

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

Board of Supervisors:

Sydney B. Crampton, Chair (absent)
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, Executive Assistant

In Chair Crampton's absence, Vice-Chair Meals conducted the meeting.

1. The meeting began with the Pledge of Allegiance and roll call to establish a quorum.
2. ANNOUNCEMENTS – Addition or Deletions – None
3. SERVICE AWARDS – Acknowledgement for Postponed and Present Awards – Mr. Burroughs acknowledged the employees whose awards were postponed due to the virus and Vice-Chair Meals acknowledged the current employees who received awards and thanked these employees for their service not only to EWD but also the community.
 - a. Shea Tooker, Collections Workman – 5 Years/June 2020
 - b. David Larson, Wastewater Operations Manager – 25 Years/July 2020
 - c. William B. Skidmore, Wastewater Plant Operator – 15 Years/August 2020
 - d. Teresa Herzog, Administrative Assistant – 20 Years/August 2020
 - e. Keith R. Ledford, Jr., Technical Support Manager – 5 Years/August 2020
 - f. Kyle Herzog, Distribution Manager – 15 Years/December 2020
 - g. Ron Franklin, Collections Manager – 25 Years/December 2020
 - h. Tim Weber, Wastewater Plant Operator – 15 Years/January 2021
 - i. Chris Borovsky, Wastewater Operations Lead Operator – 10 Years/January 2021
 - j. Nathan Souza, Distribution Workman – 5 Years/June 2021
 - k. Matthew Core, Water Operations Lead Operator – 15 Years/July 2021
 - l. Bryan Curella, Wastewater Plant Operator – 5 Years/July 2021
 - m. Bradley Babb, Wastewater Plant Operator – 5 Years/July 2021
4. PUBLIC INPUT – AGENDA ITEMS ONLY – None
5. PRESENTATION
 - a. WRF Wastewater Study Presentation by Heather Ripley, P.E., Kimley-Horn – Ms. Ripley exhibited the findings of the study in a detailed power point presentation. Location of a proposed North Plant and funding of the project was briefly discussed.

6. CONSENT SECTION – Vice-Chair Meals called for any additions or deletions to the consent section, hearing none, Mr. Stern moved, **“to approve the consent agenda,”** seconded by Mr. Samuels.

- a. Minutes of the Regular Meeting dated June 3, 2021 **21-07-01 CS A**
- b. Attorney’s Invoice: The Big W Law Firm dated June 16, 2021 **21-07-01 CS B**

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7. ACTION ITEMS

a. Ratification of Memo; Creation of CIP Project and Budget Amendment – Mr. Burroughs stated this is for the ratification of the memo for Consent Order OGC File No.: 21-0407 and budget amendment for FDEP In-kind project. EWD received a consent order dated June 10, 2021, from the Florida Department of Environmental Protection (FDEP) for eight unauthorized discharges or unpermitted sanitary sewer overflows from February 1, 2020 to February 20, 2021. Staff has chosen to implement an in-kind project in lieu of making the cash payment of \$34,368.78 in civil penalties. The project shall be one and half times the civil penalty off-set amount. Staff has identified a project within the Brook to Bay Mobile Home Park that should meet the requirements of the in-kind project. FDEP requires that a detailed in-kind project proposal be submitted within 60 days of receiving the official consent order. With time being of the essence, staff requested the creation of a new project “LS 114 Improvements – Brook to Bay” and the approval to transfer \$10,000 from CIP 625007-600-250 CIP – Sewer Main Replace/Extension in order to begin working on the project proposal. The memo was signed by Chair Crampton on June 11, 2021. Staff has issued a task order to Ardurra for preliminary engineering services for the project proposal for the in-kind project. The proposed project will eliminate a problematic section of sewer main which is in close proximity to Forked Creek as well as replace/upgrade the existing lift station, bringing it up to EWD standards. Preliminary estimates for the proposed project are \$200,000 which should include engineering, permitting and construction. Staff is requesting a CIP Budget Amendment in the amount of \$200,000 to fund this in-kind project.

Brief discussion ensued to include the timeline and what the project will accomplish.

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

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Full motion read: 1) To ratify the memo – approval of the creation of a new FY21 CIP Project LS 114 Improvements – Brook to Bay and 2) to approve a CIP Budget Amendment in the amount of \$200,000 to fund the FDEP in-kind project. Funds to come from the General Fund.

b. Vacuum Station V-6 Generator Replacement – Mr. Burroughs stated this is for authorization for the purchase of one (1) Blue Star 200kW 480V Three-Phase Generator per Quote # 06082021-JA Rev#1 from Mid Florida Diesel in the amount of \$66,114.00.

The generator for Vacuum Station V-6 was installed in 2001. While the generator is still in working condition, it is time to replace the generator. Staff recommends purchasing the 200kW Blue Star Generator from Mid Florida Diesel. The proposal includes an upgrade from a 24-hour fuel tank to a 48 hour and also includes installation.

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

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21-01-07 B

Full motion read: To authorize the purchase of one (1) Blue Star 200kW 480V Three-Phase Generator per Quote # 06082021-JA Rev#1 from Mid Florida Diesel in the amount of \$66,114.00 piggybacking Florida Sheriffs Association Contract FSA20-EQU18.0 Item #127. Funds to come from the FY21 CIP Budget.

8. DISCUSSION

a. Easement through EWD Property – Mr. Burroughs began the discussion. The owner of Hartland property located between the Englewood YMCA and Morningside Drive has requested an easement through EWD property for access to future nature trails. The YMCA will give an easement for the road and the developer will provide land for the parking lot and also help with the construction of the nature trails. To access the nature trails from the parking lot, an easement will be required from EWD. The land between the EWD property and Hartland property is currently in the Sarasota Conservancy ownership. A map of the area was displayed with explanation from Mr. Burroughs. Jackson Boone from Boone Law Firm, representative of the property owner, then came to the podium to speak explaining more thoroughly the proposed nature trail area.

Additional discussion included mitigating the homeless/camping population, the possibility of fencing the area, location of the parking lot and EWD requesting extension of the easement for access to our property/equipment. Attorney Berntsson then referenced a portion of the Enabling Act which would allow EWD to enter into an easement agreement. It was noted that the easement would be granted to the property owner but would be for a public access to the park area.

Mr. Stern moved, “that we approve it with the stipulation that it would be for pedestrian access,” motion was then amended, **“to approve the proposal and concept with the easement being brought back for board approval,”** seconded by Mr. Samuels.

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21-07-01 C

9. ADMINISTRATOR’S REPORT – Ray Burroughs
a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for June 2021 was 92.08 MG/ 2020 was 86.64 MG.
2. Average send out was 3.17 MGD/2020 average send out was 2.88 MGD and the 2021 high was 3.91 MGD/2020 high was 3.47 MGD.
3. Rainfall 2021 was 7.81”/2020 was 13.18”. 4.5” of rain has happened in the past 3 days.

4. This past month at the plant Curry Controls has been on site installing the new high service switch gear for pumps seven, eight and nine. They are currently still here and hopefully will be finished up by the end of this week.
5. De Loach was here inspecting the new degasifier at the Lime Plant after 6 months of use. They are working on a quote for yearly maintenance and cleaning of the media inside of the Lime Plant and RO Degasifiers.
6. The operators at the plant have done another valve replacement on a high service pump and regular monthly maintenance at both the plants.

Distribution:

1. This month Distribution had two incidents to report. On 6-14-2021 there was a 2" inch watermain break at E. Manasota Beach Road. The repairs were made under pressure and no boil water notice was needed. On 6-23-2021 an electrical contractor working on Oakwood Drive North damaged a 2" water main located at the rear of the property, repairs were made under pressure and no boil water notice was needed.
2. For June, new meter sets were 12 ERCs, all single family.
3. 59 radio read heads were replaced.
4. June we had 120 customer requested meter turn offs.
5. June we had 113 final reads on meters which are the final reads when a home is sold. The real estate market has been busy.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flows for June were 1.41 MGD, with a peak flow of 1.78 MG.
2. Plant #2 was taken offline and cleaned out in preparation of an airline leak repair.
3. We are still waiting for centrifuge parts to complete the rehab project.
4. Normal operations and maintenance are ongoing.

Collections:

1. Normal operations and maintenance are ongoing.

c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E.

New Task Orders Assigned:

1. Audurra-21-002 – a meeting was held yesterday, and they estimate the first draft of the proposal will be ready for staff review next week. It will be submitted well before the 60-day deadline.

CIP/In-house Projects:

1. Beach Road Force Main – awaiting as-builts for submittal of the DEP application to put the line into service.
2. LS #218 Electrical Repair/Upgrade – an additional check in the amount of \$200,000 for damages has been received from the insurance company. Total reimbursement was \$250,000. Fencing is still outstanding, but the asphalt patch is complete.

Developments/Projects:

1. Beachwalk by Manasota Key Phase 1B – staff has reviewed the record drawings with a few comments and a walk thru has taken place with a few items that need corrected. Once the capacity fees are paid staff will approve the drawings and sign off on the permits, it will then be ready to place into operation.
 2. Englewood United Methodist/Helping Hands – staff has returned comments on the fire hydrant and is in the process of returning comments for the Helping Hands building.
 3. Sarasota County Dearborn Improvements – construction has been delayed until August, once mobilized a utility meeting will be held on site.
- d. FINANCE DIRECTOR – Lisa Hawkins
1. Financial Statements – May operating revenue was \$11.871M, about \$56,000 more than this time last year. There was operating expenses of \$7.581M, about \$475,000 less than last year. Leaving operating income at \$4.290M. Other revenues is up \$50,000 from the insurance proceeds, first installment.
 2. Investment Statements – May we had \$14.809M with Truist and about \$6.358M with Centennial Bank.
 3. The budget is expected to be distributed at the next meeting.

Mr. Burroughs then concluded the Administrator's report.

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

11. OLD BUSINESS – None

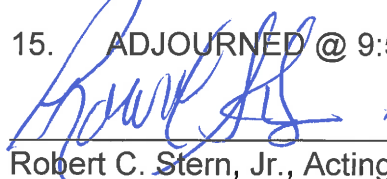
12. NEW BUSINESS

a. Employee Flexible Benefit Package – Mr. Burroughs reminded the Board that in October they had elected to increase the flexible benefit amount to \$530.84 which was a preliminary amount until the insurance rates were received. A handout was distributed before the meeting and Human Resource Manager Heather Bagshaw reviewed it explaining that the proposed increase to health insurance alone is 6.08%. No numbers on dental or vision have been received yet. After brief discussion, Vice-Chair Meals requested a representative from Wampler Insurance attend the next meeting.

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS – None

15. ADJOURNED @ 9:55 a.m.



Robert C. Stern, Jr., Acting Chair

APPROVED

/tlh