

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
SEPTEMBER 14, 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 – Additions or Deletions – None
3. SERVICE AWARDS – with gratitude, Chair Meals presented service awards to the following employees:
 - a. Accounting Manager – Amanda Burge 5-years
 - b. Distribution Maintenance Technician – Dakota Johnson 5-years
4. PUBLIC INPUT – None
5. PRESENTATION – None
6. CONSENT SECTION – Chair Meals called for questions or approval of the consent agenda. Mr. Stern moved, “**to approve the consent section as presented,**” seconded by Ms. Gaver.
 - a. Minutes of the Regular Meeting dated August 10, 2023
Recommended Action: Approve the meeting minutes.
 - b. Big W Law Invoice dated September 1, 2023.
Recommended Action: Approve the attorney’s invoice in the amount of \$1,275.00
 - c. Ratification of Emergency Memo – WTP Critical Equipment Replacement
Recommended Action: Ratify the emergency memo for replacement of the Water Treatment Plant’s S motor.
 - d. Ratification of Emergency Memo – WRF Centrifuge Roof Removal
Recommended Action: Ratify the emergency memo for removal & replacement of the WRF’s centrifuge building roof.

UNANIMOUS

23-09-14 CS A

23-09-14 CS B

23-09-14 CS C

23-09-14 CS D

7. ACTION ITEMS

- a. FY24 Budget – Ms. Hawkins stated new pages were distributed reflecting a small change that separates grant money from future loans. The addition of an Environmental Engineer staff member was discussed.

Ms. Gaver moved, **“to approve the budget as presented,”** seconded by Ms. Crampton.

UNANIMOUS

23-09-14 A

Full motion read: 1) To approve the FY 2024 Capital Improvement Program totaling \$48,736,176, CIP project authorization and funds are multi-year funds.

2) To approve the FY 2024 Operating Budget totaling \$18,830,113, Operating Budget funds are annual and will expire on September 30, 2024.

3) To approve the FY 2024 Debt Service Principal Payments totaling \$1,832,606.

4) To approve 81 full-time employees for FY 2024.

b. FY24 Single Source & Contract Procurement Approval – Mr. Burroughs stated these are standard yearly contracts and he reminded Mr. Stern that he’d need to abstain from voting.

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

3/1 (Mr. Stern abstained/voting conflict)

23-09-14 B

Full motion read: To authorize the Administrator to procure services/goods up to the listed amounts for the various vendors. Purchases will not be made all at once, but per the needs of the various departments, throughout the year.

c. FY24 Business Insurances – Mr. Burroughs read the purpose & justification portion of the summary with minor discussion of the pay additive and 401K contributions taking place.

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

UNANIMOUS

23-09-14 C

Full motion read: 1) To allow the Administrator to pay the premiums for the District’s business insurances for FY 2024. Cost for Property, Casualty and Worker’s Compensation insurance is \$451,695, and \$1,286,502.40 for health insurances. Funds to come from general funds.

d. WRF Headworks & Digester Tanks Cleaning – Mr. Burroughs read the purpose & justification portion of the summary.

Ms. Crampton moved, **“to present as presented,”** seconded by Mr. Stern.

UNANIMOUS

23-09-14 D

Full motion read: To authorize the Administrator to sign the proposal from USST, piggybacking the City of Orlando’s contract #IFB23-0211 Reservoir Environmental Cleaning Services, in the amount of \$170,800.00.

8. DISCUSSION – None

9. ADMINISTRATOR’S REPORT – Mr. Burroughs began his report by thanking Chair Meals for his 21 years of service to EWD.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for August 2023 was 89.72 MG/2022 was 82.22 MG.
2. Average send out was 2.89 MGD/2022 average send out was 2.65 MGD and the 2023 high was 3.22 MGD/2022 high was 2.85 MGD.
3. Rainfall for August 2023 was 6.56"/2022 was 5.25".
4. This past month at the plant Utility Painting Service completed all repairs and painting on the elevated tank and Leo Pfliger Construction replaced the filter media in the #1 filter.
5. Roofing Brothers is still on-site and currently working on the RO building.
6. Operators at the Plant have been doing general maintenance and daily operations.

Distribution:

1. Distribution had 5 incidents to report: All 5 locations had precautionary boil water notices issued to customers resulting from broken watermain.
 - a. 8/8 a 4" watermain on Oyster Creek Drive
 - b. 8/12 a 2" watermain on South River Road
 - c. 8/17 a 2" watermain on N Botany Circle
 - d. 8/29 a 4" watermain on Wyoming Avenue
 - e. 8/30 another 4" watermain on Oyster Creek Drive
 - f. Staff also replaced fire hydrants on Gladstone Drive and Woodland Drive. The hydrant on Woodland Drive required a precautionary boil water notice for affected customers.
2. 31 new single-family meters were set equaling 31 ERCs.
3. 138 radio heads were replaced.
4. 26 customer requested turn-ons were completed.
5. Mr. Burroughs added that an automatic flusher has been installed before the Bocilla meter that will also monitor the chlorine levels. If chlorine levels drop the flusher will come on. A demo and start up will be scheduled. Also, SWFWMD was here to perform some leak detection on our system in Englewood Isles. 8 possible system leaks and 6 customer side leaks were discovered, Distribution will follow up. Another leak detection company will be here on the 18th with similar equipment that we may consider purchasing.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for August 2023 was 1.52 MGD/ 100K more than last year with a peak flow of 3.11 MG for the month.
2. Repair of hurricane damaged fencing is nearly complete.
3. The new centrifuge had been placed in the centrifuge building. Once it is wired and plumbed, Pieralisi will get it set-up and operational.
4. Normal operations and maintenance are ongoing.

Collections:

1. Crews replaced 1 vacuum pit bottom and installed another new vacuum pit.
2. Crews continue to repair service lines damaged by the fiber optic installation.

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. North WRF Phase 1 – Mark Brewer will present the Final Facilities Plan with a resolution at the October Board meeting as a public hearing which is required by FDEP. This will allow us to move forward with submitting the SRF funding application should we decide to go this route.
2. V-1 Station Rehab – Purchasing is working to obtain the necessary documents piggyback the City of St. Pete's contract with PCL. PCL's initial estimate was under \$2.5M much lower than the bid received that was rejected.

Developments/Projects Approved for Construction

1. Coco Bay – once the Bac-Ts are completed we will sign off on the project.
2. River Road Storage – is scheduled for watermain tie-in today.

d. FINANCE DIRECTOR – Lisa Hawkins

Financial Statements:

1. August – operating revenues were \$18.616M, about \$1.3M more than last year. There were operating expenses of \$16.672M about \$4M more than last year leaving us with an operating surplus of \$1.943M.

Investment Statements:

1. August – we had \$20.261M invested at RBC and \$3.652M at Centennial Bank giving us a total of \$23.914M in total cash and investments.

Other:

1. RBC conveyed that they now have a money market account with an interest rate of 5.39% if we were interested in opening an account. After contacting Centennial about a potential movement of funds they offered us 5.25% to keep it our existing money market with then and also give us 5.25% on our entire relationship, including the operating account. It was decided to leave the money with Centennial.
2. Our funds at Centennial Bank are not covered by FDIC insurance, but they are covered under Florida's public deposits program. Centennial Bank is a Qualified Public Depository, which means they are required to pledge collateral for all the public deposits that they hold. If they were to become insolvent, we would file a claim with the state of Florida and any loss would be satisfied through the sale of the collateral pledged and our funds are safe.

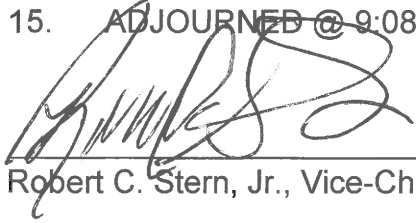
Mr. Burroughs concluded the Administrator's report by stating he will be attending the FASD quarterly meeting and will not be attending the October 12th Board meeting, Mr. Ledford will oversee the meeting.

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 – the entire Board thanked staff for their hard work on the budget and Chair Meals expressed his pleasure and pride of being a Board member for the past 21 years.

15. ADJOURNED @ 9:08 AM


Robert C. Stern, Jr., Vice-Chair

APPROVED

/tlh