

**MINUTES**  
**ANNUAL & ORGANIZATIONAL MEETING**  
**ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS**  
**201 SELMA AVENUE, ENGLEWOOD, FL 34223**  
**JANUARY 5, 2023 @ 8:30 A.M.**

**Board of Supervisors:**

Taylor Meals, Chair  
Robert C. Stern, Jr., Vice-Chair  
Phyllis Wright  
Sydney B. Crampton  
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 – None
3. SERVICE AWARDS – With gratitude, Chair Meals presented service awards to the listed employees.
  - a. Phyllis Wright, Board of Supervisors District Seat #4 – 20 years
  - b. Michael Masesie, Wastewater Plant Operator – 5 years (Dave Larson accepted)
  - c. John Robson, Distribution Maintenance Technician – 5 years
  - d. Justin Hobbs, Inventory Assistant – 5 years
  - e. Andrew Wardell, Water Plant Operator – 5 years
4. PUBLIC INPUT – None
5. ADMINISTRATION OF OATH OF OFFICE – Attorney Berntsson took the floor and swore Ms. Wright and Mr. Stern into office.
6. PRESENTATIONS
  - a. Anfield Consulting – Rosanna “Ro” Catalano, Esq. – Ms. Catalano and Mr. Fernandez introduced their firm and spoke of their expertise as lobbyists.
  - b. Florida Sunshine Law – Attorney Berntsson did a slideshow presentation on the Sunshine Laws of Florida.
7. CONSENT SECTION – Mr. Stern moved, **“to approve the consent section of the agenda as presented,”** seconded by Ms. Wright.
  - a. Minutes of the Regular Meeting dated December 1, 2022 **23-01-05 CS A**
  - b. Big W Law Invoice dated December 16, 2022 **23-01-05 CS B**
  - c. Ratification of 2023 Officers **23-01-05 CS C**
  - d. Ratification of 2023 Schedule of Board Meetings **23-01-05 CS D**

**UNANIMOUS**

8. ACTION ITEMS

- a. Centennial Bank Signature Card – Mr. Burroughs introduced the item. As per the Florida Shores/Stonegate/Centennial Bank & Englewood Water District Master Banking Services Agreement dated January 5, 2012, it is necessary to update designated officials

and their designees authorized to sign checks when staffing changes occur. Additionally, with changes to District accounting the medical reimbursement account is no longer used so staff recommends this account be closed.

Ms. Crampton moved, **“I’ll make a motion,”** seconded by Mr. Stern.

**UNANIMOUS**

**23-01-05 A**

Full motion read: To make the following revisions to the operating account and close the medical reimbursement account.

Operating Account

Remove: Steve Samuels

Add: Lani Gaver

Keep: Raymond A. Burroughs

Keith Randall Ledford, Jr.

Lisa Powell Hawkins

Robert C. Stern, Jr.

Sydney B. Crampton

Phyllis E. Wright

b. Centrifuge #3 Replacement Purchase – Mr. Burroughs introduced the item. Centrifuge #3 currently is a 125 gallons per minute (gpm) Peralisi Centrifuge that has been in service for approximately 10 years. The internal components of this unit have been rebuilt by operations staff approximately 5 times over the course of its life. The unit has reached its useful life; therefore, staff recommends replacing the older unit with a new unit. The three existing Centrifuges are all Peralisi and use the same type of electrical controls, chemical feed systems and polymer. To change to a different brand will require a duplicate non-matching set of controls and polymer products which would add to the cost and complexity of operating the unit. Therefore, EWD considers Peralisi a single source provider. Staff is requesting the approval to purchase a new, 130 gpm Peralisi Centrifuge Decanter. Current lead times are approximately 210 days to ship from Italy.

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

**UNANIMOUS**

**23-01-05 B**

Full motion read: To authorize the Administrator to approve the purchase of a 130 gallon per minute Peralisi Centrifuge from Peralisi North America in the amount of \$180,000.00. Funds to come from wastewater revenues.

c. Mobile Air Compressor Replacement – Mr. Burroughs introduced the item. This mobile air compressor will replace an air compressor that was purchased in 1996 which is used to bore underground when installing a water service beneath a road. Cost exceeds the Administrator’s \$25,000.00 authority.

Mr. Stern moved, **“I’ll make a motion,”** seconded by Ms. Gaver.

**UNANIMOUS**

**23-01-05 C**

Full motion read: To authorize the purchase of one (1) mobile air compressor for the Distribution Department per Quote # PCD74996 from Doosan Portable Power in the amount of \$32,295.00; piggybacking Florida Sheriff's Association Contract FSA 20-EQU18.0 Heavy Equipment. Funds to come from water revenues.

d. South WRF Headworks/Drying Bed Project – Mr. Burroughs introduced the item. Two bids were received for the South WRF Headwork/Drying Bed Project but both were considerably higher than the Engineer's estimate. Staff is attempting to schedule a meeting with the low bidder to review their bid to see if there are any potential savings. Until that can be completed, staff is not ready to award the construction or engineering oversight portions of the project yet. Based on the current low bidder's cost, along with the required material purchases, a future budget amendment of approximately \$2,500,000 would be needed to fully fund the projects.

As of now, the vendors for the direct equipment purchases have agreed to hold their pricing from August through January, but if not approved by then, these prices may increase. Therefore, staff believes it would be in the District's best interest to move forward with those purchases. The direct equipment purchases include the mechanical screen and compactor from Hydro-Dyne, the grit removal system from Veolia, and the master influent lift station pumps/equipment from Xylem.

Ms. Gaver moved, "I'll make a motion," Ms. Crampton seconded.

**UNANIMOUS**

**23-01-05 D**

Brief discussion on moving forward with the project and potential grant funding took place.

Full motion read: To authorize the Administrator to sign purchase orders for the WRF Headworks Projects from 1) Hydro-Dyne in the amount of \$320,000.00, 2) Veolia in the amount of \$366,746.00 and 3) Xylem in the amount of \$192,594.00. Funds to come from the CIP Budget.

e. Charlotte County-EWD LIHWAP Agreement – Mr. Burroughs introduced the item. Charlotte County Human Services has requested EWD's participation in Florida's Low-Income Household Water Assistance Program (LIHWAP). In partnership with the Florida Department of Economic Opportunity (DEO), their agency will be assisting eligible residents who have overdue or unpaid water utility bills by making direct payments to participating water service providers. LIHWAP is a temporary assistance program created to help households and families in emergency situations maintain essential drinking water and wastewater utility services. Their mission is to support equitable access to the LIHWAP resources in communities that can most benefit because water assistance is critical and they believe this initiative will help households in need. Eligible households will receive financial assistance through a direct payment made to their water service provider. This agreement has been reviewed by staff and District Counsel and was found to be appropriate.

Mr. Burroughs added that Sarasota County has a similar program that can be applied for through the Red Cross.

Ms. Gaver moved, “to approve as presented,” seconded by Ms. Crampton.

**UNANIMOUS**

**23-01-05 E**

Full motion read: To authorize Administrator, Ray Burroughs to sign the LIHWAP agreement between Charlotte County and the Englewood Water District.

9. DISCUSSION – None

10. ADMINISTRATOR’S REPORT – Mr. Burroughs began his report by stating he will be meeting with our Representatives in Tallahassee when the date is known and invited any interested Board member to attend with him. Adding that he is also completing a video to present at the meeting.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for December 2022 was 86.69 MG/2021 was 89.50 MG.
2. Average send out was 2.79 MGD/2021 average send out was 2.88 MGD and the 2022 high was 3.06 MGD/2021 high was 3.13 MGD.
3. Rainfall for December 2022 was 1.41”/2021 was .8”.
4. This past month at the Plant the Operators did repairs and maintenance on both plants. The C train pump was received back from Mader Electric and they have been busy reinstalling the pump.

Distribution:

1. Distribution had 4 incidents to report. On 12/14, a 2” watermain on Oxford Heights broke. A boil water notice was issued which was rescinded on 12/16. On 12/29, EWD replaced the 3” water meter located at 2540 S McCall Rd (Motel 6) and a boil water notice was issued to the property and rescinded on 12-31. On 12/30 a 4” watermain located at E. Dolphin Dr. was leaking and repairs were made with a repair clamp so no boil water notice was issued. Also, on 12/30 a contractor working for Verizon broke the 2” watermain located at Maryknoll Rd. Repairs were made under pressure and no boil water notice was issued 6” water main at the intersection of Virginia Ave and South McCall Rd broke.
2. For December, 47 new single-family meters were set equaling 47 ERCs.
3. 62 radio heads were replaced.
4. 51 customer requested turn-on were completed.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for December 2022 was 1.62MGD/2021 was 1.59 MGD, with a peak flow of 1.89 MG for the month.
2. Staff continue to clean up at the plant following Hurricane Ian.
3. Normal operations and maintenance are ongoing.
4. Working with Kimley Horn on the WRF permit renewal.
5. The bid opening for the headworks project was held and they came in high.
6. The new generator is due to be delivered on Thursday.

Collections:

1. Crews installed two new vacuum pit on Lampp Drive.
2. Crews continue capping off broken services where necessary.
3. 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. Water Masterplan Update – staff intends to bring the task order/scope to the February board meeting for approval.

Developments/Projects Approved for Construction:

1. Boca Royale Unit 18 – approval has been received from FDEP for the water and sewer. Construction will begin soon.
2. Guardian Storage – staff is working through the Fire Marshall's requirement of the new main being looped.
3. Park Forest Phases 7A – the water line is ready so connection should take place in the next week or so.
4. Sarasota County Dearborn Improvements – the project is complete, EWD had no issues.

Upcoming Developments/Projects:

1. 200 Artist Avenue – this project will require Sarasota County rezoning to residential only.
2. Manatee Cay – Reviewing plans for looping the water to provide services.

d. FINANCE DIRECTOR – Lisa Hawkins

Financial Statements:

1. November – operating revenue was \$3.031M, about \$171K more than last year. There was operating expenses of \$3.188M, leaving an operating deficit of \$157K. Expenses were high from hurricane disaster recovery, some funds may be returned from FEMA. Under capital contributions we had non-cash contributions of \$494K from Beachwalk Phase 1 from the turnover of utilities. Our change in position is \$361K.

Investment Statements:

2. November – we had \$19.695 at RBC and \$1.380M at Centennial with a total of \$21,075M.

Other:

3. The auditors were here in November and will be finishing up this month. The report is expected for the February meeting.
4. An agreement was received from FDEP and we are working with FEMA to get some federal funds, we are a sub-recipient; the funds go through the Florida Department of Emergency Management so we have to sign an agreement with them. We are requesting authorization from the Board to allow Mr. Burroughs to sign the agreement. Attorney Berntsson added that it would be appropriate for the Board to allow Mr. Burroughs to sign the appropriate documents including any reiterations, he would need blanket authority to sign the agreements.

Ms. Crampton moved, “to authorize Ray to be able to enter into agreements with FDEP,” seconded by Mr. Stern.

**UNANIMOUS**

**23-01-05 F**

Mr. Burroughs concluded the Administrator’s report.

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

12. OLD BUSINESS

a. Water Adjustments from Hurricane Ian – Mr. Burroughs began the discussion.

At the December 1<sup>st</sup> board meeting, staff was tasked with investigating assistance requests made following Hurricane Ian. Our insurance representative was not able to find any provision in our policy that would assist customers with their large bills caused by leaks. Our FEMA representative confirmed that FEMA does not cover loss of revenue. Additionally, staff contacted the surrounding utilities and found the following:

- Charlotte County Utilities created a special policy that if the loss was directly related to the storm and a customer requests an adjustment that fits the criteria, they will adjust the customer down to their regular monthly average for the same time period.
- Sarasota County Utilities and North Port Utilities are only doing their normal water adjustments for losses that occurred during Hurricane Ian and directing them to other possible sources of assistance, such as Sarasota County Hardship, the Red Cross, or the Florida Disaster Fund.

At this point, staff has processed 368 Hurricane Ian related adjustments. The fiscal impact of those adjustments thus far is as follows:

- Water Adjustments – Approximately \$190K
- Sewer Adjustments – Approximately \$46K
- Total Adjustments – Approximately \$236K

The customers who appealed to the board last month have all been offered a payment plan and are awaiting a final decision from the board.

Brief discussion ensued with a Board decision made to direct customers to other possible sources of assistance.

13. NEW BUSINESS – None

14. PUBLIC COMMENT – ANY TOPIC – None

15. BOARD MEMBER COMMENTS – Ms. Crampton commented on being more resilient in the future, Ms. Wright thanked the Board for her plaque and Chair Meals complimented Ms. Crampton on her service as Chair for the past 2 years.

16. ADJOURNED @ 9:41 a.m.

  
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Robert C. Stern, Jr., Vice-Chair

APPROVED

/tlh