

APPROVED

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY BOARD OF DIRECTORS

Minutes of the Meeting January 15, 2020

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

Vice-Chair Printz called the Withlacoochee Regional Water Supply Authority (WRWSA) Board of Directors meeting to order at 3:30 p.m. and requested a roll call.

2. Roll Call

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

BOARD MEMBERS PRESIDING

Steve Printz, *Vice-Chair*, Sumter County Commissioner
Jeff Holcomb, *Treasurer*, Hernando County Commissioner
Kathy Bryant, Marion County Commissioner
Al Butler, Sumter County Commissioner
Scott Carnahan, Citrus County Commissioner
Gary Ernst, Belleview City Commissioner
Ken Hinkle, Inverness City Councilor
William Kemerer, Brooksville City Councilor
Jeff Kinnard, Citrus County Commissioner
Dale Swain, Bushnell City Councilor

BOARD MEMBERS ABSENT

Michelle Stone, *Chair*, Marion County Commissioner
Steve Champion, Hernando County Commissioner
Jeff Gold, Marion County Commissioner

ALTERNATE(S) PRESIDING

Alys Brockway, Hernando County Water Res Mgr

3. Introductions and Announcements

- Ms. Folsom noted there is a modification to Item 12 revising the agreement.

WRWSA STAFF PRESENT

Suzannah J. Folsom, PE, PMP, Executive Director
Rob Batsel, General Counsel (Gilligan, Gooding, Franjola & Batsel, P.A.)
LuAnne Stout, Administrative Asst.

OTHERS PRESENT

Debra Burden, Citrus County Water Conservation
Jon Dowler, PWD, City of Brooksville
Michon Fabio, Marion County Water Res Liaison
Jody Kirkman, Marion County Environmental Services
Lisa Morris, City of Crystal River
Richard S. Owen, Consulting Executive Director
Joseph Quinn, SWFWMD Water Supply Project Mgr

4. **Pledge of Allegiance** – Vice-Chair Printz led those present in reciting the Pledge of Allegiance.

5. **Public Comment** – Vice-Chair Printz opened public comment. No audience members requested to address the Board.

6. Consent Agenda

- Approval of Minutes** – The November 13, 2019 draft minutes were provided in the Board's meeting materials and recommended for approval as presented. **Mr. Ernst moved, seconded by Mr. Hinkle, to approve Consent Agenda Item 6.a. as presented. Motion carried unanimously.**

- b. **Bills to be Paid** – Staff recommended ratification of bills for December (\$59,307.34) and approval of January (\$20,935.98). **Mr. Carnahan, seconded by Mr. Hinkle, to approve Consent Agenda Item 6.b. as presented. Motion carried unanimously.**
- c. **Staff Travel to the Professional Engineer Legislative Days** – Staff recommended Ms. Folsom to attend this year’s Professional Engineer Legislative Days for an estimated cost of \$513.64. **Mr. Carnahan moved, seconded by Mr. Hinkle, to approve Consent Agenda Item 6.c. as presented. Motion carried unanimously.**
- d. **Staff Travel to the Winter Water Seminar** – Staff recommended Ms. Folsom to attend this year’s FES 2020 Winter Water Seminar for an estimated cost of \$480.10. **Mr. Hinkle moved, seconded by Mr. Ernst, to approve Consent Agenda Item 6.d. as presented. Motion carried unanimously.**

Note: Consent Item 6.b. had an incorrect January amount which was noted during Other Business (Item 16); correct amount is \$28,042.61.

7. Election of Board Officers

Ms. Folsom explained the Board of the WRWSA annually elects its Board officers, including a Chair, Vice-Chair and Treasurer, at its January meeting. The Executive Director is the Board Secretary who serves in an ex-officio capacity. Pursuant to the Election of Officers Policy, the Board may entertain nominations for individual officers or a slate of officers. Typically, the current Vice-Chair is nominated to become Chair and the current Treasurer is nominated to become Vice-Chair. The office of Treasurer is customarily filled by a Board member from the county without a representative as an officer in the current slate of officers. This practice is informal, and circumstances may warrant nominations and elections to deviate from this practice. Also, pursuant to the Board Policy, the current Chair will chair the complete January meeting. The new officers will take their respective seats 24 hours before the next Board meeting.

Current Board officers include Marion County Commissioner Michelle Stone, Chair; Sumter County Commissioner Steve Printz; and Hernando County Commissioner Jeff Holcomb, Treasurer. Citrus County currently does not have a Board representative as an officer.

Mr. Kemerer moved to nominate Mr. Printz for Chair, Mr. Carnahan for Vice-Chair, and Ms. Bryant for Treasurer. Mr. Swain seconded the motion and it carried unanimously.

8. Fiscal Year 2019-20 Budget Amendment

Ms. Suzy Folsom, WRWSA Executive Director, presented this item. The Fiscal Year 2019-2020 (FY 2019-20) budget should be amended to reflect the agreed upon compensation for the new executive director and the cost of having Mr. Owen continue for an additional two-month period. The total FY 2019-20 budget for the Executive Director is \$80,000. Mr. Owen, under his existing contract, has or will bill the Authority for services from 10/2019 through 12/2019 in the amount of \$20,000. The total cost for the new executive director for the current fiscal year (12/2019 through 09/2020), is \$70,166.67. The cost of Mr. Owen’s two month extension (01/2020 through 02/2020), is \$13,333.33. The net additional amount necessary for the executive director budget is \$23,500.00.

Current Annual Budget	\$80,000.00
Projected Expenses	
Owen Consulting Services 10/2019 - 12/2019	\$20,000.00
Juturna Consulting 12/2019 - 09/2020	\$70,166.67
Owen Consulting Services 01/2020 - 02/2020	\$13,333.33
Total Projected Executive Director Expenses	\$103,500.00
Net Budget Increase	\$23,500.00

Funds are available in Administrative Reserves for this purpose. A Board Resolution amending the budget is included as an exhibit in the Board's meeting materials: Resolution 2020-01 Amending the FY 2019-20 Budget to Increase Executive Director Services from \$80,000.00 to \$103,500.00.

Mr. Carnahan moved to approve Resolution 2020-01 amending the FY 2019-20 budget to increase the amount budgeted for Executive Director Services from \$80,000.00 to \$103,500.00, as presented. Mr. Ernst seconded the motion and it carried unanimously.

9. Pilot Water Sense Labeled Irrigation Controller Install Project Results

Ms. Debra Burden, Citrus County Department of Water Resources, presented this item and provided a summary of the major findings of the Pilot effort. The pilot phase of Citrus County's Water Sense Labeled Irrigation Controller Install project was completed between January and August 2018 as part of the utility's ongoing conservation initiative. The project was funded in cooperation with the Southwest Florida Water Management District and Withlacoochee Regional Water Supply Authority. The project has been completed on time and within budget.

Ms. Burden responded to inquiries from the Board such as payback timeframe for residents.

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

(At this time, Ms. Bryant and Mr. Kinnard entered the meeting.)

10. Phase 5 Irrigation System Evaluation Program Status Report

Mr. Richard Owen, WRWSA, presented this item to provide a summary of the progress to-date. Phase V of the Authority's Regional Irrigation System Evaluation Program began in September 2018 as part of the Authority's ongoing water conservation initiative. The project continues through June 1, 2022.

Mr. Owen said that Phase 4 of the Irrigation Audit Program is funded by and completed in cooperation with the Southwest Florida Water Management District (SWFWMD), Citrus, Hernando, and Marion counties, the North Sumter County Utility Dependent District (NSCUDD) and the Villages Community Center Development District (VCCDD). The total project budget is \$145,000, with the SWFWMD contributing 50%, the Authority matching this with 50%, with the Authority's match shared on a 50/50 basis with participating utilities.

In September 2018, the Authority entered into a contract with Eco Land Design to implement key components of the Phase 5 project. The contractor is responsible for conducting irrigation system audits for customers who have been identified by the utilities as their highest use single-family residential customers and who have applied to participate in the program.

Discussion ensued regarding water conservation and implementation of the next phase of this program.

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

11. Charles A. Black Wellfield – Renewal and Replacement Fund Annual Report

Ms. Suzy Folsom, WRWSA Executive Director, said Citrus County has submitted to the Authority the annual report for the Charles A. Black (CAB) Wellfield Renewal and Replacement (R&R) Fund, documenting deposits and expenditures for the fiscal year ending September 30, 2019, the first two pages of which are included as an exhibit to this item. This annual report is required by the Water Supply Contract between the WRWSA and Citrus County. Staff has reviewed this report, and has found that the report is consistent with the pertinent Contract requirements, which state in part:

R&R Reserve Fund Reporting – The County shall provide to the Authority an annual report on contributions to and utilization of the R&R Reserve Fund, describing the date

and amount of contributions to the Fund, interest earnings in the Fund; and the date, amount, and description of expenditures from the fund, including the purpose of the capital facility replacement, renewal or major repair. This annual report shall be for the prior Contract Year and shall be provided no later than January 31st in the following Contract Year.

Expenditures included payment for planned replacement of emergency power generators as recommended in the 2016 Engineering Evaluation of the Charles A. Black Wellfield Report (exhibit in the Board's meeting materials).

Mr. Carnahan moved, seconded by Ms. Bryant, to accept Citrus County's annual report for the CAB R&R Fund, documenting expenditures and deposits for the fiscal year ending September 30, 2019, as presented. The motion carried unanimously.

12. City of Crystal River Conservation Grant Agreement

Ms. Suzy Folsom, Executive Director, presented this item. The City of Crystal River and WRWSA entered into a Project Grant Agreement for 50% funding for the Crystal River Waterfronts Water Conservation Program on August 21, 2019. The project total cost was \$18,180.00 and the WRWSA portion is \$9,090.00. Crystal River also applied for funding through the SWFWMD Water Wise Funding Program and has been approved for that funding as well.

Ms. Morris, representing the City of Crystal River, provided a brief overview of the project.

Ms. Folsom said the City of Crystal River recommends an overall project amount of \$27,270.00 and maintaining the cost paid by each entity at \$9,090.00. The proposed Amendment was provided as an exhibit.

Ms. Bryant moved, seconded by Mr. Ernst, to approve an Amendment reducing the reimbursement amount from one-half to one-third of the project cost, increasing the overall project budget to \$27,270.00, and maintains co-funding amount at \$9,090.00. The motion carried unanimously.

13. Legislative Report – Annual Legislative Priorities

Ms. Suzy Folsom, Executive Director, noted the 2019-2020 Legislative Regular Session is scheduled to begin in mid-January and end in mid-March. Staff has gathered information on relevant bills that related to conservation and water supply from the 1000 Friends of Florida, and the Florida Engineering Society's Conservation and Environmental Quality Committee. Staff provided a summary of the bills and their status which was included in the Board's meeting materials. Staff will continue to track the status of these bills, and report on their status at the March and May Board meetings.

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

14. Attorney's Report

Mr. Batsel said he had no report to provide at this time.

15. Executive Director's Report

Ms. Folsom informed the Board of the item's provided in the Board's meeting materials.

a. Correspondence

b. News Articles – Three articles were provided for the Board's information.

c. Other – Ms. Folsom noted that she and Mr. Owen have meet with SJRWMD Executive Director Ann Shortelle, SWFWMD Executive Director Brian Armstrong, and WRWSA Chair Michelle Stone.

At this time, the WRWSA Board recognized Mr. Owen's service as Executive Director from 2012 to 2019. Vice-Chair Printz and Mr. Swain presented the plaque commemorating his seven years of service.

16. Other Business

- Mr. Kinnard noted that Consent Item 6.b. had an incorrect total which should include Ms. Folsom's salary. The total was corrected to reflect January Bills for Payment to be \$28,042.61. The Board was in agreement with this correction.

17. Next Meeting Time and Location

- Next Regular Board Meeting – March 18, 2020 at 3:30 p.m. at the Lecanto Government Building, Room 166.

18. Adjournment – Vice-Chair Printz adjourned the meeting at 4:19 p.m.

Steve Printz, Chair

Suzannah J. Folsom, Executive Director