

APPROVED

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY BOARD OF DIRECTORS

Minutes of the Meeting March 17, 2021

TIME: 3:31 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.

A quorum of voting members must be physically present; however, a teleconferencing option is available for audio listeners.

1. Call to Order

Treasurer Kinnard called the Withlacoochee Regional Water Supply Authority (WRWSA) Board of Directors meeting to order at 3:31 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 Kinnard, *Treasurer*, Citrus County Commissioner
David Bailey, Brooksville City Councilor
Ken Brown, Crystal River City Councilor
Craig Curry, Marion County Commissioner
Holly Davis, Citrus County Commissioner
Gary Ernst, Belleview City Commissioner
Oren Miller, Sumter County Commissioner
Beth Narverud, Hernando County Commissioner
Gary Search, Sumter County Commissioner
Dale Swain, Bushnell City Councilor

BOARD MEMBER(S) ABSENT

Jeff Holcomb, *Vice Chair*, Hernando County Commissioner
Michelle Stone, Marion County Commissioner

3. Introductions and Announcements

In response to Treasurer Kinnard's question, Ms. Folsom said there are no additions or deletions to the agenda. **Mr. Brown moved, seconded by Ms. Davis, to accept the agenda as presented. Motion carried unanimously.**

WRWSA STAFF PRESENT

Suzannah J. Folsom, PE, PMP, Executive Director
Gwen Williams, Gilligan, Gooding, Batsel, Anderson & Phelan, P.A.
LuAnne Stout, Administrative Asst.

OTHERS PRESENT

Danny Brooks, Brooksville Interim Utilities Director
Debra Burden, Citrus Co Water Conservation Mgr
Frank Gargano, SWFWMD Govt Affairs Reg Mgr
Mark Hammer, Lecanto Resident
Kevin Mims, Citrus County IT
Mark White, Purvis Gray & Company LLP

OTHERS VIA TELECONFERENCE

Alys Brockway, Hernando County Water Res Mgr
Michon Fabio, Marion County Water Res Liaison

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

5. Public Comment – Treasurer Kinnard opened public comment.

Mr. Mark Hammer, resident of Lecanto and representing himself, addressed the Board regarding the lake restoration efforts by the TOO FAR Foundation.

(Chair Bryant entered the meeting at 3:36 p.m.)

There being no other members of the audience to address the Board, Chair Bryant closed public comment.

6. Consent Agenda

- a. **Approval of Minutes** – The January 20, 2021 draft minutes were provided in the Board’s meeting materials and recommended for approval as presented.
- b. **Bills to be Paid** – Staff recommended ratification of bills for February (\$26,889.20) and approval of March (\$26,648.39).
- c. **Water Conservation Awareness Month Resolution** – Staff recommended approval and authorization of the Chair to sign Resolution 2021-01.
- d. **Springs Protection Awareness Month Resolution** – Staff recommended approval and authorization of the Chair to sign Resolution 2021-02.

Mr. Kinnard moved, seconded by Mr. Curry, to approve Consent Agenda Items 6.a., 6.b., 6.c. and 6.d. as presented. Motion carried unanimously.

7. Fiscal Year 2019-20 Financial Audit

Mr. Mark White, Partner with Purvis Gray & Company, LLP, presented this item. Purvis Gray and Company has prepared the annual audit of the Authority’s financial statements for the Fiscal Year ending September 30, 2020. Mr. White reviewed the items included as exhibits in the Board’s meeting materials was the Authority’s financial position provided to Purvis Gray & Company: (1) March 1, 2020 letter from Purvis Gray and Company; and (2) Financial Statements and Independent Auditors’ Report for Fiscal Year 2019-20. He noted that there has been a decreased timeline for wellfield depreciation due to its life and possible national change to the standard definition of capital lease.

Staff recommended the Board approve the Financial Statements and Independent Auditors’ Report for Fiscal Year 2019-20, dated March 1, 2021, as presented at the meeting and submittal of this report to the Auditor General and to the Florida Department of Financial Services.

(Ms. Narverud entered the meeting at 3:52 p.m.)

In response to Mr. Brown’s inquiry, Mr. White said the Authority’s operations are concise and working well with segregation of activities.

Chair Bryant asked if the Board had additional questions and there were none. The Board was in consensus to approve the report as presented and submit to state departments as required.

Chair Bryant thanked Mr. White for attending today’s meeting to present the Authority’s financial audit.

8. Establishment of Proposed Fiscal Year 2021-22 Budget Components

a. Grant Funding Amount and Guidelines

Ms. Folsom, WRWSA Executive Director, presented this item. 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 2021-22 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 was included as an exhibit to this item and distribution names will be updated prior to sending.

For the current fiscal year 2020-21 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 2021-22 fiscal year and to allow staff to prepare the 2021-22 budget, staff requests the same amount for the Grant Program.

Mr. Swain moved, seconded by Mr. Kinnard, to approve the Board set the total allocation of funds in fiscal year 2021-22 budget for the Local Government Grant Program at \$140,000 for water supply and conservation projects. Motion carried unanimously.

b. FY 2021-22 Per Capita Rate

Ms. Folsom, WRWSA Executive Director, presented this item. 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 eleven 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 \$161,716, an increase of \$4,934 or approximately 3.1% from the current fiscal year.

County	BEBR Population (April 1, 2020)	FY 2021-2022 Assessment
Citrus	149,383	\$28,383
Hernando	192,186	\$36,546
Marion	368,135	\$69,946
Sumter	141,422	\$26,871
Total	851,126	\$161,716

Staff recommended the Board approval of no change in the per capita rate of \$0.19 for preparation of the Fiscal Year 2021-22 Budget.

Mr. Kinnard raised the question that due to the Authority's strong financial position, he suggested staff research budget implications should per capita be reduced rather than being kept at the same rate in the coming year and maintain existing income. Mr. Brown expressed his agreement with further discussion.

Chair Bryant said she recommends further investigation to ensure no unintended financial consequences. She requested staff return with a report at the May Board meeting when the proposed FY2021-22 budget will be considered.

Ms. Folsom said she will be contacting each member to review the draft budget prior to the May Board meeting.

The Board was in consensus to review Per Capita Rate in consideration of proposed Fiscal Year 2021-22 Budget.

9. H2OSAVE Presentation

Mr. Nick Taylor, representing the University of Florida Institute of Food and Agricultural Sciences (UF IFAS), provided the presentation on this item.

Mr. Taylor said the H2OSAV is an online GIS tool that uses an archive of multi-year, utility territory datasets that merge water meter, conservation program and property appraiser data for evaluating water consumption patterns and the effectiveness of individual water conservation programs. H2OSAV also serves as a repository of measured and verified conservation program water savings that extend over multi-year timeframes, allowing for more tangible, direct comparisons of retrofit programs, construction practices and land development policies focused on water conservation.

WRWSA is not currently a Member of H2OSAV. It would be very beneficial purchase membership to utilize this tool to help with the irrigation evaluation program. Specifically, it would be very helpful in selecting the target high use residential properties for our outreach, and to analyze the lower water usage after the irrigation evaluations are complete. Membership would include a setup fee and an annual subscription. It would also require the member utilities to submit their monthly billing data for analysis. This information would NOT be available to the public.

Staff recommended including the cost for participation in the H2OSAV program in the FY 2021-2022 Budget.

Ms. Debra Burden, Citrus County Water Conservation Manager, asked questions of Mr. Taylor about capabilities of the online tool.

Following discussion by Board members, there was consensus for staff to investigate member participation in the online tool, and cost(s) for the WRWSA and/or utilities.

Ms. Folsom said she will determine interest from the Irrigation Evaluation Program cooperators; and prepare budget and implementation plan proposal for the FY 2021-2022 Budget.

Chair Bryant thanked Mr. Taylor for his time spent in providing this information.

At this time, the order of consideration changed to hear Item 11 prior to Item 10.

11. Water Management Information System Water Use Permit Notification

Mrs. Suzannah Folsom, WRWSA Executive Director, and Mr. Frank Gargano, SWFWMD Government Affairs Regional Manager, presented this item.

In the January 2021 WRWSA Board meeting, Crystal River City Council Member Ken Brown requested instruction for the Board members on how to get notifications from the Southwest Florida Water Management District (SWFWMD) for Water Use Permit (WUP) activity.

On February 5, 2021, Ms. Folsom received instruction from Mr. Gargano on how to set up the notifications for WUP Renewals and new applications from the WMIS system for the four counties that are in the WRWSA service area. The exhibit included in the Board's meeting material was a table summarizing the WUP notifications received since February 5.

Mr. Gargano provided a demonstration to the Board on how to sign up for permit notifications from the WMIS system. Several Board members expressed interest in receiving notifications. Mr. Gargano said he is available to provide assistance.

Mr. Brown noted that a bottler received a permit to withdraw water in the City of Crystal River and staff was not aware it occurred until too late to respond.

This item is for information only and no action is required. Ms. Folsom noted this update will be added to the Executive Director's board report for each future meeting agenda packet.

Chair Bryant thanked Mr. Gargano for his presentation.

10. Legislative Report

Ms. Folsom, Executive Director said the 2020-2021 Legislative Regular Session began March 2 and is scheduled to end April 30. She reviewed the exhibit included in the Board's meeting materials summarizing the draft bills and their status. Staff will continue to track the status of these bills, and report on their status at the May Board meeting.

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

The order of consideration returned to the published agenda.

12. Attorney's Report

Ms. Gwen Williams represented Mr. Batsel, General Counsel, at the meeting. No report was provided.

13. Executive Director's Report

- a. **Water Use Permit Demand Summary** – Ms. Folsom said that a summary and two graphs were included in the Board's meeting materials regarding Charles A. Black Wellfield pumpage showing the permit has been exceeded, comparing the last 12 months to the prior 12 months, and comparing the 12-month rolling average to the permit capacity. The graphs show that each month the pumpage is coming closer to being back in compliance. The reduction is most likely due to the change that Citrus County implemented in June 2020 to once per week watering restrictions.
- b. **Correspondence** – Items provided in the meeting materials.
- c. **News Article(s)** – Two articles were included in the meeting materials.
- d. **Other** – None

14. Other Business

- **Mr. Brown noted that permit revocation for unused permit capacities may be an item for discussion regarding legislative action during next year's session. In response to Chair Bryant's inquiry if the Board is interested, the Board voiced consensus for future consideration.**

15. Next Meeting Time and Location

- Next Regular Board Meeting – May 19, 2021 at 3:30 p.m. at the Lecanto Government Building, Room 166.

16. Adjournment – Chair Bryant adjourned the meeting at 4:56 p.m.

Kathy Bryant, Chair

Suzannah J. Folsom, Executive Director