

St. Lucie West Services District
Workshop Meeting Minutes
September 9, 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
Josh Miller, Utilities Director/Assistant District Manager, SLWSD
Tom Stirtzinger, Assistant Utilities Director, SLWSD
Maddie Maldonado, Director of Office Administration, 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. August 5, 2019, Workshop**
- 2. August 6, 2019, Regular Board Meeting**

There were no revision to either set of minutes.

E. Public Hearing 1

- **PH 1** – Consider Resolution No. 2019-05 – Adopting the Budgets for the Fiscal Year ending September 30, 2020, for the District; Providing Authority for the District Manager to Expend Funds on Behalf of the District

Mr. Pickle presented Resolution No. 2019-05, entitled:

RESOLUTION NO. 2019-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT ADOPTING THE BUDGETS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2020 FOR THE DISTRICT; PROVIDING AUTHORITY FOR THE DISTRICT MANAGER TO EXPEND FUNDS ON BEHALF OF THE DISTRICT; PROVIDING AN EFFECTIVE DATE.

Mr. Pickle indicated that the funding for the administrative building had been moved from 2019 to 2020.

The Board had no questions regarding the budget resolution.

F. Public Hearing 2

- **PH 2** – Consider Resolution No. 2019-06 – Levying a Non-Ad Valorem Assessment for Water Management Bonds, Operations and Maintenance Costs within the St. Lucie West Services District for the Period October 1, 2019, through September 30, 2020

Mr. Pickle presented Resolution No. 2019-06, entitled:

RESOLUTION NO. 2019-06

LEVYING A NON AD VALOREM ASSESSMENT FOR WATER MANAGEMENT BONDS, AND OPERATIONS AND MAINTENANCE COSTS, WITHIN THE ST. LUCIE WEST SERVICES DISTRICT FOR THE PERIOD OCTOBER 1, 2019, THROUGH SEPTEMBER 30, 2020

Secretary Smith noted that the City had held 2 meetings regarding their millage rates. He asked if the District needed to be present at those meetings. Mr. Pickle indicated that the District's presence was not necessary at those meetings and reiterated that stormwater was not being increased.

There was no further discussion regarding this resolution.

G. Public Comment

There were no comments from the public.

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

Mr. Pickle gave an update on the preserve takeover, indicating that they needed to look at the plats. Mr. Pickle noted that the budget already reflects a new employee for preserve maintenance.

A brief discussion ensued regarding plantings in the community.

There was no further discussion on this item.

**I. District Engineer
DE 1 – Consider Approval of Work Authorization No. 2C-15-1907-SU
between the St. Lucie West Services District and Grace Lutheran Church of
PSL**

Mr. Pickle presented the item, indicating that this application is related to the construction of a new building on the existing church site that will be used to house and provide care for Alzheimer's patients. Mr. Pickle noted that the church site is described as Tract A-1, recorded in St. Lucie West Plat No. 28, and an additional 3.0 acre tract conveyed in ORB 95, Page 1821, both located on the east side of SW Cashmere Boulevard north of the Enclave project.

Mr. Pickle indicated that the site is serviced by a privately-owned and maintained grinder lift station that discharges to the District's system west of SW Cashmere Boulevard on Flamingo Drive. He also noted that the site grading used in the minor parking lot expansion is in conformance with the existing South Florida Water Management District Permit and previous work authorizations issued.

Mr. Pickle reviewed the following 3 conditions:

1. All onsite drainage system components serving this project will continue to be privately owned and maintained by the applicant/landowner.
2. The applicant/landowner will be required to connect its privately-owned pump station discharge to the existing 6" District-owned force main, directly south of the site, should the existing station or pumps require replacement.
3. Maintenance of the onsite water line, private grinder station and 2" force main will remain the responsibility of the applicant/landowner.

There was no discussion regarding this matter.

**J. District Manager
Action Items**

DM 1 – Consider Approval of Change Order #1 for the Main Irrigation Pump Station Improvement Project with Hinterland Group, Inc.

Mr. Miller presented the item, indicating that Hinterland Group had been hired by the District to install the new Main Irrigation Pump Station, Project SW069. He noted that Change Order #1 was being requested by Hinterland Group as a result of changes in the scope of work and additional work that is necessary in order to complete this project.

Mr. Miller noted that the change order would increase the contract from \$904,500 to the not to exceed amount of \$921,194.81, which Mr. Pickle confirmed would be encumbered during the current fiscal year.

Mr. Miller also noted that they still have the painting to do and would come out of this funding.

There was no discussion on this item.

DM 2 – Consider Approval of the District’s Holiday Schedule for the 2020 Calendar Year

Mr. Pickle presented the proposed schedule, indicating that he had asked the employees if they would prefer having Veterans’ Day off instead of New Year’s Eve. The employees chose to have New Year’s Eve off.

There was no discussion regarding this matter.

DM 3 – Consider Approval of the Third Amendment to Utility SCADA System Service Agreement with Integration Services, Inc. (ISI)

Mr. Pickle presented this item, indicating that the amendment extends the current contract for an additional three years with all contract conditions remaining the same through September 30, 2022.

There was no discussion regarding this item.

DM 4 – Consider Proposal from JTC Concrete Plus for the Installation of a Solids Divider Station

Mr. Miller presented the item, indicating that this was for the installation of an onsite Solids Divider Station, which is necessary for handling of materials from Aquatic lake vegetation, Exotic Plant removal debris and Underground Utilities excavation materials. He noted that these materials were currently stored and handled in the location of the proposed new Administration Building.

Four proposals were received from the following companies:

1. PRP Construction in the amount of \$76,063.50;

2. Kerns Construction in the amount of \$128,951.00;
3. Southern Underground in the amount of \$120,630.00; and
4. JTC Concrete Plus in the amount of \$67,550.00

Mr. Miller noted that staff recommended awarding the project to JTC Concrete Plus for the amount of \$67,550.00, dividing the cost between the following divisions:

5-32102 - \$22,517.00
1-35102 - \$22,517.00
1-31102 - \$22,516.00

There was no discussion regarding this item.

DM 5A – FlaWarn Mutual Aid Agreement for Water and Wastewater

Mr. Miller explained the program, indicating that it was used by FlaWarn Membership Utilities throughout the State of Florida and would allow for mutual aid between water and wastewater municipalities during emergency events, which includes personnel, equipment, materials and other related services.

Mr. Pickle noted that it was the same type of agreement as Statewide Mutual Aid, but for utilities.

There were no questions from the Board Members.

DM 5B – Consider Authorization of General Liability Insurance and Workers’ Compensation Insurance Provided by Preferred Governmental Insurance Trust (PGIT)

Mr. Pickle presented the item, indicating that this was the PGIT renewal for the general liability insurance and workers’ compensation insurance. Mr. Pickle noted that the general liability insurance was going up from \$199,641 to \$214,380 (a 7.38% increase), mainly due to the increase of equipment, property values, more cybersecurity and active shooter coverage. He indicated that the general liability insurance has a two-year rate guarantee. Mr. Pickle then advised that workers’ compensation insurance had gone down from \$50,794 to \$49,820 (a 1.91% decrease), mainly due to the MOD factor and safety program, and which is partially based on annual salaries. He noted that both rates were within the proposed budget for the current fiscal year.

There was no discussion regarding this matter.

DM 6 – Other Items/Updates

Mr. Pickle noted that it was a short month and that the next meeting was scheduled for October 1, 2019.

Mr. Pickle advised, in anticipation of Hurricane Dorian, the gates were lowered below 6 inches, as permitted. He noted that they had expected 12 inches of rain, but only 2 inches was reported. He believes, in reality, we received between 3 and 4 inches.

Mr. Pickle advised that they would be purchasing a few more radios on the City/County frequency.

Mr. Pickle then advised that they had received approval from the City for the new Administrative Building and that an RFP would be published soon.

In addition, Ms. Maldonado confirmed that the September bill would include information regarding this new billing software, which is to be implemented in November.

That concluded Mr. Pickle's updates.

K. 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

Secretary Smith noted that the Project Tracker still showed the purchase of the golf course. Mr. Pickle indicated that it should show 100% completed.

CA 4 – Monthly Report on Billing and Customer Service

CA 5 – Financial Statements for July 2019

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

CA 7 – Surplus Items

There was no further discussion regarding the Consent Agenda items.

K. Supervisor Requests

Supervisor Doughney advised that he had recently had breakfast with Councilman John Carvelli, who complimented District staff for storm response. Supervisor Doughney asked if the District should have a representative at County and City Emergency Operations Centers (EOCs) to which Mr. Pickle indicated that the District staff was too small to put people at both centers. Mr. Pickle noted that having someone at the County EOC would be enough because they have the most resources.

Secretary Smith asked when water could be shut off during a storm event. Mr. Pickle indicated that a big storm could uproot trees and the District could lose water for days.

That concluded the Supervisor Requests.

L. Adjournment

There being no further items to be addressed, the Workshop Meeting was adjourned at 10:01 a.m. There were no objections.

Workshop Meeting Minutes Signature Page


Chairman/Vice Chairman


Secretary/Assistant Secretary

Date Approved 10/01/19