

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
APRIL 7, 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 George Senopole, Inventory Specialist and a 25-year service award to Dewey Futch, Water Operations Manager.
4. PUBLIC INPUT – AGENDA ITEMS ONLY – None
5. CONSENT SECTION – Chair Crampton called for removal of any item from the Consent Agenda. Hearing no response, Mr. Stern moved, **“to accept the Consent Agenda as presented,”** seconded by Ms. Wright.

a. Minutes of the Regular Meeting dated March 3, 2022

22-04-07 CS A

b. Attorney’s Invoice dated March 16, 2022

22-04-07 CS B

UNANIMOUS

6. ACTION ITEMS

a. Administrator’s Annual Review – Chair Crampton reviewed the evaluations of Mr. Burroughs, all had favorable remarks. She stated there were recommendations of both a 4% and 5% increase, she then called for a motion. Mr. Meals moved, **“to make a recommendation of an increase of 5%,”** seconded by Mr. Stern.

UNANIMIOUS

22-04-07 A

b. CCNA Board Acceptance – Mr. Burroughs introduced the item. Thirteen firms responded on February 2, 2022 to the Request for Proposals No. RFP 2022-129 Professional Services (CCNA) Continuing Contract. Each firm was required to indicate which of the eight disciplines that they were applying for. The firms who submitted proposals were: Ardurra Group, Inc., ASRus, LLC., Atkins North America, Inc., Diversified Technology Consultants, DMK Associates, Inc., Giffels-Webster Engineers, Inc., HDR Engineering, Inc., Infrastructure Solutions Services, LLC., Kimley-Horn & Associates, Inc., McKim & Creed, Inc., Professional Service Industries, Inc., Tierra, Inc., and Weiler

Engineering Corp. The selection committee met on February 15, 2022 to discuss and rank each proposal in each of the disciplines they submitted for. All but one firm was ranked within the top five of at least one discipline. Staff is requesting that the top five proposers in each discipline be awarded contracts to perform professional services for the various disciplines. The contracts and negotiated rates have been reviewed by staff and are found to be acceptable.

Mr. Meals moved, **“to approve as presented,”** seconded by Mr. Samuels.

UNANIMOUS

22-04-07 B

Full motion read: 1) To approve EWD’s staff acceptance of the top ranked proposers by discipline in each category and 2) to authorize the Administrator to sign the twelve (12) agreements for Professional Services (CCNA) Continuing Contracts.

c. 2022 Water Reuse Week Proclamation – Mr. Burroughs introduced the item. The Water Reuse Association has asked all utilities to adopt a resolution proclaiming May 15-22 as Florida Water Reuse Week.

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

UNANIMOUS

22-04-07 C

Full motion read: To declare May 15 to May 22 as Florida Water Reuse Week in the Englewood Water District.

d. WRF Disk Filter Control Panel Upgrades Sole Source Procurement – Mr. Burroughs introduced the item. Quotes were obtained and Aqua Aerobic was the cost-effective option. The upgrades in this procurement are part of the AquaDisk Cloth Filter Media system which is proprietary to Aqua-Aerobic Systems, Inc. Aqua-Aerobic Field Service personnel would be best equipped to provide installation and support services to ensure that the filter systems remain in proper, working order. This purchase is adequately covered by the WRF System Repair and Maintenance budget line item but exceeds the Administrator’s \$25,000 authority.

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

UNANIMOUS

22-04-07 D

Full motion read: To authorize the sole source procurement from Aqua-Aerobic Systems, Inc., for upgrades of the PLC Operator Interface for filters #2 and #3 at the WRF at a cost of \$41,055.00. Funds to come from System Repair & Maintenance account number 500467-540-101.

7. DISCUSSION – None

8. ADMINISTRATOR’S REPORT – Ray Burroughs – Mr. Burroughs began his report by detailing the EPA required identification of all the service lines in our area. There will be approximately 20,000 service lines to be investigated and homeowners can self-report the service line material on our website. Self-reporting along with homes built after 1987 should reduce the number of lines that will need to be dug up. Kyle Herzog will head

up the project and the timeline for completion is 2 years. The survey is on our website and Mr. Burroughs will promote the self-reporting program with water testing being provided where needed.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for March 2022 was 103.85 MG/2021 was 104.47 MG.
2. Average send out was 3.28 MGD/2021 average send out was 3.37 MGD and the 2022 high was 3.73 MGD/2021 high was 3.70 MGD.
3. Rainfall 2022 was 1.12"/2021 was .55".
4. Plant Operators replaced approximately 50' of drain line at the Lime Plant and they installed a new chlorine and PH analyzer in the pump room.
5. Anthony Leonard Roofing was on-site making roof repairs at the RO Plant.

Distribution:

1. Distribution had 3 incidents to report:
 - a. 3/16/22 – a fire hydrant was replaced on N. Indiana Ave; bacteriological testing was completed 3/18/22.
 - b. 3/22/22 – a fire hydrant was replaced on Ibis Dr; bacteriological testing was completed 3/24/22.
 - c. 3/27/22 – a valve was replaced on Griggs Rd; three customers were placed on a precautionary boil water notice that was rescinded on 3/29/22.
2. For March, new meter sets were 6 ERCs, all single family.
3. 46 radio heads were replaced.
4. We had 39 customer requested turn offs.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for March 2022 was 1.9 MGD, approximately 300,000 GPD more than last year with a peak flow 2.05 MG.
2. Staff visited the Bonita Springs AWWTP to look at the potential treatment processes we may consider at the new plant location.
3. Normal operations and maintenance are ongoing.

Collections:

1. Normal operations and maintenance are ongoing.
2. The EBCO forcemain replacement began this week and pressure testing is expected today.

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

CIP/In-house Projects:

1. LS #114 Improvements – Brook to Bay – a workable solution was reached to minimize their concerns of where the lift station will be located.
2. Reuse Masterplan Update – a presentation is anticipated for the June or July meeting.

Developments/Projects:

1. Lake Emily – utility plans were submitted by Banks Engineering last Friday.

2. Medical Twins – Pulte homes will be doing their due diligent over the next 2 months.
3. Park Forest Phase 7A – storm water is already in followed by water and sewer installation next week. The delivery point of reuse water has not yet been determined.

Mr. Burroughs added that EWD is still in the running for state funds of \$2.5M, just awaiting a signature.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Financial Statements for February – operating revenue was \$7.692M, about \$420K more than this time last year. There was operating expenses of \$5.452, about \$740K more than this time last year leaving operating income at \$2.237M about \$320K less than this time last year. Gains on disposal of capital assets show \$31K which was the sale of a big generator and \$72K in capital contribution was for Starbucks.
2. Investment Statements for February – we had \$14.535M with RBC and \$7.504M with Centennial Bank totaling \$ 22.039M. \$4M was moved from the money market account to RBC, rates are starting to move. Investments will be in treasury bonds with laddered maturities. One-year rates are at 1.67%, much more than is being made in the money market.
3. Purchasing Manager, Bee Ling Wheaton was acknowledged for her time and effort in negotiating the CCNA contracts.
4. Staff met with BOA this week to discuss funding options for the new WWTP if we cannot cover the cost with state funds, we are just exploring our funding options.
5. Two new warehouse assistants have been hired; training will follow.
6. The mid-year budget review will be presented at the next meeting; because substantial price increases have occurred after the budget was approved, we will likely be over in some areas.

Minor discussion about Jerry Paul took place, then Mr. Burroughs concluded his report.

9. ATTORNEY'S REPORT – Robert H. Berntsson – business as usual.
10. OLD BUSINESS – Mr. Meals inquired about the company that was using our name and Attorney Berntsson responded we had gotten an injunction against them; it has been settled.
11. NEW BUSINESS – Mr. Burroughs reminded the Board of the date for the employee picnic.
12. PUBLIC COMMENT – ANY TOPIC – None
13. BOARD MEMBER COMMENTS – The entire Board congratulated Mr. Burroughs on another successful year.
14. ADJOURNED @ 9:09 AM


Robert C. Stern, Jr., Vice-Chair (absent)

/tlh