

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

**Minutes of the Meeting
September 20, 2017**

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

Due to the chair and vice chair's absence, Treasurer Stephen Printz 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

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

BOARD MEMBERS PRESENT

Stephen Printz, *Treasurer*, Sumter County
Commissioner
Ken Brown, Crystal River City Councilor
Al Butler, Sumter County Commissioner
Scott Carnahan, Citrus County Commissioner
Jeff Kinnard, Citrus County Commissioner
Dale Swain, Bushnell City Councilor

ALTERNATE(S) PRESENT

Alys Brockway, Hernando County
Kim Dinkins, Marion County
Richard Radacky, City of Brooksville

BOARD MEMBERS ABSENT

Kathy Bryant, Marion County Commissioner
Steve Champion, Hernando Co. Commissioner
William Kemerer, Brooksville City Councilor
Ron Livsey, Belleview City Commissioner
Nick Nicholson, *Chairman*, Hernando County
Commissioner
Michelle Stone, *Vice Chair*, Marion County
Commissioner
Carl Zalak, Marion County Commissioner

3. Introductions and Announcements

- *Introductions.* Mr. Owen recognized Authority staff present for this meeting. Audience members introduced themselves for the Board's information.
- *Announcements* – Mr. Owen said he had no announcements. He noted that bills for September are at members' seats.

WRWSA STAFF PRESENT

Richard Owen, Executive Director
Larry Haag, Attorney
Diane Salz, Governmental Affairs
LuAnne Stout, Administrative Asst.

OTHERS PRESENT

Debra Burden, Citrus County Water Conservation Manager
Ken Cheek, Citrus County Water Resources Director
Melissa Gulvin, SWFWMD Gov't. Affairs Program Manager
Richard Kirby, Hernando County Utilities
Roy Mazur, Water Resource Associates
Ervin Myers, Reiss Engineering
Jamie Padgett, Arnett Environmental, LLC
Joe Quinn, SWFWMD Water Supply Project Manager
Ken Weber, Weber & Associates

4. Approval of Minutes

A copy of the July 19, 2017 minutes was provided in the Board's meeting materials. Following consideration, **Mr. Brown moved to approve the minutes for the July 19, 2017 meeting as presented. The motion was seconded by Mr. Kinnard and carried unanimously.**

5. Public Comment – No speaker cards were submitted.

6. Special Districts Public Facilities Report

Mr. Roy Mazur, Senior Project Manager with Water Resource Associates (WRA), presented this item to the Board. At the July 2017 meeting, the Board authorized issuance of Work Order 2017-02 to WRA to prepare a public facilities report for the Authority. This report is required by Florida Statutes. Once prepared, the Authority must file the report with each local government in the Authority's region, and post the report to our website. The purpose of the report is to provide local governments with information that is pertinent to developing and updating the local governments' comprehensive plans.

Following Mr. Mazur's presentation of the Report, staff recommended Board acceptance of the Authority's Special District Public Facilities Report as presented and prepared by WRA. A copy was included as an exhibit to this item in the Board's meeting materials.

Following consideration, **Mr. Butler moved, seconded by Mr. Brown, for Board acceptance of the Authority's Special District Public Facilities Report as presented and contained in the exhibit. The motion carried unanimously.**

7. Charles A. Black Wellfield – Well #4 Remediation Status Report

Mr. Owen said this item is to provide the Board with a brief update. Mr. Ken Cheek, Citrus County Water Resources Director, presented the update on the remediation of well number 4 at the Charles A. Black wellfield. He noted that the County followed the same process as when Well #7 was remediated. It was noted that funds for the remediation were available in the Authority's Renewal and Replacement fund.

This was an information item only and no Board action was required.

8. Citrus County Water Use Permit Consolidation

Mr. Owen said Citrus County has begun the process to consolidate its various water use permits. The potential benefit to the County of consolidating permits is that while currently one or more permits may be exceeding their permitted quantity, because a majority of the County's permits are well within their permitted quantities, when combined the consolidated permit is anticipated to be within the cumulative permitted quantity. County staff approached the WRWSA staff early this calendar year to inquire whether the Authority would want to include the Charles A. Black (CAB) wellfield in this consolidation process. WRWSA staff informed the Board at its January 2017 meeting that staff did not see any benefits at that time to the Authority of joining in this process. There was no action taken by the Board at that meeting.

Mr. Ken Cheek, Citrus County Water Resources Director, said that Citrus County has more recently approached the WRWSA to request it agree to include the CAB facilities in the consolidation of its water use permits. WRWSA staff expressed to the County that the staff's main concern of participating is the potential for additional risk and exposure for the CAB facilities and the Authority if it were to have the CAB permit included in the consolidation. The primary concern is that the County could be subject to enforcement actions, fees, fines or litigation for activities at its other water supply facilities, and by being included in the consolidated permit, the CAB facilities and the WRWSA could be at risk of being included in these activities and the Authority could potentially incur additional expenses. Authority staff suggested to the County these concerns could potentially be addressed through a hold harmless agreement between the County and the Authority. Mr. Larry Haag, Authority attorney, was requested to work with the County attorney to develop such an agreement.

The Board was provided an update. Discussion ensued regarding consideration of permit consolidation to address compliance issues, reclaimed water, water restrictions, future per capita, cost of water and rate structure, code enforcement coordination and fines, water use reduction, and landscaping education.

This was an information item only and no Board action was required.

9. As-Needed Technical and Engineering Services

Mr. Owen, WRWSA Executive Director, presented this item.

a. Authorization to Enter into Contracts with Qualified Firms

At its May 2017 meeting, the Board authorized staff to issue a Request for Qualifications (RFQ) for General Professional Engineering and Technical Services. Six Statement of Qualifications (SOQs) were timely received and all met the RFQ requirements. The six firms are listed below in alphabetical order.

Firms (listed alphabetically)	Location
Intera	Gainesville, Jacksonville, Tampa
HSW	Tampa
Progressive Water Resources	Sarasota, Spring Hill
Reiss Engineering	Tampa, Winter Springs
Weber & Associates	Tampa
WRA	Tampa, Sarasota, Ft. Myers

Included as exhibits in the Board’s meeting materials are a summary of the SOQs and the proposed agreement template for these services. The agreements with these firms do not authorize any work; work is authorized through the issuance of subsequent Work Orders, which must be approved by the Board (see item 9.b. below). The agreements are to be effective October 1, 2017, the beginning of the new fiscal year; and are for a three-year period and may be extended for two one-year periods upon mutual written agreement of both parties.

Following consideration, **Mr. Butler moved, seconded by Mr. Carnahan, for the Board (1) approve the recommended list of firms for award of contracts for General Professional Engineering/Technical Services, as presented above; and (2) authorize the Executive Director to enter into an agreement with each firm consistent with the contract template exhibit. The motion carried unanimously.**

b. Authorization to Issue Work Orders

Staff recommended issuance of the following Work Orders for As-Needed General Engineering/Technical Services:

- Water Resource Associates (WRA) – The purpose of this Work Order is to provide general engineering and technical support services to the Authority Board and Executive Director on an as-needed basis. The Work Order amount is \$20,000.
- Weber and Associates – The purpose of this Work Order is to provide the Authority Board and Executive Director with expertise and assistance on an as-needed basis on water use permitting, groundwater modeling and related matters. The Work Order amount is \$15,000.

A copy of the proposed Work Orders were included in the Board's meeting materials as exhibits for this item.

Following consideration, **Mr. Brown moved, seconded by Mr. Kinnard, for the Board to authorize the Executive Director to issue (1) Work Order 2018-01 to Water Resource Associates in an amount not to exceed \$20,000 for the period through September 30, 2018; and (2) Work Order 2018-02 to Weber and Associates in an amount not to exceed \$15,000 for the period through September 30, 2018. The motion carried unanimously.**

10. SWFWMD Fiscal Year 2018-19 Cooperative Funding Requests

Mr. Owen said the Southwest Florida Water Management District (SWFWMD) has opened the application period for the Fiscal Year (FY) 2018-19 Cooperative Funding Initiative and applications are due by October 6, 2017. 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 5 of the Regional Irrigation System Audit Program.

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 5 of the Regional Irrigation System Audit Program be ranked second. A ranking letter was included in the Board's meeting materials as an exhibit.

Following a presentation by Mr. Owen, **Mr. Butler moved for Board approval of the FY 2018-19 Cooperative Funding Initiative applications, with the Regional Water Supply Plan update ranked as number one for a total amount of \$300,000 and Phase 5 of the Regional Irrigation System Audit Program ranked as second for the total amount of \$200,000. This includes a commitment to fund the Authority's portion of these projects. The RWSP update, if approved as an out-of-cycle funding request, will require amendment of the Authority's approved FY 2017-18 budget to include \$150,000 in matching funds. These funds would come from the Water Resource Development Reserves account. If not approved as an out-of-cycle request, it requires commitment to include the \$150,000 in the Authority's FY2018-19 budget. The Phase 5 Regional Irrigation System Audit project requires a commitment of \$100,000 in the FY2018-19 budget.**

The motion was seconded by Mr. Kinnard and carried unanimously.

11. Executive Director's Report

- a. **Bills to be Paid** – Mr. Owen presented the August 2017 bills and requested Board concurrence. **Mr. Carnahan moved to ratify payment of the August 2017 bills in the total amount of \$17,589.27. The motion was seconded by Mr. Brown and carried unanimously.**

Mr. Owen presented the September 2017 bills and requested Board approval. Following consideration, **Mr. Carnahan moved for payment of the September 2017 bills in the amount of \$28,171.13, as presented. The motion was seconded by Mr. Butler and carried unanimously.**

- b. **Fiscal Year 2017-2018 Meeting Dates** – Mr. Owen noted the Authority is required to follow Florida Statute Chapter 189 concerning meeting notices. In response to these statutory requirements, the Authority publishes an annual calendar of meeting dates that is approved by the Board. Any changes to the meeting dates, times or locations must be published in area newspapers to notice the change from the originally published calendar.

It is recommended that the WRWSA Board meetings be scheduled on an every-other-month basis for Fiscal Year 2017-18 as follows:

Location of Meetings:	Lecanto Government Building, Room 166 3600 W. Sovereign Path, Lecanto, FL 34461	
Start Time:	3:30 p.m.	
Meeting Dates:	November 15, 2017 January 17, 2018 March 21, 2018	May 16, 2018 July 18, 2018 September 19, 2018

Following consideration, **Mr. Carnahan moved, seconded by Mr. Kinnard, for Board approval of the fiscal year 2017-2018 meeting dates as shown above. The motion carried unanimously.**

- c. **Public Officials Liability Insurance Policy – Mr. Butler moved, seconded by Mr. Kinnard, for Board approval to renew the policy in the amount of \$2,408.89 with VanAllen-Acentria Insurance. The motion carried unanimously.**
- d. **Third Quarter Financial Report – Following a brief overview, Mr. Kinnard moved, seconded by Mr. Carnahan, to accept the report as presented. The motion carried unanimously.**
- e. **Correspondence – Items were included in the Board’s meeting materials.**
- f. **News Articles – News articles of interest were included in the Board’s meeting materials.**
 - **Other – Mr. Owen said the Water Supply Contract with Citrus County took effect one year ago included an annual cost-of-living rate adjustment. The Board concurred with recommendation to not apply a cost-of-living rate adjustment for the Charles A. Black water supply contract this October but consider it in October 2018.**

12. Legislative Report – Ms. Diane Salz, WRWSA Governmental Affairs, provided an update on Environmental Permitting Summer School topics and a summary was included in the Board’s meeting materials. She noted that she will be attending the Florida Water Forum this week (Thursday/Friday) which includes discussion of emerging issues for the upcoming Legislative Session. Ms. Salz said the first draft of the Authority’s legislative matrix will be presented at the Board’s next meeting.

13. Attorney’s Report – Mr. Haag, WRWSA Attorney, said he had no report to provide.

14. Other Business – Board members provided comments regarding SWFWMD permit issuance and watering restrictions.

15. Next Meeting Time and Location – November 15, 2017 at 3:30 p.m. at the Lecanto Government Building, Room 166.

16. Adjournment – Treasurer Printz adjourned the meeting at 4:27 p.m.

Nick Nicholson, Chairman

Richard S. Owen, Executive Director