

St. Lucie West Services District
Workshop Minutes
October 5, 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
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 5 Supervisors were present.

D. Approval of Minutes

- 1. August 31, 2015, Workshop**
- 2. September 1, 2015, Regular Board Meeting**

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

Secretary Ney asked that Mr. Ori's presentation after the approval of the minutes during the Regular Board Meeting be annotated. Ms. Archer indicated that she would make that revision.

There were no further revisions and/or corrections.

E. Public Comment

There was no public comment.

F. District Attorney

DA 1 – Consider Proposed Amendment of Chapter 1 of the Rules of the St. Lucie West Services District – Operating Policies and Procedures for Surface Water and Stormwater Management System and Improvements

Consider Proposed Repeal as Superfluous of Chapter II of the Rules of the St. Lucie West Services District – Establishing Irrigation Water Rates and Charges for Utility Services

Mr. Pickle indicated that these items were being brought to the Board for consideration to set a Public Hearing for December 1, 2015. Mr. Pickle noted that staff had determined that the revisions are appropriate to match the existing practice and other policies, as follows:

Chapter I – Sections I-1 and I-2 are essentially, as previously adopted, including adoption in April 2008 of a revised Policies and Procedures manual. The proposed new Section I-3 would codify various prohibitions on activities within the areas comprising the surface water management system; and

Chapter II – This provision originally established rates for the irrigation system shortly after the District acquired it. IQ rates have long been included in Chapter III, the utility system rules, and therefore Chapter II has become superfluous and should be repealed to avoid any inconsistency with Chapter III.

Discussion ensued regarding HOA lakes, fishing and whether the HOAs would be willing to take over the additional liability. Mr. Pickle reiterated that there is no prohibition on fishing, but there is a trespassing rule.

There was no further discussion regarding this item.

G. District Engineer

DE 1 – Approval of Work Authorization No. 4B-15-1509-SU between SLWSD and Watercrest St. Lucie West, RE

Mr. Pickle indicated that Mr. Lawson would be bringing this item to tomorrow's meeting, noting that the application requests approval for the construction of a three-story assisted living facility on Lots 2, 3 and 4 in St. Lucie West Plat No. 155, totaling 5.31 acres. He noted that the site is located on the east side of California Boulevard, north of St. Lucie West Boulevard and the total square footage of the building listed on the site plan is 108,425.

Mr. Pickle further noted that the required ½-inch water quality pre-treatment is being provided by a combination of 369 feet of exfiltration trench and two dry storage areas.

In addition to water quality pre-treatment, the dry storage areas are providing additional storage to compensate for site grading that is slightly above the grading assumptions used in the latest South Florida Water Management District conceptual permit.

Mr. Pickle further explained that there is an existing 24-inch drainage line serving California Boulevard located in a 20 foot water management easement along the common lot line between Lots 2 and 3. This application seeks to replace the 24-inch drainage line with a 30-inch line in an alternative location to accommodate the building footprint. The applicant is aware that a new 20 foot Water Management Easement will be required as a part of this project.

An existing 12-inch SLWSD water line located in California Boulevard will be tapped to provide separate potable and fire protection services to the building. The water line plans indicate a SLW Point of Service at the first valve following the taps and the line extensions will remain in private ownership. An ingress/egress easement will be required to provide the District with access to read and maintain the meter that is located adjacent to the new building.

Sewer service will be provided by extending an existing 8-inch sewer line that was installed to serve all three lots. Since all three lots are now in single ownership, both the existing and the proposed sewer lines on Lots 2, 3 and 4 will remain private and be the maintenance responsibility of the landowner. A Point of Service designation has been placed on the plans at a manhole located on the southern line of Lot 2. All policies and procedures of the District applicable to this type of development have been adhered to.

Staff recommends approval of the Work Authorization with the following three conditions:

- 1.) Applicant shall supply an ingress/egress easement over the property granting the District access to the water meter location. No water service will be provided until such time as the easement is reviewed, accepted by the Board of Supervisors, and recorded in the public records of St. Lucie County, Florida.
- 2.) The exfiltration pipe to be installed on site will remain the maintenance responsibility of the applicant.
- 3.) A substitute 20-foot Water Management Easement located over the new 30-inch drainage line from California Boulevard to the water management tract located east of the site will be prepared and submitted by the applicant, reviewed and accepted by the Board of Supervisors, and recorded in the public records of St. Lucie County, Florida, prior to release of the \$1,000 deposit being held on this project.

There was no discussion regarding this item.

H. Consent Agenda
CA 1 - Monthly Report on Public Works Operations

- 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, 2015**
- CA 6 - Consider Approval to Transfer Funds for the R&R Account, WCF Account and the UCF Account Requisitions**
- CA 7 - Surplus Items**

Supervisor Altwein noted that it appeared that the Vac Con and camera were being underutilized. Mr. Pickle indicated that they were being used on the Utility side.

A brief discussion ensued regarding the surplus items.

There was no further discussion and/or questions regarding Consent Agenda Items CA 1 through CA 7.

**I. District Manager
Action Items**

DM 1 - Consider Approval of Final Invoice for the Wastewater Treatment Facility Expansion Project with Wharton-Smith

Mr. Pickle presented the item indicating that the approved contract was in the amount of \$10,830,500 and through various approved Change Orders, the overall contract was reduced to a total of \$10,441,183.97 for both Wharton-Smith and owner direct purchases of equipment. He noted that Wharton-Smith's final contract amount came to \$6,531,664.54 and the owner direct purchases came to \$3,909,519.43. Mr. Pickle further noted that the project was funded out of the Wastewater Connection Fee Fund, the Bond Construction Fund, the Unrestricted Utility Revenues and the R&R Fund for this fiscal year and came in at the approved budgeted amount.

Secretary Ney asked if the Owner Direct Purchases had not been utilized how much more would the District have spent. Mr. Pickle surmised a minimum of 7% or approximately \$28,000.

There was no further discussion regarding this matter.

DM 2 - Discussion Regarding Proposed Additional Employee Compensation

Mr. Pickle indicated that the Board of Supervisors requested that staff bring back a proposal for additional employee compensation in two categories. The first was for a

one-time (for fiscal year 2015/2016 only) salary adjustment for the District Manager totaling \$5,000, without increasing the District Manager's base salary beyond any applicable cost of living adjustment. This was proposed due to cost savings measures created during the past several fiscal years and for creating over One Hundred Thousand Dollars (\$100,000) in savings this fiscal year alone.

The second was for one-time salary adjustments (for fiscal year 2015/2016 only) in such amounts and to such employees as the District Manager determines merit such further compensation, provided that the total of such adjustments does not exceed \$5,000.

After reviewing governing law with District Counsel, we feel that these proposals could be accomplished if structured appropriately. Due to the complexity of plans that would accomplish the Board's intentions, however, Mr. Pickle recommended that the Board not proceed with either proposal at this time. He indicated that the Board could always re-evaluate compensation for all employees during the fiscal year 2016/2017 budget process.

There was no discussion regarding this item.

DM 3 – Consider Approval for the Purchase of Equipment to Upgrade the Odor Control System at the Wastewater Treatment Plant

Mr. Pickle presented the item indicating that three proposals had been received for the upgrade of the odor control system at the Wastewater Treatment Plant. The proposals were for three different odor control systems. He noted that the current system no longer functions correctly and needs several parts replaced besides the media replacement. He further indicated that the unit needs a new blower, chemical feed pump and various instruments replaced.

The three proposals received were as follows:

- 1.) Biorem of Canada submitted a bid of \$52,500, but would still require the purchase of a replacement blower in the amount of \$7,450, a chemical feed pump and various instrumentation. Mr. Pickle does not recommend this proposal.
- 2.) Vapex Environmental of Oviedo, Florida submitted a bid of \$92,500, which uses ozone and is more corrosive. Mr. Pickle does not recommend this proposal.
- 3.) Evoqua of Sarasota, Florida submitted a bid of \$75,000, which will require less maintenance. Mr. Pickle indicated that he and staff recommend the purchase of this system.

Discussion ensued regarding the status of heavy commercial customers using wastewater to which Mr. Pickle indicated that the District has seen a decrease since receiving 100% of the Reserve flow, which is diluting it overall.

Secretary Ney asked about the laundry facilities status to which Mr. Pickle indicated that the final payment was made the previous month and that the process worked well.

There were no further questions regarding this item.

DM 4 – Consider Acceptance of Annual Engineering Certification of the Utility Systems

Mr. Pickle then presented Baskerville-Donovan's 2015 Annual Engineering Certification of the Water and Wastewater Utility System.

There was no discussion regarding this item.

DM 5 – Consider Auditor Selection Committee

- **Ranking of Proposals/Consider Selection of an Auditor**

Mr. Pierman then indicated that 4 firms had responded to the RFP for auditing services. Those being: Grau & Associates (the current auditor); HBK CPAs; Keefe McCullough; and Rehmann Robson. Mr. Pierman noted that he had distributed the responses to the Board Members prior to the Workshop for their review. He then advised the Board that he would be asking the Board to convene as the Audit Selection Committee at tomorrow's meeting to discuss and rank the top 3 respondents. Then the Board would reconvene and accept the recommendation of the Selection Committee.

Chairman Cutler asked what Grau had charged the previous year. Mr. Pickle indicated that he believed it was \$26,500, but that Mr. Pierman would confirm that figure.

Chairman Cutler asked if there were any other findings other than the fixed assets issue. Mr. Pierman indicated there were a few from the previous years, but that they have since been cleared up.

There was no further discussion on this item.

DM 6 – Other Items/Updates

Mr. Pickle then presented paperwork to change the authorizations for the safe deposit box for the District. He noted that Kristen Flynn needed to be removed since she no longer works for the District and Marisol needs to be added due to her promotion to Billing Clerk. Mr. Pickle was asked what was kept in the safe deposit box to which he responded hard drive back-ups, the billing system drive, the administrative drive, etc. He indicated that it was an administrative matter and that the bank was requiring Board action on it.

Supervisor Child, referring to the recent flooding in South Carolina, asked what would happen in the District if a 1,000 year storm event were to occur. Mr. Pickle indicated

that there would definitely be water in the streets and that the St. Lucie River could overflow. A brief discussion ensued regarding storm events occurring during high tide and lunar eclipses.

Chairman Cutler excused himself from the meeting at approximately 10:01 a.m., handing the gavel to Vice Chairman D'Amico.

Mr. Hayden then noted that he would have artwork for the Lake Harvey sign at tomorrow's meeting.

Mr. Pickle noted that there had been a lot of commercial development in the District, noting that once vacant buildings were now being occupied and thus, more consumption.

That concluded Mr. Pickle's updates.

J. Supervisor Requests

Supervisor Altwein brought up storm drains and clearing them with a rake when up to the hips in water. He asked if there was any information on new designs for this. Mr. Pickle mentioned curb inlets were good to get rid of water, but could cause a hazard by allowing a small child or animal being caught in the vortex of the water going down.

Chairman Cutler returned to the meeting at approximately 10:07 a.m. and the gavel was returned to him.

Mr. Pickle indicated he would look into alternate designs for clearing storm water drains.

There were no further requests.

K. Adjournment

There being no further items to be addressed, the Workshop was adjourned at 10:09 a.m. There were no objections.

Workshop Minutes Signature Page


Chairman/Vice Chairman


Secretary/Assistant Secretary

Date Approved 11/03/15