

**St. Lucie West Services District  
Workshop Minutes  
August 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**

It was noted that all 5 Supervisors were present.

**D. Approval of Minutes**

- 1. July 11, 2016, Workshop**
- 2. July 12, 2016, Regular Board Meeting**

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

Secretary Smith wanted to thank the reporter from "Your Voice" for the article on algae.

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 Fifth Amendment to Purchase and Sale Agreement**

Mr. Pickle noted that this Fifth Amendment had been discussed at the previous meeting and that it extends the timeframe and stipulates \$5,000 for each extension. Mr. Pickle is confident that Mr. Harrell has the District covered with this amendment. Discussion ensued regarding the relocation of the lift station and Mr. Pickle indicated that the District would be paying for that relocation. He also noted that the sale price for the property increases to \$1.1 Million with the District paying for the relocation and that it would be moved to a location convenient for the District to maintain. Secretary Smith pointed out that the site plan approval was pushed to December 31<sup>st</sup> to which Mr. Pickle noted that the dates will change with each extension.

There was no further discussion regarding this matter.

**G. District Engineer**

**DE 1 – Status Report/Updates**

Mr. Pickle indicated that Mr. Lawson would be bringing Work Authorization No. 3B-33-1607-R between the District and Dennis Martin as the current owner of Lot 201, Block H, Lake Forest Pointe subdivision, as recorded in St. Lucie West Plat No. 42, PG 22, public records of St. Lucie County, Florida. Mr. Pickle noted that it is a right of way work authorization for the installation of a 4 inch drain line within Water Management Tract No. 3 and that the purpose of the drain line is to carry water from the downspouts and air conditioning condensate overflow line to the lake at the rear of the lots. Mr. Pickle indicated that there were three special conditions staff was recommending, as follows:

1.) Applicant shall be responsible to obtain any required approval from the property owners' association, who is currently maintaining the lake banks within the Lake Forest Pointe subdivision.

2.) Applicant shall be responsible for erosion repair of the lake bank, should it occur as a result of this installation.

3.) Work Authorization issuance shall be conditioned on receipt of the required \$150 application fee.

There was no discussion regarding this item.

**H. District Manager  
Action Items**

**DM 1 - District Manager Annual Performance for 2016**

Mr. Pickle presented the item indicating that pursuant to Condition 13(e) of the District Manager's employment agreement that the Board of Supervisors discuss whether the District Manager's performance is overall satisfactory. He noted Condition 14, Agreement Renewal language as follows:

Condition 14 Agreement Renewal. At a public meeting on or about September 1 of each year during the term of this Agreement, the Board will decide whether to extend the term of this Agreement by:

- (a) Taking no action, in which event the term of this Agreement shall be automatically extended for one additional year beyond its then-current term;
- (b) Taking action to extend this Agreement for one additional year beyond its then-current term; or
- (c) Taking action declining to extend this Agreement beyond its then-current term.

There was no discussion on this item.

#### **DM 2 – Consider Approval of the Repair of the 4E Outfall Ditch to the Turnpike Ditch**

Mr. Pickle presented the item noting that two proposals had been received for the repair of the 4E outfall discharge ditch to the Turnpike ditch. He indicated that this ditch had been discharging stormwater out of the 4E basin for approximately 20 years with the original gravity weir wall system and was then converted to a hand operated control gate and eventually into the automated gated system that is currently being used. Mr. Pickle stated with the ongoing upgrading of the 4E structure and gate, velocity of the discharge water has increased to the point where it has worn the rip rap from the side of the ditch causing stability failure. The concrete bottom of the ditch has also been undermined, thus creating large voids under the concrete as well.

The two proposals received were as follows:

- 1.) Armadillo Dirt Works of Fort Pierce, Florida, in the amount of \$ 56,800.00
- 2.) Johnson-Davis of Lantana, Florida, in the amount of \$ 40,990.00

Mr. Pickle noted that staff was not able to attain additional proposals from contractors due to scheduling and current workloads. Staff was recommending the approval of awarding Johnson-Davis with the repair of the 4E outfall ditch in the not to exceed amount of \$40,990. Mr. Pickle further noted that Johnson-Davis was already onsite so there would be no mobilization cost.

There was no discussion on this matter.

### **DM 3 – Consider Resolution No. 2016-03 – Establishing the Fiscal Year 2016/2017 Workshop and Regular Meeting Schedule and Location**

Mr. Pickle presented the item indicating that the meetings scheduled for January, July and September were scheduled for the second Monday and Tuesday due to holiday conflicts.

There was no discussion regarding this item.

### **DM 4 – Consider Approval for the Purchase of an Automatic Meter Reading Program (AMR) and Potable Water Meters**

Mr. Pickle presented the item indicating that Josh Miller, Assistant Utilities Director, had been researching options for an automatic meter reading program and potable water meters. The RFP specified that the proposals should provide and deliver flow meters and meter reading equipment consistent with an Automatic Meter Reading (“AMR”) System. Mr. Pickle stated that the existing SLWSD water meter reading system is “direct read” and was developed and launched in 1987. He indicated in an effort to achieve more accurate readings and upgrade the aging meter reading infrastructure, SLWSD has determined that a new meter reading platform is needed, which will allow for meter reading times to be minimized, minimal reading errors, upgraded technology implementation, compliance with regulatory agencies and water meter alarm notifications. He noted that the District had received 3 proposals from the following companies: Fortiline Waterworks, Municipal Waterworks and Water Werks, Inc. Discussion ensued regarding the ranking process and the fact that Water Werks, Inc. had consistently come out on top in each ranking. Discussion further continued with Josh Miller answering Board Member questions regarding specifications. Further discussion took place regarding the cost schedule for each community. Vice Chairman Ney confirmed that the cost is only for the hardware and that there would be additional costs to install.

There was no further discussion on this item.

### **DM 5 – Other Items/Updates**

Mr. Pickle distributed a Proposed Floor Plan of the new building, indicating that it was +/- 5,600 sq. ft. There was a brief discussion regarding the design.

Mr. Pickle indicated that the 4E/5 canal project was moving along nicely and that the Lake Harvey project was progressing as well.

Mr. Pickle had no other items or updates.

### **I. Consent Agenda**

Mr. Pickle presented Consent Agenda items CA 1 through CA 6.

#### **CA 1 - Monthly Report on Public Works Department**

Chairman D'Amico asked about the Vac-Con schedule. Mr. Hayden indicated he would have that information at tomorrow's meeting.

**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 June, 2016**

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

There was no further discussion regarding Consent Agenda items CA 1 through CA 6.

There was a brief recess at approximately 10:01 a.m.

**J. Budget Workshop**

Mr. Pickle briefly went over the changes from the last draft. He noted that the numbers show a more positive reflection of the fund balance. He also noted that the figures do not reflect any income for the sale of the building. Vice Chairman Ney expressed his concern with the discrepancy with the training budget, noting that the District should be using what is budgeted for training. Mr. Pickle indicated that he does not feel that budgeted amounts need to be spent 100%. He noted that they have found cheaper ways to get training and took advantage of those savings. Mr. Pickle advised that some training earns credits from the insurance companies, so the amounts are budgets and then the District gets back the money. He noted that a lot of training has been done via online.

Mr. Pickle noted that new ERCs have not yet been included on Page 33. He also noted that there is a large fund balance for R&R. Secretary Smith asked if the R&R fund balance included money for the new meters and Supervisor Child asked why the increase in the R&R each year. Mr. Pickle stated that they followed the suggestions of the Rate Consultant by increasing the percentages for inflation purposes.

A brief discussion ensued regarding the meter replacement.

**K. Supervisor Requests**

There were no Supervisor requests.

**L. Adjournment**

There being no further items to be addressed, the Workshop was adjourned at 10:53 a.m. There were no objections.

Workshop Minutes Signature Page

  
Chairman/Vice Chairman

  
Secretary/Assistant Secretary

Date Approved 09-13-16