

St. Lucie West Services District
Regular Board Meeting Minutes
January 10, 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 Regular Board Meeting 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
Lisa Beans, Administrative Assistant, SLWSD
Kevin Matyjaszek, Wastewater Treatment Plant Dept., SLWSD
Molly Shaddock, District Counsel, Gonano & Harrell
Bob Lawson, District Engineer, ARCADIS-US, Inc.
Jason Pierman, District Treasurer, Special District Services, Inc. ("SDS")
Laura Archer, Recording Secretary, SDS

Guests Present (Sign-In Sheet Attached)

A. Call to Order

Chairman D'Amico called the Regular Board Meeting to order at 9:00 a.m.

B. Pledge of Allegiance

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 for Board approval.

A **motion** was made by Supervisor Child, seconded by Secretary Smith, approving the Workshop Minutes of December 5, 2016, as presented, the December 6, 2016, Regular Board Meeting Minutes, as presented, and the December 15, 2016, Emergency Meeting Minutes, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

E. Public Comment

There was no public comment.

F. District Attorney DA 1 – Status Report/Updates

Ms. Shaddock handed out the Sixth Amendment and Sixth Extension of Site Plan & Zoning Approval Period for the Surplus Real Property Sale and noted that the sixth extension of Site Plan & Zoning Approval deposit of \$5,000 had been paid on December 9, 2016, and that the seventh extension of Site Plan & Zoning Approval extension fee of \$5,000 had been paid on December 20, 2016. A brief discussion ensued regarding the possible relocation of the lift station and the April 28, 2017, deadline.

Ms. Shaddock had no further updates.

G. District Engineer DE 1 – Status Reports/Updates

Mr. Lawson advised that he had the Mylar for the Lake Harvey plat for signature, which grants the easement to the District from the property association. He indicated that it had already been signed by Martin Memorial and that he expects it to be fully executed in the next couple of weeks, at which time it will go to the City.

That concluded Mr. Lawson's updates.

H. District Manager Action Items

DM 1 – Vacancy on Board

Mr. Pickle requested that the Board declare a vacancy on the Board of Supervisors due to Mr. Altwein's recent death. Mr. Pickle also noted that the vacancy would be posted on the District's website.

A **motion** was made by Vice Chairman Ney, seconded by Secretary Smith declaring a vacancy in Seat #5 of the Board of Supervisors of the St. Lucie West Services District. Upon being put to a vote, the **motion** carried 4 to 0.

Mr. Pickle advised that they may have to go to one-day-per-week watering, unless we get some good rain in the near future.

Mr. Pickle advised that he had corrected the color coding on the Project Tracker.

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

Mr. Pickle presented Proposal No. 16-005 from Arcadis Engineering in the lump sum amount of \$31,850 which includes the public bidding, construction staking, record drawings, construction coordination, observation and certification services. He indicated that funding for this project will come from the General Fund Renewal & Replacement Fund Lake Harvey Improvement Project for stormwater enhancements.

A **motion** was made by Supervisor Child, seconded by Vice Chairman Ney approving the Lake Harvey Stormwater Storage Project Proposal No. 16-005 from Arcadis Engineering in the lump sum amount of \$31,850.

Under discussion, Vice Chairman Ney asked what the difference was between a “lump sum amount” and a “non-lump sum amount.” Mr. Lawson indicated, without a change order, the project will cost \$31,850.

Supervisor Child’s **motion** was reiterated, seconded by Vice Chairman Ney approving the Lake Harvey Stormwater Storage Project Proposal No. 16-005 from Arcadis Engineering in the lump sum amount of \$31,850. The Available Project Budget: \$535,000; This Project: \$31,850; leaving an Available Balance of \$503,150. Upon being put to a vote, the **motion** carried 4 to 0.

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

Mr. Pickle presented the item indicating that New Administration Building Project Proposal No. 16-006 from Arcadis Engineering for the not to exceed amount of \$139,805 includes the design, permitting, public bidding, construction staking, record drawings, construction coordination, observation and certification services and sub-consultant fees. He noted that funding for this project would be split between the General Fund Capital Outlay Building Fund at 35% and the Utility Fund Capital Outlay Building Fund at 65%. Discussion ensued about the different phases of the project and Mr. Lawson indicated he would prepare a tentative schedule for the next meeting.

A **motion** was made by Secretary Smith, seconded by Vice Chairman Ney approving New Administration Building Project Proposal No. 16-006 from Arcadis Engineering for the not to exceed amount of \$139,805.

Under discussion, Vice Chairman Ney indicated that he noticed that Arcadis has a landscape architecture license and he asked why the District would use a different landscape architect. Mr. Lawson indicated that using someone else would be

cheaper and that Arcadis was an international company and that their landscape division was located in another state.

Secretary Smith asked what the estimate was for receiving bids. Mr. Lawson noted approximately 2 months.

Secretary Smith's **motion** was reiterated, seconded by Vice Chairman Ney approving New Administration Building Project Proposal No. 16-006 from Arcadis Engineering for the not to exceed amount of \$139,805. Available Project Budget: \$1,023,368; General Fund for this Project: \$48,931.75 or 35%; Utility Fund for this Project: \$90,873.25 or 65%; leaving an Available Balance of \$883,563. Upon being put to a vote, the **motion** carried 4 to 0.

I. Consent Agenda

CA 1 - Monthly Report on Public Works Department

CA 2 - Monthly Report on Utilities Operations

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

Consent Agenda Items CA 1 through CA 7 were presented for Board consideration.

A **motion** was made by Vice Chairman Ney, seconded by Secretary Smith approving Consent Agenda Items 1 through 7, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

L. Supervisor Requests

Vice Chairman Ney expressed his sorrow at the passing of Mr. Altwein and suggested holding a moment of silence in his honor.

Chairman D'Amico requested 30 seconds of silence from those present, after which Chairman D'Amico noted, "As a Navy man, I salute you!"

Secretary Smith indicated the importance of keeping the community informed and suggested getting something in *Your Voice* on the Lake Harvey Project. Chairman D'Amico concurred. Mr. Pickle indicated he had spoken with Patrick McAllister the


previous day and that both items had passed during today's Board Meeting and he indicated putting something in there about Mr. Altwein as well.

There were no further requests.

M. Adjournment

There being no further items to be addressed, the Regular Board Meeting was adjourned at 9:36 a.m. There were no objections.

Regular Board Meeting Minutes Signature Page


Chairman/Vice Chairman


Secretary/Assistant Secretary

Date Approved 2/7/17