

**MINUTES**  
**REGULAR MEETING**  
**ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS**  
**201 SELMA AVENUE, ENGLEWOOD, FL 34223**  
**MARCH 4, 2021 @ 8:30 A.M.**

**Board of Supervisors:**

Sydney B. Crampton, Chair  
Taylor Meals, Vice-Chair  
Phyllis Wright  
Robert C. Stern Jr.  
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 Deletion – None
3. SERVICE AWARDS – With appreciation, Chair Crampton presented Finance Director, Lisa Hawkins with a 5-year service award.
4. PUBLIC INPUT – AGENDA ITEMS ONLY – None
5. PRESENTATION
  - a. Audit Report – Daniel Anderson, Director Mauldin & Jenkins – Mr. Anderson narrated his presentation and stated an unmodified opinion was issued, which is the highest assurance they can render with regard to the fairness of financial information on which they are opining. The financial statements are considered to present fairly the financial position and results of operations as of, and for the year ended, September 30, 2020. No audit findings were issued. Cyber security matters and GASB 84 through 97 which become effective over the next 5 years were also mentioned.

Mr. Stern moved, **“to accept the audit report as presented,”** seconded by Mr. Meals.

**UNANIMOUS**

**21-03-04 A**

Full motion read: To accept as presented, the Audited Financial Statements as of and for the years ended September 30, 2020 and 2019 and the Auditor’s Discussion and Analysis dated September 30, 2020, in accordance with Section 10 of the Enabling Act.

6. CONSENT SECTION – Chair Crampton called for any changes to the consent agenda. Hearing no response, Mr. Stern moved, **“to accept the consent section of the agenda as presented,”** seconded by Mr. Samuels.
  - a. Minutes of the Regular Meeting dated February 4, 2021 **21-03-04 CS A**
  - b. Attorney’s Invoice: The Big W Law Firm dated February 16, 2021 **21-03-04 CS B**
  - c. Attorney’s Invoice: Henderson/Franklin dated February 8, 2021 **21-03-04 CS C**

**UNANIMOUS**

7. ACTION ITEMS

a. Amendment to the BB&T Employee Pension and Investment Operating Accounts

Mr. Burroughs introduced the item. Because of staffing changes, it is necessary to make the following revision to the BB&T Employee Pension and Operating Investment Accounts. In addition to the staffing amendment, BB&T will be merging with SunTrust. This was overlooked when Ms. Draine retired. Mr. Meals moved, “to approve,” seconded by Mr. Stern.

**UNANIMOUS**

**21-03-04 B**

Full motion read: To make the following amendment to the BB&T Employee Pension and Operating Investment Accounts:

Employee Pension Plan Account # XXXX-9327

Main Operating Account # XXXX-3157

Remove: Cynthia Draine, Human Resources Director

Remove: Cynthia Draine, Human Resources Director

Add: Keith R. Ledford, Jr., Technical Support Manager

Add: Keith R. Ledford, Jr., Technical Support Manager

Keep: Raymond Burroughs, Administrator

Keep: Raymond Burroughs, Administrator

Keep: Lisa Hawkins, Finance Director

Keep: Lisa Hawkins, Finance Director

Mr. Burroughs, Ms. Hawkins, and Mr. Ledford are authorized to act individually.

b. Warehouse Inventory of Lift Station Panels – Mr. Burroughs introduced the item. With the recent event involving a vehicle crashing into one of our lift stations and the long lead time on the lift station control panels, staff would like to add two panels to warehouse inventory. One panel is sized for lift stations up to 7.5 hp while the other is good for those stations above 10 hp. The TCU and level sensors were removed from the standard panel as they are also items that are stocked individually. While these panels will be used for emergencies only, as staff rehabs individual lift stations, these panels will be rotated out of inventory as new panels are ordered. With that, Staff is requesting authorization to purchase two spare control panels to keep in warehouse inventory. The purchase amount exceeds the Administrator’s \$25,000.00 authority.

Mr. Stern moved, “to accept,” seconded by Mr. Samuels.

**UNANIMOUS**

**21-03-04 C**

Full motion read: To authorize the Administrator to purchase two spare control panels, to be kept in inventory, from Xylem in the amount of \$34,206.00. Funds to come from the general fund.

8. DISCUSSION – None

9. ADMINISTRATOR’S REPORT – Ray Burroughs – Mr. Burroughs reported that he recently gave presentations at two Rotary organizations.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

- 1. Total send out for February 2021 was 87.81 MG/ 2020 was 95.08 MG.

2. Average daily flows for February 2021 were 3.13 MGD/2020 was 3.27 MGD and the 2021 high was 3.55 MGD/2020 high was 4.28 MGD. Rainfall 2021 was 1.1"/2020 was 1.27".
3. At the plant this past month, Curry Controls was on site taking measurements for the high service upgrade.
4. Operators at the plant performed general maintenance of both the RO & Lime Plant.

Distribution:

1. They had no incidents to report. They worked on meter change outs and maintenance of the system.
2. There were 13 new ERCs established; all single family.
3. 310 meters were replaced which leaves 232 meters left to change to radio reads. This puts the District at 98% completion.
4. 15 customer requested meter turn ons were done.

b. WASTEWATER OPERATIONS MANAGER – David Larson – Prior to Mr. Larson's report, Mr. Burroughs stated there was a fatal vehicle accident near the plant; our fencing will be repaired soon.

WRF:

1. The average daily flows for February were 1.73 MGD, with a peak flow of 2.08 MG.
2. Plant staff continues rehab work on the Jumbo 4 Centrifuge, awaiting 1 part.
3. The first stage of the electrical study for the WRF was started on February 16<sup>th</sup>. Moving forward as part of the overall wastewater study we have going on.
4. Plant staff began the replacement of the Plant #4 airline.

Collections:

1. Lift Station #218 is operating under normal FPL power; we are working on setting up the various other panels that were fed from that location. We will now have separate panels at each of the smaller lift station that are associated with the larger lift station.

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

New Task Orders Assigned:

1. GWE-21-001 – Vacuum Station V-1 is in need of either repair or replacement along with the building. GWE will estimate the cost to be included in next year's budget.

CIP/In-house Projects:

1. Beach Road Force Main – Because of HDPE pipe availability, a slight delay in completion is possible.
2. Lime Plant Treater No. 2 – Staff has received the submittals, they are under reviewing.
3. Lime Plant Generator Replacement – Staff met with Detroit Diesel to discuss replacement of the fuel tank or replacement of the whole unit as 1 piece. Staff anticipates bringing the recommendation to the April meeting for approval.

4. LS Bypass Pump – This will be a trailer mounted unit. Staff anticipates bringing the recommendation to the April meeting for approval.

Developments/Projects:

1. Beachwalk by Manasota Key Phase 1 – Staff has signed off on the certification package, awaiting FDEP approval; once approved, Phase 1 will go into service, allowing the grand opening of their models.
2. Ivory Bill/Winchester Blvd Development – This is a new project with plans for 180 town homes in clusters of 4-8 units per building.
3. South River Road Development (Beachwalk Preserve) – this project is west of Paul Morris Industrial Park.
4. Project FKA Midtown Village – the abandoned buildings near Quail’s Run. Staff met with the engineer, architect, and developer on February 26<sup>th</sup>. This project was originally slated for 82 units in a series of 5 buildings, but the developer is planning to take advantage of Sarasota County’s half ERC zoning. The existing buildings will likely be razed, and 120 apartments that are 750 sq feet will be built. Water and wastewater systems are already in place but will need tested and possibly adjusted.

Mr. Burroughs thanked Mr. Ledford and his staff for all their hard work on the multiple ongoing projects.

d. FINANCE DIRECTOR – Lisa Hawkins

1. On the balance sheet, under assets-prepays, the negative number is due to the FRS funds that are being held for the corrections we’ve made. Further corrections are on hold until we hear from FRS.
2. Financial Statements for January – Operating revenue was \$5.745M, about \$95,000.00 less than last year, revenues will likely stay about the same because there was no rate increase for this year. There was operating expenses of \$3.852M, about \$443,000.00 less than last year. Leaving operating income at \$1.893M.
2. Investment Statements for January – We had \$13.773M with BB&T and about \$5M with Centennial Bank. \$1M was moved from Centennial to BB&T to be invested.

At the conclusion of her report, Ms. Hawkins thanked her team on the great job they did with the audit. Mr. Burroughs then concluded the Administrator’s report.

10. ATTORNEY’S REPORT – Robert H. Berntsson – There was an issue with a Charlotte County street vacations. There has been changes in personnel at both the County and CCU and a street vacation was issued where EWD has a line before it was brought before our Board. Currently, an easement is being recorded; the street vacation was approved pending the easement. Additionally, a vacation previously occurred without our knowledge where we have a line, we are working to correct it. Once the easement is recorded, it will be brought back for Board acceptance.

11. OLD BUSINESS – Mr. Meals requested an update on the water tower project. Mr. Burroughs stated we are currently working on it. Mr. Meals also asked how the evaluation

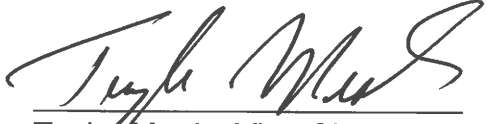
of pay rates was going. Mr. Burroughs responded that this past week, all staff completed an on-line job position survey provided by Evergreen, it is moving along quickly.

12. NEW BUSINESS – None

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS – All Board members congratulated Ms. Hawkins on the excellent job she and her staff did on the audit.

15. ADJOURNED @ 9:19 am



Taylor Meals, Vice-Chair

APPROVED

/tlh