



The Water Cooperative of Central Florida

Wednesday, July 11, 2018

2:00 PM

Toho Administration Building

951 MLK Boulevard

Kissimmee, FL 34741

Agenda

1. APPROVAL OF THE BOARD MEETING MINUTES FROM APRIL 4, 2018
2. APPROVAL OF REIMBURSEMENT OF EXPENDITURES TO DATE BY TOHO WATER AUTHORITY ON BEHALF OF THE WATER COOPERATIVE OF CENTRAL FLORIDA
3. APPROVAL OF FINAL WATER COOPERATIVE BUDGET FOR FISCAL YEAR 2019
4. STATUS REPORT ON THE IMPLEMENTATION OF THE CYPRESS LAKE ALTERNATIVE WATER SUPPLY PROJECT

Description	Regular meeting of the Water Cooperative of Central Florida (WCCF). Present at the meeting were Polk County Commissioner George Lindsey, Orange County Commissioner Peter Clarke, City of St. Cloud Commissioner Donald Shroyer, Toho Water Authority (TWA) Executive Director Brian L. Wheeler, Silvia Alderman, WCCF Counsel, via telephone and TWA Executive Assistant Nilsa C. Diaz. TWA Supervisor LeRue "Skip" Stellfox was absent.		
Date	04/04/2018	Location	Bruce R. Van Meter Board Room
	ITEM	NOTES	
2:00 PM	MEETING CALLED TO ORDER	Meeting called to order at 2:01 PM.	
	ANNUAL ELECTION OF OFFICERS FOR THE BOARD OF SUPERVISORS	TWA Executive Director Brian Wheeler, Agent for the WCCF informed the Board of the annual requirement for the election of officers. Commissioner Lindsey made a motion for the existing Board officers to continue for the remainder of FY2018. Commissioner Clarke seconded the motion. Motion passed 3 to 0.	
	2. APPROVAL OF THE BOARD MEETING MINUTES FROM JULY 12, 2017	Commissioner Clarke moved for approval of the meeting minutes from the Water Cooperative Board meeting of July 12, 2017 as circulated. Commissioner Lindsey seconded the motion. Motion passed 3 to 0.	
	3. APPROVAL OF REIMBURSEMENT OF EXPENDITURES TO DATE BY TOHO WATER AUTHORITY ON BEHALF OF THE WATER COOPERATIVE OF CENTRAL FLORIDA	TWA Executive Director Brian Wheeler, Agent for the WCCF, summarized the expenditures TWA made on behalf of the WCCF from July 10, 2017 – March 5, 2018 submitted for reimbursement. The total amount of expenditures for the period was \$62,565.09. Executive Director Wheeler reported that the majority of the expenses were for legal fees related to representation for the Central Florida Water Initiative. Commissioner Clarke moved for approval of the reimbursement to TWA. Commissioner Lindsey seconded the motion. Motion passed 3 to 0.	
	4. APPROVAL OF THE REGULAR MEETING SCHEDULE FOR 2018	Executive Director Wheeler reported that the Board meetings have regularly been scheduled the Wednesday following the end of the quarter. This year, due to July 4th falling on the Wednesday following the end of the quarter, the meeting should be held on July 11th. The schedule will be advertised as such. Commissioner Lindsey moved for approval of the Board meeting schedule for 2018 and Commissioner Clarke seconded the motion. Motion passed 3 to 0.	

	<p>5. APPROVAL OF A CONTRACT ADDENDUM WITH TETRATECH FOR THE DESIGN, CONSTRUCTION SERVICES, AND WATER QUALITY CRITERIA EXEMPTION PERMITTING FOR THE CYPRESS LAKE WATER TREATMENT PLANT TEST CONCENTRATE DISPOSAL WELL</p>	<p>Executive Director Wheeler reported 3rd Amendment to the Cypress Lake Interlocal Agreement has now been approved by all of the parties to the Cypress Lake Interlocal Agreement. The Board is now being requested to approve the addendum to the TetraTech contract for the design, permitting, bidding, construction services, and permitting of Water Quality Contaminant Exemption for the initial concentrate disposal well. Commissioner Lindsey asked when the test well would be completed and tested. Executive Director Wheeler reported that design of the well will take approximately six months but that the construction could not begin until the property for the well was acquired. Acquisition of the concentrate well site will also require the acquisition of the water plant site, other well sites and utility easements from the Bronson property because the property owner has requested that all of the property required from their property be acquired as one acquisition. Commissioner Lindsey moved for approval of the contract addendum with TetraTech and Commissioner Clarke seconded the motion. Motion passed 3 to 0.</p>
	<p>6. APPROVAL OF THE WATER COOPERATIVE BUDGET FOR FISCAL YEAR 2019</p>	<p>TWA Executive Director Wheeler presented the proposed budget for FY2019. The budget contains the same numbers as the current budget with the exception of a reduction in contributions by the member agencies due to a reduction in legal representation. Once the draft budget is approved, it is sent to the member governments. The proposed budget is similar to the FY2018 budget in proposed revenue and expenditures. Commissioner Lindsey moved for approval of the final WCCF budget for FY2019 and Commissioner Clarke seconded the motion. Motion passed 3 to 0.</p> <p>TWA Executive Director Wheeler advised the Board that they might consider cancelling the scheduled October meeting because at this time there does not appear that there will any agenda items requiring Board action with the exception of the quarterly reimbursement of expenses by TWA on behalf of the WCCF. There was general consensus for the TWA Executive Director Wheeler to advise the Board of whether there is a need to cancel the October meeting as the time gets closer to the meeting date.</p>

		<p>Counsel Silvia Alderman provided the Board a summary of the work of the Central Florida Water Initiative Regulatory effort since the last meeting. The primary focus of the work has been associated with attempting to develop regulatory language dealing with water conservation.</p> <p>The Board members discussed the level of growth being experienced and the timing of the Cypress Lake AWS project to meet future needs. Executive Director Wheeler advised the Board that the member agency utility directors would be meeting in May to review each agency's present and projected water demands to project the timing for the Cypress Lake AWS project. The need for the project tentatively appears to be within the next 5-10 years.</p> <p>Skip Stellfox told the Board that he will not be here at the next meeting as he will be stepping down as TWA Supervisor.</p>
	ADJOURNED	<p>There being no further business to come before the Board, Chairman Shroyer adjourned the meeting at 2:22 PM.</p> <hr/> <p>Donald Shroyer, Chairman</p> <hr/> <p>Peter Clarke, Secretary</p> <p style="text-align: right;">ncd</p>

WATER CO-OPERATIVE OF CENTRAL FLORIDA

Meeting Date: July 11, 2018

Agenda Item No. 2

Attachments: Itemized list of expenditures by Toho Water Authority from March 6 10, 2018 – June, 2018

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 (TWA) on behalf of the Water Coop 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 Cooperative, is being submitted for approval for reimbursement contingent upon the Board approving the authorizing resolution.

Costs: \$9,815.24

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

Initials: BLW

Attachment to Item 2

Toho Water Authority List of Expenditures on behalf of the Water Cooperative of Central Florida (March 29, 2018 - June 28, 2018)

Vendor	Date	Invoice	Amount
Osceola News Gazette	03.29.2018	300118301	\$28.97
The Ledger	03.27.2018	10117098	\$145.83
Orlando Sentinel	03.26.2018	CU00017532 5523863	\$95.00
Akerman	04.12.2018	9338347	\$2,156.56
Akerman	04.12.2018	9338351	\$65.00
Akerman	05.03.2018	9343941	\$162.50
CliftonLarsonAllen	04.30.2018	1810539	\$4,000.00
Akerman	06.05.2018	9353224	\$3,152.50
USPS	06.28.2018	Certified Mail	\$8.88
		TOTAL	\$9,815.24

WATER CO-OPERATIVE OF CENTRAL FLORIDA

Meeting Date:
July 11, 2018

Agenda Item No. 3

Attachments:

**Draft Budget Fiscal Year October 1, 2018 – September 30, 2019
Year Ending Estimate for Budget Year FY2018
Current Actual vs Budget Report June 30, 2018**

Title:

APPROVAL OF FINAL WATER COOPERATIVE BUDGET FOR FISCAL YEAR 2019

Explanation:

At the April 4, 2018 meeting the proposed draft budget for FY2019 was submitted to the Board of Supervisors for approval. Following approval the draft budget was submitted to the member governments for comment. No comments were received from any of the member governments. The FY2019 Budget is now ready for approval for the fiscal year by the Board of Supervisors.

The draft budget for FY2019 contains the same expense line items as contained in this year's (FY2018) budget. Included within the legal expenses category continues to be a line item for the continued representation of the Water Cooperative in the Central Florida Water Initiative (CFWI) which was approved initially in FY2014. The regulatory development process for the legislatively mandated CFWI regulations is on-going and is expected to continue into FY2019. 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. The major property acquisition is being initiated this fiscal year (FY2018) but some of the effort may carry over into FY2019.

Revenue for the draft budget is to be provided through a projected reserve carry-over of \$54,103 from FY2018 and a \$22,000 contribution down from the previous several years of \$25,000 from each of the four member governments. The draft budget provides for an estimated ending year reserve of \$32,603. The only funding approval that will be necessary from each member government to fund the proposed draft budget is the \$22,000 contribution.

Costs:

Draft Budget, no immediate cost impacts.

Recommendation:

Staff recommends approval of the final budget for Fiscal Year 2019 as presented.

Initials: BLW

Water Cooperative of Central Florida
FY2018 -- YTD as of 7/3/2018

	<u>Final Budget</u>	<u>YTD Actuals</u>
Income -- Annual Working Capital Contributions		
Reserves Carry-over	\$22,321.12	\$45,928.28
Reimbursement from Reedy Creek Improvement District	\$24,000.00	\$5,772.06 *
Toho Water Authority		
General Administration	\$25,000.00	\$25,000.00
Cypress Lake Project Management	\$0.00	
Orange County		
General Administration	\$25,000.00	\$25,000.00
Cypress Lake Project Management	\$0.00	
City of St. Cloud		
General Administration	\$25,000.00	\$25,000.00
Cypress Lake Project Management	\$0.00	
Polk County		
General Administration	\$25,000.00	\$25,000.00
Cypress Lake Project Management	\$0.00	
Miscellaneous Income		
Reedy Creek Improvement District		
Cypress Lake Project Management	\$0.00	\$0.00
Interest on SunTrust Account	<u>\$0.00</u>	<u>\$0.00</u>
<u>TOTAL</u>	<u>\$146,321.12</u>	<u>\$151,700.34</u>
Expenses		
Water Supply Project Management and Administration		
Reimbursement to Toho Water Authority	\$0.00	\$0.00
Advertising Meetings	\$1,000.00	\$559.19
Legal Expense		
Meetings (4 regular & 1 special)	\$10,000.00	\$227.50
Central Florida Water Initiative	\$120,000.00	\$32,012.78
Property and Easement Acquisition	\$5,000.00	
Miscellaneous	<u>\$1,000.00</u>	
Total Legal	\$136,000.00	\$32,240.28
Accounting (Annual Report)	\$4,000.00	\$4,000.00
Annual Filings	\$500.00	\$175.00
Postage		\$8.88
Board Expenses	<u>\$1,000.00</u>	
<u>TOTAL</u>	<u>\$142,500.00</u>	<u>\$36,983.35</u>
<u>NET RESERVES</u>	<u>\$3,821.12</u>	<u>\$114,716.99</u>

* RCID reimbursement of \$2,657.85 billed 4/23/18 for second quarter, but not yet collected

Water Cooperative of Central Florida
PROPOSED BUDGET FOR FY2019

	<u>Proposed Budget FY2019</u>	
Income -- Annual Working Capital Contributions		
Reserves Carry-over	\$51,763.00	
Reimbursement from Reedy Creek Improvement District	\$23,000.00	
Toho Water Authority		
General Administration	\$22,000.00	
Cypress Lake Project Management	\$0.00	
Orange County		
General Administration	\$22,000.00	
Cypress Lake Project Management	\$0.00	
City of St. Cloud		
General Administration	\$22,000.00	
Cypress Lake Project Management	\$0.00	
Polk County		
General Administration	\$22,000.00	
Cypress Lake Project Management	\$0.00	
Miscellaneous Income		
Reedy Creek Improvement District		
Cypress Lake Project Management	\$0.00	
Interest on SunTrust Account	\$0.00	
<u>TOTAL</u>	<u>\$162,763.00</u>	
Expenses		
Water Supply Project Management and Administration		
Reimbursement to Toho Water Authority	\$0.00	
Advertising Meetings	\$1,000.00	
Legal Expense		
Meetings (4 regular & 1 special)	\$10,000.00	
Central Florida Water Initiative	\$100,000.00	
Property and Easement Acquisition	\$15,000.00	
Miscellaneous	\$1,000.00	
Total Legal	<u>\$126,000.00</u>	
Accounting (Annual Report)	\$4,000.00	
Annual Filings	\$500.00	
Board Expenses	\$1,000.00	
<u>TOTAL</u>	<u>\$132,500.00</u>	
<u>NET RESERVES</u>	<u>\$30,263.00</u>	

Water Cooperative of Central Florida
FY2018 -- Projected Year End as of 7/3/2018

	<u>Final Budget</u>	<u>YTD Actuals</u>
Income -- Annual Working Capital Contributions		
Reserves Carry-over	\$22,321.12	\$45,928.28 *
Reimbursement from Reedy Creek Improvement District	\$24,000.00	\$12,500.00 **
Toho Water Authority		
General Administration	\$25,000.00	\$25,000.00
Cypress Lake Project Management	\$0.00	
Orange County		
General Administration	\$25,000.00	\$25,000.00
Cypress Lake Project Management	\$0.00	
City of St. Cloud		
General Administration	\$25,000.00	\$25,000.00
Cypress Lake Project Management	\$0.00	
Polk County		
General Administration	\$25,000.00	\$25,000.00
Cypress Lake Project Management	\$0.00	
Miscellaneous Income		
Reedy Creek Improvement District		
Cypress Lake Project Management	\$0.00	\$0.00
Interest on SunTrust Account	<u>\$0.00</u>	<u>\$0.00</u>
<u>TOTAL</u>	<u>\$146,321.12</u>	<u>\$158,428.28</u>
Expenses		
Water Supply Project Management and Administration		
Reimbursement to Toho Water Authority	\$0.00	\$0.00
Advertising Meetings	\$1,000.00	\$289.39
Legal Expense		
Meetings (4 regular & 1 special)	\$10,000.00	
Central Florida Water Initiative	\$120,000.00	\$62,200.00
Property and Easement Acquisition	\$5,000.00	\$40,000.00
Miscellaneous	<u>\$1,000.00</u>	
Total Legal	\$136,000.00	<u>\$102,200.00</u>
Accounting (Annual Report)	\$4,000.00	\$4,000.00
Annual Filings	\$500.00	\$175.00
Board Expenses	<u>\$1,000.00</u>	
<u>TOTAL</u>	<u>\$142,500.00</u>	<u>\$106,664.39</u>
<u>NET RESERVES</u>	<u>\$3,821.12</u>	<u>\$51,763.89</u>

* FY2017 audit pending

** RCID reimbursement billed 1/25/18 for first quarter, but not yet collected

WATER CO-OPERATIVE OF CENTRAL FLORIDA

Meeting Date: July 11, 2018

Agenda Item No. 4

Attachments: List of Properties to be acquired for Cypress Lake Alternative Water Supply

Map of Properties to be acquired for Cypress Lake Alternative Water Supply

Title: STATUS REPORT ON THE IMPLEMENTATION OF THE CYPRESS LAKE ALTERNATIVE WATER SUPPLY PROJECT

Explanation: Representatives of the Water Cooperative member agencies and Reedy Creek Improvement District have been meeting over the past few months to review their respective agencies' present water demands and projected water supply demands for the next 5 – 10 years. Based on those meetings and evaluation of the member agency water demands the representatives agree that there is a need to begin the steps towards the implementation of the Cypress Lake Alternative Water Supply project. Based on the levels of growth being experienced in Central Florida and particularly within the Toho Water Authority service area there is a potential need for additional water supply to be needed within the next 5-7 years. The member agencies are exploring the potential to “wheel water” between the members to meet some of the Toho Water Authority short term demand to delay implementation of the Cypress Lake AWS by several years. Preliminary discussions on the potential for “water wheeling” to delay the Cypress Lake AWS implementation have not yet indicated that the agencies will be able to provide sufficient water supply to justify implementation. Therefore while the member agencies continue to explore “water wheeling” there is agreement that the final design and property acquisition for the Cypress Lake AWS should proceed.

The Water Cooperative Board approved the engineering for the design and construction of one of the concentrate disposal wells to complete the permitting for the concentrate disposal at the April 4th meeting. That design is proceeding and should be completed and be ready for construction by the end of this calendar year. Construction of the concentrate disposal well will require the acquisition of the well site from the property owner, Bronson Ranch. The Bronsons have also requested that the Water Cooperative acquire all of the property needed from their property for the project at one time and not in pieces in separate transactions. The project will require a site for the water treatment plant, the three concentrate disposal wells, several production wells, several utility easements, and easements for monitoring designated wetlands for the Water Use Permit. Proceeding with the Cypress Lake AWS project will require acquisition of the other lands needed for the project, well sites and easements for pipelines associated with the project. Attached is a map and list of the properties to be acquired for the project. TWA on behalf of the Water Cooperative has initiated the property acquisition engaging the consulting engineer, attorney, and appraiser.

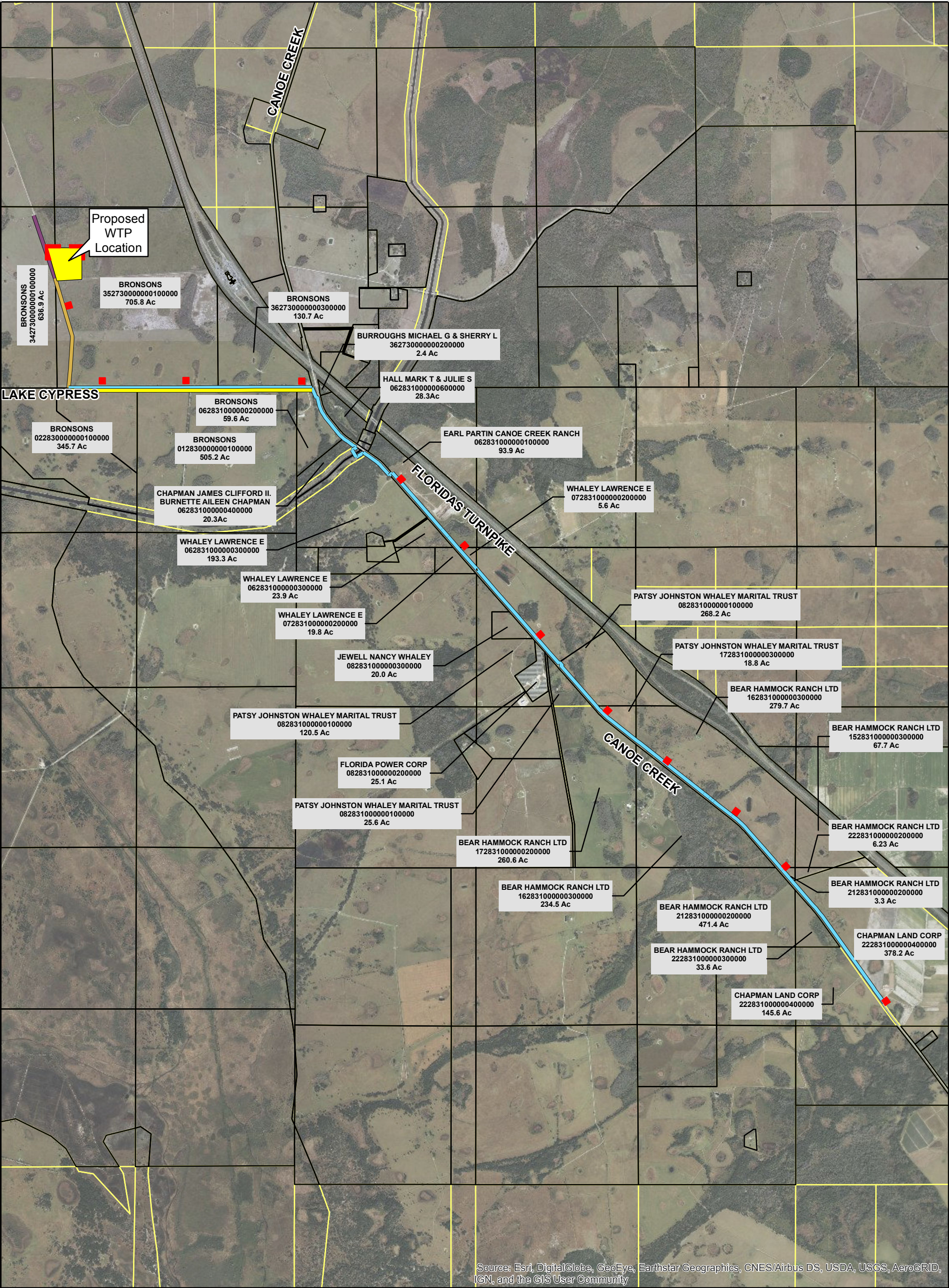
The Water Cooperative member agency representatives have agreed to initiate the final design of the Cypress Lake AWS project, water plant, wells, and pipelines at the

beginning of calendar year 2019. Over the next several months the Water Cooperative representatives will evaluate contracting with the consultant who did the preliminary engineering work for the project to proceed with the final design. Generally the engineering design is anticipated to take approximately 2 years to complete.

Costs:

Recommendation: No action is requested by the Board of Supervisors at this time.

Initials: blw



Source: ESRI World Imagery; Osceola County Property Appraiser; USFWS NWI, Osceola.

Proposed WTP Location

Land Acquisition

Stormwater Easement

Land Acquisition or Easement (WTP Access)

Raw Water Main Easement

Access Easement (WTP access to Cypress Lake Rd)

Parcels_20180301

Osceola County Parcels

0

3,000

Feet

N

CYPRESS LAKE SITE SELECTION AND RAW WATER MAIN ROUTING ANALYSIS

LAND ACQUISITION AND EASEMENT LOCATIONS

JUNE 20, 2018

FIGURE 1

Tt

TETRA TECH

P:\ER\08466200-08466-13007-AGIS\Maps\PropertyAcquisition\BP_FA-1.mxd [Betty Morris 6/18/2018]

CYPRESS LAKE WATER TREATMENT PLANT

June 20, 2018

TABLE 3: PROPERTY ACQUISITIONS BY LAND OWNER

OWNER	PARCEL ID	TYPE	ACRES TO PURCHASE
Bronsons	35-27-30-0000-0010-0000	Land Acquisition and Access Easement	52.5
	36-27-30-0000-0030-0000	Land Acquisition, Access Easement, and Raw Water Main Easement	3.3
	06-28-31-0000-0020-0000	Raw Water Main Easement	1.4
	34-27-30-0000-0010-0000	Stormwater Drainage Easement	*For Discussion
		TOTAL	57.2 ¹
Chapman Land Corporation	06-28-31-0000-0040-0000	Raw Water Main Easement	0.5
	22-28-31-0000-0040-0000	Raw Water Main Easement	4.3
		TOTAL	4.8
Crescent O Ranch LLC	06-28-31-0000-0030-0000	Raw Water Main Easement	0.9
		TOTAL	0.9
Earl Partin Canoe Creek Ranch	06-28-31-0000-0010-0000	Land Acquisition and Raw Water Main Easement	4.2
		TOTAL	4.2
Nancy E Jewell Rev Trust LLC	07-28-31-0000-0025-0000	Raw Water Main Easement	2.8
	08-28-31-0000-0010-0000	Land Acquisition and Raw Water Main Easement	3.0
		TOTAL	5.8
Whaley Derrick Brett	08-28-31-0000-0070-0000	Raw Water Main Easement	0.3
	17-28-31-0000-0030-0000	Raw Water Main Easement	1.9
		TOTAL	2.2
Bear Hammock Ranch LTD	16-28-31-0000-0030-0000	Raw Water Main Easement	7.2
	21-28-31-0000-0020-0000	Raw Water Main Easement	0.3
		TOTAL	7.5
TOTAL			82.6 ¹

1. Total acres to purchase does not include Stormwater Drainage Easement