

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
MAY 9, 2024 @ 8:30 A.M.**

**Board of Supervisors:**

Robert C. Stern, Jr., Chair (absent)  
Lani Gaver, Vice-Chair  
Dennis Pinkiewicz  
Sydney B. Crampton  
Taylor Meals

**Staff:**

Keith R. Ledford, Jr., P.E. Interim 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

In the absence of Chair Stern, Vice-Chair Gaver chaired the meeting.

1. The meeting began with the Pledge of Allegiance and roll call to establish a quorum.
2. ANNOUNCEMENTS – Additions or Deletions – An updated map for action item 6f was distributed.
3. PUBLIC INPUT – None
4. PRESENTATIONS
  - a. Rate Study – Raftelis Financial Consultants Inc., Mr. Robert J. Ori
  - b. Sunshine Law – Attorney Rob Berntsson
5. CONSENT SECTION – Vice-Chair Gaver called for a motion to approve or removal of either item. Mr. Meals moved, **“to approve the consent agenda as presented,”** seconded by Mr. Pinkiewicz.
  - a. Minutes of the Regular Meeting dated April 11, 2024  
**Recommended Action:** Approve the meeting minutes.
  - b. Big W Law Invoice dated May 2, 2024.  
**Recommended Action:** Approve the attorney’s invoice in the amount of \$2,250.00.

**UNANIMOUS**

**24-05-09 CS A**

**24-05-09 CS B**

6. ACTION ITEMS

- a. Ratification of Emergency Procurement/Critical Equipment Replacement – Mr. Ledford introduced the item. This is ratification of the Emergency Procurement signed by Chair Stern for the purchase of a critical spare motor for the RO Plant. Mr. Meals moved, **“to ratify the memo,”** seconded by Ms. Crampton.

**UNANIMOUS**

**24-05-09 A**

Full motion read: To ratify the memo – approval of the critical equipment replacement purchase of a Nidec/US 150 HP motor to replace the S motor at the RO Plant from Hudson Pump & Equipment in the amount of \$46,739.00. Funds to come from water revenues.

b. FY2024 Forecast Report and Budget Amendment Request – Ms. Hawkins gave a brief explanation of each page of the mid-year budget review report. Following the explanation, she detailed the need for a mid-year budget amendment increase of \$475,000 primarily to cover the shortage caused by hurricane repairs. She also noted that funds were reallocated from each department to help cover the budget deficiency.

Minor discussion ensued with a motion made. Mr. Pinkiewicz moved, **“to approve,”** seconded by Mr. Meals.

**UNANIMOUS**

**24-05-09 B**

Full motion read: To approve an amendment to the FY2024 budget in the amount of \$475,000.00.

c. Lime Plant Raw Water Pumps 2 & 3 Installation – Mr. Ledford introduced the item. These pumps have been purchased and delivered, they now need to be installed. The quote exceeds the Administrator’s authority. Mr. Meals moved, **“to approve the installation of the pumps we have sitting here,”** seconded by Mr. Pinkiewicz.

**UNANIMOUS**

**24-05-09 C**

Full motion read: To authorize the installation of two Xylem/Flygt, 8X6X12SC Model 300 NSWV raw water pumps (Lime Plant pumps 2 & 3) by Hudson Pump & Equipment, which has exclusive representation of Xylem/Goulds pumps in the Florida municipality utility market for sales, service or repairs. Installation cost is \$37,500.00 with funds coming from water revenues.

d. DKI Carport Purchase & Warehouse Repairs – Mr. Ledford introduced the item. These are some of the final repairs post hurricane. Staff is requesting an up to \$200,000 amount for carport replacement/additional equipment storage, warehouse drywall & ceiling repair and warehouse spray foam insulation. The intention is to have this work completed by the end of the fiscal year for FEMA and insurance purposes. Mr. Pinkiewicz moved, **“to make a motion,”** seconded by Ms. Crampton.

**UNANIMOUS**

**24-05-09 D**

Full motion read: To authorize the Interim Administrator to contract with DKI for the purchase of 9 replacement/additional carports and warehouse repairs not to exceed \$200,000.

e. Mobile Radio Infrastructure Repairs/Upgrades – Mr. Ledford introduced the item. Repairs to the mobile radio infrastructure and reprogramming of the current handheld radios is necessary for them to be used. Additionally, staff is requesting 2 channels, one for collections and one for distribution as well as installation of radios in a few trucks. If radios in the trucks prove to be useful, they will be budgeted for in FY2025. Mr. Pinkiewicz moved, **“to approve,”** seconded by Mr. Meals.

**UNANIMOUS**

**24-05-09 E**

Full motion read: To authorize the Interim Administrator to contract with EMCI for the mobile radio infrastructure repairs/upgrades not to exceed \$100,000. Funds to come from water and wastewater revenues.

f. Pulte Land Purchase – Mr. Ledford introduced the item. Following the March 14<sup>th</sup> board meeting, staff was tasked to continue the process and obtain the purchase contract. The contract has been reviewed by staff and the attorney has found it to be acceptable. Mr. Meals moved, **“to approve as published,”** seconded by Mr. Pinkiewicz.

**UNANIMOUS**

**24-05-09 F**

Full motion read: To authorize the Chair to sign the Real Estate Purchase & Sale Contract with Pulte Home Company, LLC for the purchase of a parcel of EWD owned land within the Beachwalk by Manasota Key development for the purchase price of \$337,500.00.

7. DISCUSSION

a. HDR Potable Water Master Plan Update Continued Discussion – Mr. Ledford introduced the item. The hybrid option was displayed along with the implementation of each of the 3 phases. Lengthy discussion ensued to include other uses for the RO building as opposed to demo, replacing the RO building with a building that can accommodate larger/additional trains, accuracy of the funds needed to complete this project and the timing. Additional discussion included the rate study timing, demo of the Lime Plant, lime bed clearing and what that property could be used for in the future. Mr. Ledford then requested a motion from the board to proceed with this option so a dollar amount for this project can be included in the rate study. Funding can be adjusted as we proceed. Mr. Meals moved, **“to approve the hybrid plan as presented,”** seconded by Ms. Crampton.

**UNANIMOUS**

**24-05-09 G**

Mr. Meals then suggested that because of the size and scope of these upcoming projects, to lessen the burden for existing staff, that a consultant be considered to oversee and assist with these projects.

b. 1339 Flamingo Drive – Mr. Ledford stated the letter addressed to the board and our response was included in the board packet. Following discussion, staff was tasked with making certain the customer understood the financial implication of removing the meter and capping the sewer.

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

1. There have been 26 applications submitted for the Administrator position resulting in 7 possible candidates. It was noted that the position will remain open on some employment sites. Staff will begin the process of narrowing down the number of candidates, followed by staff interviews then board member interviews.
2. The emergency notification system CodeRED is set to roll out May 15<sup>th</sup>. Staff will promote signing up through a general press release in the newspaper, on our website, and Facebook. The HOAs will also be contacted.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for April 2024 was 99.0 MG/2023 was 99.6 MG.
2. Average send out was 3.3 MGD/2023 was 3.3 MGD and the high send out was 3.6 MGD/2023 high was 4.0 MGD. Rainfall for 2024 was .63” and 2023 was 5.41”.
3. This past month at the plant McKim & Creed brought in some electricians to assess the generator switch gear at the RO Plant. We did a scheduled power shut down with FPL so the electricians could safely access the panel and come up with a plan for repairs.
4. I met with Cooper Timber they are going to be removing the dead trees from WF2 this month that died from the controlled burn. Melaleuca trees and invasive species were removed from the wetlands per our consultants.
5. Pro lime has started bringing in equipment for the removal of trees and lime from the drying beds.
6. On the 25<sup>th</sup> the Operators and Distribution installed a 12” water meter at the Lime Plant to meter water going from the Lime Plant to the RO Clear wells.
7. The Operators at the plant have been doing general maintenance as usual.

Distribution:

1. Distribution had 4 incidents to report:
  - a. On 3-23 a 16” directional bore was installed under Oyster Creek Waterway located on San Casa Dr between Portia Rd and Titania Rd. A pressure test was completed on 4-2 and two day bacteriological main clearance sampling was completed on 4-9. A boil water notice was issued to Portia Rd so the south side of the main could be tied in to the existing 12” water main. On 4-12 bacteriological sampling was completed and the boil water notice rescinded.
  - b. On 4-10 a fire hydrant located in Quails Run was replaced.
  - c. On 4-16 a section of Gulf Blvd and Little Ct was shut down to relocate a fire hydrant conflicting with a new residential construction. A boil water notice was issued to affected customers and rescinded on 4-18.
  - d. On 4-24 a fire hydrant was replaced at S McCall Rd and was back into service on 4-28.
2. New meter sets were 65 single family; 65 ERCs.
3. 42 radio-read heads were replaced.
4. 248 customer requested turn-offs were completed.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for April 2024 was 1.66 MGD about the same as this time last year with a peak flow of 2.05 MG.
2. Operations staff worked with the welder to replace two pipes in plants #1 & #2.
3. Normal operations and maintenance are ongoing.

Collections:

1. Crews replaced one vacuum pit bottom.
2. Normal operations and maintenance are ongoing.
3. Testing of the V-1 Station has begun.

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

CIP/In-house Projects:

1. South WRF-New Headworks/Drying bed – equipment startup will be the end of May or early June.
2. V-1 Station Rehab – slight vacuum leaks in the temporary system are being addressed and testing of the system continues.

Developments/Projects Approved for Construction:

1. Boca Royale Unit 18 – Application to place into service has been submitted to DEP. Sewer has been received, water to follow.
2. Palm Lake at Coco Bay – DEP approval for sewer has been received, water to follow.

Developments/Projects in Plan Review:

1. Esplanade at Wellen Park – this is the development around the Myakka Pines Golf Course, a meeting is scheduled for next week.

Upcoming Developments/Projects:

1. DOT Plans from the Charlotte County Line to US 41 – they are requesting plans mark-up from EWD.
2. Charlotte County/Placida Road Bridge Over Oyster Creek – restoration of the mud line and bridge lighting. We have submitted our plans mark-up.

d. FINANCE DIRECTOR – Lisa Hawkins

Financial Statements:

1. April – operating revenues were \$12.612M and operating expenses of \$10.318M leaving us with an operating surplus of \$2.294M. Capital contributions of \$1.2M was received from Coco Bay.

Investment Statements:

1. April – we had \$18.513M invested at RBC and \$2.8M at Centennial Bank for a total of \$21.344M.

e. HUMAN RESOURCE MANAGER – Heather Bagshaw

1. PRM Update – Ms. Bagshaw reviewed her written report adding that EWD will only see an increase in premiums of 6.5-8% for the pool increase only since there will not an individual increase until next year. Additionally, there will be no increase in property insurance this year, increases will only happen if new trucks or equipment is added. The benefits committee will meet again soon.

Mr. Ledford concluded the Interim Administrator's report.

9. ATTORNEY'S REPORT – Robert H. Berntsson

a. West Villages Reuse Correspondence – the letter from the attorney from Herbert & Associates Law PA on behalf of Grando Paradiso Property Owners Association dated April 11<sup>th</sup> and the letter from the West Villages Improvement District dated April 16<sup>th</sup>

regarding the termination of the West Villages reclaimed water agreement that was done in 2019 was received. They were questioning if Mr. Burroughs had the authority to do so. A response letter was sent April 30<sup>th</sup> to both of them stating the Board was aware and he took that action appropriately. Additionally, we have offered to enter into a new agreement.

10. OLD BUSINESS – None

11. NEW BUSINESS

a. Call for Candidate – Vice-Chair Gaver reminded the board that the qualifying dates are noon, June 10<sup>th</sup> through noon, June 14<sup>th</sup>.

12. PUBLIC COMMENT – ANY TOPIC – None

13. BOARD MEMBER COMMENTS – None

14. ADJOURNED @ 11:00 AM



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Lani Gaver, Vice-Chair

/tlh

APPROVED