

POLK REGIONAL WATER COOPERATIVE

Resolution 2024-23

RESOLUTION APPROVING ADMINISTRATIVE EXPENSES PORTION OF THE FINAL BUDGET FOR FY 2025

The Polk Regional Water Cooperative (“Cooperative”), created pursuant to Section 373.713, Florida Statutes, and Interlocal Agreement pursuant to Section 163.01, Florida Statutes, in lawful session and in regular order of business properly presented, finds that:

WHEREAS, the Interlocal Agreement creating the Cooperative entered into on June 1, 2016 (“Interlocal Agreement”) provides that:

The Cooperative shall prepare and submit reports, budgets and audits as provided in Sections 189.08, 189.015, 189.016, and 218.39, Florida Statutes. The Cooperative’s budget shall contain separate cost centers for Administrative Expenses and Water Project Costs. Water Project Costs may be consolidated into one Approved Water Project Cost center, groups of Approved Water Project Cost centers or into separate Approved Water Project Cost centers. The Board of Directors shall provide each Member Government with a notice of the Cooperative’s intention to adopt the budget along with a copy of the tentative budget no later than thirty days prior to the budget hearing. The Board of Directors shall approve the Administrative Expense portion of the budget by a majority vote of the Quorum using the Normal Vote Method, except that any decision to approve total Member Government annual contributions in excess of two hundred thousand (\$200,000) dollars shall be by seventy-five (75%) percent vote of the Quorum using the Weighted Vote Method. The Water Project Cost portion of the budget shall be approved by the Project Board(s) by a majority vote of the Quorum using the Weighted Vote Method. If the Water Project Cost portion of the budget is presented as one Approved Water Project cost center, then it must be approved by all project Boards. If the Water Project Cost portion of the budget is presented as separate cost centers representing one or more Approved Water Projects, then each separate cost center must be approved by the Project Board(s) associated with each Approved Water Project. The Cooperative’s duly adopted final budget shall be transmitted to or filed annually with the clerk or other similar official for each Member Government.

WHEREAS, the Cooperative’s Final Budget for FY 2025 is comprised of Administrative Expenses, Conservation Expenses, and Water Project Costs. FY 2025 Water Project Costs consist of Combined Water Projects Costs, Southeast Wellfield Project Costs, and West Polk Wellfield Project Costs;

WHEREAS, the Interlocal Agreement provides for approval of the Administrative Expenses portion of the budget by the Cooperative Board of Directors;

WHEREAS, the Cooperative Board of Directors reviewed the Tentative Budget for FY 2025, including Administrative Expenses, at its regularly scheduled meeting on July 24, 2024;

WHEREAS, each Member Government was provided written notice of the Cooperative's intention to adopt the Final Budget for FY 2025, along with a copy of the Tentative Budget for FY 2025, including Administrative Expenses, prior to the Board of Director's regular meeting on September 18, 2024;

WHEREAS, the Cooperative Board of Directors conducted a public hearing on the Final Budgets for FY 2025 on September 18, 2024 setting forth the Administrative Expenses; and

WHEREAS, the Cooperative Board of Directors approved the Administrative Expenses portion of the Final Budget for FY 2025 at their regular meeting on September 18, 2024 in accordance with the vote method specified in the Interlocal Agreement.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The Cooperative Board of Directors does hereby approve the Administrative Expenses portion of the Final Budget for FY 2025 attached hereto as **Exhibit A**.

DONE at Auburndale, Florida this 18th day of September, 2024

Board of Directors of the Polk Regional Water Cooperative:

Commissioner George Lindsey
Chair

Eric C. DeHaven
Executive Director

Approved as to Form:

Edward P. de la Parte
Legal Counsel

EXHIBIT A

Administrative Expenditures

[See Attached 2 Pages]

Final Annual Administrative Budget Expenditures

Polk Regional Water Cooperative									
Final Annual Budget - Expenditures Fiscal									
Year 2025									
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024			FY 2025
	Actual	Actual	Actual	Actual	Actual	12 Month Budget	6 Month Budget	Actual (6 Months)	Proposed
REVENUE									
Member Funding	\$ 198,000	\$ 198,000	\$ 198,000	\$ 198,000	\$ 235,000	\$ 235,000	\$ 117,500	\$ 130,039	\$ 346,516
Interest	\$ 675	\$ 560	\$ 128	\$ 201	\$ 4,534	\$ -	\$ -	\$ 6,260	\$ -
Demand Management Plan	\$ 35,440	\$ 130,863	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ 53	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 234,115	\$ 329,423	\$ 198,128	\$ 198,201	\$ 239,587	\$ 235,000	\$ 117,500	\$ 136,299	\$ 346,516
STAFF									
Executive Director	\$ 80,000	\$ 80,000	\$ 80,000	\$ 94,583	\$ 117,396	\$ 115,000	\$ 57,500	\$ 60,375	\$ 126,788
Administrative Assistant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,500	\$ -	\$ 5,000
Project Manager/Engineer	\$ 70,880	\$ 261,906	\$ -	\$ -	\$ -	\$ 19,000	\$ 9,500	\$ -	\$ 10,000
Financial Manager	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,000
Construction Technician	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Subtotal	\$ 150,880	\$ 341,906	\$ 80,000	\$ 94,583	\$ 117,396	\$ 139,000	\$ 69,500	\$ 60,375	\$ 236,788
OUTSIDE SUPPORT									
Accounting Services	\$ 24,000	\$ 24,720	\$ 25,647	\$ 27,216	\$ 53,162	\$ 28,000	\$ 14,000	\$ 22,249	\$ 45,000
Audit Services	\$ 12,000	\$ 18,275	\$ 18,950	\$ 21,150	\$ 22,900	\$ 20,000	\$ 10,000	\$ 35,000	\$ 32,000
Legal Services	\$ 47,572	\$ 50,281	\$ 39,795	\$ 60,962	\$ 60,961	\$ 45,000	\$ 22,500	\$ 8,991	\$ 25,000
Legislative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outside Support Subtotal	\$ 83,572	\$ 93,276	\$ 84,392	\$ 109,328	\$ 137,023	\$ 93,000	\$ 46,500	\$ 66,240	\$ 102,000
PROJECTED OFFICE INCIDENTALS									
Bank Charge	\$ 13	\$ 61	\$ 104	\$ 862	\$ 42	\$ -	\$ -	\$ -	\$ -
Advertising / Public Notices	\$ 661	\$ 1,876	\$ -	\$ 1,635		\$ 600	\$ 300	\$ -	\$ 1,800
Supplies	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 1,070	\$ 400
Registration / Dues	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
State Fees / Assessment (\$175/yr)	\$ 175	\$ 175	\$ -	\$ 174		\$ 175	\$ 88	\$ -	\$ 175
Travel & Meetings	\$ -	\$ -	\$ 1,291	\$ -	\$ 2,962	\$ -	\$ -	\$ 994	\$ -
Equipment / Furnishings	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 353
Inclusive (not categorized)	\$ 1,265	\$ -	\$ 1,279	\$ 25,642	\$ 7,691	\$ 2,225	\$ 1,113	\$ 300	\$ 5,000
Office Subtotal	\$ 2,114	\$ 2,112	\$ 2,674	\$ 28,313	\$ 10,695	\$ 3,000	\$ 1,500	\$ 2,364	\$ 7,728
TOTAL EXPENSES	\$ 236,566	\$ 437,294	\$ 167,066	\$ 232,224	\$ 265,114	\$ 235,000	\$ 117,500	\$ 128,979	\$ 346,516

Polk Regional Water Cooperative <u>Final</u> Annual Budget - Revenues Fiscal Year 2025			
	2023 Annual Water Use (MGD)	% of Total 2023 Water Use	FY 2025 Proposed
MEMBER FUNDING COSTS			
Lakeland	23.75	29.23%	\$ 101,289.29
Polk County	20.50	25.23%	\$ 87,428.65
Winter Haven	10.84	13.34%	\$ 46,230.57
Haines City	6.58	8.10%	\$ 28,062.46
Auburndale	6.67	8.21%	\$ 28,446.30
Bartow	3.19	3.93%	\$ 13,604.75
Lake Wales	2.77	3.41%	\$ 11,813.53
Lake Alfred	1.33	1.64%	\$ 5,672.20
Davenport	2.03	2.50%	\$ 8,657.57
Dundee	0.80	0.98%	\$ 3,411.85
Fort Meade	0.60	0.74%	\$ 2,558.89
Mulberry	0.47	0.58%	\$ 2,004.46
Polk City	0.42	0.52%	\$ 1,791.22
Frostproof	0.38	0.47%	\$ 1,620.63
Eagle Lake	0.64	0.79%	\$ 2,729.48
Lake Hamilton	0.28	0.34%	\$ 1,194.15
Highland Park			
Hillcrest Heights			
Subtotal	81.25	100.00%	\$ 346,516.00