

APPROVED

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY BOARD OF DIRECTORS

Minutes of the Meeting September 20, 2023

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.

1. **Call to Order**

Mr. Swain as the Board's most senior member called the Withlacoochee Regional Water Supply Authority (WRWSA) Board of Directors meeting to order at 3:31 p.m. and requested a roll call.

4. **Pledge of Allegiance** – Mr. Swain led those present in reciting the Pledge of Allegiance.

2. **Roll Call**

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

BOARD MEMBER PRESENT

David Bailey, Brooksville City Councilor
Rebecca Bays, Citrus County Commissioner
Ken Brown, Crystal River City Councilor
Jerry Campbell, Hernando County Commissioner
Robert "Bo" Smith, Belleview City Commissioner
Dale Swain, Bushnell City Councilor
Don Wiley, Sumter County Commissioner

BOARD MEMBER(S) ABSENT

Jeff Kinnard, *Chair*, Citrus Co Commissioner
Beth Narverud, *Vice Chair*, Hernando County Commissioner
Craig Estep, *Treasurer*, Sumter County Commissioner
Kathy Bryant, Marion County Commissioner
Michelle Stone, Marion County Commissioner
Carl Zalak, Marion County Commissioner

BOARD ALTERNATE(S) PRESENT

Jody Kirkman, Marion County Utilities Dir

3. **Introductions and Announcements**

WRWSA STAFF PRESENT

Suzannah J. Folsom, PE, PMP, Executive Dir
Robert W. Batsel, Jr., General Counsel
LuAnne Stout, Administrative Asst.

OTHERS PRESENT

Debra Burden, Citrus Co Water Conservation Mgr
Trevor Knight, Marion Co Water Resources Liaison
Liza Kreutz, Hazen and Sawyer
Ron Patel, Hernando County
Joseph Quinn, SWFWMD Water Supply Project Mgr
Sharon Simington, Hazen and Sawyer

WRWSA STAFF ABSENT – None

- Ms. Folsom requested approval for consideration of two additional items. **Mr. Kirkman moved, seconded by Mr. Brown, for the Board to consideration the following two items. Motion carried unanimously.**

(a) Marion County requested that \$3,168.75 of WRWSA reimbursement be shifted from the Landscape & Irrigation Rebate Program line item to the Water Conservation Billboards line item. **Ms. Bays moved, seconded by Mr. Smith, to approve this item. Motion carried unanimously.**

(b) Staff requested approval to sign the new Website Services Contract (\$1,000 website design and \$200 monthly maintenance). **Mr. Swain moved, seconded by Mr. Kirkman, to approve this item. Motion carried unanimously.**

5. **Public Comment** – There being no members of the audience requesting to address the Board, Mr. Swain closed public comment.

6. **Consent Agenda**

- a. **Approval of Minutes** – The July 26, 2023, draft minutes were provided in the Board’s meeting materials and recommended for approval as presented.
- b. **Public Officials Liability Insurance Policy** – Staff recommended approval of the renewal policy.
- c. **Bills to be Paid** – Staff recommended ratification of August (\$22,492.6) and approval for September (\$89,750.34).
- d. **Third Quarter Financial Report** – Staff recommended acceptance of the report.
- e. **Fiscal Year 2023-24 Calendar of Board Meeting Dates** – Staff recommended approval of the following dates: November 8, 2023; January 24, 2024; March 20, 2024; May 15, 2024, July 24, 2024; and September 18, 2024. Meetings will be held at 3:30 p.m. in the Lecanto Government Building, Room 166, 3600 West Sovereign Path, Lecanto, Florida 34461.

Mr. Swain moved, seconded by Mr. Smith, to approve the Consent Agenda Items 6.a., 6.b., 6.c., 6.d. and 6.e., as presented. Motion carried unanimously.

7. **As-Needed Technical and Engineering Services – Authorization to Issue . . .**

Ms. Suzannah Folsom, WRWSA Executive Director, presented this item. Staff recommends issuance of the following Work Orders for the General Engineering and Technical Services:

Applied Sciences Consulting, Inc. – The purpose of this Work Order is to provide general engineering and technical support services to the Authority Board and Executive Director on an as-needed basis. The Work Order amount is \$10,000.

Kimley-Horn and Associates, Inc. – The purpose of this Work Order is to continue ongoing representation of the Authority on the Springs Coast Technical Advisory Board. The Work Order amount is \$10,000.

A copy of each proposed Work Order was included as Exhibits to this item in the Board’s meeting materials.

Mr. Swain moved, seconded by Mr. Kirkman, to authorize the Executive Director to issue (1) Work Order 2024-01 to Applied Sciences Consulting, Inc. in an amount not to exceed \$10,000 for the period through September 30, 2024; and (2) Work Order 2024-02 to Kimley-Horn and Associates, Inc. in an amount not to exceed \$10,000 for the period through September 30, 2024. Motion unanimously approved.

8. **Legislative Report – Information of the Expanded State of Florida Water Quality Funding Program**

Ms. Suzannah Folsom, Executive Director, introduced this item. In the 2023 legislative session, HB 1379 / SB 1632 Environmental Protection passed. It included and expansion of the Wastewater Grant Funding program, renaming it as the Water Quality Grant Funding Program, with a larger funding budget to help municipalities address many of the new environmental protection requirements in the Bill.

Ms. Sharon Simington, Southeast Regional Funding Program Leader at Hazen and Sawyer, presented on this expanded funding program and how it can be utilized. She addressed questions raised by the Board.

This item was for the Board’s information only and no action was required.

9. Regional Water Supply Plan Update – Status Report

Ms. Lisa Krentz with Hazen and Sawyer presented this status report. The Authority entered into a cooperative funding agreement with the Southwest Florida Water Management District (SWFWMD) in December 2022 (23CF0004079) for Regional Water Supply Plan Update project. The Authority entered into a contract with Hazen and Sawyer in January 2023 to undertake the project.

With the assistance of the SWFWMD, St. Johns River Water Management District, and a Technical Advisory Committee comprised of representatives from member governments and public supply utilities in the four-county region, the Plan Update is being coordinated. A kickoff meeting for the project was held on March 2, 2023. The consultant has been working on population and demand projections, and conservation reuse evaluations.

Task	Description	Schedule	% Complete
1	Project Management and Stakeholders Engagement	February 2023 – September 2024	25
2	Data Collection and Processing	February 2023 – January 2024	75
3	Population and Demand Estimates	February 2023 – July 2023	20
4	Water Conservation and Reuse Evaluation	February 2023 – August 2023	10
5	Water Sources Evaluation	February 2023 – September 2023	0
6	Water Supply Project Options	October 2023 – January 2024	0
7	Organization, Funding and Governance Requirements	February 2024 – April 2024	0
8	Recommendations	February 2024 – September 2024	0

Ms. Krentz presented the Population and Demand projections at the September Board of Directors meeting and addressed the Board’s questions.

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

10. Attorney’s Report – Mr. Batsel had no report to provide.

11. Executive Director’s Report – Ms. Folsom presented the following items which required no action.

- a. **Charles A. Black Water Use Permit Renewal** – The Wellfield WUP number 7121.006 was approved and issued for the quantity and duration requested.
- b. **Water Use Permit Demand Summary** - A summary was in the Board’s meeting materials. .
- c. **Water Management Information System Water Use Permit Notifications** – A list of notifications was included in the Board’s meeting materials.
- d. **Irrigation Audit Program – Status Report** – A progress update on the three residential irrigation evaluation programs that WRWSA is currently ongoing:
 - (1) Phase 6 Residential Irrigation Evaluation Program – SWFWMD (final report will be completed by December 2023),
 - (2) Phase 7 Residential Irrigation Evaluation Program – SWFWMD (26 percent of the planned evaluation have been completed to date and program to be completed in December 2025); and
 - (3) Residential Irrigation Evaluation Program Pilot – SJRWMD – WRWSA has received approval for the program from the SJRWMD and is preparing to start in October 2023. WRWSA will be working with Marion County (40 participants) and the City of Belleview (20 participants) to identify the highest residential users to be a part of this program.
- e. **Correspondence** – Several items were included in meeting materials.
- f. **News Articles** – Several articles were included in meeting materials.

12. Other Business – Ms. Folsom informed the Board that the FS/AWWA Region IV Best Tasting Drinking Water contest and barbecue is scheduled for Friday, October 27 at the FWC Crystal River National Wildlife Center. Judges are needed if anyone would like to volunteer.

13. Next Meeting Time and Location

- Next Regular Board Meeting – November 8, 2023, at 3:30 p.m. at the Lecanto Government Building, Room 166. (*Meeting moved one week earlier due to Florida Association of Counties Legislative Conference being held November 15- 17.*)

- 14. Adjournment** – Mr. Swain moved, seconded by Mr. Campbell, to adjourn and it carried unanimously. Meeting adjourned at 4:42 p.m.

Jeff Kinnard, Chair

Suzannah J. Folsom, Executive Director