

APPROVED

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY BOARD OF DIRECTORS

Minutes of the Meeting September 15, 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

Treasurer Kinnard 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 Kinnard, *Treasurer*, Citrus County
Commissioner
Ken Brown, Crystal River City Councilor
Holly Davis, Citrus County Commissioner
Craig Curry, Marion County Commissioner
Gary Ernst, Belleview City Commissioner
Oren Miller, Sumter County Commissioner
Gary Search, Sumter County Commissioner
Dale Swain, Bushnell City Councilor

BOARD MEMBER(S) ABSENT

Jeff Holcomb, *Vice Chair*, Hernando County
Commissioner
David Bailey, Brooksville City Councilor
Beth Narverud, Hernando County Commissioner
Michelle Stone, Marion County Commissioner

BOARD ALTERNATE(S) PRESENT

Gordon Onderdonk, Hernando County Utilities
Director

3. Introductions and Announcements

Ms. Folsom noted that Consent Agenda 6.e. will be discussed separately to consider date change.

WRWSA STAFF PRESENT

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

OTHERS PRESENT

Debra Burden, Citrus Co Water Conservation Mgr
Allen Dethloff, CHA Consulting Inc.
Jody Kirkman, Marion Co Environmental Svcs Mgr
Joseph Quinn, SWFWMD Water Supply Project Mgr

(Chair Bryant and Mr. Curry entered the meeting.)

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 July 21, 2021 draft minutes were provided in the Board's meeting materials and recommended for approval as presented.
- b. **Public Officials Liability Insurance Policy** – Staff recommended approval of the renewal policy in the amount of \$3,098.55, and ratification of the Executive Director signing the Surplus Lines Disclosure and Acknowledgment form.

- c. **Bills to be Paid** – Staff recommended ratification of bills for August (\$24,806.59) and approval of September (\$21,550.47).
- d. **Third Quarter Financial Report** – Staff recommended acceptance of the report as presented.

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

- e. **Fiscal Year 2021-22 Calendar of Board Meeting Dates** – Ms. Folsom noted the recommended one change in date to a week earlier in November due to the Florida Association of Counties Legislative Conference, November 17-19, 2021. Staff recommended approval as follows: November 10, 2021; January 19, 2022; March 16, 2022; May 18, 2022; July 20, 2022; and September 21, 2022.

Mr. Swain moved, seconded by Mr. Ernst, to approve Consent Agenda Items 6.e as noted above. Motion carried unanimously.

7. Charles A. Black Wellfield – Engineering Analysis and Recommended Renewal and Replacement Fund Contribution

Mrs. Suzannah Folsom, WRWSA Executive Director, introduced Mr. Allen Dethloff, representing CHA Consulting, to present this item. At the January 20, 2021 Board meeting, the Board approved issuance of a Work Order to Reiss Engineering (now CHA Consulting) to conduct an Engineering Evaluation of the Charles A. Black Water Supply Facilities. This evaluation is completed every five years to assess the current condition of the water treatment plant and wellfield assets, estimate future renewal and replacement activities, and recommend funding levels required to maintain the renewal and replacement fund balance between \$2 million and \$3 million as per the Water Supply Contract.

Mr. Dethloff presented a slide presentation noting that CHA Consulting worked closely with WRWSA and Citrus County staff to determine the condition of the existing assets, and project the required expenditures over the next five-year period. A site visit was conducted on March 5, 2021. The projected expenditures for the coming five years are estimated as approximately \$1,100,000. The recommended amount for Citrus County to deposit into the Renewal and Replacement Fund is recommended to increase from \$180,000 to \$270,000 per year.

Mr. Kinnard said that the Citrus County is in agreement with the increase in the Renewal and Replacement Fund.

Mr. Kinnard moved, seconded by Mr. Brown, to (1) accept the updated Engineering Analysis Report by CHA Consulting; and (2) approve the increase of Citrus County’s annual contribution from \$180,000 to \$270,000 to the Renewal and Replacement Fund for the next five-year period. Motion carried unanimously.

8. As-Needed Technical and Engineering Services Agreements and Work Orders

Mrs. Suzannah Folsom, WRWSA Executive Director, presented this item. At its September 2017 meeting the Board authorized the award of contracts for General Professional Engineering/Technical Services to the following firms: INTERA Incorporated, Progressive Water Resources, Reiss Engineering, Weber & Associates, and WRA. The agreements with these firms do not authorize any work; work must be authorized through the issuance of subsequent Work Orders, which must be approved by the Board. The agreements took effect October 1, 2017 and are valid for a three-year period (through September 30, 2020) and may be extended for two (2) one (1) year periods upon mutual written agreement of both parties.

Staff recommends issuance of the following one-year extension of As-Needed General Engineering/Technical Services to the following firms:

Firms (listed alphabetically)	Location
INTERA Incorporated	Gainesville, Jacksonville, Tampa
Progressive Water Resources, a Division of RESPEC Company, LLC	Sarasota, Spring Hill
CHA Consulting, Inc (Reiss)	New York, Winter Springs
WRA, LLC	Tampa, Sarasota

The Board also authorized the issuance of work orders in September 2019 to two of these firms, Reiss Engineering and Weber and Associates (closed due to retirement). These work orders have subsequently expired. In order to provide technical and engineering support on an as-needed basis in the coming fiscal year, it is necessary for one or more new work orders to be issued.

Staff recommends issuance of work orders in the amount of \$10,000 to the following firms:

Firms (listed alphabetically)	Location
INTERA Incorporated	Gainesville, Jacksonville, Tampa
Progressive Water Resources, a Division of RESPEC Company, LLC	Sarasota, Spring Hill
WRA, LLC	Tampa, Sarasota, Ft. Myers

Mr. Kinnard moved, seconded by Ms. Davis, to (1) authorize the Executive Director to issue one-year extensions of As-Needed General Engineering/Technical Services agreements as shown above through September 30, 2022 to INTERA Incorporation; Progressive Water Resources, a Division of RESPEC Company, LLC; CHA Consulting, Inc (Reiss); and WRA, LLC. (2) The Board authorize the Executive Director to issue the three work orders shown above in the amount of \$10,000 each to INTERA, PWR/RESPEC and WRA through September 30, 2022. Motion carried unanimously.

9. SWFWMD Fiscal Year 2023-24 Cooperative Funding Requests

Mrs. Suzannah Folsom, WRWSA Executive Director, presented this item. The Southwest Florida Water Management District (SWFWMD) has opened the application period for the Fiscal Year (FY) 2022-23 Cooperative Funding Initiative and applications are due by October 1, 2021. The purpose of this item is to request Board authorization to submit two cooperative funding requests to the SWFWMD, including (1) the WRWSA’s Regional Water Supply Plan (RWSP) update and (2) Phase 7 of the Regional Irrigation System Audit Program.

WRWSA Regional Water Supply Plan Update

The Authority last updated its Regional Water Supply Plan in 2019. The update was co-funded by the SWFWMD. The Authority updates its Plan every five years and it was originally proposed by staff that this update be initiated in FY 2022-23 and that the Authority again request 50% co-funding from the SWFWMD.

On August 12, 2021 Authority staff met with SWFWMD staff to discuss this potential funding request and various aspects of the plan update. In that discussion, the timing of the Authority’s update in relationship to the SWFWMD’s update to its own RWSP for the northern region of its jurisdiction was discussed. The SWFWMD would like to have the Authority’s updated Plan largely complete for consideration in their next district wide Regional Water Supply Plan update in 2025. In order to accomplish this, it was suggested that the Authority initiate its update in fiscal year 2022-23.

The work effort will include updated population projections, water demand projections, evaluation of source options and potential water supply project options. The project as proposed includes development of enhanced future water conservation savings potential. The total project funding is proposed at \$350,000, and would be divided equally between the Authority and the SWFWMD.

Regional Irrigation System Audit Program Phase 7

The Authority has conducted a regional irrigation system audit program since 2011. Participating utilities have included Citrus, Hernando and Marion counties and The Villages. The program has been funded 50/50 between the Authority and SWFWMD. The Authority's share is then split 50/50 with each participating utility. Each utility identifies the level of funding at which it desires to participate. The program targets the highest use single family residential customers identified by each utility. Participation by customers is voluntary and the irrigation system audit is conducted at no cost to the customer. The program to-date has achieved significant water savings. Outdoor lawn watering continues to be the area of greatest potential savings and continued focus on water savings in outdoor use is the consensus of the local utility conservation experts.

The Phase 7 total project budget is recommended at \$102,000. Utilities potentially participating in the proposed Phase 5 program include Citrus County (\$3,500), Hernando County (\$6,400), Marion County (\$10,500) and The Villages North Sumter County Utility Dependent District (\$1,700) and the Village Center Community Development District (\$3,400), for a total local contribution of \$25,500. The Authority would need to demonstrate to the SWFWMD the full match of \$51,000, with \$25,500 to be reimbursed by the local utilities, and the SWFWMD requested to provide matching funds in the amount of \$51,000.

As part of the application submittals, the Authority must provide a commitment to include its 50% of each project's cost in its FY 2022-23 budget. This amounts to a total of \$226,000 (\$175,000 for the RWSP Update and \$51,000 for Phase 7 of the Irrigation Audit Program) in Authority project funding. There are currently more than adequate funds available in the Authority's Water Resource Development Reserves (projected to be \$1,019,301 at the end of FY 2020-21). Funding commitment letters are included as exhibits to this item. Finally, the SWFWMD requires applicants with more than one application to rank the applications. Staff recommends the RWSP update project be ranked number one and Phase 7 of the Regional Irrigation System Audit Program be ranked second. A ranking letter is included as an exhibit in the Board's meeting.

Mr. Kinnard moved, seconded by Ms. Davis, for (1) the Board approval of the FY 2022-23 Cooperative Funding Initiative applications, with the Regional Water Supply Plan update ranked as number one for a total amount of \$350,000 and Phase 7 of the Regional Irrigation System Audit Program ranked as second for the total amount of \$102,000. This includes a commitment to fund the Authority's portion of these projects. (2) Board approval of the RWSP update requiring the Authority's FY 2022-23 budget to include \$175,000 in matching funds. These funds would come from the Water Resource Development Reserves account. The Phase 7 Regional Irrigation System Audit project requires a commitment of \$51,000 in the FY2022-23 budget. Motion carried unanimously.

10. Legislative Report

Mrs. Suzannah Folsom, Executive Director, presented this item. The Florida 2021 Legislative Regular Session ended in mid-March. Staff has prepared this update for the status of the relevant bills that passed in the session related to conservation, water supply, public procurement, environmental topics and governmental special districts. As of this update, all relevant bills have been approved by the Governor. The next Florida Legislative session will start January 11, 2022 and end March 11, 2022.

Ms. Folsom said staff will try to attend legislative delegation meetings in the region such as in Sumter County on September 29. Chair Bryant noted that Marion County's is on October 7. Mr. Kinnard said Citrus County's may be in December.

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

10. **Attorney's Report**

For clarification, Mr. Batsel noted merger of Reiss with CHA Consulting for Item 8. **As requested by Chair Bryant, the Board was in consensus to approve one-year extension of As-Needed General Engineering/Technical Services agreement with CHA Consulting.**

11. **Executive Director's Report**

- a. **Water Use Permit Demand Summary** – Mrs. Folsom said that a summary and two graphs were included in the Board's meeting materials regarding Charles A. Black Wellfield pumpage is below its permit limit.
- b. **Water Management Information System Water Use Permit Notifications** – Mrs. Folsom reviewed the list of WMIS WUP notifications which is increasing in length. She noted that Citrus County will be renewing the Charles A. Black Wellfield early in 2022. They are using Jones Edmunds and Associates to assist with the permit renewal. Executive Director Suzannah Folsom attended the kickoff meeting on August 9, 2021.
- c. **Correspondence** – Items provided in the meeting materials:
 - Because water is an issue that will require informed decision making in upcoming years, we are writing to invite you to attend the first Sumter County Water School - Challenges Facing Urban Communities to be held Thursday, October 21 and Friday, October 22, 2021, 8:30 a.m. - 4:30 p.m. at the Wildwood Community Center located at 6500 Powell Road in Wildwood. Sumter County Water School is conducted by the UF/IFAS Extension Sumter County. It will provide decision makers and community leaders with science-based information on current and future water issues in Sumter County and nearby areas. This is a policy-neutral and fact-based program. Registration cost is \$35.
 - WRWSA reviewed Hernando County's 2021 Water Master Plan Update, which includes higher water use projections than the Authority's Regional Water Supply Plan, and highlights conservation efforts.
- d. **News Article(s)** – Items provided in the meeting material:
 - Citrus Chronicle – Battle for the Withlacoochee River (report spotlights poor health of Lower Withlacoochee; stakeholders called to act);
 - Citrus Chronicle – Editorial: The water is under all of us (Issue: County mulls water rules; Our Opinion: Watering restriction exemption plea shortsighted); and
 - Citrus Chronicle – Letter to the Editor: Fresh water is a vital, scarce resource.

12. **Other Business**

- Mr. Brown noted that the City of Crystal River will be installing electronic water meters for more accurate reporting information.
- Ms. Folsom said there is federal legislation for the Lead and Copper Rule Revision requiring utilities to identify the type(s) of piping upstream and downstream of the billing meters. It would be a good idea for Crystal river to collect that data while they are installing the new meters. She will present information in the Lead and Copper Rule Revision at the November Board meeting.

13. **Next Meeting Time and Location**

- Next Regular Board Meeting – November 10, 2021 at 3:30 p.m. at the Lecanto Government Building, Room 166. Note change in date to a week earlier due to Florida Association of Counties Legislative Conference, November 17-19, 2021.

14. **Adjournment** – Chair Bryant adjourned the meeting at 4:01 p.m.

Kathy Bryant, Chair

Suzannah J. Folsom, Executive Director