

AGENDA
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:

Taylor Meals, Chair
Robert C. Stern, Jr., Vice-Chair
Phyllis Wright
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. PLEDGE OF ALLEGIANCE & ROLL CALL
2. ANNOUNCEMENTS – Additions or Deletions
3. SERVICE AWARDS
 - a. Collections Co-Foreman, Cole Keaser – 15-years
4. PUBLIC INPUT

To address the Board during this portion of the meeting you must fill out a Civility Agreement, state your name and address for the record and which agenda item is to be addressed. Remarks shall be limited to 4 minutes and no discussion will take place during this portion of the meeting.

CARDS MUST BE SUBMITTED PRIOR TO THE COMMENCEMENT OF THE MEETING

5. PRESENTATIONS
6. CONSENT SECTION
 - 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 2023 Officers
Recommended Action: Ratify the elected Officers; Mr. Stern as Chair and Ms. Gaver as Vice-Chair.
 - d. Ratification of 2023 Schedule of Board Meetings
Recommended Action: Ratify the CY'24 Board Meeting Schedule & CY'25 Annual/Organizational Meeting.
7. ACTION ITEMS
 - a. Supervisor Voting Districts
 - b. Starting Wage Increase
 - c. Wellen Park Sale & Purchase Agreement
 - d. Holiday Ventures Generator Replacement
 - e. Distribution Vehicle Purchase

8. DISCUSSION
 - a. Vacancy of Seat #4
9. ADMINISTRATOR'S REPORT – Ray Burroughs
 - a. WATER OPERATIONS MANAGER – Dewey Futch
 - b. WASTEWATER OPERATIONS MANAGER – David Larson
 - c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E.
 - d. FINANCE DIRECTOR – Lisa Hawkins
 1. December Financial Statements
 2. December Investment Statements

10. ATTORNEY'S REPORT – Robert H. Berntsson

11. OLD BUSINESS

12. NEW BUSINESS

13. PUBLIC COMMENT – ANY TOPIC

To address the Board during this portion of the meeting, you must fill out a Civility Agreement and state your name and address for the record. Each person will be allowed no more than 4 minutes.

14. BOARD MEMBER COMMENTS

15. ADJOURN

Anyone who decides to appeal a decision of this Board will need a record of the proceedings pertaining thereto and therefore may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

DISABILITY INFORMATION – In accordance with the Americans with Disabilities Act and FS 286.26, persons with disabilities needing special accommodation to participate in this proceeding should contact EWD at 941-474-3217 no later than 7 days prior to the proceedings. If hearing impaired, telephone the Florida Relay Service at 800-955-8771 9TCC) or 800-955-8770 (VOICE) for assistance.

Posted 01/05/2024

BOARD AGENDA ITEM SUMMARY

6a

MEETING DATE: January 11, 2024

SUBJECT: Minutes of the Regular Meeting dated;
December 14, 2023

CATEGORY: Consent

Discussion

Action

CONTACT PERSON: **Ray Burroughs**

DEPARTMENT: **Administration**

ITEM: **Request Board approval of the regular meeting minutes dated December 14, 2023.**

PURPOSE / JUSTIFICATION: **An Enabling Act requirement for the official record of meetings.**

MOTION: **To approve the minutes of the regular meeting dated December 14, 2023.**

Prepared By: **Teresa Herzog**

Date: **December 19, 2023**

Approvals:



Administrator

Finance



Technical Support



Water Operations



Wastewater Operations

ACTION TAKEN BY BOARD: Denied Approved / Resolution No: _____

ATTACHMENTS: **Minutes of the regular meeting dated December 14, 2023.**

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
DECEMBER 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 the following awards:
 - a. Collections Maintenance Technician, Tyler Brady – 5-years
 - b. Customer Service Representative II, E’Lin Quegan – 5-years
4. PUBLIC INPUT – None
5. PRELIMINARY ELECTION OF 2024 OFFICERS – Attorney Berntsson opened the floor and called for nominations for 2024 Board Chair.

Ms. Crampton nominated “**Mr. Stern,**” seconded by Mr. Meals. Mr. Stern nominated “**Ms. Gaver.**” Hearing no other nominations a motion to close nominations was called.

Chair Meals moved, “**to close.**”

UNANIMOUS

23-12-14 A

Attorney Berntsson called for a vote, 3 affirmative responses for Mr. Stern were received, Mr. Stern was declared Chair for next year.

Attorney Berntsson then called for nominations for Vice-Chair.

Ms. Crampton nominated “**Ms. Gaver,**” Hearing no other nominations a motion to close nominations was called.

Chair Meals moved, “**to close.**”

UNANIMOUS

23-12-14 B

Ms. Gaver was declared Vice-Chair for next year.

The decision will be ratified at the January Annual and Organizational Meeting.

6. CONSENT SECTION – Chair Meals called for removal or comment on any item. Mr. Stern moved, “**to approve the Consent Agenda as presented,**” seconded by Ms. Gaver.

a. Minutes of the Regular Meeting dated November 9, 2023

Recommended Action: Approve the meeting minutes.

b. Big W Law Invoice dated December 1, 2023.

Recommended Action: Approve the attorney's invoice in the amount of \$1,425.00

c. Ratification of the Notice of Emergency Repair – Reuse Force Main Memo

Recommended Action: Ratify the Notice of Emergency Repair – Reuse Force Main Memo in the Amount of \$57,497.60.

UNANIMOUS

23-12-14 CS A

23-12-14 CS B

23-12-14 CS C

7. ACTION ITEMS

a. Raftelis Financial Consultants, Inc. Rate Study Proposal – Mr. Burroughs introduced the item. It is staff's recommendation that a rate study be conducted piggybacking Hernando County, cost not to exceed \$132,190.00. Chair Meals reminded the Board it has been 5-years since the last study was performed.

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

UNANIMOUS

23-12-14 C

Full motion read: To accept the rate study proposal received from Raftelis Financial Consultants Inc., piggybacking Hernando County Contract No. 19-R00002/PH Continuing Professional Services Agreement-Utility Rate Consultant. Cost not to exceed \$132,190.00.

b. Carry Over of Funds From FY23 to FY24 – V2/V3 Drywall Replacement - Mr. Burroughs introduced the item. This is for replacement/repairs of damaged drywall.

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

UNANIMOUS

23-12-14 D

Full motion read: To approve the carry-over of funds in the amount of \$46,240.86 from FY23 to FY24 for V2/V3 Drywall Repairs to complete this previously approved work. Funds to come from wastewater revenues.

c. Wellen Park Sale & Purchase Agreement – Mr. Burroughs introduced the item. The Wellen Park acreage was previously reviewed and we purchased it for 1,250 ERCs. Additionally, we requested the scrub jay preserve parcel (10 acres) next to the future WRF.

Lengthy discussion ensued to include gopher tortoises, preserved land, and fencing. Discussion then turned to the ERC credits being based on current rates (approximately \$4M) with the possibility of rates increasing following the rate study. Also discussed was the property appraisal, basing the transaction on ERCs vs a dollar amount, tracking the ERC credits with multiple builders, and how much a similar parcel of land was purchased (price per acre) for in Wellen Park.

At conclusion of discussion, staff was tasked with requesting a fixed dollar amount for ERCs and also seeing if the amount paid by the School Board to Wellen Park is

comparable to what EWD is paying for the land. Mr. Burroughs will share what he finds with the Board.

DENIED

8. DISCUSSION

a. Calendar Year 2024 Meeting Schedule – Chair Meals stated the recent change to the 2nd Thursday of the month seems to be working better and avoids most holidays. Required Ethics training dates was also discussed.

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

UNANIMOUS

23-12-14 E

Full motion read: To accept the schedule of regular meetings for calendar Year 2024 and the annual meeting of 2025 as presented. To be ratified at the Annual & Organizational Meeting January 11, 2024.

b. Supervisor’s Voting Districts – Mr. Burroughs introduced the item explaining that every 10 years the voting districts must be reviewed and revised if necessary to keep them in equal population. Mr. Ledford then presented the current and proposed voting district maps with projections of growth in each voting district. At the end of the presentation staff was directed to make a slight change to districts 4 & 5. These changes will be presented at the January meeting for approval at February meeting.

9. ADMINISTRATOR’S REPORT – Mr. Burroughs reported;

1. HDR has given staff the technical memorandum for review as part of the water study.
2. He is now a member of the FASD and a PRM board member.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for November 2023 was 90.66 MG/2022 was 82.21 MG.
2. Average send out was 3.02 MGD/2022 was 2.74 MGD and the 2023 high was 3.6 MGD/2022 high was 2.9 MGD.
3. Rainfall for November 2023 was 1.6”/2022 was 4.64”.
4. General Control Systems (GCS) was onsite doing annual calibrations of our instrumentation at both plants.
5. AWC was onsite troubleshooting some instrumentation for train C at the RO Plant and took care of the issue.
6. Operators at the plant have taken the #2 treater down at the Lime Plant to clean it out and do maintenance.
7. Stewart Tennis Courts and Fencing is working in wellfield 4, replacing the fencing, it is moving quickly.

Distribution:

1. Distribution had 2 incidents to report:
 - a. 11-22-23 the 6” water main located at Old Trail Rd was leaking, repairs were made with a repair clamp and no boil water notice was needed.

- b. 11-28-23 a contractor working at Hacienda Dr broke a 2" water main, repairs were made under pressure and no boil water notice was issued.
2. New meter sets were 33 single family; 33 ERCs.
3. 45 radio-read heads were replaced.
4. 138 customer requested turn-ons were completed.
5. The Lead & Copper survey completion is at 66% and is due October 2024.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for November 2023 was 1.53 MGD approximately 300K less than this time last year with a peak flow of 1.75 MG.
2. The headworks construction is ongoing.
3. Normal operations and maintenance are ongoing.

Collections:

1. Crews moved 1 vacuum pit and 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. Hurricane Building Repairs – the roofing repairs are nearly complete with the final inspection walk thru to come.
2. LS 121 Rehab – the station is back in service with some minor adjustments still being made.
3. V-1 Station Rehab – PCL is scheduled to begin prepping for the temporary system installation on January 2nd. An interview with the newspaper will be scheduled to help prepare the neighbors for the upcoming construction.
4. Vacuum Monitoring System (V-1) – EWD entered into this agreement about 5 years ago, the company had changed and this agreement will not be renewed or extended.
5. Water Masterplan Update – a meeting with HDR is scheduled for Wednesday 12/20 for detailed discussion.

Developments/Projects in Plan Review:

1. Paddock Pines – located on Pine Street behind the FPL substation and the post office.
2. Prose Apartments – located between Boca Royale and Arlington Cove.

Upcoming Developments/Projects:

1. Esplanade at Wellen Park – FNA Myakka Pines Development. Taylor Morrison is the developer; several meetings have been held.

d. FINANCE DIRECTOR – Lisa Hawkins

Other:

1. EWD will make the final loan payment on January 15, 2024.

Financial Statements:

1. November – operating revenues were \$3.510M, up \$479K from last November.

There were operating expenses of \$3.906M about \$92K less than last year leaving us with an operating surplus of \$413K.

Investment Statements:

1. November – we had \$20.900M invested at RBC and \$1.221M at Centennial Bank.

Mr. Burroughs concluded the Administrator's report.

10. ATTORNEY'S REPORT – Robert H. Berntsson – Attorney Berntsson reported that a bill has been introduced at the Legislature Subcommittees that could affect Special District proposing a 12-year term limit for elected members of elected bodies of most Independent Special Districts. It is very early in the process and could change considerably, he will monitor it and report as needed.

11. OLD BUSINESS – None

12. NEW BUSINESS

a. Chair Meals expressed his pleasure in EWD becoming debt free as it took decades to get here. A celebration will be arranged.

b. Mr. Burroughs stated that the \$180K Budget Amendment approved at the November meeting for Replacement of the WTP fence was unnecessary, it had already been budgeted for in FY24.

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS

a. Ms. Gaver – commented on EWD becoming debt free.

b. Ms. Crampton – commented on the scrub jay area in the Wellen Park Agreement and EWD's debt free status.

c. Mr. Stern – commented on the property/ERC exchange with Wellen Park.

d. Chair Meals – commented being the Chair this past year.

Happy Holiday wishes were shared by all Board members.

15. ADJOURNED @ 9:39 am

Lani Gaver, Vice-Chair

APPROVED

/tlh

BOARD AGENDA ITEM SUMMARY

6b

MEETING DATE: January 11, 2024

SUBJECT: The Big W Law Attorney's Invoice dated January 2, 2024

CATEGORY: Consent

Discussion

Action

CONTACT PERSON : **Lisa Hawkins**

DEPARTMENT : **Finance**

ITEM: **Request Board approval for payment of the Big W Law Attorney's invoice dated January 2, 2024.**

PURPOSE / JUSTIFICATION: **Legal services rendered.**

FISCAL IMPACT: 500311-500-101

Budget Resolution Required: yes no

| | | |
|----------------------------|-----------|-------------------|
| Amount Budgeted | \$ | 23,000.00 |
| Year to Date Expenditures | \$ | (2,475.00) |
| Total Expenditure Required | \$ | (1,350.00) |
| Remaining in Budget | <u>\$</u> | <u>19,175.00</u> |

MOTION: **To approve the Big W Law Attorney's invoice dated January 2, 2024 for services rendered December 1, 2023 through December 31, 2023 in the amount of \$1,350.00. Funds to come from water/wastewater revenues.**

Prepared By: **Teresa Herzog**

Date: **January 3, 2024**

Approvals:



Administrator

Finance



Technical Support



Water Operations



Wastewater Operations

ACTION TAKEN BY BOARD: Denied Approved / Resolution No: _____

ATTACHMENTS: **The Big W Law Attorney's invoice dated January 2, 2024.**



WIDEIKIS, BENEDICT & BERNTSSON, LLC

THE BIG W LAW FIRM

3195 S. Access Road, Englewood, Florida 34224

941-627-1000

Englewood Water District
 therzog@englewoodwater.com
 201 Selma Avenue

Statement Date: 01/02/2024
 Statement No. 33060
 Account No. 8.0000

Englewood, FL 34223

Received 01/03/2024
 by: Englewood Water District
 @ 6:44 a.m. T. Herzog

Legal Services
 PO 57496

FOR PROFESSIONAL SERVICES RENDERED

| | | | Rate | Hours | |
|------------|-----|---|--------|-------|----------|
| 12/05/2023 | RHB | Email with Mr. Benedict; Email with Ms. Herzog; Telephone conference with Mr. Ledford; Email with Mr. Brinkman; Email with Mr. Lozen. | 300.00 | 0.50 | 150.00 |
| 12/06/2023 | RHB | Email with Ms. Hawkins. | 300.00 | 0.25 | 75.00 |
| 12/07/2023 | RHB | Email with Ms. Wheaton; Review Municipal H2O agreement. | 300.00 | 0.50 | 150.00 |
| 12/08/2023 | RHB | Email with Ms. Herzog; Review agenda. | 300.00 | 0.25 | 75.00 |
| 12/12/2023 | RHB | Email with Ms. Herzog; Review PCB LFS 24-02. | 300.00 | 0.50 | 150.00 |
| 12/13/2023 | RHB | Email with Ms. Wheaton; Review Novation and Assignment agreements' Email with Ms. Herzog. | 300.00 | 0.50 | 150.00 |
| 12/14/2023 | RHB | Prepare for and attend Board of Supervisors Meeting. | 300.00 | 1.25 | 375.00 |
| 12/15/2023 | RHB | Email with Mr. Burroughs; Email with Mr. Meals. | 300.00 | 0.25 | 75.00 |
| 12/21/2023 | RHB | Email with Ms. Herzog. | 300.00 | 0.25 | 75.00 |
| 12/28/2023 | RHB | Email with Ms. Herzog; Telephone conference with Ms. Herzog. | 300.00 | 0.25 | 75.00 |
| | | For Current Services Rendered | | 4.50 | 1,350.00 |

Recapitulation

| <u>Timekeeper</u> | <u>Hours</u> | <u>Rate</u> | <u>Total</u> |
|-------------------|--------------|-------------|--------------|
| Robert Berntsson | 4.50 | \$300.00 | \$1,350.00 |

| | |
|--------------------|------------|
| PREVIOUS BALANCE | \$1,425.00 |
| Total Current Work | 1,350.00 |

Englewood Water District
Account No. 8.0000
RE: Legal Services

Statement Date: 01/02/2024
Statement No. 33060

Payments

Total Payments for 12/15/2023 -1,425.00

Balance Due \$1,350.00

| Billing History | | | | | |
|-----------------|--------------|-----------------|-----------------|-----------------------|-----------------|
| <u>Fees</u> | <u>Hours</u> | <u>Expenses</u> | <u>Advances</u> | <u>Finance Charge</u> | <u>Payments</u> |
| 104,112.50 | 418.76 | 0.00 | 7.80 | 0.00 | 102,770.30 |

BOARD AGENDA ITEM SUMMARY 6c

MEETING DATE: **January 11, 2024**

SUBJECT: **Ratification of Elected Officers**

CATEGORY: Consent

Discussion

Action

CONTACT PERSON: **Ray Burroughs**

DEPARTMENT: **Administration**

ITEMS: **Ratification of elected Officers; Mr. Stern as Chair and Ms. Gaver as Vice-Chair.**

PURPOSE / JUSTIFICATION: **To ratify the officers elected at the December 14, 2023 Board of Supervisors Meeting.**

MOTION: **To ratify the elected Officers; Mr. Stern as Chair and Ms. Gaver as Vice-Chair as designated at the December 14, 2023 Board of Supervisors Meeting.**

Prepared By: **Teresa Herzog**

Date: **December 19, 2023**

Approvals:

Administrator

Finance

Technical Support

Water Operations

Wastewater Operations

ACTION TAKEN BY BOARD: Denied Approved / Resolution No: _____

Attachment: **None**

BOARD AGENDA ITEM SUMMARY 6d

MEETING DATE: January 11, 2024

SUBJECT: Ratification of CY'24 Board Meeting Schedule & CY'25 Annual/Organizational Meeting

CATEGORY: Consent

Discussion

Action

CONTACT PERSON: **Ray Burroughs**

DEPARTMENT: **Administration**

ITEMS: **Ratification of the Schedule of Regular Meetings for Calendar Year 2024 and the Annual/Organizational Meeting of 2025 as approved at the December 14, 2023 meeting.**

PURPOSE / JUSTIFICATION: **This is ratification of the CY'24 Board Meeting Schedule & CY'25 Annual/Organizational Meeting as approved at the December 14, 2023 meeting.**

MOTION: **To accept the Schedule of Regular Meetings for Calendar Year 2024 and the Annual Meeting of 2025 as approved at the December 14, 2023 meeting.**

Prepared By: **Teresa Herzog**

Date: **December 19, 2023**

Approvals:



Administrator

Finance



Technical Support



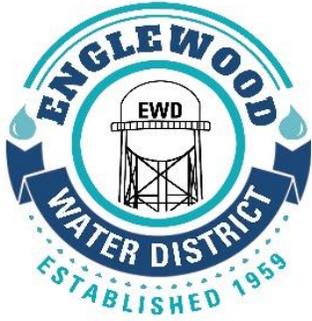
Water Operations



Wastewater Operations

ACTION TAKEN BY BOARD: Denied Approved / Resolution No: _____

Attachment: **Approved Meeting Schedule**



Board of Supervisors

Robert C. Stern, Jr., Chair
Lani Gaver, Vice-Chair
Phyllis Wright
Sydney B. Crampton
Taylor Meals

Ray Burroughs
Administrator

**SCHEDULE OF MEETINGS
ENGLEWOOD WATER DISTRICT
BOARD OF SUPERVISORS
CALENDAR YEAR 2024**

The Englewood Water District hereby gives notice of Monthly Meetings commencing, unless otherwise noted, at 8:30 a.m., to be held in the Board Room 201 Selma Avenue, Englewood Meetings may continue from time to time and from place to place.

January 11, 2024-Annual & Organizational Meeting
February 8, 2024
March 14, 2024
April 11, 2024
May 9, 2024
June 13, 2024
July 11, 2024
August 8, 2024
September 12, 2024
October 10, 2024
November 14, 2024
December 12, 2024

January 9, 2025-Annual & Organizational Meeting

The public is invited to attend

Englewood Water District
Board of Supervisors

Englewood Water District

201 Selma Avenue
Englewood, FL 34223-3443
Phone: 941-474-3217
Toll Free: 866-460-1080
Fax: 941-460-1025

Email: info@englewoodwater.com
Website: englewoodwater.com

BOARD AGENDA ITEM SUMMARY 7a

MEETING DATE: January 11, 2024

SUBJECT: Supervisor Voting District

CATEGORY: Consent

Discussion

Action Item

CONTACT PERSON: **Keith R. Ledford, Jr., P.E.**

DEPT.: **Technical Support**

ITEM: **Changes to Supervisor District Boundaries**

PURPOSE / JUSTIFICATION: 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 proceed the hearing by at least 30 days.

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

Prepared By: **Teresa Herzog**

Date: **December 28, 2023**

Approvals:



Administrator

Finance



Technical Support



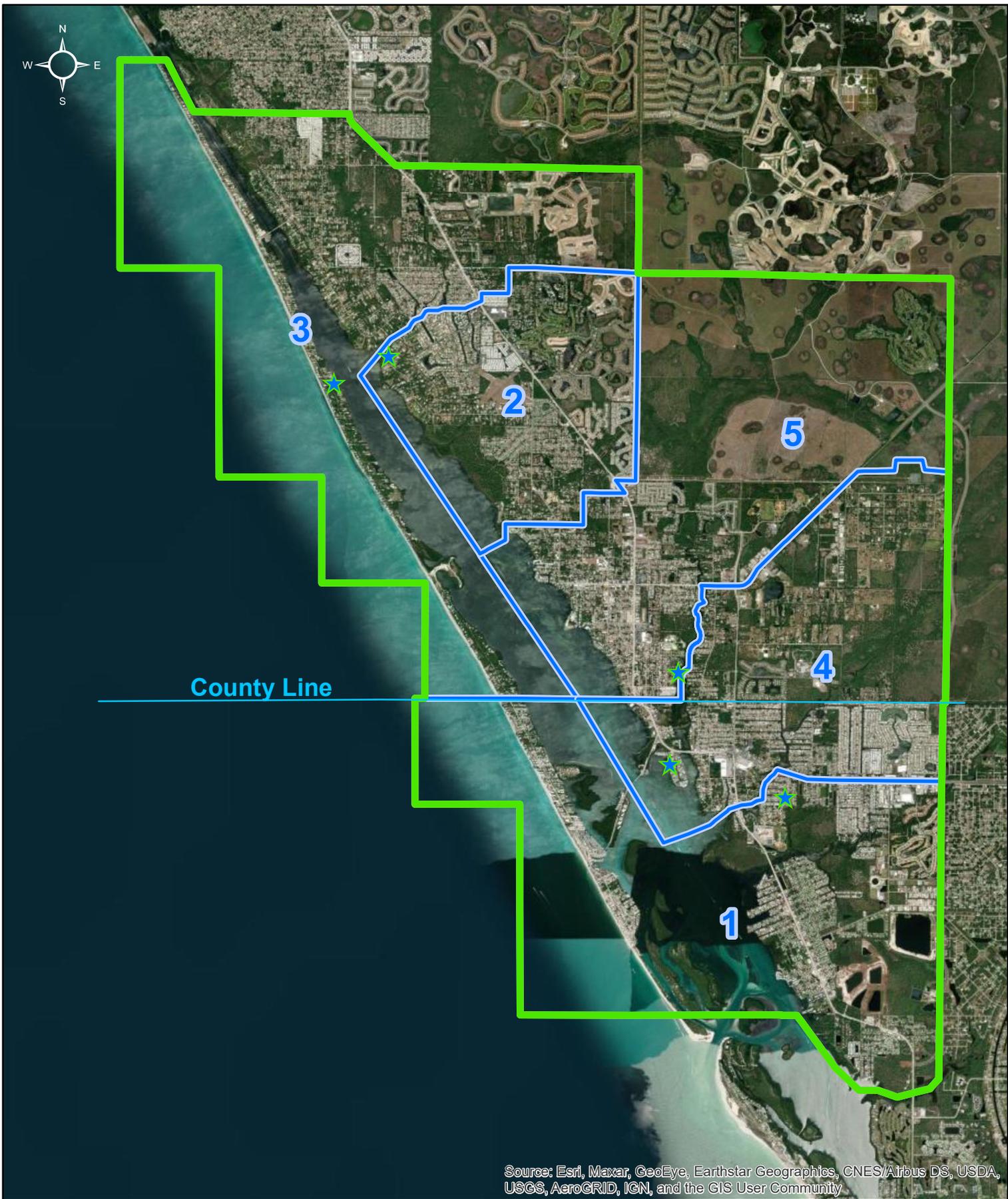
Water Operations



Wastewater Operations

ACTION TAKEN BY BOARD: Denied Approved / Resolution No: _____

- ATTACHMENTS: **1) Proposed Voting District Map**
2) Proposed Comparison Map
3) Comparison Table
4) Proposed County Precincts



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Englewood Water District
 201 Selma Avenue
 Englewood, FL 34223

-  Board Member Location
-  EWD Service Area
-  Proposed Voting Districts

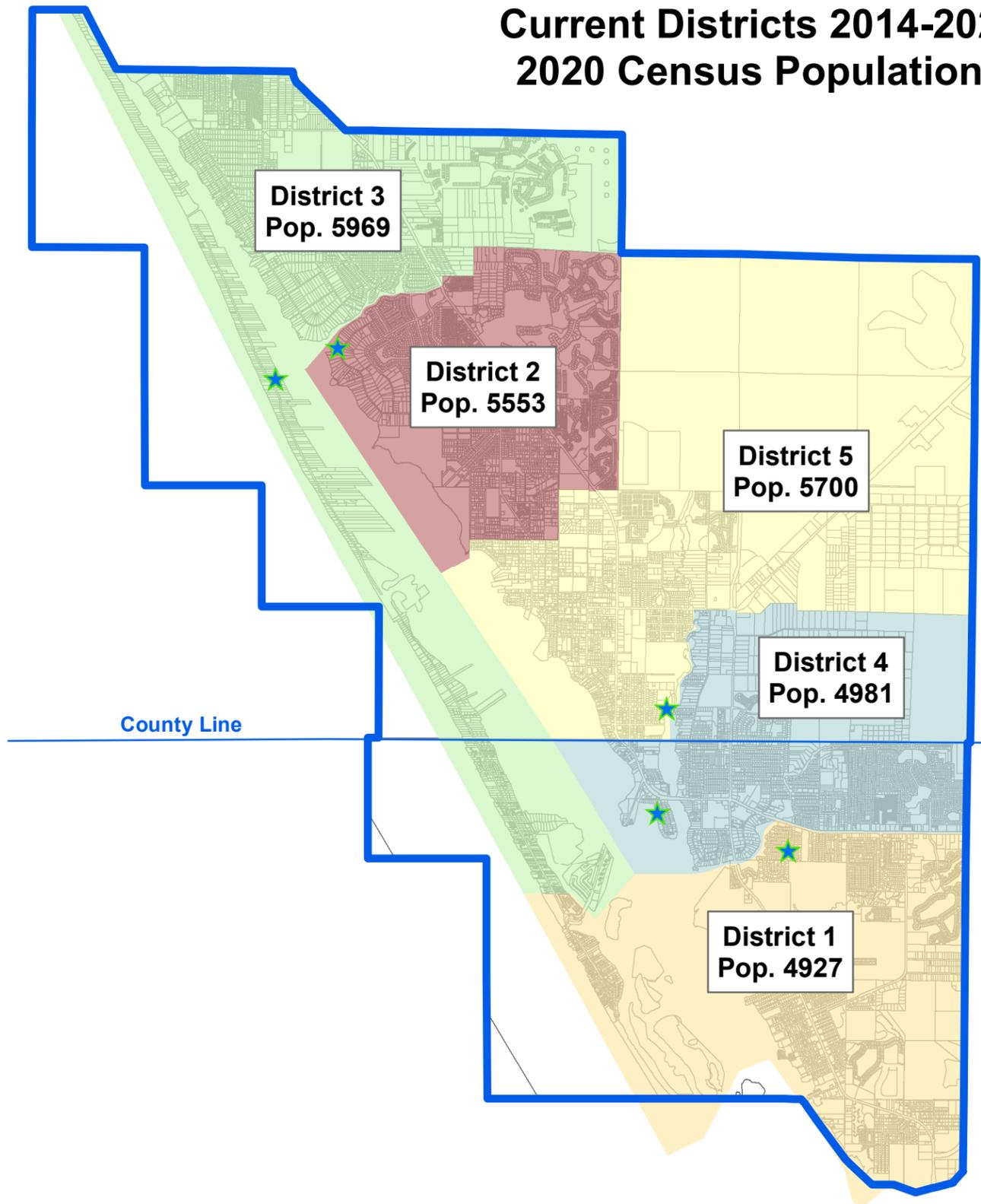
EWD Proposed Districts 2024-2034

Date Printed: 12/28/2023

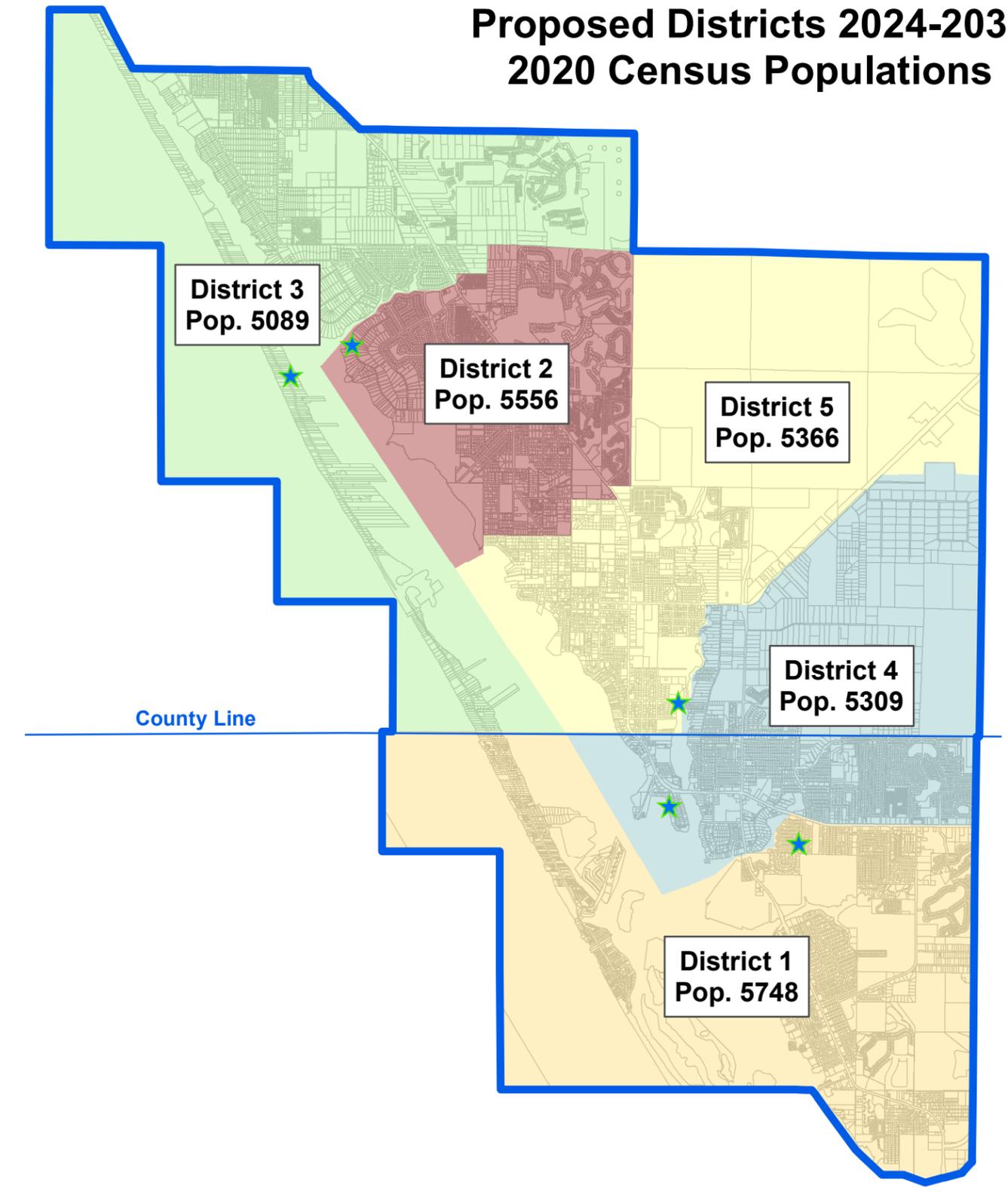




Current Districts 2014-2024 2020 Census Populations



Proposed Districts 2024-2034 2020 Census Populations



Englewood Water District
 201 Selma Avenue
 Englewood, FL 34223

 Board Member Location
 EWD Service Area

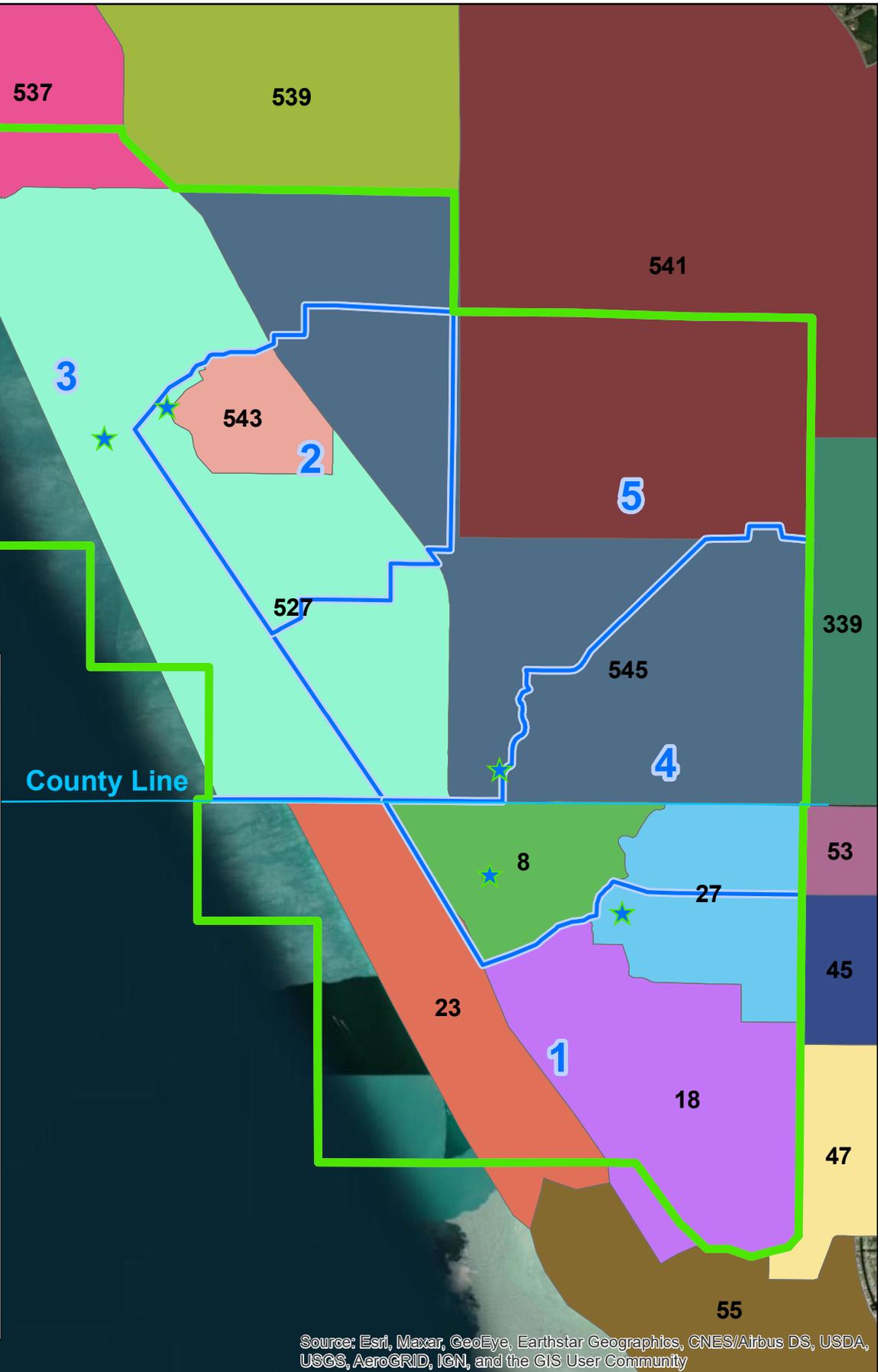


Comparison of Existing & Proposed EWD Board Member Districts
 Date Printed: 1/2/2024

| CURRENT EWD VOTING DISTRICTS | COUNTY PRECINCT # | POPULATION* |
|--|--|-------------|
| SEAT 1 LANI GAVER | CHARLOTTE 18, 23, 27 | 4927 |
| SEAT 2 TAYOR MEALS | SARASOTA 527, 543, 545 | 5553 |
| SEAT 3 SYDNEY CRAMPTON BI-COUNTY | SARASOTA 527, 537, 545 CHARLOTTE 23 | 5969 |
| SEAT 4 PHYLLIS WRIGHT BI-COUNTY | CHARLOTTE 8, 27 SARASOTA 545 | 4981 |
| SEAT 5 ROBERT STERN | SARASOTA 527, 541, 545 | 5700 |

| PROPOSED EWD VOTING DISTRICTS | COUNTY PRECINCT # | POPULATION* |
|---|---------------------------------------|-------------|
| SEAT 1 LANI GAVER | CHARLOTTE 18, 23, 27 | 5748 |
| SEAT 2 TAYOR MEALS | SARASOTA 527, 543, 545 | 5556 |
| SEAT 3 SYDNEY CRAMPTON | SARASOTA 527, 537, 545 | 5089 |
| SEAT 4 PHYLLIS WRIGHT BI-COUNTY | CHARLOTTE 8, 27 SARASOTA 545 | 5309 |
| SEAT 5 ROBERT STERN | SARASOTA 527, 541, 545 | 5366 |

* POPULATIONS BASED ON THE 2020 CENSUS



District Precincts

- 8
- 18
- 23
- 27
- 45
- 47
- 53
- 55
- 339
- 527
- 537
- 539
- 541
- 543
- 545

County Line

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Englewood Water District
201 Selma Avenue
Englewood, FL 34223

2024-2034 Proposed Districts & County Voting Precincts

Date Printed: 12/28/2023

- ★ Board Member Location
- EWD Service Area
- Proposed Voting Districts



BOARD AGENDA ITEM SUMMARY

7b

MEETING DATE: January 11, 2024

SUBJECT: Starting Wage Increase

CATEGORY: Consent

Discussion

Action

CONTACT PERSON : **Lisa Hawkins**

DEPARTMENT : **Finance**

ITEM: **Starting Wage Increase**

PURPOSE / JUSTIFICATION: 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.

FISCAL IMPACT: No immediate financial impact

Budget Resolution Required: yes no

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

Prepared By: **Heather Bagshaw**

Date: **December 22, 2023**

Approvals



Administrator

Finance



Technical Support



Water Operations



Wastewater Operations

ACTION TAKEN BY BOARD: Denied Approved / Resolution No: _____

ATTACHMENTS: **Wage Matrix**

**Englewood Water District
Job Classification and Wage Range**

| NON-EXEMPT | | | | | CURRENT | | | |
|---|-----------|----------------|-----------------|----------------|----------------|-----------------|----------------|--|
| Position(s) | Job Grade | Salary Minimum | Salary Midpoint | Salary Maximum | Hourly Minimum | Hourly Midpoint | Hourly Maximum | |
| | 101 | \$35,500.00 | \$55,242.00 | \$68,200.00 | \$ 17.07 | \$ 26.56 | \$ 32.79 | |
| Customer Service Representative I Water Distribution Maintenance Technician Trainee WRF Collections Maintenance Technician Trainee | 102 | \$37,901.97 | \$58,666.25 | \$72,427.46 | \$ 18.22 | \$ 28.20 | \$ 34.82 | |
| Accounting Clerk Meter Reader Utility Billing Clerk Backflow Prevention Coordinator Inventory and Maintenance Assistant WRF Collections Maintenance Technician Water Distribution Maintenance Technician Water Plant Operator Trainee WasteWater Plant Operator Trainee | 103 | \$39,797.07 | \$61,367.90 | \$75,762.84 | \$ 19.13 | \$ 29.50 | \$ 36.42 | |
| Customer Service Representative II Inventory and Maintenance Specialist WRF Plant Operator C Water Plant Operator C | 104 | \$42,582.86 | \$65,339.33 | \$80,665.84 | \$ 20.47 | \$ 31.41 | \$ 38.78 | |
| Executive Assistant Customer Service Representative III Senior Utility Billing Clerk Utility System Locator Water Plant Operator B WRF Plant Operator B | 105 | \$45,563.66 | \$69,588.76 | \$85,912.04 | \$ 21.91 | \$ 33.46 | \$ 41.30 | |
| GIS Specialist Chemist Information Systems Technician | 106 | \$48,753.12 | \$74,135.64 | \$91,525.49 | \$ 23.44 | \$ 35.64 | \$ 44.00 | |
| Electrician Laboratory Supervisor | 107 | \$52,165.84 | \$79,000.82 | \$97,531.87 | \$ 25.08 | \$ 37.98 | \$ 46.89 | |
| Construction Coordinator Engineer in Training WRF Collections Foreman Water Distribution Foreman | 108 | \$55,817.44 | \$84,206.55 | \$103,958.70 | \$ 26.84 | \$ 40.48 | \$ 49.98 | |

| | | | 10% INCREASE | | |
|----------------|-----------------|----------------|----------------|-----------------|----------------|
| Salary Minimum | Salary Midpoint | Salary Maximum | Hourly Minimum | Hourly Midpoint | Hourly Maximum |
| \$39,050.00 | \$53,625.00 | \$68,200.00 | \$ 18.77 | \$ 25.78 | \$ 32.79 |
| \$41,692.16 | \$57,059.81 | \$72,427.46 | \$ 20.04 | \$ 27.43 | \$ 34.82 |
| \$43,776.77 | \$59,769.80 | \$75,762.84 | \$ 21.05 | \$ 28.74 | \$ 36.42 |
| \$46,841.15 | \$63,753.49 | \$80,665.84 | \$ 22.52 | \$ 30.65 | \$ 38.78 |
| \$50,120.03 | \$68,016.04 | \$85,912.04 | \$ 24.10 | \$ 32.70 | \$ 41.30 |
| \$53,628.43 | \$72,576.96 | \$91,525.49 | \$ 25.78 | \$ 34.89 | \$ 44.00 |
| \$57,382.42 | \$77,457.15 | \$97,531.87 | \$ 27.59 | \$ 37.24 | \$ 46.89 |
| \$61,399.19 | \$82,678.95 | \$103,958.70 | \$ 29.52 | \$ 39.75 | \$ 49.98 |

| Starting Wage Increase |
|------------------------|
| \$ 1.71 |
| \$ 1.82 |
| \$ 1.91 |
| \$ 2.05 |
| \$ 2.19 |
| \$ 2.34 |
| \$ 2.51 |
| \$ 2.68 |

BOARD AGENDA ITEM SUMMARY 7c

MEETING DATE: January 11, 2024

SUBJECT: Wellen Park Sale & Purchase Agreement

CATEGORY: Consent Discussion Action

CONTACT PERSON: **Ray Burroughs**

DEPT.: **Technical Support**

ITEM **Wellen Park Sale & Purchase Agreement**

PURPOSE / JUSTIFICATION: **This agreement is for approximately 44.8286 acres where the new North Water Reclamation Facility is to be built. The purchase price of the property shall be in the amount of 1,250 ERC fees that shall include wastewater plant & transmission fees and wastewater accrued guaranteed revenue fees. The agreement has been reviewed by EWD Staff and District Counsel and is found to be acceptable.**

MOTION: **To authorize the Chair to sign and Secretary to the Board attest, the Wellen Park Sale & Purchase Agreement.**

Prepared By: **Teresa Herzog**

Date: **December 8, 2023**

Approvals:



Administrator

Finance



Technical Support



Water Operations



Wastewater Operations

ACTION TAKEN BY BOARD: Denied Approved / Resolution No: _____

ATTACHMENTS **Wellen Park Sale & Purchase Agreement**
Sketch of Description

BOARD AGENDA ITEM SUMMARY

7d

MEETING DATE: January 11, 2024

SUBJECT: Holiday Ventures Generator Replacement

CATEGORY: Consent

Discussion

Action

CONTACT PERSON: **Keith R. Ledford, Jr., P.E.**

DEPT: **Technical Support**

ITEM: **Authorization for 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.**

PURPOSE / JUSTIFICATION: **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.**

FISCAL IMPACT:

Budget Resolution Required: yes no

Funds in Account: 625669-600-250 V-7 Generator Replacement

| | | |
|------------------------------|----|---------------------|
| Amount Budgeted: | \$ | 115,000.00 |
| Year to Date Expenditures: | \$ | -0- |
| Total Expenditures Required: | \$ | <u>(106,685.00)</u> |
| Remaining in Budget: | \$ | <u>8,315.00</u> |

MOTION: **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.**

Prepared By: **Keith Ledford**

Date: **January 3, 2024**

Approvals:


Administrator

Finance


Technical Support


Water Operations


Wastewater Operations

ACTION TAKEN BY BOARD: Denied Approved / Resolution No: _____

ATTACHMENTS: **Mid-Florida Diesel Proposal for a 250KW Diesel Generator Quote # 01032024-JA**

MID FLORIDA DIESEL



2215 HIGHWAY 60 EAST
BARTOW, FL. 33830
(863) 519-0107 FAX (863) 519-0109
WWW.MIDFLORIDADIESEL.COM

January 3, 2024

PROPOSAL For **250KW Diesel Generator** **Florida Sheriff Association Bid FSA23-EQU21.0 Item #151**

City of Englewood

ATTN: Darrell Walchle

Mid Florida Diesel submits the following proposal for the project: Holiday Ventures

Blue Star Power Systems MODEL: (Qty. - 1) JD250-02

(Quote # 01032024-JA)

GENERATOR: 250 kW

VOLTAGE: 480 volt Three-Phase

ENGINE: John Deere 6090HF484, 60 Hz Diesel, 1800 RPM

Standard Features Included:

Microprocessor based, digital readout control system.

Engine vitals monitored by LCD display: Oil pressure, Running time, Engine temperature, Safety shutdowns (HWT, OC, OS, OP, LWL), Battery voltage, Generator AC voltage, AC amperage, Frequency.

Additional Features: Oil drain extension, Vibration isolation pads, Water heater, Fuel solenoid valve.

Selected Model Features Included:

Isochronous Governor + / - .25%

UL2200

EPA Tier III Certified

Stamford S4L1S-E4 12 Lead Wired 480V 3 Phase High Wye 80°C Rise Over 40°C Ambient

CONTROL PANEL: Blue Star DGC-2020 Microprocessor Based Gen-Set Controller

Mounted Facing Left from Generator End (Unless Specified Otherwise)

Standard Features: Low Oil Pressure, High Coolant Temp, Overspeed, Overcrank Shutdowns

Emergency Stop Pushbutton, Audible Alarm Buzzer with Silencing Switch

Optional Features Include: Generator Protection (Undervoltage, Overvoltage, Underfrequency, Overfrequency, Overcurrent), 15 Contact Outputs, RS-485 Communications

Included Accessories

ENCLOSURE: Weather Proof Enclosure-- Level II Steel Enclosure

Weather Proof Enclosure- Made with 14 Gauge steel with louvered rear opening for air intake and punched side air openings for air intake and silencer is mounted inside enclosure with exhaust exiting through front sound compartment. Pitched roof for increased structural integrity and improved watershed. Lockable handles keyed alike with hinged doors

Accessories:

Sound Attenuation Foam 1.5"

200 mph Wind Load Rated

COOLING SYSTEM:

Unit Mounted Radiator

Accessories:

Low Coolant Level Shutdown

CIRCUIT BREAKERS: 600A BREAKER – 600v Thermal Magnetic 80% rated

Mounted and Wired in a NEMA 1 Enclosure (Qty: (1 per gen)

Circuit Breaker - UL listed and CSA certified.

Accessories:

BATTERY:

Lead Acid Battery

BLOCK HEATER: 1800W 120VAC

Standard @ 20 F w/isolation valves

VIBRATION ISOLATION:

Vibration Pads Isolator

BATTERY CHARGER:

(12 Volt 6 Amp)

Included Accessories:

SUB BASE TANK:

Sub Base Fuel Tank Steel (with Stub Up) (540 Gallons Capacity-24hrs run time)

Accessories:

UL 142 Approved

Double Wall

Emergency Pressure Relief Vent Cap Set (1/2 PSI) - 2" (1)

1.5" Normal Vent Cap

Included Accessories:

MUFFLER:

Critical Grade Muffler –

Accessories:

Rain Cap

MISCELLANEOUS:

Certified Factory Test

Manual – One (1) Instruction Manuals

2 Yr/2000 Hr Standby Limited Warranty

Test Acceptance Run by Factory Trained Representative (Start Up)

Proposal Summary:

FSA Item #151 Standard Blue Star JD125-02 Bid: \$47,430.00

FSA Add Option-Upgrade to a 250KW- Item #151 (Order Code- JD250-02): \$33,235.00

Sub-Total: \$80,665.00

***ADDER: Item #151 - Meet Florida DEP Requirements (Order Code-FL DEP Tank): \$2,760.00**

***ADDER: Item #151 - Permanent Magnet (Order Code-PMG): \$1,640.00**

Sub-Total: \$4,400.00

ADDER: Item #151 (Order Code 30% discount off List Price)

***ADDER: Upgrade to 48 Hr. Tank 1080 Gallon Diesel Fuel Tank- Item #151 List Price: \$26,867.00**

***ADDER: Steps for Controller and Breaker doors: Item #151 List Price: \$800.00**

Sub Total: \$27,667.00

(Order Code 30% discount off List Price) Subtract 30%: -\$8,300.00

Sub-Total Price: \$19,367.00

Combined Total: **\$104,432.00**

*Discount: Remove Diesel Fuel Tank: 24 Hr. 540 gallon tank: **-\$6,247.00**

Total Price: \$98,185.00*
(Tax Not Included)

Non-Contractual FSA: Installation of Generator:

Price includes providing and installing all materials, labor, supervision and equipment needed to complete the following.

1. Using a crane remove existing 250KW Caterpillar generator and place on customers trailer.
2. Using a crane set and anchor new 250KW Blue Star Power Systems generator on new concrete pad.
3. Reinstall existing feeder conductors from ATS to 400amp generator breaker
4. Reinstall existing control wiring, block heater and battery charger

Clarifications:

1. Existing fuel removed by the City of Englewood
2. New fuel provided by the city and will be available on day the generator is installed.
3. City of Englewood will extend the concrete pad to accommodate the new diesel fuel tank.
4. Mid Florida Diesel does not except responsibility for any damage to sidewalks, irrigation, underground piping, etc.
5. Permitting Not included
6. Note: It is assumed existing feeders to the new generator are long enough for termination. If new wire needs to be pulled a quote will be provided.

Total Price: \$8,500.00*

NOTES:

1. This proposal is our interpretation of your requirement and includes only the items listed. Should there be other requirements or specifications, we will requote accordingly.
2. Units are shipped wet to include lube oil and a 50/50 water and anti-freeze mix unless otherwise noted in this quotation.
3. Startup performed upon notification of completed installation .
4. CANCELLATION: Shall be subject to applicable fees but no less than 20% of the purchase price
6. EXCLUSIONS: Fueled by others
7. Start Up included in price
8. Freight included in the price.
9. Terms: Net 30 Day-- No retain age without written pre-accepted agreement.

Grand Total Price: \$106,685.00*
(Tax Not Included)

Quoted prices do not include Federal, State or Local taxes which may be applicable. Quoted prices include normal testing, packaging and instructional literature. Special testing, packaging, additional instructional literature, parts, provisioning lists or prints are not included, and prices will be quoted separately.

Quotation Firm for 30 Day(s)

Delivery Notes: 40-42 Weeks (Contingent on component availability)

BY: Joe Antonini

Joe Antonini
Mid Florida Diesel, Inc.

BOARD AGENDA ITEM SUMMARY

7e

MEETING DATE: January 11, 2024

SUBJECT: Distribution Vehicle Purchase

CATEGORY: Consent Discussion Action Item

CONTACT PERSON: **Dewey Futch**

DEPT.: **Distribution**

ITEM: **Distribution Department Purchase of a 2024 Ford F-250 Super Duty Regular Cab 142" WB 8' Bed XL Pick-up Truck.**

PURPOSE / JUSTIFICATION: **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.**

FISCAL IMPACT:500643-531-101

Budget Resolution Required: yes no

| | | |
|-----------------------------|----|---------------------|
| Amount Budgeted | \$ | 126,000.00 |
| Year to Date Expenditures | \$ | (-0-) |
| Total Expenditures Required | \$ | (62,244.37) |
| Remaining in Budget | \$ | <u>63,755.63</u> |

MOTION: **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.**

Prepared By: **Teresa Herzog**

Date: **January 3, 2024**

Approvals:



Administrator

Finance



Technical Support



Water Operations



Wastewater Operations

ACTION TAKEN BY BOARD: Denied Approved / Resolution No: _____

ATTACHMENTS: **Duval Ford Quote & BCSO Vehicle Contract 22-27-1.0 Duval Ford Bid Award**



ENGLEWOOD WATER DISTRICT

| | | |
|---|--|---------------|
| Prepared for: | Contract Holder | 1/3/24 |
| ENGLEWOOD WATER DISTRICT KYLE HERZOG 941-460-1047 kherzog@englewoodwater.com | Duval Ford Bambi Darr (Work) 904-381-6596 Bambi.Darr@duvalmotor.com 405 Lane Ave N Jacksonville, FL 32254 | |

Pricing through Bradford County Sheriff's Contract BCSO 22-27-1.0. Please note any items in red as they may require additional customer information or clarification. When submitting purchase order, please note billing address, delivery address, and any titling instructions. Thank you!

| Code | Equipment | OEM Price Level: | BCSO Contract Price |
|--|--|------------------|---------------------|
| 2024 F2B | 2024 FORD F-250 SUPER DUTY REGULAR CAB 142" WB 8' BED XL | \$ 45,372.00 | \$ 43,261.64 |
| OEM freight | Factory Destination | \$ 1,995.00 | \$ 2,027.92 |
| Z1 | EXTERIOR: Oxford White | \$ - | \$ - |
| AS | INTERIOR: Medium Earth Gray vinyl; 40/20/40 | \$ - | \$ - |
| 600A | EQUIPMENT: XL | \$ - | \$ - |
| 99A | 6.8L V8 GAS ENGINE | \$ - | \$ - |
| 44F | 10-SPEED AUTOMATIC TRANSMISSION | \$ - | \$ - |
| 85A | POWER WINDOWS & DOOR LOCKS | \$ - | \$ - |
| 872 | BACKUP CAMERA | \$ - | \$ - |
| 18B | RUNNING BOARDS | \$ 291.00 | \$ 295.80 |
| X3E | 3.73 E-LOCKING AXLE | \$ 392.00 | \$ 398.47 |
| 43C | 120V/400W OUTLET | \$ 160.00 | \$ 162.64 |
| | | \$ - | \$ - |
| Discount | Government Concession reflected in Base Vehicle Price | | |
| Ceiling Markup | Primary Awardee Ceiling Markup | 1.65% | |
| Discount | Net invoice discounts for Account reflected in Base vehicle Price | \$ (2,059.00) | |
| Ceiling Percentage Markup: Accessories | | 29% | |
| 1 | TOW PACKAGE COMPLETE TRAILER TOW PACKAGE & HARDWARE WITH BRAKE CONTROLLER | \$ 310.00 | \$ 399.90 |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| Ceiling Percentage Markup: Service Body | | 14% | |
| | | \$ - | \$ - |
| 1 | 8SB 8FT KNAPHEIDE UTILITY BODY 696 SRW 56" CA | \$ 11,400.00 | \$ 12,996.00 |
| 1 | SPRAY SPRAY IN BEDLINER TO INCLUDE TOPS AND BUMPER | \$ 1,200.00 | \$ 1,368.00 |
| 1 | RELOCATE RELOCATE CAMERA ONCE UTILITY BODY IS COMPLETE | \$ - | \$ - |
| Ceiling Percentage Markup: Lighting | | 20% | |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| Final Delivery | | | |
| Labor | Total Labor Hours for installation of parts | \$ - | \$ - |
| Freight | Freight on Parts | \$ - | \$ - |
| 268 | 34223 Destination & Fuel to end user zip code (calculated from 32210 to EU zip Code) | \$ 2.00 | \$ 536.00 |
| 31* | SHIP THROUGH TO KNAPHEIDE | \$ 625.00 | \$ 625.00 |
| TAG | NEW STATE TAG, REGISTRATION, TITLE & PROCESSING FEE | \$ 173.00 | \$ 173.00 |
| | | | |
| | NOTE | | |

| | | |
|-----------------------|----------|------------------------------------|
| UNIT COST | | \$ 62,244.37 |
| TOTAL QUANTITY | 1 | TOTAL PURCHASE \$ 62,244.37 |

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CNGP530          VEHICLE ORDER CONFIRMATION          01/03/24 09:22:45
==> _____          Dealer: F24081
                2024 F-SERIES SD                      Page: 1 of 1
Order No: 0009   Priority: B1   Ord FIN: QE065   Order Type: 5B   Price Level: 420
Ord PEP: 600A   Cust/Flt Name: ENGLEWOOD         PO Number:
                RETAIL   DLR   INV                   RETAIL   DLR   INV
F2B  F250 4X4 SD R/C $47760 $45372.00          10000# GVWR PKG
      142" WHEELBASE                          425  50 STATE EMISS   NC   NC
Z1   OXFORD WHITE                          43C 120V/400W OUTLT  175  160.00
A    VNYL 40/20/40                          512 SPARE TIRE/WHL2  NC   NC
S    MED DARK SLATE                          JACK
600A PREF EQUIP PKG                          67D 190/250 AMP ALT   NC   NC
      .XL TRIM                                SP FLT ACCT CR      (1339.00)
572  .AIR CONDITIONER   NC   NC          FUEL CHARGE        26.08
      .AMPM/MP3/CLK          DEST AND DELIV  1995  1995.00
99A  .6.8L DEV V8 ENG   NC   NC          TOTAL BASE AND OPTIONS 50680 46897.08
44F  10-SPD AUTOMATC   NC   NC          TOTAL              50680 46897.08
TD8  .LT245 BSW AS 17          *THIS IS NOT AN INVOICE*
X3E  3.73 ELOCKING     430  392.00
      JOB #2 BUILD
18B  PLAT RUNNING BD    320  291.00
F1=Help          F2=Return to Order          F3/F12=Veh Ord Menu
F4=Submit        F5=Add to Library
S099 - PRESS F4 TO SUBMIT          QD04863
  
```



09/12/2022

To whom it may concern,

The Bradford County Sheriff's Office received sealed bids after posting the Request for Proposal in the Bradford County Telegraph and on our website. On 09/06/22, in the lobby of the Sheriff's Office @ 10:00 am the following bids were received.

- 1) Bozard Ford
- 2) Duval Ford
- 3) Duval Chevrolet

Following a Command Staff review of the proposals, the following contracts were awarded based on the evaluation table described in the Request for Proposal.

Ford vehicles:

Primary Contract Awarded to Duval Ford
Alternate Awarded to Bozard Ford

Chevrolet vehicles:

Primary Contract Awarded to Duval Chevrolet
Alternate- No Bid

Other manufacturers:

No Bid

Information regarding the Contract (BCSO 22-27-1.0) and the Proposals will be listed on our website (bradfordsheriff.org) under the Finance section. For any questions or concerns please contact me during regular business hours.

Thanks,


Major George L. Konkel Jr.
Chief of Operations
Bradford County Sheriff's Office
945-B North Temple Ave.
Starke, Fl. 32091
Office (904)966-6306

STATUS REPORT
For Board Meeting January 11, 2024

New Task Orders Assigned:

1. None.

CIP/In-house Projects:

1. **Hurricane Building Repairs** – The roofing work is complete on the RO, Lime Plant and Admin buildings. The walk-through was performed with WTI/TREMCO on January 2, 2024, with a few punchlist items needed to be corrected before they are completely done.
2. **Lime Bed Cleaning** – Staff is working on a bid package for the clearing, grading and removal of spent lime from the back three Lime Beds.
3. **South WRF – New Headworks/Drying Bed** – Poole & Kent continue to work on the headworks project. The electrical building permit has still not been issued yet by Charlotte County.
4. **Utility Rate Study** – A PO was issued to Raftelis Financial Consultants, Inc on December 19, 2023. Work is expected to begin in January of 2024.
5. **V-1 Station Rehab** – PCL Construction has mobilized to the site and began work as of January 2, 2024. PCL Construction will begin preparing the site for the temporary equipment prior to its arrival on January 15, 2024. The rehab of the station is not anticipated to begin until April 2024.
6. **Water Masterplan Update** – The presentation of the final Water Master Plan is scheduled for the February Board Meeting.
7. **WRF Plant 1 & 2 Rehab** – Evoqua plans to begin the rehab of the first plant at the end of January 2024. U.S. Submergent will be on site the week of January 15, 2024, to begin cleaning the first digester in preparation for the rehab.
8. * **Elevated Tank Rehab** – Staff is working on a bid package for a complete blast and recoating of the tank.
9. * **LS #114 Improvements – Brook to Bay** – Staff is working on the FDEP close out project so the lift station can be placed into service. While this will complete this portion of the project, the reinstallation of the RV pads and final restoration cannot be completed until Brook to Bay is able to reconstruct their seawall/retaining wall.
10. * **LS 121 Rehab** – Innovative Contractors and GML have both completed their portions of the lift station rehab work.
11. * **Mobile Generators** – The FDEP grant agreement has been executed. A PO has been issued to Mid Florida Diesel on June 15, 2023, for the purchase of 7 new 125kW Trailer Mounted Generators. Staff has reviewed/approved the submittals and the order has been placed. Delivery is anticipated for April 2024.
12. * **North WRF Phase 1** – Angie Brewer and Associates has submitted the Facilities Plan to FDEP for approval.
13. * **Quail's Run I&I** – A PO was issued to GML Coatings for the gravity sewer main lining and manhole repair/lining. The work is anticipated to begin next year.
14. * **V-1 Generator Replacement** - A PO has been issued to Mid Florida Diesel on April 14, 2023, for the purchase of a new 200kW Blue Star Generator. Staff has reviewed/approved the submittals and the order has been placed. Delivery is anticipated for January 2024.
15. * **WRF Electrical Upgrades** – The FDEP Grant agreement has been executed. Staff is working on getting an RFP package out to select a consultant for the work.

STATUS REPORT

16. * **WRF Centrifuge Replacement** – Staff is working on the installation of the centrifuge and panel. Perialisi is scheduled to be on site the first week of January 2024 for commissioning.

Developments/Projects Approved for Construction:

1. * **590 N. Indiana Ave Storage** – TDM Consulting, Inc. submitted final utility plans for a new 136,900 SF 3-story self-storage facility located at 590 N. Indiana Ave. A Developer's Agreement has been executed and plans are approved for construction. No FDEP permits are required for this project.
2. * **Beachwalk by Manasota Key Phase 2** – Construction of the offsite FM continues. This FM will need to be completed prior to any additional phases being certified.
3. * **Boca Royale Unit 18** – Forsberg Construction has begun the installation of the utilities for Unit 18.
4. * **Boca Royale Unit 19** – The Developer's Agreement has been executed and plans are approved. FDEP permits have been received for the water modifications. A FDEP sewer permit is not required.
5. * **Coco Bay (FKA Island Lake Estates)** – The contractor has begun installing utilities for Phase 2.
6. * **Gateway Court** – FDEP permits for both water and sewer have now been received.
7. **Guardian Storage** – FDEP approved to place the utilities into service. The final water main tie-in took place on December 27, 2023. This project is now complete.
8. * **Lake Emily** – Staff has been working with DEME Construction to coordinate the required modifications to the existing water line and installation of the construction meter for the project. A portion of water main will have to be shut down in order to complete this work, requiring one single residence to be placed under a boiled water.
9. * **Sportport/Sportport 2.0** – The Developer plans to construct warehouses intended for RV storage on two parcels within Morris Industrial Park. Minor utility improvements are needed, including the installation of a fire hydrant and fire lines for both projects. Developer's Agreements have been completed and plans have been approved.
10. * **Storage Depot 775** – TDM Consulting, Inc. submitted final utility plans for a new 80,731 SF 3-story self-storage facility located at 4400 Placida Rd. A Developer's Agreement has been executed and plans are approved for construction. No FDEP permits are required for this project.
11. * **Suncoast Humane Society** – A preconstruction meeting was held on August 1, 2023, with Tandem Construction and DM Construction in attendance. The contractor is starting to clear the project site with the utility work beginning within the next 2-3 months.

Developments/Projects in Plan Review:

12. * **200 Artists** – The plans are ready to be approved. Staff is finalizing the required Developer's Agreement. Once executed, staff will approve the plans and sign the required FDEP applications.
13. **Beachwalk by Manasota Key Phase 3** – Kimley-Horn has resubmitted plans for Phase 3 of the Beachwalk project. Plans were ready to be approved but a Pulte may be changing the phasing for Phase 3. If they do, plans will need to be updated prior to approving.
14. * **Beachwalk by Manasota Key Phase 4** – Kimley-Horn submitted plans for Phase 4 of the Beachwalk project. Staff is reviewing the plans.

STATUS REPORT

15. **Boca Royale East** – Morris Engineering has resubmitted utility plans for Phase 1 of the Boca Royale East project. Staff submitted additional comments for requested changes on December 13, 2023.
16. **Englewood Apartments** – Kimley-Horn submitted utility plans for review on October 12, 2023. The project consists of 252 multi-family apartments and an amenity center. Staff returned comments for requested changes on December 15, 2023.
17. **Englewood Self Storage** – Rapid Construction Solutions, LLC has submitted preliminary plans for a new self-storage facility located at 1912 S. McCall Rd. The proposed plans include 1,875 SF of office space, 103,278 SF of self-storage and 20,880 SF of covered parking. Staff returned comments for requested changes on December 14, 2023.
18. * **Generation at Englewood** – The plans are ready to be approved. Staff is working on the required Developer's Agreement. Once executed, staff will approve the plans and sign the required FDEP applications.
19. **Medical Twins** – Staff met with Heidt Design has resubmitted the utility plans for review and approval. A Developer's Agreement will need to be completed prior to approval.
20. * **Park Forest Phase 7B** – AM Engineering submitted plans for Phase 7B, Tract A. It will consist of 13 single family homes. Staff has reviewed the plans and has returned comments for requested changes.
21. * **Paddock Pines** – AM Engineering submitted plans for Paddock Pine. The project is an out parcel for Park Forest located on Pine Street behind the commercial parcels along River Road and consists of 30 single-family homes. Staff is currently reviewing the plans.
22. * **Prose Apartments** – RESPEC submitted utility plans for the Prose Apartment project on November 15, 2023. The project includes a total of 260 apartments (159 1-bedroom and 101 2-bedroom units) and an Amenity Center. Staff is currently reviewing the plans.
23. * **Sandy Lane Townhomes** – DMK has resubmitted plans for the project. A Developer's Agreement has been completed and is awaiting execution prior to approving the plans and signing the FDEP applications.

Upcoming Developments/Projects:

24. * **Charlotte County – Avenues of the Americas Sidewalk Project** – Charlotte County plans to advertise for a contractor soon with construction beginning early 2024. They will be adding sidewalks and drainage along the north side of Avenues of the Americas from Winchester to San Casa Dr. and then on the east side of San Casa Dr. from Avenues of the Americas to the County Annex building. Staff met with the County Project Manager to review plans and minimize any conflicts that may arise.
25. * **Charlotte County – N. Beach Rd Sidewalk & Lighting** – Charlotte County is starting the process of hiring a consultant to begin the design of the sidewalk & lighting on N. Beach Rd starting at the north end of the beach parking lot to the Sarasota County Line.
26. * **Esplanade at Wellen Park** – Staff has had multiple meetings with Atwell, LLC to discuss the utility requirements for the future development of the property that surrounds the Myakka Pine Golf Course. The project will include 877 single/multi-family units and three neighborhood amenity centers. Staff also met with representatives from Atwell, Wellen Park and the City of North Port to discuss a potential emergency water interconnect at the our adjoining boundary. If agreed upon, the interconnect would be designed and constructed with this project.
27. * **FDOT – Charlotte County Line to Tangerine Woods** – Green line mark-ups have been provided to Element Engineering Group. The proposed project would convert the center turn lane into a divided raised median with direction median openings. Construction is expected to begin in 2025.

STATUS REPORT

28. * **FPL Partridge Substation** – The new FPL substation would be located west of Winchester Blvd. just south of the Sarasota/Charlotte County line. Dewberry plans to submit the utility plans for review in the near future.
29. * **Manatee Cay** – AM Engineering is working on a subdivision design for 85 SF homes and an amenity center. The parcel is located on the West side of Pine St, just North of Medical Blvd.
30. * **Quail's Run Inn** – DMK is working on the utility design for the new Quail's Run Inn project. The property is located between Englewood Glass and Mirror and Quail's Run. There will be a total of 100 multi-family units and an amenity center. There were utilities installed with the previous project but the condition of those is unknown at this time.
31. * **Safe & Secure Storage at Englewood** – Creech Consulting, Inc. has submitted a preliminary site plan for a proposed 120,975 SF 3-story self-storage facility located at 1797 Englewood Rd. and has requested a letter of availability for water and sewer services.
32. * **Sarasota County S. McCall Road Improvements** – EWD's draft Utility Work Schedule (UWS) was submitted to Kimley-Horn on April 20, 2022, for review. While there are quite a few items on the list, most of them will only require EWD to observe and protect our assets during the storm construction and boring of the lighting conduit. There will be a few pits and water services that may need to be replaced depending on the conflicts and final grade elevations.
33. **Waterside Drive Multi-Family (Turquoise Bay)** – Staff met with engineers from DMK to discuss a new development on Waterside Dr., south of Massachusetts Ave. The Developer is looking to construct 42 multi-family units with a community pool. In order to serve the project, the water main would have to be extended and would require a private lift station or significant modifications to the existing vacuum system.



Sanitary Sewer Utility Capacity Report

Please complete and return this form by the 5th of each month to:
Folakemi Gangbo, Planner, 18400 Murdock Circle, Port Charlotte, FL 33948
Phone: 941.764.4934 Email: Folakemi.Gangbo@charlottecountyfl.gov

| Utility Information | |
|---|---|
| Utility Name: Englewood Water District | Month/Year Reporting: December 2023 |
| Preparer's Name: Keith R. Ledford Jr., P.E. | Phone: 941-460-1020 |
| Utility Address: 201 Selma Avenue | Email: Kledford@ewdfl.com |
| City: Englewood, FL | Zip code: 34223 |

| Permit and Treatment Plant Information | |
|--|-----------|
| DEP Permit Number: | FLA014126 |
| Permitted Disposal Capacity (AADF): | 3.4 MGD |
| Plant Peak Design Capacity: | 4.2 MGD |

| Monthly Flow Data (For Reported Month Only) | |
|---|----------|
| Month's Average Daily Flow: | 1.61 MGD |
| Month's Peak Daily Flow: | 2.41 MG |

| Sanitary Sewer Connection Information (In ERCs) | | |
|---|------------|-------------|
| | ERCs (MGD) | Connections |
| Total ERCs Permitted: | 3.4 MGD | |
| Total ERCs Served: | 20,494 | 16,927 |
| Single Family: | 15,794 | 15,784 |
| Multi-Family: | 2,925 | 372 |
| Commercial: | 1,775 | 771 |
| Industrial: | | |
| Other: | | |
| Calculated Total Flows: | 1.6 | |
| Remaining ERCs Available: | 1.8 | |

| Bulk Sewer Purchase Agreement Information | |
|---|--------------------------|
| Utility Purchased From: | Englewood Water District |
| Utility Sold To: | Sandalhaven Utilities |
| Maximum Purchase Amount: | 300,000 GPD |
| Actual Purchased Amount: | 1,373,121 Gallons |

| Bulk Sewer Purchase Agreement Information | |
|---|---|
| Utility Purchased From: | Englewood Water District |
| Utility Sold To: | Charlotte County Utilities |
| Maximum Purchase Amount: | 100,000 GPD |
| Actual Purchased Amount: | 373,259 Gallons 12 Month Estimated Amount |

| Emergency Interconnect Information | |
|------------------------------------|-----|
| Interconnected Utility: | N/A |
| Amount Transferred: | |
| Reason for Emergency Transfer: | |



Potable and Recycled Water Utility Capacity Report

Please complete and return this form by the 5th of each month to:
Folakemi Gangbo, Planner, 18400 Murdock Circle, Port Charlotte, FL 33948
Phone: 941.764.4934 Email: Folakemi.Gangbo@charlottecountyfl.gov

| Utility Information | |
|--|-------------------------------------|
| Utility Name: Englewood Water District | Month/Year Reporting: December 2023 |
| Preparer's Name: Keith R. Ledford, Jr., P.E. | Phone: 941-460-1020 |
| Utility Address: 201 Selma Ave | Email: kledford@ewdf.com |
| City: Englewood | Zip code: 34223 |
| Permit and Treatment Plant Information | |
| DEP Permit Number: 6580531 | |
| Permitted Treatment Capacity (AADF): 5.36 MGD | |
| Plant Peak Design Capacity: 6.86 MGD | |
| Monthly Flow Data (For Reported Month Only) | |
| Month's Average Daily Flow: 2.81 MGD | |
| Month's Peak Daily Flow: 3.13 MG | |
| Potable Water Connection Information (In ERCs) | |
| ERCs (MGD) | Connections |
| Total ERCs Permitted: 5.36 MGD | |
| Total ERCs Served: 23,555 | 19,136 |
| Single Family: 17,489 | 17,475 |
| Multi-Family: 3,008 | 411 |
| Commercial: 3,058 | 1,250 |
| Industrial: | |
| Irrigation: | |
| Other: | |
| Bulk Customer (Committed): 1 | 1 |
| Calculated Total Flows: 2.81 | |
| Remaining ERCs Available: 2.55 | |
| Recycled Water Connection Information (In ERCs) | |
| Total ERC Capacity 1.6 MGD | |
| Total ERCs Served: 1.6 MGD | |
| Industrial: | |
| Irrigation: 1.6 MGD | |
| Other: | |
| Remaining ERCs Available: | |
| Bulk Water Purchase Agreement Information | |
| Utility Purchased From: Englewood Water District | |
| Utility Sold To: Bocilla Utilities Inc. | |
| Maximum Purchase Amount: | |
| Actual Purchased Amount: 2,814,000 Gallons | |
| Emergency Interconnect Information | |
| Interconnected Utility: Charlotte County & Sarasota County | |
| Amount Transferred(Received): 0 | |
| Reason for Emergency Transfer: | |