

MINUTES
REGULAR BOARD MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
JULY 11, 2019 @ 8:30 A.M.

Board of Supervisors:

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

Staff:

Ray Burroughs, Administrator
Robert H. Berntsson, District Counsel
Tim Garland, Water Operations Manager (absent)
David Larson, Wastewater Operations Manager
Keith R. Ledford Jr., P.E., Technical Support Manager
Lisa Hawkins, Finance Director
Cynthia Draine, Human Resources Director (absent)
Teresa Herzog, Board Secretary

1. The meeting began with the Pledge of Allegiance and roll call to establish a quorum.
2. ANNOUNCEMENTS – Mr. Burroughs noted a change to action item 5a.
3. PUBLIC INPUT – None
4. CONSENT SECTION – Chair Stern called for removal of any item on the consent agenda, hearing no response, Mr. Samuels moved, **“to accept,”** seconded by Mr. Meals.
 - a. Minutes of the Regular Meeting dated June 6, 2019 **19-07-11 CS A**
 - b. Attorney’s Invoice dated June 18, 2019 **19-07-11 CS B**

UNANIMOUS

5. ACTION ITEM
 - a. Auditor Selection Committee – Mr. Burroughs stated that 2018 concluded the contract with the current auditing firm. Our internal procedures recommend a periodic review of qualified firms who may be engaged to perform future audits in the best interest of the District. State statutes just changed July 1st and now one member of the auditor selection committee must be a member of the governing body and shall serve as the chair of the committee. It further states than an employee, chief executive officer or chief financial officer may not serve as a member of an auditor selection committee but may serve in an advisory capacity. We are interpreting this as 3 supervisors would have to be on the committee.

Lengthy discussion ensued to include; Attorney Berntsson’s explanation to the changes in the State Statute, Sunshine Law requirements, and the timeline for the auditor selection committee meetings. Mr. Meals suggested the committee meetings be held during the regularly scheduled monthly board meetings and if need be, a special meeting could be called. To ensure a quorum, Attorney Berntsson suggested

appointing the entire board to the committee, having the first committee meeting at the August 1st regular board meeting.

Mr. Meals moved, **“to appoint the entire board as part of the selection committee,”** seconded by Ms. Wright.

UNANIMOUS

19-07-11 A

Ms. Hawkins continued, explaining the three components to establish a criteria;

1. Relevant experience, past performance, qualification of their personnel, and adequate personnel education.
2. The auditor’s approach to providing the services requested, this includes the auditing work plan, and the various segments of the audit.
3. Their price and fees.

Chair Stern moved, **“to approve the criteria as presented by staff,”** seconded by Mr. Meals.

UNANIMOUS

19-07-11 B

6. DISCUSSION – None

7. ADMINISTRATOR’S REPORT – Mr. Burroughs began his report explaining the finished water tanks at the WTP are being cleaned and it’s taking longer than expected. Because of this, they have extended their contract so the cost may surpass the original proposal and exceed my \$25,000 authority. Board approval is necessary to exceed the \$25,000 threshold.

Ms. Wright moved, **“to approve Mr. Burroughs for paying anything over \$25,000 for this project only. Funds to come from water revenues,”** seconded by Mr. Samuels.

UNANIMOUS

19-07-11 C

a. WATER OPERATIONS MANAGER – In Tim Garland’s absence, Water Operations Lead Operator, Dewey Futch reported.

Production:

1. Average flows for June were 3.6 MGD with a high of 4.6 MGD/last year it was 2.3 MGD with a high of 2.6 MGD. The higher flows for June are due to additional flushing and a fire on San Casa. Rainfall was 5.73”/last year it was 2.81”.
2. The contractors for the clarifier #3 project are on site.
3. The free chlorine burn began July 1st and will last 45 days ending August 15th. There will be a lot of flushing all over town.
4. All finished water tanks are being cleaned.

Distribution:

1. A 4” gate valve was replaced on Martha Place.
2. A new blow-off was installed on Indigo Boulevard to help with flushing.
3. A 3” water main on Seahorse Lane was repaired under pressure, no boil water notice was necessary.
4. 6 radio read meters were replaced, completion remains at 86%.

5. There were 7 new ERCs established, all single family.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The monthly average daily flow for June was 970,000 GD, flows have reduced by 250,000 from last year with a peak flow of 1.2 MGD.
2. Plant staff finished the cleaning of the headworks and replacement of the wood fiber media in the odor control system, it was an in-house project.

Collections:

1. Staff rehabbed half of lift station 212 (Merchants Crossing), replacing rails, piping and the pump. The remaining half will be done at a later date.

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

CIP/In-house Projects:

1. Beach Road Force Main – the plans have been submitted to DEP as well as permits for the wastewater permit, submerged land easement, and US Army Corps of Engineers for their approval. The wastewater permit has been received, still awaiting response from the submerged land and Army Corps. Working on final plans and bid specs.
2. RO Plant Generator Replacement – still on schedule for factory release July 29th, waiting to hear from electrical contractor, unsure if they've submitted for permitting with Sarasota County.
3. RO Wellfield Telemetry – Data Flow is expected later this month, early next month. Installation of the telemetry should take approximately one week.

Developments/Projects:

1. Villages of Manasota Beach – the entrance for the first phase will be off 776 a second entrance off Manasota Beach Road will be required before they reach 100 homes. They will begin in the front and work their way back toward our wellfields.
2. Boca Royale 16 – inspection of the sewer system has been finalized. Awaiting submission of the final approval package then DEP clearance to put it into service.

d. FINANCE DIRECTOR – Lisa Hawkins

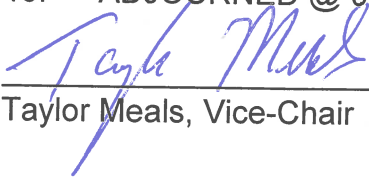
Mr. Burroughs noted the 9% increase from last year was primarily due to necessary repairs at the Lab and RO Plant that weren't anticipated.

1. FY20 Budget – Ms. Hawkins distributed a forecast of FY19 through FY22 which included a board approved 4% rate increase (which could be up to 5%). Reserve balance stays strong for 3 years then starts dropping off. A 4% increase will get the master plan done.

Short discussion ensued to include debt service repayment and the number of employees on the Organization Chart.

2. Financial Statements for May – operating revenues were at \$11.1M and operating expenses were at \$8M leaving \$3.1M in operating income.
3. Investment Statements for May – investments with BB&T were at approximately \$12M, \$3M in cash will be drawn down as CIP moves forward.

8. ATTORNEY'S REPORT – Robert H. Berntsson – None
9. OLD BUSINESS – None
10. NEW BUSINESS – None
11. PUBLIC COMMENT – ANY TOPIC – None
12. BOARD MEMBER COMMENTS – Mr. Samuels noted where EWD's usage charges sit in the rate comparison chart.
13. ADJOURNED @ 9:03 a.m.


Taylor Meals, Vice-Chair

/tlh