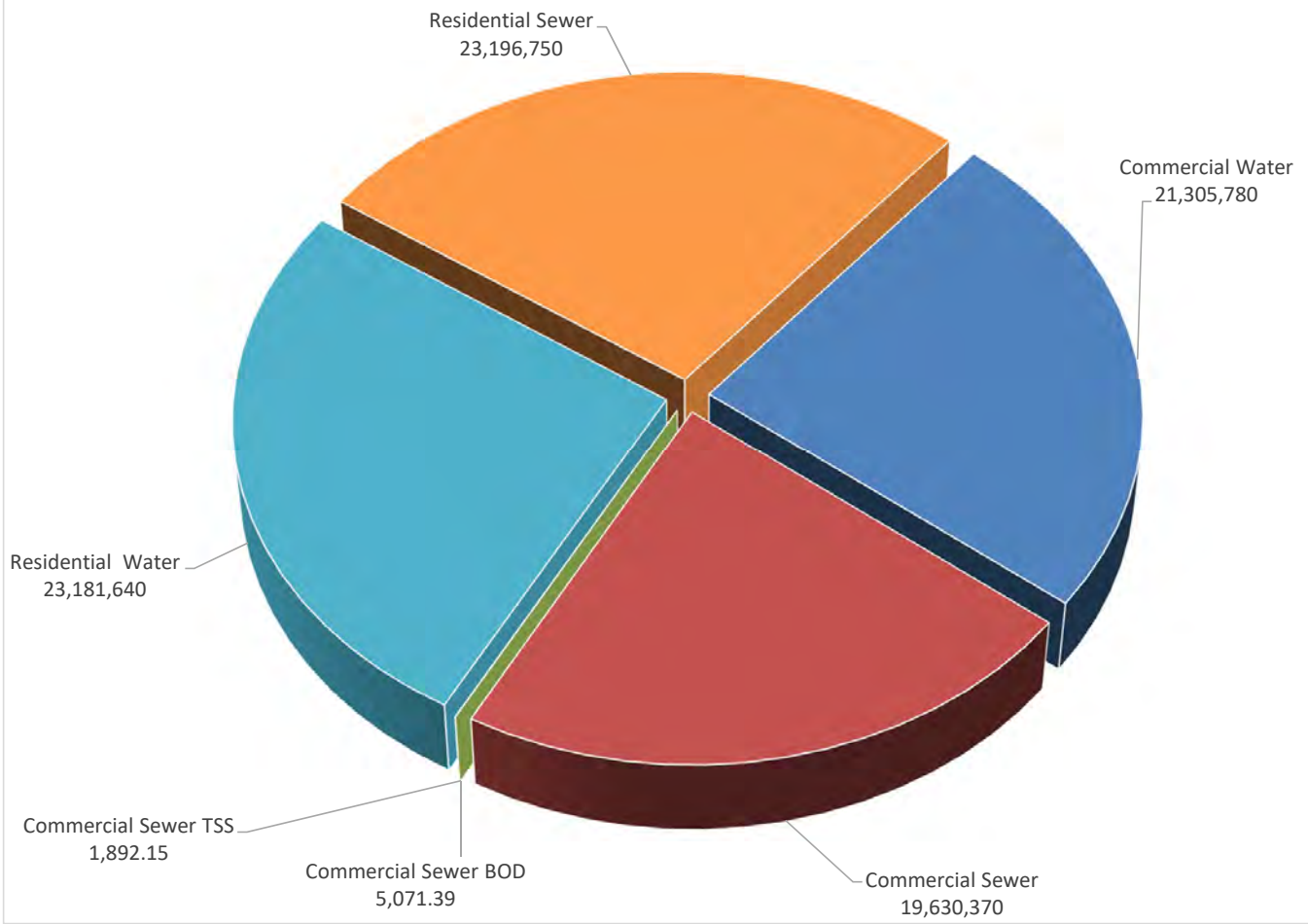
2. Amount Billed

Total Water	\$288,958.78
Total Sewer	\$333,706.72
Total Irrigation	\$151,449.15

3. Billing

Total Water	6,811
Total Sewer	6,753
Total Irrigation	6,443

Actual Consumption April 2022



Actual Consumption April

Commercial Water	Commercial Sewer	Commercial Sewer BOD	Commercial Sewer TSS
21,305,780	19,630,370	5,071.39	1,892.15

Residential Water	Residential Sewer
23,181,640	23,196,750

St. Lucie West Services District

Board Agenda Item

Tuesday, June 7, 2022

Item

CA 5 Financial Statements for April, 2022

Summary

Attached for your review are the Financial Reports for the period ending April 30, 2022.

- 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
April 2022

	Oct 21-Apr 22	Budget YTD	\$ +/- Budget YTD	% of Budget YTD	Total Budget
Ordinary Income/Expense					
Income					
1-04000 · GF SLWSD GENERAL FUND REVENUE	2,887,543.85	2,800,252.70	87,291.15	103.12%	2,966,094.00
Total Income	2,887,543.85	2,800,252.70	87,291.15	103.12%	2,966,094.00
Gross Income	2,887,543.85	2,800,252.70	87,291.15	103.12%	2,966,094.00
Expense					
1-05000 · GF BOARD OF DIRECTORS	7,975.05	9,091.85	-1,116.80	87.72%	15,586.00
1-06000 · GF DISTRICT MANAGER	249.71	51,580.15	-51,330.44	0.48%	88,423.00
1-07000 · GF FINANCE	104,240.29	139,310.15	-35,069.86	74.83%	160,820.00
1-12000 · GF GRANT MANAGEMENT	0.00	733.25	-733.25	0.0%	1,257.00
1-13000 · GF CLERK TO THE BOARD	7,177.65	7,679.65	-502.00	93.46%	13,165.00
1-14000 · GF AQUATICS DIVISION-PERSNL	167,088.88	214,974.75	-47,885.87	77.73%	368,528.00
1-15000 · GF ADMINISTRATION DIV-PERSNL	533,524.30	555,071.55	-21,547.25	96.12%	951,551.00
1-16000 · GF STORM WATER MGMT-PERSNL	153,681.83	238,914.85	-85,233.02	64.33%	409,568.00
1-17000 · GF EXOTIC PLNT RMVL DIV-PERSNL	157,575.87	189,895.65	-32,319.78	82.98%	325,535.00
1-18000 · GF SHOP OPERATIONS-PERSNL	27,105.06	38,675.20	-11,570.14	70.08%	66,300.00
1-19000 · GF GENERAL COUNSEL	5,951.50	15,943.70	-9,992.20	37.33%	27,332.00
1-23000 · GF SPECIAL COUNSEL	0.00	1,948.35	-1,948.35	0.0%	3,340.00
1-26000 · GF ENGINEERING	21,793.26	18,946.10	2,847.16	115.03%	32,479.00
1-29000 · GF POLLUTION CONTROL	0.00	1,490.45	-1,490.45	0.0%	2,555.00
1-31000 · GF AQUATICS DIVISION-OPERATING	55,081.68	95,498.75	-40,417.07	57.68%	157,069.00
1-33000 · GF ADMINISTRATION DIV-OPERATING	114,322.88	126,535.05	-12,212.17	90.35%	216,917.00
1-34000 · GF STORM WATER MGMT-OPERATING	129,566.33	159,454.15	-29,887.82	81.26%	234,564.00
1-35000 · GF EXOTIC PLANT RMVL-OPERATING	35,815.61	45,000.05	-9,184.44	79.59%	70,500.00
1-36000 · GF SHOP OPERATIONS-OPERATING	37,214.77	40,856.80	-3,642.03	91.09%	52,683.00
1-46000 · GF RENEWAL & REPLACEMENT	79,345.28	254,825.00	-175,479.72	31.14%	254,825.00
Total Expense	1,637,709.95	2,206,425.45	-568,715.50	74.23%	3,452,997.00
Net Ordinary Income	1,249,833.90	593,827.25	656,006.65	210.47%	-486,903.00
Net Income	1,249,833.90	593,827.25	656,006.65	210.47%	-486,903.00

St Lucie West Service District (WMB DS)
Income Statement Budget vs. Actual
April 2022

	Oct 21 - Apr 22	Budget YTD	\$ +/- Budget YTD	% of Budget YTD	Total Budget
Ordinary Income/Expense					
Income					
2-04000 · WB WTR MGMT BEN SRS 1999A REV	2,116,991.51	2,059,583.00	57,408.51	102.79%	2,458,924.00
2-07000 · DS WMB OTHER INCOME	26,505.05	0.00	0.00	0.0%	0.00
Total Income	<u>2,143,496.56</u>	<u>2,059,583.00</u>	<u>83,913.56</u>	<u>104.07%</u>	<u>2,458,924.00</u>
Gross Income	2,143,496.56	2,059,583.00	83,913.56	104.07%	2,458,924.00
Expense					
2-05000 · WB WTR MGMT BEN SRS 1999A DS	2,138,639.98	319,764.05	1,818,875.93	668.82%	2,310,178.00
Total Expense	<u>2,138,639.98</u>	<u>319,764.05</u>	<u>1,818,875.93</u>	<u>668.82%</u>	<u>2,310,178.00</u>
Net Ordinary Income	<u>4,856.58</u>	<u>1,739,818.95</u>	<u>-1,734,962.37</u>	<u>0.28%</u>	<u>148,746.00</u>
Net Income	<u><u>4,856.58</u></u>	<u><u>1,739,818.95</u></u>	<u><u>-1,734,962.37</u></u>	<u><u>0.28%</u></u>	<u><u>148,746.00</u></u>

St Lucie West Service District (WMB CAP)
Income Statement Budget vs. Actual
April 2022

	Oct 21 - Apr 22	Budget YTD	\$ +/- Budget YTD	% of Budget YTD	Total Budget
Ordinary Income/Expense					
Income					
4-04000 · CP WMB CAP PROJECTS REVENUE	32.10	0.00	0.00	0.0%	0.00
4-07000 · CP WMB OTHER INCOME	1,658,494.95	0.00	0.00	0.0%	0.00
Total Income	<u>1,658,527.05</u>	<u>0.00</u>	<u>1,658,527.05</u>	<u>100.0%</u>	<u>0.00</u>
Gross Income	1,658,527.05	0.00	1,658,527.05	100.0%	0.00
Expense					
4-06000 · CP WMB CAPITAL PROJECT EXPENSES	186,039.00	0.00	0.00	0.0%	0.00
Total Expense	<u>186,039.00</u>	<u>0.00</u>	<u>186,039.00</u>	<u>100.0%</u>	<u>0.00</u>
Net Ordinary Income	<u>1,472,488.05</u>	<u>0.00</u>	<u>1,472,488.05</u>	<u>100.0%</u>	<u>0.00</u>
Net Income	<u><u>1,472,488.05</u></u>	<u><u>0.00</u></u>	<u><u>1,472,488.05</u></u>	<u><u>100.0%</u></u>	<u><u>0.00</u></u>

St Lucie West Service District (Water & Sewer Fund)

Income Statement Budget vs. Actual

April 2022

	Oct 21-Apr 22	Budget YTD	\$ +/- of Budget YTD	% of Budget YTD	Total Budget
Ordinary Income/Expense					
Income					
5-04000 · WS SLWSD WATER & SEWER REVENUE	4,885,994.99	4,802,075.86	83,919.13	101.75%	9,574,583.00
Total Income	4,885,994.99	4,802,075.86	83,919.13	101.75%	9,574,583.00
Gross Income	4,885,994.99	4,802,075.86	83,919.13	101.75%	9,574,583.00
Expense					
5-05000 · WS BOARD OF DIRECTORS	7,975.03	8,253.00	-277.97	96.63%	14,148.00
5-06000 · WS DISTRICT MANAGER	374.56	46,132.40	-45,757.84	0.81%	79,084.00
5-07000 · WS FINANCE	232,874.45	267,169.90	-34,295.45	87.16%	315,639.00
5-09000 · WS PROPERTY CONTROL	10,909.38	16,434.30	-5,524.92	66.38%	28,173.00
5-11000 · WS UTILITY RATE CONSULTANT	775.00	9,617.45	-8,842.45	8.06%	16,487.00
5-13000 · WS CLERK TO THE BOARD	9,900.98	10,068.40	-167.42	98.34%	17,260.00
5-14000 · WS ADMIN DVSN-PERSNL	523,194.67	646,319.50	-123,124.83	80.95%	1,107,976.00
5-15000 · WS WATER TRTMNT PLANT-PERSNL	204,734.91	246,503.40	-41,768.49	83.06%	422,577.00
5-16000 · WS WASTEWATER TRTMT PL-PERSNL	225,614.16	246,461.40	-20,847.24	91.54%	422,505.00
5-17000 · WS UNDERGROUND UTIL-PERSNL	311,907.98	399,026.95	-87,118.97	78.17%	684,046.00
5-18000 · WS IRRIGATION DIV-PERSNL	25,490.61	35,323.95	-9,833.34	72.16%	60,555.00
5-40000 · WS SHOP DIV - PERSNL	67,570.04	80,291.35	-12,721.31	84.16%	137,642.00
5-19000 · WS GENERAL COUNSEL	3,830.50	20,966.20	-17,135.70	18.27%	35,942.00
5-23000 · WS SPECIAL COUNSEL	0.00	5,114.10	-5,114.10	0.0%	8,767.00
5-26000 · WS ENGINEERING	45,866.50	50,404.10	-4,537.60	91.0%	86,407.00
5-27000 · WATER & SEWER DEBT SERVICE	452,932.84	461,524.50	-8,591.66	98.14%	2,588,069.00
5-28000 · WS WATER & SEWER SERVICES	519,976.87	519,976.95	-0.08	100.0%	891,389.00
5-29000 · WS ADMIN DIV-OPERATING	190,993.08	346,037.25	-155,044.17	55.19%	564,353.25
5-30000 · WS WATER TRTMNT PLANT-OPER	425,908.18	484,939.40	-59,031.22	87.83%	802,753.00
5-31000 · WS WASTEWATER TRTMT PL-OPER	255,969.71	369,851.35	-113,881.64	69.21%	574,745.00
5-32000 · WS UNDERGROUND UTIL-OPERATING	382,387.61	510,615.05	-128,227.44	74.89%	767,447.00
5-33000 · WS IRRIGATION DIV-OPERATING	122,934.05	195,235.65	-72,301.60	62.97%	313,261.00
5-41000 · WS SHOP DIV - OPER	28,470.18	30,071.65	-1,601.47	94.67%	40,837.00
Total Expense	4,050,591.29	5,006,338.20	-955,746.91	80.91%	9,980,062.25
Net Ordinary Income	835,403.70	-204,262.34	1,039,666.04	-408.99%	-405,479.25
Net Income	835,403.70	-204,262.34	1,039,666.04	-408.99%	-405,479.25

St Lucie West Service District (W&S Capital Outlay)

Income Statement Budget vs. Actual

April 2022

	Oct 21-Apr 22	Budget YTD	\$ +/- Budget YTD	% of Budget YTD	Total Budget
Ordinary Income/Expense					
Income					
5-36000 · WS CAP REVENUES					
5-36001 · INTEREST - R&R 4076011209	107.50				
5-36002 · INTEREST - WWCF - 4076011236	11.34	232.20	-220.86	4.88%	398.00
5-36003 · INTEREST - 2004 BOND ISSUE	0.00				
5-36004 · INTEREST - WCF 4076011227	40.89	40.85	0.04	100.1%	70.00
5-36005 · WATER IMPACT FEES	13,433.70	2,235.35	11,198.35	600.97%	3,832.00
5-36006 · WW IMPACT FEES	10,662.50	1,677.70	8,984.80	635.54%	2,876.00
5-36007 · R&R TRANS FROM W&S OPERATING	519,976.87	519,976.95	-0.08	100.0%	891,389.00
Total 5-36000 · WS CAP REVENUES	544,232.80	524,163.05	20,069.75	103.83%	898,565.00
Total Income	544,232.80	524,163.05	20,069.75	103.83%	898,565.00
Gross Income	544,232.80	524,163.05	20,069.75	103.83%	898,565.00
Expense					
5-37000 · WS RENEWAL & REPLACEMENT CIP					
5-37004 · CAPITAL PROJECTS SW049	0.00	28,547.00	-28,547.00	0.0%	28,547.00
5-37006 · CAPITAL PROJECTS SW064	5,100.00	5,100.00	0.00	100.0%	5,100.00
5-37007 · CAPITAL PROJECTS SW001	23,687.00	213,696.00	-190,009.00	11.08%	213,696.00
5-37009 · CAPITAL PROJECTS SW037	116,032.95	213,714.00	-97,681.05	54.29%	213,714.00
5-37013 · CAPITAL PROJECTS SW047	0.00	32,353.00	-32,353.00	0.0%	32,353.00
5-37017 · CAPITAL PROJECTS SW061	150,187.65	210,000.00	-59,812.35	71.52%	210,000.00
5-37018 · CAPITAL PROJECTS SW069	0.00	551,651.00	-551,651.00	0.0%	551,651.00
5-37020 · CAPITAL PROJECTS SW066	46,407.50	100,000.00	-53,592.50	46.41%	100,000.00
5-37027 · CAPITAL PROJECTS SW073	993.83	5,200.00	-4,206.17	19.11%	5,200.00
5-37028 · CAPITAL PROJECTS SW078	14,549.00				0.00
5-37029 · CAPITAL PROJECTS SW081	2,343.58	135,108.00	-132,764.42	1.74%	135,108.00
5-37031 · CAPITAL PROJECTS SW084	965.82	5,000.00	-4,034.18	19.32%	5,000.00
5-37032 · CAPITAL PROJECTS SW085	0.00	21,525.00	-21,525.00	0.0%	21,525.00
5-37034 · CAPITAL PROJECTS SW087	1,900.00	30,000.00	-28,100.00	6.33%	30,000.00
5-37039 · CAPITAL PROJECTS SW092	0.00	75,000.00	-75,000.00	0.0%	75,000.00
5-37044 · CAPITAL PROJECTS SW097	80,504.76	730,000.00	-649,495.24	11.03%	730,000.00
Total 5-37000 · WS RENEWAL & REPLACEMENT CIP	442,672.09	2,356,894.00	-1,914,221.91	18.78%	2,356,894.00
5-38000 · WS WATER CONNECT FEE CIP					
5-38012 · CAPITAL PROJECTS SW077	256,505.19				0.00
5-38014 · CAPITAL PROJECTS SW076	25,900.19	800,000.00	-774,099.81	3.24%	800,000.00
Total 5-38000 · WS WATER CONNECT FEE CIP	282,405.38	800,000.00	-517,594.62	35.3%	800,000.00
5-39000 · WS WASTEWATER CONNECT FEE CIP					
5-39010 · CAPITAL PROJECTS SW067	71,487.50	370,000.00	-298,512.50	19.32%	370,000.00
Total 5-39000 · WS WASTEWATER CONNECT FEE CIP	71,487.50	370,000.00	-298,512.50	19.32%	370,000.00
Total Expense	796,564.97	3,526,894.00	-2,730,329.03	22.59%	3,526,894.00
Net Ordinary Income	-252,332.17	-3,002,730.95	2,750,398.78	8.4%	-2,628,329.00
Net Income	-252,332.17	-3,002,730.95	2,750,398.78	8.4%	-2,628,329.00

St Lucie West Service District
Check Register
As of April 30, 2022

Date	Num	Name	Memo	Credit
ASSETS				
Current Assets				
Checking/Savings				
1-00001 · SUNTRUST (GF operating) #1363				
04/06/2022		ASCENSUS	PR 04/06/22 (3/19/22-04/01/22)	2,176.84
04/07/2022	10878	BURNS EMBROIDERY & SCREEN PRINTING	PO#82388	22.00
04/07/2022	10879	COMPUTER NETWORK SERVICES	PO#82399	8,880.00
04/07/2022	10880	FRANKLIN TEMPLETON BANK AND TR	SEP PAYROLL 04.06.2022	9,958.67
04/07/2022	10881	NAPA AUTO SUPPLY OF PORT ST. LUCIE	PO#82400	3,795.28
04/07/2022	10882	ST LUCIE CO BALING & RECYCLING	PO#82406	581.63
04/07/2022	10883	SUNSHINE STATE ONE CALL OF FLORIDA, I...	PO#82393	92.15
04/07/2022	10884	SYSTEM DESIGN WIZARDS, INC.	PO#82391	660.00
04/07/2022	10885	VERIZON WIRELESS	PO#82402	1,142.10
04/07/2022	10886	WEX BANK	PO#82410	12,101.40
04/07/2022	10887	SUNTRUST CREDIT CARD	VOID:WRONG VENDOR	
04/07/2022	10888	TRUIST CARD SERVICES		5,803.13
04/14/2022	10889	BOB MCGARITY ADVERTISING & FLAG LLC		400.00
04/14/2022	10890	CASE POWER & EQUIPMENT OF FLORIDA		1,379.00
04/14/2022	10891	ELPEX	PO#82325	190.00
04/14/2022	10892	ERC&C LLC	PO#82418	1,950.00
04/14/2022	10893	FPL	PO#82419	54,620.70
04/14/2022	10894	GONANO & HARRELL	PO#82420 MARCH 2022	735.00
04/14/2022	10895	HELENA CHEMICAL CO		8,119.50
04/14/2022	10896	INFRASTRUCTURE SOLUTION SERVICES	PO#82443	22,334.22
04/14/2022	10897	INTEGRATION SERVICES, INC.	PO#82426	3,371.00
04/14/2022	10898	LAKE POINT RESTORATION, LLC		3,108.20
04/14/2022	10899	LOWE'S	PO#82432	1,175.78
04/14/2022	10900	MIKE'S ORGANIC TOP SOIL	PO#82429	1,260.00
04/14/2022	10901	SAM'S CLUB MASTERCARD	PO#82422	60.81
04/14/2022	10902	TREASURE COAST MOWERS, LLC	PO#82423	443.65
04/14/2022	10903	TYLER TECHNOLOGIES, INC.	PO#82417	5,200.00
04/14/2022	10904	UNIFIRST		461.44
04/14/2022	10905	VERO CHEMICAL DISTRIBUTORS INC	PO#82433	26,521.41
04/20/2022		ASCENSUS	PR 04/20/22 (4/02/22-04/15/22)	2,208.91
04/21/2022	10906	ADP, LLC	PO#82162	1,262.68
04/21/2022	10907	APPLE INDUSTRIAL SUPPLY CO.	PO#82462	146.08
04/21/2022	10908	ARMADILLO DIRT WORKS, LLC	PO#82449	1,875.00
04/21/2022	10909	CARE NOW URGENT CARE	PO#82459	145.00
04/21/2022	10910	CINTAS CORPORATION		346.07
04/21/2022	10911	FRANKLIN TEMPLETON BANK AND TR	SEP PAYROLL 04.20.2022	9,479.12
04/21/2022	10912	HOME DEPOT CREDIT SERVICES	PO#82446	3,050.15
04/21/2022	10913	INFRASTRUCTURE SOLUTION SERVICES	PO#82454	984.00
04/21/2022	10914	LAKE POINT RESTORATION, LLC	PO#82053 B	537.32
04/21/2022	10915	PITNEY BOWES-PURCHASE POWER	PO#82453	200.00
04/21/2022	10916	TYLER TECHNOLOGIES, INC.	PO#82452	17,234.70
04/21/2022	10917	UNIFIRST	INV#9130813972 & INV#9130813973	231.67
04/28/2022	10918	APPLE MACHINE AND SUPPLY CO.	PO#82463	146.82
04/28/2022	10919	ARMADILLO DIRT WORKS, LLC	PO#82493	39,843.00
04/28/2022	10920	BOB MCGARITY ADVERTISING & FLAG LLC	PO#82467	160.00
04/28/2022	10921	CINTAS CORPORATION	PO#82464	121.08
04/28/2022	10922	HELENA CHEMICAL CO		4,654.50
04/28/2022	10923	KYOCERA DOCUMENT SOLUTIONS SOUTH ...	PO#82488	501.12
04/28/2022	10924	LAKE POINT RESTORATION, LLC		1,141.90
04/28/2022	10925	LOUIE'S AIR CONDITIONING SERVICE, INC.	PO#82470	750.00
04/28/2022	10926	MULLINAX OF VERO BEACH	PO#82478	25.51
04/28/2022	10927	SITEONE LANDSCAPE SUPPLY, LLC	PO#82482	85.66
04/28/2022	10928	ST LUCIE BATTERY & TIRE	PO#82468	804.00
04/28/2022	10929	STAPLES CREDIT PLAN	PO#82494	298.14
04/28/2022	10930	THE PETERBILT STORE SOUTH FLORIDA LLC	PO#82474	72.53
04/28/2022	10931	TREASURE COAST MOWERS, LLC	PO#82477	419.99
04/28/2022	10932	UNIFIRST	INV#9130815018 & INV#9130815019	212.24
04/28/2022	10933	VERIZON WIRELESS	PO#82466	800.66
04/29/2022	10934	SOUTH FLORIDA WATER MANAGEMENT DIS...	APPLICATION FEE TO SFWMD FOR POST OFFI...	1,500.00
Total 1-00001 · SUNTRUST (GF operating) #1363				265,781.76

1-00002 · SUNTRUST (GF R&R Fund) # 3968

Total 1-00002 · SUNTRUST (GF R&R Fund) # 3968

Date	Num	Name	Memo	Credit
5-00002 · SUNTRUST (WS Operating) #7918				
04/07/2022	12596	CHRISTINE TINE	CUSTOMER REFUND 824 SW LAKE CHARLES C...	43.10
04/07/2022	12597	DANIEL ADRIAN	CUSTOMER REFUND 956 SW GRAND RESERV...	8.28
04/07/2022	12598	DAVID LEGGETT	CUSTOMER REFUND 177 NW LAWTON RD	21.27
04/07/2022	12599	ENCLAVE PROPERTIES LLC	CUSTOMER REFUND 182 SW HIDDEN COVE W...	7.38
04/07/2022	12600	GREAT JONES FLORIDA LLC	CUSTOMER REFUND 204 SW COCONUT KEY ...	31.68
04/07/2022	12601	KATHERINE GRITTER	CUSTOMER REFUND 437 SW TALQUIN LN	112.86
04/07/2022	12602	LINDA MORRIS	CUSTOMER REFUND 654 SW TREASURE CV	52.80
04/07/2022	12603	MARTIN NASON	CUSTOMER REFUND 232 SW COCONUT KEY ...	34.68
04/07/2022	12604	THERESA FRAIZER	CUSTOMER REFUND 1301 B NW BENTLEY CIR	72.15
04/07/2022	12605	TROY TYLER	CUSTOMER REFUND 403 SW SANDY WAY	47.90
04/07/2022	12606	VYBE SLW LLC	CUSTOMER REFUND 1549 NW ST LUCIE WEST...	204.05
04/07/2022	12607	ZILLOW HOMES PROPERTY TRUST	CUSTOMER REFUND 957 SW GRAND RESERV...	81.29
04/07/2022	12608	ENCLAVE PROPERTIES LLC	CUSTOMER REFUND 371 SW SANDY WAY	95.78
04/07/2022	12609	ENCLAVE PROPERTIES LLC	CUSTOMER REFUND 142 SW HIDDEN COVE W...	37.37
04/07/2022	12610	APPLE INDUSTRIAL SUPPLY CO.	PO#82386	495.78
04/07/2022	12611	BARNEY'S PUMP	PO#82219	936.00
04/07/2022	12612	COAST PUMP & SUPPLY CO., INC.	PO#82345	180.43
04/07/2022	12613	CONCETTA DLUGOLENSKI	WATER CONSERVATION REBATE 2021-22 47	200.00
04/07/2022	12614	FERGUSON ENTERPRISES		1,705.13
04/07/2022	12615	KERNS CONSTRUCTION		8,283.00
04/07/2022	12616	MARY BABBITT-LAZUR	WATER CONSERVATION REBATE 46	100.00
04/07/2022	12617	THEODORE JENNY	WATER CONSERVATION REBATE 2021-22 43	200.00
04/07/2022	12618	TURNER INDUSTRIAL SUPPLY CO.		1,113.21
04/07/2022	12619	USABUEBOOK	PO#82381	3,358.56
04/07/2022	12620	VERMEER	VERMEER CV873GT VACUUM EXCAVATOR TR...	39,591.33
04/07/2022	12621	WOLFGANG KUTZNER	WATER CONSERVATION REBATE 2021-22 44	100.00
04/07/2022	12622	XYLEM WATER SOLUTIONS U.S.A., INC.		7,498.40
04/07/2022	12623	FPL	PO#82412	955.94
04/14/2022	12624	APPLE MACHINE AND SUPPLY CO.	PO#82401	340.80
04/14/2022	12625	ARISTA INFORMATION SYSTEMS, INC.	PO#82425	2,706.98
04/14/2022	12626	BESSIE R. BRIDGES	CUSTOMER REFUND 463 NW CASANOVA CIR	17.65
04/14/2022	12627	BURNS EMBROIDERY & SCREEN PRINTING	PO#82430	40.00
04/14/2022	12628	CITY ELECTRIC SUPPLY CO.	PO#82411	629.99
04/14/2022	12629	COAST PUMP & SUPPLY CO., INC.		1,285.97
04/14/2022	12630	EASTERN PIPELINE CONSTRUCTION, INC.	PO#82431	2,100.00
04/14/2022	12631	FERGUSON ENTERPRISES	PO#82421	264.50
04/14/2022	12632	HORIZON DISTRIBUTORS INC.		1,040.43
04/14/2022	12633	ODYSSEY MANUFACTURING COMPANY	PO#82351	2,665.48
04/14/2022	12634	RUSSELL HERZLICH	WATER CONSERVATION REBATE 2021-22 48	100.00
04/14/2022	12635	SCOTT WILLEY	CUSTOMER REFUND 1265 B NW BENTLEY CIR	22.46
04/14/2022	12636	SHEILA AMARO	CUSTOMER REFUND 766 SW ARUBA BAY	56.51
04/14/2022	12637	INFRASTRUCTURE SOLUTION SERVICES	PO#81861 C	938.00
04/21/2022	12638	ARMADILLO DIRT WORKS, LLC		2,400.00
04/21/2022	12639	CORE & MAIN	PO#82403	5,691.00
04/21/2022	12640	DANIELASENCIO	WATER CONSERVATION REBATE 2021-22 49	200.00
04/21/2022	12641	DIANE WEDEL	CUSTOMER REFUND 1213 D NW SUN TERRAC...	29.30
04/21/2022	12642	FERGUSON ENTERPRISES		233.98
04/21/2022	12643	HOOKS CONSTRUCTION	CUSTOMER REFUND TEMP METER #6	156.40
04/21/2022	12644	HORIZON DISTRIBUTORS INC.	PO#82424	710.60
04/21/2022	12645	LAWRENCE EBBITT	CUSTOMER REFUND 1000 NW TUSCANY DR	36.83
04/21/2022	12646	MICHAEL S. KNAPP	PO#82456	1,260.00
04/21/2022	12647	MOMAR, INC	PO#82469	187.13
04/21/2022	12648	NALCO COMPANY	PO#82375	6,800.85
04/21/2022	12649	ODYSSEY MANUFACTURING COMPANY	PO#82454	1,567.43
04/21/2022	12650	SUELLEN SARA TREMBLAY	CUSTOMER REFUND 675 NW SAN REMO CIR	13.70
04/21/2022	12651	SUNCOAST SPRAYER EQUIPMENT CENTER ...	PO#82438	227.37
04/21/2022	12652	TED GRAHL	CUSTOMER REFUND 513 NW BLUE LAKE DR	23.97
04/21/2022	12653	USABUEBOOK	PO#82435	1,463.46
04/28/2022	12654	ANDREW F BUSTANTE	CUSTOMER REFUND 519 NW SAN REMO CIR	41.54
04/28/2022	12655	BARY KARET	WATER CONSERVATION REBATE 2021-22 51	89.10
04/28/2022	12656	CINTAS CORPORATION	PO#82465	72.88
04/28/2022	12657	CORE & MAIN	PO#82408	1,344.00
04/28/2022	12658	DEAN DRISCOL	WATER CONSERVATION REBATE 2021-22 50	100.00
04/28/2022	12659	EUROFINS FLOWERS		2,881.00
04/28/2022	12660	HARMONY ENVIRONMENTAL, INC.	PO#82481	1,327.20
04/28/2022	12661	JENNIFER KINKADE	CUSTOMER REFUND 1312 SW COTTONWOOD ...	7.72
04/28/2022	12662	MULLINAX OF VERO BEACH	PO#82457	423.15
04/28/2022	12663	ODYSSEY MANUFACTURING COMPANY	PO#82413	3,419.86
04/28/2022	12664	PATRICIA SCHUMANN	WATER CONSERVATION REBATE 2021-22 52	200.00

Date	Num	Name	Memo	Credit
04/28/2022	12665	SPECIAL DISTRICT SERVICES, INC.	PO#82471	8,077.87
04/28/2022	12666	USABUEBOOK		277.01
04/28/2022	12667	VICTORIA J HAIRE	CUSTOMER REFUND 657 SW TREASURE CV	2.44
04/28/2022	12668	WASTE MANAGEMENT OKEECHOBEE LAND...	PO#82476	10,532.57
04/28/2022	12669	WILLIAM TUDOR	WATER CONSERVATION REBATE 2021-22 53	200.00
Total 5-00002 · SUNTRUST (WS Operating) #7918				127,775.50
Total Checking/Savings				393,557.26
Total Current Assets				393,557.26
TOTAL ASSETS				393,557.26
LIABILITIES & EQUITY				
TOTAL LIABILITIES & EQUITY				

St Lucie West Service District
Checks Over \$35,000
As of April 30, 2022

Date	Num	Name	Memo	Credit
ASSETS				
Current Assets				
Checking/Savings				
1-00001 · SUNTRUST (GF operating) #1363				
04/14/2022	10893	FPL	PO#82419	54,620.70
04/28/2022	10919	ARMADILLO DIRT WORKS, LLC	PO#82493	39,843.00
Total 1-00001 · SUNTRUST (GF operating) #1363				94,463.70
5-00002 · SUNTRUST (WS Operating) #7918				
04/07/2022	12620	VERMEER	VERMEER CV873GT VACUUM EXCAVATOR TRAILER ...	39,591.33
Total 5-00002 · SUNTRUST (WS Operating) #7918				39,591.33
Total Checking/Savings				134,055.03
Total Current Assets				134,055.03
TOTAL ASSETS				134,055.03
LIABILITIES & EQUITY				
TOTAL LIABILITIES & EQUITY				

St Lucie West Service District
Balance Sheet
As of April 30, 2022

	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
5-41005	178.54
D-ACCNT	69.14
xxx	0.06
1-00001 · SUNTRUST (GF operating) #1363	1,477,952.33
1-00002 · SUNTRUST (GF R&R Fund) # 3968	343,659.55
5-00001 · SUNTRUST (WS Deposit) #1355	-801,412.27
5-00002 · SUNTRUST (WS Operating) #7918	5,597,023.60
Total Checking/Savings	6,617,470.95
Other Current Assets	
1-02000 · GF SLWSD GENERAL ASSETS	1,329,667.18
2-01000 · WB WTR MGMT BEN 1999A ASSETS	842,462.18
4-03000 · CP WMB CAP PROJECTS ASSETS	1,511,752.05
5-01000 · WS SLWSD WATER & SEWER ASSETS	53,997,748.60
Total Other Current Assets	57,681,630.01
Total Current Assets	64,299,100.96
Other Assets	
000000 · Journal Entry Exchange	2,465.25
Total Other Assets	2,465.25
TOTAL ASSETS	64,301,566.21
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1-03000 · GF SLWSD GENERAL LIAB	107,692.30
2-02000 · WB WTR MGMT BEN 1999A LIAB	64,510.20
5-02000 · WS SLWSD WATER & SEWER LIAB	30,747,238.74
Total Other Current Liabilities	30,919,441.24
Total Current Liabilities	30,919,441.24
Total Liabilities	30,919,441.24
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	12,598,704.14
4-02000 · CP WMB CAP PROJECTS FUND BAL	3,188,817.19
5-03000 · WS SLWSD WATER & SEWER FND BAL	9,724,940.02
Net Income	3,324,487.14
Total Equity	33,382,124.97
TOTAL LIABILITIES & EQUITY	64,301,566.21

**ST LUCIE WEST SERVICE DISTRICT
ACCOUNT RECONCILIATION SUMMARY
FOR MONTH END APRIL 30, 2022**

G/L #	Account Name	Bank	Account #	Statement EOM Balance	In Transit	Reconciled Statement Balance	G/L Balance	Reconciled
OPERATING								
1-00001	Operating Checking	ST	1000104111363	1,548,719.50	(532,382.13)	1,016,337.37	1,016,337.37	* Yes
1-00002	Operating Checking R&R Fund	ST	1000104113968	343,659.55	-	343,659.55	343,659.55	* Yes
1-00002	Operating Checking Escrow Fund	ST	1000104118740	-	-	-	-	Yes
1-02022	Surplus Funds - SBA	SBA	271912	6,581.18		6,581.18	6,581.18	Yes
TOTAL OPERATING						\$ 1,366,578.10	\$ 1,366,578.10	
WATER MANAGEMENT BOND FUNDS								
2-01060	Revenue Fund-WMB 2013	US	203823000	435,028.85		435,028.85	435,028.85	Yes
2-01061	Interest Account-WMB 2013	US	203823001	-		-	-	Yes
2-01062	Sinking Account-WMB 2013	US	203823002	8,044.33		8,044.33	8,044.33	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	3,166.14		3,166.14	3,166.14	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
2-01080	Revenue Fund-WMB 2021	US	242655000	-		-	-	Yes
2-01081	Interest Account-WMB 2021	US	242655001	-		-	-	Yes
2-01082	Sinking Account-WMB 2021	US	242655002	-		-	-	Yes
2-01083	Prepayment Account-WMB 2021	US	242655003	-		-	-	Yes
2-01085	Cap I Fund-WMB 2021	US	242655005	13,143.55		13,143.55	13,143.55	Yes
4-03048	Acq & Con Fund-WMB 2021	US	242655004	1,511,752.05		1,511,752.05	1,511,752.05	Yes
4-03049	COI Fund-WMB 2021	US	242655006	-		-	-	Yes
WATER MANAGEMENT BOND FUNDS TOTAL						\$ 2,354,214.22	\$ 2,354,214.22	
WATER AND SEWER ACCOUNTS								
5-00001	Water & Sewer Cash Depository	ST	1000104111355	11,153.37	93,522.91	104,676.28	104,676.28	* Yes
5-00002	Water & Sewer Operating Checking	ST	1000104117918	5,640,240.19	(181,249.17)	5,458,991.02	5,458,991.02	* 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	420,460.95		420,460.95	420,460.95	Yes
5-01010	Renewal & Replacement	US	4076011209	4,071,357.02		4,071,357.02	4,071,357.02	Yes
5-01011	Rate Stabilization	US	4076011218	585,451.16		585,451.16	585,451.16	Yes
5-01012	Water Connection	US	4076011227	1,417,565.01		1,417,565.01	1,417,565.01	Yes
5-01013	Wastewater Connection	US	4076011236	400,378.08		400,378.08	400,378.08	Yes
5-01014	Revenue Fund	US	4076011165	178,020.90		178,020.90	178,020.90	Yes
5-01015	Surplus Fund	US	4076011272	1,076,871.43		1,076,871.43	1,076,871.43	Yes
5-01016	Principal Account	US	4076036781	977,778.38		977,778.38	977,778.38	Yes
5-01042	Surplus Funds - SBA	SBA	271911	509.84		509.84	509.84	Yes
WATER AND SEWER ACCOUNTS TOTAL						\$ 17,216,661.58	\$ 17,216,661.58	
GRAND TOTAL						\$ 20,937,453.90	\$ 20,937,453.90	

* Note: These checking accounts (1363, 3968, 1355, & 7918) are reconciled to 5/26/22, 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, June 7, 2022

Item

CA 6 Consider Approval to Transfer Funds for the R&R Account, WCF Account and WMB Account

Summary

Attached for your review and approval is a request to transfer funds from the Renewal & Replacement Account (R&R), the Water Connection Fee Account (WCF) and WMB for expenses that are previously budgeted project-related expenses for FY 2022 and have been previously approved by the Board to be funded from one of the afore mentioned accounts.

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

- \$2,838.00 – Renewal & Replacement Account
- \$992.93 – Water Connection Fee Account
- \$2,484.00 – WMB

All Invoices for this requisition are attached for your review.

Recommendation

Staff recommends Board approval to transfer funds from the R&R Account for \$2,838.00, WCF Account for \$992.93 and the WMB Account for \$2,484.00 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:

2022-14

(B) Name of Payee:

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

(C) Amount Payable:

\$2,838.00

(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
Fariborz Zangeneh, P.E.

St Lucie West Service District
Transaction Detail By Account
April 2022

11:30 AM
05/26/22
Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
5-37000 · WS RENEWAL & REPLACEMENT CIP							
5-37034 · CAPITAL PROJECTS SW087							
General J...	04/30/2022			PO#82426	1,900.00		1,900.00
Total 5-37034 · CAPITAL PROJECTS SW087					1,900.00	0.00	1,900.00
5-37044 · CAPITAL PROJECTS SW097							
Bill	04/14/2022	003 (04.2022)	INFRASTRUCTURE SOLUTION SERVICES	PO#81861 C	938.00		938.00
Total 5-37044 · CAPITAL PROJECTS SW097					938.00	0.00	938.00
Total 5-37000 · WS RENEWAL & REPLACEMENT CIP					2,838.00	0.00	2,838.00
TOTAL					2,838.00	0.00	2,838.00

**ST. LUCIE WEST SERVICES DISTRICT
REQUISITION FOR PAYMENT
WATER CAPACITY 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:

2022-15

(B) Name of Payee:

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

(C) Amount Payable:

\$992.93

(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 the attached invoices relate to projects in which were budgeted to be funded by the Water Connection fee account and therefore are appropriate for payment out of the Water Connection Fee Fund.

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

Water Connection Fund, Account Number 4076011227

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 [√] Water Connection Fees Fund and that each disbursement set for the above was incurred in connection with the cost of acquiring and/or constructing

improvements or additions to the water facilities of the Utility System for which the Water Connection Fees were imposed in accordance with the requisitions for disbursement for moneys provided to the Trustee by the District.

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 Water Capacity Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Water Capacity 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
Fariborz Zangeneh, P.E.

St Lucie West Service District
Transaction Detail By Account
April 2022

11:31 AM
05/26/22
Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
5-38000 · WS WATER CONNECT FEE CIP							
5-38012 · CAPITAL PROJECTS SW077							
Bill	04/21/2022	1133501	FERGUSON ENTERPRISES	PO#81507 F	36.99		36.99
Total 5-38012 · CAPITAL PROJECTS SW077					36.99	0.00	36.99
5-38014 · CAPITAL PROJECTS SW076							
Bill	04/07/2022	1800276235	FPL	PO#82412	955.94		955.94
Total 5-38014 · CAPITAL PROJECTS SW076					955.94	0.00	955.94
Total 5-38000 · WS WATER CONNECT FEE CIP					992.93	0.00	992.93
TOTAL					992.93	0.00	992.93

EXHIBIT C

FORM OF REQUISITION FOR SERIES 2021-2 PROJECT

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 Master Trust Indenture from the district to U.S. Bank National Association, Fort Lauderdale, Florida, as successor in trust to First Union National Bank, as trustee (the "Trustee"), dated as of November 1, 1991 (the "Master Indenture"), as supplemented by the Sixteenth Supplemental Trust Indenture from the District to the Trustee, dated as of October 1, 2021 (the "Supplemental Indenture" and together with the Master Indenture, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(A) Requisition Number: **2022-16**

(B) Name of Payee:

**St. Lucie West Services District, Checking Account
Truist Bank Account # 1000104111363**

(C) Amount Payable: **\$2,484.00**

(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):

The attached invoices relate to projects which were budgeted to be funded by the Water Management Benefit Bond account and therefore are appropriate for payment out of the Water Management Benefit Bond Fund.

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

St. Lucie West Series 2021-2 Water Management Benefit Bond Acquisition and Construction Account # 242655004

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 Series 2021-2 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and construction of the Series 2021-2 Project and each represents a Cost of the Series 2021-2 Project, and has not previously been paid out of such Account

OR

[] this requisition is for Costs of Issuance payable from the Series 2021-2 Costs of Issuance Account that has not previously been paid out of such Account.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any 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.

Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

ST. LUCIE WEST SERVICES DISTRICT

By:

Authorized Officer

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

If this requisition is for a disbursement from other than the Series 2021-2 Costs of Issuance subaccount, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2021-2 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and, (iii) the report of the Consulting Engineer attached as an Exhibit to the Supplemental Indenture, as such report shall have been amended or modified on the date hereof.

Consulting Engineer
Fariborz Zangeneh, P.E.

11:31 AM

05/26/22

Accrual Basis

St Lucie West Service District
Transaction Detail By Account
April 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
4-06000 - CP WMB CAPITAL PROJECT EXPENSES							
4-06022 - CAPITAL PROJECT WM026							
Bill	04/21/2022	003 (04.21.22)	INFRASTRUCTURE SOLUTION SERVICES	PO#82454	984.00		984.00
Bill	04/29/2022	APPLICATION FEE	SOUTH FLORIDA WATER MANAGEMENT DISTRICT	APPLICATION FEE TO SFWMD FOR POST OFFICE DI...	1,500.00		2,484.00
Total 4-06022 - CAPITAL PROJECT WM026					2,484.00	0.00	2,484.00
Total 4-06000 - CP WMB CAPITAL PROJECT EXPENSES					2,484.00	0.00	2,484.00
TOTAL					2,484.00	0.00	2,484.00



Supervisors' Requests



Adjournment