



**WITHLACOOCHEE  
REGIONAL  
WATER  
SUPPLY  
AUTHORITY**

## **Board Meeting Package**

January 18, 2012  
4:30 p.m.

### **Meeting Location:**

Lecanto Government Building  
Room 166  
3600 W. Sovereign Path  
Lecanto, Florida 34461



# WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY

## MEMORANDUM

To: Water Supply Authority Board of Directors and Interested Parties  
From: Jackson E. Sullivan, Executive Director  
Date: January 5, 2012

Subject: Monthly Meeting of the Withlacoochee Regional  
Water Supply Authority

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The next meeting of the Withlacoochee Regional Water Supply Authority will be on **Wednesday, January 18, 2012, 4:30 p.m.**, at the **Lecanto Government Center Building, Room 166, 3600 Sovereign Path, Lecanto, FL 34461**

Enclosed for your review are the following items:

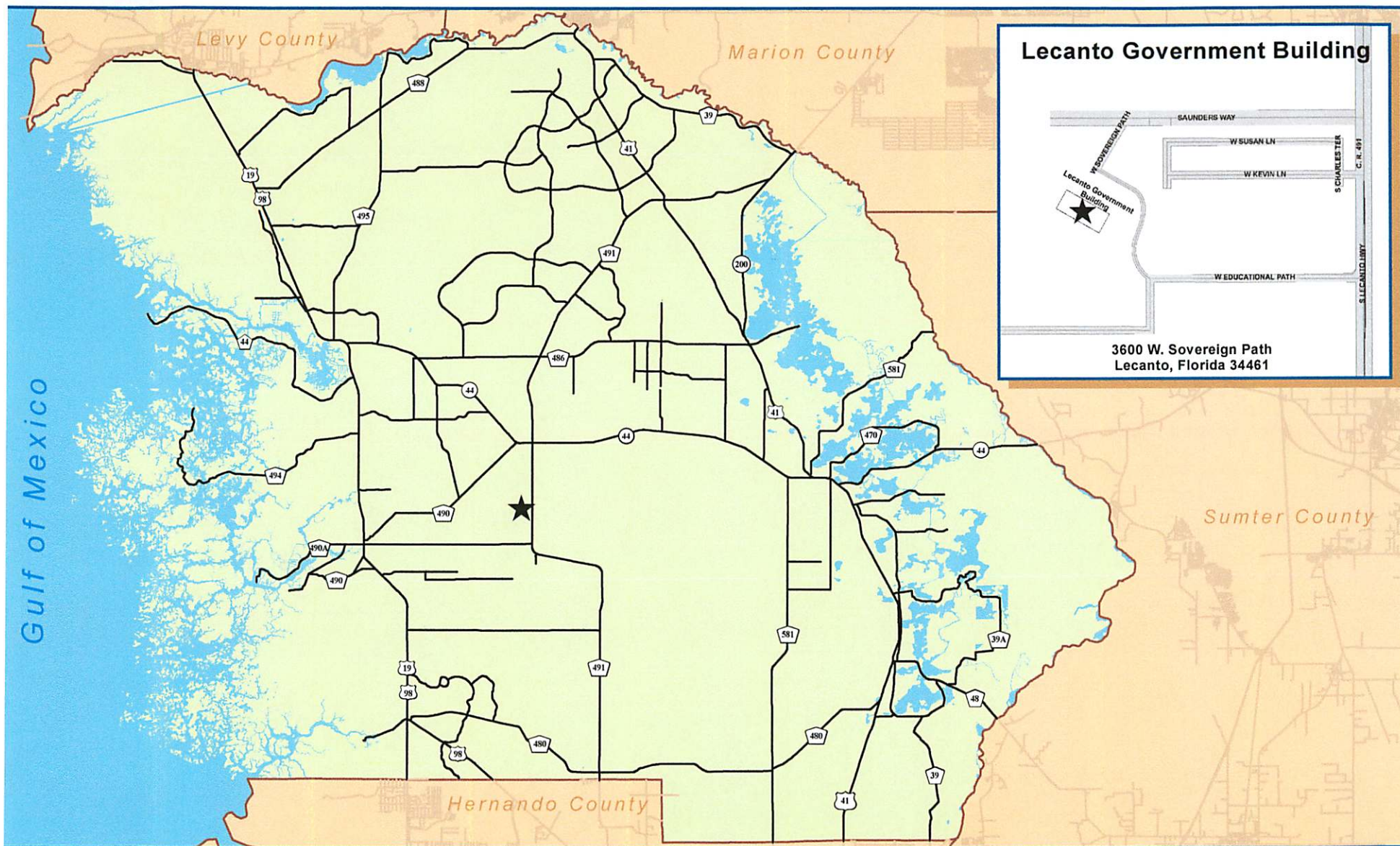
- Agenda
- Minutes of the November 16, 2011 meeting
- Board Package\*

\* Copies of the Board Package are available through the Internet. Log on to [www.wrwsa.org](http://www.wrwsa.org). On the Authority's Home Page go to the left side of the page and click on "Meetings." On the slide out menu is a button for the current Board Package. Click on the Board Package to download and print the Board Package.

Please note that if a person decides to appeal any decision made by the Board with respect to any matter considered at the above cited meeting, he will need a record of the proceedings, and for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes that testimony and evidence upon which the appeal is to be based.

Enclosures





3 1.5 0 3 6 Miles



## Lecanto Government Building Locator Map

## Office of Geographic Information Systems

Prepared By : R.W. Voak

Date: January 4, 2012

Source: Enterprise Geodatabase

Map Number: BV000029

This information is to be used for general purposes only. The Citrus County Office of Geographic Information Systems makes every effort to provide content that is accurate and complete as of the date it is printed. However, all information provided must be independently verified by the user.

Citrus County shall not be liable for any claims, demands, or losses of any kind in connection with the use of this information, including but not limited to, damages or losses caused by reliance upon the accuracy or completeness of this information and the viewing, copying, or distributing of these materials.



## **Driving Directions to 3600 W. Sovereign Path, Lecanto Government Building**

### **From Brooksville:**

- Go North on N. Main St. toward S. Broad St./E. Jefferson St.
- Take the 1<sup>st</sup> Left onto S. Broad St./W. Jefferson St.
- Turn Right onto US 98/Ponce De Leon Blvd.
- Turn Right onto CR 491 toward Lecanto (about 13.5 miles)
- Turn Left on W. Educational Path (traffic signal)
- Turn right at the Park onto W. Sovereign Path; continue to the right to the Lecanto Government Building

### **From Ocala**

- Go southwest on SR 200 into Citrus County
- Turn Right onto CR 491 (stay on 491 through Beverly Hills, crossing Hwy. 486 and SR 44)
- Turn Right on Saunders Way
- Turn Left onto W. Sovereign Path; follow to Lecanto Government Building

### **From Bushnell**

- In Bushnell, Go West on FL-48W
- Turn Right onto US 41; continue to follow US 41 N
- Continue straight onto FL 44 W/W Main St.; continue straight on SR 44
- Turn Left onto CR 491
- Turn Right onto Saunders Way
- Turn Left onto W. Sovereign Path; follow to Lecanto Government Building

### **From Wildwood**

- Go West on SR 44W; continue on SR 44 through Inverness
- Turn Left onto CR 491
- Turn Right onto Saunders Way
- Turn Left onto W. Sovereign Path; follow to Lecanto Government Building.

**LGB**



**WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY  
BOARD OF DIRECTORS MEETING  
AGENDA**

**LECANTO GOVERNMENT BUILDING  
3600 SOVEREIGN PATH, ROOM 166  
LECANTO, FLORIDA 34461**

**January 18, 2012  
4:30 p.m.**

- |             |            |  |
|-------------|------------|--|
| <b>Item</b> | <b>#1</b>  | <b>Call to Order</b>   |
| <b>Item</b> | <b>#2</b>  | <b>Roll Call</b>   |
| <b>Item</b> | <b>#3</b>  | <b>Introductions and Announcements</b>   |
| <b>Item</b> | <b>#4</b>  | <b>Approval of Minutes of November 16, 2011 Meeting</b>  |
| <b>Item</b> | <b>#5</b>  | <b>Election of 2012 Officers ... Board of Directors, WRWSA</b>   |
| <b>Item</b> | <b>#6</b>  | <b>Introduction of Blake Guillory, Executive Director, SWFWMD ... Jack Sullivan, WRWSA</b>   |
| <b>Item</b> | <b>#7</b>  | <b>Report on 2010-11 FY Audit ... Mark White, Purvis Gray &amp; Company</b>  |
| <b>Item</b> | <b>#8</b>  | <b>Report &amp; Submittal of Regional Framework Study ... Pete Hubbell, Water Resource Associates, Inc.</b>  |
| <b>Item</b> | <b>#9</b>  | <b>Executive Director's Report ... Jack Sullivan, WRWSA</b>  |
|             | <b>a.</b>  | <b>Bills to be Paid</b>  |
|             | <b>b.</b>  | <b>Revisions to 2011-12 Annual Budget</b>  |
|             | <b>c.</b>  | <b>Correspondence</b>  |
| <b>Item</b> | <b>#10</b> | <b>Legislative Update ... Diane Salz, Legislative Consultant</b>   |
| <b>Item</b> | <b>#11</b> | <b>Attorney's Report ... Larry Haag, WRWSA Attorney</b>  |
| <b>Item</b> | <b>#12</b> | <b>Other Business</b>  |
| <b>Item</b> | <b>#13</b> | <b>Public Comment</b>  |
| <b>Item</b> | <b>#14</b> | <b>Next Meeting Time and Location ... February 15, 2012, 4:30 p.m., Lecanto Government Building, Room 166, 3600 Sovereign Path, Lecanto, Florida 34461</b> |
| <b>Item</b> | <b>#15</b> | <b>Adjournment</b>   |



#### **4. 11/16/11 Minutes**

**WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
November 16, 2011**

**TIME:** 4:30 p.m.  
**PLACE:** Withlacoochee Regional Planning Council  
1241 SW 10<sup>th</sup> Street (SR 200)  
Ocala, Florida 34471-0323

The numbers preceding the items listed below correspond with the published agenda.

**1. Call to Order**

Vice-Chairman Dennis Damato called the Withlacoochee Regional Water Supply Authority meeting to order at 4:35 p.m. and asked for a roll call.

**2. Roll Call**

Mr. Jack Sullivan, Executive Director, called the roll and a quorum was declared present.

**MEMBERS PRESENT**

Dennis Damato, Vice-Chairman, Citrus County Commissioner  
Dale Swain, Bushnell City Councilman  
Jim Adkins, Hernando County Commissioner  
Maureen McNiff, Crystal River City Councilwoman  
Gary Ernst, Belleview City Councilman  
Mary S. Rich, Ocala City Councilwoman  
Randy Mask, Sumter County Commissioner  
Richard Hoffman, Sumter County Commissioner

**MEMBERS ABSENT**

Stan McClain, Chairman, Marion County Commissioner  
John Druzick, Treasurer, Hernando County Commissioner  
Mike Amsden, Marion County Commissioner  
Wayne Dukes, Hernando County Commissioner  
John Priestler, Ocala City Councilman  
David Russell, Hernando County Commissioner  
Rebecca Bays, Citrus County Commissioner  
Winn Webb, Citrus County Commissioner  
Carl Zalak, Marion County Commissioner  
Joe Johnston, Brooksville City Councilman

**3. Introductions and Announcements**

Mr. Jack Sullivan introduced others in the audience.

**OTHERS PRESENT**

Jack Sullivan, WRWSA Executive Director  
Larry Haag, WRWSA Attorney  
Al Grubman, TOOFAR  
Cara Martin, SWFWMD  
John Ferguson, SWFWMD  
David Hornsby, SJRWMD

Flip Mellinger, Marion County  
Alys Brockway, Hernando County  
Richard W. Radacky, City of Brooksville  
Debra Burden, Citrus County Utilities  
Nancy Smith, Recording Secretary

**4. Approval of Minutes of October 19, 2011 Meeting**

A copy of the minutes was provided in the board packet for review.

Following consideration, a motion was made by Mr. Swain to approve the minutes for the October 19, 2011 meeting. The motion was seconded by Mr. Mask and carried unanimously.

**5. Update on Move to Lecanto Government Center . . . Jack Sullivan, WRWSA**

Mr. Sullivan stated that the move into the Lecanto Government Center is underway. Telephones, desks, other furnishings, and storage items are in place. He requested that the Board approve a tentative expenditure of no more than \$6,000 to cover the cost of computers, software and office supplies. A revised budget will be presented to the Board in January 2012.

Following consideration, a motion was made by Ms. Rich to approve a tentative budget of up to \$6,000 for computers, equipment and supplies for the Lecanto office. The motion was seconded by Ms. McNiff and carried unanimously.

**6. Executive Director's Report ... Jack Sullivan, WRWSA**

**a. Bills to be Paid**

Mr. Sullivan provided a handout to the Board detailing the bills for November 2011 and requested the Board approve payment of these bills in the amount of \$72,726.45.

Following consideration, a motion was made by Mr. Swain to approve payment of the November 2011 bills totaling \$72,726.45. The motion was seconded by Mr. Mask and carried unanimously.

**b. SWFWMD Cooperative Funding Program Applications**

Mr. Sullivan reported on a meeting with SWFWMD staff about the possibility of submitting two cooperative funding applications for fiscal year 2013. One is an update to the Regional Master Plan, at a total cost of approximately \$250,000. The second application is a continuation of the residential irrigation audit program currently underway. This will be essentially the same as the current program for a total expected cost of \$200,000. The Authority will be responsible for funding 50 percent of each program, if granted, for a total cost of approximately \$225,000.

Mr. Damato requested that the Board make one motion to approve the applications, to rank the applications in priority order, and to authorize the executive director to sign the letters of ranking and funding commitment.

Following consideration, a motion was made by Ms. McNiff to approve the applications in rank order with the Regional Master Plan update the first priority and the Residential Irrigation Evaluation Program as the second priority. The motion also authorizes the executive director to sign letters to SWFWMD of ranking and funding commitment. The motion was seconded by Ms. Rich and carried unanimously.



**c. 2010-11 Audit Schedule**

Mr. Sullivan stated that the audit by Purvis and Gray began on November 7, 2011. A report on the results of the audit is expected at the January 18, 2012 meeting.

This item was presented for the WRWSA's information; no action was required.

**d. Correspondence**

Mr. Sullivan reviewed the correspondence enclosed in the meeting package and handouts. The first was a final report from SWFWMD regarding office space, basic clerical support and printing services for three years. He recommended that he prepare a letter for the Chairman's signature thanking SWFWMD for the in-kind services that were provided to the Authority during the three-year period.

Following consideration, a motion was made by Mr. Mask to approve writing a letter to the SWFWMD Governing Board to thank them for the in-kind services provided to the WRWSA from 2008 through 2011 fiscal years. The motion was seconded by Mr. Ernst and carried unanimously.

Two other letters were reviewed, including the annual notification from Citrus County as to the status of the Renewal and Replacement Fund for the Charles A. Black Water Supply Facility.

News articles on water supply issues were provided in a separate hand-out.

No action was required.

**7 Legislative Update ... Diane Salz, Legislative Consultant**

Ms. Salz was not able to be at the meeting, but she provided a list of the legislative items that she is currently tracking. A more detailed list and summary of items of interest is also included in the hand-outs.

**8. Attorney's Report ... Larry Haag, WRWSA Attorney**

**a. Conflict Waiver for Purvis Gray Engagement re: CAB Rate Analysis**

Mr. Haag stated that both Citrus County and the WRWSA need to enter into a waiver of conflict with respect to the Charles A. Black rate analysis as Purvis Gray provides auditing services to both the WRWSA and Citrus County. This waiver will allow Purvis Gray to assist both entities in the development of a study to determine wholesale water costs at the Charles A. Black Water Supply Facility and provide rate analysis. The Citrus County Board of County Commissioners approved the waiver at County's meeting on Tuesday, October 18, 2011. Mr. Haag recommended that the Board approve the waiver and the letter of engagement.

**b. Engagement Letter, Purvis Gray re: CAB Rate Analysis**

The second item presented by the attorney was the letter of engagement between the WRWSA and Purvis Gray to develop a new water rate structure with Citrus County for water consumed by Citrus County from the Charles A. Black Wellfield. The terms and objectives of the study are outlined in the proposed letter of engagement. This study will serve as a basis for negotiations between the WRWSA and Citrus County.

Following consideration, a motion was made by Mr. Hoffman to approve the waiver of conflict and to approve execution of the letter of engagement with Purvis Gray at a cost not to exceed \$18,000. The motion was seconded by Mr. Mask and carried unanimously.

**9. Other Business**

Mr. Damato noted for the record that there are existing dedicated lands for water supply storage or distribution relative to the Master Water Supply Plan and update. He specifically identified a new Walmart development in Citrus County at the intersection of Cardinal St. and U.S. 19 that dedicated property for a future water storage facility. This may have potential for use by the WRWSA at some point in time; the specific location and amount of land should be identified. Mr. Damato also suggested that Crystal River Commons, another proposed development in Citrus County located at Venable Avenue and U.S. 19, may also have included property that could be used for water storage.

**10. Public Comment**

There was no comment from the public.

**11. Next Meeting Time and Location**

The December meeting of the WRWSA was cancelled to facilitate the move into new offices at the Lecanto Government Center in Citrus County. A request was made to tour the offices at the new location.

Next meeting is scheduled for January 18, 2012 at 4:30 p.m., at the Lecanto Government Building, Room 166, 3600 W. Sovereign Path, Lecanto, Florida 34461.

**12. Adjournment**

Vice-Chairman Damato announced there was no further business or discussion to come before the WRWSA and adjourned the meeting at 5:20 p.m.

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Stan McClain, Chairman

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Jackson E. Sullivan, Executive Director

## **5. Election of Officers**



**MEMORANDUM**

January 6, 2012

To: Board of Directors, WRWSA  
From: Jack Sullivan, Executive Director  
Re: Election of Officers

Below are the officers as outlined by the Authority's rules (49C). There are three elected officers – Chair, Vice-Chair and Treasurer. The Secretary is the Executive Director acting in an ex officio capacity. Our normal practice has been to have the current Chair open the meeting and proceed with the agenda through approval of the minutes of the previous meeting. Then the Chair opens the floor for nominations for officers. Once the Chair is elected, the gavel is passed and the in-coming Chair continues with the business of the meeting. The current officers of the Authority are: **Chair** – Stan McClain; **Vice-Chair** – Dennis Damato **and**; **Treasurer** – John Druzick.

**49C-1.009 Officers.**

The officers of the Authority shall be as follows:

(1) A **Chairman**, who shall preside at meetings of the Authority; sign as authorized by the Authority, any contracts or other instruments which are deemed to be in the best interest of the Authority; and perform such other duties incident to the office as may be prescribed by the Authority.

(2) The **Vice-Chairman**, who shall act in the Chairman's absence. The Vice-Chairman shall perform such other functions as the Authority may from time to time assign.

(3) A **Treasurer**, who shall be entrusted with the receipt, care, and disbursement of Authority funds in accordance with fiscal policies and regulations adopted by said Authority.

*Specific Authority 163.01, 373.1962 FS. Law Implemented 163.01, 373.1962 FS. History–New 6-11-78, Formerly 160-1.09, 160-1.009.*

**49C-1.010 Staff.**

The Authority may appoint an Executive Director and hire other staff as may be necessary. The Authority shall prescribe the duties and compensation for the Executive Director. Among other duties, the Executive Director shall:

(1) Be responsible to the officers and the Authority for supervising and administering the work program of said Authority;

(2) **Act as Secretary to the Authority** and shall prepare minutes of each meeting and be responsible for distributing copies to members of the Authority.

*Specific Authority 163.01, 373.1962 FS. Law Implemented 163.01, 373.1962 FS. History–New 6-11-78, Amended 8-21-85, Formerly 160-1.10, 160-1.010.*

**6. Blake Guillory,  
E.D, SWFWMD**



**MEMORANDUM**

January 6, 2012

To: Board of Directors, WRWSA

From: Jack Sullivan, Executive Director

Re: Introduction of Blake Guillory, Executive Director, SWFWMD

To begin the new year, I felt it was important to maintain our lines of communication with the Southwest Florida Water Management District, I have asked Blake Guillory, the incoming Executive Director of the District to come to the Authority Board meeting. I thought it would help the Board get to know Mr. Guillory and for him to meet and talk to us as well. I have included the press release concerning Mr. Guillory's selection in August 2011 to provide some background. Perhaps he might introduce himself to the Board and make himself available to answer questions that the Board may have for him.

***Press Release***

August 30, 2011

The Southwest Florida Water Management District's Governing Board Monday appointed Blake C. Guillory to serve as the District's executive director.

Guillory replaces David L. Moore, who resigned on May 26. District General Counsel William S. Bilenky has been serving as interim executive director.

"This was a unanimous choice by the Board. Blake is the right person at the right time for this District and the water resources," said Governing Board Chair H. Paul Senft, Jr. "His extensive experience in the private sector and the contacts he has throughout the state and the nation will serve the District well as we move forward meeting the critical water needs of west central Florida."

Guillory, a resident of Jupiter, Fla., is vice president and Florida area manager at Brown and Caldwell, a consulting firm that provides water supply, wastewater, stormwater, infrastructure, solid waste, construction management, business consulting, and environmental sciences expertise to public and private clients. Before joining Brown and Caldwell, Guillory was with PBS&J, now Atkins North America, where he was vice president and senior division manager for the firm's Southeast water resources division.



Guillory holds a bachelor's degree in petroleum engineering from Texas A&M University and master's degrees in civil engineering and business administration from the University of South Florida. He graduated from LaGrange High School in Lake Charles, La. He is a professional engineer and a diplomate of water resources engineering.

Guillory is the past president and a current board member of the Florida Stormwater Association. He is also a member of the Florida Engineering Society, Florida Water Environment Association, American Water Works Association, American Water Resources Association and the American Society of Civil Engineers.

From: "Cara S. Martin" <Cara.Martin@swfwmd.state.fl.us>  
Subject: **Cooperative Funding Board Discussion**  
Date: December 2, 2011 10:01:47 AM EST  
▶ 4 Attachments, 352 KB

At the Nov. 29, 2011 SWFWMD Governing Board meeting, the Board did make some decisions on how to move forward with the District's Cooperative Funding Initiative (CFI).

I've attached the presentation that was given by Ms. Lou Kavouras and Mr. Kirk Fritsch.

- Board approved the schedule as outlined on slides 3-8
- Board approved the 5<sup>th</sup> option on slide 9 (4 Subcommittees based on regional water supply planning areas)  
Map of this structure is on slide 14
- Board approved options 4 & 5 regarding public input and participation on slide 16

The Board will continue to have discussions regarding when the subcommittees will meet and where the meetings will take place. I will keep you informed of the developments as they occur. If you have any questions, please let me know. An archived video of the Board meeting should be available on our website within a week if you would like to watch the discussion.

Have a great weekend-  
Cara

Cara Martin  
Community Affairs Manager  
Hernando, Citrus, Sumter, Lake, Marion & Levy Counties  
Southwest Florida Water Management District  
2379 Broad Street  
Brooksville, FL 34604  
Office: (352) 796-7211 ext: 4636  
Cell: (352) 410-0525  
E-mail: [cara.martin@watermatters.org](mailto:cara.martin@watermatters.org)

**WaterMatters.org/ePermitting**



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[CFI presenta....pdf \(340 KB\)](#)

# **FY2013 Works, Initiatives and Cooperative Funding Projects**

## **Process for Review, Evaluation and Selection of Requests, Prioritization of Requests and Allocation of Resources**

Outreach and Planning Committee  
November 29, 2011



## Schedule for Reviewing and Ranking Requests

<u>December</u> -----	Funding Requests due from Cooperators
<u>December/January</u> ----	Proposals distributed to staff and reviewed for completeness
<u>*February</u> -----	Raw applications provided to Board members - Public input and Board provides policy direction on prioritization, ranking and funding
<u>February/March</u> -----	Staff ranks projects based on Board direction and established criteria
<u>*April</u> -----	Board receives staff ranking, cooperators are available to answer questions regarding proposals
<u>April/May</u> -----	Staff fine-tunes ranking and budget based on Board direction
<u>*June</u> -----	Tentative budget prepared for Board's consideration
<u>August/September</u> -----	Governing Board finalizes District budget

\* Denotes proposed subcommittee meeting dates - public input encouraged  
No substantial change for public or Board

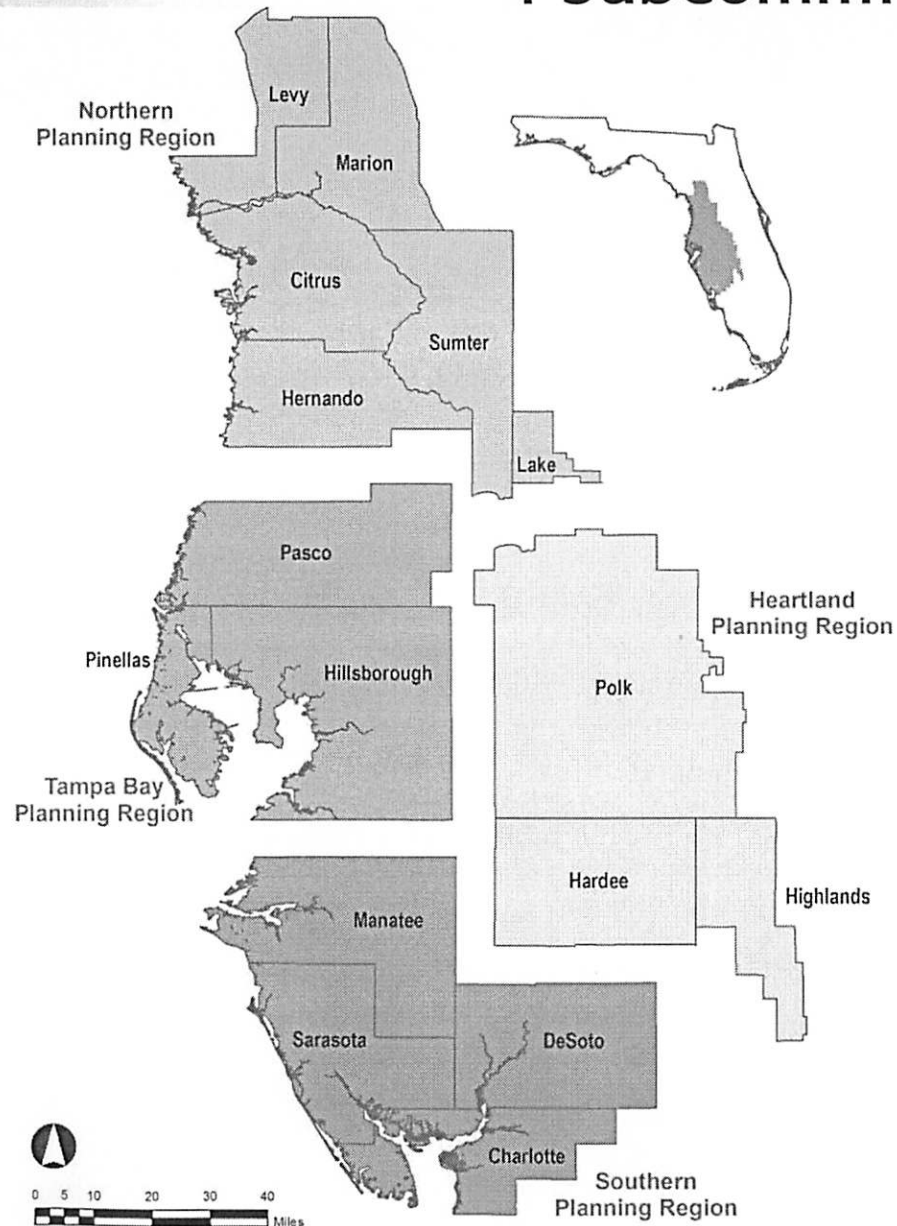
## Five Organizational Options

- ☐ Board meets in its entirety to consider projects district wide
- ☐ Governing Board member responsible for geographic region
- ☐ 7 subcommittees based on former Basin boundaries
- ☐ 3 subcommittees based on combinations of former Basin boundaries
- ☐ 4 subcommittees based on boundaries used in the RWSP

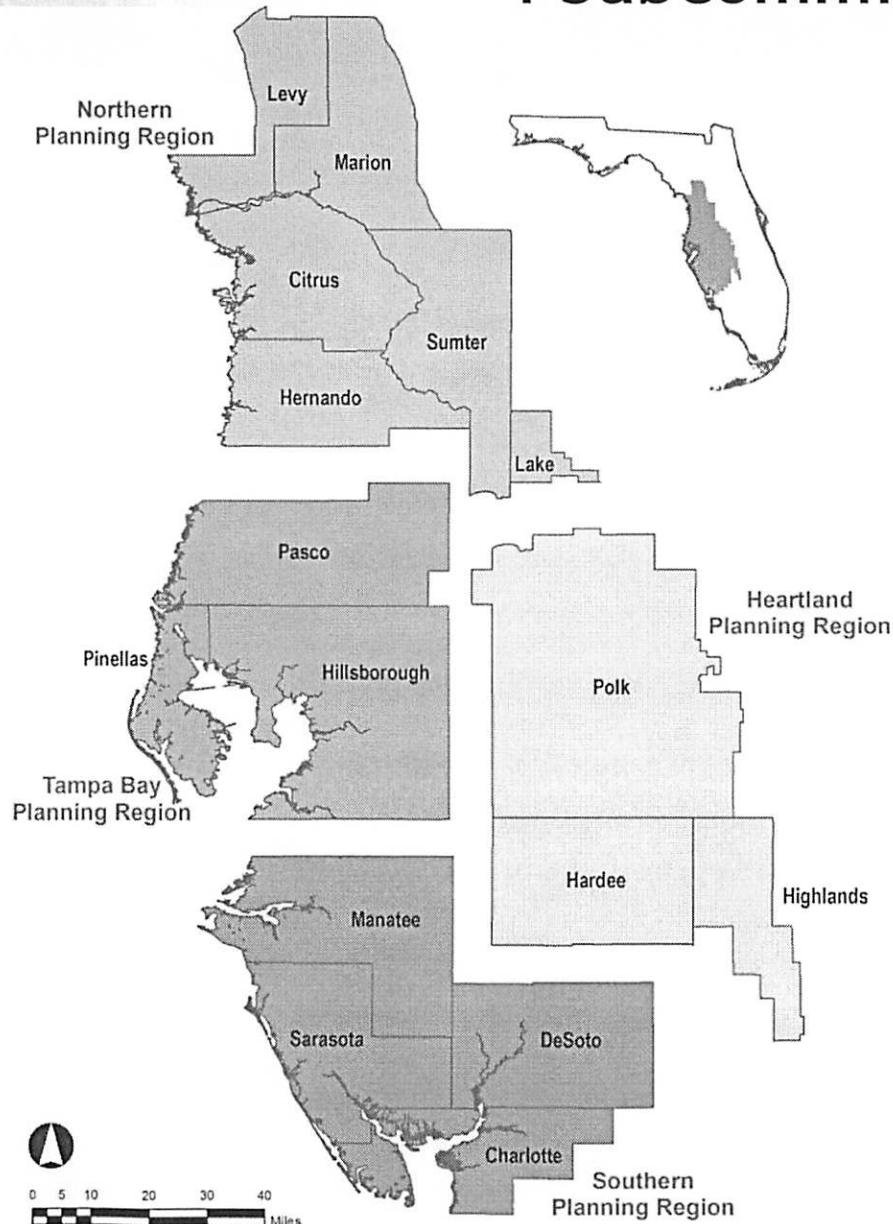
## 4 Subcommittee Structure

### Regional Water Supply Plan

- Four Planning Regions



## 4 Subcommittee Structure



### Northern Region

- Doug Tharp
- Judy Whitehead

### Tampa Bay Region

- Jeff Adams
- Michael Babb
- Jennifer Closshey
- Hugh Gramling
- Randy Maggard
- Todd Pressman

### Heartland Region

- Bryan Beswick
- Neil Combee
- Paul Senft

### Southern Region

- Carlos Beruff
- Bryan Beswick
- Albert Joerger



## Options for Public Participation

- ☐ Create Advisory Committee(s) for Specific Purpose
- ☐ Expand Membership on Governing Board Subcommittees  
*(former Basin Board members, representatives from Standing Advisory Committees, etc.)*
- ☐ Review Project Funding Requests with all Advisory Committees
- ☐ Solicit Direct Input from Chambers of Commerce, Standing Advisory Committees, Former Basin Board Members, Regional Planning Councils, etc.
- ☐ Hold Regional Public Subcommittee Meetings in February and April (and if necessary, in June)

## 7. FY11 Audit