

**WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
SEPTEMBER 21, 2011**

**TIME:** 4:30 p.m.  
**PLACE:** Withlacoochee Regional Planning Council  
1241 SW 10<sup>th</sup> Street (SR 200)  
Ocala, Florida 34471-0323

The numbers preceding the items listed below correspond with the published agenda.

1. **Call to Order**  
Chairman Stan McClain called the Withlacoochee Regional Water Supply Authority (WRWSA) meeting to order at 4:30 p.m. and asked for a roll call.
  
2. **Roll Call**  
Mr. Jack Sullivan, Executive Director, called the roll and a quorum was declared present. Mr. Sullivan announced that Emory Pierce, Brooksville City Councilman, has taken a position as a city manager and has resigned from the WRWSA Board of Directors.

**MEMBERS PRESENT**

Stan McClain, Chairman, Marion County Commissioner  
Dennis Damato, Vice-Chairman, Citrus County Commissioner  
Dale Swain, Bushnell City Councilman  
Maureen McNiff, Crystal River City Councilwoman  
Gary Ernst, Belleview City Councilman  
Mike Amsden, Marion County Commissioner  
Richard Hoffman, Sumter County Commissioner  
Carl Zalak, Marion County Commissioner  
Rebecca Bays, Citrus County Commissioner  
Randy Mask, Sumter County Commissioner  
Jim Adkins, Hernando County Commissioner

**MEMBERS ABSENT**

John Druzbeck, Treasurer, Hernando County Commissioner  
Wayne Dukes, Hernando County Commissioner  
John Priester, Ocala City Councilman  
Mary S. Rich, Ocala City Councilwoman  
David Russell, Hernando County Commissioner  
Winn Webb, Citrus County Commissioner

3. **Introductions and Announcements**  
Mr. Jack Sullivan introduced others in the audience.

**OTHERS PRESENT**

Jack Sullivan, WRWSA Executive Director  
Larry Haag, WRWSA Attorney  
Peter Hubbell, Water Resource Associates  
Alys Brockway, Hernando County

Kim Dinkins, Marion County  
Ken Herd, SWFWMD  
John Ferguson, SWFWMD  
Cara Martin, SWFWMD  
Melissa Musicaro, SWFWMD  
Flip Mellinger, Marion County Utilities  
Al Grubman, TOO FAR  
Joseph Quinn, SWFWMD-Planning  
David Hornsby, SJRWMD  
W. Darryl Muse, Ocala  
Robert Knight, Citrus County Utilities  
Nancy Smith, Recording Secretary

**4. Approval of Minutes of July 20, 2011 Meeting**

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

Following consideration, **a motion was made by Mr. Amsden to approve the minutes for the July 20, 2011 meeting. The motion was seconded by Mr. Mask and carried unanimously.**

**5. Progress on SWFWMD Utility Outreach Program ... SWFWMD Staff**

Ken Herd, Water Supply Program Director, presented the SWFWMD's water conservation outreach program. This outreach program is designed to work with the local governments and utilities, to hear their needs, and to assist them in achieving greater efficiency in the use of local water resources. He believes that water conservation measures, if undertaken now, provide the Northern District an opportunity to protect and maintain its groundwater resources. Based on available data, water consumption per capita shows a significant downward trend between 1995 and 2009. Based on adoption of the SWFWMD water conservation rule in 2008, the goal for each utility is to reach 150 gpcd (gallons per capita per day) by 2019, and to be halfway there by 2014. Mr. Herd said that SWFWMD has worked with all the utilities in each county to develop a water conservation strategy and will continue to work together to reduce per capita water consumption.

A major part of the program is a model that is designed to identify water reduction capabilities, cost savings, and per capita reductions based on specific conservation strategies. Conservation strategies include indoor measures such as toilet rebates or replacements or plumbing retrofit kits and outdoor measures such as the irrigation system evaluations. The modeling effort is in final stages and is anticipated to be complete by December 2011. Mr. Herd plans to meet with local governments and utilities that are over 150 gpcd. Mr. Herd anticipates results showing that it is more cost effective to conserve than it is to develop alternative water supplies. In addition, the SWFWMD Outreach Program has a leak detection program available to each utility. This is a service that may be requested on a site-specific basis at no charge.

Mr. Ernst asked for clarification of the halfway goal by 2014. Mr. Herd responded that this is a five-year average per capita, based on this year and going back five years; for example, 2007-2011. This measure will be calculated per utility. This will be the starting point. The model will be customized for each utility.

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

**6. Executive Director's Report ... Jack Sullivan, WRWSA**

**a. Bills to be Paid**

Mr. Sullivan provided a handout to the WRWSA detailing the bills for August 2011 totaling \$22,961.20. There was no meeting in August; therefore, the August 2011 bills are submitted at this time. Mr. Sullivan requested the WRWSA approve the payment of those bills.

Following consideration, **a motion was made by Ms. Bays to approve payment of the August 2011 bills totaling \$22,961.20. The motion was seconded by Mr. Zalak and carried unanimously.**

Mr. Sullivan provided a handout to the WRWSA detailing the bills for September 2011 in the amount of \$70,473.26. Mr. Sullivan requested the WRWSA approve the payment of those bills.

Following consideration, **a motion was made by Mr. Amsden to approve payment of the September 2011 bills totaling \$70,473.26. The motion was seconded by Ms. McNiff and carried unanimously.**

**b. FY 2010-11 3<sup>rd</sup> Quarter Financial Report**

Mr. Sullivan presented the WRWSA's 3<sup>rd</sup> Quarter Financial Report prepared by Purvis Gray & Company. He reviewed the assets and liabilities and reported a solvency ratio of 9:1 including outstanding contracts. The WRWSA is very solvent. Mr. Sullivan also reviewed the revenues and expenses; he highlighted the items in the budget that are either over or under budget for this quarter as well as the year-to-date. He informed the Board that SWFWMD will no longer be preparing the Board's packet. This additional cost will come out of the WRWSA's budget.

Following consideration, **a motion was made by Mr. Damato to adopt the 3<sup>rd</sup> Quarter Financial Report. The motion was seconded by Mr. Mask and carried unanimously.**

**c. Proposal to Add Contract Support for Authority Administration**

Mr. Sullivan presented a proposal to the Board for an administrative assistant, to be established by contract. In August 2011, SWFWMD let go about 32 employees, including Tahla Paige who had provided administrative assistance to the Authority. In order to provide timely support for administration of the Authority and to help transition to a new executive director in fiscal year 2012/2013, he asked that the Board authorize a part-time, on-call administrative assistant. This proposal included a recommendation for a sole-source contract with Nancy Smith in the amount of \$25,000 for the fiscal year beginning October 1, 2011.

In order to stay within the Authority's budget, the \$50,000 General Service contract is reduced to \$25,000.

Following consideration, **a motion was made by Mr. Damato to accept the recommendation to contract with Nancy Smith as the Authority's administrative**

**assistant for \$25,000 for a year beginning October 1, 2011. The motion was seconded by Ms. McNiff and carried unanimously.**

**d. Proposal to Move WRWSA Administrative Offices**

Mr. Sullivan explained that SWFWMD would continue to provide an office space for the Authority. The space offered, however, is too small for two people and record storage. In the event that the Board authorized a contract for an administrative assistant, Mr. Sullivan researched other available office space within the region. He provided a handout ranking three options: Citrus County Lecanto Government Center; City of Inverness City Hall; and, WRPC Offices. Each location has sufficient space for two people and storage space, access to conference rooms, and meeting facilities for the Board. Based on the availability of space and equipment, its central location within the region, accessibility of Board meeting room and location convenient to the administrative assistant, Mr. Sullivan recommended that the Board authorize him to negotiate with the City of Inverness to rent office space.

Mr. Sullivan reminded the Board that he uses his own computer equipment, scanners, printers, copiers and recording equipment to conduct the Authority's business. He will bring these to the selected office. Once he is no longer the Executive Director, these items will need to be purchased or leased for the Authority.

The Board discussed the available space, locations and costs.

Following consideration, **a motion was made by Mr. Zalak to authorize Jack Sullivan to negotiate rental of space with Citrus County at the Lecanto Government Building. The motion was seconded by Ms. McNiff and carried unanimously.**

**e. WRA Request for Extension of Regional Framework and Marion Conservation Contracts**

Mr. Sullivan recommended an extension of two contracts with WRA, originally intended to end on September 30, 2011. Memorandums in the Board's packet outline the need to extend these contract completion dates to December 31, 2011. No additional money is needed in either extension.

Following consideration, **a motion was made by Mr. Damato to approve the extension of the Regional Framework Planning contract (Phase VII) and the Marion County Water Conservation and Reclaimed Water contract with WRA to December 31, 2011. The motion was seconded by Mr. Swain and carried unanimously.**

**f. Correspondence**

Mr. Sullivan presented two letters enclosed in the packet for review and one in the handout.

In addition, Mr. Sullivan reported on the regional irrigation audit program. It is a pilot program for the evaluation of 250 residential irrigation systems to determine if significant water savings can be achieved. This program is targeted to residential properties using 30,000 gallons of water or more per day. Ms. Smith summarized the application process to date. Following phone contacts to numerous customers, and 414 mailed applications and information, the Authority has received 72 applications for participation in the pilot program. Fifteen reports have been completed following on-site inspections by Eco Land

Design. The 72 applications represent approximately 28 percent of the 250 available audits.

Mr. Sullivan stated that there will be a follow-up survey of the water used in the next year for each of the participating properties to determine if there was water saved and what amount.

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

**g. News Articles**

Mr. Sullivan provided news articles on water supply issues relating to areas both regional and statewide.

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

**7. Legislative Update ... Diane Salz, Legislative Consultant**

Chairman McClain stated that Ms. Salz is not here today. She did provide a letter to the Authority reviewing the issues going on at the District. The legislative session is beginning early this year and she is attending some of the committee meetings.

**8. Attorney's Report ... Larry Haag, WRWSA Attorney**

**a. Local Government Water Conservation Contracts**

Mr. Larry Haag presented the annual local government assistance project agreements for approval by the Authority. Each agreement has already been approved by the affective local governments: these are Marion, Citrus and Hernando Counties and the City of Belleview. Mr. Haag recommended approval of each of the agreements in the following order:

- The agreement with the City of Belleview is for a "Stormwater Augmentation with Automatic Control Valves Project". The Authority proposes to fund \$6,000 to Belleview on a reimbursement basis out of a total project cost of \$22,755.00

Following consideration, **a motion was made by Mr. Swain to approve the contract with the City of Belleview to fund \$6,000 for a "Stormwater Augmentation with Automatic Control Valves Project". The motion was seconded by Mr. Zalak and carried unanimously.**

- The agreement with Citrus County is for "Citrus County Water Conservation Program". The Authority proposes to fund \$41,500 out of a total project cost of \$83,000 on a reimbursement basis.

Following consideration, **a motion was made by Mr. Swain to approve the contract with Citrus County to fund \$41,500 for the "Citrus County Water Conservation Program". The motion was seconded by Mr. Mask and carried unanimously.**

- The agreement with Hernando County is for the "Hernando County Water Conservation and Water Quality Protection Program". The Authority proposes to fund \$43,500 out of a total project cost of \$91,650 on a reimbursement basis.

Following consideration, **a motion was made by Mr. Swain to approve the contract with Hernando County to fund \$43,500 for the “Hernando County Water Conservation and Water Quality Protection Program”.** The motion was seconded by Mr. Damato and carried unanimously.

- The agreement with Marion County is for the “Marion County Water Conservation Program”. The Authority proposes to fund \$39,000 out of a total project cost of \$82,250 on a reimbursement basis.

Following consideration, **a motion was made by Mr. Ernst to approve the agreement with Marion County to fund \$39,000 for the “Marion County Water Conservation Program”.** The motion was seconded by Mr. Swain and carried unanimously.

**b. Contract to Renew General Services Contract with WRA**

Mr. Haag recommended renewal of an existing contract with WRA for general services to the Authority.

Following consideration, **a motion was made by Mr. Swain to approval renewal of the General Services Contract with WRA in the amount of \$25,000.** The motion was seconded by Mr. Zalak and carried unanimously.

**9. Other Business**

There was no other business.

**10. Public Comment**

There was no public comment.

**11. Next Meeting Time and Location**

Next meeting is scheduled for October 19, 2011, 4:30 p.m., at the Withlacoochee Regional Planning Council Headquarters Conference Room, 1241 SW 10<sup>th</sup> Street (SR 200), Ocala, Florida 34474-0323

**12. Adjournment**

Chairman McClain announced there was no further business or discussion to come before the Board and adjourned the meeting at 5:43 p.m.

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Stan McClain, Chairman

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Jackson E. Sullivan, Executive Director