



The Water Cooperative of Central Florida
Wednesday July 10, 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, July 10, 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 1-650-429-3300 then entering the access code: 2631 997 3840#.

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

When it's time, join your Webex meeting here.

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More ways to join:

Join from the meeting link

<https://tohowater.webex.com/tohowater/j.php?MTID=m0947951badc65d90ec6ae7d8ea88fc0c>

Join by meeting number

Meeting number (access code): 2631 997 3840

Meeting password: miEzTbtN786

Tap to join from a mobile device (attendees only)

[+1-650-429-3300](tel:+16504293300).,[26319973840](tel:+16504293300)### Call-in toll number (US/Canada)

Join by phone

+1-650-429-3300 Call-in toll number (US/Canada)

[Global call-in numbers](#)

Join from a video system or application

Dial [26319973840@tohowater.webex.com](tel:26319973840)

You can also dial 173.243.2.68 and enter your meeting number.



The Water Cooperative of Central Florida
Wednesday, July 10, 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

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)

INFORMATIONAL ITEMS:

4. CYPRESS LAKE ALTERNATIVE WATER SUPPLY PROJECT UPDATE (BEATTY)

BOARD MEMBER ANNOUNCEMENTS

NEXT BOARD MEETING: WEDNESDAY, OCTOBER 9, 2024

MEETING ADJOURNED

WATER CO-OPERATIVE OF CENTRAL FLORIDA	
Meeting Date: July 10, 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 Warton Smith as the Construction Manager at Risk. In respect of the third-party operator,

	Contract Operations and Maintenance Services for the Cypress Lake Alternative Water Supply Project (Beatty)	<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>
	Board Member Announcements	Commissioner Wilson asked for quorum check for the July 10 th meeting, as there would potentially be an issue with Budget timing.
	Next Board meeting	Wednesday July 10, 2024
<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> <p>_____</p> <p>Linette Matheny, Chair</p> <p>_____</p> <p>Hector Lizasuain, Secretary</p>		

WATER COOPERATIVE OF CENTRAL FLORIDA

Meeting Date: July 10, 2024

Agenda Item No. 2

Attachments:

Itemized list of expenditures by Toho Water Authority from April 3, 2024 to May 10, 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:

\$268.00

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 – May 10, 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
Water Cooperative Total			\$268.00	
				asg

WATER COOPERATIVE OF CENTRAL FLORIDA

Meeting Date: July 10, 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 May 2024 are included in the attachment.

Revenue for the budget is to be provided through a projected reserve carry-over of \$252,000 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 \$130,825.00. 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 Cooperative of Central Florida
FY2024 Budget vs. Actuals / FY2025 Budget
FY2024 / FY2025

	FY2024 Budget	FY2024 Actuals to Date Actuals as of 5/31/2024	FY2025 Budget
Income -- Annual Working Capital Contributions			
Reserves Carry-over	\$256,018.32	\$248,619.77	\$252,000.00
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
Miscellaneous Income			
Reedy Creek Improvement District			
Cypress Lake Project Management	\$0.00	\$0.00	\$0.00
Interest on SunTrust Account	\$0.00	\$0.00	\$0.00
<u>TOTAL</u>	<u>\$294,018.32</u>	<u>\$256,619.77</u>	<u>\$290,000.00</u>
Expenses			
Water Supply Project Management and Administration			
Reimbursement to Toho Water Authority	\$0.00	\$0.00	\$0.00
Advertising Meetings	\$2,000.00	\$569.12	\$2,000.00
Legal Expense			
Meetings (4 regular & 1 special)	\$5,000.00	\$2,110.50	\$5,000.00
WCCF Legal and Consulting Support	\$150,000.00		\$150,000.00
Miscellaneous	\$1,000.00	\$397.73	\$1,000.00
Total Legal	\$156,000.00	\$2,508.23	\$156,000.00
Accounting (Annual Report)	\$5,500.00		
Annual Filings	\$175.00	\$175.00	\$175.00
Board Expenses	\$1,000.00	\$0.00	\$1,000.00
<u>TOTAL</u>	<u>\$164,675.00</u>	<u>\$3,252.35</u>	<u>\$159,175.00</u>
<u>NET RESERVES</u>	<u>\$129,343.32</u>	<u>\$252,000.00</u>	<u>\$130,825.00</u>

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

WATER COOPERATIVE OF CENTRAL FLORIDA

Meeting Date: July 10, 2024

Agenda Item No. 4

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