

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
OCTOBER 5, 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
Sonia Zoeller, Finance Director
Cynthia Draine, Human Resource Director
Teresa Herzog, Board Secretary

1. The meeting began with the Pledge of Allegiance and a roll call to establish a quorum.
2. ANNOUNCEMENTS – Mr. Quick stated there were two additions to the agenda. Action item 5f. Vehicle Maintenance & Repair Contract and a presentation by Ms. Andrea Green.
3. PUBLIC INPUT – Mr. Hall, 90 Warren Ave. Mr. Hall stated he had a sewer back-up into his home on Monday following the hurricane, since he'd had no response from staff, he elected to make a presentation to the Board. Mr. Quick reference the "act of God" portion of the Customer Rules and Regulations adding it was not an equipment failure that caused it and an insurance or FEMA claim would be his only recourse, District Counsel was consulted. Mr. Hall then detailed the damage he incurred because of the back-up and requested it be handled reasonably with at least a water credit or something to help him and others who also experienced the same occurrence.

Presentation Addition – Lemon Bay High School Science Teacher, Ms. Andrea Green presented a condensed version of the Community Outreach Project she developed for her graduation from USF.

4. 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 Ms. Wright.

- a. Minutes of the Regular Meeting dated September 7, 2017 **17-10-05 CS A**
- b. Attorney's Invoices dated September 19 & September 29, 2017 **17-10-05 CS B**

UNANIMOUS

5. ACTION ITEM

- a. Emergency Generator Procurement – Mr. Quick introduced the item stating a letter was taken to the Chair for the purchase of an immediate replacement generator

for V-3 because during the storm this large generator became inoperable. It is intended to have the broken generator repaired and made portable as a back-up for the Vacuum Stations.

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

UNANIMOUS

17-10-05 A

Full motion read: To authorize the emergency purchase of one (1) 250k Va/200kW BlueStar Generator from Generx Generators, Inc. in the amount of \$62,904.00 and ten (10) Generac 15,000 watt electric start portable generators from Electric Generators Direct in the amount of \$26,990.00. Funds to come from Wastewater Revenues.

b. WRF Replacement Effluent Pump VFDs Purchase – Mr. Quick stated the pressurized portion of the reuse system is currently down because the variable drives were taken out during the storm. This purchase is to replace them.

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

UNANIMOUS

17-10-05 B

Full motion read: To authorize the purchase of 3 SQD ATV630C13N4 Variable Frequency Drive Units from Graybar Electric in the amount of \$25,680.00. Funds to come from Wastewater Revenues.

c. Replacement of Lime Plant Filter Media and Carry-Over of FY17 – Mr. Quick explained because this project wasn't completed during the last budget year a carry-over of funds is requested.

Mr. Samuels moved, **“to accept as presented,”** seconded by Ms. Wright.

UNANIMOUS

17-10-05 C

Full motion read: 1) To accept the bid provided by Leo Pfliger Construction Inc. for the removal and replacement of lime plant filter No. 2 media in the amount of \$33,625.00. and 2) to approve the carry-over of funds in the amount of \$40,000 from FY17 to FY18 to complete this project. Funds to come from Water Revenues.

d. Sewer Main Repair and Carry-Over of FY17 Funds – Mr. Quick stated that a sewer main on Gulf Boulevard was broken during the storm, a carry-over of funds is requested so the project can go out to bid.

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

UNANIMOUS

17-10-05 D

Full motion read: To approve the carry-over of funds in the amount of \$23,315.00 from FY17 to FY18. Funds to come from Wastewater Revenues.

e. ISS WWTF Permit Renewal and Rerate Task Order- Mr. Quick explained this is for the Wastewater Treatment Plant's 5 year permit renewal.

Ms. Wright moved, **"to approve as written,"** seconded Ms. Crampton.

UNANIMOUS

17-10-05 E

Full motion read: To authorize the Administrator to sign Task Order #EWD-17-01 with Infrastructure Solution Services for the WWTF Permit Renewal and Rerate in the amount of \$38,800.00. Funds to come from Wastewater Revenues.

f. Vehicle Maintenance & Repair Contract; Notice of Intent to Award – Mr. Quick noted this contract was obtained through the sealed bid process. At this point Mr. Stern abstained from voting because he owns the business that won the bid.

Ms. Crampton moved, **"to accept,"** seconded by Ms. Wright.

UNANIMOUS with exception of Mr. Stern

17-10-05 F

Full motion read: To approve the award for RFB 2017-104 Vehicle Maintenance & Repair to Stern & Bruns Garage, funds to come from Water and Wastewater Revenues.

6. DISCUSSION

a. Rate Study Acceptance of Presentation – Chair Meals opened the discussion with the suggestion that Board members get any questions or comments to staff for review by the consultants.

Lengthy discussion ensued with a decision made to continue discussion, get answers/comments from the consultants to the Board's questions/comments and not schedule a public hearing at this time.

7. ADMINISTRATOR'S REPORT – Mr. Quick began the Administrator's report by thanking staff for a fantastic job before, during and after the storm.

a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. Flows were lower than averaged this month, likely due to people leaving for the storm. Rainfall total for September was 7.88" with 6.30" being hurricane related.

2. The plants did well during the hurricane. Power was never lost, but a VFD for a service pump motor was lost during power flickers, it is already being repaired. Minor fence damage was also found.

3. Staff met with HDR on 9/27 for a structural evaluation of clarifiers in the CIP.

4. The #2 filter replacement project will begin this month.

5. The storm slowed down the Lime Plant MCC project, awaiting estimates.

Distribution:

1. Manasota Key and Bocilla Island was isolated on 9/11 to protect the system. Two main breaks were discovered when the water was brought back up on the Island. Following the storm a precautionary boil water notice was issued 9/11 and rescinded 9/19 after bacteriological sampling was completed. All water service was restored by 9/14. Bocilla was opened earlier and was responsible for inspection and precautionary boil water notices if they were required on their system.

2. Also following the storm a 2" waterline was uprooted from a tree and there was an 8" AC line break, both have been repaired.

3. 41 replacement radio read meters were installed bringing completion to 62%.

4. 187 turn-ons, 27 storm related turn-offs and 9 new accounts were established in September.

b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

WRF:

1. The Deep Injection Well Operating Permit is awaiting final DEP signature before it is issued, should be soon.

2. Hurricane Irma caused more than 60% of the collections system to be off line after the storm and the Data Flow monitoring system was out of service for approximately 4 hours, it was back in service 100% by the next day. Out of approximately 3,000 vacuum pits, 1,500 were inspected and over 1,000 repairs were made to the collections system. The collections department and those employees who helped from other departments did a great job.

3. Power was never lost at the WRF, but the storm did cause damage to the effluent pump station, 3 VFDs were damaged and are out of service.

4. The in-house sprayfield maintenance project is on-hold until it dries out.

5. Staff has had a couple meetings with the Engineers about the WWTP operating permit application.

6. Employee performance evaluations are being worked on.

Collections:

1. Crews have been inspecting the entire collections system to make sure all is up and running properly.

2. Employees have also been busy 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 – the CO has been received and the Business Use Permit inspection has taken place. The warehouse inventory has been moved and crews moved in this past Friday. Small contract item list left to go.

2. Swepston Bridge Waterline and Pile Removal – The pipe has been completely removed and inspected by the engineer. Project award for removal of the piles is expected soon. The grant documents have been signed; funds are expected in the next few weeks.

Developments/Projects:

1. Lemon Bay Apartments – slowly proceeding.

d. FINANCE DIRECTOR – Sonia Zoeller

1. Investment Reports – distributed before the meeting. \$13,451,000 at the end of August, since then we've pulled down \$2.2M leaving \$11.2M in cash and investment.

2. Staff is gearing up for the audit.

e. HUMAN RESOURCE DIRECTOR – Cynthia Draine

1. The employee meeting was cancelled because of the hurricane but all employee benefit paperwork has been turned in.

2. Nearly all employee performance evaluations are complete.

4. There are currently 5 open positions, 1 in the WRF which has a conditional job offer, 2 in Production, 2 in Distribution with 1 conditional job offer. Interviews for the remaining openings are scheduled.

3. Working on the audit.

Mr. Quick concluded the Administrator's Report

8. ATTORNEY'S REPORT – Robert H. Berntsson

1. A request to review reclaimed water and bulk agreements in anticipation of rate increases was made, all have provisions for rates to be set by the Board.

9. OLD BUSINESS – None

10. NEW BUSINESS – None

11. PUBLIC COMMENT – ANY TOPIC – None

12. BOARD MEMBER COMMENTS – None

13. ADJOURNED @ 10:06 A.M.



Sydney B. Crampton, Vice-Chair
APPROVED

/tlh