

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

**Minutes of the Meeting
July 20, 2016**

TIME: 3:30 p.m.
PLACE: Lecanto Government Building
ADDRESS: 3600 W. Sovereign Path, Room 166, Lecanto, Florida 34461

The numbers preceding the items listed below correspond with the published agenda.

1. Call to Order

Commissioner Dennis Damato, Chairman, called the Withlacoochee Regional Water Supply Authority (WRWSA) meeting to order at 3:31 p.m. and asked for a roll call.

2. Roll Call

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

BOARD MEMBERS PRESENT

Dennis Damato, *Chairman*, Citrus Co. Commissioner
Nick Nicholson, *Vice Chairman*, Hernando County

Commissioner

Earl Arnett, *Treasurer*, Marion Co. Commissioner

Jim Adkins, Hernando County Commissioner

Al Butler, Sumter County Commissioner

Scott Carnahan, Citrus County Commissioner

Don Hahnfeldt, Sumter County Commissioner

William Kemerer, Brooksville City Councilor

Ron Livsey, Belleview City Commissioner

Dale Swain, Bushnell City Councilor

BOARD ALTERNATE PRESENT

David Burnell, Crystal River City Manager

BOARD MEMBERS ABSENT

Kathy Bryant, Marion County Commissioner

Carl Zalak, Marion County Commissioner

Ken Brown, Crystal River City Councilor

3. Introductions and Announcements

- *Introductions.* Mr. Owen recognized Authority staff present for this meeting. Audience members introduced themselves for the Board's information (see meeting sign-in sheet).
- *Announcements.* None were made at this time,.

WRWSA STAFF PRESENT

Richard Owen, Executive Director

Larry Haag, Attorney

Jack Pepper, Special Counsel

Diane Salz, Governmental Affairs

LuAnne Stout, Administrative Asst.

LOCAL GOVERNMENT STAFF PRESENT

Doug Andrews, Marion County Utilities Department

Jacob Arnette, Marion County Water Resources Coordinator

Alys Brockway, Hernando County Water Resources Manager

Debra Burden, Citrus County Water Conservation

Richard Radacky, City of Brooksville Public Works

Ken Vickers, Hernando County Utilities Department

4. Approval of Minutes

A copy of the May 18, 2016 minutes was provided in the Board's meeting materials. Following consideration, **Mr. Adkins moved to approve the minutes for the May 18, 2016 meeting as presented. The motion was seconded by Mr. Arnett and carried unanimously.**

5. Public Comment

Mr. Swain, Bushnell City Councilor, addressed the Board regarding the issuance of a 20-year permit by the Southwest Florida Water Management District (SWFWMD) to an Ocala company to pump nearly 500,000 gallons of water daily from two springs along County Road 470 near Sumterville. He provided an overview of the issue and history of the land and its usage over a number of years.

Following Mr. Swain’s comments, Chairman Damato recognized audience members who submitted *Request to Speak* cards and each were allowed three minutes to speak. Audience members addressing the Board regarding their concerns for water protection and objections to the water use permit were Louise Maier (Sumterville), Kate Weingart (The Villages), Martin Van Luven (The Villages), Joseph Flynn (The Villages), Marsha Schearer (The Villages), Dave Koller, Nancy Canaday (Sumterville), and Bill Tucker (The Villages). Mr. Swain concluded the discussion with summarizing remarks.

Chairman Damato closed the public comments and requested Mr. Owen provide the WRWSA’s position on this issue. Mr. Owen said he appreciated the audience members for coming today. He said the permit is under 500,000 gallons per day (gpd) threshold which requires approval of the SWFWMD Governing Board. This organization has no legal avenue to participate in objecting to the proceeding and is subject to the same regulations of the SWFWMD. He noted it is the purview of adjacent property owners to object, and the administrative hearing scheduled for October 2016 is the public’s opportunity to express their objections.

Messrs. Nicholson and Hanfeldt acknowledged that they understood the concerns expressed today since citizens have come before their local county commissions to state their objections to the permit.

6. Local Government Grant Applications

Mr. Owen noted that, at the Authority’s February 17, 2016 meeting, the Board approved an allocation of \$130,000 for the Fiscal Year 2016-17 grants program. The Board also provided direction that the grants program should focus on supporting water conservation activities. The Authority has received three grant applications, one each from Citrus, Hernando and Marion counties. A summary of the applications is presented below and copies of the applications were included as exhibits to this item.

2016-17 WRWSA Grant Applications and Staff Recommendations

APPLICANT / PROGRAM	AMOUNT REQUESTED	AMOUNT RECOMMENDED
Citrus County / Water Conservation	\$36,875	\$36,875
Hernando County / Water Conservation	\$47,500	\$47,500
Marion County / Water Conservation	\$35,245	\$35,245
TOTAL	\$119,620	\$119,620

Staff recommended Board approval of the grants in the amounts shown above and authorization for the Chair to execute the grant Agreements.

Following consideration, **Mr. Nicholson moved to approve the grants in the amounts shown above and authorize the Chair to execute the grant Agreements as presented. The motion was seconded by Mr. Carnahan and carried unanimously.**

7. Irrigation Evaluation Program

a. Phase 3 – Status Report

Mr. Owen said Phase 3 of the WRWSA’s ongoing Irrigation Evaluation Program began in October 2014 and on-site evaluations were completed in April 2016. A total of 140 evaluations were completed or 100% of the budgeted amount. A total of 134 rain sensors were replaced. Information by county is presented below.

COUNTY	COMPLETED EVALUATIONS	RAIN SENSORS INSTALLED
Citrus	46	47
Hernando	43	42
Marion	51	45
TOTAL	140	134

Post-evaluation water use data is being received from the participating utilities. The contractor has begun his follow-up inspections of approximately 35 participants to evaluate implementation of recommendations. By April 2017, the final post-evaluation water use data will be received and the on-site follow-ups will be completed, at which time the savings analysis will be conducted and the final report prepared. The project is on schedule with the revised schedule approved by the SWFWMD.

This is an information item and no action is required.

b. Phase 4 – Authorization to Issue a Request for Quotes

Mr. Owen noted that, at the Authority's September 2015 meeting, the Board approved submittal of an application to the Southwest Florida Water Management District (SWFWMD) for its Fiscal Year 2016-17 Cooperative Funding Initiative. The SWFWMD has included this project in its draft budget for the coming fiscal year. The project entails a continuation and enhancement of the WRWSA's ongoing Irrigation Evaluation Program. The purpose of this item is to seek authorization from the Board to publish a Request for Quotes from qualified contractors to implement certain components of this project.

The total project budget is \$200,000, with 50% provided by the SWFWMD and the matching 50% being the WRWSA's responsibility. The Authority's matching funds are split 50/50 with participating utilities based upon the number and type of irrigation evaluations conducted in each utility. Local participants include Citrus County, Hernando County and Marion County utilities, the North Sumter County Utility Dependent District and the Village Center Community Development District. The amount of the project budget that is to be implemented by the selected contractor or contractors is a total amount not to exceed of \$171,840.00. This includes conducting irrigation system evaluations (core and enhanced) and follow-ups.

Similar to the past three phases of the program, this phase will provide a base level of services (Core Program) to all participants. In addition to the Core Program however, conservation coordinators can further offer site specific options (Enhanced Program) to homeowners which will lead to more effective results and overall water savings (more savings per homeowner and/or more homeowners reached). The program will be divided into two levels of services provided which will include:

- Core Program (all audits) - homeowner rain sensor and irrigation controller education, rain sensor test and replacement when broken, irrigation controller time adjustments, irrigation system zone by zone evaluation of efficiencies, a catch-can test of one irrigation zone, irrigation controller battery replacement, and an audit report to homeowner; and
- Enhanced Program (added services if warranted) - catch-can audits of entire irrigation system, sprinkler head repair or replacement (for broken or mixed heads), capping unnecessary heads, replace rain sensors or weather stations with a WaterSense approved product associated with the existing WaterSense irrigation controller, replacement of obsolete-outdated controllers with WaterSense approved controllers, adjustment of irrigation controller based on the catch can test, raising of a low irrigation head and straightening of a crooked irrigation head. Enhancements to the program are intended to garner additional interest in homeowner participation and will lead to greater water savings in the region.

Staff will return to the Board with a recommended short list of responsive contractors at the September meeting. The RFQ and all subsequent contracts will be dependent upon funding from all participating parties. The draft RFQ Information Packet is included as an exhibit to this item.

Staff recommended Board approval of the issuance of the Phase 4 Irrigation Evaluation Program Request for Quotes, as contained in the exhibit.

Following consideration, **Mr. Adkins moved to approve issuance of the Phase 4 Irrigation Evaluation Program Request for Quotes, as contained in the exhibit. The motion was seconded by Mr. Arnett and carried unanimously.**

8. Charles A. Black Wellfield Water Supply Contract

- a. **Status Report** – Mr. Owen said on April 5, 2016, Authority staff met with representatives of Citrus County. Mr. Jack Pepper, Special Counsel, briefly reviewed the major points of agreement reached for a new Water Supply Contract. Mr. Owen said all of the provisions are consistent with and further past Board direction to staff for the new contract.

Mr. Carnahan questioned the six-month notification for renewal and clarification of renewal intervals and discussion ensued.

This was an informational item and no Board action was necessary.

- b. **Charles A. Black (CAB) Wellfield Engineering Analysis** – Mr. Owen said one significant aspect of the proposed new Water Supply Contract is to potentially reduce the amount of money contributed to the Renewal and Replacement (R&R) fund on an annual basis. In order to accurately estimate the amount of necessary R&R funding, it is proposed the periodic Engineering Evaluation of the CAB facilities be conducted now rather than during the upcoming fiscal year when it was scheduled.

Mr. Owen said the Authority requested Jones Edmunds & Associates, Inc., one of the firms under contract, provide a proposal to update and re-evaluate the previous work conducted, with a specific intent to provide recommendations on future funding of the R&R fund. The work is being requested to be expedited in order to be considered in drafting the new Water Supply Contract.

Messrs. Harold Bridges and Anthony Holmes, representing Jones Edmunds & Associates, provided a draft handout of the analysis. Mr. Bridges noted that the facilities are well maintained and reviewed the following recommendations:

- Maintain maintenance records for each piece of equipment to track failures and establish trends based on the maintenance history.
- Provide an annual contribution of \$100,000 to the fund based on the analysis.
- Maintain a maximum and minimum R&R fund balance of \$4,000,000 and \$1,000,000, respectively, where no contributions are made after the fund reaches \$4,000,000 until the balance reaches \$1,000,000.
- Maintain a minimum expenditure of \$2,500 to qualify for use from the R&R fund.
- Closely monitor costs to allow the R&R budget to be adjusted if necessary as the planning period progresses. Based on age, equipment replacement are expected early in the planning period. Budgeting should, therefore, reflect replacement costs early in the planning period, with renewal costs occurring later.
- Prepare a Capacity Analysis Report for CAB-1 and CAB-2 WTFs to provide a better understanding of the capacity limits of the WTFs and if upgrades to the HSPs are required when they are replaced
- Conduct an engineer evaluation of the facilities similar to this report every five years, funded by the R&R fund.

Chairman Damato requested the draft analysis document be provided to Citrus County and the presentation posted to the Authority's website. He thanked the contractor for the excellent work done.

This was an informational item and no Board action was necessary.

9. General Technical/Engineering As-Needed Services Contract Extensions

Mr. Owen noted that, at its November 2012 meeting, the Authority Board approved entering into contracts with eight firms for the purposes of as-needed technical and engineering services. The Executive Director subsequently entered into such agreements with the following seven firms (listed alphabetically):

Atkins	Jones Edmunds
C&D Engineering	Progressive Water Resources
Cardno	Water Resource Associates
Hoyle, Tanner & Associates	

One firm approved by the Board, HDR Engineering, did not return an executed Agreement to the Authority, so only seven contracts were executed.

Work under each agreement is authorized through the issuance of a work order. These agreements were for an initial term of three years, ending in November 2015, with the ability to extend each agreement twice by a period of one year. At its June 2015 meeting the Board approved extending these agreements by one year. The purpose of this item is to approve the second and final one year extension to each of the seven agreements with no changes in other agreement provisions.

Staff recommended Board approval of the Second Addendum to the Agreements for General Technical/Engineering Services as shown in the exhibit, using Atkins North America as an example, with the following seven firms: Atkins North America; C&D Engineering; Cardno; Hoyle, Tanner & Associates; Jones Edmunds; Progressive Water Resources; and Water Resource Associates.

Following consideration, **Mr. Carnahan moved to approve the staff recommendation as presented. The motion was seconded by Mr. Nicholson and carried unanimously.**

10. Executive Director's Report

- a. **Bills to be Paid** – Mr. Owen presented the May 2016 bills and requested Board concurrence of payment for administrative invoices in the amount of \$14,788.25 and no project-related costs. **Mr. Butler moved to ratify payment of the May 2016 bills in the amount of \$14,788.25. The motion was seconded by Mr. Arnett and carried unanimously.**

Mr. Owen presented the June 2016 bills and requested approval of payment for administrative invoices in the amount of \$13,878.97 and project invoices in the amount of \$4,759.63, totaling \$18,638.60. Following consideration, **Mr. Arnett moved for payment of the June 2016 bills in the amount of \$18,638.60, as presented. The motion was seconded by Mr. Butler and carried unanimously.**

- b. **2016-2017 Regulatory Plan** – Mr. Owen noted the report was provided in the Board's meeting materials. He said the Authority does not do rule development so nothing is anticipated. Following consideration, **Mr. Nicholson moved, seconded by Mr. Arnett, to accept the 2016-2017 Regulation Plan, as presented. Motion carried unanimously.**

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

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

e. **Other**

- Mr. Owen noted that the lease with Citrus County for the Authority's office is complete at the same cost and includes internet service. He noted that the County waived the liability insurance clause since the Authority was unable to apply for insurance without including the wellfield.
- Mr. Owen said the SWFWMD is developing a new policy to be incorporated in its Cooperative Funding Initiative regarding alternative water supplies. He said he has been requested to participate in policy development. He noted the policy relates to the multi-year funding project

with the newly-formed water supply authority in Polk County. He said he will keep the Board apprised as discussions ensue.

11. Legislative Report

- Ms. Salz briefly updated the Board regarding reclaimed water (Senate Bill 536) for which final Department of Environmental Protection (DEP) recommendations were made earlier this year. She noted that she and Mr. Owen met with Senator Wilton Simpson who is leading a working group of about 50 stakeholders who have been meeting monthly to prepare legislation for the 2017 Legislative Session. The draft proposal is expected to be available in October. She said she will keep the Board apprised of impacts to water laws and regulations.
- Ms. Salz said there are health-based surface water quality criteria revisions being proposed by the DEP. The revisions will effect surface water bodies, such as the Withlacoochee and Ochlocknee rivers within our region, and the Environmental Regulatory Commission will consider the proposed rule changes which have not been updated since the 1990s. The DEP will be updating 43 current chemicals and adding standards for an additional 39.
- Ms. Salz requested approval to attend the annual Florida Water Forum in September at an estimated cost of \$500. She noted that attendance is useful since there will be policy discussions on emerging water issues and proposed legislation which may be filed impacting the Authority. **Mr. Nicholson moved to approve Ms. Salz's attendance at the annual Florida Water Forum. The motion was seconded by Mr. Arnett and carried unanimously.**

12. Attorney's Report

Mr. Haag, WRWSA Attorney, said he had nothing to report at this time.

13. Other Business

- Chairman Damato said he had a question regarding the Florida Springs Protection Act. He said Florida now has about 20 million people which effects nutrient loading and septic tank usage. He noted this will impact home building and requested the Board be kept apprised. Ms. Salz said the Indian River Lagoon is being targeted initially.
- Mr. Hahnfeldt said the change in number of chemicals can also be impactful on the counties. He requested the Board be kept apprised of cost impacts.
- Chairman Damato thanked the Board for being respectful of the frustration of the citizens who attended the meeting to express their concerns regarding water withdrawal in this region.
- Mr. Owen noted that the Authority's 40th Anniversary is approaching and it is the oldest water supply authority in the state. He asked the Board to be considering ways to celebrate this anniversary. He said he will approach consultants and contractors to assist in funding an event.

14. Next Meeting Time and Location

- Following consideration, **Mr. Butler moved to cancel the August 17, 2016 monthly Board meeting. The motion was seconded by Mr. Arnett and carried unanimously.**
- The next monthly meeting is scheduled for September 21, 2016 at 3:30 p.m. at the Lecanto Government Building, Room 166.

15. Adjournment

Chair Damato adjourned the meeting at 5:44 p.m.

Dennis Damato, Chairman

Richard S. Owen, Executive Director