



**WITHLACOOCHEE REGIONAL
WATER SUPPLY AUTHORITY**

Board Meeting Package

September 18, 2019
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 April 2019

Office	Board Members
Chair	The Honorable Michelle Stone
Vice Chair	The Honorable Stephen Printz
Treasurer	The Honorable Jeff Holcomb

Jurisdiction	Board Members
Citrus County	The Honorable Scott Carnahan
	The Honorable Jeff Kinnard
Hernando County	The Honorable Steve Champion
	The Honorable Jeff Holcomb
Marion County	The Honorable Kathy Bryant
	The Honorable Michelle Stone
	The Honorable Carl Zalak
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 Crystal River	The Honorable Ken Brown

Meeting Dates

The schedule of meetings for the 2018-2019 fiscal year are as follows:

October 17, 2018 – Special Budget Meeting

~~November 14, 2018~~

January 16, 2019

February 20, 2019 – Special Meeting

~~March 20, 2019~~

April 17, 2019

May 15, 2019

July 17, 2019

September 18, 2019



September 6, 2019

MEMORANDUM

To: Water Supply Authority Board of Directors and Interested Parties

From: Richard S. Owen, 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, September 18, 2019, 3:30 p.m., at the Lecanto Government Center Building, Room 166, 3600 Sovereign Path, Lecanto, FL 34461.**

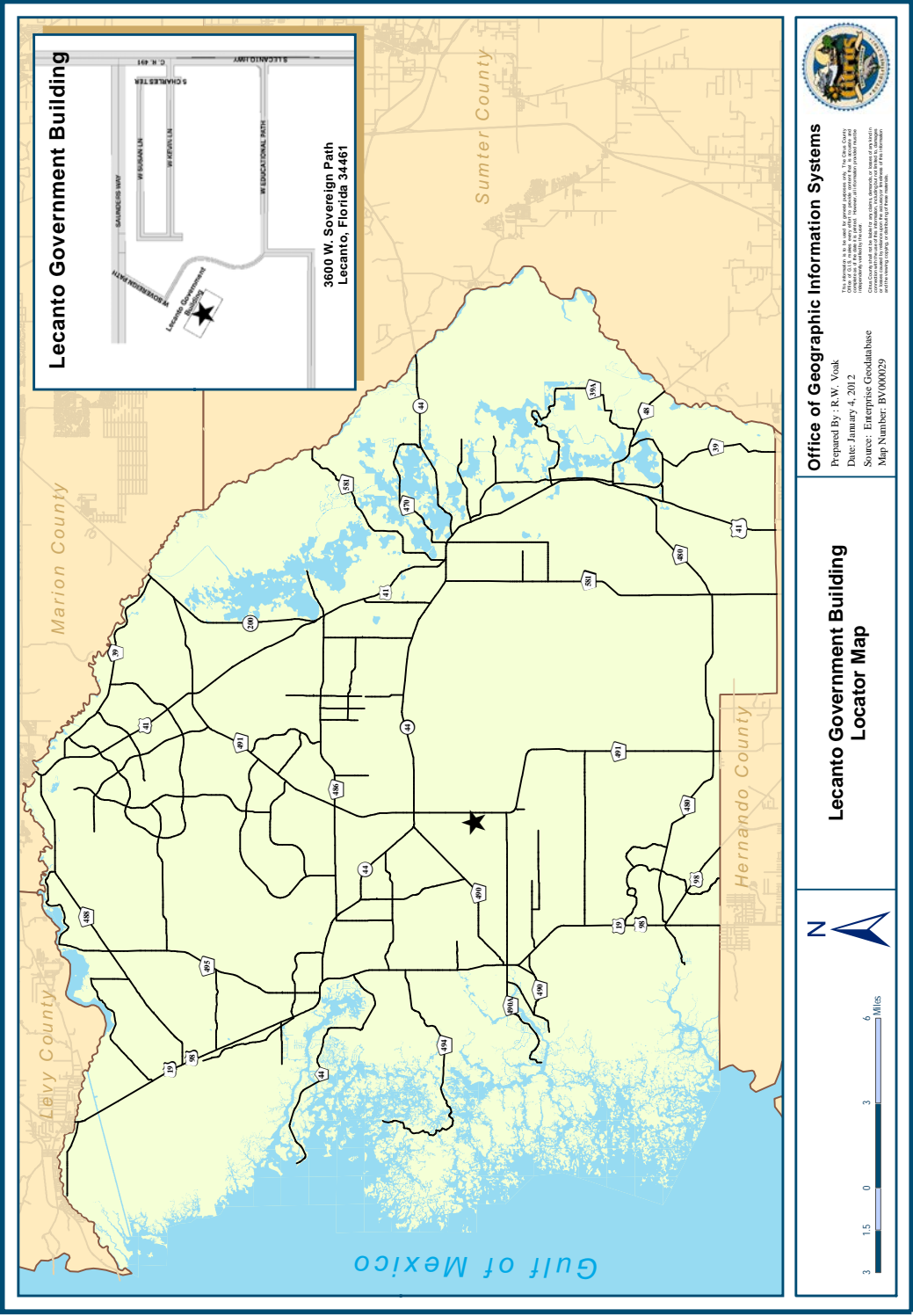
Enclosed for your review are the following items:

- Agenda
- Minutes of the July 17, 2019
- 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.



Office of Geographic Information Systems

Prepared By: R.W. Voak
Date: January 4, 2012
Source: Enterprise Geodatabase
Map Number: BV000029

**Lecanto Government Building
Locator Map**

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

**September 18, 2019 -- 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.

PAGE

1. **Call to Order** . . . Michelle Stone, Chair
2. **Roll Call** . . . Richard Owen, WRWSA Executive Director
3. **Pledge of Allegiance** . . . Led by the Board
4. **Additions/Deletions to the Agenda** . . . Richard Owen, WRWSA
5. **Public Comment**
6. **Consent Agenda** . . . Michelle Stone, Chair
 - a. **Approval of Minutes** [July 17, 2019] 9
 - b. **Public Officials Liability Insurance Policy** 15
 - c. **Bills to be Paid** [July and August bills in the Board materials; September bills to be provided at the meeting] 27
 - d. **Third Quarter Financial Report** 31
 - e. **Fiscal Year 2019-20 Calendar of Board Meeting Dates** 37
7. **Contract for General Counsel Services** . . . Richard Owen, WRWSA 39
8. **Executive Director Recruitment – Board Interview of Applicant** 47
9. **Fiscal Year 2018-19 Budget Amendment for Advertising & Liability Insurance** . . . Richard Owen, WRWSA .. 57
10. **SWFWMD Fiscal Year 2020-21 Cooperative Funding Initiative Application** . . . Richard Owen, WRWSA 61
11. **As-Needed Technical and Engineering Services Work Orders** . . . Richard Owen, WRWSA 65
12. **Legislative Report** . . . Diane Salz, WRWSA Governmental Affairs 71
13. **Attorney’s Report** . . . WRWSA Attorney 73
14. **Executive Director’s Report** . . . Richard Owen, WRWSA
 - a. **Correspondence** 75
 - b. **News Articles** 81
 - c. **Other**
15. **Other Business**
16. **Next Meeting** . . . November 20, 2019; 3:30 p.m.; Lecanto Government Building, Room 166
17. **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 July 17, 2019

TIME: 3:30 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.

1. Call to Order

Chair Stone called the Withlacoochee Regional Water Supply Authority (WRWSA) Board of Directors meeting to order at 3:31 p.m. and requested a roll call.

2. Roll Call

Mr. Richard Owen, WRWSA Executive Director, called the roll and a quorum was declared present.

BOARD MEMBERS PRESIDING

Michelle Stone, *Chair*, Marion County Commissioner
Ken Brown, Crystal River City Councilor
Kathy Bryant, Marion County Commissioner
Al Butler, Sumter County Commissioner
Gary Ernst, Belleview City Commissioner
William Kemerer, Brooksville City Councilor
Dale Swain, Bushnell City Councilor
Carl Zalak, Marion County Commissioner

BOARD MEMBERS ABSENT

Stephen Printz, *Vice-Chair*, Sumter County Commissioner
Scott Carnahan, Citrus County Commissioner
Steve Champion, Hernando Co Commissioner
Jeff Holcomb, *Treasurer*, Hernando Co Commissioner
Jeff Kinnard, Citrus County Commissioner

ALTERNATE(S) PRESIDING

Don Burgess, Sumter County Commissioner
Brian Coleman, Citrus County Commissioner
Alys Brockway, Hernando County Water Res Mgr

3. Introductions and Announcements

- Mr. Owen noted that Mr. Brian Coleman has been designated as an alternate for Citrus County.
- Mr. Owen said there are no additions or deletions to the agenda.

WRWSA STAFF PRESENT

Richard Owen, Executive Director
Larry Haag, Attorney
LuAnne Stout, Administrative Asst.

OTHERS PRESENT

Debra Burden, Citrus Co Water Conservation
Michon Fabio, Marion Co Water Res Liaison
Jody Kirkman, Marion Co Environmental Services
Lisa Morris, City of Crystal River Executive Administrative Assistant/Deputy Clerk.
Richard Radack, City of Brooksville Public Works
Phillis Rosetti-Mercer, City of Crystal River Waterfronts Advisory Committee

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

5. Public Comment – Chair Stone opened public comment. No audience members requested to address the Board.

6. Consent Agenda

- a. **Approval of Minutes** – The May 15, 2019 draft minutes were provided in the Board's meeting materials and recommended for approval as amended to reflect a correction to show Mr. Radacky voted to approve Item 9, FY 2019-20 Budget Approval, and did not cast a dissenting vote.
- b. **Bills to be Paid** – Staff recommended approval of June 2019 bills payment (\$19,077.03).
- c. **2019-20 Regulatory Plan** – Staff recommended approval of the WRWSA's proposed 2019-2020 Regulatory Plan, and authorization for the Chair and General Counsel to sign the appropriate certifications.
- d. **Termination of Governmental Affairs Consultant Services Agreement** – Staff recommended terminating the Agreement for Governmental Affairs Consultant Services with Diane R. Salz, dated the first day of October 2009, and authorizing the Chair to sign the letter of agreement termination.

Mr. Butler moved, seconded by Ms. Bryant, to approve Consent Agenda Items 6.a., 6.b., 6.c. and 6.d., as amended. Motion carried unanimously.

7. Selection of Firm for General Counsel Services

Mr. Owen noted that, at the Authority's May 15, 2019 meeting, the Board authorized staff to issue a Request for Qualifications (RFQ) for General Counsel Legal Services. The RFQ was advertised in newspapers of general circulation in the four-county area, on DemandStar, with the Florida Bar and on the Authority's website. In response to the RFQ, three Statements of Qualifications (SOQs) were received (listed in alphabetical order):

- Gilligan, Gooding, Franjola & Batsel, P.A.
- Gray/Robinson, Attorneys at Law
- Richard A. Harrison, P.A.

Copies of the SOQs were provided to the Board under separate cover with their meeting materials. At the May meeting, the Board created a Review Committee comprised of Chair Stone, Vice-Chair Printz and the Executive Director. The Review Committee met July 3, 2019 and received presentations from each of the firms. The Review Committee utilized a scoring form to rate each firm. A copy of the scoring form and the results of the Review Committee's ratings and the resulting ranking of the three firms is included as an exhibit to this item.

Pursuant to the Board's direction at the May meeting, each of the firms have been invited to the Board's July meeting for the opportunity to present to the Board. Firms will be afforded up to 15 minutes for presentations and an additional 10 minutes for questions and answers, for a total of up to 25 minutes for each firm. Only the presenting firm will be in the meeting room during this time. After receiving presentations by the firms, the Board may either accept the Review Committee's ranking, or may elect to rank the firms differently.

Mr. Owen informed the Board that the firm of Gray/Robinson, Attorneys at Law, has withdrawn from the process.

Mr. Richard Harrison provided his presentation of his firm and its qualifications. The Board then asked questions of Mr. Harrison.

Mr. Harrison left the meeting room and Mr. Batsel entered.

Mr. Robert Batsel provided his presentation of the firm Gilligan, Gooding, Franjola & Batsel and its qualifications. The Board then asked questions of Mr. Batsel.

Mr. Batsel left the meeting room.

Following consideration, **Ms. Bryant moved to accept the Review Committee's ranking of the firms that submitted SOQs for General Counsel Legal Services: (1) Gilligan, Gooding, Franjola & Batsel, P.A.; (2) Richard A. Harrison, P.A.; and authorized the Executive Director, with the assistance of General Counsel, to enter negotiations with the firms in ranked order. An Agreement for General Counsel Services will be presented at the September 18, 2019 Board meeting for approval. Mr. Coleman seconded the motion and it carried unanimously.**

Discussed ensued regarding negotiating the fee for the new General Counsel and consensus was to stay within the budgeted \$15,000.

8. Water Conservation Grants Program – Approval of Awards

Mr. Owen said that, at the Authority's May 15, 2019 meeting, the Board set the total allocation of funds in Fiscal Year 2019/20 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 the City of Crystal River. A revised recap has been provided to reflect the correct request amount for each application.

The three of the four applications received, including Citrus, Hernando and Marion counties, reflect continuations of member government proven effective water conservation programs. The City of Crystal River has also applied for water conservation activities including toilet and irrigation controller rebates and water conservation education programs. Staff analysis of the applications indicates all of the proposed water conservation programs meet the Authority's grant program requirements. It was noted that the required resolution of support and commitment of matching funds has been received from the Marion County Commission.

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.

Mr. Owen noted the total amount of the grant requests exceed the amount approved by the Board for inclusion in the FY 2019-20 budget by \$6,533.50. Staff recommends the Board amend the FY 2019-20 budget to transfer \$6,533.50 from the Water Development Reserves Account to the Water Conservation Grants Program. A resolution to amend the budget is included as an exhibit to this item.

Mr. Brown moved to approve the grants in the amounts requested (Citrus County - \$45,998.50, Hernando County - \$48,350.00, Marion County - \$33,095.00, Crystal River - \$9,090.00), authorized the Chair to sign the grant Agreements, and approved Resolution 2019-05 amending the FY 2019-20 budget to increase the amount allocated to the Water Conservation Grant Program from \$130,000.00 to \$136,533.50. Ms. Bryant seconded the motion.

Mr. Brown introduced the City of Crystal River's project representatives who are in attendance, Ms. Phillis Rosetti-Mercer and Ms. Lisa Morris. The Crystal River Waterfronts Water Conservation Program is under the purview of the Waterfronts Advisory Committee which reports to the City. Mr. Brown noted that he is the City's liaison on the committee.

Chair Stone called the question and it carried unanimously.

9. Legislative Report

Mr. Owen referred to the information provided in the Board's meeting materials, and said no action is required.

10. Attorney's Report

Mr. Haag noted that this is his last meeting as the Authority's General Counsel and stated he has appreciated the opportunity to serve this Board. Board members thanked him for his many years of service.

11. Executive Director's Report – Mr. Owen said he had nothing more to provide Board members.

- a. **Correspondence**
- b. **News Articles**
- c. **Other**

12. Other Business

Chair Stone said the Board is aware that Mr. Owen has submitted a letter of resignation. She said she requested Mr. Owen to submit a process to begin the search for a replacement within the 180-day period.

Mr. Owen suggested the process be open until August 16, 2019; applications reviewed by staff; short list a maximum of five applicants developed; Authority staff contact previous employers and references; and short list invited to interview with the Board at the September 19, 2019 meeting. Board members will be provided the full packet provided by each of the top five, as well as a list of all applicants.

In response to Ms. Bryant's query about background checks, Chair Stone volunteered the Marion County Human Resources to do the background checks on applicants prior to being referred to the Board and staff contacting employers and references. Chair Stone said she volunteers to be the Board member participant unless someone else would like to.

Mr. Haag noted that, since a selection committee is being formed, the meeting will need to be advertised.

Mr. Coleman asked if the Authority's budget for advertising will accommodate these additional ads. Mr. Owen said the budget may need amending. He said he will review charges for this fiscal year and report to the Board at the next meeting.

Following discussion, Board consensus was to begin the search process for an Executive Director through posting on Authority website and advertising in Florida venues (Florida League of Cities, Florida Association of Counties, Florida American Water Resources Association, Florida Section of the American Water Works Association), review process include a Board member, and background checks performed so there is strong screening of prospects before referral to the Board.

13. Next Meeting Time and Location

- Next Regular Board Meeting – September 18, 2019 at 3:30 p.m. at the Lecanto Government Building, Room 166.

14. Adjournment – Chair Stone adjourned the meeting at 5:20 p.m.

Michelle Stone, Chair

Richard S. Owen, Executive Director

Consent Agenda

Public Officials Liability Insurance Policy

The Authority has received the Public Officials Liability Insurance Renewal information, which is included as an exhibit to this item.

See Exhibit – Public Officials Liability Insurance Policy Renewal

Staff Recommendation:

Board approve the Public Officials Liability Insurance renewal, payment in the amount of \$2,741.01 and for the Executive Director to sign the Surplus Lines Disclosure and Acknowledgment form.



August 27, 2019

Withlacoochee Regional Water Supply Authority
3600 W Sovereign Path, Ste 228
Lecanto, FL 34461

RE: Public Officials Liability, Policy # POL0951174
Expiration Date: 10/1/2019

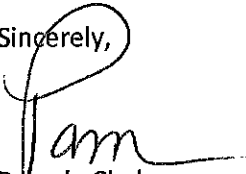
Dear Richard,

Your current Public Officials Liability policy will expire on 10/1/2019.

Enclosed are the renewal form and invoice. Please complete and sign where indicated and return to me with the premium payment by 9/24/2019 to ensure continuous coverage without a lapse.

If you have any questions or wish to make any changes, please contact our office.

Your continued business is greatly appreciated.

Sincerely,

Pamela Clader
Account Manager

Email: pam.clader@acentria.com

Enclosures



Acentria Insurance 117 N Seminole Ave Inverness, FL 34450 Phone: (352)637-5191 Fax: (352)419-0645	INVOICE
	ACCOUNT: WITHREG-01 DATE: 8/27/2019

Withlacoochee Regional Water Supply Authority 3600 W Sovereign Path, Ste 228 Lecanto, FL 34461	Account Manager Pamela Clader
---	--

Transaction Description	Amount
Public Officials Liability Renewal effective 10/1/2019	\$2,741.01
Invoice Total	\$2,741.01

Make all checks payable to: Acentria Insurance Payment Due: 9/24/2019 For your convenience, you may remit payment via our website at: www.acentria.com and select "Make A Payment" Please included your Account Code: WITHREG-01
THANK YOU FOR YOUR BUSINESS!

Surplus Lines Disclosure and Acknowledgement

Acentria Insurance

At my direction, Acentria Insurance name of insurance agency has placed my coverage in the surplus lines market.

As required by Florida Statute 626.916, I have agreed to this placement. I understand that superior coverage may be available in the admitted market and at a lesser cost and that persons insured by surplus lines carriers are not protected by the Florida Insurance Guaranty Association with respect to any right of recovery for the obligation of an insolvent unlicensed insurer.

I further understand the policy forms, conditions, premiums, and deductibles used by surplus lines insurers may be different from those found in policies used in the admitted market. I have been advised to carefully read the entire policy.

Withlacoochee Regional Water Supply Authority

Named Insured

By:

Signature of Named Insured

Date

Printed Name and Title of Person Signing

Indian Harbor Insurance Company

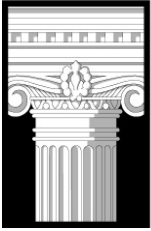
Name of Excess and Surplus Lines Carrier

Public Officials Liability

Type of Insurance

10/1/2019

Effective Date of Coverage



**Professional
Governmental
Underwriters, Inc.**
The Authority.

**CLAIMS MADE PUBLIC OFFICIALS AND
EMPLOYMENT PRACTICES LIABILITY
INSURANCE RENEWAL APPLICATION**

THIS IS AN APPLICATION FOR A CLAIMS MADE POLICY WHICH APPLIES ONLY TO CLAIMS FIRST MADE DURING THE POLICY PERIOD OR ANY EXTENDED REPORTING PERIOD. DEFENSE EXPENSES WILL BE APPLIED AGAINST THE RETENTION AMOUNT.

I. GENERAL INFORMATION

Policy #:

1. Legal Name of Entity: _____

Street Address: _____

City: _____ State: _____ Zip: _____

County: _____ Current Population: _____

FEIN Number:: _____

Human Resource Contact: (Name): _____

(Email): _____

(Phone Number): _____

2. Within the last twelve (12) months, have any of the following taken place?

a. Grand Jury investigations into activities of any official or employee. Yes ☐ No ☐
If "yes", provide details: _____

b. Indictment of any official or employee: Yes ☐ No ☐
If "yes", provide details: _____

3. Provide revenues and expenditures. *Provide an explanation for any deficit or large surplus.*

FISCAL YEAR	REVENUES	EXPENDITURES	SURPLUS (+)/ DEFICIT (-)	ACCUMULATED SURPLUS/DEFICIT

4. Current bond rating (Standard & Poor's or Moody's): _____

II. CLAIMS HISTORY

1. Check here if there have been no claims made against the public entity during the twelve(12) months ☐

2. Does any official or employee have knowledge of acts, errors, and/or omissions that might reasonably give rise to a claim or suit? Yes ☐ No ☐

3. a. Check the boxes which generally describe the types of complaints/disputes the public entity has received during the last twelve (12) months.

- | | | |
|--|--------------------------------------|--|
| <input type="checkbox"/> Zoning | <input type="checkbox"/> Termination | <input type="checkbox"/> Discrimination |
| <input type="checkbox"/> Permits Insurance | <input type="checkbox"/> Equal Pay | <input type="checkbox"/> Land Use |
| <input type="checkbox"/> Sex Harassment | <input type="checkbox"/> Suspension | <input type="checkbox"/> License Insurance |
| <input type="checkbox"/> Variances | <input type="checkbox"/> Promotion | <input type="checkbox"/> Demotion |
| <input type="checkbox"/> Hiring | <input type="checkbox"/> Segregation | |

- b. Have such complaints/disputes been reported to us? Yes ☐ No ☐

III. PUBLIC OFFICIALS INFORMATION.

Check the boxes with services provided or activities performed by the public entity.

- | | | |
|--|--|--|
| <input type="checkbox"/> Police Department | <input type="checkbox"/> License Issuance | <input type="checkbox"/> Gas Utility |
| <input type="checkbox"/> Transit Authority | <input type="checkbox"/> Zoning | <input type="checkbox"/> Tax Assessment Collection |
| <input type="checkbox"/> Port Authority | <input type="checkbox"/> Landfill | <input type="checkbox"/> Building Inspection |
| <input type="checkbox"/> Water/Sewer Utility | <input type="checkbox"/> Airport Authority | <input type="checkbox"/> Hospital/Nursing Home |
| <input type="checkbox"/> Permits Issuance | <input type="checkbox"/> Electric Utility | <input type="checkbox"/> Housing Authority |
| <input type="checkbox"/> Daycare | | |

Any new services provided or activities performed during the last twelve (12) months which were not declared on the application of the expiring policy require completion of applicable portions pages 2-3 of the main Application Form PGU POL APP 0417.

IV. EMPLOYMENT PRACTICES INFORMATION.

1. Total number of employees: Full time: _____ Part time: _____ Seasonal: _____

2. Have any of the following taken place during the last twelve (12) months?

- | | | | | |
|--|------------------------------|-----------------------------|------------------------|-------|
| A. Strike, slowdown or other disruption? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Provide # of Incidents | _____ |
| B. Layoff or reduction in staff? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Provide # of Incidents | _____ |
| C. Employee suspensions? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Provide # of Incidents | _____ |
| D. Employee transfers? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Provide # of Incidents | _____ |
| E. Non-renewal of employment contracts? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Provide # of Incidents | _____ |
| F. Employee terminations/dismissals? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Provide # of Incidents | _____ |
| G. Administrative appeals? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Provide # of Incidents | _____ |
| H. Formal Grievances? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Provide # of Incidents | _____ |

Provide explanation on a separate sheet of paper for any "yes" response to questions 2. A-H.

3. Personnel policies and procedures have been reviewed by legal counsel within the last twelve (12) months? Yes ☐ No ☐ NA

4. Have supervisors and/or employees received employment practices training during the last twelve (12) months? Yes ☐ No ☐ NA

V. IMPORTANT NOTICES; AUTHORIZED ENTITY REPRESENTATIVE

This application is for Claims-Made coverage. Upon receipt read the policy carefully.

THE UNDERSIGNED AUTHORIZED REPRESENTATIVE, PARTNER, DIRECTOR OR OFFICER AGREES THAT IF THE INFORMATION SUPPLIED ON THIS APPLICATION CHANGES BETWEEN THE DATE THE APPLICATION IS EXECUTED AND THE TIME THE PROPOSED INSURANCE POLICY IS BOUND OR COVERAGE COMMENCES, THE NAMED INSURED WILL IMMEDIATELY NOTIFY THE INSURER IN WRITING OF SUCH CHANGES. THE INSURER RESERVES ITS RIGHTS TO MODIFY OR WITHDRAW ITS PROPOSAL.

THE UNDERSIGNED AUTHORIZED REPRESENTATIVE, REPRESENTS AND WARRANTS ON BEHALF OF THE NAMED INSURED AND ALL PERSONS OR ENTITIES FOR WHOM INSURANCE IS BEING SOUGHT THAT TO THE BEST OF HIS OR HER KNOWLEDGE AND BELIEF AND AFTER DILIGENT INQUIRY, THE STATEMENTS SET FORTH IN THIS APPLICATION AND ANY ATTACHMENTS HERETO ARE TRUE AND ACCURATE. IT IS UNDERSTOOD THAT THE STATEMENTS IN THIS APPLICATION, INCLUDING MATERIALS SUBMITTED TO OR OBTAINED BY THE INSURER, ARE MATERIAL TO THE ACCEPTANCE OF THE RISK, AND RELIED UPON BY THE INSURER.

FRAUD WARNINGS

NOTICE TO ARKANSAS APPLICANTS: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

NOTICE TO COLORADO APPLICANTS: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable for insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

NOTICE TO DISTRICT OF COLUMBIA APPLICANTS: WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

NOTICE TO FLORIDA APPLICANTS: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

NOTICE TO KANSAS APPLICANTS: A "fraudulent insurance act" means an act committed by any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written, electronic, electronic impulse, facsimile, magnetic, oral, or telephonic communication or statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto.

NOTICE TO KENTUCKY APPLICANTS: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

NOTICE TO LOUISIANA APPLICANTS: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

NOTICE TO MAINE APPLICANTS: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines, or denial of insurance benefits.

NOTICE TO MARYLAND APPLICANTS: Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

NOTICE TO NEW JERSEY APPLICANTS: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

NOTICE TO NEW MEXICO APPLICANTS: ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.

NOTICE TO OHIO APPLICANTS: Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

NOTICE TO OKLAHOMA APPLICANTS: WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

NOTICE TO PENNSYLVANIA APPLICANTS: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

NOTICE TO PUERTO RICO APPLICANTS: Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances [be] present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

NOTICE TO RHODE ISLAND APPLICANTS: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

NOTICE TO TENNESSEE APPLICANTS: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

NOTICE TO VIRGINIA APPLICANTS: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

NOTICE TO WASHINGTON APPLICANTS: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

NOTICE TO WEST VIRGINIA APPLICANTS: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

NOTICE TO ALL OTHER STATES: Any person who knowingly and willfully presents false information in an application for insurance may be guilty of insurance fraud and subject to fines and confinement in prison. (In Oregon, the aforementioned actions may constitute a fraudulent insurance act which may be a crime and may subject the person to penalties).

NOTICE TO NEW YORK APPLICANTS: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

VI. AUTHORIZED REPRESENTATIVE; APPLICANT'S SIGNATURE:

1. Provide the name and title of the individual designated to receive any and all notices from the insurer concerning any policy issued as a result of this application (please type or print).

Name: _____

Title: _____

2. Attestation: The authorized signer of this application attests to the best of his/her knowledge that statements set forth herein are true; that no fact, circumstance nor situation indicating the probability of a claim or action now known to any entity, official, or employee has not been declared; and it is agreed by all concerned that omission of such information shall exclude any such claim or action from coverage under the insurance being applied for. It is further acknowledged that the signing of this application does not bind the signer to purchase the insurance. However, it is agreed that this Application shall be the basis of the contract and any policy



August 8, 2019

Authorized Signatory of Entity

Date

Print Name and Title

Phone Number

VII. AGENCY INFORMATION

Agency Name: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Will you make surplus lines filings if necessary?

Yes ☐ No ☐

Provide your surplus lines license number: _____

ATTACHMENT
To
Claims-Made Public Official & Employment Practices Liability Application

Withlacoochee Regional Water Supply Authority Statement of Agency Organization

- (1) The Withlacoochee Regional Water Supply Authority (Authority) is an independent special district authorized by section 373.1962, Florida Statutes (F.S.), as subsequently reenacted in section 373.713, F.S., and created by an interlocal agreement executed pursuant to section 163.01, F.S., in 1977, amended in 1984 and as expressed in the Revised and Restated Interlocal Agreement approved in 2014.
- (2) The Board of Directors (Board) of the Authority consists of Citrus, Hernando, Marion and Sumter counties and a municipal representative from each member county. Each representative is appointed by and serves at the pleasure of the governing bodies of the parties. Members of the Board serve without compensation but may be reimbursed for travel expenses as provided in Section 112.016, F.S. The Board's officers consist of a chairman, vice-chairman and treasurer, each of whom serve for a term of one year, or until their respective successor is elected and qualified. The Board is vested with all of the powers of the Authority. The Executive Director serves as the Secretary to the Board.

Board Members:

- Michelle Stone, Chair, Marion County Commissioner
- Stephen Printz, Vice-Chair, Sumter County Commissioner
- Jeff Holcomb, Treasurer, Hernando Co Commissioner
- Ken Brown, Crystal River City Councilor
- Kathy Bryant, Marion County Commissioner
- Al Butler, Sumter County Commissioner
- Scott Carnahan, Citrus County Commissioner
- Steve Champion, Hernando Co Commissioner
- Gary Ernst, Belleview City Commissioner
- William Kemerer, Brooksville City Councilor
- Jeff Kinnard, Citrus County Commissioner
- Dale Swain, Bushnell City Councilor
- Carl Zalak, Marion County Commissioner

Alternates:

- Don Burgess, Sumter County Commissioner
- Brian Coleman, Citrus County Commissioner
- Ronald E. Kitchen, Citrus County Commissioner
- Dave Moore, Marion County Commissioner
- Gordon Onderdonk, Hernando County Utilities Dir
- Alys Brockway, Hernando County Water Res Mgr

- Jody Kirkman, Marion County Environmental Services Dir
- Kim Dinkins, Marion County Water Resources Coordinator
- Christine Dobkowski, City of Belleview Mayor
- Richard Radacky, City of Brooksville Public Works Dir
- Ken Frink, City of Crystal River City Manager

(3) The Authority has no employees. Staffing needs are provided by contract with:

- Richard S. Owen, Executive Director
- Carolyn LuAnne Stout, Administrative Assistant
- Larry M. Haag, Attorney
- Diane Salz, Governmental Affairs Consultant
- Purvis Gray & Company, Accountant

Other technical and engineering consultants on an as-needed basis.

Item 6.c.

Consent Agenda

Bills to be Paid

**July and August bills in the meeting materials;
September bills to be provided at meeting.**

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

Bills For Payment
7/17/2019

<u>Administrative Invoices</u>	<u>Invoice Number(s)</u>	<u>Invoice Date</u>	<u>Amount</u>
Richard S. Owen, AICP, Executive Director	2019-06	7/11/2019	\$6,769.70
Larry Haag, Attorney	34978	7/8/2019	\$165.00
Robert Batsel, Special Counsel	50833	7/10/2019	\$270.25
Diane Salz, Governmental Affairs (Professional Fee)	63019	6/30/2019	\$3,500.00
C. LuAnne Stout, Admin Asst (Services)	06-June-2019	7/4/2019	\$3,125.00
Citrus Co Chronicle (Advertise RFQ Mtg)	12937969	6/23/2019	\$48.00
Citrus Co / Sumter Co Times (Advertise RFQ Mtg)	12938056	6/23/2019	\$48.00
Daily Commercial (Advertise RFQ Mtg)	10088597	6/21/2019	\$110.98
Ocala Star Banner (Advertise RFQ Mtg)	A000955791	6/20/2019	\$104.84
Times Publishing (Advertise RFQ Mtg)	793230	6/23/2019	\$54.00
Purvis Gray & Company	38529	6/15/2019	\$500.00
Karen Allen (Web Maint)	113	7/7/2019	\$100.00
Sun Trust Business Card Statement	07.02.2019	7/2/2019	\$30.40
Total Administrative Invoices			\$14,826.17

<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	
Regional Water Supply Plan Update	\$299,940.00	\$72,856.96	\$96,993.75 (1)
FY2017-18 Water Conservation Grants Program			
Citrus County	\$42,627.50	\$2,461.38	
Hernando County	\$48,350.00	\$7,973.69	
Marion County	\$35,245.00	\$17,571.18	
FY2018-19 Water Conservation Grants Program			
Citrus County	\$36,875.00	\$36,875.00	
Hernando County	\$48,350.00	\$48,350.00	
Marion County	\$42,595.00	\$41,981.50	\$613.50 (2)
Phase 4 Irrigation Program	\$200,000.00	\$64,239.78	\$700.00 (3)
Phase 5 Irrigation Program	\$200,000.00	\$154,630.12	\$6,823.34 (4)
Total Project Invoices	\$1,028,982.50	\$521,939.61	\$105,130.59

Total Bills to be Paid	\$119,956.76
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State Board of Administration	Transfer from SBA2 to SBA1	\$105,130.59
State Board of Administration	Transfer from SBA1 to SunTrust Bank	\$119,956.76

Notes:

(1) Regional Supply Plan Update - Cardno, Inc.	\$96,993.75	Invoice 276262
(2) Water Conservation Grant Program		
Marion County Toilet Rebate Program (Oct 2018 - Mar 2019)	\$613.50	Invoice WR-19-001
(2) Phase 4 (N822) - Irrigation Audit Reinspections		
Jack Overdorff, ECO Land Design	\$700.00	Invoice 363
(3) Phase 5 (Q040) - Irrigation Audits		
Jack Overdorff, ECO Land Design	\$6,023.34	Invoice 360
C. LuAnne Stout, Admin Services	\$800.00	Invoice 06-June-Q040 2019
	<u>\$6,823.34</u>	
Transfer funds from SunTrust to SBA Acct 311172		
SWFWMD Reimbursement - Regional Water Supply Plan	\$35,470.01	

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

Bills For Payment
8/21/2019

<u>Administrative Invoices</u>	<u>Invoice Number(s)</u>	<u>Invoice Date</u>	<u>Amount</u>
Richard S. Owen, AICP, Executive Director	2019-07	8/6/2019	\$6,738.97
Larry Haag, Attorney	35058 35059	8/6/2019	\$712.24
Diane Salz, Governmental Affairs (Professional Fee)	73119	7/31/2019	\$3,500.00
C. LuAnne Stout, Admin Asst (Services)	07-Jul-2019	8/5/2019	\$3,125.00
FL Dept of State FAR (Advertise Rev Comte Mtg)	100049	7/9/2019	\$37.52
FL Dept of State FAR (Publish Reg Plan)	100355	8/6/2019	\$5.74
FL Section AWWA (Advertise Exec Dir)	R43743215	8/5/2019	\$165.00
Karen Allen (Web Maintenance)	114	8/6/2019	\$125.00
ZF Systems (Replace Battery Backups, Service)	BNS-3990	8/14/2019	\$264.90
Sun Trust Business Card Statement	08.02.2019	8/2/2019	\$669.50
Total Administrative Invoices			\$15,343.87

<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	
Regional Water Supply Plan Update	\$299,940.00	\$72,856.96	
FY2017-18 Water Conservation Grants Program			
Citrus County	\$42,627.50	\$2,461.38	
Hernando County	\$48,350.00	\$7,973.69	
Marion County	\$35,245.00	\$17,571.18	
FY2018-19 Water Conservation Grants Program			
Citrus County	\$36,875.00	\$36,875.00	
Hernando County	\$48,350.00	\$48,350.00	
Marion County	\$42,595.00	\$41,981.50	
Phase 4 Irrigation Program	\$200,000.00	\$62,939.78	\$1,300.00 (1)
Phase 5 Irrigation Program	\$200,000.00	\$148,296.10	\$6,334.02 (2)
Total Project Invoices	\$1,028,982.50	\$514,305.59	\$7,634.02

Total Bills to be Paid	\$22,977.89
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State Board of Administration	Transfer from SBA2 to SBA1	\$7,634.02
State Board of Administration	Transfer from SBA1 to SunTrust Bank	\$22,977.89

Notes:

(1) Phase 4 (N822) - Irrigation Audit Reinspections

Jack Overdorff, ECO Land Design \$1,300.00 Invoice 365

(2) Phase 5 (Q040) - Irrigation Audits

Jack Overdorff, ECO Land Design \$5,534.02 Invoice 366

C. LuAnne Stout, Admin Services \$800.00 Invoice 07-July-Q040 2019

\$6,334.02

Item 6.d.

Consent Agenda

Third Quarter Financial Report

To The Governing Board
Withlacoochee Regional Water Supply Authority
Ocala, Florida

Management is responsible for the accompanying financial statements of the Withlacoochee Regional Water Supply Authority (the Authority), an Independent Special District, as of and for the three (3) months and nine (9) months ended June 30, 2019, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows as required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Authority's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Supplementary Information

The budgetary comparison information is not a required part of the basic financial statements but is supplementary information. The supplementary information has been compiled from information that is the representation of management. This information was subject to our compilation engagement, however, we have not audited or reviewed the supplementary information, and, accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on such information.



July 26, 2019
Ocala, Florida

Certified Public Accountants

P.O. Box 141270 • 222 N.E. 1st Street • Gainesville, Florida 32614-1270 • (352) 378-2461 • FAX (352) 378-2505
Laurel Ridge Professional Center • 2347 S.E. 17th Street • Ocala, Florida 34471 • (352) 732-3872 • FAX (352) 732-0542
443 East College Avenue • Tallahassee, Florida 32301 • (850) 224-7144 • FAX (850) 224-1762
5001 Lakewood Ranch Blvd. N., Suite 101 • Sarasota, Florida 34240 • (941) 907-0350 • FAX (941) 907-0309
MEMBERS OF AMERICAN AND FLORIDA INSTITUTES OF CERTIFIED PUBLIC ACCOUNTANTS
MEMBER OF AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS PRIVATE COMPANIES AND S.E.C. PRACTICE SECTIONS

Withlacoochee Regional Water Supply Authority
STATEMENT OF NET POSITION

As of June 30, 2019

ASSETS

Cash in Bank - SunTrust	\$ 80,305.90
Cash in Bank - SBA1	609,384.70
Cash in Bank - SBA2	934,052.39
Accounts Receivable - SWFWMD	56,706.88
Accounts Receivable - County	19,537.59
Prepaid Expense	<u>1,311.85</u>

Total Current Assets	1,701,299.31
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PROPERTY AND EQUIPMENTS

Equipment	3,728.84
Accum Deprec - Equipment	(3,015.82)
Citrus Co. Wellfield	4,895,231.21
Accum Deprec - Wellfield	<u>(4,364,917.54)</u>

Total Property and Equipment	<u>531,026.69</u>
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TOTAL ASSETS	<u>\$ 2,232,326.00</u>
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LIABILITIES AND NET POSITION

CURRENT LIABILITIES

Acct Payable - Special Projects	\$ 105,130.59
Acct Payable - General	<u>14,726.17</u>

Total Current Liabilities	119,856.76
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NET POSITION

Beginning Net Position	2,230,638.82
Net Income	(118,169.58)

Total Net Position	<u>2,112,469.24</u>
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TOTAL LIABILITIES AND NET POSITION	<u>\$ 2,232,326.00</u>
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Withlacoochee Regional Water Supply Authority

STATEMENT OF REVENUES AND EXPENSES

For the Period Ended June 30, 2019

	<u>3 months ended</u>		<u>9 months ended</u>	
	<u>June 30, 2019</u>	<u>%</u>	<u>June 30, 2019</u>	<u>%</u>
Revenue				
Citrus Co. Assessments	\$ 6,830.50	3.93 %	\$ 20,491.50	4.95 %
Hernando Co. Assessments	8,639.50	4.97 %	25,918.50	6.26 %
Sumter Co. Assessments	5,733.25	3.29 %	17,199.75	4.16 %
Marion Co. Assessment	16,590.25	9.53 %	49,770.75	12.03 %
Interest Income - SBA Accounts	9,767.91	5.61 %	32,663.27	7.89 %
CAB Wflld Restricted Revenues	50,368.11	28.95 %	128,896.63	31.15 %
CAB Wflld Unrestricted Revenues	14,147.75	8.13 %	42,443.25	10.26 %
Ph4 N822 Irrg Audit Coop Match	0.00	0.00 %	477.33	0.12 %
Ph5 Irrg Audit Prgm Coop Match	3,719.72	2.14 %	3,719.72	0.90 %
RWSP Update SWFWMD Match	58,206.88	33.45 %	92,176.89	22.28 %
Total Revenue	174,003.87	100.00 %	413,757.59	100.00 %
Operating Expenses				
Administrative Assistant	\$ 9,375.00	5.39 %	\$ 28,125.00	6.80 %
Advertising	667.40	0.38 %	1,954.84	0.47 %
Audit	0.00	0.00 %	10,325.00	2.50 %
Bank Charges	0.00	0.00 %	34.55	0.01 %
Bookkeeping Services	1,150.00	0.66 %	1,150.00	0.28 %
Depreciation Expense	40,841.06	23.47 %	122,523.20	29.61 %
Executive Director	20,000.01	11.49 %	59,999.99	14.50 %
General Services Contracts	0.00	0.00 %	1,468.75	0.35 %
Legal - Monthly Meeting	1,000.00	0.57 %	2,500.00	0.60 %
Legal - Other Services	6,790.73	3.90 %	15,202.44	3.67 %
Legislative Consultant	10,500.00	6.03 %	31,500.00	7.61 %
Liability Insurance	629.28	0.36 %	1,887.86	0.46 %
Local Govt Water Cons Proj	613.50	0.35 %	4,530.50	1.09 %
Office Supplies	0.00	0.00 %	181.46	0.04 %
Ph5 Irrg Audit Program	14,293.09	8.21 %	55,609.64	13.44 %
Phase 4 N822 Irrig Audit Prgm	1,600.00	0.92 %	4,400.00	1.06 %
Postage	307.85	0.18 %	554.34	0.13 %
Printing & Reproduction	541.52	0.31 %	1,260.55	0.30 %
Publications/Software	19.50	0.01 %	65.00	0.02 %
Reg Water Supply Pln Upd SWFWMD	113,413.75	65.18 %	181,353.76	43.83 %
Registration/Dues	0.00	0.00 %	1,330.00	0.32 %
Rent (Lecanto Gov't Bldg)	511.92	0.29 %	1,535.76	0.37 %
State Fees/Assessments	0.00	0.00 %	175.00	0.04 %
Telephone	192.16	0.11 %	648.06	0.16 %
Travel (Board Members & Staff)	941.43	0.54 %	2,375.32	0.57 %
Web Page/Computer Maintenance	350.00	0.20 %	1,236.15	0.30 %
Total Operating Expenses	223,738.20	128.58 %	531,927.17	128.56 %
Net Income (Loss)	\$ (49,734.33)	(28.58)%	\$ (118,169.58)	(28.56)%

See Accompanying Independent Accountant's Compilation Report

ACCOMPANYING SUPPLEMENTARY INFORMATION

Withlacoochee Regional Water Supply Authority

BUDGET TO ACTUAL

For the Period Ended June 30, 2019

	<u>9 months ended</u> <u>June 30, 2019</u> <u>Actual</u>	<u>9 months ended</u> <u>June 30, 2018</u> <u>Budget</u>	<u>Variance</u> <u>Over/(Under)</u> <u>Budget</u>	<u>Annual</u> <u>Budget</u>	<u>Variance</u>
Revenue					
Citrus Co. Assessments	\$ 20,491.50	\$ 20,491.50	\$ -	\$ 27,322.00	(6,830.50)
Hernando Co. Assessments	25,918.50	25,918.50	-	34,558.00	(8,639.50)
Sumter Co. Assessments	17,199.75	17,199.75	-	22,933.00	(5,733.25)
Marion Co. Assessment	49,770.75	49,770.75	-	66,361.00	(16,590.25)
Interest Income - SBA Accounts	32,663.27	-	32,663.27	-	32,663.27
CAB Wifld Restricted Revenues	128,896.63	125,556.75	3,339.88	167,409.00	(38,512.37)
CAB Wifld Unrestricted Revenues	42,443.25	42,443.25	-	56,591.00	(14,147.75)
Ph4 N822 Irg Aud SWFWMD Match	0.00	23,876.25	(23,876.25)	31,835.00	(31,835.00)
RWSP Update SWFWMD Match	92,176.89	79,683.75	12,493.14	106,245.00	(14,068.11)
Ph4 N822 Irg Audit Coop Match	477.33	11,937.75	(11,460.42)	15,917.00	(15,439.67)
Ph5 Irg Audit Prgm SWFWMD Match	0.00	54,375.00	(54,375.00)	72,500.00	(72,500.00)
Ph5 Irg Audit Prgm Coop Match	3,719.72	27,187.50	(23,467.78)	36,250.00	(32,530.28)
Total Revenue	413,757.59	478,440.75	(64,683.16)	637,921.00	(224,163.41)
Operating Expenses					
Administrative Assistant	\$ 28,125.00	\$ 28,125.00	\$ -	\$ 37,500.00	\$ (9,375.00)
Advertising	1,954.84	750.00	1,204.84	1,000.00	954.84
Audit	10,325.00	7,743.75	2,581.25	10,325.00	-
Bank Charges	34.55	-	34.55	-	34.55
Bookkeeping Services	1,150.00	1,500.00	(350.00)	2,000.00	(850.00)
Contingencies	0.00	1,115.25	(1,115.25)	1,487.00	(1,487.00)
Depreciation Expense	122,523.20	-	122,523.20	-	122,523.20
Executive Director	59,999.99	60,000.00	(0.01)	80,000.00	(20,000.01)
General Services Contracts	1,468.75	56,250.00	(54,781.25)	75,000.00	(73,531.25)
Legal - Monthly Meeting	2,500.00	2,250.00	250.00	3,000.00	(500.00)
Legal - Other Services	15,202.44	7,500.00	7,702.44	10,000.00	5,202.44
Legislative Consultant	31,500.00	31,500.00	-	42,000.00	(10,500.00)
Liability Insurance	1,887.86	1,897.50	(9.64)	2,530.00	(642.14)
Local Govt Water Cons Proj	4,530.50	97,500.00	(92,969.50)	130,000.00	(125,469.50)
Office Supplies	181.46	1,050.00	(868.54)	1,400.00	(1,218.54)
Ph5 Irg Audit Program	55,609.64	108,750.00	(53,140.36)	145,000.00	(89,390.36)
Phase 4 N822 Irrig Audit Prgm	4,400.00	48,750.00	(44,350.00)	65,000.00	(60,600.00)
Postage	554.34	600.00	(45.66)	800.00	(245.66)
Printing & Reproduction	1,260.55	1,125.00	135.55	1,500.00	(239.45)
Publications/Software	65.00	150.00	(85.00)	200.00	(135.00)
Reg Water Supply Pln Upd SWFWMD	181,353.76	159,367.50	21,986.26	212,490.00	(31,136.24)
Registration/Dues	1,330.00	1,425.00	(95.00)	1,900.00	(570.00)
Rent (Lecanto Gov't Bldg)	1,535.76	1,536.00	(0.24)	2,048.00	(512.24)
State Fees/Assessments	175.00	131.25	43.75	175.00	-
Telephone	648.06	1,050.00	(401.94)	1,400.00	(751.94)
Travel (Board Members & Staff)	2,375.32	4,875.00	(2,499.68)	6,500.00	(4,124.68)
Web Page/Computer Maintenance	1,236.15	1,500.00	(263.85)	2,000.00	(763.85)
Total Operating Expenses	531,927.17	626,441.25	(94,514.08)	835,255.00	(303,327.83)
Increase (Decrease) in Net Position	(118,169.58)	(148,000.50)	29,830.92	(197,334.00)	79,164.42

Item 6.e.

Consent Agenda

Fiscal Year 2019-20 Calendar of Board Meeting Dates

Mr. Richard Owen, WRWSA Executive Director, will present this item.

The Authority is required to follow Chapter 189, Florida Statutes, concerning meeting notices. In response to these statutory requirements, the Authority publishes an annual calendar of meeting dates that is approved by the Board. Any changes to the meeting dates, times or locations must be published in area newspapers to notice the change from the originally published calendar. The following dates are proposed for the Fiscal Year 2019-20 meeting schedule.

Location of Meetings:	Lecanto Government Building, Room 166 3600 W. Sovereign Path Lecanto, Florida 34461
Start Time:	3:30 p.m.
Meeting Dates:	November 20, 2019 January 15, 2020 March 18, 2020 May 20, 2020 July 15, 2020 September 16, 2020

Staff Recommendation:

Board approve the Fiscal Year 2019-20 meeting dates as shown above.

Contract for General Counsel Services

Mr. Richard Owen, WRWSA Executive Director, will present this item.

The Authority Board at its July 17, 2019 meeting accepted the Review Committee's ranking of firms that submitted statements of qualifications to provide general counsel services. The Board authorized staff to enter into negotiations with the firms in ranked order. Staff have negotiated a contract with the law firm of Gilligan, Gooding, Franjola & Batsel, P.A., the top ranked firm. A copy of the proposed contract is included as an exhibit.

See Exhibit – General Services Contract between Withlacoochee Regional Water Supply Authority and Gilligan, Gooding, Franjola & Batsel, P.A.

Staff Recommendation:

Board approve the General Services Contract between the Withlacoochee Regional Water Supply Authority and Gilligan, Gooding, Franjola & Batsel, P.A., as shown in the Exhibit and authorization for the Chair to sign the Contract.

GENERAL COUNSEL SERVICES CONTRACT
BETWEEN
WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY
AND
GILLIGAN, GOODING, FRANJOLA & BATSEL, P.A.

The Withlacoochee Regional Water Supply Authority, 3600 W Sovereign Path, Suite 228, Lecanto, FL, 34461 (hereinafter "AUTHORITY"), and Gilligan, Gooding, Franjola & Batzel, P.A., 1531 S.E. 36th Avenue, Ocala, FL 34471, (hereinafter "GENERAL COUNSEL") mutually agree as follows:

1. Robert W. Batzel, Jr., of the law firm Gilligan, Gooding, Franjola & Batzel, P.A., shall be appointed as AUTHORITY GENERAL COUNSEL for a term commencing September 18, 2019. Unless otherwise terminated as provided below, the AUTHORITY and GENERAL COUNSEL shall consider this Contract as a continuing agreement for professional legal services unless otherwise amended, as provided below.
2. The GENERAL COUNSEL shall serve as Chief Legal Advisor to the AUTHORITY Board of Directors and the AUTHORITY Executive Director, represent the AUTHORITY in all legal proceedings, and perform any other duties as assigned or prescribed by the AUTHORITY. The GENERAL COUNSEL may assign legal work to partners or associates of his law firm as long as all work is accomplished in accordance with the Rules of Professional Responsibility of the Florida Bar. All such work shall be billed in accordance with the schedule and procedures set forth below. The duties of the GENERAL COUNSEL shall include, but are not limited to:
 - 2.1 Reviewing and analyzing AUTHORITY legal matters, data, documents and other materials concerning the AUTHORITY and advise on legal issues and recommended course of action.
 - 2.2 Attending and participating in all meetings and workshops of the AUTHORITY Board of Directors. Providing legal advice to the AUHTORITY Board of Directors and Executive Director on matters that come before the AUTHORITY.
 - 2.3 Reviewing or drafting contracts or agreements related to the business of the AUTHORITY.
 - 2.4 In matters not involving tort litigation defense or matters for which special counsel is retained pursuant to Paragraph 2.5., below, representing the AUTHORITY in any threatened or pending litigation, which shall include, but not be limited to preparing and filing pleadings, motions or briefs, initiating and conducting discovery, and representing the AUTHORITY at trial or on appeal.
 - 2.5 Special Counsel Services. On occasion, the AUTHORITY may, upon the recommendation of the GENERAL COUNSEL or upon its own volition, decide to retain special counsel to provide representation in circumstances requiring particular expertise or situations in which a defense is provided by an insurer. On such an occasion, the GENERAL COUNSEL shall recommend special counsel and, thereafter, remain generally informed regarding the special counsel's actions, providing assistance as may be reasonably necessary or requested by the special counsel.
3. Compensation. The AUTHORITY shall compensate the GENERAL COUNSEL as follows:

3.1 Fees.

- 3.1.1 Attached as Exhibit "A" is the Schedule of Fees and Costs for services rendered or costs incurred by the GENERAL COUNSEL and by other employees of Gilligan, Gooding, Franjola & Batsel, P.A.
- 3.1.2 Billable hours shall be measured in six (6) minute increments. Compensation of attorney hours will be for actual time spent providing attorney services to the AUTHORITY.
- 3.1.3 Premium rates will not be paid for overtime work.
- 3.1.4 Attorney time while traveling to and from the AUTHORITY for Board of Directors meetings will not be compensated. Other travel time, such as traveling during the course of representing the AUTHORITY or to or from hearings and court appearances, will be compensated pursuant to the hourly rate reflected in and other provisions of Exhibit "A."

3.2 Costs.

- 3.2.1 Reimbursement for costs for such items as exhibits, transcripts and witness fees requires prior oral authorization by the AUTHORITY and shall be reimbursed based upon documented third party vendor charges. The AUTHORITY shall not pay for any firm surcharges added to third party vendor charges.
- 3.2.2 Routine expenses, such as local phone calls, local facsimile transmissions, copy work, local travel expenses within the AUTHORITY four-county area, local courier services, and clerical or secretarial services are considered overhead and will not be separately compensated. (See Exhibit "A").
- 3.2.3 Non-routine office expenses, such as long distance phone calls, long distance facsimile transmissions, long distance courier services, bulk mailings, bulk third party copying, blueprints, x-rays, photographs, and electronic legal research services, must be justified to the AUTHORITY and shall be reimbursed based upon documented third party vendor charges. If such charges are anticipated exceed \$500.00 per month, prior written approval from the AUTHORITY should be obtained. In-house bulk mailings and bulk copying expenses must be supported by usage logs or other similar documentation. Firm surcharges are not reimbursable. (See Exhibit "A").
- 3.2.4 Reimbursable costs shall not exceed \$200.00 per month without prior AUTHORITY approval when such approval is reasonably practicable. The GENERAL COUNSEL shall notify the AUTHORITY when costs reach \$150.00. Said notification shall be made as soon as is practicable and prior to the next monthly invoice.

3.3 Format for Invoices. Within thirty (30) days of service provision, each statement for fees and costs shall be submitted in a format that includes, at a minimum, the following information:

- 3.3.1 Case name and number, if applicable, or other legal matter reference.
 - 3.3.2 Invoice number for the particular bill.
 - 3.3.3 GENERAL COUNSEL taxpayer identification number.
 - 3.3.4 GENERAL COUNSEL and AUTHORITY contract administrator names.
 - 3.3.5 Inclusive dates of the month covered by the invoice.
 - 3.3.6 Itemization of the date; hours billed (if hourly); a concise, meaningful description of the services rendered, with sufficient detail to enable the AUTHORITY to evaluate the services rendered and costs; the person(s) who performed the services; and the hourly rate (if hourly) as specified in Exhibit "A".
 - 3.3.7 A listing of all invoiced costs to be accompanied by copies of actual receipts.
 - 3.3.8 The total of only the current bill. Prior balances or payment history should be shown separately, if at all.
 - 3.3.9 A certification statement, signed by the GENERAL COUNSEL'S contract administrator, that reads, "I certify that all costs and fees claimed for payment are accurate and were performed in furtherance of the Contract between Gilligan, Gooding, Franjola & Batsel, P.A. and the WITHLACOCHEE REGIONAL WATER SUPPLY AUTHORITY."
 - 3.3.10 Any other information as may be requested by the AUTHORITY's contract administrator.
- 4. Evaluation. The AUTHORITY shall have the opportunity to evaluate the legal services provided by the GENERAL COUNSEL annually, if requested by the Board of Directors.
 - 5. Travel. Any travel outside of the AUHTORITY'S four-county area on AUTHORITY business for which the GENERAL COUNSEL will request reimbursement and/or compensation from the AUTHORITY, shall be approved in advance by the AUTHORITY.
 - 6. Termination. The AUTHORITY may terminate this contract for convenience and without cause with thirty (30) days written notice to the GENERAL COUNSEL at any time. The GENERAL COUNSEL may terminate this contract for convenience and without cause with one hundred and twenty (120) days written notice to the AUTHORITY at any time. The AUTHORITY or the GENERAL COUNSEL may terminate this contract for cause with thirty (30) days written notice to the other party at any time when (i) the other party fails to comply with the terms of this agreement and (ii) fails to cure the default within ten (10) days of receiving written notice of such default, provided such default can be reasonably cured within this period. Upon termination under this paragraph, the AUTHORITY shall compensate the GENERAL COUNSEL all fees and costs accrued at the effective date of termination.
 - 7. Amendment. This Agreement may be amended at any time with the mutual consent of AUTHORITY and GENERAL COUNSEL. Amendments to this agreement must be in writing, executed by each party.

8. Entire Understanding. This contract represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other statements or representations (if any) made by and between the parties.
9. Notices. All notices, requests, consents and other communications required or permitted under this Agreement shall be in writing (including email communication) and shall be (as elected by the person giving such notice) hand delivered by messenger or courier service, faxed, emailed, or mailed by registered or certified mail (postage pre-paid), return receipt requested, addressed to:

Robert W. Batsel, Jr.
Gilligan, Gooding, Franjola, & Batsel, P.A.
1531 S.E. 36th Avenue
Ocala, Florida 34471
rbatsel@ocalalaw.com
Fax: (352) 867-0237

Richard S. Owen
Executive Director
Withlacoochee Regional Water Supply Authority
3600 W Sovereign Path, Suite 228
Lecanto, Florida 34461
richardowen@wrwsa.org
Fax: (352) 527-5797

Or to such other addressees as any third party may designate by notice complying with the terms of this section. Each such notice shall be deemed delivered:

- (a) on the date delivered if by personal delivery,
 - (b) on the date faxed if by facsimile,
 - (c) on the date emailed if by email, and
 - (d) on the date upon which a return receipt is signed or delivery is refused or the notice is designated by the postal authorities as not delivered, as the case may be, if mailed.
10. Administration of Agreement. The AUTHORITY contract administrator shall be Richard S. Owen, Executive Director. The GENERAL COUNSEL contract administrator shall be Robert W. Batsel, Jr. All oral approvals must be obtained from a party's contract administrator or his/her designee. All notices must be given to a party's contract administrator.
11. Severability. Provisions contained in this Contract which are contrary to, prohibited by or invalid under applicable laws or regulations shall be deemed omitted from this Contract and shall not invalidate the remaining provisions thereof.
12. Public Records. Records created pursuant to this Contract may be subject to Florida's public records law with certain exceptions. Refusal of the GENERAL COUNSEL to allow public access to such records, as required by law, shall constitute grounds for unilateral cancellation of this Contract.
13. Special Conditions.
- 13.1 The GENERAL COUNSEL will make affirmative efforts to achieve cost effectiveness by consolidating court hearings, limiting travel, streamlining case processing, using forms, using the appropriate level of attorney or staff experience required by task, and taking other actions to improve efficiency.
 - 13.2 Multiple staff utilized at meetings, hearings, depositions, trials, etc., by the GENERAL COUNSEL will not be compensated without prior approval from the AUTHORITY.
 - 13.3 The GENERAL COUNSEL agrees that all documents shall be promptly returned at the termination of the GENERAL COUNSEL's involvement in the case or matter at hand.

- 13.4 AUTHORITY staff shall be used in each legal matter to the maximum extent possible.
- 13.5 GENERAL COUNSEL shall provide immediate notice regarding significant case developments which are likely to result in media inquiries.
- 13.6 The GENERAL COUNSEL shall provide immediate notice of any representation undertaken by the GENERAL COUNSEL in matters where the client is suing or being sued by the state or state entities in any civil or adversarial administrative action.
- 13.7 Each private attorney who is under contract to provide attorney services for the state or a state agency shall, from the inception of the contractual relationship until at least four (4) years after the contract expires or terminates, maintain detailed current records, including documentation of all expenses, disbursements, charges, credits, underlying receipts and invoices, and other financial transactions that concern the provision of such attorney invoices. The private attorney shall make all such records available for inspection and copying upon request in accordance with Chapter 119, Florida Statutes.
- 13.8 The AUTHORITY acknowledges that the GENERAL COUNSEL has advised the AUTHORITY that members of Gilligan, Gooding, Franjola & Batsel, P.A. serve as City Attorney and Assistant City Attorneys for the City of Ocala, a Florida municipal corporation ("City"). The GENERAL COUNSEL has advised the AUTHORITY that Gilligan, Gooding, Franjola & Batsel, P.A. is unable to represent AUTHORITY in any matters between the AUTHORITY and the City of Ocala. Further, the AUTHORITY has consented, in the event a conflict of interest arises between the AUTHORITY and the City of Ocala, to Gilligan, Gooding, Franjola & Batsel, P.A. withdrawing as counsel for the AUTHORITY and continuing to represent the City of Ocala in connection with that matter.
- 13.9 The AUTHORITY has been advised and understands that the hourly fee agreed upon in this Agreement is a discounted rate from the GENERAL COUNSEL's normal hourly rate, which is \$350.00 per hour for firm partners and \$250.00 per hour for associates. If the AUTHORITY is entitled to an award of attorney's fees from the opposing party and/or their attorneys during the term of this Agreement or any renewal term, GENERAL COUNSEL or the AUTHORITY shall be entitled to the greater of the GENERAL COUNSEL's standard hourly rates set forth in the section or a reasonable attorney's fee, even if such fee is greater than the amount of discounted fees paid by the AUTHORITY.

The AUTHORITY and GENERAL COUNSEL have executed this Agreement on this 18th day of September 2019.

**WITHLACOOCHEE REGIONAL WATER
SUPPLY AUTHORITY**

GENERAL COUNSEL

Michelle Stone, Chair

Robert W. Batsel, Jr.

EXHIBIT "A"

SCHEDULE OF FEES AND COSTS

1. Hourly rates for legal services:

Robert W. Batsel, Jr. or firm partners	\$235.00 per hour
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2. Other charges:

Secretarial Expenses	No charge
Paralegal Services	No charge
Library Resources	No charge
Electronic Research Database	Actual per unit cost of electronic research established by service provider
Copying	No charge for routine copying. \$.25 per page for non-routine copying. Efforts will be made to provide the AUTHORITY with the opportunity to undertake large volume copying.
Postage	Actual charges
Records Maintenance	No charge
General Office Supplies	No charge
Office Space	No charge
Travel Expenses	Must be consistent with the provisions of Chapter 112, Part I, Florida Statutes

Executive Director Recruitment – Board Interview of Applicant

The Authority Board at its July 17, 2019 meeting authorized staff to advertise for the position of contracting Executive Director. The position was advertised with the American Water Works Association - Florida Section, American Water Resources Association - Florida Section, on the Citrus and Marion counties' recruitment websites, the Florida League of Cities, and the Florida Association of Counties. Applications were accepted through August 16, 2019.

In response to this recruitment effort, one application was received from Suzannah J. Folsom, PE, PMP with Juturna Consulting, LLC. Ms. Folsom's cover letter, resume and references are included as an Exhibit. Ms. Folsom does meet the minimum qualifications approved by the Board at the July meeting.

The purpose of this agenda item is for the Board to interview Ms. Folsom and then provide direction to staff to either enter into negotiations with Ms. Folsom for the contract Executive Director position or to further advertise the position to potentially gain additional applicants.

See Exhibit – Ms. Folsom's Cover Letter, Resume and References

Staff Recommendation:

Board conduct an interview with Ms. Folsom and subsequent to the interview provide direction to staff to either enter into negotiations with Ms. Folsom for the contract Executive Director position or to further advertise the position to potentially gain additional applicants.

RECEIVED AUG 15 2019

Suzannah J. Folsom, PE PMP
Owner of Juturna Consulting, LLC
15711 Mapledale Boulevard, Suite B
Tampa, FL 33624



August 13, 2019

Withlacoochee Regional Water Supply Authority
Attn: Contracting Executive Director Recruitment
3600 W Sovereign Path
Suite 228
Lecanto, FL 34461

Dear Members of the Board of Directors:

Please accept this letter in consideration of the Annual Contract Executive Director position that has been advertised. I trust you will find my qualifications and experience listed below meet all of the requirements for this position.

I am the founder and owner of Juturna Consulting, LLC, a licensed and insured water resources consulting business with the administrative framework already in place to facilitate the contractual arrangement that this position requires. My career includes 20 years of collective experience working in the water supply business as a consultant and a municipal employee. I possess a Bachelor of Science degree in Environmental Engineering and a Master of Engineering degree in Water Resource Management from the University of Florida. I have been a licensed professional Engineer since 2004 and have a Project Management Professional certification.

As a Senior Professional Engineer at Tampa Bay Water, a regional water supply authority, my primary job duties included:

- Managing the design and bidding phases of large capital improvement projects;
- Procuring and managing the System Engineer and As-Needed Engineering Contracts;
- Running the monthly capital improvement program coordination meetings;
- Preparing board agenda items and delivering presentations;
- Coordinating projects with each of the six Member Governments;
- Negotiating surplus water and property acquisition agreements;
- Managing a pipeline condition assessment program;
- Preparing planning level cost estimates and schedules for future capital improvement projects;
- Modeling system hydraulics and water quality impacts of varying operational conditions;
- Assisting in the preparation of the most recent two, 5-year Master Water Plan updates (2013, 2018);
- Preparing monthly invoices for all compiled SWFWMD co-funded projects;
- Maintaining an up to date understanding of federal and state requirements for drinking water.

As a business owner, I have a strong background and understanding of budgeting and financial responsibility. I am diligent at tracking and projecting my business financials. While at Tampa Bay Water, I assisted with the preparation of the Engineering Support Department's annual budget, and prepared a rate model for the

Finance Department that simulated how capital and operational expenses for future project options would affect the uniform water rate.

I strongly believe in the role of a regional water supply authority to sustainably serve its members while leveraging its cooperative influence to obtain prioritized funding for supply improvements to meet future needs. I would be honored to have the opportunity to help Withlacoochee Regional Water Supply Authority be successful in these efforts.

My resume and a list of five references are enclosed, as well as two letters of recommendation. Please feel free to contact me at (813) 395-4004 or sfolsom@jturnaconsulting.com discuss my qualifications in more detail.

A handwritten signature in dark ink, appearing to read "Suzannah J. Folsom". The signature is fluid and cursive, with a large loop at the end.

Suzannah J Folsom, PE, PMP

Suzannah J. Folsom, PE, PMP
Owner of Juturna Consulting
15711 Mapledale Boulevard, Suite B
Tampa, FL 33624
O: 813-968-6659
M: 813-395-4004



Professional Experience

Juturna Consulting, LLC Tampa, Florida September 2018-Present

Business Founder and Owner

Projects

- Tampa Bay Water Long Term Master Water Plan Update 2018
- System Water Quality Analysis
- Cypress Trails Property Improvements
- Brandon Booster Station Location Evaluation

Tampa Bay Water Clearwater/Land O' Lakes, Florida February 2009-September 2018

Contract Procurement and Negotiation

- Project Specific Request for Qualifications
- Alternative Project Delivery
 - Design Build
 - Engineering Procurement Construction Management
 - Construction Management at Risk
- As-Needed Contracts
 - As-Needed Engineering and System Engineer Contracts.
 - As-Needed Mechanical and Metal Fabrication Contracts
- Piggyback contracting

Agreement Negotiation

- Emergency Interconnection Agreements
- Treatment agreements
- Property Negotiations
- Joint Project Agreements
- Co-Funding Agreements

Project Management

- Managed planning and design phase projects ranging in size from \$20K to \$33M.

Staff Management

- Managed the recruiting, hiring and management of eleven interns and three junior engineers.

Other Applicable Experience at Tampa Bay Water

- Hydraulic Modeling
- Capital and Operational Cost and Schedule Templates
- Conducting Monthly Capital Improvement Program Coordination Meetings
- Rate Model Development
- Department Budgeting
- Asset Management
- Member Government Coordination
- Emergency Scenario Analysis

Malcolm Pirnie, Inc. Tampa, Florida January 2001- February 2009

Master Planning
Project Management
Design
Permitting
Construction Management
Staff Management

Soil and Water Engineering Technology Inc. Gainesville, Florida 1999

Software Development and Troubleshooting
Modeling of the upper St. Johns River Basin
Agricultural Irrigation Improvements

National Association of Chemical Distributors Washington DC Fall 1996

Camp Dresser & McKee Fort Myers, Florida 1995 – Summer Intern

Professional Certifications

Professional Engineer Registration Number #60955
Project Management Professional #1705987
Qualified Stormwater Management Inspector #23389

Education

Master of Engineering – Water Resource Management, University of Florida, 2000
Bachelor of Science – Environmental Engineering, University of Florida, 1999

Professional Society Memberships

Florida Engineering Society – Past President, MATHCOUNTS, E- Week Banquet,
American Water Works Association
National Association of Environmental Professionals

List of References for Suzannah Folsom

Jonathan M. Kennedy
Engineering Support Senior Manager
Tampa Bay Water
2575 Enterprise Road
Tampa, FL 33763
(813) 929-4550
jkennedy@tampabaywater.org

Christina Sackett
Finance Director
Tampa Bay Water
2575 Enterprise Road
Tampa, FL 33763
(727) 796-2355
csackett@tampabaywater.org

Andre A. Dieffenthaller
Vice President
Hazen and Sawyer
10002 Princess Palm Avenue
Registry One Building, Suite 200
Tampa, FL 33619
(813) 630-4498
adieffenthaller@hazenandsawyer.com

Edward R. Balchon
Market Leader, Water
Mead & Hunt
2203 N. Lois Avenue Suite 1200
Tampa, FL 33607
(813) 210-8743
Ed.Balchon@meadhunt.com

Ken Watson
President
HSW Engineering
15711 Mapledale Boulevard, Suite B
Tampa, FL 33624
(813) 968-7722
kwatson@hsweng.com

Jonathan M. Kennedy, PE
16610 West Course Dr
Tampa FL 33624
813 960 0996

August 6, 2019

Withlacoochee Regional Water Supply Authority
Attn: Contracting Executive Director Recruitment
3600 W Sovereign Path Suite 228 Lecanto, FL 34461

Dear Sir or Madam:

I am pleased to write this reference letter regarding the experience of Suzannah J Folsom, PE. I was her manager at Tampa Bay Water from 2009 to 2018 when she left to form her own consulting company.

Ms. Folsom has a well-deserved reputation of integrity and industry. During her engagement at Tampa Bay Water which included a remarkable number of achievements, she also demonstrated a number of skills including:

- Developing and maintaining professional relationships with Tampa Bay Water's six member government staffs, regulatory agencies including the Florida Department of Environmental Protection and the Southwest Florida Water Management District.
- Writing board agenda items and delivering presentations to the elected officials that comprise Tampa Bay Water's Board of Directors.
- Authoring the *2035 System Hydraulic and Emergency Analysis*, a strategic utility planning guidance document by consensus building with agency departments with competing goals within Tampa Bay Water, identifying renewal and replacement needs for Tampa Bay Water's electric supply and hydraulic systems, including a review of Tampa Bay Water's production wellfields.- Recommendations of her report are now being implemented by Tampa Bay Water over the coming decade.
- Developing creative solutions to problems such as acquisition of property, transfer of surplus lands, and developing options to increase supply to South Hillsborough County.
- Managing projects including development of plans and specifications, procurement document preparation and negotiating and managing engineering consultants and construction contractors for projects with a value totaling approximately \$60 million,

including water treatment facilities, pipelines, pump stations, wellfield rehabilitations, and sitework improvements.

- Procurement of continuing engineering, surveying, and construction services contracts.
- Recruitment and training of engineering staff and co-op students.

Ms. Folsom possesses and demonstrates listening, conflict resolution and leadership skills as identified in the citations above. Please contact me if you wish to discuss details of any of these specific references.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Jonathan M Kennedy". The signature is fluid and cursive, with the first name "Jonathan" being more prominent than the last name "Kennedy".

Jonathan M Kennedy, PE



Hazen and Sawyer
410002 Princess Palm Ave, Suite 200
Tampa, FL 33619 • 813-630-4498

August 9, 2019

Withlacoochee Regional Water Supply Authority
Attn: Contracting Executive Director Recruitment
3600 W Sovereign Path Suite 228
Lecanto, FL 34461

Dear Board Members:

I am sending this letter in support of Suzy Folsom for her application to become the next Executive Director of the Withlacoochee Regional Water Supply Authority. I have over 29 years' experience in the water field and have worked closely with Ms. Folsom since 2001. I can personally vouch for Ms. Folsom's intelligence, integrity, tenacity, and enthusiasm for working in all aspects of the water supply industry.

From January 2001 until February 2009, Ms. Folsom and I worked together at the environmental consulting firm, Malcolm Pirnie Tampa, where we focused on the planning, design and construction administration of several water supply projects within the Tampa Bay region. During this tenure, I quickly grew to depend on Ms. Folsom to deliver critical projects including the chloramine conversion project for Tampa Bay Water, which impacted the entire Tampa Bay region. Ms. Folsom also consistently took the initiative to identify and deliver the most cost effective and reliable solutions for our clients. She was sorely missed after accepting another position at Tampa Bay Water because of her personal situation and opportunity to further grow in this field.

I was fortunate to continue working with Ms. Folsom from February 2009 until September 2018 as a consultant while she worked at Tampa Bay Water. Ms. Folsom quickly learned the regional system and within a short time became the "go-to" person within Tampa Bay Water's engineering department. I also observed her professionalism and ability to effectively interact with the Member Governments at all levels. She gained the utmost respect of the Member Governments and other consultants because of her technical and communication skills.

Since leaving Tampa Bay Water to start her own business in September 2018, I hired Ms. Folsom as a sub-consultant on a critical, complex project related to regional water supply. Ms. Folsom, as expected, stepped up to the challenge and did an excellent job developing an effective solution to the problem within the required timeframe.

Based on Ms. Folsom's character, commitment to our region, and my professional dealings with her as a peer, client and consultant, I highly recommend Ms. Folsom for this position and have no doubt she will be an asset to the Authority.

Please contact me at 813 394-7706 or adieffenthaller@hazenandsawyer.com if you would like to discuss in more detail or have any questions.

Sincerely,

Andre Dieffenthaller, PE
Vice President

RECEIVED AUG 23 2019

August 19, 2019

Withlacoochee Regional Water Supply Authority
Attn: Contracting Executive Director Recruitment
3600 W Sovereign Path
Suite 228
Lecanto, FL 34461

Subject: Consulting Executive Director

To the Selection Committee:

This letter recommends to the Committee that they strongly consider Ms. Suzannah Folsom, PE for the Authority's open Consulting Executive Director position.

I possess the unique privilege of knowing Ms. Folsom (Suzy) longer in her professional engineer capacity than any business manager can claim. I first met Suzy in late 2000, during an interview process for the selection of a graduating engineer. During that process, Suzy's maturity, energy, and enthusiasm came through in solid "can-do" fashion. Making the decision to select Suzy at that time remains one of the top managerial decisions I have made during my 34 years as a manager of environmental consulting teams! She began her career in January 2001, and rapidly developed into an important member of a growing Florida team. I gained unbounded trust in her as she sought out responsibility for critical tasks, key projects and important clients. She grew easily from performing basic task assignments to managing and developing our people, and managing our clients and their projects, including responsibility for project schedules and budgets. She is truly responsible, dependable and passionate about her work in protecting and managing our precious Florida environment.

While my team eventually lost Suzy to a managerial role with Tampa Bay Water, she continued to develop her leadership capabilities, all the while retaining her passion for our environment. Her work included responsibility for some of Tampa Bay Water's most critical efforts during a time of transition at that authority.

I will always have a spot reserved for Suzy Folsom on any team I build. She makes any strong team better. I urge you to consider her for appointment to the Consulting Executive Director role with the Authority.

If you have any questions, please contact me at 813 390-8446, or via email at ed.balchon@meadhunt.com.

Sincerely,



Edward R. Balchon, PE, BCEE

Fiscal Year 2018-19 Budget Amendment for Advertising and Liability Insurance

Mr. Richard Owen, WRWSA Executive Director, will present this item.

The Authority's Fiscal Year (FY) 2018-19 budget includes \$1,000 for advertising. Due to costs associated with advertising two special meetings and one rescheduled meeting, and with advertising for executive director recruitment, advertising expenditures for the year will exceed the budgeted amount. The purpose of this item is, in part, for the Board to authorize the transfer of \$1,200 in funds from Administrative Reserves to Advertising. A Resolution to amend the budget is included as an exhibit.

In addition, the Authority has recently received its Public Officials Liability Insurance Renewal information. The premium amount rose by 8.9% compared to the current liability insurance policy. The FY 2018-19 budget for liability insurance is \$2,530, which included an anticipated 5% cost increase. The actual cost for the liability insurance renewal is \$2,741.01, \$211.01 over the budgeted amount. The purpose of this item is also for the Board to authorize the transfer of \$211.01 in funds from Administrative Reserves to Liability Insurance.

See Exhibit – Resolution 2019-06, Amendment of the Adopted Budget for Fiscal Year 2018-19, to Increase Advertising from \$1,000.00 to \$2,200.00 and Liability Insurance from \$2,530 to \$2,741.01.

Staff Recommendation:

Board approve Resolution 2019-06 amending the FY 2018-19 adopted budget to increase the amount budgeted for Advertising from \$1,000.00 to \$2,200.00, and to increase the amount budgeted for Liability Insurance from \$2,530 to \$2,741.01.

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY

RESOLUTION 2019-06

**AMENDMENT OF THE ADOPTED BUDGET
FOR FISCAL YEAR 2018-19**

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 16, 2018, at which the final budget and assessment rate for general administrative, operating and project expenses for the fiscal year beginning October 1, 2018 and ending September 30, 2019 was adopted; and

WHEREAS, the Board of Directors of the Withlacoochee Regional Water Supply Authority held a public meeting on October 17, 2018, at which the Board ratified the final budget and assessment rate for general administrative, operating and project expenses for the fiscal year beginning October 1, 2018 and ending September 30, 2019; and

WHEREAS, the Board of Directors of the Withlacoochee Regional Water Supply Authority held a special public meeting on February 20, 2019, at which the Board amended the final budget for general administrative, operating and project expenses for the fiscal year beginning October 1, 2018 and ending September 30, 2019 to transfer \$20,000 from Administrative Reserves to Special Counsel; and

WHEREAS, the Board of Directors of the Withlacoochee Regional Water Supply Authority held a public meeting on April 17, 2019, at which the Board ratified the final budget and assessment rate for general administrative, operating and project expenses for the fiscal year beginning October 1, 2018 and ending September 30, 2019; and

WHEREAS, the Board desires to amend its adopted 2018-19 budget to include additional funds for the purpose of Advertising and Public Officials Liability Insurance; and

WHEREAS, the additional funds necessary for Advertising is expected not to exceed \$1,200; and

WHEREAS, the additional funds necessary for Public Officials Liability Insurance is expected not to exceed \$211.01; and

WHEREAS, the Authority funds for additional Advertising and Liability Insurance will come from the Authority's Administrative Reserves account.

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 amends its Fiscal Year 2018-19 adopted budget, to include additional funds in the amount of \$1,200 for Advertising, and to transfer \$1,200 from the Administrative Reserves account to Advertising, and to include additional funds in the amount of \$211.01 for Liability Insurance, and to transfer \$211.01 from the Administrative Reserves account to Liability Insurance with said amended budget shown on the attached Exhibit, attached hereto and made a part hereof as Exhibit A.

Section 2. This Resolution and a copy of the amended budget as adopted shall be posted on the official website of the Authority within 5 days after adoption and will remain on the website for at least 2 years.

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

ADOPTED in regular session this eighteenth day of September 2019.

BOARD OF DIRECTORS, WITHLACOOCHEE
REGIONAL WATER SUPPLY AUTHORITY

Attest:

BY

Michelle Stone, Chair

Richard S. Owen, Executive Director

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY							
Amended Fiscal Year 2018-19 Budget							
Approved May 16, 2018; Ratified October 17, 2018; Amended February 20, 2019; Ratified April 17, 2019; Amended September 18, 2019 (Changes Highlighted in Yellow)							
	4/1/2017 Population Estimate	Comments	Fiscal Year 2018-19	Fiscal Year 2017-18	\$ Change	% Change	
Revenues: Administrative							
Assessments:	Official BEBR Population Estimates						
Citrus	143,801	747 person increase	\$27,322	\$27,180	\$142	0.5%	
Hernando	181,882	2,379 person increase	\$34,558	\$34,106	\$452	1.3%	
Marion	349,267	3,518 person increase	\$66,361	\$65,692	\$669	1.0%	
Sumter	120,700	2,123 person increase	\$22,933	\$22,530	\$403	1.8%	
Total Population/Assessments @ 19¢/Capita	795,650		\$151,174	\$149,508	\$1,666	1.1%	
Administrative Revenue from Citrus Contract		Based on Citrus County contract and Board direction	\$75,105	\$60,000	\$15,105	25.2%	
Subtotal			\$226,278	\$209,508	\$16,770	8.0%	
Carryover Administration Reserve Funds (FYE 17/18 Estimate) (SBA1)		See Attachment 2	\$575,100	\$500,377	\$74,723	14.9%	
Total Administrative Revenue Available			\$801,378	\$709,885	\$91,493	12.9%	
Revenues: Water Resource Development (WRD) Projects							
Phase 4 Irrigation Audit Program SWFWMD Matching Funds		Based on project schedule and billings	\$31,835	\$52,510	-\$20,675	-39.4%	
Phase 4 Irrigation Audit Program Cooperator Matching Funds		Based on project schedule and billings	\$15,917	\$26,255	-\$10,338	-39.4%	
Phase 5 Irrigation Audit Program SWFWMD Matching Funds		50% of Total Project Budget	\$72,500	\$0	\$72,500	NA	
Phase 5 Irrigation Audit Program Cooperator Matching Funds		25% of Total Project Budget	\$36,250	\$0	\$36,250	NA	
Regional Water Supply Plan Update SWFWMD Matching Funds		50% of Projected FY 2018-19 Expenses based on C&B weintraud contract minimum production charge of \$224,000 minus funds allocated to administrative revenue above	\$106,245	\$150,000	-\$43,755	NA	
Annual Citrus WRD Payments (SBA2)			\$148,895	\$161,169	-\$12,274	-7.6%	
Subtotal			\$411,642	\$389,934	\$21,709	5.6%	
Carryover WRD Reserve Funds (FYE 17/18 Estimate) (SBA2)		See Attachment 2	\$952,989	\$928,280	\$24,709	2.7%	
Total Water Resource Development Revenue Available			\$1,364,632	\$1,318,214	\$68,126	5.2%	
Total Revenues Available			\$2,166,010	\$2,028,099	\$159,619	7.9%	
Expenditures: General Administration							
Executive Director		Based on annual contract	\$80,000	\$80,000	\$0	0.0%	
Administrative Assistant		Based on annual contract	\$37,500	\$37,500	\$0	0.0%	
Legal Services		Based on annual contract:					
Monthly Meetings @ \$500/meeting		6 meetings per year	\$3,000	\$5,000	-\$2,000	-40.0%	
Other Services @ \$150/hr.		80 hours	\$10,000	\$12,000	-\$2,000	-16.7%	
Special Counsel			\$20,000	\$0	\$20,000	-	
Legislative Consultant		Based on annual contract	\$42,000	\$42,000	\$0	0.0%	
Advertising		Based on FY 2017-18 Actual	\$2,200	\$1,000	\$1,200	120.0%	
Audit		FY 2017 Actual plus 3% COLA	\$10,325	\$9,978	\$347	3.5%	
Bookkeeping Services		\$500/quarter per Engagement Letter	\$2,000	\$2,000	\$0	0.0%	
Liability Insurance		Based on FY 12019-20 Actual	\$2,741	\$2,625	\$116	4.4%	
Office Supplies		Based on FY 2017-18 Actual	\$1,400	\$800	\$600	75.0%	
Postage		Based on FY 2017-18 Actual	\$800	\$800	\$0	0.0%	
Printing and Reproduction		Based on FY 2017-18 Actual	\$1,500	\$2,000	-\$500	-25.0%	
Publications/Software		Based on FY 2017-18 Actual	\$200	\$200	\$0	0.0%	
Rent (Lecanto Gov't Bldg)		Based on lease agreement	\$2,048	\$2,048	\$0	0.0%	
Registrations/Dues		Based on inventory	\$1,900	\$1,900	\$0	0.0%	
State Fees/Assessments		Based on FY 2017-18 Actual	\$175	\$175	\$0	0.0%	
Telephone		Based on FY 2017-18 Actual	\$1,400	\$1,100	\$300	27.3%	
Travel (Board Members & Staff)		Based on FY 2017-18 Actual	\$6,500	\$9,000	-\$2,500	-27.8%	
Web Page / Computer Maintenance		Increase in web maintenance costs	\$2,000	\$2,300	-\$300	-13.0%	
Contingencies			\$0	\$1,579	-\$1,579	-100.0%	
Subtotal - General Administration Expenditures			\$227,689	\$214,005	\$13,684	\$0	
Fund Balance for Admin. Reserves FYE 18/19			FYE17/18 Admin Funds Bal + FY18/19 Admin Rev's - FY18/19 Admin Exp's	\$553,689	\$500,377	\$53,312	\$0
Expenditures: Water Resource Development Projects							
General Services Contracts		As Needed Eng. & Tech. Firms	\$75,000	\$75,000	\$0	0.0%	
Local Government Grant Program		Based on Board Direction	\$130,000	\$130,000	\$0	0.0%	
Phase 4 Enhanced Irrigation Audit Program		Based on Project Schedule and Billings	\$65,000	\$105,020	-\$40,020	-38.1%	
Phase 5 Irrigation Audit Program		100% of Project Budget	\$145,000	\$0	\$145,000	NA	
Regional Water Supply Plan Update SWFWMD		Projected Project Exepnditures	\$212,490	\$300,000	-\$87,510	NA	
Subtotal - Water Resource Development Projects			\$627,490	\$610,020	\$17,470	2.9%	
Fund Balance for Water Resource Development Reserves FYE 18/19			FYE17/18 WRD Funds Bal + FY18/19 WRD Rev's - FY18/19 WRD Exp's	\$737,142	\$708,194	\$28,948	4.1%
Total Administration and WRD Expenses			\$855,179	\$824,025	\$31,154	\$0	
Total Administration and WRD Fund Balances at FYE 18/19			\$1,290,831	\$1,208,571	\$82,260	\$0	
Combined FYE 18/19 Expenditures and Fund Balances							
			\$2,146,010	\$2,032,596	\$113,414	5.6%	

SWFWMD Fiscal Year 2020-21 Cooperative Funding Initiative Application

Mr. Richard Owen, WRWSA Executive Director, will present this item.

The Southwest Florida Water Management District (SWFWMD) has opened the application period for the Fiscal Year (FY) 2020-21 Cooperative Funding Initiative and applications are due by October 4, 2019. The purpose of this item is to request Board authorization to submit a cooperative funding request to the SWFWMD, for continuation of the Regional Irrigation System Audit Program.

The Authority has conducted a regional irrigation system audit program since 2011. Participating utilities have included Citrus, Hernando and Marion counties and two water supply utilities in The Villages. The program has been funded 50/50 between the Authority and SWFWMD. The Authority's share is then split 50/50 with each participating utility. Each utility identifies the level of funding at which it desires to participate. The program targets the highest use single family residential customers identified by each utility. Participation by customers is voluntary and the irrigation system audit is conducted at no cost to the customer. The program to-date has achieved significant water savings. Outdoor lawn watering continues to be the area of greatest potential savings and continued focus on water savings in outdoor use is the consensus of the local utility conservation experts.

The Phase 6 total project budget is recommended at \$121,200, with the Authority committing to fund 50 percent at \$60,600 and the SWFWMD requested to fund a like amount. Utilities potentially participating in the proposed Phase 6 program and their approximate local match include Citrus County (\$8,000), Hernando County (\$6,300), Marion County (\$10,000) and The Villages Village Center Community Development District (\$2,000) and the North Sumter County Utility Dependent District (\$4,000), for a total local contribution of \$30,300.

As part of the application submittals, the Authority must provide a commitment to include its 50% of the project cost in its FY 2020-21 budget as well as a ranking letter. Both letters are included as exhibits.

See Exhibits – Ranking and Funding Commitment Letters

Staff Recommendation:

Board approve the FY 2020-21 Cooperative Funding Initiative application for Phase 6 of the Regional Irrigation System Audit Program in the total project amount of \$121,200, ranked as the Authority's number one application, including authorization for the Executive Director to sign the funding commitment and ranking letters.

DRAFT

September 19, 2019

Southwest Florida Water Management District
Attn: Cooperative Funding Program Administrator
2379 Broad Street
Brooksville, Florida 34604

*Subject: Fiscal Year 2020-21 Cooperative Funding Request – Phase 6 of the
Regional Irrigation System Audit Program Funding Commitment*

Dear CFI Administrator:

The Withlacoochee Regional Water Supply Authority (WRWSA) is submitting a Cooperative Funding Request for the District's consideration in its FY2020-21 Cooperative Funding Initiative (CFI) for Phase 6 of the Regional Irrigation System Audit Program. The District requires CFI applicants to demonstrate a commitment of matching funds for each funding request.

The purpose of this letter is to express the commitment of the Authority to fund its 50% share of the project costs. The total project cost is proposed at \$121,200. Should the project be considered by the District for cooperative funding in FY2020-21, the Authority commits 50% matching funds in the amount of \$60,600 in its FY2020-21 budget. The Authority Board, at its September 18, 2019 meeting, approved this letter of funding commitment.

We greatly appreciate the District's consideration of our request.

Sincerely,

Richard S. Owen, AICP
Executive Director

cc: WRWSA Board of Directors
WRWSA General Counsel

DRAFT

September 19, 2019

Southwest Florida Water Management District
Attn: Cooperative Funding Program Administrator
2379 Broad Street
Brooksville, FL 34604

*Subject: Fiscal Year 2020-21 Cooperative Funding Requests Ranking
Phase 6 of the Regional Irrigation System Audit Program*

Dear CFI Administrator:

The Withlacoochee Regional Water Supply Authority (WRWSA) is submitting one Cooperative Funding Request for the District's consideration in its FY2020-21 Cooperative Funding Initiative for Phase 6 of the Regional Irrigation System Audit Program. Since we are submitting only one request, this request is ranked number one.

The WRWSA Board, at its September 18, 2019 meeting, approved this ranking. We greatly appreciate the District's consideration of our request.

Sincerely,

Richard S. Owen, AICP
Executive Director

cc: WRWSA Board of Directors
WRWSA General Counsel

As-Needed Technical and Engineering Services Work Orders

Mr. Richard Owen, WRWSA Executive Director, will present this item.

At its September 2017 meeting the Board authorized the award of contracts for General Professional Engineering/Technical Services with six firms including the following listed below in alphabetical order.

Firms (listed alphabetically)	Location
Intera	Gainesville, Jacksonville, Tampa
HSW	Tampa
Progressive Water Resources	Sarasota, Spring Hill
Reiss Engineering	Tampa, Winter Springs
Weber & Associates	Tampa
WRA	Tampa, Sarasota, Ft. Myers

The agreements with these firms do not authorize any work; work must be authorized through the issuance of subsequent Work Orders, which must be approved by the Board. The agreements took effect October 1, 2017 and are valid for a three-year period (through September 30, 2020) and may be extended for two (2) one (1) year periods upon mutual written agreement of both parties.

The Board also authorized the issuance of work orders to two of these firms, including Weber and Associates and WRA. These work orders have subsequently expired. In order to provide technical and engineering support on an as-needed basis in the coming fiscal year, it is necessary for one or more new work orders to be issued. Staff recommends issuance of the following Work Orders for As-Needed General Engineering/Technical Services.

Reiss Engineering – The purpose of this Work Order is to provide continuing general engineering and technical support services to the Authority Board and Executive Director on an as-needed Basis. The Work Order amount is \$15,000. A copy of the proposed Work Order is included as an Exhibit to this item.

Weber and Associates – The purpose of this Work Order is to provide the Authority Board and Executive Director with expertise and assistance on an as-needed basis on water use permitting, ground water modeling and related matters. The Work Order amount is \$10,000. A copy of the proposed Work Order is included as an Exhibit to this item.

Exhibits: Exhibit 11 – 1. As-Needed Work Order 2020-01 Reiss Engineering
Exhibit 11 – 2. As-Needed Work Order 2020-02 Weber & Associates

Staff Recommendation:

Board authorize the Executive Director to issue a Work Order to Reiss Engineering in an amount not to exceed \$15,000 for the period through September 30, 2020, and a Work Order to Weber and Associates in an amount not to exceed \$10,000 for the period through September 30, 2020.

GENERAL ENGINEERING & TECHNICAL SERVICES

WORK ORDER No. 2020-01

INTRODUCTION AND BACKGROUND

This Work Order No 2020-01 "General Support Services" is approved this ____ of _____ 2019 and is incorporated by reference into the Agreement for General Professional Engineering Technical Services entered into on October 12, 2017 between the Withlacoochee Regional Water Supply Authority (Authority or WRWSA) and Reiss Engineering, for General Professional Engineering & Technical Services.

SCOPE OF WORK

The Consultant will assist the Authority Board and Executive Director with policy, programmatic and technical aspects of the Authority on an as-needed basis. This work requires the expertise of a water supply engineering firm to provide a wide range of disciplines for its successful implementation.

The Consultant responsibilities will include, but not be limited to:

1. Assisting the Authority Executive Director with water-related policy, technical and programmatic issues;
2. Assisting in the administration of the Charles A. Black water supply facilities;
3. Providing technical assistance regarding regional water supply planning and implementation;
4. Assisting in responding to inquiries and investigations from member governments, the water management districts, the Florida Department of Environmental Protection and other interested parties;
5. Attendance at various board, water management district, county and city meetings;
6. Participation and coordination with Authority member governments;
7. Coordination with the SWFWMD and SJRWMD;
8. Presentations regarding the Authority's activities to various boards, commissions, councils and other organizations;
9. Development of position papers and providing assistance developing Authority Board meeting material; and
10. Other related activities requested and approved by the Executive Director.

COMPENSATION

The Consultant shall receive compensation and reimbursement for travel and other expenses not to exceed the sum of \$15,000, consistent with the rate schedule attached as Exhibit A to the Agreement.

SCHEDULE

The schedule for Consultant services will commence upon execution of this Work Order by the Authority and Consultant but no sooner than October 1, 2019 and will continue through September 30, 2020.

IN WITNESS WHEREOF, the parties hereto have executed this Work Order as of the day and year first written above.

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY

Richard S. Owen
Executive Director

Date: _____

REISS ENGINEERING

Ervin Myers
Vice President

Date: _____

GENERAL ENGINEERING & TECHNICAL SERVICES
WORK ORDER No. 2020-02

INTRODUCTION AND BACKGROUND

This Work Order No 2020-02 "Water Use Permitting, Rule Review, Ground Water Modeling and Related Support Services" is approved this ____ of _____ 2019 and is incorporated by reference into the Agreement for General Professional Engineering Technical Services entered into on October 1, 2017 between the Withlacoochee Regional Water Supply Authority (Authority or WRWSA) and Weber and Associates, LLC (Consultant), for General Professional Engineering & Technical Services.

SCOPE OF WORK

The Consultant will assist the Authority Board and Executive Director with policy, programmatic and technical aspects of water use permitting, administrative rule proposals, ground water modeling and related topics on an as-needed basis.

The Consultant responsibilities will include, but not be limited to:

1. Assisting with analyzing the implications of water use permitting related activities within or affecting the Authority's four-county region;
2. Assisting in the analyses of ground water modeling being conducted by the St. Johns River Water Management District, Southwest Florida Water Management District, Department of Environmental Protection or other entities who's modeling may impact upon the Authority's four-county region;
3. Providing technical assistance regarding water use permitting issues involving the Authority's Charles A. Black wellfield facilities;
4. Providing analysis of Water Management District or Department of Environmental Protection rule proposals regarding water use, water shortage, minimum flows and levels, well construction, and other relevant topics;
5. Assisting in responding to inquiries and investigations from member governments, the water management districts, the Florida Department of Environmental Protection (FDEP) and other interested parties on matters related to water use permitting, ground water modeling and related topics;
6. Attendance at various board, FDEP, water management district, county and city meetings;
7. Participation and coordination with Authority member governments;
8. Coordination with the FDEP, SWFWMD and SJRWMD;

9. Presentations regarding the Authority's activities to various boards, commissions, councils and other organizations;
10. Development of position papers and providing assistance developing Authority Board meeting material on matters related to water use permitting, administrative rule proposals, ground water modeling and related topics; and
11. Other related activities requested and approved by the Executive Director.

COMPENSATION

The Consultant shall receive compensation and reimbursement for travel and other expenses not to exceed the sum of \$10,000, consistent with the rate schedule attached as Exhibit A to the Agreement.

SCHEDULE

The schedule for Consultant services will commence upon execution of this Work Order by the Authority and Consultant but no sooner than October 1, 2019 and will continue through September 30, 2020.

IN WITNESS WHEREOF, the parties hereto have executed this Work Order as of the day and year first written above.

WITHLACOOCHIEE REGIONAL WATER SUPPLY AUTHORITY

Richard S. Owen
Executive Director

Date: _____

WEBER AND ASSOCIATES, LLC

Ken Weber
Principal

Date: _____

Item 12

Legislative Report

Legislative Update

Regional Water Supply Project Grants:

During the 2019 Legislative Session, Governor Ron DeSantis and the Florida Legislature, set aside \$40 million in alternative water supply (AWS) funding to support regional water projects. This action has been a priority for the Authority over the past several years. Both the St. Johns River and Southwest Florida Water Management Districts have hosted public workshops during August to review pending projects. Water Management District recommendations were submitted to the Florida Department of Environmental Protection (DEP) on August 30, 2019.

Legislative Delegation Meetings:

Citrus, Hernando, Marion and Sumter County Legislative Delegations have been gearing up for the upcoming 2020 Legislative Session which begins January 14, 2020 and ends March 13, 2020. Meeting notices will be published within the next several weeks.

Interim Legislative Committee Meetings:

September 16-20, 2019	Interim Committee Week 1
October 14-18, 2019	Interim Committee Week 2
October 21-25, 2019	Interim Committee Week 3
November 4-8, 2019	Interim Committee Week 4
November 12-15, 2019	Interim Committee Week 5
December 9-13, 2019	Interim Committee Week 6

Item 13

Attorney's Report

To be provided at meeting

Item 14.a.

Executive Director's Report

Correspondence



July 17, 2019

Ms. Diane Salz
Governmental Affairs Consultant
2529 Goose Pond Road
Tallahassee, FL 32308

Subject: Termination of Agreement for Governmental Affairs Consultant Services

Dear Ms. Salz,

The Withlacoochee Regional Water Supply Authority does hereby give sixty (60) days written notice to terminate the above referenced Agreement, dated the first day of October 2009, with the Withlacoochee Regional Water Supply Authority.

The Authority appreciates the services you have provided and wishes you the best in your future endeavors.

Sincerely,



Michelle Stone, Chair

cc: WRWSA Board of Directors
Richard S. Owen, Executive Director



VIA ELECTRONIC MAIL

August 1, 2019

Mr. Kenneth J. Plante, Coordinator
Joint Administrative Procedures Committee
Room 680, Pepper Building
111 W. Madison Street
Tallahassee, Florida 32399-1400

Dear Mr. Plante:

The Withlacoochee Regional Water Supply Authority's has prepared its 2018-19 Regulatory Plan as required by section 120. 7 4(1), Florida Statutes (F.S.). This Regulatory Plan was approved by the Authority's Board of Directors at its July 17, 2019 meeting.

Included with this correspondence are the Regulatory Plan and the certifications by the Authority's Chair, Commissioner Michelle Stone, and the Authority's General Counsel Larry Haag, as required by section 120.74(1)(d), F.S. As required by section 120.74(2)(a)2, F.S., these certifications are being delivered to the committee electronically. The Authority has published the Plan on its website and will publish a notice in the Florida Administrative Register that includes the Plan's date and a website hyperlink.

Please contact me at the number or email below should you have any questions or need further information.

Sincerely,

Richard S. Owen, AICP
Executive Director
richardowen@wrwsa.org

Enclosure
cc: WRWSA General Counsel

**2019-2020 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

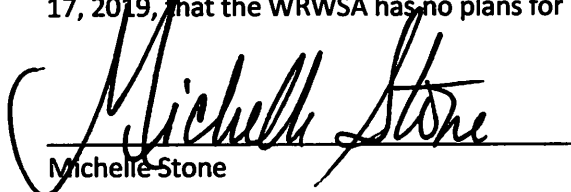
C. UPDATE OF PRIOR YEAR'S REGULATORY PLAN OF SUPPLEMENT

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 17, 2019, that the WRWSA has no plans for rulemaking in the 2019-2020 fiscal year.

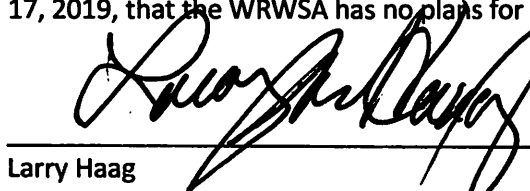


Michelle Stone
Chair

Date: July 17, 2019

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 17, 2019, that the WRWSA has no plans for rulemaking in the 2019-2020 fiscal year.



Larry Haag
General Counsel

Date: July 17, 2019



August 27, 2019

Mr. Joe Quinn, AICP
Senior Project Manager, Water Resources Bureau
Southwest Florida Water Management District
2379 Broad Street
Brooksville, Florida 34604-6899

*Subject: Withlacoochee Regional Water Supply Authority Regional Water Supply Plan Update
(N945, Agreement No. 17CF0001100) Request for Final Plan Task Extension*

Dear Mr. Quinn:

As we discussed, I am writing to request an extension of a project task deadline pursuant to the Cooperative Funding Agreement between the Southwest Florida Water Management District and the Withlacoochee Regional Water Supply Authority for the WRWSA Regional Water Supply Plan Update (N945).

Currently, pursuant to your letter to me dated January 24, 2019, the Final Regional Water Supply Plan update is scheduled for completion by September 30, 2019. I am requesting this task deadline be revised to November 29, 2019. All other provisions of the Cooperative Funding Agreement are to remain unchanged including the Agreement termination date of March 31, 2020.

Please feel free to contact me should you have any questions.

Sincerely,

Richard S. Owen, AICP

cc: WRWSA Board of Directors
David Kelly, Cardno, Inc.
Gregg Jones, Brown and Caldwell

Item 14.b.

Executive Director's Report

News Articles

Herald Tribune

Editorial: Cooperation ensures region's water supply

Opinion – Posted August 11, 2019 at 6:16 a.m.

The utility that links the water systems of Sarasota, Manatee, Charlotte and DeSoto counties is expanding. That's good news for everyone in this region.

As reported by the Herald-Tribune's Dale White, the Peace River Manasota Regional Water Supply Authority just completed its budget of \$61.9 million for the coming fiscal year.

Its customers will pay 76 cents per 1,000 gallons, a rate increase of 2 cents.

That's a minuscule price to pay to ensure that water for drinking, washing and watering continues to flow, come droughts, storms or floods.

The authority's web of pipelines, wells and reservoirs — and its capability to responsibly withdraw about 1 percent of the Peace River's flow — treats and stores water and sends it as needed to its member counties.

The small rate increase will help pay for new pipeline projects and a feasibility study for constructing the authority's third reservoir, which could hold up to 6 million gallons.

One of the projects will link the authority's treatment plant in DeSoto County with Punta Gorda's Shell Creek treatment facility. Construction of the six-mile pipeline will be funded by the state, the Southwest Florida Water Management District and Punta Gorda.

When completed next summer, the pipeline will ensure that the authority and city can assist each other with potable water on an emergency basis.

After Hurricane Charley struck Charlotte County in 2004, the city was without drinking water for 10 days. The new pipeline will help ensure that doesn't happen again.

The authority will also proceed with a \$16.7 million project to extend its pipeline near Sarasota County's landfill north to Clark Road. Funded by the county, state and water management district, that pipeline will eventually be extended to Manatee County.

The new projects not only extend the authority's current network of 70 miles of pipelines. They build on the legacy of intergovernmental cooperation that has enabled the four counties and their municipalities to produce and share a precious and dwindling resource.

At a time when other communities in Florida and around the country have engaged in water wars, the authority — formed in 1982 — is a model of working together for the benefit of all the people of the region.

It is also a model of responsible stewardship.

As Dale White noted, the authority's current permits from the water management district allow it to withdraw a maximum of 120 million gallons per day from the Peace River, most of which is stored for the dry season.

While the authority has contracts to provide up to 34.8 million gallons daily, its customers use less.

Of the authority's daily demand of 28.2 million gallons, almost half goes to Sarasota County. About 12 million gallons go to Charlotte, 1.68 million gallons to North Port, and 780,000 to DeSoto.

Manatee has its own water supply but is linked by pipeline to Sarasota County, and thus the other authority members.

So it goes, and the water flows, and the people of this region who turn on their faucets with assurance should be grateful to county leaders who almost 40 years agreed to work together to make that happen.

By the Herald-Tribune Editorial Board

Governor's Press Release

SJRWMD Governing Board Appointment

August 24, 2019 at 10:24:58 AM EDT

St. Johns River Water Management District — DeSantis appointed Daniel Davis and reappointed Ronald Howse to the District.

Davis, of Jacksonville, is president and chief executive officer of the Jacksonville Chamber of Commerce. Previously, Davis served on the Jacksonville City Council from 2003-2010 and was elected president of the council in 2007. He also served in the Florida House 2010-2014. Davis is appointed to a four-year term.

Howse, of Cocoa, is the owner and chief executive officer of Real Deal Development Group, an engineering and land planning company. He has served on the St. Johns River Water Management District since 2015 and is currently serving as the board's treasurer. He is reappointed to a four-year term.

Both appointments are subject to confirmation by the state Senate.