

St. Lucie West Services District
Workshop Minutes
February 4, 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
Maddie Maldonado, Office Manager, SLWSD
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 Workshop to order at 9:00 a.m.

B. Pledge of Allegiance

C. Roll Call

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

D. Approval of Minutes

- 1. January 7, 2013, Workshop**
- 2. January 8, 2013, Regular Board Meeting**

Secretary Altwein asked that his request to change the colors of the color code for the Project Tracker be explained a little better in the minutes. Ms. Archer indicated she would revise the wording for clarification.

Secretary Altwein then referred to the requirement for the Assistant District Manager to have a Class B license. He asked why the requirement was not for a Class A license. Mr. Pickle requested that this item be discussed under DM - 1.

Secretary Altwein then referred to Page 7 of the Meeting Book wherein the Workshop minutes refers to "Merin Development." He indicated it should read "Menin Development." Ms. Archer indicated she would correct the name.

Secretary Altwein then noted that he did not see pay scales within the job descriptions. Mr. Pickle indicated that they were noted on a separate page.

Mr. Pickle brought to the attention of the Board that there was an error in the Work Authorization number for the WWTF Expansion Project, Phase 1, as presented by Baskerville-Donovan at last month's workshop and meeting. He noted that the Work Authorization refers to SLWSD/BDI 12-01 and should be 13-01.

There was no further discussion regarding the minutes.

E. Public Comment

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 - Status Report**

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

**H. Consent Agenda
CA 1 - Monthly Report on Public Works Operations**

Mr. Pickle indicated that on Page 31 of the Meeting Book, Project Tracker, the numbers indicated in blue are at or under budget for better clarification. He noted that if the Board desired more colors be used, it could be looked into.

CA 2 - Monthly Report on Utilities Operations

Chairman Cutler asked what effect the WWTF expansion has on the IQ pond. Mr. Pickle noted that they were looking into lining it, but it should not affect the pond.

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

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

**I. District Manager
Action Items**

DM 1 - Request to Advertise for a Public Hearing to Approve Amendments to (1) Employee Job Descriptions and (2) Chapter A-1

Mr. Pickle explained the item, distributing a hand out with changes to Section A-1.19 – Job Descriptions, which will allow District staff to make minor changes without the need for a Public Hearing. The need for a succession plan was discussed. Chairman Cutler noted that he wants to ensure that we do not go back to having a Utilities Manager and a District Manager. Vice Chairman Child expressed his desire to ensure that the option exists to keep the jobs separate. Mr. Pickle noted that he wanted to leave the District prepared with individuals that are trained and could carry on in either Mr. Hayden's or his absence.

Chairman Cutler noted that he would like to hold a specialized workshop to discuss staff. Mr. Pickle indicated that should only occur if the District were in negotiations with the labor union or litigation. Mr. Pierman noted that a specialized workshop could take place in disciplinary situations, but suggests first checking with Mr. Harrell on this matter. Supervisor D'Amico asked the definition of an "essential employee." Mr. Pickle indicated that an "essential employee" is a government term used to describe employees who must be accessible during emergency/disaster situations, such as storm events. Mr. Pickle reminded the Board that he was only seeking approval to advertise for the Public Hearing and that details of the revisions could be worked out any time prior to the April 2, 2013, Public Hearing.

Mr. Pickle indicated that Secretary Altwein had previously asked about the District's policy regarding the termination of high ranking employees and that Chapter A-III addresses that issue. He noted that the Board agreed in November 2007, that no high ranking employee could be fired without Board approval. High ranking employee positions include: Assistant District Manager, Utility Operations Manager or Utility Director, District Superintendent, Administrative Assistant, Chief Water Treatment Plant Operator and Chief Wastewater Treatment Plant Operator.

Discussion ensued regarding changing the title of the "Administrative Assistant" to "Office Manager" for clarification purposes and making that position an "essential

employee.” Mr. Pickle indicated he could add the item to the Public Hearing scheduled for April.

There was no further discussion regarding this item.

DM 2 - Other Items/Updates

Mr. Pickle referred to an article that ran in the St. Lucie News Tribune on January 26, 2013, regarding the quality of the District's water affecting the pipes of property owners in the District. In response to that article, Mr. Pickle provided the Board Members with copies of a Baskerville-Donovan (BDI) report dated September 12, 2012, wherein BDI states, "Based on our evaluation, the finished water being produced by SLWSD is not considered corrosive and meets industry standards for stabilized drinking water." In addition, Mr. Pickle provided copies of correspondence from the Florida Department of Environmental Protection, dated January 31, 2013, regarding the Compliance Inspection conducted at the St. Lucie West Water System, wherein it was found that "No significant deficiencies were noted during the inspection."

A lengthy discussion ensued regarding the circumstances surrounding the issues with copper pipes in the District and what steps, if any, the District should take to defend itself. Possible causes were discussed as was sending off samples of the pipes for expert evaluation.

There was no further discussion regarding this matter.

J. Supervisors' Requests

Supervisor Mancuso referred to Chapter 190.012(4)(d) and questioned whether the District should have an elected advisor for interlocal agreements. He further noted that the City Council subdivided the City of Port St. Lucie and assigned a Commissioner to a specific subdivision; thereby giving the residents a contact on the Council. Supervisor Mancuso's point was to have equal representation. Chairman Cutler reminded Supervisor Mancuso that one Board Member cannot make any decisions without a Board vote. Supervisor Mancuso indicated he brought up the item as "food for thought." Chairman Cutler suggested that Supervisor Mancuso bring a specific motion to tomorrow's meeting for a vote on the matter. Supervisor Mancuso agreed.

Vice Chairman Child had no requests.

Secretary Altwein had no requests.

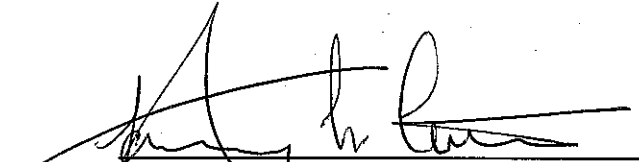
Supervisor D'Amico had no requests.

Chairman Cutler had no requests.


K. Adjournment

There being no further items to be addressed, the Workshop was adjourned at 10:55 a.m. There were no objections.

Workshop Minutes Signature Page



Chairman/Vice Chairman



Secretary/Assistant Secretary

Date Approved 03-05-13