

MINUTES
ANNUAL AND ORGANIZATIONAL MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
JANUARY 17, 2019 @ 8:30 A.M.

Board of Supervisors:

Robert C. Stern Jr., Chair
Taylor Meals, Vice-Chair
Phyllis Wright
Sydney B. Crampton
Steven Samuels

Staff:

Ray Burroughs, Administrator
Robert H. Berntsson, District Counsel
Tim Garland, Water Operations Manager
Philip Wagoner, Wastewater Operations Manager
Patrick Zoeller, P.E., Technical Support Manager
Lisa Hawkins, Finance Director
Cynthia Draine, Human Resources Director
Teresa Herzog, Board Secretary

1. The meeting began with the Pledge of Allegiance and roll call to establish a quorum.
2. ANNOUNCEMENTS
 - a. Addition of item 10a, Payment Deferral for Federal Employees
 - b. Correction to item 5a, clerical error.
3. PUBLIC INPUT – None
4. CONSENT SECTION – Chair Stern called for any deletions to the Consent Section, hearing none, Mr. Meals moved, **“to approve as presented,”** seconded by Ms. Wright.
 - a. Ratification of Elected Officers **19-01-17 CS A**
 - b. Calendar Year 2019 Schedule of Board of Supervisor’s Meetings **19-01-17 CS B**
 - c. Minutes of the Regular Meeting dated December 6, 2018 **19-01-17 CS C**
 - d. Attorney’s Invoice dated December 17, 2018 **19-01-17 CS D**
 - e. Henderson Franklin Invoice dated December 11, 2018 **19-01-17 CS E**
 - f. Budget Amendment for R/O Plant Replacement of two Generators **19-01-17 CS F**

UNANIMIOUS

5. ACTION ITEM

a. RO Wellfield SCADA – Mr. Garland presented the item explaining the project and Mr. Burroughs added that the motion should read CIP instead of Capital Outlay.

Mr. Meals moved, **“to approve as corrected,”** seconded by Ms. Crampton.

UNANIMOUS

19-01-17 A

Full motion read: To accept Quote No. 181003-01 RW dated January 3, 2019 from Data Flow Systems (DFS) in the amount of \$80,993.00 for Wellfield 2 SCADA Interface. Funds to come from CIP.

6. DISCUSSION – None

7. ADMINISTRATOR'S REPORT – Ray Burroughs
a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. Average flows for December were 2.6 MGD/last year the average was 2.6 MGD. Rainfall for December was 9"/last year it was .92".

2. Replacement of membranes for trains E & F will begin soon.

3. Staff has been working with ASRus on the WUP; renewed by the end of the year.

4. LP Treater #3 clarifier mechanism was delivered, and the painting contractor is on site sand blasting and painting. Work is expected to be completed in February.

5. Curry Controls was on site yesterday for the beginning phases of the PLC project. They will also be here next Friday for the R/O switchgear replacement.

Distribution:

1. Crews installed isolation valves on the bridge crossing in Englewood Isles.

2. A 10" main break occurred affecting 5 customers when a contractor in Boca Royale hit it.

3. Crews will upgrade a water service on Manasota Key Sunday; working overnight. Work is scheduled to begin at 11 pm with other contractors on site.

3. 156 radio read meters were replaced, completion is at 81%.

4. There were 10 new ERCs established, all single family.

b. WASTEWATER OPERATIONS MANAGER – Philip Wagoner

1. Ongoing routine maintenance at both the WRF and in the Collections Department.

2. Mr. Wagoner thanked the Board and staff for letting him retire with dignity.

c. TECHNICAL SUPPORT MANAGER – Patrick Zoeller, P.E. Mr. Zoeller reviewed his written report.

CIP/In-house Projects:

1. WWTP No. 4 Rehab – bids to replace the airline to Plant 4 came in very high and because the MCC can't handle the additional load of 3 blowers instead of 2, the piping option is being revisited. It will now be an in-house project only hiring a welder.

2. ASR Well Rehab and Rerate – we've met with the consultant, and now just waiting for the permit to come out of the state.

3. Vacuum Monitoring System (V-1) – parts are arriving for the monitoring system.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Financial Statements – November 2018; operating revenues were \$2.6M /last year it was \$2.4M, operating expenses were \$2.8M /last year it was \$1.4M; operating income was \$794,000.

2. Investment Statements – \$1M was moved to investments, with \$11.7M being invested with BB&T.

e. HUMAN RESOURCES DIRECTOR – Cynthia Draine

1. In 2016 we became a Department of Veterans Affairs on the job training facility in both plants. This program helped the 5 veterans we had at that time by providing a housing allowance for 1 year as part of their education. Currently we do not have anyone participating in this program, but an auditor will be here 1/30 for a compliance review.

2. W-2s are being worked on.

3. There is still an opening in the WRF.

Mr. Burroughs concluded the Administrator's Report.

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

9. OLD BUSINESS – None

10. NEW BUSINESS

a. Payment Deferral for Federal Employees – Mr. Burroughs introduced the item stating another area utility is offering this and EWD would like to follow suit. Short discussion ensued, with a motion made.

Mr. Meals moved, **“to have staff implement a program helping federal workers with a delayed payment program,”** seconded by Ms. Crampton.

UNANIMOUS

19-01-17 B

b. Water Quality Improvement Bill – Mr. Meals stated State Senator Joe Gruters has put together a bill, which in part, will fine utility companies for sewage spills. He tasked staff with reviewing the bill and drafting a letter with our thoughts on this bill. Jerry Paul of Capitol Access will not be involved at this time.

11. PUBLIC COMMENT – ANY TOPIC – None

12. BOARD MEMBER COMMENTS – The entire Board congratulated Mr. Wagoner on his upcoming retirement and wished him well.

13. ADJOURNED @ 8:58 a.m.



Taylor Meals, Vice-Chair

APPROVED

/tlh