



WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY

Board Meeting Package

July 15, 2020
3:30 p.m.

Meeting Location:

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

Withlacoochee Regional Water Supply Authority

Board of Directors

Effective March 2020

Office	Board Members
Chair	The Honorable Steve Printz
Vice Chair	The Honorable Scott Carnahan
Treasurer	The Honorable Kathy Bryant

Jurisdiction	Board Members
Citrus County	The Honorable Scott Carnahan
	The Honorable Jeff Kinnard
Hernando County	The Honorable Jeff Holcomb
	The Honorable John Mitten
Marion County	The Honorable Kathy Bryant
	The Honorable Michelle Stone
	The Honorable Jeff Gold
Sumter County	The Honorable Al Butler
	The Honorable Stephen Printz
City of Belleview	The Honorable Gary Ernst
City of Brooksville	The Honorable William Kemerer
City of Bushnell	The Honorable Dale Swain
City of Inverness	The Honorable Ken Hinkle

Meeting Dates

The schedule of meetings for the 2019-2020 fiscal year are as follows:

November 13, 2019
January 15, 2020
March 18, 2020

May 20, 2020
July 15, 2020
September 16, 2020



July 6, 2020

MEMORANDUM

To: Water Supply Authority Board of Directors and Interested Parties

From: Suzannah J. Folsom, Executive Director

Subject: Withlacoochee Regional Water Supply Authority Board of Directors Meeting

The Withlacoochee Regional Water Supply Authority will hold a regular business meeting on **Wednesday, July 15, 2020, 3:30 p.m., at the Lecanto Government Center Building, Room 166, 3600 Sovereign Path, Lecanto, FL 34461.**

Due to Federal COVID-19 guidelines and State of Florida Executive Order 20-69 extending the declaration a Public Health Emergency in Florida through July 31, this meeting will be held using teleconference capabilities between Board members and staff utilizing Room 166. The dial in number is 712-775-7031 and access code is 314150.

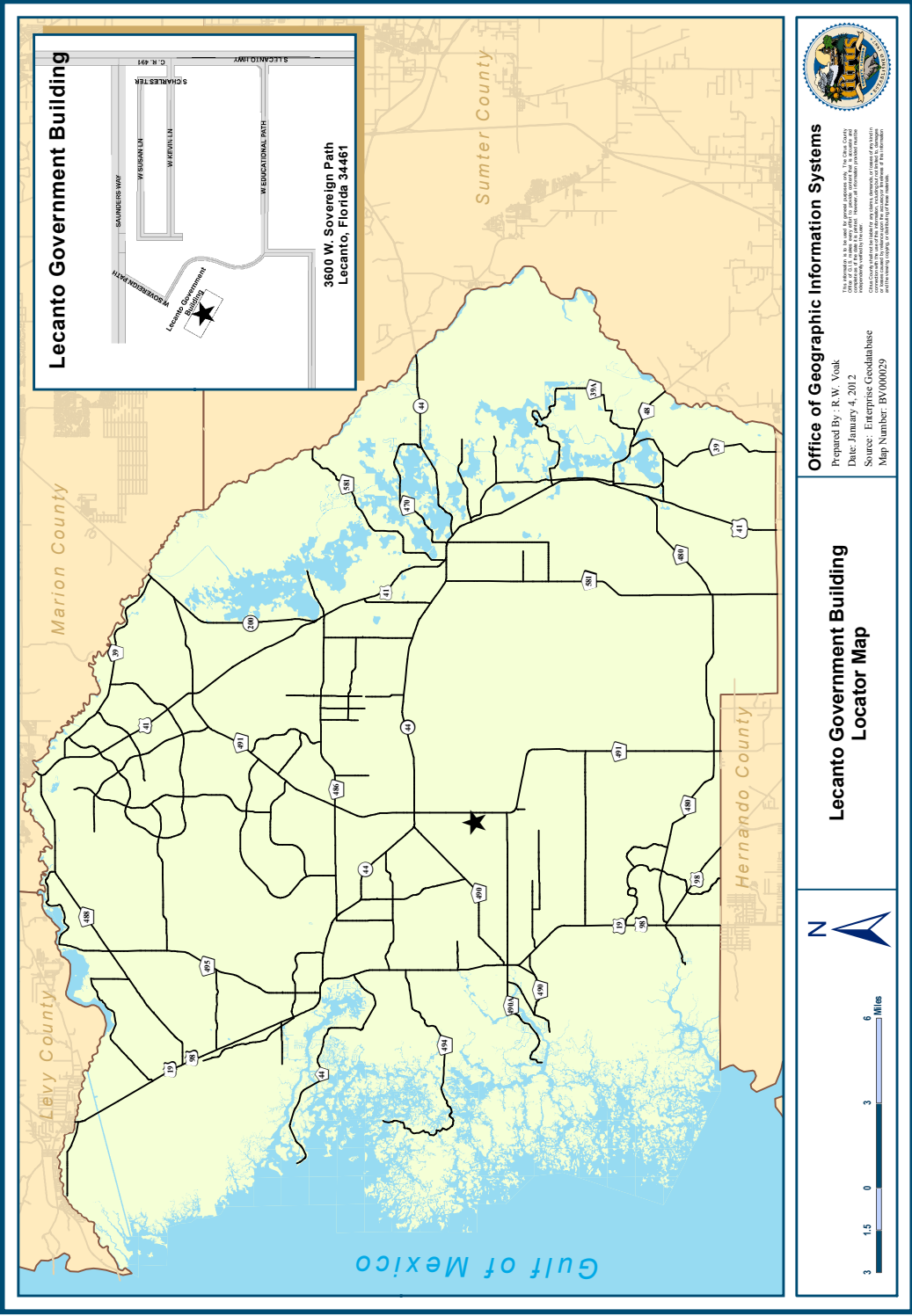
Enclosed for your review are the following items:

- Agenda
- Minutes of May 20, 2020
- Board Package*

Please note that if a party decides to appeal any decision made by the Board with respect to any matter considered at the above cited meeting, that party will need a record of the proceedings, and for such purpose, that party 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

- * Copies of the Board Package are available through the Internet. Log on to 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/or print.



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 1st 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

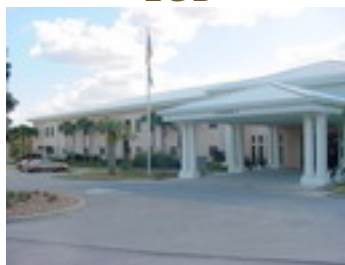
From Bushnell

- 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**

A G E N D A

**July 15, 2020 -- 3:30 p.m.
LECANTO GOVERNMENT BUILDING -- ROOM 166
3600 W. Sovereign Path, Lecanto, Florida 34461**

At the discretion of the Board, items may be taken out of order to accommodate the needs of the Board and the public.

	<u>PAGE</u>
1. Call to Order . . . Steve Printz, Chair	
2. Roll Call . . . Suzy Folsom, WRWSA Executive Director	
3. Introductions and Announcements . . . Suzy Folsom, WRWSA	
4. Pledge of Allegiance . . . Led by the Board	
5. Public Comment	
6. Consent Agenda . . . Steve Printz, Chair	
a. Approval of Minutes [May 18, 2020]	9
b. Bills to be Paid [June bills included; July bills provided at the meeting]	15
c. 2020-2021 Regulatory Plan	17
7. Resolution 2020-04, Adoption of Final Budget for Fiscal Year 2020-21 . . . Suzy Folsom, WRWSA	19
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a. Correspondence	111
b. News Articles	133
c. Other	
14. Other Business	
15. Next Meeting . . . September 16, 2020; 3:30 p.m.; Lecanto Government Building, Room 166	
16. Adjournment	

Please note that if a party decides to appeal any decision made by the Board with respect to any matter considered at the above cited meeting, that party will need a record of the proceedings, and for such purpose, that party 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.

Item 6.a.

Consent Agenda

Approval of Minutes

DRAFT

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY BOARD OF DIRECTORS

Minutes of the Meeting May 20, 2020

TIME: 3:32 p.m.
PLACE: Lecanto Government Building
ADDRESS: 3600 W. Sovereign Path, Room 280, Lecanto, Florida 34461

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

Due to Federal COVID-19 guidelines and State of Florida Executive Order 20-114 declaring a Public Health Emergency in Florida, this meeting was held using teleconference capabilities between Board members and staff utilizing Room 166.

1. Call to Order

Chair Printz called the Withlacoochee Regional Water Supply Authority (WRWSA) Board of Directors meeting to order at 3:32 p.m. and requested a roll call.

2. Roll Call

Ms. Suzannah Folsom, WRWSA Executive Director, called the roll and a quorum was declared present.

BOARD MEMBER PRESENT

Steve Printz, *Chair*, Sumter County
Commissioner
Ken Hinkle, Inverness City Councilor

BOARD MEMBER(S) ABSENT

Jeff Gold, Marion County Commissioner
Jeff Kinnard, Citrus County Commissioner

BOARD MEMBERS VIA TELECONFERENCE

Scott Carnahan, *Vice-Chair*, Marion County
Commissioner
Kathy Bryant, *Treasurer*, Marion County
Commissioner
Al Butler, Sumter County Commissioner
Gary Ernst, Belleview City Commissioner
Jeff Holcomb, Hernando County Commissioner
William Kemerer, Brooksville City Councilor
John Mitten, Hernando County Commissioner
Michelle Stone, Marion County Commissioner
Dale Swain, Bushnell City Councilor

3. Introductions and Announcements

- Ms. Folsom noted there is a modification to Item 8 and it has been emailed to Board members for consideration at today's meeting.

WRWSA STAFF PRESENT

Suzannah J. Folsom, PE, PMP, Executive
Director
LuAnne Stout, Administrative Asst.

WRWSA STAFF VIA TELECONFERENCE

Rob Batsel, General Counsel (Gilligan, Gooding,
Fanjola & Batsel, P.A.)

OTHERS VIA TELECONFERENCE

Alys Brockway, Hernando County Water Res Mgr
Debra Burden, Citrus County Water Conservation
Katie Eno, Purvis Gray
Frank Gargano, SWFWMD Govt Affairs Reg Mgr
Joseph Quinn, SWFWMD Water Supply Project Mgr

4. Pledge of Allegiance – Chair Printz led those present in reciting the Pledge of Allegiance.

5. Public Comment – Chair Printz opened public comment and noted that there were no audience members to address the Board. Public comment closed.

6. Board of Directors Meeting – March 18, 2020 – Agenda Items for Ratification

In response to Mr. Batsel's guidance, Chair Printz said that, to ensure all Board ratification actions are approved, each item will be considered and voted on separately. Each person was asked to state their name when making a motion or second.

- a. **Approval of Minutes** – The January 15, 2020 and March 18, 2020 draft minutes were provided in the Board's meeting materials and recommended for approval as presented. **Chair Printz moved, seconded by Mr. Hinkle, to approve the minutes as presented. Motion carried unanimously.**
- b. **Bills to be Paid** – Staff recommended ratification of bills for February (\$21,192.06) and approval of March (\$34,919.91). **Mr. Hinkle moved, seconded by Mr. Swain, to ratify the February bills and approve the March bills as presented. Motion carried unanimously.**
- c. **Water Conservation Month Resolution** – Staff recommended to approve and authorize the Chair to sign Resolution No. 2020-02 declaring April 2020 as "Water Conservation Month." **Ms. Stone moved, seconded by Mr. Hinkle, to approve Resolution 2020-02 as presented. Motion carried unanimously.**
- d. **Springs Protection Awareness Month Resolution** – Staff recommended to approve and authorize the Chair to sign Resolution 2020-03 declaring April 2020 as "Springs Protection Awareness Month." **Ms. Stone moved, seconded by Ms. Bryant, to approve Resolution 2020-03 as presented. Motion carried unanimously.**
- e. **Fiscal Year 2018-19 Financial Audit** – Staff recommended to accept the Financial Statements and Independent Auditors' Report for Fiscal Year 2018-19, dated February 24, 2020, as presented at the meeting; and submittal of this report to the Auditor General and to the Florida Department of Financial Services. **Mr. Butler moved, seconded by Ms. Bryant, to accept the Fiscal Year 2018-19 Financial Audit as presented. Motion carried unanimously.**
- f. **Regional Irrigation System Evaluation Project Phase IV Final Report** – Staff recommended to accept the Regional Irrigation System Evaluation Program Phase IV Final Report, dated March 19, 2020, and authorize staff to submit the Final Report to the SWFWMD. **Mr. Hinkle moved, seconded by Ms. Bryant, to accept the Final Report as presented. Motion carried unanimously.**
- g. **Establishment of the Fiscal Year 2020-21 Annual Grants Program Funding Amount and Guidelines** – Ms. Folsom noted that a title change was made for consistency. She said the project title is "Local Government Water Supply and Conservation Funding Assistance Program." Staff recommended setting the total allocation of funds in fiscal year 2020-21 for the Local Government Grant Program at \$140,000 and limit such grants to water conservation projects. **Mr. Swain moved, seconded by Mr. Ernst, to approve the staff recommendation as presented. Motion carried unanimously.**
- h. **Proposed Fiscal Year 2020-21 Budget – Establishment of the FY 2019-20 Per Capita Rate** – Staff recommended to approve a per capita rate of \$0.19 to be used in preparation of the FY 2020-21 Budget. **Mr. Swain moved, seconded by Mr. Hinkle, to approve the staff recommendation as presented. Motion carried unanimously.**

7. Consent Agenda

- a. **Approval of Minutes** – The March 18, 2020 draft minutes were provided in the Board's meeting materials and recommended for approval as presented.
- b. **Bills to be Paid** – Staff recommended ratification of bills for April (\$18,720.74) and approval of May (\$16,320.05).

- c. **First Quarter Financial Report** – Staff recommended acceptance of the FY 2019-20 First Quarter Financial Report.
- d. **Second Quarter Financial Report** – Staff recommended acceptance of the FY 2019-20 Second Quarter Financial Report.
- e. **Staff Travel to the Florida Chamber of Commerce Environmental Permitting Summer School, July 21 24, 2020** – Staff recommended approval for Ms. Folsom, WRWSA Executive Director, to attend this year's Professional Engineer Legislative Days for an estimated cost of \$831.00.

Mr. Butler moved, seconded by Mr. Swain, to approve Consent Agenda Items 7.a., 7.b., 7.c., 7.d. and 7.e. as presented. Motion carried unanimously.

8. Proposed Fiscal Year 2020-21 Budget Approval

Mr. Suzy Folsom, Executive Director, presented this item and noted it was the March meeting agenda. Included as Exhibit A to this item is the draft FY 2020-21 budget for the Board's review. The budget has been prepared in a conservative manner to keep costs in check and enhance efficiencies for member governments. Included as Exhibit B is a description of the Authority's FY 2020-21 work program that is supported by the proposed budget.

Ms. Folsom noted that a correction was made to the total water resources development fund balance on Exhibit 1 – Attachment 2. She noted that a corrected version was forwarded to each member. Ms. Folsom asked the Board members is there any comments and there were none.

Staff recommended to approve the proposed FY 2020-21 budget including budgeted expenditures in the amount of \$493,220, budgeted reserves in the amount of \$1,500,677, and a combined total amount of \$1,993,887, as presented. Resolution 2020-04 will be presented at the July 2020 Board Meeting to formally adopt the final budget, for general administrative, operating and project expenses for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021.

Mr. Butler moved, seconded by Mr. Ernst the proposed FY 2020-21 budget including budgeted expenditures in the amount of \$493,220, budgeted reserves in the amount of \$1,500,677, and a combined total amount of \$1,993,887, as presented. Motion carried unanimously.

13. Legislative Report – Annual Legislative Priorities

Ms. Suzy Folsom, Executive Director, noted the 2019-2020 Legislative Regular Session is began in mid-January and ended in mid-March. Staff has prepared a summary of ten relevant bills related to conservation and water supply and environmental topics. The exhibit included in the Board's meeting materials documents the final session status of these bills and provides a more in-depth description of the three bills that passed. Additional information on two bills that passed that affect professional services and construction procurement was included in the exhibit. Governor DeSantis has not yet signed the bills into law.

This item was provided for information only and no action was required.

14. Attorney's Report

Mr. Batsel said he appreciated everyone's willingness to participate via teleconference at the last meeting. He had no report to provide at this time.

15. Executive Director's Report

- a. **Status of Phase 5 Irrigation Audits** – Ms. Folsom provided an update that, by the end of May 2020, the number of contracted audits (260) to be performed has been met. She noted that, since there has been a lower than average cost, SWFWMD advised to perform more audits as funding allows. Ms. Folsom said the SWFWMD offered to extend project timeline but it is not needed.

- b. **Correspondence** – Ms. Folsom said a letter from SWFWMD was received regarding projects which may needed a time extension. She said a response letter will be sent this week.
- c. **News Articles** – Ms. Folsom reviewed articles in the Board's meeting materials. She noted that Tampa Bay Water, the regional supplier of drinking water for more than 2.5 million people, has filed a lawsuit suing chemical companies, including DuPont and 3M, over environmental contamination from flame retardants, according to court records.
- d. **Other** – None

16. **Other Business** –

- Chair Printz thanked Ms. Folsom and Ms. Stout for their support and flexibility, and continuing their remarkable job during this challenging time.
- Chair Printz noted that he hoped that the Board will be able to meet in July and present Ms. Stone with her plaque noting her two-year service as the Board's Chair.

17. **Next Meeting Time and Location**

- Next Regular Board Meeting – July 15, 2020 at 3:30 p.m. at the Lecanto Government Building, Room 166.

18. **Adjournment** – Chair Printz adjourned the meeting at 3:56 p.m.

Steve Printz, Chair

Suzannah J. Folsom, Executive Director

Item 6.b.

Consent Agenda

Bills to be Paid

**June bills in the meeting materials;
July bills to be provided at meeting.**

Withlacoochee Regional Water Supply Authority
3600 W. Sovereign Path, Suite 228, Lecanto, Florida 34461

Bills For Payment
6/17/2020

<u>Administrative Invoices</u>	<u>Invoice Number(s)</u>	<u>Invoice Date</u>	<u>Amount</u>
Suzannah J. Folsom, PE, Executive Director	1043	6/3/2020	\$7,106.51
Rob Batsel, General Counsel	60236	5/30/2020	\$470.00
C. LuAnne Stout, Admin Asst (Services)	05-May-20	6/2/2020	\$3,125.00
Steve Printz (Board Travel)	05/20/2020	5/20/2020	\$27.59
Karen Allen (Web Maintenance)	124	6/14/2020	\$125.00
Sun Trust Business Card Statement	6.2.2020	6/2/2020	\$197.40
Total Administrative Invoices			\$11,051.50

<u>Water Supply Studies and Facilities</u>	<u>Contract/ Budget</u>	<u>Balance Remaining</u>	<u>Current Invoice(s)</u>
General Services Contract	\$75,000.00	\$75,000.00	
Work Order 2020-02 Weber & Associates	\$10,000.00	\$9,682.50	
FY19-20 Water Conservation Grants Program			
Citrus County	\$45,998.50	\$45,998.50	
Hernando County	\$48,350.00	\$48,350.00	
Marion County	\$33,095.00	\$33,095.00	
Crystal River	\$9,090.00	\$9,090.00	
Phase 4 Irrigation Program	\$200,000.00	\$60,439.78	
Phase 5 Irrigation Program	\$145,000.00	\$30,196.03	\$6,091.26 ⁽¹⁾
Total Project Invoices	\$566,533.50	\$311,851.81	\$6,091.26

Total Bills to be Paid	\$17,142.76
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State Board of Administration	Transfer from SBA2 to SBA1	\$6,091.26
State Board of Administration	Transfer from SBA1 to SunTrust Bank	\$17,142.76

Notes:

(1) Phase 5 (Q040) - Irrigation Audits

Jack Overdorff, ECO Land Design	\$5,591.26	Invoice 403
C. LuAnne Stout, Admin Services	\$500.00	Invoice 05-May-Q040 2020
	<u>\$6,091.26</u>	

2020-2021 Regulatory Plan

Ms. Suzy Folsom, Executive Director, will present this item.

Pursuant to Chapter 120.74, the WRWSA is required to file a regulatory plan annually by October first of each year. The regulatory plan must identify laws enacted or amended during the previous 12 months that affect the duties or authority of the agency, and for each such law, the agency must state whether it must adopt rules to implement the law and provide details about the proposed rulemaking schedule. If rulemaking is not necessary to implement the identified laws, the agency must provide a concise written explanation of why that is so. Regulatory plans must also include a listing of other laws the agency expects to implement by rulemaking in the coming year and it may include an update or supplement to prior regulatory plans. Finally, the regulatory plan must include certifications by the presiding officer and principal legal advisor to the agency.

As shown in proposed 2020-2021 Regulatory Plan contained in the Exhibit, no new laws were enacted during the pertinent time period that affect the duties or authority of the WRWSA. In addition, no rulemaking activities are planned for the 2020-2021 timeframe. Upon approval by the Board, the WRWSA will submit the Authority's 2020-2021 Regulatory Plan and publish it on the Authority's website.

See Exhibit – WRWSA 2020-2021 Regulatory Plan

Staff Recommendation:

Board approval of the WRWSA's proposed 2020-2021 Regulatory Plan and authorization for the Chair and General Counsel to sign the appropriate certifications.

**2020-2021 Regulatory Plan of the
Withlacoochee Regional Water Supply Authority (WRWSA)**

A. RULEMAKING TO IMPLEMENT NEW LAWS

List laws enacted or amended during the previous 12 months which create or modify the duties or authority of the WRWSA:

None

B. OTHER RULEMAKING

List each law not otherwise listed under A., which the WRWSA expects to implement by rulemaking before July 1, 2020, except emergency rulemaking:

None

C. UPDATE OF PRIOR YEAR'S REGULATORY PLAN OF SUPPLEMENT

No update or supplement of any prior year's regulatory plan is needed.

D. CERTIFICATIONS

Certification of Chairman of WRWSA Board of Directors:

As Chair of the Board of Directors, I certify that I have reviewed the WRWSA's 2019-2020 Regulatory Plan, that the WRWSA repealed all of its rules effective June 29, 2014, that no rulemaking has been conducted by the WRWSA subsequent to that repeal and further, as of July 15, 2020, that the WRWSA has no plans for rulemaking in the 2019-2020 fiscal year.

Steve Printz
Chair

Date: July 15, 2020

Certification of the WRWSA General Counsel

As General Counsel to the WRWSA, I certify that I have reviewed the WRWSA's 2019-2020 Regulatory Plan, that the WRWSA repealed all of its rules effective June 29, 2014, that no rulemaking has been conducted by the WRWSA subsequent to that repeal and further, as of July 15, 2020, that the WRWSA has no plans for rulemaking in the 2019-2020 fiscal year.

Robert Batsel
General Counsel

Date: July 15, 2020

Resolution 2020-04, Adoption of Final Budget for Fiscal Year 2020-21

Mr. Suzy Folsom, Executive Director, will present this item.

Included as Exhibit A to this item is the draft FY 2020-21 budget for the Board's review. The budget has been prepared in a conservative manner to keep costs in check and enhance efficiencies for member governments. Included as Exhibit B is a description of the Authority's FY 2020-21 work program that is supported by the proposed budget.

See Exhibits included in the Board's meeting materials:

- A. Proposed FY 2020-21 Budget
- B. WRWSA FY 2020-21 Work Program
- C. Resolution 2020-04, Adoption of Final Fiscal Year 2020-2021 Budget

Staff Recommendation:

Board ratification of action taken by the Board at its May 20, 2020 meeting to approve Resolution 2020-04 adopting the FY 2020-21 budget including budgeted expenditures in the amount of \$493,220, budgeted reserves in the amount of \$1,500,677, and a combined total amount of \$1,993,887, as presented in Exhibit A, for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021.

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY						
Fiscal Year 2020-21 Budget						
Approved May 20, 2020						
	4/1/2019 Population Estimate	Comments	Fiscal Year 2020-21	Fiscal Year 2019-20	\$ Change	% Change
Revenues: Administrative						
Assessments:		Official BEBR Population Estimates				
Citrus	147,744	2,023 person increase	\$28,072	\$27,687	\$385	1.4%
Hernando	188,358	2,754 person increase	\$35,789	\$35,265	\$524	1.5%
Marion	360,421	6,523 person increase	\$68,480	\$67,241	\$1,239	1.8%
Sumter	128,633	3,698 person increase	\$24,441	\$23,738	\$703	3.0%
Total Population/Assessments @ 19¢/Capita	825,156		\$156,782	\$153,930	\$2,852	1.9%
Administrative Revenue from Citrus Contract		Based on Citrus County contract and Board direction	\$25,238	\$21,718	\$3,520	16.2%
Subtotal			\$182,020	\$175,648	\$6,372	3.6%
Carryover Administration Reserve Funds (FYE 19/20 Estimate) (SBA1)		See Attachment 2	\$604,380	\$553,358	\$51,022	9.2%
Total Administrative Revenue Available			\$786,400	\$729,006	\$57,394	7.9%
Revenues: Water Resource Development (WRD) Projects						
Phase 5 Irrigation Audit Program SWFWMD Matching Funds		Based on Project Schedule	\$0	\$29,000	-\$29,000	NA
Phase 5 Irrigation Audit Program Cooperator Matching Funds		Based on Project Schedule	\$0	\$14,500	-\$14,500	NA
Phase 6 Irrigation Audit Program SWFWMD Matching Funds		50% of Total Project Budget	\$60,600	\$0		
Phase 6 Irrigation Audit Program Cooperator Matching Funds		25% of Total Project Budget	\$30,300	\$0		
Annual Citrus WRD Payments (SBA2)		Based on CAB wellfield contract minimum production charge of \$224,000 minus funds allocated to administrative revenue above	\$198,762	\$202,282	-\$3,520	-1.7%
Subtotal			\$289,662	\$245,782	\$43,880	17.9%
Carryover WRD Reserve Funds (FYE 19/20 Estimate) (SBA2)		See Attachment 2	\$917,825	\$808,271	\$109,554	13.6%
Total Water Resource Development Revenue Available			\$1,207,487	\$1,054,053	\$106,414	10.1%
Total Revenues Available			\$1,993,887	\$1,783,059	\$163,808	9.2%
Expenditures: General Administration						
Executive Director		Based on annual contract	\$84,200	\$103,500	-\$19,300	-18.6%
Administrative Assistant		Based on annual contract	\$37,500	\$37,500	\$0	0.0%
Legal Services		Based on annual contract:				
Monthly Meetings @ \$235/hr		6 meetings/year, 3 hrs/meeting = 18 hrs	\$4,230	\$4,230	\$0	0.0%
Other Services @ \$235/hr.		8 hrs/month = 96 hrs	\$22,560	\$22,560	\$0	0.0%
Advertising		Based on FY 2017-18 actual	\$800	\$800	\$0	0.0%
Audit		FY 19-20 plus 3% COLA	\$10,955	\$10,635	\$320	3.0%
Bookkeeping Services		\$500/quarter per Engagement Letter	\$2,000	\$2,000	\$0	0.0%
Liability Insurance		FY 19-20 actual plus 5% rounded up	\$3,000	\$2,650	\$350	13.2%
Office Supplies		Based on FY 2019-20 actual	\$1,000	\$1,200	-\$200	-16.7%
Postage		Based on FY 2019-20 actual	\$800	\$700	\$100	14.3%
Printing and Reproduction		Based on FY 2019-20 actual	\$1,600	\$1,500	\$100	6.7%
Publications/Software		Based on FY 2019-20 actual	\$150	\$150	\$0	0.0%
Rent (Lecanto Gov't Bldg)		Based on Lease Agreement	\$2,048	\$2,048	\$0	0.0%
Registrations/Dues		Based on FY 2019-20 actual	\$1,500	\$1,500	\$0	0.0%
State Fees/Assessments		Based on FY 2019-20 actual	\$175	\$175	\$0	0.0%
Telephone		Based on FY 2019-20 actual	\$1,000	\$1,000	\$0	0.0%
Travel (Board Members & Staff)		Based on FY 2019-20 actual	\$5,000	\$5,000	\$0	0.0%
Web Page / Computer Maintenance		Based on FY 2019-20 actual	\$2,000	\$2,000	\$0	0.0%
Contingencies		@ 5% of non-contract admin costs	\$1,502	\$0	\$1,502	N/A
Subtotal - General Administration Expenditures			\$182,020	\$199,148	-\$17,128	-8.6%
Fund Balance for Admin. Reserves FYE 20/21		FYE18/19 Admin Funds Bal + FY19/20 Admin Rev's - FY19/20 Admin Exp's	\$604,380	\$529,858	\$74,522	14.1%
Expenditures: Water Resource Development Projects						
General Services Contracts		As Needed Eng. & Tech. Firms	\$50,000	\$50,000	\$0	0.0%
Local Government Grant Program		Based on Board Direction	\$140,000	\$136,534	\$3,467	2.5%
Phase 5 Irrigation Audit Program		0% of Project Budget	\$0	\$58,000	-\$58,000	-100.0%
Phase 6 Irrigation Audit Program		100% of Project Budget	\$121,200	\$0	\$121,200	NA
Subtotal - Water Resource Development Projects			\$311,200	\$244,534	\$66,667	27.3%
Fund Balance for Water Resource Development Reserves FYE 20/21		FYE19/20 WRD Funds Bal + FY20/21 WRD Rev's - FY20/21 WRD Exp's	\$896,287	\$779,522	\$116,765	15.0%
Total Administration and WRD Expenses			\$493,220	\$443,682	\$49,539	11.2%
Total Administration and WRD Fund Balances at FYE 20/21		See Attachment 2 for detail	\$1,500,667	\$1,309,380	\$191,287	14.6%
Combined FYE 20/21 Expenditures and Fund Balances			\$1,993,887	\$1,753,062	\$240,826	13.7%

ATTACHMENT 1

CALCULATION OF REVENUE FOR 2020-21 AND CALCULATION OF AMOUNT OF FUNDS NEEDED FROM RESERVES Approved May 20, 2020

Revenue	4/1/2019 Population	Annual Amount	Sub-Totals
LOCAL ASSESSMENTS @ 19¢ PER CAPITA			
Citrus	147,744	\$28,072	
Hernando	188,358	\$35,789	
Marion	360,421	\$68,480	
Sumter	128,633	\$24,441	
Subtotal	825,156		\$156,782
CHARLES A. BLACK WATER SUPPLY FACILITY			
Minimum Production Charge		\$224,000	
Subtotal			\$224,000
MATCHING CONTRIBUTIONS FOR STUDIES			
SWFWMD Match for Phase 5 Irrigation Audit Program		\$0	
Local Cooperator Match for Phase 5 Irrigation Audit Program		\$0	
SWFWMD Match for Phase 6 Irrigation Audit Program		\$60,600	
Local Cooperator Match for Phase 6 Irrigation Audit Program		\$30,300	
Subtotal			\$90,900
TOTAL REVENUE FOR FY 2020-21			\$471,682
Less: 2020-21 Administration Expense			-\$182,020
Less: 2020-21 WRD Cost			-\$311,200
Funds Required from WRWSA Reserves			-\$21,538

ATTACHMENT 2

ANALYSIS OF BEGINNING FUND BALANCES

FY 2019 - 2020

Approved May 20, 2020

ESTIMATE OF WATER RESOURCES DEVELOPMENT FUND BALANCE AT END OF FY 2019-20

02/13/20 WRDF Balance (SBA2)	\$967,906
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FY 2019-20 Remaining WRD Fund Revenues

8 Citrus Co. Payments @ \$1,866.67/month minus administrative component below	\$114,241
Phase 5 Irrigation Audit Local Cooperator Revenue	\$8,000
Phase 5 Irrigation Audit SWFWMD Revenue	\$16,000

Revenues Subtotal	\$138,241
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Less: FY 2019-20 Remaining Contract Expenditures:

2019-20 Citrus Water Conservation Program	\$45,999
2019-20 Hernando Water Conservation Program	\$48,350
2019-20 Marion Water Conservation Program	\$33,095
2019-20 Crystal River Water Conservation Program	\$9,090
2019-20 General Services Contracts	\$19,788
Phase 5 Irrigation Audit Program	\$32,000

Expenditures Subtotal	\$188,322
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Total WRD Funds at end of FY 2019-20	\$917,825
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ESTIMATE OF ADMINISTRATIVE FUND BALANCE AT END OF FY 2019-20

02/13/20 Admin Bal (SBA1)	\$604,380
Admin Revenue from CAB WSF	\$35,092
Admin Revenue from Per Capita Contributions	\$102,620
Less remaining FY Admin costs for 7 months	-\$137,712

Total Administrative Funds at end of FY 2019-20	\$604,380
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ESTIMATE OF TOTAL FUND BALANCE AT END OF FY 2019-20

Total WRD Funds at end of FY 2019-20					\$917,825
Total Administrative Funds at end of FY 2019-20					\$604,380
Total Fund Balance at end of FY 2019-20					\$1,522,205

PROJECTED FUND BALANCES AT END OF FY 2020-21

Total Fund Balances beginning of FY 2020-21:	\$1,522,205
Add: 2020-21 Revenues	\$471,682
Deduct 2020-21 Expenses:	-\$493,220
Projected Fund Balances at end of FY 2019-20:	\$1,500,667

Withlacoochee Regional Water Supply Authority

Fiscal Year 2020-2021 Work Program

1. Joint Funding of Water Conservation Projects with Member Local Governments

The Authority will continue its grant program to assist local governments in improving water conservation within the region in order to extend the use of groundwater as long as possible. Fresh groundwater is the least expensive source available to meet growing demands, however there is a limit to this source due to environmental impacts and impacts on other existing legal users caused by withdrawals. As the limit to fresh groundwater resources is reached, alternative, more expensive water sources will need to be developed. At the present time, water conservation programs are the most appropriate way for the Authority to help local governments extend the use of lower cost groundwater supplies. During Fiscal Year (FY) 2020-21, the proposed budget anticipates appropriating an additional \$140,000 toward local government water conservation projects. Proposals will be considered from local governments and public supply utilities in the Authority's jurisdiction. The grant program guidelines and application package may be found on the Authority's web page at www.wrwsa.org. The water conservation activities co-funded by this grant program help participating utilities meet and surpass the maximum 150 gallons per person per day that is required by the SWFWMD and to meet the SJRWMD conservation requirements.

2. Regional Residential Irrigation Audit Program to Promote Water Conservation within the Region

This ongoing program provides an opportunity for residential water utility customers to obtain site-specific evaluations for optimizing the use of water through landscaping techniques and efficient irrigation systems, and to implement recommendations provided by a professionally certified contractor. Contractors used for the site-specific evaluations are professionals certified by the Florida Irrigation Society (FIS) or another recognized certifying agency in the targeted region. The initiative includes program information, water conservation education, reporting and analysis by a consultant. This continuing project targets existing inefficient landscape and irrigation water use and results in significant water savings and can lead to water quality protection through reduced leaching of fertilizers and lawn chemicals. More than 1000 audits have been conducted as part of Phases 1 to 4. In Phase 4, we began offering enhanced audits that have a more intense implementation of improvements, and have an improved benefit to reduce water usage. An average reduction in total water use of 28% has been achieved for the locations that have been audited. Phase 5 is ongoing and an application is pending for Phase 6. This program is co-funded by the SWFWMD. Participating utilities incur only 25% of their respective portion of the project, leveraging local dollars with regional funds. This water conservation initiative helps participating utilities meet and surpass the maximum 150 gallons per person per day that is required by the SWFWMD.

3. Continued Cooperation with Citrus County in Operation and Management of the Authority's Charles A. Black Water Supply Facilities

The Authority and Citrus County completed negotiations at the end of FY 2015-16 of the new Water Supply Contract governing the operation and maintenance of the CABWSF. The new Contract allows for the continued operation of the facilities by Citrus County in a cost-effective manner ensuring a long-term water supply for the County and its customers while also providing for long-term financial stability for the Authority. Various provisions of the new Contract call for improved coordination between the County and Authority.

4. Participation in Maintenance and Enhancement of the North–Central Florida Groundwater Model

The Authority will continue to participate in discussions with SJRWMD and SWFWMD on the implementation of the North-Central Florida Groundwater model. The project was initiated in fiscal year 2012-13. Phase 1 of the project entailed updating and expanding the SWFWMD's Northern District Groundwater Model to encompass all of Marion County and to incorporate the most recent hydrologic data. Phase 1 of the project was successfully completed. The intent is for both water management districts to utilize this common model for determining the availability of groundwater in the region, particularly in Marion County which is split by the districts' boundaries. The SJRWMD and SWFWMD continue to improve upon the model and seek the engagement of various stakeholders. The model has significant implications for groundwater availability in the region and the Authority's continued participation and coordination with member governments is essential to ensure water supply implications are considered as the model is updated. The Authority also engages with both Districts to ensure continued use and support of the model.

5. Springs Protection and Restoration

The Authority continues to work with the SWFWMD on its springs coast initiative. The SWFWMD recently completed Surface Water Improvement and Management (SWIM) Plans for the five first magnitude springs in the northern District. These SWIM plans call for action by not only the District but local governments and other stakeholders in the region to protect and restore these first magnitude springs. The Authority staff continue to actively participate in the Springs Coast Management Committee as the public Supply Representative, and monitor activities of the District and the Steering Committee for implications on water supply in the region.

6. Program Development and Technical Assistance

- a) Support efforts to further define the hydrogeology of the region. Continue cooperation with the water management districts on the collection of hydrologic data to further refine the Districts' planning and regulatory models. Coordinate on efforts to better define the lower Floridan aquifer and the extent of fresh and brackish groundwater within the aquifer.
- b) Promote the WRWSA Regional Framework through coordination with WRWSA member governments to facilitate regional and sub-regional cooperation on water supply development and reclaimed water projects. Work with the WMDs in defining strategic priorities for the region and how these priorities may influence the ranking criteria for the Districts' Cooperative Funding Initiatives, including potential District funding for regional and sub-regional traditional and non-traditional water supply development that is consistent with the WRWSA Regional Framework.
- c) Participate in the SWFWMD and SJRWMD minimum flows and levels (MFLs) programs representing the interests of member governments. Provide technical assistance to WRWSA member governments in determining the potential impact to both the environment and potential water supply development based on proposed MFLs.
- d) Coordinate with FDEP, SJRWMD, SWFWMD and the Florida Department of Agriculture and Consumer Services on policy and rule development. Provide assistance to WRWSA member governments on FDEP and District rule development that may include Water Use Permitting, Environmental Resource Permitting, water conservation and future water supply development, including the statewide consistency initiatives. Monitor water management programs and rule development in other parts of the state, including the Central Florida Water Initiative, for implications to the WRWSA and its member governments.

- e) Monitor and coordinate with the water supply planning and development activities in adjacent communities and regions, including but not limited to Tampa Bay Water, the Central Florida Water Initiative, the Polk Water Cooperative, and Lake and Levy counties for possible implications on water resource availability within the WRWSA region. Provide input to such activities when appropriate.
- f) Monitor applications for significant water use permits and permit modifications within the region for potential impacts on WRWSA and member government existing and planned water supply facilities and engage in the permitting process where appropriate.
- g) Participate in public outreach efforts for the FDOT MCORES program as a public water supply utility representative.

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY

RESOLUTION 2020-04

**ADOPTION OF FINAL BUDGET
FOR FISCAL YEAR 2020-21**

WHEREAS, pursuant to the requirements of Section 189.016(4), Florida Statutes, the Board of Directors of the Withlacoochee Regional Water Supply Authority held a public meeting on May 20, 2020, on the final budget and assessment rate for general administrative, operating and project expenses for the fiscal year beginning October 1, 2020 and ending September 30, 2021; and

WHEREAS, the Board has complied with all requirements of said section and desires to adopt its final budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY:

Section 1. The Board of the Withlacoochee Regional Water Supply Authority hereby adopts its final budget, for general administrative, operating and project expenses for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021, as shown on the attached Exhibit, attached hereto and made a part hereof as Exhibit A.

Section 2. This Resolution and a copy of the final budget as adopted shall be forwarded to the Board of County Commissioners of each member County.

Section 3. This Resolution shall become effective immediately upon its adoption.

ADOPTED in regular session this fifteenth day of July 2020.

**WITHLACOOCHEE REGIONAL WATER
SUPPLY AUTHORITY**

BY: Steve Printz, Chair

Attest:

Suzannah J. Folsom, Executive Director

Water Conservation Grants Program – Approval of Awards

Ms. Suzy Folsom, Executive Director, will present this item.

At the Authority's May 20, 2020 meeting, the Board set the total allocation of funds in Fiscal Year 2020-21 for the Local Government Grant Program at \$130,000. The Authority has received four grant applications, one each from Citrus, Hernando and Marion counties; and City of Crystal River. A summary of the applications is presented below while copies of the applications are included as exhibits to this item.

The applications received reflect continuations of member government proven effective water conservation programs. Staff analysis of the applications indicates all of the proposed water conservation programs meet the Authority's grant program requirements.

It should be noted that the applications from Marion County and City of Crystal River do not contain the required resolutions of support and commitment of matching funds. Authority staff discussed this with Marion County staff and encouraged them to submit the application absent this resolution, with the understanding the County staff would seek Commission approval at an upcoming Commission meeting on July 7, 2020. City of Crystal River staff will also pursue documentation of approval.

Representatives of each of the applicants have been invited to attend the meeting and answer any Board questions regarding their respective water conservation grant applications.

Staff recommends the Board approve the FY 2020-21 budget for the grant applications as noted below.

See Exhibits:

- Citrus County Water Conservation Grant Application
- Hernando County Water Conservation Grant Application
- Marion County Water Conservation Grant Application
- The City of Crystal River Water Conservation Grant Application

Staff Recommendation:

Board approval of the grants in the amounts shown below and authorization for the Chair to sign the grant Agreements.

FY 2019-20 WRWSA Grant Applications and Staff Recommendations

Applicant	Amount Requested	Amount Recommended
Citrus County	\$45,650.00	\$45,650.00
Hernando County	\$48,350.00	\$48,350.00
Marion County	\$25,847.00	\$25,847.00
City of Crystal River	\$9,090.00	\$9,090.00
Total	\$128,937.00	\$128,937 .00

RESOLUTION NO. 2020 - 032

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CITRUS COUNTY, FLORIDA, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, AUTHORIZING SUBMISSION OF THE LOCAL GOVERNMENT WATER SUPPLY FUNDING ASSISTANCE PROGRAM APPLICATION TO THE WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY AND, COMMITTING FUNDS TO MATCH GRANT FUNDING FOR A WATER CONSERVATION AND PUBLIC OUTREACH PROGRAM.

WHEREAS, the Citrus County Board of County Commissioners recognizes and supports the County's efforts to educate its customers and the general public on the importance of water conservation; and

WHEREAS, pursuant to the County's Consumptive Use Permits Nos. 7121, 9791 and 2842, the County must continue to develop, improve upon, and expand water conservation programs to reduce demands on water resources within its service areas and increase efficiency of use; and

WHEREAS, the Withlacoochee Regional Water Supply Authority (Authority) provides funding assistance to local governments for projects and programs with an emphasis on water conservation; and

WHEREAS, the County's water conservation program meets the grant funding eligibility requirements of the Authority; and

WHEREAS, the County will budget and expend its matching funds as required by the grant program;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Citrus County, Florida:

Citrus County Board of County Commissioners supports the application to the Withlacoochee Regional Water Supply Authority for the FY 2020-21 Local Government Water Supply Funding Assistance program and agrees to budget funds as identified in Exhibit "A".

ATTEST:

for *Angela Vick*, OC

ANGELA VICK, CLERK

CITRUS COUNTY, FLORIDA, A POLITICAL
SUBDIVISION OF THE STATE OF FLORIDA

BY: *Brian J. Coleman*

BRIAN J. COLEMAN, CHAIRMAN

APPROVED AS TO FORM FOR
THE RELIANCE OF CITRUS
COUNTY ONLY:

Denise A. Dymond Lyn
DENISE A. DYMOND LYN
COUNTY ATTORNEY





FY 2020-21

WATER CONSERVATION GRANT APPLICATION FORM:

Name of applicant:

Citrus County, Florida

Provide a short description of the proposed water conservation project in the text box below:

The Citrus County water conservation program will offer its annual rebate incentive program to Citrus County Utilities customers. Rebates include WaterSense® labeled toilets, WaterSense® labeled irrigation controllers, and rain sensors. Additionally, the county will carry out its Phase 4 Cooperative Funding Initiative project with the Southwest Florida Water Management District to install WaterSense labeled irrigation controllers at high-water use residential sites. The county will supply free indoor retrofit items to customers, such as WaterSense® labeled showerheads and faucet aerators. Grant funding will also allow water conservation bill inserts, educational workshops, promotional items and other programs geared toward increasing water-saving behaviors throughout the community.

List previous grants received from WRWSA in the previous 3 fiscal years and date completed:

Resolution 2019-045, \$45,998.50 to be completed September 2020
Resolution 2018-028, \$36,875.00 completed September 2019
Resolution 2017-087, \$42,627.50 completed September 2018

Attachments to application:

1. A resolution of support that includes a commitment that the grant recipient will budget and expend its matching funds as required by the grant program.
2. A summary of the project tasks (scope of services) with estimated costs by task, if applicable.
3. A time schedule for the project and expected completion date that will be inserted in the local government contract.

Return Application to:

Suzannah Folsom, Executive Director
WRWSA, 3600 W. Sovereign Path, Suite 228, Lecanto, Florida 34461

Deadline: June 30, 2020, 5:00 p.m. EST

Exhibit 'A'
FY20-21 Scope of Service

Project: Monetary Incentives

Objective: Reduce water consumption by providing monetary incentive for installation of water-efficient fixtures / systems.

Tasks: Provide three rebate opportunities to Citrus County Utilities customers: irrigation controllers, toilets and rain sensors. The rebates are publicized via three applications sent to the utility's customers as a bill insert. Customers wishing to participate in the account credit program, install the applicable water-saving fixture (toilets require a pre-verification inspection), and return the application with an itemized receipt. A credit is then applied to the customers bill. The Cooperative Funding Initiative project aims to install 120 WaterSense labeled irrigation controller at high-water use residential sites.

	Estimated QTY	COST PER	County	WRWSA	SWFWMD	Total Cost
WaterSense® labeled irrigation controller account credit	85	\$100.00	\$4,250.00	\$4,250.00	n/a	\$8,500.00
WaterSense® labeled toilet account credit	150	\$100.00	\$7,500.00	\$7,500.00	n/a	\$15,000.00
Rain sensor replacement account credit	100	\$50.00	\$2,500.00	\$2,500.00	n/a	\$5,000.00
Rebate application printing	3	\$1,400.00	\$2,100.00	\$2,100.00	n/a	\$4,200.00
SWFWMD CFI project - WaterSense® labeled irrigation controller installation	120	\$500.00	\$15,000.00	\$15,000.00	\$30,000.00	\$60,000.00
Subtotal:			\$31,350.00	\$31,350.00	\$30,000.00	\$92,700.00

Project: Free Faucet Aerator & Low-flow Showerhead Distribution

Objective: Reduce water consumption by providing free WaterSense labeled aerators and showerheads to customers.

Tasks: Distribute faucet aerators and showerheads to customers. Customers are able to pick up fixtures directly from the conservation office. The fixtures are also available at homeowner association offices and are distributed at events geared toward CCU customers.

	County	WRWSA	SWFWMD	Total Cost
WaterSense® labeled faucet aerators & showerheads	\$1,300.00	\$1,300.00	n/a	\$2,500.00
Subtotal:	\$1,300.00	\$1,300.00	n/a	\$2,500.00

Project: Water Conservation Education

Objective: Reduce water consumption by providing water conservation education to community youth and adults.

Task: Create and print eight newsletter bill inserts promoting water-saving behaviors.

Task: Print and distribute water conservation related educational materials.

Task: Coordinate student poster contest, toilet leak detection challenge and other youth education initiatives.

Task: Purchase and distribute promotional items such as 5-minute shower timers, pens, pencils and rain gauges.

Task: Promote water conservation awareness through community workshops and other educational opportunities.

	Estimated QTY	COST PER	County	WRWSA	SWFWMD	Total Cost
Utility bill inserts	8	\$2,000.00	\$8,000.00	\$8,000.00	n/a	\$16,000.00
Educational printing			\$1,000.00	\$1,000.00		
Youth conservation education			\$500.00	\$500.00	n/a	\$1,000.00
Promotional water conservation items			\$3,000.00	\$3,000.00	n/a	\$6,000.00
Water conservation workshops			\$500.00	\$500.00	n/a	\$1,000.00
Subtotal:			\$13,000.00	\$13,000.00	\$0.00	\$24,000.00

	County	WRWSA	SWFWMD	Total Cost
TOTAL:	\$45,650.00	\$45,650.00	\$30,000.00	\$119,200.00

Programming will begin October 1, 2020. Citrus County will expend all grant funding by September 30, 2021.

RESOLUTION NO. 2020- 7 |

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF HERNANDO COUNTY, FLORIDA, SITTING AS THE GOVERNING BOARD OF THE HERNANDO COUNTY WATER AND SEWER DISTRICT, SUPPORTING THE HERNANDO COUNTY UTILITIES DEPARTMENT'S "LOCAL GOVERNMENT WATER SUPPLY AND CONSERVATION FUNDING ASSISTANCE PROGRAM" APPLICATION TO THE WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY FOR THE DEVELOPMENT OF A COUNTYWIDE WATER CONSERVATION AND QUALITY PROTECTION PROGRAM; AUTHORIZING THE CHAIRMAN TO EXECUTE THE APPLICATION AND ANY RELATED DOCUMENTS THAT MAY BE REQUIRED; AUTHORIZING THE DIRECTOR OF THE UTILITIES DEPARTMENT TO DESIGNATE APPROPRIATE STAFF TO PERFORM THE TECHNICAL, FINANCIAL AND ADMINISTRATIVE ACTIVITIES ASSOCIATED HERewith; PROVIDING THAT THIS RESOLUTION SUPERSEDE PRIOR ACTIONS IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF HERNANDO COUNTY, FLORIDA, AS FOLLOWS:

WHEREAS, the Hernando County Water and Sewer District (the "District") was created by ordinance and established in all of the unincorporated area of the county; and

WHEREAS, the Hernando County Board of Commissioners (the "Board") is the Governing Board of the District; and,

WHEREAS, the Hernando County Utilities Department (the "HCUD") is responsible for the operation and maintenance of the water and wastewater facilities and infrastructure of the county; and,

WHEREAS, the Board recognized that in order to protect the water resources of unincorporated Hernando County and to properly plan for the future needs of its citizens, the establishment of a Water Conservation and Water Resource Protection Program for the County and the District is essential; and,

WHEREAS, the Southwest Florida Water Management District (the "SWFWMD") has identified water conservation as an essential planning and protection element of its water resource management program; and,

WHEREAS, the Withlacoochee Regional Water Supply Authority (the "Authority") was established, of which Hernando County is a member, to provide an entity to help ensure that an adequate and safe supply of water is available for the citizens of the region and the county; and,

WHEREAS, the Authority has established the "Local Government Water Supply and Conservation Funding Assistance Program" to which a member may apply for cooperative funding for water supply projects or projects relating to the development of water supply; and,

WHEREAS, the Authority has determined that the establishment and development of water conservation programs support and further the intention of the water supply development of the region; and,

WHEREAS, the HCUD has submitted an application to the Authority's funding assistance program to seek financial assistance in the development of a countywide water conservation program (the "Project") in order to provide

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF HERNANDO COUNTY, FLORIDA:

SECTION 1. The above recitals are incorporated herein by reference and made a part hereof.

SECTION 2. The Board of County Commissioners ("Board") hereby gives its official support for the Hernando County Utilities Department to submit an application to the Withlacoochee Regional Water Supply Authority for cooperative funding in the development of the County's water conservation program.

SECTION 3. The Board, in order to meet the terms of the financial assistance program, agrees to budget and expend on the Project an amount equal to or greater than the required fifty percent (50%) matching funds as required by the program.

SECTION 4. The Board understands and agrees that it shall expend its required matching funds prior to the Authority expending its fifty percent (50%) match for the Project.

SECTION 5. The Board hereby authorizes its Chairman to execute the referenced Application and the Board further authorizes its Chairman to execute such additional documents including, compliance assurances and related documentation required by the Authority in connection with the foregoing.

SECTION 6. The Board further authorizes HCUD, Director Gordon Onderdonk, to designate appropriate staff to perform the technical, financial and administrative activities associated herewith.

SECTION 7. In the event of any conflict between this Resolution and any prior resolution or actions of the Board, this Resolution shall supersede and control.

SECTION 8. If any section or part of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force or effect of any other section or part of this Resolution.

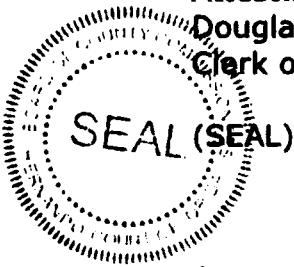
SECTION 9. This Resolution shall take effect immediately upon its adoption.

ADOPTED IN REGULAR SESSION THIS 9th DAY OF JUNE, 2020 IN BROOKSVILLE, FLORIDA.

**BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY, FLORIDA**

Attest Susan Stevens, Deputy Clerk
Douglas A. Chorvat, Jr.
Clerk of Court & Comptroller

By: [Signature]
John Mitten
Chairman



Approved for Form and
Legal Sufficiency

By: [Signature]



FY 2020-21

WATER SUPPLY AND CONSERVATION GRANT APPLICATION FORM:

Name of applicant:

Hernando County Utilities Department

Provide a short description of the proposed water conservation project in the text box below:

Hernando County Utilities Department (HCUD) promotes and produces dynamic, innovative, effective water conservation, water resource protection programs. These have led Hernando County to lower the per capita water use requirements below the 150 gallons per person per day regulation of Southwest Florida Water Management District.

Projects:

- In-School education programs,
- Conservation messaging campaign
- Florida-Friendly Landscaping Program
- Water conservation incentive programs for HCUD customers

List previous grants received from WRWSA in the previous 3 fiscal years and date completed:

FY 2017-Closed September 30, 2017
FY 2018-Closed September 30, 2018
FY 2019 Closed September 30, 2019

Attachments to application:

1. A resolution of support that includes a commitment that the grant recipient will budget and expend its matching funds as required by the grant program.
2. A summary of the project tasks (scope of services) with estimated costs by task, if applicable.
3. A time schedule for the project and expected completion date that will be inserted in the local government contract.

Return Application to:

Suzannah J. Folsom, Executive Director
WRWSA, 3600 W. Sovereign Path, Suite 228, Lecanto, Florida 34461

Deadline: June 30, 2020, 5:00 p.m. EST

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY
LOCAL GOVERNMENT WATER SUPPLY AND CONSERVATION FUNDING
ASSISTANCE PROGRAM

DESCRIPTION OF PROPOSED PROJECT FOR FISCAL YEAR 2021

HERNANDO COUNTY UTILITIES DEPARTMENT
WATER CONSERVATION AND WATER RESOURCE PROTECTION
PROGRAM

Overview

The Hernando County Utilities Department (HCUD) is one of the first local governments in the Southwest Florida Water Management District (SWFWMD) to establish an inverted or conservation water rate structure. Hernando County continues to endorse Ordinance 2010-15 which is a one day per week watering schedule. Average water use in the residential sector (single-family homes) is between 8000-10,000 gallons a month. Hernando County Utilities Department supplies safe potable water and wastewater services to over 80% of Hernando County. HCUD's customer accounts including, residential, commercial and industrial totals over 60,000 accounts and growing. Hernando County was also one of the first local governments to implement a rain sensor rebate program for customers. We have continued these incentive-based water conservation programs including, low flow toilets, rain sensor rebates, HE washing machine rebates, irrigation evaluation and audit programs, Florida Friendly certified landscapes, participation in Florida Friendly Landscaping programs and participate regionally in an irrigation evaluation and audit program with WRWSA member government partners. These programs, along with many others, show the deep commitment this utility has to the protection and conservation of Hernando County's water supply.

Information is collected from Hernando County residents and other water conservation program participants on types of programs that they believe is the most vital and important. Using that information, we put together a monthly series of water related programs. We hold monthly educational seminars that are high priority water-related topics. These programs are titled Hernando County Water Awareness Series 2020 covered a variety of water-related subjects and participation in these professionally taught programs continues to rise each year. These programs along with a variety of other efforts and tasks have been interrupted with the COVID-19 safety parameters. We have postponed several educational presentations. FFL

continues to provide information via Facebook live, Zoom and other online platforms. The presentations for FY 2020 were: Awesome Autumn Colors in the Florida Yard, To Sod or Not to Sod? Lawn Care and Lawn Alternatives, Winter Cold Protection in Your Florida Yard & cool and Colorful Yards How Hernando Citizens Contribute to Science, Spreading the Love of Butterflies "How to Become a Monarch City", Water, Water Everywhere...Except Where You Need it?, this was a detailed irrigation system 'how to' program, Postponed, Underwater Caverns and Conduits of the Weeki Wachee Springs. Each program was recorded and shown on Hernando County Government Broadcast and shown on Spectrum Channel 644. The series is being broadcast on our local government cable channel 644 and is shown on WATER WEDNESDAY'S. These programs are also available for viewing on the web <https://www.hernandocounty.us/departments/departments-n-z/utilities/conservation>.

Through the WRWSA Local Government Water Conservation Funding Assistance Program we support this effort. The WRWSA provides support to this group and helped facilitate this important set of educational presentations.

Our most impact-oriented program was with another volunteer group, Hernando County's Groundwater Guardian Team, which has been instrumental bringing the importance of the protection of springs, groundwater quality and quantity to local officials and residents. As a requirement for this team to stay affiliated with the National Groundwater Guardian Foundation we have a series of Result Oriented Activities that are accomplished each year. The Groundwater Guardians are responsible for organizing and promoting a workshop every two years that targets local government leaders and community leaders on a variety of water related issues, best management practices and groundwater protection. The Protecting Springs Workshop will be held in the spring of 2020. This Springs Protection Workshop is postponed from May 8, 2020 until sometime late this summer or fall. This is an extraordinarily popular event and always has over 100 participants from all regions of Florida. This workshop is sponsored by the WRWSA, Southwest Florida Water Management District, and private corporate partners. Promotional and educational items have been and are being used to educate the residents of Hernando County.

The assistance of the WRWSA Local Government Water Conservation Funding Assistance Program, all residents of Hernando County may benefit by the water conservation and water quality programs.

PURPOSE & PROPOSED INITIATIVES

Major elements of the program consist of:

- In-school education program (Springs Coast Environmental Education Center, Gulf Coast Academy of Science and Technology)
- Conservation Messaging Campaign
- Customer and Residents Incentive Programs and education pilot project.
- County-wide user advisory committee (Groundwater Guardian Team)

In order to serve all of the citizens of Hernando County, those served by the county's utility system as well as those who use private wells or customers of the City of Brooksville, the county is applying to the WRWSA for funding assistance in the continued development and expansion of its water conservation and quality protection program.

Springs Coast Environmental Education Center (SCEEC)

The SWFWMD purchased Weeki Wachee Springs and the attraction property to be part of the Weeki Wachee Preserve. The District has committed approximately \$750,000 to construct an environmental education center on the property, under the condition that the Hernando County School District supply teachers, curriculum and equipment. The Hernando County Water and Sewer District (HCW&SD) Board and the Hernando County Board of County Commissioners have pledged to support this endeavor and have authorized a contribution to the Education Center. The doors of the unique learning center opened in April 2005. Initially it served only fourth grade students of Hernando County. SCEEC has expanded its reach to nearly all grade levels and hosted nearly 7000 Hernando County students. The number of students will be lower this year because of COVID-19 stay at home orders, last students arrived at SCEEC in early March, then school was moved to all online course work. The Hernando County Utilities Department has specifically provided support for the development of a water resource/quality protection and water conservation module of the curriculum. By providing support to the center, the Utilities Department is allocating its resources to those skilled in working with students - teachers. In addition, creation of the curriculum module ensures that a consistent and continuing message will be embedded in the educational process. In FY 2008 we added the Gulf Coast Academy of Science and Technology to our student educational efforts. GCA is committed to providing a unique education through weekly field experiences integrated with a hands-on advanced middle school curriculum. (Budget item: Springs Coast Environmental Education Center, Gulf Coast Academy)

Water Conservation media messaging campaign:

This campaign includes radio and televised educational programming through Hernando County Government Broadcast and broadening our viewership by adding information to Spectrum TV. Additionally, we provided water conservation messages through radio spots and other media sources including Facebook. The innovative and instructional media messages broaden public awareness and heightened the acceptance of water conservation as a way of life. Both the Hernando County Utilities Department and Withlacoochee Regional Water Supply Authority are listed in the media spots. (Budget items: commercial airtime, radio and print media)

Groundwater Guardian Team

This group is authorized by the Hernando County Board of County Commissioners and is organized under the auspices of the National Groundwater Foundation. Members represent the major water users of Hernando County. The user groups represented are power industry, agriculture, development, manufacturing, and recreational industries as well as representatives from the school system, city and county governments, and the Southwest Florida Water Management District (SWFWMD) and citizens. This group has developed, in accordance with the national foundation requirements, a "Result Oriented Plan" and implemented activities to communicate the importance of ground water protection in the community. The Team received its designation as a Groundwater Guardian Community in 2002 through 2020. The extraordinary efforts of this committee have received attention by the National Groundwater Foundation. To retain its designation, the Team and the community must apply its plan and submit an annual report on the progress of implementation. The Hernando County Groundwater Guardians also bring groundwater protection issues to the Planning and Zoning Commission and Board of County Commissioners. (Budget items: educational materials, travel, field trips/seminars, award ceremonies, web site upkeep, postage, meeting costs and other materials necessary to complete their Result Oriented Activities.)

Water Conservation (HCUD customer's only) Incentive Programs:

Through innovative conservation programs, the Hernando County Utilities Department will encourage residents to conserve our valuable water supply. Incentive programs include: Sprinkler Check Up program for high water users, continued participation with the regional irrigation evaluation and audit program. Our partners include, Withlacoochee Regional Water

Supply Authority, Southwest Florida Water Management District, Citrus, Sumter and Marion Counties. Other water conservation customer incentive programs include an HE Washing Machine Rebate (\$100), Rain Sensor Rebate Program (\$50.00), Low-Flow Toilet Replacement Program (\$100.00) and promotion of Florida Friendly Landscaping workshop, where customer attendees receive a “tuition” reimbursement on their water bill. Incentives also help further the promotion of Hernando County’s Florida Friendly Landscaping (FFL) program. Customer rebates include a \$25 rebate for participating in the FFL rain barrel workshops and another \$25 rebate is available for certifying their landscape as a Florida Friendly Landscape. (Budget items: water conservation incentive program features, such as low flow toilets, rain sensors, irrigation audits, HE Washing Machine rebates.)

CONCLUSION

The above elements of the Hernando County Utilities Department’s Water Conservation/Water Resource Program are diverse and purposefully set up that way. An effective water conservation program for a public supply utility must reach all its customers and must strive to change behavior and attitudes towards conservation and protection of water resources in order to affect reliable, long-term results. This must be accomplished through a multi-functional approach including education, outreach, and financial incentives.

IMPLEMENTATION SCHEDULE

All the above projects and initiatives will be ongoing throughout Fiscal Year 2021. Funds from the current (FY2020) WRWSA assistance program will be encumbered by September 30, 2020. This meets the requirement to submit funding request for 2021 fiscal year. The water conservation initiatives for FY 2021 will begin October 1, 2020 and conclude with all grant assistance funds being encumbered by September 30, 2021.

*These descriptions are in lieu of the required “Scope of Services” and task list. The cost of the projects correlates to the items as identified in the attached Proposed Budget.

**FY 2021 Conservation Project Budget
Hernando County Utilities Department
Withlacoochee Regional Water Supply Authority
Local Government Water Supply and Conservation Funding Assistance Program**

Springs Coast Environmental Learning Center	\$4,500		
Gulf Coast Academy	\$4,000		
Water conservation/Quality Curriculum, texts, equipment		Total:	\$8,500
Promotional Items & Workshops			
Pencils, pens, magnets (giveaways), calendars	\$ 7,500		
Flyers, brochures, (educational information)	\$ 10,000		
Florida Friendly Landscape Workshop, Program			
Speaker stipends, venue rental	\$ 1,200		
		Total	\$18,700
Conservation Advertising Campaign			
Commercial media spots (television, radio, print)	\$ 14,500		
Hernando County Government Broadcast, Spectrum, And other televised media. Water conservation vehicle Wrap (broadcast of water conservation workshops, educational video and broadcast media commercial)			
		Total	\$14,500
Water Conservation (Customer) Incentives Program:			
HiE Washing Machine Program 2021	\$13,000		
Rain Sensor Rebate Program 2021	\$ 9,000		
Toilet Rebate Program 2021	\$17,000		
Sprinkler Check-up Program	\$ 6,000		
FFL Workshop, Rain barrel workshops	\$ 4,500		
		Total	\$49,500
Presentation/Workshop Equipment			
Projector, screen and accessories	\$1,000	Total	\$1,000
Water Awareness Program-Citizen's Workshops			
(materials, field trips, stipend for speakers, travel)	\$2,500	Total	\$ 2,500
Groundwater Guardians			
(training, materials, field trips, web site upkeep, display Awards, travel)	\$2,000	Total	\$ 2,000
TOTAL PROPOSED BUDGET		TOTAL	\$ 96,700
WRWSA portion/share (50%)		Total	\$48,350

**WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY
LOCAL GOVERNMENT WATER SUPPLY AND CONSERVATION
FUNDING ASSISTANCE PROGRAM**

PROJECT GRANT AGREEMENT

This Agreement is made and entered into this ____ day _____, 2020, by and between the **WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY**, (hereinafter called the "AUTHORITY"), and _____, (hereinafter called the "GRANTEE"), in furtherance of funding assistance in the development of the "_____ WATER SUPPLY AND CONSERVATION PROGRAM". In consideration of the mutual covenants contained herein and pursuant to Chapter 163, Laws of Florida, Florida Interlocal Cooperation Act of 1969, as subsequently amended, and Section 373.713(2)(i), Florida Statutes, the parties hereto agree as follows:

1. The AUTHORITY has found that the implementation of water conservation programs by a member government is the primary purpose of the project known as the "_____ WATER SUPPLY AND CONSERVATION PROGRAM" (hereinafter called the "PROJECT"), and enters into this Agreement with the GRANTEE for assisting in the funding of water conservation programs more particularly described in its Application. The PROJECT application is attached hereto marked Exhibit "A" and made a part hereof.

2. The GRANTEE shall provide the AUTHORITY with a copy of the GRANTEE's contract documents executed for the PROJECT and the third party vendor providing said services in order to confirm the total project costs.

3. PROJECT FUNDING:

A. The AUTHORITY agrees to pay, on a reimbursement basis, to the GRANTEE, the sum of \$_____ of the proposed \$_____ total budget cost for the PROJECT.

B. The GRANTEE shall pay PROJECT costs prior to requesting reimbursement from the AUTHORITY. The AUTHORITY shall reimburse the GRANTEE for fifty percent (50%) of all allowable costs in each approved invoice based upon the listed tasks contained in Exhibit "A", not to exceed the sum of \$_____ as identified in paragraph 3.A. above. Reimbursement requests must include all documentation required by the AUTHORITY for proper audit review and the GRANTEE shall certify that the request for payment is appropriate and that said task or portion thereof has been completed.

C. The GRANTEE shall provide the AUTHORITY with a schedule and description of "tasks" for the PROJECT with the cost associated with each task set forth.

D. The Grantee shall submit a final PROJECT reimbursement request after completion of the project, which shall be no later than September 30, 2021. The final reimbursement request

must be submitted no later than December 31, 2021. Requests submitted after December 31, 2021 shall not be considered for reimbursement.

E. The AUTHORITY shall, within sixty (60) days after receipt of a payment request, review the work accomplished to date under this Agreement and, if the work and payment request are in accordance with all applicable requirements, approve the request for payment.

4. GRANTEE shall ensure that all services procured and all purchases of goods obtained for the accomplishment of the PROJECT shall be secured in accordance with applicable State and Federal laws and in accordance with the GRANTEE's adopted procurement procedures.

5. GRANTEE shall follow all State and Federal laws relating to its established audit and accounting procedures and as they relate to said PROJECT and cost reimbursements.

6. The GRANTEE shall retain all records supporting PROJECT costs for three (3) years after the fiscal year in which the final PROJECT payment was released by the AUTHORITY or until final resolution of matters resulting from any litigation, claim or audit that started prior to the expiration of the three-year retention period. The AUTHORITY, State Auditor General, State Comptroller, and other agencies or entities with jurisdiction shall have the right to inspect and audit the GRANTEE's records for said PROJECT within the retention period.

7. This Agreement shall become effective upon execution and the GRANTEE shall complete preparation and/or construction of all PROJECT elements on or before September 30, 2021. The completion date may be extended by the AUTHORITY for good cause at the written request of the GRANTEE and must be made prior to PROJECT completion date.

8. The AUTHORITY's Executive Director for the purposes of this Agreement shall be responsible for ensuring performance of its terms and conditions and shall be responsible for recommending approval of all reimbursement requests to the AUTHORITY prior to payment. The GRANTEE's Liaison Agent, as identified in the PROJECT application, or successor, shall act on behalf of the GRANTEE relative to the provisions of this Agreement.

9. The Executive Director shall have the authority to approve budget changes within individual tasks up to a total amount not to exceed TEN PERCENT (10%) of total project costs without Board approval.

10. All monies expended by the GRANTEE for the purpose contained herein at the option of the AUTHORITY shall be subject to audit review.

11. Each party hereto agrees that it shall be solely responsible for the wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of §768.28, Florida Statutes.

12. The GRANTEE shall comply with all federal, state, and local rules and regulations in developing this PROJECT. The GRANTEE acknowledges that this requirement includes compliance with all federal, state, and local health and safety rules and regulations. The GRANTEE further agrees to ensure that the GRANTEE's contract will include this provision in all subcontracts issued as a result of this Agreement.

13. The AUTHORITY reserves the right to inspect said PROJECT and any and all records related thereto at any reasonable time.

14. This Agreement may be unilaterally canceled by the AUTHORITY in the event the GRANTEE refuses to allow public access to all documents, papers, letters or other material made or received in conjunction with this Agreement pursuant to Chapter 119, Florida Statutes.

15. The AUTHORITY shall also have the right to demand a refund, either in whole or in part, of the funds provided to the GRANTEE for non-compliance with the terms of this Agreement if not cured within thirty (30) days of written notice thereof from the AUTHORITY. The GRANTEE, upon notification from the AUTHORITY, agrees to refund and will forthwith pay to the AUTHORITY, the amount of money demanded by the AUTHORITY. Such refund shall include interest calculated at two percent (2%) over the prevailing prime rate as reported by the Federal Reserve on the date the AUTHORITY calculates the amount of refund due. Interest shall be calculated from the date(s) of payment(s) to the GRANTEE by the AUTHORITY.

16. The employment of unauthorized aliens by a GRANTEE is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the GRANTEE knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement. The GRANTEE shall be responsible for including this provision in all subcontracts with private organizations issued as a result of this Agreement.

17. No person on the grounds of race, creed, color, national origin, age, sex or marital status shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.

18. This Agreement strictly prohibits expenditure of these funds for the purpose of lobbying the Florida Legislature, the judicial branch, or a state agency.

19. The GRANTEE shall have an audit performed in accordance with the Rules of the Auditor General promulgated pursuant to §11.45, Florida Statutes, and have a statement prepared by an independent certified public accountant which attests that the GRANTEE has complied with the provisions of this Agreement and whether the audit results in an unqualified opinion.

20. A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not perform work as a grantee, contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity

in excess of the threshold amount provided in §287.017, Florida Statutes, or Category Two, for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

21. A copy of the audit and attestation as required in Paragraph 19 shall be submitted to the AUTHORITY within one (1) year from the PROJECT completion date as set forth in Paragraph 7 or as extended by the AUTHORITY.

22. This Agreement is not intended nor shall it be construed as granting any rights, privileges or interest in any third party without mutual written agreement of the parties hereto.

23. This Agreement represents the entire agreement of the parties. Any alterations, variations, changes, modification or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly executed by each of the parties hereto, and attached to the original of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be duly executed on the date and year first above written.

WITHLACOOCHEE REGIONAL WATER
SUPPLY AUTHORITY

By: _____
STEVE PRINTZ
Chairman

ATTEST:

By: _____
SUZANNAH J. FOLSOM
Executive Director

_____, a political Subdivision of
the State of Florida

By: _____

Chairperson

ATTEST:

By: _____

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: _____
_____ for the Grantee

APPROVED AS TO FORM AND CORRECTNESS:

By: _____
Attorney for Authority



**Marion County
Board of County Commissioners**

Office of the County Engineer

412 SE 25th Ave.
Ocala, FL 34471
Phone: 352-671-8686
Fax: 352-671-8687

RECEIVED JUN 26 2020

June 18, 2020

Suzannah Folsom, PE, PMP
Executive Director
Withlacoochee Regional Water Supply Authority
3600 W. Sovereign Path, Suite 228
Lecanto, Florida 34461

RE: Marion County Board of County Commissioners
FY2020/21 Water Conservation Grant Application

Mrs. Folsom:

Enclosed for your consideration is Marion County's Water Conservation Grant Application, along with an attachment of project tasks and their time schedules. A resolution of support of our commitment to budget and expend matching funds will be presented to the Marion County Board of County Commissioners during their next regularly scheduled Board meeting on July 7th, 2020. As this is an ongoing program that our Board has previously supported, it is anticipated that you will have a signed resolution prior to your July meeting for your use and full consideration of our grant application.

Marion County appreciates our ongoing relationship with the Withlacoochee Regional Water Supply Authority and the opportunity to partner with you in our efforts to protect our water resources. Should you have any questions or concerns, please feel free to contact me at (352) 671-8686.

Sincerely,

Michon Fabio
Water Resources Liaison

Enclosures



FY 2020-21

WATER SUPPLY AND CONSERVATION GRANT APPLICATION FORM:

Name of applicant:

Marion County

Provide a short description of the proposed water conservation project in the text box below:

Marion County Water Resources and Marion County Utilities work cooperatively to plan, implement, and manage a comprehensive, goal based water conservation program for the Marion County Board of County Commissioners. The program is conducted through public outreach, indirect public education, and direct water conservation incentives. The County requests funding for water use efficiency initiatives including landscape and irrigation retrofits, low flow toilet rebates, low flow retrofit kits and educational outreach and materials.

List previous grants received from WRWSA in the previous 3 fiscal years and date completed:

2019 - \$33,095 to be completed September 30, 2020
2018 - \$42,595 completed September 30, 2019
2017 - \$44,245 completed September 30, 2018
2016 - \$35,475 completed September 30, 2017

Attachments to application:

1. A resolution of support that includes a commitment that the grant recipient will budget and expend its matching funds as required by the grant program.
2. A summary of the project tasks (scope of services) with estimated costs by task, if applicable.
3. A time schedule for the project and expected completion date that will be inserted in the local government contract.

Return Application to:

Suzannah J. Folsom, Executive Director
WRWSA, 3600 W. Sovereign Path, Suite 228, Lecanto, Florida 34461

Deadline: June 30, 2020, 5:00 p.m. EST

Program Description

Marion County Water Resources and Marion County Utilities work cooperatively to plan, implement, and manage a comprehensive, goal-based water conservation program for the Marion County Board of County Commissioners. The program is conducted through public outreach, indirect public education, and direct water conservation incentives. The County requests funding for water use efficiency initiatives including efficient irrigation rebates, low-flow toilet rebates, low-flow retrofit kits and educational outreach materials.

The following is a breakdown of the costs of the various projects that Marion County requests grant funding for during fiscal year 2020/21:

Program	Total Cost	County cost share	WRWSA cost share
Educational Outreach	\$2,500	1,250	\$1,250
Utility Bill Inserts on Water Use Efficiency	\$1,645	\$822	\$822
Educational Print Media	\$1,850	\$925	\$925
Landscape & Irrigation Rebate Program	\$21,000	\$10,500	\$10,500
Low-Flow Toilet Rebates (MCU Customers East of I-75 only)	\$16,000	\$8,000	\$8,000
Low-Flow Toilet Rebates (Non-MCU Customers West of I-75 only)	\$2,000	\$1,000	\$1,000
Water Conservation Kits (MCU Customers)	\$3,500	\$1,750	\$1,750
Water Conservation Kits (Non-MCU Customers)	\$2,000	\$1,000	\$1,000
Water Conservation Billboards	\$1,200	\$600	\$600
Total Project Costs	\$51,695	\$25,847	\$25,847

These projects represent only a portion of the County's on-going Water Use Efficiency Program. A cost-share of \$25,847 will help to offset the cost of performing indoor and outdoor retrofits and conducting public outreach. The remainder of the program costs will be funded by the Marion County Board of County Commissioners and other cooperative partners.

Educational Outreach: The purpose of this program is to encourage residents to make changes to their daily water use habits to increase efficiency. The program focuses on education and water use efficiency. The target audience is county wide. The program will give students a hands

on experience in the summer months as a follow up from other education initiatives and incorporate how the implementation of simple water efficient practices have an impact on water resources. It also highlights the ability to collectively save up to 3,000 gallons of water a month per household by implementing these practices. Students will be shown how to replace non-efficient faucet aerators, showerheads, and nozzles with efficient ones; check for leaky toilets and learn how to use rain gauges effectively and apply water efficient practices in and around the home.

For FY 2020/21, Marion County will offer summer presentations that students can take advantage of individually or in combination with other partnering organizations. In all cases, the program will consist of presentations, handouts, hands on application of water conservation items and promo items for participants.

Utility Bill Inserts on Water Use Efficiency: Billing inserts are distributed on a bimonthly basis by Marion County Utilities. These inserts are used to educate citizens on water use efficiency and to promote the County's incentive based programs. Message topics in FY2020/21 will include: informing citizens of the change back to the once a week watering schedule, how to conduct a routine check on an irrigation system, how to identify common household leaks, and other topics related to water use. These inserts are a big driver for participation in the County's water use efficiency initiatives.

Educational Print Media: Along with billing inserts for Utility customers, tip cards and brochures on water use efficiency, incentive programs and resource protection are made available at three County libraries and the MCU lobby for customers free of charge.

Landscape and Irrigation Rebate Program: The purpose of this program is to encourage residents to make changes to their landscape and irrigation system to increase water use efficiency. Since FY 2012/13, the County has had in place a program that offers up to \$5,000 for residents to make substantial changes to their landscape and irrigation system to meet Florida Water Star® Silver Level criteria. For many residents, completing a full retrofit to their landscape and irrigation system to meet these criteria is expensive and does not result in a significant financial return on investment. There are, however, many changes that residents can often make to use water more efficiently that require less time, money and effort to install.

For FY 2020/21, Marion County will offer different retrofit options that residents can take advantage of individually or in combination with each other. In all cases, the rebate offered will not exceed the actual price paid for the purchase and installation. Depending on results, the program can be refined in future years to take advantage of concepts or retrofit options that provide the greatest benefit for the cost.

Smart Irrigation Controller and Sensors: Smart irrigation controllers utilize local weather and landscape conditions to tailor watering schedules to actual conditions on site. Studies have found that these devices reduce outdoor water use by an average of 15-30%. When used in conjunction with a soil moisture sensor (SMS) or evapotranspiration (ET) based sensor, the potential savings is as high as 90% during the rainy season. With smart controllers and sensors residents will be eligible for a rebate of up to \$500 towards the purchase and installation of a smart irrigation controller and a SMS or ET based sensor. This may only be applied for once every five years at a residence.

Efficient Irrigation: The sprinkler heads typically used on irrigations systems (rotors and sprays) have an efficiency of only 60-75%. This means that 25-40% of the water being applied is wasted. High efficiency sprinkler nozzles (rotating nozzles) save water by applying it more uniformly and efficiently (90-95%) than traditional sprinklers. Rotating nozzles typically cost between \$2 and \$10 each, and result in an average water savings of 1,000 gallons per nozzle per year. Because rotating nozzles apply water at a slower rate than traditional nozzles, it is necessary to ensure that entire irrigation zones are retrofitted to prevent too much or too little water from being applied in areas of the zone. With efficient irrigation residents will be eligible for a rebate of up to \$200 per zone converted to rotating nozzles.

Micro-Irrigation: Micro-irrigation, sometimes referred to as “drip” or “low volume” irrigation, improves irrigation efficiency through the precise application of water to the root area of the plant. Micro-irrigation reduces the amount of water lost to wind, evaporation and runoff, and minimizes the growth of weeds. An added benefit is that it is highly customizable for oddly shaped areas and those with a variety of different plant types. Depending on a number of different factors, water savings from converting a single landscape zone to micro-irrigation can range from 5-20% or more. With micro-irrigation residents will be eligible for a rebate of up to \$200 per high-volume irrigation zone converted to micro-irrigation.

Florida-Friendly Landscape: Landscape plant selection and water efficiency go hand in hand. Installing drought tolerant plants can greatly reduce or eliminate the need for supplemental irrigation. The Florida-Friendly Landscape will incentivize the installation of drought tolerant plants in a previously high-volume irrigation zone. In order to take advantage of this, the zone where plants are being installed must concurrently be converted to low-volume or micro-irrigation, or irrigation must be removed. This will offer residents a rebate of up to \$200 per zone and can be used in conjunction with the Efficient Irrigation or Micro-Irrigation.

Rain Sensor Repair and Replacement Kits: Rain sensors and repair kits are distributed for free at the Marion County Utilities office and the office of the County Engineer to customers. These kits contain the replacement discs used in the operation of the sensor to ensure the rain sensors are functioning properly. If the sensor cannot be repaired a replacement sensor will be

issued to the customer. Each rain sensor installed has the potential to save 3,000 gallons of water a month.

Low-Flow Toilet Rebates (East of I-75 only): The toilet rebate program offers Marion County Utilities customers up to \$100 (or \$180 if two toilets are replaced) to replace a conventional high-volume toilet (3.5 gallons per flush or greater) with a dual flush or high-efficiency toilet (1.28 gallons per flush or less). This is an ongoing program that has been in place since October, 2011. As of April 1, 2020; this program has incentivized the replacement of 2,367 toilets.

This grant would provide for approximately 150 toilet rebates in the Marion County Utilities service areas east of I-75. It is estimated that the replacement of these toilets will save an estimated 25.1 million gallons total over their 20 year lifespan at a cost of approximated \$1.01 per thousand gallons saved. The County is expected to have a grant with the Southwest Florida Water Management District to cooperatively fund rebates west of I-75.

Low-Flow Toilet Rebates (Non-MCU customers): This grant would provide for approximately 50 toilet rebates in Marion County where residents are not customers of Marion County Utilities. As mentioned previously, it is estimated that the replacement of these toilets will save an estimated 25.1 million gallons total over their 20 year lifespan at a cost of approximated \$1.01 per thousand gallons saved. The County is expected to have a grant with the Southwest Florida Water Management District to cooperatively fund rebates county wide. This will be the second phase of this program.

Water Conservation Kits: Low flow retrofit kits are distributed for free at the Marion County Utilities office to customers. These kits contain low-flow fixtures and devices to reduce both indoor and outdoor water use. Each kit fully installed has the potential to save 25,000 gallons of water a year. They will be distributed to both non utilities and utility customers.

Water Conservation Billboards: A billboard campaign is utilized each year to promote smart water conservation practices. These billboards promote the use of rain sensors, discourage overwatering of lawns and inform citizens of the shift to once a week watering. Billboards in FY 2018/19 achieved just over an estimated 1 million impressions at a cost of less than \$0.01 per impression.

Marion County WRWSA FY 2020/2021 Grant Application Attachments

Grant Timeline

Educational Materials

Develop, print, and distribute materials 10/1/2020 – 9/30/2021

Efficient Irrigation Rebates

Enroll participants 10/1/2020 – 9/1/2021

Complete retrofits and issue rebates 10/1/2020 – 9/30/2021

Distribute and track rain sensor repair kits 4/1/2021 – 6/10/2021

Low-Flow Toilet Rebates

Enroll participants 10/1/2020 – 9/1/2021

Perform inspections and issue rebates 10/1/2020 – 9/30/2021

Water Conservation Kits

Order conservation kits 10/1/2020 – 11/1/2020

Distribute and track conservation kits 12/1/2020 – 9/30/2021

Utility Bill Inserts on Water Use Efficiency

Develop, print, and distribute materials 10/1/2020 – 9/30/2021

Water Conservation Billboards

Develop and run by billboard campaigns 11/1/2020 – 9/30/2021

WATER SUPPLY AND CONSERVATION GRANT APPLICATION FORM:

Name of applicant: City of Crystal River

Provide a short description of the proposed water conservation project in the text box below:

To create a rebate program to allow residents of Crystal River to receive a rebate for the purchase of a new low-flow Water Sense toilets and/or Water Sense Irrigation Controller with Rain Sensor.

The rebates would be as follows:

\$100 (1st toilet) \$75 (2nd toilet)

WaterSense® labeled only I -\$150

Rain Sensor - Replacement ONLY I -\$50

List previous grants received from WRWSA in the previous 3 fiscal years and date completed:

\$9090- 1/3 split with the City of Crystal River and SWFWMD.

Attachments to application:

1. A resolution of support that includes a commitment that the grant recipient will budget and expend its matching funds as required by the grant program.
2. A summary of the project tasks (scope of services) with estimated costs by task, if applicable.
3. A time schedule for the project and expected completion date that will be inserted in the local government contract.

Return Application to:

Suzannah J. Folsom, Executive Director
WRWSA, 3600 W. Sovereign Path, Suite 228, Lecanto, Florida 34461

Deadline: June 30, 2020, 5:00 p.m. EST

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY
LOCAL GOVERNMENT WATER SUPPLY AND CONSERVATION
FUNDING ASSISTANCE PROGRAM

PROJECT GRANT AGREEMENT

This Agreement is made and entered into this ____ day _____, 2020, by and between the **WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY**, (hereinafter called the "AUTHORITY"), and _____, (hereinafter called the "GRANTEE"), in furtherance of funding assistance in the development of the "_____ WATER SUPPLY AND CONSERVATION PROGRAM". In consideration of the mutual covenants contained herein and pursuant to Chapter 163, Laws of Florida, Florida Interlocal Cooperation Act of 1969, as subsequently amended, and Section 373.713(2)(i), Florida Statutes, the parties hereto agree as follows:

1. The AUTHORITY has found that the implementation of water conservation programs by a member government is the primary purpose of the project known as the "_____ WATER SUPPLY AND CONSERVATION PROGRAM" (hereinafter called the "PROJECT"), and enters into this Agreement with the GRANTEE for assisting in the funding of water conservation programs more particularly described in its Application. The PROJECT application is attached hereto marked Exhibit "A" and made a part hereof.

2. The GRANTEE shall provide the AUTHORITY with a copy of the GRANTEE's contract documents executed for the PROJECT and the third party vendor providing said services in order to confirm the total project costs.

3. PROJECT FUNDING:

A. The AUTHORITY agrees to pay, on a reimbursement basis, to the GRANTEE, the sum of \$ 9090 of the proposed \$ 18,180 total budget cost for the PROJECT.

B. The GRANTEE shall pay PROJECT costs prior to requesting reimbursement from the AUTHORITY. The AUTHORITY shall reimburse the GRANTEE for fifty percent (50%) of all allowable costs in each approved invoice based upon the listed tasks contained in Exhibit "A", not to exceed the sum of \$ 9090 as identified in paragraph 3.A. above. Reimbursement requests must include all documentation required by the AUTHORITY for proper audit review and the GRANTEE shall certify that the request for payment is appropriate and that said task or portion thereof has been completed.

C. The GRANTEE shall provide the AUTHORITY with a schedule and description of "tasks" for the PROJECT with the cost associated with each task set forth.

D. The Grantee shall submit a final PROJECT reimbursement request after completion of the project, which shall be no later than September 30, 2021. The final reimbursement request

must be submitted no later than December 31, 2021. Requests submitted after December 31, 2021 shall not be considered for reimbursement.

E. The AUTHORITY shall, within sixty (60) days after receipt of a payment request, review the work accomplished to date under this Agreement and, if the work and payment request are in accordance with all applicable requirements, approve the request for payment.

4. GRANTEE shall ensure that all services procured and all purchases of goods obtained for the accomplishment of the PROJECT shall be secured in accordance with applicable State and Federal laws and in accordance with the GRANTEE's adopted procurement procedures.

5. GRANTEE shall follow all State and Federal laws relating to its established audit and accounting procedures and as they relate to said PROJECT and cost reimbursements.

6. The GRANTEE shall retain all records supporting PROJECT costs for three (3) years after the fiscal year in which the final PROJECT payment was released by the AUTHORITY or until final resolution of matters resulting from any litigation, claim or audit that started prior to the expiration of the three-year retention period. The AUTHORITY, State Auditor General, State Comptroller, and other agencies or entities with jurisdiction shall have the right to inspect and audit the GRANTEE's records for said PROJECT within the retention period.

7. This Agreement shall become effective upon execution and the GRANTEE shall complete preparation and/or construction of all PROJECT elements on or before September 30, 2021. The completion date may be extended by the AUTHORITY for good cause at the written request of the GRANTEE and must be made prior to PROJECT completion date.

8. The AUTHORITY's Executive Director for the purposes of this Agreement shall be responsible for ensuring performance of its terms and conditions and shall be responsible for recommending approval of all reimbursement requests to the AUTHORITY prior to payment. The GRANTEE's Liaison Agent, as identified in the PROJECT application, or successor, shall act on behalf of the GRANTEE relative to the provisions of this Agreement.

9. The Executive Director shall have the authority to approve budget changes within individual tasks up to a total amount not to exceed TEN PERCENT (10%) of total project costs without Board approval.

10. All monies expended by the GRANTEE for the purpose contained herein at the option of the AUTHORITY shall be subject to audit review.

11. Each party hereto agrees that it shall be solely responsible for the wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of §768.28, Florida Statutes.

12. The GRANTEE shall comply with all federal, state, and local rules and regulations in developing this PROJECT. The GRANTEE acknowledges that this requirement includes compliance with all federal, state, and local health and safety rules and regulations. The GRANTEE further agrees to ensure that the GRANTEE's contract will include this provision in all subcontracts issued as a result of this Agreement.

13. The AUTHORITY reserves the right to inspect said PROJECT and any and all records related thereto at any reasonable time.

14. This Agreement may be unilaterally canceled by the AUTHORITY in the event the GRANTEE refuses to allow public access to all documents, papers, letters or other material made or received in conjunction with this Agreement pursuant to Chapter 119, Florida Statutes.

15. The AUTHORITY shall also have the right to demand a refund, either in whole or in part, of the funds provided to the GRANTEE for non-compliance with the terms of this Agreement if not cured within thirty (30) days of written notice thereof from the AUTHORITY. The GRANTEE, upon notification from the AUTHORITY, agrees to refund and will forthwith pay to the AUTHORITY, the amount of money demanded by the AUTHORITY. Such refund shall include interest calculated at two percent (2%) over the prevailing prime rate as reported by the Federal Reserve on the date the AUTHORITY calculates the amount of refund due. Interest shall be calculated from the date(s) of payment(s) to the GRANTEE by the AUTHORITY.

16. The employment of unauthorized aliens by a GRANTEE is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the GRANTEE knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement. The GRANTEE shall be responsible for including this provision in all subcontracts with private organizations issued as a result of this Agreement.

17. No person on the grounds of race, creed, color, national origin, age, sex or marital status shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.

18. This Agreement strictly prohibits expenditure of these funds for the purpose of lobbying the Florida Legislature, the judicial branch, or a state agency.

19. The GRANTEE shall have an audit performed in accordance with the Rules of the Auditor General promulgated pursuant to §11.45, Florida Statutes, and have a statement prepared by an independent certified public accountant which attests that the GRANTEE has complied with the provisions of this Agreement and whether the audit results in an unqualified opinion.

20. A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not perform work as a grantee, contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity

in excess of the threshold amount provided in §287.017, Florida Statutes, or Category Two, for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

21. A copy of the audit and attestation as required in Paragraph 19 shall be submitted to the AUTHORITY within one (1) year from the PROJECT completion date as set forth in Paragraph 7 or as extended by the AUTHORITY.

22. This Agreement is not intended nor shall it be construed as granting any rights, privileges or interest in any third party without mutual written agreement of the parties hereto.

23. This Agreement represents the entire agreement of the parties. Any alterations, variations, changes, modification or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly executed by each of the parties hereto, and attached to the original of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be duly executed on the date and year first above written.

WITHLACOOCHEE REGIONAL WATER
SUPPLY AUTHORITY

By: _____
STEVE PRINTZ
Chairman

ATTEST:

By: _____
SUZANNAH J. FOLSOM
Executive Director

_____, a political Subdivision of
the State of Florida

By: _____
Chairperson

ATTEST:

By: Gisa Morris

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: Ken Frink for the Grantee

APPROVED AS TO FORM AND CORRECTNESS:

By: _____
Attorney for Authority

Item 9

Phase 6 Irrigation Audit Program Authorization to Issue a Request for Quotes

Ms. Suzy Folsom, WRWSA Executive Director, will present this item.

At the Authority's September 2019 meeting, the Board approved submittal of an application to the SWFWMD for its Fiscal Year 2020-21 Cooperative Funding Initiative. The SWFWMD staff has recommended to their Board that this project be included in their draft budget for the coming fiscal year. The project entails a continuation and enhancement of the WRWSA's ongoing Irrigation Evaluation Program. The purpose of this item is to seek authorization from the Board to publish a Request for Quotes from qualified contractors to implement certain components of this project.

Similar to the past phases of the program, this phase will provide a base level of services (Core Program) to all participants. In addition, in the ongoing Phase 4 of the program, certain enhancements (Enhanced Program) were made available to participants. This Phase of the program will allow flexibility to the participating utilities to offer both the core and enhanced programs to their customers at the local utility's discretion. These include the following elements:

- Core Program (all audits) - homeowner rain sensor and irrigation controller education, rain sensor test and replacement when broken, irrigation controller time adjustments, irrigation system zone by zone evaluation of efficiencies, a catch-can test of one irrigation zone, irrigation controller battery replacement, and an audit report to homeowner; and
- Enhanced Program (added services if specified by the local utility) - catch-can audits of entire irrigation system, sprinkler head repair or replacement (for broken or mixed heads), capping unnecessary heads, replacement of rain sensors or weather stations with a WaterSense approved product associated with the existing WaterSense irrigation controller, replacement of obsolete-outdated controllers with WaterSense approved controllers, adjustment of irrigation controller based on the catch can test, raising of a low irrigation head and straightening of a crooked irrigation head.

Enhancements to the program are intended to garner additional interest in homeowner participation and are anticipated to achieve greater water savings by the participating customer.

The total project budget is \$121,200, with 50% (\$60,600) provided by the SWFWMD and the matching 50% being the WRWSA's responsibility. The Authority's matching funds are split 50/50 with participating utilities based upon the number and type of irrigation evaluations conducted in each utility. Local participants include Citrus County, Hernando County and Marion County utilities, the North Sumter County Utility Dependent District and the Village Center Community Development District. The amount of the project budget that is to be implemented by the selected contractor or contractors is a total amount not to exceed of \$121,200.00. This includes conducting irrigation system evaluations (core and enhanced) and follow-ups.

Staff will return to the Board with a recommended short list of responsive contractors at the September 2020 meeting. The RFQ and all subsequent contracts will be dependent upon funding from all participating parties. The draft RFQ Information Packet is included as an exhibit in the Board's meeting materials.

See Exhibit

Staff Recommendation:

Board approval of the issuance of the Phase 6 Irrigation Evaluation Program Request for Quotes, as contained in the Exhibit.

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY

**REQUEST FOR QUOTES
INFORMATION PACKET FOR
Irrigation Evaluation Program Phase 6 (Q138)
July 16 – August 21, 2020**

The Withlacoochee Regional Water Supply Authority (Authority) requests quotes from responsive and responsible bidders for a WRWSA Irrigation Evaluation Program, Phase 4 — Irrigation System Evaluators. The selected respondent, hereinafter same as successful bidder or Contractor, will deliver the required goods/services and render the required goods/services to **3600 W. Sovereign Path, Suite 228, Lecanto, FL 34461**. The terms respondent, successful bidder and Contractor will be used interchangeably throughout this RFQ.

Withlacoochee Regional Water Supply Authority will receive responses no later than 2:00 p.m., August 21, 2020. You may mail or deliver your responses to:

**C. LuAnne Stout, WRWSA Administrative Assistant,
3600 W. Sovereign Path, Suite 228,
Lecanto, FL 34461.**

Having a service office in the State of Florida is a prerequisite for submitting a quote. Each bidder must provide both the physical address (not just a P.O. Box Number) and the telephone number of their office or a service office located in Florida with their quote response. At the time of submitting a quote response, the Authority requires that the bidder be registered to do business in the State of Florida in accordance with Section 607.0505 Florida Statutes.

**Award for this Quote cannot exceed:
One hundred ten thousand four hundred dollars (\$110,400.00)**

All technical questions relating to this quote should be submitted via email to: C. LuAnne Stout at lstout@wrwsa.org or fax to (352) 527-5797.

General Conditions, Scope and Specifications

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PART I – GENERAL CONDITIONS

- 1.1 **CORRESPONDENCE.** Unless otherwise stated or notified in writing, correspondence relating to this RFQ will be sent to the Withlacoochee Regional Water Supply Authority (Authority) at 3600 W. Sovereign Path, Suite 228, Lecanto, FL 34461, and to the bidder at the address stated on the Quote Response Form.
- 1.2 **CONTRACT/AWARD PERIOD.** The contract/award period will be up to twenty-eight (28) months. It is renewable at the Authority's option for two (2), twelve (12) month periods, beginning on the date of the intent to award or finalization of the written agreement (whichever is utilized) and will remain in full force and effect for as long as the Authority has a need for the awarded goods or services, and providing there is an availability of sufficient approved funding to pay for the awarded goods or services.
- 1.3 **QUESTIONS.** The Authority will accept **written** questions in the form of e-mail, fax or by mail relating to this RFQ only during the following period: July 16, 2020 to August 21, 2020.
- 1.4 **DELAYS, CHANGES AND ADDENDA.** The Authority reserves the right to delay scheduled RFQ due dates if determined to be in the best interest of the Authority. Any changes, delays or addenda related to this RFQ issued by the Authority will be sent to all persons/firms recorded as having received the original RFQ.
- 1.5 **QUOTE OPENING.** Quotes will be opened **August 21, 2020 at 2:00 p.m.**, in the Authority offices at 3600 W. Sovereign Path, Suite 228, Lecanto, FL 34461, and will remain binding upon the bidder for a period of 90 days thereafter. Pursuant to Section 119.071(1)(b), Florida Statutes (F.S.), all quotes submitted will be subject to review as public records thirty (30) days from quote opening or at the time the Authority provides notice of its intended decision if such decision is reached prior to the expiration of the thirty day period.
- 1.6 **CANCELLATION.** The Authority reserves the right to cancel the RFQ prior to bid opening and will give notice of cancellation to all persons/firms recorded as having received the original RFQ. Additionally, the Authority reserves the right to reject all quotes, cancel the RFQ, or cancel the Award or Intent to Award. Notice of cancellation or rejection will be sent to all bidders and/or all persons/firms recorded as having received the original RFQ. No bidders will have any rights against the Authority arising from its selection by means of an Award or Intent to Award. An Award or Intent to Award does not constitute a contract with the Authority. Thus, the Authority may cancel the Award or Intent to Award after it has been made but before a contract has been executed.
- 1.7 **QUOTE WITHDRAWAL.** Quotes may only be withdrawn prior to the date and time set forth in item 1.5 above if the Authority receives a signed written request to withdraw a bid from an authorized representative of the bidder.
- 1.8 **QUOTE SIGNATURE AND FORM.** An authorized representative of the bidder must manually sign the attached Quote Response Form where indicated. All quotes must be typed or printed and signed in non-erasable ink in the spaces provided on the Quote Response Form. All corrections made to the quote by the bidder must be initialed.

- 1.9 **REJECTION OF QUOTE.** The Authority reserves the right to reject any and all quotes or waive any minor irregularity or technicality in quotes received. Quotes which are incomplete, unbalanced, conditional, obscure, or which contain additions not required, or irregularities of any kind, or which do not comply in every aspect with the RFQ, may be rejected at the option of the Authority. Obvious errors in the quote may be grounds for rejection of the quote.
- 1.10 **REFERENCES.** The bidder must provide at least three (3) references who can verify bidder's qualifications and past performance record on projects of similar size and scope, as may be more specifically described in Attachment 2.
- 1.11 **FURNISHING SERVICES.** Contract services are to be furnished on an "as-needed, when-needed basis" during the life of the contract and there is **NO** guaranteed quantity expressed or implied to be utilized.
- 1.12 **TRANSPORTATION AND TRAVEL.** All transportation and travel expenses are to be included in the Contractors hourly rate, as referenced on the Quote Response Form (Attachment 1).
- 1.13 **SUBCONTRACTORS.** (NO SUBCONTRACTING) The Contractor will not subcontract with any entity to perform any of the Contractor's obligations or services under this Agreement.
- 1.14 **MATERIALS, APPLIANCES, EMPLOYEES.** Unless otherwise stipulated, the Contractor will furnish and pay for all materials, labor, water, tools, equipment, light, power, transportation and other facilities necessary for the execution and completion of the work.
- 1.15 **PROTECTION OF WORK AND PROPERTY.** The Contractor will continuously maintain adequate protection of all his work from damage and will protect the adjacent properties and all others from injury or loss arising in connection with the performance of the project work. Contractor will make good any such damage, injury or loss except such as may be directly due to errors in the Contract Documents or caused by the agents or employees of the Authority. The Contractor will adequately protect and maintain all passage ways, guard fences, lights and other facilities for safety protection required by public authority or local conditions.
 - 1.15.1 At all times, the Contractor will protect all public and privately owned property, structures, utilities, and work of any kind against damage or interruption of service which may result from the operations of the Contractor. Damage or interruption to service resulting from failure to do so will be repaired or restored at the expense of the Contractor.
- 1.16 **GUARANTEE.** All equipment, materials and installation thereof which are furnished by the Contractor will be guaranteed by the Contractor against defective workmanship, mechanical and physical defects, leakage, breakage and other damages and failure under normal operation for a period of one year from and after the date of acceptance thereof by the Authority. Each item of equipment or materials and installation proving to be defective within the specified period of the guaranty will be replaced without cost to the Authority by the Contractor or by the Surety.
- 1.17 **TAXES.** The Authority is exempt from federal excise tax (exemption number 59-1961659) and state sales tax (exemption number 85-8012584919C-2). Costs on the Quote Response Form

must include Florida State sales and any other taxes, except federal excise tax, applicable to materials purchased by the Contractor in accordance with Florida and federal law.

- 1.18 **OWNERSHIP OF DOCUMENTS AND OTHER MATERIALS.** All documents, including reports, drawings, estimates, programs, manuals, specifications, and all goods or products, including intellectual property and rights thereto, purchased under the Agreement with Authority funds or developed in connection with the Agreement will be and will remain the property of the Authority.
- 1.19 **INDEMNIFICATION.** The Contractor agrees to defend, indemnify and hold harmless the Authority, its agents, employees and officers, from and against all liabilities, claims, damages, expenses or actions, either at law or in equity, including attorneys' fees and costs and attorneys' fees and costs on appeal, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor, its agents, employees, subcontractors, assigns, heirs or anyone for whose acts or omissions any of these persons or entities may be liable during the Contractor's performance under the Agreement.
- 1.20 **TERMINATION WITHOUT CAUSE.** The Agreement may be terminated by the Authority without cause upon ten (10) days written notice to the Contractor. Termination is effective upon the tenth (10th) day as counted from the date of the written notice. In the event of termination under this paragraph, the Contractor will be entitled to compensation for all services provided to the Authority up to the date of termination on a pro-rated basis and which are within the Scope of Work, are documented in the Schedule of Values, and are allowed under the Agreement.
- 1.21 **INSURANCE.** The Agreement resulting from this RFQ will require the Contractor to maintain during the entire term of the Agreement, insurance in the following kinds and amounts or limits with a company or companies authorized to do business in the State of Florida. The Contractor will not commence work under the contract(s) until the Authority has received an acceptable certificate or certificates of insurance showing evidence of such coverage. Certificates of insurance must reference the Authority Agreement Number and Project Manager.
- 1.21.1 Liability insurance on forms no more restrictive than the latest edition of the Commercial General Liability policy (CG 00 01) of the Insurance Services Office without restrictive endorsements, or equivalent, with the following minimum limits and coverage's:
- Per Occurrence \$1,000,000
- 1.21.1.1 The Contractor must purchase and maintain risk, all risk, insurance based on the completed value of the project. The policy must include all materials intended for installation including those purchased by the Authority.
- 1.21.1.2 The Authority and its employees, agents, and officers will be named as additional insureds on the general liability and builders risk policies to the extent of the Authority's interests arising from the Agreement.

- 1.21.2 Automobile liability insurance, including owned, non-owned and hired autos with the following minimum limits and coverages:

Bodily Injury per Person	\$ 100,000
Bodily Injury Liability per Occurrence	\$ 300,000
Property Damage Liability	\$ 100,000
Or	
Combined Single Limit	\$ 500,000

- 1.21.3 Contractor must carry workers' compensation insurance in accordance with Chapter 440, F.S., and maritime law, if applicable. If Contractor does not carry workers' compensation coverage, Contractor must submit to the Authority both an affidavit stating that the Contractor meets the requirements of an independent contractor as stated in Chapter 440, F.S., and a certificate of exemption from workers' compensation coverage.

- 1.21.4 Certificates of insurance must provide for mandatory thirty (30) days prior written notice to the Authority of any change or cancellation of any of the required insurance coverage.

- 1.22 **RESPONSIVE/RESPONSIBLE.** The Authority shall evaluate eligible responsive responses. Responses that do not meet all requirements of this solicitation or fail to provide all required information, documents, or materials may be rejected as non-responsive. Respondents whose responses, past performance, or current status do not reflect the capability, integrity or reliability to fully and in good faith perform the requirements of the bid may be rejected as non-responsible. The Authority reserves the right to determine which responses meet the requirements of this solicitation, and which Respondents are responsive and responsible.

PART II – SCOPE AND SPECIFICATIONS

- 2.1 **INTENT.** The Authority is interested in entering into an agreement with a qualified contractor (or contractors) to implement portions of an outdoor water conservation irrigation evaluation project referred to as the **Withlacoochee Regional Water Supply Authority Enhanced Irrigation Evaluation Program**. The Contractor will provide residential participants with an in-ground irrigation system evaluation to determine efficiency and site-specific recommendations for appropriate modifications to enhance efficiency and maximize water savings. The Contractor will also implement certain recommendations for those participants that are selected for the "Enhanced" aspects of the program. This program is anticipated to be conducted in partnership with the Southwest Florida Water Management District (District) through their Cooperative Funding Initiative Program. An Agreement between the District and the Authority is anticipated in early fiscal year 2020-21; if such an Agreement is not reached, this project may be cancelled.
- 2.2 **BACKGROUND.** This program is intended to be a multi-faceted educational, outreach and implementation program for single family residential water customers of Citrus, Hernando and Marion county utilities, the North Sumter County Utility Dependent District and the Village Center Community Development District. The irrigation evaluation component of the program is

anticipated to be completed between October 1, 2020 and September 30, 2022. The follow-up evaluation portion of the program will begin October 1, 2021 and be completed by December 31, 2022. The Authority reserves the right to modify these time schedules and may accelerate the time schedule if more than one contractor is selected.

- 2.3 **PROJECT DESCRIPTION.** The project is designed for single family residential customers of potable water utilities to become knowledgeable about how their individual irrigation systems can be modified to maximize water savings through efficiency. Similar to the past three phases of the program, this phase will provide a base level of services (Core Program) to all participants. In addition to the Core Program, conservation coordinators from the participating utilities can request further site specific options (Enhanced Program) to homeowners. The Core Program (all audits) include homeowner rain sensor and irrigation controller education, rain sensor test and repair or replacement when non-functioning, a catch-can audit of one zone, irrigation controller time adjustments, irrigation system zone-by-zone evaluation of efficiencies, irrigation controller battery replacement, and an audit report to the homeowner and the Authority. The Enhanced Program (added services if warranted by community needs) can include catch-can audits, sprinkler head replacement (for broken or mixed heads), capping unnecessary heads, replacement of rain sensors or weather stations with a WaterSense approved product associated with the existing WaterSense irrigation controller (for example Solar Sync with Hunter controllers), replacement of obsolete-outdated controllers with WaterSense approved controllers, adjustment of an irrigation controller based on the catch can test, replacement of an incorrect nozzle in a rotor or fixed spray, raising of a low irrigation head and straightening of a crooked irrigation head. The project will include the verification through inspection of the proper installation of efficiency devices by way of follow-up site visits for a sample of approximately 25 percent of the participants. The Contractor will evaluate residential irrigation systems according to established criteria and standards for the Program.

The Irrigation Evaluation Program is designed to create water savings by:

- a. Identifying inefficiencies and recommending modifications by performing irrigation system evaluations.
- b. Disseminating educational information to customers and providing site-specific recommendations to improve water efficiency in the landscape.
- c. Providing rain sensor devices to program participants that do not currently have an operating or existing device.
- d. Implementing selected irrigation system efficiency recommendations for those customers that are selected to participate in the Enhanced Program.
- e. Follow up evaluations for an approximate 25 percent of participants to measure implementation of efficiency recommendations.

- 2.4 **PROJECT OBJECTIVES.** The Irrigation Evaluation Program proposes the following project objectives to reduce outdoor water use of participants:

- a. Increase utility customer's awareness of water resource issues.
- b. Educate water customers on conservation methods associated with modifying irrigation systems and/or practices.
- c. Identify water and dollar savings through efficient irrigation practices.
- d. Promote efficient use of potable water in landscape maintenance.

- e. Implement selected irrigation efficiency recommendations for those customers that are selected for the Enhanced Program.
- f. Compare total water usage at each location for one year prior to the evaluation to one year post-evaluation water usage.
- g. Evaluate implementation of recommendations following the irrigation system evaluation for a sample of participants.

2.5 **CONTRACTOR DUTIES.** At a minimum, the Contractor shall:

- a. Perform an irrigation evaluation for single-family homes located within the Withlacoochee Regional Water Supply Authority boundaries using potable water for irrigation. Customers that use wells for irrigation cannot participate in the program.
- b. Provide customers with recommended modifications for improving the efficiency of their irrigation systems.
- c. Provide and install, or modify, rain sensor devices to program participants that currently do not have an operational or existing device.
- d. Implement selected irrigation efficiency recommendations for those customers that are selected for the Enhanced Program.
- e. Provide a follow-up meeting with approximately 25 percent of the participants to review the level of implementation related to the irrigation evaluation recommendations. Contractor may bill Authority for a follow-up visit per the Authority's "Project Budget" (found in the WRWSA Agreement with the Contractor in Exhibit 1) if a participant's irrigation system is found to be broken, inoperable or otherwise non-functional upon first visit.

2.6 **CONTRACTOR QUALIFICATIONS.** Contractor should have the following minimum qualifications:

- a. Have a minimum of five (5) years of experience in the irrigation industry as a designer and installer of irrigation systems.
- b. Hold a Florida Irrigation Society (FIS) level Landscape Irrigation Auditors certification. Substitute certifications include the EPA WaterSense Partnership or Irrigation Association Landscape Irrigation Auditors certification.
- c. Have a minimum of two (2) years supervisory experience and management on similar projects.

2.7 **CONTRACTOR REQUIREMENTS.** Contractor shall meet the following requirements:

- a. Provide to the Authority a current list of employees participating in irrigation evaluation programs.
- b. Have all applicable licenses and permits to perform the scope of services. Copies must be provided with the bid submission.
- c. Have company identification visible at all times including, but not limited to, an identification badge, while performing work for the Authority, and company identification displayed on vehicles(s).
- d. Commence work within thirty (30) days from the date of award of the Contract, as needed by the Authority.

2.8 **CONTRACTOR RESPONSIBILITIES.** Contractor's performance of the irrigation evaluation program shall include the following:

- a. Receive applications from potential participants.
- b. Schedule participant appointments for irrigation evaluations during normal working hours, i.e., 8:00 a.m. – 5:00 p.m.
- c. Contact the Authority's Project Manager with names of appointments, dates, times, and locations prior to evaluations.
- d. Visit sites and inspect irrigation systems according to standards developed by the Florida Irrigation Society or Irrigation Association.
- e. Perform an irrigation system evaluation, which shall address, but not be limited to, each of the following:
 1. Core Program
 - a. Broken water lines
 - b. Leaking or damaged sprinkler heads
 - c. Matched precipitation rates
 - d. Proper head spacing
 - e. Operating pressure of each zone
 - f. Shrub or turf interference
 - g. Proper adjustment of all sprinklers to avoid watering non-porous surfaces
 - h. Mix of rotor and spray heads in each zone
 - i. Watering turf separate from plant beds
 - j. Irrigation time of each zone
 - k. Irrigation frequency of each zone
 - l. Presence of back-flow prevention device(s)
 - m. Dimension of turf area in square feet
 - n. Distribute the outdoor water conservation information packets (provided by the Authority) to the program participants
 - o. Catch-can test of one irrigation zone.
 2. Enhanced Program
 - a. Catch-can audits or entire irrigation system by zone
 - b. Sprinkler head replacement (for broken or mixed heads)
 - c. Capping unnecessary heads
 - d. Replacement of rain sensors or weather stations with a WaterSense approved product associated with the existing WaterSense irrigation controller (for example Solar Sync with Hunter controllers)
 - e. Replacement of obsolete-outdated controllers with WaterSense approved controllers
 - f. Adjustment of irrigation controller based on the catch can test
 - g. Raising of a low irrigation head
 - h. Straightening of a crooked irrigation head
- f. Prepare an evaluation report and distribute to program participant and to the Authority's Project Manager within 14 days of completing the evaluation. Evaluation report(s) should be sent to the program participant via US mail; the evaluation report to the Authority should be sent via electronic format. (The evaluation report format is included as Exhibit 2.B.)

- i. Exhibit 2.A: Sample Participant Letter
- ii. Exhibit 2.B: Irrigation Evaluation Report
- g. Provide invoices for completed irrigation evaluations and follow-ups to the Authority monthly. **Note:** Payment of invoices will be made only for the addresses for which the Authority has a completed Irrigation Evaluation Report.

2.9. IRRIGATION REPORTS. Based on the information gathered during the site visit, irrigation reports shall be provided in the format included in Exhibit 2.B. and shall include, but not be limited to, the following items:

- a. Recommendations to improve the efficiency of the irrigation system;
- b. Recommended run time and irrigation frequency for each zone to prevent over-watering;
- c. The amount of water the system currently utilizes (listed in gallons per cycle); and
- d. For Enhanced Program participants, a summary of improvements implemented.

2.10. QUALITY OF WORK. The exact amount of evaluations to be performed is estimated and actual evaluations will be dependent upon several factors, including the number of water customers who volunteer to participate, project funding, and the selected Contractor's (or Contractors') costs. Accordingly, the Authority cannot guarantee a minimum quantity of work.

- a. The Irrigation Contractor(s) must submit a separate price for each of the following items:
 - 1. On-site Irrigation System Evaluation
 - i. Core Program
 - ii. Enhanced Program, by program component;
 - 2. Rain sensor installation or repair (wireless rain sensor devices will not be eligible in the Core Program); and
 - 3. Follow-up Evaluation/implementation meeting with participants (approximately 25% of participants).

2.11. AUTHORITY REQUIREMENTS. The Authority shall provide the Contractor with:

- a. Water conservation educational packets;
- b. Program participant names, addresses and telephone numbers; and
- c. Sample copy of irrigation evaluation form in hard copy and electronic format.

PART III - QUOTE RESPONSE

3.1. BASIS FOR AWARD OF QUOTE. The Authority will award the contract to the lowest responsive, responsible bidder. The Authority does not bind itself to accept the minimum specifications stated in the RFQ but reserves the right to accept any quote that, in the judgment of the Authority, will best serve the needs and the interest of the Authority. The Authority reserves the right to delete line items as required to meet budget limitations. Responsive quotes must contain all of the following elements at the time of submittal. Failure to include in whole or in part any one of the following requirements may be grounds for rejection of the quote as non-responsive.

3.1.1 SATISFACTORY REFERENCES. Quote references must be provided as required by Section 1.10.

3.1.2 ACKNOWLEDGMENT OF ADDENDA. A written acknowledgment of receipt of all written addenda to the RFQ will be submitted with the completed quote form. An Acknowledgment of Addenda form is provided as Attachment 3.

3.1.3 COMPLETION OF ALL QUOTE DOCUMENTS. All quote documents and forms included in this section must be completely and accurately filled out and submitted with the quote response. Failure to do so could result in rejection of the quote as non-responsive. The bidder must provide costs for all quote items.

Attachments: Forms required with quote submission:

- Attachment 1 – Quote Response Form
- Attachment 2 – Mandatory Reference Information Form
- Attachment 3 – Acknowledgment of Addenda Form

Exhibits:

- Exhibit 1 – Sample Agreement between WRWSA and Contractor
- Exhibit 2A – Sample Participant Letter
- Exhibit 2B – Sample Irrigation Evaluation Report Form

ATTACHMENT 1
QUOTE RESPONSE FORM
FOR WRWSA IRRIGATION EVALUATION PROGRAM (Q138) – QUOTE NUMBER RFQ 20-01

The undersigned bidder has carefully read this Request for Quote (RFQ) and its provisions, terms and conditions covering the equipment, materials, supplies or services as called for, and fully understands the requirements and conditions. Bidder certifies that this quote is made without prior understanding, agreement, or connection with any corporation, firm, entity, or person submitting a quote for the same goods/services (unless otherwise specifically noted), and is in all respects fair and without collusion or fraud. Bidder agrees to be bound by all the terms and conditions of this RFQ and certifies that the person(s) signing this quote is (are) authorized to bind the bidder. Bidder agrees that if Bidder is awarded this RFQ, Bidder will provide the materials or services as stipulated in the specification of this RFQ 16-01. Bidder further agrees to furnish and to deliver as indicated, with all transportation charges prepaid, and for the prices quoted thereon as follows: **3600 W. Sovereign Path, Suite 228, Lecanto, Florida 34461.**

Administering Irrigation Evaluation Program, per specifications

Cost per Core Irrigation Evaluation and Report for properties with 8 zones or less, including:

Homeowner rain sensor and irrigation controller education	
Rain sensor test	
Catch-can audit of one zone	
Irrigation controller time adjustments	
Irrigation system zone-by-zone evaluation of efficiencies	
Irrigation controller battery replacement	
Audit report to the homeowner and the Authority	\$ _____
Added price for replacement of standard rain sensor when non-functioning, labor only. Part expense to be reimbursed at cost	\$ _____
Added price per rain sensor repair consisting of replacement of hydrostatic disks	\$ _____
Added price for each zone over 8, up to a maximum of 12 zones at a residence	\$ _____

Cost per Enhanced Evaluation Component

Catch-can audit of all zones	\$ _____
Sprinkler head replacement per head, labor only. Part expense to be reimbursed at cost	\$ _____
Capping unnecessary heads, price per head, labor only. Part expense to be reimbursed at cost	\$ _____
Replacement of rain sensors or weather stations on existing Water Sense labeled irrigation controller with product consistent with certification specifications, labor only. Part expense to be reimbursed at cost	\$ _____
Replacement of controller with WaterSense labeled controller, labor only. Product expense to be reimbursed at cost	\$ _____
Adjustment of irrigation controller based on the catch can test	\$ _____
Cost per new rain sensor installation, labor only. Part expense to be reimbursed at cost	\$ _____
Cost per follow-Up	\$ _____

(The quoted cost for each item should include all services detailed in the specification, with no additional charges including travel.)

ATTACHMENT 1
QUOTE RESPONSE FORM
FOR WRWSA IRRIGATION EVALUATION PROGRAM (Q138) – QUOTE NUMBER RFQ 20-01

Firm Name _____

Type Organization: ☐ Individual ☐ Small Business ☐ Non-Profit
 ☐ Partnership ☐ Corporation ☐ Joint Venture

Business is licensed (unless exempt by applicable law), permitted and certified to do business in the State of Florida:
☐ Yes ☐ No License# _____

Irrigation Auditors Certification # (from Secretary of State): _____

State of Florida Fictitious Name Reg. # (from Secretary of State): _____

Authorized Representative's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ Fax No.: _____ Email: _____

Federal I.D.#: _____ Invoice Terms: _____

Authorized Signature: _____ Date: _____

ATTACHMENT 2
MANDATORY REFERENCE INFORMATION FORM
(Must be Returned with Quote Response)

List a minimum of 3 business references of similar scope of work: References must be from firms representing your services of at least the same size and scope that we are requesting. Please insure all phone number and contacts are correct as to the performance of your company.

1. Business Name: _____
Contact Person: _____
Address: _____
Phone No: _____
Service Performed: _____

2. Business Name: _____
Contact Person: _____
Address: _____
Phone No: _____
Service Performed: _____

3. Business Name: _____
Contact Person: _____
Address: _____
Phone No: _____
Service Performed: _____

4. Business Name: _____
Contact Person: _____
Address: _____
Phone No: _____
Service Performed: _____

ATTACHMENT 3
ACKNOWLEDGMENT OF ADDENDA FORM
(Must be Returned with Quote Response)

Addendum No. _____ Signature _____

Addendum No. _____ Signature _____

Addendum No. _____ Signature _____

Addendum No. _____ Signature _____

Addendum No. _____ Signature _____

Addendum No. _____ Signature _____

Addendum No. _____ Signature _____

Company Name: _____

Name and Title: _____

Mailing Address: _____

Telephone Number: _____

Exhibit 1

**AGREEMENT BETWEEN THE
WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY
AND**

**FOR THE
WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY
REGIONAL IRRIGATION EVALUATION PROGRAM (Q138)**

The Agreement is made and entered into by and between the WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY, an independent special district created pursuant to Section 373.713, *Florida Statutes*, hereinafter referred to as the “Authority” whose address is 3600 W. Sovereign Path, Suite 228, Lecanto, Florida 34461, and _____.

WITNESSETH:

WHEREAS, the Authority desires to engage the Contractor to perform the scope of work (as set forth in Exhibit A of the proposed Agreement between the SWFWMD and WRWSA), hereinafter referred to as the “Project”; and

Whereas, the Contractor represents that it possesses the requisite skills, knowledge, expertise and resources, and agrees to provide the desired services to the Authority; and

Whereas, the Authority and the Contractor have agreed on the type and extent of services to be rendered by the Contractor and the amount and method of compensation to be paid by the Authority to the Contractor for services rendered.

NOW, THEREFORE, the Authority and the Contractor, in consideration of the mutual terms, covenants and agreements hereinafter contained, the parties hereto agree as follows:

Section 1. Independent Contractor.

Neither the Authority nor any of its contractual staff shall have any control over the conduct of Contractor or any of Contractor’s employees, except as herein set forth, and Contractor expressly warrants not to represent at any time or in any manner that Contractor or Contractor’s agents, servants or employees are in any manner agents, servants or employees of the Authority. It is understood and agreed that Contractor is, and shall at all times remain as to the Authority, a wholly independent contractor and that Contractor’s obligations to the Authority are solely as prescribed by the Agreement.

Section 2. Project Manager and Notices.

Each party hereby designates the employee set forth below as its respective Project Manager. Project Managers will assist with Project coordination and will be each party’s prime contact person. Notices and reports will be sent to the attention of each party’s Project Manager by U.S. mail, postage paid or by nationally recognized overnight courier, to the addresses set forth in the introductory paragraph of this Agreement; or, electronically to the parties’ email addresses as set forth below:

- a. Project Manager for the Authority: Suzannah J. Folsom
Address: Withlacoochee Regional Water Supply Authority
3600 W. Sovereign Path, Suite 228
Lecanto, Florida 34461
sfolsom@wrwsa.org
- b. Project Manager for the Contractor: _____
Address: _____

Any changes to the above representatives or addresses must be provided to the other party in writing.

Section 3. Scope of Work.

Upon receipt of written notice to proceed from the Authority, the Contractor agrees to perform the services necessary to complete the Project in accordance with the Project Plan set forth in Exhibit “A” of Agreement No.____[to be provided upon execution], the Agreement between the SWFWMD and WRWSA (Program Q138). Any changes to the Project Plan and associated costs must be mutually agreed to in a formal written amendment approved by the Authority and the Contractor prior to being performed by the Contractor, subject to the provisions of Paragraph 4, Compensation.

The parties agree that time is of the essence in the performance of each obligation under this Agreement.

SECTION 4. Compensation

Compensation for individual Work Orders performed by the Contractor shall be payable as follows:

- A. For satisfactory completion of the Project, the Authority agrees to pay the Contractor an amount not to exceed \$110,400.00. Payment will be made to the Contractor in accordance with the Project Budget contained in Exhibit “A” and the Local Government Prompt Payment Act, Part VII of Chapter 218, Florida Statutes (F.S.), upon receipt of a properly documented invoice. Invoices will be submitted monthly by the Contractor to the Authority electronically at lstout@wrwsa.org. or to the following address:

LuAnne Stout, Administrative Assistant
WRWSA
3600 W. Sovereign Path, Suite 228
Lecanto, FL 34461

- B. All invoices must include the following information:
 - (1) Contractor’s name, address and phone number (include remit address, if different than principal address in the introductory paragraph of this Agreement);
 - (2) Contractor’s invoice number and date of invoice;
 - (3) Dates of service;
 - (4) Contractor’s Project Manager;
 - (5) Authority’s Project Manager; and

- (6) Supporting documentation, necessary to satisfy auditing purposes, for cost and project completion including address and utility of audit. An invoice that does not conform with this paragraph will not be considered a proper invoice.
- C. Each Contractor invoice must include the following certification, and the Contractor hereby delegates authority by virtue of this Agreement to its Project Manager to affirm said certification:
- “I hereby certify that the costs requested for payment, as represented in this invoice, are directly related to the performance under the Withlacoochee Regional Water Supply Authority Regional Irrigation Evaluation Program agreement between the Withlacoochee Regional Water Supply Authority and _____, are allowable, allocable, properly documented, and are in accordance with the approved project budget.”
- D. The Authority may, in addition to other remedies available at law or equity, retain such monies from amounts due Contractor as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against the Authority. The Authority may set off any liability or other obligation of the Contractor or its affiliates to the Authority against any payments due the Contractor under any contract with the Authority.
- E. The Authority’s performance and payment pursuant to this Agreement are contingent upon the Authority’s Board appropriating funds in its approved budget for the Project in each Fiscal Year of this Agreement, and subject to Southwest Florida Water Management District (SWFWMD) appropriating funds for this project.

Section 5. Contract Period

This Agreement will be effective upon execution by all parties and will remain in effect through September 30, 2019, unless terminated, pursuant to Section 11 or 12 below, or as amended in writing by the parties.

Section 6. Project Records and Documents.

The Contractor, upon request, will permit the Authority to examine or audit all Project related records and documents during or following completion of the Project. The Contractor will maintain all such records and documents for at least three (3) years following completion of the Project. Each party will allow public access to Project documents and materials made or received by either party in accordance with the Public Records Act, Chapter 119, F.S.

Section 7. Ownership of Documents and Other Materials.

All documents, including reports, drawings, estimates, programs, manuals, specifications, and all goods or products, including intellectual property and rights thereto, purchased under this Agreement with Authority funds or developed in connection with this Agreement will be and will remain the property of the Authority.

Section 8. Reports

The Contractor will provide the Authority with any and all reports, models, studies, maps or other documents resulting from the Project. One (1) electronic set of any report must be submitted to the Authority as the Record copy.

Section 9. Indemnification.

The Contractor shall indemnify and hold harmless the Authority, and its directors, officers and contractual staff from liabilities, damages, losses, and costs, including but not limited to, reasonable attorney's fees, to the extent caused by negligence, recklessness, or intentional wrongful conduct of Contractor and other persons employed or utilized by the Contractor in performance of the Agreement. The execution of the Agreement by Contractor shall obligate Contractor to comply with the foregoing indemnification provision; however, the obligations of insuring this indemnification must also be complied with as set forth in Section 10 herein.

Section 10. Insurance Requirement.

A. The Contractor shall purchase and maintain, during the entire term of this Agreement, insurance in the following kinds and amounts or limits with a company or companies authorized to do business in the State of Florida and will not commence work under this Agreement until the Authority has received an acceptable certificate of insurance showing evidence of such coverage. Certificates of insurance must reference the Authority Agreement Number and Project Manager.

1. Workers Compensation. Coverage must apply for all employees and statutory limits in compliance with the applicable state and federal laws. In addition, the policy must include the following:
 - a. Employer's Liability with a minimum limit per accident in accordance with statutory requirements.
 - b. Notice of Cancellation and/or Restriction. The policy must be endorsed to provide the Authority with thirty (30) days written notice of cancellation and/or restriction.
 - c. If the Contractor does not carry workers' compensation coverage, Contractor must submit to the Authority both an affidavit stating that the Contractor meets the requirements of an independent contractor as stated in Chapter 440, F.S., and a certificate of exemption from workers' compensation coverage.
2. Commercial or Comprehensive General Liability. Coverage must include:
 - a. Liability insurance on forms no more restrictive than the latest edition of the Commercial General Liability policy (CG 00 01) of the Insurance Services Office without restrictive endorsements, or equivalent, with the following minimum limit and coverage:

\$1,000,000 per occurrence
 - b. Contractual coverage applicable to this specific contract, including any hold harmless and/or indemnification agreement, broad form property damage, explosion, collapse, and underground hazard coverage and independent contractor's coverage.
 - c. Additional Insured. Authority is to be specifically included as an additional insured to the extent of the Authority's interests arising from this Agreement.
 - d. Notice of Cancellation and/or Restriction. The policy must be endorsed to provide the Authority with thirty (30) days written notice of cancellation and/or restriction.
3. Comprehensive Automobile Liability. Coverage must be afforded on a form no more restricted than the latest edition of the Comprehensive Automobile Liability Policy filed by the Insurance Services Office and must include:

- a. Bodily Injury Liability per Person \$100,000
Bodily Injury Liability per Occurrence \$300,000
Property Damage Liability \$100,000
Or
Combined Single Limit \$500,000
 - b. Vehicle liability insurance shall include owned Vehicle, hired and Non-Owned Vehicles.
 - c. Notice of Cancellation and/or Restriction. The policy must be endorsed to provide the Authority with thirty (30) days written notice of cancellation and/or restriction.
- B. Insurance coverage shall be placed with insurers or self-insurance funds, satisfactory to the Authority, licensed to do business in the State of Florida and with a resident agent designated for the service of process. Contractor shall provide the Authority with financial information concerning any self-insurance fund insuring Contractor. At the Authority's option, Self-Insurance Fund financial information may be waived.
- C. All the policies of insurance so required of Contractor, except workers compensation and professional liability, shall be endorsed to include as additional insureds: the Authority, its directors, officers and agents. Such insurance policies shall include or be endorsed to include a cross liability clause so the additional insureds will be treated as if a separate policy were in existence and issued to them. If the additional insureds have other insurance, which might be applicable to any loss, the insurance required of Contractor shall be considered primary, and all other insurance shall be considered excess. The cross liability clause does not increase the limits of liability or aggregate limits of the policy.
- D. Deductible and self-insured retention amounts shall be subject to approval by the Authority, which approval shall not be unreasonably withheld. Contractor is responsible for the amount of any deductibles or self-insured retentions.
- E. Approval of the insurance by the Authority shall not relieve or decrease the liability of Contractor hereunder. Contractor acknowledges and agrees the Authority does not in any way represent the insurance (or the limits of insurance) specified in this Article is sufficient or adequate to protect Contractor's interests or liabilities, but are merely minimums.
- F. All of the policies of insurance required to be purchased and maintained (or the certificates or other evidence thereof) shall contain a provision or endorsement that the coverage afforded will not be cancelled, materially changed, or renewal refused, until at least thirty (30) days prior written notice has been given to the Authority and Contractor by certified mail. Contractor shall give notice to the Authority within twenty-four (24) hours of any oral or written notice of adverse change, non-renewal or cancellation. If the initial insurance expires prior to completion of the work, renewal Certificates of Insurance shall be furnished thirty (30) days prior to the date of their expiration.
- G. All insurance required hereunder shall remain in full force and effect until final payment and at all times thereafter when Contractor may be observing the correction, removal or replacement of defective work.

- H. All policies, except for workers' compensation and professional liability, shall contain provisions to the effect that in the event of payment of any loss or damage the insurer will have no rights of subrogation against the Authority, its consultants, directors, officers, representatives or agents. Nothing contained in these insurance requirements is to be construed as limiting the liability of Contractor or Contractor's insurance carriers.
- I. The commercial (occurrence form) or comprehensive general liability (occurrence form) insurance shall include contractual liability insurance applicable to all of the Contractor's obligations under the Agreement, including any indemnity or hold harmless provision.
- J. Contractor shall require each of its subcontractors, suppliers and other persons or organizations working for Contractor to procure and maintain, until the completion of that party's work or services, insurance of the types and in the coverage amounts required to be carried by Contractor in the Agreement unless the Authority agrees, in writing, to other types of coverage and/or lower coverage amounts. Provided, however, professional liability insurance shall not be required under the Agreement for subcontractors, suppliers or other persons or organizations working for Contractor, unless such party is a licensed professional. The preceding sentence does not preclude Contractor for requiring such insurance. Contractor shall be responsible for ensuring all of its subcontractors, suppliers and other persons or organizations working for Contractor in connection with the Project comply with all of the insurance requirements contained herein relative to each such party.

Section 11. Termination without Cause

This Agreement may be terminated by the Authority without cause upon ten (10) days written notice to the Contractor. Termination is effective upon the tenth (10th) day as counted from the date of the written notice. In the event of termination under this paragraph, the Contractor will be entitled to compensation for all services provided to the Authority up to the date of termination on a pro-rated basis and which are within the Scope of Work, are documented in the Budget, and are allowed under this Agreement.

In the event the Agreement should be terminated by the Authority or Contractor, or the term of the Agreement expires, the duties and obligations of Contractor under the following provisions shall survive termination and continue in full force and effect:

1. Section 4(B.6) and Section 6, regarding Audits;
2. Section 6, regarding Project Documents and Data;
3. Section 10, regarding Professional Liability Insurance; and
4. Section 9, regarding Indemnification.

Section 12. Default.

Either party may terminate this Agreement upon the other party's failure to comply with any term or condition of this Agreement, as long as the terminating party is not in default of any term or condition of this Agreement at the time of termination. The parties agree that this Agreement is an executor contract. To effect termination, the terminating party will provide the defaulting party with a written "Notice of Termination" stating its intent to terminate and describing all terms and conditions with which the defaulting party has failed to comply. If the defaulting party has not remedied its default within thirty (30) days after receiving the Notice of Termination, this Agreement will automatically terminate. In addition, the initiation, either by Contractor or against Contractor, of proceedings in bankruptcy, or other proceedings for relief under any law for the relief of debtors, or Contractor becoming insolvent, admitting in writing its inability to

pay its debts as they mature or making an assignment for the benefit of creditors will constitute a default by Contractor entitling the Authority to terminate this Agreement as set forth above. If after termination by the Authority, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Authority. The rights and remedies in this provision are in addition to any other rights and remedies provided by law or this Agreement.

Section 13. Release of Information.

The Contractor agrees not to initiate any oral or written media interviews or issue press releases on or about the Project without providing advance notice or copies to the Authority's Project Manager.

Section 14. Assignment.

Except as otherwise provided in this Agreement, Contractor may not assign any of its rights or delegate any of its obligations under this Agreement without the prior written consent of the Authority. If the Contractor assigns its rights or delegates its obligations under this Agreement without the Authority's prior written consent, the Authority is entitled to terminate this Agreement. If the Authority terminates this Agreement, the termination is effective as of the date of the assignment or delegation. Any termination is without prejudice to the Authority's claim for damages.

Section 15. Law Compliance.

The Contractor will abide by and assist the Authority in satisfying all applicable federal, state and local laws, rules, regulations and guidelines, related to performance under this Agreement. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, disability, marital status or national origin.

Section 16. Venue and Applicable Law.

All claims, counterclaims, disputes and other matters in question between the parties to this Agreement, arising out of or relating to this Agreement or the breach of it will be decided in accordance with the laws of the State of Florida and by a court of competent jurisdiction within the State of Florida, and Venue will lie in the County of Citrus.

Section 17. Remedies.

Unless specifically waived by the Authority, the Contractor's failure to timely comply with any obligation in this Agreement will be deemed a breach of this Agreement and the expenses and costs incurred by the Authority, including attorneys' fees and costs and attorneys' fee and costs on appeal, due to said breach will be borne by the Contractor. Additionally, the Authority will not be limited by the above but may avail itself of any and all remedies under Florida law for any breach of this Agreement. The Authority's waiver of any of the Contractor's obligations will not be construed as the Authority's waiver of any other obligations of the Contractor.

Section 18. Attorney Fees.

Should either party employ an attorney or attorneys to enforce any of the provisions of this Agreement, or to protect its interest in any matter arising under this Agreement, or to recover damages for the breach of this Agreement, the party prevailing is entitled to receive from the other party all reasonable costs, charges and expenses, including attorneys' fees, expert witness fees, fees and costs on appeal, and the cost of paraprofessionals working under the supervision of an attorney, expended or incurred in connection therewith, whether resolved by out-of-court

settlement, arbitration, pre-trial settlement, trial or appellate proceedings, to the extent permitted under Section 768.28, F.S. This provision does not constitute a waiver of the Authority's sovereign immunity or extend the Authority's liability beyond the limits established in Section 768.28, F.S.

Section 19. Subcontractors

The Contractor may not subcontract with any entity to perform any of the Contractor's obligations or services under this Agreement.

Section 20. Disadvantaged Business Enterprises.

The Authority expects the Contractor to make good faith efforts to ensure that disadvantaged business enterprises, which are qualified under either federal or state law, have the maximum practicable opportunity to participate in contracting opportunities under this Agreement. Invoice documentation submitted to the Authority under this Agreement must include information relating to the amount of expenditures made to disadvantaged businesses by the Contractor in relation to this Agreement, to the extent the Contractor maintains such information.

Section 21. Third Party Beneficiaries.

Nothing in this Agreement will be construed to benefit any person or entity not a party to this Agreement.

Section 22. Public Entity Crimes.

Pursuant to Subsections 287.133(2) and (3), F.S., a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for Category Two, for a period of 36 months following the date of being placed on the convicted vendor list. By signing this Agreement, Contractor warrants that it is not currently on a suspended vendor list and that it has not been placed on a convicted vendor list in the past 36 months. Contractor further agrees to notify the Authority if placement on either of these lists occurs.

Section 23. Discrimination.

Pursuant to Subsection 287.134(2)(a), F.S., an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity. By signing this Agreement, Contractor warrants that it is not currently on the discriminatory vendor list and that it has not been placed on the discriminatory vendor list in the past 36 months. Contractor further agrees to notify the Authority if placement on this list occurs.

Section 24. Public Records

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (352)527-5795, SFOLSOM@WRWSA.ORG, LECANTO GOVERNMENT BUILDING, 3600 W. SOVEREIGN PATH, SUITE 228, LECANTO FL 34461

The Contractor must comply with Florida's public records laws, including but not limited to the following:

1. Keep and maintain public records required by the public agency in order to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

Section 25. Dispute Resolution

The Parties will use their best efforts to resolve amicably any dispute, including use of alternative dispute resolution options.

Section 26. Controlling Law

- A. The Agreement is to be governed by the laws of the State of Florida. The sole and exclusive venue for any litigation resulting out of the Agreement shall be in Citrus County, Florida.
- B. In the event of any litigation arising out of the Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all litigation expenses, including witness fees, court costs and attorneys' fees.

Section 27. Extent of Agreement

- A. The Agreement represents the entire and integrated agreement between the Authority and Contractor and supersedes all prior negotiations, representations or agreement, either written or oral.

- B. Except as is provided for in Section 11 hereof, the Agreement may only be amended, supplemented, modified, changed or cancelled by a written instrument duly executed by both parties.
- C. Contractor shall cooperate with the Authority in making any reasonable changes to the Agreement.

Section 28. Agreement Documents

The documents, which comprise the Agreement between the Authority and Contractor, consist of the Agreement and the following documents, which are attached hereto and incorporated by reference:

- A. Project Budget, attached hereto as Exhibit “A”;
- B. Contractor’s Statement of Qualifications, attached hereto as Exhibit “B”;
- C. Certificate of Insurance, attached hereto as Exhibit “C”;
- D. Any written amendments, modifications, work orders or addenda to the Agreement; and
- E. General Conditions contained with the Request for Quotes.

IN WITNESS WHEREOF, the parties hereto have executed the Agreement as of the day and year written above.

ATTEST: **WITHLACOOCHEE REGIONAL
WATER SUPPLY AUTHORITY**

BY: _____
Suzannah J. Folsom, PE, PMP Date
Executive Director

WITNESSES: _____
Date

BY: _____
Name
Company title

Title

PREPARED BY:

Robert Batsel
General Counsel for
Withlacoochee Regional Water Supply Authority

EXHIBIT A
PROJECT BUDGET

<p style="text-align: center;">EXHIBIT "A" Agreement Between the WRWSA and</p> <hr/> <p style="text-align: center;">PROJECT BUDGET ⁽¹⁾</p>	
Item	Cost
Core evaluations (___ evaluations @ \$xxx.xx each, inclusive of labor and program administration)	\$xxx.xx
Core evaluation rain sensors (___ rain sensors @ \$xxx.xx each)	\$xxx.xx
Enhanced evaluations (___ evaluations @ \$xxx.xx each, inclusive of labor and program administration)	\$xxx.xx
Catch-can audits	\$xxx.xx
Sprinkler head replacement	\$xxx.xx
Capping unnecessary heads	\$xxx.xx
Replacement of rain sensors or weather stations	\$xxx.xx
Replacement of controllers with WaterSense approved controllers	\$xxx.xx
Adjustment of irrigation controller based on the catch can test	\$xxx.xx
Follow-up evaluations (___ follow-ups @ \$xxx.xx each, inclusive of labor and program administration)	\$xxx.xx
Total Budget	\$xxx.xx
⁽¹⁾ Based on RFQ 20-01 Quote Response Form	

EXHIBIT B
Statement of Qualifications

EXHIBIT C
Certificate of Insurance
(to be attached to signature copy)

EXHIBIT D
Amendments, Modifications, Work Orders, or Addenda
(as needed)

Exhibit E.
Part I – General Conditions from the Q138 Request for Quotes

PART I – GENERAL CONDITIONS

(Any changes to quote document would cause this section to be changed)

- 1.1 **CORRESPONDENCE.** Unless otherwise stated or notified in writing, correspondence relating to this RFQ will be sent to the Authority at 3600 W. Sovereign Path, Suite 228, Lecanto, FL 34461, and to the bidder at the address stated on the Quote Response Form.
- 1.2 **CONTRACT/AWARD PERIOD.** The contract/award period will be up to thirty-six (36) months. It is renewable at the Authority's option for two (2), twelve (12) month periods, beginning on the date of the intent to award or finalization of the written agreement (whichever is utilized) and will remain in full force and effect for as long as the Authority has a need for the awarded goods or services, and providing there is an availability of sufficient approved funding to pay for the awarded goods or services.
- 1.3 **QUESTIONS.** The Authority will accept **written** questions in the form of e-mail, fax or by mail relating to this RFQ only during the following period: July 20, 2020 to August 21, 2020.
- 1.4 **DELAYS, CHANGES AND ADDENDA.** The Authority reserves the right to delay scheduled RFQ due dates if determined to be in the best interest of the Authority. Any changes, delays or addenda related to this RFQ issued by the Authority will be sent to all persons/firms recorded as having received the original RFQ.
- 1.5 **QUOTE OPENING.** Quotes will opened **August 21, 2020 at 2:00 p.m.**, in the Authority offices at 3600 W. Sovereign Path, Suite 228, Lecanto, FL 34461, and will remain binding upon the bidder for a period of 90 days thereafter. Pursuant to Section 119.071(1)(b), Florida Statutes (F.S.), all quotes submitted will be subject to review as public records ten (10) days from quote opening or at the time the Authority provides notice of its intended decision if such decision is reached prior to the expiration of the ten day period.
- 1.6 **CANCELLATION.** The Authority reserves the right to cancel the RFQ prior to bid opening and will give notice of cancellation to all persons/firms recorded as having received the original RFQ. Additionally, the Authority reserves the right to reject all quotes, cancel the RFQ, or cancel the Award or Intent to Award. Notice of cancellation or rejection will be sent to all bidders and/or all persons/firms recorded as having received the original RFQ. No bidders will have any rights against the Authority arising from its selection by means of an Award or Intent to Award. An Award or Intent to Award does not constitute a contract with the Authority. Thus, the Authority may cancel the Award or Intent to Award after it has been made but before a contract has been executed.
- 1.7 **QUOTE WITHDRAWAL.** Quotes may only be withdrawn prior to the date and time set forth in item 1.5 above if the Authority receives a signed written request to withdraw a bid from an authorized representative of the bidder.
- 1.8 **QUOTE SIGNATURE AND FORM.** An authorized representative of the bidder must manually sign the attached Quote Response Form where indicated. All quotes must be typed

or printed and signed in non-erasable ink in the spaces provided on the Quote Response Form. All corrections made to the quote by the bidder must be initialed.

- 1.9 **REJECTION OF QUOTE.** The Authority reserves the right to reject any and all quotes or waive any minor irregularity or technicality in quotes received. Quotes which are incomplete, unbalanced, conditional, obscure, or which contain additions not required, or irregularities of any kind, or which do not comply in every aspect with the RFQ, may be rejected at the option of the Authority. Obvious errors in the quote may be grounds for rejection of the quote.
- 1.10 **REFERENCES.** The bidder must provide at least three (3) references who can verify bidder's qualifications and past performance record on projects of similar size and scope, as may be more specifically described in Attachment 2.
- 1.11 **FURNISHING SERVICES.** Contract services are to be furnished on an "as-needed, when-needed basis" during the life of the contract and there is **NO** guaranteed quantity expressed or implied to be utilized.
- 1.12 **TRANSPORTATION AND TRAVEL.** All transportation and travel expenses are to be included in the Contractors hourly rate, as referenced on the Quote Response Form (Attachment 1).
- 1.13 **SUBCONTRACTORS.** (NO SUBCONTRACTING) The Contractor will not subcontract with any entity to perform any of the Contractor's obligations or services under this Agreement.
- 1.14 **MATERIALS, APPLIANCES, EMPLOYEES.** Unless otherwise stipulated, the Contractor will furnish and pay for all materials, labor, water, tools, equipment, light, power, transportation and other facilities necessary for the execution and completion of the work.
- 1.15 **PROTECTION OF WORK AND PROPERTY.** The Contractor will continuously maintain adequate protection of all his work from damage and will protect the adjacent properties and all others from injury or loss arising in connection with the performance of the project work. Contractor will make good any such damage, injury or loss except such as may be directly due to errors in the Contract Documents or caused by the agents or employees of the Authority. The Contractor will adequately protect and maintain all passage ways, guard fences, lights and other facilities for safety protection required by public authority or local conditions.
- 1.15.1 At all times, the Contractor will protect all public and privately owned property, structures, utilities, and work of any kind against damage or interruption of service which may result from the operations of the Contractor. Damage or interruption to service resulting from failure to do so will be repaired or restored at the expense of the Contractor.
- 1.16 **GUARANTEE.** All equipment, materials and installation thereof which are furnished by the Contractor will be guaranteed by the Contractor against defective workmanship, mechanical and physical defects, leakage, breakage and other damages and failure under normal operation for a period of one year from and after the date of acceptance thereof by the Authority. Each item of equipment or materials and installation proving to be defective within the specified period of the guaranty will be replaced without cost to the Authority by the Contractor or by the Surety.

- 1.17 **TAXES.** The Authority is exempt from federal excise tax (exemption number 59-1961659) and state sales tax (exemption number 85-8012584919C-2). Costs on the Quote Response Form must include Florida State sales and any other taxes, except federal excise tax, applicable to materials purchased by the Contractor in accordance with Florida and federal law.
- 1.18 **OWNERSHIP OF DOCUMENTS AND OTHER MATERIALS.** All documents, including reports, drawings, estimates, programs, manuals, specifications, and all goods or products, including intellectual property and rights thereto, purchased under the Agreement with Authority funds or developed in connection with the Agreement will be and will remain the property of the Authority.
- 1.19 **INDEMNIFICATION.** The Contractor agrees to defend, indemnify and hold harmless the Authority, its agents, employees and officers, from and against all liabilities, claims, damages, expenses or actions, either at law or in equity, including attorneys' fees and costs and attorneys' fees and costs on appeal, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor, its agents, employees, subcontractors, assigns, heirs or anyone for whose acts or omissions any of these persons or entities may be liable during the Contractor's performance under the Agreement.
- 1.20 **TERMINATION WITHOUT CAUSE.** The Agreement may be terminated by the Authority without cause upon ten (10) days written notice to the Contractor. Termination is effective upon the tenth (10th) day as counted from the date of the written notice. In the event of termination under this paragraph, the Contractor will be entitled to compensation for all services provided to the Authority up to the date of termination on a pro-rated basis and which are within the Scope of Work, are documented in the Schedule of Values, and are allowed under the Agreement.
- 1.21 **INSURANCE.** The Agreement resulting from this RFQ will require the Contractor to maintain during the entire term of the Agreement, insurance in the following kinds and amounts or limits with a company or companies authorized to do business in the State of Florida. The Contractor will not commence work under the contract(s) until the Authority has received an acceptable certificate or certificates of insurance showing evidence of such coverage. Certificates of insurance must reference the Authority Agreement Number and Project Manager.
- 1.21.1 Liability insurance on forms no more restrictive than the latest edition of the Commercial General Liability policy (CG 00 01) of the Insurance Services Office without restrictive endorsements, or equivalent, with the following minimum limits and coverage's:
- Per Occurrence \$1,000,000
- 1.21.1.1 The Contractor must purchase and maintain risk, all risk, insurance based on the completed value of the project. The policy must include all materials intended for installation including those purchased by the Authority.
- 1.21.1.2 The Authority and its employees, agents, and officers will be named as

additional insured's on the general liability and builders risk policies to the extent of the Authority's interests arising from the Agreement.

- 1.21.2 Automobile liability insurance, including owned, non-owned and hired autos with the following minimum limits and coverage's:

Bodily Injury per Person	\$ 100,000
Bodily Injury Liability per Occurrence	\$ 300,000
Property Damage Liability	\$ 100,000
Or	
Combined Single Limit	\$ 500,000

- 1.21.3 Contractor must carry workers' compensation insurance in accordance with Chapter 440, F.S., and maritime law, if applicable. If Contractor does not carry workers' compensation coverage, Contractor must submit to the Authority both an affidavit stating that the Contractor meets the requirements of an independent contractor as stated in Chapter 440, F.S., and a certificate of exemption from workers' compensation coverage.

- 1.21.4 Certificates of insurance must provide for mandatory thirty (30) days prior written notice to the Authority of any change or cancellation of any of the required insurance coverage.

- 1.22 **RESPONSIVE/RESPONSIBLE.** The Authority shall evaluate eligible responsive responses. Responses that do not meet all requirements of this solicitation or fail to provide all required information, documents, or materials may be rejected as non-responsive. Respondents whose responses, past performance, or current status do not reflect the capability, integrity or reliability to fully and in good faith perform the requirements of the bid may be rejected as non-responsible. The Authority reserves the right to determine which responses meet the requirements of this solicitation, and which Respondents are responsive and responsible.

2.A. SAMPLE PARTICIPANT LETTER

DATE

Name
Address
City, State, Zip Code

Subject: Potential Water Bill Savings

Dear Name,

We noticed your water usage has averaged about _____ gallons per month at your home located at _____, _____ County, Florida. This usage is higher than the average user. The average residential customer of the _____ Utilities Department is between 8,000-10,000 gallons per month, which includes both indoor and outdoor water consumption. So, we are trying to find ways to help you reduce your water use.

Based on past performance, I believe our Irrigation Evaluation program could reduce your water use by 20% or more. Using _____ County Utilities most recent water rates, I estimate participation in this program could save you an average of \$__ a month! There are other things Hernando County does to help customers save water, but I think the Irrigation Evaluation program will offer the greatest savings – and, it's FREE to you. See the enclosed brochure which further describes our program.

If you choose to participate, our contractor will run each of your irrigation system zones to identify ways to improve water efficiency, create a map of the irrigation system for you to keep, and provide written recommendations of improvements. With your permission, he can even do some minor fixes and adjustments at no cost to you. All you must do is complete the enclosed application and return it in the self-addressed postage paid envelope provided.

The contractor will contact you to schedule a convenient time to visit your home. This is a by 'invitation only' offer available on a first-come, first-served basis. Space is limited. I hope you will consider participating. If you have any questions, please give me a call. I look forward to working with you.

Sincerely,

Signed

Enclosures

Exhibit 2.B.

Sample

Residential Landscape/Irrigation Evaluation Report

Note: The following sample report format is derived from Phase 3 of the Irrigation Audit Program and modifications will be necessary to reflect changes incorporated into Phase 4, specifically tailoring the report to the Core and Enhanced aspects of the program.

Phase 4 Residential Irrigation Audit Program

Evaluator:

Date:

Resident Name:

Address:

E-mail:

Report Overview:

On Monday, July 18, 2016, a site inspection was conducted for the irrigation system at the above referenced residence. The irrigation system is connected to the potable (drinking) water supply. A visual inspection as well as a more in-depth review of the irrigation system was conducted. The findings are outlined below as well as recommendation for addressing the system issues and setting of watering durations.

Turf Area

Residential Irrigation Evaluation Report

Checklist:

Item	Location	Functioning?
Time Clock	Garage wall of the residence	Program A, Zones 1-8 Program Running Days:, Tuesday, Thursday & Saturday @ 1am Zones #1 thru #3, #7 & #8 running 40 minutes Zones #2 & #3 running 40 minutes Zone #4 running 30 minutes Zone #5 running 20 minutes Zone #6 running 55 minutes Program B, Zone 2 Program Running Days:, Mon., Wed., Fri. & Sat. @ 5:15am Zone #2 running 35 minutes Low Volume Zone (Hose bib battery valve) Program Running Days: Every 3 days #9 running 45 minutes
Rain Sensor	East Side	No, new wired sensor installed and functioning correctly
Backflow Preventer	Side yard	Yes

Evaluation:

Area	Observation	Action	Addressed by Homeowner
General	Spray Heads & Rotor Heads have irregular head spacing	Recommend moving heads and adding heads as noted below to achieve head to head coverage and improve the spray pattern coverage	
	The overall turf maintenance can be reduced as large turf areas are difficult to maintain	Recommend reducing the turf areas by installing Florida Friendly Landscape materials that are suited for the site conditions	
	Zones are irrigating turf and landscape beds within the same zone	It is not recommended to irrigate turf and landscape beds within the same zone as each have different water requirements. Recommend separating the landscape beds and turf/lawn areas into separate zones	
	Spray Heads in the landscape beds are being blocked by plant material	Recommend making adjustments as noted below to improve the irrigation coverage	

Residential Irrigation Evaluation Report

Area	Observation	Action	Addressed by Homeowner
	Several heads are of a different manufacture than other heads on the zones	It is not recommended to use different manufacturer's equipment within a zone as the spray nozzle precipitation rates vary between the different manufactures and can create uneven coverage. Recommend installing all of the same equipment fitted with matched precipitation rate nozzles on each zone.	
Zone #1 Rotor Zone Side Yard Turf Area (See attached site plan)	Water can be conserved as Rotor Head R1 is leaking	Recommend replacing the head with a similar large turf Rotor Head similar to other heads on the zone fitted with a matched precipitation rate spray nozzle	
	Water can be conserved as Rotor Head R4 is over spraying onto the street	Recommend adjusting the spray pattern to reduce overspray and to conserve water	
	Zone is operating at approximately 9 Gallons Per Minute (GPM)	No action	
Zone #2 Rotor Zone Side Yard Turf Area (See attached site plan)	Water can be conserved as Rotor Heads R5 thru R7 are irrigating a narrow turf area and over spraying mature plantings	Recommend replacing the heads with fixed Spray Heads fitted with strip spray nozzles to reduce overspray and to conserve water	
	Spray pattern coverage for the turf areas can be improved as Rotor Head R6 is set too low and blocked by the surrounding turf areas	Recommend raising the head and also recommend trimming the turf around the head to conserve water	
	Zone is operating at 10 GPM	No Action	

Residential Irrigation Evaluation Report

Area	Observation	Action	Addressed by Homeowner
Zone #3 Rotor Zone Front Yard Turf Area & Landscape Beds (See attached site plan)	Spray pattern coverage can be improved as rotating Spray Head #1 is located in a planting bed	Recommend moving the head to the turf area for better coverage	
	Water can be conserved as Rotor Head R8 is over spraying onto the street	Recommend adjusting the spray pattern to reduce overspray and to conserve water	
	Zone is operating at approximately 11 GPM	No action	
Zone #4 Spray Zone Side Yard Turf Area (See attached site plan)	Spray pattern coverage can be improved as Spray Head #2 does not have head to head spray pattern coverage for the turf areas	Recommend adding a similar fixed Spray Head at the street fitted with a matched precipitation rate spray nozzle to improve the spray pattern coverage for the turf areas	
	Water can be conserved as Spray Head #8 is over spraying onto the air conditioning unit	Recommend adjusting the spray pattern to reduce overspray, conserve water and prevent water damage to the air conditioning unit	
	Water can be conserved as Spray Head #9 is over spraying onto the residence	Recommend adjusting the spray pattern to reduce overspray, conserve water and prevent water damage to the residence	
	Spray pattern coverage can be improved as Spray Head #10 is set too low and blocked by the surrounding turf	Recommend raising the head or replacing the 4" tall Spray Head with a 6" tall Spray Head to improve the spray pattern coverage for the turf area	
	Zone is operating at 6 GPM	No action	

Area	Observation	Action	Addressed by Homeowner
Zone #5 Spray Zone Front/Side Yard Planting Beds & Turf Areas (See attached site plan)	Spray pattern coverage can be improved for the turf areas as Spray Heads #17, #18 & #19 are blocked by the plantings	Recommend moving the heads to the turf area to improve the spray pattern coverage for the turf	
	Water can be conserved as Spray Heads #11 thru #15 are irrigating mature plantings	Recommend replacing the heads with low volume dripline or micro-irrigation on a separate low volume zone to conserve water	
	Water can be conserved as Spray Head #16 is irrigating an area covered by low volume dripline	Recommend capping the head to conserve water	
	Zone is operating at 12 GPM	No action	
Add additional information for additional zones as appropriate			

A catch can test was performed on Zones #4 & #7 to determine the system spray uniformity and also determine appropriate run times for the scheduled waterings in order to achieve a 1/2" to 3/4" application rate.

Zone #4 is running at 6 gallons per minute and according to the catch can test, is operating at 45% spray uniformity for the Zone (above 70% is considered to be good). This zone is applying 1.38" of water per hour. The lawn has areas of distress. If the recommendations above are made to the system with the application rate increased to 1.40" per hour and the spray uniformity improved to 70%, it is recommended that the zone runtime be set at 30 minutes once per week to achieve a 1/2" application rate. Also, based on the existing soil profile (sandy clay) and root depth it is recommended that the runtime be completed in one application.

Zone #7 is running at 8 gallons per minute and according to the catch can test, is operating at 52% spray uniformity for the Zone (above 70% is considered to be good). This zone is applying .68" of water per hour. The lawn has areas of distress. If the recommendations above are made to the system with the application rate increased to .70" per hour and the spray uniformity improved to 70%, it is recommended that the zone runtime be set at 60 minutes once per week to achieve a 1/2" application

rate. Also, based on the existing soil profile (sandy clay) and root depth it is recommended that the runtime be completed in one application.

Irrigation Schedules:

The Watering schedule below (Left Side) reflects the information recorded from the irrigation controller at the time of the inspection by the irrigation evaluator called (Pre-inspection zone runtimes and water usage). The water schedule below (Right Side) reflects recommended changes to the watering times and frequency based on the evaluation inspection called (Post-inspection zone runtimes and water usage). These modifications can create significant water savings in many cases.

The suggested runtimes reflect the fact that Spray Heads deliver more water than rotor sprinklers during a given time period and that turf grasses typically require more frequent irrigation than most plants and shrubs. Following the Post Inspection suggested runtimes will allow for deeper development of turf grass roots, greater soil moisture retention and help promote a more drought resistant turf. Overwatering allows water to travel beyond the root zone, while under-watering may cause shallow roots that will dry out quickly.

Plant type	Pre-inspection zone runtimes and water usage	Plant type	Post-inspection suggested Runtimes and water usage
	Program A (3 application times per week)		Program A (1 application time per week)
Turf	Zone 1 (Rotor) - 40 mins = 360 Gal	Turf	Zone 1 (Rotor) - 60 mins = 540 Gal
Turf	Zone 2 (Rotor) - 40 mins = 400 Gal	Turf	Zone 2 (Rotor) - 60 mins = 600 Gal
Mixed	Zone 3 (Rotor) - 40 mins = 440 Gal	Turf	Zone 3 (Rotor) - 60 mins = 660 Gal
Turf	Zone 4 (Spray) - 30 mins = 180 Gal	Turf	Zone 4 (Spray) - 30 mins = 180 Gal
Mixed	Zone 5 (Spray) - 20 mins = 240 Gal	Turf	Zone 5 (Spray) - 30 mins = 360 Gal
Mixed	Zone 6 (Spray) - 55 mins = 715 Gal	Turf	Zone 6 (Spray) - 30 mins = 390 Gal
Turf	Zone 7 (Rotor) - 40 mins = 320 Gal	Turf	Zone 7 (Rotor) - 60 mins = 480 Gal
Turf	Zone 8 (Rotor) - 40 mins = 400 Gal	Turf	Zone 8 (Rotor) - 60 mins = 600 Gal
	Program A - Current Total Water Usage (per application) = 3,055 Gallons per application x 3 applications per week = 9,165 Gallons per week		Program A - Total Water Usage (per application) after run time modifications = 3,810 Gallons per week
	Program C (4 application times per week)		Program C (0 application time per week)
Turf	Zone 2 (Rotor) - 35 mins = 350 Gal	Turf	Zone 2 (Rotor) - 0 mins = 0 Gal
	Program C - Current Total Water Usage (per application) = 350 Gallons per application x 4 applications per week = 1,400 Gallons per week		Program C - Total Water Usage (per application) after run time modifications = 0 Gallons per week
	Hose Bib Battery Valve (2.5 application times per week)		Hose Bib Battery Valve (2.5 application times per week)
Plants	Zone 9 (Low Vol.) - 45 mins = 180 Gal	Plants	Zone 9 (Low Vol.) - 45 mins = 180 Gal
	Bib Valve -Current Total Water Usage (per application) = 180 Gallons per application x 2.5 applications per week = 450 Gallons per week		Hose Bib Valve -Current Total Water Usage (per application) = 180 Gallons per application x 2.5 applications per week = 450 Gallons per week
	Current Total Water Usage (per application) = 11,015 Gallons per week		Total Water Usage (per application) after run time modifications = 4,260 Gallons per week

*Plant type has three terms: Turf Only, Plants/Shrubs only and Mixed (combination of both)

- Consider placing these charts next to your controller.
- Consider skipping your watering day when there is significant rainfall 1/2 half inch or more).

When watering your lawn and landscape please observe the local water use restrictions.

Please check for any changes to the current watering restrictions at:

<http://swfwmd.state.fl.us/conservation/restrictions/swfwmd.php>

Additionally, seasonal adjustments may also be used to further reduce water use during the winter months (December, January and February) when root growth is minimal thus requiring much less water. By watering every other week during the winter months an additional 25,560 gallons could be saved. The controller also has a seasonal adjustment capability that can also be used to adjust runtimes of all zones by increasing or reducing the percentage of application time; during the rainy season or in winter months when plant materials are not in a growth cycle, the controller's seasonal adjustment can be set at 60% to 80% of the current application rate to conserve water.

Also note: additional water savings can occur by repairing leaks, removing heads, capping heads and changing nozzles on heads as noted above.

The chart below reflects how much water is currently used compared to the Post-evaluation water use with adhering to the recommendations noted above.

Estimate of existing water usage ¹	Post-evaluation water use ²	Projected annual gallons saved ²	Projected Annual Gallons Saved w/ Skip a Week ²
11,015 GAL/CYCLE/WEEK	4,260 GAL/CYCLE	6,755 GAL/CYCLE	4,260 GAL/CYCLE
572,780 GAL/YEAR	221,520 GAL/YEAR	351,260 GAL/YEAR	376,820 GAL/YEAR (66% Annual Savings)

¹ Based on watering days and applications as noted above

² Based on 1 day a week watering with 1 application per day

Not only is it important to follow these recommendations because it will help conserve the water supply in the Coastal Rivers and Withlacoochee river Basins, it may also help to lower your current utility bill.

For system repairs: Contact a licensed irrigation contractor for a professional installation, particularly if the system involved additional equipment or major modifications. For a listing of qualified contractors in your area, call the Florida Irrigation Society at 1-800-441-5341 or visit their website:

<http://www.fisstate.org/>. or refer to the yellow pages of the phone directory. For do-it-yourselfers, irrigation supplies can be obtained from home improvement centers or irrigation supply facilities.

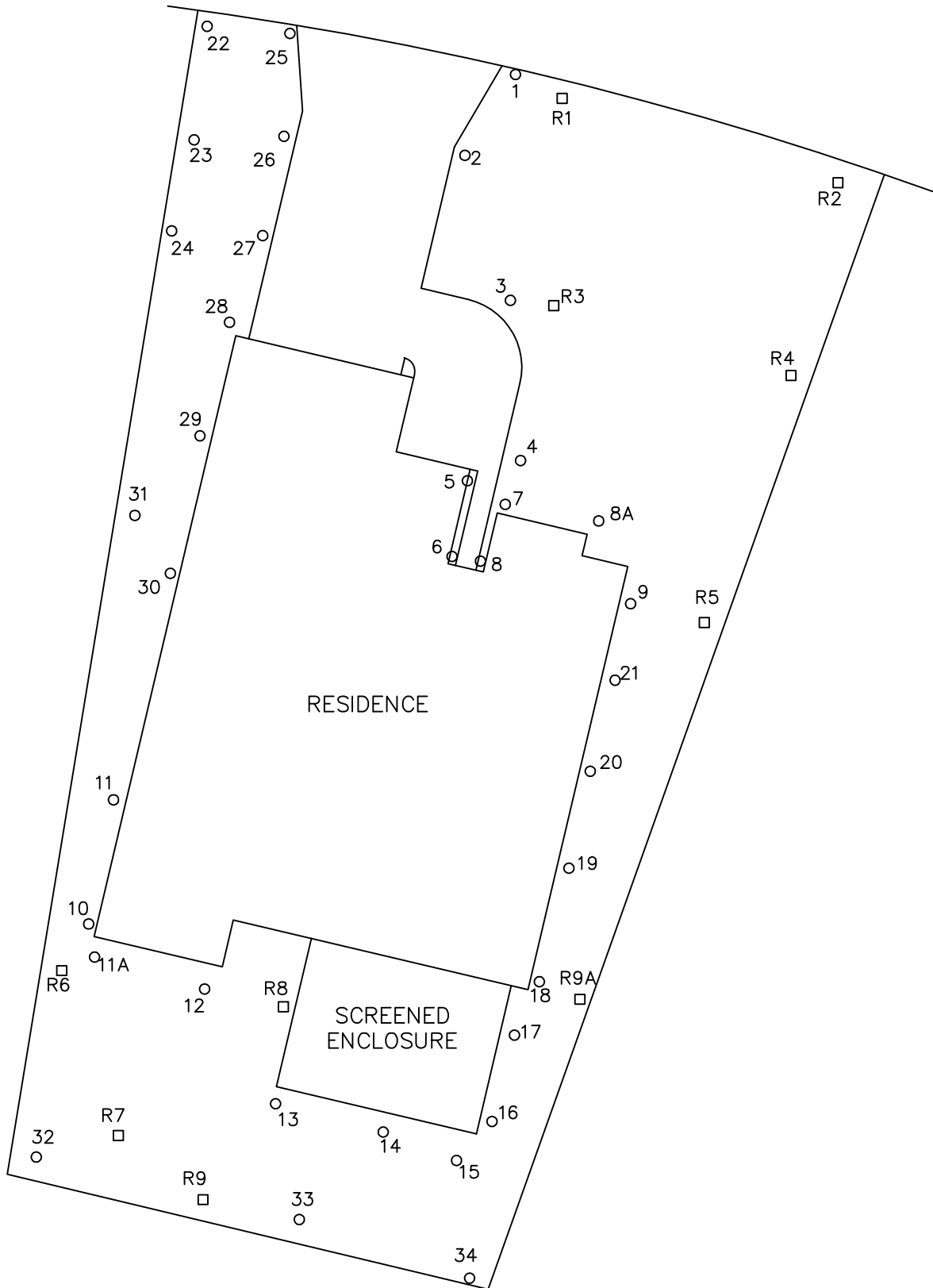
Approximately once per month inspect the irrigation system. Turn on each irrigation zone and visually examine all sprinkler heads. (Are they broken, spraying in the wrong direction or not rotating?) Take notes for later reference. Ten minutes of operation time is allowed for this inspection.

Thanks again for participating in the Withlacoochee Regional Water Supply Authority's Irrigation Evaluation program. We hope this information will benefit you. There are various recommendations and suggested changes made in this report.

Please contact WRWSA Contracted Administrator at 352-527-5795 if you have any questions or comments.

Urban runoff has been identified as the primary source of pollutant loading to surface waters in Florida and is regulated by local, state and federal regulations. Runoff in residential areas is contaminated with fertilizers, bacteria from pet waste, sediment, as well as oil and other automotive fluids from vehicles in driveways and streets. Your efforts in eliminating runoff from excessive irrigation helps reduce the amount of these pollutants which will be transported to local waters. By following the recommendations in this audit report not only will you be conserving water by irrigating more efficiently you will also be reducing your impact on the environment!

See attached Irrigation Layout Plan for irrigation equipment locations on the property.



NTS

Plan provided courtesy of Marion County

LEGEND

- Location of Spray Heads
- Location of Rotor Head

IRRIGATION LAYOUT PLAN

DATE:

Date Issued

APPLICANT:

John Doe
Ocala, Florida

Legislative Report

Mrs. Suzannah Folsom, Executive Director, will present this item.

The Florida 2019-2020 Legislative Regular Session began in mid-January ended in mid-March. Staff has prepared this update for the status of the five relevant bills that passed in the session related to conservation, water supply, public procurement, and environmental topics. The attached exhibit documents the status of these bills with one additional applicable bill that has been approved, Government Accountability for Special Districts.

See Exhibit

Staff Recommendation:

This item is for information only and no action is required.

Legislative Session Bills that passed that WRWSA is Tracking:

June 30, 2020

Bill Title	Significance	Bill	Status
Environmental Resource Management, Water Quality Improvements	Environmental Resource Management; Citing this act as the “Clean Waterways Act”; requiring the Department of Health to provide a specified report to the Governor and the Legislature by a specified date; requiring the Department of Health and the Department of Environmental Protection to submit to the Governor and the Legislature, by a specified date, certain recommendations relating to the transfer of the Onsite Sewage Program; directing water management districts to submit consolidated annual reports to the Office of Economic and Demographic Research; removing provisions requiring certain onsite sewage treatment and disposal system research projects to be approved by a Department of Health technical review and advisory panel.	SB 712 HB 1343	Senate version passed Senate and House. Signed by officers and presented to the Governor 6/16/2020. Effective Date: July 1, 2020
Aquatic Preserves	Aquatic Preserves; Creating the Nature Coast Aquatic Preserve in the coastal areas of Pasco, Hernando and Citrus Counties; designating the preserve for inclusion in the aquatic preserve system; outlining the authority of the Board of Trustees of the Internal Improvement Trust Fund in respect to the preserve; prohibiting the establishment and management of the preserve from infringing upon the riparian rights of upland property owners adjacent to or within the preserve. The bill specifies that the proposed preserve will be subject to the Power Plant Siting Act. This could affect a future seawater desalination water supply project located.	SB 1042 HB 1061	House version passed in House and Senate. Approved by the Governor 6/29/2020. Effective Date: July 1, 2020
Public Financing of Construction Projects	Requires a sea level impact projection (SLIP) study to be completed for public financed construction projects within the coastal building zone prior to commencing construction. This would be required for any future water supply projects completed by WRWSA within the coastal building zone.	SB 178 HB 579	Senate version passed in Senate and House. Approved by the Governor 6/29/2020. Effective Date: July 1, 2020

Bill Title	Significance	Bill	Status
Public Procurement of Services	Increases the maximum limits for continuing contracts covered by CCNA for an estimated project construction cost of \$2,000,000 to \$4,000,000, or a study cost from \$200,000 to \$500,000. These new increased limits will be considered in the next procurement of Continuing Services Contracts for professional services.	SB 504 HB 279	House version passed in House and Senate. Signed by officers and presented to the Governor 6/17/2020. Effective Date: July 1, 2020
Local Government Public Construction Works	Requires local governments and special districts to competitively bid projects if projected to be in excess of \$300,000, or greater than \$75,000 for electrical work. An exemption exists if the local government can use its own staff and equipment to self-perform the work. The bill requires that any estimates include employee compensation and benefits, direct purchased materials, and a factor of 20% for management, overhead and other indirect costs. This gives guidance on procurement procedures for future water supply projects, and any improvement projects for the CAB Wellfield, as administered by Citrus County.	SB 506 HB 441	House version passed in House and Senate. Approved by the Governor 6/29/2020. Effective Date: July 1, 2020
Government Accountability for Special Districts	Revises the method by which a special district may post its final audit report to its website; it provides revised guidelines for the conduct of board members in carrying out their official duties; it permits a special district to provide access to its audit by providing a link to the audit at the Auditor General's website; and it deletes a requirement for public facilities and meeting material postings.	SB 1466 HB 855	Senate version passed in Senate and House. Approved by Governor 6/23/2020. Effective Date: July 1, 2020

Water Use Permit Demand Summary

Mrs. Suzannah Folsom, Executive Director, will present this item.

One of the primary missions of the WRWSA is to prepare and analyze studies and feasibility reports regarding water supply development. The 2019 Regional Water Supply Plan (RWSP) Update was completed in 2019, and included demand projections for the major water users in the four County service area for the years 2020-2040.

The attached table provides a summary of the actual 12-month rolling average water demand by water use permit, and a comparison of that demand to the permit capacities and the projected values for 2020 in the RWSP. The table also includes the permit numbers and expiration dates.

The demands that exceed the permit quantities are shown in shaded cells and bold print text. The locations where the projected demands from the RWSP are more than 20% greater or less than the actual demands are also shown in shaded cells and bold print text.

If this information is of interest to the Board, it can be provided as a recurring status update in the future.

See Exhibit

Staff Recommendation:

This item is for discussion. No action is required.

Summary of Major Water Use Permits in WRWSA Service Area

Water Use Permit #	Applicant/Permittee Name	Permit Expiration Date	Permitted Average GPD	Actual 12-Month Rolling Average GPD*	Actual Use / Permit Capacity	WRWSA RWSP Projection for 2020 GPD	RWSP Accuracy for 2020 +/-%
Citrus County							
207.007	City of Crystal River	3/27/2032	919,000	717,136	78.0%	740,000	3.2%
419.012	City of Inverness	1/25/2021	1,535,000	1,046,060	68.1%	1,120,000	7.1%
1118.008	Floral City Water Association, Inc.	2/28/2038	395,000	351,290	88.9%	300,000	-14.6%
2842.011	Citrus County	8/25/2035	4,780,000	2,629,048	55.0%	2,540,000	-3.4%
4153.014	Rolling Oaks Utilities, Inc.	8/20/2038	1,573,000	1,605,642	102.1%	1,510,000	-6.0%
4406.008	Homosassa Special Water District	2/13/2022	960,000	803,850	83.7%	760,000	-5.5%
7121.006	Citrus County - Charles A Black	3/13/2022	4,597,000	4,877,161	106.1%	3,710,000	-23.9%
9791.011	Citrus County - Sugarmill Woods	11/17/2025	2,435,300	2,080,053	85.4%	2,290,000	10.1%
11839.008	GCP Walden Wds. One & Two, LLC, c/o Sun Communities, Inc.	4/23/2039	187,900	164,023	87.3%	140,000	-14.6%
20230.000	Ozello Water Association, Inc.	1/12/2022	509,000	N/A**	N/A	450,000	N/A
Hernando County							
5789.013	Hernando Co. BOCC, Wiscon Maintenance Compound/Attn: Landis Legg	8/26/2035	23,299,000	17,475,492	75.0%	18,850,000	7.9%
7627.005	City of Brooksville	2/25/2024	2,448,000	1,450,111	59.2%	1,120,000	-22.8%
Marion County - SWFWMD							
1156.012	Bay Laurel Community Development District	10/28/2021	2,555,000	3,576,672	140.0%	2,650,000	-25.9%
2999.005	Marion Utilities, Inc. Rainbow Lakes Estates	2/27/2035	126,000	97,074	77.0%	100,000	3.0%
5643.008	Utilities, Inc. of Florida - Golden Hills	2/23/2036	188,400	154,350	81.9%	160,000	3.7%
6151.013	Marion County Utilities Consolidated WUP	9/7/2021	6,661,000	5,325,792	80.0%	5,130,000	-3.7%
7849.005	Marion Utilities, Inc.- Woods & Meadows	4/20/2037	149,000	124,874	83.8%	140,000	12.1%
8020.007	Association of Marion Landing Owners, Inc.	12/5/2011	179,400	127,749	71.2%	160,000	25.2%
8339.008	Florida Governmental Utility Authority- Dunellon	3/21/2035	1,117,100	1,104,344	98.9%	910,000	-17.6%
8481.006	Marion Utilities, Inc.- Spruce Creek	6/24/2039	834,400	747,937	89.6%	690,000	-7.7%
Marion County - SJRWMD							
2993-10	Sunshine Utilities of Central Fla Inc - South Marion Regional Water System	12/17/2021	151,000	168,982	111.9%	230,000	36.1%
2995-6	Tradewinds Utilities Inc	2/27/2035	132,000	92,808	70.3%	100,000	7.7%
3016-3	Ocala East Villas Inc	9/4/2021	126,491	99,167	78.4%	100,000	0.8%
3021-5	Rolling Greens Communities	9/13/2025	610,000	486,251	79.7%	350,000	-28.0%
3043-7	Florida Governmental Utility Authority - Ocala Oaks	1/6/2040	194,000	120,674	62.2%	170,000	40.9%
3094-4	Marion Utilities Inc - Fore Acres	3/1/2021	145,000	102,271	70.5%	110,000	7.6%
3101-5	Marion Utilities Inc - Greenfields/Indian Pines	8/13/2021	194,000	122,896	63.3%	130,000	5.8%
3130-2	Sunshine Utilities - Sunray Estates	8/23/2020	229,000	108,128	47.2%	150,000	38.7%
3137-5	City of Belleview	10/11/2036	1,022,000	928,795	90.9%	860,000	-7.4%
4578-7	Marion County Utilities Consolidated CUP	9/10/2023	6,440,000	5,665,808	88.0%	6,620,000	16.8%
50324-9	City of Ocala	8/7/2027	15,260,000	11,648,042	76.3%	11,460,000	-1.6%
Sumter County							
1368.008	Lake Panasoffkee Water Assoc Inc	8/22/2024	410,000	273,672	66.7%	290,000	6.0%
6519.01	City of Bushnell	3/29/2031	1,366,800	455,085	33.3%	555,000	22.0%
7185.006	City of Webster	8/29/2022	102,900	80,757	78.5%	160,000	98.1%
8135.013	City of Wildwood	3/31/2035	4,344,800	2,424,590	55.8%	3,950,000	62.9%
8193.005	City of Center Hill	9/10/2022	170,500	66,137	38.8%	150,000	126.8%
13005.011	Village Center Community Development District	1/23/2038	19,345,900	23,075,749	119.28%	24,400,000	5.7%
20597.000	City of Wildwood-Continental Country Club	6/17/2026	238,400	140,025	58.7%	210,000	50.0%
*12-month Rolling Average from June 2019 - May 2020							
**No flow data was available for Ozello Water Association							

Item 12

Attorney's Report

To be provided at meeting

Item 13.a.

Executive Director's Report

Correspondence

Confirmation of Hernando County's annual audit

Shaun Kusnierczak <skusnierczak@hernandoclerk.org>

Tue 5/12/2020 2:09 PM

To: richardowen wrwsa.org <richardowen@wrwsa.org>

Cc: lstout wrwsa.org <lstout@wrwsa.org>

Mr. Owen,

In compliance with the audit requirements outlined in the WRWSA Grant Agreement, Hernando County's Comprehensive Annual Financial Report (CAFR) and audit reporting package may be found online at the following link: <http://hernandoclerk.com/filebrowser/download/4577070>. Alternately you can go to <http://www.hernandoclerk.com>, select Financial Services from the County Services tab near the top of the page, and then "click here" to open the Finance Reports at the bottom. Once the report folders display, select the first folder which reads Comprehensive Annual Finance Report (CAFR) and open the CAFR dated September 30, 2019. The Authority's grant is in the County's Water & Sewer Fund under the Operating Grants line item (see PDF P55). Please note that for financial statement purposes, this line item shows the total of all operating grants for that fund. I can confirm \$40,310.65 was included in that total for the WRWSA grant for FY19. Please let me know if you have any questions or need anything else regarding this matter.

Sincerely,

Shaun Kusnierczak
Financial Services | Grants Compliance Accountant
Office of Doug Chorvat Jr., Clerk of Circuit Court and Comptroller
Phone: (352)540-6770 | Email: skusnierczak@hernandoclerk.org
20 N Main Street, Brooksville, FL 34601

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NOTICE:
Please note: Florida has a very broad Public Records Law. Most written communications to or from the Clerk's Office are public records available to anyone upon request. Your e-mail, including your e-mail address, may therefore, be subject to public disclosure.

NOTICE:

Please note: Florida has a very broad Public Records Law. Most written communications to or from the Clerk's Office are public records available to anyone upon request. Your e-mail, including your e-mail address, may therefore, be subject to public disclosure.



May 21, 2020

Southwest Florida Water Management District
 Jeannette M. Seachrist, P.E.,
 Resource Management Division Director
 2379 Broad Street
 Brooksville, FL 34604

Subject: Status of Co-Funded Projects and Requests

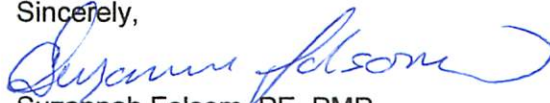
Dear Ms. Seachrist:

Here is an updated status of the current projects that the Southwest Florida Water Management District has co-funded with the Withlacoochee Regional Water Supply Authority, and the current funding request that is being processed for approval.

SWFWMD FUNDING #	TITLE	STATUS	ISSUES
N822	WRWSA Irrigation Sys Evals & Conservation Incentive Program	Complete	Our board ratified their March 18, 2020 pending approval of the final report on May 20, 2020. We are sending the final report to Josh Madden.
N945	WRWSA Regional Water Supply Plan Update	Complete	This is complete.
Q040	WRWSA Regional Irrigation System Audit Program Phase 5	Ongoing	We have completed the 260 evaluations targeted in the funding agreement to be completed by the end of May 2020, however our per evaluation cost has been lower than estimated cost, so we are completing a few extra evaluations to use more of the available funds. We have seen a slowdown in the ability to schedule new evaluations and follow-ups during the social distancing, and would like to extend the timeframe for completing the initial evaluations by 2 months through the end of July, if possible.
Q138	Regional Irrigation System Audit Program Phase 6	Proposed	We would like to start this on schedule this Fall, as planned, if possible.

Please feel free to contact me if you have any questions at sfolsom@wrwsa.org or (352) 527-5796.

Sincerely,


 Suzannah Folsom, PE, PMP
 Executive Director



May 20, 2020

MEMORANDUM

To: Local Governments and Utility Directors in the Withlacoochee Region

From: Suzannah J. Folsom, Executive Director, WRWSA

Subject: WRWSA Funding for Water Supply and Conservation Projects

The Withlacoochee Regional Water Supply Authority (WRWSA) will accept applications for its Fiscal Year 2020-21 Local Government Water Supply and Conservation Grants Program starting on May 1, 2020. Applications must be received no later than June 30, 2020. This grants program is sponsored by the WRWSA to fund local water supply and conservation projects on a matching basis. The staff will recommend to the Board that the Authority continue to accept grant applications for water conservation-related projects only.

Applications and instructions are available on the Authority web page at www.wrwsa.org. Applications will be considered by the Board at its July 15, 2020 Board meeting. Awards are scheduled to be made at the September 16, 2020 Board meeting.

If you have any questions about the grants program, please contact me at (352) 527-5956. You may also call LuAnne Stout at the Lecanto Office (352) 527-5795. If you desire to contact me by FAX, my FAX number is (352) 527-5797 and my e-mail address is "sfolsom@wrwsa.org".

cc: WRWSA Board Members

Distribution List:

Bruce Phillips, Belleview	Alys Brockway, Hernando Co. Water Conservation
Jon Dowler, Brooksville	Eric C. Williams, Inverness
Bruce Hickle, Bushnell	Mounir Bouyounes, Marion County
Diane Lamb, Center Hill	Michon Fabio, Marion County
Ken Cheek, Citrus County	Beth Nelsonm, McIntosh
Debra Burden, Citrus Co. Water Conservation	Rusella Bowes-Johnson, Ocala
Mayor Milton Hill, City of Coleman	Marjorie Stroup, Reddick
Ken Frink, Crystal River	Bradley Arnold, Sumter County
Dawn Bowne, Dunnellon	Deanna Naugler, Webster
Gordon Onderdonk, Hernando County	Mark Odell, Wildwood



May 20, 2020

Mr. Josh Madden
Environmental Scientist
Water Resources Bureau
Southwest Florida Water Management District
2379 Broad Street
Brooksville, Florida 34604-6899

Dear Mr. Madden:

Included with this correspondence are an electronic file and a hard copy of the Regional Irrigation System Evaluation Program Phase IV (N822) Final Report. This Final Report was approved by the Withlacoochee Regional Water Supply Authority Board of Directors at its May 20, 2020 meeting. This cooperatively funded project was undertaken pursuant to Agreement No. 17C0000424 and this Final Report constitutes the final product for the project.

The Authority and its cooperating partners greatly appreciate the District's continued support in the implementation of water conservation activities within our region. We look forward to continuing our partnership in ongoing cooperative efforts.

Sincerely,

Suzannah J. Folsom, PE, PMP
Executive Director

Enclosures

cc: Debra Burden
Alys Brockway
Tracy Straub



June 2, 2020

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

Subject: Withlacoochee Regional Water Supply Authority FYE 2019 Audit

Auditor General:

Enclosed per instructions is one copy of the Withlacoochee Regional Water Supply Authority's FYE 2019 Audit Report as well as a Submittal Checklist. The Authority has submitted an electronic copy of the FYE 2019 Audit to the Auditor General email address as requested.

Please contact me if you have questions or need additional information.

Sincerely,

Suzannah J. Folsom, PE, PMP
Executive Director

Enclosures
cc: WRWSA Board



RECEIVED JUN 05 2020

CLERK OF THE CIRCUIT COURT AND COMPTROLLER
David R. Ellspermann

June 2, 2020

Mr. Richard Owen
WRWSA
3600 West Sovereign Path
Suite 228
Lecanto, FL 34461

RE: Submission of Audit Report for Fiscal Year Ending September 30, 2019

Dear Mr. Owen:

Enclosed is a copy of the Comprehensive Annual Financial Report of Marion County, Florida for the fiscal year ending September 30, 2019. This document contains the report of our independent auditors, Purvis Gray & Company, CPA's, on federal awards and state financial assistance received by Marion County during the reporting period.

The Single Audit portion of the report, located on pages 225-235, of the Compliance Section, was prepared by our auditors in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and Chapter 10.550, *Rules of the Auditor General*. As required, it includes the Independent Auditors' Reports on Compliance and Internal Control, the Schedule of Expenditures of Federal Awards and State Financial Assistance, and a Schedule of Findings and Questioned Costs.

I trust this information will fulfill your requirements. Should you have any questions or require any additional information concerning the report, please contact me at the address listed above or by telephone at (352) 671-5520.

Sincerely,

David R. Ellspermann
Clerk of the Circuit Court and Comptroller
Marion County, Florida

Tina Novinger

Tina Novinger
Controller

Enclosures

Marion County Clerk of the Circuit Court and Comptroller

Board of County Commissioners – Finance Department – John W. Garri, Finance Director

Post Office Box 1030 • Ocala, Florida 34478-1030 • Telephone (352) 671-5520 • Facsimile (352) 671-5519 • www.marioncountyclerk.org



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Southwest Florida Water Management District

2379 Broad Street, Brooksville, Florida 34604-6899

(352) 796-7211 or 1-800-423-1476 (FL only)

WaterMatters.org

Bartow Office

170 Century Boulevard
Bartow, Florida 33830-7700
(863) 534-1448 or
1-800-492-7862 (FL only)

Sarasota Office

78 Sarasota Center Boulevard
Sarasota, Florida 34240-9770
(941) 377-3722 or
1-800-320-3503 (FL only)

Tampa Office

7601 U.S. 301 North (Fort King Highway)
Tampa, Florida 33637-6759
(813) 985-7481 or
1-800-836-0797 (FL only)

Mark Taylor

Chair, Hernando, Marion

Michelle Williamson

Vice Chair, Hillsborough

Joel Schleicher

Secretary, Charlotte, Sarasota

Kelly S. Rice

Treasurer, Citrus, Lake, Levy,
Sumter

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Polk

Rebecca Smith

Hillsborough, Pinellas

Seth Weightman

Pasco

Brian J. Armstrong, P.G.

Executive Director

June 9, 2020

Ms. Suzannah Folsom

Executive Director

Withlacoochee Regional Water Supply Authority

3600 West Sovereign Path, Suite 228

Lecanto, Florida 34461

Subject: Request for Project Schedule Adjustment for the Withlacoochee Regional Water Supply Authority Regional Irrigation System Audit Program Phase 5 (Q040); Agreement No. 19CF0001832

Dear Ms. Folsom:

The Withlacoochee Regional Water Supply Authority (WRWSA) entered into an agreement with the Southwest Florida Water Management District (District) with an effective date of October 1, 2018, for the WRWSA's Regional Irrigation System Audit Program Phase 5 project.

The WRWSA submitted a request to revise the project schedule to complete additional irrigation system audits. Despite the COVID-19 pandemic, the WRWSA's contractor has completed 270 irrigation system audits, exceeding the 260 audits required per the Cooperative Funding Agreement. The contractor has completed these audits with such efficiency as to preserve additional project funds. An extension of the Project Schedule task deadline for Irrigation Evaluations from May 31, 2020, to September 30, 2020, would allow for completion of additional audits for those homeowners that have already committed to participation in the program. The project has a current remaining budget of \$26,082 that could potentially accommodate up to 59 additional audits, given an average per audit cost of approximately \$440 through the most recent WRWSA invoice.

Extension of the Irrigation Evaluations task deadline will not impact the provision of other task deliverables, nor will it affect the Agreement termination date of June 1, 2022. Table 1 provides a summary of the final proposed schedule change.

Table 1 – Project Schedule

Task	Commence	Complete
Irrigation Evaluations, Administration, Follow-up Evaluations, Promotion and Education	12/01/18	09/30/20
Savings Analysis	06/01/20	09/30/21
Draft Final Report	09/01/21	11/30/21
Final Report	12/01/21	12/31/21

Ms. Suzannah Folsom

Subject: Request for Project Schedule Adjustment for the Withlacoochee Regional Water Supply Authority Regional Irrigation System Audit Program Phase 5 Project (Q040); Agreement No. 19CF0001832

Page 2

June 9, 2020

In accordance with paragraph 1.1 of the Agreement, as the District's Project Manager, I approve the request from the WRWSA to revise the project schedule. If you have any questions, please do not hesitate to contact me at (800) 423-1476, extension 4421.


Sincerely,



Joseph P. Quinn, AICP
Senior Project Manager
Water Supply
Water Resources Bureau

JPQ:abp

cc: Records (contract file)
Project File

 Approved by: _____ JP Marchand, P.E., Chief, Water Resources Bureau
--



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Southwest Florida Water Management District

2379 Broad Street, Brooksville, Florida 34604-6899

(352) 796-7211 or 1-800-423-1476 (FL only)

WaterMatters.org

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1-800-492-7862 (FL only)

Sarasota Office
78 Sarasota Center Boulevard
Sarasota, Florida 34240-9770
(941) 377-3722 or
1-800-320-3503 (FL only)

Tampa Office
7601 U.S. 301 North (Fort King Highway)
Tampa, Florida 33637-6759
(813) 985-7481 or
1-800-836-0797 (FL only)

June 02, 2020

Citrus County Board of County Commissioners
Attn: Ken Cheek
3600 West Sovereign Path, Suite 241
Lecanto, FL 34461

RECEIVED JUN 11 2020

Subject: Water Use Permit - Potential Non-Compliance/Overpumpage - First Notice

Project Name: Charles A Black Water Supply System
Permit No.: 20007121.006
Compliance No.: 409957
County: Citrus

Dear Mr. Cheek:

The current permitted Average Annual quantity for your Water Use Permit is 4,597,000 gallons per day (gpd). Based on information submitted by the Permittee, an annual average quantity of 4,850,715 gpd has been pumped for the 12-month period ending in March 2020. This quantity exceeds the permitted Annual Average quantity by 5.5%.

It will be necessary for you to provide a written explanation, within 15 days of the date of this letter, outlining reasons why the overpumpage has occurred. Please include any calculation error noted on the part of the District or a metering or reporting error on your part. In the case of a reporting error, please explain measures to be undertaken to ensure that the error does not occur again. If the values are correct but reflect an overpumpage that is due to a one-time occurrence (such as a pipeline break), please respond in writing within 15 days of the date of letter explaining the situation in detail and offering correct measure, if appropriate.

If the overpumpage indeed occurred, the conditions of the permit have been violated. Efforts to bring quantities into compliance must begin as soon as possible so a pumpage reduction can be measured during the first full month of pumpage measured after the date of this letter. In the response letter due 15 days from the date of this letter, please indicate the measures you intend to begin to reduce the overpumpage.

If you fail to take action to bring your water withdrawals into compliance, the case will be referred to the District's Office of General Counsel for further enforcement action.

Thank you for your attention to this critical matter. If you have any questions or concerns, please contact me at (813) 985-7481, extension 2040, at the Tampa Service Office..

Sincerely,

Ed Kouadio, P.G.
WUP Compliance Lead
Water Use Permit Bureau
Regulation Division

kls

cc: Gary A. Loggins, Operation and Department Director, Citrus County Utilities
Bernadette Flood-Nichols, Utilities Business Services Director, Department of Water Resources



Board of County Commissioners DEPARTMENT OF WATER RESOURCES

3600 W. Sovereign Path, Suite 291
Lecanto, Florida 34461-7788
(352) 527-7650 FAX (352) 527-7644
www.citrusbocc.com

June 11, 2020

Southwest Florida Water Management District
Attn: Ed Kouadio, P.G.
7601 U.S. 301 North
Tampa, FL 33637-6759

**Subject: Response to Water Use Permit – Potential Non-Compliance/Overpumpage
– First Notice**

Project Name: Charles A. Black Water System
Permit No.: 20007121.006
Compliance No.: 409957
County: Citrus

Dear Mr. Kouadio,

This letter is in response to the District's non-compliance notification for the referenced water system, dated June 02, 2020. The Citrus County Department of Water Resources closely tracks pumpage from its water systems and confirm the District's assessment that pumpage has exceeded the Water Use Permit (WUP) limit. We have also confirmed that the water loss within the system is below the compliance threshold of 10% (7.83% as reported in the most recent Public Supply Annual Report) and the per capita usage is under the Districtwide goal of 150 GPCD (147 GPCD as reported in the most recent Public Supply Annual Report).

Our analysis of the hourly pumpage indicates that the overpumpage is directly attributable to residential landscape irrigation. To address this issue, the Citrus County Board of Commissioners, at its June 8, 2020 regular Board meeting, authorized staff to advertise an ordinance limiting landscape irrigation to one day per week. The proposed ordinance was previously reviewed by the District and has been scheduled for a public hearing at the June 23, 2020 Board of County Commissioners meeting. Our past records indicate that implementing this measure will bring the pumpage figures into compliance with the WUP within a reasonable timeframe.

I trust that this letter will be sufficient to satisfy the District's concerns. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Ken Cheek, Director
Citrus County Department of Water Resources

cc: File



June 25, 2020

Mr. Randy Oliver
Citrus County Administrator
110 North Apopka Avenue
Inverness, Florida 344501

Subject: WRWSA Budget for FY 2020-21

Dear Mr. Oliver:

The Withlacoochee Regional Water Supply Authority (Authority or WRWSA) Board approved its budget for Fiscal Year (FY) 2020-21 at its May 20, 2020 meeting. Enclosed is a copy of the budget and the Authority's FY 2020-21 Work Program. The budget is based upon, in part, maintaining the current \$0.19 per capita contribution from each County, resulting in Citrus County contributing \$28,072 in per capita revenues. The other counties will contribute a total of \$128,710 in per capita contributions and Citrus County will contribute an additional minimum amount of \$224,000 for the purchase of water from the Authority's Charles A. Black wellfield.

The Authority's Work Program for the fiscal year calls for continued development and implementation of its regional work program to ensure our member governments' long-range water supply needs are met in a cost-effective and sustainable manner. We have maintained our local government grants program and our residential irrigation audit program to assist our member governments in water conservation. We continue to monitor and engage with the water management districts, the Florida Department of Environmental Protection and other state agencies, and the State Legislature to stay abreast of water management activities that may affect this region and to advocate for the interests of our member governments and public supply water needs within our region.

I hope this information is sufficient for your budgetary needs. If you need further information, please don't hesitate to contact me.

Sincerely,

Suzannah J. Folsom, PE, PMP
Executive Director

Enclosures

cc: WRWSA Board Members
Colleen Scott, Management and Budget Director
Ken Cheek, Water Resources Director
Gary Loggins, Operations Division Director
Debra Burden, Water Conservation Manager



June 25, 2020

Mr. Jeff Rogers
Hernando County Administrator
20 N. Main Street, Rm 263
Brooksville, Florida 34601

Subject: WRWSA Budget for FY 2020-21

Dear Mr. Rogers:

The Withlacoochee Regional Water Supply Authority (Authority or WRWSA) Board approved its budget for Fiscal Year (FY) 2020-21 at its May 20, 2020 meeting. Enclosed is a copy of the budget and the Authority's FY 2020-21 Work Program. The budget is based upon, in part, maintaining the current \$0.19 per capita contribution from each County, resulting in Hernando County contributing \$35,789 in per capita revenues. The other counties will contribute a total of \$120,993 in per capita contributions and Citrus County will contribute an additional minimum amount of \$224,000 for the purchase of water from the Authority's Charles A. Black wellfield.

The Authority's Work Program for the fiscal year calls for continued development and implementation of its regional work program to ensure our member governments' long-range water supply needs are met in a cost-effective and sustainable manner. We have maintained our local government grants program and our residential irrigation audit program to assist our member governments in water conservation. We continue to monitor and engage with the water management districts, the Florida Department of Environmental Protection and other state agencies, and the State Legislature to stay abreast of water management activities that may affect this region and to advocate for the interests of our member governments and public supply water needs within our region.

I hope this information is sufficient for your budgetary needs. If you need further information, please don't hesitate to contact me.

Sincerely,

Suzannah J. Folsom, PE, PMP
Executive Director

Enclosures

cc: WRWSA Board Members

J. Scott Herring, PE, Director of Public Works/County Engineer
Stephanie Russ, Office of Management and Budget Director
Gordon Onderdonk, PE, Utilities Director
Grace Sheppard, Finance Manager, HCUD
Alys Brockway, Water Resource Manager



June 25, 2020

Mr. Mounir Bouyoune
Marion County Administrator
601 SE 25th Avenue
Ocala, Florida 34471

Subject: WRWSA Budget for FY 2020-21

Dear Mr. Bouyoune:

The Withlacoochee Regional Water Supply Authority (Authority or WRWSA) Board approved its budget for Fiscal Year (FY) 2020-21 at its May 20, 2020 meeting. Enclosed is a copy of the budget and the Authority's FY 2020-21 Work Program. The budget is based upon, in part, maintaining the current \$0.19 per capita contribution from each County, resulting in Marion County contributing \$68,480 in per capita revenues. The other counties will contribute a total of \$88,302 in per capita contributions and Citrus County will contribute an additional minimum amount of \$224,000 for the purchase of water from the Authority's Charles A. Black wellfield.

The Authority's Work Program for the fiscal year calls for continued development and implementation of its regional work program to ensure our member governments' long-range water supply needs are met in a cost-effective and sustainable manner. We have maintained our local government grants program and our residential irrigation audit program to assist our member governments in water conservation. We continue to monitor and engage with the water management districts, the Florida Department of Environmental Protection and other state agencies, and the State Legislature to stay abreast of water management activities that may affect this region and to advocate for the interests of our member governments and public supply water needs within our region.

I hope this information is sufficient for your budgetary needs. If you need further information, please don't hesitate to contact me.

Sincerely,

Suzannah J. Folsom, PE, PMP
Executive Director

Enclosures

cc: WRWSA Board Members
John Garri, Finance Director
Jody Kirkman, Utilities Director
Tracy Straub, County Engineer
Kim Dinkins, Senior Planner
Michon Fabio, Water Resources Liaison



June 25, 2020

Mr. Bradley Arnold
Sumter County Administrator
7375 Powell Road
Wildwood, Florida 34785

Subject: WRWSA Budget for FY 2020-21

Dear Mr. Arnold:

The Withlacoochee Regional Water Supply Authority (Authority or WRWSA) Board approved its budget for Fiscal Year (FY) 2020-21 at its May 20, 2020 meeting. Enclosed is a copy of the budget and the Authority's FY 2020-21 Work Program. The budget is based upon, in part, maintaining the current \$0.19 per capita contribution from each County, resulting in Sumter County contributing \$24,441 in per capita revenues. The other counties will contribute a total of \$132,341 in per capita contributions and Citrus County will contribute an additional minimum amount of \$224,000 for the purchase of water from the Authority's Charles A. Black wellfield.

The Authority's Work Program for the fiscal year calls for continued development and implementation of its regional work program to ensure our member governments' long-range water supply needs are met in a cost-effective and sustainable manner. We have maintained our local government grants program and our residential irrigation audit program to assist our member governments in water conservation. We continue to monitor and engage with the water management districts, the Florida Department of Environmental Protection and other state agencies, and the State Legislature to stay abreast of water management activities that may affect this region and to advocate for the interests of our member governments and public supply water needs within our region.

I hope this information is sufficient for your budgetary needs. If you need further information, please don't hesitate to contact me.

Sincerely,

Suzannah J. Folsom, PE, PMP
Executive Director

Enclosures

cc: WRWSA Board Members
Michelle Bishop, Assistant County Budget Officer

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY						
Fiscal Year 2020-21 Budget						
Approved May 20, 2020						
	4/1/2019 Population Estimate	Comments	Fiscal Year 2020-21	Fiscal Year 2019-20	\$ Change	% Change
Revenues: Administrative						
Assessments:		Official BEBR Population Estimates				
Citrus	147,744	2,023 person increase	\$28,072	\$27,687	\$385	1.4%
Hernando	188,358	2,754 person increase	\$35,789	\$35,265	\$524	1.5%
Marion	360,421	6,523 person increase	\$68,480	\$67,241	\$1,239	1.8%
Sumter	128,633	3,698 person increase	\$24,441	\$23,738	\$703	3.0%
Total Population/Assessments @ 19¢/Capita	825,156		\$156,782	\$153,930	\$2,852	1.9%
Administrative Revenue from Citrus Contract		Based on Citrus County contract and Board direction	\$25,238	\$21,718	\$3,520	16.2%
Subtotal			\$182,020	\$175,648	\$6,372	3.6%
Carryover Administration Reserve Funds (FYE 19/20 Estimate) (SBA1)		See Attachment 2	\$604,380	\$553,358	\$51,022	9.2%
Total Administrative Revenue Available			\$786,400	\$729,006	\$57,394	7.9%
Revenues: Water Resource Development (WRD) Projects						
Phase 5 Irrigation Audit Program SWFWMD Matching Funds		Based on Project Schedule	\$0	\$29,000	-\$29,000	NA
Phase 5 Irrigation Audit Program Cooperator Matching Funds		Based on Project Schedule	\$0	\$14,500	-\$14,500	NA
Phase 6 Irrigation Audit Program SWFWMD Matching Funds		50% of Total Project Budget	\$60,600	\$0		
Phase 6 Irrigation Audit Program Cooperator Matching Funds		25% of Total Project Budget	\$30,300	\$0		
Annual Citrus WRD Payments (SBA2)		Based on CAB wellfield contract minimum production charge of \$224,000 minus funds allocated to administrative revenue above	\$198,762	\$202,282	-\$3,520	-1.7%
Subtotal			\$289,662	\$245,782	\$43,880	17.9%
Carryover WRD Reserve Funds (FYE 19/20 Estimate) (SBA2)		See Attachment 2	\$917,825	\$808,271	\$109,554	13.6%
Total Water Resource Development Revenue Available			\$1,207,487	\$1,054,053	\$106,414	10.1%
Total Revenues Available			\$1,993,887	\$1,783,059	\$163,808	9.2%
Expenditures: General Administration						
Executive Director		Based on annual contract	\$84,200	\$103,500	-\$19,300	-18.6%
Administrative Assistant		Based on annual contract	\$37,500	\$37,500	\$0	0.0%
Legal Services		Based on annual contract:				
Monthly Meetings @ \$235/hr		6 meetings/year, 3 hrs/meeting = 18 hrs	\$4,230	\$4,230	\$0	0.0%
Other Services @ \$235/hr.		8 hrs/month = 96 hrs	\$22,560	\$22,560	\$0	0.0%
Advertising		Based on FY 2017-18 actual	\$800	\$800	\$0	0.0%
Audit		FY 19-20 plus 3% COLA	\$10,955	\$10,635	\$320	3.0%
Bookkeeping Services		\$500/quarter per Engagement Letter	\$2,000	\$2,000	\$0	0.0%
Liability Insurance		FY 19-20 actual plus 5% rounded up	\$3,000	\$2,650	\$350	13.2%
Office Supplies		Based on FY 2019-20 actual	\$1,000	\$1,200	-\$200	-16.7%
Postage		Based on FY 2019-20 actual	\$800	\$700	\$100	14.3%
Printing and Reproduction		Based on FY 2019-20 actual	\$1,600	\$1,500	\$100	6.7%
Publications/Software		Based on FY 2019-20 actual	\$150	\$150	\$0	0.0%
Rent (Lecanto Gov't Bldg)		Based on Lease Agreement	\$2,048	\$2,048	\$0	0.0%
Registrations/Dues		Based on FY 2019-20 actual	\$1,500	\$1,500	\$0	0.0%
State Fees/Assessments		Based on FY 2019-20 actual	\$175	\$175	\$0	0.0%
Telephone		Based on FY 2019-20 actual	\$1,000	\$1,000	\$0	0.0%
Travel (Board Members & Staff)		Based on FY 2019-20 actual	\$5,000	\$5,000	\$0	0.0%
Web Page / Computer Maintenance		Based on FY 2019-20 actual	\$2,000	\$2,000	\$0	0.0%
Contingencies		@ 5% of non-contract admin costs	\$1,502	\$0	\$1,502	N/A
Subtotal - General Administration Expenditures			\$182,020	\$199,148	-\$17,128	-8.6%
Fund Balance for Admin. Reserves FYE 20/21		FYE18/19 Admin Funds Bal + FY19/20 Admin Rev's - FY19/20 Admin Exp's	\$604,380	\$529,858	\$74,522	14.1%
Expenditures: Water Resource Development Projects						
General Services Contracts		As Needed Eng. & Tech. Firms	\$50,000	\$50,000	\$0	0.0%
Local Government Grant Program		Based on Board Direction	\$140,000	\$136,534	\$3,467	2.5%
Phase 5 Irrigation Audit Program		0% of Project Budget	\$0	\$58,000	-\$58,000	-100.0%
Phase 6 Irrigation Audit Program		100% of Project Budget	\$121,200	\$0	\$121,200	NA
Subtotal - Water Resource Development Projects			\$311,200	\$244,534	\$66,667	27.3%
Fund Balance for Water Resource Development Reserves FYE 20/21		FYE19/20 WRD Funds Bal + FY20/21 WRD Rev's - FY20/21 WRD Exp's	\$896,287	\$779,522	\$116,765	15.0%
Total Administration and WRD Expenses			\$493,220	\$443,682	\$49,539	11.2%
Total Administration and WRD Fund Balances at FYE 20/21		See Attachment 2 for detail	\$1,500,667	\$1,309,380	\$191,287	14.6%
Combined FYE 20/21 Expenditures and Fund Balances			\$1,993,887	\$1,753,062	\$240,826	13.7%

ATTACHMENT 1

CALCULATION OF REVENUE FOR 2020-21 AND CALCULATION OF AMOUNT OF FUNDS NEEDED FROM RESERVES Approved May 20, 2020

Revenue	4/1/2019 Population	Annual Amount	Sub-Totals
LOCAL ASSESSMENTS @ 19¢ PER CAPITA			
Citrus	147,744	\$28,072	
Hernando	188,358	\$35,789	
Marion	360,421	\$68,480	
Sumter	128,633	\$24,441	
Subtotal	825,156		\$156,782
CHARLES A. BLACK WATER SUPPLY FACILITY			
Minimum Production Charge		\$224,000	
Subtotal			\$224,000
MATCHING CONTRIBUTIONS FOR STUDIES			
SWFWMD Match for Phase 5 Irrigation Audit Program		\$0	
Local Cooperator Match for Phase 5 Irrigation Audit Program		\$0	
SWFWMD Match for Phase 6 Irrigation Audit Program		\$60,600	
Local Cooperator Match for Phase 6 Irrigation Audit Program		\$30,300	
Subtotal			\$90,900
TOTAL REVENUE FOR FY 2020-21			\$471,682
Less: 2020-21 Administration Expense			-\$182,020
Less: 2020-21 WRD Cost			-\$311,200
Funds Required from WRWSA Reserves			-\$21,538

ATTACHMENT 2

ANALYSIS OF BEGINNING FUND BALANCES

FY 2019 - 2020

Approved May 20, 2020

ESTIMATE OF WATER RESOURCES DEVELOPMENT FUND BALANCE AT END OF FY 2019-20

02/13/20 WRDF Balance (SBA2)	\$967,906
FY 2019-20 Remaining WRD Fund Revenues	
8 Citrus Co. Payments @ \$1,866.67/month minus administrative component below	\$114,241
Phase 5 Irrigation Audit Local Cooperator Revenue	\$8,000
Phase 5 Irrigation Audit SWFWMD Revenue	\$16,000
Revenues Subtotal	\$138,241
Less: FY 2019-20 Remaining Contract Expenditures:	
2019-20 Citrus Water Conservation Program	\$45,999
2019-20 Hernando Water Conservation Program	\$48,350
2019-20 Marion Water Conservation Program	\$33,095
2019-20 Crystal River Water Conservation Program	\$9,090
2019-20 General Services Contracts	\$19,788
Phase 5 Irrigation Audit Program	\$32,000
Expenditures Subtotal	\$188,322
Total WRD Funds at end of FY 2019-20	\$917,825

ESTIMATE OF ADMINISTRATIVE FUND BALANCE AT END OF FY 2019-20

02/13/20 Admin Bal (SBA1)	\$604,380
Admin Revenue from CAB WSF	\$35,092
Admin Revenue from Per Capita Contributions	\$102,620
Less remaining FY Admin costs for 7 months	-\$137,712
Total Administrative Funds at end of FY 2019-20	\$604,380

ESTIMATE OF TOTAL FUND BALANCE AT END OF FY 2019-20

Total WRD Funds at end of FY 2019-20				\$917,825
Total Administrative Funds at end of FY 2019-20				\$604,380
Total Fund Balance at end of FY 2019-20				\$1,522,205

PROJECTED FUND BALANCES AT END OF FY 2020-21

Total Fund Balances beginning of FY 2020-21:	\$1,522,205
Add: 2020-21 Revenues	\$471,682
Deduct 2020-21 Expenses:	-\$493,220
Projected Fund Balances at end of FY 2019-20:	\$1,500,667

Withlacoochee Regional Water Supply Authority

Fiscal Year 2020-2021 Work Program

1. Joint Funding of Water Conservation Projects with Member Local Governments

The Authority will continue its grant program to assist local governments in improving water conservation within the region in order to extend the use of groundwater as long as possible. Fresh groundwater is the least expensive source available to meet growing demands, however there is a limit to this source due to environmental impacts and impacts on other existing legal users caused by withdrawals. As the limit to fresh groundwater resources is reached, alternative, more expensive water sources will need to be developed. At the present time, water conservation programs are the most appropriate way for the Authority to help local governments extend the use of lower cost groundwater supplies. During Fiscal Year (FY) 2020-21, the proposed budget anticipates appropriating an additional \$140,000 toward local government water conservation projects. Proposals will be considered from local governments and public supply utilities in the Authority's jurisdiction. The grant program guidelines and application package may be found on the Authority's web page at www.wrwsa.org. The water conservation activities co-funded by this grant program help participating utilities meet and surpass the maximum 150 gallons per person per day that is required by the SWFWMD and to meet the SJRWMD conservation requirements.

2. Regional Residential Irrigation Audit Program to Promote Water Conservation within the Region

This ongoing program provides an opportunity for residential water utility customers to obtain site-specific evaluations for optimizing the use of water through landscaping techniques and efficient irrigation systems, and to implement recommendations provided by a professionally certified contractor. Contractors used for the site-specific evaluations are professionals certified by the Florida Irrigation Society (FIS) or another recognized certifying agency in the targeted region. The initiative includes program information, water conservation education, reporting and analysis by a consultant. This continuing project targets existing inefficient landscape and irrigation water use and results in significant water savings and can lead to water quality protection through reduced leaching of fertilizers and lawn chemicals. More than 1000 audits have been conducted as part of Phases 1 to 4. In Phase 4, we began offering enhanced audits that have a more intense implementation of improvements, and have an improved benefit to reduce water usage. An average reduction in total water use of 28% has been achieved for the locations that have been audited. Phase 5 is ongoing and an application is pending for Phase 6. This program is co-funded by the SWFWMD. Participating utilities incur only 25% of their respective portion of the project, leveraging local dollars with regional funds. This water conservation initiative helps participating utilities meet and surpass the maximum 150 gallons per person per day that is required by the SWFWMD.

3. Continued Cooperation with Citrus County in Operation and Management of the Authority's Charles A. Black Water Supply Facilities

The Authority and Citrus County completed negotiations at the end of FY 2015-16 of the new Water Supply Contract governing the operation and maintenance of the CABWSF. The new Contract allows for the continued operation of the facilities by Citrus County in a cost-effective manner ensuring a long-term water supply for the County and its customers while also providing for long-term financial stability for the Authority. Various provisions of the new Contract call for improved coordination between the County and Authority.

4. Participation in Maintenance and Enhancement of the North–Central Florida Groundwater Model

The Authority will continue to participate in discussions with SJRWMD and SWFWMD on the implementation of the North-Central Florida Groundwater model. The project was initiated in fiscal year 2012-13. Phase 1 of the project entailed updating and expanding the SWFWMD's Northern District Groundwater Model to encompass all of Marion County and to incorporate the most recent hydrologic data. Phase 1 of the project was successfully completed. The intent is for both water management districts to utilize this common model for determining the availability of groundwater in the region, particularly in Marion County which is split by the districts' boundaries. The SJRWMD and SWFWMD continue to improve upon the model and seek the engagement of various stakeholders. The model has significant implications for groundwater availability in the region and the Authority's continued participation and coordination with member governments is essential to ensure water supply implications are considered as the model is updated. The Authority also engages with both Districts to ensure continued use and support of the model.

5. Springs Protection and Restoration

The Authority continues to work with the SWFWMD on its springs coast initiative. The SWFWMD recently completed Surface Water Improvement and Management (SWIM) Plans for the five first magnitude springs in the northern District. These SWIM plans call for action by not only the District but local governments and other stakeholders in the region to protect and restore these first magnitude springs. The Authority staff continue to actively participate in the Springs Coast Management Committee as the public Supply Representative, and monitor activities of the District and the Steering Committee for implications on water supply in the region.

6. Program Development and Technical Assistance

- a) Support efforts to further define the hydrogeology of the region. Continue cooperation with the water management districts on the collection of hydrologic data to further refine the Districts' planning and regulatory models. Coordinate on efforts to better define the lower Floridan aquifer and the extent of fresh and brackish groundwater within the aquifer.
- b) Promote the WRWSA Regional Framework through coordination with WRWSA member governments to facilitate regional and sub-regional cooperation on water supply development and reclaimed water projects. Work with the WMDs in defining strategic priorities for the region and how these priorities may influence the ranking criteria for the Districts' Cooperative Funding Initiatives, including potential District funding for regional and sub-regional traditional and non-traditional water supply development that is consistent with the WRWSA Regional Framework.
- c) Participate in the SWFWMD and SJRWMD minimum flows and levels (MFLs) programs representing the interests of member governments. Provide technical assistance to WRWSA member governments in determining the potential impact to both the environment and potential water supply development based on proposed MFLs.
- d) Coordinate with FDEP, SJRWMD, SWFWMD and the Florida Department of Agriculture and Consumer Services on policy and rule development. Provide assistance to WRWSA member governments on FDEP and District rule development that may include Water Use Permitting, Environmental Resource Permitting, water conservation and future water supply development, including the statewide consistency initiatives. Monitor water management programs and rule development in other parts of the state, including the Central Florida Water Initiative, for implications to the WRWSA and its member governments.

- e) Monitor and coordinate with the water supply planning and development activities in adjacent communities and regions, including but not limited to Tampa Bay Water, the Central Florida Water Initiative, the Polk Water Cooperative, and Lake and Levy counties for possible implications on water resource availability within the WRWSA region. Provide input to such activities when appropriate.
- f) Monitor applications for significant water use permits and permit modifications within the region for potential impacts on WRWSA and member government existing and planned water supply facilities and engage in the permitting process where appropriate.
- g) Participate in public outreach efforts for the FDOT MCORES program as a public water supply utility representative.

Item 13.b.

Executive Director's Report

News Articles

County rolls out one-day watering schedule for unincorporated areas

Jun 24, 2020



Citrus County has enacted mandatory irrigation restrictions effective immediately.

Citrus County has enacted mandatory irrigation restrictions effective immediately, in response to increased irrigation demands that resulted in groundwater withdrawals exceeding Southwest Florida Water Management District's (SWFWMD) permitted amounts. The new watering schedule is necessary to bring water use into permit compliance and avoid regulatory penalties.

The following landscape irrigation restrictions are in place for all Citrus County except the cities of Crystal River and Inverness. The restrictions include:

- Landscape irrigation is limited to one day per week for unincorporated Citrus County.
- Irrigation is only allowed on a specific day of the week based on the last number of the address.
- All landscape irrigation is prohibited between 10 a.m. and 4 p.m. to reduce evaporation.

-- Established lawns, less than one acre in size, shall choose to irrigate either before 10 a.m. or after 4 p.m. — not both.

-- Hand-watering and micro-irrigation of plants (other than lawns) can be done on any day before 10 a.m. or after 4 p.m.

-- All wasteful and unnecessary water use is prohibited. For example, irrigating within 12 hours of receiving $\frac{3}{4}$ -inch of rain, irrigating with a broken sprinkler head/part or allowing water to flow from a hose without a nozzle.

Below is the one-day per week unincorporated Citrus County watering schedule. A user may irrigate established lawns and landscaping during only one of the specified time periods on the allowable watering day.

Address irrigation day

(Choose a.m. or p.m. irrigation, not both)

-- Address that ends in 0 or 1: Monday from midnight to 10 a.m., or 4 p.m. to 11:59 p.m.

-- Address that ends in 2 or 3: Tuesday from midnight to 10 a.m., or 4 p.m. to 11:59 p.m.

-- Address that ends in 4 or 5: Wednesday from midnight to 10 a.m., or 4 p.m. to 11:59 p.m.

-- Address that ends in 6 or 7: Thursday from midnight to 10 a.m., or 4 p.m. to 11:59 p.m.

-- Address that ends in 8 or 9, and locations with a mix of addresses or for which an address cannot be determined (such as multi-family units and common areas associated with a subdivision): Friday from midnight to 10 a.m., or 4 p.m. to 11:59 p.m.

Frequent hand washing uses very little water. Residents are encouraged to continue hand washing, following CDC guidelines during the COVID-19 pandemic.

For questions and additional information on watering restrictions, call 352-527-7669.

Section of the The Villages under boil order after major water main break

June 9, 2020

David Towns

A section of The Villages is under a boil order after a major water main break. Utility crews were on the scene of the water main break throughout most of Tuesday at the intersection of Belle Meade Circle and Poplar Terrace, not far from the Village of Springdale postal station.



A crew works Tuesday at the site of the water main break in the Village of Springdale.



Kathie Wilhelm, the first woman to drive a patrol vehicle for Community Watch ends her career with the organization on a very hot day.

Community Watch's Kathie Wilhelm, the first-ever woman to join the organization, was among those on the site, directing traffic away from the damaged area. It happened to be her last day on the job with Community Watch.

"I picked a doozy for a last day," she said.

As a result of the water main break, the following addresses are under a boil order until further notice:

17608 – 17750 SE 92nd GRANTHAM TERR
17625 – 17753 SE 92nd GRANTHAM TERR
17600 – 1704 SE 93rd HAWTHORNE AVE
17601-17705 SE 3rd HAWTHORNE AVE
17602- 17670 SE 93rd BUTLER CT
17603-17663 SE 93rd BUTLER CT
17600-17626 SE 93rd CARSON TERR
17629-17717 SE 93rd CARSON TERR
9405-9410 SE 175th DELANCY LANE
9265-9479 SE 176th SAFFOLD ST
9400-9490 SE 176th SAFFOLD ST
17202 SE 86th BELLE MEADE CIR (FIRE STATION 42)

As a precaution, all water used for handwashing, drinking, making ice, brushing teeth, cooking, and washing dishes be boiled briskly for one minute prior to use. All ice cubes should be discarded and only boiled water be used for making ice. As an alternative, bottled water can be used.

This precautionary boil water notice will remain in effect until the problem has been corrected and bacteriological tests show that the water is safe. This usually consists of a two day sampling period to insure safe drinking water.

If you have any questions, you may contact District Utility Customer Service at 750-0000, Monday through Friday 8 a.m. to 5 p.m. or the Water Plant Operator at 753-1756 after hours and on weekends.

