

MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
NOVEMBER 9, 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 – action item 7b Budget Amendment for Replacement of WTP Fence was added.
3. SERVICE AWARDS – With gratitude, Chair Meals presented the following awards.
 - a. Collections Maintenance Technician, Mitchell Wallace 10-years
 - b. Laboratory Supervisor, Sam Blumenstein 5-years
4. PUBLIC INPUT – None
5. PRESENTATIONS – None
6. CONSENT SECTION – Chair Meals called for removal or comment on either item. Mr. Stern moved, **“to approve the Consent Agenda as presented,”** seconded by Ms. Crampton.
 - a. Minutes of the Regular Meeting dated October 12, 2023 **23-11-09 CS A**
Recommended Action: Approve the meeting minutes.
 - b. Big W Law Invoice dated November 1, 2023. **23-11-09 CS B**
Recommended Action: Approve the attorney’s invoice in the amount of \$1,050.00.

UNANIMOUS

7. ACTION ITEMS

a. Amendment to Resolution Numbers 23-10-12 F & 23-10-12 G – Mr. Burroughs introduced the item. In Board Resolution Number 23-10-12 F (Carry over of Funds from FY23 to FY24 Hurricane Ian Related) and Resolution Number 23-10-12 G (Carry over of Funds from FY23 to FY24 WTP Motors & Repairs) an over-sight occurred in the motion for both items. Verbage for both motions should have included “To approve a budget amendment in the amount of \$ 290,178.16 and \$86,868.00.” respectively. This agenda item corrects the oversight with no additional funds being requested, just a transfer of funds from FY23 to FY24.

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

UNANIMOUS

23-11-09 A

Full motion read: To approve a total budget amendment in the amount of \$377,046.16 for carry-over items from the FY23 budget, Resolution Number 23-10-12 F and Resolution Number 23-10-12 G, as approved at the October 12, 2023 Board meeting.

b. Budget Amendment for Replacement of WTP fence – Mr. Burroughs introduced the item. A bid was received from Stewart Fencing for \$174,277.86 to replace the fencing for the Water Treatment Plant. A large portion of the fence is down and by statute, we need to keep the plant secure. We are asking for a budget amendment of this amount, however, once completed it will be submitted to our insurance company.

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

UNANIMOUS

23-11-09 B

8. DISCUSSION – None

9. ADMINISTRATOR’S REPORT – Ray Burroughs

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for October 2023 was 86.37 MG/2022 was 82.70 MG.
2. Average send out was 2.78 MGD/2022 was 2.66 MGD and the 2023 high was 3.4 MGD/2022 high was 3.6 MGD.
3. Rainfall for October 2023 was 4.37”/2022 was .89”.
4. Innovative Contractors was onsite working on the #1 filter drain at the lime plant. They repaired a leak in the wall and all went well with that project.
5. Hudson Pump was onsite and installed the new raw water pump at the lime plant for the #1 treater.
6. Operators at the plant have been doing general maintenance and daily operations as usual.

Distribution:

1. Distribution had 1 incident to report:
 - a. 10-10-23 a 4” water main broke on Edwards St and a boil water notice was issued to affected customers it was rescinded on 10-14-23.
2. New meter sets were 24 single family; 24 ERCs.
3. 92 radio read heads were replaced.
4. 232 customer requested turn-ons were completed.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for October 2023 was 1.63 MGD with a peak flow of 2.43 MG.
2. Staff worked with Poole & Kent moving an 8” forcemain and installing the tie in on the 16” main. This is associated with the new headworks project.
3. Normal operations and maintenance are ongoing.

Collections:

1. Crews replaced 1 vacuum pit bottom and continue to repair service lines damaged by the fiber optic installation.
2. Crews worked on the tie-ins at the plant.
3. Work has begun on the rehab for the Holiday Ventures Lift Station, completion is expected by Thanksgiving.
4. 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 – the Facilities Plan has been submitted to DEP which included Ms. Crampton's correction of adding the Manasota Beach Club as a historical sight.

Developments/Projects Approved for Construction

1. Beachwalk by Manasota Key Phase 2 – installation of the off-sight forcemain is approximately 50% completed.
2. Coco Bay (Island Lake Estates) – the final water main connection is scheduled for next Tuesday.

Developments/Projects in Plan Review:

1. Englewood Apartments – was formally known as Englewood Gardens Apartments.
2. Medical Twins – plan comments have been submitted back to Heidt Design.

d. FINANCE DIRECTOR – Lisa Hawkins

Financial Statements:

1. October – operating revenues were \$1.755M, down from last October due to the extra water being used during the hurricane, then adjustments were done so it will all even out. There were operating expenses of \$1.349M about \$158K less than last year leaving us with an operating surplus of \$405,940.

Investment Statements:

1. October – we had \$20.400M invested at RBC and \$1.290M at Centennial Bank.

Other:

1. The Auditors are here doing field week this week and next.

Before concluding the Administrator's report, Mr. Burroughs added that the agreement for the sale of the property for the North Wastewater Plant should be presented to the Board soon for execution by the Chair. The amount of acreage has been modified to include the scrub jay acreage as well.

Minor discussion ensued to include the total acreage, ponds on the property, creating as large a buffer as possible and saving as many trees as possible. Mr. Ledford added that it appears the buyers of the vacant property next to Vacuum Station 4 have backed out.

There may be a slight title issue that will be reviewed by Attorney Berntsson when the information is received.

Mr. Burroughs then concluded the Administrator's report.

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

11. OLD BUSINESS – None

12. NEW BUSINESS

a. Chair Meals reminded the Board that the preliminary election of the Chair and Vice-Chair will take place at the next meeting. He recommended avoiding having the same Chair year after year so everyone has a rotation and opportunity to work with staff as the Chair.

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS

a. Ms. Crampton questioned the dry condition of the wetlands and the need to monitor them for saltwater intrusion.

15. ADJOURNED @ 8:54



Robert C. Stern, Jr., Vice-Chair

APPROVED

/tlh