St. Lucie West Services District

Board of Supervisors Meeting Minutes

April 1, 2008 at 9:00 a.m.
Sunlight Community Church
477 S.W. Cashmere Boulevard, 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

Charles B. Altwein, Chairman
Everett Child, Vice-Chairman
Sal Mancuso, Supervisor
Harvey Cutler, Supervisor

Board Members Not Present

George Hyde, Supervisor

Staff Present

John Imperato, District Manager, St. Lucie West Services District ("SLWSD")
Bill Hayden, Public Works Director/ Assistant District Manager, SLWSD
Dennis Pickle, Utility Director/ Assistant District Manager, SLWSD
Dan Harrell, District Attorney, Gonano & Harrell
Bob Lawson, District Engineer, ARCADIS G&M
Maddie Maldonado, Administrative Assistant, SLWSD
Heidi Snyder, Assistant District Treasurer, Government Services Group, Inc. ("GSG")
Dustin Gaston, Financial Analyst, GSG

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Guests Present

(See Sign-In Sheet Attached)

I – Call to Order and Roll Call

Chairman Altwein called the meeting to order at 9:00 a.m.

II – Pledge of Allegiance

III – Invocation

IV – Public Hearing

Public Hearing to Consider the Adoption of Amendment No. IV to Chapter I of the Rules of the St. Lucie West Services District Relative to its Stormwater Management System

There were no comments from the audience regarding the public hearing.

Adoption of Amendment No. 1 to the Surface Water Management Policies & Procedures Manual of the St. Lucie West Services District

Mr. Lawson addressed the Board to provide a general overview of Amendment No. 1. Mr. Lawson noted that the changes under this amendment are summarized in the agenda packet under item PH 1a. Mr. Lawson stated that this item is a result of the District looking at the cost being incurred by the review of the applications and the fee structure in the manual. Mr. Lawson stated that the basic principal behind these adjustments were to create a platform by the District by which the that the overall cost of review of the work authorizations is picked up by the applicant, establishes a higher fee for deposits and some criteria for release of those deposits. Discussion ensued on the Surface Water Management Policies & Procedures. Chairman Altwein called for a motion.

Supervisor Cutler motioned to approve Amendment No. 1 to the Surface Water Management Policies & Procedures Manual of the St. Lucie West Services District. Vice-Chairman Child seconded the motion. Discussion ensued. Mr. Lawson took note of the Board's requests and summary of changes to ensure everything was incorporated in the document: to add "revised as of April 1, 2008" to the coversheet and terminology that this manual replaces all previous manuals; A summary of the changes between the old and new manual be included and incorporated as an item within the manual; and to add Utility Director's and Public Works Director's on the Work Authorizations. Supervisor Cutler and Vice-Chairman Child approved of this amendment to the original motion. **Approved 4-0.**

V – Public Comment

Sue Snyder addressed the Board and asked for the progress report regarding the items to be done by the District according to the Culpepper & Turpening report. Mr. Imperato stated that this work is underway. Mr. Pickle stated that all items on the residential side have been completed and work is pending on the industrial side.

Susan Morrin addressed the Board and asked how the funds will be reallocated now that the City has taken over the maintenance. Mr. Imperato stated that he will not have the full answer until staff completes the budget process; however, staff is looking to reallocate those funds.

Mr. Imperato addressed the Board and requested a motion for the Board's approval of the arbitration settlement. Mr. Imperato suggested that in the future the Board allow the District Manager the authority to make this discussion in regards to these matters. Mr. Imperato stated that the settlement was made to allow the former employee to be considered a "resignation" versus "termination" and the amount of $10,000 be paid to the former employee, by the insurance carrier.

Supervisor Mancuso motioned to accept the arbitration settlement agreed upon. Vice-Chairman Child seconded the motion. Supervisor Mancuso commented that whenever District funds are involved the Board of Supervisors should be involved automatically. **Approved 4-0.**

VII – District Engineer

Approval of a Modification to Work Authorization No. 4E-22-0612-S between SLWSD and Lowe's Home Centers, Inc. regarding the commercial development known as Lowe's of St. Lucie West

Mr. Lawson stated that this item is part of the Lowe's improvement project; due to the size of the culvert the District staff requested that ARCADIS help provide construction observation of the pipe being installed. It is a very large pipe and very large expense; Lowe's is paying the complete cost of the pipe and its installation with no reimbursement to them. Mr. Lawson stated that his firm did an inspection and found that a turning structure was set without using what the Field Observations staff felt was appropriate construction procedure. It was not dewatered and had a significant

amount of water in the hole. Mr. Lawson stated that the applicant, Lowe's was advised that this was not acceptable. Mr. Lawson requested approval of a modification, which was agreed to in writing by the applicant, for Lowe's to post an additional $2,500 deposit to be held by the District for two years. At the end of the two years, the District would hire an underwater diver to inspect the pipe to determine whether the seals on the pipe have remained in good working order. If the pipe remains in good working order the District would concur that the repair was successful and maintain the pipe; however, if not Lowe's would post a $75,000 construction bond to remove and rebuild the structure in case it has to be replaced. Mr. Lawson stated that two years would give an adequate amount of time to review the structure. Mr. Lawson recommended approval of Work Authorization No. 4E-22-0612-S with the two additional conditions added.

Vice-Chairman Child motioned to approve Modification to Work Authorization No. 4E-22-0612-S between SLWSD and Lowe's Home Centers, Inc. regarding the commercial development known as Lowe's of St. Lucie West. Supervisor Mancuso seconded the motion. Approved 4-0.

Board Consideration for Approval of St. Lucie West Plat No. 183

Mr. Lawson stated that items DE-2, DE-3 and DE-4 are for the review and approval of record plats in the St. Lucie West project. Mr. Lawson noted that under the second paragraph of each item in the agenda states that purpose of the plats.

Supervisor Mancuso motioned to approve St. Lucie West Plat No. 183. Vice-Chairman Child seconded the motion. Approved 4-0.

Board Consideration for Approval of St. Lucie West Plat No. 186

Mr. Lawson presented item DE-3 and recommended approval of St. Lucie West Plat No. 186.

Vice-Chairman Child motioned to approve St. Lucie West Plat No. 186. Supervisor Mancuso seconded the motion. Approved 4-0.

Board Consideration for Approval of St. Lucie West Plat No. 187

Mr. Lawson presented item DE-4 and recommended approval of St. Lucie West Plat No. 187.

Supervisor Mancuso motioned to approve St. Lucie West Plat No. 187. Vice-Chairman Child seconded the motion. Approved 4-0.

Chairman Altwein called a recess at 10:40 a.m. The meeting reconvened at 10:50 a.m.

VIII – District Manager

Approval of Wastewater Treatment Plant Automation project, Phase #1; Project No. SW022

Mr. Pickle addressed the Board and stated that item DM-1 is for Phase #1 of a three phase project as part of the District's Capital Improvement Plan. Mr. Pickle noted that this item came under budget, leaving approximately $3,000 remaining. Discussion ensued regarding the project. Chairman Altwein called for a motion.

Supervisor Cutler motioned to approve Wastewater Treatment Plant Automation project, Phase #1; Project No. SW022. Supervisor Mancuso seconded the motion. Approved 4-0.

Approval for a P.A. System for Board Meetings

Mr. Imperato presented item DM-2 and stated that all research on the systems was done by Mr. Hayden. Chairman Altwein called for a motion on the item.

Vice-Chairman Child motioned to approve item DM-2 as recommended by the District Manager to purchase the P.A. system from Jam Music for the not to exceed price of $2,700.00. Supervisor Mancuso seconded the motion. Approved 4-0.

Other Items/Updates

Mr. Imperato presented the March 2008 invoice for District Management services.

Supervisor Mancuso motioned to approve the March 2008 invoice for District Management services. Supervisor Cutler seconded the motion. Approved 4-0.

Mr. Imperato provided updates to the Board. Mr. Imperato stated that the work on the pump station has been completed. Vice-Chairman Child requested that this update be added to the District's website. Mr. Imperato agreed.

Mr. Imperato stated that there was a request by the Board for him and the Chairman to approach the City. Mr. Imperato stated that a meeting has been scheduled with Michelle Berger on Thursday afternoon to improve the relationship and communications between the City of Port St. Lucie and the St. Lucie West Services District.

Mr. Imperato presented the status of the job descriptions and advised the Board of the statutory requirements to be done in the future for Aquatic Technicians. Mr. Imperato stated that contract negotiations will begin in May, and staff is reviewing the current contract for the operations.

Mr. Imperato advised the Board of grant applications that the District has applied for recently. Mr. Imperato stated that he is encouraging OSHA safety training for employees and encouraging staff to apply for grants for reimbursement for education.

Approval of Declaration for Surplus Equipment

Mr. Hayden stated that over the past eight years the District has accumulated some old equipment that has been stored at the Utility Plant and with the City takeover there are a few items that the District no longer needs. Mr. Hayden stated that there are two options to dispose of the equipment are to have a public auction or advertise the surplus equipment in a local newspaper and receive sealed bids as of said date to dispose. Mr. Hayden noted that the list of equipment is listed in the agenda packet.

Supervisor Cutler motioned to approve the declaration of surplus equipment as recommended by staff to advertise the surplus equipment in a local newspaper and receive sealed bids. Vice-Chairman Child seconded the motion. Approved 4-0.

VIII – Supervisors' Requests

Supervisor Mancuso addressed the Board and stated that the contract with GSG requires six months notice to terminate the contract and if it is not done the contract would be automatically extended.

Supervisor Mancuso motioned that GSG be provided 180 days notice of intent to terminate the contract between the District and GSG; per Section 4.02 of the contract. Vice-Chairman Child seconded the motion. Mr. Imperato requested confirmation from Mr. Harrell, as his understanding is that the contract expires on September 30, 2008 and the language on termination may be for termination without cause. Mr. Harrell agreed with Mr. Imperato statement. Discussion ensued regarding prior District Management. Mr. Harrell stated that proceeding with the motion would afford him and Mr. Imperato to review the agreement and see precisely what the transition provisions do require and report back at the next meeting. **Approved 4-0.**

IX – Minutes

Approval of the Minutes of the March 18, 2008 Regular Meeting

Vice-Chairman Child motioned to approve the meeting minutes of March 18, 2008. Supervisor Cutler seconded the motion. Approved 5-0.

X - Adjournment

Vice-Chairman Child motioned to adjourn the meeting. Supervisor Cutler seconded the motion.

The Chairman adjourned the meeting at 12:03 p.m.

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Meeting Minutes Signature Page

Chairman / Vice-Chairman **Secretary / Assistant Secretary**

Date Approved 4/15/08

St. Lucie West Services District

Guest Sign - In Sheet

Tuesday, April 1, 2008

****PLEASE PRINT****

	Name & Company	E-Mail Address	Phone
1.	Sue Snyder	on file	on file
2.	SUSAN MORIN	"	"
3.	VINCENT D'AMICO		878-2201
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