

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
MAY 3, 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  
Ray Burroughs, Assistant 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 – Mr. Quick added item 6c., Superion AnalyticsNOW Services.
3. PUBLIC INPUT – None
4. EMPLOYEE AWARDS - with gratitude, Chair Meals presented service awards to:
  - a. Mark Morris, Construction Coordinator/Backflow – 10 years
  - b. Zackery Cumberland, Wastewater Workman – 5 years
5. CONSENT SECTION – Chair Meals called for questions or deletion of any item on the Consent Agenda, hearing none, he called for a motion. Mr. Samuels moved, “**to approve,**” seconded by Ms. Wright.
  - a. Minutes of the Regular Meeting dated April 5, 2018 **18-05-03 CS A**
  - b. Attorney’s Invoice dated April 17, 2018 **18-05-03 CS B**

**UNANIMOUS**

6. ACTION ITEMS

a. Amended and Restated Interlocal Agreement Relating to Utility Service to “Englewood East” – Mr. Quick stated after meeting with the County it was decided Charlotte County would collect their capacity fees and EWD would charge them the bulk rate for customers who have not paid Capital Capacity Charges.

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

**UNANIMOUS**

**18-05-03 A**

Full motion read: To authorize the Chair to sign and the Secretary to the Board attest the Amended & Restated Interlocal Agreement Relating to the Provision of Utility Service to Englewood East.

b. Centennial Bank FKA Stonegate Bank Signature Cards – Mr. Quick stated new signature cards are required to remove himself and add Mr. Burroughs to the bank accounts.

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

**UNANIMOUS**

**18-05-03 B**

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

Medical Reimbursement Account

Remove: Roger K. Quick  
Add: Raymond A. Burroughs  
Keep: Lisa Hawkins  
Cynthia Draine

Pension Account

Remove: Roger K. Quick  
Add: Raymond A. Burroughs  
Keep: Lisa Hawkins  
Cynthia Draine

Operating Account

Remove: Roger K. Quick  
Add: Raymond A. Burroughs  
Keep: Cynthia Draine  
Robert C. Stern Jr.  
Patrick Zoeller  
Sydney B. Crampton  
Steven Samuels  
Phyllis E. Wright

c. Superior AnalyticsNOW Services – Mr. Quick stated this is reporting software used by the Customer Service and Billing Departments, it was budgeted but over his authority to sign.

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

**UNANIMOUS**

**18-05-03 C**

Full motion read: To authorize the purchase of Superior AnalyticsNOW software in the amount of \$27,400.00. Funds to come from Water and Wastewater Revenues.

7. DISCUSSION – None

8. ADMINISTRATOR’S REPORT – Roger K. Quick

a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. Average flows for last month were lower, 2.98 MGD/last year it was 3.19 MGD and rainfall for March was 3.12”/last year it was .27”.

2. Curry Controls is still onsite for the electrical project at the Lime Plant; power was shut down Monday night for approximately 10 minutes to do the switch over to the temporary panel, the same procedure will be followed next week to switch back. No problems were encountered.

3. The #3 filter replacement will begin Friday and continue through the weekend. A replacement backwash pump will be necessary because parts are no longer available for the current pump.

4. The FWRC Conference was attended, some good contacts were established.

Distribution:

1. A 2" main was hit on N. Beach Road, 2 homes were under a precautionary boil water notice.
2. A fire hydrant on Bayshore Drive was replaced after being hit by a Sarasota County flail mower; currently there are 1,800 hydrants in the system.
3. 438 radio read meters were replaced, completion is at 71%.
4. 424 customer requested meter turn-offs were done and 12 new accounts were established equaling 12 new ERCs.

b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

WRF:

1. WWTP Operating Permit Renewal – the new wastewater treatment plant operating permit has been received, the effective date is July 10<sup>th</sup> and it's a 5-year permit with an expiration date of 2023.
2. DIW Permit – should be issued soon.
3. ASR Permit Renewal – currently working with the consultants on the ASR permit renewal application. The permit expires July 29<sup>th</sup>.
4. DIW MIT – the task order has been issued; results will be submitted by September.
5. Centrifuge Project – the electrical contractor is scheduled to begin installation of the electrical panel for the new centrifuge within the next two weeks, start-up with the vendor will follow.
6. WWTP Generator Repair – a back-up generator is still in place, awaiting parts to repair the main generator.

Collections:

1. Crews have been very busy with maintenance and repair of the collections system.
2. Wastewater Collections Manager Ron Franklin and I met with AirVac and FloVac to get updates to the wireless monitoring systems, we are not ready to proceed just yet.

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

CIP/In-house Projects:

1. V9-C Grant – the funds have been completely expended and this project will be removed from the status report.
2. The S.R. 776 corridor plan amendment meeting is scheduled for May 15<sup>th</sup> at Lemon Bay Park; proposed changes to the existing plan will be discussed.

Developments/Projects:

1. Lake Emily FKA Winchester Lakes is currently going through the process of platting with the County.
2. A future development named Winchester Ranch of which approximately 5 square miles are located within our service area, requested a letter of availability for 10,610 dwelling units over the next 20 years. We will work with the developer to get them the capacity they need.
3. Villages if Manasota Beach – Mr. Quick added that staff met with Sarasota County and the City of North Port to discuss how reuse will be handled by

multiple providers.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Financial Statements – Operating income is currently at \$2.5M, last year it was \$2.2M, we are half way through the budget year and on track. Balancing of FY17 is complete and reflected in the report.

2. Investment Statements – There is \$10.9M in investments and following the Audit, our BB&T Financial Advisor was contacted concerning the 5-year term conditions.

3. Purchasing Credit Card Policy – attached for review, Board approval is not necessary. Chair Meals suggested it be sent to the Auditors for their review.

4. The e-mails (attached) from Judith Hines, 1771 Fessler Street concerning the disbursement of funds from the V9 grant was read for purposes of public record. Board discussion ensued with a decision made that Ms. Hawkins would reply to Ms. Hines stating the Board stands by their decision that was approved by the State.

e. HUMAN RESOURCE DIRECTOR – Cynthia Draine

1. There are currently 5 position openings, soon to be another in distribution, 2 water plant, 1 distribution, 1 finance and 1 customer service, applications and resumes are being reviewed and interviews are being scheduled.

Mr. Quick concluded the Administrator's report.

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

10. OLD BUSINESS

a. Fire Line Charges – Ms. Hawkins explained how the rate consultants calculated the fire line charges and added that several surrounding utilities use the same method. At conclusion of Board discussion, Chair Meals tasked staff with investigating alternative methods of calculating fire line charges to be reviewed at the June meeting.

11. NEW BUSINESS – None

12. PUBLIC COMMENT – ANY TOPIC – None

13. BOARD MEMBER COMMENTS –

a. Ms. Crampton commented on her appreciation of staff members.

b. Chair Meals thanked staff for the great organization during the rebate funds distribution.

14. ADJOURNED @ 9:24 A.M.

  
Robert C. Stern Jr., Vice-Chair

/tlh

APPROVED