

**WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
September 17, 2014**

TIME: 3:30 p.m.
PLACE: Lecanto Government Building
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

Chairman Jim Adkins 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

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

MEMBERS PRESENT

Jim Adkins, *Chairman*, Hernando County Commissioner
Al Butler, *Vice-Chairman*, Sumter County Commissioner
Ken Brown, Crystal River City Councilor
Dennis Damato, Citrus County Commissioner
Don Hahnfeldt, Sumter County Commissioner
Joseph Johnston, Brooksville City Councilor
Nick Nicholson, Hernando County Commissioner
Dale Swain, Bushnell City Councilor

ALTERNATES PRESENT

Christine Dobkowski, City of Belleview
Flip Mellinger, Marion County

MEMBERS ABSENT

Rebecca Bays, Citrus County Commissioner
Kathy Bryant, Marion County Commissioner
Gary Ernst, Belleview City Councilor
Stan McClain, *Treasurer*, Marion County Commissioner
Carl Zalak, Marion County Commissioner

3. Introductions and Announcements

Mr. Owen announced that a quorum was present. Members of the audience introduced themselves.

STAFF PRESENT

Richard Owen, WRWSA Executive Director
Larry Haag, WRWSA Attorney
Diane Salz, Governmental Affairs Liaison
Nancy Smith, WRWSA Administrative Assistant

OTHERS PRESENT

Jacob Arnette, Marion County
Alys Brockway, Hernando County Utilities
Debra Burden, Citrus County Water Resources
Ken Cheek, Citrus County Water Resources Director
Mike Czerwinski, MGC Environmental
Paul Duchesneau, Citrus County Utilities
Mark Fulkerson, SWFWMD
Al Grubman
Jan Grubman
Jay Hoecker, SWFWMD
J.P. Marchand, SWFWMD
Richard Radacky, DPW City of Brooksville
Chris Zajac, SWFWMD

4. Approval of Minutes of July 16, 2014 Meeting

A copy of the minutes was provided in the Board packet for review.

Following consideration, a motion was made by Mr. Damato to approve the minutes for the July 16, 2014 meeting. The motion was seconded by Mr. Johnston and carried unanimously.

5. Public Comment

There was no public comment.

6. Withlacoochee River Watershed Analysis . . . Mark Fulkerson, SWFWMD

Mr. Owen introduced Mark Fulkerson, Senior Professional Engineer, SWFWMD to present an analysis of the Withlacoochee River watershed. Historical alterations due to navigation, logging, mining and ranching have occurred as far back as the 1800s in the Withlacoochee River watershed. In addition to these man-made changes, the system experiences flooding and drought as a result of natural fluctuations in rainfall and groundwater levels. The Southwest Florida Water Management District (SWFWMD) is studying the entire Withlacoochee River and its surrounding watershed to better understand how the river system functions, how alterations have affected the system and evaluate alternatives to better manage the resources. To accomplish this a comprehensive model of the entire river system has been developed. This model is being used to address specific issues and concerns identified by external stakeholders, special interest groups and residents throughout the watershed's eight county region. Dr. Fulkerson's presentation included a PowerPoint and a hand out of the model scenario locations.

This item was presented for information only. No action is required.

7. RWSP Update . . . Richard S. Owen, WRWSA

a. 2013-14 Budget Amendment for the RWSP Retainage Payment

The fiscal year budget was prepared early in 2013. For the RWSP budget, it was estimated that more than half of the expenditures for the report would be spent in 2012-13. Actual costs incurred in 2012-13 were less than projected with the result that the amount budgeted in 2013-14 was less than needed. The project was completed on July 25, 2014 on budget. No additional funds are needed for the total \$250,000 project, however, the budget must be amended to pay the final costs. Staff recommends a budget amendment of \$11,594.88 to be added to the Regional Water Supply Plan Update line item, resulting in a total 2013-14 budget of \$131,574.88 to pay the remainder of the

project costs. The funds will be transferred from the Water Supply Development Reserve funds.

Following consideration, **a motion was made by Mr. Damato to approve the budget amendment to add \$11,594.88 to the Regional Water Supply Plan Update line item, for a total 2013-14 budget of \$131,574.88. The motion was seconded by Mr. Butler and carried unanimously.**

b. Final Payment to Cardno, ENTRIX

The Board accepted the final draft of the Regional Water Supply Plan Update on July 16, 2014. The Plan was then submitted to SWFWMD and accepted with a few very minor changes. Cardno ENTRIX has completed the project consistent with the contract and staff recommends final payment of \$12,500.01, which is the amount retained from the project.

Following consideration, **a motion was made by Mr. Damato to approve final payment to Cardno ENTRIX in the amount of \$12,500.01, as presented. The motion was seconded by Mr. Butler and carried unanimously.**

8. Executive Director's Report ... Richard S. Owen, Executive Director

a. Bills to be Paid

Mr. Owen presented the August 2014 bills and requested ratification of payment of the bills totaling \$23,801.18.

Following consideration, **a motion was made by Mr. Brown to ratify payment of the August 2014 bills of \$23,801.18. The motion was seconded by Mr. Damato and carried unanimously.**

Mr. Owen presented the September 2014 bills and requested approval of payment of the bills totaling \$44,626.10.

Following consideration, **a motion was made by Mr. Nicholson to approve payment of the September 2014 bills of \$44,626.10. The motion was seconded by Mr. Swain and carried unanimously.**

b. Fiscal Year 2013-14 3rd Quarter Financial Report

Mr. Owen presented the 3rd Quarter Financial Report. He reported that the WRWSA has a positive net position of slightly more than \$2.9 million. Mr. Owen stated that two actions are needed in regard to the report. The first item to be addressed is the Northern District Model Expansion. This was a co-funded project with the St. Johns River Water Management District, SWFWMD, and Marion County, which was completed in 2013, within the project scope and within the project cost. The WRWSA paid for the Model Expansion in January 2014. However, this item was anticipated to be paid in the 2012-13 budget and no carry-over was made in the 2013-14 budget. A budget amendment is needed to add \$37,500 for the Northern District Model to the 2013-14 budget; funds will come from the Water Resource Development Reserve account.

Following consideration, **a motion was made by Mr. Nicholson to amend the 2013-14 budget to include \$37,500 for the Northern District Model Expansion. The motion was seconded by Mr. Damato and carried unanimously.**

Mr. Owen recommended approval of the 3rd quarter financial report as contained in the Board Packet.

Following consideration, **a motion was made by Mr. Nicholson to approve the 3rd quarter financial report as contained in the Board packet. The motion was seconded by Mr. Damato and carried unanimously.**

c. Records Management Training

Mr. Owen recommended that the Board authorize Nancy Smith, Administrative Assistant, to attend a records management seminar and to pay the associated costs.

Following consideration, **a motion was made by Mr. Swain to approve the request to attend the Records Management Training as presented. The motion was seconded by Mr. Johnston and carried unanimously.**

d. 2014 Water Forum Attendance

Mr. Owen informed the Board that the 2014 Water Forum is scheduled to be held in Orlando on October 10, 2014. This forum is a good opportunity to hear from various industries about water management issues that may come up in the legislative session. Mr. Owen requested that the Board authorize Diane Salz, Government Affairs Consultant, to attend this meeting and to cover the associated registration and travel costs.

Following consideration, **a motion was made by Mr. Damato to approve the travel request for Diane Salz to attend the 2014 Water Forum in Orlando on October 10, 2014 and to pay the registration and associated travel costs. The motion was seconded by Mr. Johnston and carried unanimously.**

e. SWFWMD 2016 Cooperative Funding Initiative

Mr. Owen stated that the WRWSA usually submits a request for cooperative funding to the SWFWMD each year. However, the second phase of the irrigation system evaluation program will be on going during the next fiscal year and phase 3 of that program will begin this fiscal year and continuing through 2017. He recommended that the WRWSA not submit a request for 2015-16. This will also allow the WRWSA to not deplete its Water Supply Development Reserve funds for at least one year. The reserves have been depleted somewhat over the years, particularly with the Regional Water Supply Plan Update that was just completed.

This item was presented for information only. No action was required.

f. Correspondence

Recent correspondence was provided in the Board's packet. This item was presented for the Board's information; no action was required.

g. News Articles

This item was presented for the Board's information; no action was required.

h. Other

- *Citrus County Chronicle* subscription. Diane Salz monitors the news items from various newspapers and other sources across the state. Mr. Owen has exhausted his ability to read articles sent from the online *Citrus County Chronicle*. Since this newspaper regularly contains articles related to water issues, Mr. Owen requested authorization to purchase a one-year subscription to the *Chronicle* for an estimated cost of \$190, which will come out of the budget for Contingencies.

Following consideration, **a motion was made by Mr. Brown to approve purchase of a subscription to the *Citrus County Chronicle* for one year. The motion was seconded by Mr. Damato and carried by a vote of 9 to 1.**

- *Professional Liability Insurance Renewal.* Mr. Owen informed the Board of the notice of the renewal for the professional liability insurance. The payment for the upcoming year is requested to be made prior to October 1, 2014, making the renewal request the second insurance payment required from this budget year. There is \$465.22 remaining in the budget line item. The renewal is \$2,362.68, leaving an unfunded balance of \$1,897.46. Mr. Owen requested that the budget be amended by the addition of \$1,897.46, from the administrative reserve account, to pay the professional liability insurance renewal.

Following consideration, **a motion was made by Mr. Damato to amend the 2013-14 budget to transfer \$1,897.46 from the Administrative Reserves account to the professional liability insurance line item. The motion was seconded by Mr. Brown and carried unanimously.**

- 2014 Environmental Permitting Summer School. Mr. Owen reported on his attendance at the Florida Chamber of Commerce, Environmental Permitting Summer School that was held in July. The sessions were worthwhile and afforded the WRWSA an opportunity to participate with others across the state regarding water management issues.

9. Legislative Report . . . Diane Salz, Governmental Affairs Liaison

Mrs. Salz presented the 2015 interim committee meetings schedule for the upcoming legislative session. The first meeting is November 18 and is the organizational meeting at which formal action is taken for the Senate President-designate and Speaker of the House-designate. It is expected that the legislative focus will be on water policy this year. The Legislative session will begin on March 3, 2015. In addition to attending the Water Forum, Mrs. Salz plans to attend the Florida Chamber of Commerce Board of Governors meeting, September 29, 2014, to hear the policy discussions on water supply development and funding issues.

This item was presented for the Board's information; no action was required.

10. Attorney's Report . . . Larry Haag, WRWSA Attorney

a. Local Government Grants

Mr. Haag presented the three grant agreements for water conservation programs with Citrus, Hernando and Marion counties. The Marion County program is a total of \$64,700 with 50% reimbursement from the WRWSA in the amount of \$32,350. This grant has been approved and signed by the Marion County Board of County Commissioners. The Citrus County program has a total program cost of \$80,500 with 50% reimbursement from the WRWSA in the amount of \$40,250. This grant has been approved and signed by the Citrus County Board of County Commissioners. The third agreement is with Hernando County whose total program cost is \$96,300 with 50% reimbursement from the WRWSA in the amount of \$48,150. This agreement is scheduled to go before the Hernando County Board of County Commissioners on September 23, 2014.

Following consideration, **a motion was made by Mr. Nicholson to approve the grant agreements with Citrus County for \$40,250, with Hernando County for \$48,150, and with Marion County for \$32,350. The motion was seconded by Mr. Damato and carried unanimously.**

11. Other Business

There was no other business.

<Mr. Adkins turned the gavel over to Mr. Butler and left the meeting at 4:31 p.m. Mr. Nicholson left the meeting at 4:31 p.m.>

12. Next Meeting Time and Location

The next meeting is scheduled for October 15, 2014, 3:30 p.m., at the Lecanto Government Building, Room 166, 3600 W. Sovereign Path, Lecanto, Florida 34461.

13. Adjournment

Vice-Chairman Butler announced there was no further business or discussion to come before the WRWSA and adjourned the meeting at 4:34 p.m.

James E. Adkins, Chairman

Richard S. Owen, Executive Director