

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
DECEMBER 2, 2021 @ 8:30 A.M.**

Board of Supervisors:

Sydney B. Crampton, Chair
Taylor Meals, Vice-Chair
Phyllis Wright
Robert C. Stern, Jr.
Steven Samuels

Staff:

Ray Burroughs, Administrator
Robert H. Berntsson, District Counsel
Dewey Futch, Water Operations Manager
David Larson, Wastewater Operations Manager
Keith R. Ledford, Jr., P.E., Technical Support Manager
Lisa Hawkins, Finance Director
Teresa Herzog, Executive Assistant

1. The meeting began with the Pledge of Allegiance and roll call to establish a quorum.
2. ANNOUNCEMENTS – Additions or Deletions – None
3. SERVICE AWARDS – with thanks, Chair Crampton presented 5 year service awards to Branden Abernathy, Distribution Maintenance Technician and Stephen Vaughn, Water Plant Operator.
4. PUBLIC INPUT – AGENDA ITEMS ONLY – None
5. PRELIMINARY ELECTION OF 2022 OFFICERS – Attorney Berntsson opened the floor and called for nominations for Chair for the coming year.

Ms. Wight nominated Ms. Crampton and Mr. Meals nominated Ms. Wright, who respectfully declined. Hearing no other nominations, Ms. Crampton was declared 2022 Chair.

Attorney Berntsson then opened the floor for nominations for Vice-Chair.

Mr. Samuels nominated Mr. Stern. Hearing no other nominations, Mr. Stern was declared 2022 Vice-Chair.

The decision will be ratified at the January annual and organizational meeting.

6. CONSENT SECTION – Mr. Stern moved, **“to accept the consent section as presented,”** seconded by Mr. Meals.

- | | |
|---|----------------------|
| a. Minutes of the Regular Meeting dated November 4, 2021 | 21-12-02 CS A |
| b. The Big W Law Firm Invoice dated November 16, 2021 | 21-12-02 CS B |
| c. Henderson/Franklin Attorney’s Invoice dated November 4, 2021 | 21-12-02 CS C |
| d. Capitol Access Contract Renewal – Jerry Paul | 21-12-02 CS D |

UNANIMOUS

7. ACTION ITEMS
 - a. BMG/EWD 1st Amendment to Corrective Non-Exclusive, Temporary Easement

Agreements – Mr. Burroughs stated, these agreements amend the existing easements to include Pulte as an additional grantor since they now own all or portions of the property. They have been reviewed by EWD Staff and District Counsel and are found to be acceptable. Adding, these amendments will be seen several times as the amendments continue.

Mr. Meals moved, **“approved to discuss,”** seconded by Mr. Stern. Mr. Meals then asked if these all stay the same, just adding Pulte? Mr. Burroughs responded yes and these amendments do not affect our wellfields.

UNANIMOUS

21-12-02 A

Full motion read: To authorize the Chair to sign and Secretary to the Board attest, two BMG/EWD 1st Amendments to Corrective Non-Exclusive, Temporary Easement Agreements, Permitting Encroaching Improvements and Permitted Facility Improvements.

b. South WRF Headworks Project – Mr. Burroughs stated, EWD selected Kimley Horn from the Engineering Library to provide a scope of services for the South WRF Headworks Project. As part of the recently completed Sewer Master Plan Update, capital improvements were identified to maximize and improve plant operations at the EWD Water Reclamation Facility (WRF). The Master Plan identified a critical improvement project for the existing headworks facility. During peak flow events, the existing manual bar screens must be bypassed, sending the flow directly to the plants. Bypassing the screens minimizes the protection the screening provides the plant and equipment, as well as creates increased pressures on an already stressed collection system. Additionally, the pre-treatment tanks, pumps, and structure have reached the end of their useful life and are at a risk of failure. The scope of the project will include: a preliminary design report, design of the system, permitting support, and bid phase services. This project is identified in the FY22 CIP and expenditure exceeds the Administrator’s Task Order authority of \$100,000.00.

Mr. Stern moved, **“to approve as presented,”** seconded by Ms. Wright.

UNANIMOUS

21-12-02 B

Full motion read: To authorize the Administrator to sign the Kimley Horn-22-003 Task Order for Professional Services for the South WRF Headworks Project in the amount of \$349,898.00. Project costs to be taken from the general fund/CIP budget.

c. RFB 2022-127 Replacement of Lime Plant Filter Media Filter #2 Bid Award – Mr. Burroughs stated two (2) bids for the Replacement of Lime Plant Filter Media Filter #2 Project were received and opened on November 18, 2021 at 2:30 P.M. Bids were reviewed by EWD staff and based on the bid results; it is staff’s recommendation to award the Replacement of Lime Plant Filter Media Filter #2 Project Contract to Leo Pfliger Construction in the amount of \$48,584.00. This project cost exceeds the Administrator’s authority.

Mr. Meals moved, **“as presented”** seconded by Mr. Stern.

UNANIMOUS

21-12-02 C

Full motion read: To approve the award for RFB 2021-127 Replacement of Lime Plant Filter Media Filter #2 Project Contract to Leo Pfliger Construction, Inc. in the amount of \$48,584.00. Funds to come from the General Fund.

8. DISCUSSION

a. DRAFT 2022 Schedule of Board Meetings – Chair Crampton asked if anyone had any issues with the dates for next year’s schedule? Hearing no response,

Mr. Stern moved, “**to accept the schedule as presented,**” seconded by Mr. Meals.

UNANIMOUS

21-12-02 D

Full motion read: To accept the Schedule of Regular Meetings for Calendar Year 2022 and the Annual Meeting of 2023 as presented. To be ratified at the Annual & Organizational Meeting January 6, 2022.

9. ADMINISTRATOR’S REPORT – Ray Burroughs

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for November 2021 was 81.47 MG/2020 was 83.51 MG.
2. Average send out was 2.71 MGD/2020 average send out was 2.69 MGD and the 2021 high was 2.87 MGD/2020 high was 4.5 MGD.
3. Rainfall 2021 was 3.48”/2020 was 4.76”.
4. This past month at the Plant Ovivo has finished up the install on #2 treater and has done a great job. Five 12 painting plans to be here this coming week and finish up coating the inside of the tank.
5. The chlorine burn that started on October 5th ended on November 9th. The burn went really well; we had some customer complaints due to taste and odor which were to be expected, most of that water has moved out of the system and operations have returned to normal.
6. At the RO Plant the Operators have installed new membranes in B Train and have been completing regular operations.
7. Mader Electric finished the installation of new service pump #2 at the Lime Plant, they have also installed new well pumps and motors for RO Wells 4-3, and 2-4. I spoke with the filter media vendor and shipment of the materials for #2 Filter should arrive the week of the 13th. The total cost of that project is \$48,584.00 which includes filter media removal and installation, and also the removal of the wheeler floor bottom and new installation. I anticipate we will only have to remove and replace the filter media which will total \$33,734.00 but we cannot know for sure until the media is removed and we can see the shape the floor is in. If we do have to replace the floor we already have the materials to do so.

Distribution:

1. Distribution had 6 incident to report.

- a. 11/1 the 4" water main located on Edwards Street broke, repairs were made under pressure with a repair clamp and no boil water notice was issued.
 - b. 11/4 Pike Electric hit a 2" water main located on North Beach Road, repairs were made under pressure and no boil water notice was issued.
 - c. 11/9 the 4" water main located on Massachusetts Avenue broke, repairs were made and a 2-day boil water notice was issued to affected customers and was rescinded on 11/11.
 - d. 11/25 the 4" water main located at Park Place Point broke, repairs were made and a 2-day boil water notice was issued to affected customers and was rescinded on 11/27.
 - e. 11/29 a fire hydrant located on Englewood Road near the tennis club was struck by a vehicle, and no injuries were reported. The hydrant was replaced on 11/30 and is currently having bacteriological samples done. It should be back in service 12/3.
 - f. On 11/30 a 2" gate valve located at Bourbon Street and Wyoming Avenue was replaced under pressure and no boil water notice was issued.
2. For November, new meter sets were 6 ERCs, all single family.
 3. 22 radio heads were replaced.
 4. We had 197 customer requested turn ons.
- b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for November was 1.66MGD with a peak flow of 2.21 MG.
2. Normal operations and maintenance are ongoing.
3. Staff met with Kimley Horn twice to discuss the Headworks Project and Reuse Master Plan, then myself, Keith, Heather, the Environmental Consultant and Sarasota County Staff walked the proposed north WRF site.

Collections:

1. Crews moved a vacuum pit due to the Dearborn Street project.
2. Crews installed a service extension on Beach Road.
3. Normal operations and maintenance are ongoing.

c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford, Jr., P.E. – Mr. Ledford verbally updated his written report.

Task Orders:

1. ARDURRA-22-001 – LS 114 (Brook to Bay), a kick-off meeting was held and a completed design is expected in the next month or two.
2. DMK-22-001 – sewer forcemain on Crestwood, the pipe will be upgraded from a 1 ½" pipe to a 6" pipe and project submittal to DEP will happen in the next few weeks.
3. Staff is working on the proposal package for the engineering library and should have it published in the next 2 weeks.

CIP/In-house Projects:

1. LS Bypass Pump – the pump has been received and once the trailer is registered it will be configured and plumbed-up.
2. North WRF Phase 1 – after walking the site with the county it was noted where the scrubby flatwoods begin and end.

Development/Projects:

1. Beachwalk Amenity Center – the revised plans were received last week.
 2. Placida Storage – this is the cleared property on Placida Road just this side of Island Lake Estates.
- d. FINANCE DIRECTOR – Lisa Hawkins
1. Financial Statements – October operating revenue was \$1.545M, about \$100,000 more than this time last year. There was operating expenses of \$663,000, about the same as this time last year leaving operating income at \$882,000.
 2. Investment Statements – October we had \$14.731M with Truist and \$6.238M with Centennial Bank. That number is down because of the debt loan payment and other expenses. Yesterday, Ray, Keith and I met with Brian Amster our financial advisor from Truist he stated he does not expect interest rates to go up any time soon.
 3. We are currently in the middle of the FY21 audit, Mauldin Jenkins has been here on and off for the past 2 weeks, it is going well. Completion may be January and if any board member wants to meet with them, we can set that up.

Mr. Burroughs concluded the Administrator's report.

10. ATTORNEY'S REPORT – Attorney Berntsson suggested that after a motion and second is made, the Chair can call for any opposition to the motion. If there is none, the statement "motion passes unanimously," can be made forgoing the need to vote on each item.

11. OLD BUSINESS – None

12. NEW BUSINESS – Mr. Meals questioned if federal money is part of what Jerry Paul will be going after for EWD? Mr. Burroughs replied that he will go after whatever we can get and we also hired The Brewer firm who does the same thing. We have some projects ready to go, including funding of the RO expansion while its available.

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS – The entire Board wished happy holidays to all and Chair Crampton mentioned the delegation meeting she attended and the importance of keeping EWD's name out there.

15. ADJOURNED @ 9:03 a.m.


Taylor Meals, Vice-Chair

APPROVED/tlh