

St. Lucie West Services District
Regular Board Meeting Minutes
November 1, 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 Regular Board Meeting 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
Lisa Beans, Administrative Assistant, 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, SDS

Guests Present (Sign-In Sheet Attached)

A. Call to Order

Chairman D'Amico called the Regular Board Meeting 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 for Board approval.

A motion was made by Supervisor Child, seconded by Secretary Smith, approving the Workshop Minutes of October 3, 2016, as presented, and the October 4, 2016,
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Regular Board Meeting Minutes, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

E. Public Comment

There was no public comment.

**F. District Attorney
DA 1 – Status Report/Updates**

Mr. Harrell distributed a copy of the Surplus Real Property Sale by SLWSD Agreement Summary (as Revised by Fifth Amendment and Fourth Extension of Site Plan & Zoning Approval Period). Mr. Harrell noted that in order to move forward with the sale of the property that the execution of a Deed of Conservation Easement would be necessary. He indicated that it would offset upland reserve and avoids mitigation payment for offsite areas. He recommended approval.

A **motion** was made by Supervisor Child, seconded by Vice Chairman Ney approving the execution of the Deed of Conservation Easement between the SLWSD and the City of Port St. Lucie, as presented.

Under discussion, Secretary Smith asked for confirmation that the property was not saleable. Mr. Harrell indicated only upland habitat.

Vice Chairman Ney asked the specific location of the property. Mr. Lawson showed on a map the specific location.

Supervisor Child's **motion** was reiterated, seconded by Vice Chairman Ney and passed unanimously approving the execution of the Deed of Conservation Easement between the SLWSD and the City of Port St. Lucie, which will be held in escrow until the sale goes through.

Mr. Harrell had no further updates.

**G. District Engineer
DE 1 – Consider Approval of Work Authorization No. 7A-54-1610-R
between SLWSD and Florida City Gas**

It was noted that Mr. Pickle had explained this work authorization the previous day.

A **motion** was made by Vice Chairman Ney, seconded by Secretary Smith approving Work Authorization No. 7A-54-1610-R between the SLWSD and Florida City Gas, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

DE 2 – Status Reports/Updates

Mr. Lawson advised that the 4E/5 canal construction had been completed and that the entire project would be completely finished at the end of November. He noted that he would have a small change order after the sidewalk has been repaired.

Mr. Lawson noted that they were working out the kinks in plat on the Lake Harvey Project and that it would be ready to the City soon.

That concluded Mr. Lawson's updates.

H. District Manager Action Items

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

Mr. Pickle presented the item and reminded the Board Members that the new Administration Office hours would be from 8:00 a.m. until 4:00 p.m. and take effect January 1, 2017. He noted that the new hours would be posted in November/December bills, on the office door and online.

A **motion** was made by Secretary Smith, seconded by Supervisor Child and unanimously passed approving new Administrative office hours, effective January 1, 2017, to be changed from 8:00 a.m. to 5:00 p.m. to 8:00 a.m. to 4:00 p.m., Monday through Friday.

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

Mr. Pickle indicated that this item had been discussed at yesterday's Workshop. He recommended approval.

A **motion** was made by Secretary Smith, seconded by Supervisor Child approving the proposed changes to Section 302, Paid Time Off Policy and Section 310, Emergency Leave Policy, as presented.

Under discussion, Mr. Pickle requested that the motion be amended to reflect authorization for the budget amendment. Both the maker of the motion and the second agreed to said amendment.

Secretary Smith's **motion** was reiterated, seconded by Supervisor Child approving the proposed changes to Section 302, Paid Time Off Policy and Section 310, Emergency Leave Policy, and authorizing the budget amendment for fiscal Year 2017, effective January 1, 2017, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

DM 3 – Consider Approval of the Cellphone Stipend Policy

Mr. Pickle presented the item, noting that it was expense neutral and he recommended approval.

A **motion** was made by Supervisor Child, seconded by Vice Chairman Ney approving the proposed Cellphone Stipend Policy and authorizing the budget amendment for fiscal year 2017, effective January 1, 2017, as presented.

Under discussion Vice Chairman Ney asked if this policy could be discontinued or made obligatory in the future. Mr. Pickle indicated that either could occur, if determined to be necessary.

Supervisor Child's **motion** was reiterated, seconded by Vice Chairman Ney approving the proposed Cellphone Stipend Policy and authorizing the budget amendment for fiscal year 2017, effective January 1, 2017, and with the projected budget figures, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

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 it had been explained the previous day.

A **motion** was made by Vice Chairman Ney, seconded by Supervisor Child approving the purchase of a 2017 Ford F-250 Service Body Truck and a 2017 Ford F-150 Super Cab for the Utilities Division for the not to exceed amount of \$64,850, from Gilbert Ford of Okeechobee, as presented.

Under discussion, Vice Chairman Ney asked if there were more funds in the budget for vehicle purchases for the rest of the year. Mr. Pickle indicated that there are funds in other budgets.

Secretary Smith asked about the surplus vehicle to which Mr. Pickle indicated it would be handed down to the assistant mechanic and so forth.

Vice Chairman Ney's **motion** was reiterated, seconded by Supervisor Child approving the purchase of a 2017 Ford F-250 Service Body Truck and a 2017 Ford F-150 Super Cab for the Utilities Division for the not to exceed amount of \$64,850, from Gilbert Ford of Okeechobee, as presented. The Available Project Budget being \$65,000.00; This Project cost being \$64,850.00; leaving an Available Balance of \$150.00.

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

Mr. Hayden presented the item and noted that it had been explained the previous day. He recommended approval.

Vice Chairman Ney referred to a comment made the previous day wherein it was noted that the backhoe/loader is driven to each location. He was concerned about the miles and stress on the equipment and asked about the possibility of a flatbed truck to haul it locations. Mr. Pickle indicated that it would cause additional time to get it loaded and then unloaded when the actual job could have been completed in that amount of time. Mr. Pickle did indicate that he would, however, look into it.

A **motion** was made by Secretary Smith, seconded by Vice Chairman Ney and passed unanimously approving the purchase of a 2017 Case 580 SN Combination Backhoe/Loader from Trekker Tractor for the not to exceed amount of \$81,000.46. The Available Project Budget bring \$83,500.00; This Project cost being \$40,000.00 from ORG Number 5-32101; This Project cost being \$41,000.46 from ORG Number 1-34101; leaving an Available Balance of \$2,499.54, as presented.

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

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 an amended budget must be adopted within 60 days of the end of the fiscal year, per Florida Statutes. Mr. Pickle also pointed out that the first column on Pages 2, 3, 4, 5 & 6 should read FY 2016 Actual. He indicated that that correction would be made.

A **motion** was made by Vice Chairman Ney, seconded by Supervisor Child approving Resolution No. 2016-07, as presented.

Under discussion, Supervisor Child asked about a net worth as of today versus last year. Mr. Pickle indicated that that number could not yet be determined, but he believes that the District's net worth is about \$500,000 better than last year.

Vice Chairman Ney's **motion** was reiterated, seconded by Supervisor Child approving Resolution No. 2016-07, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

DM 7 – Other Items/Updates

Mr. Pierman gave an update on Supervisor Fees for the year.

Chairman D'Amico brought up the topic of the cell phone tower.

Vice Chairman Ney made a **motion** to not approve the tower on our main campus, although he is open to another location. Supervisor Child seconded.

Under discussion, Supervisor Child went on to suggest that PJ Development, LLC be advised not to go forth with his proposal due to insufficient advantage for District residents.

Vice Chairman Ney went further by indicating that PJ Development, LLC should be advised that nothing will be erected on the main campus property.

Discussion ensued about other property that could be offered and the fact that residents are not crazy about the idea.

Discussion then ensued about modifying the motion to state that the Board is rejecting the PJ Development, LLC proposal based on the location of the cell phone tower to be erected on the District's main campus, but that other suggestions will be considered on a case by case basis. Both the maker of the motion and the second agreed to the modification.

Vice Chairman Ney's **motion** was modified to the following: a motion was made rejecting the PJ Development, LLC proposal based on the location of the cell phone tower to be erected on the District's main campus, but that other suggestions would be considered on a case by case basis. Supervisor Child seconded and upon being put to a vote, the **motion** carried 4 to 0.

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 August, 2016

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

Consent Agenda Items CA 1 through CA 6 were presented for Board consideration.

A **motion** was made by Vice Chairman Ney, seconded by Supervisor Child, approving Consent Agenda Items 1 through 6, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

Mr. Pickle indicated that he would let Mr. Mackiewicz know the Board's decision.

J. Supervisor Requests

Supervisor Child wanted to thank Mr. Mackiewicz for his presentation.

Chairman D'Amico asked if Mr. Lawson if he had an update on the Lake Harvey stormwater assessment. Mr. Lawson indicated that it was determined that the District does not have to pay a stormwater assessment on the property.

There were no further requests.

K. Adjournment

There being no further items to be addressed, the Regular Board Meeting was adjourned at 10:08 a.m. There were no objections.

Regular Board Meeting Minutes Signature Page


Chairman/Vice Chairman


Secretary/Assistant Secretary

Date Approved 12/06/16