

**St. Lucie West Services District**  
**Workshop Minutes**  
**September 18, 2017, at 9:00 a.m.**  
**(Originally scheduled for September 11, 2017)**  
**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  
John Doughney, 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 in attendance.

**D. Approval of Minutes**

- 1. July 31, 2017, Workshop**
- 2. August 1, 2017, Regular Board Meeting**

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

There were no revisions and/or corrections to either set of minutes.

**E. Public Hearing 1**

**1. Consider Resolution No. 2017-04 – Adopting the Budgets for the Fiscal Year Ending September 30, 2018, for the District; Providing Authority for the District Manager to Expend Funds on Behalf of the District**

Resolution No. 2017-04 was presented, entitled:

**RESOLUTION NO. 2017-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT ADOPTING THE BUDGETS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2018 FOR THE DISTRICT; PROVIDING AUTHORITY FOR THE DISTRICT MANAGER TO EXPEND FUNDS ON BEHALF OF THE DISTRICT; PROVIDING AN EFFECTIVE DATE.**

Mr. Pickle gave a budget overview and noted the changes that had been made since the last meeting. He noted that included in the budget was the creation of new positions for succession planning, which would eventually have to go through the Public Hearing process, which he foresaw as being held in December. Vice Chairman Ney asked if the positions could be filled in-house to which Mr. Pickle responded that they would try. He noted that one position was considered “management” and would require Board approval.

Mr. Pickle noted that the maintenance special assessment was being lowered from \$111 to \$106 and that the information had already been sent to the County last week.

There was no further discussion regarding this item.

**DM 4 – Public Resource Management Group 2018 Water, Wastewater and Irrigation System Revenue Sufficiency Update**

Ryan Smith of PRMG (Public Resources Management Group, Inc.) then made his presentation on the 2018 Water, Wastewater and Irrigation System Revenue Sufficiency Update. He indicated conservative growth estimates and noted that they were not suggesting any rate increases until 2021.

A brief Q&A period took place after which the Board thanked Mr. Smith for his presentation.

**F. Public Hearing 2**

**1. Consider Resolution No. 2017-05 – Levying a Non-Ad Valorem Assessment for Water Management Bonds, Operations and Maintenance Costs, and the Series 2010 Capital Improvement Revenue Bonds (Cascades Project) within the St. Lucie West Services District for the Period October 1, 2017, through September 30, 2018**

Resolution No. 2017-05 was presented, entitled:

## RESOLUTION 2017-05

### LEVYING A NON AD VALOREM ASSESSMENT FOR WATER MANAGEMENT BONDS, OPERATIONS AND MAINTENANCE COSTS, AND THE SERIES 2010 CAPITAL IMPROVEMENT REVENUE BONDS (CASCADES PROJECT) WITHIN THE ST. LUCIE WEST SERVICES DISTRICT FOR THE PERIOD OCTOBER 1, 2017, THROUGH SEPTEMBER 30, 2018

Mr. Pickle presented the resolution and reminded the Board that the maintenance special assessment had been lowered to \$106 from the \$111 indicated in the Resolution.

Vice Chairman Ney indicated that he was happy that the assessment was going back down even though the District is planning additional infrastructure.

There was no discussion on this item.

#### **G. Public Comment**

There was no public comment at this time.

#### **H. District Attorney DA 1 – Status Report/Updates**

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

#### **I. District Engineer DE 1 – Status Report/Updates**

Mr. Pickle noted that Lake Harvey was getting larger due to the recent rains.

Mr. Pickle noted that the gates worked great during the storm where the area received 9 ½ inches of rain within 24 hours. He indicated that staff needs to look at some projections after the storm to possibly tweak the system. He stated that there was no water in the streets because of the lowered lake elevations prior to the storm. He did state, however, that some grates needed to be cleared, which caused some localized flooding, but that the grates were clogged because of the blowing debris. A brief discussion ensued regarding the City's ability to collect debris from inside HOAs and the fact that new agreements need to be put into place. The District's grate design was also discussed to which Mr. Pickle replied that he was going to look at the grates that caused the problems.

#### **J. District Manager Action Items**

**DM 1 – Consider Approval of Supplement to the SunGard Public Sector LLC (Superior LLC) Application Service Provider Agreement # 141392-4**

Mr. Pickle presented the item indicating that this was a utility billing software update and was necessary in order to obtain reports. Mr. Pickle advised that the new monthly charges would be \$3,228.64, which included the increased monthly access fee of \$423.75 for the new reporting software.

There was no discussion regarding this item.

**DM 2 – Consider Approval of the District’s Holiday Schedule for the 2018 Calendar Year**

Mr. Pickle presented the proposed Holiday Schedule for 2018. Chairman D’Amico noted that Memorial Day was Monday, May 28, 2018, not May 25<sup>th</sup> as indicated. Mr. Pickle noted that he would bring a revised Holiday Schedule to tomorrow’s Board Meeting.

There was no further discussion regarding this item.

**DM 3 – Consider Approval for the Replacement of Two Sodium Hypochlorite Tanks for the Wastewater Treatment Plant**

Mr. Pickle presented the item indicating that this was for the replacement of two sodium hypochlorite tanks at the Wastewater Treatment Plant. He noted that one of the tanks had recently failed and that the life expectancy for them is 8 to 10 years. He noted that the tanks had been put into service in July, 2008. Mr. Pickle advised that they had received 2 proposals, as follows:

- 1.) Odyssey Manufacturing Company of Tampa, Florida – bid includes installation and materials for \$35,500.00;
- 2.) CEJCO of Lawrenceville, Georgia – bid only includes materials for \$33,331.16

Discussion ensued regarding the warranty. Mr. Pickle also noted that the funds would be obtained from the Emergency Renewal & Replacement because it was not a budgeted item.

Mr. Pickle then suggested reevaluating limits on District Manager spending. Supervisor Doughney noted that the District could mimic State law because it is updated regularly.

There was no further discussion regarding this item.

**DM 5 – Consider Approval and Ratification of Contract with the Florida Department of Corrections Contract # W1109**

Mr. Pickle presented the item, indicating that the contract had already been signed and he was seeking ratification.

Vice Chairman Ney noted that if Mr. Pickle's spending limit was higher, this item would not need to come before the Board.

There was no discussion on this contract.

**DM 6 – Consider Resolution No. 2017-06 – Establishing the Fiscal Year 2018 Workshop and Regular Meeting Schedule and Location**

Mr. Pickle presented Resolution No. 2017-06, entitled:

**RESOLUTION NO. 2017-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2017/2018 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Pickle went over the dates where holidays conflicted with the normal schedule.

There was no further discussion on this matter.

**DM 7A – Consider Approval for the Purchase of a New Jet/Vac Truck for the Underground Utilities Division/Stormwater Division**

Mr. Pickle presented the item, indicating that staff had received the following 2 proposals:

- 1.) Pat's Pump + Blower of Orlando, Florida in the amount of \$357,240.00; and
- 2.) Southern Sewer Equipment Sales of Fort Pierce, Florida in the amount of \$382,879.00

Mr. Pickle indicated that staff was recommending Pat's Pump + Blower and noted that it would be ordered in the last quarter of the current fiscal year, but would be delivered approximately 120 days from the order date.

Secretary Smith asked about the old one. Mr. Pickle indicated it would be sold on govdeals.com.

There was no further discussion on this item.

## **DM 7B – Consider Approval of Change Order #2 to J.W. Cheatham for the 2016 Stormwater Enhancement Project – Lake Harvey**

Mr. Pickle presented the item, indicating that this Change Order #2 was due to a request from the City of Port St. Lucie to leave the land bridge across the wetland so that it could be used to develop a walking trail. It will leave a 20-foot berm for a sidewalk and a pavilion and the City would provide the pipe in order for water to flow under the walking bridge.

There was no discussion regarding this matter.

## **DM 8 – Other Items/Updates**

Mr. Pickle indicated he had received positive emails from residents after Hurricane Irma.

Mr. Pickle advised that long-term employee, Roger Lane, was retiring on September 30, 2017.

That concluded Mr. Pickle's updates.

## **K. Consent Agenda**

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

**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 July, 2017**

**CA 6 - Consider Approval to Transfer Funds for the R&R Requisition**

Secretary Smith referred to Page 67 of the meeting booklet, asking why the lines converge in June and July 2017. Mr. Pickle indicated it was due to heavy rainfall during those particular months. There was a brief discussion regarding rainfall over the past few months.

There was no further discussion regarding the Consent Agenda.

## **L. Supervisor Requests**

Secretary Smith asked for post-mortem summary on Hurricane Irma. Mr. Pickle indicated that he learned that the emergency plan works great. He also noted that

they should have put more information on the District's website and on social media. He advised that the County did not notify the District of any meetings related to the hurricane. A brief discussion ensued regarding social media.

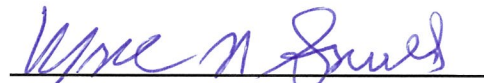
There were no further requests from the Supervisors.

**M. Adjournment**

There being no further items to be addressed, the Workshop was adjourned at 10:59 a.m. There were no objections.

Workshop Minutes Signature Page

  
Chairman/Vice Chairman

  
Secretary/Assistant Secretary

Date Approved 10/03/17