

St. Lucie West Services District
Workshop Meeting
June 3, 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
Gregg Ney – Secretary – via phone
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, Chief 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
Searg Davidian, Stormwater Manager, SLWSD – in-person
Lorrie Bush, Aquatic Maintenance Manager, SLWSD – in-person
Kyle Parrish, Assistant Underground Utilities Superintendent, SLWSD – in-person
Jason Pierman, Special District Services, Inc. (“SDS”) – in-person
Laura Archer, Recording Secretary, SDS – in-person
Stephanie Brown, SDS – in-person

Also present were District residents Ms. Renais & Deane Piekara.

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 5 Supervisors were in attendance.

D. Approval of Minutes

1. May 6, 2024, Workshop
2. May 7, 2024 Regular Board Meeting

It was noted on Page 4 of the Regular Board Meeting minutes, under Supervisor Requests, it should read, "Chairman Doughney noted that we could discuss..." not "...discussion..."

That was the only correction.

E. Public Comment

There was no public comment at this time.

F. District Attorney

DA 1 – Consider Ratification of Publication of Notice of Qualifying Period

The Board was advised that the Notice of Qualifying Period had recently been published regarding the upcoming general election. A copy of the ad was provided in the meeting materials for ratification.

Vice Chairman Graci noted a typo in the last paragraph wherein it notes that there are "three" seats up for election, but there are actually only two seats up.

DA 2 – Status Report/Updates

It was noted that Ms. Holmes' report was provided in the meeting materials.

G. District Engineer

DE 1 – Status Report/Updates

Mr. Hayden noted that Mr. Zanganeh had provided his monthly report within the meeting materials and would go over the details at tomorrow's meeting.

H. District Manager

Actions Items

DM 1 – High Ranking Position – Assistant Public Works Director

Mr. Hayden presented the item and noted that Searg Davidian had applied for the position of Assistant Public Works Director. Mr. Hayden noted he was recommending Mr. Davidian for the position.

Mr. Davidian introduced himself and gave his background with the District. The Board had several questions for Mr. Davidian.

DM 2 – Consider District Manager and Staff Prescriptive Goals and Performance Objectives for Fiscal Year 2025

Mr. Hayden presented the report indicating that Mr. Miller had produced the information wherein he highlighted mentoring, succession planning and the District's large projects.

Vice Chairman Graci suggested adding Cost Reduction Strategies under Goals by offering incentives for the departments to hit their goals.

Vice Chairman Graci also noted the importance of communication.

Secretary Ney recommended an evaluation of how goals were reached from the prior year.

DM 3 – Consider Budget Adjustment 2024-03 for the General Fund R&R Fund for the 4C Structure Upgrade Project

Mr. Hayden explained that the Engineer's estimation for construction costs was \$80,000 from approximately 7 years ago. Due to the rising costs of materials and labor, the Engineer revised the estimation to \$154,616 for the Board to consider a budget amendment for this project. The Board was reminded that this contract has not yet been awarded.

Board discussion ensued regarding the importance of continuing the pipe lining project.

DM 4 – Payment Software for Processing Utility Payments and Fees

Ms. Maldonado explained that the Board had previously authorized staff to work with vendors to consolidate all online payments through "CORE", accepting the option for an annual fixed license fee and to have customers absorb the credit card and e-check fees through CORE however, staff was given information that caused pause on the project. Staff determined that daily processes would not be automatic; the payments would not be viewed immediately from the customer's account within the billing software until the next download and the billing staff and customer service staff would have other manual processes to view payment data and assist customers with questions.

Tyler Technology (Tyler), the current Billing Software company, offered the option to continue using their utility payment website allowing the same customer login information and to add the services for processing customer electronic payments for credit cards and e-checks. The daily payment processing will automatically load onto customer accounts when the customer pays online. The fees Tyler will charge the consumer during the transaction for credit card payments will be 3.10% with a minimum of \$2.50 and for e-checks \$1.50 per transaction. The District will be charged a one-time fee for three card readers to accept credit card payments in the office and a recurring yearly fee for support.

Ms. Maldonado requested that the Board rescind the award of the contract to CORE and allow staff to negotiate with Tyler because there will be no changes to the system for residents/customers.

Discussion ensued about passing the fees on to customers.

DM 5 – Consider Proposal for the 4C Control Structure Upgrade Project

Mr. Hayden presented the item, indicating that only one contractor of six had submitted a proposal. Some contractors indicated it was too small of a project or they did not do electrical work.

Mr. Hayden noted that the 4C gate is currently operated manually in the 4 Basin. This project will automate this control structure so that it may be operated via SCADA, similarly to the District's external gates, saving time during a storm event to adjust for flooding.

Mr. Hayden advised that the proposal came in at \$142,208, which was budgeted for in the amount of \$316,749.

There was a brief discussion regarding the project.

DM 6 – Consider Awarding the Remaining AMI Water Meter Installations to HST Utility, Inc.

Mr. Miller indicated that as part of the District wide AMI Water Meter Upgrade Project, the Board approved the installation of 4,000 AMI water meters to HST Utility, Inc. on March 5, 2024.

There are four subdivisions that need meters:

- Country Club Estates – 453
- Heatherwood – 193
- Vineyards – 193
- Lake Forest Pointe – 221

Mr. Miller noted that staff have worked closely with HST Utility, Inc. and recommend approval to issue the remaining 1,060 AMI water meter installation to HST Utility, Inc. at the current installation rate of \$52.50 per meter.

A brief discussion ensued regarding filling the gap between inlet and the outlet with washers.

DM 8 – Consider New Agreement with Torcevia, Donlon, Goddeau & Rubin, P.A., Including New Rate Increase

Mr. Hayden presented the agreement, noting a rate increase of \$10 per hour.

Secretary Ney asked if the District paid for travel time. Mr. Hayden indicated he would find out.

Mr. Miller indicated he would speak with Ms. Holmes about the ethics training that will be presented by her firm.

Discussion took place regarding looking at other firms.

DM 7 – Consider Resolution No. 2024-06 – Adopting a Fiscal Year 2025 Proposed Budget

Resolution No. 2024-06 was presented, entitled:

RESOLUTION NO. 2024-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2025.

Chairman Doughney adding \$295 for membership into the local Chamber of Commerce.

Chairman Doughney suggested starting a Cost Reduction Savings (CSR) Program, as previously brought up by Vice Chairman Graci.

DM 9 – Other Items

Mr. Hayden advised that tomorrow would be his last meeting as the District Manager.

Mr. Miller provided his physician's summary, advising that he was fit for the position of District Manager.

It was noted that the NW Bethany Drive paving would begin in the next 90 days and is expected to be completed within 6 months.

Mr. Miller noted that he had received correspondence from the Reserve CDD requesting their rates. He also noted that he had met with County representatives who advised Mr. Miller that the Reserve CDD was not within their service area. He furthered that the City was fine with the District taking on the Reserve CDD's needs. They suggested filing for an Emergency Connection to their system, which Mr. Miller has relayed to Mr. Nason.

Mr. Miller indicated that he anticipates receiving an evaluation task order from ISS for the Reserve CDD infrastructure in July.

Chairman Doughney then called for a brief recess at 9:56 a.m.

Chairman Doughney called the Workshop back to order at 10:05 a.m.

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 April, 2024

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

CA 7 – Surplus Items

There were no questions regarding Consent Agenda Items CA 1 through CA 7.

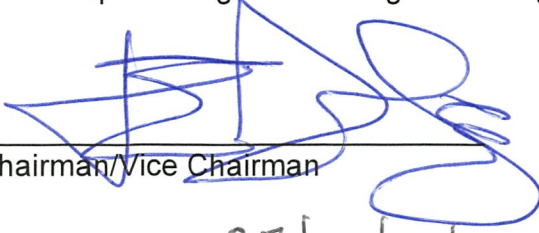
J. Supervisor Requests

There were no requests from the Supervisors.

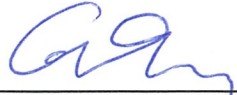
K. Adjournment

There being no further items to be addressed, the Workshop Meeting was adjourned at 10::30 a.m. There were no objections.

Workshop Meeting Minutes Signature Page



Chairman/Vice Chairman



Secretary/Assistant Secretary

Date Approved

07/09/24