

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
APRIL 1, 2021 @ 8:30 A.M.**

Board of Supervisors:

Sydney B. Crampton, Chair
Taylor Meals, Vice-Chair
Phyllis Wright (absent)
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 (absent)
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. CONSENT SECTION – Chair Crampton called for any additions or deletions. Hearing none, Mr. Meals moved, “ **to approve the consent section as published,**” seconded by Mr. Stern.

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| a. Minutes of the Regular Meeting dated March 4, 2021 | 21-04-01 CS A |
| b. Attorney’s Invoice: The Big W Law Firm dated March 16, 2021 | 21-04-01 CS B |
| c. Attorney’s Invoice: Henderson/Franklin dated March 10, 2021 | 21-04-01 CS C |
| d. Pelican Road Utility & Drainage Easement Acceptance | 21-04-01 CS D |

UNANIMOUS

6. ACTION ITEMS

a. Administrator’s Annual Review – Each board member read their written evaluations of Mr. Burroughs with favorable remarks. A suggested increase in salary of 3%, 4%, and 5% was made. Brief discussion ensued with a motion made.

Mr. Stern moved, “**5%,”** seconded by Mr. Meals.

UNANIMOUS

21-01-01 A

Mr. Burroughs thanked the Board for their kind words and generosity.

7. DISCUSSION – None

8. ADMINISTRATOR’S REPORT – Ray Burroughs; Mr. Burroughs began his report stating staff has met with and has another meeting scheduled with the different phases of Park Forest to mediate between them and the developer on some reuse issues. It will

likely be brought to the May meeting for discussion. Streamlining the reuse system, flushing and water loss were briefly discussed.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for March 2021 was 100.77 MG/ 2020 was 107.69 MG.
2. Average daily flows for March 2021 were 3.35 MGD/2020 was 3.47 MGD and the 2021 high was 3.64 MGD/2020 high was 3.47 MGD. Rainfall 2021 was 0.55”/2020 was 0.16”.
3. Curry Controls was on site calibrating transmitters for the high service flows and doing calibrations at the RO Plant.
4. DeJonge was on site and installed the cut in valve at the Lime Plant. Once completed, it allowed the Operators to replace a valve on the #4 high service pump getting it back into operation.
5. Ovivo was on site taking final measurements for the #2 treater.
6. Ring Power was on site to look at the Lime Plant generator for replacement.

Distribution:

1. They had no incidents to report. On 3/29/2021 the final tie-in for Beach Walk Phase 1A was completed.
2. There were 20 new ERCs established; all single family.
3. 212 meters were replaced which leaves 76 meters left to change to radio reads. This puts the District at 99% completion.
4. 21 customer requested meter turn offs were done.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flows for March were 1.55 MGD, with a peak flow of 1.86 MG.
2. Plant staff has been working on installing the new airline to Plant #4 and have been working with an outside welder to complete this project.

Collections:

1. Staff replaced the generator transfer switch at the V-1 Vacuum Station.
2. Lift Station #218 that was destroyed by a vehicle is now fully operational, including Data Flow and full FPL power. 4 smaller lift stations were being powered from that location and we are now moving service to those individual locations, so we don't have the same issue again. Crews installed one of the new panels associated with Lift Station #218 so when the panel passes inspection, we will run power to the new station which will be #239 in the future. Additional panels will follow.

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

CIP/In-house Projects:

1. Beach Road Force Main – a change order for the HDPE was issued due to the winter storms that affected the state of Texas during February. All the HDPE suppliers increased their prices \$8, \$10, or \$12 a foot. A change order in the amount of \$22,725.60 was negotiated, which was a one-time matter for them. Although there

was a contingency listed in the original documents, it did not fully cover this change order. After staff discussion it was decided to issue this as a complete change order leaving the contingency in place for overages. The Administrator has the authority to approve change orders up to 10% of the total project cost.

2. Lime Plant Generator Replacement – the cost is approximately \$50,000 to replace the fuel tank or \$100,000 to replace the whole generator and staff is working to get quotes from additional suppliers. It was noted that the existing generator is still functional and could be used through hurricane season if necessary. This may be brought to the May meeting for approval.

3. LS#218 Electrical Repair/Upgrade – two of the four additional panels have been received and are expected to be operational with FPL power in the next two weeks. Expected shipping date for the remaining two is April 17th. An initial check in the amount of \$50,000 has been received from the insurance company with a final check anticipated once the full amount is known.

4. LS Bypass Pump – staff is in discussion with an additional vendor and we're awaiting final pricing. This will be purchased on a state contract and may be brought to the May meeting for approval.

Developments/Projects:

1. Beach Walk by Manasota Key Phase 1 – approved by DEP; water was tied in earlier last month. The lift station and sewer collection system remains private as they do not have FLP power yet. DEP allowed the developer to start it up with a bypass pump to get ready for their grand opening. Once certified by DEP it will be turned over to EWD.

2. Boca Royale 14 – DEP has certified the collections system and its now part of EWD's inventory.

d. FINANCE DIRECTOR – Lisa Hawkins; In Ms. Hawkins's absence Ms. Burge reported.

1. Financial Statements – February Income Statement; our year to date revenues were \$7.2M a .85% increase from the prior year. Our year to date expenses were \$4.7M a 9.63% decrease from the prior year and our NOI was at \$2.5M a 28% increase from the prior year. The mid-year budget review will we presented at the May meeting. February Balance Statement; our quick assets – cash and receivables were at \$7.3M last year it was at \$6.5M a 12% increase from last year.

2. Investment Statements – February; we had \$19M with Truest, February 2020 we were at \$15.8M a 21% increase of \$3.4M.

Mr. Burroughs concluded the Administrator's report.

9. ATTORNEY'S REPORT – Robert H. Berntsson – None

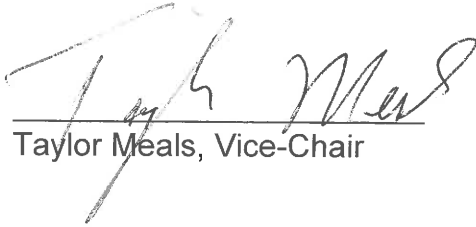
10. OLD BUSINESS – None

11. NEW BUSINESS – None

12. PUBLIC COMMENT – ANY TOPIC – None

13. BOARD MEMBER COMMENTS – Mr. Samuels hoped the covid cases continue going down and Mr. Stern and Ms. Crampton congratulated Mr. Burroughs on a successful year.

14. ADJOURNED @ 9:02 AM

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

Taylor Meals, Vice-Chair

/tlh

APPROVED