

**MINUTES OF MEETING
SPRING LAKE IMPROVEMENT DISTRICT**

The Regular meeting of the Board of Supervisors of the Spring Lake Improvement District was held Wednesday, August 10, 2022, at the District Office, 115 Spring Lake Boulevard, Sebring, Florida. A public hearing on the FY 2023 Budget was held during the meeting.

Present were:

Tim McKenna
Kay Gorham
Brian Acker
Sue Dean

Board Chairman
Secretary
Asst. Secretary
Asst. Secretary

Absent: Bill Lawens, Vice Chairman

Also, present were:

Joe DeCerbo
Bill Nielander
Israel Serrano
Randy Nelson

District Manager
District Attorney
Utilities Supervisor
Drainage Supervisor

Absent: Clay Shrum, Director of Operations, Diane Angell District Administrator

Residents & Guests

“See Sign in Sheet”

FIRST ORDER OF BUSINESS

Call to Order

Chairman McKenna called the meeting to order and led the pledge.

SECOND ORDER OF BUSINESS

Convene Public Hearing on FY '23 Budget

Chairman McKenna convened the public hearing and Joe, and Israel made a power point presentation. Copies were distributed to all those in attendance and are attached to these minutes.

After the presentation Brian had a number of questions relative to the FRWA study and the need to follow their financial suggestions and not delay instituting higher rates. There were several other questions about the additional staff person for utilities and several residents made comments about the presentation as well.

THIRD ORDER OF BUSINESS

Adjourn Public Hearing

The public hearing was adjourned and went into Board meeting.

FOURTH ORDER OF BUSINESS

Upcoming Meetings/Events/Correspondence

- A. August 18th, RPAC @ 2:00 p.m.
- B. September 5th, Labor Day – Office Closed

Tim McKenna read two letters of thanks from Dean Gerber and Mr. Markle.

FIFTH ORDER OF BUSINESS

Approval of Minutes

The Board received copies of the minutes from July 13, 2022, for review. There being no further questions.

ON MOTION by Kay Gorham, seconded by Brian Acker, with all in favor the minutes from July 13, 2022, Board meeting was approved.

SIXTH ORDER OF BUSINESS

Approval of Financials

The Board received copies of the July 2022 financials for review. There being no further questions.

ON MOTION by Brian Acker, seconded by Sue Dean, with all in favor the financials from July 2022 were approved.

SEVENTH ORDER OF BUSINESS

Treasurer Report

- A. Allowance for Uncollectible Taxes

Joe reported on behalf of Diane and updated the Board on the uncollectible taxes as she had written.

- B. Motion to amend FY 2022 Budget

ON MOTION by Brian Acker, seconded by Kay Gorham with all in favor to move funds in the FY 2022 budget to reconcile operating costs was approved.

C. Resolution 2022-07 After Hours On-Call

Wording was changed in the Employee policies to include Utility and Field On-Call

ON MOTION by Sue Dean, seconded by Kay Gorham with all in favor Resolution 2022-07 After Hours On-Call was approved.

EIGHTH ORDER OF BUSINESS

Manager

Joe reported he met with H2 and reviewed the golf course plans; he sees movement, although it is slow. Tentative reopening of 18 holes is December 1st.

We are officially removed from the ARPA funding for the fiber optic. We have received our reimbursements from the County and the final ARPA report shows we are no longer eligible for funding.

The library wants to put a \$60,000 vending machine for securing books, returning books, acquiring videos, tapes etc. It would be located on the west side of the Community Center. These are ARPA funds, so consent has to be given from the Board.

ON MOTION by Brian Acker, seconded by Kay Gorham with all in favor to approve the library project.

A resolution will be prepared for the September meeting.

The County informed us that the Fire/EMS project is moving along, and they are awaiting the contract from the State.

NINTH ORDER OF BUSINESS

Attorney

Nothing to report.

TENTH ORDER OF BUSINESS

Supervisor Requests

Kay thanked Israel and his staff for handling some utility issues quickly.

A long discussion was held on the levee near the Tyrell and Paul-Hus properties. Brian had done a lot of research after visiting the area with Randy after the last meeting. A number of issues relative to liability, easements, and trespassing were discussed, and it was left with Attorney Nielander visiting the area with Randy and getting back to the Board with a recommendation at the September meeting.

ELEVENTH ORDER OF BUSINESS

Public Comments

There being none.

TWELVTH ORDER OF BUSINESS

Next Meeting

The next meeting will be on Wednesday, September 14, 2022 @10:00 a.m.

Resolutions to adopt the Final Budget

THIRTEENTH ORDER OF BUSINESS

Motion to Adjourn

ON MOTION by Kay Gorham, seconded by Sue Dean,
with all in favor the meeting adjourned at 11:50 a.m.

Tim McKenna, Chairman

Kay Gorham, Secretary

PERSONNEL REVIEW
AUGUST 10, 2022

JOE DECERSO
DISTRICT MANAGER

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THIS IS A PEOPLE BUSINESS

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PROFESSIONAL DEVELOPMENT STRATEGY

October 2006 and every three years thru 2018

Intense staff interviews

Job functions

New job descriptions

Salary Administration Program

Making oneself valuable to the District

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14 EMPLOYEES IN 2006

- 37% of personnel budget went to 10 field staff
- 63% of personnel budget went to 4 management staff
- SAP went into effect in 2007

TODAY: 54% TO 9 Field, and 46% TO Management

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EFFECTIVENESS, EFFICIENCY, ECONOMY

The standard operational model for all employees

2007: Among all staff

- 1 Class C water license
- 1 Aquatics License
- 1 Mosquito Spraying License

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THE NEW NORM

- In-Service Training**
- Seminars and Workshops**
- Certifications**
- Licenses**
- Cross Training**

(See Education and Training handout)

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EDUCATION AND TRAINING

For the past 15 years the Professional Development Strategy has focused on personnel not only being cross trained, but to acquire certifications and licenses that are valuable to the staff member and the District as well. **Back in 2007 there was one Field person who had a Class C water license, and one with Aquatics.**

Today, our staff represents nearly 125 years of experience to SLID with the following credentials:

High School Degree or GED	14
Associates Degree (partial)	1
Bachelor's Degree	1
Master's Degree	1
Certified District Manager Certification	3
Certified District Worker Certification	5
Class A Water License	1
Class C Water License	2
Class C Wastewater License	2
Water Distribution Certification	5
Aquatic Spraying License	4
Mosquito Spraying License	2
Florida Storm Water Level I	10
Florida Storm Water Level II	3
Hazardous Waste Certification	6
CPR	6
Notaries	2
Personnel Legal Compliance	1
Government Finance Accounting	1
Fund Accounting	1
Multiple in-service training credits	12

The District's training and certification programs have received recognition from FASD, and cash awards from our insurance carrier, PGIT.

THE DISTRICT HAS THE SAME NUMBER OF PERSONNEL IN 2022 THAT IT HAD IN 2006 (14)

- From 1422 water meters to just under 1700 and over 300 wastewater customers
 - STA
 - ECO PARK
 - DOG PARK
 - SHELTERS, RESTROOMS, PLAYGROUND
 - RETENTION PROJECTS, ENHANCED LOT MOWING
 - SECOND WATER PLANT, NEW SEWER PLANT
- Over \$15 million in outside funding projects to be managed. Developer interactions, and many other increased and additional functions

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PERSONNEL PERCENTAGE OF BUDGET

- 2007: 28% of budget for wages, 34% for salaries and benefits
- 2010: 30% 40%
- 2014: 30% 40%
- 2018: 29% 41%
- 2022: 33% 44%
- 2023: 32% 44%

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16-YEAR SUMMARY (2007-2023)

<p>2007 wages: \$414,819 2023 Budgeted \$857,760 (8.6% increase on average)</p> <p>2007 Salaries/ Benefits: 508,820 2023 Budgeted \$1,184,428 (8.2% increase on average)</p>	<p>General Assessment</p> <ul style="list-style-type: none"> • 2007: \$285 • 2010: \$293 • 2014: \$312 • 2018: \$291 • 2022: \$286 • 2023: \$284
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OVERVIEW

	<u>Actual Wages</u>	<u>Actual S&B</u>	<u>Actual Expenses</u>	
2007:	\$414,819	\$508,820	\$1,481,169	28/34
2010:	\$487,337	\$650,509	\$1,624,368	30/40
2014:	\$579,031	\$782,194	\$1,984,154	29/38
2018:	\$654,338	\$903,427	\$2,230,096	29/41
2022:	\$742,156	\$982,259	\$2,244,613	33/44
2023:	\$857,760	\$1,184,428	\$2,707,180	32/44

Adjustments made due to lowest expenses
10-month average used to determine 12-month costs

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THE FUTURE

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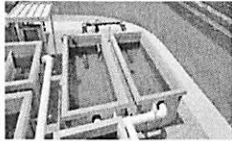
Utilities

WHAT HAVE THEY DONE?
WHAT ARE THEY DOING?
WHAT ARE THE PLANS FOR THE FUTURE?

ISAEL FERRANO


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IMPROVING THE DISTRICT

WATER QUALITY 	CLEAN EFFLUENT 
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DISTRICT DEVELOPMENT

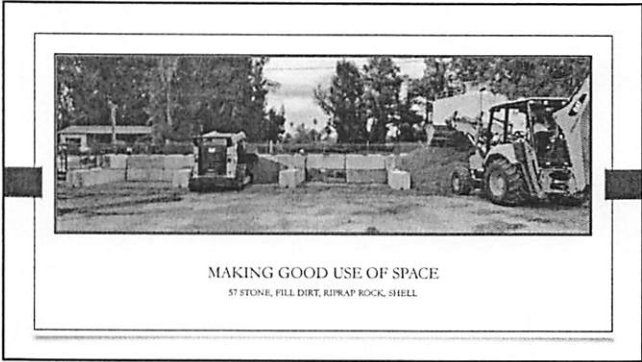
LOCATING UTILITIES 	COMPARISON THRU THE YEARS <ul style="list-style-type: none">• JULY 2020- DEC. 2020= 197• DEC. 2020- JULY 2021= 351• JULY 2021- JULY 2022= 664
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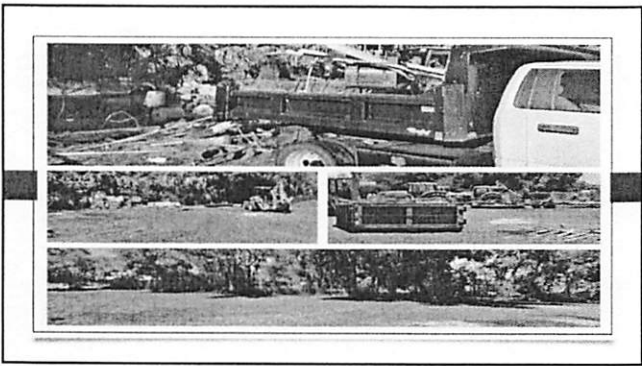
BEHIND THE SCENES

NEW METER INSTALLS <ul style="list-style-type: none">• 2019- 2020= 26• 2020- Today= 85	METER REPLACEMENTS <ul style="list-style-type: none">• 2019- 2020= 117• 2020- 2021= 252• 2021-Today= 285• 420 3/4 inch meters• 64 1-inch meters, 1 2-inch meter
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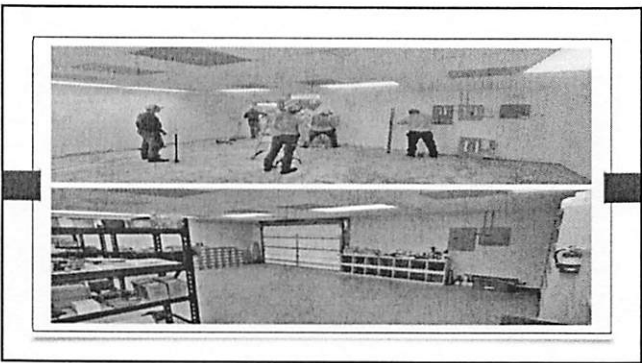
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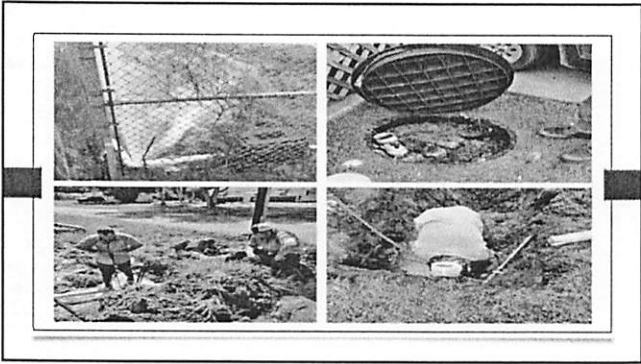
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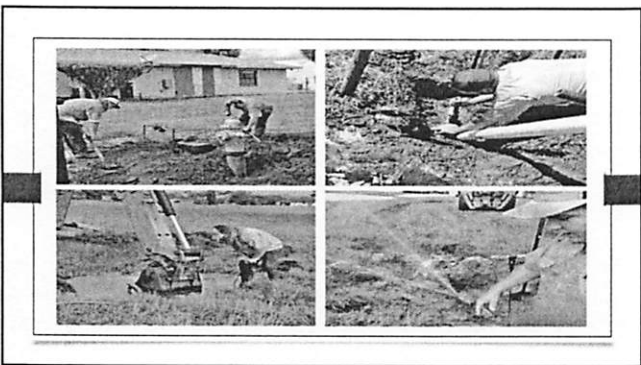
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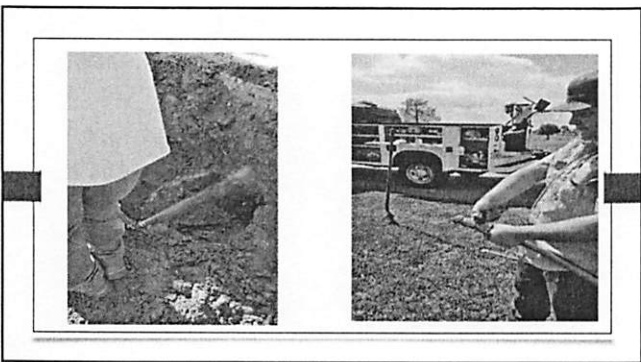
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CUSTOMER REQUESTS

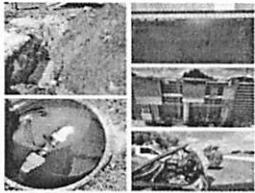


- DAILY WORK ORDERS
- JAN. 2019- DEC. 2019= 875
- JAN. 2020- DEC. 2020= 1022
- JAN. 2021- DEC. 2021= 946

Time and cost needs understanding

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AFTER HOURS




UTILITY COVERS (329 CALLS IN '22)

- WATER PLANT
- WASTEWATER PLANT
- LIFT STATIONS
- SEWER CALLS
- BREAKS: MAIN and CUSTOMER
- TURN ON and TURN OFF

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PLANNING FOR THE FUTURE



- NEW WATER PLANT
- EXISTING WATER PLANT UPGRADES
- AUTOMATIC FLUSHERS
- NEW DISTRICT MAIN LINES
- EMPLOYEES
- PREVENTATIVE MAINTENANCE CONTRACTS

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UTILITY NEEDS



- WATER PLANT PUMPS, MOTORS and VALVES
- VACUUM TRAILER
- WASTEWATER ADDITION

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WHAT TO BUILD?

- INN THE WOODS
- SPANISH MOSS ECO APT. 1, 2
- SIGNATURE H GROUP
- UNIQUE SELF STORAGE

TOTAL AVERAGE OF 62,000 GPD
PLANNING PHASE STARTS at 70%

NOT YET DETERMINED

- CLUBHOUSE CABINS
- LAKE ISTOKPOGA RV PARK
- SPANISH MOSS ECO APT. 3, 4
- FLORIDA HOME BUILDERS
- MEZA GROUP
- BILL KLOHN- 98 WAREHOUSE and PLAZA
- AURORA HIDDEN HARBOR DEVELOPER
- SMALL HOME VILLAGE

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WHAT'S NEXT?

- FINALIZE CONNECTIONS
- DEVELOP PER FOR WWTP
- APPROVE FULL DEVELOPMENT SITE PLANS FOR PER
- ESTABLISH UTILITY MONITORING WITH CERTIFIED PERSONNEL

- DEVELOPERS WILL PROVIDE FINALIZED SITE PLANS BEFORE RESERVING WASTEWATER CAPACITY
- FIRST COME FIRST SERVE

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