

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
SEPTEMBER 7, 2017 @ 8:30 A.M.**

**Board of Supervisors:**

Taylor Meals, Chair  
Sydney B. Crampton, Vice-Chair (absent)  
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  
Sonia Zoeller, Finance Director  
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 – None
3. SERVICE AWARDS – On behalf of the entire Board, Chair Meals presented awards to Distribution Workman Lope (Louie) Balan for 10 years of service, Wastewater Plant Operator Kevin Mozzicato and Wastewater Plant Operator Cody Ellsworth both for 5 years of service.
4. PUBLIC INPUT – AGENDA ITEMS ONLY – None
5. PRESENTATION
  - a. General Liability Insurance and Worker’s Compensation Renewal – Key Agency Ms. Draine introduced the representatives from Key Agency adding we received a comparable bid from another insurance company but it is staff’s recommendation to continue with Key Agency. Mr. Dignam came to the podium to introduce agent Ms. Chism. She outlined the enhancements and changes to the proposed policy stating it would be a 2-year policy.

Mr. Samuels moved, **“to accept the insurance renewal as presented,”** seconded by Mr. Stern.

**UNANIMOUS**

**17-09-07 A**

Full motion read: To accept the District’s General Liability Insurance and Worker’s Compensation Renewal in the amount of \$253,400.00 for FY18. Funds to come from Water and Wastewater revenues.

6. CONSENT SECTION – Chair Meals called for additions / deletions or comments to the consent section, hearing none, he called for a motion.

Mr. Stern moved, **“to approve,”** seconded by Mr. Samuels.

- a. Minutes of the Regular Meeting dated August 3, 2017
- b. Attorney's Invoice dated August 16, 2017

17-09-07 CS A  
17-09-07 CS B

**UNANIMOUS**

7. ACTION ITEM

a. Rate Study Acceptance of Presentation – Ms. Zoeller introduced Brian Martz from Public Resources Management Group, Inc. Mr. Martz presented page by page the Utility Rate Study in segments; Rate Study Overview, Objectives and Guiding Principles, Financial Forecast, Proposed Monthly Water and Wastewater Rates, Capital Capacity Charges and Accrued Guaranteed Revenue Fees (AGRF), Other Charges, and Summary of Recommendations.

A lengthy question and answer session ensued with a decision made to delay the motion “to accept the Rate Study Presentation for the purpose of scheduling a Public Hearing” so the information presented could be reviewed at length by the Board and individual questions could be answered before scheduling a Public Hearing. Additional discussion will be held at the October 5<sup>th</sup> Board meeting.

Break taken from 11:05 am to 11:15 am

b. Reinstatement & Amendment to Monitor Well Non-Exclusive License Agreement- Mr. Quick explained this monitor well is required for Wellfield #5 and the agreement is with Sarasota County.

Ms. Wright moved, “**to approve as stated,**” seconded by Mr. Stern.

**UNANIMIOUS**

17-09-07 B

Full motion read: To authorize the Chair to sign and Secretary to the Board attest the Reinstatement and Amendment to Monitor Well Sarasota County Non-Exclusive License Agreement No. 2010-330 and future annual renewals.

c. EWD/Sarasota Office of Housing and Community Development Agreement – Mr. Quick introduced the item stating this agreement clarifies the roll of the County and EWD for the distribution of SHIP funds.

Mr. Stern moved, “**to accept as proposed,**” seconded by Ms. Wright.

**UNANIMIOUS**

17-09-07 C

Full motion read: To authorize the Chair to sign the Agreement between Englewood Water District and the Sarasota Office of Housing and Community Development.

d. WTP Upgrade to Older Power Distribution and Motor Control Center – Mr. Quick stated that on August 10<sup>th</sup> he presented the Chair with an emergency procurement for emergency repairs needed at the WTP after experiencing electrical failures. This is a high priority item and the usual method of procurement would have taken too long.

Mr. Samuels moved, **“to approve the creation of a new CIP Project for the needed repairs, project amount of \$300,000 funds to come from Water Revenue,”** seconded by Mr. Stern.

**UNANIMIOUS**

**17-09-07 D**

Full motion read: To approve the creation of a new CIP Project for needed WTP repairs; identified as LP11, Upgrade Older Power Distribution and Motor Control Center with a budgeted amount of \$300,000. Funds to come from Water Revenues.

8. DISCUSSION – None

9. ADMINISTRATOR’S REPORT – Roger K. Quick

1. Mr. Quick reported the status of storm preparation being implemented adding that if a mandatory evacuation is issued, water and sewer service will be discontinued on the barrier islands.

a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. Production averaged 2.59 MG this past month. Rainfall totals for 2017 are 12.44” same time last year it was 13.57.” The rain event from 8/24-8/28 total was 10.25”.
2. DEP was on site for the MIT on 8/9, it went well.
3. In anticipation of the hurricane, fuel tanks have been topped off and all finished water tanks will be topped off to full.

Distribution:

1. Above normal amounts of service leaks from wet ground shifting have been repaired.
2. A 2” air release was hit on the northeast side of the Tom Adams Bridge. The valve was off on the south side of the key for 40 minutes during the repair, pressure was maintained so no boil water notice was needed.
3. The Distribution Manager has been on site daily at Island Lake Estate as work has begun on the water mains.
4. 301 radio read meters were installed putting us at 60.5% completion, but not all 301 are in the system as of yet.
5. 20 new accounts were established, 40 turn-on requests, 31 turn-off request for the month of August. Several shutoffs where storm related.
6. In preparation of the hurricane, the Emergency Reaction Plan has been reviewed.

b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

WRF:

1. Sprayfield Maintenance Project -The project is on hold until it dries out.
2. DEP Operating Permit - The permit application process is moving along. We met with Infrastructure Solutions to discuss a scope of service.
3. End of Fiscal Year 2017 – Staff has been working with the Finance Department to close out open PO’s.
4. Hurricane Irma - We have been reviewing the Emergency Reaction Plan and preparing for the worst. We’ve had a lot of rain so we are pumping down our reuse pond, surge tanks, and sludge holding tanks.

Collections Department:

1. Vacuum Pits - Crews replaced two vacuum pits this month.

2. Routine Maintenance is ongoing and crews are looking forward to moving into the new warehouse.

c. TECHNICAL OPERATIONS SUPPORT MANAGER –Patrick Zoeller, P.E. Mr. Zoeller verbally updated his written report.

CIP/In-house Projects:

1. EWD Warehouse – Awaiting final inspections, once passed the CO should be issued. Data line installation is scheduled for next Monday. Liquidated damages with the contactor is still ongoing.

2. V9-C Vacuum Sewer and Grant – customers are hooking up and the State accepted all the final paperwork to receive the grant funds, the check is expected in about 6 weeks.

3. Swepston Bridge Waterline and Pipe Removal – the contactor has removed the entire pipe and will be confirming nothing is left on the seaway floor.

Developments/Projects:

Lemon Bay Apartments – inspections are ongoing before final certification is issued.

d. FINANCE DIRECTOR – Sonia Zoeller

1. Financial Statements-in packet

2. Warehouse – creation of a new numbering system for inventory in the financial software is being done, very time consuming.

3. Staff is preparing for the audit.

e. HUMAN RESOURCE DIRECTOR – Cynthia Draine

1. Working on the audit.

2. Open enrollment for employee insurance will be presented at the employee meeting next week.

3. The backflow technician position has been filled; there are openings in distribution and the water treatment plant.

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

11. OLD BUSINESS –None

12. NEW BUSINESS – None

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS – None

15. ADJOURNED at 11: 42 am

  
Sydney B. Crampton, Vice-Chair

APPROVED

/tlh