

Homosassa Special Water District

Special Workshop

May 15th, 2023

A special workshop of the Board of Commissioners of the Homosassa Special Water District was held on Monday, May 15th, 2023, at the Water District office located at 7922 W. Grover Cleveland Blvd, Homosassa, FL.

Present were:

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

Commissioner R. MacRae called the meeting to order at 1:07 PM.

Commissioner Miller would like to discuss the idea of creating new board policies for Company Cell Phone Usage, Overtime, and Company Credit Card Use.

Commissioner Wilcox would like to discuss the idea of creating new board policies for Retirement Payout and Travel/Per Diem.

Overtime Policy

Commissioner Wilcox suggested that the policy for Overtime would include that all overtime for staff members be approved and signed off on by the Superintendent.

Commissioner Miller suggested that the Superintendent would be the one to sign off on the field technicians' overtime, along with the Office Manager's overtime and the Office Manager would be the one to sign off on the office staff's overtime.

Commissioner Miller would like for the payroll hours to be submitted to the board with Superintendent's approval at each board meeting.

Commissioner Wilcox will send over the information for what to include with the Overtime policy to Office Manager Jenn Roberts for it to be adopted at next month's board meeting.

Company Cell Phone Use Policy

Commissioner Wilcox suggested that the Company Cell Phone Use Policy include that no staff member may use the company-provided phone as their cell phone and that upon retirement or termination, all company-issued equipment be returned.

Commissioner Wilcox will send over the information for what to include with the Company Cell Phone Use Policy to Office Manager Jenn Roberts for it to be adopted at next month's board meeting.

Purchasing/Company Credit Card Usage Policy

Superintendent Rick Sandvick provided the board with the current company credit card usage process and bill reconciling.

Commissioner R. MacRae would like to start the use of Purchases Orders for any company credit card purchase. He would like for any on-call or emergency purchase to have their purchase order number. He suggested that the purchase order be signed off on before the purchase is made.

Commissioner Wilcox would like the policy to include any incorrectly purchased items to be paid back by staff members. She would like every purchase order to be approved within 24 hours or the next business day.

Commissioner Miller would like for the purchase orders to be provided with the credit card bill when being signed off for that corresponding month.

Commissioner Wilcox would also like for there to be disciplinary actions to be included in the Company Credit Card Use Policy for misuse of the card.

Commissioner Wilcox will send over the information for what to include with the Company Credit Card Usage Policy to Office Manager Jenn Roberts for it to be adopted at next month's board meeting.

Commissioner R. MacRae went on the record stating that Jenn Roberts is a very good office manager and person. He thanked her for her diligence in everything she does for the Board and the District. It is very appreciated.

Retirement Payout Policy

Commissioner Wilcox would like for the board to sign off on any retirement payout being made. She would like for the payout to be physical checks that will be mailed to the retiree. She would also like for the retirement payouts to be reported to the board at board meetings.

Commissioner Wilcox will send over the information for what to include with the Retirement Payout Policy to Office Manager Jenn Roberts for it to be adopted at next month's board meeting.

Travel/Per Diem Policy

Commissioner Miller would like to issue a new policy for any Per Diem and Company Approved Travel. She would like for the per diem to be issued as a physical check to the staff members.

Commissioner Miller would like for the company SunPass to be kept in the office until needed for company-approved travel.

Commissioner Wilcox will send over the information for what to include with the Travel/Per Diem Policy to Office Manager Jenn Roberts for it to be adopted at next month's board meeting.

Commissioner Wilcox made a motion for new policies to be drafted and provided at the June 19th Board Meeting for adoption. Commissioner Sipos seconded the motion. Vote Yes. Motion Carried.