

AGENDA (REVISED)
FELLSMERE WATER CONTROL DISTRICT
SPECIAL BOARD MEETING
October 7, 2025 at 5:30 P.M.
LOCATION: 22 S. ORANGE STREET, FELLSMERE, FLORIDA

- | | |
|--|---------|
| A. Call to Order | |
| B. Pledge of Allegiance | |
| C. Proof of Publication – 9/15/2025 Indian River Press Journal | Page 2 |
| D. Establish Quorum | |
| E. Additions or Deletions to Agenda | |
| F. Annual Sublateral Maintenance Bid | Page 3 |
| G. District Split | Page 15 |
| H. Manager’s Matters | Page 17 |
| I. Comments from the Public | |
| J. Board Member Comments | |
| K. Adjourn | |



Florida

PO Box 631244 Cincinnati, OH 45263-1244

GANNETT

AFFIDAVIT OF PUBLICATION

Mark D Mathes
Fellsmere Water Control Dist
109 N Willow ST
Fellsmere FL 32948-5336

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Indian River Press Journal/St Lucie News Tribune/Stuart News, newspapers published in Indian River/St Lucie/Martin Counties, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Public Notices, was published on the publicly accessible websites of Indian River/St Lucie/Martin Counties, Florida, or in a newspaper by print in the issues of, on:

SCN StLucie-IndianRV-Stuart 09/14/2025
SCN tcpalm.com 09/14/2025

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

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 09/14/2025

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

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KAITLYN FELTY
Notary Public
State of Wisconsin

FELLSMERE WATER CONTROL DISTRICT NOTICE OF SPECIAL BOARD MEETING

NOTICE IS HEREBY GIVEN that the Board of Supervisors ("Board") of the Fellsmere Water Control District ("District") will hold a Special Board Meeting ("Meeting") on October 7, 2025, at 5:30 p.m. in the Fellsmere City Hall located at 22 South Orange Street, Fellsmere, Florida 32948.

The purpose of the Special Board Meeting is to address proposed legislation to contract the district boundary, draft interlocal agreement for transition and ongoing operations, and maintenance needs of the district. The Board may also consider any other business which may properly come before the Board. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. There may be occasions when Board members or District Staff may participate by speaker telephone. A copy of the Agenda for the meeting may be obtained from the District's website (www.fellsmerewatercontroldistrict.org) or by contacting the District Manager at (772) 571-0640.

Any person requiring special accommodation at the meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at a public hearing or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

FELLSMERE WATER CONTROL DISTRICT
www.fellsmerewatercontroldistrict.org
Pub: Sept 14, 2025
TCN11664089

FELLSMERE WATER CONTROL DISTRICT
SPECIAL BOARD MEETING
October 7, 2025, at 5:30 P.M.
LOCATION: 22 S. ORANGE STREET, FELLSMERE, FLORIDA

Agenda Item No. F – Annual Sublateral Maintenance Bid

Background: The approved budget for the current fiscal year contains funds for three different contractor services: \$35,000 for tree care, \$25,000 for canal berm restoration; and \$100,000 for sublateral maintenance. A scope of work has been prepared to address maintenance needs of the district (see attached). Graphics are under development and will include the following: a) Sump Detail, b) District Map reflecting debris areas and fill stockpile location, c) general sublateral maintenance guide, d) bank stabilization; and e) bank restoration. Given the cost to develop these graphics is more than \$5,000, the Board is requested to approve the preparation of these graphics.

Over the course of the current fiscal year, the district will essentially have two operators conducting maintenance within the district. The temporary labor operator will continue to utilize the district's leased machine; while a contractor will be selected to complement these in-house services. In addition, with spraying to occur twice during the fiscal year and the in-house machine continuing to focus on mechanical cleaning, aquatic vegetation should be under control by end of the fiscal year. As such, the contractor should focus on other critical maintenance needs that cannot be completed by in-house resources. Of those listed in the scope of work, completing the overhanging limbs, removing trees from the bottom of sublaterals, and restoring near side banks are critical to the long-term sustainability of the sublaterals.

The bid will be released in October allowing a 45-day response period and will include the following:

1. a pre-bid meeting;
2. a requirement for bidders to certify that they have driven representative sublaterals and are familiar with the existing condition of district facilities;
3. Ability of FWCD to elect one or more vendors to provide annual maintenance services; and
4. a three-year contract with right to cancel.

Bids will be opened in mid-December, and a contractor selected by the Board at their January meeting with work commencing in late January 2026.

As a separate item, to keep the spraying schedule in December requires a mow cycle in November. With the new spending limit, this contract needs approved by the Board of Supervisors. Since this special meeting was noticed to include maintenance issues, the District Manager is requesting the mowing contract be approved. The three bids received are attached. Staff is recommending using Beimly Services to try a new vendor since the prices are nearly identical

Request: Approve 1) scope and cost to prepare supportive bid graphics; 2) scope of work; 3) development of supporting bid graphics, 4) priority of contractor services, 5) mowing contract, and authorize release of bid for annual maintenance contractor services.

Service Proposal

A QUALITY BUSHOG SERVICES INC.

6426 Apache Blvd
Loxahatchee, FL 33470
Phone (561) 333-7777
www.aqualitybushog.com

Fellsmere Water Control District
109 North Willow Street
Fellsmere, FL 32948

We hereby propose to furnish the machinery and perform the labor necessary for the completion of boom side arm, ditch bank mowing services. Service to include 65 miles, top of canal banks and two passes on canals as close to waters edge, as far as equipment will reach. Boom is approximately 15 foot reach, only the super steep canals will not be reachable to waters edge. Please note: no deductions in payment for estimated approximately 15% to 20% of total canal easements not serviceable (due to reach) and will need to be chemically sprayed to prevent growth. We are not quoting chemical spray work, this proposal is for machine boom mowing services only. Service scheduled in September in weekly increments... as discussed with Mark Mathes, fee is \$30,000.00.

Respectfully Submitted: Naomi Pellicone Date: 6-30-25

Accepted and Approved:

1. Service excludes small machine, string trimming, blowing, debris removal.
2. Pricing subject to fuel surcharge or change due to increase in parts and labor.
3. Lien proceedings will be conducted on non payment prior to forty five days
4. This proposal may be withdrawn by us if not accepted within thirty days.
5. The above prices, specifications and conditions are satisfactory and are hereby accepted.

Signature: _____ Date: _____

HEATH BEIMLY SERVICES LLC

mpbeimly@att.net

Estimate

ADDRESS

Fellsmere Water Control
District
Mark Mathes
109 N. Willow Street
Fellsmere
Fl
32948

ESTIMATE # 1020
DATE 10/02/2025

ACTIVITY	QTY	RATE	AMOUNT
Phase 1 U-1 through U-20 and PL-1 through PL-24. Scope of work is one pass on top of bank and two passes on slope to get to waters edge (or as close as possible given the varying depth of the sublaterals). Mow any sapling or shrub with 1-3 inch diameter trunks/limbs as well as grass and weeds.	75.11	399.99	30,043.25

Heath Beimly Services
10139 Northlake Blvd
Ste. 214-284
West Palm Beach, Fl. 33412
Matt Beimly cell 561-718-9610

TOTAL \$30,043.25

Accepted By

Accepted Date

ESTIMATE

TM Property Solutions, LLC
13651 22nd Ave
Okeechobee, FL 34972

tmpropertysolutions78@gmail.com
+1 (863) 216-3166
https://tmpropertysolutions.net



Bill to
Mark Mathes
Fellsmere water control district
109 N willow st
fellsmere, fl

Ship to
Mark Mathes
Fellsmere water control district
109 N willow st
fellsmere, fl

Estimate details
Estimate no.: 1018
Estimate date: 10/30/2024

#	Product or service	Description	Qty	Rate	Amount
1.	Ditch bank mowing	Boom mowing approx. 60 miles of ditch bank.	1	\$77,400.00	\$77,400.00
Total					\$77,400.00

Accepted date

Accepted by



FWCD Maintenance Program Support - Estimate of Cost

Description	PE Hourly Rate	SPM Hourly Rate	Sr. Designer Hourly Rate	Estimated Cost
	\$ 310.00	\$ 280.00	\$ 170.00	
Standard Detail Development: Bank stabilization (vegetated er	0.5	1	4	\$ 1,115.00
Standard Detail Development: Bank restoration (vegetated ge	0.5	1	4	\$ 1,115.00
Standard Detail Development: General ditch maintenance guic	0.5	1	4	\$ 1,115.00
Map of District	0.5	1	4	\$ 1,115.00
Standard Detail Development: Sump detail	0.5	1	4	\$ 1,115.00
Review Scope of Work & Bid Sheet	0.5	4	1	\$ 1,445.00

Total \$ 7,020.00

EXHIBIT 'A'
Fellsmere Water Control District Annual Maintenance

Contractor shall furnish all materials, staff and resources necessary to provide annual sublateral right-of-way maintenance more fully described in this Exhibit "A" in the Fellsmere Water Control District in Indian River County, Florida.

Mechanical removal of aquatic vegetation

Mechanically remove aquatic vegetation from bottom of sublateral and dispose of waste material on top of bank.

Pay Item – per linear feet of sublateral.

Conditions of aquatic vegetation within sublaterals will vary from one location to the next and by season of the year. Bid shall be for entire length of all sublaterals regardless of initial or future condition. Certain sublaterals near their outfall to a canal may require longer reach to complete this item at those locations. FWCD's Caterpillar M320 with 30' arm is not able to reach these locations. Contractors to familiarize themselves with the initial sublateral conditions.

Sublateral profile

Remove shoals and other high points from the sublaterals to ensure positive drainage slope throughout.

Pay Item – NONE

This work is to be compensated as part of the **Mechanical removal of aquatic vegetation** line item. Certain sublaterals near their outfall to a canal may require longer reach to complete this item at those locations. FWCD's Caterpillar M320 with 30' arm is not able to reach these locations. Contractors to familiarize themselves with the initial sublateral conditions.

Sumps

Contractor to install a 10'x10'x1' deep sump at each end of every driveway/road pipe that exists to date. If bottom of sublateral is less than 10' wide, then sump shall be as wide as sublateral bottom. Sump material to be placed along top of bank in vicinity of driveway/road. Sump shall be set back from pipe end at least 1'. See Sump Detail.

Pay Item – each.

Sumps shall be paid for each sump installed and the work shall be done in concert with **Mechanical removal of aquatic vegetation** and **Sublateral profile**. Certain pipes near the sublaterals outfall to a canal may require longer reach to complete this item at those locations. FWCD's Caterpillar M320 with 30' arm is not able to reach these locations.

Overhanging limbs and other ditch obstructions

Grind back overhanging limbs and other ditch obstructions that preclude access for mechanical removal of aquatic vegetation and aquatic spraying and allow mulched byproducts to fall within the sublateral.

EXHIBIT 'A'
Fellsmere Water Control District Annual Maintenance

- Limbs shall be ground back to far-side water's edge and from bottom of sublateral to a height of 15'.
- Large limbs that are otherwise ground free of obstruction may remain if the limb itself does not preclude access for cleaning or spraying.
- Palm Trees within bottom of sublateral or within 1' of bottom of ditch or existing on the maintenance side of the sublateral shall be ground flush with ground.
- Saplings and woody bushes on maintenance side of sublateral shall be ground to a height of less than 4" to allow for future mowing.

Pay Item – per acre of sublateral addressed.

Pay item acreage is obtained from taking the length of the far bank containing overhanging limbs times 10' (average depth of bank above water). Conditions of overhanging trees within sublaterals will vary from one location to the next. See Map of Overhanging Limbs that provides an estimate of the length of the sublateral to be addressed. Certain sublaterals near their outfall to a canal may require longer reach to complete this item at those locations. FWCD's Caterpillar M320 with 30' arm is not able to reach these locations. Contractors to familiarize themselves with the initial sublateral conditions.

Trees Removal

Remove trees as follows:

- All trees and palms in bottom of sublateral;
- All trees and palms within one-foot from the bottom on far side of sublateral;
- All trees and palms along near side of sublateral; and
- All logs or branches lying in or across the sublaterals.

Removal must result in stumps no less than 3" in height. Trees must be removed from sublateral and may be disposed of at a FWCD debris site (see FWCD Site Map). All trees/palms as noted above shall be removed even those partially ground under **Overhanging limbs and other ditch obstructions.**

Pay Item – per tree as shown below.

Palm – less than 4' clear trunk

Palm - +4' to 8' clear trunk

Palm – 8 to 12' clear trunk

+12' clear trunk

Tree – less than 4" caliper

Tree - +4" to 8" caliper

Tree +8" to +14" caliper

Tree - +14" to 20" caliper

Tree - +20" to 30" caliper

Tree - +30" caliper

EXHIBIT 'A'
Fellsmere Water Control District Annual Maintenance

This item also includes fallen trees that remain within or across sublaterals to be paid per caliper based on size of tree/log removed. Saplings and juvenile palms are not included in this pay item since they should be addressed in **Overhanging limbs and other ditch obstructions**. Certain sublaterals near their outfall to a canal may require longer reach to complete this item at those locations. FWCD's Caterpillar M320 with 30' arm is not able to reach these locations. Contractor to familiarize themselves with the initial sublateral conditions.

Mowing

Sublaterals shall be mowed twice per year immediately preceding an aquatic spray. Mowing shall include top of bank and to the water's edge along the near side sublateral bank. Contractors shall not be required to mow to water's edge along the last lot on each sublateral due to the depth of such sublaterals. At least two passes are expected to reach water's edge along most sublateral banks. Only one pass is required along top of bank where a defined road exists. Where no defined road exists, two flat top mow passes shall be required. Mowing shall reduce the height of grass to no more than 6" and should be able to mow woody material to a diameter of at least 1.5".

Pay Item – per linear feet flat top.

- per linear feet slope

See Sublateral Mowing Quantity sheet for areas to be mowed and noting defined and undefined roads. Water's edge is 10' to 15' on average below top of bank.

Spraying

Aquatic vegetation within sublaterals shall be sprayed twice per year generally in the months of December/January and June/July. Spraying shall be the full and complete responsibility of the Contractor. The Contractor must be familiar with the type and extent of aquatic weeds to be addressed and shall be solely responsible for selecting the required treatment method and materials. Spraying shall not be applied to bank slopes.

Pay Item – per linear feet of sublateral.

See Spray Quantity sheet for areas to be sprayed. Sublateral bottoms are on average 10 feet wide.

Clearing

Includes removing all shrubs, trees, and palms of all sizes within a path that is 25' wide by variable length. Clearing may be by forestry mulching or heavy clearing. Forestry mulching byproducts may remain where they fall. If heavy clearing is utilized, all material can be placed at a FWCD Disposal Site (see FWCD Site Map). Regrade 25' wide path if required to ensure positive slope away from top of bank. Sod shall be placed over all disturbed areas. Final ground shall be capable of being driven over by a standard pick-up truck.

Pay Item – acre.

EXHIBIT 'A'
Fellsmere Water Control District Annual Maintenance

This item is for special assignments and will be performed at the request of the FWCD. Areas to be cleared are generally the last lot on each sublateral. In some locations, the clearing is the near-side bank with too many and too large of trees to grind. These areas will be paid for the overall length of tree line times 10' in width.

Spoil Transport

Includes collecting spoil from **Mechanical removal of aquatic vegetation** and disposing at licensed facility.

Pay Item – LF

This item is for special assignments and will be performed at the request of the FWCD depending upon cost of item and available funds.

Bank Restoration

Includes placing fill along bank slope to restore slope to minimum 0.5:1 slope and placement of pinned sod over finished grade. Loading and transportation of fill paid under separate line item.

Pay Item – square feet of bank restoration.

This item is for special assignments and will be performed at the request of the FWCD. See Bank Restoration Detail and Specifications for bidding purposes. Minimum assigned length shall be in 20' with an average bank depth of 15'.

Fill Loading and Transport

Includes loading suitable fill from FWCD stockpiles into Contractor's truck(s) and transporting fill to intended location.

Pay Item – cubic yard

This item is for special assignments and will be performed at the request of the FWCD. Its use is expected to run in concert with Bank Restoration when suitable material is not available in the vicinity of the bank restoration or otherwise not provided by others. Fill material is stockpiled east of CR507 at the C-54 canal.

Culvert Flushing

Includes removing sediment from culvert pipes within sublaterals. Method of sediment removal to be determined by Contractor. Spoil may be discarded at the debris sites reflected on the Map of District.

Pay Item – linear feet of pipe per pipe size 24", 30", 36", 42", 48", 54", 60", 66" and 72"

This item is for special assignments and will be performed at the request of the FWCD.

EXHIBIT 'A'

Fellsmere Water Control District Annual Maintenance

Bull-Dozer Maintenance Path Restoration

Includes restoring a 25' wide path from top of bank adjacent to canals or sublaterals by bull-dozing overgrowth and any dirt piles, logs, stumps, or other debris to outside of the 25' maintenance path and then ensuring positive slope away from top of bank. If no such incumbrances exist along a portion of the maintenance path, then no work is required.

Pay Item – linear feet of maintenance path.

This item is for special assignments and will be performed at the request of the FWCD.

Emergency On-Call

Contractors shall be on call for emergencies to address **Culvert Flushing, Bank Restoration, and Overhanging limbs and other ditch obstructions.**

Pay Item – Percentage increase to noted line items for after hour emergency calls.

This is a mandatory requirement for any Contractor who bids on **Culvert Flushing, Bank Restoration, and Overhanging limbs and other ditch obstructions.**

Fellsmere Water Control District Annual Maintenance Bid Sheet (page 1 of 2)

PHASE	ITEM QUANTITY	UNIT	UNIT COST	COST EXTENSION	EMERGENCY CALL PREMIUM
Mechanical Cleaning - for furnishing equipment, personel and materials to provide complete job of sublateral cleaing and grading	354,700	LF	\$ -	\$ -	%
Sumps - for furnishing equipment, personel and materials to provide a complete job of installing sumps at each end of all pipe crossings	686	EA	\$ -	\$ -	%
Overhanging Limbs - for furnishing equipment, personel and materials to provide a complete job of grinding overhanging limbs	11.7	AC	\$ -	\$ -	%
Mowing (flat) - for furnishing equipment, personel and materials to provide complete job of sublateral top bank mowing	40.7	AC	\$ -	\$ -	%
Mowing (slope) - for furnishing equipment, personel and materials to provide complete job of sublateral slope mowing	81.4	AC	\$ -	\$ -	%
Spraying - for furnishing equipment, personel and materials to provide complete job of spraying aquatic weeds in all sublaterals	81.4	AC	\$ -	\$ -	%
Tree Removal - for furnishing equipment, personel and materials to provide complete job of removing trees within sublateral bottoms	NA	NA	NA	NA	NA
Palm <4' clear trunk	40.0	EA	\$ -	\$ -	%
Palm +4' to 8' clear trunk	50.0	EA	\$ -	\$ -	%
Palm +8 to 12' clear trunk	60.0	EA	\$ -	\$ -	%
Palm +12' clear trunk	20.0	EA	\$ -	\$ -	%
Tree <4" caliper	35.0	EA	\$ -	\$ -	%
Tree +4" to 8" caliper	25.0	EA	\$ -	\$ -	%
Tree +8" to 14" caliper	15.0	EA	\$ -	\$ -	%
Tree +14" to 20" caliper	5.0	EA	\$ -	\$ -	%
Tree +20" to 30" caliper	3.0	EA	\$ -	\$ -	%
Tree +30" caliper	1.0	EA	\$ -	\$ -	%
Clearing - for furnishing equipment, personel and materials to provide complete job of clearing inaccessible sublaterals	4.9	AC	\$ -	\$ -	%
Spoil transport - for furnishing equipment, personel and materials to gather and dispose of spoil materail to licensed facility	354,700	LF	\$ -	\$ -	%
Bank Restoration - for furnishing equipment, personel and materials to restore sublateral near-side bank to 0.5:1 slope	15,000	SF	\$ -	\$ -	%

Fellsmere Water Control District Annual Maintenance Bid Sheet (page 2 of 2)

PHASE	ITEM QUANTITY	UNIT	UNIT COST	COST EXTENSION	EMERGENCY CALL PREMIUM
Fill Loading and Transport- for furnishing equipment, personel and materials to load fill from FWCD stockpile and transport and deposit at project site	16,667	CY	\$ -	\$ -	%
Culvert Flushing- for furnishing equipment, personel and materials to remove sediment from sublateral culverts					
24" culvert	TBD	LF	\$ -	\$ -	%
30" culvert	TBD	LF	\$ -	\$ -	%
36" culvert	TBD	LF	\$ -	\$ -	%
42" culvert	TBD	LF	\$ -	\$ -	%
48" culvert	TBD	LF	\$ -	\$ -	%
54" culvert	TBD	LF	\$ -	\$ -	%
60" culvert	TBD	LF	\$ -	\$ -	%
66" culvert	TBD	LF	\$ -	\$ -	%
72" culvert	TBD	LF	\$ -	\$ -	%
Bull Dozer Path Restoration- for furnishing equipment, personel and materials to remove dirt piles, logs, stumps, or other debris to outside of the 25' maintenance path and ensuring positive slope away from top of bank	62,100	LF	\$ -	\$ -	%
(Total of all items with cost extension)			TOTAL		

FELLSMERE WATER CONTROL DISTRICT
SPECIAL BOARD MEETING
October 7, 2025, at 5:30 P.M.
LOCATION: 22 S. ORANGE STREET, FELLSMERE, FLORIDA

Agenda Item No. G: District Split

Background: At the September 2025 Board of Supervisors' Meeting, the Board approved moving forward with exploring the concept of splitting the district with Fellsmere Joint Venture (FJV) owned lands (and related property) separating from the FWCD. In addition, FJV would also seek the creation of a new 298 district over the FJV lands. Each district would be independent of the other and have its own Board of Supervisors. As part of this exploration, two draft documents are being prepared to aid in the discussion: 1) draft legislation to reduce the size of the FWCD and 2) a draft Interlocal Agreement that, if the legislation were approved, would then be approved by the two respective districts outlining how the shared resources would be addressed.

Draft Legislation & Draft Interlocal Agreement to be provided prior to Board meeting.

Legislation

The draft legislation is for the reduction in size of the FWCD. The primary task accomplished with the legislation include amending the boundary of the FWCD to remove FJV-owned lands. A secondary objective has been requested by the East Fellsmere Landowners Group to convert the FWCD to a popular vote election in lieu of one-acre, one-vote system. The boundary of the new FWCD is shown on the attached graphic.

- East Boundary – remains unchanged and to be split at south side of 77th.
- South Boundary – south side of 77th from East Boundary to west limits of Park Lateral and south side of 85th from Lateral U to Tract 2125 and then south side of Tracts 2125 through 2128 and continuing on same bearing to west side of Park Lateral.
- North Boundary – North County line from East Boundary to Lateral U*.
- West Boundary – Lateral U* to 85th and then west side of Tract 2125 and then west limit of Park Lateral to south side of 77th.

* Confirmation is required on the split of West Boundary. Original discussion expected a split along the centerline of Lateral U.

Approval of a final boundary is required to proceed with legislation. Approval of the legal representation proposal is also required to proceed with the legislation.

Interlocal Agreement

The draft Interlocal Agreement (ILA) is intended to set forth the operational details of the split. At this time, the following items are addressed in the ILA:

1. Cost Share
2. Cash Reserves
3. Property Disposition
4. Public Records
5. Operational Transition
6. Permit Approval on Shared Facilities
7. Water Control Plans

The resolution of the above issues and others that may arise should be memorialized in an Interlocal Agreement between the two new districts or placed within the legislation. The Interlocal should be resolved concurrent with the legislative

process to allow adoption by the newly created districts as an initial action of each district's new boards to ensure it is effective as soon as possible after the time the new districts are effective.

- Cost Share – would only be required if there remains shared facilities with the final boundary.
- Cash Reserves – Cash reserves are expected to be close to \$500,000 at the end of FY25/26.
- Property Disposition – Property owned by the District includes land and equipment.
 - Office/shop allocated the land to the new FWCD.
 - Machine lease allocated the land to the new FWCD.
 - Rights-of-way by where they fall within the boundaries of the new districts.
- Public Records – All public records to be copies to both parties with original of only those documents that maintain historic relevance to be donated to a nonprofit museum.
- Operational Transition – Temporary Labor as Operator to be allocated to new FWCD.
 - Administrator to be allocated to new west district.
 - Each district responsible for amendments/creation of their own budget
- Permit Approval on Shared Facilities – With Lateral U and the Main Canal being shared facilities, an understanding of permitting projects that provide direct installations on these canals should be addressed. Until the split is effective, the current district should consider no new installations within these canals.
- St. John River Water Management District (SJRWMD) State Park Resolution – The new FWCD will still encompass the portion of the State Park that lies within the current district.
- Water Control Plan – responsibility for updating the WCP of the new FWCD should be addressed.

Request: Approve proposal for legal representation for legislative action and authorize the FWCD to submit legislation to reduce the size of the district boundary and continue development of an Interlocal Agreement with Landowner input.

FELLSMERE WATER CONTROL DISTRICT
SPECIAL BOARD MEETING
October 7, 2025, at 5:30 P.M.
LOCATION: 22 S. ORANGE STREET, FELLSMERE, FLORIDA

Agenda Item No. H: Manager's Matters – Book-keeping

Background: At the September Board meeting, the District Manager informed the Board of Supervisors that double entry book-keeping is required thus requiring a commercial book-keeping software. Quickbooks Online Plus has been purchased on a monthly fee of approximately \$100 and entry of FY24/25 data will be performed by a experienced vetted book-keeper. The selected book-keeper will import last year's data for \$4,000 and is less than the District Manager threshold and is being provided for information purposes. The ongoing use of a book-keeper, also highly recommended by the Auditor, using the same book-keeper is \$500 per month. This exceeds the District Manager threshold and will be presented to the Board at their November meeting. Three quotes were sought and two were received. Both are attached for information purposes.

Request: None.

ACCOUNTING PROPOSAL

For Fellsmere Water Control District

Prepared by Lynn Mattice

Mattice Business Services, Inc.

561-558-9100 | Lynn@MatticeBusiness.com

1375 Gateway Blvd. | Boynton Beach, Florida | 33426 |

<http://www.MatticeBusiness.com>

COVER LETTER

MARK MATHES
FELLSMERE WATER CONTROL
DISTRICT
109 N WILLOW STREET
FELLSMERE, FLORIDA

REGARDING:
PROPOSAL TO PROVIDE
PROFESSIONAL
ACCOUNTING, CONSULTING
AND FINANCIAL
MANAGEMENT SERVICES

Dear Mark,

Mattice Business Services, Inc. is pleased to present this proposal to provide professional accounting, consulting and financial managements services to Fellsmere Water Control District. Our experience in providing accounting services in Florida over the last 25 years, provides us with a solid understanding of your business environment and needs.

We have developed this package that follows with Fellsmere Water Control District in mind, providing information that is most relevant to your current business needs.

If you are interested in any additional information, do not hesitate to contact us. We look forward to serving you.

Sincerely,

Lynn Mattice
Certified QuickBooks ProAdvisor

ABOUT US

With more than 25 years of service, Mattice Business Services, Inc. is focused on providing our clients advice on bookkeeping, accounting and consulting services that reflect their needs.

Our firm is one of the leading bookkeeping firms in the area. By combining our expertise, experience and the energy of our staff, each client receives close personal and professional attention.

Our high standards, service and specialized staff spell the difference between our outstanding performance, and other bookkeeping firms. We make sure that every client is served by the expertise of our whole firm.

Client Experience

Some of our related client experience includes:

Physicians
Attorneys
Architects
Realtors

Event Planners
Non-Profits
Restaurants
Distributors

MEET OUR TEAM

As our client your engagement would be led by Lynn Mattice. Lynn Mattice is backed by a team of dedicated and seasoned professionals, who have a combined 50 years experience.

Lynn Mattice

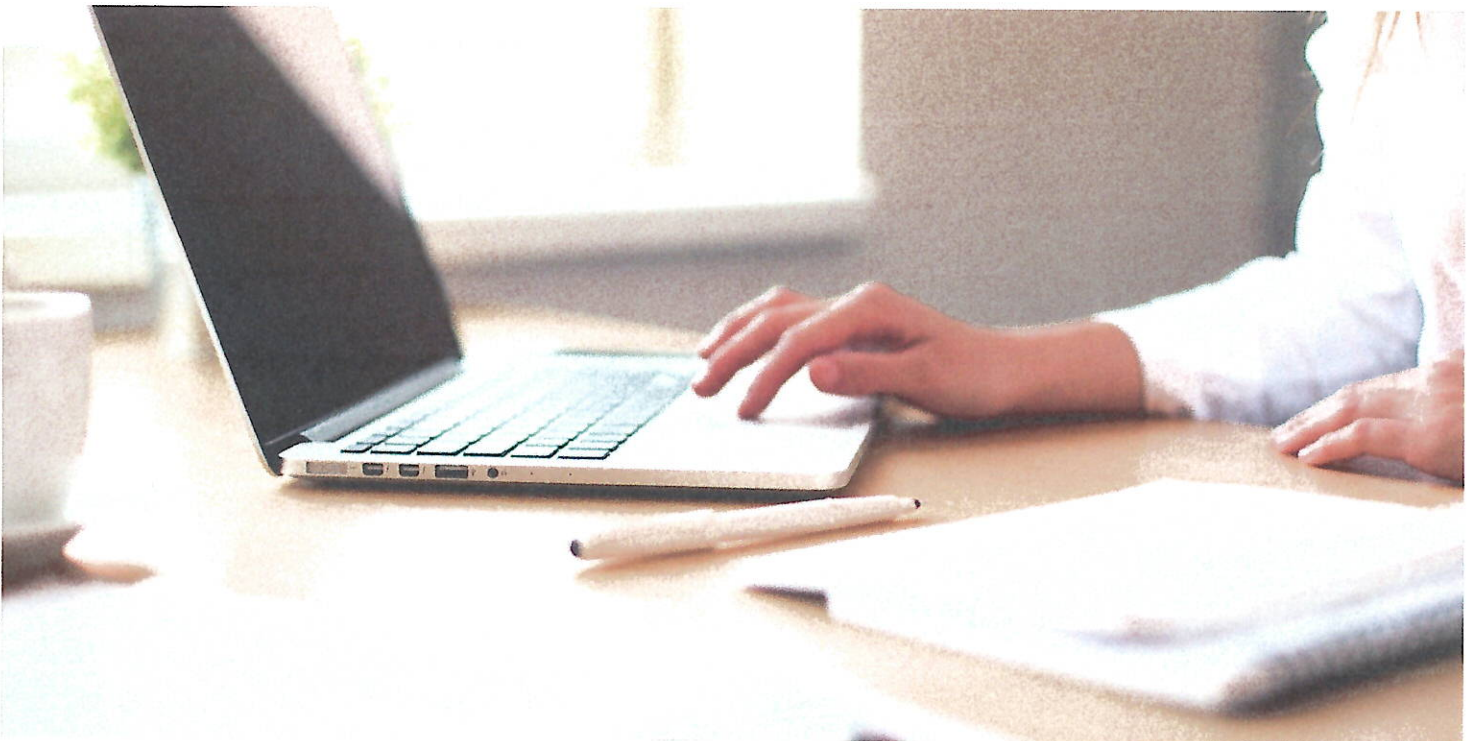
Lynn Mattice, Accountant & President, originally from Connecticut, has over 35 years of accounting experience. Her experience in South Florida includes 7 years in CPA firms, 2 years as Director of Operations of a payroll processing company and 3 years as a controller of a \$50M distribution company. Lynn founded Mattice Business Services, Inc. in 1999. She has been a Certified QuickBooks® ProAdvisor since 1999 and became a Certified QuickBooks® Advanced ProAdvisor in May 2007, and is also a Florida Notary.

PROJECT SUMMARY

Fellsmere Water Control District is interested in securing an accounting partner to assist with restructuring the bookkeeping and accounting reporting in QBO and downloading all transactions into the company data file for Fiscal Year Ending 9-30-25 and ongoing monthly services to keep the books up to date.

Goals of the Project

- Increase operational efficiency and production
- More accurate timely reporting
- Better accounting software
- Cash management control
- Online software for easy access



PROPOSAL

Mattice Business Services, Inc. will help Fellsmere Water Control District move to a comprehensive transaction management service build on the QuickBooks platform. This move will allow for all bookkeeping and accounting functions to be seamlessly accessible as well as provide complete customer data access.

QuickBooks Set Up and Catch Up

- Edit the Chart of Accounts to match the District's accounts
- Enter 9/30/24 ending balances from CPA/Tax return or Audit
- Enter beginning balances for Balance Sheet to include Fixed Assets and Liabilities
- Utilize Online Banking download feature for both the bank account and credit card to enter all transactions from October 1, 2024 through September 30, 2025. Initially, this will require some time to get all of the vendors set up in QBO
- Reconcile bank account, credit card account, leases payable, cash advances and any other asset or liability accounts that require reconciliations.

Monthly Bookkeeping

- Utilize Online Banking download feature for both the bank account and credit card to enter all transactions beginning with the month of October 2025 and continuing on a monthly basis.
- Reconcile bank account, credit card account, leases payable, cash advances and any other asset or liability accounts that require reconciliations.
- Create monthly Profit and Loss and Balance Sheets and make them available to all users in QBO.
- Work with CPA Firm at year end by providing all required reports to aid in the preparation of the audit and the 990.

PROPOSAL

What We Won't Do

We will make no audit or other verification of the data you submit. We may provide reports that contain portions of financial information; these reports are for internal management use only. We will not provide any audited financial statements and will not perform any compilation, review or audit of any of the financial information. We do not at any time provide legal services of any type. We have not been requested to discover misrepresentations, fraud, illegal acts, or theft but will make you aware of anything out of the ordinary that we feel needs to be brought to your attention. Therefore, have not included any procedures designed or intended to discover such acts, and you agree we have no responsibility to do so.

When We'll Do It

This engagement will begin as soon as this agreement is signed and returned to our office and will continue on an as needed basis or until either party terminates the agreement with a 60-day notice. This engagement is made on a best-efforts basis. You further agree that, should you be approached by a person who is or has been an employee or independent contractor of Mattice Business Services, Inc., beginning with the period described above, you will not offer to nor employ or retain as an independent contractor or agent any such person for a period of 2 years following the termination of this agreement.

Hardware and Software Warranties

During the course of the engagement, we may recommend a purchase and installation of computer or technological hardware, software, communications, or services by your company. Warranties, to the extent they exist, are provided only by the manufacturer/vendor of those computer products.



Services Outside the Scope of this Letter

You may request that we perform additional services at a future date not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope and estimated cost of these additional services. Engagements for additional services will necessitate that we issue a separate engagement letter to reflect the obligations of both parties.

Confidentiality

All information seen or heard regarding a client's business or personal information will be kept strictly confidential.

SERVICE & PRICING

Our fees are based on the value of the services provided and scope of work.

Mattice Business Services, Inc. provides the following proposal based on the project summary provided:

Description	Fee	Qty	Price
☒ QuickBooks Catch Up Work Set Up (as described above)	\$4,000	1	\$4,000
☒ QuickBooks Ongoing Monthly Fee	\$500	1	\$500
Total			\$4,500

NEXT STEPS

Project Kick-Off / Requirements Documentation

Please be sure that this document is signed and you have provided the ACH information as well.

We believe we have almost all of the required documents to get started. We may request additional information from you.

Once this proposal is signed by you, we will collect the fees for the catch up project up front via ACH. Monthly work is billed on the first of each month for the prior month's work. For example, November 1 you would be charged for the October input and reconciliations.

Ongoing

Provide monthly services as agreed upon in the contract.



SIGNATURE
Lynn Mattice



SIGNATURE
Mark Mathes

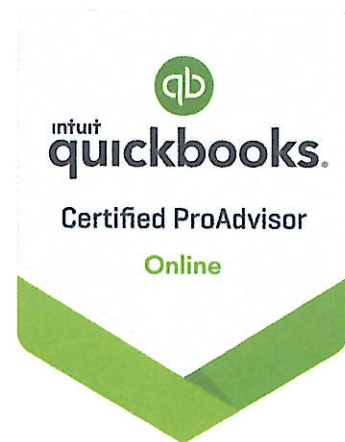
CONTACT US

Mattice Business Services, Inc. are very interested in working with Fellsmere Water Control District and would love to set up a meeting with you to answer any questions you may have and determine the next steps in this process.

Lynn Mattice

**Certified QuickBooks ProAdvisor
Mattice Business Services, Inc.**

561-558-9100 | Lynn@MatticeBusiness.com
1375 Gateway Blvd. | Boynton Beach, Florida 33426
<http://www.MatticeBusiness.com>





MELISSA M. MEDLOCK

CERTIFIED PUBLIC ACCOUNTANT

ENGAGEMENT LETTER

September 23, 2025

Fellsmere Water Control District
109 N. Willow Street
Fellsmere, FL 32948

Dear Steve,

The purpose of this letter is to confirm the accounting services we will perform, and the scope of our engagement. We hope to better meet your expectations of service from our firm by clearly identifying the particular services to be provided.

The following is a list of services that will be provided by Melissa M. Medlock, CPA, P.A., for the period beginning October 1, 2024 through September 30, 2025.

SERVICES TO BE PROVIDED:

- Set-up of QuickBooks file
- Set-up of fund-level accounts using classes and/or jobs
- Recording of beginning balances to tie with FY2024 audited financial statements
- Recording of the 24-25 budget into QuickBooks
- Recording of all activity to the appropriate cost centers
- Reconciling all cash accounts with bank statements
- Recording of year end adjustments
- Assistance with preparing the financial statements for fiscal year ended September 30, 2025 audit
- Support during audit

FEES FOR ABOVE SERVICES

- Fee Range = \$15,000 - \$20,000
- Payable upon receipt

The following is a list of services that will be provided by Melissa M. Medlock, CPA, P.A., for the period beginning October 1, 2025 through September 30, 2026.

SERVICES TO BE PROVIDED:

- Maintenance of QuickBooks file
- Maintenance of fund-level accounts using classes and/or jobs
- Recording of monthly activity to the appropriate cost centers
- Reconciling of all bank accounts monthly
- Reconciling all cash accounts with bank statements
- Preparation of monthly financial statements and associated schedules
- Analysis of monthly financial statements compared to budget
- Recording of year end adjustments
- Assistance in completing the financial statements for auditors at year end

29

- Assistance in preparing annual budget and inputting into QuickBooks
- Completion of 1096/1099s for the year ended December 31, 2025

FEES FOR ABOVE SERVICES

- Fee = \$1,350 per month
- Payable upon receipt

PRIVACY POLICY

CPAs, like all providers of personal financial services, are now required by law to inform their clients of their policies regarding privacy of client information. CPAs have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, we have always protected your right to privacy.

We collect nonpublic personal information about you that is provided to us by you or obtained by us with your authorization. For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees, and in limited situations, to unrelated third parties who need to know that information to assist us in providing services to you. In all such situations, we stress the confidential nature of information being shared.

ELECTRONIC COMMUNICATION

In the interest of facilitating our services to you, we may communicate by facsimile transmission or send electronic mail over the internet. Such communications may include information that is confidential to you. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent, and you consent to our use of these electronic devices.

CLIENT RESPONSIBILITIES

You are responsible for management decisions and performing all management functions, which include but are not limited to: adequate insurance coverage, calculation of amounts for employee payroll deductions for health insurance and, administration of pension eligibility, and verification of accounts payable amounts, and for designating an individual with suitable skill, knowledge, or experience to oversee any bookkeeping services, tax services, or other services we provide. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities. We will not audit or otherwise verify the data you submit, although we may ask for some clarification. This engagement is limited solely to bookkeeping and tax services as listed above. Other accounting services are available for additional charges.

None of the services can be relied on to detect errors, fraud, or illegal acts that may exist. However, we will inform the appropriate level of management of any material errors and of any evidence or information that comes to our attention during the performance of our services, that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our services regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement. We have marked the frequency of the services that we expect to provide. Please review the information above and make any changes necessary.

OUR FEE

Our fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before

we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

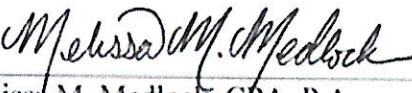
We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Agreed to and Accepted by:

Steve Parentela

Date: _____

Agreed to and Accepted by:



Melissa M. Medlock, CPA, P.A.

Date: 9/23/23