

**Minutes of the Regular Meeting
of the South Indian River Water Control District
Held on January 18, 2024**

The regular meeting of the South Indian River Water Control District was held on January 18, 2024, 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, Tom Powell, John Meyer, John Jones, and Susan Kennedy. Also present in person were Dustin Fazio for Mike Dillon, manager of operations; Charles Haas, treasurer; Karen Brandon, engineer; Seth Behn, attorney; Donna DeNinno, public information; and Jane Woodard, secretary. One landowner was present via Zoom conferencing.

Mr. Howard called the meeting to order and the Pledge of Allegiance to the flag was given.

Mr. Powell made a motion to approve the consent agenda. Mr. Jones seconded the motion and it carried unanimously.

Mr. Howard opened the floor to landowner discussion. The landowners had no issues to discuss at this time.

Ms. DeNinno presented the public information report. The Policy and Procedures Manual was reviewed again by the Committee on January 10th. Job descriptions for director and manager were added. The manual will be subject to approval at the February Board meeting. The Board agreed that a draft can be included in the documents being prepared prior to the meeting, but not posted on the website. until it is approved. It will be an agenda item that is being presented for approval. Ms. Stephanie Duncan, landowner, has requested a copy of the draft and Ms. DeNinno will forward this to her by email.

Landowner Family Day is scheduled for March 16 and Ms. DeNinno is obtaining quotes from vendors.

Mr. Haas presented the treasurer's report. He clarified an item in his written report regarding assessment receipts. There were no other questions from the Board.

Mr. Fazio presented the manager of operations' report. The roof at the Work Center was resurfaced, and the skylights replaced and resealed. All existing leaks were repaired.

Ms. Brandon presented the engineer's report. Bids for the Canal C project were much higher than expected. The low bidder was asked to review their bid and possibly reduce the scope of the work in order to bring the cost down. The other alternative is to modify the agreement so the District can do all the work in house. Mr. Meyer questioned if we have the capability to do the work. Mr. Fazio stated the hauling would have to be contracted out. He also noted the project would take a lot of manpower, so daily operations may suffer. Ms. Brandon stated the grant is for \$600,000 and goes to the end of the year. The funds have to be used by the end of the grant, but the project does not have to be finished. Ms. Brandon will keep the Board advised when she hears back from the bidding contractor.

Ms. Brandon reported that the 20th Plan of Improvements is being finalized. It is scheduled to go out to bid by January 27th.

Ms. Brandon is putting together documents for the asphalt paving of 2.45 miles of Haynie Lane and the “pink” roads. She also reported that the Busch Wildlife Sanctuary site meeting has been postponed to February 13th.

Regarding the District’s water quality sampling, Ms. Brandon noted there will be one location in Palm Beach Country Estates and one in Jupiter Farms. She needs to clarify the algae results from the samples, as well as the E. coli, which will be ready in a few weeks. It was determined that the copper levels resulted from the use of copper pipes.

Mr. Behn presented the attorney’s report. As discussed at the last meeting, he presented the draft of a letter to the County Commissioners regarding their potential ordinance allowing heavy commercial vehicles to be operated and/or parked on residential roads. **After a brief discussion by the Board, Ms. Kennedy made a motion to go forward with the letter as prepared by Mr. Behn. Mr. Jones seconded the motion and it carried unanimously.** It was agreed that Mr. Howard and Ms. Kennedy will be present at the Commission meeting.

Mr. Behn discussed a special district bill currently being discussed in session which would include term limits. He also discussed the required ethics course for the Supervisors which can be attended in person or online.

Mr. Howard called for the discussion of the director’s job requirements and search criteria. He presented a list of job requirements previously discussed which included a bachelor’s degree, background in construction and water management, and communication skills. Specific duties were pulled directly from the Policies and Procedures Manual. Additional requirements as discussed last month were also listed. He requested comments and discussion from the Board. Ms. Kennedy commented on information Mr. Haas had obtained regarding a similar search by Broward’s water control district. It was also noted that drug screening and a background check should be included in the requirements. Mr. Meyer commented the requirements are basic and specifics should be added. He noted that the District is situated in an environmentally sensitive area with issues that other water control districts do not deal with. He suggested adding experience in general construction with a strong preference for stormwater infrastructure, experience working for or with governmental agencies, a minimum of two years management experience, specifically a knowledge of water management, knowledge of water quality, and a knowledge of civil engineering practices and concepts. Experience in grants would be a plus. Mr. Haas noted that if the Board is using Broward as a guide, there should be a separate job posting, not with the job description. The description will be in the Policies and Procedures Manual. He also noted that the District has more interaction with the residents than other districts because most other districts do not handle street drainage. Mr. Jones asked which other water control district is most comparable to ours. It was noted that Indian Trail was most similar with a combination of dirt and paved roads, and an engineer who comes up with a road paving plan every year. Indian Trail is larger than South Indian River Water Control District, but otherwise is comparable. Broward does not handle street drainage. Mr. Jones compared the budgets and number of employees of other districts. He suggested that this position is also going to require good writing and communication skills. Mr. Howard commented that the immediate goal is to put together a document over the next two weeks, present it to the Board for review, and be in a position to approve it at the next meeting.

The Board then discussed options for the search criteria: an internal hire, an internal search, and an outside search. Timelines were discussed for posting the job, reviewing applications, and conducting interviews. After a brief discussion, the Board agreed that the job description and compensation need to be decided before any interviews.

Compensation was discussed. A salary of \$129,000 plus benefits for a total of \$140,000 was discussed. Mr. Haas noted this is comparable but less than most others. He suggested adjusting the salary rather than the benefits. Ms. Kennedy suggested a starting salary between \$90,000 and \$150,000, which can be adjusted annually. This also gives the candidate an opportunity to negotiate. Mr. Meyer suggested the salary range should go up to \$160,000. **The Board agreed to be prepared to approve the job description, search details and salary at the next meeting.**

There was no further business to come before the Board at this time. Mr. Powell made a motion to adjourn. Ms. Kennedy seconded the motion and it carried unanimously.

ADJOURNED.