MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
September 10, 2026 @ 8:30 A.M.

Board of Supervisors:
Taylor Meals, Chair
Tony Babington, Vice-Chair
Robert C. Stern, Jr.
Sydney B. Crampton
Lani Gaver

Staff:
Keith R. Ledford, Jr., P.E., Executive Director
Robert H. Berntsson, District Counsel
Jodi Muthler, Operations Director
Dewey Futch, Water Operations Manager
Lisa Hawkins, Finance Director
Ashley Aguiar, Executive Assistant

1. PLEDGE OF ALLEGIANCE & ROLL CALL

2. **ANNOUNCEMENTS** – Additions or Deletions
2a. Addition - 6a. North Booster Pump Station Force Main Project

3. **PUBLIC INPUT**
3a. Gina Gullotta – 13 Jamestown Avenue, Englewood, FL 34223 – Water Violation - Staff presented a written request from Gina Gullotta of 13 Jamestown Avenue asking the Board to consider waiving and refunding a $100 irrigation violation penalty, noting her good-faith efforts to comply. Chair Taylor Meals acknowledged her efforts and noted the importance of consistent compliance with the District's watering restrictions. No motion was made to waive or refund the penalty, and the $100 fine remained in effect.

4. **PRESENTATIONS**

5. **CONSENT SECTION** - Chair Meals called for a motion to approve. Ms. Gaver moved "to approve as presented", seconded by Mr. Stern
5a. Minutes of the Regular Meeting dated August 13, 2026
Recommended Action: Approve the meeting minutes for August 13, 2026
5b. Big W Law Invoice dated August 31, 2026
Recommended Action: Approve the attorney's invoice in the amount of $2,325.00
5c. Oertel, Fernandez, Bryant & Atkinson Invoice dated September 2, 2026
Recommended Action: Approve the attorney's invoice in the amount of $10,650.00
5d. Henderson Franklin Invoice dated February 13, 2026
Recommended Action: Approve the attorney's invoices in the amount of $400.00.
5e. Developer Contributed Assets
5f. FY27 Special District Performance Measures Standards Form
5g. FY27 Customer Rules & Regulations
5h. FY27 Procurements for Board Approval
5i. Centennial Bank Signature Cards
5j. RBC Signature Cards

UNANIMOUS **CS 26-09-10 A – J**

6. **DISCUSSION –**

6a. North Booster Pump Station Force Main Project - Mr. Ledford led the discussion, noting that the item was added to the agenda and addressed SRF funding requirements and the necessary facilities plan update. The Board reached consensus to tentatively schedule the required public hearing for November 5, 2026, at 8:30 A.M. at the EWD.

7. **ACTION ITEMS**

7a. FY27 Employee Handbook – The Board reviewed the proposed FY27 Employee Handbook, which includes updates to timekeeping, overtime, meal periods, compensation, leave, benefits, and other workplace policies. The revisions are intended to clarify existing provisions and align the Handbook with current District practices. The Board's annual review is consistent with the requirement established under Resolution No. CS-25-3-13D.

Mr. Babington moved to "approve as presented", seconded by Ms. Gaver.

UNANIMOUS **26-09-10 A**

Full motion read: "To accept the proposed updates and approve the Englewood Water District Employee Handbook, effective October 1, 2026."

7b. Compensation Study Final Report - Mr. Ledford led the discussion. The final Compensation Study report, presented by Local Government Consulting, LLC and approved by the Board on August 13, 2026, was provided to the Board for review. The report contains five (5) sections, with seven (7) recommendations in Section 5. Most recommendations will be implemented effective October 1, 2026.

Ms. Gaver moved to "approve as presented", seconded by Mr. Babington.

UNANIMOUS **26-09-10 B**

Full motion read: "To adopt the Compensation Study Final Report as presented."

7c. EWD Resolution to CONP Resolution# 2026-R-41 - Mr. Ledford led the discussion on a Resolution authorizing the District to negotiate with the City of North Port and other affected governmental entities regarding the proposed Winchester Ranch annexation, service boundaries, utility services, and related matters. The Resolution preserves the District's rights and positions, including those related to pending litigation, and clarifies that participation in discussions does not constitute approval, consent, waiver, or commitment to any proposal or agreement.

Mr. Stern moved to "approve as presented", seconded by Mr. Babington.

UNANIMOUS **26-09-10 C**

Full motion read: "To approve the Resolution as presented and authorize the EWD's Executive Director and legal counsel to participate in negotiations regarding service boundaries, utility service, and related matters."

7d. Selection of Independent Auditing Services - Mr. Ledford led the discussion regarding Request for Proposals (RFP) 2026-146 for Financial Auditing Services, which was conducted in accordance with Section 218.391, Florida Statutes. He noted that three proposals were received and subsequently evaluated by the Selection Committee during their meeting on September 3, 2026. Based on the evaluation criteria established in the RFP, the Committee recommended a final ranking of (1) Mauldin & Jenkins, (2) Purvis, Gray and Company, and (3) Grau and Associates.

Mr. Stern moved to "approve as presented", seconded by Ms. Gaver.

UNANIMOUS **26-09-10 D**

Full motion read: "To approve the Resolution as presented and authorize the EWD's Executive Director and legal counsel to participate in negotiations regarding service boundaries, utility service, and related matters."

8. **EXECUTIVE DIRECTOR'S REPORT – Keith R. Ledford, Jr., P.E.**

Mr. Ledford mentioned EWD's participation in the Pioneer Day Parade. Chair Meals acknowledged and thanked the EWD staff who participated, including those who worked behind the scenes to clean and prepare the vehicles. Mr. Ledford also reminded staff that the annual Ethics Course is due by the end of December. He noted that he and Ms. Muthler will attend WEFTEC in New Orleans from September 26–30, pending any weather-related cancellations, with plans to meet with vendors and learn about wastewater treatment equipment, technologies, and options for future wastewater plant expansions.

8a. OPERATIONS REPORT – Dewey Futch

Production

- August 2026 water send-out totaled 91.56 MG, averaging 2.95 MGD, with a peak of 3.94 MGD, compared to 76.32 MG, 2.46 MGD, and 3.00 MGD, respectively, in August 2025.
- Total rainfall was 8.18 inches, compared to 7.64 inches in August 2025.
- Restoration & Protective Services completed painting of the storage tank roofs.
- Deloach Industries successfully completed degasifier repairs and media replacement at the RO Plant.
- Plant operators continued routine maintenance and daily operations.

Distribution

- Distribution experienced 11 incidents, including six requiring boil-water notices, all cleared after two days of bacteriological testing. Five incidents involved boring contractors, two were scheduled maintenance projects, and four were routine water main breaks.
- 141 new meter sets were installed, representing 141 ERCs, and 158 radio heads were replaced.
- Distribution completed 428 work orders, while meter readers completed 784.

WRF

- Average daily flow was 1.40 MGD, compared to 1.56 MGD in August 2025. Peak daily flow was 2.09 MGD, compared to 2.05 MGD.
- Plant operators continued routine operations and maintenance.

Collections

- Installation of the new telescoping panel at Lift Station 205 is underway.
- Approximately 40 feet of 6-inch pipe was installed for a new tap on Belvidere Street.
- 55 work orders were completed during the month.

8b. CIP/DEVELOPMENT REPORT – Keith R. Ledford Jr., P.E.

8c. FINANCE REPORT – Lisa Hawkins

Financial Reports

With only one month remaining in the fiscal year, operating revenues through August totaled $25.0 million, representing 94.5% of the annual budget. Operating expenses totaled $17.1 million, or 74.8% of budget, resulting in an operating surplus of $7.9 million. Cash capital contributions totaled $7.9 million through August, slightly

exceeding the $7.6 million annual budget. The increase in August was primarily attributable to capital fees received for The Esplanade at Wellen Park, Phase 1B.

Investments
Cash and investments totaled $40.8 million as of August 31, compared with $38.3 million at the end of July, an increase of $2.5 million.

9. **ATTORNEY'S REPORT** –**Robert H. Berntsson** - Attorney Berntsson advised that Mr. Stern's required paperwork was not received in Tallahassee by the applicable deadline, resulting in the position becoming vacant in November. He stated that, pursuant to the Enabling Act, the Board has the authority to appoint an individual to fill the vacancy. As Mr. Stern was unopposed, there is no requirement to advertise the position. The Board determined that the vacancy would not be advertised.

10. **OLD BUSINESS** - None

11. **NEW BUSINESS** Chair Meals proposed changing the Board packet deadline to the close of business on Thursdays to allow additional time for Board members to receive and review their packets. He also recommended that Board member comments remain limited in scope and not develop into extended discussions. If a comment begins to require further discussion, the matter should be brought back as a separate discussion item.

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

13. **BOARD MEMBER COMMENTS** – All Board members expressed their appreciation for the success of the Pioneer Day Parade and were pleased with the strong turnout and participation from both the public and EWD staff. Appreciation was also expressed for the staff who contributed both during the parade and behind the scenes to help make the event a success.

14. **ADJOURN @ 9:18am**

Tony Babington-Vice Chair
APPROVED/aa