

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
SEPTEMBER 3, 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  
Dewey Futch, Water Operations Manager  
David Larson, Wastewater Operations Manager  
Keith R. Ledford, Jr., P.E., Technical Support Manager (absent)  
Lisa Hawkins, Finance Director  
Teresa Herzog, Administrative Assistant

1. The meeting began with the Pledge of Allegiance and roll call to establish a quorum.
2. ANNOUNCEMENTS – Additions or Deletions – Addition of discussion item 7b., Employee Salary Pay Additive and new business item 11a., Addendum to Administrator’s Employment Agreement.
3. SERVICE AWARDS – POSTPONED
 

a. David Larson, Wastewater Operations Manager	25 years	7/20/2020
b. William B. Skidmore, Wastewater Plant Operator	15 years	8/01/2020
c. Teresa Herzog, Administrative Assistant	20 years	8/21/2020
d. Keith R. Ledford, Jr., P.E., Technical Support Manager	5 years	8/25/2020
4. PUBLIC INPUT – AGENDA ITEMS ONLY – None
5. CONSENT SECTION – Chair Stern called for removal of any item or approval of the consent section. Ms. Wright moved, **“to approve,”** seconded by Mr. Samuels.
 

a. Minutes of the Regular Meeting dated August 6, 2020	<b>20-09-03 CS A</b>
b. Attorney’s Invoice: The Big W Law Firm dated August 18, 2020	<b>20-09-03 CS B</b>
c. Attorney’s Invoice: Henderson/Franklin dated August 20, 2020	<b>20-09-03 CS C</b>

**UNANIMOUS**

6. ACTION ITEMS

a. FY2021 Budget – Mr. Burroughs stated this item is to approve a 0% rate increase and provide multi-year funding for the FY 2021 CIP, single year funding for the FY 2021 Operating Budget, single year funding for the FY 2021 Debt Service, and authorize the number of full-time employees.

Minor discussion of the transitional position in the organizational chart and CIP line item – Clean Lime Beds occurred, at conclusion of discussion, Ms. Wright moved, **“to approve the budget,”** seconded by Mr. Samuels.

**UNANIMOUS**

**20-09-03 A**

Full motion read:

- 1) To approve a 0% increase to the water/wastewater base and usage rates, wholesale water/wastewater rates and reuse water rates effective October 1, 2020.
- 2) To approve the FY 2021 Capital Improvement Program totaling \$2,780,000.00, CIP project authorization and funds are multi-year funds.
- 3) To approve the FY 2021 Operating Budget totaling \$13,693,937.39, Operating Budget funds are annual and will expire on September 30, 2021.
- 4) To approve the FY 2021 Debt Service Principle Payments totaling \$2,672,484.00.
- 5) To approve 78 full time employees and 1 transition position effective October 1, 2020.

b. General Liability Insurance and Worker's Compensation Renewal – Mr. Burroughs stated this item is the General Liability Insurance and Worker's Compensation Renewal, premiums due October 1, 2020. The total premium is \$238,183.00 for a one-year period and is adequately covered by the FY21 budget.

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

Mr. Meals questioned the over 10% decrease in the renewal and asked if the deductibles changed? Ms. Hawkins responded that the deductibles are identical to last year and she would investigate the reduction in the premium.

**UNANIMOUS**

**20-09-03 B**

Full motion read: To accept the District's General Liability Insurance and Worker's Compensation Renewal in the amount of \$238,183.00 for FY21. Funds to come from Water and Wastewater revenues.

c. Award of Contract/Supply of Liquid Chlorine – Mr. Burroughs stated the sealed bid procurement process was followed with response from three bidders and Brenntag Mid-South Inc. was the lowest responsive and responsible bidder. Funding pending FY2021 budget approval.

Mr. Meals moved, **“to approve the award for RFB 2020-119 Supply of Liquid Chlorine to Brenntag Mid-South, Inc.,”** seconded by Mr. Samuels.

**UNANIMOUS**

**20-09-03 C**

## 7. DISCUSSION

a. Mr. Krieg's Letter to the Board/Connection Fees – Mr. Burroughs began the discussion stating Mr. Krieg found information on our website about V9-C financing for lines brought in, but he is not in that V area. Per our customer rules and regulations, we do not finance areas where we have existing infrastructure in, only in areas that we brought additional services to.

Short discussion ensued with a decision made that exception to the existing rules would not be made.

b. Employee Salary Pay Additive – Mr. Burroughs stated the employee salary pay additive of \$468.34 biweekly has not been increased since 2009. Since then, health care costs have risen substantially. Many employees have young families who rely on EWD for health care. The least expensive health care plan currently offered for a family costs \$677.82 biweekly. Dental and vision plans are not included and are an additional cost to the employee. Employees with families have less take-home pay and no longer have the ability to contribute to their 401K plan and employees without families also contribute less to their 401K because of the increased cost of health care. Additionally, employee retention and hiring has been impacted by the increase in health care costs and the out of pocket expense to cover employee’s families.

Lengthy discussion ensued to include employees that have left because of health care costs and recruitment for a position that stalled because of the pay additive, the large percentage amount of the requested increase, the built in number in the budget for increases, and knowing the health care cost increase early for budgeting purposes. Also discussed was the logic behind the pay additive when it began and how it financially effects each employee differently (single vs. married with a family). Discussion concluded with all board members agreeing on the importance of good health care coverage and the importance of retaining employees. A decision was made to take an in depth look at the pay additive with Ms. Hawkins being tasked with researching it.

8. ADMINISTRATOR’S REPORT – Ray Burroughs, Mr. Burroughs acknowledged and thanked Chair Stern for 5-years of service and Supervisor Meals for 18-years of service.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. The average daily flows for August were 2.93 MGD/last year it was 2.3 MGD. The high was 4.16 MGD/last year it was 3.3 MGD. Rainfall was 4.6”/last year it was 11”.
2. DeJonge has finished digging out the lime drying beds and filter backwash pond.
3. Curry Controls was on site and replaced the lime plant high service PLC.
4. DeLoach was here last week and began prepping the raw water tank for replacement with the new degasifier.
5. The #3 clarifier at the lime plant will have the cathodic protection installed this month by Corpro and then the project will be complete.

Distribution:

1. Staff has been working on system maintenance and meter installations, they had no incidences in August.
2. There were 4 new ERCs established; all single family.
3. 137 radio read meters were replaced; completion is at 93%. 1,167 to go.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flows for August were 1.4 MGD, with a peak flow of 1.69 MG, a decrease of approximately 200,00 GPD from last year.

2. Viktor Construction continues the paint work on plant #4, completion is expected in approximately 2 weeks.

Collections:

1. Staff is working on upgrading Lift Station #119 in Boca Royale.
2. Staff is rehabbing Lift Station #204 on Manasota Key.
3. Staff installed a new vacuum pit near the intersection of San Casa Drive and Avenues of the Americas for the new storage facility.

c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E. In Mr. Ledford’s absence, Mr. Burroughs verbally reviewed the written status report.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Financial Statements for July – operating revenue was \$14.778M about \$950,000 more than last year at this time with an operating expense of \$10.119M which is on track with the budget, leaving operating income at \$4.658M.
2. 60-day past due accounts since March are up to \$3,790.00 and 90-day past due accounts are at \$900.00.
3. Investment Statements for July – we currently have \$ 13.708M with BBT and \$4.272M with Centennial Bank.

Mr. Burroughs concluded the Administrator’s report.

9. ATTORNEY’S REPORT – Robert H. Berntsson – None

10. OLD BUSINESS – None

11. NEW BUSINESS

a. Addendum to Administrator’s Employment Agreement – Mr. Meals began the discussion by outlining why past Administrator’s health care was covered by EWD. He suggested Mr. Burroughs be reimbursed for all health care costs above the pay additive he has paid out of pocket since he became the administrator and going forward, the District should pay for his health care 100%. He also referenced the pay additive given to past administrators and recommended it be eliminated because the District is picking up the insurance cost 100% so it really does not apply. Item was tabled until the October meeting for further discussion.

12. PUBLIC COMMENT – ANY TOPIC – None

13. BOARD MEMBER COMMENTS – None

14. ADJOURNED @ 9:23 a.m.

  
\_\_\_\_\_  
Sydney B. Crampton, Vice-Chair

APPROVED

/tlh