

ST. LUCIE WEST SERVICES DISTRICT



BOARD OF SUPERVISORS' REGULAR BOARD MEETING MAY 6, 2025 9:00 A.M.

AGENDA
ST. LUCIE WEST SERVICES DISTRICT
BOARD OF SUPERVISORS'
REGULAR BOARD MEETING
May 5, 2025 & May 6, 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. April 7, 2025, Workshop
2. April 8, 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 Interlocal Utility Oversight and Maintenance Agreement with Reserve CDD

DM 2 – Consider Approval of Nason, Yeager, Gerson, Harris & Fumero, P.A., for District Legal Services

DM 3 – 2024 Annual Drinking Water Quality Report

DM 4 – Consider Approval of Request to Advertise Public Hearings to Consider (1) Adopting Revised Employee Job Descriptions, and (2) Amending Chapter A-III, Rules of the District Regarding Positions, Qualifications, Compensation, Employment, and Termination of District Employees

DM 5 – Consider Approval of Proposal from Hydro Designs for Construction and Engineering Services for Injection Well #2

DM 6 – Fiscal Year Ending 2026 Budget Workshop

DM 7 – 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 March, 2025

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

CA 8 – Surplus Items

J. Supervisors' Requests

K. Adjournment

St. Lucie West Services District
Workshop Meeting
April 7, 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 – in-person
Diane Haseltine – Secretary – in-person
Kevin Dolan – Supervisor – in-person

Staff Present

Josh Miller, District Manager, St. Lucie West Services District (“SLWSD”) – in-person
Gerard Rouse, Public Works Director/Assistant District Manager, SLWSD – in-person
TJ Bayer – Assistant Utilities Director, 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, and Mrs. Doughney; Donna Rhoden of the City of Port St. Lucie; Special Counsel Nathan Nason, Steve Conteaguero and Jone Fumero of Nason, Yeager, Gerson, Harris & Fumero, P.A.; and Matthew Young, Vice President of Youngquist Brothers, LLC.

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 Supervisor Rose Carvelli was absent.

D. Approval of Minutes

- 1. March 3, 2025, Workshop**
- 2. March 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.

Mr. Miller pointed out #3 regarding quorum requirements in Ms. Holmes' report, elaborating by stating that, as District Manager, he does not want the Board to be blindsided. He wants the Board to ask questions before meetings, when necessary, and to be present at meetings.

Chairman Graci indicated that he confirmed with staff that 3 Supervisors must be physically present in order to establish a quorum.

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

Mr. Miller noted that Mr. Zanganeh's report was provided in the meeting materials and noted that #5 of his report deals with connecting to the new well.

Mr. Miller suggested taking Item DM 7 at this time. The Board agreed to the agenda change of order.

DM 7 – Consider Selection Committee Ranking for District Legal Services

Mr. Miller presented the item indicating staff had accepted statements of qualifications for legal services in February. He further noted that the evaluation procedures mimicked those procedures used during the Audit Selection Committee ranking process.

Mr. Miller went on to note that the Selection Committee met on March 18, 2025, and after evaluating the five firms that had submitted their qualifications, the following top three firms were chosen based on their qualifications and abilities to assist the District in meeting its Utility, Public Works and Governmental Legal Counsel needs.

- 1st – Nason, Yeager, Gerson, Harris & Fumero, P.A.
- 2nd – Lewis, Longman & Walker, P.A.
- 3rd – Davis & Associates, P.A.

Supervisor Dolan agreed with the Committee's #1 ranking firm and noted his concern with Davis & Associates, as the lead people in the firm might not always be available.

Vice Chairman Ney agreed with the 1st place ranking and wanted to clarify that the District had no complaints against its current legal representation, noting that some conflicts had arisen. He asked how we would know if the 1st place firm would have any conflicts. Mr. Nason responded that there were no guarantees, but that currently there were no conflicts of interest with any of their clients. Mr. Fumero confirmed that they had gone through their client listing prior to submitting their proposal and found no conflicts of interest.

Secretary Haseltine praised the Committee for an excellent job on the thoroughness of the rankings.

Chairman Graci noted that Mr. Davis' wife also works for the City of Port St. Lucie. He also expressed his delight in Mr. Nason's work.

Vice Chairman Ney asked that the firm's representative be the same at each monthly meeting. Mr. Doughney stated that would be the case and that they would bring in others when specialty requires.

H. District Manager Actions Items

DM 1 – Consider Construction of Injection Well #2

Mr. Miller presented two proposals that were received as part of the publicly advertised "Invitation to Bid" for the Injection Well #2 Project, which is part of the Water Treatment Plant Redundancy Improvements Project that is included within the Series 2024 Utility Revenue Bonds issued in November 2024.

Mr. Miller went on to note that a Mandatory Pre-Bid Meeting was held and three qualified bidders attended. Only two of the bidders 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 awarding this project to Youngquist Brothers, LLC, whom meets the requirements of the specifications in the bid package. It was further noted that Youngquist Brothers, LLC is also the company that installed Injection Well #1 in 2025.

Discussion ensued regarding the timing of the project and it was noted that the timeline was realistic but was dependent upon getting the materials. A question arose regarding a noise ordinance to which Mr. Miller indicated that Youngquist would be responsible for working with the City of Port St. Lucie regarding permits.

A brief discussion ensued regarding capacity and the timing of the project.

That concluded discussion regarding this matter.

DM 2 – Consider Task Order SLW035 from Infrastructure Solutions Services (ISS) for IW-2 Connection Design

Mr. Miller presented the item, indicating that the construction of a second deep injection well (Injection Well No. 2, IW-2) will provide 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.

Mr. Miller further noted that ISS was the District's Utilities Engineer and performed this type of work for the District in the past, satisfactorily and on time. Staff recommend moving forward with this project in the not to exceed price of \$99,780.

A brief discussion took place regarding the District's comfort level of the information provided.

DM 3 – Consider SCADA (Supervisory Control and Data Acquisition) Systems Network Upgrades Proposal from Integration Services, Inc.

Mr. Miller presented Proposal #2014-15 in the amount of \$75,867.50 from Integration Services, Inc. (ISI) for the procurement, configuration, testing and installation of new Hirschmann Networking Equipment.

Mr. Miller explained that ISI has been the District's SCADA Integrator since 1998, which is used for all the District's controls and monitoring for water, sewer, irrigation and stormwater systems and now requires an upgrade as part of the Water Treatment Plant Redundancy Improvements Project.

A brief discussion ensued regarding the District's ability to run manually, if necessary.

DM 4 – Consider Task Order SLW035 from Infrastructure Solutions Services (ISS) for the Water Treatment Plant Improvements Design Criteria

Mr. Miller explained with the District's expansion of the water treatment plant to provide redundancy and increased capacity to meet FDEP requirements and to manage future growth in the service area, an engineering design criteria needs to be established prior to the Public Hearing on the project.

Mr. Miller noted that Task Order SLW036 from ISS will cost \$438,960 for ISS to collaborate 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.

The Board had no questions regarding this item.

DM 5 – Consider Escrow Agreement with GrayRobinson

Mr. Miller presented an escrow agreement presented by GrayRobinson, special counsel for the Reserve CDD, noting that his was part of the “Provision of Services” Agreement that was approved by the Board on March 4, 2025.

Mr. Miller noted that the agreement describes a \$1,000,000.00 transfer (50% from the Water Connection Fee Fund and 50% from the Wastewater Connection Feed Fund) to an escrow account managed by GrayRobinson which shall be returned to the District upon final incorporation of the Reserve CDD Service Area.

Mr. Miller indicated that if this incorporation does not happen, and there 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.

A brief discussion ensued.

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

Mr. Miller presented the item indicating that Nason, Yeager, Gerson, Harris & Fumero, P.A. had drafted the agreement, which describes “Oversight and Assistance” services that the District would provide the Reserve CDD until the incorporation of the Reserve CDD Service Area into the District has been completed.

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

Mr. Miller advised that he had heard from the Reserve CDD today and their concern was with the word “oversight.” Our attorney has been advised of the same and is working on clarification.

A brief discussion ensued.

DM 8 – Consider Chief Wastewater Treatment Plant Operator

Mr. Miller presented the item indicating that the position was currently vacant and had been since January 17, 2025.

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

Staff interviewed applicants and recommended Benjamin Portney of Jensen Beach, Florida for this position, as he holds the required FDEP Wastewater Treatment Plant Operator Class B license and meets the minimum requirements for this position with a starting hourly rate of \$34.50.

It was noted that this Chief Wastewater Treatment Plant Operator was an hourly position and was approved as a pay Grade 112 minimum hourly rate of \$26.44 and a maximum hourly rate of \$44.88.

Mr. Miller introduced Mr. Portney, who indicated that he had previously worked for Palm Beach County and had recently relocated to Martin County.

The Board had several questions for Mr. Portney and welcomed him to the District.

DM 9 – Other Items

Mr. Miller presented the final design of the District's new logo. The Board praised Mr. Bomjardim for his work on this project.

Mr. Miller presented his revised letter regarding Special District Duties regarding a quorum and the Board's responsibility and asked if any Members of the Board had any questions, to please contact him directly. A copy of Chapter A-11, Rules of Board of Supervisors was also included with the letter.

Chairman Graci indicated that the rules needed to be updated to avoid a situation where a Supervisor can be on the phone for a majority of the District's meetings. He further indicated that Board Members need to be able to read the information provided in order to make informed decisions and also need to participate in the discussions.

A brief discussion took place regarding past experience of absence from other Boards.

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 February 2025

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

CA 8 – Surplus Items

Mr. Miller presented Consent Agenda Items CA 1 through CA 8 and asked if there were any questions.

There were no questions regarding Consent Agenda Items CA 1 through CA 8.

J. Supervisor Requests

Vice Chairman Ney expressed his concern with voting often being “unanimous.”

Supervisor Dolan indicated that he tries to limit his questions but asks when needing clarification.

Secretary Haseltine opined that the Board works well together, and the information provided is well presented.

Chairman Graci noted that the only time he voted against an item was about the employees’ holiday schedule. He further noted that questions were very important and that it becomes an issue when questions are not asked.

Vice Chairman Ney brought up former Board Member Sal Mancuso and said it was okay to have disagreements.

There were no further Supervisor Requests.

K. Adjournment

There being no further items to be addressed, the Workshop Meeting was adjourned at 10:21 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
April 8, 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 – in-person
Diane Haseltine- Secretary – in-person
Kevin Dolan – Supervisor – in-person

Staff Present

Josh Miller, District Manager, St. Lucie West Services District (“SLWSD”) – in-person
Gerard Rouse, Public Works Director/Assistant District Manager, SLWSD – in-person
TJ Bayer – Assistant Utilities Director, SLWSD – in-person
Lisa-Marie Beans, Human Resources Specialist, 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
Fairborz Zanganeh, 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 Jack Doughney, Intergovernmental Liaison, and Mrs. Doughney; Donna Rhoden from the City of Port St. Lucie; and Matthew Young, Vice President of Youngquist Brothers, LLC.

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 Supervisor Rose Carvelli was absent.

D. Approval of Minutes

1. March 3, 2025, Workshop

2. March 4, 2025, Regular Board Meeting

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

A **MOTION** was made by Vice Chairman Ney, seconded by Secretary Haseltine approving the minutes of the March 3, 2025, Workshop, as presented, and the minutes of the March 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 Unifirst Contract compliance and liquidated damage calculations and had also spoken with the City of Port St. Lucie regarding credit card fees.

Ms. Holmes also noted that she had discussions with the City on the finalization of the Bayshore signage conveyance documentation and provided advice on quorum requirements for the Board of Supervisors and their responsibilities as a Board Member.

That concluded Ms. Holmes' monthly update.

G. District Engineer DE 1 – Status Report/Updates

Mr. Zanganeh noted that his report was up-to-date and he had no changes or additions. He then noted his availability if anyone had questions.

H. District Manager Action Items

DM 1 – Consider Construction of Injection Well #2

Mr. Miller presented the item indicating that Mr. Young of Yougquist Brothers, LLC was present to answer any questions. There were none from the Board.

A **MOTION** was made by Supervisor Dolan, seconded by Secretary Haseltine and passed unanimously approving the Youngquist Brothers, LLC proposal for the not to exceed cost of \$7,697,965 for the installation of Injection Well #2, as presented. The Available Project Budget being \$34,712,237; This Project Cost being \$7,697,965; leaving an Available Balance of \$27,014,272, as presented.

DM 2 – Consider Task Order SLW035 from Infrastructure Solutions Services (ISS) for IW-2 Connection Design

Mr. Miller presented the item noting that it was only for the connection design and was in the amount of \$75,867.50.

A **MOTION** was made by Vice Chairman Ney, seconded by Secretary Haseltine and passed unanimously approving Task Order SLW035 from Infrastructure Solutions Services for the not to exceed cost of \$99,780 for the IW-s Connection Design in relation to the Water Treatment Plant Redundancy Improvements Project, as presented.

DM 3 – Consider SCADA (Supervisory Control and Data Acquisition) Systems Network Upgrades Proposal from Integration Services, Inc.

Mr. Miller presented the item and recommended approval.

Vice Chairman Ney asked if there would be any downtime while the upgrades were being installed. Mr. Miller noted there would be minimal downtime, as the upgrades would be installed in phases but there would be no data loss.

Mr. Miller was asked how large of a company ISI was to which he responded that it was a one-man operation that had partnered with someone in Atlanta regarding design. Mr. Miller assured the Board that the vendor was well qualified.

A **MOTION** was made by Supervisor Dolan, seconded by Vice Chairman Ney and passed unanimously approving the SCADA System Network Upgrades Proposal #2014-15 from Integration Services, Inc. for the not to exceed price of \$75,867.50, as presented. The upgrades being necessary as part of the Water Treatment Plant Redundancy Improvements Project, the Available Project Budget is \$26,914,492; This Project cost being \$75,867.50; leaving an Available Balance of \$26,838,624.50, as presented.

DM 4 – Consider Task Order SLW035 from Infrastructure Solutions Services (ISS) for the Water Treatment Plant Improvements Design Criteria

Mr. Miller presented the item indicating that this was part of the expansion of the water treatment plant and only approves the design criteria.

A **MOTION** was made by Secretary Haseltine, seconded by Supervisor Dolan approving Task Order SLW035 from Infrastructure Solutions Services for the Water Treatment Plant Improvements Design Criteria for the not to exceed cost of \$438,960, as presented.

A brief discussion ensued regarding the cost of the project.

Secretary Haseltine's **MOTION** was reiterated, seconded by Supervisor Dolan and passed unanimously approving Task Order SLW035 from Infrastructure Solutions Services for the Water Treatment Plant Improvements Design Criteria for the not to exceed cost of \$438,960, as presented.

DM 5 – Consider Escrow Agreement with GrayRobinson

Mr. Miller presented the item and recommended approval.

Chairman Graci advised that the original document drafted by GrayRobinson was “horrendous.” He furthered that Mr. Nason drew up the current agreement to which GrayRobinson adopted approximately 90% of Mr. Nason's proposed revisions. Chairman Graci confirmed that the District would get the money back and Mr. Miller advised that the money was merely being held.

A **MOTION** was made by Supervisor Dolan, seconded by Secretary Haseltine and passed unanimously approving the Escrow Agreement with GrayRobinson and transferring \$1,000,000 to the Escrow Trust Fund within 30 days of signing of this agreement, as presented. The Available Project Budget being \$1,051,197; This Project being \$500,000 (from the Water Connection Fee Fund); leaving an Available Balance of \$551,197; and the Available Project Budget being \$529,695; This Project being \$500,000 (from the Wastewater Connection Fee Fund); leaving an Available Project Balance of \$29,695, as presented.

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

Mr. Miller presented the item and noted the Reserve CDD's issue with the word “oversight.” He furthered that he had received their revisions late last night and recommended postponing this item until the May meeting.

A **MOTION** was made by Vice Chairman Ney, seconded by Secretary Haseltine and passed unanimously tabling this item until the May meeting.

DM 7 – Consider Selection Committee Ranking for District Legal Services

Mr. Miller presented the item and recommended approval.

Vice Chairman Ney reiterated the fact that the District was not dissatisfied with the current firm, they are, however, not satisfied with having to hire special counsel for certain matters.

There was a brief discussion amongst the Board Members.

A **MOTION** was made by Vice Chairman Ney, seconded by Supervisor Dolan and passed unanimously approving the Selection Committee Ranking of:

1st Nason, Yeager, Gerson, Harris & Fumero, P.A.
2nd Lewis, Longman & Walker, P.A.
3rd Davis & Associates, P.A.

and authorizing staff to begin negotiations with Nason, Yeager, Gerson, Harris & Fumero, P.A., the highest ranked firm, for a contract for legal services, as presented.

DM 8 – Consider Chief Wastewater Treatment Plant Operator

Mr. Miller presented the matter noting that Mr. Portney was onsite today.

A **MOTION** was made by Vice Chairman Ney, seconded by Supervisor Haseltine and passed unanimously approving the hiring of Benjamin Portney for the Chief Wastewater Treatment Plant Operator position at an hourly rate of \$34.50, as presented.

DM 9 – Other Items

Mr. Miller went over his list from the previous day's Workshop and noted that the Chapter A-11, Rules of Board of Supervisors updating needed some insight from the new legal counsel along with all of our rules to be reviewed.

Discussion ensued regarding the District's logo and the significance of certain 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 2024

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

CA 8 – Surplus Items

Mr. Miller pointed out CA 8, Surplus Items, noting that the Lake Charles Pump Station, which was put in in 1998, was no longer used and was being offered for bidding. Supervisor Dolan asked if there was any cost to remove it to which Mr.

Miller responded that there was and that hopefully, that cost could be passed on to the buyer.

A **MOTION** was made by Secretary Haseltine, seconded by Supervisor Dolan approving Consent Agenda items CA 1 through CA 8, as presented. Upon being put to a vote, the **MOTION** carried unanimously.

J. Supervisor Requests

Vice Chairman Ney indicated that the newsletter looked nice and that Page 2 was the best part of it as it explained rebates, which has been an ongoing program for decades. He suggested getting the word out.

Supervisor Dolan asked how to apply for the rebates to which Vice Chairman Ney responded that he needed to pick up the phone.

Secretary Haseltine had nothing further.

Chairman Graci thanked Mr. Bomjardim for his wonderful job on the newsletter, meeting with the various HOAs and pushing for more education. He also suggested possibly offering a walk-through of the plant.

Chairman Graci noted that today the Board spent \$8.2 Million on this new project and that the District was fortunate to have a District Manager dedicate so many hours/days to this upgrade, which will benefit the residents of the District and might very well bring down the costs for them as well. He also thanked Ms. Holmes for her service to the District and indicated that Mr. Fumero had spoken very highly of her.

K. Adjournment

There being no further items to be addressed, the Regular Board Meeting was adjourned at 9:51 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, May 6, 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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*FLORIDA BAR BOARD CERTIFIED
CITY COUNTY AND LOCAL GOVERNMENT ATTORNEY

April 23, 2025

St. Lucie West Services District
District Attorney's Report
Time Period: March 22, 2025 – April 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. Reviewed and edited drainage easement;
3. Provided correspondence received from St. Lucie County Supervisor of Elections; and
4. Provided options to revise City's indemnification language on boilerplate form.

Sincerely,

Ruth A. Holmes
Ruth A. Holmes, Esq.

St. Lucie West Services District

Board Agenda Item

Tuesday, May 6, 2025

Item

DE 1

Status Report/Updates

Summary

This report is provided for your review and information.

Recommendation

Budget Impact

Project Number:

ORG Number:

Available Project Budget: \$0.00

This Project: \$0.00

Available Balance: \$0.00

Board Action

Moved by:

Seconded by:

Action Taken:

Client: St. Lucie West Services District
Topic: Monthly Project Status Report – May 06, 2025
Date of Status: 4/21/2025

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) SLW035 DIW Civil/Site and Piping Improvements

- i) Status:
 - a. ISS received Notice to Proceed on April 9, 2025
 - b. ISS complete site survey week of March 31, 2025
 - c. ISS began data collection and drawing layout planning.
- ii) Actions:
 - a. ISS to schedule Kickoff Meeting.

- b. ISS to begin preparing the Preliminary Design Memorandum
- 6) SLW036 – Water Treatment Plant Expansion Design Build Criteria Professional Services
 - i) Status:
 - a. ISS received Notice to Proceed on April 9, 2025
 - ii) Actions:
 - a. ISS to schedule Kickoff Meeting.
 - b. ISS to schedule site survey work.
- 7) 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.
- 8) Other

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_±) – Future
- f) Stormwater Control Structures Evaluation



St. Lucie West Services District

Board Agenda Item

Tuesday, May 6, 2025

Item

DM 1 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 was postponed from the April 8 Meeting due to some additions/changes that needed to be done.

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 (“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 wastewater 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-I.001, pursuant to Chapter 190, Florida Statutes, to provide water and wastewater 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 wastewater 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 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 the operating and 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, (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 and (viii) any services or construction activity which, by law, must be awarded by competitive bid or competitive negotiation. For the purpose of this Maintenance Agreement the term “oversee” or “oversight” shall mean taking such actions as SLW deems reasonably necessary or desirable to ensure that System is performing its essential functions consistent with expected results, and that the System is in compliance with applicable laws, regulations and policies,

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.

2.3 Nothing herein shall prohibit the District from compliance with Section 190.033, Florida Statutes, any other applicable Florida laws, or the Reserve's rules, policies or procedures, pertaining to the procurement of maintenance service contracts.

SECTION 3. TERM AND TERMINATION.

3.1 This 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 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.

3.3 The Reserve may terminate this Agreement for convenience by providing SLW with at least thirty (30) days written notice of said party's intent to terminate. The Reserve shall pay, in accordance with the terms of this Agreement, the monies owed to SLW for that period up to the date of termination of this Agreement for services performed by SLW.

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 if 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.

SECTION 5. E-VERIFY. Pursuant to Section 448.095(2), Florida Statutes, SLW shall:

(A) Register with and use the E-Verify system to verify the work authorization status of all newly hired employees and/or require all subcontractors (providing services or receiving funding under this Agreement) to register with and use the E-Verify system to verify the work authorization status of all the subcontractors' newly hired employees;

(B) Secure an affidavit from all subcontractors (providing services or receiving funding under this Agreement) stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien;

(C) Maintain copies of all subcontractor affidavits for the duration of this Agreement;

(D) Comply fully, and ensure all of its subcontractors comply fully, with Section 448.095, Florida Statutes;

(E) Be aware that a violation of Section 448.09, Florida Statutes (Unauthorized aliens; employment prohibited) shall be grounds for termination of this Agreement; and

(F) Be aware that if the Reserve terminates this Agreement under Section 448.095(2)(c), Florida Statutes, SLW may not be awarded a public contract for at least 1 year after the date on which the Agreement is terminated and will be liable for any additional costs incurred by the Reserve as a result of the termination of the Agreement.

SECTION 6. INSURANCE.

6.1 SLW shall maintain, at its expense, throughout the term of this Agreement the following insurance, written by a company or companies licensed to do business in the State of Florida:

1. Commercial General Liability Insurance extended to include: 1) \$1,000,000.00 limit each occurrence for bodily injury and property damage, \$2,000,000.00 general aggregate limit, \$1,000,000.00 limit for personal and advertising injury, and \$1,000,000.00 products and completed operations limit; 2) contractual liability coverage.
2. Commercial Auto Liability with a combined single limit of \$1,000,000.00 and \$1,000,000.00 limit for non-owned and hired automobile liability.
3. Workers' Compensation Insurance according to State statutory limits covering all employees or subcontractors of SLW, with employer's liability limits of not less than \$500,000.00 each accident for bodily injury, \$500,000.00 each employee for bodily injury caused by disease, and \$500,000.00 policy limit for bodily injury caused by disease.
4. SLW shall furnish Reserve with a Certificate of Insurance evidencing compliance with the requirements of Section 6 prior to performing services hereunder. In the event the Certificate of Insurance provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then, in that event, SLW shall furnish, at least thirty (30) calendar days prior to expiration of the date of such insurance, a renewed Certificate of Insurance as proof that equal and like coverage for the balance of that period of the Agreement and extension there under is in effect. SLW shall not continue to complete the improvements required by this Agreement unless all required insurance remains in full force and effect.

6.2 The Reserve shall be named as an additional insured in the Commercial General Liability policy and Commercial Auto Liability policy to the extent the Reserve is entitled to be indemnified under this Agreement. SLW shall furnish the Reserve with the Certificate of Insurance evidencing compliance with this requirement. Each Certificate of Insurance shall acknowledge that particular policy(ies) of insurance shall not be amended, modified, terminated, or canceled without the insurer first having provided at least thirty (30) days written notice to SLW.

6.3 The monetary limit and types of coverages set forth herein shall not be construed as a limit of SLW'S liability.

SECTION 7. INDEMNIFICATION.

7.1 To the extent permitted under applicable law, without waiving the provisions of Florida Statute Section 768.28 or the limitations contained therein, and except and to the extent caused by the negligence or willful misconduct of the Reserve, SLW shall indemnify and hold the Reserve, its officers, directors, supervisors, employees, agents, successors, and assigns harmless from and against any and all damages, losses, settlement payments, deficiencies, liabilities, costs and expenses, resulting from any claim asserted by a third party against the Reserve, but only to the extent caused by the negligence or willful misconduct of SLW in providing the Services or its actions or inactions in connection therewith. If SLW receives notice of or undertakes the defense or the prosecution of any action, claim, suit, administrative or arbitration proceeding or investigation consistent with SLW's indemnity obligations hereunder, SLW shall give the Reserve prompt notice of such proceedings SLW agrees that nothing in this Agreement shall serve or be construed as a waiver of the Reserve's limitations on liability contained in Section 768.28, Florida Statutes or any other laws.

7.2 To the extent allowable under applicable law, without waiving the Provisions of Florida Statute Section 768.28 or the limitations contained therein, resulting from any claim asserted by a third party against SLW, but only to the extent caused by the negligence or willful misconduct of the Reserve related to the condition of the System or its actions or inactions in connection therewith and except and to the extent caused by the negligence or willful misconduct of SLW, the Reserve agrees to indemnify and hold SLW and its respective officers, directors, employees, agents, successors and assigns harmless from and against any and all damages, losses, settlement payments, deficiencies, liabilities, costs, and expenses, If the Reserve receives notice of or undertakes the defense or the prosecution of any action, claim, suit, administrative or arbitration proceeding or investigation consistent with Reserve's indemnity obligations hereunder, the Reserve shall give SLW prompt notice of such proceedings The Reserve agrees that nothing in this Agreement shall serve or be construed as a waiver of SLW's limitations on liability contained in Section 768.28, Florida Statutes or any other laws.

7.3 Notwithstanding any provision to the contrary contained in this Agreement, in no event shall either party be liable, either directly or as an indemnitor, to the other, for any special, punitive, indirect and/or consequential damages, including damages attributable to loss of use, loss of income or loss of profit even if the other party has been advised of the possibility of such damages.

7.4 In the event that claim(s) raised against SLW because of this Agreement, or because the Services performed hereunder is/are covered under SLW's insurance policies required hereunder, SLW shall not be responsible for any loss, damager or liability beyond the policy limits contractually required hereunder and actually paid pursuant to the limits and conditions of such policies.

SECTION 8. PUBLIC RECORDS.

8.1 Upon request of the Reserve, SLW shall open for inspection and copying its books and records pertaining to the operation, maintenance and management of the System during regular business hours.

8.2 SLW shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

1. Keep and maintain public records required by the Reserve to perform the services or work set forth in this Agreement; and
2. Upon the request of the Reserve's custodian of public records, provide the Reserve with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if SLW does not transfer the records to the Reserve; and
4. Upon completion of the Agreement, transfer, at no cost to the Reserve, all public records in possession of SLW or keep and maintain public records required by the Reserve to perform the service or work provided for in this Agreement. If SLW transfers all public records to the Reserve upon completion of the Agreement, SLW shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If SLW keeps and maintains public records upon completion of the Agreement, SLW shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Reserve, upon request from the Reserve's custodian of public records, in a format that is compatible with the information technology systems of the Reserve.

8.3 SLW acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the Reserve pursuant to Section 119.0701(3), Florida Statutes. If notified by the Reserve of a public records request for records not in the possession of the Reserve but in possession of SLW, SLW shall provide such records to the Reserve or allow the records to be inspected or copied within a reasonable time. SLW acknowledges that should SLW fail to provide the public records to the Reserve within a reasonable time, SLW may be subject to penalties pursuant to Section 119.10, Florida Statutes.

8.4 IF SLW HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO SLW'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, SLW MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE RESERVE AT:

**GOVERNMENTAL MANAGEMENT SERVICES-SOUTH
FLORIDA, LLC
5385 N. Nob Hill Road Sunrise, Florida 33351
TELEPHONE: (954) 721-8681
[EMAIL: info@gmssf.com](mailto:info@gmssf.com)**

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 The Reserve Community Development 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 apply when work is performed before 700AM or 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, May 6, 2025

Item

DM 2 **Consider Approval of Nason, Yeager, Gerson, Harris & Fumero, P.A., for District Legal Services**

Summary

Provided for your review and consideration is the contract from Nason, Yeager, Gerson, Harris & Fumero, P.A. for District Legal Services.

Staff have reviewed this contract and recommend moving forward with hiring Nason, Yeager, Gerson, Harris & Fumero, P.A. as for District Legal Services.

Recommendation

Staff recommend approval of the Agreement of Legal Services with 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:

AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT is made and entered into this 6th Day of May, 2025 (the “**Effective Date**”), by and between **ST. LUCIE WEST SERVICES DISTRICT, FLORIDA**, a Florida community development district (hereinafter the “**District**”) whose address is 450 SW Utility Drive, Port St. Lucie, Florida 34986, and **NASON, YEAGER, GERSON, HARRIS & FUMERO, P.A.**, whose address is 750 Park of Commerce Boulevard, Suite 210, Boca Raton, FL 33487, hereinafter called “**Attorney**”.

WITNESSETH: That the District hereby employs and retains Attorney as general counsel to the District on the following terms and conditions:

A. LEGAL SERVICES TO BE PROVIDED BY ATTORNEY:

1. Attendance and representation of the regularly scheduled meetings of the District Board each month, together with special meetings of the District Board, when and if such special meetings are called, and act as parliamentarian for the conduct of such meetings.
2. Advise the District on legal matters upon the request of any of its Board members, its District Manager or designee.
3. Preparation, negotiation, or review of contracts, bid letting procedures and surety and any matters associated therewith.
4. Negotiation and drafting of any legal documents, and agreements of any nature, as requested by the members of the District Board, its District Manager or designee.
5. Preparation, where necessary, and review of deeds, easements and other rights-of-way documents, and other instruments; rendering title opinions with reference thereto; and providing for the recordation thereof.
6. Legal representation concerning regulatory, permitting, human resources, and/or operational issues as requested by the District Board, its District Manager or designee.
7. Coordination with and among the members of the District Board, its staff, and other governmental entities concerning legislative or governmental matters.
8. Assist in obtaining necessary permits and certificates from any governmental agencies.
9. Cooperate with the engineer employed by property owners in connection with preparation or acquisition of real property or easements and other necessary real estate or title documents, construction contracts, and other instruments.
10. When applicable, secure assistance of and cooperate with bond counsel in the preparation of the documents necessary for the financing.
11. Preparation of resolutions, policies, and procedures concerning District matters, as requested by the District Board, its District Manager or designee.

12. Any other legal services deemed necessary, by the Board or District Manager.

B. COMPENSATION:

1. The District the Attorney shall be paid the sum of THREE HUNDRED FIFTY DOLLARS (\$350.00) per hour for partner time, TWO HUNDRED FIFTY DOLLARS (\$250.00) per hour for associate time, and NINETY-FIVE DOLLARS (\$95.00) per hour for paralegal time spent on behalf of the District which shall be tracked and billed on a monthly basis. For billing purposes, fractional hours shall be rounded to 1/10-hour increments.
2. The Attorney will keep accurate records of time devoted to work on behalf of the District for billing purposes, including conferences conducted in person or by telephone or electronically, negotiations, legal research, file review, document preparation, review and revision and other activities related to representation of the District.
3. The District shall reimburse the Attorney for actual costs incurred on behalf of the District, such as court filing fees, mileage and travel expenses, tele computer, long-distance telephone calls, courier charges, photocopying, postage and clerical overtime; said expenses to be substantiated by toll call tickets and/or paid receipts.

C. ADMINISTRATION

For purposes of this Agreement, the primary attorneys to serve as District Attorney shall be John J. Fumero, Stephen L. ("Steve") Conteaguero, and Nathan E. ("Nat") Nason (the "Designated Attorneys").

D. TERM OF EMPLOYMENT

Beginning on the Effective Date and continuing until terminated by either party by giving not less than ninety (90) days' written notice in advance of the termination date.

E. OTHER REPRESENTATION

Notwithstanding the representation of the District pursuant to this Agreement, the Attorney shall not be precluded from representing other clients in matters such as, but not limited to obtaining permits, requesting land use or zoning changes, eminent domain actions, or resolving disputes, and such representation shall not be deemed a conflict of interest, provided that such representation does not conflict, with the Attorney's representation of the District as set forth in this Agreement. In the event of a conflict of interest, the District and the Attorney agree to address and discuss such conflict of interest and, if such conflict is waivable, the District agrees to execute a waiver of conflict letter.

F. PUBLIC RECORDS

Pursuant to Chapter 119, Florida Statutes, Florida's Public Records Law, Attorney shall

1. Keep and maintain public records required by the District to perform the service.

2. Upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of the Agreement if the Attorney does not transfer the records to the District.
4. Upon completion of the Agreement, transfer, at no cost, to the District all public records in possession of the Attorney or keep and maintain public records required by the District to perform the service. If the Attorney transfers all public records to the District upon completion of the Agreement, the Attorney shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Attorney keeps and maintains public records upon completion of the Agreement, the Attorney shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

IF THE ATTORNEY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE ATTORNEY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS AT:

Madeline Maldonado, Public Records Custodian
450 SW Utility Drive, Port St. Lucie, Florida 34986
Tel: (772) 340-0220
mmaldonado@slwsd.org

G. MISCELLANEOUS

1. No Assignment. No Party shall assign this Agreement or any of its rights or obligations hereunder without the other Parties' prior written consent.
2. Modification. To be effective, any modification or amendment to this Agreement shall be in writing, signed by all Parties hereto.
3. Governing Law; Jurisdiction. This Agreement shall be governed by the laws of the State of Florida without regard to its conflict of laws principles. In the event it is necessary for either party to initiate legal action regarding this Agreement, venue shall be in the Nineteenth Judicial Circuit, in and for St. Lucie County, Florida.
4. Severability. If a court of competent jurisdiction finds any provision of this Agreement is invalid or unenforceable, such provision shall be deemed modified to the minimum extent necessary to make it valid and enforceable, and the remaining provisions shall continue in full force and effect.

5. Entire Agreement; Conflict. This Agreement and all Exhibits attached hereto shall constitute the entire agreement and understanding between the parties with respect to the subject matter herein and shall supersede and replace all prior and contemporaneous agreements, whether written or oral, regarding such subject matter. In the event of a conflict between any term and condition in this Agreement.

IN WITNESS WHEREOF the District has caused these presents to be executed in its name by its duly authorized officer and attested by its District Manager, and Attorney has caused these presents to be executed by its duly authorized officer the day and year first above written.

ST. LUCIE WEST SERVICES DISTRICT

By: _____
Dominick Graci, Chairman

ATTEST: _____

Joshua Miller, District Manager

NASON, YEAGER, GERSON, HARRIS &
FUMERO, P.A.

By: _____
John J. Fumero, Shareholder.

**AFFIDAVIT OF NON-COERCION FOR LABOR AND SERVICES
(FLORIDA STATUTES SECTION 787.06(13))**

Personally appeared before me, the undersigned authority, John J. Fumero (“Affiant”), who being first duly sworn, deposes and says on oath and under penalty of perjury as follows:

I. That they are of legal age, have personal knowledge of the facts herein stated, and are duly authorized to make this affidavit (the "Affidavit") as Authorized Signer on behalf of Nason Yeager Gerson Harris & Fumero, P.A. ("the Entity").

II. That to the best of Affiant's knowledge, the Entity does not engage in any of the following activities as part of its employment practices:

1. Using or threatening to use physical force against any person;
2. Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will;
3. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
4. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
5. Causing or threatening to cause financial harm to any person;
6. Enticing or luring any person by fraud or deceit; or
7. Providing a controlled substance to any person for the purpose of exploitation of that person.

III. That this Affidavit is being given to evidence compliance with the law.

FURTHER AFFIANT SAYETH NOT.

Signature _____

State of Florida)
) ss.
County of)

The foregoing instrument was sworn to and subscribed before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2025, by John J Fumero, as authorized signer of Nason Yeager Gerson Harris & Fumero, P.A., on its behalf, who ☐ is personally known to me or ☐ has produced a driver's license as identification.

[Notary Seal]

Notary Public

Printed Name: _____

My Commission Expires: _____

St. Lucie West Services District

Board Agenda Item

Tuesday, May 6, 2025

Item

DM 3 2024 Annual Drinking Water Quality Report

Summary

Provided for your review is the 2024 Drinking Water Quality Report for the St. Lucie West Services District. This report is required by the State Department of Environmental Protection.

The FDEP has reviewed the report and approved the content for distribution to our customers.

This report is scheduled to be included in the monthly billing of June 17, 2025.

Recommendation

Staff recommends approval of the 2024 Annual Drinking Water Quality Report as presented.

District Manager: Joshua C Miller
Assistant Utilities Director: TJ Bayer

Budget Impact

Project Number:	Available Project Budget:
ORG Number:	This Project:
	Available Balance:

Board Action

Moved by:	Seconded by:	Action Taken:
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2024 Annual Drinking Water Quality Report ***St. Lucie West Services District***

We are pleased to present to you this year's Annual Water Quality Report. This report is designed to inform you about the quality of water and service we deliver to you every day. Our constant goal is to provide you with a safe and dependable supply of drinking water. We want you to understand the efforts we make to continually improve the water treatment process and protect our water resources. We are committed to ensuring the quality of our water. Our water source is ground water from the Floridan aquifer. The water is then treated by reverse osmosis, chlorinated for disinfection, fluoride is added to help prevent tooth decay, and phosphate is added for corrosion control.

In 2024 the Department of Environmental Protection performed a Source Water Assessment (SWA) on our system. The assessment was conducted to provide information about any potential sources of contamination in the vicinity of our wells. There are eight potential sources of contamination identified for this system with a low susceptibility level. A SWA report for this system is available at the DEP SWAPP web site: [SWAPP \(state.fl.us\)](https://www.dep.state.fl.us/swapp/).

We are pleased to report that our drinking water meets all federal and state requirements.

If you have any questions about this report or concerning your water utility, please contact Rick Riniolo at (772)340-0220. You may pick up a copy of this report at 450 SW Utility Dr. Port Saint Lucie, Florida 34986. We encourage our valued customers to be informed about their water utility. If you want to learn more, please attend any of our regularly scheduled meetings. They are held on the first Tuesday of the month at 9:00 am at St Lucie West Services District main office, 450 SW Utility Dr., Port Saint Lucie, FL 34986.

St. Lucie West Services District routinely monitors for contaminants in our drinking water according to Federal and State laws, rules, and regulations. Except where indicated otherwise, this report is based on the results of our monitoring for the period of January 1 to December 31, 2024. Data obtained before January 1, 2024, and presented in this report are from the most recent testing done in accordance with the laws, rules, and regulations.

In the table below, you may find unfamiliar terms and abbreviations. To help you better understand these terms we've provided the following definitions:

Maximum Contaminant Level or MCL: The highest level of contaminant that is allowed in drinking water. MCLs are set as close to MCLGs as feasible using the best available treatment technology.

Maximum Contaminant Level Goal or MCLG: The level of contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

Action Level (AL): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

Maximum residual disinfectant level or MRDL: The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum residual disinfectant level goal or MRDLG: The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

"ND" means not detected and indicates that the substance was not found by laboratory analysis.

Parts per billion (ppb) or Micrograms per liter (µg/l) – one part by weight of analyte to 1 billion parts by weight of the water sample.

Parts per million (ppm) or Milligrams per liter (mg/l) – one part by weight of analyte to 1 million parts by weight of the water sample.

Picocurie per liter (pCi/L) - measure of the radioactivity in water.

Locational Running Annual Average (LRAA): the average of sample analytical results for samples taken at a particular monitoring location during the previous four calendar quarters.



2024 Annual Drinking Water Quality Report

St. Lucie West Services District

Inorganic Contaminants							
Contaminant and Unit of Measurement	Dates of sampling (mo./yr.)	MCL Violation Y/N	Level Detected	Range of Results	MCLG	MCL	Likely Source of Contamination
Fluoride (ppm)	5/2023	N	0.69	N/A	4	4.0	Erosion of natural deposits; discharge from fertilizer and aluminum factories. Water additive which promotes strong teeth when at optimum level of 0.7 ppm
Sodium (ppm)	5/2023	N	51.0	N/A	N/A	160	Saltwater intrusion, leaching from soil
Cyanide (ppb)	5/2023	N	5	N/A	200	200	Discharge from steel/metal factories; discharge from plastic and fertilizer factories

Stage 1 Disinfectants and Disinfection By-Products							
For bromate, chloramines, or chlorine, the level detected is the highest running annual average (RAA), computed quarterly, of monthly averages of all samples collected. The range of results is the range of results of all the individual samples collected during the past year.							
Disinfectant or Contaminant and Unit of Measurement	Dates of sampling (mo./yr.)	MCL or MRDL Violation Y/N	Level Detected	Range of Results	MCLG or MRDLG	MCL or MRDL	Likely Source of Contamination
Chlorine (ppm)	01-12/2024	N	2.0	1.8-2.1	MRDLG = 4	MRDL = 4.0	Water additive used to control microbes
Stage 2 Disinfectants and Disinfection By-Products							
For haloacetic acids and TTHMs, the level detected is the highest locational running annual average (LRAA) of all samples collected. The range of results is the range of results of all individual samples collected during the past year.							
Contaminant and Unit of Measurement	Dates of sampling (mo./yr.)	MCL or MRDL Violation Y/N	Level Detected	Range of Results	MCLG	MCL	Likely Source of Contamination
Haloacetic Acids (five) (HAA5) (ppb)	7/2024	N	3.5	2.8 -3.5	NA	60	By-product of drinking water disinfection
TTHM [Total trihalomethanes] (ppb)	7/2024	N	9.8	6.1 - 9.8	NA	80	By-product of drinking water disinfection



2024 Annual Drinking Water Quality Report

St. Lucie West Services District

Lead and Copper (Tap Water)							
Contaminant and Unit of Measurement	Dates of sampling (mo./yr.)	AL Violation Y/N	90th Percentile Result	No. of sampling sites exceeding the AL	MCLG	AL (Action Level)	Likely Source of Contamination
Copper (tap water) (ppm)	06/2023	N	0.06	0	1.3	1.3	Corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives
Lead (tap water) (ppb)	06/2023	N	1.00	0	0	15	Corrosion of household plumbing systems and service lines connecting buildings to water mains; erosion of natural deposits

Lead can cause serious health effects in people of all ages, especially pregnant people, infants (both formula-fed and breastfed), and young children. Lead in drinking water is primarily from materials and parts used in service lines and in home plumbing. St Lucie West Services District is responsible for providing high quality drinking water and removing lead pipes but cannot control the variety of materials used in the plumbing in your home. Because lead levels may vary over time, lead exposure is possible even when your tap sampling results do not detect lead at one point in time. You can help protect yourself and your family by identifying and removing lead materials within your home plumbing and taking steps to reduce your family's risk. Using a filter, certified by an American National Standards Institute accredited certifier to reduce lead, is effective in reducing lead exposures. Follow the instructions provided with the filter to ensure the filter is used properly. Use only cold water for drinking, cooking, and making baby formula. Boiling water does not remove lead from water. Before using tap water for drinking, cooking, or making baby formulas, flush your pipes for several minutes. You can do this by running your tap, taking a shower, doing laundry or a load of dishes. If you have a lead service line or galvanized requiring replacement service line, you may need to flush your pipes for a longer period. If you are concerned about lead in your water and wish to have your water tested, contact St Lucie West Services District at (772)340-0220. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available at <https://www.epa.gov/safewater/lead>.

A lead service line inventory has been prepared and is available upon request.

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- (A) Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- (B) Inorganic contaminants, such as salts and metals, which can naturally occur or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- (C) Pesticides and herbicides, which may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.
- (D) Organic chemical contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, and septic systems.
- (E) Radioactive contaminants, which can be naturally occurring or be the result of oil and gas production and mining activities.

To ensure that tap water is safe to drink, the EPA prescribes regulations, which limit the amounts of certain contaminants in water provided by public water systems. The Food and Drug Administration (FDA) regulations establish limits for contaminants in bottled water, which must provide the same protection for public health.

Drinking water, including bottled water, may reasonably be expected to contain at least some small amounts of contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1(800) 426-4791.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbiological contaminants are available from the Safe Drinking Water Hotline 1 (800) 426-4791.

We at St. Lucie West Services District would like you to understand the efforts we make to continually improve the water treatment process and protect our water resources. We are committed to the quality of your water. If you have any questions or concerns about the information provided, please feel free to call any of the numbers listed.

St. Lucie West Services District

Board Agenda Item

Tuesday, May 6, 2025

Item

DM 4 Consider Approval of Request to Advertise Public Hearings to Consider (1) Adopting Revised Employee Job Descriptions, and (2) Amending Chapter A-III, Rules of the District Regarding Positions, Qualifications, Compensation, Employment, and Termination of District Employees.

Summary

Request to advertise two Public Hearing on July 8, 2025, to consider:

In Public Hearing 1-- adopting revised employee job descriptions, including the deletion of certain existing job descriptions and the addition of descriptions for certain new positions. Revised job descriptions as proposed are attached for review. Please note that the pay grade schedule will be updated to reflect these changes.

In Public Hearing 2—adopting an amendment to Chapter A-III, Rules of the District Regarding Positions, Qualifications, Compensation, Employment, and Termination of District Employees, to remove the entire section of “high ranking employees” as defined in Section 1(a).

A proposed form of Notice is also attached.

Recommendation

Staff recommend approval to advertise two Public Hearings to approve (a) St. Lucie West Services District Revised Job Descriptions and (2) an amendment to Chapter A-III, Rules of the District.

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:
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NOTICE OF PUBLIC HEARINGS OF THE ST. LUCIE WEST SERVICES DISTRICT TO CONSIDER (1) ADOPTING REVISED EMPLOYEE JOB DESCRIPTIONS, AND ADOPTING JOB DESCRIPTIONS FOR NEW POSITIONS, AND (2) AMENDING CHAPTER A-III, RULES OF THE DISTRICT REGARDING POSITIONS, QUALIFICATIONS, COMPENSATION, EMPLOYMENT, AND TERMINATION OF DISTRICT EMPLOYEES, BOTH AS RULES OF DISTRICT

The Board of Supervisors ("Board") of the ST. LUCIE WEST SERVICES DISTRICT ("District") will hold two public hearings in accordance with Section 120.54, Florida Statutes, on Tuesday, July 8, 2025, at 9:00 a.m., or as soon thereafter as may be heard, in the District's Board Meeting Room, 450 SW Utility Drive, Port St. Lucie, Florida 34986. The purpose of the hearings is:

Public Hearing 1—to receive public comments and objections to the proposed revision of all District employee job descriptions, including the deletion of certain job descriptions and the addition of job descriptions for certain new positions of the District ("Job Description Revisions"). The purpose of the Job Description Revisions is to revise certain current employee job descriptions and adopt job descriptions for the new positions.

Public Hearing 2—to receive public comments and objections to the proposed amendment of Chapter A-III, Rules of the District Regarding Positions, Qualifications, Compensation, Employment, and Termination of District Employees, to remove the list of "high ranking employees" as defined in Section 1(a) ("Chapter A-III Amendment" and, together with the Job Description Revisions," the Rules).

If adopted, the proposed Rules shall become effective upon approval by the Board of the District. Copies of the proposed Rules will be available at the District Office, 450 SW Utility Drive, Port St. Lucie, Florida. Any person who wishes to provide a proposal for a lower cost regulatory alternative, as provided by Section 120.541(1), Florida Statutes, must do so in writing within twenty-one (21) days after publication of this notice. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person will need a record of the proceedings and that, accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

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

Dated this 8th day of July 2025

Joshua Miller, District Manager
ST LUCIE WEST SERVICE DISTRICT

Publish:



TITLE: Customer Service Representative I
JOB CODE: 3001
GRADE: 104
DEPARTMENT: Utilities
REPORTS: Director of Office Administration or Designee
FLSA STATUS: Non-Exempt
CLASSIFICATION: Essential
CREATION DATE: October 21, 2008
REVISION DATE(S): June 1, 2010; April 2, 2013; December 5, 2017; July 12, 2022; January 9, 2024, 2025

This position is Essential and is required to report to duty before, during, and immediately after a declared storm event.

POSITION SUMMARY

Under general supervision performs customer service and clerical duties to assist in the operation of the District's Utilities Departments. Work involves answering calls, processing mail, utility connection documents, customer payments, deposits, processing account information, refunds, service, and assisting with other administrative tasks.

DUTIES & RESPONSIBILITIES

The following duties are illustrative for this position. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Essential functions indicated with an *.

- Provides customer service by taking immediate action to incoming requests, maintaining high levels of quality and productivity and generating innovative solutions to work processes. *
- Provides information in person, by telephone and e-mail to customers and members of the public regarding services, rules & regulations, fees, policies, and procedures. *
- Ensure that appropriate actions are taken to answer customer questions, concerns or transfer calls to appropriate staff for resolution. *
- Accepts changes and makes necessary modifications to customer utility accounts in the billing software. *
- Assists customers with billing questions and researches the billing software to collaborate with billing staff to resolve any inconsistencies in customers' accounts. *



- Receives and processes applications for new customers and completes the termination process according to the different types of accounts and services. *
- Assists utility customers with payment options online and on phone systems. *
- Create letters to customers for all processes related to customer service and utility billing. *
- Completes balance transfers within the billing software*
- Processes customer utility payments and issues receipts according to policies and procedures. *
- Receives daily mail and processes customer correspondence and distributes other mail accordingly. *
- Initiates, processes, and schedules service orders. *
- Assists with district and customer records according to the State of Florida General Records Schedule GS1-SL and GS-14.
- Assists the billing staff with clerical tasks.
- Serves as back up for administrative duties related to on-call and locates.
- Attend meetings as needed.

MINIMUM REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Requires a high school diploma or GED equivalent with two to three years of experience in customer service, billing software, and administrative work or any equivalent combination of education and experience that provides the required knowledge skills and abilities to perform this job.

Certifications, Licenses, Registrations:

- Possession of a valid State of Florida driver's license.



Knowledge, Skills & Abilities:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Excellent communication skills including active listening.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to understand and follow oral and written directions of office procedures.
- Ability to maintain calm in pressure situations and adapt quickly to change.
- Ability to communicate in a courteous and professional manner during challenging customer situations.
- Ability to create and edit documents in Microsoft Office Suite, Word, Excel, and other related software.
- Ability to access, input and retrieve information from a computer.
- Ability to make mathematical calculations with reasonable speed and accuracy.
- Ability to operate a variety of automated office machines including computers, copiers, scanners, calculators, postage machines, etc.
- Ability to establish and maintain effective working relationships with employees and the public.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel, reach with hands and arms. The employee is required to sit most of the time but occasionally is required to walk, stand, stoop, and crouch for brief periods of time. The employee may lift and/or move up to 10 lbs. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the environment is usually moderate.

DISCLAIMER

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice except when a policy revision is needed, in these cases the job description must go to the Board of Supervisors for approval.



TITLE: Utilities Billing Specialist
JOB CODE: 3003
GRADE: 107
DEPARTMENT: Utilities
REPORTS: Director of Office Administration or Designee
FLSA STATUS: Non-Exempt
CLASSIFICATION: Essential
CREATION DATE: October 21, 2008
REVISION DATE(S): June 1, 2010; April 2, 2013; December 5, 2017; July 12, 2022; January 9, 2024, 2025

This position is Essential and is required to report to duty before, during, and immediately after a declared storm event.

POSITION SUMMARY

Under general supervision this position is responsible for working with the Utilities Billing Specialist Lead to accurately produce and verify all district utility billing and meter reading functions, as well as work on customer inquiries and problems. Other responsibilities include assisting with daily tasks, reconciling customer payments and accounting records, identifying and troubleshooting any inconsistencies and creating services orders as needed.

DUTIES & RESPONSIBILITIES

The following duties are illustrative for this position. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Essential functions indicated with an *.

- Prepares monthly utility bills and other related bills and notices including final bills, and past due notices. *
- Uses billing software and other programs to view customer billing information, meter reads, consumption, payments, auto drafts, delinquent accounts, etc.*
- Performs daily cash processes by reviewing daily deposit receipts for accuracy, depositing funds into accounts, and submitting documents to the Finance Department. *
- Uses meter reading software to audit and prepare the loading of reads to ensure accuracy prior to billing. *
- Runs data pull reports for verification of meter usage within the meter software to monitor uploads reads into the billing system. *
- Uses AMI leak notifications system to address leaks and create service orders as needed. *



- Assists in the data entry of all meter inventory, meter exchanges, and new installations in the billing system. *
- Works with the Utilities Billing Specialist Lead to perform shut-off calls for delinquent accounts and assist with the lock-off register. to ensure all customers on delinquent accounts have been notified prior to performing the shut off process.*
- Works on the adjustment process by reviewing Contesting Charges requests received from customer's following District rules and management's direction. *
- Performs necessary transaction adjustments related to customer accounts, including but not limited to issues within utility billing, meter reads, account receivable batches, payment collections and arrangements. *
- Assists the Utilities Billing Specialist Lead related to new commercial connections, ERC calculations, month end process, automatic bank drafts and any other utility billing processes as needed. *
- Processes and balance various types of payment methods for all accounts receivable. *
- Research and process returned checks, credit cards or online payments by recording returned items, reversing payments, sending notifications to customers, and following up with banks or credit card merchants to ensure resolution of any discrepancies. *
- Serves as back up for the Utilities Billing Specialist Lead and customer service staff as needed. *
- Collaborate with the utilities staff as needed regarding meter readings and other tasks related to billing. *
- Attend training related to the utility billing software as required. *
- Assist and test billing system during upgrades and/or new implementations. *
- Assists with customer inquiries on billing, meter readings, payment issues and other customer account concerns. *
- Prepares and compiles documents, spreadsheets, historical data, billing account statements and other information to respond to staff and customer inquiries.
- Resolves customer bankruptcy issues as needed.

MINIMUM REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

- Requires a high school diploma or GED equivalent with two to three years of experience in accounting, billing software, customer service, and administrative work or any equivalent combination of education and experience that provides the required knowledge skills and abilities to perform this job.

Certifications, Licenses, Registrations:

- Possession of a valid State of Florida driver's license.
- Requires a Utility Customer Relations Level I certification within twenty-four months of service. (FWPCOA or equivalent).

Knowledge, Skills & Abilities:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Thorough knowledge of accounting, utility billing rules, practices, and procedures.
- Excellent communication skills including active listening.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to understand and follow oral and written directions of billing procedures.
- Ability to access, create, and edit documents in Microsoft Office Suite, Word, Excel, and other related software.
- Ability to prepare financial reports and the ability to make mathematical calculations with reasonable speed and accuracy.
- Ability to work under pressure and meet deadlines in a fast-paced and at times stressful environment.
- Ability to communicate with challenging customers and situations in a courteous and professional manner.
- Ability to operate a variety of automated office equipment including computers, copiers, scanner, calculators, postage machines and other equipment as needed.
- Ability to establish and maintain effective working relationships with employees, vendors, civic or governmental leaders, and the public.
- Ability to organize and prioritize multiple tasks to complete projects in an effective and timely manner.
- Ability to attend conferences, seminars, and classes as appropriate to enhance and maintain knowledge of trends and developments in the utility billing field.



PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel, reach with hands and arms. The employee is required to sit most of the time but occasionally is required to walk, stand, stoop, and crouch for brief periods of time. The employee may lift and/or move up to 10 lbs. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the environment is usually moderate.

DISCLAIMER

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice except when a policy revision is needed, in these cases the job description must go to the Board of Supervisors for approval.



TITLE: Human Resources Manager
JOB CODE: 3007
GRADE: 118
DEPARTMENT: Utilities/Public Works
REPORTS: District Manager or Designee
FLSA STATUS: Exempt
CLASSIFICATION: Essential
CREATION DATE: December 5, 2017
REVISION DATE(S): July 12, 2022; January 9, 2024; TBD

This position is Essential and is required to report to duty before, during, and immediately after a declared storm event.

POSITION SUMMARY

The Human Resources (HR) Manager is responsible for overseeing all aspects of HR operations, ensuring compliance with employment laws, and fostering a productive work environment. This role manages recruitment, onboarding, benefits administration, payroll processing, employee relations, and compliance-related tasks. The HR Manager also serves as the primary point of contact for HR matters, including policy enforcement, performance evaluations, employee investigations, and leave management. Additionally, they supervise HR staff, support leadership with administrative tasks, and attend board meetings. This position requires strong organizational, communication, and leadership skills to effectively manage HR functions and support the organization's workforce.

DUTIES & RESPONSIBILITIES

The following duties are illustrative for this position. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Essential functions indicated with an *.

- Oversee job openings, job postings, and application processes.*
- Conducts background checks and verifies employment eligibility and compliance using Form I-9 and E-Verify.*
- Conducts new hire orientation and onboarding processes.*
- Manages tasks (enrollments, renewals, and updates) related to group benefits, including health, dental, vision, short-term and long-term disability, worker's compensation, life insurance, and retirement plans.*



- Oversees preparation and distribution of performance skills evaluations (90-day & annual).*
- Manages payroll software, including adding/removing employees, processing payroll, troubleshooting errors, and managing direct deposit requests.*
- Handles employment related inquiries from employees related to policies, benefits, payroll, etc. and serving as the primary contact for HR related matters.*
- Manages the processing of staff changes, such as transfers and separations.*
- Handles tasks related to compliance and claim processing for general liability and workers' compensation claims.*
- Handles employee leave, including FMLA, ADA, STD, and LTD.*
- Manages the asset management program including procedures, software, updates, and audit; submits asset changes to the policy carrier.*
- Manages tasks related to the incident reports program including procedure, reporting, and resolution.*
- Manage tasks related to the travel & training program including procedure, preauthorization's, expense reports, and reimbursement.*
- Serve as ADA Coordinator and handle ADA-related inquiries.*
- Participates in employee investigations and claims.*
- Supervise HR Assistant and Accounts Payable Coordinator.*
- Provide administrative support to the District Manager and Directors.*
- Attend board meetings.*
- Maintain and update the employee database.*
- Develop, update, and enforce HR policies, procedures, and forms.*
- Maintain employee records and confidential files.*
- Perform clerical and administrative duties, including letters, memos, and reports.*
- Ensure records management compliance for HR.*
- Oversees Accounts Payable Coordinator duties; Serves as the Accounts Payable Coordinator Backup.*

MINIMUM REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

- High school diploma or GED equivalent is required. Possession of a bachelor's degree in human resources or a related field, coupled with five to eight years of experience in administrative work and four years' experience in Human Resources, is preferred. However, consideration will be given to any equivalent combination of education and experience that demonstrates the necessary knowledge, skills, and abilities to effectively perform the responsibilities of the position.

Certifications, Licenses, Registrations:

- Possession of a valid State of Florida driver's license.
- Completion of FEMA Emergency Management Institute training courses within twenty-four months of hire. Required courses include IS-100.B Introduction to Incident Command System (ICS-100), IS700.B: An Introduction to the National Incident Management System (NIMS) and IS-200.C: Basic Incidents Command System for Initial Response.
- Utility Customer Relations certificate (FWPCOA or equivalent) preferred.
- Professional certification such as PHR (Professional in Human Resources) or SHRM-CP/SHRM-SCP (Society for Human Resource Management Certified Professional/ Senior Certified Professional) is preferred.
- Americans with Disabilities Act (ADA) certification.

Knowledge, Skills & Abilities:

- Comprehensive knowledge of human resource principles, practices, and procedures.
- Knowledge of grammar, style, business writing, and modern formatting standards.
- Knowledge of how to operate office equipment such as computers, scanners, telephones, calculators, fax machines, postage machines, etc.
- Advanced proficiency in MS Word, Outlook, Excel, PowerPoint, and Adobe Acrobat.
- Excellent organizational skills and attention to detail.
- Ability to present ideas and communicate effectively, orally and in writing.
- Ability to work in a fast-paced environment within an executive-level setting that demands sensitivity to confidential matters.
- Ability to organize and prioritize work to meet time constraints.
- Ability to work effectively at all organizational levels.
- Ability to analyze and solve administrative problems and render advice and assistance.



PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand and stoop, kneel, and crouch. The employee may lift and/or move up to 10 lbs. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the environment is usually moderate.

DISCLAIMER

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TITLE: Customer Service Representative II
JOB CODE: 3008
GRADE: 105
DEPARTMENT: Utilities
REPORTS: Director of Office Administration or Designee
FLSA STATUS: Non-Exempt
CLASSIFICATION: Essential
CREATION DATE: July 12, 2022
REVISION DATE(S): January 9, 2024, 2025

This position is Essential and is required to report to duty before, during, and immediately after a declared storm event.

POSITION SUMMARY

Under general supervision performs customer service and clerical duties to assist in the operation of the District's Utilities Department. Work involves answering calls, processing mail, utility connection documents, customer payments, deposits, processing account information, refunds, service orders, and assist with other administrative tasks.

DUTIES & RESPONSIBILITIES

The following duties are illustrative for this position. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Essential functions indicated with an *.

- Provides customer service by taking immediate action to incoming requests, maintaining high levels of quality and productivity and generating innovative solutions to work processes. *
- Provides information in person, by telephone and e-mail to customers and members of the public regarding services, rules & regulations, fees, policies, and procedures. *
- Ensure that appropriate actions are taken to answer customer questions, concerns or transfer calls to appropriate staff for resolution. *
- Accepts changes and makes necessary modifications to customer utility accounts in the billing software. *
- Assists customers with billing questions and researches the billing software to collaborate with billing staff to resolve any inconsistencies in customers' accounts. *



- Receives and processes applications for new customers and completes the termination process according to the different types of accounts and services. *
- Assists utility customers with payment options online and on phone systems. *
- Create letters to customers for all processes. *
- Completes balance transfers when collecting monies owed to the District. *
- Processes customer utility payments and issues receipts according to policies and procedures. *
- Receives daily mail and processes customer correspondence and distributes other mail accordingly. *
- Initiates, processes, and schedules service orders for all divisions. *
- Initiates and dispatch calls to field personnel. *
- Assists with district and customer records according to the State of Florida General Records Schedule GS1-SL and GS-14.
- Assists the billing staff with clerical tasks.
- Serves as back up for administrative duties related to on-call and locates.
- Attend meetings as needed.

MINIMUM REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Requires a high school diploma or GED equivalent with two to three years of experience in customer service, billing software, and administrative work or any equivalent combination of education and experience that provides the required knowledge skills and abilities to perform this job.
- Requires one year of actual Utilities Customer Service experience.

Certifications, Licenses, Registrations:

- Possession of a valid State of Florida driver's license.
- Possession of Utility Customer Relations Level I certification (FWPCOA or equivalent).

Knowledge, Skills & Abilities:

- Excellent communication skills including active listening.



- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to understand and follow oral and written directions of office procedures.
- Ability to maintain calm in pressure situations and adapt quickly to change.
- Ability to communicate in a courteous and professional manner during challenging customer situations.
- Ability to create and edit documents in Microsoft Office Suite, Word, Excel, and other related software.
- Ability to access, input and retrieve information from a computer.
- Ability to make mathematical calculations with reasonable speed and accuracy.
- Ability to operate a variety of automated office machines including computers, copiers, scanners, calculators, postage machines, etc.
- Ability to establish and maintain effective working relationships with employees and the public.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel, reach with hands and arms. The employee is required to sit most of the time but occasionally is required to walk, stand, stoop, and crouch for brief periods of time. The employee may lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the environment is usually moderate.

DISCLAIMER

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TITLE: Customer Service Representative Lead
JOB CODE: 3009
GRADE: 106
DEPARTMENT: Utilities
REPORTS: Director of Office Administration or Designee
FLSA STATUS: Non-Exempt
CLASSIFICATION: Essential
CREATION DATE: July 12, 2022
REVISION DATE(S): January 9, 2024, 2025

This position is Essential and is required to report to duty before, during, and immediately after a declared storm event.

POSITION SUMMARY

Under general supervision performs customer service and clerical duties to assist in the operation of the District's Utilities Departments. Work involves answering calls, processing mail, utility connection documents, customer payments, deposits, processing account information, refunds, service orders, training staff, and assistance with other tasks. Maintains office records according to records management guidelines.

DUTIES & RESPONSIBILITIES

The following duties are illustrative for this position. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Essential functions indicated with an *.

- Provides customer service by taking immediate action to incoming requests, maintaining high levels of quality and productivity and generating innovative solutions to work processes. *
- Provides information in person, by telephone and e-mail to customers and members of the public regarding services, rules & regulations, fees, policies, and procedures. *
- Ensure that appropriate actions are taken to answer customer questions, concerns or transfer calls to appropriate staff for resolution. *
- Accepts changes and makes necessary modifications to customer utility accounts in the billing software. *
- Assists customers with billing questions and researches the billing software to collaborate with billing staff to resolve any inconsistencies in customers accounts. *



- Receives and processes applications for new customers and completes the termination process according to the different types of accounts and services. *
- Assists utility customers with payment options online and on phone systems. *
- Creates letters to customers for all processes related to customer service and assists with utility billing letters. *
- Completes balance transfers and collects monies. *
- Processes customer utility payments and issues receipts according to policies and procedures. *
- Receives daily mail and processes customer correspondence and distributes other mail accordingly. *
- Initiates, processes, and schedules service orders for all divisions. *
- Initiates and dispatch calls to field personnel. *
- Trains new customer service employees on multiple applications related to billing software, customer service and office procedures. *
- Maintains and coordinates destruction of district and customer records according to the State of Florida General Records Schedule GS1-SL and GS-14. *
- Maintains master letters in the billing software for automatic printing. *
- Assists the billing staff with clerical tasks.
- Serves as back up for administrative duties related to on-call and locates.
- Attend meetings as needed.

MINIMUM REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Requires a high school diploma or GED equivalent with two to three years of experience in customer service, billing software, and administrative work or any equivalent combination of education and experience that provides the required knowledge skills and abilities to perform this job.
- Requires five years of actual Utilities Customer Service experience.

Certifications, Licenses, Registrations:

- Possession of a valid State of Florida driver's license.



- Requires a Utility Customer Relations certification Level II (FWPCOA or equivalent).
- Possession of a Utility Customer Relations Level III certification is preferred (FWPCOA or equivalent).
- Requires the completion of Records Management Training by the Department of State within one year of service.

Knowledge, Skills & Abilities:

- Excellent communication skills including active listening.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to understand and follow oral and written directions of office procedures.
- Ability to maintain calm in pressure situations and adapt quickly to change.
- Ability to communicate in a courteous and professional manner during challenging customer situations.
- Ability to create and edit documents in Microsoft Office Suite, Word, Excel, and other related software.
- Ability to access, input and retrieve information from a computer.
- Ability to make mathematical calculations with reasonable speed and accuracy.
- Ability to operate a variety of automated office machines including computers, copiers, scanners, calculators, postage machines, etc.
- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to create and update detailed work procedures for the Division.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel, reach with hands and arms. The employee is required to sit most of the time but occasionally is required to walk, stand, stoop, and crouch for brief periods of time. The employee may lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the environment is usually moderate.

DISCLAIMER

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TITLE: Utilities Billing Specialist Lead
JOB CODE: 3011
GRADE: 109
DEPARTMENT: Utilities
REPORTS: Director of Office Administration or Designee
FLSA STATUS: Non-Exempt
CLASSIFICATION: Essential
CREATION DATE: 2025
REVISION DATE(S):

This position is Essential and is required to report to duty before, during, and immediately after a declared storm event.

POSITION SUMMARY

Under general supervision this position is responsible for all utility billing and meter reading functions to ensure accuracy and timely billing. Other responsibilities include reconciling customer payments and accounting records, identifying and troubleshooting any inconsistencies, managing service requests, developing analyses and reporting for staff and management as required. This position will also play a key role when new software is implemented related to the district's billing systems and is responsible for addressing any difficult inquiries from customers related to billing or payment issues.

DUTIES & RESPONSIBILITIES

The following duties are illustrative for this position. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Essential functions indicated with an *.

- Responsible for accurately preparing monthly utility bills and other related bills and notices including final bills, and past due notices; to ensure bills and notices are mailed in a timely manner. *
- Manages the billing software and coordinates training related to billing, service orders, and meter reading. *
- Performs daily cash processes by reviewing daily deposit receipts for accuracy, depositing funds into accounts, and submitting documents to the Finance Department. *
- Manages the meter reading process ensuring uploading and downloading reads, scheduling and preparing devices for meter reading, coordinating and reviewing meter reading, system performance and incoming reads are recorded accurately. *
- Address any issues that may arise during meters reading. Coordinate with staff and vendors to correct issues promptly avoiding any errors or delays in billing calculations. *



- Runs data pull reports for verification of meter usage within the meter software to monitor uploads reads into the billing system. *
- Review and address AMI leak notifications with management and vendor(s) to ensure customers are notified of leaks and create service orders as needed. *
- Assist with changes in billing systems or software upgrades. *
- Performs data entry of all meter inventory, meter exchanges, and new installations in the billing system. *
- Performs shut-off calls for delinquent accounts and coordinates the shut-off process with the assistance of utility billing, customer service and underground utilities staff. *
- Runs the lock-off register to shut off services for all customers with delinquent accounts.
- Follows delinquent payment plans according to district procedures to collect and secure payments from delinquent customers. *
- Reviews customer's contesting charges request prior to approval by following District rules and management's direction. *
- Maintains and processes the automatic bank draft file (ACH) and submits to the bank each billing cycle. *
- Reviews customers' closed accounts to perform refund checks, and balance transfers according to district policies. *
- Performs necessary transaction adjustments related to customer accounts, including but not limited to issues within the utility billing, meter reads, account receivable batches, payment collections and arrangements. *
- Advises the Utilities Director of applications received for new commercial connections and collaborates with staff and business owners to obtain various documents related to new construction or ongoing projects assisting with the calculation of ERC's, meter fees, and deposits to collect and process the appropriate fees prior to establishing new locations in the billing software. *
- Prepares the month end process and runs reports for various utility rate codes to ensure accuracy and to balance bank deposits, then generates other reports as requested by management, finance department, and the board by utilizing report writing tools in the billing software and/or other report writers available. *
- Works with management to process rate changes within the billing software after board approval and tests all rates prior to billing. *
- Processes and reconciles various types of payment methods for all accounts receivable. *
- Receives, research, and processes returned checks, credit cards or online payments by recording returned items, reversing payments, sending notifications to customers, and following up with banks or credit card merchant(s) to ensure resolution of any discrepancies. *
- Serves as back up for other billing and customer service staff as needed. *



- Works with supervisor to research and collect information on internal or operational procedures to find better solutions. *
- Works with auditors to answer inquiries on customer accounts, billing transactions, and to provide financial records and reports, as requested and prepare records according to the retention schedule*
- Collaborates with the underground utilities staff to ensure coordination of meter readings and other tasks are performed prior to the bill date. *
- Serves as the in-house expert working as a liaison between the vendor and district staff; troubleshooting issues related to the utility billing software and notifying other staff of any corrections, updates or changes in software procedures and/or login information. *
- Regularly attends training in billing related software to develop understanding of all aspects of utility billing and to share training with other employees as required. *
- Coordinates and tests billing system upgrades and other utility programs that rely on the billing software to ensure accurate results of any corrections or revisions during upgrades. *
- Receives and responds to staff and customer inquiries on billing, meter readings, payment issues and other customer account concerns. *
- Uses databases and software programs to prepare and compile documents, spreadsheets and at times historical billing data to respond to staff and customer inquiries. *
- Maintains and resolves customer bankruptcy issues. *

MINIMUM REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Requires a high school diploma or GED equivalent with five years of experience in accounting, billing software, customer service, and administrative work or any equivalent combination of education and experience that provides the required knowledge skills and abilities to perform this job.



Certifications, Licenses, Registrations:

- Possession of a valid State of Florida driver's license.
- Must Possess a Utility Customer Relations Level I certification upon hire (FWPCOA or equivalent).
- Completion of a Utility Customer Relations Level II certification within twenty-four months of hire.

Knowledge, Skills & Abilities:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Thorough knowledge of accounting, utility billing rules, practices, and procedures.
- Excellent communication skills including active listening.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to exercise independent judgment and problem-solving skills.
- Ability to understand and follow oral and written directions of billing procedures.
- Ability to access, create, and edit documents in Microsoft Office Suite, Word, Excel, and other related software.
- Ability to prepare financial reports and the ability to make mathematical calculations with reasonable speed and accuracy.
- Ability to work under pressure and meet deadlines in a fast-paced and at times stressful environment.
- Ability to communicate with challenging customers and situations in a courteous and professional manner.
- Ability to operate a variety of automated office equipment including computers, copiers, scanners, calculators, postage machines and other equipment as needed.
- Ability to establish and maintain effective working relationships with employees, vendors, civic or governmental leaders, and the public.
- Ability to organize and prioritize multiple tasks to complete projects in an effective and timely manner.
- Ability to attend conferences, seminars, and classes as appropriate to enhance and maintain knowledge of trends and developments in the utility billing field.



PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel, reach with hands and arms. The employee is required to sit most of the time but occasionally is required to walk, stand, stoop, and crouch for brief periods of time. The employee may lift and/or move up to 10 lbs. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the environment is usually moderate.

DISCLAIMER

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TITLE: Human Resources Assistant
JOB CODE: 3012
GRADE: 107
DEPARTMENT: Utilities/Public Works
REPORTS: Human Resources Manager or Designee
FLSA STATUS: Non-Exempt
CLASSIFICATION: Essential
CREATION DATE: 2025
REVISION DATE(S):

This position is Essential and is required to report to duty before, during, and immediately after a declared storm event.

POSITION SUMMARY

Under supervision of the Human Resources Manager, the Human Resources (HR) Assistant provides administrative support to the HR department, ensuring efficient and smooth daily operations. This role is responsible for maintaining employee records, assisting with recruitment and onboarding processes, supporting employee relations initiatives, and helping with benefits administration, payroll processing, and compliance with company policies and employment laws. Strong organizational skills, attention to detail, and the ability to handle confidential information with discretion are essential for success in this role.

DUTIES & RESPONSIBILITIES

The following duties are illustrative for this position. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Essential functions indicated with an *.

- Assist with job openings, job postings, and application tracking.*
- Assists in conducting background checks and verifying employment eligibility (I-9 and E-Verify).*
- Assists in new hire orientation and onboarding activities.*
- Assists in group benefit tasks.*
- Prepares and distributes performance skills evaluations (90-day & annual).*
- Assists in payroll software operations, including updating employee records and troubleshooting minor payroll issues. *



- Assists in addressing employment-related inquiries from employees.*
- Assists with processing paperwork related to employee transfers and separations.*
- Assists in claim processing for general liability and workers compensation.*
- Assist with tasks related to the asset management program.*
- Assists with tasks related to the incident report program.*
- Assists with tasks related to the travel & training program.*
- Maintain and update the employee database.*
- Assist in maintaining HR policies, procedures, and forms.*
- Assist in maintaining employee records and confidential files.*
- Perform clerical and administrative duties, including letters, memos, and reports.*
- Assist in ordering office supplies.*
- Maintain the master calendar for district events.*
- May serve as Accounts Payable Coordinator backup.

MINIMUM REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High school diploma or GED equivalent.
- Four years of experience in administrative work and
- Two years' experience in Human Resources preferred.

Certifications, Licenses, Registrations:

- Possession of a valid State of Florida driver's license.
- Professional certification such as PHR (Professional in Human Resources) or SHRM-CP (Society for Human Resource Management Certified Professional) is preferred.
- Utility Customer Relations Level 1 certificate (FWPCOA or equivalent) preferred.

**Knowledge, Skills & Abilities:**

- Comprehensive knowledge of human resource principles, practices, and procedures.
- Knowledge of grammar, style, business writing, and modern formatting standards.
- Knowledge of how to operate office equipment such as computers, scanners, telephones, calculators, fax machines, postage machines, etc.
- Advanced proficiency in MS Word, Outlook, Excel, PowerPoint, and Adobe Acrobat.
- Excellent organizational skills and attention to detail.
- Ability to present ideas and communicate effectively, orally and in writing.
- Ability to work in a fast-paced environment within an executive-level setting that demands sensitivity to confidential matters.
- Ability to organize and prioritize work to meet time constraints.
- Ability to work effectively at all organizational levels.
- Ability to analyze and solve administrative problems and render advice and assistance.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand and stoop, kneel, and crouch. The employee may lift and/or move up to 10 lbs. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the environment is usually moderate.

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ST. LUCIE WEST SERVICES DISTRICT CHAPTER A-III

POSITIONS, QUALIFICATIONS, COMPENSATION, EMPLOYMENT, AND TERMINATION OF DISTRICT EMPLOYEES

SECTION 1. DEFINITIONS

~~As used in this policy:~~

~~(a) The term “high ranking employees” shall mean and include individuals holding the District positions of Public Works Director/Assistant District Manager, Utility Director/Assistant District Manager, Assistant Public Works Director, Assistant Utility Director, Director of Office Administration, Human Resources Specialist, Chief Water Treatment Plant Operator, and Chief Wastewater Treatment Plant Operator.~~

~~(b) The term “non-high ranking employees” shall mean and include individuals holding all District positions except those designated as high ranking employees.~~

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SECTION 2. DISTRICT MANAGER RESPONSIBILITY AND AUTHORITY

The District Manager shall be responsible for:

(a) As to all District employees and positions:

(1) Recommending to the Board of Supervisors written job descriptions setting forth the duties, responsibilities, and qualifications of all District employee positions.

(2) Recommending to the Board of Supervisors the levels of compensation and benefits for all District employee positions and employees.

~~(b) As to non-high ranking employees:~~

~~(3)~~ Advertising open positions, interviewing applicants, and hiring or promotion of individuals to fill all ~~non-high ranking~~ positions at rates of pay consistent with the compensation and benefit levels established for such positions.

~~(2)~~ Undertaking discipline, including suspension with or without pay and/or termination when appropriate, of ~~non-high ranking~~ employees whose conduct merits such action.

~~(e)(b) As to high ranking employees:~~

~~(1) Advertising open positions, interviewing applicants, and presenting in writing to the Board of Supervisors nominations for the hiring or promotion of individuals to fill all high ranking positions at rates of pay consistent with the compensation and benefit levels established for such positions.~~

~~(2) Undertaking discipline, including suspension with or without pay when appropriate, of high ranking employees whose conduct merits such action, provided, however, that termination of any high ranking employee shall require (i) a written recommendation from the District Manager to the Board of Supervisors specifying the misconduct warranting termination, and (ii) an affirmative vote, by a majority of the Board of Supervisors present and voting on such recommendation, approving termination.~~

SECTION 3. BOARD RESPONSIBILITY AND AUTHORITY

The Board of Supervisors shall be responsible for:

(a) As to all District employees and positions:

(1) Reviewing the recommendations of the District Manager and adopting written job descriptions setting forth the duties, responsibilities, and qualifications of all District employee positions.

(2) Reviewing the recommendations of the District Manager and adopting levels of compensation and benefits for all District employee positions and employees.

~~(b) As to high ranking employees:~~

~~(1) Reviewing each written nomination by the District Manager for the hiring or promotion of an individual to fill a high ranking position, and (i) approving the nomination as presented by the District Manager, (ii) approving the nomination presented by the District Manager, subject to modification of the proposed rate of pay consistent with the compensation and benefit levels established for such position, or (iii) rejecting the nomination presented by the District Manager, in which event the District Manager shall promptly present to the Board of Supervisors another nomination for consideration.~~

~~(2) — Reviewing each written recommendation of the District Manager for the termination of a high ranking employee and determining, by an affirmative vote of a majority of the Board of Supervisors present and voting on such recommendation, whether to approve termination.~~

SECTION 4. COLLECTIVE BARGAINING AGREEMENTS

Any provision of a collective bargaining agreement that is ratified by the Board of Supervisors and affects members of a collective bargaining unit shall prevail over any provision of this chapter in conflict with such agreement. The conflicting provision shall be deemed amended during the term of the agreement.

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

Law Implemented: §§120.54, 190.007, 190.011(5), Fla. Stat.

History: Adopted August 1, 2006; revised November 20, 2007, April 2, 2013, December 5, 2017, July 12, 2022

* * *

St. Lucie West Services District

Board Agenda Item

Tuesday, May 6, 2025

Item

DM 5 Consider Approval of Proposal from Hydro Designs for Construction and Engineering Services for Injection Well #2

Summary

Provided for your review and consideration is a proposal from Hydro Designs, a Florida based company located in Riverview, FL.

The Board awarded the construction of a new injection well (IW-2) to Youngquist Brothers LLC at the April 8, 2025, Board Meeting. FDEP requires engineering testing, monitoring, and reporting throughout this project.

These required services were advertised as RFP 2025-01 on our website and in the newspaper.

Only one sealed proposal was received: Hydro Designs for \$394,000.00.

Staff have used Hydro Designs in the past and recommend approval of this proposal.

Recommendation

Staff recommend the approval of the proposal from Hydro Designs for the not-to-exceed price of \$394,000.00.

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: \$26,399,664.50

This Project: \$394,000.00

Available Balance: \$26,005,664.50

Board Action

Moved by:

Seconded by:

Action Taken:



April 21, 2025

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

RE: St. Lucie West Services District Water Treatment Plant
Request for Proposal RFP 2025-01
DEP UIC Permit No.: 206302-006-UC/1X
WACS Facility ID: 94184
Proposal for Class I Injection Well (IW-2) Services During Construction (SDC) and Compliance
with FDEP Permit Package - UIC Permit No.: 206302-006-UC/1X
HydroDesigns Job No.: SLW 2025-03

HydroDesigns ("CONSULTANT") respectfully submits this proposal to perform for **St. Lucie West Services District** ("OWNER") the Services described below for the Project identified above. The Proposed Services shall be performed in accordance with the provisions of Request for Proposal No. 2025-01 Contract Documents and this proposal dated April 21, 2025, between CONSULTANT and the OWNER.

1. Project: Hydrogeologic and Engineering Services during Construction (SDC) for construction and testing of Class I Injection Well (IW-2) and Class I Injection Well (IW-2) Final Completion Report.
2. Contracted Services under this are set forth in Appendix A-1: Proposed Task Order Contracted Services, attached hereto, and incorporated herein by reference.
3. Compensation for the proper performance of the Contracted Services under this Proposal is set forth in Appendix A-2: Proposed Task Order Compensation and Payment, attached hereto and incorporated herein by reference.
4. Contract Award and Notice to Proceed (NTP): April 21, 2025.
5. Time of Performance: Reference to the attached CONSULTANT proposal (Appendix A-1) and schedule contained therein. Milestones: 6 months from NTP.
6. Special Terms and Conditions: None
7. Consultant Key Personnel: **HydroDesigns**: Project Manager, Aimee Willis (813- 610-5071) and **Infrastructure Solution Services (ISS)**: Engineer of Record, Clayton McCormack (321) 622-4646.
8. Return of Proposal Documents: Executed Proposed Task Order Documents can be sent to the following individual. Transmittal via scanning and/or e-mailing is acceptable unless otherwise noted.

A fully executed Task Order will then be returned to OWNER.

HYDRODESIGNS LLC

e-mail:

geode933@aol.com

Attn: Aimee Willis

9. List of Appendices:

- Appendix A-1 – Proposed Task Order Contracted Services
- Appendix A-2 – Proposed Task Order Compensation and Payment

CONSULTANT and OWNER have executed this Proposed Task Order and CONSULTANT is directed to proceed with the Contracted Services set out in this Proposal.

HydroDesigns LLC:

Authorized Signature

Name (Typed or Printed)

Title (Typed or Printed)

Date

St. Lucie West Services District:

Authorized Signature

Name (Typed or Printed)

Title (Typed or Printed)

Date

APPENDIX A-1
PROPOSED TASK ORDER CONTRACTED SERVICES
TASK ORDER 01

PROJECT BACKGROUND/OBJECTIVE**General**

Proposed Task Order 01 is being requested as a part of the St. Lucie West Services District professional services *Proposal for Class I Injection Well (IW-2) Services During Construction and Compliance with FDEP Permit Package - UIC Permit No.: 206302-006-UC/1X*.

This Task Authorization is for Services During Construction (SDC) during drilling and testing of one (1) injection well and Compliance with the FDEP Permit Package at SLWSD. This request describes the scope of work proposed in the development of Task Order 01. The CONSULTANT is to provide hydrogeological and engineering services as follows:

Package Overview

The CONSULTANT will provide SDC services for the new injection well IW-2 designed to meet the future needs of SLWSD. SDC services shall address site work, mobilization, drilling, testing, and reporting for injection well (IW-2) at the water treatment plant. The injection well will be completed with 14-inch steel final casing and nominal 9^{5/8}-inch FRP tubing seated above the Boulder Zone. Upon completion of well construction and testing, the CONSULTANT will support the preparation of a final report for SLWSD in accordance with the FDEP permit requirements that document the necessary information, interpretations, and conclusions required to satisfy the UIC permit requirements. The Operational Testing Application and O&M manual for the new injection well at SLWSD are included in this scope of work.

Documents and data in working native file format, as well as deliverables, will be managed using HydroDesigns Document Controls System. This applies to all HydroDesigns projects and includes key documentation such as data, drawings, specifications, contracts, calculations, correspondence, and other project-related documentation. It applies to both work in progress and final form.

Schedule Requirements**Notice to Proceed Date:** April 21, 2025**Duration of Services:** 6 months**Scope of Work**

CONSULTANT's specific scope of work will include the support to complete the following tasks:

Task 1 –Hydrogeologic Field Services, SLWSD

During the construction and testing period, CONSULTANT will provide a field hydrogeologist, engineer, or technician for daily onsite inspection of well construction and testing activities. The field hydrogeologist, engineer or technician will maintain a daily record of well construction and testing

activities and provide draft weekly summaries for submittal to the FDEP. The field hydrogeologist, engineer or technician will be available at the site to monitor the collection of data required under the conditions of the UIC permit and monitor conformance with the intent of the technical specifications and drawings. The hydrogeologic field services are anticipated to average 8 hours per day, 3 days per week during mobilization and demobilization activities during an estimated 60 days and 24 hours per day, 7 days per week throughout the estimated construction period of 120 days at the Water Treatment Plant (WTP). The WTP will have a 24-hour team of field hydrogeologists, engineers, or technicians who will be responsible for oversight of drilling activities. The field personnel team will likely overlap during specific testing and training conditions.

HydroDesigns will provide technical interpretations for the drawings, specifications, and Contract Documents and evaluate deviations and material substitutions from the drawings and specifications. The field hydrogeologist, engineer or technician will provide inspection of the completed work.

HydroDesigns will be responsible for oversight of well construction specifics such as casing setting depths, cement calculations, fluid properties, borehole conditions, deviation surveys, and other construction data. The field hydrogeologist, engineer or technician will communicate as necessary with the project team for relevant matters.

HydroDesigns will also be responsible for formation sample identification and cataloging, and daily record keeping. The field hydrogeologist, engineer or technician will assist with preparing weekly summary reports, casing seat justification letters or additional reporting that may occur for submittal to the FDEP during well construction. The information prepared for reporting submittals will at a minimum be as called detailed in the construction permit.

HydroDesigns will oversee well testing including water quality sampling, packer testing, geophysical logging, rock core collection, water level monitoring, fluid density reporting, well control status, MIT testing, injection testing, and other aspects of hydrogeologic data collection. These events will likely require multiple teams on site.

Task 2 – Construction Management Support

During the construction and testing period, HydroDesigns will be on site for the duration of the work. They will be on site during daytime and nighttime shift hours on all workdays. They will be responsible for recording quantities, inspection, reporting, progress meetings, change orders, schedules, payment approvals, conformance to Contract Documents, and data management.

Task 3 - Deliverables

- Summaries following each meeting with the drilling contractor discussing technical issues related to the well construction and testing will be documented in either the daily report or a separate meeting summary.
- Daily shift reports (one for day shift, one for night shift) summarizing the well construction and testing activities, depths, diameters, drilling fluid characteristics, drilling penetration rates, quantities used, instrument readings, formations penetrated, site visitors, drilling waste disposal records, and other pertinent information.
- Formation cuttings descriptions, rock core descriptions, water quality analyses, geophysical log interpretation, packer test results, injection test results, etc.
- Submittals to the FDEP including:
 - Intermediate (24-inch) Casing Seat Request,

- Final (14-inch) Casing Seat Request,
- Final Seat for Tubing and Packer Request,
- Short-Term Injection Test Request,
- Operational Testing Application Request,
- Operation and Maintenance Manual, and
- Final Completion Report

Task 4 – Well Construction and Testing Completion Final Report

Following completion of the injection well, the CONSULTANT will prepare a construction and engineering final report summarizing the drilling activities and results of testing. After review by SLWSD, these documents will be submitted to FDEP. Since additional work will be required to connect the injection well to the effluent distribution headers and installation of necessary fitting, valves, and instrumentation, operational testing of the injection well will not occur immediately after well completion.

Prepare a final report summarizing the results of drilling, logging, test results, and construction details. The final report will also compile the lithologic logs, deviation surveys, water quality data, casing and cement quantities, pressure tests, geophysical logs, cores and lab results, packer pumping tests, injection tests, and all other technical data collected during construction. The report will be uploaded to a SharePoint site including one draft and one final report and will be submitted to the OWNER.

Task 5 - Deliverables

Final well construction and testing report.

ASSUMPTIONS

1. Compensation for the proper performance of the Contracted Services under this Task Order is set forth in Appendix A-2 (**Proposed** Compensation and Payment), attached hereto and incorporated herein by reference.
2. Start Date: **May 8, 2025**
3. The CONSULTANT is to provide on-sight services during construction for SLWSD under the Scope of Work detailed above for a duration of up to 6 months.
4. Special Terms and Conditions: NONE

APPENDIX A-2**PROPOSED TASK ORDER COMPENSATION AND PAYMENT****1 DETERMINATION OF CONSULTANT'S COMPENSATION**

1.1 As compensation for the proper performance of the Contracted Services ("Compensation"), the amount not-to-exceed ("N.T.E.") is \$394,000 for 6 months estimated construction and testing timeframe followed by post-construction tasks. This fee for professional services rendered by the CONSULTANT's employees and subconsultants shall be computed based on the hourly cost for the time said employee is engaged directly in the Work.

The hourly rates per Labor Category specified in the table below are the maximum rates authorized:

Cost Item /Task	Labor Category	Maximum Hourly Rate	Youngquist Brothers Estimated Construction and Testing Timeframe						
			Mobilization (daylight only) ¹	Construction Oversight (24/7) ²	Construction Oversight (24/7) ²	Construction Oversight (24/7) ²	Construction Oversight (24/7) ²	Demob. (daylight only) ¹	Cost
			Estimated Hours (Month 1)	Estimated Hours (Month 2)	Estimated Hours (Month 3)	Estimated Hours (Month 4)	Estimated Hours (Month 5)	Estimated Hours (Month 6)	Duration - Months
1	Professional Geologist (PG)	\$150	10	10	10	10	10	10	\$9,000
2	Professional Engineer (PE)	\$230	10	5	5	5	5	10	\$9,200
3	Field Representative	\$90	20	720	720	720	720	20	\$262,800
	Subtotal Labor		\$5,600	\$67,450	\$67,450	\$67,450	\$67,450	\$5,600	\$281,000
4	Expenses	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$18,000
	Subtotal Monthly Direct Costs		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$18,000
5	Operational Testing	Duration - To Be Determined (Estimated 2 year maximum)							Lump Sum \$25,000
6	Reporting	Duration - No later than 120 days after commencement of operational testing							Lump Sum \$70,000
	Subtotal Post Construction Tasks								\$95,000
	Total								\$394,000

Construction and Testing Timeframe Notes

¹ Mob/Demob -Three days per week/8 hours each for two months

² **Construction Oversight** - 7 days per week/24 hours per day for 4 months

FDEP Permit Package Tasks: UIC Permit 0206302-006-UC/1X Include:

- 3) Specific Condition Section I and II - **General Requirements, Site Requirements** (provided by HD)
 - 4) Specific Condition Section III, IV, and V - **General, Monitoring, MIT, Surface Equipment, QA/QC, Reporting Requirements, Short-Term Injection Test** (provided by HD and ISS)
 - 5) Specific Condition Section VI.A. - **Operational Testing** (provided by HD and ISS)
 - 6) Specific Condition Section VI.B. - **Monitoring** (MORs to be provided by SLWSD)
 - 7) Specific Condition Section VII - **Abnormal Events** (reporting to be provided by HD)
 - 8) Specific Condition Section VIII - **Emergency Disposal** (reporting to be provided by HD)
 - 9) Specific Condition Section IX.1. - **Financial Responsibility** (provided by SLWSD)
 - 10) Specific Condition Section IX.2. - **Financial Responsibility** (reporting to be provided by HD)
-

The CONSULTANT shall provide the level of effort for each task order in tabulated client format, also referred to as "Appendix A-1"

1.2 CONSULTANT's compensation shall not include overtime pay without the prior written authorization of OWNER. Authorized overtime pay shall not include premium rates for such overtime.

1.3 Direct non-salary expenses shall be compensated in accordance with the terms of the Contract, which provides for reimbursable expenses, provided such expenses are reasonable and previously authorized by the OWNER.

St. Lucie West Services District
Board Agenda Item
Tuesday, May 6, 2025

Item

DM 6 Fiscal Year Ending 2026 Budget Workshop

Summary

For review and comments.

Recommendation

Budget Impact

Project Number:	Available Project Budget:
ORG Number:	This Project:
	Available Balance:

Board Action

Moved by:	Seconded by:	Action Taken:
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St. Lucie West Services District

Board Agenda Item

Tuesday, May 6, 2025

Item

DM 7

Other Items

Summary

Discussion/Update items:

- District Manager Physicians Summary
- Reserve CDD Update
- Rate Sufficiency Analysis presentation scheduled for June 2,2025
- Employee Recognition Program

St. Lucie West Services District

Board Agenda Item

Tuesday, May 6th, 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:
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St. Lucie West Services District Public Works Department March 2025

<u>Division</u>	<u>Service Orders*</u>	<u>Work Orders**</u>
Aquatics	68	0
Exotic Plant Removal	15	9
Storm Water	4	36
Vac Truck	76	0
Dredge Barge	0	0
Video Ray	90	0
Shop	157	0
Grand Total	410	45

Aquatics Division:

Operations & Maintenance:

<u>Type</u>	<u>Service Orders</u>	<u>Work Orders</u>
Algae	27	0
Injection Treatments	0	0
Hydrilla Treatments	5	0
Midge Fly Treatments	0	0
Harvester Removal	0	0
Surface Plant Treatments	5	0
Wetland & Upland Treatments	4	0
Debris Removal	9	0
Miscellaneous	18	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	9	9
Lygodium Treatments	0	0
Exotic Vegetation Treatments	3	n/a
Tree Removals	1	0
Preserves Maintenance	0	n/a
Vine Management	0	0
Miscellaneous	2	n/a

Scheduled Maintenance

- None

Storm Water Division:

Operations & Maintenance:

<u>Type</u>	<u>Service Orders</u>	<u>Work Orders</u>
Locates	n/a	35
Street Flooding	0	1
Grate Cleaning	2	0
Improved Landscaping & Mowing	1	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	49	n/a
Cleaning Out Structures	23	n/a
Miscellaneous	4	n/a

Scheduled Maintenance

- None

Other Information

- 3675 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	90	n/a
Miscellaneous	0	n/a

Scheduled Maintenance

- None

Shop Division :

Operations & Maintenance:

<u>Type</u>	<u>Service Orders</u>	<u>Work Orders</u>
Vehicle Repair	27	n/a
Equipment Repair	62	n/a
Other Repair	68	n/a
Total Repairs	157	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, May 6, 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		527			
Residential Accounts		6,293			
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		473			
Residential Accounts		6,293			
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 March:		-	ERC's		

St. Lucie West Services District Monthly Utilities Operations Report

March-25

Water Treatment Facility

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

64.25	MG
724.55	MG
2.07	MG
1.99	MG
2.03	MG
57.6%	
80.9%	

Water Treatment Plant Projects for March:

- New Injection Well in Bidding Process
- Reserve CDD Service Area Incorporation Process Began
-

Wastewater Treatment Facility

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

47.37	MG
46.92	MG
1.53	MG
1.51	MG
1.50	MG
1.55	MG
59.5%	

Wastewater Treatment Plant Projects for March:

- Emergency Storage Headworks Bypass Project Began
- Replaced Turbidity Analyzer #1



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

Month/Year: March-2025

Count	Description
50	New Service/Connect/Disconnect/occupant change
1	Install Permanent Meter
2	Remove Permanent Meter
0	Install Temporary Meter
2	Remove Temporary Meter
0	Lock off/Close Account
0	Lock off Return payment
1	Lock Off Temporary
83	Lock Off Non-Payment
15	Reconnection "No Fee"
15	Reconnection "Regular Hours"
3	Reconnection "After Hours"
0	Reconnection "Inspection"
25	Check for Leak "No Leak Found"
14	Check for Leak "Customers Responsibility"
11	Check for Leak "Districts Responsibility"
0	Meter Reading Exception
4	Meter Maintenance
4	Read Meter pull Data Office Request
9	Meter Box
1	Follow up "Meter Swap"
0	Complaints "UGU Irrigation"
20	AMI Lock off Leak
2	Meter Change Out
0	Fire Hydrant
7	Irrigation "Checking for Leaks and Turning on Or Shutting Off Valves"
5	Sewer "Backups, Sewer Caps, or Breaks"
0	Lift station "District"
0	Read Meter Office Request
34	Locates
11	Complaints "Water Quality, Pressure, etc..."
20	Follow up "Incomplete Task by District or Contractor from Previous Service Orders"
0	Read Meter pull Data Customer Request
0	AMI Code Leak
1	Lock off Failed ARR
2	Lockoff Non Payment Office
11	Door Hanger
6	Service Action
0	AMI Leak Alarm
14	Vactor Lift Stations 27,16,17,53,29,11,5,7,8,20,28,1,31,30

UGU CONSTRUCTION CREW PROJECTS:

- (1) 6" WELL LINE ABANDONMENT-450 SW Utility Dr
- (4) CONCRETE VALVE PADS -Industrial Park
- (1) SIDEWALK REPAIR - Lake Forest Pte.
- (2) ASPHALT REPAIRS - (1) Lk Whitney Place, (1) Lake Charles
- (1) SEWER LINE CONNECTION - 450 SW Utility Dr
- (2) FIRE HYDRANT REPLACEMENTS- Fire Station #14, QVC Bldg

IRRIGATION MONTHLY REPORT-MARCH 2025

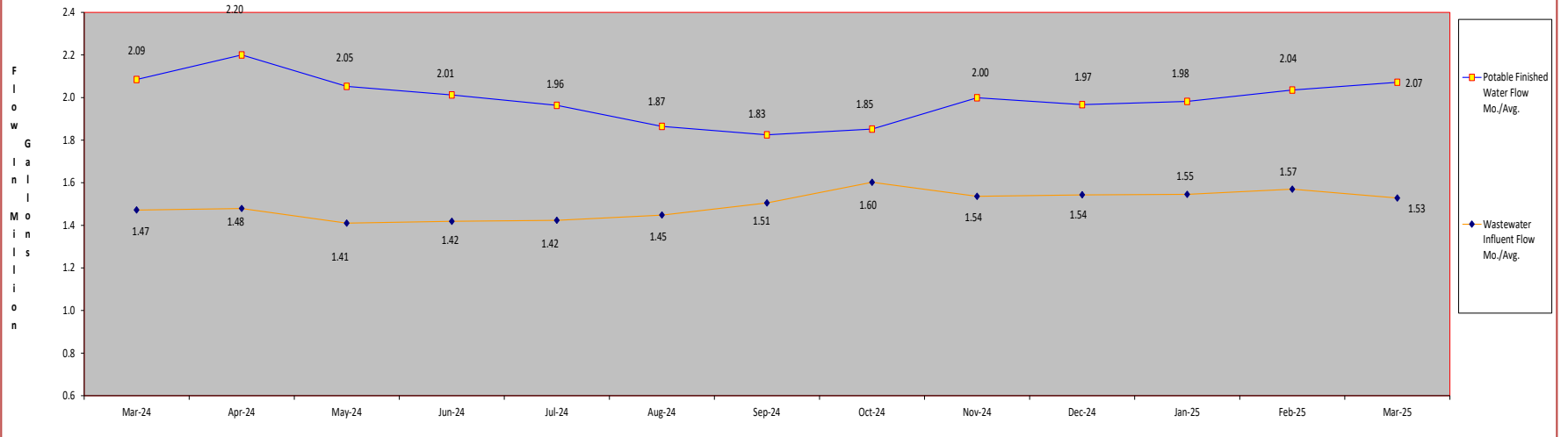
SERVICE ORDERS	
<u>S/O DESCRIPTION</u>	<u>TOTAL</u>
* CHECK FOR LEAK & OPERATE VALVES	24
IQ FOLLOW UP (ANGEL)	1
ACREAGE MEASUREMENT	0
COMPLAINTS	6
TIMER CHANGE REQUEST	0
ADDITIONAL TIME REQUEST	0
NEW PLANTINGS	
* Also reported un UGU MOR	

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	23.364	0.754	2.043
MAIN PUMP STATION	57.845	1.866	3.679
STORM WATER TRANSFER	12.230	0.395	1.898
SURFICIAL WELLS	0.760	0.025	0.234
BRACKISH WELLS	0.521	0.017	0.040
GOLF COURSE	5.137	0.166	0.484

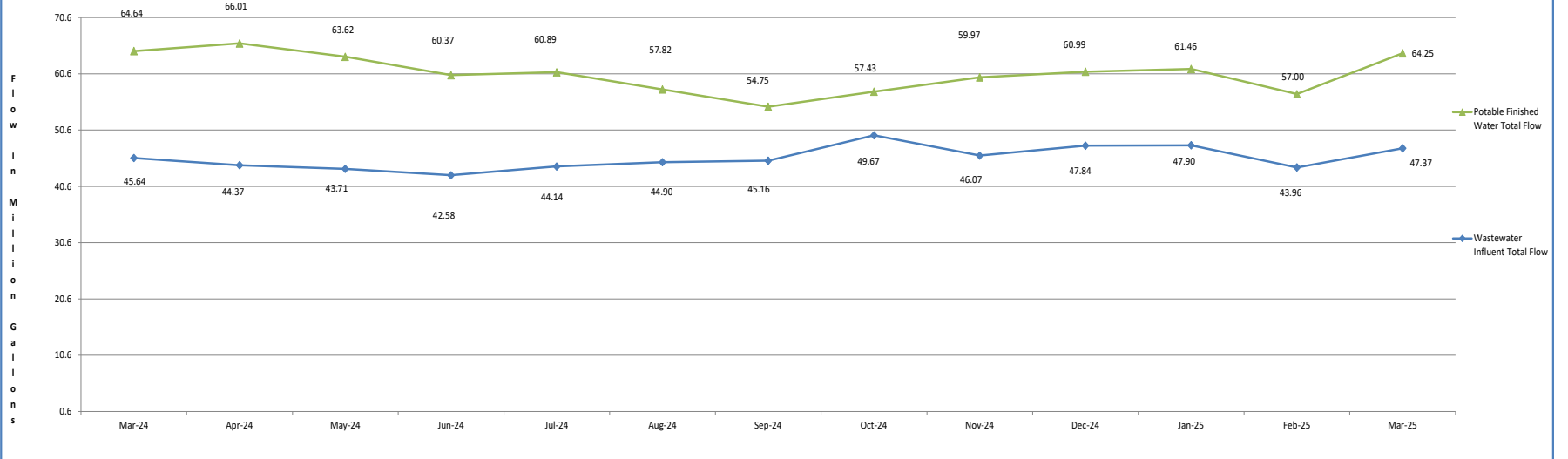
FLOWS (CATEGORIZED)			
	<u>TOTAL (MG)</u>	<u>%</u>	<u>MAX DAY (MG)</u>
REUSE	46.917	56.86%	1.629
STORMWATER	35.594	43.14%	
WELLS (ALL)	1.281	1.55%	
TOTAL	82.511	101.55%	

PROJECTS
Magnolia Lakes Irrigation Time Clock Adjustments (150 Homes)

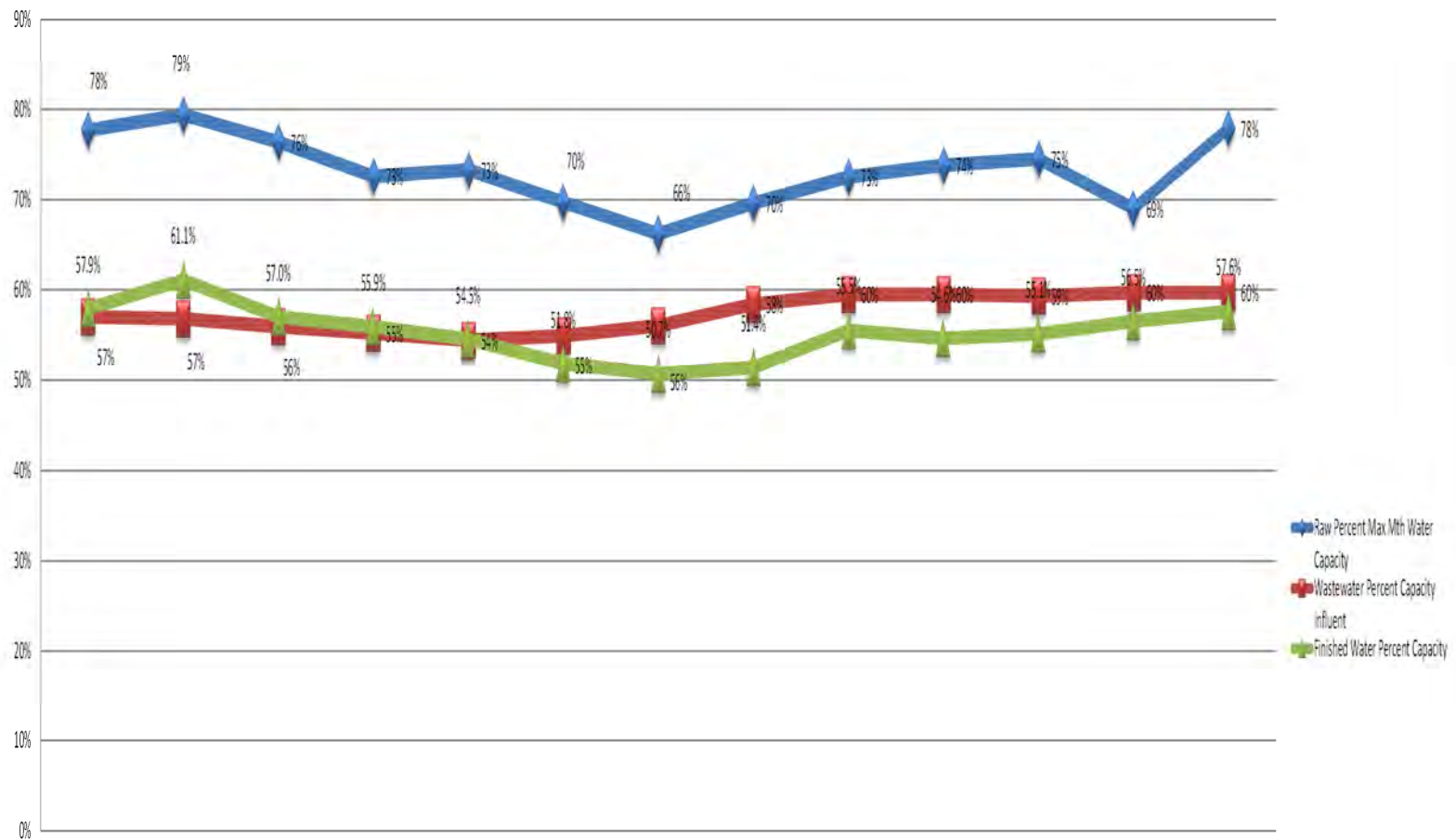
St. Lucie West Services District Water & Wastewater Average Daily Flows



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

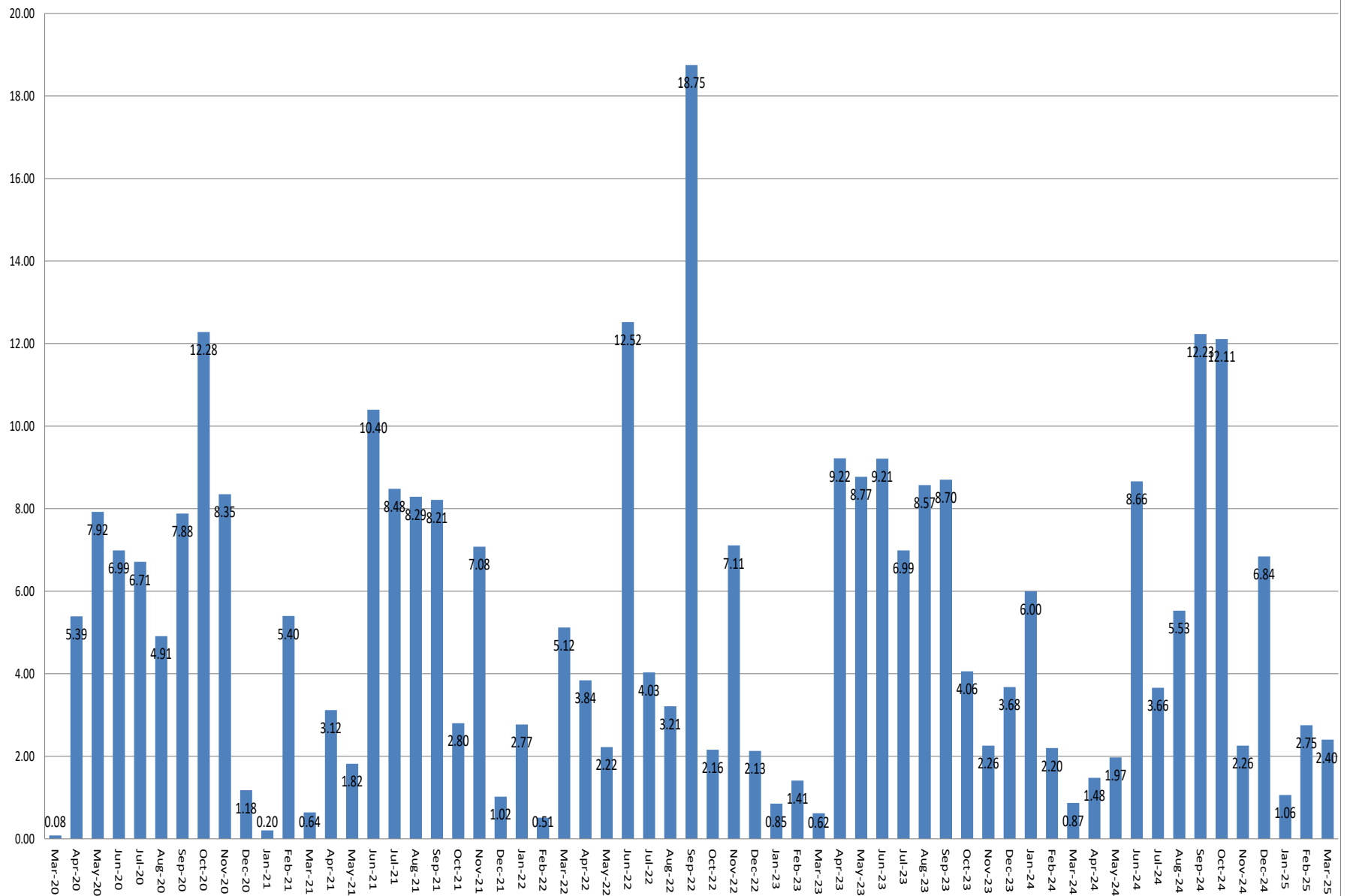


St. Lucie West Services District Water and Wastewater Percent Capacity



	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Raw Percent Max Mth Water Capacity	78%	79%	76%	73%	73%	70%	66%	70%	73%	74%	75%	69%	78%
Wastewater Percent Capacity Influent	57%	57%	56%	55%	54%	55%	56%	58%	60%	60%	59%	60%	60%
Finished Water Percent Capacity	57.9%	61.1%	57.0%	55.9%	54.5%	51.8%	50.7%	51.4%	55.5%	54.6%	55.1%	56.5%	57.6%

St. Lucie West Services District Monthly Rainfall



St. Lucie West Services District

Board Agenda Item

Tuesday, May 6, 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 Awarded to Youngquist Brothers, LLC
- SW098 WTP Expansion in Design Phase

PROJECT TRACKER - St Lucie West Services District

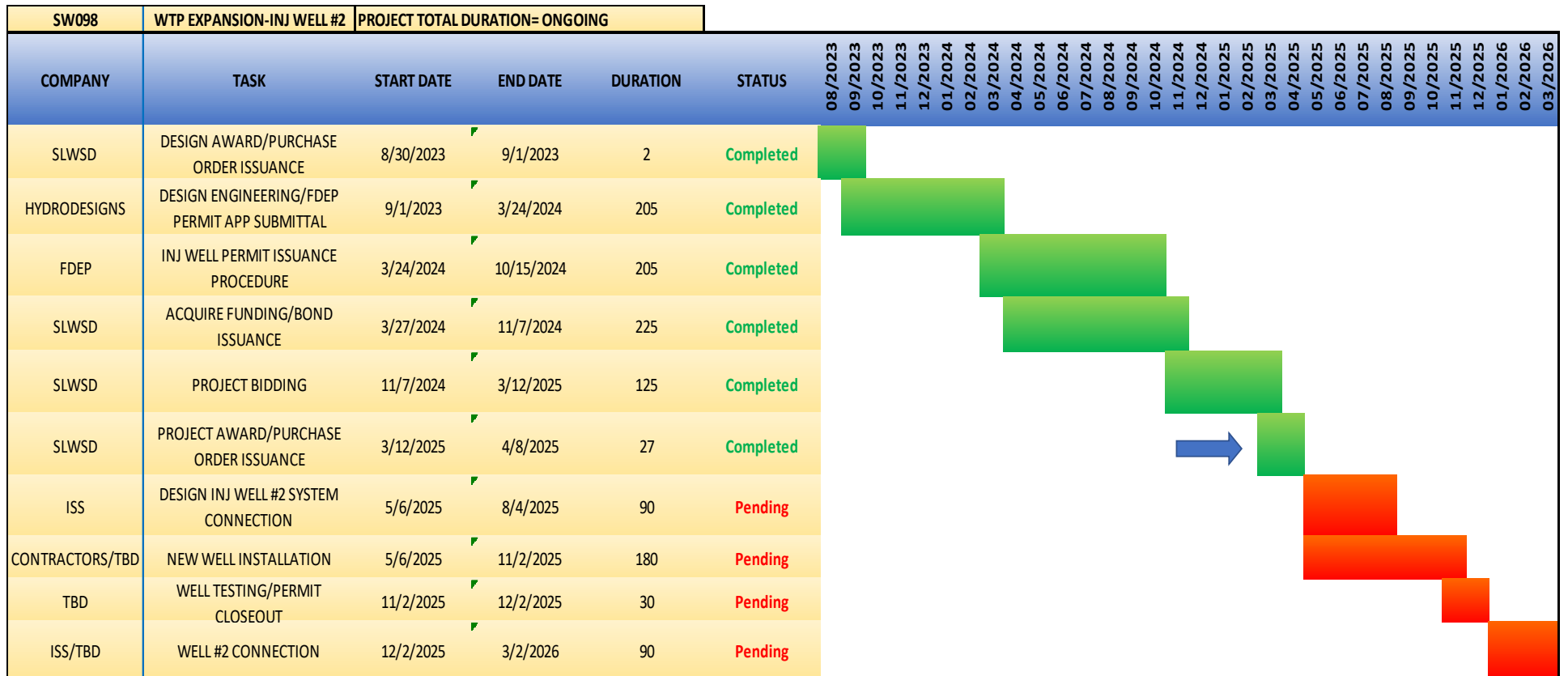
Project No.	Project Engineer	Project Manager	Contractor / Vendor	Approved Capital Budget Funds in Dollars	Encumbered / Actual Cost of Project in Dollars	Available 2024 Budget	Ongoing % Compl.	FY % Completion	Project	Oct-2024	Nov-2024	Dec-2024	Jan-2025	Feb-2025	Mar-2025	Apr-2025	May-2025	Jun-2025	Jul-2025	Aug-2025	Sep-2025	
WM001		GR		267,460	60,000	207,460		22%	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		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	YOUNGQUIST	34,746,777	7,786,000	26,960,777		22%	WTP Expansion													INJ WELL #2 Awarded Anticipate Completion by 10/1
Total				\$ 35,899,180	8,236,100	27,793,080																

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	13																
PROJECTS IN DESIGN PHASE	5	4	4	3	3	3																
PROJECTS IN BID PHASE	0	0	0	1	2	1																
PROJECTS IN CONSTRUCTION PHASE	0	0	0	0	0	1																
PROJECTS COMPLETED	0	1	1	1	0	0																
ONGOING CAPITAL R&R PROJECTS	8	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 May 6, 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	37,652,320	Gallons
Sewer	37,002,690	Gallons
Sewer BOD	0.00	Gallons
Sewer TSS	0.00	Gallons

2. Amount Billed

Total Water	\$321,094.58
Total Sewer	\$374,405.79
Total Irrigation	\$182,981.50

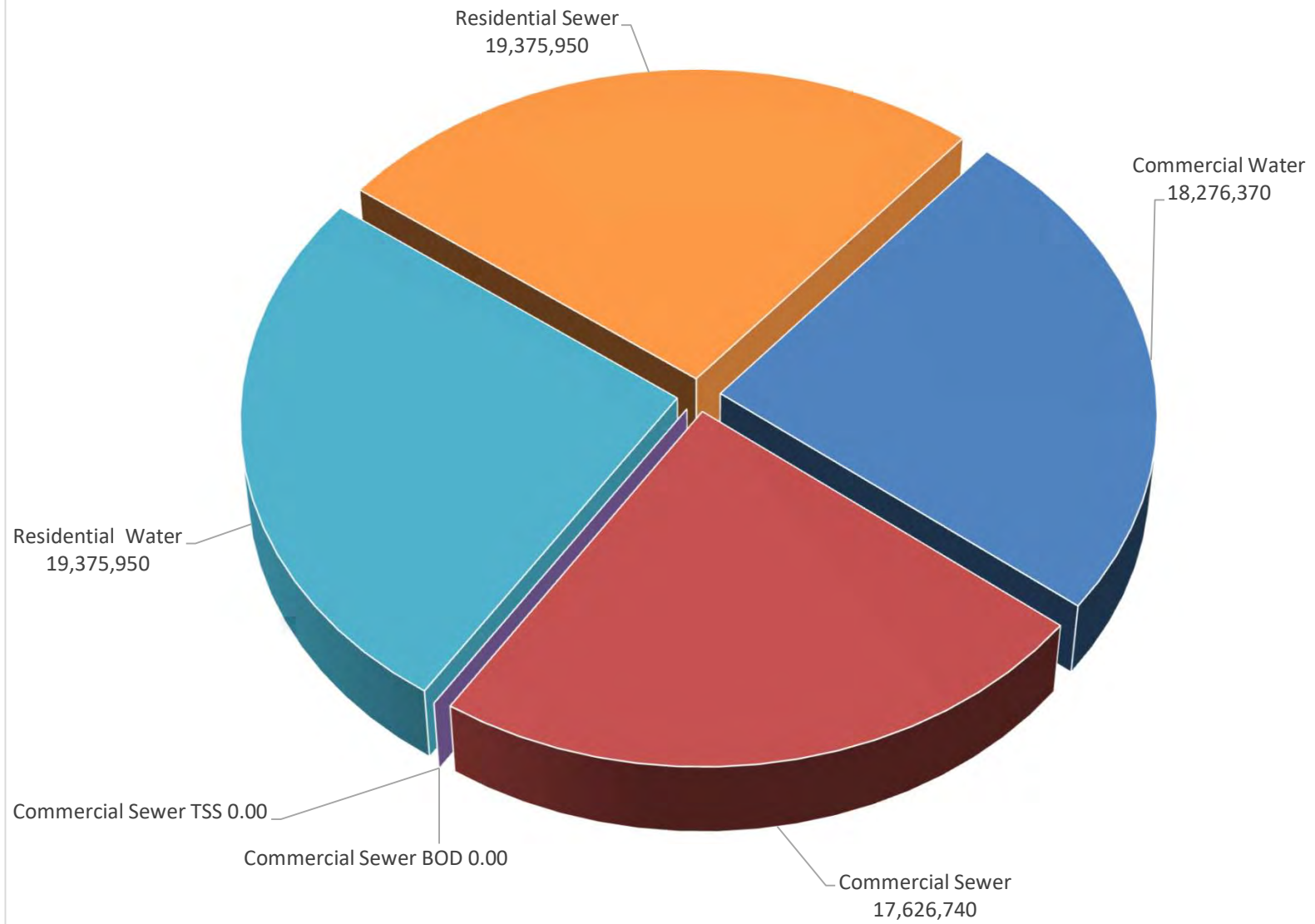
3. Billing

Total Water	6,820
Total Sewer	6,766
Total Irrigation	6,446

<u>CONSUMPTION BY GALLONS</u>	
<u>Commercial:</u>	
Water	18,276,370
Sewer	17,626,740
Sewer- BOD	0.00
Sewer- TSS	0.00
<u>Single:</u>	
Water	16,701,720
Sewer	16,701,720
<u>Multi:</u>	
Water	2,674,230
Sewer	2,674,230
<u>AMOUNT BILLED/TOTAL CHARGES:</u>	
<u>Commercial:</u>	
Water	\$124,196.21
Sewer	\$139,279.41
IQ	\$52,652.03
<u>TOTAL:</u>	\$316,127.65
<u>Single:</u>	
Water	\$165,249.83
Sewer	\$197,081.66
IQ	\$114,561.64
<u>TOTAL:</u>	\$476,893.13
<u>Multi:</u>	
Water	\$31,648.54
Sewer	\$38,044.72
IQ	\$15,767.83
<u>TOTAL:</u>	\$85,461.09
<u>TOTAL BILL COUNT</u>	
<u>Commercial:</u>	
Water	527
Sewer	473
IQ	249
<u>Single:</u>	
Water	5,182
Sewer	5,182
IQ	5,181
<u>Multi:</u>	
Water	1,111
Sewer	1,111
IQ	1,016

<u>CONSUMPTION</u>	
Water	37,652,320
Sewer	37,002,690
Sewer- BOD	0.00
Sewer- TSS	0.00
<u>AMOUNT BILLED</u>	
Water	\$321,094.58
Sewer	\$374,405.79
IQ	\$182,981.50
<u>BILLS</u>	
Water	6,820
Sewer	6,766
IQ	6,446

Actual Consumption March 2025





Monthly Deposited Daily Form

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ST. LUCIE WEST SERVICES DISTRICT
ACCOUNTS BILLED AND MONTHLY RECEIVABLES

REPORT # 1 ACTIVE COMPANY

MONTH END SUMMARY 3/1/2025 - 3/31/2025

BALANCE TOTALS	
BEGINNING BALANCE AS OF	3/1/2025
TOTAL BEGINNING BAL.	\$ 599,913.19

GENERAL LEDGER

CHARGES	DESCRIPTION	TOTAL BILL COUNT	BILLED AMOUNT		
BASE CHARGES					
5-04109	IRRIGATION BASE	6446	\$ 181,991.16	\$	781,904.35
5-04107	SEWER BASE	6766	\$ 204,134.45	\$	986,038.80
5-04106	WATER BASE	6820	\$ 163,988.93	\$	1,150,027.73
DISPENSED/TANKER TRUCK					
5-04046	WATER BASE	18	\$ 1,241.86	\$	1,151,269.59
5-04014	WHOLESALE WATER BASE	1	\$ 870.18	\$	1,152,139.77
	TOTAL CHARGE		\$ 552,226.58		
CONSUMPTION CHARGES					
5-04009	IRRIGATION		\$ 990.34	\$	1,153,130.11
5-04007	SEWER		\$ 170,271.34	\$	1,323,401.45
5-04007	SEWER-BOD EXCESS		\$ -	\$	1,323,401.45
5-04007	SEWER-TSS EXCESS		\$ -	\$	1,323,401.45
5-04006	WATER		\$ 157,105.65	\$	1,480,507.10
	AVERAGE DAYS		27.93		
5-04046	TANKER TRUCK WATER		\$ 575.46	\$	1,481,082.56
5-04014	WHOLESALE WATER		\$ 38,043.65	\$	1,519,126.21
5-04021	WHOLESALE WASTEWATER		\$ 35,705.04	\$	1,554,831.25
	TOTAL CHARGE		\$ 402,691.48		
DEPOSIT CHARGE					
	TOTAL CHARGES		\$ -	\$	1,554,831.25
IRRIGATION CHARGE					
5-04012	SEWER CHARGE		\$ 182,981.50		
5-04012	WATER CHARGE		\$ 410,110.83		
5-04012	TOTAL CHARGE		\$ 361,825.73		
	TOTAL CHARGE		\$ 954,918.06		
ADJUSTMENTS					
	DESCRIPTION			REVENUE	WRITE OFF
	TOTAL REVENUE CHANGES			\$ (2,274.35)	\$ (8.78)
	TOTAL WRITE OFFS				
PENALTY CHARGES					
5-04010	TOTAL PENALTY		\$ 6,445.15		
MISCELLANEOUS CHARGES					
5-04012	TOTAL MISCELLANEOUS		\$ 375.00		
5-04047	BACK FLOW CHARGES		\$ -		
5-04047	BACK FLOW OPT OUT CHARGES		\$ -		
METER SET FEES					
5-04018	METER FEE		\$ -		
5-04012	INITIAL CONNECTION METER FEE		\$ -		
	TOTAL METER FEES		\$ -		
IMPACT FEES					
5-04033	WATER IMPACT (AFPI)		\$ -	\$	1,559,368.27
5-04035	SEWER IMPACT (AFPI)		\$ -	\$	1,559,368.27
	TOTAL IMPACT (AFPI)		\$ -	\$	1,559,368.27

ST. LUCIE WEST SERVICES DISTRICT
ACCOUNTS RECEIVABLE SUMMARY

REPORT # 2 ACTIVE COMPANY

MONTH END SUMMARY

3/1/2025 - 3/31/2025

GENERAL LEDGER

BALANCE TOTALS
CONTINUED BALANCE REF. REPORT # 1

	DESCRIPTION	AMOUNT	
<u>PAYMENTS</u>			
5-01025	DISPENSED WATER/TANKER TRUCK	843.94	\$ 1,559,368.27
5-01025	IRRIGATION	179,000.11	\$ 1,558,524.33
5-01025	PENALTY	6,789.67	\$ 1,379,524.22
5-01025	SEWER BASE	200,706.98	\$ 1,372,734.55
5-01025	SEWER CONSUMPTION	179,249.14	\$ 1,172,027.57
5-01025	WATER BASE	161,426.10	\$ 992,778.43
5-01025	WATER CONSUMPTION	166,580.07	\$ 831,352.33
5-01025	MISCELLANEOUS	335.37	\$ 664,772.26
5-04047	BACK FLOW CHARGES	-	\$ 664,436.89
5-04047	BACK FLOW OPT OUT CHARGES	-	\$ 664,436.89
5-01025	BOD EXCESS CONSUMPTION	-	\$ 664,436.89
5-01025	TSS EXCESS CONSUMPTION	-	\$ 664,436.89
5-01025	CREDIT BALANCE CHANGE	26,275.30	\$ 638,161.59
	BILL ADJUSTMENT	-	\$ 638,161.59
	<u>SUBTOTAL</u>	921,206.68	\$ 599,247.76
6-04014	WHOLESALE WATER	38,913.83	\$ 563,542.72
5-04021	WHOLESALE WASTEWATER	35,705.04	\$ 563,542.72
5-04033	WATER IMPACT (AFPI)	-	\$ 563,542.72
5-04035	SEWER IMPACT (AFPI)	-	\$ 563,542.72
5-04018	METER FEE	-	\$ 563,542.72
5-04012	INITIAL CONNECTION METER FEE	-	\$ 563,542.72
	<u>TOTAL PAYMENTS</u>	995,825.55	\$ 568,867.37
<u>REVERSE PAYMENTS</u>			
5-01025	POSTING ERRORS	-	\$ 568,867.37
	REVERSE PAYMENT/BAL TRANSFER	4,404.02	\$ 568,558.99
	RETURN PAYMENTS	920.63	\$ 568,558.99
	<u>TOTAL</u>	5,324.65	\$ 561,258.99
<u>REVERSE PENALTIES</u>			
5-01025	REVERSE PENALTIES	(308.38)	\$ 561,258.99
<u>BILL ADJUSTMENT</u>			
5-01025	BILL - VOID/ADJUSTMENT/REVERSAL	-	\$ 561,258.99
<u>DEPOSIT REFUNDS</u>			
	DEPOSIT REFUNDS	(7,300.00)	\$ 561,258.99
<u>REVERSE DEPOSIT</u>			
	REVERSE DEPOSIT	-	\$ 561,258.99

ST. LUCIE WEST SERVICES DISTRICT
ACCOUNTS RECEIVABLE SUMMARY

REPORT # 2 ACTIVE COMPANY		MONTH END SUMMARY		3/1/2025 - 3/31/2025	
REFUNDS	DESCRIPTION	COUNT	AMOUNT		
	TOTAL REFUND CHECKS	15	\$ 619.22	\$	561,878.21
TRANSFER BALANCE					
	DESCRIPTION		NET AMOUNT		
	RECEIVABLES ADJUSTED		\$ (1,121.14)	\$	560,757.07
	RECEIVABLES RE-APPLIED		\$ 1,121.14	\$	561,878.21
DEPOSIT ACTIVITY					
5-02030	DESCRIPTION		AMOUNT		
	BEGINNING DEPOSIT BALANCE		\$ 181,950.00		
	BILLED DEPOSITS		\$ -		
	NEW DEPOSITS		\$ 8,400.00		
	REFUNDS		\$ (7,300.00)		
	REVERSE REFUNDS		\$ -		
	REVERSE DEPOSITS		\$ -		
	TOTAL DEPOSIT ENDING BALANCE		\$ 183,050.00		
MISC. PAYMENTS					
	DESCRIPTION				
	MISCELLANEOUS PAYMENTS RECEIVED		\$ 3,050.00		
				ENDING BALANCE AS OF 3/31/2025	
				\$	561,878.21
				\$	-
				\$	561,878.21
				\$	-
				unpaid Reserve invoice	
				Total Ending Balance	

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
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
March 2025	\$ 548,067.13	\$ 7,083.59	\$ 1,056.88	\$ 487.71	\$ 5,182.90	\$ 561,878.21
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

H:\BILLING\RECEIVABLES - DEPOSITS - REPORTS\END OF MONTH REPORTS\AGED DEBT ACCOUNTS..xlsx

St. Lucie West Services District

Board Agenda Item

Tuesday, May 6, 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/Public Relations

1. Reserve CDD and SLWSD Utilities Service Partnership Agreement:

- Worked with the Reserve CDD to draft a joint message for its residents, explaining the agreement and highlighting the benefits it brings to both their community and ours. The message was published on Reserve CDD's public website and on PGA Village's Town Square website for property managers.
- Note: SLWSD residents will be informed about the agreement following the May 6 Board approval of final details, via the district newsletter. A press release and media invitations will then be issued to encourage local media coverage.

Internal & External Communications

1. SLWSD Newsletter:

- The March newsletter continued to promote the resident survey, resulting in increased participation. This edition also highlighted the Bill Pay option and announced the completion of the Lake Harvey Project. There was a concern about including the total cost of the Lake Harvey Project; while future articles will be more mindful of such concern, it's important to maintain transparency with residents about how funds are being utilized in the District, for their benefit. We will continue to provide transparency in all our communications efforts.

2. Public Engagement:

- This month we briefed residents from Lakeside HOA on SLWSD functions and services, as well as the 9% Utilities raise, and water leak notification and prevention.
- Attended City of PSL and SLC Public Meetings on behalf of SLWSD.

3. Website & Branding:

- Continued collaboration with Granicus, our new website contractor, on the development of our upcoming new website and GovDelivery communication platform. GovDelivery will allow us to communicate directly with residents via email and text, providing timely updates on our services. Residents will be able to subscribe through the website, enabling us to reach both those already in our database and new subscribers. This effort aims to expand our outreach beyond HOA meetings and other community events.

4. SLWSD Functions and Services Video:

- Began production of a 4–5-minute video explaining SLWSD operations, departments, functions, and services. The video will be used to inform the public of who we are and what we do, as well as for other marketing and promotional purposes. The video will be pinned on the homepage of our website, and on social media platforms.

St. Lucie West Services District

Board Agenda Item

Tuesday, May 6, 2025

Item

CA 6 Financial Statements for March 31, 2025

Summary

Attached for your review are the Financial Reports for the period ending March 31, 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
March 2025

	Oct 24-Mar 25	Budget YTD	\$ +/- Budget YTD	% of Budget YTD	Total Budget
Ordinary Income/Expense					
Income					
1-04000 · GF SLWSD GENERAL FUND REVENUE	3,572,665.83	3,384,876.21	187,789.62	105.55%	4,013,039.00
Total Income	3,572,665.83	3,384,876.21	187,789.62	105.55%	4,013,039.00
Gross Income	3,572,665.83	3,384,876.21	187,789.62	105.55%	4,013,039.00
Expense					
1-05000 · GF BOARD OF DIRECTORS	5,946.16	7,852.50	-1,906.34	75.72%	15,705.00
1-06000 · GF DISTRICT MANAGER	8,299.79	21,960.74	-13,660.95	37.79%	41,829.00
1-07000 · GF FINANCE	171,466.44	218,170.52	-46,704.08	78.59%	248,429.00
1-12000 · GF GRANT MANAGEMENT	0.00	741.00	-741.00	0.0%	1,482.00
1-13000 · GF CLERK TO THE BOARD	5,170.21	7,763.02	-2,592.81	66.6%	15,526.00
1-14000 · GF AQUATICS DIVISION-PERSNL	162,198.06	215,287.56	-53,089.50	75.34%	430,575.12
1-15000 · GF ADMINISTRATION DIV-PERSNL	559,681.12	638,266.04	-78,584.92	87.69%	1,276,532.12
1-16000 · GF STORM WATER MGMT-PERSNL	251,666.22	290,277.06	-38,610.84	86.7%	580,554.12
1-17000 · GF EXOTIC PLNT RMVL DIV-PERSNL	148,697.25	177,910.50	-29,213.25	83.58%	355,821.00
1-18000 · GF SHOP OPERATIONS-PERSNL	41,075.04	47,377.50	-6,302.46	86.7%	94,755.00
1-19000 · GF GENERAL COUNSEL	18,112.50	16,115.48	1,997.02	112.39%	32,231.00
1-23000 · GF SPECIAL COUNSEL	4,800.00	1,969.50	2,830.50	243.72%	3,939.00
1-26000 · GF ENGINEERING	4,566.14	25,047.00	-20,480.86	18.23%	50,094.00
1-29000 · GF POLLUTION CONTROL	0.00	1,363.50	-1,363.50	0.0%	2,727.00
1-31000 · GF AQUATICS DIVISION-OPERATING	51,925.21	101,327.46	-49,402.25	51.25%	178,654.92
1-33000 · GF ADMINISTRATION DIV-OPERATING	152,411.45	158,052.92	-5,641.47	96.43%	296,105.84
1-34000 · GF STORM WATER MGMT-OPERATING	166,599.18	196,466.96	-29,867.78	84.8%	312,933.92
1-35000 · GF EXOTIC PLANT RMVL-OPERATING	17,701.52	33,457.98	-15,756.46	52.91%	66,915.96
1-36000 · GF SHOP OPERATIONS-OPERATING	11,550.13	18,727.48	-7,177.35	61.68%	34,954.96
1-46000 · GF RENEWAL & REPLACEMENT	148,130.72	267,460.00	-119,329.28	55.38%	267,460.00
Total Expense	1,929,997.14	2,445,594.72	-515,597.58	78.92%	4,307,224.96
Net Ordinary Income	1,642,668.69	939,281.49	703,387.20	174.89%	-294,185.96
Net Income	1,642,668.69	939,281.49	703,387.20	174.89%	-294,185.96

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

Ordinary Income/Expense	Oct 24 - Mar 25	Budget YTD	\$ +/- Budget YTD	% of Budget YTD	Total Budget
Income					
2-04000 · WB WTR MGMT BEN SRS 1999A REV	2,149,497.64	1,886,634.83	262,862.81	113.93%	2,608,654.96
2-07000 · DS WMB OTHER INCOME	0.00	0.00	0.00	0.0%	0.00
Total Income	2,149,497.64	1,886,634.83	262,862.81	113.93%	2,608,654.96
Gross Income	2,149,497.64	1,886,634.83	262,862.81	113.93%	2,608,654.96
Expense					
2-05000 · WB WTR MGMT BEN SRS 1999A DS	279,950.45	249,805.98	30,144.47	112.07%	2,429,611.96
Total Expense	279,950.45	249,805.98	30,144.47	112.07%	2,429,611.96
Net Ordinary Income	1,869,547.19	1,636,828.85	232,718.34	114.22%	179,043.00
Net Income	1,869,547.19	1,636,828.85	232,718.34	114.22%	179,043.00

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

Ordinary Income/Expense	Oct 24 - Mar 25	Budget YTD	\$ +/- Budget YTD	% of Budget YTD	Total Budget
Income					
4-04000 - CP WMB CAP PROJECTS REVENUE	3,636.47	2,499.96	1,136.51	145.46%	5,000.00
4-07000 - CP WMB OTHER INCOME	0.00	0.00	0.00	0.0%	0.00
Total Income	3,636.47	2,499.96	1,136.51	145.46%	5,000.00
Gross Income	3,636.47	2,499.96	1,136.51	145.46%	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	0.00	73,348.00	-73,348.00	0.0%	73,348.00
Net Ordinary Income	3,636.47	-70,848.04	74,484.51	-5.13%	-68,348.00
Net Income	3,636.47	-70,848.04	74,484.51	-5.13%	-68,348.00

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

	Oct 24-Mar 25	Budget YTD	\$ +/- of Budget YTD	% of Budget YTD	Total Budget
Ordinary Income/Expense					
Income					
5-04000 · WS SLWSD WATER & SEWER REVENUE	5,065,586.95	4,775,719.44	289,867.51	106.07%	11,272,529.04
Total Income	5,065,586.95	4,775,719.44	289,867.51	106.07%	11,272,529.04
Gross Income	5,065,586.95	4,775,719.44	289,867.51	106.07%	11,272,529.04
Expense					
5-05000 · WS BOARD OF DIRECTORS	6,209.36	7,732.98	-1,523.62	80.3%	15,465.96
5-06000 · WS DISTRICT MANAGER	449.68	15,338.48	-14,888.80	2.93%	30,676.96
5-07000 · WS FINANCE	374,605.20	414,672.04	-40,066.84	90.34%	480,242.08
5-09000 · WS PROPERTY CONTROL	18,372.93	25,156.44	-6,783.51	73.04%	50,312.88
5-11000 · WS UTILITY RATE CONSULTANT	0.00	21,005.52	-21,005.52	0.0%	42,011.04
5-13000 · WS CLERK TO THE BOARD	9,958.44	10,236.00	-277.56	97.29%	20,472.00
5-14000 · WS ADMIN DVSN-PERSNL	732,758.67	799,597.02	-66,838.35	91.64%	1,599,194.04
5-15000 · WS WATER TRTMNT PLANT-PERSNL	233,635.65	260,586.42	-26,950.77	89.66%	521,172.84
5-16000 · WS WASTEWATER TRTMT PL-PERSNL	230,535.94	265,538.04	-35,002.10	86.82%	531,076.08
5-17000 · WS UNDERGROUND UTIL-PERSNL	488,584.07	554,822.46	-66,238.39	88.06%	1,109,644.92
5-18000 · WS IRRIGATION DIV-PERSNL	32,427.92	37,534.44	-5,106.52	86.4%	75,068.88
5-40000 · WS SHOP DIV - PERSNL	89,105.71	93,812.46	-4,706.75	94.98%	187,624.92
5-19000 · WS GENERAL COUNSEL	18,352.50	21,192.48	-2,839.98	86.6%	42,384.96
5-23000 · WS SPECIAL COUNSEL	20,935.00	730.58	20,204.42	2,865.53%	730.58
5-26000 · WS ENGINEERING	59,808.00	50,899.98	8,908.02	117.5%	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	340,633.50	340,633.50	0.00	100.0%	681,267.00
5-29000 · WS ADMIN DIV-OPERATING	345,398.04	436,258.54	-90,860.50	79.17%	787,517.08
5-30000 · WS WATER TRTMNT PLANT-OPER	406,466.99	584,798.52	-178,331.53	69.51%	1,112,597.04
5-31000 · WS WASTEWATER TRTMT PL-OPER	422,761.85	571,558.50	-148,796.65	73.97%	993,117.00
5-32000 · WS UNDERGROUND UTIL-OPERATING	233,825.20	332,403.98	-98,578.78	70.34%	614,807.96
5-33000 · WS IRRIGATION DIV-OPERATING	73,832.71	160,056.48	-86,223.77	46.13%	320,112.96
5-41000 · WS SHOP DIV - OPER	47,678.38	64,387.50	-16,709.12	74.05%	82,275.00
Total Expense	5,016,867.61	5,068,952.36	-52,084.75	98.97%	11,964,848.14
Net Ordinary Income	48,719.34	-293,232.92	341,952.26	-16.62%	-692,319.10
Net Income	48,719.34	-293,232.92	341,952.26	-16.62%	-692,319.10

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

Income Statement Budget vs. Actual

March 2025

	Oct 24-Mar 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	30,950.55				
5-36002 · INTEREST - WWCF - 4076011236	10,470.55				0.00
5-36003 · INTEREST - BOND CONST	367,771.94				0.00
5-36004 · INTEREST - WCF 4076011227	20,437.56				0.00
5-36005 · WATER IMPACT FEES	24,139.00	1,915.98	22,223.02	1,259.88%	3,831.96
5-36006 · WW IMPACT FEES	19,493.00	1,437.96	18,055.04	1,355.6%	2,875.92
5-36007 · R&R TRANS FROM W&S OPERATING	340,633.50	340,633.50	0.00	100.0%	681,267.00
Total 5-36000 · WS CAP REVENUES	813,896.10	343,987.44	469,908.66	236.61%	687,974.88
Total Income	813,896.10	343,987.44	469,908.66	236.61%	687,974.88
Gross Income	813,896.10	343,987.44	469,908.66	236.61%	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	211,228.47	448,161.22	-236,932.75	47.13%	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	3,998.52				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	521,489.96	1,363,654.22	-842,164.26	38.24%	1,363,654.22
5-38000 · WS WATER CONNECT FEE CIP					
5-38015 · CAPITAL PROJECTS SW098	102,395.32	50,000.00	52,395.32	204.79%	50,000.00
Total 5-38000 · WS WATER CONNECT FEE CIP	102,395.32	50,000.00	52,395.32	204.79%	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	623,885.28	1,413,654.22	-789,768.94	44.13%	1,413,654.22
Net Ordinary Income	190,010.82	-1,069,666.78	1,259,677.60	-17.76%	-725,679.34
Net Income	190,010.82	-1,069,666.78	1,259,677.60	-17.76%	-725,679.34

St Lucie West Service District
Check Register
As of March 31, 2025

Date	Num	Name	Memo	Credit
ASSETS				
Current Assets				
Checking/Savings				
1-00001 - TRUIST (GF operating) #1363				
03/05/2025		ASCENSUS		
03/06/2025	12997	ALL COUNTY LOCK & KEY, INC	PR Check Date 03/05/25 (02/15/25-02/28/25) Pensi...	2,723.97
03/06/2025	12998	AMERICAN PRESSURE SYSTEMS/PRESSUR...	PO#86944	221.25
03/06/2025	12999	ATLANTIC PIPE SERVICES, LLC	PO#87086	29.35
03/06/2025	13000	C&C Environmental Group, Inc	PO#86955	9,972.00
03/06/2025	13001	FRANKLIN TEMPLETON BANK AND TR	PO#86956	1,680.00
03/06/2025	13002	HOME DEPOT CREDIT SERVICES	SEP PAYROLL 03.05.25	12,231.25
03/06/2025	13003	KYOCERA DOCUMENT SOLUTIONS SOUTH ...	PO#86952	4,701.28
03/06/2025	13004	MIKE'S ORGANIC TOP SOIL	PO#86925	13.07
03/06/2025	13005	NAPA AUTO SUPPLY OF PORT ST. LUCIE	PO#86943	125.00
03/06/2025	13006	ST LUCIE CO BALING & RECYCLING	PO#86948	2,079.39
03/06/2025	13007	SUNSHINE STATE ONE CALL OF FLORIDA, I...	PO#86946	3,577.91
03/06/2025	13008	SYSTEM DESIGN WIZARDS, INC.	PO#86949	118.70
03/06/2025	13009	UNIFIRST	PO#86947	1,150.00
03/06/2025	13010	WEX BANK	INV# 3020116825 & INV# 3020115711	273.86
03/06/2025	13011	UNIFIRST	INV#103211770	9,942.91
03/10/2025	13012	PRESIDENTIAL CUSTOMS, LLC	INV# 3020115699 & INV# 3020115711	250.87
03/10/2025	13013	TRUIST CARD SERVICES	INV#2014542369 ADMIN BLDG WINDOW TINT	4,420.00
03/13/2025	13030	ARMADILLO DIRT WORKS, LLC		13,317.46
03/13/2025	13014	CINTAS CORPORATION		8,700.00
03/13/2025	13015	COMPUTER NETWORK SERVICES	PO#87104	267.00
03/13/2025	13016	GRANICUS, LLC	PO#86945	1,047.15
03/13/2025	13017	HELENA CHEMICAL CO	PO#87116	41,968.00
03/13/2025	13018	KYOCERA	PO#86988A	3,117.50
03/13/2025	13019	LOWE'S	PO#86965	14.81
03/13/2025	13020	MARINE WRAPS	PO#86964	2,349.27
03/13/2025	13021	MIKE'S ORGANIC TOP SOIL	PO#87105	1,485.67
03/13/2025	13022	PARKS RENTAL	PO#86961	125.00
03/13/2025	13023	SAM'S CLUB MASTERCARD	PO#87107	415.00
03/13/2025	13024	SUMMIT FIRE & SECURITY, LLC	PO#86967	128.68
03/13/2025	13025	THE PETERBILT STORE - FORT PIERCE	PO#87109	284.00
03/13/2025	13026	TORCIVIA, DONLON, GODDEAU & RUBIN, P.A.	PO#87097	356.85
03/13/2025	13027	UNIFIRST	PO#87115	5,000.00
03/13/2025	13028	VERIZON WIRELESS	INV# 3020117993 & INV# 3020118010	242.73
03/13/2025	13029	VERO CHEMICAL DISTRIBUTORS INC	PO#86960	1,259.54
03/13/2025	13031	VOIDED CHECK	PO#86962	12,444.45
03/14/2025	13032	GOLDEN HARVEST, INC.		375.00
03/18/2025	13033	CITY ELECTRIC SUPPLY CO.	PO#87114	145.76
03/18/2025	13034	FCC ENVIRONMENTAL SERVICES, LLC	PO#87106	435.77
03/18/2025	13035	FPL	PO#87131	49,463.01
03/18/2025	13036	MD NOW	PO#87130	90.00
03/18/2025	13037	MIKE'S ORGANIC TOP SOIL	PO#87119	125.00
03/18/2025	13038	PALMDALE OIL COMPANY, INC	PO#87125	1,478.51
03/18/2025	13039	SMART STOP STORAGE	PO#87123	409.00
03/18/2025	13040	FRANKLIN TEMPLETON BANK AND TR	SEP PAYROLL 03.19.25	12,227.70
03/18/2025	13041	GUARDIAN	GROUP ID 00563384- APRIL 2025	4,910.89

Date			Num		Name		Memo		Credit	
03/19/2025					ASCENSUS		PR Check Date 03/19/25 (03/01/25-03/14/25)	457 ...	2,748.95	
03/19/2025	13042				Thomas Bayer		payroll adjustment 03/19/25		1,024.43	
03/26/2025	13043				CCI BUILDINGS				3,971.94	
03/26/2025	13044				CCI BUILDINGS				10,292.50	
03/27/2025	13045				UNIFIRST		INV# 3020120242 & INV# 3020120252		242.73	
03/27/2025	13046				UNIFIRST		INV# 3020119150 & INV# 3020119161		242.73	
03/27/2025	13047				UNIFIRST		INV# 3020119168		468.24	
03/27/2025	13048				ADP, LLC		PO# 87154		2,619.90	
03/27/2025	13049				CINTAS CORPORATION		PO# 87127		119.20	
03/27/2025	13050				FLORIDA BLUE		HEALTH INSURANCE-GROUP NO. 41965 APRIL ...		97,687.05	
03/27/2025	13051				HOME DEPOT CREDIT SERVICES		PO# 87145		5,297.07	
03/27/2025	13052				PRESIDENTIAL CUSTOMS, LLC		PO# 87161		4,220.00	
03/27/2025	13053				SPECIAL DISTRICT SERVICES, INC.		PO# 87151		9,240.79	
03/27/2025	13054				SUN LIFE		PLAN NUMBER: 960974-0001 APRIL 2025		3,692.24	
03/27/2025	13055				VERIZON WIRELESS		PO# 87141		859.63	
Total 1-00001 · TRUIST (GF operating) #1363										358,421.96
1-00002 · TRUIST (GF R&R Fund) # 3968										
Total 1-00002 · TRUIST (GF R&R Fund) # 3968										
5-00002 · TRUIST (WS Operating) #7918										
03/06/2025	14664				ASH PRIME HOLDING, LLC		CUSTOMER REFUND 838 SW ROCKY BAYOU T...		16.64	
03/06/2025	14665				GABRIEL ROSENTHAL		CUSTOMER REFUND 210 SW MACLAY WAY		15.44	
03/06/2025	14666				JOHN FOSTER		CUSTOMER REFUND 1697 SW HARBOUR ISLE...		69.85	
03/06/2025	14667				MANAGEMENT SPECIALISTS		CUSTOMER REFUND 309 SW PERDIDO KEY ST		69.09	
03/06/2025	14668				NORRIS BISHOP INVESTMENTS INC		CUSTOMER REFUND 419 SW TALQUIN LN		69.00	
03/06/2025	14669				PAUL G PREZIUSO		CUSTOMER REFUND 1632 HARBOUR ISLES CIR		10.56	
03/06/2025	14670				ROSEMARY CIPPOLETTI		CUSTOMER REFUND 629 NW SAN REMO CIR		35.03	
03/06/2025	14671				SUZANNE KEENAN		CUSTOMER REFUND 600 NW SAN REMO CIR		71.97	
03/13/2025	14673				BARBARA LEE ANGELO		CUSTOMER REFUND 506 SW TREASURE CV		25.03	
03/13/2025	14674				ENCLAVE PROPERTIES LLC		CUSTOMER REFUND 396 SW SANDY WAY		1.21	
03/13/2025	14675				PARADISE HOMES REALTY OF TREASURE ...		CUSTOMER REFUND 257 SW COCONUT KEY ...		23.33	
03/13/2025	14676				TABATHA REITENOUR		CUSTOMER REFUND 1282 MAPLEWOOD DR		105.59	
03/27/2025	14677				AVIVA PSL PROPERTY OWNER, LLC		CUSTOMER REFUND 6 TEMP METER		1,000.00	
03/27/2025	14678				BLANCA OCHOA		CUSTOMER REFUND 166 NW PLEASANT GROV...		3.54	
03/27/2025	14679				DONNA MCCAFFREY		WATER CONSERVATION REBATE 2024-25 26		200.00	
03/27/2025	14680				EDSON CORTES		CUSTOMER REFUND 576 SW ROMORA BAY		63.28	
03/27/2025	14681				JACK TRUESDALE		WATER CONSERVATION REBATE 2024-25 27		100.00	
03/27/2025	14682				TIMOTHY J TRUELOVE		CUSTOMER REFUND 165 NW SWANN MILL CIR		39.66	
Total 5-00002 · TRUIST (WS Operating) #7918										1,919.22
Total Checking/Savings										360,341.18
Total Current Assets										360,341.18
TOTAL ASSETS										360,341.18
LIABILITIES & EQUITY										
TOTAL LIABILITIES & EQUITY										

St Lucie West Service District
Checks Over \$35,000
 As of March 31, 2025

Date	Num	Name	Memo	Credit
ASSETS				
Current Assets				
Checking/Savings				
1-00001 - TRUIST (GF operating) #1363				
03/13/2025	13016	GRANICUS, LLC	PO#86988A	41,968.00
03/18/2025	13035	FPL	PO#87131	49,463.01
03/27/2025	13050	FLORIDA BLUE	HEALTH INSURANCE-GROUP NO. 41965 APRIL 2025	97,687.05
Total 1-00001 - TRUIST (GF operating) #1363				189,118.06
5-00002 - TRUIST (WS Operating) #7918				
Total 5-00002 - TRUIST (WS Operating) #7918				
Total Checking/Savings				189,118.06
Total Current Assets				189,118.06
TOTAL ASSETS				189,118.06
LIABILITIES & EQUITY				
TOTAL LIABILITIES & EQUITY				

St Lucie West Service District
Balance Sheet
As of March 31, 2025

	Mar 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1072 - Bill.com Money Out Clearing	-14,264.44
D-ACCNT	-863.60
xxx	0.06
1-00001 - TRUIST (GF operating) #1363	1,623,503.83
1-00002 - TRUIST (GF R&R Fund) # 3968	552,618.50
5-00001 - TRUIST (WS Deposit) #1355	-346,998.83
5-00002 - TRUIST (WS Operating) #7918	7,436,431.50
Total Checking/Savings	9,250,427.02
Other Current Assets	
1-02000 - GF SLWSD GENERAL ASSETS	1,743,664.75
2-01000 - WB WTR MGMT BEN 1999A ASSETS	3,006,066.82
4-03000 - CP WMB CAP PROJECTS ASSETS	191,766.70
5-01000 - WS SLWSD WATER & SEWER ASSETS	87,232,632.66
Total Other Current Assets	92,174,130.93
Total Current Assets	101,424,557.95
Other Assets	
000000 - Journal Entry Exchange	2,465.25
Total Other Assets	2,465.25
TOTAL ASSETS	101,427,023.20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	-64.12
Total Accounts Payable	-64.12
Other Current Liabilities	
1-03000 - GF SLWSD GENERAL LIAB	177,385.41
2-02000 - WB WTR MGMT BEN 1999A LIAB	169,712.21
5-02000 - WS SLWSD WATER & SEWER LIAB	58,476,691.83
Total Other Current Liabilities	58,823,789.45
Total Current Liabilities	58,823,725.33

	Mar 31, 25
Total Liabilities	58,823,725.33
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	3,754,447.64
Total Equity	42,603,297.87
TOTAL LIABILITIES & EQUITY	101,427,023.20

**ST LUCIE WEST SERVICE DISTRICT
ACCOUNT RECONCILIATION SUMMARY
FOR MONTH END MARCH 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	1,844,008.00	(903,982.35)	940,025.65	940,025.65	* 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	7,499.18		7,499.18	7,499.18	Yes
TOTAL OPERATING						\$ 1,500,143.33	\$ 1,500,143.33	
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	50,469.45	210,874.46	261,343.91	261,343.91	* Yes
5-00002	Water & Sewer Operating Checking	ST	1000104117918	7,461,257.14	(1,141,858.51)	6,319,398.63	6,319,398.63	* Yes
5-01101	Revenue Fund	US	7998197	611,397.05		611,397.05	611,397.05	Yes
5-01102	Rate Stabilization	US	7998203	648,989.07		648,989.07	648,989.07	Yes
5-01103	Renewal & Replacement	US	7998207	1,768,865.05		1,768,865.05	1,768,865.05	Yes
5-01104	Wastewater Connection	US	7998208	543,736.29		543,736.29	543,736.29	Yes
5-01105	Operating/Maintenance	US	7998209	0.32		0.32	0.32	Yes
5-01106	Interest	US	7998210	1,480,210.73		1,480,210.73	1,480,210.73	Yes
5-01107	Principal Account	US	7998213	822,500.02		822,500.02	822,500.02	Yes
5-01108	Redemption Account	US	7998214	-		-	-	Yes
5-01109	Water Connection	US	7998215	1,053,501.06		1,053,501.06	1,053,501.06	Yes
5-01110	Surplus Fund	US	7998216	3,381,325.04		3,381,325.04	3,381,325.04	Yes
5-01111	Rebate Fund	US	7998217	-		-	-	Yes
5-01112	Construction Fund	US	7998218	35,114,549.38		35,114,549.38	35,114,549.38	Yes
5-01113	Transaction Cost Fund	US	7998219	13,694.10		13,694.10	13,694.10	Yes
5-01042	Surplus Funds - SBA	SBA	271911	581.11		581.11	581.11	Yes
WATER AND SEWER ACCOUNTS TOTAL						\$ 52,020,091.76	\$ 52,020,091.76	
GRAND TOTAL						\$ 56,717,768.61	\$ 56,717,768.61	

* Note: These checking accounts (1363, 3968, 1355, & 7918) are reconciled to 4/24/25, 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, May 6, 2025

Item

CA 7 Consider Approval to Transfer Funds for the R&R Account, WCF Account and WWCF 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), Water Capacity Account (WCF) and Wastewater Account (WWCF) 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, WCF Account and WWCF Account Requisitions. All expenditures are in compliance with the District's policy where the cost exceeds the capitalization threshold for Fixed Assets.

- \$10,292.50 – Renewal & Replacement Account
- \$17,854.82 – Water Capacity Trust Account
- \$500,000.00 – Water Capacity Trust Account
- \$500,000.00 – Wastewater Capacity Trust 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 \$10,292.50, WCF Account for FY 2024 \$17,854.82 and \$500,000.00 and WWCF Account for FY 2024 \$500,000.00 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:

**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:

2025-8

(B) Name of Payee:

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

(C) Amount Payable:

\$10,292.50

(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,

2025-8

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.

St Lucie West Service District
Transaction Detail By Account
March 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
5-37000 · WS RENEWAL & REPLACEMENT CIP							
5-37009 · CAPITAL PROJECTS SW037							
Bill	03/06/2025	ODR-000188	CCI BUILDINGS	PO#86629 A	10,292.50		10,292.50
Total 5-37009 · CAPITAL PROJECTS SW037					10,292.50	0.00	10,292.50
Total 5-37000 · WS RENEWAL & REPLACEMENT CIP					10,292.50	0.00	10,292.50
TOTAL					10,292.50	0.00	10,292.50

**ST. LUCIE WEST SERVICES DISTRICT
FORM OF REQUISITION
WATER CAPACITY TRUST ACCOUNT**

The undersigned, an Authorized Officer of St. Lucie West Services District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the 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:

2025-9

(B) Name of Payee:

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

(C) Amount Payable:

\$17,854.82

(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 Water Connection fee account and therefore are appropriate for payment out of the Water Connection Fee Fund.

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

Water Connection Fund, Account Number 7998215

The undersigned hereby certifies that:

obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Water Connection Fees Fund and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the cost of extensions, improvements or additions to, or the

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

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 Water Connection Fees Project and is consistent with: (a) the applicable acquisition or construction contract; (b) the plans and specifications for the portion of the Water Connection Fees 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
March 2025

4/24/25
accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
5-38000 · WS WATER CONNECT FEE CIP							
5-38015 · CAPITAL PROJECTS SW098							
Bill	03/06/2025	12025-01-03	INTEGRATION SERVICES, INC.	PO#87078 A	13,294.82		13,294.82
Bill	03/13/2025	12024-32-03	INTEGRATION SERVICES, INC.	PO#87078B	4,560.00		17,854.82
Total 5-38015 · CAPITAL PROJECTS SW098					17,854.82	0.00	17,854.82
Total 5-38000 · WS WATER CONNECT FEE CIP					17,854.82	0.00	17,854.82
TOTAL					17,854.82	0.00	17,854.82

**ST. LUCIE WEST SERVICES DISTRICT
FORM OF REQUISITION
WATER CAPACITY TRUST ACCOUNT**

The undersigned, an Authorized Officer of St. Lucie West Services District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the 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:

2025-10

(B) Name of Payee:

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

(C) Amount Payable:

\$500,000.00

(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 Water Connection fee account and therefore are appropriate for payment out of the Water Connection Fee Fund.

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

Water Connection Fund, Account Number 7998215

The undersigned hereby certifies that:

obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Water Connection Fees Fund and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the cost of extensions, improvements or additions to, or the

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

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 Water Connection Fees Project and is consistent with: (a) the applicable acquisition or construction contract; (b) the plans and specifications for the portion of the Water Connection Fees 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.

2025-10

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



APPROVED

by the

Board of Supervisors

Date: 4-8-2025

Initials: JCM

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:

**ST. LUCIE WEST SERVICES DISTRICT
FORM OF REQUISITION
WASTEWATER CAPACITY TRUST ACCOUNT**

The undersigned, an Authorized Officer of St. Lucie West Services District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the 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:

2025-11

(B) Name of Payee:

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

(C) Amount Payable:

\$500,000.00

(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 Wastewater Connection fee account and therefore are appropriate for payment out of the Wastewater Connection Fee Fund.

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

Wastewater Connection Fund, Account Number 7998208

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 Wastewater Connection Fees Fund and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the cost of extensions, improvements or additions to, or the

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

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 Wastewater Connection Fees Project and is consistent with: (a) the applicable acquisition or construction contract; (b) the plans and specifications for the portion of the Wastewater Connection Fees 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 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



APPROVED

by the

Board of Supervisors

Date: 4-8-2025

Initials: JCM

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:

St. Lucie West Services District

Board Agenda Item

Tuesday, May 6, 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.
Steel Vehicle Ramps	Custom	N/A	Shop	N/A

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