

**MINUTES
REGULAR BOARD MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
MAY 2, 2019 @ 8:30 A.M.**

Board of Supervisors:

Robert C. Stern Jr., Chair
Taylor Meals, Vice-Chair
Phyllis Wright
Sydney B. Crampton
Steven Samuels (absent)

Staff:

Ray Burroughs, Administrator
Robert H. Berntsson, District Counsel
Tim Garland, Water Operations Manager
David Larson, Wastewater Operations Manager
Keith R. Ledford Jr., 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 – Addition of Action Item 5b., ASR Wells to be presented by Mr. Ledford.
3. PUBLIC INPUT – None
4. CONSENT SECTION – Chair Stern called for a motion to accept as presented if nothing was to be pulled. Mr. Meals moved, **“to accept the Consent Agenda as presented,”** seconded by Ms. Wright.
 - a. Minutes of the Regular Meeting dated April 4, 2019 **19-05-02 CS A**
 - b. Attorney’s Invoice dated April 16, 2019 **19-05-02 CS B**
 - c. Louisiana Avenue Easements **19-05-02 CS C**

UNANIMIOUS

5. ACTION ITEM

a. Reinstatement & Amendment to Monitor Well Sarasota County Non-Exclusive License Agreement No. 2010-330 Revision – Mr. Burroughs explained that this agreement was passed at the April 4th meeting but the attorney for Sarasota County requested an additional word be added.

Mr. Meals moved, **“to accept the motion,”** seconded by Ms. Crampton.

UNANIMOUS

19-05-02 A

Full motion read: To authorize the Chair to sign and Secretary to the Board attest the Reinstatement and Amendment No. 2 to Non-Exclusive License Agreement No. 2010-330 and future annual renewals.

b. ASRus-19-007 Task Order/Wellhead Rehabilitation for Aquifer-Storage Recovery Well ASR-1 – Mr. Ledford stated following previous discussion of the repairs needed for the ASR well, ASRus submitted a task order for \$169,539.00, which exceeds the Administrator’s authority. Mr. Burroughs added the funds are available as part of the CIP; no additional funds

are necessary and because the project will likely begin in October, a portion of the contractor's stipulation may be added to the next budget year.

Mr. Meals moved, **“to authorize the Administrator to sign the ASRus-19-007 Task Order for professional services for the Wellhead Rehabilitation of Aquifer Storage Recovery Well ASR-1 in the amount of \$169,539.00. Project costs to be taken from wastewater revenues,”** seconded by Ms. Wright.

UNANIMOUS

19-05-02 B

6. DISCUSSION – None

7. ADMINISTRATOR'S REPORT – Ray Burroughs reported that staff met with the Charlotte County EOC on Friday, it was a productive meeting. A meeting with Ed McCrane of the Sarasota County EOC will take place next week. Charlotte County will provide EWD with a computer-based web EOC that can be used from our office, in real time. Our power outages to lift stations will be displayed on a map at their EOC so when possible, resources can be diverted to these areas. The emergency interconnects with Charlotte and Sarasota Counties were also discussed.

a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. Average flows for April were 3.7 MGD with a high of 4.4 MGD/last year it was 2.9 MGD with a high of 3.6 MGD. Rainfall was 1.3"/last year it was 3.21".
2. The RO PLC project will begin May 13th.
3. The contractor for the clarifier #3 project has pulled off the job because of incorrect fabrication of a few parts, should take about 3 weeks.
4. The emergency procurement for the large breaker at the RO Plant – our electrician was able to locate a new one for \$16,800 instead of the original cost of \$28,500. It was replaced this morning.

Distribution:

1. A fire hydrant at 5050 N. Indiana Ave was relocated, no customers were affected.
2. A 2" main was repaired under pressure in Polynesian Village. No boil water notice was issued.
3. 24 radio read meters were replaced, completion is at 86% and 439 customer requested turn offs were done.
4. There were 17 ERCs established; 11 single family and 2 commercial.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The monthly average daily flow for April was 1.37 MGD/peak flow was 1.6 MG.
2. The ASR Well permit has been received. The permit allows for increased daily flows during wet weather from 1.5 MGD to 2.04 MGD. This increase in the ASR well allows us to increase capacity of our wastewater plant from 3.0 MGD to 3.4 MGD because we now have a place to go with the water. The water plant is permitted to go down deep well #2, now it's proved we can go someplace else during a storm event. Getting the ASR well rehab going is important because it will increase the capacity at the plant up to spec.

3. The same type of breaker as the water plant went out at our plant that runs 2 effluent pumps and all the centrifuges. Installation will require us to disconnect from FPL to set the new breaker. Working on getting it scheduled with FPL.

Collections:

1. Crews rehabbed lift station #127.
2. Crews replaced two vacuum pits along with regular duties.

Mr. Burroughs added we are running on generator for the centrifuges. The staff electrician Darrell Walchle did find the exact same breaker at a lower price and will be compensated.

c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E. Mr. Ledford verbally updated his written report.

CIP/In-house Projects:

1. Vacuum Monitoring System (V-1) – they have been on site a couple times this month installing new antennas. Components are now being installed at some of the pits and antennas are being adjusted. Small leaks in valves have already been found and repaired. If testing goes well, towers/antennas will be installed at all the vacuum stations.

2. RO Plant Generator Replacement – estimated factory release date is July 29th, we've requested expedited delivery if possible.

Developments/Projects:

1. Boca Royale 16 – met with the developer and contractor Tuesday, a few more items to be corrected before we accept the project. Acceptance/approval by the state is expected at the end of the month.

2. Island Lake Estates – staff met with the new contractor for this project. As stated in their contract, an onsite inspector is required so utility work has stopped until this requirement is met. Discussion will continue to fix the known deficiencies in the system.

d. FINANCE DIRECTOR – Lisa Hawkins

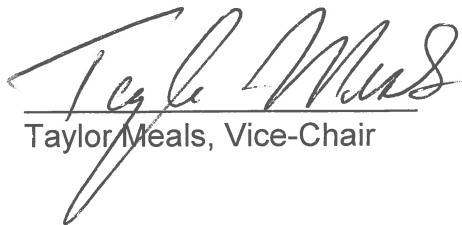
1. Financial Statements for March – operating revenues were at \$8.195M about half of the budget of \$15.9M, operating expenses were at \$6.185M and our budget is about \$13M also about half; operating income was about \$2M.

2. Investment Statements for March – investments with BB&T were at about \$12M. It was noted that BB&T and SunTrust are merging.

3. Mid-Year Budget Review – Amanda Burge and I started with the Year to Date number through March and forecasted it out. Revenue is forecasted to be \$17M, right at budget, expenses are predicted to be under by \$600,000. All departments were met with to discuss upcoming expenses and they were all expected to be under budget except collections. They had several expensive lift station pump replacements at the beginning of the year. Our net income will be over \$600,000 if things work out this way it will keep our \$10M in reserves intact.

8. ATTORNEY'S REPORT – Robert H. Berntsson – None
9. OLD BUSINESS – None
10. NEW BUSINESS – None

11. PUBLIC COMMENT – ANY TOPIC – None
12. BOARD MEMBER COMMENTS – None
13. ADJOURNED @ 9:09 A.M.

A handwritten signature in black ink, appearing to read "Taylor Meals", written over a horizontal line.

Taylor Meals, Vice-Chair

APPROVED

/tlh