

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
NOVEMBER 3, 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 roll call to establish a quorum.
2. ANNOUNCEMENTS – None
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. Meals moved, **“to approve the consent agenda,”** seconded by Mr. Stern.

- |   |                      |
|---|----------------------|
| a. Minutes of the Regular Meeting dated October 6, 2016 | <b>16-11-03 CS A</b> |
| b. Attorney’s Invoice dated October 19, 2016            | <b>16-11-03 CS B</b> |
| c. Capitol Access Invoice dated October 26, 2016        | <b>16-11-03 CS C</b> |

**UNANIMIOUS**

5. ACTION ITEM

a. Maintenance & Warehouse Building Award of Construction Contract – Mr. Zoeller explained the displayed graphic depicting the proposed warehouse building and landscape design. He continued, six bids were received and the value of the bids were within 15% of each other. The low bid was from Strickland Construction Inc. in the amount of \$1,789,272.00 and all required documents have now been received. The requested motion is two-parts, 1) is to award the contract to Strickland Construction and 2) is to increase the Administrator’s authority to sign change orders, for this project only, from \$25,000 to \$100,000. All changes approved by the Administrator would be reported to the Board at monthly meetings and the Chair would be notified immediately. This authority would reduce delays in the project.

Brief discussion ensued with the motion being amended adding “not to exceed \$100,000 in total.”

Ms. Crampton moved, **“1) to authorize the Chair to sign and the Secretary to the Board attest the contract documents between EWD and Strickland Construction Inc. for the Englewood Water District Maintenance & Warehouse Building Construction Project in the amount of \$1,789,272.00 as stipulated in the bid form documents dated October 18, 2016. and 2) to Authorize the Administrator to issue changes to the Strickland contract for the Maintenance & Warehouse Building Construction in the form of work assignments not to exceed \$100,000.00 in total per Board approval, with all work assignments being reported to the Board of Supervisors. Project costs to be taken from Water/Wastewater Revenues,”** seconded by Mr. Meals.

**UNANIMIOUS**

**16-11-03 A**

b. Carry Over of Funds from FY16 – Ms. Zoeller stated that purchase orders have been issued for the listed completed projects but the invoices have not yet been received. It is requested that these dollar amounts be carried over to the new fiscal year. They were budgeted in 2016, but expenditure of funds didn't happen in 2016 so a budget increase in 2017 is necessary to pay the invoices.

Ms. Crampton moved, **“to approve the carry-over of funds from 16 to 17 for a Motorola XPR8400 repeater in the amount of \$11,192.00, the 2016 Annual Wellfield Report in the amount of \$15,000.00, an R/O transfer pump repair in the amount of \$8,205.00, and an elevated tank repair in the amount of \$1,500.00. Funds to come from water/wastewater revenues and capital outlay,”** seconded by Mr. Stern.

**UNANIMIOUS**

**16-11-03 B**

c. State Appropriation Funds DEP/Grant Agreement – Mr. Zoeller stated the process for funds distribution was approved at the last meeting, approval of this agreement for \$350,000 is the next step in receiving the funds. Details of how the funds will be dispersed will be discussed once the executed agreement is returned from DEP.

Mr. Meals moved, **“to authorize the Chair to sign DEP Agreement No. LP58034 Division of Water Restoration Assistance Grant Agreement Pursuant to Line Item 1600A of the FY16-17 General Appropriations Act between the State of Florida Department of Environmental Protection and Englewood Water District,”** seconded by Ms. Wright.

**UNANIMIOUS**

**16-11-03 C**

d. WRF Vehicle Purchase – Mr. Quick stated this is an additional vehicle to be used by the Reclaimed Water Technician and is a budgeted item.

Ms. Wright moved, **“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 \$28,786.85. Funds to come from Capital Outlay,”** seconded by Mr. Stern.

**UNANIMIOUS**

**16-11-03 D**

e. Production Vehicle Purchase – Mr. Quick stated this is an additional vehicle to be used by the Production Department and is a budgeted item.

Mr. Stern moved, **“to purchase through State Contract No.: 251000000-16-1 one (1) 2017 Chevrolet Silverado 2500 4WD regular cab pick-up truck in the amount of \$37,495.55. Funds to come from Capital Outlay,”** seconded by Ms. Wright.

**UNANIMIOUS**

**16-11-03 E**

f. Collections Vehicle Purchase – Mr. Quick stated this is a replacement truck to be used by the Collections Department and is a budgeted item.

Mr. Stern moved, **“to purchase through State Contract No.: 251000000-16-1 one (1) 2017 RAM 2500 4WD regular cab Tradesman pick-up truck in the amount of \$42,870.55. Funds to come from Capital Outlay,”** seconded by Ms. Wright.

**UNANIMIOUS**

**16-11-03 F**

g. Mobile Generator Purchase Two (2) Units – Mr. Quick explained these are budgeted items that will replace very old generators.

Mr. Stern moved, **“to purchase, piggybacking Florida Sheriff’s Contract #071 two (2) 100 KW industrial mobile diesel generators with 4 position voltage switch from Zabatt Power Systems in the amount of \$72,240.00. Funds to come from Capital Outlay,”** seconded by Ms. Wright.

**UNANIMIOUS**

**16-11-03 G**

h. Filter Media for Lime Plant Purchase – Mr. Quick explained this budgeted item is for materials to rebuild one of the filters at the Lime Softening Plant.

Ms. Wright moved, **“to purchase the necessary materials to rehabilitate Lime Softening Plant filter #2 from All Service Contracting Corp in the amount of \$38,119.00. Funds to come from Capital Outlay,”** seconded by Mr. Stern.

**UNANIMIOUS**

**16-11-03 H**

6. DISCUSSION – None

7. ADMINISTRATOR’S REPORT – Roger K. Quick  
a. WATER OPERATIONS MANAGER – Tim Garland

Distribution:

1. Working on hydrant replacement and installation of a 6” valve to tie in the water main loop on Colonial Road in V9-C.

2. There were 422 turn on requests in October and low pressure complaints are being addressed.

3. The pressure test in Boca Royale Phase 13 has been completed.
4. A new employee will start Tuesday in Distribution.

Production:

1. Flows have increased since this time last year. Last year it was 2.3 MGD this year it is 2.7 MGD.
- b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

Collections:

1. The Collections Department replaced 2 defective AirVac valve pits this month in V-1 and V-8.

WRF:

1. The paint contractors are onsite prepping the #3 WWTP.
2. The WWTP deep injection well operating permit expires in August 2017; we're getting started on the permit renewal.
3. The Wastewater Department is gearing up for season, additional flows are anticipated this year.
- c. TECHNICAL SUPPORT MANAGER – Pat Zoeller, P.E.

CIP/In-house Projects:

1. V9-C Vacuum Sewer – construction has begun in phase 2, re-pavement was delayed but the 3 streets to the entrance of the neighborhood should be completed by the end of the day.
2. EWD Master Plan – as part of the master plan staff has met with surrounding utilities to look at growth projections. This will aid in reporting population growth when applying for our water use permit with SWFWMD.

Development/Projects:

1. Heritage Oaks Assisted Living Facility – testing their systems; building is up.
2. Park Forest Phases 6C and 6D – testing and finalization of the project is taking place.
3. Lemon Bay Apartments – finalized their plans; the agreement has been sent and clearing has begun.

Mr. Quick added that there has been issues with vandalism in V9-C, additional deputies are patrolling the area.

d. FINANCE DIRECTOR – Sonia Zoeller

1. Staff is preparing for the audit and closing the books in preparation of the audit.
2. The FY2016 budget has been finalized and it came in \$65,000 under budget.

e. HUMAN RESOURCE DIRECTOR – Cynthia Draine

1. Another veteran was approved for the housing program, we now have 4 in the water plant and 1 in the wastewater plant receiving this benefit.
2. A new employee has started in the collections department and 2 new hires, 1 in the distribution department and 1 plant trainee will start on Tuesday. The Purchasing Agent position has not been filled yet, interviews are still taking place.

Mr. Quick concluded the Administrator's report.

8. ATTORNEY'S REPORT – Robert Berntsson – None
9. OLD BUSINESS – None

10. NEW BUSINESS

a. Mr. Meals asked if there was a solution to reduce the printed size of the board packet to which Mr. Quick replied that a new ruling requires the entire board packet to be available on our website so going forward the printed packets will only have a page or two for each item.

11. PUBLIC COMMENT – ANY TOPIC – None

12. BOARD MEMBER COMMENTS

a. Ms. Wright commended Mr. Zoeller on a job well done getting the grant worked out with the state.

b. Mr. Meals encouraged everyone to vote November 8<sup>th</sup>.

c. Ms. Crampton spoke of her gratitude for the grant in hopes that it will help those customers in V9-C and thanked staff for their support.

13. ADJOURNED @ 9:19 a.m.

  
Sydney B. Crampton, Vice-Chair

/tlh