

St. Lucie West Services District
Workshop Minutes
May 2, 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")
Maddie Maldonado, Office Manager, SLWSD
Josh Miller, Chief Wastewater Plant Operator, 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

It was noted that all 5 Supervisors were present.

D. Approval of Minutes

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

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

Chairman D'Amico requested that Roll Call be noted on the first page of the Workshop minutes. Chairman D'Amico also indicated that an incorrect figure appeared on Page 3 of the Workshop minutes and also appeared on Page 4 of the Regular Board Meeting minutes. The figure appears as \$42,220.15 when it should read \$40,220.15. Supervisor Altwein asked if the materials indicated in the proposal

under this item were to be installed, to which Mr. Pickle indicated that the installation was a separate item.

Supervisor Altwein then referred to Resolution No. 2016-01, the resolution which approved the sale of real property to Ross Realty Investments, and indicated that it was his understanding that the agreement stated that the lift station would be moved only if the City required it; he questioned the language in the contract. Mr. Pickle indicated that the County would be one indicator regarding the moving of the lift station. Another indicator would be the developer requesting that it be moved for site development; but not just for aesthetics. Supervisor Altwein found the language wherein the provision states that the District would move the lift station only if applicable to this sale. After the sale, there was no language indicating that the District was required to do anything to fund the moving of the lift station.

There was no further discussion regarding the minutes.

E. Public Comment

There was no public comment at this time.

F. District Attorney

DA 1 – Consider Approval of Second and Third Amendments to Purchase and Sale Agreement

Mr. Pickle presented the item indicating that the purchaser is requesting the additional amendments. He noted that the Second Amendment had already been executed and he was seeking ratification of the action. Mr. Pickle stated that the Third Amendment extends the purchase date deadline to July 11, 2016, due to delays with the City. Vice Chairman Ney asked if there was any downside to granting such extension to which Mr. Pickle indicated that there was not because the developer has been working diligently. Mr. Pickle also noted that they were looking for other areas owned by the District to move the mitigated acreage of upland pine preserve. Secretary Smith confirmed that the District does not have to move any trees. Mr. Pickle also noted that it was not necessary to mitigate all 1.4 acres of preserve, as some will remain in the preserve on the Bank of America property.

There was no further discussion on the item.

G. District Engineer

DE 1 – Consider Approval of Work Authorization No. 7A-53-1604-SU between SLWSD and A Great Fence, LLC

Mr. Pickle presented the item indicating that the application requests for the construction of a one-story warehouse/office facility on Lot 14 in St. Lucie West Plat No. 133. The 1.67 acre site is located on the northwest corner of the inside loop of NW Enterprise Drive in the industrial park. Mr. Pickle indicated that the building shown on the site plan has a total of 25,320 SF with 22,294 SF designated as warehouse and 3,026 SF designated as office.

Mr. Pickle noted that the ½ inch water quality pre-treatment is being provided by 160 linear feet of exfiltration trench under the parking area and that the grades used on the paving grading and drainage plan appear to conform to the grades assumed in the South Florida Water Management District conceptual permit. Overflow from the on-site drainage system is routed through the NW Enterprise Drive roadway drainage system to the Basin 7A Lake located along I-95.

Mr. Pickle indicated that water, sewer and irrigation services for the site are being accommodated by the extension of services installed at the time NW Enterprise Drive was constructed. A Point of Service (POS) designating the split between SLWSD and landowner maintenance responsibility has been added to the plan. The proposed water meters are located outside the 10 foot utility easement adjacent to NW Enterprise Drive and as such, a condition requiring additional easement area to cover the meters is being required.

Mr. Pickle indicated that there were 4 special conditions, as follows:

- 1.) Applicant proposes to supply an additional utility easement to supplement the existing utility easement along NW Enterprise Drive covering the location of the water meters. No water service will be provided until such time as the easement is reviewed, accepted by the Board of Supervisors, and recorded in the public records of St. Lucie County, Florida.
- 2.) The exfiltration pipe to be installed on site will remain the maintenance responsibility of the applicant.
- 3.) All utility lines past the SLWSD Point of Services, with the exception of water meters, will be maintained by the property owner.
- 4.) Receipt of the \$500.00 Inspection Fee and \$1,000.00 refundable Surface Water Management Deposit will be required prior to issuance of the Work Authorization.

Chairman D'Amico asked why the \$1,000 Surface Water Management Deposit was refundable. Mr. Pickle indicated that the amount of the refund is dependent upon how much the engineer uses.

There was no further discussion regarding this matter.

H. Consent Agenda

CA 1 - Monthly Report on Public Works Department

Supervisor Altwein noted that it seemed unusual that there was no activity for the Vac-Con. Mr. Pickle indicated that the Vac-Con has been down for some time and needs to be repaired.

Secretary Smith asked why the Locates for the Storm Water Division had shot up to 383. Mr. Pickle noted that the District was re-doing the lines for AT&T being in all the

neighborhoods. He further noted that they were expecting the high rate of repairs because of AT&T hitting the lines and indicated that if they hit it when it's flagged, AT&T pays for the repair.

There was no further discussion regarding Item CA-1.

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 March, 2016

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

CA 7 – Surplus Items

Secretary Smith referred to the Microsoft Tablet listed under Surplus Items, asking if the cracked screen could be repaired. Mr. Pickle indicated that it could not.

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

**I. District Manager
Action Items**

DM 1 - Consider Approval of Work Authorization No. SLWSD/ISI/2016-01 to Integration Services, Inc., SCADA for the Conversion and New Programming of the High Service Pump

Mr. Pickle stated that this project is to provide conversion of all existing High Service related SCADA system graphic and add all additional graphics screens required to support duplex and/or individual operation of both new and existing distribution equipment. Integration Services will provide all control system design, submittals, scheduling, software development, operation and maintenance manuals, with system implementation and commission services required for a complete and operational High Service Distribution control system, as per the submitted specifications. Mr. Pickle indicated that the total cost is \$93,796.00 and will be the final phase of conversion to the Ignition software.

There was no discussion regarding this item.

DM 2 – Consider Approval of Principal Dental Insurance Provider

Mr. Pickle presented the renewal of dental insurance coverage through Principal in which they are proposing a 5.89% increase. This amounts to an increase of

\$1,952.28. The annual premium, based on 58 participants, is \$35,104.56. Mr. Pickle recommended approval.

There was no discussions on the matter.

DM 3 – Other Items/Updates

Mr. Pickle noted that the September meetings were scheduled for September 2, 2016, and September 6, 2016. Due to the holiday weekend, he wants to change the dates and indicated he would bring his proposal back to the Board at the June meeting.

Before getting into the Fiscal Year 2016/2017 Budget Workshop, a short recess was taken at 9:42 a.m.

The Workshop then recessed at 9:49 a.m.

DM 4 – Fiscal Year 2016/2017 Budget Workshop

Mr. Pickle went into the Budget Workshop by stating that the graphics depicted on Page 1-2 had been slightly improved. He also indicated that the budget could be changed to a 2-year budget instead of a 5-year, for viewing purposes. Discussion ensued regarding the pros and cons of depicting a 5-year budget. Mr. Pickle recommended using a 5-year budget for R&R's because of projects.

Supervisor Altwein suggested calling the "Budget" column a "Funding Target."

Vice Chairman Ney indicated he would like to see project projections separately.

Mr. Pickle indicated that the District should see more revenue from new business and new meters in the coming year. He also indicated that there is a possibility of a rate increase in 2018, which ratios are driven by the bond indenture for utility rates.

Mr. Pickle indicated that FPL rates are expected to increase by 17% next year and by another 4% in 2018.

Vice Chairman Ney asked about transfers in and out in the Budget Summary on Page 1. Mr. Pickle explained that part of the transfer (\$446,001) goes to debt service and another \$400,000 from the City offsets the \$446,001.

Mr. Pickle highlighted the changes in the budget based on discussions held at the last Budget Workshop.

Vice Chairman Ney indicated that all references to "revenue" on Page 6 should actually be "funds."

Vice Chairman Ney referred to Page 24 of the budget, asking what makes up the line item "Other Operating Revenue." Mr. Pickle responded that it is a combination of 6 line items, including late fees, meter set fees, interest, etc.

Vice Chairman Ney asked what made up the line item "Other Contractual Services" referred to on Page 28 of the budget. Mr. Pickle indicated that it includes cleaning services, Sungard, billing, etc.

There was discussion on combing certain line items.

Mr. Pickle referred to Page 31 of the budget, indicating that the District was in good shape with the required reserves.

A discussion ensued regarding the 7-year plan meter replacement.

Secretary Smith asked where the funds from the sale of the Bank of America property would go. Mr. Pickle indicated the funds would be deposited into the General Fund to possible offset expenses relative to the Lake Harvey project. Staff has been discussing possible options for those funds.

There was no further discussion regarding the budget.

The Budget Workshop was then closed and the regular Workshop was reconvened.

J. Supervisor Requests

Mr. Pickle then advised that customers registered for online billing would receive a separate e-mail with the water quality study. Secretary Smith suggested that every HOA Manager receive a copy of the water quality study as well.

Mr. Pickle indicated that the District can accept American Express, but that it is not being offered because of the additional cost.

Ms. Maldonado indicated that more than one third of customers are on auto-pay.

Vice Chairman Ney brought up the road paving in Country Club Estates, indicating that they were going to ask if the District can look into the issues there.

K. Adjournment

There being no further items to be addressed, the Workshop was adjourned at 11:28 a.m. There were no objections.

Workshop Minutes Signature Page


Chairman/Vice Chairman


Secretary/Assistant Secretary

Date Approved _____