

APPROVED

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY BOARD OF DIRECTORS

Minutes of the Meeting September 16, 2020

TIME: 3:31 p.m.
PLACE: Lecanto Government Building
ADDRESS: 3600 W. Sovereign Path, Room 280, Lecanto, Florida 34461

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

Due to Federal COVID-19 guidelines and State of Florida Executive Order 20-213 declaring a Public Health Emergency in Florida, this meeting was held using teleconference capabilities between Board members and staff utilizing Room 166.

1. Call to Order

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

2. Roll Call

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

BOARD MEMBER PRESENT

Steve Printz, *Chair*, Sumter County
Commissioner

BOARD MEMBER(S) ABSENT

Gary Ernst, Belleview City Commissioner
Ken Hinkle, Inverness City Councilor
Dale Swain, Bushnell City Councilor

BOARD MEMBERS VIA TELECONFERENCE

Scott Carnahan, *Vice-Chair*, Marion County
Commissioner
Kathy Bryant, *Treasurer*, Marion County
Commissioner
Al Butler, Sumter County Commissioner
Jeff Gold, Marion County Commissioner
Jeff Holcomb, Hernando County Commissioner
William Kemerer, Brooksville City Councilor
Jeff Kinnard, Citrus County Commissioner
John Mitten, Hernando County Commissioner
Michelle Stone, Marion County Commissioner

3. Introductions and Announcements

WRWSA STAFF PRESENT

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

OTHERS VIA TELECONFERENCE

Alys Brockway, Hernando County Water Res Mgr
Jody Kirkman, Marion Co Environmental Svcs Mgr

WRWSA STAFF VIA TELECONFERENCE

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

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

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

6. Consent Agenda

- a. **Approval of Minutes** – The July 17, 2020 draft minutes were provided in the Board’s meeting materials and recommended for approval as presented.
- b. **Public Officials Liability Insurance Policy** – Staff recommend approval of the Public Officials Liability Insurance renewal, payment in the amount of \$2,903.25 and Executive Director signing the Surplus Lines Disclosure and Acknowledgment form.
- c. **Bills to be Paid** – Staff recommended ratification of bills for August (\$13,652.73) and approval of September (\$15,128.20).
- d. **Third Quarter Financial Report** – Staff recommend acceptance of the Fiscal Year 2019-20 Third Quarter Financial Report
- e. **Fiscal Year 2020-21 Calendar of Board Meeting Dates** – Staff recommended approval of the regular Board meetings dates for Fiscal Year 2020-21: November 18, 2020; January 20, 2021; March 17, 2021; May 19, 2021; July 21, 2021; September 15, 2021.

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

7. Phase 6 Enhanced Irrigation Evaluation Program

a. Contractor Selection

Ms. Folsom noted that, at its July 2020 meeting, the Board authorized staff to issue a Request for Quotes (RFQ) for Phase 6, Irrigation System Evaluation Program. Staff advertised publically on the DemandStar website, in five local newspapers and in the Florida Administrative Weekly.

Ms. Folsom said one quote was received in response to the RFQ. The submitted quote, by Eco Land Designs, LLC, meets the RFQ requirements. Mr. Jack Overdorff, RLA, is the president of the firm and has been conducting irrigation audits for the Authority under previous phases of the program. His work to-date has met and surpassed all contract requirements.

Ms. Folsom informed the Board that the proposed Cooperative Funding Initiative (CFI) agreement is anticipated to be approved by SWFWMD in November 2020. If, for some reason the Authority and the SWFWMD do not enter into a CFI agreement for this project, the contract with the contractor has provisions allowing the Authority to cancel the contract. If the Board approves the staff’s recommendations, as presented below, the Authority’s attorney will review and approve the final CFI agreement between the SWFWMD and the WRWSA before the Executive Director executes the agreement. Ms. Folsom noted the staff recommendations are broken into three parts, and the proposed Agreement between the contractor and the WRWSA is included as an exhibit in the Board’s meeting materials.

Mr. Carnahan moved, seconded by Ms. Stone to (1) approve the selection of Eco Land Design, LLC, as contractor to perform the irrigation system evaluations for Phase 6, Irrigation System Evaluation program (Q138); (2) approve the contract between WRWSA and Eco Land Design, LLC, in an amount not to exceed \$110,400; and authorize the Board Chair to sign the contract; and (3) authorize the Executive Director to sign the CFI agreement for Phase 6, Irrigation System Evaluation program, between the SWFWMD and the WRWSA, following review and approval by the Authority Attorney. Motion carried unanimously.

b. Agreements with Hernando County Utilities, and The Villages NSCUDD and VCCDD

Ms. Folsom said the five utilities have tentatively agreed to participate in Phase 6 of the Irrigation System Audit program including Citrus, Hernando and Marion counties, the North Sumter County Utility Dependent District (NSCUDD), and the Village Center Community Development District (VCCDD). Participation by these utilities helps their customers who participate save

water and money, and helps the utilities ensure they continue to meet and surpass the conservation requirements of their water use permits. Three of the five utilities, including Hernando County, the VCCDD and the NSCXUDD require an agreement with the Authority to effectuate their participation. Copies of the proposed agreements are included as exhibits to this item. It should be noted that Citrus and Marion counties continue to participate in the program, however, no contracts are currently necessary to effectuate their participation.

Ms. Stone moved, seconded by Mr. Mitten, to approve the Agreements between the WRWSA and Hernando County, the Village Center Community Development District and the North Sumter County Utility Dependent District with the noted address correction; and authorize the Chairman to sign the Agreements. Motion carried unanimously.

8. As-Needed Technical and Engineering Services Agreements and Work Orders

Ms. Folsom noted that, at its September 2017 meeting, the Board authorized the award of contracts for General Professional Engineering/Technical Services to six firms. 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.

Staff recommended issuance of the following one-year extensions of As-Needed General Engineering/Technical Services to the following firms:

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

Ms. Folsom said the Board also authorized the issuance of work orders in September 2019 to two of these firms. 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 work orders in the amount of \$10,000 to the following firms:

Firms (listed alphabetically)	Location
Intera	Gainesville, Jacksonville, Tampa
WRA	Tampa, Sarasota, Ft. Myers

Mr. Butler moved, seconded by Ms. Stone, to authorize the Executive Director to issue one-year extensions of As-Needed General Engineering/Technical Services agreements with Intera, Progressive Water Resources, Reiss Engineering, Weber & Associates, and WRA through September 30, 2021; and (2) Board authorize the Executive Director to issue the two work orders in the amount of \$10,000 each to Intera and WRA through September 30, 2021. Motion carried unanimously.

9. Legislative Report

Ms. Suzy Folsom, Executive Director, noted that staff had prepared this update for the status of the six relevant bills that passed in the session related to conservation, water supply, public procurement, environmental topics and governmental special districts. As of this update, all six bills have been

approved by the Governor. The next Florida Legislative session will start March 2, 2021 and end April 30, 2021.

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

11. Water Use Permit Demand Summary

Ms. Suzy Folsom, Executive Director, said that one of the primary missions of the Authority is to prepare and analyze studies and feasibility reports regarding water supply development. The 2019 Regional Water Supply Plan (RWSP) Update was completed in 2019, and included demand projections for the major water users in the four County service area for the years 2020-2040. She noted that the table included in the Board's meeting materials provides a summary of the actual 12-month rolling average water demand by water use permit, and a comparison of that demand to the permit capacities and the projected values for 2020 in the RWSP. The table also includes the permit numbers and expiration dates.

Ms. Folsom noted that this table was presented at the July Board meeting for the first time. Based on positive feedback from several utilities and SWFWMD, the five-year rolling average was added, and this information will be updated for future board meetings.

Mr. Mitten commented that this summary is a valuable reference tool.

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

12. Attorney's Report

Mr. Batsel said he had no report to provide at this time. He expressed his appreciation of everyone's willingness to participate via teleconference.

13. Executive Director's Report

- a. **Correspondence** – Ms. Folsom noted that included was an email that references the Authority regarding Buffalo Hide & Cattle Co. for a Villages Land Company Development (Lower Aquifer Test Well #889547) from Mr. Bill Pownall.
- b. **News Article(s)** – One article included regarding Florida's springs.
- c. **Other** – None

14. Other Business

- Ms. Folsom noted that, in anticipation of new Board members, staff is updating the WRWSA Handbook materials.

15. Next Meeting Time and Location

- Next Regular Board Meeting – November 18, 2020 at 3:30 p.m. at the Lecanto Government Building, Room 166.

16. Adjournment – Chair Printz adjourned the meeting at 3:47 p.m.

Scott Carnahan, Acting Chair

Suzannah J. Folsom, Executive Director