

**Minutes of the Workshop Meeting  
of the South Indian River Water Control District  
Held on November 16, 2023**

The workshop meeting of the South Indian River Water Control District was held on November 16, 2023, at 6:00 p.m. at the District Work Center, 15600 Jupiter Farms Road, Jupiter, Florida, and via Zoom video conferencing. Present in person were Supervisors Michael Howard, John Meyer, John Jones, and Susan Kennedy. Also present were Mike Dillon, manager of operations; William Capko, attorney; Holly Rigsby, office administrator; and Jane Woodard, secretary. Several landowners were present.

The purpose for this workshop is to discuss the Manager and Supervisor job descriptions and options to replace Mr. Dillon who has resigned and will be leaving in May.

Ms. Kennedy asked if the current position could be split in two. Mr. Howard did not think that would be necessary. He proposed that the superintendent job could be as an assistant to the district manager, to be available as needed to take some of the responsibilities off of the manager. Currently there is no job description for superintendent. The manager would have the flexibility to determine if there is only enough work for a part-time position. The job would be optional at the discretion of the district manager.

Mr. Meyers suggested changing Mr. Dillon's current position to an executive position and have a superintendent to do more of what Mr. Dillon is currently doing. The work would be spread to the rest of the staff. Ms. Kennedy noted that the current description for general manager includes mostly administrative work, not operations work. Mr. Meyers discussed adding supervision of the professional staff to the job description. Currently the staff reports to the Board and the Board hires the staff. He suggested the superintendent would assign duties, interview applicants, etc.

It was noted that a consulting position has been offered to Mr. Dillon to begin after he leaves his position as General Manager in May. This would allow more time for hiring. It was discussed that the current employee Dustin Fazio might be an appropriate replacement for Mr. Dillon, who would continue to work with Mr. Fazio toward the goal of him filling the position. Mr. Fazio is currently being pointed in the right direction for the job; he has been taking over more responsibilities and interacting with the County and South Florida Water Management District. He grew up in Jupiter Farms and knows everyone, which is an advantage. The disadvantage is his age and experience. Mr. Dillon stated he could be available as a consultant until August, coming in from time to time and also acting remotely. It was Mr. Dillon's opinion that Mr. Fazio could be ready to move into the position by May. He noted we are entering into the dry season, so there is time to continue getting him ready. Ms. Kennedy's concern was the lack of supervisory experience. She believes the manager should have even footing with the professional staff, County and other water management districts. Mr. Dillon noted that Mr. Fazio has already taken some classes that will help him in this area, and there are opportunities for him to take more classes online. Mr. Jones stated he liked the idea of Mr. Dillon continuing as a consultant. His impression of Mr. Fazio was good, and he hoped he could grow into the position. Mr. Jones asked what areas in the job description Mr. Fazio is not strong at and what can be done to strengthen these skills that would not affect this year's budget. Mr. Meyer stated Mr. Dillon's consulting does not take away the need to do a job search now. He questioned if a special recruiter is necessary to find interested applicants.

Ms. Kennedy clarified that the discussions are about manager and superintendent positions. Mr. Meyers preferred to define the positions as executive director and superintendent. Mr. Capko stated the District is required to have a manager of operations, but the position does not have to carry that name. Mr. Howard stated a deputy manager could assist the manager of operations as directed, handling inventory, scheduling maintenance, and having communications with the landowners; he would have the ability to manage in conjunction with the office manager. A deputy position lies between the manager of operations and the rest of the District's operations. He would work in conjunction with the manager. The manager would have the flexibility to hire this person when needed.

Ms. Kennedy stated the Board needs to perform an outside job search for general manager. There needs to be a deputy position that is not going to go away, regardless of who is hired as general manager. She would like to see these descriptions more defined. She also stated that tonight the Board should decide on a job search and lay out the two job descriptions, with the executive functions staying with the general manager. Mr. Jones stated he believed in promoting from within. He wants to see if Mr. Fazio can do the job with more training, concentrating on specific areas. Ms. Kennedy asked Mr. Dillon to create a division of responsibilities. The Board can review the current deputy to see if he can handle the job over the next three months, and then decide whether to hire internally vs. externally. Mr. Jones stated the Board should make it known that the position is open and that they would like to see the current deputy apply to see if there is a path forward for him. Mr. Capko stated that under Chapter 298, the Board is responsible for hiring the attorney, engineer, and treasurer. A superintendent can be named to manage a project, but this is not required. Mr. Meyer asked if it is possible to have someone report to the manager but be hired by the Board. Mr. Capko noted that is being done now with weekly meetings. Mr. Meyer felt there is still an accountability issue and was not satisfied with the organization in that respect. He stated the organization could be better, but this would require someone with more experience. Ms. Rigsby noted that Mr. Dillon deals with the staff on a daily basis and gives direction. The job description was written before he took the job and is outdated. Mr. Meyers stated that a certain professional level is required. An executive director who is a professional engineer could save the District money. He would like to search for someone with that experience. Ms. Kennedy stated the District's manager should have experience in project management, understand the canals, and understand construction plans. This should be added to the job description. She would like the chief executive to do mostly administrative duties, and someone else to handle the day-to-day operations. She proposed starting a search in January after delineating between operations and manager. At that time the Board will know if it can fill the position internally or move directly to a job search. Mr. Howard proposed starting on the description by defining an ideal manager of operations, and then ironing out a deputy manager position. The Board agreed that Mr. Dillon will prepare a better work chart and a job description to present at the December meeting. The Board will add their "wish list" to the job description then.

Ms. Kennedy discussed conducting the job search after defining the job description. An internal search will require a resume and personal interview with each Board member individually. An external search should have someone in charge, i.e. a headhunter or recruiting service. It was Mr. Jones' opinion that only one search should be needed. There was a brief discussion of internal vs. external searches, an internal promotion, and whether the job needs to be open to everyone. Mr. Capko will verify any requirements. Mr. Howard suggested establishing a committee to collect and assess the resumes, selecting who the Board members would interview. Mr. Capko noted he did not expect many resumes

and selection would not be difficult. Mr. Howard agreed to conduct the initial screening after the first of year. The consensus of the Board was to do an internal search with Mr. Howard conducting the initial screening. A new work chart and job description will be voted on at the December meeting.

At this time the workshop meeting was adjourned.

ADJOURNED.