



The Water Cooperative of Central Florida  
Wednesday, August 11, 2021  
2:00 PM - 3:00 PM  
Toho Administration Building  
951 MLK Boulevard  
Kissimmee, FL 34741

**For everyone's safety, in-person public access to this Regular Water Cooperative of Central Florida Board Meeting will be limited. This meeting will also be available virtually.**

**The Water Cooperative of Central Florida (WCCF) Board of Supervisors will hold a regular Board meeting at 2 p.m. on Wednesday, August 11, 2021.**

**Due to social distancing practices in response to the COVID-19 pandemic, limited seating will be available for the public. Social distancing and safety measures will be enforced. Facial coverings will be required at all times, with the exception of when an individual is at the podium addressing the Board or while seated on the dais. Board Room audience seating will be limited to approximately twelve socially distanced seats. Public seating in the Board Room will be subject to reservations made at least 24-hours in advance of the meeting, with additional seating available in the lobby on a first-come, first-serve basis. Those wishing to request a reservation for in-person attendance at the Board meeting, please email a request to [tohoattend@tohowater.com](mailto:tohoattend@tohowater.com) with your name and phone number or contact and leave a message with Elise Porter at (407-944-5130).**

**Additional seating shall be subject to approved capacity. In addition to in-person attendance, members of the public may also attend this meeting by telephone or virtually through the Internet. Those attending in-person who wish to address the Board must submit a completed Hear the Audience Form. For members of the public participating by phone or Internet, an opportunity to be heard will be provided during the Hear the Audience comment portion of the meeting.**

**Those interested in attending by phone can do so by dialing 1-650-429-3300 then entering the access code: 132 560 8131 #.**

**Instructions to attend via the Internet shall be as set forth below:**

**Please join the meeting by clicking the following link:**

**Join meeting**

**Join from the meeting link**

<https://tohowater.webex.com/tohowater/j.php?MTID=m207aa0e3704657c5131afcb7a5c07458>

**Join by meeting number**

Meeting number (access code): 132 560 8131

Meeting password: 83494yJjvpN

**Tap to join from a mobile device (attendees only)**

[+1-650-429-3300](tel:+16504293300), [1325608131##](tel:+1325608131) Call-in toll number (US/Canada)

**Join by phone**

+1-650-429-3300 Call-in toll number (US/Canada)

[Global call-in numbers](#)

**Join from a video system or application**

Dial [1325608131@tohowater.webex.com](tel:+1325608131)

You can also dial 173.243.2.68 and enter your meeting number.

**Join using Microsoft Lync or Microsoft Skype for Business**

Dial [1325608131.tohowater@lync.webex.com](tel:+1325608131)



The Water Cooperative of Central Florida  
Wednesday, August 11, 2021  
2:00 PM - 3:00 PM  
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Kissimmee, FL 34741

## **Meeting Agenda**

### **MEETING CALLED TO ORDER**

### **MOMENT OF SILENT REFLECTION AND PLEDGE OF ALLEGIANCE**

### **ITEMS FOR BOARD ACTION:**

1. APPROVAL OF REIMBURSEMENT OF EXPENDITURES TO DATE BY TOHO WATER AUTHORITY ON BEHALF OF THE WATER COOPERATIVE OF CENTRAL FLORIDA (GREEN)
2. PRESENTATION OF COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED SEPTEMBER 30,2020 (GREEN)
3. APPROVAL OF THE WATER COOPERATIVE MEETING MINUTES OF MAY 5, 2021 (PORTER)
4. APPROVAL OF THE WATER COOPERATIVE BUDGET FOR FISCAL YEAR 2022 (PORTER)
5. CYPRESS LAKE ALTERNATIVE WATER SUPPLY PROJECT UPDATE (BEATTY)

### **BOARD MEMBER ANNOUNCEMENTS**

**NEXT BOARD MEETING IS SCHEDULED FOR WEDNESDAY, OCTOBER 6, 2021**

### **ADJOURNMENT**

# WATER COOPERATIVE OF CENTRAL FLORIDA

**Meeting Date: August 11, 2021**

**Agenda Item No. 1**

**Attachments:**

Itemized list of expenditures by Toho Water Authority from April 1, 2021 to July 14, 2021

**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 (Toho) on behalf of the Water Coop on a quarterly basis. The Resolution allows Toho to submit a detailed list of expenses incurred each quarter to the Board for approval for reimbursement. Under the Resolution, Toho 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 Toho on behalf of the Water Coop, is being submitted for approval for reimbursement.

**Amount to be reimbursed:**

\$9,078.31

**Recommendation:**

Staff recommends approval of the list of expenditures submitted to date for reimbursement to the Toho.

**Initials: asg**

## Attachment to Item 1

### Toho Water Authority List of Expenditures on behalf of the Water Cooperative of Central Florida (April 1, 2021 – July 14, 2021)

| Vendor                         | Date      | Invoice               | Amount            | Explanation                       |
|--------------------------------|-----------|-----------------------|-------------------|-----------------------------------|
| Orlando Sentinel               | 4/1/2021  | CU00102217<br>6918562 | 1,102.50          | Meeting cancellation              |
| Osceola News Gazette           | 4/1/2021  | 289277                | 51.26             | Meeting cancellation              |
| The Ledger                     | 4/1/2021  | 1046515               | 290.50            | Meeting cancellation              |
| CliftonLarsonAllen             | 4/30/2021 | 2851138               | 2,100.00          | FY2020 audit                      |
| Akerman LLP                    | 5/5/2021  | 9668744               | 1,202.50          | 0263348 - CFWI representation     |
| Akerman LLP                    | 6/3/2021  | 9678377               | 130.00            | 0263348 - CFWI representation     |
| Akerman LLP                    | 6/3/2021  | 9678380               | 260.00            | 0292530 - general representation  |
| CliftonLarsonAllen             | 6/22/2021 | 2916253               | 2,850.00          | FY2020 audit                      |
| US Postal Service              | 6/30/2021 | Postage               | 9.05              | FY2020 CAFR to FL Auditor General |
| Akerman LLP                    | 7/2/2021  | 9687304               | 32.50             | 0263348 - CFWI representation     |
| CliftonLarsonAllen             | 7/14/2021 | 2943413               | 1,050.00          | FY2020 audit                      |
| <b>Water Cooperative Total</b> |           |                       | <b>\$9,078.31</b> |                                   |
|                                |           |                       |                   | asg                               |

# WATER COOPERATIVE OF CENTRAL FLORIDA

**Meeting Date: AUGUST 11, 2021**

**Agenda Item No. 2**

**Attachments:**

FY2020 CAFR - a paper copy of the CAFR will be provided at the meeting.

**Title:**

**PRESENTATION OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

**Explanation:**

CliftonLarsonAllen LLP has completed the required audit of the Water Cooperative's FY2020 financial statements. The Comprehensive Annual Financial Report (CAFR) for the year ended September 30, 2020, is available electronically. Paper copies of the CAFR will also be available at the meeting.

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

The report covers the full fiscal year from October 1, 2019 to September 30, 2020. During this fiscal year, the Water Coop had contributions of \$119,000; net position increased by 20.2% or approximately \$31,000.

The CAFR contains four required audit documents: in the Financial Section, the Independent Auditor's Report; in the Compliance Section, three 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. There were no findings or recommendations.

Any questions for the auditors should be addressed to Mr. Brian A. Quinlin at CliftonLarsonAllen LLP. Contact information for Mr. Quinlin will be provided upon request.

**Costs:**

None.

**Recommendation:**

This is provided for information only; no action required.

**Initials: asg**

## WATER COOPERATIVE OF CENTRAL FLORIDA

**Meeting Date: August 11, 2021**

**Agenda Item No. 3**

**Attachments:**

Minutes from May 5, 2021

**Title:**

**APPROVAL OF THE WCCF MEETING MINUTES OF MAY 5, 2021**

**Explanation:**

At every Board meeting, both taped and typed minutes are prepared of the proceedings. Attached are the typed minutes from the May 5, 2021 Board meeting.

**Costs:**

None

**Recommendation:**

Staff recommends approval of the meeting minutes from May 5, 2021

**Initials:** ep



Minutes from the May 5, 2021 Meeting of the Water Cooperative of Central Florida

Description: Regular meeting of the Water Cooperative of Central Florida (WCCF). Present at the meeting were Orange County Commissioner Nicole Wilson, Toho Water Authority Chairman Hector Lizasuain, City of St. Cloud Council Member Linette Matheny, Toho Water Authority Executive Director Todd P. Swingle, Silvia Alderman WCCF Counsel (attending virtually), Toho Water General Counsel Anthony J. Cotter, and Toho Water Executive Assistant Elise Porter. Absent from the meeting was Polk County Commissioner Combee.

Council Member Matheny opened the meeting at 2:03 pm.

| Item Number | Item Name   | Notes  |
|-------------|---|--|
| 1.          | Approval of the Board Meeting Minutes from January 20, 2021 (McArdelle)   | Motion to approve Board Minutes made by Council Member Matheny. Motion seconded by Commissioner Wilson. Motion passed unanimously.   |
| 2.          | Approval of reimbursement of expenditures to date by TOHO Water Authority on behalf of the Water Cooperative of Central Florida. (Green)                            | Motion for approval made by Supervisor Lizasuain and seconded by Council Member Matheny. Motion passed unanimously without discussion by the Board.  |
| 3.          | Cypress Lake update (Beatty)  | Project Manager, Deb Beatty along with Tetra Tech’s Kevin Friedman provided a PowerPoint presentation regarding the Cypress Lake AWS Project. The Board briefly discussed the distribution of grant funding for the Cypress Lake Project.  |
| 4.          | Approval of the prequalification of Well Drillers to bid production well construction services for the Cypress Lake Alternative Water Supply (AWS) Project (Beatty) | Motion for approval by Supervisor Lizasuain seconded by Council Member Matheny. Motion passed unanimously after a brief discussion regarding Tetra Tech’s report acknowledging the confidentiality of one of the bidding companies. It has been stated that the company in question will release its financial information if the company is chosen for the project. |
| 5.          | Board member announcements.   | Rule Challenge rule was settled and ratified in favor of WCCF.   |
| 6.          | Next Board meeting scheduled for July 7, 2021.  | Board meeting dates have been established, but may be changed.   |

There being no further business to come before the Board, Council Member Matheny moved to adjourn the meeting, which was adjourned at 2:22PM.

\_\_\_\_\_  
Chair, Linette Matheny

\_\_\_\_\_  
Hector Lizasuain, Secretary



# WATER COOPERATIVE OF CENTRAL FLORIDA

**Meeting Date: August 11, 2021**

**Agenda Item No. 4**

**Attachments:**

FY2021 Budget vs. Actuals and Proposed FY2022 Budget

**Title:**

**APPROVAL OF THE DRAFT WATER COOPERATIVE BUDGET FOR FISCAL YEAR 2022**

**Explanation:**

The draft budget for FY2022 contains the same expense line items as contained in this year's (FY2021) budget with one exception. A line for "WCCF Legal and Consulting Support" replaces the more specific "Central Florida Water Initiative (CFWI)" Line, but is provided for similar types of legal and consulting support activities pertinent to the WCCF, which may include the CRWI as well as other regulatory and technical matters impacting the WCCF members. The FY2021 and current budget status including year-end projections are included in the attachment.

Revenue for the budget is to be provided through a projected reserve carry-over of \$173,263.49 from FY2021 and a \$20,000.00 contribution up from the previous year of \$10,000.00 from each of the four-member governments. Reimbursement from Reedy Creek Improvement District (RCID) is estimated at \$30,000.00 based upon 20% of WCCF Legal and Consulting Support expenses which is estimated and will be collected based upon actual incurred costs. The budget provides for an estimated ending year reserve of \$109,707.82. The only funding approval that will be necessary from each member government to fund the proposed budget is the \$20,000 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 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 6, 2021 Board Meeting.

**Costs:**

None

**Recommendation:**

Staff recommends approval of the draft budget for Fiscal Year 2022 as presented for submission to the member governments for comment.

**Initials: ep**

Water Cooperative of Central Florida  
FY2021 Budget vs. Actuals  
FY2022 Draft/Proposed Budget

|   | <u>Budget FY2021</u>       | <u>Actuals through May 2021</u> | <u>Estimate Through Year-End</u> | <u>Draft/Proposed Budget FY2022</u> |
|---|----------------------------|---------------------------------|----------------------------------|-------------------------------------|
| <b>Income -- Annual Working Capital Contributions</b> |                            |                                 |                                  |                                     |
| Reserves Carry-over                                   | \$201,964.09               | \$187,297.81                    | \$187,297.81                     | \$173,263.49                        |
| Reimbursement from Reedy Creek Improvement District * | \$30,000.00                | \$8,149.50 **                   | \$10,416.00                      | \$30,000.00                         |
| Toho Water Authority                                  |                            |                                 |                                  |                                     |
| General Administration                                | \$10,000.00                | \$10,000.00                     | \$10,000.00                      | \$20,000.00                         |
| Cypress Lake Project Management                       | \$0.00                     | \$0.00                          | \$0.00                           | \$0.00                              |
| Orange County   |                            |                                 |                                  |                                     |
| General Administration                                | \$10,000.00                | \$10,000.00                     | \$10,000.00                      | \$20,000.00                         |
| Cypress Lake Project Management                       | \$0.00                     | \$0.00                          | \$0.00                           | \$0.00                              |
| City of St. Cloud                                     |                            |                                 |                                  |                                     |
| General Administration                                | \$10,000.00                | \$10,000.00                     | \$10,000.00                      | \$20,000.00                         |
| Cypress Lake Project Management                       | \$0.00                     | \$0.00                          | \$0.00                           | \$0.00                              |
| Polk County   |                            |                                 |                                  |                                     |
| General Administration                                | \$10,000.00                | \$10,000.00                     | \$10,000.00                      | \$20,000.00                         |
| Cypress Lake Project Management                       | \$0.00                     | \$0.00                          | \$0.00                           | \$0.00                              |
| <b>Miscellaneous Income</b>                           |                            |                                 |                                  |                                     |
| Reedy Creek Improvement District                      |                            |                                 |                                  |                                     |
| Cypress Lake Project Management                       | \$0.00                     | \$0.00                          | \$0.00                           | \$0.00                              |
| Interest on SunTrust Account                          | \$0.00                     | \$0.00                          | \$0.00                           | \$0.00                              |
| <b>TOTAL</b>  | <b><u>\$271,964.09</u></b> | <b><u>\$235,447.31</u></b>      | <b><u>\$237,713.81</u></b>       | <b><u>\$283,263.49</u></b>          |
| <b>Expenses</b>                                       |                            |                                 |                                  |                                     |
| Water Supply Project Management and Administration    |                            |                                 |                                  |                                     |
| Reimbursement to Toho Water Authority                 | \$0.00                     | \$0.00                          | \$0.00                           | \$0.00                              |
| Advertising Meetings                                  | \$5,080.67                 | \$1,736.41                      | \$3,472.82                       | \$5,080.67                          |
| Legal and Consulting Expenses                         |                            |                                 |                                  |                                     |
| Meetings (4 regular & 1 special)                      | \$10,000.00                | \$1,755.00                      | \$2,632.50                       | \$10,000.00                         |
| Central Florida Water Initiative                      | \$150,000.00               | \$42,080.00                     | \$52,080.00                      | \$0.00                              |
| WCCF Legal and Consulting Support                     |                            |                                 |                                  | \$150,000.00                        |
| Miscellaneous   | <u>\$1,000.00</u>          |                                 |                                  | <u>\$1,000.00</u>                   |
| Total Legal and Consulting Expenses                   | \$161,000.00               | \$43,835.00                     | \$54,712.50                      | \$161,000.00                        |
| Accounting (Annual Report)                            | \$5,750.00                 | \$2,100.00                      | \$6,000.00                       | \$6,300.00                          |
| Annual Filings  | \$175.00                   | \$175.00                        | \$175.00                         | \$175.00                            |
| Board Expenses  | <u>\$1,000.00</u>          | <u>\$81.83</u>                  | <u>\$90.00</u>                   | <u>\$1,000.00</u>                   |
| <b>TOTAL</b>  | <b><u>\$173,005.67</u></b> | <b><u>\$47,928.24</u></b>       | <b><u>\$64,450.32</u></b>        | <b><u>\$173,555.67</u></b>          |
| <b>NET RESERVES</b>                                   | <b><u>\$98,958.42</u></b>  | <b><u>\$187,519.07</u></b>      | <b><u>\$173,263.49</u></b>       | <b><u>\$109,707.82</u></b>          |

\* RCID reimbursement based upon 20% of CFWI legal expenses

\*\* \$5,052.00 is a receivable for which payment has not yet been received

# WATER COOPERATIVE OF CENTRAL FLORIDA

**Meeting Date: August 11, 2021**

**Agenda Item No. 5**

**Attachments:**

None

**Title:**

**CYPRESS LAKE ALTERNATIVE WATER SUPPLY PROJECT UPDATE**

**Explanation:**

Deborah Beatty, Toho Project Manager for the Cypress Lake Alternative Water Supply Project, and Kevin Friedman with Tetra Tech, will provide a brief update on the status of the project progress since the May 5, 2021 Water Cooperative Board meeting. Included will be a summary of the Concentrate Disposal Well Construction; Final Design of the Water Treatment Plant, Wellfield, and Raw Water Mains; and Land Acquisition activities.

**Costs:**

None.

**Recommendation:**

No action required by the Board.

**Initials:** dab