

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
MAY 7, 2020 @ 8:30 A.M.**

Board of Supervisors:

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

Staff:

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

1. The meeting began with the Pledge of Allegiance and roll call to establish a quorum.
2. ANNOUNCEMENTS
 - a. Agenda items 3. Service Awards – postponed
 - b. Agenda Item 9d. Results from Credit Card Convenience Charge Survey – postponed
3. SERVICE AWARDS – **postponed**
 - a. Ruthann Gray, Customer Service Utility Billing Clerk – 15-years
 - b. Carlos Core, GIS Specialist – 30-year acknowledgement
4. PUBLIC INPUT – AGENDA ITEMS ONLY – None
5. PRESENTATION
 - a. Audit Report –Daniel Anderson and Wade Sansbury of Mauldin & Jenkins presented the financial audit via video conference. Overview of Auditor Reports: Independent Auditor’s Report; an unmodified opinion, which is the highest level of assurance they can render, was issued. There were no issues identified in the Report on Internal Control and Compliance, Management Letter, or Independent Accountant’s Report. In the Required Communications, one uncorrected misstatement was discussed relating to FRS payments. Overall, it was a clean audit.

Mr. Meals moved, **“to approve the auditor’s report,”** seconded by Ms. Crampton.

UNANIMOUS

20-05-07 A

Full motion read: To accept as presented, the Audited Financial Statements as of and for the years ended September 30, 2019 and 2018 and the Auditor’s Discussion and Analysis Financial and Compliance Audit Summary dated September 30, 2019, in accordance with Section 10 of the Enabling Act.

6. CONSENT SECTION – Chair Stern called for removal of any item for discussion. Hearing none, Mr. Samuels moved, **“to approve the consent section agenda as**

presented,” seconded by Mr. Meals.

- a. Minutes of the Regular Meeting dated March 5, 2020
- b. Attorney’s Invoice: The Big W Law Firm dated March 16, 2020 & April 16, 2020
- c. Attorney’s Invoice: Henderson/Franklin dated March 11, 2020 & April 6, 2020

UNANIMOUS

20-05-07 CS A

20-05-07 CS B

20-05-07 CS C

7. ACTION ITEMS

a. Administrator’s Annual Review – Each board member read their written evaluations of Mr. Burroughs with favorable remarks. During his review, Mr. Meals suggested a 3.5% increase in salary retroactively since his anniversary date had passed. Brief discussion ensued with a motion made.

Mr. Meals moved, **“to increase Ray’s salary by 3.5% effective on his anniversary date,”** seconded by Ms. Wright.

UNANIMOUS

20-05-07 B

Mr. Burroughs thanked the Board for their kind words and generosity.

b. Ratification of Isolation Valve Installation – Mr. Burroughs stated that action items b and c would be handled together. In March, Chair Stern was presented with a memo for Notice of Meeting Cancellation and Procurement of Services. In light of the pandemic, it was staff’s recommendation that isolation valves be purchased, and pricing was received from DeJonge Excavating for the cutting in of these isolation valves. It is a budgeted CIP project and approval was for two 16” and one 14” valve. The total cost of \$108,562.44, exceeded the Administrator’s authority and is adequately funded by the CIP and Production Budgets. Also, currently, there were approximately 200 meters in inventory, board approval was sought to purchase an additional 500 meters at the cost of \$100,000.00 which exceeded the Administrator’s authority. The purchase is adequately covered by the Distribution budget. At Attorney Berntsson’s recommendation, I authorized these items to be ratified for Board approval at the May 7th meeting.

Mr. Meals moved, **“to ratify items 7b and 7c as presented,”** seconded by Mr. Samuels.

UNANIMOUS

20-05-07 C

20-05-07 D

b. Ratification of Isolation Valve Installation

Full motion read: To ratify the memo – approval of the DeJonge Excavating Contractors, Inc. quotes, piggybacking Sarasota County Contract 176667JLS Emergency and Scheduled Repairs and Installations of the Utility Infrastructure for the replacement of 3 Isolation Valves in the amount of \$108,562.44. Funds came from water and wastewater revenues.

c. Ratification of Warehouse Inventory of Water Meters Purchase

Full motion read: To ratify the memo – authorization of the Administrator’s purchase of additional Neptune water meters in the amount of \$100,000.00 through single source procurement with Sunstate Meter and Supply, Inc. (sole authorized distributor of Neptune meters in Florida) to increase the supply in inventory. Funds came from water revenue.

8. DISCUSSION

a. Covid-19 Service Fees and Charges – Mr. Burroughs explained that in response to the virus EWD is currently waiving all late charges and suspending customer shut offs, which will continue until the Covid-19 situation is resolved. Financially, we are well positioned to handle any losses we may incur, and we are currently forfeiting approximately \$8,000 per month. We have not yet seen a large amount of past due accounts, but we will have a better idea of delinquencies after this month. Payment plans can be offered as needed.

9. ADMINISTRATOR’S REPORT – Ray Burroughs

a. WATER OPERATIONS MANAGER – Dewey Futch – excused

b. WASTEWATER OPERATIONS MANAGER – David Larson – excused

Mr. Burroughs read aloud the written reports submitted to the Board by Mr. Futch and Mr. Larson.

c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E. Mr. Ledford reviewed his written report with updates.

CIP/In-house Projects:

1. ASR Well Rehab and Rerate – this project is complete, and the well is back in operation. A meter calibration is needed then it will be used as needed in the rainy summer months.

2. Lime Bed Cleaning – Graber Excavating has cleared off all the trees and vegetation on lime beds 1,2, and 3. The bid package for the hauling and transferring of line sludge in the lagoon is out; the mandatory pre-bid meeting was held yesterday and was attended by 7 companies. Additional funds may be requested depending on the bids and the project will be brought to the June meeting for approval.

3. LS 115 Bypass Lemon Bay Shopping Plaza – has been permitted by DEP. An invoice from FLP has been received to hold a pole up that is located close to our main. Work should be completed by staff in 4-6 weeks.

4. WWTP No. 4 Rehab – this project will be brought to the June meeting for approval.

Developments/Projects:

1. Beachwalk by Manasota Key Phase 1 – in light of Covid-19 this project is currently on hold.

Mr. Burroughs provided additional information about the Lime Bed Cleaning Project reiterating Mr. Ledford’s opinion of the possibility of additional funds being needed.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Financial Statements for February & March – we are halfway through the fiscal year and on budget for both operating revenues and expenses. Through March we have an operating revenue of \$8,710,000 and operating expense of \$6,241,000 leaving operating income at \$2,468,000.

2. Investment Statements for February & March – we currently have about \$13M with BBT and \$3M with Centennial Bank. Upcoming large projects will be drawing down that total.

3. Results from Credit Card Convenience Charge Survey – **postponed**

Mr. Burroughs concluded the Administrator's Report.

10. ATTORNEY'S REPORT – Robert H. Berntsson

a. Henderson/Franklin Misappropriation of Name Lawsuit Update – The Englewood Water District Inc. lawsuit is still pending. The hearing has been rescheduled for June 15, and a motion to default and strike was filed because the answer has not filed by an attorney in a timely fashion.

11. OLD BUSINESS – None

12. NEW BUSINESS – Mr. Meals requested a presentation be given at the next meeting about EWD's preparedness for hurricane season.

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS – Ms. Hawkins and staff was congratulated by all for a great job on the audit. Ms. Crampton mentioned a PBS special on water and commented that EWD is reacting well to the pandemic. Mr. Meals stated that he felt bad that Carlos Core was not publicly thanked for his accomplishment of 30-years of service and Chair Stern congratulated Mr. Burroughs on another fine year.

15. ADJOURNED @ 9:21 a.m.



Sydney B. Crampton, Vice-Chair

APPROVED

/tlh