

MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
November 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., 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
3. **PUBLIC INPUT** – Jeff Crocker, of 7194 Bargello Street, Englewood, FL, representing the Borasch family, reported that their vacation-rental triplex was destroyed by hurricanes and demolished by April 2025, yet base water charges have continued since October 9, 2024. He requested discontinuation and refunds. Mr. Ledford explained charges continue to preserve credits unless the meter is removed, which would limit future credits. Customer Service Manager Jordan Chunco will follow up with the family.
4. **PRESENTATIONS**
 - 4a. Certificate of Appreciation
 - Human Resource Manager, Heather Bagshaw – 5 years
 - Chemist, Austin Moriarty – 5 years
5. **CONSENT SECTION** – Chair Gaver called for a motion to approve. Mr. Meals move, “to approve the consent agenda as presented,” seconded by Mr. Stern.
 - 5a. Minutes of the Regular Meeting dated October 9, 2025
Recommended Action: Approve the meeting minutes.
 - 5b. Big W Law Invoice dated November 1, 2025.
Recommended Action: Approve the attorney’s invoice in the amount of \$3,075.00
 - 5c. Oertel, Fernandez, Bryant & Atkinson Invoice dated October 31, 2025
Recommended Action: Approve the attorney’s invoice in the amount of \$21,715.00.

UNANIMOUS

CS 25-11-13 A-C

6. **DISCUSSION** – None

7. **ACTION ITEMS**

7a. Pension Plan - Mr. Ledford introduced the item, and Finance Director Lisa Hawkins updated on the District's closed pension plan for three retirees. Following State guidance and a review with actuary Foster & Foster, she recommended lowering the assumed investment return from 7% to 6.75% for the October 1, 2025 valuation. This affects only the reported accounting liability, not contributions or benefits, and will be reviewed annually.

Mr. Stern moved, "**to approve,**" seconded by Mr. Meals.

UNANIMOUS

25-11-13 A

Full motion read: "To adopt the actuary's recommendation to reduce the investment return assumption from 7.00% to 6.75%, effective with the October 1, 2025 valuation, and to continue reviewing the assumption annually."

7b. Crom Drain Line Replacement – Mr. Ledford introduced the requisition for repairs to the 100,000-gallon clarifier (Treater No. 3), including tank floor and underground drain line repairs critical to clarifier and Lime Plant operations. The \$304,875 project, potentially reduced by \$57,513 if dewatering is unnecessary, requires Board approval. Staff recommended a Purchasing exception to use original contractor CROM for specialized methods that ensure structural compatibility and minimize failure risk.

Mr. Meals moved, "**to approve,**" seconded by Mr. Stern.

UNANIMOUS

25-11-13 B

Full motion read: "To authorize the Administrator to sign CROM's revised Proposal dated October 15, 2025, in the total amount of \$304,875.00 for the underground pipe replacement and associated repairs. Funds to come from Water Revenues."

7c. Hudson Pump Purchase – Mr. Ledford discussed replacing High Service Pump No. 8, over 30 years old and costly to repair. Quotation T173308 proposes a Goulds 3410L pump with a severe-duty, premium-efficient motor for \$97,594, excluding freight and installation, with a 32–34 week lead time. Staff recommended single-source procurement from Hudson Pump, the authorized Goulds distributor, to ensure standardization, parts compatibility, and consistent maintenance.

Mr. Babington moved, "**to approve,**" seconded by Ms. Crampton.

UNANIMOUS

25-11-13 C

Full motion read: "To authorize single source procurement from Hudson Pump & Equipment, which has exclusive representation of Xylem/Goulds pumps in the Florida municipality utility market. One (1) Xylem Goulds 10X12-14 Model 3410L Pump in the amount of \$97,594.00. Installation cost will be separately quoted by the same vendor once the pump arrives. Funds to come from water revenues."

7d. McCall Road Lease Non-Exclusive License Agreement – Mr. Ledford discussed the access agreement with the Community Housing Trust of Sarasota County, allowing the District to use a monitoring well on North McCall Road (Property ID 0496150001). Mirroring prior terms, it permits inspection, monitoring, sampling, and maintenance while protecting the owner’s rights and ensuring compliance. Executed on October 15, 2025, the agreement was presented to the Board for ratification.

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

UNANIMOUS

25-11-13 D

Full motion read: “To acknowledge and ratify the execution of the Non-Exclusive License Agreement between the Englewood Water District and the Community Housing Trust of Sarasota County, Inc.”

7e. EWD Access Easement to the County (RE Ainger Creek & the Stillwater Development) – Mr. Ledford discussed the proposed access easement between Englewood Water District and Sarasota County. EWD holds a perpetual easement on County-owned property, originally granted by Pulte. Sarasota County requests reciprocal access through EWD property. The agreement establishes a non-exclusive, perpetual easement, formalizing mutual access, providing legal clarity, and supporting coordinated use and maintenance of the adjoining properties.

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

UNANIMOUS

25-11-13 E

Full motion read: “To approve the Access Easement Agreement between Englewood Water District and Sarasota County and authorize the Chair to execute all necessary documents.”

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

8a. WATER OPERATIONS MANAGER – Dewey Futch

Production

- Total send-out for October 2025 was 86.28 MG, compared to 90.27 MG in October 2024.
- The average daily send-out was 2.78 MGD, compared to 2.91 MGD in 2024.
- The peak (high) daily send-out was 3.36 MGD, compared to 3.57 MGD in 2024.
- Total rainfall for October 2025 was 1.79 inches, compared to 9.84 inches in 2024.
- Plant Operators performed routine maintenance and normal operational duties throughout the month.
- Hudson Pump was onsite to install a new Transfer Pump at the RO Plant.
- Leo Phliger Construction successfully replaced the filter media in Filter #3. The project was completed efficiently within three days from start to finish.

Distribution

- No incidents were reported during October.
- Staff continued hydrant and valve maintenance throughout the system and worked on DCMA replacements.
- In October, five new single-family meter sets were installed, five ERCs.
- 153 radio heads were replaced.
- 257 customer service requests were completed for service turn-ons.

8b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

- October 2025 AADF – 1.341 MGD
- October Total Flow – 2.223 MG
- Peak Flow – 1.513 MG
- Operations continued under normal conditions, with routine maintenance performed throughout the month.

Collections:

- A total of 108 work orders were completed.
- Staff completed 8 sewer service cap-offs.
- 10 vents and 18 cleanouts were repaired.
- One vacuum pit was replaced in Zone V-4.
- 38 vacuum pits were inspected and videoed to identify potential points of infiltration.

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

- **SAHM SRF Funding** – Money awarded to EWD; RFQ consultant will be needed.
- **South WRF Improvement** – RFQ posted Sept. 9, 2025; two proposals advanced to interviews on Nov. 12. Contract expected to Board Dec. 11 for approval; task orders will follow for engineering, design, and CEI services.
- **Publix Merchants Crossing** – Developer's Agreement executed; demolition underway; contractor working on stormwater, utilities next.
- **Sandpiper Pointe** – Developer's Agreement executed; plans approved; FDEP applications submitted.
- **Events** – EWD Thanksgiving potluck on Nov. 20; Employee Appreciation Celebration Dec. 13 at 4:30 pm at Ken & Barbs.
- **Tallahassee Visit** – Lobbyist and staff held seven brief meetings during committee week; flyer provided EWD overview.
- **Ethics Training** – Reminder for completion.

8d. FINANCE DIRECTOR – Lisa Hawkins

Financial Statements

Operating revenues through October totaled \$2.3m, an increase of \$472k compared to the same period last year. Operating expenses were \$1.8m, a \$110k decrease from the prior year. This results in an operating surplus of \$577k through October.

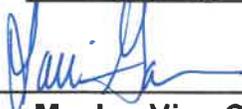
Investments

October ended with \$18.8 M invested in RBC and \$7.5 M at Centennial Bank, totaling \$26.3 M in cash and investments.

Contributed Capital Assets

Staff identified unrecorded contributed capital assets from prior years due to incomplete documentation. Auditors have been notified, and prior-year balances will be restated, resulting in an audit finding. This affects only accounting records, not cash or operations. Staff are improving documentation processes and may consider formal board acknowledgment of contributed assets. No action is required at this time.

9. **ATTORNEY'S REPORT – Robert H. Berntsson** – There are no new developments to report. All matters continue on a day-to-day basis, and operations are proceeding smoothly.
10. **OLD BUSINESS** – None
11. **NEW BUSINESS** – None
12. **PUBLIC COMMENT – ANY TOPIC** – None
13. **BOARD MEMBER COMMENTS** – All board members extended their congratulations to Wastewater Operations Manager David Larson on his upcoming retirement and expressed their appreciation for his many years of dedicated service. The board also noted their satisfaction in learning that EWD has been selected to receive funding from the SAHM SRF program. Before adjourning, members shared warm wishes with one another and wished everyone a very Happy Thanksgiving.
14. **ADJOURN @ 9:12am**



Taylor Meals - Vice Chair (absent)

Lani Gaver – Chair

APPROVED/aa