

Homosassa Special Water District

Regular Meeting

September 18th, 2023

A regular meeting of the Board of Commissioners of the Homosassa Special Water District was held on Monday, September 18th, 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)
Commissioner J. MacRae	Kendal Padgett (Staff)
Carole Barice (Attorney)	Daniel Strobridge (Guest)

Commissioner R. MacRae called the meeting to order at 3:58 PM.

1. Additions, Corrections, Deletions of the Regular Meeting Minutes of August 21st, 2023

Commissioner Miller stated that there was a correction that needs to be made on page five, under section F, first paragraph, 3rd line. It should state there currently is no after-hours turn on fee and the current shut-off fee is \$20.

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

2. Public Input

A. Crank, John & Celeste (Leak Adjustment)

B. Lappin, Trudy (Leak Adjustment)

C. Oakes, Philip (Leak Adjustment)

D. Reed, Joie (Leak Adjustment)

Commissioner Wilcox suggested to block together all leak adjustments.

Commissioner Wilcox 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.

3. Public Comment

Daniel Strobridge attended the board meeting about a leak that occurred at his residence back on August 9th, 2023. He informed the Board that he called the District about a possible leak in the meter box. Upon arrival, our field technicians discovered a leak in the road under the asphalt 8 feet away from his meter. Our technicians fixed the leak in the road and noticed there was still water in the meter box. They then discovered that Mr. Strobridge had a leak on his side due to a cracked fitting at the side of the meter facing his residence. He had a plumber come out and repair the leak on his side. He is requesting reimbursement of the plumber fee.

Commissioner R. MacRae informed Mr. Strobridge that the Board would discuss the issue and get back to him with their response.

4. George McDonald (Project Update)

5. Attorney Report

A. Janice Saltmarsh Contract

Attorney Carole Barice has sent the contract over to Janice Saltmarsh's attorney for final review and signature. She is currently waiting to receive the signed contract back.

B. Board Policies

Attorney Carole Barice stated that the current version of the Board Policy Handbook is from 2016. The Purchase Order Policy will go under Section 2 and some other changes or updates need to be made.

Commissioner R. MacRae suggested that staff look over the board policies and bring forward any changes or updates to the Board. The Board will set a special meeting to discuss any changes or updates.

6. Secretary/Treasurer Reports

A. General Fund

B. Water Fund

C. Banking Information

D. Transfer Report

Discussion

Commissioner J. MacRae complimented Commissioner Miller on the great job she does every month with the reports.

7. Staff Report

A. Wage Study

Office Manager Jenn Roberts spoke with Andrew Greene from FRWA and they do not offer a wage study.

Attorney Carole Barice stated she had some clients who had a wage study done and they roughly cost \$8,400.00 and took two months to complete.

Commissioner Wilcox stated that she would rather give that amount to the employees as a raise rather than spend that amount. Commissioner Sipos agrees. Commissioner Miller asked Office Manager Jenn Roberts what her thoughts were on the raises brought to them by Superintendent Rick Sandvick. Office Manager Jenn Roberts stated that she agrees with the recommendations, they are very well deserved due to the quality of work and time at the job. She would like to see raises be done on an individual basis and not comparisons.

Commissioner R. MacRae stated that there was a wage study done twenty-five years ago and the Board has kept pretty good with that over the years. He stated that the employees should be rewarded for what they do. He complimented Jenn Roberts on how smart she is and that the Board is happy to have her.

B. Overtime Report

C. Superintendent

1. Public Comment

Superintendent Rick Sandvick informed the Board that the District was called out for a possible leak in the meter box at the residence of Mr. Strobridge. The leak was in the road under the asphalt at the highest point, eight feet away from the meter. Our field technicians fixed the leak and went back out to patch the hole in the asphalt when they noticed there was still water around the meter box. The technicians informed Mr. Strobridge that there was a leak on his side. The office did a data logger on the meter that shows the past ninety-six days of usage. The data logger showed that Mr. Strobridge had a continuous flow on his side about a week before when the leak was called in. The copy of the data logger and information was sent over via email on Thursday, September 14th.

Commissioner Wilcox suggested that we could look at the water loss for July and August and if he fits the criteria, we could waive the conservation rate to compensate for the plumber fee. Commissioner R. MacRae suggested that we mail him another copy of the data logger and a letter stating that we did not cause the leak and he had continuous usage until the leak was fixed. Commissioner R. MacRae asked Superintendent Rick Sandvick what was the water loss for his residence.

Commissioner Wilcox suggested sending a letter stating the Board has declined to pay the plumber fee and that if he thinks he has a significant water loss to contact Cindy, she will present to the board for reimbursement. Commissioner R. MacRae stated to send the data

logger information with the Board's decision and that if his leak created a substantial loss of water usage, then he could come back and go for a leak adjustment.

2. Water Loss Report

The water loss for the month of August was 8.42%.

3. Leak Report

4. Salaries

Superintendent Rick Sandvick has two employees that he would like to suggest for raises. Commissioner Wilcox suggested that he bring the information of who, why, and the amount for each individual to next month's meeting. Commissioner R. MacRae stated to bring that information with the approved 4% increase deducted. Office Manager Jenn Roberts stated that the Board would like the difference between what they approved and what was suggested.

8. Reports to the Board

A. Adjustment Report

B. Shut Off List

9. Board Comments

Commissioner R. MacRae welcomed back Commissioner J. MacRae.

Commissioner J. MacRae said that she missed a lot while she was absent but knows the Board did a fantastic job with it and that is why she had no hesitation to vote for it, it was a good meeting and she is happy to be back.

Commissioner Sipos said it was a nice meeting, everything went well, good job staff, and thank you for keeping them organized.

Commissioner Wilcox said it was a great meeting, with having the public input it was nice to see the work they have done and how quickly they respond, and how nicely they make sure the roads are fixed. It highlights how well our field team handles the stress. She also said it was a really good meeting.

Commissioner Miller thanked all for working together and for a productive meeting and great work of the staff.

Commissioner R. MacRae thanked all and let us do it again next month.

10. Pay Bills/Adjournment

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