

MINUTES
REGULAR BOARD MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
FEBRUARY 7, 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
David Larson, 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 – None
3. PUBLIC INPUT – None
4. CONSENT SECTION – Chair Stern called for approval of the Consent Agenda as presented unless any item was to be pulled. Mr. Meals moved, **“to approve the Consent Agenda,”** seconded by Mr. Samuels.
 - a. Minutes of the Annual & Organizational Meeting dated January 17, 2019 **19-02-07 CS A**
 - b. Attorney’s Invoice dated January 17, 2019 **19-02-07 CS B**
 - c. Revision to the Centennial Bank FKA Stonegate Bank Signature Card **19-02-07 CS C**

UNANIMIOUS

5. ACTION ITEM – None
6. DISCUSSION – None
7. ADMINISTRATOR’S REPORT – Ray Burroughs
 - a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. Average flows for January were 2.8 MGD/with a high of 3.18 MGD on target with last year. Rainfall for January was 3.9”/last year it was 3.77”.
2. Replacement of membranes for Train E is complete, Train F is next.
3. Most of the parts have arrived for the RO PLC project, back ordered parts should arrive by the end of February.
4. Submittals for the generator project should arrive by the end of the month.
5. Still working on the WUP that’s due in September.
6. Painting of the #3 clarifier is nearly complete, installation to follow.
7. Curry Controls was on site for the first look at the RO switch gear replacement.
8. Data Flow will hopefully be here the end of the month for the RO Wellfield review.

Distribution:

1. Crews repaired a fire hydrant behind RaceTrac on January 2nd.
2. A plumber hit a 6" watermain in Alameda Isles on January 9th, 13 customers were affected with a precautionary boil water notice.
3. A contractor hit a 10" watermain in Boca Royale on January 14th, 6 customers were affected with a precautionary boil water notice.
5. A 350' 2" watermain extension was done in Farm Acres.
6. 358 radio read meters were replaced, completion is at 82%.
7. There were 6 ERCs established, 1 commercial and 5 single family.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The monthly average flows for January were 1.66 MG/peak flow was 2.24 MG during the rain event.

Collections:

1. Crews replaced two vacuum pit bottoms, one on 6th St and the other on Worth Ave.
2. Legends wireless communication system has installed an antenna on the tank and a communication panel at the V-1 lift station. They will return at the end of the month to begin installing the devices at the pits.

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

CIP/In-house Projects:

1. ASR Well Rehab and Rerate – Plans have been received from the engineer for replacement of the pump and head of the well. A scope of work may be presented at the April meeting for Board approval.
2. Waiting for details on a number of our other projects.

Developments/Projects:

1. Boca Royale and the McCall Road Commercial project are close to wrapping up.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Financial Statements for December – Operating Revenues were at \$4M, Operating Expenses were at \$2.8M, a bit higher than last year but the budget is larger, it is on track.
2. Investment Statements for December – Investments with BB&T were at \$11.7M, Cash was at \$1.5M.

e. HUMAN RESOURCES DIRECTOR – Cynthia Draine

1. The auditor with the Veteran's Administration was here Tuesday, he is 1 of 5 in the state of Florida and audits are conducted every 2-3 years. He was happy with the audit and a formal report will follow. Currently there is no one utilizing the program, but we'd like to maintain our status as a training facility.
2. A new trainee was hired for the WWTP and starts Feb 14th, we are currently fully staffed.

Mr. Burroughs concluded the Administrator's report.

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

9. OLD BUSINESS

a. Water Quality Improvement Bill – Mr. Meals began the discussion detailing the importance of giving our input of the impact Senator Gruters' bill could have on EWD. If approved, the letter will also be sent to the Sarasota and Charlotte County Commissioners. Brief discussion about septic tank inspections ensued with a decision made to have Mr. Burroughs send the letter that was included in today's meeting.

10. NEW BUSINESS

a. Retirement of Technical Support Manager – Mr. Burroughs thanked Mr. Zoeller for his service to EWD and welcomed Mr. Ledford as the new Technical Support Manager.

11. PUBLIC COMMENT – ANY TOPIC – None

12. BOARD MEMBER COMMENTS

a. Ms. Wright agreed it is important to send the letter to Senator Gruters.

b. Mr. Meals suggested Jerry Paul be given a copy as well.

c. Mr. Samuels stated a notice of public hearing was in the paper concerning proposed large rate increases for Charlotte County Utilities customers. He is glad EWD is still on the lower end of the tier.

d. Ms. Crampton along with the entire Board congratulated Mr. Zoeller on his retirement, thanking him for his service and welcomed Mr. Ledford.

e. Chair Stern congratulated Ms. Draine on her 100% Veteran's Administration audit.

13. ADJOURNED @ 8:51 a.m.



Taylor Meals, Vice-Chair

APPROVED

/tlh