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

**Minutes of the Meeting
July 17, 2019**

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 Stone 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

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

BOARD MEMBERS PRESIDING

Michelle Stone, *Chair*, Marion County Commissioner
Ken Brown, Crystal River City Councilor
Kathy Bryant, Marion County Commissioner
Al Butler, Sumter County Commissioner
Gary Ernst, Belleview City Commissioner
William Kemerer, Brooksville City Councilor
Dale Swain, Bushnell City Councilor
Carl Zalak, Marion County Commissioner

BOARD MEMBERS ABSENT

Stephen Printz, *Vice-Chair*, Sumter County Commissioner
Scott Carnahan, Citrus County Commissioner
Steve Champion, Hernando Co Commissioner
Jeff Holcomb, *Treasurer*, Hernando Co Commissioner
Jeff Kinnard, Citrus County Commissioner

ALTERNATE(S) PRESIDING

Don Burgess, Sumter County Commissioner
Brian Coleman, Citrus County Commissioner
Alys Brockway, Hernando County Water Res Mgr

3. Introductions and Announcements

- Mr. Owen noted that Mr. Brian Coleman has been designated as an alternate for Citrus County.
- Mr. Owen said there are no additions or deletions to the agenda.

WRWSA STAFF PRESENT

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

OTHERS PRESENT

Debra Burden, Citrus Co Water Conservation
Michon Fabio, Marion Co Water Res Liaison
Jody Kirkman, Marion Co Environmental Services
Lisa Morris, City of Crystal River Executive Administrative Assistant/Deputy Clerk.
Richard Radacky, City of Brooksville Public Works
Phillis Rosetti-Mercer, City of Crystal River Waterfronts Advisory Committee

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

5. Public Comment – Chair Stone opened public comment. No audience members requested to address the Board.

6. Consent Agenda

- a. **Approval of Minutes** – The May 15, 2019 draft minutes were provided in the Board's meeting materials and recommended for approval as amended to reflect a correction to show Mr. Radacky voted to approve Item 9, FY 2019-20 Budget Approval, and did not cast a dissenting vote.
- b. **Bills to be Paid** – Staff recommended approval of June 2019 bills payment (\$19,077.03).
- c. **2019-20 Regulatory Plan** – Staff recommended approval of the WRWSA's proposed 2019-2020 Regulatory Plan, and authorization for the Chair and General Counsel to sign the appropriate certifications.
- d. **Termination of Governmental Affairs Consultant Services Agreement** – Staff recommended terminating the Agreement for Governmental Affairs Consultant Services with Diane R. Salz, dated the first day of October 2009, and authorizing the Chair to sign the letter of agreement termination.

Mr. Butler moved, seconded by Ms. Bryant, to approve Consent Agenda Items 6.a., 6.b., 6.c. and 6.d., as amended. Motion carried unanimously.

7. Selection of Firm for General Counsel Services

Mr. Owen noted that, at the Authority's May 15, 2019 meeting, the Board authorized staff to issue a Request for Qualifications (RFQ) for General Counsel Legal Services. The RFQ was advertised in newspapers of general circulation in the four-county area, on DemandStar, with the Florida Bar and on the Authority's website. In response to the RFQ, three Statements of Qualifications (SOQs) were received (listed in alphabetical order):

- Gilligan, Gooding, Franjola & Batsel, P.A.
- Gray/Robinson, Attorneys at Law
- Richard A. Harrison, P.A.

Copies of the SOQs were provided to the Board under separate cover with their meeting materials. At the May meeting, the Board created a Review Committee comprised of Chair Stone, Vice-Chair Printz and the Executive Director. The Review Committee met July 3, 2019 and received presentations from each of the firms. The Review Committee utilized a scoring form to rate each firm. A copy of the scoring form and the results of the Review Committee's ratings and the resulting ranking of the three firms is included as an exhibit to this item.

Pursuant to the Board's direction at the May meeting, each of the firms have been invited to the Board's July meeting for the opportunity to present to the Board. Firms will be afforded up to 15 minutes for presentations and an additional 10 minutes for questions and answers, for a total of up to 25 minutes for each firm. Only the presenting firm will be in the meeting room during this time. After receiving presentations by the firms, the Board may either accept the Review Committee's ranking, or may elect to rank the firms differently.

Mr. Owen informed the Board that the firm of Gray/Robinson, Attorneys at Law, has withdrawn from the process.

Mr. Richard Harrison provided his presentation of his firm and its qualifications. The Board then asked questions of Mr. Harrison.

Mr. Harrison left the meeting room and Mr. Batsel entered.

Mr. Robert Batsel provided his presentation of the firm Gilligan, Gooding, Franjola & Batsel and its qualifications. The Board then asked questions of Mr. Batsel.

Mr. Batsel left the meeting room.

Following consideration, **Ms. Bryant moved to accept the Review Committee's ranking of the firms that submitted SOQs for General Counsel Legal Services: (1) Gilligan, Gooding, Franjola & Batsel, P.A.; (2) Richard A. Harrison, P.A.; and authorized the Executive Director, with the assistance of General Counsel, to enter negotiations with the firms in ranked order. An Agreement for General Counsel Services will be presented at the September 18, 2019 Board meeting for approval. Mr. Coleman seconded the motion and it carried unanimously.**

Discussed ensued regarding negotiating the fee for the new General Counsel and concensus was to stay within the budgeted \$15,000.

8. Water Conservation Grants Program – Approval of Awards

Mr. Owen said that, at the Authority's May 15, 2019 meeting, the Board set the total allocation of funds in Fiscal Year 2019/20 for the Local Government Grant Program at \$130,000. The Authority has received four grant applications, one each from Citrus, Hernando and Marion counties and the City of Crystal River. A revised recap has been provided to reflect the correct request amount for each application.

The three of the four applications received, including Citrus, Hernando and Marion counties, reflect continuations of member government proven effective water conservation programs. The City of Crystal River has also applied for water conservation activities including toilet and irrigation controller rebates and water conservation education programs. Staff analysis of the applications indicates all of the proposed water conservation programs meet the Authority's grant program requirements. It was noted that the required resolution of support and commitment of matching funds has been received from the Marion County Commission.

Representatives of each of the applicants have been invited to attend the meeting and answer any Board questions regarding their respective water conservation grant applications.

Mr. Owen noted the total amount of the grant requests exceed the amount approved by the Board for inclusion in the FY 2019-20 budget by \$6,533.50. Staff recommends the Board amend the FY 2019-20 budget to transfer \$6,533.50 from the Water Development Reserves Account to the Water Conservation Grants Program. A resolution to amend the budget is included as an exhibit to this item.

Mr. Brown moved to approve the grants in the amounts requested (Citrus County - \$45,998.50, Hernando County - \$48,350.00, Marion County - \$33,095.00, Crystal River - \$9,090.00), authorized the Chair to sign the grant Agreements, and approved Resolution 2019-05 amending the FY 2019-20 budget to increase the amount allocated to the Water Conservation Grant Program from \$130,000.00 to \$136,533.50. Ms. Bryant seconded the motion.

Mr. Brown introduced the City of Crystal River's project representatives who are in attendance, Ms. Phillis Rosetti-Mercer and Ms. Lisa Morris. The Crystal River Waterfronts Water Conservation Program is under the purview of the Waterfronts Advisory Committee which reports to the City. Mr. Brown noted that he is the City's liaison on the committee.

Chair Stone called the question and it carried unanimously.

9. Legislative Report

Mr. Owen referred to the information provided in the Board's meeting materials, and said no action is required.

10. Attorney's Report

Mr. Haag noted that this is his last meeting as the Authority's General Counsel and stated he has appreciated the opportunity to serve this Board. Board members thanked him for his many years of service.

11. **Executive Director's Report** – Mr. Owen said he had nothing more to provide Board members.
 - a. **Correspondence**
 - b. **News Articles**
 - c. **Other**

12. **Other Business**

Chair Stone said the Board is aware that Mr. Owen has submitted a letter of resignation. She said she requested Mr. Owen to submit a process to begin the search for a replacement within the 180-day period.

Mr. Owen suggested the process be open until August 16, 2019; applications reviewed by staff; short list a maximum of five applicants developed; Authority staff contact previous employers and references; and short list invited to interview with the Board at the September 19, 2019 meeting. Board members will be provided the full packet provided by each of the top five, as well as a list of all applicants.

In response to Ms. Bryant's query about background checks, Chair Stone volunteered the Marion County Human Resources to do the background checks on applicants prior to being referred to the Board and staff contacting employers and references. Chair Stone said she volunteers to be the Board member participant unless someone else would like to.

Mr. Haag noted that, since a selection committee is being formed, the meeting will need to be advertised.

Mr. Coleman asked if the Authority's budget for advertising will accommodate these additional ads. Mr. Owen said the budget may need amending. He said he will review charges for this fiscal year and report to the Board at the next meeting.

Following discussion, Board consensus was to begin the search process for an Executive Director through posting on Authority website and advertising in Florida venues (Florida League of Cities, Florida Association of Counties, Florida American Water Resources Association, Florida Section of the American Water Works Association), review process include a Board member, and background checks performed so there is strong screening of prospects before referral to the Board.

13. **Next Meeting Time and Location**

- Next Regular Board Meeting – September 18, 2019 at 3:30 p.m. at the Lecanto Government Building, Room 166.

14. **Adjournment** – Chair Stone adjourned the meeting at 5:20 p.m.

Michelle Stone, Chair

Richard S. Owen, Executive Director