

MINUTES
ANNUAL AND ORGANIZATIONAL MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
JANUARY 7, 2021 @ 8:30 A.M.

Board of Supervisors:

Sydney B. Crampton, Chair
Taylor Meals, Vice-Chair
Phyllis Wright
Robert C. Stern, Jr.
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
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 (No Presentation)
 - a. Ron Franklin, Collections Manager – 25 years
 - b. Kyle Herzog, Distribution Manager – 15 years
 - c. Tim Weber, WRF Plant Operator – 15 years
4. PUBLIC INPUT – AGENDA ITEMS ONLY – None
5. CONSENT SECTION – Chair Crampton called for removal of any item and questioned if there were any conflicts with the 2021 meeting schedule. Hearing no response, Mr. Stern moved, **“to approve the consent agenda as presented,”** seconded by Mr. Samuels.
 - a. Ratification of Elected 2021 Officers
 - b. Minutes of the Regular Meeting dated December 3, 2020
 - c. Attorney’s Invoice: The Big W Law Firm dated December 16, 2020
 - d. Attorney’s Invoice: Henderson/Franklin dated November 23 & December 8, 2020
 - e. Calendar Year 2021 Schedule of Board of Supervisors Meetings

UNANIMOUS

21-01-07 CS A
21-01-07 CS B
21-01-07 CS C
21-01-07 CS D
21-01-07 CS E

6. ACTION ITEMS

a. Ratification of Emergency Repairs to Lift Station #218 – Mr. Burroughs introduced the item. On December 4, 2020 Lift Station #218 was destroyed in a single vehicle accident in front of Oakshores at Lemon Bay near the intersection of SR 776 and Bay Heights. Among the damages were the power supply and distribution to not only this

lift station but also to four additional smaller lift stations and the lift station control panel for lift station #218. The cost of the replacement control panel, with freight charges is \$26,497.80, which exceeds the Administrator's authority. Since the overall cost of repairs to the electrical power have not been determined yet, I requested approval up to \$100,000 to get started on these emergency repairs. Chair Stern approved the memo for emergency replacement of the control panel & electrical repairs/replacement on December 10, 2020.

Mr. Meals moved, **"to ratify the memo,"** seconded by Mr. Stern.

UNANIMOUS

21-01-07 A

Full motion read: To ratify the memo – authorization of the Administrator's authority, up to \$100,000, to purchase the control panel as well as any additional purchases deemed necessary for replacement/repair of these lift stations. Funds to come from wastewater revenues.

b. EWD/West Villages Entries Utilities Agreement – Mr. Burroughs introduced the item. There are 6 parties involved in this agreement:

- Manasota Beach Ranchlands, LLP
- Winchester Florida Ranch, LLLP
- West Villages Improvement District
- BMG Three, LLC
- Pulte Home Company, LLC
- Englewood Water District

If you break down the agreement, there are essentially three parts to it:

1. Pulte is developing the land previously owned by BMG Three, LLC for a project known as Beachwalk by Manasota Key. Pulte will need reuse water for the project but the EWD owned reuse main ends short of the property at Boca Royale (approximately 0.7 miles away). Pulte would like to purchase a portion of the existing reuse main from West Villages so that a new segment does not have to be constructed. West Villages agreed to sell the portion of main, but it has to be sold to EWD. Pulte and/or BMG will pay EWD prior to the funds being paid to West Villages. Pulte and/or BMG will also relocate West Villages meter to the new location.
2. Pulte is also required to design and construct a new forcemain along the FPL powerlines to serve a portion of their project. Previous easements were written as "water" easements and did not cover sewer. Under this agreement, these easements are being modified to expand the easements allowing for property separation as well as making them "utility" easements.
3. EWD and West Villages have agreed that water and sewer will be made available to West Villages area within EWD's service area with builders having to pay the normal and customary tap-in fees as EWD charges elsewhere. EWD

and West Villages also agreed that EWD will perform a Capital Improvement Study (CIS) for sewer (Current Holiday Ventures/Sewer Masterplan Update). If the outcome of those studies suggest that a north Wastewater Treatment Plant is needed, the required land will be sold to EWD in exchange for equivalent ERC credits. Same applies for a CIS study for water and if any future wells are required.

Mr. Burroughs also stated we will only serve the properties inside our serve area and construction is 10-15 years down the road.

Mr. Meals moved, **“to authorize the Chair to sign and Secretary to the Board attest, the Utilities Agreement between Englewood Water District and West Villages Entities,”** seconded by Ms. Wright.

UNANIMOUS

21-01-07 B

c. Beach Road & Swepston Bridge Forcemain Project Bid Award – Mr. Burroughs introduced the item. Eight bids for the Beach Road & Swepston Bridge Forcemain Project were received and opened on December 16, 2020 at 2:30 P.M. Bids were reviewed by EWD staff and the Engineer, GWE. Based on the bid results, it is staff’s recommendation to award the Beach Road & Swepston Bridge Forcemain Project contract to Spectrum Underground, Inc. in the amount of \$377,755.75. This project cost exceeds the Administrator’s Authority.

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

UNANIMOUS

21-01-07 C

Full motion read: To approve the award for RFB 2021-112 Beach Road & Swepston Bridge Forcemain to Spectrum Underground, Inc. in the amount of \$377,755.75. Funds to come from Capital Outlay.

7. DISCUSSION – None

8. ADMINISTRATOR’S REPORT – Mr. Burroughs began by congratulating Chair Crampton for 21 years of service and Ms. Wright for 18 years of service, thanking them both.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out was 83.51 MG/last year it was 85.71 MG.
2. Average daily flows for December were 2.69 MGD/last year it was 2.76 MGD and the high was 4.5 MGD/last year it was 3.74 MGD. Rainfall was 2.85”/last year it was 3.33”. Total rainfall for 2019 was 42.76”/2020 was 52.65”.
3. Operators and Distribution crews came in on Wednesday, December 23rd at midnight and replaced a 16” valve for one of our high service pumps. This required shutting down the 30” main leaving the plant. The job went like clockwork and staff did an outstanding job completing this task.

4. The sanitary survey with the Health Department was done December 1st, they inspected both plants and all went well.

Distribution:

1. They had two incidents to report both were on December 7, 2020. A 2" PVC watermain located on Horton Avenue was broken by a homeowner with a shovel. Repairs were made under pressure and no boil water notice was needed. A 6" gate valve located on Griggs Road & Roberts Street started leaking, they replaced the bolts in the bonnet under pressure and no boil water notice was needed.
2. There were 21 new ERCs established; all single family.
3. 160 new radio read meter were installed.
4. 5 DCMA's were replaced.
5. 79 meter heads were replaced.
6. 91 meters were replaced which leaves 733 meters left to change to radio reads. This puts the District at 96% completion.
7. 166 customer requested meter turn ons were done.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flows for December were 1.59 MGD, with a peak flow of 2.02 MG.
2. The paint work on Plant #4 has been completed, we have a 1 year warranty.
3. Ground Water Monitoring Plan – two new monitor wells have been installed at the Oyster Creek Golf Course, they are in place and being sampled now. This is the only sampling location for our reuse monitoring because they exclusively use reuse from EWD.
4. Staff began rehabbing Centrifuge #1 this month as an in-house project. Completion is expected in the next week or so.

Collections:

1. Lift Station #218 – the collections crew has been manually running all the lift stations associated with it with generators. The new panel was estimated to be shipped around January 15th, but it may be earlier.
2. Crews replaced 1 vacuum pit bottom.
3. Vacuum Monitoring System – one more antenna will be installed at V6 to increase the range, with the remaining sensors being installed. Work should be completed in the next month or so.

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

CIP/In-house Projects:

1. Holiday Ventures Study – a meeting with West Villages was attended to review their future plans, major development within our service area is 10-15 years out.
2. Lime Plant Treater No. 2 – submittals are expected in the next 2 weeks for approval.


3. Elevated Tank Rehab – staff has been working to finalize the bid package, it will be brought to the March or April meeting for approval.
4. Lime Plant High Service VDF Upgrade – a quote was received from Curry Controls and is being review. It should be brought to the February meeting for approval.

Developments/Projects:

1. Park Forest Phase 7A – this is 11 units near Pine Street.
 2. Starbucks – the developer intends to submit plans to the Charlotte County Board of County Commissioners later this month.
- d. FINANCE DIRECTOR – Lisa Hawkins
1. Financial Statements for November – operating revenue was \$2.650M with an operating expense of \$1.724M, close to where we were last year. Leaving operating income at \$926,572. Cash contributions increased by over half a million because we received Boca Royale, Unit 14 capital fees.
 2. Investment Statements for November – we had \$13.741M with BB&T and \$4.675M with Centennial Bank.
 3. Staff is still working on the audit; we are awaiting FRS reports. The audit may be presented at the March meeting.

Mr. Burroughs concluded the Administrator’s report.

9. ATTORNEY’S REPORT – Robert H. Berntsson – None
10. OLD BUSINESS
 - a. Revision to the Surface WTP Treater No. 2 Rehabilitation Quote – At the December meeting Mr. Meals questioned the payment terms of the Ovivo proposal. Ovivo revised their proposal with the updated terms on page 7 of the proposal. No other changes were made.
 - a. Pay Scale Study – Mr. Meals questioned where we were with the process and Mr. Burroughs replied the scope of work should be complete and published this week. We anticipate completion of the study in May.
11. NEW BUSINESS – Mr. Meals referenced a story in the Englewood Sun about Charlotte County providing sewer service to some of the islands and questioned why water was not also being part of that discussion. Staff will review the agreement with Bocilla Utilities.
12. PUBLIC COMMENT – ANY TOPIC – None
13. BOARD MEMBER COMMENTS – Happy New Year well wished from all Board members and Chair Crampton thanked the Board for the nomination of Chair.
14. ADJOURNED @ 9:04 A.M.



Taylor Meals, Vice-Chair
/tlh APPROVED