

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY

**RESOLUTION 2021-03**

**ADOPTION OF FINAL BUDGET  
FOR FISCAL YEAR 2021-22**

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 July 21, 2021, on the final budget and assessment rate for general administrative, operating and project expenses for the fiscal year beginning October 1, 2021 and ending September 30, 2022; and

WHEREAS, the Board has complied with all requirements of said section and desires to adopt its final budget.

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 adopts its final budget, for general administrative, operating and project expenses for the Fiscal Year beginning October 1, 2021 and ending September 30, 2022, as shown on the attached Exhibit, attached hereto and made a part hereof as Exhibit A.

Section 2. This Resolution and a copy of the final budget as adopted shall be forwarded to the Board of County Commissioners of each member County.

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

ADOPTED in regular session this twenty-first day of July 2021.

WITHLACOOCHEE REGIONAL WATER  
SUPPLY AUTHORITY

\_\_\_\_\_  
BY: Kathy Bryant, Chair

Attest:

\_\_\_\_\_  
Suzannah J. Folsom, Executive Director

**WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY**

**Fiscal Year 2021-22 Budget**

*Draft May 6, 2021*

	4/1/2020 Population Estimate	Comments	Fiscal Year 2021-22	Fiscal Year 2020-21	\$ Change	% Change
<b>Revenues: Administrative</b>						
<b>Assessments:</b>						
		Official BEBR Population Estimates				
Citrus	149,383	1,639 person increase	\$28,383	\$28,072	\$311	1.1%
Hernando	192,186	3,828 person increase	\$36,516	\$35,789	\$727	2.0%
Marion	368,135	7,714 person increase	\$69,946	\$68,480	\$1,466	2.1%
Sumter	141,422	12,789 person increase	\$26,871	\$24,441	\$2,430	9.9%
Total Population/Assessments @ 19¢/Capita	851,126		\$161,716	\$156,782	\$4,934	3.1%
Administrative Revenue from Citrus Contract		Based on Citrus County contract and Board direction	\$19,318	\$25,238	-\$5,920	-23.5%
Subtotal			\$181,034	\$182,020	-\$986	-0.5%
Carryover Administration Reserve Funds (FYE 20/21 Estimate) (SBA1)		See Attachment 2	\$692,676	\$604,380	\$88,296	14.6%
<b>Total Administrative Revenue Available</b>			<b>\$873,710</b>	<b>\$786,400</b>	<b>\$87,310</b>	<b>11.1%</b>
<b>Revenues: Water Resource Development (WRD) Projects</b>						
Phase 5 Irrigation Audit Program SWFWMD Matching Funds		Based on Project Schedule	\$0	\$0	\$0	NA
Phase 5 Irrigation Audit Program Cooperator Matching Funds		Based on Project Schedule	\$0	\$0	\$0	NA
Phase 6 Irrigation Audit Program SWFWMD Matching Funds		50% of Total Project Budget	\$30,300	\$60,600	-\$30,300	-50.0%
Phase 6 Irrigation Audit Program Cooperator Matching Funds		25% of Total Project Budget	\$15,150	\$30,300	-\$15,150	-50.0%
Annual Citrus WRD Payments (SBA2)		Based on CAB wellfield contract minimum production charge of \$224,000 minus funds allocated to administrative revenue above	\$204,682	\$198,762	\$5,920	3.0%
Subtotal			\$250,132	\$289,662	-\$39,530	-13.6%
Carryover WRD Reserve Funds (FYE 20/21 Estimate) (SBA2)		See Attachment 2	\$1,019,301	\$917,825	\$101,476	11.1%
<b>Total Water Resource Development Revenue Available</b>			<b>\$1,269,433</b>	<b>\$1,207,487</b>	<b>\$22,416</b>	<b>1.9%</b>
<b>Total Revenues Available</b>			<b>\$2,143,143</b>	<b>\$1,993,887</b>	<b>\$109,726</b>	<b>5.5%</b>

**WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY**

**Fiscal Year 2021-22 Budget**

*Draft May 3, 2021*

		Fiscal Year 2021-22	Fiscal Year 2020-21	\$ Change	% Change
<b>Expenditures: General Administration</b>					
Executive Director	Based on annual contract	\$86,700	\$84,200	\$2,500	3.0%
Administrative Assistant	Based on annual contract	\$38,825	\$37,500	\$1,125	3.0%
Legal Services	Based on annual contract:				
Monthly Meetings @ \$235/hr	6 meetings/year, 3 hrs/meeting = 18 hrs	\$4,230	\$4,230	\$0	0.0%
Other Services @ \$235/hr.	6 hrs/month = 72 hrs	\$16,920	\$22,560	-\$5,640	-25.0%
Advertising	Based on FY 2019-20 actual	\$800	\$800	\$0	0.0%
Audit	FY 20-21 plus 3% COLA	\$11,284	\$10,955	\$329	3.0%
Bookkeeping Services	\$500/quarter per Engagement Letter	\$2,000	\$2,000	\$0	0.0%
Liability Insurance	FY 20-21 actual plus 5%	\$3,000	\$3,000	\$0	0.0%
Office Supplies	Based on FY 2019-20 actual	\$1,000	\$1,000	\$0	0.0%
Postage	Based on FY 2019-20 actual	\$800	\$800	\$0	0.0%
Printing and Reproduction	Based on FY 2019-20 actual	\$1,600	\$1,600	\$0	0.0%
Publications/Software	Based on FY 2019-20 actual	\$150	\$150	\$0	0.0%
Rent (Lecanto Gov't Bldg)	Based on Lease Agreement	\$2,048	\$2,048	\$0	0.0%
Registrations/Dues	Based on FY 2019-20 actual	\$1,500	\$1,500	\$0	0.0%
State Fees/Assessments	Based on FY 2019-20 actual	\$175	\$175	\$0	0.0%
Telephone	Based on FY 2019-20 actual	\$1,200	\$1,000	\$200	20.0%
Travel (Board Members & Staff)	Based on FY 2019-20 actual	\$5,000	\$5,000	\$0	0.0%
Web Page / Computer Maintenance	Based on FY 2019-20 actual	\$2,500	\$2,000	\$500	25.0%
Contingencies	@ 5% of non-contract admin costs	\$1,502	\$1,502	\$0	0.0%
<b>Subtotal - General Administration Expenditures</b>		<b>\$181,034</b>	<b>\$182,020</b>	<b>-\$986</b>	<b>-0.5%</b>
Fund Balance for Admin. Reserves FYE 21/22	FYE20/21 Admin Funds Bal + FY21/22 Admin Rev's - FY21/22 Admin Exp's	\$692,676	\$604,380	\$88,296	14.6%
<b>Expenditures: Water Resource Development Projects</b>					
General Services Contracts	As Needed Eng. & Tech. Firms	\$50,000	\$50,000	\$0	0.0%
Local Government Grant Program	Approved 3/17/21	\$140,000	\$140,000	\$0	0.0%
Phase 5 Irrigation Audit Program	0% of Project Budget	\$0	\$0	\$0	NA
Phase 6 Irrigation Audit Program	50% of Project Budget	\$60,600	\$121,200	-\$60,600	-50.0%
<b>Subtotal - Water Resource Development Projects</b>		<b>\$250,600</b>	<b>\$311,200</b>	<b>-\$60,600</b>	<b>-19.5%</b>
Fund Balance for Water Resource Development Reserves FYE 21/22	FYE20/21 WRD Funds Bal + FY21/22 WRD Rev's - FY21/22 WRD Exp's	\$1,018,833	\$898,287	\$122,546	13.7%
<b>Total Administration and WRD Expenses</b>		<b>\$431,634</b>	<b>\$493,220</b>	<b>-\$61,586</b>	<b>-12.5%</b>
<b>Total Administration and WRD Fund Balances at F</b>	See Attachment 2 for detail	<b>\$1,758,959</b>	<b>\$1,500,667</b>	<b>\$256,292</b>	<b>17.1%</b>
<b>Combined FYE 21/22 Expenditures and Fund Balances</b>		<b>\$2,188,593</b>	<b>\$1,993,887</b>	<b>\$194,706</b>	<b>9.8%</b>

# ATTACHMENT 1

## CALCULATION OF REVENUE FOR 2021-22 AND CALCULATION OF AMOUNT OF FUNDS NEEDED FROM RESERVES

Draft May 6, 2021

Revenue	4/1/2020 Population	
LOCAL ASSESSMENTS @ 19¢ PER CAPITA		
Citrus	149,383	\$28,383
Hernando	192,186	\$36,516
Marion	368,135	\$69,946
Sumter	141,422	\$26,871
Subtotal	851,126	\$161,716
CHARLES A. BLACK WATER SUPPLY FACILITY		
Minimum Production Charge		\$224,000
Subtotal		\$224,000
MATCHING CONTRIBUTIONS FOR STUDIES		
SWFWMD Match for Phase 5 Irrigation Audit Program		\$0
Local Cooperator Match for Phase 5 Irrigation Audit Program		\$0
SWFWMD Match for Phase 6 Irrigation Audit Program		\$60,600
Local Cooperator Match for Phase 6 Irrigation Audit Program		\$30,300
Subtotal		\$90,900
TOTAL REVENUE FOR FY 2021-22		\$476,616
Less: 2021-22 Administration Expense		-\$181,034
Less: 2021-22 WRD Cost		-\$250,600
Funds Deposited to WRWSA Reserves		\$44,982

## ATTACHMENT 2

### ANALYSIS OF BEGINNING FUND BALANCES

FY 2020 - 2021

Draft May 6, 2021

#### ESTIMATE OF WATER RESOURCES DEVELOPMENT FUND BALANCE AT END OF FY 2020-21

03/31/21 WRDF Balance (SBA2) \$1,099,325

#### FY 2020-21 Remaining WRD Fund Revenues

6 Citrus Co. Payments @ \$18,666.67/month minus  
administrative component below \$99,381  
Phase 5 Irrigation Audit Local Cooperator Revenue \$0  
Phase 5 Irrigation Audit SWFWMD Revenue \$1,652  
Phase 6 Irrigation Audit Local Cooperator Revenue \$12,120  
Phase 6 Irrigation Audit SWFWMD Revenue \$24,240

Revenues Subtotal \$137,393

#### Less: FY 2020-21 Remaining Contract Expenditures:

2020-21 Citrus Water Conservation Program \$45,650  
2020-21 Hernando Water Conservation Program \$48,350  
2020-21 Marion Water Conservation Program \$25,847  
2020-21 Crystal River Water Conservation Program \$9,090  
2020-21 General Services Contracts \$40,000  
Phase 6 Irrigation Audit Program \$48,480

Expenditures Subtotal \$217,417

Total WRD Funds at end of FY 2020-21 \$1,019,301

#### ESTIMATE OF ADMINISTRATIVE FUND BALANCE AT END OF FY 2020-21

03/31/21 Admin Bal (SBA1) \$692,676  
Admin Revenue from CAB WSF \$12,619  
Admin Revenue from Per Capita Contributions \$78,391  
Less remaining FY Admin costs for 6 months -\$91,010

Total Administrative Funds at end of FY 2020-21 \$692,676

#### ESTIMATE OF TOTAL FUND BALANCE AT END OF FY 2020-21

Total WRD Funds at end of FY 2020-21 \$1,019,301

Total Administrative Funds at end of FY 2020-21 \$692,676

Total Fund Balance at end of FY 2020-21 \$1,711,977

#### PROJECTED FUND BALANCES AT END OF FY 2021-22

Total Fund Balances beginning of FY 2021-22: \$1,711,977

Add: 2021-22 Revenues \$476,616

Deduct 2021-22 Expenses: -\$431,634

Projected Fund Balances at end of FY 2021-22: \$1,756,959

# **Withlacoochee Regional Water Supply Authority**

## **Fiscal Year 2020-2021 Work Program**

### **1. Joint Funding of Water Conservation Projects with Member Local Governments**

The Authority will continue its grant program to assist local governments in improving water conservation within the region in order to extend the use of groundwater as long as possible. Fresh groundwater is the least expensive source available to meet growing demands, however there is a limit to this source due to environmental impacts and impacts on other existing legal users caused by withdrawals. As the limit to fresh groundwater resources is reached, alternative, more expensive water sources will need to be developed. At the present time, water conservation programs are the most appropriate way for the Authority to help local governments extend the use of lower cost groundwater supplies. During Fiscal Year (FY) 2020-21, the proposed budget anticipates appropriating an additional \$140,000 toward local government water conservation projects. Proposals will be considered from local governments and public supply utilities in the Authority's jurisdiction. The grant program guidelines and application package may be found on the Authority's web page at [www.wrwsa.org](http://www.wrwsa.org). The water conservation activities co-funded by this grant program help participating utilities meet and surpass the maximum 150 gallons per person per day that is required by the SWFWMD and to meet the SJRWMD conservation requirements.

### **2. Regional Residential Irrigation Audit Program to Promote Water Conservation within the Region**

This ongoing program provides an opportunity for residential water utility customers to obtain site-specific evaluations for optimizing the use of water through landscaping techniques and efficient irrigation systems, and to implement recommendations provided by a professionally certified contractor. Contractors used for the site-specific evaluations are professionals certified by the Florida Irrigation Society (FIS) or another recognized certifying agency in the targeted region. The initiative includes program information, water conservation education, reporting and analysis by a consultant. This continuing project targets existing inefficient landscape and irrigation water use and results in significant water savings and can lead to water quality protection through reduced leaching of fertilizers and lawn chemicals. More than 1000 audits have been conducted as part of Phases 1 to 4. In Phase 4, we began offering enhanced audits that have a more intense implementation of improvements, and have an improved benefit to reduce water usage. An average reduction in total water use of 28% has been achieved for the locations that have been audited. Phase 5 is ongoing and an application is pending for Phase 6. This program is co-funded by the SWFWMD. Participating utilities incur only 25% of their respective portion of the project, leveraging local dollars with regional funds. This water conservation initiative helps participating utilities meet and surpass the maximum 150 gallons per person per day that is required by the SWFWMD.

### **3. Continued Cooperation with Citrus County in Operation and Management of the Authority's Charles A. Black Water Supply Facilities**

The Authority and Citrus County completed negotiations at the end of FY 2015-16 of the new Water Supply Contract governing the operation and maintenance of the CABWSF. The new Contract allows for the continued operation of the facilities by Citrus County in a cost-effective manner ensuring a long-term water supply for the County and its customers while also providing for long-term financial stability for the Authority. Various provisions of the new Contract call for improved coordination between the County and Authority.

#### **4. Participation in Maintenance and Enhancement of the North-Central Florida Groundwater Model**

The Authority will continue to participate in discussions with SJRWMD and SWFWMD on the implementation of the North-Central Florida Groundwater model. The project was initiated in fiscal year 2012-13. Phase 1 of the project entailed updating and expanding the SWFWMD's Northern District Groundwater Model to encompass all of Marion County and to incorporate the most recent hydrologic data. Phase 1 of the project was successfully completed. The intent is for both water management districts to utilize this common model for determining the availability of groundwater in the region, particularly in Marion County which is split by the districts' boundaries. The SJRWMD and SWFWMD continue to improve upon the model and seek the engagement of various stakeholders. The model has significant implications for groundwater availability in the region and the Authority's continued participation and coordination with member governments is essential to ensure water supply implications are considered as the model is updated. The Authority also engages with both Districts to ensure continued use and support of the model.

#### **5. Springs Protection and Restoration**

The Authority continues to work with the SWFWMD on its springs coast initiative. The SWFWMD recently completed Surface Water Improvement and Management (SWIM) Plans for the five first magnitude springs in the northern District. These SWIM plans call for action by not only the District but local governments and other stakeholders in the region to protect and restore these first magnitude springs. The Authority staff continue to actively participate in the Springs Coast Management Committee as the public Supply Representative, and monitor activities of the District and the Steering Committee for implications on water supply in the region.

#### **6. Program Development and Technical Assistance**

- a) Support efforts to further define the hydrogeology of the region. Continue cooperation with the water management districts on the collection of hydrologic data to further refine the Districts' planning and regulatory models. Coordinate on efforts to better define the lower Floridan aquifer and the extent of fresh and brackish groundwater within the aquifer.
- b) Promote the WRWSA Regional Framework through coordination with WRWSA member governments to facilitate regional and sub-regional cooperation on water supply development and reclaimed water projects. Work with the WMDs in defining strategic priorities for the region and how these priorities may influence the ranking criteria for the Districts' Cooperative Funding Initiatives, including potential District funding for regional and sub-regional traditional and non-traditional water supply development that is consistent with the WRWSA Regional Framework.
- c) Participate in the SWFWMD and SJRWMD minimum flows and levels (MFLs) programs representing the interests of member governments. Provide technical assistance to WRWSA member governments in determining the potential impact to both the environment and potential water supply development based on proposed MFLs.
- d) Coordinate with FDEP, SJRWMD, SWFWMD and the Florida Department of Agriculture and Consumer Services on policy and rule development. Provide assistance to WRWSA member governments on FDEP and District rule development that may include Water Use Permitting, Environmental Resource Permitting, water conservation and future water supply development, including the statewide consistency initiatives. Monitor water management programs and rule development in other parts of the state, including the Central Florida Water Initiative, for implications to the WRWSA and its member governments.

**WRWSA Fiscal Year 2020-21 Work Program (continued)**

- e) Monitor and coordinate with the water supply planning and development activities in adjacent communities and regions, including but not limited to Tampa Bay Water, the Central Florida Water Initiative, the Polk Water Cooperative, and Lake and Levy counties for possible implications on water resource availability within the WRWSA region. Provide input to such activities when appropriate.**
- f) Monitor applications for significant water use permits and permit modifications within the region for potential impacts on WRWSA and member government existing and planned water supply facilities and engage in the permitting process where appropriate.**
- g) Participate in public outreach efforts for the FDOT MCORES program as a public water supply utility representative.**