

## PURCHASING POLICY EXCEPTION FORM

DATE: 6/23/25

FROM:

DEPARTMENT: Public Works

VENDOR: TetraTech Inc #15271

DEPT DIRECTOR/  
MGR SIGNATURE: [Signature]

DATE: 6/23/25

Amount of Invoice: \$2,771.08

Invoice Date: 12/10/25

The attached request for disbursement does not appear to be in compliance with Hernando County Purchasing Policy and Procedures, for the following reason:

The invoice was received by the Department of Public Works in December 2024. There was a delay at Tetra Tech with processing the final invoice for back office work completed for TS Debby and the Emergency Purchase Order (24000931) was closed as the only bill received was Inv 52308413 for services through 8/23/2024. Due to delays at Tetra Tech with Hurricanes Helene and Milton impacts, the finalization of services for back office work in October were not invoiced until December 2024.

**Please forward all documentation with this form, attached with a letter of explanation, to the Chief Procurement Officer.**

TO: CHIEF PROCUREMENT OFFICER

Please review, and upon approval, forward to County Administration.

[Signature]

Date: 6/25/25

**To process this disbursement, the request must be approved by the County Administrator.**

TO: COUNTY ADMINISTRATOR

Please review, and upon approval, forward to the Finance Department for processing.

APPROVED FOR PAYMENT:

COUNTY ADMINISTRATOR (or designee): [Signature]

DATE: 6/30/2025

APPROVED FOR PAYMENT:

FINANCE DIRECTOR/

ASST. FINANCE DIRECTOR \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED**

By Joshua Stringfellow at 1:57 pm, Jul 08, 2025




## DEPARTMENT OF PUBLIC WORKS

ENGINEERING • FACILITIES • REAL PROPERTY • ROADS/BRIDGES • STORMWATER • TRAFFIC • TRANSIT

1525 EAST JEFFERSON STREET • BROOKSVILLE, FLORIDA 34601  
P 352.754.4060 • F 352.754.4423 • W [www.HernandoCounty.us](http://www.HernandoCounty.us)

### MEMORANDUM

**TO:** Carla Rossiter-Smith, Chief Procurement Officer

**FROM:** Lillian Hoyt, Finance Manager 

**DATE:** June 17, 2025

**RE:** Exception payment for Invoice from Tetra Tech for PTC424-TS Debby

In August 2024 Hernando County was in preparations and minor impact from Tropical Storm Debby. Emergency Purchase Order #24000931 was issued for Storm Monitoring services in the event of a major impact. We received an invoice for services through August 23, 2024, at the end of September and thought this was the complete billing for these services. Invoice 52308413 was processed as final payment, and the purchase order was closed out.

In December of 2024, we received an additional invoice for Data Manager and Administration time for back-office processes that went into October 2024. Due to the impacts of Hurricanes Helene and Milton in late August/September 2024, the invoicing and completion of these back-office project close out at Tetra Tech were delayed.

We requested additional clarification from Tetra Tech in December, however, due to email contact limits for this project since there was not a major impact, no response was received from Tetra Tech. Today, a follow up phone call from Tetra Tech provided the requested clarification of the October service dates for a storm impact in early August.

We request processing of the payment in the amount of \$2,771.08 for services rendered in response to TS Debby with a final billing period ending October 25, 2024.



**Tetra Tech Inc.**  
2301 Lucien Way  
Suite 120  
Maitland, FL 32751  
(321)-441-8500

**Bill To:**  
**ATTN:**

Hernando County FL  
Scott Herring, P.E.  
Public Works Director/ County Engineer  
1525 East Jefferson Street  
Brooksville, FL 34601

**INVOICE NUMBER:** 52353221  
**INVOICE DATE:** 12/16/2024  
**PAYMENT TERMS:** NET 30  
**FEDERAL TAX ID#:** 95-4148514  
**BILLING PERIOD:** 10/25/2024  
**PO Number:** 24000931

**PROFESSIONAL SERVICES: 105S049101 Hurr Debby - Hernando Co, FL**

<b>LABOR</b>			
<b>Billing Title</b>	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Data Manager	43.50 \$	57.20 \$	2,488.20
Administrative Support	8.00 \$	35.36 \$	282.88
<b>Labor Total</b>	<b>51.50</b>	<b>\$</b>	<b>2,771.08</b>
<b>Grand Total</b>		<b>\$</b>	<b>2,771.08</b>
<b>TOTAL AMOUNT DUE THIS INVOICE:</b>			<b>\$ 2,771.08</b>

**REMIT PAYMENT TO:**

Wells Fargo Bank  
420 Montgomery Street  
San Francisco, CA 94104  
Account Name: Tetra Tech, Inc.  
Account No.: 4133160325  
Routing No.: 121000248

OR

Tetra Tech Inc.  
PO Box 911642  
Denver, CO 80291-1642

**ACH**

To ensure accurate posting, please note the invoice number on your check. Interest will be charged on all past-due amounts per contract terms and conditions.





INVOICE NUMBER: 52353221  
INVOICE DATE: 12/16/2024  
FEDERAL TAX ID#: 95-4148514  
BILLING PERIOD: 10/25/2024

PROFESSIONAL SERVICES: 105S049101 Hurr Debby - Hernando Co, FL

Billing Title	Emp Name	Hours	Rate	Amount
Data Manager	Caban Gonzalez, Nataniel (Caban)	32.00	\$ 57.20	\$ 1,830.40
	Thomas, Ian Mark (Ian)	11.50	\$ 57.20	\$ 657.80
<b>Data Manager Total</b>		<b>43.50</b>	<b>\$</b>	<b>2,488.20</b>
Administrative Support	Hasson, Erin Leigh (Erin)	0.50	\$ 35.36	\$ 17.68
	Hightower, Tameka (Tameka)	2.50	\$ 35.36	\$ 88.40
	Pfannenstiel, Kayla Nicole (Kayla)	2.50	\$ 35.36	\$ 88.40
	Reinhart, Geoffrey (Geoff)	2.00	\$ 35.36	\$ 70.72
	Valdez Espinoza, Jason (Jason)	0.50	\$ 35.36	\$ 17.68
<b>Administrative Support Total</b>		<b>8.00</b>	<b>\$</b>	<b>282.88</b>
<b>Grand Total</b>		<b>51.50</b>	<b>\$</b>	<b>2,771.08</b>



INVOICE NUMBER: 52353221  
INVOICE DATE: 12/16/2024  
FEDERAL TAX ID#: 95-4148514  
BILLING PERIOD: 10/25/2024

PROFESSIONAL SERVICES: 105S049101 Hurr Debby - Hernando Co, FL

Project Num	Item Date	Task No.	Task Name	PLC	Billing Title	Emp Name	Hours	Rate	Amount
105S049101	1-Oct-24	101	ROW	105-5009	Data Manager	Caban Gonzalez, Nataniel (Caban)	8.00	\$ 57.20	\$ 457.60
105S049101	2-Oct-24	101	ROW	105-5009	Data Manager	Caban Gonzalez, Nataniel (Caban)	8.00	\$ 57.20	\$ 457.60
105S049101	3-Oct-24	101	ROW	105-5009	Data Manager	Caban Gonzalez, Nataniel (Caban)	8.00	\$ 57.20	\$ 457.60
105S049101	4-Oct-24	101	ROW	105-5009	Data Manager	Caban Gonzalez, Nataniel (Caban)	8.00	\$ 57.20	\$ 457.60
105S049101	2-Oct-24	101	ROW	105-5016	Administrative Support	Hasson, Erin Leigh (Erin)	0.50	\$ 35.36	\$ 17.68
105S049101	8-Oct-24	101	ROW	105-5016	Administrative Support	Hightower, Tameka (Tameka)	0.50	\$ 35.36	\$ 17.68
105S049101	11-Oct-24	101	ROW	105-5016	Administrative Support	Hightower, Tameka (Tameka)	2.00	\$ 35.36	\$ 70.72
105S049101	15-Oct-24	101	ROW	105-5016	Administrative Support	Pfannenstiel, Kayla Nicole (Kayla)	1.00	\$ 35.36	\$ 35.36
105S049101	25-Oct-24	101	ROW	105-5016	Administrative Support	Pfannenstiel, Kayla Nicole (Kayla)	1.50	\$ 35.36	\$ 53.04
105S049101	28-Sep-24	101	ROW	105-5016	Administrative Support	Reinhart, Geoffrey (Geoff)	2.00	\$ 35.36	\$ 70.72
105S049101	30-Sep-24	101	ROW	105-5009	Data Manager	Thomas, Ian Mark (Ian)	2.00	\$ 57.20	\$ 114.40
105S049101	14-Oct-24	101	ROW	105-5009	Data Manager	Thomas, Ian Mark (Ian)	1.00	\$ 57.20	\$ 57.20
105S049101	16-Oct-24	101	ROW	105-5009	Data Manager	Thomas, Ian Mark (Ian)	1.00	\$ 57.20	\$ 57.20
105S049101	17-Oct-24	101	ROW	105-5009	Data Manager	Thomas, Ian Mark (Ian)	2.00	\$ 57.20	\$ 114.40
105S049101	22-Oct-24	101	ROW	105-5009	Data Manager	Thomas, Ian Mark (Ian)	1.00	\$ 57.20	\$ 57.20
105S049101	23-Oct-24	101	ROW	105-5009	Data Manager	Thomas, Ian Mark (Ian)	2.00	\$ 57.20	\$ 114.40
105S049101	24-Oct-24	101	ROW	105-5009	Data Manager	Thomas, Ian Mark (Ian)	1.50	\$ 57.20	\$ 85.80
105S049101	25-Oct-24	101	ROW	105-5009	Data Manager	Thomas, Ian Mark (Ian)	1.00	\$ 57.20	\$ 57.20
105S049101	9-Oct-24	101	ROW	105-5016	Administrative Support	Valdez Espinoza, Jason (Jason)	0.25	\$ 35.36	\$ 8.84
105S049101	14-Oct-24	101	ROW	105-5016	Administrative Support	Valdez Espinoza, Jason (Jason)	0.25	\$ 35.36	\$ 8.84
Total							51.50	\$	2,771.08



TETRA TECH

### TIME CARD REPORT SUMMARY BY PROJECT

Employee Name : Caban Gonzalez, Nataniel (Caban) (634994)  
Employee Org : 105 Case Mgmt-Variable (102348)  
Submitted by : Jean.Diazrosa@Tetrattech.Com  
Supervisor : Horne, Rosetta (Rose)  
Approved by : Horne, Rosetta (Rose)

Total Time : 32 Hours  
Date Submitted: 06-OCT-2024  
Date Approved : 07-OCT-2024

Week Ending Date : 04-OCT-2024

The Information reported on this Time Card is deemed accurate and has been completed in accordance with Tetrattech time charging policies.

ITEM DATE	DOW	HOURS	PROJ NAME	PROJ NUM	TASK NAME	TASK #	LAB CODE	BILLING TITLE
01-OCT-2024	Tue	8.00	Hurr Debby - Hernando Co FL	105S049101	ROW	0101	105-5009	Data Manager
02-OCT-2024	Wed	8.00	Hurr Debby - Hernando Co FL	105S049101	ROW	0101	105-5009	Data Manager
03-OCT-2024	Thu	8.00	Hurr Debby - Hernando Co FL	105S049101	ROW	0101	105-5009	Data Manager
04-OCT-2024	Fri	8.00	Hurr Debby - Hernando Co FL	105S049101	ROW	0101	105-5009	Data Manager

TOTAL HOURS: 32

Employee Name : Hasson, Erin Leigh (Erin) (573238)  
Employee Org : 105 Accounting (102400)  
Submitted by : Erin.Hasson@Tetrattech.Com  
Supervisor : Marsan, Tara (Tara)  
Approved by : Marsan, Tara (Tara)

Total Time : .5 Hours  
Date Submitted: 03-OCT-2024  
Date Approved : 07-OCT-2024

Week Ending Date : 04-OCT-2024

The Information reported on this Time Card is deemed accurate and has been completed in accordance with Tetrattech time charging policies.

ITEM DATE	DOW	HOURS	PROJ NAME	PROJ NUM	TASK NAME	TASK #	LAB CODE	BILLING TITLE
02-OCT-2024	Wed	0.50	Hurr Debby - Hernando Co FL	105S049101	ROW	0101	105-5016	Administrative Support

TOTAL HOURS: .5

Employee Name : Hightower, Tameka (Tameka) (591193)  
Employee Org : 105 Accounting (102400)  
Submitted by : Tameka.Hightower@Tetrattech.Com  
Supervisor : Lievirisci, Adriana (Adriana)  
Approved by : Lievirisci, Adriana (Adriana)

Total Time : 2.5 Hours

Date Submitted: 11-OCT-2024

Date Approved : 11-OCT-2024

Week Ending Date : 11-OCT-2024

The Information reported on this Time Card is deemed accurate and has been completed in accordance with Tetrattech time charging policies.

ITEM DATE	DOW	HOURS	PROJ NAME	PROJ NUM	TASK NAME	TASK #	LAB CODE	BILLING TITLE
08-OCT-2024	Tue	0.50	Hurr Debby - Hernando Co FL	105S049101	ROW	0101	105-5016	Administrative Support
11-OCT-2024	Fri	2.00	Hurr Debby - Hernando Co FL	105S049101	ROW	0101	105-5016	Administrative Support
TOTAL HOURS:		2.5						



Employee Name : Pfannenstiel, Kayla Nicole (Kayla) (588567)  
Employee Org : 105 Debris (102360)  
Submitted by : Kayla.Pfannenstiel@Tetrattech.Com  
Supervisor : O'Dell, Kerri L (Kerri)  
Approved by : O'Dell, Kerri L (Kerri)

Total Time : 1 Hours

Date Submitted: 18-OCT-2024

Date Approved : 18-OCT-2024

Week Ending Date : 18-OCT-2024

The Information reported on this Time Card is deemed accurate and has been completed in accordance with Tetrattech time charging policies.

ITEM DATE	DOW	HOURS	PROJ NAME	PROJ NUM	TASK NAME	TASK #	LAB CODE	BILLING TITLE
15-OCT-2024	Tue	1.00	Hurr Debby - Hernando Co FL	105S049101	ROW	0101	105-5016	Administrative Support

TOTAL HOURS: 1

Employee Name : Pfannenstiel, Kayla Nicole (Kayla) (588567)  
Employee Org : 105 Debris (102360)  
Submitted by : Kayla.Pfannenstiel@Tetrattech.Com  
Supervisor : O'Dell, Kerri L (Kerri)  
Approved by : O'Dell, Kerri L (Kerri)

Total Time : 1.5 Hours

Date Submitted: 25-OCT-2024

Date Approved : 25-OCT-2024

Week Ending Date : 25-OCT-2024

The Information reported on this Time Card is deemed accurate and has been completed in accordance with Tetrattech time charging policies.

ITEM DATE	DOW	HOURS	PROJ NAME	PROJ NUM	TASK NAME	TASK #	LAB CODE	BILLING TITLE
25-OCT-2024	Fri	1.50	Hurr Debby - Hernando Co FL	105S049101	ROW	0101	105-5016	Administrative Support

TOTAL HOURS: 1.5

Employee Name : Reinhart, Geoffrey (Geoff) (576720)  
Employee Org : 105 Accounting (102400)  
Submitted by : Geoff.Reinhart@Tetrattech.Com  
Supervisor : Ames, Lisa M (Lisa)  
Approved by : Ames, Lisa M (Lisa)

Total Time : 2 Hours

Date Submitted: 04-OCT-2024

Date Approved : 04-OCT-2024

Week Ending Date : 04-OCT-2024

The Information reported on this Time Card is deemed accurate and has been completed in accordance with Tetrattech time charging policies.

ITEM DATE	DOW	HOURS	PROJ NAME	PROJ NUM	TASK NAME	TASK #	LAB CODE	BILLING TITLE
28-SEP-2024	Sat	2.00	Hurr Debby - Hernando Co FL	105S049101	ROW	0101	105-5016	Administrative Support

TOTAL HOURS: 2

Employee Name : Valdez Espinoza, Jason (Jason) (595435)  
Employee Org : 105 Accounting (102400)  
Submitted by : J.Valdezespinoza@Tetrattech.Com  
Supervisor : Marsan, Tara (Tara)  
Approved by : Marsan, Tara (Tara)

Total Time : .25 Hours  
Date Submitted: 14-OCT-2024  
Date Approved : 14-OCT-2024

Week Ending Date : 11-OCT-2024

The Information reported on this Time Card is deemed accurate and has been completed in accordance with Tetrattech time charging policies.

ITEM DATE	DOW	HOURS	PROJ NAME	PROJ NUM	TASK NAME	TASK #	LAB CODE	BILLING TITLE
09-OCT-2024	Wed	0.25	Hurr Debby - Hernando Co FL	105S049101	ROW	0101	105-5016	Administrative Support

TOTAL HOURS: .25



Employee Name : Valdez Espinoza, Jason (Jason) (595435)  
Employee Org : 105 Accounting (102400)  
Submitted by : J.Valdezespinoza@Tetrattech.Com  
Supervisor : Marsan, Tara (Tara)  
Approved by : Marsan, Tara (Tara)

Total Time : .25 Hours

Date Submitted: 21-OCT-2024

Date Approved : 21-OCT-2024

Week Ending Date : 18-OCT-2024

The Information reported on this Time Card is deemed accurate and has been completed in accordance with Tetrattech time charging policies.

ITEM DATE	DOW	HOURS	PROJ NAME	PROJ NUM	TASK NAME	TASK #	LAB CODE	BILLING TITLE
14-OCT-2024	Mon	0.25	Hurr Debby - Hernando Co FL	105S049101	ROW	0101	105-5016	Administrative Support

TOTAL HOURS: .25

TIME CARD REPORT SUMMARY BY PROJECT

Employee Name: THOMAS, IAN (612100)  
 Employee Org: TETRA TECH, INC  
 Submitted By: THOMAS, IAN  
 Week Ending: 10/25/2024

Total Time: 9.5

Date Approved: 10/25/2024

The information reported on this Time Card is deemed accurate and has been completed in accordance with Tetra Tech time charging policies.

ITEM DATE	HOURS	EXP TYPE	PROJ NAME	PROJ NUM	TASK NAME	TASK #	LABOR CAT	BILLING TITLE
10/14/2024	1	Regular	HURF DEBB: HERNANDO CO FL	1055049101	ROW	0101	105 5000	DATA MANAGER
10/16/2024	1	Regular	HURF DEBB: HERNANDO CO FL	1055049101	ROW	0101	105 5000	DATA MANAGER
10/17/2024	2	Overtime	HURF DEBB: HERNANDO CO FL	1055049101	ROW	0101	105 5000	DATA MANAGER
10/22/2024	1	Regular	HURF DEBB: HERNANDO CO FL	1055049101	ROW	0101	105 5000	DATA MANAGER
10/23/2024	1	Regular	HURF DEBB: HERNANDO CO FL	1055049101	ROW	0101	105 5000	DATA MANAGER
10/24/2024	1	Overtime	HURF DEBB: HERNANDO CO FL	1055049101	ROW	0101	105 5000	DATA MANAGER
10/25/2024	1	Overtime	HURF DEBB: HERNANDO CO FL	1055049101	ROW	0101	105 5000	DATA MANAGER
TOTAL HOURS	9.5							



**Tetra Tech Inc.**  
2301 Lucien Way  
Suite 120  
Maitland, FL 32751  
1-866-957-2325

**Bill To:** Hernando County FL  
**ATTN:** Scott Herring, P.E.  
Public Works Director/ County Engineer  
1525 East Jefferson Street  
Brooksville, FL 34601

**INVOICE NUMBER:** 52308413  
**INVOICE DATE:** 6/2/2025  
**PAYMENT TERMS:** NET 30  
**FEDERAL TAX ID#:** 95-4148514  
**BILLING PERIOD:** 8/23/2024  
**PO Number:** 24000931  
**Credit number :** 52432665

**PROFESSIONAL SERVICES:** 1055049101 Hurr Debby - Hernando Co, FL

<b>EXPENSES</b>	<b>Amount</b>
Incidental Travel	\$ (104.00)
<b>Expense Total</b>	<b>\$ (104.00)</b>
<b>Grand Total</b>	<b>\$ (104.00)</b>
<b>TOTAL AMOUNT DUE THIS INVOICE: \$ (104.00)</b>	

**REMIT PAYMENT TO:**

Wells Fargo Bank  
420 Montgomery Street  
San Francisco, CA 94104  
Account Name: Tetra Tech, Inc.  
Account No.: 4133160325  
Routing No.: 121000248  
Remittance notices: TES.ARremittances@tetrattech.com

**OR**

**Tetra Tech Inc.**  
**PO Box 200191**  
**Dallas, TX 75320-0191**

To ensure accurate posting, please note the invoice number on your check. Interest will be charged on all past-due amounts per contract terms and conditions.



PROFESSIONAL SERVICES: 1055049101 Hurr Debby - Hernando Co, FL

INVOICE NUMBER: 52308413  
INVOICE DATE: 6/2/2025  
PAYMENT TERMS: NET 30  
BILLING PERIOD: 8/23/2024  
Credit number : 52432665

Item Date	Task Num	Exp Type	Employee/Supplier	Bill Amount	Comment
8/6/2024	9999	Incidental Travel	Fowler, Allen M (Allen)	\$ (45.45)	Circle K Gas
8/7/2024	9999	Incidental Travel	Fowler, Allen M (Allen)	\$ (58.55)	Racetrac Gas
			Total	\$ (104.00)	