

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
AUGUST 15, 2024 @ 8:30 A.M.**

**Board of Supervisors:**

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

**Staff:**

Mike Collard, Administrator  
Robert H. Berntsson, District Counsel  
Keith R. Ledford, Jr., P.E. Technical Support Manager  
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 – Discussion item 6a. Flexibility within the Organizational Chart and Job Descriptions was removed.
3. PUBLIC INPUT – None
4. PRESENTATIONS – None
5. CONSENT SECTION – Chair Stern called for a motion to approve as a whole or pull anything for discussion. Mr. Meals moved, **“to approve the consent agenda,”** seconded by Ms. Gaver.
  - a. Minutes of the Regular Meeting dated July 11, 2024  
**Recommended Action:** Approve the meeting minutes.
  - b. Big W Law Invoice dated August 2, 2024  
**Recommended Action:** Approve the attorney’s invoice in the amount of \$1,275.
  - c. Ratification of Emergency Memo – RO Electrical Switchgear Modification & Breaker Replacement  
**Recommended Action:** Ratify the Emergency Memo in the amount of \$155,000.
  - d. Award of Bid – RFB 2024-139 – Welding & Fabrication Services  
**Recommended Action:** Approve the award for RFB 2024-139 – Welding & Fabrication Services to Mobil Arc Welding and Fabrications Inc. in the amount of \$55,500 and Fortunate Fab, LLC in the amount of \$60,100.
  - e. Award of Bid – RFB 2024-140 – Replacement of Lime Plant Filter Media-Filter #2  
**Recommended Action:** Approve the award for RFB 2024-140 – Replacement of Lime Plant Filter Median-Filter #2 to EnviroWaste Services Group, Inc. in the amount of \$39,250.

**UNANIMOUS**

**24-08-15 CS A thru CS E**

6. DISCUSSION – **Removed**
  - a. Flexibility within the Organizational Chart and Job Descriptions

## 7. ACTION ITEMS

a. End of Interim Administrator Title – Mr. Collard introduced the item. With the minutes being approved for the Administrator’s appointment, it would end the Interim Administrator’s title. Ms. Gaver moved, **“to approve,”** seconded by Mr. Meals. Mr. Ledford was thanked for his time serving as Interim Administrator.

**UNANIMOUS**

**24-08-15 A**

Full motion read: To return Keith R. Ledford, Jr., P.E. to his previous job title of Technical Support Manager.

b. Water/Wastewater Adjustment Rules Resolution – Mr. Collard introduced the item stating the proposed changes to the adjustment policy fits industry standards and mirrors Sarasota County’s policy. A graph depicting the number of adjustments, adjustment totals and average dollar value per adjustment was distributed along with examples of adjustment requests. Mr. Meals moved, **“to approve,”** seconded by Ms. Crampton.

Lengthy discussion ensued to include; the 1.5 times the customer’s average consumption being too low, the 6-month instead of 12-month usage comparison being proposed, how a sewer cap of 10,000 gallons would affect revenues, how the rate study could affect the tiered rates and the fact that rates are based on knowing not all water that goes through the meter goes into the sewer. Discussion then turned to educating customers about conservation, irrigation for new sod and irrigation rates, adjustments for pool fills, and the need for consistent rules for all customers. There was also concern about decreasing the number of credits allowable from 24 months to 12. Chair Stern then called for a vote.

**2/2 motion failed.**

Staff was tasked with modifying the policy for presentation at the next meeting.

c. Amendment to the Procurement & Inventory Control Policy – Mr. Collard introduced the item. Portions of the policy were housekeeping and section 3 would increase the Administrator’s authority to approve single source procurement from up to \$35,000 to up to \$50,000. Ms. Gaver moved, **“to approve as presented,”** seconded by Mr. Meals.

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**24-08-15 B**

Full motion read: To accept the Procurement & Inventory Control Policy as amended and presented increasing the Administrator’s authority to approve single procurements from up to \$35,000 to up to \$50,000.

## 8. ADMINISTRATOR’S REPORT – Mike Collard

1. Tropical Storm Debby caused some disruption, power was lost for a short time in a few locations and a staffing schedule issue was discovered which will be looked into.
2. I’ve been meeting with people in the community and different utilities including the Wellen Park developers. We are working with them to create a Developer’s Agreement.

3. A recent Special District requirement for performance measures and standards will be required by October 1<sup>st</sup>, we will be ready to meet this requirement.

a. WATER OPERATIONS MANAGER – Dewey Futch

Production:

1. Total send out for July 2024 was 81.57 MG/2023 was 96.53 MG.
2. Average send out was 2.63 MGD/2023 was 3.11 MGD and the high send out was 2.94 MGD/2023 high was 3.52 MGD. Rainfall for 2024 was 4.23” and 2023 was 3.88”. 9” of rain was recorded after Debby.
3. The Operators at the plant have been doing general maintenance as usual with nothing major to report.

Distribution:

1. Distribution had 5 incidents to report;
  - a. 7-23 & 7-24 N Oakwood Dr – contractor hit the 4” watermain twice
  - b. Three hydrants were replaced over the month. Two-day bacteriological testing was done and passed in all incidents.
2. New meter sets were 173 single family; 173 ERCs.
3. 100 radio-read heads were replaced.
4. 27 customer requested turn-offs and 12 turn-ons were completed.
5. Lead inventory is at 82.4% completion.

b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

1. The average daily flow for July 2024 was 1.396 MGD, approximately the same as last year, with a peak flow of 1.675 MG.
2. Demolition of the old headworks structure is in process and almost complete. The new headworks is now being used.
3. Plants #1 & #2 rehab project; painting contractor has completed their work and patch work to the metal still needs to be completed before bringing plant #1 back online.
4. Normal operations and maintenance are ongoing.

Collections:

1. Crews continue to work with PCL on the V-1 project.
2. Normal operations and maintenance are ongoing.
3. Infiltration from Tropical storm Debby caused flows to increase from 1.4M to 4.5M so the surge basin was opened to handle the additional flows. Manasota Key flooded causing salt water infiltration also.

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

CIP/In-house Projects:

1. Lime Bed Cleaning – project came in approximately \$150K under the approval amount, which will be used toward the RO electrical switchgear project.
2. South WRF – New Headworks/Drying Bed – the switchgear finally arrived. Final grade, sodding, etc. to begin shortly.
3. V-1 Station Rehab – a few issues during the storm, the temporary covers did not hold up well, a solution is being sought. Roof trusses and decking has

been installed; framing inspection is expected this week.

Developments/Projects Approved for Construction:

1. Beachwalk by Manasota Key Phase 2 – is complete and will be removed from the report.
2. Island Lake Estates at Coco Bay & Palm Lake at Coco Bay Phase 2 – a majority of the new meter sets reported occurred in these two developments. As a solution to water theft, meters were set for every lot instead of waiting for the meter installation request.
3. Paddock Pines – another 35 homes as a portion of Park Forrest.

d. FINANCE DIRECTOR – Lisa Hawkins

1. FY25 Budget Discussion

Ms. Hawkins highlighted a few items from the FY2025 budget:

- Estimated operating revenue is \$25,598,771, which includes a 5% rate increase that may be adjusted after the rate study.
- Operating expenses are budgeted at \$19,393,000.
- The proposed organizational chart includes 1 new employee in the Distribution department and moves the Meter Readers to the Administration Department.
- Explanations of any variances over \$5,000 and 10% are listed in the department budgets.
- The CIP is budgeted to be \$22,313,472 which includes \$19,313,000 rolled from FY24 and \$3,000,000 in new projects.
- There is no debt service payment in this budget.
- The budget predicts ending FY2025 with \$10,657,795 in reserves.

Following the budget report, discussion turned to the proposed 5% rate increase. At conclusion of discussion, a unanimous Board consensus was reached that a 5% rate increase would be implemented and formally voted in at the next meeting.

Financial Statements:

1. July – operating revenues were \$18.463M up \$1.6M from last year and operating expenses were \$14.346M, \$642K less than the same time last year, leaving an operating surplus of \$4.116M.
2. Reimbursements in the amount of \$514K were received in August from FEMA.

Investment Statements:

1. July – we had \$18.803M invested at RBC, and \$2.1M at Centennial Bank for a total in cash and investment of \$20.993M.

Other:

1. Staff is still working through what projects to provide for the rate study but the draft budget has been provided to Raftelis.
9. ATTORNEY'S REPORT – Robert H. Berntsson – None
10. OLD BUSINESS
  - a. Employee Benefits Committee Update – Mr. Ledford gave the report provided by Ms. Bagshaw. During discussion it was determined that the goal of the committee was to

find lower cost healthcare and that was achieved so dissolution of the committee was recommended by Mr. Collard. Mr. Meals moved, “**to make a motion,**” seconded by Ms. Gaver.

**UNANIMOUS**

**24-08-15 C**

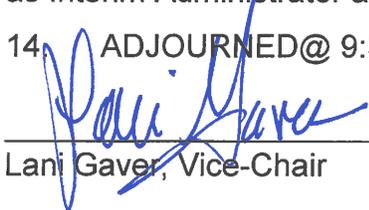
11. NEW BUSINESS

a. Participation in the Pioneer Days Parade – Mr. Collard stated that EWD plans to participate. Trucks will be cleaned and candy will be purchased.

12. PUBLIC COMMENT – ANY TOPIC – None

13. BOARD MEMBER COMMENTS – All members commented on the ease of understanding the budget as formatted, thanked Mr. Ledford for his work during his time as Interim Administrator and Mr. Collard was welcomed as the new Administrator.

14. ADJOURNED@ 9:50 AM

  
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Lani Gaver, Vice-Chair

/tlh

APPROVED