

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
DECEMBER 1, 2022 @ 8:30 A.M.**

Board of Supervisors:

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

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 – Addition of discussion item 9f Frog Face LLC request for additional water adjustment.
3. SERVICE AWARDS – With gratitude, Chair Crampton presented service awards to the listed employees.
 - a. Darrell Walchle, Electrician – 15 years
 - b. Karen Waite, Senior Billing Clerk – 20 years
 - c. Michael Masesie, Wastewater Plant Operator – 5 years (absent)
 - d. Adam Dehne, Distribution Maintenance Technician – 5 years
 - e. John Robson, Distribution Maintenance Technician – 5 years (absent)
 - f. Kathy Dean, Accounting Clerk – 15 years
4. PUBLIC INPUT – None
5. SWEARING IN OF BOARD MEMBERS – Attorney Berntsson took the floor and swore Ms. Gaver into office. Because Ms. Wright was absent, she will be sworn in at the January meeting.
6. PRELIMINARY ELECTION OF 2023 OFFICERS – Attorney Berntsson opened the floor and called for nominations for Chair for the upcoming year.

Chair Crampton nominated “**Mr. Meals**,” seconded by Mr. Stern. Hearing no other nominations a motion to close nominations was called.

Chair Crampton moved, “**to close**,” seconded by Mr. Stern.

UNANIMOUS

22-12-01 A

Mr. Meals was declared Chair for next year.

Attorney Berntsson then called for nominations for Vice-Chair.

Mr. Meals nominated “**Mr. Stern**.” Hearing no other nominations a motion to close nominations was called.

Ms. Gaver moved, “**to close**,” seconded by Mr. Meals.

UNANIMOUS

22-12-01 B

Mr. Stern was declared Vice-Chair for next year.

The decision will be ratified at the January annual and organizational meeting.

7. **CONSENT SECTION** – Mr. Stern moved, **“to accept the Consent Agenda as presented,”** seconded by Mr. Meals.

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

22-12-01 CS A

b. Big W Law Invoice dated November 16, 2022

22-12-01 CS B

UNANIMOUS

8. **ACTION ITEMS**

a. Replacement of Lime Plant Filter Media-Filter #1 – 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 then, the #3 filter media replacement project was completed when the contractor agreed to hold the price. It is now time to replace the #1 media filter. Because the contractor has agreed to again hold the price, we will piggyback the original contract for the #1 filter replacement project in the amount of \$35,234.00. 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.

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

UNANIMOUS

22-12-01 C

Full motion read: To award the Replacement of Lime Plant Filter Media Filter #1 Project to Leo Pfliger Construction, Inc. in the amount of \$35,234.00. Funds to come water revenues.

9. **DISCUSSION**

a. **DRAFT 2023 Schedule of Board Meetings** – Mr. Meals suggested the July and April meetings be postponed to the second week because of the holidays. These meetings will be moved to the 13th for both months. Following discussion Chair Crampton called for a motion.

Mr. Meals moved, **“to approve the schedule for next year with those changed,”** seconded by Ms. Gaver.

UNANIMOUS

22-12-01 D

b. **Martha Raker – 213 Via DeLuna, request for additional water adjustment** – Mr. Burroughs began the discussion. Ms. Raker lives in Mobile Gardens; she received an adjustment of \$1,320.34 and does not feel she should be responsible for the remaining \$260.23 because the pipe that caused the high bill was broken by Hurricane Ian. Discussion ensued to include the delay in staff’s ability to shut the water off once the leak was discovered and offering financing was suggested. It was noted that the water adjustment act rules are set up for normal leaks, what happened because of Hurricane Ian was a disaster. Reimbursement from our insurance company as well as a FEMA claim

made by the customer were also discussed and Mr. Burroughs will look into this possibility. A disaster relief fund was also suggested. Because the possibility of reimbursement from insurance or FEMA are unknown, customers will be encouraged to sign up for a payment plan to avoid late fees until reimbursement possibilities are investigated. Discussion will continue at the January board meeting.

c. Steve Swanson – 853 E 5th Street, proposed change to water adjustment act - Mr. Burroughs began discussion. Mr. Swanson had a leak that extended over two billing periods. He is suggesting the one adjustment in a 24-month period be changed to one event in a 24-month period if the event extends over two monthly billing cycles. Discussion ensued with Ms. Gaver explaining how adjustments were managed in the past to include 2 billing cycles when making an adjustment if the event carried over to the next billing cycle.

Mr. Meals moved, **“that we give relief for the 2 months billing,”** Seconded by Mr. Stern. Chair Crampton added **“go on a case-by-case basis.”**

UNANIMOUS

22-12-01 E

d. Cynthia Hodas – 1601 David Place, request for adjusted charges during service outage caused by Hurricane Ian – Mr. Burroughs began the discussion. Because Ms. Hodas was without water and sewer service from September 28, 2022 to October 4, 2022, she is requesting to have her bill adjusted by a week’s worth of charges. Discussion ensued, because the customer rules and regulations state that EWD is not responsible for service interruption beyond our control the request was denied.

Ms. Gaver moved, **“ to deny,”** seconded by Mr. Stern.

UNANIMOUS

22-12-01 F

e. Roger Schecter for Warren Bradley Smith – 1444 Blue Heron Drive, request for additional water adjustment – Mr. Burroughs began the discussion. Mr. Smith lives in Holiday Estate III and he has received an adjustment of \$10,130.19. His son-in-law is requesting on his behalf that the remaining charges of \$1,432.41 be further reduced to the \$59.07 monthly average of his bill because the house was destroyed and the high bill was caused by Hurricane Ian. Because the possibility of reimbursement from insurance or FEMA are unknown, customers will be encouraged to sign up for a payment plan to avoid late fees until reimbursement possibilities are investigated. Discussion will continue at the January board meeting.

f. Frog Face LLC – Irrigation Account 6260 Manasota Key Road, request for additional water adjustment – Mr. Burroughs began the discussion. Upon returning to the property, a damaged irrigation line was found that was caused by Hurricane Ian. The account has been adjusted in the amount of \$985.78 leaving a balance of \$1,644.25. Customer is requesting the remaining charges be further reduced. Discussion ensued to include the higher charges for irrigation water and the customer’s average bill. Following discussion, the adjustment given was consistent with the Customer Rules and Regulations so no additional adjustment will be given and a finance plan will be offered, however, further assistance will still be investigated.

10. ADMINISTRATOR'S REPORT – Ray Burroughs
a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for November 2022 was 82.08 MG/2021 was 81.41 MG.
2. Average send out was 2.73 MGD/2021 average send out was 2.71 MGD and the 2022 high was 2.95 MGD/2021 high was 2.87 MGD.
3. Rainfall November 2022 was 4.64"/2021 was 3.48".
4. This past month at the Plant the Operators took down #1 Treater for maintenance and cleaning. #3 Treater was taken down for a few days and cleaned as well due to more storm debris clogging the drain.
5. On the 17th the Operators opened up the degasifier at the Lime Plant and changed out the media and are currently working on cleaning the old media for use again in the future.
6. Three different roofing contractors have given quotes for repairs on all the buildings in the yard and on the 15th FEMA was here to go over damages with us and get that process moving.
7. On the 9th we met with Dave Watson from CCU and staff to go over Hurricane Ian and what both utilities experienced and what we could do better next time for communication and preparedness.

Distribution:

1. Distribution had 4 incidents to report. On 11/5, a 2" service line on North Beach Rd broke and repairs were made. Also La Coquina Condo Association on North Beach Rd was issued a boil water notice which was rescinded on 11/7. On 11/5, the 6" water main at the intersection of Virginia Ave and South McCall Rd broke. Repairs were made and a boil water notice was issued which was rescinded on 11/7. On 11/16, a section of 4" water main located on Oakwood Dr North was deleted. EWD issued a boil water notice to affected customers which was rescinded on 11/18. On 11/29 a crew working for Charlotte County broke a 2" at the intersection of Eileen Pl and Oxford Dr. Repairs were made and a boil water notice was issued and was rescinded on 12/1.
2. For November, 44 new meters were set equaling 44 ERCs.
3. 37 radio heads were replaced.
4. 125 customer requested turn-on were completed.
5. The EWD portion of the service line material inventory survey is at 36.7% completion, previously it was 35.9%.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for November 2022 was 1.81 MGD up about 200,000 from last year, with a peak flow of 2.52 MG for the month. After 2 ½" of rain flows increased due to broken equipment in the system.
2. Staff has begun prepping to replace Plant #3's air line from the blowers to the plant.
3. Normal operations and maintenance are ongoing.
4. Staff met with Kimley Horn to start the process for the plant permit renewal.

5. The WRF headworks project has been put out to bid with the rebid meeting taking place tomorrow.

Collections:

1. Crews installed one new vacuum pit on N. Broadway.
2. Crews continue to clean out vacuum pits throughout the system and capping off broken services and clean outs.
3. Normal operations and maintenance are ongoing.

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

CIP/In-house Projects:

1. South WRF Drying Bed & South WRF New Headworks – award for these projects is expected to take place at the January meeting.

Developments/Projects in Plan Review:

1. Generations at Englewood – it will be an apartment complex centered around a large lake.
2. Lake Emily – the plans were ready for approval but now the developer let us know they want to break it into phases, it is still in the preliminary stages.

Upcoming Developments/Projects:

1. Medical Twins – granting this easement would be beneficial to EWD, giving us better access to our property, it is in the preliminary stages.

d. FINANCE DIRECTOR – Lisa Hawkins

1. FY22 Budget vs Actual – the adopted budget was \$14.890M an amendment was done for \$59K, and a transfer of \$193K from the CIP budget made the FY22 total amended budget \$15.142M. FY22 ended with operating expenses of \$14.582M leaving us \$460K under budget for the year.

Financial Statements:

1. October – operating revenue was \$1.760M, about \$215K more than last year. There was operating expenses of \$1.507M, leaving an operating surplus at \$252K.

Investment Statements:

2. October – we had \$30.33M with RBC and approximately \$1.229M at Centennial Bank, \$2M lower because of spending for the hurricane.

Mr. Burroughs concluded the Administrator's report.

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

12. OLD BUSINESS – None

13. NEW BUSINESS – None

14. PUBLIC COMMENT – ANY TOPIC

a. Joanne Agostarola – 11180 McDermott Ct / Ms. Agostarola strongly suggested EWD find a better way to communicate with customers and also suggested detailed monthly reports from staff/field personnel on what can be done better to plan for future catastrophic events.

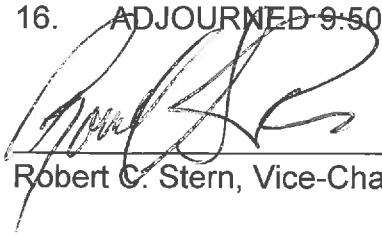
15. BOARD MEMBER COMMENTS

a. Mr. Meals welcomed Ms. Gaver and gave holiday tidings.

b. Mr. Stern addressed the communication issues during the hurricane and also gave holiday tidings.

c. Chair Crampton thanked the board for the opportunity to serve as Chair, welcomed Ms. Gaver, and also gave holiday tidings.

16. ~~ADJOURNED 9:50 AM~~



Robert C. Stern, Vice-Chair

APPROVED

/tlh