

**Indian River County, Florida
Solid Waste Disposal District
Board Memorandum**

Date: July 1, 2022
To: Jason E. Brown, County Administrator
From: Sean C. Lieske, Director of Utility Services
Prepared By: Himanshu H. Mehta, PE, Managing Director, Solid Waste Disposal District
Subject: Payment Processing Services Statement of Work Agreement with nCourt, LLC

Descriptions and Conditions:

On October 19, 2021, the Solid Waste Disposal District (SWDD) approved Work Order No. 45 to Kimley-Horn and Associate, Inc. (KHA) to provide engineering services related to the Automated Scale System project. As part of this approval, the SWDD Board approved a sole-source use of the Mettler Toledo automated scale system, which is similar to our existing scale system. This turnkey project includes replacing our existing scalehouse software system to the DataBridge system provided by Mettler Toledo. Because of this change, we will also need to replace our credit card system to the nCourt system, which is directly integrated with the DataBridge system.

Staff has reviewed the attached Payment Processing Services Statement of Work Agreement with nCourt, LLC, and recommends approval by the SWDD Board.

Analysis:

Based on the review of credit card transactions from the period of March 2021 thru February 2022, the Indian River County (IRC) landfill processed approximately 26,293 transactions for a total dollar amount of \$1,323,795, resulting in credit card/bank card fees that SWDD absorbed in the amount of \$65,509, which equaled \$2.49 per transaction, or 4.95% of the total transactions.

In comparison, the proposed nCourt system rates are set as a minimum fee of \$1.99, or 3.5% of transaction (whichever is higher), and using the same time period above would have resulted in credit card/bank card fees in the amount of \$52,323, which is \$13,186 lower, or 20.1% less, than our current provider.

Although the fees are projected to be less, staff has projected a continued increase in customers that utilize credit cards at the landfill resulting in a need for a higher budget to absorb credit card fees. Therefore, staff is recommending that, like other county departments (building department/golf course), with the start of this new system that we pass the cost of the credit card fees to the customer.

SWDD Item

The attached agreement has been reviewed by the County Attorney's office, the Finance Office, and the Purchasing Division. In addition, a positive reference check was made with the Indian River County Courthouse, which has been using the nCourt credit card system for many years.

Funding:

Funding for the SWDD Landfill Credit Card Fees is budgeted and available in the SWDD/Landfill/Credit Card Fees account, number 41121734-035680, for a total amount of \$71,500, which is funded from SWDD assessments and user fees.

Description	Account Number	Amount
SWDD/Landfill/Credit Card Fees	41121734-035680	\$71,500

As mentioned above, staff recommends that the SWDD Board approve having customers pay the credit card transaction fees.

Recommendation:

Solid Waste Disposal District (SWDD) staff recommends that its Board approve the following:

- a) Approve the Payment Processing Services Statement of Work Agreement with nCourt, LLC
- b) Authorize the Chairman to execute the same, as presented.

Attachment:

1. Credit Card Agreement with nCourt, LLC