

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
DECEMBER 7, 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  
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 – Mr. Quick stated there was one addition, item 7c. Lime Plant Filter #3 Media and 3 deletions, item 8b. the hardship discussion is no longer necessary and both Customer Service Representatives Karen Waite and Kathy Dean were unable to attend the meeting.
3. SERVICE AWARDS – None
4. PUBLIC INPUT – AGENDA ITEMS ONLY – None
5. PRELIMINARY ELECTION OF 2018 OFFICERS – Attorney Berntsson took the floor and reminded the Board that historically a preliminary election of Officers is done at the December meeting, so the incoming Chair will have time to prepare for the January meeting. He then called for the nomination of a Chair for 2018.

Ms. Wright moved, “**nomination of Mr. Meals,**” seconded by Mr. Stern. Mr. Meals then expressed the merit of being Chair for anyone else who may be nominated, then moved, “**nomination of Mr. Samuels**” no second was necessary. A hand vote was taken, and Mr. Meals was declared Chair for calendar year 2018.

Attorney Berntsson then called for nominations of Vice-Chair. Mr. Meals moved, “**nomination of Mr. Stern,**” no additional nominations were made so Mr. Stern was declared Vice-Chair for calendar year 2018, both to be ratified at the January meeting.

6. CONSENT SECTION – Mr. Quick explained many of the items on the Consent Section are for Board disclosure. Any item can be pulled and moved to an action item if additional explanation is needed. Attorney Berntsson clarified, if an item is pulled the balance of the Consent Section can be approved and the removed item can then be immediately discussed. Chair Meals then asked if there were any items to be removed from the Consent Agenda. Ms. Crampton removed item 6e. and Ms. Wright removed

item 6d. he then called for a motion. Mr. Stern moved, **“to approve the Consent Agenda with the exception of d and e,”** seconded by Mr. Samuels.

**UNANIMOUS**

a. Minutes of the Regular Meeting dated November 2, 2017 **17-12-07 CS A**

Full motion: To accept the Minutes of the Regular Meeting dated November 2, 2017.

b. Attorney’s Invoice dated November 16, 2017 **17-12-07 CS B**

Full motion: To approve the Attorney’s invoice dated November 16, 2017 for services rendered October 15, 2017 through November 15, 2017 in the amount of \$1,897.50. Funds to come from Water & Wastewater Revenues.

c. RFB 2017-105 Instrumentation & Control Systems Maintenance Services Contract Award **17-12-07 CS C**

Full motion: To approve the award for RFB 2017-105 Instrumentation & Control Systems Maintenance Services to sole bidder Curry Controls Company in the amount of \$82,500.00.

d. RFB 2017/106 Asphalt Repair & Replacement Contract – Mr. Quick explained we had an open bid process, and this was the company that won the bid. By doing this it speeds up the process and roadways can be repaired quickly.

Ms. Wright moved, **“to approve 6d,”** seconded by Mr. Stern.

**UNANIMOUS**

**17-12-07 CS D**

Full motion: To approve the award for RFB 2017-106 Asphalt Repair & Replacement to Advanced Asphalt of SWFL Inc. in the amount of \$30,460.00.

e. Capitol Access Consultant Agreement – Ms. Crampton expressed concern that the contract was entered into after the date of December 6th and it automatically renewed. She felt it should not be in place before Board approval. Mr. Quick explained this is a disclosure item and he had the authority to enter into the contract. Attorney Berntsson added this is for your information just ratifying his decision.

Mr. Stern moved, **“to approve 6e.,”** seconded by Ms. Crampton.

**UNANIMOUS**

**17-12-07 CS E**

Full motion: To allow the Professional Services Agreement between The Englewood Water District and Capitol Energy Florida Service, LLC d/b/a Capitol Access to automatically renew for an additional 12 months.

f. Kubota Excavator Purchase

17-12-07 CS F

Full motion: To authorize the purchase of one (1) Kubota KX057-4R1AP Excavator from Franz Tractor Company in the amount of \$58,936.50. Funds to come from Wastewater Revenues.

g. ASR Operations Permit Renewal – FY2018 Task Order

17-12-07 CS G

Full motion: To authorize the Administrator to sign Task Order ASRus-18-005 to provide ASR Operations Support for the Permit Renewal – FY2018 in the amount of \$26,100.00. Funds to come from Wastewater Revenues.

h. Single Source Provider-Southwest Direct, Inc.

17-12-07 CS H

Full motion: To authorize the use of the current contract with Southwest Direct, Inc. as a single source provider.

7. ACTION ITEMS

a. Amendment to the BB&T Employee Pension Plan and Main Operating Account  
Mr. Quick explained that with staff changes new signature cards are necessary.

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

**UNANIMOUS**

17-12-07 A

Full Motion: To make the following amendments to the BB&T Employee Pension Plan Account and Main Operating Account:

Employee Pension Plan Account # XXXX-9327

Remove: Sonia Zoeller, Finance Director

Add: Lisa Hawkins, Accountant  
Roger Quick, Administrator  
Cynthia Draine, Human Resource Director

Main Operating Account # XXXX-3157

Remove: Sonia Zoeller, Finance Director

Add: Lisa Hawkins, Accountant  
Roger Quick, Administrator  
Cynthia Draine, Human Resource Director

Each person is authorized to act individually

b. First Amendment to the EWD/BMG Land Exchange Agreement – Attorney Berntsson stated the original closing date on this agreement was on or before December 31, 2015. The main purpose for this amendment is to extend the closing date till June 30, 2018. Short discussion ensued with a motion made.

Mr. Stern moved, **“to approve 7b. as stated,”** seconded by Ms. Wright.

**UNANIMOUS**

**17-12-07 B**

Full Motion: To authorize the Chair to sign and Secretary to the Board attest the First Amendment to the Land Exchange Agreement between Englewood Water District and BMG Three, LLC.

c. Replacement of Lime Plant Filter #3 Media – Mr. Zoeller explained replacement of treater #2 was approved at the last meeting and treater #3 is in this year's CIP. The vendor agreed to honor the same price if the work is started in the next 6 months.

Mr. Samuels moved, **“to accept the revised bid as presented,”** seconded by Ms. Crampton.

**UNANIMOUS**

**17-12-07 C**

Full motion: To accept the revised bid provided by Leo Pfliger Construction Inc. for the removal and replacement of lime plant filter #3 media in the amount of \$33,625.00. Funds to come from Water Revenues.

## 8. DISCUSSION

a. Rate Study – Chair Meals began the discussion by urging the Board to have any final questions or comments covered today. Lengthy discussion ensued to include the water and wastewater charge percentage increases needed either 3%, 4% or 5% to complete all the projects in the 5-year CIP and Master Plan in a timely fashion, the need for infrastructure repair and/or replacement, unknown costs for unexpected repairs, changes to the rate structure and how our seasonal population affects this, how a rate increase will affect our customers, the AGRF charge and the proposed capital capacity charges per ERC. At that time Mr. Zoeller gave a through explanation of how capital capacity charges are tied to plant expansions not main expansions.

Attorney Berntsson suggested that for the sake of scheduling the Public Hearing, advertise the rate increase at 5%, it can always be lowered after public input is heard and this would allow for flexibility. He then referenced the requirements in the Enabling Act for setting rates for a Public Hearing.

At conclusion of discussion a motion was made, **“to set the rates at 5% plus the other charges as shown with the Public Hearing to be held on January 25<sup>th</sup>.”** Motion was amended to reflect a date change to **“Tuesday, January 23<sup>rd</sup>.”**

Mr. Stern motioned, **“so moved,”** seconded by Ms. Crampton.

**UNANIMOUS**

**17-12-07 D**

b. EWD Hardship Qualification – Deleted

9. ADMINISTRATOR'S REPORT – Mr. Quick gave an update to the V9-C hook-up status. As of 11/29 61 homes have connected, 36 have paid in full, 41 rebate checks have been processed and 3 people have been approved for hardship.

a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. Last month the plant sent out an average of 2.98MGD/last year it was 2.66 MGD and rain fall was 0.8"/last year it was 0.2".
2. The #2 filter project was started last Saturday and should be finished up this Saturday.
3. Fixed assets for Production and Distribution is being completed.
4. Working on the clarifier project with Utility Engineer Keith Ledford Jr. and the Engineers at HDR.
5. Getting quotes to have the stucco repaired and all production buildings painted.

Distribution:

1. The 12" main was tapped at the new Burger King for a fire hydrant.
2. 139 radio reads were installed bringing the completion total to 63%, 305 customer turn on requests were done and 16 new accounts were established in November.

b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

WRF:

1. The reuse system is repaired and has been back in service since November 22<sup>nd</sup>, however, a line break has caused another shutdown, it's being repaired.
2. The Engineer and I did an equipment and O&M walk-through inspection for WRF and we've also been gathering information to forward to the Engineer for the Wastewater Permit Application.
3. We are awaiting the final draft permit from DEP for the Deep Injection Well Permit Application. It's been advertised.

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

CIP/In-house Projects:

1. EWD Warehouse – a good turnout for the dedication ceremony. All the issues have been settled with a phone call from Mr. Quick and final payment has been made.
2. Swepston Bridge Waterline and Pile Removal – the project is running a little behind; it will be advertised in December with award likely in February.
3. Beach Road Force Main – Letters of Interest were sent to engineering firms in the engineering library. A consultant has been chosen and will be brought to the January or February meeting.

Developments/In-house Projects:

1. Sarasota County will review a new proposed development near Englewood Hospital. It will consist of townhomes.

d. ACCOUNTANT – Lisa Hawkins

1. Financial Statements – as of November there is \$11M in investments with BB&T, because cash flow got low, \$1M was moved to the operating account but will probably be moved back into investments.

2. The auditors were here last week, moving along.

e. HUMAN RESOURCE DIRECTOR – Cynthia Draine

1. Also been working with the auditors, they will return in January.
2. Two new operator trainees started last week, one in Production and 1 at the WRF. There is an opening in Distribution and we are analyzing work flow and cross training, looking for someone to come in and provide that for us.

Mr. Quick concluded the Administrator's report.

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

11. OLD BUSINESS – None

12. NEW BUSINESS

a. Administrator's Annual Review – Chair Meals requested Board reviews be given to Ms. Herzog before the next regular board meeting. Adding that Mr. Quick's tenure will come to a close in 6 months so there is a need to begin looking for a new Administrator. It was decided that senior staff will put together a list of candidates with board member Steve Samuels sitting in and Ms. Wright as an alternate. No formal committee will be formed at this time.

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS – None

15. ADJOURNED @10:14 am



Robert C. Stern Jr., Vice-Chair

APPROVED

/tlh