

MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
NOVEMBER 5, 2020 @ 8:30 A.M.

Board of Supervisors:

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

Staff:

Ray Burroughs, Administrator
Robert H. Berntsson, District Counsel
Dewey Futch, Water Operations Manager
David Larson, Wastewater Operations Manager
Keith R. Ledford, Jr., P.E., Technical Support Manager
Lisa Hawkins, Finance Director
Teresa Herzog, Administrative Assistant

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 – None
4. PUBLIC INPUT – AGENDA ITEMS ONLY – None
5. ADMINISTRATION OF OATH OF OFFICE – Robert H. Berntsson took the floor swearing Ms. Crampton, Mr. Meals and Mr. Samuels into office.
6. CONSENT SECTION – Chair Stern called for approval of the consent section as a whole unless any item was to be pulled for discussion. Hearing no response, Mr. Meals moved, **“to approve the consent agenda as published,”** seconded by Mr. Samuels.
 - a. Minutes of the Regular Meeting dated October 1, 2020 **20-11-05 CS A**
 - b. Attorney’s Invoice: The Big W Law Firm dated October 17, 2020 **20-11-05 CS B**
 - c. Attorney’s Invoice: Henderson/Franklin dated October 8, 2020 **20-11-05 CS C**

UNANIMOUS

7. ACTION ITEMS

a. Changes to the Customer Rules and Regulations – Mr. Burroughs introduced the item. The proposed changes to the Customer Rules and Regulations; Section 26.0 Service Fees and Charges do not affect fees they are housekeeping items only.

1. Item E. Miscellaneous Fees (fees exceeding \$1,000.00 must be paid by cash or check). Currently we allow customers to pay their capital capacity fees with a credit card. If they use a business card with a high interchange fee to pay the \$14,401.00 new service capital capacity fees, it could cost EWD as much as \$432.00 in credit card fees. Eliminating the option to pay fees exceeding \$1,000.00 by credit card would be a savings to the District.

2. Item 11. Service Turn On or Off at Owner’s Request. a. 48-hour notice (1 on/1 off annually) No Charge (Monday-Friday 7:00 a.m. to 5 p.m.). This change clarifies that weekends are not included in the 48-hour notice period.

Short discussion ensued to include the possibility, if allowable, of adding a 3% charge for customers paying by credit card in the future.

Ms. Crampton moved, **“to accept the changes to the Customer Rules and Regulations as presented,”** seconded by Mr. Meals.

UNANIMOUS

20-11-05 A

b. Kimley-Horn Task Order/Holiday Ventures Study and Sewer Master Plan Update – Mr. Burroughs introduced the item. EWD selected Kimley-Horn from the Engineering Library to provide a scope of services for a Holiday Ventures Study & Sewer Master Plan Update. The 2017 Utility Master Plan identified the Holiday Ventures Lift Station as part of the critical improvements needed. As new development continues to happen in the north portion of the District, Holiday Ventures soon will see an increase of flow. The consultant will evaluate the Holiday Ventures Lift Station’s capacity to determine the extent of the station upgrades and/or replacement. As part of the study, the Consultant will also conduct evaluations of the existing WRF site as well as a new facility site. The evaluations will be used to compare the costs of improvement needed at the existing facility versus a new facility. Expenditure exceeds the Administrator’s Task Order authority of \$100,000.00.

Ms. Wright moved, **“to approve as read,”** seconded by Mr. Meals.

UNANIMOUS

20-11-05 B

Mr. Burroughs added a meeting will be held with Wellen Park to discuss details of property that could possibly be used for a new facility site and stated this is a budgeted item.

Full motion read: To authorize the Administrator to sign the Kimley Horn-21-001 Task Order for Professional Services for a Holiday Ventures Study & Sewer Master Plan Update in the amount of \$148,944.00. Project costs to be taken from Wastewater Revenues.

8. DISCUSSION

a. Employee Flexible Benefits Plan FKA Employee Salary Pay Additive – Mr. Burroughs stated we are waiting for additional materials for the pay study. As for the benefits plan, a firm may be hired to help us come up with a better benefits package to help retain employees and encourage new hires. Updates will follow.

9. ADMINISTRATOR’S REPORT – Ray Burroughs – Mr. Burroughs began his report by congratulating Mr. Samuels on his 16 year anniversary and stated a new HR Coordinator started yesterday.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. The total send out for October was 81.46 MG/last year it was 78.63 MG. Average daily flows were 2.62 MGD/last year it was 2.53 MGD and the high was 3.17 MGD/last year it was 3.36 MGD. Rainfall was 2.8”/last year it was 3.3”.

2. DeLoach has set the new degasifier in its permanent position and it is running well. Things should be wrapped up this month.
3. The operators installed a new lime feeder at the slaker building as well as a dust collector on top of the silo.
4. Ovivo was on site to look at the #2 treater for rehab.

Distribution:

1. On October 7th crews replaced a section of 2" galvanized on Humboldt St. A precautionary boil water notice was issued and rescinded 2 days later.
2. On October 20th Charlotte County street and drainage broke a 3" water main on Via Deluna. Repairs were made and a precautionary boil water notice was issued and rescinded 2 days later.
3. On October 29th Charlotte County street and drainage needed a 2" water main lowered to accommodate a new culvert pipe on Calle Menuda. The pipe was relocated, and a precautionary boil water notice was issued and rescinded 2 days later.
4. There were 22 new ERCs established; all single family and located in Boca Royale Unit 15.
5. 160 radio read meters were installed; completion is at 95%. 847 left to go.
6. 5 DCMA's were replaced and 55-meter heads were also replaced.
7. 352 customer requested turn ons were done.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flows for October were 1.46 MGD, with a peak flow of 1.77 MG.
2. The paint work on Plant #4 continues.

Collections:

1. Crews updated Lift Station #119 in Boca Royale. New panel, pumps, and rails; relining to follow.
2. Staff moved an air release at the bridge, near the Charlotte County boat ramp while the County was working there.
3. Staff replaced a vacuum pit bottom. Regular maintenance is ongoing.

c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E. Before Mr. Ledford reviewed his written report, he followed up from the pre-meeting a question about what can be assigned to the engineering library. Effective July 1, 2020 the state changed the limits from \$200,000 to \$500,000 for professional services on any type of studies and from \$2M to \$4M on construction costs. Now more work can be done through assignments instead of having to go out to bid.

CIP/In-house Projects:

1. Beach Road Force Main – staff is working to finalize the bid package; December bid opening and award at the January meeting.
2. Lime Plant Treater No. 2 – similar to treater #3 but trying to make it a seamless project. The proposal is expected next week with award at the December meeting.

3. WRF Electrical Study – there have been some electrical issues, an electrical evaluation will be performed by Kimley Horn on the entire plant separate from the Holiday Ventures Sewer Study.

Developments/Projects:

1. Boca Royale 14 – final certification and payment has been received for Phase 1; it will consist of 110 new units.
 2. Boca Royale 15 – 22 meters have been set; 40 new lots.
 3. Charlotte County – Gulf Boulevard Improvements – work is expected to take 7 to 8 months and will progress from the roundabout south to Stump Pass Park.
- d. FINANCE DIRECTOR – Lisa Hawkins
1. Financial Statements for September/end of the year – operating revenue was \$17.495M on budget with an operating expense of \$12.76M which is approximately \$2M under the budgeted amount. Leaving operating income at \$5.418M.
 2. Investment Statements for September/end of the year – we had \$ 13.727M with BBT and \$4.44M with Centennial Bank. This total is now down to approximately \$3M because of the large debt service payment due October 1st.
 3. Staff has been preparing for the auditors who will be here next week.

Mr. Burroughs concluded the Administrator's report.

10. ATTORNEY'S REPORT – Robert H. Berntsson – None
11. OLD BUSINESS – None
12. NEW BUSINESS – Mr. Meals suggested Mr. Burroughs contact Debbie Marks from the CRA, about a program for utility and rent assistance provided by the government, under the Cares Act. Mr. Burroughs will check into it and publish it to our website.
13. PUBLIC COMMENT – ANY TOPIC – None
14. BOARD MEMBER COMMENTS – None
15. ADJOURNED@ 9:09 a.m.


Sydney B. Crampton, Vice-Chair

/tlh

APPROVED