

**LAKE COUNTY WATER AUTHORITY
REGULAR MEETING ANNOUNCEMENT AND SUMMARY AGENDA**

August 25, 2010 – 3:30 p.m.

Lake County Administration Building

2nd Floor - County Commission Chambers

315 West Main Street, Tavares, FL 32778

- 1. Call to Order / Pledge of Allegiance**
- 2. Approval of Minutes – Regular Board Meeting of July 28, 2010**
- 3. Executive Director Report**

4. Discussion Items

Presenter

- a. Memorandum of Understanding (MOU) Between the LCWA, City of Tavares and Florida Central Railroad Company, Inc. for Dora Canal Railroad Bridge

Ron Hart

At the April 28th board meeting, John Drury (Tavares City Administrator) requested \$225,000 from the Lake County Water Authority to match secured funds for the replacement of the Dora Canal Railroad Trestle. Mr. Drury stated that the trestle was in need of repair at an estimated cost of \$1.3 million and that the trestle impedes boat traffic as well as water flow.

Chairman Farner commented on how tricky it was to navigate under the trestle during high flows because the opening needs widening to facilitate increased flow and flood conveyance. He further stated that he would like to see the bridge raised and see Tavares' plans. Mr. Drury responded by stating that if the Board is willing to contribute half of the needed \$225,000, subject to approval of the plans and specifications, assuming the height concerns are addressed.

Trustee Fullerton made a motion for the Lake County Water Authority to contribute \$112,500 for the replacement of the existing railroad bridge with the following conditions that funding will not be taken from any stormwater project funding or from the alum reserve fund. The motion passed 5-0.

Following the Board meeting, staff drafted an interlocal agreement that required the improvement of the bridge height, width, and flood conveyance to the satisfaction of the Board in order to receive the approved funding.

On July 26th, staff met with the administrators of the City of Tavares, the Railroad, and the Metropolitan Planning Organization and mentioned our requirements. The other agencies stated that they already had proposed plans and that they could not further modify them because of the additional cost. Staff mentioned that they will need to present their plans to the Board for their determination if the improvements are satisfactory before we would feel comfortable executing an agreement for funding.

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On August 10th, staff met again with the three other parties. Staff learned at this meeting that the Railroad is the lead agency and that they would contract the work. The other parties would reimburse them for their share of the expenses. The Railroad further stated that they would try to incorporate our improvements into the design after the engineers complete their evaluation and begin final design. The City of Tavares provided a Memorandum of Understanding (MOU) that outlines the funding requirements for all the parties. The agreement does not provide the LCWA with a contingency to withdraw the required \$112,500 funding if the project design does not meet the expectations of the Board. Staff has attached the MOU for the Board's review.

As of the date of this memo, the MOU has not been reviewed by Attorney Barice. Staff recommends that the Board carefully evaluate the proposed plan as attached to the MOU to see if it meets the improvements as directed by the Board. Currently, the proposed plan appears to only improve the width between pilings, approximately 5 feet, and does not improve height or discharge capacity. If the existing design is unacceptable to the Board, an option may be to alter the MOU to cover the funding of the design revision with the results reported back to the Board. The Board would then determine if the improvements warranted prior to our continuation in the project.

Executive Director's Recommendation:

Authorize the Chairman to execute the Memorandum of Understanding (MOU) only if revised to address any concerns related to the design and ability to review the design prior to initiation of any construction.

b. Review of Chain of Lakes Brochure

Patricia Burgos

More than eight months ago, staff had a discussion with Ms. Claudia Rowe, Lake County School Board's Science & Math Curriculum Specialist regarding the knowledge of local teachers about Lake County's hydrology. She expressed that there was no brochure/poster/educational flyer focused on Lake County's hydrology and that there was a need for it. Ms. Rowe mentioned that St. Johns River Water Management had a Floridan Aquifer poster that teachers liked, but was difficult for teachers to interpret Lake County's hydrology from this specific poster. Staff then started to think about creating a Lake County specific "Hydrology 101" poster with an accompanying information sheet that teachers could display and use. This same information could also be presented to community groups and during events such as Earth Day or the Green Fair.

About four months ago staff started to notice repeated phone calls from concerned public about the lake levels in the Clermont Chain. The concept of Chain of Lakes brochure started to develop as a way to respond to the questions and concerns being raised repeatedly during the presentations being made by Water Authority staff and at public events.

The Water Authority at this time has no brochure that deals specifically with the "nuts & bolts" in simple terms of the Clermont and Harris Chain of Lakes (COL). We have the COL maps that are very popular, but boating safety is the main focus of the COL map. Staff is in the planning stages for the Chain of Lakes brochure, which is in early draft form and enclosed for the board to review. Staff intends for Mr. Gene Packwood to help with the design of the brochure and

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expects to print 5,000 of the final brochure in early FY 2010-2011. These brochures will then be displayed at the main office, handed out at presentations and public events.

Executive Director's Recommendation:

Authorize staff to continue working on the Chain of Lakes brochure and to return to the October board meeting with a revised draft.

c. FY 2010-11 Budget

Michael Perry

Staff presented the draft budget for Fiscal Year 2010-11 at the July 14, 2010 Board budget meeting. At that meeting, staff provided an overview of the budget and discussed each budget section and identified any changes made since the budget was distributed at the June 23, 2010 regular Board meeting. The Board did not make any specific changes, however identified several areas for additional discussion. The following are the areas of the FY 2010-11 budget identified by the Board:

- **100 & 700-420 - Freight and Postage**
Linda Bystrak noted that a postage increase is coming and to make adjustments if necessary. The amount in the budget reflects a 5% increase in postage rates.
- **500 - Education**
The Board wanted the entire education section to be discussed. As such, staff has provided additional details regarding this portion of the budget.
- **700-310 - Professional Services**
Attorney fees - Carole is to provide an estimate of costs for on-going legal actions
- **700-340 - Contractual Services**
Lake Atlas - LCBCC may not fund, Linda Bystrak seemed to feel strongly about keeping the Atlas going
Sheriff's request for increase for Marine Unit Deputies
Sheriff's request for a replacement Marine Unit boat
Linda Bystrak mentioned using LCBCC for NuRF water samples
- **700-470 - Printing and Binding**
Maps - Nancy Fullerton identified this as an area to reduce or eliminate
- **700-490 - Other Current Charges & Obligations**
Boat registrations - Charles Clark questioned the accuracy of the cost to register seven vessels - the number in the budget is accurate and verified by the Tax Collectors office.
- **700-540 - Professional Development and Publications**
Limnological books - Linda Bystrak questioned the need for additional reference books
- **700-640 - Machinery and Equipment**
Laptops - Larry Everly asked that this area be discussed further

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- **700-810 - Aid to Government Agencies**
Community mini-grants - Nancy Fullerton requested that this be discussed further
Stormwater - Nancy Fullerton requested that this be discussed further
- **700-820 - Aid to Private Entities**
Community mini-grants - Nancy Fullerton requested that this be discussed
- **Revenue**
Update of Cash Brought Forward
Sale of LCWA property
Interest - Evaluate interest revenue from previous year

At its July 28th meeting, the Board set a tentative millage rate of 0.2405 and set the date for Tentative Budget Hearing. The tentative rate reflects the highest rate the board intends to consider. The board can still lower the millage rate as it continues with the budget process; however it can go no higher than the rate set on at that meeting.

At this meeting, the Board will have an opportunity to continue to review its budget and provide staff with direction in preparation for the Tentative Budget Hearing scheduled for September 8, 2010 at 5:05 pm.

Executive Director Recommendation:

Provide staff with direction regarding changes to the budget to be made prior to the Tentative Budget hearing.

Resource Communication Line Items:

Each year staff tries to anticipate the resource communication needs of the agency as it relates to the budget for the following fiscal year. There are board concerns regarding the FY 2010-2011 resource communication budget. Staff has prepared the following background information for board review/discussion as explanation for the different items that were submitted for FY 2010-2011.

500-340 Other Contractual Services

- **Naturalist** – With the Trout Lake Nature Center’s Naturalist no longer able to assist staff in the delivery of LCWA public programs on preserves, and at meetings and festivals for the \$5,000 annual LCWA grant, staff searched for a way to fulfill the increasing demand. Staff continues to provide water resource-related public programming, but with the addition of the Naturalist, offerings for school NuRF programs, evening programs, and weekend programs are being met. For the past 4 months of Mr. Crail’s contract, he has had contact with 1,250 people or 312 people per month. Some of the public events include NuRF Open House, Lake County Fair, Mount Dora Earth Day, Birds & Bicycles, National Marina Day, and WAV Splash Nite. He has lead Field Trips including a hike/paddle at Hickory Point, hike at Bugg Springs, school activity at Bourlay Historic Nature Park, and paddle at Crooked River

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Preserve within those 4 months. Staff is recommending that this contract be funded for FY 2010-2011

- **Watershed Action Volunteer Coordinator** – At the time of this memo, staff is not sure whether St. Johns River Water Management District will continue this program or what changes the District will make for FY 2010-2011. LCWA has been a financial supporter of this program since 2001 and once staff knows what is planned for this program a recommendation will be brought to the board for review and discussion.
- **NuRF Video** – The board has authorized staff to advertise a bid and bring the results back to the September board meeting. Staff is hopeful that the bids will be under \$15,000 which will provide a savings with this line item. Staff is also exploring other alternatives as directed by the Board.
- **Education & Graphics Design Services** – When staff recommended funding for this item, it was envisioned that staff would develop educational materials for the teachers regarding NuRF and Lake County “Hydrology 101”. Staff does not have the expertise or software to provide professional looking graphics, which was the reason for outside assistance. Staff is requesting at least \$2,000 be left in this budget line item.

500-420 Freight & Postage

- **Public Mailings** – staff is recommending at least \$300 remain in this budget item.

500-440 Rentals

- **Boat &/or Vans for tours (& porta-potties)** – staff was anticipating rental of outside transportation for the NuRF students if needed and temporary restrooms for NuRF.

500-470 Printing & Binding

- **Water Safety Information** – staff has provided materials in the past for the LCSO Marine Unit Deputy. Staff has been able to locate materials that are free. This line item can be eliminated.
- **Printing of Educational Materials** – staff is requesting at least \$4,000 remain in the budget.

500-480 Promotional Activities

- **Copying NuRF Info Video for teachers** – if the video bid is accepted by the board, then staff would still seek funds to copy the video for local teachers.
- **LCWA Event/Project Advertisements** – should the Board desire to advertise a particular education event, this is the budget line item where those funds would be available.

500-520 Operating Supplies

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- **Limnology Education Supplies** – equipment would be needed to effectively support any classes the NuRF held during FY 2010-11. Staff would propose at least \$600 for a Van Dorn Sampler and water quality test kits/reagents.
- **Hickory Point Education Display** – staff is trying to get it done this budget year. As such, \$300 can be eliminated from next budget year.

500-810 Aids to Government Agencies

- **Public school transportation funds** – staff is requesting at least some portion of the funds to continue to provide assistance to public schools wanting to visit the NuRF or Hickory Point. Staff would request at least \$3,000 be allowed in this line item.
- **Water Resource Education Mini-grants** – teachers are still interested in the grants and staff would like to continue to assist. Staff is therefore requesting that the board preserve the funds in this account.

500-820 Aids to Private Entities

- **Private school transportation funds** – it was mentioned during previous board meetings, that these funds may not be needed by private schools.
- **Trout Lake Nature Center Grant** – staff will do whatever the board decides.
- **Community Water Resource Mini-grants** – this grant funding is for private schools and student groups. Staff is therefore requesting that the board preserve the funds in this account.

700-340 Other Contractual Services

- **Media & Graphic Services** – this budget item allows staff to develop materials for the general public. Reflecting the public's concerns regarding low water levels, misunderstandings about lake hydrology, staff is proposing to develop a Chain of Lakes brochure. Funds to help pay for the artistic and graphic services comes from this account. Staff is requesting at least \$3,000 from the current amount of \$10,000 so that we can finish the current project, but also allow some flexibility to provide printed materials in the future.

700-420 Freight & Postage

- **Public Mailings** – because we inform nearby neighbors of land management activities (fireline installations, garbage removal, hikes, prescribed burns), and upcoming events such as the NuRF open house, staff is recommending at least \$1,000 remain in this account.

700-440 Rentals

- **Boat &/or Vans for tours** – staff was anticipating rental of outside transportation for the NuRF open house, tours of visitors if needed, etc.
- **Equipment Rental** – portable restrooms, tents, chairs are needed during larger events at NuRF

700-470 Printing & Binding

- **NuRF banners** – we need to update the current banners as they are our only mode of advertising the dates.
- **Harris & Clermont Chain of Lakes Maps** – staff is trying to finish this project under the current budget. Staff is requesting that at least \$1,000 be left behind from the current \$5,000 to allow printing of future brochures for public use.
- **Preserve brochures** – it costs approximately \$800 to print 5,000 brochures highlighting the LCWA properties. With the current increase use of the preserves, staff is requesting the opportunity to at least reprint two brochures during the 2010-2011 if needed.
- **Information flyers for COL** – staff is trying to meet this need with the Chain of Lakes brochure; therefore the \$1,000 in this line item can be deleted.

700-480 Promotional Activities

- **Promotional items for public events/VIPs/Guests** – with increased public contact, providing the public with reminders of the LCWA website is always needed.

700-520 Operating Supplies

- **Postcards for mailing** – funds for postcards to mail to the public are from this account.
- **10' by 10' Pop-up Tent** – staff proposes to buy the tent from this year's budget; therefore, the \$250 can be deleted.
- **Miscellaneous Supplies** – staff has had to purchase easels or tables at the last minute due to broken equipment, staff is requesting that the funds remain for emergencies.

700-540 Professional Development & Publications

- **Reference Books** – staff uses these funds to purchase materials used by other staff for reference (e.g., geology of Florida, vegetation books, updated aquatic books).
- **League of Environmental Educators of Florida** – annual membership for this environmental education group.

700-810 Aids to Government Agencies

- **Community Water Resource Mini-grants** - funds are used for grants awarded to local government agencies (e.g., Mount Dora water conservation contest, Leesburg water quality project, Lake Soil & Water Conservation brochure, adopt-a-lake brochure).

700-820 Aids to Private Entities

- **Community Water Resource Mini-grants** - funds are used for grants awarded to local community groups (e.g., HCOL power squadron, girl scouts, homeowner associations).
- **Cistern Equipment** – board-approved funds.

5. Public Comment (5:00 p.m. or as soon thereafter as possible)

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6. Legal Staff Report

7. Action Items

None.

8. Board Member Comments

9. Board Member Items for Future Agenda

10. Information Items

- a. Staff Report
- b. Monthly Financial Reports – July 2010

11. Announcement of Upcoming Meetings and Events

- Tentative Budget Hearing – Wednesday, September 8, 2010 (5:05 p.m.) BCC Chambers/Admin. Building
- Board Meeting – Wednesday, September 22, 2010 (3:30 p.m.) BCC Chambers/Admin. Building
- Final Budget Hearing – Wednesday, September 22, 2010 (5:05 p.m. BCC Chambers/Admin. Building

12. Adjournment