

**St. Lucie West Services District**  
**Workshop Minutes**  
**August 3, 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  
Vincent D'Amico, Vice Chairman  
Gregg Ney, 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")  
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 five (5) Supervisors were present.

**D. Approval of Minutes**

- 1. July 6, 2015, Workshop**
- 2. July 7, 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. Public Hearing**

- **PH 1 – Consider Resolution No. 2015-02 – Amending Chapter III of the Rules of the St. Lucie West Services District Relating to Water, Wastewater and Irrigation Water System Regulations, Rates, Fees, Charges and Operating Policies for the Utility Services**

Chairman Cutler indicated that tomorrow would include a Public Hearing on the amendment to Chapter III of the Rule of the St. Lucie West Services District Relating to Water, Wastewater and Irrigation Water System Regulations, Rates, Fees, Charges and Operating Policies for the Utility Services and asked if anyone had anything to add regarding the matter.

Supervisor Altwein indicated that down the line, someone will want the District to take over the entire irrigation system. He suggested adding language to the resolution which would state that the District will never take on any further responsibilities with regard to the irrigation system. Discussion ensued and the Board agreed that the additional language was not necessary since other documentation regarding this matter specifies the District's responsibilities.

Chairman Cutler indicated that it was up to Supervisor Altwein if he wishes to make a motion to include some additional language at tomorrow's Board Meeting.

#### **F. Public Comment**

There was no public comment.

#### **G. District Attorney**

**DA 1 – Consider Resolution No. 2015-03 – Deeming Complete the Additional Facilities Plan for the Integration of Qualifying Additional Facilities into the District Stormwater System**

Mr. Pickle indicated that this was the final step for the District's takeover and that it was an administrative clean-up item regarding the easements.

There was no discussion related to this item.

#### **H. District Engineer**

**DE 1 – Status Report/Updates**

Mr. Pickle indicated that Mr. Lawson was expected to have updates on the stormwater project, noting that it was approximately 80% complete.

Chairman Cutler asked if Mr. Lawson would be bringing an artist's rendering of the Lake Harvey project. Mr. Pickle stated that it was his belief that Mr. Lawson would be doing so, but that he had not yet seen it. Discussion ensued regarding mitigation banks and the criteria required.

**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 June, 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.

**J. District Manager  
Action Items**

**DM 1 - Consider Approval of Contract #W1000 between the Florida Department of Corrections and the St. Lucie West Services District**

Mr. Hayden presented the item reminding those present that the District had been using the Florida Department of Corrections inmates for the previous two years without incident. He noted that they have been doing a tremendous job in augmenting District Staff in the removal of exotic plant material from District owned wetlands, wetland buffers and upland pine preserves. He also noted that they had been used, on occasion, to help maintain the bridge slopes at I-95 and other areas where improved landscaping, as needed. Mr. Hayden further noted that the policy of not allowing the inmates into gated communities will remain in effect for the period of this proposed contract. Mr. Hayden noted that there is money in the budget to continue this project and that it has been working out very well. Chairman Cutler asked about the financial benefit of going this route and Mr. Hayden indicated that the Department of Corrections provides a 5-man crew wherein the contract cost breaks down to the District actually paying for 1 ½ men. Mr. Pickle indicated that for the money, a private company would sign a 30-day contract versus the contract with the Department of Corrections runs for 52 weeks. Mr. Pickle indicated that the contract was in the amount of \$57,497, and the available project budget was \$56,000. He noted that \$56,000 would come from the General Fund Budget and that the remaining \$1,497 would be taken out of the unrestricted surplus fund for the FY 2015/2016 budget. Secretary Ney asked what time period the contract runs to which Mr. Pickle indicated that the contract would run from October 2, 2015, until October 1, 2016.

There was no further discussion regarding this matter.

## **DM 2 – Consider Approval for the Purchase of a Portable Vacuum Excavation System for the Underground Utilities Division**

Mr. Pickle presented the item indicating that Staff had received proposals from three Florida vendors for the new portable excavation system (trailer mount). He noted that the new system would allow the Underground Utilities Division to perform utility repairs safer and quicker by utilizing the no dig vacuum system. The following proposals were received:

- 1.) Ditch Witch of Florida from Fort Lauderdale in the amount of \$30,198.41;
- 2.) Vermeer Southeast Sales of Boynton Beach in the amount of \$32,650.00; and
- 3.) Southern Sewer Equipment Sales of Fort Pierce in the amount of \$66,274.00

Mr. Pickle indicated that Staff was recommending approval of the proposal received from Ditch Witch of Florida in the amount of \$30,198.41. Chairman Cutler asked what was currently being used. Mr. Pickle replied that the Vac-Con is currently used or Staff does without.

There was no further discussion regarding this item.

## **DM 3 – Consider Approval of the District's Holiday Schedule for the 2016 Calendar Year**

Mr. Pickle presented this item and noted that the same holidays were being presented as those that have been in the past. Secretary Ney asked how the 4-day work week would impact the holiday schedule. Mr. Pickle indicated that the District moves back to an 8-hour day instead of a 10-hour day during a holiday week. Supervisor Altwein asked how many employees took advantage of the 4-day work week to which Mr. Pickle indicated that approximately 60-65% of the overall employees take advantage of the schedule, but that some departments there is 100% participation.

There were no further questions regarding this matter.

## **DM 4 – Consider Resolution No. 2015-04 – Establishing the Fiscal Year 2015/2016 Workshop and Regular Meeting Schedule and Location**

Mr. Pickle presented the proposed schedule for the upcoming fiscal year. Discussion ensued regarding the September 2016 meeting dates and changing them so that those who wanted to go out of town for a long weekend would not miss the Workshop or Regular Board Meeting. The Board asked that the September 2016 meeting dates be changed to September 12, 2016, for the Workshop and September 13, 2016, for the Regular Board Meeting.

There was no further discussion regarding the schedule.

## **DM 5 – District Manager Annual Performance for 2015**

Mr. Pickle presented the item indicating that it was up to the Board how they wished to proceed regarding his annual performance.

There was no discussion on this item.

**DM 6 – Consider Approval of Work Authorization No. SLWSD/ISI/2015-29-01 Integration Services, Inc., SCADA Conversion and New Programming for the Irrigation System**

Mr. Pickle presented this item indicating that this project was the system Integration Services will use to convert the existing Irrigation SCADA system graphics to the new Ignition based SCADA system and will include additional graphic screen required to support the new irrigation pump station. He noted that the project costs include in the proposal total \$39,887.24 and will be the final system to be converted to the Ignition software and will resolve software conflicts.

There was no discussion regarding this matter.

**DM 7 – Consider Authorization to Approval Blue Cross Blue Shield Health Insurance Provider**

Mr. Pickle presented the item indicating that the budget had anticipated a proposed 10% increase in premiums. He indicated that they had gone back and forth and looked at other providers when Blue Cross Blue Shield came back and proposed a 0% increase. The Board was happy that there was no increase in premiums for the upcoming fiscal year and indicated that this was almost unheard given today's economy.

There was no further discussion on this item.

**DM 8 - Other Items/Updates**

Mr. Pickle had no other updates.

Mr. Pickle noted that the only other item was a brief Budget Workshop.

Chairman Cutler called for a short break at 9:36 a.m.

**K. Budget Workshop 2 (Workshop Meeting Only)**

Chairman Cutler called Budget Workshop 2 to order at 9:44 a.m.

Mr. Pickle recapped the changes in the budget from the last budget workshop. He noted that assessment would stay the same, but that health insurance would be lowered to a 0% increase instead of the 10% increase, was had been anticipated. Mr. Pickle noted that they were awaiting a proposal from EGIS and that PGIT was showing a decrease in workers' compensation. He also noted that there was a slight increase in general liability and that they were adding a replacement fund for the new

building. Mr. Pickle also noted that they increased the water conservation program to \$7,000.

A brief discussion ensued about the new facility.

Secretary Ney indicated that he was impressed with the budget and noted that during a time when the County and City are trying to increase taxes, the District is holding its rates steady and expanding the facilities considerably. He stated that this is the way a government should run.

There was no further discussion regarding the budget.

#### **L. Adjournment**

There being no further items to be addressed, the Workshop was adjourned at 10:19 a.m. There were no objections.

Workshop Minutes Signature Page

  
Chairman/Vice Chairman

  
Secretary/Assistant Secretary

Date Approved 09/01/15