

AGENDA
POLK REGIONAL WATER COOPERATIVE
Inaugural Meeting

May 18, 2016, 2:00 p.m. – 4:00 p.m.
Lake Myrtle Sports Complex
2701 Lake Myrtle Park Road
Auburndale, FL 33823

1. Introduction (5 minutes)
2. Public Comment (Will be Limited to 3 Minutes Per Person or Group)
3. Consent Items
 - a. None
4. Discussion Items
 - a. Interlocal Agreement Organizational Directives – (30 minutes) Kristin Melton, Esq. & Gene Heath
 - i. Election of Officers
 - ii. Effective Date
 - iii. Adoption of Meeting Schedule and Registered Agent/Office
 - iv. Filings
 - v. Discussion Adoption of Rules
 - vi. Budget
 1. Member Appropriation
 2. Fiscal Year 2016
 - vii. Staffing/Administration/Legal/Audit
 - b. Central Florida Water Initiative Status – (15 minutes) Robert Beltran
 - c. Project Technical Assessment Report
 - i. Phase I – (30 minutes) Mary Thomas
 - ii. Phase II – (5 minutes) Katie Gierok
 - iii. District Resolution – (5 minutes) Gene Heath
 - d. Water Conservation Team Report – (15 minutes) Jason Mikel & Jacqueline Hollister
5. Open Discussion
6. Adjournment

In accordance with the American with Disabilities Act, persons with disabilities needing special accommodations to participate in this proceeding should contact the Polk County Communications Office not later than forty eight hours prior to the proceeding. Their offices are located in the Neil Combee Administration Building, 330 West Church Street in Bartow. Telephone (863) 534-6090, TDD (863) 534-7777 or 1-800-955-8771, Voice Impaired 1-800-955-8770 via Florida Relay Service.

If a person decides to appeal any decision made by the board with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Item: 4.a

Recap for Interlocal Agreement Organizational Directives
Presenters: Kristin Melton/Gene Heath (30minutes)

At the February Formation Team Meeting, Ed delaParte provided a series of next steps for the PRWC which are contained in the Interlocal Agreement. Ms. Melton will address the items listed on the agenda as to status and any necessary actions by the Board of Directors on those items. Mr. Heath will provide an initial budget and explanation of the basis for the line item amounts. He will also discuss future budgetary processes and funding related to Cooperative activities.

**Polk Regional Water Cooperative
Draft Budget**

		FY 2016 (Remaining Through 9/30/16) Estimated Pre-Project Costs
Staff		Salary/Benefits
Executive Director	\$	40,000
Administrative Assistant	\$	8,000
Engineer (Non-project related)	\$	6,000
Construction Technician		
Accountant	\$	5,000
Staff Subtotal	\$	59,000
Outside Support		
Audit	\$	5,000
Legal	\$	15,000
Legislative		
Outside Support Subtotal	\$	20,000
Projected Office Incidentals (Inclusive)		
Bank Charge		
Supplies		
Postage		
Print / Reproduction		
Publicity / Software		
Rent		
Registration / Dues		
State Fees / Assessment (\$175/yr)		
Telephone / Communication		
Travel		
Equipment / Furnishings		
Utilities		
Proj. Office Inclusive. Sub-total	\$	11,000
Total	\$	90,000