

**St. Lucie West Services District**  
**Public Hearings & Regular Board Meeting Minutes**  
December 5, 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 Regular Board Meeting 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")  
Bill Hayden, Public Works Director/Assistant District Manager, SLWSD  
Maddie Maldonado, Office Manager, SLWSD  
Josh Miller, Assistant Utilities Director, 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 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 for Board approval.

A **MOTION** was made by Supervisor Doughney, seconded by Supervisor Child approving the Workshop Minutes of November 6, 2017, as presented, and November 7, 2017, Regular Board Meeting Minutes, as amended. Upon being put to a vote, the **MOTION** carried 4 to 0.

**E. Public Hearings 1, 2 and 3**

**1. Call to Order**

At approximately 9:02 a.m., Chairman D'Amico recessed the Regular Board Meeting, called to order and simultaneously opened Public Hearings 1, 2 and 3.

**2. Roll Call**

It was noted that all Supervisors were in attendance with the exception of Secretary Wayne Smith.

**PUBLIC HEARING 1**

**3. Receive Public Comment on Amending Certain Existing Job Descriptions and Adopting Certain New Job Descriptions for District Employees**

There was no public comment on Amending Certain Existing Job Descriptions and Adopting Certain New Job Descriptions for District Employees.

- **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.**

Vice Chairman Ney asked if the new positions would create additional overhead or would they be spread out. Mr. Pickle indicated that they were part of succession planning, creating another layer of administrative staff and has been budgeted for this year, unless specifically designated as “vacant.”

A **MOTION** was made by Supervisor Doughney, seconded by Vice Chairman Ney adopting Resolution No. 2017-08, Amending Certain Existing Job Descriptions and Adopting Certain New Job Descriptions for District Employees, as presented.

There was a suggestion to add approval of the St. Lucie West Services District Organization Chart dated December 5, 2017, to the motion. Both the maker of the motion and the second agreed to the addition.

Mr. Pickle also requested that the Board accept and approve the Organization Chart presented. Mr. Harrell recommended that acceptance and approval of the Organization Chart be added to the agenda under a separate item.

Supervisor Doughney's **MOTION** was reiterated, seconded by Vice Chairman Ney adopting Resolution No. 2017-08, Amending Certain Existing Job Descriptions and Adopting Certain New Job Descriptions for District Employees and St. Lucie West Services District Organization Chart dated December 5, 2017, as presented. Upon being put to a vote, the **MOTION** carried 4 to 0.

## **PUBLIC HEARING 2**

### **4. Receive Public Comment on 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 Established by State Statute; Providing for Repeal of Conflicting Provisions**

There was no public comment on 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 Established by State Statute; Providing for Repeal of Conflicting Provisions.

- **Consider Resolution No. 2017-10 – 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 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 gave a brief overview of the amendments.

A **MOTION** was made by Supervisor Doughney, seconded by Supervisor Child and passed unanimously to adopt Resolution No. 2017-10, 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 Established by State Statute; Providing for Repeal of Conflicting Provisions, as presented.

**PUBLIC HEARING 3**

**5. Receive Public Comment on 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**

There was no public comments on 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

- **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 was a clean-up item and he recommended approval.

A **MOTION** was made by Vice Chairman Ney, seconded by Supervisor Doughney and passed unanimously to adopt 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, as presented.

Chairman D'Amico closed the Public Hearings and reconvened the Regular Board Meeting at 9:15 a.m.

**F. Public Comment**

There was no public comment.

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

Mr. Harrell distributed a Temporary Partial Assignment of Access Easement Agreement and an Access Easement Agreement relative to the Surplus Real Property Sale. He indicated that the Temporary Partial Assignment of Access Easement Agreement was necessary in order to move the lift station and recommended approval.

A **MOTION** was made by Supervisor Child, seconded by Supervisor Doughney approving and authorizing the execution of the Temporary Partial Assignment of Access Easement Agreement for the Surplus Real Property Sale by the Chairman and other officials, as presented. That **MOTION** carried 4 to 0.

Mr. Harrell had no further updates.

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

Mr. Lawson advised that the Lake Harvey project had been completed and that there had been a semi-final inspection done last week. He noted that there was a minor punch list of items to be completed prior to the final inspection, which will be scheduled soon.

Mr. Lawson noted that he was working on the Chick-Fil-A site matters and that things were moving forward.

That concluded Mr. Lawson's updates.

**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 it would be budgeted out of the Utility Fund, UGU Division, Capital Outlay Equipment. He recommended approval.

A **MOTION** was made by Supervisor Child, seconded by Vice Chairman Ney and passed unanimously approving the purchase of a new 2018 Ford F-250 4WD for the

UGU Division from Gilbert Ford of Okeechobee for the not to exceed amount of \$26,213.50. The Available Project Budget: \$84,150.00; This Project: \$26,213.50; leaving an Available Balance of \$57,936.50, as presented.

**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 it would be budgeted out of the Utility Fund, UGU Division, Capital Outlay Equipment. He recommended approval.

A **MOTION** was made by Vice Chairman Ney, seconded by Supervisor Doughney and passed unanimously approving the purchase of a new 2018 Ford F-250 2WD for the UGU Division from Gilbert Ford of Okeechobee for the not to exceed amount of \$27,401.50. The Available Project Budget: \$57,936.50; This Project: \$27,401.50; leaving an Available Balance of \$30,535.00.

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

The item was presented for consideration.

A **MOTION** was made by Vice Chairman Ney, seconded by Supervisor Doughney approving a 2-Year Renewal Option with Grau & Associates for auditing services for the fiscal year ended 2017, as presented. Upon being put to a vote, the **MOTION** carried unanimously.

**DM 4 – Other Items/Updates**

Mr. Pickle requested that the Board accept and approve the St. Lucie West Services District Organizational Chart dated December 5, 2017.

A **MOTION** was made by Vice Chairman Ney, seconded by Supervisor Doughney accepting and approving the St. Lucie West Services District Organizational Chart dated December 5, 2017, as presented. Upon being put to a vote, the **MOTION** carried 4 to 0.

Mr. Pickle then advised on the property sale at PGA by stating that there had been no progress from the District's standpoint. He noted that PGA was working on a private sales agreement and that they had a letter of intent. That is all the potential buyer would tell him.

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**

A **motion** was made by Supervisor Doughney, seconded by Supervisor Child and passed unanimously approving Consent Agenda items CA 1 through CA 7, as presented.

**K. Supervisor Requests**


Supervisor Doughney thanked the Board for their patience regarding bringing him up to speed on matters of the District.

There were no further Supervisor Requests.

**L. Adjournment**

There being no further items to be addressed, the Regular Board Meeting was adjourned at 9:48 a.m. There were no objections.

Regular Board Meeting Minutes Signature Page

  
Chairman/Vice Chairman

  
Secretary/Assistant Secretary

Date Approved 01/09/18