

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
March 3, 2016 @ 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, 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
 - a. Introduction of New Employees - Human Resource Director Cynthia Draine introduced 5 new employees; Erica Emmanuel, Customer Service, Lisa Hawkins, New Accountant, Dylan Johnson, Jeremy Frost and Shelia Martin in the Water Plant.
3. PUBLIC INPUT – None
4. CONSENT SECTION – Chair Samuels called for additions and/or deletions to the Consent Section, hearing none he called for a motion.

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

- | | |
|----------------------------------------------------------|----------------------|
| a. Minutes of the Regular Meeting dated February 4, 2016 | 16-03-03 CS A |
| b. Attorney's Invoice dated February 16, 2016 | 16-03-03 CS B |
| c. Capitol Access Invoice dated February 25, 2016 | 16-03-03 CS C |

UNANIMIOUS

5. ACTION ITEM
 - a. Trailer Mounted Generator Purchase – Mr. Quick introduced the item stating this is a replacement generator to be used during storm events by the collections department. He added that an additional generator will be requested later in the year.

Mr. Stern moved, **"to purchase, piggybacking Florida Sheriff's Bid #15-13-0904 one (1) trailer mounted 100 KW generator with 4 position voltage switch from Zabatt Power Systems in the amount of \$32,745.00. Funds to come from Capital Outlay,"** seconded by Ms. Wright.

Unanimous

16-03-03 A

b. First Addendum to Assignment of Lease – Ms. Zoeller presented the item stating the addendum extends the temporary space lease to a month to month basis at the end of the lease in September, adding the price will remain the same.

Ms. Wright moved, **"to authorize Roger Quick to sign the First Addendum of Lease extending the existing lease with Tatone Properties Florida, Inc. (Landlord) and Englewood Water District (Tenant) to a month to month basis upon the expiration date of September 30, 2016,"** seconded by Mr. Meals.

Unanimous

16-03-03 B

c. Elevated, Steel and Aeration Tank Renovation Project – Mr. Quick described the item as a maintenance project entailing metal work, sanding, replacement of spider rods and painting.

Mr. Stern moved, **"to approve,"** seconded by Ms. Wright.

Unanimous

16-03-03 C

Full motion read; to accept, piggybacking The Manatee County Agreement #14-2887 FL, Utility Service Company Inc. quotes dated December 14, 2015 totaling \$62,935.00. Costs to be taken from Capital Outlay.

d. Organizational Chart and Job Classification Pay Range Budget Amendment – Ms. Draine began by reading the agenda item and stating it is recommended by staff.

Discussion ensued to include the length of time since the last pay range review, the need to stay competitive with neighboring utilities, the effect this would have on the budget and the result of a pay range increase to new hires versus longtime employee pay range. Chair Samuels then suggested a decision on the item be postponed until the next meeting for further review. Ms. Zoeller added that the intent is to set the pay grades with management reviewing longtime employees on an individual basis. Short additional discussion took place with value being placed on the advantage of working for a small utility, the need to be cautious with the pay rate and the need to be certain longtime employees are rewarded. Staff was commended on the analysis and a motion was made.

Mr. Meals moved, **"1.) To approve the Organizational Chart and Job Classification Pay Range as presented and 2.) To approve an amendment to the FY16 operation budget totaling \$87, 141.20. Funds to come from Water/Wastewater Revenues,"** seconded by Mr. Stern.

Unanimous

16-03-03 D

e. Maintenance and Warehouse Building Budget Amendment – Mr. Zoeller began with a brief history and detailed the necessity of funding the project to move forward with securing a consultant and construction contractor adding that future additional

funds will be needed to complete the project. A projection of the budget was done including V9-C and reserves will still be above the \$10M threshold.

Mr. Meals moved, **"to approve an amendment to the FY16 CIP budget in the amount of \$1,500,000.00 for the design/build of the new maintenance and warehouse building. Funds to come from Water/Wastewater Revenues,"** seconded by Ms. Wright.

Unanimous

16-03-03 E

6. DISCUSSION - None

7. ADMINISTRATOR'S REPORT – Roger K. Quick

1. Ron Franklin – Collections Foreman

a. Crews have been working on the headworks at the WRF; 2 new pumps, 14" pipes and fittings have been installed.

b. Gravity sewer tie-ins have been averaging 5-10 per week.

a. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

1. The centrifuge building painting project is complete.

2. Staff is working with ATKINS to prepare the DIW-2 annual report for submittal to DEP by June 1st.

3. Staff met with Charlotte County School District to discuss Lemon Bay High School's long term reuse availability for 2 new sports fields. They have been assured that reuse will be available and there will be no need to install wells. Mr. Zoeller added that an amendment to the current agreement will be considered to increase the amount of water they can receive.

4. The WWTP clarifier drive is going to be installed on Friday and startup of plant #1 is scheduled for next week.

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

1. EWD Warehouse - preparing a RFP advertisement possibly for next week with intention to have a contract for Board approval in May.

2. V9-C Vacuum Sewer- there were 5 companies at the preconstruction meeting, 3 who are qualified according to the specs. Awaiting bids for the opening next Wednesday.

4. EWD Masterplan – anticipated for presentation at the June meeting.

5. Tromble Bay – the developer is back for approval after being denied by the Sarasota County Commission. What changes they've made to the plans is unclear.

6. Tom Adams Bridge Project – the tender box will be free standing right next to the bridge; some bridge improvements will also be done. Construction is expected to take about 1 year.

7. Boca Royale Unit 13 - is in review, a letter of availability has been provided.

c. FINANCE DIRECTOR – Sonia Zoeller

1. Because the state of Florida is required to do an analysis of the FRS pension plan, the audited financial statement has been delayed.

2. Working with the new Accountant to bring her up to speed on finance procedures for EWD.

3. Time was spent working with the Human Resource Director on the pay classification.

4. Currently there is approximately \$14.5M in reserves.

d. HUMAN RESOURCE DIRECTOR – Cynthia Draine

1. Ms. Draine thanked the Board for approval of the Organizational Chart / Job Classifications and Pay Range Budget Amendment adding that in the water and wastewater plants 1 employee will leave this month, 2 in May and 1 in August.

2. Several employees will be attending school in the upcoming month and several employees have obtained new licenses, 2 in the water plant have gone from C's to B's and in the wastewater plant 2 have gone from B's to A's and a trainee received a C.

3. All employees have signed the oaths as regards to the Constitution, they are on file.

Mr. Quick thanked staff for the hard work they put into the wage study and stated that he will be out of the office from March 24th to April 4th, as per the Administrative Policy, Mr. Zoeller will be the Acting Administrator. He then concluded the Administrator's report.

8. ATTORNEY'S REPORT – Robert Berntsson - None

9. OLD BUSINESS

a. V9-C Allocation of Funds Request Update – Chair Samuels read the email update from Jerry Paul.

10. NEW BUSINESS - None

11. PUBLIC COMMENT – ANY TOPIC

a. Kathy Bolam, 131 Flamingo Road (outside the District) – Ms. Bolam stated her feeling that the Board is doing a good job but are under educated on the Constitution. She questioned if employees who signed the oaths actually understood the Constitution and suggested each employee be provided a copy of the Constitution and encouraged them to go on the webinar (information she provided at a previous meeting). She then defined bullying and outlined 2004 changes in legislature that took away property owners rights, stated that people will still lose their homes because of this and again asked the Board to change their minds and not move forward with the V9-C Sewer project.

12. BOARD MEMBER COMMENTS

a. Mr. Meals reference a public comment from last month's meeting by Mr. Morgenstern. Mr. Morgenstern had concerns that the website was wrong because the V9-C project had been delayed. Mr. Quick did contact him with an update, but at that meeting Mr. Meals did not answer him because he wanted to be sure he had the facts correct. The reason the website is wrong and the project has been delayed is because people outside our district, The South Venice Civic Association and Kathy Bolam contesting this all along the way with various governmental agencies has delayed the project 6 month. The project is going ahead, but because the project was delayed, Mr.

Meals is concerned that it won't be billed until 2018. During this time frame as a rate study comes along rates likely won't be the same. Because the project has been delayed there may a potential that V9-C customers could have to pay more, if it had gone on time it may not have had to be.

b. Ms. Crampton remarked that she toured Venice High School's (later corrected to Lemon Bay High School's) new science laboratory where students will have the opportunity to learn about the local environment, water quality testing and laboratory procedures. She thanked Charlotte County for such an amazing place of learning. It will have an outreach in our community and by EWD providing jobs it may encourage them to stay in our community. Chair Samuels went on to say that expenditure in education comes back to us many times over. He too toured the new high school. He also agreed with Mr. Meals earlier comments and thanked staff for all the work getting the study together, it was necessary.

13. ADJOURN @ 9:24 a.m.



Sydney B. Crampton, Vice-Chair