

APPROVED

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY BOARD OF DIRECTORS

Minutes of the Meeting March 16, 2022

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 Bryant 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 MEMBER PRESENT

Kathy Bryant, *Chair*, Marion County Commissioner
Jeff Holcomb, *Vice Chair*, Hernando County Commissioner
David Bailey, Brooksville City Councilor
Craig Curry, Marion County Commissioner
Gene Davis, Inverness City Councilor
Holly Davis, Citrus County Commissioner
Gary Ernst, Belleview City Commissioner
Craig Estep, Sumter County Commissioner
Dale Swain, Bushnell City Councilor

BOARD MEMBER(S) ABSENT

Jeff Kinnard, *Treasurer*, Citrus County Commissioner
Beth Narverud, Hernando County Commissioner
Michelle Stone, Marion County Commissioner

BOARD ALTERNATE(S) PRESENT

Ruthie D Schlabach, Citrus Co Commissioner
Alys Brockway, Hernando Co Water Resource Mgr

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
Frank Gargano, SWFWMD Govt Affairs Reg Mgr
Jody Kirkman, Marion Co Environmental Svcs Mgr
Walter Reigner, Black & Vetch
Joseph Quinn, SWFWMD Water Supply Project Mgr
Paige Tara, SWFWMD Env Scientist, Water Resource

- Mrs. Folsom noted the resolutions regarding Water Conservation and Springs Protection for recognition.
- Mrs. Folsom welcomed two new Board members, Messrs. Estep and Davis.
- Chair Bryant noted that Mr. Ernst is retiring and he will be missed.

4. Pledge of Allegiance – Chair Bryant 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

- a. **Approval of Minutes** – The November 10, 2021 draft minutes were provided in the Board’s meeting materials and recommended for approval as presented.
- b. **Bills to be Paid** – Staff recommended for ratification of December (\$14,442.16), January (\$12,857.73) and February (\$16,777.94) bills; and recommended for approval March (\$19,716.88) bills.
- c. **Water Conservation Month Resolution** – Staff recommended to approve and authorize the Chair to sign Resolution 2022-01 declaring April 2022 as “Water Conservation Month.”
- d. **Springs Protection Awareness Month Resolution** – Staff recommended to approve and authorize the Chair to sign Resolution 2022-02 declaring April 2022 as “Springs Protection Awareness Month.”

The Board unanimously approved the Consent Agenda Items 6.a., 6.b., 6.c. and 6.d., as presented.

7. Election of Board Officers

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.

Mrs. Folsom said Marion County Commissioner Kathy Bryant is currently the Board Chair and, based on Board Policy, may serve two terms. The natural succession would be to have Commissioner Jeff Holcomb move to the Chair position, and Commissioner Kinnard move to the Vice Chair position, and a Hernando County Commissioner nominated for the Treasurer position.

Chair Bryant nominated Mr. Kinnard for the Vice Chair positions. Mr. Holcomb nominated Ms. Narverud to serve as the Board’s Treasurer.

The Board unanimously approved Chair Bryant to a second term, Mr. Kinnard to serve as the Board’s Vice Chair, and Ms. Narverud to serve as the Board’s Treasurer.

The new officers will take their respective seats 24 hours before the May 18 Board meeting.

8. Establishment of Proposed Fiscal Year 2022-23 Budget Components

Mrs. Folsom, Executive Director, presented this item.

a. Grant Funding Amount and Guidelines

Since 2005, the Authority has funded an annual grants program that provides matching funds for water conservation and water supply development projects. Member governments and other utilities in the region have applied for and received cooperative grants for projects of mutual benefit. The 2022-23 grants cycle will begin with an announcement to be sent to utility directors and water conservation coordinators in the region regarding the Authority’s Local Government Grant Program. A copy of the proposed announcement is included as an exhibit to this item.

For the current fiscal year 2021-22 budget, the Board increased the grant funding budget amount by \$10,000 to \$140,000, and clarified on the forms and website that the grant funds could be available for Water Supply and Conservation Projects. In order to provide for this continuing program in the upcoming 2022-23 fiscal year and to allow staff to prepare the 2022-23 budget, staff requests the same amount of \$140,000 for the Grant Program.

The Board unanimously set the total allocation of funds in fiscal year 2022-23 budget for the Local Government Grant Program at \$140,000 for water supply and conservation projects.

b. FY 2022-23 Per Capita Rate

Each year the Authority Board must approve a per capita rate for each of the member counties. The current rate of \$0.19 per capita has been in effect for twelve years, since the 2009-10 fiscal year. The per capita rate is applied to the latest county population estimates prepared by the Bureau of Economic and Business Research, which prepare the State's official population estimates.

In the coming fiscal year, a per capita rate of \$0.19 will generate a total revenue of \$164,906, an increase of \$3,190 or approximately 2.0% from the current fiscal year.

County	BEER Population (April 2021)	FY 2022-2023 Assessment
Citrus	155,615	\$29,567
Hernando	196,540	\$37,343
Marion	381,176	\$72,423
Sumter	134,593	\$25,573
Total	867,924	\$164,906

The assessments are billed quarterly to each County at a rate of 25% of the amount listed above.

The Board unanimously approved no change in the per capita rate of \$0.19 for preparation of the Fiscal Year 2022-23 Budget.

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

Mrs. 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, 2021, 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.

The R&R Fund was credited with \$180,000 in deposits from Citrus County and \$2,989.41 in interest revenue. Expenditures for totaled \$34,040.88 for replacement chlorine tanks, asphalt sealing, and pump repairs at CAB1 and Well #7. The R&R Fund balance increased from \$1,831,752.02 to \$1,980,700.55.

The Board unanimously accepted Citrus County's annual report for the CAB R&R Fund, documenting expenditures and deposits for the fiscal year ending September 30, 2021.

(Mr. Bailey entered the meeting at 3:41 p.m.)

10. Regional Irrigation System Evaluation Project Phase V Final Report

Mrs. Suzannah Folsom, WRWSA, presented this item. Phase V of the Authority's Regional Irrigation System Evaluation Program began in December 2018 as part of the Authority's ongoing water conservation initiative. Phase V of the Irrigation Audit Program was funded by and completed in cooperation with the Southwest Florida Water Management District (SWFWMD), Citrus, Hernando, and Marion counties and the North Sumter County Utility Dependent District (NSCUDD) and the Villages Community Center Development District (VCCDD).

Phase V included an "enhanced" component when compared to the previous phases, whereby the WRWSA's contractor implemented various aspects of the irrigation audit recommendations, rather than relying on the homeowner for implementation. The report details the outcomes of this enhanced component. Phase V has been completed on time and within budget.

Mrs. Folsom provided a summary of the major findings of the Phase V effort. The Phase V final report has been provided as a separate document accompanying the Board's meeting materials. If approved by the Board, the Final Report will be submitted to the SWFWMD in accordance with the Cooperative Funding Agreement.

Following Mr. Holcomb's inquiry, Mrs. Folsom said the Customer Satisfaction Survey shows that residents were happy with the audits and water saved was 22 percent.

Following consideration, **Mr. Holcomb moved, seconded by Mr. Ernst, for the Board to accept the Regional Irrigation System Evaluation Program Phase V Final Report, dated March 2, 2022, and authorize staff to submit the Final Report to the SWFWMD. Motion carried unanimously.**

11. Legislative Report – Mrs. Folsom noted that the Legislative Session has ended. She said that 16 bills were postponed and staff will continue to track the six bills that passed and report on them in more detail at the next meeting.

12. Special Presentation – Infrastructure Investment and Job Act

Mr. Seth Robertson and Ms. Sharon Simington presented this item via Microsoft Teams from Hazen and Sawyer.

The Infrastructure Investment and Jobs Act was enacted into law on November 15, 2021. The Act outlines \$550 billion for infrastructure improvement projects. These funds will be spent over a 5-year period. \$23.4 billion will go towards the Clean Water State Revolving Fund (CWSRF) and the Safe Drinking Water (DWSRF) programs. An additional \$15 billion will be appropriated to eliminating lead service water pipes with priority to disadvantaged communities. The funds will be administered through the State Revolving Fund and up to 49% could be administered as grants and forgivable loans.

In response to Mr. Holcomb's inquiries, Mr. Robertson said funds will be distributed at the state level with five-year planning horizon. Mr. Batsel noted that the allocation will be made state by state.

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

13. Pilot Water Sense Labeled Irrigation Controller Install Project Results

Ms. Debra Burden, Citrus County Department of Water Resources, presented this item. Citrus County has continued its Water Sense Labeled Irrigation Controller Install project 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.

Ms. Burden provides a summary of the work completed and the success of the continued project. The Water Sense Labeled Irrigation Controller Program began in 2018, and now in its fifth phase. Citrus County presented previously to the WRWSA Board on January 15, 2020 about the results of the pilot program.

Ms. Danielle Cumming, representing RACHIO controllers, presented how the controllers are used by homeowners and 448 were installed in Citrus County in 2022 with 20% to 50% water saving. She explained how the rebates worked with the County.

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

14. Attorney's Report

Mr. Batsel reminded Board members that the FY2022-23 budget will be considered for approval at the May Board meeting and that Board county membership attendance is required.

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

- a. **Charles A. Black Water Use Permit Renewal** – WUP renewal application was submitted the end of January for a 20-year permit with a pumpage increase of 7,181,900, and noted the population estimated increase of 26,000 to 40,000. The application is under review by SWFWMD.
- b. **Water Use Permit Demand Summary** - A summary was in the Board's meeting materials.
- c. **Water Management Information System Water Use Permit Notifications** – Reviewed the list of notifications which are increasing in length.
- d. **Correspondence**
 - Tax Assessment for 1700 N Blue Jay Terrace
 - Sumter County Water School Certificate
 - GAP Law Firm change letter
 - FREAC Real Property Public Lands Inventory
 - Alliance for Water Efficiency Membership Renewal Invoice
 - Inverness Council member appointment
 - Crystal River Audit inquiry
 - Alliance for Water Efficiency Membership Confirmation
- e. **News Articles** – Several articles included in meeting materials.
- f. **Upcoming Procurements – As-Needed General Engineering Services, Five-Year Regional Water Supply Plan, and Phase 7 Irrigation Audits** – Requested that Mr. Jody Kirkman, Ms. Alys Brockway and Ms. Debra Burden assist with preparing proposals.

16. Other Business – None

17. Next Meeting Time and Location

- Next Regular Board Meeting – May 18, 2022 at 3:30 p.m. at the Lecanto Government Building, Room 166.

18. Adjournment – Chair Bryant adjourned the meeting at 4:28 p.m.

Kathy Bryant, Chair

Suzannah J. Folsom, Executive Director