

**St. Lucie West Services District  
Workshop Minutes  
February 3, 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  
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.

**B. Pledge of Allegiance**

**C. Roll Call**

Ms. Archer took roll, noting that all Supervisors were present with the exception of Vice Chairman Everett Child.

**D. Approval of Minutes**

- 1. January 6, 2014, Workshop**
- 2. January 7, 2014, Regular Board Meeting**

Chairman Cutler asked the Board if they had any changes or corrections to the minutes presented. Secretary Altwein referred to Page 5 of the Regular Board Meeting minutes wherein he was stating, "...believes it is the responsibility to address landscapers on how to operate within the District." He asked that the sentence be amended to read, "Secretary Altwein believes it is the HOA's responsibility to address landscapers on how to operate within the District's common areas." Ms. Archer stated that she would make the amendment, as requested.

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

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

Chairman Cutler asked if anyone in the audience would like to make any comments. There was no public comment.

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

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

#### **G. District Engineer DE 1 – Consider Approval of Work Authorization No. 3B-29-1401-R between SLWSD and Lake Forest Pointe at St. Lucie West Homeowners' Association, Inc.**

Mr. Hayden presented the item indicating that this application was for the installation of underground electrical conduit and a floating fountain with lights in Water Management Tract No. 2. Mr. Hayden noted that the proposed fountain is to be anchored in the center of the lake across from Lot 27. Mr. Hayden further noted that all policies and procedures of the District have been adhered to and he recommended approval.

There was no discussion regarding this item.

#### **DE 2 – Approval of Work Authorization No. 5-09-1401-R between SLWSD and James Hill**

Mr. Hayden presented the item indicating that the application was for the installation of an underground invisible fence within the lake bank of Water Management Tract No. 2 and noted that the fence had already been installed along the extended property lines of Lot 70 of Magnolia Lakes. Mr. Hayden stated that all policies and procedures of the District have been adhered to and recommended approval.

Discussion ensued regarding the purpose of the fence and if it was necessary for the HOA to approve the installation. Mr. Hayden noted that Magnolia Lakes was private.

There was no further discussion regarding Work Authorization No. 5-09-1401-R.

**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 December, 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**

Mr. Pickle presented Consent Agenda Items CA 1 through CA 6 and asked if there were any questions. There being none, Mr. Pickle moved on to the next agenda item.

**I. District Manager  
Action Items**

**DM 1 - Consider Approval of SW075 Change Order #1 for the Wastewater Treatment Facility Expansion Project**

Mr. Pickle presented the item indicating that Baskerville-Donovan and District Staff had negotiated the original contract from Wharton Smith to provide acceptable scope reductions and final project costs that were within the budget for this project. The approved contract amount was \$10,830,500 and Change Order #1 is a reduction of \$4,515,994.75 which brings the project cost from Wharton Smith to \$6,314,505.25. Mr. Pickle further indicated that the District would direct purchase equipment associated with this project from the manufacturer established in the original contract documents to save sales tax and contractor fees. He noted that the owner direct purchasing total would be \$3,863,678.72; total project costs went from \$10,830,500 to \$10,178,183.97, a savings of \$652,316.03. It was noted that this project would be funded out of the Wastewater Connection Fee Fund, Bond Construction Fund, Unrestricted Utility Revenues and the R&R Fund for this current fiscal year. Mr. Pickle stated that once Change Order #1 is approved a Notice to Proceed will be issued which will then put the contractor on the clock to meet the 15 month time period in which the project needs to be completed.

There was no discussion regarding this item.

**DM 2 - Approval for Work Authorization No. SLWSD/ISI/2014-001 Integration Services, Inc. SCADA conversion and new programming for the WWTF Expansion Project**

Mr. Pickle presented the item indicating that this project would convert the existing WWTF SCADA system graphics (software) to the new Ignition based SCADA system and include all additional graphic screens required to support the new WWTF Expansion Project. Mr. Pickle noted that the total project cost is \$185,834 and included all integration services to add all additional graphics screens required to support all of the new equipment and new field instrumentation included in the scope of work for the Wastewater Plant Expansion project. He further noted that the projected is budgeted in the Capital Improvement Program for the WWTF Expansion Project No. SW075 funding for the project was included in the 2013 Utility Bond and also the Wastewater Connection Fee Fund. Mr. Pickle recommended approval.

There was no discussion regarding this item.

**DM 2 – Approval for Work Authorization No. SLWSD/ISI/2014-002 Integration Services, Inc. PLC equipment and instrumentation related to the WWTF Expansion Project**

Mr. Pickle presented the item indicating that this Work Authorization was for the hardware for the WWTF Expansion Project and included the purchase and installation of specific PLC equipment, UL approved control panels, fiber optic termination (LIU) panels and all field process instruments and transmitters defined in the new WWTF Expansion Project specifications and not part of an OEM process package. Mr. Pickle noted that he had spoken with the City about permitting of this project and that he was thinking about entering into a Professional Services Agreement. He stated that they were a few months away from the need of moving on the item, but wanted the Board aware of the options available.

Chairman Cutler indicated he had no problem with the need for verification of the work being completed, but noted that the verifier has to have some liability. Mr. Pickle reminded Chairman Cutler that as the engineer of record, BDI has to also sign off on these matters and assured the Board that a lot of photographs, notes, etc. would be taken to verify the stages of the project in order to move on to the next stage.

Discussion ensued regarding the necessity of quality assurance and the very aggressive schedule which is contemplated.

There was no further discussion regarding this item.

Mr. Pickle then referred to a handout he had distributed earlier which was entitled, Utility Revenue. He noted that because of the meeting being held early in the month, the information which is processed by SDS does not come in to their office until after the first of the month; hence, why the information in the handout is not included in the Meeting Booklet.

There were no questions or comments regarding the Utility Revenue handout.

Mr. Pickle then advised the Board that it was his intention to include the street to lake easement documents on the agenda for the March meeting.

Mr. Gregg Ney, a resident of the District and President of the Fairway Isles HOA, indicated that his HOA would not be holding a meeting prior to the District's March meeting and that the document would not be signed without his Board's approval.

Mr. Pickle indicated that a majority of the documents could be presented to the Board at the March meeting and the balance of the documents could be brought to Board at a later date.

Secretary Altwein asked if Mr. Ney could call a Special Meeting or an Emergency Meeting in order to execute the document prior to the District's Board Meeting in March to which Mr. Ney did not believe the matter was urgent enough to call an Emergency Meeting.

Supervisor Mancuso referred back to agenda items DM 1 and DM 2 asking why the State does not get involved since this is for the expansion of the wastewater treatment facility. Mr. Pickle indicated that they (DEP) are involved, but that they rely on the engineer of record and upon its completion, they come out for an inspection and then for annual inspections, not during the actual construction.

Chairman Cutler asked Mr. Pickle if it would be practical/reasonable for us to allot a breakdown of the cost of total stormwater drainage and allocate it to the various entities. Mr. Pickle indicated it could be done, but that it would take some time to do the calculations. He also noted that the "snapshot" would be only for only certain months. He indicated he would get with Mr. Hayden to work on Chairman Cutler's request.

## **J. Supervisor Requests**

Supervisor Mancuso indicated he had attended the St. Lucie West Taxpayers' Association Meeting. He indicated that something that had been brought up bothered him; several people complained that the water and wastewater fees in St. Lucie West are expensive. Chairman Cutler indicated that there were several misstatements in the newspaper regarding the fees and noted that once Mr. Pickle and Mr. Hayden have had a chance to prepare their report on the fees that maybe it should be submitted to the newspaper for clarification purposes.

Secretary Altwein indicated that he believed that the City of Port St. Lucie should be better represented at our meetings. Chairman Cutler noted that we may see major changes after the election.

Mr. Pickle wished to expand on Supervisor Mancuso's statement regarding the District's water and wastewater fees and noted that he hoped to make a formal presentation to the Board at the next Board Meeting.

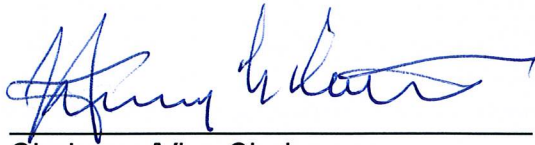
Vice Chairman Child had no requests.

Supervisor D'Amico had no requests.

**K. Adjournment**

There being no further items to be addressed, the Workshop was adjourned at 10:13 a.m. There were no objections.

Workshop Minutes Signature Page



Chairman/Vice Chairman



Secretary/Assistant Secretary

Date Approved 3-4-14