

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
JULY 7, 2016 @ 8:30 A.M.**

Board of Supervisors:

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

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 a roll call to establish a quorum.
2. ANNOUNCEMENTS - None
3. EMPLOYEE AWARDS - With gratitude, Chair Samuels presented Water Plant Operator Matthew Core with a 10 year service award and Wastewater Operations Manager Philip Wagoner with a 20 year service award.
4. PUBLIC INPUT – AGENDA ITEMS ONLY - None
5. CONSENT SECTION – Chair Samuels called for deletions to any and/or all items on the Consent Agenda, hearing none, he called for a motion.

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

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| a. Minutes of the Regular Meeting dated June 2, 2016 | 16-07-07 CS A |
| b. Attorney's Invoice dated June 21, 2016 | 16-07-07 CS B |
| c. Capitol Access Invoice dated June 30, 2016 | 16-07-07 CS C |

UNANIMIOUS

6. ACTION ITEM

- a. Resolution Confirming the Project and Assessment Method for V9-A and V9-B
Mr. Quick explained this is a housekeeping item for the V9-A and V9-B sewer projects.

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

UNANIMIOUS

16-07-07 A

Full motion read: To authorize the Chair to sign and Secretary to the Board attest Resolution No. 16-07-07 A to authorize the continued levy of non-ad valorem

assessments on certain lands benefited by the expansion of the wastewater system known as V9-A and V9-B in accordance with Florida Statue Chapter 197.3632.

7. DISCUSSION

a. Administrator's 6 Month Review – Each Board member read their review with Chair Samuels reading Mr. Stern's in his absence. All remarks of Mr. Quick's performance thus far were positive. Chair Samuels then thanked the Board for their statements.

b. Retiring Employee Positions – Mr. Quick began the discussion stating this would be an addition of a transitional position to the Organizational Chart that would only be used when an employee either entered the DROP or gave notice of retirement. A transitional position would give a new hire time to learn the position before the retiring employee left.

c. Change to the FY16 Organizational Chart – Mr. Zoeller explained that with the retirement of the Electrician a position on the organizational chart opened up. With growth within the District and the needed reporting of the backflow program, it is staff's request to change the open position from Electrician to Construction Coordinator. This person would oversee grease traps, both water and wastewater construction inspection and backflow inspection. Additionally, it was suggested that the Engineer in Training be changed to Utility Engineer with the new Construction Coordinator position being under the Utility Engineer. With these changes, the budget would be decreased by approximately \$15,000.

At discussion conclusion of items b and c, it was Board consensus to make those changes.

d. Preliminary Budget Discussion – Ms. Zoeller stated that the proposed budget would stay around the \$10M mark after anticipated projects were funded. They are the warehouse project, V9-C and 17 new CIP projects. Incorporated in the revenue area of the budget is a 4% increase to water and wastewater base charges which had not been increased in several years. The Master Plan and rate study were also discussed.

8. ADMINISTRATOR'S REPORT – Roger K. Quick

1. Ron Franklin – Wastewater Collections Manager

a. The renovations to lift station panels has begun and 10 are complete.

b. The V9-C project is getting ready to go starting with a waterline on Colonial Road then onto sewer installation.

c. Lift Station 220 has been rehabbed in-house and GML Coating will re-line that station so crews will be working 12 hour shifts 24 hours a day for 3 days. This is a master station that one other station pumps into.

a. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

1. ASR RECOVERY - We started an ASR Recovery Cycle and have recovered 22 MGs of reclaim water since May.

2. DEP INSPECTION - DEP was onsite and did a full inspection, the results are expected soon.

3. Plant #3 Rehab - The rehab of Plant #3 is scheduled to begin and will take approximately 14 days.

4. Budget & Master Plan - We have been working on this year's budget and gathering information for the master plan.

b. TECHNICAL SUPPORT MANAGER – Pat Zoeller, P.E. Mr. Zoeller reviewed his written report with updates.

1. EWD Warehouse - all the buildings have been removed, once the final plans are approved grading will begin. There is no need to change the elevation or add fill, it will just be leveled. A pre-submittal meeting with Sarasota County was held; we are working on their comments.

2. EWD Master Plan – a large list of items they are looking for has been received, dates will be scheduled for them to spend time on site.

3. Island Lake Estates (FKA Stake and Stone) – an agreement has been signed; we are waiting for final signed and sealed plans and permit applications.

4. Villages of Manasota Beach (750 Acres) – a meeting was held last week to discuss the project, right now it's still about easements and property trades, we have no plans in hand yet. The impact on our wells is years away.

c. FINANCE DIRECTOR – Sonia Zoeller

1. The final Audited Financial Statements were distributed.

2. Budget Workshop – Ms. Hawkins will be attending the August 4th meeting because Ms. Zoeller will not be here, Chair Samuels asked the Board to review the budget and have questions to Ms. Zoeller by July 27th.

d. HUMAN RESOURCE DIRECTOR – Cynthia Draine (absent)

Mr. Quick concluded the Administrator's report.

9. ATTORNEY'S REPORT – Robert Berntsson

a. Section 6 (3) of the Enabling Act was reviewed regarding changes or revisions to rates, fees and charges.

b. A Public Records Request was received and was responded to appropriately.

10. OLD BUSINESS

a. V9-C Allocation of Funds Request Update – Chair Samuels referenced the written correspondence from Mr. Paul.

11. NEW BUSINESS

a. Pioneer Day Parade Participation – Mr. Quick asked if the Board was interested in participating again this year and consensus was yes.

12. PUBLIC COMMENT – ANY TOPIC – None

13. BOARD MEMBER COMMENTS – None

14. ADJOURNED @ 9:09 a.m.


Sydney B. Crampton, Vice-Chair

/tlh