

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT
BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FLORIDA
OCTOBER 3, 2013 @ 8:30 A.M.**

Board of Supervisors:

Taylor Meals, Chair
Steven Samuels, Vice-Chair
Sydney B. Crampton
Phyllis Wright (Absent)
Eric Fogo

Staff:

Michael J. Ray, Administrator
Robert Berntsson, District Counsel
Jarl "Jay" D. Linden, P.E. Technical/Operations Support Manager
Sonia R. Zoeller, Finance Director
Philip E. Wagoner, Wastewater Operations Manager
Teresa L. Herzog, Board Secretary

1. The meeting began with the Pledge of Allegiance and roll call to establish a quorum.
2. ANNOUNCEMENTS – Mr. Ray announced that the September Attorney's invoice was added to the consent section to close out the 2013 fiscal year.
3. SERVICE AWARDS – Chair Meals presented 5-year service awards to Distribution Workman I Jeff Hackett and Collections Workman II Ethan Doering and a 10-year service award to Electrical/Instrumental Supervisor Al Woike with thanks and congratulations.
4. PUBLIC INPUT – None
5. CONSENT SECTION – Chair Meals called for additions, deletions and/or corrections to the consent section. Hearing none,

Mr. Fogo moved, **"to approve,"** seconded by Ms. Crampton.

Unanimous

- | | |
|---|----------------------|
| a. Minutes of the Regular Meeting dated September 5, 2013 | 13-10-03 CS A |
| b. Attorney's Invoices dated September 3, 2013 and September 30, 2013 | 13-10-03 CS B |

6. ACTION ITEM

a. V9-B Bid Award – Mr. Linden presented the item. The bid opening for the V9-B project was held August 6 and the low bidder at \$1,993,000.00 was Forsberg Construction. The bid was reviewed and accepted by the Attorney and Engineer.

Mr. Fogo moved, **"to accept the bid as presented,"** seconded by Mr. Samuels.

Unanimous

13-10-03 A

Full motion read, **"To authorize the Chair to sign and the Secretary to the Board to attest the contract documents between EWD and Forsberg Construction, Inc. for the V9-B Vacuum Sewer Installation and Water Main Replacement and Upgrade Project in the amount of \$1,993,490.00 as stipulated in the proposal dated August 6, 2013. Project costs to be taken from Wastewater CCC and Water CCC."**

b. V9-B GWE CEI Task Order – Mr. Linden introduced to item. The task order will provide seven months' worth of services for inspection and construction engineering during V9-B construction. Giffels Webster Engineers are part of The EWD engineering library.

Mr. Samuels moved, **“to authorize the Administrator to sign the GWE-14-001 Task Order for the V9-B Vacuum Sewer and Watermain Upgrade Project. Project costs to be taken from Wastewater CCC and Water CCC,”** seconded by Mr. Fogo.

Unanimous

13-10-03 B

c. General Liability Insurance and Work's Compensation Renewal –Ms. Chism of Key Agency reviewed the insurance proposal, referencing the quote provided to the board.

At the conclusion of a short discussion, Mr. Fogo announced that he must abstain from voting because he had a vested interest in the company representing the insurance product.

Mr. Samuels moved, **“to accept the District's General Liability Insurance and Worker's Compensation Renewal in the amount of \$352,851.00 for FY14. Funds to come from Water and Wastewater revenues,”** seconded by Ms. Crampton.

Pass 3/4 (Mr. Fogo)

13-10-03 C

7. DISCUSSION ITEM - None

8. ADMINISTRATOR'S REPORT – Michael J. Ray

a. WASTEWATER OPERATIONS MANAGER – Philip E. Wagoner

1. The Synagro Composting Facility at the Zemel Road landfill is under construction and will be opening in February or March.
2. DIW MIT began today; testing was postponed due to inclement weather.
3. The ASR Conference in Orlando was attended in September; EWD is still being mentioned as one of the first ASR Wells to be permitted in Florida.
4. The odor control project is substantially complete, a minor punch list remains. Startup began September 16 and performance testing is scheduled to begin October 16. Once the engineer signs off on the project a certificate of completion will be submitted to FDEP to close the consent order.

At the conclusion of his report, Mr. Wagoner and Mr. Ray narrated a slide show entitled *Englewood Wastewater Reclamation Facility Odor Control Improvement Project*.

b. TECHNICAL/OPERATIONS SUPPORT MANAGER - Jarl 'Jay' D. Linden, P.E. Mr. Linden reviewed his written report with updates.

1. Reclaimed Water Aquifer Storage Recovery – as a result of substantial rain fall totals, a significant amount of water is now being stored in the ASR well.
2. Dearborn Street Drainage Project – flooding has slowed the project, but it is proceeding.
3. Winchester South Project – Charlotte County awarded the project to Zep Construction. The October 9 pre-construction meeting will be attended. It is projected to be \$17M, 18 month project.
4. Tom Adams Bridge Project – the permits have been reviewed and approved, the DEP permit was received September 19.
5. Keyway Place Development – proceeding, the plans have been reviewed, minor modifications have been addressed.
6. EWD 30 Acre Property – met with representatives for The Conservation Foundation of the Gulf Coast representing Sarasota County. They have hired an appraiser and may attend the November or December meeting to discuss purchasing the property. District Council will review the requirements for a possible transaction.
7. EWD 750 Acre Property - met with the developers of the property around wellfield 3. They are working with Sarasota County to rezone the property to accommodate 1,200 to 1,450 units. EWD's concern is protecting and maintaining access to our wells.

c. FINANCE DIRECTOR – Sonia R. Zoeller

1. Susan Franklin

- a. Upgrades were implemented to the SunGard and Neptune software.
- b. There were 145 turn-on requests processed in September.
- c. The V9-A liens have been recorded. Of the 168 properties, 73 have connected, 65 paid in full, 30 are on payment schedules and 73 did not respond. Liens were filed and payment collection will begin on the November tax roll. For those who have not connected, flat rate sewer charges will also begin in November.
- d. The 90 day balance has decreased to \$380,000; payments are being received.

Ms. Zoeller continued with her report,

1. Staff is preparing for the audit with two new auditors which will begin the first week of December.
2. Went live October 1 with the new accounting software, working out some small issues. The Board will have access to view the budget, year to date actuals and open purchase orders.

Mr. Samuels asked Ms. Zoeller what effect the Florida Shores Bank change of ownership will have on the District? Ms. Zoeller replied that she and Mr. Ray met with Florida Shores staff and was informed that the switch over to the new bank would occur April of 2014. Our banking contract is up January 2015, an RFP can be implemented if we are unsatisfied with their fees or services.

Mr. Ray continued with his report,

1. The rain event was significant; employees worked around the clock Monday thru Wednesday. EWD fared pretty well.
2. The budget was approved affective October 1. Two vehicles are in the budget, each under \$25,000 and within the Administrator's authority to buy. If two of the same trucks are purchased they may be on one P.O. to the same state contact and that would exceed the Administrator's authority and Board authorization would be necessary.

Attorney Berntsson recommended the Board give authority for Mr. Ray to make the purchase.

Mr. Fogo moved, "to authorize Mike to purchase two vehicles on one P.O. if necessary," seconded by Mr. Samuels.

Unanimous

13-10-03 D

3. Representative Jerry Paul is scheduled to speak at the November 7 board meeting.

9. ATTORNEY'S REPORT – Robert Berntsson

1. The requirements for the possible sale of the EWD 30 Acre Property will be reviewed.

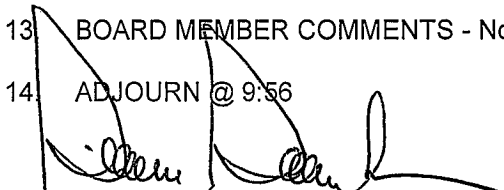
10. OLD BUSINESS - None

11. PUBLIC COMMENT - None

12. NEW BUSINESS - None

13. BOARD MEMBER COMMENTS - None

14. ADJOURN @ 9:56


Steven Samuels~Vice-Chair

/tlh