



PINELLAS PARK WATER MANAGEMENT DISTRICT
6460 35TH STREET N.
PINELLAS PARK, FL 33781-6221

A G E N D A

REGULAR AUTHORITY MEETING #4
Fiscal Year 2020/2021

MAY 20, 2021
5:30 P.M.

Members of the public will have an opportunity to make public comment on each agenda item during the time that agenda item is considered any comments on items not on the agenda can be made at the end of the agenda. Please keep comments to three (3) minutes for each item.

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF MINUTES

A. Board Meeting #3 was held on March 18, 2021

POSSIBLE MOTION - (APPROVE/DENY) THE MINUTES OF THE BOARD MEETING #3 HELD ON MARCH 18, 2021.

V. NEW BUSINESS

A. Changes to Employee Handbook

POSSIBLE MOTION - (APPROVE/DENY) THE CHANGES TO THE EMPLOYEE HANDBOOK AS PRESENTED BY THE DISTRICT'S LEGAL COUNSEL

B. Ratification of the AFSCME Contract

POSSIBLE MOTION - (APPROVE/DENY) THE RATIFICATION OF THE AFSCME CONTRACT FOR THE PERIOD OF OCTOBER 1, 2021 THRU SEPTEMBER 30, 2024 AS PRESENTED BY THE DISTRICT'S LEGAL COUNSEL

C. Changes to Procurement Policy

POSSIBLE MOTION - (APPROVE/DENY) THE CHANGES TO THE PROCUREMENT POLICY AS PRESENTED BY THE DISTRICT'S LEGAL COUNSEL

D. Audit for FY 19/20

POSSIBLE MOTION - (APPROVE/DENY) THE 2019-2020 AUDIT AS PRESENTED BY GRAU AND ASSOCIATES

VI. ITEMS OF BUSINESS

A. PROJECTS.

- i. Channel 1C (09/18/2014) – Renewal from 98th Ave. to Confluence of CH 1 (10-08)
- ii. Channel 4 (01/15/2015) – Panel Replacement (10-19)
- iii. Channel 1 (11/16/2017) – Panel Replacement at 66th Street (18-01)
- iv. Channel 1A2 (11/16/2017) – Repair at 49th Street (14-04)
- v. Channel 2E Repair (3/19/2020) – Repair at Mainland's/The Lakes (20-01)
- vi. Channel 5 Rip-Rap Repair (7/16/2020)

B. ADMINISTRATION.

i. Finance

- 1. Finance Statement – April 2021

POSSIBLE MOTION - (APPROVE/DENY) FINANCIAL STATEMENT FOR APRIL 2021 AS ON FILE IN THE DISTRICT OFFICE.

- 2. Investment Summary – May 2021

POSSIBLE MOTION - (APPROVE/DENY) INVESTMENT SUMMARY FOR MAY 2021.

ii. Executive Director Comments

iii. Legal Counsel Comments

- 1. Front End Construction Documents
- 2. Legislative Update

C. MISCELLANEOUS. The next Regular Authority Meeting will be held on Thursday, July 15, 2021 at 5:30 p.m.

VII. PUBLIC COMMENTS

VIII. BOARD MEMBER COMMENTS

IX. ADJOURNMENT

POSSIBLE MOTION - I MOVE WE ADJOURN THE PINELLAS PARK WATER MANAGEMENT DISTRICT BOARD MEETING #4

Pursuant to Section 286.0105, Florida Statutes, any person desiring to appeal any action taken by the District at this meeting will need a record of the proceedings, and for such purpose may be required to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is to be based.

Any person with a disability who needs any accommodation to participate in this proceeding is entitled to assistance at no cost. Please contact the office of the District in writing at 6460 35th Street, Pinellas Park, FL 33781 or by phone at (727) 528-8022 at least two business days prior to the meeting to advise what assistance is needed.

PINELLAS PARK WATER MANAGEMENT DISTRICT (PPWMD)**6460 35TH STREET N.****PINELLAS PARK, FL 33781-6221****(727) 528-8022****March 18, 2021****Regular Authority Meeting #3****MINUTES****IN ATTENDANCE**

Randal A. Roberts, Executive Director

Jennifer Cowan, District Attorney

Carolina Restrepo, District Engineer

Ann Martin, PPWMD

Nick Charnas P.E., Applied Sciences

Commissioner Kathleen Peters, Pinellas Board of County Commissioners

I. Chairman Charles Tingler called to order the Regular Authority Meeting #3 for March 18, 2021 at 5:30 P.M.

II. ROLL CALL

Mr. Taylor - Here

Mr. Farrell - Here

Mr. Tingler – Here

III. APPROVAL OF AGENDA

Randal A. Roberts, Executive Director, stated there are no changes to the agenda

IV. MINUTES

Mr. Farrell made a motion to approve the minutes of the Regular Authority Meeting #2 held on January 21, 2021. Second was made by Mr. Taylor.

No discussion. Roll Call:

Voting Aye: Mr. Taylor, Mr. Farrell and Mr. Tingler

MOTION APPROVED**V. NEW BUSINESS**

A. Purchase of 2021 Ford F-150 Pickup Truck.

Mr. Farrell made a motion to authorize Executive Director to purchase under the FL State contract #25100000-19-1 A 2021 Ford F150 Pickup truck from Duvall Ford, Jacksonville, FL in the amount of \$31,862.80. Second was made by Mr. Taylor.

No discussion. Roll Call:

Voting Aye: Mr. Taylor, Mr. Farrell and Mr. Tingler

B. Authorization for the Executive Director to classify a 2001 Ford F-250 Pickup truck and a 2002 Ford F-150 Pickup truck as surplus property and to dispose of the surplus property by taking it to the Tampa Machinery Auction after required advertisement.

Mr. Farrell made a motion to authorize Executive Director to classify a 2001 Ford F-250 and a 2001 Ford F-150 as surplus and take to auction for disposal after required advertisement. Second was made by Mr. Taylor.

No discussion. Roll Call:

Voting Aye: Mr. Taylor, Mr. Farrell and Mr. Tingler

MOTION APPROVED

VI. ITEMS OF BUSINESS

A. PROJECTS

CHANNEL 1C (09-18-14) – RENEWAL FROM 98TH AVE. TO CONFLUENCE OF CH 1 (10-08)

Randal A. Roberts, Executive Director currently waiting for the bids for other projects to determine how to proceed.

CHANNEL 4 (01-15-2015) - PANEL REPLACEMENT (10-19)

Nick Charnas, P.E., Applied Sciences stated design for this project is 60% completed.

CHANNEL 1 (11-16-2017) – PANEL REPLACEMENT AT 66TH STREET (18-01)

Randal A. Roberts, Executive Director, explained that we are planning on rebidding this project because it came in over budget.

CHANNEL 1A2 (11-16-2017) – REPAIR AT 49TH STREET (14-04)

Randal A. Roberts, Executive Director, we received 5 responsive bids and the lowest bid was \$3,941,632.00 and the highest bid being \$5,831,675.00. Nick has checked the references. The lowest responsive bid is Keystone Excavators.

Mr. Farrell made a motion to approve the award the bid for Channel 1A2 (11-16-2017) – Repair at 49th Street to 52nd Street (14-04) to Keystone Excavators, Inc. in the amount of \$3,941,632.00. Second was made by Mr. Taylor.

No discussion. Roll Call:

Voting Aye: Mr. Taylor, Mr. Farrell, and Mr. Tingler

CHANNEL 2E REPAIR (3/19/2020) – REPAIR AT MAINLANDS/THE LAKES (20-01)

Randal A. Roberts, Executive Director, stated that the design is at 60% complete. We had our small services contractor repair out there and they have completed 5 or 6 repairs on the North/South, which may allow the District to postpone the North/South repair.

CHANNEL 5 RIP RAP REPAIR

Randal A. Roberts, Executive Director, sent a surveyor out to check the elevation and will be working with the residents and Pinellas County to resolve the issues on this project.

VII. FINANCIAL STATEMENT

Mr. Farrell made a motion to approve the Financial Statement for February 2021 as on file in the District's Office. Second was made by Mr. Taylor.

No discussion. Roll Call:

Voting Aye: Mr. Taylor, Mr. Farrell and Mr. Tingler

VIII. INVESTMENT SUMMARY

Mr. Farrell made a motion to approve the investment summary of March 2021. Second was made by Mr. Taylor.

No discussion. Roll Call:

Voting Aye: Mr. Taylor, Mr. Farrell and Mr. Tingler

EXECUTIVE DIRECTOR COMMENTS

Randal Roberts reported that CDM Smith, Karen Lowe took a leave of absence for 6 months and that Mark Stonehouse is going to be our new district engineer.

LEGAL COUNSEL COMMENTS

Jennifer Cowan announced the legislation is back in session and will let the District know how it effects the District at the May meeting.

VII. PUBLIC COMMENTS

There were no additional comments from the public.

VIII. BOARD MEMBER COMMENTS

There were no additional comments from the Board.

IX. ADJOURNMENT

There was no further business to come before the Board and Mr. Farrell moved to adjourn the Pinellas Park Water Management District Board Meeting #3. Second was made by Mr. Taylor.

Meeting was adjourned at 5:51 p.m.

Signed: _____
Chairman

THIS DOCUMENT IS CERTIFIED AS
APPROVED ON _____

ATTEST: _____

Vice Chairman

DATE: _____

Treasurer

Attached are the revised pages of the Employment Manual. The full manual is available at the District.

F.I.C.A. (Mandatory) -- This stands for the Federal Insurance Compensation Act and is another term for Social Security. Federal Law requires that regular deductions be taken from your pay stub for Social Security so that you will have a monthly income after you retire.

Insurance (Voluntary) -- The amount that is regularly deducted from your pay to cover the amount of Group Health Insurance you have elected for you and your family. (See Section F on "Insurance").

Uniform (Voluntary) -- The amount that is regularly deducted from your pay to cover the amount of uniform cleaning and maintenance program, which you have elected to participate in.

Garnishment (Mandatory) -- If court ordered, the District will withhold the specified garnishment amount.

Union Dues (Voluntary) -- The amount that is regularly deducted from your pay to cover your dues to the union, which you have elected to participate in.

Net Pay -- This amount is the money you actually received on your pay stub after all mandatory and voluntary deductions have been made from your gross pay.

FRS (Mandatory) -- All eligible permanent employees of the District are required to participate in the FRS Pension Plan; this includes permanent part time employees.

Travel Allowances

When employees are required by the District to travel on authorized official District business, the District pays the actual expenses of the trip. Consult your supervisor on the procedure you should follow in making your travel request and what you should do to be reimbursed for your expenses.

Employee Acknowledgment and Recognition Program

The District acknowledges employees for their accomplishments, contributions and length of service.

Spray Licensing

The District may incentivize or acknowledges employees for their accomplishments, in obtaining and maintaining specific spray licensing: Spray License for Right-of- Way/CORE Spray License for Aquatics. An employee is only eligible during the time they obtain and maintain the valid spray license.

4. You can receive up to a total of 104 weeks of temporary total disability and/or temporary partial disability benefits

Impairment benefits: Once your doctor says you are at Maximum Medical Improvement, you are as good as he or she expects you to get. At this point your doctor should evaluate you for:

1. Possible permanent work restrictions.
2. A permanent impairment rating. If you receive a permanent impairment rating, you will receive money based on that rating.

Employees who incur damage to dentures, eyeglasses, prosthetic devices or artificial limbs will be compensated for this damage under the provisions of the Florida Worker's Compensation Act, provided such damage is the result of an accident which occurred in the normal course of employment.

SECTION G - RETIREMENT

To provide for those years after they stop working, all eligible permanent District full-time and part-time employees can look forward to the benefits from the Florida Retirement System. These benefits, plus those from Social Security, are designed to provide a measure of security and contentment after an employee retires.

The retirement system is administered by the State of Florida's Division of Retirement. All regular full-time employees are covered by the retirement plan. District and employee contributions and the benefits provided under the retirement system are set by the Florida Legislature, and subject to change. Please refer to the State of Florida Division of Retirement or Chapter 121, Florida Statutes for specific questions concerning retirement benefits.

In addition, the District participates in the State of Florida Deferred Compensation 457(b) Plan, which is administered by the State of Florida's Chief Financial Officer heading the Department of Financial Services. Employee contributions and the benefits provided under the Deferred Compensation 457(b) Plan are set by the Internal Revenue Service and the Florida Legislature and subject to change. Participation in the State of Florida Deferred Compensation 457(b) is voluntary for all eligible permanent employees of the District.

Retiree Health Insurance

In accordance with Section 112.0801, Florida Statutes, all District personnel who retire from the District with immediate eligibility for normal retirement, and their eligible dependents, shall be afforded the option of continuing in the District's group health insurance program as follows:

1. Retired employees and dependents are eligible for continued health, dental, life, and GAP coverage at a 100% of the premium costs to insure the retired employee and dependent, but not to exceed the premium costs applicable to active employees.

Attached are the revised pages of the Collective Bargaining Agreement. The full agreement is available at the District.

ARTICLE 8
ECONOMIC PROVISIONS

8.1 Employees are paid based on the hours actually worked, as shown on their timecards by clocking in/out during the pre-established work schedule times. Employees are responsible for ensuring their time is recorded correctly on their timecards. Employees may be paid for leave or overtime as provided herein.

8.2 The District recognizes that there has been an increase in the minimum wage that will be implemented over that next three years. In implementing the minimum wage increase, the District has included in this Contract increases to the minimum wage with proportional increases to each position and an increase to existing employees in recognition of their years of service and positions. The increases shall occur as follows:

Year One – On October 1, 2021, that full-time employees will receive a one-time increase of \$.50 per hour and a 4% salary increase.

Year Two -- On October 1, 2022, that full-time employees will receive a one-time increase of \$.50 per hour and a 4% salary increase.

Year Three – On October 1, 2023, that full-time employees will receive a one-time increase of \$1.00 per hour and a 4% salary increase.

By the end of year three the parties agree that the salary for the bargaining positions will be at then market value. The District and Union agree that the increases in this Contract are not customary, do not reflect the District's practice and should not be anticipated in the future. For any employee whose salary increase would cause his/her salary to exceed the salary range, the salary increase will be provided up to the extent of the salary range and any additional increase will be provided for in a one-time lump sum at the time the increase takes effect.

8.3 If the District has a need for additional full time employees in the position of Operator I or II, then the District will advertise and test within to fill these positions first. If the District's management determines it is unable to find qualified full-time employees for these positions within the existing District employees, then it will advertise to the general public. If an employee is promoted from a Laborer position to an Operator I or from Operator I to Operator II position, the employee will receive a salary increase within the applicable position's salary range, as determined by District management.

ARTICLE 10
INCENTIVES

- 10.1 The District's Attendant Award Programs and Service Awards are as established in the Pinellas Park Water Management District's Manual for District Employees.
- 10.2 Employees shall be eligible for the following increase in salary for obtaining specific spray licensing: Spray License for Right-of- Way/CORE a one-time increase of \$.50 per hour increase in pay for as long as the license was maintained and valid; Spray License for Aquatics a one-time increase of \$.50 per hour increase in pay for as long as the license was maintained and valid. If, at any time, the employee fails to maintain the valid spray license, the associated per hour increase for that license would be lost.

The District and Union agree to the terms of this Article conditioned upon the District's Board approval of revisions the Employment Manual resulting in a similar effect of the attached draft policy. If the District Board does not approve the referenced changes to the Employment Manual, then the District and Union agree to re-open negotiations only as to this Article.

ARTICLE 11
INSURANCE AND RETIREMENT BENEFITS

11.1 **INSURANCE:** During the term of this Agreement, the District shall continue to provide group health insurance, dental insurance, life insurance, Short Term Disability Program, Long Term Disability, and GAP (hereinafter collectively referred to as "Group Insurance Benefits") to the employees in this bargaining unit. The parties agree that the District will have the unilateral right to determine the carrier, deductible, co-pay, and other terms and conditions of the Group Insurance benefits. The parties further acknowledge that from time to time it may be necessary for the District to alter the terms and conditions of such policies, including, but not limited to, the deductible, the co-pay, the carrier, and particular coverages. The District will inform the Union of its decision. The District agrees that it will at all times attempt to purchase the highest level of benefits available while at the same time minimizing the costs to the District and employees. The life insurance policy for each employee shall be equal to the annual wage of the employee.

11.2 **Insurance Payment of Premiums:** The pay period contribution rates for the purchase of the District sponsored Group Insurance Benefits shall be as follows:

Tier	District	Employee
Employee Only	\$In Full	\$10/pay period
Employee and Spouse	\$ In Full	\$30/pay period
Employee and Children	\$ In Full	\$20/pay period
Employee and Family	\$ In Full	\$50/pay period

The parties acknowledge that it may be necessary for the District to increase employee contributions in order to be able to provide insurance with reasonable deductibles and co-pays. However, the District will, before any change in Group Insurance benefits is deemed appropriate, consult the Union prior to making its decision, not to bargain, but to inform the Union of its intention and to solicit suggestions from the Union..

11.3 **RETIREMENT PLAN:** The District will maintain its participation in the Florida Retirement System, which is administered by the State of Florida's Division of Retirement. District and employee contributions and the benefits provided under the retirement system are set by the Florida Legislature and subject to change. In accordance with Florida Law, participation in the Florida State Retirement Plan is mandatory for all eligible permanent employees of the District.

11.4 **Deferred Compensation Plan:** The District will maintain its participation in the State of Florida Deferred Compensation 457(b) Plan, which is administered by the State of Florida's Chief Financial Officer heading the Department of Financial Services. Employee contributions and the benefits provided under the Deferred Compensation 457(b) Plan are set by the Internal Revenue Service and the Florida Legislature and subject to change.

Participation in Florida Deferred Compensation 457(b) Plan is voluntary for all eligible permanent employees of the District.

The District and Union agree to the terms of this Article conditioned upon the District's Board approval of revisions the Employment Manual resulting in a similar effect of the attached draft policy. If the District Board does not approve the referenced changes to the Employment Manual, then the District and Union agree to re-open negotiations only as to this Article.

ARTICLE 30
DURATION

- 30.1 Upon Board approval, this Agreement shall be in full force and effect on October 1, 2021, and will remain in full force and effect until September 30, 2024.
- 30.2 In the event a new collective bargaining Agreement is not reached prior to the expiration of this Agreement, the terms and conditions of this Agreement shall be binding upon the parties until the ratification of a new collective bargaining Agreement.

This Agreement is made and entered into and executed this ____ day of ____, 2021.

FOR THE PINELLAS PARK
WATER MANAGEMENT DISTRICT

Randal A. Roberts
Executive Director

FOR THE FLORIDA PUBLIC EMPLOYEES
COUNCIL 79 AND LOCAL ____
AFSCME, _____

Hector Ramos
AFSCME Regional Director

Attached are the revised pages of the Procurement Policy. The full policy is available at the District.

upon any indication that such change, amendment or alteration is necessary to assure non-taxable sales tax treatment of the project.

j) The Contractor is responsible for any defects, storage, delivery, and installation as set forth in the contract documents for all materials, products, and systems purchased by the District. The Contractor must maintain as a part of the required Builders' Risk Insurance, or other insurances being provided, full replacement coverage for all items purchased by the District under this Sales Tax Savings Procedure.

10) ITB/RFP Protest Provision – This procedure applies to the resolution of all protests arising from the competitive award procedures set forth above. By submitting a bid/proposal to the District, bidders acknowledge and agree that this shall be the sole remedy for challenging an award of a procurement and all protests will be handled in accordance with the process set forth in this Section:

- a) Notice of Protest – Notice of all District decisions or intended decisions will be made by electronic mail to all Bidders. Any person adversely affected by a bid or request for proposal must file a notice of protest in writing, within three (3) business days from the date on the notice of the decision. A formal written protest must be filed within ten (10) business days after the protesting party files the notice of protest. All timeframes above exclude Saturdays, Sundays, and state holidays, in their computation. No time will be added to the above time limits for mail service.
- b) Protest Fee – When filing a formal protest, the protesting Bidder must include a fee in the amount of 5% of the selected Bidder's total bid to offset the District's additional expenses related to the protest. The fee shall not exceed \$2,500 nor be less than \$50. If either the District's Executive Director or the Board upholds the protest, the District will refund 100% of the fee paid.
- c) Formal Written Protest – The formal written protest must state with particularity the facts and law upon which the protest is based, such as:
 1. The name and address of the person or firm filing the protest;
 2. An explanation of how they are adversely affected by the District decision or intended decision;
 3. Identification of the procurement matter at issue.
 4. A statement of how and when the notice of District decision or intended decision was received;
 5. A statement of all issues of disputed material fact and, if there are none, a statement so indicating;
 6. A concise statement of the ultimate facts alleged;
 7. A statement of the applicable law, rule, statute, or other authority upon which the protest is based and which entitle the protestor to relief;
 8. A specific demand for relief; and
 9. Any other information material to the protest.

- d) Filing Notices of Protest and Formal Protests – All notices of protest and formal protests must be filed with the District's Executive Director. A protest is not timely filed unless the written notice of protest, the protest fee, and the formal protest must have been received by the District within the prescribed time limits. No time will be added to the above time limits for mail service. Failure to file a timely protest constitutes a waiver of proceedings and a waiver of all claims.
- e) Stay of Award – Upon receipt of a formal written protest that has been timely filed, the bid solicitation or contract award process is stayed until the subject of the protest is resolved by final agency action, unless the District's Executive Director, with the concurrence of the Board, sets forth in writing particular facts and circumstances which require the continuation of the solicitation process or the contract award process without delay in order to avoid an immediate and serious danger to the public health, safety or welfare. Notice that a contract award has been stayed will be given by electronic posting on the District's Purchasing web page (e.g., [https:// http://www.ppwmd.com/](https://http://www.ppwmd.com/)). Upon receipt of a timely formal protest of a decision or intended decision to award or reject all bids, qualifications, or proposals, notice will be given by electronic posting on the District's Purchasing web page (e.g., [https:// http://www.ppwmd.com/](https://http://www.ppwmd.com/)).
- f) Resolution of Formal Protest – Upon the written request of the protestor or on its own initiative, the District shall provide an opportunity for the protestor to meet with the Executive Director to resolve the protest by mutual agreement within seven (7) business days, excluding holidays, of receipt of a formal written protest. If the subject of a protest is not resolved by mutual agreement within seven (7) business days, excluding holidays, of receipt of the formal written protest, or a mutually agreed upon extension of time, then the Executive Director shall certify in writing to the Board that there was no resolution, provide the protestor with a copy of the certification.
- g) Quasi-Judicial Hearing – Within seven (7) business days from receipt of written certification that there was no resolution, the protestor may provide a written request that the matter be heard before the District Board in a quasi-judicial hearing. Failure to provide a written request to the Board within seven (7) business days of notice shall constitute waiver of any protest. Upon receipt of a written request, the Board may, in its discretion, request a written response from the Executive Director, and/or schedule the matter for hearing before the Board. Within seven (7) business days from the conclusion of the hearing, the Board will provide a written final decision on the matter to the protestor.

The protestor may contest the District's decision in a court of competent jurisdiction in Pinellas County no later than thirty (30) calendar days after receipt of notice of the District's decision, unless otherwise specified within the controlling request for proposal or qualification documents.

2.04 COMPETITIVE NEGOTIATION

For any category of services or goods, the District may choose to purchase the services or goods through an invitation to negotiate pursuant to the provisions below and all relevant laws. The



PINELLAS PARK WATER MANAGEMENT DISTRICT

BI-MONTHLY SUMMARY OF CDM SMITH ACTIVITIES FY2021

REPORT 2 – May 6, 2021

CDM Smith PN: 6202-253101

PROJECT RELATED UPDATES

CHANNEL 1 WEST of 66th STREET CONCRETE PANEL REPLACEMENT

- No new activities since prior status update. Project will be re-bid.

CHANNEL 1A2 CHANNEL IMPROVEMENTS PROJECT

- Participated in Pre-Construction meeting held on April 20, 2021.

CHANNEL 1C RENEWAL

- Completed the Channel 1 C (Upgrade from 98th Ave. to Confluence of Channel 1) ERP Permit Extension Application, which was approved by the Southwest Florida Water Management District on April 27, 2021

CHANNEL 4 PANEL REPLACEMENT AT 58TH AVENUE

- No new activities under this task.

NEW DEVELOPMENT REVIEWS - HYDROLOGY MODEL UPDATES

- Continuing to review and update the hydrology models.
- Provided Channel 2 and 3 ICPR models to Atkins upon their request.

SUPPORT SERVICES

CONSULTING SUPPORT AND MEETINGS

- Prepared the bi-monthly Maintenance Report for January and February 2021.
- Participated in the March 2021 Board Meeting.
- Coordinated and began preparation of the bi-monthly Maintenance Report for March and April 2021.
- Provided a copy of Channel 5 (62nd Way to 65th Street) as-builts for the District's use.

GASB REPORT

- Coordinated with auditor and finalized FY2020 GASB report.

PUBLIC FACILITIES REPORT

- No new activities under this task.

CAPITAL IMPROVEMENTS PROGRAM

- No new activities under this task.

DISTRICT MODERNIZATION

- Continuing to update electronic maintenance database and work order templates.
- Updated plastic overlay for office map, ready to be installed.

DISTRICT ENGINEER

- Prepared monthly project invoices and status update report.
- Conducted channel site visit on March 26, 2021 to inspect Channel 1 to complete the permit certification. Reviewed permit information and as-built drawings to verify operation is following permit requirements.
- Provided review of City of Pinellas Park permit application for Park Mini Storage.
- Participated in scope development meeting for Joe' Creek Model Update project to be completed by the City of Pinellas Park.
- Reviewed the Channel 2E 100% design plans provided by Applied Sciences.
- Reviewed Frontier Communications permit request to City of Pinellas Park and provided comments.
- Reviewed EJCDC documents for potential use by PPWMD on future construction contracts.



Status Report
for
Pinellas Park Water Management District
March 6, 2021 – May 7, 2021

This status report contains a summary of the efforts that Applied Sciences accomplished for the Pinellas Park Water Management District on their projects during the period of March 6 through May 7, 2021.

Channel 1 – West of 66th Street North

1. Attended the Board meeting on March 18
2. Discussed potential bidding schedule to be during the Summer 2021



Channel 2E – Improvements at 101st Terrace

1. Submitted 100% plans and specifications to the PPWMD on March 31
2. Held SWFWMD pre-application meeting on April 1
3. Submitted SWFWMD general permit application on April 8
4. Coordinated application fee payment with the PPWMD
5. Coordinated with SWFWMD to obtain permit status
6. Discussed updating front-end documents with PPWMD
7. Coordinated with the District several times
8. Received the SWFMD general permit on May 6
9. Discussed potential bidding schedule to be during the Summer 2021



Channel 1A2 – 49th Street to 52nd Street

1. Provided Limited Notice to Proceed to Keystone on April 2
2. Held Pre-Construction Meeting on April 20
3. Provided Full Notice to Proceed on April 20
4. Provided Pre-Construction Meeting Minutes to attendees on April 22
5. Reviewed several shop drawing submittals
6. Coordinated with Driggers Engineering on supplemental geotechnical investigation results
7. Coordinated with Keystone Excavators several times
8. Coordinated with the District several times



Channel 4 – Panel Replacement West of 49th Street to 52nd Street

1. No action during this period.



FINANCIAL STATEMENT

May 2021



PINELLAS PARK WATER MANAGEMENT DISTRICT

5/6/21
2:23:27 PM

Pinellas Park Water Management District

Balance Sheet

As of 4/30/2021

Assets

Current Assets

PAYROLL-SUNTRUST	\$3,850,080.00	
WELLS FARGO BANK-SAVINGS	38,492.83	
SUNTRUST-OPERATING	14,635,324.62	
STATE POOL ACCT	557,679.25	
STATE POOL ACCT	1,573,606.52	
EMPLOYEE ADVANCES	(1,794.09)	
AUDIT-COMMISSION	150.00	
AUDIT-PREPAID COMMISSION	7,912.00	
AUDIT-ACCRUED RETIREMENT PAYBL	(5,110.12)	
Total Current Assets		\$20,656,341.01

Total Assets

\$20,656,341.01

Liabilities and Equity

Current Liabilities

PROPERTY TAX REFUND PAYABLE	\$(1,040.93)	
RETAINAGE PAYABLE	0.37	
AUDIT-PAYROLL	5,679.30	
FIT PAYABLE	(2,858.74)	
REIMB FICA DUE DIST-CAR ALLOW	25.52	
FICA PAYABLE	4,442.56	
FICA DUE-FRinge BENEFITS	97.76	
ACCOUNTS PAYABLE	500.38	
COURT ORDER-S-EMPLOYEES	(1,955.10)	
UNION EXPENSE PAYABLE	632.21	
Total Current Liabilities		\$5,523.33

Total Liabilities

\$5,523.33

Equity

FUND BALANCE	14,838,449.08	
Current Year Profit/Loss	5,812,368.60	
Total Equity		20,650,817.68

Total Liabilities and Equity

\$20,656,341.01

5/6/21
2:24:20 PM

Pinellas Park Water Management District
Income Statement
(Current Period & Year To Date)
For the period(s) of 4/1/2021 through 4/30/2021

	Current Period		Year to Date	
Revenues				
MISCELLANEOUS INCOME	\$0.00	0.0 %	\$100.00	0.0 %
AD VALOREM TAX RECEIPTS	201,324.02	99.7	10,050,066.36	98.7
EXCESS FEES-TAX COLLECTOR	0.00	0.0	30,345.59	0.3
Miscellaneous Income	0.00	0.0	236.90	0.0
MISCELLANEOUS REVENUE	105.60	0.1	5,025.72	0.0
INTEREST - INVESTMENTS	476.16	0.2	93,082.29	0.9
Total Revenues	\$201,905.78	100.0 %	\$10,178,856.86	100.0 %
Personnel Services				
SALARIES & WAGES	\$23,243.24	11.5 %	\$493,939.09	4.9 %
CONTRACT LABOR	1,135.38	0.6	34,618.11	0.3
CONTRACT LABOR DISTRICT ENGINEER	0.00	0.0	27,518.06	0.3
MATCHING COSTS-FICA	1,778.10	0.9	38,237.29	0.4
RETIREMENT CONTRIBUTIONS	2,526.50	1.3	50,748.89	0.5
GROUP HEALTH INSURANCE PREMS	10,740.22	5.3	217,286.25	2.1
GROUP LIFE INSURANCE PREMS	107.16	0.1	5,415.37	0.1
DISABILITY PROGRAM	254.03	0.1	5,374.45	0.1
DENTAL PREMIUM	400.01	0.2	8,475.28	0.1
GAP INSURANCE PREMIUM	213.96	0.1	3,734.28	0.0
UNEMPLOYMENT COMPENSATION	3,690.63	1.8	5,382.13	0.1
Total Personnel Services	\$44,089.23	21.8 %	\$890,729.20	8.8 %
Operating Expenses				
COVID Pay	\$0.00	0.0 %	\$5,892.33	0.1 %
TOTAL-GEN ENGINEERING-CDM	0.00	0.0	10,409.81	0.1
GEN CONSULT-MEETINGS/CDM-#37	7,864.48	3.9	99,917.14	1.0
GASB-INFRASTRUCTURE FACTOR-CDM	0.00	0.0	4,135.01	0.0
PUBLIC FACILITY REP- #90-CDM	0.00	0.0	1,998.66	0.0
CIP STUDY-CDM-#235	0.00	0.0	473.64	0.0
STREAM GAUGES-HYDROGAGE	0.00	0.0	8,164.29	0.1
PROF SERVICES-SURVEY-#80	0.00	0.0	2,160.00	0.0
PROF SERVS- LEGAL	0.00	0.0	2,726.76	0.0
PROF SERVS-LEGAL	3,659.71	1.8	66,174.83	0.7
MEDICAL FEES-PROF SERVICES	0.00	0.0	388.00	0.0
ACCOUNTING EXPENSE	0.00	0.0	1,290.00	0.0
CYMA SUPPORT	0.00	0.0	8,438.80	0.1
AUDIT EXPENSE - CONTRACT	14,100.00	7.0	46,400.00	0.5
CONTRACT SERVICES-FIELD	0.00	0.0	462.50	0.0
CONTRACT SERVICES-OFFICE	0.00	0.0	7,770.75	0.1
BUILDING MAINTENANCE REPAIRS	0.00	0.0	1,829.00	0.0
LAWN/MAINT SERVICE	69.98	0.0	2,176.64	0.0
GEN COMPUTER SUPPORT-OVERALL	1,030.60	0.5	23,419.61	0.2
MISCELLANEOUS EXPENSE	0.00	0.0	275.56	0.0
BANK CHARGES/FEES	0.00	0.0	69.74	0.0
TRAVEL EXPENSE-SEMINARS	0.00	0.0	70.00	0.0
TELEPHONE/CABLE	0.00	0.0	1,179.15	0.0
CELL PHONE	194.21	0.1	4,315.83	0.0
INTERNET CHGS	436.56	0.2	6,638.19	0.1
FAX EXPENSE-COMMUNICATIONS	0.00	0.0	386.63	0.0
WEB PAGE	0.00	0.0	496.16	0.0
TRANSPORTATION (STAMPS)	208.99	0.1	1,698.38	0.0
PROGRESSIVE ENERGY-UTILITIES	519.24	0.3	10,605.83	0.1
WATER/SEWER/GARBAGE-CITY PP	232.89	0.1	4,408.38	0.0
RENTALS & LEASES	55.00	0.0	276.32	0.0

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5/6/21
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Pinellas Park Water Management District
Income Statement
(Current Period & Year To Date)
For the period(s) of 4/1/2021 through 4/30/2021

	Current Period		Year to Date	
INSURANCE & BONDS	0.00	0.0	103,758.00	1.0
TOTAL- DISTRICT REPAIRS	321.91	0.2	1,850.73	0.0
AUTOMOTIVE REPAIR-STAFF VEH	0.00	0.0	529.43	0.0
AUTOMOTIVE REPAIR-CREW VEHICLE F150-09	181.06	0.1	1,150.09	0.0
F750 SUPERCAB TRUCK	0.00	0.0	2,103.72	0.0
F250 HD PICKUP (2001)	596.39	0.3	1,057.14	0.0
F150 PICKUP-REPAIRS	0.00	0.0	1,030.78	0.0
F550 CREW CAB DUMP TRUCK	0.00	0.0	4,692.72	0.0
JOHN DEERE/ALAMO SLOPEMOWER-2007	0.00	0.0	5,850.96	0.1
2011 F750 REPAIRS	0.00	0.0	11,513.57	0.1
SLOPE MOWER REPAIRS-ALAMO	0.00	0.0	460.65	0.0
REPAIR-CHIPPER	0.00	0.0	(193.05)	0.0
REPAIR CAT (906)	0.00	0.0	1,101.68	0.0
REPAIRS - JOHN DEERE 2015	0.00	0.0	1,839.91	0.0
REPAIR-DEERE TRACTOR	0.00	0.0	888.99	0.0
GRAPPLE TRUCK REPAIRS	0.00	0.0	3,207.80	0.0
EXMARK MOWER - REPAIRS	339.44	0.2	339.44	0.0
DITCH MAINTENANCE - TIRES	0.00	0.0	17,899.20	0.2
WHITE TRAILER REPAIRS	523.90	0.3	1,003.75	0.0
CONTRACT SERVS-CH 1-OTHER	5,959.75	3.0	219,038.37	2.2
SPYDER SUB WORK-CH 2-PPWMD	26,324.06	13.0	233,932.75	2.3
CH 2A CONTRACT SVC	0.00	0.0	43,617.34	0.4
CH 2E CONTRACT SVC	35,773.00	17.7	66,012.00	0.6
SPYDER SUB WORK-CH 3-PPWMD	8,339.64	4.1	62,071.91	0.6
SPYDER SUB WORK-CH#4-PPWMD	1,450.00	0.7	82,171.32	0.8
SUB WORK-CH5-PPWMD	220.42	0.1	7,526.86	0.1
REPAIR-OFFICE EQUIPMENT	0.00	0.0	1,503.63	0.0
PRINTING & BINDING	0.00	0.0	90.00	0.0
TOTAL-PROMOTIONAL EXPENSE	0.00	0.0	(1,025.00)	0.0
FES/CHAMBER/KIWANIS/APWA/FGFOA	0.00	0.0	1,270.00	0.0
PROMOTIONAL-MISC	0.00	0.0	300.00	0.0
LEGAL ADS	73.50	0.0	6,057.91	0.1
TRIM ADS	0.00	0.0	4,607.00	0.0
BID ADS	0.00	0.0	449.24	0.0
MISC ADS	0.00	0.0	1,491.26	0.0
OFFICE SUPPLIES	0.00	0.0	153.87	0.0
OFFICE SUPPLIES	416.05	0.2	5,958.15	0.1
PETROLEUM EXPENSE	0.00	0.0	16,088.60	0.2
TIRES,BATTERIES,ACCESS-FIELD	0.00	0.0	2,316.91	0.0
GREASE/OIL/LUBES, ETC	0.00	0.0	1,198.34	0.0
RENTALS-EQUIPMENT-MAINT	0.00	0.0	3,464.38	0.0
UNIFORM/GEAR APPAREL EXPENSE	255.10	0.1	12,615.46	0.1
HUMAN RESOURCES	0.00	0.0	1,866.27	0.0
EMPLOYEE AWARDS PROGRAM	0.00	0.0	77.13	0.0
MAINTENANCE SUPPLIES-GENERAL	287.38	0.1	24,472.21	0.2
CHEMICALS FOR SPRAYING	0.00	0.0	19,501.13	0.2
TOTAL: PROF ENHANCEMENT	0.00	0.0	473.30	0.0
MEMBERSHIP & DUES	0.00	0.0	5,764.00	0.1
EDUCAT/REGISTRATIONS/SEMINARS	0.00	0.0	1,337.45	0.0
EDUCATION-TRAVEL RELATED	0.00	0.0	25.00	0.0
SUBSCRIPTIONS/BOOKS	0.00	0.0	39.95	0.0
2015 Xmark Mower 48" - Repairs	0.00	0.0	623.61	0.0
2015 Xmark Mower - 52" - Repairs	0.00	0.0	295.55	0.0
IMAGING EQUIPMENT	0.00	0.0	7,466.75	0.1

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5/6/21
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Pinellas Park Water Management District
Income Statement
(Current Period & Year To Date)
For the period(s) of 4/1/2021 through 4/30/2021

	Current Period		Year to Date	
Total Operating Expenses	\$109,433.26	54.2 %	\$1,317,586.10	12.9 %
<u>Capital Outlay</u>				
Modernization Program	\$0.00	0.0 %	\$33,139.02	0.3 %
OFFICE BLDG-35TH ST NO.	225.00	0.1	4,275.00	0.0
MAINT BLDGS-35TH ST N.	0.00	0.0	1,675.00	0.0
PPWMD COMPLEX-AREA IMPROVEMENT	0.00	0.0	1,200.00	0.0
TOTAL: EQUIPMENT	0.00	0.0	171.91	0.0
2020 Ford F350	0.00	0.0	54,385.50	0.5
HYDROLOGY-CH1-CDM-#119	0.00	0.0	293.19	0.0
CH 1C RNWL-98TH AV TO CH1 (10-08)ENG/GEO	0.00	0.0	44,164.46	0.4
Engineering Ch.1 - FY 17-18	4,132.00	2.0	1,508,240.37	14.8
TOTAL-CH4 ENGINEERING	0.00	0.0	35,467.00	0.3
CH4-CSX LEASE	0.00	0.0	163.94	0.0
CH4-HYDROL PRIOR-CDM-120	0.00	0.0	2,712.09	0.0
CH 4 PNEL RPL 65/58AV&71ST/72LN(10-19)	0.00	0.0	348.52	0.0
TOTAL, CHANNEL 5	0.00	0.0	216,230.00	2.1
HYDROL PRIOR=CH5-CDM-#137	0.00	0.0	1,975.43	0.0
CH 2, PH 1A-1B/SURVEYING	0.00	0.0	8,200.00	0.1
CH 4A - EMERGENCY REPAIR	0.00	0.0	12,818.00	0.1
PROPERTY APPRAISER	0.00	0.0	58,354.33	0.6
TAX COLLECTOR-COMMISSIONS	4,026.48	2.0	202,867.90	2.0
TAX COLLECTOR/LICENSE,TAGS,FEE	0.00	0.0	336.99	0.0
Total Capital Outlay	\$8,383.48	4.2 %	\$2,187,018.65	21.5 %
Total Expenses	\$161,905.97	80.2 %	\$4,395,333.95	43.2 %
Income (Loss) from Operations	\$39,999.81	19.8 %	\$5,783,522.91	56.8 %
<u>Other Income (Expense)</u>				
TAX COLLECTOR-DIANE NELSON	\$0.00	0.0 %	(\$111.45)	0.0 %
TAX COLLECTOR-PROPERTY TAX DUE	(43.43)	0.0	(205.81)	0.0
TAX COLL-PRIOR YR REFUNDS	0.00	0.0	29,512.95	0.3
DCA-STATE OF FLORIDA	0.00	0.0	(350.00)	0.0
Total Other Income (Expense)	\$(43.43)	0.0 %	\$28,845.69	0.3 %
Income (Loss) Before Income Taxes	\$39,956.38	19.8 %	\$5,812,368.60	57.1 %
Net Income (Loss)	\$39,956.38	19.8 %	\$5,812,368.60	57.1 %

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INVESTMENT SUMMARY

May 2021

Type of Investment	Max Percent	Mar-21		Apr-21		Difference	
POOL		\$ 2,131,072.11	10.33%	\$ 2,131,285.77	10.31%	\$ 213.66	
WELLS FARGO		\$ 41,680.80	0.20%	\$ 38,492.83	0.19%	\$ (3,187.97)	
SUNTRUST		\$ 18,462,130.36	89.47%	\$ 18,498,673.50	89.50%	\$ 36,543.14	
CD		\$ -	0.00%	\$ -	0.00%	\$ -	
TREASURY		\$ -	0.00%	\$ -	0.00%	\$ -	
REPOS		\$ -	0.00%	\$ -	0.00%	\$ -	
TOTAL	100.00	\$ 20,634,883.27	100.00%	\$ 20,668,452.10	100.00%	\$ 33,568.83	

Approved _____ Date _____