

For everyone's safety, this Water Coop meeting will be audio streamed

For everyone's safety, this Water Coop meeting will be audio streamed on the Agendas and Minutes page on www.watercoopcf.com.

The meeting will begin at 2 p.m. on Wednesday, May 6, 2020. At the meeting's commencement, those interested in attending can do so by dialing 1-650-429-3300 then entering the access code: 791 064 043#.

Please note this is an audio only meeting and will be closed-captioned. For sound quality purposes, please mute your phones and computers during the meeting.



The Water Cooperative of Central Florida
Wednesday, May 6, 2020
2:00 PM - 3:00 PM
Toho Administration Building
951 MLK Boulevard
Kissimmee, FL 34741

Virtual Meeting Agenda

ITEMS FOR BOARD ACTION:

- (1) APPROVAL OF BOARD MEETING MINUTES FROM DECEMBER 11, 2019
- (2) APPROVAL OF REIMBURSEMENT OF EXPENDITURES TO DATE BY TOHO WATER AUTHORITY ON BEHALF OF THE WATER COOPERATIVE OF CENTRAL FLORIDA
- (3) APPROVAL OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2019
- (4) DELEGATED AUTHORITY TO EXECUTE DOCUMENTS ON BEHALF OF THE WATER COOPERATIVE OF CENTRAL FLORIDA

PRESENTATIONS / ITEMS FOR BOARD DISCUSSION:

- (5) SUMMARY OF THE DRAFT FOURTH AMENDMENT TO THE INTERLOCAL AGREEMENT BETWEEN THE WATER COOPERATIVE OF CENTRAL FLORIDA AND REEDY CREEK IMPROVEMENT DISTRICT RELATING TO THE FINAL DESIGN OF THE ALTERNATIVE WATER SUPPLY PROJECT KNOWN AS THE CYPRESS LAKE WELLFIELD AND RELATED MATTERS

EXECUTIVE DIRECTOR ANNOUNCEMENTS

BOARD MEMBER ANNOUNCEMENTS

NEXT BOARD MEETING IS SCHEDULED FOR WEDNESDAY, JULY 1, 2020

ADJOURNMENT

WATER CO-OPERATIVE OF CENTRAL FLORIDA

Meeting Date: May 6, 2020

Agenda Item No. **1**

Attachments: Minutes from December 11, 2019

Title: APPROVAL OF THE WCCF MEETING MINUTES OF December 11, 2019

Explanation:

At every Board meeting, both taped and typed minutes are prepared of the proceedings. Attached are the typed minutes from the December 11, 2019 Board meeting.

Costs: None

Recommendation: Seeking Board approval of the WCCF meeting minutes of December 11, 2019.

Initials: ncd

Regular meeting of the Water Cooperative of Central Florida (WCCF). Present at the meeting were Polk County Commissioner Rick Wilson, Orange County Commissioner Betsy VanderLey, City of St. Cloud Commissioner Linette Matheny, Toho Water Authority Supervisor Hector Lizasuain, Silvia Alderman, WCCF Counsel, TWA General Counsel, Anthony J. Cotter and Executive Assistant, Nilsa C. Diaz and Brian L. Wheeler. Absent from the meeting was TWA Executive Director, Todd Swingle.

Date	12/11/2019	Location: Bruce R. Van Meter Board Room
	ITEM	NOTES
2:00 PM	MEETING CALLED TO ORDER	Meeting called to order at 2:00 PM by Chair Betsy VanderLey.
		Commissioner Rick Wilson made a motion to hold Board elections. Supervisor Hector Lizasuain seconded the motion. Motion passed 4 to 0.
1	APPROVAL OF BOARD MEETING MINUTES FROM JUNE 5, 2019	Commissioner Rick Wilson moved for approval of the WCCF Board meeting minutes from June 5, 2019 and Supervisor Hector Lizasuain 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	Commissioner Rick Wilson moved for approval of the \$30,538.66 expenditure reimbursement due Tohopekaliga Water Authority on behalf of the Water Cooperative of Central Florida. Supervisor Hector Lizasuain seconded the motion. Motion passed 4 to 0.
3	ADOPTION OF FY2020 BUDGET	Commissioner Rick Wilson moved for approval of the adoption of the FY2020 budget; Supervisor Hector Lizasuain seconded the motion. Motion passed 4 to 0.

4	SELECTION OF PROPOSED MEETING DATES FOR WCCF BOARD OF SUPERVISORS' MEETINGS FOR 2020	Mr. Wheeler explained that generally the meeting dates have been the first Wednesday of the beginning of the quarter and that the 4 th of July usually interferes with the July meeting. Mr. Wheeler asked the Board how they felt about the July meeting being on the 1st and added that it could always be modified. Commissioner Rick Wilson moved for approval of the Schedule of Meetings for 2020 as April 1 st , July 1 st , and October 7 th . Linette Matheny seconded the motion. Motion passed 4 to 0.
	ELECTION PROCESS	Silvia Alderman explained that every year the Board must hold elections of their officers. Supervisor Lizasuain made a motion that Betsy VanderLey continue as Chairperson. Commissioner Wilson seconded the motion. Motion passed 4 to 0. Vice Chair Rick Wilson nominated Hector Lizasuain as Secretary and Commissioner Linette Matheny seconded the motion. Motion passed 4 to 0. Secretary Hector Lizasuain nominated Rick Wilson as Vice Chair and Commissioner Linette Matheny seconded the motion. Motion passed 4 to 0.
5	CYPRESS LAKE AWS PROJECT UPDATE	<p>Deb Beatty, Project Manager for the Cypress Lake AWS Project, provided a PowerPoint presentation where she gave a technical overview of the project, costs, project allocation, time line, and current activities. (Presentation is attached.)</p> <p>Chairman VanderLey thanked everyone for being present and for the good wishes extended during her recent injury.</p> <p>Ms. Beatty advised the Board that Amendment No. 4 should be ready for execution by the October meeting.</p>

There being no further business to come before the Board, Chair VanderLey adjourned the meeting at 2:15 PM.

Betsy VanderLey, Chair

Hector Lizasuain, Secretary

ncd

WATER CO-OPERATIVE OF CENTRAL FLORIDA

Meeting Date: May 6, 2020

Agenda Item No. 2

Attachments: Itemized list of expenditures by Toho Water Authority from November 30, 2019 – March 25, 2020

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.

Amount to be reimbursed: \$13,734.69

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

Initials: ncd

Attachment to Item 2

Toho Water Authority List of Expenditures on behalf of the Water Cooperative of Central Florida (November 30, 2019 – March 25, 2020)

Vendor	Date	Invoice	Amount
Osceola News Gazette	11.30.2019	158400	\$27.13
The Ledger	12.03.2019	L060G0J25SW 20191203A	\$145.84
Akerman LLP	12.04.2019	9516171	\$1105.00
Akerman LLP	12.04.2019	9516174	\$162.50
Akerman LLP	12.03.2019	9524246	\$1722.50
Akerman LLP	01.03.2020	9524249	\$1393.60
Osceola News Gazette	01.11.2020	175772	\$25.62
Akerman LLP	02.05.2020	9533495	\$3892.50
Akerman LLP	03.06.2020	9543501	\$260.00
CliftonLarsonAllen LLP	03.25.2020	2412898	\$5,000.00
		SUBTOTAL	13,734.69
			ncd

WATER CO-OPERATIVE OF CENTRAL FLORIDA

Meeting Date: MAY 6, 2020

Agenda Item No. **3**

Attachments: An electronic copy of the FY 2019 CAFR will be provided in advance of the meeting.

Title: APPROVAL OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2019

Explanation:

Brian A. Quinlin from CliftonLarsonAllen LLP will present the Comprehensive Annual Financial Report (CAFR) for the year ended September 30, 2019. Copies of the CAFR will be available electronically.

The year-end audit resulted in an unqualified opinion for the Cooperative; this means the financial statements conform to generally accepted accounting principles and present fairly, in all material respects, the financial position of the Cooperative and the results of its operations.

The report covers the full fiscal year from October 1, 2018 to September 30, 2019. During this fiscal year, the Cooperative had contributions of \$94k; net position increased by 44.3% or approximately \$48k.

The CAFR contains four (4) required audit documents: in the Financial Section, the Independent Auditor's Report; in the Compliance Section, three (3) required letters – the Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards; the Independent Auditor's Management Letter and the Independent Accountant's Report. These documents contain required information about the audit engagement and provide important information about the Auditor's current year findings and recommendations. The auditors had one compliance finding for FY2019 regarding a missing form; specifically, the Public Deposit Identification and Acknowledgement Form was not on file for inspection during the audit engagement; this has been corrected.

Mr. Quinlin and staff will be available to address Board questions concerning the audit.

Costs: NONE

Recommendation: Staff recommends approval of the Comprehensive Annual Financial Report for the Cooperative for the fiscal year ended September 30, 2019.

Initials: asg

WATER CO-OPERATIVE OF CENTRAL FLORIDA

Meeting Date: MAY 6, 2020

Agenda Item No. **4**

Attachments: None

Title: Delegated Authority to Execute Documents on Behalf of the Water Cooperative of Central Florida

Explanation:

Due to the Coronavirus (COVID-19) pandemic, normal work practices, including in-person meetings, have been significantly altered. During this time, it is requested that the WCCF Board delegate the authority to execute documents approved by the Board to Todd Swingle, Executive Director for the WCCF and Toho Water Authority on behalf of the WCCF Chair and Anthony Cotter, General Counsel for the Toho Water Authority, on behalf of the WCCF Secretary.

Costs: NONE

Recommendation: Staff recommends delegation of signature authority to Todd Swingle and Anthony Cotter to executive documents approved by the WCCF Board until further notice and when rescinded by the Board of the WCCF.

Initials: tps

WATER CO-OPERATIVE OF CENTRAL FLORIDA

Meeting Date: MAY 6, 2020

Agenda Item No. **5**

Attachments: NONE

Title: SUMMARY OF THE DRAFT FOURTH AMENDMENT TO THE INTERLOCAL AGREEMENT BETWEEN THE WATER COOPERATIVE OF CENTRAL FLORIDA AND REEDY CREEK IMPROVEMENT DISTRICT RELATING TO THE FINAL DESIGN OF THE ALTERNATIVE WATER SUPPLY PROJECT KNOWN AS THE CYPRESS LAKE WELLFIELD AND RELATED MATTERS

Explanation:

Staff is providing a summary update to the Water Cooperative of Central Florida (Cooperative) Board of Supervisors regarding preparation of a Fourth Amendment to the Interlocal Agreement for the Cypress Lake Alternative Water Supply Project. Upon completion at a later date, the Fourth Amendment will be submitted to the Board for approval.

Amendment #4 will provide funding for the final design phase of the Cypress Lake Alternative Water Supply Project. The work associated with Amendment #4 includes: 1) final design, permitting and bidding services for the water plant, raw water supply wells, concentrate disposal wells, and raw water mains; and 2) update the water wheeling hydraulic model originally developed in 2014.

The Fourth Amendment builds upon the First, Second & Third Amendments, which provided funding for the water wheeling study; preliminary design of the water treatment plant, raw water main, raw water supply wells, and concentrate disposal wells, which have been completed; and the permitting, design, and construction of the first of three concentrate disposal wells, currently underway.

Additional amendments will be required for remaining project aspects including finished water main design, land acquisition, and construction phase activities.

Costs: NONE AT THIS TIME

Recommendation: No action required or requested at this time.

Initials: dab