

**AGENDA
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
May 8, 2025 @ 8:30 A.M.**

Board of Supervisors:

Lani Gaver, Chair
Taylor Meals, Vice-Chair
Robert C. Stern, Jr.
Sydney B. Crampton
Tony Babington

Staff:

Keith R. Ledford, Jr., P.E., Administrator
Robert H. Berntsson, District Counsel
Dewey Futch, Water Operations Manager
David Larson, Wastewater Operations Manager
Lisa Hawkins, Finance Director
Ashley Aguiar, Executive Assistant

1. PLEDGE OF ALLEGIANCE & ROLL CALL
2. **ANNOUNCEMENTS** – Additions or Deletions
 - Deletion of Discussion 6a. Winchester Ranch Update
3. **PUBLIC INPUT** - None
4. **PRESENTATIONS** - None
5. **CONSENT SECTION** - Chair Gaver called for a motion to approve as a whole Mr. Stern moved, **“to approve the consent agenda,”** seconded by Mr. Babington.
 - 5a. Minutes of the Regular Meeting dated April 10, 2025
Recommended Action: Approve the meeting minutes.
 - 5b. Big W Law Invoice dated April 30, 2025.
Recommended Action: Approve the attorney’s invoice in the amount of \$2,100.00.
 - 5c. Oertel, Fernandez, Bryant & Atkinson Invoice dated April 30, 2025
Recommended Action: Approve the attorney’s invoice in the amount of \$1,900.00
 - 5d. Henderson/Franklin Attorney’s Invoices dated March 11, 2025 & April 8, 2025
Recommended Action: Approve the attorney’s invoices totaling \$202.50.

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6. **DISCUSSION** - None
7. **ACTION ITEMS**
 - 7a. FY2025 Mid-Year Budget Review – Ms. Hawkins led the discussion. A review of the FY2025 Forecast was reviewed and explained. The first page presents the Forecast Overview. The first column displays the forecast through the end of the fiscal year, the second column shows the budgeted figures, and the third column outlines the variance. Total Revenues are forecasted to be \$78k below budget, with detailed explanations provided on page 2. Total Expenses, including capital outlay, are expected to exceed the budget by \$19k.

Page 3 outlines the Forecasted Expense Variance by Department. Notably, both the Administration and Collections Departments are projected to exceed their budgets due to expenses related to Hurricanes Ian, Helene, and Milton. The final section includes the Proposed Budget Adjustments, which correspond to the hurricane-related expenses. This adjustment is expected to bring the overall forecast to \$713k below the budget. Despite the Production Department being under budget by \$337k, a significant repair expense for treater #2 is anticipated, though not included in the forecast. Therefore, it seems prudent to adjust the budget now to account for the hurricane-related expenses. Once a quote for the treater repair is received, a decision will be made on whether an additional adjustment to the Production budget is necessary. The last page provides detailed explanations for the expense variances. EWD is currently awaiting reimbursement from FEMA for all three hurricanes. The reimbursement process is typically slow, however, EWD anticipates receiving a significant amount in reimbursements.

Mr. Stern moved, “to approve,” seconded by Ms. Crampton.

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8. ADMINISTRATOR’S REPORT – Keith R. Ledford, Jr., P.E.

8a. WATER OPERATIONS MANAGER – Dewey Futch

Production

- Total send-out for April 2025 was 1002.11 mg, compared to 99.06 mg in 2024.
- Average send-out was 3.40 mgd, while in 2024, average send-out was 3.30 mgd.
- Highest send-out was 3.78 mgd, while in 2024, highest send-out was 3.69 mgd.
- Rainfall for 2025 was 0.98', while in 2024, rainfall was 0.63'.
- Operators at the plant have been performing maintenance and regular operations.
- A power shutdown is currently in effect at the RO Plant with FPL, allowing contractors to access switchgear and perform additional work on generator breakers. This shutdown is expected to be the final one for the project.
- Chlorine conversion began on April 22nd with nearby utilities in the area. The transition was successful, and treatment was returned to normal on May 6th. Distribution will be flushing the system over the next week.

Distribution

- There were 4 incidents to report
 1. On April 9th, a 2” valve on North Beach Rd broke. Repairs were completed, and a boil water notice was issued and rescinded by April 11th.
 2. On April 11th, a contractor working on Lamp Dr. damaged a 2” water main. Repairs were made under pressure, and no boil water notice was issued.
 3. On April 12th, a 6” water main on San Casa Dr. broke. Repairs were made under pressure, and no boil water notice was issued.
 4. On April 24th, a section of Deer Creek Dr. was shut down for the replacement of a fire hydrant. A boil water notice was issued and rescinded on April 26th.
- 16 single-family meter sets
- 16 ERC’s
- 53 radio head replacements
- 234 customer requests for turn-offs

8b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

- April 2025 MADF: 1.635 MGD
- April 2024 MADF: 1.655 MGD
- April 2025 Peak Flow: 1.857 MG
- Grease removal project for Plant #4 has been rescheduled to the second half of this month
- Normal operations and maintenance

Collections:

- Staff completed 8 service cap-offs this month
- One vacuum pit was replaced
- Repaired 30 cleanouts and vents
- Replaced the broken 16-inch reuse main valve at the WRF
- Cleaned four manholes and associated mains as part of the smoke testing project
- Repaired one manhole; additional manholes identified during smoke testing will require repairs

8c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E.

- **Hurricane Milton I&I** – USSI has completed manhole inspections and smoke testing for all three phases of the project, identifying 127 potential infiltration points. About half of these are due to leaks at the manholes, while the rest involve broken cleanouts, hurricane-damaged or demolished homes, and even one illegal connection. Most manhole issues will be addressed with the installation of inflow dishes, which are custom made to accommodate various site-specific factors and are expected to be installed by the end of May. Letters have been sent to customers in Phase 1 requiring private repairs, giving them 30 days to complete the necessary work; if not addressed within that timeframe, EWD staff will perform the repairs and bill the customer accordingly. Letters for Phases 2 and 3 will be sent out soon. In addition to the smoke test findings, several manholes showed visible infiltration through the walls, and EWD plans to hire a contractor to line those manholes to eliminate further inflow.
- **Lime Plant Optimization Study** – A task order has been issued to HDR to conduct a lime optimization study on the Lime Softening Plant. The goal of the project is to be able to reduce the amount of lime needed at the lime plant, while utilizing post treatment chemicals to adjust the pH at the RO plant. Reducing the overall amount of lime used during the process would reduce the amount of lime waste and lengthen the amount of time between filter rehabs. The study will include field testing to confirm the dosing recommendations.
- **V-1 Station Rehab** – Final restoration of the site is complete. There is only one remaining punch list item that still needs to be completed. The contractor is compiling all of the required close-out documentation and will be submitting a final invoice soon.

- **Esplanade at Wellen Park** – The contractor is preparing to begin the offsite utility construction with the onsite construction to follow. Staff has attended various meetings with the contractor and developer to work out some of the details of construction and the certification process.
- **Sandpiper Pointe** – AM Engineering has submitted preliminary plans for a new development on the west side of Pine Street, just north of Medical Blvd. The project consists of 85 single family homes. This project has been referred to in the past as the Solomon Property and most recently, Manatee Cay.
- **Sarasota County Sidewalks Project** – EWD has been informed that the project has been put on hold. Following community outreach, it was decided to shift focus to addressing parking issues in the area around Dearborn Street instead.
- **Keyway Road Project** – This does not directly impact EWD; however, Sarasota County had approved land acquisitions for a planned extension from Wellen Park to SR 776. Following a more cost-effective and expedited proposal by developer Pat Neal to extend Manasota Beach Road, the original plan—facing local opposition—was canceled. Neal later proposed a public-private partnership with the Economic Stimulus Working Group to advance the new extension, intended to reduce congestion, lower costs, and accelerate completion.

8d. FINANCE DIRECTOR – Lisa Hawkins

Financial Statements

- Operating revenues through April totaled \$13.3 million, representing an increase of \$681,000 compared to April of the previous year. Operating expenses were \$2.6 million, a decrease of \$566,000 from the prior year. This results in an operating surplus of approximately \$3 million through April. Other Revenues increased by \$249,000 due to a payment received from FEMA for Hurricane Ian.

Investment Statements

- April concluded with \$18.4 million invested in RBC and \$3.8 million held at Centennial Bank, resulting in total Cash and Investments of \$22.2 million.

Rate Study

- The rate study remains in progress, with the Miscellaneous Fees portion nearing completion. Coordination with Raftelis is ongoing to develop a summary of various rate increase options and their impact on funding capacity. Once the summary is prepared, individual meetings with each board member will be scheduled to review the options in detail. These discussions will provide a clearer understanding of the current position ahead of the planned rate study presentation in July.

FPL

- FPL has announced rate increases, including a 17.62% increase for 2026, with additional increases planned through 2029. These changes will need to be factored into EWD's budget and should be considered when determining future rate adjustments.

9. **ATTORNEY'S REPORT – Robert H. Berntsson** - Partner, Bob Benedict Esq. is handling the closing for the Pulte property.
10. **OLD BUSINESS** - None
11. **NEW BUSINESS** - None
12. **PUBLIC COMMENT – ANY TOPIC** William Merrill, Esq., of Icard Merrill, representing Winchester Ranch Development, expressed disappointment that the financial and engineering information was not presented. Mr. Merrill has formally requested copies of these materials. Mr. Merrill indicates the legal issue at hand is not directly related to the engineering aspects, he reiterated his disappointment and emphasized the importance of receiving the information as soon as possible.
13. **BOARD MEMBER COMMENTS**- Ms. Crampton referenced the letter from Winchester Ranch and inquired whether it required review by a committee. Attorney Berntsson advised that such a review was not necessary. Mr. Meals expressed his interest in an upcoming meeting with the rate consultants, emphasizing the need to address these matters promptly and expressed hope for a timely resolution. Chair Gaver reiterated her interest in the smoke testing and inquired whether it would be implemented more often due to its success and efficiency. Mr. Ledford responded that while the current focus is on resolving existing issues, he is also exploring opportunities to expand the use of smoke testing. Chair Gaver also mentioned the upcoming FASD Conference, scheduled for June 15–19. She indicated her intent to attend on select days and encouraged others to attend if possible.
14. **ADJOURN @ 9:10am**



Taylor Meals - Vice Chair

APPROVED/aa