

**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, November 10, 2021

8:30 AM

1. Call to Order
2. Introductions
3. Approval of Action Minutes – September 15, 2021 Meeting
4. Public Comments
5. Review Monthly Financial Reports
6. New Business
 - a. To approve a Individual Coverage Health Reimbursement Arrangement Plan (ICHRA) appointing PeopleKeep as the administrator.
 - b. Approval of Amended Employment Agreement for the Executive Director.
7. Old Business
 - a. Update regarding the Executive Director working remotely.
8. Reports
 - a) Attorney
 - b) Consulting Engineer
 - c) Executive Director
 - d) City of Orlando
9. Adjournment

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September 15, 2021

ACTION MINUTES

A meeting of the South Seminole & North Orange County Wastewater Transmission Authority Board was held on Wednesday, September 15, 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

Also in Attendance:

Ed Gil de Rubio	Executive Director
Bill Reischmann	Authority Attorney
Tara Lamoureux, PE	City of Casselberry
David Zusi, PE	City of Winter Park
Stefano Ceriana	CHA Engineering

I. Call to Order

Mr. Knight called the meeting to order at 8:36 AM

II. Introductions

Introductions were made around the room.

III. Annual Selection of Officers – Section 4 (5) Enabling Act

a. Chairperson

Mr. Reggentin nominated Randy Knight for Chairman. Seconded by Mr. Lutz. The Board unanimously approved.

b. Vice Chairperson

Mr. Reggentin nominated Mr. McCue for Vice Chairman. Seconded by Mr. Knight. The Board unanimously approved.

c. Secretary

Mr. Knight nominated Mr. Reggentin for Secretary. Seconded by Mr. Lutz. The Board unanimously approved.

Mr. Reggentin moved to have the Vice Chairman sign the approved minutes when the Secretary is not available. Seconded by Mr. Lutz. The Board unanimously approved.

**IV Approval of Action Minutes – July 21, 2021 Meeting
August 18, 2021 Special Meeting**

Mr. Reggentin moved to approve the July 21, 2021 Meeting Minutes and the August 18, 2021 Special Meeting Minutes. Seconded by Mr. Knight. The Board unanimously approved.

V. Public Comments

No public comments.

VI. Review Monthly Financial Reports

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

No action taken.

VII. New Business

- a. To approve a renewal to CHA Engineering for professional services in accordance with section 6.3.2 of the “South Seminole North Orange County Wastewater Transmission Authority Agreement for General Professional Engineering Services with CHA Engineering, Inc.” This renewal is the seconded (2) of two (2) periods. Each period being two (2) years in length.**

Mr. Lutz moved to approve the seconded (2) of two (2) renewal letters to CHA Engineering for professional services in accordance with the Professional Engineering Services Agreement. This specific renewal is for a two (2) years period. Seconded by Mr. Reggentin. The Board unanimously approved.

VIII. Old Business

- a. Review and consider Amendment 1 of the Executive Director’s Contract.**

Mr. Reggentin expressed the Authority should adopt a “Remote Working Policy.” Mr. Knight asked that Section 4 of the Amendment express that \$1800.00 be allocated to the Executive Director for health care to be paid directly or to a Board approved administrator. Additionally, Section 5 would indicate the Amendment would be effective September 9, 2021.

Mr. Reggentin moved to accept Amendment 1 of the Executive Director’s Contract with the adjusted language. Seconded by Mr. Lutz. The Board unanimously approved.

IX. Reports

- a. Attorney** – Mr. Reischmann gave an update on the progress of obtaining easements.
- b. Consulting Engineer** – Mr. Ceriana reviewed the monthly report with the Board.
- c. Executive Director** – No further report
- d. City of Orlando** – Not present

X. Adjournment

Mr. Knight adjourned the meeting at 9:18 AM

Randy Knight Chairperson

Mark Reggentin Secretary



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November 10, 2021

To: Authority Board Members

From: Ed Gil de Rubio
Executive Director

Subject: Agenda Report

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

ARV 3rd Quarter Cleanings – CHA Consulting, Inc. (CHA) and Danus Inc. completed the 3rd Quarter ARV Cleanings. A few minor issues were encountered, and CHA will develop a list summarizing the findings to go back and address each issue. One issue found was the need to have bollards around ARVs repainted.

ARV 4th Quarter Cleanings – CHA and Danus are coordinating for the 4th quarter ARV cleanings, tentatively scheduled for November 23rd and 24th.

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. CHA consequently contacted L7 and TB Landmark, who stated were not able to complete the job. CHA contacted Prime Construction (Prime) and performed a site visit with the contractor to review the ARVs and Prime seemed open to perform the work. CHA is now waiting to receive a quote from Prime.

ARV CIP Work – CHA is currently awaiting a quote from Danus and L7 to complete the ARV CIP work.

ARV Odor Checks – The odor checks were completed the last week of September.

Lakes of Aloma Odor Complaint – CHA has not received any additional odor complaints from the resident that resides near the Pump Station. As mentioned in the previous updates, CHA will continue with monthly odor checks at the pump station.

ARV112 – leaking ARV – CHA received a call from a resident who observed ARVs leaking since it was wet/muddy around the ARV. CHA investigated and found a slight leak. No other ARVs along the force main were found to be leaking. CHA has followed up and the ARV was no longer leaking. The wet/muddy area around the ARV was attributed to the rains which occurred late September. CHA will continue to observe this ARV and replace if needed so the ARV can be taken back to be examined and repaired if needed.

Status Report – Pump Stations –

Status Report – Winter Park Estates Pump Station –

Repairs – L7 provided an updated quote, \$69,366.00 for the guide rail repairs and piping modifications. The quote was reviewed and approved by both CHA and the Executive Director. L7 has submitted their first pay application and shop drawings for review. CHA has returned comments and is awaiting a response to the first shop drawing submittal.

VFDs – VFD#1 and VFD#3 were cleaned and repaired by System Tech LLC. VFD#2 was replaced. Currently all the VFDs are operating accordingly, but more information will be obtained when the guiderails are repaired and the third pump can be placed back into the wet well, at which point, the operation of the VFD with the pump installed and running will be observed.

Easement – The SSNOCWTA Executive Director received a phone call from a resident who lives adjacent to SSNOCWTA easement stating that a large pine tree, within the SSNOCWTA easement, was over hanging onto her property and some electrical wires. CHA investigated and talked with the resident. CHA and the Executive Director will discuss this item further to determine the next step, if any.

Status Report – Forsyth PS –

Generator Replacement – The generator and ATS have successfully been installed. The generator start-up took place without any issues and the final walkthrough is scheduled for 11/5/21, at which point, the project will be completed with the exception of record drawings.

VFD Replacement – City of Winter Park informed CHA that VFD#3 was not operating properly. CHA contacted System Tech LLC, who visited the site and troubleshooted the VFD, and determined a new VFD was required. A

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 – CHA contacted four (4) odor control companies used in the past and obtained three (3) quotes with various options. CHA analyzed the initial start-up/purchase cost, and the required media replacement for each option. The table below shows the initial purchase cost at year 0, with the cumulative cost at year 5 and year 10. CHA will make a recommendation to the Executive Director in early November.

Model	Year		
	0	5	10
	Cumulative Costs		
Heyward - BioTriad VaporCOM Unit	\$5,000	\$41,000	\$77,000
Heyward - HIVON	\$23,000	\$23,075	\$23,225
Heyward - HICARB-50	\$34,000	\$39,000	\$44,000
	\$65,000	\$70,000	\$75,000
Heyward - HICARB-25	\$28,000	\$33,000	\$38,000
Biorem - SK 350 BF	\$40,000	\$40,000	\$40,000
Vapex - PICO	\$37,500	\$42,500	\$47,500

Status Report – Consumer PS – Seminole County completed the replacement of one of the VFDs at the Consumer PS. The quote in the amount of \$4,645.05 was paid by SSNOCWTA.

Status Report – Tanglewood PS – Seminole County informed CHA that one of the pumps at the Tanglewood PS requires replacement and is in the process of obtaining a quote for a new pump.

Status Report – Slovak Gardens Development – CHA reviewed the final set of design plans submitted to the City of Casselberry for conformance with the SSNOCWTA Design Standards and provided comments to the city.

Status Report – FY2020/21 PS Improvements and Generator Additions – CHA and Seminole County are coordinating with regards to the Bear Creek PS. The site is very small and does not appear to provide an easy solution to install a generator without impacting the existing stormwater pond.

Status Report – SSNOCWTA Pipelines –

Status Report – Easement Surveys –

Antilles Drive – The SSNOCWTA attorney has made contact with the HOA and is in the process of obtaining the easement.

Deer Run / Eagle Circle – No Activity.

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

- 1) As of November 02, 2021, CHA has not received any direction from Orange County – traffic loop repairs are currently on hold.
- 2) The directional drill underneath Dean Road from the power pole to the flow meter is scheduled for 11.8.21. Once the conduit has been drilled, the electrician will be mobilized to extend the wire under the road and provide power to the flow meter and finally System Tech LLC will ensure the flow meter is operational. The hope is to have the master meter operational by the end of November 2021.

Status Report – FY20/21 Pipeline Replacement CIP Project – CHA has requested additional survey from the surveyor to determine the exact location of the existing SSNOCWTA easement in relation to the house and patio layout in the lot adjacent to the easement.

Aloma Bend Flow Meter Cabinet – System Tech Inc. has completed the installation of the bollards at the cabinet site. The flow meter cabinet is anticipated to be installed on November 4th.

Project Review – CHA was informed by one of Seminole County's Consulting Engineers that a roadway and stormwater improvement project was being designed along Oxford Road, where the Central V lift station and its discharge force main are located. The Consulting Engineer sent the design drawings to CHA, who reviewed the drawings and found no conflicts with the proposed work and the SSNOCWTA infrastructure.

Status Report – Scope –

Status Report – Howell Branch FM Assessment – CHA's is still in the process of coordinating with Seminole County Public Works for the requirement with regards to paving the road. In previous ultrasonic testing projects, CHA was allowed to fill the test hole and provide an asphaltic patch. Public Works is now requiring milling and resurfacing 25' in all directions from the ultrasonic test.

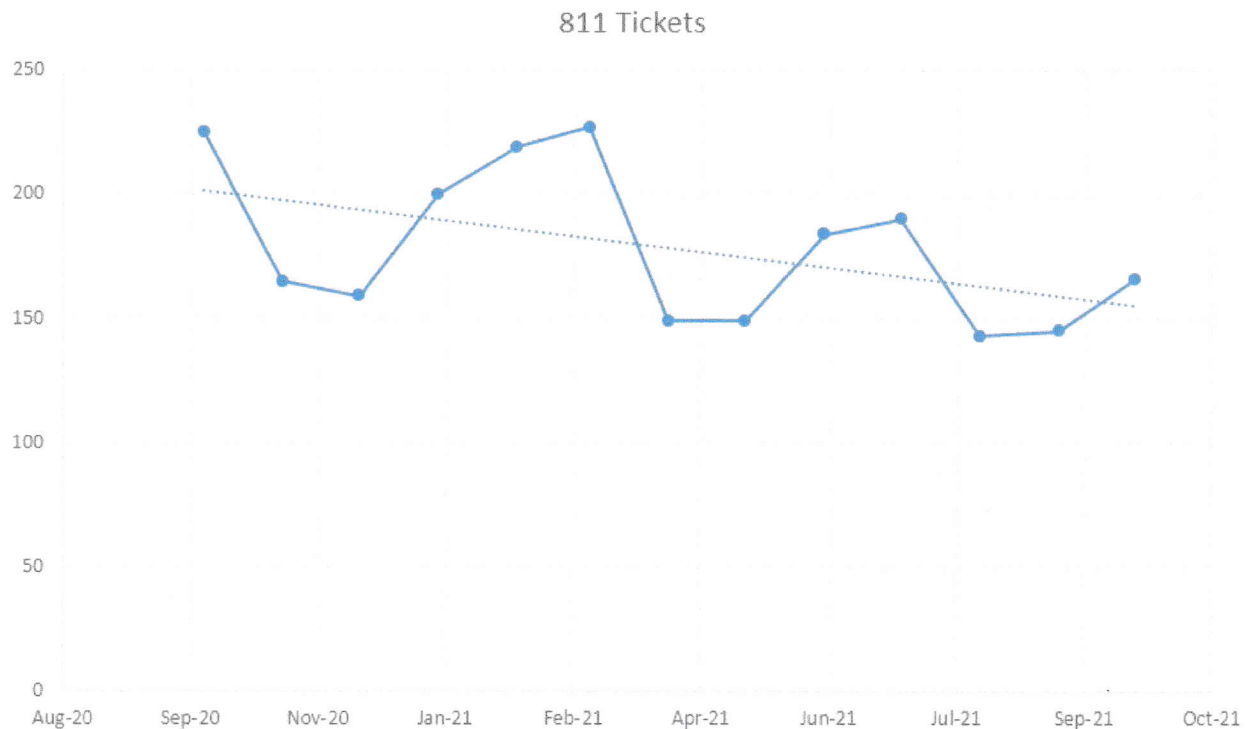
Status Report – FY20/21 Drawdowns – CHA has completed all of the drawdown tests with the exception of three (3) lift stations, Monterrey, Winter Park Estates and Lakes of Aloma, which as listed in the update for the respective lift station listed hereinabove, are either missing a pump or the flow meter was not operational. Once each of the three lift stations are operational again, the final three drawdowns will be completed.

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 September and October 2021, there were 145 and 166 locate tickets, respectively, called in. These were both lowest and second lowest number of tickets in the last 6 months. Over the last year, between October 2020 and October 2021, the general trend in the number of tickets per month has been decreasing, however, the graph below shows a pattern of peaks and valleys that alternate every 2-3 months.



Status Report – SSNOCWTA Website – The website is currently in the process of being updated so it will be ADA compliant. The first step in the process is delivery of an evaluation report on the existing web site. The second step will be the web developer using the evaluation report to update the website, so it is ADA Compliant. It is anticipated that the first step will be completed by mid-November.

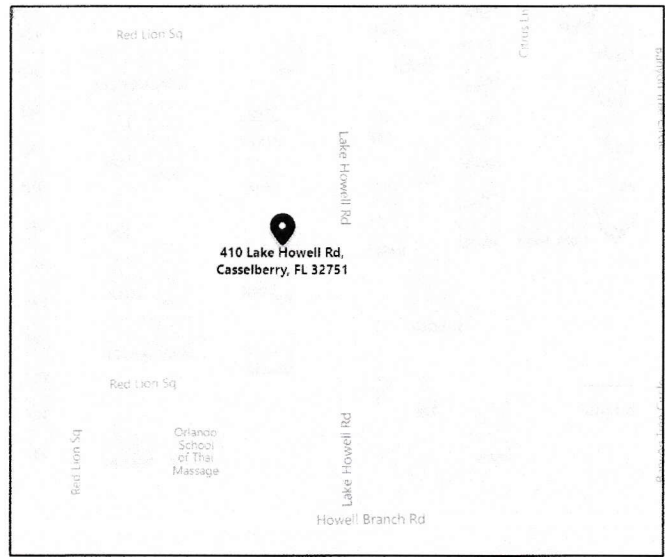
Financial Report – Enclosed are the Financial Reports and the updated Capital Improvement Projects Report. As of September 30, 2021, there is a net income of \$486,628.92 for the year.

Flow Reports – Overall the daily metered system flows for the month of October 2021 averaged 9.93 MGD for a monthly total of 30.775 MG. This is a 0.927% decrease over the September 2021 flows.

Executive Board **Meeting**

SSNOCWTA OFFICE

**FACE MASKS
REQUIRED IF NOT
VACCINATED**



Wednesday
November 10, 2021
8:30AM

SSNOCWTA Office
410 Lake Howell Road
Maitland, FL

S. Seminole & N. Orange County Wastewater Transmission Auth

CASH

As of September 30, 2021

Sep 30, 21

ASSETS

Current Assets

Checking/Savings

Cash Operating

1050 · O & M 5/3 Bank 3583 681,944.03

Total Cash Operating 681,944.03

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 3,472.91

1153.02 · I & I Casselberry 74,034.48

1153.03 · I & I Winter Park 81,528.92

1153.04 · I&I Seminole County 1,342,469.91

Total 1153 · I&I Pooled -SBA 1,501,506.22

1154 · R&R - 2004 -SBA 379,743.38

1155 · DEBT SVC-2004 - SBA 563,871.51

1157 · DEPREC. & RESERV -2004 - SBA 4,594,096.54

Total Cash Restricted SBA 7,039,217.65

Total Checking/Savings 8,804,335.27

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

September 2021

FOR MANAGEMENT USE ONLY		September 2021			
		Fiscal YTD	Annual Budget	Budget Variance	% of Budget
Ordinary Income/Expense					
Income					
4311 SEM COUNTY REVENUE		259,029.12	259,029.12	-	100.0%
4312 CASSELBERRY REVENUE		320,255.52	320,255.52	-	100.0%
4313 MAITLAND REVENUE		103,771.08	103,771.08	-	100.0%
4314 WINTER PARK REVENUE		562,396.32	562,396.32	-	100.0%
4369 MISCELLANEOUS		24,960.26			
4371 DEBT SERVICE PRINCIPAL		589,999.92	590,000.00	(0.08)	100.0%
4372 DEBT SERVICE INTEREST		214,536.00	214,536.00	-	100.0%
4375 - DEPRECIATION & COVERAGE		2,080,454.16	2,080,454.00	0.16	100.0%
4390 - INTEREST INCOME			1,000.00	(1,000.00)	0.0%
4391 - 4391 RESTRICTED INTEREST INCOME		9,292.68	30,000.00	(20,707.32)	30.98%
Total Income		4,164,695.06	4,161,442.04	3,253.02	100.08%
NO Debt Service Principal		590,000.00	590,000.00	-	100.0%
		590,000.00	590,000.00	-	100.0%
Total Income Less Debt Service Principal		3,574,695.06	3,571,442.04	3,253.02	100.09%
Expense					
5231 FISCAL AGENT FEES		0.00	550.00	(550.00)	0.0%
5359 CONTINGENCY		0.00	2,000.00	(2,000.00)	0.0%
1 - PERSONAL SERVICES					
5223 HEALTH/LIFE INS		21,519.73	22,000.00	(480.27)	97.82%
5224 WORKERS COMP		577.00	700.00	(123.00)	82.43%
5252 AUTO ALLOWANCE		3,000.00	3,000.00	-	100.0%
5320 TOTAL EMPLOYEE FICA		4,239.28	4,216.00	23.28	100.55%
5321 TOTAL EMPLOYEE MDCR		991.45	986.00	5.45	100.55%
5322 FL LEAGUE OF CITIES		24,000.00	24,000.00	-	100.0%
5211 - EXEC DIRECTOR SALARY		65,378.50	65,000.00	378.50	100.58%
Total 1 - PERSONAL SERVICES		119,705.96	119,902.00	(196.04)	99.84%
3 - CONTRACTUAL SERVICES					
5331 PROFESSIONAL SERVICES		259,313.80	355,000.00	(95,686.20)	73.05%
5332 AUDITING/ACCOUNTING		54,970.00	55,000.00	(30.00)	99.95%
5334 CONTRACTUAL SERVICES		10,253.28	12,000.00	(1,746.72)	85.44%
5580 - Locates		100,356.25	150,000.00	(49,643.75)	66.9%
6560 - Payroll Expenses		123.50			
Total 3 - CONTRACTUAL SERVICES		425,016.83	572,000.00	(146,983.17)	74.3%
5353 - BANK CHARGES		3,068.64			
5372 - INTEREST EXPENSE		220,569.37	214,536.00	6,033.37	102.81%
6 - OPERATING EXPENSES					
5254 DUES/PUBLICATIONS		335.00	1,200.00	(865.00)	27.92%
5341 TELEPHONE		8,096.14	6,000.00	2,096.14	134.94%
5342 POSTAGE		0.00	500.00	(500.00)	0.0%
5343 UTILITY SERVICES		11,410.37	22,000.00	(10,589.63)	51.87%
5345 PROPERTY/LIAB INSURANCE		14,765.00	15,000.00	(235.00)	98.43%
5347 PRINTING/DUPLICATING		0.00	800.00	(800.00)	0.0%
5351 OFFICE SUPPLIES		3,526.91	5,000.00	(1,473.09)	70.54%
5354 DUES/PUBLICATIONS		0.00			
5358 MISC. EXPENSE		0.00	500.00	(500.00)	0.0%
Total 6 - OPERATING EXPENSES		38,133.42	51,000.00	(12,866.58)	74.77%
7 - MAINTENANCE					
5346 REPAIRS/MAINTENANCE					
5578 - ARV Maintenance		122,072.26	100,000.00	22,072.26	122.07%
5346 REPAIRS/MAINTENANCE - Other		79,045.50	400,000.00	(320,954.50)	19.76%
Total 5346 REPAIRS/MAINTENANCE		201,117.76	500,000.00	(298,882.24)	40.22%
Total 7 - MAINTENANCE		201,117.76	500,000.00	(298,882.24)	40.22%
Total Expense		1,007,611.98	1,459,988.00	(452,376.02)	69.02%
Net Income Includes Depreciation Funding Revenue		2,567,083.08	2,111,454.04	455,629.04	121.58%
OTHER EXPENSE CAPITAL BUDGET ITEMS					
Current Year Budgeted Capital Projects					
Capital Expenditures					
5520-Equipment		15,000.00			
5552 - FM 1 Aloma Ave Force Main		1,430,132.49	1,109,756.00	320,376.49	
Maitland Master			600,000.00	(600,000.00)	
Pump Station/line Projects		92,663.22	800,000.00	(707,336.78)	
Force Main Projects			644,000.00	(644,000.00)	
5573 - Lift Station Repair &Renovation		90,585.40		90,585.40	
5574 - Generator Replacement		59,077.76	300,000.00	(240,922.24)	
Depreciation Fund Capital Exp - Other				-	
Total Depreciation Fund Capital Exp		1,687,458.87	3,453,756.00	(1,766,297.13)	48.86%
Total Capital Expenditures		1,687,458.87	3,453,756.00	(1,766,297.13)	48.86%
Net OtherExpense Capital		-1,687,458.87	-3,453,756.00	1,766,297.13	48.86%
Net IncomeAfter Capital Projects Expenditures		879,624.21	-1,342,301.96	2,221,926.17	-65.53%

Capital Improvement Projects 2021-2025

September

Completed

Capital Improvement Projects 2021 - 2025												
CIP I.D.	Description	Priority	Cost Incurred As of 9/30/20	YearTo Date Project Cost Incurred	To Date Project Cost	Total Projected Project Cost		Annual Budgeted CIP				
								Oct 2020 - Sept 2021	Oct 2021 - Sept 2022	Oct 2022- Sept 2023	Oct 2023- Sept 2024	Oct 2024- Sept 2025
Force Main Repair and Replacement Projects												
	C-200 Pipe Replacement Phase I Costs					\$0	\$0					
FM-1	Aloma Ave. and Dean Rd.	1	\$2,129,280	\$1,430,132	\$3,559,412	\$3,200,000		\$1,070,720		\$0	\$0	\$0
LSFM-07	Big Bend Trl. / Thunder Trl.	1										
FM-023	SR 436 Force Main Loop	4				\$1,751,120		\$1,751,120				
FM-19A	Citus Ave. Easement	1				\$538,000		\$538,000				
LSFM-12	Eastbrook FM	1				\$53,000		\$53,000				
LSFM-17	Monterey FM	1				\$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						
LSFM-32	Arrow (308) FM	1				\$46,000					\$46,000	
FM-13	Red Bug Lake Rd.	1				\$3,713,000						
FM-12C	Red Bug Lake Rd.	2				\$827,000						
Lift Station Repair and Renovation Projects												
LS-1 ^A	Maitland Master LS	1	\$35,333		\$35,333	\$1,236,000		\$600,000	\$600,000		\$0	\$0
LS-12	Eastbrook	1		\$18,533		\$450,000		\$450,000				
LS-23	Bear Creek	1		\$18,533		\$350,000		\$350,000				
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						
LS-30	Lake Ann	3				\$472,000						
Generator Repair and Renovation Projects												
LS-29	Clifton Park*	3		\$18,533		\$130,000		\$130,000				
LS-28	Clayton Crossings*	3		\$18,533		\$70,000		\$70,000				
LS-14	Consumers*	4				\$150,000				\$150,000		
LS-36	Tuskawilla Estates*	4		\$18,533		\$80,000			\$80,000			
GEN-15	Forsyth	4		\$59,078		\$100,000		\$100,000				
Force Main Project Cost:						\$16,061,120		\$1,714,720	\$1,751,120	\$0	\$2,904,000	\$2,937,000
Lift Station Project Cost:						\$5,965,500		\$1,400,000	\$1,527,500	\$872,000	\$980,000	\$1,150,000
Generator Project Costs:						\$530,000		\$300,000	\$80,000	\$150,000	\$0	\$0
Total:						\$23,736,620		\$3,414,720	\$3,358,620	\$1,022,000	\$3,884,000	\$4,087,000

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