

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
SEPTEMBER 1, 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
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 words of appreciation, Chair Samuels presented Finance Director Sonia Zoeller with a 15-year service award.
4. PUBLIC INPUT – AGENDA ITEMS ONLY – None
5. PRESENTATION
 - a. Key Agency – General Liability Insurance and Worker’s Compensation Renewal
Eric Fogo and Vicki Chism presented the renewal. Mr. Fogo stated it is a continuation from last year’s 2-year policy so the premium remained the same; Ms. Chism then introduced Brandon Dignam as a new member of their team and confirmed that both the general liability insurance and worker’s compensation rates were locked in with the 2-year policy but the rates did increase when the office at the shopping center was added and 3 old vehicles were removed from the policy and 4 new vehicles were added.

Mr. Stern moved, **“to accept the District’s General Liability Insurance and Worker’s Compensation Renewal in the amount of \$258,724.00 for FY17. Funds to come from Water and Wastewater Revenues,”** seconded by Ms. Wright.

UNANIMIOUS

16-09-01 A

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.

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| a. Minutes of the Regular Meeting dated August 4, 2016 | 16-09-01 CS A |
| b. Attorney's Invoice dated August 16, 2016 | 16-09-01 CS B |
| c. Capitol Access Invoice dated August 24, 2016 | 16-09-01 CS C |

UNANIMIOUS

7. ACTION ITEM

a. Englewood Water District V9-C Sewer Expansion Project Grant Work Plan – Mr. Zoeller introduced the item stating that the work plan submitted last month has been rewritten and simplified. Staff is looking for Board direction for either submittal to DEP as written or with suggested revisions adding that it is likely DEP will request some modifications to the work plan after their review.

Lengthy discussion ensued to include the meeting with lobbyist Jerry Paul and his suggestion of how the funds could be managed, the time line of receiving and dispersing the funds and who will receive them. At discussion conclusion Board recommendation was for staff to write a resolution giving the residents in V9-C the first opportunity to receive the funds then residents in V9-A and V9-B and if any funds remain, offer them to residents District wide.

Mr. Meals moved, **“to approve the Grant Work Plan for submittal to DEP for their review,”** seconded by Ms. Wright.

UNANIMOUS

16-09-01 B

b. FY 2017 Budget – The debt service and organizational chart were approved at the August 4th meeting but because additional information was requested, approval of the CIP budget and operating budget was carried over to this meeting. Ms. Zoeller then called for any additional questions. Hearing none,

Ms. Wright moved, **“to approve the FY 2017 Capital Improvement Program totaling \$990,000.00, CIP project authorization and funds are multi-year and to approve the FY 2017 Operating Budget totaling \$10,790,426.00, Operating Budget funds are annual and will expire on September 30, 2017,”** seconded by Mr. Stern.

UNANIMOUS

16-09-01 C

c. Update to Resolution No. 16-01-21 A Cross Connection & Backflow Prevention Program Policy – Mr. Zoeller began by stating that at the beginning of the year it was rewritten as a standalone policy separate from the Customer Rules and Regulation. After approval of the resolution, upon review by the state, a determination was made that the EWD policy was not consistent with state policy.

Lengthy discussion ensued to include the considerable amount of staff time and effort it takes to track homeowner compliance, the various types of backflow devices and the circumstance for application of each device, how the public will be educated, the compliance of the backflow meters that are currently being installed by the District, the fact that, per county code, all new construction has the required backflow device, the concern that the requirements may change again and the TOKAY backflow software

purchased to implement this program. Currently staff is working to determine what type of backflow device each property within the District has which is what the state is requiring right now. It was later questioned if the responsibility of the required backflow testing should be removed from the homeowner and become the responsibility of the District, which would require additional staff and licensing if the District took on the testing and repair responsibilities. The types of meters being installed as part of the meter replacement program were also questioned. At discussion conclusion, it was determined that a decision could be delayed until the next meeting so additional information could be presented for better understanding before a resolution is approved.

Tabled until next meeting

d. Award of Painting/Coating Contract for WWTP#3 Rehab Project – Mr. Zoeller explained that treater #3 has been cleaned/repared and this contract is for the final phase of painting and coating. The engineer’s estimate was \$145,000 and the project was advertised through DemandStar. Sunstate Coating Inc. was determined to be the lowest qualified bidder so staff is recommending award of contract to finish this project.

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

UNANIMOUS

16-09-01 D

Full motion read: To authorize the Chair to sign and the Secretary to the Board attest the contract between Sunstate Coatings Inc. and Englewood Water District for CIP No. 2016-625060, WWTP #3 Rehabilitation Painting and Coating Project in the amount of \$127,400.00. Funds to come from Capital Outlay.

8. DISCUSSION – None

9. ADMINISTRATOR’S REPORT – Roger K. Quick

a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. Rainfall for the month of August was 13.57” and we are producing approximately 200,000 GPD more than this time last year.
2. Working with the Finance Department on fixed assets and HDR on the modeling for distribution; another meeting is scheduled for today.

Distribution:

1. Staff has been working on the Back Flow Program.
2. Crews are installing radio read meters in Mobile Gardens and Oyster Creek Mobile Home Park will be next. Completion is at 50% throughout the District.

b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

WRF:

1. FDEP did an inspection at the Wastewater Treatment Plant in June. We received the inspection report and it was determined by FDEP to be in compliance.
2. WWTP #1 was put into service, we now have WWTP’s #1, #2, and #4 on line with #3 ready to be painted.
3. I have been working on my department’s performance evaluations.

4. Wastewater Collections Manager Ron Franklin and I have also been working with HDR on the Master Plan.

Collections:

1. The developer has completed the rehab project on LS #134 Park Forest, it is back in service and all is okay.
2. An AirVac class in Stewart FL was attended by several staff members, they presented new technology that could help solve some of the issues in the AirVac system.

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

CIP/In-house Projects

1. EWD Warehouse – plans have been submitted to Sarasota County but the building permit can't be completed until a general contractor is selected. Award of contract is expected for the November meeting.
2. V9-C Vacuum Sewer – there have been no complaints from residents at this time. The plan is to complete 1/5 of the project then begin to install asphalt. Work has been slowed because of the rain.
3. EWD Master Plan – information continues to be supplied to HDR.
4. Lift Station Upgrades – three phase lift stations are complete and single phase lift stations will be considered next.

d. FINANCE DIRECTOR – Sonia Zoeller

1. The auditors are expected to be here the last week of November and the first week of December then in January to finalize the audit. In preparation of the audit staff has been scrutinizing the fixed assets prior to 2001, a lengthy list of fixed assets will be brought to the Board for disposal so they can be taken off the books.

2. With the exception of \$200,000 in cd's all the investments have been moved from UBS to BB&T. Two cd's were not eligible to be moved so a fair market quote was supplied by UBS; they were sold and the money was moved over to BB&T. UBS will continue to send us statements for the next 6 months because of the accrued interest.

3. On the FY 2016 budget column of the income statement, investment earnings are shown budgeted as \$195,000 and the YTD FY 2016 column it shows \$507,000 which includes the one-day snap shot of what the market value is on all of our investments. The \$507,000 includes approximately \$260,000 in an increase in the fair market value. We did not receive that interest it is just a valuation of what our securities are at a point of time. This is required by the AICPA to report this under investment earnings.

5. For the purposes of dispatching staff efficiently and keeping fleet maintenance and repair records a new GPS pilot program is being implemented on Collection and Distribution vehicles.

e. HUMAN RESOURCE DIRECTOR – Cynthia Draine

1. An employee meeting is scheduled for September 7th for open enrollment.
2. Employee evaluations also being done.

Mr. Quick concluded the Administrator's report.

10. ATTORNEY'S REPORT – Robert Berntsson – None

11. OLD BUSINESS – None

12. NEW BUSINESS – None

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS – Ms. Crampton complemented Ms. Zoeller on the good job done on the budget.

15. ADJOURNED @10:33 a.m.



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

/tlh