

APPROVED

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY BOARD OF DIRECTORS

Minutes of the Meeting May 17, 2023

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 Kinnard 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

Jeff Kinnard, *Chair*, Citrus Co Commissioner
Beth Narverud, *Vice Chair*, Hernando County Commissioner
Craig Estep, *Treasurer*, Sumter County Commissioner
Rebecca Bays, Citrus County Commissioner
Jerry Campbell, Hernando County Commissioner
Robert “Bo” Smith, Belleview City Commissioner
Dale Swain, Bushnell City Councilor
Don Wiley, Sumter County Commissioner

BOARD MEMBER(S) ABSENT

David Bailey, Brooksville City Councilor
Ken Brown, Crystal River City Councilor
Kathy Bryant, Marion County Commissioner
Michelle Stone, Marion County Commissioner
Carl Zalak, Marion County Commissioner

BOARD ALTERNATE(S) PRESENT – None

3. Introductions and Announcements

- Ms. Folsom noted the minutes have a scrivener’s error, April Bills to be Paid were provided, and Annual Financial Audit Items 7A and 7B were provided at their seats. She noted that Consent Items 6c and 6d are for ratification since the Chair Elect signed the resolutions for approval during the April timeframe.

WRWSA STAFF PRESENT

Suzannah J. Folsom, PE, PMP, Executive Dir
LuAnne Stout, Administrative Asst.

WRWSA STAFF ABSENT

Robert W. Batsel, Jr., General Counsel

OTHERS PRESENT

Alys Brockway, Hernando County Water Cons Mgr
Debra Burden, Citrus Co Water Conservation Mgr
Frank Gargano, SWFWMD Govt Affairs Reg Mgr
Trevor Knight, Marion Co Water Resources Liaison
Kathryn Eno, Purvis Gray & Company
Helen Painter, Purvis Gray & Company

4. Pledge of Allegiance – Chair Kinnard 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 January 18, 2023, draft minutes were provided in the Board’s meeting materials and recommended for approval as presented.
- Bills to be Paid** – Staff recommended ratification of February (\$19,871.42), March (\$11,292.29); and April (\$15,280.17); and approval for May (\$34,211.14).

- c. **Water Conservation Month Resolution** – Staff recommended ratification for approval by Chair-Elect Kinnard.
- d. **Springs Protection Awareness Month Resolution** – Staff recommended ratification for approval by Chair-Elect Kinnard.
- e. **Staff Travel to the Florida Chamber of Commerce Environmental Permitting Summer School, July 18 21, 2023** – Staff recommended approval for Ms.Folsom, WRWSA Executive Director, to attend this year’s Environmental Permitting Summer School at a cost of \$625.00.

Ms. Narverud moved, seconded by Mr. Estep, to approve the Consent Agenda Items 6.a., 6.b., 6.c., 6.d. and 6.e., as presented. Motion carried unanimously.

7. Fiscal Year 2021-22 Financial Audit

Ms. Suzannah Folsom, WRWSA Executive Director, introduced this item. Ms. Helen Painter, Partner, and Ms. Katie Eno, both 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, 2022. Included as an exhibit in the Board’s meeting materials is the Authority’s financial position provided to Purvis Gray & Company. The following exhibits which are included as separate documents: A. May 5, 2023 letter from Purvis Gray and Company; and B. Financial Statements and Independent Auditors’ Report for Fiscal Year 2021-22.

Staff recommendation Board approval of the Financial Statements and Independent Auditors’ Report for Fiscal Year 2021-22, dated May 5, 2023, as presented at the meeting and submittal of this report to the Auditor General and to the Florida Department of Financial Services..

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.

8. Establishment of Proposed Fiscal Year 2023-24 Budget Components

Ms.Suzannah 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 2023-24 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 in the Board’s meeting materials.

For the current fiscal year 2023-24 budget, the Board increased the grant funding budget amount by \$10,000 to \$180,000, 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 2023-24 fiscal year and to allow staff to prepare the 2023-24 budget, staff requests the amount of \$180,000 for the Grant Program.

Ms. Narverud moved, seconded by Ms. Bays, for the Board to set the total allocation of funds in fiscal year 2023-24 budget for the Local Government Grant Program at \$180,000 for water supply and conservation projects. Motion carried unanimously.

b. FY 2023-24 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 fourteen 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 \$169,218, an increase of \$4,312 or approximately 2.6% from the current fiscal year. The assessments are billed quarterly to each County at a rate of 25% of the amount listed above.

County	BEBR Population (April 1, 2022)	FY 2023-2024 Assessment
Citrus	158,009	\$30,022
Hernando	199,207	\$37,849
Marion	391,983	\$74,477
Sumter	141,420	\$26,870
Total	890,619	\$169,218

Mr. Estep moved, seconded by Mr. Wiley, to approve no change in the per capita rate of \$0.19 for preparation of the Fiscal Year 2023-24 Budget. Motion carried unanimously.

c. Draft Budget

The Board’s meeting materials included as Exhibit A to this item is the draft Fiscal Year (FY) 2023-24 budget for the Board’s review. The budget has been prepared in a conservative manner to keep costs in check and enhance efficiencies for the member governments. Included as Exhibit B is a description of the Authority’s FY2023-24 work program that is supported by the proposed budget.

Ms. Folsom briefly provided reviewed changes to the draft budget such as the SJRWMD irrigation audit and updating the Microsoft system.

This item was provided for review and will be presented, incorporating any comments received provided the Ms. Folsom by Board members, at the July 26, 2023 meeting for approval.

9. Legislative Report

Ms. Suzannah Folsom, Executive Director, presented this item. The 2023 Legislative Regular Session began March 7, 2023 and ended May 5, 2023. Staff gathered 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. The exhibit summarizes the status of the bills as of the publishing of this agenda packet. This information will be updated in a presentation at the board meeting, along with additional information on SB 1632 / HB 1379 Environmental Protection (septic tanks).

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

10. Attorney’s Report

No report was provided as Mr. Batsel was unable to attend today’s meeting. Ms. Folsom noted that Mr. Batsel is seeking activity regarding PFAs.

11. Executive Director’s Report – Ms. Folsom presented the following items.

- The Regional Water Supply Plan Update began in February with demand projections being an important element along with the coastal springs model.
- 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.
- The SJRWMD will be participating in the irrigation audit program which includes Belleview.

- a. **Charles A. Black Water Use Permit Renewal** – The Wellfield WUP number 7121.006 continues with a single issue regarding two stressed lakes. Pumpage for the permit has been increased. In reply to Chair Kinnard’s inquiry, Ms. Folsom said two wells pumped to west side and can be shifted to wellfield two.
- b. **Water Use Permit Demand Summary** - A summary was in the Board’s meeting materials. .
- 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. **Hernando’s Clear Vision for Healthy Springs** – April 14, 2023 at the Sandhill Scout Reservation – Ms. Folsom noted that 87 people attended and were provided goody bags. Attendees particularly enjoyed the information about cave diver mapping and video. Mr. Campbell said he enjoyed the KARST presentations for a great day.
- g. **Sumter Water Matters Event** – Ms. Folsom said the Authority hosted a tent for the event which was well attended by the public to learn about water conservation and supply in The Villages.

12. **Other Business** – None.

13. **Next Meeting Time and Location**

- Next Regular Board Meeting and FY2023-24 Budget Approval – July 26, 2023, at 3:30 p.m. at the Lecanto Government Building, Room 166.

14. **Adjournment** – Chair Kinnard adjourned the meeting at 4:25 p.m.

Jeff Kinnard, Chair

Suzannah J. Folsom, Executive Director