

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
APRIL 13, 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 – Action item 7g; Hurricane Ian Building Repairs-Budget Amendment & Roofing Contractors Approval
3. SERVICE AWARDS – With gratitude, Chair Meals presented Administrator, Ray Burroughs, with a 5-year service award.

4. PUBLIC INPUT - None

5. PRESENTATION

a. Employee Benefits Committee Recommendation – Heather Bagshaw, Committee Chair. Ms. Bagshaw reviewed the PRM document distributed with the board packet. She explained this is to move forward with submitting an application to PRM. Following acceptance into the group, EWD will receive a quote. We can then decide to move forward with joining the group or decline. Minor discussion ensued followed by a motion.

Ms. Crampton moved, **“to allow EWD to move forward with submitting an application to PRM to become members of their health insurance group,”** seconded by Ms. Gaver.

UNANIMOUS

23-04-13 A

Attorney Berntsson clarified the motion, it is not to become a member of the group but rather applying to become a member of the organization.

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

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| a. Minutes of the Regular Meeting dated March 2, 2023 | 23-04-13 CS A |
| b. Big W Law Invoice dated March 16, 2023 | 23-04-13 CS B |
| c. Bryant, Miller, Oliver Invoice dated April 4, 2023 | 23-04-13 CS C |
| d. Beachwalk by Manasota Key Utility Easement Acceptance | 23-04-13 CS D |
| e. San Casa Multi-Family Utility Easement Acceptance | 23-04-13 CS E |

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7. ACTION ITEMS

a. Administrator’s Annual Review – Each board member read their evaluation of Mr. Burroughs, all had favorable remarks. There were recommendations of both a 5% and 6% increase in his compensation.

Mr. Stern moved, “**we adjust Ray’s compensation up 6%,**” seconded by Ms. Crampton for discussion. Following discussion, Ms. Crampton retracted the second. Mr. Stern moved, “**adjust it to 5%,**” seconded by Ms. Gaver.

Mr. Burroughs thanked the board for their kind words and support then commended staff for their hard work.

UNANIMOUS

23-04-13 B

b. Approval of the Annual Audit – Mr. Burroughs introduced the item. This is 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.

Ms. Gaver moved, “**to approve the Annual Audit,**” seconded by Ms. Wright.

UNANIMOUS

23-04-13 C

c. Ratification of Emergency Procurement; Elevated Tank Repair & Membrane Element Purchase – Mr. Burroughs introduced the item.

1) The elevated tank was inspected after Hurricane Ian because there were concerns of its integrity. The tank suffered damage to the structural wind rods requiring a handful of them to be removed. Upon further inspection, it was recommended that the wind rods and turn buckles be replaced before the start of Hurricane season 2023 (June 1st). The required repairs cost approximately \$75,000 which is above my \$35,000 authority.

2) Train C at that RO Plant has been out of service for approximately one year while repairs were made to the high-pressure pump. Once placed back into service, staff discovered additional issues to the train causing it to make non-spec water. Staff believes the issue is due to membrane fouling from sitting idle for approximately one year. One of the membranes has been sent out for autopsy to confirm but staff believes it would be in the best interest of the District to purchase replacement membranes for this train. Should the autopsy determine that the membranes are still viable, they can be stored until needed for another train. RFB 2022-130 Membrane Element for Reverse Osmosis Plant was competitively bid in April 2022 and was awarded to Consolidated Water Solutions. With acceptance of Modification 1 of this bid, the supplier has agreed to hold the price at the original 2022 bid price of \$448.00 per unit of the membrane element, with a freight charge of \$1,307.04 for the 96 units to be purchased. The total amount for this requisition is \$44,315.04 which is above my \$35,000 authority.

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

UNANIMOUS

23-04-13 D

Full motion read: To ratify the Notice of Emergency Procurement, executed by Vice-Chair Stern, dated March 17, 2023 1) approval of the elevated tank repair by Industrial Painting Services in the amount of \$75,000 & 2) approval of the membrane element purchase from Consolidated Water Solutions in the amount of \$44,315.04. Funds to come from the water revenues.

d. Ratification of Emergency Replacement; Elevated Tank Stand Pipe Replacement
Mr. Burroughs introduced the item. Following the Notice of Emergency Procurement Memo dated March 17, 2023 and approved by Vice-Chair Stern, Industrial Painting Service met with Water Operations Manager, Dewey Futch to measure the wind and needle rods to the center pipe riser (AKA stand pipe). During this process, the stand pipe was found to be dangerously corroded which presents a substantial risk of loss to the District and requires emergency action. As per the Enabling Act, the requirement of competitive bidding or proposals can be waived if there is an immediate danger. In review of the inspection letter written by John Coffman, I feel this situation fits the criteria of an immediate danger to both the District and staff. I requested the Chair approve this emergency replacement of the elevated tank stand pipe so work can begin ASAP. Replacement of the stand pipe will be done in conjunction with the replacement wind rods prior to the start of Hurricane season 2023 (June 1st). The required replacement costs approximately \$93,000 which is above my \$35,000 authority. Funding for this project will be taken from the CIP budget line-item Elevated Tank Riser Pipe Replacement.

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

UNANIMOUS

23-04-13 E

Full motion read: To ratify the Notice of Emergency Procurement, executed by Chair Meals, dated March 26, 2023: 1) approval of the elevated tank center pipe riser (AKA stand pipe) replacement by Industrial Painting Services in the amount of \$93,000. Funds to come from the CIP budget.

e. Vacuum Station V-1 Generator Replacement – Mr. Burroughs introduced the item. The generator currently installed at Vacuum Station V-1 was manufactured in 2001. With the other improvements happening at V-1, it is time for the generator to be replaced. Staff recommends purchasing the 200kW Blue Star Generator, Model JD 200-01 from Mid Florida Diesel, utilizing Florida Sheriffs Association Bid FSA 20-EQU.18.0, expiring September 30, 2023. The proposal includes an upgrade from a 24-hour fuel tank to a 48-hour and also includes installation and freight. Anticipated delivery is between 46-52 weeks.

Mr. Stern moved, **“to approve as presented,”** seconded by Ms. Crampton. Chair Meals suggested any additional older generators be identified now so replacements can be ordered because delivery is a year out.

UNANIMOUS

23-04-13 F

Full motion read: To authorize the purchase of 1 200kW Blue Star Generator, Model JD 200-01 from Mid Florida Diesel for the amount of \$81,505.00, piggybacking Florida

Sheriffs Association Bid FSA 20-EQU.18.0, expiring September 30, 2023. Funds to come from the FY23 CIP.

f. BOA Swap Agreement Resolution – Ms. Hawkins distributed an additional document prior to the start of the meeting. Mr. Burroughs introduced the item. The District has decided to move forward with adhering to the ISDA Fallback Protocol on its existing swaps. This process will allow the District to convert the benchmark on the swaps from 1 Month LIBOR to Daily SOFR as the new benchmark index prior to the cessation of LIBOR on June 30, 2023. In order to complete this process, a Resolution is necessary to authorize District staff to take the necessary steps to complete the adherence process.

Ms. Crampton moved, **“to make the motion as read,”** seconded by Mr. Stern.

Chair Meals noted that in January 2024 EWD will be debt free.

UNANIMOUS

23-04-13 G

Full motion read: To allow the Englewood Water District Chair to sign and secretary to the Board attest, the resolution pertaining to the District’s three variable to fixed interest rate swap agreements with Bank of America, N.A.

g. Hurricane Ian Building Repairs Budget Amendment & Roofing Contractors Approval – Mr. Burroughs introduced the item. There has been substantial damage to many roofs at various Districts facilities due to Hurricane Ian. Since then, staff has worked with multiple contractors to secure estimates for roofing repairs. Additionally, while some roofs were not “damaged”, they are due to be replaced, and should be replaced at this time. The two contractors that staff is recommending for award of the roofing projects are All Steel Buildings and Components, Inc. and Weatherproofing Technologies, Inc. (WTI), a subsidiary of Tremco Incorporated. WTI was selected through a competitive solicitation process through Omnia Partnership, which the District is a member of. Staff would like to utilize WTI for repairing/replacing membrane and shingle roofs and All Steel Buildings, Inc. for the metal roofs. All Steel Buildings was identified as the contractor who could repair the metal buildings in the fastest and most cost-effective way. The District will need to proceed with repairs utilizing All Steel Buildings, Inc. under exigent circumstances, to prevent substantial water damages that will inevitably occur, should the roofs not be fixed before rainy season begins, as even after the work has been awarded, it is anticipated that it will still take another 8-16 weeks to complete.

The repairs to be completed by All Steel Buildings and Components, Inc. include full roof replacement on the warehouse building, repairs to the RO Plant Expansion building, extensive repairs to the WRF Storage Building, replacement of two doors on the MCC building at the WRF, and gutter replacement and minor repairs to the Admin building. The individual scopes for these locations with the exception of the Admin building have been included. The scopes do not include permitting or bonding fees, which the District will reimburse the contractor for once costs have been determined. Staff is requesting approval for All Steel Buildings and Components, Inc. not to exceed \$900,000.

The detailed scope of work for WTI is attached but a summary of repairs includes replacement of the Admin – Board Room membrane roof, the RO Plant membrane roofs, Lime Plant membrane roofs, and replacement of the shingle roofs on Vacuum Stations V2, V4/8, and V6. Repairs also include gutter/soffit repairs at Vacuum Station V7 and all other buildings previously mentioned. While WTI’s proposal is \$858,958.74, staff is requesting approval for WTI not to exceed \$900,000 to cover various costs increases for unforeseen items that may have not been part of the original scope.

Staff is requesting approval from the Board to enable the Administrator to sign agreements with each of the Contractors, up to the approved amounts as the value of the agreements is above the Administrator’s authority to sign.

Based on the initial claim information from our insurance carrier, their estimate for these repairs is approximately \$630,000. Staff believes the final amount that the insurance carrier should cover will be closer to \$1,200,000. Additionally, the approved FY2023 budget already included \$350,000 in Production and \$100,000 in Admin for roof replacements. These funds will be transferred from their current budget account to the Disaster Recover Account to help offset these expenditures. In order to fully fund these repairs, staff is requesting an amendment to the FY2023 budget in the amount of \$1,350,000 to the Admin Disaster Recovery Account (500550-500-101).

Discussion ensued followed by a motion. Mr. Stern moved, **“to approve as presented, motions 1, 2, and 3,”** seconded by Ms. Gaver.

UNANIMOUS

23-04-13 H

Full motion read: 1) To approve an amendment to increase the FY2023 budget for the Disaster Recovery – Admin (500550-500-101) account in the amount of \$1,350,000.00.
2) To authorize the Administrator to contract with All Steel Buildings and Components Inc for building repairs on the metal buildings not to exceed \$900,000.
3) To authorize the Administrator to contract with Weatherproofing Technologies, Incorporated, (WTI) for building repairs on the remaining building with membrane and shingle roofs not to exceed \$900,000.

8. DISCUSSION

a. Feodor Plaza – 2411 South McCall Road Additional Fees/Liens Forgiveness Request – Mr. Burroughs introduced the item. Feodor Plaza consists of 13 units and a portion of the plaza sustained significant damage from Hurricane Ian. Because they lost a majority of their tenants after their rental units were destroyed, several of the units became delinquent. The owner of the plaza is requesting forgiveness of the additional fees and liens that have been applied to their accounts. \$115.98 in late fees, \$300.00 in off non-pay fees and \$24.50 for 1 lien fee making the total amount of this request is \$440.48. They are still working to bring all the units current on their monthly charges. Ms. Galperina was unable to attend today’s meeting because she oversees the dental office. Because a large water adjustment and late fee was previously forgiven the request was denied and a payment schedule will be offered.

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

Production:

1. Total send out for March 2023 was 113.37 MG/2022 was 103.35 MG.
2. Average send out was 3.65 MGD/2022 average send out was 3.35 MGD and the 2023 high was 4.16 MGD/2022 high was 3.73 MGD.
3. Rainfall for March 2023 was .07"/2022 was 1.12".
4. This past month at the plant we had HDR Engineering here assessing both the RO & Lime Plant for the Utility Master Plan.
5. Utility Painting Service was here assessing the elevated tank and measuring for materials. An estimate was given for the project. It will take 2-3 weeks for the riser pipe to be cut down and reinstalled and the same amount of time for the wind rods so the overall project will take approximately 6 weeks depending on weather. The materials will be sand blasted and initially painted on the ground by rolling and brushing the paint. Once installed, the welded seams will be painted in place.
6. The membranes were ordered on the 21st for Train C and arrived on the 6th.
7. Operators have been doing normal operations and general maintenance.

Distribution:

1. Distribution had 4 incidents to report:
 - a. On 3/10 the 4" water main located on Edwards St broke; repairs were made and a boil water notice was issued and rescinded on 3/12.
 - b. On 3/14 a contractor working for Frontier Communications damaged a 3" water main located at Via Calla; repairs were made and a boil water notice was issued and rescinded on 3/16.
 - c. On 3/23 EWD installed a new gate valve on a fire line located at 570 Bay Park Blvd; a boil water notice was issued to affected customers and rescinded on 3/26.
 - d. On 3/28 a 2" water main located on N. Indiana Ave broke; repairs were made and a boil water notice was issued and rescinded on 3/30.
2. 13 new single-family meters were set equaling 13 ERCs.
3. 36 radio heads were replaced.
4. 25 customer requested turn-offs were completed.
5. Lead line inventory is at 53.6% completion, last month was 47.8%.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for March 2023 was 1.79 MGD about 100K less than last year with a peak flow of 1.99 MG for the month.
2. Staff has reached out to Evoqua to get quotes to rehab plants 1 & 2. They will not last until the new North WRF is completed.
3. The WRF has received the plant permit but there is some wording issues that need to be clarified.

4. Normal operations and maintenance are ongoing.

Collections:

1. Crews replaced two vacuum pit bottoms that were damaged when fiber optic cables were drilled through them by contractors.
2. Crews continue to repair breaks in the system due to the fiber optic cable installation in addition to normal operations and maintenance. It was noted that the fiber optic cable installation project is now complete. The contractor has moved out of the area and Frontier is being billed for the damages.

c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E. Mr. Ledford updated the board on grant requests we have presented. EWD has submitted to DEP grant requests for assistance following Hurricane Ian. A \$7M request for major electrical upgrades at the South WRF and a \$750K request for 6 new mobile generators. Grant applications will be reviewed by DEP in April and awarded in May.

CIP/In-house Projects:

1. North WRF – the agreement with the state for the appropriation awarded last year for \$2.5M has been signed and a kick-off meeting has been held with our DEP representative. Working with purchasing for a package to hire a consultant to start the whole process.

Developments/Projects Approved for Construction:

1. Coco Bay – final vacuum testing will be this week and next.
2. San Casa Multi-Family will be removed from the list.

Upcoming Developments/Projects:

1. Boca Royale East – a meeting was held with the engineer to determine the layout of the watermain extension and sewer mains and how they will connect.
2. Englewood Gardens – on River Rd adjacent to the assisted living facility. Documents for this project will likely be received in the next 2-3 months.

d. FINANCE DIRECTOR – Lisa Hawkins

Financial Statements:

1. February – operating revenue was \$8.750M, about \$382K more than last year. There was operating expenses of \$7.771M, about \$2M more than last year leaving an operating surplus of \$304K. There were no more significant disaster recovery expenses in February. There was about \$100K in capital contributions which was fees from San Casa and 2 new storage units.

Investment Statements:

1. February – we had \$19.838M at RBC and at Centennial Bank we had \$2.735M for a total of \$22.574M in cash and investments.

Before concluding the Administrator's report, Mr. Burroughs stated our appropriation of request for this year, \$1.5M has passed preliminary committees and he will be attending a conference in Washington DC to meet with the Representatives and remind them we need their support.

10. ATTORNEY'S REPORT – Robert H. Berntsson
 - a. Alternative to the Bid Process for Used Vehicles – The bid process to purchase

a used vehicle is no different than the process to purchase new vehicles. The same rules apply to both.

b. Ethics Training – there is a bill making its way through Congress that may make it necessary for board members of Special Districts to take an ethics training course. Attorney Berntsson will report back should it become law.

11. OLD BUSINESS – None
12. NEW BUSINESS – None
13. PUBLIC COMMENT – ANY TOPIC – None
14. BOARD MEMBER COMMENTS – Birthday well wishes were given to Ms. Crampton and all board members congratulated Mr. Burroughs on another successful year.
15. ADJOURNED @ 9:51 a.m.


Robert C. Stern Jr., Vice-Chair - absent

APPROVED

/tlh