

St. Lucie West Services District
Regular Board Meeting Minutes
August 4, 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 Regular Board Meeting 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
Dan Harrell, District Counsel, Gonano & Harrell
Bob Lawson, District Engineer, ARCADIS-US, Inc.
Jason Pierman, District Treasurer, Special District Services, Inc. ("SDS")
Laura Archer, Recording Secretary, Special District Services, Inc. ("SDS")

Guests Present (Sign-In Sheet Attached)

A. Call to Order

Chairman Cutler called the Regular Board Meeting 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.

A motion was made by Supervisor Child, seconded by Supervisor Altwein approving the minutes of the July 6, 2015, Workshop, as amended, and the July 7, 2015, Regular Board Meeting Minutes, as amended. Upon being put to a vote, the motion carried 5 to 0.

E. Public Hearing

1. Call to Order

Chairman Cutler then recessed the Regular Board Meeting and called to order the Public Hearing at 9:01 a.m.

2. Roll Call

It was noted that all five (5) Supervisors were present.

3. Receive Public Comment on 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

There was no public comment on 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.

- **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**

Resolution No. 2015-02 was presented, entitled:

RESOLUTION NO. 2015-02

A RESOLUTION RELATING TO THE OPERATING POLICIES AND PROCEDURES FOR THE ST. LUCIE WEST SERVICES DISTRICT WATER, WASTEWATER, AND IRRIGATION UTILITY SYSTEM; REVISING AND ADOPTING AN AMENDED DEFINITION OF POINT OF DELIVERY OR POINT OF SERVICE FOR IRRIGATION WATER SERVICE; PROVIDING AN EFFECTIVE DATE.

A motion was made by Secretary Ney, seconded by Supervisor Child and passed unanimously to adopt Resolution No. 2015-02, as presented.

4. Close Public Hearing

Chairman Cutler then adjourned the Public Hearing and reconvened the Regular Board Meeting at 9:02 a.m.

F. Public Comment

Secretary Ney thanked Staff, Mr. Lawson and Mr. Pickle for gathering all the information necessary in order to accomplish this takeover.

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. Harrell presented Resolution No. 2015-03, entitled:

RESOLUTION NO. 2015-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT DEEMING COMPLETE THE ADDITIONAL FACILITIES PLAN FOR THE INTEGRATION OF QUALIFYING ADDITIONAL FACILITIES INTO THE DISTRICT STORMWATER SYSTEM; PROVIDING FOR LIMITED EFFECT; AUTHORIZING AND DIRECTING OTHER ACTIONS; RATIFYING PRIOR AND SUBSEQUENT CONFORMING ACTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

Mr. Harrell noted that there were a handful of facilities that may come forward at a later date, but that this resolution deems complete the initial work to get everyone on board. He noted that there were some standouts that did not respond to our requests. Mr. Pickle indicated that there were 2 commercial properties that did not respond. Discussion ensued about sending these commercial properties Certified Mail. Mr. Pickle indicated that several attempts had been made to contact these properties and that the District did not want to delay this procedure due to their lack of response.

Supervisor Altwein made a **motion**, seconded by Supervisor Cutler (after handing the gavel to Vice Chairman D'Amico) to send a letter of notification to the 2 non-responders that the process had proceeded. Supervisor Altwein's **motion** was amended to state that letters of notification would be sent to the 2 non-responders due to their lack of response that they are excluded from the benefits of Resolution No. 2015-03. Supervisor Cutler seconded the **motion**. Upon being put to a vote, the **motion** carried on a vote of 4 to 1 with Supervisor Child dissenting.

H. District Engineer

DE 1 – Status Report/Updates

Mr. Lawson advised the Board that a public workshop was held on July 16, 2015, to present an update on the District's 2014 Stormwater Management Improvement

Project. The purpose of the workshop was to provide information on how the project would benefit both the residents of St Lucie West and the water quality within the St Lucie River. The Florida Department of Environmental Protection awarded the SLWSD a grant for improvements that are designed to reduce pollutants reaching the St. Lucie River. Mr. Lawson indicated that the workshop had been attended by a small crowd and included the Mayor, representatives from the Lake Forrest HOA, the Cascades HOA, South Florida Water Management District (SFWMD) and District Staff. He indicated that there was a general concern about the lack of vegetation along the western boundary of Wetland #1 and it was noted that the wetland buffer may be augmented in next year's budget. Mr. Lawson indicated that during the workshop a question arose asking if Lake Forrest could plant on their property to which they were advised that it was dependent upon their HOA. Mr. Lawson indicated that the workshop was well received by those who attended and that a resident had praised the District for the responsive team regarding flooding in the community. Mr. Lawson indicated that the project was progressing well. Mr. Lawson further indicated that they intended on putting in 3 wooden duck boxes to produce additional wildlife in the area.

Mr. Lawson advised regarding the 4E/5 canal project that they had received the City's comments and they were approved to move on to Planning & Zoning. He also noted that SFWMD had some minor comments and that they were moving forward.

Mr. Lawson indicated that the survey data had been received regarding Lake Harvey and that the topo had been submitted to the consultant and that they were working on a final grading plan. Mr. Lawson then passed out a color rendering of Lake Harvey, not an artist's rendering. He noted that progress was being made and that plans were going to the Zoning Board and plats would be submitted.

Discussion ensued regarding the amount of upland preserve. Chairman Cutler asked that the wetland preserve area be expanded to which Mr. Lawson indicated he would do what he could.

That concluded Mr. Lawson's updates.

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

Consent Agenda Items CA 1 through CA 6 were presented for approval.

Vice Chairman D'Amico made a **motion** approving Consent Agenda Items CA 1 through CA 6, as presented, seconded by Secretary Ney. Upon being put to a vote, the **motion** carried 5 to 0 approving Consent Agenda Items CA 1 through CA 6, as presented.

**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. Pickle presented this item indicating that it had been thoroughly discussion at yesterday's Workshop. He recommended approval.

A **motion** was made by Supervisor Altwein, seconded by Vice Chairman D'Amico and passed unanimously passed approving Contract #W1000 between the Florida Department of Corrections and the St. Lucie West Services District in the amount of \$57,479; the Available Project Budget is \$56,000; This Project is \$57,497; the Remainder Paid out of the Unrestricted Surplus Fund of \$1,497; leaving an Available Balance of \$0.00. Upon being put to a vote, the **motion** carried 5 to 0.

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 this was a trailer mounted unit and would allow the Underground Utilities Division to perform utility repairs safer and quicker by utilizing the no dig vacuum system. He recommended approval.

A **motion** was made by Secretary Ney, seconded by Supervisor Altwein approving the Purchase of a Portable Vacuum Excavation System (Ditch Witch MV800) for the Underground Utilities Division in the amount of \$30,198.41 from Ditch Witch of Florida. The Available Project Budget is \$64,899; This Project is \$30,198.41; leaving an Available Balance of \$34,700.59.

Prior to the vote, discussion ensued regarding the procedures taken for calling for a vote. Chairman Cutler suggested, for the purpose of saving time, instead of asking each Board Member their vote that the Recording Secretary ask if there is any opposition.

The Board was asked if there was any opposition to approving the Purchase of a Portable Vacuum Excavation System for the Underground Utilities Division in the amount of \$39,887.24. There was none and the **motion** carried 5-0.

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

Mr. Pickle presented the District's Proposed 2016 Calendar Year Holiday Schedule for approval. Mr. Pickle noted that this item could be moved to the Consent Agenda items in the future.

A **motion** was made by Vice Chairman D'Amico, seconded by Secretary Ney approving the District 2016 Calendar Year Holiday Schedule, as presented. There was no opposition and the **motion** carried 5-0.

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

Mr. Pickle presented the item reminding the Board that the September dates had been changed. He recommended approval.

A **motion** was made by Secretary Ney, seconded by Supervisor Altwein adopting Resolution No. 2015-04, Establishing the Fiscal Year 2015/2016 Workshop and Regular Meeting Schedule and Location, as amended. There was no opposition and the **motion** carried 5-0.

DM 5 – District Manager Annual Performance for 2015

Mr. Pickle presented the item and asked if the Board wished to take any action. There was no action taken 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 the item indicating that the item had been discussed in detail at the Workshop held yesterday. He recommended approval.

A **motion** was made by Supervisor Altwein, seconded by Vice Chairman D'Amico approving Work Authorization No. SLWSD/ISI/2015-29-01 Integration Services, Inc., SCADA conversion and new programming for the irrigation system in the not to exceed amount of \$39,887.24. There was no opposition and the **motion** carried 5-0.

Supervisor Child suggested that any District expenditure should require a roll call vote and recommended going back to the old system of calling each Board Member for their individual vote. The Board consensus agreed with Supervisor Child's recommendation.

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

Mr. Pickle presented the item indicating that there was a 0% increase in health insurance premiums for the upcoming year. He recommended approval.

A motion was made by Secretary Ney, seconded by Supervisor Child and passed unanimously approving the Blue Cross Blue Shield of Florida renewal of Plan 5467 and the renewal of 5462 Step-Up Plan, as presented. Upon being put to a vote, the motion carried 5 to 0.

Chairman Cutler praised the negotiators for a fabulous job in keeping the health insurance rates at the same level as last year.

DM 8 - Other Items/Updates

Mr. Pickle indicated that he was trying to get in the next monthly billing statement information regarding signing up for e-mail notification of monthly bills instead of mailing the bills. He noted that if a resident were to sign up for this program it would mean that they would no longer receive a hard copy of the bill mailed to them but rather would receive their monthly bill via e-mail notification, which, in turn, will save the District postage and will allow the resident to receive their bills more quickly.

Vice Chairman D'Amico asked about the automatic withdrawal program. Mr. Pickle indicated that it was still in effect and that it is working well.

Mr. Pickle noted that he had not brought the following item up at yesterday's Workshop, but intends to bring it to the Board at a later date: a telephone stipend policy, which would no longer require certain employees to carry around 2 cell phones: one for personal use and one for District use. He indicated that the employee would be given a stipend to go towards their monthly cell phone bill. Mr. Pickle indicated he had previously spoken to Mr. Harrell about it and advised that a lot of governments go this route.

Discussion ensued about possible abuse issues to which Mr. Pickle assured the Board that the employees would be given a stipend based on what the District currently pays for cell phone service. No additional monies would be given to employees for overages. Mr. Pickle indicated that he would be bringing this item to the Board at the September meeting and it would be processed through the payroll system.

Discussion then ensued about public records and how e-mails and texts are stored.

Secretary Ney suggested deferring further discussion until the Board has the policy to review.

K. Supervisors' Requests

Supervisor Altwein had no requests.

Supervisor Child had no requests.

Secretary Ney brought up the wooden ducks that had been discussed for the Lake Harvey project. He thought they were a great idea. He also indicated that he had learned a lot about bats recently and believes that they are good for the environment, noting that 1 bat eats over 5,000 mosquitoes in one night and that there are bat houses at Tradition Field. He asked that the District investigate possibly putting up some bat houses within the preserve.

Chairman Cutler agreed that there is a significant problem with the lack of wildlife in the community and that the District should do some investigation with the proper authorities to improve the situation.

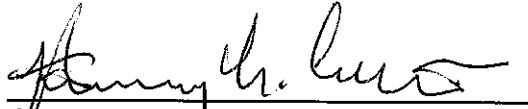
Supervisor Altwein noted that he was an advocate of bats and that he had once had a bat house. However, he noted that he had recently been educated through a television show on National Geographic that in a study of bats, they were found to be possible carriers of Ebola. He indicated that the bats do not have Ebola, but that they may be carriers of it and can pass it. Discussion ensued regarding bats and their possible benefits and other wildlife. Staff agreed they would speak with various agencies who may be able to shed some light on having a more active wildlife in the area.

There were no further requests.

M. Adjournment

There being no further items to be addressed, the Regular Board Meeting was adjourned at 10:30 a.m. There were no objections.

Regular Board Meeting Minutes Signature Page


Chairman/Vice Chairman


Secretary/Assistant Secretary

Date Approved 09/01/15