

**St. Lucie West Services District
Workshop Meeting Minutes
August 28, 2023, at 9:00 a.m.**

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

Board Members Present

John Doughney – Chairman – in-person
Dominick Graci – Vice Chairman – in-person
Gregg Ney – Secretary – in-person
Diane Haseltine- Supervisor – in-person

Staff Present

Bill Hayden, District Manager, St. Lucie West Services District ("SLWSD") – in-person
Josh Miller, Utilities Director/Assistant District Manager, SLWSD – in-person
Maddie Maldonado, Office Manager, SLWSD – in-person
Lisa-Marie Beans, Human Resources Specialist, SLWSD – in-person
Gerard Rouse, Assistant Public Works Director, SLWSD – in-person
Thomas Bayer, Assistant Utilities Director, SLWSD – in-person
Ruth Holmes of Torcivia, Donlon, Goddeau & Ansay, P.A. – in-person
Nathan E. Nason of Nason, Yeager, Gerson, Harris & Fumero, P.A.- in-person
Ryan Smith of Ryper Water Analytics
Jason Pierman, Secretary/Treasurer, Special District Services, Inc. ("SDS") – in-person
Laura Archer, Recording Secretary, SDS – via phone

Also present was Marianne Doughney.

Guests Present (Sign-In Sheet Attached)

A. Call to Order

The Workshop Meeting was called to order at 9:00 a.m.

B. Pledge of Allegiance

C. Roll Call

It was noted that 4 Supervisors were in attendance. Supervisor Viorel Mocuta was absent.

D. Approval of Minutes

- 1. August 7, 2023, Workshop**
- 2. August 8, 2023, Regular Board Meeting**

There were no revisions to the minutes.

E. Public Hearing 1

- **PH 1 – Consider Resolution No. 2023-06 – Adopting the Budgets for Fiscal Year 2024**

Resolution No. 2023-06 was presented, entitled:

RESOLUTION NO. 2023-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT ADOPTING THE BUDGETS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2024 FOR THE DISTRICT; PROVIDING AUTHORITY FOR THE DISTRICT MANAGER TO EXPEND FUNDS ON BEHALF OF THE DISTRICT; PROVIDING AN EFFECTIVE DATE.

Mr. Hayden presented the budget, indicating that it had been previously discussed and would be voted on tomorrow.

The Board had nothing further to discuss regarding the Fiscal Year 2024 Final Budgets.

F. Public Hearing 2

- **PH 2 – Consider Resolution No. 2023-07 – 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, 2023, through September 30, 204.**

Resolution No. 2023-07 was presented, entitled:

RESOLUTION NO. 2023-07

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, 2023, THROUGH SEPTEMBER 30, 2024

The Board had no questions regarding Levying a Non-Ad Valorem Assessment for Water Management Bonds or Operations and Maintenance Costs for the Period October 1, 2023, through September 30, 2024.

G. Public Comment

Donna Rhoden of the City of Port St. Lucie arrived at the meeting.

H. District Attorney

DA 1 – Status Report/Updates

Mr. Hayden was not aware of any updates from District Counsel.

I. District Engineer

DE 1 – Status Report/Updates

Mr. Hayden was not aware of any updates other than those provided in the meeting material.

J. District Manager

Actions Items

DM 1 – District Manager Annual Performance for 2023

Mr. Hayden advised Condition 13(e) of the District Manager's employment agreement stipulates that the Board discuss whether the District Manager's performance is overall satisfactory. Mr. Hayden further noted that he had met with each Supervisor individually to go over his performance.

The Board had no questions regarding this matter.

DM 2 – Consider Resolution No. 2023-08 – Establishing a Fiscal Year 2024 Workshop and Regular Meeting Schedule and Location

Resolution No. 2023-08 was presented, entitled:

RESOLUTION NO. 2023-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Hayden presented the item, indicating that the schedule had been drafted taking into consideration any federal holidays that would conflict.

The Board had no questions regarding this item.

DM 3 – Consider Piggyback Agreement with Odyssey Manufacturing

Mr. Hayden presented the item, indicating that this was for the purchase and delivery of sodium hypochlorite for the water and wastewater plants. This agreement would

piggyback to the City of New Smyrna Beach Utilities Contract and would be for twelve (12) months. Mr. Hayden noted that these services are vital in keeping the treatment plants in compliance with State guidelines. The proposed agreement price is \$1.50 per gallon. The current delivered price is \$1.08 per gallon. Due to the current economy, approval of this agreement will realize a \$0.42/per gallon increase and will be funded out the Water & Wastewater Treatment Plant Budget.

The Board had no questions regarding this agreement.

DM 4 – Consider FDEP Construction Permitting for an Additional Injection Well

Mr. Miller presented the item and indicated that it was a proposal from Hydro Designs for the construction engineering and FDEP permit submittal process for a new injection well for the water treatment plant. Mr. Miller advised that Hydro Designs is the District's current hydrogeologist and would engineer and design an additional injection well.

Mr. Miller went on to state that the current injection well was installed in 2005 and was the only injection well the District owns and uses. It is used for injecting the reject concentrate water from the water plant deep below the ground. If it were to fail, the District would not be able to make any drinking water.

If approved, it would cover the construction engineering portion and the FDEP construction permit fee. The proposal is in the amount of \$112,500; broken down to be \$100,000 for the construction application engineering and \$12,500 for the construction permit fee.

Discussion ensued regarding protecting the District's interests.

Discussion then ensued regarding the voluminous back-up information in the meeting materials. Mr. Pierman advised that all that information is not printed out, it is only provided electronically.

DM 5 –2023 Revenue Sufficiency Analysis by Ryper Water Analytics

Mr. Miller indicated that this analysis was performed annually.

DM 6 – Consider Request to Advertise for a Public Hearing to Consider Adoption of an Amendment to the District's Rules Establishing Water, Wastewater and Irrigation Water System Rates, Fees and Charges

Mr. Hayden presented the item, indicating that it was a request to advertise for a Public Hearing.

Discussion ensued about how to get the information to customers through the monthly billing cycle and by e-mail to the community HOAs.

Discussion also ensued regarding the Reserve CDD and how they will affect the rates.

DM 7 – Consider Authorization Approving General Liability Insurance and Workers’ Compensation Insurance

Mr. Hayden presented the item, indicating that staff had received a renewal proposal for General Liability Insurance and Workers’ Compensation Insurance from Preferred Governmental Insurance Trust, which came in nearly double what was paid last year because of hurricanes and property costs. Because of the nearly doubled cost, staff has reached out to other competitors for comparison pricing, which will be presented to the Board at a later meeting date.

Supervisor Viorel Mocuta arrived at approximately 9:40 a.m.

DM 8 – Consider SDS Proposal for Advertising and Recruitment of New District Manager

Mr. Pierman presented the item, indicating that the Board had requested that SDS prepare a proposal for the advertising and recruiting for the District Manager position. The agreement authorizes SDS to advertise the position and conduct a preliminary screening of applicants before presenting potential candidates to the Board. SDS would do the “leg work” for a fee of \$2,500, with advertising costs paid directly by the District.

A lengthy discussion ensued regarding the succession plan and the pros and cons of looking internally for a District Manager.

Discussion then ensued about whether the position would be full-time or part-time.

The consensus of the Board was that this proposal was premature and would be placed on hold.

DM 9A – Discussion Regarding the Reserve CDD Agreement and Future District Growth

Mr. Miller presented the walk-on item, indicating that the District and the Reserve CDD had met on July 12, 2023, and the Reserve CDD was given a schedule to respond to the District regarding the existing interlocal agreement the District has with the Reserve CDD. The District presented new agreement terms with a Reserve CDD final response due August 23, 2023.

The Reserve CDD submitted a response on August 23, 2023.

Discussion ensued regarding the Reserve’s counteroffer(s).

Mr. Miller advised that Ryper Water Analytics had been given the information and will present how it will impact the budget moving forward, if the District approved the terms submitted by the Reserve CDD.

Mr. Smith of Ryper Water Analytics gave a presentation, going over the previous assumptions and recommendations. He noted that there was more risk involved with the Reserve CDD proposals.

Discussion ensued regarding a possible turnover, which the District is not interested in at this time.

Ultimately, the Board decided that an agreement with the Reserve CDD could not be considered until a rate study and/or engineering evaluation is done on the existing plant.

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, 2023

CA 6 – Consider Approval to Transfer Funds for the R&R Account & WMB Account Requisitions

There was no discussion regarding Consent Agenda items CA-1 through CA-6.

L. Supervisor Requests

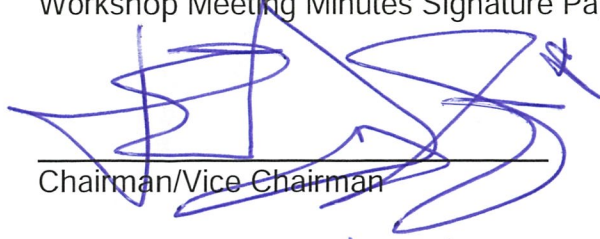
There were no Supervisor Requests.

Supervisor Haseltine requested permission to leave the meeting at 10:43 a.m.

M. Adjournment


There being no further items to be addressed, the Workshop Meeting was adjourned at 10:43 a.m. There were no objections.

Workshop Meeting Minutes Signature Page



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Chairman/Vice Chairman



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Secretary/Assistant Secretary

Date Approved

10/03/23