

St. Lucie West Services District
Workshop Minutes
January 9, 2017, at 9:00 a.m.
450 SW Utility Drive
Port St. Lucie, Florida 34986

(Please note: This is not verbatim. A CD recording of the Workshop is available on file.)

Board Members Present

Vincent D'Amico, Chairman
Gregg Ney, Vice Chairman
Wayne Smith, Secretary
Everett Child, Supervisor (via conference call)

Staff Present

Dennis Pickle, District Manager, St. Lucie West Services District ("SLWSD")
Bill Hayden, Public Works Director/Assistant District Manager, SLWSD
Maddie Maldonado, Office Manager, SLWSD
Josh Miller, Assistant Utilities Director, SLWSD
Jason Pierman, District Treasurer, Special District Services, Inc. ("SDS")

Guests Present (Sign-In Sheet Attached)

A. Call to Order

Chairman D'Amico called the Workshop to order at 9:00 a.m.

B. Pledge of Allegiance

Chairman D'Amico announced that Mr. Altwein had passed away Saturday night.

C. Roll Call

It was noted that all 4 Supervisors were present with Supervisor Everett Child present via a conference call.

D. Approval of Minutes

- 1. December 5, 2016, Workshop**
- 2. December 6, 2016, Regular Board Meeting**
- 3. December 15, 2016, Emergency Board Meeting**

The minutes were presented and the Board was asked if they had any revisions and/or corrections.

There were no revisions and/or corrections to any of the minutes.

E. Public Comment

There was no public comment at this time.

**F. District Attorney
DA 1 – Status Report/Updates**

Mr. Pickle indicated that Ross Realty had extended the closing date and paid the necessary fee.

There were no further District Attorney updates.

**G. District Engineer
DE 1 – Status Report/Updates**

Mr. Pickle indicated that Mr. Lawson would be walking on several items at tomorrow's meeting.

There were no further District Engineer updates.

**H. District Manager
Action Items**

DM 1 – Vacancy on Board

Mr. Pickle indicated that once the Board had declared a vacancy in Seat #5 that a notice would be posted on the District's website advising the public of same.

DM 2 – Lake Harvey Stormwater Storage Project Proposal No. 16-005

Mr. Pickle presented the item, indicating that the Arcadis proposal in the lump sum amount of \$31,850 included the public bidding, construction staking, record drawings, construction coordination, and observation and certification services. Mr. Pickle stated that funding for the project would come from the General Fund Renewal & Replacement Fund for the Lake Harvey Improvement Project and that this phase had nothing to do with the recreation portion of the project, which the City may be interested in joining the District to plan. Mr. Pickle indicated that they could use the funds from the Bank of America property sale, but until that sale has been closed, the amount of the sale is unknown at this time. Mr. Pickle stated that the first priority was to get the stormwater project completed and that the recreation aspect of the project would be looked at in more detail at a later date. Discussion ensued about the timing of bids and the hiring of professionals for the recreation aspect of the project.

There was no further discussion regarding this item.

DM 3 – New Administration Building Project Proposal No. 16-006

Mr. Pickle presented the item, indicating that the Arcadis proposal had been submitted for an amount not to exceed \$139,805, which will include the design, permitting, public bidding, construction staking, record drawings, construction coordination, observation and certification services, and sub-consultant fees. Mr. Pickle stated that funding for the project would be split between the General Fund Capital Outlay Building Fund at 35% and the Utility Fund Capital Outlay Building Fund at 65%. Vice Chairman Ney asked how the split can be justified to which Mr. Pickle advised that, historically, the split is standard and has been determined to be a fair number.

There was no further discussion related to this item.

DM 4 – Other Items/Updates

Mr. Pickle advised that effective January 1, 2017, the administrative office hours had changed and that the PTO (Paid Time Off) and cell phone stipend policies had also been instituted.

That concluded Mr. Pickle's updates.

I. Consent Agenda

Mr. Pickle presented Consent Agenda items CA 1 through CA 7.

CA 1 - Monthly Report on Public Works Department

CA 2 - Monthly Report on Utilities Operations

Chairman D'Amico asked why there was a "Lock Off/Legal Reasons" and "Lock Off Non-Payment" – Mr. Pickle indicated legal reasons could be anything and the Non-Payment has several repeat offenders.

CA 3 - Monthly Report on Capital Improvement Projects

CA 4 - Monthly Report on Billing and Customer Service

CA 5 - Financial Statements for November, 2016

CA 6 - Consider Approval to Transfer Funds for the R&R Account Requisitions

CA 7 - Surplus Items

There was no further discussion regarding Consent Agenda items CA 1 through CA 7.

J. Supervisor Requests

Vice Chairman Ney asked if there had been any feedback on the new office hours. Mr. Pickle replied that there was no feedback as of yet. Mr. Pickle noted that they adjust the late payment fee if payment is received after the office closes on the due date.

Chairman D'Amico indicated that the District should solicit for the open seat on the Board as soon as possible. Vice Chairman Ney suggested putting something in *Your Voice* regarding the open position. Mr. Pickle indicated that he would inquire about having an article written.

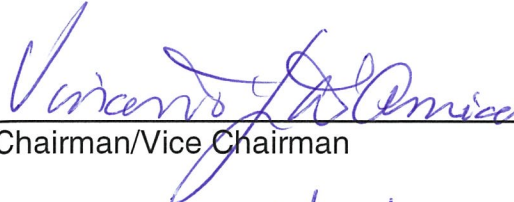
Secretary Smith opined that the District should continue to publicize good news of the District. Secretary Smith requested that Mr. Pickle go over the new Project Tracker, which Mr. Pickle summarized. A brief discussion ensued regarding suggested adjustments to the tracker.

There were no further Supervisor Requests.

K. Adjournment

There being no further items to be addressed, the Workshop was adjourned at 9:53 a.m. There were no objections.

Workshop Minutes Signature Page


Chairman/Vice Chairman


Secretary/Assistant Secretary

Date Approved 2/7/17