

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
FEBRUARY 13, 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., Interim Administrator  
Robert H. Berntsson, District Counsel - absent  
Dewey Futch, Water Operations Manager  
David Larson, Wastewater Operations Manager  
Lisa Hawkins, Finance Director  
Ashley Aguiar, Executive Assistant

1. The meeting began with the Pledge of Allegiance and roll call to establish a quorum.
2. **ANNOUNCEMENTS** – Additions or Deletions
3. **PUBLIC INPUT**
  - 3a. 1171 Exeter Circle, Englewood, Florida 34224 - William Dunphy, via phone call, provided details regarding his dissatisfaction with the adjustments made for the increased water consumption following the recent hurricanes.
4. **PRESENTATIONS** - None
5. **CONSENT SECTION** – Chair Gaver called for a motion to approve. Mr. Stern moved, “to approve the consent agenda presented,” seconded by Mr. Babington.
  - 5a. Minutes of the Annual & Organizational Meeting dated January 9, 2025  
**Recommended Action:** Approve the meeting minutes.
  - 5b. Big W Law Invoice dated January 31, 2025.  
**Recommended Action:** Approve the attorney’s invoice in the amount of \$2,550.00.
  - 5c. Oertel, Fernandez, Bryant & Atkinson Invoice dated January 31, 2025  
**Recommended Action:** Approve the attorney’s invoice in the amount of \$8,400.00.
  - 5d. Ratification of Settlement Agreement for 1719 Fessler Street, Englewood, Florida  
**Recommended Action:** Approve ratification of the Settlement Agreement.

**UNANIMOUS**

**CS 25-02-13 A-D**

6. **DISCUSSION**

6a. Employee Handbook Update - Mr. Ledford initiated the discussion regarding the Employee Handbook. which encompassed a comprehensive review of several key topics, including the pros and cons of a 4-day workweek versus a 5-day workweek, holiday pay, restructuring merit pay and cost-of-living adjustments, and the reevaluation of YMCA employee membership requirements. Additionally, the proposed Employee Handbook was reviewed for grammatical revisions. At the conclusion of the discussion, the staff will present a finalized version of the Employee Handbook for approval at the Board meeting scheduled for March 13, 2025.

**7. ACTION ITEMS**

**7a. WTP Large Transfer Pump Replacement** – Mr. Ledford introduced the item. The Production Department is requesting the purchase of a Xylem Goulds large transfer pump, Model 14RHMC-2 Stage to replace the existing transfer pump, at the RO Plant. The purchase of this pump will be through single source procurement from Hudson Pump and Equipment for \$69,978.00, freight is included in the quote. This is included in the Production FY25 budget, line-item System Repair/Maintenance, but exceeds the Interim Administrator’s \$50,000 authority to approve.

Mr. Stern moved, “**to approve,**” seconded by Mr. Babington.

**UNANIMOUS**

**25-02-13 A**

*Full motion read:* To authorize the purchase of one (1) Xylem Goulds Water Technology Model 14RHMC-2 Stage Pump in the amount of \$69,978.00 from Hudson Pump and Equipment. Funds to come from water revenues.

**7b. WRF Surge Basin Cleaning** – Mr. Ledford introduced the item. The Englewood Water District is facing a significant grease issue at the WRF, worsened by bypassed pretreatment during the construction of a new Headworks structure, which has led to damaged surge mixers and accumulating grease mats in the basins. The mixers are costly to repair, and most are already out for maintenance, while the grease continues to build up, causing odor problems and potential damage to pumps and filters. Without intervention, the district could face odor complaints. To prevent further damage and ensure continued treatment effectiveness, therefore a request for approval to hire an outside contractor for grease removal is needed.

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

**UNANIMOUS**

**25-02-13 B**

*Full motion read:* To approve US Submergent Technologies to remove the grease from the surge basins in the amount of \$158,200.00. Funds to come from wastewater revenues.

**7c. Hurricane Milton I&I Repairs-** Mr. Ledford introduced the item. Discussion ensued regarding the collection system on the barrier islands that were impacted by high surge levels during Hurricanes Helene and Milton, allowing sand and debris to enter through broken cleanouts and service laterals, including properties where sewer laterals were not properly capped. Although lift stations remain operational, addressing these issues is crucial to prevent Inflow & Infiltration (I&I) during the upcoming rainy season. Staff met with USSI, who proposed manhole inspections, smoke testing, and influent dish installations for lift stations on Manasota and Sandpiper Keys, totaling \$51,271.65. Staff seek approval to rename the FY25 CIP project for LS 124 - Deer Creek to "Hurricane Milton I&I Repairs," with Phase 1 beginning on the lift stations south of the Manasota Key roundabout. Additional contractors may be required based on the results of inspections and testing.

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

**UNANIMOUS**

**25-02-13 C**

*Full motion read:* To approve the renaming of the LS 124 - Deer Creek CIP I&I project to Hurricane Milton I&I Repairs project.

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

- Mr. Ledford announced that Teresa Herzog, Executive Assistant, will be retiring after 24.5 years of service, with her final day being February 14, 2025.
- Heather Bagshaw, Human Resource Manager, is working on a system that enables candidates to submit applications on the EWD website even when there are no current job openings. This will enable EWD to proactively reach out to qualified candidates when positions become available. Since November 2024, seven new employees have been hired, and there are currently four open positions: two at the wastewater plant, one in GIS, and one in administration.
- During the January 31, 2025, staff meeting, Flo Vac introduced new products and monitoring programs and proposed a pilot project in the V6 area. A map was sent for a quote, and Mr. Meals expressed Flo Vac's eagerness to collaborate with EWD.
- The Peace River Free Chlorine Conversion (formerly known as the Chlorine Burn) is scheduled for April 22, 2025, and will last for approximately two weeks. EWD plans to participate as well to maintain alignment with neighboring communities.
- On January 24, 2025, a Collections Department employee was involved in a car accident. Fortunately, no known injuries were sustained by any parties involved, but the EWD truck was deemed a total loss. Options for a replacement are being explored. Mr. Ledford emphasized the urgency of the situation, and Procurement Manager, Bee Ling Wheaton, indicated that purchasing a new vehicle would take approximately 3-4 months.
- Anfield has rebranded as Arrow Group, with Ro continuing as the point of contact for the Arrow Group lobbyist. Keith reviewed key sections of proposed bills and laws that may impact EWD, one of which will be discussed with the rate consultant.

### 8a. WATER OPERATIONS MANAGER – Dewey Futch

#### Production

- Total send out for January 2025 was 89.56 mg / for 2024 it was 90.20 mg
- Average send out was 2.88 MGD/2024 was 2.91 MGD. High send out was 3.33 MGD/2024 was 3.31 MGD. Rainfall for 2025 was 1.38"/2024 was 5.68".
- Operators were doing maintenance and normal operations, nothing major to report.
- This Monday, EWD began the Mechanical Integrity Test (MIT) on the Injection Well, which is required every five years. ASRUS, our engineering firm, is overseeing the project.

#### Distribution

- Distribution had 5 incidents to report;
  1. On 1-5 a two-inch water main located on N Beach Rd broke. A boil water notice was issued and rescinded on 1-7.
  2. On 1-6 a four-inch water main broke on Oyster Creek Dr. A boil water notice was issued and rescinded on 1-8.
  3. On 1-8 the six-inch water main located on N Beach Rd. A boil water notice was issued and rescinded on 1-10.
  4. On 1-15 the four inch water main located on Pennsylvania Ave broke. Repairs were made with a repair clamp, and no boil water notice was issued.
  5. On 1-25 a two-inch water main located on Dearborn St. was damaged by a contractor installing fence. Repairs were made and no boil water notice was issued.

- New meter sets for January were 1 single family, 1 ERC's
- 64 radio heads were replaced
- 13 DCMA were replaced
- 42 customers requested turn-ons were completed
- Lead and Copper survey is 100% complete

**8b. WASTEWATER OPERATIONS MANAGER – David Larson**

**WRF:**

- The Monthly Average Daily Flow for January 2025 was 1.51 MGD.
- In comparison, January 2024 saw a higher flow of 1.97 MGD, though this year experienced significantly less rainfall. However, with the 0.8 inches of rain on January 21, daily flow increased by .200 MG.
- Peak Flow recorded at 1.70 MGD.
- The Headworks project is ongoing, though we are still encountering issues with the grit removal programming.
- Operations and maintenance have been running as usual.

**Collections:**

- The Collections staff installed a new vacuum pit and service extension and replaced two vacuum pits in January.
- Staff continue to repair broken vents and cleanouts as needed.
- Operations and maintenance are proceeding as usual.

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

**CIP/In-house Projects:**

- **South WRF - New Headworks/Drying Bed** – The system is currently up and running, with only a few remaining issues to address. Staff continue to collaborate closely with the contractor to resolve these minor concerns. Overall, the project is approximately 95% complete, and progress is being made toward finalizing the remaining tasks. Staff remain focused on ensuring that all issues are promptly resolved to achieve full functionality.
- **Utility Rate Study** – On January 30, 2025, Mr. Ledford & Ms. Hawkins met with Raftelis for a discussion regarding miscellaneous and capacity fees, with a follow-up meeting set for February 20, 2025. The miscellaneous fees can be completed sooner than later. The capacity fee portion is still under discussion, such as credit card fees, and there may be one or two hearings, but that is to be determined at a later time.
- **V-1 Station Rehab** – On January 7, 2025, PCL and Miller Electric completed the start-up of the ATS. In the first half of January, staff worked with AirVac and DFS to address a few issues with the station, which has been operating at 95% capacity over the past two weeks. AirVac is in the process of addressing several warranty items, with expected resolution within the next week. PCL is also working to remove the temporary system and complete the final site restoration. This project is expected to wrap up within the next month.

**Developments/Projects Approved for Construction:**

- **Beachwalk by Manasota Key Phase 3** –The Developer’s Agreement has been completed, and staff has approved the construction plans and signed off on the FDEP permits.
- **Esplanade at Wellen Park** – This pertains to the golf course. Staff have approved the plans for the offsite work and signed off on the FDEP applications. Final reviews are currently underway for Phases 1 and 2 of the onsite development. The Developer’s Agreement still needs to be finalized before the plans can be approved and the FDEP permits signed.
- **Island Lake Estates at Coco Bay** – FDEP has granted approval to place the utilities into service, and the final water main connections were successfully completed on February 6, 2025. This allows for the installation of meters for Phase 3, with sewer tie-ins now scheduled to proceed.
- **Generation at Englewood** –This project had not been discussed recently but has now resurfaced. The overall design has been revised, shifting from six apartment buildings to approximately fifteen smaller buildings, with the total number of units remaining the about the same.
- **Stellar Englewood (FKA 200 Artists)** – The previous developer is no longer involved in the project, and Stellar Communities has assumed the role of the new developer. The original plan featured a combination of apartments and multi-family townhomes, which were individually owned. The revised proposal, however, now calls for 328 townhomes and two amenity centers.

**8d. FINANCE DIRECTOR – Lisa Hawkins**

**Financial Statements**

- January - operating revenues were \$7.67m, which is approximately \$542k more than last January. The operating expenses of \$5.93m were about \$504k less than last year, which leaves an operating surplus of about \$1.74m. \$650k in capital fees were received for Coco Bay Phase 3, which are under Capital Contributions-Cash.

**Investment Statements**

- January – Last month concluded with \$18.17m invested in RBC and \$2.41m in Centennial Bank, for a total of Cash and Investments of \$20.582m.

**Other**

- Audit - The FY24 audit will be completed this month and is expected to be presented in March.

**9. ATTORNEY’S REPORT – Robert Benedict, Esq. – None**

**10. OLD BUSINESS**

**10a. Winchester Ranch Development-** Mr. Ledford referred to the discussion held during the December board meeting and mentioned that the March board meeting will include a workshop to continue the conversation. The workshop will take place during the regular meeting. Mr. Meals shared that he recently met with Mr. Ledford and Wellen Park, stating he gained valuable insights. He also suggested that any board members interested in having individual discussions with Wellen Park and Keith are welcome to do so, as it could be helpful in addressing any questions before the board meeting.

**11. NEW BUSINESS**

- Ms. Crampton met with the 'Friends of Englewood Water District' at the library to discuss ways they can support EWD and promote community involvement.
- Mr. Meals mentioned that Mr. Ledford's department needs additional staff, as the workload is increasing. Mr. Ledford agreed, specifically referring to the CIP projects, and suggested hiring a project manager. Mr. Ledford and Ms. Hawkins are reviewing the financial reports and do not anticipate needing to amend the budget. Mr. Ledford still needs a GIS position filled, and the board must decide on the administrator role. Chair Gaver suggested Mr. Ledford for the Administrator position, highlighting Mr. Ledford's strong performance in his current role and expressing confidence in his ability to effectively transition into the position.

Chair Gaver called for a motion to hire a project coordinator, Mr. Babington moved, **“to make the motion,”** seconded by Mr. Stern.

**UNANIMOUS**

**25-02-13 D**

*Full motion read:* "To get someone, such as project coordinator."

**12. PUBLIC COMMENT – ANY TOPIC - None**

**13. BOARD MEMBER COMMENTS**

- Mr. Stern commented he would like to have the Employee Handbook approved at the March board meeting.
- Ms. Crampton, Mr. Meals, and Mr. Babington thanked Tera Herzog for her excellent service and have appreciated working with her over the years.

**14. ADJOURNED @ 11:12am**



**Taylor Meals - Vice Chair**

APPROVED

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