

**SOUTH SEMINOLE & NORTH ORANGE COUNTY
WASTEWATER TRANSMISSION AUTHORITY**

**410 Lake Howell Road
Maitland, FL 32751
Telephone 407-628-3419**

www.ssnocwta.com

**AUTHORITY BOARD MEETING
AGENDA AND PUBLIC NOTICE**

Wednesday, January 19, 2022

8:30 AM

1. Call to Order
2. Introductions
3. Approval of Action Minutes – November 10, 2021 Meeting
4. Public Comments
5. Review Monthly Financial Reports
 - a. FY 2020 / 2021 Audit Update
6. New Business
 - a. Move to retroactively approve to July 21, 2021 a one-year extension ending July 23, 2022 with Danus Utilities, Prime Construction Group, Central Florida Lift Stations and L7 Construction regarding the “Continuing Pump Station Construction and Rehabilitation Agreement,” This extension ending July 23, 2022 is the first of three (3) one (1) year extensions as outlined in the initial “Terms of Agreement.”
 - b. Move to retroactively approve to September 30, 2021 regarding the “Wastewater Pipeline Replacement Agreement,” a one -year extension ending September 30, 2022 to SanPik, Inc., TB Landmark Construction, Inc., and Murphy Pipeline Contractors. This is the second of three one (1) year extension in the initial “Terms of Agreement.”
 - c. Move to accept and execute an easement for Slovak Gardens.
7. Old Business
 - a. Update regarding the Executive Director working remotely.
 - b. Update Remote Work Policy
 - c. Update on the Seminole County “Oxford Road” project.
8. Reports
 - a) Attorney
 - b) Consulting Engineer
 - c) Executive Director
 - d) City of Orlando
9. Adjournment and a “Fond Farewell to Vic Lutz.”

**SOUTH SEMINOLE & NORTH ORANGE COUNTY
WASTEWATER TRANSMISSION AUTHORITY**

**410 Lake Howell Road
Maitland, FL 32751
Telephone 407-628-3419
Fax 407-628-0153
www.ssnocwta.com**

November 10, 2021

ACTION MINUTES

A meeting of the South Seminole & North Orange County Wastewater Transmission Authority Board was held on Wednesday, November 10, 2021, 8:30 AM at 410 Lake Howell Road, Maitland FL 32751.

The following members were present:

Randy Knight – Member	City of Winter Park
Victor Lutz - Member	City of Casselberry
Mark Reggentin – Member	City of Maitland
Terry McCue – Member	Seminole County

Also in Attendance:

Ed Gil de Rubio	Executive Director
Bill Reischmann	Authority Attorney
Alex Jarig	City of Casselberry
David Zusi, PE	City of Winter Park
Stefano Ceriana	CHA Engineering
Paul Zimmerman – Alternate Member	Seminole County
Frank Fernandez – Alternate Member	City of Casselberry

I. Call to Order

Mr. Knight called the meeting to order at 8:33 AM

II. Introductions

Introductions were made around the room.

III. Approval of Action Minutes – September 15, 2021 Meeting

Mr. Reggentin moved to approve the September 15, 2021 Meeting Minutes. Seconded by Mr. McCue. The Board unanimously approved.

IV. Public Comments

No public comments.

V. Review Monthly Financial Reports

Mr. Gil de Rubio reviewed the monthly financials with the Board.

No action taken.

VI. New Business

- a. To approve an Individual Coverage Health Reimbursement Arrangement Plan (ICHRA) appointing PeopleKeep as the administrator.**

There was a general discussion regarding the plan and fee. **Mr. Reggentin moved to approve the Individual Coverage Health Reimbursement Arrangement Plan (ICHRA) appointing PeopleKeep as the administrator. Seconded by Mr. McCue. The Board unanimously approved.**

- b. Approval of “Amended Employment Agreement” for the Executive Director.**

Attorney Reischmann reviewed the “Amended Employment Agreement” with the Board. **Mr. Reggentin moved to accept and execute the “Amended Employment Agreement” for the Executive Director. Seconded by Mr. Lutz. The Board unanimously approved.**

VII. Old Business

- a. Update regarding the Executive Director working remotely.**

Mr. Gil de Rubio reported things were going smoothly. No concerns.

No action taken.

VII. Reports

- a. Attorney** – Nothing further to report.
- b. Consulting Engineer** – Mr. Ceriana reviewed the monthly report with the Board. Additionally, he gave an update on making the Authority’s web site ADA compliant.
- c. Executive Director** – Informed the Board a “draft” Remote Work Policy would be on the January, 2022 Agenda.
- d. City of Orlando** – Not present

IX. Adjournment

Mr. Knight adjourned the meeting at 10:04 AM

Randy Knight Chairperson

Mark Reggentin Secretary

9:16 AM
12/02/21
Accrual Basis

S. Seminole & N. Orange County Wastewater Transmission Auth

CASH

As of November 30, 2021

Nov 30, 21

ASSETS

Current Assets

Checking/Savings

Cash Operating

1050 · O & M 5/3 Bank 3583

1,075,511.04

Total Cash Operating

1,075,511.04

Cash Restricted

1061 · Capital Projects 2016 5/37736

1,083,173.59

Total Cash Restricted

1,083,173.59

Cash Restricted SBA

1153 · I&I Pooled -SBA

1153.01 · I & I Maitland

3,473.48

1153.02 · I & I Casselberry

74,046.60

1153.03 · I & I Winter Park

81,542.26

1153.04 · I&I Seminole County

1,385,868.24

Total 1153 · I&I Pooled -SBA

1,544,930.58

1154 · R&R - 2004 -SBA

379,805.69

1155 · DEBT SVC-2004 - SBA

563,964.06

1157 · DEPREC. & RESERV -2004 - SBA

4,594,850.55

Total Cash Restricted SBA

7,083,550.88

Total Checking/Savings

9,242,235.51

SOUTH SEMINOLE AND NORTH ORANGE COUNTY WASTEWATER TRANSMISSION AUTHORITY
Budget to Actual Comparison

NOVEMBER 2021

FOR MANAGEMENT USE ONLY

	Fiscal YTD	Annual Budget	Budget Variance	% of Budget
Ordinary Income/Expense				
Income				
4311 SEM COUNTY REVENUE	39,739.82	238,439.00	(198,699.18)	16.67%
4312 CASSELBERRY REVENUE	49,133.08	294,799.00	(245,665.92)	16.67%
4313 MAITLAND REVENUE	15,920.38	95,522.00	(79,601.62)	16.67%
4314 WINTER PARK REVENUE	86,281.92	517,692.00	(431,410.08)	16.67%
4371 DEBT SERVICE PRINCIPAL	100,833.32	605,000.00	(504,166.68)	16.67%
4372 DEBT SERVICE INTEREST	33,627.34	201,764.00	(168,136.66)	16.67%
4375 · DEPRECIATION & COVERAGE	430,112.74	2,580,676.00	(2,150,563.26)	16.67%
4390 · INTEREST INCOME		1,000.00	(1,000.00)	0.0%
4391 · 4391 RESTRICTED INTEREST INCOME	908.87	12,000.00	(11,091.13)	7.57%
Total Income	756,557.47	4,546,892.00	(3,790,334.53)	16.64%
Debt Service Principal	100,833.32	605,000.00	(504,166.68)	16.67%
	100,833.32	605,000.00	(504,166.68)	16.67%
Total Income Less Debt Service Principal	655,724.15	3,941,892.00	(3,286,167.85)	16.64%
Expense				
5231 FISCAL AGENT FEES	0.00	550.00	(550.00)	0.0%
5359 CONTINGENCY	0.00	250.00	(250.00)	0.0%
1 · PERSONAL SERVICES				
5223 HEALTH/LIFE INS	1,810.31	22,000.00	(20,189.69)	8.23%
5224 WORKERS COMP		700.00	(700.00)	0.0%
5252 AUTO ALLOWANCE	500.00	3,000.00	(2,500.00)	16.67%
5320 TOTAL EMPLOYEE FICA	778.10	4,317.00	(3,538.90)	18.02%
5321 TOTAL EMPLOYEE MDCR	181.97	1,010.00	(828.03)	18.02%
5322 FL LEAGUE OF CITIES	4,000.00	24,000.00	(20,000.00)	16.67%
5324 WORKERS COMP	141.00	0.00	141.00	100.0%
5211 · EXEC DIRECTOR SALARY	12,050.00	66,625.00	(54,575.00)	18.09%
Total 1 · PERSONAL SERVICES	19,461.38	121,652.00	(102,190.62)	16.0%
3 · CONTRACTUAL SERVICES				
5331 PROFESSIONAL SERVICES	30,175.77	255,000.00	(224,824.23)	11.83%
5332 AUDITING/ACCOUNTING	10,500.00	56,000.00	(45,500.00)	18.75%
5334 CONTRACTUAL SERVICES	1,667.16	12,000.00	(10,332.84)	13.89%
5580 · Locates	16,025.00	150,000.00	(133,975.00)	10.68%
6560 · Payroll Expenses	19.00			
Total 3 · CONTRACTUAL SERVICES	58,386.93	473,000.00	(414,613.07)	12.34%
5353 · BANK CHARGES	359.09			
5372 · INTEREST EXPENSE	33,627.34	201,764.00	(168,136.66)	16.67%
6 · OPERATING EXPENSES				
5254 DUES/PUBLICATIONS	0.00	1,200.00	(1,200.00)	0.0%
5341 TELEPHONE	1,096.29	8,000.00	(6,903.71)	13.7%
5342 POSTAGE	0.00	500.00	(500.00)	0.0%
5343 UTILITY SERVICES	2,415.16	20,000.00	(17,584.84)	12.08%
5345 PROPERTY/LIAB INSURANCE	3,933.00	15,000.00	(11,067.00)	26.22%
5347 PRINTING/DUPLICATING	0.00	800.00	(800.00)	0.0%
5351 OFFICE SUPPLIES	616.52	5,000.00	(4,383.48)	12.33%
5354 DUES/PUBLICATIONS	175.00			
5358 MISC. EXPENSE	0.00	500.00	(500.00)	0.0%
Total 6 · OPERATING EXPENSES	8,235.97	51,000.00	(42,764.03)	16.15%
7 · MAINTENANCE				
5346 REPAIRS/MAINTENANCE				
5578 · ARV Maintenance	17,274.00	100,000.00	(82,726.00)	17.27%
5346 REPAIRS/MAINTENANCE - Other	15,754.76	400,000.00	(384,245.24)	3.94%
Total 5346 REPAIRS/MAINTENANCE	33,028.76	500,000.00	(466,971.24)	6.61%
Total 7 · MAINTENANCE	33,028.76	500,000.00	(466,971.24)	6.61%
Total Expense	153,099.47	1,348,216.00	(1,195,116.53)	11.36%
Net Income Includes Depreciation Funding Revenue	502,624.68	2,593,676.00	(2,091,051.32)	19.38%
OTHER EXPENSE CAPITAL BUDGET ITEMS				
Current Year Budgeted Capital Projects				
Capital Expenditures				
Equipment	22,615.00		22,615.00	
Maitland Master	242,641.72	1,200,000.00	(957,358.28)	
Pump Station/line Projects	21,209.32	1,269,500.00	(1,248,290.68)	
Force Main Projects		1,344,000.00	(1,344,000.00)	
5572 · C-200 Pipe Replacement	18,154.54			
5573 · Lift Station Repair & Renovation				
5574 · Generator Replacement	75,021.90	80,000.00	(4,978.10)	
Depreciation Fund Capital Exp - Other	0.00			
Total Depreciation Fund Capital Exp	379,642.48	3,893,500.00	(3,513,857.52)	9.75%
Total Capital Expenditures	379,642.48	3,893,500.00	(3,513,857.52)	9.75%
Net Other Expense Capital	-379,642.48	-3,893,500.00	3,513,857.52	9.75%
Net Income After Capital Projects Expenditures	122,982.20	-1,299,824.00	1,422,806.20	-9.46%

Capital Improvement Projects 2021-2025

Nov-21

Completed

CIP I.D.	Description	Priority	Cost Incurred As of 9/30/21	YearTo Date Project Cost Incurred	To Date Project Cost	Total Projected Project Cost	Annual Budgeted CIP					
							Oct 2021 - Sept 2022	Oct 2022 - Sept 2023	Oct 2023- Sept 2024	Oct 2024- Sept 2025	Oct 2025- Sept 2026	
Force Main Repair and Replacement Projects												
	C-200 Pipe Replacement Phase I Costs				\$0	\$0	\$0	\$0	\$0	\$0		
LSFM-07	Big Bend Trl. / Thunder Trl.	1										
FM-023	SR 436 Force Main Loop	4		\$5,303		\$1,751,120	\$700,000	\$1,051,120				
FM-19A	Citus Ave. Easement	1		\$5,303		\$538,000	\$538,000					
LSFM-12	Eastbrook FM	1		\$5,302		\$53,000	\$53,000					
LSFM-17	Monterey FM	1		\$5,302		\$53,000	\$53,000					
FM-10A	Howell Branch Rd. / Old Howell Branch Rd.	1				\$5,795,000		\$2,858,000	\$2,937,000			
FM-07B	Kewanee Pedestrian Trail	1				\$85,000				\$85,000		
LSFM-32	Arrow (308) FM	1				\$46,000		\$46,000				
FM-13	Red Bug Lake Rd.	1				\$3,713,000				\$3,713,000		
FM-12C	Red Bug Lake Rd.	2				\$827,000				\$827,000		
Lift Station Repair and Renovation Projects												
LS-1^	Maitland Master LS	1	\$35,333	\$242,642	\$277,975	\$1,236,000	\$1,200,000			\$0	\$0	
LS-12	Eastbrook	1	\$18,533	\$3,631	\$22,164	\$450,000	\$427,836					
LS-23	Bear Creek	1	\$18,533	\$3,631	\$22,164	\$350,000		\$331,467				
LS-05	Waverly/Indian Hills	1				\$530,000		\$530,000				
LS-24	Aloma Bend	1				\$397,500	\$397,500					
LS-32	Arrow (308)	2				\$381,500	\$381,500					
LS-06	Eagle Circle	2				\$490,500	\$490,500					
LS-08	Howell Creek	2				\$560,000			\$560,000			
LS-25	Aloma Park	2				\$420,000			\$420,000			
LS-26	Central Five	2				\$517,500				\$517,500		
LS-11	Winter Park Estates	2				\$632,500				\$632,500		
LS-09	Winter Park Central	2				\$708,000					\$708,000	
LS-30	Lake Ann	3				\$472,000					\$472,000	
Generator Repair and Renovation Projects												
LS-29	Clifton Park*	3	\$18,533	\$3,631	\$22,164	\$130,000	\$107,836					
LS-28	Clayton Crossings*	3	\$18,533	\$3,631	\$22,164	\$70,000	\$47,836					
LS-14	Consumers*	4			\$0	\$150,000		\$150,000				
LS-36	Tuskawilla Estates*	4	\$18,533	\$3,631	\$22,164	\$80,000	\$57,836					
GEN-15	Forsyth	4	\$59,078	\$75,022	\$134,100	\$100,000	-\$34,100					
Force Main Project Cost:												
						\$12,861,120	\$1,344,000	\$1,051,120	\$2,904,000	\$2,937,000	\$4,625,000	
						Lift Station Project Cost:	\$5,965,500	\$2,897,336	\$861,467	\$980,000	\$1,150,000	\$1,180,000
						Generator Project Costs:	\$530,000	\$179,408	\$150,000	\$0	\$0	\$0
						Total:	\$20,536,620	\$4,420,744	\$2,062,587	\$3,884,000	\$4,087,000	\$5,805,000



**SOUTH SEMINOLE & NORTH ORANGE COUNTY
WASTEWATER TRANSMISSION AUTHORITY**

• 410 Lake Howell Road • Maitland, FL 32751
• Telephone 407-628-3419 • Fax 407-628-0153

January 19, 2022

To: Authority Board Members

From: Ed Gil de Rubio
Executive Director

Subject: Agenda Report

Status Report – Air Release Valve (ARV) Cleanings and Replacements –

ARV 4th Quarter Cleanings – CHA Consulting, Inc. (CHA) and Danus Inc. completed the 4th Quarter ARV Cleanings on November 29th and 30th. No major issues were found.

ARV #44 and #50 Repairs – Per the previous Board Agenda Report, CHA contacted Danus, Inc., for a repair quote (≈ \$28,000), which was deemed excessive; however, CHA consequently contacted L7 and SanPik, who did not want to bid on the project, and Prime Construction (Prime) has not submitted a quote. CHA is reaching back out to Danus to update their quote and complete the work.

ARV CIP Work – The CIP work that is proposed, is to remove the ARVs located within manholes that are within the travel lane of busy roads, which poses a safety risk to the cleaning crews.

CHA received a quote from Danus, Inc. however, the quote was in excess of \$100,000 for the relocation of each ARV.

CHA recently had a brief conversation with the ARI ARV Representative that mentioned a new ARV available, specific to below ground scenarios is available, which would allow removal and insertion of the ARV very quickly. CHA will investigate this new ARV model further and set up a meeting with the ARV representative.

ARV Odor Checks – The odor checks were completed on December 20th. CHA has ordered additional carbon for the odor control units and is awaiting a delivery date.

Status Report – Pump Stations –

Status Report – Winter Park Estates Pump Station –

Repairs – Shop drawings have been approved and the contractor L7, is waiting for the delivery of equipment, which have been impacted with various delays. The plan is to complete the by-pass piping work first, and then replace the guide rails.

VFDs – The VFD work is currently on hold waiting for the installation of the guiderails, so that pump #1 can be installed.

Easement – No further action will be taken. The pine tree which overhangs from the easement to the private property does not appear to be in any danger of falling. In addition, CHA contacted Duke Energy to determine if they would trim any branches near their powerlines; however, Duke informed CHA that the pine tree did not pose any danger to their powerlines. This agenda item will be closed out.

Status Report – Forsyth PS –

Generator Replacement – The final walkthrough was completed with no additional findings. As-builts were received and record drawings finalized.

City of Winter park informed CHA that the generator was not exercising properly, and CHA coordinated with Cummins Power, who came to the site and repaired the generator.

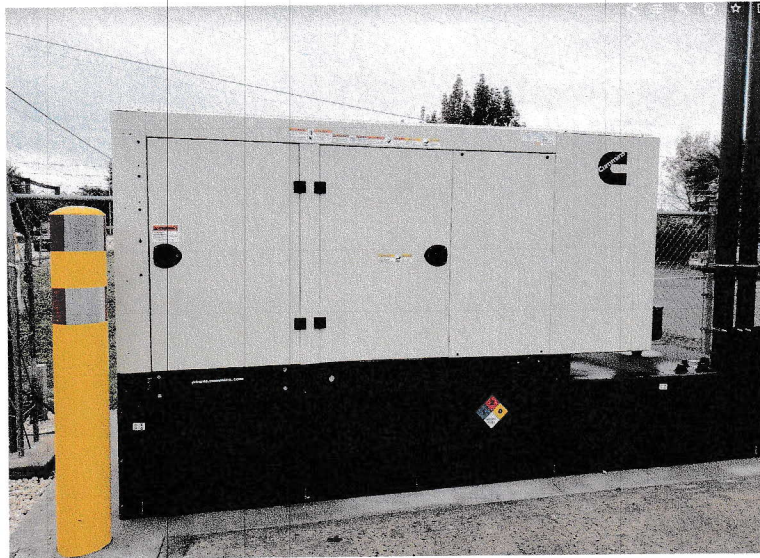


Figure 1: Forsyth PS Generator

VFD Replacement – System Tech LLC replaced the VFD, which is now operational.

The Forsyth PS agenda items will be closed out.

Status Report – Maitland Master Pump Station –

Construction – Construction on the City of Maitland project has started. CHA is attending the weekly construction meetings.

Status Report – Winter Park Central Pump Station –

Access Code – The City of Winter Park will provide an access code for the Winter Park Public Works compound so that SSNOCWTA personnel and CHA can access the PS site.

Odor Control System – The odor control unit has been ordered. Delivery of the unit is still to be determined. On January 25th, CHA will perform a site visit with its electrical and structural sub-consultants to determine the required work to be completed ahead of the odor control unit arrival.

Status Report – Tanglewood PS – CHA has followed up with Seminole County to determine the status of the pump.

Status Report – Slovak Gardens Development – CHA completed the shop drawing reviews and is currently awaiting the start of construction.

Status Report – FY2020/21 PS Improvements and Generator Additions – CHA's project manager for the subject project has changed. CHA's new project manager is assessing the project and determining the effort to complete the project.

The Bear Creek PS which posed a difficult scenario in locating the generator and proposed improvements, has been removed from the current fiscal year project and will be included in next year's project.

Status Report – SSNOCWTA Pipelines –

Status Report – Easement Surveys –

Antilles Drive – The SSNOCWTA attorney obtained the required signatures from the HOA for the easement agreement. At the January 2022 Board Meeting, the agreement will be executed by SSNOCWTA and subsequently sent to the City of Casselberry and the Developer.

Deer Run / Eagle Circle – The Deer Run Golf Course was purchased by Seminole County.

Status Report – Aloma/Dean Sewer Reconnection – The project is currently waiting on two items:

- 1) The directional drill underneath Dean Road has been completed. Sanpik is currently coordinating with their electrical sub-contractor to complete the work at the flow meter site, which is currently anticipated for the beginning of February.

Status Report – FY20/21 Pipeline Replacement CIP Project – CHA and its surveyor ECHO have determined that the existing SSNOCWTA Force Main is located entirely within multiple easements from the east side of the canal at Eastbrook Pump Station to Citrus Avenue. ECHO Surveying is currently researching to determine if an easement across the canal exists, which

is currently labeled as Seminole County Right-of-Way. CHA will meet with the SSNOCWTA attorney to confirm the easements, and then proceed with the development of the preliminary design report.

Project Review (Eastbrook Canal) – Seminole County and its consulting engineer contacted CHA and provided stormwater improvement plans proposed along the Eastbrook canal. CHA identified design conflicts within the proposed plans and relayed them to Seminole County and its consulting engineer.

SSNOCWTA Emergency – Aloma Avenue SMH Cave-In – On December 13th, CHA received a call from FDOT informing CHA that a SSNOCWTA manhole frame on Aloma Avenue was beginning to fail and sink into the road, which caused the roadway to be closed down. CHA and Seminole County responded to the location of the SMH failure along with FDOT and assessed the situation. Following the assessment, it was determined that the repairs required were too large for Seminole County, therefore, Danus Inc. was called to assist.

Danus completed an initial temporary repair by placing a steel plate over the manhole and installing some asphalt around the plate so the traffic lane could be reopened.

Subsequently, Danus returned on site to complete the repair of the manhole cone and install a new manhole frame and cover.

Danus will return on site to complete the required FDOT paving, striping, and in addition will rehab the interior of the existing manhole.

Pictures of the failure, temporary repair and final repair are shown below.

1. Failure – manhole frame sinking in



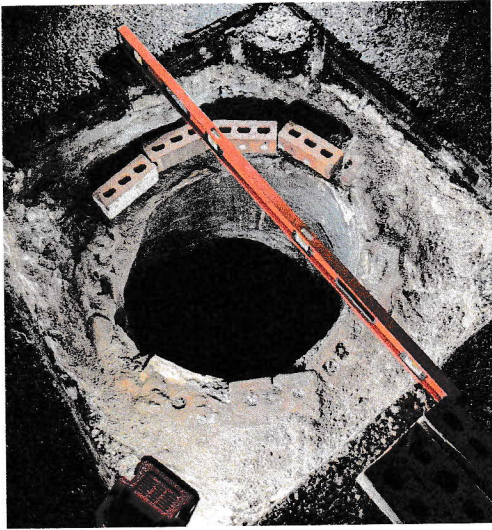
2. Temporary Repair – metal plate and asphalt patch



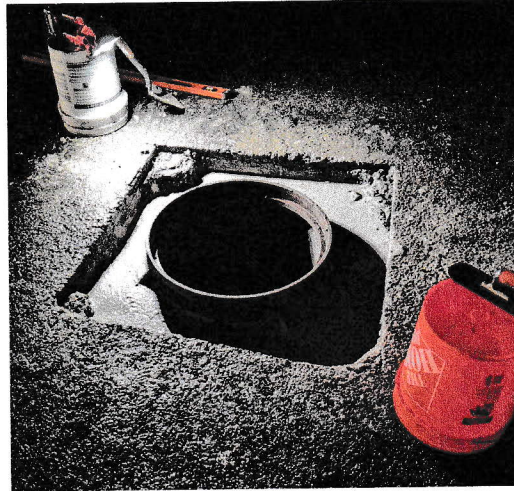
a. Permanent Repairs

- i. Completed 12/21 into 12/22
- ii. Quote \$15,300

3. Chipped out existing and new ring of bricks



3. New frame and cover in place



3. Temporary Patch with new cover at grade



Status Report – Howell Branch FM Assessment – CHA completed a memo and summary PowerPoint presentation outlining the financial impacts of requiring the milling and resurfacing 25' in all directions from test holes versus a smaller repair patch following the ultrasonic testing. CHA sent the documents to the Executive Director on January 12th for review. Following the Executive Director review, the documents will be sent to Seminole County.

Status Report – FY20/21 Drawdowns – CHA has completed all the drawdowns except for the one Winter Park Estates Pump Station pump, which needs to be reinstalled once the guiderail repairs are completed.

The drawdown report is currently being finalized and undergoing CHA QA/QC prior to final submission to SSNOCWTA.

Status Report – REI As-Needed Services –

Seminole County / Waverly PS – No Activity.

Seminole County Master Plan – No Activity.

Status Report – 811 Sunshine – In the month of November and December 2021, there were 93 and 117 locate tickets, respectively, called in. These were both lowest and second lowest number of tickets in the last 6 months.

The last occurrence of double digit locate tickets (under 100) was September 2017.

Status Report – SSNOCWTA Website – The first step (website evaluation) has been completed and the website is currently being updated to be ADA compliant. Following the completion of the website, the website will be reviewed by SSNOCWTA, CHA and SSNOCWTA IT Consultant before it is made live.

Financial Report – Enclosed are the Financial Reports and the updated Capital Improvement Projects Report. As of November 30, 2021, there is a net income of \$72,511.74 for the year.

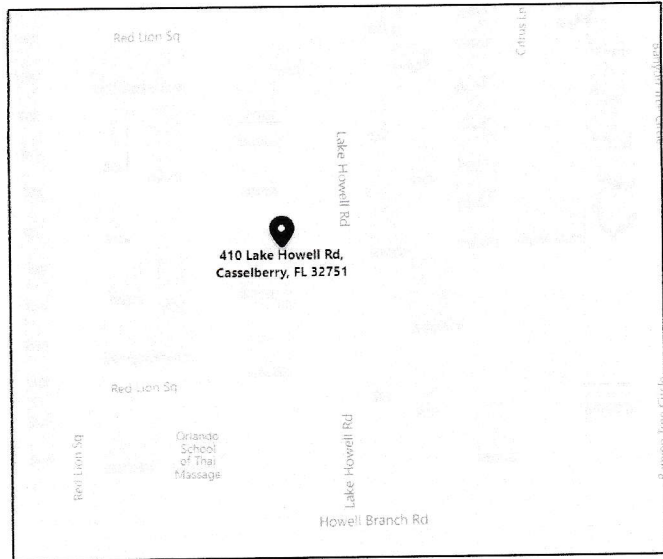
Flow Reports – Overall the daily metered system flows for the month of December 2021 averaged x9.72 MGD for a monthly total of 30.133 MG. This is a 0.097% decrease over the November 2021 flows.

Monthly Board
Meeting

SSNOCWTA OFFICE

**FACE MASKS
REQUIRED IF NOT
VACCINATED**

Wednesday
January 19, 2022
8:30AM



SSNOCWTA Office
410 Lake Howell Road
Maitland, FL

AUTHORITY BOARD MEETING SCHEDULE

2021/2022

Regular Board meetings for South Seminole & North Orange County Wastewater Transmission Authority are scheduled for the third (3th) Wednesday of every other month, beginning at 8:30 A.M., in the Authority Board Office located at 410 Lake Howell Road as follows:

November 10, 2021

January 19, 2022

March 16, 2022

May 18, 2022 At Iron Bridge Wastewater Treatment Facility

July 20, 2022

September 21, 2022

November 9, 2022 1 Week Earlier because of Thanksgiving
