

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
DECEMBER 3, 2015 @ 8:30 A.M.**

**Board of Supervisors:**

Steven Samuels, Chair  
Sydney B. Crampton, Vice-Chair  
Phyllis Wright  
Taylor Meals  
Rob Stern

**Staff:**

Roger K. Quick, Acting Administrator  
Robert Berntsson, District Counsel  
Philip Wagoner, Wastewater Operations Manager  
Patrick Zoeller, P.E., Technical Support Manager  
Sonia Zoeller, Finance Director  
Cynthia Draine, Human Resource Director  
Teresa Herzog, Board Secretary

1. The meeting began with the Pledge of Allegiance and a roll call to establish a quorum.
2. ANNOUNCEMENTS – Addition of action item 5d) purchase of an Administration Department truck.
3. PUBLIC INPUT – None
4. CONSENT SECTION - Chair Samuels called for additions and/or deletions to the Consent Agenda. Ms. Crampton questioned if an adjustment based on good history for a customer who moved to a different house would be included in the Customer Rules and Regulation, to which Ms. Zoeller replied the item would be addressed during action item b) Customer Rules and Regulations. Ms. Crampton also asked if the District is in contract with Capitol Access for \$3,000.00 per month to which Chair Samuels replied the fee could vary depending on what Mr. Paul did for EWD each month. Hearing no additional questions, he called for a motion.

Ms. Crampton moved, **“to accept the consent agenda”**, seconded by Mr. Stern.

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|--|----------------------|
| a. Minutes of the Regular Meeting dated November 5, 2015 | <b>15-12-03 CS A</b> |
| b. Attorney’s Invoice dated November 17, 2015            | <b>15-12-03 CS B</b> |
| c. Capitol Access Invoice dated November 20, 2015        | <b>15-12-03 CS C</b> |

**UNANIMIOUS**

5. ACTION ITEM

- a. WRF Dump Trailer Purchase – Mr. Quick introduced the item stating this is a replacement back-up trailer for hauling bio-solids to the treatment facility in Charlotte County.

Mr. Stern moved, **“to approve the purchase of a dump trailer”**, seconded by Mr. Meals.

**UNANIMOUS**

**15-12-03 A**

Full motion read: To purchase one (1) aluminum dump trailer from Warren Equipment Inc. Quote WEI-002614 in the amount of \$43,295.00. Funds to come from Capital Outlay.

- b. Customer Rules and Regulations – Ms. Zoeller reviewed the item stating there was a deletion in item 13.5.1 b, striking “on an adjusted bill” so a payment plan could be available to a customer who had a high bill of over \$100.00 but did not qualify for an adjustment. And an

addition was made to item 13.5.2, adding a) wastewater usage charges may be reduced by 50%.

Additional discussion continued to include clarification of item 20. Initial Meter Installation Fee b and c, Ms. Zoeller answered Ms. Crampton's earlier question explaining item 13.5.1 a) a 12 month history on the parcel would be used for an adjustment, not a customer's history. Item 2.1.4 a) was also discussed with a decision made to keep Hardship Resolution number 07-02-01 C as written, the need for a Cross Connection and Backflow Prevention Program Resolution and backflow testing fees were also discussed.

Mr. Meals moved, **"to approve"**, seconded by Mr. Stern.

**UNANIMOUS**

**15-12-03 B**

Full motion read: To accept the proposed changes to the Customer Rules and Regulations as presented.

c. Administrative Policies and Procedures – Ms. Zoeller introduced the item with explanation and discussion of all highlighted items taking place. During discussion, Attorney Bertsson added "not previously presented to the Board" to Administrator, item 9. With census of the Board,

Ms. Wright moved, **"to approved the Administrative Policies"**, seconded by Mr. Meals.

**UNANIMOUS**

**15-12-03 C**

Full motion read: To approve the revised Administrative Policies and Procedures as presented.

d. Purchase of a 2016 Ford F-150 4WD Pick-Up Truck - Mr. Quick explained this is a replacement vehicle for the Administration Department and will be purchased by piggybacking the state contract.

Mr. Meals moved, **"to approve as written"**, seconded by Mr. Stern.

**UNANIMOUS**

**15-12-03 D**

Full motion read: To purchase, piggybacking Florida State Contract #25100000-16-1 Motor Vehicles, one (1) 2016 Ford F-150 4WD Pick-up from Duval Ford in the amount of \$33,382.50. Funds to come from Capital Outlay.

6. PRELIMINARY ELECTION OF 2016 OFFICERS – Chair Samuels reminded the Board that as in the past, preliminary election of the officers is beneficial to the incoming Chair making it an easier transition. Attorney Bertsson then called for motions for the position of Chair for calendar year 2016.

Ms. Crampton moved, **"Mr. Samuels"** and Mr. Meals moved, **"Ms. Crampton."**

Attorney Bertsson stated there were two nominees then called for further motions, hearing none, he closed the motions and called for a hand vote. There were three votes for Mr. Samuels making further votes unnecessary, Mr. Samuels was declared Chairman for calendar year 2016.

Attorney Bertsson then called for nominations of Vice-Chair. Mr. Meals nominated **"Ms. Crampton"**, no further nominations were made so Ms. Crampton was declared Vice-Chair for calendar year 2016, both to be ratified at the January meeting.

## 7. DISCUSSION

a. EWD Warehouse – Attorney Berntsson began the discussion explaining the application was denied by County staff because of an environmental issue. To apply for an exemption could be a lengthy process without guarantee of approval. A meeting with EWD staff was held to review other location options that would have no environmental issues, a photograph depicting the alternative location was displayed; lengthy discussion ensued to include probable additional cost to demolish existing buildings, temporary office space for affected staff, neighborhood impact, traffic flow, security concerns and a time line for moving forward. Mr. Zoeller suggested a new consultant be considered since the type of structure has changed from only warehouse space to warehouse and operations staff space. Board census was to move forward with a new location for the project.

b. Kathryn Senevey – Water Adjustment Act- Mr. Quick reviewed the circumstances that lead to Ms. Senevey's request to pay in full the January bill before the adjustment was received and use the adjustment for her higher October bill. Because of the timeline she did not qualify for a second adjustment. Discussion ensued with a decision made to deny Ms. Senevey's request and offer a 12 month payment plan.

c. Hardship Resolution – Resolved during action item b) Customer Rules and Regulation.

d. Cross Connection and Backflow Policy – Mr. Zoeller began discussion stating that new rules for state reporting of backflow status will be implemented in February 2016 but the present policy is not consistent with new state rules. Staff is requesting direction from the Board before proceeding with writing a new policy.

Lengthy discussion ensued to include requiring all customers to install, maintain and have required testing of a reduced pressure (RP) device, what properties require which type of backflow, the double check meters that are currently being installed, the cost and configuration of the various meters, the responsibility for the RP either being the customer's or EWD's and if a double check is used, who should supply and maintain it. Mr. Quick added that many of the new housing developments are already in compliance because they have been built to code. Discussion was concluded with a decision made to review an updated policy at the January meeting.

## 8. ACTING ADMINISTRATOR'S REPORT – Roger K. Quick

### 1. Distribution Foreman – Wayne Kershanick

a. Crews are busy with service work, repairing old lines, hydrant maintained and flushing.

b. Backflow information and data collection is ongoing.

### a. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

1. Basic maintenance is continuing.

2. Chair Samuels congratulated Mr. Wagoner on the article that appeared in WE&T magazine.

b. TECHNICAL SUPPORT MANAGER – Pat Zoeller, P.E. Mr. Zoeller verbally updated his written report.

1. Charlotte County Sidewalk Projects Manasota Beach – if the projects proceed water and sewer services would likely be impacted.

2. V9-C Vacuum Sewer – the permit issuance is anticipated mid-month.

3. Swepston Bridge Waterline and Pile Removal – Atkins is working on a report for next month.

4. Englewood Ventures/Gateway Square Villas – Extensive comments were issued for both water and vacuum sewer design.

5. Adding WWTP #3 Rehab – received a quote from one of the vendors who did the original work, Siemen's may be a sole source provider. Also verifying the insurance requirements are being met.

c. FINANCE DIRECTOR – Sonia Zoeller

1. The investment report shows \$13.2 in investments and cash, all investments are in compliance.
2. Gearing up for the audit which will begin January 4<sup>th</sup>.

Mr. Quick concluded the Administrator's report.

9. ATTORNEY'S REPORT – Robert Berntsson

a. Attorney Berntsson stated the federal lawsuit that was filed by the Sarasota Grand Jury has been withdrawn and the petition challenging the permit issuance for V-9C was dismissed and no new petition has been filed to date.

10. OLD BUSINESS

a. Chair Samuels reminded the Board that a final decision is still needed for Mr. Quick's Acting Administrator position.

b. Chair Samuels also update the Board on his reason for including Charlotte County customers to the appropriations request and also his decision to have Mr. Zoeller respond to Mr. Paul's request for information on how the funds would be use.

11. NEW BUSINESS

a. Mr. Meals initiated a discussion regarding the need for a rate study to be done. Discussion included the length of time since the last rate study was done, the need to have appropriate rates going forward after V-9C and the subsidy provided for past projects.

Mr. Meals then moved, **“to go forward and at least look into the cost to get a rate study and the length of time to get a rate study done, and if that's something Staff needs to check into, they can bringing it back at the next meeting,”** seconded by Mr. Stern.

Discussion continued to include the delay in revenue caused by V-9C construction holdups and the rate of building in the community. Mr. Zoeller continued stating that typically when doing a rate study there are two components, an update to the master plan and based on the master plan, improvements to the system and any work that needs to be done to the treatment and transmission. Additionally, these are not items that are budgeted, but estimates of the cost and the time frame will be brought back at the next Board meeting.

**UNANIMOUS**

**15-12-03 E**

12. PUBLIC COMMENT –

a. Rafala Hlavin, 6082 Fabian Road, North Port – Ms. Hlavin appeared on behalf of her daughter to describe the circumstances that lead to the water being turned off and the accumulation of base charges and late fees at the property located at 309 E. Langsner Street. At staff level, ½ the late fees were waived, Ms. Hlavin requested an additional reduction on the remaining balance. Board decision was made to offer a payment plan on the entire balance due.

b. Scott Duff, 168 W. Dearborn Street - Mr. Duff explained that he bought the property in April 2015 which has 2 units with 1 water meter, he contacted EWD to obtain the cost to get a second meter and was told by staff it would be \$400.00. He paid the fee, the meter was installed in September but he then received a letter stating Capital Capacity Charges of nearly \$11,000.00 were overlooked and now due. Mr. Duff stated that since he was given misinformation he'd like the charges waived. Discussion concluded with Board direction to review the account and contact Mr. Duff with the outcome.

c. Richard Farrar, 5026 Larry Street - Mr. Farrar shared his disappointment with the direction being taken with Mr. Paul and the allocation of appropriation of funds and his feelings of the financial situation for many residents in V-9C. He also requested Mr. Paul's emails to which Chair Samuels agree to provide.

d. Kathy Bolam, 131 Flamingo Road – Ms. Bolam reiterated dialogue from a 2006 presentation at the South Venice Civic Center presented by former Administrator Mr. Rollo, distributed and reviewed a document she'd prepared, then asked that the application for the permit be withdrawn and the V-9C project be abandoned.

e. Linda Hahn, 6231 Pecan Road – Ms. Hahn requested further clarification of item 7. 2.1.4 a) of the Customer Rules and Regulations. She also commented on the rate study asking that the fees for V-9C not increase because of the project delay and expressed her disappointment with the appropriation of funds disbursement.

13. BOARD MEMBER COMMENTS – None

14. ADJOURNED @ 10:48 a.m.



Sydney B. Crampton, Vice-Chair

/tlh