

**St. Lucie West Services District
Workshop Meeting
July 7, 2025, 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

Dominick Graci – Chairman – in-person
Gregg Ney – Vice Chairman – in-person
Diane Haseltine – Secretary – in-person
Rose Carvelli – Supervisor – in-person
Kevin Dolan – Supervisor – in-person

Staff Present

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

Also present was Jack Doughney, the District's Intergovernmental Liaison.

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 Supervisor were present.

D. Approval of Minutes

- 1. June 2, 2025, Workshop**
- 2. June 3, 2025, Regular Board Meeting**

There were no corrections or revisions made to either set of minutes.

E. Public Hearing

- 1. Consider Resolution No. 2025-05 – (1) Adopting Revised Employee Job Descriptions, and (2) Amending Chapter A-II, Operating Policies and**

Procedures of the St. Lucie West Services District Regarding Positions, Qualifications and Compensation

Resolution No. 2025-05 was presented, entitled:

RESOLUTION NO. 2025-05

A RESOLUTION 1) ADOPTING REVISED EMPLOYEE JOB DESCRIPTIONS, INCLUDING THE DELETION OF CERTAIN EXISTING JOB DESCRIPTIONS AND THE ADDITION OF JOB DESCRIPTIONS FOR CERTAIN NEW POSITIONS, AS POLICY AND PROCEDURE OF THE ST. LUCIE WEST SERVICES DISTRICT 2) AMENDING CHAPTER A-III, OPERATING POLICIES AND PROCEDURES OF THE ST. LUCIE WEST SERVICES DISTRICT REGARDING POSITIONS, QUALIFICATIONS, COMPENSATION, EMPLOYMENT, AND TERMINATION OF DISTRICT EMPLOYEES; AND PROVIDING AN EFFECTIVE DATE.

Mr. Miller noted that the Public Hearing would be held tomorrow and asked if there were any questions.

Supervisor Dolan asked about the procedure for a Public Hearing and it was explained.

There was no further discussion regarding this matter.

F. Public Comment

There was no public comment at this time.

G. District Attorney DA 1 – Status Report/Updates

Mr. Miller noted that the attorney's report was provided in the meeting materials and indicated that it was self-explanatory. He did, however, highlight Item 6 regarding the PGA Village Golf Course Agreement Renewal, indicating that it had been in place for over 25 years and would be presented to the Board at the August meeting with the updated owner and other terms.

There was no discussion regarding this matter.

H. District Engineer DE 1 – Status Report/Updates

Mr. Miller presented the report indicating that he was expecting Brian Stahl to attend tomorrow's meeting.

Chairman Graci indicated he was disheartened that no one from the firm had attended last month's Workshop or Meeting, as this was a critical time for the District. He asked who would be the main contact for the District. Mr. Miller noted that Rob Lee, PE – Senior Civil-Stormwater Engineer, would be the lead concerning stormwater in addition to Neako Villamil, EI, Civil Engineer; Clayton McCormack, PE, Senior Water-Wastewater-Reclaimed Water Engineer; Lindsay Carvalho, EI; and Joao Nascimento, Water-Wastewater-Reclaimed Water Engineer.

Discussion ensued regarding giving Infrastructure Solution Services a 6-month trial period to see how they do.

That concluded discussion on this matter.

I. District Manager Actions Items

DM 1 – District Manager and Staff Prescriptive Goals and Performance Objectives for FY 2026

Mr. Miller reminded the Board that this was Condition 13 of the District Manager's Employment Agreement wherein it stipulates that this District Manager recommends prescriptive goals and performance objectives for the District Manager and Staff to achieve or work towards each fiscal year. He furthered that this item was tabled at the June 3, 2025, meeting to include some additions requested by the Board.

Mr. Miller indicated that the document provided shows the additions in blue in addition to the following 2 new programs: Employee Recognition Program and a Cost Savings Sharing Program.

Discussion ensued regarding the breakdown of how the recognition program would highlight entire departments as well as individuals.

Mr. Miller noted that employee morale was the highest he has seen in his 28 years at the District.

Chairman Graci also noted that in addition to the annual review of the budget at the end of the fiscal year, he would like to see maybe a verbal quarterly report on how the budgets are going for each department.

That concluded discussion regarding this item.

DM 2 – District Manager FY 2025 Year End Report

Mr. Miller presented the item and noted that this was his FY 2025 Year End Report regarding Condition 13 of the District Manager's Employment Agreement wherein it stipulates that this District Manager recommends prescriptive goals and performance objectives.

The Board had no questions, as this report was very thorough.

DM 3 – Consider Fifth Amendment to Utility SCADA System Service Agreement with Integration Services, Inc. (ISI)

Mr. Miller presented the item and indicated that this amendment extended the current contract for an additional three years. He also noted that the increases in service costs being proposed in the 2025 Rate Schedule and all other contract conditions will remain the same through September 30, 2028. Mr. Miller stated that this was the first increase of services by ISI since 2016.

Discussion ensued regarding Brian Callahan and his company and the back-up company in Atlanta. Mr. Miller assured the Board that when Mr. Callahan retires, the transition should be fairly easy with the Atlanta group, as they have been in the loop for years.

A brief discussion ensued.

DM 4 – Consider Authorization to Renew with Florida Blue as the District Health Insurance Provider

Mr. Miller presented the information provided by Mary Leighton of Benefits Ability and indicated that the 4.97% (\$59,354.70) increase was below the 8.0% proposed FY 26 budget amount and he recommended approval.

Mr. Miller also noted that staff was not happy with the in-network doctors with Cigna, indicating many of the employees' doctors were considered out-of-network, so a proposal was not requested from Cigna.

DM 5 – Consider Acceptance of FY 2024 Financial Report by Grau & Associates

Mr. Miller advised that the FY 2024 Financial Report had been provided to the Board and asked if there were any questions.

There being none, Mr. Pierman noted that there were no findings.

The Board was pleased with the report, as presented.

DM 6 – Consider Request to Change in Engineering Services from Infrastructure Solution Services (ISS) to HR Green

Mr. Miller presented the request, indicating that it was related to the incorporation of Infrastructure Solution Services of the District's existing stormwater and utilities engineering firm by HR Green. He further noted that the engineering staff under Brian Stahl would remain the same and the contract for services would also remain the same.

It was noted that staff had met with both ISS and HR Green to discuss the projects and needs of the District.

Discussion ensued regarding the proposed 6-month trial/probationary period and the fact that ISS had approximately \$500,000 of open purchase orders for the District. Discussion also ensued regarding the potential delay in the design criteria for the Reserve CDD project if the District decided to go out for RFQs.

DM 7 – Other Items

Mr. Miller advised of a press release Andy Bomjardim had prepared and was featured in a recent issue of *The Voice* regarding the District's Safety Award presented at the Annual Conference of the Florida Association of Special Districts (FASD). The District was nominated amongst 1,200 others by the Florida Insurance Alliance (FIA).

Mr. Miller indicated that the District's newsletter would include the Safety Award press release and the announcement of the budget Public Hearing to be held on August 26, 2025.

Mr. Miller presented reference information regarding Robert's Rules of Order, which he received from the FASD Conference and thought might be of interest to the Board Members.

Mr. Miller advised that the Reserve CDD had recently hired Culpepper Engineering as their engineering firm for the design of the 2 lines that will go under I-95. It is SLW's hope that the Reserve CDD goes out to bid for these 2 lines in late Fall.

Secretary Haseltine asked how bankruptcies were managed when there is an outstanding balance. Ms. Maldonado indicated that a Billing Specialist collaborates with attorneys to write off the correct amount since it is not collectible.

Mr. Miller advised that Injection Well #2 would start drilling tomorrow 24/7 and was expected to go through November.

Mr. Miller noted that there was no word from the college regarding expansion.

That concluded Mr. Miller's updates.

J. Consent Agenda

CA 1 – Monthly Report on Public Works

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 – Public Information Officer Monthly Report

CA 6 – Financial Statements for May 2025

CA 7 – Consider Transfer of Funds for the R&R & UC Accounts

CA 8 – Surplus Items

Mr. Miller presented Consent Agenda Items CA 1 through CA 8 and asked if there were any questions.

Chairman Graci asked what the District rents from United Rentals to which Mr. Miller replied that we rent bigger machines than what we have because of their cost to purchase them.

Mr. Miller brought up Consent Agenda Item 8, Surplus Item: Harvester. He noted that they would not be replacing it or would go with a smaller one.

There was no further discussion regarding the Consent Agenda items.

K. Supervisor Requests

Supervisor Carvelli congratulated Mr. Miller and Mr. Rouse on The Voice article.

A brief discussion ensued regarding the filing of Form 1 – Statement of Financial Interests.

Vice Chairman Ney asked if the District would consider changing the Reserve CDD meters to the ones the District uses to which Mr. Miller responded that was something they wanted to do.

Chairman Graci brought up a phone call he received from a neighbor regarding a leak. The neighbor was impressed with the response from District staff and wanted to express his appreciation.

Chairman Graci congratulated the District and Gerard on the Safety Award.

Chairman Graci indicated he was not against the bonus program structure, he would just like to be made aware of the quarterly progress.

There were no further Supervisor Requests.

L. Adjournment

There being no further items to be addressed, the Workshop Meeting was adjourned at 9:55 a.m. There were no objections.

Workshop Meeting Minutes Signature Page


Chairman/Vice Chairman


Secretary/Assistant Secretary

Date Approved 08/05/25