



The Water Cooperative of Central Florida  
Wednesday, October 30, 2024  
Commencing at 2.00pm  
Toho Administration Building  
951 MLK Boulevard, Kissimmee, FL 34741

**The Water Cooperative of Central Florida (WCCF) Board of Supervisors will hold a regular Board meeting, commencing at 2 p.m. on Wednesday, October 30, 2024.**

**In addition to in-person attendance, members of the public may also ‘hear’ this meeting by telephone or virtually through the Internet. Public comments will only be accepted from in-person attendees.**

**Those who wish to address the Board and provide public comment must attend in-person. Anyone desiring to provide public comment on a matter not on the agenda must attend in person and submit a completed Hear the Audience Form.**

**Those interested in attending by phone can do so by dialing **1-872-256-3959** then entering the access code: **108 968 236#**.**

**Instructions to attend via the Internet shall be as set forth below:**

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The Water Cooperative of Central Florida  
**Wednesday, October 30, 2024 - Commencing 2.00PM**  
Toho Administration Building, 951 MLK Jr Blvd., Kissimmee FL 34741

# Meeting Agenda

**MEETING CALLED TO ORDER**

**MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE**

**ROLL CALL / CONFIRMATION OF QUORUM**

**ELECTION OF OFFICERS FOR 2025 - CHAIR, VICE CHAIR, SECRETARY.**

**HEAR THE AUDIENCE**

**ITEMS REQUIRING BOARD ACTION:**

1. APPROVAL OF WATER COOPERATIVE MINUTES OF APRIL 10, 2024 (SMITH)
2. APPROVAL OF REIMBURSEMENT OF EXPENDITURES TO DATE BY TOHO WATER AUTHORITY ON BEHALF OF THE WATER COOPERATIVE OF CENTRAL FLORIDA (GREEN)
3. APPROVAL OF THE DRAFT WATER COOPERATIVE BUDGET FOR FISCAL YEAR 2025 (GREEN)
4. APPROVAL OF PROPOSED 2025 QUARTERLY AND SUPPORTING BOARD DATES SCHEDULE.
5. WCCF SPECIAL DISTRICT GOALS AND REPORTING (WEBER)

**INFORMATIONAL ITEMS:**

6. CYPRESS LAKE ALTERNATIVE WATER SUPPLY PROJECT UPDATE (BEATTY)
7. CYPRESS LAKE WWIP UPDATE PRESENTATION (JUNG)

**BOARD MEMBER ANNOUNCEMENTS**

**NEXT BOARD MEETING: DECEMBER 18 – CONTINUATION OF OCTOBER MEETING**

**MEETING ADJOURNED**

# WATER CO-OPERATIVE OF CENTRAL FLORIDA

**Meeting Date: October 30, 2024**

**Agenda Item No. 1**

**Attachments:** Minutes from April 10, 2024

**Title: APPROVAL OF THE WCCF MEETING MINUTES OF April 10, 2024**

**Explanation:**

At every Board meeting, the meeting is recorded and minutes are prepared from the recording of the proceedings. Attached are the minutes from the April 10, 2024 Board Meeting.

**Costs:** None

**Recommendation:** Seeking Board approval of the WCCF meeting minutes of April 10, 2024

**Initials:** as



Minutes of the April 10, 2024, Meeting of the Water Cooperative of Central Florida

**Description:** Regular meeting of the Water Cooperative of Central Florida (WCCF).

**Board Members present:** Chair Linette Matheny. Secretary Hector Lizasuain. Commissioner Neil Combee, Commissioner Nicole Wilson.

**Board Members absent:** None

**Staff Present:** Toho Water Authority Executive Director Todd P. Swingle, Toho Water General Counsel Anthony J. Cotter, Board Counsel Silvia Alderman (Remote), Executive Assistant Ali Smith.

**Staff Absent:** Toho Water Cypress Lake Project Manager Deb Beatty.

Secretary Lizasuain opened the meeting at 2:19 pm. Roll call was completed, and quorum was confirmed.

Item #	Item Name	Notes
1.	Approval of WCCF Meeting Minutes of February 21, 2024 (Smith)	Motion to Approve Water Cooperative Meeting Minutes by Commissioner Combee. Motion seconded by Commissioner Matheny. Motion passed 4-0.
2.	Approval of Reimbursement of Expenditures to date by Toho Water Authority on behalf of the Water Cooperative of Central Florida (Green)	Executive Director Swingle provided a brief outline of the request for reimbursement of expenditures, on behalf of the WCCF, by Toho.  Motion to Approve Reimbursement of Expenditures by Commissioner Wilson. Motion seconded by Commissioner Combee. Motion passed 4-0.
3.	FY2023 Audit Requirement (Green)	Executive Director Swingle explained that, as the expenditure of WCCF Board is low, an audit is not required each year. The expenditure was around \$17k this year and under the threshold of \$50k when audits were required.  Motion to approve the FY2023 Audit Requirement recommendation was made by Commissioner Combee. Motion seconded by Commissioner Lizasuain. Motion passed 4-0.
4.	Approval of the Selection of US Water Services Corporation to Provide	Executive Director Swingle introduced what was a milestone for Cypress Lake. WCCF has already selected Wharton Smith as the Construction Manager at Risk. In respect of the third-party operator,

	<p>Contract Operations and Maintenance Services for the Cypress Lake Alternative Water Supply Project (Beatty)</p>	<p>four respondents were advanced to present and three actually presented, with the top-rated being US Water.</p> <p>References were provided for similar-provided services and continuing contract options. Prices were received as part of the selection process, although long-term costs cannot be factored. Up-front cost assessments were used to support this selection.</p> <p>Commissioner Combee asked about the period of the contract and Executive Director Swingle advised that this stage is for pre-construction only. There would be a third-party operations period later and full details of that would be brought to the Board first.</p> <p>The pre-construction period should be around 2-5 years. The Project is planned to be operational in 2029 (construction in 2027).</p> <p>Motion to approve the Selection of US Water Services Corporation to Provide Contract Operations and Maintenance Services for the Cypress Lake Alternative Water Supply Project was made by Commissioner Combee. Motion seconded by Commissioner Matheny and motion passed 4-0.</p>
	<p>Board Member Announcements</p>	<p>Commissioner Wilson asked for quorum check for the July 10<sup>th</sup> meeting, as there would potentially be an issue with Budget timing.</p>
	<p>Next Board meeting</p>	<p>Wednesday July 10, 2024</p>
<p>There being no further business to come before the Board, Commissioner Matheny moved to adjourn the meeting, which was adjourned at 2:31 PM.</p> <hr/> <p>Linette Matheny, Chair</p> <hr/> <p>Hector Lizasuain, Secretary</p>		

# WATER COOPERATIVE OF CENTRAL FLORIDA

**Meeting Date: October 30, 2024**

**Agenda Item No. 2**

**Attachments:**

Itemized list of expenditures by Toho Water Authority from April 3, 2024 to September 4, 2024

**Title:**

**APPROVAL OF REIMBURSEMENT OF EXPENDITURES TO DATE BY TOHO WATER AUTHORITY ON BEHALF OF THE WATER COOPERATIVE OF CENTRAL FLORIDA**

**Explanation:**

The Board of Supervisors adopted a Resolution at the October 2, 2013 meeting authorizing the reimbursement of expenses incurred by Toho Water Authority (Toho) on behalf of the Water Coop on a quarterly basis. The Resolution allows Toho to submit a detailed list of expenses incurred each quarter to the Board for approval for reimbursement. Under the Resolution, Toho could be reimbursed quarterly during the year instead of once annually, as was done for the previous fiscal year. The attached list of expenditures, made to date by Toho on behalf of the Water Coop, is being submitted for approval for reimbursement.

**Amount to be reimbursed:**

\$3,184.20

**Recommendation:**

Staff recommends approval of the list of expenditures submitted to date for reimbursement to the Toho.

**Initials: asg**

## Attachment to Item 2

### Toho Water Authority List of Expenditures on behalf of the Water Cooperative of Central Florida (April 3, 2023 – September 4, 2024)

Vendor	Date	Invoice	Amount	Explanation
Akerman LLP	4/3/2024	9967843	167.50	0292530 - General representation
Akerman LLP	5/10/2024	9978460	100.50	0292530 - General representation
Akerman LLP	7/3/2024	9993185	301.50	0292530 - General representation
Orlando Sentinel	7/16/2024	CU00017532 7666473	114.42	Rescheduling July 10 <sup>th</sup> meeting
Gannett Media	7/17/2024	6582348 10381909	155.28	rescheduling July 10th meeting
Akerman LLP	8/5/2024	10001261	301.50	0292530 - General representation
Akerman LLP	9/4/2024	10008967	2043.50	0292530 - General representation
<b>Water Cooperative Total</b>			<b>\$3,184.20</b>	
				asg



Water Cooperative of Central Florida  
 FY2024 Budget vs. Actuals / FY2025 Budget  
 FY2024 / FY2025

	FY2024 Budget	FY2024 Actuals to Date Actuals as of 8/31/2024	FY2025 Budget
<b>Income -- Annual Working Capital Contributions</b>			
Reserves Carry-over	\$256,018.32	\$248,619.77	\$250,000.00
Reimbursement from Reedy Creek Improvement District *	\$30,000.00		\$30,000.00
Toho Water Authority			
General Administration	\$2,000.00	\$2,000.00	\$2,000.00
Cypress Lake Project Management	\$0.00	\$0.00	\$0.00
Orange County			
General Administration	\$2,000.00	\$2,000.00	\$2,000.00
Cypress Lake Project Management	\$0.00	\$0.00	\$0.00
City of St. Cloud			
General Administration	\$2,000.00	\$2,000.00	\$2,000.00
Cypress Lake Project Management	\$0.00	\$0.00	\$0.00
Polk County			
General Administration	\$2,000.00	\$2,000.00	\$2,000.00
Cypress Lake Project Management	\$0.00	\$0.00	\$0.00
<b>Miscellaneous Income</b>			
Reedy Creek Improvement District			
Cypress Lake Project Management	\$0.00	\$0.00	\$0.00
Interest on SunTrust Account	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b><u>\$294,018.32</u></b>	<b><u>\$256,619.77</u></b>	<b><u>\$288,000.00</u></b>
<b>Expenses</b>			
Water Supply Project Management and Administration			
Reimbursement to Toho Water Authority	\$0.00	\$0.00	\$0.00
Advertising Meetings	\$2,000.00	\$838.82	\$2,000.00
Legal Expense			
Meetings (4 regular & 1 special)	\$5,000.00	\$4,757.00	\$5,000.00
WCCF Legal and Consulting Support	\$150,000.00		\$150,000.00
Miscellaneous	\$1,000.00	\$397.73	\$1,000.00
<b>Total Legal</b>	<b>\$156,000.00</b>	<b>\$5,154.73</b>	<b>\$156,000.00</b>
Accounting (Annual Report)	\$5,500.00		
Annual Filings	\$175.00	\$175.00	\$175.00
Board Expenses	\$1,000.00	\$0.00	\$1,000.00
<b>TOTAL</b>	<b><u>\$164,675.00</u></b>	<b><u>\$6,168.55</u></b>	<b><u>\$159,175.00</u></b>
<b>NET RESERVES</b>	<b><u>\$129,343.32</u></b>	<b><u>\$250,451.22</u></b>	<b><u>\$128,825.00</u></b>

\* RCID reimbursement based upon 20% of CFWI and other approved regulatory related legal expenses

# WATER COOPERATIVE OF CENTRAL FLORIDA

**Meeting Date: October 30, 2024**

**Agenda Item No. 3**

**Attachments:**

FY2024 Budget vs. Actuals and Proposed FY2025 Budget

**Title:**

**APPROVAL OF THE DRAFT WATER COOPERATIVE BUDGET FOR FISCAL YEAR 2025**

**Explanation:**

The draft budget for FY2025 contains the same expense line items as contained in this year's (FY2024) budget except for the audit expenditure since the WCCF will not be subject to an audit requirement for FY2024. The line for "WCCF Legal and Consulting Support" provides for legal and consulting support activities pertinent to the WCCF, which may include regulatory and technical matters impacting the WCCF members. The FY2024 and current budget status through August 2024 are included in the attachment.

Revenue for the budget is to be provided through a projected reserve carry-over of \$250,000 from FY2024 and a \$2,000.00 contribution (the same as last year's) from each of the four-member governments. The budget provides for an estimated ending year reserve of \$128,825.00. The only funding approval that will be necessary from each member government to fund the proposed budget is the \$2,000 contribution.

In accordance with the Interlocal Agreement establishing the Water Cooperative, the budget process requires the submission of a proposed budget to the member governments a minimum of 30 days in advance of adopting the annual budget. The budget document should be approved by the Board of Supervisors for submission to the member governments in advance of final approval. After the required comment period for the governments has passed, the Board would be able to formally approve the budget with any modifications suggested by any of the member governments at the October 2024 Board Meeting.

**Costs:**

None

**Recommendation:**

Staff recommends approval of the draft budget for Fiscal Year 2025 as presented for submission to the member governments for comment.

**Initials: ag**

# WATER CO-OPERATIVE OF CENTRAL FLORIDA

**Meeting Date: October 30, 2024**

**Agenda Item No. 4**

**Attachments:** Proposed WCCF Board Meeting Dates FY25

**Title: SELECTION OF THE PROPOSED WCCF BOARD MEETING DATES FY25**

## **Explanation:**

### **Statutory Requirement:**

The governing body of each special district shall file quarterly, semiannually, or annually a schedule of its regular meetings with the local governing authority or authorities. The schedule shall include the date, time, and location of each scheduled meeting. The schedule shall be published quarterly, semiannually, or annually in a newspaper of general paid circulation in the manner required in this subsection.

The governing body of an independent special district shall advertise the day, time, place, and purpose of any meeting other than a regular meeting or any recessed and reconvened meeting of the governing body, at least 7 days before such meeting, in a newspaper of general paid circulation in the county or counties in which the special district is located, unless a bona fide emergency situation exists, in which case a meeting to deal with the emergency may be held as necessary, with reasonable notice, so long as it is subsequently ratified by the governing body. No approval of the annual budget shall be granted at an emergency meeting.

### **Past Practice:**

The Cooperative has in the past established and published an annual schedule of quarterly meetings, typically occurring on the first Wednesday of the quarter barring holiday conflicts. The schedule can be adjusted if needed with publication of an amended schedule. See Section 2.02 (E) of the Charter.

### **Future Proposal:**

Due to the anticipated ramping up of the Cypress Lake project in 2025, and to provide more flexibility in the event of time crucial matters, it is proposed that the Board adopt a new twelve-meeting date structure. This proposal does not adjust from the current four quarterly meetings, but would provide published alternatives, should they be required for supplemental Board discussion. Any scheduled meetings not required will be cancelled.

### **Meeting Dates for 2025:**

Based upon the proposed twelve-date schedule, with at least one quarterly meeting in October - to kick off the year, elect officers and adopt a budget - the following dates, with key meeting elements noted, are recommended for consideration:

### **Proposed 2025 Meeting Schedule**

**January 8**

February 5

March 5

**April 9**

May 7

June 4

**July 2 (Approval of proposed budget for 2026)**

August 6

September 3

**October 1 (Adopt final 2026 Budget, Election of Officers, Set FY26 Meeting Dates)**

November 5

December 3

**Time and Location**

The meetings will be held beginning at 2 P.M. in the Bruce R. Van Meter Board Room at the Toho Administration Building located at 951 Martin Luther King Boulevard, Kissimmee, FL 34741.

**Costs:** None

**Recommendation:**

Staff recommends approval of the new twelve meeting date structure, built to support the primary quarterly meetings, and the proposed date selection for 2025.

**Initials:** as

# WATER COOPERATIVE OF CENTRAL FLORIDA

**Meeting Date: October 30, 2024**

**Agenda Item No. 5**

**Attachments:** WCCF Special District Goals FY25

**Title: WCCF Special District Goals and Reporting**

**Explanation:**

In the 2024 legislative session, the Florida Legislature passed CS/CS/HB7013 creating Section 189.0694, F.S., relating to Special District performance measures and standards. In compliance with this new law, the Water Cooperative of Central Florida (WCCF) must establish goals, and objectives that reflect priorities consistent with the WCCF Charter. The attached document, which outlines milestones for the Cypress Lake AWS project and other WCCF goals and objectives, will be used to monitor the WCCF's success as a Special District while moving the organization forward. While some foundational elements of these goals and objectives are based in the WCCF's Charter and will remain unchanged, others will change with the evolving needs and priorities of the organization, changing regulations, and other factors such as the Cypress Lake AWS Project and other future AWS projects that may be undertaken by the WCCF. Toho, as the WCCF Administrator, will provide updates on these goals annually.

By December 1, 2025, the WCCF is required to publish the first annual report on its website, which will include updated information regarding performance of the stated goals and objectives. An annual report is required to be published each subsequent year and will be presented to the WCCF Board for approval prior to publication.

**Costs:** N/A

**Recommendation:** Recommend approval of "WCCF Special District Goals FY25"

**Initials:** HW

# Water Cooperative of Central Florida (WCCF) Special District Goals

## FY25

Program	Activity / Functional Area	Goal	Objective	Performance Measures and Standards
Water, sewer, and reclaimed water system, facilities, and infrastructure	Water Supply Planning and Management	Promote regional water supply solutions for the WCCF member governments and strategic partners.	Implement the Cypress Lake Alternative Water Supply (AWS) Project to help meet future water supply needs of the WCCF partners.	Initiate construction of 2nd concentrate disposal well, complete construction of four production wells, complete 60% design for two additional production wells, initiate construction of raw water main, and provide 90% treatment facility design for project partner review.
			Align Cypress Lake project development and operational plans with member governments water supply needs.	<ol style="list-style-type: none"> <li>1) Develop Cypress Lake AWS Project annual project plan template for future planning.</li> <li>2) Update 10-year Cypress Lake AWS Project annual allocation projections annually.</li> </ol>
			Facilitate cooperative regional water supply planning among WCCF member governments.	Actively participate in Central Florida Water Initiative (CFWI) Regional Water Supply Plan (RWSP) and related subcommittees as scheduled through the CFWI initiative.
Financial Systems	Financial and Rates	Maintain compliant and forward looking financial systems for the WCCF	Prepare and submit reports, budgets, and audits as provided in Section 189.016, Fla. Stat.	Financial reporting submitted to the State in compliance with statutory requirements.
			Develop rate plan for the ongoing operations of the Cypress Lake project.	<ol style="list-style-type: none"> <li>1) Develop initial operating cost estimate for the Cypress Lake AWS Project.</li> <li>2) Initiate revenue sufficiency analysis and rate plan for the Cypress Lake AWS project.</li> </ol>
			Develop and implement effective capital financing/funding approach for the Cypress Lake AWS Project.	<ol style="list-style-type: none"> <li>1) Evaluate financing options to fund Cypress Lake AWS Project.</li> <li>2) Review draft feasibility report with consultant.</li> <li>3) Develop and prioritize grant / funding assistance strategies to support the Cypress Lake AWS Project.</li> </ol>
Regulatory Compliance	Adaptive Plan for Dealing with Emerging Regulations	Compliance with regulations	Proactively monitor and plan for actions to address new regulations and legislation that affect water supply-related issues or WCCF projects including the Cypress Lake AWS Project.	Report to the WCCF board at least annually on anticipated changes in water supply or water quality regulations and legislation affecting the Central Florida region, project partners, and/or the Cypress Lake AWS Project.

# WATER COOPERATIVE OF CENTRAL FLORIDA

**Meeting Date: October 30, 2024**

**Agenda Item No. 6**

**Attachments:** None

**Title:**  
**CYPRESS LAKE ALTERNATIVE WATER SUPPLY PROJECT UPDATE**

**Explanation:**

Deborah Beatty, Toho Project Manager for the Cypress Lake Alternative Water Supply (CL AWS) Project, will provide a brief update on the status of the project progress since the February 21, 2024 Water Cooperative Board meeting including construction progress on the production wells project, a grant funding update, upcoming projects, pending agreements, and related business matters.

**Costs:**

None.

**Recommendation:**

No action required by the Board.

**Initials:** dab

## WATER COOPERATIVE OF CENTRAL FLORIDA

**Meeting Date: October 30, 2024**

**Agenda Item No. 7**

**Attachments:**

None

**Title:**

**CYPRESS LAKE WATER WHEELING INFRASTRUCTURE PLAN UPDATE**

**Explanation:**

Pollen Jung, Toho Project Manager for the Cypress Lake Water Wheeling Infrastructure Plan, will provide a brief update on the status of the project progress. Included will be a summary of the Infrastructure Plan background and purpose; Infrastructure Plan phasing and schedule; completed, active, and upcoming Infrastructure Plan projects.

**Costs:**

None.

**Recommendation:**

No action required by the Board.

**Initials:** PJ