

**MINUTES**  
**REGULAR MEETING**  
**ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS**  
**201 SELMA AVENUE, ENGLEWOOD, FL 34223**  
**June 3, 2021 @ 8:30 A.M.**

**Board of Supervisors:**

Sydney B. Crampton, Chair  
Taylor Meals, Vice-Chair  
Phyllis Wright  
Robert C. Stern Jr.  
Steven Samuels (absent)

**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 – With thanks, Chair Crampton presented Customer Service Representative, Sheryl Strall with a 10-year service award.
4. PUBLIC INPUT – AGENDA ITEMS ONLY
  - a. Karl Feltes – 284 Talquin Court, Mr. Feltes’ letter “Availability of Potable and Reclaimed Water” was distributed and read aloud for public record.
5. DISCUSSION
  - a. Park Forest Reuse – Mr. Burroughs began the discussion. Staff met with representatives from Park Forest Phases 1 & 2, 3, and 4, then with the developer of Park Forest Phase 7 to discuss Phase 7’s connection point to the reuse system. Purpose /Justification: To discuss the best solution for all parties involved for providing reuse water to Phase 7. He then read aloud Mr. Feltes’ letter.
    1. Alex Bugaett, 419 Cypress Forest Dr. – Vice President of the Phase I Park Forest Board and liaison to the Infrastructure Committee. Mr. Bugaett agreed with Mr. Feltes’ statements and also spoke to the lack of availability of reclaimed water in his phase of the community.
    - b. Cattle Grazing Request on EWD Property/ Morningside Drive – Mr. Burroughs began the discussion. Mr. Lowry, the owner of property on Morningside Drive, adjacent to EWD property, has asked for permission to graze his cattle on EWD owned land. Board approval would be necessary to grant his request and Mr. Lowry also expressed interest in doing improvements to the land that would be turned over to the District.  
  
Short discussion ensued about liability and Attorney Berntsson referenced a portion of the Enabling Act.  
  
Mr. Stern moved, “we deny access for cattle grazing,” seconded by Mr. Meals.

**UNANIMOUS**

**21-06-03 A**

6. PRESENTATION

a. Evergreen Consultants LLC – Job Classification Pay Range and Budget Amendment – Ms. Angele Yazbec exhibited their findings in a detailed power point presentation. The entire Board and Mr. Burroughs expressed their appreciation of the comprehensive report that was provided.

Mr. Meals moved, **“1.) To approve the Organizational Chart and Job Classification Range as presented and 2.) to approve an amendment to the FY21 operating budget totaling \$172,253.25,”** seconded by Ms. Wright.

**UNANIMOUS**

**21-06-03 B**

7. CONSENT SECTION – Ms. Crampton called for a motion to pass the Consent Section. Mr. Stern moved, **“to approve the consent agenda,”** seconded by Mr. Meals.

a. Minutes of the Regular Meeting dated April 1, 2021

b. Attorney’s Invoices: The Big W Law Firm dated April 16, 2021 & May 17, 2021

c. Attorney’s Invoices: Henderson/Franklin dated March 31, 2021 & April 29, 2021

**UNANIMOUS**

**21-06-03 CS A**

**21-06-03 CS B**

**21-06-03 CS C**

8. ACTION ITEMS

a. Ratification of WRF Emergency Repairs of Hoffman Blowers Memo – Mr. Burroughs stated this item is for the Ratification of the Emergency Repairs of Hoffman Blowers Memo; repair amount exceeds the Administrator’s \$25,000.00 authority and approval for additional repairs not to exceed \$50,000.00. Purpose/Justification: The WRF required emergency repairs for two (2) units of their Hoffman blowers. The blowers are vital to the operation of the wastewater treatment plant as it helps maintain effluent quality per requirements of the Florida Department of Environmental Protection. Further repairs utilizing Mader’s services were necessary for this project but will not exceed the additional \$50,000.00 that was requested.

Ms. Wright moved, **“to approve as read,”** seconded by Mr. Stern.

**UNANIMOUS**

**21-06-03 C**

Full motion read: 1) To ratify the memo – approval of the Mader Electric Motors quotes, piggybacking Lee County’s contract B180244GWT for emergency repairs of two (2) Hoffman Blowers in the amount of \$29,612.00 and 2) authorization of the Administrator’s approval for additional repairs utilizing Mader’s services, not to exceed \$50,000.00.

b. Blower Purchase for the WRF – Mr. Burrough stated this item is for authorization to use Gardner Denver NASH for the Multistage Centrifugal Blowers as a single source procurement. Purpose/Justification: The original blowers for all of the plants were remanufactured Hoffman blowers sold by HSI and we have a total of 7 blowers at

the WRF plant. From the beginning, the plant was designed using the Hoffman blowers and as the other plants were added, they continued to use Hoffman. Since Hoffman has become our standard blowers, for consistency in the system, we need to continue to use Hoffman blowers. While there are plans to replace more blowers in the future, we only need to replace two of the blowers at this time. We plan to reuse the existing motor, blower frame and control panel, therefore, the Hoffman blower is the only blower that will fit this current configuration. This purchase is adequately covered by the CIP-Blower Upgrade WRF Ph 1 budget line item.

Mr. Stern, “ I’ll make a motion,” seconded by Mr. Meals.

**UNANIMOUS**

**21-06-03 D**

Full motion read: To authorize single source procurement from Gardner Denver NASH, Two (2) Hoffman Model 74107-ADGI-Bare Multistage Centrifugal Air Blowers at a cost of \$102,658.00. Funds to come from CIP-Blower Upgrade WRF Ph 1 account number 625637-600-250.

c. Budget Amendment for Laboratory Equipment Purchase – Mr. Burroughs stated this item is to request Board approval for an amendment to the Laboratory Budget in the amount of \$53,798.95 for the purchase of one (1) Spectrometer. Cost exceeds the Administrator’s \$25,000.00 authority. Purpose/Justification: The current Agilent Spectrometer was purchased in October of 2003 for \$46,818.49. In recent years, EWD had entered into a maintenance agreement with Agilent for repair and maintenance of the equipment. Prior to the last renewal, Agilent informed us that due to the age of the equipment and availability of spare parts, they would be unable to renew the maintenance agreement. Earlier last month there was an issue with the acetylene tank/regulator which caused damage to the gas box on the Spectrometer and quotes to repair the gas box were over \$10,000.00. Replacement of the Spectrometer was intended to be included in the FY22 budget, so it is Staff’s recommendation that the equipment be replaced at this time rather than repairing it.

Mr. Stern moved, “ to approve as read,” seconded by Mr. Meals.

**UNANIMOUS**

**21-06-03 E**

Full motion read: 1) To approve an amendment to the laboratory budget in the amount of \$53,798.95 and 2) To purchase one (1) replacement Spectrometer from Agilent Technologies in the amount of \$53,798.95 as a sole source purchase.

d. BMG 1<sup>st</sup> Amendment to Corrective Non-Exclusive, Temporary Easement Agreement – Mr. Burroughs stated this item is the BMG/EWD 1<sup>st</sup> Amendment to Corrective Non-Exclusive, Temporary Easement Agreements. Purpose/Justification: These agreements amend the Existing Easements to revise the description of the Original Easement Areas. They have been reviewed by EWD Staff and District Counsel and are found to be acceptable.

Ms. Wright moved, “to approve as read,” seconded by Mr. Meals.

**UNANIMOUS**

**21-06-03 F**

Full motion read: To authorize the Chair to sign and Secretary to the Board attest, two BMG/EWD 1<sup>st</sup> Amendments to Corrective Non-Exclusive, Temporary Easement Agreements.

e. Holiday Ventures Bypass Pump Purchase – Mr. Burroughs stated this item is for Authorization for the purchase of one (1) Blue Star 500kW 480V Three-Phase Generator per Quote # 03312021-JA from Mid Florida Diesel in the amount of \$107,392.00. Purpose/Justification: The 2017 Masterplan recommended the purchase of an on-site bypass pump for the Holiday Ventures master lift station. The proposed bypass pump is an engine driven pump mounted on a trailer that can be plumbed either from the wet-well or in-line with the forcemain. The bypass pump will provide emergency pumping should one or more pumps fail or shall the lift station need to be taken offline for repairs. In the event that Holiday Ventures is ever taken off-line permanently or is down-sized, the bypass pump could be utilized at Lift Station 210. Staff met with different vendors and suggests that we move forward with the Godwin Pump. Godwin Pumps are sold by Xylem, who is the same vendor as all of our Flygt lift station pumps. They are based out of Lakeland, FL and have local maintenance staff in the event of issues.

Mr. Stern moved, “to approve as read,” seconded by Mr. Meals.

**UNANIMOUS**

**21-06-03 G**

Full motion read: To authorize the purchase of one (1) Godwin Diesel Pump from Xylem in the amount of \$118,632.00 piggybacking Florida Sheriffs Association Contract FSA20-EQU18.0 Heavy Equipment. Funds to come from the FY21 CIP Budget.

f. Lime Plant Generator Replacement – Mr. Burroughs stated this item is for Authorization for the purchase of one (1) Blue Star 500kW 480V Three-Phase Generator per Quote # 03312021-JA from Mid Florida Diesel in the amount of \$107,392.00. Purpose/Justification: The Lime Plant/High Service Pump generator was manufactured in 2007. While the generator portion appears to still be in good shape, the fuel tank is in need of replacement. Staff obtained quotes from the generator manufacturer for a replacement fuel tank as well as a full generator replacement. Upon reviewing those quotes, it became apparent the best option would be to replace the entire generator. Staff then obtained quotes from multiple vendors for full generator replacement. Staff recommends purchasing the 500kW Blue Star Generator from Mid Florida Diesel. The proposal includes an upgrade from a 24 hour fuel tank to a 48 hour and also includes installation.

Ms. Wright moved, “to approve as read,” seconded by Mr. Stern.

**UNANIMOUS**

**21-06-03 H**

Full motion read: To authorize the purchase of one (1) Blue Star 500kW 480V Three-Phase Generator per Quote # 03312021-JA from Mid Florida Diesel in the amount of \$107,392.00 piggybacking Florida Sheriffs Association Contract FSA20-EQU18.0 Item #127. Funds to come from the FY21 CIP Budget.

9. ADMINISTRATOR'S REPORT – Ray Burroughs
  - a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for May 2021 was 106.68 MG/ 2020 was 97.26 MG.
2. April of this year our total send out was 101.36 MG with a peak day of 4.4 MGD.
3. Average daily flows for May 2021 were 3.44 MGD/2020 was 3.13 MGD and the 2021 high was 3.81 MGD/2020 high was 4.11 MGD. Rainfall 2021 was 0.68"/2020 was 3.81".
4. In April Keith and I met onsite in Wellfield #3 with the developers of Beach Walk to discuss our wells and possible panel upgrades and overall logistics of that project.
5. Last month we met with Ashlee Hollifield from SWFWMD to go over our PSAR. She will help us complete our water audit by October of this year.
6. At the Plant, Operators and Distribution crew installed an 8" valve on the #2 high service pump.

Distribution:

1. This month Distribution had two incidents to report. On 5-19-2021 there was a 2" inch water main break at Lakeview Place. The leak was repaired under pressure and no boil water notice was needed. On 5-20-2021 there was a 2" water main break at S. Pine Street. The break was repaired under pressure and no boil water notice was needed.
2. On March 11<sup>th</sup> 2004 the District began installing radio reads. In April of this year the crew finished installing the final 113 meters to bring the District to 100% radio reads with a total of 18,270 meters installed.
3. For April new meter sets were 18 ERCs, all single family and for the month of May we had 1 meter set equaling 1 ERC.
4. April we had 260 and May we had 361 customer requested meter turn offs.

Mr. Burroughs added that Production and Distribution did a great job on the meter replacement program.

- b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flows for April were 1.46 MGD, with a peak flow of 1.72 MG. The average daily flows for May were 1.21 MGD, with a peak flow of 1.44 MG. Flows have dropped by about 250,000 GPD.
2. The air line project for Plant #4 has been completed and the plant can come back online if we need it.
3. The large reject pond liner had some tears in it, so the pond was emptied, and the liner was repaired. The pond is now back online.

4. Staff has also been rehabbing one of the centrifuge, it's a big job.

Collections:

1. The new lift stations associated with LS #218 are complete. They are known as #240, #241 and #242 and are all now online.

c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E.

CIP/In-house Projects:

1. Beach Road Force Main – the directional bores have been completed over and under the waterway. The tie-in will be completed overnight in early July while flows are low.

2. CIPP-EBCO – this project is complete and will be removed from the status report.

3. Holiday Ventures Sewer Study – Kimley-Horn will present their findings at the July meeting and open discussion on how to proceed.

4. Lime Plant High Service Electrical Upgrade – Curry Controls was onsite earlier this week to pour the extension pad and the MCCs have shipped.

5. WRF Electrical Study – the electrical study will be presented with the sewer study and recommendations will be made based on how we proceed.

Developments/Projects:

1. Beach Walk by Manasota Key – Plans for Phase II have been received and staff will meet with the developer on Friday to discuss the amenity design.

2. Starbucks – clearing has begun with utility submittals to follow; vertical construction will begin soon.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Mid-Year Budget Review – Ms. Hawkins reviewed the budget recap highlighting each department that is over/under budget with explanation of the overages.

2. Financial Statements – April Operating revenue was \$10.351M, about \$4,000 more than this time last year, revenues will likely stay about the same because there was no rate increase for this year. There was operating expenses of \$6.832M, about \$400,000 less than last year. Leaving operating income at \$3.519M. Capital contributions had an increase of \$483,000 from capital fees for Boca Royale.

3. Investment Statements – April we had \$14.792M with Truist and about \$6M with Centennial Bank.

Mr. Burroughs concluded the Administrator's report.

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

11. OLD BUSINESS – None

12. NEW BUSINESS – Mr. Meals stated that the rate study gave a clear direction on what the District needs to retain staff and stay competitive, but the Administrator's salary is left up to the Board. After reviewing the rate study, Mr. Meals recommended Mr. Burroughs' salary be increased to \$125,000 effective immediately, so he is compensated fairly.

Mr. Meals moved, “ to move Ray to \$125,000 a year,” seconded by Mr. Stern. Mr. Meals added that it become effective immediately.

**UNANIMOUS**

**21-06-03 I**

13. PUBLIC COMMENT – ANY TOPIC

a. Donald MacDonald, 5245 Willow Lake Court, Sarasota – General Contractor for the Developer at Park Forest. Mr. MacDonald expressed their desire to work with Park Forest and EWD to make it as easy as possible to hook up to reuse.

b. Peter Herman, 277 Park Forest Blvd – Representative of Phases III & IV. Mr. Herman expressed his opinion of where Phase 7’s connection should be, who originally paid for the connection pipe and his concerns about the low pressure that could result from additional homes being added to reuse.

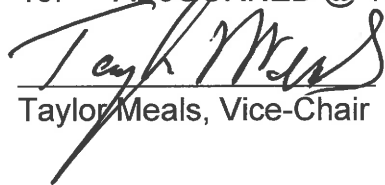
c. Alex Bugaett , 419 Cypress Forest Dr. – Vice President of the Phase I Park Forest Board and liaison to the Infrastructure Committee. Mr. Bugaett spoke again reiterating his concern about the lack of availability of reclaimed water in his phase of the community and also voiced his opinion of where Phase 7c’s connection should be.

d. H. Wayne Houmiel, 224 Park Forest Blvd – Former Representative from 2008. Mr. Houmiel voiced his displeasure of the Developer offering a \$40,000.00 payment to only Phase IV when both Phase III and IV paid for the pipe.

Mr. Burroughs explained the most feasible connection locations for EWD and our efforts to improve pressure for all our reclaimed water customers. Attorney Berntsson added that this is a staff level decision.

14. BOARD MEMBER COMMENTS – Mr. Stern apologized for missing the May meeting; he and Mr. Meals both thanked staff and the consultant for the comprehensive pay study, Ms. Wright expressed condolence to Mr. Stern for the loss of his father and Chair Crampton thanked the speakers for their public input and assured them that staff would come up with a solution.

15. ADJOURNED @ 10:41 AM



Taylor Meals, Vice-Chair

/tlh

APPROVED