

**St. Lucie West Services District**  
**Regular Board Meeting**  
June 4, 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  
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 – 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  
Lisa-Marie Beans, Human Resources Specialist, SLWSD – in-person  
Dan Harrell, 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 Donna Rhoden of the City of Port St. Lucie; and District resident Deane Piekara.

**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 4 Supervisors were in attendance with Secretary Ney absent.

**D. Approval of Minutes**

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

The minutes of the May 6, 2024, Workshop and the May 7, 2024, Regular Board Meeting were presented for consideration.

A **MOTION** was made by Vice Chairman Graci, seconded by Supervisor Haseltine and unanimously passed approving the minutes of the May 6, 2024, Workshop, as presented, and the minutes of the May 7, 2024, Regular Board Meeting, as amended.

**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**

Mr. Harrell presented the item recommending approval.

A **MOTION** was made by Vice Chairman Graci, seconded by Supervisor Haseltine and passed unanimously ratifying the publication of the Notice of Qualifying Period, with the correction noted.

**DA 2 – Status Report/Updates**

Mr. Harrell indicated that the status report submitted had no revisions.

**G. District Engineer**  
**DE 1 – Status Report/Updates**

Mr. Zanganeh presented his report provided in the meeting materials and noted that there were no changes. The Board had no questions.

**H. District Manager**  
**Action Items**

**DM 1 – High Ranking Position – Assistant Public Works Director**

Mr. Hayden presented the item and advised of his nomination of Searg Davidian for the Assistant Public Works Director position at an annual salary of \$89,000, effective July 1, 2024.

Secretary Ney and Ms. Renais arrived at approximately 9:07 a.m.

A **MOTION** was made by Vice Chairman Graci, seconded by Supervisor Haseltine approving the District Manager’s nomination of Searg Davidian for the Assistant

Public Works Director position at an annual salary of \$89,000, effective July 1, 2024. Upon being put to a vote, the **MOTION** carried unanimously.

Chairman Doughney praised the succession plan in place for internal promotions.

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

Mr. Miller presented his (District Manager) Goals and Objectives for Fiscal Year 2025.

The Board went over the additional items Mr. Miller will include in his report: incorporating a Cost Reduction Strategies (CRS) Program, offering employees rewards/incentives to seek ways to reduce costs. Other additions were the \$295 membership of the local Chamber of Commerce and a wrap-up report at the end of the year.

A **MOTION** was made by Vice Chairman Graci, seconded by Supervisor Haseltine and passed unanimously accepting the District Manager and Staff Prescriptive Goals and Performance Objectives for Fiscal Year 2025, as amended.

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

Mr. Hayden presented the item and indicated it was reviewed during the previous day's Workshop Meeting. He asked if there were any further questions. There were none.

A **MOTION** was made by Vice Chairman Graci, seconded by Supervisor Haseltine and passed unanimously approving Budget Adjustment #2024-03 for the General Fund R&R Fund transfer, as presented.

**DM 4 – Payment Software for Processing Utility Payments and Fees**

Mr. Hayden presented the item and asked if the Board had any further questions. There were no further questions from the Board Members regarding this item.

A **MOTION** was made by Vice Chairman Graci, seconded by Supervisor Haseltine and passed unanimously rescinding prior Board approval to work with CORE and for staff to continue negotiations with the vendor, Tyler Technology, as presented.

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

The proposal from E&W Mechanical Contracting in the amount of \$142,208 for the automation of the 4C Control Structure via SCADA.

Mr. Hayden was asked if he had experience with this contractor to which he affirmed he had.

A **MOTION** was made by Vice Chairman Graci, seconded by Supervisor Haseltine and passed unanimously approving the E&W Mechanical Contracting proposal in the not to exceed amount of \$142,208 for Project # WM027 for the 4C Construction Upgrade Project. The Available Project Budget being \$316,749; This Project cost of \$142,208; leaving an Available Balance of \$174,541, as presented.

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

Mr. Miller presented the item and recommended approval.

A **MOTION** was made by Vice Chairman Graci, seconded by Supervisor Haseltine and passed unanimously awarding Project # SW064, 1,060 AMI Water Meters to be installed by HST Utility, Inc. for the not to exceed amount of \$55,650. The Available Project Budget being \$1,598,248; This Project cost being \$55,650; leaving an Available Balance of \$1,542,598, as presented.

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

Mr. Hayden presented the agreement and recommended approval.

A **MOTION** was made by Vice Chairman Graci, seconded by Supervisor Haseltine and passed unanimously approving the new agreement with Torcivia, Donlon, Goddeau & Rubin, P.A., including the new rate increase, as presented.

**DM 9 – Other Items**

Mr. Miller advised of providing the Board with his physician's summary stating that he is fit to perform his job as District Manager.

Mr. Miller advised that he would confirm if the Ethics Training would be rescheduled to September.

Mr. Miller went over his discussions with the County regarding the Reserve CDD. He noted that the Reserve CDD was not in their service area and would need seven miles of piping in order to accommodate them. The County has no problem with the District taking over the needs of the Reserve CDD.

Mr. Miller also reminded the Board that the City of Port St. Lucie had suggested filing for an Emergency Interconnect, which will get finalization from the City Manager once he has been updated.

Mr. Pierman advised the Board that Form 1 – Statement of Financial Interests would only be accepted via electronic filing and is due July 1, 2024.

**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 went over the revisions to be made to the budget including increasing the budget to accommodate the hiring of a PR person to increase the District's presence on social media and written publications.

Discussion ensued regarding whether it warrants someone full or part-time. Whether it should be a person or a company or managed in-house.

Vice Chairman Graci suggested looking at firms that deal with utility systems and how they deal with the public.

If it is determined to be an in-house person, we will need a job description, request to advertise and a pay scale.

Ms. Rhoden was asked how the City of Port St. Lucie manages public relations.

Ms. Rhoden indicated she served as Utility Public Affairs Manager and found it particularly helpful in emergency situations such as a hurricane. She feels that having someone in-house would be best, as they know the utility the best.

Discussion ensued about how to incorporate this new cost into the budget.

Discussion ensued regarding the amount to be budgeted.

Mr. Miller reminded the Board that the cost for a PR person/firm would be split between the funds.

It was decided that \$200,000 was a sufficient amount to budget for the position and would cover a salary with benefits for an employee or if decided to go with a firm/contractor.

A **MOTION** was made by Vice Chairman Graci, seconded by Supervisor Haseltine and passed unanimously adopting Resolution No. 2024-06, amended to reflect a \$200,000 allowance for a PR Program.

**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**

A **MOTION** was made by Vice Chairman Graci, seconded by Supervisor Haseltine approving Consent Agenda items CA 1 through CA 7, as presented. Upon being put to a vote, the **MOTION** carried unanimously.

**J. Supervisor Requests**

Supervisor Haseltine wished Mr. Hayden well on his retirement.

Vice Chairman Graci thanked Dan Harrell for attending today's meeting. He also congratulated Mr. Hayden on 35 years with the District and Searg Davidian's promotion.

Secretary Ney indicated he was pleased with the timing of today's meeting. He also noted that he was uncomfortable raising rates and passing along the fees for online payments to the customers.

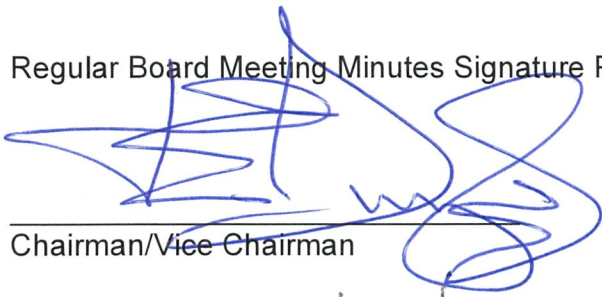
Secretary Ney praised Mr. Hayden for a job well done. Supervisor Mocuta agreed with Secretary Ney's comments.

Chairman Doughney noted that Mr. Hayden was a great representative of the District over the years

**K. Adjournment**

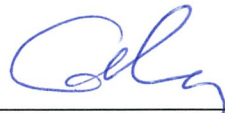
There being no further items to be addressed, the Regular Board Meeting was adjourned at 9:52 a.m. by Chairman Doughney. There were no objections.

Regular Board Meeting Minutes Signature Page



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Chairman/Vice Chairman



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Secretary/Assistant Secretary

Date Approved 07/09/24