

ST. LUCIE WEST SERVICES DISTRICT



BOARD OF SUPERVISORS' REGULAR BOARD MEETING APRIL 8, 2025 9:00 A.M.

AGENDA
ST. LUCIE WEST SERVICES DISTRICT
BOARD OF SUPERVISORS'
REGULAR BOARD MEETING
April 7, 2025 & April 8, 2025
9:00 a.m.
450 SW Utility Drive
Port St. Lucie, Florida 34986
CALL IN 1-800-743-4099 PARTICIPANT CODE 400494

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Approval of Minutes

1. March 3, 2025, Workshop
2. March 4, 2025, Regular Board Meeting

E. Public Comment

F. District Attorney

DA 1 – Status Report/Updates

G. District Engineer

DE 1 – Status Report/Updates

H. District Manager

Action Items

DM 1 – Consider Approval of the Construction of Injection Well #2

DM 2 – Consider Approval of Task Order SLW035 from Infrastructure Solutions Services for IW-2 Connection Design

DM 3 – Consider Approval of the SCADA System Network Upgrades Proposal from Integration Services, Inc.

DM 4 – Consider Approval of Task Order SLW035 from Infrastructure Solutions Services for the Water Treatment Plant Improvements Design Criteria

DM 5 – Consider Approval of Escrow Agreement with GrayRobinson

DM 6 – Consider Approval of Interlocal Utility Oversight and Maintenance Agreement with Reserve CDD

DM 7 – Consider Approval of the Selection Committee Ranking for District Legal Services

DM 8 – Consider Chief Wastewater Treatment Plant Operator

DM 9 – Other Items

I. 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 – Public Information Officer Monthly Report

CA 6 – Financial Statements for February, 2025

CA 7 – Consider Approval to Transfer Funds for the R&R & UCF Account

CA 8 – Surplus Items

J. Supervisors' Requests

K. Adjournment

St. Lucie West Services District
Workshop Meeting
March 3, 2025, 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

Dominick Graci – Chairman – in-person
Gregg Ney – Vice Chairman – via phone beginning at 9:34 a.m.
Diane Haseltine – Secretary – in-person
Rose Carvelli – Supervisor – in-person
Kevin Dolan – Supervisor – in-person

Staff Present

Josh Miller, District Manager, St. Lucie West Services District (“SLWSD”) – in-person
Maddie Maldonado, Director of Office Administration – in-person
Gerard Rouse, Public Works Director/Assistant District Manager, SLWSD – in-person
Searg Davidian, Assistant Public Works Director, SLWSD – in-person
Anderson “Andy” Bomjardim, Public Information Officer, SLWSD – in-person
Jason Pierman, Special District Services, Inc. (“SDS”) -- in-person
Laura Archer, Recording Secretary, SDS – via phone
Stephanie Brown, SDS – in-person

Also present were: Jack Doughney, Intergovernmental Liaison; Donna Rhoden of the City of Port St. Lucie; Special Counsel Nathan Nason (via phone) of Nason, Yeager, Gerson, Harris & Fumero, P.A.; and Chuck Henry and Bob Fromm from the Reserve CDD.

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 Gregg Ney was the only absent Supervisor.

D. Approval of Minutes

- 1. February 3, 2025, Workshop**
- 2. February 4, 2025, 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 noted that it was Ms. Holmes' standard report and indicated that he believed it was up to date.

**G. District Engineer
DE 1 – Status Report/Updates**

Mr. Miller noted that Mr. Zanganeh's report was provided in the meeting materials and indicated that there were several projects that had been concluded and would be removed from the next report.

Vice Chairman Ney arrived at approximately 9:34 a.m. via telephone.

**H. District Manager
Actions Items**

Item DM 2 was taken first.

DM 2 – Consider Provision of Services Agreement with the Reserve CDD

Mr. Miller presented a Power Point overview of the Reserve CDD and how we got to where we are today beginning with the Bulk Water & Sewer Interconnect Agreement that expires in November 2028. Also taken into consideration was the projected growth and future capacity needs of SLW by issuing an Interconnect Agreement Cancellation Notice to the Reserve CDD. Both District Boards then agreed to move forward with negotiating a new agreement and to fund an Engineering Evaluation of the Reserve CDD's systems. After the evaluation was completed, each Board approved negotiation teams, which began meeting in January 2025. A Provisional Services Agreement was negotiated by these teams for district consideration at the March meetings. Existing and proposed interconnects were reviewed along with potable water mains. A lengthy list of proposed water and sewer improvements was drafted along with who would fund what. A utility site transfer was also addressed as was a proposed timeline of project completion.

A lengthy discussion took place. Messrs. Henry and Fromm thanked Mr. Miller and staff for all the work put into this information, noting that it made sense for both the Reserve's customers as well as the SLW customers.

Mr. Doughney noted the amount of time and work Mr. Miller dedicated to this was extraordinary, noting that the Reserve was made to feel like SLW/Nate Nason were

their consultants with all their expertise and knowledge and keeping everyone on track.

DM 1 – Consider Selection Committee, Ranking Criteria and Advertising for Selection of District Legal Counsel

Mr. Miller presented the item indicating that a legal advertisement for a Request for Qualifications for District Legal Counsel had been advertised on January 10, 2025. He further noted that they had received 5 responses from the following firms: Kutak Rock; Davis & Associates; Nason, Yeager; Lewis, Longman & Walker; and Weiss Serota.

Mr. Miller noted that this selection committee would meet to review the qualifications and rank no fewer than three respondents determined to be the most highly qualified to perform the required legal counsel services to the District. The selection committee will make its formal recommendation to the Board at the April 8, 2025, meeting.

Mr. Miller presented the proposed Legal Counsel Selection Committee Members as follows: Chairman Dominick Graci, Josh Miller, Gerard Rouse, Maddie Maldonado and Jack Doughney.

There was no discussion regarding this matter.

DM 3 – Consider Budget Amendment 2025-01 for the Utility Fund Carry Over Projects

Mr. Miller presented Budget Amendment 2025-01 for the Utility Fund Carry Over Projects, indicating that this was for projects that will not be completed in the first quarter of this fiscal year, so staff is recommending amending the current fiscal year budget to recognize the encumbered funds from the previous fiscal year.

A brief discussion took place.

DM 4 – Other Items

Mr. Miller indicated that he had spoken with Mr. Nason about presenting for Board consideration an Interlocal Services Agreement with the Reserve at the April meeting, contingent upon the approval of Item DM 2 from today's agenda – Consider Provision of Services Agreement with the Reserve CDD. This Interlocal Services Agreement would allow the District to oversee the Reserve's work at their expense.

Discussion ensued about the timing and the fact that Mr. Miller recommends that the Reserve shut off their plant now because they are under capacity and their plant is causing issues with the water.

Discussion ensued regarding the need for 2 additional Underground Division employees.

DM 4A – Consider Acceptance of Chief Wastewater Treatment Plant Operator Resignation

Mr. Miller presented WD Cannon's resignation from the Chief Wastewater Treatment Plant Operation position to an Operator position, citing personal matters. Mr. Miller noted that the Assistant Utilities Operator would temporarily function as the Chief Wastewater Treatment Plant Operator until this position is filled.

Mr. Miller requested that the Board consider acceptance of Mr. Cannon's resignation at tomorrow's meeting.

I. 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 – Public Information Officer Monthly Report

CA 6 – Financial Statements for January, 2025

CA 7 – Consider Transfer of Funds for the R&R & WCF Account

Mr. Miller presented Consent Agenda Items CA 1 through CA 7 and asked if there were any questions.

Chairman Graci referred to Page 32 of the meeting booklet, asking if 31 Lock Offs due to non-payment was normal. He was worried about hardships. Mr. Miller indicated that the process was pretty fair – door hangars are left; staff knocks on the door to remind the customer of the payment that is due. Mr. Miller also indicated that the lock offs are primarily for the same customers every month.

Supervisor Dolan asked if there was any pushback regarding the 9% increase to which Mr. Miller indicated it was minimal. He also noted that the District had done presentations at community HOA meetings to help residents understand the reason for the increase.

There were no further questions regarding Consent Agenda Items CA 1 through CA 7.

J. Supervisor Requests

Supervisor Dolan asked if the City of Port St. Lucie had reinstated the addition of fluoride into the water to which Ms. Rhoden indicated there had not been a reinstatement.

Chairman Graci noted that he keeps getting fluoride questions from residents.

There were no further Supervisor Requests.

K. Adjournment

There being no further items to be addressed, the Workshop Meeting was adjourned at 9:58 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 4, 2025, 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

Dominick Graci – Chairman – in-person
Gregg Ney – Vice Chairman – who arrived via phone at approximately 9:09 a.m.
Diane Haseltine- Secretary – in-person
Rose Carvelli – Supervisor – in-person
Kevin Dolan – Supervisor – in-person

Staff Present

Josh Miller, District Manager, St. Lucie West Services District (“SLWSD”) – in-person
Maddie Maldonado, Director of Office Administration – in-person
Gerard Rouse, Public Works Director/Assistant District Manager, SLWSD – in-person
Searg Davidian, Assistant Public Works Director — SLWSD
Anderson “Andy” Bomjardim, Public Information Officer, SLWSD – in-person
Ruth Holmes, District Counsel, Torcivia, Donlon, Goddeau & Ansay, P.A. – in-person
Clayton McCormick, District Engineer, Infrastructure Solution Services. – in-person
Jason Pierman, Secretary/Treasurer, Special District Services, Inc. (“SDS”) – via phone
Laura Archer, Recording Secretary, SDS – in-person
Stephanie Brown, SDS – in-person

Also present were District residents: Deane Piekara and Mr. and Mrs. Jack Doughney; Special Counsel Nathan Nason (via phone) of Nason, Yeager, Gerson, Harris & Fumero, P.A.; and Donna Rhoden from the City of Port St. Lucie.

Guests Present (Sign-In Sheet Attached)

A. Call to Order

Chairman Graci 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 3, 2025, Workshop

2. February 4, 2025, Regular Board Meeting

The minutes of the February 3, 2025, Workshop and the February 4, 2025, Regular Board Meeting were presented for consideration.

A **MOTION** was made by Secretary Haseltine, seconded by Supervisor Dolan approving the minutes of the February 3, 2025, Workshop, as presented, and the minutes of the February 4, 2025, Regular Board Meeting, as presented. Upon being put to a vote, the **MOTION** carried unanimously.

E. Public Comment

There was no public comment at this time.

F. District Attorney DA 1 – Status Report/Updates

Ms. Holmes went over her report provided in the meeting materials, noting that she had worked on the Underground Well solicitation and done research and provided advice regarding the District's purchase order terms and conditions; and reviewed, edited and negotiated a final Granicus cloud services contract.

That concluded Ms. Holmes' monthly update.

G. District Engineer DE 1 – Status Report/Updates

Mr. McCormick presented Mr. Zanganeh's report and he had nothing further to report but was available if anyone had any questions.

H. District Manager Action Items

DM 1 – Consider Selection Committee, Ranking Criteria and Advertising for Selection of District Legal Counsel

Mr. Miller presented the item reiterating that a legal advertisement for a Request for Qualifications for District Legal Counsel had been advertised on January 10, 2025, and that they had received 5 responses from the following firms: Kutak Rock; Davis & Associates; Nason, Yeager; Lewis, Longman & Walker; and Weiss Serota.

He reminded the Board that of his suggestion for the Legal Counsel Selection Committee Members as follows: Chairman Dominick Graci, Josh Miller, Gerard Rouse, Maddie Maldonado and Jack Doughney and further noted that he had drafted a legal ad for the RFQ for Legal Services Ranking Meeting to be held March 18, 2025.

A **MOTION** was made by Supervisor Dolan, seconded by Secretary Haseltine and passed unanimously approving a Selection Committee, Ranking Criteria and Advertising for the Selection of District Legal Counsel, as presented.

DM 2 – Consider Provision of Services Agreement with the Reserve CDD

Mr. Miller presented the item indicating that this was an agreement between the District and the Reserve CDD that defines the necessary steps to move forward with incorporating the Reserve CDD into the District's service area.

Vice Chairman Ney arrived via telephone at approximately 9:09 a.m.

Mr. Miller noted that the Agreement had been negotiated between the District Negotiating Team and the Reserve CDD Negotiating Team and had also been reviewed by both parties' Legal Counsel and would be presented to the Reserve CDD Board at their March 11, 2025, meeting.

Discussion ensued regarding the obligations of the District if the Reserve does not meet the requirements. Mr. Nason explained the process.

Lisa-Marie Beans, Human Resources Specialist, SLWSD – arrived in-person at approximately 9:15 a.m.

A **MOTION** was made by Supervisor Dolan, seconded by Secretary Haseltine and passed unanimously approving the Provision of Services Agreement with the Reserve CDD, as presented.

DM 3 – Consider Budget Amendment 2025-01 for the Utility Fund Carry Over Projects

Mr. Miller explained that Budget Amendment 2025-01 for the Utility Fund Carry Over Projects was for projects that will not be completed in the first quarter of this fiscal year, so staff recommends amending the current fiscal year budget to recognize the encumbered funds from the previous fiscal year.

A **MOTION** was made by Supervisor Dolan, seconded by Secretary Haseltine and passed unanimously approving Budget Amendment 2025-01 for the Utility Fund Carry Over Projects, as presented.

DM 4A – Consider Acceptance of Chief Wastewater Treatment Plant Operator Resignation

Mr. Miller presented the item indicating that Mr. Cannon had submitted his resignation from the Chief position and requested to be designated as only an "Operator."

Supervisor Dolan asked if the position would be filled to which Mr. Miller noted that the open position had been advertised internally for 5 days with no applicants and would now be advertised in the local newspaper, which is where we are at at this time.

A **MOTION** was made by Supervisor Dolan, seconded by Secretary Haseltine and passed unanimously accepting the Chief Wastewater Treatment Plant Operator resignation of WD Cannon, as presented.

DM 4 – Other Items

Mr. Miller indicated that it was his intention to bring forward to the Board for consideration at the April meeting an Interlocal Services Agreement with the Reserve CDD regarding oversight and emergency services, noting complaints about the water quality within the Reserve's service area. He further noted that, if approved, this would require hiring 2 more employees.

That concluded Mr. Miller's updates.

I. 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 – Public Information Officer Monthly Report

CA 6 – Financial Statements for January 2024

CA 7 – Consider Approval to Transfer Funds for the R&R & WCF Account

Mr. Miller presented the Consent Agenda items and recommended approval.

A **MOTION** was made by Vice Chairman Ney, seconded by Secretary Haseltine approving Consent Agenda items CA 1 through CA 7, as presented. Upon being put to a vote, the **MOTION** carried unanimously.

J. Supervisor Requests

Chairman Graci thanked Josh Miller, Gerard Rouse and Jack Doughney for all their work regarding the Reserve CDD.

K. Adjournment

There being no further items to be addressed, the Regular Board Meeting was adjourned at 9:27 a.m. by Chairman Graci. 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 8, 2025

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:
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**TORCIVIA, DONLON,
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Ruth A. Holmes
Ben Saver
Tanya M. Earley
Amelia Jadoo
Daniel Harrell, Of Counsel

*FLORIDA BAR BOARD CERTIFIED
CITY COUNTY AND LOCAL GOVERNMENT ATTORNEY

March 24, 2025

St. Lucie West Services District
District Attorney's Report
Time Period: February 19, 2025-March 21, 2025

As SLWSD Counsel for the time period identified above, this firm worked with staff or provided representation on the following matters:

1. Attended regular monthly Board Meeting;
2. Unifirst Contract compliance and liquidated damage calculations;
3. Provided advice on quorum requirements for Board of Supervisors and City's initial opposition to imposition of pass through credit card fees;
4. Followed up with the City on finalization of Bayshore signage conveyance documentation.

Sincerely,

Ruth A. Holmes
Ruth A. Holmes, Esq.

St. Lucie West Services District

Board Agenda Item

Tuesday, April 8, 2025

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:
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Client: St. Lucie West Services District

Topic: Monthly Project Status Report – April 08, 2025

Date of Status: 3//24/2025

1) General

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

2) SLW 018 Stormwater Review

- i) Status:
No new action and/or resubmittal of pending work authorization applications.

3) SLW031 System Engineer's Bond Report

- i) Status: ISS completed the System Engineer's Bond Report which was approved by the Board of Supervisors in July 2024 and provided to the Bond Issuance Team.

- ii) Actions:
None

4) SLW034 Reserve CDD Engineering Evaluation

- i) Status:
 - a. SLWSD Board approved the Task Order at their meeting on July 8, 2024.
 - b. ISS submitted a Preliminary Evaluation Report on Oct 11, 2024.
 - c. ISS submitted a draft Final Evaluation Report on Nov 19, 2024.
 - d. ISS attended the SLWSD Board meeting on Dec 3, 2024 and presented the Report.
- ii) Actions:
 - a. SLWSD and Reserve CDD Boards initiating negotiations for SLWSD to combine the Reserve system into the SLWSD system.
 - b. ISS is on standby for question responses or additional Final Report comments from those negotiations. SLWSD staff to review and provide any comments on the draft report prior to ISS producing the final document.

5) SLW036 DIW Civil/Site and Piping Improvements for DIW Project

- i) Status:
 - a. ISS prepared and submitted a Task Order for approval to perform the engineering design services needed for the Deep Injection Wells civil/site improvements.
- ii) Actions:
None

6) SLWXXX Reserves CDD Water Main and Forcemain Interconnect

i) Status:

- a. ISS was requested by SLWSD staff to prepare and submit a draft Task Order to provide design, permitting, bidding, and limited engineering services during construction for a proposed second water main and force main interconnection with the Reserves CDD system as identified in the *St. Lucie West Services District Reserve Community Development District Utilities Engineering Evaluation* report.

ii) Actions:

- a. SLWSD and Reserve CDD are reviewing and considering the draft task order.

7) SLWXXX – Water Treatment Plant Expansion Design Build Criteria Professional Services

i) Status:

- a. ISS was requested by SLWSD staff to prepare a draft Task Order to serve as the Design-Build Criteria professional for the expansion of the Water Treatment Plant as described in Chapter 287.055 Florida Statutes.

ii) Actions:

- a. ISS has prepared a draft Task Order and provided to SLWSD on 03/24/25.

8) Other

- i) Deep Injection Well Engineer of Record Support (subconsultant to Hydro Designs)
 - a. ISS reviewed the bids received and the bid tabulation.

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

- a) Update Utility Standards - Future
- b) Concept Design & Cost Estimate for the WWTF Third Train - Future
- c) WTP Onsite Potable Storage Assessment - Future
- d) WWTF Grease Collection System - Future
- e) SLWSD System Wide Irrigation Modeling (10 HOAs \pm) – Future
- f) Stormwater Control Structures Evaluation



St. Lucie West Services District

Board Agenda Item

Tuesday, April 8, 2025

Item

DM 1 Consider Approval of the Construction of Injection Well #2

Summary

Provided for your review and consideration are two proposals that were received as part of the publicly advertised “Invitation to Bid” for the Injection Well #2 Project. This injection well is part of the Water Treatment Plant Redundancy Improvements Project that is included within the Series 2024 Utility Revenue Bonds issued in November 2024.

A Mandatory Pre-bid Meeting was held and three qualified potential bidders attended. Only two of them submitted proposals and one sent a “NO BID” letter.

- Youngquist Brothers, LLC- \$7,697,965.00
- All Webb’s Enterprises, Inc.- \$7,896,400.00
- Florida Design Drilling, LLC- No bid

Staff have reviewed the proposals and recommend the award of this project to Youngquist Brothers, LLC. Youngquist Brothers meet the requirements of the specifications in the bid package. They are also the company that installed our existing Injection Well #1 in 2005.

Recommendation

Staff recommend the approval of the Youngquist Brothers, LLC Proposal for the installation of Injection Well #2 for the not-to-exceed cost of \$7,697,965.00.

District Manager: **Joshua C Miller**

Public Works Director/Assistant District Manager: **Gerard Rouse**

Assistant Utilities Director: **TJ Bayer**

Chief Water Treatment Plant Operator: **Rick Riniolo**

Budget Impact

Project Number: **SW098**

ORG Number: **5-38015**

Available Project Budget: \$34,712,237.00

This Project: \$7,697,965.00

Available Balance: \$27,014,272.00

Board Action

Moved by:

Seconded by:

Action Taken:

COPY



Submitted By:



Youngquist Brothers, LLC

15465 Pine Ridge Road, Fort Myers, FL 33908

Phone: 239-489-4444

Fax: 239-489-4545

St. Lucie West Services District
Attention: Joshua Miller, Utilities Director
450 SW Utility Drive, Port St. Lucie, FL 34986

Invitation to Bid No.: 2025-01
St. Lucie West Services District Class I Injection Well (IW-2)

Open: March 12, 2025 @ 2:00pm



COPY

SECTION 00-05-00

PROPOSAL FORM

ST. LUCIE WEST SERVICES DISTRICT
WATER TREATMENT PLANT
CLASS I INJECTION WELL (IW-2)

ITB No.:2025-01

Dated March 12, 2025

Board of Supervisors
St. Lucie West Services District, Florida

Honorable Members:

The undersigned, as Contractor (herein used in the masculine singular, irrespective of actual gender and number) hereby declares that the only persons interested in this Proposal Form are named herein, that no other person has any interest in this Proposal Form or in the Contract to which this Proposal Form pertains, that this Proposal Form is made without connection or arrangement with any other person, and that this Proposal Form is in every respect fair, and is submitted in good faith and without collusion or fraud.

The Bidder further declares that he has satisfied himself fully relative to all matters and conditions with respect to the work to which this Proposal Form pertains.

The Bidder understands that the Total for each and every item requiring a bid is the result of multiplying the Estimated Quantity times the Unit Price stated in words and figures. When the Estimated Quantity is an Aggregate Sum, the Aggregate Sum written in words shall be the same quantity as the Total.

The Bidder proposes and agrees, if this Proposal Form should be accepted, to execute all appropriate Contract Documents for the purpose of establishing a formal contractual relationship between him and St. Lucie West Services District, Port St. Lucie, Florida.

All in full and complete accordance with all terms and conditions set forth in and covered by the Contract Documents including all addenda through number Four (4) *.

The Bidder further proposes and agrees to begin the work with an adequate force and with sufficient equipment and facilities on the date stated in the written notice issued and served upon him by the Project Technical Lead and/or Engineer and to reach substantial completion within One hundred Eighty Days (180) consecutive calendar days and final completion within Two Hundred Forty Days (240) consecutive calendar days, including delivery time for materials and equipment.

For the purpose of reimbursing the District for additional costs incurred by the District and resulting from the failure of the Contractor to complete the work within the prescribed time limits, it is understood that the reductions for liquidated damages which are specified in Section 3 of the Special Provisions will apply in the event that the work is not completed within such time limits.

The Bidder further agrees that, in the event he withdraws his bid within one hundred twenty (120) days after the date of opening of the bid, or in the event he fails to enter into a written Contract with St. Lucie West Services District, Florida, in accordance with the Bid as accepted and give a Performance Bond and Payment Bond with good and sufficient surety and provide the necessary Insurance Certificates, as may be required, all within five (5) calendar days after the prescribed forms are presented to him for signature, the check or Bid Bond accompanying his bid, and the moneys payable thereon, shall become the property of and be retained and used by the District as liquidated damages, and not as a penalty; otherwise, the check or

Bid Bond shall be returned by the Owner to the undersigned.

Attached hereto is a ~~certified or Cashier's check for at least 5% of the full value of the contract~~ issued by the _____ Bank of in the sum of Dollars (\$ _____) ~~or Bid Bond in the sum of Dollars (\$~~ 5% Total Amount of Bid) made payable to the St. Lucie West Services District.

The list of parties interested in this Proposal, the list of equipment, references, and financial statement are to be furnished to assist the District in making the award of the Contract and they shall be true and correct.

* Please fill in number of last addendum received. (If none, so state.)

WHEN THE CONTRACTOR IS A CORPORATION: Limited Liability Company


~~(Corporation Seal)~~

ATTEST


(Secretary) Contract Administrator by

Matthew Young
(Print or Type Name)

Youngquist Brothers, LLC
(Name of Corporation)


(Signature of Officer)

Harvey Youngquist Jr.
(Print or Type Name)

LLC Manager & Vice President
(Official Title)

15465 Pine Ridge Road

Fort Myers, Florida 33908
(Address)

Organized under the laws of the State of Florida and authorized by the law to make this Proposal and perform all work and furnish materials and equipment required under the Contract Documents.

In the event that the Contractor is a corporation, there shall be attached hereto a certified copy of a resolution of the Board of Directors of the Corporation authorizing the officer who signs the Proposal Form to do so in its behalf

Bidder shall add attachments as necessary to complete the requirements of this form.

In order to assist the District in determining whether the Bidder is qualified to do the work set forth in the Proposal, he shall furnish hereunder a list of references who are qualified to judge as to his financial responsibility and his experience in work of a similar nature to that bid upon.

- Stephen Nyack - FineMark National Bank - 8695 College Pkwy, Suite 100, Ft. Myers, FL 33919 - 239-461-5929
- Bill Precious - Acrisure - 2307 River Road, Suite 200, Louisville, KY 40206 - 502-238-1252
- Monica Alaniz - Future Pipe Industries, Inc. - 11811 Proctor Road, Houston, TX 77038 - 281-847-2987

The Bidder shall furnish hereunder qualifications of contractor's and resume's of key personnel as defined in Volume II Section 01010 1.04 A. in case his bid is accepted.

Harvey Youngquist Jr. - Project Manager Cameron Webster - Drilling Operations Manager

Ray Pierson - Geophysical Logging Manager Timothy Mitchell - Health & Safety Manager

Clay Ferguson - Cementing & Geophysical Logging QA/QC Danny Dickout - Cementing Manager

The Bidder shall furnish hereunder a list of the facilities or equipment that is available for use in case his bid is accepted.

Youngquist Brothers has a deep list of available equipment stationed at their headquarters in
Fort Myers, Florida, which they will use at their discretion to complete the work. Additional information is
provided later in the bid submission. Youngquist Brothers also has a full service machine shop, a large CNC
machine, and over \$5,000,000 in spare parts to keep their operations running 24 hours a day, 7 days a week.

The Bidder shall furnish hereunder the full name and residences of persons and firms interested in the foregoing bid as principals.

Timothy Youngquist - 15465 Pine Ridge Road, Fort Myers, FL 33908 - Lee County, Florida

Harvey Youngquist - 15465 Pine Ridge Road, Fort Myers, FL 33908 - Lee County, Florida

Harvey Youngquist Jr. - 15465 Pine Ridge Road, Fort Myers, FL 33908 - Lee County, Florida

The Bidder shall furnish hereunder the name of the executive who will give personal attention to the work, and a telephone number or numbers where he may be reached 24 hours a day, 7 days a week.

Harvey Youngquist Jr. - LLC Manager & Vice President - Office: 239-489-4444 - Cell: 239-292-2371

The Bidder shall list hereunder a record of his previous contracting experience. Bidder shall add attachments as necessary to complete the requirements of this form.

2023081: Polk Regional Water Cooperative SE Cretaceous Wellfield. Provide labor, equipment and materials necessary to construct (1) Injection Well (IW-1) and convert (2) existing wells into monitoring wells. All drilling and testing is complete on this project, with IW-1 being completed with final 20" steel casing set at 3700' bls and a cemented 11.75" FRP liner set at 3684' bls. This well was drilled to a total depth of 8022' bls.

EOR: Scott Manahan (Scott.Manahan@WSP.com or 239-481-6494).

2022075: Palm Beach County Water Treatment Plant No. 2 Improvements (DIW). Provide labor, equipment and materials necessary to construct (1) Injection Well (IW-1) and (1) Dual Zone Monitor Well (DZMW-1), along with all above-ground work for a fully functional system. IW-1 was completed with 26" steel casing set at 2898' bls and a cemented 18" FRP liner set at 2888' bls. This well was drilled to a total depth of 3500' bls.

EOR: Andrea Carpenter (Andrea.Carpenter@Kimley-Horn.com or 561-840-0866).

2023081: Gulfpoint Construction (City of Fort Myers WTP Backup Deep IW). Provide labor, equipment and materials necessary to construct (1) Injection Well (IW-2) and (1) Monitor Well (MW-2), IW-1 was completed with 32" steel casing set at 2020' bls and a cemented 20" FRP liner set at 2014' bls. This well was drilled to a total depth of 3050' bls. YB was a subcontractor to Gulfpoint Construction for this project.

Hydrogeologist: Michael Weatherby (MWeatherby@HydroGeoFL.com or 813-340-3887).

TRENCH SAFETY ACT COMPLIANCE

PROJECT TITLE: St. Lucie West Services District
SLWSD Water Treatment Plant
Class I Injection Well (IW-2)

ITB No.: 2025-01

Bidder shall add attachments as necessary to complete the requirements of this form.

Bidder acknowledges that included in the various items of the Proposal and in the total Bid Price are costs for complying with the Florida Trench Safety act (90-96, Laws of Florida) effective October 1, 1990. The Bidder hereby assures that they will comply with The Occupational Safety and Health Administration's excavation safety standards, 29 C.F.R. s. 1926.650 Subpart P as adopted by the State of Florida under Florida Statute 553.62 and that the cost of this compliance is summarized below:

Trench Safety Measure (Description)	Units of Measure (LF, SY)	Unit (Quantity)	Unit Cost	Extended Cost
<u>Simple Slope</u>	<u>LF</u>	<u>1</u>	<u>\$5.00</u>	<u>\$ 5.00</u>
<u></u>	<u></u>	<u></u>	<u></u>	<u>\$</u>
<u></u>	<u></u>	<u></u>	<u></u>	<u>\$</u>
			TOTAL	<u>\$ 5.00</u>

END OF PROPOSAL FORM

SECTION 00-08-00
CERTIFIED RESOLUTION
(Proposal/Bid Bond)

CERTIFIED RESOLUTION

I, Harvey Youngquist Jr., Manager of Youngquist Brothers, LLC, a limited liability company organized and existing under the laws of the State of Florida, do hereby

CERTIFY that the following Resolution was unanimously adopted and passed by a quorum of the Managers of Youngquist Brothers, LLC at a meeting held in accordance with law and the operating agreement of Youngquist Brothers, LLC and/or by the written consent of a quorum of the Managers pursuant to the operating agreement of Youngquist Brothers, LLC:

"IT IS HEREBY RESOLVED that Harvey Youngquist Jr., the duly appointed Manager of Youngquist Brothers, LLC, be and is hereby authorized to execute and submit a Proposal and Bid Bond to St. Lucie County, Florida, and the St. Lucie West Services District, respectively, for a certain Project entitled St. Lucie West Services District Class I Injection Well (IW-2), Invitation to Bid No. 2025-01, and such other instruments in writing as may be necessary on behalf of Youngquist Brothers, LLC, and that the Proposal, Bid Bond and other such instruments signed by him shall be binding upon Youngquist Brothers, LLC as its own acts and deeds."

I further certify that the above Resolution is in force and effect and has not been revised, revoked or rescinded.

Given under my hand and certified this 12th day of March, 2025.

YOUNGQUIST BROTHERS, LLC

By: _____

Name: Harvey Youngquist Jr.

Its: Manager

SECTION 00-09-00
BID BOND

ST. LUCIE WEST SERVICES DISTRICT
Class I Injection Well (IW-2)
ITB No.: 2025-01

STATE OF FLORIDA

COUNTY OF ST. LUCIE

KNOW ALL MEN BY THESE PRESENTS: That we, Youngquist Brothers, LLC
(hereinafter called the "Principal") and Endurance Assurance Corporation
(hereinafter called the "Surety") are held and firmly bound unto St. Lucie West Services District
of St. Lucie County, Florida, (hereinafter called the "District"), in the penal sum of
Five Percent of Amount Bid Dollars and _____ Cents (\$ 5%)
lawful money of the United States, which sum represents five percent of the Total Bid Price, and
for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors,
administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, whereas the Principal has submitted
the attached bid, dated March 12, 20 25.
for

St. Lucie West Services District
Construction Documents (Volume I and Volume II)
Class I Injection Well (IW-2)
Invitation to Bid: 2025-01

presented to him for signature, enter into a written Contract with St. Lucie West Services District,
St. Lucie County, Florida, in accordance with the Bid as accepted, and give a Performance and
Payment Bond with good and sufficient surety or sureties and provide the necessary Insurance
Certificates, as may be required, for the faithful performance and proper fulfillment of such
Contract and for the prompt payment of all persons furnishing labor and materials in connection
therewith, then the above obligation shall be void and of no effect; otherwise, to remain in full
force and virtue, it being expressly understood and agreed that the liability of the Surety for any
and all claims hereunder shall in no event exceed the amount of this obligation as herein stated.

The Surety, for value received, hereby agrees that its obligations hereunder shall in no way be
impaired or affected by any extension of time within which said St. Lucie West Services District
may accept such bid, and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the above-bounded parties have caused this Bond to be executed by
their appropriate officials as of the 12th day of March, 20 25.

ST. LUCIE WEST SERVICES DISTRICT
Class I Injection Well (IW-2)
ITB No.: 2025-01
BID BOND

LLC
WHEN THE CONTRACTOR IS A CORPORATION:

(Corporation Seal)

ATTEST

Matthew Young
(Secretary) contract Administrator by

Matthew Young
(Print or Type Name)

Youngquist Brothers, LLC
(Name of LLC)
Corporation)

[Signature]
(Signature of
Officer)

Harvey Youngquist Jr.
(Print or Type
Name)

LLC Manager & Vice Pres.
(Official Title)

15465 Pine Ridge Rd.
Fort Myers, FL 33908
(Address)

WHEN THE CONTRACTOR IS A JOINT VENTURE:

(Name of Joint Venture)

(Signature of Joint Venturer)

by

(Signature of Joint Venturer)

(Print or Type Name)

(Print or Type Name)

(Title)

(Title)

(Address)

NOTE: Complete Joint Venture in accordance with Section 11 of the Instructions to Bidders.

ST. LUCIE WEST SERVICES DISTRICT
Class I Injection Well (IW-2)
ITB No.: 2025-01
BID BOND

SURETY:)

(CORPORATE SEAL)

by

Endurance Assurance Corporation

(Name of Surety)

4 Manhattanville Road

Purchase, NY 10577

(Address of Surety)

Theresa Hintzman

(Name of Attorney in Fact)

Theresa Hintzman

(Signature of Attorney in Fact)

Brook T. Smith

(Name of FL Registered Agent)

Brook T. Smith

(Signature of FL Reg Agent)

4 Manhattanville Road

Purchase, NY 10577

(Address)

502-238-1246

(Telephone)

2307 River Road, Suite 200

Louisville, KY 40206

(Address)

502-238-9191

(Telephone)

NOTE: Power of Attorney must be attached.



KNOW ALL BY THESE PRESENTS, that Endurance Assurance Corporation, a Delaware corporation ("EAC"), Endurance American Insurance Company, a Delaware corporation ("EAIC"), Lexon Insurance Company, a Texas corporation ("LIC"), and/or Bond Safeguard Insurance Company, a South Dakota corporation ("BSIC"), each, a "Company" and collectively, "Sompo International," do hereby constitute and appoint: Brook T. Smith, Raymond M. Hundley, Jason D. Cromwell, Barbara Duncan, Mark A. Guidry, Jill Kemp, Lynnette Long, Amy Smith, Deborah Neichter, Theresa Hintzman, Beth Frymire, Leigh McCarthy, Michael Dix, Susan Ritter, Ryan Britt, Kelsy Hoagland, Jacob Motto, Natasha Richardson, Michael Ocasio, Suzanna Knight, Elizabeth Kille, Melissa Ray as true and lawful Attorney(s)-in-Fact to make, execute, seal, and deliver for, and on its behalf as surety or co-surety; bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking so made, executed and delivered shall obligate the Company for any portion of the penal sum thereof in excess of the sum of One Hundred Million Dollars (\$100,000,000.00).

Such bonds and undertakings for said purposes, when duly executed by said attorney(s)-in-fact, shall be binding upon the Company as fully and to the same extent as if signed by the President of the Company under its corporate seal attested by its Corporate Secretary.

This appointment is made under and by authority of certain resolutions adopted by the board of directors of each Company by unanimous written consent effective the 30th day of March, 2023 for BSIC and LIC and the 17th day of May, 2023 for EAC and EAIC, a copy of which appears below under the heading entitled "Certificate".

This Power of Attorney is signed and sealed by facsimile under and by authority of the following resolution adopted by the board of directors of each Company by unanimous written consent effective the 30th day of March, 2023 for BSIC and LIC and the 17th day of May, 2023 for EAC and EAIC and said resolution has not since been revoked, amended or repealed:

RESOLVED, that the signature of an individual named above and the seal of the Company may be affixed to any such power of attorney or any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signature or seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, each Company has caused this instrument to be signed by the following officers, and its corporate seal to be affixed this 25th day of May, 2023.

Endurance Assurance Corporation
By: *Richard M Appel*
Richard Appel: SVP & Senior Counsel



Endurance American Insurance Company
By: *Richard M Appel*
Richard Appel: SVP & Senior Counsel



Lexon Insurance Company
By: *Richard M Appel*
Richard Appel: SVP & Senior Counsel



Bond Safeguard Insurance Company
By: *Richard M Appel*
Richard Appel: SVP & Senior Counsel



ACKNOWLEDGEMENT

On this 25th day of May, 2023, before me, personally came the above signatories known to me, who being duly sworn, did depose and say that he/she is an officer of each of the Companies; and that he executed said instrument on behalf of each Company by authority of his office under the by-laws of each Company.

By: *Amy Taylor*

Amy Taylor, Notary Public - My Commission Expires 3/9/27



CERTIFICATE

I, the undersigned Officer of each Company, DO HEREBY CERTIFY that:

1. That the original power of attorney of which the foregoing is a copy was duly executed on behalf of each Company and has not since been revoked, amended or modified; that the undersigned has compared the foregoing copy thereof with the original power of attorney, and that the same is a true and correct copy of the original power of attorney and of the whole thereof;
2. The following are resolutions which were adopted by the board of directors of each Company by unanimous written consent effective 30th day of March, 2023 for BSIC and LIC and the 17th day of May, 2023 for EAC and EAIC and said resolutions have not since been revoked, amended or modified:

"RESOLVED, that each of the individuals named below is authorized to make, execute, seal and deliver for and on behalf of the Company any and all bonds, undertakings or obligations in surety or co-surety with others: RICHARD M. APPEL, MATTHEW E. CURRAN, MARGARET HYLAND, SHARON L. SIMS, CHRISTOPHER L. SPARRO,

and be it further

RESOLVED, that each of the individuals named above is authorized to appoint attorneys-in-fact for the purpose of making, executing, sealing and delivering bonds, undertakings or obligations in surety or co-surety for and on behalf of the Company."

3. The undersigned further certifies that the above resolutions are true and correct copies of the resolutions as so recorded and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal this 12th day of March, 2025

By: *Daniel S. Lurie*

Daniel S. Lurie, Secretary

NOTICE: U. S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL (OFAC)

No coverage is provided by this Notice nor can it be construed to replace any provisions of any surety bond or other surety coverage provided. This Notice provides information concerning possible impact on your surety coverage due to directives issued by OFAC. Please read this Notice carefully.

The Office of Foreign Assets Control (OFAC) administers and enforces sanctions policy, based on Presidential declarations of "national emergency". OFAC has identified and listed numerous foreign agents, front organizations, terrorists, terrorist organizations, and narcotics traffickers as "Specially Designated Nationals and Blocked Persons". This list can be located on the United States Treasury's website - <https://www.treasury.gov/resource-center/sanctions/SDN-List>.

In accordance with OFAC regulations, if it is determined that you or any other person or entity claiming the benefits of any coverage has violated U.S. sanctions law or is a Specially Designated National and Blocked Person, as identified by OFAC, any coverage will be considered a blocked or frozen contract and all provisions of any coverage provided are immediately subject to OFAC. When a surety bond or other form of surety coverage is considered to be such a blocked or frozen contract, no payments nor premium refunds may be made without authorization from OFAC. Other limitations on the premiums and payments may also apply.

Any reproductions are void.

Surety Claims Submission: LexonClaimAdministration@sompo-intl.com

Telephone: 615-553-9500 Mailing Address: Sompo International; 12890 Lebanon Road; Mount Juliet, TN 37122-2870

License # A245912

FLORIDA DEPARTMENT OF INSURANCE

BROOK THOMAS SMITH
Lic. # 400199448
IS LICENSED TO TRANSACT THE
FOLLOWING CLASSES OF INSURANCE:
Nonres. Gen. Lnes (Prop. & Cas. Ins)

FLORIDA DEPARTMENT OF INSURANCE

BROOK THOMAS SMITH
Lic. # 400199448
IS LICENSED TO TRANSACT THE
FOLLOWING CLASSES OF INSURANCE:
Nonres. Gen. Lnes (Prop. & Cas. Ins)

A245912

SIGNATURE

SIGNATURE

**Section 00-16-00
St. Lucie West Services District
Contractor Due Diligence Affidavit**

Per St. Lucie West Services District, the Contractor shall disclose the following as a condition of award for any contract that exceeds one million dollars (\$1,000,000) or that otherwise must be presented to the Board for approval:

(1) Provide a list of all lawsuits in the five (5) years prior to bid or proposal submittal that have been filed against the firm, its directors, partners, principals and/or board members based on a breach of contract by the firm; include the case name, number and disposition. Not Applicable

(2) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has defaulted; include a brief description of the circumstances. Not Applicable

(3) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has been debarred or received a formal notice of non-compliance or non-performance, such as a notice to cure or a suspension from participating or bidding for contracts, whether related to St Lucie West Services District or not. Not Applicable

All of the above information shall be attached to the executed affidavit and submitted to the Owner overseeing this solicitation. The Vendor/Contractor attests to providing all the above information, if applicable, to the Owner.

ITB No. : 2025-01

Federal Employer Identification Number (FEIN): 59-1836961

ITB Title: St. Lucie West Services District Class I Injection Well (IW-2)

Printed Name of Affiant Harvey Youngquist Jr.

Printed Title of Affiant LLC Manager & Vice President

Signature of Affiant _____

Name of Firm Youngquist Brothers, LLC Date March 12, 2025

Address of Firm 15465 Pine Ridge Road State Florida Zip Code 33908
Fort Myers, FL 33908

Notary Public Information

Notary Public - State of Florida : County of Lee March

Subscribed and sworn to (or affirmed) before me this 12th day of, 2025

By Harvey Youngquist Jr. He or she is personally known to me or has produced identification:

Type of identification produced: _____

Signature of Notary Public Jean Henderson Serial Number HH 356908

Jean Henderson
Print or Stamp of Notary Public

Feb. 25, 2027

Expiration Date Notary Public Seal

My Commission expires: February 25, 2027



Jean Henderson
Comm.: HH 356908
Expires: February 25, 2027
Notary Public - State of Florida

BID FORM SUMMARY
ST. LUCIE WEST SERVICES DISTRICT
Class I Injection Well (IW-2)
ITB No.: 2025-01

A **SUBTOTAL BID (Subtotal of Items No. I-1 through I-5)**

Two million six hundred sixty three thousand Dollars and
zero Cents \$ 2,663,000.00

B **SUBTOTAL BID (Subtotal of Items No. II-1 through II-53)**

Four million six hundred fourteen thousand seven hundred sixty five Dollars and
zero Cents \$ 4,614,765.00

C **SUBTOTAL BID (Subtotal of Items No. III-1 through III-5)**

Four hundred twenty thousand two hundred Dollars and
zero Cents \$ 420,200.00

D **TOTAL TOTAL BID (Total of A through C)**

Seven million six hundred ninety seven thousand nine hundred sixty five Dollars and
zero Cents \$ 7,697,965.00

ADDENDUM 2
ST. LUCIE WEST SERVICES DISTRICT
WATER TREATMENT PLANT
INJECTION WELL IW-2 CONSTRUCTION AND TESTING
Pre-BID MEETING Response to Verbal Comments

Date: February 17, 2025

Response to Verbal Comments As stated at the mandatory pre-bid meeting on February 11, 2025, please submit your comments/questions via e-mail so they can adequately be addressed. The sign-in sheet for that meeting is attached.

Specification Requirement The specification requirement of 10 years' experience for completion of a fluid-filled annulus Class I Injection Well has been waived and timeframe for the completion of IW-2 will be addressed with the following Questionnaire.

Award of Contract and Notice to Proceed (NTP) April 8, 2025

Location of IW-2 Proposed IW-2 has been relocated 50 feet south of the pole barn and 10 feet west of the fence line (Exhibit A).

Schedule As stated at the pre-BID, IW-1 is approaching permitted capacity, timing is of the essence to move forward with this project. A 24/7 work week for Construction and Testing Operations is listed in the Contract Documents (Volume 2, Section 01120 – Sequence of Construction, page 6) as a suggested sequence. Other work week scenarios will be considered based on a timeframe beneficial to the Client. The Contractor selection criteria is based on cost and project duration from the NTP. Please complete the Questionnaire below and return.

TASK	Milestone (Months from NTP)	
	24/7	Days Only
Drilling Schedule	24/7	Days Only
Start-up Date (Project Award and Notice to Proceed)	April 8, 2025	April 8, 2025
Mobilization (months)	1 Month	N/A
Project Duration (months)	4 Months	N/A
Final Completion Date (after final geophysical logging, RTS, and injection test)	1 Month	N/A
Contractor's need to facilitate the removal of the concrete pad prior to site mobilization (Yes/No/Maybe)	Maybe	
Contractor's necessity to fill in a portion of the eastern pond - Exhibit A (Yes/No/Maybe)	Maybe	

Nighttime drilling and night work is acceptable and will require a Noise Ordinance variance submitted by the Contractor and approved by the City of Port St. Lucie.

LINK: https://www.library.municode.com/fl/st_lucie_county/codes/code_of_ordinances

Eastern Pond A portion of the existing pond located east of the fence line can be temporarily filled. Once the drill rig footprint is determined, SLWSD will perform this task. Please provide a sketch of area needed to be filled (Exhibit A).

Existing Pole Barn Since the well has now been relocated 50 feet south of the existing pole barn, the pole barn will remain intact.

Existing Concrete Pad The existing concrete pad can be removed by SLWSD prior to rig mobilization as requested by the Contractor.

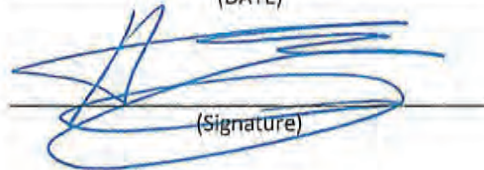
Fencing Portions of the fence on the eastern side of the site will be removed by SLWSD as needed.

Please complete and return Addendum 2 to HydroDesigns.

Youngquist Brothers, LLC
(CONTRACTOR)

Harvey Youngquist Jr.
(Print or Type Name)

March 12, 2025
(DATE)


(Signature)



Exact area to be coordinated based on site conditions.

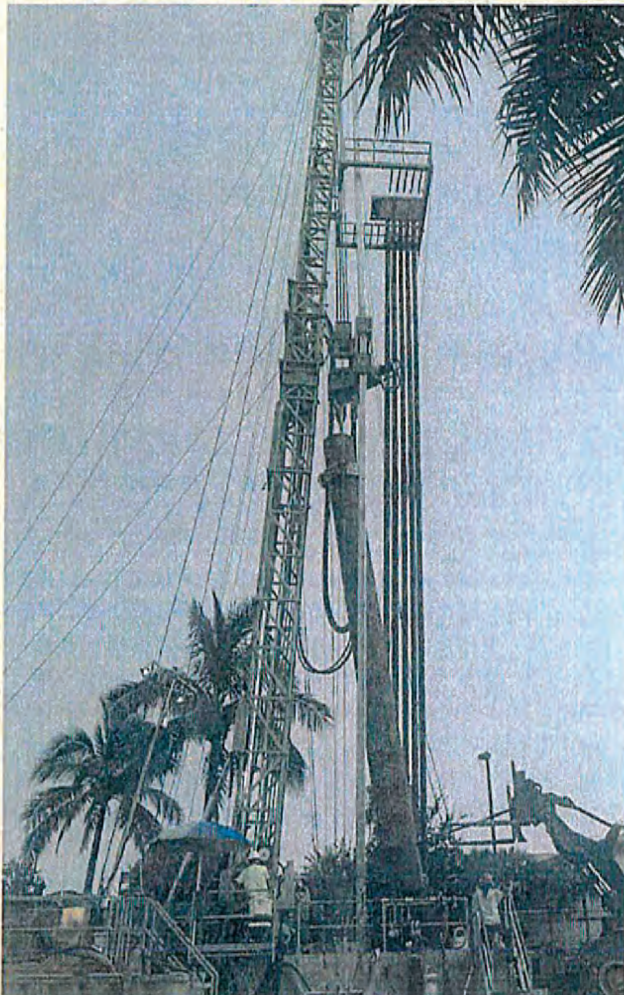
LEGEND
 EXISTING DATA ZONE
 MONITORING WELL
 EXISTING INJECTION WELL
 PROPOSED INJECTION WELL



A	PROJECT NO.	PROJECT:	ST. LUCIE WEST SERVICES DISTRICT 450 SW UTILITY DRIVE, PORT ST. LUCIE FL. 34986 CLASS 1 INJECTION WELL (IW-2)	REVISION	NO.	DESCRIPTION	DATE	BY:
	DATE: 02/17/25	TITLE:	ADDENDUM 2 - PROPOSED IW-2 LOCATION					
PROJECT NO. 457 NO. 005-01 DATE: 02/17/25 DRAFTER:								

YOUNGQUIST BROTHERS

ELEVEN SERIES DRILL RIG



Youngquist Brothers, LLC Eleven Series Diesel Drilling Rigs (611, 711, 811, 911, etcetera) were built in 2016 and have undergone complete renovations in 2020 and 2021.

The Series 60 Detroit Diesel Engine delivers 425 horsepower performance in an advanced drilling rig, with a gross rated hook load of three-hundred-fifteen thousand pounds.

Features

- Drilling Rig
Type: Rotary Top Drive
Model: YB Custom
Year: 2016
- Derrick
Mfg: Service King 675
Size: 109 ft
Capacity: 315,000 LB Gross Hook Load
- Fluid System (3,000 GPM)
Mfg: YB Custom Pump Skid
Power: 2 @ 250 HP and 1 @ 100 HP
- Air Compressor
Mfg: Silent Type Rotary Screw
Capacity: 1,200 CFM / 300 P.S.I.
- Drill Pipe
Size: 7 inch
Amount Owned: 40,000 ft
Condition: Double White or Better
- Drill Collars
Size Range: 4" to 11"
Qty: Sufficient for any anticipated contingency
Note: Drill Collars will be supplied as required by the size of the hole drilled and other variable conditions

SECTION 00-05-00
PROPOSAL FORM

ST. LUCIE WEST SERVICES DISTRICT
WATER TREATMENT PLANT
CLASS I INJECTION WELL (IW-2)

ITB No.:2025-01

Dated 3/10/25

Board of Supervisors
St. Lucie West Services District, Florida

Honorable Members:

The undersigned, as Contractor (herein used in the masculine singular, irrespective of actual gender and number) hereby declares that the only persons interested in this Proposal Form are named herein, that no other person has any interest in this Proposal Form or in the Contract to which this Proposal Form pertains, that this Proposal Form is made without connection or arrangement with any other person, and that this Proposal Form is in every respect fair, and is submitted in good faith and without collusion or fraud.

The Bidder further declares that he has satisfied himself fully relative to all matters and conditions with respect to the work to which this Proposal Form pertains.

The Bidder understands that the Total for each and every item requiring a bid is the result of multiplying the Estimated Quantity times the Unit Price stated in words and figures. When the Estimated Quantity is an Aggregate Sum, the Aggregate Sum written in words shall be the same quantity as the Total.

The Bidder proposes and agrees, if this Proposal Form should be accepted, to execute all appropriate Contract Documents for the purpose of establishing a formal contractual relationship between him and St. Lucie West Services District, Port St. Lucie, Florida.

All in full and complete accordance with all terms and conditions set forth in and covered by the Contract Documents including all addenda through number 1-3 *.

The Bidder further proposes and agrees to begin the work with an adequate force and with sufficient equipment and facilities on the date stated in the written notice issued and served upon him by the Project Technical Lead and/or Engineer and to reach substantial completion within **One hundred Eighty Days (180)** consecutive calendar days and final completion within **Two Hundred Forty Days (240)** consecutive calendar days, including delivery time for materials and equipment.

For the purpose of reimbursing the District for additional costs incurred by the District and resulting from the failure of the Contractor to complete the work within the prescribed time limits, it is understood that the reductions for liquidated damages which are specified in Section 3 of the Special Provisions will apply in the event that the work is not completed within such time limits.

The Bidder further agrees that, in the event he withdraws his bid within one hundred twenty (120) days after the date of opening of the bid, or in the event he fails to enter into a written Contract with St. Lucie West Services District, Florida, in accordance with the Bid as accepted and give a Performance Bond and Payment Bond with good and sufficient surety and provide the necessary Insurance Certificates, as may be required, all within five (5) calendar days after the prescribed forms are presented to him for signature, the check or Bid Bond accompanying his bid, and the moneys payable thereon, shall become the property of and be retained and used by the District as liquidated damages, and not as a penalty; otherwise, the check or

Bid Bond shall be returned by the Owner to the undersigned.

Attached hereto is a certified or Cashier's check for at least 5% of the full value of the contract issued by the 5% SWISS RE Bank of in the sum of Dollars (\$) or Bid Bond in the sum of Dollars (\$) made payable to the St. Lucie West Services District.

The list of parties interested in this Proposal, the list of equipment, references, and financial statement are to be furnished to assist the District in making the award of the Contract and they shall be true and correct.

* Please fill in number of last addendum received. (If none, so state.)

WHEN THE CONTRACTOR IS A CORPORATION:

(Corporation Seal)

ATTEST

Deborah Webb
(Secretary)

by

All Webb's Enterprises, Inc
(Name of Corporation)

David Webb, Jr
(Signature of Officer)

Deborah Webb
(Print or Type Name)

David Webb, Jr
(Print or Type Name)

Vice President
(Official Title)

309 Commerce Way Jupiter, FL 33458
(Address)

Organized under the laws of the State of Florida and authorized by the law to make this Proposal and perform all work and furnish materials and equipment required under the Contract Documents.

In the event that the Contractor is a corporation, there shall be attached hereto a certified copy of a resolution of the Board of Directors of the Corporation authorizing the officer who signs the Proposal Form to do so in its behalf

SECTION 00-08-00
CERTIFIED RESOLUTION
(Proposal/Bid Bond)

I, Deborah Webb, the duly elected Secretary of All Webb's Enterprises Inc
(Name) (Corporate Title)

_____, a Corporation organized and
existing under the laws of the State of FL, do hereby Certify that the
(State)

following Resolution was unanimously adopted and passed by a quorum of the Board of Directors
of the said Corporation at a meeting held in accordance with law and the by- laws of the said
Corporation:

"IT IS HEREBY RESOLVED that David Webb Jr, the duly elected
(Name)
Vice President of All Webb's Enterprises, Inc
(Title of Officer) (Corporate Title)

be and is hereby authorized to execute and submit a **Proposal and Bid Bond** to St. Lucie County,
Florida, and the St. Lucie West Services District respectively, for a certain Project entitled

SLWSD WTP Class I Injection Well (IW2)
(Name of Project)

_____, Contract No. 2025-01

and such other instruments in writing as may be necessary in behalf of the said Corporation, and
that the Proposal, Bid Bond and other such instruments signed by him shall be binding upon the
said Corporation as its own acts and deeds."

I further certify that the above Resolution is in force and effect and has not been revised,
revoked or rescinded.

Given under my hand and the Seal of the said Corporation this 12 day
of March, 20 25.
(Month) (Year)

(Seal)

By: Deborah Webb
(Secretary)

Deborah Webb
(Print or type name)

Secretary
(Corporate Title)

NOTE: The above is a suggested form of the type of Corporation Resolution desired. Such form
need not be followed explicitly, but the Certified Resolution submitted must clearly show that the
person signing the Proposal Form and Bid Bond for the Corporation has been properly
empowered by the Corporation to do so in its behalf.

SECTION 00-15-00
COLLUSION AFFIDAVIT

BEFORE ME, A NOTARY PUBLIC, personally appeared David Webb, Jr
who being duly sworn states: (insert name of affiant)

I am over 18 years of age, have personal knowledge of the facts stated in this affidavit and I am an owner, officer, director, principal shareholder and/or I am otherwise authorized to bind the bidder of this contract.

I state that the bidder of this contract:

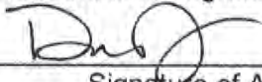
☒ is not related to any of the other parties bidding in the competitive solicitation, and that the contractor's proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named, and that the contractor has not, directly or indirectly, induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure to the proposer an advantage over any other proposer.

OR

☐ is related to the following parties who bid in the solicitation which are identified and listed below:

_____	_____
_____	_____
_____	_____

Note: Any person or entity that fails to submit this executed affidavit shall be ineligible for the contract award. In the event a recommended contractor identifies related parties in the competitive solicitation, its bid shall be presumed to be collusive, and the recommended contractor shall be ineligible for award unless that presumption is rebutted by presentation of evidence as to the extent of ownership, control and management of such related parties in the preparation and submittal of such bids or proposals. Related parties shall mean bidders or proposers or the principals, corporate officers, and managers thereof which have a direct or indirect ownership interest in another bidder or proposer for the same agreement or in which a parent company or the principals thereof of one (1) bidder or proposer have a direct or indirect ownership interest in another bidder or proposer for the same agreement. Bids or proposals found to be collusive shall be rejected.

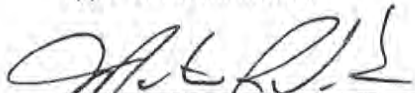
By: 
Signature of Affiant
David Webb, Jr Vice President
Printed Name of Affiant and Title
All Webb's Enterprises, Inc
Printed Name of Firm

March 11, 20 25
Date
5 / 9 - 2 / 4 / 1 / 8 / 7 / 6 / 4 /
Federal Employer Identification Number
309 Commerce Way Jupiter, FL 33458
Address of Firm

SUBSCRIBED AND SWORN TO (or affirmed) before me this 12th day of March, 20 25

He/She is personally known to me or has presented _____ as identification.

Type of identification


Signature of Notary

HH490006
Serial Number

Martine Rivard
Print or Stamp Name of
Notary

Expiration Date 6/3/2028



MARTINE RIVARD
Notary Public
State of Florida
Comm# HH490006
Expires 6/3/2028

Section 00-16-00
St. Lucie West Services District
Contractor Due Diligence Affidavit

Per St. Lucie West Services District, the Contractor shall disclose the following as a condition of award for any contract that exceeds one million dollars (\$1,000,000) or that otherwise must be presented to the Board for approval:

(1) Provide a list of all lawsuits in the five (5) years prior to bid or proposal submittal that have been filed against the firm, its directors, partners, principals and/or board members based on a breach of contract by the firm; include the case name, number and disposition.

(2) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has defaulted; include a brief description of the circumstances.

(3) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has been debarred or received a formal notice of non-compliance or non-performance, such as a notice to cure or a suspension from participating or bidding for contracts, whether related to St Lucie West Services District or not.

All of the above information shall be attached to the executed affidavit and submitted to the Owner overseeing this solicitation. The Vendor/Contractor attests to providing all the above information, if applicable, to the Owner.

ITB No. : 2025-01
Federal Employer Identification Number (FEIN): 59-2418764
ITB Title: St Lucie West IW-2
Printed Name of Affiant David Webb, Jr
Printed Title of Affiant Vice President
Signature of Affiant [Signature]
Name of Firm All Webb's Enterprises, Inc Date 3/11/25
Address of Firm _____ State _____ Zip Code _____
309 Commerce Way Jupiter, FL 33458

Notary Public Information

Notary Public - State of Florida : County of Palm Beach

Subscribed and sworn to (or affirmed) before me this March 11 day of, 2025

By David Webb, Jr He or she is personally known to me or has produced identification.

Type of identification produced: _____

Signature of Notary Public [Signature] Serial Number HH490006

Martine Rivard
Print or Stamp of Notary Public

6/3/2028
Expiration Date

Notary Public Seal

MARTINE RIVARD
Notary Public
State of Florida
Comm# HH490006
Expires 6/3/2028

My Commission expires: 6/3/2028

BID FORM SUMMARY
ST. LUCIE WEST SERVICES DISTRICT
Class I Injection Well (IW-2)
ITB No.: 2025-01

A **SUBTOTAL BID (Subtotal of Items No. I-1 through I-5)**

Seven hundred thirty two Dollars and
no Cents

\$ 730,000 ✓

B **SUBTOTAL BID (Subtotal of Items No. II-1 through II-53)**

Six million seven hundred forty two
thousand nine hundred Dollars and
no Cents

\$ 6,742,900

C **SUBTOTAL BID (Subtotal of Items No. III-1 through III-6)**

Four hundred twenty two thousand Dollars and
five hundred
423,000 no Cents

\$ 423,500

D **TOTAL TOTAL BID (Total of A through C)**

Seven million eight hundred ninety
six thousand four hundred Dollars and
no Cents

\$ 7,896,400

ADDENDUM 2
ST. LUCIE WEST SERVICES DISTRICT
WATER TREATMENT PLANT
INJECTION WELL IW-2 CONSTRUCTION AND TESTING
Pre-BID MEETING Response to Verbal Comments

Date: February 17, 2025

Response to Verbal Comments As stated at the mandatory pre-bid meeting on February 11, 2025, please submit your comments/questions via e-mail so they can adequately be addressed. The sign-in sheet for that meeting is attached.

Specification Requirement The specification requirement of 10 years' experience for completion of a fluid-filled annulus Class I Injection Well has been waived and timeframe for the completion of IW-2 will be addressed with the following Questionnaire.

Award of Contract and Notice to Proceed (NTP) April 8, 2025

Location of IW-2 Proposed IW-2 has been relocated 50 feet south of the pole barn and 10 feet west of the fence line (Exhibit A).

Schedule As stated at the pre-BID, IW-1 is approaching permitted capacity, timing is of the essence to move forward with this project. A 24/7 work week for Construction and Testing Operations is listed in the Contract Documents (Volume 2, Section 01120 – Sequence of Construction, page 6) as a suggested sequence. Other work week scenarios will be considered based on a timeframe beneficial to the Client. The Contractor selection criteria is based on cost and project duration from the NTP. Please complete the Questionnaire below and return.

TASK	Milestone (Months from NTP)	
	24/7	Days Only
Drilling Schedule	24/7	Days Only
Start-up Date (Project Award and Notice to Proceed)	April 8, 2025	April 8, 2025
Mobilization (months)		5 months
Project Duration (months)		16 months
Final Completion Date (after final geophysical logging, RTS, and injection test)		1/8/27
Contractor's need to facilitate the removal of the concrete pad prior to site mobilization (Yes/No/Maybe)	Maybe	
Contractor's necessity to fill in a portion of the eastern pond - Exhibit A (Yes/No/Maybe)	Yes	

Nighttime drilling and night work is acceptable and will require a Noise Ordinance variance submitted by the Contractor and approved by the City of Port St. Lucie.

LINK: https://www.library.municode.com/fl/st_lucie_county/codes/code_of_ordinances

Eastern Pond A portion of the existing pond located east of the fence line can be temporarily filled. Once the drill rig footprint is determined, SLWSD will perform this task. Please provide a sketch of area needed to be filled (Exhibit A).

Existing Pole Barn Since the well has now been relocated 50 feet south of the existing pole barn, the pole barn will remain intact.

Existing Concrete Pad The existing concrete pad can be removed by SLWSD prior to rig mobilization as requested by the Contractor.

Fencing Portions of the fence on the eastern side of the site will be removed by SLWSD as needed.

Please complete and return Addendum 2 to HydroDesigns.

All Webb's Enterprises, Inc



(CONTRACTOR)

David Webb, Jr Vice President

(Print or Type Name)

3/11/25

(DATE)

(Signature)



March 12, 2025

Aimee Willis, P.G.
HydroDesigns, LLC
and the SLWSD Board

Subject: SLWSD IW-2
Solicitation No. 2025-01

Ms. Willis and the SLWSD,

Florida Design Drilling LLC (FDD) is sending this letter to let you know we have made the difficult decision to No Bid this solicitation.

We greatly appreciate the opportunity to respond, however our rig fleet schedule does not allow us to offer a responsible bid regarding timeline for this project. We understand Addendum 2 presents opportunity to write in mobilization and project duration, however we also understand the client needs this well asap and our rigs/crews capable of performing the IW-2 construction and testing are scheduled out for approximately two years currently. We hope you understand our decision to No Bid on SLWSD IW-2.

We look forward to responding to future bids with you.

If you have any questions, please email me at mike@fldrilling.com or call my mobile phone at (561) 371-9241.

Sincerely,

Michael Black
Vice President
Florida Design Drilling LLC
7733 Hooper Road
West Palm Beach, FL 33411

7733 Hooper Road, West Palm Beach, FL 33411
www.FLDrilling.com
Phone: 561-844-2966
Florida Certified General Contractor CGC1522104
Florida Water Well Contractor #11148

St. Lucie West Services District

Board Agenda Item

Tuesday, April 8, 2025

Item

DM 2 Consider Approval of Task Order SLW035 from Infrastructure Solutions Services for IW-2 Connection Design

Summary

Provided for your review and consideration is a task order from Infrastructure Solutions Services (ISS).

The District will be constructing a second deep injection well (Injection Well No. 2, IW-2) providing redundancy and an increased capacity to dispose of brine from the reverse osmosis water treatment process. As part of the IW-2 project, the engineering design of the civil/site and mechanical improvements are required for the Water Treatment Plant Redundancy Improvements Project.

ISS is the District's Utilities Engineer and has performed this type of work for us in the past, satisfactorily and on time. Staff recommend moving forward with this project.

Recommendation

Staff recommend the approval of Task Order SLW035 from Infrastructure Solutions Services for the not-to-exceed price of \$99,780.00.

District Manager: Joshua C Miller

Public Works Director/Assistant District Manager: Gerard Rouse

Assistant Utilities Director: TJ Bayer

Chief Water Treatment Plant Operator: Rick Riniolo

Budget Impact

Project Number: **SW098**

ORG Number: **5-38015**

Available Project Budget: \$27,014,272.00

This Project: \$99,780.00

Available Balance: \$26,914,492.00

Board Action

Moved by: Seconded by: Action Taken:

**Professional Engineering Services
for the St. Lucie West Services District
DIW Site/Civil Improvements
SLW035**

Hourly Labor Breakdown Estimate		Engineer VIII	Engineer VII	Engineer VIII (Electrical/I&C)	Engineer VIII (Structural)	Engineer III	Survey Crew - 2 Man	Designer III	PROFESSIONAL SURVEYOR	Total Hours	Total Dollars	Percent Complete	Total Earned
Engineering Services		\$160	\$150	\$160	\$160	\$105	\$100	\$100	\$100				
TASK 1 - FIELD WORK & PRELIMINARY DESIGN SERVICES													
1.1	Project Kickoff	4				8				12	\$1,480	0%	\$0
1.2	Site Survey	2					40	32	8		\$8,320	0%	\$0
1.3	Preliminary Design Memorandum	8				24		16			\$5,400	0%	\$0
	Project Management and Administration	8								8	\$1,280	0%	\$0
	TASK 1 - TOTAL	22	0	0	0	32	40	48	8	150	\$16,480	0%	\$0
TASK 2 - FINAL DESIGN SERVICES													
2.1	Preapre 60% Design Submittal	24	24	24	24	40		140		276	\$33,320	0%	\$0
2.1	SLWSD 60% Plans Review & ISS Team QC Review	4	8	4		8				24	\$3,320	0%	\$0
2.2	Preapre 90% Design Submittal	24	8	16	16	24		80		168	\$20,680	0%	\$0
2.2	SLWSD 90% Plans Review & Team QC Review & Walkthrough	4	8	4		8				24	\$3,320	0%	\$0
2.3	Prepare Final Design Submittal	16	4	16	8	24		40		108	\$13,520	0%	\$0
2.4	Prepare FDEP Permit	20				20				40	\$5,300	0%	\$0
	Project Management and Administration	24								24	\$3,840	0%	\$0
										0	\$0	0%	\$0
	TASK 2 - TOTAL	116	52	64	48	124	0	260	0	664	\$83,300	0%	\$0

Professional Engineering Services
for the St. Lucie West Services District
DIW Site/Civil Improvements
SLW035

Hourly Labor Breakdown Estimate		Engineer VIII	Engineer VII	Engineer VIII (Electrical/I&C)	Engineer VIII (Structural)	Engineer III	Survey Crew - 2 Man	Designer III	PROFESSIONAL SURVEYOR	Total Hours	Total Dollars	Percent Complete	Total Earned	
Engineering Services		\$160	\$150	\$160	\$160	\$105	\$100	\$100	\$100					
	TOTAL LABOR HRS	138	52	64	48	156	40	308	8	814	\$99,780	0%	\$0	
	% OF TOTAL LABOR HRS	17.0	6.4	7.9	5.9	19.2	4.9	37.8	1.0	100.0				
	TOTAL LABOR FEE	\$22,080	\$7,800	\$10,240	\$7,680	\$16,380	\$4,000	\$30,800	\$800	\$99,780	\$99,800			
TOTAL ESTIMATED EXPENSES			0.00%					\$ -						
SUBSURFACE LOCATE ALLOWANCE		(Field locates provided by SLWSD)						\$ -						
GEOTECHNICAL INVESTIGATION ALLOWANCE														
SUMMARY OF TASK ESTIMATE														
ISS TEAM LABOR COST OF DESIGN TASK		\$99,800												
FIELD WORK SUBCONSULTANT FEE ALLOWANCES		\$0												
TOTAL ESTIMATED COST WITH ALLOWANCE		\$99,800												

WORK AUTHORIZATION NO. SLW035

For

SLWSD Injection Well No. 2 Civil/Site Improvements Design Services
Between St. Lucie West Services District ("SLWSD")
And Infrastructure Solution Services ("ISS" or "Consultant")

A.1 Authorized Project

The St. Lucie West Services District ("SLWSD") will be constructing a second deep injection well (Injection Well No. 2, IW-2) providing an increased capacity to dispose of brine from the reverse osmosis water treatment process. The construction contract to install the deep well is expected to be bid and awarded in April 2025.

As part of the IW-2 project, the engineering design of the civil/site and mechanical improvements required for the project need to be completed. These improvements include but are not limited to:

- 1) Modifications to the IW-1 pad;
- 2) Yard piping and valves to connect the existing brine discharge line to IW-2;
- 3) Above-grade stainless steel IW-2 piping header to bring the flow to the IW-2 wellhead;
- 4) IW-2 annual space air compressor;
- 5) Wellhead pad
 - a. IW-1 (Existing)
 - b. IW-2
 - c. Monitoring Well (Existing)
- 6) IW-1 header piping modifications.
- 7) Any electrical & instrumentation alteration or additional needs design
 - a. additional yard lighting,
 - b. additional flow metering or pressure monitoring,
 - c. alterations/movement of IW-1 instrumentation)
- 8) Stormwater drainage alteration piping design
 - a. Removal of existing stormwater drain located in existing well pad,
 - b. Design of the proposed three concrete well head pads into the existing 18" stormwater drain system

The SLWSD has requested this Task Order from the Infrastructure Solution Services (ISS) Team to provide the design, permitting, bidding, and construction administration engineering services for this important SLWSD project.

A.2 Summary of Basic Services to be Rendered

TASK 1 - PRELIMINARY DESIGN AND FIELDWORK SERVICES

Task 1.1 – Project Kickoff

The Consultant will conduct a project kickoff meeting with SLWSD staff for the purpose of discussing design specifics, coordination with SLWSD, coordination with DIW hydrogeologists, and performing an inspection of the project area.

Task 1.2 – Site Survey

The Consultant will conduct and prepare a site survey of the project areas for the purpose of being used as a base file for the design documents. The survey will also be useful to document the current conditions of the existing DIW facilities.

Task 1.3 - Preliminary Design Memorandum

The Consultant will prepare a brief memorandum providing an overall project description, a description of proposed improvements, a listing of applicable design criteria, and permitting requirements, if any.

TASK 2 - FINAL DESIGN AND PERMITTING SERVICES

Task 2.1 – (60%) Final Design Submittal Services

The Consultant shall prepare and submit sixty percent (60%) design drawings for the project. The 60% design drawings will include existing and proposed civil, mechanical, electrical, and instrumentation drawings. The drawings will show the general plan views of the existing DIW facilities, the proposed modifications to the existing DIW facilities, and the proposed civil/site improvements needed for the proposed DIW.

This 60% submittal will be reviewed by the SLWSD Staff. SLWSD review comments are to be provided to the Consultant at a meeting to be carried forward into the 90% final design phase. The 60% submittal will include the preparation of a preliminary FDEP permit application with all supporting documents.

Task 2.2 – (90%) Final Design Submittal Services

The Consultant shall prepare and submit ninety percent (90%) design drawings with all technical specifications for the project. This 90% submittal will be reviewed by the SLWSD Staff. SLWSD review comments are to be provided to the Consultant at a meeting to be carried forward into the 100% final design phase.

Task 2.3 – (100%) Final Design Submittal Services

The Consultant shall prepare and submit final (100%) design construction plans with specs on the plans for the project. This final design effort will be completed by incorporating the 90% comments provided by the SLWSD Team. This 100% submittal will be approved by the SLWSD Team for the purpose of progressing the project forward to receive bids and for construction purposes.

Task 2.4 – Permitting Services

The ISS team will coordinate with SLWSD to submit to the FDEP Southeast District an Application for a Specific Permit to Construct PWS Components (DEP Form 62-555.900(1)).

A.2.2 SUBCONSULTANTS

The ISS Team does not anticipate using any subconsultant on this project.

A.2.3 OWNER'S RESPONSIBILITY

- Provide electronic files of existing WTP facilities where possible
- SLWSD will review and provide comments on 60% and 90% design documents.
- SLWSD will pay any permitting fees

A.3 DELIVERABLES

The ISS Team will provide the following design deliverables to the SLWSD:

TASK #	Deliverables
1.3	One (1) Electronic copy of the Preliminary Design Memorandum in PDF format
2.1	One (1) Electronic copy of the 60% Design Submittal in PDF format
2.2	One (1) Electronic copy of the 90% Design Submittal in PDF format
2.3	One (1) Electronic copy of the 100% Design Submittal in PDF format
2.4	Draft FDEP Permit Application

A.4 SCHEDULE

The ISS project schedule was developed based on similar pump station conceptual design projects. Days are from the SLWSD NTP and receipt of the required design data/information.

TASK #	TASK NAME	TASK DAYS	CUMUL DAYS
	Mobilization & Project Kickoff	7	7
1.2	Site Survey	14	21
1.3	Preliminary Design Memo	7	28
2.1	Prepare 60% Design Submittal	21	49
2.1	SLWSD Review of 60% Design Submittal	14	63
2.2	Prepare 90% Design Submittal	14	77
2.2	SLWSD Review of 90% Design Submittal	14	91
2.3	Prepare Final Design Submittal	14	105
Total Duration for Design Phase			105

A.5 PROJECT COST/COMPENSATION

SLWSD agrees to pay and ISS agrees to accept, for services rendered pursuant to the Scope of Services as identified in this Work Authorization, a lump sum design fee amount of Ninety Nine Thousand Seven Hundred Eighty Dollars and Zero Cents (\$99,780.00).

Should additional work beyond that specifically defined in this scope of work be required, ISS will be glad to quickly provide a fee for the additional services requested. ISS will invoice SLWSD based on the percentage of work actually completed on this project.

TASK #	TASK NAME	COST
1	Field Work & Preliminary Desing Services	\$16,480
2	Final Design Services	\$83,300
TOTAL LUMP SUM FEE		\$ 99,780

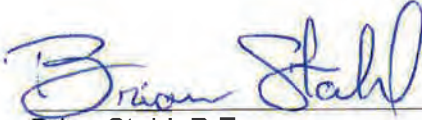
Expenses covered in each task.

AUTHORIZED AND AGREED

If the above scope and fees meet your approval, please indicate by your signature in the space provided below and return one (1) signed copy which will constitute an "Agreement and Notice to Proceed" for the accomplishment of this work authorization.

INFRASTRUCTURE SOLUTION SERVICES

ST. LUCIE WEST SERVICES DISTRICT



Brian Stahl, P.E.
Managing Member

03/11/25
Date

Josh Miller
District Manager

Date

Certification that Sufficient Funds are Available:

District Manager or Designee

St. Lucie West Services District

Board Agenda Item

Tuesday, April 8, 2025

Item

DM 3 **Consider Approval of the SCADA System Network Upgrades Proposal from Integration Services, Inc.**

Summary

Provided for your review and consideration is a proposal from Integration Services, Inc (ISI) for procurement, configuration, testing, and installation of new Hirschmann Networking Equipment.

ISI has been the District's SCADA Integrator since 1998. SCADA stands for Supervisory Control and Data Acquisition. This is used for all our controls and monitoring for water, sewer, irrigation, and stormwater systems.

These upgrades are necessary as part of the Water Treatment Plant Redundancy Improvements Project.

Recommendation

Staff recommend the approval of the proposal #2014-15 from Integration Services Inc. for the not-to-exceed price of \$75,867.50.

District Manager: **Joshua C Miller**

Public Works Director/Assistant District Manager: **Gerard Rouse**

Assistant Utilities Director: **TJ Bayer**

Chief Water Treatment Plant Operator: **Rick Riniolo**

Budget Impact

Project Number: **SW098**

ORG Number: **5-38015**

Available Project Budget: \$26,914,492.00

This Project: \$75,867.50

Available Balance: \$26,838,624.50

Board Action

Moved by:

Seconded by:

Action Taken:

Integration Services, Inc.

Advanced Process Automation

1806 Asher Road
Lakeland FL 33813

Phone: (863) 647-3133
Fax: (863) 647-3133

November 21, 2024

To: St. Lucie West Services District

Reference: **St Lucie West Services District**
SCADA System Network Equipment Upgrade
SCOPE: Control System Communication Networks

Engineer: *No hard I&C specification, Upgrade of existing Install Equipment.*

Bid Date: 11/18/2024

ISI Project: 2024-15, Procurement, Configuration, testing and installation of new Hirschmann network switching equipment for both the existing SCADA_LAN and CONTROL_LAN fiber-based communication networks.

Gentlemen:

Integration Services, Inc. (ISI) is pleased to offer this proposal for system Integration services that meet the requirements as discussed with the owner's representative and defined in the scope section of this proposal for the supply and installation of new Hirschmann network switching equipment for both the existing SCADA_LAN and CONTROL_LAN networks.

ISI is currently the owner's systems integrator and as such has previously developed all the PLC, HMI, computer-based reporting and software configuration standards at the Districts Utility Plants. ISI will implement this project employing the standards already installed and accepted at the Districts Plants.

This proposal is confidential to Integration Services, Inc. for the express purpose of proposing the subject project. The information herein may not be disclosed to any other parties without the prior written permission of Integration Services, Inc. Integration Services, Inc. "Services Contract Terms and Conditions" apply to this proposal.

Proposed Scope:

The scope of service outlined in this proposal will provide new SCADA-LAN and Control-LAN network switch equipment from Hirschmann to upgrade the current Hirschmann hyper ring-based control system networks. ISI will procure, configure, test and deploy the new network equipment as a direct replacement of the existing obsolete Hirschmann MACH100 and RS20 network switches. ISI will also provide new fiber optic LC to LC duplex jumpers for all locations where existing RS20 series Hirschmann switch equipment is being replaced.

In the course of implementing this project the existing Hirschmann HiVision network management software platform will be reconfigured to represent the newly installed switch equipment. The new switch equipment will be configured to only allow for the specific Ethernet based protocols and UDP ports required to allow for SCADA system to PLC and SCADA system to operator HMI communication.

The virtual machine based Hirschmann HiVision software platform will also be re-configured to provide OPC based communication between the SCADA system ignition gateway server and the Hirschmann network management software for network status tag data acquisition. This function will allow for the future addition of new SCADA HMI screens representing the network SCADA_LAN and CONTROL_LAN network infrastructure and their current status and alarm.

ISI will provide field installation of the new network equipment in coordination with Water & Wastewater plant operations. The new network infrastructure will be tested for proper communications and functionality of the attached servers, PLC's and operator work stations.

After field testing and approval ISI will finalize O&M manuals with as built LIU and Control panel drawings and system operating and maintenance procedures. The O&M Manuals will be in the form of one hard copy and a master electronic web based manual.

Equipment:

Integration Services (ISI) will be furnishing the new Hirschmann network switch equipment for direct replacement of existing obsolete switch equipment in the form of a direct replacement for each existing Hirschmann switch. For all locations where Hirschmann RS20 series switches are being replaced new LC to LC duplex fiber optic jumpers will be supplied.

Panel Equipment we include...

Panels

- ° a) This proposal does not include any new control panels.

Process Instrumentation Equipment we include...

Instruments

- ° a) This proposal does not include any new process instruments.

Engineering Integration Services provided shall include the following:

Engineering meetings:

- a) Project progress meetings, (2) total

Engineering submittals:

- a) Revised LIU & Control Panel Submittal, Manufactures Catalog Cut sheets, Revised shop drawings for LIU and control panels with new network switch equipment.
- b) O & M Manual with as built drawings representing the completed system.

Programming and Configuration included:

- a) Configuration and programming of new network switch equipment.
- b) Configuration and programming of the existing Hirschmann network management software platform to represent the upgraded network equipment and its operational status.
- c) Configuration of the existing Hirschmann network management software's OPC tag server interface configured to connect to the SCADA system Ignition gateway server.

Testing included:

- a) Factory testing of switch configurations and network protocols prior to deployment of new equipment in the owner's production environment.
- b) Field testing of the new Hirschmann network equipment and verification of ethernet connectivity to both SCADA system servers, PLC's and operator interface stations.
- c) Field testing of the Hirschmann HiVision OPC server tag data interface to the Ignition gateway server.

Onsite Services

- a) Coordination of installation and commissioning services with the owners' operations and maintenance personnel.
- b) Maintenance personnel training on the up keep and maintenance of the new Hirschmann switch equipment.

Warranty services for a period of 12 months after installation

- a) Warranty and Maintenance service. Parts and labor for replacement of defective manufactures parts and or correction of installation or configuration errors.

This proposal shall be valid for ninety (90) days from proposal date.

Service Notes

The owner shall coordinate the work of the systems supplier's service personnel with any subcontractors during calibration and acceptance of the system.

It is important to note that the owner must have the equipment ready for start-up including the availability of power, water, flow, etc. This will allow for a timely start-up procedure. Any return trips to the jobsite, or additional time required as a result of the owners or the owner's contractor's failure to be prepared for start-up will be charged at the current demand service rate.

MISCELLANEOUS:

The following items are **not included** in this proposal and shall be the responsibility of others:

General Exclusions

- Furnishing of any equipment specified to be provided other than those specifically included within this proposal.
- Field installation of equipment including furnishing of stands, brackets, mounting hardware, etc.
- Jobsite storage of equipment.
- Bonding cost and/or sales taxes (if applicable).

TERMS: Net 30 days after date of invoice. Invoicing shall be progressive and include payment for submittals and equipment properly stored. A schedule of values will be provided to establish progressive equipment and service values.

FREIGHT: Shipment is F.O.B. factory - full freight allowed to jobsite.

TAXES: SALES TAXES ARE NOT INCLUDED IN THE ABOVE PRICES.

SHIPMENTS: All partial equipment shipments will be invoiced as shipped with payment terms as stated above.

Our scope of supply for SCADA systems Hirschmann network equipment upgrade per the proposed scope of services.....

TOTAL PRICE: \$ 75,867.50

Should you have any questions or concerns relating to this proposal, please contact me, **Brian Callahan at 863-647-3133**.

Thank you for considering our equipment and services for your project.

Very truly yours,
Integration Services, Inc.



Brian K. Callahan
Sr. Systems Engineer

St. Lucie West Services District

Board Agenda Item

Tuesday, April 8, 2025

Item

DM 4 Consider Approval of Task Order SLW036 from Infrastructure Solutions Services for the Water treatment Plant Improvements Design Criteria

Summary

Provided for your review and consideration is a task order from Infrastructure Solutions Services (ISS).

The District will be expanding the water treatment plant to provide redundancy and increased capacity to meet FDEP requirements and to handle future growth in our service area. As part of this project, the engineering design criteria need to be established prior to the public bidding on this project.

If approved, ISS will work with staff to establish the details of the needed upgrade and capacity items as spelled out in the Engineering Report that was used to fund this project.

Recommendation

Staff recommend the approval of Task Order SLW036 from Infrastructure Solutions Services for the not-to-exceed price of \$438,960.00.

District Manager: Joshua C Miller

Public Works Director/Assistant District Manager: Gerard Rouse

Assistant Utilities Director: TJ Bayer

Chief Water Treatment Plant Operator: Rick Riniolo

Budget Impact

Project Number: **SW098**

ORG Number: **5-38015**

Available Project Budget: \$26,838,624.50

This Project: \$438,960.00

Available Balance: \$26,399,664.50

Board Action

Moved by:

Seconded by:

Action Taken:

Professional Engineering Services
for St Lucie West Services District
Water Supply and Treatment System Design Criteria Professional Services



Hourly Labor Breakdown Estimate		Engineer VIII	Engineer VIII	Engineer VII	Engineer VI	Engineer III	Designer III	Designer II	Administrative Assistant	Total Hours	Total Dollars	Percent Complete	Total Earned
Engineering Services		\$160	\$160	\$150	\$140	\$105	\$100	\$85	\$50				
TASK A - Data Collection, Compilation, and Field Work													
1	Data Collection and Compilation - Perform kickoff meeting field visit and collect, review, and compile water system data and other information that are needed for the Design Criteria Package (DCP)	8	24	24						56	\$8,720	0%	\$0
2	Site-Specific Survey - Coordination of preparation of a survey of the existing water supply wells, the WTP site, and the WTP processes being expanded within the building.	4					4			8	\$1,040	0%	\$0
TASK A -TOTAL		12	24	24	0	0	4	0	0	64	\$9,760	0%	\$0
TASK B - Performance Criteria and Design Criteria Packages													
3	Performance Criteria, Plans, and Permitting - Develop the specific performance criteria of the SLWSD Water Supply Wells, ROWTP processes, WTP pumping systems, other aspects in water system for the DCP. Prepare bidding documents incorporating schematic design, performance specifications and design criteria, and conceptual level (10%) plans for the Project. These bidding documents will require compliance with the design criteria by the Design-Build firm awarded this Project.	40	240	80			240			600	\$80,800	0%	\$0
4	Draft Design Criteria Package - Prepare a Draft Design Criteria Package building on the performance criteria and plans. This DCP will focus on and discuss the District's existing water systems, service areas, and the new potable water system improvements project. This Design Criteria Package will specify performance-based criteria for the design and build construction project, including the legal description of the site, survey information concerning the site, material quality standard, schematic layouts and conceptual design criteria of the water system project, construction cost estimates, design and construction schedules, site development requirements, provisions for utilities, storm water retention and disposal, and other site requirements applicable to the project.	16	160	80			40			296	\$44,160	0%	\$0
5	SLWSD Review Meeting of Draft Design Criteria Package	4	4	4						12	\$1,880	0%	\$0
5	Final Design Criteria Package - Prepare a Final Design Criteria Package building on the Draft DCP and incorporating the District's comments on the Draft documentation. This Final DCP will be taken forward and utilized for the bidding process in selection of the Design-Build Team. The Design-Build award shall be explained and based on the selection criteria that is drafted by the DCP Professional and approved by SLWSD. Prepare a Final Design Criteria Package building on the Draft DCP and incorporating the District's comments on the Draft documentation. This Final DCP will be taken forward and utilized for the bidding process in selection of the Design-Build Team. The Design-Build award shall be explained and based on the selection criteria that is drafted by the DCP Professional and approved by SLWSD.	16	40	40			40			136	\$18,960	0%	\$0
TASK B - TOTAL		76	444	204	0	0	320	0	0	1,044	\$145,800	0%	\$0

Hourly Labor Breakdown Estimate		Engineer VIII	Engineer VIII	Engineer VII	Engineer VI	Engineer III	Designer III	Designer II	Administrative Assistant	Total Hours	Total Dollars	Percent Complete	Total Earned
Engineering Services		\$160	\$160	\$150	\$140	\$105	\$100	\$85	\$50				
TASK C - Bidding, Construction Engineering Services During the Build Phase													
6	Bidding Services -The DCP Consultant shall assist SLWSD in obtaining bids, preparing answers to bidder questions to use in preparation and distribution of bid addenda, review bids, and in the recommendation of the award of the Design-Build contract for the work that was bid pursuant to the Design Criteria Contract Documents.	8	40	40			8			96	\$14,480	0%	\$0
7	Prepare for and Attend the pre-construction conference	8	8							16	\$2,560	0%	\$0
7	Review and Approval of Shop Drawings (100 Shop Drawings @ 1hr/submittal)		100	50						150	\$23,500	0%	\$0
7	Review and Approval of Contractor Requests for Additional Information (RAIs) and Project Questions (20 RAIs @ 2hr each		40	40						80	\$12,400	0%	\$0
7	Review and Approval of Contractor pay requests (18 Pay Requests @ 2hrs/request)	4	36							40	\$6,400	0%	\$0
7	Prepare for & Attend monthly progress meetings & reports (18 Monthly Mtgs @ 3hrs/mtg)	8	54	54						116	\$18,020	0%	\$0
7	Construction Engineer Observation / Field Checks (80 visits of 6 hrs/wk)	40	480							520	\$83,200	0%	\$0
7	Substantial Completion Inspection (1 day 8 hrs/day)	4	8	8						20	\$3,120	0%	\$0
7	Final Completion Inspection (1 day 8 hrs/day)	4	8	8						20	\$3,120	0%	\$0
7	Review and Approve final record drawings submitted by the Design-Build Team	2	30	8			8			48	\$7,120	0%	\$0
7	Review Design-Build Team operation and maintenance manuals.		40	8						48	\$7,600	0%	\$0
7	Coordinate execution of final permitting and paperwork to close out the project.	2	8	4			4			18	\$2,600	0%	\$0
8	Design-Build Project Meetings - Prepare for and attend meetings with the SLWSD and other entities involved in the Design-Build Selection Process. This will include monthly progress meetings with SLWSD and the Design-Build Team. This will include project meetings with the SLWSD Team and review meetings on deliverables.	8	80	80						168	\$26,080	0%	\$0
9	Project Management and Administration - Completion of the Project Management and Administration necessary to complete this Design Criteria Professional Services	120								120	\$19,200	0%	\$0
TASK C - TOTAL		208	932	300	0	0	20	0	0	1,460	\$229,400	0%	\$0
										1460			
TOTAL LABOR HRS		296	1,400	528	0	0	344	0	0	2,568	\$384,960	0%	\$0
TOTAL LABOR FEE		\$47,360	\$224,000	\$79,200	\$0	\$0	\$34,400	\$0	\$0	\$384,960	\$384,960		
SUMMARY OF SUBCONSULTANTS													
Geotechnical Services Allowance					\$ 10,000								
Surveying Services					\$ 35,000								
Subsurface Locate Services		Subsurface Locates provided by SLWSD											
Subconsultant Totals					\$45,000								

**Professional Engineering Services
for St Lucie West Services District
Water Supply and Treatment System Design Criteria Professional Services**



**INFRASTRUCTURE
SOLUTION SERVICES**

Hourly Labor Breakdown Estimate	Engineer VIII	Engineer VIII	Engineer VII	Engineer VI	Engineer III	Designer III	Designer II	Administrative Assistant	Total Hours	Total Dollars	Percent Complete	Total Earned
Engineering Services	\$160	\$160	\$150	\$140	\$105	\$100	\$85	\$50				

Expenses Estimate Breakdown	Quantity	Units	Unit Cost		Total Cost				
Travel from ISS HQ									
No of Trips to SLWSD									
Mileage = 150 miles/Trip x 10 Trips =1500 Miles	1500	Miles in Des	\$ 0.560		\$ 840.00	\$	DCP	Build	
Mileage = 150 miles/Trip x 80 Trips = 3,150 Miles	12000	Miles in Constr	\$ 0.560		\$ 6,720.00			\$	6,720.00
CDS AND DVDS:	0		\$10.00		\$ -				
COPIES (B&W 8 1/2 x11)	3000	Per Copy	\$0.10		\$ 300.00	\$	300.00		
COPIES (B&W 11 x 17)	600	Per Copy	\$0.50		\$ 300.00	\$	300.00	\$	100.00
COPIES (COLOR 8 1/2 x 11)	200	Per Copy	\$0.75		\$ 150.00	\$	150.00		
COPIES (COLOR 11 x 17)	100	Per Copy	\$1.50		\$ 150.00	\$	150.00		
COLOR POSTERS (24" x 36" @ \$.80/sf):	0	Sheet	\$4.80		\$ -	\$	-		
Miscellaneous Expenses	1	LS	260		\$ 260.00	\$	260.00	\$	180.00
TOTAL ESTIMATED EXPENSES						\$	2,000.00	\$	7,000.00 \$ 9,000.00

SUMMARY OF TASK ESTIMATE							
	TOTALS	ISS LABOR	SUBS	EXPENSES			
TASK A - Data Collection, Compilation, and Field Work	\$44,760	\$9,760	\$35,000	\$0			
TASK B - Performance Criteria and Design Criteria Packages	\$157,800	\$145,800	\$10,000	\$2,000			
TASK C - Bidding, Construction Engineering Services During the Build Phase	\$236,400	\$229,400	\$0	\$7,000			
TOTAL ESTIMATED FEE OF PROJECT	\$438,960	\$ 384,960	\$45,000	\$9,000			



WORK AUTHORIZATION NO. SLWSD/SLW036

For

**SLWSD Water Supply and Treatment System Design Criteria Professional Services
Between St. Lucie West Services District ("SLWSD")
And Infrastructure Solution Services ("ISS" or "Consultant")**

A.1 Authorized Project

St. Lucie West Services District ("SLWSD") currently has a need for approximately 1.0 million gallons per day of additional water supply and water treatment capacity. SLWSD has seen higher demands recently and potential proposed expansions to the IRSC to be served by the SLWSD. Additionally, a scenario with the Reserve CDD which will require more treated water from SLWSD. SLWSD has acquired funding through Series 2024 Utility Revenue Bonds for the construction of these water system improvements and an additional underground injection well (UIW) bidding separately. To deliver these water system projects, SLWSD has decided to have these projects executed through the alternative delivery design-build process. The first step in the design-build process is to prepare the Design Criteria Package (DCP). SLWSD has requested this Work Authorization from the Infrastructure Solution Services (ISS) Team to provide this 'Design Criteria Package' consistent with Florida Statutes for this important SLWSD water supply and treatment project and to provide services to acquire any regulatory permits (i.e. FDEP, SFWMD) that will assist with DCP preparation..

A.2 Summary of Basic Services to be Rendered

TASK A.2.1 Design Criteria Professional Services

The basic services provided by the Design Criteria Professional shall include but not be limited to preparation of a DCP that includes bidding documents incorporating conceptual/schematic design, performance specifications and design criteria for the Project (these bidding documents shall provide selection criteria and require compliance with the design criteria by the Design-Build firm awarded this Project) and enforcement of the design criteria including but not limited to notifying SLWSD regarding the Design-Builder's compliance/ non-compliance with the requirements of the design criteria package.

Task 1) Data Collection and Compilation

Collect, review, and compile water system data and other information that are needed for the Design Criteria Package (DCP). This information shall include past and current operational information, permit information, and other water supply and treatment information necessary to prepare conceptual design drawings and performance criteria.

Task 2) Site-Specific Survey

Prepare a survey of the existing water supply wells, the WTP site, and the WTP processes being expanded within the building.

Task 3) Performance Criteria, Plans, and Permitting

Develop the specific performance criteria of the SLWSD Water Supply Wells, ROWTP processes, WTP pumping systems, other aspects in water system for the DCP (see Attachment A for list of

Water System Projects). Prepare bidding documents incorporating schematic design, performance specifications and design criteria, and conceptual level (10%) plans for the Project. These bidding documents will require compliance with the design criteria by the Design-Build firm awarded this Project.

The DCP Consultant bidding documents shall include:

- a) Prepare a specific purpose survey that includes the existing conditions.
- b) Provide Initial Geotechnical Soils report.
- c) Prepare conceptual design of water supply well, WTP improvements, electrical on plan sheets
- d) Prepare conceptual design of site and drainage improvements related to the proposed water system improvements.
- e) Prepare the SLWSD's water system proposed Project schedule and construction phasing plan.
- f) Analyze the costs for this water system conceptual design project and provide an updated construction estimate.
- g) Prepare a SFWMD Consumptive Use Permit under separate WA for the new water supply well.

Task 4) Draft Design Criteria Package

Prepare a Draft Design Criteria Package building on the performance criteria and plans. This DCP will focus on and discuss the District's existing water systems, service areas, and the new potable water system improvements project. This Design Criteria Package will specify performance-based criteria for the design and build construction project, including the legal description of the site, survey information concerning the site, material quality standard, schematic layouts and conceptual design criteria of the water system project, construction cost estimates, design and construction schedules, site development requirements, provisions for utilities, storm water retention and disposal, and other site requirements applicable to the project.

The Design Criteria Package at a minimum shall contain concise, performance-oriented drawings or specifications of the public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build firms to prepare a bid or a response to the SLWSD's request for proposal.

The Design Criteria Package will also have documents that contain the Public Advertisement (Notice to Bidders), the Request for Proposal Package which includes the General Conditions and Requirements, Design-Build Scope of Work, Technical Specifications, Price Proposal Documents (including the Bid Schedule, and any other related bid documentation).

The DCP Consultant shall coordinate with SLWSD, as to the methodology, procedures, format and other specifics that the Design Criteria Package shall contain. The Design Criteria Professional shall prepare the Design Criteria Package for bidding by incorporating all information as required by SLWSD, and all federal, state, and applicable local codes. The preparation of the design criteria bidding documents shall include, but not be limited to the following:

- a) Finalize all design criteria for the Project to be utilized by Design-Build firms to bid, design and construct the Project. The design criteria shall include issues related to infrastructure design analysis of the schematic phase design, and performance specifications.
- b) Preparation, coordination and incorporation of all construction related documents, including front-end documents.
- c) Coordination of bidding documents and other related deliverables, to ensure consistency of Design-Build bid documents.



d) The DCP Consultant shall consult with the SLWSD in preparation of the design criteria bid documents and shall seek approval from all applicable SLWSD staff prior to bidding the Project.

Task 5) Final Design Criteria Package

Prepare a Final Design Criteria Package building on the Draft DCP and incorporating the District's comments on the Draft documentation. This Final DCP will be taken forward and utilized for the bidding process in selection of the Design-Build Team. The Design-Build award shall be explained and based on the selection criteria that is drafted by the DCP Professional and approved by SLWSD. Typical selection criteria will include the firm's qualifications on similar water systems, total design-build package cost, past performance, and reference checks. SLWSD will require, before awarding the contract, respondents to submit evidence of its qualifications, as may be necessary. Enforcement of the design criteria including but not limited to notifying SLWSD regarding the Design-Builder's compliance or non-compliance with the requirements of the design criteria package. The SLWSD Team shall be the sole judge of the competency of respondents.

Task 6) Bidding and Award of Contract

The DCP Consultant shall assist SLWSD in obtaining bids, preparing answers to bidder questions to use in preparation and distribution of bid addenda, review bids, and in the recommendation of the award of the Design-Build contract for the work that was bid pursuant to the Design Criteria Contract Documents.

Task 7) Construction Engineering Services During the Build Phase

Provide observation services in coordination with the SLWSD Staff to ensure that the project is designed and constructed by the Design-Build Team in full compliance with the Design Criteria Package. These include attend/prepare for the pre-construction conference, independent Shop Drawing review for consistency, answer RAIs, review and approve Design-Build Team pay requests, and attend monthly progress meetings & review reports. Additionally, Construction Engineer Observation / Field Checks of the Design Build work shall be completed based on 6 hrs/ week during the active construction phase of the water system project. Substantial and Final Completion Inspection shall be conducted. Review and approve the final record drawings and operation and maintenance manuals submitted by the Design-Build Team. Coordinate execution of final permitting and paperwork to close out the project.

Task 8) Design-Build Project Meetings

Prepare for and attend meetings with the SLWSD and other entities involved in the Design-Build Selection Process. This will include monthly progress meetings with SLWSD and the Design-Build Team. This will include project meetings with the SLWSD Team and review meetings on deliverables.

Task 9) Project Management and Administration

Completion of the Project Management and Administration necessary to complete this Design Criteria Package effort.



A.2.2 SUBCONSULTANTS

The ISS Team anticipates the use of a geotechnical subconsultant to provide a geotechnical report with borings and recommendations for use in the DCP.

A.2.3 OWNER'S RESPONSIBILITY

- Provide electronic files where possible on the SLWSD water supply and RO treatment plant system operational data
- Provide electronic files where possible including existing SLWSD water supply and RO treatment plant system drawings and any known improvements.
- Provide latest information on the schedule on the underground injection well for coordination purposes.
- SLWSD will review and provide comments on the draft Design Criteria Package.

A.3 DELIVERABLES

The ISS Team will provide the following design-build deliverables to the SLWSD:

TASK #	Deliverables
3	One (1) Electronic copy of the Performance Criteria and Plans Package in PDF format
4	One (1) Electronic copy of the Draft Design Criteria Package in PDF format
5	One (1) Electronic copy of the Final Design Criteria Package in PDF format

A.4 SCHEDULE

The ISS project schedule was developed based on expected timelines for Design Criteria Package preparation, in addition to coordination with SLWSD. Days are from the SLWSD NTP and receipt of the required design data/information.

TASK #	TASK NAME	TASK DAYS	CUMUL DAYS
1	Data Collection and Compilation	10	10
2	Site Specific Survey	30	40
3	Performance Criteria, Plans, and Permitting	80	120
4	Draft Design Criteria Package	40	160
5	Final Design Criteria Package	20	180
	Bidding and Award of Contract	90	90
	Total Duration for DCP and Permitting		180

Observation Services During Design-Build Phase will occur after the Contract Bidding and Award.



A.5 PROJECT COST/COMPENSATION

SLWSD agrees to pay and ISS agrees to accept, for services rendered pursuant to the Scope of Services as identified in this Work Authorization, a lump sum design fee amount of Three Hundred Ninety Three Thousand Nine Hundred Sixty Dollars and Zero Cents (\$393,960) and a Forty Five Thousand Dollars and Zero Cents (\$45,000) Allowance for a total fee with allowance of Four Hundred Thirty Eight Thousand Nine Hundred Sixty Dollar and Zero Cents (\$438,960).

Should additional work beyond that specifically defined in this scope of work be required, ISS will be glad to quickly provide a fee for the additional services requested. ISS will invoice SLWSD based on the percentage of work actually completed on this project. The cost breakdown for tasks for this project follow:

TASK #	TASK NAME	COST
1	Data Collection, Compilation, and Field Work	\$9,760
2	Site Specific Survey Allowance	See below
3	Performance Criteria, Plans, and Permitting	\$80,800
4	Draft Design Criteria Package	\$44,160
5	Final Design Criteria Package	\$20,840
6	Bidding and Award of Contract	\$14,480
7	Observation Services During Design-Build Phase	\$169,640
8	Design-Build Project Meetings	\$26,080
9	Project Management and Administration	\$19,200
Expenses		\$ 9,000
SUBTOTAL LUMP SUM FEE		\$ 393,960
Surveying and Geotechnical Allowance		\$ 45,000
TOTAL LUMP SUM FEE WITH ALLOWANCE		\$ 438,960



AUTHORIZED AND AGREED

If the above scope and fees meet your approval, please indicate by your signature in the space provided below and return one (1) signed copy which will constitute an "Agreement and Notice to Proceed" for the accomplishment of this work authorization.

INFRASTRUCTURE SOLUTION SERVICES

ST. LUCIE WEST SERVICES DISTRICT

Brian Stahl, P.E.
Managing Member

Josh Miller
District Manager / Utilities Director

03/21/25
Date

Date

Certification that Sufficient Funds are Available:

District Manager or Designee



Attachment A - Design-Build Projects

No.	SLWSD Proposed Capacity Expansion Improvements
1	New Raw Water Supply Well
2	New Raw Water Transmission Main
3	Chemical Feed System Replacements/New Building
4	Upgrades to ROWTP Cartridge Filtration
5	Upgrades to ROWTP High-Pressure Pumping Capacity
6	New ROWTP Membrane Skid
7	Upgrades to Calcite Contactors/Possible Omission
8	Upgrades to ROWTP Degasifier and Odor Control System
9	Upgrades to ROWTP Chlorine Contact Chamber/Clear Well System
10	Upgrades to Transfer Pumps
11	Upgrades to High-Service Pumps/Removal of Hydro Tanks
12	Electrical System/MCC Upgrades
13	I & C System Upgrades

St. Lucie West Services District

Board Agenda Item

Tuesday, April 8, 2025

Item

DM 5 Consider Approval of Escrow Agreement with GrayRobinson

Summary

Provided for your review and consideration is an escrow agreement presented by GrayRobinson, special attorney for the Reserve CDD. This agreement is part of the “Provision of Services” Agreement that was approved by the Board on March 4, 2025.

This agreement describes a \$1,000,000.00 transfer to an escrow trust account managed by GrayRobinson which shall be returned to SLWSD upon final incorporation of the Reserve CDD Service Area.

If this incorporation does not happen, and there is no longer any services agreement with the Reserve CDD, these funds will remain with the Reserve CDD as part of the \$3,620,000.00 (connection fees) that would be required to be returned to the Reserve CDD.

The \$1,000,000.00 would be funded from the both the Water Connection Fee Fund (50%) and the Wastewater Connection Fee Fund (50%).

Recommendation

Staff recommend the approval of this Escrow Agreement and approval to transfer \$1,000,000.00 to the Escrow Trust Fund within 30 days of signing this agreement.

District Manager: Joshua C Miller

Public Works Director/Assistant District Manager: Gerard Rouse

Budget Impact

Water Connection Fee Fund	Available Project Budget: \$1,051,197.00 This Project: \$500,000.00 Available Balance: \$551,197.00
Wastewater Connection Fee Fund	Available Project Budget: \$529,695.00 This Project: \$500,000.00 Available Balance: \$29,695.00

Board Action

Moved by:	Seconded by:	Action Taken:
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ESCROW AGREEMENT

THIS ESCROW AGREEMENT, made and entered into this ____ day of April, 2025, by and between **St. Lucie West Services District** (hereinafter referred to as “SLW”) and **The Reserve Community Development District**, (hereinafter referred to as “Reserve”) and **GrayRobinson, P.A.** (hereinafter referred to as “Escrow Agent”).

WITNESSETH

WHEREAS, the SLW and the Reserve are parties to the Agreement with Respect to Provision of Services to Customers of the Reserve Community Development District (the “Agreement”).

WHEREAS, the Agreement provides that SLW may be called upon to make certain payments to the Reserve and for SLW to place funds in escrow pursuant to an appropriate Escrow Agreement.

WHEREAS, the parties do desire to establish an escrow account with monies being escrowed consistent with the Agreement.

WHEREAS, the parties do desire to enter into a written agreement setting forth the terms and conditions of the escrow.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Establishment of Escrow Funds.

a. Following the full execution of this Escrow Agreement, SLW shall provide Escrow Agent the sum of ONE MILLION DOLLARS (\$1,000,000.00) (the “Funds”) pursuant to the Agreement to be maintained in Escrow Agent’s Trust Account for a period not to exceed March 31, 2028, unless extended with agreement of the parties. Funds shall be provided to the Escrow Agent by no later than thirty (30) days of the effective date of the Agreement which is attached hereto as **Exhibit “A”** and fully incorporated herein, and Escrow Agent shall provide an escrow letter indicating receipt of funds to SLW and the Reserve. This Escrow Agreement shall not be effective until the effective date of the Agreement.

b. **Appointment of Escrow Agent.** SLW and the Reserve acknowledge that Escrow Agent has acted as counsel to the Reserve in connection with SLW, including but not limited to the Agreement, and waive any and all actual and potential conflicts of interest for Escrow Agent to serve as Escrow Agent under this Escrow Agreement and to continue to represent the Reserve with respect to SLW. The parties agree that the Escrow Agent shall not be precluded from representing the Reserve in any action regarding the Agreement, the Interconnect Agreement, the Contemplated Transaction referenced in the Agreement or subsequent issues raised by SLW or any third party, or this Escrow Agreement.

2. **Release and Disbursement of the Funds.** The Funds will be released and disbursed subject to the following conditions and requirements and in the following manner:
- a. SLW and the Reserve agree that the Funds will be distributed by Escrow Agent as provided in Section 3.a. of the Agreement.
 - b. Either SLW or The Reserve may provide written instructions to Escrow Agent with respect to the distribution of Funds, with written notice to the other. The instructions shall specify the amounts to be disbursed and the parties or accounts to whom the disbursements should be made and the basis giving rise to the disbursements of funds in accordance with Section 3.a. of the Agreement. The other party shall notify the Escrow Agent within ten (10) business days whether it consents to the distribution of Funds as set forth in the instructions. If the other party objects within such time frame, SLW and the Reserve shall resolve the objection prior to the Escrow Agent distributing Funds.
 - c. Escrow Agent shall deliver the Funds or any portions thereof to the person or persons designated in such written direction.
 - d. SLW or the Reserve shall provide Escrow Agent with notice, with a copy to the other party, of the closing of the Contemplated Transaction or termination of the Interconnect Agreement, as set forth in Section 3.a. of the Agreement. Upon receipt of such notice, Escrow Agent shall deliver the Funds consistent with the Agreement.
3. **The Funds.** With regard to the Funds, the parties agree that:
- a. The Funds will be held by Escrow Agent, subject to the terms and conditions stated herein.
 - b. Escrow Agent shall not be responsible for a shortfall nor obligated to collect any additional funds should the Funds deposited with Escrow Agent be insufficient for the purposes held.
 - c. Nothing in this Agreement shall in any way affect, amend, or alter the respective rights and obligations of SLW or the Reserve under the Agreement.
4. **Notices.** All notices contemplated by or required pursuant to this Escrow Agreement shall be in writing and shall be deemed delivered (i) when hand delivered, or (ii) upon transmission in the case of email or facsimile transmission, provided that a hard copy shall also be contemporaneously delivery method (i) or (iii) hereunder, or (iii) one (1) business day following delivery to and acceptance by a national express delivery courier, such as Federal Express, for overnight delivery, or (iv) three (3) business days following deposit in the U.S. mail, certified, return receipt requested, postage prepaid. Notices to SLW, the Reserve, and Escrow Agent shall be delivered at the following addresses:

Notices to Tenant:	The Reserve Community Development District c/o GMS-SF 5385 N. Nob Hill Road
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Sunrise, FL 33351
Attn: District Manager
Facsimile No: 954-721-9202
Telephone No. (for verification purposes only): 954-721-8681

Notices to Buyer: St. Lucie West Services District
450 S.W. Utility Drive
Port St. Lucie, FL 34986
Attention: District Manager
Facsimile No.: (772) 871-5771
Telephone No. (for verification purposes only): (772) 340-0220

Notices To Escrow Agent: GrayRobinson, P.A.
Attn: Gary I. Resnick, Esq.
401 East Las Olas Blvd., Suite 1000
Fort Lauderdale, FL 33301
Phone: 954-761-8111
Facsimile: 954-761-8112
E-mail: gary.resnick@gray-robinson.com

5. **Escrow Agent Fee.** The fee for the services of the Escrow Agent hereunder is to be the sole obligation and responsibility of the Reserve and shall be paid by the Reserve, or it may be deducted from the Funds, if any are to be disbursed to the Reserve.

6. **Escrow Agent Duties.**

- a. It is understood and agreed that the duties of the Escrow Agent are purely ministerial in nature.
- b. The Escrow Agent may act in reliance upon any email, document, instrument or signature from either party that is believed by Escrow Agent to be genuine, and Escrow Agent may assume that any person purporting to give any notice or make any statement in connection with the provisions of this Escrow Agreement has been duly authorized to do so on behalf of the respective party.
- c. The Escrow Agent will not be liable to SLW or the Reserve for any mistake of fact or error of judgment, or for any act or omission of any kind, or for any damages or claims whatsoever, except and only if such act or omission by Escrow Agent constitutes willful misconduct, gross negligence, or fraud by Escrow Agent.
- d. The Escrow Agent will not have any responsibility for the payment of any taxes relating to the Escrow Funds, if applicable.
- e. To the extent permitted by Florida's statutory waiver of sovereign immunity set forth in Florida Statute Section 768.28, and subject to the limits thereof, it is further agreed that SLW and the Reserve jointly and severally agree to indemnify the Escrow Agent against, and hold it harmless of and from, any and all loss, liability and expense, including, without limitation, reasonable counsel fees, which the Escrow Agent may suffer or incur

by reason of any action, suit or proceeding brought against the Escrow Agent, by any person other than SLW and the Reserve, arising out of or relating in any way to this Escrow Agreement or any transaction to which this Escrow Agreement relates, unless such loss, liability or expense results from the gross negligence or willful misconduct of the Escrow Agent or any of its employees, agents or attorneys. The Escrow Agent, promptly after receipt of notice of commencement of any action, suit or proceeding against it in respect of which it desires to be indemnified or held harmless under this Section, shall notify SLW and the Reserve of the commencement of such action, suit or proceeding, enclosing a copy of all papers served. In case any action, suit or proceeding shall be brought, SLW and the Reserve shall be entitled to participate therein and, to the extent that they shall wish to assume the defense thereof, SLW and the Reserve shall not be liable to the Escrow Agent for any legal expenses resulting from such action, suit or proceeding incurred after SLW and/or the Reserve assume the defense and cost of defense thereof.

- f. This Escrow Agreement shall terminate automatically without notice to SLW or the Reserve after Escrow Agent has disbursed all of the Escrow Funds under this Agreement. Notwithstanding the foregoing, Escrow Agent may request such additional reasonable assurances, certificates, satisfactions, releases and/or other documents as Escrow Agent may deem appropriate to evidence the termination of this Escrow Agreement, and SLW and the Reserve shall promptly deliver such items to Escrow Agent.
- g. The Escrow Agent may at any time resign by delivering the Escrow Funds to any court of competent jurisdiction, whereupon the Escrow Agent shall be discharged from any further obligations arising in connection with this Escrow Agreement. Escrow Agent may choose to pursue such action without any notice to, or consent from, the Reserve or SLW. Escrow Agent shall promptly notify the parties in writing if Escrow Agent chooses to pursue such action after such action has been taken.
- h. The Escrow Agent hereby accepts its appointment and agrees to act as Escrow Agent under the terms and conditions of this Escrow Agreement.
- i. Escrow Agent's attorney fees and costs incurred in connection with the preparation of this Escrow Agreement and Escrow Agent's duties and responsibilities under this Escrow Agreement that remain outstanding shall be paid to Escrow Agent in accordance with paragraph 5 of this Escrow Agreement upon the Closing of the Contemplated Transaction referenced in section 6.b. of the Agreement. SLW and the Reserve agree that Escrow Agent is entitled to such fees as earned fees.
- j. The Escrow Agent may execute any of its powers or responsibilities and exercise any rights hereunder either directly or by or through its attorneys. Nothing in this Escrow Agreement shall be deemed to impose upon the Escrow Agent any duty to qualify to do business or to act as fiduciary or otherwise in any jurisdiction other than the State of Florida. The Escrow Agent shall not be responsible for and shall not be under a duty to examine into or opine upon the validity, binding effect, execution or sufficiency of this Escrow Agreement or of any agreement amendatory or supplemental.

7. Miscellaneous

- a. This Escrow Agreement and the rights and obligations of the parties will be governed by and enforced in accordance with the laws of Florida. The parties agree to promptly

execute and deliver all documents and take such further action that are reasonably required by Escrow Agent to effectuate the provisions of this Escrow Agreement.

- b.** This Escrow Agreement contains the entire understandings of parties with respect to the
- c.** Escrow Account and the Funds. Any and all recitals, statements, reports, certificates or other documents or instruments referenced or attached to this Escrow Agreement are incorporated by reference into this Escrow Agreement.
- d.** This Escrow Agreement will inure to the benefit of and be binding upon the parties and their respective successors. The parties to this Escrow Agreement cannot assign this Escrow Agreement or any rights, remedies, or privileges relating to this Escrow Agreement, and any attempt to do so shall automatically be deemed null and voidable, and of no legal effect whatsoever.
- e.** There will be no presumption against any party on the ground that such party was responsible for preparing this Escrow Agreement or any portion of this Escrow Agreement.
- f.** This Escrow Agreement may not be amended or modified at any time except in such manner as may be agreed upon in a written instrument executed by all the parties hereto.
- g.** No waiver of any provision in this Escrow Agreement shall be effective unless made in writing and signed by the waiving party. The failure of any party to require the performance of any term or obligation of this Escrow Agreement, or the waiver by any party of any breach of this Escrow Agreement, shall not prevent any subsequent enforcement of such term or obligation, and shall not be deemed a waiver of any subsequent breach.
- h. Counterparts.** This Escrow Agreement may be executed in several counterparts or by separate instruments, and all of such counterparts and instruments shall constitute one agreement, binding on all of the parties hereto.

[THIS SPACE LEFT BLANK INTENTIONALLY]

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the PARTIES have hereunto set their hands and seals the date first above written.

THE RESERVE COMMUNITY DEVELOPMENT DISTRICT:

Signature

Charles Henry
Print Name

Chairman
Title

ST. LUCIE WEST SERVICES DISTRICT:

Signature

Dominick Graci
Print Name

Chairman
Title

The above escrow is hereby accepted:

GrayRobinson, P.A.

BY: _____
Gary Resnick

/17624/1#63158714 v1
03/13/25

St. Lucie West Services District

Board Agenda Item

Tuesday, April 8, 2025

Item

DM 6 Consider Approval of Interlocal Utility Oversight and Maintenance Agreement with Reserve CDD

Summary

Provided for your review and consideration is an Interlocal Utility Oversight & Maintenance Agreement with the Reserve CDD.

This agreement describes “Oversight and Assistance” services that SLWSD would provide the Reserve CDD until the incorporation of the Reserve CDD Service Area into SLWSD is completed.

This agreement was drafted to ensure that the existing Reserve CDD infrastructure is monitored closely by SLWSD and to ensure the current condition of this aging infrastructure does not worsen.

Staff have reviewed this agreement and have requested approval.

Recommendation

Staff recommend the approval of the Interlocal Utility Oversight and Maintenance Agreement with the Reserve CDD.

District Manager: Joshua C Miller

Assistant Utilities Director: TJ Bayer

Budget Impact

Project Number:

ORG Number:

Available Project Budget:

This Project:

Available Balance:

Board Action

Moved by:

Seconded by:

Action Taken:

INTERLOCAL UTILITY OVERSIGHT & MAINTENANCE AGREEMENT

THIS INTERLOCAL UTILITY OVERSIGHT & MAINTENANCE AGREEMENT

(“MAINTENANCE AGREEMENT” or “AGREEMENT”) is made and entered into as of the ____ day of _____ 2025 (the “Effective Date”), by and between ST. LUCIE WEST SERVICES DISTRICT, a Florida community development district (“SLW”), and THE RESERVE COMMUNITY DEVELOPMENT DISTRICT, a Florida community development district (the “Reserve”), (collectively the “Parties”).

WHEREAS, the Reserve was established by Ordinance No. 92-09 of St. Lucie County (the “County”) to provide water and waste water services to customers within its service area within the County (“Reserve Customers”), consistent with Chapter 190, Florida Statutes; and

WHEREAS, SLW was established by FL Administrative Code Rule Chapter 42I-1.001, pursuant to Chapter 190, Florida Statutes, to provide water and waste water services to customers within its service territory (“SLW Customers”); and

WHEREAS, The Parties are parties to that certain Amended and Restated Interconnect Agreement dated November 12, 2003, as amended by the First Amendment to Amended and Restated Interconnect Agreement dated May 1, 2013 (the “Interconnect Agreement”); and

WHEREAS, the Reserve acquired and presently owns and operates a water and waste water system (the “System”), whereby the Reserve provides internally sourced water service to the Reserve Customers, supplemented by an augmentation of the water supply by SLW pursuant to the Interconnect Agreement. The Reserve also provides wastewater collection services within its service area to the Reserve Customers with wastewater treatment and effluent disposal provided by SLW pursuant to the Interconnect Agreement. The Reserve establishes rates and bills Reserve Customers directly; and

WHEREAS, the Parties have entered into an Agreement having an effective date of March 12th, 2025, (the “Provision of Services Agreement”), whereby the Parties agreed to undertake certain obligations and improvements with a view toward transferring the System to SLW; and

WHEREAS, The Parties wish to enter into an arrangement whereby SLW oversees water and wastewater operations and assists Reserve CDD employed staff with maintaining certain aspects of the Reserve’s System pending the transfer of the System to SLW, or the termination of the Provision of Services Agreement,

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties hereto agree as follows:

SECTION 1. RECITALS. The foregoing Recitals are true and correct and form a material part of this Maintenance Agreement.

SECTION 2. OVERSIGHT & MAINTENANCE OF SYSTEM ASSETS.

2.1 Commencing on June 1, 2025, or such earlier date as may be hereinafter mutually agreed to between the Parties, SLW shall provide such services as are necessary or beneficial to oversee water and wastewater systems and assist Reserve CDD employed staff with maintaining the Reserve’s System, including reviewing all reports and assisting with any other obligations relating to applicable regulatory authorities(the “Services”); provided, however, such Services shall not include (i) billing and collection services, (ii) payment of bills and expenses for the System, (iii) customer support or interaction, except to the extent necessary to perform the Services, (iv) capital expenditures identified in the Provision of Services Agreement, (v) payment of professional fees for consulting, design or supervision services for the System, (vi) contract management services for contracts to which the Reserve is a party relating to the System, and (vii) services associated with decommissioning the Reserve’s existing water treatment plan, all of which shall be provided, to the extent necessary, by the Reserve during the term of this Agreement.

2.2 As compensation for the Services, the Reserve shall pay SLW on a monthly basis, the fees and charges in accordance with the schedule set forth on attached Exhibit “A”. The fees and charges shall be subject to increase annually each October 1st in accordance with Consumer Price Index for utilities as established by the Bureau of Labor and Statistics.

SECTION 3. TERM AND TERMINATION.

3.1 The Maintenance Agreement shall terminate upon the earlier of the closing of the Contemplated Transaction as defined in the Provision of Services Agreement or the termination of the Provision of Services Agreement, whichever occurs first.

3.2 Notwithstanding the foregoing, this Maintenance Agreement shall terminate sooner on the material breach of either party after having been given 15 days' notice and an opportunity to cure. With regard to a material breach which is of a non-monetary nature, and which is not reasonably capable of being cured within such 15 day period, the cure period shall extend for an additional, objectively reasonable period of time, provided that the breaching party diligently pursues cure remedies.

SECTION 4. MISCELLANEOUS PROVISIONS.

4.1 Force Majeure.

In the event of a Force Majeure Event affecting the System, SLW System, or the ability of the Parties to perform their obligations hereunder, the Parties' obligations hereunder are suspended for a period of time reasonably appropriate to the Force Majeure Event to the extent performance hereunder is adversely affected. For the purpose of this Agreement, a "Force Majeure Event" means any circumstance not within the reasonable control of the affected party, but only if and to the extent that (i) such circumstance, despite the exercise of reasonable diligence cannot be, or be caused to be, prevented, avoided or removed by such party, and (ii) such circumstance materially and adversely affects the ability of the party to perform its obligations under this Agreement, and such party has taken all reasonable precautions, due care and reasonable alternative measures in order to avoid the effect of such event on the party's ability to perform its obligations under this Agreement and to mitigate the consequences thereof. Force Majeure Events may include, but are not limited to, Act of God or of the public enemy, war, national emergency, allocation or other governmental restrictions upon the use or availability of labor or materials, rationing, civil insurrection, riot, racial or civil rights disorder or demonstration, strike, embargo, flood, tidal wave, fire, explosion, bomb detonation, nuclear fallout, windstorm, hurricane, earthquake, or other casualty or disaster, governmental rules or acts or orders or regulations or requirements, acts or action of any government or public or governmental authority or commission or board or agency, the enactment of any statute or ordinance or resolution or regulation or rule or ruling or order, order or decree or judgment or restraining order or injunction of any court.

4.2 Waiver.

Failure to enforce or insist upon compliance with any of the terms or conditions of this Agreement shall not constitute a general waiver or relinquishment of any such terms or conditions, but the same shall be and remain at all times in full force and effect.

4.3 Notices.

- (1) Each party giving or making any notice, request, demand, or other communication (each, a "Notice") pursuant to this Agreement shall give the notice in writing and shall use one of

the following methods of delivery, each of which for purposes of this Agreement is a writing: (i) personal deliver; (ii) registered or certified mail, in each case, return receipt requested and postage prepaid; (iii) nationally recognized overnight courier, with all fees prepaid; (iv) email with electronic confirmation of the addressee opening the electronic mail (i.e., read receipt) or (v) facsimile.

- (2) Each party giving a notice shall address the notice to the appropriate person as the receiving party (the “Addressee”) at the address listed below or to another Addressee or at another address designated by a party in a notice pursuant to this section.

If to the Reserve:

The Reserve Community Development District
c/o GMS-SF
5385 N. Nob Hill Road
Sunrise, FL 33351
Attn: District Manager
Facsimile No: (954)721-9202
Telephone No. (for verification purposes only):
(954)721-8681

If to SLW:

St. Lucie West Services District
450 S.W. Utility Drive
Port St. Lucie, FL 34986
Attn: District Manager
Facsimile No: (772) 871-5771
Telephone No. (for verification purposes only):
(772) 340-0220

- (3) Except as provided elsewhere in this Agreement, a notice is effective only if the party giving or making the notice has complied with subsections (1) and (2) and if the Addressee has received the notice. A notice is deemed to have been received as follows:

- (i) If a notice is delivered in person, or sent by registered or certified mail, or nationally recognized overnight courier, upon receipt as indicated by the date of the signed receipt.

- (ii) If a notice is sent by facsimile, upon receipt by the party giving or making the notice of an acknowledgement or transmission report generated by the machine from which the facsimile was sent indicating that the facsimile was sent in its entirety to the Addressee's facsimile number.
- (iii) If a notice is sent by registered or certified mail as set forth in subsection (1), upon five days after mailing. If a notice is sent by email as set forth in subsection (1), upon the earlier of (A) sender's receipt of a read receipt or other acknowledgement that the email was received and opened by an Addressee, or (B) three days.
- (iv) If the Addressee rejects or otherwise refuses to accept the notice, or if the notice cannot be delivered because of a change of address for which no notice was given, then upon the rejection, refusal, or inability to deliver.
- (v) Despite the other clauses in this subsection (3), if any notice is received after 5:00 p.m. on a business day where the Addressee is located, or on a day that is not a business day where the addressee is located, then the notice is deemed received at 9:00 a.m. on the next Business Day where the Addressee is located.

4.4 Agreement and Amendments.

This Agreement and any exhibits or amendments which may be attached hereto from time to time, constitutes the entire Agreement between the parties hereto with respect to the subject matter hereof and may be modified only as prescribed herein.

4.5 No Construction Against Drafter.

This Agreement reflects the negotiated agreements and understandings of the parties. Accordingly, this Agreement is to be construed as if both parties jointly prepared it, and no presumption shall be made as to whether one party or the other prepared this Agreement for purposes of interpreting or construing any of the provisions of this Agreement or otherwise.

4.6 Invalidity Does Not Affect the Remainder.

Should any article, section, or provision of this Agreement or any portion thereof be declared by a court of competent jurisdiction to be invalid, such decision shall not affect

the validity of the remainder, as a whole or any part thereof; except that, either Party may elect to declare that the entire Agreement is invalidated if the portion declared invalid is, in the sole judgment of such Party, an essential part of this Agreement.

4.7 Florida Law Governs.

This Agreement and the rights of the parties under this Agreement are governed by, and to be construed and enforced in accordance with, the laws of the State of Florida, without regard to any provision which would cause the law of another jurisdiction to apply. Exclusive venue for any court action arising out of or related to this Agreement or the interpretation or enforcement of this Agreement is to be located in St. Lucie County.

4.8 Dispute Resolution.

The Parties agree, prior to commencing any action in court, to attempt to resolve all disputes that arise under this Agreement in good faith. Either Party may give notice to the other in writing setting forth the nature of the dispute, the date of occurrence (if known) and the proposed resolution (“Dispute Notice”). The Parties, through their respective assignees, shall undertake good faith efforts to resolve the Dispute Notice within fifteen (15) days of receipt. The Parties may agree to submit the Dispute to mediation, under procedures agreed to in good faith by the Parties. Each Party shall bear its own costs for dispute resolution including mediation. Nothing herein shall prohibit a Party from pursuing an action in an appropriate court or other forms of relief is necessary to comply with a statute of limitations, an issue of public safety, or alleged irreparable harm.

4.9 Counterparts.

This Agreement may be executed in counterparts, each of which is deemed to be an original, but all of which together shall constitute one and the same instrument.

4.10 Change of Law.

In the event any federal, state or local laws or regulations, or judicial interpretation thereof (collective “Laws”) that govern the rights or obligations of the Parties under this Agreement shall change after the Effective Date, and such change makes any aspect of such rights or obligations under this Agreement inconsistent with Laws, the Parties agree to work in good faith to amend this Agreement as reasonably as required to accommodate and/or ensure compliance with any such change in Laws.

IN WITNESS WHEREOF, each of the parties has approved and caused this Agreement to be executed by its duly authorized representative as of the day and year first above written.

**ST. LUCIE WEST SERVICES
DISTRICT:**

ATTEST:

By: _____
Print Name: _____
Secretary/Assistant Secretary

By: _____
Dominick Graci, Chairman
Board of Supervisors

[Seal]

APPROVED AS TO FORM AND LEGALITY _____, 2025.

Attorney

* * *

STATE OF FLORIDA
COUNTY OF ST. LUCIE

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2025, by _____, as Chairman of the Board of Supervisors of St. Lucie West Services District. He/she:

____ is personally known to me or
____ has produced identification. Type of identification produced:

[Notary Seal]

Print Name: _____
Notary Public – State of _____
My commission expires: _____

**THE RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

ATTEST:

By: _____
Print Name: _____
Secretary/Assistant Secretary

By: _____
Charles Henry, Chairman
Board of Supervisors

[Seal]

STATE OF FLORIDA
COUNTY OF ST. LUCIE

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2025, by _____, as Chairman of the Board of Supervisors of St. Lucie West Services District. He/she:

____ is personally known to me or
____ has produced identification. Type of identification produced:

[Notary Seal]

Print Name: _____
Notary Public – State of _____
My commission expires: _____

EXHIBIT A

SLWSD UTILITY OVERSIGHT AND MAINTENANCE AGREEMENT

<u>Equipment:</u>	<u>Cost (Actual Use)</u>
Vactor Truck	\$100.00/hr.
Vac Trailer	\$50.00/hr.
Mini Excavator	\$50.00/hr.
Bypass Pump	\$50.00/hr.
Rubber Tire Loader	\$75.00/hr.

<u>Labor:</u>	<u>Normal</u>	<u>Overtime</u>
Administrative	\$76.34/hr.	\$114.51/hr.
Operator	\$40.19/hr.	\$60.29/hr.
Electrician/Tech	\$50.69/hr.	\$76.03/hr.
Underground Tech	\$34.56/hr.	\$51.84/hr.
Construction Worker	\$34.56/hr.	\$51.84/hr.

Overtime Rates- Work after 330PM Mon-Fri, on weekends (Sat-Sun), or on SLWSD Board Approved Paid Holidays.

Material/Parts:

Any Parts, Materials, or other Incidental Items purchased by SLWSD shall be billed to the Reserve CDD at cost. SLWSD shall provide a copy of the invoice for verification.

St. Lucie West Services District

Board Agenda Item

Tuesday, April 8, 2025

Item

DM 7 Consider Approval of the Selection Committee Ranking for District Legal Services

Summary

Provided for your review and consideration is the Selection Committee Ranking for District Legal Services.

Staff accepted statements of qualifications for Legal Services on February 10, 2025, at 2:00PM. The Selection Committee met on March 18, 2025, and after evaluating the five firms, ranked the following top three firms in order, based on the qualifications and abilities to assist the District in meeting its Utility, Public Works, and Governmental Legal Counsel needs.

The Selection Committee recommends that the Board accept the selection and ranking and authorize staff to start negotiations with the highest-ranking legal firm: Nason, Yeager, Gerson, Harris & Fumero, P.A.

The top three firms, based upon the Committee's review of the proposals/statement of qualifications, are as follows:

1st - Nason, Yeager, Gerson, Harris & Fumero, P.A.

2nd - Lewis, Longman, Walker, P.A.

3rd - Davis & Associates, P.A.

Recommendation

Staff recommend the approval of the following: (a) Selection Committee Ranking: #1 Nason, Yeager, Gerson, Harris & Fumero, P.A., #2 Lewis, Longman, Walker, P.A. and #3 Davis & Associates, P.A., and (b) authorize staff to begin negotiating a contract for legal services with the highest ranked firm, Nason, Yeager, Gerson, Harris & Fumero, P.A.

District Manager: Joshua C Miller

Public Works Director/Assistant District Manager: Gerard Rouse

Budget Impact

Project Number:

ORG Number:

Available Project Budget:

This Project:

Available Balance:

Board Action

Moved by:

Seconded by:

Action Taken:

AFFIDAVIT OF PUBLICATION

Laura Archer
Slw Services District
St Lucie West Services District
2501 Burns RD # A
Palm Beach Gardens FL 33410-5207

STATE OF WISCONSIN, COUNTY OF BROWN

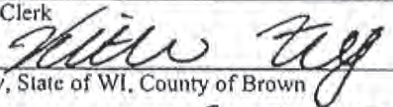
Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Indian River Press Journal/St Lucie News Tribune/Stuart News, newspapers published in Indian River/St Lucie/Martin Counties, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Govt Bids & Proposals, 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:

03/10/2025

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

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 03/10/2025

Legal Clerk


Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$86.28
Tax Amount: \$0.00
Payment Cost: \$86.28
Order No: 11107314
Customer No: 1125983

of Copies:
1

PO #:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

KAITLYN FELTY
Notary Public
State of Wisconsin

ST LUCIE WEST SERVICES
DISTRICT
REQUEST FOR
QUALIFICATIONS FOR LEGAL
SERVICES RANKING MEETING
St Lucie West Services District shall hold a Ranking Meeting for Legal Services in the Board Meeting Room at the office of St Lucie West Services District located at 450 SW Utility Drive, Port St. Lucie, Florida 34986 on Tuesday, March 18, 2025, at 10:00 AM by a Board Approved Ranking Committee. The Committee members will rank the respondents according to the criteria advertised and follow the requirements of Section 287.055, Florida Statutes, the "Consultants Competitive Negotiation Act."
The purpose of this meeting is to rank at least three proposals from interested respondents to engage an attorney/firm to fulfill the requirements of Chapter 190, F.S. pertaining to the engagement of "General Counsel for the District".
Contact: ST LUCIE WEST SERVICES DISTRICT
450 SW Utility Drive
Port St Lucie, FL 34986
Telephone: (772) 340-0220, Fax: (772) 871-5771
Attention: Joshua C Miller, District Manager
Email: jmillerslwsd.org
Office Hours: MONDAY - FRIDAY, 8:00 A.M. TO 4:00 P.M.
BY ORDER OF ST LUCIE WEST SERVICES DISTRICT.
www.slwsd.org
PUBLISH: ST. LUCIE NEWS TRIBUNE 03/10/25; #11107314

RFQ Ranking for District Legal Services
St. Lucie West Services District
Ranking Committee Meeting
March 18, 2025 10:00am

Discuss RFQ ranking requirements

1.6(B) Ranking Team Members must follow the Evaluation Criteria

Please rank using numbers 1-5 (5 being the best, 1 being the worst)

"Ties" are acceptable in some criteria, but not in the total.

1.6 Evaluation Procedures.

- A. All responses will be reviewed by the Board.
- B. The responses will be evaluated using two sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored on technical qualifications. The following represent the principal criteria which will be considered during the evaluation process.
 - 1. Mandatory Elements – Qualifications and Experience
 - a) The attorney is a member of the Florida Bar Association.
 - b) A list of any conflicts of interest with regard to any other clients.
 - c) The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal in proper form.
 - d) The firm has a record of quality legal work.
 - 2. Technical Quality:
 - a) General Government legal experience
 - b) Special District legal experience
 - c) Qualifications of individuals assigned
 - d) Size and organization structure of firm
 - e) Demonstrated understanding of SLWSD and the requirements of SLWSD.
 - f) Technological Proficiency of firm
 - g) Special consideration will be given to a firm located in the southeast part of Florida

1.7 Contract Information. All requirements and conditions set forth in this RFQ shall be incorporated into the contract between SLWSD and the selected firm unless otherwise specified in the contract.

Part 2 Instructions for Preparing Responses

2.1 Rules. Each response by an individual or firm shall state the name and address of all persons or entities having an interest in the response. Responses shall be signed by an authorized member of the firm making the response.

2.2 Statement of Business Organization. All respondents responding to this solicitation shall complete the attached Vendor Information Form, Exhibit “B”. This form provides SLWSD with vital information concerning the responding organization as well as subcontractor information and participation levels (if applicable). Joint Ventures are not allowed.

2.3 Public Entity Crimes. Any respondent, or any of his/her suppliers, subcontractors, or consultants who shall perform work, which is intended to benefit the District, shall

RFQ Ranking for District Legal Services
St. Lucie West Services District

Ranking Date: 3/18/25

Company Name	Josh Miller	Gerard Rouse	Maddie Maldonado	Jack Doughney	Dominick Graci	Total score	Ranked
LEWIS LONGMAN WALKER, P.A.	51	54	54	58	50	267	2
NASON YEAGER GERSON HARRIS FUMERO, P.A.	57	56	60	60	59	292	1
WEISS SEROTA HELFMAN COLE + BIERMAN	41	50	45	58	41	235	5
KUTAKROCK	43	51	45	56	52	247	4
DAVIS & ASSOCIATES, P.A.	50	44	56	55	46	251	3

RFQ Ranking for District Legal Services
St. Lucie West Services District

CRITERIA	LLW	KUTAKROCK	DAVIS & ASSOCIATES	NASON YEAGER	WEISS SEROTA	Total score
FLORIDA BAR MEMBER	5	5	5	5	5	
MET RFQ SUBMISSION REQUIREMENTS	5	5	5	5	5	
RECORD OF QUALITY WORK	5	5	5	5	5	
CONFLICTS RELATING TO OTHER CLIENTS	5	5	3	4	4	
GENERAL GOVERNMENT LEGAL EXPERIENCE	5	5	4	5	5	
SPECIAL DISTRICT EXPERIENCE	5	5	3	5	5	
QUALIFICATIONS OF ASSIGNED INDIVIDUALS	4	4	3	4	4	
SIZE & ORGANIZATION	4	3	2	5	4	
UNDERSTANDING OF SLWSD	4	3	3	5	3	
TECHNOLOGY PROFICIENCY OF FIRM	4	4	2	4	4	
LOCATION OF FIRM	4	2	4	4	3	
UTILITIES EXPERIENCE	4	5	5	5	3	

RANKING MEMBER NAME: 54 51 44 56 50
GERARD ROUSE

Gerard Rouse
3-18-25

RFQ Ranking for District Legal Services
St. Lucie West Services District

CRITERIA	LLW	KUTAKROCK	DAVIS & ASSOCIATES	NASON YEAGER	WEISS SEROTA	Total score
FLORIDA BAR MEMBER	5	5	5	5	5	
MET RFQ SUBMISSION REQUIREMENTS	5	4	5	5	3	
RECORD OF QUALITY WORK	4	4	5	5	5	
CONFLICTS RELATING TO OTHER CLIENTS	5	5	5	5	3	
GENERAL GOVERNMENT LEGAL EXPERIENCE	5	5	5	5	5	
SPECIAL DISTRICT EXPERIENCE	5	5	5	5	5	
QUALIFICATIONS OF ASSIGNED INDIVIDUALS	3	3	4	5	2	
SIZE & ORGANIZATION	3	3	5	5	4	
UNDERSTANDING OF SLWSD	5	3	6	5	3	
TECHNOLOGY PROFICIENCY OF FIRM	5	4	4	5	3	
LOCATION OF FIRM	5	1	5	5	4	
UTILITIES EXPERIENCE	4	3	3	5	3	

RANKING MEMBER NAME:

54

45
MADDIE MALDONADO

56

60

45



RFQ Ranking for District Legal Services
St. Lucie West Services District

CRITERIA	LLW	KUTAKROCK	DAVIS & ASSOCIATES	NASON YEAGER	WEISS SEROTA	Total score
FLORIDA BAR MEMBER	5	5	5	5	5	
MET RFQ SUBMISSION REQUIREMENTS	5	5	5	5	5	
RECORD OF QUALITY WORK	4	3	3	5	4	
CONFLICTS RELATING TO OTHER CLIENTS	4	4	3	5	4	
GENERAL GOVERNMENT LEGAL EXPERIENCE	5	4	5	5	4	
SPECIAL DISTRICT EXPERIENCE	5	3	3	5	2	
QUALIFICATIONS OF ASSIGNED INDIVIDUALS	4	4	4	4	4	
SIZE & ORGANIZATION	3	1	5	4	5	
UNDERSTANDING OF SLWSD	3	3	4	5	1	
TECHNOLOGY PROFICIENCY OF FIRM	5	5	5	5	5	
LOCATION OF FIRM	3	2	5	4	1	
UTILITIES EXPERIENCE	5	4	3	5	1	

RANKING MEMBER NAME:

51

43

JOSH MILLER

50

57

41

JCM 3-18-25

RFQ Ranking for District Legal Services
St. Lucie West Services District

CRITERIA	LLW	KUTAKROCK	DAVIS & ASSOCIATES	NASON YEAGER	WEISS SEROTA	Total score
FLORIDA BAR MEMBER	5	5	5	5	5	
MET RFQ SUBMISSION REQUIREMENTS	5	5	5	5	5	
RECORD OF QUALITY WORK	4	4	4	5	4	
CONFLICTS RELATING TO OTHER CLIENTS	4	4	4	5	2	
GENERAL GOVERNMENT LEGAL EXPERIENCE	4	5	5	5	3	
SPECIAL DISTRICT EXPERIENCE	4	5	5	5	3	
QUALIFICATIONS OF ASSIGNED INDIVIDUALS	4	5	2	5	3	
SIZE & ORGANIZATION	4	4	2	4	3	
UNDERSTANDING OF SLWSD	4	4	4	5	4	
TECHNOLOGY PROFICIENCY OF FIRM	4	4	4	5	3	
LOCATION OF FIRM	4	3	3	4	3	
UTILITIES EXPERIENCE	4	4	3	5	3	

RANKING MEMBER NAME:

~~JACK DOUGHNEY~~
 D. GRACE
 50 52 46 59 41

RFQ Ranking for District Legal Services
St. Lucie West Services District

CRITERIA	LLW	KUTAKROCK	DAVIS & ASSOCIATES	NASON YEAGER	WEISS SEROTA	Total score
FLORIDA BAR MEMBER	5	5	5	5	5	
MET RFQ SUBMISSION REQUIREMENTS	5	5	5	5	5	
RECORD OF QUALITY WORK	5	5	5	5	5	
CONFLICTS RELATING TO OTHER CLIENTS	5	5	3	5	5	
GENERAL GOVERNMENT LEGAL EXPERIENCE	5	5	5	5	5	
SPECIAL DISTRICT EXPERIENCE	5	5	4	5	5	
QUALIFICATIONS OF ASSIGNED INDIVIDUALS	5	5	5	5	4	
SIZE & ORGANIZATION	4	5	4	5	5	
UNDERSTANDING OF SLWSD	5	5	4	5	4	
TECHNOLOGY PROFICIENCY OF FIRM	5	4	5	5	5	
LOCATION OF FIRM	4	3	5	5	5	
UTILITIES EXPERIENCE	5	4	5	5	5	

RANKING MEMBER NAME:

58 56 55 60 58
J.E. DOUGHERTY III
JEDM

1 NASON YEAGER
2 WEISS SEROTA / LLW
3 KUTAK ROCK
4 DAVIS & ASSOC

1 = 5 - HIGH

EVALUATION OF RFQs FOR LEGAL SERVICES

[illegible]

St. Lucie West Services District

Board Agenda Item

Tuesday, April 8, 2025

Item

DM 8 Consider Chief Wastewater Treatment Plant Operator

Summary

The Wastewater Treatment Plant Chief Operator position is currently vacant and has been since January 17, 2025.

The District advertised the position internally for five days as required in the personnel manual, with no applicants. The position was then advertised outside with several applicants applying.

Staff interviewed applicants and recommended Benjamin Portney from Jensen Beach, FL for this position. He holds the required FDEP Wastewater Treatment Plant Operator Class B license.

This is an hourly position and was approved as a pay Grade 112 minimum hourly rate \$26.44 maximum hourly rate \$44.88.

Mr. Portney was interviewed by Mr. Miller and Mr. Bayer and meets the minimum requirements for this position with a starting hourly rate of \$34.50.

Recommendation

Staff recommend the approval of Benjamin Portney for Chief Wastewater Treatment Plant Operator at an hourly rate of \$34.50.

District Manager: Joshua C Miller

Public Works Director/Assistant District Manager: Gerard Rouse

Assistant Utilities Director: TJ Bayer

Budget Impact

Project Number:

ORG Number: 5-16001

Available Project Budget:

This Project:

Available Balance:

Board Action

Moved by:

Seconded by:

Action Taken:

**ST. LUCIE WEST SERVICES DISTRICT
RECOMMENDATION TO HIRE FORM**

GENERAL INFORMATION:

Job Title: Wastewater Treatment Plant Chief Operator Job # 1004

Name of Applicant: Benjamin Portney

Type of Position: ☒ FULL TIME ☐ PART TIME ☐ TEMPORARY

INTERVIEW:

The applicant has answered department specific interview questions? ☒ Yes ☐ No

Prospective employee meets all job description requirements: ☒ Yes ☐ No

Supervisor reviewed and confirmed references: ☐ Yes ☒ No ☐ N/A

If you answered no to any questions, explain:

Per applicant, do not call current employer. Could not make contact with prior Supervisor using phone number provided by applicant.

SELECTION COMMITTEE:

The selection committee recommends the applicant named above for the following reasons:

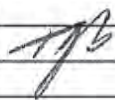
Prior work experience. Very knowledgeable in WWTP Operations. Spends time Training Operator Apprentice.
Is familiar with reporting to State Regulatory agencies.

RECOMMENDED SALARY RANGE: *(Salary range within the job paygrade determined by the applicants application, resume, and interview).*
\$34.00 - \$34.50/hr

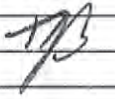
SALARY RANGE JUSTIFICATION: *(i.e. experience, education, licenses, etc.) attach any backup necessary.*

FDEP WW B License. 4+ years as Operator. Eligable for WW A License NOV 2025

SELECTION COMMITTEE MEMBERS: *(Staff that sat in on the interview).*

Name (Print)	Position	Initials
Josh Miller	District Manager/Utility Director	
TJ Bayer	Assistant Utility Director	

REVIEW & APPROVE: *(Staff required to review and approve before going to the District Manager).*

Name (Print)	Position	Initials
Josh Miller	District Manager/Utility Director	
TJ Bayer	Assistant Utility Director	

DISTRICT MANAGER APPROVAL:

☒ Yes, the recommended employee will receive an Employment Offer.

☐ No. Explain: _____

Initials: 

Date: 3/24/2025

**ST. LUCIE WEST SERVICES DISTRICT
CANDIDATE INTERVIEW QUESTIONS**

Candidate Name:	Benjamin Portney	Date of Interview:	3/24/25 @10:00 AM
Position:	WWTP Chief Operator	Hiring Manager:	Josh Miller/TJ Bayer
SCORING SYSTEM: 5 = Exceptional / 4 = Above Average / 3 = Average / 2 = Below Average / 1 = Unacceptable or N/A			

INTERVIEW QUESTIONS

1. What interested you the most about our company and this position?

Opportunity to be Chief of a WWTP. Motivated for continued growth

SCORE: 4

2. What are some of your long-term goals if employed with our company?

Grow within the company

SCORE: 3

3. Describe your knowledge of the operating systems and requirements of the Water / Wastewater Plants and their function in the community.

Applicant was very well versed in WWTP Operations.

SCORE: 5

4. How do you handle having multiple priorities at the same time?

First things first. Time sensitive based

SCORE: 3

5. Tell me about a time when you identified a problem while at work and describe your role in the solution?

Low chlorine residual at final eff. Troubleshoot problem until the problem was resolved (amonia).

SCORE: 5

6. How do you approach learning new skills or technologies that are outside your comfort zone?

Ask questions to experienced peers, watch videos and read to gain knowledge

SCORE: 4

7. Based on your work experience, what would you list as some of the more challenging tasks you were asked to perform?

Delegating work to peers without having a proper/credible title

SCORE: 4

8. This position is a "shift work" coverage position, the hours would be 6 am to 2 pm or 2 pm to 10 pm. Do you have any concerns about working these hours?

NO

SCORE: 3

9. In certain situations, we may call you to report for duty. Do you have any concerns about working outside your regular shift?

NO

SCORE: 3

10. Do you have any concerns about working in hot/humid conditions?

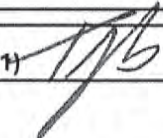
NO

SCORE: 3

11. Job Experience

SCORE: 4

**ST. LUCIE WEST SERVICES DISTRICT
CANDIDATE INTERVIEW QUESTIONS**

12. Reference Feedback			
SCORE:	1		
13. Interview Presence			
SCORE:	4		
ADDITIONAL COMMENTS:			
VETERANS PREFERENCE POINTS AWARDED <i>(According to FAC Rule: 55A-7.010) :</i>			
TOTAL SCORE:	46		
PRESENT AT INTERVIEW (INITIALS ONLY):			
1)		2)	
		3)	

Benjamin Portney

Experienced Wastewater Treatment Plant Leader

Jensen Beach, FL 34957

27benport5_usb@indeedemail.com

+1 561 805 0724

Professional Summary

Experienced Wastewater Operator with 7 years of water utility experience. Holds a B level WW license and a few months from holding an A. Skilled in numbers focused operations and digital data tracking, problem-solving, and employee training. Self-motivated and dedicated to maintaining efficient and compliant wastewater treatment operations. Ready to bring expertise and contribute to the success of a new organization.

Work Experience

Wastewater Treatment Plant Operator

Martin County Water Utilities-Stuart, FL

March 2024 to Present

- Operate plant equipment to achieve highest quality treated effluent
- Calibrate plant compliance meters including PH, turbidity, and chlorine meters
- • Create unique data entry forms to save operator time and create more accurate monthly reports
- • Train operator apprentice and help educate and facilitate their understanding of the course work
- Develop an effluent disinfection process to save the utility on their chemical budget.

Wastewater Treatment Plant Operator

Palm Beach County Water Utilities-West Palm Beach, FL

August 2021 to March 2024

- Develop and implement innovative wastewater treatment strategies to optimize plant performance and ensure compliance with regulatory standards.
- Develop and conduct training programs for new and existing wastewater treatment plant operators to ensure compliance with regulations and promote professional development
- • Build monthly reports for management on plant performance for DEP and UIC utilizing Microsoft Office and WIMS
- • Implement a system to track and monitor the performance of wastewater treatment plant operators, including productivity, efficiency, and compliance with regulatory standards. This system will allow for ongoing evaluation and improvement of operator performance, and will help identify areas for training and development.
- • Perform lab analyses (TSS, % solids, PH, chlorine residual, DO, Total Nitrogen, ammonia, nitrate, nitrite, sulfides, conductivity) on treatment units to ensure compliance and record results on DO Forms and WIMS.
- Operate plant equipment including: barscreens, grit separators, aerators, settling tanks, centrifugal pumps (effluent and RAS) positive displacement pumps (polymer and bleach), sludge thickeners, digesters, belt presses, cloth filters, etc.
- Calibrate compliance meters and perform minor maintenance. Conduct regular inspections of the wastewater treatment plant equipment to identify any potential issues or maintenance needs.
- Utilize Microsoft Office to communicate with contractors, track inventories, organize operator tasks, asset management and chemical ordering.

- Perform chemical inventory and submit POs for all plant supplies Create trends on Seeq to track plant and equipment performance.
- Skid steer, forklift and CPR certified. Trained on driving tractor trailers for on-site cake disposal .
- Advanced reporting certificate from WIMS RioNational User Conference. Passed DEP state exam for Class B operator with a 97% -Licensed B Operator

Field Customer Service Representative

Palm Beach County Water Utilities-West Palm Beach, FL

January 2018 to August 2021

- Responsible for connection and disconnection of water service for residential, commercial and hydrant meters from 3/4" - 3" meters.
- Locate and read reclaim water meters and report issues to line repair crews.
- Practice best service when interacting with customers, answering questions and advising them of their account status.
- Complete high water usage and billing investigations and log reports for quality assurance using Customer Information Software.
- Deescalate angry customers when accounts are delinquent, and service is interrupted.
- Install, repair, and read water meters and attached radio equipment.
- Organize and route daily workload using GPS and utilize GIS software to locate meters, hydrants and service lines

Education

Florida State Licensed Wastewater Treatment Plant Operator - B

Palm Beach State College - Lake Worth, FL

February 2021 to May 2021

High School Diploma

Ridgewood High School

40 Credits in Business

Palm Beach State College - Lake Worth, FL

Skills

- Customer Service
- Customer Care
- CSR
- Customer Support
- Problem Resolution
- GIS
- Computer Skills
- Cash Handling
- Route Driving Experience
- Box Truck Experience
- GPS
- Water Damage Restoration

- • Inventory Management
 - Warehouse Experience
 - Logistics
- • Report Writing
 - Investigations
 - Phone Etiquette
 - Customer Focus
 - Hand Tools
 - Forklift Operator (2 years)
 - Freight Experience
 - Load & Unload
 - Delivery Driver Experience
 - Order Picking
 - Mold Remediation
 - Maximo
 - Shipping & Receiving
 - Warehouse Management
- • SCADA
- • Hach
 - Conflict management
- • Asset Management
- • Maintenance
 - Quality Assurance

Certifications and Licenses

Wastewater Treatment Plant Operator - B

March 2022 to April 2023

WIMS Advanced Reporting Certificate

August 2023 to August 2023

Acquired from the WIMS RIO National User Conference.

St. Lucie West Services District

Board Agenda Item

Tuesday, April 8, 2025

Item

DM 9

Other Items

Summary

Discussion/Update items:

- SLWSD Brand Style Guide
- Special District Duties Letter
- Chapter A-II Rules

SLWSD BRAND STYLEGUIDE

PUBLIC USE

MAIN LOGO



COLOR LOGO WITHOUT SLWSD NAME
(For letterheads, or when SLWSD name is used in the same medium as a title)



SLWSD NAME WITHOUT LOGO:
(For use on uniforms and nametags only)

St. Lucie West
SERVICES DISTRICT

INTERNAL

BACKGROUND COLORS TO BE USED
WHEN DISPLAYING THE MAIN COLOR LOGO OVER IT:



Preserves & Landscaping



Wastewater



Potable Water



COLOR PALETTE:



R: 32, G: 52, B: 25 | C: 76, M: 52, Y: 87, K: 65

R: 53, G: 45, B: 21 | C: 60, M: 61, Y: 87, K: 67

R: 96, G: 80, B: 32 | C: 51, M: 54, Y: 99, K: 40

R: 134, G: 111, B: 43 | C: 42, M: 47, Y: 100, K: 20

R: 187, G: 153, B: 47 | C: 28, M: 36, Y: 100, K: 3

R: 43, G: 170, B: 226 | C: 69, M: 16, Y: 0, K: 0

R: 17, G: 114, B: 186 | C: 87, M: 52, Y: 0, K: 0

R: 0, G: 0, B: 0 | C: 75, M: 68, Y: 67, K: 90

R: 255, G: 255, B: 255 | C: 0 M: 0, Y: 0, K: 0

FONTS:

Bell MT - Bold

Lucida Handwriting Italic

ARIAL - Regular

Font: Bell MT



R: 32, G: 52, B: 25 | C: 76, M: 52, Y: 87, K: 65



R: 53, G: 45, B: 21 | C: 60, M: 61, Y: 87, K: 67



R: 96, G: 80, B: 32 | C: 51, M: 54, Y: 99, K: 40



R: 134, G: 111, B: 43 | C: 42, M: 47, Y: 100, K: 20



R: 187, G: 153, B: 47 | C: 28, M: 36, Y: 100, K: 3



R: 43, G: 170, B: 226 | C: 69, M: 16, Y: 0, K: 0



R: 17, G: 114, B: 186 | C: 87, M: 52, Y: 0, K: 0

(All Black Colors)



R: 0, G: 0, B: 0 | C: 75, M: 68, Y: 67, K: 90

(All White Colors)



R: 255, G: 255, B: 255 | C: 0 M: 0, Y: 0, K: 0



St. Lucie West Services District

450 SW Utility Drive, Port St. Lucie, FL 34986

Tel: (772)340-0220 Fax: (772)871-5771

www.slwsd.org

April 8, 2025

SLWSD Board Supervisor
450 SW Utility Drive
Port St. Lucie, FL 34986
(Presented at the Board Meeting)

Special District Duties

Dear Board Member,

Special Districts, like SLWSD, operate only to serve a public purpose. The Legislature has set forth the minimum standards of accountability for elected officials serving a public purpose in terms of financial disclosures (so that it is clear that officials are not financially benefitting from District actions), transparency in public decision making, and ensuring the public has the opportunity to be heard on matters before the Board. However, the elected position is also one of public trust under the Florida Constitution. That trust to the public, while not defined in statute, generally means that elected officials should keep the purpose of the district as its foremost priority. That would generally mean that participation as a Board member requires preparation and engagement in the matters before the Board each month. While commentary is not required and voting and commentary on each item before the Board may not be agreed with by all other members, staff or the public, at least they will show the public that the Board members contemplated the matters in their effort to achieve transparency in its decision making on behalf of the public.

The Governor has the authority to remove elected officials from special districts if the Governor has good reason to conclude that the member has committed malfeasance, misfeasance, neglect of duty, incompetence or a permanent inability to perform duties. Again, those duties, at a bare minimum, are meant to ensure that no elected official benefits from the Board's actions but also transparency in decision making on matters before the Board. A complete and thorough understanding of each matter before the Board at every meeting is not necessary. But at the same time, participation is essential. This is part and parcel the underlying meaning of public trust and one way Board Members can show they are serving the district's public purpose.

As District Manager, it is my duty to guide you through the facets of St Lucie West Services District and to ensure that any questions you may have are answered relating to board meeting agendas, board books, or previous discussions that have occurred and any other information that may be unclear relating to the District.

It is also important to know, that I am your primary contact for District related matters and any conversations that may be on topics that could come before the board in the "foreseeable future" MUST NOT be discussed with other board members outside of a public meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joshua C Miller", with a stylized, flowing script.

Joshua C Miller
District Manager
jmillerslwsd.org

ST. LUCIE WEST SERVICES DISTRICT
CHAPTER A – II
RULES OF BOARD OF SUPERVISORS

SECTION 1. DECLARATION OF PUBLIC POLICY

It is the intent of these rules that the deliberations and actions of the Board of Supervisors of the St. Lucie West Services District be conducted and taken openly in order that the District residents may be fully informed, it being the finding of the District Board that the residents of St. Lucie West must be fully informed if they are to be intelligently advised as to the conduct of public business by the District Board.

SECTION 2. DEFINITIONS

For the purpose of these rules, the following definitions shall prevail:

(a) A "meeting" is a gathering of a quorum of the membership of the District Board for the purpose of receiving information relating to public business, or for discussion of public business, or for final action upon public business.

(b) A "workshop meeting" is a gathering of a quorum of the membership of the District Board for the purpose of receiving information relating to public business, or for discussion of public business, no final action or vote of upon public business will be conducted.

(c) A "regular meeting" is a meeting held pursuant to a schedule of such meetings as approved by the District Board to enact policy and resolutions, conduct public hearings, and otherwise discuss and act upon matters of public interest.

(d) A "special meeting" is a meeting held on the call of the District Chairman or upon the request of a District Supervisor to the District Manager with the concurrence of a majority of the members of the District Board, which shall be ascertained by the District Manager. A "special meeting" is held for the purpose of addressing matters requiring the immediate attention of the District Board or for the purpose of addressing matters which the District Board has determined are best addressed at a special meeting. When a special meeting is called, the District Chairman or members of the District Board shall specifically state the purpose of the meeting and the Board shall address only those matters for which the meeting was called.

(e) The "Board" and the "District Board" shall refer to the Board of Supervisors of the St. Lucie West Services District.

(f) "Supervisors" shall refer to the members of the St. Lucie West Services District Board of Supervisors.

(g) "Resolution" is a formal written statement of a decision or expression of opinion put before and adopted by the District Board.

SECTION 3. MEETINGS

(a) Location. All meetings of the District Board shall be held in within a public building or within a building accessible to the public (Section 189.417(3), Florida Statutes) and shall be open to the public as required by law.

(b) Workshop Meetings. The District Board shall hold a workshop meeting on the work day prior to the Regular Meetings. Unless otherwise noticed, workshop meetings shall commence at 9:00 a.m.

(c) Regular Meetings. The District Board shall hold regular monthly meetings on the first Tuesday of each month beginning with the first Tuesday in October of each year. Unless otherwise noticed, regular meetings shall commence at 9:00 a.m. When the day fixed for regular meetings falls on a day designated by law as a legal holiday, the meeting shall be held on the Tuesday following that holiday or as otherwise designated by the District Board.

(d) Public Notice. The District Board shall give public notice of the schedule of meetings and shall state the dates, times and places for such meetings. Public notice of any special meeting, or of any reconvened meeting, shall be given before such meeting. Public notice shall be given by pasting a copy of the notice at the building in which the meeting is to be held. The District Board shall supply copies of the notices of its meetings to any local newspaper of general circulation, or any local radio or television station that has filed an annual request with the District Manager for such notice.

SECTION 4. MINUTES AND AGENDAS

(a) Minutes identifying all matters coming before the District Board and setting forth the action, if any, thereof, shall be promptly recorded and transcribed by the District Clerk and such records shall be open to public inspection.

(b) At the direction of the District Manager, the Clerk shall prepare an agenda for all regular and special meetings. The agenda for each meeting will be prepared and made available to the public, the press, each Supervisor, and any person in the state who requests a copy at least seven days prior to such meeting. A copy of the agenda shall be posted at the entrance to the meeting room or place prior to the commencement of such meeting.

SECTION 5. PRESIDING OFFICER

The District Board Chairperson shall preside at all meetings, if present, and if absent, the Vice-Chairman, and in his absence the District Secretary shall preside.

SECTION 6. CONDUCT OF MEETING

(a) The presiding officer shall preserve order and decorum at all meetings.

(b) Public to be Heard.

(i) Citizens seeking to address the District Board on matters not appearing on the agenda may do so during the "Public to be Heard" portion of the agenda. Citizens intending to address the Board at this time must, prior to the commencement of the meeting, indicate his or her desire to address the Board by signing the sign up sheet provided by the District Clerk.

(ii) Speakers addressing the District Board during the "Public to be Heard" portion of the meeting will be limited to three (3) minutes for their presentation. The three (3) minute limitation may be relaxed at the Chairperson's discretion considering the number of citizens who have signed up to address the Board.

(iii) The Public to be Heard agenda item at the beginning of the meeting shall be limited to thirty (30) minutes. At the Chairperson's discretion, citizens who signed up to address the Board but were unable to do so because of the expiration of the thirty (30) minute limitation will be given an opportunity to address the District Board at the conclusion of the regular Board business agenda.

(c) As the Board considers agenda items, other than items noticed for public hearing, the presiding officer may, at his discretion, or at the direction of a majority of the Board, accept comments from those in attendance.

(d) When considering matters noticed for a public hearing, the applicable resolution shall first be read by its title only. The presiding officer shall declare the public hearing open and receive comments from the public. Those persons addressing the Board shall first state his or her name and address. At the discretion of the presiding officer or at the direction of a majority of the District Board, public comments may be limited to five (5) minutes per person so that all may be heard on the matter and the presiding officer, or his designee, shall in such instances monitor the timing and give the speaker a one (1) minute notice prior to the expiration of the time allotted. In such instance the presiding officer may, at his discretion, or at the direction of a majority of the board, extend the time allowed for an individual to speak or to allow a speaker a single opportunity to rebut comments made by another speaker. Any such rebuttal shall be limited to five (5) minutes. After receiving public

comments as provided herein, the public hearing shall be closed and all further discussion on the matter shall be limited to members of the Council.

(e) Supervisors' Requests.

(i) Supervisors addressing the District Board on matters not appearing on the agenda may do so during the "Supervisors' Requests" portion of the meeting.

(ii) Each Supervisor addressing the District Board during the "Supervisors' Requests" portion of the meeting will be limited to five (5) minutes for his or her presentation.

(iii) The Chairperson shall call upon Supervisors on a rotating (from meeting to meeting) basis during the "Supervisors' Requests" portion of the agenda.

(f) Those persons wanting to express his or her opinion on an agenda item without addressing the Board may do so on forms which the District Clerk shall make available and when completed and returned to the District Clerk shall be made part of the public record of the proceedings.

(g) The Board shall follow the order of business as established by the agenda for that meeting; however, in the event a Board meeting continues past the hour of 12:00 o'clock noon it shall be the policy of the Board to complete, if possible, the item then under consideration and thereafter table all other agenda items scheduled for that meeting to a meeting to be scheduled by the Board for the purpose of completing those agenda items or, if the Board is unable to convene such a meeting, then the Board shall table the remaining agenda items to the next immediately available Board meeting.

(h) In the absence of a specific procedural rule adopted by the Board or established by state statute or rule respecting a particular matter, all Board meetings shall be conducted in accordance with the current edition of *Robert's Rules of Order, Newly Revised*, unless waived as provided in Section 14 of these rules.

SECTION 7. ORDER OF BUSINESS: All meetings of the Board shall be open to the public promptly at the hour set on the date of each meeting. The members of the Board, District Manager, District Clerk, and District Attorney shall take their regular stations and the business of the Board shall be taken up for consideration and disposition in substantially the following order

(a) Meeting called to order.

(b) Roll call

(c) Public to be Heard.

- (d) Proclamations and special presentations.
- (e) Additions or deletions to agenda and approval of agenda.
- (f) Approval of the minutes of previous Board meeting
- (g) Approval of consent agenda.
- (h) Public hearings.
- (i) District Resolutions
- (j) Unfinished business.
- (k) New business.
- (l) Communications and Staff reports.
- (m) Supervisors' Requests
- (n) Adjourn.

The above form the headings for the agenda for regular meetings. Any person or persons, including District Supervisors, desiring to have a particular subject matter placed upon the agenda may make a request therefore to the District Manager. Such a request shall be accompanied by any information or documentation supporting the subject matter of the request, including any proposed form of resolution or other action by the Board, and shall indicate the approximate length of time required for any presentation to the Board. Except in unusual circumstances, no item shall be placed on the meeting agenda until the subject has been referred for comment to whatever department, advisory board, or combination of them that has an interest in the subject matter. Any such request shall be promptly considered and placed upon the agenda without undue delay.

The Chairman will ask for approval of the consent agenda and if any Board Member has an item they wish removed and added to the regular agenda they must motion and have a second and the majority of the Board vote before the specific item can be removed and placed on the agenda as an action item.

SECTION 8. VOTING.

(a) When a motion that is in order has been made and seconded, the Chairperson formally places it before the Board by having the District Clerk or Chairperson Clerk read the exact motion into the record. Thereafter the motion is open to debate.

(b) Voting on all motions and resolutions, except adjournment, shall be by "yes" and "no" upon call of the roll of Board members. Any comments by Supervisors as to the subject matter of a

motion should be made during the debate thereon rather than at the time the Board member's vote is cast so that other members of the Board may have the benefit of those comments during the debate and before their vote is cast. The call of the roll shall be rotated as items come up for vote.

SECTION 9. PREPARATION OF RESOLUTIONS

(a) No resolution shall be prepared for presentation to the Board unless directed by a majority of the Board at a prior Board meeting, requested by the District Manager, referred through the District Manager in the manner provided in Section 7 and Subsection 9(b) of these rules, or prepared by the Board Attorney on his own initiative, unless otherwise required by law.

(b) All resolutions shall, before presentation to the Board, have been approved as to form by the Board Attorney, or his authorized representative. All those instruments shall first be referred to the head of the department under whose jurisdiction the administration of the subject matter of the resolution would be involved and shall be approved by the department head. If approval is not given, then the instrument shall be returned to the District Manager with a written memorandum of the reasons why approval is withheld. In the event the questioned instrument is not redrafted to meet a department head objection or the objection is not withdrawn and approval in writing given, then the District Manager shall so advise the Board and give the reasons advanced by the department head for withholding approval.

SECTION 10. DECORUM.

The presiding officer shall preserve strict order and decorum at all meetings.

(a) During Board meetings, Board members shall maintain order and decorum. Every Board member desiring to speak shall address the chair and, upon recognition by the chair, shall confine himself to the question under debate. Each Board member desiring to be recognized shall be recognized once before a Board member shall be recognized a second time. Every Board member desiring to question the administrative staff shall address his question to the District Manager who shall be entitled either to answer the inquiries himself or designate some member of the staff for that purpose. During Board discussion, Board members may also, with leave of the presiding officer, direct questions to others in attendance at the Board meeting. A Board member once recognized shall not be interrupted while speaking unless called to order by the presiding officer, unless a point of order is raised by another member, or unless the speaker chooses to yield to questions of another member. All members of the Board shall accord the utmost courtesy to each other, the District employees and the public members appearing before the Board and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to

motives and personalities. Board members shall confine their remarks to the issues before the Board.

(b) Members of the administrative staff and employees of the District shall observe the same rules of procedure and decorum applicable to Board members. Public members attending Board meetings also shall observe the same rules of propriety, decorum and good conduct applicable of Board members. The chair may cause to be ejected any person making personal, impertinent, or slanderous remarks or who becomes boisterous while addressing the Board.

(c) Section 871.01, Florida Statutes, declares that any person who willfully interrupts or disturbs any assembly of people meeting for any lawful purpose shall be guilty of a misdemeanor of the second degree. Any person who, at a meeting, willfully interrupts or disturbs the meeting in violation of Section 871.01, Florida Statutes, may be arrested by police officers present. This may be done in the absence of the conduct being noted, or of the offender being called to order, by the presiding officer. In the case that any person is declared out of order by the presiding officer and ordered expelled, and does not immediately leave the Board meeting room, the following steps shall be taken:

(i) The person may be approached by a police officer and advised that he has been ordered expelled.

(ii) In case the person does not remove himself from the area he may be placed under arrest for violation of Section 871.01, Florida Statutes, should the person continue to willfully interrupt or disturb the meeting.

(iii) In the event any person who is ordered expelled leaves the Board meeting room voluntarily and then returns to the same meeting, he is subject to arrest for violation of Section 571.01, Florida Statutes, should the person continue to willfully interrupt or disturb the meeting.

SECTION 11. BOARDS AND COMMITTEES

Members of the District Board have the opportunity and responsibility to represent the interest of the District on various boards and committees that may, from time to time, be established by the District Board. Participation in these boards and committees is an opportunity for the District to present points of view that are beneficial to the District and an opportunity to participate in decision making processes that may be of significant importance to the District.

SECTION 12. ATTENDANCE

Members in attendance at a Board meeting must be present when votes are taken and must cast a ballot or, pursuant to Section 286.012, Florida Statutes, declare that there is, or appears to

be, a possible conflict of interest according to Florida law and thereupon comply with the disclosure requirements of Section 112.3143, Florida Statutes.

SECTION 13. BOARD MEMBER CONDUCT, RESPONSIBILITY, AND AUTHORITY

(a) Members of the Board must at all times recognize that their actions, both public and private, may reflect upon the Board as a whole and further may reflect upon the St. Lucie West Service District.

(b) The Board shall exercise the powers granted to the District pursuant to Chapter 190, Florida Statutes, and is empowered to determine the policies necessary for the effective operation and general improvement of the District. The Board shall limit its actions to establishing policy and to meeting the requirements prescribed by Chapter 190.

(c) The Board is a public entity and may take action only when meeting in official public session with a quorum present. Individual members of the Board have authority to take official action only when sitting as a member of the Board of Supervisors in public session, except when the Board specifically authorizes as a member to act. The Board shall not be bound in any way by any action on the part of an individual Board member or an employee except when such action is in compliance with the public action of the Board of Supervisors.

(d) The Board shall employ, and fix the compensation of, the District Manager.

(i) The District Manager shall have charge and supervision of the works of the District and shall be responsible for preserving and maintaining any improvement or facility constructed or erected pursuant to the provisions of Chapter 190 for maintaining and operating the equipment owned by the District, and for performing such other duties as may be prescribed by the Board.

(ii) The District Manager may hire or otherwise employ and terminate the employment of such other persons, including, without limitation, professional, supervisory, and clerical employees, as may be necessary and authorized by the Board. The compensation and other conditions of employment of the officers and employees of the District shall be as provided by the Board.

(iii) Individual members of the Board shall direct to the District Manager or designee, the District Engineer, or the District Counsel all questions and concerns relating District operations. Any member of the Board desiring to discuss matters of District operations with any District employee, contractor, or subcontractor shall coordinate such discussion with the District Manager or designee.

SECTION 14. WAIVER OF RULES

The Board may, at anytime, waive all or a portion of these rules of procedure during the course of a meeting, provided, however, that any such waiver shall only be done upon a motion and majority approval of the waiver by members of the Board present and voting.

Specific Authority: §§120.54, 190.011(5), Fla. Stat.

Law Implemented: §§120.54, 190.011(5), Fla. Stat.

History: Adopted July 19, 2005; Amended February 21, 2006; April 2, 2013

Approved by Board of Supervisors: July 19, 2005; February 21, 2006; April 2, 2013

St. Lucie West Services District

Board Agenda Item

Tuesday, April 8th, 2025

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 Feb 2025

<u>Division</u>	<u>Service Orders*</u>	<u>Work Orders**</u>
Aquatics	78	2
Exotic Plant Removal	18	12
Storm Water	4	43
Vac Truck	70	0
Dredge Barge	0	0
Video Ray	73	0
Shop	162	0
Grand Total	405	57

Aquatics Division:

Operations & Maintenance:

<u>Type</u>	<u>Service Orders</u>	<u>Work Orders</u>
Algae	26	2
Injection Treatments	0	0
Hydrilla Treatments	4	0
Midge Fly Treatments	0	0
Harvester Removal	0	0
Surface Plant Treatments	3	0
Wetland & Upland Treatments	0	0
Debris Removal	25	0
Miscellaneous	20	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	12	12
Lygodium Treatments	1	0
Exotic Vegetation Treatments	4	n/a
Tree Removals	0	0
Preserves Maintenance	0	n/a
Vine Management	0	0
Miscellaneous	1	n/a

Scheduled Maintenance

- None

Storm Water Division:

Operations & Maintenance:

<u>Type</u>	<u>Service Orders</u>	<u>Work Orders</u>
Locates	n/a	42
Street Flooding	0	1
Grate Cleaning	1	0
Improved Landscaping & Mowing	2	n/a
Miscellaneous	1	0

Storm Water Division Cont'd:

Scheduled Maintenance

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

Storm Water Division / Vac Truck:

Operations & Maintenance:

<u>Type</u>	<u>Service Orders</u>	<u>Work Orders</u>
Cleaning Out Pipes	43	n/a
Cleaning Out Structures	23	n/a
Miscellaneous	4	n/a

Scheduled Maintenance

- None

Other Information

- 3225 Estimated Footage Cleaned
- 0
- none

Storm Water Division / Dredge Barge:

Operations & Maintenance:

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

Scheduled Maintenance

- None

Other Information

- 0 Estimated Yardage Cleaned
- None
- None

Storm Water Division / Video Ray:

Operations & Maintenance:

<u>Type</u>	<u>Service Orders</u>	<u>Work Orders</u>
Viewing Pipes	69	n/a
Miscellaneous	4	n/a

Scheduled Maintenance

- None

Shop Division :

Operations & Maintenance:

<u>Type</u>	<u>Service Orders</u>	<u>Work Orders</u>
Vehicle Repair	49	n/a
Equipment Repair	52	n/a
Other Repair	61	n/a
Total Repairs	162	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 8, 2025

Item

CA 2 Monthly Report on Utilities Operations

Summary

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

St. Lucie West Services District Monthly Utilities Operations Report

Summary		ERC Water/Wastewater Update			
<u>WATER</u>					
Commercial Accounts		526			
Residential Accounts		6,303			
Total Plant Capacity Based on 3.6 MGD		14,400.00			
Water ERC's sold as of October 1st		12,346.00			
Current ERC(use) including the Reserve CDD		9,285.00			
The Reserve Commitment for 2023		0.00			
Unsold Water ERC's as of October 1st		2,054.00			
Sold in FY 2024 (see water table below)		10.10			
Total Unsold Capacity for Water		2,043.90			
Total Unused Capacity for Water		5,104.90			
WATER		RESIDENTIAL	COMMERCIAL	THE RESERVE	WATER FEES COLLECTED
ERC's sold in	Oct-24	0.0	1.2	0	\$ 3,342.00
ERC's sold in	Nov-24	0.0	0.0	0	\$ -
ERC's sold in	Dec-24	0.0	0.0	0	\$ -
ERC's sold in	Jan-25	0.0	8.9	0	\$ 24,786.50
ERC's sold in	Feb-25	0.0	0.0	0	\$ -
ERC's sold in	Mar-25	0.0	0.0	0	\$ -
ERC's sold in	Apr-25	0.0	0.0	0	\$ -
ERC's sold in	May-25	0.0	0.0	0	\$ -
ERC's sold in	Jun-25	0.0	0.0	0	\$ -
ERC's sold in	Jul-25	0.0	0.0	0	\$ -
ERC's sold in	Aug-25	0.0	0.0	0	\$ -
ERC's sold in	Sep-25	0.0	0.0	0	\$ -
Total Water ERC's sold for FY 2024		0.0	10.1	0	\$ 28,128.50
<u>WASTEWATER</u>					
Commercial Accounts		472			
Residential Accounts		6,303			
Total Plant Capacity Based on 2.60 MG/TMADF		10,400.00			
Wastewater ERC's sold as of October 1st		9,876.80			
Current ERC(use) including the Reserve CDD		6,447.00			
The Reserve Commitment for 2023		0.00			
Unsold Wastewater ERC as of October 1st		523.20			
Sold in FY 2024 (see W.Water table below)		10.10			
Total Unsold Capacity for Wastewater		513.10			
Total Unused Capacity for Wastewater		3,942.90			
WASTEWATER		RESIDENTIAL	COMMERCIAL	THE RESERVE	WASTEWATER FEES COLLECTED
ERC's sold in	Oct-24	0.0	1.2	0	\$ 2,700.00
ERC's sold in	Nov-24	0.0	0.0	0	\$ -
ERC's sold in	Dec-24	0.0	0.0	0	\$ -
ERC's sold in	Jan-25	0.0	8.9	0	\$ 20,025.00
ERC's sold in	Feb-25	0.0	0.0	0	\$ -
ERC's sold in	Mar-25	0.0	0.0	0	\$ -
ERC's sold in	Apr-25	0.0	0.0	0	\$ -
ERC's sold in	May-25	0.0	0.0	0	\$ -
ERC's sold in	Jun-25	0.0	0.0	0	\$ -
ERC's sold in	Jul-25	0.0	0.0	0	\$ -
ERC's sold in	Aug-25	0.0	0.0	0	\$ -
ERC's sold in	Sep-25	0.0	0.0	0	\$ -
Total Wastewater ERC's sold for FY 2024		0.0	10.1	0	\$ 22,725.00
New Connections in February:		-	ERC's		

St. Lucie West Services District Monthly Utilities Operations Report

February-25

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

57.00	MG
724.94	MG
2.04	MG
1.99	MG
1.99	MG
56.5%	
80.9%	

Water Treatment Plant Projects for February:

- New Injection Well out to bid
- Reserve CDD Service Area Incorporation Negotiations 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

43.96	MG
43.33	MG
1.57	MG
1.55	MG
1.50	MG
1.55	MG
59.7%	

Wastewater Treatment Plant Projects for February:

- New Screwpress Building & Polymer Tote Storage Bldg Installed



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

Month/Year: February-2025

Count	Description
41	New Service/Connect/Disconnect/occupant change
1	Install Permanent Meter
1	Remove Permanent Meter
0	Install Temporary Meter
1	Remove Temporary Meter
0	Lock off/Close Account
0	Lock off Return payment
1	Lock Off Temporary
19	Lock Off Non-Payment
14	Reconnection "No Fee"
6	Reconnection "Regular Hours"
0	Reconnection "After Hours"
0	Reconnection "Inspection"
17	Check for Leak "No Leak Found"
7	Check for Leak "Customers Responsibility"
17	Check for Leak "Districts Responsibility"
0	Meter Reading Exception
22	Meter Maintenance
0	Read Meter pull Data Office Request
4	Meter Box
20	Follow up "Meter Swap"
0	Complaints "UGU Irrigation"
14	AMI Lock off Leak
0	Meter Change Out
0	Fire Hydrant
4	Irrigation "Checking for Leaks and Turning on Or Shutting Off Valves"
10	Sewer "Backups, Sewer Caps, or Breaks"
0	Lift station "District"
5	Read Meter Office Request
42	Locates "Water Quality, Pressure, etc..."
0	Complaints "Water Quality, Pressure, etc..."
15	Follow up "Incomplete Task by District or Contractor from Previous Service Orders"
3	Read Meter pull Data Customer Request
0	AMI Code Leak
0	Meter Test 1st Customer Request
0	Lockoff Non Payment Office
7	Door Hanger
61	Service Action
0	AMI Leak Alarm
10	Vactor Lift Stations 1,35,15,27,22,23,51,43,53,41
UGU CONSTRUCTION CREW PROJECTS:	
<ul style="list-style-type: none"> • (1) POTABLE BLOWOFF INSTALLATION- Lake Charles • (1) CONCRETE PAD - SLWSD UGU BLDG Storage • (1) SEWER LINE REPAIR - SLWSD WWTP 6" Drain Line • (1) STORMWATER MANHOLE REPAIR - NW Commerce Park Drive • (1) LIFT STATION DRIVEWAY EXTENSION - Lift Station #23 • (2) LIFT STATION BYPASS CONNECTIONS - Lift Station #32, #41 • (5) LIFT STATION SAFETY RAILS - Lift Station #1, #3, #6, #9, #10 	

IRRIGATION MONTHLY REPORT- FEBRUARY 2025

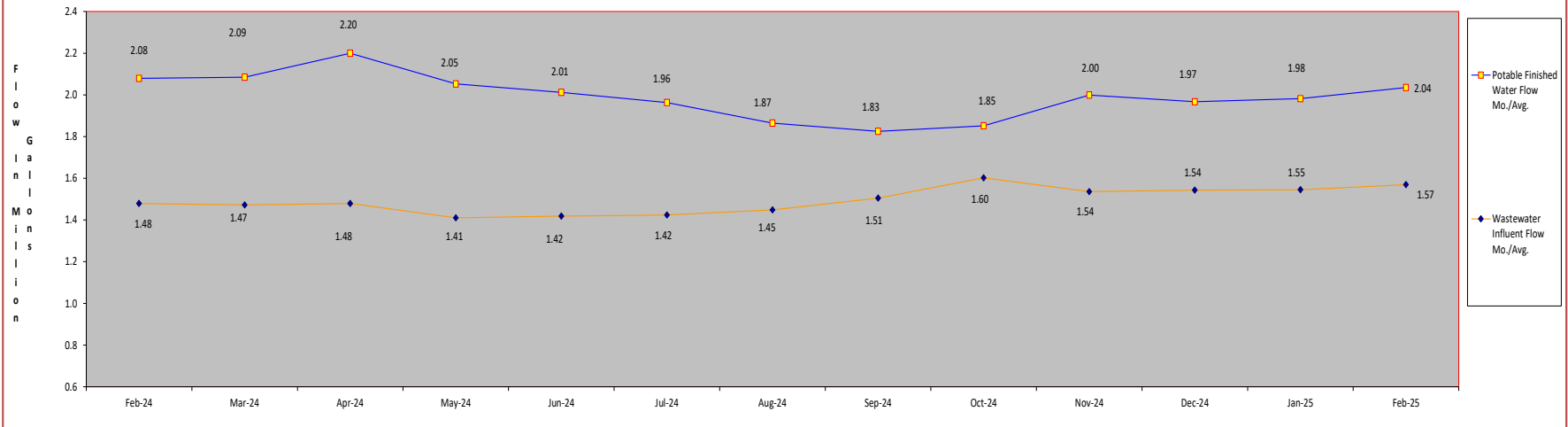
SERVICE ORDERS	
<u>S/O DESCRIPTION</u>	<u>TOTAL</u>
* CHECK FOR LEAK & OPERATE VALVES	12
IQ FOLLOW UP (ANGEL)	3
ACREAGE MEASUREMENT	0
COMPLAINTS	6
TIMER CHANGE REQUEST	0
ADDITIONAL TIME REQUEST	0
NEW PLANTINGS	
* Also reported un UGU MOR	

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	21.885	0.782	2.438
MAIN PUMP STATION	52.797	1.886	3.708
STORM WATER TRANSFER	8.191	0.293	1.548
SURFICIAL WELLS	0.000	0.000	0.000
BRACKISH WELLS	0.440	0.016	0.023
GOLF COURSE	3.809	0.136	0.264

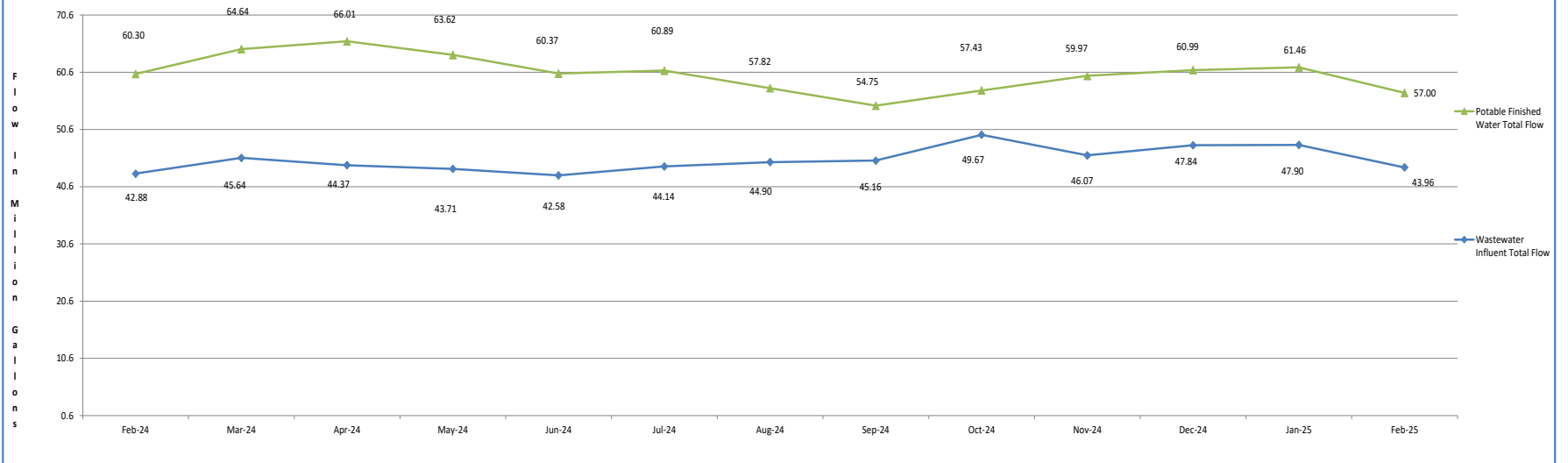
FLOWS (CATEGORIZED)			
	<u>TOTAL (MG)</u>	<u>%</u>	<u>MAX DAY (MG)</u>
REUSE	43.330	59.03%	1.796
STORMWATER	30.076	40.97%	
WELLS (ALL)	0.440	0.60%	
TOTAL	73.406	100.60%	

PROJECTS
Removed 4" Irrigation Filter on NW Bethany Drive

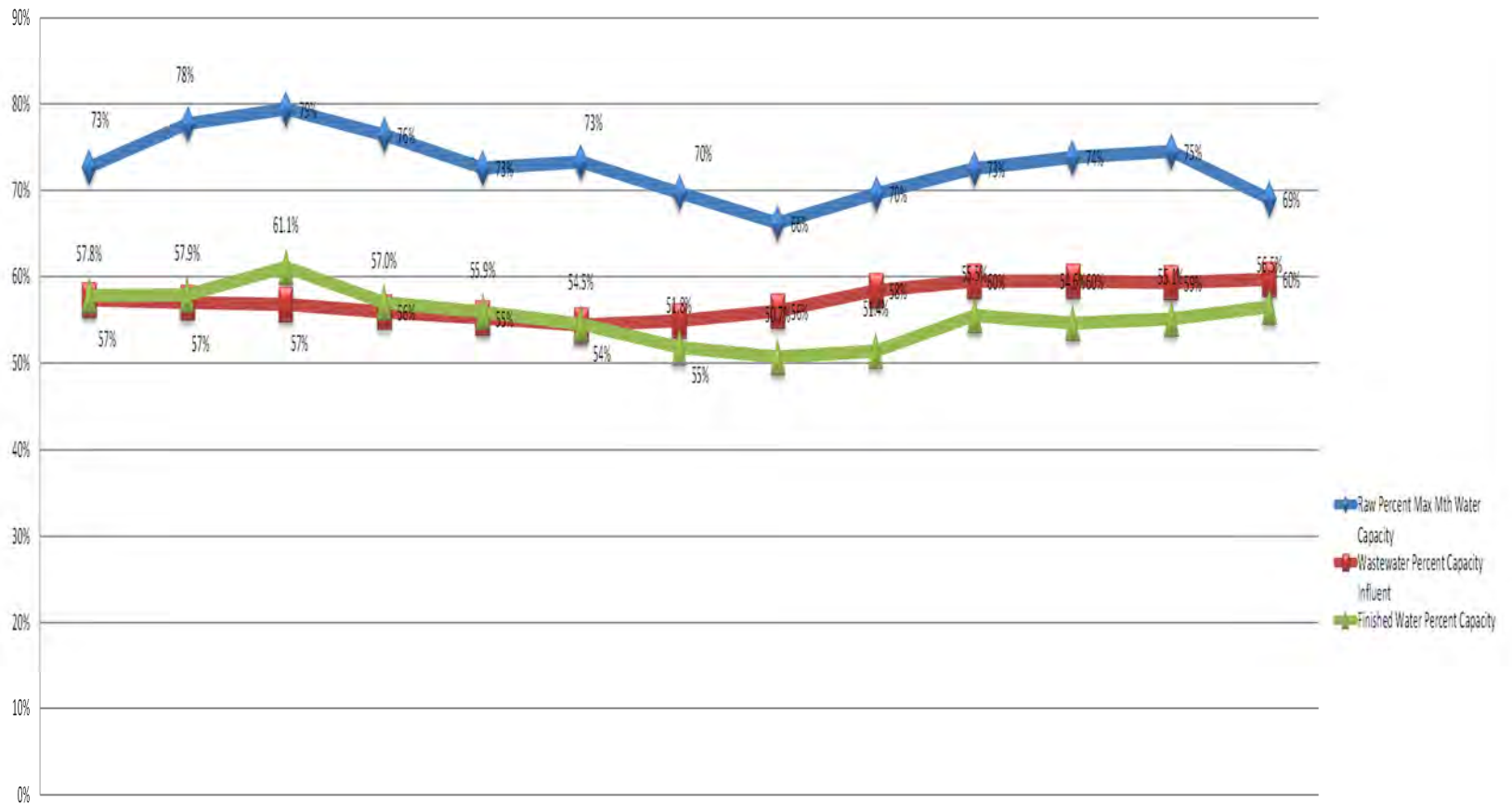
St. Lucie West Services District Water & Wastewater Average Daily Flows



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

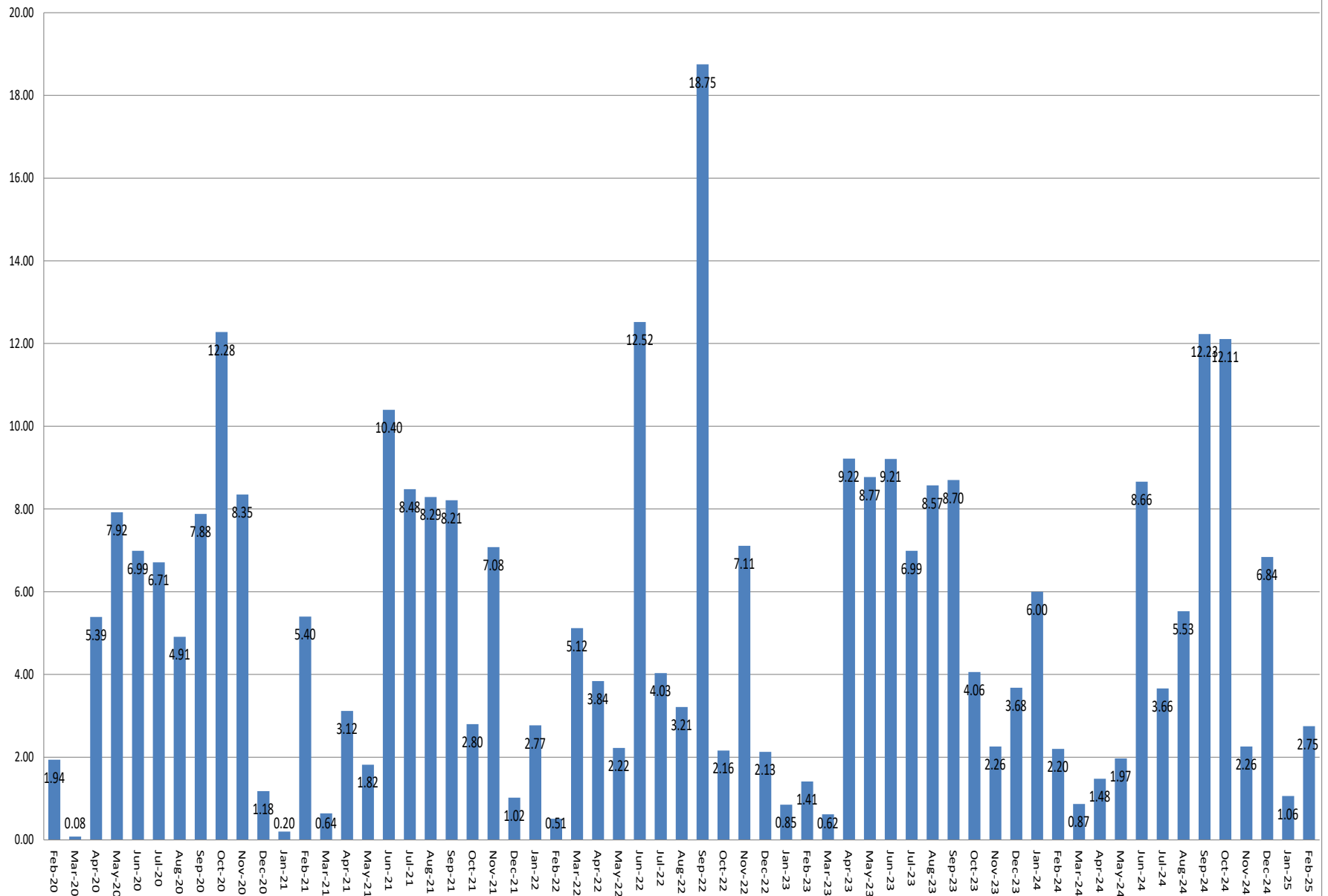


St. Lucie West Services District Water and Wastewater Percent Capacity



	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Raw Percent Max Mth Water Capacity	73%	78%	79%	76%	73%	73%	70%	66%	70%	73%	74%	75%	69%
Wastewater Percent Capacity Influent	57%	57%	57%	56%	55%	54%	55%	56%	58%	60%	60%	59%	60%
Finished Water Percent Capacity	57.8%	57.9%	61.1%	57.0%	55.9%	54.5%	51.8%	50.7%	51.4%	55.5%	54.6%	55.1%	56.5%

St. Lucie West Services District Monthly Rainfall



St. Lucie West Services District

Board Agenda Item

Tuesday, April 8, 2025

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.

WM001	4C Gate Automation Project Completed
SW078	WTP Painting & Sealing of Tanks Completed
SW098	WTP Expansion Injection Well #2 in Bidding Phase
SW098	WTP Expansion in Design Phase

PROJECT TRACKER - St Lucie West Services District

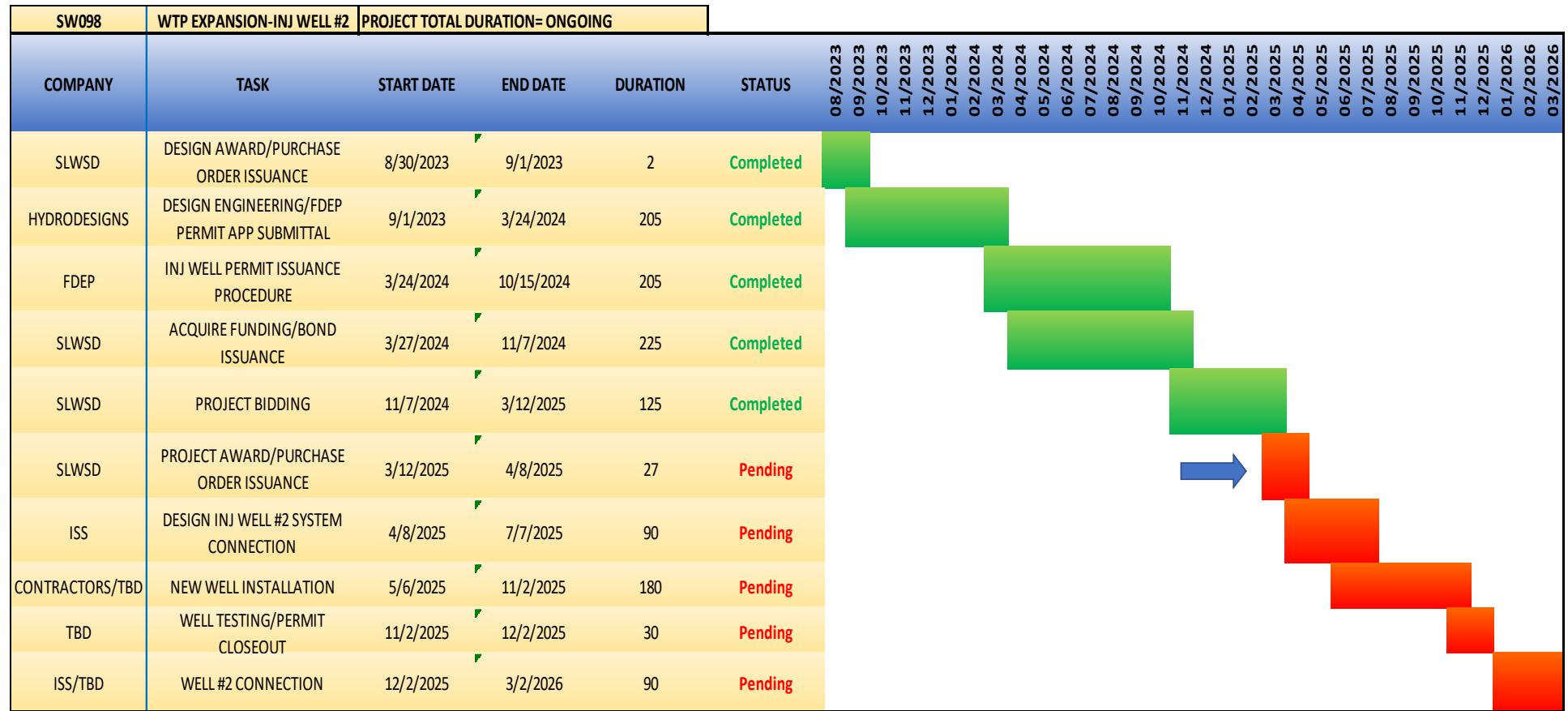
Project No.	Project Engineer	Project Manager	Contractor / Vendor	Approved Capital Budget Funds in Dollars	Encumbered / Actual Cost of Project in Dollars	Available 2024 Budget	Ongoing % Compl.	FY % Completion	Project	Oct-2024	Nov-2024	Dec-2024	Jan-2025	Feb-2025	Mar-2025	Apr-2025	May-2025	Jun-2025	Jul-2025	Aug-2025	Sep-2025	
WM001		GR		267,460	-	267,460		0%	Stormwater Emergency Repairs													4C Gate Project Completed
SW001		JM/TB		215,833	162,000	53,833		75%	Lift Station Renewal & Replacement													
SW037		JM/TB		250,000	95,000	155,000		38%	Emergency Renewal and Replacement Projects													
SW047		JM/TB		33,660	3,100	30,560		9%	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													
SW066		JM/TB		100,000	-	100,000		0%	WWTF Painting & Sealing of Tanks													
SW078		JM/TB	SHAMROCK	150,000	130,000	150,000	95%	87%	WTP Painting & Sealing of Tanks													WTP Tanks and Bldg Complete, Smaller Projects Bidding
SW084		JM/TB		5,000	-	5,000		0%	UGU Potable Water Flushing Devices													
SW085		JM/TB		15,750	-	15,750		0%	Emergency (Assoc. Irr.) R&R Projects													
SW087		JM/TB		70,000	-	70,000		0%	Irrigation SCADA Conversion													
SW091		JM/TB		5,000	-	5,000		0%	IRR Water Flushing Devices													
SW098	ISS	JM/TB		34,746,777	86,000	34,660,777		0%	WTP Expansion													INJ WELL #2 Bids Received
Total				\$ 35,899,180	476,100	35,553,080																


Available Budget Amounts Listed in RED are Over Budget
Available Budget Amounts Listed in Blue are At or Under Budget

TOTAL PROJECTS IN PROGRESS OR COMPLETE	13	13	13	13	13																	
PROJECTS IN DESIGN PHASE	5	4	4	3	3																	
PROJECTS IN BID PHASE	0	0	0	1	1																	
PROJECTS IN CONSTRUCTION PHASE	0	0	0	0	0																	
PROJECTS COMPLETED	0	1	1	1	1																	
ONGOING CAPITAL R&R PROJECTS	8	8	8	8	8																	

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.



 **CRITICAL PATH :** Must Encumber 5.0 % of Project Funds Within 6 months(Bond Requirement).

SW098	WTP EXPANSION	PROJECT TOTAL DURATION= ONGOING																							
COMPANY	TASK	START DATE	END DATE	DURATION	STATUS	04/2025	05/2025	06/2025	07/2025	08/2025	09/2025	10/2025	11/2025	12/2025	01/2026	02/2026	03/2026	04/2026	05/2026	06/2026	07/2026	08/2026	09/2026	10/2026	11/2026
ISS	WTP DESIGN CRITERIA	4/8/2025	8/6/2025	120	Pending																				
SLWSD	DESIGN/BUILD BIDDING	8/6/2025	9/11/2025	36	Pending																				
SLWSD	PROJECT AWARD/PURCHASE ORDER ISSUANCE	9/11/2025	10/9/2025	28	Pending																				
CONTRACTOR/TBD	NTP/MOBILIZATION	10/9/2025	12/8/2025	60	Pending																				
CONTRACTOR/TBD	CONSTRUCTION	12/8/2025	8/5/2026	240	Pending																				
CONTRACTOR/TBD	FINAL CLOSEOUT	8/5/2026	9/4/2026	30	Pending																				
ISS	PERMITTING CLOSEOUT	9/4/2026	11/3/2026	60	Pending																				
SLWSD	OPERATIONAL TESTING	9/4/2026	11/3/2026	60	Pending																				

St. Lucie West Services District

Board Agenda Item
Tuesday April 8, 2025

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	40,636,020	Gallons
Sewer	40,181,690	Gallons
Sewer BOD	0.00	Gallons
Sewer TSS	0.00	Gallons

2. Amount Billed

Total Water	\$333,599.67
Total Sewer	\$388,571.60
Total Irrigation	\$182,745.15

3. Billing

Total Water	6,829
Total Sewer	6,775
Total Irrigation	6,458



Month/Year Feb - 2025

Monthly Deposited Daily Form

Date	WSI Total Deposit /Daily	Misc. Total Deposit/Daily	Date	WSI Total Deposit /Daily	Misc. Total Deposit/Daily
Mon 2/3/2025	\$ 102,198.70	\$ -	Mon 2/24/2025	\$ 63,961.32	\$ -
Tues 2/4/2025	\$ 46,088.42	\$ -	Tues 2/25/2025	\$ 12,990.07	\$ -
Wed 2/5/2025	\$ 350,505.55	\$ -	Wed 2/26/2025	\$ 66,886.40	\$ -
Thur 2/6/2025	\$ 35,520.87	\$ -	Thur 2/27/2025	\$ 28,213.76	\$ -
Fri 2/7/2025	\$ 9,085.15	\$ -	Fri 2/28/2025	\$ 32,461.45	\$ 846.40
Total - Week	\$ 543,398.69	\$ -	Total - Week	\$ 204,513.00	\$ 846.40
Mon 2/10/2025	\$ 15,135.06	\$ -	Mon	\$ -	\$ -
Tues 2/11/2025	\$ 3,287.68	\$ -	Tues	\$ -	\$ -
Wed 2/12/2025	\$ 21,515.03	\$ -	Wed	\$ -	\$ -
Thur 2/13/2025	\$ 2,419.86	\$ -	Thur	\$ -	\$ -
Fri 2/14/2025	\$ 18,434.31	\$ -	Fri	\$ -	\$ -
Total - Week	\$ 60,791.94	\$ -	Total - Week	\$ -	\$ -
Mon 2/17/2025 Holiday	\$ 100,667.91	\$ -			
Tues 2/18/2025	\$ 4,333.88	\$ -			
Wed 2/19/2025	\$ 19,924.58	\$ -			
Thur 2/20/2025	\$ 13,232.53	\$ -			
Fri 2/21/2025	\$ 28,159.15	\$ -			
Total - Week	\$ 166,318.05	\$ -			
			Total Month Receivables	WSI	MISC
				\$ 975,021.68	\$ 846.40

ST. LUCIE WEST SERVICES DISTRICT
ACCOUNTS BILLED AND MONTHLY RECEIVABLES

REPORT # 1 ACTIVE COMPANY

MONTH END SUMMARY

2/1/2025 - 2/28/2025

GENERAL LEDGER

<u>BALANCE TOTALS</u>	
<u>BEGINNING BALANCE AS OF</u>	<u>2/1/2025</u>
TOTAL BEGINNING BAL.	\$ 576,842.18

<u>CHARGES</u>	<u>DESCRIPTION</u>	<u>TOTAL BILL COUNT</u>	<u>BILLED AMOUNT</u>		
<u>BASE CHARGES</u>					
5-04109	IRRIGATION BASE	6458	\$ 182,025.99		
5-04107	SEWER BASE	6775	\$ 204,013.17		
5-04106	WATER BASE	6829	\$ 163,887.75		
	DISPENSED/TANKER TRUCK				
5-04046	WATER BASE	17	\$ 1,333.37		
5-04014	WHOLESALE WATER BASE	1	\$ 870.18		
	TOTAL CHARGE		\$ 552,130.46		
<u>CONSUMPTION CHARGES</u>					
5-04009	IRRIGATION		\$ 719.16		
5-04007	SEWER		\$ 184,558.43		
5-04007	SEWER-BOD EXCESS		\$ -		
5-04007	SEWER-TSS EXCESS		\$ -		
5-04006	WATER		\$ 169,711.92		
	<u>AVERAGE DAYS</u>				
5-04046	TANKER TRUCK WATER		\$ 48.76		
5-04014	WHOLESALE WATER		\$ 40,671.14		
5-04021	WHOLESALE WASTEWATER		\$ 41,641.04		
	TOTAL CHARGE		\$ 437,350.45		
	<u>DEPOSIT CHARGE</u>		\$ -		
	<u>TOTAL CHARGES</u>				
	IRRIGATION CHARGE		\$ 182,745.15		
	SEWER CHARGE		\$ 430,212.64		
	WATER CHARGE		\$ 376,523.12		
	TOTAL CHARGE		\$ 989,480.91		
<u>ADJUSTMENTS</u>					
	<u>DESCRIPTION</u>			<u>REVENUE</u>	<u>WRITE OFF</u>
	TOTAL REVENUE CHANGES			\$ (3,863.38)	
	TOTAL WRITE OFFS				\$ (374.31)
<u>PENALTY CHARGES</u>					
5-04010	<u>DESCRIPTION</u>		<u>AMOUNT</u>		
	TOTAL PENALTY		\$ 7,791.88		
<u>MISCELLANEOUS CHARGES</u>					
5-04012	<u>DESCRIPTION</u>		<u>AMOUNT</u>		
	TOTAL MISCELLANEOUS		\$ 125.00		
5-04047	BACK FLOW CHARGES		\$ -		
5-04047	BACK FLOW OPT OUT CHARGES		\$ -		
<u>METER SET FEES</u>					
5-04018	<u>DESCRIPTION</u>		<u>AMOUNT</u>		
	METER FEE		\$ -		
5-04012	INITIAL CONNECTION METER FEE		\$ -		
	TOTAL METER FEES		\$ -		
<u>IMPACT FEES</u>					
5-04033	<u>DESCRIPTION</u>		<u>AMOUNT</u>		
	WATER IMPACT (AFPI)		\$ -		
5-04035	SEWER IMPACT (AFPI)		\$ -		
	TOTAL IMPACT (AFPI)		\$ -		

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

REPORT # 2 ACTIVE COMPANY

MONTH END SUMMARY

2/1/2025 - 2/28/2025

GENERAL LEDGER

			<u>BALANCE TOTALS</u>	
			CONTINUED BALANCE	REF. REPORT # 1
			\$	1,570,002.28
<u>PAYMENTS</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>		
5-01025	DISPENSED WATER/TANKER TRUCK	\$ 351.90	\$	1,569,650.38
5-01025	IRRIGATION	\$ 172,497.35	\$	1,397,153.03
5-01025	PENALTY	\$ 7,574.12	\$	1,389,578.91
5-01025	SEWER BASE	\$ 194,246.07	\$	1,195,332.84
5-01025	SEWER CONSUMPTION	\$ 173,843.79	\$	1,021,489.05
5-01025	WATER BASE	\$ 156,259.44	\$	865,229.61
5-01025	WATER CONSUMPTION	\$ 161,555.50	\$	703,674.11
5-01025	MISCELLANEOUS	\$ 375.00	\$	703,299.11
5-04047	BACK FLOW CHARGES	\$ 280.00	\$	703,019.11
5-04047	BACK FLOW OPT OUT CHARGES	-	\$	703,019.11
5-01025	BOD EXCESS CONSUMPTION	-	\$	703,019.11
5-01025	TSS EXCESS CONSUMPTION	-	\$	703,019.11
	CREDIT BALANCE CHANGE	\$ 18,224.11	\$	684,795.00
	BILL ADJUSTMENT	-	\$	684,795.00
	SUBTOTAL	\$ 885,207.28	\$	684,795.00
5-04014	WHOLESALE WATER	\$ 41,541.32	\$	643,253.68
5-04021	WHOLESALE WASTEWATER	\$ 41,641.04	\$	601,612.64
5-04033	WATER IMPACT (AFPI)	-	\$	601,612.64
5-04035	SEWER IMPACT (AFPI)	-	\$	601,612.64
5-04018	METER FEE	-	\$	601,612.64
5-04012	INITIAL CONNECTION METER FEE	-	\$	601,612.64
	TOTAL PAYMENTS	\$ 968,389.64		
<u>REVERSE PAYMENTS</u>	<u>DESCRIPTION</u>			
	POSTING ERRORS	\$ -		
5-01025	REVERSE PAYMENT/BAL TRANSFER	\$ -		
	RETURN PAYMENTS	\$ 900.08		
	TOTAL	\$ 900.08	\$	602,512.72
<u>REVERSE PENALTIES</u>	<u>DESCRIPTION</u>			
5-01025	REVERSE PENALTIES	\$ (170.97)	\$	602,341.75
<u>BILL ADJUSTMENT</u>	<u>DESCRIPTION</u>			
5-01025	BILL - VOID/ADJUSTMENT/REVERSAL		\$	602,341.75
<u>DEPOSIT REFUNDS</u>	<u>DESCRIPTION</u>			
	DEPOSIT REFUNDS	\$ (6,900.00)	\$	595,441.75
	<u>DESCRIPTION</u>		\$	-
<u>REVERSE DEPOSIT</u>	REVERSE DEPOSIT	\$ -	\$	595,441.75

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

REPORT # 2 ACTIVE COMPANY

MONTH END SUMMARY

2/1/2025 - 2/28/2025

<u>REFUNDS</u>		<u>DESCRIPTION</u>	<u>COUNT</u>	<u>AMOUNT</u>		
		TOTAL REFUND CHECKS	40	\$ 4,471.44		\$ 599,913.19
<u>TRANSFER BALANCE</u>		<u>DESCRIPTION</u>		<u>NET AMOUNT</u>		
		RECEIVABLES ADJUSTED		\$ (853.79)		\$ 599,059.40
		RECEIVABLES RE-APPLIED		\$ 853.79		\$ 599,913.19
<u>DEPOSIT ACTIVITY</u>		<u>DESCRIPTION</u>		<u>AMOUNT</u>		
		BEGINNING DEPOSIT BALANCE		\$ 184,450.00		
		BILLED DEPOSITS		\$ -		
5-02030		NEW DEPOSITS		\$ 4,400.00		
		REFUNDS		\$ (6,900.00)		
		REVERSE REFUNDS		\$ -		
		REVERSE DEPOSITS		\$ -		
		TOTAL DEPOSIT ENDING BALANCE		\$ 181,950.00		
<u>MISC. PAYMENTS</u>		<u>DESCRIPTION</u>				
		MISCELLANEOUS PAYMENTS RECEIVED		\$ 846.40		

**ENDING BALANCE AS OF
2/28/2025**

\$ 599,913.19

unpaid Reserve invoice

\$ -

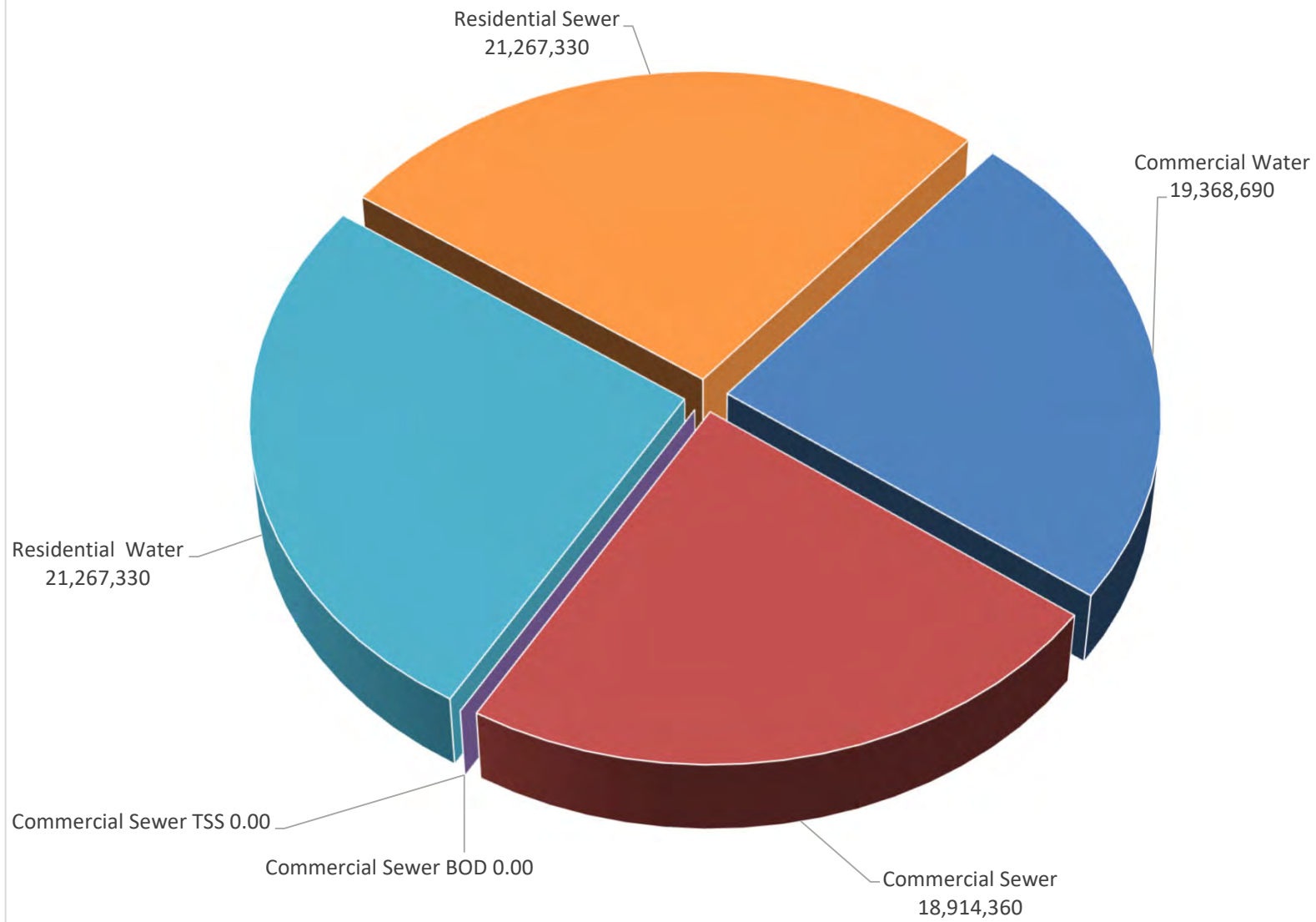
Total Ending Balance

\$ 599,913.19

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 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
March 2024	\$ 547,751.06	\$ 1,843.03	\$ 1,071.99	\$ 525.72	\$ 5,927.07	\$ 557,118.87
April 2024	\$ 543,936.72	\$ 4,635.41	\$ 1,049.81	\$ 549.65	\$ 6,240.63	\$ 556,412.22
May 2024	\$ 481,556.41	\$ 1,419.75	\$ 1,107.76	\$ 640.60	\$ 4,464.92	\$ 489,189.44
June 2024	\$ 584,425.36	\$ 3,451.01	\$ 1,376.29	\$ 452.34	\$ 4,833.27	\$ 594,538.27
July 2024	\$ 585,513.06	\$ 4,613.24	\$ 2,179.21	\$ 823.49	\$ 5,188.18	\$ 598,317.18
August 2024	\$ 547,475.24	\$ 13,266.22	\$ 1,058.46	\$ 627.67	\$ 5,902.91	\$ 568,330.50
September 2024	\$ 515,792.07	\$ 5,200.34	\$ 1,277.70	\$ 568.63	\$ 6,466.13	\$ 529,304.87
October 2024	\$ 493,866.60	\$ 1,990.03	\$ 1,142.61	\$ 568.95	\$ 5,062.50	\$ 502,630.69
November 2024	\$ 548,637.28	\$ 13,005.51	\$ 1,509.20	\$ 594.22	\$ 3,906.22	\$ 567,652.43
December 2024	\$ 483,615.55	\$ 9,645.80	\$ 2,099.91	\$ 484.01	\$ 4,302.03	\$ 500,147.30
January 2025	\$ 562,044.87	\$ 8,877.71	\$ 993.45	\$ 780.17	\$ 4,145.98	\$ 576,842.18
February 2025	\$ 584,098.76	\$ 9,013.04	\$ 1,566.59	\$ 555.27	\$ 4,679.53	\$ 599,913.19

Actual Consumption February 2025



CONSUMPTION BY GALLONS	
Commercial:	
Water	19,368,690
Sewer	18,914,360
Sewer- BOD	0.00
Sewer- TSS	0.00
Single:	
Water	18,461,200
Sewer	18,461,200
Multi:	
Water	2,806,130
Sewer	2,806,130
AMOUNT BILLED/TOTAL CHARGES:	
Commercial:	
Water	\$128,801.52
Sewer	\$144,648.46
IQ	\$52,380.85
TOTAL:	\$325,830.83
Single:	
Water	\$172,619.16
Sewer	\$205,290.28
IQ	\$114,621.39
TOTAL:	\$492,530.83
Multi:	
Water	\$32,178.99
Sewer	\$38,632.86
IQ	\$15,742.91
TOTAL:	\$86,554.76
TOTAL BILL COUNT	
Commercial:	
Water	526
Sewer	472
IQ	249
Single:	
Water	5,192
Sewer	5,192
IQ	5,191
Multi:	
Water	1,111
Sewer	1,111
IQ	1,018

CONSUMPTION	
Water	40,636,020
Sewer	40,181,690
Sewer- BOD	0.00
Sewer- TSS	0.00
AMOUNT BILLED	
Water	\$333,599.67
Sewer	\$388,571.60
IQ	\$182,745.15
BILLS	
Water	6,829
Sewer	6,775
IQ	6,458

St. Lucie West Services District

Board Agenda Item

Tuesday, April 8, 2025

Item

CA 5 Public Information Officer Monthly Report

Summary

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

St. Lucie West Services District Monthly Public Information Report

Media Relations

1. **Lake Harvey Project:**

The St. Lucie Voice newspaper covered the Lake Harvey Project, interviewing both the PIO and Public Works Director. The article, titled "Revitalization of Lake Harvey Retention Pond Soon Complete," was featured on the cover of the February 13 edition, offering a positive review of the project and highlighting SLWSD's work since its inception.

Internal & External Communications & Branding

2. **Monthly Newsletter:**

The February newsletter continued promoting the resident survey, which runs until May and collects feedback on our communication efforts. It also featured tips on detecting water leaks and how residents can use the Kamstrup meter to track their water consumption.

3. **HOA Engagement:**

This month, we completed two HOA briefs, leading to increased engagement as more HOA presidents requested PIO presentations at meetings. The briefs sparked discussions about water-saving rebate and utility systems. They also addressed the 9% utility rate increase, providing clarity on utility costs and water quality.

4. **Website & Branding:**

A new website platform was purchased from Granicus, the provider for Port St. Lucie and St. Lucie County websites. A project manager has been assigned, and the redesign is scheduled for completion by November, to allow for proper planning and integration of current assets.

St. Lucie West Services District

Board Agenda Item

Tuesday, April 8, 2025

Item

CA 6 Financial Statements for February 28, 2025

Summary

Attached for your review are the Financial Reports for the period ending February 28, 2025.

- 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 2025

	Oct 24-Feb 25	Budget YTD	\$ +/- Budget YTD	% of Budget YTD	Total Budget
Ordinary Income/Expense					
Income					
1-04000 · GF SLWSD GENERAL FUND REVENUE	3,561,617.48	3,052,599.82	509,017.66	116.68%	4,013,039.00
Total Income	3,561,617.48	3,052,599.82	509,017.66	116.68%	4,013,039.00
Gross Income	3,561,617.48	3,052,599.82	509,017.66	116.68%	4,013,039.00
Expense					
1-05000 · GF BOARD OF DIRECTORS	4,726.18	6,543.75	-1,817.57	72.22%	15,705.00
1-06000 · GF DISTRICT MANAGER	8,279.63	17,254.43	-8,974.80	47.99%	41,829.00
1-07000 · GF FINANCE	168,617.83	213,127.44	-44,509.61	79.12%	248,429.00
1-12000 · GF GRANT MANAGEMENT	0.00	617.50	-617.50	0.0%	1,482.00
1-13000 · GF CLERK TO THE BOARD	4,348.31	6,469.19	-2,120.88	67.22%	15,526.00
1-14000 · GF AQUATICS DIVISION-PERSNL	139,092.61	179,406.30	-40,313.69	77.53%	430,575.12
1-15000 · GF ADMINISTRATION DIV-PERSNL	473,071.49	531,888.36	-58,816.87	88.94%	1,276,532.12
1-16000 · GF STORM WATER MGMT-PERSNL	213,461.85	241,897.55	-28,435.70	88.25%	580,554.12
1-17000 · GF EXOTIC PLNT RMVL DIV-PERSNL	129,610.22	148,258.75	-18,648.53	87.42%	355,821.00
1-18000 · GF SHOP OPERATIONS-PERSNL	35,010.15	39,481.25	-4,471.10	88.68%	94,755.00
1-19000 · GF GENERAL COUNSEL	15,612.50	13,429.56	2,182.94	116.26%	32,231.00
1-23000 · GF SPECIAL COUNSEL	4,800.00	1,641.25	3,158.75	292.46%	3,939.00
1-26000 · GF ENGINEERING	4,566.14	20,872.50	-16,306.36	21.88%	50,094.00
1-29000 · GF POLLUTION CONTROL	0.00	1,136.25	-1,136.25	0.0%	2,727.00
1-31000 · GF AQUATICS DIVISION-OPERATING	44,028.19	88,439.55	-44,411.36	49.78%	178,654.92
1-33000 · GF ADMINISTRATION DIV-OPERATING	118,103.85	135,044.10	-16,940.25	87.46%	296,105.84
1-34000 · GF STORM WATER MGMT-OPERATING	161,556.52	177,055.80	-15,499.28	91.25%	312,933.92
1-35000 · GF EXOTIC PLANT RMVL-OPERATING	13,003.03	27,881.65	-14,878.62	46.64%	66,915.96
1-36000 · GF SHOP OPERATIONS-OPERATING	10,501.20	16,022.90	-5,521.70	65.54%	34,954.96
1-46000 · GF RENEWAL & REPLACEMENT	129,458.72	267,460.00	-138,001.28	48.4%	267,460.00
Total Expense	1,677,848.42	2,133,928.08	-456,079.66	78.63%	4,307,224.96
Net Ordinary Income	1,883,769.06	918,671.74	965,097.32	205.05%	-294,185.96
Net Income	1,883,769.06	918,671.74	965,097.32	205.05%	-294,185.96

St Lucie West Service District (WMB DS)
Income Statement Budget vs. Actual
February 2025

	Oct 24 - Feb 25	Budget YTD	\$ +/- Budget YTD	% of Budget YTD	Total Budget
Ordinary Income/Expense					
Income					
2-04000 · WB WTR MGMT BEN SRS 1999A REV	2,149,497.64	1,664,628.65	484,868.99	129.13%	2,608,654.96
2-07000 · DS WMB OTHER INCOME	0.00	0.00	0.00	0.0%	0.00
Total Income	<u>2,149,497.64</u>	<u>1,664,628.65</u>	<u>484,868.99</u>	<u>129.13%</u>	<u>2,608,654.96</u>
Gross Income	2,149,497.64	1,664,628.65	484,868.99	129.13%	2,608,654.96
Expense					
2-05000 · WB WTR MGMT BEN SRS 1999A DS	279,950.45	244,547.65	35,402.80	114.48%	2,429,611.96
Total Expense	<u>279,950.45</u>	<u>244,547.65</u>	<u>35,402.80</u>	<u>114.48%</u>	<u>2,429,611.96</u>
Net Ordinary Income	<u>1,869,547.19</u>	<u>1,420,081.00</u>	<u>449,466.19</u>	<u>131.65%</u>	<u>179,043.00</u>
Net Income	<u><u>1,869,547.19</u></u>	<u><u>1,420,081.00</u></u>	<u><u>449,466.19</u></u>	<u><u>131.65%</u></u>	<u><u>179,043.00</u></u>

St Lucie West Service District (WMB CAP)
Income Statement Budget vs. Actual
February 2025

	Oct 24 - Feb 25	Budget YTD	\$ +/- Budget YTD	% of Budget YTD	Total Budget
Ordinary Income/Expense					
Income					
4-04000 · CP WMB CAP PROJECTS REVENUE	3,636.47	2,083.30	1,553.17	174.55%	5,000.00
4-07000 · CP WMB OTHER INCOME	0.00	0.00	0.00	0.0%	0.00
Total Income	<u>3,636.47</u>	<u>2,083.30</u>	<u>1,553.17</u>	<u>174.55%</u>	<u>5,000.00</u>
Gross Income	3,636.47	2,083.30	1,553.17	174.55%	5,000.00
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>3,636.47</u>	<u>-71,264.70</u>	<u>74,901.17</u>	<u>-5.1%</u>	<u>-68,348.00</u>
Net Income	<u><u>3,636.47</u></u>	<u><u>-71,264.70</u></u>	<u><u>74,901.17</u></u>	<u><u>-5.1%</u></u>	<u><u>-68,348.00</u></u>

St Lucie West Service District (Water & Sewer Fund)
Income Statement Budget vs. Actual
February 2025

	Oct 24-Feb 25	Budget YTD	\$ +/- of Budget YTD	% of Budget YTD	Total Budget
Ordinary Income/Expense					
Income					
5-04000 · WS SLWSD WATER & SEWER REVENUE	4,083,215.25	3,836,342.02	246,873.23	106.44%	11,272,529.04
Total Income	4,083,215.25	3,836,342.02	246,873.23	106.44%	11,272,529.04
Gross Income	4,083,215.25	3,836,342.02	246,873.23	106.44%	11,272,529.04
Expense					
5-05000 · WS BOARD OF DIRECTORS	6,108.00	6,444.15	-336.15	94.78%	15,465.96
5-06000 · WS DISTRICT MANAGER	575.27	729.15	-153.88	78.9%	30,676.96
5-07000 · WS FINANCE	379,711.42	403,743.70	-24,032.28	94.05%	480,242.08
5-09000 · WS PROPERTY CONTROL	11,980.08	20,963.70	-8,983.62	57.15%	50,312.88
5-11000 · WS UTILITY RATE CONSULTANT	0.00	17,504.60	-17,504.60	0.0%	42,011.04
5-13000 · WS CLERK TO THE BOARD	9,679.83	8,530.00	1,149.83	113.48%	20,472.00
5-14000 · WS ADMIN DVSN-PERSNL	615,889.22	666,330.85	-50,441.63	92.43%	1,599,194.04
5-15000 · WS WATER TRTMNT PLANT-PERSNL	200,469.84	217,155.35	-16,685.51	92.32%	521,172.84
5-16000 · WS WASTEWATER TRTMT PL-PERSNL	200,478.64	221,281.70	-20,803.06	90.6%	531,076.08
5-17000 · WS UNDERGROUND UTIL-PERSNL	408,851.27	462,352.05	-53,500.78	88.43%	1,109,644.92
5-18000 · WS IRRIGATION DIV-PERSNL	27,353.15	31,278.70	-3,925.55	87.45%	75,068.88
5-40000 · WS SHOP DIV - PERSNL	75,866.23	78,177.05	-2,310.82	97.04%	187,624.92
5-19000 · WS GENERAL COUNSEL	20,752.50	17,660.40	3,092.10	117.51%	42,384.96
5-23000 · WS SPECIAL COUNSEL	13,025.00	730.58	12,294.42	1,782.83%	730.58
5-26000 · WS ENGINEERING	57,918.00	42,416.65	15,501.35	136.55%	101,799.96
5-27000 · WATER & SEWER DEBT SERVICE	830,531.87	0.00	830,531.87	100.0%	2,565,276.00
5-28000 · WS WATER & SEWER SERVICES	56,772.25	283,861.25	-227,089.00	20.0%	681,267.00
5-29000 · WS ADMIN DIV-OPERATING	289,540.91	377,715.45	-88,174.54	76.66%	787,517.08
5-30000 · WS WATER TRTMNT PLANT-OPER	364,584.79	496,832.10	-132,247.31	73.38%	1,112,597.04
5-31000 · WS WASTEWATER TRTMT PL-OPER	380,986.26	501,298.75	-120,312.49	76.0%	993,117.00
5-32000 · WS UNDERGROUND UTIL-OPERATING	196,598.22	285,336.65	-88,738.43	68.9%	614,807.96
5-33000 · WS IRRIGATION DIV-OPERATING	60,438.63	133,380.40	-72,941.77	45.31%	320,112.96
5-41000 · WS SHOP DIV - OPER	37,212.62	61,406.25	-24,193.63	60.6%	82,275.00
Total Expense	4,245,324.00	4,335,129.48	-89,805.48	97.93%	11,964,848.14
Net Ordinary Income	-162,108.75	-498,787.46	336,678.71	32.5%	-692,319.10
Net Income	-162,108.75	-498,787.46	336,678.71	32.5%	-692,319.10

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

Income Statement Budget vs. Actual

February 2025

	Oct 24-Feb 25	Budget YTD	\$ +/- Budget YTD	% of Budget YTD	Total Budget
Ordinary Income/Expense					
Income					
5-36000 · WS CAP REVENUES					
5-36001 · INTEREST - R&R 4076011209	27,258.51				
5-36002 · INTEREST - WWCF - 4076011236	9,118.70				0.00
5-36003 · INTEREST - BOND CONST	280,469.49				0.00
5-36004 · INTEREST - WCF 4076011227	17,818.32				0.00
5-36005 · WATER IMPACT FEES	24,139.00	1,596.65	22,542.35	1,511.85%	3,831.96
5-36006 · WW IMPACT FEES	19,493.00	1,198.30	18,294.70	1,626.72%	2,875.92
5-36007 · R&R TRANS FROM W&S OPERATING	56,772.25	283,861.25	-227,089.00	20.0%	681,267.00
Total 5-36000 · WS CAP REVENUES	435,069.27	286,656.20	148,413.07	151.77%	687,974.88
Total Income	435,069.27	286,656.20	148,413.07	151.77%	687,974.88
Gross Income	435,069.27	286,656.20	148,413.07	151.77%	687,974.88
Expense					
5-37000 · WS RENEWAL & REPLACEMENT CIP					
5-37004 · CAPITAL PROJECTS SW049	0.00	29,700.00	-29,700.00	0.0%	29,700.00
5-37006 · CAPITAL PROJECTS SW064	14,625.00				
5-37007 · CAPITAL PROJECTS SW001	162,458.28	215,833.00	-53,374.72	75.27%	215,833.00
5-37009 · CAPITAL PROJECTS SW037	190,643.47	448,161.22	-257,517.75	42.54%	448,161.22
5-37013 · CAPITAL PROJECTS SW047	3,059.69	33,660.00	-30,600.31	9.09%	33,660.00
5-37020 · CAPITAL PROJECTS SW066	0.00	100,000.00	-100,000.00	0.0%	100,000.00
5-37028 · CAPITAL PROJECTS SW078	126,120.00	270,550.00	-144,430.00	46.62%	270,550.00
5-37031 · CAPITAL PROJECTS SW084	0.00	5,000.00	-5,000.00	0.0%	5,000.00
5-37032 · CAPITAL PROJECTS SW085	0.00	15,750.00	-15,750.00	0.0%	15,750.00
5-37034 · CAPITAL PROJECTS SW087	0.00	70,000.00	-70,000.00	0.0%	70,000.00
5-37038 · CAPITAL PROJECTS SW091	0.00	5,000.00	-5,000.00	0.0%	5,000.00
5-37039 · CAPITAL PROJECTS SW092	4,036.17				0.00
5-37045 · CAPITAL PROJECTS SW048	0.00	10,000.00	-10,000.00	0.0%	10,000.00
5-37046 · CAPITAL PROJECTS SW098	0.00	160,000.00	-160,000.00	0.0%	160,000.00
Total 5-37000 · WS RENEWAL & REPLACEMENT CIP	500,942.61	1,363,654.22	-862,711.61	36.74%	1,363,654.22
5-38000 · WS WATER CONNECT FEE CIP					
5-38015 · CAPITAL PROJECTS SW098	84,540.50	50,000.00	34,540.50	169.08%	50,000.00
Total 5-38000 · WS WATER CONNECT FEE CIP	84,540.50	50,000.00	34,540.50	169.08%	50,000.00
5-39000 · WS WASTEWATER CONNECT FEE CIP					
5-39010 · CAPITAL PROJECTS SW067	0.00	0.00	0.00	0.0%	0.00
5-38015 · CAPITAL PROJECTS SW098	0.00	0.00	0.00	0.0%	0.00
Total 5-39000 · WS WASTEWATER CONNECT FEE CIP	0.00	0.00	0.00	0.0%	0.00
Total Expense	585,483.11	1,413,654.22	-828,171.11	41.42%	1,413,654.22
Net Ordinary Income	-150,413.84	-1,126,998.02	976,584.18	13.35%	-725,679.34
Net Income	-150,413.84	-1,126,998.02	976,584.18	13.35%	-725,679.34

St Lucie West Service District
Check Register
As of February 28, 2025

Date	Num	Name	Memo	Credit
ASSETS				
Current Assets				
Checking/Savings				
1-00001 · TRUIST (GF operating) #1363				
02/05/2025		ASCENSUS	PR Check Date 02/05/25 (01/18/25-01/31/25)	2,691.28
02/06/2025	12931	COMPUTER NETWORK SERVICES	PO#86885	11,040.00
02/06/2025	12932	ELPEX TIRE	PO#86872	434.84
02/06/2025	12933	FRANKLIN TEMPLETON BANK AND TR	SEP PAYROLL 02.05.25	12,084.83
02/06/2025	12934	HELENA CHEMICAL CO	PO#86882	2,657.50
02/06/2025	12935	MARINE WRAPS	PO#86896	301.92
02/06/2025	12936	MIKE'S ORGANIC TOP SOIL	PO#87033	725.00
02/06/2025	12937	MULLINAX OF VERO BEACH	PO#87037	274.56
02/06/2025	12938	NAPA AUTO SUPPLY OF PORT ST. LUCIE	PO#86883	2,276.95
02/06/2025	12939	NATURE'S KEEPER INC.	PO#87026	1,000.00
02/06/2025	12940	ST LUCIE CO BALING & RECYCLING	PO#86879	1,184.82
02/06/2025	12941	SUNSHINE STATE ONE CALL OF FLORIDA, I...	PO#86886	118.70
02/06/2025	12942	SYSTEM DESIGN WIZARDS, INC.	PO#86875	660.00
02/06/2025	12943	THE BUSHEL STOP, INC.		7,790.00
02/06/2025	12944	THE LAKE DOCTORS, INC	PO#86889	6,655.00
02/06/2025	12945	THOMPSON TRACTOR CO.	PO#87016	418.88
02/06/2025	12946	UNIFIRST		501.74
02/06/2025	12947	VERIZON WIRELESS	PO#87009	859.91
02/06/2025	12948	WEX BANK	PO#86893	10,096.12
02/13/2025	12949	Steven Van Meter-Consultant	INV#021225	24,900.00
02/13/2025	12950	TRUIST CARD SERVICES		8,728.08
02/13/2025	12951	ARMADILLO DIRT WORKS, LLC	PO#86899	34,450.00
02/13/2025	12952	CINTAS CORPORATION	PO#86876	267.00
02/13/2025	12953	CITY ELECTRIC SUPPLY CO.	PO#87038	49.41
02/13/2025	12954	CLIFF BERRY INC.	PO#86860	529.95
02/13/2025	12955	COMPUTER NETWORK SERVICES	PO#87064	817.45
02/13/2025	12956	FPL	PO#87068	51,062.02
02/13/2025	12957	HELENA CHEMICAL CO	PO#86892	765.00
02/13/2025	12958	INTEGRATION SERVICES, INC.	PO#86686 B	1,555.44
02/13/2025	12959	JOE'S ELECTRIC OF ST. LUCIE CNTY, INC	PO#86900	18,500.00
02/13/2025	12960	SCHAEFFER MFG. CO	PO#86891	1,847.45
02/13/2025	12961	THE BUSHEL STOP, INC.	PO#87048	339.00
02/13/2025	12962	VERIZON WIRELESS	PO#87067	1,282.30
02/13/2025	12963	SAM'S CLUB MASTERCARD	PO#87066	2,225.66
02/13/2025	12964	VERO CHEMICAL DISTRIBUTORS INC	PO#87058	32,042.75
02/14/2025		Deluxe Checks	check order	777.16
02/19/2025		ASCENSUS	PR Check Date 02/19/25 (02/01/25-02/14/25) 457	2,824.86
02/20/2025	12965	ADP, LLC		2,249.35
02/20/2025	12966	APPLE INDUSTRIAL SUPPLY CO.	PO#87059	34.34
02/20/2025	12967	CINTAS CORPORATION	PO#86903	126.43
02/20/2025	12968	DWW CONSTRUCTION INC	PO#86622 B	7,000.00
02/20/2025	12969	ELPEX TIRE		2,354.60
02/20/2025	12970	FCC ENVIRONMENTAL SERVICES, LLC	PO#86901	435.77
02/20/2025	12971	FLORIDA COAST EQUIPMENT	PO#86335	3,614.19
02/20/2025	12972	FRANKLIN TEMPLETON BANK AND TR	SEP PAYROLL 02.19.25	11,974.23
02/20/2025	12973	LOWE'S	PO#86920	1,609.51
02/20/2025	12974	MARINE WRAPS		2,221.94
02/20/2025	12975	MIKE'S ORGANIC TOP SOIL	PO#86903	125.00
02/20/2025	12976	MULLINAX OF VERO BEACH	PO#86910	510.60
02/20/2025	12977	PITNEY BOWES-PURCHASE POWER	PO#86915	200.00
02/20/2025	12978	SMART STOP STORAGE	PO#86908	409.00
02/20/2025	12979	SOLANTIC OF SOUTH FLORIDA LLC	PO#86918	85.00
02/20/2025	12980	WELLS FARGO VENDOR FINANCIAL SERVIC...	PO#86922	308.75
02/20/2025	12981	VOIDED CHECK		
02/20/2025	12982	VOIDED CHECK		
02/27/2025	12983	ARMADILLO DIRT WORKS, LLC	PO#86940	400.00
02/27/2025	12984	CITY ELECTRIC SUPPLY CO.	PO#87013	68.02
02/27/2025	12985	COMPUTER NETWORK SERVICES	PO#86939	96.90
02/27/2025	12986	FLORIDA BLUE	HEALTH INSURANCE-GROUP NO. 41965 MARC...	98,578.82
02/27/2025	12987	GUARDIAN	GROUP ID 00563384- MARCH 2025	5,030.61
02/27/2025	12988	HELENA CHEMICAL CO	PO#86937	2,176.50
02/27/2025	12989	SCHAEFFER MFG. CO	PO#86933	867.84
02/27/2025	12990	SPECIAL DISTRICT SERVICES, INC.	PO#86938	9,569.56
02/27/2025	12991	SUN LIFE	PLAN NUMBER: 960974-0001 MARCH 2025	3,707.48
02/27/2025	12992	TRIPPENSEE SHAW, INC	PO#87069	335.82

Date	Num	Name	Memo	Credit
02/27/2025	12993	UNIFIRST	INV# 3020112438 & INV# 3020113457	250.87
02/27/2025	12994	VERIZON WIRELESS	PO#86930	859.37
02/27/2025	12995	UNIFIRST	PO#86942	468.24
02/27/2025	12996	UNIFIRST	INV# 3020114612 & INV# 3020114619	250.87
Total 1-00001 · TRUIST (GF operating) #1363				400,655.19
1-00002 · TRUIST (GF R&R Fund) # 3968				
Total 1-00002 · TRUIST (GF R&R Fund) # 3968				
5-00002 · TRUIST (WS Operating) #7918				
02/06/2025	14648	CHARLES LANHAM	CUSTOMER REFUND 1437 SW OSPREY CV	2.30
02/06/2025	14649	FLOYD R. WOODSON	CUSTOMER REFUND 400 NW SUNVIEW WAY	65.83
02/06/2025	14650	SUSAN BOGUTSKI	WATER CONSERVATION REBATE 2024-25 21	100.00
02/06/2025	14651	SUSAN SACCHITELLO	WATER CONSERVATION REBATE 2024-25 20	100.00
02/06/2025	14652	THOMAS STEVEN VOLZ	CUSTOMER REFUND 635 NW SAN REMO CIR	43.75
02/07/2025	14653	ROBERT RODRIGUEZ	CUSTOMER REFUND 8 TEMP METER	609.28
02/13/2025	14654	CIRQUE ENTERTAINMENT II LLC	CUSTOMER REFUND 3 TEMP METER	922.54
02/13/2025	14655	HANNAH THERIAULT	CUSTOMER REFUND 4 TMO METER	591.14
02/13/2025	14656	JILL JORDAN	CUSTOMER REFUND 228 NW LISERON WAY	1.71
02/13/2025	14657	PEACOCK BUSINESS CENTER LLC	VOID:NEED SEPERATE CHECKS	
02/13/2025	14658	PEACOCK BUSINESS CENTER LLC	CUSTOMER REFUND 340 NW ENTERPRISE DR	105.26
02/13/2025	14659	PEACOCK BUSINESS CENTER LLC	CUSTOMER REFUND 320 NW ENTERPRISE DR	125.70
02/20/2025	14660	BARBARA MILANOWSKI	WATER CONSERVATION REBATE 2024-25 23	100.00
02/20/2025	14661	JHON BONICA	WATER CONSERVATION REBATE 2024-25 24	100.00
02/27/2025	14662	DANIEL GAGLIANO	WATER CONSERVATION REBATE 2024-25 25	200.00
02/28/2025	14663	FLORIDA DEPARTMENT OF FINANCIAL SER...	2024 ANNUAL UNCLAIMED PROPERTY REPORT	62.00
02/28/2025	14672	PRESIDENTIAL CUSTOMS, LLC	INV#322846858 CONTROL BUILDING FIRM INST...	5,820.00
Total 5-00002 · TRUIST (WS Operating) #7918				8,949.51
Total Checking/Savings				409,604.70
Total Current Assets				409,604.70
TOTAL ASSETS				409,604.70
LIABILITIES & EQUITY				
TOTAL LIABILITIES & EQUITY				

St Lucie West Service District
Checks Over \$35,000
As of February 28, 2025

Date	Num	Name	Memo	Credit
ASSETS				
Current Assets				
Checking/Savings				
1-00001 · TRUIST (GF operating) #1363				
02/13/2025	12956	FPL	PO#87068	51,062.02
02/27/2025	12986	FLORIDA BLUE	HEALTH INSURANCE-GROUP NO. 41965 MARCH 2025	98,578.82
Total 1-00001 · TRUIST (GF operating) #1363				149,640.84
5-00002 · TRUIST (WS Operating) #7918				
Total 5-00002 · TRUIST (WS Operating) #7918				
Total Checking/Savings				149,640.84
Total Current Assets				149,640.84
TOTAL ASSETS				149,640.84
LIABILITIES & EQUITY				
TOTAL LIABILITIES & EQUITY				

St Lucie West Service District
Balance Sheet
As of February 28, 2025

	Feb 28, 25
ASSETS	
Current Assets	
Checking/Savings	
D-ACCNT	-863.60
xxx	0.06
1-00001 · TRUIST (GF operating) #1363	2,281,185.78
1-00002 · TRUIST (GF R&R Fund) # 3968	552,618.50
5-00001 · TRUIST (WS Deposit) #1355	-228,508.22
5-00002 · TRUIST (WS Operating) #7918	4,211,231.39
Total Checking/Savings	6,815,663.91
Other Current Assets	
1-02000 · GF SLWSD GENERAL ASSETS	602,620.87
2-01000 · WB WTR MGMT BEN 1999A ASSETS	3,006,066.82
4-03000 · CP WMB CAP PROJECTS ASSETS	191,466.70
5-01000 · WS SLWSD WATER & SEWER ASSETS	89,378,606.15
Total Other Current Assets	93,178,760.54
Total Current Assets	99,994,424.45
Other Assets	
000000 · Journal Entry Exchange	2,465.25
Total Other Assets	2,465.25
TOTAL ASSETS	99,996,889.70
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	1,310.88
Total Accounts Payable	1,310.88
Other Current Liabilities	
1-03000 · GF SLWSD GENERAL LIAB	179,935.63
2-02000 · WB WTR MGMT BEN 1999A LIAB	117,105.38
5-02000 · WS SLWSD WATER & SEWER LIAB	57,385,080.76
Total Other Current Liabilities	57,682,121.77
Total Current Liabilities	57,683,432.65
Total Liabilities	57,683,432.65
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	21,389,623.54
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	3,464,606.82
Total Equity	42,313,457.05
TOTAL LIABILITIES & EQUITY	99,996,889.70

**ST LUCIE WEST SERVICE DISTRICT
ACCOUNT RECONCILIATION SUMMARY
FOR MONTH END FEBRUARY 2025**

G/L #	Account Name	Bank	Account #	Statement EOM Balance	In Transit	Reconciled Statement Balance	G/L Balance	Reconciled
OPERATING								
1-00001	Operating Checking	ST	1000104111363	2,447,599.70	(830,094.76)	1,617,504.94	1,617,504.94	* Yes
1-00002	Operating Checking R&R Fund	ST	1000104113968	552,618.50	-	552,618.50	552,618.50	* Yes
1-00002	Operating Checking Escrow Fund	ST	1000104118740	-	-	-	-	Yes
1-02022	Surplus Funds - SBA	SBA	271912	7,473.20		7,473.20	7,473.20	Yes
TOTAL OPERATING						\$ 2,177,596.64	\$ 2,177,596.64	
WATER MANAGEMENT BOND FUNDS								
2-01060	Revenue Fund-WMB 2013	US	203823000	2,597,588.38		2,597,588.38	2,597,588.38	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	16,839.58		16,839.58	16,839.58	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	515.23		515.23	515.23	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	191,466.70		191,466.70	191,466.70	Yes
4-03049	COI Fund-WMB 2021	US	242655006	-		-	-	Yes
WATER MANAGEMENT BOND FUNDS TOTAL						\$ 3,197,533.52	\$ 3,197,533.52	
WATER AND SEWER ACCOUNTS								
5-00001	Water & Sewer Cash Depository	ST	1000104111355	34,957.00	340,874.46	375,831.46	375,831.46	* Yes
5-00002	Water & Sewer Operating Checking	ST	1000104117918	4,671,304.63	(556,684.66)	4,114,619.97	4,114,619.97	* Yes
5-01101	Revenue Fund	US	7998197	4,116,953.91		4,116,953.91	4,116,953.91	Yes
5-01102	Rate Stabilization	US	7998203	647,375.54		647,375.54	647,375.54	Yes
5-01103	Renewal & Replacement	US	7998207	1,481,311.76		1,481,311.76	1,481,311.76	Yes
5-01104	Wastewater Connection	US	7998208	542,384.44		542,384.44	542,384.44	Yes
5-01105	Operating/Maintenance	US	7998209	0.32		0.32	0.32	Yes
5-01106	Interest	US	7998210	1,476,530.60		1,476,530.60	1,476,530.60	Yes
5-01107	Principal Account	US	7998213	-		-	-	Yes
5-01108	Redemption Account	US	7998214	-		-	-	Yes
5-01109	Water Connection	US	7998215	1,050,881.82		1,050,881.82	1,050,881.82	Yes
5-01110	Surplus Fund	US	7998216	3,372,918.33		3,372,918.33	3,372,918.33	Yes
5-01111	Rebate Fund	US	7998217	-		-	-	Yes
5-01112	Construction Fund	US	7998218	35,027,246.93		35,027,246.93	35,027,246.93	Yes
5-01113	Transaction Cost Fund	US	7998219	13,659.91		13,659.91	13,659.91	Yes
5-01042	Surplus Funds - SBA	SBA	271911	576.84		576.84	576.84	Yes
WATER AND SEWER ACCOUNTS TOTAL						\$ 52,220,291.83	\$ 52,220,291.83	
GRAND TOTAL						\$ 57,595,421.99	\$ 57,595,421.99	

* Note: These checking accounts (1363, 3968, 1355, & 7918) are reconciled to 3/28/25, 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 8, 2025

Item

CA 7 Consider Approval to Transfer Funds for the R&R Account and UCF Account Requisitions for Fiscal Year 2024

Summary

Attached for your review and approval is a request to transfer funds from the Renewal & Replacement Account (R&R) and Utility Construction Fund Account (UCF) 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 and UCF Account. All expenditures are in compliance with the District's policy where the cost exceeds the capitalization threshold for Fixed Assets.

- \$142,160.74 – Renewal & Replacement Account
- \$50,000.00 – Utility Construction Fund 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 \$142,160.74 and UCF Account for FY 2024 \$50,000.00 to the Public Fund Checking account for reimbursement for payments made that have been budgeted to be funded by this account.

Budget Impact

None.

Board Action

Moved by:	Seconded by:	Action Taken:
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**ST. LUCIE WEST SERVICES DISTRICT
FORM OF REQUISITION
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 Master Indenture between the District and Truist Bank, Wilson, North Carolina, as trustee (the “Trustee”), dated as of November 1, 2024, as supplemented by the First Supplemental Trust Indenture between the District and Trustee, dated as of November 1, 2024, (collectively, the “Indenture”). All capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(A) Requisition Number:

2025-6

(B) Name of Payee:

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

(C) Amount Payable:

\$142,160.74

(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 Transaction Costs, 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 7998207

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 and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the cost of extensions,

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

OR

This requisition is for Transaction Cost payable from the Transaction Cost Account that has not previously been paid out of such Account.

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

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

Originals or copies of the invoice(s) from the contractor of the improvements acquired or services rendered (or other equivalent supporting documents) with respect to which disbursement is hereby requested are on file with the District.

ST. LUCIE WEST SERVICES DISTRICT

By:

Authorized District Officer

**CONSULTING ENGINEER'S APPROVAL FOR
NON-TRANSACTION COSTS REQUESTS ONLY**

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

Consulting Engineer
Fariborz Zangeneh, P.E.

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St Lucie West Service District
Transaction Detail By Account
February 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
5-37000 · WS RENEWAL & REPLACEMENT CIP							
5-37007 · CAPITAL PROJECTS SW001							
Bill	02/20/2025	W459337	CORE & MAIN	PO#87071	3,604.74		3,604.74
Total 5-37007 · CAPITAL PROJECTS SW001					3,604.74	0.00	3,604.74
5-37009 · CAPITAL PROJECTS SW037							
Bill	02/06/2025	24-0926-2	SHAW WATER SERVICES, INC	PO#86098 B	138,556.00		138,556.00
Total 5-37009 · CAPITAL PROJECTS SW037					138,556.00	0.00	138,556.00
Total 5-37000 · WS RENEWAL & REPLACEMENT CIP					142,160.74	0.00	142,160.74
TOTAL					142,160.74	0.00	142,160.74

**ST. LUCIE WEST SERVICES DISTRICT
FORM OF REQUISITION
UTILITY CONSTRUCTION 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 Master Indenture between the District and Truist Bank, Wilson, North Carolina, as trustee (the “Trustee”), dated as of November 1, 2024, as supplemented by the First Supplemental Trust Indenture between the District and Trustee, dated as of November 1, 2024, (collectively, the “Indenture”). All capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(A) Requisition Number:

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(B) Name of Payee:

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

(C) Amount Payable:

\$50,000.00

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

Per attached letter and invoices; all of these expenditures relate to projects in which were budgeted to be funded by the Utility Construction account and therefore are appropriate for payment out of the Utility Construction Account.

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

Utility Construction Account Number 7998218

The undersigned hereby certifies that:

obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2024 Construction Account and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Series 2024 Project

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and each represents a Cost of the Series 2024 Project, and has not previously been paid out of such Account or subaccount;

OR

This requisition is for Transaction Cost payable from the Transaction Cost Account that has not previously been paid out of such Account.

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

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

Originals or copies of the invoice(s) from the contractor of the improvements acquired or services rendered (or other equivalent supporting documents) with respect to which disbursement is hereby requested are on file with the District.

ST. LUCIE WEST SERVICES DISTRICT

By:

Authorized District Officer

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

If this requisition is for a disbursement from other than Transaction Costs Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2024 Project and is consistent with: (a) the applicable acquisition or construction contract; (b) the plans and specifications for the portion of the Series 2024 Project with respect to which such disbursement is being made; and (c) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

Consulting Engineer
Fariborz Zangeneh, P.E.

St Lucie West Service District
Transaction Detail By Account
February 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
5-38000 · WS WATER CONNECT FEE CIP							
5-38015 · CAPITAL PROJECTS SW098							
Bill	02/20/2025	25-0217	HydroDesigns, Inc.	PO#84522 B	50,000.00		50,000.00
Total 5-38015 · CAPITAL PROJECTS SW098					50,000.00	0.00	50,000.00
Total 5-38000 · WS WATER CONNECT FEE CIP					50,000.00	0.00	50,000.00
TOTAL					50,000.00	0.00	50,000.00

St. Lucie West Services District

Board Agenda Item

Tuesday, April 8, 2025

Item

CA 8 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.
Lake Charles Pump Station (1996)	Flowtronix	VWPT-2000-2-8	Irrigation	946

Recommendation

Staff recommends approval for the declaration of surplus equipment.

District Manager: Joshua Miller

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