

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

Board of Supervisors:

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

Staff:

Michael J. Ray, Administrator
Robert Berntsson, District Counsel
Jarl "Jay" D. Linden, P.E. Tech/Operations Support Manager
Pat Zoeller, P.E., Utility Engineer
Sonia R. Zoeller, Finance Director
Roger K. Quick, Water 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 – Chair Samuels congratulated Ms. Wright and Mr. Fogo on their re-election to the Board.
3. PUBLIC INPUT – Mr. David Ferguson - 1954 Neptune Drive (240-216-2983) Mr. Ferguson stated that he is a new resident to Englewood and when he received his September bill there was usage of over 120,000 gallons. He had spoken with Office Manager Susan Franklin and because he qualified for the water adjustment act his bill was reduced. EWD personnel went to his residence twice and both times there was no flow on the meter. Mr. Ferguson questioned how there could be such a high read when no one was there, he expressed his concern that there may be a problem with the meter since it registered water usage that he didn't know where it went and he asked how he could prevent this from happening again? Mr. Ray explained the EWD policy of one free turn on/off offered to all customers to prevent water loss when the home is unoccupied, he added that the meter is accurate, it can't "jump ahead," this was unexplained water usage, the water went through the meter and the water adjustment policy covers EWD's costs, it can't just be written off. Attorney Berntsson added that having the meter turned off while the house is unoccupied alleviates any responsibility, if the meter is left on there is a risk of this happening again. At the conclusion of discussion Mr. Ray reiterated the free turn on/off policy and Mr. Ferguson thanked the Board for their time.
4. CONSENT SECTION – Chair Samuels called for removal of either and/or both items on the consent section, hearing no objection, he called for a motion.

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

Unanimous

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| a. Minutes of the Regular Meeting dated October 2, 2014 | 14-11-06 CS-A |
| b. Attorney's Invoice dated October 16, 2014 | 14-11-06 CS-B |

5. ACTION ITEM
 - a. Giffels Webster Engineers Task Order for Engineering Services V9-C – Mr. Linden introduced the item. In order for the Board to make a decision about adding this project to the budget next

year, a cost estimate is necessary. This task order is for Giffels Webster Engineers to begin the process and get an engineer's estimate.

Ms. Wright moved, **“to authorize the Administrator to sign the GWE-15-001 Task Order in the amount of \$346,055.00 for engineering services for the V9-C Vacuum Sewer System Project. Project costs to be taken from Wastewater CCC,”** seconded by Mr. Fogo.

Unanimous

14-11-06 A

Mr. Linden then added that if the Board decided to wait on the project this year and proceeded the following year, the plans, specs and permits would still be good. CEI is not included in this task order and if/when the project is approved an additional task order will be issued then.

Change in agenda order, item 5,C Charlotte County/EWD Assignment of Utility Easements and Bill of Sales was addressed.

c. Charlotte County/EWD Assignment of Utility Easements and Bill of Sales – Attorney Berntsson explained that all the documents have been reviewed and by signing, it formalizes the turn over to the County.

Mr. Fogo moved, **“that the Board accept the board agenda summary 5C as presented,”** seconded by Ms. Crampton.

Unanimous

14-11-06 B

Full motion read: **“to authorize the Chair to sign and the Secretary to the Board attest the Assignment of Utility Easements and Bill of Sale as part of the Charlotte County Interlocal Agreement for Provision of Utility Service to Englewood East signed June 24, 2014.”**

Mr. Ray continued by stating that the remaining action items, b. 2015 F-550 Dump Truck Purchase Collections, d. Gorman Rupp Pump Purchase WRF, e. 2015 Ford F250 4X4 Pick-up Purchase WRF, and f. 2015 Ford F250 4X4 Pick-up Purchase Distribution have all been approved in the budget, but exceed the Administrator's authority. Short discussion ensued and individual motions were made.

Mr. Fogo moved, **“to accept board agenda summary item 5b as presented,”** seconded by Ms. Wright.

Unanimous

14-11-06 C

Full motion read: **“to purchase, piggybacking The Florida Sheriff's Association/Florida Association of Counties & Florida Fire Chiefs' Association Automotive Contract #14-12-0904 one (1) 2015 F-550 Dump Truck from Duval Ford in the amount of \$52,947.00. Funds to come from Capital Outlay.”**

Mr. Fogo moved, **“to accept board agenda summary item 5d as presented,”** seconded by Ms. Wright.

Unanimous

14-11-06 D

Full motion read: **“to accept the sole source procurement for the purchase of two (2) Gorman Rupp self-priming centrifugal pumps model number T10A3S-B/F in the amount of \$42,525.00 as specified in quote #071014JDR6 from Hudson Pump and Equipment dated July 10, 2014. Costs to be taken from Capital Outlay.”**

Mr. Fogo moved, **“to accept board agenda summary item 5e as presented,”** seconded by Ms. Wright.

Unanimous

14-11-06 E

Full Motion read: **“to purchase, piggybacking The Florida Sheriff’s Association/Florida Association of Counties & Florida Fire Chiefs’ Association Automotive Contract #14-22-0904 one (1) 2015 Ford F-250 Pick-up 4X4 from Duval Ford in the amount of \$35,275.00. Funds to come from Capital Outlay.”**

Mr. Fogo moved, **“to accept board agenda summary item 5f as presented,”** seconded by Ms. Wright.

Unanimous

14-11-06 F

Full motion read: **“to purchase, piggybacking The Florida Sheriff’s Association/Florida Association of Counties & Florida Fire Chiefs’ Association Automotive Contract #14-22-0904 one (1) 2015 Ford F-250 Pick-up 4X4 from Duval Ford in the amount of \$31,593.00. Funds to come from Capital Outlay.”**

6. DISCUSSION ITEM - None

7. ADMINISTRATOR’S REPORT – Michael J. Ray

a. WATER OPERATIONS MANAGER – Roger K. Quick

1. Wayne Kershanick – Distribution Foreman

- a. Routine repairs are being done and services for new homes are being installed.
- b. The 3rd phase of Boca Royale has begun, they are getting ready for Bac T testing.
- c. The County is extending the culverts on Shoreview so staff has been rerouting service lines.
- d. The need for hydrant flushing has been reduced with customers returning, routine hydrant maintenance continues.
- e. New meter installation is ongoing.

Mr. Quick continued with his report,

1. Production is averaging 2.5 MGD, with a few spikes.
2. The #1 filter project is complete and working properly.
3. The new membranes have been installed in the “D” train, the old ones will be installed in the “A” Train; they have about 2 more years in them.
4. Staff has been working with Atkins on the interim MIT for the injection well. The interim MIT consists of a radioactive dye being sent down the well and traced to be sure there are no cracks in the casing, then a camera is put down the well for visual inspection. This is preformed every two and a half years.
5. Some of the same data used for the interim MIT is also required for the injection well permit so staff is putting together all the required data and information for that as well.

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

1. V9-B Vacuum Sewer – there are a couple of issues still being reviewed, the distance of a sewer tap from a home to the street and a driveway concern. Both are being worked on. The Contractor has 1 more pay request to go.
2. Villages of Manasota Beach – last week a draft map was received for the land exchange agreement. It was reviewed and approved, then returned to BMG.
3. Beach Road Low Pressure Sewer – the preliminary plans have been reviewed, with a couple of comments returned to GWE, permitting to follow.
4. V9-C Vacuum Sewer – staff is working on the customer list. There are approximately 400 ERCs in this last phase.

c. FINANCE DIRECTOR – Sonia R. Zoeller

1. Staff has been working on the audit. The auditors will be here the week of Thanksgiving for the preliminary and returning in January to complete the audit.
2. After the audit is complete, a banking RFP will be conducted.
3. The investment report shows \$12,677,000 in investments with \$10,500,000 in investments and the rest is in the checking account. As expected, investments have been reduced to fund projects.

d. UTILITY ENGINEER – Pat Zoeller

1. A webinar conducted by WWA and others addressing concerns of Ebola in wastewater was attended. There are no known cases near us, but it was information we wanted to have. At the moment, the best approach would be chlorination pre-treatment before it enters the sewer system.

Mr. Ray concluded the Administrator's report by stating that several of the larger CIP projects are closing out and money is being moved within the CIP budget to pay for them, with no additional money being requested.

8. ATTORNEY'S REPORT – Robert Berntsson

1. Confirmation has been acknowledged that the Land Exchange Agreement was received on October 15.

9. OLD BUSINESS - None

10. PUBLIC COMMENT – None

11. NEW BUSINESS - None

12. BOARD MEMBER COMMENTS - None

14. ADJOURN @ 9:15 a.m.


Eric Fogo-Vice Chair
/tlh