

St. Lucie West Services District
Workshop Minutes
January 6, 2014, 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
Everett Child, Vice Chairman
Charles B. Altwein, Secretary
Vincent D'Amico, Supervisor
Sal Mancuso, 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
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., wishing all those present a Happy New Year.

B. Pledge of Allegiance

C. Roll Call

Ms. Archer took roll, noting that all 5 Supervisors were present.

D. Approval of Minutes

- 1. December 2, 2013, Workshop**
- 2. December 3, 2013, Regular Board Meeting**

Chairman Cutler asked the Board if they had any changes or corrections to the minutes presented.

There being no changes to either set of minutes, Chairman Cutler continued with the next agenda item.

**E. District Attorney
DA 1 – Status Report**

Mr. Pickle indicated that he did not anticipate any updates from Mr. Harrell.

**F. District Engineer
DE 1 – Status Report**

Mr. Pickle indicated that there were several walk-on items, beginning with the following:

DE 1 – Approval of Work Authorization No. 4A-80-1312-R between SLWSD and Florida City Gas

Mr. Hayden presented the item indicating that Florida City Gas had submitted an application for the installation of a 2-inch underground gas line within the right of way of NW Enterprise Drive, at the intersection of NW Mercantile Place. He noted that the proposed gas main would be installed by means of a directional bore under the water line and irrigation mains located on NW Enterprise Drive. He concluded by stating that all policies and procedures of the District applicable to this type of development had been adhered to and recommended approval.

Supervisor Mancuso noted that it was his belief that the District had no authority to get involved with the installation of a gas line and indicated that he was not aware of any District policy on the matter, believing that the responsibility should rest with the City of Port St. Lucie and/or other agencies. Mr. Pickle indicated that the District has the authority because it owns the easement in which the gas line will be installed. Supervisor Mancuso reiterated his position on the matter. Vice Chairman Child asked if the work authorization denounces any responsibility on the District's part to which Mr. Pickle indicated it did. Supervisor Mancuso stated that he firmly believed that this does not fall within the District's jurisdiction.

There was no further discussion on the matter.

- G. 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 November, 2013

CA 6 - Consider Approval to Transfer Funds for the R&R Account, the WCF Account and the WWCF Account Requisitions for Fiscal Year 2013/2014

Prior to presenting the Consent Agenda items, Secretary Altwein asked about the status of the agreement between the District and Golden Corral, specifically if they were current. Mr. Pickle indicated that they had fallen behind at one point, but were now current.

Mr. Pickle presented Consent Agenda Items CA 1 through CA 6.

Secretary Altwein asked about the Water Plant Annual withdrawal capacity per SFWMD WUP figure of 87.1% on Page 23, asking if that number should be of concern. Mr. Pickle indicated that it was part of the permit that the District was looking to amend, but that this item would be addressed in the Annual Engineering Certification of the Utility Systems further along in the agenda.

Supervisor D'Amico referred to Page 24, inquiring about the 73 New Service/Establish Account, noting that seemed to be unusually high. Mr. Pickle indicated that the only new account he was aware of was LA Fitness and that the number referenced did not necessarily refer to new connections; they could be attributed to service being turned off by a tenant moving out and then turned back on when a new tenant moves in.

Secretary Altwein, also referring to Page 24, asked about the designation of 13 Reconnection "No Fee." Mr. Pickle indicated he would have to research that matter and get back to the Board at tomorrow's meeting. He surmised that the probable reason was that the meter was shut off due to no fault of the customer and was, subsequently, turned back on.

Supervisor D'Amico asked about the 170 Meter Reading Exceptions on Page 24. Mr. Pickle noted that of the approximately 7,000 meters within the District, 170 were spit out by the computer to be re-read. He stated that the usual cause is an either high or low reading, as compared to the norm.

Mr. Pickle referred to Page 22 of the Meeting Booklet, indicating that the Available Wastewater ERCs as of October 1st number had been recalculated to reflect the actual number, rather than the calculation that caused the number to reflect a negative number.

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

H. District Manager

Action Items

DM 1 - Consider Request to Advertise for a Public Hearing to Consider Adoption of Proposed Amendments to the Drug-Free Workplace Policy

Mr. Pickle presented the item indicating that most of the amendments were due to changes in the law. He noted that the proposed amendments would bring the District more current with state guidelines.

Secretary Altwein asked if the District would be posting signs, including on vehicles, that the District is a drug-free workplace. Mr. Pickle indicated that all employees sign off on the District's policy of a drug-free workplace, but that he would look into notifying the public of the designation.

There was no further discussion regarding Item DM – 1.

DM – Annual Engineering Certification of the Utility Systems

Mr. Pickle presented the item indicating that it had been prepared by Baskerville-Donovan, Inc. and recommended its acceptance.

There was no discussion regarding the Certification.

DM 2 – Other Items – Assistant Utility Director Position

Mr. Pickle presented the item reminding the Board that they had previously approved the position in the budget for the current fiscal year. He noted that the District had advertised the position internally for five days, as required. Mr. Pickle stated that there had been three internal candidates that applied for the position: Josh Miller, Chief Wastewater Treatment Plant Operation; Keith McMahon, Underground Utilities Level II Service Worker; and Kevin Matyjaszek, Water Plant Class "A" Operator. He stated that the Assistant Utility Director position was a salaried position and was approved as a Pay Grade 30 minimum salary of \$60,528.08 and a maximum salary of \$93,722.54. Mr. Pickle advised that he had interviewed all three candidates and his recommended selection was Josh Miller. The budgeted amount for this position is \$78,719, with Mr. Pickle's recommendation that Mr. Miller receive an annual salary of \$78,000. Discussion ensued regarding the qualifications of the other two candidates, Mr. Miller's history with the District and the process necessary for his promotion into the position.

There was no further discussion regarding the item.

DM 2 – Approval of Work Authorization SLWSD/BDI 14-01 for the WWTF Expansion Project, Phase III

Mr. Pickle presented the item indicating that this was Phase III of the Expansion Project, the final phase, which includes engineering services during construction; plant start-up and commissioning; record drawings, as required in the permit;

operation & maintenance manuals; interactive computerized operation & training system; and an hourly allowance for construction one-site observation. Mr. Pickle noted that funding for this project will come from a combination of the Wastewater Connection Fee Fund, the 2013 Utility Bond and the Utility Unrestricted Funds and is budgeted to cost \$362,688. Discussion ensued regarding the District hiring someone to oversee the process and the fact that it would be in the District's best interest to have someone do this as it is impossible for the engineer to be on-site at all times. Discussion then ensued regarding the obtaining of certifications and the necessity to keep daily logs and photograph steps of the entire process. Chairman Cutler asked if all permits would be obtained from the City of Port St. Lucie to which Mr. Pickle responded that permits were required from South Florida Water Management District, the City of Port St. Lucie and the Department of Environmental Protection. Chairman Cutler expressed his distaste of the need for the District to hire someone to watch over the work to which Mr. Pickle indicated that it would be in the District's best interest to have someone oversee the work on a daily basis. Mr. Ney, a resident of the District, agreed that the hiring of someone to oversee the project was necessary in order to be sure all aspects of the project as done correctly. He gave an example of his HOA recently taking on an asphalt project wherein they had hired someone to oversee the process. He indicated that the first truck had been sent back because it was the wrong mill and noted that the \$10,000 they had paid for this person was well worth it, based on that issue alone. Secretary Altwein attributed it as to having a sort of insurance policy because the District cannot possibly be everywhere. Chairman Cutler asked about liability to which Mr. Pickle indicated that it was his belief that both the contractors and the inspectors have a certain amount of liability.

There was no further discussion regarding this item.

Mr. Pickle indicated that he had recently met with the City of Port St. Lucie regarding the start of the recycle program in February in which residents would be issued bins. He noted that the bins would each have a unique barcode and that incentives would be available to the residents who contributed the most to the recycling program. Mr. Pickle indicated that the HOAs would be presented the information on the recycling program so that they could present to their residents.

Chairman Cutler asked if Josh Miller would be attending tomorrow's meeting; would attending the Board meetings become part of his normal routine. Mr. Pickle indicated that Josh would sometimes be present at meetings, if his involvement was considered necessary. It was his belief that Mr. Miller's on-site presence would take precedence over Board Meetings, but that when necessary, he would attend. Discussion ensued regarding Mr. Miller's management skills.

Upon the conclusion of the Assistant Utility Director discussion, Mr. Pickle indicated he had no further items.

I. Supervisor Requests

Supervisor Mancuso asked why the District could not have a resolution for the residents to own the Utility Plant and Facilities; then if the City or State says they

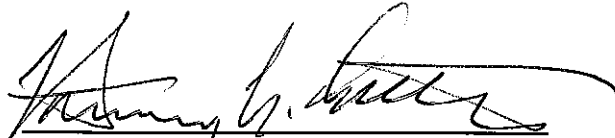
want to take over the facilities they could not. It is his belief that the profits from the utility plant should go back to the residents. Chairman Cutler indicated that if the residents owned it, rates would be higher. Vice Chairman Child commented that it was his belief that the District gives back to its residents everyday through excellent service at minimal cost, efficient government with no rate increase in 4 years. Chairman Cutler added that the only incentive for buying stock would be to collect a dividend which means a profit would have to be made and paid out instead of being put back into the utility.

There were no further comments from the Board.

J. Adjournment

There being no further items to be addressed, the Workshop was adjourned at 10:24 a.m. There were no objections.

Workshop Minutes Signature Page



Chairman/Vice Chairman



Secretary/Assistant Secretary

Date Approved 02-04-14