

# Homosassa Special Water District

## REGULAR MEETING

October 21, 2013

A regular meeting of the Board of Commissioners of the Homosassa Special Water District was held on Monday, October 21, 2013 at the Water District office located at 7922 W. Grover Cleveland Blvd., Homosassa, FL.

Present were:

Commissioner Bitter  
Commissioner Jeeves  
Commissioner MacRae  
Commissioner Seibert  
Commissioner Sipsos

Janice Saltmarsh, Accountant  
David Purnell (Superintendent)  
Teresa Olds (HSWD Staff)  
George McDonald, Engineer  
John Fletcher, Resident

Commissioner MacRae called the meeting to order at 3:00 p.m.

### **1) Additions, Corrections, Deletions of the Regular Meeting Minutes of September 16, 2013.**

Commissioner Bitter made a motion to approve the Minutes of the Regular Meeting of September 16, 2013. Commissioner Sipsos seconded the motion. Vote yes. Motion carried.

### **2) Additions, Corrections, Deletions of the Minutes of the Final Budget Hearing of September 16, 2013.**

Commissioner Jeeves made a motion to approve the Minutes of the Final Budget Hearing of September 16, 2013. Commissioner Sipsos seconded the motion. Vote yes. Motion carried.

### **2) Public Input**

#### **A) Lewis Mitchell (Request for Adjustment due to leak)**

Discussion

Commissioner Jeeves made a motion to approve the adjustment as it meets all requirements. Commissioner Bitter seconded the motion. Vote yes. Motion carried.

### **B) John Fletcher (Request for Partial Vacate)**

Commissioner MacRae had excused himself and abstained from the discussion and vote of the Request for Partial Vacate due to Mr. Fletcher is a friend and client.

#### **Discussion**

Commissioner Seibert made a motion to approve a letter of no objection to the Partial Vacate requested. Commissioner Bitter seconded the motion. Vote yes. Motion carried.

### **3) Highway 19 - DOT Update (George McDonald)**

George McDonald has recommended HSWD to move forward with the FDOT & US Highway 19 Project. Mr. McDonald has recommended Attorney Lyn to review and evaluate the issues of his concern that he has outlined since DOT went from a Spec Design to a Design Build. DOT needs to have the signed agreement paperwork back by November 22, 2013.

#### **Discussion**

### **4) Attorney Report**

Attorney Lyn was available by conference call. She stated that she is reviewing the FDOT & US Highway 19 project. She will get back with the Board and George McDonald with any concerns.

Attorney Lyn is still preparing the letter to be mailed to the property owners surrounding the Peach Orchard Well site. The letter is to see if they are interested in selling their property.

Attorney Lyn was asked to provide to the Board a copy of the signed FDOT & Highway 19 Agreement to verify signature.

### **5) Budget Report**

#### **A) 2012-2013 Budget Reports**

#### **Discussion**

Commissioner Seibert made a motion to approve the 2012-2013 Budget. Commissioner Bitter seconded the motion. Vote yes. Motion carried.

#### **B) Explanation for accounts over budget (See Staff Report)**

#### Discussion

The Board asked Teresa to provide the Verizon cell phone cost to the November meeting.

### **C) Budget Amendment for General Fund Accounts (See Staff Report)**

#### Discussion

Commissioner Seibert made a motion to approve the Budget Transfer of Funds for the Fiscal Year of 2012-2013. Commissioner MacRae seconded the motion. Vote yes. Motion carried.

### **6) Humphrey & Saltmarsh, PL Renewal of Contract**

#### Discussion

Commissioner Sipos made a motion to approve the contract for Accounting Services with Humphrey & Saltmarsh for 2013-2014. Commissioner Jeeves seconded the motion. Vote yes. Motion carried.

### **7) Staff Report**

#### **A) Banking Information**

#### Discussion

The Board asked Teresa how things were going with Regions Bank. Teresa is still having problems reviewing the Regions Operating Bank Account when the bank provides maintenance updates. Since Teresa is not on the Regions Bank Signature Card a Commissioner must come into the office to provide authorization for her to review the operating account. The board asked Teresa to discuss this situation with Attorney Lyn and discuss at next month's meeting.

#### **B) Information received on Cell Towers**

#### Discussion

Board asked Teresa to contact the local Property Appraiser Office and ask if using the property for cell towers would change the exempt status of the property. She will provide more information on this topic at next month's meeting.

### **8) Superintendent's Report**

#### Discussion



**A) Water loss:**

Superintendent Purnell has supplied an Automated Water Audit Worksheet for the Board. He will provide updates each month. This new format will also work with the annual SWFWMD survey.

**B) Longfellow Line Extension**

Superintendent Purnell would like to extend the service main on Longfellow to complete the HSWD loop. It would be from Stonebrook to Adams. This extension has been in HSWD Future plans for over 2 years. The funds for this project are available. Commissioner Seibert made a motion to extend HSWD Service Line to complete this project loop. Commissioner Jeeves seconded motion. Vote yes. Motion carried.

**9) Reports to the Board**

Discussion

- A) Shut off list
- B) Adjustment Report
- C) Yearly Timeline
- D) 2013 Goals

**10) Board Comments**

A) Commissioner Bitter mentioned he prefers to have his Board packet delivered to his home on Thursday afternoon so he has the weekend to review. He does not like reading it from his home computer email.

Discussion

Commissioner Sipos made a motion to deliver the Board Meeting Packet to each Commissioner when requested on the Thursday before Board Meeting. Commissioner Jeeves seconded the motion. Vote Yes. Motion Carried.

B) Commissioner Bitter would like to see a report or understudy of the Cross training being done with office staff.

**11) Pay Bills/Adjournment**

Commissioner Seibert made a motion to pay bills and adjourn the meeting. Commissioner Bitter seconded the motion. Vote yes. Motion carried.