

**MINUTES**  
**REGULAR MEETING**  
**ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS**  
**201 SELMA AVENUE, ENGLEWOOD, FL 34223**  
**JUNE 4, 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 – None
3. SERVICE AWARDS
  - a. None
4. PUBLIC INPUT – AGENDA ITEMS ONLY – None
5. CONSENT SECTION – Chair Stern called for the removal of any item on the consent agenda for discussion, hearing no response, Mr. Samuels moved, **“to approve the consent agenda as presented,”** seconded by Ms. Crampton.
  - a. Minutes of the Regular Meeting dated May 7, 2020 **20-06-04 CS A**
  - b. Attorney’s Invoice: The Big W Law Firm dated May 18, 2020 **20-06-04 CS B**
  - c. Attorney’s Invoice: Henderson/Franklin dated May 11, 2020 **20-06-04 CS C**

**UNANIMOUS**

6. ACTION ITEMS

a. Award of Contract – Lime Bed Cleaning Project – Mr. Burroughs introduced the item. Five bids for the Transfer & Hauling of Lime Sludge were received and opened on May 20, 2020. Based on the bid results, it is staff’s recommendation to award the Transfer & Hauling to DeJonge Excavating Contractor’s Inc. in the amount of \$204,387.50. However, since it has been over 20 years since this area was last partially excavated, additional work may be required. Staff is also requesting authorization for the Administrator’s ability to approve additional work by DeJonge Excavating Contractors if required, up to \$300,000.00. Cost is adequately covered by the CIP budgeted line item.

Mr. Meals suggested the wording in the motion could be interpreted that the additional work could be up to \$300,000.00 which means it would be a \$500,000.00 project. The additional work should be \$100,000.00.

Short discussion ensued with a portion of the motion amended to read, “if required, not to exceed \$300,000.00 in total.”

Ms. Crampton moved, “**to approve as presented with the change suggested by Mr. Meals**,” seconded by Mr. Meals.

**UNANIMOUS**

**20-06-04 A**

Full motion amended and read: 1) To approve the award for RFB 2020-116 Transfer & Hauling of Lime Sludge to DeJonge Excavating Contractors Inc. in the amount of \$204,387.50 and 2) allow the Administrator to approve additional work to DeJonge Excavating Contractors Inc., if required, not to exceed \$300,000.00 in total. Funds to come from Capital Outlay.

b. Award of Contract – WWTP #4 Rehabilitation Painting & Coating Project – Mr. Burroughs introduced the item. Six bids for Rehabilitation Painting & Coating were received and opened on May 27, 2020. Based on the bid results, it is staff’s recommendation to award the WWTP #4 Rehabilitation Painting & Coating contract to Viktor Construction Corp. in the amount of \$146,700.00. This project cost exceeds the Administrator’s authority and funds will come from capital outlay.

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

**UNANIMOUS**

**20-06-04 B**

Full motion read: To approve the award for RFB 2020-117 WWTP #4 Rehabilitation Painting & Coating to Viktor Construction Corp. in the amount of \$146,700.00. Funds to come from Capital Outlay.

c. Lime Plant SCADA Project – Mr. Burroughs introduced the item. This project is adequately funded by the FY20 budget as a CIP project and will entail the replacement of the Supervisory Control and Data Acquisition (SCADA) and upgrade the Programmable Logic Controller (PLC) at the Lime Plant. Once the PLC is upgraded, the computer systems for both the RO and Lime Plant must also be upgraded. Per the bid, Curry Controls Company is the provider of our Instrumentation & Controls Systems Maintenance Services. Total costs exceed Administrator’s \$25,000 authority. Funds to come from CIP.

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

**UNANIMOUS**

**20-06-04 C**

Full motion read: To accept the Curry Controls Company proposals Q19-5073 in the amount of \$27,990.00, dated May 11, 2020 and Q19-5075 in the amount of \$15,162.00, dated May 13, 2020. Project total of \$43,152.00, funds to come from Capital Outlay.

## 7. DISCUSSION

a. FY2021 Rates – Mr. Burroughs began the discussion stating there has been a slight uptick in 90-day late water bills and then turned the floor over to Ms. Hawkins. Ms. Hawkins stated that staff is working on the FY2021 budget and in order to forecast revenues, staff needs guidance on what the upcoming rates will be. She referenced the

board approved “up to 5% increase” and the rate study consultant’s recommendation of an annual increase of 3% to 5%. She suggested two scenarios be prepared, one with no rate increase and one with a 3% across the board increase and reminded the board that the master plan is based on a 3% to 5% increase. If we do less, we may need to cut back on some projects. Chair Stern then opened the floor for comments.

Mr. Meals recommended no rate increase for FY2021 based on the cash balance that has grown with the past increases to both sewer and water rates. The master plan is flexible and for the next 12 months, perhaps, we only do what is necessary. The community has been hard hit and not raising rates would have an impact on individuals and businesses who are now able to open. With no additional comments, Chair Stern confirmed the budget would reflect no rate increase for FY2021.

8. ADMINISTRATOR’S REPORT – Ray Burroughs
  1. We are now fully staffed and alternating of crews has ended.
  2. EWD Hurricane Preparedness Plan – managers of each department updated their emergency operations plans and in-services were conducted with briefings. Additional training will be ongoing for newer staff.
    - a. WATER OPERATIONS MANAGER – Dewey Futch – excused
    - b. WASTEWATER OPERATIONS MANAGER – David Larson – excused

Mr. Burroughs read aloud the written reports submitted 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. FM Isolation Valve – DeJonge Excavating was on site May 20<sup>th</sup> to measure the pipe so custom valves could be fabricated. Fabrication is expected to take approximately 3 weeks, installation to follow.
2. Lime Plant Treater No. 3 – start-up is complete, and repainting has begun.
3. LS 115 Bypass – Collections is finishing the final tie-ins with pressure testing to follow. Once complete, submission of the FDEP application to place the pipe into service will occur, project is wrapping up.
4. CIPP-Blue Heron Phase 1 – pricing has been received from GML; because the cost of the project exceeds the budgeted amount, it will now be phased.

Developments/Projects:

1. Beachwalk by Manasota Key Phase 1 – project has resumed; finalizing the routing of water mains and force mains and DOT ROW.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Results from Credit Card Convenience Charge Survey – the current amount paid to Automated Merchant is approximately \$75K a year which comes to approximately 1.8% of sales. Nearby utilities were surveyed and 4 out of 6 do not charge a fee to accept credit cards. When the rate study was done, these fees were included in our rates.

2. Financial Statements for April – operating revenue was \$10,347,000 with an operating expense of \$7,235,000 leaving operating income at \$3,112,000. Right on budget with revenues and a little below on expenses. A mid-year budget review is planned for the July meeting and the FY2021 budget is expected to be distributed next month as well.

3. Investment Statements for April – we currently have \$13,479,000 with BBT and \$3,000,000 with Centennial Bank. Rates are way down and as CDs mature, we are trying to get the best rate we can.

Mr. Burroughs concluded the Administrator's report.

9. ATTORNEY'S REPORT – Robert H. Berntsson
  - a. Henderson/Franklin Misappropriation of Name Lawsuit Update – scheduled for hearing on June 15<sup>th</sup>, hoping for resolution by the next meeting.
10. OLD BUSINESS – None
11. NEW BUSINESS – Mr. Meals inquired when the lobby would be reopened to the public? Mr. Burroughs responded that it would be opening Friday with limits.
12. PUBLIC COMMENT – ANY TOPIC – None
13. BOARD MEMBER COMMENTS – None
14. ADJOURNED @ 9:09 am

  
Sydney B. Crampton, Vice-Chair

APPROVED

/tlh