



The Water Cooperative of Central Florida
Wednesday, April 10, 2013
2:00 PM
Toho Administration Building
951 MLK Boulevard
Kissimmee, FL

Agenda

1. Approval of Minutes from the January 9, 2013 meeting.
2. Approval of Draft Water Cooperative Budget for Fiscal Year 2014
3. Approval for Toho Water Authority (TWA) to act as the Agent for the Water Cooperative of Central Florida (Cooperative) in contracting for consulting services with TetraTech for the preliminary design of the Cypress Lake Water Treatment Plant, Wellfield, and Raw Water Main Project
4. Summary Presentation of the Central Florida Water Initiative Groundwater Availability Status
5. Board Member Comments

Description	Regular meeting of the Water Cooperative of Central Florida. Present at the meeting were Commissioner Donald Shroyer, Chairman Bruce Van Meter, Commissioner Tiffany Russell Moore, Attorney Sylvia Alderman, Water Coop Agent, Brian Wheeler, and Executive Assistant Nilsa Diaz. Polk County Commissioner, George Lindsey was not present.	
Date: January 9, 2013	Location: Toho Water Authority Board Room	
Time	Item	Minutes
2:08:48 PM	Meeting called to order	Chairman Van Meter called the meeting to order at 2:08 PM.
	Approval of the Minutes from the July 18, 2012 meeting	Commissioner Russell moved for approval of the Minutes from the July 18, 2012 meeting and Commissioner Shroyer seconded the motion. Motion passed 3 to 0.
	Approval of the Water Cooperative Budget Fiscal Year 2013	Commissioner Russell moved for approval of the FY2013 Budget and Commissioner Shroyer seconded the motion. Motion passed 3 to 0.
2:20:30 PM	Approval of the Toho Water Authority (TWA) to act as the Agent for the Water Cooperative of Central Florida (Cooperative) in the Contracting for Consulting Services for the Cypress Lake Potable Water Transmission, Optimization, and Interconnection Analysis Status Update on the Cypress Lake Alternative Water Supply Project – Staff will provide an update on the Cypress Lake Alternative Water Supply Project	<p>Brian Wheeler stated that before consideration of this item he would let Senior Engineer, Deb Beatty, who is the Project Manager for the Cypress Lake Project, bring the Board up to date on the project and then Mr. Wheeler would explain the need for an Agent.</p> <p>As part of her presentation, Ms. Beatty informed the Board that Reiss Consulting had been chosen as the engineering team for the Hydraulic Analysis, the WTP, Wellfield, and Raw Water Main projects. Chairman Van Meter posed the question as to why this firm was selected. Ms. Beatty responded that they were chosen because of their knowledge from having worked on hydraulic models, were familiar with a lot of the models thereby it was felt they could keep the costs down. Ms. Beatty added that all three firms responding were very qualified and it had been a tough decision to select one.</p> <p>Mr. Wheeler explained that in 2011 the Water Coop established TWA as the Project Administrator for the Cypress Lake Project. Although Reedy Creek Improvement District opted out of joining the Coop, they continue to participate in the Cypress Lake Project and in a WUP application to the SFWMD, the Coop and RCID were the permit applicants. On October 3, 2011, a WUP for the withdrawal of 37.5 MGD of Lower Floridan groundwater was issued to the Coop and RCID. This</p>

		<p>permitted 37.5 MGD will result in 30 MGD of finished water for distribution to the Coop members and Reedy Creek. In 2012, on behalf of the Coop, TWA initiated the selection of consultants and the Selection Committee comprised of members from each participating utility selected Reiss Engineering. TWA is now requesting approval from the Coop Board to act as the contracting agent on behalf of the Coop with Reiss Engineering and also to execute an agreement with the SFWMD for project funding of \$465,000. These funds to be used to proportionately offset each of the participating entities' project funding responsibilities. TWA will be the one entering into the contract with Reiss and no Coop funds will be encumbered thereby precluding the need for any changes to the proposed budget for 2013. The money will not go through the Coop because the monies will come to TWA. Sylvia Alderman stated that the motion should include that no Coop funds will be used. Commissioner Russell moved for approval to have TWA act as contracting agent with Reiss Engineering and to act as the Coop's agent in executing an Agreement with SFWMD for partial funding for the project in the amount of \$465,000. Commissioner Shroyer seconded the motion. Motion passed 3 to 0.</p>
2:26 PM	Board Member Comments	No comments received
		<p>Mr. Wheeler reminded the Board that Commissioner English had previously been appointed as Secretary of the Board and was no longer a Commissioner so a new Secretary needed to be appointed and that at the next meeting a meeting schedule for the year will have to be voted on. Based on the previous schedule of holding meetings the first Wednesday of the Quarter, it was determined that Commissioner Russell would not be available on April 3rd. Chairman Van Meter solicited proposals for meeting dates. Sylvia commented that the Board needed to approve the next meeting date. The Board settled on April 10th, July 10th, and October 2nd. Commissioner Russell moved for approval of the Meeting Schedule for 2013 and Supervisor Shroyer seconded the motion.</p> <p>Commissioner Russell moved for Commissioner Shroyer to be the Secretary of the Board and Chairman Van Meter seconded the motion but Mr. Wheeler reminded them that Mr. Shroyer was the Vice Chair and could not</p>

		<p>perform in both capacities. Commissioner Russell rescinded her motion.</p> <p>Commissioner Shroyer moved for Commissioner Russell to be Secretary for the Coop for 2013 and Chairman Van Meter seconded the motion. Motion passed 3 to 0.</p> <p>Commissioner Shroyer inquired as where does the STOPR group have to be in the water issues that are before the Legislature. Mr. Wheeler responded that the utilities have heard that the Legislature wants to deal with water issues and it is worth having our lobbyist monitor the situation to advise our legislators. Our lobbyists need to be kept abreast of any water issues that are coming up so they can speak on behalf of the utilities.</p>
2:36 pm	ADJOURNED	<p>There being no further business to come before the Board, Chairman Van Meter adjourned the meeting at 2:36 PM.</p> <hr/> <p>Bruce R. Van Meter, Chairman</p> <hr/> <p>Tiffany Moore Russell, Secretary</p> <p style="text-align: right;">ncd</p>

APPROVAL OF DRAFT WATER COOPERATIVE BUDGET FOR FISCAL YEAR 2014

Attachment: Draft Budget Fiscal Year October 1, 2013 – September 30, 2014

Explanation: For fiscal year 2014 the draft budget (attached) proposes a significant increase in expenditures as the Cypress Lake Alternative Water Supply Project schedule progresses to a point where there may be projects and contracts that will require more oversight and management than can be provided with Toho Water Authority's existing staff. Contained in the draft budget is a new expense category titled Management and Administration which would provide for the hiring of a person to provide project management for the Cypress Lake Project and the potential multiple sub-projects that may result from the Phase 1, CYPRESS LAKE POTABLE WATER TRANSMISSION OPTIMIZATION AND INTERCONNECTION HYDRAULIC ANALYSIS, and preliminary engineering study. The person, project manager, would be an employee of the Toho Water Authority and the Water Cooperative would be invoiced for the time expended by the employee on the Cypress Lake Project and any other associated Water Co-operative projects. TWA would track the time the project manager expended on the Water Cooperative projects and provide regular invoicing to the Co-operative members for reimbursement based upon the project manager's hourly rate including benefits and overhead. The draft budget provides for the hiring of the project manager at the beginning of 2014 and only provides funding for 9 months of the fiscal year. The Co-operative has the authority under the interlocal agreement to employ persons on its behalf however the Co-operative presently lacks the administration and management infrastructure to maintain employees. Therefore continuing to have Toho Water Authority provide project management support through a reimbursement arrangement as outlined above is recommended.

The Cypress Lake Project Interlocal agreement (Project Interlocal) as presently established envisioned the project management support being provided by a consultant and TWA being reimbursed for the consultant expenditures. For TWA to be reimbursed for project management expenses provided by an employee of the Authority would require amending the Project Interlocal. Funding for project management expenses have already been provided for and approved in the Project Interlocal therefore amending the agreement to provide for reimbursing TWA for project management provided by an employee would avoid the member governments having to approve additional funding presently for the Cypress Lake project.

The draft budget for FY2014 contains the same expense items and amounts as the previous two years with the exception of the project management expense item discussed above and the inclusion of an expense item for legal fees associated with the property and easement acquisitions for the Cypress Lake project. The property and easement expenses in the budget do not include the actual cost or payment to the property owner for property or easement acquisition. Those costs will be established through appraisal and negotiations and will be approved by the board in a separate action.

Revenue for the draft budget is to be provided through a projected reserve carry-over of \$33,000 from FY2013, a \$10,000 contribution from each of the four member governments, and a payment from each of the four member government for the

reimbursement to TWA for the Cypress Lake project management expenses on a pro-rational basis in accordance with the Cypress Lake Project Interlocal agreement. Additionally, Reedy Creek Improvement District, a participant in the Cypress Lake Project, will pay their pro-rational share of the project management expenses. The draft budget provides for an estimated ending year reserve of \$30,000. The only funding approval that will be necessary from each member government to fund the proposed draft budget is the \$10,000 contribution because the Cypress Lake Project management expenses were previously approved as discussed above.

As with the fiscal year 2013 budget, 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 government s has passed, the Board would be able to formally approve the budget with any modifications suggested by any of the member governments at the July Board meeting.

Recommendation: Staff recommends approval of the draft budget for fiscal year 2014 as presented for submission to the member governments for comment.

Water Cooperative of Central Florida

Draft Budget

Fiscal Year October 1, 2013 – September 30, 2014

Income – Annual Working Capital Contributions

Reserves Carry-over	\$33,000.00
Toho Water Authority	
General Administration	\$10,000.00
Cypress Lake Project Management (Approved in Project Interlocal Agreement)	\$49,000.00
Orange County	
General Administration	\$10,000.00
Cypress Lake Project Management (Approved in Project Interlocal Agreement)	\$38,500.00
City of St. Cloud	
General Administration	\$10,000.00
Cypress Lake Project Management (Approved in Project Interlocal Agreement)	\$25,514.00
Polk County	
General Administration	\$10,000.00
Cypress Lake Project Management (Approved in Project Interlocal Agreement)	\$17,500.00

Miscellaneous Income

Reedy Creek Improvement District
Cypress Lake Project Management \$ 10,486.00
(Approved in Project Interlocal
Agreement)

TOTAL: **\$214,000.00**

Expenses:

Water Supply Project Management and Administration:

Reimbursement to Toho Water Authority \$125,000.00

Advertising Meetings \$ 1,000.00

Legal

Meetings (4 Regular & 1 Special) \$ 13,000.00

Property and Easement Acquisition \$ 35,000.00

Miscellaneous (20hrs @ \$325/hr) \$ 6,500.00

TOTAL LEGAL **\$54,500.00**

Accounting (Annual Report) \$ 2,000.00

Annual Filings \$ 500.00

Board Expenses \$ 1,000.00

TOTAL: **\$184,000.00**

Reserves: **\$ 30,000.00**

APPROVAL FOR TOHO WATER AUTHORITY (TWA) TO ACT AS THE AGENT FOR THE WATER COOPERATIVE OF CENTRAL FLORIDA (COOPERATIVE) IN CONTRACTING FOR CONSULTING SERVICES WITH TETRATECH FOR THE PRELIMINARY DESIGN OF THE CYPRESS LAKE WATER TREATMENT PLANT, WELLFIELD AND RAW WATER MAIN PROJECT

Explanation: In 2007, the South Florida Water Management District (SFWMD) issued 20-year Water Use Permits (WUPs) to the individual members of the STOPR group (City of St. Cloud, Tohopekaliga Water Authority, Orange County Utilities, Polk County Utilities, and Reedy Creek Improvement District). The permits, which were jointly negotiated by the STOPR group and the SFWMD, included a limiting condition that Alternative Water Supplies (AWS) must be developed by 2013 to meet future water supply needs. The AWS permit condition was based on the finite supply of water in the Upper Floridan Aquifer and projected population growth at the time of the permit issuance. Due to the lack to growth over the past several years, the 2013 deadline for the development of AWS projects to meet the permit condition was recently extended by the SFWMD.

In July 2007, to meet the WUP permit condition, Tohopekaliga Water Authority (TWA) initiated a Lower Floridan Exploratory Drilling Program in the Cypress Lake area located in Southern Osceola County. The purpose of the exploratory drilling program was to determine if this groundwater source would meet the WUP “alternative water supply” definition. TWA initiated the drilling of two test/production wells and associated monitoring wells, one at the north end and one at the south end of the proposed wellfield, to collect water quality data and confirm water quantity sufficiency. The test/production wells were completed in November, 2010 and confirmed the viability of the wellfield. The data collected at the sites provided sufficient information to support the submittal of a Water Use Permit (WUP) Application to the SFWMD for the withdrawal of 37.5 MGD from the lower Floridan Aquifer.

In 2011, an Interlocal Agreement and Charter was executed between the City of St. Cloud, TWA, Orange County, and Polk County, establishing the Water Cooperative of Central Florida (Cooperative) 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 Interlocal Agreement established TWA as the Project Administrator for the Cypress Lake Project. Reedy Creek Improvement District (RCID) opted out of the Cooperative but continues to participate in the Cypress Lake project and retains the option of joining the Cooperative as a member in the future. After the Agreement and Charter were executed, the WUP application was submitted to the SFWMD with the Cooperative and RCID as the permit applicants. On October 3, 2011 a WUP for the withdrawal of 37.5 MGD of Lower Floridan groundwater was issued to the Cooperative and RCID.

The permitted 37.5 MGD groundwater withdrawal will result in approximately 30 MGD of finished water for distribution to the Cooperative members and RCID and has been allocated in the WUP and the Interlocal Agreement as follows:

TWA	12 MGD (40%)
Orange County	9 MGD (30%)
Polk County	3 MGD (10%)
St. Cloud	5 MGD (16.7%)
RCID	1 MGD (3.3%)

In May 2012, TWA, on behalf of the Cooperative, initiated the selection of consultants for the preliminary design of the Cypress Lake project by issuing Requests for Statements of Qualifications (RFQ). The project will be implemented under two separate sub-projects; the hydraulic analysis for the Transmission and Interconnection (water wheeling) project, and the Water Treatment Plant, Raw Water Main and Wellfield project. The Interlocal Agreement specifies that the selection of the Consultants will be performed in accordance with TWA's established consultant selection process. The selection of the consultant for the Transmission and Interconnection project has been completed; Reiss Engineering was selected to provide the hydraulic analysis services. The WCCF Board of Supervisors approved TWA to act as its agent in contracting with Reiss at the January 9, 2013 Board meeting. The Toho Board of Supervisors subsequently approved the final scope of services proposal with Reiss in the amount of \$1,161,477.40, less than the \$1,405,000 funding limit approved by the Cooperative Interlocal Agreement. Reiss staff is currently combining the Cooperative's and RCID's hydraulic models into a regional model to begin the water wheeling analysis.

The selection of the consultant for the preliminary design of the Water Treatment Plant, Wellfield and Raw Water Main project has also recently been completed. In response to the RFQ, the Cooperative received six Statements of Qualifications for the project; the respondents were TetraTech, AECOM, Arcadis, Carollo, CDM Smith, and Jones Edmunds. The Statements of Qualifications were reviewed by the Selection Committee comprised of one member from each participating utility. Two firms, TetraTech and Carollo, were shortlisted. The shortlisted respondents were interviewed by the Selection Committee, and TetraTech was selected as the most qualified consultant to perform the work based on their previous experience with similar projects in central Florida.

A scope of services proposal is currently in preparation by TetraTech and will be submitted to TWA and representative Cooperative members for review, comment and negotiation in the coming weeks. The proposal is expected to be finalized by the end of May, 2013. The scope of services is anticipated to include: project management and administration; master site planning; process selection and pilot testing of technologies; water treatment by-product disposal; preliminary permitting including coordination with Osceola County, FDEP and other various agencies; preliminary cost estimates including construction and operations phasing; easement and site acquisition assistance; energy study; preliminary design report and various other related tasks.

The Interlocal Agreement establishes each participating entity's projected maximum project funding obligation for the preliminary design portion of the project. The not-to-exceed funding of \$2,115,000 previously approved via the Interlocal Agreement will be proportionally shared by the Cooperative members and RCID based on the distribution of finished water as follows:

TWA	\$846,000 (40%)
Orange County	\$634,500 (30%)
Polk County	\$211,500 (10%)
St. Cloud	\$353,205 (16.7%)
RCID	\$ 69,795 (3.3%)

The project is not expected to exceed the established project budget. Each utility's funding obligation will be adjusted based on the cost of TetraTech's negotiated final scope of services proposal. TWA is requesting approval from the Board of Supervisors to act as the contracting agent on behalf of the Cooperative for the preliminary design services with TetraTech for the Cypress Lake Potable Water Treatment Plant, Raw Water Main and Wellfield project.

Recommendation: TWA recommends the Cooperative Board of Supervisors authorize and direct TWA to perform as the contracting agent with TetraTech for the preliminary design of the Cypress Lake Water Treatment Plant, Raw Water Main and Wellfield project.

Cypress Lake Water Treatment Plant, Raw Water Main and Wellfield Consulting Services Proposal-01.09.13.db

PRESENTATION AND DISCUSSION OF THE STATUS AND PRELIMINARY RESULTS OF THE CENTRAL FLORIDA WATER INITIATIVE

Explanation: For the past two years, Florida Department of Environmental Protection (FDEP), the three Water Management Districts with jurisdiction in parts of Central Florida (South Florida Water Management District (SFWMD), St. Johns River Water Management District (SJRWMD), and Southwest Florida Water Management District (SWFWMD)), Department of Agriculture (DACS), and seven of the largest public water suppliers (TWA, OUC, Orange County, Polk County, Seminole County, City of St. Cloud, and Reedy Creek Improvement District) have been engaged in a process to assess the condition of the Floridan Aquifer with reference to present withdrawals and permitted and proposed future withdrawals. In 2007, at the height of the building boom in Central Florida, the three WMDs established the Central Florida Water Coordinating Area (CFCA) limiting future withdrawals from the aquifer until the WMDs could establish the status of the aquifer and the impacts or potential impacts of existing and future withdrawals. The CFCA limitations sunset at the end of 2012 and were essentially replaced in early 2011 with the Central Florida Water Initiative (CFWI). For the past two years technical teams composed of representatives from FDEP, the three WMDs, DACS, and the public water suppliers have been developing data and assessing the groundwater availability within the CFWI area under existing conditions and future conditions. One of the key efforts of the CFWI has been the development of a single hydrogeological model of the area which encompasses all three WMDs. Prior to the development of the single model, each WMD had their individual model developed on different basis and using different assumptions and which in a number of instances produced different results for the same well location. The single model along with the development of consensus approach to the evaluation of environmental impacts resulting from groundwater pumping has begun to provide the first overall assessment of groundwater conditions in Central Florida. The CFWI is developing a Regional Water Supply Plan that will utilize the results of the groundwater availability analysis against the projected future water demands to assess the ability to meet those demands with the existing groundwater resources. It is anticipated that the results of the groundwater availability in conjunction with the regional water supply plan will point the region towards the need to develop regional alternative water supply projects and strategies, the primary mission of the Water Co-operative.

David MacIntyre, PB Water, the utility technical team leader for the Groundwater Availability Team will present the board with latest information summarizing the results of the CFWI efforts to date and the schedule for future results and outcomes.

Recommendation: No action is requested.