

**St. Lucie West Services District  
Workshop Meeting  
February 5, 2024, 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  
Viorel Mocuta – Supervisor – 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, Director of Office Administration, SLWSD – in-person  
Gerard Rouse, Assistant Public Works Director, SLWSD – in-person  
Thomas Bayer, Assistant Utilities Director, SLWSD – in-person  
Jason Pierman, Secretary/Treasurer, Special District Services, Inc. (“SDS”) – in-person  
Laura Archer, Recording Secretary, SDS – via phone  
Stephanie Brown, SDS – in-person

**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 all Supervisors were in attendance with the exception of Secretary Gregg Ney.

**D. Approval of Minutes**

- 1. January 8, 2024, Workshop**
- 2. January 9, 2024, Public Hearings & Regular Board Meeting**

There were no revisions to either set of minutes.

**E. Public Comment**

There was no public comment.

**F. District Attorney**

**DA 1 – Status Report/Updates**

Mr. Hayden noted that the attorney's monthly report was provided with the meeting materials.

**G. District Engineer**

**DE 1 – Status Report/Updates**

Mr. Zanganeh's monthly report was provided in the meeting materials.

**H. District Manager**

**Actions Items**

**DM 1 – Water Treatment Plant Expansion Utility Rate Scenario Presented by Ryper Water Analytics**

Mr. Hayden introduced Ryan Smith of Ryper Water Analytics and indicated that this presentation would update the financial forecast with a new scenario.

Mr. Smith went over the assumptions and revenue requirements associated with the 2024 Bonds. He then went over the recommended rate adjustments for 2025 through 2028 and the timing considerations for the proposed 2024 Bonds. Mr. Smith then addressed the Reserve CDD's Proposal Agreement Modifications, estimating a rate impact of between 8% and 10%, if separated in 2029.

Discussion ensued and Mr. Miller advised that he had reached out to Indian River State College regarding their planned expansion. He was advised that they had no plans of expansion as of yet.

Secretary Ney arrived at approximately 9:21 a.m.

Discussion ensued regarding severing ties with the Reserve CDD and drafting a letter stating so. If necessary, it can be rescinded. Sending the letter now will give the Reserve CDD about a year to figure out how they will proceed. Discussion ensued regarding having Mr. Nason bring draft correspondence severing ties with the Reserve CDD to the March meeting.

Mr. Miller indicated that if Mr. Nason prepares draft correspondence severing ties with the Reserve CDD for the March meeting, the agenda item should follow the ISS report so that we have all the information before pulling the trigger on severing the ties.

Mr. Miller then indicated that he believed the County was getting involved with the Reserve CDD, but that has not yet been confirmed.

**DM 2 – Consider Budget Amendment 2024-04 for the Utility Fund Transfer for the Purchase of a New Vacuum/Jet Truck**

Mr. Hayden presented the item indicating that the Board previously approved the new Vac/Jet Truck Operator position for the Utilities Department, due to the needs of the District to maintain the aging infrastructure. Currently, the Public Works and Utilities Departments share the Vac/Jet Truck. Mr. Hayden advised that the transfer of these funds will allow staff to order and receive this truck within this current fiscal year.

It was noted that the Available Project Budget is \$95,000; Transfer Amount of \$521,353.40; leaving an Available Balance of \$616,353.40.

The Board had no questions regarding this item.

**DM 3 – Consider the Purchase of a New Vacuum/Jet Truck**

Mr. Hayden presented the item indicating that staff were proposing to purchase the truck through the Florida Sheriff's Agreement and Source Well Competitive Bidders and explained the process. They received 2 proposals, as follows:

- 1.) Pat's Pump & Blower in the amount of \$569,955.11; and
- 2.) Environmental Products Group in the amount of \$521,353.40

There was a brief discussion regarding the purchasing process and details about the truck.

**DM 4 – Consider the Purchase of a Crane Truck**

Mr. Hayden presented the item indicating that staff were proposing to purchase A Ford F350 Crane Truck through the Florida Sheriff's Agreement and Local Competitive Bidders and requested proposals from the following vendors:

- |   |               |
|---|---------------|
| 1.) Mullinax of Vero Beach (Local) in the amount of | \$ 83,586.00  |
| 2.) Duval Ford (FSA Bidder) in the amount of        | \$ 111,421.17 |
| 3.) Bozard Ford (FSA Bidder)                        | NO RESPONSE   |
| 4.) Sunrise Ford (Local)                            | NO RESPONSE   |
| 5.) Bartow Ford (FSA Bidder)                        | NO RESPONSE   |
| 6.) Palmetto Ford (Local)                           | NO RESPONSE   |

Vice Chairman Graci asked if this truck would replace one or be in addition to? Both Mr. Hayden and Mr. Miller indicated that the new one would be used as the primary truck and the old one would be its back-up, but an additional operator was needed. Mr. Miller also noted that this item had already been budgeted for the current fiscal year.

The Available Project Budget being \$95,000; This Project Cost being \$83,586; leaving an Available Balance of \$11,414.

There was no further discussion regarding this item.

**DM 5 – Consider Request to Advertise for a Public Hearing to Consider Amendments to Chapter A-1 of the St. Lucie West Services District General and Procedural Rules**

Mr. Hayden presented the item indicating that this Public Hearing would raise the monetary thresholds for competitive bidding and is proposed to be held on April 2, 2024.

Staff have found that the minimum competitive bid amount of \$2,500 is no longer efficient. The competitive pricing that has been received is consistently higher than this minimum amount and acquiring competitive quotes because of this threshold seems to be a constant occurrence, which has slowed down project completion and purchasing.

Staff are requesting this minimum amount be waived from \$2,500 to \$5,000 for all areas within Chapter A-1 until this matter can be voted on at a Public Hearing.

This request is according to Chapter A-1 "...the Board may waive the requirements of this Section when such action is consistent with the overall objectives of the District."

Chairman Doughney noted that it was common practice for governmental entities the size of the District to have a \$10,000 threshold.

Discussion ensued since the draft revisions of the Rules only indicate a \$5,000 limit, up from \$2,500.

A lengthy discussion ensued regarding this matter and how to proceed tomorrow.

**DM 6 – Request for Waiver According to the Rules Set Forth in Chapter A-1**

This item was covered during the above discussions.

**DM 7 – Other Items**

Mr. Hayden advised that the City had hired a consultant to determine the City's responsibilities if they should agree to take over the Kings Isle matter.

Mr. Miller indicated that the City had put out for bid a stormwater rate analysis which is expected to be voted on around September 2024.

**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 December, 2023**

**CA 6 – Consider Approval to Transfer Funds for the R&R and WCF Account Requisitions**

**CA 7 – Surplus Items**

There was no discussion regarding Consent Agenda items CA-1 through CA-7.

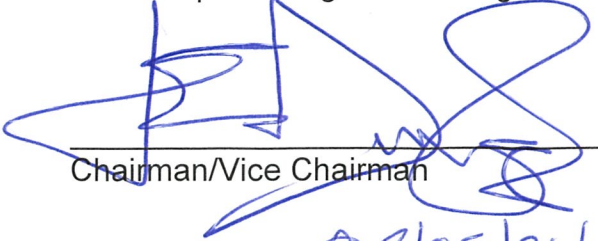
**J. Supervisor Requests**

Mr. Pierman advised of the new procedure for filing the Form 1 – Statement of Financial Interests; the new ethics training requirement for all District Supervisors; and legislative changes.

**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 03/05/24