

Homosassa Special Water District

Regular Meeting

August 19th, 2024

A regular meeting of the Board of Commissioners of the Homosassa Special Water District was held on Monday, August 19th, 2024, 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 J. MacRae	Tim Kline (Deputy Superintendent)
Commissioner Sipos	Jenn Roberts (Office Manager)
Commissioner Wilcox	Kendal Padgett (Staff)

Engineer George McDonald was absent from the meeting.

Commissioner R. MacRae called the meter to order at 4:01 PM.

1. Additions, Corrections, Deletions of the Regular Meeting Minutes of July 15th, 2024

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

2. Public Input

- A. Back, Jeanne (Leak Adjustment)**
- B. Fields, Kenneth (Leak Adjustment)**
- C. Jerles, William & Aneta (Leak Adjustment)**
- D. MacRae, Rodney (Leak Adjustment)**
- E. Sea Cow Shack, LLC (Leak Adjustment)**

Commissioner Miller made a motion to block together all leak adjustments, waive the conservation rate, and give them time to pay. Commissioner J. MacRae seconded the motion. Vote Yes. Motion Carried.

Commissioner R. MacRae did not vote on the motion because of a personal conflict. Attorney Carole Barice informed him that he would need to sign a recusal of vote form stating the

reasoning behind the conflict. Office Manager Jenn Roberts will find the correct form and Commissioner R. MacRae will sign it.

3. George McDonald (Project Update)

Due to the absence of George McDonald, there was no update provided.

A. Homosassa River Crossing

Commissioner R. MacRae updated the board on the current status of the easement with the Homosassa Civic Club and Duke Energy. Commissioner R. MacRae stated that he presented the Homosassa Civic Club president, Joseph Fara, with the easement that was drafted by our attorney, Carole Barice, that had a blank legal description. Attorney Carole Barice informed the board that she has been in contact with Engineer George McDonald about obtaining a survey and drafting a legal description for a 30-foot easement. Commissioner R. MacRae stated that he would present the new 30-foot easement to the Homosassa Civic Club once it is obtained from Engineer George McDonald.

Commissioner Miller made a motion to allow Engineer George McDonald to get a survey and legal description for a 30-foot easement, as the Homosassa Civic Club agrees with it. Commissioner J. MacRae seconded the motion. Vote Yes. Motion Carried.

4. Insurance Company Quote

Office Manager Jenn Roberts presented the board with a quote from the Florida Insurance Alliance during the budget workshop. The board asked Attorney Carole Barice if they would be able to approve moving forward with the new company. Attorney Carole Barice stated that this would be an item that would need to go on an agenda, and the board would then need to vote. With our insurance renewal fast approaching, the board would like to give Office Manager Jenn Roberts approval to move forward with the new company. Commissioner R. MacRae suggested that Office Manager Jenn Roberts reach out to a few of the current clients of Florida Insurance Alliance to see what their opinion is, to reach out to our current company to check the renewal amount, and also to a third company for a quote. If the responses come back in great standing from the clients and the third company cannot provide a quote promptly, then the board would like to approve.

Commissioner Sipos made a motion for Office Manager Jenn Roberts to reach out to the Florida Association of Special Districts to obtain a third company for a quote and to check with our current insurance on their pricing, and if both cannot provide a quote before October 1st, 2024 and the pricing remains the same, then she can move forward with signing for the new agency. Commissioner J. MacRae seconded the motion. Vote Yes. Motion Carried.

5. Attorney Report

A. HSWD Agreement for Attorney Services

Commissioner Miller suggested to the board that we have an outside attorney review and make any necessary changes to the proposed contract to avoid a conflict of interest. She asked her fellow commissioners what their opinions were and they all agreed that they did not see the need for an outside attorney to review the contract as it has been the same style of contract used previously.

Commissioner Sipos made a motion to accept the HSWD Agreement for Attorney Services contract and allow Commissioner R. MacRae to sign it. Commissioner Wilcox seconded the motion. Vote Yes 4, Vote Nay 1. Motion Carried 4-1.

B. HSWD Reiner Engagement Services- Gray Robinson

Commissioner Sipos made a motion to accept the HSWD Reiner Engagement Services- Gray Robinson contract and allow Commissioner R. MacRae to sign after the spelling of Commissioner R. MacRae's last name is corrected. Commissioner Wilcox seconded the motion. Vote Yes. Motion Carried.

6. Secretary/Treasurer Reports

A. General Fund

B. Water Fund

C. Banking Information

D. Transfer Report

E. Monthly Water Sales Transfer

Discussion

7. Staff Report

A. Bank Account Addition

Office Manager Jenn Roberts informed the board that Regions now has a new procedure for adding and deleting someone to a company's signature card. The commissioners agreed to all meet at Regions Bank on September 16th, 2024 at 3:00 PM to sign the new signature card. Office Manager Jenn Roberts will make an appointment with Regions Bank.

B. Budget Meeting Dates

Tentative Budget Meeting	September 4 th @ 5:01 PM
Final Budget Meeting	September 16 th @ 5:01 PM

C. Office Pictures of Homosassa

Office Manager Jenn Roberts informed the board that she would like to redecorate the lobby to show more of Homosassa's history. She asked if any of the commissioners had some items tied to the history of Homosassa that we would be able to copy. Commissioner Wilcox stated that she has a Facebook page called Homosassa Memories that Office Manager Jenn Roberts would be able to use pictures.

D. Overtime Report

Discussion

E. Superintendent Report

1. New Pole Barn

Deputy Superintendent Tim Kline informed the board that the new pole barn to help protect our equipment has been installed and completed.

2. Peach Orchard Chlorine System Switch

Deputy Superintendent Tim Kline informed the board that the process of switching from liquid chlorine to gas chlorine has begun and should be completed soon.

3. Water Audit Report

The water loss for the month of July was 9.34%.

4. Water Line Extensions

Deputy Superintendent Tim Kline informed the board of a line extension that was completed on S Mason Creek Rd. A new customer moved into the area with no service lines, and he stated that the customer paid for the extension. He would like to start getting pricing for extending some lines as more people move to the area.

5. New Meter Purchases

Deputy Superintendent Tim Kline informed the board that for the 2024-2025 fiscal year there has been a total of 14 new meters sold for a total of \$31,250.00.

6. Real-Time Meter Final Pricing

Deputy Superintendent Tim Kline informed the board that he received the final pricing for switching our system to Real-Time Meters.

7. Leak Report

Discussion

8. Reports to the Board

A. Adjustment Report

B. Shut Off List

Discussion

9. Board Comments

Commissioner Wilcox stated that she was pleased with the layouts of the meetings and the budget. She stated that it being very well laid out makes it very easy to understand.

Commissioner Sipos stated that it was a nice meeting and she thanked the staff for the great job they do.

Commissioner J. MacRae stated that it was a nice meeting and she thanked the staff.

Commissioner Miller stated that it was a good meeting, she thanked the staff for all of their hard work, and she thanked staff Kendal Padgett for being diligent and keeping track of all the discussions.

Commissioner R. MacRae thanked the staff and complimented them on the good job they did.

10. Pay Bills/Adjournment

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