

MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
MARCH 5, 2020 @ 8:30 A.M.

Board of Supervisors:

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

Staff:

Ray Burroughs, Administrator
Robert H. Berntsson, District Counsel
Dewey Futch, 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

In the absence of Chair Stern, and because Vice-Chair Crampton was unable to attend the pre-meeting, but returned to town in time to attend the regular meeting, Ms. Crampton moved, **“to let Taylor chair today,”** seconded by Mr. Samuels.

UNANIMOUS

20-03-05 A

1. The meeting began with the Pledge of Allegiance and roll call to establish a quorum.
2. ANNOUNCEMENTS – Item 7, d.3 Results from Credit Card Convenience Charge Survey tabled until the April 2, 2020 meeting.
3. PUBLIC INPUT – AGENDA ITEMS ONLY – None
4. CONSENT SECTION - Interim Chair Meals called for any items to be pulled from the consent agenda, hearing no response, Ms. Wright moved, **“to accept the consent agenda,”** seconded by Mr. Samuels.
 - a. Minutes of the Regular Meeting dated February 6, 2020 **20-03-05 CS A**
 - b. Attorney’s Invoice: The Big W Law Firm dated February 20, 2020 **20-03-05 CS B**
 - c. Attorney’s Invoice: Henderson/Franklin dated February 10, 2020 **20-03-05 CS C**
 - d. Sovereignty Submerged Lands Utility Easement Acceptance **20-03-05 CS D**

UNANIMOUS

5. ACTION ITEMS – None
6. DISCUSSION – None
7. ADMINISTRATOR’S REPORT – Ray Burroughs
 - a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. The average daily flows for February were 3.27 MGD/last year it was 2.98 MGD. The high was 4.28 MGD/last year it was 3.27 MGD. A little higher due to flushing. Rainfall was 1.27”/last year it was 1.66”.

2. All materials are onsite for the Lime Plant project. Contractors are here to begin digging out the filter media, should be finished late next week.
3. Deloach is finishing up the raw water tank for the Lime Plant; an onsite construction meeting to follow.

Distribution:

1. No incidences this past month.
2. A fire hydrant was replaced on Placida Road, following 2 days of bacteriological testing it was put into service on February 27, 2020.
3. Staff is working to complete the large meter replacement project; 236 are done, 60 to go.
4. Staff installed 260' of 2" PVC on Keyway Road for a new service.
5. 59 radio read meters were replaced; completion at 90%. 1,745 to go.
6. There were 13 new ERCs established; all single family.
7. 19 customer requested turn-ons were done.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for February was 1.67 MGD, with a peak flow of 1.79 MG, an increase of approximately 150,000 GPD from last month.
2. The physical rehab of plant #4 is complete. We are ready to put the paint work out to bid.
3. ASR Rehab Project – pipe work is complete with pump start up later today, this project is close to completion.
4. Charlotte County Utilities has begun testing their new pumping system and they are pumping to the Lemon Bay Golf Course during the week. They will soon be running a 30-day test of their system so the golf course will come off-line soon. Once they come off-line the 300,000 GPD currently being sent to them will be redirected down the ASR well now that it has been rehabbed.
5. Mr. Burroughs added that the WWTP for West Villages is complete, so sampling on some of our wells up there will no longer be necessary.

Collections:

1. Crews replaced a valve on a 6" force main on Old Englewood Road.
2. Routine maintenance and the Legends project are ongoing.

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 easement was brought to the meeting today for approval, Army Corp authorization has been received, next will be finalization of the specs and drawings, with bid package to follow.
2. Elevated Tank Rehab – staff met with Suez, there are still some questions about the maintenance contract piggyback. If the piggyback is acceptable, we will bring it to the April meeting for approval, if not an RFP will be issued with approval sought at the May meeting.

3. Lime Bed Cleaning – working to get the bid package together for proposals, it will be brought to the April or May meeting for approval.

4. Force Main Isolation Valves – pricing was received from DeJonge Excavating for 2 valves that need cut in for the CIP Project. 1 for water operations and 1 for wastewater operations. It will be a contract piggyback from Sarasota County but will exceed the \$25,000 threshold.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Financial Statements for January (corrected statement distributed) \$5.841M in operating revenues, up \$397,000 from last year and operating expenses were at \$4.296M up \$142,000 from last year, leaving operating income at \$1.545M.

2. Investment Statements for January – \$13M with BB&T and \$2.3M at Centennial Bank with \$1M of that in the new money market account.

3. Results from Credit Card Convenience Charge Survey (verbal) – tabled

Mr. Burroughs concluded the Administrator's Report adding that he completed a MOT class and will pass the information on to staff.

8. ATTORNEY'S REPORT – Robert H. Berntsson

a. Henderson/Franklin Misappropriation of Name Lawsuit Update – there was scheduled a motion to strike and default before the magistrate on March 12, but the defendants objected to it being before the magistrate so they've moved it to the judge to be heard March 30th at 2:30.

9. OLD BUSINESS – None

10. NEW BUSINESS – Interim Chair Meals requested the Board members submit their Administrator's Annual Review to Ms. Herzog prior to the April 2, 2020 Meeting.

11. PUBLIC COMMENT – ANY TOPIC – None

12. BOARD MEMBER COMMENTS – None

13. ADJOURNED @ 8:47 A.M.



Sydney B. Crampton, Vice-Chair

APPROVED

/tlh