

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
July 2, 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 – Consent Section item 5d. McCall Road Utility Easement Acceptance was removed from the agenda.
3. SERVICE AWARDS
 - a. Shea Tooker – Collections Workman – 5 years – POSTPONED
4. PUBLIC INPUT – AGENDA ITEMS ONLY – None
5. CONSENT SECTION – Chair Stern announced item 5d was deleted from the consent section of the agenda then called for a motion to approve the whole consent section or remove any item. Hearing no response, Mr. Samuels moved, **“to approve as presented,”** seconded by Ms. Wright.
 - a. Minutes of the Regular Meeting dated June 4, 2020 **20-07-02 CS A**
 - b. Attorney’s Invoice: The Big W Law Firm dated June 16, 2020 **20-07-02 CS B**
 - c. Attorney’s Invoice: Henderson/Franklin dated June 8, 2020 **20-07-02 CS C**
 - d. ~~McCall Road Utility Easement Acceptance~~

UNANIMOUS

6. ACTION ITEMS

a. Centennial Bank Signature Cards – Mr. Burroughs presented the item. As per the Florida Shores/Stonegate/Centennial Bank & Englewood Water District Master Banking Services Agreement dated January 5, 2012, it is necessary to update designated officials and their designees authorized to sign checks when staffing changes occur. This will remove Ms. Draine and add Mr. Ledford and Ms. Hawkins to certain accounts they are not already on.

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

UNANIMOUS

20-07-02 A

Full motion read: To make the following revisions to the Medical Reimbursement, Pension, Operating and Money Market Accounts;

Medical Reimbursement

Remove: Cynthia M. Draine
Add: Keith Randall Ledford, Jr.
Keep: Raymond A. Burroughs
Lisa Powell Hawkins

Pension

Remove: Cynthia M. Draine
Add: Keith Randall Ledford, Jr.
Keep: Raymond A. Burroughs
Lisa Powell Hawkins

Operating

Remove: Cynthia M. Draine
Add: Lisa Hawkins
Keep: Raymond A. Burroughs
Keith Randall Ledford, Jr.
Robert C. Stern, Jr.
Sydney B. Crampton
Steven Samuels
Phyllis E. Wright

Money Market

Remove: Cynthia Draine
Keep: Raymond A. Burroughs
Lisa Powell Hawkins
Keith Randall Ledford, Jr.

b. FY20 Server Upgrade – Mr. Burroughs introduced the item. The server upgrade is a FY2020 budgeted project. SouthTech proposal# 1148887 v6 is the “SAN” portion of the upgrade including the server implementation. This is the final portion of the server upgrade project. The proposal includes optional switches that SouthTech is recommending that we eventually upgrade but it is not required at this time so they will not be installed. The proposal has been reviewed and approved by staff; cost exceeds the Administrator’s authority.

Mr. Meals moved, “to accept the motion as presented,” seconded by Ms. Crampton.

UNANIMOUS

20-07-02 B

Full motion read: 1) To accept SouthTech proposal# 114887 v6 dated September 23, 2019 in the amount of \$26,305.00. Funds to come from Water and Wastewater Revenues.

7. DISCUSSION – None

8. ADMINISTRATOR’S REPORT – Ray Burroughs

1. Mr. Burroughs congratulated Mr. Meals, Ms. Crampton, and Mr. Samuels on retaining their seats on the Board, they ran unopposed.

2. One employee tested positive for COVID-19, and other employees who have been tested were negative.

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. Lime Plant Raw Water Tank Rehab – Deloach has received all the equipment and is ready for install. The installation date is yet to be determined.

Developments/Projects:

1. Englewood Elementary – an old building will be demolished, and a new building will be built. A fire line and watermain extension will be necessary.

2. San Casa Multi-Family – consisting of 2 multi-family buildings, one 4 units and one 6 units. A watermain extension will be necessary and an additional lift station will be added but will remain private.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Mid-Year Budget Review – The forecasted revenues are 0.94% greater than what we budgeted, and expenses are forecasted to be nearly 10% lower because of fewer projects being done at this time.

2. Financial Statements for May – operating revenue was \$11.815M about \$680,000 more than last year at this time with an operating expense of \$8.56M a little more than this time last year leaving operating income at \$3.758M.

3. Investment Statements for May – we currently have \$ 13.644M with BBT and over \$3M with Centennial Bank. Rates are still low and \$1M was moved to the money market to earn a little interest.

4. The FY2021 budget will be emailed and the books will be ready next week. With the decision to not raise rates this year, budgets are coming in a little lower from each department so it should be fine.

Mr. Burroughs stated the budget has been reviewed by all staff, then concluded the Administrator's report.

9. ATTORNEY'S REPORT – Robert H. Berntsson

a. Henderson/Franklin Misappropriation of Name Lawsuit Update – The Englewood Water District vs. Englewood Water District Inc. matter went before the judge on a motion to strike the answer with an entry of default judgement. It was a telephonic hearing that neither Matthew nor Christopher Brady joined, but a last-minute pleading was filed and rejected because it was not filed by an attorney. The judge immediately granted the motions so a final default judgement will be filed by Mr. Shearman in joining them from using the name.

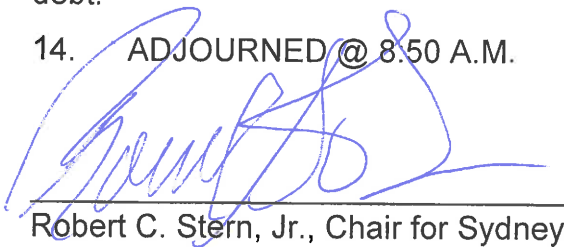
10. OLD BUSINESS – None

11. NEW BUSINESS – None

12. PUBLIC COMMENT – ANY TOPIC – None

13. BOARD MEMBER COMMENTS – Mr. Samuels stated we are doing very well with the budget reminding the other board members of the tremendous amount of work needed to stay on board with the master plan. He also commented on the upcoming pay-off of debt.

14. ADJOURNED @ 8:50 A.M.



Robert C. Stern, Jr., Chair for Sydney B. Crampton, Vice-Chair (absent)

/tlh

APPROVED