

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
DECEMBER 6, 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 Resources Director  
Teresa Herzog, Board Secretary

1. The meeting began with the Pledge of Allegiance and roll call to establish a quorum.
2. ANNOUNCEMENTS – Additions & Deletions – None
3. SERVICE AWARD – With gratitude, Chair Meals presented Collections Workman, Mitchell Wallace with a 5-year service award.
4. PUBLIC INPUT – None
5. ADMINISTRATION OF OATH OF OFFICE – Attorney Berntsson took the floor swearing Ms. Wright and Mr. Stern into office.
6. PRELIMINARY ELECTION OF 2019 OFFICERS – Attorney Berntsson reminded the Board that for the last several years we've had a preliminary election of officers, so the incoming Chair can be prepared for the January meeting. He then opened the floor and called for nomination of Chair.

Mr. Samuels nominated Mr. Stern.

Attorney Berntsson then called for additional nominations, hearing none, he declared Mr. Stern Chairman.

Attorney Berntsson then called for nomination of Vice-Chair.

Ms. Wright nominated Mr. Meals.

Attorney Berntsson then called for additional nominations, hearing none, he closed the nominations and declared Mr. Meals Vice-Chair.

The official adoption will be at the January meeting.

7. CONSENT SECTION – Chair Meals called for any deletions to the consent agenda, hearing none, he called for a motion. Mr. Samuels moved, **“to approve the minutes of the regular meeting of November 1<sup>st</sup>,”** seconded by Ms. Wright.

Mr. Samuels amended the motion, **“to include the Attorney’s invoice,”** seconded by Ms. Crampton.

- a. Minutes of the Regular Meeting dated November 1, 2018 **18-12-06 CS A**
- b. Attorney’s Invoice dated November 16, 2018 **18-12-06 CS B**

**UNANIMOUS**

8. ACTION ITEMS

a. Legend Energy Advisors Contract – Mr. Burroughs introduced the item stating a presentation of the valve pit telemetry took place at the July 2018 board meeting. This contract was negotiated by staff and is the finalized contract for the pilot study.

Mr. Stern moved, **“to approve the Legend Energy Advisors Contract,”** seconded by Ms. Wright.

**UNANIMOUS** **18-12-06 A**

Full motion read: To authorize the Chair to sign the Device and Software Licensing Agreement with Legend Energy Advisors. Project costs to be taken from Wastewater Revenues.

b. Capitol Access Consultant Agreement Renewal – Mr. Burroughs stated Mr. Paul’s services have not been used this year, however, if help is needed at the Capitol for legislature, he is available. The renewal fee is \$45.00 per year.

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

**UNANIMOUS** **18-12-06 B**

Full motion read: To allow the Professional Services Agreement between The Englewood Water District and Capitol Energy Florida Service LLC d/b/a Capitol Access to automatically renew for an additional 12 months.

9. DISCUSSION

a. Calendar Year 2019 Schedule of Supervisor’s Meetings – Chair Meals reviewed the upcoming calendar, following review Mr. Stern moved, **“to make it January 9<sup>th</sup>,”** seconded by Ms. Wright.

**UNANIMOUS** **18-12-06 C**

Full motion read: To schedule the January 2020 Annual and Organizational Meeting for January 9, 2020.

b. RO Plant Replacement of two Generators – Mr. Burroughs began the discussion. The generator portion of the second generator at the RO Plant went down, staff has met with a generator supplier and a meeting with another generator supplier is scheduled for next week. All options are being reviewed.

Lengthy discussion ensued to include; the possibility of an emergency meeting, the absolute necessity of having both generators operational, and how the expense will be funded.

Further discussion included; the age of the current generators, our obligation to the FP&L contract, the need to upgrade older PLCs, the DEP requirement of running back-up generators 4 hours per month, and the reason to keep 2 smaller generators instead of 1 larger generator. Chair Meals requested email notification to the Board once a dollar amount is confirmed. Discussion returned to funding the generators. Ms. Hawkins stated there is adequate funds in investments and cash without dipping into reserves. Discussion concluded with a motion being made;

Mr. Samuels moved, **“to authorize the Administrator to approve up to \$850,000 in an emergency situation,”** seconded by Mr. Stern.

Attorney Berntsson added in an emergency situation bids would not be necessary.

**UNANIMOUS**

**18-12-06 D**

It was noted that if the cost exceeds \$850,000 an emergency meeting would be called.

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

Production:

- 1. Average flows for November were 2.7 MGD/last year the average was 2.6 MGD. Rainfall for November was .76”/last year it was .8”.
- 2. Delivery of 192 membranes was received for trains E & F and will be changed out after the new year. The best of the removed membranes will be installed in train A.
- 3. We have been working with ASRus and staff on the WUP and well depths on old wells in WF#1 are being verified.
- 4. The #3 clarifier mechanism is due for delivered between 12/19 and 12/21. A meeting with TSC Jacobs and the painting contractor is scheduled for next week.
- 5. The Curry Control/PLC replacement project is progressing.

Distribution:

- 1. A section of 8” ductile iron pipe on Englewood Isles Parkway, on the bridge span is leaking. Crews will be installing isolation valves on each side of the bridge on 12/11, work will take place between 9:30 am and 11:30 am. This shut down affects approximately 240 customers who have been notified; bridge crossing leak will be addressed in the future.
- 2. 418 radio read meters were installed, completion is at 79%.
- 3. 312 meters were turned on in November.
- 4. 10 new single-family accounts were established.

- b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

WRF:

- 1. We are working with the consultants on the ASR wellhead repair, and pump replacement; awaiting drawings.
- 2. Awaiting final signatures for the ASR Permit Application.

Collections:

- 1. Mr. Wagoner thanked the Board for approving the monitoring system for the collections system, it will be very important in the future.

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

CIP/In-house Projects:

1. Beach Road Force Main – met with the consultants to review the options for layout and pipe placement. State easements will be required for this project, so it may slow the process, but it is moving forward.

Developments/Projects:

1. Winchester Ranch/West Villages – we had a meeting about future growth and how it will impact our WUP to meet future demand.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Financial Statements – For October revenues were at \$1.2M, about the same as they were at this time last year. Expenses are higher than last year because of meter purchases for the replacement program and collections had parts for 2 large pumps. The Non-cash of \$1.6M on the report is V9-C which has gone to the tax roll.

2. Investment Statements – \$11M in investments and \$2M in cash.

3. Auditors were here last week and working remotely this week, it's going well.

e. HUMAN RESOURCES DIRECTOR – Cynthia Draine

1. Two new employees started, one in Customer Service and one in Collections. There is still an opening in the WRF.

Mr. Burroughs concluded the Administrator's report.

11. ATTORNEY'S REPORT – Robert H. Berntsson – The BMG closing is scheduled for December 17<sup>th</sup>.

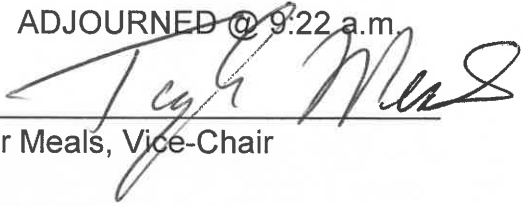
12. OLD BUSINESS – None

13. NEW BUSINESS – None

14. PUBLIC COMMENT – None

15. BOARD MEMBER COMMENTS – Chair Meals congratulated Mr. Stern as the incoming Chair and thanked staff their assistance during his term as Chair.

16. ADJOURNED @ 9:22 a.m.

  
Taylor Meals, Vice-Chair

APPROVED

/tlh