

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
AUGUST 4, 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  
Tim Garland, Water Operations Manager  
Philip Wagoner, Wastewater Operations Manager  
Patrick Zoeller, P.E., Technical Support Manager (absent)  
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 expression of gratitude Chair Samuels presented Water Distribution Manager Wayne Kershanick with a 25-year service award.
4. PUBLIC INPUT – None
5. ACTION ITEM
  - a. Firm Change for the Operating Investment & Defined Pension Accounts – Ms. Zoeller introduced the item stating Investment Advisor Brian Amster, who manages EWD's investments, left UBS and has moved to BB&T. The new team who will manage our investments at UBS have a background in accounting not investments. Because Mr. Amster has done such a good job and Ms. Zoeller lacks the authority to open or close any type of account it is her request that the Board consider switching from UBS to BB&T.

Brief discussion followed with a motion made.

Mr. Meals moved, **“to approve with one more question,”** seconded Mr. Stern.

Mr. Meals stated he had no problem with the change then asked Attorney Berntsson if we needed to go out and research or can we make a flat decision? Attorney Berntsson replied the Board can make the decision.

**UNANIMIOUS**

**16-08-04 A**

Full motion read: To authorize Finance Director Sonia Zoeller to close the operating investment account and defined pension account with UBS Financial Services Inc. and open the operating investment account and defined pension account with BB&T Investment Services Inc.

b. FY2017 Budget – Ms. Zoeller began the discussion by calling for questions. A lengthy question/answer session ensued to include; the proposed 4% increase in the base charges being included in the reserve balance for FY17, the 24% increase in salaries with the calculations and circumstance that lead to the increase being described, the projects in the CIP budget that causes the dip below \$10M in cash reserves that necessitates the 4% increase in the base charges, and the possibility of postponing CIP items to deter the rate increase until the master plan/rate study is complete.

Discussion then turned to the 4% base charge increase which later concluded with a motion being called.

At conclusion of budget discussion Mr. Meals recommended passing items 3 and 4 of the motion and carrying over items 1 and 2 for further discussion at the next meeting.

Mr. Meals moved, **“to approve the FY 2017 Debt Service totaling \$3,627,948.00 and to approve 2 full time employees and 1 transitional position effective October 1, 2016,”** seconded by Ms. Wright.

Motion amended to read **“75 employees”**.

**UNANIMIOUS**

**16-08-04 B**

Additional discussion continued about the formula used for salary calculations and the proposed 4% rate increase which resulted in a motion being called.

Chair Samuels summarized the motion, **“for us to go ahead and include the 4% increase in the budget,”** Mr. Stern **“so moved,”** seconded by Ms. Crampton.

**Passed 4/1 (Mr. Meals)**

**16-08-04 C**

6. 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.

a. Minutes of the Regular Meeting dated July 7, 2016

**16-08-04 CS A**

b. Attorney’s Invoice dated July 18, 2016

**16-08-04 CS B**

c. Capitol Access Invoice dated July 22, 2016

**16-08-04 CS C**

**UNANIMIOUS**

7. DISCUSSION

a. Englewood Water District V9-C Sewer Expansion Project Grant Work Plan – Mr. Quick presented the item stating staff drafted the plan distributed in the board packet and is recommending we move forward with it or the Board can make changes. With this draft we are not totally agreeing to anything but we are getting to the point that they

at least want us to have a plan. Once submitted it is likely the plan will come back to us with comments.

Discussion ensued to include what affect it would have on customers financing the payment, the fact that the initial request was for \$1M but was reduced to \$350,000, the quarterly reimbursement structure of the grant, who would be eligible to take advantage of the grant and when they would qualify, the timeline of the V9-C project completion in relevance to the distribution of grant money, the additional auditing that will need to take place, and the District's need to come up with funds before reimbursement. Additionally, it was questioned how much longer it is necessary to keep the lobbyist involved. At the conclusion of discussion, it was determined that additional information is necessary before the grant work plan is submitted and any questions for the lobbyist be given to Board Secretary Ms. Herzog for response.

8. ADMINISTRATOR'S REPORT – Roger K. Quick  
a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. Flows are averaging 2.5 MGD, up from 2.3 MGD last year with 4.7 inches of rain for the month of July being recorded.

2. A Master Plan walk-thru of both water plants took place with HDR.

Modeling of the distribution system will also be planned.

3. The last employee was hired for Production; training is ongoing.

Distribution:

1. A Distribution Workman moved to Technical Support so there is a new hire in the department, he is doing well so far.

2. Accuracy testing of 50 large meters is complete with 10 reuse meters still to be tested.

3. There were two main breaks this month that required DEP mandated boil water notices be issued, both have been cleared.

b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

WRF:

1. Staff has been working with HDR on the Master Plan.

2. The WWTP #3 Rehab Project is moving along; all the metal work is complete with the painting project to follow.

3. Last Tuesday I attended the DEP's Wastewater Operator Short School in Sarasota. It was a refresher of rules and regulations.

Collections:

1. Lift Station #134 Rehab Project in Park Forest is moving along, it is being done by the developer and EWD is overseeing the project. The lift station panel is installed with the pumps being installed this week.

2. Lift Station #220 Rehab Project in Holiday Estates was finished and went back into service last night.

c. TECHNICAL SUPPORT MANAGER – Pat Zoeller, P.E. (absent)

1. Utility Engineer Keith R. Ledford Jr., P.E.

CIP/In-house Projects:

a. EWD Warehouse – after a meeting with Sarasota County it was determined that a 150-foot setback is not required, a 20-foot setback with a landscape buffer will be sufficient. The Engineers adjusted the plans accordingly.

b. V9-C Vacuum Sewer – installation of the force main and vacuum mains has begun with pit installation and restoration to follow.

c. Swebston Bridge Waterline and Pile Removal – Atkins is working on the bid specs for construction and pipeline removal.

d. WRF #3 Rehab – the walk through went well, no issues were found. A pre-bid meeting for the painting project will be held on August 10<sup>th</sup> at the plant with the bids being due August 23<sup>rd</sup>.

e. EWD Master Plan – HDR plans to return to assess the reclaimed water system, a table top discussion is planned for the distribution system and discussion will be held for the CMOM plan.

f. Lift Station Upgrades – 50 out of 52 lift stations have been outfitted with generator plugs, testing began last Friday with 17 being tested so far.

g. Mark Morris has moved into the new Construction Coordinator position; he is kicking off the backflow program and doing home inspections for backflow compliance. Training for the new backflow software will take place in September.

d. FINANCE DIRECTOR – Sonia Zoeller

1. Accountant Lisa Hawkins

a. July financial statements and the June investment report – nothing unusual to report.

b. End of the budget year – we are on track.

e. HUMAN RESOURCE DIRECTOR – Cynthia Draine

1. Working with Key Agency on the Worker's Compensation report, EWD has a low experience modifier so hopefully rates stay about the same as last year.

2. The FRS contribution for employees stayed at 3% and employer contributions increased slightly.

3. EWD has been approved as a training facility for Veterans. With this Veterans can apply for a housing benefit for up to one year.

4. Employee open enrollment for health, vision and dental is upcoming. Health insurance and vision rates will remain the same and dental increased slightly. An employee meeting and flu shots will be scheduled for September.

5. Nearly 35-year employee Cliff Vosburgh retired July 31<sup>st</sup> and nearly 22-year employee Bill Knee will retire August 31<sup>st</sup>.

9. ATTORNEY'S REPORT – Robert Berntsson – None

10. OLD BUSINESS – None

11. NEW BUSINESS – None

12. PUBLIC COMMENT – ANY TOPIC – None

13. BOARD MEMBER COMMENTS – None

14. ADJOURNED at 10:18 a.m.

  
Sydney B. Crampton, Vice-Chair

/tlh