

**WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY
BOARD OF DIRECTORS**

**Minutes of the Meeting
May 16, 2018**

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 Michelle Stone 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

Mr. Richard Owen, WRWSA Executive Director, called the roll and a quorum was declared present.

BOARD MEMBERS PRESIDING

Michelle Stone, *Chair*, Marion County
Commissioner
Kathy Bryant, Marion County Commissioner
Al Butler, Sumter County Commissioner
Steve Champion, Hernando Co. Commissioner
Dale Swain, Bushnell City Councilor

BOARD MEMBERS ABSENT

Stephen Printz, *Vice-Chair*, Sumter County
Commissioner
Jeff Kinnard, *Treasurer*, Citrus County
Commissioner
Ken Brown, Crystal River City Councilor
Scott Carnahan, Citrus County Commissioner
Gary Ernst, Belleview City Commissioner
William Kemerer, Brooksville City Councilor
Carl Zalak, Marion County Commissioner

GUEST

Jeff Holcomb, Hernando Co. Commissioner

ALTERNATE(S) PRESIDING

Richard Radacky, City of Brooksville

3. Introductions and Announcements

- *Introductions.* Mr. Owen recognized Authority staff present for this meeting. Audience members introduced themselves for the Board's information.
- *Announcements* – Mr. Owen noted that a quorum is present for purposes of holding a meeting but not for purposes of approving the budget. For purposes of approving the budget a County Commissioner representative from each county is needed and there is not a Citrus County Commissioner present. Chair Stone stated hopefully a Citrus County Commissioner representative will arrive prior to item 7. Mr. Owen recommended item 8 be postponed until Mr. Brown can be in attendance.

WRWSA STAFF PRESENT

Richard Owen, Executive Director
Larry Haag, Attorney
LuAnne Stout, Administrative Asst.

OTHERS PRESENT

Alys Brockway, Hernando County Water Res
Debra Burden, Citrus Co Water Conservation
Kim Dinkins, Marion County Water Resources
Michon Fabio, Marion Co Water Res Liaison
Mary Kassabaum, SWFWMD Gov't Affairs Reg Mgr
Joe Quinn, SWFWMD Water Supply Project Mgr
Lois Sorensen, SWFWMD Demand Mgt Program Mgr

4. Approval of Minutes

A copy of the March 21, 2018 minutes was provided in the Board's meeting materials. Following consideration, **Ms. Bryant moved to approve the minutes for the March 21, 2018 meeting as presented. The motion was seconded by Mr. Butler and carried unanimously.**

Mr. Champion requested Board packets be sent as an electronic file to Board members by email. Ms. Bryant requested presentations be available on the website prior to the meeting should a Board member need to call into the meeting.

5. Public Comment – No speaker cards were submitted.

6. Hydrologic Conditions Report

Ms. Lois Ann Sorensen, Demand Management Program Manager, Southwest Florida Water Management District, provided the Board with a review of recent past and projected hydrologic conditions and the status of water shortage orders in the region.

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

7. Fiscal Year 2018-19 Budget Approval

Mr. Owen noted that a County Commissioner representative from each county is needed for budget approval and a quorum is not available at today's meeting. However, the Interlocal Agreement creating the Authority requires the Authority to submit its budget to each county by June 1st. In order to meet this June 1st deadline Mr. Owen recommended the Board members present approve the budget so that it may be forwarded to the counties in a timely manner. The budget will then be scheduled for the July meeting for ratification by the Board. He said the correspondence transmitting the budget will let the counties know its tentative status.

Mr. Owen provided introductory remarks. Included in the Board's meeting materials as Exhibit A to this item is the proposed Fiscal Year (FY) 2018-19 budget. The budget has been prepared in a conservative manner in an effort to reduce costs and enhance efficiencies for member governments. Included as Exhibit B is a description of the Authority's FY 2018-19 work program that is supported by the proposed budget. An overview of the proposed budget including expenses, revenues, water development projects, and fund balances was presented.

Mr. Holcomb expressed concern with the travel portion of the budget and stated he would not be seeking travel reimbursement.

Quorum for purposes of budget approval was not available.

Ms. Bryant moved, seconded by Mr. Butler, to approve the proposed FY 2018-19 budget by adoption of Resolution 2018-04, as included in the meeting materials and read into the record, including budgeted expenditures in the amount of \$835,255, budgeted reserves in the amount of \$1,330,756, and a combined total amount of \$2,166,010. Each county will be provided the WRWSA budget by June 1 for consideration during county budget discussions. The Board will be requested to ratify May's Board action at its July meeting. The motion carried with Mr. Holcomb voting against.

This resolution was made a part of these minutes as if set forth in full but, for convenience, was filed in the permanent resolution files of the WRWSA.

8. Board Policy 2018-02 Election of Board Officers

This item was deferred to a future meeting.

9. Regional Water Supply Plan Update Status Report

Mr. Owen noted that, at the March 2018 Board meeting, the Board chose Cardno as the consultant to undertake the Regional Water Supply Plan Update project. He said the Agreement with Cardno has been fully executed and Cardno has begun working on the project.

This was an information item only and no action was necessary at this time.

10. Executive Director's Report

- a. **Bills to be Paid** – Mr. Owen presented the April 2018 bills and requested Board concurrence. **Ms. Bryant moved to ratify payment of the April 2018 bills in the total amount of \$25,885.93. The motion was seconded by Mr. Champion. The motion carried and Mr. Holcomb voted against.**

Mr. Owen presented the May 2018 bills and requested Board approval. Following consideration, **Ms. Bryant moved for payment of the May 2018 bills in the amount of \$35,026.29, as presented. The motion was seconded by Mr. Swain. The motion carried and Mr. Holcomb voted against.**

b. **Second Quarter Financial Report**

Following consideration, **Mr. Swain moved, seconded by Ms. Bryant, to accept the Second Quarter Financial Report presented by Purvis Gray & Company. The motion carried unanimously.**

c. **SunTrust Bank Credit Card – Increase in Credit Limit**

Mr. Owen said the WRWSA staff have had several recent occasions where the current limit on the Authority's credit card has been insufficient to cover costs. Credit cards are used to pay for business expenses such as postage, office supplies, internet service provider charges and others. The current credit card used by the Administrative Assistant has a limit of \$300 and the Executive Director's card limit is \$1,000. Therefore, staff is requesting the Board consider raising the limit to handle these costs.

Following consideration, **Mr. Swain moved, seconded by Ms. Bryant, to approve increasing the SunTrust Bank credit card limits to \$2,500. The motion carried and Mr. Champion voted against.**

d. **Rotation of Board Meeting Locations**

Mr. Owen noted that the Authority is required to follow Florida Statute Chapter 189 concerning meeting notices. In response to these statutory requirements, the Authority publishes an annual calendar of meeting dates that is approved by the Board. Any changes to the meeting dates, times or locations must be published in area newspapers to notice the change from the originally published calendar.

Mr. Owen asked the Board to consider locations for rotating meetings in the four-county area. Following discussion, **Ms. Bryant moved, seconded by Mr. Champion, for the meetings to continue at the current location; therefore, no action was needed. The motion carried unanimously.**

- e. **Correspondence** – Items were included in the Board's meeting materials.

- f. **News Articles** – Articles of interest were included in the Board's meeting materials.

- g. **Other** – None

11. Legislative Report – No report provided.

- 12. Attorney's Report** – Mr. Haag, WRWSA Attorney, said he had no report to provide and reiterated that the proposed budget will require ratification at the next meeting.

13. Other Business – None

14. **Next Meeting Time and Location** – July 18, 2018 at 3:30 p.m. at the Lecanto Government Building, Room 166.

15. **Adjournment** – Chair Stone adjourned the meeting at 4:43 p.m.

Michelle Stone, Chair

Richard S. Owen, Executive Director