

MINUTES
ANNUAL AND ORGANIZATIONAL MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
JANUARY 21, 2016 @ 8:30 A.M.

Board of Supervisors:

Steven Samuels, Chair
Sydney B. Crampton, Vice-Chair (8:33 am)
Phyllis Wright
Taylor Meals
Rob Stern (absent)

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 roll call to establish a quorum.
2. ANNOUNCEMENTS – None
3. SERVICE AWARDS – with gratitude, Chair Samuels presented service awards to Collections Foreman Ron Franklin, Assistant Distribution Foreman Kyle Herzog, Wastewater Plant Operator Tim Weber, and Wastewater Plant Operator Christopher Borovsky.
4. PUBLIC INPUT
 - a. Diane Lock, 5888 Diana Road (inside the District) – Ms. Lock listed several reasons she felt sewers were harmful, unnecessary and too costly for the V9-C area. She asked that the Board reconsider the project.
5. CONSENT SECTION – Chair Samuels called for additions and/or deletions to the Consent Agenda, hearing none, he called for a motion.

Mr. Meals moved, “**to approve**”, seconded by Ms. Wright.

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| a. Ratification of 2016 Elected Officers | 16-01-21 CS A |
| b. Minutes of the Regular Meeting dated December 3, 2015 | 16-01-21 CS B |
| c. Attorney’s Invoice dated December 17, 2015 | 16-01-21 CS C |
| d. Capitol Access Invoice dated December 30, 2015 | 16-01-21 CS D |

UNANIMIOUS

6. ACTION ITEM

a. Cross Connection and Backflow Prevention Policy – Mr. Zoeller presented the item and explained that the policy was removed from the Customer Rules and Regulations and is now a standalone document. He then described new state regulations that made it necessary to update the policy. Lengthy discussion ensued of the highlighted items and a presentation of the different types of backflows was given. At conclusion of discussion for clarification of item 4.0 Service Connection Categories:

Residential customer with tall building exceeding 2 floors above finished grade elevation, Attorney Bertsson suggested striking tall since the height of a building could be debated and add “unless proof of no pump exists” to the end of the sentence.

Mr. Meals moved, **“to accept the proposed Cross Connection and Backflow Policy as presented with the adjustments that Rob made”**, seconded by Ms. Wright.

UNANIMIOUS

16-01-21 A

b. Acting Administrator Roger Quick’s Position – Chair Samuels began the review stating that the employment agreement had been reviewed and approved by Attorney Bertsson. Discussion began with praise of Mr. Quick’s accomplishments as Acting Administrator then Mr. Meals explained a concern he had with Page 2, Article 2, Compensation or Salary second paragraph to which Attorney Bertsson offered a solution by adding “shall be approved by the Board” to the first sentence clarifying how increases to the Administrator’s salary would take place.

Mr. Meals moved, **“to authorize the Chair to sign the Employment Agreement with Roger K. Quick, Administrator effective January 21, 2016”**, seconded by Ms. Wright.

UNANIMIOUS

16-01-21 B

c. Calendar Year 2016 Schedule of Board of Supervisor’s Meetings – Chair Samuels began by explaining why the April and August meetings were changed to the third Thursday. Short discussion took place with a consensus to change both meetings to the first Thursday of the month for consistency. Additional meetings can be called and advertised if necessary.

Ms. Crampton moved, **“to schedule the regular meetings calendar according to the adjustments we just discussed”**, seconded by Ms. Wright.

UNANIMIOUS

16-01-21 C

d. 2016 4WD Pick-Up Truck Purchases – Collections Department – Mr. Quick introduced the item stating these are two (2) replacement trucks for older model worn out vehicles.

Mr. Meals moved, **“to purchase, piggybacking Florida State Contract #25100000-16-1 Motor Vehicles, two (2) 2016 Dodge Ram 2500 4WD Pick-up trucks from Garber Chrysler Dodge Truck Inc. in the amount of \$84,653.10. Funds to come from Capital Outlay”**, seconded by Ms. Wright.

UNANIMIOUS

16-01-21 D

e. Bush Hog Purchase - Mr. Quick explained the purchase would replace a 1990 grade tractor used to maintain EWD owned property.

Ms. Wright moved, **“to split the cost between the Collection, Production and Distribution Department the purchase of one (1) Mahindra 2565 Tractor with Cab, 4 WD, 2nd spool Kit and Bush Hog from Chenango Supply Co. Inc. in the amount of \$35,500.00. Funds to come from Capital Outlay”**, seconded by Mr. Meals.

UNANIMIOUS

16-01-21 E

f. Lease Assignment – Ms. Zoeller began the discussion by stating in preparation of the new warehouse being built, staff offices will be torn down. This agreement is for a 1,200 square foot space in the plaza at the end of the street and will cost \$1,400.00 per month. It will take time to prepare the temporary space before staff can be relocated there. Additional discussion ensued to include progress being made on the warehouse plans and permitting, where equipment and parts will be stored during construction, the possibility of the space not being available in the future and the length of the lease. At discussion conclusion, Ms. Zoeller was tasked with trying to negotiate a longer lease up front to secure a fair rate.

Mr. Meals moved, **“to approve as published”**, seconded by Ms. Crampton.

UNANIMIOUS

16-01-21 F

Full motion read: To authorize Acting Administrator Roger Quick to enter into an Assignment of Lease Agreement to begin the process of negotiating a lease with Tatone Properties Florida, Inc. (Landlord), Josephine’s Salon & Day Spa Inc., (Assignor) and Englewood Water District (Assignee).

g. Additional Customer Service Representative – Ms. Draine began by outlining the reduced number of employees from 2011 to 2016, growth that is again happening within the District, the need for cross training in the Customer Service Department and the fact that several employees in this department will be retiring over the next few years. She requested one position be added back to this department.

Ms. Wright moved, **“to approve the addition of 1 (one) full-time employee in the Customer Service Department”**, seconded by Ms. Crampton.

UNANIMIOUS

16-01-21 G

7. DISCUSSION

a. Additional Water Adjustments – Chair Samuels began by stating that it was not necessary to bring this to the Board but it needed to be reviewed. Mr. Quick continued by adding that during a change in the Customer Rules and Regulations these accounts were adjusted using a different calculation, they have now been recalculated using the current adjustment rules. No motion was necessary, Board consensus was to approve the additional adjustments.

b. Rate Study/Master Plan – Mr. Zoeller introduced the item explaining the need to have a master plan completed before an accurate rate study can be done; estimating the cost for just a master plan to be \$200,000 to \$250,000. Lengthy discussion followed to include how long it has been since a master plan was done, what would be

included in the plan, the value of long term employees providing historical information, the length of time required to complete one and the importance of have a master plan to manage growth. It was suggested that getting a Master Plan done now would be a valuable tool in preparing the budget for next year. Ms. Zoeller added that this is not a budgeted item and an amendment will be necessary if a decision is made to move forward. It was agreed to bring the item back to the next Board meeting for possible approval.

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

1. Ron Franklin – Collections Foreman

a. Vacuum and gravity sewer tie-ins are averaging 8-9 a week.

b. Crews have been rehabbing lift stations.

c. Some low pressures are being installed, by doing our own electrical we are saving \$1,000 to \$1,500.

d. The collections system did well during the last storm event, the biggest issues were electric and generators. During discussion it was suggested that additional generators be purchased.

a. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

1. A low pressure lift station was installed at the WRF to handle low PH irrigation water eliminating the need to use caustic soda. This will save \$12,000 a year in chemical costs and is safer for employees.

2. Progress is being made on the Plant 3 Rehab Project.

3. On December 7th DEP preformed a random sampling on our monitoring well at the Sports Complex, this is routine practice.

4. In addition to painting the dewatering building the contractor is also repairing the corrosion that happened before the odor scrubber was installed.

b. TECHNICAL SUPPORT MANAGER – Pat Zoeller, P.E.

1. Staff has been meeting with developers, reviewing plans and responding with comments.

2. Bay Heights Boat Ramp and Park – this project has come back to life, contact with the engineer revealed some changes were necessary for the sewer connection.

3. V9-C – the permit for this project is close to being issued.

c. FINANCE DIRECTOR – Sonia Zoeller

1. The auditors have completed their review but the state report for FRS may hold up our audit. Mr. Redovan conducted interviews with both Mr. Quick and Chair Samuels.

Human Resources Director Cynthia Draine read a complimentary email from a satisfied customer.

Mr. Quick then concluded the Administrator's report.

9. ATTORNEY'S REPORT – Robert Berntsson - None

10. OLD BUSINESS

a. V9-C Allocation of Funds Request Update – Chair Samuels reviewed the email from Mr. Paul that was included in the Board packet.

11. NEW BUSINESS - None

12. PUBLIC COMMENT

a. John Saunders, 4439 MacEachen Boulevard (outside the District) - Mr. Saunders read aloud the handout he provided to the Board.

b. Kathy Bolam, 131 Flamingo Road (outside the District) – Ms. Bolam spoke of the Board member’s oath of office, the 20 year old master plan that is driving the V9-C sewer plan, the need for proof of hardship but no need for proof of an environmental or public health need for sewers and again suggested the project be abandoned. In conclusion she questioned if Florida Statute 876 is being followed, referenced a website and quotes on the handout she provided to the Board.

c. Eugene J. Lentz, 5848 Regent Road (inside the District), Mr. Lentz described his experience with a sewer explosion and many sewer spills in Louisville Kentucky. He voiced his concern of what could happen here if an illegal dump took place and asked the Board to rethink moving ahead with the V9-C sewer project. He also recommended the Board look up an article called *“Where Were You When the Sewers Blew”*.

13. BOARD MEMBER COMMENTS – The water crisis in Flint Michigan, appreciation of staff and the proximity of the V9-C sewer project to Lemon Bay and the Gulf were all commented on.

14. ADJOURN @ 10:25 a.m.



Sydney B. Crampton, Vice-Chair