

DRAFT

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY BOARD OF DIRECTORS

Minutes of the Meeting May 15, 2024

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 Kinnard called the Withlacoochee Regional Water Supply Authority (WRWSA) Board of Directors meeting to order at 3:32 p.m. and requested a roll call.

2. **Roll Call**

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

BOARD MEMBER PRESENT

Jeff Kinnard, *Chair*, Citrus Co Commissioner
Craig Estep, *Vice Chair*, Sumter County Commissioner
Jerry Campbell, *Treasurer*, Hernando Co Commissioner
David Bailey, Brooksville City Councilor
Rebecca Bays, Citrus County Commissioner
Gene Davis, Inverness City Councilor
Robert “Bo” Smith, Belleview City Commissioner
Dale Swain, Bushnell City Councilor
Don Wiley, Sumter County Commissioner

BOARD MEMBER(S) ABSENT

Kathy Bryant, Marion County Commissioner
Beth Narverud, Hernando Co Commissioner
Michelle Stone, Marion County Commissioner
Carl Zalak, Marion County Commissioner

BOARD ALTERNATE(S) PRESENT

Jody Kirkman, Marion County Utilities Director

WRWSA STAFF PRESENT

Suzannah J. Folsom, PE, PMP, Executive Dir
James Hartley, General Counsel Assistant
LuAnne Stout, Administrative Asst.

OTHERS PRESENT

Carrieann Adkins, SWFWMD Govt Affairs Reg Mgr
Alys Brockway, Hernando Co Water Resource Mgr
Debra Burden, Citrus Co Water Conservation Mgr
Trevor Knight, Marion Co Water Resources Liaison
Paige TaraCruz, SWFWMD

WRWSA STAFF ABSENT

Robert W. Batsel, Jr., General Counsel

3. **Introductions and Announcements**

- Members of the audience introduced themselves.
- Ms. Bays moved, seconded by Mr. Smith, to approve the agenda as published. Motion carried unanimously.

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

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

6. **Consent Agenda**

- a. **Approval of Minutes** – The March 20, 2024, draft minutes were provided in the Board’s meeting materials.
- b. **Bills to be Paid** – April (\$17,320.49) bills paid were provided in the Board’s meeting materials for approval. May bills (\$13,981.52) were provided at the meeting.

- c. **Staff Travel to the Florida Chamber of Commerce Environmental Permitting Summer School, July 16-19, 2024** -- Approved Ms. Folsom, WRWSA Executive Director, to attend this year’s Environmental Permitting Summer School at an estimated cost of \$705.00.

Mr. Estep moved, second Mr. Wiley, to approve Consent Agenda Items 6.a. 6.b. and 6.c. as presented. Motion carried unanimously.

7. Establishment of Proposed Fiscal Year 2024-25 Budget Components

Ms. Suzannah Folsom, WRWSA Executive Director, presented this item. Included as Exhibit A to this item is the draft FY 2024-25 budget for the Board’s review. The budget has been prepared in a conservative manner to keep costs in check and enhance efficiencies for the member governments. Included as Exhibit B is a description of the Authority’s FY 2024-25 work program that is supported by the proposed budget.

This Item is provided for review and will be presented, incorporating any comments received, at the July 24, 2024 Board Meeting for approval. No action was required.

8. Regional Water Supply Plan Update – Status Report

Ms. Suzy Folsom presented this item. Hazen and Sawyer’s Population and Demand projections that will be used as part of the 2024 Regional Water Supply Plan Update. The Authority entered into a cooperative funding agreement with the Southwest Florida Water Management District (SWFWMD) in December 2022 (23CF0004079) for the 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.

This project is behind schedule due to some delays in the availability of the Central Springs Model. The revised project schedule is shown below.

Task Summary

Task	Description	Schedule	Complete
1	Project Management and Stakeholder Engagement	February 2023 - November 2024	65%
2	Data Collection and Processing	February 2023 – January 2024	Complete
3	Population and Demand Estimates	February 2023 – May 2024	95%
4	Water Conservation and Reuse Evaluation	February 2023 – May 2024	95%
5	Water Sources Evaluation	April 2024 – June 2024	5%
6	Water Supply Project Options	June 2024 – July 2024	0%
7	Recommendations	May 2024 – August 2024	0%
8	Draft and Final Report	June 2024 – November 2024	0%

This project budget is just over halfway expended. A summary of the billing and SWFWMD reimbursement received to date is provided below.

Project Billing Summary

Hazen and Sawyer Contract Amount	Billed To Date	Remaining	SWFWMD Reimbursement Received
\$350,000.00	\$188,057.00	\$161,943.00	\$53,258.80

Following queries from Ms. Bays and Mr. Campbell, Ms. Folsom provided clarification to the plan’s projections and issues. This item was for the Board’s information and no action was required.

9. Legislative Report

Ms. Suzannah Folsom, Executive Director, presented this item. The 2024 Legislative Regular Session began January 9, 2024 and was scheduled to end March 8, 2024. Staff gathered information on relevant bills that are related to conservation and water supply from SWFWMD, 1000 Friends of Florida, and the Florida Engineering Society's Conservation and Environmental Quality Committee, and the House and Senate websites.

Ms. Folsom reviewed the exhibit included in the Board's meeting materials summarizing the status of the bills.

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

10. Attorney's Report

Mr. James Hartley, assistant to Mr. Batsel, said he has nothing to report; therefore, no action was required.

11. Executive Director's Report – Ms. Folsom presented the following items which required no action and highlighted items which had activity since last Board meeting.

- a. **Water Use Permit Demand Summary** - A summary was in the Board's meeting materials.
- b. **Water Management Information System Water Use Permit Notifications** – A list of notifications was included in the Board's meeting materials.
- c. **Residential Irrigation Evaluation Programs Update** – Ms. Folsom noted that Phase 7 has been extended three months.
- d. **Correspondence** – Several items were included in meeting materials.
- e. **News Articles** – Several articles were included in meeting materials.
- f. **Sumter Water Matters Event** – Board members were provided color-changing cups that were distributed at the event to celebrate Water Conservation and Springs Protection Awareness Month. Mr. Estep attended the event.

12. Other Business – None

13. Next Meeting Time and Location

- The next regular Board meeting is scheduled for July 24, 2024, at 3:30 p.m. at the Lecanto Government Building, Room 166 (one week later than normal due to the Environmental Permitting Summer School).

14. Adjournment – Chair Kinnard adjourned the meeting at 4:20 p.m.

Jeff Kinnard, Chair

Suzannah J. Folsom, Executive Director