



September 17, 2025
POLK REGIONAL WATER COOPERATIVE
Advent Health Fieldhouse
210 Cypress Gardens Blvd SE
Winter Haven FL

Member Governments in Attendance:

Member Government

City of Auburndale
City of Bartow
City of Davenport
City of Dundee
City of Eagle Lake
City of Fort Meade
City of Frostproof
City of Haines City
City of Lake Alfred
Town of Lake Hamilton
City of Lake Wales
City of Lakeland
City of Mulberry
City of Polk City
City of Winter Haven
Polk County
PRWC
PRWC

Representative

Commissioner Keith Cowie
Commissioner Trish Pfeiffer
Commissioner Tom Fellows
Commissioner Bert Goddard
Commissioner Steve Williams
Absent
Absent
Mayor Morris West
Mayor Mac Fuller
Absent
Commissioner Keith Thompson
Mayor Bill Mutz
Commissioner Kathy Barsotti
Absent
Mayor Nathaniel Birdsong
Absent
Eric DeHaven
Ed de la Parte

A. Call To Order

Chairman Mutz called the meeting to order at 2:00PM. Mayor Mutz mentioned that this date is Constitution Day which was founded on September 17, 1787 and gave the ability to meet in this setting.

B. Recognition of new primary/alternate appointees of members

Chairman Mutz noted that there were no alternate members present today and noted a quorum.

C. Agenda Revisions

There were no agenda revisions.

D. Public Comments (Limited to 3 minutes)



Chairman Mutz asked for anyone in the public to come forward and speak. There were no public comments. **Eric DeHaven** introduced **Amanda Simat** with the SW Florida Water Management District, replacing Cindy Rodriguez as the Governmental Affairs Coordinator. **Chairman Mutz** welcomed Amanda to the PRWC.

E. Consent Items

Chairman Mutz noted that there are seven consent items. **Eric DeHaven** provided a brief overview of the consent items.

E.1. Approve May 2025 BOD Regular Meeting Minutes (Action)

E.2. Approve July 2025 BOD Regular Meeting Minutes (Action)

E.3. Approve Brynjulfson CPA Auditing Services Engagement Letter for FY2025 Auditing Services (Action)

E.4. Approve the Clifton Larson Allen LLP FY2026 Statement of Work for Financial Management Accounting Services (Action)

E.5. Approve the Second Contract Amendment to SWFWMD Cooperative Funding Agreement 20CF0003425 Southeast Wellfield Regional Transmission Main (Q216) (Action)

E.6. Authorization to Submit the Annual SWFWMD Cooperative Funding Agreement Program Applications for the Southeast and West Polk Projects for FY2027 (Action)

E.7. Approve Change No. 002 (Deductive) to Guaranteed Maximum Price GMP-1 with Florida Water Partners for the Southeast Wellfield Water Production Facility (Action)

Motion to approve the E1 – E7 was made by **Mayor Nathaniel Birdsong** seconded by **Mayor Morris West**. Motion was unanimously approved.

F. Regular BOD Items

F.1. Approve the Employment Agreement for the PRWC Southeast Wellfield Project Manager Position (Action)

Eric DeHaven recommended hiring **Mark Addison** to fill the position of PRWC Southeast Wellfield Project Manager. Mark has 40+ years of water/wastewater and engineering experience, 5 years direct experience on PRWC SE Wellfield project through Polk County and is a Professional Engineer. Mark's first day will commence October 1, 2025, with an annual salary of \$135,000 (non-benefited), and is subject to an



annual performance review and salary adjustment. The PRWC will also provide professional liability insurance.

Motion for Staff to approve the Employment Agreement with Mark Addison for the PRWC Southeast Wellfield Project Manager position was made by **Mayor Trish Pfeiffer** seconded by **Mayor Mac Fuller**. Motion was unanimously approved.

F.2. Member Annual Water Charge True Up and Approve the Engagement Letter with Brynjulfson CPA Auditing Services for True Up Auditing Services (Action)

Laura Guy Rice noted that this item is a new process for the PRWC that is required of the Implementation Agreements for the Southeast and West Polk Projects. The PRWC Water Charge True Up is a reconciliation in financial terms to adjust a projected value to the actual value. Members are billed based on their 2045 water allotment as well as projected project costs each year. The True Up process is then based on the year-end audited financial statements to ensure each member did not over-pay or under-pay for that year. It is a reconciliation process that needs to be done each year. The bottom line is the need to meet the unfunded cash needs of the PRWC projects in any year.

The True Up is done for both the Base Rate Charge (debt service related) and the Water Use Charge (operation and maintenance). The goal is to complete this process in January of each year.

For FY2024, a preliminary True Up has been completed and it indicates an overpayment by members to the PRWC but this still needs to be audited as a part of the FY2024 audit process. Once the FY2025 financial statements are prepared a True Up review will also occur and go through an audit process to determine the total member over or under payment.

Due to the True Up process, the PRWC also will need to retain Brynjulfson CPA to perform the True Up audit at a fee of \$8,000.

Mayor Mutz noted that the fee is for both fiscal years 2024 and 2025.

Motion to approve the Engagement Letter with Brynjulfson CPA for the Member Annual Water Charge True Up Examination Engagement – Schedule of Water Charges Actual Expenses was made by **Commissioner Trish Pfeiffer** seconded by **Commissioner Keith Cowie**. Motion was unanimously approved.

F.3. Adopt Resolution 2025-26 for the Final PRWC Administrative Budget – FY2026 (Action)

Laura Guy Rice reviewed the Administration budget and noted a significant change from past years. The FY2026 budget no longer include all PRWC contract salary costs.



The budget now includes only 10% of salary costs and 90% will be allocated to the SE and WP project budgets. She also noted a revision from the July preliminary budget due to the budget now including the Alafia AWS permitting project estimated at \$204,820.00. This change brings the administrative cost up to \$381,370.00.

She proceeded to show the members cost associated with this budget.

Motion to Adopt Resolution 2025-26 for the FY2026 PRWC Final Administrative Budget was made by **Mayor Nathaniel Birdsong** seconded by **Mayor Mac Fuller**. Motion was unanimously approved.

F.4. Adopt Resolution 2025-27 for the Final PRWC Conservation Budget – FY2026 (Action)

Laura Guy Rice mentioned there was no change to the preliminary budget as presented in July which was \$150,000.00 for total revenue; \$75,000 to be collected from member governments, and \$75,000 from the Heartland grant.

She proceeded to show the member cost associated with this budget.

Motion to Adopt Resolution 2025-27 for the FY2026 PRWC Final Conservation Budget was made by **Commissioner Trish Pfeiffer** seconded by **Commissioner Keith Cowie**. Motion was unanimously approved.

F.5. Alafia River Water Supply Project Update (Information)

Eric DeHaven provided a brief history first stating this river was listed as a source of water to the PRWC in the 2017 Engineers Report. PRWC demands indicated that 14-27 MGD of additional water supply will be needed by 2070. The Minimum Flow Rule allows for 19% of river flows to be used. Tampa Bay Water (and Mosaic) currently are permitted to use 10% of flows, and Tampa Bay Water received a Water Use Modification for the remaining 9% of flows on July 22, 2025. The permit challenge period was extended through PRWC request to the District to September 30, 2025.

As Tampa Bay Water was submitting a permit, the PRWC also submitted a Water Use Permit on June 18, 2025, received a request for additional information on July 18, 2025 and a response was provided on August 22, 2025. The permit request is still under review.

On September 3, 2025, PRWC was notified by TBW that they were not willing to provide future considerations to the PRWC for the Alafia River water no longer available to the PRWC. As a result, PRWC's General Counsel was instructed by the Executive Director to proceed with a formal legal challenge to the TBW Permit Modification. Costs have been added to the PRWC FY2026 Administrative Budget estimated at \$204,820.00 to support this effort.



The permit challenge will be filed prior to the September 20, 2025 deadline.

Keith Thompson asked if the PRWC permit request has been denied and **Eric DeHaven** indicated it had not been denied yet – it is still active. Our challenge is specific to the Tampa Bay Water permit modification. **Ed de la Parte** provided additional clarification on the process. He noted this is very similar to the process the PRWC went through with the Peace River/Manasota Regional Water Supply Authority.

Chairman Mutz noted this a part of the process we need to go through. He closed the Regular Board agenda.

G. Recess Regular BOD/Commence Combined Projects BOD

Chairman Mutz began the Combined Projects Board.

G.1. Adopt Resolution 2025-28 for the Final PRWC Combined Projects Budget – FY2026 (Action)

Laura Guy Rice reviewed the 2025 Combined Projects Budget. The TPW SE #3 and WP #2 budget is \$8,018,447 and ongoing. The FY2026 estimated budget is \$2.34M with \$1.17M as the PRWC obligation.

She proceeded to show the member cost associated with this budget.

Motion to Adopt Resolution 2025-28 for the FY2026 PRWC Final Combined Projects Budget was made by **Commissioner Keith Cowie** seconded by **Mayor Nathaniel Birdsong**. Motion was unanimously approved.

Chairman Mutz concluded the Combined Projects Board and turned the meeting over to Chairman Birdsong for the Southeast Agenda.

H. Recess Combined Projects BOD/Commence Southeast Wellfield BOD

Chairman Birdsong called to order the Southeast Wellfield Project Board.

H.1. Adopt Resolution 2025-29 for the Final Southeast Wellfield Project Budget FY2026 (Action)

Laura Guy Rice reviewed the Southeast Project Budget for FY2026 which now includes salaries of the PRWC contract employees. The total water charges are \$6.02M and will be invoiced to members, and the total PRWC Obligation for 2026 is projected to be \$123M. Invoicing will commence in October 2025, and the true-up will be done with the 2026 audit in January 2027.



Motion to Adopt Resolution 2025-29 for the FY2026 PRWC Final Southeast Wellfield Project Budget was made by Commissioner **Trish Pfeiffer** seconded by **Mayor Morris West**. Motion was unanimously approved.

H.2. Update on Southeast Wellfield Project (Information)

Mark Addison thanked everyone for their continued support in his role as Project Manager of Southeast Wellfield. He is looking forward to continuing to serve PRWC and bring Phase 1 home for the members.

The design is substantially complete and ongoing pipeline design refinements are underway. Construction Packages 2C and 3B will be brought to the Board in November, and Package 7 is planned for Spring 2026 for the Booster Pump and Metering Stations. As reported back in July, there was a cost savings of about \$55.66M through the bidding process. Drilling operations continue at the Southeast well sites with PW-14 to begin in December 2025 after site acquisition is complete, work at PW-9 is commencing, and PW-10 and 11 are substantially complete. The owner direct purchase tax saving is about \$1.6M so far for the water production facility GMP. The Water Production Facility site work construction is well underway and has a substantial completion scheduled for Fall 2028.

Mr. Addison then reviewed the transmission main construction status. Package 2A is complete, Package 1 is about 10% complete, Package 6 is about 90% complete, and Packages 2B, 4A, 3A, 4B, and 5 all have been issued a notice to proceed.

Regarding easement acquisition, **Mr. Addison** indicated significant progress has been made. Offers have been made on nearly all affected parcels as of September 2025. To date settlements have been reached on 218 parcels, totaling nearly \$11M.

All permits have been issued for water production facilities and are either issued or in progress or pending issuance for the transmission system.

Chairman Birdsong asked about the \$55 million and \$2 million costs savings that were mentioned. **Mr. Addison** indicated the \$55M was bid based on bids and the \$2M is based on cost savings so they are separate savings. **Mr. DeHaven** mentioned the \$600,000 deductive change order approved by the Board under the consent agenda also results in savings to the PRWC. **Chairman Birdsong** indicated all these savings add up favorably for members.

Mayor Mutz asked about the acid treatment on the Southeast Production well and how that improves the well yield. **Mr. Addison** answered that it dissolves the rock around the well in order to open up fractures to provide greater flow. **Mr. DeHaven** confirmed that was the case.



Chairman Birdsong asked if there were any additional questions and noted this was an information item.

H.3. Adopt Resolution 2025-31 to Amend Resolution 2024-29 Parcel Resolution of Necessity to Replace the Sketch and Legal Description for Parcel 10013-TCE-A to Implement the Southeast Lower Floridan Aquifer Water Production Facility and Southeast Transmission Line Projects (Action)

Mark Addison mentioned that Resolution 2024-2029 was adopted on September 18, 2024, and with today's resolution 2025-31 it serves to replace the legal sketch and description for one of the temporary construction easements TCE-A based on changes to the design for the CSX crossing. He provided a location map that showed the location of the easement change.

Motion to Adopt Resolution 2025-31 to Amend Resolution 2024-29 Parcel Resolution of Necessity to Replace the Sketches and Legal Description for Parcel 10013-TCE-A was made by **Commissioner Trish Pfeiffer** seconded by **Commissioner Keith Cowie**. Motion was unanimously approved.

H.4. Negotiated Settlement with Katclark, LLC and Stokes Grove, Inc. for PRWC Parcels 9006, 10000, 10001, and 10004 Permanent and Temporary Construction Easements (Information)

Eric DeHaven reviewed the locations of the four parcels along Bartow Lake Wales Road, all owned by a single owner. He noted that this item is for the Boards information as it fell within the Executive Directors range of costs to approve under Resolution 2025-05. However, the costs are significant so this item is presented as information.

The PRWC appraisal amount for all parcels was \$917,350, and the counteroffer was \$1,640,364. A settlement agreement was reached at \$1,350,000, with statutory attorney fees of \$142,890, and expert fees of \$25,257.25K, totaling a cost of \$1,518,147.25. The PRWC receives easements over 6.67 acres of property which is about 1.75 miles of pipeline length. **Mayor Mutz** noted that as Chairman of the PRWC Regular Board, he was consulted on this acquisition prior to it being completed.

Chairman Birdsong asked if there were any questions. **Mayor Mutz** noted this was a nice acquisition to complete due to the length pf pipeline involved.

Chairman birdsong recessed the Southeast Project Board and turned the meeting back over to Chairman Mutz for the West Polk Board.



I. Recess Southeast Wellfield BOD/Commence West Polk BOD

Chairman Mutz called the West Polk Project Board meeting to order.

I.1. Adopt Resolution 2025-32 for the Final West Polk Project Budget – FY2026 (Action)

Laura Guy Rice reviewed the 2026 West Polk Project budget. New for FY2026 is the inclusion of the allocation of contractual employees' salaries and there is a total estimated funding cost of \$16.68M. Water charges in the amount of \$1.37M will be invoiced to members.

She proceeded to show the member cost associated with this budget.

Motion to Adopt Resolution 2025-32 for the FY2026 PRWC Final West Polk Wellfield Project Budget was made by **Mayor Nathaniel Birdsong** seconded by **Mayor Mac Fuller**. Motion was unanimously approved.

I.2. Update on the West Polk Wellfield Project (Information)

Tom Mattiacci mentioned that the CMAR is to be issued a Notice to Proceed for the West Polk Project to provide per-construction services. Value engineering design by TeamOne will kick off early 2026 and a predesign meeting was held. Pipeline elements and land acquisition for production wells is underway.

Drilling of Test Production Well TPW 2 site is underway with the monitor well now complete. Construction of the production well is on-going. The Heartland appropriations are to be used for land purchases for well sites, and voluntary acquisition of future-phase wells are to begin.

Chairman Mutz asked if there were any questions. He then recessed the West Polk Board.

J. Recess West Polk BOD/Commence Regular BOD

Chairman Mutz resumed the Regular Board meeting and asked if there were any open discussion items from the members.

K. Open Discussion

No open discussion items.

L. Chair / Executive Director Report

Eric DeHaven mentioned that PRWC was successful with the Rolling Meadows order of taking hearing. Eric thanked the Board, PRWC staff and consultants for their hard work.



Mr. de la Parte provided an overview. The Hearing took place September 10-12, 2025. The Judge ruled that the PRWC has the legal authority to condemn and public necessity for condemnation of the Rolling Meadow easements. Once a written order is filed with the court and executed by the court with the proper deposits, the PRWC will acquire the easements. There will be a trial in the future on the value of the easements.

Mayor Birdsong asked about the final payment of costs. Mr. de la Parte provided clarification on the future judgement trial.

Mr. DeHaven noted that we will be constructing through that area by the end of the year.

Chairman Mutz asked for any additional questions and hearing none, adjourned the meeting.

M. 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.