

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
AUGUST 3, 2017 @ 8:30 A.M.**

**Board of Supervisors:**

Taylor Meals, Chair  
Sydney B. Crampton, Vice-Chair  
Phyllis Wright  
Steve Samuels  
Rob Stern

**Staff:**

Roger K. Quick, Administrator  
Robert H. Berntsson, District Counsel  
Tim Garland, Water Operations Manager  
Philip Wagoner, Wastewater Operations Manager  
Patrick Zoeller, P.E., Technical Support Manager (absent)  
Sonia Zoeller, Finance Director (absent)  
Cynthia Draine, Human Resource Director  
Teresa Herzog, Board Secretary

1. The meeting began with the Pledge of Allegiance and roll call to establish a quorum.
2. ANNOUNCEMENTS – Addition of action item 5b., Emergency Removal of the Swebston Bridge Waterline
3. PUBLIC INPUT – None
4. CONSENT SECTION – Chair Meals called for corrections or deletions, hearing none, he called for a motion. Mr. Samuels moved, **“to approve the Consent Agenda,”** seconded by Mr. Stern.

a. Minutes of the Regular Meeting dated July 13, 2017

**17-08-03 CS A**

b. Attorney’s Invoice dated July 19, 2017

**17-08-03 CS B**

**UNANIMOUS**

5. ACTION ITEM

a. FY2018 Budget – Chair Meals called for questions and stated that if there were no questions or issues it could be passed today. Because there were no questions or comments, he called for a motion. Mr. Stern moved, **“to approve as presented,”** seconded by Mr. Samuels.

**UNANIMOUS**

**17-08-03 A**

Full motion read:

- 1) To approve the FY2018 Capital Improvement Program totaling \$2,000,000.00, CIP project authorization and funds are multi-year funds.
- 2) To approve the FY2018 Operating Budget totaling \$12,472,818.74, Operating Budget funds are annual and will expire on September 30, 2018.
- 3) To approve the FY2018 Debt Service totaling \$2,677,238.00.

4) To approve 76 full time employees and 1 transition position effective October 1, 2017.

Chair Meals stated the budget was very clear and commended staff on a job well done and Ms. Hawkins added it was a very conservative budget and the outcome of the rate study nor rate increases were included. Chair Meals then reviewed the need to maintain the \$10,000,000 reserve threshold adding the conservative budget did not include new projects, developments, hook-ups, or projections.

b. Emergency Removal of the Swebston Bridge Waterline – Mr. Quick introduced the item by reading the item summary motion adding this was a planned project but current circumstances requires the waterline to be removal now. A grant is expected for the removal of the concrete pillars, but will not be available until October. Award of the project will be given ASAP.

Short discussion ensued to include how the waterline removal will be done, permitting of the project, and the possible need to install signage until the work is complete. It was noted during discussion that this area is already charted as a hazard/non-navigable channel.

Chair Meals then called for a motion. Ms. Crampton moved, **“to, as presented, jump on this project immediately,”** seconded by Mr. Stern.

**UNANIMOUS**

**17-08-03 B**

Full motion read: To authorize the Administrator to contract for the removal of the waterline and allow the Administrator to exceed the \$25,000.00 authority for this project only. Funds to come from water/wastewater revenues.

## 6. DISCUSSION

a. Warehouse Dedication Plaque – two options were presented with a decision made, the plaque will read: In Recognition and Appreciation for the Dedicated Service of the Employees of the Englewood Water District.

Change in the Agenda, 11. Public Comment – Any Topic

a. Mr. Ed Nalwaik, St. David’s Episcopal Church, (445-0387) and Mr. Mike Bossey, Custom Pavers, Inc. – Mr. Nalwaik revisited previous discussion concerning asphalt paving of the Church parking lot, which is partially owned by EWD. The Church has since decided pavers are a better option. Mr. Bossey then came to the podium and detailed the paver project and how it will be installed around EWD equipment. Mr. Bossey will contact Water Operations Manager Tim Garland before the work begins.

## 7. ADMINISTRATOR’S REPORT – Roger K. Quick

a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. Production has leveled off averaging 2.56 MGD, in line with last year’s. Rainfall totals for 2017 are 11.29” same time last year it was 4.7.” The rain event on Monday was 3.25”.

2. The Sanitary Survey has been returned from DEP and we received a perfect score.

3. Lead and Copper sampling is complete and all customers who participated have been informed of their results.
4. The MIT on the injection well is scheduled for next week, DEP will be on sight.

Distribution:

1. There were two main breaks this past month; one resulted in a 2-day boil water notice due to low pressure.
2. Crews have been working with Production assisting with the rehab of wells in wellfield #3.
3. 149 replacement radio read meters were installed bringing the total to 60% complete.
4. 15 new accounts were establish this past month.

b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

WRF:

1. The DIW permit was submitted to DEP and a request for additional information was received. The technician and engineer made some minor adjustments to address the issue and ASRus will respond this week.
2. The Wastewater Treatment Plant operating permit application is moving along. We are working on putting together a scope of services for the project.

Collections:

1. Crews changed out two pits this past month and regular maintenance is ongoing.

c. UTILITY ENGINEER – Keith Ledford Jr., P.E. for Patrick Zoeller, P.E.

CIP/In-house Projects:

1. EWD Warehouse – Sarasota County inspected the transformer that was set but there has been a delay in setting the electric meter. Once we get power, work inside the building will be completed and an interior walk-thru will be scheduled.
2. V9-C Vacuum Sewer – all final certification was submitted Friday and DEP clearance is anticipated in the next 2 weeks. Once received, it will be sent to the State to obtain the grant money and the letter of availability will be sent to customers.

Developments/Projects:

1. Heritage Oaks Assisted Living Facility and Park Forest Phase 6D are complete.

d. ACCOUNTANT – Lisa Hawkins for Sonia Zoeller

1. Ms. Hawkins called for questions of the included Financial Statements, there were none.
2. Staff has been working on the rate study and a meeting is scheduled for next week to get the preliminary report. Information may be available at next meeting.

e. HUMAN RESOURCE DIRECTOR – Cynthia Draine

1. The FRS fiscal year begins July 1, contribution for employees remains at 3% and employer contribution increase a small amount.
2. The Backflow Prevention Technician position still open, no interviews have taken place yet.
3. Insurance premium information is expected in the next 2 weeks.

Mr. Quick concluded the Administrator's report.

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

9. OLD BUSINESS

a. Japanese Gardens Sewer Impact Fees – Mr. Samuels reported that he and staff met with representatives from Japanese Gardens to discuss abandoning their sewer plant and hooking up to EWD. Items discussed were the cost now vs. in the future and possible incentives to connect. They will discuss the outcome of the meeting with their Board and residents for a decision before getting back to us.

Additional Board discussion ensued to include if Japanese Gardens was included in the V9-C project and if they are eligible for the grant funds. Because they have a permitted plant, they were not included in the project and they did not receive notice of the hearing. A condition of receiving the grant is abandonment of their septic tank, which they do not have so they would not be eligible for the grant funds.

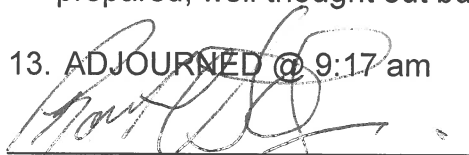
Chair Meals then asked since V9-C was delayed by a year because of opposition to the project, causing EWD to pay an additional \$800,000 for construction, if connection fees increase after the rate study is complete would they be charged the old rate or the increased rate? Attorney Berntsson responded by referencing Section 9 of the Enabling Act. Once the process to provide for the levying of the non-ad valorem assessment for the work that was being done, during the Public Hearing process the notice indicating the amount it was going to be to each person, going through that Public Hearing, we can't then change the rate thereafter. Once we had the Public Hearing and Resolution that became a lien on the property for that amount and they will be paid through the non-ad valorem assessments.

10. NEW BUSINESS – None

11. PUBLIC COMMENT – ANY TOPIC – No additional

12. BOARD MEMBER COMMENTS – All Board members complimented staff on a well-prepared, well thought out budget.

13. ADJOURNED @ 9:17 am



Sydney B. Crampton, Vice-Chair (absent)

Robert Stern Jr for Sydney B. Crampton