

**MINUTES**  
**ANNUAL AND ORGANIZATIONAL MEETING**  
**ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS**  
**201 SELMA AVENUE, ENGLEWOOD, FL 34223**  
**JANUARY 9, 2020 @ 8:30 A.M.**

**Board of Supervisors:**

Robert C. Stern Jr., Chair  
Sydney B. Crampton, Vice-Chair (absent)  
Phyllis Wright  
Taylor Meals  
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 – Addition of action item 6C; Agreement Terminating Easement Agreement and Creating Access, Stormwater and Mitigation Easement.
3. SERVICE AWARDS – with gratitude, Chair Stern presented service awards to Gerald Mills, Wastewater Plant Operator – 5 years and Gregory Hammers, Water Plant Operator – 30 years.
4. PUBLIC INPUT – AGENDA ITEMS ONLY – None
5. CONSENT SECTION- Chair Stern called for a motion to approve the whole consent section as one unless anyone wanted to pull any of the items.

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

- a. Ratification of Elected 2020 Officers **20-01-09 CS A**
- b. Minutes of the Regular Meeting dated December 5, 2019 **20-01-09 CS B**
- c. Attorney’s Invoice dated December 16, 2019 **20-01-09 CS C**

**UNANIMOUS**

6. ACTION ITEMS
  - a. Calendar Year 2020 Schedule of Board of Supervisors Meetings – Chair Stern call for approval unless anyone had any conflicts.

Mr. Meals moved, **“to approve,”** seconded by Mr. Samuels.

**UNANIMOUS**

**20-01-09 A**

Full motion read: To accept the Schedule of Regular Meetings for Calendar Year 2020 and the Annual Meeting of 2021 as presented.

- b. Boca Royale, Unit 15 Utility Easement Release – Mr. Burroughs introduced the item. The developer for Boca Royale is in the process of constructing their newest phase. Currently, we have an existing water main that runs through the property. The approved utility plans required a new water main to be installed in the platted right of way

/easements. Once it is installed and ready for service, the existing main would be abandoned. The Developer is requesting that we release the easement as soon as we are able, as to not hold up their plat approval process for this phase. In an attempt to find a solution, the developer has proposed an early release of utility easement with the developer providing EWD with a bond for the cost of construction of the new water main, which EWD would hold until the property is platted and all utility improvements are constructed. Mr. Ledford added that installation of the new water main is complete, and testing, chlorination, and DEP certification would take place within the month.

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

**UNANIMOUS**

**20-01-09 B**

Full motion read: 1) To authorize the Chairman to sign the Partial Release of Utility Easement as written, with EWD holding a bond for the cost of construction of the new water main until the property is platted and all utility improvements are constructed, certified, and turned over to EWD. And 2) To Authorize the Chair to sign and the Secretary to the Board attest the Water System Completion Surety Bond.

c. Agreement Terminating Easement Agreement and Creating Access, Stormwater and Mitigation Easement – Attorney Berntsson introduced the item apologizing for the late addition to the agenda, the item was received late yesterday afternoon. There was a title exception when we did the exchange with BMG for the wellfield and the new property that we received; this item is regarding an old easement agreement from 2004. They want to terminate this agreement because they are granting new easements that has to do with the construction of Manasota Beach Road and drainage easements. EWD is only a party because we own part of the overall property and was part of that original easement agreement. This does not affect us one way or the other.

Attorney Berntsson then requested authorization for the Chairman to sign, and the Secretary to the Board attest, upon his approval of the final agreement. They are still tweaking a few things. Once the final agreement is received, he will approve it for signature.

Mr. Meals moved, “as presented,” corrected by Attorney Berntsson to state, **“as Attorney Berntsson presented,”** seconded by Ms. Wright.

**UNANIMOUS**

**10-01-09 C**

7. DISCUSSION – None

8. ADMINISTRATOR’S REPORT – Ray Burroughs

1. Southern Sewer Vac Truck Repair Memo – Mr. Burroughs explained that the Board had approved \$40,000 for a major repair to one of the Vac trucks but the repair cost was higher than anticipated. Because of the immediacy of getting this fixed, the cost had to be split up. The memo was immediately taken to the Chairman to get approval of the extra \$10,000.

a. WATER OPERATIONS MANAGER – Tim Garland

Production:

1. The average daily flows for December were 2.7 MG/last year it was 2.6 MG. The high was 3.7 MG/last year it was 3.5 MG. Rainfall was 3.3"/last year it was 9".
2. SWFWMD sent back comments on the WUP application for staff review. We have 45 days to respond and we are working with ASRus on the response.
3. The Lime Plant filter project for filter #1 was put out to bid the beginning of January with bid award expected the end of next month.
4. We are working on the permit for the Lime Plant degasifier.

Distribution:

1. A fire hydrant was replaced on Manasota Beach Road; it was a hit and run.
2. An 8" water main was hit by a drilling contractor by the hospital so replacement of 5 feet of water main was necessary. 3 customers were issued precautionary boil water notices, including the hospital. An estimated 200,000 gallons was lost.
3. Crews completed installation of the 60 new sampling points.
4. The Sandbar restaurant had low flow because of a 5/8" meter so they requested a meter upgrade. The original service line was in the roundabout, so a new service was moved to the left lot line. A 2" meter was installed. MOT for traffic control was necessary, it was a big project.
5. 31 radio read meters were replaced, completion is at 90%.
6. There were 2 new ERCs established; both single family.
7. 191 customer requested turn-ons were done.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for December was 1.29 MGD, an increase of approximately 100,000 GPD from last month, with a peak flow of 1.72 MG. We are currently seeing 1.5 MGD.

Collections:

1. Staff continues to work with Legends on the wireless pit controllers, they are fine tuning the software to fit our needs.
2. Staff installed new pumps and finished the rehab project at lift station #212, Merchants Crossing Plaza.

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

New Task Orders Assigned:

1. GWE was issued a task order for preparation of a Charlotte County required MOT Plan for the Sandbar waterline relocation.
2. ASRus was issued a task order for continued assistance for the WUP renewal application.

CIP/In-house Projects:

1. R O Plant Generator Replacement – final testing and punch list items are complete. Our electrician has replaced the lighting and staff cleaned up the walls and floors which will be epoxy painted. This project is complete.

1. Lime Plant Treater No 3 – all the equipment is installed but the final paint quality is less than desired. Remedies to correct the paint quality issues are being explored.

Developments/Projects:

1. Beachwalk by Manasota Key Phase I (A.K.A. Villages of Manasota Beach) – Final plans are approved; Developer’s Agreement is expected in the next week.
2. Boca Royale, Unit 14 – land is cleared, and utility construction will likely begin next week.
3. Boca Royale, Unit 15 – the new waterline is complete, pressure and Bac-T testing to come before placing it into service. A majority of the sewers are installed.
4. The LS 115 Bypass Project, reuse water in Boca Royale/irrigation wells and the Dearborn Street Improvement Project were also discussed.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Financial Statements for November – \$2,783,000 in operating revenues, about \$153,000 more than last year and operating expenses were at \$1,809,000, a little bit less than this time last year. Operating income was at \$974,000. Nothing unusual.
2. Investment Statements for November – \$12,230,000 with BB&T and \$2,649,000 at Centennial Bank. \$1,000,000 was transferred to BB&T.
3. A money market account at Centennial Bank is being considered for easier access to funds and the account would earn about 1 ½% interest. Mr. Meals suggested a money market account with a larger firm be researched.

Mr. Burroughs concluded the Administrator’s Report.

9. ATTORNEY’S REPORT – Robert H. Berntsson

a. Henderson/Franklin Misappropriation of Name Lawsuit Update – on November 20<sup>th</sup> the complaint was filed, Englewood Water District vs. Englewood Water District, Inc. Service was made on December 11<sup>th</sup> which began the 30-day period to file a response, on December 27<sup>th</sup> a motion was filed by Matthew Brady, Co-President of Englewood Water District Inc., acknowledging service on December 11<sup>th</sup> and requesting a 30-day extension of time to locate Counsel. In court proceedings a corporation cannot be represented by an individual, it must be an attorney. Filing of a motion by a non-attorney is a nullity, we will file a motion to strike their motion for an extension of time and seek a default.

10. OLD BUSINESS – None
11. NEW BUSINESS – None
12. PUBLIC COMMENT – ANY TOPIC – None
13. BOARD MEMBER COMMENTS – None
14. ADJOURNED @ 9:05 am

  
Sydney B. Crampton, Vice-Chair

APPROVED

/tlh