

# Homosassa Special Water District

## Regular Meeting

March 17<sup>th</sup>, 2025

A regular meeting of the Board of Commissioners of the Homosassa Special Water District was held on Monday, March 17<sup>th</sup>, 2025, at the Water District office located at 7922 W. Grover Cleveland Blvd, Homosassa, FL.

Present were:

Commissioner Miller	Carole Barice (Attorney)
Commissioner J. MacRae	Tim Kline (Superintendent)
Commissioner Edge	Jenn Roberts (Office Manager)
Commissioner Wilcox	Kendal Padgett (Staff)
George McDonald (Engineer)	

Commissioner J. MacRae called the meeting to order at 3:01 PM.

### **1. Additions, Corrections, Deletions of the Regular Meeting Minutes of February 17<sup>th</sup>, 2025**

Commissioner Miller stated that on page 4, under item F of Public Input, the last two sentences must be removed.

Commissioner J. MacRae asked if it was necessary to add that she had to recuse her vote on page four, under item D, because she was related to Mr. Duncan MacRae.

Commissioner Miller stated that it was stated in the minutes before going over the Public Input items individually that Commissioner J. MacRae recused her vote for item D because she was related to Mr. Duncan MacRae.

Commissioner Miller made a motion to accept the minutes with the amendment on page four, under item F. Commissioner Wilcox seconded the motion. Vote Yes. Motion Carried.

### **2. Public Input**

#### **A. Busacca, Robert & MaryAnn (Leak Adjustment)**

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

#### **B. Richert, Russell (Leak Adjustment)**

Commissioner Miller stated that this customer initially discovered the leak back in September 2023 and the repairs were not made until March 2025. She asked if there was a timeline for when a customer needs to apply for a leak adjustment.

Office Manager Jenn Roberts informed Commissioner Miller that there is no timeline for when a customer needs to apply for a leak adjustment and only needs to meet the criteria set forth by

the board. She stated that the board will not entertain a leak adjustment until the repair of the leak is fully made.

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

### **C. Rose, David & Darlene (Leak Adjustment)**

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

## **3. George McDonald (Project Update)**

### **A. Homosassa Trail Water Main Extension**

Engineer George McDonald informed the board that the design has been completed for this project and has been submitted to the Florida Department of Environmental Protection and Citrus County for permitting.

### **B. W. Fishbowl Dr. Water Main Replacement**

Engineer George McDonald informed the board that the design for this project has been submitted to the Florida Department of Environmental Protection and Citrus County for permitting. He anticipates that we should have the permit from the Florida Department of Environmental Protection within the next month, but Citrus County may take a little longer due to possible requests for more information.

### **C. Homosassa River Crossing Water Main Replacement**

Engineer George McDonald informed the board that Duke Energy is currently in the permitting stage with the State of Florida to obtain the State Lands Easement. He spoke with the person handling this process for Duke Energy, and they provided him with a heads-up as to what issues they are seeing with the environmental control and the entrance and exit points of the directional bore. He stated that there is a Florida statute that states counties do not have to apply for State Lands Easements and he is going to ask the Florida Department of Environmental Protection if an exemption can be constructed for a Special Water District for the granting of the easement. He stated that Duke Energy is possibly looking for a start date in the summer.

He stated that he has spoken to Andy Easton, and Andy informed him that they should probably see a loan agreement within the next couple of weeks that will cover the funding for the design of this project that was submitted in the Request for Inclusion as the priority list was approved. He asked Andy to schedule a meeting with the SRF to review if the funds can be used for the sole-source directional drill, as we would want the same contractor to do both directional drills. He stated that the second Request for Inclusion for the construction of this project will be submitted in August. He stated that he is going to see if the SRF will allow us to sole-source the directional drill and if there is a way to get on a priority list to allow us to spend the money and get reimbursed from the funding.

#### **4. Attorney Report**

##### **A. Old Homosassa Historical Preservation Society Inc. Lease Agreement**

Attorney Carole Barice informed the board that she sent out the lease agreement with the correction of the annual rental payments to all board members. She stated that the lease agreement is ready for approval if voted on by all commissioners. She stated that once the lease agreement is approved and signed, the President of the Old Homosassa Historical Preservation Society will need to sign.

Commissioner J. MacRae stated that she would need to recuse her vote on the lease agreement as she is related to the President of the Old Homosassa Historical Preservation Society.

Commissioner Wilcox made a motion to accept the lease agreement. Commissioner Miller seconded the motion. Vote Yes. Motion Carried.

Office Manager Jenn Roberts informed the board that Commissioner Miller will need to sign the lease as Commissioner R. MacRae is absent and Commissioner J. MacRae is recused.

##### **B. SRF Reimbursement**

Attorney Carole Barice informed the board that Commissioner R. MacRae reached out asking her if there was a way the district could get reimbursed from SRF for the cost of any of the construction work for the Homosassa River Crossing Water Main Replacement project. She stated she spoke with Andy Easton and he stated since only the design funding was on the priority list that was approved last week, any construction cost will not be reimbursed at this time.

She stated that Engineer George McDonald is going to be putting together a biddable package if we are unable to sole-source the directional drilling with the same contractor Duke Energy is using. She stated that if we were to get the construction funding on the priority list, the district would not be able to spend any funds unless the list is approved.

#### **5. Secretary/Treasurer Reports**

##### **A. General Fund**

##### **B. Water Fund**

##### **C. Banking Information**

##### **D. Transfer Report**

##### **E. Monthly Water Sales Transfer**

Discussion

#### **6. Office Manager Report**

##### **A. Regions Account Update**

Office Manager Jenn Roberts asked the board if they would like to move this item to next month as Commissioner R. MacRae is absent from the meeting. Commissioner Miller asked if there was a way to reach out to Commissioner R. MacRae to try and set up a date to get this

update completed. Commissioner J. MacRae stated that she could reach out to Commissioner R. MacRae and would let everyone know what his response was.

Commissioner J. MacRae informed the board that Commissioner R. MacRae stated that either Tuesday or Thursday would work best for him. Commissioner Wilcox stated that as long as it is after 2:30 PM, she will be able to make it work.

Commissioner J. MacRae asked if March 20<sup>th</sup>, 2025 at 3:00 PM would work for everyone to go and update the accounts. All of the board members agreed that the date and time suggested by Commissioner J. MacRae would work. Commissioner Miller asked Office Manager Jenn Roberts to call and set up an appointment with the bank.

### **B. Insurance Agent**

Office Manager Jenn Roberts informed the board that she received a phone call from Jessie, Jody Roxby's daughter, a few days after she signed for the certified letter, and she informed her that Jody had passed away back in January. She stated that she suggests that the board move forward with switching over to the Hagar Group as our renewal is coming up and she has the paperwork ready to be signed off on if the board decides to do so.

Commissioner J. MacRae made a motion to switch our insurance over to the Hagar Group and have the required paperwork signed off on. Commissioner Miller seconded the motion. Vote Yes. Motion Carried. Commissioner J. MacRae stated that she would sign the required paperwork after the board meeting.

### **C. March 2<sup>nd</sup> Water Break**

Office Manager Jenn Roberts informed the board of the call-out system that was used to notify the affected customers of the Precautionary Boil Water Notice that was a result of the water main break. She stated that this system uses a generated list for the specific streets in our Utility Billing program and gets uploaded to our alert system to go out via a phone call.

She stated that we also used the same system to notify the customers of the Rescind Notice of the Precautionary Boil Water Notice. She also informed the board that both the Homosassa Water website and Facebook page were updated with both the Boil Water Notice and the Rescind Notice.

### **D. Overtime Report**

Commissioner Miller questioned Superintendent Tim Kline about what title Justin Ingold has and what would be the reason he has more overtime hours than the others. Superintendent Tim Kline informed Commissioner Miller that Justin Ingold is a Plant Operator and he has been having to come in and turn on Norin due to Well #6 at Peach Orchard being down.

Office Manager Jenn Roberts also informed Commissioner Miller that Justin Ingold is also a part of the on-call rotation and gets overtime for any call-outs he has.

## **7. Superintendent Report**

### **1. February 24<sup>th</sup> Main Break**

Superintendent Tim Kline informed the board of a Main Break that was found on February 24<sup>th</sup> due to receiving low-pressure calls over the weekend. He stated that this break occurred on a line that no one had any knowledge of or even knew existed. He stated that this line has since been disconnected as the PVC line was for future use.

### **2. March 2<sup>nd</sup> Main Break**

Superintendent Tim Kline informed the board of a 6" cast iron Main Break that was found on March 2<sup>nd</sup> under a dock on a private residence that had multiple bee hives. He stated that this line goes from S Westview Dr through the woods and connects to S Beagle Dr. He stated that due to this break, there was 172 customers under a boil water notice. He stated that we will need to make repairs to the dock as they had to cut out a portion to make the necessary repair and that the home owners have granted us gate access.

### **3. Water Audit Report**

The water loss for the month of February was 14.14%.

### **4. 3952 S Illinois Ave Vacate Request**

Superintendent Tim Kline informed the board that the customer who submitted this vacate request would like to combine the two lots he owns together. He stated he sees no issue with granting the vacate as we have no future plans with the easement.

Commissioner Seth Edge stated that he spoke to the property owner and he thinks that he is also requesting the 60' lot between S Illinois Ave and his property.

Commissioner J. MacRae asked if Superintendent Tim Kline could ask for another vacate request with the specifications of the area and a survey.

### **5. Logger Pilot**

Superintendent Tim Kline informed the board that the pilot program with 20 loggers has started. He stated that since the start last week, they were able to find a hydrant that was leaking and will be making the repairs once all locates are received. He stated that these loggers will be on loan from 540 Technologies for about a month and a half.

### **6. Real-Time Antenna Poles**

Superintendent Tim Kline informed the board that the poles for the Real-Time Antennas are scheduled to be delivered on Wednesday, March 19<sup>th</sup>, 2025. He stated that the installation target date should be the end of April or May.

### **7. Peach Orchard Well #6**

Superintendent Tim Kline informed the board that he received a quote for \$2,500 to have a company come out and assess the motor on Well #6. He stated that due to Well #6 being down, Well #5 is having to pull double the work and it is going to take a toll on that well. He

stated that we had to have a company come out to replace a transformer as it blew out this morning.

He informed the board that he would like to move forward with getting the assessment done for \$2,500 and once the quote is received for the needed repairs, he would like to move forward with starting those repairs. He asked if the board would grant him emergency permission to move forward with the repairs if they exceeded his allotted amount.

Attorney Carole Barice informed Superintendent Tim Kline that he would need to do a write-up for the emergency repair and the board would need to make a motion to allow him to move forward if the repair exceeds his allotted amount.

Commissioner J. MacRae made a motion to grant Superintendent Tim Kline emergency permission to pay for the repairs of Well #6 using his best judgment. Commissioner Miller seconded the motion. Vote Yes. Motion Carried.

### **8. Leak Report**

Discussion

### **8. Reports to the Board**

#### **A. Adjustment Report**

#### **B. Shut-Off List**

Discussion

### **9. Board Comments**

Commissioner Wilcox stated it was a good meeting and she complimented Commissioner J. MacRae on the great job she did conducting the meeting.

Commissioner Miller stated that it was a good, productive meeting and she is looking forward to getting back together next month.

Commissioner J. MacRae stated that it was a good meeting and she thanked staff for their insights. She also thanked Superintendent Tim Kline for the presentation slideshow he presented of the leaks.

### **10. Pay Bills/Adjournment**

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