

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
DECEMBER 1, 2016 @ 8:30 A.M.**

Board of Supervisors:

Steven Samuels, Chair Seat #1
Sydney B. Crampton, Vice-Chair Seat #3
Phyllis Wright Seat #4
Taylor Meals Seat #2
Rob Stern Seat #5

Staff:

Roger K. Quick, Administrator
Robert Berntsson, District Counsel
Tim Garland, Water Operations Manager
Philip Wagoner, Wastewater Operations 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 – Mr. Quick stated there were two additions, item 8b, DOXO Bill Payment and item 12b, Computer Demo.
3. PUBLIC INPUT – AGENDA ITEMS ONLY – None
4. ADMINISTRATION OF OATH OF OFFICE – Mr. Berntsson took the floor swearing Mr. Samuels, Ms. Crampton, Mr. Meals, and Mr. Stern into office.
5. PRELIMINARY ELECTION OF 2017 OFFICERS - Mr. Berntsson reminded the Board that several years ago, so the incoming Chair can be prepared for their first meeting, election of the officers occurs in December and is ratified in January. He then opened the floor and called for the nomination of Chair.

Ms. Wright nominated Mr. Samuels. Mr. Samuels thanked Ms. Wright for the nomination but respectfully declined.

Mr. Samuels then nominated Mr. Meals.

Mr. Berntsson called for additional nominations, hearing none, he called for a motion to close nominations.

Ms. Wright moved “**to close nominations,**” seconded by Mr. Samuels.

Unanimous

16-12-01 A

Mr. Meals was declared Chair.

Mr. Berntsson then called for nominees for Vice-Chair.

Ms. Wright nominated Ms. Crampton, Mr. Samuels nominated Mr. Stern.

Mr. Berntsson then called for a hand vote, Ms. Crampton 3 votes, Mr. Stern 2 votes.

Ms. Crampton was declared Vice-Chair.

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. Stern moved **“to accept,”** seconded by Mr. Meals.

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| a. Minutes of the Regular Meeting dated November 3, 2016 | 16-12-01 CS A |
| b. Attorney’s Invoice dated November 17, 2016 | 16-12-01 CS B |
| c. Capitol Access Invoice dated November 16, 2016 | 16-12-01 CS C |

UNANIMOUS

7. ACTION ITEM

a. Public Resources Management Group Inc. Utility Rate & Financial Consulting Services Agreement – Mr. Zoeller introduced the item stating Charlotte County went through the process to select a consultant allowing us to forgo the selection process and piggy-back Charlotte County’s contract. The rate study will be tied to the master plan, is within budget and will be billed at an hourly rate not to exceed contract basis.

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

UNANIMOUS

16-12-01 B

Full motion read: To authorize the Chair to sign and Secretary to the Board attest the Agreement for Professional Consulting Services between EWD and Public Resources Management Group Inc. dated November 18, 2016 in the amount of \$79,970.00. Funds to come from Capital Outlay.

8. DISCUSSION

a. Renewal of Professional Services Agreement with Capitol Florida Service, LLC d/b/a Capitol Access – Mr. Quick explained this is a renewal for Capitol Access who monitors projects in Tallahassee that could concern EWD; should a project arise we would be informed. This contract is on an “as needed” basis. Chair Samuels noted that page 4 of the contract should be changed to reflect the current Administrator Mr. Quick.

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

UNANIMOUS

16-12-01 C

Full motion read: To allow the Professional Services Agreement between The Englewood Water District and Capitol Energy Florida Service, LLC d/b/a Capitol Access to automatically renew for an additional 12 months.

b. DOXO Bill Payment – Chair Samuels began the discussion stating this was brought to his attention at the staff meeting and felt it should be brought to everyone’s

attention. Ms. Zoeller detailed the event that lead to the addition of this item. A customer called asking why we charged \$5.00 for processing a bill, they were told EWD does not charge to process a bill if payment is made by a phone call or on our website. The matter was investigated and it was discovered that when Englewood Water District is searched with a search engine a bill pay service called DOXO is displayed as an EWD bill pay method. The DOXO website is very similar to the EWD website and appears to be affiliated with EWD which it is not.

Discussion ensued to include the length of time it takes for the payment to be processed using DOXO and the chance a customer could be shut off for non-payment because of it. Contact with the company was attempted but was unsuccessful. A unanimous Board decision was made, as a way to help our customers be aware and as directed by District Counsel, a notice will be printed on the monthly statement directing customers to be sure to pay on line through the EWD website with a disclaimer that there are others that may charge a fee and are not affiliated with EWD. Additionally, a modification will be done to the EWD website making the option "pay your bill" prominent, though the change to the website may take some time before it appears online.

9. ADMINISTRATOR'S REPORT – Roger K. Quick

a. WATER OPERATIONS MANAGER – Tim Garland

Distribution:

1. As part of implementation of the backflow program, Alameda Isles meters are being replaced with new backflow dual check meters.
2. 278 turn-ons were done, compared to 220 done this time last year.

Production:

1. Flows have increased, last year it was 2.5 MGD this year it is 3.0 MGD. Rain fall totals for this time last year was .3 this year it's .2
2. Meetings with HDR for the Master Plan are ongoing.
3. Pumps and motors were replaced in the RO Plant.

b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

WRF:

1. The painters are on site prepping and preparing to paint #3 WWTP.

Collections:

1. Crews replaced another defective valve pit and normal maintenance tasks are ongoing.

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

CIP:

1. EWD Warehouse – an error in the contract was found and corrected. One area of the contract read completion days 60, it should have read 210. Site work permitting was done by EWD, but permitting paperwork needs to be completed before the contractor can apply for the building permit. Mr. Quick added that a meeting was held with Highpoint so they could review the plans and a lighting issue has been addressed.
2. EWD Master Plan – now is the time to tie together the rate study and projects that need to be done in a reasonable time and are affordable.

Developments:

1. Lemon Bay Apartments – permits are still needed from DOH and DEP; utility work is expected to begin in the next couple of weeks.
- d. FINANCE DIRECTOR – Sonia Zoeller
 1. The September and October financial reports were distributed reflecting a \$1.3M debt service payment and payment for CIP projects causing a \$1.6M reduction in investments.
 2. The auditors are scheduled to be here for two weeks, information is being provided as they ask for it.
- e. HUMAN RESOURCE DIRECTOR – Cynthia Draine
 1. Updates to the safety manual have been done and review of electrical safety features are being conducted with all field/plant departments.
 2. Good feedback about the new hires has been received.
 3. Negotiations for the new Purchasing Specialist are complete and she is scheduled to begin work January 3rd.
 4. American Funds and the Hincks are scheduled to be here December 14th.

Mr. Quick concluded the Administrator's report.

10. ATTORNEY'S REPORT – Mr. Berntsson announced that because he is starting a new firm he will be presenting an updated agreement to the Board for approval. The current agreement was signed in 2009 which automatically renews so EWD is still under contract.

11. OLD BUSINESS

a. At the request of Mr. Meals during the November meeting the full board packet was delivered email and the printed packet minimized. He asked that going forward the minimized printed packet also include the meeting minutes and Technical Support Manger's Status Report.

b. Chair Samuels stated a customer in Stillwater reported his backflow (and his neighbor's) started to leak after staff cleared the mulch and trimmed a large bush around it which caused the drive-by meter to quit working. Mark Morris investigated the complaint and reported it was leaking within the backflow unit, not at the inlet or outlet and a plumber would be needed to fix the leak. Mr. Quick added that the customer spoke with several employees, including himself and was not satisfied with the answers he received and asked to talk to the person above him. Chair Samuels contacted the customer and went to the residence to inspect it himself. He found that the backflow was very loose in the ground and showed no signs of tampering or being hit and concurred with the findings of staff that a plumber is necessary to fix the leak at the customer's expense. (the neighbor's backflow has since stopped leaking)
At conclusion of Board discussion, it was agreed that Chair Samuels would send an email to the customer stating the leak is not the responsibility of EWD and the repair would need a plumber at his cost.

c. Ms. Crampton referenced an email sent to the Board by Julia Peck concerning the truck traffic on Jack Street in the V9-C area. Ms. Peck spoke with Ms. Crampton voicing her displeasure with construction crews going back and forth digging up the same area repeatedly. Someone from the construction company spoke with Ms. Peck but she wanted to hear from someone at EWD. Mr. Quick said it was likely our field

people from Giffels that spoke with her, they are the EWD representatives in the field and explained how the job is being done in phases. In conclusion, it was determined that Ms. Crampton would speak to Ms. Peck.

12. NEW BUSINESS

a. Administrator's Annual Review – Incoming Chair Mr. Meals asked that the Board deliver their written reviews to Ms. Herzog before the January 5th meeting.

b. Computer Demo – Chair Samuels spoke with Ms. Zoeller about the possibility of getting laptops for the Board members to cut back on the cost of producing printed board packets. IT specialist Maurice Tindell presented 3 options; a laptop, a surface and an iPad. He explained the cost and pros and cons of each device. At the conclusion of his presentation, it was decided that the Board members would tryout each device and let Ms. Herzog know their preference.

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS – Mr. Meals thanked Chair Samuels for his service as Chairman.

15. ADJOURNED @ 9:35 a.m.



Sydney B. Crampton, Vice-Chair

/tlh