

DRAFT

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

Bills For Payment
5/20/2020

<u>Administrative Invoices</u>	<u>Invoice Number(s)</u>	<u>Invoice Date</u>	<u>Amount</u>
Suzannah J. Folsom, PE, Executive Director	1037	5/5//2020	\$7,106.51
Rob Batsel, General Counsel			\$0.00
C. LuAnne Stout, Admin Asst (Services)	04-Apr-20	5/1/2020	\$3,125.00
Karen Allen (Web Maintenance)	123	5/10/2020	\$100.00
Purvis Gray (2nd/3rd Quarter Fin Statements)	42268	5/12/2020	\$1,000.00
Sun Trust Business Card Statement	5.2.2020	5/2/2020	\$683.84
Total Administrative Invoices			\$12,015.35

<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	\$75,000.00	
Work Order 2020-02 Weber & Associates	\$10,000.00	\$9,682.50	
FY19-20 Water Conservation Grants Program			
Citrus County	\$45,998.50	\$45,998.50	
Hernando County	\$48,350.00	\$48,350.00	
Marion County	\$33,095.00	\$33,095.00	
Crystal River	\$9,090.00	\$9,090.00	
Phase 4 Irrigation Program	\$200,000.00	\$60,439.78	
Phase 5 Irrigation Program	\$145,000.00	\$36,287.29	\$4,304.70 (1)
Total Project Invoices	\$566,533.50	\$317,943.07	\$4,304.70

Total Bills to be Paid	\$16,320.05
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State Board of Administration	Transfer from SBA2 to SBA1	\$4,304.70
State Board of Administration	Transfer from SBA1 to SunTrust Bank	\$16,320.05

Notes:

(1) Phase 5 (Q040) - Irrigation Audits

Jack Overdorff, ECO Land Design	\$4,054.70	Invoice 400
C. LuAnne Stout, Admin Services	\$250.00	Invoice 04-Apr-Q040 2020
	<u>\$4,304.70</u>	

Transfer funds from SunTrust to SBA Acct 311172

SWFWMD Reimbursement

Regional Water Supply Plan	\$24,739.71
Q040 Phase 5 Audits	\$12,959.66
	<u>\$37,699.37</u>

WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY

Fiscal Year 2020-21 Budget

Draft May 20, 2020

	4/1/2019 Population Estimate	Comments	Fiscal Year 2020-21	Fiscal Year 2019-20	\$ Change	% Change
Revenues: Administrative						
Assessments:		Official BEBR Population Estimates				
Citrus	147,744	2,023 person increase	\$28,072	\$27,687	\$385	1.4%
Hernando	188,358	2,754 person increase	\$35,789	\$35,265	\$524	1.5%
Marion	360,421	6,523 person increase	\$68,480	\$67,241	\$1,239	1.8%
Sumter	128,633	3,698 person increase	\$24,441	\$23,738	\$703	3.0%
Total Population/Assessments @ 19¢/Capita	825,156		\$156,782	\$153,930	\$2,852	1.9%
Administrative Revenue from Citrus Contract		Based on Citrus County contract and Board direction	\$25,238	\$21,718	\$3,520	16.2%
Subtotal			\$182,020	\$175,648	\$6,372	3.6%
Carryover Administration Reserve Funds (FYE 19/20 Estimate) (SBA1)		See Attachment 2	\$604,380	\$553,358	\$51,022	9.2%
Total Administrative Revenue Available			\$786,400	\$729,006	\$57,394	7.9%
Revenues: Water Resource Development (WRD) Projects						
Phase 5 Irrigation Audit Program SWFWMD Matching Funds		Based on Project Schedule	\$0	\$29,000	-\$29,000	NA
Phase 5 Irrigation Audit Program Cooperator Matching Funds		Based on Project Schedule	\$0	\$14,500	-\$14,500	NA
Phase 6 Irrigation Audit Program SWFWMD Matching Funds		50% of Total Project Budget	\$60,600	\$0		
Phase 6 Irrigation Audit Program Cooperator Matching Funds		25% of Total Project Budget	\$30,300	\$0		
Annual Citrus WRD Payments (SBA2)		Based on CAB wellfield contract minimum production charge of \$224,000 minus funds allocated to administrative revenue above	\$198,762	\$202,282	-\$3,520	-1.7%
Subtotal			\$289,662	\$245,782	\$43,880	17.9%
Carryover WRD Reserve Funds (FYE 19/20 Estimate) (SBA2)		See Attachment 2	\$917,825	\$808,271	\$109,554	13.6%
Total Water Resource Development Revenue Available			\$1,207,487	\$1,054,053	\$106,414	10.1%
Total Revenues Available			\$1,993,887	\$1,783,059	\$163,808	9.2%
Expenditures: General Administration						
Executive Director		Based on annual contract	\$84,200	\$103,500	-\$19,300	-18.6%
Administrative Assistant		Based on annual contract	\$37,500	\$37,500	\$0	0.0%
Legal Services		Based on annual contract:				
Monthly Meetings @ \$235/hr		6 meetings/year, 3 hrs/meeting = 18 hrs	\$4,230	\$4,230	\$0	0.0%
Other Services @ \$235/hr.		8 hrs/month = 96 hrs	\$22,560	\$22,560	\$0	0.0%
Advertising		Based on FY 2017-18 actual	\$800	\$800	\$0	0.0%
Audit		FY 19-20 plus 3% COLA	\$10,955	\$10,635	\$320	3.0%
Bookkeeping Services		\$500/quarter per Engagement Letter	\$2,000	\$2,000	\$0	0.0%
Liability Insurance		FY 19-20 actual plus 5% rounded up	\$3,000	\$2,650	\$350	13.2%
Office Supplies		Based on FY 2019-20 actual	\$1,000	\$1,200	-\$200	-16.7%
Postage		Based on FY 2019-20 actual	\$800	\$700	\$100	14.3%
Printing and Reproduction		Based on FY 2019-20 actual	\$1,600	\$1,500	\$100	6.7%
Publications/Software		Based on FY 2019-20 actual	\$150	\$150	\$0	0.0%
Rent (Lecanto Gov't Bldg)		Based on Lease Agreement	\$2,048	\$2,048	\$0	0.0%
Registrations/Dues		Based on FY 2019-20 actual	\$1,500	\$1,500	\$0	0.0%
State Fees/Assessments		Based on FY 2019-20 actual	\$175	\$175	\$0	0.0%
Telephone		Based on FY 2019-20 actual	\$1,000	\$1,000	\$0	0.0%
Travel (Board Members & Staff)		Based on FY 2019-20 actual	\$5,000	\$5,000	\$0	0.0%
Web Page / Computer Maintenance		Based on FY 2019-20 actual	\$2,000	\$2,000	\$0	0.0%
Contingencies		@ 5% of non-contract admin costs	\$1,502	\$0	\$1,502	N/A
Subtotal - General Administration Expenditures			\$182,020	\$199,148	-\$17,128	-8.6%
Fund Balance for Admin. Reserves FYE 20/21		FYE18/19 Admin Funds Bal + FY19/20 Admin Rev's - FY19/20 Admin Exp's	\$604,380	\$529,858	\$74,522	14.1%
Expenditures: Water Resource Development Projects						
General Services Contracts		As Needed Eng. & Tech. Firms	\$50,000	\$50,000	\$0	0.0%
Local Government Grant Program		Based on Board Direction	\$140,000	\$136,534	\$3,467	2.5%
Phase 5 Irrigation Audit Program		0% of Project Budget	\$0	\$58,000	-\$58,000	-100.0%
Phase 6 Irrigation Audit Program		100% of Project Budget	\$121,200	\$0	\$121,200	NA
Subtotal - Water Resource Development Projects			\$311,200	\$244,534	\$66,667	27.3%
Fund Balance for Water Resource Development Reserves FYE 20/21		FYE19/20 WRD Funds Bal + FY20/21 WRD Rev's - FY20/21 WRD Exp's	\$896,287	\$779,522	\$116,765	15.0%
Total Administration and WRD Expenses			\$493,220	\$443,682	\$49,539	11.2%
Total Administration and WRD Fund Balances at FYE 20/21		See Attachment 2 for detail	\$1,500,667	\$1,309,380	\$191,287	14.6%
Combined FYE 20/21 Expenditures and Fund Balances			\$1,993,887	\$1,753,062	\$240,826	13.7%

ATTACHMENT 1

CALCULATION OF REVENUE FOR 2020-21 AND CALCULATION OF AMOUNT OF FUNDS NEEDED FROM RESERVES Draft May 20, 2020

Revenue	4/1/2019 Population	Annual Amount	Sub-Totals
LOCAL ASSESSMENTS @ 19¢ PER CAPITA			
Citrus	147,744	\$28,072	
Hernando	188,358	\$35,789	
Marion	360,421	\$68,480	
Sumter	128,633	\$24,441	
Subtotal	825,156		\$156,782
CHARLES A. BLACK WATER SUPPLY FACILITY			
Minimum Production Charge		\$224,000	
Subtotal			\$224,000
MATCHING CONTRIBUTIONS FOR STUDIES			
SWFWMD Match for Phase 5 Irrigation Audit Program		\$0	
Local Cooperator Match for Phase 5 Irrigation Audit Program		\$0	
SWFWMD Match for Phase 6 Irrigation Audit Program		\$60,600	
Local Cooperator Match for Phase 6 Irrigation Audit Program		\$30,300	
Subtotal			\$90,900
TOTAL REVENUE FOR FY 2020-21			\$471,682
Less: 2020-21 Administration Expense			-\$182,020
Less: 2020-21 WRD Cost			-\$311,200
Funds Required from WRWSA Reserves			-\$21,538

ATTACHMENT 2

ANALYSIS OF BEGINNING FUND BALANCES FY 2019 - 2020 Draft May 20, 2020

ESTIMATE OF WATER RESOURCES DEVELOPMENT FUND BALANCE AT END OF FY 2019-20

02/13/20 WRDF Balance (SBA2)		\$967,906
FY 2019-20 Remaining WRD Fund Revenues		
8 Citrus Co. Payments @ \$1,866.67/month minus administrative component below	\$114,241	
Phase 5 Irrigation Audit Local Cooperator Revenue	\$8,000	
Phase 5 Irrigation Audit SWFWMD Revenue	\$16,000	
Revenues Subtotal		\$138,241
Less: FY 2019-20 Remaining Contract Expenditures:		
2019-20 Citrus Water Conservation Program	\$45,999	
2019-20 Hernando Water Conservation Program	\$48,350	
2019-20 Marion Water Conservation Program	\$33,095	
2019-20 Crystal River Water Conservation Program	\$9,090	
2019-20 General Services Contracts	\$19,788	
Phase 5 Irrigation Audit Program	\$32,000	
Expenditures Subtotal		\$188,322
Total WRD Funds at end of FY 2019-20		\$917,825

ESTIMATE OF ADMINISTRATIVE FUND BALANCE AT END OF FY 2019-20

02/13/20 Admin Bal (SBA1)		\$604,380
Admin Revenue from CAB WSF		\$35,092
Admin Revenue from Per Capita Contributions		\$102,620
Less remaining FY Admin costs for 7 months		-\$137,712
Total Administrative Funds at end of FY 2019-20		\$604,380

ESTIMATE OF TOTAL FUND BALANCE AT END OF FY 2019-20

Total WRD Funds at end of FY 2019-20				\$917,825
Total Administrative Funds at end of FY 2019-20				\$604,380
Total Fund Balance at end of FY 2019-20				\$1,522,205

PROJECTED FUND BALANCES AT END OF FY 2020-21

Total Fund Balances beginning of FY 2020-21:				\$1,522,205
Add: 2020-21 Revenues				\$471,682
Deduct 2020-21 Expenses:				-\$493,220
Projected Fund Balances at end of FY 2019-20:				\$1,500,667



An Equal Opportunity Employer

Southwest Florida Water Management District

2379 Broad Street, Brooksville, Florida 34604-6899

(352) 796-7211 or 1-800-423-1476 (FL only)

WaterMatters.org

Bartow Office

170 Century Boulevard
Bartow, Florida 33830-7700
(863) 534-1448 or
1-800-492-7862 (FL only)

Sarasota Office

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Sarasota, Florida 34240-9770
(941) 377-3722 or
1-800-320-3503 (FL only)

Tampa Office

7601 U.S. 301 North (Fort King Highway)
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Executive Director

May 15, 2020

Suzannah Folsom

Executive Director

Withlacoochee Regional Water Supply Authority

3600 W Sovereign Path

Lecanto, FL 34461

Subject: Withlacoochee Regional Water Supply Authority's Cooperative Funding Projects

Dear Ms. Folsom:

We appreciate the Withlacoochee Regional Water Supply Authority's history of cooperative funding efforts partnering with the District to implement water resource projects. As we develop our fiscal year (FY) 2021 budget and in light of the current pandemic, I am writing you to seek clarification on the funding status of your cooperative projects.

The District's Government Affairs Regional Managers recently reached out to your Directors and/or project managers to obtain similar information related to ongoing cooperative projects, so, as part of that effort, you may have been asked to verify that those projects continue to *move forward*.

Now, we're expanding and refining our request to ask that you provide a list of any ongoing or proposed FY2021 cooperative projects that are anticipated to be delayed or cancelled. We respectfully request your response by June 12, 2020. The District is requesting this information from all cooperators. This information will be discussed as part of the FY2021 Recommended Annual Service Budget presentation to the Governing Board on June 23, 2020.

I appreciate your assistance in this matter; please let me know if you have any questions. You can reach me at 352-796-7211, ext. 2210.

Sincerely,

Jennette M. Seachrist, P.E.

Division Director

Resource Management