

MINUTES
ANNUAL AND ORGANIZATIONAL MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
JANUARY 11, 2024 @ 8:30 A.M.

Board of Supervisors:

Robert C. Stern, Jr., Chair
Lani Gaver, Vice-Chair
Seat #4 Vacant
Sydney B. Crampton
Taylor Meals

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 7c., Wellen Park Sale & Purchase Agreement was removed.
3. SERVICE AWARDS – with gratitude, Chair Stern presented the following service award:
 - a. Collections Co-Foreman, Cole Keaser – 15-years
4. PUBLIC INPUT
 - a. Tony Babington, 818 Palmetto Street – Mr. Babington expressed interest in filling the vacancy of Seat #4. He is a former 12-year employee of EWD and is now a real estate professional.
 - b. Dennis Pinkiewicz, 505 Sandlor Drive – Mr. Pinkiewicz gave well wishes for Ms. Wright’s recovery then expressed interest in filling the vacancy of Seat #4. He ran against Ms. Wright in the last election and is retired from a water district. He still holds a license in water treatment and distribution.
5. PRESENTATIONS – None
6. CONSENT SECTION – Chair Stern called for a motion to approve as presented or removal of any item. Mr. Meals moved, “**to approve,**” seconded by Ms. Crampton.
 - a. Minutes of the Regular Meeting dated December 14, 2023
Recommended Action: Approve the meeting minutes.
 - b. Big W Law Invoice dated January 2, 2024.
Recommended Action: Approve the attorney’s invoice in the amount of \$1,350.
 - c. Ratification of 2024 Officers
Recommended Action: Ratify the elected Officers; Mr. Stern as Chair and Ms. Gaver as Vice-Chair.
 - d. Ratification of 2024 Schedule of Board Meetings
Recommended Action: Ratify the CY’24 Board Meeting Schedule & CY’25 Annual/Organizational Meeting.

UNANIMOUS

24-01-11 CS A
24-01-11 CS B
24-01-11 CS C
24-01-11 CS D

7. ACTION ITEMS

a. Supervisor Voting Districts – Mr. Burroughs introduced the item. In keeping with Section 3 (a) 4. of the Enabling Act, the Supervisor’s Election Districts shall be revised every 10 years in the same manner as they were originally established. After initial adoption of the proposed boundaries, a public hearing must be held. Publication and posting in public places must precede the hearing by at least 30 days.

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

Minor discussion took place to include forecasting future growth and the spread of +6/-6 in population for each voting district.

UNANIMOUS

24-01-11 A

Full motion read: To tentatively adopt the proposed Supervisor’s Election Districts as attached, for the purpose of Public Hearing to be held March 14, 2024.

b. Starting Wage Increase – Mr. Burroughs introduced the item. With the increased costs of living in Englewood and surrounding areas, the District is concerned with recruitment efforts as our starting wages for non-exempt positions are not competitive with other employers in the area. Managers discussed the need to increase the starting wages by 10% to make our entry level positions pay a minimum of \$20 per hour to help draw more interest to the District. This increase along with our excellent benefit package should help to draw in more talent and fill our open position(s), as well as help the District’s position for hiring in the future as the district expands.

Ms. Crampton moved, “**to approve a 10% increase,**” seconded by Mr. Meals.

Minor discussion took place to include reaching out to the high school for recruitment and using caution when the lower people are bumped up.

UNANIMOUS

24-01-11 B

Full motion read: To approve a 10% increase to the starting wages of all non-exempt job grade levels.

c. Wellen Park Sale & Purchase Agreement – Removed

d. Holiday Ventures Generator Replacement – Mr. Burroughs introduced the item. The generator for Vacuum Station V-7 was originally earmarked for replacement in the FY24 CIP budget but due to some recent issues with the generator at Holiday Ventures, staff would prefer to replace this generator first. The Vacuum Station V-7 Generator Replacement will be added to the FY25 CIP for approval next year. Staff recommends purchasing the 250kW Blue Star Generator from Mid Florida Diesel. The proposal includes a 48-hour fuel tank and installation.

Ms. Crampton moved, “**make a motion,**” seconded by Ms. Gaver.

UNANIMOUS

24-01-11 C

Full motion read: 1) To authorize the replacement of the Holiday Ventures generator instead of the Vacuum Station V-7 generator as funded in the FY24 CIP budget and 2) to authorize the purchase of one (1) Blue Star 250kW 480V Three-Phase Generator per Quote # 01032024-JA from Mid Florida Diesel in the amount of \$106,685.00 piggybacking Florida Sheriffs Association Contract FSA23-EQU21.0 Item #151. Funds to come from the FY24 CIP Budget.

e. Distribution Vehicle Purchase – Mr. Burroughs introduced the item. The Distribution department budgeted in FY24 for one additional pick-up truck. This vehicle will be purchased from Duval Ford using the piggyback procurement method, contract pricing from Bradford County Sheriff’s Office, BCSO # 22-27-1.0. Cost for the vehicle with requested options is \$62,244.37, which exceeds the Administrator’s \$35,000 authority.

Mr. Meals moved, “to approve,” seconded by Ms. Crampton.

UNANIMOUS

24-01-11 D

Full motion read: To purchase, using the piggyback procurement method, contract pricing from Bradford County Sheriff’s Office, BCSO # 22-27-1.0, one (1) 2024 Ford F-250 Super Duty Pick-up Truck from Duval Ford in the amount of \$62,244.37. Funds to come from Capital Outlay.

8. DISCUSSION

a. Vacancy of Seat #4 – All Board members gave well wishes for Ms. Wright’s recovery and expressed gratitude for the time they have served with her. At the conclusion of discussion it was agreed upon that the 2 people who have expressed an interest in filling the vacancy would submit resumes and if anyone else in Ms. Wright’s voting district showed an interest in the position, they too could submit a resume for consideration. A decision is expected to take place at the February 8th meeting.

9. ADMINISTRATOR’S REPORT – Ray Burroughs

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for December 2023 was 87.22 MG/2022 was 86.69 MG.
2. Average send out was 2.81 MGD/2022 was 2.79 MGD and the 2023 high was 3.12 MGD/2022 high was 3.06 MGD.
3. Stewart Tennis Courts and Fencing completed the new fence installation around wellfield 4, behind the water plant and around the yard.
4. Roofing Brothers have been onsite doing punchout items and cleaning up from the new roof installation.
5. Operators at the plant have been doing general maintenance and operations.

Distribution:

1. Distribution had 4 incidents to report:
 - a. 12-6-23 crews installed a new control valve on Placida Rd for the demolition of the front of Merchants Crossing. A boil water notice was

issued to affected customers and rescinded 12-7-23.

b. 12-6-23 a Contractor broke a 2" watermain at the intersection of N Indiana Ave and Lime St. Repairs were made and no boil water notice was issued.

c. 12-7-23 a watermain located at Edgemere Place broke. Repairs were made using a repair clamp and no boil water notice was issued.

d. 12-11-23 a Contractor working at Le Pera Dr broke a 2" watermain. Repairs were made and no boil water notice was issued.

2. New meter sets were 81 single family; 81 ERCs.

3. 69 radio-read heads were replaced.

4. 70 customer requested turn-ons were completed.

5. The Lead & Copper survey completion is at 72%.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for December 2023 was 1.61 MGD about the same as this time last year with a peak flow of 2.14 MG.

2. Installation and startup of the new centrifuge will begin this month.

3. The rehab of Plants #1 & #2 will begin this month.

4. Normal operations and maintenance are ongoing.

Collections:

1. 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 – work is complete and the membrane roofs have a 20-year warrantee.

2. South WRF-New Headworks/Drying Beds – setting of the master lift station is being worked on. The electrical permit received zoning approval but still waiting on the electrical permit. Lack of the permit is beginning to delay the project.

Developments/Projects Approved for Construction:

1. Guardian Storage – this project is complete and will be removed from the status report.

Developments/Projects in Plan Review:

1. Staff has returned comments for requested changes for many of these projects in December.

Upcoming Developments/Projects:

1. Charlotte County – Avenues of the Americas Sidewalk Project – a pre-bid meeting is scheduled for next Wednesday, work should begin soon.

2. Waterside Drive Multi-Family (Turquoise Bay) – the watermain would need to be extended and upsized to serve this development.

3. The Sarasota County ROW public meeting was attended last night. The projects that would affect EWD are the Venice East Boulevard extension to Keyway Road, and the Keyway Road extension between Beachwalk and Boca Royale. The project is likely 5 or more years out.

d. FINANCE DIRECTOR – Lisa Hawkins

Financial Statements:

1. December – operating revenues were \$5.293M, up \$563K from last December. There were operating expenses of \$4.866M about the same as last year leaving us with an operating surplus of \$426,799. We have received \$10,300 so far from FEMA.

Investment Statements:

1. December – we had \$20.163M invested at RBC and \$1.417M at Centennial Bank. Staff is working with the financial advisor and not invest in long term CDs, there are many upcoming projects that need to be funded this year.

Mr. Burroughs concluded the Administrators report.

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

11. OLD BUSINESS

a. Mr. Meals inquired about the status of the CodeRed Emergency System. Mr. Ledford replied it is expected to be rolled out to the public at the end of the month.

12. NEW BUSINESS – None

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS – All Board members stated they will miss Ms. Wright and expressed excitement for the upcoming new year.

15. ADJOURNED @ 9:06 am



Lani Gaver, Vice-Chair

/tlh

APPROVED