

**AGENDA
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. PLEDGE OF ALLEGIANCE & ROLL CALL
2. ANNOUNCEMENTS – Additions or Deletions
3. SERVICE AWARDS – None
4. PUBLIC INPUT

To address the Board during this portion of the meeting you must fill out a Civility Agreement, state your name and address for the record and which agenda item is to be addressed. Remarks shall be limited to 4 minutes and no discussion will take place during this portion of the meeting.

CARDS MUST BE SUBMITTED PRIOR TO THE COMMENCEMENT OF THE MEETING

5. PRESENTATION
 - a. Annual Financial Audit Report – Daniel Anderson, Director at Mauldin & Jenkins
6. CONSENT SECTION
 - a. Minutes of the Regular Meeting dated February 2, 2023
 - b. Big W Law Invoice dated February 21, 2023
 - c. Henderson/Franklin Invoice dated February 8, 2023
7. ACTION ITEMS
 - a. SRF Wastewater Planning Phase Proposal Approval
 - b. 3-Year Extension to Contract for Liquid Chlorine
8. DISCUSSION
 - a. Tracy Bland – 8255 Lakeside Drive, Request for Water Adjustment
9. ADMINISTRATOR'S REPORT – Ray Burroughs
 - a. WATER OPERATIONS MANAGER – Dewey Futch
 - b. WASTEWATER OPERATIONS MANAGER – David Larson
 - c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E.
 - d. FINANCE DIRECTOR – Lisa Hawkins
 1. Financial Statements for January
 2. Investment Statements for January

10. ATTORNEY'S REPORT – Robert H. Berntsson
 - a. House Bill 7049 Legal Notices
11. OLD BUSINESS
 - a. Emergency Notification System Update
12. NEW BUSINESS
 - a. Administrator's Annual Review Reminder

13. PUBLIC COMMENT – ANY TOPIC

To address the Board during this portion of the meeting, you must fill out a Civility Agreement and state your name and address for the record. Each person will be allowed no more than 4 minutes.

14. BOARD MEMBER COMMENTS

15. ADJOURN

Anyone who decides to appeal a decision of this Board will need a record of the proceedings pertaining thereto and therefore may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

DISABILITY INFORMATION – In accordance with the Americans with Disabilities Act and FS 286.26, persons with disabilities needing special accommodation to participate in this proceeding should contact EWD at 941-474-3217 no later than 7 days prior to the proceedings. If hearing impaired, telephone the Florida Relay Service at 800-955-8771 9TCC) or 800-955-8770 (VOICE) for assistance.

Posted 02/24/2023

BOARD AGENDA ITEM SUMMARY

5a

MEETING DATE: March 2, 2023

SUBJECT: Annual Audit of the Financial Statements

CATEGORY: Consent

Discussion

Action

CONTACT PERSON: Lisa Hawkins

DEPT.: Finance

ITEMS: Audited Financial Statements as of and for years ended September 30, 2022 and 2021.

PURPOSE / JUSTIFICATION: In accordance with Section 10 of the Enabling Act an annual audit of the District's financial practices is performed.

MOTION: To accept as presented, the Audited Financial Statements as of and for the years ended September 30, 2022 and 2021 and the Auditor's Discussion and Analysis dated September 30, 2022, in accordance with Section 10 of the Enabling Act.

Prepared By: Teresa Herzog

Date: February 23, 2023

Approvals:



Administrator



Finance



Technical Support



Water Operations



Wastewater Operations

ACTION TAKEN BY BOARD: Denied Approved / Resolution No: _____

Attachments: Audited Financial Statements as of and for years ended September 30, 2022 and 2021 and the Auditor's Discussion and Analysis dated September 30, 2022 distributed electronically.

BOARD AGENDA ITEM SUMMARY

6a

MEETING DATE: March 2, 2023

SUBJECT: Minutes of the Regular Meeting dated: February 2, 2023

CATEGORY: Consent

Discussion

Action

CONTACT PERSON: **Ray Burroughs**

DEPARTMENT: **Administration**

ITEM: **Request Board approval of the regular meeting minutes dated February 2, 2023.**

PURPOSE / JUSTIFICATION: **An Enabling Act requirement for the official record of meetings.**

MOTION: **To approve the minutes of the regular meeting dated February 2, 2023.**

Prepared By: **Teresa Herzog**

Date: **February 3, 2023**

Approvals:



Administrator

Finance



Technical Support



Water Operations



Wastewater Operations

ACTION TAKEN BY BOARD: Denied Approved / Resolution No: _____

ATTACHMENTS: **Minutes of the regular meeting dated February 2, 2023.**

**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

BOARD AGENDA ITEM SUMMARY

6b

MEETING DATE: March 2, 2023

SUBJECT: The Big W Law Attorney's Invoice dated February 21, 2023

CATEGORY: X Consent

Discussion

Action

CONTACT PERSON : **Lisa Hawkins**

DEPARTMENT : **Finance**

ITEM: **Request Board approval for payment of the Big W Law Attorney's invoice dated February 21, 2023.**

PURPOSE / JUSTIFICATION: **Legal services rendered.**

FISCAL IMPACT: 500311-500-101

Budget Resolution Required: yes X no

Amount Budgeted	\$	23,000.00
Year to Date Expenditures	\$	(5,175.00)
Total Expenditure Required	\$	<u>(1,350.00)</u>
Remaining in Budget	\$	<u>16,475.00</u>

MOTION: **To approve the Big W Law Attorney's invoice dated February 21, 2023 for services rendered January 16, 2023 through February 15, 2023 in the amount of \$1,350.00. Funds to come from water/wastewater revenues.**

Prepared By: **Teresa Herzog**

Date: **February 21, 2023**

Approvals



Administrator



Finance



Technical Support



Water Operations



Wastewater Operations

ACTION TAKEN BY BOARD: Denied Approved / Resolution No: _____

ATTACHMENTS: **The Big W Law Attorney's invoice dated February 21, 2023.**



WIDEIKIS, BENEDICT & BERNTSSON, LLC THE BIG W LAW FIRM

3195 S. Access Road, Englewood, Florida 34224

941-627-1000

Englewood Water District
therzog@englewoodwater.com
201 Selma Avenue

Received 2-21-2023
by EWD @ 8:10 AM
T. Herzog

Statement Date: 02/21/2023
Statement No. 30814
Account No. 8.0000

Englewood, FL 34223

Legal Services
PO 55958

FOR PROFESSIONAL SERVICES RENDERED

			Rate	Hours	
01/17/2023	RHB	Email with Mr. Sakwa; Email with Ms. Hawkins; Review document list for Ian relief application; Email with Ms. Wheaton.	300.00	0.50	150.00
01/19/2023	RHB	Email with Ms. Hawkins; Email with Mr. Benedict; Email with Ms. Wheaton.	300.00	0.50	150.00
01/20/2023	RHB	Conference with Mr. Benedict; Email with Ms. Hawkins; Email with Ms. Wheaton.	300.00	0.25	75.00
01/27/2023	RHB	Email with Ms. Herzog; Review Sarasota County Attorney memo; Review agenda.	300.00	0.50	150.00
01/31/2023	RHB	Email with Ms. Herzog.	300.00	0.25	75.00
02/01/2023	RHB	Email with Ms. Herzog.	300.00	0.25	75.00
02/02/2023	RHB	Prepare for and attend Board of Supervisors Meeting.	300.00	1.50	450.00
02/03/2023	RHB	Email with Ms. Herzog; Telephone conference with Ms. Herzog; Conference with Ms. Herzog.	300.00	0.50	150.00
02/07/2023	RHB	Email with Mr. Ledford.	300.00	0.25	75.00
		For Current Services Rendered		4.50	1,350.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Robert Berntsson	4.50	\$300.00	\$1,350.00

PREVIOUS BALANCE	\$1,125.00
Total Current Work	1,350.00

Englewood Water District
Account No. 8.0000
RE: Legal Services

Statement Date: 02/21/2023
Statement No. 30814

Payments

Total Payments for 02/10/2023 -1,125.00

Balance Due \$1,350.00

Billing History

<u>Fees</u>	<u>Hours</u>	<u>Expenses</u>	<u>Advances</u>	<u>Finance Charge</u>	<u>Payments</u>
91,887.50	378.26	0.00	7.80	0.00	90,545.30

BOARD AGENDA ITEM SUMMARY

6c

MEETING DATE: March 2, 2023

SUBJECT: Henderson-Franklin Attorney's Invoice dated February 8, 2023

CATEGORY: Consent

Discussion

Action

CONTACT PERSON : **Lisa Hawkins**

DEPARTMENT : **Finance**

ITEM: **Request Board approval for payment of the Henderson-Franklin Attorney's invoice dated February 8, 2023.**

PURPOSE / JUSTIFICATION: **Legal services rendered.**

FISCAL IMPACT: 500311-500-101

Budget Resolution Required: yes no

Amount Budgeted	\$	10,000.00
Year to Date Expenditures	\$	(0)
Total Expenditure Required	\$	<u>(400.00)</u>
Remaining in Budget	\$	<u>9,600.00</u>

MOTION: **To approve the Henderson-Franklin Attorney's invoice dated February 8, 2023 in the amount of \$400.00. Funds to come from water/wastewater revenues.**


Prepared By: **Teresa Herzog**

Date: **February 15, 2023**


Approvals:



Administrator



Finance



Technical Support



Water Operations



Wastewater Operations

ACTION TAKEN BY BOARD: Denied Approved / Resolution No: _____

ATTACHMENTS: **Henderson-Franklin Attorney's invoice dated February 8, 2023.**



Henderson Franklin
ATTORNEYS AT LAW

Henderson, Franklin, Starnes & Holt, P.A.
P.O. Box 280
Fort Myers, Florida 33902-0280
Telephone 239-344-1100
EIN 59-1237100

February 8, 2023

TO: Englewood Water District Lisa Hawkins
201 Selma Avenue
Englewood, FL 34223

Attorney: Shearman, Brendan J
File No. 22056/6
Invoice No. 779411

Re: Englewood Water District - Audit File
Flat Fee

Professional Services Rendered:

Preparation of Response to Audit Inquiry. \$400.00

TOTAL AMOUNT: \$400.00

2023 FEB 14 11:17:03
LISA HAWKINS

CURRENT INVOICE SUMMARY

Summary of Charges Rendered on this Invoice:

Current Fees:	400.00
Current Disbursements:	0.00
Total Charges for this Invoice:	<u>\$400.00</u>
LESS: Trust Funds Applied to this Invoice	<u>-0.00</u>
Balance Due this Invoice	<u>\$400.00</u>
Outstanding Accounts Receivable:	<u>0.00</u>
TOTAL AMOUNT DUE THIS MATTER:	<u><u>\$400.00</u></u>

HISTORY OF INVOICE(S)
(Does not include current invoice.)

Lisa Hawkins

Bill Date	Bill No.	Total Hrs	Fees	Costs	Bill Amount	Pmts Received	Balance Due
03/10/21	740110	5.00	400.00	0.00	400.00	(400.00)	0.00
03/09/22	761429	4.00	400.00	0.00	400.00	(400.00)	0.00
PREVIOUS INVOICE TOTALS:		<u>9.00</u>	<u>\$800.00</u>	<u>\$0.00</u>	<u>\$800.00</u>	<u>\$800.00</u>	<u>\$0.00</u>

BOARD AGENDA ITEM SUMMARY

7a

MEETING DATE: March 2, 2023

SUBJECT: SRF Wastewater Planning Phase Proposal Approval

CATEGORY: Consent

Discussion

Action

CONTACT PERSON: **Lisa Hawkins**

DEPARTMENT: **Finance**

ITEM: **SRF Wastewater Planning Phase Proposal Approval**

PURPOSE / JUSTIFICATION: **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.**

MOTION: **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 CIP budget North WRF Phase 1.**

Funds in Account: 625658-600-250 CIP North WRF – Phase 1

Budget Resolution Required: yes no

Amount Budgeted	\$ 5,500,000.00
Year to Date Expenditures	\$ (12,600.00)
Open PO's/Goods Receipt Pos	\$ (0)
Total Expenditure Required	<u>\$ (60,579.99)</u>
Remaining in Budget	<u>\$ 487,820.01</u>

Prepared By: **Teresa Herzog**

Date: **February 23, 2023**

Approvals



Administrator



Finance



Technical Support



Water Operations



Wastewater Operations

ACTION TAKEN BY BOARD: Denied Approved / Resolution No: _____

ATTACHMENTS: **Angie Brewer & Associates, LC Cost Proposal**



Angie Brewer & Associates, LC
 9080 58th Drive East, Suite 200
 Bradenton, Florida 34202
 Ph: (941) 756-5800

Cost Proposal

Project Information	
Project Name	SRF Wastewater Planning Phase
ABA Proposal Number	261-200-0102
Community Name	Englewood Water District
Client Name	Englewood Water District

SRF Loan Services	
Initial SRF Planning Tasks	\$ 4,427.14
Facilities Plan	\$ 50,562.35
Schedule Management	\$ 5,590.50
Subtotal	\$ 60,579.99
Total Proposal	\$ 60,579.99

List of Services	
List Attached	Yes
Number of Pages	4
Special Conditions	Yes, See attached

Offer and Acceptance	
Offered By:	<i>Manabon</i>
	President
	Date: 01/27/2023

Accepted By:	
	Date:

keeping your funds flowing!

Scope of Services

Project Information	
Project Name	SRF Wastewater Planning Phase
ABA Proposal Number	261-200-0102
Community Name	Englewood Water District (EWD)
Client Name	Englewood Water District (EWD)

Planning Services - Preliminary	
Initial SRF Planning Tasks	The Consultant shall complete initial planning tasks required to ensure eligibility for a State Revolving Fund (SRF) loan. Such tasks may include reviewing available data regarding the potential project(s), providing direction to the EWD and coordinating with the Florida Department of Environmental Protection (FDEP).
Facilities Plan	
Facilities Plan Design & Draft Data	<p><i>Coordination</i> - The Consultant shall coordinate with FDEP and EWD Staff to develop a Facilities Plan outline; coordinate with Engineer to ensure receipt of technical data for the plan and coordinate the completion of all required tasks.</p> <p><i>Meetings</i> - The Consultant shall conduct meetings as necessary, with EWD Staff, engineers and agency personnel, to allow for review and discussion of data required for the planning document. The meetings will also cover the outline and schedule of work and preparation for the Public Meeting. Teleconferencing and electronic mail will be used when feasible to minimize the impact on staff time.</p> <p><i>Draft Facilities Plan</i> - The Consultant shall coordinate the preparation of a draft Clean Water Facilities Plan in accordance with FDEP requirements.</p> <p><i>Technical and Non-Technical Data</i> - The EWD or the Engineer shall provide technical engineering information and data as requested by ABA. The Consultant shall prepare all non-technical and financial sections of the planning document. The Consultant shall incorporate the provided technical information into appropriate sections of the Facilities Plan.</p>
Final Facilities Plan	<i>Final Draft Facilities Plan</i> - The Consultant shall revise and update the draft Clean Water Facilities Plan based upon comments received from the EWD. The final document shall be signed and sealed by a professional engineer employed by the EWD or Engineer.

**261-200-0102 – SRF Wastewater Planning Phase
Scope of Services Continued**

<p>Capital Financing Plan</p>	<p><i>Draft Capital Financing Plan (CFP)</i> - The Consultant shall prepare a draft CFP, in accordance with FDEP requirements, for submission to the EWD for review and comment. The Consultant shall provide a list of required information needed to complete the CFP. The EWD shall provide required information as identified by Consultant.</p> <p><i>Grant Search</i> – The Consultant will conduct a search of all available grant sources based on potential eligibility for project(s) identified in the Facilities Plan. An estimation of the potential grant participation will be included in the CFP subject to the EWD's decision to pursue any grant applications which are outside the scope of this effort.</p> <p><i>Final Capital Financing Plan</i> - The Consultant shall revise and update the draft CFP based upon comments received from the EWD. The Consultant shall secure the certification of the CFP from the EWD. Upon finalization of the CFP, it will be incorporated into and made a part of the Clean Water Facilities Plan.</p>
<p>Public Meeting/Approvals</p>	<p><i>Public Meeting Coordination</i> - The Consultant shall coordinate with the EWD to ensure proper scheduling and advertisement of the required Public Meeting. The Consultant shall provide the draft advertisement to the EWD. The Consultant shall provide a detailed agenda for the Public Meeting addressing required issues.</p> <p><i>Public Meeting Documentation</i> - The Consultant shall gather and prepare appropriate information for the Public Meeting to ensure FDEP requirements are satisfied. The Consultant shall provide all draft documents to be adopted following the Public Meeting. The Consultant shall coordinate with appropriate departments and agencies to facilitate the review and approval of all items for the agenda.</p> <p><i>Public Meeting Attendance</i> - The Consultant shall participate in the presentation of information at the Public Meeting. The Consultant shall follow up on all items resulting from the Meeting.</p> <p><i>Final Facilities Plan Production</i> - The Consultant shall provide copies of the Final Draft Facilities Plan for the public and governing body review. The Consultant shall revise and update the Clean Water Facilities Plan and Capital Financing Plan based upon comments received from the public and the governing body. The Consultant shall provide required copies of the Final Facilities Plan to appropriate agencies.</p> <p><i>Final Facilities Plan Coordination</i> - The Consultant shall track the status of the Facilities Plan with appropriate agencies. The Consultant shall respond to questions and provide information to agencies to aid in the completion of the review process; the Consultant will provide comments and approvals of other agencies to FDEP.</p>
<p>Environmental Clearance</p>	<p><i>Florida Finding of No Significant Impact or Categorical Exclusion Notice (FFNSI/CEN)</i> - The Consultant shall track the status of the FFNSI/CEN. The Consultant shall answer questions and provide information to FDEP as necessary to aid in the completion of the FFNSI/CEN. The Consultant shall respond to comments received during the advertising and comment period. The Consultant shall review the FFNSI/CEN draft. The Consultant shall request any additional data and technical support necessary from the EWD and provide data to FDEP.</p>



**261-200-0102 – SRF Wastewater Planning Phase
Scope of Services Continued**

Project Schedule and Management	
Project Schedule and Management	<i>Prepare, Manage, Monitor and Control Project Schedule</i> - The Consultant shall prepare a detailed schedule for completion of all SRF related activities. The Consultant shall monitor progress of all SRF activities as well as coordinate with the EWD and Engineer to communicate the status of the plan related work to the EWD. Consultant shall schedule and attend meetings/teleconferences as necessary to coordinate the implementation of the schedule. The Consultant shall act as the Project Manager and Liaison to all participants associated with this effort. As such, the Consultant is charged with and authorized to provide direction of activities necessary to accomplish successful completion of the SRF project.

Special Conditions
<p>1 - The EWD or it's Engineer will be responsible for providing the following data/services in addition to that identified within the scope:</p> <ul style="list-style-type: none">• Environmental Site Review• A minimum of three (3) alternatives <u>with costs</u> for each project or project element• Preliminary Engineering Report or Preliminary Design Report• Signing & Sealing of the Facilities Plan• Rate Study and Financial Information as requested <p>2 - This proposal is for work to be completed and paid on a percentage of task completion basis.</p> <p>3 - The Cost is presented on a per each basis. If more than one item is completed, such as multiple RFI's or Biddable Plans and Specs, the unit price will be multiplied by the number of units required.</p> <p>4 - This proposal assumes that projects will be included in 1 Facilities Plan document. If the required information is not available for an individual project, it will be excluded and scheduled to be added at a future date when the necessary documentation becomes available. Additional costs will be incurred if more than one Facilities Plan document is prepared.</p>

BOARD AGENDA ITEM SUMMARY

7b

MEETING DATE REQUESTED: March 2, 2023

SUBJECT: 3-Year Extension to Contract for Liquid Chlorine

CATEGORY: Consent

Discussion

Action

CONTACT PERSON: Lisa Hawkins/Bee Ling Wheaton

DEPT: Finance

ITEM: 3-Year Extension to Contract for Liquid Chlorine

PURPOSE / JUSTIFICATION: 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.

FISCAL IMPACT: N/A

Budget Resolution Required: yes no

MOTION: 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.

Prepared By: Bee Ling Wheaton

Date: February 23, 2023

Approvals:



Administrator



Finance



Technical Support



Water Operations



Wastewater Operations

ACTION TAKEN BY BOARD: Denied Approved / Resolution No: _____

ATTACHMENTS: 1) **First Amendment to the Contract Associated with RFB 2022-131 Supply of Liquid Chlorine with Brenntag Mid-South. Inc.**
2) **Allied Universal Corporation response**

FIRST AMENDMENT TO THE CONTRACT
ASSOCIATED WITH RFB 2022-131 SUPPLY OF LIQUID CHLORINE

The First Amendment dated March __, 2023, to the Contract, hereinafter referred to as the "Contract", associated with RFB 2022-131, dated October 1, 2022, is made by and between the **Englewood Water District**, an independent Special District, located at 201 Selma Ave, Englewood, FL 34223, hereinafter referred to as the "DISTRICT", and **Brenntag Mid-South, Inc.**, a corporation, located at 250 Central Florida Parkway, Orlando, FL 34824, hereinafter referred to as the "CONTRACTOR".

WITNESSETH:

WHEREAS, the parties have entered into a Contract dated October 1, 2022, stemming from the DISTRICT'S competitively solicited bid RFB 2022-131, whereby the CONTRACTOR has agreed to provide the DISTRICT with the supply of liquid chlorine in one (1) ton cylinders, for the treatment of its potable and reuse water;

WHEREAS, liquid chlorine is critical in the process of providing potable and reuse water to its customers;

WHEREAS, due to lack of supplies, there is currently only one (1) supplier in the location that the DISTRICT is located that can provide this chemical;

WHEREAS, the DISTRICT does not know when this situation will change and must contract with the single supplier;

NOW THEREFORE, in consideration of the mutual covenants and agreements expressed herein, the DISTRICT and the CONTRACTOR agree to add the following clauses as follows:

1. **CONTRACT EXTENSION** is hereby added to read as follows:

The Contract will be extended for another three (3) years until **March 31, 2026**. The CONTRACTOR agrees to provide the District with liquid chlorine at **\$1,819** per one (1) ton cylinder delivered, for a period of three (3) months from **April 1, 2023** through **June 30, 2023**. For the remainder of the Contract, a quarterly review of pricing will be considered, as needed.

2. **PRICING ESCALATION/DE-ESCALATION** is hereby added as follows:

Pricing will be eligible for an adjustment every three (3) months during the term of the Contract only if increases in the industry can be documented by the CONTRACTOR. The CONTRACTOR will provide such documentation in support of their written price escalation. The CONTRACTOR shall reach out at least thirty (30) days before the start of the following quarter for any Price Adjustment consideration, otherwise pricing from the previous quarter will prevail.

The DISTRICT expects any decreases in the CONTRACTOR'S costs to produce the product to be passed on to the DISTRICT in the form of a decrease Price Adjustment.

The DISTRICT may, after examination, refuse to accept the requested Price Adjustment if they are not properly documented, increases are excessive, or decreases are insufficient.

In the event the DISTRICT does not approve the requested Price Adjustment the parties will negotiate in good faith to arrive at an acceptable Price Adjustment. Should an acceptable Price Adjustment not be reached either party may terminate the Contract in accordance with the termination options in the Contract.

Any Price Adjustment, increase or decrease, will only be applied to the non-transport cost portion of the product unit price. Percent of the product unit price for transportation cost is indicated below. Transportation cost is not eligible for Price Adjustment.

Item	Description	Estimated Annual Quantity	Unit	Unit Price	Extended
1	Liquid Chlorine (1-ton Cylinder)	100	CYL	\$1819/TN	\$181,900
2	Transportation Cost Percent of above Unit Price	5.77 %			

3. All other terms and conditions of the Contract dated October 1, 2022 not otherwise mentioned in this amendment will remain in full force and effect.

IN WITNESS WHEREOF, both parties have executed this First Amendment to the Contract on the day and year above written.

FOR THE DISTRICT

FOR THE CONTRACTOR

Raymond Burroughs
Administrator



Ray Sobitt
Director of Mini Bulk/Municipal Bids

From: [Cristhianne Mungia](#)
To: [Bee Ling. Wheaton](#)
Cc: [Sarah Moros](#)
Subject: Re: Bid Submittal Question
Date: Wednesday, February 8, 2023 4:21:39 PM

Please note we have closed our Tampa facility thus we no longer service that area with chlorine gas.

Thank you,

Cristhianne Munguia | Raw Material Buyer & Bid Coordinator

Allied Universal Corporation
[3901 NW 115 Ave. Miami, FL 33178](#)
Tel [\(305\) 888-2623](#) Ext. 0125
Email: CristhianneM@allieduniversal.com
Bids Email: Bids@allieduniversal.com

On Wed, Feb 8, 2023 at 2:46 PM Bee Ling. Wheaton <bwheaton@englewoodwater.com> wrote:

We're looking at 100 cylinders/yr. 3 year contract with the ability to adjust quarterly (escalation/de-escalation) with justification. Minimum 3 cylinders per delivery. Safe chlorine handling training once a year provided.

From: Cristhianne Mungia <Cristhiannem@allieduniversal.com>
Sent: Wednesday, February 8, 2023 1:34 PM
To: Bee Ling. Wheaton <bwheaton@englewoodwater.com>
Cc: Sarah Moros <sarahm@allieduniversal.com>
Subject: Re: Bid Submittal Question

Good afternoon,

Please provide the estimated annual quantity that will be required and the terms, 1 year initial, renewals so we can review and advise.

Thank you,

Cristhianne Munguia | Raw Material Buyer & Bid Coordinator

Allied Universal Corporation

[3901 NW 115 Ave. Miami, FL 33178](#)

Tel [\(305\) 888-2623](#) Ext. 0125

Email: CristhianneM@allieduniversal.com

Bids Email: Bids@allieduniversal.com

On Wed, Feb 8, 2023 at 12:45 PM Bee Ling. Wheaton <bwheaton@englewoodwater.com> wrote:

Good afternoon,

The District put a bid out for liquid chlorine in 1 ton cylinders last year, RFB 2022-131. Your company sent a Statement of Non-Submittal citing lack of product as the reason.

I'm emailing to see if this situation has changed and if Allied would be able to submit a bid for a solicitation.

Please e-mail a response to let us know.

Many thanks!

Bee Ling Wheaton

Purchasing Manager

Englewood Water District

201 Selma Ave

Englewood, FL 34223

Tel: 941.460.1014

Office Hours are Tuesdays through Fridays

7:00 a.m. to 5:00 p.m.

We are closed on Mondays

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BOARD AGENDA ITEM SUMMARY

8a

MEETING DATE: March 2, 2023

SUBJECT: Tracy Bland – Request for Water Adjustment

CATEGORY: Consent

Discussion

Action

CONTACT PERSON: **Ray Burroughs**

DEPT: **Administration**

ITEM: **Tracy Bland – Request for Water Adjustment.**

PURPOSE / JUSTIFICATION: **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.**

MOTION:

Prepared By: **Teresa Herzog**

Date: **February 21, 2023**


Approvals:



Administrator



Finance



Technical Support



Water Operations



Wastewater Operations

ACTION TAKEN BY BOARD: Denied Approved / Resolution No: _____

ATTACHMENTS: **Request letter received February 21, 2023 & Staff Back-up Documents**

February 15, 2023

To Englewood Water District Board of Supervisors,

Hello our names are Tracy & Bill Bland and we reside at 8255 Lakeside Dr, Englewood. The account number is 183480-142505.

I am asking for a reduction and credit for my Water District bill for 12/24/2022-1/24/2023. I have already paid the \$330.48 due. Our Usage was 23,110.00 which is almost 3 times the usage of the previous Bill of 4,720.00 at \$78.34.

We discovered that our irrigation system was shut off and when we turned it back on is when we discovered there was a break in a line.

We immediately fixed the broken line. We think the break happened when a tree came down during the hurricane.

I am attaching a copy of a graph from Englewood Water that shows When we had the spike in usage.

I hope you can consider a reduction as we have had a lot of other expenses due to the hurricane that insurance will not cover.

Thank you for your consideration in this matter.

Tracy & Bill Bland

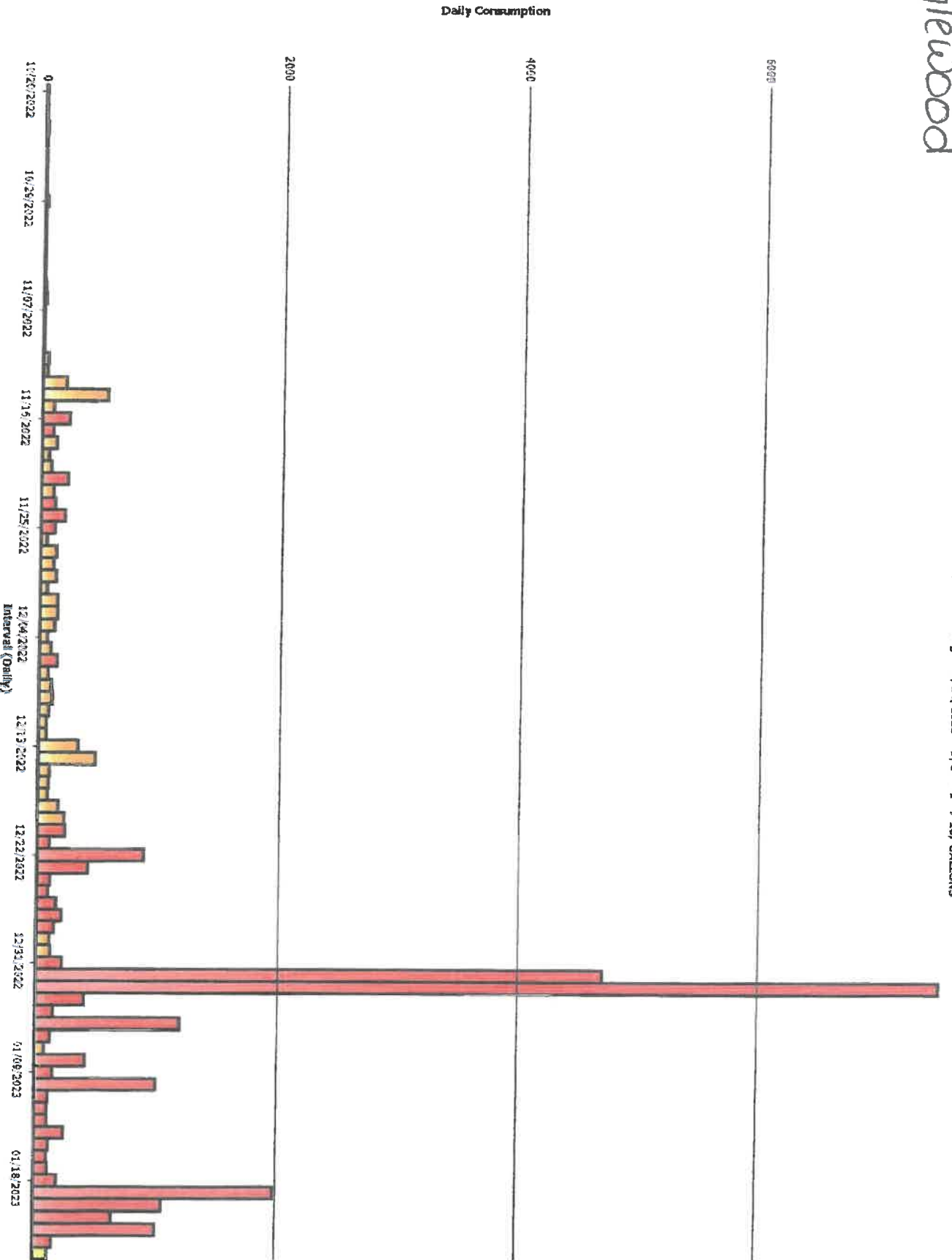
8255 Lakeside Dr, Englewood

815-353-1800

2023 FEB 21 AM 6:49
ENGLEWOOD WATER DISTRICT

Bland
8255 Lakeside Dr
Englewood

E-Coder R9001 Data Logging Report
MIU#: 1545921898 for 10/20/2022 through 01/24/2023 - 5/8" - 1" T-10, GALLONS





ENGLEWOOD WATER DISTRICT
 201 Selma Avenue Englewood, Florida 34223-3443
 (941) 474-3217 - Fax: (941) 460-1025
 Toll Free 1-866-460-1080
 E-mail: info@englewoodwater.com

2023 FEB -7 AM 7:06

ENGLEWOOD WATER DISTRICT
 Bill Adjustment Request

Customers of Englewood Water District can apply for an adjustment to the Usage Charge portion of their bill, subject to approval by the Administrator. The Water Usage portion of the bill may be reduced to the lowest tiered rate once every **24** months if the usage is at least 3 times the average monthly usage. The Wastewater Usage portion of the bill may be reduced by measured usage or average monthly usage when the excess usage **did not** enter the wastewater collection system. There is no limitation on the number of times this adjustment may be utilized based on factual conditions. The Wastewater Usage charges may be reduced by 50% in cases where a Water Usage adjustment has been approved and the excess usage **did** enter the wastewater collection system.

Name: Tracy L. Bland Date: 2/1/2023

Service Address: 8255 Lakeside Drive

Telephone Number: 815-353-1800 Account Number: 183480-142505

Email Address: TLB4158@MSN.com

I am applying for a *← Not 3x Average* Water and Wastewater Usage Adjustment or Wastewater Usage Adjustment

Please select reason for adjustment request:

Leak: Details required: irrigation line broken in hurricane

Pool Fill: Gallons: _____ Reason: _____

Sod / Plants: New Construction: Existing Construction:

Please attach supporting documentation such as a plumber's bill, pool fill letter, or purchase receipts for sod/plants.

Other / Additional Comments: broken line was fixed by homeowner

I am the Owner/Authorized Agent for the above listed property. If applying for a Water Usage Adjustment I am aware there is a limit of 1 adjustment in a **24 month** period. Adjustments are subject to approval by the Administrator. I have read this document in its entirety and acknowledge this with my signature below.

Tracy L. Bland
 Owner/Authorized Agent Signature

2/1/2023
 Date

**Englewood Water District
Utility Bill Adjustment under Water Adjustment Act**

Total Monthly Consumption **23110**
Average annual usage x 3 **25167.5** Does not meet requirements

ERC	Tiers		Rate per 1,000	Rate per Gallon	Charges
1	- 6000	6000	2.39	0.00239	\$ 14.34
	6,000 - 8000	2000	3.2	0.0032	\$ 6.40
	8,000 - 12000	4000	6.37	0.00637	\$ 25.48
	12,000 - 18000	6000	10.63	0.01063	\$ 63.78
	>18000	5110	16.6	0.0166	\$ 84.83
					<u>\$ 194.83</u>

Calculated at lowest tier: 2.39 0.00239 \$ 55.23
\$ 139.60 Sewer only

Annual Usage: # of months Average:
 100670 12 8389.16667

Sewer Only	Sewer	3.73	0.00373	\$ 86.20
	Average			\$ 31.29
				<u>\$ 54.91</u> Credit

Current Bill: 1/26/2023

	Water	Sewer	Total
Base	\$ 20.14	\$ 29.31	\$ 49.45
W1 / SW	\$ 14.34	\$ 86.20	\$ 100.54
W2	\$ 6.40		\$ 6.40
W3	\$ 25.48		\$ 25.48
W4	\$ 63.78		\$ 63.78
W5	\$ 84.83		\$ 84.83
Total:	\$ 214.97	\$ 115.51	\$ 330.48
Adjustment:	\$ -	\$ 54.91	\$ 54.91
New Bill:	\$ 214.97	\$ 60.60	\$ 275.57

Done by:	SC
Contacted:	Timestamp:
By Phone	1100
Autopay Updated:	
Yes	
Sewer Connected:	
Yes	

Approved By Administrator: _____ Date: 2/7/2023

Date Account Opened: 11/14/1995 Cycle/Route: 10 60

Account#: 183480 142505

Name: BLAND, TRACY L

Last Water Adjustment Date: None Reason: Irrigation

Last Water Adjustment Reason: None

**Englewood Water District
Utility Bill Adjustment under Water Adjustment Act**

Cognos Report

Bill Adjustment Request

Charges

Customer Name	Initiation Date				
BLAND, TRACY L	11/14/1995				
Location Address	Cycle	Route			
8255 LAKESIDE DR ENG	10	60			
Bill Date	Location ID	Customer ID	Component	Amount	Consumption
01/26/2023	142505	183480	BC	29.31	
01/26/2023	142505	183480	BC	20.14	
01/26/2023	142505	183480	SW	86.20	23,110.00
01/26/2023	142505	183480	W1	14.34	6,000.00
01/26/2023	142505	183480	W2	6.40	2,000.00
01/26/2023	142505	183480	W3	25.48	4,000.00
01/26/2023	142505	183480	W4	63.78	6,000.00
01/26/2023	142505	183480	W5	84.83	5,110.00
Overall - Total				330.48	

Consumption History

Meter Reading Date	Days Since Last Reading	Total Consumption
12/23/2022	30	4,720.00
11/23/2022	29	1,830.00
10/25/2022	33	4,620.00
09/22/2022	30	8,000.00
08/23/2022	32	10,560.00
07/22/2022	30	10,180.00
06/22/2022	29	7,900.00
05/24/2022	33	11,160.00
04/21/2022	29	9,980.00
03/23/2022	29	10,220.00
02/22/2022	32	10,270.00
01/21/2022	30	11,230.00
Overall - Total	366	100,670.00

Feb 7, 2023

STATUS REPORT
For Board Meeting March 2, 2023

New Task Orders Assigned:

1. **HDR-23-001** – The task order for the water master plan update was approved for issuance at the February 2, 2023, Board Meeting.
2. **Kimley-Horn-23-003** – The task order for the WRF Headworks Construction Administration was approved for issuance at the February 2, 2023, Board Meeting.

CIP/In-house Projects:

1. * **EBCO FM Replacement** – Staff still needs to grout the existing pipe and abandon it in place before the project is complete.
2. * **Elevated Tank Rehab** – Staff is working to finalize the bid package and plans to put this project out to bid.
3. * **LS #114 Improvements – Brook to Bay** – Prior to Hurricane Ian, DeJonge Excavating had installed the new lift station and associated collection piping and was preparing to reinstall the concrete RV pads and final restoration. Staff installed the new electrical service and control panel and is ready for inspection. Hurricane Ian caused quite a bit of damage inside the park and caused a portion of the retaining wall at the RV sites to collapse. Portions of the collection piping has been washed away due to the collapse and will have to be reinstalled.
4. * **LS 121 Rehab** – The piping for the bypass pump has been completed and Xylem was on site on August 24, 2022, to perform a start-up on the pump. Collections staff has been running the bypass pump during the day to become more familiar with how the system will react in preparation for the rehab project. Staff is getting quotes for the remainder of the rehab work and will be bringing those to the Board for approval as needed.
5. * **North WRF Phase 1** – Staff met with Wellen Park and Kimley Horn on April 27, 2022, to further discuss the site for the North WRF. Wellen Park has agreed to begin drafting the agreement for the purchase of the land required for the new plant. They hope to have a draft agreement to us for review towards the end of May.
6. **South WRF Drying Bed** – A PO has been issued to Poole & Kent.
7. **South WRF – New Headworks** – A PO has been issued to Poole & Kent. The pre-construction meeting will be held in early March with the exact date TBD.
8. * **V-1 Station Rehab** – GWE has submitted 90% site and structural plans for review and is currently working on the electrical design, OPCC and technical specifications.
9. * **Vacuum Monitoring System (V-1)** – Legends and Airvac have now teamed up. Airvac has sent us 160 new valves that will be paired with Legends' new style controllers. Once installed, we will continue to monitor how well the system is working.
10. **Water Masterplan Update** – HDR has submitted its data request and staff has begun gathering the needed data.
11. **WRF Centrifuge Replacement** - A PO has been issued to Peralisi for the purchase of a new Jumbo 3 HS. The estimated ship date from Italy is July 30, 2023.

Developments/Projects Approved for Construction:

1. **Beachwalk by Manasota Key Phase 1** – Phases 1A, 1B, 1C, 1D and 1E are now completed. Testing has begun on the utilities in Phase 1F. The developer has made recent progress with the well upgrades. Staff hopes to have Wells 3 & 4 back up and running soon. Wells 1 & 2 require changes to the FPL services that were engineering incorrectly.

STATUS REPORT

2. * **Beachwalk by Manasota Key Phase 1 Amenity Center** – Construction has begun on the Amenity Center and the required utility connections.
3. **Beachwalk by Manasota Key Phase 2** – Testing has begun on the utilities in Phase 2A. We are still awaiting FDEP approval on the offsite FM. An upsizing agreement will still need to be completed but the developer wants to get started on this work ASAP.
4. * **Boca Royale Unit 18** – The Developer's Agreement has been executed, plans approved, and signed FDEP applications have been returned to Morris Engineering.
5. **Coco Bay (FKA Island Lake Estates)** – The contractor, C&M Road Builders, has mobilized to the site to begin construction. Installation of the new vacuum system has begun with Weiler Engineering performing the construction oversight as well as a representative from Airvac being on site to ensure proper installation of the system.
6. **Guardian Storage** – The Sarasota County Fire Marshall is now requiring the new main to be looped. DMK submitted revised plans for EWD's approval along with the FDOT permit application.
7. **Lake Emily** – The preconstruction meeting was held on March 1, 2023. The engineer, Banks Engineering, the contractor, DEME Construction, and EWD staff were in attendance.
8. **Placida Storage** – The buildings have begun to be erected but the project now requires a fire line. Sitti Engineering has finalized the plans for the fire line addition and staff has approved.
9. * **River Road Storage** – The contractor has begun installing the utilities needed for the project.
10. **San Casa Multi-Family** – The project has been signed off by EWD and is awaiting FDEP approval prior to placing it into service.
11. * **Sportport/Sportport 2.0** – The Developer plans to construct warehouses intended for RV storage on two parcels within Morris Industrial Park. Minor utility improvements are needed, including the installation of a fire hydrant and fire lines for both projects. Developer's Agreements have been completed and plans have been approved.
12. **Storage Depot 775** – TDM Consulting, Inc. submitted final utility plans for a new 80,731 SF 3-story self-storage facility located at 4400 Placida Rd. A Developer's Agreement has been executed and staff has approved the plans for construction. The contractor is to schedule a preconstruction meeting prior to any utility work. No FDEP Permits are required.
13. * **Suncoast Humane Society** – The Developer's Agreement has been executed, plans approved, and signed FDEP applications have been returned to KH Engineering, LLC.
14. * **Sure Safe Storage** – Construction has begun on the new 30,000 sf storage facility. The new building will require a new fire line.

Developments/Projects in Plan Review:

15. **590 N. Indiana Ave Storage** – TDM Consulting, Inc. submitted final utility plans for a new 136,900 SF 3-story self-storage facility located at 590 N. Indiana Ave. A Developer's Agreement has been sent. Once executed, staff will approve the plans. No FDEP permits are required.
16. **Beachwalk by Manasota Key Phase 3** – Kimley-Horn submitted plans for Phase 3 of the Beachwalk project. Staff has reviewed the latest set of drawings submitted and has provided additional comments.
17. * **Beachwalk by Manasota Key Phase 4** – Kimley-Horn submitted plans for Phase 4 of the Beachwalk project. Staff is

STATUS REPORT

reviewing the plans.

18. **Boca Royale Unit 19** – Morris Engineering has submitted revised plans, but staff has additional comments that need to be addressed prior to approving.
19. * **Gateway Court** – Cavoli Engineering resubmitted utility plans for the Gateway Court project, located south of the intersection of Old Englewood Rd and SR 776. A Developer's Agreement has been sent. Once executed, staff will approve the plans and sign the required FDEP permit applications.
20. **Generation at Englewood** – Staff returned comments on the utility design on February 22, 2023.
21. * **Park Forest Phase 7B** – AM Engineering submitted plans for Phase 7B, Tract A. It will consist of 13 single family homes. Staff has reviewed the plans and has returned comments of requested changes.
22. * **Sandy Lane Townhomes** – DMK has submitted plans for a project that consists of 52 townhomes and amenity center located between Sandy Ln. and Sydney St., just north of Michigan Ave. in Grove City. Staff returned comments on December 20, 2022.

Upcoming Developments/Projects:

23. * **200 Artists** – The project consists of 404 multi-family units and amenity center. Kimley-Horn submitted a conceptual master utility plan for comments on December 6, 2022.
24. **Boca Royale East** – Morris Engineering has submitted a master site plan for Boca Royale East and has requested a letter of availability for 825 single-family homes and an amenity center. Staff had a call with the engineer to discuss the utility requirements for the upcoming phases of Boca Royale. Morris Engineering intends to submit utility plans within the next month for review.
25. * **Charlotte County – N. Beach Rd Sidewalk & Lighting** – Charlotte County is starting the process of hiring a consultant to begin the design of the sidewalk & lighting on N. Beach Rd starting at the north end of the beach parking lot to the Sarasota County Line. Construction is not anticipated until FY23.
26. **Englewood Gardens** – Sarasota County has approved the rezone petition allowing the developer to construct 252 apartments. Staff has had preliminary conversations with Kimley-Horn who will be designing the utility improvements for this project.
27. * **Fairway Vistas at Myakka Pines** – Staff met with the developers of the property that surrounds the Myakka Pine Golf Course on Friday, October 21, 2022, to discuss future development plans. Current plans include, 877 single/multi-family units, and three neighborhood amenity centers. The developers intend to begin submitting for FDEP approval for utilities in October of 2023.
28. * **FDOT – Charlotte County Line to Tangerine Woods** – Green line mark-ups have been provided to Element Engineering Group.
29. * **FPL Partridge Substation** – Dewberry has submitted a concept plan for an FPL substation that would be located west of Winchester Blvd. just south of the Sarasota/Charlotte County line.
30. * **Manatee Cay** – AM Engineering is working on a subdivision design for 85 SF homes and an amenity center. The parcel is located on the West side of Pine St, just North of Medical Blvd.
31. * **Medical Twins** – Heidt Design is working on plans for two parcels located on Medical Blvd. adjacent to the Hospital and the YMCA. Preliminary plans indicate there will be 148 single family dwellings, 150 paired villas, and amenity center. Staff

STATUS REPORT

met with Pulte to discuss a potential agreement between Pulte, Sarasota County and EWD to provide an easement for access to EWD's property, as well as an additional easement through EWD's property so that Sarasota County can access their parcel.

32. * **Safe & Secure Storage at Englewood** – Creech Consulting, Inc. has submitted a preliminary site plan for a proposed 120,975 SF 3-story self-storage facility located at 1797 Englewood Rd. and has requested a letter of availability for water and sewer services.
33. * **Sarasota County Manasota Beach Rd Intersection Improvements** – Kimley-Horn has been selected to design the Manasota Beach Rd. improvements which includes milling and resurfacing of the intersection of Manasota Beach Rd. and Englewood Rd. as well as the addition of a right turn lane for westbound traffic. Kimley-Horn has requested marked up plans showing the utilities in the area by March 18, 2022.
34. * **Sarasota County S. McCall Road Improvements** – EWD's draft Utility Work Schedule (UWS) was submitted to Kimley-Horn on April 20, 2022, for review. While there are quite a few items on the list, most of them will only require EWD to observe and protect our assets during the storm construction and boring of the lighting conduit. There will be a few pits and water services that may need to be replaced depending on the conflicts and final grade elevations.
35. * **Waterside Drive Multi-Family** – Staff met with engineers from DMK to discuss a new development on Waterside Dr., south of Massachusetts Ave. The Developer plans to construct 35 – 800 SF elevated houses that would be rental properties. In order to serve the project, the watermain would have to be extended and would more than likely require a private lift station.



Sanitary Sewer Utility Capacity Report

Please complete and return this form by the 5th of each month to:
Laura Tefft, Senior Planner, Community Development, 18400 Murdock Circle, Port Charlotte, FL 33948
 Phone: 941.764.4934 Email: Laura.Tefft@charlottecountyfl.gov

Utility Information	
Utility Name: Englewood Water District	Month/Year Reporting: January 2023
Preparer's Name: Keith R. Ledford Jr., P.E.	Phone: 941-460-1020
Utility Address: 201 Selma Avenue	Email: Kledford@ewdfl.com
City: Englewood, FL	Zip code: 34223

Permit and Treatment Plant Information	
DEP Permit Number: FLA014126	
Permitted Disposal Capacity (AADF): 3.0 MGD	
Plant Peak Design Capacity: 4.2 MGD	

Monthly Flow Data (For Reported Month Only)	
Month's Average Daily Flow: 1.70 MGD	
Month's Peak Daily Flow: 1.92 MG	

Sanitary Sewer Connection Information (In ERCs)		
	ERCs (MGD)	Connections
Total ERCs Permitted:	3.0 MGD	
Total ERCs Served:	20,102	16,546
Single Family:	15,425	15,415
Multi-Family:	2,915	371
Commercial:	1,762	760
Industrial:		
Other:		
Calculated Total Flows:	1.7	
Remaining ERCs Available:	1.3	

Bulk Sewer Purchase Agreement Information	
Utility Purchased From:	Englewood Water District
Utility Sold To:	Sandalhaven Utilities
Maximum Purchase Amount:	300,000 GPD
Actual Purchased Amount:	2,233,985 Gallons

Bulk Sewer Purchase Agreement Information	
Utility Purchased From:	Englewood Water District
Utility Sold To:	Charlotte County Utilities
Maximum Purchase Amount:	100,000 GPD
Actual Purchased Amount:	373,259 Gallons 12 Month Estimated Amount

Emergency Interconnect Information	
Interconnected Utility:	N/A
Amount Transferred:	
Reason for Emergency Transfer:	



Potable and Recycled Water Utility Capacity Report

Please complete and return this form by the 5th of each month to:

Laura Tefft, Senior Planner, Community Development, 18400 Murdock Circle, Port Charlotte, FL 33948

Phone: 941.764.4934 Email: Laura.Tefft@charlottecountyfl.gov

Utility Information	
Utility Name: Englewood Water District	Month/Year Reporting: January 2023
Preparer's Name: Keith R. Ledford, Jr., P.E.	Phone: 941-460-1020
Utility Address: 201 Selma Ave	Email: kledford@ewdfl.com
City: Englewood	Zip code: 34223
Permit and Treatment Plant Information	
DEP Permit Number: 6580531	
Permitted Treatment Capacity (AADF): 5.36 MGD	
Plant Peak Design Capacity: 6.86 MGD	
Monthly Flow Data (For Reported Month Only)	
Month's Average Daily Flow: 2.96 MGD	
Month's Peak Daily Flow: 3.34 MG	
Potable Water Connection Information (In ERCs)	
ERCs (MGD)	Connections
Total ERCs Permitted: 5.36 MGD	
Total ERCs Served: 23,023	18,755
Single Family: 17,135	17,120
Multi-Family: 2,998	410
Commercial: 2,890	1,225
Industrial:	
Irrigation:	
Other:	
Bulk Customer (Committed): 1	1
Calculated Total Flows: 2.96	
Remaining ERCs Available: 2.40	
Recycled Water Connection Information (In ERCs)	
Total ERC Capacity 1.7 MGD	
Total ERCs Served: 1.7 MGD	
Industrial:	
Irrigation: 1.7 MGD	
Other:	
Remaining ERCs Available:	
Bulk Water Purchase Agreement Information	
Utility Purchased From: Englewood Water District	
Utility Sold To: Bocilla Utilities Inc.	
Maximum Purchase Amount:	
Actual Purchased Amount: 2,821,000 Gallons	
Emergency Interconnect Information	
Interconnected Utility: Charlotte County & Sarasota County	
Amount Transferred(Received): 0	
Reason for Emergency Transfer:	

ENGLEWOOD WATER DISTRICT
SEPTEMBER 30, 2022, YTD FY23 JANUARY 2023
BALANCE SHEET

	<u>FY2022</u>	<u>YTD FY 2023</u>
ASSETS		
Current Assets		
Cash & Equivalents	\$ 3,316,997	\$ 2,942,022
Accounts Receivable	2,150,956	2,290,778
Accrued Interest Receivable	-	-
Inventory	1,559,955	1,725,937
Prepays	<u>14,431</u>	<u>150,864</u>
Total Current Assets	<u>7,042,338</u>	<u>7,109,600</u>
Noncurrent Assets		
Restricted Cash and Cash Equivalents	-	-
Restricted Assets: Investments	7,921,316	6,272,285
Investments	12,045,844	13,358,253
Connection Fees - Assessment Rec	1,434,533	1,328,938
Capital Assets (net)	<u>90,237,022</u>	<u>91,263,551</u>
Total Noncurrent Assets	<u>111,638,715</u>	<u>112,223,026</u>
Total Assets	<u>118,681,053</u>	<u>119,332,627</u>
Deferred Outflow of Resources		
Accumulated Decreases in Fair Value of Hedging Derivatives	41,898	41,898
Accumulated Costs Associated with Refunding of Debt	82,107	82,107
Deferred Amounts on Pensions	<u>3,657,329</u>	<u>3,657,329</u>
Total Deferred Outflow of Resources	<u>3,781,334</u>	<u>3,781,334</u>
LIABILITIES AND NET POSITION		
Current Liabilities		
Accounts Payable	550,647	512,791
Accrued Liabilities	<u>724,914</u>	<u>376,080</u>
Total Current Liabilities	<u>1,275,562</u>	<u>888,871</u>
Current Liabilities Payable from Restricted Assets		
Contracts Payable	-	-
Retainage Payable	-	-
Accrued Interest	57,203	57,203
Current Portion of Bonds and Notes Payable	<u>2,423,597</u>	<u>673,114</u>
Total Current Liabilities Payable from Restricted Assets	<u>2,480,800</u>	<u>730,318</u>
Noncurrent Liabilities		
Compensated Absences	644,293	754,860
Net OPEB Obligation	1,497,934	1,497,934
Derivative Instruments - Rate Swap	41,898	41,898
Bonds and Notes Payable, Net	1,801,325	1,801,325
Net Pension Liability	<u>5,310,920</u>	<u>5,310,920</u>
Total Noncurrent Liabilities	<u>9,296,370</u>	<u>9,406,937</u>
Total Liabilities	<u>13,052,731</u>	<u>11,026,126</u>
Deferred Inflow of Resources		
Deferred Amount on Pensions	<u>2,394,225</u>	<u>2,394,225</u>
	<u>2,394,225</u>	<u>2,394,225</u>
Net Position		
Net Investment in Capital Assets	86,012,101	88,789,112
Unrestricted	<u>21,003,331</u>	<u>20,904,499</u>
Total Net Position	<u>\$ 107,015,431</u>	<u>\$ 109,693,611</u>

**ENGLEWOOD WATER DISTRICT
INCOME STATEMENT**

YE FY22, JANUARY 2022, FY23 BUDGET, YTD FY23 JANUARY 2023

	YEAR END FY22	YTD FY22 JANUARY 2022	FY23 APPROVED BUDGET	YTD FY23 JANUARY 2023	Over (Under) Budget
Operating Revenues					
Water Services	\$ 8,567,689	\$ 2,778,085	\$ 9,080,022	\$ 2,885,161	\$ (6,194,861)
Waste Treatment	9,605,805	3,211,722	10,149,164	3,334,064	(6,815,100)
Accrued Guaranteed Revenue Fees	254,391	138,022	1,018,470	261,368	(757,102)
Other	329,765	135,785	330,716	82,704	(248,012)
Total Operating Revenues	18,757,650	6,263,613	20,578,372	6,563,297	(14,015,075)
Operating Expenses					
Water Production	3,590,914	769,334	3,997,037	968,236	(3,028,802)
Water Distribution	2,263,204	496,752	2,089,007	652,686	(1,436,321)
Waste Treatment	3,515,092	736,235	3,324,424	1,047,055	(2,277,369)
Waste Collection	4,841,302	844,030	5,053,435	2,356,514	(2,696,921)
Laboratory	260,857	85,070	323,798	102,858	(220,940)
General & Administrative	4,055,733	1,203,862	4,288,571	1,449,818	(2,838,752)
Total Operating Expenses	18,527,101	4,135,282	19,076,272	6,577,167	(12,499,105)
Operating Surplus (Deficit)	230,549	2,128,331	1,502,100	(13,870)	(1,515,970)

Non-Operating Revenues (Expenses)

Interest Income	313,931	97,211	-	153,046	153,046
Net Increase (Decrease) in Fair Value of Investment	(1,007,081)	(215,914)	-	78,032	78,032
Assessment Revenue	75,150	1,254	-	48,129	48,129
Interest Expense	(213,973)	(113,956)	(217,015)	(75,629)	(141,386)
Other Revenues	-	-	-	538,050	538,050
Gain (loss) on Disposal of Capital Assets	34,440	2,730	-	-	-
Total Non-Operating Expenses	(797,533)	(228,677)	(217,015)	741,628	675,870
Surplus (Deficit) Before Contributions	(566,984)	1,899,654	1,285,085	727,758	(840,100)

Capital Contributions

Cash	1,642,581	795,913	5,593,675	1,455,445	(4,138,230)
Non Cash	2,861,520	-	-	494,977	494,977
Total Capital Contributions	4,504,101	795,913	5,593,675	1,950,422	(3,643,253)

Change in Net Position

	3,937,117	2,695,567	6,878,760	2,678,179	(5,056,362)
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Total Net Position - beginning of year, as restated

	103,078,314	103,078,314	107,015,431	107,015,431	
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Total Net Position - end of year

	\$ 107,015,431	\$ 105,773,881	\$ 113,894,191	\$ 109,693,611	
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Englewood Water District
Investment Report
as of January 31, 2023

RBC	Market Value	Percent of Total
Certificate of Deposit	8,253,595	41.54%
Bonds- Revenue/General Obligation	-	0.00%
Government Backed Bonds	11,849,687	59.65%
Money Markets/Cash	(236,372)	-1.19%
	<u>\$ 19,866,910</u>	<u>100.00%</u>
Centennial Bank		
Cash Centennial- operating acct	997,529	
Cash Centennial- money market	2,022,366	
Total Cash	<u>\$ 3,019,896</u>	
Total Cash and Investments	\$ 22,886,806	
Prev Month Investments	\$ 19,504,321	
Prev Month - Cash - RBC	280,452	
Prev Month - Cash - Centennial	1,796,379	
Prev Month - Investments and Cash	<u><u>\$ 21,581,152</u></u>	

Englewood Water District
RBC Investment Report
01/31/2023

Security Description	Investment Type	Cusip	Cost	Coupon Rate	Trade Date	CD Date	Maturity Date	Par Value	Current Market Value	Estimated Yield	Duration (In Years)
ISRAEL STATE	US GOVT GTD NOTE	465139PR8	252,052.25	floating	12/3/2019	1/21/1997	11/15/2024	273,000.00	251,176.38		4.96
MORGAN STANLEY BANK NA SALT LAKE CITY	CD	61747MJ77	250,000.00	2.650%	2/1/2018	2/8/2018	2/8/2023	250,000.00	249,912.50	2.520%	5.00
CAPITAL BK LITTLE ROCK ARK	CD	139797GN8	250,000.00	2.550%	2/1/2018	2/16/2018	2/16/2023	250,000.00	249,820.00	2.430%	5.00
CITIBANK NA	CD	17312Q3R8	261,730.58	2.750%	6/4/2019	4/2/2019	4/3/2023	258,000.00	257,282.76	2.600%	3.83
BMW BANK NORTH AMERICA	CD	05580AWK6	102,905.00	1.450%	11/19/2020	4/14/2020	4/14/2023	100,000.00	99,397.00	1.410%	2.40
BMW BANK NORTH AMERICA	CD	05580AMJ0	104,238.88	3.000%	1/2/2020	4/20/2018	4/20/2023	100,000.00	99,674.00	2.820%	3.30
CROSSFIRST BANK	CD	22766ABJ3	194,458.60	2.150%	3/3/2020	6/28/2017	6/28/2023	190,000.00	188,088.60	2.050%	3.32
MERRICK BANK SOUTH JOURDAN UT CD	CD	59013KBQ8	177,666.00	2.150%	8/29/2019	7/23/2019	7/24/2023	175,000.00	172,935.00	2.050%	3.90
BMW BANK NORTH AMERICA	CD	05580AWV2	50,000.00	0.300%	8/18/2020	8/21/2020	8/21/2023	50,000.00	48,816.00	0.290%	3.00
DISCOVER BANK GREENWOOD DE	CD	254673TE6	62,162.70	3.250%	6/13/2019	8/22/2018	8/22/2023	60,000.00	59,539.80	3.010%	4.19
WCF FINANCIAL BANK	CD	92941EAF5	100,000.00	0.200%	8/18/2020	8/26/2020	8/25/2023	100,000.00	97,493.00	0.200%	3.00
BANK OF BARODA	CD	06062R4E9	260,650.52	3.300%	8/1/2019	9/28/2018	9/28/2023	248,000.00	245,815.12	3.050%	4.16
FIRST TECHNOLOGY FCU	CD	33715LCM0	259,657.22	3.400%	7/23/2019	10/17/2018	10/17/2023	249,000.00	246,751.53	3.130%	4.24
BANK OF BARODA	CD	06063HBA0	62,253.50	3.500%	3/3/2020	12/28/2018	12/28/2023	58,000.00	57,368.96	3.200%	3.82
MEDALLION BANK	CD	58404DDB4	54,592.91	3.300%	6/9/2020	1/3/2019	1/3/2024	50,000.00	49,352.50	3.030%	3.57
SYNCHRONY BANK	CD	87164YTC8	89,961.75	2.600%	6/13/2019	1/12/2018	1/12/2024	89,000.00	87,250.26	2.430%	4.59
BANK HAPOALIM BM N NY US	CD	06251AV80	37,097.10	3.200%	4/1/2020	1/23/2019	1/23/2024	35,000.00	34,487.25	2.940%	3.81
BANK OF THE WEST	CD	06426XZP8	200,000.00	floating	7/10/2019	7/30/2019	1/30/2024	200,000.00	203,340.00		4.51
GOLDMAN SACHS BANK USA	CD	38148P4W4	106,237.00	3.150%	3/3/2020	2/6/2019	2/6/2024	100,000.00	98,431.00	2.890%	3.93
EAST BOSTON SVGS BANK	CD	27113PDL2	250,000.00	0.300%	8/5/2020	8/12/2020	2/12/2024	250,000.00	238,915.00	0.290%	3.50
CIT BANK SALT LAKE CITY	CD	17284CXH2	64,197.72	3.300%	4/8/2020	2/20/2014	2/20/2024	60,000.00	59,115.60	3.020%	3.87
MORGAN STANLEY PVT BANK	CD	61760AWH8	62,222.00	3.000%	7/2/2019	2/22/2019	2/21/2024	60,000.00	58,929.60	2.760%	4.64
BANK HAPOALIM BM N NY US	CD	06251AW30	150,442.33	3.050%	3/16/2021	3/18/2021	3/6/2024	150,297.00	137,496.80	2.820%	2.98
GE CAP BK INC RETAIL	CD	36163CLZ1	81,271.13	3.300%	6/9/2020	3/14/2014	3/14/2024	74,000.00	72,692.42	3.030%	3.76
BANK HAPOALIM BM N NY US	CD	06251AW48	79,269.46	2.900%	4/8/2020	3/25/2019	3/25/2024	75,000.00	73,473.75	2.670%	3.96
UBS BANK USA	CD	90348JJQ4	271,267.50	2.900%	11/18/2020	4/3/2019	4/3/2024	250,000.00	244,757.50	2.670%	3.38
GE CAP BK INC RETAIL	CD	36163CMZ0	68,201.27	3.300%	3/16/2021	3/18/2021	4/4/2024	67,271.42	60,851.14	3.040%	3.05
GE CAP RETAIL BANK DRAPER UTAH	CD	36160KG82	56,153.19	3.300%	3/16/2021	3/18/2021	4/17/2024	55,447.37	50,057.52	3.040%	3.09
ENERBANK USA	CD	29278TNY2	253,062.50	1.150%	5/5/2020	4/29/2020	4/29/2024	250,000.00	239,147.50	1.110%	3.99
CIT BANK SALT LAKE CITY	CD	17284CA61	81,113.06	3.350%	7/2/2019	4/30/2014	4/30/2024	77,000.00	75,720.26	3.040%	4.83
COMENITY CAPITAL BANK	CD	20033AW85	30,738.70	2.700%	7/2/2019	5/15/2019	5/15/2024	30,000.00	29,238.00	2.500%	4.87
GE CAP RETAIL BANK DRAPER UTAH	CD	36157QZE0	147,205.87	3.300%	7/2/2019	5/16/2014	5/16/2024	140,000.00	137,187.40	3.020%	4.88
BANK OF NEW ENGLAND	CD	06426KBD9	115,339.50	2.600%	6/13/2019	5/23/2019	5/23/2024	114,000.00	110,914.02	2.410%	4.95
GE CAP RETAIL BANK DRAPER UTAH	CD	36160NT90	55,017.09	3.300%	3/16/2021	3/18/2021	5/30/2024	54,523.92	48,955.00	3.030%	3.21
DISCOVER BANK CD	CD	254671V31	77,829.25	3.250%	3/16/2021	3/18/2021	6/11/2024	77,211.07	69,491.25	2.990%	3.24
DISCOVER BANK CD	CD	254671Y20	54,846.62	3.250%	3/16/2021	3/18/2021	6/25/2024	54,472.15	48,910.50	2.980%	3.28
LIVE OAK BKG CO	CD	538036HN7	252,687.50	1.850%	1/29/2020	1/24/2020	7/24/2024	250,000.00	239,747.50	1.750%	4.49
INDUSTRIAL & COML BK CHINA	CD	45581EAJ0	53,227.23	2.500%	4/29/2020	7/28/2017	7/26/2024	50,000.00	48,409.00	2.320%	4.24
RAYMOND JAMES BANK NA	CD	75472RAE1	110,516.45	2.000%	5/14/2020	8/23/2019	8/23/2024	105,000.00	100,752.75	1.880%	4.28
CAPITAL ONE BANK USA NA	CD	14042TCD7	89,963.90	1.900%	10/13/2020	8/28/2019	8/28/2024	85,000.00	81,403.65	1.790%	3.88
STATE BANK OF INDIA	CD	8562842T0	101,577.10	3.250%	4/1/2020	10/17/2014	10/17/2024	95,000.00	92,236.45	2.970%	4.55
RAYMOND JAMES BANK NA	CD	75472RAK7	248,801.54	1.800%	1/7/2020	11/8/2019	11/8/2024	248,000.00	235,924.88	1.700%	4.84
STATE BANK OF INDIA	CD	8562843C6	89,573.36	3.200%	4/1/2020	12/5/2014	12/5/2024	84,000.00	81,729.48	2.890%	4.68
MERRICK BANK SOUTH JOURDAN UT CD	CD	59013KEY8	77,873.75	1.750%	4/29/2020	1/17/2020	1/17/2025	75,000.00	70,876.50	1.650%	4.72
STATE BANK OF INDIA	CD	856285SM4	73,461.70	1.950%	6/9/2020	1/22/2020	1/22/2025	70,000.00	66,423.70	1.830%	4.62
INDUSTRIAL & COML BK CHINA	CD	45581ECD1	200,000.00	0.350%	2/3/2021	2/11/2021	2/11/2025	200,000.00	183,402.00	0.350%	4.00
BELL STATE B&T	CD	07815AAZ0	257,151.12	1.600%	7/1/2020	2/27/2020	2/27/2025	245,000.00	230,104.00	1.520%	4.66
AMERICAN EXPRESS NATL BANK	CD	02589AB68	245,401.17	1.550%	6/9/2020	3/31/2020	3/31/2025	237,000.00	221,907.84	1.470%	4.81
INSTITUTION FOR SVGS	CD	45780PBL8	250,000.00	3.100%	5/10/2022	5/20/2022	5/20/2025	250,000.00	241,432.50	3.100%	3.00
HADDON SVGS BANK	CD	40473OCR2	164,589.25	0.750%	6/24/2020	5/26/2020	5/27/2025	163,000.00	149,081.43	0.740%	4.93
TEXAS BANK FINL	CD	882213AF8	108,999.00	0.700%	6/24/2020	5/28/2020	5/28/2025	108,000.00	98,650.44	0.690%	4.93

Englewood Water District
RBC Investment Report
01/31/2023

Security Description	Investment Type	Cusip	Cost	Coupon Rate	Trade Date	CD Date	Maturity Date	Par Value	Current Market Value	Estimated Yield	Duration (In Years)
STATE BANK OF INDIA	CD	856283N77	253,187.50	0.900%	7/14/2020	6/26/2020	6/26/2025	250,000.00	227,665.00	0.890%	4.95
FIRST CAROLINA BANK	CD	31944MBB0	250,000.00	0.450%	8/5/2020	8/20/2020	8/20/2025	250,000.00	224,662.50	0.450%	5.00
TEXAS EXCHANGE BANK	CD	88241TJ0	250,000.00	0.600%	10/13/2020	10/23/2020	10/23/2025	250,000.00	222,945.00	0.600%	5.00
JP MORGAN CHASE BK	CD	48128UQP7	246,379.95	0.550%	4/8/2021	10/30/2020	1/30/2026	250,000.00	221,477.50	0.550%	4.82
BMO HARRIS BK NATL ASSN	CD	05600XBY5	250,000.00	0.550%	2/11/2021	2/18/2021	2/18/2026	250,000.00	221,030.00	0.200%	5.00
SUNWEST BK IRVINE CALIF	CD	86804DCR7	250,000.00	0.450%	2/11/2021	2/26/2021	2/26/2026	250,000.00	220,020.00	0.450%	5.00
TOYOTA FINL SVGS BK	CD	89235MLC3	252,795.19	0.950%	8/17/2021	7/15/2021	7/15/2026	250,000.00	220,927.50	0.950%	5.00
Subtotal			8,345,179.47	81.350%		2,440,039.00	2,545,436.00	8,166,222.93	8,253,594.54		
US TREASURY SECURITIES	Bonds	912828Y79	274,526.43	2.875%	8/24/2021	8/25/2021	7/31/2025	250,000.00	243,202.50	0.408%	3.93
TENNESSEE VALLEY AUTH STRIP GENERIC INT PMT	zero coupon bond	88059EHQ0	174,293.70	0.000%	11/18/2020	11/3/1995	11/1/2025	178,000.00	157,697.32		4.96
TENNESSEE VALLEY AUTH	Bonds	880591CJ9	68,156.95	6.750%	11/18/2020	11/1/1995	11/1/2025	52,000.00	55,472.56	6.750%	4.96
US TREASURY SECURITIES	zero coupon bond	912833LX6	419,934.35	0.000%	6/1/2021	6/2/2021	11/15/2025	430,000.00	385,903.50		4.46
FEDERAL HOME LOAN BANK	Bonds	3130ARLC3	400,000.00	2.625%	3/30/2022	4/25/2022	4/25/2024	400,000.00	389,808.00	2.625%	2.00
UNITED STATES TREASURY NOTE	Treasury note	912828S92	1,486,407.59	1.250%	4/6/2022	8/1/2016	7/31/2023	1,500,000.00	1,473,990.00	1.950%	1.32
UNITED STATES TREASURY NOTE	Treasury note	912828WE6	1,008,182.65	2.750%	4/6/2022	11/15/2013	11/15/2023	1,000,000.00	1,353,522.60	2.200%	1.61
UNITED STATES TREASURY NOTE	Treasury note	91282CAT8	459,625.75	0.250%	5/10/2022	11/2/2020	10/31/2025	500,000.00	452,150.00	2.704%	3.48
FEDERAL FARM CREDIT BANK	Bonds	3133ENUZ1	249,756.00	3.090%	5/10/2022	4/20/2022	10/20/2025	250,000.00	241,797.50	3.120%	3.45
UNITED STATES TREASURY NOTE	Treasury note	912828T91	491,709.63	1.625%	6/10/2022	10/31/2016	10/31/2023	500,000.00	488,380.00	2.867%	1.39
UNITED STATES TREASURY NOTE	Treasury note	9128285K2	500,064.71	2.875%	6/16/2022	10/31/2018	10/31/2023	500,000.00	493,065.00	2.864%	1.38
UNITED STATES TREASURY NOTE	Treasury note	91282CDM0	483,011.03	0.500%	6/16/2022	11/30/2021	11/30/2023	500,000.00	482,695.00	2.904%	1.46
FEDERAL FARM CREDIT BANK	Bonds	3133ENZE3	500,000.00	3.490%	6/16/2022	6/22/2022	12/22/2023	500,000.00	493,770.00	3.490%	1.52
UNITED STATES TREASURY NOTE	Treasury note	9128285U0	552,358.97	2.625%	9/29/2022	12/31/2018	12/31/2023	560,000.00	549,304.00	4.042%	1.25
UNITED STATES TREASURY NOTE	Treasury note	912828ZY9	460,266.01	0.125%	7/6/2022	7/15/2022	7/15/2023	472,000.00	462,210.72	2.607%	1.00
UNITED STATES TREASURY NOTE	Treasury note	91282CAP6	662,230.37	0.125%	8/17/2022	10/15/2020	10/15/2023	685,000.00	663,141.65	3.073%	1.16
UNITED STATES TREASURY NOTE	Treasury note	912828B66	981,807.48	2.750%	9/29/2022	2/15/2014	2/15/2024	1,000,000.00	979,690.00	4.122%	1.38
UNITED STATES TREASURY NOTE	Treasury note	9128283D0	485,345.89	2.250%	12/15/2022	10/31/2017	10/31/2024	500,000.00	482,245.00	4.044%	1.88
UNITED STATES TREASURY NOTE	Treasury note	91282CDH1	470,383.02	0.750%	12/15/2022	11/15/2021	11/15/2024	500,000.00	469,315.00	4.026%	1.92
UNITED STATES TREASURY NOTE	Treasury note	91282CFX4	232,551.03	4.500%	12/15/2022	11/30/2022	11/30/2024	230,000.00	230,646.30	4.005%	1.96
FEDERAL HOME LOAN BANK	Bonds	3130ATD87	14,954.91	3.850%	1/10/2023	9/30/2022	6/30/2023	15,000.00	14,974.65	4.586%	0.47
FEDERAL HOME LOAN BANK	Bonds	3130AUNT7	785,730.05	4.850%	1/24/2023	1/30/2023	10/30/2023	785,000.00	785,471.00	4.732%	0.76
FREDDIE MAC	Bonds	3134GYDP4	501,393.67	5.125%	1/10/2023	1/26/2023	7/26/2024	500,000.00	501,235.00	4.552%	1.54
Subtotal			8,190,524.14					8,277,000.00	11,849,687.30		
Cash Balance									(236,371.75)		
Subtotal Cash									(236,371.75)		290.70
Average % and Duration in Years										2.163%	3.60

Englewood Water District
RBC Investment Report
01/31/2023

Security Description	Investment Type	Cusip	Cost	Coupon Rate	Trade Date	CD Date	Maturity Date	Par Value	Current Market Value	Estimated Yield	Duration (In Years)
					20,103,281.84					8,253,594.54	
							Certificate of Deposit				
							FHLMC				
							FNMA				
							GNMA				
							FICO Series				
							Bonds- Revenue/General Obligation			11,849,687.30	
							Government Backed Bonds			(236,371.75)	
							Money Markets/Cash			<u>19,866,910.09</u>	
										19,866,909.99	
										0.10	stmt diff