

MINUTES
REGULAR BOARD MEETING & COMMITTEE MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
SEPTEMBER 5, 2019 @ 8:30 A.M.

Board of Supervisors:

Robert C. Stern Jr., Chair
Taylor Meals, Vice-Chair (absent)
Phyllis Wright
Sydney B. Crampton (absent)
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 – Item 6a, Stern & Bruns Automotive was struck from the motion until next month.
3. PUBLIC INPUT – None
4. PRESENTATION – Key Agency, General Liability Insurance and Worker’s Compensation Renewal, David Dignam, and Jayne Boyd – Mr. Dignam expressed appreciation for the partnership and stated the policy was reviewed and changed where necessary. He added that PGIT will be providing an appraisal this year as it’s been approximately 5 years since the last one, this will assess if EWD properties are adequately insured for replacement value. Ms. Boyd continued; the overall increase to the general liability insurance and worker’s compensation is .5%. A 5% increase on the package and an 11% decrease on worker’s compensation. It was clarified that this is a two-year policy and a one-year price.

Mr. Samuels moved, **“to accept the District’s General Liability Insurance and Worker’s Compensation Renewal in the amount of \$254,949.00 for FY20. Funds to come from water and wastewater revenues,”** seconded by Ms. Wright.

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5. CONSENT SECTION – Chair Stern called for approval of all, or removal of any item on the consent agenda, hearing no response, Mr. Samuels moved, **“to approve as presented,”** seconded by Ms. Wright.

- a. Minutes of the Regular Meeting dated August 1, 2019
- b. Attorney’s Invoice dated August 16, 2019

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6. ACTION ITEM – Contract Procurements – Mr. Burroughs introduced the item stating these procurements are over his \$25,000 authority to approve and is for multiple requisitions for items used throughout the year. This approval is for FY 2020.

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

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Full motion read: To authorize the Administrator to procure services/goods up to the listed amounts for the various vendors with the exception of Stern & Bruns. Purchases will not be made all at once, but per the needs of the various departments, throughout the year.

| | | |
|------------------------------|---------------------|---|
| Mader Electric Motors | \$70,000 | Piggyback – Lee County B180244GWT |
| Carus Corporation | \$70,000 | Single Source – publicly advertised and awarded |
| Stern & Bruns | \$42,000 | Bid RFB 2017-104 – publicly advertised and awarded |
| CSG American Generator | \$62,500 | Bid RFB 2017-107 – publicly advertised and awarded |
| Carmeuse Lime | \$115,000 | Piggyback – City of Palm Bay IFB#70-0-2018 |
| Brenntag Mid-South | \$63,000 | Bid RFB 2018-112 – publicly advertised and awarded |
| Synagro | \$130,000 | Charlotte County Biosolids Management Contract |
| KB Pumps | \$40,000 | Single Source – publicly advertised and awarded |
| Frantz Tractor | \$60,600.35 | Piggyback – Sourcewell Contract #040319-KBA |
| Southern Sewer | \$40,000 | Single Source – publicly advertised and awarded |
| Evoqua Water Technologies | \$121,200 | Single Source – publicly advertised and awarded |

7. DISCUSSION – None

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

Production:

1. The average flows for August were 2.3 MGD with a high of 3.31 caused by the chlorine burn. The chlorine burn ended August 15th, it went well with minimal complaints and flushing continues. Rainfall was 11.07”/last year it was 9.98”.
2. #3 clarifier – the mechanical parts are installed, and painters have returned to do touch-up work. Cathodic protection will be looked at.
3. One of the generators for the RO Plant has been set in place, permit has been received, and work should start next week.
4. Data Flow for the RO Wellfield is complete, punch list items to follow.
5. Working on employee evaluations for Production and Distribution.
6. Working on the WUP renewal, should be presented to SWFWMD in the next month.

Distribution:

1. EWD witnessed the tie-in for Boca Royale 16.
2. 62 radio read meters were replaced, completion remains at 86%.
3. There were 35 new ERCs established, 32 single family, 1 commercial that was 3 ERCs.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The flows for August were 1.63 MGD, up 400,000 from extra rain with a peak flow of 2.46 MGD.
2. An automatic generator transfer switch was replaced.
3. Submitted a minor modification to our DIW-2 permit. DEP was under the impression that the injection well belonged to the water plant. The modification mainly had to do with how the well was sampled.
4. Plugged and abandoned two monitor wells as allowed by our new permit, another well had been previously installed to replace these two wells.

COLLECTIONS:

1. 90 wireless antennas have been installed, 2 removed for software issues.

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

CIP/In-house Projects:

1. Beach Road Force Main – DEP and land lease permits are expected in the next 30-60 days. Nothing from Army Corp yet.
2. LS 116 Replacement at the Methodist Church – FPL has been delayed in setting the new meter because of the recent storm event. Near completion.

Developments/Projects:

1. Boca Royale 16 is complete, Boca Royale 15 will begin construction this month or next, working on Boca Royale 14 to finalize the comments with DEP permitting next, and Boca Royale 17 has been submitted.
2. McCall Road Commercial – is complete, opening late this year or early next year.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Financial Statements for July – operating revenues were at \$3.8M and operating expenses were at \$9.8M leaving \$4M in operating income, budget was \$3M we are doing very well.
2. Investment Statements for July – investments with BB&T were at \$12M and \$4M in cash with Centennial, that number is coming down.
3. Staff is working to convert fixed assets from Quick Books to our accounting system.

Mr. Burroughs concluded the Administrator's report.

9. ATTORNEY'S REPORT – Robert H. Berntsson – None
10. OLD BUSINESS – None
11. COMMITTEE MEETING – Chair Stern adjourned the regular meeting and opened the Auditor Selection Committee Meeting for the purpose of evaluation/shortlist of candidates. The committee meeting was called to order at 8:50 a.m. on September 5, 2019. Roll was called, Vice-Chair, Meals and Ms. Crampton were absent.

The purpose for RFP 2019-113 financial auditing services is to evaluate and select the successful proposal. Each committee member stated their name for the record and Finance Director Lisa Hawkins was introduced. Chair Stern stated that four proposals were received from MSL, CSML, Mauldin and Jenkins LLC, and CLA; and verified the scoring came out with a clear winner, no ties. He then called for comments.

All committee members present agreed that the 4 firms were well qualified and met the qualification criteria to conduct the audit. Discussion included hourly fees, number of hours estimated to complete the audit, and the pros and cons of having the previous auditors continue. Ms. Hawkins added that a smooth transition and the ability to ask questions throughout the year would be helpful. At the conclusion of discussion, no committee member present changed their scoring.

Ms. Wright moved, **“that we select Mauldin and Jenkins,”** seconded by Chair Stern.

2/1 motion failed. Ms. Wright and Chair Stern yea/Mr. Samuel nay.

Attorney Berntsson explained because the committee is missing 2 members, 3 unanimous votes would be necessary for a recommendation from the committee and per the Enabling Act, the Board itself must have at least 3 votes for any motion. Discussion continued to include how Ms. Crampton and Mr. Meals’ votes could change the outcome and the need to call a special committee/regular board meeting with a majority of the Board for the purpose of shortlisted candidates proposer’s presentations. At the conclusion of additional discussion, Mr. Samuels recommended the vote be called again.

Ms. Wright moved, **“we hire Mauldin and Jenkins for the audit,”** seconded by Mr. Stern.

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Because the committee had a recommendation, Chair Stern adjourned the committee meeting and reopen the regular meeting.

12. NEW BUSINESS – Consideration of the recommendation of the committee and vote. Chair Stern then called for a motion for selection. Ms. Wright moved, **“that we select Mauldin and Jenkins as the auditor,”** seconded by Chair Stern.

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Attorney Berntsson stated the auditor had been selected through the committee process and by the board.

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS – None

15. ADJOURNED @ 9:18 a.m.


Taylor Meals, Vice-Chair

/tlh APPROVED