

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
240 PINE STREET, ENGLEWOOD, FL 34223  
NOVEMBER 3, 2022 @ 8:30 A.M.**

**Board of Supervisors:**

Sydney B. Crampton, Chair  
Robert C. Stern, Jr., Vice-Chair  
Phyllis Wright  
Taylor Meals  
Seat #1 Vacant

**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 (absent)  
Lisa Hawkins, Finance Director  
Teresa Herzog, Executive Assistant

1. The meeting began with the Pledge of Allegiance and a roll call to establish a quorum.
2. ANNOUNCEMENTS – Additions or Deletions – Addition of action item 5g; WTP Turbine Pump Repair.

Chair Crampton introduced Legal Counsel, Rob Berntsson who outlined the progression of public input, reminding everyone that it will not be a Q & A session, just an opportunity to make comments, no response will be given by the dais or staff.

3. PUBLIC INPUT – Mr. Burroughs began with a video depicting the timeline of events during Hurricane Ian and then read into the record the 3 emailed from customers.
  - a. Hurricane Ian Comments
    1. Joanne Agostarola – 11180 McDermott Ct / Ms. Agostarola commended EWD staff on the job they did after the hurricane. She had concerns about the additional volume of people coming onto the system and suggested EWD find a better way to communicate with customers, adding that a plan for future catastrophic events should be made.
    2. Darlene Koszick – 11241 McDermott Ct / Ms. Koszick commended EWD staff for their professionalism and added that a better communication system would have been very helpful. A postmortem was suggested.
    3. Ray Bardwell – 248 Via Deluna / Mr. Bardwell praised the presentation, he had concerns about the sewer cutting and capping project in Mobile Gardens. He questioned who is condemning the mobile homes and what right do they have to enter their property when a home representative isn't there. How EWD is planning for additional development was also a concern.
    4. Thomas O'Keefe – 2061 Michigan Ave / Mr. O'Keefe commented on the strong sewer odor on October 17, 2022, he had concerns of the supply chain issues and detailed a document he'd read entitled *Final Report Englewood Water District Holiday Ventures and Sewer Master Plan Update* dated June 17, 2021. He questioned what EWD will be doing to fix the inadequacies at the WRF.
    5. Pamela Merkle – 26782 Weiskopf Dr / Ms. Merkle thanked staff for the hard work they endured after the storm, she then stated she'd spoken with Mr. Burroughs following her letter to the Board and questioned if the information she received about capacity was during season or off season.

9. Dennis Pinkiewicz – 505 Sandlor Dr / Mr. Pinkiewicz applauded EWD and staff on the dedication shown in getting the system up and running again, recognizing that it is an older system and repairs are needed.

b. Agenda Items – None

At conclusion of public input, Chair Crampton referenced the Water Adjustment Act and exception that could take place because of Hurricane Ian. The rule is an adjustment can be granted once every 2 years, she proposed a motion **“if it were a result of Ian, it would not count so you could go ahead and get a water adjustment, during that time,”** Mr. Stern made that motion. Chair Crampton then added, **“water adjustment, usage adjustment, would not count against future bill adjustments if it is a result of the hurricane,”** seconded by Ms. Wright.

**UNANIMOUS**

**22-11-03 A**

Chair Crampton close public input.

**UNANIMOUS**

**22-11-03 B**

4. CONSENT SECTION – Mr. Stern moved, **“to approve as presented,”** seconded by Mr. Meals.

a. Minutes of the Regular Meeting dated September 8, 2022

**CS 22-11-03 A**

b. Big W Law Invoices dated October 14, 2022 & October 17, 2022

**CS 22-11-03 B**

**UNANIMOUS**

5. ACTION ITEMS

a. Ratification of Emergency Procurement Order – Mr. Burroughs introduced the item. Following Hurricane Ian, emergency purchases by staff were necessary and the normal procurement procedures were unable to be followed. Additionally, with the October 6, 2022, Board of Supervisors meeting being canceled, items that were on the agenda or requisitions that needed Board approval above the Administrator’s \$25,000 authority were also added to the Emergency Procurement Order. This procurement order also enabled the Administrator to authorize emergency purchases above the \$25,000 in the interim. Staff requests that the Administrator be authorized to continue making emergency procurements as addressed in the Emergency Procurement Order. The Board may include a maximum amount if they see fit until the December 1, 2022, meeting.

Mr. Stern moved, **“so moved,”** seconded by Ms. Wright.

Chair Crampton then questioned if a maximum dollar amount is necessary and stated it is currently \$25,000 for emergency procurements by the Administrator.

Discussion ensued with a decision made not to add a maximum dollar amount to the motion.

**UNANIMOUS**

**22-11-03 C**

Full motion read: 1) To ratify the Emergency Procurement Order and 2) authorize the Administrator to continue making emergency procurements as addressed in the Emergency Procurement Order with a maximum dollar amount of \$ XXX until

the December 1, 2022, Board of Supervisor's meeting.

b. Employee Flexible Spending Benefits Plan Budget Amendment – Mr. Burroughs introduced the item. As discussed at the September 8, 2022, board meeting the employee health care benefits package had a substantial increase of 30.51%, but we were able to receive a 1-month premium credit from our carrier which brought the overall increase down to 20%. In keeping with Resolution# 21-09-02 B, a budget amendment was expected so the district can continue to provide an Employee Flexible Benefit amount to each employee equal to 70% of the lowest family health insurance plan, including the lowest dental and vision plans. The amendment was calculated at \$2,522 per person for 80 employees to be \$201,760 with an additional amount of \$4,222 for the Administrator's flexible benefits plan bringing the amended total to \$203,460.

Mr. Meals moved, **“To approve an amendment to the FY 2023 operating budget in the amount of \$203,460 for the increased cost of the employee flexible benefits plan,”** seconded by Ms. Wright

Mr. Meals added that a committee has been formed and will see what can be done before next year's renewal.

**UNANIMOUS**

**22-11-03 D**

c. 2024 Ford F-750 Purchase Approval Amendment – Mr. Burroughs introduced the item. The board approved the amount of \$177,000.00 for a 2024 Ford F-750 truck for the collections department as part of the FY 2022/2023 Procurements over \$25,000 list. However, the price of the truck exceeded the approved amount so a purchase approval amendment in the amount of \$3,028.00 is necessary.

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

**UNANIMOUS**

**22-11-03 E**

Full motion read: To allow a purchase approval amendment in the amount of \$3,028.00 for the previously approved purchase, of one (1) 2024 Ford F-750 for the collections department. Funds to come from wastewater revenues.

d. Carry-Over of Funds from FY22 to FY23 – Mr. Burroughs introduced the item. Because there are production delays, the two Ford Super Duty F-250 trucks ordered on October 13, 2021, for the collections department and the turbine pump ordered April 8, 2022, under a notice of emergency procurement, for the WRF have not yet been received. Staff is requesting permission to carry-over funds from FY22 to FY23 for these previously approved purchases.

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

**UNANIMOUS**

**22-11-03 F**

Full motion read: 1) To approve the carry-over of funds in the amount of \$93,654.10 for the two trucks ordered October 13, 2021, and 2) approve the carry-over of funds in the amount of \$55,240.90 for the turbine pump ordered April 8, 2022, from FY22 to FY23 to complete these purchases. Funds to come from wastewater revenues.

e. Hurricane Ian Budget Amendment – Mr. Burroughs introduced the item. As a result of Hurricane Ian, staff is requesting an amendment to the FY2023 budget in the amount of \$2M. \$408K has already been spent on parts needed for repairs and \$1M will be in open purchase orders with DeJonge Excavating and Rohaley & Sons Plumbing (see attached) for needed sewer repairs. Once insurance claims are settled and FEMA disaster relief funds are received, they will be returned to our investment account.

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

**UNANIMOUS**

**22-11-03 G**

Full motion read: To approve an amendment to the FY2023 budget in the amount of \$2M to fund the required repairs and purchases needed because of damages caused by Hurricane Ian. Funds to come from reserves.

f. V-1 Station Rehab Temporary System Purchase – Mr. Burroughs introduced the item. As part of the V-1 rehab project, the V-1 station will be updated with all new equipment inside. Staff has received the Scope of Supply and Pricing Proposal from AirVac for the direct purchase of materials for the rehab of the V-1 Vacuum Station. The purchase of the equipment for inside the vacuum station was approved at the August 4, 2022, Board Meeting. This scope of supply is for the temporary system. The scope includes a new collection tank with two sewage pumps and associated piping mounted on a 28 ft long roll off platform. The vacuum pumps and pump control panel will be mounted on an additional 24 ft roll off platform. The vacuum pump skid is being designed to house six (6) vacuum pumps but will only be outfitted with four (4) pumps at this time. Additional vacuum pumps can be added in the future if rehabs require more than four (4). Current lead times for this equipment package is 28-32 weeks, which includes submittal approval.

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

**UNANIMOUS**

**22-11-03 H**

Full motion read: To authorize the Administrator to sign a purchase order for the V-1 Station Rehab AirVac materials direct purchase in the amount of \$644,000.00. Funds to come from the CIP Budget.

g. WTP Turbine Pump Repair – Mr. Burroughs introduced the item. Turbine pump S at the RO plant was sent out for a repair quote. Funds for this repair are included in the Production Department’s system repair and maintenance budget line item but the cost exceeds the Administrator’s \$25,000.00.

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

**UNANIMOUS**

**22-11-03 I**

Full motion read: To accept the quote from Hudson Pump & Equipment for the repair of the WTP Turbine Pump at the RO Plant in the amount of \$ 58,487.00. Hudson Pump is the Municipal Representative and Repair/Service Facility for Xylem Inc./Goulds Water Technology Brand. Funds to come from water revenues.

6. DISCUSSION – None

7. ADMINISTRATOR’S REPORT – Ray Burroughs began by stating that we just had a major natural disaster and then commended all staff of EWD for their incredible skill and determination to put EWD back together again.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for September 2022 was 74.44 mg / the average send out was 2.48mgd. 2021 total was 74.68mg and the average day was 2.48mgd. The high send out for September 2022 was 3.42 mgd and 2021 high was 2.97 mgd.
2. Total send out for October 2022 was 82.70 mg / the average send out was 2.66 mgd. Total send out for October 2021 was 83.45 mg / the average was 2.69 mgd. The high send out for October 2022 was 3.6 mgd / 2021 high was 3.06 mgd.
3. Rainfall for September 2022 was 24.73” 20” of that fell on the 28<sup>th</sup> from Ian. Rainfall for September 2021 was 5.51” Rainfall for October 2022 was .89” and 2021 was 1.88”.

Mr. Futch then reported the daily occurrences before, during and after the storm.

The week before the Hurricane staff started taking note of the storm and its potential impacts. The Operators began cleaning up anything that could possibly become a projectile. Chemicals and generators were topped off, the shutters were put up on both plants.

September 27<sup>th</sup> - Charlotte and Sarasota counties issued a mandatory evacuation of A & B zones which includes most EWD’s service area. At 5:00 pm all of Manasota Key and Bocilla utilities were shut down to protect the integrity of our water system.

September 28<sup>th</sup> - 4 Operators, I, Matt Core, Steven Vaugh, David Cramer, and Logan Schrauf arrived at 5:00 am to relieve the night shift and man the plant through the storm. Shortly after arrival the Lime Plant was shut down and by 7:15 am the RO Plant was shut down as well. The weather deteriorated all day and by 3:00 pm we were on generator power. At approximately 4:00 pm the flow leaving the plant was much higher than normal; all of the service pumps were running and could not keep up with the demand indicating major leaks in the system. The call was made to shut down the pumps before we lost our water storage.

September 29<sup>th</sup> - come daylight, the Operators began accessing the damage and what repairs needed to be done. Distributions crews began going out into the system to assess damages and repair any leaks they could find. That task proved very difficult since debris was everywhere, and a lot of the roads were unpassable. At 12:30 pm the isolation valves to the 30”, 12”, and 6” mains leaving the plant were closed. By 1:15 pm we were able to start the RO Plant with 4 Trains running.

Friday the 30<sup>th</sup> - Distribution began closing isolation valves to all the trailer parks since the leaks in those areas were too numerous. The Operators were cleaning debris from the treaters at the Lime Plant so we could get those back

into operation. The wellfield Operator was trying his best to gain access to the wellfields to assess damages. Sarasota County was notified of our situation and by 2:00 pm they were able to open the emergency interconnect on the north end of town. The pressure it provided was 30 psi on the north end and 14 psi on the south end. The total water received from Sarasota County during this event was 8.9 mg.

Saturday October 1<sup>st</sup> - at midnight we had an electrical fire at the RO Plant in the main control room. This shut the RO Plant down and was inoperable until repairs could be made. One of our vendors was emailed that night and by 7:00 am they had made contact and they arrived on Sunday. In the meantime, Darrel Walchle our electrician and a retired employee from EWD, Al Woike began wiring up the plant up to at least run a couple of trains that morning and accomplished this by 2:00 pm. At 1:00 pm the Operators were able to get treaters 1, 2, and 3 running at the Lime Plant. Distribution was out in the system turning off leaks as they were called in.

Sunday the 2<sup>nd</sup> - Revere Controls was on site at 7:00 am and began repairs on the RO Plant. Sarasota County was able to increase pressure and more leaks were surfacing and Distribution was chasing that. A 2" main break was discovered on Lake Drive at 2:00 pm and repaired.

Monday the 3<sup>rd</sup> - Distribution was shutting down grided areas in the system to find leaks. Revere was at the Plant still doing repairs to the RO.

Tuesday the 4<sup>th</sup> Sarasota brought the pressure to 40 psi on the north end of town. Water service was restored to Manasota Key from the 6000 block to the private end on the key.

Wednesday the 5<sup>th</sup> - except for the south end of Manasota Key and a few mobile home parks all water service was restored to the system with low pressure.

Thursday the 6<sup>th</sup> - by 3:00 pm the RO Plant was back running with 4 trains in auto and Revere was still here doing repairs. At 4:00 pm the pressure was brought back to normal operating conditions all of the district service was restored. Distribution stayed out until dark repairing leaks.

Friday the 7<sup>th</sup> - Distribution pressure was at 55-58 psi and Day 1 of Bacteriological testing had begun. Revere Controls still on site wrapping up repairs.

Saturday the 8<sup>th</sup> - Day 2 of Bacteriological testing has begun. The previous day samples all passed except for 1 in Bay Vista. It was resampled plus one up and downstream.

Sunday the 9<sup>th</sup> - a 12" water line on Placida Road was leaking and by 10:00 am crews had that repaired. A 2" was leaking on Haste Ln and repaired by 12:00 pm. The second set of bacteriological samples had passed and now were only waiting on the 2<sup>nd</sup> set of Bay Vista samples to pass.

Monday the 10<sup>th</sup> - the boil water notice was rescinded, and a notice was sent out to all EWD customers and Bocilla Utilities. A 4" water main on Drury Ln was repaired and completed by 1130 am.

Tuesday the 11<sup>th</sup> - a 4" water main located on Wyoming Ave was repaired and boil water notice was issued for all of Wyoming including Park Pointe Drive. It

was rescinded on Thursday the 13<sup>th</sup>.

Distribution:

1. We received 462 requests for service in the days following the storm related specifically to water problems. Combination of active water leaks, homes destroyed, broken back flows, etc. Distribution and the meter readers had a total of 1,565 work orders completed in October. Numerous leaks were additionally found by crews working out in the system as well.
2. For September we had 76 turn ons, and 5 turn offs
3. 35 new meter sets 35 ERCs
4. For October we had 316 turn offs from Hurricane Ian and 374 turn ons
5. 4 new meter sets 4 ERC's total

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for September 2022 was 1.49 MGD with a peak for of 2.3 MG.
2. The average daily flow for October was 1.89 MGD with a peak flow of 2.19 MG. The flow readings we off from normal flows. September's average would be about the same as last year, but we were unable to send any flow out during the last few days of the month due to loss of power at the plant. The flows were higher in October due to heavy rains during the hurricane. We also opened the surge basin valve to the reject ponds to prevent the plants from overflowing. This wastewater is being taken back through the plants for treatment.
3. the plant's backup generator was lost during the storm due to heavy wind and rain. This generator went through its normal weekly testing that morning and was fine but failed when we needed it. We received a portable generator through the EOC and the plant was on standby power on Saturday, October 1<sup>st</sup>. Not everything can run at the plant under generator power, but we were functional. On Tuesday, October 4<sup>th</sup> FPL power was restored at the plant. We lost some programs but were operational.
4. Plant #2 was put back online to handle the extra flow.
5. We are still waiting to receive our new generator which has been delayed due to supply chain issues. We are looking at options to rent the backup generator supplied to us after the storm or a different generator from another source. The new generator was ordered in January 2022.
6. The pump to replace the #2 pump on the effluent pump station was finally received last week. Some electrical issues will need to be addressed. This pump was ordered in April 2022.
7. Staff has begun working with Kimley Horn on the WRF plant permit renewal.
8. Staff has begun working with ASRus for the DIW-2 permit renewal and MIT testing. Both of these renewals are due in 2023.

Collections:

1. The collections system lost power system wide after the hurricane passed through. We use the generators we have to get some the lift stations back up and running. At the beginning of the recovery, the collections crew spent a lot of time

moving the generators around from station to station to get the flow moving. We did receive additional generators through the EOC as time went on. This required several employees to keep the generators fueled until FPL power was restored. They were also dealing with breaks as they were found.

2. Crews also had to move debris that had either fallen on our lift stations and vacuum pits or were placed on top of them as people cleaned up after the storm. This slowed down our ability to get the system up and running at a faster pace. All the vacuum lines were waterlogged and has to be addressed pit by pit and we have 3,500 pits.

3. Much of our equipment was damaged during the storm as the structures covering them collapsed. Additionally, a lot of equipment was damaged when the shop building was damaged.

4. Crews continue to work to get the system back to normal.

c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E. (absent) In Mr. Ledford's absence, Mr. Burroughs reviewed his written report.

d. FINANCE DIRECTOR – Lisa Hawkins

#### Financial Statements

1. September – operating revenue was \$18.602M, about \$840K more than last September. There was operating expenses of \$14.033M, up about \$1.7M more from last September, leaving an operating surplus at \$4.568M. This is our year end we are still processing invoices and audit adjustments. Updated statement for the December meeting. FY2022 budget is still on track but it will be very close.

#### Investment Statements

1. September – we had \$20.044M with RBC and \$3.3M at Centennial Bank. For a total of \$23.347M.

Mr. Burroughs concluded the Administrator's report.

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

9. OLD BUSINESS

a. Vacancy of Election District Seat #1 – Chair Crampton stated the other candidate declined leaving only Ms. Gaver as a potential board member. Written and signed ballots were collected with Attorney Berntsson declaring it was a unanimous decision, Ms. Gaver is the new EWD board member and will be sworn in at the December meeting.

10. NEW BUSINESS – None

11. PUBLIC COMMENT – ANY TOPIC

1. Darlene Koszick – 11241 McDermott Ct / Ms. Koszick commented on additional development, the supply chain issues, suggested a postmortem report following the storm and use of a code red system to alert customers.

2. Joanne Agostarola – 11180 McDermott Ct / Ms. Agostarola suggested some reserves be used be used for needed repairs / upgrade and commented on the growth within the district and the needed expansion to serve them.



12. BOARD MEMBER COMMENTS

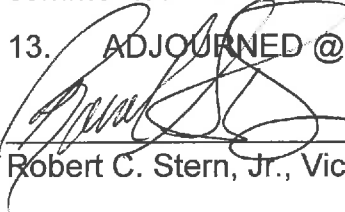
1. Ms. Wright thanked the audience for coming and making comments.

2. Mr. Meals also appreciated those who came and assured them that their comments did not call on deaf ears. He also thanked EWD staff and all those who worked around the clock to get us back up and running.

3. Mr. Stern thanked EWD staff and was impressed at how quickly services were restored.

4. Chair Crampton stated EWD is a small utility divided into 2 counties where she has had the privilege of serving as a board member, adding her appreciation of staff, and commented that the video provided by Mr. Burroughs was very good.

13. ADJOURNED @ 10:07 a.m.



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Robert C. Stern, Jr., Vice-Chair

APPROVED

/tlh