

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
OCTOBER 6, 2016 @ 8:30 A.M.**

Board of Supervisors:

Steven Samuels, Chair
Sydney B. Crampton, Vice-Chair (absent)
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 – Mr. Quick announced a correction to Agenda Item 5.c, it was corrected to read 2017 Ford instead of 2016.
3. PUBLIC INPUT – AGENDA ITEMS ONLY - None
4. 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. Stern moved, **“to approve,”** seconded by Mr. Meals.

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| a. Minutes of the Regular Meeting dated September 1, 2016 | 16-10-06 CS A |
| b. Attorney’s Invoices dated September 16, 2016 and September 30, 2016 | 16-10-06 CS B |
| c. Capitol Access Invoice dated September 23, 2016 | 16-10-06 CS C |

UNANIMIOUS

5. ACTION ITEM

a. Resolution for the Disbursement of State Appropriation Funds – Mr. Zoeller outlined the resolution describing how the disbursement of \$300,000 would be made as \$1,000.00 rebates for customers who fit the criteria and request the funds within the allotted time frame. Funds will first be made available to customers in the V9-C area, next for those within the remaining V9 areas, then to all customers within the District. If any funds remain they will be added to the EWD hardship fund.

Mr. Meals moved, **“to authorize the Chair to sign and Secretary to the Board attest Resolution No. 16-10-06 A authorizing the disbursement schedule for funds received from the Legislature 2016-2017 General Appropriations Act,”** seconded by Ms. Wright.

Unanimous

16-10-06 A

b. Update to Resolution No. 16-01-21 A Cross Connection & Backflow Prevention Program Policy -

1. Backflow Presentation – Utility Engineer Keith Ledford Jr. and Construction Coordinator Mark Morris began the presentation with Mr. Ledford explaining the state requirements that lead to the needed revisions to the current policy. An informative four-part presentation took place followed by a question and answer session. Upon conclusion, Chair Samuels called for additional questions, hearing none, he read the motion.

“To approve the revised Cross Connection & Backflow Prevention Program Policy as presented.”

Mr. Stern moved, **“I’ll make that motion,”** seconded by Ms. Wright.

Unanimous

16-10-06 B

c. Technical Support Vehicle Purchase – Mr. Zoeller explained that the new truck will be used by the Construction Coordinator and is a FY17 budgeted item, reiterating the correction to the resolution to read a 2017 vehicle not a 2016.

Mr. Meals moved, **“to approve as presented,”** seconded by Ms. Wright with the correction to the year 2017.

Unanimous

16-10-06 C

Full motion read: To purchase through State Contract No.: 251000000-16-1 one (1) 2017 Ford F-150 4WD regular cab 122.5” XL pick-up truck in the amount of \$27,354.10. Funds to come from Capital Outlay.

d. Asset Disposal Reconciliation – Ms. Zoeller explained the requirement by the auditors to complete a fixed asset inventory where assets are physically accounted for. Many of the items on the list are very old or newer but no longer used and have already been disposed of; these items need to be taken off the books.

Mr. Stern moved, **“to accept the Asset Disposal Reconciliation in the amount of \$1,077,665.08 as presented,”** seconded by Mr. Meals.

Unanimous

16-10-06 D

6. DISCUSSION – None

7. ADMINISTRATOR’S REPORT – Roger K. Quick

1. Staff has reviewed the Emergency Reaction Plan in preparation of the storm, though not much is expected on this coast.

2. Phone calls have been received concerning the Mosaic sinkhole and we’ve been in contact with DEP, they’ve been testing and see no threat at this time.

3. Chromium 6 levels in the water were on the internet and newspapers causing concern, because of these articles the Governor has put forth a temporary rule that any spill must be reported to the media and DEP within a 24-hour period. This is temporary until DEP makes a firm ruling within the next few weeks.

a. WATER OPERATIONS MANAGER – Tim Garland

1. Chromium 6 levels – EWD tests for total chromium every 3 years as required by DEP. In 2014-2015 EPA asked for voluntary sampling and in that testing was Chromium 6. Chromium 3 is a required nutrient for humans and Chromium 6 is a carcinogen with Chromium 6 levels varying with environmental condition changes. Chromium is odorless/tasteless and found naturally in the ground from rocks, plants and animals. Our water has very little Chromium 6 or total Chromium. Our total Chromium levels have decreased since 2011 and has never come close to a level that would trigger public notification. There are no health concerns for our customers and a Chromium description has been added to our website.

2. Mosaic Sinkhole – DEP published a press release stating they had been omitted from some of the Tampa Times findings. Our local DEP does not expect any additional testing for EWD.

Distribution:

a. Normal maintenance to service lines is ongoing, a 3rd fire hydrant was hit and replaced yesterday. The first two have been turned into the driver's insurance companies for reimbursement.

b. The final walkthrough for Boca Royale phase 11 was completed by Water Distribution Manager Wayne Kershanick.

c. Water Distribution Foreman Kyle Herzog has been working with Technical Support staff on the backflow program.

d. One new employee has started in the Distribution Department.

Production:

a. Flows have increase by approximately 100,000 GPD over last year, the average flows for the month of September was 2.45 MGD and rainfall for September was recorded at 3.31 inches.

b. Normal maintenance is ongoing.

c. An AWWA showcase was attended that showcases new meter and backflow technology; CEU's were obtained.

b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

WRF:

1. Last week I attended the American Groundwater Trust ASR Conference in Orlando. EWD's ASR well is still being used as an example in various technical papers.

Collections:

1. EWD technicians replaced one vacuum pit located on Archie Street.

2. A local author who is also employee Cole Keaser's grandmother dedicated her new child's book to EWD.

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

CIP:

1. EWD Warehouse – six contractors attended the pre-bid meeting and as of last week, fourteen entities had picked up the bid documents through DemandStar. The award of contract is expected at the next meeting then the building permit will be applied for by the contractor that is chosen for the project.

2. V9-C Vacuum Sewer - the contractor is expected to finish phase 1 this week with restoration to follow. This phase consists of Jack, Linda and Larry Streets and a waterline on Colonial Road.

3. WRF #3 Rehab – the painting contractor anticipates completion of the project before the Christmas holidays.

4. EWD Master Plan – another meeting is scheduled for today; the completion estimate is at 60% and on schedule.

5. Lift Station Upgrades – three phase lift stations are complete and ready should there be a storm event and we are still getting prices for one phase lift stations; remaining funds from the three phase stations will be used.

d. FINANCE DIRECTOR – Sonia Zoeller

1. Staff is preparing for the audit; auditors will be here the last week of November and the first week of December for the preliminary then again the first two weeks of January for finalization. Marty Redovan of CliftonLarsonAllen stated a single audit based on the funds that will be received from the state will not be necessary. Depending on the FRS report from the state, the audit may be later than anticipated.

2. \$700,000 was transferred from the investments to cover CIP expenditures. The \$1.3M debt service payment was made on October 1st.

3. The investment account is still looking quite healthy and all funds have been moved from UBS to BBT, a reconciliation is begin performed for accuracy.

4. The inventory was done September 30th, all went well.

e. HUMAN RESOURCE DIRECTOR – Cynthia Draine

1. Working on end of month, end of quarter and end of FY16 in preparation of the audit.

2. Employee open enrollment and annual reviews done by all managers are complete.

3. Currently there are 3 open positions, a replacement for the Purchasing Specialist, one in the WTP and one in Distribution. The positions are advertised on our website and various other internet locations.

4. The veteran's program is going very well with 4 people participating at this time and one additional employee potentially qualifies for this program.

Ms. Zoeller added at this time that upon Mr. Meal's request from the previous meeting, in February 2015 the accounts receivable had a balance of just below \$300,000, currently it's at \$215,000 with \$110,000 accounting for 29 known foreclosures.

Mr. Quick concluded the Administrator's report

8. ATTORNEY'S REPORT – Robert Berntsson – None

9. OLD BUSINESS – None

10. NEW BUSINESS – None

11. PUBLIC COMMENT – ANY TOPIC – None

12. BOARD MEMBER COMMENTS – The entire Board commended staff on a well-planned and thorough backflow presentation.

13. ADJOURNED @ 10:10 a.m.


Sydney B. Crampton, Vice-Chair

/tlh