

MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
FEBRUARY 4, 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. PRESENTATION
 - a. Florida Section AWWA Presentation of the 2020 Landmark Award – Richard Anderson & FSAWWA Public Affairs Chair, Terri Holcomb awarded the District with a bronze plaque in recognition of a facility (Lime Softening Plant) or structure that has been in service for over 50 years. This is an AWWA national award and The Englewood Water District is the third in this area to receive it. Mr. Meals commented that this award is also accepted on behalf of all past board members, employees, supervisors, and administrators; people with 50 years of foresight for the District and taking care of the community.
4. SERVICE AWARDS (No Presentation)
 - a. Chris Borovsky, Wastewater Operations Lead Operator – 10 years
5. PUBLIC INPUT – AGENDA ITEMS ONLY – None
6. CONSENT SECTION – Chair Crampton called for approval of the Consent Section. Mr. Meals moved, **“to approve the consent agenda as published,”** seconded by Mr. Stern.
 - a. Minutes of the Annual & Organizational Meeting dated January 7, 2021
 - b. Attorney’s Invoice: The Big W Law Firm dated January 18, 2021

UNANIMOUS

21-02-04 CS A

21-02-04 CS B

7. ACTION ITEMS

a. High Service Pump Electrical Upgrade – Mr. Burroughs introduced the item. Currently, only one of the three larger high service pumps are equipped with a VFD (Variable Frequency Drive). In order to increase redundancy and help further protect the system from pressure loss, VFD’s should be added to the other two pumps. After reviewing the existing switch gear and existing VFD with Curry Controls staff, it was

their recommendation that the antiquated switch gears also be replaced. The new VFD's would then be located within new MCC sections. Once completed, all of the switch gear for the Lime Plant and High Service Pump Station will have been upgraded. This is a budgeted CIP project that exceeds the Administrator's \$25,000 authority.

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

UNANIMOUS

21-02-04 A

Full motion read: To accept the Curry Controls Company Quote #Q20-5268 dated January 21, 2021 in the amount of \$247,752.00 for the High Service Pump Electrical Upgrades Project. Funds to come from capital outlay.

b. Lime Plant Isolation Valve Installation – Mr. Burrough introduced the item. During routine maintenance on the smaller high service pumps at the Lime Plant, a valve was found to be inoperable. While attempting to isolate the section of piping in order to replace this valve, one of the isolation valves broke. This valve cannot be replaced without risk of losing pressure to a portion of the District. Therefore, a new 14" valve will need to be cut in. A quote from DeJonge Excavating Contractors Inc. in the amount of \$35,077.98 has been received and will piggyback Amendment No. 2 to Sarasota County contract No. 2017-247. Cost exceeded the Administrator's \$25,000.00 authority.

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

UNANIMOUS

21-02-04 B

Full motion read: To accept Quote No. EWD00225 dated January 21, 2021 from DeJonge Excavating Contractor's Inc. in the amount of \$35,077.98, piggybacking Amendment No. 2 to Sarasota County contract No. 2017-247. Funds to come from water revenues.

c. Lift Station #218 Electrical Repair/Upgrade Project – Mr. Burrough introduced the item. Staff requests Board approval for the creation of a new FY21 CIP Project and an amendment to the CIP Budget in the amount of \$200,000.00 for the Lift Station #218 Electrical Repair/Upgrade Project. At the January 7, 2021 meeting, the Board unanimously approved ratification of the emergency repairs memo for Lift Station #218 by Resolution No. 21-01-07 A, with approval up to \$100,000.00 in expenditures. At that time, the full cost for the repairs was unknown. Staff has looked at both repairing the system as it was originally installed, as well as having separate electrical services installed for the other 4 lift stations that were originally fed from LS #218. After reviewing the options, staff believes it would be in the best interest of the District to have separate electrical services installed for each lift station at this time. Three of the five required control panels have been purchased but the cost of the remaining two will exceed the approved \$100,000.00 amount. Because of the extensive scope of these repairs and the fact that we will be upgrading the system as it is rebuilt, it is staff's request that a new CIP Project with a budget of \$200,000.00 be created at this time. All expenditures previously made will be moved to the CIP Project and would be included as part of the approved budget. It was clarified that funds already spent on this project are included in

the \$200,000.00 budget and the \$100,000.00 originally allocated will be returned to the Collections budget.

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

UNANIMOUS

21-02-04 C

Full motion read: 1) To create a new FY21 CIP Project - Lift Station #218 Electrical Repair/Upgrade (account number to be determined) with a budget in the amount of \$200,000; 2) To reassign previous expenditures related to LS #218 Repairs to the new account; 3) To approve the purchase of the two additional lift station control panels from Xylem Water Solutions USA, Inc. in the amount of \$55,072.00, funds to come from the General Fund.

8. DISCUSSION – None

9. ADMINISTRATOR’S REPORT – Ray Burroughs – Mr. Burroughs began his report by recognizing an employee. Last week, Lead Meter Reader, Bev Perry went above and beyond the call of duty. An elderly woman fell and severely broke her arm. Bev called 911, stayed with the lady until the ambulance arrived and called the women’s daughter to alert her. She was commended for her thoughtfulness.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for 2020 was 97.3 MG/ 2021 was 89.09 MG.
2. Average daily flows for January 2020 were 3.14 MGD/2021 was 2.87 MGD and the 2020 high was 3.81 MGD/2021 high was 3.29 MGD. Rainfall 2020 was 2.03”/2021 was .25”. Total rainfall for 2020 was 52.65”.
3. Operators removed the covers from treater #2 and began preparing it for Ovivo.
4. DeJonge was on site this past month to inspect the job for the cut in valve. This is part of the bigger project as the operators are replacing check valves and isolation valves for the high service pumps.

Distribution:

1. They had three incidents to report. On January 10th a boring contractor damages a 6” watermain located at Paul Morris Drive and McLeroy Drive. Repairs were made under pressure, so no boil water notice was issued. On January 13th a boring contractor hit a 2” watermain located on Gulf Boulevard. A boil water notice was issued and rescinded on January 15th. On January 14th a 2” watermain was repaired on Harvard Street. It was repaired under pressure with a repair clamp, so no boil water notice was issued.
2. There were 19 new ERCs established; all single family.
3. 52 meter heads were replaced.
4. 168 meters were replaced which leaves 565 meters left to change to radio reads. This puts the District at 97% completion.
5. 67 customer requested meter turn ons were done.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flows for January were 1.69 MGD, with a peak flow of 2.31 MG.
2. Rehab work on the Jumbo 4 Centrifuge continues.
3. The electrical study at the WRF is scheduled to begin on February 16th. This report will be part of the wastewater study.

Collections:

1. Rehab work at Lift Station #119 has been completed, except the lining of the wet well. We have valved the forcemains to take flow away from Lift Station #115 at the Lemon Bay Shopping Center.
2. Crews also rehabbed Lift Station # 221 on Blue Heron Drive in Holiday Estates.
3. Crews are working to get Lift Station #218 back online. A lot of man hours have been spent manually pumping these stations.

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

New Task Orders Assigned:

1. ARDURRA-21-001 – This was the final task for updating the ground water monitoring plan and changing where the monitoring location is in the District.
2. Kimley-Horn-21-002 – the findings of this study will be incorporated into the larger Holiday Ventures and sewer master plan update study.

CIP/In-house Projects:

1. Beach Road Force Main – we have received all the necessary documents from Spectrum Underground and a pre-construction meeting is anticipated in the next 2 weeks. It's scheduled for completion 120 days after the notice to proceed is issued.
2. Elevated Tank Rehab – after evaluation, it was determined that sand-blasting prior to painting would be beneficial. If the color and/or logo is going to be changed, now would be the time. If the board has any suggestions for either, please contact Keith or Ray. Short discussion of cell tower leases, equipment, hardship funds, and Osprey nesting took place.
3. V-1 Rehab Project – staff met with GWE to discuss options for replacement of the vacuum tank. Evaluation now for funding in next year's budget.

Developments/Projects:

1. Boca Royale 14 – Morris Engineering submitted their certification package for approval, staff is reviewing it.
2. Sarasota County Dearborn Improvements – had a brief meeting with Debbie Marks of the Englewood CRA, the Dearborn section is going out to purchasing now and the South McCall section will go out to purchasing late this fall.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Financial Statements for December – operating revenue was \$4.305M, about \$49,000.00 more than last year, an operating expense of \$2.877M, about \$384,000.00 less than last year. Leaving operating income at \$1.428M so far this year.

2. Investment Statements for December – we had \$13.771M with BB&T and almost \$5M with Centennial Bank. Currently, the money market is making more than CDs.
3. The audit is expected to be presented at the March board meeting.

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

11. OLD BUSINESS

a. Sarasota County Non-Exclusive License Agreement for Monitor Well – After board approval and execution of this agreement, Sarasota County made a correction to the agreement. On page 2, 3. Use. Exhibit B was changed to read Exhibit A. No other changes to the agreement were made.

12. NEW BUSINESS – None

13. PUBLIC COMMENT – ANY TOPIC – None

14. BOARD MEMBER COMMENTS – Staff was congratulated for receiving the Landmark Award.

15. ADJOURNED @ 9:10-AM



Taylor Meals, Vice-Chair

/tlh

APPROVED