

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT
BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FLORIDA
FEBRUARY 6, 2014 @ 8:30 A.M.**

Board of Supervisors:

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

Staff:

Michael J. Ray, Administrator
Robert Benedict, Acting 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 a roll call to establish a quorum.
2. ANNOUNCEMENTS – Action Item 6, a. was corrected to read Nextel Lease Termination Agreement and General Release not Verizon.
3. SERVICE AWARD – Chair Samuels presented WRF Plant Operator Cole Keaser a 5-year service award with congratulations and thanks.
4. PUBLIC INPUT – None
5. CONSENT SECTION – Chair Samuels read the items on the consent agenda and called for deletion of either and/or both items, hearing no concerns, he called for a motion. Mr. Meals moved, **“to approve the consent section,”** seconded by Ms. Wright.

a. Minutes of the Annual and Regular Meeting dated January 16, 2014

14-02-06 CS A

b. Attorney's Invoice dated January 16, 2014

14-02-06 CS B

Unanimous

6. ACTION ITEM

a. Nextel Lease Termination Agreement and General Release –Mr. Linden presented the item. The original agreement was signed by the Board in 1998. As part of the agreement, termination could be requested by either party with a 30 day notice and Nextel has requested termination. As part of the termination agreement all equipment will be removed and restoration will be done at their expense. Additionally, they are leaving a hurricane proof building and generator. The lease and lease termination was reviewed and approved by District Counsel. Chair Samuels called for questions or comments, hearing none, Ms. Wright moved, **“to authorize the Administrator to sign the Nextel Lease Termination Agreement and General Release,”** seconded by Mr. Fogo.

Unanimous

14-02-06 A

b. Supervisor Voting Districts – Mr. Ray introduced the item. In keeping with the enabling act, the Supervisors Election Districts are reviewed every ten years and revised as necessary to keep them as equal as possible. Mr. Linden added that after initial adoption of the proposed boundaries, according to the enabling act, a public hearing is required. Publication must take place 30 days prior to the hearing and will be brought back to the April meeting for approval.

Chair Samuels called for questions or comments, hearing none, he called for a motion. Mr. Meals moved, **“to tentatively adopt the proposed Supervisor Election Districts as attached, for the purpose of Public Hearing to be held April 3, 2014,”** seconded by Ms. Wright.

Unanimous

14-02-06 B

Mr. Ray added that the Public Hearing will be held before the regular board meeting on April 3 not at a separate meeting.

7. DISCUSSION ITEM

a. Administrator’s Review – Chair Samuels opened the discussion asking the Board to prepare and submit their reviews to Ms. Herzog so it can be added to the March 6 agenda.

8. ADMINISTRATOR’S REPORT – Michael J. Ray

a. WASTEWATER OPERATIONS MANAGER – Philip E. Wagoner

1. The centrifuge has been delivered and set. Leveling, wiring and plumbing to follow, this is an in-house project.

2. The concrete pad has been poured and the disk filters set. Technicians from Aqua Aerobics are here rebuilding them on sight. These are the filters the City of North Port gave to us and is also an in-house project.

3. The new trailer has been delivered and the first load of bio-solids will be taken to the composting facility within the next week or so. A significant amount of money will be saved per load using the new facility.

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 – waiting for Mark McNeal of ASRus to complete the well completion report for the replacement well.

2. EWD 2013 Annual Wellfield Report – received SWFWMD approval February 2, this completes the project.

3. Dearborn Street Drainage Project –a request for a completion date extension is expected but has not been approved yet by the county. A preliminary walk-thru may be scheduled for next week. In addition to the drainage project, plans for a Veteran’s Memorial at the end of Dearborn Street have been received and reviewed, a watermain relocate will be necessary. Also as part of the drainage project the huge underground cisterns containing plants to filter the water will need water during the dry season and a backup water system is necessary. The first two wells drilled were unsuitable because of high chlorides, it is possible they may hook up to the potable water system.

4. Winchester South Project – attended the progress meeting yesterday, coordination with the subcontractors relocating our utilities is ongoing. Many roads to the WRF have been closed.

5. V9B – Forsberg Construction is onsite and work has started on Alamander Avenue.

6. Keyway Place Development – proceeding, the tie-in location has been revised and new DEP permits are required.

7. Bocilla Utilities, Inc. – signed the certificate of completion this morning, anticipated start-up is March 1. Bocilla Utilities would like to begin selling our water to Knight Island Utilities, the attorneys and regulatory staff will need to review the request. This may come back at another meeting.

c. FINANCE DIRECTOR – Sonia R. Zoeller

1. Customer Service Manager – Susan Franklin

a. We have been using SunGard for 25 years, 5 years ago we began using their on-line service ASP, we are happy with it and will be renewing for another 5-year contract.

b. Backflow letters and meter change outs are ongoing. Currently we are at 42% radio reads.

c. 86 out of 168 properties have connected to sewer in the V9A area, in the V9B area 2 properties have pre-paid.

d. In January 76 turn on requests were processed and 87 property transfers took place. The outstanding balance is at \$365,000 down \$1,200.

e. As of January, there are 6,339 customers that have set up on-line accounts, 2,300 use on-line payment, 6,000 use auto pay, 7,000 use lock-box and 600 people are walk-ins. 1,500 customers use E-Notification to receive their monthly statement either by e-mail only or a combination of e-mail and a paper statement.

f. In January 252 accounts were processed off for non-pay. We've implemented a no lock feature used for customers who have never been turned off before or made a partial payment. Instead of turning them off, a note is hung for them to contact the office. This is a onetime only courtesy.

Ms. Zoeller continued with her report,

1. The auditors are finished and their report is anticipated for March or April.

2. The mid-year budget review will be held at the May 1 meeting and 2015 budget review will begin at the August 7 meeting.

Mr. Ray concluded the Administrator's report by extending an invitation to the board to attend the Charlotte County Bio-Recycling Center grand opening to be held February 20, 2014.

9. ATTORNEY'S REPORT – Robert Benedict - None

10. OLD BUSINESS - None

11. PUBLIC COMMENT – None

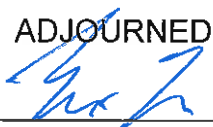
12. NEW BUSINESS - None

13. BOARD MEMBER COMMENTS

1. Mr. Meals commended staff for a job well done preparing for board meetings during his time as Chairman.

2. Ms. Wright reported that she attended and enjoyed Damann Anderson's presentation on "Nitrogen Reduction, Problem and Solutions" January 27.

14. ADJOURNED @ 9:17 a.m.


Eric Fogo, Vice-Chair

/tlh