

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
JULY 13, 2017 @ 8:30 A.M.**

Board of Supervisors:

Taylor Meals, Chair
Sydney B. Crampton, Vice-Chair
Phyllis Wright
Steve Samuels
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 – There was a correction to item 5c, the number should read \$295,000 not \$295,00.
3. PUBLIC INPUT – AGENDA ITEMS ONLY – None
4. CONSENT SECTION – Chair Meals asked if the Consent Section had been reviewed then called for a motion. Mr. Samuels moved, **“to approve,”** seconded by Ms. Crampton.

- a. Minutes of the Regular Meeting dated June 1, 2017
- b. Attorney’s Invoice dated June 19, 2017

17-07-13 CS A
17-07-13 CS B

UNANIMOUS

5. ACTION ITEM

a. EWD-Charlotte County Tax Collector Amended Agreement – Mr. Quick stated that after this agreement was signed at the last meeting, the County requested a verbiage change so our agreement matches other County agreements.

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

UNANIMOUS

17-07-13 A

Full motion read: To authorize the Chair to sign and Secretary to the Board attest the revised 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.

b. FPL Temporary Easement – Mr. Quick stated FPL plans to build a substation on their property on Keyway Road. They have requested temporary use of our property to access their property while the substation is being build.

Ms. Wright moved, **“to authorize the Administrator to sign and Secretary to the Board attest the Florida Power and Light Temporary Access Easement,”** seconded by Mr. Samuels.

UNANIMOUS

17-07-13 B

c. CIP Surface WTP Treater No 3 Rehab – HDR Engineering Scope of Services
Mr. Zoeller explained a complete rehab of treater # 3 necessary. This item is for an engineering scope to get specifications only, not the work. If treater #2 rehab is approved in the proposed FY18 budget, then rehab of both treaters can be bid as one project saving remobilization costs. Mr. Garland added that it’s been 25+ years since a rehab to this extent has been done and Mr. Quick described the necessity of keeping the lime plant in good working order as back-up water production to the RO plant.

Ms. Crampton moved, **“to approve the motion as stated,”** seconded by Mr. Stern.

UNANIMOUS

17-07-13 C

Full motion read: To authorize the Administrator to sign Task Order No. HDR-17-002 for Technical Memorandum and Design Documents for the rehabilitation of the of the existing lime softener/clarifier tanks and mechanical equipment (Clarifier Nos. 2 and 3) at the Lime Softening Water Treatment Plant in the amount of \$59,930.00. Funds to come from water/wastewater revenues.

d. Vacation of Sarasota County ROW – Selma Avenue Mr. Zoeller stated that as part of the warehouse project, modifications to the gate are being considered. Simultaneously, Sarasota County came to do a road assessment and at that time it was discovered that Selma Avenue does not end at the gate. If modification are done to the gate it will be in the ROW. Staff requests consent to pursue asking the County to release the ROW to EWD.

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

UNANIMOUS

17-07-13 D

Full motion read: To authorize the Administrator and District Counsel to pursue a vacation of Sarasota County ROW for Selma Avenue starting at Michigan Avenue and provide a utility easement for the same area.

e. Lease of Vacuum Test Trailer – Mr. Zoeller stated Island Lake Estates has requested to rent our vacuum test trailer to assist them in the construction of their vacuum sewer system. Once their system is complete the vacuum mains will be turned over to EWD so it is to our advantage that the system is satisfactory. Additionally, EWD

owns a vacuum truck that will perform the same functions so not having access to the test trailer during this time will not be a problem.

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

UNANIMOUS

17-07-13 E

Full motion read: To authorize the Administrator to approve rental agreements with Island Lake Estates for the use of the vacuum test trailer.

6. DISCUSSION

a. Japanese Gardens Sewer Impact Fees – JD Stout-Community Association Manager, Tom Haggerty-President, Robert Beck-Treasurer, and Jo Cavanaugh-Secretary were present. Chair Meals began the discussion by stating Japanese Gardens is the last package plant within the District, now that V9-C is complete, it is possible for the park to hook up to our sewer system. Japanese Gardens has requested a committee be formed to answer their questions. Chair Meals then asked for a Board member to volunteer for the committee, with Mr. Samuels agreeing.

Addition discussion ensued with a decision made. Rather than forming a committee, staff and Mr. Samuels will meet, then a meeting with representatives from the park will be held with staff reporting the outcome at the next meeting.

b. FY18 Budget Workshop – Chair Meals asked that Board members review the proposed FY18 budget, get with staff with any questions and be prepared to discuss and possibly pass it at the August 3rd meeting. He also asked the status of the health and liability insurance quotes. Ms. Draine responded she hoped to have them at the next meeting and Ms. Zoeller added that health, dental, vision, and life insurance do not impact the budget, only liability insurance does.

c. Field Operations/Warehouse Building Dedication – Chair Meals offered his idea that rather than dedicate the building to an individual, he'd like to see it dedicated to the employees of EWD, the new building and the employees are the hub of the District. Many employees have spent their entire careers working for the District, serving the public.

Brief discussion ensued with the entire Board agreeing with his idea. A plaque will be designed and the dedication will tentatively be scheduled for October.

7. ADMINISTRATOR'S REPORT – Roger K. Quick

1. ASRus, LLC Task Order / MIT for RO WTP Class 1 Injection Well – Mr. Quick reported that while he was out of town, as Acting Administrator, Mr. Zoeller approved this task order. The Procurement Policy allows approval by the Administrator for up to \$100,000, but this is mentioned as disclosure for auditing purposes and for the same reason, going forward, all Task Orders will be brought before the Board.

a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. Flows for June are down due to rainfall. Rainfall totals for 2017 are 11.44” same time last year, it was 7.93”.

2. The sanitary survey was performed by DEP/DOH, awaiting final report but they were pleased with the plants.

3. Lead and copper sampling has begun, an every three year requirement for our permit. 24 of the 30 needed samples have been collected.

4. Worked on the engineering scope for the #2 and #3 clarifier with the Engineering Department.

5. Three employees have passed the State test and received their licenses before they even have their year in so we are down to just 2 trainees.

Distribution:

1. No main breaks for the month of June, but there has been an above average number of service line leaks, likely caused by the rain.

2. A fire hydrant that was damaged in an auto accident will be replaced.

3. The 6" main was tapped at the White Elephant for their fire line.

4. 121 radio read meters were installed, a back order on gulf box lids slowed the progress. 59% of meters are now radio reads.

5. 14 new accounts were set up.

6. 43 of the 49 large meter tests are complete.

b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

WRF:

1. The deep injection well #2 operating permit application has been completed and sent to DEP; waiting for their response.

2. The wastewater treatment plant operating permit is due July 2018, this permit renewal application must be submitted 6 months early by December 2017.

3. The in-house sprayfield maintenance project is on hold due to rainfall.

Collections:

1. The collections department has been busy doing routine maintenance on the collections system and last month they replaced 3 defective vacuum pits.

c. TECHNICAL SUPPORT MANAGER – Pat Zoeller, P.E. Mr. Zoeller verbally updated his written report.

CIP/In-house Projects:

1. Replacement of Lime Plant Filter Media – specifications for rebuilding the sand filters are on Demand Star for the bidding process. Materials were purchased upfront in a direct purchase for some savings. The contract that may be presented at the next meeting will be for construction and equipment only.

2. EWD Warehouse – the construction deadline is July 29th but the FPL power drop has slowed us down so it's unlikely they will be done. Paving is scheduled to begin Monday weather permitting. The 2 pending change orders from last month, the paving quote increase was \$40,000, negotiated down to \$11,000 and the electrical service additional required work was \$30,000, negotiated down to \$11,000. \$8,000 was added to this for copper wire instead of aluminum/copper wire. Through negotiation, the change orders were lowered from \$70,000 to \$30,000. Because the concrete floors were damaged during construction, one additional change order of \$27,000 will be issued for flooring.

3. V9-C Vacuum Sewer – the project is complete; awaiting final certification from the State and as built from the engineer. The letter of availability and grant rebate notification are being worked on.

4. V9-C Grant – once the final certification from DEP is received a final report and accounting will be sent to the State and the grant money will be issued about 3 weeks after all required documents are received.

Developments/Projects:

1. Heritage Oaks Assisted Living Facility – is complete.

d. FINANCE DIRECTOR – Sonia Zoeller

1. Investment Report – included in the board packet.
2. Income Statements – included in the board packet.
3. Staff is working on fixed assets for the audit and warehouse inventory is being reviewed with obsolete items being removed before moving into the new warehouse.
4. In April \$1M was pulled from the investment account for V9-C and the warehouse project; it may be necessary to pull an additional \$1M before the end of July. At the end of May the investment accounts had approximately \$14.5M remaining.

e. HUMAN RESOURCE DIRECTOR – Cynthia Draine

1. Lemon Bay teacher Andrea Green who is attending USF in the master's program came in and spent time with all the departments and prepared a power point presentation as part of her capstone focusing on water sustainability.
2. Four operator trainees have been licensed with their C licenses, 2 in the wastewater and 2 in the water plant. Three of them are veterans and were in the 1 year program, we've been able to expand the training program another 2 years so they can work on getting their B licenses.
5. Working to get insurance quotes for general insurance and worker's compensation.

Mr. Quick commended staff for their work on the rate study then concluded the Administrator's report.

8. ATTORNEY'S REPORT – Robert H. Berntsson – None

9. OLD BUSINESS – Chair Meals returned to a dedication suggestion Ms. Crampton had and a decision was made to have a plaque designed honoring long term EWD employees that will be displayed in the Customer Service Department.

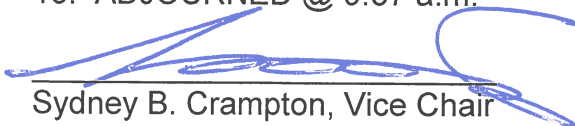
10. NEW BUSINESS

a. Pioneer Day Parade – it was Board consensus that EWD will participate in the parade again this year.

11. PUBLIC COMMENT – ANY TOPIC – None

12. BOARD MEMBER COMMENTS – Ms. Zoeller stated projects in the CIP budget with a project ID associated with them came directly from the masterplan and blank Project IDs are in-house projects.

13. ADJOURNED @ 9:37 a.m.



Sydney B. Crampton, Vice Chair
APPROVED