

APPROVED

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY BOARD OF DIRECTORS

Minutes of the Meeting September 18, 2019

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

Chair Stone 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

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

BOARD MEMBERS PRESIDING

Michelle Stone, *Chair*, Marion County Commissioner
Jeff Holcomb, *Treasurer*, Hernando Co
Commissioner
Kathy Bryant, Marion County Commissioner
Scott Carnahan, Citrus County Commissioner
Gary Ernst, Belleview City Commissioner
Jeff Kinnard, Citrus County Commissioner
Dale Swain, Bushnell City Councilor

BOARD MEMBERS ABSENT

Stephen Printz, *Vice-Chair*, Sumter County
Commissioner
Ken Brown, Crystal River City Councilor
Al Butler, Sumter County Commissioner
Steve Champion, Hernando Co Commissioner
William Kemerer, Brooksville City Councilor
Carl Zalak, Marion County Commissioner

ALTERNATE(S) PRESIDING

Alys Brockway, Hernando County Water Res Mgr
Ken Frink, City of Crystal River
Jody Kirkman, Marion Co Environmental Services
Richard Radacky, City of Brooksville Public Works

3. Introductions and Announcements

- Mr. Owen said there are no additions or deletions to the agenda.

WRWSA STAFF PRESENT

Richard Owen, Executive Director
Rob Batsel, Attorney
LuAnne Stout, Administrative Asst.

OTHERS PRESENT

Debra Burden, Citrus Co Water Conservation
Allen Dethloff, Reiss Engineering
Michon Fabio, Marion Co Water Res Liaison
Suzannah Folson, PE, PMP, Juturna Consulting
Frank Gargano, SWFWMD Govt Affairs Regional Manager
Josh Madden, SWFWMD Environmental Scientist
Joe Quinn, SWFWMD Water Supply Project Manager

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

5. **Public Comment** – Chair Stone opened public comment. No audience members requested to address the Board.

6. Consent Agenda

- a. **Approval of Minutes** – The July 17, 2019 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 Public Officials Liability Insurance renewal, payment in the amount of \$2,741.01 and Executive Director signing the Surplus Lines Disclosure and Acknowledgment form.
- c. **Bills to be Paid** – Staff recommended approval of bills for July (\$119,956.76), August (\$22,977.89) and September (\$47,255.92).
- d. **Third Quarter Financial Report** – Staff recommended acceptance of the Fiscal Year 2018-19 Third Quarter Financial Report.

Ms. Bryant 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 2019-20 Calendar of Board Meeting Dates** – Staff recommended approval of the regular monthly board meetings dates - November 20, 2019; January 15, 2020; March 18, 2020; May 20, 2020; July 15, 2020; September 16, 2020.

Since several Board members had conflicts or are attending the Florida Association of Counties conference in November, the meeting date was changed to November 13, 2019.

Mr. Carnahan moved, seconded by Ms. Bryant, to approve Consent Agenda 6.e., as amended, for the Board's regular monthly meetings dates to be November 13, 2019; January 15, 2020; March 18, 2020; May 20, 2020; July 15, 2020; September 16, 2020. Motion carried unanimously.

7. Contract for General Counsel Services

Mr. Owen noted that, at the Authority's July 17, 2019 meeting, the Board accepted the Review Committee's ranking of firms that submitted statements of qualifications to provide general counsel services. The Board authorized staff to enter into negotiations with the firms in ranked order. Staff have negotiated a contract with the law firm of Gilligan, Gooding, Franjola & Batsel, P.A., the top ranked firm. A copy of the proposed contract was included as an exhibit in the Board's meeting materials.

Following consideration, **Mr. Carnahan moved to approve the General Services Contract between the WRWSA and Gilligan, Gooding, Franjola & Batsel, P.A., as shown in the exhibit and authorize the Chair to sign the Contract. Mr. Swain seconded the motion and it carried unanimously.**

The Board welcomed Mr. Batsel as the Authority's General Counsel. He joined the Board at the dais.

8. Executive Director Recruitment – Board Interview of Applicant

Mr. Owen said that, at the Authority's July 17, 2019 meeting, staff was authorized to advertise for the position of contracting Executive Director. The position was advertised with the American Water Works Association - Florida Section, American Water Resources Association - Florida Section, on the Citrus and Marion counties' recruitment websites, the Florida League of Cities, and the Florida Association of Counties. Applications were accepted through August 16, 2019.

In response to this recruitment effort, one application was received from Suzannah J. Folsom, PE, PMP with Juturna Consulting, LLC. Ms. Folsom's cover letter, resume and references were included as an exhibit in the Board's meeting materials.

Mr. Owen said Ms. Folsom does meet the minimum qualifications approved by the Board at the July meeting. The purpose of this agenda item is for the Board to interview Ms. Folsom and then provide direction to staff to either enter into negotiations with Ms. Folsom for the contract Executive Director position or to further advertise the position to potentially gain additional applicants.

At this time, Ms. Folsom addressed the Board and began by introducing herself and provided background information regarding her experience and positions held.

Chair Stone opened the floor for Board members to ask questions of Ms. Folsom. Following the interview, Ms. Folsom left the meeting room.

Following discussion and consideration, **Ms. Bryant moved to direct the Chair, Executive Director and General Counsel to enter into negotiations with Ms. Folsom for the contract for the Executive Director position; and to request Mr. Owen's availability to assist Ms. Folsom for an additional six months, and the Chair and General Counsel will negotiate a contract with Mr. Owen. Mr. Ernst seconded the motion and it carried unanimously.**

Mr. Owen invited Ms. Folsom to return to the meeting room. Chair Stone welcomed Ms. Folsom and said the Board has authorized contract negotiations and staff will be in contact with her.

9. Fiscal Year 2018-19 Budget Amendment for Advertising & Liability Insurance

Mr. Owen said the Authority's Fiscal Year (FY) 2018-19 budget includes \$1,000 for advertising. Due to costs associated with advertising two special meetings and one rescheduled meeting, and with advertising for executive director recruitment, advertising expenditures for the year will exceed the budgeted amount. The purpose of this item is, in part, for the Board to authorize the transfer of \$1,200 in funds from Administrative Reserves to Advertising.

In addition, the Authority has recently received its Public Officials Liability Insurance Renewal information. The premium amount rose by 8.9 percent compared to the current liability insurance policy. The FY 2018-19 budget for liability insurance is \$2,530, which included an anticipated 5.0 percent cost increase. The actual cost for the liability insurance renewal is \$2,741.01, \$211.01 over the budgeted amount. The purpose of this item is also for the Board to authorize the transfer of \$211.01 in funds from Administrative Reserves to Liability Insurance.

In response to Ms. Bryant's inquiry, Mr. Batsel said he will need to contact each entity and review their liability insurance policies. Mr. Owen said that, when he first researched liability insurance, he was unable to purchase it only for the Executive Director.

Resolution 2019-06, Amendment of the Adopted Budget for Fiscal Year 2018-19, to Increase Advertising from \$1,000.00 to \$2,200.00 and Liability Insurance from \$2,530 to \$2,741.01, was included in the Board's meeting materials.

Ms. Bryant moved to approve Resolution 2019-06 amending the FY 2018-19 adopted budget to increase the amount budgeted for Advertising from \$1,000.00 to \$2,200.00, and to increase the amount budgeted for Liability Insurance from \$2,530 to \$2,741.01; and directed Mr. Batsel to review the member governments' liability insurance policies to determine whether Board members are covered and if a policy can be found for just the Executive Director and, if not, then maintain status quo.

In response to Mr. Holcomb's question, Mr. Owen said that Board members, alternates and staff are identified and furnished to the insurance company. Chair Stone noted that, if only the Executive Director is covered, then alternates would not be. Mr. Batsel said he felt exposure is small and will provide an email to each entity's legal counsel.

Mr. Ernst seconded the motion and it carried unanimously.

10. SWFWMD Fiscal Year 20-21 Cooperative Funding Initiative Application

Mr. Owen said the Southwest Florida Water Management District (SWFWMD) has opened the application period for the Fiscal Year (FY) 2020-21 Cooperative Funding Initiative and applications are due by October 4, 2019. The purpose of this item is to request Board authorization to submit a

cooperative funding request to the SWFWMD, for continuation of the Regional Irrigation System Audit Program.

The Phase 6 total project budget is recommended at \$121,200, with the Authority committing to fund 50 percent at \$60,600 and the SWFWMD requested to fund a like amount. Utilities potentially participating in the proposed Phase 6 program and their approximate local match include Citrus County (\$8,000), Hernando County (\$6,300), Marion County (\$10,000) and The Villages Village Center Community Development District (\$2,000) and the North Sumter County Utility Dependent District (\$4,000), for a total local contribution of \$30,300.

As part of the application submittals, the Authority must provide a commitment to include its 50 percent of the project cost in its FY 2020-21 budget as well as a ranking letter. Both draft letters were included as exhibits in the Board's meeting materials.

In response to Chair Stone's inquiries, Mr. Owen said the program is achieving success. He noted that there are still many residents using more than 30,000 gallons per month. Mr. Owen noted that this is one way for utilities to meet their water use permit requirements with the water management districts. He said the mailings target high users but more invitations are required to reach residents who want to participate. Mr. Owen said Citrus County led the way in tailoring each letter to let residents know the amount of water and costs that could be saved which improved participation. He noted that the SWFWMD has provided mailing services at a savings for the entities.

Mr. Holcomb moved, seconded by Ms. Bryant, to approve the FY 2020-21 Cooperative Funding Initiative application for Phase 6 of the Regional Irrigation System Audit Program in the total project amount of \$121,200, ranked as the Authority's number one application, including authorization for the Executive Director to sign the funding commitment and ranking letters. Motion carried unanimously.

11. As-Needed Technical and Engineering Services Work Orders

Mr. Owen said that, at its September 2017 meeting, the Board authorized the award of contracts for General Professional Engineering/Technical Services with six firms including the following listed below in alphabetical order.

Firms	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

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.

The Board also authorized the issuance of work orders to two of these firms, including Weber and Associates and WRA. 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 recommended issuance of the following Work Orders for As-Needed General Engineering/Technical Services.

Reiss Engineering – The purpose of this Work Order is to provide continuing general engineering and technical support services to the Authority Board and Executive Director on an as-needed Basis. The Work Order amount is \$15,000. A copy of the proposed Work Order was included as an exhibit to this item.

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, ground water modeling and related matters. The Work Order amount is \$10,000. A copy of the proposed Work Order was included as an exhibit to this item.

Mr. Carnahan moved, seconded by Mr. Swain, to authorize the Executive Director to issue a Work Order to Reiss Engineering in an amount not to exceed \$15,000 for the period through September 30, 2020, and a Work Order to Weber and Associates in an amount not to exceed \$10,000 for the period through September 30, 2020. Motion carried unanimously.

Chair Stone noted that, for the record and to ensure no conflict of interest, Ms. Folsom's husband is employed by HSW Engineering.

12. Attorney's Report

Chair Stone noted the information provided in the Board's meeting materials.

13. Attorney's Report

Mr. Batsel had nothing to report at this time.

14. Executive Director's Report

Mr. Owen referred to the information provided in the Board's meeting materials. He noted that he has submitted a request to the SWFWMD for extension of the internal timeline for the Regional Water Supply Plan Update project; no contract amendment is needed.

- a. **Correspondence** – Board members were provided a copy of the Hernando Chamber of Commerce Letter of Support for Hernando County's participation in the WRWSA.
- b. **News Articles**
- c. **Other**

15. Other Business

Ms. Brockway announced the Springs Protection Workshop is scheduled for May 8, 2020 and requested volunteers to speak. She noted that she has spoken to county staffs and said it would be great to have elected officials speak as well.

16. Next Meeting Time and Location

- Next Regular Board Meeting – November 13, 2019 at 3:30 p.m. at the Lecanto Government Building, Room 166.

17. Adjournment – Chair Stone adjourned the meeting at 4:42 p.m.

Michelle Stone, Chair

Richard S. Owen, Executive Director