

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

Board of Supervisors:

Taylor Meals, Chair
Robert C. Stern, Jr., Vice-Chair
Phyllis Wright (absent)
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 action items 7e Employee Benefits Committee Recommendation and 7f Centrifuge Control Panel Upgrade.
3. SERVICE AWARDS – with gratitude, Chair Meals presented awards to:
 - a. Customer Service Manager, Jordan Chunco – 5-years
 - b. Water Plant Operator, Justin Soloman – 5-years
 - c. Collections Maintenance Technician, John Shreve – 5-years
4. PUBLIC INPUT – Steven Bernstein (LBJ Investments), 2140 S McCall Rd – Mr. Bernstein requested an additional water adjustment because there was no leak discovered at the property, he suspected it was theft. Mr. Burroughs referenced the Customer Rules and Regulations and explained no additional adjustment would be permitted but the meter will be replaced with a data log meter. A hose bib locking device was also suggested. Request denied.
5. PRESENTATIONS
 - a. FY2023 Forecast Report and Budget Amendment Request – Lisa HawkinsMs. Hawkins reviewed the written forecast report and explained the reasons a budget amendment was necessary. Mr. Burroughs added that some of the money spent on hurricane related line items will be reimbursed through insurance and FEMA.
Ms. Gaver moved, **“to approve,”** seconded by Ms. Crampton.

UNANIMOUS

23-06-08 A

Full motion read: To approve an amendment to the FY2023 budget in the amount of \$347,954.00.

6. CONSENT SECTION – Chair Meals called for questions or approval of the consent agenda. Mr. Stern moved, **“to approve the consent agenda as published,”** seconded by Ms. Gaver.

a. Minutes of the Regular Meeting dated May 4, 2023
Recommended Action: Approve the meeting minutes.

23-06-08 CS A

b. Big W Law Invoice dated May 16, 2023

23-06-08 CS B

Recommended Action: Approve the Attorney's Invoice in the amount of \$675.00.

c. Warehouse Inventory of Pit Controllers

23-06-08 CS C

Recommended Action: To authorize the Administrator to purchase pit controllers for a total cost of \$60,450.00 for FY2024. Pit Controllers will be purchased through single source procurement from AIRVAC, Inc.

UNANIMOUS

7. ACTION ITEMS

a. Allied Universal Security Services, LLC Agreement – Mr. Burroughs introduced the item. Staff is requesting approval of a security guard so 3rd shift can be eliminated as the state only mandates the WRF to be staffed 16 hours per day. Mr. Larson added explanation of staffing difficulties at the plant and Mr. Burroughs explained that changes in the law allow out of state operators to receive licensing in Florida more easily, which may help.

Ms. Crampton moved, **“to authorize the Administrator to sign the Allied Universal Security Services, LLC agreement in the amount of \$26,946.00 for the remainder of FY2023,”** seconded by Mr. Stern.

UNANIMOUS

23-06-08 B

b. WRF Plant 1 & 2 Rehab – Mr. Burroughs stated these repairs are necessary to keep the plants operational until the new plant comes on line, funds are available in the CIP budget.

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

UNANIMOUS

23-06-08 C

Full motion read: 1) To create a new FY23 CIP Project – WRF Plant 1 & 2 Rehab (account number to be determined);

2) To transfer \$1,475,000 from 625665-600-250 CIP – Reuse Improvement Design to fund the new project account;

3) To approve the proposal from Evoqua Quote #578174-A2 dated May 16, 2023, in the amount of \$1,414,000 for the required work. Funds to come from Wastewater revenues;

4) To approve estimate #022529 from DeJonge Excavating Contractors, Inc. dated May 31, 2023, in the amount of \$42,135.00 for the required work. Funds to come from Wastewater revenues.

c. Mobile Generators – Mr. Burroughs introduced the item. EWD was awarded \$750,000 from the FDEP Hurricane Stormwater & Wastewater Assistance Grant Program for the purchase of 6 mobile generators. If EWD added another \$50,000, a 7th generator could be purchased and all the grant funds would be expended. Delivery is estimated in 46 to 52 weeks.

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

UNANIMOUS

23-06-08 D

Full motion read: 1) To create a new FY23 CIP Project – Mobile Generators with a budget of \$800,000; 2) To authorize the purchase of Qty (7) 125kW Blue Star Generators, Model – VD125-02FT4MPT from mid Florida Diesel for the amount of \$774,655.00, piggybacking Florida Sheriffs Association Bid FSA 20-EQU.18.0, expiring September 30, 2023. Funds to come from Wastewater revenues.

d. Elevated Tank Additional Repairs – Ratification of Emergency Procurement Memo – Mr. Burroughs stated the elevated tank was extensively damaged during the hurricane. The contractor has completed most of the cross bars already to shore up the tank but there are certain other replacements that they will have to do so we are getting everything done at once. Funds have been shifted within the CIP budget to pay for this project. This authorization is just for emergency repairs that are happening now. Exterior painting will be put out to bid and completed in the future. Chair Meals added they have found additional repairs that need to be done and it makes sense to do it while they are here.

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

UNANIMOUS

23-06-08 E

Full motion read: To ratify the Notice of Emergency Procurement, executed by Chair Meals, dated June 7, 2023: 1) approval of the Elevated Tank Repair by Industrial Painting Services in the amount of \$138,000. Funds to come from the CIP Budget.

e. Employee Benefits Committee Recommendation – Mr. Burroughs introduced the item. Following yesterday’s committee meeting, it was the recommendation of the committee to go with the PRM group for EWD’s insurance. Dave Wampler has provided excellent service to the District over the years but the savings by switching is significant. A representative from EWD will be attending the quarterly meetings and the committee meetings will continue to discuss what will be presented to the Board at the July meeting.

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

UNANIMOUS

23-06-08 F

Full motion read: 1) To authorize the Administrator to sign, and the secretary to the Board attest the Intergovernmental Cooperative Agreement with Public Risk Management of Florida Health Trust.

f. Centrifuge Control Panel Upgrade – Mr. Burroughs stated that the current control panel is not compatible with the new centrifuge that is scheduled to be delivered in early July. This panel is needed for the centrifuge to operate correctly and we are in negotiations with Pieralisi to take the old equipment which may save us some money in the long run.

Ms. Crampton moved, **“to authorize the Administrator to approve the purchase of the required control panel upgrades from Pieralisi in the amount of \$45,000.00. Funds to come from Wastewater Revenues,”** seconded by Mr. Stern.

UNANIMOUS

23-06-08 G

8. DISCUSSION

a. Customer Rules and Regulations Water Adjustment Policy – Mr. Burroughs began the discussion stating this is a minor adjustment to our rules. It will allow for an additional adjustment if a leak spans 2 monthly bills.

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

UNANIMOUS

23-06-08 H

Full motion read: To accept the change to the Customer Rules and Regulations as presented.

b. FY24 Vehicle Purchases – Mr. Burroughs explained vehicle purchases can take up to 2 years before they are received. This will authorize staff to proceed with obtaining quotes for the 2 requested replacement vehicles. The Florida Sheriffs Association piggyback contract will be utilized in making these purchases.

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

UNANIMOUS

23-06-08 I

Full motion read: To authorize staff to proceed with obtaining quotes for the replacement vehicles.

9. ADMINISTRATOR'S REPORT – Ray Burroughs

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for May 2023 was 94.45 MG/2022 was 89.31 MG.
2. Average send out was 3.04 MGD/2022 average send out was 2.88 MGD and the 2023 high was 3.33 MGD/2022 high was 3.24 MGD.
3. Rainfall for May 2023 was .9"/2022 was 5.74".
4. This past month at the plant Utility Painting Service has been working on the elevated tank. The wind rods have all been replaced and all of the old cell phone equipment has been removed along with other abandoned materials attached to the tank.
5. General Control Systems was on site working on the big service pumps making sure that the system is prepared to run without the elevated tank when it's taken out of service.
6. The roofers have been bringing in materials and equipment and should be starting later this week. All Steel will be here next week to start on the repairs to the warehouse building.
7. The operators at the plant have been moving water and chlorine lines off the RO roof to be out of the way for the roofing job.
8. Staff met with Sarasota County behind the RO building about the stormwater ditch that runs from behind Quail's Run to Gotfried Creek. It takes stormwater from this end of town and was clogged with debris and trees from Hurricane Ian. Contractors worked through the weekend cleaning out and hauling debris from the sight.

Distribution:

1. Distribution had 2 incidents to report:
 - a. On 5/7 the 4" watermain located on Wyoming Ave broke and repairs were made with a repair clamp; no boil water notice was issued.
 - b. On 5/13 the 4" watermain located on Edwards St broke and repairs were made with a repair clamp; no boil water notice was issued.
 2. 15 new single-family meters were set equaling 15 ERCs.
 3. 25 radio heads were replaced.
 4. 324 customer requested turn-offs were completed.
 5. Lead line inventory is at 60.3% completion.
- b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for May 2023 was 1.41 MGD about the same as last year with a peak flow of 1.77 MG for the month.
2. Staff replaced the raw and return piping on Plant #3 along with the help of an outside welder.
3. Repair work to the maintenance shed and building have been completed by All Steel.
4. Normal operations and maintenance are ongoing.

Collections:

1. Crews replaced a vacuum pit on Oyster Creek Dr and continue to repair service lines damaged by the fiber optic contractors.
2. Normal operations and maintenance are ongoing.

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

CIP/In-house Projects:

1. EBCO FM Replacement – DeJonge Excavating is scheduled to gout the abandoned force main; this will complete the project.
2. LS #114 Improvements Brook to Bay – met with contractor for the lift station start up and working on the FDEP documents to close out this project and apply to put the lift station into service. The entire project cannot be completed until Brook to Bay is able to reconstruct their seawall/retaining wall.
3. V-1 Station Rehab – yesterday was the last day for questions, not too many throughout the process.

Developments/Projects Approved for Construction

1. Coco Bay – about half a dozen homes are under construction.
2. Lake Emily – the contractor has set the lift stations and is working to install the sewer mains.

d. FINANCE DIRECTOR – Lisa Hawkins Ms. Hawkins stated the financial reports will be reported in the current month now that the meetings have been moved to the second Thursday of the month.

Financial Statements:

1. May – operating revenues were \$13.616M, about \$334K more than last year. There were operating expenses of \$11.486M, leaving an operating surplus of \$2.130M.

Investment Statements:

1. May – we had \$20.510M invested at RBC and at Centennial Bank we had \$4.101M for a total of \$24.153M in cash and investments.

Mr. Burroughs concluded the Administrator's report.

10. ATTORNEY'S REPORT – Robert H. Berntsson – None
11. OLD BUSINESS – Mr. Burroughs supplied an update on the CodeRed Emergency Alert System. It can be used if necessary.
12. NEW BUSINESS – None
13. PUBLIC COMMENT – ANY TOPIC – None
14. BOARD MEMBER COMMENTS – Ms. Gaver commented on employee health insurance and Ms. Crampton recognized the good service Wampler Insurance provided the District.
15. ADJOURNED @ 9:35 am



Robert C. Stern Jr., Vice-Chair

APPROVED

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