

**MINUTES**  
**PUBLIC HEARING & REGULAR MEETING**  
**ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS**  
**201 SELMA AVENUE, ENGLEWOOD, FL 34223**  
**MARCH 14, 2024 @ 8:30 A.M.**

**Board of Supervisors:**

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

**Staff:**

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

1. The meeting began with the Pledge of Allegiance and roll call to establish a quorum.
2. ANNOUNCEMENTS – Additions or Deletions – addition of item 7c., Henderson/Franklin Invoices and deletion of item 8 c., DKI Carport & Drywall Repair.
3. PUBLIC INPUT – None
4. SWEARING IN OF OFFICER – Attorney Berntsson took the floor and swore Mr. Pinkiewicz, Seat #4 into office.
5. PUBLIC HEARING
  - a. Englewood Water District Supervisor’s Election Districts
    1. Opening of Public Hearing – Chair Stern opened the Public Hearing.
    2. Introduction & Purpose – Attorney Berntsson reference the enabling act and explained every ten years the 5 districts are required to be reviewed to ensure they are all of equal population, based on the census. The public hearing is to adopt the new districts.
    3. Public Input – None

Ms. Gaver moved, **“to close the public hearing,”** seconded by Mr. Meals.

**UNANIMOUS**

**24-03-14 A**

4. Action by the Board of Supervisors – Chair Stern called for a motion. Mr. Meals moved, **“to adopt as presented,”** seconded by Mr. Pinkiewicz.

**UNANIMOUS**

**24-03-14 B**

Full motion read: To authorize the Chairman to sign and the Secretary to the Board attest Resolution No. 24-03-14 B, a resolution relating to the revision of the five (5) Supervisor Election Districts.

5. Closure of Public Hearing – Attorney Berntsson closed the Public Hearing.
6. PRESENTATIONS
  - a. Service Award – with gratitude, Chair Stern presented District Counsel, Robert H. Berntsson with a 20-year service award.
  - a. Annual Financial Audit Report – Wade Sansbury, Mauldin & Jenkins

Mr. Sansbury narrated his presentation. An unmodified opinion was issued. There were no findings in the financial statements or recommendations included in the Auditor's analysis. Additionally, GASB 96 was adopted this year and had no effect on the balance sheet.

Minor discussion on the pension liability, additional auditing requirements when grants/loans are involved and cyber security took place. Ms. Gaver moved, **"to accept,"** seconded by Mr. Meals.

**UNANIMOUS**

**24-03-14 C**

Full motion read: To accept as presented, the Audited Financial Statements as of and for the years ended September 30, 2023 and 2022 and the Auditor's Discussion and Analysis dated September 30, 2023, in accordance with Section 10 of the Enabling Act.

7. CONSENT SECTION – Chair Stern called for a motion to accept as presented or removal of any item. Mr. Meals moved, **"to approve the consent agenda as published,"** seconded by Mr. Pinkiewicz.

a. Minutes of the Regular Meeting dated February 8, 2024

**Recommended Action:** Approve the meeting minutes.

b. Big W Law Invoice dated March 1, 2024.

**Recommended Action:** Approve the attorney's invoice in the amount of \$5,100.00.

c. Henderson/Franklin Law Invoices dated January 25, 2024 & March 8, 2024.

**Recommended Action:** Approve the invoices in the amount of \$3,307.50.

**UNANIMOUS**

**24-03-14 CS A**

**24-03-14 CS B**

**24-03-14 CS C**

8. ACTION ITEMS

a. Centennial Bank Signature Cards – Mr. Ledford listed the changes required on the signature cards. Mr. Pinkiewicz moved, **"to make a motion,"** seconded by Ms. Gaver.

**UNANIMOUS**

**24-03-14 D**

Full motion read: To make the following revisions to the operating checking account:

Removed: Phyllis E. Wright and Raymond A. Burroughs

Add: Dennis Pinkiewicz

Keep: Keith Randall Ledford, Jr., Lisa Powell Hawkins, Robert C. Stern, Jr., Sydney B. Crampton, and Lani Gaver.

b. Single Source Procurement/WTP Pump Purchase – Mr. Ledford stated the pumps were deemed non-repairable and need to be replaced. Mr. Meals moved, **"to approve,"** seconded by Ms. Gaver.

**UNANIMOUS**

**24-03-14 E**

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. Two (2) Xylem Goulds Water Technology Model 12RJLC-1 Stage Pumps in the amount of \$57,886.00. Funds to come from water revenues.

c. DKI Carport & Drywall Repair – removed from the agenda.

d. Emergency Water Main Repair – Mr. Ledford detailed the subaqueous location of the water main break and the circumstances of the needed emergency repair. It was noted that the pipe will be upsized from a 12” to a 16” for future expansion. Mr. Meals moved, “to approve,” seconded by Ms. Gaver.

**UNANIMOUS**

**24-03-14 F**

9. DISCUSSION

a. Adjustment Request – 351 N. Indiana Avenue – Mr. Ledford explained that the adjustment given followed the Customer Rules and Regulation, any additional relief would need board approval. At the conclusion of board discussion, the request was denied because the water adjustment policy was followed. No additional reduction would be given.

b. Adjustment Request – 8431 Creekview Lane – Mr. Ledford explained the circumstances of the return check fee being charged per the Customer Rules and Regulations. Following board discussion it was suggested that the return fee could be reduced to half if the customer enrolled in autopay. Return of the full amount was denied.

c. Board Direction on Administrator Search – Attorney Berntsson explained the process from the past Administrator search. Lengthy discussion ensued to include education background/experience requirements, region of the country to search, hiring of a recruiter, job description, and local salary range. At conclusion of discussion, the board agreed to provide senior staff with their suggestions of what to look for. Staff will use these suggestions to form a job description for board review. Senior staff will then conduct the search without forming a committee, bringing in the best candidates for the board to interview individually. A committee or special meeting can be called at any time if it is necessary.

d. Potable Water Master Plan Update – Mr. Ledford suggested a special meeting be scheduled with HDR for a more thorough review and discussion of the master plan. Discussion ensued to include what choice to follow, funding the project, and the rate study. At conclusion of discussion, staff was tasked with arranging a special meeting before the next regular meeting.

e. Pulte Land Purchase – Mr. Ledford explained the offer from Pulte to purchase a parcel of EWD owned land to construct a storm management pond using the dirt generated from the pond excavation as fill. Discussion ensued to include what EWD would do with the property if it was retained, upkeep needed if its kept, and how much the property is worth. At conclusion of discussion, staff was tasked with moving forward with the required documents to sell the property. Once finalized they will be presented to the board for approval.

10. ACTING ADMINISTRATOR’S REPORT

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for February 2024 was 90.0 MG/2023 was 95.64 MG.

2. Average send out was 3.1 MGD/2023 was 3.4 MGD and the high send out was 3.94 MGD/2023 high was 4.23 MGD. Rainfall for 2024 was 2.44" and 2023 was 0.3".
3. The Forestry and Englewood Fire Department along with Sarasota County Fire did the control burn in WF4. The project went well and the Forestry Service recommends a burn every 3-4 years.
4. We had an EPA inspection on 2-27-24 that went well. They examined our records and toured the plants and WF3.
5. Operators have been doing general maintenance and routine operations.

Distribution:

1. Distribution had 5 incidents to report:
  - a. 2-1-24 a 6" water main broke in Brook to Bay. Repairs were made with a repair clamp with no boil water notice issued.
  - b. 2-8-24 a 6" main located on Old Englewood Rd broke. Repairs were made with a repair clamp and no boil water notice was issued.
  - c. 2-23-24 a 6" water main located on Alamander Ave broke. Repairs were made with a repair clamp and no boil water notice issued.
  - d. 2-27-24 a 6" main located on Larchmont Dr broke. Repairs were made and no boil water notice was issued.
  - e. 2-29-24 the 12" water main under Oyster Creek located on San Casa Dr broke. The break was isolated on both sides of the creek and will be repaired at a later date.
2. New meter sets were 56 single family; 56 ERCs.
3. 42 radio-read heads were replaced.
4. 14 customer requested turn-ons were completed.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for February 2024 was 1.98 MGD about 200K more than this time last year with a peak flow of 2.35 MG.
2. The new Jumbo 3 centrifuge is complete and now operational.
3. Most of the mechanical & structural rehab work on Plant #2 is complete and painting has begun.
4. Normal operations and maintenance are ongoing.

Collections:

1. Crews continue to repair service lines damaged by the fiber cable installation.
2. Normal operations and maintenance are ongoing.

c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E. Mr. Ledford updated his written report.

CIP/In-house Projects:

1. Lime Bed Cleaning – This is phase 2, the back 3 beds. Trees will be cleared and pits will be dug out.
2. Quail's Run I & I – cleaning & pre-videoing began this week, lining and manhole repair and lining will follow. Residents have been notified.
3. V-1 Generator Replacement – this project is complete.

Developments/Projects Approved for Construction:

1. Beachwalk by Manasota Key Phase 2 – sewer has been approved by FDEP, water approval is expected soon, water main tie-ins to follow.

Upcoming Developments/Projects:

1. Charlotte County – Avenues of the Americas Sidewalk Project – the contractor has been approved, a pre-construction meeting is scheduled for next Thursday, EWD staff will attend.

d. FINANCE DIRECTOR – Lisa Hawkins

Financial Statements:

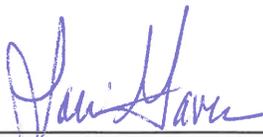
1. February – operating revenues were \$8.890M, up \$815K from last February. There were operating expenses of \$7.801M about the same as last year leaving us with an operating surplus of \$1.088M. Capital contributions were received from Beach Walk in the amount of \$725K.

Investment Statements:

1. February – we had \$19.381M invested at RBC and \$2.5M at Centennial Bank. There is currently \$3.7M in the money market, which will be used for CIP projects.

Mr. Ledford concluded the Interim Administrator's report.

11. ATTORNEY'S REPORT – Robert H. Berntsson – None
12. OLD BUSINESS – None
13. NEW BUSINESS – None
14. PUBLIC COMMENT – ANY TOPIC – None
15. BOARD MEMBER COMMENTS – congratulations were given by the entire board to Attorney Berntsson for his 20 years of service and Ms. Hawkins and her staff were congratulated on the clean audit. Mr. Pinkiewicz thanked Mr. Ledford for stepping up be the Interim Administrator, the board for his appointment and Ms. Wright for her 20 years on the board.
16. ADJOURNED @10:09 a.m.



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Lani Gaver, Vice-Chair

/tlh

APPROVED