

**St. Lucie West Services District**  
**Regular Board Meeting Minutes**  
January 7, 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  
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

Also present was Josh Miller, Chief Wastewater Treatment Plant Operator, SLWSD

**Guests Present (Sign-In Sheet Attached)**

**A. Call to Order**

Chairman Cutler called the meeting to order at 9:00 a.m. He then recognized that Mayor JoAnn Faiella was present.

**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**

A **motion** was made by Secretary Altwein, seconded by Supervisor D'Amico approving the minutes of the December 2, 2013, Workshop, and the December 3, 2013, Regular Board Meeting, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

#### **E. Public Comment**

Steven Dewey, as resident of Presidential Cove, referred to the matter of paying Supervisors if they are not present at a Board Meeting, which had been discussed several months ago. He indicated that he did not know if any Boards who allow such a thing. He compared it to a homeowner not knowing of a water leak on their property, indicating that the District would not have any sympathy when it came to the high water bill and would not forgive the bill. Mr. Dewey stated that he sympathizes with the situation, but does not believe paying a Supervisor for not attending a Board Meeting would be a good business practice. Secretary Altwein recalled that the District decided not to pursue such action. Chairman Cutler thanked Mr. Dewey for his comments.

#### **F. District Attorney DA 1 – Status Report**

Mr. Harrell had no updates at this time.

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

Mr. Lawson 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 it was District practice to waive fees for other public entities and recommended approval.

Supervisor Mancuso reiterated his comments from yesterday's Workshop, noting that it was his belief that the District had no authority to get involved with the installation of a gas line and stated that the Board should not approve Work Authorization No. 4A-80-1312-R because it is not within the mandate of the District's policy and procedures. He indicated he believe the authority should be either with the City of Port St. Lucie or the County.

A **motion** was made by Vice Chairman Child, seconded by Secretary Altwein approving Work Authorization No. 4A-80-1312-R between St. Lucie West Services District and Florida City Gas, as presented.

Under discussion, Secretary Altwein asked how much separation is required between gas lines and water lines. Mr. Lawson indicated that that amount is determined by the Department of Environmental Protection, but that the minimum is 6 inches.

Vice Chairman Child's **motion** was reiterated, seconded by Secretary Altwein approving Work Authorization No. 4A-80-1312-R between St. Lucie West Services District and Florida City Gas, as presented. Upon being put to a vote, the **motion** carried 4 to 1 with Supervisor Mancuso dissenting.

Mr. Lawson gave an update to the Board on the 2014 Water Management Improvement Project, indicating that the project was moving along. He also noted that information has been sent to the wetland consultant for their review. Mr. Lawson indicated that he was approximately 1 to 2 weeks away from submitting the proposed project to the City of Port St. Lucie.

**H. 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**

A **motion** was made by Vice Chairman Child, seconded by Supervisor D'Amico approving Consent Agenda items CA 1 through CA 6, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

Mr. Pickle advised the Board that the question that arose yesterday regarding the Reconnection "No Fee" designation in the Underground Utilities Division Work Task and Service Order Monthly Report were due to accounts being transferred from tenant to property owner. He also noted that they could be attributed to when a meter is "spinning" and no one is home, the District turns the water off as a courtesy and then notifies the property owner of record. He indicated that in such cases no fees are associated with those accounts.

## **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 the matter had been explained at yesterday's Workshop and he recommended approval.

A **motion** was made by Secretary Altwein, seconded by Supervisor D'Amico approving the request to advertise for a Public Hearing to Consider Adoption of Proposed Amendments to the Drug-Free Workplace Policy, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

### **DM – Annual Engineering Certification of the Utility Systems**

Mr. Pickle recommended acceptance of the Annual Engineering Certification of the Utility Systems.

A **motion** was made by Vice Chairman Child, seconded by Secretary Altwein accepting the Annual Engineering Certification of the Utility Systems, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

### **DM 2 – Other Items – Assistant Utility Director Position**

Mr. Pickle presented the item noting that it had been thoroughly discussed at yesterday's Workshop. He recommended approval of his nomination of Josh Miller for the position at an annual salary of \$78,000.

A **motion** was made by Secretary Altwein, seconded by Supervisor Mancuso approving the District Manager's nomination of Josh Miller for the Assistant Utility Director position at an annual salary of \$78,000, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

The Board congratulated Mr. Miller on his promotion.

### **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, which amount includes the not to exceed amount of \$120,940 for construction observation.

Supervisor D'Amico asked for clarification on the construction observation and whether it was a separate contract. Mr. Pickle affirmed that the professional services agreement is separate from the construction observation contract.

A **motion** was made by Secretary Altwein, seconded by Supervisor D'Amico approving Work Authorization No. SLWSD/BDI 14-01 for the St. Lucie West Services District Wastewater Treatment Facility Expansion Project Phase III, in the lump sum amount of \$241,747.50 and the construction observation hourly allowance not to exceed amount of \$120,940, as presented.

Under discussion, Vice Chairman Child asked if the approval included the lump sum amount for the construction observation to which Secretary Altwein responded that it did.

Secretary Altwein's **motion** was reiterated, seconded by Supervisor D'Amico approving Work Authorization No. SLWSD/BDI 14-01 for the St. Lucie West Services District Wastewater Treatment Facility Expansion Project Phase III, in the lump sum amount of \$241,747.50 and the construction observation hourly allowance not to exceed amount of \$120,940, as presented. The funding for this project will come from a combination of the Wastewater Connection Fee Fund, the 2013 Utility Bond and the Utility Unrestricted Funds; Available Project Budget is \$1,212,615; this Project Cost is \$362,688; leaving an Available Balance of \$849,927. Upon being put to a vote, the **motion** carried 5 to 0.

Mr. Pickle indicated he had received an e-mail from Dr. Ney yesterday asking Mr. Pickle if he would attend the next HOA meeting to address the recent rumor that the District would start instituting penalties for violations of the fertilization program. Mr. Pickle indicated he would attend the meeting and noted that although the District has the authority to levy fines, he would bring along a transcription of the minutes from the November 5, 2013, Regular Board Meeting wherein no action was taken during the discussion of the program. Discussion ensued regarding passing along the costs of clean-up. Secretary Altwein believes it is the HOAs' responsibility to address landscapers on how to operate within the District's common areas. Mr. Pickle advised that the District may hold seminars to educate those involved.

Mr. Pickle then advised the Board that he had just received an e-mail from Baskerville-Donovan advising him of a change in the amount of Work Authorization SLWSD/BDI 14-01 for the WWTF Expansion Project, Phase III. The amount approved by the Board was \$241,747.50. The new amount is \$237,103. A savings of approximately \$4,600.

Supervisor D'Amico amended Secretary Altwein's previous **motion** to reflect the change in the amount from \$241,747.50 to \$237,103 for Work Authorization

SLWSD/BDI 14-01. The amendment was seconded by Vice Chairman Child and upon being put to a vote, the **motion** carried 5 to 0.

### **I. Supervisor Requests**

Supervisor D'Amico had no requests.

Secretary Altwein had no requests.

Vice Chairman Child welcomed Josh Miller to his new position and wished him well.

Supervisor Mancuso inquired about the amount of time a Supervisor is allotted to speak on a subject during the Workshop and Regular Board Meeting. Mr. Harrell indicated that he would research the matter and report back at the next meeting.

Chairman Cutler had no requests.

There were no further comments from the Board.

### **J. Adjournment**

There being no further items to be addressed, the Regular Board Meeting was adjourned at 9:44 a.m. on a **motion** made by Vice Chairman Child, seconded by Secretary Altwein. There were no objections.

Regular Board Meeting Minutes Signature Page

  
Chairman/Vice Chairman

  
Secretary/Assistant Secretary

Date Approved 02/04/14