

Homosassa Special Water District

Regular Meeting

June 19th, 2023

A regular meeting of the Board of Commissioners of the Homosassa Special Water District was held on Monday, June 19th, 2023, at the Water District office located at 7922 W. Grover Cleveland Blvd, Homosassa, FL.

Present were:

Commissioner Wilcox	Rick Sandvick (Superintendent)
Commissioner Miller	Tim Kline (Deputy Superintendent)
Commissioner J. MacRae	Jenn Robers (Office Manager)
Commissioner Sipos	Kendal Padgett (Staff)
Carole Barice (Attorney)	

Commissioner R. MacRae and Engineer George McDonald were absent from the meeting.

Commissioner Wilcox called the meeting to order at 4:01 PM.

1. Additions, Corrections, Deletions of the Regular Meeting Minutes of May 15th, 2023

Commissioner Sipos made a motion to accept the minutes as written.

Commissioner Miller stated there was a correction that needs to be made on page five, third and fourth paragraph under Tim Kline. She said that the \$3.00 raise needs to be changed to a \$3.00 an hour raise.

Commissioner Sipos amended her motion to accept the minutes with the corrections as stated. Commissioner Miller seconded the motion. Vote Yes. Motion Carried.

2. Additions, Corrections, Deletions of the Special Workshop Meeting Minutes of May 15th, 2023

Commissioner Miller made a motion to accept the minutes as written. Commissioner Sipos seconded the motion. Vote Yes. Motion Carried.

3. Public Input

A. Cox, Ted (Leak Adjustment)

B. Kogelmann, Patrick (Leak Adjustment)

Commissioner Sipos made a motion to block together all leak adjustments. Commissioner Miller seconded the motion. Vote Yes. Motion Carried.

Commissioner Miller made a motion to waive the conservation rate and give them time to pay for all leak adjustments. Commissioner Sipos seconded the motion. Vote Yes. Motion Carried.

4. George McDonald (Project Update)

There was no update provided as Engineer George McDonald was absent from the meeting.

5. Attorney Report

Attorney Carole Barice informed the board that she researched the account where the money can be moved from the Regions SRF Account. She stated the accounts are Florida Prime accounts. Office Manager Jenn Roberts informed Attorney Carole Barice that the district has two Florida Prime accounts already for the Government Pool General Fund and Government Pool Water Revenue.

6. Employee Policies

Commissioner Miller stated that there is a correction that needs to be made under the Purchase Order Policy. Under the Consequences, it should be terminated. She would also like the consequences to be added to the Employee Manual under Table 5.1 Disciplinary Guidelines Homosassa Special Water District in Chapter 5.

Commissioner Miller made a motion to accept the policies with the changes as stated. Commissioner J. MacRae seconded the motion. Vote Yes. Motion Carried.

7. Secretary/Treasurer Reports

A. General Fund

B. Water Fund

C. Banking Information

D. Transfer Report

Commissioner Wilcox suggested moving money from the Regions SRF Account into the Government Pool Water Revenue Account.

Commissioner Wilcox made a motion to move \$600,000 to the Government Pool Water Revenue Account from the Regions SRF Account. Commissioner Miller seconded the motion. Vote Yes. Motion Carried.

8. Staff Report

A. SRF Construction Loan Amendment 3

Attorney Carole Barice brought it to the attention of the board that the service fee for the loan within this amendment was different than in the original loan agreement. The service fee amount should be 2% of the final loan amount. The Florida Department of Environmental Protection is to make changes to the service fee.

Commissioner Miller made a motion to sign the amendment with the revisions made. Commissioner J. MacRae seconded the motion. Vote Yes. Motion Carried.

B. Janice Saltmarsh Meeting/Contract

Attorney Carole Barice informed the board that she made changes to the contract that she saw necessary. Accountant Janice Saltmarsh did not approve the changes and wanted certain vocabulary added to the contract before she would sign.

Commissioner Wilcox made a motion for Attorney Carole Barice to contact Accountant Janice Saltmarsh directly to make the necessary revisions to the contract. Commissioner Sipos seconded the motion. Vote Yes. Motion Carried.

C. Restitution Update

The District received a restitution payment in the mail today for a total of \$144.23.

D. Justin Car Accident Settlement

E. Budget Dates

Budget Workshop July 17th @ 3:00 PM prior to the regular board meeting

Tentative Budget Sept 6th @ 5:01 PM

Final Budget Sept 18th @ 5:01 PM prior to the regular board meeting

Commissioner Sipos mentioned that September 4th is a holiday and the office will be closed. She stated to move the Tentative Budget date to Wednesday, September, 6th at 5:01 PM.

F. Overtime Report

Commissioner Wilcox suggested that no total amounts earned for the employees should be listed on the report presented to the board.

G. Superintendent

1. Leak Report

2. Water Loss

The water loss for the month of May was 5.88%.

3. Homosassa Tradewinds Letter to Board

Superintendent Rick Sandvick brought it to the board's attention that Homosassa Tradewinds Association submitted a letter asking for individual meters for the homes. He informed the board that they are on a master meter and the lines in the Association are unknown. He stated that it would be in the district's best interest to keep them as they are.

9. Reports to the Board

A. Adjustment Report

B. Shut Off List

Discussion

10. Board Comments

Commissioner Sipos said that it was a nice meeting, that she wished Commissioner R. MacRae was able to attend, and told the staff good work.

Commissioner J. MacRae said it was a good meeting.

Commissioner Miller said it was a productive meeting, she thanked Office Manager Jenn Roberts, Staff Kendal Padgett, and Attorney Carole Barice for their hard work, and she hope that Tim Kline will continue to thrive in his new position.

Commissioner Wilcox said it was a great meeting and she is proud of the water loss.

11. Pay Bills/Adjournment

Commissioner Sipos made a motion to pay the bills and adjourn the meeting. Commissioner Miller seconded the motion. Vote Yes. Motion Carried.