

MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
OCTOBER 11, 2018 @ 8:30 A.M.

Board of Supervisors:

Taylor Meals, Chair (absent)
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 (absent)
Philip Wagoner, Wastewater Operations Manager
Patrick Zoeller, P.E., Technical Support Manager
Lisa Hawkins, Finance Director
Cynthia Draine, Human Resources 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 that in Chair Meals' absence, Vice-Chair Stern would serve as Chair. In for Water Operations Manager Tim Garland was Lead Operator Dewey Futch and item 6c. Collections Mobile Generator Purchase was deleted from the agenda.
3. PUBLIC INPUT – None
4. CONSENT SECTION – Chair Stern called for removal of any consent agenda item for discussion, hearing none, Mr. Samuels moved, **“to approve the consent agenda as presented,”** seconded by Ms. Crampton.
 - a. Minutes of the Regular Meeting dated September 6, 2018
 - b. Attorney's Invoice dated August 28, 2018
 - c. Collections Department Budgeted Purchase of One 2019 Ram 5500 4WD Truck
 - d. Collections Department Budgeted Purchase of Two 2018 Ram 1500 4WD Trucks
 - e. Distribution Department Budgeted Purchase of 1 2018 Ford F-250 4WD Truck
 - f. Distribution Department Budgeted Purchase of 1 2018 Ford F-150 2WD Truck
 - g. Production Department Budgeted Purchase of 1 2018 Ford F-150 4WD Truck
 - h. Administration Department Budgeted Purchase of 1 2018 Ford F-150 4WD Truck
 - i. Administration Department Budgeted Purchase of 1 2018 Ford F-150 2WD Truck
 - j. Collections Department Flygt Pump Purchase
 - k. Contract Procurements

UNANIMOUS

18-10-11 CS A through K

5. REVIEW

- a. Ray Burroughs, Administrator – 6 Month Review – Chair Stern stated he'd received all positive reviews from the Board and they were added to Public Record. All present Board

members were in favor of waiting until his 1-year anniversary to consider a change in his salary.

6. ACTION ITEMS

a. Amendment to the BB&T Employee Pension Plan and Main Operating Account – Ms. Hawkins stated this would remove Mr. Quick and add Mr. Burroughs to these accounts.

Ms. Crampton moved, “**approve the motion 6a,**” seconded by Mr. Samuels.

UNANIMOUS

18-10-11 A

Full motion read: To make the following amendments to the BB&T Employee Pension Plan Account and Main Operating Account:

Employee Pension Plan Account # XXXX-9327

Remove: Roger K. Quick, Former Administrator

Add: Raymond Burroughs, Administrator

Main Operating Account # XXXX-3157

Remove: Roger K. Quick, Former Administrator

Add: Raymond Burroughs, Administrator

Mr. Burroughs is authorized to act individually

b. Agreement Renewal with Gasparilla Island Water Association – Mr. Burroughs explained this contract has been in place since 2002 to accept their sludge if necessary. Short discussion ensued to include the price per gallon charge and automatic renewal clause.

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

UNANIMOUS

18-10-11 B

Full motion read: To authorize the Chairman to sign and the Secretary to the Board attest renewal of the Interlocal Agreement between The Englewood Water District and Gasparilla Island Association for an additional five-year term utilizing the District as the back-up “Sludge” disposal facility for the Gasparilla Island Water Association, Inc. Wastewater Treatment Plant.

c. Collections Mobile Generator Purchase - Deleted

7. DISCUSSION – None

8. ADMINISTRATOR’S REPORT – Ray Burroughs

a. WATER OPERATIONS MANAGER – Dewey Futch reported for Tim Garland

Production:

1. Average flows for last month were 2.1 MGD and the high was 2.4 MGD /last year the average was 2.4 MGD and the high was 3.6 MGD. Rainfall for September was 7.94”/last year it was 7.88”.

2. The painters have finished painting the interior of clarifier #3. Delivery of the rake drive is expected mid-December.

3. The voltage regulator for Generator #2 at the R/O Plant has been rebuilt and installed, it is up and running.

Distribution:

1. A fire hydrant was replaced at the corner of Pine Street and Crestwood Drive, it was hit by a vehicle.

2. A section of 12” main at 3005 South McCall Road was shut down for a Developer to delete three existing tapping valves, a precautionary boil water notice was issued for five addresses.

3. 10 DCMA meters were replaced.

4. Radio read meter installation is at 75% completion.

5. 146 meters were turned on in September.

6. 9 new single-family accounts were established equaling 9 ERCs.

7. At the last meeting the loss of revenue from red tide was discussed. It was investigated and in August of last year 66.5 MG was sent out, this August 67.6 MG was sent out. More water was produced last year because of additional flushing before the chlorine burn was done. This year we produced 66.7 MG, growth away from the beach also accounts for some of the water produced.

b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

WRF:

1. The DIW-2 MIT results were submitted to DEP and have been found to be satisfactory. The next test is due in 2023.

2. Plant #4 is out of service. Manways have been installed and the plant has been cleaned. Plants #1, #2 & #3 are in service and stabilizing, preparing for seasonal flows.

Collections:

1. The EBCO relining project is complete.

c. TECHNICAL SUPPORT MANAGER – Patrick Zoeller, P.E. Mr. Zoeller noted that when new task orders are assigned, they will be added to his report.

CIP/In-house Projects:

1. ASR Well Rehab and Rerate – A scope of services has been negotiated with Kimley Horn; they are working to get plans and a contract, which will be presented at a future Board meeting.

2. Staff has been working with Legends for the collections monitoring system, a contract will be negotiated, and we hope to start before the end of the year.

3. LS 116 Replacement – total replacement is necessary.

Developments/Projects:

1. Island Lake Estates – has been shut down by the Developer until a replacement Contractor is found.

d. FIANACE DIRECTOR – Lisa Hawkins

1. Financial Statements – Through August, Operating Revenues are at \$14.3M last year they were \$13.6M and Operating Expenses are at \$10M, last year they were \$9.8M. With one month left of the FY18 budget, it is expected we will be on budget in revenues and under on expenses.

2. Investment Statements – Investments in BB&T are at \$11M.

3. The inventory count was done 2 weeks ago, additional staff helped, and it went well. Because inventory value is now over \$1M they sent an auditor to observe.

e. HUMAN RESOURCES DIRECTOR – Cynthia Draine

1. There is one opening in Customer Service and one in Collections. New employees will start in Distribution and Collections next week.

2. Lab Director Karen Ernst will retire on Friday 10/12.

Mr. Burroughs concluded the Administrator's report.

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

10. OLD BUSINESS – None

11. NEW BUSINESS – None

12. PUBLIC COMMENT – ANY TOPIC – Ellen Decker, 2700 N Beach Road – Ms. Decker thanked EWD for all the work being done during the terrible water crisis we are having this year and lent her support for sewer relining being done to help reduce algae in Lemon Bay.

13. BOARD MEMBER COMMENTS – Ms. Crampton asked if we were hiring a new Lab Director and Ms. Draine responded not at this time. She also asked what would happen if there was a flood in this area and Mr. Wagoner explained the surge protection plan we have in place.

14. ADJOURNED @ 8:52 a.m.



Robert C. Stern, Jr. Vice-Chair

APPROVED