

St. Lucie West Services District
Regular Board Meeting Minutes
April 8, 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

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
Molly Shaddock (formerly Rottinghaus), District Counsel, Gonano & Harrell
Bob Lawson, District Engineer, ARCADIS-US, Inc.
Jason Pierman, District Treasurer, Special District Services, Inc. ("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

Chairman Cutler acknowledged Mr. Jeffrey Bremer, City Manager of the City of Port St. Lucie.

C. Roll Call

Mr. Pierman took roll and noted that Supervisor Mancuso was absent.

D. Approval of Minutes

- 1. March 3, 2014, Workshop**
- 2. March 4, 2014, Regular Board Meeting**

A motion was made by Supervisor D'Amico, seconded by Secretary Altwein approving the minutes of the March 3, 2014, Workshop, and the March 4, 2014, Regular Board Meeting, as presented. Upon being put to a vote, the motion carried 4 to 0.

E. Public Comment

Mr. Bremer indicated his commitment to attend the District's meetings to be sure a proper level of communication is met due to several situations wherein a lack of communication was the issue. He assured that he and his staff are available. Mr. Bremer provided a brief update on the City's planning process. He noted that Mr. Pickle would be a part of the City's Site Plan Committee and is also invited to some preliminary meetings with businesses that are locating within the community, in particular within the District.

Chairman Cutler noted that people were upset about the Crossings and the Aldi store with respect to the potential traffic issues, which he explained. Mr. Bremer indicated that the success of the business district has caused more traffic and he assured the Board that proper notice has gone out so that the residents can have input at the Planning and Zoning meetings. He indicated that he was not in a position to say that the widening St. Lucie West Boulevard is necessary because he believes it would take away from the character of the area, but he noted that the City is looking at traffic patterns and the timing of traffic lights. Mr. Bremer also noted that re-examination of the zoning plan could be considered if it is found to be outdated and irrelevant.

F. District Attorney

DA 1 – Memorandum No. 14-05 Notice of Qualifying Period – Elections of Members of the Board of Supervisors Supplement

Ms. Shaddock presented the item and went over the information. Chairman Cutler indicated that he believed the Supervisor of Elections' office is dropping the ball because their website is not being updated regularly. He noted that he was aware of one person who filed their paperwork 3 weeks ago and the information is not on the website. He noted that he filed his paperwork one week ago last Friday and then he called their office the following Tuesday to find out they had received the information, but it had not yet been posted on their website. He noted that Supervisor D'Amico is the only person the website shows as having qualified.

G. District Engineer

DE 1 – Consider Approval of Work Authorization No. 3B-30-1312-SU between SLWSD and Harbor Community Bank, FSB

Mr. Lawson presented the item, giving an overview of the work authorization and noting that the authorization will be issued to the owner (Harbor Community Bank, FSB), not the tenant (Aldi). He recommended approval of Work Authorization 3B-30-1312-SU with the following condition:

Condition 1 – This applicant shall provide an ingress/egress easement in favor of St. Lucie West Services District to allow access to the water meter and backflow prevention devices prior to issuance of the Work Authorization. Release of the water

meter to service the site will be conditioned on review, acceptance and recordation of the easement.

A **motion** was made by Secretary Altwein, seconded by Vice Chairman Child approving Work Authorization No. 3B-30-1312-SU between SLWSD and Harbor Community Bank, FSB, as presented.

Under discussion, Chairman Cutler indicated to Mr. Bremer that is what he was previously speaking of because of the Albertsons being right there and now we're putting in another market across the street and across the street from that will be the Walmart food market.

Secretary Altwein's **motion** was reiterated, seconded by Vice Chairman Child approving Work Authorization No. 3B-30-1312-SU between SLWSD and Harbor Community Bank, FSB, including the one condition as outlined above, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

DE 2 - Consider Approval of Work Authorization No. 4D-05-1402-S between SLWSD and Menin Development Companies, Inc.

Mr. Lawson presented the item and noted that the applications fees have been received, as stipulated in Condition 1. He recommended approval of Work Authorization 4D-05-1402-S, noting that the following condition has already been satisfied:

Condition 1 – Final issuance of Work Authorization 4D-05-1402-S shall be conditioned on receipt of the required \$1,000 Application Fee and a \$1,000 Work Authorization Deposit.

A **motion** was made by Vice Chairman Child, seconded by Supervisor D'Amico approving Work Authorization No. 4D-05-14022-S between SLWSD and Menin Development Companies, Inc., as presented, with Condition 1, which has been satisfied.

Under discussion, Secretary Altwein asked what the purpose of it was to which Mr. Lawson indicated that it would provide an easier ingress/egress from the shopping center and would take some traffic off some of the other entrances and probably reduce the stacking of people trying to get in and out, by providing a more direct route, which is what I suspect this is for. Secretary Altwein brought up the Walmart and the Crossings which is within relatively close proximity to another traffic light; his concern is the number of traffic lights. Mr. Lawson indicated that this was a right turn only and showed a picture of its location. Once Secretary Altwein saw the picture, he was satisfied with Mr. Lawson's explanation.

Vice Chairman Child's **motion** was reiterated, seconded by Supervisor D'Amico approving Work Authorization No. 4D-05-14022-S between SLWSD and Menin

Development Companies, Inc., as presented, with Condition 1, which has been satisfied. Upon being put to a vote, the **motion** carried 4 to 0.

Mr. Lawson gave an update on the 2014 Storm Water Management Project permitting noting that it was going smoothly. He indicated that it had been submitted to South Florida Water Management District. He noted that the PUD amendment #5 for Lake Forest had been heard last week and it was unanimously recommended for approval and will now go to City Council. He indicated that the next step with the City is to submit a minor subdivision plat to change the land use designation from the upland preserve that surrounds this particular wetland to add a water management easement through that upland preserve. That will be submitted next Wednesday.

Chairman Cutler asked if Mr. Lawson had looked at the irrigation report to which Mr. Lawson indicated he had seen it and noted that it looked good. His only concern is financial with regard to fixing the valves. Mr. Lawson indicated that he was putting together, at Mr. Pickle's request, a proposal for his firm to, not only review it, but to also do some preliminary reviews in the field of the non-working valves and establish a cost for replacement for the items identified in the report. This would allow them to present to the Board an estimate of costs for replacement of all these valves and a potential recommendation of maintenance money that would need to be budgeted, should the Board decide to take over the internal workings of these irrigation systems.

Discussion ensued regarding the amount of time necessary in order to replace all the valves, the potential cost and how the District would pay for it. Mr. Lawson indicated that his firm would take all that into consideration when preparing the report, should the Board decide to engage in his firm to do so.

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 February, 2014

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

A **motion** was made by Vice Chairman Child, seconded by Secretary Altwein approving Consent Agenda items CA 1 through CA 6, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

I. District Manager

Action Items

DM 1 - Consider Request to Advertise for a Public Hearing to Approve Amendments to Employee Job Descriptions

Mr. Pickle presented the item noting that approval from the Board will allow the advertisement for a June 3, 2014, Public Hearing to Approve the Amendments to Employee Job Descriptions.

A **motion** was made by Secretary Altwein, seconded by Supervisor D'Amico approving the advertising for a June 3, 2014, Public Hearing to Approve Amendments to Employee Job Descriptions, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

DM 2 - Consider Approval of Water Treatment Plant Reroof Project

Mr. Pickle presented the item noting that roof for the Water Treatment Plant needs to be replaced this year, but was budgeted for next year. He reminded the Board of the 3 proposals received and recommended acceptance of the proposal from Seaside Roofing, Inc. in the amount of \$66,200. Mr. Pickle indicated that this figure leaves approximately \$33,000 more than what was originally budgeted.

A **motion** was made by Supervisor D'Amico, seconded by Vice Chairman Child approving the acceptance of the Seaside Roofing, Inc. bid in the amount of \$66,200 for the Water Treatment Plant reroof project and directing staff to issue a Notice of Award, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

DM 3 - Consider Approval of SW072 High Service Pump and Hydro-Tank Expansion Project for the Water Treatment Plant

Mr. Pickle presented the item noting that this was a combination of 2 projects. He also noted that the amount is a little over budget due to the MCC building because of potential voltage loss issues. Although all the bids were very close, staff recommends awarding it to Wharton-Smith for the amount of \$654,000 and noted that they had the lowest bid due to their being onsite. He also noted that this project is funded out of the Water Connection Fee Fund for the current fiscal year.

A **motion** was made by Vice Chairman Child, seconded by Secretary Altwein approving the acceptance of the Wharton-Smith, Inc. bid in the amount of \$654,000 for SW072 High Service Pump and Hydro-Tank Expansion Project for the Water Treatment Plant and directing staff to issue a Notice of Award and request that Performance and Payment Bonds be submitted for contract preparation, as presented. The Water Connection Fee Fund Balance is \$907,006; this project cost is \$654,000; leaving a Water Connection Fee Fund Balance of \$253,006.

Under discussion, Secretary Altwein asked for confirmation that Wharton-Smith was doing a good job to which Mr. Pickle indicated that he has had a positive experience

with them and he would highly recommend them. He also noted that he expects the \$654,000 figure to be lower with owner direct purchasing due to the savings on sales tax, which Wharton-Smith had agreed to.

Vice Chairman Child's **motion** was reiterated, seconded by Secretary Altwein approving the acceptance of the Wharton-Smith, Inc. bid in the amount of \$654,000 for SW072 High Service Pump and Hydro-Tank Expansion Project for the Water Treatment Plant and directing staff to issue a Notice of Award and request that Performance and Payment Bonds be submitted for contract preparation, as presented. The Water Connection Fee Fund Balance is \$907,006; this project cost is \$654,000; leaving a Water Connection Fee Fund Balance of \$253,006. Upon being put to a vote, the **motion** carried 4 to 0.

Chairman Cutler asked if these items were included in Agenda Item CA 3 to which Mr. Pickle indicated that the project cost were included in the Project Tracker. Vice Chairman Child asked, regarding Agenda Item DM-3, if there would be additional costs for the SCADA system. Mr. Pickle indicated that Vice Chairman Child was correct and that information would be presented at the May meeting, but that he thought it would be approximately \$70,000. Mr. Pickle then explained the backup/redundancy benefits to the Board's satisfaction.

DM 4 – Consider Approval of Contract Amendment between the Department of Corrections and the St. Lucie West Services District. Contract # WS828 Amendment #1

Mr. Hayden presented the item explaining the amendment and indicating that he was very happy with the progress advising the Board that they have caught the District up to the 3 year rotation. He recommended approval.

A **motion** was made by Secretary Altwein, seconded by Supervisor D'Amico approving the contract amendment between the Department of Corrections and the St. Lucie West Services District - Contract #WS828, Amendment #1, as presented.

Chairman Cutler reminded those present that these items had been discussed during the previous day's Workshop.

Secretary Altwein's **motion** was reiterated, seconded by Supervisor D'Amico approving the contract amendment between the Department of Corrections and the St. Lucie West Services District - Contract #WS828, Amendment #1, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

Chairman Cutler asked Mr. Hayden if he was looking into the Cascades issue with the preserve. Mr. Hayden indicated that he would be going to look at it today with Mr. Lawson.

DM 5 – Other Items/Updates

Mr. Pickle indicated that the cost to attend the 2014 Florida Association of Special Districts (FASD) Annual Conference being held June 16 -19, 2014, would be approximately \$1,167 per person, which included the cost for the conference and hotel accommodations. He also noted that the pre-conference on Monday would be covering insurance and that the figure indicated also includes per diem for meals.

Secretary Altwein asked how many Supervisors should attend the conference. Chairman Cutler indicated that the Board does not spend money without reason. Mr. Pierman indicated that in addition to the sessions, the networking is beneficial. Mr. Pickle reminded the Board that the District joined the FASD this year and that it was his feeling that District participation at the conference would be good. Secretary Altwein thought Mr. Pickle would be better qualified to pick which sessions are pertinent to the District and recommended his participation and maybe one of the Board Members. Discussion ensued about which Board Members were available and which should attend. The Board consensus was that Chairman Cutler should attend the FASD Conference. A brief discussion then ensued regarding reimbursement of expenses or vouchers.

Mr. Pickle indicated that the budget process was ongoing and briefly outlined the State of Florida Auditor General letter and the circumstances surrounding the audit. Mr. Pickle noted that he does not foresee any issues.

Mr. Pickle updated the Board on the recycling program indicating that he had spoken with Darlene McLaughlin of Waste Pro and was told that if residents received a small container and they want a large container to have them call her. It was confirmed that they are scanning bins as they drop them off and then when they pick up the recycling. He also noted that depending on how many times you recycled and your bin was scanned, your name would be entered into a drawing for a monetary award for the highest users. He was also advised that the recycling program does not begin until after May 1st.

Mr. Pickle advised those present that he has been seeing a lot of cooperation with the Planning Department; he has been receiving regular e-mails on upcoming items and now, before any Building Permit within the District is issued, the applicant has to go through the District in order to get a sign off letter from him. He thanked Mr. Bremer and his staff for that communication.

Chairman Cutler asked when the IQ pond would start. Mr. Pickle indicated that they had met Thursday, but they are hoping for late May. He indicated that the pond would have to be divided in half, line one half and then do the other side. Mr. Pickle noted that they might have to go to a 7 day per week watering for, maybe 6 months, in order to get rid of the water that's been sent to the wastewater facility. He noted that it is a 15 month contract and he expects completion by May, 2015.

J. Supervisor Requests

Vice Chairman Child indicated that the Board okayed to authorize a +/- \$650,000 pump in 2 minutes, yet approval for attendance at a \$1,000 FASD Conference took

15 minutes. He noted that the public is well served to send Chairman Cutler to the conference. Chairman Cutler indicated he was very sensitive to spending the money; he does not doubt that the value will be there, but he does not like to spend District money.

Secretary Altwein had no requests.

Supervisor D'Amico asked if the District is processing 100% of the wastewater from across the street; but he noted that we are, at times, supplying potable water. What percentage of their total water supply is the District supplying? Mr. Pickle indicated that he was not sure how much water they produce per day, they do not have a separate irrigation system and they do not give what water production they have out of their water facility; all we get is how much water we send to them; we send them more water than we take back in wastewater. He believes that last month it was a little over 9 million gallons which we sent to them. They have a minimum of how much they have to take, which he believes is 7,353,000 per month.

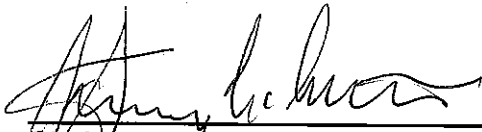
Chairman Cutler had no requests. He thanked Mr. Bremer's for his attendance.

There were no further comments or requests.

J. Adjournment

There being no further items to be addressed, the Regular Board Meeting was adjourned at 10:44 a.m. There were no objections.

Regular Board Meeting Minutes Signature Page



Chairman/Vice Chairman



Secretary/Assistant Secretary

Date Approved 05/06/14