

**St. Lucie West Services District
Workshop Minutes
December 4, 2017, 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
John Doughney, Supervisor
Everett Child, Supervisor

Staff Present

Dennis Pickle, District Manager, St. Lucie West Services District ("SLWSD")
Maddie Maldonado, Office Manager, SLWSD
Josh Miller, Assistant Utilities Director, SLWSD
Jason Pierman, District Treasurer, Special District Services, Inc. ("SDS")
Michael McElligott, 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 in attendance with the exception of Secretary Wayne Smith.

D. Approval of Minutes

- 1. November 6, 2017, Workshop**
- 2. November 7, 2017, Regular Board Meeting**

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

Vice Chairman Ney noted that the word "Sale" was misspelled within Item DA 1.

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

E. Public Hearings 1, 2 and 3

- **Consider Resolution No. 2017-08 – Amending Certain Existing Job Descriptions and Adopting Certain New Job Descriptions for District Employees**

Resolution No. 2017-08 was presented, entitled:

RESOLUTION NO. 2017-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT AMENDING CERTAIN EXISTING JOB DESCRIPTIONS AND ADOPTING CERTAIN NEW JOB DESCRIPTIONS FOR DISTRICT EMPLOYEES; AND PROVIDING AN EFFECTIVE DATE.

A District Organization Chart was distributed to the Board Members. Mr. Pickle indicated that adoption of this resolution would define certain existing job descriptions and new job descriptions for District employees.

It was suggested that the proposed new positions be added to the chart and designated as “vacant.”

There was no further discussion regarding this item.

- **Consider Resolution No. 2017-10 – Amending Chapter A-I, St. Lucie West Services District General and Procedural Rules; Revising the Purchasing Limit of the District Manager; Conforming the Bid Thresholds to Those Established by State Statute; Providing for Repeal of Conflicting Provisions**

Resolution No. 2017-10 was presented, entitled:

RESOLUTION NO. 2017-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT AMENDING CHAPTER A-1, ST. LUCIE WEST SERVICES DISTRICT GENERAL AND PROCEDURAL RULES; REVISING THE PURCHASING LIMIT OF THE DISTRICT MANAGER; CONFORMING THE BID THRESHOLDS TO THOSE ESTABLISHED BY STATE STATUTE; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Pickle indicated that this resolution proposed the adoption of amendments, including revising the purchasing limit of the District Manager and conforming the bid thresholds to those established by State Statute.

There were no questions or discussion regarding this item.

- **Consider Resolution No. 2017-11 – Amending Chapter A-III of the Rules of the Board of Supervisors of the St. Lucie West Services District Regarding Positions, Qualifications, Compensation, Employment and Termination of District Employees**

Resolution No. 2017-11 was presented, entitled:

RESOLUTION NO. 2017-11

A RESOLUTION AMENDING CHAPTER A-III OF THE RULES OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT REGARDING POSITIONS, QUALIFICATIONS, COMPENSATION, EMPLOYMENT, AND TERMINATION OF DISTRICT EMPLOYEES; AND PROVIDING AN EFFECTIVE DATE.

Mr. Pickle indicated that this resolution proposes amendments to update certain job titles and add certain positions to the definition of “high ranking employees.”

There was no discussion on this resolution.

F. Public Comment

There was no public comment at this time.

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

Mr. Pickle indicated that Mr. Harrell would be presenting an Access Easement Agreement for consideration, which would enable the District to do the work necessary in order to move the lift station on the Boulevard property. Mr. Pickle noted that he could not get bids in time for this month’s meeting and that once approved, the lift station move would take approximately 3 months to complete.

**H. District Engineer
DE 1 – Status Report/Updates**

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

**I. District Manager
Action Items**

DM 1 – Consider Approval of the Purchase of a New 2018 Ford F-250 4WD for the UGU Division

Mr. Pickle presented the item indicating that the District had received 3 proposals to purchase a 2018 Ford F-250 4WD for the UGU Division to replace a 2008 Ford F-150 (#213), which will be traded in. The following proposals were received:

- 1.) Velde Ford, Inc. of Vero Beach in the amount of \$26,370.45;
- 2.) Gilbert Ford of Okeechobee in the amount of \$26,213.50; and
- 3.) Sunrise Ford of Fort Pierce in the amount of \$27,026.00

Mr. Pickle recommended approval of the proposal from Gilbert Ford of Okeechobee.

There were no questions or discussion on this item.

DM 2 – Consider Approval for the Purchase of a New 2018 Ford F-250 2WD for the UGU Division

Mr. Pickle presented the item indicating that the District had received 3 proposals to purchase a 2018 Ford F-250 2WD for the UGU Division to replace a 2008 Ford F-250 (#212), which will also be traded in. The following proposals were received:

- 1.) Velde Ford, Inc. of Vero Beach in the amount of \$29,320.45;
- 2.) Gilbert Ford of Okeechobee in the amount of \$27,401.50; and
- 3.) Sunrise Ford of Fort Pierce in the amount of \$27,891.00

Mr. Pickle recommended approval of the proposal from Gilbert Ford of Okeechobee.

Vice Chairman Ney asked why this truck was more expensive than the 4WD. Mr. Pickle indicated that it was because of it being a service body and the trade-in amount.

There was no further discussion regarding this item.

DM 3 – Consider Approval of a 2-Year Renewal Option – Grau & Associates

Messrs. Pickle and Pierman presented the item reminding the Board that it had selected Grau & Associates as the District's Auditors for a three-year contract in October 2015. There was also an optional 2 years of renewals in which the District is currently in year two. They respectfully requested that the Board consider Grau's September 5, 2017, engagement letter for the fiscal year ended 2017.

There was no discussion regarding this item.

DM 4 – Other Items/Updates

Mr. Pickle advised that the Lake Harvey project had been completed and that the City was working on how to sell park benches for tree dedications. He also noted that the District's sidewalk installments had been completed, but the City's had not yet started theirs. There was a brief discussion regarding parking at Lake Harvey.

Mr. Pickle then noted that the All Hands meeting/luncheon would be held on Thursday, December 14th at 11:30 a.m.

That concluded Mr. Pickle's updates.

J. 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 October, 2017

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

CA 7 - Surplus Items

Michael McElligott explained the new financials format.

Vice Chairman Ney suggested adding the definitions of "service order" and "work order" for clarification purposes. Mr. Pickle indicated he would add that information.

There was no further discussion regarding the Consent Agenda items.

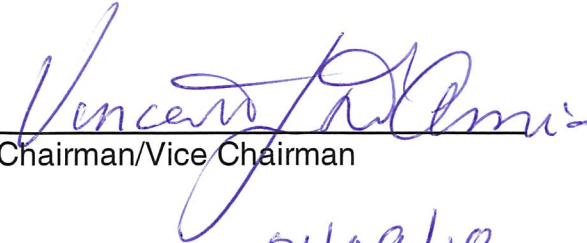
K. Supervisor Requests

There were no requests from the Supervisors.

L. Adjournment

There being no further items to be addressed, the Workshop was adjourned at 9:33 a.m. There were no objections.

Workshop Minutes Signature Page


Chairman/Vice Chairman


Secretary/Assistant Secretary

Date Approved 01/09/18