

MINUTES
REGULAR BOARD MEETING & COMMITTEE MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
AUGUST 1, 2019 @ 8:30 A.M.

Board of Supervisors:

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

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 (absent)
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 added item 12b; Meter Inventory.
3. SERVICE AWARD – with congratulations, Chair Stern presented Customer Service Manager, Lani Gaver and Collections Foreman, Rory Moser, Jr. with 20-year service awards.
4. PUBLIC INPUT – None
5. AUDITORS SELECTION COMMITTEE MEETING – Chair Stern called for a motion to adjourn the regular meeting and move on to the Auditor Selection Committee Meeting. Mr. Samuels moved, **“to adjourn,”** seconded by Ms. Crampton.

UNANIMOUS

19-08-01 A

Roll was called, all board members present, no announcements, no public input. Ms. Hawkins stated there was not much business and reminded the board members who have not yet done so, to see her and Ms. Wheaton to review the procedures. The proposals will be available August 20th with the evaluations taking place at the September 5th board meeting. With no further discussion, Chair Stern called for a motion to adjourn that meeting. Mr. Meals moved, **“to adjourn,”** seconded by Ms. Crampton.

UNANIMOUS

19-08-01 B

Chair Stern reconvened the regular meeting.

6. CONSENT SECTION – Chair Stern called for removal of any item on the consent agenda, hearing no response, Mr. Samuels moved, **“to approve the consent agenda as presented,”** seconded by Mr. Meals.

a. Minutes of the Regular Meeting dated July 11, 2019

19-08-01 CS A

b. Attorney's Invoice dated July 16, 2019

19-08-01 CS B

c. ROW Use Bond

19-08-01 CS C

UNANIMOUS

7. ACTION ITEMS – None
8. DISCUSSION – None
9. ADMINISTRATOR’S REPORT – Ray Burroughs
 - a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. The chlorine burn began, and flows are up because of additional flushing. The average flows for July were 3.3 MGD compared to last year at 2.3 MGD with a high of 5.2 MGD. Normal operations at the plant will resume August 15th but flushing will continue. Rainfall was 7.98”/last year it was 2.93”.
2. The contractors for the clarifier #3 project are still on site. Touch-up paint to follow with completion expected in October.
3. The generators for the RO Plant arrived Friday the 26th; old generator is out .
4. Data Flow for the RO Wellfield Telemetry will be here next week.
5. A Trainee passed his C License within a year.

Distribution:

1. A 4” main break at Oyster Creek Dr and Georgia Ave was repaired under pressure, no boil water notice was necessary.
2. Another 4” AC main broke at Oyster Creek Dr and Georgia Ave which required replacement of 13 feet of main, 24 customers were issued a precautionary boil water notice.
3. Relocation of a 4” AC main on W. Perry St was required because of a conflict with a sewer lateral, 24 customers were issued a precautionary boil water notice.
4. A fire hydrant was replaced near Bay Park.
5. A 2” main break in Overbrook Gardens was repaired under pressure, no boil water notice was necessary.
6. Still at 86% completion for the meter replacement program.
7. There were 12 new ERCs established, all single family.

- b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The flows for July were 1.2 MGD, flows have increased by 200,000 from last month due to rains with a peak flow of 1.61 MGD.
2. General maintenance and regular work is being done.

Collections:

1. General maintenance with no major projects underway.

I & I was briefly discussed.

- c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E. (absent) In Mr. Ledford’s absence, Mr. Burroughs verbally updated the written statue report.

CIP/In-house Projects:

1. Beach Road Force Main – dialog with DEP for the permits required is ongoing, should be underway soon.
2. LS 116 Replacement – permits were approved Tuesday, FPL is ready for the hook-up, once we have their schedule it will be up and running.

Developments/Projects:

1. Boca Royale 16 – will be tied in completely Friday, project will be completed.
2. Englewood Elementary – demo of an old building and construction of a new building is planned, staff met with their engineers and architects.
3. McCall Road Commercial – new Millennium building, they are awaiting certificate of occupancy.

d. FINANCE DIRECTOR – Lisa Hawkins

1. FY 2020 Budget – Ms. Hawkins introduced the item calling for questions and requesting approval as soon as possible. Hearing no questions, Chair Stern called for a motion to approve the budget all or in part.

Ms. Wright moved, **“to approve the budget, a 4% rate increase and provide multi-year funding for the FY 2020 CIP, single year funding for the FY 2020 Operating Budget, single year funding for the FY 2020 Debt Service, and authorize the number of full-time employees,”** seconded by Mr. Samuels.

Mr. Meals noted a couple of items needed a further look but over all had no issue with the budget.

UNANIMOUS

19-08-01 C

Full motion read:

1. To approve a 4% increase to the water/wastewater base and usage rates, wholesale water/wastewater rates and reuse water rates effective October 1, 2019.
2. To approve the FY 2020 Capital Improvement Program totaling \$1,747,000, CIP project authorization and funds are multi-year funds.
3. To approve the FY 2020 Operating Budget totaling \$13,959,198, Operating Budget funds are annual and will expire on September 30, 2020.
4. To approve the FY 2020 Debt Service Principle Payments totaling \$3,025,222.
5. To approve 79 full-time employees and 1 transition position effective October 1, 2019.

2. Financial Statements for June – operating revenues were at \$12.4M and operating expenses were at \$8.7M leaving \$3.7M in operating income. Ahead of the budget at this time.

3. Investment Statements for June – investments with BB&T were at \$12M and \$3.5M with Centennial.

Mr. Burroughs concluded the Administrator’s report.

10. ATTORNEY’S REPORT – Robert H. Berntsson – None

11. OLD BUSINESS – None

12. NEW BUSINESS

a. Pioneer Days Parade – Mr. Burroughs requested permission to again participate in the Pioneer Days Parade stating the cost would be a \$40.00 entry fee plus the cost of the candy. Chair Stern then called for a motion. Ms. Crampton moved, **“to approve the participation in the Pioneer Days Parade,”** seconded by Ms. Wright.

UNANIMOUS

19-08-01 D

b. Warehouse Inventory of Water Meters – Mr. Burroughs explained the meter company takes extended time off for the holidays. These meters would be funded by next year’s budget and put into inventory to be used after October 1st. Mr. Garland added funds would likely be requested again in April for additional inventory meters when the supply runs out. Upon no further discussion, Chair Stern called for a motion.

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

UNANIMOUS

19-08-01 E

Full motion read: To authorize the Administrator to purchase Neptune water meters in the amount of \$200,000.00 through single source procurement with Sunstate Meter and Supply, Inc. (sole authorized distributor of Neptune meters in Florida) to replenish the supply in inventory. Funds to come from water revenues.

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS – Ms. Crampton and Ms. Wright thanked staff for their hard work on the budget, other projects and the committee.

15. ADJOURNED @ 8:55 A.M.



Robert C. Stern, Jr. for Taylor Meals, Vice-Chair (absent)

/tlh

APPROVED