

APPROVED

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY BOARD OF DIRECTORS

Minutes of the Meeting May 18, 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 with six members present since the Board has a vacant position.

BOARD MEMBER PRESENT

Kathy Bryant, *Chair*, Marion County
Commissioner
Jeff Holcomb, *Vice Chair*, Hernando County
Commissioner
Jeff Kinnard, *Treasurer*, Citrus County
Commissioner
Craig Curry, Marion County Commissioner
Gene Davis, Inverness City Councilor
Holly Davis, Citrus County Commissioner
Craig Estep, Sumter County Commissioner
Dale Swain, Bushnell City Councilor

BOARD MEMBER(S) ABSENT

David Bailey, Brooksville City Councilor
Ray Dwyer, Belleview City Commissioner
Beth Narverud, Hernando County Commissioner
Michelle Stone, Marion County Commissioner

BOARD ALTERNATE(S) PRESENT

None

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

Alys Brockway, Hernando Co Water Resource Mgr
Debra Burden, Citrus Co Water Conservation Mgr
Kathryn Eno, Purvis Gray & Company
Frank Gargano, SWFWMD Govt Affairs Reg Mgr
Jody Kirkman, Marion Co Environmental Svcs Mgr
Bob Moresi, Black & Veatch
Joseph Quinn, SWFWMD Water Supply Project Mgr
Mark White, Purvis Gray & Company

➤ Announcements – None

4. Pledge of Allegiance – Chair Bryant led those present in reciting the Pledge of Allegiance.

(Mr. Davis entered the meeting at 3:34 p.m. and Ms. Davis entered the meeting at 3:35 p.m.)

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 March 16, 2022 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 April (\$18,839.40) bills and recommended for approval May (\$31,724.68) bills.
- c. **First Quarter Financial Report** – Staff recommended the Board accept the report provided by Purvis Gray & Company.
- d. **Second Quarter Financial Report** – Staff recommended the Board accept the report provided by Purvis Gray & Company.
- e. **Staff Travel to the Florida Chamber of Commerce Environmental Permitting Summer School, July 19-20, 2022** – Staff recommended approval for Ms. Folsom, WRWSA Executive Director, to attend this year’s Professional Engineer Legislative Days at a cost of \$650.00.

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

7. Fiscal Year 2020-21 Financial Audit

Mr. Mark White, Partner with Purvis Gray & Company, LLP, introduced the prepared annual audit of the Authority’s financial statements for the Fiscal Year ending September 30, 2021

Ms. Kathryn Eno with Purvis Gray and Company briefly reviewed the document provided to the Board and included as an exhibit in the Board’s meeting materials is the Authority’s financial position provided to Purvis Gray & Company. She noted that the only recommendation was for the Authority is work on a procedure for a minimum of quarterly billings to keep these billings and the related collections current. The following exhibits which are included as separate documents: April 11, 2022 letter from Purvis Gray and Company; and Financial Statements and Independent Auditors’ Report for Fiscal Year 2020-21.

The Board unanimously approved the Financial Statements and Independent Auditors’ Report for Fiscal Year 2020-21, dated April 11, 2022, as presented at the meeting and submittal of this report to the Auditor General and to the Florida Department of Financial Services.

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

Ms. Suzy Folsom, Executive Director, will present this item. The budget has been prepared in a conservative manner to keep costs in check and enhance efficiencies for member governments.

Ms. Folsom noted that included as Exhibit A is the draft budget based on current fund balances and a per capita rate of 19 cents and a grant funding budget of \$140,000.00 as approved March 16, 2022. She said included as Exhibit B is a description of the Authority’s FY 2022-23 work program that is supported by the draft budget. Exhibit C is the Draft Resolution 2022-03, Adoption of Fiscal Year 2022-23 Final Budget, for the Board’s review.

In response to Mr. Curry’s inquiry, Ms. Folsom said groundwater availability is noted through modeling and minimum flows and levels for the four counties and springs flow. Mr. Swain noted that the SWFWMD is instrumental in providing information.

Chair Bryant noted that members should review and provide their comments to Ms. Folsom who will incorporate them for the July 20, 2022 Board meeting.

At this time, the order of consideration was slightly altered to accommodate Mr. Batsel’s request to depart by 4 p.m. to return to Ocala.

11. Attorney’s Report

Mr. Batsel reminded Board members that the Resolution 22-03, Adoption of Fiscal Year 2022-23 Final Budget, will be considered for approval at the July Board meeting and that Board county membership attendance is required. He noted that he is reviewing information regarding AV Technology for Special Districts. Mr. Holcomb said he interested in learning what technology is acceptable (ZOOM, etc.) since there are times when driving may not be needed.

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

Mr. Batsel departed the meeting and the order of consideration returned to the published agenda.

9. Legislative Report

Mrs. Suzy Folsom, Executive Director, presented this item. The 2022 Legislative Regular Session began in January 11 and ended in March 11. Staff has gathered information on relevant bills that are related to conservation and water supply. She reviewed the exhibit included for the Board’s information and was a more detailed summary of the bills WRWSA has been tracking that passed in the session (SBs 856, 882, 1000 and 1338) and their status. At the July meeting, the state of SBs 1426, 1940 and 7012 will be reported.

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

10. As-Needed General Professional Engineering/Technical Services Request for Statement of Qualifications

Mrs. Suzy Folsom, WRWSA Executive Director, presented this item. At its September 20, 2017 meeting, the Authority Board approved entering into contracts with six firms for the purposes of as-needed General Professional Engineering/Technical Services. Four of those firms are presently under contract:

- INTERA Incorporated
- Water Resource Associates
- LLC CHA Consulting, Inc.
- RESPEC Company, LLC

Work under each contract has been authorized through the issuance of a work order, with each work order being approved by the Board. These agreements were for an initial term of three years, ending in November 2020, with the ability to extend each agreement twice by a period of one year. The Board has previously approved these contract extensions are now due to expire September 30, 2022.

The purpose of this item is to obtain Board authorization to issue a Request for Statements of Qualifications for General professional Engineering/Technical Services. If approved, staff will return to the Board at its September 2022 meeting with recommendations for entering into contract(s) with responsive, qualified firms. The Tentative schedule or the procurement is:

Task	Date
Advertise the Request for SOQ	May 20, 2022
Deadline for Questions	June 15, 2022
Submittals Due	July 15, 2022
SOQ Evaluation and Ranking	July 18 – August 29, 2022
Board Approval of Top Ranked Firm(s)	September 21, 2022
Contract Term	October 1, 2022 – September 30, 2025
Two optional 1-year contract extensions	October 1, 2025 – September 30, 2027

As an exhibit to this item was the proposed Request for Statements of Qualifications which was included in the Board's meeting materials.

Mr. Estep moved, seconded by Ms. Davis, to approve for staff to issue the Request for Qualifications for as needed General Professional Engineering/Technical Services in substantially the same form. Motion carried unanimously.

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

- a. **Charles A. Black Water Use Permit Renewal** – The Wellfield WUP number 7121.006 expired on March 13, 2022. The Authority is a co-applicant with Citrus County. The wellfield consists of seven public supply drinking water wells. The current permit has an average supply of 4,597,000 gallons per day (GPD) and a peak flow of 6,574,000 GPD. The requested term is 20 years with an average permitted supply of 7,181,900 GPD and a peak supply of 9,121,013 GPD. This increase in capacity is based on population projections which is expected to increase 39,630 by 2042. This includes the existing service area, service area expansion, and new proposed developments. Citrus County hired Jones Edmunds and Associates to assist in preparing the permit renewal application. WRWSA staff reviewed the permit application and provided comments prior to submittal. The application was submitted to the Southwest Florida Water Management District (SWFWMD) on January 31, 2022; SWFWMD sent a request for additional information on March 1, 2022.
- b. **Water Use Permit Demand Summary** - A summary was in the Board's meeting materials. In response to Mr. Holcomb's inquiry, Mr. Joe Quinn with SWFWMD provided clarifying information.
- c. **Water Management Information System Water Use Permit Notifications** – Reviewed the list of notifications.
- d. **Correspondence**
 - SWFWMD Public Advisory Committee – Letter of Appreciation for Participation
 - Letter forwarding Regional Irrigation System Evaluation Program Phase V Final Report
- e. **News Articles** – Several articles included in meeting materials.
- f. **Upcoming Procurements** – Five-Year Regional Water Supply Plan (July), and Phase 7 Irrigation Audits (September)
- g. **Other** - In response to Mr. Kinnard's inquiry regarding SB 1000, Mr. Joe Quinn with SWFWMD provided clarifying information regarding credits. In response to Ms. Davis' question, Mr. Quinn said that reclaimed restriction differ by entity.

13. Other Business – None

14. Next Meeting Time and Location

- Next Regular Board Meeting – July 20, 2022 at 3:30 p.m. at the Lecanto Government Building, Room 166.

15. Adjournment – Chair Bryant adjourned the meeting at 4:27 p.m.

Kathy Bryant, Chair

Suzannah J. Folsom, Executive Director