

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY

RESOLUTION 2018-01

**AMENDMENT OF THE ADOPTED BUDGET
FOR FISCAL YEAR 2017-18**

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 17, 2017, at which the final budget and assessment rate for general administrative, operating and project expenses for the fiscal year beginning October 1, 2017 and ending September 30, 2018 was adopted; and

WHEREAS, the Board desires to amend its adopted 2017-18 budget to include the project known as the "Regional Water Supply Plan Update" (Project); and

WHEREAS, the total cost of the Project is \$300,000, and is to be cooperatively funded with the Southwest Florida Water Management District on a 50/50 cost share basis; and

WHEREAS, the Authority funds for its share of the project, \$150,000, will come from the Authority's Water Resource Development 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 2017-18 adopted budget, to include the project known as the "Regional Water Supply Plan Update" in the amount of \$300,000, to transfer \$150,000 from the Water Resource Development Reserves account to the Project, and to show an amount of \$150,000 in Water Resource Development Project revenues for the Project from the Southwest Florida Water Management District as a cooperating partner on the project, 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 five (5) days after adoption and will remain on the website for at least two (2) years.

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

ADOPTED in regular session this 15th day of November 2017.

BOARD OF DIRECTORS, WITHLACOOCHEE
REGIONAL WATER SUPPLY AUTHORITY

BY Nick Nicholson, Chairman

Attest:

Richard S. Owen, Executive Director

WITHLACOCOCHEE REGIONAL WATER SUPPLY AUTHORITY
Proposed Amended Fiscal Year 2017-18 Budget (Amendments shown in Blue)

As of November 15, 2017

| | 4/1/2016 Population Estimate | Comments | Fiscal Year 2017-18 | Fiscal Year 2016-17 | \$ Change | % Change |
|--|------------------------------------|---|---------------------------|---------------------------|------------------|--------------|
| Revenues: Administrative | | | | | | |
| Assessments: | | Official BEBR Population Estimates | | | | |
| Citrus | 143,054 | 1,553 person increase | \$27,180 | \$26,885 | \$295 | 1.1% |
| Hernando | 179,503 | 2,684 person increase | \$34,106 | \$33,596 | \$510 | 1.5% |
| Marion | 345,749 | 4,544 person increase | \$65,692 | \$64,829 | \$863 | 1.3% |
| Sumter | 118,577 | 2,920 person increase | \$22,530 | \$21,975 | \$555 | 2.5% |
| Total Population/Assessments @ 19¢/Capita | 786,883 | See Attachment 1 | \$149,508 | \$147,285 | \$2,223 | 1.5% |
| Administrative Revenue from Citrus Contract | | Based on Citrus County contract and Board direction | \$64,497 | \$60,000 | \$4,497 | 7.5% |
| Subtotal | | | \$214,005 | \$207,285 | \$6,720 | 3.2% |
| Carryover Administration Reserve Funds (FYE 16/17 Estimate) (SBA1) | | See Attachment 2 | \$500,377 | \$409,187 | \$91,190 | 22.3% |
| Total Administrative Revenue Available | | | \$714,382 | \$616,471 | \$97,911 | 15.9% |
| Revenues: Water Resource Development (WRD) Projects | | | | | | |
| Phase 4 Irrigation Audit Program SWFWMD Matching Funds | | See Attachment 1 | \$52,510 | \$100,000 | -\$47,490 | NA |
| Phase 4 Irrigation Audit Program Cooperator Matching Funds | | See Attachment 1 | \$26,255 | \$50,000 | -\$23,745 | NA |
| Regional Water Supply Plan Update SWFWMD Matching Funds | | | \$150,000 | \$0 | \$150,000 | NA |
| Annual Citrus WRD Payments (SBA2) | | Based on CAB wellfield contract minimum production charge minus funds allocated to administration | \$159,503 | \$163,587 | -\$4,084 | -2.5% |
| Subtotal | | | \$388,268 | \$313,587 | \$74,681 | 23.8% |
| Carryover WRD Reserve Funds (FYE 15/16 Estimate) (SBA2) | | See Attachment 2 | \$928,280 | \$880,795 | \$47,485 | 5.4% |
| Total Water Resource Development Revenue Available | | | \$1,316,548 | \$1,194,382 | \$196,847 | 16.5% |
| Total Revenues Available | | | \$2,030,930 | \$1,810,853 | \$294,758 | 16.3% |
| 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 | | 10 meetings per year | \$5,000 | \$5,000 | \$0 | 0.0% |
| Other Services @ \$150/hr. | | 80 hours | \$12,000 | \$12,000 | \$0 | 0.0% |
| Legislative Consultant | | Based on annual contract | \$42,000 | \$42,000 | \$0 | 0.0% |
| Advertising | | Based on recent usage | \$1,000 | \$1,000 | \$0 | 0.0% |
| Audit | | Based on 3% CPI | \$9,978 | \$9,687 | \$291 | 3.0% |
| Bookkeeping Services | | \$500/quarter per Engagement Letter | \$2,000 | \$2,000 | \$0 | 0.0% |
| Liability Insurance | | Based on FY 15-16 plus 5% rounded up | \$2,625 | \$2,500 | \$125 | 5.0% |
| Office Supplies | | Based on recent usage | \$800 | \$800 | \$0 | 0.0% |
| Postage | | Based on recent usage | \$800 | \$800 | \$0 | 0.0% |
| Printing and Reproduction | | Based on recent usage | \$2,000 | \$2,000 | \$0 | 0.0% |
| Publications/Software | | Based on recent usage | \$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 recent usage | \$175 | \$175 | \$0 | 0.0% |
| Telephone | | Based on recent usage | \$1,100 | \$1,100 | \$0 | 0.0% |
| Travel (Board Members & Staff) | | Based on recent usage | \$9,000 | \$9,000 | \$0 | 0.0% |
| Web Page / Computer Maintenance | | Increase in web maintenance costs | \$2,300 | \$2,000 | \$300 | 15.0% |
| Contingencies | | @ 5% of non-contract admin costs | \$1,579 | \$1,074 | \$505 | 47.0% |
| Subtotal - General Administration Expenditures | | | \$214,005 | \$212,784 | \$1,221 | 0.6% |
| Fund Balance for Admin. Reserves FYE 17/18 | | FYE16/17 Admin Funds Bal + FY17/18 Admin Rev's - FY17/18 Admin Exp's | \$500,377 | \$403,687 | \$96,690 | 24.0% |
| 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 3 Irrigation Audit Program | | Project Complete in FY16/17 | \$0 | \$3,500 | -\$3,500 | -100.0% |
| Phase 4 Enhanced Irrigation Audit Program | | 50% of the Audits, Promo and Admin; 100% of the Follow-ups | \$105,020 | \$200,000 | -\$94,980 | NA |
| Regional Water Supply Plan Update SWFWMD | | | \$300,000 | \$0 | \$300,000 | NA |
| Subtotal - Water Resource Development Projects | | | \$610,020 | \$408,500 | \$201,520 | 49.3% |
| Fund Balance for Water Resource Development Reserves FYE 17/18 | | FYE16/17 WRD Funds Bal + FY17/18 WRD Rev's - FY17/18 WRD Exp's | \$706,528 | \$888,767 | -\$182,239 | -20.5% |
| Total Administration and WRD Expenses | | | \$824,025 | \$621,284 | \$202,741 | 32.6% |
| Total Administration and WRD Fund Balances at FYE 17/18 | | See Attachment 2 for detail | \$1,206,905 | \$1,292,454 | -\$85,549 | -6.6% |
| Combined Expenditures and Fund Balances | | | \$2,030,930 | \$1,913,738 | \$117,192 | 6.1% |

Regional Water Supply Plan Update

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

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 as exhibits to this item are a budget amendment resolution and the proposed Request for Consultant Statement of Qualifications.

Exhibits:

- Resolution 2018-01 Amendment of the Adopted Budget for Fiscal Year 2017-18
- Regional Water Supply Plan RFQ Information Packet

Staff Recommendation:

The staff recommendation is comprised of the following:

- (1) Board 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; and
- (2) Board 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."