

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
May 5, 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 – Addition of item 11. b, Frederick Rossa letter to the Board.
3. EMPLOYEE AWARDS - With appreciation Chair Samuels presented Human Resource Director Cynthia Draine with a 10 year service award.
4. PUBLIC INPUT – None
5. CONSENT SECTION – Chair Samuels called for deletions to the consent agenda, hearing none he called for a motion.

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

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|---|----------------------|
| a. Minutes of the Regular Meeting dated April 7, 2016 | 16-05-05 CS A |
| b. Attorney's Invoice dated April 19, 2016 | 16-05-05 CS B |
| c. Capitol Access Invoice dated April 28, 2016 | 16-05-05 CB C |

UNANIMIOUS

6. ACTION ITEM
 - a. Amendment to the ISDA Master Agreement – Ms. Zoeller began the discussion stating that according to the swap agreement with Bank of America (BOA) the audited financial statements are due 170 days after the end of our fiscal year, because of the delay caused by the FRS report, the audited financial statements are late. Our regular bank loans with BOA are due 270 days after the end of our fiscal year. BOA suggested amending the ISDA Master Agreement to match the regular bank loans so we would be in compliance. The agreement was reviewed and approved by District Counsel.

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

Unanimous

16-05-05 A

Full motion read: To authorize the Chair to sign the Amendment to the ISDA Master Agreement.

b. Maintenance/Warehouse Building Project Agreement for Professional Services - Mr. Zoeller reviewed the item stating that the project was advertised and the selection committee chose CPH. The agreement will take us from the design to construction phase and the fees are within the targeted amount. In addition to the cost, there is a possibility that minor additional reimbursable expenses could occur.

Mr. Meals moved, **"to authorize the Chair to sign and the Secretary to the Board attest the Agreement for Professional Services between CPH, Inc. and Englewood Water District for design and construction of a 22,500 Square Foot Maintenance/Warehouse Facility dated April 26, 2016 in the amount of \$186,430.00 plus reimbursable expenses. Funds to come from Capital Outlay,"** seconded by Mr. Stern.

Brief discussion ensued to include the length of the scope with this consultant which includes; engineering, design and the architecture through the end of the project.

UNANIMOUS

16-05-05 B

Attorney Berntsson digressed to item 6a Amendment to the ISDA Master Agreement; saying there are two amendments that needed to be signed.

Mr. Meals moved, **"to approve the amendments as opposed to the one amendment, there are two separate agreements,"** seconded by Ms. Wright.

UNANIMOUS

16-05-05 C

Chair Samuels then thanked the selection committee for the hard work and effort that went into the ranking of the firms and Mr. Zoeller stated that to keep the project moving forward, he will be available to meet with Board members individually to review the progress rather than wait for monthly meetings for Board approval. He added that the accounting shown for the project included only the sewer account, not the water account. Funds available for the project are double the amount.

c. CIP Budget Amendment – Mr. Zoeller explained the amendment is requested because of discussion from a previous meeting concerning how generators are connected to lift station control panels. Looney Electric will retrofit the lift station panels to make standard connections adding safety and securing for staff. This amendment amount may address 50 of the 80 stations. Mr. Meals interjected that this is a safety issue and should be done as quickly as possible and every station should have a plug. If additional funds are needed to finish then they should be made available.

Ms. Wright moved, **"to amend the FY16 budget adding \$75,000.00 for the renovation of approximately lift station panels, work to be completed by Michael J. Looney, Inc. Funds to come from wastewater revenues,"** seconded by Mr. Meals.

Motion was amended to include the number of lift station panels of sixty (60).

UNANIMOUS

16-05-05 D

7. DISCUSSION

a. South Venice Civic Association Correspondence – Mr. Meals began discussion of the letter received from the South Venice Civic Association dated April 11, 2016, addressed to the entire Board.

1. Kathy Bolam - He began by stating that he understood some of their concerns and detailed his opinion of the SVCA disavowing any allegiance or ties to Ms. Bolam when she was on their Board and head of Government Affairs at one time and when the public hearings were held the SVCA was there in force. The project was approved in May but delayed by several months because Ms. Bolam and others filed a protest against the permit that was followed by an appeal. Because of those delays, the project is way off schedule and will now cost \$800,000.00 more because other utilities began projects and we had only 3 bidders. Hard to say they had no responsibility.

2. Appropriation of funds – The process to obtain the funds was followed and it cost a lot of money, we were successful in securing some funds though less than we asked for. As far as how it will be used, there's not much to discuss until we know the guidelines, which will be determined by someone else, but we will fine tune it.

3. Reduction of the 5% finance charge - They were asking us to reduce the 5% service charge. That is an option that a homeowner can take, if they want us to handle it, that is the fee; 15 years at 5%. We are not debt free, we are a utility and have loans with interest being paid, it's there as an option for the homeowners and a fair amount. Chair Samuels added that when his area received sewers, (V-8) the interest rate was 8% it is now lower, at 5% and pointed out that maybe a better rate could be secured through a bank, customers do not have to finance through the district. Chair Samuels concluded the discussion stating we can't at this time give definitive information to what we are going to do going forward we are still waiting for information from DEP, when they give us some guidance we will get back to the SVCA.

8. ADMINISTRATOR'S REPORT – Roger K. Quick

1. Dave Larson– Wastewater Plant Lead Operator

a. Flows have dropped about 400,000 GPD, ASR recovery will begin soon to maintain flows for reuse.

b. Recently we had our Risk Management Plan Audit, an updated version is being prepared to be submitted to the state.

a. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

1. Atkins and staff completed an annual operating report audit for DEP. It was submitted May 1st, there were no issues; it was a clean audit.

2. Because of an equipment failure at the Gasparilla Island Water Association through our Interlocal agreement we have been receiving their bio-solids since March 14th.

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

1. V9-C Vacuum Sewer – the preconstruction meeting was held yesterday, Westra is proceeding with securing onsite storage, filing for permits and work will likely begin May 26th.

2. Swepston Bridge Waterline and Pile Removal – preparing to submit applications to the state. The Army Corp won't get involved until the application has been applied for, it will be a lengthy process.

3. EWD Master Plan – it is expected that a contract will be presented at the next board meeting with the Master Plan being completed February 2017. A rate consultant will also be utilized so rates and fees can be discussed.

4. Park Forest Phases 6B, 6C, and 6D – Phase 6D is only 12 lots.

c. FINANCE DIRECTOR – Sonia Zoeller

1. Mid-Year Budget Review

a. Revenues and Expenditures - nothing out of the ordinary. Income Statement - year to date we are over on the revenue side and under budget on the expenditures side.

b. Balance Sheet – because projects have been delayed we've been accumulating more interest in our invest accounts. No budget amendments are requested at this time, but there are projects that were completed that were not budgeted for in the amount of about \$29,000.00 it is hoped that these projects can be absorbed in the budget without asking for an increase.

2. The audited financial statements are anticipated to be presented at the June Board meeting.

3. The investment report shows in cash and investments a little over \$15M.

d. HUMAN RESOURCE DIRECTOR – Cynthia Draine – Ms. Draine was called away before giving her report.

Mr. Quick concluded the Administrators report.

9. ATTORNEY'S REPORT – Robert Berntsson – None

10. OLD BUSINESS

a. V9-C Allocation of Funds Request Update – Chair Samuels read the written update dated April 16th provided by Mr. Paul.

11. NEW BUSINESS

a. Upcoming 6 month review for Administrator Roger Quick – Chair Samuels explained that in keeping with Mr. Quick's employment agreement a 6 month performance review is required. He asked that the Board get their reviews to Ms. Herzog by June 30th so they are ready for the July meeting.

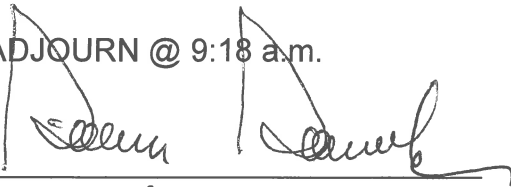
b. Fredrick Rossa Letter to the Board – Chair Samuels summarized the letter received April 25, 2016 explaining that Mr. Rossa is unhappy with a lien being filed on his property for nonpayment of base charges. Additionally he was disturbed that the letter was not signed and is under the impression that Englewood Water District water is some of the most expensive in the state.

Brief discussion ensued with direction given for Mr. Quick to reply to Mr. Rossa and include a copy of our rate comparison chart. Also going forward letters sent from the office will be signed by either Mr. Quick or the person sending the letter.

12. PUBLIC COMMENT – None

13. BOARD MEMBER COMMENTS – Ms. Wright agreed with Mr. Meals that letters sent from the EWD office should be signed.

14. ADJOURN @ 9:18 a.m.

A handwritten signature in black ink, appearing to read "Sydney B. Crampton", written over a horizontal line.

for
Sydney B. Crampton, Vice-Chair (absent)

/tlh