

MINUTES
REGULAR BOARD MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
OCTOBER 3, 2019 @ 8:30 A.M.

Board of Supervisors:

Robert C. Stern Jr., Chair
Taylor Meals, Vice-Chair
Phyllis Wright
Sydney B. Crampton (8:33 am)
Steven Samuels (absent)

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 a roll call to establish a quorum.
2. ANNOUNCEMENTS – Action item 5b, Florida Blue was struck from the motion.
3. PUBLIC INPUT – None
4. CONSENT SECTION – Chair Stern called for approval of all/removal of any item on the consent agenda, hearing no response, Mr. Meals moved, **“to approve the consent section,”** seconded by Ms. Wright.
 - a. Minutes of the Regular Meeting dated September 5, 2019 **19-10-03 CS A**
 - b. Attorney’s Invoice dated September 27, 2019 **19-10-03 CS B**
 - c. McCall Road Commercial Utility Easements **19-10-03 CS C**

UNANIMOUS

5. ACTION ITEMS

a. Amendment to the Procurement & Inventory Control Policy – Mr. Burroughs stated the highlighted portions are additions to the current policy. If it is in the best interest of the District, the request for waiver of competition could streamline procurement of goods/services based upon the determination of the Finance Director. These are for our critical systems operations and does not limit our ability to solicit bids if we choose to. Attorney Berntsson read a portion of the Enabling Act and added with this policy change we are still in compliance with the Enabling Act. Ms. Hawkins then stated that items over \$25,000 will still be presented for approval, this is just for the competition portion of it.

Short discussion ensued, Ms. Wright moved, **“to accept the Procurement & Inventory Control Policy as amended and presented,”** seconded by Mr. Meals.

UNANIMOUS

19-10-03 A

b. Contract Procurements – Mr. Burroughs stated this item seeks board approval for procurements over \$25,000, above the Administrator’s authority to approve, that are generated by the various departments for the new fiscal year. Methods of procurement for

each requisition follows the District's Purchasing & Inventory Control Policy. Chair Stern abstained from the vote because he has a financial gain that could result from this vote.

Mr. Meals moved, **“to authorize the Administrator to procure services/goods up to the listed amounts for the various vendors. Purchases will not be made all at once, but as per the needs of the various departments, throughout the year,”** seconded by Ms. Wright.

PASSED 3/1 with Chair Stern abstaining.

19-10-03 B

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

Sterns & Bruns	\$42,000	Bid RFB 2017-104 - Publicly Advertised & Awarded
Central Square Technologies	\$79,746	Piggyback-Manatee County 18-R069955AEJ
Southwest Direct Inc.	\$107,800	Competitive Exemption
SouthTech Solutions	\$46,000	Competitive Exemption
Automated Merchant	\$60,000	Competitive Exemption
Florida Blue	\$50,500	Competitive Exemption

c. Auditor Agreement/Letters of Engagement – Mr. Burroughs began; following the outcome of the Auditor's Selection Committee recommendation, Mauldin & Jenkins was issued a Notice of Intent to Award. This contract will be for a 5-year term with an option for an additional 2 years, it has been reviewed by District Counsel and has been found to be acceptable. State Statute requires the District to have an annual financial audit. Mr. Meals and Ms. Crampton both expressed their pleasure with the selection of Mauldin & Jenkins.

Mr. Meals moved, **“to accept the proposed contract for Auditing Services, authorizing the Chair to sign the Letters for Engagement dated September 9, 2019,”** seconded by Ms. Wright.

UNANIMOUS

19-10-03 C

d. Carry-over of funds from FY19 to FY20 – Mr. Burroughs stated this is a simple carry over of funds from the last fiscal year for a boom truck that has had production delays. Delivery is expected shortly.

Ms. Crampton moved, **“to approve the carry-over of funds in the amount of \$111,558.00 from FY19 to FY20 to complete the purchase. Funds to come from Wastewater Revenues,”** seconded by Ms. Wright.

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19-10-03 D

6. DISCUSSION – None

7. ADMINISTRATOR'S REPORT – Ray Burroughs

a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. The average daily flows for September were 2.35 MGD/last year it was 2.11

MGD with a high of 2.7 MGD/last year it was 2.4 MGD. Rainfall was 1.51"/last year it was 7.94" this September was the lowest recorded at the plant since 1973.

2. The electrician has been on site running the conduit for the generators at the RO, slow progress.
3. Data Flow at the RO Wellfield is complete; punch list items are being finished.
4. WUP application is being submitted by ASRus, the due date is December 19th.
5. The media balls in the Degassifier were replaced in 2 days' time.
6. A trainee received his C license, only 1 trainee left out of 13 employees.

Distribution:

1. A 6" repair bell clamp was installed under pressure in Englewood Isles; no precautionary boil water notice was issued.
2. 72 radio read meters were replaced, completion is at 87%.
3. There were 15 new ERCs established; all single family.
4. 100 customer requested turn-ons were done.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The monthly average daily flow for September was 1.178 MGD with a peak flow of 1.69 MGD. End of fiscal year kept things quiet.
2. We had a FDEP inspection for the plant, reuse, and collections systems, over all they seemed pleased.

Collections:

1. Installation of lift station #116 at the United Methodist Church is complete, minor items to still be addressed but the station is operational and in use. This job was completely done as an in-house project and came in under budget. Great job.

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

Task Orders:

1. 3 new task orders with Atkins were assigned and 5-6 more to go out.

CIP/In-house Projects:

1. Beach Road Force Main – the ERP permit has been received, awaiting the State Submerged Lands Authorization and the Army Corp requires a special survey for what's in the water, a local surveyor will be hired.
2. Vacuum Monitoring System (V-1) – 8 new antennas have been installed for range testing and another 50 monitors will be installed. The results so far have been promising.

Developments/Projects:

1. Boca Royale Units –16 completed last month, 15 has approved plans, 14 plans are being finalizing and new plans for 17 were submitted.
2. Villages of Manasota Beach (750 acres) – construction of the first 400 homes is slated to begin the end of this year or beginning of next.
3. Sarasota County Dearborn Improvements – the 90% plans have been received and a utility relocation meeting is scheduled within the next 2 weeks.

d. FINANCE DIRECTOR – Lisa Hawkins

1. The balance sheet ended September at \$11M in the net position.
2. Financial Statements for August – operating revenues were at \$15.1M and operating expenses were at \$10.5M. The budget for expenses was \$12.9M so we are significantly under budget with one more month to go.
3. Investment Statements for August – investments with BB&T were at \$12M and \$4M in cash with Centennial. Cash will be coming down in October when the debt service payment of over \$1M is made.
4. Inventory was counted Saturday and an auditor was here Tuesday to go over it. Inventory Specialist, George Senopole has done a great job organizing the warehouse.
5. The auditors will be here next week to get started.

Mr. Burroughs concluded the Administrator's report with praise for staff that helped with inventory and George Senopole for making it easier.

8. ATTORNEY'S REPORT – Robert H. Berntsson – Mr. Berntsson reported that a company had filed their articles of incorporation with the Department of State under the name Englewood Water District Incorporated. He then detailed the owner and address of the company and verified that State Statutes prohibits a corporate name from stating or implying that the corporation is connected with a state or federal government agency. The name violates that section. An email was sent to the Department of State indicating that the company should be removed as it violates the Statue, they replied that they are just a filing agency they don't pass judgement on the filing. Attorney Berntsson will send a letter to all parties associated with company demanding that they cease using the name and delete the corporation by dissolution, however, litigation counsel may need to be hired to file an injunction. There is concern that this company may contact EWD customers and somehow mislead them.

Discussion ensued with Board consensus given to immediately pursue litigation counsel.

9. OLD BUSINESS – None
10. NEW BUSINESS – None
11. PUBLIC COMMENT – ANY TOPIC – None
12. BOARD MEMBER COMMENTS – None
13. ADJOURNED @ 9:02 a.m.


Taylor Meals, Vice-Chair

APPROVED

/tlh