

Withlacoochee Regional Water Supply Authority
 3600 W. Sovereign Path, Suite 228, Lecanto, Florida 34461

Bills For Payment
9/19/2018

<u>Administrative Invoices</u>	<u>Invoice Number(s)</u>	<u>Invoice Date</u>	<u>Amount</u>
Richard S. Owen, AICP, Executive Director	2018-08	9/7/2018	\$7,030.88
Larry Haag, Attorney	34248	9/4/2018	\$315.00
Diane Salz, Governmental Affairs (Professional Fee)	#083118	8/31/2018	\$3,500.00
C. LuAnne Stout, Admin Asst (Services)	3-Aug-18	9/4/2018	\$3,125.00
Al Butler (Board Travel)		7/18/2018	\$27.59
Gary Ernst (Board Travel)		7/18/2018	\$36.49
Karen Allen (Web Maintenance)	103	9/8/2018	\$100.00
Acentria Insurance (Board Liability)	WithReg-01	9/5/2018	\$2,517.15
FL Dept of State FAR (Reg Plan Notice)	900549	8/21/2018	\$5.74
Sun Trust Business Card Statement	9.2.2018	9/2/2018	\$0.00
Total Administrative Invoices			\$16,657.85

<u>Water Supply Studies and Facilities</u>	<u>Contract/Budget</u>	<u>Balance Remaining</u>	<u>Current Invoice(s)</u>
General Services Contract	\$75,000.00	\$35,000.00	
Work Order 18-01. Water Resource Associates	\$25,000.00	\$20,754.60	
Work Order 18-02. Weber and Associates	\$15,000.00	\$13,156.25	
Regional Water Supply Plan Update	\$299,940.00	\$232,806.97	\$32,832.50 (1)
FY2017-18 Water Conservation Grants Program			
Citrus County	\$42,627.50	\$42,627.50	
Hernando County	\$48,350.00	\$48,350.00	
Marion County	\$35,245.00	\$35,245.00	
Phase 4 Irrigation Program	\$200,000.00	\$68,139.78	\$17,210.91 (2)
Total Project Invoices	\$741,162.50	\$496,080.10	\$50,043.41

Total Bills to be Paid	\$66,701.26
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State Board of Administration	Transfer from SBA2 to SBA1	\$50,043.41
State Board of Administration	Transfer from SBA1 to SunTrust Bank	\$66,701.26

Notes:

(1) Regional Water Supply Plan Update

Cardno, Inc. \$32,832.50 Invoice 260972

(2) Phase 4 (N822) - Irrigation Audits

Jack Overdorff, ECO Land Design \$9,410.91 Invoice 320
 C. LuAnne Stout, Admin Services \$7,800.00 Invoice 08-Aug-N822-2018 (April-Sept)
 \$17,210.91

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY

RESOLUTION 2018-04

**ADOPTION OF FINAL BUDGET
FOR FISCAL YEAR 2018-19**

WHEREAS, pursuant to the requirements of Section 189.016(4), Florida Statutes, the Board of Directors of the Withlacoochee Regional Water Supply Authority held a public meeting on May 16, 2018, on the final budget and assessment rate for general administrative, operating and project expenses for the fiscal year beginning October 1, 2018 and ending September 30, 2019; and

WHEREAS, the Board has complied with all requirements of said section and desires to adopt its final budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY:

Section 1. The Board of the Withlacoochee Regional Water Supply Authority hereby adopts its final budget, for general administrative, operating and project expenses for the Fiscal Year beginning October 1, 2018 and ending September 30, 2019, as shown on the attached Exhibit, attached hereto and made a part hereof as Exhibit A.

Section 2. This Resolution and a copy of the final budget as adopted shall be forwarded to the Board of County Commissioners of each member County.

Section 3. This Resolution shall become effective immediately upon its adoption.

ADOPTED in regular session this sixteenth day of May 2018.

BOARD OF DIRECTORS, WITHLACOOCHEE
REGIONAL WATER SUPPLY AUTHORITY

BY: Michelle Stone, Chairperson

Attest:

Richard S. Owen, Executive Director

Attorney Recommendations as to Item 8

Citrus County has failed to participate in the budget process of the Authority. More particularly, the Citrus County Commission representatives have failed or refused to attend meetings of the Authority in order for there to be a quorum for the authority to adopt its annual budget.

From what Richard has ascertained from discussions with the Citrus County Administrator, the non-attendance by the Citrus County representatives is a deliberate attempt by Citrus County to cause the dissolution of the Authority in order to obtain ownership of the Charles A. Black well fields (CAB 1 & CAB 2) by virtue of the reverter clause contained in deeds and easements in favor of Citrus County should WRWSA cease to exist.

Contrary to Citrus County's believe the fact that their representatives have refused to participate in the budget process does not legally cause the Authority to dissolve or otherwise cause a transfer of our well fields to Citrus County. Citrus County's actions are ill advised and could possibly result in charges of malfeasance against its representatives of Authority for willfully and maliciously failing to perform their duties as representatives of the Authority and county officers.

Since Citrus County has abandoned its duties with respect to the budget process, it is my recommendation to proceed with the budget

previously approved by the Board. Citrus County by its absence has waived their right to be part of the quorum required for budget adoption.

The Authority has many agreements with vendors member counties, other special districts, the Southwest Florida Management District and staff which have to be paid, otherwise the Authority would be in breach of said agreements. The Authority cannot be held hostage by a member county to the Interlocal Agreement which unilaterally chooses to breach the agreement by failing to participate in the Authority according to its terms.

I therefore have the following recommendations:

1. Approve as the final budget the budget previously approved by the Board on May 16, 2018.

2. Should Citrus County attempt to challenge the adopted budget in court or other tribunal that the Executive Director be authorized to hire special counsel to represent the interest of the Authority.

3. The Board should consider informing the Governor and any other appropriate agencies of the State of the actions of Citrus County and the failure of its representatives to perform their official duties with respect to the Authority which is independent special district of the State of Florida.

4. If Citrus County continues to refuse to participate in and performing its duties as a member of the Authority, that the remaining counties consider entering into a new interlocal agreement without Citrus County being a member.

EXHIBIT A - MASTER SUBCONSULTANT TASK ORDER

Cardno Contract ID / Project ID: E218101300

Task Order No: Withlacoochee Regional Water Supply Authority
(WRWSA),- Regional Water Supply Plan Update

Date: August 24, 2018

Project Name: Water Supply Planning Services

Cardno

Name: Cardno, Inc.

Address: 3905 Crescent Park Drive, Riverview, FL 33578

Phone: (813) 257-0031

Representative: David Kelly Email: david.kelly@cardno.com

Subconsultant

Name: Brown and Caldwell

Address: 5405 Cypress Center Drive, Suite 250, Tampa, FL 33609

Phone:

Representative: Gregg Jones Email:

This order is issued pursuant to our Master Subconsultant Agreement dated May 16, 2017 and, unless otherwise specified herein, the performance of Services hereunder and the payment thereof shall be subject to the terms and conditions of said Agreement. The Services authorized hereunder are described below.

DESCRIPTION OF SERVICES: Subconsultant shall perform the following Services (hereafter "Services"):

The Scope of Services to be performed by Brown and Caldwell under this task order is as stated in the attached Exhibit B.

TOTAL NOT-TO-EXCEED COST: \$48,520

Schedule: Commencement Date: August 27, 2018

 Estimated Completion Date: September 30, 2019

Compensation Terms: Cardno will compensate Subconsultant as per Agreement. Invoicing procedures, and any additional payment terms, follow:

Compensation for services shall be on a time and materials basis, not to exceed \$48,520. Invoices shall be submitted via email to david.kelly@cardno.com for approval. Please copy natalie.gall@cardno.com.

Work is expected to be performed by Gregg Jones. Billing rate for Gregg Jones and staff shall not exceed hourly rate of \$215.

Completion Date: All work pursuant to this Task Order shall be completed by September 30, 2019. All invoices shall be submitted for payment prior to this date.

Brown and Caldwell will submit invoices to Cardno on a monthly basis; however, Cardno will submit invoice to the WRWSA on a calendar two-month basis per our contract with WRWSA. Invoices will be submitted to the WRWSA Executive Director by the 10th day of the month for work completed the previous two-month period. BC is a paid when paid contractor and invoices will be paid within 15 days after Cardno receives payment from the WRWSA per our MSA with Brown and Caldwell dated May 16, 2017

Brown and Caldwell further agrees that Cardno is acting as a pass through agent for WRWSA, with no mark up, and all work products produced are of the findings/opinions of Brown and Caldwell staff. Cardno will retain no liability in the aforementioned work products and Brown and Caldwell will be responsible for all work products and any requested edits associated with this work order.


In the event the Services or Services conditions change, Subconsultant shall notify Cardno and submit a revised scope of work and cost estimate in a timely manner.

Unless otherwise specified, charges for Services are based on Subconsultant's approved Rate Schedule.

ACCEPTED:

Cardno, Inc.

Brown and Caldwell

By: 

Print
Name: Stephanie Hudgins
Title: Southeast Business Unit Leader/Principal
Date: August 24, 2018.

By: _____
Print
Name: _____
Title: _____
Date: _____



EXHIBIT B

AUTHORITY'S REGIONAL WATER SUPPLY PLAN (RWSP) UPDATE WITH LACOOCHEE REGIONAL WATER SUPPLY AUTHORITY (WRWSA)

Cardno

3905 Crescent Park Drive
Riverview
FL 33578 USA

Phone +1.813.664.4500
Fax 813.664.0440

www.cardno.com

SCOPE OF SERVICES

INTRODUCTION

In 2014, WRWSA completed an update to its RWSP. WRWSA and the Southwest Florida Water Management District (SWFWMD) have identified a need to update their RWSPs again by 2020 to incorporate projected public supply water demands through 2040 and to identify viable water supply development strategies based on available resources, predicted growth patterns, and current regulations facing water suppliers. WRWSA intends to publish its

RWSP update in 2019, which will assist SWFWMD in developing its 2020 RWSP for its Northern Planning Region.

The Cardno/Jones Edmunds team was selected for this project pursuant to a Request for Statement of Qualifications released by the WRWSA in November 2017. Recognizing that Gregg Jones is a key team member to this project, Cardno is entering into the subconsultant agreement with Brown and Caldwell, subject to WRWSA Governing Board Approval, to retain services to be performed by or at the direction of Mr. Gregg Jones. These services include supporting the identification and quantification of viable public supply conservation projects and initiatives, reuse availability, and offset potential; support evaluation of the ability of surface water and groundwater resources to meet project demands; support project feasibility and planning-level cost estimates of viable water supply project options; support proposals for regional water supply projects; and help provide summary recommendation and matrix with prioritization and timing of potential project options and strategies.

Details regarding the Scope of Services for Brown and Caldwell are provided below.

Task 1.0 - Water Demand Projections and Conservation Options

Task 1.1 – Water Demand Projections and Reuse Avail/Offset Potential

Gregg Jones of Brown and Caldwell will assist Cardno with preparing population and demand projections. Mr. Jones will also help provide assessment of water conservation projects/initiatives, reuse availability and offset potential, and identification of strategies and options to address projected potable and non-potable demands through the Plan horizon.

This work will include a technical evaluation to identify and quantify viable public supply conservation projects and initiatives, reuse availability and offset potential, and additional public water supply sources as needed to meet the future potable and non-potable water needs of public utility systems through the year 2040.

Mr. Jones will develop in coordination with Cardno a Technical Memorandum with draft results from the development of population and water use estimates and projections and a Technical Memorandum with draft results from the evaluation of conservation and reuse options for submittal to the WRWSA.

Task 1-2 – Key Assumptions

The public supply potential future conservation savings will be developed using the Alliance for Water Efficiency Water (AWE) Conservation Tracking Tool. Cardno will be responsible for meeting with each identified Utility and populating the tracking tool input data, as agreed upon with the WRWSA and SWFWMD.

Task 2.0- Water Source Evaluation

Gregg Jones of Brown and Caldwell will assist Cardno with evaluation of the availability of surface water and groundwater sources to meet projected demands through the Plan horizon.

This work will include an evaluation of the ability of surface water and groundwater resources to meet the projected demands based on a review of published groundwater and surface water assessments and current regulatory restrictions including Minimum Flows and Levels (MFLs).

Mr. Jones will develop in coordination with Cardno a Technical Memorandum with draft results from the evaluation of water source for submittal to the WRWSA

TASK 2.1 - KEY ASSUMPTIONS

Cardno will provide regional modeling based upon changes in existing permitted quantities and withdrawals, demand projections, new regulations, or new hydrologic information. Brown and Caldwell at the direction of Gregg Jones will provide input on groundwater modeling scenarios to be evaluated for this water supply plan. Close coordination with the SWFWMD will be needed to determine the extent and nature of groundwater modeling that will be necessary. It is anticipated that Cardno will utilize the most current version of the Northern District Model developed jointly by the SWFWMD and SJRWMD.

Task 3.0- Water Supply Project Options - Project Feasibility Analysis

Gregg Jones of Brown and Caldwell will lead the effort to develop project feasibility and planning-level costs estimates for potentially viable water supply project options. Mr. Jones will direct Cardno staff and assist in the development of the following water supply project options:

- a) Groundwater Project Options
- b) Aquifer Storage and Recovery Options

Mr. Jones will oversee and review deliverable work product from Cardno subconsultant Jones Edmonds under this task. That work shall include but is not limited to oversight of the following water supply project options:

- c) Reclaimed Water Project Options
- d) Surface Water Project Options
- e) Desalination Project Options

Mr. Jones will review all Jones Edmonds deliverables under this task, including but not limited to summary of project options and recommendations that will include project feasibility and planning-level cost estimates as well as a total cost per 1,000 gallons based on operation and maintenance cost, debt service of capital cost at current available interest rates, and annual average production capacity. Cost estimates will include the Capital Cost based on current McGraw Hill construction cost indexes or a similar reputable source.

Mr. Jones will develop in coordination with Cardno a Technical Memorandum with draft results from the analysis of water supply project options for submittal to the WRWSA.

Task 4.0- Meetings and Governance

Mr. Jones will coordinate with Cardno and subconsultant Jones Edmonds on a series of meetings throughout the project. Meetings will be organized with the WRWSA Technical Review Committee (TRC), WRWSA Board, SWFWMD, SRWMD, individual utilities, and other agencies as necessary. MR. Jones may provide a summary and overview of the governance structure of the WRWSA and may make recommendations; however, the task is to review the structure, not necessary to change the structure.

Deliverables:

Brown and Caldwell and Mr. Gregg Jones will work with Cardno to deliver to the WRWSA a Draft and Final Regional Water Supply Plan – the draft Plan shall presents and summarizes the data, analysis, results and

conclusions of the water supply plan study, including an executive summary. The Plan shall address and include population and water demand estimates and projections, assessment of conservation and reuse options, evaluation of available water sources to meet demands, analysis of potential water supply project options, and overall recommendations. Upon review and approval of the draft Plan by the WRWSA, Mr. Jones will work with Cardno to prepare and submit a final Plan.

Brown and Caldwell will assist Cardno in preparing and submitting technical memorandums of project components and the draft RWSP Update for review and comment by the Technical Review Committee (TRC), SWFWMD and WRWSA staff.

Task 5.0 - Status Reports:

Mr. Jones of Brown and Caldwell will continue to coordinate with Cardno in the delivery of the following to the WRWSA:

Quarterly status reports;

- Project coordination meeting agendas, handouts, presentation materials and minutes;
- Technical Memoranda (electronic and 8 hard copies), suitable for submittal to SWFWMD providing draft findings for each of the following Project Tasks:
 - Population and demand estimates,
 - Conservation and reuse evaluation,
 - Water sources evaluation,
 - Water supply project options,
 - Recommendations;
- Draft Regional Water Supply Plan (electronic in Word and PDF and 8 hard copies);
- Final Regional Water Supply Plan (electronic in Word and PDF and 8 hard copies);
- Presentations to WRWSA and SWFWMD Boards

Task 6.0 - PROJECT SCHEDULE

Brown and Caldwell will begin work upon receipt of the signed Task Order. The completion date of the following tasks may be subject to change with prior approval from the WRWSA:

Description	Complete
Population and Demand Estimates	TBD
Conservation and Reuse Evaluation	TBD
Water Sources Evaluation	10/19/18
Water Supply Project Options	02/28/19
Recommendations	04/30/19
Draft Regional Water Supply Plan	08/16/19
Final Regional Water Supply Plan	09/30/19

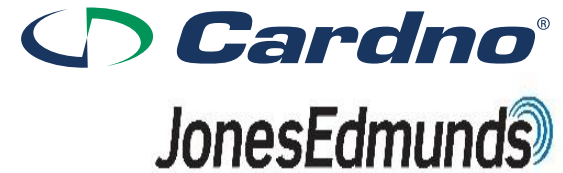
FEE

Compensation for services shall be on a time and materials basis, not to exceed \$48,520. The table below provides an estimate of this fee by task. Actual effort between tasks may vary.

Task	Estimated Fee
Task 1-Water Demand Projections and Conservation Options	\$5,000
Task 2- Water Source Evaluation	\$20,000
Task 3- Water Supply Project Options	\$20,000
Task 4-Meetings	\$3,520
Total	\$48,520



WITHLACOOCHEE
REGIONAL
WATER
SUPPLY
AUTHORITY



Withlacoochee Regional Water Supply Authority Regional Water Supply Plan Update

Status Report 2

Gregg Jones, PhD, PG
Tel. 813.367.0989
gregg.jones@cardno.com

March 21, 2018

Water Supply Plan Overview

> Key elements of the Water Supply Plan

- Population and water demand projections for all use categories through 2040.
- Assessment of the potential for water conservation and reclaimed Water to reduce public supply demand.
- Evaluation of the availability of groundwater and alternative sources to meet projected demands.
- Identification of water supply project options to meet the future public water supply needs
 - Engineering feasibility study
 - » Infrastructure
 - » Permitting
 - » Cost
- Proposed terms of governance, funding sources and mechanisms, cost sharing and participant structure for projects that involve multiple entities.