

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
MARCH 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 – Additions or Deletions – None
3. SERVICE AWARDS – None
4. PUBLIC INPUT – None
5. PRESENTATION

a. Annual Financial Audit Report – Daniel Anderson, Director at Mauldin & Jenkins; Mr. Anderson narrated his presentation. There were no findings in the financial statements or recommendations included in the Auditor’s analysis. Additionally, there were no significant difficulties or issues discussed with management. Future GASB pronouncements and subscription-based IT arrangements were also highlighted.

Because hard copies of the report were not received before the meeting, a decision was made to postpone approval of the audit.

6. CONSENT SECTION – Mr. Stern moved, **“to approve the consent agenda as presented,”** seconded by Ms. Crampton.

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|--|----------------------|
| a. Minutes of the Regular Meeting dated February 2, 2023 | <b>23-03-02 CS A</b> |
| b. Big W Law Invoice dated February 21, 2023             | <b>23-03-02 CS B</b> |
| c. Henderson/Franklin Invoice dated February 8, 2023     | <b>23-03-02 CS C</b> |

**UNANIMOUS**

7. ACTION ITEMS

a. SRF Wastewater Planning Phase Proposal Approval – Mr. Burroughs introduced the item. This cost proposal is to allow our consultant, Angie Brewer and Associates, to move forward with the development of a Clean Water Facilities Plan in accordance with FDEP requirement. This plan is the next step in securing grants/funding from various sources for the construction of the North WRF. Cost exceeds the Administrator’s \$35,000 authority. A mathematical correction was noted in the item summary.

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

**UNANIMOUS**

**23-03-02 B**

Full motion read: To authorize the Administrator to sign the Angie Brewer & Associates, LC cost proposal for the SRF Wastewater Planning Phase in the amount of \$60,579.99. Costs to come from the CIP budget North WRF Phase 1.

b. 3-Year Extension to Contract for Liquid Chlorine – Mr. Burroughs introduced the item. This is the First Amendment to the Contract Associated with competitively bid RFB 2022-131 Supply of Liquid Chlorine from Brenntag Mid-South, Inc. The current contract expires on March 31, 2023. This amendment extends the contract for an additional three (3) years until March 31, 2026. We are unable to put this out to bid as Brenntag is currently the only supplier in our area. Attached is alternative supplier Allied Universal Corporation’s confirmation response. Purchasing negotiated pricing and terms with Brenntag. Brenntag was amenable to decreasing our pricing from \$2,263/ton to \$1,819/ton delivered for the first three (3) months of the extended contract. Because chlorine prices are still expected to be volatile, Brenntag will need a quarterly review of pricing and will provide documentation from their suppliers showing any increases as justification before asking for an increase in chlorine pricing. Board approval is necessary to enter into the extension agreement.

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

**UNANIMOUS**

**23-03-02 C**

Full motion read: To authorize the Administrator to sign the First Amendment to the Contract Associated with RFB 2022-131 Supply of Liquid Chlorine with Brenntag Mid-South, Inc.

8. DISCUSSION

a. Tracy Bland – 8255 Lakeside Drive, Request for Water Adjustment – Mr. Burroughs introduced the item. Ms. Bland applied for a water adjustment on February 1, 2023 and was denied because the usage was not more than the required “3 times the average monthly usage”. She is eligible for a sewer adjustment of \$54.91 for the sewer portion of the bill but temporarily declined the adjustment while seeking special consideration from the Board. She is requesting additional relief on the water portion for the irrigation leak she experienced following Hurricane Ian.

Brief discussion about the Customer Rules and Regulations ensued with a decision made to deny Ms. Bland’s request.

9. ADMINISTRATOR’S REPORT – Ray Burroughs

1. Mr. Burroughs went to Tallahassee and met with Jay Arnold from the Office of Policy & Budget, Senator Jason Brodeur, Chair of the Appropriation Committee for Agriculture and Environment, and Congressman Vern Buchanan, regarding our \$2M appropriation of funds request for upgrades to the South WRF electrical system.
2. A contract has been signed with OnSolve/CodeRed, for our emergency notification system. Staff is working through the details.

3. The CDC is sampling our system and Charlotte County's. All customer questions and comments are being directed to the Charlotte County Department of Health.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for February 2023 was 95.01 MG/2022 was 90.09 MG.
2. Average send out was 3.39 MGD/2022 average send out was 3.21 MGD and the 2023 high was 4.23 MGD/2022 high was 3.85 MGD.
3. Rainfall for February 2023 was .03"/2022 was .8".
4. This past month at the Plant the operators did repairs and maintenance on both plants.

Distribution:

1. Distribution had 1 incident to report unrelated to the damage caused by contractors working for Frontier Communications. On 2/5, the 4" watermain located on Edwards Street broke. Repairs were made and a PBWN was issued to the affected customers and rescinded on 2/7.
2. There was a total of 7 breaks caused by contractors for Frontier Communications, 2 of which caused PBWNs.
3. For February, 16 new single-family meters were set equaling 16 ERCs.
4. 57 radio heads were replaced.
5. 11 customer requested turn-on were completed.
6. Lead line inventory is at 47.8% completion, last month was 40.1%.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for February 2023 was 1.79 MGD with a peak flow of 1.96 MG for the month.
2. Staff continues to work with Kimley Horn and ASRus on the permit renewals for both plants and deep well #2.

Collections:

1. Crews replaced a vacuum pit bottom that was damaged; a fiber optic cable was drilled through it.
2. Crews installed a service extension of Venisota Road.
3. Crews continue to repair breaks in the system due to the fiber optic cable installation in addition to normal operations and maintenance.

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

CIP/In-house Projects:

1. South WRF Drying Beds/New Headworks – a pre-construction kick off meeting is scheduled for March 9<sup>th</sup> at the WRF.
2. Water Master Plan – data is being submitted as they request it.
3. WRF Centrifuge Replacement – installation is expected ASAP after it arrives from Italy on approximately July 30<sup>th</sup>.

Developments/Projects Approved for Construction:

1. Beachwalk by Manasota Key Phase 1 – progress is being made on the well

upgrades, piping has been replaced, wellheads are being constructed, panels are set. Wells 3 & 4 should be up and running next month with 1 & 2 a little behind because there were power issues. These are major upgrades to our wells.

2. San Casa Multi-Family – FDEP approval was received, project is complete.
3. Storage Depot 775 – fees have been paid, construction to begin shortly.

Developments/Projects in Plan Review:

1. 590 N. Indiana Ave Storage – fees have been paid, construction to begin shortly.
2. Generation at Englewood – comments have been returned to the engineer.

Upcoming Developments/Projects:

1. Boca Royale East – drawings for the first phase of the project are expected next month.
2. Englewood Gardens – rezoning has been approved by Sarasota County, should see something on this in the next couple of months.

At conclusion of Mr. Ledford's report, Chair Meals tasked Attorney Berntsson with investigating an alternative to the bid process for the purchase of new trucks because there is a 9 to 10 month lead time currently when purchasing new vehicles. Attorney Berntsson will report back at the April meeting.

d. FINANCE DIRECTOR – Lisa Hawkins

Financial Statements:

1. January – operating revenue was \$6.563M, about \$299K more than last year. There was operating expenses of \$6.577M, about \$2.4M more than last year. Another \$24K was spent on disaster recovery expenses, bringing the total to \$1.6M in expenses. Under Cash Contributions, there was \$1.3M which is Plant and Transmission fees from Beachwalk.

Investment Statements:

1. January – we had \$19.866M at RBC. The cash account showed a negative balance, there was an error that was corrected on 2/1. At Centennial Bank we had \$3.019M for a total of \$22.886M in cash and investments.

At the conclusion of Ms. Hawkins' report Chair Meals congratulated her and her staff on the clean audit.

Before concluding the Administrator's report, Mr. Burrough added;

1. We are getting closer to hiring a contractor for the roof repairs. It has been frustratingly slow. Recovering funds from FEMA and the insurance company are also slow going.
2. A meeting will be held later today with Chair Meals, and myself with Commissioners from both counties to discuss Hurricane Ian and where we stand.

10. ATTORNEY'S REPORT – Robert H. Berntsson

a. House Bill 7049 codified in chapter 2022-103 Florida Statutes – amending Legal Notices. Mr. Berntsson explained this bill provided an alternative. Instead of doing advertising in newspapers, you could use your own public website but you'd also need to post it on a county website for that purpose. At this point, Charlotte County has no intent to

utilize this section nor to create the public website so EWD will need to continue to utilize the normal standard of legal advertising, this is not an option for us.

11. OLD BUSINESS

a. Emergency Notification System Update – covered above.


12. NEW BUSINESS

a. Administrator's Annual Review Reminder – Chair Meals asked the Board to please have their reviews to Ms. Herzog before the April meeting.

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS – Minor discussion of the grant funds took place and the Board again commended Ms. Hawkins on the clean audit.

15. ADJOURNED @ 9:23 a.m.



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Robert C. Stern, Jr., Vice-Chair

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APPROVED