

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
JUNE 1, 2017 @ 8:30 A.M.**

**Board of Supervisors:**

Taylor Meals, Chair (absent)  
Sydney B. Crampton, Acting Chair  
Phyllis Wright  
Steve Samuels  
Rob Stern

**Staff:**

Roger K. Quick, Administrator  
Robert Berntsson, District Counsel  
Tim Garland, Water Operations Manager  
David Larson, Acting Wastewater Operations Manager  
Patrick Zoeller, P.E., Technical Support Manager  
Sonia Zoeller, Finance Director  
Cynthia Draine, Human Resource Director (absent)  
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. EMPLOYEE AWARDS – With words of appreciation, Acting Chair Crampton presented Chemist, Chelsea Lauer with a 5-year service award.
5. CONSENT SECTION – Acting Chair Crampton called for changes or additions to the consent section, hearing none, she called for a motion. Mr. Stern moved, **“to approve the consent agenda,”** seconded by Ms. Wright.

a. Minutes of the Regular Meeting dated May 4, 2017

**17-06-01 CS A**

b. Attorney's Invoice dated May 16, 2017

**17-06-01 CS B**

**UNANIMOUS**

6. ACTION ITEM

a. Additional Employee for the Backflow Compliance Program/Backflow

Prevention Technician – Mr. Zoeller outlined the program currently in place and explained that initially the Construction Coordinator was hired in part, to implement the program but the job has grown with the required state reporting. Currently, a distribution employee is assisting with the program. It is staff's request to add a backflow technician position creating an open position in distribution. Additionally, it was stated that an additional employee may be needed in the future.

Brief discussion ensued to include the different types of backflow devices used in residential/commercial application, testing cost to the District and homeowners, property inspections for backflow verification and the time line for testing. Mr. Quick then reviewed the process for customer notification, attempts to accommodate customers, and the need to enforce non-compliance by turning off service.

Ms. Wright moved, **“to approve the item (1) To approve the addition of 1 (one) full-time employee in the Administration Department, (2) amend the FY17 budget in the amount of \$21,000 and (3) amend the FY17 Organizational Chart increasing the number of employees from 75 to 76. Funds to come from Water/Wastewater Revenues,”** seconded by Mr. Stern.

**UNANIMOUS**

**17-06-01 A**

b. Charlotte County Tax Collector Agreement – Ms. Zoeller explained the agreement reflects a change in the Charlotte County procedures for placing assessments on the tax roll; the submittal of a Board resolution is required. This is the same type of agreement we have with Sarasota County.

Mr. Samuels moved, **“to approve as presented,”** seconded by Mr. Stern.

**UNANIMOUS**

**17-06-01 B**

Full motion read: To authorize the Acting Chair to sign and Secretary to the Board attest the Agreement between the CHARLOTTE COUNTY TAX COLLECTOR and the LEVYING AUTHORITY (EWD) for the implementation of the UNIFORM METHOD FOR THE COLLECTION AND ENFORCEMENT OF NON-AD VALOREM ASSESSMENTS as authorized by §197.3632, F.S.

c. West Charlotte County Annex Release of Easement Request – Mr. Zoeller stated the Charlotte County Annex Building will be demolished once the new building is complete. EWD has an old easement that goes through the current building that does not contain any EWD equipment and will never be used, but is an asset. The County has requested a vacation of this easement and as to not delay their project, staff is requesting authorization to allow the Administrator or District Attorney to sign the easement once the County has it prepared.

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

**UNANIMOUS**

**17-06-01 C**

Full motion read: To authorize the Administrator and/or District Attorney to sign and Secretary to the Board attest the Release of Easement for Charlotte County.

7. DISCUSSION – None

8. ADMINISTRATOR’S REPORT – Roger K. Quick

a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. Flows for May 2017 are dropping off, averaged 2.8 MG and the rainfall total is 3.84” in 2016 it was 2.49” also 521 turn offs were done.

2. The sanitary inspection of the entire plant and distribution system will be performed with DEP/DOH this month, which is done every 3 years.

3. A leak on the elevated tank was repaired and the internal inspection will be conducted early instead of 2019.
4. Normal maintenance and valve replacement is taking place in the WTP.
5. Lead and copper sampling will begin in June; this testing is preformed every 3 years.
6. Working on the budget with the Finance Department.

Distribution:

1. There were no main breaks this month.
  2. An old hydrant on the beach broke during a fire flow test; it has been replaced. Because of this a boil water notice was issued on the south end of the island.
  3. All meters in Mobile Gardens and Alameda Isles have been changed to radio reads, Englewood Isles will be next. 219 new radio read meters were installed in the month of May, we are now at 58% completion with a total of 10,166 radio read meters being installed.
  4. Thirteen new accounts were established.
  5. Distribution will be testing 49 3" to 8" meters this month.
- b. ACTING WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The budget has been submitted to Finance Director Sonia Zoeller for review.
  2. Flows have reduced significantly, for the month of May it was under 1,000,000, 700,000 less than flows in March and 350,000 less than this time last year.
  3. The clarifier drive on Treatment Plant #2 has been replaced.
  4. Cleaning of the chlorine contact tank was completed with the help of collections.
  5. Next week the in-house installation of the on-site irrigation system replacement project will begin.
- c. TECHNICAL SUPPORT MANAGER – Pat Zoeller, P.E. Mr. Zoeller verbally updated his written report.

CIP/In-house Projects:

1. EWD Warehouse – at the start of the project the Board approved the Administrator's authority to approve additions for up to \$100,000 with \$42,000 being used so far. There are 2 more issues being discussed and negotiated, paving adjustments and electrical power drop. The total of both these change orders will bring us very close to the \$100,000 mark.

At conclusion of Mr. Zoeller's verbal report discussion returned to the warehouse, particularly the additional cost for the electrical power drop. Attorney Berntsson questioned that since the Board does not meet again for 6 weeks, and as to not delay the project, would it be appropriate to get further authority for the Administrator to go beyond the \$100,000.

Additional discussion about increasing the Administrator's authority ensued with a motion made. Attorney Berntsson suggested ratifying the change order that has been signed and approved for \$42,000 bringing it back to \$0 again giving the Administrator the authority for \$100,000.

Mr. Stern moved, **"to ratify the change order for \$42,000,"** seconded by Mr. Samuels.

**UNANIMOUS**

**17-06-01 D**

2. V9-C Vacuum Sewer – nearly complete, with only one street left for paving and some sodding needs worked on. As-builts and final certification are being worked on by the engineer.

3. V9-C Grant – funds will not be available until we receive final certification. Notification of the grant funds will be included with the letter of availability.

Developer:

1. Englewood ALF/MC – no plans have been received yet.

2. Korp Property – plans have been received for what will be Boca Royale 16 consisting of 133 units.

d. FINANCE DIRECTOR – Sonia Zoeller

1. Investment Report – written report included in the packet. Investments as of April shows there is \$14.2M in reserves.

2. Income Statements – written statements included in the packet.

3. Staff has been working on the FY18 budget and rate study. All the information is expected to be submitted to the rate consultant on Tuesday. Once the rate study is received the public hearing can be scheduled. The allowable annual 4% increase in the base rates is built into the budget for next year's projected revenues.

e. HUMAN RESOURCE DIRECTOR – Cynthia Draine (absent)

Mr. Quick concluded the Administrator's report.

9. ATTORNEY'S REPORT – Robert Berntsson – None

10. OLD BUSINESS – Acting Chair Crampton inquired about the St. David's Church paving project. Mr. Zoeller replied that he'd had contact with a patron on behalf of the Church but there was still no decision from the Church about an easement.

11. NEW BUSINESS – None

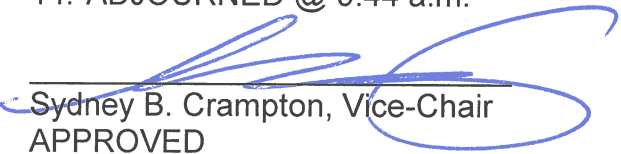
12. PUBLIC COMMENT – ANY TOPIC – None

13. BOARD MEMBER COMMENTS

1. Mr. Samuels commented on all the construction in Englewood.

2. Acting Chair Crampton commented on the PBS program about the lead issues in the water in Flint Michigan and Mr. Zoeller assured all that there are no lead pipes in our system.

14. ADJOURNED @ 9:44 a.m.

  
Sydney B. Crampton, Vice-Chair  
APPROVED