

**PEACE RIVER MANASOTA REGIONAL WATER SUPPLY AUTHORITY
BOARD OF DIRECTORS MEETING**

**SUMMARY AGENDA
October 1, 2021 @ 9:30 a.m.**

DeSoto County Administration Building
Commission Chambers, First Floor
201 East Oak Street, Arcadia, Florida

ALL MEETINGS ARE OPEN TO THE PUBLIC

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

CALL TO ORDER

INVOCATION

Commissioner Elton Langford

PLEDGE OF ALLEGIANCE

Led by the Board

WELCOME GUESTS

HOST COUNTY REMARKS

Mandy Hines, DeSoto County Administrator

PUBLIC COMMENTS

Any individual wishing to address the Board on an item on the Consent Agenda, Regular Agenda, or Budget Hearing for FY 2021 (“Voting Agenda Items”) or an issue that does not appear on the agenda should complete a ‘request to speak’ card and submit it to the Authority’s recording clerk prior to this Public Comments item. Each person that submits a ‘request to speak’ card will have three (3) minutes to address the Board. Fifteen (15) minutes is provided for this Public Comment item unless additional time is needed for individuals to address the Board on Voting Agenda Items. If the time limit is exhausted and there are still individuals that want to address the Board on non-Voting Agenda Items, the Board will entertain any remaining comments near the end of the meeting. Comments on Voting Agenda Items will be heard first.

AWARDS/RECOGNITIONS

1. Employee Service Recognition

The Authority’s employees are its most valuable resources. Employee service recognition provides the Board with the opportunity to personally recognize and thank our dedicated employees who have achieved significant milestones in longevity with the Authority.

The Authority is pleased to recognize the following employees for their service:

Milestone	Employee	Position
5 Years	Antonio Amalfitano	Water Plant Operator A
	Jessica Benson	HR Coordinator
	Terri Brumfield	Administrative Secretary II
	Jonathan Canfield	Water Plant Operator B
	Earle Chaffee	Maintenance Mechanic II
	Robert Wilson	Network Administrator II
10 Years	Shalina Odegard	Environmental Specialist III
15 Years	Mike Coates	Executive Director
30 Years	Samuel Stone	Land & Environmental Services Manager

CONSENT AGENDA

1. Minutes of August 4, 2021 Board of Directors Meeting

Recommended Action - **Motion** to approve minutes of August 4, 2021 Board of Directors meeting.

Draft minutes of the August 4, 2021 Board of Directors meeting are provided for Board approval.

2. Approve Firms for Continuing Contracts for ‘As-Needed Painting and Coatings Services’

Recommended Action - **Motion** to approve recommended list of firms and authorize Executive Director to execute Agreement for ‘As-Needed Painting and Coating Services’ with each respective firm contingent on review by General Counsel.

The Authority’s one (1) existing As-Needed Painting and Coating Services contract will expire in December 2021. Requests for Proposals (RFPs) were requested in accordance with the Authority’s Procurement Policy and five (5) RFPs were received by the August 16, 2021 deadline and three (3) RFP’s were considered responsive. All responsive RFPs were reviewed and ranked by the Professional Services Evaluation Committee at a public meeting on September 1, 2021. Services under these contracts typically include painting and coating services on Authority owned and/or managed buildings, above-ground pipeline appurtenances, and pumping and storage facilities.

Staff recommends the Authority Board of Directors approve the list of firms below for award of continuing contracts for ‘As-Needed Painting and Coating Services’ and authorize the Executive Director to execute a contract with each respective firm for these services, contingent on review of contract required documents by Authority General Counsel. Proposed contracts have a five-year initial term with up to two additional one-year extensions.

Firms (Listed Alphabetically)	Office Location
Crom, LLC	Gainesville, FL
Florida Service Painting, Inc.	Fort Myers, FL
Razorback, LLC	Tarpon Springs, FL

Budget Action: No action needed.

3. Approve Firms for Continuing Contracts for ‘As-Needed Well Drilling and Repair Services’

Recommended Action -

Motion to approve recommended list of firms and authorize Executive Director to execute Agreement for ‘As-Needed Well Drilling and Repair Services’ with each respective firm contingent on review by General Counsel.

The Authority’s two (2) existing As-Needed Well Drilling and Repair Services contract will expire in December 2021. Requests for Proposals (RFPs) were requested in accordance with the Authority’s Procurement Policy and three (3) RFPs were received by the August 16, 2021 deadline. All RFPs were reviewed and ranked by the Professional Services Evaluation Committee at a public meeting on September 1, 2021. Services under these contracts may include: maintenance, repair, renovation, replacement, construction or enhancement of well systems associated with the Authority’s facilities.

Staff recommends the Authority Board of Directors approve the recommended list of firms below for award of contracts for ‘As-Needed Well Drilling and Repair Services’ and authorize the Executive Director to execute a contract for these services with each respective firm contingent on review of contract required documents by Authority General Counsel. Proposed contracts have a five-year initial term with up to two additional one-year extensions.

Firms (Listed Alphabetically)	Office Location
A.C. Schultes of Florida, Inc.	Gibsonton, FL
Layne Christensen Company	Fort Myers, FL
Southeast Drilling Services, Inc.	Tampa, FL

Budget Action: No action needed.

4. Approve Firms for Continuing Contracts for ‘As-Needed Construction Services’

Recommended Action -

Motion to approve recommended list of firms and authorize Executive Director to execute Agreement for ‘As-Needed Construction Services’ with each respective firm contingent on review by General Counsel.

The Authority’s ten (10) existing As-Needed Construction Services contract will expire in December 2021. Requests for Proposals (RFPs) were requested in accordance with the Authority’s Procurement Policy and seventeen (17) RFPs were received by the August 16, 2021 deadline and sixteen (16) were deemed responsive. All responsive RFPs were reviewed and ranked by the Professional Services Evaluation Committee at a public meeting on September 1, 2021. Services under these contracts may include: maintenance, repair, renovation, replacement or enhancement of existing facilities and/or construction of new facilities.

Staff recommends the Authority Board of Directors approve the recommended list of firms below for award of continuing contracts for ‘As-Needed Construction Services’ and authorize the Executive Director to execute a contract with each respective firm contingent on review of contract required documents by Authority General Counsel. Proposed contracts have a five-year initial term with up to two additional one-year extensions.

Firms Submitting RFP (Listed Alphabetically)	Office Location
<i>Category (1): Sitework/Earthwork</i>	
AJ General Construction Services	Dover, FL
Garney Construction	Winter Garden, FL
Natural Resources LLC	Arcadia, FL
TLC Diversified, Inc.	Palmetto, FL
Westra Construction Corp.	Palmetto, FL
Woodruff & Sons, Inc	Bradenton, FL
<i>Category (2): Water Treatment Process & Pipeline Construction, Repair, and Replacement</i>	
Garney Construction	Winter Garden, FL
Kiewit Water Facilities Florida Co	Miami, FL
TLC Diversified, Inc.	Palmetto, FL
Westra Construction Corp	Palmetto, FL
Woodruff & Sons, Inc	Bradenton, FL
<i>Category (3): Miscellaneous Building Construction/Modifications</i>	
Garney Construction	Winter Garden, FL
Halfacre Construction	Sarasota, FL
Magnum Builders of Florida	Sarasota, FL
TLC Diversified, Inc.	Palmetto, FL
Willis Smith Construction	Sarasota, FL

Budget Action: No action needed.

5. Approve Firms for Continuing Contracts for ‘General Professional Services for Water Facility Instrumentation and Control Systems and Low/Medium Duty Electrical’

Recommended Action -

Motion to approve recommended list of firms and authorize Executive Director to execute Agreements for General Professional Services for Water Facility Instrumentation and Control Systems and Low/Medium Duty Electrical with each respective firm contingent on review by General Counsel.

The Authority’s five (5) existing Instrumentation and Control Systems and Low/Medium Duty Electrical contracts will expire in December 2021. Statements of Qualifications (SOQs) were requested in accordance with the Authority’s Procurement Policy and eight (8) SOQs were received by the July 15, 2021 deadline. All SOQs were reviewed and ranked by the Professional Services Evaluation Committee at a public meeting on July 28, 2021. Services under these contracts typically include instrumentation and control work on the SCADA system, installation and repairs on various groundwater and surface water monitoring systems, and other and low/medium duty industrial electrical systems associated with the Authority’s drinking water treatment, storage, and transmission facilities.

Staff recommends the Authority Board of Directors approve the recommended list of firms below for award of continuing professional services contracts for ‘General Professional Services for Water Facility

Instrumentation and Control Systems and Low/Medium Duty Electrical’ and authorize the Executive Director to execute a contract with each respective firm, contingent on review of contract required documents by Authority General Counsel. Proposed contracts have a five-year initial term with up to two additional one-year extensions.

Firms (Listed Alphabetically)	Office Location
Carollo Engineers, Inc	Sarasota, FL
CEC Controls Company, Inc.	Bradenton, FL
GrayMatter Systems, LLC	Warrendale, PA
Locher Environmental Technology, LLC	Venice, FL
McKim & Creed	Sarasota, FL
Woodard & Curran	Lakeland, FL

Budget Action: No action needed.

6. Disbursement of Funds for FY 2021 Debt Service Coverage Payments

Recommended Action - **Motion** to approve Fund Disbursements in accordance with the FY 2022 Budget.

Funds were collected for debt service coverage to meet bond covenants in the base rate charge from Authority Customers in FY 2021. The FY 2022 Budget includes the disbursement of these funds back to the respective Customers. The disbursements of funds as approved in the FY 2022 Budget are shown below.

Customer	Fund Disbursement
Charlotte County	\$268,685
DeSoto County	\$33,782
Sarasota County	\$889,142
City of North Port	\$153,385
TOTAL	\$1,344,994

Budget Action: No action needed.

7. Revisions to Authority Procurement Policy

Recommended Action - **Motion** to approve Revisions to Authority Procurement Policy.

Procurement Policy revisions are proposed based on changes to state statutes. Revisions are also proposed to update Chapter 5 and applicable definitions in Chapter 1 to allow for construction contracting via multiple alternative delivery methods, such as Construction Manager At Risk (CMAR). The current Policy only allows for Design-Bid-Build and Design-Build methods of construction contracting.

Budget Action: No action needed.

REGULAR AGENDA**1. Water Supply Conditions – Staff Presentation****Presenter -** Richard Anderson, Director of Operations**Recommended Action -** **Status Report.** This item is presented for the Board’s information and no action is required.

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

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

September Water Demand	25.07 MGD
September 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**Presenter -** Terri Holcomb, Resource Mgmt. & Planning Manager
Douglas Manson, General Counsel**Recommended Action -** **Motion** 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 minor changes to these documents that may be required for DeSoto County approval.

Regional purchase of DeSoto County’s Project Prairie Pumping and Storage Facilities 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

Authority purchase of the Project Prairie Pumping and Storage Facilities from DeSoto County will require Board approval of the attached Interlocal Agreement and Purchase and Sale Agreement, as well as approval and authorization for the Executive Director to execute the Project Prairie Facilities Operational Protocol. Staff recommends approval.

Budget Action: No action needed.

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

Presenter -

Jessica Benson, HR Coordinator
Angele Yazbec, Senior Consultant
Evergreen Solutions

Recommended Action -

Motion to accept ‘Pay and Classification Study’ (Evergreen Solutions, August 2021) and implement ‘Authority Pay Plan’ revisions as recommended.

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.

Budget Action: No action needed.

4. Legislative Priorities for FY 2022

Presenters -

Mike Coates, Executive Director
Laura Donaldson; Manson Bolves Donaldson Varn

Recommended Action -

Motion to adopt Legislative Priorities for 2022.

The proposed legislative priorities for 2022 will be presented to each of the Authority members' respective County Delegation meetings and in Tallahassee during the 2022 Legislative Session.

Budget Action: No action needed

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

Presenters -

Mike Coates, Executive Director

Recommended Action -

Motion to authorize the Executive Director to execute a purchase offer up to the appraised value of the subject 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, subject to document review and approval by the General Counsel.

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.

Budget Action: No action needed

AUTHORITY BOARD WORKSHOP

The Board of Directors Meeting will recess and reconvene following Authority Board Master Water Supply Contract and Transmission System workshop session.

GENERAL COUNSEL’S REPORT**Presenter -**

Douglas Manson, General Counsel

Recommended Action -**Status Report.** This item is presented for the Board’s information and no action is required.**EXECUTIVE DIRECTOR’S REPORT****Presenter -**

Mike Coates, Executive Director

Recommended Action -**Status Report.** This item is presented for the Board’s information and no action is required.**ROUTINE STATUS REPORTS**

1. **Hydrologic Conditions Report**
2. **Check Registers for July and August 2021**
3. **Peace River Regional Reservoir No. 3 Project (PR³) Feasibility Study**
4. **Regional Integrated Loop System Phase 2B & 2C Feasibility Study**
5. **Regional Integrated Loop System Phase 3C Feasibility Study**
6. **Peace River Basin Report**

BOARD MEMBER COMMENTS**PUBLIC COMMENTS** *(if necessary)*

Individuals who previously submitted a ‘request to speak’ card to the Authority’s recording clerk and there was inadequate time during the initial Public Comments item for them to speak on non-Voting Agenda Items, will be given three (3) minutes per person to speak on such item.

ANNOUNCEMENTSFriends 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

Visit the Board Meetings page of our website www.regionalwater.org to access the Agenda Packet