

MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
DECEMBER 3, 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. Bertsson, 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
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 – None
3. SERVICE AWARDS – None
4. PUBLIC INPUT – AGENDA ITEMS ONLY – None
5. PRELIMINARY ELECTION OF 2021 OFFICERS – Attorney Bertsson opened the floor and called for nominations for Chair.

Mr. Stern nominated Ms. Crampton; Ms. Crampton nominated Mr. Stern. Attorney Bertsson then called for additional nominations, hearing none, a hand vote took place. **Ms. Crampton was declared 2021 Chair 4/1.**

Attorney Bertsson then opened the floor for nominations for Vice-Chair.

Ms. Wright nominated Mr. Stern; Mr. Stern nominated Mr. Meals. Attorney Bertsson then called for additional nominations, hearing none, a hand vote took place. **Mr. Meals was declared 2021 Vice-Chair 4/1.**

The decision will be ratified at the January Annual and Organizational Meeting.

6. CONSENT SECTION – Chair Stern called for approval of the consent section unless any item was to be pulled for discussion. Hearing no response, Mr. Samuels moved, **“to approve as presented,”** seconded by Ms. Wright.

- a. Minutes of the Regular Meeting dated November 5, 2020 **20-12-03 CS A**
- b. Attorney’s Invoice: The Big W Law Firm dated November 15, 2020 **20-12-03 CS B**
- c. Attorney’s Invoice: Henderson/Franklin dated October 22, 2020 **20-12-03 CS C**
- d. Amendment No. 4 to Non-Exclusive License Agreement **20-12-03 CS D**

UNANIMOUS

7. ACTION ITEMS

a. Award of Contract – Lime Plant Treater No. 2 – Mr. Burroughs introduced the item. Similar to Clarifier #3, it was decided that while a rehab is possible, it would be more cost effective to perform a complete replacement on the equipment and support structure to Clarifier #2. Proposals for the work were requested from Ovivo (previously Eimco) as they are the original supplier of the equipment. Ovivo provided quotes with three different material options: painted steel, 304SS and 316SS. After reviewing all options and discussing with other municipalities that have 304SS and 316SS units from Ovivo, staff believes the 304SS option would be in the best choice moving forward. Ovivo’s quote to provide all new equipment and support structure, as well as demo of the existing and installation of the new clarifier in 304SS is \$560,189.00. Other services not included in the quote that will need to be done to complete the project are sandblasting of the concrete tank, making any necessary repairs, and painting of the tank only. Cost exceeds Administrator’s authority.

Mr. Meals, **“I make a motion,”** seconded by Mr. Samuels.

Short discussion ensued to include concerns about the payment terms and the additional cost for the sandblasting, necessary repairs, and painting.

UNANIMOUS

20-12-03 A

Full motion read: To authorize the Administrator to accept the proposal from Ovivo dated November 5, 2020 (Revised November 24, 2020) in the amount of \$560,189.00 and to issue a Purchase Order for the work. Funds to come from Water Revenues/Capital Outlay.

8. DISCUSSION

a. Capitol Access Contract Renewal – Jerry Paul

Mr. Meals moved, **“to allow the Professional Services Agreement between The Englewood Water District and Capitol Energy Florida Service, LLC d/b/a Capitol Access to automatically renew for another 12 months,”** seconded by Ms. Wright.

UNANIMOUS

20-12-03 B

9. ADMINISTRATOR’S REPORT – Ray Burroughs – Mr. Burroughs began his report stating we had our DEP sanitary survey inspection, it went great.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. The total send out for November was 91.26 MG/last year it was 80.50 MG. Average daily flows were 3.04 MGD/last year it was 2.68 MGD and the high was 4.08 MGD/last year it was 3.10 MGD. Rainfall was 4.76”/last year it was 0.79”.

2. DeLoach has wrapped up things with the degasifier, this project is complete.

3. The operators have been doing general maintenance and preparing for our sanitary survey which was done this past Tuesday. Sarasota County DOH performed their 3-year inspection with no issues to report.

Distribution:

1. On November 24, 2020 the final tie-in for Boca Royale, Unit 14 was completed after they received FDEP certification.
2. There were 8 new ERCs established; all single family.
3. 51 meter heads were replaced.
4. 800 meters are left to change to radio reads, completion is at 95%.
5. 147 customer requested meter turn ons were done.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flows for November were 1.62 MGD, with a peak flow of 3.05 MG during Tropical Storm Eta.
2. The paint work on Plant #4 continues.

Collections:

1. Crews replaced 2 vacuum pit bottoms.
2. Crews finished up on Lift Station #119 in Boca Royale on December 1st, final touchups will be completed.
3. Crews were out during the Tropical Storm Eta event. A lot of flooding but no real issues in the field.

Mr. Burroughs added that EWD was recognized by the EOC for processing wastewater from one of the barrier islands, they were very thankful.

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

CIP/In-house Projects:

1. Beach Road Force Main – the bid package was posted on November 13, 2020; there have been some questions and a lot of interest in the project.
2. Holiday Ventures Sewer Study – Kimley-Horn did a walk-through Tuesday of Holiday Ventures and the WRF evaluating equipment, documenting, and photographing.
3. WRF Electrical Study – the electrician is scheduled for Friday to go over the electrical at the wastewater treatment plant.

Developments/Projects:

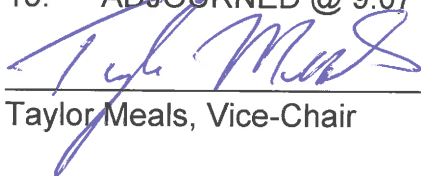
1. Boca Royale 14 – sewer and water tie-ins are available for the first 43 lots.

d. FINANCE DIRECTOR – Lisa Hawkins

1. The restricted money for the meter replacement line on the balance sheet has been unrestricted.
1. Financial Statements for October/first of the new year – operating revenue was \$1.442M about the same as last year with an operating expense of \$663,000 which is approximately \$318,000 less than last year. Leaving operating income at \$779,000.
2. Investment Statements for October/first of the new year – we had \$ 13.742M with BB&T and \$3.5M with Centennial Bank.

Mr. Burroughs concluded the Administrator's report.

10. ATTORNEY'S REPORT – Robert H. Berntsson
 - a. Henderson/Franklin Misappropriation of Name Lawsuit Update – this matter is concluded, and a decision was made to not seek attorney fees and costs because the likelihood of recovery was small making the cost to pursue it not worth it.
 - b. Attorney Robert Benedict will be attending the January 7th meeting while Attorney Berntsson is out of town.
11. OLD BUSINESS – None
12. NEW BUSINESS
 - a. DRAFT 2021 Schedule of Board Meetings – for review only, it will be voted on at the January 7th meeting.
13. PUBLIC COMMENT – ANY TOPIC – None
14. BOARD MEMBER COMMENTS – All Board members recognized the difficulties of 2020 and expressed holiday cheer to all.
15. ADJOURNED @ 9:07 a.m.



Taylor Meals, Vice-Chair

/tlh

APPROVED