

St. Lucie West Services District
Regular Board Meeting
March 5, 2024, at 9:00 a.m.

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

Board Members Present

John Doughney – Chairman – in-person
Dominick Graci – Vice Chairman – in-person
Gregg Ney – Secretary – 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 – in-person
Gerard Rouse, Assistant Public Works Director, SLWSD – in-person
Thomas Bayer, Assistant Utilities Director, SLWSD – in-person
Lisa-Marie Beans, Human Resources Specialist, SLWSD – in-person
Ruth Holmes, District Counsel, Torcivia, Donlon, Goddeau & Ansay, P.A. – in-person
Fairborz Zanganehl, District Engineer, Infrastructure Solution Services. – in-person
Jason Pierman, Secretary/Treasurer, Special District Services, Inc. (“SDS”) – in-person
Laura Archer, Recording Secretary, SDS – in-person
Stephanie Brown, SDS – in-person

Also present was Attorney Nathan Nason of Nason, Yeager, Gerson, Harris & Fumero, P.A. (via phone).

Guests Present (Sign-In Sheet Attached)

A. Call to Order

Chairman Doughney called the Regular Board Meeting to order at 9:00 a.m.

B. Pledge of Allegiance

C. Roll Call

It was noted that all 5 Supervisors were in attendance.

D. Approval of Minutes

1. February 5, 2024, Workshop

2. February 6, 2024, Regular Board Meeting

The minutes of the February 5, 2024, Workshop and the February 6, 2024, Regular Board Meeting were presented for consideration.

A **MOTION** was made by Supervisor Haseltine, seconded by Vice Chairman Graci and unanimously passed approving the minutes of the February 5, 2024, Workshop, as presented, and the minutes of the February 6, 2024, Regular Board Meeting, as presented.

E. Public Comment

There was no public comment at this time.

F. District Attorney DA 1 – Status Report/Updates

Ms. Holmes presented her monthly report, indicating that she had revised correspondence to the Florida Department of Transportation regarding the District's commitment to maintain landscaping within the I-95 interchange project.

Ms. Holmes also researched and advised staff regarding the District's phone-based utility payment processing contractual obligations.

She also researched and advised staff on the District's obligations to pay for utility infrastructure relocation upon the City of Port St. Lucie's widening of Peacock Boulevard.

Ms. Holmes found that the City Ordinance does not compel the District to pay the utility relocation costs because the location of the utility line was installed prior to the establishment of the authority (the City of Port St. Lucie).

Discussion ensued regarding how this relocation would cause a ripple effect regarding stormwater retention, thus causing additional infrastructure needs for the District.

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

Vice Chairman Graci asked Ms. Holmes if her firm could provide the information required for the mandatory annual 4 hours of ethics training to which Ms. Holmes responded that they could.

Mr. Pierman noted that free training was available and directed the Board to the SDS website where there were 2 links for them to consider as well, but he encouraged in-person training versus online training.

Mr. Pierman noted that, as due July 1st of each year, the Form 1 – Statement of Financial Interests would now be required to be submitted electronically. It being 2024, the form to be completed and sent in would be the 2023 Form 1.

Similarly, Mr. Pierman noted that ethics training completed in 2024 would be reported in 2025.

That concluded Ms. Holmes' update.

Chairman Doughney praised Ms. Holmes' detailed report.

Donna Rhoden of the City of Port St Lucie arrived at approximately 9:08 a.m.

G. District Engineer

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

Mr. Zanganeh advised that this was an application for the construction of a 1.423-acre light industrial warehouse development at the east side of NW Enterprise Drive, which lot is currently undeveloped and heavily covered with trees and vegetation.

The applicant is proposed to construct a 22,960 SF warehouse building with associated driveway, parking spaces and landscape areas.

Staff recommended approval of the Work Authorization with the following two special conditions:

- 1.) All water, sewer and reuse improvements past the points on service shown on the plans shall be the responsibility of the applicant or subsequent owner.
- 2.) All drainage facilities shall remain in private ownership and shall be the responsibility of the applicant or subsequent owner.

A **MOTION** was made by Secretary Ney, seconded by Vice Chairman Graci and passed unanimously approving Work Authorization No. 7BN3-15-0823-SU between the District and 660 PSL, LLC with the following 2 special conditions:

- 1.) All water, sewer and reuse improvements past the points on service shown on the plans shall be the responsibility of the applicant or subsequent owner.
- 2.) All drainage facilities shall remain in private ownership and shall be the responsibility of the applicant or subsequent owner.

as presented.

DE 2 – Status Report/Updates

Mr. Zanganeh noted that the information provided in his monthly report was current. The Board had no questions.

**H. District Manager
Action 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

Mr. Hayden presented the item after which a discussion ensued.

Secretary Ney was opposed to passing along the fees to District customers.

Vice Chairman Graci noted that passing along these fees to customers should be clearly spelled out why the District was instituting this new process.

A **MOTION** was made by Vice Chairman Graci, seconded by Supervisor Haseltine authorizing staff to work with vendors to consolidate all online payments through CORE payment software by accepting the option for an annual fixed license fee and to have customers absorb the credit card and e-check fees through CORE, as presented. Upon being put to a vote, the **MOTION** carried 4 to 1 with Secretary Ney dissenting.

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 indicated that this was a new scope of design without the Reserve CDD. He requested holding the vote on this item until Agenda Item DM 3 has been voted upon.

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

Mr. Hayden presented the letter for Board consideration.

A **MOTION** was made by Secretary Ney, seconded by Vice Chairman Graci and passed unanimously approving the correspondence prepared by Special Counsel Nathan Nason to the Reserve CDD regarding the existing interconnect agreement, as presented.

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

The Board then proceeded with Agenda Item DM 2.

A **MOTION** was made by Vice Chairman Graci, seconded by Supervisor Haseltine and passed unanimously accepting the Water Supply Treatment Technical Memo dated February 19, 2024, by Infrastructure Solution Services and moving forward with the designing of the replacement critical infrastructure recommended in said Memo, as presented.

DM 4 – Consider Approval of AMI Water Meter Installation Company

Mr. Hayden presented the item and recommended approval.

Discussion ensued regarding notifying the customer base several different ways.

A **MOTION** was made by Vice Chairman Graci, seconded by Supervisor Haseltine and passed unanimously approving the Quote # 12424RH4k from HST Utility, Inc. for the installation of 4,000 AMI water meters to be funded out of the Utility R&R Fund for the not to exceed amount of \$210,000, as presented. The Available Project Budget being \$1,808,248.00; The Project cost being \$210,000.00; leaving an Available Balance of \$1,598,248.00.

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

Mr. Hayden presented the item for Board consideration.

Discussion ensued regarding appraisals and other parcels of land.

There was a consensus of the Board to begin negotiations with St. Lucie Trail Golf Course for the land swap.

DM 6 – Other Items

Mr. Miller advised of having brochures and magnets made to give out to customers regarding water saving tips and stormwater handouts through the Education & Outreach Program.

The Board was also advised that the position of District Manager had been posted internally.

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

Mr. Pierman presented the revised Consent Agenda Item CA 6 with the correct numbers included.

A **MOTION** was made by Vice Chairman Graci, seconded by Secretary Ney approving Consent Agenda items CA 1 through CA 5, as presented, and CA 6 as amended. Upon being put to a vote, the **MOTION** carried unanimously.

J. Supervisor Requests

Chairman Doughney thanked Donna Rhoden for attending District meetings.

K. Adjournment

There being no further items to be addressed, the Regular Board Meeting was adjourned at 9:54 a.m. by Chairman Doughney. There were no objections.

Regular Board Meeting Minutes Signature Page


Chairman/Vice Chairman

Date Approved 04/02/24


Secretary/Assistant Secretary