

Minutes of Board of Directors Meeting
PEACE RIVER MANASOTA REGIONAL WATER SUPPLY AUTHORITY
DeSoto County Administration Building
Commission Chambers, First Floor
201 East Oak Street, Arcadia, Florida
October 1, 2021 @ 9:30 a.m.

Board Members Present:

Commissioner Alan Maio, Sarasota County, Chairman
Commissioner Elton Langford, DeSoto County, Vice Chairman
Commissioner Bill Truex, Charlotte County
Commissioner George Kruse, Manatee County

Staff Present:

Mike Coates, Executive Director
Doug Manson, General Counsel
Richard Anderson, Director of Operations
Terri Holcomb, Resource Management & Planning Manager
Ann Lee, Finance & Administration Manager
Rachel Kersten, Agency Clerk

Others Present:

A list of others present who signed the attendance roster for this meeting is filed with the permanent records of the Authority.

CALL TO ORDER

Commissioner Maio called the meeting to order at 9:30 a.m.

INVOCATION

Commissioner Elton Langford offered the invocation.

PLEDGE OF ALLEGIANCE

The Board led the Pledge of Allegiance to the Flag of the United States.

HOST COUNTY REMARKS

Mandy Hines, DeSoto County Administrator, made welcoming remarks.

PUBLIC COMMENTS

No public comments were made.

AWARDS/RECOGNITIONS

1. Employee Service Recognition

Mr. Coates presented employee service recognitions to the dedicated employees who achieved significant milestones in longevity with the Authority.

CONSENT AGENDA

1. **Approve Minutes of August 4, 2021 Board of Directors Meeting**
2. **Approve Firms for Continuing Contracts for ‘As-Needed Painting and Coatings Services’**
3. **Approve Firms for Continuing Contracts for ‘As-Needed Well Drilling and Repair Services’**
4. **Approve Firms for Continuing Contracts for ‘As-Needed Construction Services’**
5. **Approve Firms for Continuing Contracts for ‘General Professional Services for Water Facility Instrumentation and Control Systems and Low/Medium Duty Electrical’**
6. **Approve Disbursement of Funds for FY 2021 Debt Service Coverage Payments**
7. **Approve Revisions to Authority Procurement Policy**

Motion was made by Commissioner Truex, seconded by Commissioner Langford, to approve the Consent Agenda. Motion was approved unanimously.

REGULAR AGENDA

1. Water Supply Conditions – Staff Presentation

Richard Anderson presented Water Supply Conditions at the Peace River Facility as of September 13, 2021.

- Water Supply Quantity: Excellent
- Treated Water Quality: Excellent

July Water Demand	25.07 MGD
July River Withdrawals	16.3 MGD
<u>Storage Volume:</u>	
Reservoirs	6.43 BG
ASR	<u>8.80 BG</u>
Total	15.23 BG

2. Purchase of the Project Prairie Pumping and Storage Facilities from DeSoto County

Terri Holcomb discussed the regional purchase of DeSoto County’s Project Prairie Pumping and Storage Facilities that has been under consideration for the past two years. These facilities are strategically located to support current and future regional operations, serving as a hub for deliveries from existing and future supplies between the City of Punta Gorda, Desoto County, and the Regional System. The facilities proposed to be acquired by the Authority include the plant site, a 500,000 - gallon finished water storage tank, 5 MGD booster pumping station and chemical feed system, yard piping and a 400-kilowatt emergency generator on site. This acquisition and the improvements to the Project Prairie Pumping and Storage Facilities to support integration into the regional system were include in the Authority’s FY 2022 budget within the system-wide benefit portion of the CIP. Costs and funding for the project are shown in the table below:

BUDGET ITEM	COST
Purchase of Project Prairie Facilities from DeSoto County	\$748,731.53
Improvements Needed to Support Regional System Use	\$526,268.47
TOTAL	\$1,275,000.00
FUNDING	
Authority	\$537,500.00
SWFWMD	\$537,500.00
State of Florida	\$200,000.00
TOTAL	\$1,275,000.00

Motion was made by Commissioner Langford, seconded by Commissioner Truex, to (1) approve Interlocal Agreement Between Peace River Manasota Regional Water Supply Authority and DeSoto County for Regional Acquisition of Project Prairie Facilities, (2) approve Purchase and Sale Agreement for the Project Prairie Facilities, (3) approve and authorize the Executive Director to execute Project Prairie Facilities Operational Protocol, and (4) Authorize the Executive Director and General Counsel to approve changes to these documents that may be required for DeSoto County approval. Motion was approved unanimously.

3. Pay and Classification Study - Findings and Recommendations (Evergreen Solutions)

Jessica Benson along with Angele Yazbec of Evergreen Solutions discussed the pay and classification study findings and recommendations.

According to the policy adopted in the Authority’s Pay Plan, the Authority is to conduct a formal Classification and Compensation study at least once every 3 - 5 years and localized salary surveys are performed in the interim years by Authority staff. The last formal Classification and Compensation Study was performed by The Archer Company in 2018 with results presented to the Board in December 2018.

In accordance with policy, Authority staff contracted with Evergreen Solutions in October 2020 to perform a Salary Survey Market Analysis and Internal Equity Analysis. The primary mechanism for assessing market equity is a salary survey of the organization's job classifications compared to a group of market peers. Seventeen (17) market peers in the geographic area from Tampa to Fort Myers provided data for the survey.

Multiple factors affect the Authority’s ability retain current employees and make new hires including a shortage of skilled labor, competition from other employers, and an increase in the Florida minimum wage. Considering today’s market, a revised compensation strategy that will increase the salary range to the 60th percentile of the market position rather than be at the mid-range (50th percentile) is proposed. Recommendations are contained in the Salary Survey Market Analysis for the Authority to remain competitive in the tight labor market and correct its standing in the market where inequity is identified. Evergreen Solutions recommends the Authority administer a 5% upward adjustment to the pay ranges and has recommended pay grade reclassifications to bring the Authority’s average actual salaries in line with the market. The recommended pay range adjustment would affect six current employees with a total annualized cost of \$10,339.

Motion was made by Commissioner Kruse, seconded by Commissioner Langford, to accept the ‘Pay and Classification Study’ (Evergreen Solutions, August 2021) and implement ‘Authority Pay Plan’ revisions as recommended. Motion was approved unanimously.

4. Legislative Priorities for FY 2022

Mike Coates presented the Authority’s proposed legislative priorities for 2022 that will be presented at each of the Authority members’ respective County Delegation meetings and in Tallahassee during the 2022 Legislative Session.

Motion was made by Commissioner Truex, seconded by Commissioner Langford, to adopt Legislative Priorities for 2022. Motion was approved unanimously.

5. Purchase of Pump Station Site for Phase 3C Regional Interconnect

Mr. Coates discussed the purchase of the pump station site for the Phase 3C Regional Interconnect project.

An interlocal agreement was executed on July 13, 2021 between the Authority and Sarasota County for the Authority to locate and purchase property in the vicinity of the Fruitville and Lorraine Roads intersection for a future pumping facility for the Phase 3C Interconnect and future master lift station for the County. Sarasota County is paying all costs for the acquisition. The Authority will own the property and provide easements to the County to meet their needs.

A suitable property has been identified and cleared with the Authority’s Phase 3C Interconnect engineering consultant and Sarasota County staff as providing adequate space and desirable location for the intended purpose. The property is currently for sale with an asking price of approximately \$1,700,000. It includes approximately 10-acres, with frontage on Lorraine Road. There is currently a private offer pending on the property subject to a due-diligence period which expires in early October. In the event this sale doesn’t proceed the Authority has submitted a back-up agreement including due diligence period. Should that back-up Agreement be exercised, and the due-diligence work shows the property to be acceptable for the aforementioned Authority and County facilities, it would be desirable under current market conditions for the Authority to make an immediate offer for purchase, and if the offer is accepted, close on the property expeditiously. To facilitate this purchase Board authorization is requested for the Executive Director to execute an offer for up to the appraised value of the property plus 5% as a cost avoidance measure for engineering and acquisition costs on additional properties and authorize the Chairman to execute all documents necessary for closing. All documents would be subject to review and approval by the General Counsel.

Motion was made by Commissioner Truex, seconded by Commissioner Langford, to authorize the Executive Director to execute a purchase offer up to the appraised value of the subject property plus 10% as a cost avoidance measure for engineering and acquisition costs on additional properties and authorize the Chairman to execute all documents necessary for closing, subject to document review and approval by the General Counsel. Motion was approved unanimously.

GENERAL COUNSEL’S REPORT

Mr. Manson had no additional updates for the Board.

EXECUTIVE DIRECTOR’S REPORT

Mr. Coates had no additional updates for the Board.

ROUTINE STATUS REPORTS

There were no Board comments on routine status reports.

BOARD MEMBER COMMENTS

There were no additional Board Member comments.

PUBLIC COMMENTS

There were no additional public comments.

ANNOUNCEMENTS

Friends of Peace Water BBQ

November 12, 2021 @ 11:00 a.m.

Peace River Facility Ranch House

8998 SW County Road 769, Arcadia, FL 34269

Next Authority Board Meeting

December 1, 2021 @ 9:30 a.m.

Charlotte County Administration Center

Commission Chambers, Room 119

18500 Murdock Circle, Port Charlotte, Florida

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 10:31 a.m.

BOARD APPROVED

DEC - 1 2021

**Peace River Manasota
Regional Water Supply Authority**



Commissioner Alan Maio
Chairman