

**St. Lucie West Services District
Workshop Minutes
February 1, 2016, 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
Charles Altwein, Supervisor
Everett Child, Supervisor

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
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

C. Roll Call

D. Approval of Minutes

- 1. January 4, 2016, Workshop**
- 2. January 5, 2016, Regular Board Meeting**

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

Supervisor Altwein noted the first sentence on Page 7 of the Regular Board Meeting minutes should read "Supervisor Altwein asked Mr. Hayden if..." not "Supervisor Altwein asked Mr. Hayden is".

Secretary Smith also referred to the Regular Board Meeting minutes, Page 2, wherein his name is noted as being "Dwayne Smith" in two places. Both names need to be changed to read "Wayne Smith".

Mr. Pierman acknowledged both corrections.

There were no further revisions and/or corrections.

E. Public Comment

There was no public comment.

F. District Attorney

DA 1 – Request for Release of Portion of Platted Maintenance Buffer Easement (Memo No. 16-02)

Mr. Pickle presented the item indicating that a pool and patio encroach approximately 10 feet onto a District maintenance buffer easement, which lies over the westerly 30 feet of Lot 45, St. Lucie West Plat No. 26, Fairway Isle Parcel 8 – Block 15; 410 SW Fairway Landing. He indicated that the then-owner requested and the District granted a revocable license permitting continuation of the encroachment, subject to termination at any time of six months' notice. Mr. Pickle advised that the current owner has now requested that the District afford permanent authorization for the continued encroachment. As such, District staff and the District Engineer have reviewed the request and have determined that, for maintenance purposes, the District requires only the westerly 10 feet of the buffer easement. Therefore, the District may release to the owner the easterly 20 feet of the easement, including the area on which the encroaching structures are located, without adversely affecting District operations.

Mr. Pickle indicated that the current owner has submitted a work authorization application fee and has executed and delivered an agreed termination of the revocable license agreement. Mr. Pickle indicated that it was his recommendation that the Board determine whether to approve and authorize execution of (a) an agreed termination of the revocable license agreement; and (b) a release and abandonment to the current owner of the easterly 20 feet of the maintenance buffer easement across the lot, each in substantially the form, a prepared by Mr. Harrell.

There were no further questions regarding this matter.

DA 2 - Sale of Surplus Real Property – Commission Agreement

Mr. Pickle presented the item reminding the Board that they had recently approved and authorized execution of an agreement providing for the sale of certain surplus proper to Ross Realty Investments, Inc., or its assigns. He noted that the agreement provides that each of the parties is response for a brokerage commission to SLC Commercial Inc., as broker, of three percent (3%) of the purchase price. He further noted that the agreement provides that if any of the deposits of extension fee payments made by Ross Realty become non-refundable because the District has relocated a lift station on the property and the transaction fails to close for any reason other than default by the District, no portion of the deposit or extension fee payments

would be payable to the broker, but rather would be payable to the District in partial compensation for the relocation cost.

In addition, because the broker is not a party to the purchase and sale agreement between the District and Ross Realty, a separate commission agreement should be entered between the District and the broker to memorialize the understandings described above regarding the brokerage commission and is being presented for consideration by the Board.

There were no questions regarding the Commission Agreement.

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

Mr. Pickle was not aware of any items that Mr. Lawson would be bringing to tomorrow's meeting.

- H. 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 December, 2015**
 - CA 6 - Consider Approval to Transfer Funds for the R&R Account and WCF Account Requisitions**
 - CA 7 – Surplus Items**

Consent Agenda Items CA 1 through CA 7 were presented.

Secretary Ney asked why the accounts receivable had jumped. Mr. Pickle indicated he would find out and report on the matter at tomorrow's meeting.

Chairman D'Amico asked about Lincoln Life to which Mr. Pickle indicated that it was for life insurance and short term disability for each of the District's employees.

There was no further discussion regarding any of the Consent Agenda items.

**I. District Manager
Action Items**

- DM 1 - Consider Approval for the Purchase of a 2016 F-350 Ford Service Body Truck with Crane for the Underground Utilities Division**

Mr. Pickle presented the item indicating that the old truck was not worth repairing. He noted that staff had received 3 bids from the following vendors:

- | | |
|---|--------------|
| 1.) Gilbert Ford of Okeechobee in the amount of | \$ 52,537.50 |
| 2.) Bartow Ford of Okeechobee in the amount of | \$ 58,518.00 |
| 3.) Advantage Ford of Stuart in the amount of | \$ 63,814.75 |

Mr. Pickle indicated that the truck's main use will be for lift station maintenance and that the purchase was budgeted from the Underground Utilities Division Capital Outlay Equipment. He recommended approval of the purchase from Gilbert Ford of Okeechobee in the amount of \$52,537.50. Mr. Pickle indicated that they might be able to trade in the old truck for up to \$9,000.

There were no questions from the Board Members.

DM 2 – Other Items/Updates

Mr. Pickle then distributed a map of Lake Harvey with the enhancements, which will cost approximately \$450,000. He noted that the District would have to hire additional staff to maintain the facilities, if the City does not agree to assist. Discussion ensued regarding the plans.

Mr. Pickle stated that the 4E/5 canal project was on the City's agenda for tonight's meeting.

Mr. Pickle had no further updates.

J. Supervisor Requests

Vice Chairman Ney asked Mr. Pickle how the District did with last week's rainfall. Both Mr. Pickle and Mr. Hayden agreed that everything went well; however, they noted that Country Club Drive was still under water at the entrance.

Vice Chairman Ney indicated that he had received negative feedback regarding erecting a cell phone tower in the District.

Supervisor Child confirmed that the Board would be involved in cell tower presentations. He also asked about the potential \$9,000 trade-in for the old Ford truck which Mr. Pickle noted that we should be able to get something close to that amount, but that he would bring that information back to the Board if he finds it necessary to designate it as surplus. He further noted that it may take several months to get the new truck because of the installation of the crane on it.

Supervisor Child then referred to the water crisis in Flint, Michigan, asking if we had any report to advise us of the lead content. Mr. Pickle noted that Flint, Michigan had changed their water source without changing their treatment and that our District has done no such thing.

K. Adjournment

There being no further items to be addressed, the Workshop was adjourned at 10:23 a.m. There were no objections.

Workshop Minutes Signature Page


Chairman/Vice Chairman


Secretary/Assistant Secretary

Date Approved 03/01/16