

**MINUTES**  
**REGULAR MEETING**  
**ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS**  
**201 SELMA AVENUE, ENGLEWOOD, FL 34223**  
**October 9, 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 – Mr. Ledford noted that a change had been made—replacing item 7d with a revised Action Item Summary. This will be discussed further when the item is addressed.
3. **PUBLIC INPUT** – None
4. **PRESENTATIONS** – None
5. **CONSENT SECTION** – Chair Gaver called for a motion to approve. Mr. Stern moved, “to approve the consent agenda as presented,” seconded by Mr. Meals.
  - 5a. Minutes of the Regular Meeting dated September 11, 2025  
**Recommended Action:** Approve the meeting minutes.
  - 5b. Big W Law Invoice dated October 1, 2025.  
**Recommended Action:** Approve the attorney’s invoice in the amount of \$2,250.00
  - 5c. Oertel, Fernandez, Bryant & Atkinson Invoice dated September 30, 2025  
**Recommended Action:** Approve the attorney’s invoice in the amount of \$4,910.00.

**UNANIMOUS**

**CS 25-10-9 A-C**

6. **DISCUSSION** – None

7. **ACTION ITEMS**

**7a.** FY26 Business Insurances - Mr. Ledford led the discussion stating that Property, Casualty, and Workers Compensation Insurance was transitioned to Public Risk Management of Florida (PRM), with World Risk Management engaging HCA Asset Management to complete a full appraisal of all EWD properties. This appraisal increased the Total Insured Value (TIV) from approximately \$42 million to \$72 million, with the TIV for FY26 now estimated at \$86 million, largely due to upgrades at the V-1 site and the WRF Headworks facility. To help manage the impact of this increase, PRM

applied additional premium credits to keep costs within budget. The total premium for FY26 is \$665,968.00, and the estimated cost of employer-paid health insurance premiums for the same period is \$1,537,937.68. Meals & Crampton

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

**UNANIMOUS**

**25-10-9 A**

*Full motion read:* “To allow the Administrator to pay the premiums for the District’s Property, Casualty, and Worker’s Compensation insurances for FY26 in the amount of \$665,968.00 and 2) To allow the Administrator to pay the premiums for the District’s health insurance for FY36 in the amount of \$1,537,937.68. Funds to come from General Funds.”

**7b.** Replacement of Lime Plant Filter Media Filter #3 - Mr. Ledford led the discussion. Staff is recommending award of RFB 2025-143 for the Replacement of Lime Plant Filter Media – Filter No. 3 to Leo Pfliger Construction, Inc. This was the lowest, responsive, and responsible bid out of the three sealed bids received. The base bid came in at \$35,232, and there's an optional bid alternate of \$14,850 for removing and installing District-provided Wheeler bottom plates, if that ends up being necessary. Altogether, the total project cost could be up to \$50,082. Because that amount exceeds the Administrator’s spending authority, the recommendation is being brought forward for Board approval.

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

**UNANIMOUS**

**25-10-9 B**

*Full motion read:* “To award the Replacement of Lime Plant Filter Media Filter #3 Project to Leo Pfliger Construction, Inc. in the amount of \$50,082. Funds to come from the General Fund.”

**7c.** Distribution - Vacuum Truck Purchase - Mr. Ledford led the discussion. The Distribution Department requests approval to purchase a Vac-Con combination jet/vacuum sewer cleaner, model VPD3615/1500, mounted on a Freightliner 114SD Plus chassis, to replace the District’s oldest vacuum truck, Truck #43 (2013 Freightliner 114SD). Pricing is based on Sourcewell Contract No. 101221-VAC, valid through November 29, 2026. The District will receive a 10% discount of \$41,822.10 through Sourcewell, plus an additional dealer discount of \$41,594.90 from Vac-Con. Delivery is expected within 90 to 120 days after order. The total cost is \$629,157.00, fully funded in the Board-approved FY26 budget. The current truck will be listed on GovDeals in hopes of recouping some of the cost.

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

**UNANIMOUS**

**25-10-9 C**

*Full motion read:* “To approve the purchase of a Vac-Con jet/vacuum sewer cleaner (VPD3615/1500 with Freightliner 114SD Plus chassis) through Sourcewell contract 101221-VAC for \$629,157.00, replacing truck #43.”

**7d. Collections - 2026 Ford - Vehicle Purchase –** Mr. Ledford led the discussion. He reached out to the dealership that sold the Administrator’s vehicle and was able to secure a better quote, which is why there’s a last-minute adjustment to this action item. The Collections Department requests approval to purchase a 2026 Ford F-250 Super Duty XL Regular Cab 4WD (F2B), budgeted for FY26. This new truck will replace Truck #2 (a 2008 Ford Ranger), which will then serve as a spare for the Distribution Department. The vehicle will be purchased from Alan Jay Fleet Sales through the City of Tallahassee Contract #5179-2026, valid until September 30, 2026. The total cost with options is \$63,975.00.

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

**UNANIMOUS**

**25-10-9 D**

*Full motion read:* “To approve the purchase of a 2026 Ford F-250 Super Duty XL Regular Cab 4WD (F2B) from Alan Jay Fleet Sales under the City of Tallahassee Contract #5179-2026, at a cost of \$63,975.00.”

**7e. Budget Amendment and Carry Forward of Funds from FY25 to FY26 -** Mr. Ledford led the discussion. Due to delays beyond our control in the availability of certain equipment and repairs, staff requests authorization to carry forward funds from the FY25 budget into FY26 to complete these previously approved purchases and repairs. This list includes items that should have been received but were delayed. Additionally, Collections Department training (Data Flow - \$4,263) was not scheduled in FY25 and will be conducted in FY26. If approved, new purchase orders will be issued in FY26 to cover these costs.

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

**UNANIMOUS**

**25-10-9 E**

*Full motion read:* “To approve the budget amendment and carry forward of funds in the amount of \$121,579.25 from the FY25 budget to FY26, as presented in the table shown above.”

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

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

**Production**

- Total send-out for September 2025 was 72.74 MG, compared to 77.93 MG in 2024.
- The average daily send-out was 2.42 MGD, down from 2.59 MGD in 2024.
- The peak (high) send-out reached 2.89 MGD, while the 2024 high was 3.03 MGD.
- Rainfall for September 2025 totaled 2.82”, compared to 7.14” in 2024.

- At the plant, Operators continued with routine maintenance and daily operations. Crom completed work on Clarifier #2, and over the past few days, Operators have been bringing it back online while preparing to take Clarifier #3 out of service for cleaning.

### **Distribution**

- There were four incidents to report this month.
- Three hydrants were replaced during September — one on Rusty Marshall Dr. (9/17), one on Avenue of the Americas, and another on Gulf Blvd. (9/23). Each hydrant underwent two days of bacteriological testing and was returned to service after passing.
- On 9/24, due to the Publix demolition at Merchants Crossing, a portion of the plaza's water service was temporarily shut down to abandon an old line. Two days of bacteriological testing followed, and the boil water notice was lifted on 9/25.
- New meter installations: 12 single-family units (12 ERCs).
- 131 radio heads were replaced.
- 2 customer turn-off requests were completed.
- 61 customer turn-on requests were processed.

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

#### **WRF**

- Monthly Average Daily Flow (MADF) for September 2025 was 1.408 MGD, compared to 2.240 MGD in September 2024.
- Peak Flow: 1.595 MG.
- Normal operations and maintenance

#### **Collections**

- A total of 74 work orders were completed.
- 15 sewer service cap-offs were performed.
- 6 vent repairs and 7 cleanout repairs were completed.
- 9 sewer taps were relocated in the Brook to Bay area.
- 65 vacuum pits were inspected and video recorded to identify potential sources of infiltration.

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

- **Lime Plant Optimization Study** – HDR continues work on the study. Additional field sampling will be done once Wellfields #2 and #3 are operational to ensure complete data.
- **Middle Beach Pipe Replacement** – 60% design drawings are under review. Coordination with Sarasota County and FEMA is ongoing for road work and reimbursement.
- **South WRF Expansion and Improvements** – RFQ was posted Sept. 9; proposals due Oct. 9. Pre-proposal meeting held Sept. 23. Selection committee meets Oct. 30; interviews Nov. 12. Contract expected to go to the Board on Dec. 11.
- **Beachwalk by Manasota Key Phase 4** – Developer's Agreement executed and FDEP applications signed.

- **Esplanade – Wellen Park** – Groundbreaking is Friday at 9:15 AM; no EWD staff expected to attend.
- **Charlotte County Ainger Creek Boat Ramp Improvements** – Atwell submitted plans including a restroom requiring utility connections. Staff awaits signed Developer's Agreement to proceed.
- **PRM Policy & Sexual Harassment Policy**
  - Exploring the potential implementation of a PRM policy at no cost.
  - Sexual harassment policy can be included in the employee handbook; must include specific qualifying language.
  - Seeking further guidance on the *Big Beautiful Bill* (Overtime Policy); plan to revisit both policies at a later date.
- **Upcoming Meeting – November 5**
  - Traveling to Tallahassee to meet with the lobbyist for some meet & greets.
- **Next Meeting – Easement Projects**
  - **Shores of Stillwater:**
    - SRQ requires easement access.
    - Some easements are already in place; this proposal would expand access to SRQ.
  - **South McCall Road:**
    - Property owned by SRQ includes a monitoring well.
    - Annual easement renewals currently in place.
    - County is under contract to sell the property; the new owner is willing to maintain existing easements.
- **Ethics Course Requirement**
  - All Board Members are registered, due within 45 days.

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

##### **Financial Statements**

The financial statements reflect activity through the end of the fiscal year; however, certain transactions have not yet been recorded, and the figures do not represent the finalized year-end position. Operating revenues through September totaled \$23 million, representing an increase of \$1.1 million compared to the same period in the prior year. Operating expenses totaled \$17.8 million, an increase of \$580,000 from the prior year. The resulting operating surplus through September is \$5.1 million.

##### **Investments**

As of the end of September, \$18.7 million was invested with RBC and \$6.3 million was held at Centennial Bank, resulting in total cash and investments of \$25.1 million.

##### **Audit**

Mauldin & Jenkins is scheduled to begin fieldwork for the FY25 audit during the week of November 18.

9. **ATTORNEY'S REPORT** – Robert H. Berntsson - There are no significant updates at this time; work on routine day-to-day tasks is ongoing.

10. **OLD BUSINESS** – Mr. Meals will be absent in December, which affects voting for Chair and Vice Chair. Attendance in November is also uncertain. The Board has done well rotating members through leadership roles, helping new members gain valuable insight and become stronger contributors. A suggested succession plan is for the Vice Chair to become Chair, with the newest member stepping into the Vice Chair role. While informal, this approach aligns with practices on other boards. An informal decision could be made in November, with Mr. Meals as Chair and Mr. Babington as Vice Chair. December would serve as a soft confirmation, without a formal vote. The Chair role carries additional responsibilities, so experience is important—Ms. Crampton noted the value of having a couple of years under one’s belt. The plan is for Mr. Meals to serve as Chair and Mr. Babington as Vice Chair starting in January.
11. **NEW BUSINESS** – None
12. **PUBLIC COMMENT – ANY TOPIC** – None
13. **BOARD MEMBER COMMENTS**- Chair Gaver expressed satisfaction with securing the truck at a lower cost.
14. **ADJOURN 9:09**

  
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Taylor Meals - Vice Chair

APPROVED/aa