

APPROVED

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY BOARD OF DIRECTORS

Minutes of the Meeting September 21, 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

Vice Chair 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

Jeff Kinnard, *Vice Chair*, Citrus Co Commissioner
Craig Curry, Marion County Commissioner
Gene Davis, Inverness City Councilor
Craig Estep, Sumter County Commissioner
Jeff Holcomb, Hernando County Commissioner
Michelle Stone, Marion County Commissioner
Dale Swain, Bushnell City Councilor
Don Wiley, Sumter County Commissioner

BOARD MEMBER(S) ABSENT

Kathy Bryant, *Chair*, Marion County Commissioner
Beth Narverud, *Treasurer*, Hernando County Commissioner
David Bailey, Brooksville City Councilor
Holly Davis, Citrus County Commissioner
Ray Dwyer, Belleview City 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

Dave Bracciano, Hazen and Sawyer
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
Lisa Krentz, Hazen and Sawyer
Ron Parker, Black & Vetch

4. **Pledge of Allegiance** – Vice Chair Kinnard led those present in reciting the Pledge of Allegiance.

5. **Public Comment** – There being no members of the audience requesting to address the Board, Vice Chair Kinnard closed public comment.

6. Consent Agenda

- a. **Approval of Minutes** – The July 20, 2022, draft minutes were provided in the Board's meeting materials and recommended for approval as presented.
- b. **Public Officials Liability Insurance Policy** – Recommended approval of policy renewal (included in 2022-23 budget).
- c. **Bills to be Paid** – Recommended for ratification of August (\$14,636.33) bills and approval of September (\$30,216.66) bills.
- d. **Third Quarter Financial Report** -- Accepted as presented.
- e. **Fiscal Year 2022-23 Calendar of Board Meeting Dates** – Recommended for approval: 11/16/2022, 1/18/2023, 3/15/2023, 5/17/2023, 7/26/2023, 9/20/2023.

- f. **Marion County Local Government Grants Program** – Recommended for approval grant funding agreement line-item adjustments.

Mr. Estep moved, seconded by Mr. Curry, to approve the Consent Agenda Items 6.a., 6.b., 6.c., 6.d., 6.e. and 6.f., as presented. Motion carried unanimously.

7. **As-Needed Technical and Engineering Services**

Ms. Suzannah Folsom, WRWSA Executive Director, presented this item.

a. **Authorization to Enter into Contracts with Qualified Firms**

At its May 2022 meeting, the Board authorized staff to issue a Request for Qualifications (RFQ) for General Professional Engineering and Technical Services. Six (6) Statement of Qualifications (SOQs) were timely received, and all met the RFQ requirements. The six firms are listed below in alphabetical order.

Firms <i>(listed alphabetically)</i>	Location
Applied Sciences Consulting, Inc.	Tampa
Cardno, now Stantec	Riverview
CHA Consulting, Inc.	Tampa
Hazen and Sawyer	Tampa
INTERA Incorporated	Lutz
Kimley-Horn	Ocala

Included as exhibits to this item are a summary of the SOQ scoring, 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, 2022, 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.

Ms. Stone moved, seconded by Mr. Wiley, to (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. Motion carried unanimously.

b. **Authorization to Issue Work Orders**

Contingent upon the Board’s action on Agenda Item 7.a., staff recommends issuance of the following Work Orders for the General Engineering and Technical Services:

Hazen and Sawyer – 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 \$10,000.

INTERA – The purpose of this Work Order is to continue ongoing representation of the Authority on the Springs Coast Technical Advisory Board. The Work Order amount is \$10,000.

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

Ms. Stone moved, seconded by Mr. Wiley, to authorize the Executive Director to issue: (1) Work Order to Hazen and Sawyer in an amount not to exceed \$10,000 for the period through September 30, 2022; and (2) Work Order to INTERA in an amount not to exceed \$10,000 for the period through September 30, 2022. Motion carried unanimously.

8. Phase 7 Irrigation System Audit Program – Contractor Selection

Ms. Suzannah Folsom, Executive Director, presented this item. At its July 2022 meeting the Board authorized staff to issue a Request for Quotes (RFQ) for Phase 7, Irrigation System Evaluation Program. Staff advertised publically on the DemandStar website, WRWSA website and in the Florida Administrative Weekly.

One quote was received in response to the RFQ. The submitted quote, by Eco Land Designs, LLC, meets the RFQ requirements. Mr. Jack Overdorff, RLA, is the president of the firm and has been conducting irrigation audits for the Authority under previous phases of the program. His work to-date has met and surpassed all contract requirements.

The proposed Cooperative Funding Initiative (CFI) agreement is anticipated to be approved by SWFWMD in November 2022. If, for some reason the Authority and the SWFWMD do not enter into a CFI agreement for this project, the contract with the contractor has provisions allowing the Authority to cancel the contract. If the Board approves the staff's recommendations, as presented below, the Authority's attorney will review and approve the final CFI agreement between the SWFWMD and the WRWSA before the Executive Director executes the agreement. The proposed Agreement between the contractor and the WRWSA was included as an exhibit to this item in the Board's meeting materials.

Mr. Curry moved, seconded by Ms. Stone, for the Board to approve the following action items and motion carried unanimously:

- a) **Select Eco Land Design, LLC, as contractor to perform the irrigation system evaluations for Phase 7, Irrigation System Evaluation program (Q306);**
- b) **Approve the contract between WRWSA and Eco Land Design, LLC, in an amount not to exceed \$102,000; and authorize the Board Chair to sign the contract; and**
- c) **Authorize the Executive Director to sign the CFI agreement for Phase 7, Irrigation System Evaluation program, between the SWFWMD and the WRWSA, following review and approval by the Authority Attorney.**

9. 2024 Regional Water Supply Plan Update – Request for Statements of Qualifications

Mrs. Suzannah Folsom, WRWSA Executive Director, presented this item. At the September 2021 meeting, the Board authorized staff to submit a cooperative funding request to the Southwest Florida Water Management District (SWFWMD) for the preparation of an updated Regional Water Supply Plan. The project Q324 is on the proposed list of cooperatively funded projects and is scheduled to be approved at the SWFWMD Board of Directors meeting on September 20, 2022.

The Authority staff is working with the SWFWMD staff on a cooperative funding agreement, which is anticipated to be presented to the Board at its January 17, 2023, meeting. The WRWSA 2024 Regional Water Supply Plan will be completed in 2024 so that information from the Authority's report can be used by the District as it updates its Regional Water Supply Plan. This project is included in the Fiscal Year 2022-2023 Budget for \$350,000 and will receive 50% cooperative funding from SWFWMD.

Staff is recommending the Authority begin the consultant recruitment process at this time. The purpose of this item is to obtain Board authorization to issue a Request for Statements of Qualifications for 2024 Regional Water Supply Plan Update. If approved, staff will return to the Board at its November 2022 meeting with a shortlist of firms to negotiate with, and at its January 2023 meeting with recommendations for entering into contract. The Tentative schedule or the procurement is:

<u>Task</u>	<u>Date</u>
Advertise the Request for SOQs	September 22, 2022
Submittals Due	October 19, 2022
Board Approval of Top Ranked Firm	November 16, 2022
Board Approval of Consulting Contract	January 18, 2023

As an exhibit to this item is the proposed Request for Statements of Qualifications which is included in the Board's meeting materials.

Mr. Estep moved, seconded by Mr. Curry, to approve staff issuing the Request for Qualifications for the 2024 Regional Water Supply Plan in substantially the same form. Motion carried unanimously.

10. Legislative Report

Mrs. Suzy Folsom, Executive Director, presented this item. She provided information regarding the State of Florida's legislative redistricting and changes made to areas that include the Authority. In response to Ms. Stone's inquiry, Ms. Folsom said she reach to SJRWMD after the upcoming elections. Ms. Folsom said she is requesting a guest speaker for the Board's next meeting.

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

11. Attorney's Report

Mr. Batsel noted that several of the agreements for Item 7 are lacking exhibits for certification of liability and fee schedule. Staff will request these documents and resubmit agreements for the Authority's attorney to execute.

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

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 is being reviewed and an extension of time has been requested.
- b. **Water Use Permit Demand Summary** - A summary was in the Board's meeting materials.
- b. **Water Management Information System Water Use Permit Notifications** – A list of notifications was included in the Board's meeting materials. Ms. Folsom noted the large new Blue Goose permit for public supply in Sumter County.
- c. **Correspondence** – Several items were included in meeting materials.
- d. **News Articles** – Several articles included in meeting materials for the Homosassa River Restoration Project, Brooksville wastewater spill, Weekiwachee Preserve septic to sewer project, Citrus County's Three Sister Springs algae bloom, Inverness developing blueprint for environmental progress.

13. Other Business – None

14. Next Meeting Time and Location

- Next Regular Board Meeting – November 16, 2022, at 3:30 p.m. at the Lecanto Government Building, Room 166.

15. Adjournment – Vice Chair Kinnard adjourned the meeting at 3:53 p.m.

Kathy Bryant, Chair

Suzannah J. Folsom, Executive Director