

# **St. Lucie West Services District**

## **Workshop Minutes**

**October 31, 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

Gregg Ney, Vice Chairman

Wayne Smith, Secretary

Everett Child, Supervisor

### **Staff Present**

Dennis Pickle, District Manager, St. Lucie West Services District ("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 Supervisors were present with the exception of Supervisor Charles B. Altwein.

#### **D. Approval of Minutes**

**1. October 3, 2016, Workshop**

**2. October 4, 2016, 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 Comment**

Tom Mackiewicz of PJ Development, LLC, presented a proposal for erecting a cell phone tower on District property. Mr. Mackiewicz distributed pictures of the tower and indicated that he would like to have community meetings to find out their

thoughts. He noted that the tower would be up to 140' high and that the flag pole would be painted a bright white. Unipoles are painted grey to black. Mr. Pickle indicated that they had discussed possibly erecting one near the District's water plant. Supervisor Child confirmed the hurricane rating. Vice Chairman Ney noted that the closest community had already expressed their negative feelings about it. Vice Chairman Ney confirmed that the land would be leased with a cancellation option. Mr. Pickle advised Mr. Mackiewicz that the Board would take action on the proposal at tomorrow's meeting to possibly set up community meetings on the matter.

**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 indicated that Mr. Lawson would be bringing Work Authorization No. 7A-54-1610-R between the District and Florida City Gas to the Board for consideration at tomorrow's meeting. Mr. Pickle noted that it was a standard work authorization to install a gas main within the right of way of NW Enterprise Drive and NW Interpark Place to serve the property located at 541 NW Interpark Place.

There was no discussion on this matter.

Mr. Pickle then advised that the 4E/5 project was winding down.

**H. District Manager  
Action Items**

**DM 1 – Consider Approval of the Administration Office's New Hours**

Mr. Pickle presented the item and indicated that the new hours were from 8:00 a.m. until 4:00 p.m., Monday through Friday. He also noted that there was 100% employee support for this change. Vice Chairman Ney asked if employees were allotted 30 minutes for lunch to which Mr. Pickle indicated that they were or in the alternative, two 15 minute breaks with no lunch. Mr. Pickle stated that this change had been proposed because there is very low activity between 4:00 p.m. and 5:00 p.m.; maybe one customer would come in. Secretary Smith indicated that the most important thing to him was that the employees were okay with the change. Mr. Pickle indicated that after giving the employees 3 options, this change was unanimously voted for. He also indicated that he has the authority to change the hours back, if there are issues.

There was no further discussion regarding this item.

## **DM 2 – Consider Approval of the Paid Time Off Policy and Emergency Leave Policy Summary**

Mr. Pickle presented the proposed changes in Sections 302 and 310, noting that Section 310 would eventually disappear as employees use their emergency leave. He indicated that these proposed changes would become effective January 1, 2017, and that he has received no negative feedback.

Vice Chairman Ney asked why the District could lose money implementing this new policy. Mr. Pickle indicated that employees can cash in PTO time and that the Board was given the worst case scenario, if everyone left at once.

Bill Hayden, SLWSD Public Works Director/Assistant District Manager, arrived at 9:34 a.m.

Mr. Pickle explained that the manual is approved as of November 1, 2016, but the policy takes effect on January 1, 2017.

There was no further discussion regarding this matter.

## **DM 3 – Consider Approval of the Cellphone Stipend Policy**

Mr. Pickle presented the policy and indicated that it was being proposed due to potential District exposure to increased cellphone costs and damage equipment during the work day. He also noted that employees had expressed concerns over carrying two cellphones and the potential of losing or damaging one. Mr. Pickle stated that the proposal is an expense neutral exposure to the District, the stipend will be optional, and that the employee could decline the stipend and continue to use the District assigned cellphone for business use only. Mr. Pickle noted that if the policy is approved, the budget will need to be amended to reflect the cellphone stipend for each department. He also noted that the proposed changes would become effective January 1, 2017.

Chairman D'Amico noted that there would be a savings of having to replace damaged phones with this policy.

Vice Chairman Ney asked how many cell phones are currently provided to which Mr. Pickle indicated that all employees have a cell phone with different plans (calls, data and text).

Secretary Smith asked if new phone numbers would be required. Mr. Pickle indicated that all employees would be required to have an area code 772 phone number.

Vice Chairman Ney asked what kind of feedback had been received regarding this proposed change. Mr. Pickle indicated that the change was strictly voluntary and that it was proposed due to employee requests.

There was no further discussion regarding this item.

**DM 4 – Consider Approval for the Purchase of a 2017 Ford F-250 Service Body Truck and a 2017 Ford F-150 Super Cab for the Utilities Division**

Mr. Pickle presented the item indicating that the F-250 would mainly be used for the Plant Mechanic and that the F-150 would be used by the Assistant Utilities Director. He stated that staff had accepted proposals from three Florida vendors for the two trucks. Below are the proposals that were received:

	<u>F-250</u>	<u>F-150</u>
Gilbert Ford of Okeechobee	\$ 39,999.50	\$24,850.50
Velde Ford of Vero Beach	\$41,914.45	\$28,145.45
Bartow Ford of Bartow	\$40,948.00	\$28,896.00

Mr. Pickle noted that this purchase was budgeted from the Utility Administration Division Capital Outlay Equipment Code. He also noted that one of the old trucks would be surplus and the other one would go to an assistant mechanic to use periodically.

A brief discussion ensued. Secretary Smith asked if the trucks go home with employees and Mr. Pickle replied that they do, unless the employee is going on vacation.

There was no further discussion on this item.

**DM 5 – Consider Approval for the Purchase of a 2017 Case 580 SN Combination Backhoe/Loader**

Mr. Pickle presented the item and Mr. Hayden explained its features. Staff had received a proposal from Trekker Tractor of Florida for the purchase of a 2017 580 SN Combination Backhoe/Loader to replace the District's existing 2006 Holland unit. He indicated that only one proposal had been received because the price was off the Florida Sheriffs' Association Contract # FSA16-VEH14.0.

Contract Sales Price:	\$ 93,000.46
Trade-In Price:	<u>12,000.00</u>
Total Adjusted Price with Options:	\$ 81,000.46

Mr. Hayden indicated that the cost of the unit would be split between the Utility Underground Division and the Public Works Stormwater Division. Mr. Pickle noted that the General Fund was being charged an extra \$1,000 because of the arm option.

Secretary Smith asked how often staff uses the one the District currently owns. Mr. Hayden indicated that it is used every day and that the standard is that it is replaced every 8 to 10 years (equivalent to approximately 4,000 usage hours.). A question

arose as to service costs to which Mr. Hayden responded that most service is done in-house.

There was no further discussion on this item.

**DM 6 – Consider Resolution No. 2016-07 – Adopting an Amended Budget for Fiscal Year 2015/2016**

Mr. Pickle presented the item entitled:

**RESOLUTION NO. 2016-07**

**A RESOLUTION OF THE ST. LUCIE WEST SERVICES DISTRICT  
ADOPTING AN AMENDED FISCAL YEAR 2015/2016 BUDGET; AND  
PROVIDING AN EFFECTIVE DATE.**

Mr. Pickle noted that it should read the 2016 Actual, not 2015.

Vice Chairman Ney asked how the District compares to last year. Mr. Pickle indicated, conservatively, that the District is approximately \$500,000 better than last year.

Supervisor Child noted that it would be nice to know the bottom line. Mr. Pierman indicated that the audited numbers would be better because we are still receiving prior fiscal year invoices.

There was no further discussion on this matter.

**DM 7 – Other Items/Updates**

Mr. Pickle advised the Board that he was going on vacation this week. He also noted that the Public Hearing on legal defense would be held at the December meeting due to Public Hearing Notice requirements.

Mr. Pickle indicated that there are still 149 end line blow offs that require installation.

Mr. Pickle also noted that he may have to take an extended time off to deal with property in North Carolina.

That concluded Mr. Pickle's updates.

**I. 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 September, 2016**

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

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

#### **J. Supervisor Requests**

Vice Chairman Ney noted that he was not in favor of the erecting of a cell phone tower on the District campus.

Secretary Smith believes that Mr. Mackiewicz should be given time to provide additional information on it.

Supervisor Child asked how the Bank of America pump station was going. Mr. Pickle indicated that nothing was going on as of yet. He noted that he had not received anything further from Ross.

There were no further Supervisor Requests.

#### **K. Adjournment**

There being no further items to be addressed, the Workshop was adjourned at 10:35a.m. There were no objections.

Workshop Minutes Signature Page

  
Chairman/Vice Chairman

  
Secretary/Assistant Secretary

Date Approved 12/06/16