

Homosassa Special Water District

Regular Meeting

August 21st, 2023

A regular meeting of the Board of Commissioners of the Homosassa Special Water District was held on Monday, August 21st, 2023, at the Water District office located at 7922 W. Grover Cleveland Blvd, Homosassa, FL.

Present were:

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

Commissioner J. MacRae was absent from the meeting.

Commissioner R. MacRae called the meeting to order at 4:10 PM.

1. Additions, Corrections, Deletions of the Regular Meeting Minutes of July 17th, 2023

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

2. Public Input

A. Bahm Properties LLC (Leak Adjustment)

Commissioner Wilcox made a motion to waive the conservation rate and give them time to pay. Commissioner Miller seconded the motion. Vote Yes. Motion Carried.

3. George McDonald (Project Update)

A. Proposed Emergency Interconnect

Florida Governmental Utility Authority (FGUA) reached out to inquire about the possibility of an emergency interconnect for the neighborhoods of Kenwood North and Pine Valley when needed. Both neighborhoods currently have 45-49 homes and their own wells. This interconnect would be a temporary short-term use and the rates would be based on the rate with Citrus County Utilities for bulk water.

4. Attorney Report

A. Janice Saltmarsh Contract

Attorney Carole Barice reached out to Janice Saltmarsh's attorney to finalize the contract with the duties and language that both agreed on. Office Manager Jenn Roberts reached out to Janice regarding the contract and Janice stated that she sent over the duties to her attorney and Attorney Carole Barice is currently awaiting to receive those.

5. HSWD Employee Manual with Revisions for addition of Purchase Order Policy

Attorney Carole Barice stated that the Purchase Order Policy needs to be included in the Board Policies Handbook along with the employee manual. Office Staff Kendal Padgett stated that to add the Purchase Order Policy to the Board Policies Handbook, there will need to be other revisions made to the handbook. Commissioner Wilcox stated that three asterisks need to be added behind number 30 Purchase Order Policy violation in Table 5.1 Disciplinary Guidelines.

Commissioner Wilcox made an amendment to add three asterisks to number 30 Purchase Order Policy violation in Table 5.1 Disciplinary Guidelines, See Appendix C Homosassa Special Water District Employee Policies: Purchase Order Policy at the bottom of Table 5.1 Disciplinary Guidelines.

Commissioner Wilcox made a motion to adopt Appendix C Homosassa Special Water District Employee Policies to the Employee Manual, add three asterisks to Purchase Order Policy violation in Table 5.1 Disciplinary Guidelines and see Appendix C Homosassa Special Water District Employee Policies: Purchase Order Policy at the bottom of Table 5.1 Disciplinary Guidelines. Commissioner Sipos seconded the motion. Vote Yes. Motion Carried.

6. Secretary/Treasurer Reports

A. General Fund

B. Water Fund

C. Banking Information

D. Transfer Report

Discussion

7. Staff Report

A. 2021-2022 Audit Recommendations

The Auditor General sent us a letter stating that we need to respond that Tammy with McDirmit & Davis put in the audit about Adopting a Formal Capitalization Threshold for Capital Assets. Both Tammy Campbell and Janice Satlmarsh recommended that the threshold be set at \$5,000. Office Manager Jenn Roberts recommends that the threshold be set at \$2,000 or meet in the middle of \$2,500.

Commissioner Wilcox made a motion to Adopt a Formal Capitalization Threshold for Capital Assets of \$2,500. Commissioner Miller seconded the motion. Vote Yes. Motion Carried. Office Manager Jenn Roberts is going to send the letter to inform the Auditor General.

B. SRF Construction Loan Payment

C. Overtime Report

D. Asset Management Plan Progress Report

E. New Customer Deposits

Office Manager Jenn Roberts suggested that there be an increase in new residential and commercial customer deposits to help reduce the amount of bad debt. She suggested that the amount increase to \$200 for residential customers and \$300 for commercial customers plus the \$25 service fee.

Commissioner Wilcox made a motion to raise the deposits for residential customers to \$200 plus the \$25 service fee and \$300 for commercial deposits plus the \$25 service fee effective October 1st, 2023. Commissioner Miller seconded the motion. Vote Yes. Motion Carried.

F. Shut Off Fee & After-hours Unlock Fee

Office Manager Jenn Roberts suggested that there be an increase in the shut-off fee and also the addition of an after-hours unlock fee to help absorb the costs related. There currently is no after-hours turn on fee and the current shut-off fee is \$20. She suggested that the amount increase to \$50 for the shut-off fee and to adopt a rate of \$50 for an after-hours turn on fee.

Commissioner Miller made a motion to accept the new rate of \$50 for the shut-off fee and adopt a rate of \$50 for an after-hours turn on fee effective October 1st, 2023. Commissioner Sipos seconded the motion. Vote Yes. Motion Carried.

G. Superintendent

1. Water Audit

The water loss for the month of July was 8.29%.

2. Leak Report

3. 5543 S R K Terr Vacate Request

4. 3953 S Illinois Terr Vacate Request

Commissioner Sipos made a motion for no objection to providing both vacate requests. Commissioner Wilcox seconded the motion. Vote Yes. Motion Carried.

8. Reports to the Board

A. Adjustment Report

B. Shut Off List

Discussion

9. Board Comments

Commissioner Sipos said it was a good meeting, that a lot was accomplished and she thanked the staff.

Commissioner Wilcox said it was a great meeting, a great workshop and she is looking forward to seeing everyone at the September 6th meeting.

Commissioner Miller said it was a very good meeting, that they were able to talk a lot about changing prices that have not been changed in a long time, and she encouraged Rick Sandvick, Tim Kline, and Jenn Roberts to address other things that may need it. She also thanked the staff.

Commissioner R. MacRae said it was a good meeting and congratulated Commissioner Wilcox on her engagement.

10. Pay Bills/Adjournment

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