

**St. Lucie West Services District**  
**Workshop Meeting Minutes**  
July 12, 2021, 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  
Dominick Graci, Supervisor – in-person  
Viorel Mocuta, Supervisor – in-person

**Staff Present**

Bill Hayden, Public Works Director/Assistant District Manager, St. Lucie West Services District ("SLWSD") – in-person  
Maddie Maldonado, Director of Office Administration, SLWSD – in-person  
Josh Miller, Utilities Director/Assistant District Manager, SLWSD – in-person  
WD Cannon, Wastewater Treatment Plant Operator, Class B, SLWSD – in-person  
Dan Harrell, District Counsel, Gonano & Harrell – in-person  
Jason Pierman, Secretary/Treasurer, Special District Services, Inc. ("SDS") – in-person  
Laura Archer, Recording Secretary, SDS – via phone

**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 Supervisors were in attendance.

**D. Approval of Minutes**

- 1. June 7, 2021, Workshop**
- 2. June 8, 2021, Regular Board Meeting**

Vice Chairman Ney wanted the minutes to reflect that the June meetings were the first meetings in over a year in which face masks were not required.

That was the only revision to the minutes.

**E. Public Comment**

There was no public comment.

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

Mr. Harrell indicated that he was preparing the documentation necessary for the surface water management projects. He further indicated that the August meeting would include accepting the Engineer's Report, the Methodology Reports, an authorizing resolution and setting the Public Hearing for October.

Mr. Harrell went on to indicate that the October 5, 2021, Public Hearing would be declaring assessments, consideration of the commitment letter and the delegating award resolution. He also indicated that they were shooting for an October 28, 2021, closing date with a pre-close on October 26, 2021.

Mr. Harrell also noted that the Public Hearing on the Final Budget would be heard on August 31, 2021.

That concluded Mr. Harrell's updates.

**G. District Engineer  
DE 1 – Status Report/Updates**

Mr. Miller was not aware of any updates from Mr. Lawson.

**H. District Manager  
Action Items**

**DM 1 – Consider Acceptance of Annual Engineering Certification of the Utility Systems**

Mr. Miller presented the Annual Engineering Certification of the Utility Systems, indicating that the District was eligible to re-rate for a higher flow. He noted that this project would be put out to bid in the next fiscal year.

There were no questions regarding the Annual Engineering Certification of the Utility Systems.

**DM 2 – District Manager and Staff Goals and Objectives for Fiscal Year 2022**

Mr. Hayden presented the item, indicating that Mr. Pickle prepares the goals and objectives annually.

Secretary Doughney noted that it falls in line with previous years.

There was no further discussion regarding this item.

### **DM 3 – Consider District Manager Contract**

Mr. Harrell presented the proposed agreement, indicating that it transitions from Chief Assistant Manager to Manager. He also noted that Mr. Pickle could enter into an agreement, as needed, at a later date, if the District would like to have him in a consultant's capacity.

Mr. Harrell indicated that Secretary Doughney should resign from the Board, effective September 30, 2021, before signing the agreement.

Discussion ensued regarding whether the position should be full-time. Mr. Harrell noted that this contract mirrors that of Mr. Pickle's with a minimum of 80 hours/month.

Secretary Doughney was asked if he had any input on the contract to which he responded he did. He noted that he would be onsite 20 hours/week, every week and that Mr. Pickle worked 2 weeks on, 2 weeks off.

Discussion ensued regarding whether or not the position should be part-time.

There was a consensus that 20 hours per week is sufficient.

### **DM 4 – Wastewater Treatment Plant Chief Operator Position**

Mr. Miller presented the item, indicating that the recently vacated position of Wastewater Treatment Plant Chief Operator needed to be filled and the position must be approved by the Board at a public meeting. He indicated that the appointment would be effective upon Board approval.

Mr. Miller indicated that the District had advertised the position internally for five days, as required in the personnel manual and only one qualified internal candidate had applied for the position, WD Cannon, Wastewater Treatment Plant Operator, Class B.

Mr. Miller noted that Mr. Cannon had a strong wastewater background and knows the system well. He further noted that he and Mr. Bayer had interviewed Mr. Cannon and that he meets the minimum requirements for the position.

Based on the recommendations from himself and Mr. Bayer, WD Cannon was being nominated for the Wastewater Treatment Plant Chief Operator position at an hourly rate of \$27.82, effective July 13, 2021.

Mr. Cannon introduced himself, praised his work place and indicated he was ready to move forward in the position.

That concluded discussion regarding this item.

**DM 5 – Consider Special District Services, Inc. Agreement for Methodology Preparation**

Mr. Pierman presented the agreement, indicating that Supplemental Special Assessment Methodology Reports were required for issuing bonds for the 2021 Water Management Improvement Project Nos. 1 & 2 and No. 3. The agreement presented indicates a fee of \$5,000 for each report.

Discussion ensued regarding how it is determined who will be assessed.

There was no further discussion regarding this item.

**DM 6 (A) – Authorization to Approve Blue Cross and Blue Shield Health Insurance Provider**

Mr. Hayden presented the walk-on item, indicating that the initial increase first came in at 15%-17% and the budget reflected a 10% increase for the coming fiscal year. After negotiations, the increase was brought down to 1.08%. Mr. Hayden noted that staff was recommending approval of the renewal of the health plans.

The Board praised the low increase in premiums.

That concluded the discussion on this item.

**DM 6 – Other Items/Updates**

Mr. Hayden had no further updates at this time.

**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 May, 2021**

**CA 6 – Consider Approval to Transfer Funds for the R&R Account Requisitions for Fiscal Year 2021**

There was no discussion regarding the Consent Agenda items.

**J. Supervisor Requests**

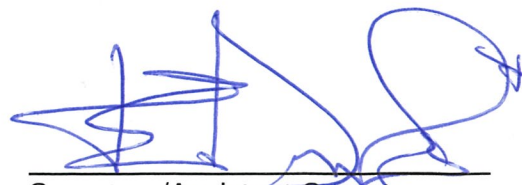
There were no Supervisor Requests.

**K. Adjournment**

There being no further items to be addressed, the Workshop Meeting was adjourned at 9:28 a.m. There were no objections.

Workshop Meeting Minutes Signature Page

  
\_\_\_\_\_  
Chairman/Vice Chairman

  
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Secretary/Assistant Secretary

Date Approved 08/03/21