

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
FEBRUARY 8, 2024 @ 8:30 A.M.**

Board of Supervisors:

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

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 Stern presented the following awards:
 - a. Collections Co-Foreman, Rory Moser, Jr. – 25-years
 - a. Wastewater Plant Operator, Jonathan Evans – 5-years
4. PUBLIC INPUT – None
5. PRESENTATIONS
 - a. HDR Potable Water Master Plan Update – Ryan Messer of HDR conducted the Potable Water Master Plan presentation. At conclusion of the presentation, Mr. Meals moved, **“to accept,”** seconded by Ms. Gaver.

UNANIMOUS

24-02-08 A

Full motion read: To accept the Potable Water Master Plan Update as prepared by HDR Engineering, Inc.

6. CONSENT SECTION – Chair Stern called for a motion to approve as presented or removal of any item. Mr. Meals moved, **“to approve the consent agenda as presented,”** seconded by Ms. Gaver.
 - a. Minutes of the Annual & Organizational Meeting dated January 11, 2024
Recommended Action: Approve the meeting minutes.
 - b. Big W Law Invoice dated February 2, 2024.
Recommended Action: Approve the attorney’s invoice in the amount of \$1,275.00.

UNANIMOUS

24-02-08 CS A

24-02-08 CS B

7. ACTION ITEMS
 - a. Collections Department Vacuum Tanker Trailer Purchase – Mr. Burroughs introduced the item. This purchase will replace a used 1986 6,700-gallon tanker trailer that was purchased in 2012 and is past its useful life. Staff obtained a proposal from West-Mark utilizing Sourcewell contract #092922-CER in the amount of \$149,250 as

well as from Littlejohn Tank & Equipment, Inc. for \$84,700. Due to the significant difference in pricing of \$64,550 between the proposals and the immediate availability of the equipment from Littlejohn Tank & Equipment, Inc. to ship, the Administration has made the decision that it is in the District's best interest to make an exception to our policies and award the requisition to Littlejohn Tank & Equipment Inc. Cost exceeds the Administrator's \$35,000 authority. Mr. Meals moved, "to approve," seconded by Ms. Crampton.

UNANIMOUS

24-02-08 B

Full motion read: To authorize the purchase of one 2024 Gallegos 150 BL (6,500 GAL) aluminum vacuum tanker trailer from Littlejohn Tank & Equipment, Inc. in the amount of \$84,700.00. Funds to come from Collections Department Capital Outlay.

8. DISCUSSION – None

9. ADMINISTRATOR'S REPORT – Mr. Burroughs expressed his pride in staff for all their efforts in cleaning up from the hurricane damage.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for January 2024 was 90.2 MG/2023 was 90.2 MG.
2. Average send out was 2.91 MGD/2023 was 2.93 MGD and the high send out was 3.31 MGD/2023 high was 3.13 MGD. Rainfall for 2024 was 5.68" and 2023 was 0.7".
3. Operators at the Plant swapped out the degassifier media at the Lime Plant. Doing this in-house is a substantial savings to the District since the proposal we had in the past was \$20,000. The media needs to be taken out and cleaned twice a year.
4. I have been in contact with the Forestry service along with the Sarasota and Englewood Fire Department. They are planning a controlled burn to our Wellfield behind the RO Plant. The Wellfield is overgrown and poses a threat to existing wells along with adjacent homes.

Distribution:

1. Distribution had 3 incidents to report:
 - a. 1-15-24 a 6" Water Main located at the intersection of Horton Ave and Spruce St broke. Repairs were made under pressure and no boil water notice was issued.
 - b. 1-19-24 a 6" water main located on Manasota Key Rd broke and repairs were made under pressure and no boil water notice was issued.
 - c. 1-23-24 a boil water notice was issued to a portion of Shoreview Dr due to a fire hydrant being installed. Two days of sampling was completed and rescinded on 1-25-24.
2. New meter sets were 61 single family; 61 ERCs.
3. 49 radio-read heads were replaced.
4. 48 customer requested turn-ons were completed.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for January 2024 was 1.97 MGD about 350K more than this time last year with a peak flow of 2.86 MG.
2. Staff is working with the Peralisi Rep on installing the new centrifuge.

Collections:

1. Staff replaced two vacuum pit bottoms and they are still repairing service lines damaged by the fiber cable installation.
2. Staff did a complete rehab of lift station 104 as an in-house project, saving the District a considerable amount of money.
3. 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. V-1 Station Rehab – final connections are being completed for the temporary system prior to the major repair work starting soon.

Developments/Projects Approved for Construction:

1. Beachwalk by Manasota Key Phase 2 – staff is reviewing the package and will be signing off on it soon. Sewer and water main submittal package is expected soon, EWD will be taking the system over in the next month or two.

Upcoming Developments/Projects:

1. Charlotte County – Avenues of the Americas Sidewalk Project – once Charlotte County reviews the received bids and the Contractor is selected we will get with them to discuss rerouting our utilities.

d. FINANCE DIRECTOR – Lisa Hawkins

Financial Statements:

1. January – operating revenues were \$7.128M, up \$565K from last January. There were operating expenses of \$6.433 down \$143K from last year leaving us with an operating surplus of \$694,620.

Investment Statements:

1. January – we had \$19.313M invested at RBC and \$1.950M at Centennial Bank.

Other:

1. The kick-off meeting for the rate study will be held next week.

Mr. Burroughs concluded the Administrators report.

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

11. OLD BUSINESS

a. Vacancy of Election District Seat #4 – Attorney Berntsson tallied the paper ballots and declared Dennis Pinkiewicz the appointed board member for seat #4. Mr. Pinkiewicz will be sworn in at the March meeting and Mr. Babington was thanked for his interest in serving as a board member.

12. NEW BUSINESS – None

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS

1. Mr. Meals thanked staff for a job well done on the Debt Free Celebration.

2. Ms. Gaver thanked HDR for the presentation.

3. Chair Stern commented that the resumes received were great and it was not an easy choice to appoint a new board member.

15. ADJOURNED@ 9:40 am



Lani Gaver, Vice-Chair

/tlh

APPROVED