

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
OCTOBER 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, Executive Assistant

1. The meeting began with the Pledge of Allegiance and roll call to establish a quorum.
2. ANNOUNCEMENTS – Additions or Deletions – Additional information for item 6c; DEP Consent Order In-kind Project Proposal Equipment Purchase and replacement of an updated income statement report was handed-out. Also, a correction to 6b; Kimley-Horn Reuse System Analysis & Master Plan Update Task Order, remaining budget line.
3. SERVICE AWARDS – None
4. PUBLIC INPUT – AGENDA ITEMS ONLY – None
5. CONSENT SECTION – Chair Crampton called for any additions, deletion, or discussion of the consent section, hearing none, Mr. Stern moved, **“to accept the consent section as presented,”** seconded by Mr. Samuels.
  - a. Minutes of the Regular Meeting dated September 2, 2021
  - b. The Big W Law Firm Invoices dated September 16, 2021 & September 30, 2021
  - c. Collections Vehicle Purchase
  - d. Collections Trackhoe Purchase
  - e. Collections/Distribution Vacuum Truck Purchase

**UNANIMOUS**

**21-10-07 CS A  
21-10-07 CS B  
21-10-07 CS C  
21-10-07 CS D  
21-10-07 CS E**

6. ACTION ITEMS

a. Pursue North WRF Appropriation of Funds with Capitol Access – Jerry Paul  
Mr. Burroughs stated, following the information provided during the September 2, 2021 presentation by Mr. Paul, if the Board intends to move forward with hiring Capitol Access for assistance in applying for state funding of the north WRF, a motion to approve and assignment of a dollar amount for assistance is necessary. During discussion, Mr. Paul

estimated his fee to represent EWD in proposing an appropriation of funds would be approximately \$48,000. This fee is for the entire fiscal year.

Mr. Stern moved, **“that we accept as presented,”** seconded by Mr. Meals. Chair Crampton added that she and Mr. Ledford attended the State County Delegation meeting and Mr. Paul did a good job there.

**UNANIMOUS**

**21-10-07 A**

Full motion read: Per the Capitol Access Professional Services Agreement entered into on December 6, 2016, to allow Capitol Access to represent EWD in the pursuit of a state appropriation of funds for construction of a new north WRF. Cost not to exceed \$48,000.00 without prior approval from the Board. Funds to come from the general fund.

b. Kimley-Horn Reuse System Analysis & Master Plan Update Task Order – Mr. Burroughs stated, EWD selected Kimley-Horn from the Engineering Library to provide a scope of services for a Reuse System Analysis & Master Plan Update. The Utility Master Plan was completed in 2017 and was evaluated for pre-2015 populations, demands, and water, wastewater, and reuse facilities. The 2017 Master Plan identified critical improvement projects and needs for the next 20 years through 2036. EWD is in the process of updating the 2017 Master Plan by addressing each system ( water, wastewater, and reuse) as separate master plans. Kimley-Horn recently completed an update to the wastewater section of the 2017 Master Plan in July 2021. As recommended in the updated wastewater master plan, a new north water reclamation facility is being planned for and will be constructed in the next few years. Further, consideration shall be given to the changes needed in the reuse system as changes are occurring in the collections system. Expenditure exceeds the Administrator’s Task Order authority of \$100,000.00.

Chair Crampton read, **“to authorize the Administrator to sign the Kimley Horn-22-002 Task Order for Professional Services for a Reuse System Analysis & Master Plan Update in the amount of \$140,340.00. Project costs to be taken from the general fund.”** Ms. Wright put the motion on the floor, seconded by Mr. Stern.

**UNANIMOUS**

**21-10-07 B**

c. DEP Consent Order In-kind Project Proposal Equipment Purchase – Mr. Burroughs stated, EWD received a consent order dated June 10, 2021 from the Florida Department of Environmental Protection (FDEP) for eight unauthorized discharges or unpermitted sanitary sewer overflows from February 1, 2020 to February 20, 2021. Staff submitted the Brook to Bay improvement project to the DEP as the in-kind project which was rejected. During a meeting with the DEP, they suggested using the purchase of piece of beneficial equipment for the in-kind project. A proposal to purchase a Godwin CD103M critically silenced diesel bypass pump with trailer was submitted and approved by the DEP. The purchase of this pump was not a budgeted item and will require a budget amendment. Cost exceeds the Administrator’s \$25,000 authority. DEP added on some subsequent spills so we won’t be fined again next year.

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

**UNANIMOUS**

**21-10-07 C**

Full motion read: 1) To approve an amendment to the FY22 budget in the amount of \$59,204.00 to fulfill the requirement for Consent Order OGC File No.: 21-0407 and 2) To approve the purchase of one (1) Godwin CD103M critically silenced diesel bypass pump with trailer from Xylem in the amount of \$59,204.00. Funds to come from the General Fund.

7. DISCUSSION – None

8. ADMINISTRATOR’S REPORT – Ray Burroughs – Mr. Burroughs reported he and Chair Crampton attended a zoom meeting with the Englewood Democratic Club.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for September 2021 was 74.68 MG/2020 was 83.51 MG.
2. Average send out was 2.48 MGD/2020 average send out was 2.69 MGD and the 2021 high was 2.97 MGD/2020 high was 4.50 MGD.
3. Rainfall 2021 was 5.51”/2020 was 6.85”.
4. This past month at the plant on 9-3-2021 Ovivo finished removing the old equipment from #2 treater and on 9-20-2021 Five-12 Painting started sand blasting #2 treater to prep for painting and to get ahead of Ovivo installing the new equipment.
5. Revere Control was on site this past month finishing up repairs from a lightning strike and fine tuning our VFDs that have been installed on our high service pumps.
6. The operators at the plant have been doing daily operations and helping the contractors on site as needed. We are starting to experience longer delays on parts we have ordered to make repairs at the plant due to shipping or Covid delays. Some projects from 2021 fiscal year will have to be carried over to 2022 due to these delays. One example is a high service pump we ordered on 4-1-2021 which had a 16 week lead time but has still yet to arrive, and a few of Revere Controls projects have been held up due to this also. These parts and projects that have been delayed come to a total of \$74,000.00.

Distribution:

1. This past month Distribution had to relocate a hydrant on West Dearborn Street that conflicted with the new sidewalks Sarasota County is installing. The hydrant was moved on 9-16-2021 and 2 day bacteriological sampling was done and was back in service on 9-18-2021.
2. On 9-16-2021 a 4” water main located on Faust Drive broke. A boil water notice was issued. All affected customers were notified and two day bacteriological samples were taken with the boil water notice being rescinded on 9-18-2021.

3. On 9-29-2021 the crew replaced a fire hydrant on Belle Road, bacteriological samples have been taken and the hydrant should be back into service on 10-7-2021.
4. For September, new meter sets were 39 ERCs, all single family.
5. 46 radio read heads were replaced.
6. We had 95 customer requested turn ons.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average monthly flow for September was 1.7 MGD with a peak flow of 2.17 MG.
2. As part of the Englewood Water District Master Plan, phase 1 is replacement of the original blowers. Two new blowers have been purchased to replace two of the original blowers, they have arrived and will be installed by Mader Electric pending no delays, this week.
3. Normal operations and maintenance are ongoing.

Collections:

1. Crews installed two service extensions on Beach Road.
2. Normal operations and maintenance are ongoing.

c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E. – Mr. Ledford verbally updated his written report.

New Task Orders Assigned:

1. Seven new task orders have been assigned. 6 to Atkins and ASRus for normal monitoring and reporting required by DEP and the Kimley-Horn task order is for environmental due diligence for the proposed location of the north WRF. They will be working with a subconsultant ECT to perform the environmental analysis. Because the scrub jay study needs to be done before October 31<sup>st</sup>, we are starting there.

CIP/In-house Projects:

1. CIPP-Blue Heron – estimated time of completion is 4-6 weeks.
2. Lime Plant Treater No. 2 – the equipment was delivered on Monday and installation has begun.
3. LS Bypass Pump – the pump for Holiday Ventures is expected to be delivered the middle of this month, installation will be designed with the collections department.
4. Reuse Masterplan Update – presentation is anticipated at the June board meeting for future budgeting purposes.
5. Lime Plant Generator Replacement – generator will be delivered and installed next week.

Developments/Projects:

1. San Casa Multi-Family – this project has started back up; construction is currently a 4-plex and a 6-plex with plans to expand in the future.

d. FINANCE DIRECTOR – Lisa Hawkins

1. Financial Statements – August operating revenue was \$16.310M, about \$173,000 more than this time last year. There was operating expenses of \$11.233M, also more than this time last year leaving operating income at \$5.76M, \$51,000 less than this time last year.
2. Investment Statements – August we had \$14.746M with Truist and \$8.238M with Centennial Bank.
3. End of the fiscal year inventory count is complete with a \$9,700 adjustment and new procedures for the warehouse are being implemented. Hiring of the warehouse assistant will be in the next couple of weeks.
4. The auditors will be here in November.

Mr. Burroughs stated he has attended 2 seminars so far for his CEU requirement and also attended informative classes on fund raising. He then concluded his report.

9. ATTORNEY’S REPORT – Robert H. Berntsson – Mr. Meals inquired about the status of the tower lease contract with EWOL. Mr. Ledford explained that since we’ve had no response from the lease holder, power to their equipment has been shut off and Attorney Berntsson stated they have been notified in accordance with the contract.

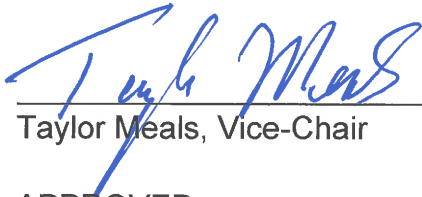
10. OLD BUSINESS – None

11. NEW BUSINESS – None

12. PUBLIC COMMENT – ANY TOPIC – None

13. BOARD MEMBER COMMENTS – Ms. Crampton reported she met with the auditors and if anyone else wanted to speak with them, they will be returning in November and stated the Sarasota County Delegation meeting she attended with Mr. Ledford was very interesting.

14. ADJOURNED@ 9:06 a.m.



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Taylor Meals, Vice-Chair

APPROVED

/tlh