

MINUTES
REGULAR BOARD MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
JUNE 6, 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
Keith R. Ledford Jr., 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. SERVICE AWARDS – With appreciation, Chair Stern presented Distribution Workman, Michael J. Wise with a 5-year service award.
5. CONSENT SECTION – Chair Stern called for removal of any item on the consent agenda, hearing no response, Mr. Meals moved, **“to approve the consent agenda,”** seconded by Ms. Wright.
 - a. Minutes of the Regular Meeting dated May 2, 2019 **19-06-06 CS A**
 - b. Attorney’s Invoice dated May 16, 2019 **19-06-06 CS B**

UNANIMOUS

6. ACTION ITEMS

a. Sarasota County Property Appraisers Agreement – Mr. Burroughs stated this is an after the fact agreement with the Tax Collector’s Office for the collection and enforcement of non-ad valorem assessments for the V9-C sewer area, which they have been collecting for since 2018. Mr. Samuels moved, **“to approve as presented,”** seconded by Mr. Meals.

UNANIMOUS

19-06-06 A

Full Motion Read: To authorize the Chair to sign and Secretary to the Board attest the Agreement between the LOCAL GOVERNING BOARD (EWD) and Bill Furst, PROPERTY APPRAISER for the implementation of the UNIFORM METHOD FOR THE COLLECTION AND ENFORCEMENT OF NON-AD VALOREM ASSESSMENTS as authorized by Florida Statue 197.3632 for the V9-C Sewer Project area.

b. RO Degasifier Maintenance – Mr. Garland described the function of the original degasifier and stated maintenance was last done 15 years ago. Cleaning, removal of old media, screen replacement and access hatch improvements are part of the cost. Going forward, recommended yearly maintenance will be scheduled. Mr. Meals moved, **“to approve as presented,”** seconded by Mr. Samuels.

UNANIMOUS

19-06-06 B

Full motion read: To accept the sole source provider procurement for the servicing and repair of the degasification #1 treatment system as provided by DeLoach Industries Inc., in the amount of \$38,525.00 as specified in proposal number DI-2019-1040 dated May 11, 2019. Costs to be taken from water revenues.

7. DISCUSSION – None

8. ADMINISTRATOR’S REPORT – Ray Burroughs
a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. Average flows for May were 3.3 MGD/last year it was 2.3 MGD. Rainfall was 0.37”/last year it was 15.23”.
2. The RO PLC project began May 6th and was completed May 17th; it went well.
3. The contractors for the clarifier #3 project have returned and will be on site 4-6 weeks till completion.
4. Beginning July 1st we will be conducting a chlorine burn for 45 days that will be completed on August 15th. The notice will be published in both local newspapers on the weekend of 6/22 and 6/29. It will also be on our website and Facebook page.

Distribution:

1. A leak on a 6” water main on Windsor Drive was repaired under pressure, no boil water notice was necessary.
2. 40’ of 2” water main in Overbrook Gardens was replaced; 3 customers were issued a 2-day boil water notice.
3. 500’ of 2” water main was installed to service a new customer on Bridge Street.
4. 40’ of 4” water main was replaced on Massachusetts Avenue; 25 customers were issued a 2-day boil water notice.
5. A 4” gate valve was replaced at the intersection of Brentwood Lane and Pine Ridge Way; 33 customers were issued a 2-day boil water notice.
6. 13 radio read meters were replaced, completion remains at 86%.
7. There were 5 new ERCs established, all single family.

Brief discussion of the chlorine burn took place to include frequency, improvements in water quality as a result of the burn and the best means of notifying customers.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The monthly average daily flow for May was 1 MGD, flows have reduced by 450,000 GPD from last year with a peak flow of 1.34 MGD at the beginning of the month but has been dropping steadily.
2. In June, the plant is scheduled to begin cleaning the headworks and replacing the wood fiber media for the odor control system as an in-house project.

Collections:

1. Rehab of lift station #210 – staff replaced piping inside the lift station.
2. Staff installed a new lift station at the United Methodist Church, awaiting power. They did a good job.
3. Staff replaced 3 vacuum system pit bottoms.

c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford, Jr., P.E. Mr. Ledford verbally updated his written report.

CIP/In-house Projects:

1. 2 new task orders were assigned both to ASRus.
2. Vacuum Monitoring System (V-1) – Legends has been installing the new radio tower at V-1 and 15-20 more pit monitors will be installed. Beta testing to follow.
3. RO Plant Generator Replacement – still scheduled for factory release date of July 29th, not expected any sooner. The sight plan drawings for electrical improvements have been reviewed and comments have been returned, nothing major.

Developments/Projects:

1. Sarasota County Dearborn Improvements – planned are angled parking, wider sidewalks, new lighting, artist features and additional sidewalks but no actual design drawings have been received yet, 30% plans with marked-up utilities within the project area have been provided.
2. Villages of Manasota Beach (750 Acres) – a meeting was held with the engineer and developer last week to continue discussion of utility layout and design of the first phase. Plans for approval are expected next month and work is anticipated to begin November 2019.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Financial Statements for April – operating revenues were at \$9.6M and operating expenses were at \$7.1M, both a little higher than last year but the budget is still on track.
2. Investment Statements for April – investments with BB&T were at approximately \$12M. Brian stated the merger won't impact their department. He also detailed the trade war that has pressured the bond market and may cause an economic slowdown. The Fed is on pause with a 75% chance of lower rates, so the yield curve is still flat, it's just as good to go out 10 years as 3 months. It's a good time to re-finance your mortgage but not for our CDs. We'll keep our maturities laddered so we always have liquidity.
3. Staff has been working on the budget and it should be complete for distribution at

the July meeting. Ms. Hawkins reminded the Board that the rate study recommendation was for an increase in rates over the next 5 years up to 5%, a 4% increase will be assumed.

Mr. Burroughs concluded the Administrator's report.

9. ATTORNEY'S REPORT – Robert H. Berntsson

1. EWD was named in a foreclosure case so Attorney Berntsson's partner filed an answer, monies should be collected through the foreclosure.

10. OLD BUSINESS – None

11. NEW BUSINESS

1. Chair Stern stated that July 4th falls on a Thursday, in the past day, the District has been closed the day after when it's fallen in the middle of the week. He then called for a motion, **"to close the office, one time, July 5, 2019 for an employee's day off,"** Ms. Wright moved, **"to make that motion,"** seconded by Ms. Crampton.

Discussion ensued to include the EWD 9 scheduled holidays and 2 paid days off. Ms. Draine added July 5th would be an additional paid day off for employees, not a holiday.

UNANIMOUS


19-06-06 C

2. Mr. Meals asked if anyone attended the water quality seminar? Mr. Burroughs attended. Mr. Meals then outlined some of the topics covered by Sarasota County Commissioner, Charles Hines concerning water quality and advanced treatment of reclaimed water. Mr. Burroughs explained EWD's treatment process to reclaimed water and Mr. Larson added that EWD does not take extra steps to remove nitrogen as we are fairly low. Chlorination helps remove them.

12. PUBLIC COMMENT – ANY TOPIC – None

13. BOARD MEMBER COMMENTS – Ms. Crampton hoped to be back in town for the July meeting.

14. ADJOURNED @ 9:07 A.M.


Taylor Meals, Vice-Chair

APPROVED

/tlh