

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
MARCH 3, 2022 @ 8:30 A.M.**

**Board of Supervisors:**

Sydney B. Crampton, Chair  
Robert C. Stern, Jr., Vice-Chair  
Phyllis Wright  
Taylor Meals  
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 gratitude, Chair Crampton presented a 15-year service award to John Adamson III, Distribution Foreman and a 10-year service award to Jayson Taylor, Water Plant Operator.
4. PUBLIC INPUT – AGENDA ITEMS ONLY – None
5. PRESENTATION
  - a. Financial Audit Report – Daniel Anderson, Director at Mauldin & Jenkins. Mr. Anderson narrated his presentation and stated an unmodified opinion was issued, which is the highest assurance they can render adding they are free of material misstatements. He also noted new statements as part of the required reporting. There were no findings or recommendations in the audit. At conclusion of the presentation, Ms. Wright moved, “to accept the audit,” seconded by Mr. Stern.

**UNANIMOUS**

**22-03-03 A**

Full motion read: To accept as presented, the Audited Financial Statements as of and for the years ended September 30, 2021 and 2020 and the Auditor’s Discussion and Analysis dated September 30, 2021, in accordance with Section 10 of the Enabling Act.

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

- a. Minutes of the Regular Meeting dated February 3, 2022
- b. Attorney’s Invoice dated February 15, 2022
- c. EUMC Utility Easement Acceptance

**22-03-03 CS A  
22-03-03 CS B  
22-03-03 CS C**

**UNANIMOUS**

7. ACTION ITEMS – None
8. DISCUSSION – None

9. ADMINISTRATOR'S REPORT – Ray Burroughs

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for February 2022 was 90.09 MG/2021 was 87.81 MG.
2. Average send out was 3.28 MGD/2021 average send out was 3.13 MGD and the 2022 high was 3.85 MGD/2021 high was 3.55 MGD.
3. Rainfall 2022 was 0.8"/2021 was 1.1".
4. Plant Operators have put the #2 treater back online after the rehab and it seems to be working well with no problems. The rest of the month they have been doing maintenance and general operations.
5. Roofing estimates were received for repairs on the RO roof that was damaged during the storms we had; Anthony Leonard will be doing the work.

Distribution:

1. Distribution had 1 incident to report on 2/25/2022 a plumber working in Deer Creek Mobile Home Park damaged a 2" water main. Repairs were made and a boil water notice was issued then rescinded on 2/27/2022.
2. For February, new meter sets were 10 ERCs, all single family.
3. 43 radio heads were replaced.
4. We had 11 customer requested turn ons.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for February 2022 was 1.91 MGD, approximately 200,000 GPD more than the last two year with a peak flow 2.08 MG.
2. Some welding work was needed on Plant #4's clarifier after holes were found when the plant was filled with reuse water. Some valves that need to be replaced were also discovered. Preparing to put Plant #4 back online once the work is completed.
3. Normal operations and maintenance are ongoing.

Collections:

1. The generator has been replaced at the V-6 vacuum station. The generator that was there was moved to the V-1 vacuum station.
2. Crews moved and lowered a vacuum pit on Dearborn Street and added a vacuum pit on Drury Lane.
3. Normal operations and maintenance are ongoing.
4. There has been a change to the vacuum truck that was approved in this year's budget. We were unable to get the Peterbilt that was previously approved by the Board, so we had to go with another Freightliner. The price will remain the same.

c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E.

New Task Orders Assigned:

1. CCNA Engineering Library – there are some labor rate inconsistencies that Purchasing is following up on, once finalized the contracts will be brought to the April meeting.

CIP/In-house Projects:

1. South WRF – New Headworks – Kimley Horn should be re-submitting the PDR with staff's comments.

Developments/Projects:

1. FDOT-Charlotte County Line to Tangerine Woods – this is a re-surfacing project; staff has returned the requested Greenline mark-ups.
  2. Sarasota County S. McCall Road Improvements – was originally planned to be done with the Dearborn Street project. They have resubmitted revised plans back to EWD for us to update our utility work schedule, many conflicts have been resolved in the resubmitted plans.
  3. Sarasota County Manasota Beach Intersection Improvements – Greenline markups have been submitted.
- d. FINANCE DIRECTOR – Lisa Hawkins
1. Financial Statements for January – operating revenue was \$6.263M, about \$517K more than this time last year. There was operating expenses of \$4.135M, about \$283K more than this time last year leaving operating income at \$2.128M.
  2. Investment Statements for January – we had \$14.631M with Truist and \$7.492M with Centennial Bank totaling \$ 22.123M. Next month the investments will be with RBC.

Mr. Burroughs concluded the Administrator's report.

10. ATTORNEY'S REPORT – Robert H. Berntsson – None

11. OLD BUSINESS – None

12. NEW BUSINESS

a. Administrator's Annual Review Reminder – please have your reviews to Ms. Herzog before the April meeting.

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS – The entire Board congratulated Ms. Hawkins on a clean audit.

15. ADJOURNED @ 8:57 AM



Robert C. Stern, Jr., Vice-Chair

/tlh