

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
JULY 14, 2022 @ 8:30 A.M.**

Board of Supervisors:

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

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

In Chair Crampton's absence, Vice-Chair Stern presided over the meeting.

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. PRESENTATION

a. Reuse System Master Plan Update – Heather Ripley, P.E., Kimley Horn
Ms. Ripley narrated her PowerPoint presentation with recommendations for the current and future reuse system. Following questions and answers, Mr. Meals moved, **“to accept the Master Plan as presented,”** seconded by Ms. Wright.

UNANIMOUS

22-07-14 A

Full motion read: To accept the Reuse System Master Plan Update as prepared by Kimley-Horn and Associates, Inc.

6. CONSENT SECTION – Vice-Chair Stern called for removal of any item on the consent agenda or a motion to approve. Mr. Meals moved, **“to approve the Consent Agenda as presented,”** seconded by Ms. Wright.

a. Minutes of the Regular Meeting dated June 2, 2022

22-07-14 CS A

b. Big W Law Invoice dated June 23, 2022

22-07-14 CS B

c. Henderson/Franklin Invoice dated June 9, 2022

22-17-17 CS C

UNANIMOUS

7. ACTION ITEMS

a. Windsor Drive Sewer System Repair – Mr. Burroughs introduced the item. This needed repair is located on Windsor Drive in Englewood Isles. This portion of the sewer system was installed in 1973-74 and later taken over by EWD. When the collections department was tasked identifying the location of a sewer tap for a new home being constructed, it was discovered that no tap exists for the property, and a section of pipe was found to be significantly damaged in the same location. The repair work will require

approximately 40' of roadway to be removed. While doing the repair in-house would be possible, it would take the entire collection's staff approximately 2 weeks to complete the work with no other projects or issues being handled during that time. Due to this, staff is recommending that this job be awarded to DeJonge Excavating Contractors, Inc. piggybacking the Sarasota County Contract No. 2017-247. Funds are available in the Collections System Repair & Maintenance, but the cost is above the Administrator's \$25,000.00 authority.

Ms. Wight moved, **"to approve as presented,"** seconded by Mr. Meals.

UNANIMOUS

22-07-14 B

Full motion read: To authorize the Administrator to sign the work proposal from DeJonge Excavating Contractors, Inc. in the amount of \$77,151.70. Work to be performed will piggyback Sarasota County Contract No. 2017-247 for Utility Infrastructure Repairs and Installation. Funds to come from the general fund.

b. Brook to Bay Lift Station #114 Improvements – Mr. Burroughs introduced the item. Due to time constraints with this project, there is not enough time to allow for this project to be put out to bid. Therefore, staff has requested a quote from DeJonge Excavating to provide a quote for the installation of the lift station and the associated piping piggybacking the Sarasota County Contract No. 2017-247. The estimated quote of \$185,265.36 includes all the labor and equipment needed to perform the job including restoration. The quote includes allowances for an electrician and paving restoration but neither of those line items are anticipated to be needed. Per the contract, DeJonge will only be billed for the actual hours spent and expenses occurred when completing the job. Mr. Burroughs added that the cost is expected to be less than the quote.

Ms. Wright moved, **"to approve as read,"** seconded by Mr. Meals.

UNANIMOUS

22-07-14 C

Full motion read: To authorize the Administrator to sign the work proposal from DeJonge Excavating Contractors, Inc. in the amount of \$185,265.36. Work to be performed will piggyback Sarasota County Contract No. 2017-247 for Utility Infrastructure Repairs and Installation. Funds to come from the general fund.

8. DISCUSSION – None

9. ADMINISTRATOR'S REPORT – Ray Burroughs

1. Senior Billing Clerk Ruthann Gray is retiring after 17 years of service.
2. The FRS issue has been resolved.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for June 2022 was 83.20 MG/2021 was 94.73 MG.
2. Average send out was 2.77 MGD/2021 average send out was 3.15 MGD and the 2022 high was 3.20 MGD/2021 high was 3.91 MGD.
3. Rainfall 2022 was 5.86"/2021 was 7.99".

4. This past month at the Plant the Operators finished replacing the valves at the small pump room so Hudson Pumps could come and finish installing two high service pumps. All four high service pumps and switch gears have been replaced.

Distribution:

1. Distribution had no incidents to report for June.
2. Staff has completed large meter testing and is still working on the lead service line survey. Currently, 35.8% of District service lines have been inspected.
3. For June, 8 new meters were set equaling 8 ERCs, all single-family homes.
4. 72 radio heads were replaced.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for June 2022 was 1.5 MGD with a peak flow of 1.64 MG.
2. Normal operations and maintenance are ongoing.

Collections:

1. Normal operations and maintenance are ongoing.

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

CIP/In-house Projects:

1. LS #121 Rehab – the remainder of the materials for this project should be here in the next week or so with a majority of the work will be done in-house.
2. South WRF Drying Bed and South WRF-New Headworks – the 90% drawing will be reviewed with Kimley Horn after today's meeting. Construction costs have risen considerably, and the scopes have gotten larger.
3. South WRF Generator Replacement and V-4 Generator Replacement – an issue with the controllers has pushed back delivery to September instead of July as previously reported.
4. V-1 Station Rehab – AirVac is working to supply the equipment proposal for approval at the August meeting. It is likely the station equipment proposal will be prepared, but not the temporary system by that time. Lead time for the equipment could be up to 6-8 months out.
5. North WRF Phase 1 – the draft agreement has been received and is being reviewed by staff and legal. Comments to follow.

Developments/Projects:

1. Gateway Court and Lake Emily – plans for both these developments are ready for re-submittal and execution of their Development Agreements.

d. FINANCE DIRECTOR – Lisa Hawkins

1. FY23 Budget Discussion – The budget has been completely updated and improved this year, Accounting Manager, Amanda Burge spent a lot of time on this project and did an excellent job. The biggest change is that the budget is now divided into 2 separate funds: water and sewer. The supporting services are divided between the two funds. Highlights included:
 - a. A 5% across the board rate increase for FY23 is assumed.
 - b. Two new positions included for collections and distribution.

- c. More detailed information on revenue including a breakdown of base and usage charges.
- d. The operating expense budget is almost \$2M higher than the FY22 budget. This increase is likely due to increased costs, an explanation for line-item increases is detailed throughout the document.
- e. The CIP budget is estimated to be about \$19M, this includes the previous CIP balance that will roll forward along with the new projects. The new projects includes the design of the new WRF.
- e. Reserves have been separated into restricted and unrestricted. Restricted funds are those collected from capacity fees and must be used for capital projects. As funding for new projects is applied for, the money needs to be shown separately.
- f. The budget documents are much more comprehensive and will be a more effective tool to use for planning as for expansion.

The 5% rate increase, growth within the service area, and funding for new “shovel ready” projects was discussed as well as grant funding.

- 2. Financial Statements for May – operating revenue was \$12.782M, about \$900K more than last May. There was operating expenses of \$9.91M, up about \$1M from last year. Non-cash capital contributions we had \$2.3M, this was for Boca Royale Unit 14.
- 3. Investment Statements for May – we had \$18.317M with RBC and \$4.264 at Centennial Bank. In June, the rates started to move so an additional \$2M was moved from Centennial to RBC to be invested in treasury bonds at 2.8% and 3.49%. Also, during May a couple matured and were also invested in the same treasury note.

Mr. Burroughs concluded the Administrator’s report.

- 10. ATTORNEY’S REPORT – Robert H. Berntsson – working with staff on contracts.
- 11. OLD BUSINESS – None
- 12. NEW BUSINESS
 - a. Participation in the Pioneer Days Parade – Mr. Burroughs stated the entry fee is \$50.00 and additional costs are candy and staffing.
- 13. PUBLIC COMMENT – ANY TOPIC – None
- 14. BOARD MEMBER COMMENTS – The entire Board thanked Ms. Hawkins and Ms. Burge for the updated and comprehensive FY23 budget document.
- 15. ADJOURNED @ 9:15 AM


Robert C. Stern, Jr., Vice-Chair

APPROVED

/tlh