

**MINUTES**  
**ANNUAL AND ORGANIZATIONAL MEETING**  
**ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS**  
**201 SELMA AVENUE, ENGLEWOOD, FL 34223**  
**JANUARY 4, 2018 @ 8:30 A.M.**

**Board of Supervisors:**

Taylor Meals, Chair  
Robert C. Stern Jr., Vice-Chair  
Phyllis Wright  
Sydney B. Crampton  
Steven Samuels

**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, 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 – None
3. SERVICE AWARDS – With thanks, Chair Meals presented Karen Waite, Customer Service Representative with a 15-year award and Kathy Dean, Customer Service Representative with a 10-year award.
4. PUBLIC INPUT – AGENDA ITEMS ONLY
  - a. Daphne Digrindakis, 1740 Larson Street – Additional Water Adjustment Request  
Ms. Digrindakis explained she'd already received a water adjustment for an irrigate leak in March of 2016 that resulted in a bill of \$ 795.00 then in October 2017 had a worse leak that resulted in a bill of \$1,850.00. Per the Customer Rules and Regulations an adjustment can only be done once every 24 months and her second leak occurred 20 months after the first one. Because a leak can't be detected for 30 days and it was an unintentional water loss, Ms. Digrindakis requested either a second adjustment, tacking on the additional 4 months until she'd be eligible for another adjustment or substitute an adjustment at this time for this leak of \$1,850.00 with the one she received in March of 2016, paying that one in full and take the adjustment on the second one. Mr. Quick added that everything had been done at staff level and Customer Service Manager Ms. Gaver stated that to be fair and stay within the Customer Rules and Regulation, the previous adjustment could be rescinded, and the adjustment could be applied to the higher bill. It would still stay within the parameters of 1 adjustment in a 24-month period.

Short discussion ensued with Board consensus to allow the adjustment to be rescinded from the first bill and applied to the second.
5. CONSENT SECTION – Chair Meals called for any items to be removed from the Consent Agenda, hearing none, he called for a motion. Mr. Stern moved, **“to approve the consent agenda as published,”** seconded by Ms. Wright.

a. Ratification of Elected Officers

18-01-04 CS A

Full motion: To ratify the elected Officers; Mr. Meals as Chair and Mr. Stern as Vice-Chair as proposed at the December 7, 2017 Board of Supervisors Meeting.

b. Minutes of the Regular Meeting dated December 7, 2017

18-01-04 CS B

Full motion: To accept the Minutes of the Regular Meeting dated December 7, 2017

c. Attorney's Invoice dated December 18, 2017

18-01-04 CS C

Full motion: To approve the Attorney's invoice dated December 18, 2017 for services rendered November 15, 2017 through December 15, 2017 in the amount of \$1,552.50. Funds to come from Water & Wastewater Revenues.

d. Water Meter Purchase

18-01-04 CS D

Full motion: 1) To continue with the sole-source procurement of water meters from Sunstate Meters/Neptune for consistency within the system and 2) To authorize the purchase of 1,000 meters for the cost of \$190,000.00 from Sunstate Meters/Neptune to replenish inventory. Funds to come from Water Revenue.

**UNANIMOUS**

6. ACTION ITEMS

a. Calendar Year 2018 Schedule of Board of Supervisor's Meetings – Mr. Quick explained the schedule followed the same format as last year's.

Ms. Crampton moved, **"to pass the calendar,"** seconded by Mr. Stern.

**UNANIMOUS**

18-01-04 A

Full motion: To accept the Schedule of Regular Meetings for Calendar Year 2018 and the Annual Meeting of 2019 as presented.

b. Administrator's Review – Chair Meals introduced the item and requested each Board member read their review. Each read their statement with very positive remarks for Mr. Quick.

Short discussion ensued with a motion made. Mr. Samuels moved, **"to increase Roger's pay, effective with the next pay period, an increase of 4%,"** seconded by Ms. Crampton.

**UNANIMIOUS**

18-01-04 B

7. DISCUSSION – None

8. ADMINISTRATOR'S REPORT – Roger K. Quick

a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. Last month the plant sent out an average of 2.6 MGD/last year it was 2.8 MGD and rain fall was 0.92"/last year it was 0.08".
2. The #2 filter project was completed and put back into service.
3. The DEP Compliance Site Inspection was conducted and went well, good for another 2 years.
4. The DEP/DOH quarterly plant inspection was conducted and went well, no issues.
5. Lime Plant electrical project is moving forward; Curry Controls will be here today to tweak the design.

Distribution:

1. A 6" watermain leak caused by a pine root was repaired under adequate water flow and PSI, so no boil water was necessary.
2. 399 radio read meters were installing bring it to 66% completion.
3. 154 customer request turn-ons where done and 17 new accounts were established.

b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

WRF:

1. The WWTP permit application will be submitted this month, with a re-rate requested taking the plant from 3.0 to 3.4.
2. DIW-2 the draft permit has been published for 30 days and the permit should be issued this month, this is a 5-year permit.
3. The new centrifuge and panel are onsite and will be installed as an in-house project. Once the centrifuge is installed, the startup date will be scheduled with the vendor.
4. The new bobcat has been delivered and is on site.

Collections:

1. The new trac-hoe has been delivered and is on site.

c. TECHNICAL OPERATIONS SUPPORT MANAGER –Patrick Zoeller P.E.

CIP/In-house Projects:

1. WWTP No. 4 Rehab – it will be advertised this month, but the project won't begin until peak flows have reduced.
2. Surface WTP Treater No. 3 & 2 – this project will be a single source, direct purchase with the original manufacturer now known as Ovivo.
3. Beach Road Force Main – because this project requires DEP permits it may take up to a year before GWE is able to get the project completed.

d. FINANCE DIRECTOR – Lisa Hawkins

1. November financial statements and investment report were included in the Board packet reflecting approximately \$10.5M in investments, \$500,000 has been returned to investments.
2. The auditors will return on Monday to finish up and work on the public hearing in ongoing. Chair Meals added that the public hearing presentation would be distributed before the meeting so if there are any comments or concerns they should be addressed to Ms. Hawkins prior to the meeting.

e. HUMAN RESOURCE DIRECTOR – Cynthia Draine

1. Staffing issues are being worked on and the search for a new Administrator is moving forward.

f. ADMINISTRATOR – Roger Quick

1. A meeting with Charlotte County to discuss the bulk sewer service agreement has been requested by Mr. Berntsson.

2. The current reuse agreements are being reviewed and a standardized agreement is being considered.

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


10. OLD BUSINESS – None

11. NEW BUSINESS – None

12. PUBLIC COMMENT – ANY TOPIC – None

13. BOARD MEMBER COMMENTS – The entire board congratulated Mr. Quick on another productive and successful year.

14. ADJOURNED @ 9:15 AM



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Robert C. Stern Jr., Vice-Chair

APPROVED

/tlh