

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

**Date:** September 8, 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:** Amendment No. 1 to Payment Processing Services Statement of Work Agreement with nCourt, LLC

**Descriptions and Conditions:**

On July 12, 2022, the Solid Waste Disposal District (SWDD) approved the Payment Processing Services Statement of Work between nCourt, LLC and Indian River County - Solid Waste Disposal District.

The project is underway. However, during the kick-off meeting, staff requested that we have the ability to accept credit card payments via a secure website portal, which is what we utilize on our current system. This will allow us to continue to provide quality customer service and increase prompt payments from our monthly account holders. Since these services were not referenced in the original agreement, nCourt, LLC has provided the attached Amendment No. 1 to include these services.

Staff has reviewed the attached Amendment No. 1 to Payment Processing Services Statement of Work Agreement with nCourt, LLC, and recommends approval by the SWDD Board.

**Analysis:**

Amendment No. 1 to the agreement with nCourt, LLC will provide additional versatility by both our staff and our customers in collecting timely payments from our monthly account holders. No other changes have been made to the term or fees in the original agreement.

**Funding:**

No funding is requested in this agenda item as the SWDD Board has approved staff recommendation to have customers pay the credit card transaction fees.

**Recommendation:**

Solid Waste Disposal District staff recommends that its Board approve the Amendment No. 1 to Payment Processing Services Statement of Work Agreement with nCourt, LLC; and, authorize the Chairman to execute the same, as presented.

**Attachment:**

Amendment No. 1 to Credit Card Agreement with nCourt, LLC