

**St. Lucie West Services District
Workshop Minutes
October 3, 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
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
Josh Miller, Assistant Utilities Director, 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 Supervisors were present with the exception of Vice Chairman Ney.

D. Approval of Minutes

- 1. September 12, 2016, Workshop**
- 2. September 13, 2016, Regular Board Meeting**

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

Secretary Smith referred to Pages 4 and 8 of the Workshop minutes wherein Vice Chairman Ney is referred to as "Secretary Ney."

Supervisor Child referred to Page 4 of the Workshop minutes, the first paragraph under Item DM-3, and stated that the sentence should read, "Mr. Pickle presented the item and noted that the only item which..."

Those corrections were noted.

There was no further discussion regarding either set of minutes.

E. Public Comment

There was no public comment.

F. District Attorney DA 1 – Status Report/Updates

Mr. Pickle was not aware of any items which Mr. Harrell might bring up at tomorrow's meeting.

G. District Engineer DE 1 – Status Report/Updates

Mr. Pickle noted that the 4E/5 Canal project was somewhat completed and that the water was flowing. He indicated that the 4E structure bank stabilization has been completed and had been extended further out for an additional \$24,000. Mr. Pickle noted that he had approved the additional work and that he was bringing it to the Board for information purposes, but could require ratification.

There was no discussion regarding this update.

Vice Chairman Ney arrived at approximately 9:08 a.m.

H. District Manager Action Items

DM 1 – Consider Approval of the Purchase and Installation of the Two Clarifier Launder Covers for the Wastewater Treatment Plant SW090 Capital Improvement Project

Mr. Pickle presented the item and indicated that this was for the installation of the clarifier launder covers for the two 70-foot secondary clarifier tanks at the Wastewater Treatment Plant. He noted that the launder covers will limit the organic loading on the disc filters and give operators additional time to perform other routine maintenance at the plant, thereby creating a safer working environment for the operators who have to access the launders for cleaning. He also noted that these covers will also increase the lifespan of the fiberglass launders due to the limited exposure to chlorine and pressure washing.

Mr. Pickle indicated that the District has received three proposals, as follows:

NEFCO Systems, Inc. of Palm Beach Gardens, Florida, which bid includes installation and materials in the amount of \$98,360;

MFG Water Treatment Products of Union City, Pennsylvania, which bid is for materials only in the amount of \$84,590; and

WesTech of Salt Lake City, Utah, which bid is also for materials only in the amount of \$105,165.

Vice Chairman Ney asked what a launder was to which Mr. Pickle responded that it is a trough that is covered.

Secretary Smith noted that payment was due after NEFCO's delivery, not after installation. Mr. Pickle noted that Mr. Harrell caught that condition and indicated that the District would make them accept our terms and conditions.

Secretary Smith then asked what the estimated time of arrival of the product would be. Mr. Miller noted that there was not much fabrication required and that he expects delivery between 10 and 14 weeks.

There was no further discussion regarding this item.

DM 2 – Consider Approval of the Professional Service Agreement with HydroCorp, Inc. (HCI)

Mr. Pickle presented the item and indicated that the District supplies potable water throughout its geographic boundaries to property owners and desires to enter into a professional services contract for cross connection control program inspection, reporting and management services. The scope of services to be provided by HCI under this Agreement will include the testing compliance, data management, preparation of quarterly management reports and annual cross connection reports, which is estimated to cost \$25,000. Mr. Pickle indicated that the overall cost of this program will be passed directly onto the commercial accountholder's utility bill once annually, unless they elect out of the program. He also indicated that this service agreement cost was budgeted from the Utility Backflow Prevention Program in the amount of \$25,000.

There was no discussion regarding this item.

DM 3 – Consider Approval of the Second Amendment to Utility SCADA System Service Agreement with Integrated Services, Inc. (ISI)

Mr. Pickle presented the Second Amendment to Utility SCADA System Service Agreement with ISI and extends the current contract for an additional three years and all contract conditions remain the same with the exception of the hourly rate, which

will increase from \$85 per hour to \$95 per hour through September 30, 2019, which is still under the industry standard.

Chairman D'Amico asked why the budget for this item is noted as "0". Mr. Pickle indicated it was because it is a service and does not know what "project" it would fall under.

Vice Chairman Ney asked what company had done the conversions in the past to which Mr. Pickle indicated that ISI has done all of the District's conversions.

There was no further discussion on this matter.

DM 4 – Consider Auditor Engagement Letter for Fiscal Year 2016

Mr. Pierman presented the Auditor Engagement letter from Grau & Associates and noted that the Board had selected them as District Auditors for a three-year contract back in October 2015 with an optional two years of renewals. Mr. Pierman noted that the District is in year two of that agreement and recommended approval.

There was no discussion on this item.

DM 5 – Other Items/Updates

Mr. Pickle referred to the proposed St. Lucie West Services District Newsletter Volume 9 for October 2016.

Chairman D'Amico asked if residents would know what the Lake Harvey or 4E-5 Canal Projects were. Mr. Pickle indicated he could add some more information on each project or a web link.

Secretary Smith asked if the newsletter could be e-mailed to HOA managers to which Mr. Pickle indicated it could.

Mr. Pickle indicated that the PTO, cell phone stipend and office hours matters would be brought back to the Board at the November meeting. He noted that he had met with all department heads, and everyone is happy about the PTO plans.

Mr. Pickle advised the Board that he was taking vacation from Tuesday to Friday and would be in Orlando, dependent upon the storm (Hurricane Matthew).

Ms. Maldonado note that she had gathered information from the District's website and pulled the top 10 areas that people were accessing. She distributed the report to the Board Members for their information and a brief discussion ensued.

Mr. Pickle indicated that he had spoken with Patrick McCallister, formerly of *Your Voice*, about writing some articles about the District. Mr. McCallister indicated that TCPalm has agreed to give him some space and that he is also talking to *Your Voice*

as well. Mr. Pickle noted that he might send Mr. McCallister audio recordings of meetings.

Supervisor Child requested that Mr. Pickle let him know if there is an issue about getting stories published. Mr. Pickle indicated that they had also discussed posting the stories on the District's website as well as other social media outlets. Vice Chairman Ney stated that he believed the website needs more information. Secretary Smith opined that we need to decide what we want to get out first. Vice Chairman Ney indicated that he thought it was important to educate residents on the District's relationship with outside agencies.

Mr. Pickle then asked the Board Members to leave their tablets after today's meeting so that they may update the virus software. A brief discussion regarding software ensued.

That concluded Mr. Pickle's updates.

I. Consent Agenda

Mr. Pickle presented Consent Agenda items CA 1 through CA 7.

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 August, 2016

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

CA 7 - Surplus Items

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

J. Supervisor Requests


Chairman D'Amico noted that he would like a briefing on the program to drop water at the end of the lines. Mr. Pickle indicated that he would bring an update to the November meeting on this matter. He did note, however, that we don't have to have them, but that auto-flushing removes the necessity to do it manually. Vice Chairman Ney noted that information on the website regarding auto-flushing would be worthwhile.

There were no further Supervisor Requests.

K. Adjournment

There being no further items to be addressed, the Workshop was adjourned at 10:03 a.m. There were no objections.

Workshop Minutes Signature Page



Chairman/Vice Chairman



Secretary/Assistant Secretary

Date Approved 11/01/16