

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
JULY 12, 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:**

Ray Burroughs, 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. PUBLIC INPUT – None
4. EMPLOYEE AWARD – with gratitude, Chair Meals presented Wastewater Plant Operator Gregory Miller with a 15-year service award.
5. PRESENTATION – Dan Crosby with Legend VSS showed an informative Power Point presentation and video of technology capable of wirelessly monitoring the vacuum sewer system.
6. CONSENT SECTION – Chair Meals called for any deletions to the Consent Section, hearing none he called for a motion. Ms. Wright moved, **“to approve as presented,”** seconded by Mr. Stern.
  - a. Minutes of the Regular Meeting dated June 7, 2018 **18-07-12 CS A**
  - b. Attorney’s Invoice dated June 18, 2018 **18-07-12 CS B**
  - c. Single Source Procurement of R/O Membrane Elements **18-07-12 CS C**

**UNANIMOUS**

7. ACTION ITEMS

a. WRF Sand and Grit Removal Project – Wastewater Operations Lead Operator Dave Larson explained this project will remove sand, grit and rags and is part of the rehabilitation of Plant #4.

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

**UNANIMOUS**

**18-07-12 A**

Full motion read: To approve the project, up to an estimated amount of \$60,000.00, as part of the WWTP#4 Rehabilitation. Funds to come from CIP.

b. Fire Line Charges – Chair Meals stated this was a continuation of the last 2 meetings. Lengthy Board discussion ensued and included the fairly substantial reduction in charges for the proposed new rates, industry standards, and the cost to EWD vs the cost to a customer to provide this service. Line size, needed pressure, and fire code for commercial property was also discussed. Chair Meals then asked do we keep the current rates, get rid of the rates, or change to the proposed changes? Attorney Berntsson added a motion would only be necessary if a change is made, if not, it would stay as it is.

Ms. Wright moved, **“to take the adjusted base charge, reduce it by 5 cents because we can’t make the same motion that we’ve made before and adjust the rates accordingly.”** Attorney Berntsson stated the same motion can be made because there is a different board. Ms. Wright amended her motion. **“To use the adjusted proposed rates,”** seconded by Mr. Samuels.

**4/1 PASSED (Meals)**

**18-07-12 B**

8. DISCUSSION – None

9. ADMINISTRATOR’S REPORT – Ray Burroughs

a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. Average flows for last month were 2.34 MGD/in line with last year and rainfall for June was 2.8”/last year it was 11.4”.

2. Curry Control is on-site today to finish up the electrical project at the Lime Plant.

3. Generator #2 at the R/O Plant has been torn down and all major components are in good shape.

Distribution:

1. A 6” control valve was replaced near Landy’s Restaurant. A precautionary boil water notice was issued for 2 days for the them and the community behind it .

2. 236 radio read meters were installed, completion is at 74%. The budget is exhausted for FY18 for this project, it will resume in FY19.

3. 18 new single-family accounts were established equaling 18 ERCs.

b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

WRF:

1. ASR Permit Application has been submitted, awaiting response from FDEP.

2. Consultants are working with the contractor to schedule the DIW MIT; due by September 23<sup>rd</sup>.

3. The in-house centrifuge project is complete, it is now in service.

4. The back-up generator has been repaired and is back in service. The leased generator has been returned.

5. A fire burned approximately 2 ½ acres at the WRF, it was caused by a lightning strike but caused no damage to our equipment.

6. The WWTP and DIW permits are going into effect; new sampling requirements are being implemented.
7. WRF operators by-passed and cleaned both the pre and post screen headworks tanks.
8. WRF operators are working with the welders to replace the air headers between plants #1 & #2.
9. Working on the budget with Ms. Hawkins.

Collections: Reported by Collections Manager, Ron Franklin

1. Working with Dan Cosby/Legend VSS on the wireless monitoring system.
2. Staff rehabbed Lift Station 228 in preparation of the relining project in EBCO.
3. Staff has been working at the WRF changing valves.
4. Vacuum stations are being repaired and cleaned up as needed.
5. If the wireless monitoring project in V1 is approved, staff will begin working on the necessary upgrades.

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

CIP/In-House Projects:

1. Swepston Bridge Waterline and Pile Removal – the County agreed to an extension of time for the grant so an alternative method for the pile removal can be considered.
2. Surface WTP Treater No 3 – contract has been awarded to Ovivo for doing the repairs, this will be an ongoing project.

Developments/Projects:

1. Island Lake Estates – EWD collections staff is on sight daily.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Distribution of the FY19 Budget
  - a. The FY19 Budget is based on a 4% increase to usage and base rates and includes 1 new position for the Collections department.
  - b. The percentage increase/decrease column is now based on comparison of projected actual for this year to the new budget.
2. Financial and Investment Statements
  - a. Operating revenues so far this year are \$10.5M, expenses are at \$7.2M and operation income is at is \$3.3M approximately \$440,000 higher than last year.
3. The auditors will be here next week for approximately 3 days.

e. HUMAN RESOURCE DIRECTOR – Cynthia Draine

1. Unemployment rates are at 4%, Englewood is slightly lower at 3.8% and 65% of our population are not in the labor force.
2. 10 new employees were added in FY18 and currently there are 3 openings, 1 in Distribution, 1 in Production and 1 in Accounting.
3. The employee rate for FRS contribution stayed at 3% of gross and employer contribution did you go up in 3 classes so that expense is increasing.
4. Managers will begin employee performance evaluations.
5. A meeting was attended with Mr. Burroughs and Wampler Insurance to review preliminary rates for health, dental, vision, disability and life.

Mr. Burroughs concluded the Administrator's report

10. ATTORNEY'S REPORT – Robert H. Berntsson asked that the January 3, 2019 be rescheduled. It will be discussed at the August meeting.

11. OLD BUSINESS – None

12. NEW BUSINESS

a. Pioneer Days Parade – Board consensus was in agreeance that EWD will participate in the parade again this year.

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS – None

15. ADJOURNED @ 9:51 AM



Robert C. Stern, Jr. Vice-Chair

APPROVED

/tlh