

APPROVED

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY BOARD OF DIRECTORS

Minutes of the Meeting July 20, 2022

TIME: 3:32 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.

BOARD MEMBER PRESENT

Kathy Bryant, *Chair*, Marion County Commissioner
Beth Narverud, *Treasurer*, Hernando Co Commissioner
Gene Davis, Inverness City Councilor
Holly Davis, Citrus County Commissioner
Ray Dwyer, Belleview City Commissioner
Craig Estep, Sumter County Commissioner
Dale Swain, Bushnell City Councilor
Don Wiley, Sumter County Commissioner

BOARD MEMBER(S) ABSENT

David Bailey, Brooksville City Councilor
Craig Curry, Marion County Commissioner
Jeff Holcomb, Hernando County Commissioner
Jeff Kinnard, *Vice Chair*, Citrus Co
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
Frank Gargano, SWFWMD Govt Affairs Reg Mgr
Jody Kirkman, Marion Co Environmental Svcs Mgr
Bob Moresi, Black & Veatch
Rachel Novak, Marion Co Water Resources Liaison
Joseph Quinn, SWFWMD Water Supply Project Mgr

- Announcements – Mrs. Folsom welcomed two new Sumter County members, Messrs. Dwyer and Wiley.

4. Pledge of Allegiance – Chair Bryant 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

- a. **Approval of Minutes** – The May 18, 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 June (\$18,034.10) bills and recommended for approval July (\$32,990.87) bills.

- c. **2022-2023 Regulatory Plan** – Staff recommended approval of the WRWSA’s proposed 2022-2023 Regulatory Plan and authorization for the Chair and General Counsel to sign the appropriate certifications.

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

At this time, the order of consideration was altered slightly.

8. Water Supply and Conservation Grants Program – Approval of Awards

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. At the Authority’s March 16, 2022 meeting, the Board set the total allocation of funds in Fiscal Year 2022-23 for the Local Government Grant Program at \$140,000.

The Authority has received four grant applications, one each from Citrus, Hernando, Marion and Sumter counties. A summary of the applications was included in the meeting materials as exhibits to this item. The applications received reflect continuations of member government proven effective water conservation programs. Staff analysis of the applications indicates all of the proposed water conservation programs meet the Authority’s grant program requirements.

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.

Mrs. Folsom noted that the total amount requested is \$121,906.25. She thanked the program coordinators for their cooperation in assisting their communities.

Mr. Swain moved, seconded by Mr. Estep, to approve grants for the following counties in the amounts of Citrus - \$35,075.00, Hernando - \$49,750.00, Marion - \$14,081.25 and Sumter - \$23,000.00; and authorized the Chair to sign the grant Agreements. Motion carried unanimously.

9. Phase 7 Irrigation Audit Program Authorization to Issue a Request for Quotes

Mrs. Suzy Folsom, Executive Director, presented this item. At the Authority’s September 2021 meeting, the Board approved submittal of an application to the SWFWMD for its Fiscal Year 2022-23 Cooperative Funding Initiative. The SWFWMD staff has recommended to their Board that this project (Q306) be included in their 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 \$102,000, with 50% (\$51,000) 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 \$102,000.00. This includes conducting irrigation system evaluations (core and enhanced) and follow-ups.

At Chair Bryant's request for the new Board members, Mrs. Folsom explained the irrigation audit program. Mr. Swain asked if schools fields were included and Mrs. Folsom replied that this is residential only. In response to Mr. Dwyer's inquiry, Mrs. Folsom said she will provide him a copy of the Phase 5 final report.

Staff will return to the Board with a recommended short list of responsive contractors at the September 2022 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 in the Board's meeting materials.

Mr. Swain moved, seconded by Ms. Davis, to approve the issuance of the Phase 6 Irrigation Evaluation Program Request for Quotes, as contained in the exhibit. Motion carried unanimously.

10. 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.

Mrs. Folsom noted that Mr. Kinnard requested additional information about SB 1426. She provided a short presentation on reclaimed water and noted that this information will be provided to Mr. Kinnard. She provided clarification to the Board's questions. Mrs. Folsom reported on the state of SB 1940/HB 7053 and SB 7012.

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

(Ms. Narverud entered the meeting at 3:50 p.m.)

11. Attorney's Report

Mr. Batsel reported on Remote Meeting Attendance/Participation noting that this is not available at this time. He said there is a contingency for organizations that do not have three or more non-contiguous counties.

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

At this time, Chair Bryant said a quorum of county members was present to consider Item 7.

7. Resolution 2022-03, Adoption of Final Budget for Fiscal Year 2022-23

Mrs. Suzy Folsom, Executive Director, presented this item. She noted that comments from the last meeting have been incorporated which is included as Exhibit A to this item is the draft FY 2022-23 budget for the Board's review. The budget has been prepared in a conservative manner to keep costs in check and enhance efficiencies for member governments. Included as Exhibit B is a description of the Authority's FY 2022-23 work program that is supported by the proposed budget and as Exhibit C is Resolution 2022-03, Adoption of Final Fiscal Year 2022-2023 Budget.

Ms. Davis, moved, seconded by Mr. Swain, to approve Resolution 2022-03 adopting the FY 2022-23 budget including budgeted expenditures in the amount of \$850,906, budgeted reserves in the amount of \$1,490,497, and a combined total amount of \$2,341,403, as presented in Exhibit A, for the Fiscal Year beginning October 1, 2022 and ending September 30, 2023. Motion carried unanimously.

The meeting returned to the published agenda.

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 and the response for additional information has been provided to the SWFWMD. 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.
- b. **Water Use Permit Demand Summary** - A summary was in the Board's meeting materials. Ms. Davis noted that Citrus County has been exceeding its permit amount, but the report did not show that. Ms. Folsom noted that the table shows the requested renewal permit quantity, and therefore does not show an overage. In response to Mr. Davis' question about Walden Woods, Mrs. Folsom said she also had noted the strange data with several month of 0 flow data followed by a month of very high data and will investigate further.
- c. **Water Use Permit Action Summary** – A list of new water use permit applications and application renewals was included in the Board's meeting materials.
- d. **Correspondence** – Several items were included in meeting materials.
- e. **News Articles** – Several articles included in meeting materials such as Marion County water conservation, Pasco County wastewater agreement and northern development complications, and Withlacoochee River restoration.
- f. **Upcoming Procurements** – Phase 7 Irrigation Audits (September), and Five-Year Regional Water Supply Plan (January 2023).
- g. **Other – As-Needed General Professional Engineering/Technical Services Request for Statement of Qualifications** - Mrs. Suzy Folsom, WRWSA Executive Director, presented this item as a walk on item. She reported that there were six Statements of Qualifications submitted for the As-Needed Professional and Engineering Services and requested permission to bring back all six for Board approval at the September meeting. **Ms. Narverud moved, seconded by Ms. Davis, to approve this request and it carried unanimously.**

13. Other Business – None

14. Next Meeting Time and Location

- Next Regular Board Meeting – September 21, 2022 at 3:30 p.m. at the Lecanto Government Building, Room 166.

15. Adjournment – Chair Bryant adjourned the meeting at 4:12 p.m.

Kathy Bryant, Chair

Suzannah J. Folsom, Executive Director