

MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
JULY 13, 2023 @ 8:30 A.M.

Board of Supervisors:

Taylor Meals, Chair
Robert C. Stern, Jr., Vice-Chair
Phyllis Wright
Sydney B. Crampton (absent)
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 item 7a FY24 Vehicle Purchases.
3. SERVICE AWARDS
 - a. Wastewater Plant Operator – Gregory Miller 20-years
4. PUBLIC INPUT – None
5. PRESENTATION
 - a. Employee Benefits Committee Recommendation – Heather Bagshaw, Human Resources Director – Ms. Bagshaw began the committee recommendation presentation by commending the committee members on a job well done. She acknowledged the difficulty of the task then began the presentation. It was the recommendation of the benefits committee to:
 - Discontinue the Pay Additive structure.
 - The committee recommends increasing employee wages by \$2.50 per hour in lieu of the pay additive (\$5,200 annually per employee). This would be given only to current employees who have benefitted from the pay additive system (grandfather plan), and not to any new hires going forward.
 - Dental and vision plans- All tiers of coverage paid 100% by EWD.
 - Health insurance plans- Employee premium paid 100% by EWD. All other tiers of coverage, EWD will pay 85% of the difference in premium, leaving employees to pay 15%.
 - By covering employees 100%, we are making a commitment to employee health, and by paying 85% of all other tiers greatly reduces the amount an employee potentially pays out-of-pocket compared to the old pay additive system.
 - For instance, an employee who carries family coverage under the current pay additive system, could pay over \$500 out of their paycheck (even after the pay additive). Under the proposed recommendation, this same employee would only pay at most \$100 per paycheck. This savings equates to \$800 per month the employee could use on other expenses or savings.

- Employees who choose the HDHP 5168 plan will receive \$1500 into their Health Savings Account (HSA) to help offset the deductible.
 - Employees could contribute an additional amount into their HSA accounts up to the allotted limits. This could benefit tiers other than employee only, by helping contribute pre-tax dollars to offset the remaining deductible and reduce their taxable wages overall.
 - Also, offering this incentive for the HSA plan helps to equalize the costs of each health plan offered, giving employees equal ground to make a decision.
- Employees who choose not to elect health insurance coverage will receive a stipend of \$250 per pay period.
 - This equates to \$6,500 annually that an employee can contribute pre or post tax into their 401k or have included in their net pay.
- Disability and group life insurance would still be covered at 100% by EWD.
- Flexible Spending / Dependent Care Accounts, Voluntary Life, AFLAC, and additional funding of the HSA would be 100% employee expense.

The FY23 budget for insurance was approximately \$1.3 million. The committee's recommendation for budgeting purposes is based on a "worst case scenario" of all employees and their personal demographics. Without knowing how the employees will enroll, the overall cost to the District is unknown but the Health Insurance portion will be between \$950,000 and \$1,400,000. The wage adjustment portion will increase salary expenses for FY24 by approximately \$416,000.

Chair Meals commented that the committee was a good group of all levels of employees, it was a good cross section of people. He acknowledged the hard work that the committee put into the meetings and thanked the members. He stated that this new plan will cost the District money but this change was to get the employees the best coverage at the best cost and took into consideration all employees regardless of the who they insure. He then called for a motion.

Ms. Gaver moved, **"to approve it as written,"** seconded by Mr. Stern.

UNANIMOUS

23-07-13 A

Mr. Burroughs added that an employee meeting will be held before October 1st.

Full motion read: The following would be effective October 1, 2023

- 1) To approve the employee wages, increase by \$2.50 per hour in lieu of the pay additive;
- 2) Dental and Vision Plans – paid 100% by EWD regardless of tier level;
- 3) Health Insurance Plans – Employee premium paid 100% by EWD. For all other tiers of coverage, EWD will pay 85% of the difference in premium. The remaining 15% to be paid by the employee;
- 4) Employees who choose the HDHP 5168 plan will receive \$1500 into their Health Savings Account to help offset the deductible, and
- 5) Employees who choose not to elect health insurance coverage will receive a stipend of \$250 per pay period.

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

a. Minutes of the Regular Meeting dated June 8, 2023

Recommended Action: Approve the meeting minutes.

b. Big W Law Invoice dated June 16, 2023.

Recommended Action: Approve the Attorney’s Invoice in the amount of \$1,425.00.

c. Execution of the FDEP Agreement for Generator Replacement

Recommended Action: Authorize the Chair to execute the Generator Replacement No. HA019 FDEP Standard Grant Agreement.

d. Execution of the FDEP Agreement for South WRF Electrical Upgrade

Recommended Action: Authorize the Chair to execute the South WRF Electrical Upgrade No. HA025 FDEP Standard Grant Agreement.

UNANIMOUS

23-07-13 CS A

23-07-13 CS B

23-07-13 CS C

23-07-13 CS D

7. ACTION ITEMS – FY24 Vehicle Purchases – Mr. Burroughs introduced the item. Per resolution number 23-06-08 I, Staff was authorized to proceed with obtaining quotes for 2 replacement vehicles as part of the FY2024 budget. Garber AutoMall has informed us that while the ordering window for Ford has not yet opened, the window for Chevrolet has.

The Admin Department intends to replace Truck #14, which is a 2012 F250 in FY24. Since the window for the Chevrolets has opened up, we would like to request approval to purchase the vehicle now. This truck would be purchased from Garber AutoMall utilizing the Florida Sheriffs Association Contract FSA22-VEL30.0, expiring September 30, 2023. The price for the 2024 Chevrolet Silverado 2500HD 4WD DBL Cab 162” with the standard service body bed and all required options is \$57,086.00.

The Distribution Department intends to replace Truck #18, which is a 2008 Dodge 2500 in FY24, with a 2024 F250, similar to the recent vehicles the department has replaced. Since the ordering window for Ford has not yet opened, staff is requesting approval for up to \$63,000 for the purchase of this vehicle when it does open up.

Neither of these vehicles were budgeted for FY2023. While they are not expected to arrive till late FY2024, a budget amendment for FY2023 is still required. Funding for these vehicles will also be included in the FY24 budget so that a carryover of funds is not required. Both vehicles will be disposed of upon receipt of replacement vehicles.

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

UNANIMOUS

23-07-13 A

Full motion read: 1) To approve an amendment to the FY23 budget in the amount of \$120,086.00;

2) To authorize the purchase of one (1) 2024 Chevrolet Silverado 2500HD 4WD DBL Cab 162” to replace Truck #14 for the administration department from Garber AutoMall

utilizing Florida Sheriffs Association Contract FSA22-VEL30.0, expiring September 30, 2023 in the amount of \$57,086;

3) To authorize the purchase of one (1) 2024 F250 to replace Truck #18 for the distribution department from Garber AutoMall utilizing Florida Sheriffs Association Contract FSA22-VEL30.0, expiring September 30, 2023 in the amount not to exceed \$63,000.

8. DISCUSSION – None

9. ADMINISTRATOR’S REPORT – Ray Burroughs

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for June 2023 was 88.64 MG/2022 was 83.2 MG.
2. Average send out was 2.95 MGD/2022 average send out was 2.77 MGD and the 2023 high was 3.42 MGD/2022 high was 3.20 MGD.
3. Rainfall for June 2023 was 5.55”/2022 was 5.86”.
4. This past month at the plant Utility Painting Service has been working on the elevated tank. The new riser pipe has been installed and they are currently working on replacing the support rods and ladders.
5. All Steel has finished their portion of roof repairs at the RO Plant and the other roof contractor is on site doing repairs to the RO & Lime Plant.
6. Sarasota County finished cleaning up the ditch behind the RO Plant and they installed a culvert that helps us better access our property back to the creek.
7. Operators at the Plant have been doing general maintenance and daily operations.

Distribution:

1. Distribution had 1 incident to report:
 - a. On 6/21 the 3” water main located on S. Indiana Ave broke, repairs were made under pressure with a repair clamp and no boil water notice was issued.
2. 18 new single-family meters were set equaling 18 ERCs.
3. 73 radio heads were replaced.
4. 89 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 June 2023 was 1.45 MGD/ 50K less than last year with a peak flow of 2.02 MG for the month.
2. Normal operations and maintenance are ongoing.

Collections:

1. Crews continue to repair service lines damaged by the fiber optic contractors.
2. Crews continue to cap off services that were damaged by Hurricane Ian.
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. Hurricane Building Repairs – All Steel was given authorization to do minor repairs to a portion of the administration building, they will also be replacing the gutters. Trimco is working on replacing the Lime Plant roof. Repairs are expected to be completed in the next 2 weeks.
2. South WRF-New Headworks/Drying Beds – 2 out of 3 permits have been received from Charlotte County. The first concrete pour for the drying bed is scheduled for tomorrow.
3. V-1 Station Rehab – Purchasing is reaching out to the bidders who chose not to bid to find out why.
4. WRF Plant 1 & 2 Rehab – Evoqua discovered a gross error on their side on the cost estimate for painting. EWD offered a 50/50 split, we are still in negotiations.

Developments/Projects Approved for Construction

1. Beachwalk by Manasota Key Phase 1 – well 4 is currently being bac-t tested, it will be back in our control soon.
2. Beachwalk by Manasota Key Phase 2 – staff is reviewing and will be signing off on it soon.
3. Coco Bay – this project is very close to certification.
4. Suncoast Humane Society – the contractor will be mobilized to begin clearing soon.

d. FINANCE DIRECTOR – Lisa Hawkins

Financial Statements:

1. June – operating revenues were \$15.332M, about \$1M more than last year. There were operating expenses of \$12.925M, about \$2.6M more than last year, leaving an operating surplus of \$2.407M.

Investment Statements:

1. June – we had \$20.085M invested at RBC and at Centennial Bank we had \$4.314M for a total of \$24.399M in cash and investments.

Updates:

1. We plan to have the budget completed next week and will be contacting board members so they can pick up a hard copy. I'd like to set up a meeting with each member to go over the budget before the August meeting.
2. I attended the Florida Association of Special Districts in June for the first time. It was very informative and there were a lot of board members from other special districts there. I learned a lot about board meetings, sunshine law and other things that effect special districts. I'd encourage our board members to attend next year if you are interested, they will be offer ethics training that is now required for board members.
3. We have heard from other entities that property insurance is going up at least 50% this year, so we have put out an informal request for quotes. We sent the request to our current agent, Key Agency, and to others that have insurance pools. We will receive the quotes by the end of July, so we will see what we get back.

Mr. Burroughs concluded the Administrator's report.

10. ATTORNEY'S REPORT – Robert H. Berntsson – Mr. Berntsson will update the board on the ethics training at the next meeting.
11. OLD BUSINESS – None
12. NEW BUSINESS – None
13. PUBLIC COMMENT – ANY TOPIC – None
14. BOARD MEMBER COMMENTS – The entire board expressed appreciation for the committee members who worked hard to come up with a healthcare plan and a solution to the pay additive that worked for the majority of the employees.
15. ADJOURNED @ 9:27 a.m.



Robert C. Stern, Vice-Chair

/tlh