



The Water Cooperative of Central Florida

Wednesday, April 4, 2018

2:00 PM

Toho Administration Building

951 MLK Boulevard

Kissimmee, FL 34741

Agenda

1. ANNUAL ELECTION OF OFFICERS FOR THE BOARD OF SUPERVISORS
2. APPROVAL OF THE BOARD MEETING MINUTES FROM JULY 12, 2017
3. APPROVAL OF REIMBURSEMENT OF EXPENDITURES TO DATE BY TOHO WATER AUTHORITY ON BEHALF OF THE WATER COOPERATIVE OF CENTRAL FLORIDA
4. APPROVAL OF THE REGULAR MEETING SCHEDULE FOR 2018
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
6. APPROVAL OF DRAFT WATER COOPERATIVE BUDGET FOR FISCAL YEAR 2019

Description	Regular meeting of the Water Cooperative of Central Florida (WCCF). Present at the meeting were Polk County Commissioner George Lindsey, TWA Supervisor LeRue "Skip" Stellfox, Orange County Commissioner Peter Clarke, City of St. Cloud Commissioner Donald Shroyer, TWA Executive Director Brian L. Wheeler, Silvia Alderman, WCCF Counsel (participated via telephone), and TWA Executive Assistant Nilsa C. Diaz.		
Date	07/12/2017	Location	Bruce R. Van Meter Board Room
	ITEM	NOTES	
2:00 PM	MEETING CALLED TO ORDER	Meeting called to order at 2:00 PM.	
	1.APPROVAL OF THE BOARD MEETING MINUTES FROM APRIL 5, 2017	Commissioner Clarke moved for approval of the meeting minutes from the Water Cooperative Board meeting of April 5, 2017 as circulated. Commissioner Lindsey seconded the motion. Motion passed 4 to 0.	
	2.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 March 3, 2017 – June 6, 2017 submitted for reimbursement. The total amount of expenditures for the period was \$27,484.83. Mr. Wheeler explained that the majority of the expenses were for legal fees related to representation for the Central Florida Water Initiative. Commissioner Lindsey moved for approval of the reimbursement to TWA. Commissioner Stellfox seconded the motion. Motion passed 4 to 0.	
	3.APPROVAL OF THE WATER COOPERATIVE BUDGET FOR FISCAL YEAR 2018	TWA Executive Director Wheeler presented the final proposed budget for FY2018. The proposed budget is similar to the FY2017 budget in proposed revenue and expenditures. The proposed budget has been submitted to the member governments and there have been no comments from any of the member governments. Commissioner Stellfox moved for approval of the final WCCF budget for FY2018 and Commissioner Clarke seconded the motion. Motion passed 4 to 0. 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	

		<p>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>ADJOURNED</p>	<p>There being no further business to come before the Board, Chairman Shroyer adjourned the meeting at 2:07 PM.</p> <hr/> <p>Donald Shroyer, Chairman</p> <hr/> <p>Peter Clarke, Secretary</p> <p>ncd</p>

WATER CO-OPERATIVE OF CENTRAL FLORIDA

Meeting Date: April 4, 2018

Agenda Item No. **3**

Attachments: Itemized list of expenditures by Toho Water Authority from July 10, 2017 – March 5, 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: \$62,565.09

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

Initials: BLW

Attachment to Item 3

Toho Water Authority List of Expenditures on behalf of the Water Cooperative of Central Florida (July 10, 2017- March 5, 2018)

Vendor	Date	Invoice	Amount
Akerman LLP	07/10/2017	9255456	\$6,532.50
Akerman LLP	08/07/2017	9264929	\$97.50
Akerman LLP	08/07/2017	9264928	\$5,132.00
Akerman LLP	09/05/2017	9273399	\$14,924.98
Akerman LLP	10/03/2017	9282939	\$227.50
Akerman LLP	10/03/2017	9282936	\$8,482.50
Dept. of Economic Opportunity	10/02/2017	Annual fee	\$175.00
Akerman LLP	11/02/2017	9291982	\$6,045.00
Akerman LLP	12/06/2017	9300199	\$6,301.93
Akerman LLP	01/08/2018	9309240	\$3,224.09
Sun Publications	01/13/2018	62871	\$28.97
Orlando Sentinel	01/17/2018	3487053	\$99.42
The Ledger	01/17/2018	L060G0IAUK	\$161.00
Akerman LLP	02/06/2018	9317513	\$7,265.20
Akerman LLP	03/05/2018	9326208	\$3,867.50
			\$62,565.09

WATER CO-OPERATIVE OF CENTRAL FLORIDA

Meeting Date: April 4, 2018

Agenda Item No. **4**

Attachments: Public Notice of 2018 Meeting Schedule

Title: APPROVAL OF MEETING SCHEDULE FOR 2018

Explanation:

The Water Cooperative should establish its proposed meeting schedule for 2018 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. For 2018 the first meeting originally scheduled for the 4th Wednesday of January was cancelled. This first meeting, April 4, 2018 was scheduled and advertised based on the previous scheduling of the first Wednesday of the first month of each quarter. The July meeting is being scheduled for the second Wednesday, July 11th, because the first Wednesday is July 4th the national holiday. The October meeting will be scheduled for the first Wednesday of the month. 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.

Costs:

Recommendation: Staff recommends approval of the attached meeting schedule for 2018.

Initials: BLW

PUBLIC NOTICE
WATER COOPERATIVE OF CENTRAL FLORIDA
MEETING SCHEDULE FOR 2018

The Water Cooperative of Central Florida will hold meetings July 11, 2018, and Wednesday, October 3, 2018. The meetings will begin at 2:00 PM and will be held in the Bruce R. Van Meter Board Room 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 L. 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.

WATER CO-OPERATIVE OF CENTRAL FLORIDA

Meeting Date: April 4, 2018

Agenda Item No. **5**

Attachments: Scope of Services Proposal

Title: 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

Explanation:

TWA is requesting the Water Cooperative of Central Florida (Cooperative) Board of Supervisors approve an \$867,249 addendum to the Tetrattech Consulting Contract for the design; bidding and construction services, including construction administration and construction observation; and permitting of a Water Quality Criteria Exemption (WQCE) for one test Concentrate Disposal Well for the Cypress Lake Water Treatment Plant Project.

On January 6, 2016, the Cooperative Board of Supervisors approved a Tetrattech proposal for permitting three concentrate disposal wells to inject brine concentrate, a by-product of the reverse osmosis brackish water treatment process, into the lower portion of the Lower Floridan Aquifer as an alternative to concentrate disposal through a deep injection well. The permitting through the Florida Department of Environmental Protection (FDEP) has been successfully completed and allows for the project to use the alternative method of concentrate disposal via a shallower Class V concentrate disposal well instead of a traditional Deep Injection Class I well. The Class V well will reduce the cost of the well construction from approximately \$15M to \$5M per well and will result in a substantial savings over the course of construction of three disposal wells, the number of wells required to provide disposal of the brine concentrate for the Cypress Lake Water Treatment Plant Project.

The scope of services proposal associated with the addendum has been reviewed and negotiated by participating utility staff, and includes preparation of design and technical specifications, WQCE permitting services, bidding services, construction administration and construction oversight. Because the Class V well is substantially shallower than a deep injection well, the issued permit requires the Water Cooperative to submit a second permit application for a Water Quality Criteria Exemption for concentrate components that might exceed drinking water standards.

The Water Cooperative Board, on January 4, 2017, approved the 3rd Amendment to the Cypress Lake Interlocal Agreement which established a funding budget of \$5.0 million for the design and construction of the first concentrate disposal well and allocated the cost between the WCCF members and Reedy Creek Improvement District (RCID). Since the Board approval of the 3rd Amendment all of the WCCF member governments, Toho Water Authority (TWA), Orange County, the City of St. Cloud, and Polk County, along with RCID have approved the 3rd Amendment.

With approval of the 3rd Amendment by all participating utilities, the Board of Supervisors is now requested to approve the addendum to the Tetrattech contract for the design, permitting, bidding, construction services, and permitting of WQCE as outlined above. The fee associated with the

services is slightly below the funding budgeted for the engineering and permitting services in the 3rd Amendment.

Costs: \$867,249

Recommendation: TWA as project administrator, with the concurrence of participating WCCF utility staff, recommends that the Water Cooperative Board approves the Tetrattech addendum for the design, permitting and construction services for the test concentrate disposal well.

Initials: DB



January 8, 2018

Ms. Deborah Beatty, P.E.
Toho Water Authority
951 Martin Luther King Blvd., 3rd Fl.
Kissimmee, FL 34741

**Subject: Cypress Lake Water Treatment Plant, Wellfield and Raw Water Main Project
Class V Exploratory Well
Design, Bidding, and Construction Administration and Observation Services**

Tt # 200BP Toho

Dear Ms. Beatty:

Tetra Tech is pleased to furnish this revised proposal for professional engineering services to assist the Toho Water Authority (TWA) with the above-referenced project. A detailed scope of services and compensation summary are attached hereto.

We look forward to providing these services to the TWA. If you should have any questions, please do not hesitate to contact me at 407-839-3955.

Very truly yours,

Tetra Tech

A handwritten signature in blue ink, appearing to read 'Jon D. Fox'.

Jon D. Fox, P.E.
Vice President

Attachments

JDF/ab/Cypress Lake DIW/Beatty_010818



EXHIBIT A
CYPRESS LAKE WATER TREATMENT PLANT, WELLFIELD AND RAW WATER MAIN PROJECT
CLASS V EXPLORATORY WELL
DESIGN, BIDDING, AND CONSTRUCTION ADMINISTRATION AND OBSERVATION SERVICES

Tetra Tech, Inc. (CONSULTANT) entered into a Consulting Services Agreement (AGREEMENT) with Toho Water Authority (TWA) on June 26, 2013 for Design Services for the Cypress Lake Water Treatment Plant, Wellfield and Raw Water Main Project. Pursuant to this AGREEMENT, TWA has requested that the CONSULTANT provide certain professional engineering and hydrogeological services for the Class V Exploratory Well Design, Bidding, Construction Administration and Construction Observation (Project), as further detailed in this scope of services.

I. INTRODUCTION

The Water Cooperative of Central Florida (Cooperative) members, currently consisting of the City of St. Cloud, Toho Water Authority (TWA), Orange County Utilities (OCU), and Polk County Utilities (PCU) together with the Reedy Creek Improvement District (RCID) [Utility Partners], determined that the construction of a regional alternative water supply project would be of benefit to their individual water supply needs and address the specific conditions within their own current water use permits. In 2011, an Interlocal Agreement was executed to form a cooperative entity of Central Florida utility providers to address the funding, planning, preliminary design, design and construction, comprehensive plan amendments, zoning and land use approvals, and water use permitting for water supply projects to benefit the customers and stakeholders of the Cooperative. The Cooperative recognizes the benefits of regional cooperation and has determined that such partnership is in the best interest of the public.

Strategic planning efforts determined that a regional project yielding a minimum 30 million gallons per day (MGD) of water supply would help to collectively meet the Utility Partners needs for the near future. The following planning efforts have been completed to date:

- Two test/production wells were constructed within the Cypress Lake Wellfield and tested to provide the Utility Partners with water quality data within the Lower Floridan aquifer (LFA) which was used to estimate raw water quality and ultimately to provide a basis of design for the new water treatment plant (WTP).
- The Utility Partners were issued a 30-year 37.5 MGD water use permit by the South Florida Water Management District (SFWMD) to withdraw groundwater from the LFA as an alternative water supply source.
- A Concept Development Plan (Tetra Tech, April 2014) was prepared and recommended reverse osmosis (RO) as the treatment process for the LFA brackish groundwater supply and deep well injection as the most cost effective and permissible RO concentrate management option.
- A Preliminary Design Report (Tetra Tech, October 2014) was prepared and presented a basis of design, preliminary layout of proposed facilities (buildings, site and yard piping), facility implementation, overview of regulatory requirements, and estimate of probable capital and O&M costs for the Cypress Lake WTP, wellfield, and raw water main.
- A Class V Group 4 Injection Well permit was issued for up to three (3) injection wells by the Florida Department of Environmental Protection (January 30, 2017) for disposal of brine concentrate from the proposed reverse osmosis water treatment plant.

The injection wells are permitted to a maximum design depth of 2,400 feet below land surface (bls) into the Lower Floridan Aquifer (LFA) lower permeable zone to evaluate the potential feasibility for disposal of RO concentrate. Upon issuance of the Class V Group 4 injection well, the Utility Partners have requested CONSULTANT provide a proposal for the design services, water quality criteria exemption (WQCE) permit application preparation, bidding services, and services during construction for one (1) injection well and a single zone monitoring well. A WQCE permit will be needed for parameters such as radionuclides that may exceed drinking water standards in the RO concentrate to be injected in the injection zone.

II. SCOPE OF SERVICES

A. Meetings

1. Review and Permitting Meetings:

Three (3) meetings associated with the design and WQCE permit application are anticipated:

- One (1) pre-application meeting with FDEP in the Tallahassee office.
- One (1) Utility Partners design, bidder prequalification package, and WQCE application review meeting. The intent of this meeting is to review the draft technical specifications for well construction, the pre-bid qualification package for bidder qualifications, and WQCE application package.
- One (1) public meeting prior to the WQCE permit issuance. The public meeting is typically required by FDEP in accordance with Chapter 62-520.

A proposed agenda will be prepared and distributed one (1) week prior to the meetings. CONSULTANT will be responsible for preparation and distribution of meeting minutes within one (1) week of the meetings.

Construction meetings are included in Task E (Construction Administration).

B. Design and Technical Specifications

Final design will include the preparation of the well design and technical specifications and associated bidding documents for the construction of the first injection well and single zone monitoring well. For the purposes of this proposal, it is assumed the injection well and monitoring well will be completed with a single valve termination at the surface and final wellheads will be designed and completed at a later date.

CONSULTANT will prepare a well drilling contractor pre-bid qualification package for this work to prequalify well drilling contractors prior to bidding. Each prequalified bidder will be qualified to drill injection wells (per the testing requirements in the specifications) and familiar with FDEP UIC requirements for well construction. CONSULTANT will review and evaluate pre-qualification submittals from potential well drillers and provide recommendation.

CONSULTANT will perform a topographic survey of the proposed well site (assumed site to be approx. 1.5 acres). Establish horizontal and vertical control based on Osceola County datum NAD83 (2007) Florida East Zone, NAVD 1988.

Deliverables for this task will include a draft Technical Specifications for well construction and a draft pre-bid qualification package for the Utility Partners to review. Final Technical Specifications and pre-bid qualification package will be provided based on comments received from the Utility Partners. Provide recommendation for pre-qualified well drillers.

C. WQCE Permitting Services

CONSULTANT will prepare a WQCE permit application for the Utility Partners to review. The application will be prepared for an exemption from the primary or secondary drinking water standards for the following parameters:

- Radionuclides
- Sodium
- Chloride
- Total Dissolved Solids
- Sulfate

Comments from the Utility Partners review of the application will be incorporated into the final application for submittal to the FDEP UIC Department. In addition, CONSULTANT shall respond to agency requests for additional information. The Utility Partners shall pay all permit application fees (\$6,000 per parameter).

D. Bidding Services

Bidding services will include the following:

1. Coordinate advertisement of the Project with the Utility Partners and prepare Invitation to Bid.
2. Attend a pre bid conference. The pre bid conference will include a site visit to the proposed well site.
3. Respond to written questions from bidders and prepare addenda as required to interpret, clarify or expand the Bidding Documents.
4. Review and evaluate the apparent low bidder's bid package for conformance with the bidding requirements.

E. Construction Administration

The CONSULTANT will provide construction administration services are based on a 305 day construction period, including 245 days of well construction, 30 days for mobilization prior to drilling and 30 days for demobilization/well head completion. If construction extends beyond this duration, then additional services may be required. Services during construction include the following:

1. Shop Drawing and Pay App Review

- a. Review shop drawings and other required Contractor submittals up to two (2) times per submittal for general conformance with the Contract Documents.
- b. Review Contractor's testing plan for general conformance with the Contract Documents.

- c. Review the Contractor's application for payment and the accompanying data and schedules, determine the amounts owed to the Contractor, and advise TWA of the recommended payments to the Contractor.

2. Interpretations and Clarifications

- a. Provide interpretation or clarification of the design documents when requested, and prepare change orders required for clarification or minor modification of the Contract Documents.

3. Construction Meetings

- a. CONSULTANT will attend and conduct a preconstruction conference with the selected Contractor, subcontractors, regulatory agencies and Utility Partners. CONSULTANT will prepare an agenda and will distribute meeting minutes.
- b. Attend up to ten (10) progress meetings, prepare agenda and meeting minutes. Construction of this project is anticipated to take 305 days from notice-to-proceed until substantial completion. Progress meetings are anticipated monthly.

4. Substantial and Final Completion Inspections

- a. Conduct a substantial completion site inspection and develop a punch list of items to be corrected by the Contractor for each well.
- b. Conduct a final completion site inspection to determine if the punch list items have been completed in accordance with the Contract Documents and if the Contractor's obligations are fulfilled thereunder, and recommend final payment to the Contractor.

5. Record Drawings

- a. Prepare one (1) copy and an electronic file of the record drawings for the Utility Partners incorporating those changes made during construction based on record information furnished by the Contractor.

6. FDEP Construction Coordination

- a. During the course of the project, the CONSULTANT will coordinate construction activities with the FDEP UIC as required of the permit issued.

7. Well Completion Report Preparation

- a. A well completion report summarizing the injection well construction and testing with recommendations will be prepared and submitted to the Utility Partners. A draft well completion report will be submitted to the Utility Partners for review. Comments will be incorporated in to the final well completion report and submitted to the FDEP UIC Department.

F. Construction Oversight

The CONSULTANT will provide construction oversight services based on a 305-day construction period, including 245 days of well construction, 30 days for mobilization prior to drilling and 30 days for demobilization/well head completion. If construction extends beyond this duration, then additional services may be required. Services during construction include the following:

A. Well Construction Oversight

Well construction oversight services will include oversight of mobilization activities and oversight during drilling to observe construction and testing activities of both wells for general conformance with the Contract Documents.

Onsite oversight personnel will prepare daily construction summaries and weekly reports as required by FDEP, describe and identify the geologic formations encountered, perform water quality data analysis, perform geophysical log analysis, perform and analyze hydraulic testing data, monitor construction quantities and progress, and provide various construction inspections customarily required by FDEP. Oversight services during mobilization will be conducted intermittently to observe drilling pad monitoring well installation, surface casing installation, site improvements, drilling pad construction and containment system completion prior to the start of well drilling activities. On-site oversight intermittent inspections during mobilization is not anticipated to exceed 20 hours. During well drilling, construction oversight services will be provided 24 hours per day, 7 days per week for a construction period of up to 245 days for a total of 4,682 hours of oversight. On-site oversight will be billed on a time and materials basis at a billing rate of \$110 per hour plus associated other direct costs.

III. SERVICES NOT INCLUDED

- A. No groundwater flow or solute transport modeling is included in this Scope of Work.
- B. Coordination with funding agencies has not been included in this Scope of Work.
- C. No O&M manual preparation is included.
- D. CONSULTANT shall rely upon the information and data provided by the Utility Partners and its consultants or obtained from generally acceptable sources within the industry without independent verification except to the extent such verification is expressly included in this Scope of Work.
- E. It is anticipated that only one (1) injection well and single zone monitoring well will initially be constructed and tested to understand the local injection capacity. Therefore, the design, bidding and construction services are only for the first injection well and does not include fee for the design, bidding and construction services of the other two (2) injection wells.

IV. PROJECT SCHEDULE


The period of service for the Scope of Services described in Section II is anticipated to be as follows:

Description	Duration (Days)	Total from NTP (Days)
Notice to Proceed	0	0
Draft - Design and Technical Specifications / WQCE Preapplication Meeting/WQCE Application/ Preapplication Submittals	60	60
Utility Partners Review/Meeting	15	75
Final- Design and Technical Specifications / WQCE Application Submittals	15	90
Bidding Services	60	150
Construction Administration	305	455

V. COMPENSATION

The total compensation for the Scope of Services described in Section II is **\$867,249**. A detailed breakdown of the estimated compensation for the Scope of Services is provided below. Tasks A through E will be billed monthly on a lump sum basis, based on a percentage of work completed. Task F will be billed monthly on a time and materials basis, based on hours onsite (Field Geologist @ \$110.00 per hour) plus associated other direct costs (at Cost).

Task	Description	Cost
A.	Meetings	\$28,475
B.	Design and Technical Specifications	\$69,571
C.	WQCE Permitting Services	\$39,432
D.	Bidding Services	\$11,245
E.	Construction Administration	\$144,486
F.	Construction Oversight	\$574,041
	Total	\$867,249

 Price Proposal		Labor Plan 9 Resource										Price Summary / Totals			
Cypress Lake Class V Exploratory Well															
<i>Design, Bidding and Construction Administration and Observation Services</i>															
Submitted to: Toho Water Authority (Attn: Deb Beatty)												Pricing by Resource			
Contract Type: Fixed Price															
Project Phases / Tasks	Total Labor Hrs											Labor	Subs	ODCs	Task Pricing Totals
	665	34	158	220	60	163	2	12	12	4	124,721	739,953	2,576	867,249	
A. Meetings	60	8	20	16	8	8	-	-	-	-	13,472	14,108	896	28,475	
Utility Partner Design, Prequalification Package and WQCE Application	22	4	6	8		4					4,924		112	5,036	
FDEP WQCE Preapplication Meeting	8		8								2,656		672	3,328	
Prepare and Attend WQCE Public Meeting	30	4	6	8	8	4					5,891		112	6,003	
Subconsultant	-											14,108		14,108	
B. Design and Technical Specifications	144	14	28	26	24	22	2	12	12	4	26,361	43,098	112	69,571	
Site Visit and Survey	42	6		6			2	12	12	4	6,253		112	6,365	
Bidding and Contract Requirements	24	2	4	12		6					4,441			4,441	
Final Design Drawings and Specifications	54	6	16		24	8					10,957	27,149		38,106	
Prepare a Contractor Prequalification Package	14		4	4		6					2,559	11,558		14,118	
Prequalification Submittal Reviews and Recommendation	10		4	4		2					2,151	4,390		6,542	
C. WQCE Permitting	12	2	8	-	-	2	-	-	-	-	3,503	35,930	-	39,432	
Prepare WQCE Application and Respond to RAIs	12	2	8			2					3,503	35,930		39,432	
D. Bidding	37	6	4	12	4	11	-	-	-	-	6,720	4,413	112	11,245	
Coordinate Advertisement	1					1					102			102	
Prepare for and Attend a Prebid Conference	6	6									1,929		112	2,041	
Respond to Questions During Bidding	10		2	4		4					1,691			1,691	
Review and Evaluate Apparent Low Bidders Bid Submittal	8		2	4		2					1,487			1,487	
Conform Documents	12			4	4	4					1,511			1,511	
Subconsultant	-											4,413		4,413	
E. Construction Administration	412	4	98	166	24	120	-	-	-	-	74,665	68,365	1,456	144,486	
Prepare for and attend a Preconstruction Meeting	14	4	4	4		2					3,437		112	3,549	
Prepare for and attend Progress Meetings (10)	90		30	60							19,251		1,120	20,371	
FDEP Coordination	24		24								7,967			7,967	
Shop Drawing Review	76		16	20		40					12,488			12,488	
Review Contractors Testing Plan	6		6								1,992			1,992	
Application for Payment Review	18			6		12					2,153			2,153	
Respond to RFIs	78		8	40		30					11,910			11,910	
Prepare Change Orders	16			12		4					2,266			2,266	
Substantial Completion Inspection	16		6	6		4					3,329		112	3,441	
Final Completion Inspection	8			6		2					1,133		112	1,245	
Prepare Record Drawings	18			4	12	2					2,274			2,274	
Prepare a Well Completion Report	48		4	8	12	24					6,465			6,465	
Subconsultant	-	-	-	-	-	-	-	-	-	-	-	68,365	-	68,365	
Monthly Meetings	-											51,162		51,162	
Prepare a Well Completion Report	-											17,203		17,203	
F. Construction Oversight	-	-	-	-	-	-	-	-	-	-	-	574,041	-	574,041	
Well Construction Oversight	-											515,020		515,020	
ODC	-											59,021		59,021	
Totals	665	34	158	220	60	163	2	12	12	4	124,721	739,953	2,576	867,249	

WATER CO-OPERATIVE OF CENTRAL FLORIDA

Meeting Date:
April 4, 2018

Agenda Item No. 6

Attachments:

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

Title:

APPROVAL OF DRAFT WATER COOPERATIVE BUDGET FOR FISCAL YEAR 2019

Explanation:

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.

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.

Costs:

Draft Budget, no immediate cost impacts.

Recommendation:

Staff recommends approval of the draft budget for Fiscal Year 2019 as presented for submission to the member governments for comment.

Initials: BLW

**Water Cooperative of Central Florida
PROPOSED BUDGET FOR FY2019**

	<u>Proposed Budget FY2019</u>	<u> </u>
Income -- Annual Working Capital Contributions		
Reserves Carry-over	\$54,103.00	
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	<u>\$0.00</u>	<u> </u>
<u>TOTAL</u>	<u>\$165,103.00</u>	<u> </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	<u>\$1,000.00</u>	
Total Legal	\$126,000.00	
Accounting (Annual Report)	\$4,000.00	
Annual Filings	\$500.00	
Board Expenses	<u>\$1,000.00</u>	<u> </u>
<u>TOTAL</u>	<u>\$132,500.00</u>	<u> </u>
<u>NET RESERVES</u>	<u>\$32,603.00</u>	<u> </u>

Water Cooperative of Central Florida
FY2018 -- YTD as of 3/26/2018

	<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	\$3,114.21 **
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	\$0.00	\$0.00
<u>TOTAL</u>	<u>\$146,321.12</u>	<u>\$149,042.49</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	\$26,703.72
Property and Easement Acquisition	\$5,000.00	
Miscellaneous	\$1,000.00	
Total Legal	\$136,000.00	\$0.00
Accounting (Annual Report)	\$4,000.00	\$0.00
Annual Filings	\$500.00	\$175.00
Board Expenses	\$1,000.00	
<u>TOTAL</u>	<u>\$142,500.00</u>	<u>\$27,168.11</u>
<u>NET RESERVES</u>	<u>\$3,821.12</u>	<u>\$121,874.38</u>

* FY2017 audit pending

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

Water Cooperative of Central Florida
FY2018 -- Projected Year End as of 3/26/2018

	<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	\$21,840.00 **
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	\$0.00	\$0.00
<u>TOTAL</u>	<u>\$146,321.12</u>	<u>\$167,768.28</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	\$79,200.00
Property and Easement Acquisition	\$5,000.00	\$30,000.00
Miscellaneous	\$1,000.00	
Total Legal	\$136,000.00	\$109,200.00
Accounting (Annual Report)	\$4,000.00	\$4,000.00
Annual Filings	\$500.00	\$175.00
Board Expenses	\$1,000.00	
<u>TOTAL</u>	<u>\$142,500.00</u>	<u>\$113,664.39</u>
<u>NET RESERVES</u>	<u>\$3,821.12</u>	<u>\$54,103.89</u>

* FY2017 audit pending

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