

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
SEPTEMBER 6, 2018 @ 8:31 A.M.**

Board of Supervisors:

Taylor Meals, Chair
Robert C. Stern Jr., Vice-Chair
Phyllis Wright
Sydney B. Crampton (absent)
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 roll call to establish a quorum.
2. ANNOUNCEMENTS – Mr. Burroughs stated a change in order to agenda item 4., Presentations, General Liability Insurance and Worker’s Compensation Renewal was presented first.
3. PUBLIC INPUT – None

4. PRESENTATION

b. General Liability Insurance and Worker’s Compensation Renewal – Key Agency Claire Jorge and David Dignam presented the renewal. Mr. Dignam stated this was the 1-year anniversary of a 2-year policy and Ms. Jorge outlined the changes to the renewal. Mr. Dignam also noted that a complementary appraisal of all the buildings will be done by PIGT insurance next year adding that in the event of a building valuation change, PIGT would honor that valuation number.

Mr. Samuels moved, **“to accept the District’s General Liability Insurance and Worker’s Compensation Renewal in the amount of \$253,755.00 for Fiscal Year 19. Funds to come from Water and Wastewater revenues,”** seconded by Mr. Stern.

UNANIMOUS

18-09-06 A

a. FY19 Budget – Chair Meals initiated discussion with his concerns of water usage decreasing because the current environmental situation may affect “season” this year. Adding that some projects, scheduled maintenance, and meter replacement may need to be postponed because of the lack of revenues. He then called for a motion.

Mr. Stern motioned, **“one as presented,”** seconded by Mr. Samuels.

UNANIMOUS

18-09-06 B

Full motion read: To approve a 4% increase to the water/wastewater usage rates, wholesale water/wastewater rates, and reuse water rates effective October 1, 2018.

Mr. Stern motioned, “**number two as presented,**” seconded by Mr. Samuels.

UNANIMOUS

18-09-06 C

Full motion read: To approve the FY 2019 Capital Improvement Program totaling \$1,617,000, CIP project authorization and funds are multi-year funds.

Mr. Sterns motioned, “**number three as presented,**” seconded by Ms. Wright.

UNANIMOUS

18-09-06 D

Full motion read: To approve the FY 2019 Operating Budget totaling \$13,493,184.46, Operating Budget funds are annual and will expire on September 30, 2019.

Mr. Stern motioned, “**number four as presented,**” seconded by Ms. Wright.

UNANIMOUS

18-09-06 E

Full motion read: To approve the FY 2019 Debt Service totaling \$3,049,772.00.

Mr. Stern motioned, “**to approve number five as presented,**” seconded by Mr. Samuels.

UNANIMOUS

18-09-06 F

Full motion read: To approve 77 full time employees and 1 transition position effective October 1, 2018.

5. CONSENT SECTION – Chair Meals called for questions, deletions and/or comments to the consent section, hearing none he called for a motion. Mr. Samuels moved, “**to approve as presented,**” seconded by Ms. Wright.

a. Minutes of the Regular Meeting dated August 2, 2018

18-09-06 CS A

b. Attorney’s Invoice dated August 16, 2018

18-09-06 CS B

UNANIMOUS

6. ACTION ITEMS

a. Third Amendment to the BMG LLC Land Exchange Agreement – Mr. Burroughs stated the amendment extended the closing date to on or before December 17th with the right to close earlier if requested. Attorney Berntsson added the closing was scheduled for September 17th but there were requested changes that still needed to be addressed.

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

UNANIMOUS

18-09-06 G

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

b. Sovereignty Submerged Lands Easement – Mr. Burroughs stated it was a standard agreement that needed to be converted to a public easement. King Engineering completed the work and it is ready to be executed.

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

UNANIMOUS

18-09-06 H

Full motion read: To authorize the Chair to sign and Secretary to the Board notarize, the Sovereignty Submerged Lands Easement.

c. Warehouse Inventory of Water Meters – Mr. Garland explained this would allow Mr. Burroughs to purchase meters up the budgeted amount for FY19 without the need of board approval for each purchase. Adding the purchases will be made in multiple batches and stored in inventory.

Chair Meals cautioned the meter replacement program may be delayed if current environmental conditions continue.

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

UNANIMOUS

18-09-06 I

Full motion read: To authorize the Administrator to purchase Neptune water meters, up to the amount budgeted in FY18/19, which totals \$500,000, through single source procurement with Sunstate Meter and Supply, Inc. (sole authorized distributor of Neptune meters in Florida). Purchases will be made in multiple batches and stored in Inventory, per the needs of the Distribution Department throughout the year. Funds to come from Water Revenue.

7. DISCUSSION – None

8. ADMINISTRATOR’S REPORT – Ray Burroughs

a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. Average flows for last month were 2.1 MGD/last year it was 2.5 MGD and rainfall for August was about 10”/last year it was 12.4”. Yearly usage is also significantly lower.
2. The painters are on site for blasting the inside walls of clarifier #3, Ovivo to deliver the mechanism in November.
3. Generator #2 at the R/O Plant has been rebuilt and the motor is running great, however, the voltage regulator now needs to be rebuilt.

Distribution:

1. A hydrant was replaced off San Casa Drive, it was hit by a vehicle.
2. A control valve was replaced at the intersection of Michigan Avenue and Placida Road, the scheduled shutdown affected approximately 70 customers, a precautionary boil water notice as in affect for 2 days.
3. 57 DCMA meters were replaced.
4. 62 radio read meters were installed, completion is at 75%.
5. 12 new single-family accounts were established equaling 12 ERCs.

b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

WRF:

1. The DIW MIT is complete and has been sent to DEP, no issues are expected.
2. The air header project is being done somewhat in house; plants 1 and 2 were

taken off line for cleaning. The new air header was installed with the help of a welder and is now complete, once plants 1 and 2 go back on line, plant #4 will be coming down. Dave Larson secured a \$23,000 grant to help pay for the plant cleaning.

Collections:

1. A pit in V-1 failed and has been replaced. Mr. Burroughs commended the collection department for the good job they did.

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

CIP/In-house Projects:

1. ASR Well Rehab and Rerate – a scope of services from Kimley Horne has been received for the work needed on the wellhead. An increase to capacity if being sought.

Development/Projects:

1. Three storage facilities are in the works.

2. Villages of Manasota Beach – Kimley Horne has been hired by the developer to begin design of their water/wastewater systems. This will be an on-going project.

3. WWTP#4 Sand and Grit Removal Bid Award included in packet.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Financial Statement – July statements show \$13M in revenue and operating income was \$4M, up approximately \$500,000 from last year.

2. Investment Statement – \$11M in investments with BB&T and \$2.6M in cash at Centennial, this will go down \$1.3M when the debt service payment is made in October.

3. Hardship Funds Recipient – 5 homeowners in V9-C qualified for hardship with funds provided by EWD and Sarasota Office of Housing and Community Development, 1 homeowner was denied but qualified so EWD fully funded it. There have been 195 homes that have connected and either they have paid, or it will be on the tax roll in November.

e. HUMAN RESOURCE DIRECTOR – Cynthia Draine

1. Managers are working on their performance reviews.

2. There is currently 1 opening in Distribution and 1 opening in collections.

3. An employee meeting is scheduled for September 12th from 2-3 pm for open enrollment so the office will be closed at that time.

4. The workers comp modifier went up a little bit but is still under 1, we are doing very well.

Mr. Burroughs concluded the Administrator's report.

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

10. OLD BUSINESS

a. Enabling Act – After review and consideration, it was recommended that changes to the Enabling Act not be pursued at this time.

11. NEW BUSINESS

a. Outside Laboratory Work from Private Citizens and/or Utilities – Mr. Burroughs stated that the lab has the capacity to take in some outside work, bringing in some extra revenue. Since there is nothing budgeted for FY19 it will start slowly.

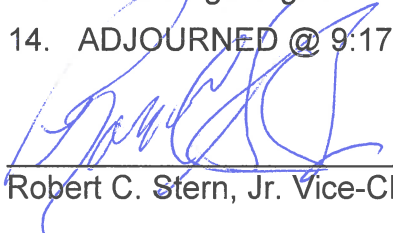
b. Chair Meals reminded the Board that the Administrator's 6-month review is due at the October meeting and that meeting date has been changed to the 11th.

12. PUBLIC COMMENT – ANY TOPIC – None

13. BOARD MEMBER COMMENTS

a. All Board members congratulated Ms. Hawkins on a well projected budget and Chair Meals mentioned an article in the Pioneer Days magazine about past board member George Dignam.

14. ADJOURNED @ 9:17 a.m.


Robert C. Stern, Jr. Vice-Chair

APPROVED

In chair meals' absence, mr. stern served as chair

/tlh