

**St. Lucie West Services District
Workshop Meeting
August 26, 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 – in-person
Viorel Mocuta – Supervisor – in-person
Diane Haseltine – Supervisor – in-person

Staff Present

Josh Miller, District Manager, St. Lucie West Services District ("SLWSD") – in-person
Bill Hayden, Chief Assistant District Manager, SLWSD – in-person
Maddie Maldonado, Director of Office Administration – in-person
Gerard Rouse, Public Works Director/Assistant District Manager, SLWSD – in-person
Thomas Bayer, Assistant Utilities Director, SLWSD – in-person
Jason Pierman, Special District Services, Inc. ("SDS") – in-person
Laura Archer, Recording Secretary, SDS – via phone

Also present were Donna Rhoden of the City of Port St. Lucie; and Stephanie Brown of Special District Services, Inc.

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. August 5, 2024, Workshop**
- 2. August 6, 2024, Regular Board Meeting**

There were no revisions to either set of minutes.

E. Public Comment

There was no public comment at this time.

F. Public Hearing 1

1. Call to Order

2. Roll Call

3. Receive Public Comment on the Final Budget for Fiscal Year Ending September 30, 2025, for the District; Providing Authority for the District Manager to Expend Funds on Behalf of the District

- **PH 1 – Consider Resolution No. 2024-11 – Adopting the Budgets for Fiscal Year 2025**

Resolution No. 2024-11 was presented, entitled:

RESOLUTION NO. 2024-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. LUCIE WEST SERVICES DISTRICT ADOPTING THE BUDGETS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2025 FOR THE DISTRICT; PROVIDING AUTHORITY FOR THE DISTRICT MANAGER TO EXPEND FUNDS ON BEHALF OF THE DISTRICT; PROVIDING AN EFFECTIVE DATE.

Mr. Miller noted that this approves the upcoming fiscal year budget and the expending funds language was standard procedure.

Supervisor Haseltine asked who would expend funds in Mr. Miller's absence to which Mr. Miller replied that would be Gerard Rouse, the Assistant District Manager.

The Board had no further questions regarding the final budget for the fiscal year ending September 30, 2025.

G. Public Hearing 2

1. Call to Order

2. Roll Call

3. Receive Public Comment on Levying a Non-Ad Valorem Assessment for Water Management Bonds, Operations and Maintenance Costs within the St. Lucie West Services District for the Period October 1, 2024, through September 30, 2025

- **PH 2 – Consider Resolution No. 2024-12 – Levying a Non-Ad Valorem Assessment for Water Management Bonds, Operations and Maintenance Costs within the St. Lucie West Services District for the Period October 1, 2024, through September 30, 2025**

Resolution No. 2024-12 was presented, entitled:

RESOLUTION NO. 2024-12

LEVYING A NON AD VALOREM ASSESSMENT FOR WATER MANAGEMENT BONDS, AND OPERATIONS AND MAINTENANCE COSTS, WITHIN THE ST. LUCIE WEST SERVICES DISTRICT FOR THE PERIOD OCTOBER 1, 2024, THROUGH SEPTEMBER 30, 2025

Mr. Miller advised that the increase in the non-ad valorem assessment was included in the TRIM Notice.

Chairman Doughney asked if this budget took into account the increased stormwater amount from the City? It was noted that it did not – that will be an approximate extra \$100,000.

There was no further discussion regarding this item.

**H. District Attorney
DA 1 – Status Report/Updates**

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

Mr. Miller also reminded the Board that the ethics training was scheduled for tomorrow from 10 a.m. until 2 p.m.

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

It was noted that Mr. Zanganeh's report was provided in the meeting materials.

Vice Chairman Graci asked if there was any news on the Reserve data review from Infrastructure Solution Services. Mr. Miller responded that there was not. Mr. Bayer noted that there was a meeting scheduled for tomorrow at the lift stations to review with one of the Reserve's engineers.

Mr. Miller advised that he hopes to have the report by the end of the year.

**J. District Manager
Actions Items**

DM 1 – Consider Authorization Approving General Liability Insurance and Workers’ Compensation Insurance Provided by Egis Insurance & Risk Advisors

Mr. Miller presented the renewal proposal for General Liability Insurance and Workers’ Compensation Insurance Coverage provided by Egis Insurance & Risk Advisors. The annual premium for the General Liability and the Workers’ Compensation Insurance combined increased by 5% compared to FY24. He further indicated that both rates were within the proposed budget for FY25.

There was no further discussion regarding this matter.

DM 2 – Consider Services Agreement for Consulting/Professional Services as a Consultant to the District Manager

Mr. Miller presented the agreement, noting that it was the same format as that used when Mr. Pickle had retired. He indicated it would be good for one year and would be processed through Mr. Hayden’s son’s company, Hayden Energy Solutions, LLC.

DM 3 – Consider Resolution No. 2024-15 – Adopting District Goals and Objectives

Mr. Miller presented Resolution No. 2024-15, entitled:

RESOLUTION 2024-15

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST LUCIE WEST SERVICES DISTRICT ADOPTING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES AND STANDARDS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

Mr. Miller explained that this was a new requirement that must be adopted by October 1st and thereafter will rate themselves every year and post results on the District’s website. The plan is for the District to conduct its first self-evaluation during next year’s final budget meeting.

There was no discussion regarding this matter.

DM 4 – Consider Piggy-Bank Agreement with Odyssey Manufacturing

Mr. Miller presented the item indicating that, if approved, Odyssey would provide sodium hypochlorite for the water and wastewater plants, and who has provided these services to the District since 2010. This agreement offers the District to piggy-back the Bay County Utilities Contract, Bid No. 22-72 and is a 12-month term. The proposed agreement price for Odyssey to deliver liquid sodium hypochlorite is \$1.65 per gallon and is a \$0.15 per gallon increase from the previous delivery price.

There was a brief discussion regarding how many gallons the District required.

DM 5 – District Manager Annual Performance 2024

Mr. Miller presented the item indicating that this was Condition 13 of the District Manager's employment agreement stipulates that the Board would discuss whether the District Manager's performance is overall satisfactory.

Mr. Miller indicated it was a little too early, in his opinion. Discussion ensued regarding pushing the review off for a bit.

DM 6 – Other Items

Mr. Miller advised that the Reserve evaluation was moving along.

Mr. Miller had no updates on Bethany.

Mr. Miller advised that the onsite paving project was beginning today.

Mr. Miller indicated that the 4C Project for the electrical panel near St. Bernadette's would be starting soon.

Mr. Miller was asked if he had contacted anyone from the local newspapers to which he noted that none of his contacts at *The Voice* worked there any longer.

Secretary Ney asked Mr. Miller to reach out to the *St. Lucie News Tribune*.

Mr. Miller went through HOA PowerPoint presentation for the Presidents' Council meeting regarding anticipated rate adjustments for Fiscal Years 2025 through 2029, giving the history of the Utilities' major projects, anticipated growth and Water Treatment Plant capacity needs. Mr. Miller also went over the Utility Rate Adjustments from 1994 through present day and highlighted the areas of focus regarding future goals to minimize rate adjustments.

The Board thanked Mr. Miller for his thorough presentation.

That concluded Mr. Miller's updates.

K. 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 July, 2024

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

There were no questions regarding Consent Agenda Items CA 1 through CA 6.

L. Supervisor Requests

Vice Chairman Graci asked how the search for a PR person was going. Mr. Miller advised that there was a Special Meeting scheduled for September 10, 2024, to consider the new position.

Chairman Doughney advised that the League of Cities had met and that the County was approving multiple developments west and northwest of Port St. Lucie and had indicated that they cannot get water and sewer services to the new communities. The City might consider annexing the new areas. Chairman Doughney noted it might be a partnership that the District could propose.

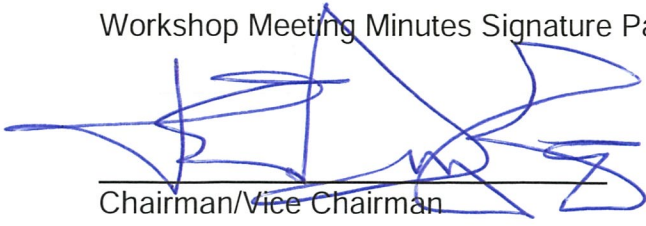
Secretary Ney confirmed that the budget was not a straight percentage increase over last year.

There were no further comments from the Board Members.

M. Adjournment

There being no further items to be addressed, the Workshop Meeting was adjourned at 10:00 a.m. There were no objections.

Workshop Meeting Minutes Signature Page



Chairman/Vice Chairman



Secretary/Assistant Secretary

Date Approved 10/08/24