

# APPROVED

## WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY BOARD OF DIRECTORS

### Minutes of the Meeting May 19, 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.*

#### 1. Call to Order

Chair Bryant 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 Holcomb, *Vice Chair*, Hernando County  
Commissioner  
Jeff Kinnard, *Treasurer*, Citrus County  
Commissioner  
Craig Curry, Marion County Commissioner  
Holly Davis, Citrus County Commissioner  
Oren Miller, Sumter County Commissioner  
Gary Search, Sumter County Commissioner  
Michelle Stone, Marion County Commissioner  
Dale Swain, Bushnell City Councilor

##### **BOARD ALTERNATE(S) PRESENT**

Ken Frink, City of Crystal River

##### **BOARD MEMBER(S) ABSENT**

David Bailey, Brooksville City Councilor  
Ken Brown, Crystal River City Councilor  
Gary Ernst, Belleview City Commissioner  
Beth Narverud, Hernando County Commissioner

#### 3. Introductions and Announcements

##### **WRWSA STAFF PRESENT**

Suzannah J. Folsom, PE, PMP, Executive  
Director  
Robert W. Batsel, Jr., General Counsel  
LuAnne Stout, Administrative Asst.

##### **OTHERS PRESENT**

Frank Gargano, SWFWMD Govt Affairs Reg Mgr  
Jody Kirkman, Marion Co Environmental Svcs Mgr

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

5. **Public Comment** – 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 March 17, 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 April (\$39,915.27) and approval of May (\$26,453.71).
- c. **First Quarter Financial Report** – Staff recommended acceptance of report.
- d. **Second Quarter Financial Report** – Staff recommended acceptance of report.

- e. **Staff Travel to the Florida Chamber of Commerce Environmental Permitting Summer School, July 20 23, 2021** – Staff recommended approval for Ms. Folsom, WRWSA Executive Director, to attend this year’s Professional Engineer Legislative Days at a cost of \$600.00.

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

**7. Citrus County Office Lease Agreement**

Mrs. Suzannah Folsom, WRWSA Executive Director, will present this item.

The current lease with Citrus County for office space at their Lecanto Government Center expires on October 31, 2021. Included in the Board’s meeting materials was the proposed new lease with the County. The terms and conditions remain the same, including the annual lease fee of \$2,047.68. The lease is for a five- year period, expiring on October 31, 2026.

**Mr. Curry moved, seconded by Mr. Frink, to approve the Lease Agreement with Citrus County in the amount of \$2,047.68 and authorize the Executive Director to execute the Agreement. Motion carried unanimously.**

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

**a. 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. Ms. Folsom said she meet with the Board’s officers as directed at the March meeting.

**Mr. Miller moved, seconded by Ms. Davis, to approve no change in the per capita rate of \$0.19 for preparation of the Fiscal Year 2021-22 Budget.**

**b. Proposed FY 2021-22 Budget**

Ms. Folsom noted that the Board approved the per capita rate of \$0.19 and staff recommended to approve the proposed FY 2021-22 budget as presented. Resolution 2021-03 will be presented at the July 2021 Board meeting to formally adopt the final budget, for general administrative, operating and project expenses for the Fiscal Year beginning October 1, 2021 and ending September 30, 2022.

Ms. Folsom noted that each county will be sent a letter notifying them of the budget amount for inclusion in their budgets. Mr. Batsel will review staff contracts regarding salaries and report to the Board in July.

**Mr. Miller moved, seconded by Ms. Davis, to approve the proposed FY 2021-22 budget including budgeted expenditures in the amount of \$429,134, budgeted reserves in the amount of \$1,759,459, and a combined total amount of \$2,188,593, as presented; and three percent increase in salary for the Executive Director. Motion carried unanimously.**

Ms. Folsom noted that staff will recommend approval of final budget and resolution at the Board’s July meeting.

## 9. **Legislative Report**

Ms. Folsom, Executive Director said the 2020-2021 Legislative Regular Session began March 2 and ended April 30. Staff has gathered information on relevant bills that related to conservation and water supply from the 1000 Friends of Florida, and the Florida Engineering Society's Conservation and Environmental Quality Committee and the SWFWMD Board and Executive Services Manager. The exhibit included in the Board's meeting materials is a summary of the bills and their status.

Ms. Folsom noted bills which passed and did not pass, and will report on their status and implementation at the July Board Meeting.

In response to Ms. Stone's inquiry regarding legislation about surface discharge and the ability of utilities to use reclaimed water for water bodies that have fallen below their MFLs, Mr. Frank Gargano, SWFMWD Governmental Affairs Regional Manager, said he will research the bill and report back to the Board. Mr. Kinnard requested a report be provided on this legislation at the July meeting.

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

## 10. **Attorney's Report**

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

## 11. **Executive Director's Report**

a. **Irrigation Evaluation Program Status Report** – Ms. Folsom noted that the irrigation evaluation program provides evaluations for residential properties by a professionally certified contractor. Cooperating utilities provide contact information for residential users that have sustained high water use. WRWSA mails applications to the high water use customers offering the free irrigation evaluations. The evaluations result in an average of 28% reduction in water use, which helps both the utility and the residential customers. More than 1,000 audits have been conducted as part of Phases 1 to 4. This program is co-funded by the SWFWMD. Participating utilities incur only 25% of the cost for their respective portion of the project, with WRWSA providing 25% and SWFWMD providing 50%. This water conservation initiative helps participating utilities meet and surpass the maximum 150 gallons per person per day that is required by the SWFWMD.

(1) Phase 5 – 283 evaluations were completed for the Phase 5 Program by the end of September 2020. The next step will be to gather billing data for the 12 months prior to and the 12 months following the irrigation evaluations to determine the change in water use and the program effectiveness. Staff will share a draft report with the WRWSA Board in November and finalize the report in December 2021. SWFWMD is holding final reimbursement payment (co-funding Agreement Q040) until final report is received.

(2) Phase 6 – Began in November 2020. As of March 31, 2021, 94 evaluations have been completed. The project is on schedule to complete a minimum of 216 evaluations and follow-ups by February 2022. The cooperating utilities are Citrus County, Hernando County, Marion County, Villages Water Conservation Authority (VWCA), and Villages Little Sumter Service Area (LSSA).

Mr. Holcomb said Hernando County is banning St. Augustine/Florata grass due to amount of watering required. Chair Bryant noted that Florida Friendly should be encouraged.

b. **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.

- c. **Water Management Information System Water Use Permit Notifications** – Ms. Folsom reviewed the graph provided in the meeting materials.
- d. **H2OSAV Program** – Ms. Folsom said there was not enough interest at this time so consideration of this program will be deferred until more utilities desire participation.
- e. **Correspondence** – Items provided in the meeting materials.
- f. **News Article(s)** – Items provided in the meeting materials.
- g. **Other** – None

12. **Other Business** – None

13. **Next Meeting Time and Location**

- Next Regular Board Meeting – July 21, 2021 at 3:30 p.m. at the Lecanto Government Building, Room 166.

14. **Adjournment** – Chair Bryant adjourned the meeting at 4:00 p.m.

---

Kathy Bryant, Chair

---

Suzannah J. Folsom, Executive Director