

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
NOVEMBER 1, 2018 @ 8:30 A.M.**

**Board of Supervisors:**

Taylor Meals, Chair  
Robert C. Stern Jr., Vice-Chair  
Phyllis Wright  
Sydney B. Crampton (8:37 am)  
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 Resources Director  
Teresa Herzog, Board Secretary

1. The meeting began with the Pledge of Allegiance and roll call to establish a quorum.
2. ANNOUNCEMENTS – Chair Meals added action item 6b, RO Plant SCADA Project.
3. PUBLIC INPUT – None
4. SERVICE AWARD – With gratitude, Chair Meals presented Lead Meter Reader, Beverly Perry with a 15-year service award.
5. CONSENT SECTION – Chair Meals called for any deletions to the consent section, hearing none, Mr. Stern moved, **“to approve the consent agenda as presented,”** seconded by Mr. Samuels.
  - a. Minutes of the Regular Meeting dated October 11, 2018 **18-11-01 CS A**
  - b. Attorney’s Invoice dated October 17, 2018 **18-11-01 CS B**
  - c. Single Source Procurements **18-11-01 CS C**

**UNANIMOUS**

6. ACTION ITEMS

a. BMG Agreement Fourth Amendment – Mr. Burroughs explained the amendment clarified language for the District, had no financial impact on the District and had been reviewed by District Counsel.

Ms. Wright moved, **“to approve the BMG agreement amendment,”** seconded by Mr. Stern.

**UNANIMOUS**

**18-11-01 A**

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

b. RO Plant SCADA Project – Mr. Burroughs stated that Curry Controls had been contracted to replace some PLCs and update the SCADA. Three years ago, \$125,000 was

budgeted for this project, the current bid is \$165,000. Funds have been transferred from last year's CIP budget to cover the additional cost.

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

**UNANIMOUS**

**18-11-01 B**

Full motion read: To accept the Curry Controls Company proposal dated October 30, 2018 in the amount of \$165,382.00. Funds to come from Capital Outlay.

7. DISCUSSION – None

8. ADMINISTRATOR'S REPORT – Ray Burroughs

1. Water Operations Lead Operator Dewey Futch was recognized for organizing a crew of volunteers to mow and clean up the cemetery. The list of volunteers was thanked for a job well done.

a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. Average flow for October was 2.4 MGD/last year the average was 2.5 MGD.

Rainfall for October was 1.68"/last year it was 5.36".

2. Operators are doing in-house maintenance on the #2 clarifier.

3. Our in-house electrician installed new LED lighting throughout the lime plant pump rooms, the catwalks are next.

4. Working with Curry Controls on the SCADA/PLCs project.

5. Two trainees have passed their state exam, receiving their licenses within a year.

Distribution:

1. A 4" main break on Pennsylvania Avenue was repaired under pressure so no precautionary boil water notice was issued.

2. A blow-off on Pennsylvania Avenue was relocated to abandon a problematic section of watermain. A precautionary boil water notice was issued affecting approximately 30 customers.

3. 497 radio read meters were installed, completion is at 77%.

4. 442 meters were turned on in October.

5. 10 new single-family/commercial accounts were established.

b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

WRF:

1. The DEP has accepted the wastewater treatment plant reuse operating protocol. This will increase the ASR storage capacity from 1.5 MGD to 2.04 MGD. The additional storage capacity will satisfy the new permit requirement for additional storage capacity and will allow us to rerate the plant permitted capacity to 3.4 MGD.

2. Working with staff on the wireless monitoring system.

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

CIP/In-house Projects:

1. Vacuum Monitoring System (V-1) – After review by the attorney, the contract may be brought to the December meeting for Board approval.

Developments/Projects:

1. Island Lake Estates – E.T. Mac Kenzie or Westra will likely be hired to fix the vacuum sewer issues on this project.

2. Storage Depot on 776 – a map of the project area was displayed and Mr. Zoeller explained the layout of the proposed buildings. While water and vacuum sewer are available to the property, they are requesting a connection waiver allowing a septic system instead of connecting to the sewer system. The Board has the authority to waive the connection. Board discussion ensued to include; relocation of the office/single restroom, required fire marshal access, cost to the developer and the EWD hardship for a low flow connection. Also discussed was the cost of a septic system, removal of the trees, the precedence this would set and the loss of ongoing sewer charges. At the end of discussion, Ms. Wright moved, “**to deny it,**” seconded by Mr. Samuels.

**UNANIMOUS**

**18-11-01 C**

3. Winchester Ranch – a meeting with them was attended last month and reuse was discussed. Going forward, staff requested Board guidance for new language to be added to the customer rules and regulations and reuse agreements. Limiting and enforcing limitation of usage and providing reuse to customers within the district first then customers outside the district was suggested. Staff will work on it.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Financial Statements – Year end financials – operating revenues are over at \$973,000 and operating expenses including year-end depreciation expense and capital outlay are under budget at \$458,000.

2. The Auditors reviewed fixed assets thoroughly and discovered in the past we’d capitalized some assets that shouldn’t be, this has been corrected. Old assets with vague descriptions have been fully depreciated and taken off the books.

3. The Auditors will return on November 26<sup>th</sup>.

4. Investment Statement – \$11M in investments at end of year, \$2M in cash, some will be invested in 3 year, 3.0% CDs.

e. HUMAN RESOURCES DIRECTOR – Cynthia Draine

1. Wastewater Operations Manager Phil Wagoner will be retiring February 1, 2019 resulting in an opening at the plant. Lead Operator Dave Larson will be his replacement.

2. Lab Director Karen Ernst retired October 12, Chelsea Lauer will now be the Laboratory Supervisor and a new chemist has accepted our conditional job offer. He will start November 19.

3. There is still an opening in Customer Service and Collections.

9. ATTORNEY'S REPORT – Mr. Berntsson reminded the Board that at the next meeting Oath of Office and preliminary election of officers, to be ratified at the January meeting will take place.

10. OLD BUSINESS – Chair Meals thanked staff for the good job cleaning up the vehicles used in the Pioneer Days parade.

11. NEW BUSINESS – None

12. PUBLIC COMMENT – ANY TOPIC – None

13. BOARD MEMBER COMMENTS – Staff who worked to clean up the cemetery was again thanked by the Board and Chair Meals congratulated Ms. Wright and Mr. Stern on their re-appointment.

14. ADJOURNED @ 9:19 am



Robert C. Stern Jr., Vice-Chair

APPROVED

/tlh