

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
MAY 4, 2023 @ 8:30 A.M.**

Board of Supervisors:

Taylor Meals, Chair
Robert C. Stern, Jr., Vice-Chair (absent)
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 (absent)
Teresa Herzog, Executive Assistant

1. The meeting began with the Pledge of Allegiance roll call to establish a quorum.
2. ANNOUNCEMENTS – Additions or Deletions; Addition of Action Item 7a; Elevated Tank Interior Rehab and Sand Blasting
3. SERVICE AWARDS – With gratitude, Chair Meals presented Construction Coordinator, Mark Morris with a 15-year service award.
4. PUBLIC INPUT – Tim Lacey; 242 Cedar Street – Mr. Lacey stated a leak at the property was found but the charges for the water loss straddled the second billing cycle. He requested consideration of an adjustment to the subsequent bill.

Minor discussion ensued with a decision to allow the second adjustment. Staff was tasked with revising the language of the Water Adjustment Policy for discussion at a future meeting.

Ms. Gaver moved, “**to adjust the second month,**” seconded by Ms. Wright.

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23-05-04 A

5. PRESENTATIONS – None
6. CONSENT SECTION – Chair Meals called for removal of any agenda items. Ms. Crampton pulled items c & d for comments. Chair Meals then called for a motion to approve the balance of the consent agenda with the exception of c & d. Ms. Crampton moved “to make a motion,” seconded by Ms. Wright.

a. Minutes of the Regular Meeting dated April 13, 2023 **23-05-04 CS A**

Recommended Action: Approve the meeting Minutes.

b. Big W Law Invoice dated April 25, 2023 **23-05-04 CS B**

Recommended Action: Approve the Attorney’s Invoice in the amount of \$1,875.00.

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c. WRF Security Fence and Gates Replacement – Ms. Crampton questioned if the barbed wire was necessary and if animals would be able to dig under it. Mr. Burroughs stated that we are required to keep the facility secure and we are just replacing it with the

same fence since what was there was destroyed by the Hurricane. Animals will still be able to dig under the new fence.

Recommended Action: Approve the amendment to the FY2023 in the amount of \$175,000 and authorize the Administrator to approve the requisition for Stewart Tennis Courts & Fencing, Inc. in the amount of \$173,553.00 piggybacking Charlotte County Contract #2022000552.

d. Lift Stations Fence and Gate Replacement

Recommended Action: Approve the amendment to the FY2023 in the amount of \$45,000.00 and authorize the Administrator to approve the requisition for Stewart Tennis Courts & Fencing, Inc. in the amount of \$45,998.47, piggybacking Charlotte County Contract #2022000552.

Ms. Crampton moved, “**to pass 6 c & d on the consent agenda,**” seconded by Ms. Gaver.

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7. ACTION ITEMS

a. Elevated Tank Interior Rehab and Sand Blasting – Mr. Burroughs introduced the item. During the repairs being made, additional interior tank corrosion has been discovered. It is staff’s recommendation to do these repairs while the tank is empty and they are here. The repair cost is \$59,000 and no additional funds will be necessary.

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

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23-05-04 B

Full motion read: To authorize the Administrator to approve the requisition from Industrial Painting Services for the elevated tank interior rehab, sand blasting and coating in the amount of \$59,000.00. Funds to come from the CIP Budget.

8. DISCUSSION – None

9. ADMINISTRATOR’S REPORT – Ray Burroughs Mr. Burroughs reported that he had met with some of our representatives in Washington DC and it was productive. We were awarded the grants we applied for, \$7M for the South WRF Electrical Upgrades and \$750K for 6 additional portable generators. An additional grant is pending.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for April 2023 was 99.66 MG/2022 was 97.26 MG.
2. Average send out was 3.32 MGD/2022 average send out was 3.33 MGD and the 2023 high was 4.0 MGD/2022 high was 3.41 MGD.
3. Rainfall for April 2023 was 5.41”/2022 was .81”.
4. This past month at the plant Utility Painting Service has begun work on the elevated tank. The materials are set up behind the storage tanks for a staging area for media blasting and painting. The operators have been doing operations as normal and daily maintenance at the plants.

Distribution:

1. Distribution had 3 incidents to report:
 - a. On 4/1 a contractor working at Fairview Ln broke the 4" watermain, repairs were made and a boil water notice was issued to affected customers. It was rescinded on 4/3.
 - b. On 4/6 crews replaced a fire hydrant located on Placida Rd in Grove City that was damaged by a vehicle.
 - c. On 4/28 a contractor working on East Green St damaged the 2" watermain repairs were made under pressure.
 2. 54 new single-family meters were set equaling 54 ERCs.
 3. 47 radio heads were replaced.
 4. 202 customer requested turn-offs were completed.
 5. Lead line inventory is at 54.5% completion.
- b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for April 2023 was 1.68 MGD about 100K less than last year with a peak flow of 2.4 MG for the month.
2. Staff is replacing the airline to Plant #3. Should be done today
3. All Steel is on site to repair Hurricane Ian damage.
4. Normal operations and maintenance are ongoing.

Collections:

1. Crews installed one vacuum pit and also installed a 12" valve.
2. Normal operations and maintenance are ongoing.

c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E. Mr. Ledford began his report with an update on the building repairs currently being done. He also explained the grant funding process and how the funds will be spent for the WRF electrical upgrade project.

CIP/In-house Projects:

1. V-1 Generator Replacement – the generator has been ordered, it is 48 weeks out.

Developments/Projects Approved for Construction:

1. Beachwalk by Manasota Key Phase 1 – Kimley Horn has submitted the certification package for Phase 1F, that work is completed.
2. Coco Bay – vacuum testing on Phase 1 went well, no issues. Bac-Ts of the water system is next. Final certification to follow.
3. Generations at Englewood – staff received the revised plans this week, they have not yet been reviewed. Developer's agreement to follow.

Upcoming Developments/Projects:

1. Medical Twins – Pulte has submitted the required easement for review. It will be reviewed by staff and Attorney Berntsson.
2. Unnamed project behind the bowling alley – the developer is moving forward with 100 multi-family units that will be small to medium sized units.
3. Eco's on Pine – developer is planning 134 half sized units, 750 SF or less.

d. FINANCE DIRECTOR – Lisa Hawkins

In Ms. Hawkins' absence, Accounting Manager, Amanda Burge reported.

Financial Statements:

1. March – operating revenue was \$9.998M, about \$531K more than last year. There was operating expenses of \$8.753M, about \$1.6M more than last year, due mostly to hurricane expenses, leaving an operating surplus of \$1.244M.

Investment Statements:

1. March – we had \$19.959M at RBC and at Centennial Bank we had \$3.215M for a total of \$23.174M in cash and investments. The cash balance at RBC was a negative amount again because we purchased a CD on the last day of March and it did not settle until April 5th.

Mr. Burroughs concluded the Administrator's report.

10. ATTORNEY'S REPORT – Robert H. Berntsson – None

11. OLD BUSINESS – None

12. NEW BUSINESS

a. Revision to the Calendar Year 2023 Board Meeting Schedule – Mr. Burroughs introduced the item. Staff is recommending that the board meetings be moved from the first Thursday of the month to the second Thursday. This will allow more timely monthly staff reports.

Ms. Gaver moved, "to make a motion," seconded by Ms. Wright.

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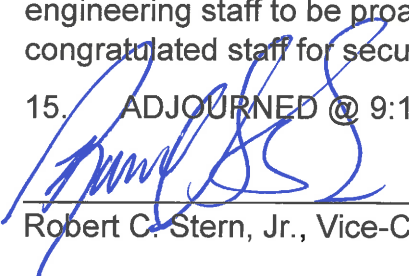
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b. FY2024 Rates – a document was distributed giving the impact a 4% or 5% rate increase would have on a customer's monthly bill prior to the meeting. Staff recommended a 5% increase for budgeting purposes. Minor discussion ensued with a consensus to increase rates 5% for the upcoming FY24 budget.

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS – Ms. Crampton recommended hiring additional engineering staff to be proactive to the tremendous growth and the entire board congratulated staff for securing the grant funds.

15. ADJOURNED @ 9:17 AM


Robert C. Stern, Jr., Vice-Chair

APPROVED

/tlh