

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
FEBRUARY 2, 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** – addition of discussion item 8b; Administrator’s Procurement Authority.
3. **SERVICE AWARDS** – None
4. **PUBLIC INPUT**
 - a. Cynthia Stever, 1971 Pennsylvania Ave – Ms. Stever described her concerns with the vent pipe that was installed when the candy cane was removed. She asked that it be relocated.
 - b. John Stever, 1971 Pennsylvania Ave – Mr. Stever reiterated his wife’s concerns also asking that the vent pipe be relocated. Mr. Ledford gave a brief history of the piping position and staff was tasked with investigating a workable solution.
 - c. Leonard Pittinato, 8544 Gateway Court – Mr. Pittinato described the backflow situation at his home and the reasons he felt EWD should bear the cost of reinstalling the backflows. Mr. Burroughs detailed the state and federal mandates EWD must follow; EWD will take no action.
5. **PRESENTATION** – None
6. **CONSENT SECTION** – Mr. Meals called for discussion or removal of any item on the consent section. Hearing none, Mr. Stern moved, **“to approve the consent agenda as presented,”** seconded by Ms. Wright.
 - a. Minutes of the Annual & Organizational Meeting dated January 5, 2023
 - b. Big W Law Invoice Dated January 15, 2023
 - c. Xylem Pump Purchase for Inventory

UNANIMOUS

**23-02-02 CS A
22-02-02 CS B
22-02-02 CS C**

7. ACTION ITEMS

- a. WRF Headworks/Drying Bed Project Contractor/Engineer Bid Award – Mr. Ray introduced the item. RFB-2023-133 South WRF Headworks Project was put out to bid on

November 17, 2022 with the bids being due by 2:15 pm on December 16, 2022. The Headworks bid package included two alternates: Alternate A – Odor Control Mulch Bed and Alternate B – WRF Drying Bed. Bids were received from PCW Joint Venture, LLC, and Poole & Kent Company of Florida, with Poole & Kent being the overall low bidder at \$6,679,266. Costs were significantly more than the engineer's estimate and exceed the current budgeted amount. After reviewing the bids and in an effort to reduce the overall cost of the project, staff has decided to remove Alternate A from the project. In addition to the construction contract, staff has negotiated a scope of services from Kimley-Horn for construction administrative services directly related to this project. The cost of those services is \$199,511.00. It is staff's recommendation to award the WRF South WRF Headworks Project to Poole & Kent Company of Florida in the amount of \$6,245,166 and engineering services to Kimley Horn in the amount of \$199,511. To fully fund these projects, a budget amendment in the total amount of \$2,500,000 is also being requested. Costs exceed the Administrator's authority.

Mr. Stern moved, **"to approve all 4 motions as presented,"** seconded by Ms. Gaver.

UNANIMOUS

23-02-02 A

Full motion read: 1) To approve an amendment to the FY23 budget in the amount of \$2,164,000.00 for project 625657-600-250 – South WRF Headworks.

2) To approve an amendment to the FY23 budget in the amount of \$336,000.00 for project 625630-600-250 – WRF Drying Bed.

3) To approve the award for RFB 2023-133 South WRF Headworks Project to Poole & Kent Company of Florida in the total amount of \$6,245,166.00 (\$5,657,735 from project 625657-600-250 – South WRF Headworks and \$587,431.00 from project 625630-600-250 – WRF Drying Bed).

4) To authorize the Administrator to sign the Kimley-Horn-23-003 Task Order engineering services for the WRF New Headworks Construction Administration in the amount of \$199,511.00 from project 625630-600-250- South WRF Headworks. Funds to come from wastewater revenue.

b. BOA Amendment to Loans – Mr. Burroughs introduced the item. EWD has previously issued the Utility System Revenue Bond, Series 2008, and Promissory Note, Series 2003A (V-1 and Wastewater Projects) and Promissory Note, Series 2003A (V-2 and V-3 Projects). The Bond and Notes bear interest at a rate that is based upon the London Interbank Offered Rate, which rate is scheduled to no longer exist after June 30, 2023, making it necessary to amend the Bond and Notes to incorporate a different index rate. The District and the creditor, Bank of America N.A. have agreed that the replacement interest rate index will be the Secured Overnight Financing Rate "SOFR." The documents have been reviewed by staff and District Counsel and are found to be satisfactory. Brief discussion ensued to include paying off this loan and being a debt free utility along with the interest rate percentage.

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

UNANIMOUS

23-02-02 B

Full motion read: To allow the Englewood Water District Chair to sign and the Vice-Chair to attest the resolution and associated documents pertaining to the Utility System Revenue Bond, Series 2008, and Promissory Note, Series 2003A (V-1 and Wastewater Projects) and Promissory Note, Series 2003A (V-2 and V-3 Projects).

c. Warehouse Inventory of Water Meter – Mr. Burroughs introduced the item. This is to seek Board approval for the purchase of water meters which exceed the Administrator’s \$25,000.00 authority. Due to the 12-month lead time the administrator requests the immediate purchase of the next fiscal year’s supply requirements. Ferguson will deliver the meters in January 2024 and they will be held in inventory until use. Brief discussion of supply chain issues and current inventory ensued.

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

UNANIMOUS

23-02-02 C

Full motion read: To authorize the Administrator to purchase Neptune water meters for a total cost of \$236,640.00 for FY2024. Meters will be purchased through single source procurement with Sunstate Meter and Supply, Inc. (sole authorized distributor of Neptune meters in Florida). Funds to come from water revenues.

d. Water Masterplan Update Task Order – Mr. Burroughs introduced the item. EWD selected HDR Engineering, Inc., from the Engineering Library to provide a scope of services for a Water Master Plan Update. The Utility Master Plan was completed in 2017 but was evaluated pre-2015 populations, demands, and water, wastewater, and reuse facilities. The 2017 Master Plan identified critical improvement projects and needs for the next 20 years through 2036. EWD updated the 2017 Master Plan by addressing each system (wastewater in 2021, reuse in 2022) and now the water as separate master plans. Expenditure exceeds the Administrator’s Task Order authority of \$100,000.00.

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

UNANIMOUS

23-02-02 D

Full motion read: To authorize the Administrator to sign the HDR-23-001 Task Order for Professional Services for a Water Master Plan Update in the amount of \$179,156.00. Project costs to be taken from water revenues.

e. FDEM Delegation of Authority – Mr. Burroughs introduced the item. At the January 5, 2023 Board meeting, per Board Resolution# 23-01-05 F authorization was granted to Administrator, Ray Burroughs to enter into agreements with FDEP. Documents were later received from the Florida Division of Emergency Management requesting written authorization from the Chair granting the Administrator delegating authority as the Authorized Agent.

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

UNANIMOUS

23-02-02 E

Full motion read: To authorize the Chair to execute the attached letter delegating Administrator, Ray Burroughs authority as the Authorizing Agent for FDEM documents.

f. Ratification of Emergency Procurement; Critical Equipment Repair, Vac-Con Truck – Mr. Burroughs introduced the item. The quote for needed repairs to the 2013 Vac-Con Vacuum Truck was received and exceeds the Administrator's authority of \$25,000.00. To receive the quote, the truck was transported to Southern Sewer Equipment Sales (Sole authorized Vac-Con dealer) in Orlando, FL and left there. The cost of the needed repairs is \$30,897.47 which will be split between the Distribution and Collections Departments. This truck is a vital piece of equipment and is critical to operations, utilized when there is an emergency (such as Hurricane Ian) or when repairs are needed on the other vacuum trucks.

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

UNANIMOUS

23-02-02 F

Full motion read: To ratify the memo – approval of the 2013 Vac-Con Vacuum Truck repair by Southern Sewer Equipment Sales (Sole authorized Vac-Con dealer) in the amount of \$30,897.47. Funds to come from the water/wastewater revenues.

g. SRF Loan Application/Facility Planning – Mr. Burroughs introduced the item. Englewood Water District plans to apply for funds with the FDEP State Revolving Fund Loan Program to fund the design and construction phases of our new North Wastewater Reclamation Facility. The SRF program provides low interest loans for planning, design and construction of wastewater and drinking water facilities. To qualify for construction funding, a Facilities Plan must be completed and then approved by FDEP. Since EWD is new to SRF, our consultant, Angie Brewer and Associates, recommended that we apply for a small loan to complete the Facilities Plan. The requested loan amount would be \$100,000. While we may not need a loan to complete this plan, it would allow us to become comfortable with the loan process while getting our project out there for future loan cycles. By submitting the loan application, we are not committing ourselves to taking the loan and could withdraw our application at any time. Brief discussion on the need for future, larger loans and the loan process for these forgivable loans ensued.

Mr. Stern moved, **"to approve as presented,"** seconded by Ms. Gaver.

UNANIMOUS

23-02-02 G

Full motion read: To authorize the Chair to sign and Secretary to the Board attest the Resolution relating to the Florida Department of Environmental Protection State Revolving Fund Loan Program.

8. DISCUSSION

a. Code Red/Everbridge Emergency Notification Fees – Mr. Burroughs described how an emergency notification system would be implemented and benefit EWD customers. He stated the cost will be absorbed by the District.

b. Administrator's Procurement Authority – Chair Meals began the discussion. The Administrator's \$25,000 authority was capped years ago. Based on the increased price of items and services the Administrator's authority increase to \$35,000 would make sense. Ms. Gaver added it would be beneficial to review this more often.

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

UNANIMOUS

23-02-02 H

Full motion read: To authorize the Administrator to approve the procurement of goods and services up to \$35,000 if the purchase falls under any approved procurement method.

9. ADMINISTRATOR’S REPORT – Mr. Burroughs began his report referencing the newspaper article about the excessive number (25 in less than a month) of line breaks caused by Frontier. A meeting with them was held on Tuesday and it has been made clear to them that this will not be tolerated. EWD will invoice them for repair costs and they will be required to pay any fines we may incur if FDEP takes action on sewer spills caused by them. Additionally he stated the meeting schedule for the Employee Benefits Committee has been set and the public is invited to attend.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for January 2023 was 91.83 MG/2022 was 93.44 MG.
2. Average send out was 2.96 MGD/2022 average send out was 3.01 MGD and the 2023 high was 3.34 MGD/2022 high was 3.56 MGD.
3. Rainfall for January 2023 was 07”/2022 was 1.38”.
4. This past month at the Plant the Operators did repairs and maintenance on both plants. In WF2 they replaced 1,360’ of electrical line from the main control panel to wells 39 and 40 that had gone bad.

Distribution:

1. Distribution had 3 incidents to report unrelated to the damage caused by contractors working for Frontier Communications. On 1/4, EWD replaced a section of 4” watermain located at Oyster Creek Dr and Illinois Ave a PBWN was issued and rescinded on 1/6. On 1/5 a break at the RO Plant caused a loss of pressure system wide and a PBWN notice was issued and bacteriological samples were taken at all 60 distribution sample points and was rescinded on 1/6. On 1/26 a contractor working on Kentucky Ave broke the 2” watermain and a PBWN was issued and rescinded on 1/28.
2. There was a total of 15 breaks caused by contractors for Frontier Communications, 10 of which caused PBWNs and 5 that did not. Seagull Dr was under a PBWN for a total of 8 days due to the line being hit on multiple days. All other leaks just required the standard 2-day notice.
3. For January, 25 new single-family meters were set equaling 25 ERCs.
4. 83 radio heads were replaced.
5. 38 customer requested turn-on were completed.
6. Lead line inventory is at 40.1% completion.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for January 2023 was 1.7 MGD/2022 with a peak flow of 1.92 MG for the month.
2. Staff worked with a welder and repaired the chlorine shed that was damaged during the hurricane. Work is completed.

3. The new generator has been installed and is functional.
4. Staff continues to clean up storm debris around the plant.
5. Normal operations and maintenance are ongoing.

Collections:

1. Crews are repairing broken lines.
2. 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. South WRF Drying Beds/New Headworks – with today’s approval the project will get underway next week.
2. Water Master Plan – with today’s approval, a purchase order will be sent to HDR and they will begin submitting information their requests.

Developments/Projects Approved for Construction:

1. Beachwalk by Manasota Key Phase 2 – the offsite forcemain plans have been approved and the FDEP application has been signed.
2. Lake Emily – this is the old Philman property a preconstruction meeting will be held in a couple of weeks.
3. Park Forest Phases 7A – now up and operating.

Upcoming Developments/Projects:

1. Boca Royale East – currently going through Sarasota County for some rezoning, this will be the first area of Wellen Park in our service area.
2. FPL Partridge Substation – behind the Lemon Bay Isles subdivision. EWD once had perk ponds on the lower portion of this property.
3. Safe & Secure Storage at Englewood – at the entrance of Whispering Pines Estates.

d. FINANCE DIRECTOR – Lisa Hawkins

Financial Statements:

1. December – operating revenue was \$4.730M, about \$33K more than last year. There was operating expenses of \$4.911M, about \$1.7M more than last year and there were \$467K in disaster recovery expenses. Under Other Revenues, there is \$538K which is insurance proceeds we have received so far for Hurricane Ian. Meetings are held weekly with our FEMA Representative. Mr. Burroughs added that FDEP will have \$100M in funds for utilities that were hit by the hurricane. We will know more soon.

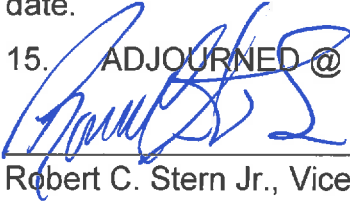
Investment Statements:

2. December – we had \$19.784M at RBC and \$1.796M at Centennial for a total of \$21,581M in cash and investments.
10. ATTORNEY’S REPORT – Robert H. Berntsson – None
11. OLD BUSINESS – None
12. NEW BUSINESS – None
13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS

- a. Ms. Gaver and Ms. Wright commented on Mr. Pittinato's backflow issue.
- b. Chair Meals commented on the huge benefit an emergency notification system will be for the District.
- c. Ms. Crampton followed up on a newspaper article inquiring about the meeting date.

15. ADJOURNED @ 9:46 a.m.



Robert C. Stern Jr., Vice-Chair

APPROVED

/tlh