

# DRAFT

## WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY BOARD OF DIRECTORS

### Minutes of the Meeting November 15, 2017

**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 Nicholson called the Withlacoochee Regional Water Supply Authority (WRWSA) Board of Directors meeting to order at 3:34 p.m. and requested a roll call.

#### 2. Roll Call

Mr. Richard Owen, WRWSA Executive Director, called the roll and noted that a quorum was not yet present.

#### BOARD MEMBERS PRESENT

Nick Nicholson, *Chairman*, Hernando County Commissioner  
Al Butler, Sumter County Commissioner  
Scott Carnahan, Citrus County Commissioner  
Jeff Kinnard, Citrus County Commissioner  
William Kemerer, Brooksville City Councilor  
Dale Swain, Bushnell City Councilor

#### ALTERNATE(S) PRESENT

Kim Dinkins, Marion County

#### BOARD MEMBERS ABSENT

Kathy Bryant, Marion County Commissioner  
Ken Brown, Crystal River City Councilor  
Steve Champion, Hernando Co. Commissioner  
Ron Livsey, Belleview City Commissioner  
Stephen Printz, *Treasurer*, Sumter County Commissioner  
Michelle Stone, *Vice Chair*, Marion County Commissioner  
Carl Zalak, Marion County Commissioner

#### 3. Introductions and Announcements

- *Introductions.* Mr. Owen recognized Authority staff present for this meeting. Audience members introduced themselves for the Board's information.
- *Announcements* – Mr. Owen said he would hold announcements until a quorum was present.

#### WRWSA STAFF PRESENT

Richard Owen, Executive Director  
Larry Haag, Attorney  
Diane Salz, Governmental Affairs  
LuAnne Stout, Administrative Asst.

#### LOCAL GOVERNMENT STAFF PRESENT

Alys Brockway, Hernando County  
Debra Burden, Citrus County Water Conservation Manager  
Ken Cheek, Citrus County Water Resources Director  
Mark Fulkerson, SWFWMD  
Melissa Gulvin, SWFWMD Gov't. Affairs Program Manager  
Richard Kirby, Hernando County Utilities  
Ervin Myers, Reiss Engineering  
Joe Quinn, SWFWMD Water Supply Project Manager  
Richard Radacky, City of Brooksville  
Dr. Ann Shortelle, SJRWMD Executive Director  
Ken Weber, Weber & Associates

At this time, items not requiring Board action were presented while waiting for a quorum.

#### 5. Public Comment – No speaker cards were submitted.

#### **6. SJRWMD Update**

Ann Shortelle, Ph.D., Executive Director of the St Johns River Water Management District, provided the Board with an update of significant activities, with an emphasis on projects and activities within shared areas or otherwise with implications for the WRWSA region.

This was an information item and no Board action was required. (Presentation available for viewing on the website.)

Chair Nicholson noted that a quorum was present. The order of consideration returned to the published agenda.

#### **4. Approval of Minutes**

A copy of the September 20, 2017 minutes was provided in the Board's meeting materials. Following consideration, **Mr. Butler moved to approve the minutes for the September 20, 2017 meeting as presented. The motion was seconded by Mr. Kemerer and carried unanimously.**

(Mr. Swain left the meeting.)

#### **3. Introductions and Announcements**

- *Announcements* – Mr. Owen said Citrus County Utilities received an award for EPA's 2017 Water Sense Partner of the Year. Ms. Debra Burden addressed the Board to explain the purpose of this designation and displayed the award.

#### **7. Withlacoochee River Investigations**

Dr. Mark Fulkerson, Senior Professional Engineer, with the Southwest Florida Water Management District (SWFWMD), provided a status report on this initiative. The SWFWMD is studying the Withlacoochee River and its surrounding watershed from the Green Swamp to the Gulf of Mexico. This initiative is designed to better understand the dynamics of the river and watershed, identify how alterations have affected the system, and evaluate alternatives to better manage the water resources. District staff has performed hydrology and the model results help staff evaluate alternatives to better manage the water resources and allow residents, stakeholders, and citizen groups to become better informed about the entire river and watershed. Because so much of the WRWSA region is encompassed by the Withlacoochee River watershed, this initiative is important to the Authority and its member governments.

This was an information item and no Board action was required. (Presentation available for viewing on the website.)

#### **8. Citrus County Water Use Permit Consolidation**

Mr. Owen, WRWSA Executive Director, noted that, as discussed at the September 2017 Board meeting, Citrus County has begun the process to consolidate its various water use permits (WUPs). The County has requested the WRWSA agree to include the Charles A. Black (CAB) WUP in the consolidation of its water use permits. Mr. Owen stated that Weber and Associates is assisting the Authority in this matter.

Mr. Ken Cheek, Citrus County Water Resources Director, provided an update noting the primary concern is that the County could be subject to enforcement actions, fees, fines or litigation for activities at its other water supply facilities, and by being included in the consolidated permit, the CAB facilities and the WRWSA could be at risk of being included in these activities and the Authority could potentially incur additional expenses.

This item was presented for information only and no Board action was recommended.

### **9. Charles A. Black Wellfield – Fiscal Year 2016-17 Sales & Revenues**

Mr. Owen, WRWSA Executive Director, reported to the Board the status of water sales to Citrus County and revenues for the fiscal year. The end of Fiscal Year 2016-17 represented the first full year operating under the revised Water Supply Contract with Citrus County. One of the major changes under the new contract was to go to a per-thousand-gallon basis for the sale of water to the County.

This was an information item and no Board action is required.

### **10. Regional Water Supply Plan Update**

Mr. Owen, WRWSA Executive Director, noted that, at the September 2017 meeting, the Board authorized staff to submit a cooperative funding request to the Southwest Florida Water Management District (SWFWMD) for the preparation of an updated Regional Water Supply Plan. The SWFWMD Governing Board, at its September 26, 2017 meeting, approved cooperatively funding this project as an out-of-cycle project from the District's Fiscal Year 2016-17 funds. The Authority staff is working with the SWFWMD staff on a cooperative funding agreement, which is anticipated to be presented to the Board at its January 17, 2018 meeting.

In order for this project to move forward in a timely manner and meet the SWFWMD's need to have the project completed in 2019 so that information from the Authority's report can be used by the District as it updates its Regional Water Supply Plan, staff is recommending the Authority begin the consultant recruitment process at this time. It is also necessary for the Authority to amend its adopted 2017-18 budget to transfer \$150,000, 50% of the total project budget, from the Authority's Water Resource Development Reserves. There are currently more than adequate funds in the Reserves at this time, with a current fund balance of approximately \$1,160,000 and a projected balance of \$856,528 at the end of FY 2017-18.

Included in the Board's meeting materials as exhibits to this item are a budget amendment resolution and the proposed Request for Consultant Statement of Qualifications. Exhibits: (1) Resolution 2018-01 Amendment of the Adopted Budget for Fiscal Year 2017-18, and (2) Regional Water Supply Plan RFQ Information Packet

Staff recommended the following two recommendations:

- (1) Mr. Butler moved for the Board to amend the Fiscal Year 2017-18 budget to include the project entitled "Regional Water Supply Plan Update," authorize the Chair to sign Resolution 2018 01 Amendment of the Adopted Budget for 2017-18, and authorize staff to transfer \$150,000 from the Water Resource Development Reserves to the new project. Mr. Kemerer seconded the motion and it carried unanimously.**
- (2) Mr. Butler moved for the Board to authorize staff to issue the Request for Consultant Statement of Qualifications for the purpose of providing professional engineering services to perform and complete the project known as the "Regional Water Supply Plan (RWSP) Update." Mr. Kemerer seconded the motion and it carried unanimously.**

### **11. Executive Director's Report**

- a. Bills to be Paid – Mr. Owen presented the October 2017 bills and requested Board concurrence. Mr. Butler moved to ratify payment of the October 2017 bills in the total amount of \$29,815.55. The motion was seconded by Mr. Kemerer and carried unanimously.**

Mr. Owen presented the November 2017 bills and requested Board approval. Following consideration, **Mr. Butler moved for payment of the November 2017 bills in the amount of \$94,809.30, as presented. The motion was seconded by Mr. Kemerer and carried unanimously.**

- b. **Correspondence** – Items were included in the Board’s meeting materials.
- c. **News Articles** – News articles of interest were included in the Board’s meeting materials.
- d. **Alliance for Water Efficiency Annual Membership** – Mr. Owen requested approval to join the Alliance for modeling information. **Mr. Butler moved, second by Mr. Kemerer, to approve membership in the Alliance for Water Efficiency. The motion carried unanimously.**
- e. **Other**
  - Following Mr. Owen’s overview, **the Board agreed with the Executive Director’s recommendation to establish an audit committee per F.S. 218.391 and that the entire Board sit as the Authority’s Audit Committee.**
  - Mr. Owen apprised the Board that he attended the recent Marion County Water School.
  - Mr. Owen noted that SWFWMD’s Public Supply Advisory Committee held an election of officers at its last meeting for which Ms. Debra Burden (Citrus County) is Chair and he is now vice chair.

## 12. Legislative Report

- a. **Board Approved 2018 Legislative Priorities** – Ms. Salz, WRWSA Government Affairs, provided an update about ongoing activities occurring in Tallahassee.
- b. **Florida Water Forum Report** – Ms. Salz briefed the Board noting the Forum is useful for developing key issues and learning who is in leadership positions in water.

13. **Attorney’s Report** – Mr. Haag, WRWSA Attorney, said he had no report to provide.

14. **Other Business** – None

15. **Next Meeting Time and Location** – January 17, 2017 at 3:30 p.m. at the Lecanto Government Building, Room 166.

16. **Adjournment** – Chair Nicholson adjourned the meeting at 5:03 p.m.

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Nick Nicholson, Chairman

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Richard S. Owen, Executive Director