

**MINUTES
REGULAR BOARD MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
NOVEMBER 7, 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
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 or Deletions – None
3. SERVICE AWARDS – with appreciation, Chair Stern presented service awards to:
 - a. Maurice Tindell, Information System Technician – 10 years
 - b. Paul Wagenseil, Collections Workman – 5 years
4. PUBLIC INPUT – None
5. CONSENT SECTION – Chair Stern called for a motion to approve the consent section as a whole unless anyone would like to pull any individual item off. Ms. Wright moved, **“to approve it,”** seconded by Mr. Meals.

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| a. Minutes of the Regular Meeting dated October 3, 2019 | 19-11-07 CS A |
| b. Attorney’s Invoice dated October 23, 2019 | 19-11-07 CS B |
| c. Amendment to Monitor Well Sarasota County Non-Exclusive License Agreement | 19-11-07 CS C |
| d. Large Meter Purchase | 19-11-07 CS D |
| e. Collections Vehicle Purchase | 19-11-07 CS E |
| f. WRF Vehicle Purchase | 19-11-07 CS F |
| g. Distribution Vehicle Purchase | 19-11-07 CS G |

Brief discussion of the Large Meter Purchase ensued.

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6. ACTION ITEMS

a. FY20 Server Upgrade – Mr. Burroughs explained that this upgrade is for the hardware portion; 2 new servers and the virtual server. It is a budgeted item exceeding his \$25,000 authority. Mr. Meals moved, **“to approve as published,”** seconded by Ms. Wright.

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19-11-07 A

Full motion read: 1) To accept SouthTech proposal# 114820 v5 dated July 17, 2019 in the amount of \$31,990.00 and 2) accept SouthTech proposal# 115303 v 2 in the amount of \$16,700.00 dated September 23, 2019, cost totaling \$48,690.00. Funds to come from water and wastewater revenues.

7. DISCUSSION

a. Lime Plant Critical Repairs – Mr. Burroughs began the discussion explaining there was a notice of emergency procurement issued for the cascade aerator at the Lime Plant. The current aerator is at the end of its serviceable life, and structural damage has been detected. Deloach has been contracted to replace the aeration tank with a degasifier, similar the one at the RO Plant. The funds are available by transferring them from the RO Plant degassifier #2 project to the Lime Plant. The existing degassifier at the RO was cleaned out and is working more efficiently so the additional RO degassifier can wait.

Ms. Crampton moved, “**to approve,**” seconded by Ms. Wright.

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19-11-07 B

8. ADMINISTRATOR’S REPORT – Ray Burroughs

a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. The average daily flows for October were 2.5 MGD/last year it was 2.44 MGD with a high of 3.36 MGD/last year it was 2.84 MGD. Rainfall was 3.3”/last year it was 1.68”.
2. The 1st generator at the RO is running and was tested under load. FPL tested it on 11/6 and the switch-over went well. The 2nd generator is currently in place and the project should wrap-up by the end of November.
3. Curry Controls conducted the annual calibration of the flow/pressure meters throughout the plants.
4. The internal inspection of the elevated tank revealed some needed repairs, awaiting the proposal to get a final cost.
5. A new sample plan for FDOH sampling has been implemented, Distribution is installing 60 new sample stations, they will be locked and secure.

Distribution:

1. No major incidences this past month, crews are working on meter replacement.
2. 325 radio read meters were replaced, completion is at 89%. 2,033 meters to go.
3. There were 8 new ERCs established; all single family.
4. 483 customer requested turn-ons were done.
5. Chlorine burn was successful; chlorine residual is being maintained and no flushing is required at this time.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The daily flow for October was 1.19 MGD with a peak flow of 1.69 MG.

2. Routine maintenance is ongoing.
3. A meeting was held with DEP to discuss our new Ground Water Monitoring Plan. Discussion included reducing our reuse system monitor well sampling to one location and Oyster Creek Golf Course was suggested to be the location. Currently we have 3 locations, Englewood Sports Complex, Lemon Bay Golf Course which should be taken over by Charlotte County soon and Grand Paradiso which should become the West Villages' responsibility when their plant comes online. We will no longer be responsible for monitoring these 2 locations. The ground water monitoring plan is a condition of our permit.

Brief discussion of the Grand Paradiso reuse contract and the outstanding new contracts took place.

Collections:

1. A forty-foot section of clay pipe was replaced on Sanderling Drive.
2. Two vacuum pit bottoms were replaced on Smith Street and South Oxford Drive.
3. On Macon Road, a new vacuum pit and about forty feet of pipe to connect it to the force main was installed.

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

CIP/In-house Projects:

1. ASR Well Rehab and Rerate – rehab will begin late November, early December. Awaiting delivery of the pump and motor before work begins.
2. CIPP – Blue Heron Phase I & CIPP – EBCO meeting with GML to discuss wrapping-up the EBCO project and review what can be done with Blue Heron to work within the budget we have.
3. LS 116 Replacement – the project is complete, a survey for the easements to follow.

Developments/Projects:

1. Work has begun on Boca Royale unit 15. Boca Royale unit 14, final comments and the draft development agreement have been submitted to the contractor and work will likely begin before the end of the year.
2. Sarasota County Dearborn Improvements – they are trying to fast track this project; 90% plans have been received and a meeting was attended. Conflicts with EWD utilities should be minimal.
3. Mr. Burroughs added Vacuum Monitoring System (V1) installation is ramping up and already found a leak that didn't have a monitor on it, just within the same section. The pilot program seems to be going well.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Financial Statements for September – preliminary EOY financial statements show \$16.4M in operating revenues, \$373,000 over budget and \$11.7M in operating expenses \$1M under budget. The September FY18 column includes

depreciation expense so you can't compare, we do not budget for depreciation expenses, so the budget comparison is still accurate.

2. The gain/loss on disposable assets will change, currently being worked on and also cleaning up fixed assets for the year. Approximately the same as last year, \$200,000 loss.

3. Investment Statements for September – \$12.1M with BB&T and \$3.7M at Centennial Bank, currently at \$2M because of large debt service payment.

4. The auditors will be here next week to start the audit.

5. Accountant, Amanda Burge created a report that compares budget to actual and we have started having monthly meetings with the managers for review. The FY20 budget is tighter this year, no fluff. We will need to keep a close eye on it.

Mr. Burroughs concluded the Administrator's report.

9. ATTORNEY'S REPORT – Robert H. Berntsson

a. Henderson/Franklin Misappropriation of Name Letter – Mr. Shearman was advised that the Board requested all legal action be taken regarding the use of the name Englewood Water District, Inc. and a lawsuit should be filed soon.

10. OLD BUSINESS – None

11. NEW BUSINESS

a. Capitol Access Contract Renewal – Jerry Paul – Mr. Burroughs reminded the Board that Ms. Crampton requested this be reviewed yearly before renewal, adding that the filing fee is \$45.00. Mr. Meals moved, "to continue," seconded by Ms. Wright.

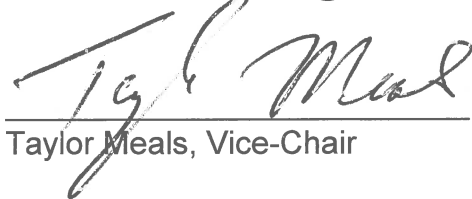
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19-11-07 B

12. PUBLIC COMMENT – ANY TOPIC – None

13. BOARD MEMBER COMMENTS – Mr. Meals appreciated the time it took staff to clean up the vac truck for the parade, it looked great.

14. ADJOURNED @ 9:08 A.M.



Taylor Meals, Vice-Chair

APPROVED

/tlh