

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
NOVEMBER 2, 2017 @ 8:30 A.M.**

Board of Supervisors:

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

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
Lisa Hawkins, Accountant
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 – Additions of item 6f. Stonegate Bank Signature Cards
3. SERVICE AWARDS – with sincere appreciation, Chair Meals presented Electrician, Darrell Walchle with a 10-year and Administrator, Roger K. Quick with a 35-year service award.
4. PUBLIC INPUT – AGENDA ITEMS ONLY
 - a. Cecy Glenn, 135 Clear Lake Drive – Ms. Glenn detailed the hardship Stillwater Development has endured since reclaimed water has not been available since September 11th. She asked for the truth; when they are going to get water, why it's taking so long for repairs and what is being done so this doesn't happen again?
 - b. Lawrence Casciano, 204 Lake Victoria Court – passed
 - c. Bruce Collins, 307 Lake Tahoe Court – Mr. Collins asked when reuse will be turned back on in Stillwater and who else is without it? Adding that it's a requirement of their home owner's association to keep the lawns watered and they need to fertilize.
 - d. Clohesey Hale, 310 Lake Tahoe Court – Ms. Hale also asked when reuse will be turned back on to Stillwater and for an accurate status of the repairs.

Chair Meals took exception to usual public input protocol and asked Mr. Quick to respond to their questions. Mr. Quick explained the components at the plant that received damage when brownouts occurred during the hurricane, the difficulties in ordering and receiving the parts and the time needed to install them and schedule an electrician. It is the entire pressurized system that is out of service and during this time the reuse is either being put down the ASR well or routed to the holding pond until the repairs are complete. Mr. Quick estimated the repairs will likely take an additional 3 weeks and Mr. Wagoner added that a change in protocol will be made to help prevent this type of damage in the future.

5. CONSENT SECTION – Chair Meals called for additions or comments to the consent section. Hearing none, he called for a motion. Mr. Samuels moved, **“to accept the regular meeting minutes dated October 16, 2017, including the attorney’s invoice,”** seconded by Ms. Crampton.

- a. Minutes of the Regular Meeting dated October 5, 2017 **17-11-02 CS A**
- b. Attorney’s Invoice dated October 16, 2017 **17-11-02 CS B**

UNANIMOUS

6. ACTION ITEMS

a. Amendment to the Procurement & Inventory Control Policy – Mr. Quick stated this amendment increases the procurement control number from \$1,000.00 to \$2,500.00.

Ms. Wright moved, **“to accept the Procurement & Inventory Control Policy as amended and presented,”** seconded by Mr. Samuels.

UNANIMOUS

17-11-02 A

b. WRF Bobcat Compact Track Loader Purchase – Mr. Quick stated this is a replacement, budgeted item.

Ms. Crampton moved, **“as presented, funds to come from wastewater revenues,”** seconded by Mr. Samuels.

UNANIMOUS

17-11-02 B

Full motion read: To authorize the purchase of one (1) T590 T4 Bobcat Compact Track Loader from Clark Equipment Company, dba Bobcat Company, Govt Sales; prices per the Florida State Contract #22101000-15-1 in the amount of \$49,667.02. Funds to come from Wastewater Revenues.

c. Holiday Ventures IW-2 MIT – Mr. Quick stated this is a test that is required every 5 years for the WTP permit.

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

UNANIMOUS

17-11-02 C

Full motion read: To authorize the Administrator to sign the ASRus-18-002 Task Order to the General Service Agreement to prepare a Mechanical Integrity Testing (MIT) plan for Holiday Ventures Deep Injection Well #2 as specified in the Scope of Services dated October 24, 2017. Funds from Operating Expenditures.

d. Single Source and Contract Procurements – Mr. Zoeller stated for auditing purposes, Board approval for single source and contract procurements is recommended for purchases

over \$25,000.00 with no vendor being precluded from bidding. Additionally, Strickland Construction was previously approved but still added to the list.

Ms. Wright moved, **“to approve as written,”** seconded by Ms. Crampton.

UNANIMOUS

17-11-02 D

Full motion Read: 1) To authorize single source procurement with Carus Corporation in the amount of \$70,000, Evoqua Water Technologies, LLC in the amount of \$1,400, Harcros Chemical in the amount of \$23,000 and 2) Contract procurement with Mader Electric Motors, Inc. in the amount of \$30,000, Carmeuse Lime in the amount of \$75,000, Synagro Technologies, Inc. in the amount of \$100,000, Strickland Construction, Inc. in the amount of \$100,000, Superior in the amount of \$66,342.72 and 3) Brenntag Mid-South in the amount of \$39,816.

e. Budget Amendment and Pieralisi Centrifuge Purchase – Mr. Quick stated there was an unexpected failure at the WRF of a major piece of essential equipment. Because of corrosion to the housing, rebuilding it would be expensive and possibly unfeasible.

Ms. Crampton moved, **“to approve as presented with funds to come from general funds reserve,”** seconded by Ms. Wright.

UNANIMOUS

17-11-02 E

Full motion read: 1) To approve a budget amendment in the amount of \$300,000.00 and create a new CIP project for the replacement of the 100 gallons per minute centrifuge with a new unit and 2) Authorize the Administrator to approve the purchase of a 150 gallon per minute Pieralisi Centrifuge. Funds to come from general funds reserve.

f. Stonegate Bank Signature Cards – Mr. Quick stated that changes in staff requires revisions to the signature cards.

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

UNANIMIOUS

17-11-02 F

Full motion read: To make the following revisions to the Medical Reimbursement and Pension Checking Accounts:

Medical Reimbursement Account

Pension Account

Remove: Sonia Zoeller

Remove: Sonia Zoeller

Add: Lisa Hawkins

Add: Lisa Hawkins

Keep: Roger Quick

Keep: Roger Quick

Cynthia Draine

Cynthia Draine

7. DISCUSSION

a. Rate Study – Chair Meals opened discussion with two items singled out for staff direction to be given today. 1) Impact charges to hook up – Currently, EWD provides a new customer with a letter of service availability but charges no upfront fee. Based on the suggestion of the rate consultants, a new water and sewer customer would pay an Accrued Guaranteed Revenue Fee (AGRF) upfront for service that would be subtracted from the entire hookup fee when the new customer was ready for utility services. Lengthy Board discussion ensued with a census taken (3/1) to pursue the AGRF. 2) Rate increases – EWD has successfully covered costs by raising base rates only. Based on the suggestion of the rate consultants, the rate increase would come from usage, leaving the base rate low and increase the usage charge a percentage over the next 5 years. Lengthy Board discussion ensued with a tentative decision made to continue with the increase to the base charges, keep the higher conservation rate and continue with the 5-tiered rate structure. Chair Meals then tasked staff to find out the minimum percentage increase necessary to accomplish the \$12M needed for projects listed in the first five years of the Master Plan and cover EWD operating costs going forward. It was also noted during discussion that EWD will be debt free in 5 years. Discussion will continue at the December 7th meeting, the rate consultant will be present if necessary, and a Public Hearing was not yet scheduled.

8. ADMINISTRATOR'S REPORT – Roger K. Quick – Mr. Quick began the Administrator's report by stating that when/if the rates change for bulk water customers, per our agreements, the increase would be delayed by 90 days.

a. WATER OPERATIONS MANAGER – Tim Garland
PRODUCTION:

1. Last month the plant sent out an average of 2.44MGD/last year it was 2.6MGD and rain fall was 5.36"/last year it was 3.33".

2. Curry Control is moving forward with the electrical improvement project at the Lime Plant, it is estimated that it will take approximately 12 weeks to get the materials.

3. The first draft from HDR for the clarifier project has been received, a meeting is scheduled with them for later today.

DISTRIBUTION:

1. An AC main break in Grove City was repaired, no boil water notice was needed.

2. Lemon Bay Apartments was issued DEP clearance and the water line was activated.

3. 108 Radio Reads were installed and because meter lids were hard to get we have a local welder cutting a hole in the old ones at a significant savings. A total of 1,328 radio read meters have been installed since February 2017, we are on track to hit our yearly goal of 2,000.

4. About 50% of the DCMA meters being tested have failed, they will be replaced.

5. 17 new accounts have been established and there were 345 turn-ons.

b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

WRF:

1. WWTP Permit Application – The wastewater treatment plant permit application is moving along. Staff and the engineer met with DEP in Fort Myers to discuss the permit application.

2. WWTP #4 Rehab Project – The engineer has submitted the 100% drawings for the replacement of the air header and the project should be going out to bid soon.

COLLECTIONS:

1. Other than routine maintenance on the collection system, they replaced one defective vacuum pit on South Oxford.

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

CIP/IN-HOUSE PROJECTS:

1. EWD Warehouse – The contractor was sent a letter about 2 weeks ago requesting outstanding items be corrected. At this point, liquidated damages are at \$29,000.00. We have since received a letter from their attorney; hoping we can negotiate.

DEVELOPMENTS/PROJECTS:

1. Lemon Bay Apartments – meters will be installed after they get asphalt and pay the capacity fees. This project will be phased.

d. ACCOUNTANT – Lisa Hawkins

1. Financial Statements were not presented at this meeting. It was decided going forward, to get accurate monthly statements, the financial reports will be presented for the previous month.

2. Staff is working on the Audit.

e. HUMAN RESOURCE DIRECTOR – Cynthia Draine

1. The Auditors are here right now for the preliminary and will return after Thanksgiving.

2. Three new employees have started in the past 3 weeks, there are currently 3 openings, 2 in the WTP and 1 in the WWTP. Applications are being reviewed.

9. ATTORNEY'S REPORT – Robert H. Berntsson – Attorney Berntsson suggested moving some action items to the consent agenda. Any item can be pulled for discussion, but routine items can be approved in one motion.

10. OLD BUSINESS

a. Saint David's Paver Project Completion Photo – Staff has informed the Church that if an emergency should arise with the well, the pavers would be removed without notification, but under normal circumstance, they'd be notified if work should be needed.

11. – NEW BUSINESS

a. Discussion about the pressurized reclaimed water system returned. Future developments will be encouraged to install non-pressurized systems.

12. PUBLIC COMMENT – ANY TOPIC – None

13. BOARD MEMBER COMMENTS – The entire Board congratulated Mr. Quick again for his 35-years of service.

14. ADJOURNED @ 10:16 a.m.


Sydney B. Crampton, Vice-Chair
APPROVED