

# DRAFT

## WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY BOARD OF DIRECTORS

### Minutes of the Meeting January 18, 2023

**TIME:** 3:33 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**

While waiting for Chair Bryant to arrive, Treasurer Narverud 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 since three of the four counties were represented.

**BOARD MEMBER PRESENT**

Kathy Bryant, *Chair*, Marion County Commissioner  
Beth Narverud, *Treasurer*, Hernando County Commissioner  
David Bailey, Brooksville City Councilor  
Rebecca Bays, Citrus County Commissioner  
Ken Brown, Crystal River City Councilor  
Jerry Campbell, Hernando County Commissioner  
Craig Estep, Sumter County Commissioner  
Robert “Bo” Smith, Belleview City Commissioner  
Dale Swain, Bushnell City Councilor  
Don Wiley, Sumter County Commissioner

**BOARD MEMBER(S) ABSENT**

Jeff Kinnard, *Vice Chair*, Citrus Co Commissioner  
Carl Zalak, Marion County Commissioner  
Michelle Stone, Marion County Commissioner

**BOARD ALTERNATE(S) PRESENT – None**

3. **Introductions and Announcements**

- Ms. Folsom welcomed news Board members to today’s meeting: Rebecca Bays (Citrus County), Jerry Campbell (Hernando County) and Bo Smith (City of Belleview). Mr. Ken Brown is returning as the City of Crystal River representative.

**WRWSA STAFF PRESENT**

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

**OTHERS PRESENT**

Alys Brockway, Hernando County Water Cons Mgr  
Debra Burden, Citrus Co Water Conservation Mgr  
Frank Gargano, SWFWMD Govt Affairs Reg Mgr  
Lisa Krentz, Hazen and Sawyer  
Michael Jara, Sumter Co Asst Dir, Facilities & Parks  
Bob Moresi, Black and Veatch

4. **Pledge of Allegiance** – Treasurer Narverud 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 Bryant closed public comment.

6. **Consent Agenda**

- Approval of Minutes** – The November 16, 2022, draft minutes were provided in the Board’s meeting materials and recommended for approval as presented.
- Bills to be Paid** [ratify December \$55,732.73; approve January \$4,241.14]

**Mr. Brown moved, seconded by Mr. Estep, to approve the Consent Agenda Items 6.a and 6.b., as presented. Motion carried unanimously.**

**7. Election of Officers**

Ms. Suzannah Folsom, WRWSA Executive Director, presented this item. 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, included as an exhibit to this item, 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.

Marion County Commissioner Kathy Bryant is currently the Board Chair. The natural succession would have Commissioner Kinnard move into the Chair position, Commissioner Narverud move to the Vice Chair position, and a Sumter County Commissioner nominated in the in the Treasurer Position. The next officer election will be scheduled in January 2024.

**Mr. Swain moved, seconded by Ms. Bays, to nominate Mr. Kinnard as Chair, Ms. Narverud as Vice Chair and Mr. Estep as Treasurer. Motion carried unanimously.**

Ms. Folsom noted the new officers will take their respective seats 24 hours before the next Board meeting (midnight on March 14, 2023).

**8. Regional Irrigation Evaluation Program Phase 7 (Q306) Funding Agreements**

Ms. Suzannah Folsom, Executive Director, presented this item. Five utilities have agreed to participate in Phase 7 of the Residential Irrigation Evaluation program including Citrus, Hernando and Marion counties, the North Sumter County Utility Dependent District (NSCUDD), and the Village Center Community Development District (VCCDD). Participation by these utilities helps their customers who participate save water and money, and helps the utilities ensure they continue to meet and surpass the conservation requirements of their water use permits.

Three of the five utilities, including Hernando County, the VCCDD and the NSCUDD require an agreement with the Authority to effectuate their participation. Copies of the proposed agreements are included as exhibits to this item. It should be noted that Citrus and Marion counties continue to participate in the program, however, no contracts are currently necessary to effectuate their participation.

Included in the Board's meeting package are draft copies of the agreement with Hernando County, the Village Center Community Development District, and the North Sumter County Utility Dependent District.

**Mr. Swain moved, seconded by Mr. Brown, to approve the Agreements between the WRWSA and Hernando County, the Village Center Community Development District and the North Sumter County Utility Dependent District; and authorize the Chair to sign the Agreements. Motion carried unanimously.**

(Chair Bryant entered the meeting.)

**9. 2024 Regional Water Supply Plan Update - Consultant Contract**

Ms. Suzannah Folsom, Executive Director, presented this item. At the November 2022 Board meeting, the Board approved a shortlist of consultants to negotiate with to undertake the 2024 Regional Water Supply Plan Update project. Hazen and Sawyer was the top ranked consultant. Negotiation of the Agreement is complete for the budgeted amount of \$350,000.00. The Agreement is provided as an exhibit to this item.

**Mr. Estep moved, seconded by Mr. Smith, for the Board to approve the Agreement with Hazen and Sawyer for the 2024 Regional Water Supply Plan Update. Motion carried unanimously.**

**10. Charles A. Black Wellfield Renewal and Replacement Funding Annual Report**

Mrs. Suzannah Folsom, WRWSA Executive Director, presented this item. 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, 2022, which was 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.

The R&R Fund was credited with \$180,000 in deposits from Citrus County and \$15,566.76 in interest revenue. Expenditures for totaled \$139,781.99 for permit renewal, A/C repair, motor starters, 16” emergency waterline repair, well repair, painting, and level transmitters. The R&R Fund balance increased from \$1,980,700.55 to \$2,036,485.32.

Following consideration, **Mr. Estap moved, seconded by Mr. Wiley, for Board acceptance of Citrus County’s annual report for the CAB R&R Fund, documenting expenditures and deposits for the fiscal year ending September 30, 2022. Motion carried unanimously.**

**11. Sumter County Grant Funding Activities**

Mrs. Suzannah Folsom, WRWSA Executive Director, introduced Mr. Michael Jara, Sumter County Assistant Director of Facilities and Parks, to present this report on the County’s water conservation program. Sumter County participated in the WRWSA Water Supply and Conservation Grant Funding Program in Fiscal Year 2021-22 for \$22,000 and has requested additional \$23,000 of funding for conservation projects this fiscal year.

Discussion by Board members and Mr. Jara ensued regarding water conservation in jail installations such as controllers and electric panels to ensure safety aspects for behavioral and infrastructure impacts. Chair Bryant thanked Mr. Jara for his presentation and said the Board members look forward to future updates regarding the savings on water usage.

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

**12. SJRWMD Irrigation Evaluation Funding Cost-Sharing Application FY2024**

Ms. Suzannah Folsom, Executive Director, presented this item. WRWSA would like to start a new residential irrigation evaluation program for utilities that are within the St. Johns River Water Management District (SJRWMD) for fiscal year 2023-24. These utilities include the eastern portion of Marion County, and the City of Belleview. Staff proposes a pilot program of 60 enhanced residential irrigation evaluations that would include improvements and/or repairs to the irrigation systems. The City of Belleview approved a budget of \$11,250 for this project.

An estimate of \$500 per evaluation is based on the existing program that WRWSA has managed with cooperation from Citrus County, Hernando County, Marion County and the Villages; and co-funding from the Southwest Florida Water Management District. This program is in its sixth and seventh phases and has been very successful in promoting water conservation.

At Chair Bryant’s request, Ms. Folsom explained the irrigation evaluation program for new Board members’ information. Discussion ensued to clarify Board member concerns regarding water usage.

The program would be partially funded by SJRWMD, WRWSA and the cooperating utilities. SJRWMD has a cost-share funding program that could provide funding for 50% of the evaluation repair costs, with WRWSA and the cooperating utilities splitting the remaining cost. An estimate of the cost split is provided below:

		Proposed Costs			Payment Funding Source		
		\$500	50.0%	50.0%	37.5%	37.5%	25.0%
Participating Utilities	No.	Total Cost	Evaluation Cost	Repair Cost	Cooperator	WRWSA	SJRWMD*
City of Belleview	20	\$10,000.00	\$5,000.00	\$5,000.00	\$3,750.00	\$3,750.00	\$2,500.00
Marion Utilities	40	\$20,000.00	\$10,000.00	\$10,000.00	\$7,500.00	\$7,500.00	\$5,000.00
Total	60	\$30,000.00	\$15,000.00	\$15,000.00	\$11,250.00	\$11,250.00	\$7,500.00

*\*SJRWMD pays 50% of repair costs only*

Staff has prepared a SJRWMD cost-share funding application for fiscal year 2024. The application will be completed online and is due January 31, 2023. These costs would also be included in the upcoming WRWSA fiscal year 2023-24 budget.

Discussion ensued regarding irrigation evaluations being provided to homeowner free versus payment for repair, meeting water management districts’ targeted per capita water usage, Florida friendly landscaping, drought-resistant grass requirements, and information/communication for homeowner education.

**Ms. Narverud moved, seconded by Ms. Bays, to approve staff to file the SJRWMD cost-share funding online application for a pilot residential irrigation evaluation program for up to \$50,000 for fiscal year 2023-24. Motion carried unanimously.**

**13. Legislative Report**

Ms. Suzy Folsom, Executive Director, presented this item. The 2023 Legislative Regular Session will begin March 7, 2023 and end May 5, 2023. Staff will gather 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 noted that Hernando County had a legislative delegation meeting on January 12, 2023. She requested Board members make her aware of any other legislative delegation meetings prior to the session so she can try to attend.

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

**14. Attorney's Report**

Mr. Batsel noted he received an email regarding a class action suite about polyfluoroalkyl substances (PFAS). He will be contacting member government attorneys regarding PFAS and ongoing legislation.

**15. Executive Director's Report** – Ms. Folsom presented the following items.

- a. **Charles A. Black Water Use Permit Renewal** – The Wellfield WUP number 7121.006 continues under review.
- b. **Water Use Permit Demand Summary** - A summary was in the Board's meeting materials. Mr. Brown noted actions being taken by the City of Crystal River about increased water usages.
- c. **Water Management Information System Water Use Permit Notifications** – A list of notifications was included in the Board's meeting materials.
- d. **Correspondence** – Several items were included in meeting materials.
- e. **News Articles** – Several articles were included in meeting materials for the Board's information.
- f. **Save the Date – Springs Workshop** – April 14, 2023 at the Sandhill Scout Reservation – Ms. Alys Brockway, representing Hernando County, provided *Save the Date* cards and reviewed the draft agenda. Ms. Folsom said that the Scout facility is beautiful and suggested if Board members have not been there that this would be a great event to attend. Ms. Brockway noted that SB2080 was introduced to help homeowner associations fight regarding Florida friendly landscaping.
- g. **Citrus County Wins Region IV Best Tasting Drinking Water Contest** – Ms. Folsom noted said special congratulations go to Citrus County for winning the Region IV Florida Section. Citrus County will compete against other utilities from all over North America in the "Best of the Best" competition in June 2023 at the AWWA Annual Conference and Exposition conference in Toronto. Citrus County and WRWSA will also help to host the Region IV Taste Test next year in October 2023.

**16. Other Business** – Mr. Brown thanked Ms. Bryant for chairing the Authority these past two years.

**17. Next Meeting Time and Location**

- Next Regular Board Meeting – March 15, 2023, at 3:30 p.m. at the Lecanto Government Building, Room 166. Chair Bryant noted that she will be absent for the March meeting.

**18. Adjournment** – Chair Bryant adjourned the meeting at 4:55 p.m.

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Jeff Kinnard, Chair

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Suzannah J. Folsom, Executive Director