

**ST. LUCIE WEST
SERVICES DISTRICT**



**BOARD OF SUPERVISORS'
REGULAR BOARD MEETING
& PUBLIC HEARING
APRIL 2, 2024
9:00 A.M.**

AGENDA
ST. LUCIE WEST SERVICES DISTRICT
BOARD OF SUPERVISORS'
REGULAR BOARD MEETING & PUBLIC HEARING
April 1, 2024 & April 2, 2024
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. March 4, 2024 Workshop Minutes
2. March 5, 2024 Regular Board Meeting Minutes

E. Public Hearing 1

1. **Call to Order**
2. **Roll Call**
3. **Receive Public Comments** on Amending Chapter A-1, St. Lucie West Services District General and Procedural Rules; Revising Certain Sections
 - **PH 1** – Consider Resolution No. 2024-04 – Amending Chapter A-1, St. Lucie West Services District General and Procedural Rules; Revising Certain Sections
4. **Close the Public Hearing**

F. Public Comment

G. District Attorney

DA 1 – Status Report/Updates

H. District Engineer

DE 1 – Status Report/Updates

I. District Manager

Action Items

- DM 1 – Internal Interviews for the District Manager Vacancy
- DM 2 – Consider Resolution 2024-05 – Authorizing Electronic Approvals and Check Signers
- DM 3 – Other Items

J. Consent Agenda

- CA 1 – Monthly Report on Public Works
- 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 February, 2024
- CA 6 – Consider Approval to Transfer Funds for the R&R Account Requisitions
- CA 7 – Surplus Items

K. Supervisors' Requests

L. Adjournment

St. Lucie West Services District
Workshop Meeting
March 4, 2024, at 9:00 a.m.

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

Board Members Present

John Doughney – Chairman – in-person
Dominick Graci – Vice Chairman – in-person
Viorel Mocuta – Supervisor – in-person
Diane Haseltine- Supervisor – in-person

Staff Present

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

Also present were Ryan Smith of Ryper Water Analytics and Attorney Nathan Nason of Nason, Yeager, Gerson, Harris & Fumero, P.A. (via phone).

Guests Present (Sign-In Sheet Attached)

A. Call to Order

The Workshop Meeting was called to order at 9:00 a.m.

B. Pledge of Allegiance

C. Roll Call

It was noted that all Supervisors were in attendance with the exception of Secretary Gregg Ney.

D. Approval of Minutes

- 1. February 5, 2024, Workshop**
- 2. February 6, 2024, 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. Miller presented the report that was provided in the meeting agenda package, noting that Ms. Holmes had researched (see Memorandum of March 4, 2024) and advised regarding the District’s financial obligations to pay for utility infrastructure relocation upon the City of Pt. St. Lucie’s widening of Peacock Boulevard. Mr. Miller indicated that a preliminary estimate of the utility infrastructure relocation was \$700,000. Based on the discussions with Ms. Holmes, Mr. Miller indicated that it appears that the District is not on the hook for the relocation since the location of the utility line was installed prior to the establishment of the authority (the City of Port St. Lucie).

Discussion ensued regarding this topic.

**G. District Engineer
DE 1 – Consider Work Authorization No. 7BN3-15-0823-SY between the District and 600 PSL, LLC**

Mr. Hayden presented the item, indicating that Mr. Zanganehl would go over the details at tomorrow’s meeting.

DE 2 – Status Report/Updates

It was noted that Mr. Zanganeh’s monthly report was provided in the meeting materials and would be reviewed in additional detail, if necessary, at tomorrow’s meeting.

**H. District Manager
Actions Items**

DM 1 - Consider Approval of CORE Payment Software for Utility Payment Processing and Fees; Consider Approval to Pass-Through the Payment Fees to the Payee for Certain Payment Options

Ms. Maldonado explained that the District currently provides several payment options for customers to process utility payments. Since 2012, the District has absorbed the fees associated with certain payment options. Passing these fees onto the customers was discussed again in 2019 and the District agreed to continue to absorb these fees until it was not budgetarily feasible to cover them.

The fees for FY23 totaled in excess of \$80,000, which were absorbed by the District, and are expected to go up this year. Staff have reviewed the fees and the impact on

the FY24 and upcoming FY25 budgets and reached out to all parties that currently provide these services for the District and have the following recommendations:

- 1.) Pass the payment option fees to the payee, which would be done through the payment option that is chosen by the payee through the CORE software.
- 2.) Consolidate all electronic payment options through one software provider, CORE (formally AMS).
- 3.) Approve the Annual Software License Fee (Fixes Option) by CORE.
- 4.) Create and send a mailing to District customers informing them of this change with an implementation date of at least 60 days.

A lengthy discussion ensued regarding how municipalities handle these fees and if they should be passed on to the customer.

DM 2 – Consider Acceptance of Water Supply Treatment Technical Memo by Infrastructure Solution Services (ISS); Consider Approval to Design the Water Treatment Plant Upgrades

Mr. Miller presented the item and introduced Clayton McCormick of ISS who went over the findings presented in the ISS Memo of February 19, 2024. The subject of the Memo was the Determination of Water Treatment Plant Capacity and Unit Process Capacity Expansion Needs Without the Reserve CDD Water Demand.

Secretary Gregg Ney arrived at approximately 9:10 a.m.

Mr. McCormick went over the current and projected future water demands of the District and the proposed improvements, noting that the estimated project cost would be approximately \$7.6 Million.

A lengthy discussion ensued regarding grants and expansion timing.

Mr. Smith of Ryper Water Analytics then presented his findings on the water plant expansion needs without the Reserve CDD demand, going over the water plant expansion and Series 2024 Revenue Bond assumptions. He then went over the revenue requirements for the 2024 Bonds. Based on the information provided, Mr. Smith indicated the recommended rate adjustments for a 20-Year Bond versus a 30-Year Bond. He then went over the timing considerations as well as the Reserve CDD considerations.

Again, a lengthy discussion ensued.

Messrs. McCormick and Smith were thanked for their informative presentations.

DM 3 – Consider Approval to Issue Interconnect Agreement Termination Letter to the Reserve CDD

Mr. Nason indicated that the existing agreement is terminable with 3-year notice and only for cause. Termination would be effective November 22, 2028. Mr. Nason went

on to state that the District was okay regarding the notice time and indicated that if the agreement is terminated, the District would be responsible for refunding the connection fees.

A brief discussion ensued and it was confirmed that staff was seeking approval of the form letter and sending it to the Reserve CDD.

Chairman Doughney called for a brief recess at approximately 9:52 a.m.

Chairman Doughney called the Workshop back to order at approximately 10:00 a.m.

DM 4 – Consider Approval of AMI Water Meter Installation Company

Mr. Hayden presented the item, indicating that staff had requested proposals to hire a company to install water meters as part of the District’s ongoing Automatic Metering Infrastructure Project (AMI). This project is for an upgrade from the District’s “drive by” automatic meter system (AMR) to a “direct read” in the office system (AMI).

The new meters, previously approved by the Board, were delivered in December 2023. Staff is currently installing those meters, however, not as fast as originally anticipated.

Staff would like to complete this project in less than 2 years. The following meter installation contractors were approached for proposals to install 4,000 meters out of 6,882 meters.

- | | |
|------------------------------|---------------|
| 1.) Aqua Meter Consultants - | \$ 231,400.00 |
| 2.) HST Utility, Inc. - | \$ 210,000.00 |
| 3.) Envocore - | \$ 265,734.00 |
| 4.) UMS Water – | NO RESPONSE |

A brief discussion ensued regarding liability if something breaks during the installation of the meters.

There was no further discussion regarding this item.

DM 5 – Consider Approval to Swap Land Ownership for Certain Parcels with the St. Lucie Trail Golf Course

Mr. Hayden presented the item indicating that a letter was recently received from Matt Boyd, General Manager of the St. Lucie Trail Golf Club (SLT), requesting the consideration of a land swap between the District and SLT.

The letter requests the following land swap/change areas:

- 1.) Removal of the District Easement from the Driving Range.
- 2.) The tee box on hole #14 will remain intact and this land will be swapped out for an additional stormwater retention area in front of #11 tee box.

- 3.) The rear of #18 green and the area where the starter shack is currently sitting will become the property of SLT. The land swap for this section will be for a parcel located at the end of Utility Drive, adjacent to the golf course maintenance building.
- 4.) Ingress/Egress Easements shall be given to each party where applicable.

The Board agreed that the District should not have to split the costs since the golf course was requesting the land swap and they want to keep the driving range in case of a future aqua range for stormwater retention.

It was agreed that the District should continue negotiations regarding this matter.

DM 6 – Other Items

Mr. Hayden passed out some material the District had prepared regarding educating the public on stormwater and conservation matters. The Board was delighted to see the materials.

Mr. Hayden advised that the District Manager position had been posted internally for a 5 business day notification. Resumes were being accepted and he went over the timeline for interviews and when he expected the Board to consider hiring for each position.

I. Consent Agenda

CA 1 – Monthly Report on Public Works Department

CA 2 – Monthly Report on Utilities Operations

CA 3 – Monthly Report on Capital Improvement Projects

CA 4 – Monthly Report on Billing and Customer Service

CA 5 – Financial Statements for January, 2024

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

Vice Chairman Graci pointed out on Page 89 of the meeting booklet that there were no numbers on the abstract.

Mr. Pierman noted that it was a placeholder and had never been updated to include the correct amounts. Mr. Pierman indicated he would bring a revised abstract to tomorrow's meeting.

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

J. Supervisor Requests

Vice Chairman Graci advised that the next Presidents' Council meeting would be held on May 29, 2024, in the Conference Room of the District.

Secretary Ney noted that he liked the magnets the District had made regarding water conservation.

K. Adjournment

There being no further items to be addressed, the Workshop Meeting was adjourned at 10:24 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
March 5, 2024, at 9:00 a.m.

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

Board Members Present

John Doughney – Chairman – in-person
Dominick Graci – Vice Chairman – in-person
Gregg Ney – Secretary – in-person
Viorel Mocuta – Supervisor – in-person
Diane Haseltine- Supervisor – in-person

Staff Present

Bill Hayden, District Manager, St. Lucie West Services District (“SLWSD”) – in-person
Josh Miller, Utilities Director/Assistant District Manager, SLWSD – in-person
Maddie Maldonado, Director of Office Administration – in-person
Gerard Rouse, Assistant Public Works Director, SLWSD – in-person
Thomas Bayer, Assistant Utilities Director, SLWSD – in-person
Lisa-Marie Beans, Human Resources Specialist, SLWSD – in-person
Ruth Holmes, District Counsel, Torcivia, Donlon, Goddeau & Ansay, P.A. – in-person
Fairborz Zanganehl, District Engineer, Infrastructure Solution Services. – in-person
Jason Pierman, Secretary/Treasurer, Special District Services, Inc. (“SDS”) – in-person
Laura Archer, Recording Secretary, SDS – in-person
Stephanie Brown, SDS – in-person

Also present was Attorney Nathan Nason of Nason, Yeager, Gerson, Harris & Fumero, P.A. (via phone).

Guests Present (Sign-In Sheet Attached)

A. Call to Order

Chairman Doughney called the Regular Board Meeting to order at 9:00 a.m.

B. Pledge of Allegiance

C. Roll Call

It was noted that all 5 Supervisors were in attendance.

D. Approval of Minutes

1. February 5, 2024, Workshop

2. February 6, 2024, Regular Board Meeting

The minutes of the February 5, 2024, Workshop and the February 6, 2024, Regular Board Meeting were presented for consideration.

A **MOTION** was made by Supervisor Haseltine, seconded by Vice Chairman Graci and unanimously passed approving the minutes of the February 5, 2024, Workshop, as presented, and the minutes of the February 6, 2024, Regular Board Meeting, as presented.

E. Public Comment

There was no public comment at this time.

F. District Attorney DA 1 – Status Report/Updates

Ms. Holmes presented her monthly report, indicating that she had revised correspondence to the Florida Department of Transportation regarding the District's commitment to maintain landscaping within the I-95 interchange project.

Ms. Holmes also researched and advised staff regarding the District's phone-based utility payment processing contractual obligations.

She also researched and advised staff on the District's obligations to pay for utility infrastructure relocation upon the City of Port St. Lucie's widening of Peacock Boulevard.

Ms. Holmes found that the City Ordinance does not compel the District to pay the utility relocation costs because the location of the utility line was installed prior to the establishment of the authority (the City of Port St. Lucie).

Discussion ensued regarding how this relocation would cause a ripple effect regarding stormwater retention, thus causing additional infrastructure needs for the District.

Donna Rhoden from the City of Port St. Lucie arrived at the meeting.

Vice Chairman Graci asked Ms. Holmes if her firm could provide the information required for the mandatory annual 4 hours of ethics training to which Ms. Holmes responded that they could.

Mr. Pierman noted that free training was available and directed the Board to the SDS website where there were 2 links for them to consider as well, but he encouraged in-person training versus online training.

Mr. Pierman noted that, as due July 1st of each year, the Form 1 – Statement of Financial Interests would now be required to be submitted electronically. It being 2024, the form to be completed and sent in would be the 2023 Form 1.

Similarly, Mr. Pierman noted that ethics training completed in 2024 would be reported in 2025.

That concluded Ms. Holmes' update.

Chairman Doughney praised Ms. Holmes' detailed report.

Donna Rhoden of the City of Port St Lucie arrived at approximately 9:08 a.m.

G. District Engineer

DE 1 – Consider Work Authorization No. 7BN3-15-0823-SY between the District and 600 PSL, LLC

Mr. Zanganeh advised that this was an application for the construction of a 1.423-acre light industrial warehouse development at the east side of NW Enterprise Drive, which lot is currently undeveloped and heavily covered with trees and vegetation.

The applicant is proposed to construct a 22,960 SF warehouse building with associated driveway, parking spaces and landscape areas.

Staff recommended approval of the Work Authorization with the following two special conditions:

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

A **MOTION** was made by Secretary Ney, seconded by Vice Chairman Graci and passed unanimously approving Work Authorization No. 7BN3-15-0823-SU between the District and 660 PSL, LLC with the following 2 special conditions:

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

as presented.

DE 2 – Status Report/Updates

Mr. Zanganeh noted that the information provided in his monthly report was current. The Board had no questions.

**H. District Manager
Action Items**

DM 1 - Consider Approval of CORE Payment Software for Utility Payment Processing and Fees; Consider Approval to Pass-Through the Payment Fees to the Payee for Certain Payment Options

Mr. Hayden presented the item after which a discussion ensued.

Secretary Ney was opposed to passing along the fees to District customers.

Vice Chairman Graci noted that passing along these fees to customers should be clearly spelled out why the District was instituting this new process.

A **MOTION** was made by Vice Chairman Graci, seconded by Supervisor Haseltine authorizing staff to work with vendors to consolidate all online payments through CORE payment software by accepting the option for an annual fixed license fee and to have customers absorb the credit card and e-check fees through CORE, as presented. Upon being put to a vote, the **MOTION** carried 4 to 1 with Secretary Ney dissenting.

DM 2 – Consider Acceptance of Water Supply Treatment Technical Memo by Infrastructure Solution Services (ISS); Consider Approval to Design the Water Treatment Plant Upgrades

Mr. Miller presented the item and indicated that this was a new scope of design without the Reserve CDD. He requested holding the vote on this item until Agenda Item DM 3 has been voted upon.

DM 3 – Consider Approval to Issue Interconnect Agreement Termination Letter to the Reserve CDD

Mr. Hayden presented the letter for Board consideration.

A **MOTION** was made by Secretary Ney, seconded by Vice Chairman Graci and passed unanimously approving the correspondence prepared by Special Counsel Nathan Nason to the Reserve CDD regarding the existing interconnect agreement, as presented.

DM 2 – Consider Acceptance of Water Supply Treatment Technical Memo by Infrastructure Solution Services (ISS); Consider Approval to Design the Water Treatment Plant Upgrades

The Board then proceeded with Agenda Item DM 2.

A **MOTION** was made by Vice Chairman Graci, seconded by Supervisor Haseltine and passed unanimously accepting the Water Supply Treatment Technical Memo dated February 19, 2024, by Infrastructure Solution Services and moving forward with the designing of the replacement critical infrastructure recommended in said Memo, as presented.

DM 4 – Consider Approval of AMI Water Meter Installation Company

Mr. Hayden presented the item and recommended approval.

Discussion ensued regarding notifying the customer base several different ways.

A **MOTION** was made by Vice Chairman Graci, seconded by Supervisor Haseltine and passed unanimously approving the Quote # 12424RH4k from HST Utility, Inc. for the installation of 4,000 AMI water meters to be funded out of the Utility R&R Fund for the not to exceed amount of \$210,000, as presented. The Available Project Budget being \$1,808,248.00; The Project cost being \$210,000.00; leaving an Available Balance of \$1,598,248.00.

DM 5 – Consider Approval to Swap Land Ownership for Certain Parcels with the St. Lucie Trail Golf Course

Mr. Hayden presented the item for Board consideration.

Discussion ensued regarding appraisals and other parcels of land.

There was a consensus of the Board to begin negotiations with St. Lucie Trail Golf Course for the land swap.

DM 6 – Other Items

Mr. Miller advised of having brochures and magnets made to give out to customers regarding water saving tips and stormwater handouts through the Education & Outreach Program.

The Board was also advised that the position of District Manager had been posted internally.

I. Consent Agenda

CA 1 – Monthly Report on Public Works Department

CA 2 – Monthly Report on Utilities Operations

CA 3 – Monthly Report on Capital Improvement Projects

CA 4 – Monthly Report on Billing and Customer Service

CA 5 – Financial Statements for January, 2024

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

Mr. Pierman presented the revised Consent Agenda Item CA 6 with the correct numbers included.

A **MOTION** was made by Vice Chairman Graci, seconded by Secretary Ney approving Consent Agenda items CA 1 through CA 5, as presented, and CA 6 as amended. Upon being put to a vote, the **MOTION** carried unanimously.

J. Supervisor Requests

Chairman Doughney thanked Donna Rhoden for attending District meetings.

K. Adjournment

There being no further items to be addressed, the Regular Board Meeting was adjourned at 9:54 a.m. by Chairman Doughney. 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, April 2, 2024

Item

PH 1 Consider Resolution No. 2024-04 – Amending Chapter A-1, St. Lucie West Services District General and Procedural Rules; Revising Certain Sections

Summary

The Public Hearing is to hear public comment on the adoption of proposed amendments to Chapter A-1 General Procedural Rules to revise certain sections as outlined in Resolution 2024-04: A Resolution Amending Chapter A-1 General Procedural Rules of the Rules of Board of Supervisors of the St. Lucie West Services District: Providing an Effective Date.

The Public Hearing was advertised in the Treasure Coast Newspaper on March 1, 2024. The attached affidavit of publication verifies that advertisement of the public hearing was published within the general circulation at least 28 days prior to the public hearing on April 2, 2024.

Sections to be revised A-1.10, A-1.11, A-1.12, A-1.13

Recommendation

Staff recommends adoption of Resolution No. 2024-04: A Resolution Amending Chapter A-1 General Procedural Rules of the Board of Supervisors of the St. Lucie West Services District; Providing an Effective Date.

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:



Florida

PO Box 631244 Cincinnati, OH 45263-1244

GANNETT

PROOF OF PUBLICATION

Special District Services Inc Slw Serv
Slw Services District
St Lucie West Services District
2501 Burns RD # A
Palm Beach Gardens FL 33410-5207

STATE OF WISCONSIN, COUNTY OF BROWN

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

03/01/2024

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

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 03/01/2024

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$137.20

Order No: 9887237

of Copies:

Customer No: 1125983

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THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

KAITLYN FELTY
Notary Public
State of Wisconsin

**NOTICE OF PUBLIC HEARING
TO CONSIDER AMENDING
CHAPTER A-1, ST. LUCIE WEST
SERVICES DISTRICT GENERAL
AND PROCEDURAL RULES**

The Board of Supervisors ("Board") of the ST. LUCIE WEST SERVICES DISTRICT ("District") will hold two public hearings in accordance with Section 120.54, Florida Statutes, on Tuesday, April 2, 2024 at 9:00 a.m., or as soon thereafter as may be heard, in the District's Board Meeting Room, 450 SW Utility Drive, Port St. Lucie, Florida 34986. The purpose of the hearings is to receive public comment and objections to the proposed amendments of Chapter A-1, Sections 1.10, 1.11, 1.12, and 1.13 of the St. Lucie West Services District General and Procedural Rules (Chapter A-1 Amendments"). The purpose of the Chapter A-1 Amendments is to raise the monetary thresholds for competitive bidding.

If adopted, the proposed Rules shall become effective upon approval by the Board of the District.

Copies of the proposed Rules will be available at the District Office, 450 SW Utility Drive, Port St. Lucie, Florida. 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 twenty-one (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 meeting is advised that the person will need a record of the proceedings and that, accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

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

Dated this 6th day of February 2024
William K. Hayden,
District Manager
ST LUCIE WEST
SERVICES DISTRICT

Pub: Mar 01, 2024
TCN9887237

RESOLUTION NO. 2024-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT AMENDING CHAPTER A-1, ST. LUCIE WEST SERVICES DISTRICT GENERAL AND PROCEDURAL RULES; REVISING CERTAIN SECTIONS; AND PROVIDING AN EFFECTIVE DATE.

SECTION 1. AUTHORITY FOR THIS RESOLUTION. This Resolution is adopted pursuant to Sections 11.45, 120.54, 120.57(3), 190.007(1), 190.008, 190.011(3) and (5), 190.033, 255.20, and 287.055, Florida Statutes.

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

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

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

C. The purpose of this Rule is to amend various sections of Chapter A-1, the General and Procedural Rules of the District, in order to raise the monetary thresholds for competitive bidding.

D. This Rule is necessary to establish and maintain policies and procedures for the efficient and economical procurement of the various services, goods, supplies, materials, and projects essential to operation of the District.

E. The Board held a public hearing on the Rule on April 2, 2024, after first publishing notice of such hearing in the manner required by Sections 120.54 and 120.81, Florida Statutes.

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

SECTION 3. CHAPTER A-1 AMENDED. Chapter A-1 of the St. Lucie West Services District General and Procedural Rules is hereby amended by revising Sections A-1.10 Procedure for Purchasing Contractual Services, A-1.11 Purchase of Goods, Supplies, or Materials,

A-1.12 Contracts for Construction of Authorized Project, A-1.13 Contracts for Maintenance Services, to read as set forth in the revision of such Chapter attached as Exhibit I (with new text shown in underline, and deleted text shown as ~~struck through~~).

SECTION 4. All resolutions and other actions of the Board in conflict with the provisions of this Resolution are, to the extent of such conflict, superseded and repealed.

SECTION 5. EFFECTIVE DATE. This Rule shall become effective on the date of adoption.

APPROVED AND ADOPTED this 2nd day of April, 2024.

ST. LUCIE WEST SERVICES DISTRICT

Attest:

Secretary, Board of Supervisors

By: _____
Chairman, Board of Supervisors

CHAPTER A-1

A-1.10 Procedure for Purchasing Contractual Services

(1) Scope.

(a) All purchases for contractual services that do not exceed ~~\$2,500~~10,000 shall be made using Good Purchasing Practices, as defined in Subsection (2)(i) of this rule.

(b) Unless otherwise exempt, all purchases for contractual services that exceed ~~\$2,500~~10,000 but do not exceed the threshold amount provided in Section 287.017, Florida Statutes, for category four (\$195,000), as such category may be amended from time to time, shall be made using Quotations, as defined in Subsection (2)(j) of this rule.

(c) Unless otherwise exempt, all purchases for contractual services that exceed the threshold amount provided in Section 287.017, Florida Statutes, for category four, as such category may be amended from time to time, shall be made by Competitive Procedure, as defined in Subsection (2)(k) of this rule, to the maximum extent practicable.

(d) If state or federal law prescribes with whom the District must contract, or establishes the rate of payment, then these rules shall not apply.

(e) A contract involving both goods, supplies, and materials, and contractual services may, in the discretion of the Board, be treated as a contract for goods, supplies, and materials.

(f) For good cause shown, the Board may waive the requirements of this Section when such action is consistent with the overall objectives of the District.

(2) Definitions. For this Section:

(a) "Contractual services" means the rendering by a consultant of planning and professional services performed by persons required by the state to hold a professional license. Contractual services do not include legal (including attorneys, paralegals, court reporters, and expert witnesses including appraisers), artistic, auditing, health, academic program services, or other professional services governed by Section A-1.09 of these policies. Contractual services do not include the extension of an existing contract for services if such extension is provided for in the contract terms.

CHAPTER A-1

(b) "Invitation to Bid" is a solicitation for sealed bids with the title, date and hour of the public bid opening designated specifically. It includes a description of the services sought, applicable terms and conditions, evaluation criteria, including but not limited to price, and provides for a manual signature of an authorized representative.

(c) "Request for Proposal" is a solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It provides a statement for services sought, applicable terms and conditions, and evaluating criteria, including but not limited to price.

(d) "Responsive bid/proposal" means, a bid or proposal which conforms in all material respect to bid or request for proposal and these rules, and whose cost components are appropriately balance. A bid/proposal is not responsive if the person or firm submitting the bid fails to meet any requirement relating to the qualifications, financial stability, or licensing of the bidder.

(e) "Lowest and best bid" means, in the sole discretion of the Board, the bid (i) submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid as determined by the Board, and (iii) is the lowest cost to the District. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.

(f) "Proposal most advantageous to the District" means, in the sole discretion of the Board, the proposal (i) submitted by a person of firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) that is the most responsive to the request and proposal as determined by the Board, and (iii) is for a cost to the District deemed reasonable by the Board. Minor variations in the proposal may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Proposals may not be modified after opening. To assure full understanding of the responsiveness to the solicitation requirements, discussions may be

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conducted with qualified offerors. The offerors shall be accorded fair and equal treatment prior to the submittal date with respect to any opportunity for discussion and revision of proposals.

(g) "Emergency purchase" means a purchase necessitated by a sudden unexpected turn of events (e.g., acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive bidding would be detrimental to the interests of the District.

(h) "A continuing contract" is a contract for contractual services entered into in accordance with all the procedures of this rule between the District and a firm or individual, whereby the firm or individual provides contractual services to the District for work of a specified nature as outlines in the contract required by the District, with no time limitation, except that the contract shall provide a termination clause.

(i) "Good Purchasing Practices" shall include but are not limited to the receipt of written quotations, or written records of telephone quotations.

(j) "Quotations" shall mean written quotations, written records of telephone or other oral quotations (including the name and address of each respondent and the amount quoted), or informal bids to be opened upon receipt. If the District receives less than three (3) Quotations, District staff shall include a statement explaining why additional quotes were not received.

(k) "Competitive Procedure" shall mean the procedure set forth in Subsection (3) of this rule.

(3) Procedure. When a purchase of contractual services is within the scope of this rule, the following procedures shall be followed:

(a) The Board shall cause to be prepared a notice of invitation to bid or request for proposal, as appropriate.

(b) Notice of invitation to bid or request for proposal shall be advertised at least once in a newspaper of general circulation in the District or on the District's website. The notice shall allow at least seven (7) days for submittal of bids or proposals unless the Board, for good cause, determines a shorter period of time is appropriate.

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(c) The District may maintain a list of persons interested in receiving notices of invitations to bid or requests for proposals. Persons who provide their name and address to the District office for inclusion on the list shall receive notices by mail.

(d) Bids shall be opened at the time and place noted on the invitation to bid and request for proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these rules.

(e) If only one response to an invitation to bid or request for proposal is received, the District may proceed with procurement for contractual services. If no response to an invitation to bid or request for proposal is received, the District may take whatever steps are reasonably necessary in order to proceed with the procurement of contractual services.

(f) The Board has the right to reject any or all bids or proposals and such reservation shall be included in all solicitation and advertisements. In the event the bids exceed the amount of funds available to or allocated by the District for this purchase, the bids may be rejected. Bidders not receiving a contract award shall not be entitled to recover any costs of bid preparation or submittal from the District.

(g) The lowest and best bid or the proposal most advantageous to the District, as appropriate, shall be accepted. The Board may require bidders to furnish performance and/or other bonds with responsible surety to be approved by the Board.

(4) Notice. Notice of award or intent to award a contract, including the rejection of some or all bids, shall be provided in writing to all bidders by United States Mail or by hand delivery, and by posting same in the District office for seven (7) days.

(5) Contract Renewal. Renewal of a contract for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial contract. The costs of any contemplated renewal shall be included in the invitation to bid or request for contracts shall not be renewed for more than two (2) years unless competitively procured. Renewal shall be contingent upon satisfactory performance evaluations by the District.

(6) Contract Manager and Contract Administrator. The Board may designate a representative to function as contract manager, who shall be responsible for enforcing performance of the contract terms and

CHAPTER A-1

conditions and serve as a liaison with the contractor. The Board may also designate a representative to function as contract administrator, who shall be responsible for maintaining all contract files and financial information. One person may serve as both contract manager and administrator.

(7) Emergency Purchase. The District may make an emergency purchase of contractual services without complying with these rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

(8) Continuing Contract. Nothing in this rule shall prohibit a continuing contract between a firm or an individual and the District.

Specific Authority: §190.011(5), Fla. Stat.

Law Implemented: §190.033, Fla. Stat.

History: Adopted October 8, 1991; revised May 15, 2007, December 15, 2009, December 5, 2017

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CHAPTER A-1

A-1.11 Purchase of Goods, Supplies, or Materials

(1) Scope.

(a) All purchase of goods, supplies, or materials that do not exceed ~~\$2,500~~10,000 shall be made using Good Purchasing Practices, as defined in Subsection (2)(h) of this rule.

(b) Unless otherwise exempt, all purchases of goods, supplies, or materials that exceed ~~\$2,500~~10,000 but do not exceed the threshold amount provided in Section 287.017, Florida Statutes, for category four (\$195,000), as such category may be amended from time to time, shall be made using Quotations, as defined in Subsection (2)(i) of this rule.

(c) Unless otherwise exempt, all purchases of goods, supplies, or materials that exceed the threshold amount provided in Section 287.017, Florida Statutes, for category four, as such category may be amended from time to time, shall be made by Competitive Procedure, as defined in Subsection (2)(j) of this rule.

(d) Contracts for purchases of goods, supplies, or materials shall not be divided solely in order to avoid the requirements of these rules.

(e) For good cause shown, the Board may waive the requirements of this Section when such action (i) is consistent with the overall objectives of the District and (ii) does not involve a purchase of goods, supplies, or materials that exceeds the threshold amount provided in Section 287.017, Florida Statutes, for category four, as such category may be amended from time to time.

(2) Definitions.

(a) "Invitation to Bid" is a solicitation for sealed bids with the title, date and hour of the public bid opening designated specifically and defining the commodity involved. It includes printed instructions prescribed conditions for bidding, evaluation criteria, and provides for a manual signature of an authorized representative.

(b) "Request for Proposal" is a solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of the authorized representative. It may

CHAPTER A-1

provide general information, applicable laws and rules, statement of work, functional or general specifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.

(c) "Responsive bid/proposal" means, a bid or proposal which conforms in all material respects to the specifications and conditions in the invitation to bid or request for proposals and these rules, and the cost components of which are appropriately balance. A bid/proposal is not responsive if the person or firm submitting the bid fails to meet any requirement relating to the qualifications, financial stability, or licensing of the bidder.

(d) "Lowest responsible bid/proposal" means, in the sole discretion of the Board, the bid or proposal (i) submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the lowest cost to the District. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.

(e) "Goods, supplies, and materials" means supplies, materials, goods, merchandise, food, equipment, information technology, and other personal property, including a mobile home, trailer or other portable structure with floor space of less than 5,000 square feet purchased, leased or otherwise contracted for. Goods, supplies, and materials do not include printing, insurance, advertising or legal notices.

(f) "Purchase" means acquisition by sale, rent, lease, lease/purchase or installment sale. It does not include transfer, sale, or exchange of goods, supplies or materials between the District and any federal, state, regional, or local government entity or political subdivision of the state.

(g) "Emergency purchase" means a purchase necessitated by a sudden unexpected turn of events (e.g., acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive bidding would be detrimental to the interests of the District.

(h) "Good Purchasing Practices" shall include but are not limited to the receipt of written quotations, or written records of telephone quotations.

CHAPTER A-1

(i) "Quotations" shall mean written quotations, written records of telephone or other oral quotations (including the name and address of each respondent and the amount quoted), or informal bids to be opened upon receipt. If the District receives less than three (3) Quotations, District staff shall include a statement explaining why additional quotes were not received.

(j) "Competitive Procedure" shall mean the procedure set forth in Subsection (3) of this rule.

(3) Procedure. When a purchase of goods, supplies, or materials is within the scope of this rule, the following is appropriate:

(a) The Board shall cause to be prepared a notice of invitation to bid or request for proposal, as appropriate.

(b) Notice of invitation to bid or request for proposal shall be advertised at least once in the newspaper of general circulation in the County and in the District. The notice shall allow at least seven days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(c) The District may maintain a list of persons interested in receiving notices of invitations to bid or requests for proposals. Persons who provide their name and address to the District office for inclusion on the list shall receive notices by mail.

(d) Bids or proposals shall be opened at the time and place noted on the invitation to bid and request for proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these rules.

(e) The lowest responsive and responsible bid or proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines it is in the best interest of the District. In the event the bids exceed the amount of funds available to or allocated by the District for this purchase, the bids may be rejected. The Board may require bidders to furnish performance and/or other bonds with a responsible surety to be approved by the board. Bidders not receiving a contract award shall not be entitled to recover any costs of bid preparation or submittal from the District

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(f) Notice of award of intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail or by hand delivery, and by posting same in the District office for seven (7) days.

(g) If only one response to an invitation to bid or request for proposal is received, the District may proceed with procurement for goods, services, or materials. If no response to an invitation to bid or request for proposal is received, the District may take whatever steps are reasonably necessary in order to proceed with the procurement of goods, services, or materials.

(h) The District may make an emergency purchase of contractual services without complying with these rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

(4) Nothing in this Section shall preclude the purchase of goods, supplies, or materials pursuant to state contract.

Specific Authority: §190.011(5), Fla. Stat.

Law Implemented: §190.033, Fla. Stat.

History: Adopted October 8, 1991; revised May 15, 2007, December 15, 2009, December 5, 2017

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CHAPTER A-1

A-1.12 Contracts for Construction of Authorized Project

(1) Scope.

(a) All contracts for the construction of any project authorized by Chapter 190, Florida Statutes, the total construction project costs of which are estimated in accordance with generally accepted cost-accounting principles not to exceed ~~\$2,500~~10,000 shall be made using Good Purchasing Practices, as defined in Subsection (2)(g) of this rule.

(b) All contracts for the construction of any project authorized by Chapter 190, Florida Statutes, the total construction project costs of which are estimated in accordance with generally accepted cost-accounting principles to be in excess of ~~\$2,500~~10,000 but not in excess of \$300,000 (or \$75,000 for electrical work) (as such threshold amounts may be adjusted from time to time as provided in Section 255.20(2), Florida Statutes) shall be made using Quotations, as defined in Subsection (2)(h) of this rule.

(c) All contracts for the construction of any project authorized by Chapter 190, Florida Statutes, the total construction project costs of which are estimated in accordance with generally accepted cost-accounting principles to exceed \$300,000 (or \$75,000 for electrical work) (as such threshold amounts may be adjusted from time to time as provided in Section 255.20(2), Florida Statutes) shall be made by Competitive Procedure, as defined in Subsection (2)(i) of this rule.

(d) The construction of these projects may involve the purchase of contractual services and/or goods, supplies, or materials as defined in Section A-1.10 and A-1.11 of these policies. Where a contract for construction of such a project includes goods, supplies, or materials and/or contractual services, the District may, in its sole discretion, award the contract according to the rules in this subsection in lieu of separately bidding for construction, goods, supplies, or materials, and contractual services. However, a project shall not be divided solely in order to avoid the threshold bidding requirements.

(e) For good cause shown, the Board may waive the requirements of this Section when such action (i) is consistent with the overall objectives of the District and (ii) does not involve a project authorized by Chapter 190, Florida Statutes, the total construction project costs of which are estimated in accordance with generally accepted cost-accounting principles to exceed \$300,000 (or \$75,000 for electrical work) (as

CHAPTER A-1

such threshold amounts may be adjusted from time to time as provided in Section 255.20(2), Florida Statutes).

(2) Definitions.

(a) "Invitation to Bid" is a solicitation for sealed bids with the title, date and hour of the public bid opening designated specifically and defining the work involved. It includes printed instructions prescribing all conditions for bidding, evaluation criteria, and provides for manual signature of an authorized representative.

(b) "Request for Proposal" is a solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws, and rules, statement of work, functional or general specifications, proposal instructions, work detail analysis, and evaluation criteria, as necessary.

(c) "Responsive bid/proposal" means, a bid or proposal which conforms in all material respects to the specifications and conditions in the invitation to bid or request for proposal and these rules, and the cost components of which appropriately balanced. A bid/proposal is not responsive if the person or firm submitting the bid fails to meet any requirements relating to the qualifications, financial stability, or licensing of the bidder.

(d) "Lowest responsible bid/proposal" means, in the sole discretion of the Board, the bid (i) submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the lowest cost to the District. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.

(e) "Emergency purchase" means a purchase necessitated by a sudden unexpected turn of events (e.g., acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive bidding would be detrimental to the interests of the District.

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(f) "District Representative" means the person or group designated by the chairperson to administer the bidding process. The District Representative may be the chairperson, the Board, any member or committee of the Board, District Counsel, District Manager, or any other person.

(g) "Good Purchasing Practices" shall include but are not limited to the receipt of written quotations, or written records of telephone quotations.

(h) "Quotations" shall mean written quotations, written records of telephone or other oral quotations (including the name and address of each respondent and the amount quoted), or informal bids to be opened upon receipt. If the District receives less than three (3) Quotations, District staff shall include a statement explaining why additional quotes were not received

(i) "Competitive Procedure" shall mean the procedure set forth in Sections 190.033(1) and 255.20, Florida Statutes, and Subsection (3) of this rule.

(3) Procedure.

(a) Notice or invitation to bid or request for proposal shall be advertised at least once in a newspaper of general circulation in the County and in the District or on the District's website. The Notice shall allow at least seven days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(b) The District may maintain lists of persons interested in receiving notices of invitation to bid or request for proposals. Persons who provide their name and address to the District office for inclusion on the list shall receive notices by mail.

(c) In order to be eligible to submit a bid or proposal, a firm or individual must, at all time of receipt of the bids or proposals:

(1) Hold the required applicable state professional license in good standing.

(2) Hold all required applicable federal licenses in good standing, if any.

(3) Hold a current and active Florida corporate charter to be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation.

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(4) Meet any special prequalification requirements set forth in the bid proposal specifications.

Evidence of compliance with this rule may be submitted with the bid, if required by the District.

(d) Bids or proposals shall be opened at the time, date, and place noted on the invitation to bid or request for proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these rules. The District Representative shall evaluate the bids.

(e) To assist in the determination of the lowest responsive and responsible bidder, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.

(f) In determining the lowest responsive and responsible bidder, the District Representative may consider, in addition to factors described in the invitation to bid or request for proposal, the following:

- (1) The ability and adequacy of the professional personnel.
- (2) Past performance of the District and in other professional employment settings.
- (3) Willingness to meet time and budget requirements.
- (4) Geographic location of the firm headquarters or office in relation to the project.
- (5) Recent, current, and projected workloads of the bidder.
- (6) Whether the firm is a certified minority business enterprise.
- (7) Volume of work previously awarded to the bidder.
- (8) Whether the cost components of the bid response are appropriately balanced.

(g) The lowest responsive and responsible bid/proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines it is in the best interest of the District. The Board may require bidders to furnish performance and/or other bonds with responsible surety to be approved by the Board. If the Board received fewer than three responses to an invitation to bid or request for proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid. In the event the bids exceed the amount of funds available to or

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allocated by the District for this purchase, the bids may be rejected. Bidders not receiving a contract award shall not be entitled to recover any costs of bid preparation or submittal from the District.

(h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail or by hand delivery, and by posting the same in the District office for seven (7) days.

Specific Authority: §190.011(5), Fla. Stat.

Law Implemented: §§190.033, 255.20, Fla. Stat.

History: Adopted October 8, 1991; revised May 15, 2007, December 15, 2009, December 5, 2017

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CHAPTER A-1

A-1.13 Contracts for Maintenance Services

(1) Scope.

(a) All contracts for the maintenance of any District facility or project wherein the amount to be paid by the District does not exceed ~~\$2,500~~10,000 shall be made using Good Purchasing Practices, as defined in Subsection (2)(g) of this rule.

(b) Unless otherwise exempt, all contracts for the maintenance of any District facility or project wherein the amount to be paid by the District exceeds ~~\$2,500~~10,000 but does not exceed the threshold amount provided in Section 287.017, Florida Statutes, for category four (\$195,000), as such category may be amended from time to time, shall be made using Quotations, as defined in Subsection (2)(h) of this rule.

(c) Unless otherwise exempt, all contracts for the maintenance of any District facility or project wherein the amount to be paid by the District exceeds the threshold amount provided Section 287.017, Florida Statutes, for category four, as such category may be amended from time to time, shall be made by Competitive Procedure, as defined in Subsection (2)(i) of this rule.

(d) The maintenance of these facilities or projects may involve the purchase of contractual services and/or goods, supplies, or materials as defined in Section A-1.10 and A-1.11 of these policies. Where a contract for maintenance of such a facility or project includes goods, supplies, or materials and/or contractual services, the District may, in its sole discretion, award the contract according to the rules in this subsection in lieu of separately bidding for maintenance, goods, supplies, or materials, and contractual services. However, a project shall not be divided solely in order to avoid the threshold bidding requirements.

(e) For good cause shown, the Board may waive the requirements of this Section when such action (i) is consistent with the overall objectives of the District and (ii) does not involve a contract for the maintenance of any District facility or project wherein the amount to be paid by the District exceeds the threshold amount provided in Section 287.017, Florida Statutes, for category four, as such category may be amended from time to time.

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(2) Definition.

(a) "Invitation to Bid" is a solicitation for sealed bids with the title, date and hour of the public bid opening designated specifically and defining the work involved. It includes printed instructions prescribing all conditions for bidding, evaluation criteria, and provides for manual signature of an authorized representative.

(b) "Request for Proposal" is a solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, proposal instructions, work detail analysis, and evaluation criteria, as necessary.

(c) "Responsive bid/proposal" means, a bid or proposal which conforms in all material respects to the specifications and conditions in the invitation to bid or request for proposal and these rules, and the cost components of which are appropriately balanced. A bid/proposal is not responsive if the person or firm submitting the bid fails to meet any requirements relating to the qualifications, financial stability, or licensing of the bidder.

(d) "Lowest responsible bid/proposal" means, in the sole discretion of the Board, the bid or proposal (i) submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the lowest cost to the District. Minor variations in the bid or proposal may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified after opening.

(e) "Emergency purchase" means a purchase necessitated by a sudden unexpected turn of events (e.g., acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive bidding would be detrimental to the interests of the District.

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(f) "District Representative" means the person or group designated by the chairperson to administer the bidding process. The District Representative may be the chairperson, the Board, any member or committee of the Board, District Counsel, District Manager, or any other person.

(g) "Good Purchasing Practices" shall include but are not limited to the receipt of written quotations, or written records of telephone quotations.

(h) "Quotations" shall mean written quotations, written records of telephone or other oral quotations (including the name and address of each respondent and the amount quoted), or informal bids to be opened upon receipt. If the District receives less than three (3) Quotations, District staff shall include a statement explaining why additional quotes were not received

(i) "Competitive Procedure" shall mean the procedure set forth in Subsection (3) of this rule.

(3) Procedure.

(a) Notice or invitation to bid or request for proposal shall be advertised at least once in a newspaper or general circulation in the County and in the District or on the District's website. The notice shall allow at least seven days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(b) The District may maintain lists of persons interested in receiving notices of invitation to bid or request for proposals. Persons who provide their name and address to the District office for inclusion on the list shall receive notices by mail.

(c) In order to be eligible to submit a bid or proposal, a firm or individual must, at all time of receipt of the bids or proposals:

(1) Hold the required applicable state professional license in good standing.

(2) Hold all required applicable federal licenses in good standing, if any.

(3) Hold a current and active Florida corporate charter to be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation.

(4) Meet any special prequalification requirements set forth in the bid proposal specifications.

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Evidence of compliance with this rule may be submitted with the bid, if required by the District.

(d) Bids or proposals shall be opened at the time, date, and place noted on the invitation to bid or request for proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these rules. The District Representative shall evaluate the bids.

(e) To assist in the determination of the lowest responsive and responsible bidder, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.

(f) In determining the lowest responsive and responsible bidder, the District Representative may consider, in addition to factors described in the invitation to bid or request for proposal, the following:

- (1) The ability and adequacy of the professional personnel.
- (2) Past performance of the District and in other professional employment settings.
- (3) Willingness to meet time and budget requirements.
- (4) Geographic location of the firm headquarters or office in relation to the project.
- (5) Recent, current, and projected workloads of the bidder.
- (6) Whether the firm is a certified minority business enterprise.
- (7) Volume of work previously awarded to the bidder.
- (8) Whether the cost components of the bid response are appropriately balanced.

(g) The lowest responsive and responsible bid/proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders to furnish performance and/or other bonds with responsible surety to be approved by the Board. If the Board receives fewer than three responses to an invitation to bid or request for proposal, the Board may, in its discretion, re-advertise for additional bids without rejecting any submitted bid. In the event the bid exceed the amount of the funds available to or allocated by the District for this purchase, the bids may be rejected. Bidders not receiving a contract award shall not be entitled to recover any costs of bid preparation or submittal from the District.

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(h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail or by hand delivery, and by posting the same in the District office for seven (7) days.

Specific Authority: §190.011(5), Fla. Stat.

Law Implemented: §190.033(3), Fla. Stat.

History: Adopted October 8, 1991; revised May 15, 2007, December 15, 2009, December 5, 2017

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St. Lucie West Services District

Board Agenda Item

Tuesday, April 2, 2024

Item

DA 1 Status Report/Updates

Summary

This report is provided for your review and information.

Recommendation

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:

**TORCIVIA, DONLON,
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Jennifer H.R. Hunecke
Susan M. Garrett
Elizabeth V. Lenihan*
Ruth A. Holmes
Ben Saver
Tanya M. Earley
Daniel Harrell, Of Counsel

St. Lucie West Services District
District Attorney's Report
Time Period February 16, 2024 – March 15, 2024

As SLWSD Counsel for the time period identified above, I worked with staff on the following matters:

- 1) Drafted an amendment to the Computer Network Systems umbrella contract which authorized purchase and installation of additional hardware and software;
- 2) Worked with staff on contracts for purchase of systems to allow for web based and telephone based payment of utility bills;
- 3) Drafted a legal memorandum regarding the District's financial obligations to pay for utility infrastructure re-location upon the City of Pt. St. Lucie's widening of Peacock Road;
- 4) Began working with staff and Bond Counsel re imminent bond validation matter; and
- 5) Attendance at Regular Board Meeting for March 2024.

Sincerely,

Ruth A. Holmes
Ruth A. Holmes, Esq.

St. Lucie West Services District

Board Agenda Item

Tuesday, April 2, 2024

Item

DE 1 Status Report/Updates

Summary

This report is provided for your review and information.

Recommendation

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:

Client: St. Lucie West Services District
Topic: Monthly Project Status Report – April 2024
Date of Status: 3/18/2024

- 1) General
 - i) SLWSD and ISS have regular telecons and meeting discussions that are incorporated in project statuses below.
 - ii) SLWSD to communicate with ISS to provide direction and updates on IRSC and Reserve CDD projects.

- 2) SLW013 WTP RO Blending Study
 - i) Status
 - i. SLWSD requested to pursue a proposal to pilot an ion exchange system.

 - ii) Actions:
 - i) ISS to bring forward ion exchange pilot study proposal.

- 3) SLW024 Lake Charles Irrigation Pump Station Replacement Project
 - i) Status
SLWSD to provide direction to ISS when to begin next phase of design work.

 - ii) Actions:
ISS to prepare and submit a design Task Order for consideration at the direction of SLWSD.

- 4) SLW028 Bypass for WWTF Emergency Storage Headworks Structure
 - i) Status
ISS anticipating 100% design drawings and specifications to SLWSD in coming weeks.

 - ii) Actions:
None

- 5) SLW030 Water Supply-Treatment Conceptual Design
 - i) Status
 - i) ISS submitted the additional analysis on Feb 18 requested at Jan 8 Board Workshop meeting.

 - ii) Actions:
 - i) None

- 6) SLWSD Potential Grant and Funding Assistance
 - i) Status

- i) ISS submitted an FDEP Alternative Water Supply Grant application for Lake Charles Irrigation PS. Requested grant funding of \$1.0M. Awaiting FDEP review
- ii) Actions:
 - i) None

At SLWSD's request, ISS is in the process of preparing the following Future Task Orders:

- a) Lake Charles Irrigation Pump Station Replacement Design
- b) DIW Civil/Site and Piping Improvements
- c) SLWSD System Wide Irrigation Modeling (10 HOAs±).
- d) Ion exchange system pilot study



St. Lucie West Services District

Board Agenda Item

Tuesday, April 2, 2024

Item

DM 1 Internal Interviews for the District Manager Vacancy

Summary

Due to the future retirement of the District Manager, the position was advertised internally for 1 week.

Applicants are listed below in alphabetical order by first name:

- 1) Gerard Rouse
- 2) Joshua Miller

Letters of Interest and Resumes are attached for your review and consideration.

Recommendation

Budget Impact

Project Number:
ORG Number:

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

Board Action

Moved by:	Seconded by:	Action Taken:
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GERARD PAUL ROUSE

5865 NW Wesley Road, Port Saint Lucie, FL 34986
(772)-267-7891
grouse@slwsd.org

Dear Mr. Hayden,

I am writing to express my interest in the upcoming district manager position. With 16 years of experience as a St. Lucie West Service District employee and nearly 5 years serving as the Assistant Public Works Director, I am confident that I would be a valuable asset to lead the team at St. Lucie West Services District.

My background has equipped me with strong organizational and motivational abilities, along with a dedication to delivering outstanding administrative support and customer service. I am confident that my communication skills, multitasking capabilities, and commitment to excellence make me a strong candidate for this role.

I look forward to the possibility of discussing how my experience and skills align with the needs of St. Lucie West Services District. Thank you for considering my application.

Thank you for your consideration.

Sincerely,

Gerard Rouse
Assistant Public Works Director



GERARD P. ROUSE

St. Lucie West Service District
Assistant Public Works Director



PROFESSIONAL QUALIFICATIONS

- F.A.S.D. CERTIFIED DISTRICT MANAGER
- 2023 RISK MANAGER OF THE YEAR
- STORMWATER A, B & C CERTIFIED
- F.E.M.A. CERTIFICATIONS:
 - IS-700A, IS-100B, IS-200B IS-800C
- OSHA LEVEL 5 CHEMICAL SPILLS / INCIDENT COMMANDER
- CERTIFIED MASTER NATURALIST
- PESTICIDE APPLICATOR LICENSES:
 - AQUATICS
 - RIGHT OF WAY
 - NATURAL AREAS
 - D.E.P. FERTILIZER BEST MANAGEMENT PRACTICES
- CERTIFIED STORM WATER INSPECTOR
- A.P.W.A. CERTIFIED IN LEADERSHIP, MANAGEMENT AND PUBLIC TRUST
- SAFETY COMMITTEE CHAIRMAN
- FIRST AID / CPR CERTIFIED
- INITIATED SLWSD HAZMAT TEAM
- CREATED AND IMPLEMENTED SLWSD EMERGENCY CHEMICAL SPILL S.O.P.
- PRODUCED EXOTIC PLAN REMOVAL FIELD GUIDEBOOK
- CERTIFIED IN UNDERSTANDING EPA'S NPDES MS4 PERMIT PROGRAM
- CERTIFIED IN GREEN STORM WATER INFRASTRUCTURE
- RECORDS MANAGEMENT CERTIFIED
- INITIATED PARTICIPATION AT THE CITY OF PSL HURRICANE EXPO
- OWNER AND OPERATOR: SOUTH FLORIDA TREE TRIMMERS - 13 YRS

SLWSD EXPERIENCE

- EQUIPMENT OPERATOR • SLWSD
08/01/2008 - 04/13/2009
- AQUATIC MAINTENANCE TECHNICIAN TRAINEE • SLWSD
04/13/2009 - 06/01/2010
- AQUATIC MAINTENANCE TECHNICIAN II • SLWSD
06/01/2010 - 06/26/2010
- EPR FOREMAN • SLWSD
06/26/2010 - 10/11/2014
- ASSISTANCE PUBLIC WORKS SUPERINTENDANT • SLWSD
10/11/2014 - 11/4/2019
- ASSISTANCE PUBLIC WORKS DIRECTOR • SLWSD
11/5/2019 - PRESENT

EDUCATION

- SAINT ANTHONY'S COLLEGE
GRADUATED 1989
- DANIEL EDUCATIONAL COMMUNITY
1989-1991

COMMUNITY INVOLVEMENT

- BOY SCOUTS OF AMERICA SCOUTMASTER - 12 YEARS
- CO-OWNER OF THE TREASURE COAST REUSE CENTER
- CITY OF PORT SAINT LUCIE CITIZENS ACADEMY
- KEEP PORT SAINT LUCIE BEAUTIFUL VOLUNTEER
- ST LUCIE COUNTY SHERIFF'S DEPARTMENT CITIZENS ACADEMY
- UNITED FOR FAMILIES VOLUNTEER
- SUNRISE THEATER VOLUNTEER



the John Scott Dailey
**FLORIDA
INSTITUTE OF
GOVERNMENT**
at Florida State University

March 4, 2024

Gerard Rouse, Assistant Public works Director
St. Lucie West Services District
450 SW Utility Drive
Port St. Lucie, Florida 34986

Dear Mr. Rouse,

This letter of acknowledgment confirms and verifies that you successfully completed the FASD Certified District Manager (CDM) program held January 22-26, 2024, in Tallahassee, Florida.

The CDM program is designed to raise the professional standards for the government district leaders of Florida and help prepare individuals to serve effectively within their organizations' leadership teams. Each participant attended (32) hours of instructor-facilitated classroom learning activities and presented an individual project to concretely apply each of the seven FASD modules in a manner directly relevant to their jurisdictions.

You will receive an official certificate of completion for the program at the 2024 FASD Annual Conference, along with your peers who also successfully completed the course. If you are unable to attend the conference, your official certificate will be forwarded via mail.

If you have any questions or need additional information. Please do not hesitate to contact me via email at jhendry@fsu.edu or call (850) 645-6700.

With Gratitude,

Jeff Hendry
Executive Director
John Scott Dailey Florida Institute of Government



Carmen A. Capezzuto
Neighborhood Services Director

March 6, 2024

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

To Whom It May Concern,

I am pleased to present this letter of recommendation in support of Gerard Rouse's candidacy for the position of District Manager/Public Works Director for the St. Lucie West Services District (District). Having had the privilege of working closely with Mr. Rouse over a decade, I can attest to his professional attributes that would benefit the District for years to come under his leadership.

Throughout the years, Mr. Rouse was given increasing responsibilities and the corresponding job titles that accompanied them. In each instance, he worked hard with his team to successfully bring about great improvements for the citizens of St. Lucie West. His efforts have brought credit to his Department and has resulted in great working relationships with the City of Port St. Lucie.

Mr. Rouse would make a fine leader for the District while advancing the goals and objectives of the organization. I am sure you will find Mr. Rouse to be an excellent candidate with a smart, common-sense, and goal-oriented mindset. I always enjoy working with him.

Sincerely,

Carmen A. Capezzuto
Digitally signed by
Carmen A. Capezzuto
Date: 2024.03.06
13:29:56 -05'00'

Carmen A. Capezzuto
Director of Neighborhood Services
(772) 871-5148



"A City for All Ages"

**CITY OF PORT ST. LUCIE
PUBLIC WORKS DEPARTMENT**
"SERVING WITH EXCELLENCE"



Mailing Address:
450 SW Thornhill Dr.
Port St. Lucie, FL
34984-4370

October 2, 2019

RE: Letter of Reference Gerard Rouse

To whom it may concern:

Mr. Rouse and I have shared a professional working relationship over the previous twelve (12) years. I have found his professionalism, responsiveness and attention to detail nothing short of impressive. Additionally, it should be noted that Gerard's specialized training as an "Incident Commander" must be considered as value added to any organization that responds to acute emergency's and potentially catastrophic events such as hurricanes.

Lastly, I would like to state that Mr. Rouses dedication not only to his assigned duties but his person life a great family man shows a sign of loyalty and integrity.

If you need any additional information, I can be reached at 772 344-4035.

Sincerely,

A handwritten signature in black ink, appearing to read "John Dunton".

John Dunton
Deputy Director, Public Works

JD\S\letter of reference Rouse 19-10-02 Dunton

Gerard Rouse

From: Dennis Pickle <dpickle@slwsd.org>
Sent: Friday, August 23, 2013 1:40 PM
To: Bill Hayden Public Works Director; Gerard Rouse; Jimmy Mobley; Jon Cade; Josh Miller
Chief Operator WWTF; Lorrie Bush; mmaldonado@slwsd.org; rriniolo@slwsd.org; Roger Lane; UGU Supt.

Thanks to everyone who participated in the emergency spill cleanup and containment this morning. FDEP, County EMS and the Hazmat Company were very impressed with the quick and effective response our employees provided. This is a true testament to proper training and planning. Special thanks to the Incident Commander Gerard Rouse for his professionalism during a critical time. Also special thanks to all the employees that assisted in containing what could have been a very hazardous event if this chemical had reached a body of water.

Dennis Pickle

District Manager
450 SW Utility Drive
Port St. Lucie, Florida 34986
Phone:(772) 340-0220
Fax:(772) 871-5726
Cell:(772) 985-8265

BOARD MEMBERS: Please do not use the reply all feature of your e-mail as it may be deemed a violation of the Sunshine law. Please reply only to the management office. Thank You.

NOTE: Under Florida Law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing

March 20, 2024

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

To Whom It May Concern,

I am pleased to give this letter of recommendation in support of Gerard Rouse for the position of District Manager/Public Works Director for the St. Lucie West Services District (District). I had the privilege of working closely with Mr. Rouse from August 2008 until April 2021, I can attest to his professional attributes that would benefit the District for years to come under his leadership.

Throughout the years, Mr. Rouse took advantage of every opportunity to increase his education and advanced through the ranks of the Public Works Department. Mr. Rouse always tried to acquire more information related to how the District operated and how he could perform his duties better, which made him a better employee and supervisor. Mr. Rouse always portrayed a fairness in treating his employees and co-workers.

Mr. Rouse would make an exceptional leader for the District while assisting in the growth and needs of the citizens and Board of Supervisors. I am positive you will find Mr. Rouse to be an excellent candidate with a smart, common-sense, and goal-oriented mindset. It was my privilege to work with him.

Sincerely,

Dennis Pickle
Dennis Pickle
Retired District Manager
561-676-7352
24188 Jesse Avenue
Tallahassee, FL 32310



"A City for All Ages"

**CITY OF PORT ST. LUCIE
PUBLIC WORKS DEPARTMENT**
"SERVING WITH EXCELLENCE"



October 2, 2019

RE: Letter of Reference Gerard Rouse

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Lastly, I would like to state that Mr. Rouse's dedication not only to his assigned duties but his personal life as a great family man shows a sign of loyalty and integrity.

If you need any additional information, I can be reached at 772 344-4035.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Dunton".

John Dunton
Deputy Director, Public Works

JD\S\letter of reference Rouse 19-10-02 Dunton

CERTIFIED STORMWATER INSPECTOR

GERARD ROUSE

HAS BEEN AWARDED THIS CERTIFICATE OF ACHIEVEMENT FOR HAVING SUCCESSFULLY COMPLETED ALL REQUIREMENTS OF THE NATIONAL STORMWATER CENTER TRAINING COURSE

THIS CERTIFICATION IS EFFECTIVE FOR A PERIOD OF FIVE YEARS AND INCLUDES 1.2 CONTINUING EDUCATION UNITS (CEUs)

DISCIPLINES DEVELOPED:
STORMWATER PERMIT COMPLIANCE
AND INSPECTIONS OF INDUSTRIAL
ACTIVITIES, COMMERCIAL FACILITIES,
CONSTRUCTION PROJECTS, AND
MUNICIPAL OPERATIONS



POLLUTION PREVENTION
ILLCIT DISCHARGE DETECTION AND
ELIMINATION
PUBLIC EDUCATION AND INVOLVEMENT
CONSTRUCTION
POST CONSTRUCTION


MICHELE LOMAX, DIRECTOR OF OPERATIONS

6522

CERTIFICATE NUMBER

OCTOBER 15, 2015

DATE

THE NATIONAL STORMWATER CENTER
814 BRIDLE PATH BEL AIR, MD 21014
www.NPDES.com

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

GERARD P ROUSE

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.b

Introduction to Incident Command System

ICS-100

Issued this 12th Day of May, 2011



0.3 IACET CEU

Vilma Schifano Milmo
Superintendent (Acting)
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

GERARD ROUSE

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00200.b
ICS for Single Resources and
Initial Action Incident, ICS-200

Issued this 14th Day of August, 2018



0.3 IACET CEU

Steven P. Heidecker

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

GERARD P ROUSE

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.a

National Incident Management System (NIMS)

An Introduction

Issued this 12th Day of May, 2011



Vilma Schifano Milmo
Superintendent (Acting)
Emergency Management Institute

0.3 IACET CEU

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

GERARD ROUSE

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.c

National Response Framework, An Introduction

Issued this 20th Day of September, 2018



0.3 IACET CEU

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

**FLORIDA WATER AND POLLUTION CONTROL
OPERATORS ASSOCIATION**

VOLUNTARY CERTIFICATION PROGRAM


hereby certifies that

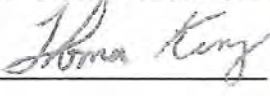
Gerard Rouse

**has met the requirements for certification as a
Stormwater Technician Level "A"**

Certificate Number 1264

Date Issued March 20, 2015





Voluntary Certification Board

FW&PCOA President

FLORIDA WATER AND POLLUTION CONTROL

OPERATORS ASSOCIATION

VOLUNTARY CERTIFICATION PROGRAM

hereby certifies that

Gerard Rouse

has met the requirements for certification as a
Stormwater Technician Level "B"

Certificate Number 1264

Date Issued August 15, 2014



Voluntary Certification Board



FW&PCOA President

**FLORIDA WATER AND POLLUTION CONTROL
OPERATORS ASSOCIATION
VOLUNTARY CERTIFICATION PROGRAM**

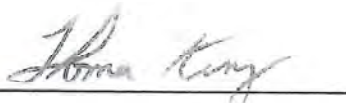
hereby certifies that

Gerard Rouse

has met the requirements for certification as a
Stormwater Technician Level "C"

Certificate Number 1264

Date Issued March 29, 2013



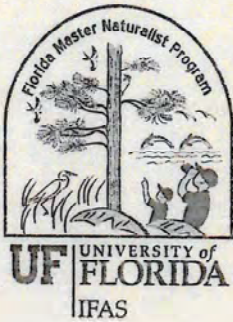
Voluntary Certification Board

FW&PCOA Online



FW&PCOA President

Certificate of Completion



This certificate is awarded to

Gerard Rouse

for successfully completing 40 contact
hours in the Florida Master Naturalist Program



Upland Habitats Module

3-3-12

Date

Wren Under

Module Instructor

Willie Fener Chaney

Interim Dean of Extension

Martha B. Mc

Florida Master Naturalist Program Director



Joshua C Miller

Applicant for District Manager

Experience

04/2019–Present

Utilities Director/Assistant District Manager • SLWSD

02/2014–04/2019

Assistant Utilities Director/ • SLWSD

04/2006-02/2014

Wastewater Treatment Plant Chief Operator • SLWSD

10/2000-04/2006

Water & Wastewater Treatment Plant Operator • SLWSD

11/1997-10/2000

Underground Services Technician • SLWSD

Responsibilities

Assist the District Manager with all operations of the SLWSD including primarily directing the Utilities Department.

Responsible for creating budgets, policies, and reporting to an elected Board of Supervisors.

Licensing

- FDEP Wastewater Treatment Plant Operator Level "A"
- FDEP Drinking Water Treatment Plant Operator Level "A"
- FASD Certified District Manager

Skills/Knowledge

Over 26 years' experience working for SLWSD. I have worked in ALL areas of the Utilities Department and assisted the Stormwater Department when needed.



450 SW Utility Drive
Port St Lucie, FL 34986



772-340-0220



jmiller@slwsc.org



www.slwsc.org

JOSHUA C MILLER
Applicant for District Manager
St Lucie West Services District

Mission Statement:

I would like to begin with a thank you to SLWSD for the many opportunities presented to me through the years working here at St Lucie West Service District.

Throughout my tenure here at SLWSD, I have worn many hats. I have worked in the Underground Utilities, Irrigation, Water Plant Operations, Wastewater Plant Operations, and Utility Administration Departments. I have been here long enough to experience most of SLWSD being developed.

With the education, knowledge, certifications, and networking that I have gained during my time here at SLWSD, I feel that my 26+ years of experience with SLWSD, and my relationship with the SLWSD Staff, make me the best choice to be the District Manager of SLWSD.

As District Manager, I will serve the SLW Residents and SLWSD Board of Directors with professionalism, commitment, and transparency.

Below you will find an outline of my work experience, responsibilities, and some of my notable accomplishments while in these positions through the years here at SLWSD.

11/1997- 10/2000

UGU SERVICES TECHNICIAN

- Responsible for all meter reading (2200), installing new and temporary water meters, inspecting and maintaining lift stations (24), maintaining irrigation system pump stations (3), maintaining of irrigation sprinklers and systems on ALL SLW medians, locates of SLWSD Utilities, completed service orders for the field, repairing water leaks, operated heavy equipment, performed field water testing and lab sampling coordination, well field maintenance, responsible for most of the on-call duties.
- Operator Training at the Water Treatment Plant to gain license.
- Achieved DW FDEP-C (10/2000)

10/2000-12/2003

WATER TREATMENT PLANT OPERATOR/WASTEWATER TRAINEE

- Assisted Underground Division while transitioning to operator.
- Responsible for the operation and maintenance of 12 raw feed surficial wells and operation and maintenance of the 2.0 MGD Nanofiltration Water Treatment Plant.
- Assisted with Staff to achieve **2001 FDEP Water Treatment Operators Outstanding Excellence Award.**
- Operator Training at the Wastewater Treatment Plant to gain wastewater license.
- Assisted with Staff to achieve **2002 FDEP Wastewater Treatment Operators Outstanding Excellence Award.**
- Assisted with inspections for the 2000 Wastewater Plant Expansion.

12/2003-04/2006

WATER TREATMENT/WASTEWATER PLANT OPERATOR

- Responsible for the operation and maintenance of 12 raw feed surficial wells and operation and maintenance of the 2.0 MGD Nanofiltration Water Treatment Plant until transition to 3.4 MGD Reverse Osmosis Treatment using 3 Deep Floridan Wells in late 2005.
- Assisted in the creation of the Vulnerability Assessment Plan (2005)
- Responsible for the operation and maintenance of 3 Deep Floridan Wells and operation and maintenance of the 3.4 MGD Reverse Osmosis Treatment Water Plant (11/2005-4/2006)
- Achieved **WW FDEP-C** (12/2003) and split schedule to work both plants for coverage.
- Achieved **Backflow Prevention Testing Certificate** (2003).
- Responsible for operation and maintenance of the 1.9 MGD Contact Stabilization Wastewater Plant and Operations Troubleshooting.
- Created Sludge Processing and Removal Protocol (2005).
- Achieved **WW FDEP-B** (02/2006)

04/2006- 02/2014

WASTEWATER TREATMENT PLANT CHIEF OPERATOR

- Responsible for operation and maintenance of the 1.9 MGD Contact Stabilization Wastewater Plant.
- Achieved **WW FDEP-A** (02/2007)
- Achieved **DW FDEP-B** (11/2007)
- Achieved **DW FDEP-A** (02/2008)
- Responsible for R&R and budgeting for the Wastewater Plant.
- Oversaw many improvements to the aging wastewater plant such as: filter rebuilds, clarifier modifications, pump upgrades, tank improvements, odor control upgrades, lift station capacity upgrades.
- Wastewater Staff and I achieved **2010 FDEP Wastewater Treatment Operators Outstanding Excellence Award**.
- Created/ Upgraded the Cross-Connection Control Plan (CCCP).
- Worked with Engineers to Budget and Design the 2015 Extended Aeration Wastewater Treatment Plant.

02/2014-04/2019

ASSISTANT UTILITIES DIRECTOR

- Responsible for Managing the Underground Division, the Irrigation Division, the Wastewater Treatment Plant, and the Water Treatment Plant.
- Responsible for assisting the Utilities Director in creating the Capital & R&R Budgets for the Underground Division, the Irrigation Division, the Wastewater Treatment Plant, and the Water Treatment Plant
- Responsible for Creating and Overseeing Policy for the Underground Division, the Irrigation Division, the Wastewater Treatment Plant, and the Water Treatment Plant.
- Oversaw the Design & Construction on the 2015 Wastewater Treatment Plant. This includes all inspections and meetings related to the project.
- Oversaw the Punch out List of the 2014 Water Treatment Plant RO Train Expansion
- Worked with Engineers and Designed the High Service B Pump Station
- Oversaw the Construction of High Service B Pump Station and MCC Building

- Worked with Engineers relating to the Design and Construction of the Currently being constructed Main Irrigation Pump Station Project.
- Worked with Engineers relating to the Design and Construction of a proposed 24" Water Main Bypass.
- Working with Engineers relating to the Design and Construction of a Secondary Water Treatment Clearwell.
- Working with Engineers relating to the Design and Construction of a proposed Lake Charles Irrigation Pump Station Upgrade
- Worked with Engineers relating to the Design and Construction of the recently permitted Vac Truck Dump Station.
- Working with Engineers relating to the Design and Implementation of Updated SLWSD Utility Standards (90%).
- Work ongoing with Engineers relating to the Design and Construction of SLWSD site improvements relating to buildings, dump sites, drainage upgrades, and yard piping.
- Worked with Engineers relating to the Design and Construction of replacement chemical storage tanks located at the Wastewater and Water Plants.
- Designed and oversaw the installation of the security camera systems for the Water and Wastewater Treatment Plants
- Created and Implemented the Automatic Meter Reading Program
- Created and Implemented the Backflow Prevention Testing Program
- Currently designing the Upgrade to Telemetry for the lift stations, irrigation pump stations, surficial wells, and storm gates.
- Designed and am currently accepting proposals for the OPS Building break room installation and improvements.
- Worked with Office Director and Billing Clerk to create the RFP for the Billing Software Upgrade. Proposed the "paperless" service order program.
- Worked with Engineers relating to the Design and Construction of the proposed High Service "A" Upgrade.
- Oversee all SCADA Systems Servers upgrades and security protocols.
- Created and Implemented an Underground GIS System partnering with FRWA (ongoing).
- Worked with the UGU Superintendent to design and construct the automatic potable water flushing devices.
- Designed and Oversaw Triangle Pond Transfer Pump Project.
- Updated the Vulnerability Assessment partnering with FRWA.
- Responsible for updating the Emergency Management Plan

04/2019-PRESENT

UTILITIES DIRECTOR/ASSISTANT DISTRICT MANAGER

- Responsible for Overseeing the Underground Division, the Irrigation Division, the Wastewater Treatment Plant, Mechanic Shop, and the Water Treatment Plant.
- Responsible for assisting the DISTRICT MANAGER in creating the Capital & R&R Budgets for the Underground Division, the Irrigation Division, Mechanic Shop, the Wastewater Treatment Plant, and the Water Treatment Plant.
- Responsible for Overseeing Policy for the Underground Division, the Irrigation Division, the Wastewater Treatment Plant, and the Water Treatment Plant.
- Oversaw the Design & Construction of the NEW ADMINISTRATION BUILDING. This includes attending inspections and meetings related to the project.
- Worked with Staff and designed and completed the Operations Building Breakroom/Office Project.

- Working with Assistant Utilities Director and Engineers relating to the Design and Construction of a Secondary Water Treatment Clearwell.
- Working with Assistant Utilities Director and Engineers relating to the Design and Construction of a proposed Lake Charles Irrigation Pump Station Upgrade.
- Work ongoing with Assistant Utilities Director and Engineers relating to the Design and Construction of SLWSD site improvements relating to buildings, dump sites, drainage upgrades, and yard piping.
- Oversaw the completion of the Automatic Meter Reading Program; ahead of schedule by 1 year.
- Continue to Oversee the Backflow Prevention Testing Program and FDEP Reporting.
- Oversaw the completion of the Cellular Upgrade to Telemetry for the lift stations, irrigation pump stations, surficial wells, and storm gates.
- Oversaw the completion of High Service "A" Upgrade.
- Working with Assistant Utilities Director with the Vulnerability Assessment and maintaining compliance with the American Water Infrastructure Act (AWIA)
- Oversee the Cyber Security and Emergency Management Plan.
- Established and Oversee the Fleet GPS & Fuel Management Program.
- Continue to oversee daily operations within the Utilities Office.
- Responsible for ERC Calculations and Recording.
- Responsible for Meeting and Coordinating with the Rate Consultant.
- Oversee the Water Conservation Program.
- Responsible for "filling in" when the District Manager is out of the Office.

EDUCATION

11/1997- 02/2008

COLLEGE COURSES & MEMBERSHIPS

- California State University Water Treatment Volumes I & II
- California State University Advanced Wastewater Treatment I & II
- Michigan State University (Eli Board of Education) Supervisory Management
- Backflow Prevention & Testing Certification
- Member of SEDA (Southeast Desalination Assn.)
- Member of FRWA (Florida Rural Water Assn.)
- Member of FWPCOA (Florida Water & Pollution Control operators Assn.)

LICENSES

- **FDEP Wastewater Treatment Plant Operator Level "A"**
- **FDEP Drinking Water Treatment Plant Operator Level "A"**
- **FASD Certified District Manager**

SKILLS/ KNOWLEDGE

- Knowledge- 26+ years with SLWSD
- Leadership- 18 years in a Supervisory Role.
- Compassion- I can relate to the thoughts and work processes of each division.
- Accountable- No one is perfect. I own my actions and work to improve upon areas where I may lack.
- Dependable- I am always available to assist.
- Communicative- I communicate well with everyone.
- Hard Worker- I have respect from the Staff as they understand that I will work right beside them if necessary.
- Understanding- I have worked in all areas of SLWSD.
- Qualified- I have gained the proper experience, licensing, and Industry Networking throughout my tenure here at SLWSD.

ACTIVITIES/PUBLIC

Below you will find the tasks that I intend to do as District Manager.

- Operate a cost-effective Utility Program, including a well-trained and motivated Staff.
- Operate a cost-effective Storm Water Program, including a well-trained and motivated Staff.
- Operate and Maintain a Balanced Budget with transparency.
- Maintain all Assets, Buildings and Equipment.
- Maintain/Improve Cyber-Security Measures to protect the District and Customer Databases.
- Perform a SWOT (Strategies, Weaknesses, Opportunities, Threats) Analysis using teams comprised of residents, board members, and employees.
- Update our website and incorporate social media.
- Perform/Host an Annual Goals & Objectives Public Meeting
- Continue the great relationship with the HOA's of each Subdivision and the SLW Commercial Association.
- Continue working with the residents pertaining to public concerns and complaints.
- Improve Public Education and Outreach.

CLOSING STATEMENT

I appreciate the opportunity to apply for the District Manager Position and I feel that I am the best person for the job.



the John Scott Dailey
**FLORIDA
INSTITUTE OF
GOVERNMENT**
at Florida State University

October 20, 2023

Josh Miller
Asst District Manager
St. Lucie West Services District
450 SW Utility Drive
Port St. Lucie, FL 34986

Dear Mr. Miller,

This letter of acknowledgment confirms and verifies that you successfully completed the FASD Certified District Manager (CDM) program held October 9-12, 2023, in Fort Lauderdale, Florida.

The CDM program is designed to raise the professional standards for the government district leaders of Florida and help prepare individuals to serve effectively within their organizations' leadership teams. Each participant attended (32) hours of instructor-facilitated classroom learning activities and presented an individual project to concretely apply each of the seven FASD modules in a manner directly relevant to their jurisdictions.

You will receive an official certificate of completion for the program at the 2024 FASD Annual Conference, along with your peers who also successfully completed the course. If you are unable to attend the conference, your official certificate will be forwarded via mail.

If you have any questions or need additional information, please do not hesitate to contact me via email at jhendry@fsu.edu or call (850) 645-6700.

With Gratitude,

Jeff Hendry
Executive Director
John Scott Dailey Florida Institute of Government

St. Lucie West Services District

Board Agenda Item

Tuesday, April 2, 2024

Item

DM 2 Consider Adoption of Resolution 2024-05 Authorizing Electronic Approvals and Check Signers

Summary

SDS has been using Bill.com to make other districts' payments for several years. In addition to flexibility in the approval process, the system also offers a more secure payment option by limiting the number of District checks being created. Rather than being drafted from the District's bank account, checks are "written" from a Bill.com clearing account. Additionally, vendors have the option to be paid via ACH, which offers a faster and even more secure payment process.

The manner in which SLW's banking and accounting is set up limits the effectiveness of Bill.com. However, after meeting with staff, we have identified that roughly 40% of payments can be processed electronically with Bill.com. For now, these payments will only come from the Water & Sewer account, excluding rebate and refund payments. As we progress, we hope to determine a way to move more payments to an electronic payment system.

Resolution 2024-05 confirms check signers and authorizes the use of an electronic payment method.

Recommendation

Staff recommend adoption of Adoption of Resolution 2024-05 Authorizing Electronic Approvals and Check Signers.

Budget Impact

None.

Board Action

Moved by:	Seconded by:	Action Taken:
------------------	---------------------	----------------------

RESOLUTION NO. 2024-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The St. Lucie West Services District ("District") has established a District checking/operating account in order for the District to expend public funds of the District as authorized and required; and

WHEREAS, the Board of Supervisors (the "Board") of the District shall designate authorized staff and/or District officials to approve expenditures, via electronic or non-electronic approval processes, from the checking/operating account;

WHEREAS, the Board of the District has selected Todd Wodraska, Jason Pierman, Patricia LasCasas, William Hayden and Jack Doughney to serve as the signatories, as required, on the District checking/operating account; and

WHEREAS, all resolutions or parts thereof of the District in conflict with the provisions contained herein are to the extent of any such conflict, hereby superseded and repealed.

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

Section 1. The above recitals are hereby adopted.

Section 2. Each expenditure from the checking/operating account will require a minimum of two (2) approvals and a designated member of the Board, by an electronic approval procedure, will have an opportunity to review the District's expenditure(s) prior to release of payment(s).

Section 3. When necessary to write checks, the signatures of two (2) of the six (6) signatories named herein will be required on all District checks tendered from the District checking/operating account, as approved.

PASSED, ADOPTED and becomes EFFECTIVE this 2nd day of April, 2024.

ATTEST:

ST. LUCIE WEST SERVICES DISTRICT

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

St. Lucie West Services District

Board Agenda Item

Tuesday, April 2, 2024

Item

DM 3 Other Items

Summary

Discussion/Update items:

Recommendation

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

Board Agenda Item

Tuesday, April 2, 2024

Item

CA 1 Public Works Monthly Reports

Summary

This report is provided for your review and information as an update to the operations of the Public Works Department

Recommendation

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 Public Works Department 2/2024

<u>Division</u>	<u>Service Orders*</u>	<u>Work Orders**</u>
Aquatics	66	1
Exotic Plant Removal	47	0
Storm Water	36	66
Vac Truck	2	0
Dredge Barge	0	0
Video Ray	24	0
Shop	174	0
Grand Total	349	67

Aquatics Division:

Operations & Maintenance:

<u>Type</u>	<u>Service Orders</u>	<u>Work Orders</u>
Algae	23	0
Injection Treatments	0	0
Hydrilla Treatments	2	1
Midge Fly Treatments	0	0
Harvester Removal	0	0
Surface Plant Treatments	0	0
Wetland & Upland Treatments	5	0
Debris Removal	22	0
Miscellaneous	14	0

Scheduled Maintenance

- Lake Cleaning Schedule - Available Upon Request

Exotic Plant Removal Division:

Operations & Maintenance:

<u>Type</u>	<u>Service Orders</u>	<u>Work Orders</u>
Encroaching Preserves	6	0
Lygodium Treatments	1	0
Exotic Vegetation Treatments	15	n/a
Tree Removals	0	0
Preserves Maintenance	0	n/a
Vine Management	5	0
Miscellaneous	20	n/a

Scheduled Maintenance

- None

Storm Water Division:

Operations & Maintenance:

<u>Type</u>	<u>Service Orders</u>	<u>Work Orders</u>
Locates	n/a	64
Street Flooding	0	0
Grate Cleaning	4	0
Improved Landscaping & Mowing	2	n/a
Miscellaneous	30	2

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:

Type	Service Orders	Work Orders
Cleaning Out Pipes	0	n/a
Cleaning Out Structures	1	n/a
Miscellaneous	1	n/a

Scheduled Maintenance

- None

Other Information

- 0 Estimated Footage Cleaned
- 0
- none

Storm Water Division / Dredge Barge:

Operations & Maintenance:

Type	Service Orders	Work Orders
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:

Type	Service Orders	Work Orders
Viewing Pipes	23	n/a
Miscellaneous	1	n/a

Scheduled Maintenance

- None

Shop Division :

Operations & Maintenance:

Type	Service Orders	Work Orders
Vehicle Repair	41	n/a
Equipment Repair	52	n/a
Other Repair	81	n/a
Total Repairs	174	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, April 2, 2024

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			
WATER					
Commercial Accounts			517		
Residential Accounts			6,277		
Total Plant Capacity Based on 3.6 MGD			14,400.00	ERC's (Factor 250 gpd)	
Water ERC's sold as of October 1st			12,346.00		
Current ERC(use) including the Reserve CDD			9,285.00	ERC's (MAX over 12 Months)	
The Reserve Commitment for 2023			0.00	ERC's	
Unsold Water ERC's as of October 1st			2,054.00		
Sold in FY 2024 (see water table below)			167.40	ERC's	
Total Unsold Capacity for Water			1,886.60		
Total Unused Capacity for Water			4,947.60		
WATER		RESIDENTIAL	COMMERCIAL	THE RESERVE	WATER FEES COLLECTED
ERC's sold in	Oct-23	0.0	13.3	0	\$ 34,591.35
ERC's sold in	Nov-23	0.0	0.0	0	-
ERC's sold in	Dec-23	0.0	12.5	0	\$ 32,437.50
ERC's sold in	Jan-24	0.0	0.0	0	-
ERC's sold in	Feb-24	0.0	23.9	0	\$ 62,020.50
ERC's sold in	Mar-24	0.0	117.7	0	\$ 250,260.15
ERC's sold in	Apr-24	0.0	0.0	0	-
ERC's sold in	May-24	0.0	0.0	0	-
ERC's sold in	Jun-24	0.0	0.0	0	-
ERC's sold in	Jul-24	0.0	0.0	0	-
ERC's sold in	Aug-24	0.0	0.0	0	-
ERC's sold in	Sep-24	0.0	0.0	0	-
Total Water ERC's sold for FY 2024		0.0	167.4	0	\$ 379,309.50
WASTEWATER					
Commercial Accounts			462		
Residential Accounts			6,276		
Total Plant Capacity Based on 2.60 MG/TMADF			10,400.00	ERC's (Factor 250 gpd) TMADF	
Wastewater ERC's sold as of October 1st			9,876.80		
Current ERC(use) including the Reserve CDD			6,447.00	ERC's (MAX over 12 Months)	
The Reserve Commitment for 2023			0.00	ERC's	
Unsold Wastewater ERC as of October 1st			523.20		
Sold in FY 2024 (see W.Water table below)			166.90	ERC's	
Total Unsold Capacity for Wastewater			356.30		
Total Unused Capacity for Wastewater			3,786.10		
WASTEWATER		RESIDENTIAL	COMMERCIAL	THE RESERVE	WASTEWATER FEES COLLECTED
ERC's sold in	Oct-23	0.0	12.8	0	\$ 25,660.00
ERC's sold in	Nov-23	0.0	0.0	0	-
ERC's sold in	Dec-23	0.0	12.5	0	\$ 25,000.00
ERC's sold in	Jan-24	0.0	0.0	0	-
ERC's sold in	Feb-24	0.0	23.9	0	\$ 47,800.00
ERC's sold in	Mar-24	0.0	117.7	0	\$ 235,340.00
ERC's sold in	Apr-24	0.0	0.0	0	-
ERC's sold in	May-24	0.0	0.0	0	-
ERC's sold in	Jun-24	0.0	0.0	0	-
ERC's sold in	Jul-24	0.0	0.0	0	-
ERC's sold in	Aug-24	0.0	0.0	0	-
ERC's sold in	Sep-24	0.0	0.0	0	-
Total Wastewater ERC's sold for FY 2024		0.0	166.9	0	\$ 333,800.00
New Connections in March:		117.70	ERC's		

St. Lucie West Services District Monthly Utilities Operations Report

February-24

Water Treatment Facility

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

60.30	MG
744.72	MG
2.08	MG
2.03	MG
2.01	MG
57.8%	
82.9%	

Water Treatment Plant Projects for February:

- Evaluation for Future Capacity Needs Ongoing
- New Injection Well FDEP Permitting Design Engineering Ongoing
-

Wastewater Treatment Facility

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

42.88	MG
46.32	MG
1.48	MG
1.60	MG
1.54	MG
1.49	MG
57.3%	

Wastewater Treatment Plant Projects for February:

- Remove floating sunshade balls out & drain and clean chlorine contact tank #1
- Remove and clean all Filter 1B water nozzles & replace all o-rings.



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

Month/Year: February-2024

Count	Description
47	New Service/Connect/Disconnect/occupant change
4	Install Permanent Meter
0	Remove Permanent Meter
1	Install Temporary Meter
2	Remove Temporary Meter
0	Lock off/Close Account
3	Lock off Non-payment office
0	Lock Off Temporary
24	Lock Off Non-Payment
16	Reconnection "No Fee"
4	Reconnection "Regular Hours"
2	Reconnection "After Hours"
0	Reconnection "Inspection"
64	Check for Leak "No Leak Found"
39	Check for Leak "Customers Responsibility"
13	Check for Leak "Districts Responsibility"
0	Meter Reading Exception
0	Meter Maintenance
12	Read Meter pull Data Office Request
11	Meter Box
0	Meter Test "Passed"
0	Complaints "UGU Irrigation"
0	Meter Test not completed location vacant - reason for no usage
7	Meter Change Out
0	Fire Hydrant
24	Irrigation "Checking for Leaks and Turning on Or Shutting Off Valves"
6	Sewer "Backups, Sewer Caps, or Breaks"
0	Lift station "District"
3	Read Meter Office Request
76	Locates "Water Quality, Pressure, etc..."
8	Complaints "Water Quality, Pressure, etc..."
20	Follow up "Incomplete Task by District or Contractor from Previous Service Orders"
2	Read Meter pull Data Customer Request
0	Lift station /Private
0	Meter Test 1st Customer Request
0	Lockoff failed Arr
0	Irrigation Measurement
254	Service Action
1	Miscellaneous
7	Liftstations Cleaned with Aquatech (35,53,45,49,50,17,30)

UGU CONSTRUCTION CREW PROJECTS:

- (1) LIFT STATION DRIVEWAY- Lift station #30 (behind Bealls Outlet)
- (1) LIFT STATION VALVES REPLACEMENT- Lift station #17 Lake Charles
- (2) CONCRETE SIDEWALK REPAIRS- (1) Lake Charles, (1) NW California Blvd

IRRIGATION MONTHLY REPORT- FEBRUARY 2024

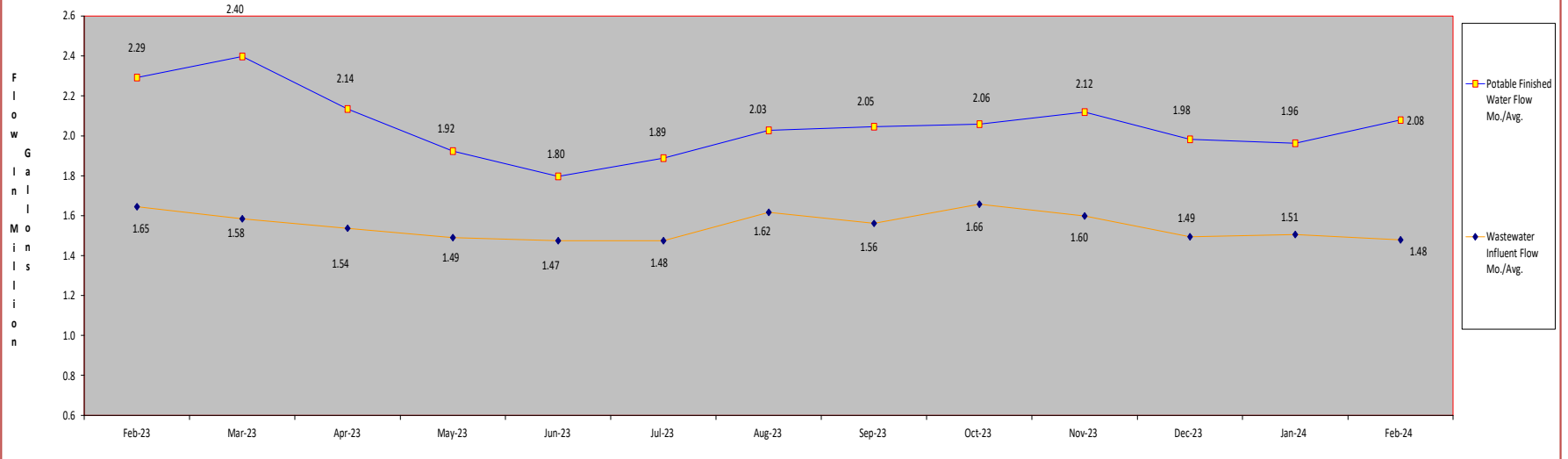
SERVICE ORDERS	
<u>S/O DESCRIPTION</u>	<u>TOTAL</u>
* CHECK FOR LEAK & OPERATE VALVES	24
ACREAGE MEASUREMENT	0
COMPLAINTS	5
TIMER CHANGE REQUEST	0
ADDITIONAL TIME REQUEST	0
NEW PLANTINGS	0
* Also reported un UGU MOR	

IRRIGATION FLOWS			
<u>SOURCE</u>	<u>TOTAL (MG)</u>	<u>ADF (MG)</u>	<u>MAX DAY (MG)</u>
LK CHARLES	0.000	0.000	0.000
LK ERNIE	22.948	0.791	2.136
MAIN PUMP STATION	48.898	1.686	3.352
STORM WATER TRANSFER	1.100	0.038	0.579
SURFICIAL WELLS	0.000	0.000	0.000
BRACKISH WELLS	0.768	0.026	0.044
GOLF COURSE	3.108	0.107	0.227

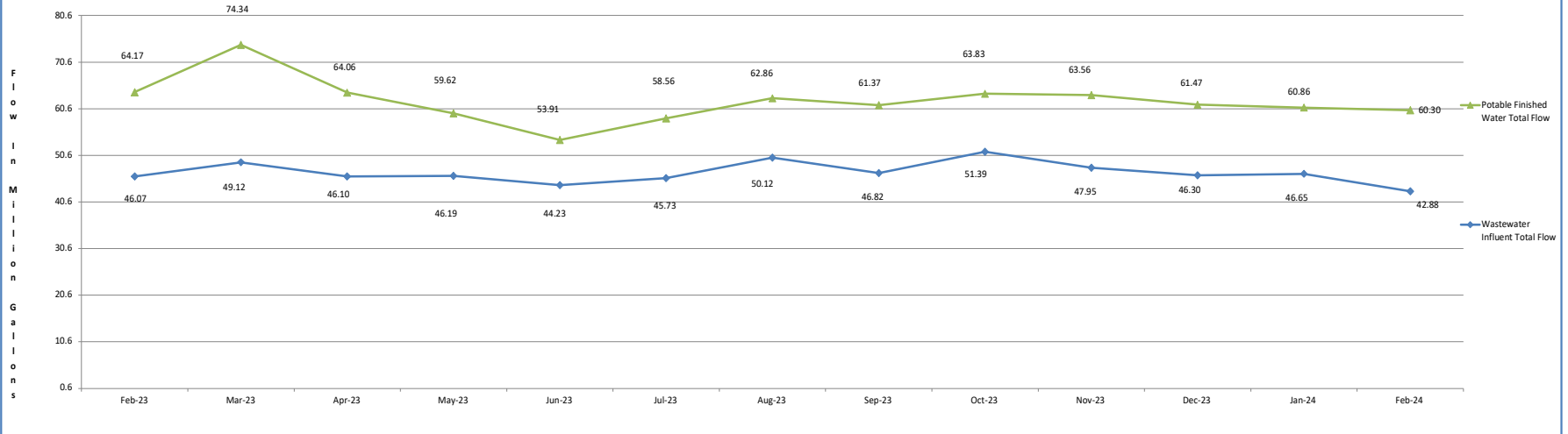
FLOWS (CATEGORIZED)			
	<u>TOTAL (MG)</u>	<u>%</u>	<u>MAX DAY (MG)</u>
REUSE	46.315	65.82%	1.667
STORMWATER	24.048	34.18%	
WELLS (ALL)	0.768	1.09%	
TOTAL	70.363	101.09%	

PROJECTS
<ol style="list-style-type: none"> 1. Continue Main Flushing in Kings Isle and Cascades as needed 2. Discussion has begun with King's Isle regarding the removal of their filter on Cashmere side.

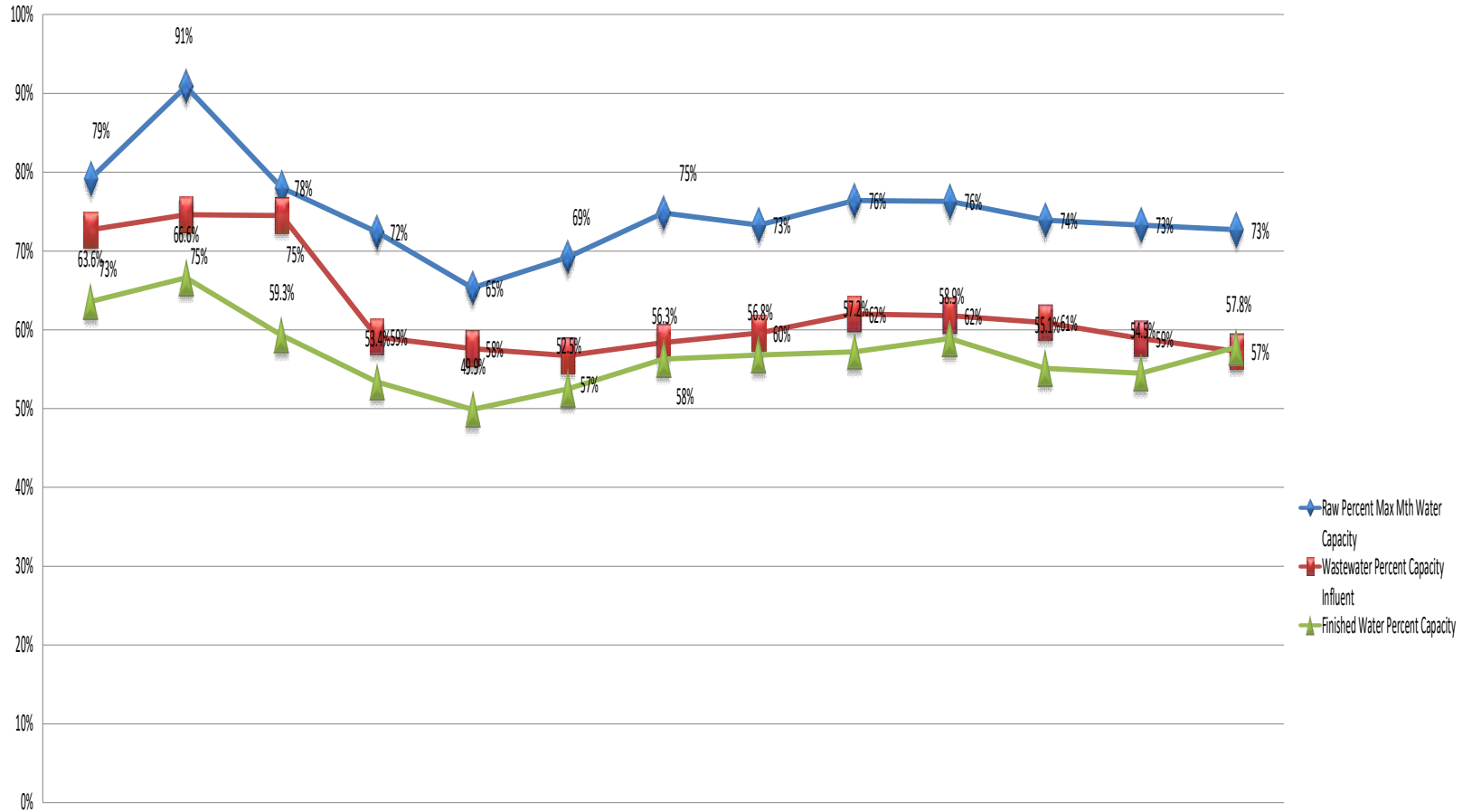
**St. Lucie West Services District
Water & Wastewater Average Daily Flows**



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

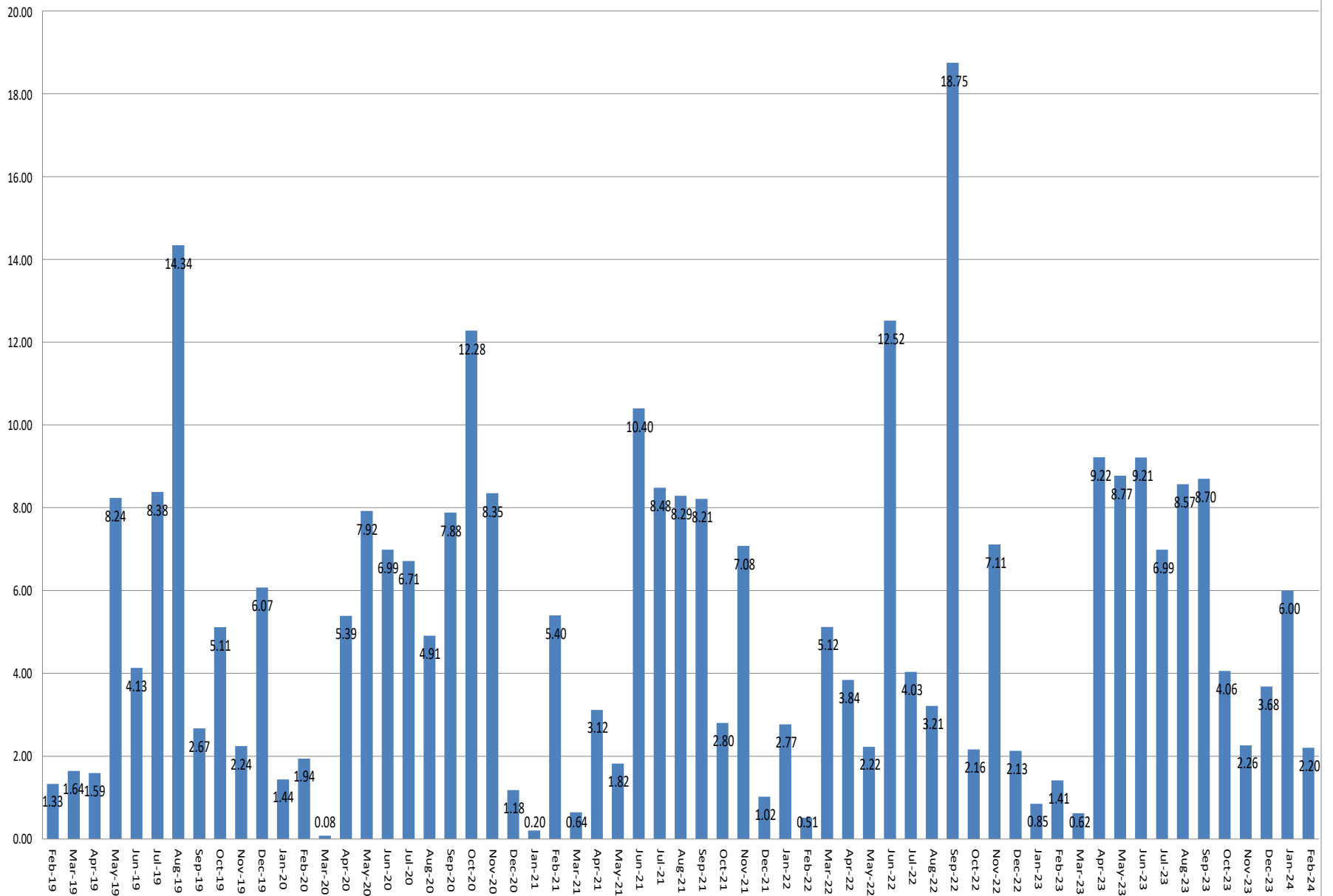


St. Lucie West Services District Water and Wastewater Percent Capacity



	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24
Raw Percent Max Mth Water Capacity	79%	91%	78%	72%	65%	69%	75%	73%	76%	76%	74%	73%	73%
Wastewater Percent Capacity Influent	73%	75%	75%	59%	58%	57%	58%	60%	62%	62%	61%	59%	57%
Finished Water Percent Capacity	63.6%	66.6%	59.3%	53.4%	49.9%	52.5%	56.3%	56.8%	57.2%	58.9%	55.1%	54.5%	57.8%

St. Lucie West Services District Monthly Rainfall



St. Lucie West Services District

Board Agenda Item

Tuesday, April 2, 2024

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.

- SW064 AMI Potable Water Meter Project Ongoing
- SW076 Clearwell Transfer Pump Expansion Pending WTP Expansion Determination
- SW081 WTP Calcite Project Pending WTP Expansion Determination
- SW092 Phase II Repaving Utility Site in Bid Phase
- SW098 WTP Expansion Injection Well #2 in Design and Permitting Phase

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 2024 Budget	Ongoing % Compl.	FY % Completion	Project	Oct-2023	Nov-2023	Dec-2023	Jan-2024	Feb-2024	Mar-2024	Apr-2024	May-2024	Jun-2024	Jul-2024	Aug-2024	Sep-2024		
WM001		BH/GR		257,379	71,716	185,663		28%	Stormwater Emergency Repairs														
SW001		JM/TB		215,833	67,181	148,652		31%	Lift Station renewal & replacement														
SW037		JM/TB		324,400	116,000	208,400		36%	Emergency Renewal and Replacement Projects														
SW047		JM/TB		33,660	-	33,660		0%	Structural Repairs Manholes														
SW048		JM/TB		10,000	-	10,000		0%	Security Camera Upgrades														
SW049		JM/TB		29,700	-	29,700		0%	Protective Coating Manholes														
SW064		JM/TB		500,000	372,000	128,000	15%	74%	Replacement Meters														AMI Meter Project Ongoing
SW066		JM/TB		100,000	-	100,000		0%	WWTF Painting & Sealing of Tanks														
SW069		JM/TB		500,000	-	500,000	10%	0%	Reuse Irrigation Pump Station Improvements														Awaiting ISS Final Design Lake Charles Pump Station
SW076		JM/TB		200,000	-	200,000		0%	Clearwell Transfer Pump Expansion														Project Pending with WTP Expansion being considered
SW078		JM/TB		75,000	-	75,000		0%	WTP Painting & Sealing of Tanks														
SW081	ISS	JM/TB		100,000	-	100,000		0%	WTP Calcite Tank Project														Project Pending with WTP Expansion being considered
SW084		JM/TB		5,000	-	5,000		0%	UGU Potable Water Flushing Devices														
SW085		JM/TB		9,450	-	9,450		0%	Emergency (Assoc. Irr.) R&R Projects														
SW087	ISI	JM/TB		30,000	-	30,000		0%	Irrigation SCADA Conversion														
SW091		JM/TB		5,000	-	5,000		0%	IRR Potable Water Flushing Devices														
SW092	ISS	JM/TB		350,000	-	350,000		0%	Repaving Utility Site														Phase II
SW098	ISS	JM/TB		183,000	112,500	70,500	5%	61%	WTP Expansion														INJ WELL #2 in Permitting Phase
Total				\$ 2,928,422	739,397	2,189,025																	

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 COMPLET	18	18	18	18	18																	
PROJECTS IN DESIGN PHASE	9	8	8	8	8																	
PROJECTS IN BID PHASE	0	1	1	1	1																	
PROJECTS IN CONSTRUCTION PHASE	0	0	0	0	0																	
PROJECTS COMPLETED	0	0	0	0	0																	
ONGOING CAPITAL R&R PROJECTS	9	9	9	9	9																	

Major Project(s) Update

The schedules below are provided for your review and information as an update on the Capital Improvement Projects for the St. Lucie West Services District and will be updated and provided once a month.

SW064	AMI METER PROJECT	PROJECT TOTAL DURATION=ONGOING																														
COMPANY	TASK	START DATE	END DATE	DURATION	STATUS	10/2022	11/2022	12/2022	01/2023	02/2023	03/2023	04/2023	05/2023	06/2023	07/2023	08/2023	09/2023	10/2023	11/2023	12/2023	01/2024	02/2024	03/2024	04/2024	05/2024	06/2024	07/2024	08/2024	09/2024	10/2024	11/2024	
KAMSTRUP	NEGOTIATE REPLACEMENT COST	10/1/2022	10/31/2022	30	Completed	█																										
SLWSD	PROJECT AWARD/PURCHASE ORDER ISSUANCE	11/8/2022	11/11/2022	3	Completed		█																									
KAMSTRUP	PROJECT DELAY DUE TO KAMSTRUP PERSONNEL CHANGE	11/11/2022	5/10/2023	180	Completed			█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
SLWSD/KAMSTRUP	PROJECT CORRESPONDENCE AND CONFIRMATION	5/10/2023	7/17/2023	68	Completed								█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
SLWSD/KAMSTRUP	PROJECT KICKOFF MEETING	7/18/2023	7/20/2023	2	Completed										█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
KAMSTRUP	FCC LICENSE APPROVAL	7/18/2023	8/17/2023	30	Completed											█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
KAMSTRUP	METER/COLLECTOR CONFIGURATION TESTING	8/17/2023	8/27/2023	10	Completed												█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
KAMSTRUP	METER/COLLECTOR TESTING FAILED-DELAYED	8/27/2023	9/22/2023	26	Completed													█	█	█	█	█	█	█	█	█	█	█	█	█	█	
KAMSTRUP	SHIPPED COLLECTOR AND CONFIRMED TESTING	9/22/2023	9/29/2023	7	Completed														█	█	█	█	█	█	█	█	█	█	█	█	█	
WATER WERKS INC	COLLECTOR RECEPTION AND SIGNAL TESTING	9/29/2023	10/5/2023	6	Completed															█	█	█	█	█	█	█	█	█	█	█	█	
L&A/WATER WERKS	ONSITE COLLECTOR INSTALLATION	10/5/2023	10/11/2023	6	Completed																█	█	█	█	█	█	█	█	█	█	█	
KAMSTRUP	FIRST BATCH METER SHIPMENT	10/17/2023	10/22/2023	5	Completed																	█	█	█	█	█	█	█	█	█	█	
KAMSTRUP	SECOND BATCH METER SHIPMENT	10/27/2023	12/27/2023	61	Completed																		█	█	█	█	█	█	█	█	█	
SLWSD/HST	STAFF METER INSTALLATION PERIOD	11/6/2023	11/5/2024	365	Pending																											
SLWSD	CUSTOMER PORTAL INTERFACE IMPLEMENTATION	10/1/2024	11/30/2024	60	Pending																											
SLWSD	CUSTOMER PORTAL PUBLIC MEETINGS	10/1/2024	11/30/2024	60	Pending																											



CRITICAL PATH : No Critical Path for this Project

SW098		WTP EXPANSION-INJ WELL #2		PROJECT TOTAL DURATION= ONGOING																										
COMPANY	TASK	START DATE	END DATE	DURATION	STATUS	08/2023	09/2023	10/2023	11/2023	12/2023	01/2024	02/2024	03/2024	04/2024	05/2024	06/2024	07/2024	08/2024	09/2024	10/2024	11/2024	12/2024	01/2025	02/2025	03/2025	04/2025	05/2025	06/2025	07/2025	
SLWSD	DESIGN AWARD/PURCHASE ORDER ISSUANCE	8/30/2023	9/1/2023	2	Completed	█																								
HYDRODESIGNS	DESIGN ENGINEERING/FDEP PERMIT APP SUBMITTAL	9/1/2023	1/14/2024	135	Completed		█	█	█	█																				
ISS	DESIGN INJ WELL #2 SYSTEM CONNECTION	1/14/2024	4/23/2024	100	Pending						█	█	█																	
SLWSD	ACQUIRE FUNDING	2/28/2024	5/13/2024	75	Pending							█	█	█																
SLWSD	PROJECT BIDDING	5/13/2024	6/12/2024	30	Pending									█	█															
SLWSD	PROJECT AWARD/PURCHASE ORDER ISSUANCE	6/12/2024	7/17/2024	35	Pending										█	█														
CONTRACTOR/TBD	WELL DRILLING PROCESS	7/17/2024	5/13/2025	300	Pending												█	█	█	█	█	█	█	█	█	█	█	█	█	█
CONTRACTOR/TBD	PIPING/SLAB WORK	7/17/2024	5/13/2025	300	Pending												█	█	█	█	█	█	█	█	█	█	█	█	█	█
SLWSD	WELL TESTING	7/17/2024	5/13/2025	300	Pending												█	█	█	█	█	█	█	█	█	█	█	█	█	█
SLWSD	PROJECT CLOSE OUT	5/13/2025	6/12/2025	30	Pending																								█	

➡ CRITICAL PATH : No Critical Path for this Project

St. Lucie West Services District

Board Agenda Item

Tuesday April 2, 2024

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	40,274,820	Gallons
Sewer	38,708,650	Gallons
Sewer BOD	20.75	Gallons
Sewer TSS	13.27	Gallons

2. Amount Billed

Total Water	\$302,744.55
Total Sewer	\$349,841.06
Total Irrigation	\$166,278.63

3. Billing

Total Water	6,794
Total Sewer	6,738
Total Irrigation	6,426



Month/Year Feb - 2024

Monthly Deposited Daily Form

Date	WSI Total Deposit /Daily	Misc. Total Deposit/Daily	Date	WSI Total Deposit /Daily	Misc. Total Deposit/Daily
Mon	\$ -	\$ -	Mon 2/19/2024	\$ 70,388.70	\$ -
Tues	\$ -	\$ -	Tues 2/20/2024	\$ 9,535.17	\$ -
Wed	\$ -	\$ -	Wed 2/21/2024	\$ 76,228.14	\$ -
Thur 2/1/2024	\$ 30,048.17	\$ -	Thur 2/22/2024	\$ 29,857.91	\$ -
Fri 2/2/2024	\$ 23,560.53	\$ 8,171.00	Fri 2/23/2024	\$ 23,973.26	\$ -
Total - Week	\$ 53,608.70	\$ 8,171.00	Total - Week	\$ 209,983.18	\$ -
Mon 2/5/2024	\$ 83,426.16	\$ -	Mon 2/26/2024	\$ 56,448.46	\$ -
Tues 2/6/2024	\$ 84,783.84	\$ -	Tues 2/27/2024	\$ 17,163.96	\$ -
Wed 2/7/2024	\$ 22,717.96	\$ -	Wed 2/28/2024	\$ 55,281.39	\$ -
Thur 2/8/2024	\$ 292,578.85	\$ -	Thur 2/29/2024	\$ 33,973.79	\$ -
Fri 2/9/2024	\$ 10,761.27	\$ -	Fri	\$ -	\$ -
Total - Week	\$ 494,268.08	\$ -	Total - Week	\$ 162,867.60	\$ -
Mon 2/12/2024	\$ 7,787.29	\$ -			
Tues 2/13/2024	\$ 9,535.17	\$ -			
Wed 2/14/2024	\$ 5,149.11	\$ -			
Thur 2/15/2024	\$ 7,105.75	\$ -			
Fri 2/16/2024	\$ 16,249.11	\$ -			
Total - Week	\$ 45,826.43	\$ -			
Total Month Receivables				WSI	MISC
				\$ 966,553.99	\$ 8,171.00

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

REPORT # 1 ACTIVE COMPANY

MONTH END SUMMARY

2/1/2024 - 2/29/2024

BALANCE TOTALS

BEGINNING BALANCE AS OF	2/1/2024
TOTAL BEGINNING BAL.	\$ 487,563.63

GENERAL LEDGER

<u>CHARGES</u>	<u>DESCRIPTION</u>	<u>TOTAL BILL COUNT</u>	<u>BILLED AMOUNT</u>		
BASE CHARGES					
5-04109	IRRIGATION BASE	6426	\$ 166,132.23		\$ 653,695.86
5-04107	SEWER BASE	6738	\$ 185,307.75		\$ 839,003.61
5-04106	WATER BASE	6794	\$ 148,894.12		\$ 987,897.73
	DISPENSED/TANKER TRUCK				
5-04046	WATER BASE	19	\$ 1,753.26		\$ 989,650.99
5-04014	WHOLESALE WATER BASE	1	\$ 798.33		\$ 990,449.32
	TOTAL CHARGE		\$ 502,885.69		
CONSUMPTION CHARGES					
5-04009	IRRIGATION		\$ 146.40	610,000	\$ 990,595.72
5-04007	SEWER		\$ 164,520.52	38,708,650	\$ 1,155,116.24
5-04007	SEWER-BOD EXCESS		\$ 7.88	20.75	\$ 1,155,124.12
5-04007	SEWER-TSS EXCESS		\$ 4.91	13.27	\$ 1,155,129.03
5-04006	WATER		\$ 153,850.43	40,274,820	\$ 1,308,979.46
AVERAGE DAYS					
				30.93	
5-04046	TANKER TRUCK WATER		\$ 364.97	95,540	\$ 1,309,344.43
5-04014	WHOLESALE WATER		\$ 28,843.56	9,426,000	\$ 1,338,187.99
5-04021	WHOLESALE WASTEWATER		\$ 29,382.80	8,642,000	\$ 1,367,570.79
	TOTAL CHARGE		\$ 377,121.47		
	DEPOSIT CHARGE		\$ -		\$ 1,367,570.79
	TOTAL CHARGES				
	IRRIGATION CHARGE		\$ 166,278.63		
	SEWER CHARGE		\$ 379,223.86		
	WATER CHARGE		\$ 334,504.67		
	TOTAL CHARGE		\$ 880,007.16		
ADJUSTMENTS					
	DESCRIPTION			REVENUE	WRITE OFF
	TOTAL REVENUE CHANGES			\$ (2,327.17)	\$ 1,365,243.62
	TOTAL WRITE OFFS				\$ 1,365,243.10
PENALTY CHARGES					
5-04010	TOTAL PENALTY		\$ 4,828.65		\$ 1,370,071.75
MISCELLANEOUS CHARGES					
5-04012	TOTAL MISCELLANEOUS		\$ 425.00		\$ 1,370,496.75
5-04047	BACK FLOW CHARGES		\$ -		
5-04047	BACK FLOW OPT OUT CHARGES		\$ -		
METER SET FEES					
5-04018	METER FEE		\$ 100.00		
5-04012	INITIAL CONNECTION METER FEE		\$ 4,800.00		
	TOTAL METER FEES		\$ 4,900.00		\$ 1,375,396.75
IMPACT FEES					
5-04033	WATER IMPACT (AFPI)		\$ 16,240.05		\$ 1,391,636.80
5-04035	SEWER IMPACT (AFPI)		\$ 13,443.75		\$ 1,405,080.55
	TOTAL IMPACT (AFPI)		\$ 29,683.80		

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

REPORT # 2 ACTIVE COMPANY

MONTH END SUMMARY

2/1/2024 - 2/29/2024

GENERAL LEDGER

BALANCE TOTALS
CONTINUED BALANCE REF. REPORT # 1

<u>PAYMENTS</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>		
			\$	1,405,080.55
5-01025	DISPENSED WATER/TANKER TRUCK	\$ 493.54	\$	1,404,587.01
5-01025	IRRIGATION	\$ 156,639.69	\$	1,247,947.32
5-01025	PENALTY	\$ 4,607.03	\$	1,243,340.29
5-01025	SEWER BASE	\$ 172,511.44	\$	1,070,828.85
5-01025	SEWER CONSUMPTION	\$ 142,683.73	\$	928,145.12
5-01025	WATER BASE	\$ 139,730.56	\$	788,414.56
5-01025	WATER CONSUMPTION	\$ 135,226.83	\$	653,187.73
5-01025	MISCELLANEOUS	\$ 390.64	\$	652,797.09
5-04047	BACK FLOW CHARGES	\$ -	\$	652,797.09
5-04047	BACK FLOW OPT OUT CHARGES	\$ -	\$	652,797.09
5-01025	BOD EXCESS CONSUMPTION	\$ 7.88	\$	652,789.21
5-01025	TSS EXCESS CONUMPTION	\$ 4.91	\$	652,784.30
	CREDIT BALANCE CHANGE	\$ 25,271.46	\$	627,512.84
		\$ -	\$	
		\$ -	\$	627,512.84
	<u>SUBTOTAL</u>	\$ 777,567.71		
5-04014	WHOLESALE WATER	\$ 29,641.89	\$	597,870.95
5-04021	WHOLESALE WASTEWATER	\$ 29,382.80	\$	568,488.15
5-04033	WATER IMPACT (AFPI)	\$ 16,240.05	\$	552,248.10
5-04035	SEWER IMPACT (AFPI)	\$ 13,443.75	\$	538,804.35
5-04018	METER FEE	\$ 100.00	\$	538,704.35
5-04012	INITIAL CONNECTION METER FEE	\$ 4,800.00	\$	533,904.35
	TOTAL PAYMENTS	\$ 871,176.20		
 <u>REVERSE PAYMENTS</u>				
	<u>DESCRIPTION</u>			
5-01025	POSTING ERRORS	\$ -		
	REVERSE PAYMENT/BAL TRANSFER	\$ 905.87		
	RETURN PAYMENTS	\$ 1,404.51		
	TOTAL	\$ 2,310.38	\$	536,214.73
 <u>REVERSE PENALTIES</u>				
	<u>DESCRIPTION</u>			
5-01025	REVERSE PENALTIES	\$ (202.07)	\$	536,012.66
 <u>BILL ADJUSTMENT</u>				
	<u>DESCRIPTION</u>			
5-01025	BILL - VOID/ADJUSTMENT/REVERSAL	\$ -	\$	536,012.66
 <u>DEPOSIT REFUNDS</u>				
	<u>DESCRIPTION</u>			
	DEPOSIT REFUNDS	\$ (4,900.00)	\$	531,112.66
 <u>REVERSE DEPOSIT</u>				
	<u>DESCRIPTION</u>			
	REVERSE DEPOSIT	\$ -	\$	531,112.66

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

REPORT # 2 ACTIVE COMPANY

MONTH END SUMMARY

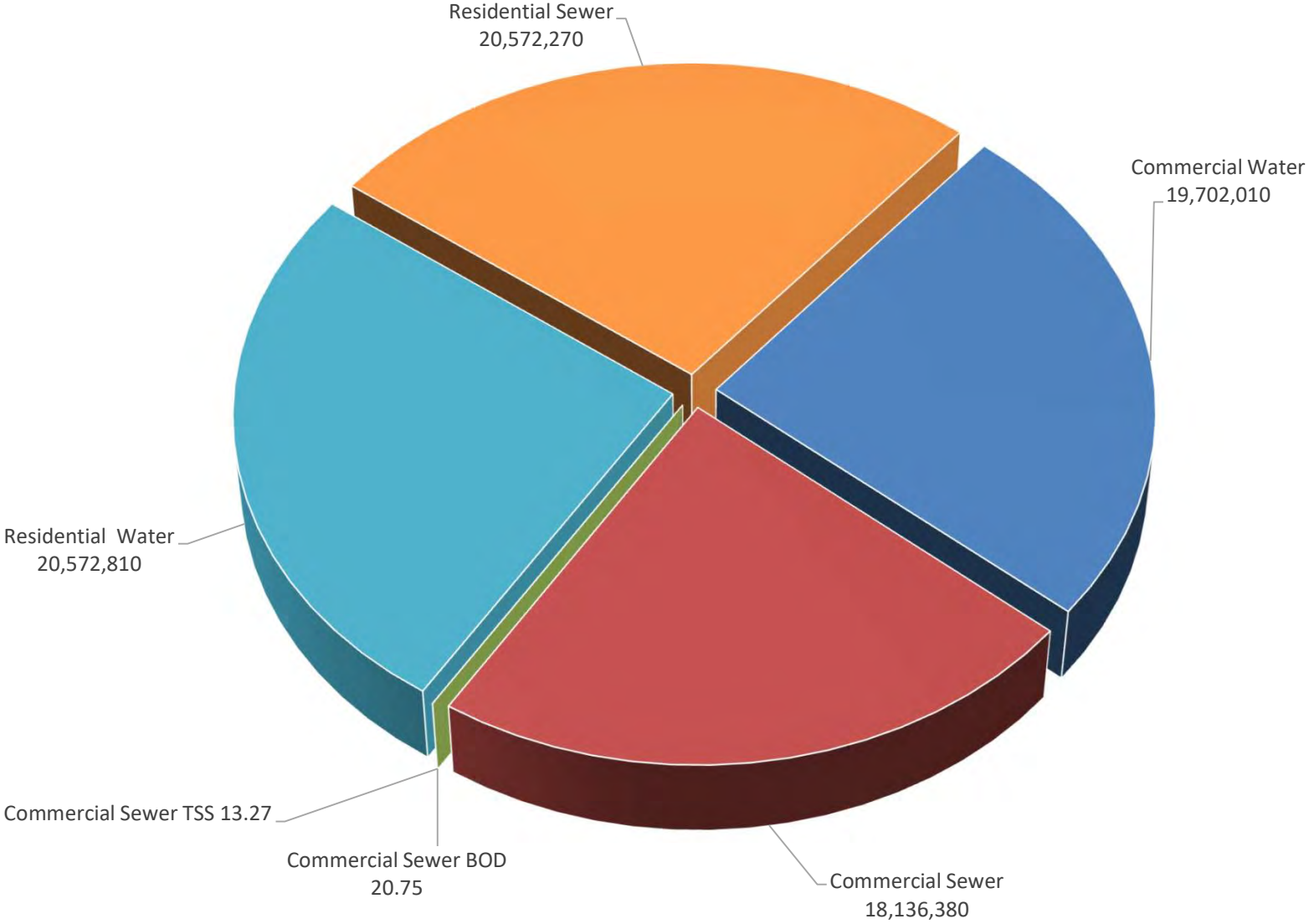
2/1/2024 - 2/29/2024

<u>REFUNDS</u>	<u>DESCRIPTION</u>	<u>COUNT</u>	<u>AMOUNT</u>		
	TOTAL REFUND CHECKS	15	\$ 3,400.74		\$ 534,513.40
<u>TRANSFER BALANCE</u>	<u>DESCRIPTION</u>		<u>NET AMOUNT</u>		
	RECEIVABLES ADJUSTED		\$ (1,969.16)		\$ 532,544.24
	RECEIVABLES RE-APPLIED		\$ 1,969.16		\$ 534,513.40
<u>DEPOSIT ACTIVITY</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>		
	BEGINNING DEPOSIT BALANCE		\$ 206,150.00		
	BILLED DEPOSITS		\$ -		
5-02030	NEW DEPOSITS		\$ 8,850.00		
	REFUNDS		\$ (4,900.00)		
	REVERSE REFUNDS		\$ -		
	REVERSE DEPOSITS		\$ -		
	TOTAL DEPOSIT ENDING BALANCE		\$ 210,100.00		
				ENDING BALANCE AS OF	
				2/29/2024	
				\$	534,513.40
				unpaid Reserve invoice	\$ -
				Total Ending Balance	\$ 534,513.40
<u>MISC. PAYMENTS</u>	<u>DESCRIPTION</u>				
	MISCELLANEOUS PAYMENTS RECEIVED		\$ 8,171.00		

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
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	\$ 399,275.87	\$ 2,668.90	\$ 904.40	\$ (13.67)	\$ 9,049.74	\$ 411,885.24
June 2022	\$ 391,678.11	\$ 4,694.75	\$ 1,040.55	\$ 414.41	\$ 7,661.38	\$ 405,489.20
July 2022	\$ 414,939.36	\$ 2,969.72	\$ 2,198.58	\$ 521.57	\$ 8,075.79	\$ 428,705.02
August 2022	\$ 416,573.13	\$ 2,956.56	\$ 816.17	\$ 502.16	\$ 8,439.98	\$ 429,288.00
September 2022	\$ 394,312.84	\$ 7,855.32	\$ 1,554.83	\$ 554.11	\$ 8,992.47	\$ 413,269.57
October 2022	\$ 336,805.43	\$ 3,313.39	\$ 2,972.41	\$ 878.78	\$ 9,419.58	\$ 353,389.59
November 2022	\$ 456,246.19	\$ 854.01	\$ 1,354.25	\$ 916.51	\$ 9,962.28	\$ 469,333.24
December 2022	\$ 418,720.96	\$ 3,345.81	\$ 567.03	\$ 493.53	\$ 10,443.12	\$ 433,570.45
January 2023	\$ 450,205.60	\$ 6,198.63	\$ 1,886.54	\$ 719.75	\$ 10,822.36	\$ 469,832.88
February 2023	\$ 530,621.59	\$ 2,146.80	\$ 1,210.20	\$ 1,465.26	\$ 11,348.41	\$ 546,792.26
March 2023	\$ 450,306.57	\$ 4,607.31	\$ 2,719.92	\$ 1,267.16	\$ 12,813.68	\$ 471,714.64
April 2023	\$ 549,658.95	\$ 3,304.54	\$ 842.42	\$ 632.84	\$ 12,801.53	\$ 567,240.28
May 2023	\$ 474,951.08	\$ 5,673.58	\$ 987.18	\$ 712.85	\$ 13,410.96	\$ 495,735.65
June 2023	\$ 446,766.98	\$ 2,420.76	\$ 1,781.79	\$ 840.74	\$ 14,098.81	\$ 465,909.08
July 2023	\$ 460,568.90	\$ 2,635.66	\$ 783.29	\$ 749.43	\$ 8,313.23	\$ 473,050.51
August 2023	\$ 448,932.40	\$ 4,317.86	\$ 861.39	\$ 590.41	\$ 7,071.97	\$ 461,774.03
September 2023	\$ 459,827.82	\$ 2,615.12	\$ 693.88	\$ 402.56	\$ 5,675.49	\$ 469,214.87
October 2023	\$ 528,339.07	\$ 1,074.96	\$ 922.70	\$ 484.63	\$ 5,667.46	\$ 536,488.82
November 2023	\$ 521,901.25	\$ 6,882.22	\$ 758.97	\$ 429.91	\$ 4,488.03	\$ 534,460.38
December 2023	\$ 630,607.26	\$ 9,595.79	\$ 701.04	\$ 455.59	\$ 4,848.81	\$ 646,208.49
January 2024	\$ 477,568.71	\$ 3,294.78	\$ 1,262.04	\$ 457.47	\$ 4,980.63	\$ 487,563.63
February 2024	\$ 522,990.19	\$ 3,882.76	\$ 1,713.38	\$ 626.02	\$ 5,301.05	\$ 534,513.40
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Actual Consumption February 2024



<u>CONSUMPTION BY GALLONS</u>	
<u>Commercial:</u>	
Water	19,702,010
Sewer	18,136,380
Sewer- BOD	20.75
Sewer- TSS	13.27
<u>Single:</u>	
Water	17,889,210
Sewer	17,888,670
<u>Multi:</u>	
Water	2,683,600
Sewer	2,683,600
<u>AMOUNT BILLED/TOTAL CHARGES:</u>	
<u>Commercial:</u>	
Water	\$117,633.74
Sewer	\$129,206.76
IQ	\$46,894.13
<u>TOTAL:</u>	\$293,734.63
<u>Single:</u>	
Water	\$156,085.91
Sewer	\$185,749.73
IQ	\$104,947.87
<u>TOTAL:</u>	\$446,783.51
<u>Multi:</u>	
Water	\$29,024.90
Sewer	\$34,884.57
IQ	\$14,436.63
<u>TOTAL:</u>	\$78,346.10
<u>TOTAL BILL COUNT</u>	
<u>Commercial:</u>	
Water	517
Sewer	462
IQ	245
<u>Single:</u>	
Water	5,169
Sewer	5,168
IQ	5,167
<u>Multi:</u>	
Water	1,108
Sewer	1,108
IQ	1,014

<u>CONSUMPTION</u>	
Water	40,274,820
Sewer	38,708,650
Sewer- BOD	20.75
Sewer- TSS	13.27
<u>AMOUNT BILLED</u>	
Water	\$302,744.55
Sewer	\$349,841.06
IQ	\$166,278.63
<u>BILLS</u>	
Water	6,794
Sewer	6,738
IQ	6,426

St. Lucie West Services District

Board Agenda Item

Tuesday, April 2, 2024

Item

CA 5 Financial Statements for February 29, 2024

Summary

Attached for your review are the Financial Reports for the period ending February 29, 2024.

- 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:
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St Lucie West Service District (General Fund)
Income Statement Budget vs. Actual
February 2024

	<u>Oct 23-Feb 24</u>	<u>Budget YTD</u>	<u>\$ +/- Budget YTD</u>	<u>% of Budget YTD</u>	<u>Total Budget</u>
Ordinary Income/Expense					
Income					
1-04000 · GF SLWSD GENERAL FUND REVENUE	3,147,880.48	2,807,755.50	340,124.98	112.11%	3,659,208.00
Total Income	<u>3,147,880.48</u>	<u>2,807,755.50</u>	<u>340,124.98</u>	<u>112.11%</u>	<u>3,659,208.00</u>
Gross Income	3,147,880.48	2,807,755.50	340,124.98	112.11%	3,659,208.00
Expense					
1-05000 · GF BOARD OF DIRECTORS	5,777.84	6,518.75	-740.91	88.63%	15,645.00
1-06000 · GF DISTRICT MANAGER	8,204.86	15,983.70	-7,778.84	51.33%	38,360.88
1-07000 · GF FINANCE	47,981.43	198,543.35	-150,561.92	24.17%	239,092.04
1-12000 · GF GRANT MANAGEMENT	0.00	598.75	-598.75	0.0%	1,437.00
1-13000 · GF CLERK TO THE BOARD	4,459.76	6,274.55	-1,814.79	71.08%	15,058.92
1-14000 · GF AQUATICS DIVISION-PERSNL	134,357.07	188,801.70	-54,444.63	71.16%	453,124.08
1-15000 · GF ADMINISTRATION DIV-PERSNL	548,154.59	479,071.65	69,082.94	114.42%	1,149,771.96
1-16000 · GF STORM WATER MGMT-PERSNL	138,539.57	189,981.20	-51,441.63	72.92%	455,954.88
1-17000 · GF EXOTIC PLNT RMVL DIV-PERSNL	161,664.89	138,527.95	23,136.94	116.7%	332,467.08
1-18000 · GF SHOP OPERATIONS-PERSNL	31,508.28	38,294.55	-6,786.27	82.28%	91,906.92
1-19000 · GF GENERAL COUNSEL	8,376.00	13,025.85	-4,649.85	64.3%	31,262.04
1-23000 · GF SPECIAL COUNSEL	0.00	1,592.10	-1,592.10	0.0%	3,821.04
1-26000 · GF ENGINEERING	8,089.21	20,245.00	-12,155.79	39.96%	48,588.00
1-29000 · GF POLLUTION CONTROL	0.00	1,111.65	-1,111.65	0.0%	2,667.96
1-31000 · GF AQUATICS DIVISION-OPERATING	70,949.08	108,877.10	-37,928.02	65.16%	202,505.04
1-33000 · GF ADMINISTRATION DIV-OPERATING	82,418.84	100,655.45	-18,236.61	81.88%	241,573.08
1-34000 · GF STORM WATER MGMT-OPERATING	80,349.52	89,164.60	-8,815.08	90.11%	206,995.04
1-35000 · GF EXOTIC PLANT RMVL-OPERATING	104,134.33	112,460.05	-8,325.72	92.6%	150,904.12
1-36000 · GF SHOP OPERATIONS-OPERATING	12,343.00	17,116.25	-4,773.25	72.11%	35,479.00
1-46000 · GF RENEWAL & REPLACEMENT	71,716.45	107,241.25	-35,524.80	66.87%	257,379.00
Total Expense	<u>1,519,024.72</u>	<u>1,834,085.45</u>	<u>-315,060.73</u>	<u>82.82%</u>	<u>3,973,993.08</u>
Net Ordinary Income	<u>1,628,855.76</u>	<u>973,670.05</u>	<u>655,185.71</u>	<u>167.29%</u>	<u>-314,785.08</u>
Net Income	<u><u>1,628,855.76</u></u>	<u><u>973,670.05</u></u>	<u><u>655,185.71</u></u>	<u><u>167.29%</u></u>	<u><u>-314,785.08</u></u>

St Lucie West Service District (WMB DS)
Income Statement Budget vs. Actual
February 2024

	<u>Oct 23 - Feb 24</u>	<u>Budget YTD</u>	<u>\$ +/- Budget YTD</u>	<u>% of Budget YTD</u>	<u>Total Budget</u>
Ordinary Income/Expense					
Income					
2-04000 · WB WTR MGMT BEN SRS 1999A REV	2,150,664.37	1,862,072.65	288,591.72	115.5%	2,613,077.96
2-07000 · DS WMB OTHER INCOME	0.00	0.00	0.00	0.0%	0.00
Total Income	<u>2,150,664.37</u>	<u>1,862,072.65</u>	<u>288,591.72</u>	<u>115.5%</u>	<u>2,613,077.96</u>
Gross Income	2,150,664.37	1,862,072.65	288,591.72	115.5%	2,613,077.96
Expense					
2-05000 · WB WTR MGMT BEN SRS 1999A DS	306,646.68	272,055.65	34,591.03	112.72%	2,444,627.96
Total Expense	<u>306,646.68</u>	<u>272,055.65</u>	<u>34,591.03</u>	<u>112.72%</u>	<u>2,444,627.96</u>
Net Ordinary Income	<u>1,844,017.69</u>	<u>1,590,017.00</u>	<u>254,000.69</u>	<u>115.98%</u>	<u>168,450.00</u>
Net Income	<u><u>1,844,017.69</u></u>	<u><u>1,590,017.00</u></u>	<u><u>254,000.69</u></u>	<u><u>115.98%</u></u>	<u><u>168,450.00</u></u>

St Lucie West Service District (WMB CAP)
Income Statement Budget vs. Actual
February 2024

	<u>Oct 23 - Feb 24</u>	<u>Budget YTD</u>	<u>\$ +/- Budget YTD</u>	<u>% of Budget YTD</u>	<u>Total Budget</u>
Ordinary Income/Expense					
Income					
4-04000 · CP WMB CAP PROJECTS REVENUE	10,557.35				0.00
4-07000 · CP WMB OTHER INCOME	0.00	0.00	0.00	0.0%	0.00
Total Income	<u>10,557.35</u>	<u>0.00</u>	<u>10,557.35</u>	<u>100.0%</u>	<u>0.00</u>
Gross Income	10,557.35	0.00	10,557.35	100.0%	0.00
Expense					
4-06000 · CP WMB CAPITAL PROJECT EXPENSES	0.00	73,348.00	-73,348.00	0.0%	73,348.00
Total Expense	<u>0.00</u>	<u>73,348.00</u>	<u>-73,348.00</u>	<u>0.0%</u>	<u>73,348.00</u>
Net Ordinary Income	<u>10,557.35</u>	<u>-73,348.00</u>	<u>83,905.35</u>	<u>-14.39%</u>	<u>-73,348.00</u>
Net Income	<u>10,557.35</u>	<u>-73,348.00</u>	<u>83,905.35</u>	<u>-14.39%</u>	<u>-73,348.00</u>

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

February 2024

	<u>Oct 23-Feb 24</u>	<u>Budget YTD</u>	<u>\$ +/- of Budget YTD</u>	<u>% of Budget YTD</u>	<u>Total Budget</u>
Ordinary Income/Expense					
Income					
5-04000 · WS SLWSD WATER & SEWER REVENUE	3,823,769.37	3,525,339.53	298,429.84	108.47%	10,355,593.08
Total Income	<u>3,823,769.37</u>	<u>3,525,339.53</u>	<u>298,429.84</u>	<u>108.47%</u>	<u>10,355,593.08</u>
Gross Income	3,823,769.37	3,525,339.53	298,429.84	108.47%	10,355,593.08
Expense					
5-05000 · WS BOARD OF DIRECTORS	6,353.59	6,004.60	348.99	105.81%	14,411.04
5-06000 · WS DISTRICT MANAGER	307.28	11,533.35	-11,226.07	2.66%	27,680.04
5-07000 · WS FINANCE	365,958.84	373,942.00	-7,983.16	97.87%	455,503.00
5-09000 · WS PROPERTY CONTROL	25,744.79	15,333.35	10,411.44	167.9%	36,800.04
5-11000 · WS UTILITY RATE CONSULTANT	0.00	8,645.00	-8,645.00	0.0%	20,748.00
5-13000 · WS CLERK TO THE BOARD	7,035.97	8,318.35	-1,282.38	84.58%	19,964.04
5-14000 · WS ADMIN DVSN-PERSNL	511,534.43	569,672.10	-58,137.67	89.8%	1,367,213.04
5-15000 · WS WATER TRTMNT PLANT-PERSNL	194,481.65	210,626.25	-16,144.60	92.34%	505,503.00
5-16000 · WS WASTEWATER TRTMT PL-PERSNL	192,962.14	208,795.40	-15,833.26	92.42%	501,108.96
5-17000 · WS UNDERGROUND UTIL-PERSNL	351,789.63	381,497.90	-29,708.27	92.21%	915,594.96
5-18000 · WS IRRIGATION DIV-PERSNL	24,924.39	30,338.35	-5,413.96	82.16%	72,812.04
5-40000 · WS SHOP DIV - PERSNL	66,960.73	75,826.65	-8,865.92	88.31%	181,983.96
5-19000 · WS GENERAL COUNSEL	8,822.00	17,129.60	-8,307.60	51.5%	41,111.04
5-23000 · WS SPECIAL COUNSEL	0.00	3,652.90	-3,652.90	0.0%	8,766.96
5-26000 · WS ENGINEERING	0.00	41,141.25	-41,141.25	0.0%	98,739.00
5-27000 · WATER & SEWER DEBT SERVICE	0.00	0.00	0.00	0.0%	2,574,555.00
5-28000 · WS WATER & SEWER SERVICES	283,861.25	283,861.25	0.00	100.0%	681,267.00
5-29000 · WS ADMIN DIV-OPERATING	167,196.35	272,760.90	-105,564.55	61.3%	608,426.16
5-30000 · WS WATER TRTMNT PLANT-OPER	333,218.73	444,457.95	-111,239.22	74.97%	1,017,699.08
5-31000 · WS WASTEWATER TRTMT PL-OPER	239,858.07	268,284.20	-28,426.13	89.4%	643,882.08
5-32000 · WS UNDERGROUND UTIL-OPERATING	253,814.46	332,640.05	-78,825.59	76.3%	654,836.12
5-33000 · WS IRRIGATION DIV-OPERATING	60,264.07	124,303.80	-64,039.73	48.48%	298,329.12
5-41000 · WS SHOP DIV - OPER	15,668.80	18,457.90	-2,789.10	84.89%	38,698.96
Total Expense	<u>3,110,757.17</u>	<u>3,707,223.10</u>	<u>-596,465.93</u>	<u>83.91%</u>	<u>10,785,632.64</u>
Net Ordinary Income	<u>713,012.20</u>	<u>-181,883.57</u>	<u>894,895.77</u>	<u>-392.02%</u>	<u>-430,039.56</u>
Net Income	<u><u>713,012.20</u></u>	<u><u>-181,883.57</u></u>	<u><u>894,895.77</u></u>	<u><u>-392.02%</u></u>	<u><u>-430,039.56</u></u>

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

February 2024

	Oct 23-Feb 24	Budget YTD	\$ +/- Budget YTD	% of Budget YTD	Total Budget
Ordinary Income/Expense					
Income					
5-36000 · WS CAP REVENUES					
5-36001 · INTEREST - R&R 4076011209	115,302.85				
5-36002 · INTEREST - WWCF - 4076011236	10,846.88	0.00	10,846.88	100.0%	0.00
5-36004 · INTEREST - WCF 4076011227	34,871.34	0.00	34,871.34	100.0%	0.00
5-36005 · WATER IMPACT FEES	95,257.82	1,596.65	93,661.17	5,966.11%	3,831.96
5-36006 · WW IMPACT FEES	70,768.13	1,198.35	69,569.78	5,905.46%	2,876.04
5-36007 · R&R TRANS FROM W&S OPERATING	283,861.25	283,861.25	0.00	100.0%	681,267.00
Total 5-36000 · WS CAP REVENUES	<u>610,908.27</u>	<u>286,656.25</u>	<u>324,252.02</u>	<u>213.12%</u>	<u>687,975.00</u>
Total Income	<u>610,908.27</u>	<u>286,656.25</u>	<u>324,252.02</u>	<u>213.12%</u>	<u>687,975.00</u>
Gross Income	610,908.27	286,656.25	324,252.02	213.12%	687,975.00
Expense					
5-37000 · WS RENEWAL & REPLACEMENT CIP					
5-37004 · CAPITAL PROJECTS SW049	11,722.50	29,700.00	-17,977.50	39.47%	29,700.00
5-37006 · CAPITAL PROJECTS SW064	168,477.49	10,000.00	158,477.49	1,684.78%	10,000.00
5-37007 · CAPITAL PROJECTS SW001	152,093.55	215,833.00	-63,739.45	70.47%	215,833.00
5-37009 · CAPITAL PROJECTS SW037	156,427.25	224,400.00	-67,972.75	69.71%	224,400.00
5-37013 · CAPITAL PROJECTS SW047	30,528.00	33,660.00	-3,132.00	90.7%	33,660.00
5-37018 · CAPITAL PROJECTS SW069	0.00	500,000.00	-500,000.00	0.0%	500,000.00
5-37027 · CAPITAL PROJECTS SW073	562.42				0.00
5-37031 · CAPITAL PROJECTS SW084	0.00	5,000.00	-5,000.00	0.0%	5,000.00
5-37032 · CAPITAL PROJECTS SW085	5,218.00	9,450.00	-4,232.00	55.22%	9,450.00
5-37034 · CAPITAL PROJECTS SW087	0.00	30,000.00	-30,000.00	0.0%	30,000.00
5-37038 · CAPITAL PROJECTS SW091	0.00	5,000.00	-5,000.00	0.0%	5,000.00
5-37039 · CAPITAL PROJECTS SW092	0.00	300,000.00	-300,000.00	0.0%	300,000.00
5-37045 · CAPITAL PROJECTS SW048	0.00	10,000.00	-10,000.00	0.0%	10,000.00
Total 5-37000 · WS RENEWAL & REPLACEMENT CIP	<u>525,029.21</u>	<u>1,373,043.00</u>	<u>-848,013.79</u>	<u>38.24%</u>	<u>1,373,043.00</u>
5-38000 · WS WATER CONNECT FEE CIP					
5-38012 · CAPITAL PROJECTS SW077	0.00	0.00	0.00	0.0%	0.00
5-38014 · CAPITAL PROJECTS SW076	0.00	0.00	0.00	0.0%	0.00
5-38015 · CAPITAL PROJECTS SW098	108,123.50	0.00	0.00	0.0%	0.00
Total 5-38000 · WS WATER CONNECT FEE CIP	<u>108,123.50</u>	<u>0.00</u>	<u>108,123.50</u>	<u>100.0%</u>	<u>0.00</u>
5-39000 · WS WASTEWATER CONNECT FEE CIP					
5-39010 · CAPITAL PROJECTS SW067	0.00	0.00	0.00	0.0%	0.00
Total 5-39000 · WS WASTEWATER CONNECT FEE CIP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>0.00</u>
Total Expense	<u>633,152.71</u>	<u>1,373,043.00</u>	<u>-739,890.29</u>	<u>46.11%</u>	<u>1,373,043.00</u>
Net Ordinary Income	<u>-22,244.44</u>	<u>-1,086,386.75</u>	<u>1,064,142.31</u>	<u>2.05%</u>	<u>-685,068.00</u>
Net Income	<u>-22,244.44</u>	<u>-1,086,386.75</u>	<u>1,064,142.31</u>	<u>2.05%</u>	<u>-685,068.00</u>

St Lucie West Service District
Check Register
As of February 29, 2024

Date	Num	Name	Memo	Credit
ASSETS				
Current Assets				
Checking/Savings				
1-00001 - TRUIST (GF operating) #1363				
02/01/2024	12194	ARMADILLO DIRT WORKS, LLC	PO#85215	5,500.00
02/01/2024	12195	COAST PUMP & SUPPLY CO., INC.	PO#85227	97.30
02/01/2024	12196	FEDEX	PO#85106	109.01
02/01/2024	12197	HELENA CHEMICAL CO	PO#85099	510.00
02/01/2024	12198	HOME DEPOT CREDIT SERVICES	PO#85232	3,308.35
02/01/2024	12199	KYOCERA DOCUMENT SOLUTIONS SOUTH ...	PO#85229	736.19
02/01/2024	12200	MARINE WRAPS	PO#85221	174.00
02/01/2024	12201	PALMDALE OIL COMPANY, INC	PO#85231	1,770.67
02/01/2024	12202	TREASURE COAST MOWERS, LLC	PO#85224	1,161.33
02/01/2024	12203	VERIZON WIRELESS	PO#85101	1,439.32
02/05/2024	12204	ST LUCIE CO BALING & RECYCLING	PO# 85247	1,479.31
02/07/2024		ASCENSUS	PR 02/07//2024 (01206/24 -02/02/24)	2,486.84
02/08/2024	12205	ALL COUNTY LOCK & KEY, INC	PO#85268	111.75
02/08/2024	12206	ARS POWERSPORTS, OKEECHOBEE	PO#85243	437.97
02/08/2024	12207	CIGNA HEALTHCARE	HEALTHCARE Group: 00636982 FEB 2024	92,532.44
02/08/2024	12208	FRANKLIN TEMPLETON BANK AND TR	SEP PAYROLL 02.07.24	12,429.87
02/08/2024	12209	MIKE'S ORGANIC TOP SOIL	PO#85263	775.00
02/08/2024	12210	MULLINAX OF VERO BEACH		606.09
02/08/2024	12211	NAPA AUTO SUPPLY OF PORT ST. LUCIE	PO#85275	1,682.76
02/08/2024	12212	PAT'S PUMP & BLOWER, LLC	PO#85249	950.00
02/08/2024	12213	SIMPLE TIRE, LLC	VOID: PO#85266- lost in mail	
02/08/2024	12214	SUMMIT FIRE & SECURITY, LLC		679.00
02/08/2024	12215	SYSTEM DESIGN WIZARDS, INC.	PO#85253	660.00
02/08/2024	12216	TREASURE COAST MOWERS, LLC		684.99
02/08/2024	12217	UNIFIRST	INV# 3020057223 & INV# 3020057222	245.48
02/08/2024	12218	UNIVERSAL SIGNS & ACCESSORIES	PO#85277	200.00
02/08/2024	12219	WEX BANK	PO#85269	10,093.79
02/08/2024	12220	UNIFIRST	INV# 3020056190 & INV# 3020056189	245.48
02/08/2024	12221	TRUIST CARD SERVICES		10,791.04
02/15/2024	12222	ADP, LLC	PO#85295	1,389.30
02/15/2024	12223	CINTAS CORPORATION		353.04
02/15/2024	12224	FPL	PO#85285	54,412.30
02/15/2024	12225	INTEGRATION SERVICES, INC.	PO#85260	2,104.10
02/15/2024	12226	KYOCERA DOCUMENT SOLUTIONS SOUTH ...	PO#85286	19.51
02/15/2024	12227	LOWE'S	PO#85300	954.99
02/15/2024	12228	MIKE'S ORGANIC TOP SOIL	PO#85288	850.00
02/15/2024	12229	SAM'S CLUB MASTERCARD	PO#85289	234.11
02/15/2024	12230	SCHAEFFER MANUFACTURING COMPANY		789.36
02/15/2024	12231	SUNSHINE STATE ONE CALL OF FLORIDA, I...	PO#85252	127.38
02/15/2024	12232	TORCIVIA, DONLON, GODDEAU & RUBIN, P.A.	PO#85294	2,304.00
02/15/2024	12233	VERIZON WIRELESS	PO# 85307	1,065.47
02/21/2024		ASCENSUS	PR 02/21//2024 (02/03/24 -02/16/24)	2,540.12
02/21/2024	12234	SIMPLE TIRE, LLC		899.60
02/22/2024	12235	ADP, LLC	PO#85313	419.42
02/22/2024	12236	FRANKLIN TEMPLETON BANK AND TR	SEP PAYROLL 02.21.24	12,526.07
02/22/2024	12237	Gannett Florida LocalQ	PO#85309	762.44
02/22/2024	12238	GUARDIAN	GROUP ID 00563384-March 2024	5,876.62
02/22/2024	12239	HELENA CHEMICAL CO		3,030.00
02/22/2024	12240	MD NOW	PO#85317	50.00
02/22/2024	12241	MULLINAX OF VERO BEACH	PO#85312	968.00
02/22/2024	12242	PITNEY BOWES-PURCHASE POWER	PO#85310	400.00
02/22/2024	12243	PREFERRED GOVERNMENTAL INSURANCE ...	PO#85319	6,088.00
02/22/2024	12244	SCHAEFFER MANUFACTURING COMPANY	PO#85282	177.51
02/22/2024	12245	SOLANTIC OF SOUTH FLORIDA LLC	PO#85324	50.00
02/22/2024	12246	SUPERIOR FENCE & RAIL	FENCING ON POND 54 OFF CASHMERE BLVD	2,088.96
02/22/2024	12247	UNIFIRST	INV# 3020059269 & INV# 3020059268	245.48
02/22/2024	12248	VERO CHEMICAL DISTRIBUTORS INC	PO#85303	33,803.90
02/22/2024	12249	SUPERIOR FENCE & RAIL	FENCING ON POND 54 OFF CASHMERE BLVD	2,088.96
02/29/2024	12250	ABERCROMBIE'S LAND SERVICES, LLC	PO#85340	950.00
02/29/2024	12251	HOME DEPOT CREDIT SERVICES	PO#85346	3,378.69
02/29/2024	12252	SITEONE LANDSCAPE SUPPLY, LLC	PO#85337	442.37
02/29/2024	12253	SPECIAL DISTRICT SERVICES, INC.	PO#85345	9,433.31
02/29/2024	12254	SUN LIFE	PLAN NUMBER: 960974-0001 FEB 2024	4,102.98

Date	Num	Name	Memo	Credit
02/29/2024	12255	UNIFIRST	INV# 3020060287 & INV# 3020060286	245.48
02/29/2024	12256	VERIZON WIRELESS	PO#85334	1,271.56
Total 1-00001 · TRUIST (GF operating) #1363				308,341.01
1-00002 · TRUIST (GF R&R Fund) # 3968				
Total 1-00002 · TRUIST (GF R&R Fund) # 3968				
5-00002 · TRUIST (WS Operating) #7918				
02/01/2024	14235	A & B Pipe & Supply, Inc.	PO#85064 A	10.92
02/01/2024	14236	APPLE INDUSTRIAL SUPPLY CO.		676.04
02/01/2024	14237	ARMADILLO DIRT WORKS, LLC		8,109.00
02/01/2024	14238	CORE & MAIN		6,846.02
02/01/2024	14239	FERGUSON ENTERPRISES	PO#85222	484.16
02/01/2024	14240	FERGUSON ENTERPRISES, LLC (FIRE&FAB)	PO#85217	49.83
02/01/2024	14241	HUGHES SUPPLY OF PORT SAINT LUCIE	PO#85228	2,423.00
02/01/2024	14242	INTRACOASTAL GENERATORS, INC		1,308.41
02/01/2024	14243	ODYSSEY MANUFACTURING COMPANY		8,844.00
02/01/2024	14244	US BANK- TRUSTEE	ACCT#213449000	4,515.00
02/07/2024	14245	DWW CONSTRUCTION INC	DEPOSIT FOR QUOTES 291 & 292 FOR MATERI...	5,500.00
02/08/2024	14246	ABERCROMBIE'S LAND SERVICES, LLC	PO#85273	550.00
02/08/2024	14247	COAST PUMP & SUPPLY CO., INC.	PO#85105	47.30
02/08/2024	14248	CORE & MAIN		6,211.99
02/08/2024	14249	EASTERN PIPELINE CONSTRUCTION, INC.	PO#85250	2,100.00
02/08/2024	14250	EUROFINS FLOWERS		5,060.00
02/08/2024	14251	FERGUSON ENTERPRISES	PO#85246	228.00
02/08/2024	14252	MASCHMEYER CONCRETE	PO#85240	1,518.00
02/08/2024	14253	MIKE'S ORGANIC TOP SOIL	PO#85259	560.00
02/08/2024	14254	MULLINAX OF VERO BEACH	PO#85239	71.76
02/08/2024	14255	NASON YEAGER GERSON HARRIS & FUMER...	PO#85278	1,960.00
02/08/2024	14256	ODYSSEY MANUFACTURING COMPANY		10,729.92
02/08/2024	14257	PENINSULAR ELECTRICAL DISTRIBUTORS	PO#84909	8,500.00
02/08/2024	14258	POLYDYNE INC.	PO#85251	3,539.70
02/08/2024	14259	RYPER WATER ANALYTICS, LLC	PO#85072	3,037.50
02/08/2024	14260	VALENTIN GARCIA	WATER CONSERVATION REBATE 2023-24 15	100.00
02/08/2024	14261	WESTECH	PO#85018	1,995.41
02/08/2024	14262	PROCESS WASTEWATER TECHNOLOGIES	PO#84834A	115,500.00
02/08/2024	14263	MULLINAX OF VERO BEACH	PO#85237	3,192.07
02/08/2024	14264	UNITED RENTALS (NORTH AMERICA), INC.	PO#85075	1,627.22
02/15/2024	14265	ARISTA INFORMATION SYSTEMS, INC.	PO#85296	2,890.39
02/15/2024	14266	ARTHUR CANTIN	WATER CONSERVATION REBATE 2023-245 21	200.00
02/15/2024	14267	BARNEY'S PUMP	PO#85225	1,330.80
02/15/2024	14268	CORE & MAIN		3,663.09
02/15/2024	14269	ELIZABETH PINNER	WATER CONSERVATION REBATE 2023-24 12	100.00
02/15/2024	14270	EUROFINS FLOWERS	PO#85283	595.00
02/15/2024	14271	FDOT	PO#85281	3.95
02/15/2024	14272	JAMES KAWA	WATER CONSERVATION REBATE 2023-24 19	100.00
02/15/2024	14273	JOSHUA MILLER	REIMBURSEMENT FOR SUBSISTENCE AND TR...	818.44
02/15/2024	14274	LEE DONAHUE	WATER CONSERVATION REBATE 2023-24 20	100.00
02/15/2024	14275	MASCHMEYER CONCRETE	PO#85301	872.00
02/15/2024	14276	PATRICIA DITZEL	WATER CONSERVATION REBATE 2023-24 17	100.00
02/15/2024	14277	PAUL WELCH INC.	PO#85304	350.00
02/15/2024	14278	RACHEL FRIEDMAN	WATER CONSERVATION REBATE 2023-24 9	200.00
02/15/2024	14279	SAFETY & BOOT CENTER	FALL PROTECTION SAFETY TRAINING FOR 11 ...	2,200.00
02/15/2024	14280	TREASURE COAST MOWERS, LLC	PO#85302	29.25
02/15/2024	14281	WASTE MANAGEMENT OKEECHOBEE LAND...	PO#85287	15,211.04
02/16/2024	14282	USABLUEBOOK	PO#84688 A	14.07
02/22/2024	14283	Affordable Pressure Washing	CUSTOMER REFUND 11 TEMP METER	832.64
02/22/2024	14284	ANITA BARAN	CUSTOMER REFUND 1204 NW LOMBARDY DR	49.82
02/22/2024	14285	ARNOLD BLOOMQUIST	CUSTOMER REFUND 1517 A NW AMHERST DR	13.58
02/22/2024	14286	CAMILLE BLUME	CUSTOMER REQUESTED CREDIT BALANCE O...	753.90
02/22/2024	14287	CHRISTINE OKEEFE	CUSTOMER REFUND 1059 NW TUSCANY DR	51.52
02/22/2024	14288	ELIZABETH STEPHENS	CUSTOMER REFUND 1282 SW MAPLEWOOD DR	84.89
02/22/2024	14289	FREDERIC LIVECCHI	CUSTOMER REFUND 509 SW TREASURE CV	20.70
02/22/2024	14290	GOLDCO LLC	CUSTOMER REFUND 1545 NW ST LUCIE WEST...	502.62
02/22/2024	14291	JOHN PALACIOS	CUSTOMER REFUND 153 NW BERKELEY AVE	8.45
02/22/2024	14292	JULIO GIRALDO	CUSTOMER REFUND 566 SW ST MARTINS CV	21.43
02/22/2024	14293	PATRICIA NELSON	CUSTOMER REFUND 338 NW TOSCANE TRL	59.77
02/22/2024	14294	PATRICK HEYMAN ZHURAVEL	CUSTOMER REFUND 384 SW SANDY WAY	36.96
02/22/2024	14295	ROBERT OKAMURA	CUSTOMER REFUND 501 NW SAN REMO CIR	21.42

Date	Num	Name	Memo	Credit
02/22/2024	14296	RYAN MCKENNEY	CUSTOMER REFUND 303 SW SANDY WAY	5.19
02/22/2024	14297	WESTBROOKE ISLE CONDO ASSOC	CUSTOMER REFUND 4 TEMP METER	937.85
02/22/2024	14298	CLAIRE MENDEZ	WATER CONSERVATION REBATE 2023-24 18	100.00
02/22/2024	14299	CORE & MAIN	PO#85258	1,394.45
02/22/2024	14300	FERGUSON ENTERPRISES	PO#85292	92.32
02/22/2024	14301	FLORIDA COAST EQUIPMENT		229.46
02/22/2024	14302	FORTILINE WATERWORKS	PO#85290	198.08
02/22/2024	14303	INTRACOASTAL GENERATORS, INC	PO#85314	1,781.25
02/22/2024	14304	MASCHMEYER CONCRETE	PO#85320	1,798.00
02/22/2024	14305	MULLINAX OF VERO BEACH		51.22
02/22/2024	14306	ODYSSEY MANUFACTURING COMPANY	PO#85280	5,874.00
02/22/2024	14307	SOUTHERN UNDERGROUND, INC.	PO#85330	1,250.00
02/22/2024	14308	ST LUCIE BATTERY & TIRE	PO#85329	1,797.76
02/22/2024	14309	TREASURE COAST MOWERS, LLC	PO#85331	39.53
02/22/2024	14310	UNDERGROUND SERVICES OF AMERICA, INC.	PO#85311	18,843.25
02/22/2024	14311	CHERYL ANN KUSLAK	CUSTOMER REFUND 1042 NW TUSCANY CIR	160.65
02/27/2024	14312	SUSTAINABLE SOLUTIONS	SPRAY FOAM INSULATION	5,330.00
02/29/2024	14313	220 NW PEACOCK VENTURES LLC	CUSTOMER REFUND 220 NW PEACOCK BLVD	633.78
02/29/2024	14314	BARNEY'S PUMP	PO#85073	1,830.00
02/29/2024	14315	CITY ELECTRIC SUPPLY CO.		289.13
02/29/2024	14316	CORE & MAIN		2,458.02
02/29/2024	14317	FERGUSON ENTERPRISES	PO#85308	2,302.14
02/29/2024	14318	HUGHES SUPPLY OF PORT SAINT LUCIE	PO#85339	626.81
02/29/2024	14319	INTRACOASTAL GENERATORS, INC	PO#85336	625.00
02/29/2024	14320	MIKE'S ORGANIC TOP SOIL	PO#85342	650.00
02/29/2024	14321	MWI PUMPS	PO#85333	2,040.00
02/29/2024	14322	RANGELINE TAPPING SERVICES INC.		9,351.08
02/29/2024	14323	ST LUCIE BATTERY & TIRE	PO#85354	697.39
02/29/2024	14324	STEVE RUSSO	CUSTOMER REFUND 310 SW NORTH SHORE B...	160.15
Total 5-00002 · TRUIST (WS Operating) #7918				298,077.49
Total Checking/Savings				606,418.50
Total Current Assets				606,418.50
TOTAL ASSETS				606,418.50
LIABILITIES & EQUITY				
TOTAL LIABILITIES & EQUITY				

St Lucie West Service District
Checks Over \$35,000
As of February 29, 2024

Date	Num	Name	Memo	Credit
ASSETS				
Current Assets				
Checking/Savings				
1-00001 · TRUIST (GF operating) #1363				
02/08/2024	12207	CIGNA HEALTHCARE	HEALTHCARE Group: 00636982 FEB 2024	92,532.44
02/15/2024	12224	FPL	PO#85285	54,412.30
Total 1-00001 · TRUIST (GF operating) #1363				146,944.74
5-00002 · TRUIST (WS Operating) #7918				
02/08/2024	14262	PROCESS WASTEWATER TECHNOLO...	PO#84834A	115,500.00
Total 5-00002 · TRUIST (WS Operating) #7918				115,500.00
Total Checking/Savings				262,444.74
Total Current Assets				262,444.74
TOTAL ASSETS				262,444.74
LIABILITIES & EQUITY				
TOTAL LIABILITIES & EQUITY				

St Lucie West Service District
Balance Sheet
As of February 29, 2024

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
D-ACCNT	-442.44
xxx	0.06
1-00001 · TRUIST (GF operating) #1363	1,898,649.22
1-00002 · TRUIST (GF R&R Fund) # 3968	365,590.78
5-00001 · TRUIST (WS Deposit) #1355	255,973.96
5-00002 · TRUIST (WS Operating) #7918	3,467,897.29
Total Checking/Savings	5,987,668.87
Other Current Assets	
1-02000 · GF SLWSD GENERAL ASSETS	723,550.99
2-01000 · WB WTR MGMT BEN 1999A ASSETS	2,826,043.29
4-03000 · CP WMB CAP PROJECTS ASSETS	187,655.55
5-01000 · WS SLWSD WATER & SEWER ASSETS	56,977,183.27
Total Other Current Assets	60,714,433.10
Total Current Assets	66,702,101.97
Other Assets	
000000 · Journal Entry Exchange	2,465.25
Total Other Assets	2,465.25
TOTAL ASSETS	66,704,567.22
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1-03000 · GF SLWSD GENERAL LIAB	176,827.95
2-02000 · WB WTR MGMT BEN 1999A LIAB	117,105.38
4-01000 · CP WMB CAP PROJECTS LIAB	5,200.00
5-02000 · WS SLWSD WATER & SEWER LIAB	24,853,782.97
Total Other Current Liabilities	25,152,916.30
Total Current Liabilities	25,152,916.30
Total Liabilities	25,152,916.30
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	19,917,833.68
4-02000 · CP WMB CAP PROJECTS FUND BAL	3,188,817.19
5-03000 · WS SLWSD WATER & SEWER FND BAL	9,725,233.02
Net Income	4,174,590.55
Total Equity	41,551,650.92
TOTAL LIABILITIES & EQUITY	66,704,567.22

**ST LUCIE WEST SERVICE DISTRICT
ACCOUNT RECONCILIATION SUMMARY
FOR MONTH END January 2024**

G/L #	Account Name	Bank	Account #	Statement EOM Balance	In Transit	Reconciled Statement Balance	G/L Balance	Reconciled
OPERATING								
1-0001	Operating Checking	ST	1000104111363	2,016,908.26	(727,402.05)	1,289,506.21	1,289,506.21	* Yes
1-0002	Operating Checking R&R Fund	ST	1000104113968	365,590.78	-	365,590.78	365,590.78	* Yes
1-0002	Operating Checking Escrow Fund	ST	1000104118740	-	-	-	-	Yes
1-02022	Surplus Funds - SBA	SBA	271912	7,121.81	-	7,121.81	7,121.81	Yes
TOTAL OPERATING						\$ 1,662,218.80	\$ 1,662,218.80	
WATER MANAGEMENT BOND FUNDS								
2-01060	Revenue Fund-WMB 2013	US	203823000	2,425,389.09	-	2,425,389.09	2,425,389.09	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	9,470.54	-	9,470.54	9,470.54	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	60.03	-	60.03	60.03	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	-	-	-	-	Yes
4-03048	Acq & Con Fund-WMB 2021	US	242655004	187,655.55	-	187,655.55	187,655.55	Yes
4-03049	COI Fund-WMB 2021	US	242655006	-	-	-	-	Yes
WATER MANAGEMENT BOND FUNDS TOTAL						\$ 3,013,698.84	\$ 3,013,698.84	
WATER AND SEWER ACCOUNTS								
5-00001	Water & Sewer Cash Depository	ST	1000104111355	162,156.95	93,817.01	255,973.96	255,973.96	* Yes
5-00002	Water & Sewer Operating Checking	ST	1000104117918	3,533,837.68	(156,341.04)	3,377,496.64	3,377,496.64	* Yes
5-01005	Construction Fund	US	4076011281	0.01	-	0.01	0.01	Yes
5-01006	Operating/Maintenance	US	4076011174	-	-	-	-	Yes
5-01007	Reserve Fund	US	4076011192	2,524,601.50	-	2,524,601.50	2,524,601.50	Yes
5-01008	Senior Interest	US	4076011183	735,007.41	-	735,007.41	735,007.41	Yes
5-01010	Renewal & Replacement	US	4076011209	5,407,897.32	-	5,407,897.32	5,407,897.32	Yes
5-01011	Rate Stabilization	US	4076011218	617,384.38	-	617,384.38	617,384.38	Yes
5-01012	Water Connection	US	4076011227	1,626,802.73	-	1,626,802.73	1,626,802.73	Yes
5-01013	Wastewater Connection	US	4076011236	524,643.53	-	524,643.53	524,643.53	Yes
5-01014	Revenue Fund	US	4076011165	-	-	-	-	Yes
5-01015	Surplus Fund	US	4076011272	2,653,911.61	-	2,653,911.61	2,653,911.61	Yes
5-01016	Principal Account	US	4076036781	781,731.77	-	781,731.77	781,731.77	Yes
5-01042	Surplus Funds - SBA	SBA	271911	551.80	-	551.80	551.80	Yes
WATER AND SEWER ACCOUNTS TOTAL						\$ 18,506,002.66	\$ 18,506,002.66	
GRAND TOTAL						\$ 23,181,920.30	\$ 23,181,920.30	

* Note: These checking accounts (1363, 3968, 1355, & 7918) are reconciled to 3/25/24 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, April 2, 2024

Item

CA 6 Consider Approval to Transfer Funds for the R&R Account Requisition for Fiscal Year 2024

Summary

Attached for your review and approval is a request to transfer funds from the Renewal & Replacement Account (R&R) for expenses that are previously budgeted project-related expenses for FY 2024 and have been previously approved by the Board to be funded from one of the afore mentioned accounts.

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

- \$158,596.26 – Renewal & Replacement Account

All Invoices for this requisition are attached for your review.

Recommendation

Staff recommends Board approval to transfer funds from the R&R Account for FY 2024 \$158,596.26 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:

2024-7

(B) Name of Payee:

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

(C) Amount Payable:

\$158,596.26

(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.

2024-7

St Lucie West Service District
Transaction Detail By Account
 February 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
5-37000 · WS RENEWAL & REPLACEMENT CIP							
5-37007 · CAPITAL PROJECTS SW001							
Bill	02/01/2024	U203137	CORE & MAIN	PO#85054	93.30		93.30
Bill	02/01/2024	U206841	CORE & MAIN	PO#850009 E	5,122.72		5,216.02
Bill	02/01/2024	U199965	CORE & MAIN	PO#85047	1,630.00		6,846.02
Bill	02/08/2024	U257600	CORE & MAIN	PO#85009 F	325.42		7,171.44
Bill	02/08/2024	T914941	CORE & MAIN	PO#84819	5,886.57		13,058.01
Bill	02/15/2024	U284002	CORE & MAIN	PO#84819 A	995.00		14,053.01
Bill	02/29/2024	U349762	CORE & MAIN	PO#85009	1,700.00		15,753.01
Total 5-37007 · CAPITAL PROJECTS SW001					15,753.01	0.00	15,753.01
5-37009 · CAPITAL PROJECTS SW037							
Bill	02/08/2024	S2750000.001	PENINSULAR ELE...	PO#84909	8,500.00		8,500.00
Bill	02/08/2024	2893	PROCESS WASTE...	PO#84834A	115,500.00		124,000.00
Total 5-37009 · CAPITAL PROJECTS SW037					124,000.00	0.00	124,000.00
5-37013 · CAPITAL PROJECTS SW047							
Bill	02/22/2024	4791	UNDERGROUND S...	PO#85311	18,843.25		18,843.25
Total 5-37013 · CAPITAL PROJECTS SW047					18,843.25	0.00	18,843.25
Total 5-37000 · WS RENEWAL & REPLACEMENT CIP					158,596.26	0.00	158,596.26
TOTAL					158,596.26	0.00	158,596.26

St. Lucie West Services District

Board Agenda Item

Tuesday, April 2, 2024

Item

CA 7 Surplus items

Summary

Provided for your review and approval. District Staff has determined that a declaration of surplus equipment is required from the Board of Supervisors for the liquidation of the following items. The declaration will allow staff to dispose of the following items:

Item	Model	Serial/ID	Department	Tag No.
Motor	BF20D3SHT	BAMJ1610677	AQ	COMO23A

Recommendation

Staff recommends approval for the declaration of surplus equipment.

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:



Supervisors' Requests



Adjournment