

St. Lucie West Services District
Workshop Meeting Minutes
June 3, 2019, 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 Meeting is available on file.)

Board Members Present

Vincent D'Amico, Chairman
Gregg Ney, Vice Chairman
Wayne Smith, Secretary
John Doughney, Supervisor
Everett Child, 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
Josh Miller, Assistant Utilities Director, SLWSD
Jason Pierman, District Treasurer, Special District Services, Inc. ("SDS")

Guests Present (Sign-In Sheet Attached)

A. Call to Order

Chairman D'Amico called the Workshop Meeting to order at 9:00 a.m.

B. Pledge of Allegiance

C. Roll Call

It was noted that all 5 Supervisors were in attendance.

D. Approval of Minutes

- 1. May 6, 2019, Workshop**
- 2. May 7, 2019, Public Hearing & Regular Board Meeting**

There were no revisions to either set of minutes.

E. Public Comment

There were no comments from the public.

**F. District Attorney
DA 1 – Status Report/Updates**

Mr. Pickle noted that Mr. Harrell would not be at tomorrow's meeting, but would call in, if necessary.

Secretary Smith asked about an update on the closing of the golf course property. Mr. Pickle advised that the document language had been approved and that they were just working out the details of the closing date.

That concluded Mr. Pickle's District Attorney updates.

**G. District Engineer
DE 1 – Consider Approval of Work Authorization No. 4D-22-1903-SU
between St. Lucie West Services District and the St. Lucie Westland, LLC for
The Shoppes at St. Lucie West Phase IIIB related to the Construction of a New
Publix Site**

Mr. Hayden presented the item, indicating that this was an application for the construction of paving, grading, drainage, water and sewer improvements associated with a new building to be occupied by Publix located on Parcel 1 of SLW Plat No. 185. He noted that the site was currently vacant and consisted of 13.3 acres and was located to the west of the current Shoppes at St. Lucie West development. Mr. Hayden further noted that water management facilities, including a dry storage area and control structure, were previously constructed as part of the overall Shoppes' development and will be incorporated into this work to meet the site's water quality requirements.

Mr. Hayden advised that site grading used in the parking areas had been found to be in substantial conformance with the current South Florida Water Management District Conceptual Permit for the facilities in the 4D Basin. He also indicated that water and sewer improvements on the site would be private and as such, 4 special conditions were recommended identifying that on-site facilities would remain private and be the maintenance responsibility of the applicant/site owner, to wit:

- 1.) All water and sewer facilities servicing this project will be privately owned and maintained by the applicant or subsequent property owner.
- 2.) Property shall be required to connect to the SLWSD existing reclaimed water system as a source of irrigation.
- 3.) A 10-foot ingress/egress easement shall be prepared to provide access to the water meter servicing this property. The easement shall be prepared, submitted for review and acceptance by the SLWDS, and be recorded in the public records prior to the site receiving its water meter.
- 4.) All drainage system components serving this project will be privately owned and maintained by the applicant or subsequent property owner.

Mr. Hayden recommended approval.

Mr. Pickle noted that the main reason for this work authorization was for a drive-thru for Publix.

There was no further discussion regarding this item.

H. District Manager Action Items

DM 1 – Consider Resolution No. 2019-02 – Adopting a Fiscal Year 2020 Proposed Annual Budget and Setting a Public Hearing Date

Mr. Pickle presented Resolution No. 2019-02, entitled:

RESOLUTION NO. 2019-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2020.

Mr. Pickle noted that the Public Hearing was scheduled for September 10, 2019.

The Board had no questions regarding this item.

DM 2 – Consider Approval of Infrastructure Solution Services (ISS) Work Authorization No. SLW012 for ISS Engineering for the WWTF Filter No. 2 Replacement Design & WWTF Operating Permit Rerate

Mr. Pickle presented the item, indicating that it was a combined project. It was noted that the existing Filter No. 2 was a traveling bridge type tertiary wastewater filter, which is inefficient to operate – Staff recommends the replacement with a cloth media type disc filter within the existing concrete structure.

The other part is the Rerate of the existing WWTF Operating Permit. It was noted that in the last three years, the CBOD and TSS loadings on the 2015 WWTF have been more stable and lower than what was experienced prior to the 2015 WWTF construction. Staff recommends rerating the operating permit for more capacity.

ISS has been requested to provide the design, permitting, bidding and construction administration services for this project. This Work Authorization is for the engineering of same and will not exceed the amount of \$86,180, which funding will come from the Utility Capital Outlay account. The Current Budget is \$115,000; This Project is \$86,180; leaving an Available Balance of \$28,820.

Discussion ensued regarding the life expectancy of the filter and the importance of regular maintenance.

There was no further discussion regarding this item.

DM 3 – Consider Approval of Replacement of Existing 220 MHz SCADA Radio Telemetry System

Mr. Pickle presented the item, explaining that they were moving away from antiquated radios and going to a cellular VPN radio system, using Verizon as the provider. Mr. Pickle advised that this would replace the outdated 220 MHz radio system used to monitor and operate the Lift Stations and Stormwater Gates.

Mr. Pickle noted that Integration Services, Inc. was asked to provide a proposal for the design, software development, SCADA configuration, system manuals, system implementation and commissioning services for this project.

Mr. Pickle noted that Integration Services' Proposal No. 2018-30 came in for the not to exceed amount of \$167,772 and would be funded from the Stormwater Emergency R&R Fund and the Utility R&R Fund, to wit:

<u>Budget Impact</u>	<u>Current Budget</u>	<u>This Project</u>	<u>Available Balance</u>
ORG Number: 5-37041	\$ 145,000.00	\$ 127,772.00	\$ 17,228.00
ORG Number: 1-46001	\$ 102,249.00	\$ 40,000.00	\$ 62,249.00

Discussion ensued regarding Verizon's reliability and what to expect after big storms roll through the area.

There was no further discussion.

DM 4 – Consider Approval of SCADA RTU Panel PLC Upgrade Project

Mr. Pickle presented the item, indicating that this was a replacement project for the PLCs located in the existing SCADA Telemetry RTU Panels. The PLCs monitor and control the SLWSD Lift Stations, Stormwater Gates, Irrigation Wells and Reserve Interconnect. Most of them are from the 2008 original telemetry project and are due for replacement.

The District requested that Integration Services, Inc. to provide a proposal to procure, design, configure, program and integrate the new PLCs for this project, which came in for the not to exceed amount of \$162,837 and would be funded from the Stormwater Emergency R&R Fund and the Utility R&R Fund, to wit:

<u>Budget Impact</u>	<u>Current Budget</u>	<u>This Project</u>	<u>Available Balance</u>
ORG Number: 5-37043	\$ 145,000.00	\$ 129,837.00	\$ 15,163.00
ORG Number: 1-46001	\$ 62,249.00	\$ 33,000.00	\$ 29,249.00

There was no discussion regarding this item.

DM 5 – Consider Appointment of Wastewater Treatment Plant Chief Operator Position

Mr. Pickle presented the item, indicating that the Wastewater Treatment Plant Chief Operator position needed to be filled due to the vacancy created when Thomas Stirtzinger was promoted to the Assistant Utilities Director position. It was noted that the appointment would be effective June 4, 2019, and training would begin upon Board approval. Mr. Pickle noted that the position was advertised internally for five days, as required in the personnel manual. Mr. Pickle noted that there had been 2 qualified internal candidates that had applied: Thomas J. Bayer (Wastewater Treatment Plant Operator Class B) and WD Cannon (Wastewater Treatment Plant Operator Class B). It was noted that this was an hourly position and was approved as pay Grade 23 minimum hourly rate of \$25.37, maximum hourly rate of \$38.84.

Although Mr. Pickle noted that both candidates had strong wastewater backgrounds and know the system well, both candidates were interviewed and ranked by Mr. Miller and Mr. Stirtzinger and their recommendation was based on their experience and length of service with the District. Based on their recommendation, Mr. Pickle nominated Thomas J. Bayer for the Wastewater Treatment Plant Chief Operation position at an hourly rate of \$26.00.

There was no discussion regarding this item.

DM 6 – Consider Acceptance of 2018 Financial Report

Mr. Pickle presented the 2018 Financial Report, noting that there were no findings.

There was no discussion regarding this matter.

DM 7 – Other Items/Updates

Mr. Pickle advised that Infrastructure Solution Services' Engineer's Report was due to the bondholders by July 1st.

Mr. Pickle indicated that the Purchase Order Procedure was increasing the amount from \$5,000 to \$10,000 for Directors and Assistant Managers.

There were no further updates.

I. Consent Agenda

CA 1 – Monthly Report on Public Works Department

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 April 2019

CA 6 – Consider Approval to Transfer Funds for the R&R Requisition

There was no discussion regarding the Consent Agenda items.

J. Supervisor Requests

Vice Chairman Ney indicated that he did not believe that the Boil Water Notice communications were handled well. Mr. Pickle responded that they would be updating the robo-call list monthly.

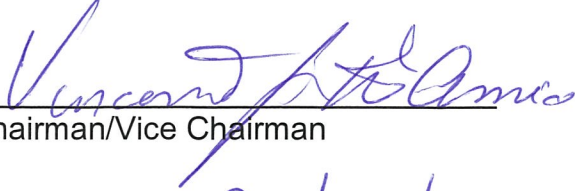
Vice Chairman Ney suggested looking into text notifications as well. Secretary Smith indicated the District should be cautious regarding texting.

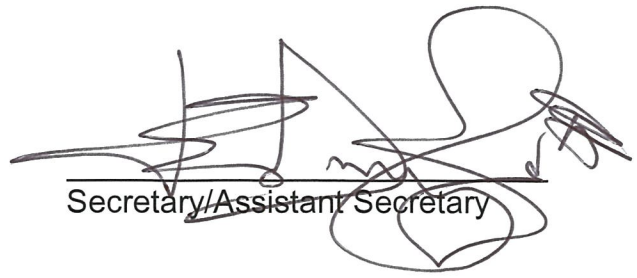
That concluded the Supervisor Requests.

K. Adjournment

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

Workshop Meeting Minutes Signature Page


Chairman/Vice Chairman


Secretary/Assistant Secretary

Date Approved 07/09/19