

St. Lucie West Services District
Workshop Minutes
July 6, 2015, 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

Harvey Cutler, Chairman
Gregg Ney, Secretary
Charles Altwein, Supervisor
Everett Child, Supervisor

Staff Present

Dennis Pickle, District Manager, St. Lucie West Services District ("SLWSD")
Maddie Maldonado, Office Manager, SLWSD
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 Cutler called the Workshop to order at 9:00 a.m.

B. Pledge of Allegiance

C. Roll Call

It was noted that all Supervisors were present with the exception of Vice Chairman D'Amico.

D. Approval of Minutes

- 1. June 1, 2015, Workshop**
- 2. June 2, 2015, Regular Board Meeting**

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

Secretary Ney noted that in both sets of minutes "Charge Order" should actually be "Change Order." Ms. Archer indicated she would make the requested correction to both sets of minutes.

There was no further discussion regarding either set of minutes.

E. District Attorney
DA 1 – Status Report/Updates

Mr. Pickle was not aware of any updates from Mr. Harrell.

F. District Engineer
DE 1 – Consider Approval of the Purchase of Mitigation Credits from Bluefield Ranch Mitigation Bank to Offset Impacts to Wetland #115 Associated with the Basin 4E-5 Canal Interconnect Project

Mr. Pickle presented the item indicating that the Basin 4E-5 Canal Interconnect project will impact existing Wetland #115 located along the Florida Turnpike right of way between Basin 4E and Basin 5. He noted that the District's environmental consultant and South Florida Water Management District (SFWMD) had reviewed the condition of the existing wetland and SFWMD has agreed that the purchase of 0.3 mitigation credits (acres) from Bluefield Ranch Mitigation Bank will be sufficient to offset the impact. Mr. Pickle indicated that Bluefield Ranch Mitigation Bank is an approved provider of mitigation credits and has supplied a draft contract for the District's review, which identifies the cost per credit purchased at \$120,000. Mr. Pickle noted that although the U.S. Army Corps of Engineers (ACOE) has not fully reviewed the permit application, we believe that they will claim jurisdiction since the wetland was originally scheduled for preservation. Mr. Pickle noted that assuming that the ACOE does claim jurisdiction over Wetland #115, the cost of mitigation through Bluefield Ranch Mitigation Bank for 0.3 credits would be \$36,000. He noted that should the ACOE not claim jurisdiction, the cost would be reduced to \$100,000 per credit, making the overall cost \$30,000.

A brief discussion ensued regarding this topic.

G. Consent Agenda
CA 1 - Monthly Report on Public Works Operations
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 May, 2015
CA 6 - Consider Approval to Transfer Funds for the R&R Account, WCF Account and the UCF Account Requisitions

There was no discussion and/or questions regarding Consent Agenda Items CA 1 through CA 6.

H. District Manager

Action Items

DM 1 - District Manager and Staff Goals and Objectives for Fiscal Year 2015/2016

Mr. Pickle presented the item pursuant to Condition 13 of the District Manager's employment agreement, the District Manager shall recommend goals and objectives for the District Manager and Staff to achieve or work toward each year. Discussion ensued on workplace safety measures. Mr. Pickle was then asked about security. Mr. Pickle responded by stating that there were cameras, alarms and an employee will be onsite 24/7 beginning in October. He indicated that the biggest threat is actually outside the system, in the distribution line. Discussion ensued regarding possible terrorist attacks.

There was no further discussion regarding this matter.

DM 2 – Consider Approval of Change Order No. 1 to Shenandoah Construction for the Heatherwood CIPP Lining Project

Mr. Pickle presented the item indicating that Shenandoah Construction had originally submitted a price of \$38,242.50 to complete the project, based on plans provided by the District, which showed storm water pipe length and width. Upon video inspection of the pipes, Shenandoah determined that the 15-inch pipe under Village Drive was, in fact, an 18-inch pipe and the 24-inch pipe running along Village Drive dead ended into a catch basin, which was an additional 28 feet farther than the original manhole. Mr. Pickle indicated that this change order will increase the contract by \$4,772.25, due to the added cost for the larger diameter and length of the storm water pipes and the additional video services.

Secretary Ney surmised that the as-built drawings were not accurate to which Mr. Pickle concurred.

There was no further discussion regarding this item.

DM 3 – Consider Designation of an Auditor Selection Committee and Accept Audit Criteria

Mr. Pierman presented the item indicating that there was no criteria provided in the meeting book. He indicated that he would bring a copy of it to tomorrow's meeting. Mr. Pierman advised that at tomorrow's meeting he would ask the Board to designate the entire Board as the Auditor Selection Committee, accept the audit criteria and direct staff to publish the RFP for financial auditing services.

There were no questions regarding this matter.

I. Supervisors' Requests

Secretary Ney advised of an e-mail he had received from a resident of the District claiming to be a journalist. He asked about the District's policy on e-mails sent to the District Manager and Board Members and believed that it appeared to be inappropriate. Mr. Pickle clarified that the e-mail's subject was about HOAs and how evil they are. Questions arose about the sequence of events to which Mr. Pickle explained that the e-mail was sent from a retired journalist who is very active in politics. He indicated that Lisa Beans had received the e-mail and asked Mr. Pickle if she should forward it to the Board Members. Mr. Pickle indicated it would be fine to forward the e-mail to Board Members. He further indicated that he would be glad to adopt a policy on forwarding e-mails to Board Members. Secretary Ney suggested that staff no forward e-mails to the Board which are not related to District matters. The Board consensus was that they agreed with Secretary Ney's suggestion.

Indicating that the street to lake drainage matter had been completed, Chairman Cutler asked if the District could look into the possible takeover of the street to preserve responsibilities since the drainage in many of these areas is less than satisfactory. Secretary Ney indicated that he thought they had always been the District's responsibilities to which Mr. Pickle responded that the preserves are the District's responsibility and some of the swales, but that side yard drainage is a problem in a lot of communities. A brief discussion ensued, whereby it was noted that the swales between the homes remain the responsibility of the property owners, not the District's.

Supervisor Altwein asked about the status of Lake Harvey project sign. Mr. Pickle indicated that he was awaiting the final design before putting one up. Supervisor Altwein asked if the District could get some newspaper coverage when a sign does go up to which Mr. Pickle indicated he would make arrangements to get some media coverage of the project.

Supervisor Altwein asked about the storm water grates because he believes they get "flooded" because of debris stopping them up. Mr. Pickle indicated that during and after a rainstorm event, staff goes out to rake them to keep them as clear as possible.

Supervisor Altwein then asked if the District was still using prisoners for maintenance work to which Mr. Pickle indicated they were and that the program had been working well. He did note, however, that there is no money in the budget for this program for the upcoming fiscal year. Mr. Pickle noted that they are looking at different ways to do this. Secretary Ney asked why the program was not funded for the upcoming fiscal year to which Mr. Pickle indicated that there was no money, but that he would look at it again. Mr. Pickle advised that the District became involved with the program in order to catch up with the 3-year maintenance cycle and that \$50,000 had been budgeted for it during the past 3 years.

Chairman Cutler asked about the Florida Association of Special Districts' (FASD) Annual Conference. Ms. Archer indicated that it had taken place the previous week. Mr. Pickle reminded the Board that the District is no longer a member of FASD because it became too expensive.


DM 4 – Other Items/Updates

Mr. Pickle had no further updates.

J. Adjournment

There being no further items to be addressed, the Workshop was adjourned at 10:21 a.m. There were no objections.

Workshop Minutes Signature Page



Chairman/Vice Chairman



Secretary/Assistant Secretary

Date Approved 08/04/15