

St. Lucie West Services District
Regular Board Meeting Minutes
June 7, 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 Regular Board Meeting 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
Dan Harrell, District Counsel, Gonano & Harrell
Bob Lawson, District Engineer, ARCADIS-US, Inc.
Jason Pierman, District Treasurer, Special District Services, Inc. ("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 5 Supervisors were present.

D. Approval of Minutes

1. **May 2, 2016, Workshop**
2. **May 3, 2016, Regular 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 May 2, 2016, as amended, and the May 3, 2016, Regular

Board Meeting Minutes, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

E. Public Comment

There was no public comment.

F. District Attorney

DA 1 – Consider Approval of Fourth Amendment to Purchase and Sale Agreement

Mr. Harrell presented the Fourth Amendment to Purchase and Sale Agreement and clarified how the District would fulfill the upland conservation area, showing that it will be through replacement pieces. Secretary Smith confirmed what Mr. Harrell's Memorandum No. 16-06 stated that the District had received the \$75,000 additional escrow deposit.

A **motion** was made by Secretary Smith, seconded by Supervisor Altwein approving the Fourth Amendment to the Purchase and Sale Agreement between RG SLW LLC and St. Lucie West Services District, as presented. The **motion** carried 5 to 0 upon being put to a vote.

DA 2 – Consider Approval of Corrective Quit Claim Deed

Mr. Harrell indicated that there was a slight error in the legal description and that it required this Corrective Quit Claim Deed.

A **motion** was made by Supervisor Child, seconded by Supervisor Altwein approving the Corrective Quit Claim Deed, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

DA 3 – Consider Approval of Partial Release of Water Management Easement

Mr. Harrell noted that this was a side lot drainage easement that was not reflected when the home was built and that the house was built over the easement. Mr. Harrell indicated that the partial release will release 2 feet of easement and will fix the issue. He noted that it would not affect the District's ability to maintain. Mr. Harrell also noted that there was an air conditioner on the easement as well and that the release do not include it. The owners would be required to move it, if necessary. Discussion ensued regarding the air conditioner unit and how the surveyor missed the easement, which would have required a Work Authorization, if the easement had been in place.

A **motion** was made by Secretary Smith, seconded by Vice Chairman Ney approving the Partial Release of Water Management Easement, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

DA 4 – Consider Approval of Partial Release and Termination of Easements

Mr. Harrell presented the item indicating that it was a walk-on item. He noted that it was in reference to the QVC building in Commerce Park. He noted that he was requesting to omit plats 1 and 69 that were not on the replat.

A **motion** was made by Vice Chairman Ney, seconded by Supervisor Child authorizing and approving the Partial Release and Termination of Easements 1 and 69, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

DA 5 – Consider Approval of Amendment to Purchase and Sale Agreement

Mr. Harrell noted that Ross Realty had notified the District that the buyer wanted to handle the relocation of the lift station, which means that the District would not collect the additional \$100,000. Mr. Harrell has prepared the amendment with language that allows for the purchaser to relocate the lift station and set conditions for said relocation. Discussion ensued about the logistics of the relocation and the fact that it appears it will cost in excess of the \$100,000 initially discussed.

A **motion** was made by Supervisor Child, seconded by Secretary Ney approving, substantially as presented, the Fifth Amendment to Purchase and Sale Agreement. Upon being put to a vote, the **motion** carried 5 to 0.

G. District Engineer

DE 1 – Consider Approval of Work Authorization No. 4A-81-1605-SU between SLWSD and ALN Holdings, LLC

Mr. Lawson presented the item, noting that the application requests approval for the construction of a one-story, 7,521 SF pediatric dentistry office building on Lot 3 in St. Lucie West Plat No. 138 and that the 2.24 acre site is located on the SW corner of SW Chamber Court with the following two (2) conditions:

- 1.) Applicant shall supply an additional utility easement covering the location of the water meter. No water services 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; and
- 2.) All utility lines past the SLWSD Point of Service and water meter will be maintained by the property owner.

A **motion** was made by Secretary Smith, seconded by Supervisor Altwein and passed unanimously approving Work Authorization No. 4A-81-1605-SU between SLWSD and ALN Holdings, LLC with the 2 following conditions: 1.) Applicant shall supply an additional utility easement covering the location of the water meter. No water services 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; and 2.) All utility lines past the SLWSD Point of Service and water meter will be maintained by the property owner.

DE 2 – Consider Approval of Work Authorization No. 4A-82-1605-R between SLWSD and Scott VanDuzer as Current Owner of Lot 5, Block 23, SLW Plat No. 104, Lake Charles Phase 3A, as Recorded in Plat Book 37, Page 28, St. Lucie County Public Records

Mr. Lawson explained that this goes with the Partial Easement Release and memorializes that the owner of the air conditioner unit is responsible to move it, if needed. He noted that the property is for sale and that the Work Authorization goes with the land.

A **motion** was made by Supervisor Child, seconded by Supervisor Altwein approving Work Authorization No. 4A-82-1605-R between SLWSD and Scott VanDuzer, as Current Owner of Lot 5, Block 23, SLW Plat No. 104, Lake Charles Phase 3A, as Recorded in Plat Book 37, Page 28, St. Lucie County Public Records. Upon being put to a vote, the **motion** carried 5 to 0.

**H. District Manager
Action Items**

DM 1 - Consider Approval of the Renewal Contract W1000 Amendment 1, between the Florida Department of Corrections and St. Lucie West Services District to Provide Use of Inmate Labor in Work Programs

Mr. Hayden presented the Renewal Contract between the Florida Department of Corrections and St. Lucie West Services District to provided use of inmate labor work programs and recommended approval.

A **motion** was made by Supervisor Altwein, seconded by Secretary Smith approving Renewal Contract W1000 Amendment 1 between the Florida Department of Corrections and St. Lucie West Services District to provide use of inmate labor in work programs, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

DM 2 – Consider Approval of Change Order for Basin 4E-2015 Stormwater Storage Project Proposal No. 15-003

Mr. Pickle presented the Change Order for Basin 4E-2015 Stormwater Storage Project Proposal No. 15-003 in the amount of \$2,700, noting that it was due to delays with the Army Corps of Engineers and U.S. Fish & Wildlife. He recommended approval, indicating that the additional funding would come from the Unencumbered General Fund Renewal & Replacement Fund Balance.

A **motion** was made by Secretary Smith, seconded by Supervisor Child approving Change Order for Basin 4E-2015 Stormwater Storage Project Proposal No. 15-003, ,

in the amount of \$2,700, as presented. Available Project Budget is \$346,943.00; This Project is \$2,700.00; leaving an Available Balance of \$344,243.00. Upon being put to a vote, the **motion** carried 5 to 0.

DM 3 – 2015 Financial Report

Mr. Pickle presented the 2015 Financial Report and asked that the Board accept it as presented.

A **motion** was made by Supervisor Altwein, seconded by Supervisor Child and passed unanimously to accept the 2015 Financial Report, as presented.

DM 4 – Consider Resolution No. 2016-02 – Adopting a Fiscal Year 2016/2017 Proposed Annual Budget and Setting a Public Hearing Date

Resolution No. 2016-02 was presented, entitled:

RESOLUTION NO. 2016-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2016/2017.

A **motion** was made by Secretary Smith, seconded by Vice Chairman Ney and passed unanimously approving Resolution No. 2016-02, as presented, setting the Public Hearing for September 13, 2016, at 9:00 a.m. at the offices of St. Lucie West Services District located at 450 SW Utility Drive, Port St. Lucie, Florida 34986.

DM 5 – Other Items/Update

Mr. Pickle reminded the Board Members to submit their 2015 Forms 1 – Financial Disclosure forms by the deadline of July 1, 2016.

Mr. Pickle reminded the Board Members of the qualification period running from noon on June 20, 2016, until noon on June 24, 2016.

Mr. Pickle indicated that Gerald Rouse had attended the Homeowner Info Expo and noted that it had been well attended by SLW residents. He indicated that someone had asked about the sidewalks along Cashmere which it was noted was a City project, not a District project.

Mr. Pickle indicated he would be out of the office next week from Monday through Wednesday, attending a conference.

Mr. Pickle reminded the Board that he had distributed a copy of his physical findings to the Board the previous day and would be meeting with each individual Board Member in the near future.

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 April, 2016

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

CA 7 – Surplus Items

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

A **motion** was made by Supervisor Child, seconded by Supervisor Altwein, approving Consent Agenda Items 1 through 7, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

J. Supervisor Requests

Secretary Smith asked about the status of Lake Harvey. Mr. Lawson indicated that the plat had been sent to Martin Memorial and that he had received confirmation that they get an easement. He noted that it would soon be submitted to the City, which is expected to take approximately 2 months and that they were at least 3 months out before breaking ground. Secretary Smith asked if adding a parking lot would delay approvals to which Mr. Lawson assured him that there was plenty of time to add to the project.

Supervisor Child asked Mr. Pickle if he could send to him a copy of the final agreement with Ross Realty before the next meeting, which Mr. Pickle agreed to do.

Vice Chairman Ney indicated that he liked having Consent Agenda items at the end of the agenda.

There were no further Supervisor Requests.

K. Adjournment

There being no further items to be addressed, the Regular Board Meeting was adjourned at 10:17 a.m. There were no objections.

Regular Board Meeting Minutes Signature Page

Vincenzo L. Amico
Chairman/Vice Chairman

Wade N. Smith
Secretary/Assistant Secretary

Date Approved 07/12/16