

ST. LUCIE WEST SERVICES DISTRICT



**BOARD OF SUPERVISORS'
REGULAR BOARD MEETING
NOVEMBER 7, 2017
9:00 A.M.**

AGENDA
ST. LUCIE WEST SERVICES DISTRICT
BOARD OF SUPERVISORS'
WORKSHOP & REGULAR BOARD MEETING
November 6, 2017 & November 7, 2017
9:00 a.m.
450 SW Utility Drive
Port St. Lucie, Florida 34986

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Approval of Minutes

1. October 2, 2017 Workshop Minutes
2. October 3, 2017 Regular Board Meeting Minutes

E. Public Comment

F. District Attorney

DA 1 – Status Report/Updates

G. District Engineer

DE 1 – Status Report/Updates

H. District Manager

Action Items

DM 1 – Consider Approval of Lake Whitney – Application for Limited Use

DM 2 – Consider Approval for the Purchase of a New Vermeer 130 HP Chipper

DM 3 – Consider Approval for the Purchase of a New 2018 Ford F-150 for the Aquatic Maintenance Division

DM 4 – Consider Approval for the Purchase of New Chipper/Truck for the Exotic Plant Removal Division

DM 5 – Amendments to Chapter A-1 St. Lucie West Services District General and Procedural Rules

DM 6 – Amendment III to Chapter A-III of the Rules of the St. Lucie West Services District

DM 7 – Consider Resolution No. 2017-08 – Amending Certain Existing Job Descriptions and Adopting Certain New Job Descriptions for the District

DM 8 – Consider Resolution No. 2017-09 – Adopting a Fiscal Year 2016-2017 Amended Budget

DM 9 – Other Items/Updates

I. Consent Agenda

CA 1 – Monthly Report on Public Works Department

CA 2 – Monthly Report on Utilities Operations

CA 3 – Monthly Report on Capital Improvement Projects

CA 4 – Monthly Report on Billing and Customer Service

CA 5 – Financial Statements for August, 2017

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

CA 7 – Surplus Items

J. Supervisors' Requests

K. Adjournment

St. Lucie West Services District
Workshop Minutes
October 2, 2017, at 9:00 a.m.
450 SW Utility Drive
Port St. Lucie, Florida 34986

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

Board Members Present

Vincent D'Amico, Chairman
Gregg Ney, Vice Chairman
Wayne Smith, Secretary
John Doughney, Supervisor
Everett Child, Supervisor

Staff Present

Dennis Pickle, District Manager, St. Lucie West Services District ("SLWSD")
Bill Hayden, Public Works Director/Assistant District Manager, SLWSD
Maddie Maldonado, Office Manager, SLWSD
Josh Miller, Assistant Utilities Director, SLWSD
Jason Pierman, District Treasurer, Special District Services, Inc. ("SDS")

Guests Present (Sign-In Sheet Attached)

A. Call to Order

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

B. Pledge of Allegiance

C. Roll Call

It was noted that all 5 Supervisors were in attendance.

D. Approval of Minutes

- 1. September 18, 2017, Workshop**
- 2. September 19, 2017, Public Hearing & Regular Board Meeting**

The minutes were presented and the Board was asked if they had any revisions and/or corrections.

Vice Chairman Ney asked if discussions regarding the Boulevard Property Contract were public domain. Mr. Pickle replied that nothing is confidential.

There were no revisions and/or corrections to either set of minutes.

E. Public Hearing

1. Consider Resolution No. 2017-07 – Amending Chapter A-I of the Rules of the District – General and Procedural Rules; Adopting a Fund Balance Policy and Providing an Effective Date

Resolution No. 2017-07 was presented, entitled:

RESOLUTION NO. 2017-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT AMENDING CHAPTER A-1, ST. LUCIE WEST SERVICES DISTRICT GENERAL AND PROCEDURAL RULES; ADOPTING A FUND BALANCE POLICY FOR THE GENERAL FUND OF THE DISTRICT; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Pickle indicated that the policy was “borrowed” from the City of Palm Beach Gardens and that it was a good idea to have a fund policy in place.

There was no further discussion regarding this item.

F. Public Comment

There was no public comment at this time.

G. District Attorney

DA 1 – Status Report/Updates

Mr. Pickle indicated that the Boulevard Property would be going before the City Council on October 23, 2017, and that, once approved, the lift station work would commence.

There was no discussion regarding this matter.

H. District Engineer

DE 1 – Status Report/Updates

Mr. Pickle noted that the Lake Harvey Project was moving along quickly and was expected to be completed in 2 to 3 weeks. He noted that they were already laying sod along some of the lake banks. Mr. Hayden advised that the City had given the District the 30-inch pipe connection.

There was no further discussion on this item.

I. District Manager

Action Items

DM 1 – Consider Request to Advertise for a Public Hearing to Approve Amendments to (1) Chapter A-I SLWSD General and Procedural Rules; (2) Chapter A-III, Rules of the SLWSD Regarding Positions, Qualifications, Compensation, Employment, and Termination of District Employees; and (3) Amending Certain Existing Job Descriptions and Adopting Certain New Job Descriptions for District Employees

Mr. Pickle presented the item indicating that this had been discussed at the previous Board Meeting and was about increasing the District Manager's spending limits, the addition of employees to protect class/high ranking positions, new positions, and cleaning up some old job descriptions, which require a valid Florida driver's license. He further indicated that they are aiming for a December 5, 2017, Public Hearing date.

Vice Chairman Ney asked if a suspended license could result in firing. Mr. Pickle indicated that it could, but that the District Manager may use his discretion.

There was no further discussion regarding this item.

DM 2 – Other Items/Updates

Mr. Pickle reminded the Board of previous discussions regarding the possibility of purchasing a street sweeper. Mr. Pickle indicated that Supervisor Doughney had approached him about possibly hiring a street sweeper rather than purchasing one, as the City of Palm Beach Gardens had gotten rid of their street sweepers and contracting it out. It removed the liability and high maintenance costs. He looked at the company Facilities Pro Sweep and was given a very reasonable price for quarterly cleaning of the HOAs. On an annual basis it would come to \$9,500 and to clean the main roads annually would be about \$2,500; which comes to approximately \$12,000 annually versus the purchase of a truck for about \$122,000, plus an employee to operate the truck. He noted that post-hurricane clean-up is billed at an hourly rate for FEMA purposes. Mr. Pickle noted that the City of Palm Beach Gardens went through the purchasing process for these services with Facilities Pro Sweep and therefore, the District could just piggy back on to their contract. He noted that they looked at a quarterly basis for maintenance purposes, but could increase the services, if necessary.

Discussion ensued regarding the roads the District is responsible for. It was noted that even though the District does not own the roads, it has an interest in keeping them clean for stormwater purposes.

Vice Chairman Ney asked about how quickly they could come to clean the streets after a hurricane. Supervisor Doughney indicated that the City of Palm Beach Gardens requires multiple vendors for street sweeping after storms, but that the company's day to day work has been phenomenal. He also noted that the City of Palm Beach Gardens has 2 street sweepers and he does not believe that both machines have ever been working at the same time due to the vulnerability of the machines.

Discussion ensued regarding the City of Port St. Lucie's response to debris clean-up after Hurricane Irma. Mr. Pickle noted that the City has responded well to the District, but that they are overwhelmed with the amount of work.

Mr. Pickle indicated that the District had recently purchased a trailer mounted high velocity vacuum cleaner which will suck up leaves that clog drains.

Secretary Smith asked about the C-108. Mr. Pickle responded that the City was working on it and we will be monitoring to see the effects.

Secretary Smith advised that there was an alligator in the Cascades. Mr. Hayden advised to call the District so that it can be logged and then the FWC will be called for action.

Mr. Pickle indicated that he had spoken with the prospective purchaser of the PGA property, who was still awaiting a contract. Mr. Pickle confirmed that he was not in negotiations with PGA and that if everything works out with a buyer for the PGA property, then he would be negotiating with that buyer.

There was discussion regarding another lot for potential sale, but Mr. Pickle explained that it would cost the District approximately \$400,000 to make the land developable, so it was not his recommendation to do anything at this time.

That concluded Mr. Pickle's updates.

J. Consent Agenda

Mr. Pickle presented Consent Agenda items CA 1 through CA 6.

CA 1 - Monthly Report on Public Works Department

CA 2 - Monthly Report on Utilities Operations

CA 3 - Monthly Report on Capital Improvement Projects

CA 4 - Monthly Report on Billing and Customer Service

CA 5 - Financial Statements for August, 2017

CA 6 - Consider Approval to Transfer Funds for the R&R Requisition

There was no discussion regarding the Consent Agenda.

K. Supervisor Requests

Vice Chairman Ney expressed his concern over the capacity of the grates when street flooding occurs.

Secretary Smith thanked Josh for his help on the fountains and pump issues.

There were no further requests from the Supervisors.

L. Adjournment

There being no further items to be addressed, the Workshop was adjourned at 9:37 a.m. There were no objections.

Workshop Minutes Signature Page

Chairman/Vice Chairman

Secretary/Assistant Secretary

Date Approved _____

St. Lucie West Services District
Regular Board Meeting Minutes
October 3, 2017, at 9:00 a.m.
450 SW Utility Drive
Port St. Lucie, Florida 34986

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

Board Members Present

Vincent D'Amico, Chairman
Gregg Ney, Vice Chairman
Wayne Smith, Secretary
John Doughney, Supervisor
Everett Child, Supervisor

Staff Present

Dennis Pickle, District Manager, St. Lucie West Services District ("SLWSD")
Bill Hayden, Public Works Director/Assistant District Manager, SLWSD
Maddie Maldonado, Office Manager, SLWSD
Josh Miller, Assistant Utilities Director, SLWSD
Lisa Beans, Administrative Assistant, SLWSD
Dan Harrell, District Counsel, Gonano & Harrell
Bob Lawson, District Engineer, ARCADIS-US, Inc.
Jason Pierman, District Treasurer, Special District Services, Inc. ("SDS")
Laura Archer, Recording Secretary, SDS

Guests Present (Sign-In Sheet Attached)

A. Call to Order

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

B. Pledge of Allegiance

C. Roll Call

It was noted that all 5 Supervisors were present.

D. Approval of Minutes

- 1. September 18, 2017, Workshop**
- 2. September 19, 2017, Public Hearing & Regular Board Meeting**

The minutes were presented for Board approval.

A **motion** was made by Secretary Smith, seconded by Supervisor Child approving the Workshop Minutes of September 18, 2017, as presented, and September 19, 2017, Public Hearing & Regular Board Meeting Minutes, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

E. Public Hearing
1. Call to Order

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

2. Roll Call

It was noted that all 5 Supervisors were present.

3. Receive Public Comment on Amending Chapter A-I of the Rules of the District – General and Procedural Rules; Adopting a Fund Balance Policy and Providing an Effective Date

There was no public comment on Amending Chapter A-I of the Rules of the District – General and Procedural Rules; Adopting a Fund Balance Policy and Providing an Effective Date.

- **Consider Resolution No. 2017-07 – Amending Chapter A-I of the Rules of the District – General and Procedural Rules; Adopting a Fund Balance Policy and Providing an Effective Date**

Resolution No. 2017-07 was presented, entitled:

RESOLUTION NO. 2017-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT AMENDING CHAPTER A-1, ST. LUCIE WEST SERVICES DISTRICT GENERAL AND PROCEDURAL RULES; ADOPTING A FUND BALANCE POLICY FOR THE GENERAL FUND OF THE DISTRICT; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

A **motion** was made by Supervisor Doughney, seconded by Vice Chairman Ney adopting Resolution No. 2017-07, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

Mr. Pickle confirmed that the effective date was today, October 3, 2017.

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

F. Public Comment

There was no public comment.

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

Mr. Harrell had no updates.

The sale of the property along the Boulevard had passed Site Plan Review and was scheduled to go before the Council at their meeting scheduled for October 23, 2017. After City Council approval, the next step will be formal notification to move the location of the lift station.

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

Mr. Lawson indicated that sod was going down on the Lake Harvey project. He noted that he was pleased at the size of the water body between the Boulevard and the land bridge. He believes it will be a nice feature, once completed. He was happy with the progress.

**I. District Manager
Action Items**

DM 1 – Consider Request to Advertise for a Public Hearing to Approve Amendments to (1) Chapter A-I SLWSD General and Procedural Rules; (2) Chapter A-III, Rules of the SLWSD Regarding Positions, Qualifications, Compensation, Employment, and Termination of District Employees; and (3) Amending Certain Existing Job Descriptions and Adopting Certain New Job Descriptions for District Employees

This is a request to advertise for a Public Hearing on December 5, 2017. Mr. Pickle noted that the amendments would be forwarded to the Board for their review in a sufficient amount time prior to the Public Hearing date.

A **motion** was made by Vice Chairman Ney, seconded by Supervisor Doughney and passed unanimously approving the Request to Advertise for a Public Hearing on December 5, 2017, to Consider Amendments to (1) Chapter A-I SLWSD General and Procedural Rules; (2) Chapter A-III, Rules of the SLWSD Regarding Positions, Qualifications, Compensation, Employment, and Termination of District Employees; and (3) Amending Certain Existing Job Descriptions and Adopting Certain New Job Descriptions for District Employees, as presented.

DM 2 – Other Items/Updates

Mr. Pickle noted, regarding Hurricane Irma debris removal, that he had just found out this morning that the City is going to complete one more neighborhood after Lake Charles and then they will have to pull out and go to other areas of the community. He also noted that the City was not able to get their independent contractor because they had to move into the Key West area. This is probably the reason for the delays.

J. Consent Agenda

Consent Agenda Items CA 1 through CA 6 were presented for Board consideration.

CA 1 - Monthly Report on Public Works Department

CA 2 - Monthly Report on Utilities Operations

CA 3 - Monthly Report on Capital Improvement Projects

CA 4 - Monthly Report on Billing and Customer Service

CA 5 - Financial Statements for August, 2017

CA 6 - Consider Approval to Transfer Funds for the R&R Requisition

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

K. Supervisor Requests

Supervisor Child took a moment to recognize those effected by Hurricane Irma in Puerto Rico, the earthquake in Mexico and the other recent calamities.

Vice Chairman Ney agreed with Supervisor Child's comments and point out that a few piles of debris and a little street flooding aren't the worst things in the world.

Chairman D'Amico thanked those who stood for a moment of silence yesterday in honor of those effected by the recent events in Las Vegas.

There were no further Supervisor Requests.

L. Adjournment

There being no further items to be addressed, the Regular Board Meeting was adjourned at 9:18 a.m. There were no objections.

Regular Board Meeting Minutes Signature Page

Chairman/Vice Chairman

Secretary/Assistant Secretary

Date Approved _____

St. Lucie West Services District

Board Agenda Item

Tuesday, November 7, 2017

Item

DA 1 Status Report/Updates

Summary

St. Lucie West Services District

Board Agenda Item

Tuesday, November 7, 2017

Item

DE 1 **Status Report/Updates**

Summary

St. Lucie West Services District

Board Agenda Item

Tuesday, November 7, 2017

Item

DM 1 Consider Approval of Lake Whitney – Application for Limited Use

Summary

For your review and approval: Staff received a request from Treasure Coast RC Scale Boaters that would allow them access to Lake Whitney on Sunday mornings from 7 AM to 12 PM. Their application for use is attached for your review.

Recommendation

Budget Impact:

Project Number:

Available Project Budget:

ORG Number:

This Project:

Available Balance Amount:

Board Action:

Moved by:

Seconded by:

Action Taken:

Whitney Lake – Application for Limited Use

Application Submitted by:

TC RC Scale Boaters – Board of Directors

Web Site - www.TCRCBoaters.org

Web Master – Bud Johansen - TCRCBoaters@gmail.com

Cell: 772-631-5811

Background:

The Treasure Coast RC (TCRC) Scale Boaters is a radio controlled model boat club promoting electric scale model boating. The club is affiliated with the Scale Ship Modelers Association of North America (SSMANA). This affiliation is supportive of our focused interests in scale model boating. The club is limited to electric scale and sail boats only. No race or gas engine powered boats are permitted.



The club originally was part of the Wave Blasters of Florida, meeting at Palm Lake Park in Fort Pierce. In 2012, the scale boaters formed the current TC RC Scale Boaters and have been at Tradition Lake for the past five years. The property on Tradition Lake where we met each week has been sold and the HopCat Restaurant is being built on that site. We have been in communications with the Innovo Development Group, developer, and it appears they would be glad to have us back when the site is completed in about a year. In the meantime, we can use any other lakes in Tradition but unfortunately all the potential launch sites in Tradition are very overgrown with blade grass and hydrilla.

Request for Limited Use:

The Treasure Coast RC Scale Boaters is seeking a limited use agreement on Whitney Lake, Sunday mornings from 7 AM to 12 PM. Typical numbers of members attending each Sunday is 8-12. Any props (docks), tables, or other items are temporary and are removed promptly after each session. The launch area will be thoroughly cleaned each visit before departure. The area identified is shown on the map below. As there is virtually no normal weekly traffic on Sunday mornings, parking appears not to be an issue. The parking, gentle slope to the lake and low concentration of weeds makes it ideal for our activities.



Consideration and Insurance:

The Treasure Coast RC Scale Boaters, through the SSMANA, carries a \$1,000,000 liability insurance policy. We also have a "Model Boating Use Agreement" document we would modify as appropriate.

The club has received a great deal of recognition within St. Lucie County. An article in the Fall 2015 issue of Port St. Lucie Magazine is attached. This gives an overview of model boating in Port St. Lucie. You are encouraged to visit our website at www.TCRCBoaters.org for more information.

Thank you for your consideration. We respectfully request your approval. Any further questions, please contact us.

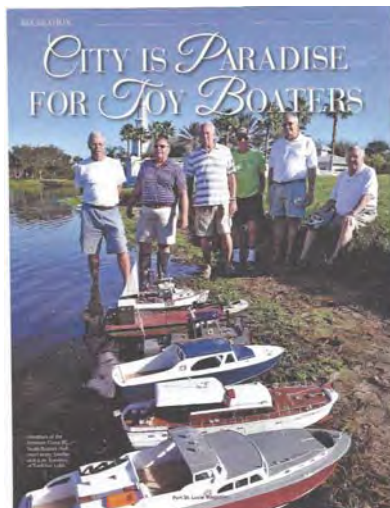
Capt. Bill Plevik – Commodore

Bud Johansen – Treasurer/Webmaster

TCRCBoaters@gmail.com

Cell: 772-631-5811

Treasure Coast
RC Scale Boaters



\$3.00

Port St. Lucie

MAGAZINE

Medical center
to double in size

Home-grown
ARTIST

PLAYGROUNDS
on the ponds

*Accolades
keep coming*

CITY IS PARADISE FOR TOY BOATERS

Members of the
Treasure Coast RC
Scale Boaters club
meet every Sunday
at 8 a.m. Sundays
at Tradition Lake.



Four, 1-meter Soling Class sailboats compete around a preset course on Hillmoor Lake.

Numerous lakes attract hobbyists

BY CHRISTINA TASCON | PHOTOS BY ED DRONDOSKI

Port St. Lucie lakes and ponds are being used to race and cruise radio-controlled scale model boats and the participants tend to be former boaters.

These captains are scaling down their boats to a size that fits in the back of their SUVs. At the early morning or late afternoon gatherings at many ponds in PSL parks, the dedicated band of happy hobbyists share their passion for boating on any scale.

Whether they are racing mini-sailboats full tilt at Woodstork Trail and Midport Lake, or just puttering around Tradition Lake, these enthusiasts take an amazing amount of pride in their vessels. They also follow strict guidelines to avoid harming wildlife or intruding on others enjoying the water. >>



Owner Bud Johansen estimates that it took more than 100 hours to complete his highly accurate scale model of a lobster boat.

STATE REGULATIONS

Brad Keen, assistant director of parks and recreation, said that if you factor in all the natural and man-made lakes and ponds, as well as retention ponds, in PSJ, there are at least 100 in the area.

"People have to remember that these are regulated by the Florida Freshwater Fish and Game Commission, so they should check with them to see what is allowed," said Keen. "They also should use caution since any water body has the potential for dangerous reptiles."

Commodore Bob Witt got the city to agree to allow his Hurricane Model Sailing Club to hold their model boat races at Midport Lake, but the weeds have recently overtaken the shoreline. They had to move to a pond at Woodstork Trail, which they share with Club 4 and the St. Lucie River Sailing Club. All three groups race most afternoons, 1-3 p.m., Tuesday through Friday.

Witt started sailing full-scale sailboats with his father when he was 3 years old. He is 80 and still loves racing the small models with his buddies.

"Most of the guys that race used to race boats in a previous life," said Witt. "They are retired now and looking for something to do."



>> A ready-to-run model boat that comes as seen, requires little assembly.

Enjoy a Happier, Healthier, more Well-Rounded Lifestyle with our NEW Lifestyle 360 Programs

THE PALMS OF ST. LUCIE WEST

INDEPENDENT, ASSISTED & MEMORY CARE



Thank You for making us Your #1 Choice for Best Independent Living Retirement Community & for Best Senior Home Health Care!

Our New Lifestyle 360 brings the FIVE dimensions of Wellness into perfect harmony. For a more balanced & fulfilled life. Intellectual, Social, Physical, Emotional & Spiritual. Come & check out the various programs we offer to our residents.

- Independent, Assisted & Memory Care
- Five Star Rehab On-site
- Fine Dining to include three nutritious meals per day, plus snacks
- All Utilities & Basic Cable
- Active Social, Recreational & Educational Programs
- Scheduled local transportation available
- Weekly Housekeeping & Personal Laundry Service



(772) 344-7441 • www.ThePalmsOfStLucieWest.com
501 N.W. Cashmere Boulevard • Port St. Lucie, FL 34986

License #AL10438 ©2012 Five Star Quality Care, Inc.



LOOKING FOR LAKES?

To view the activities and locations of all of Port St. Lucie's lakes, visit www.cityofpsl.com/parks-recreation.

'BIG-BOY FUN'

The city doesn't allow any gas-powered boats, which suits the sailors' peaceful sensibilities. The Treasure Coast RC Scale Boaters club uses electric power, which is quiet (although some have sound systems to simulate the putt-putt of a real engine). Members gather every Sunday from 8 to 11 a.m. at Tradition Lake, set up their dock and send their boats out to maneuver between other ships, some waterfowl and an occasional small gator.

"It's funny to watch the ducks float alongside. The gator just looks as the boats goes by," said Commodore Bill Plevik, who constructed the dock he brings over each week.

Tradition allows them to use the lake near the Square, which is close to bathroom facilities and has easy access for backing in right to the shore.

"That is important for the older guys to just pull up and open our trunks," said Plevik. "Usually we have about 35 boaters, it's so relaxing and we have a great group. It's big-boy fun with all of us haggling and insulting each other as much as possible. It feels like total freedom just dealing with wind, water and nature." ♦



Members of the Hurricane Model Sailing club Dave DeGause, Bob John, and Don Keyser prepare their 1 meter Soling Class model sailboats.



Members George Buchmann and Bill Plevik prepare a Chris Craft replica boat.

St. Lucie West Services District

Board Agenda Item Tuesday, November 7, 2017

Item

DM 2 Consider Approval for the Purchase of a New Vermeer 130 HP Chipper

Summary

Provided for you review and approval is a proposal to purchase a new Vermeer Chipper model # 1800XL. This unit replaces an older 2008 unit that is scheduled to be sold on Gov Deals.Com website. Chipper is used by District Staff to mulch up Pepper trees from wetlands, upland pine preserves as well as dead trees.

This unit is being purchased from Vermeer South East from Boynton Beach, Florida, for the amount of \$66,856.00 Pricing is off the Florida Sheriffs Contract # FSA 16-VEH 14.0. Chipper is budgeted for the year 2017-2018 in the General Fund under Exotic Plant Removal Capital Outlay Equipment.

Recommendation

Staff recommends approval for the purchase of the 2018 Vermeer Chipper Model # 1800 XL for the not to exceed price of \$66,856.00

District Manager: Dennis Pickle

Public Works Director: William Hayden

Budget Impact

Project Number:
ORG Number:1-35101

Available Project Budget: \$87,944.17
This Project: \$66,856.00
Available Balance: \$21,000.00

Board Action

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



Vermeer Southeast Sales & Service, Inc.
1060 West Industrial Ave.
Boynton Beach, Florida 33426

QUOTE

Date: 10/05/17

Sales Rep: Pete Wallace

Customer Information:

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

Delivered to:

Same

Contact Name: Mr. Rodger Lane

Phone Number: 772-370-0232

Payment method: Purchase Order

Qty	DESCRIPTION and SERIAL #	Unit Price	TOTAL
	Vermeer BC1800XL 18" Diameter Drum Style Brush Chipper 130 HP Cummins 3.8L Tier 4 Final turbocharged diesel engine Pre-Cleaner / DEF Tank High coolant temp and low oil pressure automatic shut down Variable speed dual verticle feed rollers Selectable Smartfeed Ecoidle Lower Feed Bar Stop NON - Winch option Pricing per FL Sheriff's Contract FSA16-VEH 14.0 Specification #63 Title: BRUSH CHIPPER - TRAILER MOUNTED Model BC1500		\$ -
1	Bid Price Per FSA contract	\$ 60,363.00	\$ 60,363.00
1	Upgrade To BC1800XL	\$ 6,493.00	\$ 6,493.00
	Options - Extended Warranties (10% off Manufactures MSRP)		
	Confidence Plus 2 years Parts & Labor Coverage	\$ 2,713.00	\$ -
	Confidence Plus 3 years Parts & Labor Coverage	\$ 4,342.00	\$ -
		SubTotal	\$ 66,856.00
		Tax	
		Total	\$ 66,856.00
		Less Down Payment	
		Balance Due	\$ 66,856.00

THANK YOU FOR YOUR BUSINESS!

TERMS:

Except as expressly set for in writing herein or otherwise provided by the manufacturer, the equipment being sold as of the date hereof, is being sold "AS IS" and "WITH ALL FAULTS", and Vermeer Southeast hereby disclaims and excludes all warranties of title, express warranties and implied warranties, including, but not limited to, implied warranites of merchantability, fitness for a particular purpose, infringement and those warranties arising out of usage of trade or course of dealing.

Customer

St. Lucie West Services District

Board Agenda Item Tuesday, November 7, 2017

Item

DM 3 Consider Approval for the Purchase of a New 2018 Ford F-150 for the Aquatic Maintenance Division

Summary

Provides for your review and approval are three proposals to purchase a 2018 Ford F-150 4x4. This vehicle will replace a 2009 truck that will stay in inventory but just as a spare unit.

Staff received three proposals from local Dealers.

- | | |
|---------------------------------------|-------------|
| 1. Velde Ford, Inc. of Vero Beach FL. | \$29,614.45 |
| 2. Gilbert Ford of Okeechobee FL. | \$26,275.50 |
| 3. Sunrise Ford of Fort Pierce FL. | \$26,546.16 |

This Purchased was Budgeted out of the General Fund, Aquatic Division, Capital Outlay Equipment.

Recommendation

Staff recommends approval for the purchase of the 2018 Ford F-150 from Gilbert Ford for the not to exceed price of \$26,275.50.

District Manager: Dennis Pickle

Public Works Director: William Hayden

Budget Impact

Project Number:	Available Project Budget: \$30,000.00
ORG Number:1-31101	This Project: \$26,275.50
	Available Balance: \$3,724.50

Board Action

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



VELDE FORD, INC.

488 U.S. #1

VERO BEACH, FLORIDA 32962

569-3400

465-7916

10/6/17
DATE

ST. LUCIE WEST SERVICES DISTRICT

PURCHASER'S NAME

450 S.W. UTILITY DR

STREET ADDRESS

PORT SAINT LUCIE, FL 34986

CITY

STATE

ZIP

772-340-0220

RES. PHONE

BUS. PHONE

PLEASE ENTER MY ORDER FOR THE FOLLOWING:

☒ New - ☐ Car or ☒ Truck

S/CAR

YEAR	MAKE	MODEL	TYPE
2018	FORD	F150	4X4
COLOR	TRIM		
OXFORD WHITE	VINYL		
SERIAL NO.	ORDER		
STOCK NO.	SALESMAN	MILEAGE	

EMAIL:

DL # _____

BD _____

S.S. # _____

DL # _____

BD _____

S.S. # _____

I fully understand this is a special order automobile built to my specifications and the deposit is non-refundable. Any manufacturer's price increase is my responsibility.

X _____

CASH PRICE OF CAR

LIST EQUIPMENT ON CAR

TOTAL LIST PRICE

TRADE ALLOWANCE

CASH DIFFERENCE

Sales Tax and Tags Not Included

BATTERY FEE

1 50

TIRE FEE

5 00

PROCESSING, ADMINISTRATIVE & NOTARY FEE

599 00

ELECTRONIC REGISTRATION FILING FEE

29 95

SERVICE CONTRACT

TRADE-IN PAYOFF VERIFICATION

Amount

Date Good Until

Payable To

Who Quoted

LIABILITY INSURANCE COVERAGE FOR BODILY INJURY AND PROPERTY DAMAGE CAUSED TO OTHERS IS NOT INCLUDED.

PUBLIC LIABILITY NOT INCLUDED IN CONTRACT

DESCRIPTION OF TRADE-IN

YEAR MAKE MODEL

TYPE SERIAL NO.

HOW EQUIPPED TITLE NO. MILEAGE

AMOUNT TAXABLE

29614 45

6% SALES TAX + 50.00

N/A

LIEN, TAG, TITLE, TRANSFER

N/A

CASH PRICE

29614 45

BALANCE OWED ON TRADE

TOTAL CASH PRICE

CASH
DOWN
PAYMENT

TOTAL DOWN PAYMENT

UNPAID BALANCE OF CASH PRICE

TOTAL BALANCE DUE

Purchaser agrees that this Order includes all of the terms and conditions on both the face and reverse side hereof, that this Order cancels and supersedes any prior agreement and as of the date hereof comprises the complete and exclusive statement of the terms of the agreement relating to the subject matters covered hereby, and the THAT THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY DEALER OR HIS AUTHORIZED REPRESENTATIVE AND IN THE EVENT OF A TIME SALE, DEALER SHALL NOT BE OBLIGATED TO SELL UNTIL APPROVAL OF THE TERMS HEREOF IS GIVEN BY A BANK OR FINANCE COMPANY WILLING TO PURCHASE A RETAIL INSTALLMENT CONTRACT BETWEEN THE PARTIES HERETO BASED ON SUCH TERMS. Purchaser, by his execution of this order, certifies that he is 21 years of age or older and acknowledges that he has read its terms and conditions and has received a true copy of this Order. The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale. Applicant(s) Authorize You To Check My/Our Credit And Employment History And To Provide And/Or Obtain Information About Credit Experience With Me/Us.

ACCEPTED BY:

DEALER OR HIS AUTHORIZED REPRESENTATIVE

PURCHASER'S SIGNATURE

Date

==>

Dealer: F24404

2018 F-150

Page: 1 of 1

Order No: 0001 Priority: L2 Ord FIN: QM826 Order Type: 5B Price Level: 815

Ord PEP: 100A Cust/Flt Name: WEST

PO Number:

RETAIL

RETAIL

X1E	F150 4X4 S/C	\$34895	794	PRICE CONCESSN	
	145" WHEELBASE			REMARKS TRAILER	
YZ	OXFORD WHITE		94S	LED WARNING AMB	675
A	VINYL 40/20/40	NC	96W	SPRAY- IN LINER	495
G	MED EARTH GRAY			FLEX FUEL	
100A	EQUIP GRP			SP FLT ACCT CR	
	.XL SERIES			FUEL CHARGE	
	.17"SILVER STEEL			PRICED DORA	NC
995	5.0L V8 FFV ENG	1995		DEST AND DELIV	1295
44G	ELEC 10-SPDAUTO			TOTAL BASE AND OPTIONS	39870
	.265/70R-17			TOTAL	39870
XL3	3.31 ELEC LOCK	420		*THIS IS NOT AN INVOICE*	
	7050# GVWR			*TOTAL PRICE EXCLUDES COMP PR	
	FRT LICENSE BKT	NC			
53B	CLASS IV HITCH	95			

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

F9=View Trailers

S099 - PRESS F4 TO SUBMIT

QC04950



Quick Quote for St Lucie West Services District

Prepared by: DeAnne Martin

Vehicle Quoted: 2018 Ford F-150 Super Cab 4x4 XL MSRP \$42,145.00

Options

X1E F-150 4x4 Super Cab 164" Wheelbase
YZ Oxford White
U Vinyl 40/20/40 Seating
G Gray Interior
995 5.0L, V8
44G 10 Speed Automatic Transmission with Selectshift & Auto Start Stop Technology
X27 3.31 Reg Axle, 7,000 GVWR
53A Trailer Tow Package
18B Running Boards
76R Reverse Sensing System
94S Amber LED Warning Strokes
100A XL Series 17" Steel Wheels, 170 Degree Rear-Door, Front Tow Hooks, Gauges and Meters – Fuel, Oil Pressure, Transmission Temperature and Engine Coolant Temperature Gauges; Speedometer, Odometer and Tachometer, Steering Wheel Black Urethane – Manual Tilt/Telescoping and Manual Locking

Accessories; Line-X Spray in BedLiner and window tint is included in pricing

Gilbert Ford Price: \$26,275.50



Company
5435 South U.S. # 1 Fort Pierce, FL 34982
772-461-6000 www.Sunrise-Ford.com

Salesman 

Delivery Date _____

Home Phone _____

Source _____

Email _____

Purchaser St Lucie West Or _____

Address _____

NEW ☒ USED ☐ CPO ☐ VIN # _____
YEAR 18 MAKE FORD MODEL F150 TRIM XL BODY STYLE 4x4
s/c

EQUIPMENT

SELLING PRICE

CUSTOMER SIGNATURE _____ DEALERSHIP APPROVAL _____



Disclaimer: This window sticker is only representative of the information contained on an actual window sticker, and may or may not match the actual window sticker on the vehicle itself. Please see your retailer for further information.



Vehicle Description

F-150**2018 F150 4X4 S/C****5.0L V8****ELEC 10-SPEED AUTO W/TOW MODE**

VIN 1FTFX1E58JF A57190

Exterior

OXFORD WHITE

Interior

MEDIUM EARTH GRAY VINYL 40/20/40

FRONT SEAT

Standard Equipment INCLUDED AT NO EXTRA CHARGE**EXTERIOR**

- . EASY FUEL CAPLESS FILLER
- . HALOGEN HEADLAMPS (ON/OFF)
- . PICKUP BOX TIE DOWN HOOKS
- . TRAILER SWAY CONTROL

INTERIOR

- SEAT
- CONTROL, SINGLE ZONE
- . ILLUMINATED ENTRY
- . POWERPOINTS

FUNCTIONAL

- . AUTO START STOP TECH
- . DYNAMIC HITCH ASSIST
- . ELECTRIC-ASSIST PARK BRAKE
- . FAIL-SAFE COOLING SYSTEM
- . HILL START ASSIST
- . OUTBOARD MNTD REAR SHOCKS
- . REAR VIEW CAMERA

SAFETY/SECURITY

- . AIRBAGS - FRONT SEAT
- . AIRBAGS - SAFETY CANOPY
- . CTR HIGH MOUNT STOP LAMP
- . SOS POST CRASH ALERT SYS
- . 3YR/36,000 BUMPER / BUMPER
- . 5YR/60,000 ROADSIDE ASSIST

- . DAYTIME RUNNING LIGHTS
- . FULLY BOXED STEEL FRAME
- . HEADLAMPS - AUTOLAMP
- . LOCKING REMOVABLE TAILGATE
- . REAR, 170-DEGREE DOOR
- . WIPERS- INTERMITTENT
- . 60/40 FOLD-UP REAR BENCH
- . A/C W/MANUAL CLIMATE
- . DUAL SUNVISORS
- . OUTSIDE TEMP DISPLAY
- . TILT/TELESCOPE STR COLUMN
- . 4-WHEEL DISC BRAKES W/ABS
- . CURVE CONTROL
- . ELECT 4X4 SHIFT-ON-FLY
- . FADE-TO-OFF INTERIOR LIGHT
- . GAS-CHARGED SHOCKS
- . MANUAL FOLD MIRRORS
- . PWR RACK AND PINION STEER
- . SELECTSHIFT TRANSMISSION
- . ADVANCETRAC WITH RSC
- . MOUNTED SIDE IMPACT
- . SIDE CURTAIN
- . SECURILOCK PASS ANTI THEFT
- . TIRE PRESSURE MONITOR SYS

WARRANTY

- . 5YR/60,000 POWERTRAIN

Price Information
STANDARD VEHICLE
PRICE
MSRP
\$34,895
Included on this VehicleEQUIPMENT GROUP 100A
XL SERIES**Optional Equipment**

2018 MODEL YEAR
OXFORD WHITE
MEDIUM GRAY VINYL 40/20/40
.17" SILVER STEEL WHEELS
5.0L V8 1,995
ELEC 10-SPEED AUTO W/TOW
MODE
.265/70R 17 OWL (A/S A/T)
3.73 ELECTRONIC LOCK RR AXLE 570
7050# GVWR PACKAGE
FRONT LICENSE PLATE BRACKET
CLASS IV TRAILER HITCH 95
VINYL 40/20/40 FRONT SEAT

TOTAL VEHICLE & OPTIONS 37,555
DESTINATION & DELIVERY 1,295

TOTAL MSRP \$38,850

Disclaimer: Option pricing will be blank for any item that is priced as 0 or "No Charge".



Estimated Annual
Fuel Cost: \$

CITY MPG
16
HIGHWAY
MPG
22

Vehicle Engine Information

Actual mileage will vary with options, driving conditions, driving habits and vehicle's condition. Results reported to EPA indicate that the majority of vehicles with these estimates will achieve between _ and _ mpg in the city and between _ and _ mpg on the highway. For Comparison Shopping all vehicles classified as have been issued mileage ratings from _ to _ mpg city and _ to _ mpg highway.



Ford Extended Service Plan is the ONLY service contract backed by Ford and honored by the Ford and Lincoln dealers. Ask your dealer for prices and additional details or see our website at www.Ford-ESP.com.

St. Lucie West Services District

Board Agenda Item Tuesday, November 7, 2017

Item

DM 4 Consider Approval for the Purchase of New Chipper/Truck for the Exotic Plant Removal Division

Summary

Provided for your review and approval are three proposals to purchase a 2018 Hino chipper truck model # 195 along with a 16-ft. aluminum Chipper bed and box. Truck replaces the Districts current 2002 chipper truck which will be kept and converted over to a dump truck and utilized by the Storm water division along with the Utility Underground division.

Staff received three proposals from the following dealers.

- | | | |
|----|---|-------------|
| 1. | Kenworth of Central Florida in Orlando FL. | \$64,431.98 |
| 2. | Tri County Truck and Equipment of Pompano Beach FL. | \$64,500.00 |
| 3. | Kenworth of South Florida in Fort Pierce FL. | \$61,159.00 |

This purchase was budgeted out of the General Fund Exotic Plant Removal (EPR) Capital Outlay Equipment line item.

Recommendation

Staff recommends approval for the purchase of a Hino chipper/truck model #195 for the not to exceed price of \$61,159.00 from Kenworth of South Florida.

District Manager: Dennis Pickle

Public Works Director: William Hayden

Budget Impact

Project Number:	Available Project Budget: \$149,103.17
ORG Number:1-35101	This Project: \$61,159.00
	Available Balance: \$87,944.17

Board Action

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



KENWORTH

KENWORTH OF SOUTH FLORIDA

2909 South Andrews Avenue, Fort Lauderdale, FL 33316

Main Office (954) 523-5484 Facsimile (954) 761-3801

Motor Vehicle Retail Buyers Order:

☒ New ☐ Used ☐ Export ☐ Commercial
☐ Wholesale ☐ Other

RETAIL BUYERS ORDER

☐ Fort Lauderdale (954) 523-5484
☒ Fort Pierce (772) 409-1800
☐ Riviera Beach (561) 882-9775

PURCHASER INFORMATION

NAME
ST. LUCIE WEST SERVICES DISTRICT

STREET
450 S.W. UTILITY DR.

CITY
PORT SAINT LUCIE

STATE
FL

ZIP CODE
34986

HOME PHONE
WORK PHONE
772-370-0232

VIN
JHHRDM2H8JK005617

DATE
10/3/2017

VEHICLE DESCRIPTION

STOCK NO.
JK005617

YEAR
2018

MAKE
HINO

MODEL
195

SALESPERSON
MATT HISTON

MILEAGE
5

DESCRIPTION
16FT ALUMINUM CHIPPER BODY, 150" WHEEL BASE

TRADE-IN INFORMATION

YEAR
NA

MILEAGE
NA

MAKE
NA

MODEL
NA

VIN
NA

LIENHOLDER/PAYOFF
NA

PRICE OF VEHICLE

The above payoff information is subject to verification at a later date. Any error or incorrect information received as to the title or payoff amount will be the responsibility of the Purchaser. The Purchaser hereby acknowledges that Purchaser will pay on demand any higher difference from the above estimated payoff figure which is due on the payoff of Purchaser's trade-in. Purchaser hereby represents to Dealer that the trade-in vehicle is not a damaged, rebuilt, flood damaged or frame damaged vehicle and that the title to such trade-in vehicle was not previously branded as such. Purchaser hereby represents to Dealer that the trade-in has not been involved in any accidents or had any major engine repairs except as specifically identified in writing by Purchaser to Dealer.

IMPORTANT NOTICE - READ CAREFULLY BEFORE SIGNING CONTRARY LANGUAGE DISCLOSURE

AS-IS AND WITH ALL FAULTS. The only warranties if applicable, applying to this vehicle are those offered by the manufacturer, or if applicable, by the manufacturer of the non-factory installed equipment. The Dealer expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability and implied warranty of fitness for a particular purpose and the Dealer neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this vehicle. Purchaser shall not be entitled to recover from the Dealer any consequential damages, damages to property, damages for loss of use, loss of time, loss of profit, or income, or any other incidental damages.

195 HINO CHASSIS \$49,106.00

16FT CHIPPER BODY \$11,500.00

ARBITRATION OF DISPUTES AND WAIVER OF JURY TRIAL

Purchaser and Dealer agree to submit any and all controversies or claims identified in this arbitration provision, where the amount in controversy, including attorney's fee claims, exceeds \$5,000, arising out of or relating to this Agreement and all other agreements executed by Purchaser and Dealer related to the vehicle purchase transaction or related to any aspect of the transaction contemplated by this Agreement, to binding arbitration. Except as expressly set forth in this Agreement, it is the express intent of Purchaser and Dealer that this arbitration provision applied to all disputes, including contract disputes, tort claims, including fraud claims and fraud in the inducement claims, statutory claims, including deceptive trade practices claims, and regulatory claims, that would not have arisen but for the vehicle purchase transaction and resulting relationship between Purchaser and Dealer. If any controversy or claim described in the arbitration provision is determined, for any reason, to be ineligible for arbitration, then that controversy or claim shall be decided by a judge of a court of competent jurisdiction, without a jury. Purchaser and Dealer knowingly and voluntarily waive their right to a trial by jury for all controversies and claims. Purchaser and Dealer agree and understand that they are giving up the right to trial by jury, and there shall be no jury trial whether the controversy or claim is decided by arbitration or by trial before a judge. Purchaser and Dealer agree to the additional arbitration provisions on the reverse side of this Agreement.

SELLING PRICE \$60,606.00

ADMINISTRATIVE/
CUSTOMER SERVICE FEES \$394.00

FLORIDA NEW TIRE FEE (\$1.00 PER Tire) \$6.00

BATTERY FEE (\$1.50 PER) \$3.00

LESS TRADE-IN OR ALLOWANCE \$0.00

AMOUNT TAXABLE (STATE)

STATE SALES TAX TAX EXEMPT

DISCRETIONARY TAX TAX EXEMPT

FEDERAL EXCISE TAX \$0.00

STATE/COUNTY FEES \$0.00

PRIVATE TAG AGENCY FEES (LICENSING) \$150.00

FINANCE FEE \$0.00

Purchaser: _____ Co-Purchaser: _____

ENTIRE AGREEMENT

Purchaser acknowledges by Purchaser's signature below that Purchaser has read the front and back of this Agreement, understands the terms and agrees to the terms on the front and back of this Order. Unless stated in writing and signed by an authorized Dealer representative, the terms in this written document constitute the entire agreement, understanding the representations, express or implied, between Purchaser and Dealer concerning (1) the terms and provisions of the vehicle purchase transaction, and (2) the quality or nature of the vehicle purchased pursuant to this Agreement. This Agreement



Date: 10/03/2017 DEAL#: 5951 CUST#: N/A

Buyer Name and Address	Co-Buyer Name and Address	Seller Name and Address
BILL FL County: Email: Phone: Cell:	County: Email: Phone: Cell:	TRI COUNTY TRUCK & EQUIPMENT 1803 W ATLANTIC BLVD POMPANO BEACH FL 33069 Salesperson:

In this Buyer's Order, Agreement and Vehicle Information Form ("Order and Agreement"), "you" means the buyer, and any co-buyer. "We," "us" and "our" means the Seller. You agree to purchase the vehicle from us according to the terms of this Order and Agreement.

Vehicle Description			
Year:	Make:	Model:	Mileage:
2017	Hino	195	
New/Used/Demo/Executive:	Color:	Body:	Stock Number:

Additional Vehicle Information	
<input type="checkbox"/> THIS VEHICLE WAS DELIVERED TO A PREVIOUS PURCHASER. Buyer X _____ Co-Buyer X _____	

Purchase Information (e) means an estimate	
Vehicle Purchase Price	63956.50
Accessories	N/A
	N/A
16 Ft	N/A
	N/A
Bed	N/A
	N/A
	N/A

Disclosures	
Unless the Seller makes a written warranty, or enters into a service contract within 90 days from the date of this contract, this vehicle is sold "AS IS" and "WITH ALL FAULTS." The Seller makes no warranties, express or implied, on the vehicle, and there will be no implied warranties of merchantability or of fitness for a particular purpose. This provision does not affect any warranties covering the vehicle that the vehicle manufacturer may provide. Buyer acknowledges receipt of any warranty information prior to the sale of the vehicle.	
Subtotal	63956.50
Less Allowance or Discount of	N/A
Net Difference	63956.50
Predelivery Service Charge**	499.00 XXXXXX
Electronic Registration Filing Fee**	18.00
	N/A
**These charges represent costs and profit to the dealer for items such as inspecting, cleaning, and adjusting vehicles, and preparing documents related to the sale.	
Lead Acid Battery Fee	N/A
New Tire Fee (\$1.00 per tire)	N/A
	N/A
Subtotal	64471.50
Sales Tax	N/A
County Tax	N/A
Other Tax	N/A
Lemon Law - Warranty Enforcement Act (New Cars Only)	N/A
	N/A

Buyer's Initials _____ Co-Buyer's Initials _____	
Used Car Buyers Guide. The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale.	
Spanish Translation: Guía para compradores de vehículos usados. La información que ve en el formulario de la ventanilla para este vehículo forma parte del presente contrato. La información del formulario de la ventanilla deja sin efecto toda disposición en contrario contenida en el contrato de venta.	
You have thoroughly inspected, accepted, and approved the vehicle described above in all respects. You may obtain an independent third party inspection of the vehicle on your own.	
Buyer's Initials _____ Co-Buyer's Initials _____	

Title, Registration, and License Fees (e)	
<input type="checkbox"/> New <input type="checkbox"/> Transfer	
ELECTRONIC FILING	28.50
Prior Credit or Lease Balance	N/A
Subtotal	64500.00

Service Contract	
Maintenance Agreement	
Sales Tax on Ancillary Products	
Total Sale Price	
Rebate	
Cash Down	
Other Downpayment (Describe)	
Total Downpayment	
Balance Due on Delivery	

Trade-In Vehicle		Trade-In Vehicle	
Year _____	Make _____	Year _____	Make _____
VIN _____	Mileage _____	VIN _____	Mileage _____
Lienholder _____		Lienholder _____	
Payoff Amount _____	N/A Good Thru: _____	Payoff Amount _____	N/A Good Thru: _____
Lienholder _____		Lienholder _____	

Customer Sales Order

Date **October 4, 2017**

Salesman **Kevin Lewis**

Customer:	Year	Make	Model	VIN or Stock #
Name	2018	Hino	195	
Address	450 SW Utility Dr.			
City	Port Saint Lucie			
State	Florida			
Zip Code	34986			
Phone	772-871-5771			

I/We hereby place a firm order with Kenworth of Central Florida for the following purchase. I/We have read and understood that the terms and conditions on the front and back of this form constitutes the complete and exclusive agreement between me/us and the undersigned dealer upon this acceptance.

Note: If NEW, Customer agrees that there are no warranties expressed or implied, and no warranty of merchantability or fitness for particular purpose made by the dealer herein in the vehicle(s) described, and that the only warranty applicable to such new vehicle(s) is that of the manufacturer, a copy of which, the purchaser acknowledges having received.

Note: If Vehicle(s) is USED, it is sold "AS IS", seller makes no warranties as to said vehicle(s), expressed or implied by law, and seller specifically disclaims any warranty or merchantability or fitness for particular purpose.

Body/Added Equipment

Crystal Products - Aumne 16ft. 1534XL311 Chipper - dump body
(No top) - \$14,941.98

Sales Price	\$	48,581.00
Trade Allowance	\$	-
Trade Difference	\$	-
Truck Body/Additions	\$	14,941.98
Extended Warranty	\$	-
Business Fee	\$	400.00
Waste Tire Fee	\$	6.00
Waste Battery Fee	\$	3.00
State Sales Tax (6%)		
County Sales Tax		
Federal Excise Tax		
Plus Trade Payoff	\$	-
Subtotal	\$	63,931.98
Registration Fees	\$	500.00
Net Purchase Price	\$	-
Less Deposit	\$	-
Cash on Delivery	\$	64,431.98
Balance to Finance	\$	-

Extended Warranty

Trade-In Information (If applicable)

Year	Make	Model	VIN	Allowance
------	------	-------	-----	-----------

Trade Payoff to:

NOTE: If the above described vehicle(s) is to be purchased on other than a cash sale basis, this Customer Sales Order shall become effective only upon the execution of the Conditional Sales Contract and approval of Buyer's credit by a lending institution. Customer agrees that this order includes all of the terms and conditions on both sides hereof, that this cancels and supersedes any prior agreement, and as of this date hereof, comprises the complete and exclusive statement of the terms of the agreement relating to the subject matters covered hereby, and that THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY A DEALER AUTHORIZED REPRESENTATIVE, PRESIDENT, EXECUTIVE VICE PRESIDENT, OR V.P. OF SALES

Purchaser	
Salesman	
Accepted by	

Date _____

Date 1/4/1900

Date _____

Dealer Authorized Representative, President, Executive Vice-President or Vice President of Sales

Kenworth of Central Florida 1800 North Orange Blossom Trail Orlando, FL 32804

Tel: 407-425-3170 Web: www.kwcf.net

St. Lucie West Services District

Board Agenda Item

Tuesday, November 7, 2017

Item

DM 5 Amendments to Chapter A-1 St. Lucie West Services District General and Procedural Rules

Summary

A Public Hearing has been scheduled for the amendments to Chapter A-1 St. Lucie West Services District General and Procedural Rules for December 5, 2017 the redline version is attached for your review and comments.

Recommendation

No Action Required; The draft rule is provided for Board Member review and comment in advance of the Public Hearing Scheduled for December 5, 2017

Budget Impact:

Project Number:

Available Project Budget:

ORG Number:

This Project:

Available Balance Amount:

Board Action:

Moved by:

Seconded by:

Action Taken:

CHAPTER A-1

ST. LUCIE WEST SERVICES DISTRICT GENERAL AND PROCEDURAL RULES

TABLE OF CONTENTS

A-1.01	General	2
A-1.02	Board of Supervisors; Officers; Voting	3
A-1.03	District Manager	6
A-1.04	Public Information and Inspection of Records	7
A-1.05	Meetings and Workshop	8
A-1.06	Rulemaking Proceedings	12
A-1.07	Declaratory Statements	14
A-1.08	Decisions Determining Substantial Interests	15
A-1.09	Procedure for Procuring Professional Services; Protest	17
A-1.10	Procedure of Purchasing Contractual Services	18
A-1.11	Purchase of Goods, Supplies or Materials	23
A-1.12	Contracts for Construction of Authorized Project	27
A-1.13	Contracts for Maintenance Services	32
A-1.14	Purchase of Insurance for District Employees	37
A-1.15	Bid Protests of Construction Contracts	39
A-1.16	Bid Protests Relating to Any Other Award	41
A-1.17	Purchase of Goods, Equipment, and Contractual Services from other Governmental Contracts	42
A-1.18	Conditions and Charges for District Equipment Services	43
A-1.19	Job Descriptions	44
A-1.20	Legal Defense and Indemnification	45
A-1.21	Fund Balance Policy	50

* * *

CHAPTER A-1

ST. LUCIE WEST SERVICES DISTRICT GENERAL AND PROCEDURAL RULES

A-1.01 General

(1) The St. Lucie West Services District (the “District”) was created pursuant to the provisions of Chapter 190, Florida Statutes (1989) and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules is to describe the general operations of the District.

Specific Authority: §§ 190.011, 120.53(1)(a), Fla. Stat.

Law Implemented: §§190.011, 120.53(1)(a), Fla. Stat.

History: Adopted October 8, 1991

* * *

CHAPTER A-1

A-1.02 Board of Supervisors; Officers and Voting

(1) Board of Supervisors. The Board of Supervisors of the District (the “Board”) shall exercise the powers granted to the District. The Board shall consist of five members. Members of the Board must be residents of the District, registered voters, and citizens of the United States.

(2) Term of Officers. Board members shall hold office pursuant to Section 190.006, Florida Statutes. If, during the term of office of any Board member(s), one or more vacancies occur, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the unexpired term(s).

(3) Vacancies; Quorum. Three members of the Board shall constitute a quorum for the purposes of conducting its business and exercising its powers and for all other purposes. However, if three or more vacancies occur at the same time, a quorum is not necessary to fill the vacancies. Action taken by the Board shall be upon a vote of the majority of the members present, unless otherwise provided in these rules or required by law.

(4) Officers. As soon as practicable after each election or appointment, the Board shall organize by selecting a chairperson, vice chairperson, secretary, and treasurer.

(a) The chairperson must be a member of the Board. If the chair resigns from that office or ceases to be a member of the Board, the Board shall select a chair to serve the remaining portion of the term, after filling the board vacancy. The chairperson shall be authorized to sign checks and warrants for the District, countersigned by the treasurer or other persons authorized by the Board. The chairperson shall convene and conduct all meetings of the Board. In the event the chairperson is unable to attend a given meeting, the vice chairperson (or other Board member if the vice chairperson is unavailable) shall convene and conduct the meeting.

(b) The vice chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. If the vice chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a vice chairperson to serve the remainder of the term, after filling the Board vacancy.

CHAPTER A-1

(c) The secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. The District Manager may serve a secretary.

(d) The treasurer need not be a member of the Board but must be a resident of Florida. The treasurer shall perform duties described in Section 190.007(2) and (3), Florida Statutes, as well as those assigned by the Board from time to time. The treasurer shall serve at the pleasure of the Board.

(5) Committees. The Board may establish committees of the Board by formal motion referencing this rule, either on a permanent or temporary basis, to basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, contract negotiations, personnel matters, and budget preparation.

(6) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings of the St. Lucie West Community Development District," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, bonds and corporate acts.

(7) Meetings. The Board shall establish a schedule of regular meetings and may also meet upon call of the chairperson or three Board members. Nothing herein shall prevent the Board from holding other meetings as it deems necessary or from canceling any regularly scheduled meetings. A previously noticed regular meeting may be canceled, provided that notice of cancellation shall be given in substantially the same manner as notice for the meeting or in such other manner as may provide substantially equivalent notice of cancellation. All meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes.

(8) Voting Conflict of Interest. The intent of this section is to comply with Section 112.3143, Florida Statutes, and to ensure the proper disclosure of conflicts of interests on matters coming before the Board for a vote.

When a Board member knows that he/she has a voting conflict of interest on a matter coming before the Board, he/she should notify the Board's secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This

CHAPTER A-1

announcement shall appear in the minutes. The member shall not vote. The Board member shall prepare and sign a memorandum of voting conflict within 15 days after the vote occurs which shall then be filed by the Board's secretary.

Specific Authority: §§ 190.011(5), 120.53, Fla. Stat.

Law Implemented: §§ 190.006(1), 190.006(4), 190.006(5), 190.006(6), 190.006(7), 190.006(9), 190.007, 112.3143, 120.53(1)(d), 112.3143(3)(a), Fla. Stat.

History: Adopted October 8, 1991; revised December 15, 2009

* * *

CHAPTER A-1

A-1.03 District Manager

(1) Terms of Service. The Board shall employ and fix the compensation of a District Manager. The District Manager shall serve at the pleasure of the Board.

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

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

(4) Purchasing.

(a) Except in the case of an Emergency Purchase as defined in Section A-1.11(2)(g), A-1.12(2)(e), or A-1.13(2)(e) of these policies, the District Manager may enter into contracts and undertake purchases on behalf of the District only when (i) the amount to be paid by the District does not exceed the threshold amount provided in Section 287.017, Florida Statutes, for category three (\$25,00065,000), as such category may be amended from time to time, and (ii) the contract, purchase, or project (A) is specified within the approved budget of the District and (B) does not require a budget amendment. All other contracts and purchases shall require the approval of the Board prior to becoming effective.

(b) If an Emergency Purchase as defined in Section A-1.10(2)(g), Section A-1.11(2)(g), A-1.12(2)(e), or A-1.13(2)(e) of these policies is made by the District Manager to protect the immediate health, safety, and welfare of the District and such purchase exceeds the authority prescribed herein, the District Manager shall immediately notify the Board Chairman and Vice-Chairman and shall present such purchase to the Board for ratification at the next following meeting, together with sufficient information to demonstrate the necessity for immediate action. No Emergency Purchase in excess of \$50,000130,000 shall be made by the District Manager without prior authorization of the Board.

Specific Authority: § 190.011, Fla. Stat.

Law Implemented: § 190.007(1), Fla. Stat.

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

* * *

CHAPTER A-1

A-1.04 Public Information and Inspection of Records

(1) Public Records. All District public records within the meaning of Chapter 119, Florida Statutes, and not otherwise restricted by law, including the “Record of Proceedings of the St. Lucie West Community Development District,” may be copied or inspected at the District Office at 450 S.W. Utility Drive, Port St. Lucie, FL 34986, during regular business hours.

(2) Inspection and Copies. Copies of public records shall be made available to the requesting person at a charge of \$.15 per page for one-sided copies and \$.20 per page for two-sided copies if not more than 8-1/2 by 14 inches, and for copies in excess of that size at a charge not to exceed the actual cost of reproduction. Certified copies of public records shall be made available at a charge of \$1.00 per page. If the nature or volume of public records requested to be inspected, examined or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance, a special service charge, which shall be reasonable and based on the actual cost incurred, may be charged in addition to the actual cost of duplication. For purposes of these Rules, any clerical or supervisory assistance or use of information technology resources requiring longer than fifteen (15) minutes shall be considered extensive. The cost of clerical or supervisory time shall be computed to the nearest one-sixth of an hour, and the charge will be based on the current hourly rate of pay plus benefits.

(3) Deposit of Estimated Fees. If extensive clerical or supervisory assistance or use of information technology resources will be required to comply with a public records request, the District shall notify the requester of the estimated cost of inspection or duplication of any record. A deposit of the estimated fee will be due prior to inspection or copying. Of the monies deposited with the District for fulfillment of a public records request, those in excess of actual costs incurred to fulfill the request will be refunded to the requester; or, in the alternative, the requester shall be required to remit additional monies to pay for any costs in excess of the monies deposited with the District. In the event that the requester fails to remit additional monies to cover costs in excess of the deposit, the District may withhold releasing any public records produced pursuant to the request until those amounts are paid in full.

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

Law Implemented: §§ 190.006(7), 119.07(1)(a), 119.07(1)(b), Fla. Stat.

History: Adopted October 8, 1991; revised December 15, 2009

* * *

CHAPTER A-1

A-1.05 Meetings and Workshops

(1) Notice. Except in emergencies, or as otherwise provided in these rules, at least seven days public notice shall be given of any meeting or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and shall state:

- (a) The date, time, and place of the meeting or workshop;
- (b) A brief description of the nature, subjects and purposes of the meeting or workshop;
- (c) The address where persons may obtain a copy of the agenda.
- (d) If final District action will take place at the meeting, the notice shall state that if a person decides to seek review of any official decision made at the Board meeting, a record of the proceedings will be required and the person intending to appeal will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence necessary for the appeal.

(2) Agenda. The District Manager, under the supervision of the chairperson or those members calling for a Board meeting, shall prepare a notice of the meeting or workshop and an agenda. The notice and agenda shall be available to the public at least seven days before the meeting or workshop except in an emergency. The agenda may be changes before or at the meeting or workshop for good cause stated by the presiding officer and recorded n the minutes of the meeting.

(3) Agenda Format. The District may use the following format in preparing its agenda for its regular meeting:

- 1. Roll Call
- 2. Review of Minutes
- 3. Special Advertised Public Hearings
- 4. Audience Questions and Comments
- 5. Specific Items of Old Business
- 6. Committee Reports
 - a. Finance Committee
 - b. Construction Committee

CHAPTER A-1

c. Other Committees

7. Attorney's Report
8. Manager's Report
9. Supervisor's Requests and Comments
10. Review of Invoices and Funding Requests
11. Specific Items of New Business
12. Adjournment

(4) Minutes. The secretary shall be responsible for keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting.

(5) Receipt of Notice. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or secretary at the Board's office. Such persons shall furnish a mailing address in writing and may be required to pay the cost of the copying and mailing.

(6) Emergency Meeting. The chairperson or the vice-chairperson if the chairperson is unavailable, may convene an emergency meeting of the Board without first having complied with subsection (1), (2), (3), and (5), to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the chairperson shall make reasonable efforts to notify all Board members of an emergency meeting 24 hours in advance. Reasonable efforts may include telephone notification. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date, and place of the emergency meeting, the reasons why the emergency meeting was necessary, and a description of the action taken. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one major newspaper of general circulation in the District. Actions taken at an emergency may be ratified by the Board at a regularly noticed meeting subsequently held.

(7) Public Comment. The Board shall set aside a reasonable amount of time at each regular meeting for public comment. Such time for audience comment shall be identified in the agenda. Persons wishing to address the Board are required to notify the secretary of the Board prior to the "audience

CHAPTER A-1

comment” section on the agenda. In its discretion, the Board may limit the length of any one speaker in the interest of the time or fairness to other speakers.

(8) Budget Hearing. Notice of hearing on the annual budget shall be in accordance with Section 190.008, Florida Statutes.

(9) Communications Media Technology. A meeting of the Board may be conducted by or in conjunction with Communications Media Technology (CMT), including teleconferences or video conferences. All evidence, testimony and argument presented shall be afforded equal consideration, regardless of the method of communication.

(10) Continuances. Any meeting of the Board or any item or matter included on the agenda for a meeting may be continued without re-notice or re-advertising provided that the continuance is to a specified date, time and location publicly announced at the Board meeting where the item or matter was included on the agenda.

(a) Definitions.

1. “Access point” means a designated place where a person interested in attending a CMT meeting may go for purposes of attending such meeting.

2. “Attend” means having access to the communications media technology network being used to conduct a meeting, or being used to take evidence, testimony or argument relevant in any issue being considered at a meeting.

3. “CMT meeting” means a meeting that is conducted by means of or in conjunction with communications media technology.

4. “Communications media technology” means the electronic transmission of printed matter, audio, full-motion video, freeze frame video, compressed video, and digital video by any method available.

5. “In conjunction with communications media technology” means that CMT access is being provided to a meeting otherwise being held with the collective, physical presence of the members of the Board in once place.

CHAPTER A-1

6. "By means of communication media technology" means that a meeting is being conducted entirely by means of communications media technology and that the members of the Board conducting such meeting may not be collectively, physically together in one place.

(b) Nothing in this rule shall be construed to permit the District to conduct any meeting otherwise subject to the provisions of Section 286.011, Florida Statutes, by means of communications media technology without making provision for the attendance at that meeting or workshop of any member of the public who desires to attend.

(c) The District may not limit the point of access provided to the public to places not normally open to the public. The District shall provide at least one access point in a location which is ordinarily open to the public. Any official action taken at a CMT meeting to which at least one access point is not provided shall be void and of no effect as being violative of the public's right of access.

(d) No meeting shall be conducted entirely by means of communications media technology if the available technology is insufficient to permit all interested persons to attend. If, during the course of a CMT meeting, technical problems develop with the communications network that prevent interested persons from attending, the District shall terminate the meeting until such problems have been corrected.

(e) Notice of a CMT meeting shall be in the same manner as a meeting without CMT. The notice shall plainly state that such a meeting is to be conducted by means of or in conjunction with CMT and identify the type of CMT to be used. The notice shall also describe how interested persons may attend, and include the address or addresses of all access points.

Specific Authority: §§190.011(5), 190.011(15), 120.53(1)(d), Fla. Stat.

Law Implemented: §§190.007(1), 190.008, 120.53(1)(d), 286.0105, 120.54(1), Fla. Stat.

History: Adopted October 8, 1991

* * *

CHAPTER A-1

A-1.06 Rulemaking Proceedings

(1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to the applicable provisions of Chapter 120, Florida Statutes, and these rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District.

(2) Notice of Proceedings and Proposed Rules. Except in the case of emergency rules, notice of its intention to adopt, amend, or repeal a rule setting rates, fees, rentals, or other charges pursuant to Section 190.035, Florida Statutes, shall be given by the District by publication in a newspaper of general circulation in the District not less than 10 days prior to the intended action. Upon the publication of notice of its intention to adopt, amend, or repeal a rule, a draft of the proposed rules shall be made available to the public.

(3) Petitions to Initiate Rulemaking. All petitions for the initiation of rulemaking proceedings pursuant to Section 120.54(5), Florida Statutes, must contain the name and address of the Petitioner, specific reason for adoption, amendment, or repeal, specific action requested, the date submitted, and shall specify the text of the proposed rule. The Board shall then act on the petition in accordance with Section 120.54(5), Florida Statutes, and Sections 28-3.011 and 3.013, Florida Administrative Code, except that copies of the petition shall not be sent to the Administrative Procedures Committee.

(4) Rulemaking Materials. After the publication of the notice initiating rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of cost of copies, the following materials:

- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
- (b) A written statement justifying the proposed rule;
- (c) A copy of the economic impact statement required by Section 120.54; and
- (d) The published notice.

(5) Rulemaking Proceedings – No Hearing. When no hearing is requested and the Board chooses not to initiate a hearing on its own, or if the rule relates exclusively to organization, practice or procedure, the Board may direct the proposed rule be filed with the District Office no less than 28 days following notice.

CHAPTER A-1

Such direction may be given by the Board either before initiating the rule-adoption process or after the expiration of the 21 days during which affected persons may request a hearing.

(6) Rulemaking Proceedings – Hearing. If the proposed rule does not relate exclusively to organization, practice or procedure, the District shall provide, upon request, a public hearing for the presentation of evidence, argument and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay or disruption of the proceedings. Any affected person may request a hearing within 21 days after the date of publication of the notice. The public hearings shall be conducted according to the procedure in Section 28-3.031, Florida Administrative Code. The Board, any member thereof, or any person designated by the Board, including but not limited to the District Manager or District Counsel, may preside at the hearing.

(7) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as practical in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest and otherwise complies with applicable statutory provisions.

Specific Authority: §§ 190.011(5), 190.011(15), 120.53(1), Fla. Stat.

Law Implemented: §120.54, Fla. Stat.

History: Adopted October 8, 1991

* * *

CHAPTER A-1

A-1.07 Declaratory Statements

(1) Declaratory Statements. Any substantially affected person may seek a declaratory statement regarding an agency's opinion as to the applicability of a statutory provision, or of any rule or order of the agency, as it applies to the petitioner's particular set of circumstances.

(2) Disposition of Petition. The petition may be placed on the agenda of the next Board meeting for which the agenda has not been finalized. The Board, in its discretion, may consider any oral testimony presented at the Board meeting. The Board shall issue an order within 45 days following consideration of the petition. The order shall only be applicable to the petitioner. The order shall be final agency action.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 120.565, Fla. Stat.

History: Adopted October 8, 1991; revised December 15, 2009

* * *

CHAPTER A-1

A-1.08 Decisions Determining Substantial Interests

(1) Conduct of Proceedings. A proceeding may be held by the District upon written request submitted by a substantially affected person within 14 days after written notice of District action or receipt of written notice of intent to render a decision. The notice shall state the time limit for requesting a hearing and shall reference the District's procedural rules. If a hearing is held, the chairperson shall designate him/herself, or any member of the Board, District Manager, District Counsel, or other person to conduct the hearing.

The person conducting the hearing may:

1. Administer oaths and affirmations;
2. Rule upon offers of proof and receive relevant evidence;
3. Regulate the course of the hearing, including any prehearing matters;
4. Enter orders;
5. Make or receive offers of settlement, stipulation, and adjustment.

(a) The person conducting the hearing shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and recommendation for final District action.

(b) The District shall issue a final order within 45 days:

1. After the hearing is concluded, if conducted by the Board;
2. After a recommended order is submitted to the Board and mailed to all parties, if the hearing is conducted by persons other than the Board; or
3. After the Board has received the written and oral material it has authorized to be submitted, if there has been no hearing.

(2) Eminent Domain. After determining the need to exercise the power of eminent domain pursuant to Subsection 190.11(11), Florida Statutes, the District shall follow those procedures prescribed in Chapter 73 and 74, Florida Statutes. Prior to exercising the power of eminent domain, the District shall:

CHAPTER A-1

(a) Adopt a resolution identifying the property to be taken;

(b) If the property is beyond the boundaries of the District, obtain approval by resolution of the governing body of the county it taking will occur in an unincorporated area, or of the municipality if the taking will occur within the municipality.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §190.011(11), Fla. Stat.

History: Adopted October 8, 1991

* * *

CHAPTER A-1

A-1.09 Procedure for Procuring Professional Services; Protests

(1) Acquiring Services of Certain Consultants. The District will comply with the Consultants' Competitive Negotiations Act, Section 287.055, Florida Statutes, when selecting firms to provide professional services and in negotiating contracts for professional services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered land surveying for any project the basic construction cost of which is estimated to exceed the threshold amount provided in Section 287.017, Florida Statutes, for category five (~~\$250,000~~\$325,000) or for a planning or study activity when the fee for professional services exceeds the threshold amount provided for category two (~~\$25,000~~\$35,000), as such categories may be amended from time to time.

(2) Design – Build Contracts. The District will comply with the Consultants' Competitive Negotiations Act, Section 287.055(9), Florida Statutes, on each occasion when the District requires professional services under a design-build contract, as defined in Section 287.055(2)(i), Florida Statutes.

(3) Acquiring Financial Audit Services. The District will comply with the selection procedures set forth in Section 11.45, Florida Statutes, when selecting firms to provide financial audit services.

(4) Other Professional Services. On each occasion that the District requires the services of a professional not specified in subsection (1), (2), or (3) above, including but not limited to an attorney, financial advisor, or other consultant, the District shall use such selection procedures as appropriate in light of all the circumstances.

(5) Protests. The District will comply with the requirements of Section 120.57(3), Florida Statutes, and Chapter 28-110 of the Florida Administrative Code regarding any and all protests that arise from the procurement of professional services under this section to the extent such provisions apply.

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

Law Implemented: §§11.45, 120.57(3) 190.011(3) & (5), 190.033, 287.055, Fla. Stat.

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

* * *

CHAPTER A-1

A-1.10 Procedure for Purchasing Contractual Services

(1) Scope.

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

(b) Unless otherwise exempt, all purchases for contractual services that exceed \$2,500 but do not exceed the threshold amount provided in Section 287.017, Florida Statutes, for category four (~~\$150,000~~195,000), as such category may be amended from time to time, shall be made using Quotations, as defined in Subsection (2)(j) of this rule.

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

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

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

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

(2) Definitions. For this Section:

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

CHAPTER A-1

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

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

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

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

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

CHAPTER A-1

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

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

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

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

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

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

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

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

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

CHAPTER A-1

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

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

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

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

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

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

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

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

CHAPTER A-1

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

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

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

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

Law Implemented: §190.033, Fla. Stat.

History: Adopted October 8, 1991; revised May 15, 2007, December 15, 2009, [December 5, 2017](#)

* * *

CHAPTER A-1

A-1.11 Purchase of Goods, Supplies, or Materials

(1) Scope.

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

(b) Unless otherwise exempt, all purchases of goods, supplies, or materials that exceed \$2,500 but do not exceed the threshold amount provided in Section 287.017, Florida Statutes, for category four (~~\$150,000~~195,000), as such category may be amended from time to time, shall be made using Quotations, as defined in Subsection (2)(i) of this rule.

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

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

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

(2) Definitions.

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

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

CHAPTER A-1

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

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

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

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

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

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

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

CHAPTER A-1

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

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

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

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

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

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

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

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

CHAPTER A-1

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

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

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

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

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

Law Implemented: §190.033, Fla. Stat.

History: Adopted October 8, 1991; revised May 15, 2007, December 15, 2009, [December 5, 2017](#)

* * *

CHAPTER A-1

A-1.12 Contracts for Construction of Authorized Project

(1) Scope.

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

(b) All contracts for the construction of any project authorized by Chapter 190, Florida Statutes, the total construction project costs of which are estimated in accordance with generally accepted cost-accounting principles to be in excess of \$2,500 but not in excess of ~~\$200,000~~300,000 (or ~~\$50,000~~75,000 for electrical work) (as such threshold amounts may be adjusted from time to time as provided in Section 255.20(2), Florida Statutes) shall be made using Quotations, as defined in Subsection (2)(h) of this rule.

(c) All contracts for the construction of any project authorized by Chapter 190, Florida Statutes, the total construction project costs of which are estimated in accordance with generally accepted cost-accounting principles to exceed ~~\$200,000~~300,000 (or ~~\$50,000~~75,000 for electrical work) (as such threshold amounts may be adjusted from time to time as provided in Section 255.20(2), Florida Statutes) shall be made by Competitive Procedure, as defined in Subsection (2)(i) of this rule.

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

(e) For good cause shown, the Board may waive the requirements of this Section when such action (i) is consistent with the overall objectives of the District and (ii) does not involve a project authorized by Chapter 190, Florida Statutes, the total construction project costs of which are estimated in accordance with generally accepted cost-accounting principles to exceed ~~\$200,000~~300,000 (or ~~\$50,000~~75,000 for

CHAPTER A-1

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

(2) Definitions.

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

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

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

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

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

CHAPTER A-1

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

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

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

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

(3) Procedure.

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

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

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

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

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

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

CHAPTER A-1

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

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

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

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

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

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

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

CHAPTER A-1

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

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

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

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

History: Adopted October 8, 1991; revised May 15, 2007, December 15, 2009, [December 5, 2017](#)

* * *

CHAPTER A-1

A-1.13 Contracts for Maintenance Services

(1) Scope.

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

(b) Unless otherwise exempt, all contracts for the maintenance of any District facility or project wherein the amount to be paid by the District exceeds \$2,500 but does not exceed the threshold amount provided in Section 287.017, Florida Statutes, for category four (~~\$150,000~~195,000), as such category may be amended from time to time, shall be made using Quotations, as defined in Subsection (2)(h) of this rule.

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

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

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

CHAPTER A-1

(2) Definition.

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

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

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

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

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

CHAPTER A-1

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

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

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

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

(3) Procedure.

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

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

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

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

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

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

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

CHAPTER A-1

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

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

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

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

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

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

CHAPTER A-1

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

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

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

History: Adopted October 8, 1991; revised May 15, 2007, December 15, 2009, [December 5, 2017](#)

* * *

CHAPTER A-1

A-1.14 Purchase of Insurance for District Employees

(1) Scope.

(a) The purchase of life, health, accident, hospitalization, legal expense, or annuity insurance, or all or any kind of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expense insurance for the dependents of such officers and employees upon a group insurance plan by the District, shall be governed by these rules. Nothing in this rule shall require the District to purchase insurance. For good cause shown, the Board may waive the requirements of this Section when such action is (a) permitted by governing law and (b) consistent with the overall objectives of the District.

(2) Definitions.

(a) "Invitation to Bid" is a solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the type of insurance requested. It includes printed instructions prescribing conditions for bidding, evaluation criteria, and provides for manual signature of an authorized representative. An invitation to bid may contain ranges of coverage desired and deductible amounts.

(3) Procedure. For a purchase of insurance within the scope of this rule, the following procedure shall be followed:

(a) The Board shall cause to be prepared a notice of invitation to bid.

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

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

(d) Bids shall be opened at the time and place noted on the invitation to bid.

CHAPTER A-1

(e) If only one response to an invitation to bid is received, the District may proceed with the purchase. If no response to an invitation to bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.

(f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.

(g) Simultaneously with the review of submitted bids, the District may undertake negotiations with those companies which have submitted reasonable and timely bids and, in the opinion of the Board, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the invitation to bid; in addition, the total cost to the District, the cost, if any, to District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, past performance for the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the invitation to bid best meets overall need of the District, its officers, employees, and/or dependents.

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

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

Law Implemented: §112.08, Fla. Stat.

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

* * *

CHAPTER A-1

A-1.15 Bid Protests of Construction Contracts

Notwithstanding any other provision in these rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid or proposal under Section A-1.12 of these policies shall be in accordance with this section.

(1) Notice. The District shall give bidders written notice of its decision to award or intent to award a contract – including rejection of some or all bids by United States Mail or by hand delivery, and by posting same in the District office for seven (7) days. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allotted for filing a bond, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.”

(2) Filing. Any person who is affected adversely by the District’s decision or intended decision shall file with the District a notice of protest in writing within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within ten (10) days after the date of filing of the notice of protest. With respect to a protest of the specifications contained in an invitation to bid or in a request for proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of notice of the project plans and specifications in an invitation to bid or request for proposals, and the formal written protest shall be filed within ten (10) days after the date of the notice or protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of all further proceedings. The formal written protest shall state with particularity the facts and law upon which the protest is based and shall conform with the requirements of Chapter 28-110 of the Florida Administrative Code.

(3) Award Process. Upon receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process or the contract and award process until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare, the award process may continue.

CHAPTER A-1

(4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provided an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days excluding Saturdays, Sundays, and legal holidays of receipt of a formal written request.

(5) Informal Proceeding. If the subject of a protest is not resolved by mutual agreement, and if there is no disputed issue of material fact, an informal proceeding shall be conducted in accordance with the procedural guidelines set forth in Section A-1.08 of these policies.

(6) Formal Proceeding. If the protest is not resolved by mutual agreement, and if there is a disputed issue of material fact, then the District shall refer the protest to the Division of Administrative Hearings (DOAH) for proceedings under Section 120.57(1), Florida Statutes.

Specific Authority: §§120.57, 190.011(5), Fla. Stat.

Law Implemented: §§120.57, 190.033, Fla. Stat.

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

* * *

CHAPTER A-1

A-1.16 Bid Protests Relating to Any Other Award

Notwithstanding any other provision in these rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid or proposal under Section A-1.10, A-1.11, A-1.13, or A-1.14 of these policies shall be in accordance with this section.

(1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract including rejection of some or all bids by United States Mail or by hand delivery, and by posting same in the District office for seven (7) days.

(2) Filing. Any person who is affected adversely by the District's decision or intended decision shall file with the District a notice of protest in writing within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The formal written protest shall state with particularity facts and law upon which the protest is based. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of all further proceedings.

(3) Award Process. Upon receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process or the contract and award process until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare, the award process may continue.

(4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within five (5) days excluding - Saturdays, Sundays, and legal holidays - of receipt of a formal written request.

(5) Hearing. If the subject of a protest is not resolved by mutual agreement, the District shall hold a proceeding in accordance with the procedural guidelines set forth in Section A-1.08 of these policies.

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

Law Implemented: §190.033, Fla. Stat.

History: Adopted October 8, 1991; revised May 15, 2007

* * *

CHAPTER A-1

A-1.17 Purchase of Goods, Equipment, and Contractual Services from Other Governmental Contracts

(1) Conditions. In lieu of an invitation to bid or request for proposal or soliciting quotations, the District may make purchases at or below the prices specified in contracts of other governments and agencies to procure goods and services if the following conditions are present.

(a) The bid documents and selection procedures used by the other government or agency are consistent with the District's purchasing policies;

(b) The vendor is willing to sign a District contract form (if applicable) as prepared by the District;

(c) The vendor is willing to offer to the District the same terms, conditions, and prices (or below such prices) used in the original contract/bid; and

(d) The unit prices in the original contract(s) include every item that the District intends to purchase from the vendor.

(2) Prohibition on Use. Purchases may not be made under this Section A-1.17 for the following types of agreements, unless first approved by the District Board of Supervisors:

(a) Construction services.

(b) Professional services contracts.

(3) Permission to Use District Contracts. The District allows other governmental entities to make purchases at or below the prices specified in its contracts.

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

Law Implemented: §§163.3164, 190.033, 287.057, 287.042, 287.056, Fla. Stat.; Fla. Admin. Code Rules 60A-1.005, 60A-1.047

History: Adopted December 15, 2009

* * *

CHAPTER A-1

A-1.18 Conditions and Charges for District Equipment Services

(1) Conditions. The District shall make available the services of its ~~Vaccum-Con-~~Jetter truck, remotely operated vehicle stormwater inspection camera ("ROV Camera"), and Aquatic Harvester boat (collectively, "District Equipment Services") to home owners' associations ("HOAs") and property owners' associations ("POAs") located within the District and to governmental agencies located outside of the District ("Outside Agencies") upon the following conditions:

(a) The provision of District Equipment Services shall be limited to times and conditions that do not interfere with the District's use of such equipment or ordinary District operations, as determined by the District Manager.

(b) HOAs, POAs and Outside Agencies shall be responsible for paying all applicable charges for the District Equipment Services as provided in this Section. If District Equipment Services are provided outside of the regular business hours of the District, the District Manager shall impose and collect, in addition to the charges set forth in subsection (2) of this Section A-1.18, such additional charges as necessary to compensate the District fully for the additional costs incurred in the provision of such services.

(c) Outside Agencies receiving District Equipment Services shall provide such insurance as deemed appropriate by the District Manager in consultation with District Counsel.

(2) Charges. The following charges shall apply to the provision of the District Equipment Services provided to HOAs, POAs, and Outside Agencies, during regular business hours of the District:

(a) ~~Vaccum-Con-~~Jetter truck: Minimum fee of \$400.00 per half day; \$800.00 per full day.

(b) ROV Camera: Minimum fee of \$400.00 per half day; \$800.00 per full day.

(c) Aquatic Harvester boat: Minimum fee of \$600.00 per half day; \$1,200.00 per full day.

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

Law Implemented: §190.035(2), Fla. Stat.

History: Adopted December 15, 2009

CHAPTER A-1

A-1.19 Job Descriptions

(1) General. Job Descriptions document and describe the prescribed qualification for and essential functions of each administrative staff position and thereby promote organizational effectiveness and efficiency.

(2) Creation and Revision of Job Description. The Board shall act upon written recommendations submitted by the District Manager to create new positions. The recommendations shall include the job title, pay grade, minimum qualifications. And major functions for these positions. The District Manager may find it necessary to revise duties and responsibilities, which may be done without Board action. Revisions to job titles, pay grades, minimum qualifications, and major functions shall require adoption by the Board in the manner provided in the Florida Administrative Procedure Act, Chapter 120, Florida Statutes.

(3) Notice. Once a position has been established or the job description revised, each staff member employed in the position shall be made aware of the details of the job description.

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

Law Implemented: §120.54, Fla. Stat.

History: Adopted April 2, 2013

* * *

CHAPTER A-1

A-1.20 Legal Defense and Indemnification

(1) General. As set forth in this policy and in accordance with Sections 111.07 and 768.28, Florida Statutes, the District hereby agrees to provide legal representation to defend any and all civil actions, including federal civil rights and other federal civil claims, arising from a complaint for damages or injuries suffered as a result of any action or omission of action of all Board members, officers, and employees present or former, arising out of and in the scope of his or her employment or function, unless, in the case of a tort action, the Board member, officer, or employee acted in bad faith, with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety, or property. Defense of such civil actions includes, but is not limited to, any civil rights lawsuit seeking relief personally against any Board member, officer, or employee for an act or omission under color of state law, custom or usage, wherein it is alleged that such Board member, officer, or employee has deprived another person of rights secured under the Federal Constitution or laws, including, by way of example, actions under 42 U.S.C. § 1983 or other federal statute. The District hereby further agrees to provide legal representation to defend against any other litigation arising against a Board member, officer, or employee from the performance of their official duties while serving a public purpose, including civil, administrative or criminal actions as permitted by law. To the extent the State does not through its laws protect the Board, its officers, and employees from liability, the District is committed to doing so to the extent described in this policy and as permitted by law. By these provisions, the District does not waive any immunity from liability or limited waiver of such immunity as granted under Florida law.

(2) Scope. The District, in accordance with Florida law, agrees that the following Board members, officers, and employees of the District shall be provided the benefit of the indemnification, support and legal defense provisions provided in this policy:

- (a) All members of the Board of Supervisors;
- (b) The District Manager, Secretary and Assistant Secretaries, Treasurer and Assistant Treasurers, and other District officers; and
- (c) All employees of the District.

CHAPTER A-1

(3) Application. This policy is intended to evidence the District's support of Board members, officers, and employees who perform acts and render decisions in the good faith performance of their duties and functions. The District will neither support nor defend those actions or omissions committed by an individual outside the scope of his or her office or committed in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property. The District Board member(s), officer(s), and/or employees in question are each presumed to have acted within the scope of his or her office and are presumed to be acting in good faith, without a malicious purpose and not in a manner exhibiting wanton and willful disregard of human rights, safety or property. The District's Board of Supervisors may overcome this presumption only by unanimous vote of those participating and voting, in accordance with Section (7) herein.

(4) Payment. The District agrees to pay any final judgment, including damages, fines, penalties or other damages, costs, and attorney's fees and costs, arising from any complaint for damages or injuries suffered as a result of any action or omission of action of any Board member, officer, or employee as described in Section 111.07, Florida Statutes. If the action arises under Section 768.28, Florida Statutes, as a tort claim, the limitations and provisions of that section governing payment shall apply. If the action is a civil rights action arising under 42 U.S.C. § 1983, or similar federal statutes, payment for the full amount of judgment may be made unless the individual has been determined in the final judgment to have caused the harm intentionally. The District agrees to pay any compromise or settlement of any claim or litigation described in this paragraph, provided, however, that the District determines such compromise or settlement to be in the District's best interest.

(5) Reimbursement. In the event that the District has expended funds to provide an attorney to defend a Board member, officer, or employee who is found to be personally liable by virtue of actions outside the scope of his or her employment or function, or is found to have acted in bad faith, with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety, or property, the individual

CHAPTER A-1

shall be required to reimburse the District for funds so expended. The District may recover such funds in a civil action against such individual.

(6) Insurance. The District may insure itself in order to cover all reasonable costs and fees directly arising out of or in connection with any legal claim or suit that directly results from a decision or act made by a Board member, officer, or employee while performing the duties and functions of his or her position.

(7) Procedure to Rebut Presumption of Automatic Payment. To rebut the presumption of the automatic payment of judgments or provision of legal representation under this policy, at least one of the following determinations shall be made by a unanimous decision of the District's Board of Supervisors participating and voting:

- (a) The actions of the Board member, officer, and/or employee were outside the scope of his or her duties and authority; or
- (b) The acts or omissions of the Board member, officer, and/or employee constituted bad faith, malicious purpose, intentional infliction of harm or were done in a manner exhibiting wanton and willful disregard of human rights, safety or property; or
- (c) The Board member, officer, and/or employee received financial profit or advantage to which he or she was not legally entitled.

(8) Requirements for Legal Representation. To ensure the provision of legal representation pursuant to this policy, the following must be met:

- (a) A copy of the summons, complaint, notice, demand letter or other document or pleading in the action, or a letter setting forth the substance of any claim or complaint, must be delivered to the District Chairman, Vice Chairman, District Manager or District Attorney within fourteen (14) calendar days after actual receipt of any such document together with a specific request in writing that the District defend or provide representation for the Board member, officer, and/or employee; and

CHAPTER A-1

(b) The Board member, officer, and/or employee must cooperate continuously and fully with the District in the defense of the action.

(c) Notwithstanding any other provision herein, including Subsection (7), any indemnification, legal defense, or other protection provided pursuant to this representation shall not extend to:

1. Consulting or other outside professional or business activities for which the Board member, officer, and/or employee received financial or other material compensation, which are outside the scope of his or her District duties and authority; and

2. Any independent contractor for whom defense or indemnification is not authorized pursuant to Section 2 of this policy, unless the Board votes to authorize such indemnification, legal defense, or other protection; and

3. Any fine, penalty or other punishment imposed as a result of conviction for a criminal offense, and any legal fees and costs incurred to defend criminal prosecution in which a conviction is obtained; and

4. Any indemnification or defense prohibited by law.

(9) Retention of Legal Counsel. In the event legal representation or defense is provided pursuant to this policy, the Board member, officer, and/or employee may either:

(a) Retain legal counsel appointed by the District, in which case legal counsel shall be paid directly by the District; or

(b) Retain legal counsel chosen by the Board member, officer, and/or employee, in which case the District shall have the right to:

1. Approve, in advance, any agreement for legal fees or disbursements; and

2. Pay all or part of the legal fees, costs and other disbursements and to set a maximum for legal fees, costs and other disbursements; and

3. Direct the defense and settle or compromise the action or claim; and

CHAPTER A-1

4. Reduce or offset any monies that may be payable by the District by any court costs or attorneys fees awarded to the Board member, officer, and/or employee.

(10) No Third Party Beneficiaries. The benefits of this policy shall not enlarge the rights that would have been available to any third-party plaintiff or claimant in the absence of this policy.

(11) Binding Effect. To the extent permitted by law, this policy shall inure to the benefit of the heirs, personal representatives and estate of the Board member, officer, and/or employee.

(12) Effect of amendments. The District reserves the right to change, modify or withdraw this policy in its sole discretion, except as to actions, demand or other claims based on acts or omissions that occurred before the effective change, modification or withdrawal of this policy.

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

Law Implemented: §§120.54, 111.07, 768.28, Fla. Stat.

History: Adopted December 6, 2016

* * *

CHAPTER A-1

A-1.21 Fund Balance Policy—General Fund

(1) Purpose. The District shall maintain reservations of Fund Balance, as defined in this Policy, in accordance with Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (February 2009). This Policy shall only apply to the District's General Fund. Fund Balance shall be composed of nonspendable, restricted, committed, assigned, and unassigned amounts. Fund Balance information is used to identify the available resources to repay long-term debt, reduce non-ad valorem assessments, add new governmental programs, expand existing ones, or enhance the financial position of the District, in accordance with policies established by the Board.

(2) Definitions. *Fund Balance* is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund. Governmental accounting principles distinguish Fund Balance classifications based on the relative strength of the constraints that control the purposes for which specified amounts can be spent. Beginning with the most restrictive constraints, Fund Balance amounts will be reported in the following categories:

(a) *Nonspendable Fund Balance*—amounts that are not in a spendable form (e.g., inventory), or are legally or contractually required to be maintained intact (e.g., principal of an endowment fund).

(b) *Restricted Fund Balance*—amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation (e.g., grants or debt covenants).

(c) *Committed Fund Balance*—amounts that can be used only for the specific purposes determined by a formal action of the Board. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally.

(d) *Assigned Fund Balance*—amounts intended to be used by the District for specific purposes. Intent may be expressed by the Board or by a designee to whom the Board delegates the authority. In governmental funds other than the General Fund, assigned balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum,

CHAPTER A-1

intended to be used for the purpose of that fund (e.g., Impact Funds).

(e) *Unassigned Fund Balance*—includes all amounts not contained in other classifications and is the residual classification of the General Fund only. Unassigned amounts are the portion of Fund Balance that is not obligated or specifically designated and is available for any purpose.

(3) Responsibility. The responsibility for designating funds to specific classifications shall be as follows:

(a) *Committed Fund Balance*—The Board is the District's highest level of decision-making authority, and the formal action that is required to be taken to establish, modify, or rescind a Fund Balance commitment is a resolution amending this Policy approved by the Board in accordance with Sections 120.54 and 120.81, Florida Statutes.

(b) *Assigned Fund Balance*—The District Board of Supervisor's has authorized the District Manager as the official authorized to assign Fund Balance to a specific purpose as approved by this Fund Balance Policy.

(4) Minimum Unassigned Fund Balance. It is the goal of the District to achieve and maintain an Unassigned Fund Balance in the General Fund at fiscal year end of not less than seventeen percent (17%) of expenditures, which represents approximately two (2) months' operating expenditures. If the Unassigned Fund Balance at fiscal year end falls below the goal, the District shall develop a restoration plan to achieve and maintain the minimum fund balance.

(5) Use of Unassigned Fund Balance.

(a) Disbursement of funds from Unassigned Fund Balance in excess of the seventeen percent (17%) target shall be authorized by a resolution of the Board and may be approved by inclusion in the approved annual budget (and amendments thereto). These funds shall be used only for non-recurring expenditures such as capital, grants, one-time programs, or for emergency and disaster relief, or as a budget stabilization reserve in the case of revenue declines, unanticipated expenditures, or unfunded mandates.

(b) Should a projected budget surplus exist in any given year, such surplus may be used to offset operating expenses in the subsequent year, provided that such usage does not reduce Unassigned Fund

CHAPTER A-1

Balance below the seventeen percent (17%) target. Such use of Unassigned Fund Balance shall represent an Assignment of Fund Balance and be at the discretion of the District Manager when preparing the annual budget, subject to approval of the budget by resolution of the Board.

(c) After completion of the annual audit, the projected budget surplus will be compared to the actual surplus, and appropriate budget amendments made to adjust the budgeted Unassigned Fund Balance to actual. If the budgeted use of Unassigned Fund Balance causes the balance to fall below the seventeen percent (17%) target, the Finance Administrator will so advise the District Manager and the Board in order for the necessary action to be taken to restore the Unassigned Fund Balance to the target level.

(d) Disbursement of funds from Unassigned Fund Balance below the seventeen percent (17%) target is to be used only for emergency and disaster relief or as a budget stabilization reserve in the case of revenue declines, unanticipated expenditures, or unfunded mandates. The District shall develop a restoration plan and attempt to replenish these funds over a period not to exceed five (5) years.

(6) Order of Expenditure of Funds. When multiple categories of Fund Balance are available for expenditure (e.g., a project is being funded partly by a grant, funds set aside by the Board, and Unassigned Fund Balance), the District will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

Specific Authority: §§ 190.011(5), 120.53, Fla. Stat.

Law Implemented: §§ 189.016, 190.008, Fla. Stat.

History: Adopted October 3, 2017

* * *

St. Lucie West Services District

Board Agenda Item

Tuesday, November 7, 2017

Item

DM 6 Amendment III to Chapter A-III of the Rules of the St. Lucie West Services District

Summary

A Public Hearing has been scheduled for the Amendment to Chapter A-III of the Rules of the St. Lucie West Services District for December 5, 2017 the redline version is attached for your review and comments.

Recommendation

No Action Required; The draft rule is provided for Board Member review and comment in advance of the Public Hearing Scheduled for December 5, 2017

Budget Impact:

Project Number:

Available Project Budget:

ORG Number:

This Project:

Available Balance Amount:

Board Action:

Moved by:

Seconded by:

Action Taken:

**AMENDMENT III TO CHAPTER A-III OF THE RULES OF THE
ST. LUCIE WEST SERVICES DISTRICT**

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

A-III: 1.01 PURPOSE. The purpose of this Rule is to amend certain policies of the St. Lucie West Services District that relate to the employment and termination of District employees; and to provide an effective date.

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](#)

A-III: 1.02 NECESSITY. This Rule is necessary to clarify the roles and responsibilities of the Board of Supervisors and the District Manager in determining the employment and termination of District employees.

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](#)

A-III: 1.03 AMENDMENT. Chapter A-III of the District's Operating Policies and Procedures, St. Lucie West Services District, Positions, Qualifications, Compensation, Employment, and Termination, shall be revised to read as follows:

* * *

**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 Operations Manager or Utility Director, District Superintendent Utility Director/Assistant District Manager, Assistant Public Works Director, Assistant Utility Director, Director of Office Administration, 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.

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:

(1) 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.

(c) 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](#)

* * *

A-III 1.04 EFFECTIVE DATE. This Rule shall become effective upon its approval by the Board of Supervisors of the St. Lucie West Services District.

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](#)

Approved by Board of Supervisors: December 5, 2017

Vincent J. D'Amico, Chairman
Board of Supervisors

ATTEST:

Secretary

St. Lucie West Services District

Board Agenda Item

Tuesday, November 7, 2017

Item

DM 7 Consider Resolution No. 2017-08 Amending Certain Existing Job Descriptions and Adopting Certain New Job Descriptions for the District

Summary

A Public Hearing has been scheduled for a Resolution of the Board of Supervisors of the St. Lucie West Services District amending certain existing job descriptions and adopting certain new job descriptions for District Employees.

Copies of the job descriptions are attached for your review and comments.

Recommendation

No Action Required; The drafts are provided for Board Member review and comment in advance of the Public Hearing Scheduled for December 5, 2017

Budget Impact:

Project Number:

Available Project Budget:

ORG Number:

This Project:

Available Balance Amount:

Board Action:

Moved by:

Seconded by:

Action Taken:

RESOLUTION NO. 2017-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT AMENDING CERTAIN EXISTING JOB DESCRIPTIONS AND ADOPTING CERTAIN NEW JOB DESCRIPTIONS FOR DISTRICT EMPLOYEES; AND PROVIDING AN EFFECTIVE DATE.

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

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

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

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

C. The purpose of this Rule is to amend certain District policies that comprise existing job descriptions of District employees, and to adopt certain new job descriptions of District employees, including job titles, pay grades, minimum qualifications, and major functions.

D. This Rule is necessary to establish and maintain employee job descriptions for District employees.

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

SECTION 3. CERTAIN EXISTING JOB DESCRIPTIONS AMENDED AND CERTAIN NEW JOB DESCRIPTIONS ADOPTED. The Job Descriptions of the employees

of the St. Lucie West Services District designated as Administrative Assistant, Billing Clerk, Public Works Superintendent, Public Works Director/Assistant District Manager, Irrigation Technician I, Irrigation Technician II, Landscape Maintenance Tech/Exotic Plant Removal Foreman, Landscape Maintenance Tech/Exotic Plant Removal Technician, and Assistant Mechanic are hereby amended to read, and new job descriptions of employees designated as Receptionist/Office Assistant, Part-Time Customer Service Representative, Assistant Public Works Director, and Executive Assistant/Human Resources Coordinator are hereby adopted, all to read as set forth in the policies comprising such job descriptions that are attached as Exhibit A.

SECTION 4. EFFECTIVE DATE. This Rule shall become effective on the date of adoption.

APPROVED AND ADOPTED this 5th day of December, 2017.

ST. LUCIE WEST SERVICES DISTRICT

Attest:

Secretary

By: _____
Vincent J. D'Amico, Chairman
Board of Supervisors

EXHIBIT A

Job Descriptions Amended by Resolution No. 2017-08—Existing Positions:

Administrative Assistant

Billing Clerk

Public Works Superintendent

Public Works Director/Assistant District Manager

Irrigation Technician I

Irrigation Technician II

Landscape Maintenance Tech/Exotic Plant Removal Foreman

Landscape Maintenance Tech/Exotic Plant Removal Technician

Assistant Mechanic

Job Descriptions Adopted by Resolution No. 2017-08—New Positions:

Receptionist/Office Assistant

Part-Time Customer Service Representative

Assistant Public Works Director

Executive Assistant/Human Resources Coordinator

Public Works Director/Assistant District Manager 2000

Grade: E40

Reports to: District Manager

Classification: Exempt
Essential Employee

Division: Public Works

Date: 6-1-08

Approved: 10-21-08

Revision Date: 6-1-10, 1-17-13, 12-5-17

Revision Approved: 6-1-10, 4-2-13

Job Summary:

Under limited supervision, performs professional and administrative work coordinating and supervising operations of the Public Works Department. Work involves overseeing the staff, operation, and maintenance of the Public Works Facilities. Develop, write, and administer the District's Public Works budget, Attend Board meetings. This employee must exercise initiative and independent judgment to ensure that the District is safe in accordance with State and Federal regulations. Employee must also exercise tact and courtesy in contact with public officials, developers, contractors, and the general public.

Essential Job Functions

1. Supervises department employees; which involve such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination, and salary increases.
2. Directs and manages daily operations of the staff of managers, supervisors, and the Public Works Department.
3. Oversees the operation and maintenance of District Facilities.
4. Interacts with regulatory agencies.
5. Interfaces with the consulting engineers in matters concerning permitting and facilities expansion.
6. Attends Board meetings.
7. Interacts with customers such as handling difficult customers, conducting informational meetings, and conducting facilities' tours.
8. Creates solid team spirit and work ethics.
9. Promotes team participation, formulation and achievement of strategic plans.
10. Selects staff, provides training and supervision.
11. Enhances District's image and goals by providing customer and community visibility and communications.
12. Coordinates projects to ensure meeting of schedules, budget, design standards and regulatory requirements.
13. Prepares periodic reports covering a wide variety of activities related to the District.

14. May speak to homeowners and civic groups on a variety of topics and settle damage claims with homeowners.
15. Is subject to being called to address operating problems at anytime.
16. Monitors budgetary expenditures for all divisions of the Public Works Department.
17. Participates in the budget preparation.
18. Responsive to the District Managers directives and concerns.
19. Receives and/or reviews various records and reports including emergency situations, budget preparation and administration, regulatory requirements, customer relations, and various other records, reports, memos, correspondence, etc.
20. Refers to regulatory statutes, stormwater collection, and collecting drawings; policy and procedure manuals, codes/laws/regulations, etc.
21. Operates a variety of office equipment such as fax, copier, calculator, telephone, and computer.
22. Use of clerical supplies.
23. Interacts and communicates with various groups and individuals such as the immediate supervisors, employee, customers, Board of Supervisors, Regulatory personnel, consulting engineers, and the general public.
24. In the absence of the District Manager/Utilities Director, the Public Works Director/Assistant District Manager acts as the interim District Manager.

Additional Job Functions

Prepares and/or generates various records and reports including daily job assignments, memorandums, capital items, and correspondence, etc.

Refers to policy procedure manuals, computer manuals, codes/laws/regulations, publications and text references, etc.

Operates a variety of office equipment, uses computer software such as Microsoft Excel, Word, and Powerpoint.

Interacts and communicates with various groups and individuals such as supervisors, administrative personnel, contractors, Board of Supervisors, and the general public.

Performs related tasks as required.

Qualifications

Requires an Associate's degree with six to nine years of experience in the stormwater collection, the use of heavy motorized equipment, preferably in public works field; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities. Five to seven years of wetland management and storm water maintenance. Possession of a valid Florida driver's license is required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, calculators, etc. Must be able to operate a variety of heavy motorized machinery and equipment. Must be able to exert up to 100 lbs. of force occasionally, and 50 lbs of force frequently, and up to 25 lbs of force constantly to move objects. Physical demand requirements are for medium to heavy work.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have eye, hand, and foot coordination.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment. Requires ambulatory coordination for field visits.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color. Requires the visual acuity to determine depth perception and peripheral vision.

Data Analysis/Use: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Prepare and analyze written or computer data, etc.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of technical reports, letters and memos, budget reports, diagrams, etc. Requires the ability to prepare correspondence, reports, forms, budgets, studies, assessments, contracts, purchase orders, etc; using prescribed formats and conforming to all rules of punctuation and grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control confidence.

Physical Communication: Requires the ability to talk and/or listen (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

Intelligence: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals, multiply and divide, determine percentages and decimals, statistical analyses, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Public Works Department as it pertains to the duties of the Public Works Director/Assistant District Manager. Has thorough knowledge of the operating principles and practices, and maintenance requirements of stormwater collection. Has considerable knowledge of the principles of plumbing and hydraulics as related to stormwater systems. Has considerable knowledge of the occupational hazards and safety precautions of public utilities work. Has working knowledge of the occupational hazards involved and proper safety precautions necessary for the proper operation of varied construction and maintenance equipment. Has working knowledge of the tools, materials and supplies used in the maintenance of the District Storm water system, is skilled in the operation of trucks, and motorized equipment. Is skilled in the servicing, and care of motorized equipment. Has considerable knowledge of the financing sources and programs available through State and Federal funding agencies for construction and expansion of storm water systems, and of the requirements and standards for obtaining and retaining State and Federally funded programs. Has considerable knowledge of the principles and practices of supervision, organization, and public administration. Has considerable knowledge of the current literature, trends, and development in the field of public works operations and administration. Is able to use common office machines, including popular computer-drive word processing, spreadsheet and file maintenance programs. Is able to plan, assign, and coordinate the work of a large professional and technical staff. Is able to prepare budget and monitor department expenditures. Is able to prepare clear and comprehensive financial, administrative and analytical reports. Is able to effectively express ideas orally and in writing. Is able to establish and maintain effective working relationship with State officials, developers, contractors, and as otherwise necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Essential Job Functions."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with minimal supervision and instruction. Conveys

initiative and enthusiasm to others. Anticipates potential problems and needs and recommends or initiates appropriate preventive or corrective action.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction, direction; and strives to meet the goals and objectives of the same. Questions such instruction and direction when clarification of results or consequences are justified; i.e., poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the organization and personally demonstrate a cooperative and collegial attitude.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events. Is sensitive to work schedules of others.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the organization and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

District Policy and Procedures: Adheres to all rules and regulation pertaining to the District policy manual. Also responsible for knowledge of any update to the District policy manual.

DISCLAIMER: This job description is not an employment agreement or contract. The Board of Supervisors reserves the exclusive right to alter the job description at any time without notice except as may be required for Board approval of a policy revision.

Public Works Superintendent 2001

Grade: E28

Reports to: Assistant Public Works Director
Public Works Director

Classification: Exempt
Essential Employee

Division: Public Works

Date: 10-6-08

Approved: 10-21-08

Revision Date: 6-1-10, 12-5-17

Revision Approved: 6-1-10

Job Summary:

Performs difficult technical and intermediate administrative work supervising the maintenance and repair of District Public Works facilities within the District. Supervision is exercised over all District Public Works personnel. Work is performed under regular supervision.

Essential Functions

1. Plans, organizes, directs, and schedules work projects and assigns staff and equipment.
2. Inspects maintenance, repair, and installation sites; gives technical advice to assist personnel.
3. Trains and instructs personnel as necessary.
4. Checks projects for progress and conformance to work plans and orders.
5. Receives requests for emergency and unscheduled work and coordinates completion of tasks.
6. Prepares a variety of reports; assists with preparing and monitors budget.
7. Oversees landscape maintenance.
8. Makes certain all safety regulations are followed.
9. Handles resident calls regarding vegetation and drainage complaints.
10. Checks and monitors lake levels, and aquatic vegetation.
11. Oversees the operation of the Districts storm water system.
12. Monitors wetlands and preserves.
13. Supervises the cutting of grass and bush hogging the right of ways and lake banks within the District.
14. Evaluates and maintains District drainage and storm water control ditches, swales, structures and ponds.
15. Supervise contractors, and District personnel in the cleaning of ditches, swales, gutters, culverts catch basins and other drainage structures.
16. Per the direction of the Public Works Director and District Engineer, inspects all laying of storm water pipe, and drainage structure construction within the District.
17. Has the ability to operate light to heavy equipment.
18. Oversees the setup of large diesel transfer pumps.

19. Interacts with the IT SCADA software supporter on system malfunction, operation, and troubleshooting.
20. Interacts with H.O.A's and other associations regarding a variety of District functions.
21. Job requires storm water certifications.
22. Monitors District Storm Water Retention Ponds elevations along with operating District Control gates via SCADA system.

Additional Job Functions

Prepares and/or generates various records and reports including daily job assignments, memorandums, capital items, and correspondence, etc.

Refers to policy procedure manuals, computer manuals, codes/laws/regulations, publications and text references, etc.

Operates vehicles, heavy equipment, and a variety of office equipment.

Uses measuring wheels, soil probes, dissolved oxygen meters, chemicals, fertilizers, mulch Asphalt, etc.

Uses computer software such as Microsoft Excel, and Word.

Interacts and communicates with various groups and individuals such as supervisors, administrative personnel, contractors, Board of Supervisors, and the general public.

Performs other tasks as assigned by the supervisor.

Qualifications

Requires an Associate's Degree with six to nine years of experience in the stormwater field and the use of heavy motorized equipment, preferably in public works field; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities. Possession of a valid Florida driver's license is required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, calculators, etc. Must be able to operate a variety of heavy motorized machinery and equipment. Must be able to exert up to 100 lbs. of force occasionally, and 50 lbs of force frequently, and up to 25 lbs of force constantly to move objects. Physical demand requirements are for medium to heavy work.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have eye, hand, and foot coordination.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment. Requires ambulatory coordination for field visits.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color. Requires the visual acuity to determine depth perception, peripheral vision.

Data Analysis/Use: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Prepare and analyze written or computer data, etc.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of technical reports, letters and memos, budget reports, diagrams, etc. Requires the ability to prepare correspondence, reports, forms, budgets, studies, assessments, contracts, purchase orders, etc; using prescribed formats and conforming to all rules of punctuation and grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control confidence.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

Intelligence: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide, determine percentages and decimals, statistical analyses, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Public Works Department as it pertains to the duties of the Public Works Superintendent. Has considerable knowledge of ditching machines, boring machines, hydro hammers, concrete pipe saws, and other equipment used in the stormwater collection system maintenance.

Has working knowledge of occupational hazards.

Has a working knowledge of the tools, materials and supplies used in the repair and maintenance of a stormwater collection system.

Is skilled in the operation of trucks and motorized equipment.

Has considerable knowledge of the principals and practices of supervision, organization, and public administration.

Has knowledge of the current literature, trends, and development in the field of operations and administration. Is able to use common office machines, including computer word processing,

spreadsheets and file maintenance programs. Is able to plan, assign, and coordinate the work of a medium size professional and technical staff. Is able to assist in preparing a budget and monitor departments expenditures. Is able to effectively express ideas orally and in writing. Is able to understand and follow oral and written instructions. Is able to train less skilled workers in the safe operation of motorized equipment used in the Public Works Department. Is able to perform physical labor for extended periods of time, possibly under arduous conditions. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Essential Job Functions."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with minimal supervision and instruction. Conveys initiative and enthusiasm to others. Anticipates potential problems and needs; recommends or initiates appropriate preventive or corrective action.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction, direction, and feedback; strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the organization and personally demonstrate a cooperative and collegial attitude.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the

position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events. Is sensitive to work schedules of others.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the organization and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

District Policy and Procedures: Adheres to all rules and regulation pertaining to the District policy manual. Also responsible for knowledge of any update to the District policy manual.

DISCLAIMER: This job description is not an employment agreement or contract. The Board of Supervisors reserves the exclusive right to alter the job description at any time without notice except as may be required for Board approval of a policy revision.

Irrigation Technician I

2003

Grade: 11

Reports to: Wastewater Treatment Plant Chief Operator
Assistant Utilities Director / Utilities Director

Classification: Non Exempt
Essential Employee

Division: Utilities

Date: 6-1-08

Approved: 10-21-08

Revision Date: 6-1-10, 12-5-17

Revision Approved: 6-1-10

Job Summary:

Performs intermediate to highly skilled work in the repair, maintenance, and care of irrigation system and pumps. Assists with device inspections and oversight of the Cross-Connection Control Program. Work is performed under regular supervision. May have limited supervision from the Irrigation Technician II.

Essential Job Functions

1. Operates wire-tracking device locating irrigation wires.
2. Operates trencher and knowledge of operating procedures.
3. Repairs and maintains irrigations systems and pumps.
4. Digs ditches for irrigation lines.
5. Helps disassemble pumps, replaces defective parts, and reassembles pump.
6. Checks all irrigation pump stations for leaks and ensures proper operation.
7. Checks all irrigation pump stations for proper operation and trouble shooting.
8. Checks clocks, timers, valves, and heads.
9. Replaces missing heads, repairs broken heads, and repairs broken irrigation lines.
10. Repairs hydraulic irrigation systems.
11. Monitors Central computer system for operation of irrigation pump stations.
12. Operates and trouble shoots field irrigation pump stations.
13. Operates and trouble shoots field irrigation pump stations chlorine and other chemical injection systems.
14. Does work orders and handles customer complaints.
15. Performs routine and scheduled maintenance of irrigation systems and pump stations.
16. Responsible for flushing of dead-end Irrigation Mains.

Additional Job Functions

Makes monthly inspections of areas using reclaimed water per EPA guidelines.

Responds to call after hours.

Makes a list of necessary supplies, parts, equipment, and tools to be stocked on repair truck.

Drives District repair truck.

Performs other tasks as assigned by the supervisor.

Qualifications

Requires a high school diploma or GED equivalent and some experience in pump maintenance or irrigation work. Possession of a valid state of Florida class E driver's license. Must acquire a State Backflow Testing Certification License within two years. Must acquire a Reclaimed Water Certification within two years. Position may require other special licenses and certificates

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to lift, carry and push articles weighing up to 50 lbs. Must wear personal protection equipment where required by the manufacturer of the equipment used, such as hard hat/helmet, safety glasses, goggles, safety belt, safety shoes/boots, hearing protectors, safety harness, and gloves. Able to withstand and manage exposure to extreme temperatures, animals/insects noise, vibration, dust, vapors, fumes, mist, smoke, toxic metals, and moving mechanical parts.

Manual Dexterity: Requires the ability to handle, grasp, lift, and move a variety of items such as maintenance equipment and tools. Must have good eye, hand, and foot coordination. Must be able to drive a vehicle.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using maintenance equipment.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color. Requires the visual acuity to determine depth perception, peripheral vision.

Data Analysis/Use: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Prepare and analyze written or computer data, etc.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of work orders, reports, correspondence, etc. Requires the ability to prepare work orders, correspondence, reports, forms, etc.; using prescribed formats. Requires the ability to speak with poise, voice control and confidence.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

Intelligence: Requires the ability to apply principles of logical to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages and decimals; statistical analyses, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under tight deadlines and when confronted with emergency situations.

PERFORMANCE INDICATORS

Knowledge of Work: Has thorough knowledge of the methods, policies, and procedures of the Utilities Department as they pertain to the performance of duties of the Irrigation Technician I. General knowledge of the tools, materials, and equipment used in irrigation system maintenance and repair work. Thorough knowledge of materials, equipment, tools and techniques of irrigation system repair and maintenance. Knowledge of safety precautions applicable to the duties of the job. Able to understand and follow oral and written instructions. Ability to use common hand tools. Ability to operate required machinery and equipment. Ability to perform manual labor for extended periods of time. Ability to direct the work of others. Skills in the operation, maintenance, and repair of electric and mechanical irrigation controllers. Ability to establish and maintain effective working relationships with associates. Has general knowledge of the occupational hazards and proper safety training.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Essential Job Functions."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time. Adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with minimal supervision and instruction. Conveys initiative and enthusiasm to others. Anticipates potential problems and needs; recommends or initiates appropriate preventive or corrective action.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction, direction, and feedback; strives to meet the goals and objectives of the same. Questions such instruction and direction when clarification of results or consequences are justified; i.e., poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the St. Lucie West Services District organization and personally demonstrates a cooperative and collegial attitude.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time and cost of completion of elements of work and establish a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events. Is sensitive to work schedules of others.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the organization and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

District Policy and Procedures: Adheres to all rules and regulation pertaining to the District policy manual, as well as the Collective Bargaining Agreement pertaining to the particular unit. Also responsible for knowledge of any update to the District policy manual.

DISCLAIMER: This job description is not an employment agreement or contract. The Board of Supervisors reserves the exclusive right to alter the job description at any time without notice except as may be required for Board approval of a policy revision.

Irrigation Technician II

2004

Grade: 12

Reports to: Wastewater Treatment Plant Chief Operator
Assistant Utilities Director / Utilities Director

Classification: Non-Exempt
Essential Employee

Division: Utilities

Date: 6-1-08

Approved: 10-21-08

Revision Date: 6-1-10, 12-5-17

Revision Approved: 6-1-10

Job Summary:

Performs intermediate to highly skilled work in the repair, maintenance, and care of irrigation system and pumps. Responsible for the maintenance and repair of irrigation systems on District medians and rights of ways, as well as common ground areas. Assists with device inspections and oversight of the Cross-Connection Control Program. Assists with the management of the Cross-Connection Control Program and Records Database. Supervision may be exercised over semi-skilled workers. Work is performed under regular supervision.

Essential Job Functions

1. Supervises and participates in the installation, repair, and maintenance of irrigation systems
2. Repairs irrigation system controllers and plumbing problems on District property.
3. Replaces seals and impellers on irrigation pumps
4. Monitors controllers and automatic systems.
5. Schedules daily work assignments.
6. Troubleshoots system malfunctions; locates leaks.
7. Monitors watering time and cycles on controllers.
8. Monitors daily the SCADA software for malfunctions in the irrigation system.
9. Troubleshoots electric and mechanical controllers and assists Irrigation Technician I daily.
10. Interacts with Wastewater Treatment Plant Chief Operator and the IT SCADA software supporter on systems operations and troubleshooting.
11. Consults with City staff on the operation of irrigation systems on City owned medians and Rights of ways.
12. Does work orders and handles customer complaints.
13. Interacts with H.O.A.s and other associations regarding volume of water and irrigation pressures.
14. Performs shut down and turn on of individual systems at point of entry.
15. Operates trenching machines.
16. Operates small excavators.
17. Drives District service truck when working on call schedule.
18. Digs ditches for irrigation lines.
19. Helps disassemble pumps, replace defective parts, and reassembles pumps.
20. Operates and troubleshoots irrigation pump stations.
21. Operates and troubleshoots field irrigation chlorine and other chemical injection systems.

22. Replaces missing heads and repairs broken heads.
23. Orders supplies, chemicals for safe operation of pump stations and distribution system.
24. Performs routine and scheduled maintenance of irrigation systems and pump stations.
25. Coordinates and communicates with contractors working within District.
26. Maintains defined log books for different operations.
27. Maintains an inventory log for all reclaimed property and supplies.
28. Oversees the flushing program for Irrigation Mains.

Additional Job Functions

Makes monthly inspections of areas using reclaimed water per EPA guidelines.
Responds to call after hours.
Makes a list of necessary supplies, parts, equipment, and tools to be stocked on repair truck.
Drives District repair truck.
Prepares monthly operations reports and tracks monthly usage from irrigation pump stations.
Submits reports to the proper Regulatory Agencies
Performs other tasks as assigned by the supervisor.

Qualifications

Requires a high school diploma or GED equivalent, and some experience in pump maintenance or irrigation work. Possession of a valid state of Florida class E driver license. Must have a State Backflow Certification License. Reclaimed Water Certification. Position may require other special licenses and certificates. Experience in supervising unskilled to semiskilled personnel.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to lift, carry and push articles weighing up to 80 lbs. Must wear personal protection equipment where required by the manufacturer of the equipment, such as hard hat/helmet, safety glasses, goggles, safety belt, safety shoes/boots, hearing protectors, safety harness, and gloves. Able to withstand and manage exposure to extreme temperatures, animals/insects noise, vibration, dust, vapors, fumes, mist, smoke, toxic metals, and moving mechanical parts.

Manual Dexterity: Requires the ability to handle, grasp, lift, and move a variety of items such as maintenance equipment and tools. Must have good eye, hand, and foot coordination. Must be able to drive a vehicle.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using maintenance equipment.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color. Requires the visual acuity to determine depth perception, peripheral vision,

Data Analysis/Use: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Prepare and analyze written or computer data, etc.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of work orders, reports, correspondence, etc. Requires the ability to prepare work orders, correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak with poise, voice control and confidence.

Physical Communication: Requires the ability to talk and/or listen (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

Intelligence: Requires the ability to apply principles of logical to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide, determine percentages and decimals, statistical analyses, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under tight deadlines and when confronted with emergency situations.

PERFORMANCE INDICATORS

Knowledge of Work: Has thorough knowledge of the methods, policies, and procedures of the Utilities Department as they pertain to the performance of duties of the Irrigation Technician II. General knowledge of the tools, materials, and equipment used in irrigation system maintenance and repair work thorough knowledge of materials, equipment, tools and techniques of irrigation system repair and maintenance. Knowledge of safety precautions applicable to the duties of the job. Ability to understand and follow oral and written instructions. Ability to use common hand tools. Ability to operate required machinery and equipment. Ability to perform manual labor for extended periods of time. Ability to direct the work of others. Skilled in the operation, maintenance, and repair of electric and mechanical irrigation controllers. Ability to establish and maintain effective working relationships with employees. Has general knowledge of the occupational hazards and proper safety training.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any deficiencies that occur in areas of responsibility. Maintains high quality communication and interfaces with all departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Essential Job Functions."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time. Adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with minimal supervision and instruction. Conveys initiative and enthusiasm to others. Anticipates potential problems and needs; recommends or initiates appropriate preventive or corrective action.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction, direction, and feedback; strives to meet the goals and objectives of the same. Questions such instruction and direction when clarification of results or consequences are justified; i.e., poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the St. Lucie West Services District organization and personally demonstrates a cooperative and collegial attitude.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time and cost of completion of elements of work and establish a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events. Is sensitive to work schedules of others.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the organization and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

District Policy and Procedures: Adheres to all rules and regulation pertaining to the District policy manual, as well as the Collective Bargaining Agreement pertaining to the particular unit. Also responsible for knowledge of any update to the District policy manual.

DISCLAIMER: This job description is not an employment agreement or contract. The Board of Supervisors reserves the exclusive right to alter the job description at any time without notice except as may be required for Board approval of a policy revision.

Landscape Maintenance Tech/ Exotic Plant Removal Foreman 2015

Grade: 16

Reports to: Assistant Public Works Superintendent

Classification: Non Exempt
Essential Employee

Division: Public Works

Date: 6-1-08

Approved: 10-21-08

Revision Date: 6-1-10, 12-5-17

Revision Approved: 6-1-10

Job Summary:

Under general supervision performs a wide variety of landscape maintenance functions including the removal of exotic plant material from wetlands, wetland buffers, and preserves within the District. Performs intermediate skilled work supervising and participating in the maintenance of improved landscape areas as well as the removal of exotic plant material from wetlands, wetland buffers, and preserve areas. Limited supervision is exercised over a small crew of unskilled and semiskilled workers.

Essential Job Functions

1. Assigns work and ensures that the crew is started with assignments in the morning.
2. Reviews and monitors daily work of employees.
3. Maintains turf grass, shrubbery, and trees including planting, watering, trimming, mowing, edging, fertilizing, and weed and pest control.
4. Trims hedges and shrubs with hand shears or power edgers, prunes, and trims trees and palms. Removes dead trees and exotic trees and plants using hand saws, chainsaws, and clippers.
5. Operates blower for cleaning sidewalks and asphalt areas of gravel and small debris.
6. Maintains care and upkeep of equipment and tools.
7. Works with large and small tree chippers safely.
8. Reports any situation that might be potentially hazardous for pedestrians to Public Works Superintendent.
9. Receives and/or reviews verbal instructions and on the job training.
10. Operates vehicles such as trucks, mowers, and support equipment, etc.
11. Assists the equipment operators.
12. Interacts and/or communicates with groups and individuals including the immediate supervisor, co-workers, and the general public.
13. Operates and directs the use of available equipment, materials, and personnel to obtain maximum effectiveness and economy.
14. Inspects maintenance, repair and instillation sites, and gives technical advice and assistance to personnel.
15. Attends Managers meeting as well as staff meetings.
16. Monitors Storm Water retention pond elevations, along with operating control gates via SCADA System

Additional Job Functions

Performs disaster relief.
Provides assistance with various crews.
Performs cleaning.
Performs other tasks as assigned by the supervisor.

Qualifications

General knowledge and methods of practice of and the equipment and tools in the repair and/or maintenance of landscape and related facilities. Thorough knowledge of turf conditions related to irrigation and water requirements. Thorough knowledge of the operation of large and small turf equipment. Knowledge of the occupational hazards and safety precautions of the work related equipment operations. Skilled in the use of the equipment and tools for the landscape trade. The ability to prepare semi detailed reports. The ability to supervise the work of semiskilled or unskilled workers and establish and maintain effective working relationships with employees. Possession of a valid Florida driver's license if required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including tractors, lawn mowers, welders, rakes, and power and hand tools etc. Must be able to exert up to 80 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are for Medium Work.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools and janitorial equipment. Must have minimal levels of eye, hand, and foot coordination.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using power and hand tools.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color, visual acuity to determine depth perception, peripheral vision, inspection for small parts, prepare and analyze written or computer data, etc.

Data Analysis/Use: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving receiving instructions, assignments, or directions from superiors.

Language Ability: Requires the ability to read simple forms, and prepare time sheets and leave slips using prescribed format.

Physical Communication: Requires the ability to talk and/or listen: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

Intelligence: Requires the ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions with problems involving a few concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract, multiply and divide totals, and utilize decimals and percentages.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Public Works Department as they pertain to the performance of the duties of the Landscape Maintenance/ Exotic Plant Removal Foreman. Has working knowledge of basic grounds keeping practices and procedures of the department as they pertain to the performance of duties. Has working knowledge of pruning, spraying and trimming requirements of shrubs and trees. Has working knowledge of hazards and applicable safety requirements of area of assignment and equipment and machines used. Has some knowledge of the maintenance and repair of small gasoline engines. Has some knowledge of and is able to use equipment, materials and tools used in the construction and maintenance trades. Is skilled in the use of mowers, pruners and other grounds maintenance equipment and tools. Is able to perform strenuous work under varying weather conditions. Is able to understand and follow oral instructions. Is able to establish and maintain effective working relationships as necessary by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Essential Job Functions."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards, and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress. Initiates proper and acceptable direction for completion of work with minimal supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures. Seeks expert or experienced advice and researches problems, situations, and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction; strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified; i.e. poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology; avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions, and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the organization and various regulatory agencies. Strives to see that the standards are not violated. Maintains a clean and orderly workplace.

District Policy and Procedures: Adheres to all rules and regulation pertaining to the District policy manual. Also responsible for knowledge of any update to the District policy manual.

DISCLAIMER: This job description is not an employment agreement or contract. The Board of Supervisors reserves the exclusive right to alter the job description at any time without notice except as may be required for Board approval of a policy revision.

Landscape Maintenance Tech/ Exotic Plant Removal Technician 2016

Grade: 10

Reports to: Assistant Public Works Superintendent

Classification: Non Exempt

Division: Public Works

Date: 6-1-08

Approved: 10-21-08

Revision Date: 6-1-10, 12-5-17

Revision Approved: 6-1-10

Job Summary:

Under general supervision performs a wide variety of landscape maintenance functions including the removal of exotic plant material from wetlands, wetland buffers, and preserves within the District. Performs manual work such as digging, raking, sweeping, and hoeing.

Essential Job Functions

1. Maintains turf grass, shrubbery, and trees including planting, watering, trimming, mowing, edging, fertilizing, and weed and pest control.
2. Trims hedges and shrubs with hand shears or power edgers, prunes, trims trees, and palms.
3. Removes dead trees and exotic trees and plants using hand saws, chainsaws, and clippers.
3. Operates blower for cleaning sidewalks and asphalt areas of gravel and small debris.
4. Maintains care and upkeep of equipment and tools.
5. Works with large and small tree chippers safely
6. Reports any situation that might be potentially hazardous for pedestrians to supervisor.
7. Receives and/or reviews verbal instructions and on the job training.
8. Operates vehicles such as trucks, mowers, and support equipment, etc.
9. Assists the equipment operators.
10. Interacts and/or communicates with groups and individuals including the immediate supervisor, coworkers, and the general public.

Additional Job Functions

Performs disaster relief.
Provides assistance with various crews.
Performs cleaning.
Performs other tasks as assigned by the supervisor.

Qualifications

Skilled in safe use of hand tools such as shears, hoes, pruners, weed eaters, power edgers. Small lawnmowers, chainsaws and tree chippers. General knowledge of planting techniques. Proper method of operating motorized equipment. Possession of a valid Florida driver's license is required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including tractors, lawn mowers, welders, rakes, and power/hand tools, etc. Must be able to exert up to 80 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are for medium work.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using power and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools and janitorial equipment. Must have minimal levels of eye, hand, and foot coordination.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color, visual acuity to determine depth perception and peripheral vision.

Data Analysis/Use: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving receiving instructions, assignments, or directions from superiors.

Language Ability: Requires the ability to read simple forms and prepare time sheets and leave slips using prescribed format.

Physical Communication: Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear.). Must be able to communicate via a telephone.

Intelligence: Requires the ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions with problems involving a few concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract, multiply and divide.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Public Works Department as they pertain to the performance of the duties of the Landscape Maintenance/Exotic Plant Removal Technician. Has working knowledge of basic grounds keeping practices and procedures of the department as they pertain to the performance of duties. Has working knowledge of pruning, spraying, and trimming requirements of shrubs and trees. Has working knowledge of hazards and applicable safety requirements of area assignment and equipment and machines used. Has working knowledge of construction techniques involved with the actual erection and maintenance of buildings and other structures. Knowledge of the maintenance and repair of small gasoline engines. Knowledge of and is able to use equipment, materials, and tools used in the construction and maintenance trades. Is skilled in the use of mowers, pruners, and other grounds maintenance equipment and tools. Is able to perform strenuous work under varying weather conditions. Is able to understand and follow oral instructions. Is able to establish and maintain effective working relationships as necessary by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, co-workers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Essential Job Functions."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards, and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with minimal supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures. Seeks expert or experienced advice and researches problems, situations, and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction; strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified; i.e. poor communications, variance with policy or procedures, etc. Offers suggestions and

recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology; avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions, and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the organization and various regulatory agencies. Strives to see that the standards are not violated. Maintains a clean and orderly workplace.

District Policy and Procedures: Adheres to all rules and regulation pertaining to the District policy manual. Also responsible for knowledge of any update to the District policy manual.

DISCLAIMER: This job description is not an employment agreement or contract. The Board of Supervisors reserves the exclusive right to alter the job description at any time without notice except as may be required for Board approval of a policy revision.

Assistant Mechanic 2017

Grade: 14

Reports to: Mechanic Shop Foreman
Public Works Director, Utilities Director

Classification: Non Exempt
Essential Employee

Division: Utilities /Public Works

Date: 6-1-08

Approved: 10-21-10

Revision Date: 6-1-10, 12-5-17

Revision Approved: 6-1-10, 12-5-17

Job Summary:

Responsible for a variety of duties related to manual work in the maintenance and operation of the vehicles and equipment owned and used by the Services District. Work is performed under the primary supervision of the Mechanic/Shop Foreman.

Essential Job Functions

1. Schedules equipment and vehicle repairs.
2. Performs vehicle and equipment repairs.
3. Performs emergency repairs.
4. Helps in maintaining inventory parts and supplies.
5. Keeps records and generates reports of defective equipment and vehicles including repair reports.
6. Repairs major vehicle and equipment systems and components such as power plant, drive train, cooling and steering, and suspensions.
7. Repairs systems such as electrical, hydraulic, air-conditioning, brakes and body, and computer systems on vehicles.
8. Road tests vehicles for adequacy and completeness of repairs.

Additional Job Functions

Meets with Supervisors regarding the priority of scheduling repairs.

Operates equipment such as trucks, motor vehicles, heavy tractors, and hand held power tools.

Assist in yard duties at any time.

Performs repairs in the field to broke down units

Assists in cleaning up shop.

Repairs shop equipment and tools.

Uses brake lathe, press, balancers, grinders, cutting torches, welders, computer analyzers, probes, electrical system diagnostics, hand tools, pneumatic tools, lubrication and fluids, small hardware, replacement parts, tires, etc.

Use computer software.

Performs routine preventative maintenance on District owned vehicles.

Inspects vehicles and equipment to ensure they comply with statutory safety requirements.

Repairs and maintains marine equipment.

Performs other tasks as assigned by the supervisor.

Qualifications

Requires a high school diploma or GED equivalent or vocational school. Possession of valid State of Florida Class “B” driver’s license or ability to obtain a “B” drivers license within three (3) months of hire. Must have a strong vehicle and equipment background, able to diagnose mechanical problems on new and old vehicles. Must have at least two years experience in vehicle and equipment repair shop.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to lift, carry and push articles weighing up to 50 lbs. Must wear personal protection equipment where required by the manufacturer of the equipment used such as hard hat/helmet, safety glasses, goggles, safety belt, safety shoes/boots, hearing protectors, safety harness, and gloves. Able to withstand and manage exposure to extreme temperatures, animals/insects noise, vibration, dust, vapors, fumes, mist, smoke, toxic metals, and moving mechanical parts.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools and janitorial equipment. Must have minimal levels of eye, hand, and foot coordination.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using power and hand tools.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color. Requires the visual acuity to determine depth perception and peripheral vision.

Data Analysis/Use: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read simple forms. Requires the ability to prepare time sheets and leave slips using prescribed format.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

Intelligence: Requires the ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions with problems involving a few concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract, multiply and divide, utilize decimals and percentages.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

PERFORMANCE INDICATORS

Knowledge of Work: Has thorough knowledge of the methods, policies, and procedures of the Project Maintenance and Utilities Department as they pertain to the performance of duties of the Assistant Mechanic. Has considerable knowledge of the principles of electrical, mechanical, and hydraulic maintenance equipment. Has considerable knowledge of the common practices, tools, methods and techniques used in the electrical and mechanical maintenance, carpentry, and plumbing trades. Has general knowledge of the occupational hazards and proper safety training

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Essential Job Functions."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards, and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with minimal supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction; strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified; i.e., poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology; avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions, and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the organization and various regulatory agencies. Strives to see that the standards are not violated. Maintains a clean and orderly workplace.

District Policy and Procedures: Adheres to all rules and regulation pertaining to the District policy manual. Also responsible for knowledge of any update to both the District policy manual.

DISCLAIMER: This job description is not an employment agreement or contract. The Board of Supervisors reserves the exclusive right to alter the job description at any time without notice except as may be required for Board approval of a policy revision.

Administrative Assistant 3002

Grade: 16

Reports to: Director of Office Administration

Classification: Non Exempt

Division: Utilities/Public Works

Date: 6-1-08

Approved: 10-21-08

Revision Date: 6-1-10, 2-5-13, 12-5-17

Revision Approved: 6-1-10, 4-2-13

Job Summary:

Under general supervision performs clerical and administrative duties to support the District Manager, Utilities Director, Public Works Director, and Director of Office Administration. Work involves some advanced and skilled secretarial duties, processing correspondence, employee information, payroll, purchase orders, invoices, and other office duties as required. Perform backup duties for the Billing Clerk and the Executive Assistant / Human Resources Coordinator.

Essential Job Functions

1. Supports with office functions and serves as aide to the District Manager, Utilities Director, Public Works Director, and Director of Office Administration.
2. Oversees payroll system to ensure information is accurate and available in a timely manner for final processing.
3. Works with the Management to process employee paperwork for health, life, dental insurance, immunizations, worker compensation, and submits to appropriate agencies.
4. Assists Management with the preparation and updates of correspondence, spreadsheets and reports.
5. Maintains master asset list and submits asset information to update insurance policy.
6. Processes petty cash, expense reports, check requests
7. Processes general and utilities fund deposits per management.
8. Coordinates the acquisition of employee uniforms.
9. Monitors and maintain office supplies as needed for the District.
10. Assists in identifying, operating and troubleshooting office hardware and software including: copier, printer, office phones, cell phones, alarm, gate malfunction, etc.
11. Interacts and communicates with various groups and individuals such as the immediate manager, district management, customers, co-workers, builders, management company staff, board of supervisors, city officials, vendors, HOA, IOA COA and the general public.
12. Tracks paid time off for payroll purposes.
13. Assists with training and travel arrangements and process reimbursement according to District policies.
14. Assists with the acquisition of hardware and software.

15. Assists with the renewal of service agreements for software such as: Wonderware software for the Scada system, the firewall located at the administration building and others as needed.
16. Performs research and retrieval of records for vendor issues as well as other project as needed.
17. Assists with audio and visual setup for Board Meetings and attend meetings upon request.
- 18.
19. Maintains and completes Utilities and General Fund purchase orders to process District invoices and research issues prior to approval.
20. Backs up the Billing Clerk duties as needed.
21. Backs up the Executive Assistant/Human Resources Coordinator.
22. Assist as backup with employee related benefits.

Additional Job Functions

Use computer software such as MS Word, Excel, Powerpoint, Adobe Reader, payroll and billing software.

Provides information in person and by telephone regarding services provided by the District.

Informs customers of policies and procedures, regulation fees, and District tariffs.

Works with customers to answer billing questions, and resolve any issues.

Assists with opening and sorting mail.

Operates calculator, personal computer, and other standard office equipment.

Assist Management with special projects.

Performs other tasks as assigned.

Qualifications

Requires a high school diploma with two to five years of experience in administrative work; or any equivalent combination of education and experience that provides the required knowledge skills and abilities to perform this job. General knowledge of standard office procedures, practices, and equipment. General knowledge of utilities service connection and termination procedures, billing, and collections. The ability to understand and follow oral and written directions. The ability to establish and follow detailed work procedures. Skilled in the use of a variety of office machines, computer equipment, and computer software such as MS office. The ability to establish and maintain effective working relationships with District residents and customers. Possession of a valid Florida driver's license is required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, calculators, envelope stuffer, postage machine, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Work is rated as light work.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have eye, hand, and foot coordination.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment. Requires ambulatory coordination for field visits.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color. Visual acuity to determine depth perception and peripheral vision.

Data Analysis/Use: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Prepare and analyze written or computer data, etc.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, records, forms, etc. Requires the ability to prepare cash reports, deposit slips, and other related forms using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

Intelligence: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision, and acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract, multiply and divide totals. Determine percentages and decimals and statistical analyses, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the District as they pertain to the performance of duties of the Administrative Assistant. Has thorough knowledge of the principles, practices, goals, and programs of the District. Is able to analyze

technical and statistical information, and to prepare technical and other reports. Is able to make sound, educated, independent decisions. Is able to effectively communicate with various types of groups and individuals such as board members, department employees, co-workers, trainees, sales representatives, civic and governmental leaders, computer consultants, and the general public. Is able to use judgment and discretion in carrying out duties and responsibilities. Have good human relations and technical skills.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Essential Job Functions."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with minimum tardiness and absences, adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with minimal supervision and instruction. Conveys initiative and enthusiasm to others. Anticipates potential problems and needs and recommends or initiates appropriate preventive or corrective action.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures. Seeks expert or experienced advice and researches problems, situations, and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction; strives to meet the goals and objectives. Questions such instruction and direction when clarification of results or consequences are justified; i.e. poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the organization and personally demonstrate a cooperative and collegial attitude.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with time-management methodology; avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions, and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events. Is sensitive to work schedules of others.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the organization and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

District Policy and Procedures: Adheres to all rules and regulation pertaining to the District policy manual. Also responsible for knowledge of any update to the District policy manual.

DISCLAIMER: This job description is not an employment agreement or contract. The Board of Supervisors reserves the exclusive right to alter the job description at any time without notice except as may be required for Board approval of a policy revision.

Billing Clerk 3003

Grade: 16

Reports to: Director of Office Administration

Classification: Non Exempt

Division: Utilities

Date: 6-1-08

Approved: 10-21-08

Revision Date: 6-1-10, 2-5-13, 12-5-2017

Revision Approved: 6-1-10, 4-2-13

Job Summary:

Under general supervision this position is responsible for billing and clerical duties in the operation of the Districts Utilities Department. Work involves processing monthly residential and commercial billing functions, such as preparing equipment for meter reading, working with different departments to ensure accurate billing and completion of all billing and reporting processes. Perform backup duties for the Administrative Assistant, Human Resources and assist with benefit coordination functions.

Essential Job Functions

1. Completes daily and monthly processes related to billing.
2. Prepares daily deposits and reviews for accuracy to ensure prompt daily deposits to District bank accounts.
3. Generates and ensures accuracy of monthly billing.
4. Works in conjunction with the Underground Utilities Superintendent and the Underground Utilities Assistant Superintendent to ensure daily coordination of work flow for meter readings.
5. Loads and unloads hand held meter reading devices to ensure correct and accurate billing.
6. Advises Utilities Director of applications for service from residential and/or commercial connections.
7. Assists the Utilities Director in reviewing various reports including new construction ERC's, meter reading, and various other records, reports, memos and correspondence.
8. Assists the Utilities Director in deciphering, categorizing, and calculating residential and commercial ERC's.
9. Collect, apply, and deposit ERC payments.
8. Runs monthly bills and prepares for mailing and distribution.
9. Runs monthly final bill notices on delinquent accounts and prepares them for mailing.
10. Runs lock-off register and ensure all delinquent accounts that have been final noticed are locked off with the assistance of the customer service and underground utilities staff.
11. Assists Customer Service Representatives "CSR" with billing questions and resolves issues concerning bills according to District policies, procedures, and the District Tariff.
12. Accepts complaints and courteously analyzes any problems.
13. Monitors the research, and collection of monies owed to the District from inactive or delinquent accounts.

14. Create and process customer letters.
15. Prepares month end reports to ensure accuracy prior to forwarding reports to the District Finance Department.
17. Processes automatic bank drafts and other payment processes.
18. Prepares copies of deposit receipts and forwards to the District Finance Department.
19. Oversees the District billing system and ensures accuracy of any adjustments to the system in conjunction with the billing software provider and their support technicians.
20. Maintains and orders supplies for billing department.
21. Backs up the Administrative Assistant.
22. Assist as backup for the Executive Assistant/Human Resources Coordinator. .

Additional Job Functions

Uses clerical supplies and computer software such as; MS Outlook, Word, Excel, billing, and other software related to essential job functions
 Operates a variety of equipment such as a computer, printer, fax, copier, calculator, telephone, postage machine, and billing sorter.
 Prepares spreadsheets using Excel.
 Assists with special projects.
 Assists with upgrades to the Billing software.
 Performs other tasks as assigned by the supervisor.

Qualifications

Requires a high school diploma with two to three years of experience in billing and administrative work; or any equivalent combination of education and experience that provides the required knowledge skills and abilities. Thorough knowledge of utilities service connection and termination procedures, billing, and collections. General knowledge of standard office procedures, practices, and equipment. The ability to understand and follow oral and written directions. The ability to establish and follow detailed work procedures. Skilled in the use of a variety of office machines and computer equipment. The ability to establish and maintain effective working relationships with District residents and customers. Possession of a valid Florida driver's license is required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, calculators, postage machine, envelope stuffer, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Work is rated as light work.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have eye, hand, and foot coordination.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment. Requires ambulatory coordination for field visits.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color, visual acuity to determine depth perception and peripheral vision.

Data Analysis/Use: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Prepare and analyze written or computer data, etc.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, records, forms, etc. Requires the ability to prepare cash reports, deposit slips, and other related forms using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

Intelligence: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision, and acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract, multiply and divide totals. Determine percentages and decimals and statistical analyses, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Utilities Department as they pertain to the performance of duties of the Billing Clerk. Has thorough knowledge of the principles, practices, goals, and programs of the department. Has considerable knowledge of the administration and operations of the meter division of the department. Has considerable knowledge of the tools, equipment, materials, methods, and practices used to carry out the meter reading, servicing and maintenance functions. Has thorough knowledge of local State, or Federal regulations that apply. Has thorough knowledge of customer accounting, including billing practices and procedures, bookkeeping involved in the collection of customer accounts, policies relating to the

connecting and disconnecting of customer utilities. Is able to organize and present technical information clearly and concisely to various groups and individuals. Is able to analyze technical and statistical information, and to prepare technical and other reports. Is able to make sound, educated, independent decisions. Is able to effectively communicate with various types of groups and individuals such as board members, department employees, co-workers, trainees, sales representatives, civic and governmental leaders, computer consultants, and the general public. Is able to use judgment and discretion in carrying out duties and responsibilities. Has the verbal ability to make effective presentations and prepare effective reports, and the mathematical ability to carry out needed calculations accurately and quickly. Has good human relations and technical skills.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Essential Job Functions."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends work regularly and on time with minimum tardiness and absences. Adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with minimal supervision and instruction. Conveys initiative and enthusiasm to others. Anticipates potential problems and needs and recommends or initiates appropriate preventive or corrective action.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures. Seeks expert or experienced advice and researches problems, situations, and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives. Questions such instruction and direction when clarification of results or consequences are justified, i.e. poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the organization and personally demonstrate a cooperative and collegial attitude.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with time-management methodology; avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions, and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events. Is sensitive to work schedules of others.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the organization and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

District Policy and Procedures: Adheres to all rules and regulation pertaining to the District policy manual. Also responsible for knowledge of any update to the District policy manual.

DISCLAIMER: This job description is not an employment agreement or contract. The Board of Supervisors reserves the exclusive right to alter the job description at any time without notice except as may be required for Board approval of a policy revision.

Receptionist/Secretary 3005

Grade: 10

Reports to: Public Works Superintendent
Assistant Utilities Director

Classification: Non Exempt

Division: Public Works/Utilities

Date: 12-5-17

Approved:

Job Summary:

Under general supervision performs customer service and clerical duties to assist the department. Work involves answering customer calls, processing work orders, working with vendors, assisting visitors and processing purchase orders. Assists the Administrative Assistant with Accounts Payable and performs other work as required.

Essential Job Functions

1. Processes daily work orders and data enter on-call nightly work orders for tracking purposes.
2. Process and disperse all mail accordingly.
3. Greets the public and directs them to the appropriate department.
4. Accepts changes and modifies vendor billing information.
5. Provides information in person and by telephone regarding services of the District.
6. Informs customers of policies and procedures, regulation fees, and District tariffs.
7. Issues Purchase Order numbers.
8. Maintains and completes purchase orders to process invoices.
9. Research vendor invoice issues and process for approval and payment.
10. Processes and assembles data for computer input.
11. Performs general secretarial functions.
12. Operates calculator, personal computer, and other standard office equipment.

Additional Job Functions

Use computer software such as MS Word, Excel, and Power Point.
Assists the Administrative Assistant with Accounts Payable.
Performs other duties as required.

Qualifications

Requires a high school diploma with one to two years of experience in general secretarial work; or any equivalent combination of education and experience that provides the required knowledge skills and abilities to perform job. General knowledge of standard office procedures, practices, and equipment. The ability to understand and follow oral and written directions. The ability to establish and follow detailed work procedures. Skilled in the use of a variety of office machines and computer equipment. The ability to establish and maintain effective working relationships with District residents, vendors and customers. A valid Florida driver's license is required.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, calculators, envelope stuffer, postage machine, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Work is rated as light work.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have eye, hand, and foot coordination.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment; requires ambulatory coordination for field visits.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color. Requires the visual acuity to determine depth perception and peripheral vision.

Data Analysis/Use: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Prepare and analyze written or computer data, etc

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, records, forms, etc. Requires the ability to prepare cash reports, deposit slips, and other related forms using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

Intelligence: Requires the ability to learn and understand relatively complex principles and techniques to make independent judgments in absence of supervision and to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract, multiply and divide totals. Determine percentages and decimals and statistical analyses, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Utilities and Public Works Department as they pertain to the performance of duties of the Receptionist/Secretary. Has thorough knowledge of the principles, practices, goals, and programs of the department. Has thorough knowledge of local, State, or Federal regulations that apply. Is able to organize and present technical information clearly and concisely to various groups and individuals. Is able to analyze technical and statistical information, and to prepare technical and other reports. Is able to make sound, educated, independent decisions. Is able to effectively communicate with various types of groups and individuals such as board members, department employees, co-workers, trainees, sales representatives, civic and governmental leaders, computer consultants, and the general public. Is able to use judgment and discretion in carrying out duties and responsibilities. Have the verbal ability to make effective presentations and prepare effective reports, and the mathematical ability to carry out needed calculations accurately and quickly. Have good human relations and technical skills.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Essential Job Functions."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with minimum tardiness and absences. Adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with minimal supervision and instruction. Conveys initiative and enthusiasm to others. Anticipates potential problems and needs and recommends or initiates appropriate preventive or corrective action.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction; strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are

justified; i.e. poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the organization and personally demonstrate a cooperative and collegial attitude.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology; avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events. Is sensitive to work schedules of others.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the organization and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

District Policy and Procedures: Adheres to all rules and regulation pertaining to the District policy manual. Also responsible for knowledge of any update to the District policy manual.

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.

Customer Service Representative / Administrative Assistant

Part-time

3006

Grade: 14

Reports to: Director of Office Administration

Classification: Non Exempt

Division: Utilities/Public Works

Date: 12-5-17

Approved:

Job Summary:

Under general supervision performs customer service and clerical duties to assist in the operation of the District's Utilities and Public Works Departments. Work involves answering customer calls, processing mail, customer information, utility payments, deposits, refunds, work orders, and locates. Performs other work as required.

Essential Job Functions

1. Process utility payments and posts to proper accounts.
2. Issues receipts and necessary paperwork to customers.
3. Processes daily work orders and data enter on-call nightly work orders for tracking purposes.
4. Process and disperse all mail accordingly.
5. Accepts changes and modifies customer billing information.
6. Provides information in person and by telephone regarding services of the District.
7. Informs customers of District rules, policies and procedures, and regulation fees.
8. Works with customers to resolve billing questions, problems, disconnect notices, etc.
9. Open and close residential and commercial accounts.
10. Collect and process customer payments.
11. Receives and processes applications for new services; residential, commercial, temporary meters, bulk water, dispensed water, etc.
12. Process meter change outs in billing system.
13. Processes changes to customer files.
14. Assists utility customers with online process.
15. Issues Purchase Order numbers.
16. Backup to process general fund and utility fund invoices for approval and payment
17. Processes and assembles data for computer input.
18. Performs general secretarial functions.
19. Operates calculator, personal computer, and other standard office equipment.
20. Researches and corrects errors in customer accounts.
21. Creates customer letters and other work associated with collecting monies owed to the District from inactive accounts.

Additional Job Functions

Use computer software; such as MS Outlook, Word, Excel, and other software essential to job functions.

Performs other tasks as assigned by the billing clerk and supervisor.

Qualifications

Requires a high school diploma with two to three years of experience in administrative work; or any equivalent combination of education and experience that provides the required knowledge skills and abilities to perform job. General knowledge of standard office procedures, practices, and equipment. General knowledge of utilities service connection and termination procedures, billing, collecting, and adjustments. The ability to understand and follow oral and written directions. The ability to establish and follow detailed work procedures. Skilled in the use of a variety of office machines and computer equipment. The ability to establish and maintain effective working relationships with District residents and customers. A valid Florida driver's license is required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, calculators, envelope stuffer, postage machine, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Work is rated as light work.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have eye, hand, and foot coordination.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment; requires ambulatory coordination for field visits.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color. Requires the visual acuity to determine depth perception and peripheral vision.

Data Analysis/Use: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Prepare and analyze written or computer data, etc

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, records, forms, etc. Requires the ability to prepare cash reports, deposit slips, and other related forms using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

Intelligence: Requires the ability to learn and understand relatively complex principles and techniques to make independent judgments in absence of supervision and to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract, multiply and divide totals. Determine percentages and decimals and statistical analyses, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Utilities Department as they pertain to the performance of duties of the Customer Service/Administrative Assistant. Has thorough knowledge of the principles, practices, goals, and programs of the department. Has thorough knowledge of local, State, or Federal regulations that apply. Has thorough knowledge of customer accounting, including billing practices and procedures, bookkeeping involved in the collection of customer accounts, policies relating to the connecting and disconnecting of customer utilities. Is able to organize and present technical information clearly and concisely to various groups and individuals. Is able to make sound, educated, independent decisions. Is able to effectively communicate with various types of groups and individuals such as board members, department employees, co-workers, trainees, sales representatives, civic and governmental leaders, computer consultants, and the general public. Is able to use judgment and discretion in carrying out duties and responsibilities. Have the verbal ability to make effective presentations and prepare effective reports, and the mathematical ability to carry out needed calculations accurately and quickly. Have good human relations and technical skills.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Essential Job Functions."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with minimum tardiness and absences. Adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with minimal supervision and instruction. Conveys initiative and enthusiasm to others. Anticipates potential problems and needs and recommends or initiates appropriate preventive or corrective action.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction; strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified; i.e. poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the organization and personally demonstrate a cooperative and collegial attitude.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology; avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events. Is sensitive to work schedules of others.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the organization and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

District Policy and Procedures: Adheres to all rules and regulation pertaining to the District policy manual. Also responsible for knowledge of any update to the District policy manual.

DISCLAIMER: This job description is not an employment agreement or contract. The Board of Supervisors reserves the exclusive right to alter the job description at any time without notice except as may be required for Board approval of a policy revision.

Executive Assistant / Human Resources Coordinator 3007

Grade: 20

Reports to: Director of Office Administration
District Manager, Utilities Director, and Public Works Director

Classification: Non Exempt **Division:** Utilities/ Public Works

Date: 12-5-17 **Approved:**

Job Summary:

Under general supervision, performs advanced and highly skilled secretarial, administrative, and human resources work to assist the Director of Office Administration. Responsibilities involve processing correspondence for the administration office, maintaining employee records and processing district benefits for Human Resources. Serve as Backup for the Director of Office Administration. Assists with everyday functions to assist and backup the Billing Clerk, Customer Service Representatives and Administrative Assistants as needed.

Essential Functions

1. Works directly with the Director of Office Administration and serve as backup for all essential office operating functions.
2. Support and serves as aide to the District Manager, Public Works Director, and Utilities Director.
3. Overseas the job functions and serves as backup for the Billing Clerk, Customer Service Representatives and Administrative Assistants daily processes.
4. Overseas the new hire process and paperwork.
5. Overseas the maintenance of personnel files, payroll reports and official correspondence.
6. Overseas the capital asset procedure and insurance policies.
7. Process employee paper work for health, life, dental insurance, retirement, workers compensation, and other insurances.
8. Process the communication from district management to the district's web site.
9. Overseas vendor projects and daily records as needed.
10. Overseas the purchase order procedures to process district invoices.
11. Oversees calendars for meeting rooms.
12. Process and assembles data for computer input.
13. Prepares and/or processes various records and reports including District correspondence, letters, memos, schedules, presentations, forms, etc.
14. Overseas vendor projects and daily records as needed.
15. Refers to policy and procedures manuals, computer manuals, codes/laws/regulations, publications and references texts, etc.
16. Operates a variety of office equipment; such as computer, scanner, telephone, calculator, fax machine, folding machine, postage machine, and laminating machine.

17. Uses office supplies and computer softwares such as Microsoft Word, Excel, and PowerPoint.
18. Interacts and communicates with various groups, individuals such as the immediate Manager, District Manager, Customers, Co-workers, Builders, Finance Department, Board of Supervisors, City officials, FEMA Employees, Vendors, Contractors, Consultants, Engineers, and the General Public.
19. Overseas the scheduling of training/travel and arranging payment of any fees associated for business purposes.
20. Overseas correspondence of district contracts for different vendors and projects.
21. Assists Management with preparation of job evaluations forms.
22. Has access to sensitive information and maintains confidential files.
23. Attends Board meetings and is responsible for audio and visual sources at District Board meetings.
24. Overseas the distribution of documents for District Board meetings.
25. Collects information and prepares complex and confidential reports.

Additional Job Functions

Performs general as well as more complex administrative functions.
Gives information to the public or directs requests to the appropriate department.
Handles a variety of routine administrative or technical assignments.
Under direction, plans and arranges meeting and conferences for staff and Board of Supervisors.
Type reports and minutes of meetings as needed.
Makes appointments for Managerial staff as needed.
Assists management with special projects.
Performs other duties as required.

Qualifications

A high school diploma or GED equivalent with five to eight years of experience in administrative work; or any equivalent combination of education and experience that provides the required knowledge skills-and abilities to perform this job. General knowledge of standard office procedures and practices. General knowledge of Governmental procedures. Ability to understand and follow oral and written directions. Ability to establish and follow detailed work procedures. Skilled in use of a variety of office machines and computer equipment. Ability to establish and maintain effective working relationships with District residents and customers. A valid Florida driver's license is required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, calculators, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects. Secondary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Work is rated as light work.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, records, forms, etc. Requires the ability to prepare cash reports, deposit slips, and other related forms using prescribed formats. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to learn and understand relatively complex principles and techniques, to make independent judgments in absence of supervision, to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures and to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals, multiply and divide, determine percentages and decimals, statistical analyses, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment; requires ambulatory coordination for field visits.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have eye, hand, and foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color. Requires the visual acuity to determine depth perception and peripheral vision.

Data Analysis/Use: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Prepare and analyze written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Utilities and Public Works Department as they pertain to the performance of duties of the Executive Administrative Assistant/Human Resource Manager. Has thorough knowledge of the principles and practices of the District policies and Human Resource Management. Can make sound, educated, independent decisions. Is able to effectively communicate with various types of groups and individuals such as board members, department employees, co-workers, trainees, sales representatives, civic and governmental leaders, computer consultants, and the general public. Has the verbal ability to make effective presentations and prepare effective reports; the mathematical ability to carry out needed calculations accurately and quickly. Has good human relations and technical skills. Has thorough knowledge of computer software such as Microsoft Word, Excel, and PowerPoint and is able to use common office equipment. Knowledge of Microsoft Access is preferred.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all departments and divisions, co-workers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Essential Job Functions."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction. Conveys initiative and enthusiasm to others. Anticipates potential problems and needs and recommends or initiates appropriate preventive or corrective action.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction; strives to meet the goals and objectives of the same. Questions such instruction and direction when clarification of results or consequences are justified; i.e., poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the organization and personally demonstrate a cooperative and collegial attitude.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology; avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events. Is sensitive to work schedules of others.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the organization and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

District Policy and Procedures: Adheres to all rules and regulation pertaining to the District policy manual. Also responsible for knowledge of any update to the District policy manual.

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.

Assistant Public Works Director 2023

Grade: E30

Reports to: Public Works Director

Classification: Exempt
Essential Employee

Division: Public Works

Date: 12-5-17

Approved:

Job Summary:

Under limited supervision, performs professional and administrative work coordinating and supervising operations of the Public Works Department. Performs difficult technical and intermediate administrative work supervising the maintenance and repair of District Public Works facilities. Assists in developing and administer the District's Public Works budget, Attend Board meetings. This employee must exercise initiative and independent judgment to ensure that the District is safe in accordance with State and Federal regulations. Employee must also exercise tact and courtesy in contact with public officials, developers, contractors, and the general public.

Essential Job Functions

1. Assists in the supervision of Public Works department employees; which involve such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination, and salary increases.
2. Assists, directs and manages daily operations of the staff of managers, supervisors, and the Public Works Department.
3. Oversees the operation and maintenance of District Facilities.
4. Interacts with regulatory agencies.
5. Assists and interface's with the consulting engineers in matters concerning permitting and facilities expansion.
6. Attends Board meetings.
7. Interacts with customers such as handling difficult customers, conducting informational meetings, and conducting facilities' tours.
8. Monitors wetlands and preserves.
9. Supervise contractors, and District personnel in the cleaning of ditches, swales, gutters, culverts catch basins and other drainage structures.
10. Per the direction of the Public Works Director and District Engineer, inspects all laying of storm water pipe, and drainage structure construction with in the District.
11. Job requires storm water certifications.
12. Monitors District Storm Water Retention Ponds elevations along with operating District Control gates via SCADA system.
13. Coordinates projects to ensure meeting of schedules, budget, design standards and regulatory requirements.

14. Prepares periodic reports covering a wide variety of activities related to the District.
15. Is subject to being called to address operating problems at any time.
16. Monitors budgetary expenditures for all divisions of the Public Works Department.
17. Participates in the budget preparation.
18. Responsive to the Public Works Director, directives and concerns.
19. Operates a variety of office equipment such as fax, copier, calculator, telephone, and computer.
20. Assists the Public Works Director and may interact and communicates with various groups and individuals such as the immediate supervisors, employee, customers, Board of Supervisors, Regulatory personnel, consulting engineers, and the general public.
21. Interacts and communicates with various groups and individuals such as the immediate supervisors, employee, customers, Board of Supervisors, Regulatory personnel, consulting engineers, and the general public.
22. In the absence of the Public Works Director, the Assistant Public Works Director acts as the interim Public Works Director Manager.

Additional Job Functions

Assists the Public Works Director and prepares and/or generates various records and reports including daily job assignments, memorandums, capital items, and correspondence, etc.

Refers to policy procedure manuals, computer manuals, codes/laws/regulations, publications and text references, etc.

Operates a variety of office equipment, uses computer software such as Microsoft Excel, Word, and Powerpoint.

Interacts and communicates with various groups and individuals such as supervisors, administrative personnel, contractors, Board of Supervisors, and the general public.

Performs related tasks as required.

Qualifications

Requires an Associate's degree with six to nine years of experience in the stormwater collection, water distribution and the use of heavy motorized equipment, preferably in public utilities or public works field; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities. Five to seven years of wetland management and storm water maintenance. Possession of a valid Florida driver's license is required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, calculators, etc. Must be able to operate a variety of heavy motorized machinery and equipment. Must be able to exert up to 100 lbs. of force occasionally, and 50 lbs of force frequently, and up to 25 lbs of force constantly to move objects. Physical demand requirements are for medium to heavy work.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have eye, hand, and foot coordination.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment. Requires ambulatory coordination for field visits.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color. Requires the visual acuity to determine depth perception and peripheral vision.

Data Analysis/Use: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Prepare and analyze written or computer data, etc.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of technical reports, letters and memos, budget reports, diagrams, etc. Requires the ability to prepare correspondence, reports, forms, budgets, studies, assessments, contracts, purchase orders, etc; using prescribed formats and conforming to all rules of punctuation and grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control confidence.

Physical Communication: Requires the ability to talk and/or listen (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

Intelligence: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals, multiply and divide, determine percentages and decimals, statistical analyses, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Public Works Department as it pertains to the duties of the Assistant Public Works Director. Has thorough knowledge of the operating principles and practices, and maintenance requirements of storm water collection, has considerable knowledge of the principles of plumbing and hydraulics as related to storm water systems. Has considerable knowledge of the occupational hazards and safety

precautions of public utilities work. Has working knowledge of the occupational hazards involved and proper safety precautions necessary for the proper operation of varied construction and maintenance equipment. Has considerable knowledge of the principles and practices of supervision, organization, and public administration. Has considerable knowledge of the current literature, trends, and development in the field of operations, public works operations and administration. Is able to use common office machines, including popular computer-drive word processing, spreadsheet and file maintenance programs. Is able to plan, assign, and coordinate the work of a large professional and technical staff. Is able to prepare budget and monitor department expenditures. Is able to prepare clear and comprehensive financial, administrative and analytical reports. Is able to effectively express ideas orally and in writing. Is able to establish and maintain effective working relationship with State officials, developers, contractors, and as otherwise necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Essential Job Functions."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with minimal supervision and instruction. Conveys initiative and enthusiasm to others. Anticipates potential problems and needs and recommends or initiates appropriate preventive or corrective action.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction, direction; and strives to meet the goals and objectives of the same. Questions such instruction and direction when clarification of results or consequences are justified; i.e., poor communications, variance with policy or procedures, etc. Offers suggestions

and recommendations to encourage and improve cooperation between all staff persons and departments within the organization and personally demonstrate a cooperative and collegial attitude.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events. Is sensitive to work schedules of others.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the organization and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

District Policy and Procedures: Adheres to all rules and regulation pertaining to the District policy manual. Also responsible for knowledge of any update to the District policy manual.

DISCLAIMER: This job description is not an employment agreement or contract. The Board of Supervisors reserves the exclusive right to alter the job description at any time without notice except as may be required for Board approval of a policy revision.

St. Lucie West Services District

Board Agenda Item

Tuesday, November 7, 2017

Item

DM 8 Consider Resolution No. 2017-09 – Adopting an Amended Budget for Fiscal Year 2016/2017

Summary

Per Florida Statutes and state auditing requirements, the District must adopt a Final Amended Budget each year for the prior fiscal year. This must be completed no later than 60 days from the conclusion of the prior fiscal year.

The attached Final Amended Budget for Fiscal Year 2016/2017 is an accounting of the District's actual income and expenditures for the year – it represents a “true-up” for the prior fiscal year.

Please note that all “actual” numbers are as-of September 29, 2017. The reason for this is because some September invoices are still being received and we must leave a day open to account for those expenses. The revised numbers are estimates based on anticipated outstanding invoices, and will therefore be slightly inflated from the true “actuals” through September 29, 2017. This is particularly notable in the Water and Sewer Fund, where bond payments are due on October 1, but booked in September.

Recommendation

Staff recommends adoption of Resolution No. 2017-09.

Board Action

Moved by:

Seconded by:

Action Taken:

RESOLUTION NO. 2017-09

**A RESOLUTION OF THE ST. LUCIE WEST SERVICES DISTRICT
ADOPTING AN AMENDED FISCAL YEAR 2016/2017 BUDGET; AND
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Board of Supervisors of the St. Lucie West District (hereinafter called District) is empowered to impose special assessments upon the properties within the District; and,

WHEREAS, the District has prepared an Amended Budget for fiscal year 2016/2017.

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

Section 1. The Amended Budget for Fiscal Year 2016/2017 attached hereto as Exhibit "A" is hereby approved and adopted.

Section 2. The Secretary/Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and EFFECTIVE this 7th day of November, 2017.

ATTEST:

ST. LUCIE WEST SERVICES DISTRICT

By: _____
Secretary

By: _____
Chairman

St. Lucie West Services District

Board Agenda Item

Tuesday, November 7, 2017

Item

DM 9 Other Items/Updates

Summary

St. Lucie West Services District

Board Agenda Item Tuesday, November 7, 2017

Item

CA 1 Monthly Report Public Works Department

Summary

The following monthly report is provided for your review and information as an update on the day-to-day operations and tasks of the Public Works department.



St. Lucie West Services District

Public Works Department

Monthly Status Report

September 2017

<u>Division</u>	<u>Service Orders</u>	<u>Work Orders</u>
Aquatics	36	2
Exotic Plant Removal	38	0
Storm Water	15	157
Vac-Con	6	0
Dredge Barge	0	0
Video Ray	3	0
Irrigation	1	0
Shop	169	0
Grand Total	268	159

Aquatics Division:

Operations & Maintenance:

• Algae		
▪	3	Service Orders
▪	1	Work Orders
• Injection Treatments		
▪	0	Service Orders
▪	0	Work Orders
• Hydrilla Treatments		
▪	0	Service Orders
▪	0	Work Orders
• Midge Fly Treatments		
▪	0	Service Orders
▪	1	Work Orders
• Harvester Removal		
▪	1	Service Orders
▪	0	Work Orders
• Surface Plant Treatments		
	0	
	0	
• Wetland & Upland Treatments		
	3	
	0	
• Debris Removal		
▪	23	Service Orders
▪	0	Work Orders
• Miscellaneous		
▪	6	Service Orders
▪	0	Work Orders

Scheduled Maintenance

- Lake Cleaning Schedule - Available Upon Request

Exotic Plant Removal Division:

Operations & Maintenance:

• Encroaching Preserves		
▪	6	Service Orders
▪	0	Work Orders

Cont'd Exotic Plant Removal Division:

• Lygodium Treatments			
▪	0	Service Orders	
▪	0	Work Orders	
• Exotic Vegetation Treatments			
▪	0	Service Orders	
• Tree Removals			
▪	13	Service Orders	
▪	0	Work Orders	
• Preserves Maintenance			
▪	0	Service Orders	
• Vine Management			
▪	0	Service Orders	
▪	0	Work Orders	
• Miscellaneous			
▪	19	Service Orders	

Scheduled Maintenance

- None

Storm Water Division:

Operations & Maintenance:

• Locates			
▪	156	Work Orders	
• Street Flooding			
▪	0	Service Orders	
▪	0	Work Orders	
• Grate Cleaning			
▪	14	Service Orders	
▪	0	Work Orders	
• Improved Landscaping & Mowing			
▪	1	Service Orders	
• Miscellaneous			
▪	0	Service Orders	
▪	1	Work Orders	

Scheduled Maintenance

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

Storm Water Division / Vac Con:

Operations & Maintenance:

•	3	Service Orders Cleaning Out Pipes	
•	3	Service Orders Cleaning Out Structures	
•	0	Miscellaneous Service Orders	

Scheduled Maintenance

- None

Other Information

- 250 Estimated Footage Cleaned
- None
- Removed 5 yards debris

Storm Water Division / Dredge Barge:

Operations & Maintenance:

•	0	Service Orders Dredging Pipes	
•	0	Miscellaneous Service Orders	

Scheduled Maintenance

- None

Other Information

- 0 Estimated Yardage Cleaned

- None
- None

Storm Water Division / Video Ray:

Operations & Maintenance:

- 3 Service Orders Viewing Pipes
- 0 Miscellaneous Service Orders

Scheduled Maintenance

- None

Irrigation Division:

Operations & Maintenance:

- Pressure Complaints
 - 0 Service Orders
 - 0 Work Orders
- Customer Has No Water Complaints
 - 0 Service Orders
 - 0 Work Orders
- Staining Complaints
 - 0 Service Orders
 - 0 Work Orders
- Miscellaneous
 - 1 Service Orders
 - 0 Work Orders

Scheduled Maintenance

- None

Other Information

- 0 Surficial Well Usage (Gallons)
- 0 Reported Reuse Customer Violations
- 76,228,400 Flows (Gallons)
- 11.9 Monthly Rainfall (Inches)
- 0 Irrigation Violations

Shop Division :

Operations & Maintenance:

- 169 Service Orders for Repairs
 - 55 Vehicles
 - 63 Equipment
 - 51 Other

Scheduled Maintenance

- None

St. Lucie West Services District

Board Agenda Item

Tuesday, November 7, 2017

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		493	
	Residential Accounts		6297	
	Total Plant Capacity Based on 3.6 MGD		14,400.00	ERC's (Factor 250 gpd)
	Sold prior to October 2010 including the Reserve		10,564.23	ERC's
	The Reserve Commitment for 2017		1,900.00	ERC's
	Available Water ERC as of October 1st		3,013.13	
	Sold in FY 2017 (see water table below)		10.64	ERC's
	Total Remaining Capacity for Water		3,002.49	
WATER		RESIDENTIAL	COMMERCIAL	THE RESERVE
ERC's sold in	Oct-16	0	0.0	0 \$ -
ERC's sold in	Nov-16	0	0.0	0 \$ -
ERC's sold in	Dec-16	0	0.0	0 \$ -
ERC's sold in	Jan-17	1	4.6	0 \$ 14,376.30
ERC's sold in	Feb-17	0	0.0	0 \$ -
ERC's sold in	Mar-17	1	1.0	0 \$ 4,695.00
ERC's sold in	Apr-17	0	0.0	0 \$ -
ERC's sold in	May-17	0	1.0	0 \$ 2,595.00
ERC's sold in	Jun-17	0	0.0	0 \$ -
ERC's sold in	Jul-17	1	0.0	0 \$ 2,100.00
ERC's sold in	Aug-17	0	0.0	0 \$ -
ERC's sold in	Sep-17	1	0.0	0 \$ 2,100.00
Total Water ERC's sold for FY 2017		4	6.6	0 \$ 25,866.30
<u>WASTEWATER</u>				
	Commercial Accounts		436	
	Residential Accounts		6296	
	Total Plant Capacity Based on 2.1 MG/TMADF		17,500.00	ERC's based on three month average daily flow capacity
	Sold prior to October 2010 including the Reserve		10,438.00	ERC's
	The Reserve Commitment for 2017		1,800.00	ERC's
	Available Wastewater ERC as of October 1st		6,150.35	
	Sold in FY 2017 (see W.Water table below)		10.64	ERC's
	Total Remaining Capacity for Wastewater		6,139.71	
WASTEWATER		RESIDENTIAL	COMMERCIAL	THE RESERVE
ERC's sold in	Oct-16	0	0.0	0 \$ -
ERC's sold in	Nov-16	0	0.0	0 \$ -
ERC's sold in	Dec-16	0	0.0	0 \$ -
ERC's sold in	Jan-17	1	4.6	0 \$ 11,080.00
ERC's sold in	Feb-17	0	0.0	0 \$ -
ERC's sold in	Mar-17	1	1.0	0 \$ 4,000.00
ERC's sold in	Apr-17	0	0.0	0 \$ -
ERC's sold in	May-17	0	1.0	0 \$ 2,000.00
ERC's sold in	Jun-17	0	0.0	0 \$ -
ERC's sold in	Jul-17	1	0.0	0 \$ 2,000.00
ERC's sold in	Aug-17	0	0.0	0 \$ -
ERC's sold in	Sep-17	1	0.0	0 \$ 2,000.00
Total Wastewater ERC's sold for FY 2017		4	6.6	0 \$ 21,080.00
New Connections in September:		1.00 ERC's		

St. Lucie West Services District Monthly Utilities Operations Report		
September-17		
Water Treatment Facility		
• Total finished water produced for September was	45.79	MG
• The finished water produced for the previous twelve months was	587.12	MG
• The average daily flow of finished water for September was	1.526	MG
• The annual average daily flow of finished water for September was	1.61	MG
• The three month average daily flow of finished water for September was	1.54	MG
• The Water Treatment Plant capacity is operating at	40.2%	
• The Water Plant Annual withdrawal capacity per SFWMD WUP is at	91.0%	
<u>Water Treatment Plant Projects for September:</u>		
Wastewater Treatment Facility		
• Total Influent Wastewater flow for September was	48.62	MG
• Total Effluent Wastewater flow for September was	41.77	MG
• The average daily flow of Influent Wastewater for September was	1.62	MG
• The average daily flow of Effluent Wastewater for September was	1.39	MG
• The annual average daily flow of Influent treated for September was	1.55	MG
• The three month average daily flow of Influent treated for September was	1.56	MG
• The Wastewater Plant capacity is operating at	74%	
<u>Wastewater Treatment Plant Projects for September:</u>		
Generator refueled and annual maintenance completed		
Repaired loose and bent tie rods on clarifier #2 skimmer arm		
New 10 year permit in effect		



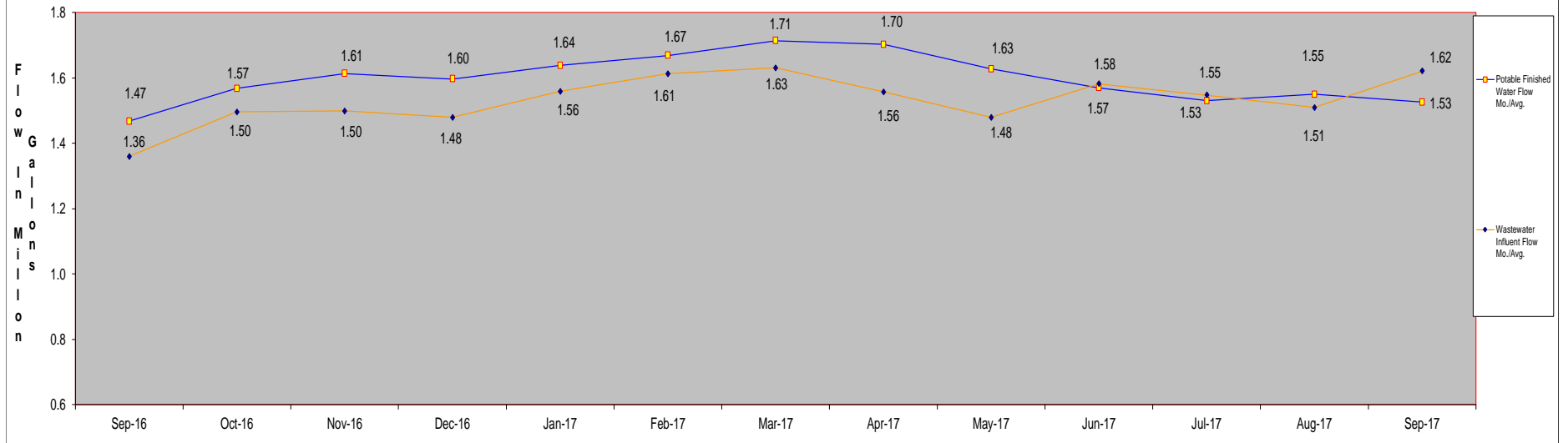
Underground Utilities Division **Work Task and Service Order Monthly Report**

Month/Year: September-2017

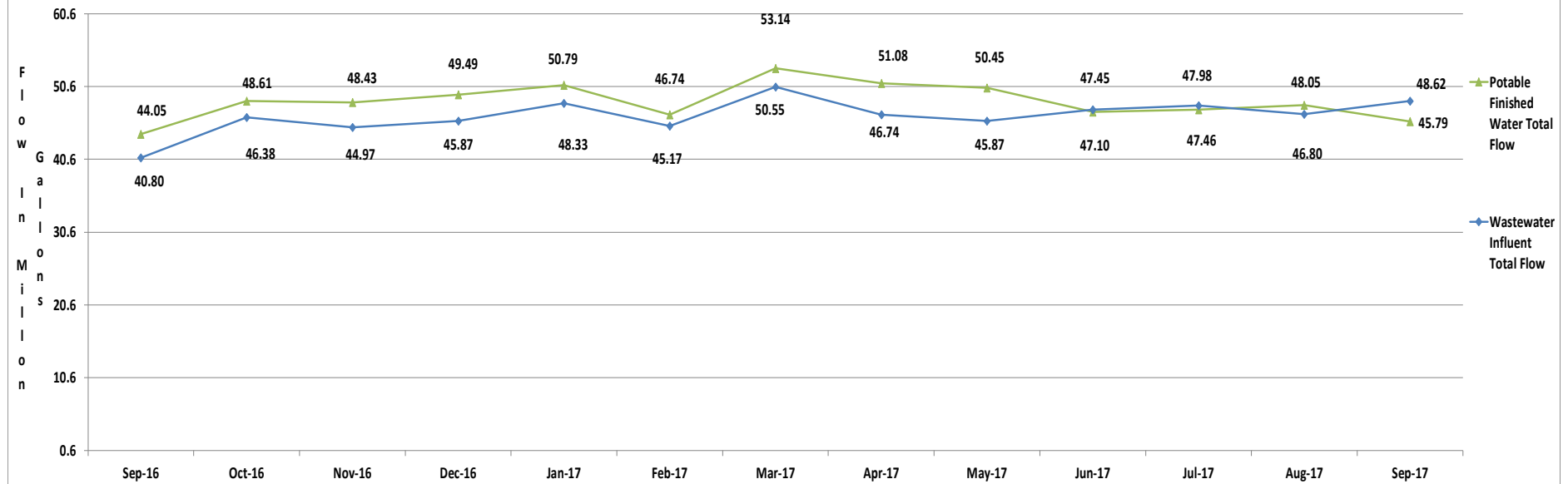
Count	Description
70	New Service/Establish Account
1	Install Permanent Meter
0	Remove Permanent Meter
0	Install Temporary Meter
0	Remove Temporary Meter
68	Lock off/Close Account
0	Lock off/Legal Reasons
2	Lock Off Temporary
27	Lock Off Non-Payment
13	Reconnection "No Fee"
7	Reconnection "Regular Hours"
0	Reconnection "After Hours"
0	Reconnection "Inspection"
32	Check for Leak "No Leak Found"
30	Check for Leak "Customers Responsibility"
28	Check for Leak "Districts Responsibility"
163	Meter Reading Exception
0	Meter Maintenance
13	Read Meter
12	Meter Box
0	Meter Test "Passed"
0	Meter Test "Failed"
0	Meter Test not completed location vacant - reason for no usage
256	Meter Change Out
1	Fire Hydrant
10	Irrigation "Checking for Leaks and Turning on Or Shutting Off Valves"
7	Sewer "Backups, Sewer Caps, or Breaks"
1	Lift station "District"
0	Lift station "Private"
150	Locates "Water Quality, Pressure, etc..."
8	Complaints "Water Quality, Pressure, etc..."
18	Follow up "Incomplete Task by District or Contractor from Previous Service Orders"

Projects:	
Vaccon cleaned out liftstations:7,35,53,30,26,2,10,13 and was used on a few potable water service line repairs	

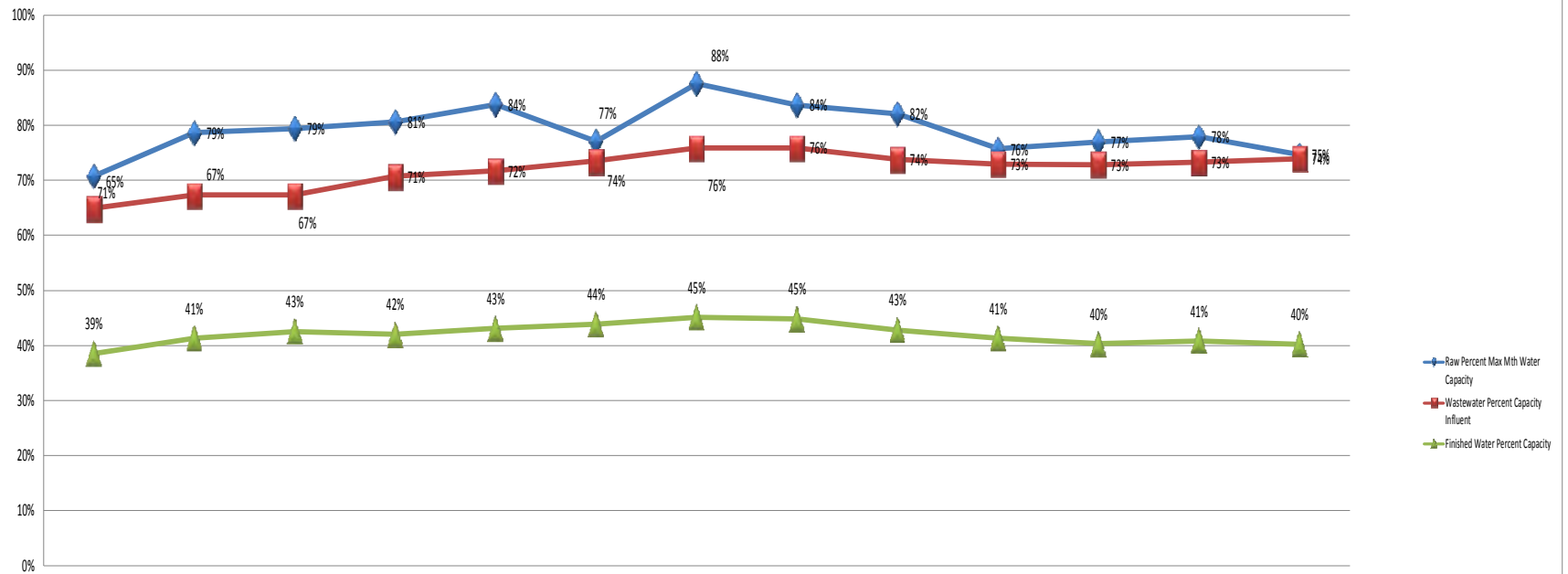
St. Lucie West Services District
Water & Wastewater Average Daily Flows



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



St. Lucie West Services District Water and Wastewater Percent Capacity



	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Raw Percent Max Mth Water Capacity	71%	79%	79%	81%	84%	77%	88%	84%	82%	76%	77%	78%	75%
Wastewater Percent Capacity Influent	65%	67%	67%	71%	72%	74%	76%	76%	74%	73%	73%	73%	74%
Finished Water Percent Capacity	39%	41%	43%	42%	43%	44%	45%	45%	43%	41%	40%	41%	40%

St. Lucie West Services District

Board Agenda Item Tuesday, November 7, 2017

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.

- WM014 Guettler Brothers Construction finished Wetland 1 Vertical Relocation Project, Staff completed the Monitoring Phase for the TMDL Grant working on final report
- WM013 Johnson Davis completed work on the 4E to 5 interconnect
- WM019 J.W. Cheatham working on the Lake Harvey Project
- SW069 Staff and ISS working on final design of Main Irrigation Pump Station Improvements
- SW077 ISS finished design of Potable Water line extension finished bid documents
- SW086 Arcadis on hold phase II of new Office Complex
- SW090 Contractor completed clarifier weir covers

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 2016/17 Budget	Ongoing % Compl.	FY % Completion	Project	Oct-2016	Nov-2016	Dec-2016	Jan-2017	Feb-2017	Mar-2017	Apr-2017	May-2017	Jun-2017	Jul-2017	Aug-2017	Sep-2017	
WM001		BH		121,400	43,187	78,213		36%	Stormwater Emergency Repairs													
WM013	Arcadis	RL/BH	Johnson Davis	856,419	786,674	69,745	100%	100%	Basin 4E & 5 Canal and Storage Enlargement													
WM014	Arcadis	RL/BH		70,700	49,562	21,138	99%	99%	Basin 2C Wetland Vertical Relocation & Storage Enlargement													TMDL Grant Monitoring Phase
WM019	Arcadis	RL/BH	JW Cheatham	585,000	530,176	54,824	10%	0%	Lake Harvey Project													Award bid
SW001		JM		137,624	41,029	96,595	45%	30%	Lift Station renewal & replacement													
SW037		JM		186,300	69,178	117,122		37%	Emergency Renewal and Replacement Projects													
SW047		JM		29,303	28,343	960	10%	97%	Structural Repairs Manholes													
SW049		JM		25,856	-	25,856	10%	0%	Protective Coating Manholes													Annual ongoing as needed
SW050		JM		50,000	-	50,000	5%	0%	WTP Grounding System Improvements													Staff evaluating if needed
SW064		JM		459,113	399,300	59,813	18%	45%	Replacement Meters													
SW069	ISS	JM/BH		825,000	63,882	761,118	8%	70%	Irrigation Ph 1 -Improve Existing WWTP Pump Station													
SW073		JM		19,000	18,773	227	18%	99%	Replacement Backflow Preventers													
SW077	ISS	JM		255,000	34,665	220,335	10%	100%	Water Line Extension													Design Phase Complete
SW081		JM		145,000	-	145,000	0%	0%	WTP Calcite Tank Project													Staff evaluating different options
SW084		JM		34,000	3,017	30,983	15%	5%	UGU Potable Water Flushing Devices													
SW085		JM		55,125	8,353	46,772		15%	Emergency (Assoc. Irr.) R&R Projects													
SW086	Arcadis	RL/DP		1,122,368	139,805	982,563	3%	70%	New Office Complex													Phase 2 Final Design & Permitting on hold
SW087		BH		39,887	39,887	-	100%	100%	Irrigation SCADA Conversion													
SW089		JM	Kerns	81,000	80,190	810	100%	100%	Reuse Pond Liner Protection													
SW091		JM		20,000	-	20,000	0%	0%	UGU Irrigation Flushing Devices													
SW090		JM	Nefco	99,000	98,360	640	100%	100%	Clarifier Weir covers													
Total				\$ 3,583,576	1,024,782	2,558,794																

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	16	16	18	18	18	18	18	17	17	17	17
PROJECTS IN DESIGN PHASE	4	4	4	3	3	3	3	3	2	2	2	2
PROJECTS IN BID PHASE	1	1	1	2	2	2	1	0	0	0	0	0
PROJECTS IN CONSTRUCTION PHASE	1	1	1	1	1	1	2	3	1	1	1	1
PROJECTS COMPLETED	3	3	3	3	3	3	3	3	5	5	5	5
ONGOING CAPITAL R&R PROJECTS	4	7	7	9	9	9	9	9	9	9	9	9

St. Lucie West Services District

Board Agenda Item

Tuesday, November 7, 2017

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 for the September billing cycle.

1. Actual Consumption

Water	39,095,945	Gallons
Sewer	37,782,335	Gallons
Sewer BOD	2,328.48	Gallons
Sewer TSS	2,990.35	Gallons

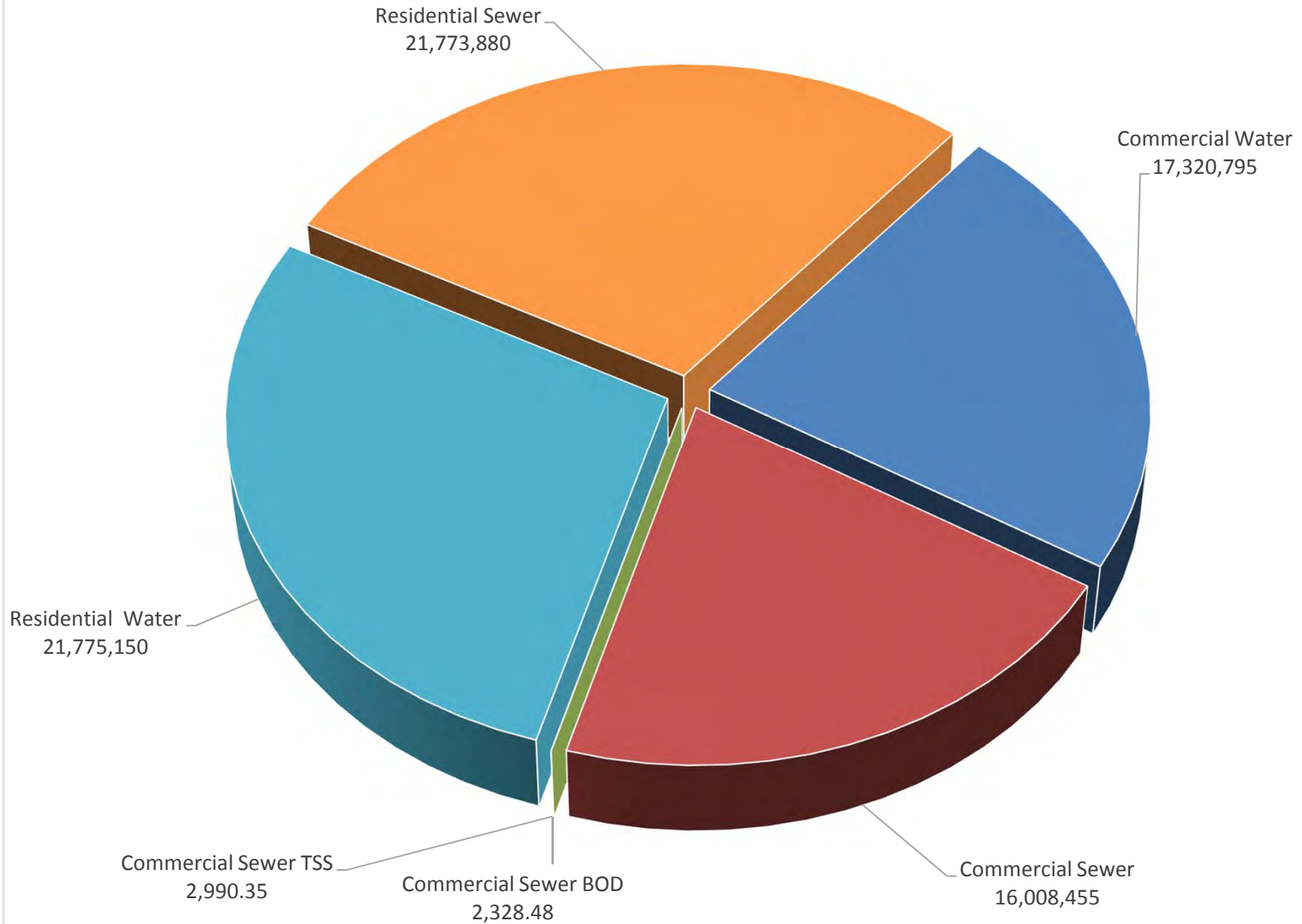
2. Amount Billed

Total Water	\$269,176.95
Total Sewer	\$312,526.38
Total Irrigation	\$150,136.28

3. Billing

Total Water	6,790
Total Sewer	6,732
Total Irrigation	6,430

Actual Consumption September 2017





Monthly Deposited Receivables

Month/Year - September 2017

WSI																			MISC				NON-DEPOSITED			
DEPOSITED WATER, SEWER AND IRRIGATION RECEIVABLE																			DEPOSITED MISC RECEIVABLE							
September 2017 / DAY	Regular Payments	Non-Cash for Reg Pmts Errors Only	Credit Card Regular Payments	E-Check Regular Payments	Electronic Payment - Lock Box	Non-Cash for Errors Only Electronic Payment - Lock Box	Check/Money Order Deposits	Credit Card Deposit	Non-Cash for Errors Only (Deposit)	ERC - Water Capacity Impact Fee	ERC - Water APF	ERC - Sewer Capacity Impact Fee	ERC - Sewer APF	Reserve/Misc ERC Interest	Meter Fees	Meter Service Fee	Total Monthly Deposited WSI Receivables	WT - Misc	PM - Misc	Reimbursement Dental Insurance Board of Supervisors	Total Monthly Deposited Misc Receivables	Returned Payments	Posting Errors	Error(s)	Corrected Payments	
1	\$ 20,579.82	\$ -	\$ 6,831.54	\$ 2,025.80	\$ 9,517.80	\$ 100.00	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,054.96	\$ -	\$ -	\$ -	\$ -	\$ (89.15)	\$ (0.87)	\$ -	\$ -	
HOLIDAY 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5	\$ 291,177.86	\$ -	\$ 13,877.43	\$ 11,867.85	\$ 2,898.93	\$ -	\$ 100.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 319,922.07	\$ -	\$ -	\$ -	\$ -	\$ (112.10)	\$ -	\$ -	\$ -	
6	\$ 1,787.51	\$ -	\$ 9,268.49	\$ 536.52	\$ 1,149.31	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,941.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7	\$ 140.27	\$ -	\$ 871.94	\$ 410.27	\$ 472.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,894.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
8	\$ -	\$ -	\$ 411.67	\$ 853.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,265.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11	\$ 2,969.77	\$ -	\$ 589.81	\$ 157.75	\$ 1,653.87	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,471.20	\$ -	\$ -	\$ -	\$ -	\$ (82.70)	\$ -	\$ -	\$ -	
12	\$ 9.54	\$ -	\$ 1,313.27	\$ 623.25	\$ 493.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,439.73	\$ 141.78	\$ -	\$ -	\$ 141.78	\$ -	\$ -	\$ -	\$ -	
13	\$ 4,394.44	\$ -	\$ 6,030.46	\$ 378.81	\$ 265.13	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,896.86	\$ -	\$ -	\$ 57,065.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
14	\$ 1,648.30	\$ -	\$ 685.75	\$ 494.57	\$ 183.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,012.07	\$ -	\$ 4,200.00	\$ -	\$ 4,200.00	\$ -	\$ -	\$ -	\$ -	
15	\$ 1,492.48	\$ -	\$ 3,224.50	\$ 7,367.55	\$ 437.85	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,722.38	\$ -	\$ -	\$ -	\$ -	\$ (159.51)	\$ (100.00)	\$ -	\$ 100.00	
18	\$ 6,393.19	\$ -	\$ 8,778.22	\$ 3,441.21	\$ 1,565.15	\$ -	\$ 200.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,477.77	\$ -	\$ -	\$ -	\$ -	\$ (154.90)	\$ -	\$ -	\$ -	
19	\$ 1,704.38	\$ -	\$ 2,322.10	\$ 1,506.45	\$ 1,677.51	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,700.44	\$ -	\$ 16.38	\$ 94.05	\$ 110.43	\$ -	\$ -	\$ -	\$ -	
20	\$ 2,589.48	\$ 8.79	\$ 4,286.88	\$ 1,044.15	\$ 1,636.16	\$ -	\$ 100.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,665.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (80.79)	\$ -	\$ 8.79	
21	\$ 3,089.07	\$ -	\$ 2,316.36	\$ 2,540.96	\$ 1,048.83	\$ -	\$ 200.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,895.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22	\$ 5,035.55	\$ -	\$ 4,174.29	\$ 1,910.47	\$ 1,433.94	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,954.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
25	\$ 34,396.24	\$ -	\$ 8,703.00	\$ 3,136.10	\$ 4,529.75	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,965.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
26	\$ 6,779.63	\$ -	\$ 3,648.13	\$ 3,585.59	\$ 6,923.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,937.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27	\$ 19,086.67	\$ -	\$ 2,078.24	\$ 1,607.66	\$ 4,628.15	\$ -	\$ -	\$ 100.00	\$ -	\$ 1,915.50	\$ 679.50	\$ 1,437.50	\$ 562.50	\$ -	\$ 600.00	\$ 25.00	\$ 32,720.72	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	
28	\$ 24,085.50	\$ -	\$ 6,816.41	\$ 2,342.54	\$ 3,570.22	\$ -	\$ 900.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,914.67	\$ -	\$ 372.48	\$ -	\$ 372.48	\$ (206.49)	\$ -	\$ -	\$ -	
29	\$ 16,010.32	\$ -	\$ 6,004.97	\$ 1,679.11	\$ 5,293.83	\$ 100.00	\$ 400.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,788.23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS	\$ 443,370.02	\$ 8.79	\$ 92,233.46	\$ 47,400.41	\$ 40,579.54	\$ 200.00	\$ 3,000.00	\$ 2,400.00	\$ 100.00	\$ 1,915.50	\$ 679.50	\$ 1,437.50	\$ 562.50	\$ 45,896.86	\$ 600.00	\$ 25.00	\$ 889,409.08	\$ 141.78	\$ 5,089.86	\$ 94.05	\$ 5,324.69	\$ (804.95)	\$ (161.66)	\$ -	\$ 106.79	
Total Reg Payments			\$ 632,792.22			Total Deposit Payments	\$ 5,400.00			Total ERC Payment	\$ 4,595.00						WSI			MISC		Negative	Negative		Positive	

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

REPORT # 2 ACTIVE COMPANY

MONTH END SUMMARY

9/1/2017 - 9/30/2017

GENERAL LEDGER

<u>PAYMENTS</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
5-01025	DISPENSED WATER/TANKER TRUCK	\$ 300.00
5-01025	IRRIGATION	\$ 127,959.97
5-01025	PENALTY	\$ 5,414.66
5-01025	SEWER BASE	\$ 143,770.84
5-01025	SEWER CONSUMPTION	\$ 111,807.02
5-01025	WATER BASE	\$ 116,801.57
5-01025	WATER CONSUMPTION	\$ 108,503.09
5-01025	MISCELLANEOUS	\$ 93.45
5-01025	CONVERSION	\$ -
5-01025	BOD EXCESS CONSUMPTION	\$ 884.82
5-01025	TSS EXCESS CONSUMPTION	\$ 1,106.43
	TOTAL RECEIVABLES CREDIT	\$ 616,641.85
	CREDIT BALANCE CHANGE	\$ 24,150.37
	SUBTRACT DEPOSIT REFUNDS	\$ (8,000.00)
	WRITE OFF	\$ -
	SUBTOTAL	\$ 632,792.22
5-04014	WHOLESALE WATER	\$ 21,201.58
5-04021	WHOLESALE WASTEWATER	\$ 24,695.28
5-04033	WATER IMPACT (AFPI)	\$ 679.50
5-04035	SEWER IMPACT (AFPI)	\$ 562.50
5-04018	METER FEE	\$ 600.00
5-04012	INITIAL CONNECTION METER FEE	\$ 25.00
	TOTAL PAYMENTS	\$ 680,556.08

REVERSE

<u>PAYMENTS</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
	POSTING ERRORS	\$ 80.79
5-01025	RETURN PAYMENTS	\$ 963.52
	TOTAL	\$ 1,044.31

<u>REFUNDS</u>	<u>DESCRIPTION</u>	<u>COUNT</u>	<u>AMOUNT</u>
	TOTAL REFUNDS	28	\$ 3,007.58

TRANSFER

<u>BALANCE</u>	<u>DESCRIPTION</u>	<u>NET AMOUNT</u>
	RECEIVABLES ADJUSTED	\$ (5,931.26)
	RECEIVABLES RE-APPLIED	\$ 5,931.26

DEPOSIT

<u>ACTIVITY</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
	BEGINNING BALANCE	\$ 206,092.00
	BILLED DEPOSITS	\$ -
5-02030	NEW DEPOSITS	\$ 5,600.00
	REFUNDS	\$ (8,000.00)
	REVERSE REFUNDS	\$ -
	REVERSE DEPOSITS	\$ (200.00)
	ENDING BALANCE	\$ 203,492.00

BALANCE TOTALS
CONTINUED BALANCE REFERENCE REPORT # 1

\$ 1,181,964.67

\$ 1,181,664.67

\$ 1,053,704.70

\$ 1,048,290.04

\$ 904,519.20

\$ 792,712.18

\$ 675,910.61

\$ 567,407.52

\$ 567,314.07

\$ 567,314.07

\$ 566,429.25

\$ 565,322.82

\$ 541,172.45

\$ 541,172.45

\$ 519,970.87

\$ 495,275.59

\$ 494,596.09

\$ 494,033.59

\$ 493,433.59

\$ 493,408.59

\$ 494,452.90

\$ 497,460.48

\$ 491,529.22

\$ 497,460.48

**ENDING BALANCE AS OF
9/30/2017**

\$ 497,460.48

unpaid Reserve invoice

\$

\$

\$ 497,460.48

ST LUCIE WEST SERVICES DISTRICT AGED DEBT ACCOUNTS- SUMMARY FISCAL YEAR 2017

DATE	CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	>120 DAYS	credit balances	BALANCE	Percent Difference
Monday, October 31, 2016	\$ -	\$ 382,281.92	\$ 5,482.04	\$ 1,482.87	\$ 1,100.82	\$ 21,667.45	\$ (33,760.44)	\$ 378,254.66	-32.07%
Wednesday, November 30, 2016	\$ 246.08	\$ 444,741.53	\$ 5,114.65	\$ 1,332.36	\$ 1,052.25	\$ 22,110.76	\$ (34,246.40)	\$ 440,351.23	14.10%
Saturday, December 31, 2016	\$ 403.94	\$ 516,256.32	\$ 5,439.50	\$ 1,197.80	\$ 954.91	\$ 21,454.31	\$ (38,100.84)	\$ 507,605.94	13.25%
Tuesday, January 31, 2017	\$ 604.80	\$ 480,837.68	\$ 5,827.13	\$ 1,313.18	\$ 966.85	\$ 20,422.20	\$ (37,885.43)	\$ 472,086.41	-7.52%
Tuesday, February 28, 2017	\$ 551.44	\$ 501,178.81	\$ 7,704.43	\$ 1,768.56	\$ 1,052.55	\$ 20,831.67	\$ (33,974.89)	\$ 499,112.57	5.41%
Friday, March 31, 2017	\$ 125.00	\$ 493,182.41	\$ 4,192.52	\$ 1,532.35	\$ 954.95	\$ 19,077.72	\$ (34,480.71)	\$ 484,584.24	-3.00%
Sunday, April 30, 2017	\$ -	\$ 453,265.61	\$ 6,012.44	\$ 1,343.54	\$ 872.80	\$ 19,794.80	\$ (32,619.40)	\$ 448,669.79	-8.00%
Wednesday, May 31, 2017	\$ 751.72	\$ 468,190.81	\$ 4,830.70	\$ 1,118.47	\$ 741.52	\$ 18,172.88	\$ (37,421.57)	\$ 456,384.53	1.69%
Friday, June 30, 2017	\$ 21.07	\$ 495,066.34	\$ 3,829.33	\$ 883.93	\$ 801.96	\$ 18,728.77	\$ (36,319.03)	\$ 483,012.37	5.51%
Monday, July 31, 2017	\$ -	\$ 406,205.30	\$ 4,896.01	\$ 1,110.84	\$ 763.30	\$ 19,438.98	\$ (41,954.79)	\$ 390,459.64	-23.70%
Thursday, August 31, 2017	\$ 298.08	\$ 426,480.42	\$ 8,914.06	\$ 980.86	\$ 773.43	\$ 13,788.87	\$ (39,804.40)	\$ 411,431.32	5.10%
Saturday, September 30, 2017	\$ 27.62	\$ 506,180.11	\$ 9,657.10	\$ 1,100.63	\$ 796.61	\$ 13,385.61	\$ (33,687.20)	\$ 497,460.48	17.29%

St. Lucie West Services District

Board Agenda Item Tuesday, November 7, 2017

Item

CA 5 Financial Statements for September, 2017

Summary

Attached for your review are the Financial Reports for the period ending September 30, 2017.

- Financial Statements for all District Funds
- Check Register for General Fund and Water & Sewer Fund
 - Summary of Checks over \$35,000
- Balance Sheet Report for all Funds
- Bank Reconciliation Summary for all Depository Accounts

Recommendation

No Action Required.

Budget Impact

None.

Board Action

Moved by:

Seconded by:

Action Taken:

St Lucie West Service District
Budget vs. Actual (General Fund)
October 2016 through September 2017

	Oct '16 - Sep '17	Budget	\$ +/- Budget	% of Current Budget	Previous Year % of Previous Year Budget
Ordinary Income/Expense					
Income					
1-04000 · GF SLWSD GENERAL FUND REVENUE	3,118,571.60	2,828,379.00	290,192.60	110.26%	100.8%
Total Income	3,118,571.60	2,828,379.00	290,192.60	110.26%	100.8%
Gross Income	3,118,571.60	2,828,379.00	290,192.60	110.26%	100.8%
Expense					
1-05000 · GF BOARD OF DIRECTORS	11,349.37	15,312.00	-3,962.63	74.12%	101.24%
1-06000 · GF DISTRICT MANAGER	8,647.72	27,689.00	-19,041.28	31.23%	57.77%
1-07000 · GF FINANCE	129,674.99	162,061.00	-32,386.01	80.02%	79.55%
1-12000 · GF GRANT MANAGEMENT	0.00	1,132.00	-1,132.00	0.0%	0.0%
1-13000 · GF CLERK TO THE BOARD	9,869.97	12,833.00	-2,963.03	76.91%	76.72%
1-14000 · GF AQUATICS DIVISION-PERSNL	298,346.50	328,165.00	-29,818.50	90.91%	89.58%
1-15000 · GF ADMINISTRATION DIV-PERSNL	680,115.67	659,185.00	20,930.67	103.18%	100.26%
1-16000 · GF STORM WATER MGMT-PERSNL	393,678.33	411,555.00	-17,876.67	95.66%	98.82%
1-17000 · GF EXOTIC PLNT RMVL DIV-PERSNL	190,253.68	197,822.00	-7,568.32	96.17%	97.06%
1-18000 · GF SHOP OPERATIONS-PERSNL	64,985.13	71,872.00	-6,886.87	90.42%	96.17%
1-19000 · GF GENERAL COUNSEL	21,148.10	40,931.00	-19,782.90	51.67%	99.98%
1-23000 · GF SPECIAL COUNSEL	1,204.61	7,922.00	-6,717.39	15.21%	54.99%
1-26000 · GF ENGINEERING	21,001.36	37,587.00	-16,585.64	55.87%	67.74%
1-29000 · GF POLLUTION CONTROL	0.00	4,842.00	-4,842.00	0.0%	862.07%
1-31000 · GF AQUATICS DIVISION-OPERATING	171,419.75	213,714.00	-42,294.25	80.21%	81.1%
1-33000 · GF ADMINISTRATION DIV-OPERATING	156,813.03	520,441.00	-363,627.97	30.13%	51.72%
1-34000 · GF STORM WATER MGMT-OPERATING	156,236.76	150,161.00	6,075.76	104.05%	77.04%
1-35000 · GF EXOTIC PLANT RMVL-OPERATING	117,229.57	120,671.00	-3,441.43	97.15%	96.3%
1-36000 · GF SHOP OPERATIONS-OPERATING	40,238.90	39,629.00	609.90	101.54%	90.67%
1-46000 · GF RENEWAL & REPLACEMENT	233,726.34	121,400.00	112,326.34	192.53%	80.14%
Total Expense	2,705,939.78	3,144,924.00	-438,984.22	86.04%	86.29%
Net Ordinary Income	412,631.82	-316,545.00	729,176.82		
Net Income	412,631.82	-316,545.00	729,176.82		

Notes: 1) September is approximately 100% (10/10) of the way through the District's normal NAV Assessment collection period. Therefore income should be at or above 100% at this point.

2) September is approximately 100% (12/12) of the way through the District's fiscal year. Therefore, normal ongoing expenses should be around 100% or lower at this point.

St Lucie West Service District
Budget vs. Actual (WMB Debt Service)
October 2016 through September 2017

	Oct '16 - Sep '17	Budget	\$ +/- Budget	% of Current Budget	Previous Year % of Previous Year Budget
Ordinary Income/Expense					
Income					
2-04000 · WB WTR MGMT BEN SRS 1999A REV	2,258,443.35	2,391,899.97	-133,456.62	94.42%	94.44%
Total Income	<u>2,258,443.35</u>	<u>2,391,899.97</u>	<u>-133,456.62</u>	<u>94.42%</u>	<u>94.44%</u>
 Gross Income	 2,258,443.35	 2,391,899.97	 -133,456.62	 94.42%	 94.44%
Expense					
2-05000 · WB WTR MGMT BEN SRS 1999A DS	2,285,580.48	2,363,071.00	-77,490.52	96.72%	96.5%
Total Expense	<u>2,285,580.48</u>	<u>2,363,071.00</u>	<u>-77,490.52</u>	<u>96.72%</u>	<u>96.5%</u>
 Net Ordinary Income	 <u>-27,137.13</u>	 <u>28,828.97</u>	 <u>-55,966.10</u>		
 Net Income	 <u><u>-27,137.13</u></u>	 <u><u>28,828.97</u></u>	 <u><u>-55,966.10</u></u>		

Notes: 1) September is approximately 100% (10/10) of the way through the District's normal NAV Assessment collection period. Therefore income should be at or above 100% at this point.

2) The majority Bond payment is not until May each year so the expense should remain very low until the May report where it will increase significantly. Then the expense will hold steady until the end of the year.

St Lucie West Service District
Budget vs. Actual (Cascades Debt Service)
October 2016 through September 2017

	Oct '16 -Sep '17	Budget	\$ +/- Budget	% of Current Budget	Previous Year % of Previous Year Budget
Ordinary Income/Expense					
Income					
3-04000 · CB CASCADES SRS 1998 REVENUE	194,722.33	209,040.00	-14,317.67	93.2%	93.6%
Total Income	194,722.33	209,040.00	-14,317.67	93.2%	93.6%
Gross Income	194,722.33	209,040.00	-14,317.67	93.2%	93.6%
Expense					
3-05000 · CB CASCADES SRS 1998 DEBT SVC	202,057.44	198,903.00	3,154.44	101.6%	101.5%
Total Expense	202,057.44	198,903.00	3,154.44	101.6%	101.5%
Net Ordinary Income	-7,335.11	10,137.00	-17,472.11		
Net Income	-7,335.11	10,137.00	-17,472.11		

Notes: 1) September is approximately 100% (10/10) of the way through the District's normal NAV Assessment collection period. Therefore income should be at or above 100% at this point.

2) The majority Bond payment is not until May each year so the expense should remain very low until the May report where it will increase significantly. Then the expense will hold steady until the end of the year.

St Lucie West Service District
Budget vs. Actual (Water & Sewer Fund)
October 2016 through September 2017

	Oct '16 - Sep '17	Budget	\$ +/- Budget	% of Current Budget	Previous Year % of Previous Year Budget
Ordinary Income/Expense					
Income					
5-04000 · WS SLWSD WATER & SEWER REVENUE	8,415,117.10	8,951,681.00	-536,563.90	94.01%	103.56%
Total Income	8,415,117.10	8,951,681.00	-536,563.90	94.01%	103.56%
Gross Income	8,415,117.10	8,951,681.00	-536,563.90	94.01%	103.56%
Expense					
5-05000 · WS BOARD OF DIRECTORS	11,332.15	15,489.00	-4,156.85	73.16%	107.41%
5-06000 · WS DISTRICT MANAGER	752.69	17,029.00	-16,276.31	4.42%	94.05%
5-07000 · WS FINANCE	241,867.66	320,219.00	-78,351.34	75.53%	75.2%
5-09000 · WS PROPERTY CONTROL	5,563.66	11,411.00	-5,847.34	48.76%	12,228.47%
5-11000 · WS UTILITY RATE CONSULTANT	14,488.25	14,845.00	-356.75	97.6%	97.52%
5-13000 · WS CLERK TO THE BOARD	11,570.69	17,498.00	-5,927.31	66.13%	79.28%
5-14000 · WS ADMIN DVSN-PERSNL	955,565.32	956,672.00	-1,106.68	99.88%	88.58%
5-15000 · WS WATER TRTMNT PLANT-PERSNL	349,083.79	368,971.00	-19,887.21	94.61%	97.22%
5-16000 · WS WASTEWATER TRTMT PL-PERSNL	340,344.58	376,918.00	-36,573.42	90.3%	99.15%
5-17000 · WS UNDERGROUND UTIL-PERSNL	569,764.54	592,243.00	-22,478.46	96.21%	98.65%
5-18000 · WS IRRIGATION DIV-PERSNL	52,802.82	62,099.00	-9,296.18	85.03%	87.91%
5-19000 · WS GENERAL COUNSEL	21,148.15	42,045.00	-20,896.85	50.3%	97.33%
5-23000 · WS SPECIAL COUNSEL	1,204.63	8,767.00	-7,562.37	13.74%	67.44%
5-26000 · WS ENGINEERING	59,002.50	74,288.00	-15,285.50	79.42%	63.69%
5-27000 · WATER & SEWER DEBT SERVICE	537,300.75	2,524,602.00	-1,987,301.25	21.28%	45.29%
5-28000 · WS WATER & SEWER SERVICES	943,281.00	907,281.00	36,000.00	103.97%	-117.3%
5-29000 · WS ADMIN DIV-OPERATING	385,086.53	1,129,263.00	-744,176.47	34.1%	45.61%
5-30000 · WS WATER TRTMNT PLANT-OPER	628,284.66	651,324.00	-23,039.34	96.46%	102.56%
5-31000 · WS WASTEWATER TRTMT PL-OPER	426,757.39	598,953.00	-172,195.61	71.25%	71.37%
5-32000 · WS UNDERGROUND UTIL-OPERATING	452,878.19	587,515.00	-134,636.81	77.08%	96.76%
5-33000 · WS IRRIGATION DIV-OPERATING	221,951.66	293,241.00	-71,289.34	75.69%	80.7%
Total Expense	6,230,031.61	9,570,673.00	-3,340,641.39	65.1%	78.15%
Net Ordinary Income	2,185,085.49	-618,992.00	2,804,077.49		
Net Income	2,185,085.49	-618,992.00	2,804,077.49		

Notes: 1) September is approximately 91.67% (11/12) (revenues are billed a month behind)of the way through the District's billed revenue period. Therefore, normal billed income should be around 91.67% or higher at this point.

2) September is approximately 100% (12/12) of the way through the District's fiscal year. Therefore, normal ongoing expenses should be around 100% or lower at this point.

St Lucie West Service District
Budget vs. Actual (Water & Sewer Capital)
October 2016 through September 2017

	Oct '16 -Sep '17	Budget	\$ +/- Budget	% of Current Budget	Previous Year % of Previous Year Budget
Ordinary Income/Expense					
Income					
5-36000 · WS CAP REVENUES					
5-36001 · INTEREST - R&R 4076011209	3,046.62		3,046.62	100.0%	0.0%
5-36002 · INTEREST - WWCF - 4076011236	331.90	219.00	112.90	151.55%	94.9%
5-36003 · INTEREST - 2004 BOND ISSUE	0.00		0.00	0.0%	0.0%
5-36004 · INTEREST - WCF 4076011227	1,690.31	176.00	1,514.31	960.4%	89.6%
5-36005 · WATER IMPACT FEES	17,682.87	497,832.00	-480,149.13	3.55%	366.8%
5-36006 · WW IMPACT FEES	13,738.75	2,876.00	10,862.75	477.7%	1,621.1%
5-36007 · R&R TRANSFER FROM W&S OPERATING	943,281.00	907,281.00	36,000.00	103.97%	0.0%
Total 5-36000 · WS CAP REVENUES	979,771.45	1,408,384.00	-428,612.55	69.57%	116.2%
Total Income	979,771.45	1,408,384.00	-428,612.55	69.57%	116.2%
Gross Income	979,771.45	1,408,384.00	-428,612.55	69.57%	116.2%
Expense					
5-37000 · WS RENEWAL & REPLACEMENT CIP					
5-37004 · CAPITAL PROJECTS SW049	0.00	25,856.00	-25,856.00	0.0%	2.6%
5-37006 · CAPITAL PROJECTS SW064	399,299.60	185,000.00	214,299.60	215.84%	342.9%
5-37007 · CAPITAL PROJECTS SW001	41,029.00	137,624.00	-96,595.00	29.81%	28.9%
5-37009 · CAPITAL PROJECTS SW037	69,177.86	186,300.00	-117,122.14	37.13%	117.9%
5-37013 · CAPITAL PROJECTS SW047	28,343.33	29,303.00	-959.67	96.73%	8.4%
5-37014 · CAPITAL PROJECTS SW050	0.00	0.00	0.00	0.0%	0.0%
5-37018 · CAPITAL PROJECTS SW069	100,560.48	700,000.00	-599,439.52	14.37%	4.0%
5-37020 · CAPITAL PROJECTS SW066	0.00	0.00	0.00	0.0%	65.8%
5-37027 · CAPITAL PROJECTS SW073	18,773.20	14,019.00	4,754.20	133.91%	81.9%
5-37029 · CAPITAL PROJECTS SW081	0.00	145,000.00	-145,000.00	0.0%	0.0%
5-37030 · CAPITAL PROJECTS SW083	0.00	0.00	0.00	0.0%	96.4%
5-37031 · CAPITAL PROJECTS SW084	3,016.99	34,000.00	-30,983.01	8.87%	132.1%
5-37032 · CAPITAL PROJECTS SW085	11,127.59	55,125.00	-43,997.41	20.19%	100.0%
Total 5-37000 · WS RENEWAL & REPLACEMENT CIP	671,328.05	1,512,227.00	-840,898.95	44.39%	57.6%
5-38000 · WS WATER CONNECT FEE CIP					
5-38011 · CAPITAL PROJECTS SW072	0.00	0.00	0.00	0.0%	0.0%
5-38012 · CAPITAL PROJECTS SW077	1,458.66	220,000.00	-218,541.34	0.66%	9.3%
5-38013 · CAPITAL PROJECTS SW080	0.00	0.00	0.00	0.0%	51.7%
Total 5-38000 · WS WATER CONNECT FEE CIP	1,458.66	220,000.00	-218,541.34	0.66%	28.1%
5-39000 · WS WASTEWATER CONNECT FEE CIP					
5-39011 · CAPITAL PROJECTS SW062	0.00	0.00			0.0%
Total 5-39000 · WS WASTEWATER CONNECT FEE CIP	0.00	0.00			0.0%
Total Expense	672,786.71	1,732,227.00	-1,059,440.29	38.84%	47.8%
Net Ordinary Income	306,984.74	-323,843.00	630,827.74		
	306,984.74	-323,843.00	630,827.74		

Notes: 1) Capital Projects all happen at varying times and have varying durations. Therefore there is no hard rule for what percentage any given project should be at during any given point throughout the year.

St Lucie West Service District

Check Register

As of September 30, 2017

Date	Num	Name	Memo	Credit
ASSETS				
Current Assets				
Checking/Savings				
1-00001 · SUNTRUST (GF operating) #1363				
09/01/2017	7234	ADP, LLC	PO#75131-PAYROLL PROCESSING SERVICES ENDING 08/11/17	571.20
09/01/2017	7235	ALPHA BOATS UNLIMITED	PO#75027-ASSORTED PARTS	780.62
09/01/2017	7236	COMPUTER NETWORK SERVICES	PO#75132-SOPHOS CENTRAL ENDPOINT ADVANCED PROTEC...	707.50
09/01/2017	7237	DAVID MIKLAS, P.A.	PO#75118-LEGAL SERVICES PERFORMED FOR AUGUST 2017	222.75
09/01/2017	7238	FRANKLIN TEMPLETON BANK AND TR	AUGUST 2017 SEP CONTRIBUTIONS	27,035.17
09/01/2017	7239	HELENA CHEMICAL CO.		6,655.00
09/01/2017	7240	HUMANA VISION INSURANCE CO	BILLING ID#591100-001-VISION INSURANCE-SEPTEMBER 2017	448.05
09/01/2017	7241	J.W. CHEATHAM, LLC	2016 STORMWATER ENHANCEMENT PROJECT-REQUISITION#2	150,466.50
09/01/2017	7242	JOHNSON ENGINEERING, INC.	WELAND#1 PROJECT PROF SVCS THROUGH AUGUST 13 2017	744.00
09/01/2017	7243	RevSpring, Inc.	PO#75133-STATEMENTS	21.08
09/01/2017	7244	REXEL CONSOLIDATED	PO#75028A-MICROLOGIX 16 POINT CONTROLLER	2,415.12
09/01/2017	7245	SHENANDOAH CONSTRUCTION		35,657.00
09/01/2017	7246	STAPLES CREDIT PLAN		318.00
09/01/2017	7247	SUNCOAST SPRAYER EQUIPMENT CENTER INC.	PO#75113-GUNCOMP-COMPLETE GUN	47.96
09/01/2017	7248	TREASURE COAST LAWN EQUIPMENT		2,373.43
09/01/2017	7249	VELDE FORD, INC.	PO#75098-HOLDER	87.97
09/13/2017	7250	AMERICAN EXPRESS		10,910.25
09/13/2017	7251	CINTAS CORPORATION	PO#75139- ASSORTED FIRST AID SUPPLIES	193.45
09/13/2017	7252	ERC&C LLC	PO#75161-REPAIR ROLLER SUPPORT & BUILD NEW ROLLER	805.00
09/13/2017	7253	GONANO & HARRELL	PO#75158-AUGUST 2017 LEGAL SERVICES	3,175.50
09/13/2017	7254	GUARDIAN HAWK SECURITY	PO#75127-BURGLAR ALARM MAINTENANCE	234.99
09/13/2017	7255	LIBERTY TIRE RECYCLING, LLC	PO#75055-ASSORTED TIRE RECYCLING SERVICES	283.02
09/13/2017	7256	ST LUCIE CO BALING & RECYCLING		909.24
09/13/2017	7257	TELETRAC, INC.	PO#75130-SUBSCRIPTION SERVICE FEES FROM 08/01/17 TO10...	2,940.00
09/13/2017	7258	VIDEO RAY LLC	PO#74969-REPAIR SERVICE & RELATED PARTS	5,668.00
09/13/2017		ASCENSUS	PR 9/13/17 (8/26/17-9/8/17)	884.13
09/15/2017	7259	ADP, LLC	PO#75179-PAYROLL PROCESSING SERVICES ENDING 08/25/17	178.84
09/15/2017	7260	ARCADIS US INC.		6,796.00
09/15/2017	7261	COMCAST	PO#75187-REMAINDER DUE FROM ANNUAL PAYMENT-ACCOU...	6.79
09/15/2017	7262	FPL	PO#75185-ELECTRICAL SERVICES	44,927.38
09/15/2017	7263	GEMPLER'S	PO#74802-BOOTS	29.55
09/15/2017	7264	SAM'S CLUB DISCOVER	MADLINE MALDONADO CHARGES FOR THE MONTH OF AUGU...	55.77
09/15/2017	7265	SAMPSON'S TREE SERVICE CO.	PO#75174-REMOVED 2 PINE TREES FROM INSIDE RV RESORT	765.00
09/15/2017	7266	SOUTHERN UNDERGROUND, INC.	PO#74900A-DISCHARGE REPAIR AT C-108 CANAL	47,514.00
09/15/2017	7267	SPECIAL DISTRICT SERVICES, INC.	PO#75181-AUGUST 2017 MANAGEMENT FEES	6,772.49
09/15/2017	7268	STAPLES ADVANTAGE		268.78
09/15/2017	7269	SYSTEM DESIGN WIZARDS, INC.	PO#75180-WEBSITE MAINTENANCE & HOSTING AUGUST 2017	695.45
09/15/2017	7270	TURNER INDUSTRIAL SUPPLY CO.	PO#75153-ASSORTED OPERATING SUPPLIES	873.45
09/15/2017	7271	UNIFIRST		522.17
09/15/2017	7272	VERIZON WIRELESS	PO#75177-CELL PHONE SERVICES	876.23
09/15/2017	7273	NAPA AUTO SUPPLY OF PORT ST. LUCIE		3,407.22
09/22/2017	7274	ADP, LLC	PO#75226-PAYROLL PROCESSING SERVICES ENDING 09/08/17	176.80
09/22/2017	7275	ALPHA BOATS UNLIMITED	PO#75091-VIBRATION MOUNT & LOW KNIFE CLIP, MALLABLE	819.39
09/22/2017	7276	ARMADILLO DIRT WORKS, LLC	PO#75218-SAND FOR SAND BAGS FOR HURRICANE IRMA	555.00
09/22/2017	7277	CINTAS CORPORATION	ASSORTED FIRST AID SUPPLIES	167.46
09/22/2017	7278	COMO OIL COMPANY OF FLORIDA	PO#75135- DYED-ULTRA LOW SULPHUR	985.91
09/22/2017	7279	ELPEX	PO#75114-MULTITRAC CAR TIRES	230.00
09/22/2017	7280	GUARDIAN HAWK SECURITY	PO#75243-NEED TO REPLACE INTERCOM UNIT	210.00
09/22/2017	7281	HELENA CHEMICAL CO.	PO#75192-RODEO/CIDE KICK/CUTRINE FL909	1,381.25
09/22/2017	7282	HOME DEPOT CREDIT SERVICES		694.29
09/22/2017	7283	IRRIGATION BY MIKE MARBURGER, INC.	PO#75235-TICKETS FROM 07/26/17 TO 09/16/17	1,440.00
09/22/2017	7284	LOWE'S		3,696.50
09/22/2017	7285	PITNEY BOWES INC.	PO#75227-SUPPLIES	361.35
09/22/2017	7286	SOUTHERN SEWER EQUIPMENT SALES	PO#74976-ALUMINUM CATCH BASIN NOZZLE	173.35
09/22/2017	7287	ST LUCIE BATTERY & TIRE	PO#75168-VERSADO NOIR TIRES	503.72
09/22/2017	7288	SUNSHINE STATE ONE CALL OF FLORIDA, INC	PO#75194 TICKETS TRANSMITTED FOR AUGUST 2017	239.28
09/22/2017	7289	SUPERIOR CLEANING & RESTORATION INC.	PO#75242-RHEPA VAC DUCTING & GRILLES & SANITIZE	1,575.00
09/22/2017	7290	THE CUSTOM TRUCK SHOP	PO#75204-LEVEL KIT/TOYO OPEN COUNTRY A/TII	1,384.63
09/22/2017	7291	TREASURE COAST FLEET REPAIR	PO#75095-INSTALLED NEW ENGINE	5,184.11
09/22/2017	7292	TREASURE COAST LAWN EQUIPMENT		2,131.80
09/22/2017	7293	UNIFIRST		258.83
09/22/2017	7294	WINDSTREAM COMMUNICATIONS	PO#75231-BALANCE AFTER FISCAL YEAR 2017-2018 ANNUAL P...	90.71
09/22/2017	7295	VERO CHEMICAL DISTRIBUTORS INC		1,598.95
09/26/2017	7296	UNIVERSITY OF FLORIDA	PO#75101-TESTING A DYE IN SITU	2,500.00
09/27/2017		ASCENSUS	PR 9/27/17 (9/9/17-9/22/17)	1,441.19
09/29/2017	7297	ABBA AIR CONDITIONING CORPORATION	PO#75018-PREVENTATIVE MAINTENANCE ON MAIN OFFICE AD...	325.00
09/29/2017	7298	ADP, LLC		646.00
09/29/2017	7299	ARMADILLO DIRT WORKS, LLC	PO#75262-DELIVERED FLOAT TURBIDITY BARRIER TO SVC DIS...	346.13
09/29/2017	7300	BLUE CROSS BLUE SHIELD OF FL	HEALTH INSURANCE-GROUP NO. 41965 OCTOBER 2017	66,581.40
09/29/2017	7301	COMO OIL COMPANY OF FLORIDA		2,117.44
09/29/2017	7302	HUMANA VISION INSURANCE CO	BILLING ID#591100-001-VISION INSURANCE-OCTOBER 2017	455.01
09/29/2017	7303	TERRACON CONSULTANTS, INC.	SLW LAKE HARVEY PROJECT-SERVICES THROUGH 09/02/17	1,491.25
09/29/2017	7304	THE LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE INSURANCE FOR OCTOBER 2017-ACCOUNT NUMBER STL...	3,103.92
09/29/2017	7305	TREASURE COAST LAWN EQUIPMENT		1,622.30
09/29/2017	7306	UNIFIRST		258.83
09/29/2017	7307	UNITED HEALTHCARE PREMIUM BILLING	CUSTOMER NO. 05X1601-SLWSD OCTOBER 2017 DENTAL PLA...	2,542.99
09/29/2017	7308	VIDEO RAY LLC	PO#75251-TETHER KIT NEUTRAL 250 FT	3,323.00
09/29/2017	7309	XYLEM WATER SOLUTIONS U.S.A., INC.	PO#75154-PUMP RENTAL	6,731.00
Total 1-00001 · SUNTRUST (GF operating) #1363				485,587.84
1-00002 · SUNTRUST (GF R&R Fund) # 3968				
Total 1-00002 · SUNTRUST (GF R&R Fund) # 3968				

Date	Num	Name	Memo	Credit
5-00002 - SUNTRUST (WS Operating) #7918				
09/01/2017	7916	ARMADILLO DIRT WORKS, LLC	PO#75102-THE LAKES: 1220A BENTLEY CIRCLE	3,834.00
09/01/2017	7917	BORLAND TRUCK & TRACTOR LLC	PO#75137-DUMP TRUCK DELIVERIES OF COQUINA & 57" ROCK	1,300.00
09/01/2017	7918	FEDEX	PO#75129-SHIPPING CHARGES	25.82
09/01/2017	7919	ODYSSEY MANUFACTURING COMPANY	PO#75056-HYPOCHLORITE SOLUTIONS	1,335.74
09/01/2017	7920	SAMPSON'S TREE SERVICE CO.	PO#75120-REMOVED TREE & DEBRIS-1250 NW BENTLY CIR (T...	615.00
09/01/2017	7921	THE BUSHEL STOP, INC.	PO#75099-1/2 PALLET OF SOD	183.00
09/01/2017	7922	VELDE FORD, INC.	PO#75111-ALTERNATOR	240.33
09/06/2017	7924	AMBRA LYNN FULLER	190 SW HIDDEN COVE WAY-CUSTOMER REFUND-AMBRA LYN...	35.70
09/06/2017	7925	BRIAN ISACSON	375 SW LAKE FOREST WAY-CUSTOMER REFUND-BRIAN ISACS...	43.17
09/06/2017	7926	DAVID MICHAEL FOXX	165 NW SWANN MILL CIR-CUSTOMER REFUND-DAVID M. FOXX...	32.93
09/06/2017	7927	HANS BERLINGER	606 NW LAMBRUSCO DR-CUSTOMER REFUND-HANS BERLING...	70.61
09/06/2017	7928	KAREN M. BAILEY	718 SW ST VINCENT CV-CUSTOMER REFUND-KAREN M. BAILE...	15.76
09/06/2017	7929	LUANNE MACDONALD	731 SW MUNJACK CIR-CUSTOMER REFUND-LUANNE MACDON...	18.01
09/06/2017	7930	MARC A. MINGTEGUI	813 SW LAKE CHARLES CIR-CUSTOMER REFUND-MARC MINTE...	20.49
09/06/2017	7931	MARTHA ELENA MESA	759 SW MUNJACK CIR-MARTHA ELENA MESA-CUSTOMER REF...	0.60
09/06/2017	7932	RICKY D. LANGLOIS	885 SW MUNJACK CIR-CUSTOMER REFUND-RICKY D. LANGLOI...	53.64
09/06/2017	7933	SALLY S. OYABE	428 SW MONROE DR-CUSTOMER REFUND-SALLY S. OYABE-89...	18.21
09/06/2017	7934	SELMA SCHEVERS	336 NW TREELINE TRCE-CUSTOMER REFUNDS-SELMA SCHEV...	55.03
09/06/2017	7935	STANN VODOSKY	138 NW PLEASANT GROVE WAY-CUSTOMER REFUND-STANN ...	47.02
09/06/2017	7936	TIMOTHY NORFLEET	128 NW BENTLEY CIR-CUSTOMER REFUND-TIMOTHY NORFLE...	59.17
09/13/2017	7937	EASTERN PIPELINE CONSTRUCTION, INC.	PO#75160-INSTALLED 2" LONG SIDE SERVICE SLEEVE @ 581 L...	1,700.00
09/13/2017	7938	REXNORD INDUSTRIES LLC	PO#75122-REPLACEMENT SEALS	443.05
09/13/2017	7939	THE BUSHEL STOP, INC.	PO#75140-30 PCS SOD	48.00
09/13/2017	7940	TREASURE COAST BUSINESS COMMUNICATIONS	PO#74925B-FINAL PAYMENT FOR CAMERA PROJECT	1,675.00
09/13/2017	7941	WASTE MANAGEMENT OKEECHOBEE LANDFILL	PO#75156-SERVICE PERIOD AUGUST 2017	4,255.86
09/13/2017	7942	DONALD W. PATTON	1222 A NW SUN TERRACE CIR-CUSTOMER REFUND-DONALD ...	137.09
09/13/2017	7943	HECTOR RUIZ-PUYANA	819 SW MUNJACK CIR-CUSTOMER REFUND-HECTOR RUIZ-PU...	84.39
09/13/2017	7944	JOSEPH AVANZATO	324 NW TUSCANY CT-CUSTOMER REFUND-JOSEPH AVANZAT...	48.06
09/13/2017	7945	RUTH GREEN	625 SW INDIAN KEY DR-CUSTOMER REFUND-RUTH GREEN-21...	209.78
09/13/2017	7946	SOPHIE MAJEWSKI	1341 SW MAPLEWOOD DR-CUSTOMER REFUND-SOPHIE MAJE...	14.92
09/15/2017	7947	ARCADIS US INC.	PO#75171-SLW GENERAL FUND PROFESSIONAL SVCS 07/24/1...	64.50
09/15/2017	7948	INFRASTRUCTURE SOLUTION SERVICES	PO#74217D-MAIN IRRIGATION PUMP STATION -SVCS ENDING 0...	13,532.00
09/15/2017	7949	LANDSCAPE DESIGN ASSOCIATES	PO#74995-MINOR SITE PLAN AMENDMENT	1,500.00
09/15/2017	7950	MICHAEL S. KNAPP	PO#75173-COMPILE/EVALUATE WQ DATA & WL, FLOW PRES D...	1,260.00
09/15/2017	7951	TREASURE COAST AUTO REPAIR INC.	PO#75170-REPLACED ALTERNATOR SUPPLIED BY CUSTOMER	201.88
09/15/2017	7952	TRINOVA-FLORIDA	PO#75115-PROMINENT DELTA PROGRAMMABLE PUMP	2,525.72
09/22/2017	7953	HAZEL MESSINEO	803 SW ST CROIX CV-CUSTOMER REFUND-HAZEL MESSINEO-...	54.25
09/22/2017	7954	LILA WILLIAMS	380 NW CASTLEMAINE CT-CUSTOMER REFUND-LILA WILLIAMS...	26.19
09/22/2017	7955	LOIS SAVAGE	393 NW BREEZY POINT LOOP-CUSTOMER REFUND-LOIS SAVA...	29.81
09/22/2017	7956	ROBERT SMITH	1535 B NW AMHERST DR-CUSTOMER REFUND-ROBERT SMITH...	65.07
09/22/2017	7957	THOMAS CRADDOCK	521 SW INDIAN KEY DR-CUSTOMER REFUND-THOMAS CRADD...	76.67
09/22/2017	7958	WILLIAM ECKWEILER	487 NW CASANOVA CIR-CUSTOMER REFUND-WILLIAM ECKWE...	39.08
09/22/2017	7959	CLIFF CLONAN	WATER CONSERVATION REBATE 2016-17 73	100.00
09/22/2017	7960	DOMENIC SPANO	WATER CONSERVATION REBATE 2016-17 69	100.00
09/22/2017	7961	EMILIO VIOLA	WATER CONSERVATION REBATE 2016-17 70	100.00
09/22/2017	7962	SUSAN MOTTICE	WATER CONSERVATION REBATE 2016-17 71	100.00
09/22/2017	7963	A-1 METAL SUPPLY CORP.	PO#75167-SHEET PLATE	102.37
09/22/2017	7964	ABBA AIR CONDITIONING CORPORATION	PO#75193-REPAIRED LEAKING UNIT	285.00
09/22/2017	7965	ADVANCED WATER TREATMENT TECHNOLOGIES, IN	PO#75112-HEXPROTECT AQUA-DRINKING WATER BALLAST	2,961.76
09/22/2017	7966	APPLE INDUSTRIAL SUPPLY CO.	PO#75210-ASSORTED SUPPLIES	60.07
09/22/2017	7967	ARMADILLO DIRT WORKS, LLC		26,474.00
09/22/2017	7968	CARE NOW URGENT CARE		180.00
09/22/2017	7969	CINTAS CORPORATION	PO#75236- ASSORTED FIRST AID SUPPLIES	49.58
09/22/2017	7970	CITY ELECTRIC SUPPLY CO.	PO#75094-ELECTRICAL SUPPLIES	199.83
09/22/2017	7971	COAST PUMP & SUPPLY CO., INC.		688.82
09/22/2017	7972	COMPUTER NETWORK SERVICES		12,347.88
09/22/2017	7973	EASTERN PIPELINE CONSTRUCTION, INC.	PO#75248-608 ROMORA BAY-LONG SIDE SERVIE SLEEVE 2" DR...	1,700.00
09/22/2017	7974	FASTENAL INDUSTRIAL & CONSTRUCTION	PO#75187-ASSORTED OPERATING SUPPLIES	447.93
09/22/2017	7975	FERGUSON ENTERPRISES		3,099.40
09/22/2017	7976	HUDSON PUMP	PO#75058-LMI PUMP	3,924.00
09/22/2017	7977	LUBRICATION ENGINEERS, INC.		1,264.79
09/22/2017	7978	ODYSSEY MANUFACTURING COMPANY		3,289.18
09/22/2017	7979	RevSpring, Inc.	PO#75224-STATEMENTS	359.56
09/22/2017	7980	SAMPSON'S TREE SERVICE CO.		2,150.00
09/22/2017	7981	SUPERION, LLC	PO#75241-ASP SERVICE BUREAU-MAINTENANCE START OCTO...	2,772.92
09/22/2017	7982	TREASURE COAST LAWN EQUIPMENT	PO#75202-FILTER/63PMC/26RSC/26RMC3	90.33
09/22/2017	7983	TURNER INDUSTRIAL SUPPLY CO.		444.90
09/22/2017	7984	VERO CHEMICAL DISTRIBUTORS INC		9,666.94
09/29/2017	7985	DANIEL BOONE	516 SW INDIAN KEY DR-CUSTOMER REFUND-DANIEL BOONE-7...	4.38
09/29/2017	7986	ERIN POGER	1205 SW LIVE OAK CV-CUSTOMER REFUND-ERIN POGER-2216...	21.45
09/29/2017	7987	GABRIEL QUINO	1665 SW HARBOUR ISLES CIR-CUSTOMER REFUND-GABRIEL ...	76.11
09/29/2017	7988	GERALD ROSS	1685 SW HARBOUR ISLES CIR-CUSTOMER REFUND-GERALD R...	47.13
09/29/2017	7989	JEFFREY B. MILEY	316 NW SEACREST CT-CUSTOMER REFUND-JEFFREY B. MILE...	41.69
09/29/2017	7990	MARY L. SIMPSON	181 NW BENTLEY CIR-CUSTOMER REFUND-MARY L. SIMPSON-...	53.65
09/29/2017	7991	MONA BATES	409 SW MIMOSA CV-CUSTOMER REFUND-MONA BATES-20517...	35.24
09/29/2017	7992	SHADSUN RICE	155 NW WILLOW GROVE AVE-CUSTOMER REFUND-SHADSUN ...	120.61
09/29/2017	7993	ACCURATE SEPTIC SERVICES INC.	PO#75258-LIQUID WASTE RECEIVED PER GALLON	210.00
09/29/2017	7994	APPLE INDUSTRIAL SUPPLY CO.		52.27
09/29/2017	7995	APPLE MACHINE AND SUPPLY CO.	PO#75246-AL SQUARE TUBE	66.00
09/29/2017	7996	ARMADILLO DIRT WORKS, LLC	PO#75232-REPAIRED OPEN UTILITY CUT @ 1250 SW BENTLEY ...	3,450.00
09/29/2017	7997	BORLAND TRUCK & TRACTOR LLC	PO#75255-DUMP TRUCK DELIVERY OF 2 LOADS OF COQUINA ...	700.00
09/29/2017	7998	COAST PUMP & SUPPLY CO., INC.		168.03
09/29/2017	7999	COMO OIL COMPANY OF FLORIDA	PO#75147- DYED-ULTRA LOW SULPHUR	6,099.37
09/29/2017	8000	DITCH WITCH OF FLORIDA	PO#75207-LEVER VALVE & FREIGHT	465.62
09/29/2017	8001	FERGUSON ENTERPRISES		4,943.55
09/29/2017	8002	HORIZON DISTRIBUTORS INC.	PO#75212-ASSORTED IRRIGATION SUPPLIES	409.55
09/29/2017	8003	INTEGRATION SERVICES, INC.	PO#72981E-PLC CONTROL LOGIC PROGRAMMING & IGNITION ...	7,100.00
09/29/2017	8004	ODYSSEY MANUFACTURING COMPANY		2,018.40
09/29/2017	8005	POLYDYNE INC.	PO#75163-CLARIFLOC SE-1427	3,960.00
09/29/2017	8006	PUBLIC RESOURCES MANAGEMENT GR	PO#74728C-PROFESSIONAL SERVICES FROM 08/01/17 TO 08/3...	3,311.50
09/29/2017	8007	RevSpring, Inc.	PO#75263-STATEMENTS	3,469.26
09/29/2017	8008	SUPERION, LLC	PO#75265-SUPERION TRANSACTION MANAGER FOR AUGUST ...	150.00
09/29/2017	8009	TREASURE COAST AUTO REPAIR INC.	PO#75249-FREON/AC DYE	176.05

Date	Num	Name	Memo	Credit
09/29/2017	8010	TREASURE COAST LAWN EQUIPMENT	PO#75250-BLOWER/LITHIUM BATTERY/CHAINS	719.85
09/29/2017	8011	USABUEBOOK	PO#75096-ASSORTED OPERATING SUPPLIES	4,464.23
Total 5-00002 - SUNTRUST (WS Operating) #7918				151,288.75
Total Checking/Savings				636,876.59
Total Current Assets				636,876.59
TOTAL ASSETS				636,876.59
LIABILITIES & EQUITY				
TOTAL LIABILITIES & EQUITY				

St Lucie West Service District
Checks Over \$35,000
As of September 30, 2017

Date	Num	Name	Memo	Credit
ASSETS				
Current Assets				
Checking/Savings				
1-00001 · SUNTRUST (GF operating) #1363				
09/01/2017	7241	J.W. CHEATHAM, LLC	2016 STORMWATER ENHANCEMENT PROJECT-REQUISITION#2	150,466.50
09/01/2017	7245	SHENANDOAH CONSTRUCTION		35,657.00
09/15/2017	7262	FPL	PO#75185-ELECTRICAL SERVICES	44,927.38
09/15/2017	7266	SOUTHERN UNDERGROUND, INC.	PO#74900A-DISCHARGE REPAIR AT C-108 CANAL	47,514.00
09/29/2017	7300	BLUE CROSS BLUE SHIELD OF FL	HEALTH INSURANCE-GROUP NO. 41965 OCTOBER 2017	66,581.40
Total 1-00001 · SUNTRUST (GF operating) #1363				345,146.28
5-00002 · SUNTRUST (WS Operating) #7918				
Total 5-00002 · SUNTRUST (WS Operating) #7918				
Total Checking/Savings				345,146.28
Total Current Assets				345,146.28
TOTAL ASSETS				345,146.28
LIABILITIES & EQUITY				
TOTAL LIABILITIES & EQUITY				

St Lucie West Service District
Balance Sheet
As of September 30, 2017

	Sep 30, 17
ASSETS	
Current Assets	
Checking/Savings	
1-00001 · SUNTRUST (GF operating) #1363	1,253,590.77
1-00002 · SUNTRUST (GF R&R Fund) # 3968	1,044,113.89
5-00001 · SUNTRUST (WS Deposit) #1355	152,584.74
5-00002 · SUNTRUST (WS Operating) #7918	4,990,221.47
Total Checking/Savings	7,440,510.87
Other Current Assets	
1-02000 · GF SLWSD GENERAL ASSETS	440,321.89
2-01000 · WB WTR MGMT BEN 1999A ASSETS	871,439.47
3-01000 · CB CASCADES SRS 1998 ASSETS	67,247.63
5-01000 · WS SLWSD WATER & SEWER ASSETS	54,775,337.37
Total Other Current Assets	56,154,346.36
Total Current Assets	63,594,857.23
Other Assets	
000000 · Journal Entry Exchange	2,465.25
Total Other Assets	2,465.25
TOTAL ASSETS	63,597,322.48
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	245,649.42
Total Accounts Payable	245,649.42
Other Current Liabilities	
1-03000 · GF SLWSD GENERAL LIAB	38,551.42
2-02000 · WB WTR MGMT BEN 1999A LIAB	94,320.28
3-02000 · CB CASCADES SRS 1998 LIAB	16,144.15
5-02000 · WS SLWSD WATER & SEWER LIAB	36,118,988.94
Total Other Current Liabilities	36,268,004.79
Total Current Liabilities	36,513,654.21
Total Liabilities	36,513,654.21
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	7,552,451.81
4-02000 · CP WMB CAP PROJECTS FUND BAL	3,188,817.19
5-03000 · WS SLWSD WATER & SEWER FND BAL	9,724,940.02
Net Income	2,072,282.77
Total Equity	27,083,668.27
TOTAL LIABILITIES & EQUITY	63,597,322.48

**ST LUCIE WEST SERVICE DISTRICT
ACCOUNT RECONCILIATION SUMMARY
FOR MONTH END September 30th, 2017**

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	1,081,814.90	(312,673.75)	769,141.15	769,141.15	* Yes
1-00002	Operating Checking R&R Fund	ST	1000104113968	1,044,113.89	-	1,044,113.89	1,044,113.89	* Yes
1-00002	Operating Checking Escrow Fund	ST	1000104118740	-	-	-	-	Yes
1-02022	Surplus Funds - SBA	SBA	271912	6,208.37		6,208.37	6,208.37	Yes
TOTAL OPERATING				\$		1,819,463.41	\$	1,819,463.41
WATER MANAGEMENT BOND FUNDS								
2-01060	Revenue Fund-WMB 2013	US	203823000	488,348.32		488,348.32	488,348.32	Yes
2-01061	Interest Account-WMB 2013	US	203823001	-		-	-	Yes
2-01062	Sinking Account-WMB 2013	US	203823002	-		-	-	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	11.85		11.85	11.85	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
3-01051	Revenue Fund-Cascades 2010	US	140706000	45,903.79		45,903.79	45,903.79	Yes
3-01052	Interest Account-Cascades 2010	US	140706001	-		-	-	Yes
3-01053	Sinking Fund-Cascades 2010	US	140706002	-		-	-	Yes
3-01054	Redemption-Cascades 2010	US	140706003	-		-	-	Yes
3-01055	Reserve Fund-Cascades 2010	US	140706004	19,361.10		19,361.10	19,361.10	Yes
3-01056	COI-Cascades 2010	US	140706005	-		-	-	Yes
3-01057	Escrow-Cascades 2010	US	140707000	-		-	-	Yes
WATER MANAGEMENT BOND FUNDS TOTAL				\$		936,704.36	\$	936,704.36
WATER AND SEWER ACCOUNTS								
5-00001	Water & Sewer Cash Depositary	ST	1000104111355	36,667.46	115,917.28	152,584.74	152,584.74	* Yes
5-00002	Water & Sewer Operating Checking	ST	1000104117918	5,317,041.54	(417,820.23)	4,899,221.31	4,899,221.31	* Yes
5-01005	Construction Fund	US	4076011281	0.01		0.01	0.01	Yes
5-01006	Operating/Maintenance	US	4076011174	-		-	-	Yes
	Total	US	4076011192	2,524,601.50		2,524,601.50	2,524,601.50	Yes
5-01008	Senior Interest	US	4076011183	846,677.20		846,677.20	846,677.20	Yes
5-01010	Renewal & Replacement	US	4076011209	2,501,334.49		2,501,334.49	2,501,334.49	Yes
5-01011	Rate Stabilization	US	4076011218	581,903.04		581,903.04	581,903.04	Yes
5-01012	Water Connection	US	4076011227	1,218,606.37		1,218,606.37	1,218,606.37	Yes
5-01013	Wastewater Connection	US	4076011236	232,007.82		232,007.82	232,007.82	Yes
5-01014	Revenue Fund	US	4076011165	52,689.20		52,689.20	52,689.20	Yes
5-01015	Surplus Fund	US	4076011272	2,409,938.77		2,409,938.77	2,409,938.77	Yes
5-01016	Principal Account	US	4076036781	1,452,138.36		1,452,138.36	1,452,138.36	Yes
5-01042	Surplus Funds - SBA	SBA	271911	480.79		480.79	480.79	Yes
WATER AND SEWER ACCOUNTS TOTAL				\$		16,872,183.60	\$	16,872,183.60
GRAND TOTAL				\$		19,628,351.37	\$	19,628,351.37

* Note: These checking accounts (1363, 3968, 1355, & 7918) are reconciled to 10/27/17, 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, November 7, 2017

Item

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

Summary

Attached for your review and approval is a request to transfer funds from the Renewal & Replacement Account (R&R) for expenses that are previously budgeted project-related expenses for FY 2016/2017 and have been previously approved by the Board to be funded from one of the above mentioned accounts.

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

- \$29,007.00 – Renewal & Replacement Account

All Invoices for this requisition are attached for your review.

Recommendation

Staff recommends Board approval to transfer funds from the R&R Account for \$29,007.00 to the Public Fund Checking account for reimbursement for payments made that have been budgeted to be funded by this account.

Budget Impact

None.

Board Action

Moved by:

Seconded by:

Action Taken:

**ST. LUCIE WEST SERVICES DISTRICT
REQUISITION FOR PAYMENT
RENEWAL & REPLACEMENT TRUST ACCOUNT**

The undersigned, an Authorized Officer of St. Lucie West Services District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Indenture of Trust from the District to US Bank, as trustee (the "Trustee"), dated as of February 1, 2000 (the "Indenture") (all capitalized terms used herein shall have the meaning as such term in the Indenture):

(A) Requisition Number:

2017-13

(B) Name of Payee:

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

(C) Amount Payable:

\$29,007.00

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

Per attached letter and invoices; all of these expenditures are for renewal and replacement projects where the costs exceeds the capitalization threshold for fixed assets held by the St. Lucie West Services District.

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

Renewal/Replacement, Account Number 4076011209

The undersigned hereby certifies that obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the [✓] Renewal/Replacement Fund that each disbursement set forth above was incurred in connection with the cost of extensions, improvements or

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

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

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

If this requisition is for a disbursement from other than the Transaction Cost Account or for payment of capitalized interest, there shall be attached a resolution of the Governing Body of the District approving the specific contract with respect to which disbursements pursuant to this requisition are due and payable.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested.

ST. LUCIE WEST SERVICES DISTRICT

By:

Chairman

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

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

Consulting Engineer
Robert W. Lawson, P.E.

2017-13

1:17 PM

10/30/17

Accrual Basis

St Lucie West Service District
Transaction Detail By Account

September 2017

Type	Date	Num	Name	Memo	Debit	Credit	Balance
5-37000 - WS RENEWAL & REPLACEMENT CIP							
5-37018 - CAPITAL PROJECTS SW069							
Bill	09/14/2017	882	LANDSCAPE DESIGN ASSOCIATES	PO#74995-MINOR SITE PLAN AMENDMENT	1,500.00		1,500.00
Bill	09/14/2017	004	INFRASTRUCTURE SOLUTION SERVICES	PO#74217D-MAIN IRRIGATION PUMP STATION -SVCS ENDING 09/07/17	13,532.00		15,032.00
Total 5-37018 - CAPITAL PROJECTS SW069					15,032.00	0.00	15,032.00
5-37032 - CAPITAL PROJECTS SW085							
Bill	09/21/2017	2122	ARMADILLO DIRT WORKS, LLC	PO#75195-714 MAGNOLIA LAKES BLVD	2,775.00		2,775.00
Total 5-37032 - CAPITAL PROJECTS SW085					2,775.00	0.00	2,775.00
5-37035 - CAPITAL PROJECTS SW088							
Bill	09/28/2017	2015-28-06	INTEGRATION SERVICES, INC.	PO#72981E-PLC CONTROL LOGIC PROGRAMMING & IGNITION GRAPHICS DEV SYS	7,100.00		7,100.00
Bill	09/30/2017	2015-28-07	INTEGRATION SERVICES, INC.	PO#72981F-PLC CONTROL LOGIC PROGRAMMING & IGNITION GRAPHICS DEV SYS	4,100.00		11,200.00
Total 5-37035 - CAPITAL PROJECTS SW088					11,200.00	0.00	11,200.00
Total 5-37000 - WS RENEWAL & REPLACEMENT CIP					29,007.00	0.00	29,007.00
TOTAL					29,007.00	0.00	29,007.00

St. Lucie West Services District

Board Agenda Item

Tuesday, November 7, 2017

Item

CA 7 Surplus Items

Summary

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

Item Description	Model	Serial/ID	Dept.	Tag#
Concentrate Tank	Permastone 360	7484T1	WTP	648
Concentrate Pump	Homa AM30375G	287829	WTP	776
SCADA Servers (Qty.2)	Dell		ADMIN	546
Sensus Meter Auto Read Wireless Gun	4090		ADMIN	560
Dell Laptop & Accessories	Inspiron		ADMIN	n/a
Water Meters (2 Boxes) Scrap			UGU	n/a
Lot of Scrap (Metals, Steel Piping, Liftstation Pumps, etc (Scrap)			UGU	n/a
8" Meter (Scrap)			UGU	n/a
Camera System (Scrap)			WTP	n/a
Insertion Flow Meter			WTP	n/a
Pallet of Old Wiring (Scrap)			WTP	n/a
Pallet of Old DC Voltage Drives & Other Electrical Equipment (Scrap)			WTP	n/a

Recommendation

Staff recommends the Board approval for a Declaration of surplus for the above referenced items.

District Manager: **Dennis Pickle**

Assistant Utilities Director: **Josh Miller**

Director of Administration: **Madeline Maldonado**



Supervisors' Requests



Adjournment