

ST. LUCIE WEST SERVICES DISTRICT



**BOARD OF SUPERVISORS'
REGULAR BOARD MEETING
& PUBLIC HEARING
DECEMBER 6, 2016
9:00 A.M.**

AGENDA
ST. LUCIE WEST SERVICES DISTRICT
BOARD OF SUPERVISORS'
WORKSHOP & REGULAR BOARD MEETING
December 5, 2016 & December 6, 2016
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. Election of Officers

- Chairman
- Vice Chairman
- Secretary/Treasurer
- Assistant Secretaries

E. Approval of Minutes

1. October 31, 2016 Workshop Minutes
2. November 1, 2016 Regular Board Meeting Minutes

F. Public Hearing

1. **Call to Order**
2. **Roll Call**
3. **Proof of Publication**
4. **Receive Public Comments** on Amending Chapter A-I of the Rules of the St. Lucie West Services District – General and Procedural Rules; Providing an Effective Date
 - **PH** – Consider Resolution No. 2015-08 – Amending Chapter A-I of the Rules of the St. Lucie West Services District – General and Procedural Rules; Providing an Effective Date
5. **Close the Public Hearing**

G. Public Comment

H. District Attorney

DA 1 – Status Report/Updates

I. District Engineer

DE 1 – Status Report/Updates

J. District Manager

Action Items

DM 1 – Consider Approval of Agreement for Legal Services with the Law Offices of David Miklas, PA

DM 2 – Other Items/Updates

K. 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 October, 2016

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

L. Supervisors' Requests

M. Adjournment

St. Lucie West Services District
Workshop Minutes
October 31, 2016, 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
Everett Child, Supervisor

Staff Present

Dennis Pickle, District Manager, St. Lucie West Services District ("SLWSD")
Maddie Maldonado, Office Manager, 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 Supervisors were present with the exception of Supervisor Charles B. Altwein.

D. Approval of Minutes

- 1. October 3, 2016, Workshop**
- 2. October 4, 2016, Regular Board Meeting**

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

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

E. Public Comment

Tom Mackiewicz of PJ Development, LLC, presented a proposal for erecting a cell phone tower on District property. Mr. Mackiewicz distributed pictures of the tower and indicated that he would like to have community meetings to find out their

thoughts. He noted that the tower would be up to 140' high and that the flag pole would be painted a bright white. Unipoles are painted grey to black. Mr. Pickle indicated that they had discussed possibly erecting one near the District's water plant. Supervisor Child confirmed the hurricane rating. Vice Chairman Ney noted that the closest community had already expressed their negative feelings about it. Vice Chairman Ney confirmed that the land would be leased with a cancellation option. Mr. Pickle advised Mr. Mackiewicz that the Board would take action on the proposal at tomorrow's meeting to possibly set up community meetings on the matter.

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

Mr. Pickle was not aware of any items which Mr. Harrell might bring up at tomorrow's meeting.

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

Mr. Pickle indicated that Mr. Lawson would be bringing Work Authorization No. 7A-54-1610-R between the District and Florida City Gas to the Board for consideration at tomorrow's meeting. Mr. Pickle noted that it was a standard work authorization to install a gas main within the right of way of NW Enterprise Drive and NW Interpark Place to serve the property located at 541 NW Interpark Place.

There was no discussion on this matter.

Mr. Pickle then advised that the 4E/5 project was winding down.

**H. District Manager
Action Items**

DM 1 – Consider Approval of the Administration Office's New Hours

Mr. Pickle presented the item and indicated that the new hours were from 8:00 a.m. until 4:00 p.m., Monday through Friday. He also noted that there was 100% employee support for this change. Vice Chairman Ney asked if employees were allotted 30 minutes for lunch to which Mr. Pickle indicated that they were or in the alternative, two 15 minute breaks with no lunch. Mr. Pickle stated that this change had been proposed because there is very low activity between 4:00 p.m. and 5:00 p.m.; maybe one customer would come in. Secretary Smith indicated that the most important thing to him was that the employees were okay with the change. Mr. Pickle indicated that after giving the employees 3 options, this change was unanimously voted for. He also indicated that he has the authority to change the hours back, if there are issues.

There was no further discussion regarding this item.

DM 2 – Consider Approval of the Paid Time Off Policy and Emergency Leave Policy Summary

Mr. Pickle presented the proposed changes in Sections 302 and 310, noting that Section 310 would eventually disappear as employees use their emergency leave. He indicated that these proposed changes would become effective January 1, 2017, and that he has received no negative feedback.

Vice Chairman Ney asked why the District could lose money implementing this new policy. Mr. Pickle indicated that employees can cash in PTO time and that the Board was given the worst case scenario, if everyone left at once.

Bill Hayden, SLWSD Public Works Director/Assistant District Manager, arrived at 9:34 a.m.

Mr. Pickle explained that the manual is approved as of November 1, 2016, but the policy takes effect on January 1, 2017.

There was no further discussion regarding this matter.

DM 3 – Consider Approval of the Cellphone Stipend Policy

Mr. Pickle presented the policy and indicated that it was being proposed due to potential District exposure to increased cellphone costs and damage equipment during the work day. He also noted that employees had expressed concerns over carrying two cellphones and the potential of losing or damaging one. Mr. Pickle stated that the proposal is an expense neutral exposure to the District, the stipend will be optional, and that the employee could decline the stipend and continue to use the District assigned cellphone for business use only. Mr. Pickle noted that if the policy is approved, the budget will need to be amended to reflect the cellphone stipend for each department. He also noted that the proposed changes would become effective January 1, 2017.

Chairman D'Amico noted that there would be a savings of having to replace damaged phones with this policy.

Vice Chairman Ney asked how many cell phones are currently provided to which Mr. Pickle indicated that all employees have a cell phone with different plans (calls, data and text).

Secretary Smith asked if new phone numbers would be required. Mr. Pickle indicated that all employees would be required to have an area code 772 phone number.

Vice Chairman Ney asked what kind of feedback had been received regarding this proposed change. Mr. Pickle indicated that the change was strictly voluntary and that it was proposed due to employee requests.

There was no further discussion regarding this item.

DM 4 – Consider Approval for the Purchase of a 2017 Ford F-250 Service Body Truck and a 2017 Ford F-150 Super Cab for the Utilities Division

Mr. Pickle presented the item indicating that the F-250 would mainly be used for the Plant Mechanic and that the F-150 would be used by the Assistant Utilities Director. He stated that staff had accepted proposals from three Florida vendors for the two trucks. Below are the proposals that were received:

	<u>F-250</u>	<u>F-150</u>
Gilbert Ford of Okeechobee	\$ 39,999.50	\$24,850.50
Velde Ford of Vero Beach	\$41,914.45	\$28,145.45
Bartow Ford of Bartow	\$40,948.00	\$28,896.00

Mr. Pickle noted that this purchase was budgeted from the Utility Administration Division Capital Outlay Equipment Code. He also noted that one of the old trucks would be surplus and the other one would go to an assistant mechanic to use periodically.

A brief discussion ensued. Secretary Smith asked if the trucks go home with employees and Mr. Pickle replied that they do, unless the employee is going on vacation.

There was no further discussion on this item.

DM 5 – Consider Approval for the Purchase of a 2017 Case 580 SN Combination Backhoe/Loader

Mr. Pickle presented the item and Mr. Hayden explained its features. Staff had received a proposal from Trekker Tractor of Florida for the purchase of a 2017 580 SN Combination Backhoe/Loader to replace the District's existing 2006 Holland unit. He indicated that only one proposal had been received because the price was off the Florida Sheriffs' Association Contract # FSA16-VEH14.0.

Contract Sales Price:	\$ 93,000.46
Trade-In Price:	<u>12,000.00</u>
Total Adjusted Price with Options:	\$ 81,000.46

Mr. Hayden indicated that the cost of the unit would be split between the Utility Underground Division and the Public Works Stormwater Division. Mr. Pickle noted that the General Fund was being charged an extra \$1,000 because of the arm option.

Secretary Smith asked how often staff uses the one the District currently owns. Mr. Hayden indicated that it is used every day and that the standard is that it is replaced every 8 to 10 years (equivalent to approximately 4,000 usage hours.). A question

arose as to service costs to which Mr. Hayden responded that most service is done in-house.

There was no further discussion on this item.

DM 6 – Consider Resolution No. 2016-07 – Adopting an Amended Budget for Fiscal Year 2015/2016

Mr. Pickle presented the item entitled:

RESOLUTION NO. 2016-07

**A RESOLUTION OF THE ST. LUCIE WEST SERVICES DISTRICT
ADOPTING AN AMENDED FISCAL YEAR 2015/2016 BUDGET; AND
PROVIDING AN EFFECTIVE DATE.**

Mr. Pickle noted that it should read the 2016 Actual, not 2015.

Vice Chairman Ney asked how the District compares to last year. Mr. Pickle indicated, conservatively, that the District is approximately \$500,000 better than last year.

Supervisor Child noted that it would be nice to know the bottom line. Mr. Pierman indicated that the audited numbers would be better because we are still receiving prior fiscal year invoices.

There was no further discussion on this matter.

DM 7 – Other Items/Updates

Mr. Pickle advised the Board that he was going on vacation this week. He also noted that the Public Hearing on legal defense would be held at the December meeting due to Public Hearing Notice requirements.

Mr. Pickle indicated that there are still 149 end line blow offs that require installation.

Mr. Pickle also noted that he may have to take an extended time off to deal with property in North Carolina.

That concluded Mr. Pickle's updates.

I. 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 September, 2016

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

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

J. Supervisor Requests

Vice Chairman Ney noted that he was not in favor of the erecting of a cell phone tower on District property.

Secretary Smith believes that Mr. Mackiewicz should be given time to provide additional information on it.

Supervisor Child asked how the Bank of America pump station was going. Mr. Pickle indicated that nothing was going on as of yet. He noted that he had not received anything further from Ross.

There were no further Supervisor Requests.

K. Adjournment

There being no further items to be addressed, the Workshop was adjourned at 10:35a.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
November 1, 2016, 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
Everett Child, Supervisor

Staff Present

Dennis Pickle, District Manager, St. Lucie West Services District ("SLWSD")
Maddie Maldonado, Office Manager, 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 Supervisors were present with the exception of Supervisor Charles B. Altwein.

D. Approval of Minutes

- 1. October 3, 2016, Workshop**
- 2. October 4, 2016, Regular Board Meeting**

The minutes were presented for Board approval.

A **motion** was made by Supervisor Child, seconded by Secretary Smith, approving the Workshop Minutes of October 3, 2016, as presented, and the October 4, 2016,

Regular Board Meeting Minutes, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

E. Public Comment

There was no public comment.

F. District Attorney DA 1 – Status Report/Updates

Mr. Harrell distributed a copy of the Surplus Real Property Sale by SLWSD Agreement Summary (as Revised by Fifth Amendment and Fourth Extension of Site Plan & Zoning Approval Period). Mr. Harrell noted that in order to move forward with the sale of the property that the execution of a Deed of Conservation Easement would be necessary. He indicated that it would offset upland reserve and avoids mitigation payment for offsite areas. He recommended approval.

A **motion** was made by Supervisor Child, seconded by Vice Chairman Ney approving the execution of the Deed of Conservation Easement between the SLWSD and the City of Port St. Lucie, as presented.

Under discussion, Secretary Smith asked for confirmation that the property was not saleable. Mr. Harrell indicated only upland habitat.

Vice Chairman Ney asked the specific location of the property. Mr. Lawson showed on a map the specific location.

Supervisor Child's **motion** was reiterated, seconded by Vice Chairman Ney and passed unanimously approving the execution of the Deed of Conservation Easement between the SLWSD and the City of Port St. Lucie, which will be held in escrow until the sale goes through.

Mr. Harrell had no further updates.

G. District Engineer DE 1 – Consider Approval of Work Authorization No. 7A-54-1610-R between SLWSD and Florida City Gas

It was noted that Mr. Pickle had explained this work authorization the previous day.

A **motion** was made by Vice Chairman Ney, seconded by Secretary Smith approving Work Authorization No. 7A-54-1610-R between the SLWSD and Florida City Gas, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

DE 2 – Status Reports/Updates

Mr. Lawson advised that the 4E/5 canal construction had been completed and that the entire project would be completely finished at the end of November. He noted that he would have a small change order after the sidewalk has been repaired.

Mr. Lawson noted that they were working out the kinks in plat on the Lake Harvey Project and that it would be ready to the City soon.

That concluded Mr. Lawson's updates.

H. District Manager Action Items

DM 1 – Consider Approval of the Administration Office's New Hours

Mr. Pickle presented the item and reminded the Board Members that the new Administration Office hours would be from 8:00 a.m. until 4:00 p.m. and take effect January 1, 2017. He noted that the new hours would be posted in November/December bills, on the office door and online.

A **motion** was made by Secretary Smith, seconded by Supervisor Child and unanimously passed approving new Administrative office hours, effective January 1, 2017, to be changed from 8:00 a.m. to 5:00 p.m. to 8:00 a.m. to 4:00 p.m., Monday through Friday.

DM 2 – Consider Approval of the Paid Time Off Policy and Emergency Leave Policy Summary

Mr. Pickle indicated that this item had been discussed at yesterday's Workshop. He recommended approval.

A **motion** was made by Secretary Smith, seconded by Supervisor Child approving the proposed changes to Section 302, Paid Time Off Policy and Section 310, Emergency Leave Policy, as presented.

Under discussion, Mr. Pickle requested that the motion be amended to reflect authorization for the budget amendment. Both the maker of the motion and the second agreed to said amendment.

Secretary Smith's **motion** was reiterated, seconded by Supervisor Child approving the proposed changes to Section 302, Paid Time Off Policy and Section 310, Emergency Leave Policy, and authorizing the budget amendment for fiscal Year 2017, effective January 1, 2017, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

DM 3 – Consider Approval of the Cellphone Stipend Policy

Mr. Pickle presented the item, noting that it was expense neutral and he recommended approval.

A **motion** was made by Supervisor Child, seconded by Vice Chairman Ney approving the proposed Cellphone Stipend Policy and authorizing the budget amendment for fiscal year 2017, effective January 1, 2017, as presented.

Under discussion Vice Chairman Ney asked if this policy could be discontinued or made obligatory in the future. Mr. Pickle indicated that either could occur, if determined to be necessary.

Supervisor Child's **motion** was reiterated, seconded by Vice Chairman Ney approving the proposed Cellphone Stipend Policy and authorizing the budget amendment for fiscal year 2017, effective January 1, 2017, and with the projected budget figures, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

DM 4 – Consider Approval for the Purchase of a 2017 Ford F-250 Service Body Truck and a 2017 Ford F-150 Super Cab for the Utilities Division

Mr. Pickle presented the item indicating that it had been explained the previous day.

A **motion** was made by Vice Chairman Ney, seconded by Supervisor Child approving the purchase of a 2017 Ford F-250 Service Body Truck and a 2017 Ford F-150 Super Cab for the Utilities Division for the not to exceed amount of \$64,850, from Gilbert Ford of Okeechobee, as presented.

Under discussion, Vice Chairman Ney asked if there were more funds in the budget for vehicle purchases for the rest of the year. Mr. Pickle indicated that there are funds in other budgets.

Secretary Smith asked about the surplus vehicle to which Mr. Pickle indicated it would be handed down to the assistant mechanic and so forth.

Vice Chairman Ney's **motion** was reiterated, seconded by Supervisor Child approving the purchase of a 2017 Ford F-250 Service Body Truck and a 2017 Ford F-150 Super Cab for the Utilities Division for the not to exceed amount of \$64,850, from Gilbert Ford of Okeechobee, as presented. The Available Project Budget being \$65,000.00; This Project cost being \$64,850.00; leaving an Available Balance of \$150.00.

DM 5 – Consider Approval for the Purchase of a 2017 Case 580 SN Combination Backhoe/Loader

Mr. Hayden presented the item and noted that it had been explained the previous day. He recommended approval.

Vice Chairman Ney referred to a comment made the previous day wherein it was noted that the backhoe/loader is driven to each location. He was concerned about the miles and stress on the equipment and asked about the possibility of a flatbed truck to haul it locations. Mr. Pickle indicated that it would cause additional time to get it loaded and then unloaded when the actual job could have been completed in that amount of time. Mr. Pickle did indicate that he would, however, look into it.

A **motion** was made by Secretary Smith, seconded by Vice Chairman Ney and passed unanimously approving the purchase of a 2017 Case 580 SN Combination Backhoe/Loader from Trekker Tractor for the not to exceed amount of \$81,000.46. The Available Project Budget bring \$83,500.00; This Project cost being \$40,000.00 from ORG Number 5-32101; This Project cost being \$41,000.46 from ORG Number 1-34101; leaving an Available Balance of \$2,499.54, as presented.

DM 6 – Consider Resolution No. 2016-07 – Adopting an Amended Budget for Fiscal Year 2015/2016

RESOLUTION NO. 2016-07

A RESOLUTION OF THE ST. LUCIE WEST SERVICES DISTRICT ADOPTING AN AMENDED FISCAL YEAR 2015/2016 BUDGET; AND PROVIDING AN EFFECTIVE DATE.

Mr. Pickle noted that an amended budget must be adopted within 60 days of the end of the fiscal year, per Florida Statutes. Mr. Pickle also pointed out that the first column on Pages 2, 3, 4, 5 & 6 should read FY 2016 Actual. He indicated that that correction would be made.

A **motion** was made by Vice Chairman Ney, seconded by Supervisor Child approving Resolution No. 2016-07, as presented.

Under discussion, Supervisor Child asked about a net worth as of today versus last year. Mr. Pickle indicated that that number could not yet be determined, but he believes that the District did about \$500,000 better than last year.

Vice Chairman Ney's **motion** was reiterated, seconded by Supervisor Child approving Resolution No. 2016-07, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

DM 7 – Other Items/Updates

Mr. Pierman gave an update on Supervisor Fees for the year.

Chairman D'Amico brought up the topic of the cell phone tower.

Vice Chairman Ney made a **motion** to not approve the tower on our main campus, although he is open to another location. Supervisor Child seconded.

Under discussion, Supervisor Child went on to suggest that PJ Development, LLC be advised not to go forth with his proposal due to insufficient advantage for District residents.

Vice Chairman Ney went further by indicating that PJ Development, LLC should be advised that nothing will be erected on the main campus property.

Discussion ensued about other property that could be offered and the fact that residents are not crazy about the idea.

Discussion then ensued about modifying the motion to state that the Board is rejecting the PJ Development, LLC proposal based on the location of the cell phone tower to be erected on the District's main campus, but that other suggestions will be considered on a case by case basis. Both the maker of the motion and the second agreed to the modification.

Vice Chairman Ney's **motion** was modified to the following: a motion was made rejecting the PJ Development, LLC proposal based on the location of the cell phone tower to be erected on the District's main campus, but that other suggestions would be considered on a case by case basis. Supervisor Child seconded and upon being put to a vote, the **motion** carried 4 to 0.

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, 2016

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

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

A **motion** was made by Vice Chairman Ney, seconded by Supervisor Child, approving Consent Agenda Items 1 through 6, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

Mr. Pickle indicated that he would let Mr. Mackiewicz know the Board's decision.

J. Supervisor Requests

Supervisor Child wanted to thank Mr. Mackiewicz for his presentation.

Chairman D'Amico asked if Mr. Lawson if he had an update on the Lake Harvey stormwater assessment. Mr. Lawson indicated that it was determined that the District does not have to pay a stormwater assessment on the property.

There were no further requests.

K. Adjournment

There being no further items to be addressed, the Regular Board Meeting was adjourned at 10:08 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, December 6, 2016

Item

PH 1 Public Hearing to Adopt Resolution No. 2016-08 of the St. Lucie West Services District Amending Chapter A-I of the Rules of the St. Lucie West Services District – General and Procedural Rules; Providing an Effective Date.

Summary

Provided for your review and consideration is the Adoption of Resolution 2016-08 Amending Chapter A-I of the Rules of the St. Lucie West Services District–General and Procedural Rules; Providing an Effective Date.

The Public Hearing was advertised in the St. Lucie News Tribune on October 17, 2016. The attached affidavit of publication verifies that advertisement of the public hearing was published within the general circulation at least 28 days prior to the public hearing on December 6, 2016.

Recommendation

Staff recommends adoption of Resolution 2016-08 Amending Chapter A-I of the Rules of the St. Lucie West Services District General and Procedural Rules; Providing an Effective Date.

District Manager: Dennis Pickle

Budget Impact

Project Number:

Available Project Budget: \$0.00

ORG Number:

This Project: \$0.00

Available Balance: \$0.00

Board Action

Moved by:

Seconded by:

Action Taken:

St. Lucie News-Tribune
1939 SE Federal Highway, Stuart, FL 34994
AFFIDAVIT OF PUBLICATION

STATE OF FLORIDA
COUNTY OF ST. LUCIE

Before the undersigned authority personally appeared, Linda Klein, who on oath says that she is Classified Inside Sales Manager of the St. Lucie News-Tribune, a daily newspaper published at Fort Pierce in St. Lucie County, Florida: that the attached copy of advertisement was published in the St. Lucie News-Tribune in the following issues below. Affiant further says that the said St Lucie News-Tribune is a newspaper published in Fort Pierce, in said St. Lucie County, Florida, and that said newspaper has heretofore been continuously published in said St. Lucie County, Florida, daily and distributed in St. Lucie County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid or promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper. The St. Lucie News-Tribune has been entered as Periodical Matter at the Post Offices in Fort Pierce, St. Lucie County, Florida and has been for a period of one year next preceding the first publication of the attached copy of advertisement.

Customer	Ad Number	Copyline	PQ #
440596 - SPECIAL DISTRICT SERVICES, INC	1309747	Meeting: 11/1/16: St. Lucie West	Meeting: 11/1/16

Pub Dates
October 17, 2016

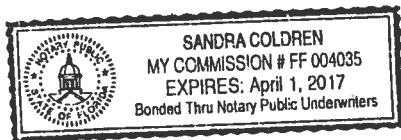
Sworn to and subscribed before me this day of, October 14, 2016, by

Linda Klein, who is

(X) personally known to me or

() who has produced _____ as identification.

Sandra Coldren
Sandra Coldren Notary Public



Non Profit/Volunteer

ST LUCIE COUNTY - TREASURE COAST HOSPICE - VOLUNTEERS NEEDED - Various opportunities for Treasure Coast Hospice Martin, Port St. Lucie & Fort Pierce areas. Email: tclark@tchospice.org 772-403-4500

ST LUCIE COUNTY - UNITED AGAINST POVERTY, INC. (Formerly Harvest Food) FRONT DESK VOLUNTEER NEEDED, Monday-Friday 1pm-5pm, 2520 Orange Ave. Fort Pierce, 8-5 Sun-Sat. ages. 772-466-8543; fort.pierce@unitedagainstopoverty.org; http://www.uapcnc.org

ST LUCIE COUNTY - VOLUNTEERS - needed for Operation Cat Snip. We help low income residents of St. Lucie Co. with low cost spay & neutering. Needed assistance transporting to vets or adoption events, help at adoption events (setting up & showing adoptable cats & kittens) Email: krazee4k@comcast.net; 772-216-4070. No pay lots of purrell!

ST LUCIE COUNTY - VOLUNTEERS NEEDED - Sarah's Kitchen need Volunteer Coordinator & Team Leaders for soup kitchens. Sarahskitchen.org (772)834-2818

ST LUCIE COUNTY - HANDS OF ST. LUCIE COUNTY - Looking for Licensed Physician Volunteers to donate 8-10 hours per month to see/treat patients with care and compassion. Email: krazee4k@comcast.net; 772-216-4070. No pay lots of purrell!

ST LUCIE - CASTLE - is looking for dedicated individuals to volunteer for our major fundraiser, Holiday Magic. All categories needed for this event. CASTLE, 3525 W. Midway Road, Fort Pierce, November 18th, 2016. Ages 16 years and over. 772-465-6011; mobrien@castle.org; http://www.castle.org; 772-465-6011; mobrien@castle.org

ST. LUCIE COUNTY - BOCC Human Resources/Provides receptionist and general office support at the front desk for St. Lucie County Administration Annex, 2300 Virginia Ave, Ft. Pierce. 3-4 hours daily, any days between M-F during hours of 8am-5pm. Ages 18+. 772-462-1546

ST. LUCIE COUNTY - SEVEN GABLES VISITOR CENTER - Volunteers are needed to provide tourist and relocation information about the area. Make new friends. Qualifications are a smile and cheerful attitude. Training provided. Seven Gables House Visitor Center, 482 N Indian River Dr. Fort Pierce. 772-468-9152 committees@stluciechamber.org

VERO BEACH- MAIN STREET VERO BEACH - Men or women with strength to help set up Downtown Friday from 3-5pm/ 8-10 for clean-up. Main Street Vero Beach, 2036 14th Ave, Vero Beach. Ages. 772-634-3782; info@mainstreetverobeach.org; http://www.mainstreetverobeach.org

WEST PALM- YOUR AGING AND DISABILITY RESOURCE CENTER - Recruiting individuals to teach and work with seniors and prevent fall. 866-684-5885. www.YourADRC.org, 4400 N. Congress Ave., West Palm Beach. Ages. 561-684-5885; Magie.liar@YourADRC.org; http://www.YourADRC.org

SALES - **AC SALES - ONE OF TOP 10 CONTRACTORS NATION-WIDE \$100K Plus a Year** Challenging & rewarding, mechanically inclined a plus. Pd training, Co vehicle, DFWP, benefits, Background. Call: 561-435-8391 Fax: 561-434-0018 Email: reply2recruiting@aol.com

Skills/Trades - **AIR CONDITIONING - ONE OF THE TOP 10 CONTRACTORS NATION-WIDE \$100K Plus a Year** Challenging & rewarding, mechanically inclined a plus. Pd training, Co vehicle, DFWP, benefits, Background. Call: 561-435-8391 Fax: 561-434-0018 Email: reply2recruiting@aol.com

Arlington Electric, Inc. Martin & St. Lucie Counties for: All Levels & Service Technicians. Call (772)287-1353 License # FLECC0000127

ASST MECHANIC JUPITER HILLS Golf Course Maint. Dept. Position req working on all mowers, maintenance carts, hand power tools, etc. Exp in small engine repair, preventative maint practices, hard working, dependable, keep a clean organized work area \$14.515/hr DOE w/benefits. hr@jupitertoolsclub.org Fax 561-575-1084

LABORER - need hard workers for Constructive Clean MVR. EOE M/F/V/D. Drug Test req. Call Dickerson 772-429-4465

PAINTERS - NEEDED C: 772-633-2347 O: 772-567-1221 jc@precisionpaintingwaterproofing.com

PIPELAYERS/PIPE LABORERS SEEKING EXPER PIPELAYERS & PIPE LABORERS. Clean MVR. EOE M/F/V/D. Drug test req. Dickerson 772-429-4465

Employment

Find help here

LocalJobs

Training & Education

Schools & Instructions

BECOME A CHAI No HS/GED Required 1 & 2 Week Classes * Also Pinelab & HHA * www.chaiusa.com (772) 882-4218

Financial

OLD MAN HAS MONEY FOR PROPERTY Call Mark 954-612-1214

Investments

Garage Sale

Garage Sales

PORT ST. LUCIE 1790 SE Lullaby Terrace - Fri, Sat, & Sun 8-4. Furn., Kitchen items, personal property, Something for everyone and Much More!

VERO BEACH 5050 4th Place - October 22, 2016, 8:00am-5:00pm. Cypress Lake semi-annual community garage sale. 50+ homes participating.

Estate Sales

VERO BEACH A.E. BACKUS and HIGHWAYMEN ART AUCTION!

Sunday, Nov 20th at 2PM

Bring your paintings to auctioneer's office at

15 Royal Palm Pointe Vero Beach

A. E. Backus, Newton, G. Buckner, Daniels, A. Hair, L. Roberts, McLendon, Moran, Gibson, M. A. Carroll, Maynor, H. Baker & others!

Rennick

REALTORS & AUCTIONEERS

Pets

Lost Pets

CAT orange tiger, M chip Florida/Bayshore 772 878-4782

LOST SHIH TZU - Black & White \$100 REWARD! (772)332-2922

Dogs

CHIHUAHUA PUPS - males and females, 1st shots, 8 weeks old \$225. Call 772-940-2518 Web ID 13151574

COTON DE TULEAR PUPS - Sweet family raised, registered, shots, 14 weeks, 2 females, \$1000 but reasonable offers accepted 772-631-9079 WEB ID #1315639

Merchandise

Antiques

ANTQUES & ART WANTED Courteous Palm Beach buyer seeks quality paintings, sculpture, glass, porcelain, silver, jewelry, Tiffany, Cartier, modern art, Picasso, Warhol, etc. Old Masters, Chinese antiques, jade, snuff bottles 561-801-0222

Appliances

APPLIANCE SALE Featuring New & Used Warranties & Delivery PRO-TECH APPLIANCE LOWEST PRICES Sales & Service - Parts 3600 Oleander Ave Fort Pierce 335-2444 Sharron 335-2458 Vero Beach (772)567-7298

CENTRAL A/C 3 ton air handler with heat pump, RUNS GREAT. \$600. (772) 344-0434

Merchandise

Buy it. Sell it. Find it here!

LocalJobs

Appliances

Washers/Dryers Refrigerators/Ranges

LOWEST PRICES ON THE TREASURE COAST

All with Jetsons Exclusive Warranty AT OUR FT PIERCE WAREHOUSE STORE ONLY!!! DELIVERY AVAILABLE

Auctions

ABSOLUTE AUCTION Warehouse Liquidation Tuesday, Oct 18 @ 9:00PM 8930 South US Hwy One US 1 at Village Green Drive

TREASURE COAST AUCTION GALLERY Lic AB 3435 AB AU 4671 TCACuctionGallery.com 772-359-1400

PUBLIC AUCTION Wed 10/19 @ 9:30am 500 Pcs New & Used Farm, 2012 Buick w/32K miles. Signed Art Palm City Auction, Inc. 3355 SW 42nd Ave Palm City, FL 34990 palmcityauctioninc.com Call Florida Estate Professionals Today! Ask about Free Pack & Pick-Up Service 772/743-1398

Cemetery Lots

2 BURIAL PLOTS - Ft. Pierce Hillcrest Memorial Gardens. \$2,750 per lot. Call 423-288-8651

Collectibles

BUYING COMPLETE BASEBALL CARD - Collections (sets & singles) Pre-1973 (from \$500-\$50,000) arturk1973@yahoo.com or 772-293-0124

HIGHWAYMEN PAINTINGS WANTED - By H. Newton, A. Hair, R.A. McLendon or A.E. Backus (772) 473-2507

Furniture

DESK - 60"x42" depth 5-drawers Inc. large file drawer, Dark Wood \$150 OBO (772)463-0105 ID #1312699

Generators

GENERATOR - Honda EB 3500X, Rated 3.5K, 120 or 240 volt, on wheel \$2500. Firm, Call (772)465-2724

Household Goods

TREASURE COAST AUCTION GALLERY Lic AB 3435 AB AU 4671 Estate/Furniture/Jewelry Buyers

Public Auction Every Friday 8930 South US Hwy One US 1 at Village Green Drive TCACuctionGallery.com 772-359-1400

One Call - We Buy It All Hawk Levy Estate Buyer Since 1980

Pool & Spa Supplies

HOT TUB - 2 person, Dream Maker brand, You haul away- Paid \$3000/new For Sale \$550 (772)872-6279 #1308266

Wanted

CASH FOR DIABETIC TEST STRIPS Free Pick Up (772) 607-9155

Announcements

Cemetery Lots

Legis

Legal Notices

NOTICE UNDER FICTITIOUS NAME LAW PURSUANT TO SECTION 865.09, FLORIDA STATUTES - NOTICE IS HEREBY GIVEN that the undersigned, desiring to engage in business under the fictitious name of Martin Health Sleep Disorders Center, located at 3056 SW Martin Downs Blvd., in the County of Martin, in the City of Palm City, Florida 34989, intend to register the said name with the Division of Corporations of the Florida Department of State, Tallahassee, Florida. Dated at Stuart, Florida, this 26th day of September, 2016. Martin Memorial Medical Center, Inc.

Public October 17, 2016 TCN 1315949

NOTICE OF PUBLIC SALE

Notice is hereby given that on October 25, 2016, at 10:00 A.M. the following mobile home and all other personal property located therein, will be sold at public auction for cash to satisfy storage fees in accordance with F.S. 715.109: 1973 PARK #3369A and B, Title #: 6050993 and

Legal Notices

6050992 located at 64 Spanish Way, Port St. Lucie, FL 34952; Last Tenant: Anita Holman; Sale to be held at Wynne Building Corporation, 8000 South U.S. 1, Suite 402, Port St. Lucie, FL 34952; 772-878-5513. Pub: October 10, 17, 2016 TCN 1292371

Legal Notices-Auctions

NOTICE OF PUBLIC SALE

Notice is hereby given that on October 25, 2016, at 2:00 P.M. the following mobile home and all other personal property located therein, will be sold at public auction for cash to satisfy storage fees in accordance with F.S. 715.109: 1989 MERI #177128102 located at 47891702 located at 14541 Dalia Ave., Fort Pierce, FL 34951; Last Tenant: Hartwell Wood Edwards; Sale to be held at Spanish Lakes Fairways Clubhouse, 6200 Nuevo Lagos, Fort Pierce, FL 34951; 772-878-5513. Pub: October 10, 17, 2016 TCN 1292358

PUBLIC SALE -

2001 DODGE 1B7HC16X21S253671 SALE AT COLLISON'S AUTO SALES LOT 71756 COMMERCIAL AVE VERO BEACH FL 32950 ON OCTOBER 31, 2016 AT 10:00 AM. Pub: October 17, 2016 TCN 1308250

Notice Of Foreclosure

U.S. DEPARTMENT OF JUSTICE UNITED STATES MARSHALS SOUTHERN DISTRICT OF FLORIDA

NOTICE OF U.S. MARSHALS SERVICE SALE

PNC BANK, NATIONAL ASSOCIATION, as Successor by merger to National City Bank, as successor by merger to Harbor Federal Savings Bank

CCRC RESORT VILLAS INC. f/k/a RESORT OWNERS GROUP, INC., CANADIAN COUNTRY CLUB COMMUNITIES, LTD., INC., and CASTLE PINES CONDOMINIUM ASSOCIATION, INC

By virtue of a foreclosure and Order of Sale judgment entered October 10, 2015 and issued by the United States District Court for the Southern District of Florida, record # 13-12007, I, the undersigned, will sell by public auction for cash or certified funds check ONLY (with the exception of bids placed by (b)(6) (b)(7)(C) (b)(7)(D) (b)(7)(F) (b)(7)(G) (b)(7)(H) (b)(7)(I) (b)(7)(J) (b)(7)(K) (b)(7)(L) (b)(7)(M) (b)(7)(N) (b)(7)(O) (b)(7)(P) (b)(7)(Q) (b)(7)(R) (b)(7)(S) (b)(7)(T) (b)(7)(U) (b)(7)(V) (b)(7)(W) (b)(7)(X) (b)(7)(Y) (b)(7)(Z) (b)(7)(AA) (b)(7)(AB) (b)(7)(AC) (b)(7)(AD) (b)(7)(AE) (b)(7)(AF) (b)(7)(AG) (b)(7)(AH) (b)(7)(AI) (b)(7)(AJ) (b)(7)(AK) (b)(7)(AL) (b)(7)(AM) (b)(7)(AN) (b)(7)(AO) (b)(7)(AP) (b)(7)(AQ) (b)(7)(AR) (b)(7)(AS) (b)(7)(AT) (b)(7)(AU) (b)(7)(AV) (b)(7)(AW) (b)(7)(AX) (b)(7)(AY) (b)(7)(AZ) (b)(7)(BA) (b)(7)(BB) (b)(7)(BC) (b)(7)(BD) (b)(7)(BE) (b)(7)(BF) (b)(7)(BG) (b)(7)(BH) (b)(7)(BI) (b)(7)(BJ) (b)(7)(BK) (b)(7)(BL) (b)(7)(BM) (b)(7)(BN) (b)(7)(BO) (b)(7)(BP) (b)(7)(BQ) (b)(7)(BR) (b)(7)(BS) (b)(7)(BT) (b)(7)(BU) (b)(7)(BV) (b)(7)(BW) (b)(7)(BX) (b)(7)(BY) (b)(7)(BZ) (b)(7)(CA) (b)(7)(CB) (b)(7)(CC) (b)(7)(CD) (b)(7)(CE) (b)(7)(CF) (b)(7)(CG) (b)(7)(CH) (b)(7)(CI) (b)(7)(CJ) (b)(7)(CK) (b)(7)(CL) (b)(7)(CM) (b)(7)(CN) (b)(7)(CO) (b)(7)(CP) (b)(7)(CQ) (b)(7)(CR) (b)(7)(CS) (b)(7)(CT) (b)(7)(CU) (b)(7)(CV) (b)(7)(CW) (b)(7)(CX) (b)(7)(CY) (b)(7)(CZ) (b)(7)(DA) (b)(7)(DB) (b)(7)(DC) (b)(7)(DD) (b)(7)(DE) (b)(7)(DF) (b)(7)(DG) (b)(7)(DH) (b)(7)(DI) (b)(7)(DJ) (b)(7)(DK) (b)(7)(DL) (b)(7)(DM) (b)(7)(DN) (b)(7)(DO) (b)(7)(DP) (b)(7)(DQ) (b)(7)(DR) (b)(7)(DS) (b)(7)(DT) (b)(7)(DU) (b)(7)(DV) (b)(7)(DW) (b)(7)(DX) (b)(7)(DY) (b)(7)(DZ) (b)(7)(EA) (b)(7)(EB) (b)(7)(EC) (b)(7)(ED) (b)(7)(EE) (b)(7)(EF) (b)(7)(EG) (b)(7)(EH) (b)(7)(EI) (b)(7)(EJ) (b)(7)(EK) (b)(7)(EL) (b)(7)(EM) (b)(7)(EN) (b)(7)(EO) (b)(7)(EP) (b)(7)(EQ) (b)(7)(ER) (b)(7)(ES) (b)(7)(ET) (b)(7)(EU) (b)(7)(EV) (b)(7)(EW) (b)(7)(EX) (b)(7)(EY) (b)(7)(EZ) (b)(7)(FA) (b)(7)(FB) (b)(7)(FC) (b)(7)(FD) (b)(7)(FE) (b)(7)(FF) (b)(7)(FG) (b)(7)(FH) (b)(7)(FI) (b)(7)(FJ) (b)(7)(FK) (b)(7)(FL) (b)(7)(FM) (b)(7)(FN) (b)(7)(FO) (b)(7)(FP) (b)(7)(FQ) (b)(7)(FR) (b)(7)(FS) (b)(7)(FT) (b)(7)(FU) (b)(7)(FV) (b)(7)(FW) (b)(7)(FX) (b)(7)(FY) (b)(7)(FZ) (b)(7)(GA) (b)(7)(GB) (b)(7)(GC) (b)(7)(GD) (b)(7)(GE) (b)(7)(GF) (b)(7)(GG) (b)(7)(GH) (b)(7)(GI) (b)(7)(GJ) (b)(7)(GK) (b)(7)(GL) (b)(7)(GM) (b)(7)(GN) (b)(7)(GO) (b)(7)(GP) (b)(7)(GQ) (b)(7)(GR) (b)(7)(GS) (b)(7)(GT) (b)(7)(GU) (b)(7)(GV) (b)(7)(GW) (b)(7)(GX) (b)(7)(GY) (b)(7)(GZ) (b)(7)(HA) (b)(7)(HB) (b)(7)(HC) (b)(7)(HD) (b)(7)(HE) (b)(7)(HF) (b)(7)(HG) (b)(7)(HH) (b)(7)(HI) (b)(7)(HJ) (b)(7)(HK) (b)(7)(HL) (b)(7)(HM) (b)(7)(HN) (b)(7)(HO) (b)(7)(HP) (b)(7)(HQ) (b)(7)(HR) (b)(7)(HS) (b)(7)(HT) (b)(7)(HU) (b)(7)(HV) (b)(7)(HW) (b)(7)(HX) (b)(7)(HY) (b)(7)(HZ) (b)(7)(IA) (b)(7)(IB) (b)(7)(IC) (b)(7)(ID) (b)(7)(IE) (b)(7)(IF) (b)(7)(IG) (b)(7)(IH) (b)(7)(II) (b)(7)(IJ) (b)(7)(IK) (b)(7)(IL) (b)(7)(IM) (b)(7)(IN) (b)(7)(IO) (b)(7)(IP) (b)(7)(IQ) (b)(7)(IR) (b)(7)(IS) (b)(7)(IT) (b)(7)(IU) (b)(7)(IV) (b)(7)(IW) (b)(7)(IX) (b)(7)(IY) (b)(7)(IZ) (b)(7)(JA) (b)(7)(JB) (b)(7)(JC) (b)(7)(JD) (b)(7)(JE) (b)(7)(JF) (b)(7)(JG) (b)(7)(JH) (b)(7)(JI) (b)(7)(JJ) (b)(7)(JK) (b)(7)(JL) (b)(7)(JM) (b)(7)(JN) (b)(7)(JO) (b)(7)(JP) (b)(7)(JQ) (b)(7)(JR) (b)(7)(JS) (b)(7)(JT) (b)(7)(JU) (b)(7)(JV) (b)(7)(JW) (b)(7)(JX) (b)(7)(JY) (b)(7)(JZ) (b)(7)(KA) (b)(7)(KB) (b)(7)(KC) (b)(7)(KD) (b)(7)(KE) (b)(7)(KF) (b)(7)(KG) (b)(7)(KH) (b)(7)(KI) (b)(7)(KJ) (b)(7)(KL) (b)(7)(KM) (b)(7)(KN) (b)(7)(KO) (b)(7)(KP) (b)(7)(KQ) (b)(7)(KR) (b)(7)(KS) (b)(7)(KT) (b)(7)(KU) (b)(7)(KV) (b)(7)(KW) (b)(7)(KX) (b)(7)(KY) (b)(7)(KZ) (b)(7)(LA) (b)(7)(LB) (b)(7)(LC) (b)(7)(LD) (b)(7)(LE) (b)(7)(LF) (b)(7)(LG) (b)(7)(LH) (b)(7)(LI) (b)(7)(LJ) (b)(7)(LK) (b)(7)(LL) (b)(7)(LM) (b)(7)(LN) (b)(7)(LO) (b)(7)(LP) (b)(7)(LQ) (b)(7)(LR) (b)(7)(LS) (b)(7)(LT) (b)(7)(LU) (b)(7)(LV) (b)(7)(LW) (b)(7)(LX) (b)(7)(LY) (b)(7)(LZ) (b)(7)(MA) (b)(7)(MB) (b)(7)(MC) (b)(7)(MD) (b)(7)(ME) (b)(7)(MF) (b)(7)(MG) (b)(7)(MH) (b)(7)(MI) (b)(7)(MJ) (b)(7)(MK) (b)(7)(ML) (b)(7)(MM) (b)(7)(MN) (b)(7)(MO) (b)(7)(MP) (b)(7)(MQ) (b)(7)(MR) (b)(7)(MS) (b)(7)(MT) (b)(7)(MU) (b)(7)(MV) (b)(7)(MW) (b)(7)(MX) (b)(7)(MY) (b)(7)(MZ) (b)(7)(NA) (b)(7)(NB) (b)(7)(NC) (b)(7)(ND) (b)(7)(NE) (b)(7)(NF) (b)(7)(NG) (b)(7)(NH) (b)(7)(NI) (b)(7)(NJ) (b)(7)(NK) (b)(7)(NL) (b)(7)(NM) (b)(7)(NN) (b)(7)(NO) (b)(7)(NP) (b)(7)(NQ) (b)(7)(NR) (b)(7)(NS) (b)(7)(NT) (b)(7)(NU) (b)(7)(NV) (b)(7)(NW) (b)(7)(NX) (b)(7)(NY) (b)(7)(NZ) (b)(7)(OA) (b)(7)(OB) (b)(7)(OC) (b)(7)(OD) (b)(7)(OE) (b)(7)(OF) (b)(7)(OG) (b)(7)(OH) (b)(7)(OI) (b)(7)(OJ) (b)(7)(OK) (b)(7)(OL) (b)(7)(OM) (b)(7)(ON) (b)(7)(OO) (b)(7)(OP) (b)(7)(OQ) (b)(7)(OR) (b)(7)(OS) (b)(7)(OT) (b)(7)(OU) (b)(7)(OV) (b)(7)(OW) (b)(7)(OX) (b)(7)(OY) (b)(7)(OZ) (b)(7)(PA) (b)(7)(PB) (b)(7)(PC) (b)(7)(PD) (b)(7)(PE) (b)(7)(PF) (b)(7)(PG) (b)(7)(PH) (b)(7)(PI) (b)(7)(PJ) (b)(7)(PK) (b)(7)(PL) (b)(7)(PM) (b)(7)(PN) (b)(7)(PO) (b)(7)(PP) (b)(7)(PQ) (b)(7)(PR) (b)(7)(PS) (b)(7)(PT) (b)(7)(PU) (b)(7)(PV) (b)(7)(PW) (b)(7)(PX) (b)(7)(PY) (b)(7)(PZ) (b)(7)(QA) (b)(7)(QB) (b)(7)(QC) (b)(7)(QD) (b)(7)(QE) (b)(7)(QF) (b)(7)(QG) (b)(7)(QH) (b)(7)(QI) (b)(7)(QJ) (b)(7)(QK) (b)(7)(QL) (b)(7)(QM) (b)(7)(QN) (b)(7)(QO) (b)(7)(QP) (b)(7)(QQ) (b)(7)(QR) (b)(7)(QS) (b)(7)(QT) (b)(7)(QU) (b)(7)(QV) (b)(7)(QW) (b)(7)(QX) (b)(7)(QY) (b)(7)(QZ) (b)(7)(RA) (b)(7)(RB) (b)(7)(RC) (b)(7)(RD) (b)(7)(RE) (b)(7)(RF) (b)(7)(RG) (b)(7)(RH) (b)(7)(RI) (b)(7)(RJ) (b)(7)(RK) (b)(7)(RL) (b)(7)(RM) (b)(7)(RN) (b)(7)(RO) (b)(7)(RP) (b)(7)(RQ) (b)(7)(RR) (b)(7)(RS) (b)(7)(RT) (b)(7)(RU) (b)(7)(RV) (b)(7)(RW) (b)(7)(RX) (b)(7)(RY) (b)(7)(RZ) (b)(7)(SA) (b)(7)(SB) (b)(7)(SC) (b)(7)(SD) (b)(7)(SE) (b)(7)(SF) (b)(7)(SG) (b)(7)(SH) (b)(7)(SI) (b)(7)(SJ) (b)(7)(SK) (b)(7)(SL) (b)(7)(SM) (b)(7)(SN) (b)(7)(SO) (b)(7)(SP) (b)(7)(SQ) (b)(7)(SR) (b)(7)(SS) (b)(7)(ST) (b)(7)(SU) (b)(7)(SV) (b)(7)(SW) (b)(7)(SX) (b)(7)(SY) (b)(7)(SZ) (b)(7)(TA) (b)(7)(TB) (b)(7)(TC) (b)(7)(TD) (b)(7)(TE) (b)(7)(TF) (b)(7)(TG) (b)(7)(TH) (b)(7)(TI) (b)(7)(TJ) (b)(7)(TK) (b)(7)(TL) (b)(7)(TM) (b)(7)(TN) (b)(7)(TO) (b)(7)(TP) (b)(7)(TQ) (b)(7)(TR) (b)(7)(TS) (b)(7)(TT) (b)(7)(TU) (b)(7)(TV) (b)(7)(TW) (b)(7)(TX) (b)(7)(TY) (b)(7)(TZ) (b)(7)(UA) (b)(7)(UB) (b)(7)(UC) (b)(7)(UD) (b)(7)(UE) (b)(7)(UF) (b)(7)(UG) (b)(7)(UH) (b)(7)(UI) (b)(7)(UJ) (b)(7)(UK) (b)(7)(UL) (b)(7)(UM) (b)(7)(UN) (b)(7)(UO) (b)(7)(UP) (b)(7)(UQ) (b)(7)(UR) (b)(7)(US) (b)(7)(UT) (b)(7)(UU) (b)(7)(UV) (b)(7)(UW) (b)(7)(UX) (b)(7)(UY) (b)(7)(UZ) (b)(7)(VA) (b)(7)(VB) (b)(7)(VC) (b)(7)(VD) (b)(7)(VE) (b)(7)(VF) (b)(7)(VG) (b)(7)(VH) (b)(7)(VI) (b)(7)(VJ) (b)(7)(VK) (b)(7)(VL) (b)(7)(VM) (b)(7)(VN) (b)(7)(VO) (b)(7)(VP) (b)(7)(VQ) (b)(7)(VR) (b)(7)(VS) (b)(7)(VT) (b)(7)(VU) (b)(7)(VV) (b)(7)(VW) (b)(7)(VX) (b)(7)(VY) (b)(7)(VZ) (b)(7)(WA) (b)(7)(WB) (b)(7)(WC) (b)(7)(WD) (b)(7)(WE) (b)(7)(WF) (b)(7)(WG) (b)(7)(WH) (b)(7)(WI) (b)(7)(WJ) (b)(7)(WK) (b)(7)(WL) (b)(7)(WM) (b)(7)(WN) (b)(7)(WO) (b)(7)(WP) (b)(7)(WQ) (b)(7)(WR) (b)(7)(WS) (b)(7)(WT) (b)(7)(WU) (b)(7)(WV) (b)(7)(WW) (b)(7)(WX) (b)(7)(WY) (b)(7)(WZ) (b)(7)(XA) (b)(7)(XB) (b)(7)(XC) (b)(7)(XD) (b)(7)(XE) (b)(7)(XF) (b)(7)(XG) (b)(7)(XH) (b)(7)(XI) (b)(7)(XJ) (b)(7)(XK) (b)(7)(XL) (b)(7)(XM) (b)(7)(XN) (b)(7)(XO) (b)(7)(XP) (b)(7)(XQ) (b)(7)(XR) (b)(7)(XS) (b)(7)(XT) (b)(7)(XU) (b)(7)(XV) (b)(7)(XW) (b)(7)(XX) (b)(7)(XY) (b)(7)(XZ) (b)(7)(YA) (b)(7)(YB) (b)(7)(YC) (b)(7)(YD) (b)(7)(YE) (b)(7)(YF) (b)(7)(YG) (b)(7)(YH) (b)(7)(YI) (b)(7)(YJ) (b)(7)(YK) (b)(7)(YL) (b)(7)(YM) (b)(7)(YN) (b)(7)(YO) (b)(7)(YP) (b)(7)(YQ) (b)(7)(YR) (b)(7)(YS) (b)(7)(YT) (b)(7)(YU) (b)(7)(YV) (b)(7)(YW) (b)(7)(YX) (b)(7)(YY) (b)(7)(YZ) (b)(7)(ZA) (b)(7)(ZB) (b)(7)(ZC) (b)(

RESOLUTION NO. 2016-08

A RESOLUTION AMENDING CHAPTER A-I, ST. LUCIE WEST SERVICES DISTRICT GENERAL AND PROCEDURAL RULES; PROVIDING AN EFFECTIVE DATE.

SECTION 1. AUTHORITY FOR THIS RESOLUTION. This Resolution is adopted pursuant to Sections 111.07, 120.54, 190.011(5), and 768.28, 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 policies of the District that relate to the general operations of the District and in particular to adopt a new Subsection 1.20 to Chapter A-I regarding legal defense and indemnification.

D. This Rule is necessary to establish and maintain policies and procedures pertaining to the legal defense and indemnification of Board members, officers, and employees of the District acting on behalf of the District.

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

SECTION 3. CHAPTER A-I AMENDED. Chapter A-I St. Lucie West Services District General and Procedural Rules is hereby amended to read as set forth in the attached revision of such policies (with new text shown in underline).

SECTION 4. EFFECTIVE DATE. This Rule shall become effective on December 6, 2016.

APPROVED AND ADOPTED this 6th day of December, 2016.

ST. LUCIE WEST SERVICES DISTRICT

Attest:

Secretary
Board of Supervisors

By: _____
Chairman
Board of Supervisors

CHAPTER A-1

ST. LUCIE WEST SERVICES DISTRICT GENERAL AND PROCEDURAL RULES

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* * *

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.

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(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

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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

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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 \$25,000, 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 \$50,000 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

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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

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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

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- b. Construction Committee
- 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

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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.

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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)

Law Implemented 190.007(1), 190.008, 120.53(1)(d), 286.0105, 120.54(1)

History: Adopted October 8, 1991

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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.

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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

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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

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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:

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(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

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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) or for a planning or study activity when the fee for professional services exceeds the threshold amount provided for category two (\$25,000), 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

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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), 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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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; revised December 15, 2009

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CHAPTER A-1

A-1.11 Purchase of Goods, Supplies, or Materials

(1) Scope.

(a) All purchase of goods, supplies, or materials that do not exceed \$2,500 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), 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

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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.

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

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

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

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

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

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

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

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

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

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

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

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

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

Law Implemented §190.033, Fla. Stat.

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

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CHAPTER A-1

A-1.12 Contracts for Construction of Authorized Project

(1) Scope.

(a) All contracts for the construction of any project authorized by Chapter 190, Florida Statutes, the total construction project costs of which are estimated in accordance with generally accepted cost-accounting principles not to exceed \$2,500 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 (or \$50,000 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 (or \$50,000 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 (or \$50,000 for electrical work) (as

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

(2) Definitions.

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

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

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

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

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

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

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

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

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

(3) Procedure.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Law Implemented §190.033, 255.20, Fla. Stat.

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

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CHAPTER A-1

A-1.13 Contracts for Maintenance Services

(1) Scope.

(a) All contracts for the maintenance of any District facility or project wherein the amount to be paid by the District does not exceed \$2,500 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), as such category may be amended from time to time, shall be made using Quotations, as defined in Subsection (2)(h) of this rule.

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

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

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

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(2) Definition.

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

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

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

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

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

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

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

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

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

(3) Procedure.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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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.

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(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; revised December 15, 2009

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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.

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(4) Mutual Agreement. The District, on its own initiate 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; revised December 15, 2009

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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

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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.

Florida Administrative 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 Vac-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) Vac-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

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

CHAPTER A-1

_____ (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

_____ 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.

CHAPTER A-1

(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

* * *

St. Lucie West Services District

Board Agenda Item

Tuesday, December 6, 2016

Item

DA 1 Status Report/Updates

Summary

St. Lucie West Services District

Board Agenda Item

Tuesday, December 6, 2016

Item

DE 1 Status Report/Updates

Summary

St. Lucie West Services District

Board Agenda Item Tuesday, December 6, 2016

Item

DM 1 Consider Approval of Agreement for Legal Services with the Law Offices of David Miklas, PA

Summary

Provided for your review and approval is the Agreement for Labor Related Legal Services from the Law Offices of David Miklas, PA. The District received notice that the current Law Offices of Richeson & Coke PA was closing on November 30, 2016 and that David Miklas of their office was starting his own firm and staying local. Mr. Miklas has a long established history with the District and the proposed rate structure is lower than the agreement with Richeson & Coke so we see no reason to go outside the County to get representation.

Recommendation

Staff recommends approval of the Agreement with the Law Offices of David Miklas, PA for Labor and Employment Law related services.

District Manager: Dennis Pickle

Budget Impact

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

Board Action

Moved by:	Seconded by:	Action Taken:
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Law Office of
David Miklas, P.A.
Management Labor & Employment Law
P.O. Box 12996
Fort Pierce, FL 34979
Tel: (772) 465-5111
david@miklasemploymentlaw.com

November 14, 2016

Via email

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

RE: St. Lucie West Services District Agreement for Legal Services

Dear Mr. Pickle:

Pursuant to our conversation of today's date, please find attached a proposal for a contract for legal services. This is similar to the contract that the District has had with Richeson & Coke, P.A.. This proposal includes the same limitations from 2007 on who has authority to request my law firm to perform legal services on labor and employment issues. Since often my law firm's advice is needed on an immediate basis involving issues with legal and financial liability implications for the District, it would not be practical to limit my availability to only authorization by the Board. Further, some of the issues involve sensitive information that would be premature to discuss at a public meeting. Therefore, I have also included that the Board Attorney or the District Manager/designee may use their discretion with ultimate accountability to the Board for the use of the services of my law firm.

Also, because I value the long relationship that I have had with the District, and because I anticipate that my law firm's overhead will be smaller than that of Richeson & Coke, P.A., I am extending a reduction in fees for legal services to the District. While the fees for the partners of Richeson & Coke ranged from \$225-\$235/hour, I have reduced my fees for the District to 10% lower than the lowest in this range. Therefore, my fees will be \$202.50/hour.

If additional changes are needed or if you need additional information, please let me or Dan Harrell know.

Sincerely,



David Miklas

cc: Daniel Harrell

Agreement for Legal Services

This agreement sets forth the terms and conditions upon which the Law Office of David Miklas, P.A. (Firm) will provide legal services to the St. Lucie West Services District (District) in regard to labor and employment issues. This agreement will replace the current Agreement for Legal Services, and engagement letter and any memorandum regarding fees from Richeson & Coke, P.A. The firm will perform legal services on issues involving labor and employment issues only at the request of the Board of Supervisors, Board Attorney, or the District Manager or his designee.

The firm bills for its services on an hourly basis. The current hourly rate for these legal services is \$202.50. Any change to the hourly rate of fees during the term of representation will be submitted to the Board of Supervisors for prior approval. There is a minimum charge of fifteen minutes. After the first fifteen minutes, time is charged in increments of a tenth of an hour.

The firm will invoice on a monthly basis. Invoices are on a time expended plus costs basis. Out of pocket costs which are involved in the monthly bills include court costs such as filing, service and witness fees, deposition expenses, copying charges, fax charges, long distance telephone charges, travel, if any outside of St. Lucie County, and other incidental expenses. The firm reserves the right to require an advance deposit on costs or legal fees at any time during our representation. The firm will submit a monthly statement for its fees and costs and the invoices will be paid within thirty (30) days from the date of invoice.

The firm may charge 1% per month on any balance which is outstanding after thirty (30) days. This computes to an annual rate of 12%.

This agreement may be cancelled upon fourteen (14) days written notice by either party.

Board of Supervisors for Chairman
of St. Lucie West Services District

Date



David Miklas
Law Office of David Miklas, P.A.

Nov. 14, 2016

Date

St. Lucie West Services District

Board Agenda Item

Tuesday, December 6, 2016

Item

DM 2 Other Items/Updates

Summary

St. Lucie West Services District

Board Agenda Item Tuesday, December 6, 2016

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

October 2016

<u>Division</u>	<u>Service Orders</u>	<u>Work Orders</u>
Aquatics	43	5
Exotic Plant Removal	16	8
Storm Water	8	373
Vac-Con	31	0
Dredge Barge	0	0
Video Ray	101	0
Irrigation	0	3
Shop	111	0
Grand Total	310	389

Aquatics Division:

Operations & Maintenance:

- Algae
 - 2 Service Orders
 - 0 Work Orders
- Injection Treatments
 - 0 Service Orders
 - 0 Work Orders
- Sonar Treatments
 - 0 Service Orders
 - 0 Work Orders
- Midge Fly Treatments
 - 0 Service Orders
 - 0 Work Orders
- Tape Grass (Harvester)
 - 1 Service Orders
 - 0 Work Orders
- Miscellaneous
 - 40 Service Orders
 - 5 Work Orders

Scheduled Maintenance

- Lake Cleaning Schedule - Available Upon Request

Exotic Plant Removal Division:

Operations & Maintenance:

- Encroaching Preserves
 - 8 Service Orders
 - 6 Work Orders
- Lygodium Treatments
 - 0 Service Orders
 - 0 Work Orders
- Exotic Vegetation Treatments
 - 0 Service Orders
- Tree Removals
 - 2 Service Orders
 - 2 Work Orders
- Preserves Maintenance
 - 0 Service Orders

Exotic Plant Removal Division Cont'd:

- Vine Management
 - 1 Service Orders
 - 0 Work Orders
- Miscellaneous
 - 5 Service Orders

Scheduled Maintenance

- None

Storm Water Division:

Operations & Maintenance:

- Locates
 - 372 Work Orders
- Street Flooding
 - 0 Service Orders
 - 0 Work Orders
- Grate Cleaning
 - 7 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:

- 1 Service Orders Cleaning Out Pipes
- 30 Service Orders Cleaning Out Structures
- 0 Miscellaneous Service Orders

Scheduled Maintenance

- None

Other Information

- 50 Estimated Footage Cleaned
- 0
- Removed 10 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
- Cascades Lake #80 attempted to dredge shallow west end
- None

Storm Water Division / Video Ray:

Operations & Maintenance:

- 101 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
 - 0 Service Orders
 - 3 Work Orders

Scheduled Maintenance

- None

Other Information

- 0 Surficial Well Usage (Gallons)
- 0 Reported Reuse Customer Violations
- 77,941,982 Flows (Gallons)
- 4.14 Monthly Rainfall (Inches)
- 0 Irrigation Violations

Shop Division :

Operations & Maintenance:

- 111 Service Orders for Repairs
 - 12 Vehicles
 - 72 Equipment
 - 27 Other

Scheduled Maintenance

- None

St. Lucie West Services District

Board Agenda Item

Tuesday, December 6, 2016

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		489	
	Residential Accounts		6285	
	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)		0.00	ERC's
	Total Remaining Capacity for Water		3,013.13	
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	0	0.0	0 \$ -
ERC's sold in	Feb-17	0	0.0	0 \$ -
ERC's sold in	Mar-17	0	0.0	0 \$ -
ERC's sold in	Apr-17	0	0.0	0 \$ -
ERC's sold in	May-17	0	0.0	0 \$ -
ERC's sold in	Jun-17	0	0.0	0 \$ -
ERC's sold in	Jul-17	0	0.0	0 \$ -
ERC's sold in	Aug-17	0	0.0	0 \$ -
ERC's sold in	Sep-17	0	0.0	0 \$ -
Total Water ERC's sold for FY 2017		0	0.0	0 \$ -
<u>WASTEWATER</u>				
	Commercial Accounts		432	
	Residential Accounts		6285	
	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)		0.00	ERC's
	Total Remaining Capacity for Wastewater		6,150.35	
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	0	0.0	0 \$ -
ERC's sold in	Feb-17	0	0.0	0 \$ -
ERC's sold in	Mar-17	0	0.0	0 \$ -
ERC's sold in	Apr-17	0	0.0	0 \$ -
ERC's sold in	May-17	0	0.0	0 \$ -
ERC's sold in	Jun-17	0	0.0	0 \$ -
ERC's sold in	Jul-17	0	0.0	0 \$ -
ERC's sold in	Aug-17	0	0.0	0 \$ -
ERC's sold in	Sep-17	0	0.0	0 \$ -
Total Wastewater ERC's sold for FY 2017		0	0.0	0 \$ -
New Connections in October:		-	ERC's	

St. Lucie West Services District Monthly Utilities Operations Report		
October-16		
Water Treatment Facility		
· Total finished water produced for October was	48.61	MG
· The finished water produced for the previous twelve months was	571.00	MG
· The average daily flow of finished water for October was	1.568	MG
· The annual average daily flow of finished water for October was	1.56	MG
· The three month average daily flow of finished water for October was	1.52	MG
· The Water Treatment Plant capacity is operating at	43.6%	
· The Water Plant Annual withdrawal capacity per SFWMD WUP is at	89.2%	
<u>Water Treatment Plant Projects for October:</u>		
Preparing for Sulfuric and Caustic tank change out.		
Wastewater Treatment Facility		
· Total Influent Wastewater flow for October was	46.38	MG
· Total Effluent Wastewater flow for October was	43.52	MG
· The average daily flow of Influent Wastewater for October was	1.50	MG
· The average daily flow of Effluent Wastewater for October was	1.40	MG
· The annual average daily flow of Influent treated for October was	1.44	MG
· The three month average daily flow of Influent treated for October was	1.42	MG
· The Wastewater Plant capacity is operating at	67%	
<u>Wastewater Treatment Plant Projects for October:</u>		
Completed PM's		
Installed Hydro ranger from old surge tank on reject pond lift station		
Staffing through out the Hurricane		

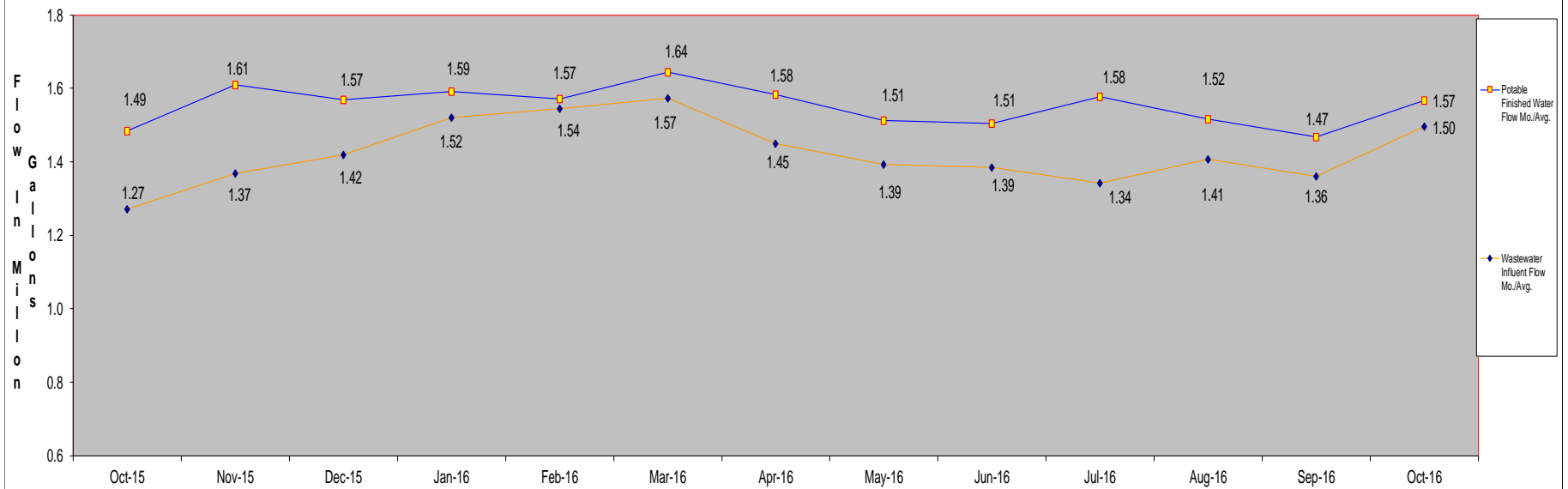


**Underground Utilities Division
Work Task and Service Order Monthly Report**

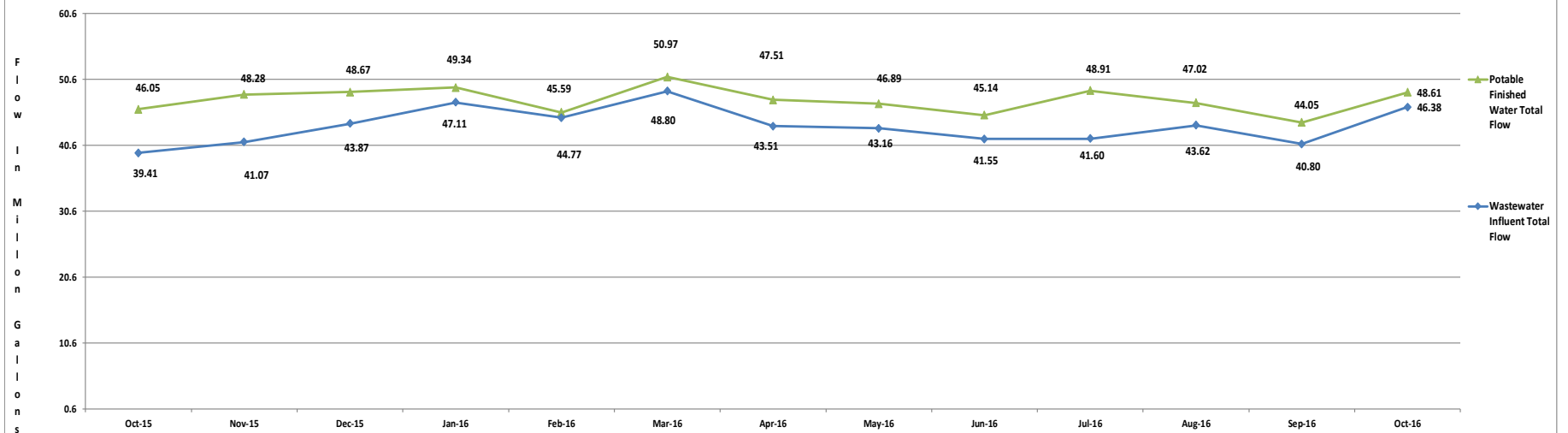
Month/Year, October 2016

Count	Description
86	New Service/Establish Account
0	Install Permanent Meter
0	Remove Permanent Meter
0	Install Temporary Meter
0	Remove Temporary Meter
77	Lock Off/Close Account
2	Lock Off/Legal Reasons
1	Lock Off Temporary
26	Lock Off Non-Payment
16	Reconnection "No Fee"
15	Reconnection "Regular Hours"
0	Reconnection "After Hours"
1	Reconnection "Inspection"
21	Check for Leak "No Leak Found"
29	Check for Leak "Customers Responsibility"
37	Check for Leak "Districts Responsibility"
100	Meter Reading Exception
1	Meter Maintenance
4	Read Meter
8	Meter Box
0	Meter Test "Passed"
0	Meter Test "Failed"
0	Meter Test not completed location vacant – reason for no usage.
89	Meter Change Out
0	Fire Hydrant
35	Irrigation "Checking for Leaks and Turning On or Shutting Off Valves"
6	Sewer "Backups, Sewer Caps, or Breaks"
0	Liftstation "District"
0	Liftstation "Private"
490	Locates "Water, Sewer and Irrigation"
13	Complaints "Water Quality, Pressure, etc..."
23	Follow up "Incomplete Task by District or Contactor from Previous Service Orders"
Projects: Changing out meters in Healdwood	
Replacing concrete valve pads all over the district	
Installed two potable water blow off flushers to Lake Charles	

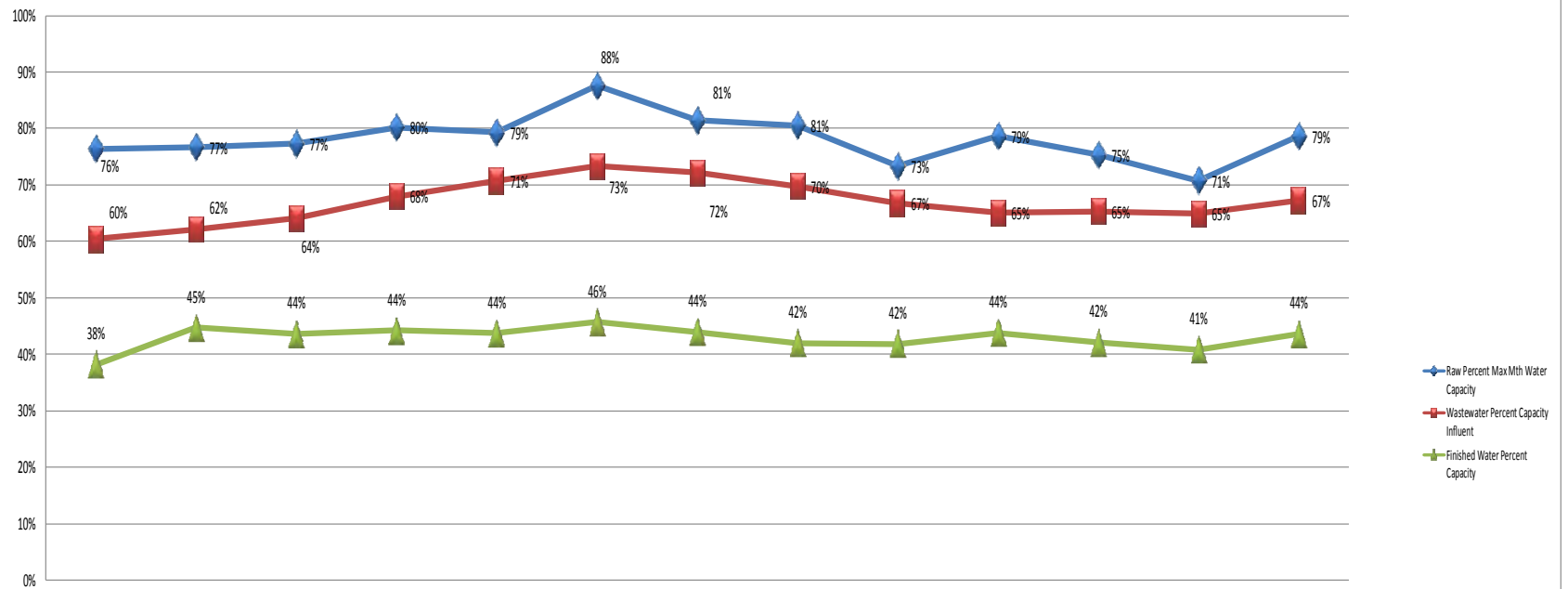
St. Lucie West Services District Water & Wastewater Average Daily Flows



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



St. Lucie West Services District Water and Wastewater Percent Capacity



	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16
Raw Percent Max Mth Water Capacity	76%	77%	77%	80%	79%	88%	81%	81%	73%	79%	75%	71%	79%
Wastewater Percent Capacity Influent	60%	62%	64%	68%	71%	73%	72%	70%	67%	65%	65%	65%	67%
Finished Water Percent Capacity	38%	45%	44%	44%	44%	46%	44%	42%	42%	44%	42%	41%	44%

St. Lucie West Services District

Board Agenda Item Tuesday, December 6, 2016

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 in the Monitoring Phase for the TMDL Grant
- WM013 Johnson Davis completed work on the 4E to 5 interconnect
- WM019 Arcadis working on design and permitting of the Lake Harvey Project
- SW069 Staff and ISS started design of Main Irrigation Pump Station Improvements
- SW077 ISS started design of Potable Water line extension
- SW086 Arcadis working on design of new Office Complex

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 2015/16 Budget	Projected 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	-	121,400	0%	Stormwater Emergency Repairs													
WM013	Arcadis	RL/BH	Johnson Davis	856,419	786,674	69,745	100%	Basin 4E & 5 Canal and Storage Enlargement													
WM014	Arcadis	RL/BH		66,500	41,503	24,997	100%	Basin 2C Wetland Vertical Relocation & Storage Enlargement													TMDL Grant Monitoring Phase
WM019	Arcadis	RL/BH		585,000	49,180	535,820	0%	Lake Harvey Project													
SW001		JM		137,624	-	137,624	0%	Lift Station renewal & replacement													
SW037		JM		186,300	-	186,300	0%	Emergency Renewal and Replacement Projects													
SW085		JM		55,125	-	55,125	0%	Emergency (Assoc. Irr.) R&R Projects													
SW047		JM		29,303	-	29,303	0%	Structural Repairs Manholes													
SW049		JM		25,856	-	25,856	0%	Protective Coating Manholes													
SW050		JM		50,000	-	50,000	0%	WTP Grounding System Improvements													
SW063		JM		1,050	-	1,050	0%	New Meters													
SW064		JM		185,000	-	185,000	0%	Replacement Meters													
SW066		JM		-	-	-	0%	WWTF Painting & Sealing of Tanks													
SW069		BH		825,000	21,146	803,854	0%	Irrigation Ph 1 -Improve Existing WWTP Pump Station													
SW073		JM		14,019	-	14,019	0%	Replacement Backflow Preventors													
SW077		JM		255,000	34,665	220,335	0%	Water Line Extension													
SW081		JM		145,000	-	145,000	0%	WTP Calcite Tank Project													
SW084		JM		34,000	-	34,000	0%	UGU Potable Water Flushing Devices													
SW089		JM		81,000	-	81,000	0%	Reuse Pond Liner Protection													
SW091		JM		20,000	-	20,000	0%	UGU Irrigation Flushing Devices													
SW090		JM		99,000	-	99,000	0%	Clarifier Weir covers													
SW086		RL/DP		1,122,368	-	1,122,368	0%	New Office Complex													
SW087		BH		39,887	39,887	-	100%	Irrigation SCADA Conversion													
Total				\$ 3,305,532	95,698	3,209,834															

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	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROJECTS IN DESIGN PHASE	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROJECTS IN BID PHASE	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROJECTS IN CONSTRUCTION PHASE	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROJECTS COMPLETED	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MAINTENANCE PROJECTS	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

St. Lucie West Services District

Board Agenda Item

Tuesday, December 6, 2016

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	34,020,910	Gallons
Sewer	32,666,140	Gallons
Sewer BOD	1,068.69	Gallons
Sewer TSS	629.99	Gallons

2. Amount Billed

Total Water	\$251,235.76
Total Sewer	\$291,029.89
Total Irrigation	\$148,914.35

3. Billing

Total Water	6,774
Total Sewer	6,717
Total Irrigation	6,414



Monthly Deposited Receivables

Month/Year - October 2016

DEPOSITED WATER, SEWER AND IRRIGATION RECEIVABLE																DEPOSITED MISC RECEIVABLE																NON-DEPOSITED			
October 2017 DAY	Regular Payments	Non-Cash for Reg Pmts Errors Only	Credit Card Regular Payments	E-Check Regular Payments	Check/Money Order Deposits	Credit Card Deposit	Non-Cash for Error Only (Deposit)	ERC - Water Capacity Impact Fee	ERC - Water APFI	ERC - Sewer Capacity Impact Fee	ERC - Sewer APFI	Reserve/Misc ERC Interest	Meter Fees	Meter Service Fee	Total Monthly Deposited WSI Receivables	UT - Misc	PM - Misc	Reimbursement Dental Insurance Board of Supervisors	Total Monthly Deposited Misc Receivables	Returned Payments	Posting Errors	Error(s)	Cancelled Payments												
3	\$ 90,518.03	\$ -	\$ 10,855.67	\$ 4,008.39	\$ 100.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,982.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
4	\$ 8,873.06	\$ -	\$ 3,812.77	\$ 1,834.72	\$ 400.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,020.55	\$ 556.71	\$ 1,168.71	\$ 73.28	\$ 1,798.70	\$ -	\$ -	\$ -	\$ -	\$ -											
HURRICANE MATTHEW OFFICE	\$ 230,498.08	\$ -	\$ 12,388.51	\$ 2,491.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 245,345.64	\$ -	\$ -	\$ -	\$ -	\$ (80.00)	\$ -	\$ -	\$ -	\$ -											
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
7	\$ -	\$ -	\$ 1,600.79	\$ 965.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,566.23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
10	\$ 8,548.77	\$ -	\$ 2,088.71	\$ 1,393.96	\$ 300.00	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,531.44	\$ -	\$ -	\$ -	\$ -	\$ (273.52)	\$ (100.00)	\$ -	\$ 100.00	\$ -											
11	\$ 3,016.05	\$ -	\$ 1,278.53	\$ 156.64	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,653.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
12	\$ 690.43	\$ -	\$ 814.56	\$ 271.72	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,946.71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
13	\$ 1,824.25	\$ -	\$ 296.92	\$ 221.59	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,532.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
14	\$ 978.39	\$ -	\$ 6,253.59	\$ 1,412.85	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,044.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
17	\$ 7,604.29	\$ -	\$ 7,920.86	\$ 2,533.90	\$ 200.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,191.84	\$ -	\$ -	\$ 58,550.89	\$ 1,600.00	\$ -	\$ -	\$ 1,600.00	\$ (230.63)	\$ -	\$ (1,600.00)	\$ -	\$ -											
18	\$ 3,267.64	\$ -	\$ 3,341.48	\$ 1,718.65	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,427.77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
19	\$ 8,359.01	\$ -	\$ 4,256.87	\$ 6,399.16	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,215.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
20	\$ 9,359.22	\$ -	\$ 2,998.19	\$ 2,160.90	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,738.31	\$ -	\$ 120.89	\$ -	\$ 120.89	\$ -	\$ -	\$ -	\$ -	\$ -											
21	\$ 40,532.62	\$ -	\$ 3,507.19	\$ 1,030.73	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,170.54	\$ -	\$ -	\$ -	\$ -	\$ (100.00)	\$ -	\$ -	\$ -	\$ -											
24	\$ 63,231.53	\$ -	\$ 9,976.43	\$ 1,916.07	\$ 200.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,424.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
25	\$ 3,859.05	\$ -	\$ 9,972.57	\$ 638.97	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,870.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
26	\$ 12,019.89	\$ -	\$ 6,788.76	\$ 1,025.17	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,033.82	\$ -	\$ -	\$ -	\$ -	\$ (165.36)	\$ -	\$ -	\$ 100.00	\$ -											
27	\$ 19,687.35	\$ 100.00	\$ 4,096.73	\$ 327.46	\$ 200.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,511.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
28	\$ 26,244.91	\$ -	\$ 2,347.65	\$ 1,220.16	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,012.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
31	\$ 49,479.01	\$ -	\$ 4,366.76	\$ 1,794.80	\$ 200.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,940.37	\$ -	\$ -	\$ -	\$ -	\$ (66.64)	\$ -	\$ -	\$ -	\$ -											
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
TOTALS	\$ 588,529.58	\$ 100.00	\$ 98,953.54	\$ 33,544.13	\$ 2,900.00	\$ 2,200.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 40,191.84	\$ -	\$ -	\$ 766,519.09	\$ 2,156.71	\$ 1,289.60	\$ 73.28	\$ 3,519.58	\$ (916.15)	\$ (100.00)	\$ (1,600.00)	\$ 200.00												
Total Reg Payments			\$ 721,127.25		Total Deposit Payments \$ 5,100.00			Total ERC Payments							WSI			MISC		Negative	Negative		Positive												

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

REPORT # 1 ACTIVE COMPANY

MONTH END SUMMARY 10/12016 - 10/31/2016

BALANCE TOTALS

BEGINNING BALANCE AS OF 10/12016

\$ 405,708.10

GENERAL LEDGER

<u>CHARGES</u>	<u>DESCRIPTION</u>	<u>TOTAL BILL COUNT</u>	<u>BILLED AMOUNT</u>
	<u>BASE CHARGES</u>		
5-04109	IRRIGATION BASE	6414	\$ 148,344.33
5-04107	SEWER BASE	6717	\$ 164,298.29
5-04106	WATER BASE	6774	\$ 133,183.54
	DISPENSED/TANKER TRUCK WATER		
5-04046	BASE	11	\$ 855.94
5-04014	WHOLESALE WATER BASE	1	\$ 724.10
	TOTAL CHARGE		\$ 447,406.20

	<u>CONSUMPTION CHARGES</u>		
5-04009	IRRIGATION	\$ 570.02	
5-04007	SEWER	\$ 126,092.40	
5-04007	SEWER-BOD EXCESS	\$ 406.10	
5-04007	SEWER-TSS EXCESS	\$ 233.10	
5-04006	WATER	\$ 118,052.22	
5-04046	TANKER TRUCK WATER	\$ 144.01	
5-04014	WHOLESALE WATER	\$ 16,910.74	
5-04021	WHOLESALE WASTEWATER	\$ 22,557.00	
	TOTAL CHARGE	\$ 284,965.59	
	<u>DEPOSIT CHARGE</u>	\$ -	
	<u>TOTAL CHARGES</u>		
	IRRIGATION CHARGE	\$ 148,914.35	
	SEWER CHARGE	\$ 313,586.89	
	WATER CHARGE	\$ 269,870.55	
	TOTAL CHARGE	\$ 732,371.79	

CONSUMPTION BY GALLONS

	2,591,000	\$	853,684.32
	32,666,140	\$	979,776.72
	1,068.69	\$	980,182.82
	629.99	\$	980,415.92
	34,020,910	\$	1,098,468.14
	41,500	\$	1,098,612.15
	100,986,000	\$	1,115,522.89
	56,734,000	\$	1,138,079.89
		\$	1,138,079.89

ADJUSTMENTS

<u>DESCRIPTION</u>
TOTAL REVENUE CHANGES
TOTAL WRITE OFFS

REVENUE

WRITE OFF

\$ (2,540.28)	\$	1,135,539.61
\$ (81.72)	\$	1,135,457.89

PENALTY

<u>CHARGES</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
5-04010	TOTAL PENALTY	\$ 5,385.41

MISCELLANEOUS

<u>CHARGES</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
5-04012	TOTAL MISCELLANEOUS	\$ 375.00

METER SET FEES

<u>DESCRIPTION</u>	<u>AMOUNT</u>
5-04018 METER FEE	\$ -
5-04012 INITIAL CONNECTION METER FEE	\$ -
TOTAL METER FEES	\$ -

IMPACT FEES

<u>DESCRIPTION</u>	<u>AMOUNT</u>
5-04033 WATER IMPACT (AFPI)	\$ -
5-04035 SEWER IMPACT (AFPI)	\$ -
TOTAL IMPACT (AFPI)	\$ -

\$ 1,140,843.30

\$ 1,141,218.30

\$ 1,141,218.30

\$ 1,141,218.30

\$ 1,141,218.30

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

REPORT # 2 ACTIVE COMPANY

MONTH END SUMMARY 10/12016 - 10/31/2016

GENERAL LEDGER

BALANCE TOTALS
CONTINUED BALANCE REFERENCE REPORT # 1

<u>PAYMENTS</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
5-01025	DISPENSED WATER/TANKER TRUCK	\$ 255.00
5-01025	IRRIGATION	\$ 146,874.29
5-01025	PENALTY	\$ 5,046.45
5-01025	SEWER BASE	\$ 163,605.49
5-01025	SEWER CONSUMPTION	\$ 129,909.30
5-01025	WATER BASE	\$ 133,078.22
5-01025	WATER CONSUMPTION	\$ 120,513.88
5-01025	MISCELLANEOUS	\$ 702.72
5-01025	CONVERSION	\$ -
5-01025	BOD EXCESS CONSUMPTION	\$ 406.10
5-01025	TSS EXCESS CONUMPTION	\$ 233.10
	TOTAL RECEIVABLES CREDIT	\$ 700,624.55
	CREDIT BALANCE CHANGE	\$ 24,202.70
	SUBTRACT DEPOSIT REFUNDS	\$ (5,300.00)
	WRITE OFF	\$ -
	SUBTOTAL	\$ 719,527.25
5-04014	WHOLESALE WATER	\$ 17,634.84
5-04021	WHOLESALE WASTEWATER	\$ 22,557.00
5-04033	WATER IMPACT (AFPI)	\$ -
5-04035	SEWER IMPACT (AFPI)	\$ -
5-04018	METER FEE	\$ -
5-04012	INITIAL CONNECTION METER FEE	\$ -
	TOTAL PAYMENTS	\$ 759,719.09

REVERSE

<u>PAYMENTS</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
	POSTING ERRORS	\$ 100.00
5-01025	RETURN PAYMENTS	\$ 916.15
	TOTAL	\$ 1,016.15

<u>REFUNDS</u>	<u>DESCRIPTION</u>	<u>COUNT</u>	<u>AMOUNT</u>
	TOTAL REFUNDS	23	\$ 1,039.30

TRANSFER

<u>BALANCE</u>	<u>DESCRIPTION</u>	<u>NET AMOUNT</u>
	RECEIVABLES ADJUSTED	\$ 3,967.81
	RECEIVABLES RE-APPLIED	\$ (3,967.81)

DEPOSIT

<u>ACTIVITY</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
	BEGINNING BALANCE	\$ 210,642.00
	BILLED DEPOSITS	\$ -
5-02030	NEW DEPOSITS	\$ 5,400.00
	REFUNDS	\$ (5,300.00)
	REVERSE REFUNDS	\$ -
	REVERSE DEPOSITS	\$ (100.00)
	ENDING BALANCE	\$ 210,642.00

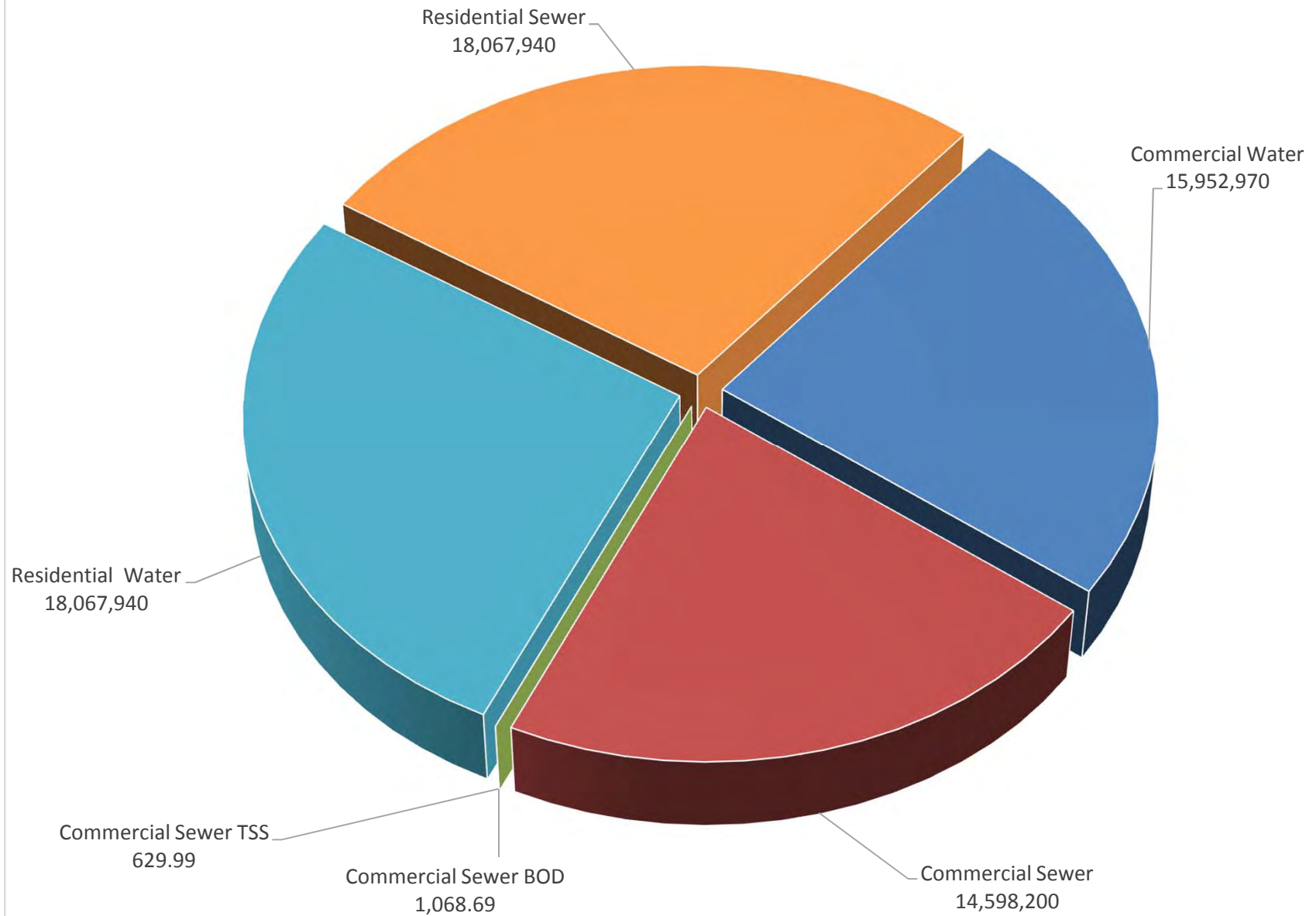
ENDING BALANCE AS OF 10/31/2016
--

\$ 378,254.66	
\$ -	unpaid Reserve invoice
\$ 378,254.66	

ST. LUCIE WEST SERVICES DISTRICT AGED DEBT ACCOUNTS- SUMMARY FISCAL YEAR 2015 - 2016

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Wednesday, December 21, 2016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Tuesday, January 31, 2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Tuesday, February 28, 2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Friday, March 31, 2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Sunday, April 30, 2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Wednesday, May 31, 2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Friday, June 30, 2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Monday, July 31, 2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Thursday, August 31, 2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Saturday, September 30, 2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Actual Consumption October 2016



St. Lucie West Services District

Board Agenda Item Tuesday, December 6, 2016

Item

CA 5 Financial Statements for October, 2016

Summary

Attached for your review are the Financial Reports for the period ending October 31, 2016.

- 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 October 2016

	Oct '16 -Oct '16	Budget	\$ +/- Budget	% of Current Budget	Previous Year % of Previous Year Budget
Ordinary Income/Expense					
Income					
1-04000 · GF SLWSD GENERAL FUND REVENUE	7,379.53	2,828,379.00	-2,820,999.47	0.26%	0.0%
Total Income	7,379.53	2,828,379.00	-2,820,999.47	0.26%	0.0%
Gross Income	7,379.53	2,828,379.00	-2,820,999.47	0.26%	0.0%
Expense					
1-05000 · GF BOARD OF DIRECTORS	75.00	15,312.00	-15,237.00	0.49%	13.0%
1-06000 · GF DISTRICT MANAGER	8,000.00	27,689.00	-19,689.00	28.89%	0.0%
1-07000 · GF FINANCE	10,696.15	162,061.00	-151,364.85	6.6%	70.0%
1-12000 · GF GRANT MANAGEMENT	0.00	1,132.00	-1,132.00	0.0%	0.0%
1-13000 · GF CLERK TO THE BOARD	0.00	12,833.00	-12,833.00	0.0%	0.0%
1-14000 · GF AQUATICS DIVISION-PERSNL	24,871.64	328,165.00	-303,293.36	7.58%	6.4%
1-15000 · GF ADMINISTRATION DIV-PERSNL	112,469.03	659,185.00	-546,715.97	17.06%	11.5%
1-16000 · GF STORM WATER MGMT-PERSNL	33,740.79	411,555.00	-377,814.21	8.2%	6.6%
1-17000 · GF EXOTIC PLNT RMVL DIV-PERSNL	16,369.91	197,822.00	-181,452.09	8.28%	7.1%
1-18000 · GF SHOP OPERATIONS-PERSNL	5,471.63	71,872.00	-66,400.37	7.61%	6.0%
1-19000 · GF GENERAL COUNSEL	0.00	40,931.00	-40,931.00	0.0%	0.0%
1-23000 · GF SPECIAL COUNSEL	0.00	7,922.00	-7,922.00	0.0%	0.0%
1-26000 · GF ENGINEERING	0.00	37,587.00	-37,587.00	0.0%	0.0%
1-29000 · GF POLLUTION CONTROL	0.00	4,842.00	-4,842.00	0.0%	0.0%
1-31000 · GF AQUATICS DIVISION-OPERATING	6,485.79	213,714.00	-207,228.21	3.04%	2.7%
1-33000 · GF ADMINISTRATION DIV-OPERATING	6,809.85	520,441.00	-513,631.15	1.31%	2.3%
1-34000 · GF STORM WATER MGMT-OPERATING	4,148.57	150,161.00	-146,012.43	2.76%	12.4%
1-35000 · GF EXOTIC PLANT RMVL-OPERATING	15,606.59	120,671.00	-105,064.41	12.93%	6.3%
1-36000 · GF SHOP OPERATIONS-OPERATING	403.52	39,629.00	-39,225.48	1.02%	1.6%
1-46000 · GF RENEWAL & REPLACEMENT	25,674.00	121,400.00	-95,726.00	21.15%	0.7%
Total Expense	270,822.47	3,144,924.00	-2,874,101.53	8.61%	4.7%
Net Ordinary Income	-263,442.94	-316,545.00	53,102.06		
Net Income	-263,442.94	-316,545.00	53,102.06		

Notes: 1) October is approximately 0% (0/10) of the way through the District's normal NAV Assessment collection period. Therefore income should be at or above 0% at this point.

2) October is approximately 8.33% (1/12) of the way through the District's fiscal year. Therefore, normal ongoing expenses should be around 8.33% or lower at this point.

St Lucie West Service District
Budget vs. Actual (WMB Debt Service)
October 2016 through October 2016

	Oct '16 -Oct '16	Budget	\$ +/- Budget	% of Current Budget	Previous Year % of Previous Year Budget
Ordinary Income/Expense					
Income					
2-04000 - WB WTR MGMT BEN SRS 1999A REV	98.03	2,391,899.97	-2,391,801.94	0.0%	0.0%
Total Income	98.03	2,391,899.97	-2,391,801.94	0.0%	0.0%
 Gross Income	98.03	2,391,899.97	-2,391,801.94	0.0%	0.0%
Expense					
2-05000 - WB WTR MGMT BEN SRS 1999A DS	0.00	2,363,071.00	-2,363,071.00	0.0%	0.0%
Total Expense	0.00	2,363,071.00	-2,363,071.00	0.0%	0.0%
 Net Ordinary Income	98.03	28,828.97	-28,730.94		
 Net Income	98.03	28,828.97	-28,730.94		

Notes: 1) October is approximately 0% (0/10) of the way through the District's normal NAV Assessment collection period. Therefore income should be at or above 0% 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 October 2016

	<u>Oct '16 - Oct '16</u>	<u>Budget</u>	<u>\$ +/- Budget</u>	<u>% of Current Budget</u>	<u>Previous Year % of Previous Year Budget</u>
Ordinary Income/Expense					
Income					
3-04000 - CB CASCADES SRS 1998 REVENUE	5.38	209,040.00	-209,034.62	0.0%	0.0%
Total Income	5.38	209,040.00	-209,034.62	0.0%	0.0%
 Gross Income	5.38	209,040.00	-209,034.62	0.0%	0.0%
 Expense					
3-05000 - CB CASCADES SRS 1998 DEBT SVC	0.00	198,903.00	-198,903.00	0.0%	0.0%
Total Expense	0.00	198,903.00	-198,903.00	0.0%	0.0%
 Net Ordinary Income	5.38	10,137.00	-10,131.62		
 Net Income	5.38	10,137.00	-10,131.62		

Notes: 1) October is approximately 0% (0/10) of the way through the District's normal NAV Assessment collection period. Therefore income should be at or above 0% 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 October 2016

	Oct '16 - Oct '16	Budget	\$ +/- Budget	% of Current Budget	Previous Year % of Previous Year Budget
Ordinary Income/Expense					
Income					
5-04000 · WS SLWSD WATER & SEWER REVENUE	46,738.39	8,951,681.00	-8,904,942.61	0.52%	0.1%
Total Income	46,738.39	8,951,681.00	-8,904,942.61	0.52%	0.1%
Gross Income	46,738.39	8,951,681.00	-8,904,942.61	0.52%	0.1%
Expense					
5-05000 · WS BOARD OF DIRECTORS	88.19	15,489.00	-15,400.81	0.57%	12.9%
5-06000 · WS DISTRICT MANAGER	0.00	17,029.00	-17,029.00	0.0%	0.0%
5-07000 · WS FINANCE	30,706.36	320,219.00	-289,512.64	9.59%	0.1%
5-09000 · WS PROPERTY CONTROL	1,807.20	11,411.00	-9,603.80	15.84%	0.0%
5-11000 · WS UTILITY RATE CONSULTANT	0.00	14,845.00	-14,845.00	0.0%	0.0%
5-13000 · WS CLERK TO THE BOARD	0.00	17,498.00	-17,498.00	0.0%	0.0%
5-14000 · WS ADMIN DVSN-PERSNL	135,805.14	956,672.00	-820,866.86	14.2%	8.8%
5-15000 · WS WATER TRTMNT PLANT-PERSNL	27,934.27	368,971.00	-341,036.73	7.57%	6.6%
5-16000 · WS WASTEWATER TRTMT PL-PERSNL	29,316.09	376,918.00	-347,601.91	7.78%	6.5%
5-17000 · WS UNDERGROUND UTIL-PERSNL	50,006.16	592,243.00	-542,236.84	8.44%	6.5%
5-18000 · WS IRRIGATION DIV-PERSNL	4,109.25	62,099.00	-57,989.75	6.62%	7.1%
5-19000 · WS GENERAL COUNSEL	0.00	42,045.00	-42,045.00	0.0%	0.0%
5-23000 · WS SPECIAL COUNSEL	0.00	8,767.00	-8,767.00	0.0%	0.0%
5-26000 · WS ENGINEERING	750.00	74,288.00	-73,538.00	1.01%	0.0%
5-27000 · WATER & SEWER DEBT SERVICE	0.00	2,524,602.00	-2,524,602.00	0.0%	0.0%
5-28000 · WS WATER & SEWER SERVICES	0.00	907,281.00	-907,281.00	0.0%	0.0%
5-29000 · WS ADMIN DIV-OPERATING	14,557.23	1,129,263.00	-1,114,705.77	1.29%	2.9%
5-30000 · WS WATER TRTMNT PLANT-OPER	11,797.89	651,324.00	-639,526.11	1.81%	3.8%
5-31000 · WS WASTEWATER TRTMT PL-OPER	1,743.73	598,953.00	-597,209.27	0.29%	2.1%
5-32000 · WS UNDERGROUND UTIL-OPERATING	5,194.91	587,515.00	-582,320.09	0.88%	1.9%
5-33000 · WS IRRIGATION DIV-OPERATING	2,117.65	293,241.00	-291,123.35	0.72%	0.6%
Total Expense	315,934.07	9,570,673.00	-9,254,738.93	3.3%	2.8%
Net Ordinary Income	-269,195.68	-618,992.00	349,796.32		
Net Income	-269,195.68	-618,992.00	349,796.32		

Notes: 1) October is approximately 0% (0/12) (revenues are billed a month behind)of the way through the District's billed revenue period. Therefore, normal billed income should be around 0% or higher at this point.

2) October is approximately 8.33% (1/12) of the way through the District's fiscal year. Therefore, normal ongoing expenses should be around 8.33% or lower at this point.

St Lucie West Service District
Budget vs. Actual (Water & Sewer Capital)
October 2016 through October 2016

	Oct '16 - Oct '16	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	134.69		134.69	100.0%	1.6%
5-36002 · INTEREST - WWCF - 4076011236	9.44	219.00	-209.56	4.31%	0.0%
5-36003 · INTEREST - 2004 BOND ISSUE	0.00		0.00	0.0%	2.0%
5-36004 · INTEREST - WCF 4076011227	33.62	176.00	-142.38	19.1%	0.0%
5-36005 · WATER IMPACT FEES	0.00	497,832.00	-497,832.00	0.0%	0.0%
5-36006 · WW IMPACT FEES	0.00	2,876.00	-2,876.00	0.0%	0.0%
5-36007 · R&R TRANSFER FROM W&S OPERATING	0.00	907,281.00	-907,281.00	0.0%	0.0%
Total 5-36000 · WS CAP REVENUES	177.75	1,408,384.00	-1,408,206.25	0.01%	0.0%
Total Income	177.75	1,408,384.00	-1,408,206.25	0.01%	0.0%
Gross Income	177.75	1,408,384.00	-1,408,206.25	0.01%	0.0%
Expense					
5-37000 · WS RENEWAL & REPLACEMENT CIP					
5-37004 · CAPITAL PROJECTS SW049	0.00	25,856.00	-25,856.00	0.0%	0.0%
5-37006 · CAPITAL PROJECTS SW064	82,500.00	185,000.00	-102,500.00	44.6%	0.0%
5-37007 · CAPITAL PROJECTS SW001	0.00	137,624.00	-137,624.00	0.0%	0.0%
5-37009 · CAPITAL PROJECTS SW037	1,597.00	186,300.00	-184,703.00	0.86%	0.0%
5-37013 · CAPITAL PROJECTS SW047	0.00	29,303.00	-29,303.00	0.0%	0.0%
5-37014 · CAPITAL PROJECTS SW050	0.00	0.00	0.00	0.0%	0.0%
5-37018 · CAPITAL PROJECTS SW069	0.00	700,000.00	-700,000.00	0.0%	0.0%
5-37020 · CAPITAL PROJECTS SW066	0.00	0.00	0.00	0.0%	0.0%
5-37027 · CAPITAL PROJECTS SW073	0.00	14,019.00	-14,019.00	0.0%	0.0%
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%	0.0%
5-37031 · CAPITAL PROJECTS SW084	0.00	34,000.00	-34,000.00	0.0%	0.9%
5-37032 · CAPITAL PROJECTS SW085	0.00	55,125.00	-55,125.00	0.0%	0.0%
Total 5-37000 · WS RENEWAL & REPLACEMENT CIP	84,097.00	1,512,227.00	-1,428,130.00	5.56%	0.0%
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	0.00	220,000.00	-220,000.00	0.0%	0.0%
5-38013 · CAPITAL PROJECTS SW080	0.00	0.00	0.00	0.0%	0.0%
Total 5-38000 · WS WATER CONNECT FEE CIP	0.00	220,000.00	-220,000.00	0.0%	2.6%
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	84,097.00	1,732,227.00	-1,648,130.00	4.86%	0.8%
Net Ordinary Income	-83,919.25	-323,843.00	239,923.75		
	-83,919.25	-323,843.00	239,923.75		

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 October 31, 2016

Date	Num	Name	Memo	Credit
ASSETS				
Current Assets				
Checking/Savings				
1-00001 · SUNTRUST (GF operating) #1363				
10/10/2016	6467	NEXAIR, LLC	ANNUAL PAYMENT FOR FISCAL YEAR 2016-2017	900.00
10/10/2016	6468	SPECIAL DISTRICT SERVICES, INC.	PO#73712-ASSESSMENT ROLL PREPARATION (2016)	8,000.00
10/10/2016	6469	UNIFIRST		240.00
10/10/2016	6470	ANAGO	PO#73715-OCTOBER JANITORIAL SERVICES	395.00
10/10/2016	6471	CAPITAL OFFICE PRODUCTS	PO#73702-ASSORTED OFFICE SUPPLIES	32.98
10/10/2016	6472	CINTAS CORPORATION	PO#73698-ASSORTED FIRST AID SUPPLIES	57.04
10/10/2016	6473	EXTRA SPACE STORAGE INC.	ANNUAL PAYMENT-ACCOUNT#1002872363	2,259.00
10/10/2016	6474	GONANO & HARRELL	PO#73717-SEPTEMBER 2016 LEGAL SERVICES	4,907.49
10/10/2016	6475	JOHNSON ENGINEERING, INC.	PO#73699-SLWSD WETLAND #1 PROJECT PROF SVCS TH...	1,674.00
10/10/2016	6476	NEXAIR, LLC	PO#73710-OXYGEN	73.26
10/10/2016	6477	RICHESON & COKE, P.A.	PO#73722-LEGAL SERVICES FOR LABOR & EMPLOYMENT I...	141.00
10/10/2016	6478	SPECIAL DISTRICT SERVICES, INC.	PO#73713-SEPTEMBER 2016 MANAGEMENT FEES	7,219.28
10/10/2016	6479	ST LUCIE CO BALING & RECYCLING		405.90
10/10/2016	6480	TREASURE COAST LAWN EQUIPMENT		187.30
10/10/2016	6481	UNIFIRST		249.24
10/10/2016	6482	UNITED SITE SERVICES OF FLORIDA, INC.	PO#73708-SERVICE CALL	80.50
10/10/2016	6483	VELDE FORD, INC.	PO#73676-MODULE	334.06
10/10/2016	6484	WASTE PRO - FT. PIERCE	ANNUAL PAYMENT FY 16-17 ACCT#7437	3,773.16
10/10/2016	6485	BLUE CROSS BLUE SHIELD OF FL	SEPTEMBER 2016 HEALTH INSURANCE-GROUP NO. 41965	60,157.19
10/10/2016	6486	HUMANA VISION INSURANCE CO	BILLING ID#591100-001-VISION INSURANCE-OCTOBER 2016	419.01
10/10/2016	6487	PRINCIPAL LIFE	INSURANCE-OCTOBER 2016-ACCT. NO. 1044710-10001	2,909.75
10/10/2016	6488	THE LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE INSURANCE FOR OCTOBER 2016-ACCOUNT NUMBER...	2,841.77
10/12/2016	debit	ASCENSUS	PR 10/12/16 (9/24/16-10/7/16)	1,374.60
10/14/2016	debit	Paychex	Time clock chrg (10/4/16) Stmt# 15341062	525.00
10/14/2016	6490	AMERICAN EXPRESS		10,050.16
10/14/2016	6491	ANAGO	PO#73753-NOVEMBER JANITORIAL SERVICES	395.00
10/14/2016	6492	APPLE INDUSTRIAL SUPPLY CO.	PO#73736-ASSORTED OPERATING SUPPLIES	13.76
10/14/2016	6493	ARCADIS US INC.		4,923.25
10/14/2016	6494	ARMADILLO DIRT WORKS, LLC	PO#73745-SAND FOR HURRICANE MATTHEW	187.50
10/14/2016	6495	COMO OIL COMPANY OF FLORIDA	PO#73694-DYED-ULTRA LOW SULPHUR	691.73
10/14/2016	6496	COMPUTER NETWORK SERVICES	PO#73756-MANAGED SERVICES OCTOBER 2016	2,125.00
10/14/2016	6497	DEBONAIR SERVICES	PO#73487A-SERVICE CALL/FREON/CURRENT RELAY	290.00
10/14/2016	6498	ELPEX	PO#73696-TIRES	978.08
10/14/2016	6499	FPL	PO#73759-ELECTRICAL SERVICES	39,655.75
10/14/2016	6500	GEORGIA WESTERN, INC.	PO#73650-MOLY SS GREASE & SHIPPING CHARGES	231.42
10/14/2016	6501	Johnson-Davis Incorporated		182,844.33
10/14/2016	6502	LOWE'S		2,757.04
10/14/2016	6503	NAPA AUTO SUPPLY OF PORT ST. LUCIE	VOID:	
10/14/2016	6504	PHYSICIANS IMMEDIATE CARE (E)	PO#73754-EMPLOYEE SCREENINGS	90.00
10/14/2016	6505	SAM'S CLUB DISCOVER	ASSORTED OPERATING SUPPLIES	366.45
10/14/2016	6506	SYSTEM DESIGN WIZARDS, INC.	PO#73757-WEBSITE MAINTENANCE & HOSTING SEPTEMB...	656.60
10/14/2016	6507	TREASURE COAST LAWN EQUIPMENT	PO#73734-IGNITION SWITCH	21.99
10/14/2016	6508	TREASURE COAST NEWSPAPERS	PO#73758-ADVERTISING FEES	513.98
10/14/2016	6509	VERIZON WIRELESS	PO#73763-CELL PHONE SERVICES	1,494.52
10/14/2016	6510	VERO CHEMICAL DISTRIBUTORS INC		764.30
10/14/2016	6511	WageWorks, Inc.	PO#73752-COBRA DIRECT BILL FOR SEPTEMBER 2016	49.65
10/17/2016	6512	NAPA AUTO SUPPLY OF PORT ST. LUCIE		3,527.19
10/21/2016	6513	ALPHA BOATS UNLIMITED	PO#73638-HYD VALVE 2 STACK & SHIPPING CHARGES	431.65
10/21/2016	6514	ANISE McGARITY ADVERTISING	PO#73798-NYLON OUTDOOR FLAGS	62.00
10/21/2016	6515	APPLE MACHINE AND SUPPLY CO.	PO#73764-STEEL TUBE	105.60
10/21/2016	6516	ARCADIS US INC.	PO#55159J-WETLAND #1 CONSTRUCTION SVCS FROM 06/...	1,750.00
10/21/2016	6517	C&C Consultants	PO#73809-PREMISES ENVIRONMENTAL LIABILITY POLICY ...	39,797.00
10/21/2016	6518	COMCAST	CABLE ANNUAL PAYMENT FY16-17 ACCOUNT#0164338134...	3,110.76
10/21/2016	6519	ELPEX	PO#73733-TIRES	923.72
10/21/2016	6520	FERGUSON ENTERPRISES	PO#73741-ASSORTED OPERATING SUPPLIES	232.50
10/21/2016	6521	HD SUPPLY WATERWORKS, LTD	PO#73690-ULTRABOND A9 HIGH STRNTH EPOXY	204.48
10/21/2016	6522	HELENA CHEMICAL CO.		4,190.00
10/21/2016	6523	HOME DEPOT CREDIT SERVICES		115.24
10/21/2016	6524	LaRochelle Enterprise, Inc.		773.85
10/21/2016	6525	PITNEY BOWES	PO#73795-METER REFILL FOR ACCOUNT NUMBER 2127976	149.00
10/21/2016	6526	STAMM MANUFACTURING	PO#73791-POST SOLENOID	30.00
10/21/2016	6527	SUNSHINE STATE ONE CALL OF FLORIDA, INC	PO#73742-TICKETS TRANSMITTED FOR SEPTEMBER 2016	80.26
10/21/2016	6528	THOMPSON TRACTOR CO.	PO#73695-LNK U/WA WING RELEASE LEVER/SHIPPING CH...	161.89
10/21/2016	6529	TOW MASTERS OF PORT ST. LUCIE	PO#73773-TOWING SERVICES ON 10/17/16	110.00
10/21/2016	6530	TREASURE COAST LAWN EQUIPMENT		386.50
10/21/2016	6531	USABUEBOOK	PO#73660A-PROBE FOR YSI METER	330.45
10/21/2016	6532	WETLANDS MANAGEMENT INC.	PO#73804-WATER SAMPLING & AUTO-COMPOSITOR MAIN...	1,300.00
10/21/2016	6533	WINDSTREAM COMMUNICATIONS	PO#73794-TELEPHONE SERVICES	699.93
10/25/2016	6534	BLUE CROSS BLUE SHIELD OF FL	OCTOBER 2016 HEALTH INSURANCE-GROUP NO. 41965	60,157.19
10/26/2016		ASCENSUS	PR 10/26/16 (10/8/16-10/21/16)	1,318.37
10/28/2016	6535	APPLE INDUSTRIAL SUPPLY CO.	PO#73812-HOSE	6.72
10/28/2016	6536	BLUE CROSS BLUE SHIELD OF FL	NOVEMBER 2016 HEALTH INSURANCE-GROUP NO. 41965	61,626.54
10/28/2016	6537	CHEMICAL CONTAINERS, INC.	PO#73643-PUMP BODY	242.89
10/28/2016	6538	ELPEX	PO#73817-TIRES	537.63
10/28/2016	6539	FLOWERS CHEMICAL LABORATORIES	PO#73824-LAB SERVICES	970.00
10/28/2016	6540	FRANKLIN TEMPLETON BANK AND TR	OCTOBER 2016 CONTRIBUTIONS (OCTOBER SEP)	17,493.61
10/28/2016	6541	HUMANA VISION INSURANCE CO	BILLING ID#591100-001-VISION INSURANCE-NOVEMBER 20...	419.01
10/28/2016	6542	IRRIGATION BY MIKE MARBURGER, INC.	PO#73803-TICKETS FROM 09/20/16 TO 10/19/16	720.00
10/28/2016	6543	LAKE FOREST @ ST. LUCIE WEST HOA, INC.	REIMBURSEMENT FOR CASSIA TREES	2,400.00
10/28/2016	6544	MERCHANT TRANSPORT AND AFFILIATES	PO#73775-40 TON CRANE SERVICE-UNLOAD 2 PUMPS	583.20
10/28/2016	6545	PATRICK McCALLISTER	COMPOSITION AND SUBMITTAL OF 500 WORD PRESS REL...	150.00

Date	Num	Name	Memo	Credit
10/28/2016	6546	PRINCIPAL LIFE	INSURANCE-NOVEMBER 2016-ACCT. NO. 1044710-10001	2,938.35
10/28/2016	6547	THE LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE INSURANCE FOR NOVEMBER 2016-ACCOUNT NUMBE...	2,882.77
10/28/2016	6548	TREASURE COAST FLEET REPAIR	PO#73783-REMOVED RUSTED BRAKE CHAMBERS & INSTA...	595.24
10/28/2016	6549	TREASURE COAST LAWN EQUIPMENT	PO#73811-LINE/GALLON MIX/CHAIN LOOPS	470.27
Total 1-00001 · SUNTRUST (GF operating) #1363				560,240.85
1-00002 · SUNTRUST (GF R&R Fund) # 3968				
Total 1-00002 · SUNTRUST (GF R&R Fund) # 3968				
5-00002 · SUNTRUST (WS Operating) #7918				
10/10/2016	6939	BARBARA E. CALDERON	CUSTOMER REFUND-BARBARA E. CALDERON-197357620	14.99
10/10/2016	6940	BRITTANI BIDOT	CUSTOMER REFUND-BRITTANI BIDOT-1975513246	20.42
10/10/2016	6941	EDSEL BILLINGY	CUSTOMER REFUND-EDSEL BILLINGY-195996146	45.30
10/10/2016	6942	ILONA LICHTBLAU	CUSTOMER REFUND-ILONA LICHTBLAU-94679194	11.02
10/10/2016	6943	JERRY RANERI	CUSTOMER REFUND-JERRY RANERI-212394700	47.36
10/10/2016	6944	RICHARD M. CARGIUOLO	CUSTOMER REFUND-RICHARD M. CARGIUOLO-11591122	97.41
10/10/2016	6945	RICHARD SLATER	CUSTOMER REFUND-RICHARD SLATER-206898122	107.90
10/10/2016	6946	AMERIGAS	PO#73719-CYLINDER	0.84
10/10/2016	6947	AMERIGAS	ANNUAL PAYMENT FOR FY 2016-2017	126.00
10/10/2016	6948	CITY ELECTRIC SUPPLY CO.		149.53
10/10/2016	6949	COAST PUMP & SUPPLY CO., INC.		128.32
10/10/2016	6950	FERGUSON ENTERPRISES		7,015.80
10/10/2016	6951	GRAYBAR		1,827.00
10/10/2016	6952	ODYSSEY MANUFACTURING COMPANY		4,050.72
10/14/2016	6953	ANTOINE PONSOT	CUSTOMER REFUND-ANTOINE PONSOT-201514324	32.80
10/14/2016	6954	BAERBEL B. MCINTYRE	CUSTOMER REFUND-BAERBEL B. MCINTYRE-1396313628	11.45
10/14/2016	6955	ELISA DALMAN-HESS	CUSTOMER REFUND-ELISA DALMAN-HESS-36593546	54.70
10/14/2016	6956	JACK MENDES	CUSTOMER REFUND-JACK MENDES-73777168	29.11
10/14/2016	6957	MARY GALLO	CUSTOMER REFUND-MARY GALLO-87518490	46.58
10/14/2016	6958	SERGE SAVITCHEFF, JR.	CUSTOMER REFUND-SERGE SAVITCHEFF, JR.-159874918	46.66
10/14/2016	6959	WBC COLLECTIONS, LP	CUSTOMER REFUND-WBC COLLECTIONS, LP-203393550	10.85
10/14/2016	6960	ARCADIS US INC.	PO#73747-SLWSD UTILITY SYSTEM PROF SVCS 08/22/16 T...	481.39
10/14/2016	6961	COAST PUMP & SUPPLY CO., INC.	PO#73592A-ASSORTED IRRIGATION PVC PIPE	63.31
10/14/2016	6962	COMO OIL COMPANY OF FLORIDA	PO#73711-DYED-ULTRA LOW SULPHUR	2,895.43
10/14/2016	6963	ODYSSEY MANUFACTURING COMPANY	PO#73600-HYPOCHLORITE SOLUTIONS	1,247.00
10/14/2016	6964	OKEECHOBEE LANDFILL	PO#73749-SERVICE PERIOD SEPTEMBER 2016	4,728.78
10/14/2016	6965	RevSpring, Inc.	PO#73755-STATEMENTS	19.76
10/14/2016	6966	SYSTEMATIC SERVICES INC.	PO#73746-PICK UP 100HP MOTOR & INSTALL	5,683.23
10/14/2016	6967	UNITED RENTALS	PO#73729-CONES	438.40
10/14/2016	6968	VERO CHEMICAL DISTRIBUTORS INC		19,345.39
10/21/2016	6969	AMANDA REHM	CUSTOMER REFUND-AMANDA REHM-197333372	27.73
10/21/2016	6970	GARRY L. HENDEL	CUSTOMER REFUND-GARRY L. HENDEL-2112912596	21.47
10/21/2016	6971	GUSTAV SCHEUBLE	CUSTOMER REFUND-GUSTAV SCHEUBLE-1175911464	46.26
10/21/2016	6972	WEI WU	CUSTOMER REFUND- WEI WU-185691960	28.41
10/21/2016	6973	ACCURATE SEPTIC SERVICES INC.	PO#73740-LIQUID WASTE RECEIVED PER GALLON	210.00
10/21/2016	6974	APPLE INDUSTRIAL SUPPLY CO.	PO#73766-WRENCH/SCREWDRIVER/FREIGHT CHARGE	201.55
10/21/2016	6975	AQUIFER MAINT. & PERFORMANCE SYSTEMS, INC	PO#73617-REPAIRS TO WELL PUMP	7,950.57
10/21/2016	6976	ARMADILLO DIRT WORKS, LLC	PO#73691-THE VINEYARDS-871 GRAND RESERVES BLVD	1,291.97
10/21/2016	6977	AUGUSTA FIBERGLASS COATINGS, INC.	PO#73274B-BULK STORAGE TANK	7,173.75
10/21/2016	6978	ELPEX	PO#73765-TIRES	184.88
10/21/2016	6979	FLOWERS CHEMICAL LABORATORIES		4,284.00
10/21/2016	6980	HORIZON DISTRIBUTORS INC.	PO#73768-2" COUPLING & PURPLE FLAGS	84.20
10/21/2016	6981	HYDROCORP	PO#73739-CROSS CONNECTION CONTROL PROGRAM MG...	550.00
10/21/2016	6982	PALM TRUCK CENTERS INC.	PO#73785-CHOCK-WHEEL	62.52
10/21/2016	6983	PUBLIC RESOURCES MANAGEMENT GR	PO#73391B-PROFESSIONAL SERVICES FROM 09/01/16 TO ...	8,414.12
10/21/2016	6984	RevSpring, Inc.	PO#73793-STATEMENTS	336.31
10/21/2016	6985	SPEEDY AIR CONDITIONING SERVICE, LLC	PO#73735-INSTALLED NEW AIR CONDITIONING UNIT	4,475.00
10/21/2016	6986	SUNGARD PUBLIC SECTOR	PO#73797-ASP SERVICE BUREAU-MAINTENANCE START N...	2,745.54
10/21/2016	6987	THE BUSHEL STOP, INC.	PO#73778-1 PALLET SOD & PALLET CHARGE	191.00
10/21/2016	6988	WATER WORKS, INC.	PO#73456-FLOW IQ2100 RADIO READ METER	82,500.00
10/28/2016	6989	ANTONIO GONZALEZ	CUSTOMER REFUND-ANTONIO GONZALEZ-213414918	57.51
10/28/2016	6990	PENNY JACOBS	CUSTOMER REFUND-PENNY JACOBS-199555364	54.40
10/28/2016	6991	ROGER MOORE	CUSTOMER REFUND-ROGER MOORE-183434794	25.57
10/28/2016	6992	SELMA SCHEVERS	CUSTOMER REFUND-SELMA SCHEVERS-208116558	63.61
10/28/2016	6993	AUGUSTA FIBERGLASS COATINGS, INC.	PO#73274C-FREIGHT CHARGES	2,575.00
10/28/2016	6994	CITY ELECTRIC SUPPLY CO.	PO#73679-ASSORTED ELECTRICAL SUPPLIES	63.03
10/28/2016	6995	COAST PUMP & SUPPLY CO., INC.		959.93
10/28/2016	6996	DAVID PECKHAM	WATER CONSERVATION REBATE 2016-17 6	98.00
10/28/2016	6997	EILEEN YOUNGHANS	WATER CONSERVATION REBATE 2016-17 4	100.00
10/28/2016	6998	FERGUSON ENTERPRISES	PO#73728-CONST MARKING PAINT/MARK PAINT SOLV/GAT...	573.20
10/28/2016	6999	GRAYBAR		705.30
10/28/2016	7000	MERCHANT TRANSPORT AND AFFILIATES	PO#73675-BOOM TRUCK RENTAL	324.00
10/28/2016	7001	MICHAEL G. COCCIA	WATER CONSERVATION REBATE 2016-17 5	200.00
10/28/2016	7002	ODYSSEY MANUFACTURING COMPANY	PO#73693-HYPOCHLORITE SOLUTIONS	1,450.00
10/28/2016	7003	RevSpring, Inc.	PO#73802-STATEMENTS	3,642.04
10/28/2016	7004	REXNORD INDUSTRIES LLC	PO#73823-REPLACEMENT SEAL	69.23
10/28/2016	7005	STUART PRICE	WATER CONSERVATION REBATE 2016-17 3	110.00
10/28/2016	7006	THE BUSHEL STOP, INC.	PO#73811-1/2 PALLET OF SOD	115.02

Date	Num	Name	Memo	Credit
10/28/2016	7007	WILLIAM LOPERFIDO	WATER CONSERVATION REBATE 2016-17 2	185.85
10/28/2016	7008	XYLEM WATER SOLUTIONS U.S.A., INC.	PO#73697-GOODWIN PUMP RENTAL FROM 10/4/16 TO 10/1...	1,597.00
Total 5-00002 - SUNTRUST (WS Operating) #7918				182,525.42
Total Checking/Savings				742,766.27
Total Current Assets				742,766.27
TOTAL ASSETS				742,766.27
LIABILITIES & EQUITY				
TOTAL LIABILITIES & EQUITY				

St Lucie West Service District
Checks Over \$35,000

As of October 31, 2016

Date	Num	Name	Memo	Credit
ASSETS				
Current Assets				
Checking/Savings				
1-00001 · SUNTRUST (GF operating) #1363				
10/10/2016	6485	BLUE CROSS BLUE SHIELD OF FL	SEPTEMBER 2016 HEALTH INSURANCE-GROUP NO. 41965	60,157.19
10/14/2016	6499	FPL	PO#73759-ELECTRICAL SERVICES	39,655.75
10/14/2016	6501	Johnson-Davis Incorporated		182,844.33
10/21/2016	6517	C&C Consultants	PO#73809-PREMISES ENVIRONMENTAL LIABILITY POLICY ...	39,797.00
10/25/2016	6534	BLUE CROSS BLUE SHIELD OF FL	OCTOBER 2016 HEALTH INSURANCE-GROUP NO. 41965	60,157.19
10/28/2016	6536	BLUE CROSS BLUE SHIELD OF FL	NOVEMBER 2016 HEALTH INSURANCE-GROUP NO. 41965	61,626.54
Total 1-00001 · SUNTRUST (GF operating) #1363				444,238.00
5-00002 · SUNTRUST (WS Operating) #7918				
10/21/2016	6988	WATER WERKS, INC.	PO#73456-FLOW IQ2100 RADIO READ METER	82,500.00
Total 5-00002 · SUNTRUST (WS Operating) #7918				82,500.00
Total Checking/Savings				526,738.00
Total Current Assets				526,738.00
TOTAL ASSETS				526,738.00
LIABILITIES & EQUITY				
TOTAL LIABILITIES & EQUITY				

St Lucie West Service District
Balance Sheet
As of October 31, 2016

	<u>Oct 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
1-00001 · SUNTRUST (GF operating) #1363	685,611.54
1-00002 · SUNTRUST (GF R&R Fund) # 3968	1,044,113.89
5-00001 · SUNTRUST (WS Deposit) #1355	100,914.20
5-00002 · SUNTRUST (WS Operating) #7918	4,565,379.96
Total Checking/Savings	<u>6,396,019.59</u>
Other Current Assets	
1-02000 · GF SLWSD GENERAL ASSETS	333,409.06
2-01000 · WB WTR MGMT BEN 1999A ASSETS	832,696.69
3-01000 · CB CASCADES SRS 1998 ASSETS	65,116.04
5-01000 · WS SLWSD WATER & SEWER ASSETS	54,166,539.09
Total Other Current Assets	<u>55,397,760.88</u>
Total Current Assets	61,793,780.47
Other Assets	
000000 · Journal Entry Exchange	2,465.25
Total Other Assets	<u>2,465.25</u>
TOTAL ASSETS	<u>61,796,245.72</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	58,303.90
Total Accounts Payable	<u>58,303.90</u>
Other Current Liabilities	
1-03000 · GF SLWSD GENERAL LIAB	-461,460.91
2-02000 · WB WTR MGMT BEN 1999A LIAB	46,018.44
3-02000 · CB CASCADES SRS 1998 LIAB	8,073.78
5-02000 · WS SLWSD WATER & SEWER LIAB	38,367,655.23
Total Other Current Liabilities	<u>37,960,286.54</u>
Total Current Liabilities	<u>38,018,590.44</u>
Total Liabilities	38,018,590.44
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	6,931,337.85
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	-612,616.26
Total Equity	<u>23,777,655.28</u>
TOTAL LIABILITIES & EQUITY	<u>61,796,245.72</u>

**ST LUCIE WEST SERVICE DISTRICT
ACCOUNT RECONCILIATION SUMMARY
FOR MONTH END October 31th, 2016**

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	839,924.38	(669,299.63)	170,624.75	170,624.75	* 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	6,141.62		6,141.62	6,141.62	Yes
TOTAL OPERATING						\$ 1,220,880.26	\$ 1,220,880.26	
WATER MANAGEMENT BOND FUNDS								
2-01060	Revenue Fund-WMB 2013	US	203823000	449,527.23		449,527.23	449,527.23	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	90.16		90.16	90.16	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	45,754.94		45,754.94	45,754.94	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						\$ 897,812.73	\$ 897,812.73	
WATER AND SEWER ACCOUNTS								
5-00001	Water & Sewer Cash Depository	ST	1000104111355	58,854.39	450,827.27	509,681.66	509,681.66	* Yes
5-00002	Water & Sewer Operating Checking	ST	1000104117918	4,595,082.49	(217,587.60)	4,377,494.89	4,377,494.89	* Yes
5-01005	Construction Fund	US	4076011281	0.01		0.01	0.01	Yes
5-01006	Operating/Maintenance	US	4076011174	0.26		0.26	0.26	Yes
	Total	US	4076011192	2,524,601.50		2,524,601.50	2,524,601.50	Yes
5-01008	Senior Interest	US	4076011183	150,623.63		150,623.63	150,623.63	Yes
5-01010	Renewal & Replacement	US	4076011209	1,249,652.49		1,249,652.49	1,249,652.49	Yes
5-01011	Rate Stabilization	US	4076011218	531,063.85		531,063.85	531,063.85	Yes
5-01012	Water Connection	US	4076011227	310,844.20		310,844.20	310,844.20	Yes
5-01013	Wastewater Connection	US	4076011236	115,161.61		115,161.61	115,161.61	Yes
5-01014	Revenue Fund	US	4076011165	719,053.44		719,053.44	719,053.44	Yes
5-01015	Surplus Fund	US	4076011272	4,649,495.01		4,649,495.01	4,649,495.01	Yes
5-01016	Principal Account	US	4076036781	999.57		999.57	999.57	Yes
5-01042	Surplus Funds - SBA	SBA	271911	475.55		475.55	475.55	Yes
WATER AND SEWER ACCOUNTS TOTAL						\$ 15,139,147.67	\$ 15,139,147.67	
GRAND TOTAL						\$ 17,257,840.66	\$ 17,257,840.66	

* Note: These checking accounts (1363, 3968, 1355, & 7918) are reconciled to 11/23/16, not to the end of the month, due to the software's "in transit" calculation.

COMPLETED BY:

Michael McEligott - Assistant Finance Director

DATE:

St. Lucie West Services District

Board Agenda Item Tuesday, December 6, 2016

Item

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

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 2015/2016 & 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. All expenditures are in compliance with the District's policy where the cost exceeds the capitalization threshold for Fixed Assets.

- \$58,451.50 – Renewal & Replacement Account (FY 2015/2016)
- \$1, 597.00 – Renewal & Replacement Account (FY 2016/2017)

All Invoices for this requisition are attached for your review.

Recommendation

Staff recommends Board approval to transfer funds from the R&R Account for \$58,451.50 (FY 2015/2016) and \$1,597.00 (FY 2016/2017) 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:

2016-22

(B) Name of Payee:

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

(C) Amount Payable:

\$58,451.50

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

2016-22

	Type	Date	Num	Name	Memo	Debit	Credit	Balance
5-37000 - WS RENEWAL & REPLACEMENT CIP								
	BW	09/30/2016	INV00003680	AUGUSTA FIBERGLASS COATINGS, INC	PO#73274C-FREIGHT CHARGES	2,575.00		54,375.47
Total 5-37009 - CAPITAL PROJECTS SW037	BW	09/30/2016	INV00000439	B & D PLASTICS LLC	PO#73234B-ONE (1) CPVC "CORZAN" LINED FRP HORIZONTAL VESEL	37,376.50		91,751.97
						39,951.50	0.00	91,751.97
5-37020 - CAPITAL PROJECTS SW066								
	BW	09/30/2016	1	CROM COATINGS	PO#73007A-HEADWORKS REHAB COATINGS	18,500.00		18,500.00
Total 5-37020 - CAPITAL PROJECTS SW066						18,500.00	0.00	18,500.00
Total 5-37000 - WS RENEWAL & REPLACEMENT CIP						58,451.50	0.00	110,251.97
TOTAL						58,451.50	0.00	110,251.97

**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:

2017-1

(B) Name of Payee:

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

(C) Amount Payable:

\$1,597.00

(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.

2017-1

St Lucie West Service District
Transaction Detail By Account
October 2016

	Type	Date	Num	Name	Memo	Debit	Credit	Balance
5-37000 - WS RENEWAL & REPLACEMENT CIP								
5-37009 - CAPITAL PROJECTS SW037								
Total 5-37009 - CAPITAL PROJECTS SW037	Bill	10/27/2016	400647028	XYLEM WATER SOLUTIONS U.S.A., INC.	PO#73697-GOODWIN PUMP RENTAL FROM 10/4/16 TO 10/10/16	1,597.00		1,597.00
						1,597.00	0.00	1,597.00
Total 5-37000 - WS RENEWAL & REPLACEMENT CIP						1,597.00	0.00	1,597.00
TOTAL						1,597.00	0.00	1,597.00



Supervisors' Requests



Adjournment