



The Water Cooperative of Central Florida
Wednesday, October 1, 2014
2:00 PM
Toho Administration Building
951 MLK Boulevard
Kissimmee, FL 34741

Agenda

1. Approval of the Board Meeting Minutes from May 29, 2014
2. Approval of Reimbursement of Toho Water Authority for Water Cooperative Expenditures
3. Approval of Water Cooperative Budget for Fiscal Year 2015
4. Approval of Water Cooperative Draft Amended Budget for Fiscal Year 2015
5. Status Report for the Cypress Lake Alternative Water Supply Project: Overview of the Results of the Water Wheeling Study and the Preliminary Design of the Water Treatment Plant and Wellfield
6. Approval of the Schedule of Board Meetings for 2015
7. Board Member Comments

Description	Regular meeting of the Water Cooperative of Central Florida. Present at the meeting were TWA Board Chairman Bruce Van Meter, Polk County Commissioner George Lindsey, Orange County Commissioner Tiffany Moore Russell, City of St. Cloud Commissioner Donald Shroyer.		
Date	05/29/2014	Location	Tohopekaliga Water Authority Board Room
	ITEM	NOTES	
3:08 PM	MEETING CALLED TO ORDER	Chairman Van Meter called the meeting to order at 3:08 PM.	
	APPROVAL OF THE BOARD MEETING MINUTES FROM JANUARY 8, 2014	Commissioner Lindsey moved for approval of the January 8, 2014 meeting minutes and Commissioner Russell seconded the motion. Motion passed 4 to 0.	
	APPROVAL OF REIMBURSEMENT OF TOHO WATER AUTHORITY FOR WATER COOPERATIVE EXPENDITURES	<p>Mr. Wheeler presented a table listing the TWA expenditures on behalf of the Water Cooperative for December 2013 through the present. At the October 13, 2013 meeting the Board approved reimbursing TWA for expenditures made on behalf of the Water Cooperative based upon the submittal of the requests to the Board.</p> <p>Commissioner Lindsey moved approval of reimbursing TWA for the expenditures as submitted and Commissioner Russell seconded the motion. Motion passed 4 to 0</p>	
	APPROVAL OF THE FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT FOR THE PRELIMINARY ENGINEERING AND PERMITTING OF THE CYPRESS LAKE WELLFIELD PROJECT	<p>The Board previously approved the First Amendment to the Interlocal Agreement at the October 13, 2013 meeting. When the First Amendment was submitted to the member agencies for approval Polk County requested some modifications to the document. All of the member agencies have now approved the revised First Amendment with the Polk County requested modifications. The Board is being asked to approve the revised First Amendment again. The modifications to the First Amendment provide language that ensures there will be no duplication of expenses in project management between TWA and any consultant. Commissioner Lindsey moved approval of the First Amendment and Commissioner Russell seconded the motion. Motion approved 4 to 0.</p>	
	STATUS REPORT ON THE CYPRESS LAKE WELLFIELD	Ms. Deborah Beatty, Senior Engineer for TWA, gave a short PowerPoint presentation reviewing the status of the Cypress Lake Wellfield Alternative Water Supply project	

	<p>ALTERNATIVE WATER SUPPLY – OVERVIEW OF THE PHASE I WATER WHEELING STUDY RESULTS</p>	<p>and an overview of the Phase 1 water wheeling study results. Phase 1 of the project is on schedule to be completed in August.</p>
	<p>APPROVAL OF ENGAGEMENT OF ATTORNEY FOR CENTRAL FLORIDA WATER INITIATIVE (CFWI) REPRESENTATION</p>	<p>Mr. Brian Wheeler, Executive Director of Toho Water Authority, advised the Board that at the January 8, 2014 meeting, they had approved retaining the services of an attorney to represent the Water Cooperative on the Regulatory Team as part of the Central Florida Water Initiative (CFWI). The attorney that was to represent the Water Coop, Reedy Creek Improvement District (RCID), Orlando Utility Commission (OUC) and Seminole County refused to enter into a formal letter of engagement with the Water Cooperative including a conflict of interest statement. The Cooperative member staffs recommend that Silvia Alderman, counsel for the Water Cooperative, represent the Cooperative on the CFWI Regulatory Team. Ms. Alderman is willing to represent the Water Coop as a new task under her current contract. There is no change proposed to the current budget authorization amount of \$49,000 for the CFWI Regulatory Team at this time. Commissioner Lindsey moved for approval of a letter agreement retaining the services of Attorney Silvia Alderman to represent the Water Cooperative on the CFWI Regulatory Team. Commissioner Russell seconded the motion. Motion passed 4 to 0.</p>
	<p>APPROVAL OF DRAFT WATER COOPERATIVE BUDGET FOR FISCAL YEAR 2015</p>	<p>The proposed FY2015 budget was presented to the Board. Mr. Wheeler explained that the draft budget FY2015 contains the same expense items as contained in this year's budget (FY2014). After approval of the draft budget the document will be sent to the member governments for a 30 day review and comment period. The final budget will be presented to the Board for approval at the October 1, 2014 meeting provided there are no significant comments from any of the member agencies. Commissioner Shroyer asked if an educational expense item was included in the budget. He was advised that such expenses were covered under the Board expense item of the budget. Commissioner Lindsey moved approval of the proposed FY2015 budget and Commissioner Shroyer seconded the motion. Motion passed 4 to 0.</p>

	<p>BOARD MEMBER COMMENTS</p>	<p>TWA Executive Director Wheeler advised the Board that the July meeting would be unnecessary and could be canceled. Commissioner Shroyer moved to cancel the July meeting and Commissioner Russell seconded the motion. Motion passed 4-0. Next Board meeting will be held Wednesday, October 1, 2014. Lindsey introduced Marjorie Craig, the new Director of the Polk County Utilities.</p>
<p>3:37 PM</p>	<p>ADJOURNED</p>	<p>There being no further business to come before the Board, Chairman Van Meter adjourned the meeting at 3:37PM.</p> <hr/> <p>Bruce R. Van Meter, Chairman</p> <hr/> <p>Tiffany Moore Russell, Secretary</p>

CATEGORY: Water Cooperative of Central Florida

Attachments: Itemized list of expenditures by Toho Water Authority from May 31, 2014 thru September 8, 2014

Approval of Reimbursement of Expenditures to Date by Toho Water Authority on behalf of the Water Co-operative 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 (TWA) on behalf of the Water Co-operative on a quarterly basis. The resolution allows the Authority to submit a detailed list of expenses incurred each quarter to the Board for approval for reimbursement. Under the resolution the TWA 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 TWA on behalf of the Water Co-operative is being submitted for approval for reimbursement contingent upon the Board approving the authorizing resolution.

Recommendation: Staff recommends approval of the list of expenditures submitted to date for reimbursement to the TWA.

REIMBURSEMENTTWAEXPENSE.10.01.2014BLW

Toho Water Authority List of Expenditures (May 31, 2014 - September 8, 2014) on behalf of the Water Cooperative of Central Florida

Vendor ID	Invoice Date	Invoice Number	Invoice Amount
THE LEDGER	05/31/2014	943866	\$201.62
AKERMAN LLP	06/05/2014	8920711	\$8,307.58
AKERMAN LLP	07/07/2014	8929604	\$8,732.62
AKERMAN LLP	08/05/2014	8938459	\$2,467.73
AKERMAN LLP	09/08/2014	8948515	\$8,292.62
		TOTAL	\$28,002.17

Agenda: Water Cooperative of Central Florida

Attachments: Draft Budget for Fiscal Year 2015

Final Budget for Fiscal Year 2015

Budget Agenda Item from May 29, 2014 Meeting

APPROVAL OF WATER COOPERATIVE BUDGET FOR FISCAL YEAR 2015

Explanation: The draft budget for FY2015 was approved by the Board of Supervisors at the May 29, 2014 meeting. A copy of the agenda item and draft budget is attached for reference. Following the Board approval the draft budget was submitted to the member agencies for their 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 FY2015 budget is now ready for approval by the Board.

The attached final budget for approval has been updated to reflect the current estimated Reserves/Carry-over from the FY2014 budget. Within the Legal expenditures portion of the budget the estimated expenditures within the categories has been adjusted to reflect current information on the projected legal expenses associated with the Central Florida Water Initiative representation. The adjustments within the categories do not change the budget allocation for Legal expenses and therefore does not require resubmittal to the member agencies for review again.

Recommendation: Staff recommends approval of the FY2015 Budget

WATERCOOPBUDGETFY2015.10.0.2014.BLW

Water Cooperative of Central Florida

Draft Budget

Fiscal Year October 1, 2014 – September 30, 2015

Income – Annual Working Capital Contributions

Reserves Carry-over	\$40,916.00
Toho Water Authority	
General Administration	\$10,000.00
Cypress Lake Project Management (Approved in Project Interlocal Agreement)	\$52,500.00
Orange County	
General Administration	\$10,000.00
Cypress Lake Project Management (Approved in Project Interlocal Agreement)	\$41,250.00
City of St. Cloud	
General Administration	\$10,000.00
Cypress Lake Project Management (Approved in Project Interlocal Agreement)	\$26,262.00
Polk County	
General Administration	\$10,000.00
Cypress Lake Project Management (Approved in Project Interlocal Agreement)	\$18,750.00

Miscellaneous Income

Reedy Creek Improvement District
Cypress Lake Project Management \$ 11,238.00
(Approved in Project Interlocal
Agreement)

TOTAL: **\$230,916.00**

Expenses:

Water Supply Project Management and Administration:

Reimbursement to Toho Water Authority \$150,000.00

Advertising Meetings \$ 1,000.00

Legal

Meetings (4 Regular & 1 Special) \$ 10,000.00

Central Florida Water Initiative \$ 30,000.00

Property and Easement Acquisition \$ 20,000.00

Miscellaneous \$ 5,000.00

TOTAL LEGAL **\$65,000.00**

Accounting (Annual Report) \$ 2,000.00

Annual Filings \$ 500.00

Board Expenses \$ 1,000.00

TOTAL: **\$219,500.00**

Reserves: **\$ 11,416.00**

Water Cooperative of Central Florida

Budget

Fiscal Year October 1, 2014 – September 30, 2015

FOR APPROVAL

Income – Annual Working Capital Contributions

Reserves Carry-over \$52,850.00

Toho Water Authority

General Administration \$10,000.00

Cypress Lake Project Management \$52,500.00

(Approved in Project Interlocal Agreement)

Orange County

General Administration \$10,000.00

Cypress Lake Project Management \$41,250.00

(Approved in Project Interlocal Agreement)

City of St. Cloud

General Administration \$10,000.00

Cypress Lake Project Management \$26,262.00

(Approved in Project Interlocal Agreement)

Polk County

General Administration \$10,000.00

Cypress Lake Project Management \$18,750.00

(Approved in Project Interlocal Agreement)

Miscellaneous Income

Reedy Creek Improvement District
Cypress Lake Project Management \$ 11,238.00
(Approved in Project Interlocal
Agreement)

TOTAL: **\$242,850.00**

Expenses:

Water Supply Project Management and Administration:

Reimbursement to Toho Water Authority \$150,000.00

Advertising Meetings \$ 1,000.00

Legal

Meetings (4 Regular & 1 Special) \$ 7,000.00

Central Florida Water Initiative \$ 45,000.00

Property and Easement Acquisition \$ 12,000.00

Miscellaneous \$ 1,000.00

TOTAL LEGAL **\$65,000.00**

Accounting (Annual Report) \$ 2,000.00

Annual Filings \$ 500.00

Board Expenses \$ 1,000.00

TOTAL: **\$219,500.00**

Reserves: **\$ 23,350.00**

APPROVAL OF DRAFT WATER COOPERATIVE BUDGET FOR FISCAL YEAR 2015

Attachment: Draft Budget Fiscal Year October 1, 2014 – September 30, 2015
FY2014 Year Ending Budget Estimate
Current FY2014 Budget Report – April 30, 2014

Explanation: The draft budget for FY2015 contains the same expense items as contained in this year's (FY2014) budget. Included in the expenses, as in this year's budget, is a proposed expenditure for project management for the Cypress Lake Alternative Water Supply Project. Funding for project management was previously approved by member governments in the Cypress Lake Project Interlocal Agreement. The project management expenditures are shown in the draft budget because some of the project management is planned to be provided by Toho Water Authority through hiring a person to manage projects that may result from the preliminary engineering studies presently being conducted and which are to be completed this year. A copy of last year's budget explanation is attached for reference and further background. Legal expenses contain a line item for the continued representation of the Water Cooperative in the Central Florida Water Initiative which was approved last year as a mid-year budget revision. The need for the representation is presently anticipated to end within the second quarter of FY2015. Legal fees also continue to include an item 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 draft budget is to be provided through a projected reserve carry-over of \$40,916 from FY2014, 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 draft budget provides for an estimated ending year reserve of \$11,486. 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.

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 draft 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 Board meeting.

Recommendation: Staff recommends approval of the draft budget for fiscal year 2015 as presented for submission to the member governments for comment.

WATERCOOPBUDGETAPPROVALMAY2014.BLW

Agenda: Water Cooperative of Central Florida

Attachments: Draft Amended Budget for Fiscal Year 2015

Final Budget for Fiscal Year 2015

APPROVAL OF WATER COOPERATIVE DRAFT AMENDED BUDGET FOR FISCAL YEAR 2015

Explanation: Staff is proposing that the Board of Supervisors approve a draft amended budget for FY2015 to provide additional funds to be allocated to the Legal expenditure category to cover potential costs within the Central Florida Water Initiative (CFWI) representation line item of the category. Though the FY2015 budget provides for a budget of \$45,000 for the CFWI representation the duration and degree of involvement of the Cooperative's counsel is unknown at this time. Based on the schedule of the CFWI Solutions Phase the effort will continue through June of 2015. At the rate of expenditure on the CFWI representation to date the FY2015 budget number will not cover through June of 2015. The attached draft amended budget increases the budget amount for the representation under the Legal category to \$65,000. The increase is made available because Reedy Creek Improvement District (RCID), a partner on the Cypress Lake Alternative Water Supply project, agreed to pay 20% of the cost of the Water Cooperative representation in the CFWI. On the draft budget the projected reimbursement by RCID is shown as income that can then be used to increase the Legal category of the amended budget. Additionally the projected reserve for the budget was reduced to increase the Legal category funding.

The Board of Supervisor has to approve the proposed amended budget because the Water Cooperative Interlocal Agreement requires the budget to be submitted to the member agencies for a 30 day comment period prior to the Board adopting the draft budget as a final document. By approving the proposed amended FY2015 draft budget at this meeting the Board can formally adopt the amended budget at the January 2015 meeting as a final budget provided there are not comments or objections from the member agencies.

Recommendation: Staff recommends approval of the Draft Amended FY2015 Budget

DRAFTAMENDBUDGET.10.01.2014BLW

Water Cooperative of Central Florida

Amended Budget

Fiscal Year October 1, 2014 – September 30, 2015

DRAFT

Income – Annual Working Capital Contributions

Reserves Carry-over	\$52,850.00
Reimbursement from Reedy Creek Improvement District	\$ 7,800.00
Toho Water Authority	
General Administration	\$10,000.00
Cypress Lake Project Management (Approved in Project Interlocal Agreement)	\$52,500.00
Orange County	
General Administration	\$10,000.00
Cypress Lake Project Management (Approved in Project Interlocal Agreement)	\$41,250.00
City of St. Cloud	
General Administration	\$10,000.00
Cypress Lake Project Management (Approved in Project Interlocal Agreement)	\$26,262.00
Polk County	
General Administration	\$10,000.00
Cypress Lake Project Management (Approved in Project Interlocal Agreement)	\$18,750.00

Miscellaneous Income

Reedy Creek Improvement District
Cypress Lake Project Management \$ 11,238.00
(Approved in Project Interlocal
Agreement)

TOTAL: **\$250,650.00**

Expenses:

Water Supply Project Management and Administration:

Reimbursement to Toho Water Authority \$150,000.00

Advertising Meetings \$ 1,000.00

Legal

Meetings (4 Regular & 1 Special) \$ 7,000.00

Central Florida Water Initiative \$ 65,000.00

Property and Easement Acquisition \$ 12,000.00

Miscellaneous \$ 1,000.00

TOTAL LEGAL **\$85,000.00**

Accounting (Annual Report) \$ 2,000.00

Annual Filings \$ 500.00

Board Expenses \$ 1,000.00

TOTAL: **\$219,500.00**

Reserves: **\$ 11,150.00**

Water Cooperative of Central Florida

Budget

Fiscal Year October 1, 2014 – September 30, 2015

FOR APPROVAL

Income – Annual Working Capital Contributions

Reserves Carry-over \$52,850.00

Toho Water Authority

General Administration \$10,000.00

Cypress Lake Project Management \$52,500.00

(Approved in Project Interlocal Agreement)

Orange County

General Administration \$10,000.00

Cypress Lake Project Management \$41,250.00

(Approved in Project Interlocal Agreement)

City of St. Cloud

General Administration \$10,000.00

Cypress Lake Project Management \$26,262.00

(Approved in Project Interlocal Agreement)

Polk County

General Administration \$10,000.00

Cypress Lake Project Management \$18,750.00

(Approved in Project Interlocal Agreement)

CATEGORY: Water Cooperative of Central Florida

Attachments: None

Status Report for the Cypress Lake Alternative Water Supply Project

Explanation: Ms. Deborah Beatty, project manager for the Cypress Lake Alternative Water Supply Project will provide a brief report on the status of the project and progress since the May 29th, 2014 Water Cooperative Board meeting. As part of the status report, Ms. Beatty will provide an overview of the results of the Water Wheeling Study and the Preliminary Design of the Water Treatment Plant and Well field.

Recommendation: There is no action required by the Board.

Cypress Lake Alternative Water Supply Project Status Report.10.01.14.db

Agenda: Water Cooperative of Central Florida

Attachments: Public Notice of 2015 Meeting Schedule

APPROVAL OF MEETING SCHEDULE FOR 2015

Explanation: The Water Cooperative should establish its proposed meeting schedule for 2015 to provide for public notice of the schedule. The Board has set the meeting schedule for the past several years as the first Wednesday of the month of the first month of each quarter within the calendar year. The proposed meeting schedule and public notice is attached. The Board may schedule special meetings and amend the approved meeting schedule through appropriate action and the provision of the required notice.

Recommendation: Staff recommends approval of the attached meeting schedule for 2015.

SCHEDULEOFBOARDMEETINGS.10.01.2014BLW

PUBLIC NOTICE

WATER COOPERATIVE OF CENTRAL FLORIDA

MEETING SCHEDULE FOR 2015

The Water Cooperative of Central Florida will hold meetings Wednesday, January 7, 2015 Wednesday, April 1, 2015, July 1, 2015, and Wednesday, October 7, 2015. The meetings will begin at 2:00 PM and will be held at the Toho Water Authority administration building located at 951 Martin Luther King Boulevard, Kissimmee, FL 34741.

Purpose of these meetings is to act upon and approve proposed regional water supply projects.

Anyone interested in obtaining more information about these meetings may contact Mr. Brian Wheeler at 407-944-5131.

Any person requiring special accommodations at the meetings because of a disability or physical impairment should contact the Tohopekaliga Water Authority at 407-944-5000.