

St. Lucie West Services District
Workshop Meeting
March 4, 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

Also present were Ryan Smith of Ryper Water Analytics and Attorney Nathan Nason of Nason, Yeager, Gerson, Harris & Fumero, P.A. (via phone).

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. February 5, 2024, Workshop**
- 2. February 6, 2024, 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. Miller presented the report that was provided in the meeting agenda package, noting that Ms. Holmes had researched (see Memorandum of March 4, 2024) and advised regarding the District's financial obligations to pay for utility infrastructure relocation upon the City of Pt. St. Lucie's widening of Peacock Boulevard. Mr. Miller indicated that a preliminary estimate of the utility infrastructure relocation was \$700,000. Based on the discussions with Ms. Holmes, Mr. Miller indicated that it appears that the District is not on the hook for the relocation since the location of the utility line was installed prior to the establishment of the authority (the City of Port St. Lucie).

Discussion ensued regarding this topic.

G. District Engineer DE 1 – Consider Work Authorization No. 7BN3-15-0823-SY between the District and 600 PSL, LLC

Mr. Hayden presented the item, indicating that Mr. Zanganehl would go over the details at tomorrow's meeting.

DE 2 – Status Report/Updates

It was noted that Mr. Zanganeh's monthly report was provided in the meeting materials and would be reviewed in additional detail, if necessary, at tomorrow's meeting.

H. District Manager Actions Items

DM 1 - Consider Approval of CORE Payment Software for Utility Payment Processing and Fees; Consider Approval to Pass-Through the Payment Fees to the Payee for Certain Payment Options

Ms. Maldonado explained that the District currently provides several payment options for customers to process utility payments. Since 2012, the District has absorbed the fees associated with certain payment options. Passing these fees onto the customers was discussed again in 2019 and the District agreed to continue to absorb these fees until it was not budgetarily feasible to cover them.

The fees for FY23 totaled in excess of \$80,000, which were absorbed by the District, and are expected to go up this year. Staff have reviewed the fees and the impact on

the FY24 and upcoming FY25 budgets and reached out to all parties that currently provide these services for the District and have the following recommendations:

- 1.) Pass the payment option fees to the payee, which would be done through the payment option that is chosen by the payee through the CORE software.
- 2.) Consolidate all electronic payment options through one software provider, CORE (formally AMS).
- 3.) Approve the Annual Software License Fee (Fixes Option) by CORE.
- 4.) Create and send a mailing to District customers informing them of this change with an implementation date of at least 60 days.

A lengthy discussion ensued regarding how municipalities handle these fees and if they should be passed on to the customer.

DM 2 – Consider Acceptance of Water Supply Treatment Technical Memo by Infrastructure Solution Services (ISS); Consider Approval to Design the Water Treatment Plant Upgrades

Mr. Miller presented the item and introduced Clayton McCormick of ISS who went over the findings presented in the ISS Memo of February 19, 2024. The subject of the Memo was the Determination of Water Treatment Plant Capacity and Unit Process Capacity Expansion Needs Without the Reserve CDD Water Demand.

Secretary Gregg Ney arrived at approximately 9:10 a.m.

Mr. McCormick went over the current and projected future water demands of the District and the proposed improvements, noting that the estimated project cost would be approximately \$7.6 Million.

A lengthy discussion ensued regarding grants and expansion timing.

Mr. Smith of Ryper Water Analytics then presented his findings on the water plant expansion needs without the Reserve CDD demand, going over the water plant expansion and Series 2024 Revenue Bond assumptions. He then went over the revenue requirements for the 2024 Bonds. Based on the information provided, Mr. Smith indicated the recommended rate adjustments for a 20-Year Bond versus a 30-Year Bond. He then went over the timing considerations as well as the Reserve CDD considerations.

Again, a lengthy discussion ensued.

Messrs. McCormick and Smith were thanked for their informative presentations.

DM 3 – Consider Approval to Issue Interconnect Agreement Termination Letter to the Reserve CDD

Mr. Nason indicated that the existing agreement is terminable with 3-year notice and only for cause. Termination would be effective November 22, 2028. Mr. Nason went

on to state that the District was okay regarding the notice time and indicated that if the agreement is terminated, the District would be responsible for refunding the connection fees.

A brief discussion ensued and it was confirmed that staff was seeking approval of the form letter and sending it to the Reserve CDD.

Chairman Doughney called for a brief recess at approximately 9:52 a.m.

Chairman Doughney called the Workshop back to order at approximately 10:00 a.m.

DM 4 – Consider Approval of AMI Water Meter Installation Company

Mr. Hayden presented the item, indicating that staff had requested proposals to hire a company to install water meters as part of the District's ongoing Automatic Metering Infrastructure Project (AMI). This project is for an upgrade from the District's "drive by" automatic meter system (AMR) to a "direct read" in the office system (AMI).

The new meters, previously approved by the Board, were delivered in December 2023. Staff is currently installing those meters, however, not as fast as originally anticipated.

Staff would like to complete this project in less than 2 years. The following meter installation contractors were approached for proposals to install 4,000 meters out of 6,882 meters.

- | | |
|------------------------------|---------------|
| 1.) Aqua Meter Consultants - | \$ 231,400.00 |
| 2.) HST Utility, Inc. - | \$ 210,000.00 |
| 3.) Envocore - | \$ 265,734.00 |
| 4.) UMS Water – | NO RESPONSE |

A brief discussion ensued regarding liability if something breaks during the installation of the meters.

There was no further discussion regarding this item.

DM 5 – Consider Approval to Swap Land Ownership for Certain Parcels with the St. Lucie Trail Golf Course

Mr. Hayden presented the item indicating that a letter was recently received from Matt Boyd, General Manager of the St. Lucie Trail Golf Club (SLT), requesting the consideration of a land swap between the District and SLT.

The letter requests the following land swap/change areas:

- 1.) Removal of the District Easement from the Driving Range.
- 2.) The tee box on hole #14 will remain intact and this land will be swapped out for an additional stormwater retention area in front of #11 tee box.

- 3.) The rear of #18 green and the area where the starter shack is currently sitting will become the property of SLT. The land swap for this section will be for a parcel located at the end of Utility Drive, adjacent to the golf course maintenance building.
- 4.) Ingress/Egress Easements shall be given to each party where applicable.

The Board agreed that the District should not have to split the costs since the golf course was requesting the land swap and they want to keep the driving range in case of a future aqua range for stormwater retention.

It was agreed that the District should continue negotiations regarding this matter.

DM 6 – Other Items

Mr. Hayden passed out some material the District had prepared regarding educating the public on stormwater and conservation matters. The Board was delighted to see the materials.

Mr. Hayden advised that the District Manager position had been posted internally for a 5 business day notification. Resumes were being accepted and he went over the timeline for interviews and when he expected the Board to consider hiring for each position.

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 January, 2024

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

Vice Chairman Graci pointed out on Page 89 of the meeting booklet that there were no numbers on the abstract.

Mr. Pierman noted that it was a placeholder and had never been updated to include the correct amounts. Mr. Pierman indicated he would bring a revised abstract to tomorrow's meeting.

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

J. Supervisor Requests

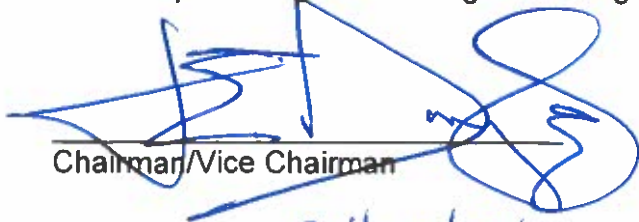
Vice Chairman Graci advised that the next Presidents' Council meeting would be held on May 29, 2024, in the Conference Room of the District.

Secretary Ney noted that he liked the magnets the District had made regarding water conservation.

K. Adjournment

There being no further items to be addressed, the Workshop Meeting was adjourned at 10:24 a.m. There were no objections.

Workshop Meeting Minutes Signature Page


Chairman/Vice Chairman


Secretary/Assistant Secretary

Date Approved 04/02/24