



The Water Cooperative of Central Florida  
Wednesday, July 10, 2013  
2:00 PM  
Toho Administration Building  
951 MLK Boulevard  
Kissimmee, FL

### Agenda

1. Approval of Minutes from the April 10, 2013 meeting.
2. Approval of Water Cooperative Budget for Fiscal Year 2014
3. Status Update on the Cypress Lake Wellfield Project
4. Board Member Comments

Description	Regular meeting of the Water Cooperative of Central Florida. Present at the meeting were Commissioner Donald Shroyer, Commissioner George Lindsey, Chairman Bruce Van Meter, Commissioner Tiffany Russell Moore, Attorney Sylvia Alderman, Water Coop Agent, Brian Wheeler, and Executive Assistant Nilsa Díaz.	
Date: April 10, 2013	Location: Toho Water Authority Board Room	
Time	Item	Minutes
2:13: PM	Meeting called to order	Chairman Van Meter called the meeting to order at 2:13 PM.
	Approval of the Minutes from the January 9, 2013 meeting	Commissioner Shroyer moved for approval of the Minutes from the January 9, 2013 Board meeting and Commissioner Moore seconded the motion. Motion passed 4 to 0.
	Approval of the Draft Water Cooperative Budget Fiscal Year 2014	Brian Wheeler explained the process of approval of the Budget and explained that the Cypress Lake project expenditures would go into 2014 and that he saw other projects coming out of the Cypress Lake project. TWA will continue to act as the Agent and will pay monies upfront and then be reimbursed. The money for Project Management was already approved but not the additional expenditure of \$10,000 from each member for the legal work relative to the easement for the Cypress Lake easement acquisition and the administration of the Water Coop for the next year. Reedy Creek will contribute even though they are not part of the Coop. Commissioner Russell moved for approval of the FY2014 Budget and Commissioner Shroyer seconded the motion. Motion passed 4 to 0.
2:20:30 PM	Approval of the Toho Water Authority (TWA) to act as the Agent for the Water Cooperative of Central Florida (Cooperative) in contracting for consulting services with Tetra Tech for the preliminary design of the Cypress Lake Water Treatment Plant, Wellfield, and Raw Water Main Project	<p>Brian Wheeler stated that before consideration of this item he would let Senior Engineer, Deb Beatty, who is the Project Manager for the Cypress Lake Project, bring the Board up to date on the project.</p> <p>As part of her presentation, Ms. Beatty informed the Board that Reiss Engineering had been chosen as the engineering team for the Hydraulic Analysis, the WTP, Wellfield, and Raw Water Main projects. Chairman Van Meter posed the question as to why this firm was selected. Ms. Beatty responded that they were chosen because of their knowledge from having worked on hydraulic models, were familiar with a lot of the models; thereby, it was felt they could keep the costs down. Ms. Beatty added that all three firms responding were very</p>

	<p>Status Update on the Cypress Lake Alternative Water Supply Project – Staff will provide an update on the Cypress Lake Alternative Water Supply Project</p>	<p>qualified and it had been a tough decision to select one.</p> <p>Mr. Wheeler explained that in 2011 the Water Coop established TWA as the Project Administrator for the Cypress Lake Project. Although Reedy Creek Improvement District opted out of joining the Coop, they continue to participate in the Cypress Lake Project and in a WUP application to the SFWMD, the Coop and RCID were the permit applicants. On October 3, 2011, a WUP for the withdrawal of 37.5 MGD of Lower Floridan groundwater was issued to the Coop and RCID. This permitted 37.5 MGD will result in 30 MGD of finished water for distribution to the Coop members and Reedy Creek. In 2012, on behalf of the Coop, TWA initiated the selection of consultants and the Selection Committee comprised of members from each participating utility selected Reiss Engineering. TWA is now requesting approval from the Coop Board to act as the contracting agent on behalf of the Coop with Reiss Engineering and also to execute an agreement with the SFWMD for project funding of \$465,000. These funds to be used to proportionately offset each of the participating entities' project funding responsibilities. TWA will be the one entering into the contract with Reiss and no Coop funds will be encumbered thereby precluding the need for any changes to the proposed budget for 2013. The money will not go through the Coop because the monies will come to TWA. Sylvia Alderman stated that the motion should include that no Coop funds will be used. Commissioner Shroyer moved for approval to have TWA act as contracting agent with Reiss Engineering and to act as the Coop's agent in executing an Agreement with SFWMD for partial funding for the project in the amount of \$465,000. Commissioner Russell seconded the motion. Motion passed 4 to 0.</p>
	<p>Summary Presentation of the Central Florida Water Initiative Groundwater Availability Status</p>	<p>David McIntyre with PB gave a PowerPoint presentation outlining the CFWI. To answer Commissioner Shroyer's concern about running out of water, Mr. McIntyre said that there are changes that will need to be made. Commissioner Shroyer alluded to the fact that the counties need to start looking at alternative water supplies asap. The genesis of the Cypress Lake project was the future groundwater withdrawal; that is why we began exploring the Cypress Lake but Cypress Lake is not going to solve everyone's problem. Chairman Van Meter stated that having read comments and questions seems that drought is becoming a problem. They are</p>

		factoring in that this is really serious and it can get worse instead of better.
2:26 PM	Board Member Comments	Commissioner Shroyer requested to attend the Permitting School at Marco Island. Commissioner Russell suggested that because the Coop only has a Training Budget of \$1,000 Mr. Shroyer might try to get his city council to pay for some of the expenses. Commissioner Russell moved for approval of Commissioner Shroyer's attendance to the Permitting School and Commissioner Lindsey seconded the motion. Mr. Wheeler reminded the Board that they only budgeted \$1,000 for training and if anything else came up during the year, they would not be able to participate. Commissioner Lindsey amended the motion and proposed that the Coop pay for up to the first five hundred dollars \$500.00; Commissioner Russell seconded the motion as amended. Motion passed 4 to 0  Commissioner Lindsey gave a brief bio on himself.
3:12 pm	ADJOURNED	There being no further business to come before the Board, Chairman Van Meter adjourned the meeting at 3:12 PM.  _____ Bruce R. Van Meter, Chairman  _____ Tiffany Moore Russell, Secretary  ncd

## **APPROVAL OF WATER COOPERATIVE BUDGET FOR FISCAL YEAR 2014**

**Attachment:** Budget Fiscal Year October 1, 2013 – September 30, 2014

**Explanation:** The proposed budget for fiscal year 2014 for the Water Cooperative that was approved at the April 10, 2013 meeting was submitted to the member governments for review and comment. In accordance with the cooperative interlocal agreement, the member governments had 30 days to provide comment on the proposed budget. No comments have been received from any of the member governments therefore the fiscal year 2014 budget is now ready for approval by the Board.

For fiscal year 2014 the budget (attached) proposes a significant increase in expenditures as the Cypress Lake Alternative Water Supply Project schedule progresses to a point where there may be projects and contracts that will require more oversight and management than can be provided with Toho Water Authority's existing staff. Contained in the budget is a new expense category titled Management and Administration which would provide for the hiring of a person to provide project management for the Cypress Lake Project and the potential multiple sub-projects that may result from the Phase 1, CYPRESS LAKE POTABLE WATER TRANSMISSION OPTIMIZATION AND INTERCONNECTION HYDRAULIC ANALYSIS, and preliminary engineering study. The person, project manager, would be an employee of the Toho Water Authority and the Water Cooperative would be invoiced for the time expended by the employee on the Cypress Lake Project and any other associated Water Cooperative projects. TWA would track the time the project manager expended on the Water Cooperative projects and provide regular invoicing to the Co-operative members for reimbursement based upon the project manager's hourly rate including benefits and overhead. The budget provides for the hiring of the project manager at the beginning of 2014 and only provides funding for 9 months of the fiscal year. The Co-operative has the authority under the interlocal agreement to employ persons on its behalf however the Co-operative presently lacks the administration and management infrastructure to maintain employees. Therefore continuing to have Toho Water Authority provide project management support through a reimbursement arrangement as outlined above is recommended.

The Cypress Lake Project Interlocal agreement (Project Interlocal) as presently established envisioned the project management support being provided by a consultant and TWA being reimbursed for the consultant expenditures. For TWA to be reimbursed for project management expenses provided by an employee of the Authority would require amending the Project Interlocal. Funding for project management expenses have already been provided for and approved in the Project Interlocal therefore amending the agreement to provide for reimbursing TWA for project management provided by an employee would avoid the member governments having to approve additional funding presently for the Cypress Lake project.

The budget for FY2014 contains the same expense items and amounts as the previous two years with the exception of the project management expense item discussed above and the inclusion of an expense item for legal fees associated with the property and easement acquisitions for the Cypress Lake project. The property and easement expenses in the budget do not include the actual cost or payment to the

property owner for property or easement acquisition. Those costs will be established through appraisal and negotiations and will be approved by the board in a separate action.

Revenue for the budget is to be provided through a projected reserve carry-over of \$33,000 from FY2013, a \$10,000 contribution from each of the four member governments, and a payment from each of the four member government for the reimbursement to TWA for the Cypress Lake project management expenses on a pro-rational basis in accordance with the Cypress Lake Project Interlocal agreement. Additionally, Reedy Creek Improvement District, a participant in the Cypress Lake Project, will pay their pro-rational share of the project management expenses. The budget provides for an estimated ending year reserve of \$30,000. The only funding approval that will be necessary from each member government to fund the proposed draft budget is the \$10,000 contribution because the Cypress Lake Project management expenses were previously approved as discussed above.

**Recommendation:** Staff recommends approval of the budget for fiscal year 2014 as presented.

BUDGET APPROVAL FY2014.07.10.2013BLW

Water Cooperative of Central Florida

Budget

Fiscal Year October 1, 2013 – September 30, 2014

**Income – Annual Working Capital Contributions**

Reserves Carry-over	\$33,000.00
Toho Water Authority	
General Administration	\$10,000.00
Cypress Lake Project Management (Approved in Project Interlocal Agreement)	\$49,000.00
Orange County	
General Administration	\$10,000.00
Cypress Lake Project Management (Approved in Project Interlocal Agreement)	\$38,500.00
City of St. Cloud	
General Administration	\$10,000.00
Cypress Lake Project Management (Approved in Project Interlocal Agreement)	\$25,514.00
Polk County	
General Administration	\$10,000.00
Cypress Lake Project Management (Approved in Project Interlocal Agreement)	\$17,500.00

## Miscellaneous Income

Reedy Creek Improvement District  
Cypress Lake Project Management \$ 10,486.00  
(Approved in Project Interlocal  
Agreement)

**TOTAL:** **\$214,000.00**

## Expenses:

Water Supply Project Management and Administration:

Reimbursement to Toho Water Authority \$125,000.00

Advertising Meetings \$ 1,000.00

Legal

Meetings (4 Regular & 1 Special) \$ 13,000.00

Property and Easement Acquisition \$ 35,000.00

Miscellaneous (20hrs @ \$325/hr) \$ 6,500.00

**TOTAL LEGAL** **\$54,500.00**

Accounting (Annual Report) \$ 2,000.00

Annual Filings \$ 500.00

Board Expenses \$ 1,000.00

**TOTAL:** **\$184,000.00**

**Reserves:** **\$ 30,000.00**