

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
MAY 5, 2022 @ 8:30 A.M.**

Board of Supervisors:

Sydney B. Crampton, Chair
Robert C. Stern, Jr., Vice-Chair (absent)
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 – None
4. PUBLIC INPUT – AGENDA ITEMS ONLY – None
5. CONSENT SECTION – Mr. Meals moved, **“to approve,”** seconded by Mr. Samuels.
 - a. Minutes of the Regular Meeting dated April 7, 2022 **22-05-05 CS A**
 - b. Attorney’s Invoice dated April 19, 2022 **22-05-05 CS B**

UNANIMOUS

6. ACTION ITEMS

a. Ratification of the Notice of Emergency Procurement; Turbine Pump at the WRF
Mr. Burroughs introduced the item. A large turbine pump at the WRF has failed. This pump is one of a series of three pumps used to provide reclaimed water to our pressurized customers. In order to maintain pressure on the system, two of these pumps must run at all times. Currently, we are capable of supplying reuse, however, should another pump fail, we will not have the capacity to supply reclaimed water to our pressurized customers, which is the majority of them. This purchase exceeded the Administrator’s \$25,000.00 authority. Lead time for this pump is 16-18 weeks.

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

UNANIMOUS

22-05-05 A

Full Motion: 1) To ratify the memo – approval of the Mader Electric Motors quote, piggybacking Lee County’s contract B180244GWT for the emergency purchase of one Flowserve Vertical Pump in the amount of \$55,240.90. Funds to come from the General Fund.

b. WTP Purchase of Membrane Elements – Mr. Burroughs introduced the item. Board approval is necessary for contract procurements over the Administrator’s authority of \$25,000.00. The sealed bid procurement process was followed with response from four bidders and Consolidated Water Solutions was the lowest responsive and responsible bidder.

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

UNANIMOUS

22-05-05 B

Full Motion: To approve the award for RFB 2022-130 Membrane Element for Reverse Osmosis Water Plant to Consolidated Water Solutions in the amount of \$43,008.00. Funds to come from the General Fund.

c. Replacement of Lime Plant Filter Media Filter #3 – Mr. Burroughs introduced the item. RFB 2021-127 Replacement of Lime Plant Filter Media Filter #2 Project was awarded to Leo Pfliger Construction, Inc. in November 2021. Since the #2 filter media replacement project was completed less than a year ago and the contractor agreed to hold the price, we will piggyback the contract for the #3 filter replacement project in the amount of \$48,584.00. Staff believes that the prices would be higher if the same bid for the same scope of work was put out today. This project cost exceeds the Administrator’s authority.

Ms. Wright moved, **“to approve as read,”** seconded by Mr. Samuels.

UNANIMOUS

22-05-05 C

Full Motion: To award the Replacement of Lime Plant Filter Media Filter #3 Project to Leo Pfliger Construction, Inc. in the amount of \$48,584.00. Funds to come from the General Fund.

7. DISCUSSION

a. North WRF Funding Options – Mr. Burroughs outlined several options for funding of the new WRF and expansion of the RO plant. Many meetings have been held with various banks, grant writers, and our lobbyists. Staff is exploring all opportunities for funding and will continue to report to the Board as we progress.

8. ADMINISTRATOR’S REPORT – Mr. Burroughs reminded the Board of the time and date of the employee picnic and added that an incident last month in the EWD lobby has prompted investigation into adding more security to the office as well as bollards being installed in front of the office doors to protect against someone driving through them.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for April 2022 was 97.26 MG/2021 was 101.36 MG.
2. Average send out was 3.24 MGD/2021 average send out was 3.37 MGD and the 2022 high was 3.41 MGD/2021 high was 4.40 MGD.
3. Rainfall 2022 was .88”/2021 was 2.43”.
4. This past month at the Plant we had a contractor on site, Innovative Solutions out of Venice. They were here to inspect the drain lines on the filters at the Lime Plant. A few of them have started leaking and they are working on a solution to fix the problem.
5. The Operators have been doing maintenance and operations as normal.

Distribution:

1. Distribution had 1 incident to report: On 4-27-22 a 4-inch gate valve was replaced on Gulf Boulevard. Affected customers were notified of the scheduled shut down and a boil water notice was rescinded on 4-29-22.
2. Staff has been doing lead and copper service line inventory that is required by the EPA to be completed by October 2024. Customer Service Manager, Jordan Chunco has developed a web-based app so progress can be seen in real time. They are currently at 32% completion.
3. For April, 1 new meter was set 1 ERC, a single-family home.
4. 47 radio heads were replaced.
5. We had 318 customer requested turn offs with an additional 137 scheduled for this week.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for April 2022 was 1.67 MGD approximately 250,000 GPD less than last year with a peak flow for April 2022 of 1.92 MG.
2. As discussed in action item 6.a, these pumps are all the same age and have been repaired several times, it is likely in the future they may also need to be replaced. Because of the pump size, we do not keep them in inventory. Mr. Meals suggested that a second pump be ordered and installed now to avoid a huge problem in the future. Mr. Burroughs added that the reuse study findings may help optimize the system and find ways to reduce the pressures.
3. Normal operations and maintenance are ongoing.

Collections:

1. The EBCO forcemain replacement work is complete, it is now online. Grouting of the old line will finish this project.
2. Normal operations and maintenance are ongoing.

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

CIP/In-house Projects:

1. North WRF Phase I – currently, the exact acreage is not set in stone, we will start with 30 acres and negotiate the terms. The environmental survey has been completed and of the 33 acres surveyed 2 acres have wetlands and it has been verbally agreed upon that the boundaries can shift some if needed. Letters of Interest will be advertised to the 5 engineering firms that were selected in our Civil Engineering category to start the preliminary design report this would get us through permitting. A task order is expected to be presented at the June meeting.
2. South WRF Drying Beds – we have requested a scope from Kimley Horn to add the drying beds project to the headworks project. They are funded as two different projects, but they will be done together and tracked separately.

Developments/Projects:

1. Coco Bay – the signed developer's agreement has been received. Required upfront payments have been made and the permits have been signed this morning.
2. Lake Emily – 180 homes around old Philman lake.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Mid-Year Budget Review – total revenue is forecasted to be \$20.460M for FY 22 3.17% less than our budget. Most of this difference is in interest, which is forecasted to be a negative \$121K. This number is negative because it includes the net decrease in fair value of investments. We are required to report our investments at fair value and because rates have been so low, this entry has made the interest line negative. This account may be reported separately next year so it won't skew the interest number. The forecast for operating expenses for FY22 is \$14.708M. This is 1.23% less than our budget.

Only Production is expected to be over budget because electric expense is 20% higher than we budgeted.

Amanda Burge did the mid-year budget review and forecast this year and she did an excellent job.

2. Financial Statements for March – operating revenue was \$9.467M, about \$710K more than this time last year. There was operating expenses of \$7.115M, up about \$1.3M from last year. This is because we purchased the new VacCon truck this month for about \$500K. This leaves operating income at \$2.351M so far this year.
3. Investment Statements for March – we had \$14.398M with RBC and \$7.718 at Centennial Bank. There is now \$4M more invested with RBC in US Treasury notes with interest rates ranging from 1.75% to 2.75% with laddered maturities.

Mr. Burroughs concluded the Administrator's report.

9. ATTORNEY'S REPORT – Robert H. Berntsson

a. Special Session Expanded to Include Independent Special Districts Explanation
Attorney Berntsson explained this legislation only affects Special Districts that came into existence before the adoption of the constitution in 1968 and has had no action to reinstate or amend their Special District. This does not affect Englewood Water District since we amended the enabling act in 2004.

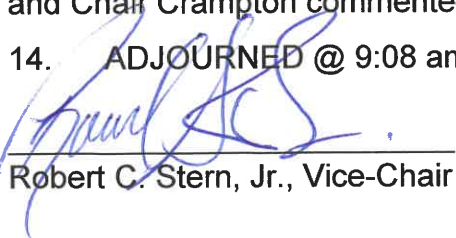
10. OLD BUSINESS – None

11. NEW BUSINESS – None

12. PUBLIC COMMENT – ANY TOPIC – None

13. BOARD MEMBER COMMENTS – Mr. Samuels commented on the end of season and Chair Crampton commented on the need for conservation of both land and water.

14. ADJOURNED @ 9:08 am



Robert C. Stern, Jr., Vice-Chair