

St. Lucie West Services District
Workshop Meeting Minutes
August 31, 2020, at 9:00 a.m.
VIA TELEPHONIC COMMUNICATIONS
DIAL IN TO: 1-877-402-9753 ACCESS CODE: 4411919

(Please note: This is not verbatim. A CD recording of the Workshop Meeting is available on file.)

Board Members Present

Vincent D'Amico, Chairman – in-person
Gregg Ney, Vice Chairman – in-person
John Doughney, Secretary – in-person
Everett Child, Supervisor – virtually present
Dominick Graci, Supervisor – virtually present

Staff Present

Dennis Pickle, District Manager, St. Lucie West Services District (“SLWSD”) – in-person
Bill Hayden, Public Works Director/Assistant District Manager, SLWSD – virtually present
Josh Miller, Utilities Director/Assistant District Manager, SLWSD – virtually present
Gerard Rouse, Assistant Public Works Director, SLWSD – virtually present
Maddie Maldonado, Director of Office Administration, SLWSD – virtually present
Jason Pierman, District Treasurer, Special District Services, Inc. (“SDS”) – virtually present
Laura Archer, Recording Secretary, SDS – virtually present

Also present in-person were: District resident, Vio Mucota; and Ryan Smith and Trevor McCarthy of RAFTELIS formerly PRMG.

Guests Virtually 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 either in-person or in virtual attendance.

D. Approval of Minutes

1. August 3, 2020, Workshop

2. August 4, 2020, Regular Board Meeting

There were no revisions to either set of minutes.

Ryan Smith of RAFTELIS formerly PRMG introduced himself and Trevor McCarthy. Mr. Smith went on to make a PowerPoint presentation on the District's Water, Wastewater, and Irrigation System 2021 Revenue Sufficiency Update and Review. Mr. Smith noted the purpose of the update, the basis for the financial forecast, an overview of the system and the results of the analysis. He indicated that the financial position of the District was good with no proposed rate increase for fiscal year 2021, but would be re-evaluated annually to determine if there is a need.

Supervisor Child expressed he believed it was a fantastic fiscal report and that it reflects exceptional management. Vice Chairman Ney agreed with Supervisor Child's comments.

The Board then thanked Messrs. Smith and McCarthy for their presentation.

E. Public Hearing 1

- **PH 1 – Consider Resolution No. 2020-04 – Adopting Fiscal Year Ending September 30, 2021, Budgets for the District; Providing Authority for the District Manager to Expend Funds on Behalf of the District**

Mr. Pickle presented the item, indicating that this Public Hearing was for the Fiscal Year 2021 Budgets and would formally be voted on tomorrow.

F. Public Hearing 2

- **PH 2 – Consider Resolution No. 2020-05 – 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, 2020, through September 30, 2021**

Mr. Pickle presented this item, noting that this Public Hearing was for the Levying a Non-Ad Valorem Assessment for Water Management Bonds, Operations and Maintenance Costs and would formerly be voted on tomorrow.

G. Public Comment

There was no public comment.

H. District Attorney DA 1 – Status Report/Updates

Mr. Pickle was not aware of any updates from Mr. Harrell at this time.

I. District Engineer

DE 1 – Consider Termination of a 12-Foot Non-Exclusive Ingress and Egress Easement on Lot 10, University Park, St. Lucie West Plat No. 143

Mr. Pickle presented the item, indicating, as a condition of the West Park Professional Center, the applicant was required to provide a 12-foot wide non-exclusive ingress/egress easement in favor of the District to allow for access to the proposed water meter location. The easement was provided, approved and recorded in the public records of St. Lucie County; however, the project was never constructed and a new project is being considered. The engineer of record for the new project has requested that the District terminate its rights under the existing easement.

Mr. Pickle indicated that staff and District Counsel had reviewed the termination document and found it to be satisfactory in form and approval was recommended.

Discussion ensued regarding its location to which Mr. Hayden responded it was near the stadium.

There were no further questions regarding this item.

**J. District Manager
Action Items**

DM 1 – District Manager Annual Performance for 2020

Mr. Pickle presented the item, indicating that this was a stipulation of his employment agreement.

The options are as follows:

- a. Taking no action, in which event the term of this Agreement shall be automatically extended for one additional year beyond its then-current term;
- b. Taking action to extend this Agreement for one additional year beyond its then-current term; or
- c. Taking action declining to extend this Agreement beyond its then-current term.

Discussion ensued regarding the differences between the 3 choices and how happy the Board is with Mr. Pickle's performance.

There was no further discussion on this item.

DM 2 – Other Items/Updates

Mr. Pickle advised that the flooring in the new building was almost done, cabinets were in and they were seeking the final C/O this week. He indicated that there were only finishing touches that needed to be completed. He also indicated that the current building had been sold and would be moved shortly. He anticipates holding next month's meetings in the new building.

Mr. Pickle advised that an employee had requested domestic partner health insurance coverage.

A lengthy discussion ensued. Mr. Pickle reminded the Board Members that the District's labor attorney would be present at the October meeting due to amending the drug-free workplace policy and that the subject could be broached at that time.

Mr. Pickle sought moving forward with shut offs for delinquent accounts.

Discussion ensued regarding the number of delinquent residential accounts, the number of delinquent commercial accounts and agencies that may offer assistance. Mr. Pickle asked the Board to think about it and decide what they would like to do at tomorrow's meeting.

Mr. Pickle indicated that 2 more employees had tested positive for COVID, but both had recently been cleared. He noted that staff was social distancing, cleaning regularly and administering weekly temperature checks in an effort to minimize the spread.

On that note, Mr. Pickle advised that the City had opened their water and sewer departments by appointment only.

Mr. Pierman then noted that the contract with Grau & Associates had expired and it was time to appoint an Auditor Selection Committee to adopt an audit criteria and direct staff to advertise an RFP for annual audit services. Mr. Pierman noted that it would formerly be voted upon tomorrow.

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

CA 4 – Monthly Report on Billing and Customer Service

CA 5 – Financial Statements for July 2020

CA 6 – Consider Approval to Transfer Funds for the R&R Account Requisitions for Fiscal Year 2020

There was no discussion regarding the Consent Agenda items.

L. Supervisor Requests

Supervisor Graci echoed the sentiments regarding Mr. Pickle and staff concerning the good financial presentation.

Supervisor Child requested that on site oxygen be available in the new building in case of emergency. He also echoed the exemplary job Mr. Pickle and staff have done as evidenced by the fantastic financial report.

Supervisor Graci indicated if the District was considering having oxygen on site in case of an emergency, he would also like them to consider a defibrillator as well.

Mr. Pickle advised that they already have a defibrillator on site.

Secretary Doughney echoed Mr. Pickle's evaluation along with staff.

Vice Chairman thanked Messrs. Smith and McCarthy for their presentation.

Chairman D'Amico noted it was an outstanding presentation.

K. Adjournment

There being no further items to be addressed, the Workshop Meeting was adjourned at 9:56 a.m. There were no objections.

Workshop Meeting Minutes Signature Page


Chairman/Vice Chairman


Secretary/Assistant Secretary

Date Approved 10/06/20