

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
AUGUST 5, 2021 @ 8:30 A.M.**

Board of Supervisors:

Sydney B. Crampton, Chair (absent)
Taylor Meals, Vice-Chair (absent)
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 (absent)
Lisa Hawkins, Finance Director
Teresa Herzog, Executive Assistant

In the absence of both Chair Crampton and Vice-Chair Meals, Mr. Stern conducted the meeting.

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. CONSENT SECTION – Mr. Stern called for a motion to approve the consent section in its entirety unless anyone wanted to pull any section out. Ms. Wright moved, “**I make that motion,**” seconded by Mr. Samuels.

- | | |
|---|----------------------|
| a. Minutes of the Regular Meeting dated July 1, 2021 | 21-08-05 CS A |
| b. Attorney’s Invoice: The Big W Law Firm dated July 16, 2021 | 21-08-05 CS B |

UNANIMOUS

6. PRESENTATION

a. Employee Health Insurance – Dave Wampler & Johnathan Varner, Wampler/ Varner Insurance Group – Mr. Wampler outlined the benefit package currently offered to EWD employees stating EWD’s total billed premium is approximately \$950,000. Mr. Varner and Mr. Wampler then explained the process used to negotiate a reduction in the rate increase with Florida Blue. It was also explained that the ancillary benefits are harder to negotiate because they are tied to claims.

7. ACTION ITEMS

a. Employee Flexible Benefits Plan – Mr. Burroughs introduced the item. At the October 10, 2020 meeting the Board voted to increase the employee flexible benefits plan (FNA pay additive) from \$468.34 biweekly to \$530.84 biweekly (an increase of \$62.50 biweekly). During discussion at that meeting it was suggested that a percentage plan be implemented which would adjust an increased percentage each year as health care costs

rise. Florida Blue health insurance premiums for FY22 will increase 3.87%. Research shows that large employers continue to pay the bulk of premiums for their employees, covering 81% of the cost for employee-only coverage and 78% for family coverage this year, which is expected to remain stable in 2021. That results in average premiums of about \$3,000 for employees in 2021 and more for family coverage.

Conclusion of brief discussion was to table the item until the September 2, 2021 meeting when the full board is present.

Mr. Samuels moved, **“we hold this until next month when we are able to have more board members present,”** seconded by Ms. Wright.

UNANIMOUS

21-08-05 A

b. Additional Lime Purchase – Mr. Burroughs introduced the item. In October 2020, the board approved an open purchase order for \$100,000 to purchase lime from Carmeuse Lime. We have spent \$125,000 so far and will need an additional \$32,000 to finish the year. Board approval is necessary for \$57,000. We have budgeted funds for these purchases, but the cost exceeds the Administrator’s \$25,00 authority.

Ms. Wright moved, **“to approve an additional \$57,000.00 for the purchase of lime for the Water Treatment Plant from Carmeuse Lime. Funds to come from general funds,”** seconded by Mr. Samuels.

UNANIMOUS

21-08-05 B

8. DISCUSSION – None
9. ADMINISTRATOR’S REPORT – Ray Burroughs
 - a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for July 2021 was 78.96 MG/ 2020 was 90.13 MG.
2. Average send out was 2.54 MGD/2020 average send out was 2.90 MGD and the 2021 high was 3.21 MGD/2020 high was 3.62 MGD.
3. Rainfall 2021 was 11.84”/2020 was 5.64”.
4. This past month at the plant Curry Controls finished installing the new high service switch gear for pumps seven, eight and nine.
5. On July 5th during tropical storm Elsa the Lime Plant was hit by lightning taking out all high service control. The Operators manned the pumps all night running in hand and the next day on July 6th Curry Controls showed up and helped get things working by late that afternoon.
6. The Operators at the plant have drained #3 treater and cleaned it out and have been preparing to replace membranes on train C at the RO Plant.

Distribution:

1. This month Distribution had no incidents to report. On July 22, 2021, Beachwalk installed a 6” tap tying the existing main on East Manasota Beach Road to Phase 1 of the new development.

2. For July, new meter sets were 18 ERCs, all single family.
3. 42 radio read heads were replaced.
4. July we had 37 customer requested meter turn offs.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flows for July were 1.86 MGD, 400,000 more than the previous month with a peak flow of 2.26 MG.
2. Repair work on the air headers on Plant #2 is complete and the plant is back on-line.

Collections:

1. The lining of the sewer lines in Blue Heron is complete and staff is reviewing the videos of the work done. The manhole lining still needs to be done.
2. The tie-ins for the Beach Road force main were completed Tuesday night, August 3rd.

c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E. (absent) Mr.

Burroughs reviewed the written report with updates.

CIP/In-house Projects:

1. Beach Road Force Main – was completed Tuesday night, a few minor issues but the Collections crew did a good job.
2. Lime Plant High Service Electrical Upgrade – a majority of the MCC upgrade is complete and this project will be finishing up shortly.
3. LS #114 Improvements – Brook to Bay – FDEP has declined our in-kind project proposal because it is an old system. Since it is an inherited system from West Charlotte, a request for reconsideration has been made, awaiting their response. If it is declined again, we will owe them \$34,000 for discharges that have happened that are beyond our control.

Developments/Projects:

1. Beachwalk by Manasota Key Phase 1 – Phase 1B is now in service and comments for Phase 2 and the offsite forcemain plans have been submitted.
2. Sarasota County Dearborn Improvements – EWD attended the pre-construction meeting virtually for the Dearborn project on May 25, 2021. The project is scheduled to begin September, 2021. EWD will be responsible for relocating a few valve pits, fire hydrants and adjusting valve boxes for any of the valves that are affected.

d. FINANCE DIRECTOR – Lisa Hawkins

1. FY2022 Budget Discussion Highlights

- a. The budget assumes a 5% rate increase for both base and usage. This would increase a typical customer's bill by about \$3.10, assuming average usage. We had no increase last year, when the rate study recommendation was a 4 or 5% increase.
- b. The budget assumes the current flexible benefit, the same as it is right now, but it can be changed.

- c. There is a budget recap with a five-year forecast included in section 2. This includes the recommendations of the sewer study and uses an estimate of revenues and expenses to predict our reserve balance.
- d. On the budget recap, the forecasted revenue for Plant/Transmission fees is quite a bit higher than the new budgeted amount. This is because we received \$1M from Beachwalk this year, we don't expect to have quite that much for next year, but our numbers are quite conservative.
- e. There is a new position for a second warehouse employee. Our inventory has grown to be one of our biggest assets, at \$1.2M and security of this asset is crucial. Every year the auditor's do a walk-thru to check our security procedures. It's getting more difficult for 1 person to handle it. Access to the warehouse should be limited and currently all the managers have keys; our warehouseman can't be there all the time. If we had 2 warehouse people 1 could be there at all times so only warehouse employees are picking parts. This person would also do minor maintenance.

Ms. Hawkins then reminded the Board that approval of the budget is needed at the next meeting so if there are any questions, please get with her.

2. Financial Statements – June operating revenue was \$13.4M, about \$175,000 more than this time last year. There was operating expenses of \$9.153M, about \$258,000 more than last year. Leaving operating income at \$4.262M.
3. Investment Statements – June we had \$14.793M with Truist and \$6.678M at Centennial.

Mr. Burroughs concluded the Administrator's report.

10. ATTORNEY'S REPORT – Robert H. Berntsson – None
11. OLD BUSINESS – None
12. NEW BUSINESS – None
13. PUBLIC COMMENT – ANY TOPIC – None
14. BOARD MEMBER COMMENTS – Mr. Samuels commended Ms. Hawkins on a job well done on the budget and Mr. Stern also commended Mr. Hawkins on the budget and felt that Wampler/Varner did a good job on the insurance renewal.
15. ADJOURNED @8:59AM


Taylor Meals, Vice-Chair

/tlh

APPROVED