

St. Lucie West Services District
Regular Board Meeting Minutes
January 8, 2013, 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 Board Meeting is available on file.)

Board Members Present

Harvey Cutler, Chairman
Everett Child, Vice Chairman
Charles 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
Josh Miller, Chief Wastewater Operator, SLWSD
Maddie Maldonado, Office Manager, SLWSD
Dan Harrell, District Counsel, Gonano & Harrell
Bob Lawson, District Engineer, ARCADIS-US, Inc.
Jason Pierman, Assistant 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 Regular Board Meeting to order at 9:00 a.m.

B. Pledge of Allegiance

C. Roll Call

Ms. Archer took roll, noting that all Supervisors were present with Supervisor Mancuso present via conference call.

D. Approval of Minutes

- 1. December 3, 2012, Workshop**
- 2. December 4, 2012, Regular Board Meeting**

A **motion** was made by Secretary Altwein, seconded by Vice Chairman Child to approve the minutes of the December 3, 2012, Workshop and the December 4, 2012,

Regular Board Meeting, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

E. Public Comment

There was no public comment.

**F. District Attorney
DA 1 - Status Report**

Mr. Harrell had nothing to report at this time.

**G. District Engineer
DE 1 – Consideration of Bids for Basin N1 Interconnect**

Mr. Lawson presented the item noting that the proposal packet was put out to 6 contractors, but only 5 responded. He noted that the work was out of range for Armadillo Dirt Works. Mr. Lawson recommended that the Board approve the bid submitted by R.K. Contractors in the amount of \$199,310.

A **motion** was made by Vice Chairman Child, seconded by Secretary Altwein to accept bid from R.K. Contractors in the amount of \$199,310 and direct staff to issue a Notice of Award and request that Performance and Payment Bonds be submitted for contract preparation. Available Project Budget is \$642,923.27; This Project Cost is \$199,310; leaving an Available Balance of \$443,613.27. Upon being put to a vote, the **motion** carried 5 to 0.

Chairman Cutler asked Mr. Lawson what type of timeframe we were looking at to which Mr. Lawson replied once the Notice to Proceed is issued, less than a couple of months.

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, 2012

CA 6 - Consider Approval to Transfer Funds for the R&R Account, the WCF Account, the WWCF Account and the WMB Fund Bond Requisitions

A **motion** was made by Secretary Altwein, seconded by Supervisor D'Amico to approve Consent Agenda items CA – 1 through CA - 6, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

**I. District Manager
Action Items**

DM 1 - Final Report Regarding Work Authorization SLWSD/BDI 13-01 for the WWTF Expansion Project, Phase I

Mr. Pickle introduced David Carr of Baskerville-Donovan who made a formal presentation on the expansion project. Mr. Carr noted that although the flow capacity of the wastewater treatment facility was okay for the next 10 years, the concentration of what needs to be treated is higher than normal and necessitates expansion.

Chairman Cutler called for a brief recess at approximately 9:25 a.m.

Chairman Cutler called the meeting back to order at approximately 9:30 a.m.

Mr. Carr's presentation included the following benefits:

1. Proactively provides treatment capacity through 2032 at the more stringent foreseeable discharge limits.
2. Replaces the existing Contact Stabilization Process with an Extended Aeration Process sized for future flows and wastewater concentrations.
3. Maximizes use of existing basins with cost effective addition of new basins, as required.
4. Replaces the existing Biosolids Management System with self-performed dewatering and landfill disposal.
5. Reduces the District's reliance on outside contractors, improves acceptability of biosolids at landfills and simplifies transport to landfills for disposal.
6. Increase the reliability of the treatment process and flexibility of the biosolids management system.
7. Produces significant annual savings in energy, operations and maintenance costs.

At the conclusion of his presentation, Mr. Carr entertained questions. Supervisor D'Amico asked if there would be an issue with odor to which Mr. Carr noted that the existing scrubbers would be relocate and reused. Chairman Cutler asked if the District could discharge to wetland to which Mr. Carr replied that you could, but you would be relocating water that you could be selling. Mr. Carr recommended that the District should do their own dewatering and stop using Synagro which would be a large cost savings.

Chairman Cutler recognized that Mayor JoAnn Faiella was in the audience.

Chairman Cutler thanked Mr. Carr for his presentation on the expansion of the wastewater treatment facility.

DM 2 - Consider Proposed Changes to Chapter A-II Rules of Board of Supervisors

Revisions to Chapter A-II Rules of Board of Supervisors were distributed to the Board Members. Mr. Harrell noted that the language in the Rules tracks the language of the statute and believes it is quite clear. He clarified that the Board creates positions and pay scales, but that the District Manager is responsible for the hiring and firing of District employees. Secretary Altwein asked if the termination of the Chief Operator must be brought to the Board for authorization. Mr. Harrell responded that he was not aware of this clause, but said that if the Board agreed to that process, certain positions could be subject to Board review. Mr. Harrell indicated that he would review the language to be sure there are no conflicts and noted that there were only places the language could be: the Rules of the Board of Supervisors or the employment agreement with the District Manager.

A **motion** was made by Vice Chairman Child, seconded by Supervisor D'Amico to approving the advertisement of a Public Hearing for March 5, 2013, to consider Revisions to Chapter A-II Rules of the Board of Supervisors. Upon being put to a vote, the **motion** carried 5 to 0.

DM 3 - Consider Acceptance of Annual Engineering Certification of the Utility Systems

A **motion** was made by Secretary Altwein, seconded by Vice Chairman Child to accept the Annual Engineering Certification of the Utility Systems, as prepared by Baskerville-Donovan, Inc. Upon being put to a vote, the **motion** carried 5 to 0.

DM 4 - Consider Resolution No. 2013-01 – Approving Reimbursement of Certain Costs Relating to the Acquisition, Construction and Equipping of Certain Capital Improvements

Mr. Pickle presented Resolution No. 2013-01, entitled:

RESOLUTION NO. 2013-01

A RESOLUTION OF THE ST. LUCIE WEST SERVICES DISTRICT REGARDING REIMBURSEMENT OF CERTAIN COSTS RELATING TO THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF CERTAIN CAPITAL IMPROVEMENTS; PROVIDING AN EFFECTIVE DATE.

Mr. Pickle indicated that this Resolution captures all the costs associated with the projects in the bond and that Bond Counsel recommended approval.

A **motion** was made by Secretary Altwein, seconded by Supervisor D'Amico adopting Resolution No. 2013-01, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

DM 5 - Other Items/Updates

1. Approval of Arcadis Engineering Proposal #12-045 for the Water Management Improvement Projects

Mr. Pickle noted that Mr. Lawson's firm had prepared the proposal for the stormwater improvements projects, broken down as follows:

Basin N1 – Lake Interconnect Pipe (WM012)	\$ 12,050
Basin 4E & 5 – Canal and Storage Enlargement (WM013)	29,115
Basin 2C – Wetland Vertical Relocation & Storage Enhancement (WM014)	32,365
Basin 2C – New Enclave Lake Storage Enhancement (WM015)	20,615
SFWMD Permit Application for Projects WM013-WM015	500
	\$ 97,645

Mr. Lawson then advised the Board that an additional \$7,500 needed to be added to the above amount, which represents design & engineering for all the above projects. So the total amount for consideration is \$105,145. Mr. Lawson noted that if design & engineering was added to each individual project, the amount would exceed the lump sum of \$7,500.

A **motion** was made by Secretary Altwein, seconded by Vice Chairman Child approving Arcadis Proposal No. 12-045 for the Water Management Improvement Projects in the amount of \$105,145. The Available Project Budget is \$443,613.27; This Project Cost is \$105,145; leaving an Available Balance of \$338,468.27. Upon being put to a vote, the **motion** carried 5 to 0.

2. Approval of Work Authorization SLWSD/BDI 13-01 for the WWTF Expansion Project, Phase II

Mr. Pickle presented the item, explaining that this is the initial phase of the project (Phase 1). He noted that the wastewater treatment facility had been evaluated in order to determine the best approach to expansion from 2.0 MGD TMADF up to a capacity of 3.0 MGD. The proposed expansion included an evaluation of all existing equipment and processes to most effectively use existing infrastructure. The evaluation also included converting the existing contact stabilization process to a more consistent biological treatment process to operate and meet effluent requirements (i.e. extended aeration). The facility was evaluated to assure each component meets Class I reliability and provided recommendations for improvements to meet this and other regulatory requirements. Phase II will include services for field

data collection, permitting, engineering design, contract documents, bidding services and geotechnical investigation and if broken down as follows:

Task 2-1	Field Data Collection Services (lump sum)	\$	20,000
Task 2-2	Permitting (hourly allowance)		20,000
Task 2-3	Engineering Design and Contract Documents (per FDEP formula less \$97,580 and Bidding Services)		662,420
Task 2-4	Biding Services (lump sum)		27,000
	Subconsultant Allowance for Geotechnical Investigation		<u>20,000</u>
		\$	749,420

Mr. Pickle noted that the funding for this project would come from the Wastewater Connection Fee Fund.

A **motion** was made by Vice Chairman Child, seconded by Secretary Altwein approving Work Authorization No. SLWSD/BDI 13-01 for the St. Lucie West Services District Wastewater Treatment Facility Expansion Project Phase II in the amount of \$749,420. The Available Project Budget is \$3,255,750; This Project Cost is \$749,420; leaving an Available Balance of \$2,506,330.

Under discussion, Secretary Altwein asked if the amount indicated for Task 2-2 would be a maximum amount. Mr. Carr indicated that it could be lower or higher, dependent upon DEP.

Vice Chairman Child's **motion** was reiterated, seconded by Secretary Altwein approving Work Authorization No. SLWSD/BDI 13-01 for the St. Lucie West Services District Wastewater Treatment Facility Expansion Project Phase II in the amount of \$749,420. The Available Project Budget is \$3,255,750; This Project Cost is \$749,420; leaving an Available Balance of \$2,506,330. Upon being put to a vote, the **motion** carried 5 to 0.

Chairman Cutler thanked the reps from BDI for their thorough presentation.

J. Supervisors' Requests

Vice Chairman Child thanked the representatives of BDI for their excellent presentation.

Supervisor Mancuso had no requests.

Supervisor D'Amico had no requests.

Secretary Altwein thanked BDI for their presentation.

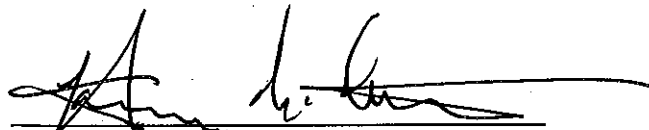
Chairman Cutler had no requests.

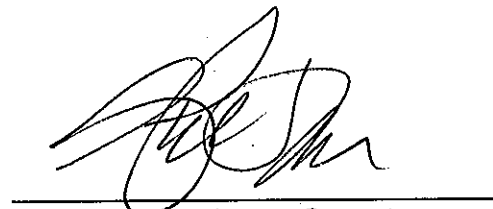
Chairman Cutler then recognized Mr. Ney in the audience and presented him with a plaque as a token of appreciation for his service as a Board Member. Mr. Ney thanked the Board and indicated that it was his honor and pleasure to serve and recognized the Board for their foresight. He noted that some of the numbers discussed at today's meeting were startling, but felt that expansion was necessary in order to stay ahead of the curve. He thanked the Board for the recognition.

K. Adjournment

There being no further items to come before the Board, the Regular Board Meeting was adjourned at 10:29 a.m. There were no objections.

Regular Board Meeting Minutes Signature Page


Chairman/Vice Chairman


Secretary/Assistant Secretary

Date Approved 02/05/13