

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
AUGUST 2, 2018 @ 8:30 A.M.**

**Board of Supervisors:**

Taylor Meals, Chair  
Robert C. Stern Jr., Vice-Chair  
Phyllis Wright (absent)  
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 (absent)  
Teresa Herzog, Board Secretary

1. The meeting began with the Pledge of Allegiance and roll call to establish a quorum.
2. ANNOUNCEMENTS – Mr. Burroughs removed review of the Enabling Act.
3. PUBLIC INPUT
  - a. Palm Island Residents – Wholesale Water Rates
    1. Adam Beckstead, 7092 Placida Road, Palm Island Resort – Representing Knight Island Utilities as President of the Board, a non-profit 501-C12, a bulk water purchaser not within the District boundaries. Mr. Beckstead requested the Board reconsider the \$1.37 increase for February 1, 2019 and suggested new impact fees take the place of the increase, then offered a new agreement with EWD to pay new connection fees. Additionally, he requested the increase be delayed until all other avenues are explored and stated the beach re-nourishment tax is financially impacting the Island.
    2. Craig Baresel, 50 Tarpon Way – Bocilla Utilities customer. Mr. Baresel asked that the bulk capacity charge of \$1.37 per 1,000 gallons that was deferred at the January 23 meeting be changed or modified and include a connection fee for new customers making it a true connection fee. He stated tracking new customers could easily be accomplished through required reporting and a new contract with EWD could be entered into. He explained the reason EWD was chosen over CCU to be the water provider and added changing a major component to the agreement hurts the current customers. He suggested the cost be bore by future connections and felt an 80% increase was too high. He then asked the Board to consider other options before the February 1 rate increase.
    3. Lou Ellen Wilson, 65 Palm Drive – Bocilla Utilities customer. Ms. Wilson reiterated the requests of Mr. Beckstead and Mr. Baresel, asking that a connection fee be charged instead of increasing the bulk rate to people already connected to the system.

Chair Meals explained the charges paid by Island residents is controlled by their utility, EWD only supplies water to the connection and has no control of how the water is used

or the rate charged by their utility. He added that customers of EWD have had increases to the base rate over the past few years and bulk customers, who do not pay base rates, have not. Because the capital capacity charge of nearly \$3M would have affected everyone on the islands and current residents will never pay that fee, a part of the additional \$1.37 increase is for capital capacity for our plant. The increase was deferred for 12 months to give the utilities time to adjust their rates accordingly.

At the end of discussion, Mr. Burroughs suggested the residents meet with their utility to discuss a rate decrease.

4. EMPLOYEE AWARD – With thanks, Chair Meals presented Collections Workman, Benjamin Ouderkirk with a 5-year service award.

5. PRESENTATION

a. Attorney Robert H. Berntsson displayed a Sunshine Law slide show presentation.

6. CONSENT SECTION – Chair Meals asked for any deletions to the consent section, hearing none, he called for a motion. Mr. Samuels moved, **“to approve,”** seconded by Mr. Stern.

a. Minutes of the Regular Meeting dated July 12, 2018

**18-08-02 CS A**

b. Attorney’s Invoice dated July 16, 2018

**18-08-02 CS B**

**UNANIMOUS**

7. ACTION ITEMS

a. Amendment to the Procurement & Inventory Control Policy – Mr. Burroughs introduced the item stating an increase from \$2,500 to \$10,000 is being requested for procurement of products or services that need a bid. This is for managers only as they are responsible for their own budgets and it has been reviewed by the auditors.

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

**UNANIMOUS**

**18-08-02 A**

Full motion read: to accept the Procurement & Inventory Control Policy as amended and presented.

8. DISCUSSION

a. Rescheduling of October 4, 2018 and January 3, 2019 Board Meetings – Mr. Burroughs stated because there are scheduling conflicts these meetings need to be rescheduled.

Ms. Crampton moved, **“to reschedule the October 4, 2018 meeting to October 11th and reschedule the January 3, 2019 meeting to January 17, 2019,”** seconded by Mr. Samuels.

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**18-08-02 B**

9. ADMINISTRATOR'S REPORT – Ray Burroughs  
a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. Average flows for last month were 2.39 MGD/last year it was 2.569 MGD and rainfall for July was 2.9"/last year it was 11.29".
2. Generator #2 at the R/O Plant is still awaiting parts.
3. Ovivo is on site to demo clarifier #3, recoating will be next.
4. Painters will be here to paint the pump room now that the electrical job is nearly complete.
5. Working on Production and Distribution reviews.

Distribution:

1. On 7/24 a 8" water main broke in the Park Forest subdivision. 6' of 8" pipe had to be replaced; a precautionary boil water notice was delivered to 25 customers. It was rescinded on 7/26.
2. 19 radio read meters were installed, completion is at 74%.
3. DCMA meter replacement has begun, 52 have been completed. Radio read heads are also being changed.
4. 14 new single-family accounts were established equaling 14 ERCs.

b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

WRF:

1. The DIW MIT is being performed this week; the consultant and contractor are on site.

Collections:/Collections Manager Ron Franklin

1. Re-lining project on the beach is moving along, manhole lining will follow.
2. Replaced the bulk CCU wastewater meter in East Englewood.
3. Pits in the V8 area are being replaced as they fail.

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

CIP/In-House Projects:

1. WWTP No. 4 Rehab – working with the welder on plants 1 & 2 once they are complete, plant 4 will come off line for repairs. Getting bids for the sand and grit removal project and a grant from the state may be available for the removal but not the tipping fees.

2. ASR Well Rehab and Rerate – meeting with the consultant today at the well head, because of needed repairs it is currently out of service. During the permit renewal, we asked for additional capacity, it was initially denied but after our consultant contacted the state they agreed to increase the capacity to 3.4.

Developments/Projects:

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

d. FINANCE DIRECTOR – Lisa Hawkins

1. FY19 Budget Workshop – Chair Meals tasked staff with exploring options to include additional I & I projects in the CIP budget.

2. Financial and Investment Statements – Through June operating revenue was \$11.8M, operating expense was \$8.2M and operating income was \$3.6M. Investments are at \$11M and a large debt service payment is due.

e. HUMAN RESOURCE DIRECTOR – Cynthia Draine (absent) In Ms. Draine’s absence, Mr. Burroughs reported:

1. An accountant has been hired and there is still an opening in Distributions and Collections.

2. A meeting with the health insurance providers was attended, they started with a 13% increase that was negotiated down to 2.19%.

Mr. Burroughs asked that the Enabling Act be reviewed, and any desired updates be emailed to him before the next meeting, he then concluded the Administrator’s report.

10. ATTORNEY’S REPORT – Mr. Berntsson reminded the Board that the land exchange agreement with BMG Three is scheduled to close in September and will likely be at the next meeting.

11. OLD BUSINESS – None

12. NEW BUSINESS

a. Digitizing and Storage of EWD Historical Record Books – Sarasota County would be willing to digitize/archive EWD’s historical records, share the information with Charlotte County, and provide a copy to EWD. The documents would also be stored in a safe location at no cost. Board approval is necessary to “gift” the books to Sarasota County. Board discussion ensued with a motion made.

Mr. Stern moved, “ **to have Sarasota County archive our documents,**” Chair Meals added “**in digital form and make sure that Charlotte County has a copy of that as well, and we get a copy,**” seconded by Ms. Crampton.

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18-08-02 C

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS – All Board members spoke highly of Ms. Hawkins’ excellent work on the budget.

15. ADJOURNED @ 10:04 A.M.

  
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Robert C. Stern, Jr. Vice-Chair

APPROVED

/tlh