



**BOARD OF COUNTY COMMISSIONERS
CITRUS COUNTY, FLORIDA**

**Citrus County Courthouse
110 N. Apopka Avenue, Room 100
Inverness, FL 34450**

MINUTES

February 25, 2025 - 1:00 PM

**Rebecca Bays, Chairman, District 4
Diana Finegan, 1st Vice Chair, District 2
Janet Barek, 2nd Vice Chair, District 3
Jeff Kinnard D.C., Commissioner, District 1
Holly L. Davis, Commissioner, District 5**

**Steve L. Howard, County Administrator
Denise A. Dymond Lyn, County Attorney
Traci Perry, Clerk of the Circuit Court and
Comptroller**

A. CALL TO ORDER

February 25, 2025 Citrus County Courthouse
The meeting was called to order at 1:00 PM.

A.1. Invocation

Reverend Cindy Long, of Floral City Methodist Church, gave the Invocation.

A.2. Pledge of Allegiance

Colonel Curt Ebitz, U.S. Army Veteran, led the Pledge of Allegiance.

A.3. Roll Call

Present: Holly L. Davis, Rebecca Bays, Jeff Kinnard D.C., Diana Finegan, Janet Barek, County Administrator Steve Howard, County Attorney Denise Lyn, Deputy Clerk Amy Novinger

Absent: Clerk of the Circuit Court and Comptroller Traci Perry

A.4. Approval of Agenda

County Administrator Steve Howard submitted additional information for items C1 (correction to the minutes from the February 11, 2025, Board of County Commissioners meeting: item E11 was pulled and not added as additional information as it said in the motion), C10 and H2, and pulled items C4 and E14.

Motion to approve the Agenda, as presented with the changes stated.

Deputy Clerk Amy Novinger requested clarification of the motion.

RESULT: Adopted

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MOVER: Diana Finegan
SECONDER: Janet Barek
AYES: Davis, Bays, Kinnard D.C., Finegan, Barek
NAY: None

B. PROCLAMATIONS, AWARDS & PRESENTATIONS

Motion to approve items B1 through B3.

RESULT: **Adopted**
MOVER: Diana Finegan
SECONDER: Holly L. Davis
AYES: Davis, Bays, Kinnard D.C., Finegan, Barek
NAY: None

B.1. Proclamation -- Newspaper in Education Week March 3-7, 2025

Approve and authorize the Board to commemorate Newspaper in Education Week March 3-7, 2025

B.2. Proclamation -- Keep Citrus County Beautiful - The Rotary Club of Central Citrus County Adopt-A-Road Involvement

Approve and Authorize the Board to recognize The Rotary Club of Central Citrus County for their Adopt-A-Road Involvement.

B.3. Proclamation -- Irish American Heritage Month

Approve and Authorize the Board to recognize March 2025 as Irish American Heritage Month.

C. CONSENT

Motion to approve the Consent Agenda, pulling item C10 for discussion.

RESULT: **Adopted**
MOVER: Jeff Kinnard D.C.
SECONDER: Diana Finegan
AYES: Davis, Bays, Kinnard D.C., Finegan, Barek
NAY: None

Clerk's Note: Item C4 was pulled from the Agenda.

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C.1. Approve the minutes of the Board of County Commissioners

Approve the minutes of the Board of County Commissioners for the following meetings:

February 11, 2025, Governing Body of the Special Library District of Citrus County

February 11, 2025, Regular Meeting

Administration

No items.

Attorneys Office

No items.

Clerk

C.2. Clerk IT Equipment for Disposal

Approve and authorize removal of obsolete server/storage assets 1097, 1097-001, 1291, 1290, 1275, and 1397.

C.3. County Warrants

Accept the attached check registers outlining the County warrants.

Community Services

No items.

Fire Services

C.4. Small Claims Action - Edward Sardegna

Authorize small claims action against Edward Sardegna in order to recover the \$220.00 in educational fees he owes the County for leaving the County's

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employment within three years of completing the Live Fire Training Instructor program. **(Craig Stevens, Fire Chief)**

This item was pulled during the meeting.

[Pull Item C4](#)

C.5. Small Claims Action - James Williams

Authorize small claims action against James Williams in order to recover the \$2,640.75 in educational fees he owes the County for leaving the County's employment within three years of completing the courses. **(Craig Stevens, Fire Chief)**

Human Resources

No items.

Management and Budget

No items.

Growth Management

C.6. RPLT2024-00014 Souza Acres

- a. Review and approve RPLT2024-00014, Souza Acres.
- b. If approved, direct the Chair to execute the plat and the Clerk to execute and record the plat in the public records. **(Eric Landon, Growth Management Director)**.

Public Works

C.7. Approve Citrus Springs MSBU Revised By-Laws

Approve Revised Citrus Springs MSBU By-Laws. **(Carlton Hall, Public Works Director)**.

C.8. Asset #14125 For Auction

- a. Determine and declare Asset #14125, a Dayton 20 KW Generator, a surplus property to be eligible for sale on Gov Deals.

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- b. Authorize staff to proceed with the sale of the surplus property on Gov Deals.
(Carlton Hall, Public Works Director)

C.9. Acknowledge New T-Hangar Lease Andrew Demott, CGC 1-G

Staff requests that the Board of County Commissioners acknowledge the attached, executed T-Hangar Lease Agreement(s) for CGC 1-G with Andrew D Demott III. **(Carlton Hall, Public Works Director)**

Systems Management

No items.

Visitors and Convention Bureau

No items.

Water Resources

No items.

Set Public Hearings Workshops

C.10. Set a Workshop on March 25, 2025 at 10:00 am. for PACE

Set a Workshop for PACE on March 25, 2025, at 10:00 a.m.

Commissioner Jeff Kinnard, D.C. commented, followed by Board discussion with County Attorney Denise A. Dymond Lyn and County Administrator Steve Howard, regarding the direction for staff to schedule a time-certain item on the March 25, 2025 meeting.

This item was pulled for discussion.

There was no action taken on this item.

C.11. Set a Public Hearing for Section 5307 FY25-26 Funding

Approve and authorized the setting of the public hearing for March 11, 2025, at 1:10PM to obtain public input regarding the Program of Projects for Citrus County Transit FY25 grant application. **(Eric Head, Community Services Director)**

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D. OPEN TO THE PUBLIC

The following individuals addressed the Board on various issues:

*Dr. Carmen Koubicek
John Labriola
Steven Palacio
Rick Matherson
Antonia Orabona*

County Attorney Denise A. Dymond Lyn addressed the Board, followed by Board discussion with Ms. Lyn.

Consensus of the Board was given to direct staff to bring an item back to the Board regarding the cross-attaching lien discussed by Attorney Palacio.

Chair Rebecca Bays and First Vice Chair Diana Finegan responded to comments from Ms. Orabona.

Ms. Lyn addressed the Board regarding the lien.

[Public Speaker Forms for Item D](#)

E. REGULAR BUSINESS

E.1. Bids

Motion to approve items E1a through f.

RESULT: **Adopted**
MOVER: Janet Barek
SECONDER: Holly L. Davis
AYES: Davis, Bays, Kinnard D.C., Finegan, Barek
NAY: None

E.1.a. ITB 22-098 Amendment No. 3; Northwest Quadrant Wastewater Extension Project; Amici Engineering Contractors LLC

Approve and Authorize the Chairman to execute Amendment No. 3 to the Agreement between Citrus County, Florida and Amici Engineering Contractors, LLC, to ratify the terms of the Amended Notice to Proceed and extend the time of final completion to June 30, 2025, at no additional cost. **(Ken Cheek, P.E., Director of Water Resources)**

E.1.b. PB 25-074 Collier County Agreement # 23-8149 Laboratory Services; Pace Analytical Services, LLC

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Pace Analytical Services, LLC to provide laboratory services for Citrus County's Water Resources Department on an as-needed basis. **(Ken Cheek, P.E., Director of Water Resources)**

E.1.c. RFQ 19-023 Amendment No. 2; Medical Director Services for Citrus County Fire Rescue; W4P, LLC dba Southeast Emergency Partners

Approve and Authorize the Chairman to execute the Amendment No. 2 of the Agreement between Citrus County, Florida and W4P, LLC dba Southeast Emergency Partners, to acknowledge that W4P, LLC is doing business under the fictitious name Southeast Emergency Partners and extending the duration of the Agreement for six (6) months to September 10, 2025, once the Certificate of Insurance is reviewed by the Risk Department. **(Craig Stevens, Fire Chief)**

E.1.d. AGR 22-155 Amendment No. 1; Contract No FWC 21145; Florida Fish and Wildlife Conservation Commission

Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and Florida Fish and Wildlife Conservation Commission, Contract No. FWC 21145 for the purpose of aquatic plant control on eligible water bodies within Citrus County with an allocation for FY 24/25 of \$1.3 million. **(Carlton Hall, Public Works Director)**

E.1.e. ITB 23-051 Amendment No. 1; Citrus County Landfill Class I Phase 4A Expansion Project; T & K Construction, LLC

Approve and Authorize the Chairman to execute the Amendment No. 1 to the Agreement between Citrus County, Florida and T & K Construction, LLC, extending the time for final completion to April 11, 2025, no additional cost associated with this Amendment. **(Carlton Hall, Public Works Director)**

E.1.f. RFQ 21-082 Amendment No. 1; Inverness Airport Business-Industrial Park Engineering Services for Design, Permitting, Bidding and Inspection; American Infrastructure Development, Inc.

Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and American Infrastructure Development, Inc., to increase the compensation to be paid to the Consultant to include the fees for additional professional services for the second phase of the construction at a cost of \$271,356. **(Carlton Hall, Public Works Director)**

E.2. Budget Transfers

Approve the budget transfers for the Stormwater, Housing (3), Library Services, Lakes Region Library Renovations, the Supervisor of Elections, and the County Covid Grant Program for fiscal year 2024-2025. **(Erin Dohren, Director, Management & Budget)**

Motion to approve item E2.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Diana Finegan

AYES: Davis, Bays, Kinnard D.C., Finegan, Barek

NAY: None

E.3. Budget Resolutions

Adopt and authorize the Chairman to execute a resolution adopting/amending Older Americans Act - Title III B, the State Housing Initiatives Partnership (SHIP), and the Transportation 5311 Operating grant budgets for fiscal year 2024-2025. **(Erin Dohren, Director Management & Budget)**

Motion to approve item E3.

RESULT: Adopted

MOVER: Holly L. Davis

SECONDER: Jeff Kinnard D.C.

AYES: Davis, Bays, Kinnard D.C., Finegan, Barek

NAY: None

Resolution Number 2025-017

E.4. First Amendment to the Agreement between the SWFWMD and Citrus County for the Old Homosassa East Septic to Sewer Project (Q134)

Approve and Authorize the BOCC Chairman to sign and execute the contract between Citrus County, Florida and the SWFWMD for the Old Homosassa East Septic to Sewer Project CIP U2018-02. Grant # Q134 \$2,470,800.00. **(Ken Cheek, Water Resources Director)**

Motion to approve item E4.

First Vice Chair Diana Finegan commented.

RESULT: Adopted

MOVER: Holly L. Davis

SECONDER: Jeff Kinnard D.C.

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AYES: Davis, Bays, Kinnard D.C., Finegan, Barek
NAY: None

E.5. Proposed Cambridge Greens Septic to Sewer Assessment Area - AR 11.10-1, Permanent Reassignment of Development Rights (DVR) 2025-001 Corcoran, 2025-002 Gilley

- a. Approve and authorize the Chairman to execute the Permanent Reassignment of Development Rights Agreement for residential properties within the Cambridge Greens Septic to Sewer Assessment Area for Robert J & Cynthia J. Corcoran, DVR 2025-001 and Ewell Vernon Gilley & Donna Hatter Gilley, DVR 2025-002.
- b. Authorize the Clerk to attest and record in Public Records of Citrus County, Florida. (**Ken Cheek, PE., Water Resources Director**)

Motion to approve item E5a and b.

RESULT: Adopted
MOVER: Holly L. Davis
SECONDER: Jeff Kinnard D.C.
AYES: Davis, Bays, Kinnard D.C., Finegan, Barek
NAY: None

E.6. Water and Wastewater Agreement for Lecanto Preserve, LLC – Phase 1

- a. Approve and authorize the Chairman to execute the Water and Wastewater Agreement for Lecanto Preserve, LLC.
- b. Authorize the Clerk to place an acceptance stamp on the agreement and record in the Public Records of Citrus County, Florida. (**Ken Cheek, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director**)

Motion to approve item E6a and b.

RESULT: Adopted
MOVER: Holly L. Davis
SECONDER: Jeff Kinnard D.C.
AYES: Davis, Bays, Kinnard D.C., Finegan, Barek
NAY: None

E.7. Subordination of Utility Interests – Suncoast Parkway 2, Phase 3, Segment 3A

- a. Approve and authorize the Chairman to execute the attached Subordination of Utility Interests between the Florida Department of Transportation and Citrus County, Florida.
- b. Authorize Clerk to record the Subordination of Utility Interests in the Public

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Records of Citrus County, Florida upon receipt of the fully executed document.
(Ken Cheek, P.E., Water Resources Director)

Motion to approve item E7a and b.

RESULT: **Adopted**
MOVER: Diana Finegan
SECONDER: Jeff Kinnard D.C.
AYES: Davis, Bays, Kinnard D.C., Finegan, Barek
NAY: None

E.8. Withlacoochee River Electric Easement – 6710 S. Lima Ave., Homosassa, FL.

- a. Approve and authorize Chairman to execute the Easement between Citrus County, Florida and Withlacoochee River Electric Cooperative, Inc., to install and maintain the transformer and associated lines required to run the Lift Station located at 6710 S. Lima Ave., Homosassa, FL.
- b. Authorize Clerk to record the Easement in the Public Records of Citrus County, Florida. **(Ken Cheek, P.E., Water Resources Director)**

Motion to approve item E8.

Deputy Clerk Amy Novinger requested clarification of the motion.

The motion was amended to add: a and b.

RESULT: **Adopted**
MOVER: Diana Finegan
SECONDER: Jeff Kinnard D.C.
AYES: Davis, Bays, Kinnard D.C., Finegan, Barek
NAY: None

E.9. Citrus County Central Landfill Leachate Tanks Lining Project ITB 24-076 Contingency Allowance Adjustment No.1

Approve and authorize the Chairman to execute the Contingency Allowance Adjustment request No.1 by Solid Waste Management to use \$27,456.00 of the contingency to compensate the contractor, Razorback LLC, for the additional surface prep work and coating. **(Carlton Hall, Public Works Director)**

Motion to approve item E9.

Citizen Janet Barek commented.

Deputy Clerk Amy Novinger requested clarification of the vote.

RESULT: **Adopted**
MOVER: Jeff Kinnard D.C.

SECONDER: Janet Barek

AYES: Davis, Bays, Kinnard D.C., Finegan, Barek

NAY: None

E.10. Florida Department of Transportation Section 5311 Rural Area Funding FY26

Adopt and authorize the Chairman, or 1st Vice Chairman, respectively, to execute a Resolution authorizing the signature of the Florida Department of Transportation (FDOT) SFY 26 Section 5311 grant application, contract, amendments, assurances, and certifications as required to obtain funding from the Florida Department of Transportation, after review by the County Attorney, without the need to bring the documents before the Board. The FDOT SFY 26 Section 5311 grant funding is \$474,194 with a required county match of \$474,194, which will be covered with the FDOT State Block Grant funding. **(Eric Head, Community Services Director)**

Motion to approve item E10.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Janet Barek

AYES: Davis, Bays, Kinnard D.C., Finegan, Barek

NAY: None

Resolution Number 2025-018

E.11. Bicentennial Park and Pool Facility Use Agreement

Approve and authorize the Chairman to execute the Bicentennial Park and Pool Facility Use Agreement between Citrus County, Florida, a political subdivision of the State of Florida and DRC Sports Inc., and Citrus County Education Foundation Inc., for exclusive use of Bicentennial Park and Pool for the Citrus Kids Triathlon on March 7 & 8, 2025. **(Eric Head, Community Services Director)**

Motion to approve item E11.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Holly L. Davis

AYES: Davis, Bays, Kinnard D.C., Finegan, Barek

NAY: None

E.12. Facilities Use Agreement between the School Board of Citrus County, Florida and Citrus County, Florida

Approve and authorize the Chairman to execute the Facilities Use Agreement between the School Board of Citrus County, Florida and Citrus County, Florida. **(Craig Stevens, Fire Chief)**

Motion to approve item E12.

RESULT: **Adopted**
MOVER: Jeff Kinnard D.C.
SECONDER: Diana Finegan
AYES: Davis, Bays, Kinnard D.C., Finegan, Barek
NAY: None

E.13. Amendment No. 1 to Marion/Citrus Mutual-Aid/Automatic-Aid Response Plan

Approve and authorize the Chairman to execute the First Amendment to the Interlocal Agreement between Citrus County, Florida and Marion County, Florida Titled: Marion/Citrus Mutual-Aid/Automatic-Aid Response Plan. **(Craig Stevens, Fire Chief)**

Motion to approve item E13.

RESULT: **Adopted**
MOVER: Jeff Kinnard D.C.
SECONDER: Holly L. Davis
AYES: Davis, Bays, Kinnard D.C., Finegan, Barek
NAY: None

E.14. CoreCivic Contract Monitoring Update for January 2025

CoreCivic is requesting a reduction of future assessments to \$1,000/day until an amendment to the contract is approved by the Board. The County assessed a non-performance assessment of \$5,000 per day starting December 2024, **(Joseph Whittick, Contract Monitor)**

This item was pulled during the meeting.

[Pull Item E14](#)

E.15. P132BOCT22, Virgin Islands Inmate Housing Contract Renewal

Approve and authorize the Chairman to execute the Contract between the Government of the U.S. Virgin Islands Bureau of Corrections, CoreCivic of Tennessee, LLC and Citrus County, Florida for Housing for the Virgin Island Inmates from December 16, 2024 through December 15, 2028 at the Citrus County Corrections Facility. **(Joseph Whittick, Contract Monitor)**

Motion to approve item E15.

RESULT: **Adopted**
MOVER: Jeff Kinnard D.C.
SECONDER: Diana Finegan
AYES: Davis, Bays, Kinnard D.C., Finegan, Barek

NAY: None

E.16. Letter of Support for YMCA Senior and Family Activities Expansion Project

Approve and Authorize the Board to provide a letter of support for the YMCA Senior and Family Activities Expansion Project to Senator Ingoglia and Representative Grow for additional funding request. **(James Toy, Intergovernmental Affairs Manager)**

Motion to approve item E16.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Holly L. Davis

AYES: Davis, Bays, Kinnard D.C., Finegan, Barek

NAY: None

E.17. Letter of Support for Jessie's Place State Appropriations Request

"Approve and authorize the Board to issue a letter of support for Jessie's Place's state appropriations request, to be addressed to Senator Ingoglia and Representative Grow." **(James Toy, Intergovernmental Affairs Manager)**

Motion to approve item E17.

Melissa Bowermaster, Executive Director of Jessie's Place, addressed the Board prior to the vote.

RESULT: Adopted

MOVER: Holly L. Davis

SECONDER: Jeff Kinnard D.C.

AYES: Davis, Bays, Kinnard D.C., Finegan, Barek

NAY: None

F. OUTSTANDING COMMISSION ITEMS

Special Projects Manager Veronica Kampschroer provided the updates and responded to questions from the Board.

Commissioner Holly Davis recognized Community Services Director Eric Head and staff.

G. COUNTY ADMINISTRATOR - STEVE L. HOWARD

G.1. Set the FY 25-26 Capital Improvement Program Presentation

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Set the Capital Improvement Program Presentation for fiscal years 2026-2030 on Tuesday, April 22, 2025 at 1:15 p.m. at the Citrus County Courthouse, 110 N. Apopka Avenue, Room 100, Inverness, FL.

County Administrator Steve Howard provided the recommendation and Management and Budget Director Erin Dohren and Public Works Director Carlton Hall responded to questions from the Board.

There was no action taken on this item.

H. PRESENTATIONS/PUBLIC HEARINGS

H.1. 1:10 P.M. Citrus County Housing Assistance Programs (Informational Only)

Staff will provide updates on housing assistance programs that are managed through Citrus County Housing Services Division. **(Michelle Alford, Housing Services Director, Eric Head, Community Services Director)**

Housing Services Director Michelle Alford provided an overview of the Housing Assistance Programs, shared updates, and responded to questions from the Board.

There was no action taken on this item.

[Item H1 PowerPoint](#)

H.2. 1:30 PM Public Hearing for street vacate SV-2024-00005 Campbell

- a. Conduct a public hearing for SV-2024-00005, Campbell.
- b. Approve and authorize the Chairman and Clerk to execute the resolution approving SV-2024-00005, Campbell, and record the resolution in the public records. **(Joanna Coutu, Deputy Growth Management Director, Eric Landon, Growth Management)**

Growth Management Deputy Director Joanna Coutu provided the presentation and responded to questions from the Board.

There were no citizen comments.

Motion to approve SV-2024-00005 Campbell.

RESULT: Adopted

MOVER: Diana Finegan

SECONDER: Holly L. Davis

AYES: Davis, Bays, Kinnard D.C., Finegan, Barek

NAY: None

Resolution Number 2025-019

[Additional Information for Item H2](#)

[Item H2 PowerPoint](#)

[Item H2 Proof of Publication](#)

I. ADVISORY BOARD NOMINATIONS & APPOINTMENTS

No items.

J. COMMISSIONER HOLLY L. DAVIS - DISTRICT 5

Commissioner Holly Davis provided an update from the Medical Examiner's Board.

County Attorney Denise A. Dymond Lyn discussed the letter received from Marion County on February 14, 2025, followed by Board discussion regarding the Withlacoochee Regional Water Supply Authority Board.

K. COMMISSIONER JEFF KINNARD D.C. - DISTRICT 1

K.1. Resolution in Support of Legislation Requiring Hands-free Cell and Handheld Device use while driving

Approve and Authorize the Chairman to execute the resolution in support for legislation mandating the use of hands-free devices while driving.

Commissioner Jeff Kinnard, D.C. provided the recommendation.

Motion to approve item K1.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Holly L. Davis

AYES: Davis, Bays, Kinnard D.C., Finegan, Barek

NAY: None

Resolution Number 2025-020

L. 2nd VICE CHAIR JANET BAREK- DISTRICT 3

No items.

M. 1ST VICE CHAIR DIANA FINEGAN - DISTRICT 2

No items.

N. CHAIR REBECCA BAYS - DISTRICT 4

Chair Rebecca Bays discussed suicide lanes in the middle of the highway.

O. COUNTY ATTORNEY DENISE A. DYMOND LYN

No items.

P. OPEN TO THE PUBLIC

The following individual addressed the Board on various issues:

Tod Cloud

[Public Speaker Form for Item P](#)

Q. UPCOMING MEETINGS

1. Regular Meeting, March 11, 2025, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Regular Meeting, March 25, 2025, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Regular Meeting, April 8, 2025, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

R. UPCOMING WORKSHOPS AND SPECIAL MEETINGS

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1. Legislative Planning Retreat: August 14, 2025, at 9:00AM, Lecanto Government Building, 3600 W. Sovereign Path Lecanto, FL 34461, Room 166

S. PUBLIC HEARINGS

No items.

T. ADJOURN

The meeting was adjourned at 02:44 PM.

[Proof of Publication](#)