

**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, March 30, 2022

8:30 AM

1. Call to Order
2. Introductions
3. Approval of Action Minutes – January 19, 2022 Meeting
4. Public Comments
5. Review Monthly Financial Reports
 - a. FY 2020 / 2021 Audit Presentation – Tom Reilly, Holland and Reilly
6. New Business
 - a. Discussion regarding future economic development within the boundaries of Authority.
 - b. Update on proposals to facilitate grant options.
7. Old Business
 - a. Motion to accept the Authority's "Telework Policy" and "Telework Agreement."
8. Reports
 - a) Attorney
 - b) Consulting Engineer
 - c) Executive Director
 - d) City of Orlando
9. Adjournment

**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**

January 19, 2022

ACTION MINUTES

A meeting of the South Seminole & North Orange County Wastewater Transmission Authority Board was held on Wednesday, January 19, 2022, 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
Terry McCue – Member -Virtual	Seminole County

Also in Attendance:

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

I. Call to Order

Mr. Knight called the meeting to order at 8:34 AM. Due to “health concerns,” Mr. Knight accepted virtual attendance by Mr. McCue and Mr. Zimmerman.

II. Introductions

Introductions were made around the room.

III. Approval of Action Minutes – November 10, 2021 Meeting

Mr. Lutz moved to approve the November 10, 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. **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."**

Mr. Lutz moved 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." Seconded by Mr. McCue. The Board unanimously approved.

- 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."**

Mr. Lutz moved 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." Seconded by Mr. McCue. The Board unanimously approved.

- c. **Move to accept and execute an easement for Slovak Gardens.**

Attorney Reischmann informed the Board that this was a pipeline easement for the Authority signed by the HOA of Slovak Gardens.

Mr. McCue moved to accept and execute the proposed easement for Slovak Gardens. 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. The Board informed this item no longer had to be on the agenda of future Board meetings.

- b. **Update Remote Work Policy.**

Attorney Reischmann reported to the Board that the current contract for the Executive Director covers all the areas of remote work policy. Mr. Knight mentioned that since the Executive

Director's contract refers to a remote work policy, the Board should approve one. Attorney Reischmann will have a policy on the agenda for the March meeting.

c. Update on the Seminole County "Oxford Road" project.

Mr. McCue reported to the Board the developer and various planning officials for the County are meeting and reviewing the project. Mr. McCue will inform the Board on any future developments.

No action taken.

No action taken.

VIII. 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** – Nothing further to report.
- d. City of Orlando** – Not present

IX. Adjournment and a "Fond Farewell to Vic Lutz."

Mr. Knight adjourned the meeting at 9:41 AM. Board members thanked Mr. Lutz for his service and commitment to the Authority. He will be missed.

Randy Knight Chairperson

Mark Reggentin Secretary

9:27 AM
03/03/22
Accrual Basis

S. Seminole & N. Orange County Wastewater Transmission Auth

CASH

As of February 28, 2022

Feb 28, 22

ASSETS

Current Assets

Checking/Savings

Cash Operating

1050 · O & M 5/3 Bank 3583

1,078,770.08

Total Cash Operating

1,078,770.08

Cash Restricted

1061 · Capital Projects 2016 5/37736

1,513,286.33

Total Cash Restricted

1,513,286.33

Cash Restricted SBA

1153 · I&I Pooled -SBA

1153.01 · I & I Maitland

3,474.66

1153.02 · I & I Casselberry

100,768.97

1153.03 · I & I Winter Park

128,452.49

1153.04 · I&I Seminole County

1,451,121.03

Total 1153 · I&I Pooled -SBA

1,683,817.15

1154 · R&R - 2004 -SBA

379,938.88

1155 · DEBT SVC-2004 - SBA

765,907.41

1157 · DEPREC. & RESERV -2004 - SBA

4,596,461.66

Total Cash Restricted SBA

7,426,125.10

Total Checking/Savings

10,018,181.51

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

		FEBRUARY 2022			
FOR MANAGEMENT USE ONLY		Fiscal YTD	Annual Budget	Budget Variance	% of Budget
Ordinary Income/Expense					
Income					
4311 SEM COUNTY REVENUE		99,349.55	238,439.00	(139,089.45)	41.67%
4312 CASSELBERRY REVENUE		122,832.70	294,799.00	(171,966.30)	41.67%
4313 MAITLAND REVENUE		39,800.95	95,522.00	(55,721.05)	41.67%
4314 WINTER PARK REVENUE		215,704.80	517,692.00	(301,987.20)	41.67%
4371 DEBT SERVICE PRINCIPAL		252,083.30	605,000.00	(352,916.70)	41.67%
4372 DEBT SERVICE INTEREST		84,068.35	201,764.00	(117,695.65)	41.67%
4375 - DEPRECIATION & COVERAGE		1,075,281.85	2,580,676.00	(1,505,394.15)	41.67%
4390 - INTEREST INCOME			1,000.00	(1,000.00)	0.0%
4391 - 4391 RESTRICTED INTEREST INCOME		2,905.50	12,000.00	(9,094.50)	24.21%
Total Income		1,892,027.00	4,546,892.00	(2,654,865.00)	41.61%
Debt Service Principal		252,083.30	605,000.00	(352,916.70)	41.67%
Total Income Less Debt Service Principal		1,639,943.70	3,941,892.00	(2,301,948.30)	41.6%
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		7,210.31	22,000.00	(14,789.69)	32.77%
5224 WORKERS COMP			700.00	(700.00)	0.0%
5252 AUTO ALLOWANCE		1,250.00	3,000.00	(1,750.00)	41.67%
5320 TOTAL EMPLOYEE FICA		1,936.73	4,317.00	(2,380.27)	44.86%
5321 TOTAL EMPLOYEE MDCR		452.94	1,010.00	(557.06)	44.85%
5322 FL LEAGUE OF CITIES		10,000.00	24,000.00	(14,000.00)	41.67%
5324 WORKERS COMP		307.75	0.00	307.75	100.0%
5211 - EXEC DIRECTOR SALARY		29,987.50	66,825.00	(36,837.50)	45.01%
Total 1 - PERSONAL SERVICES		51,145.23	121,652.00	(70,506.77)	42.04%
3 - CONTRACTUAL SERVICES					
5331 PROFESSIONAL SERVICES		53,198.41	255,000.00	(201,801.59)	20.86%
5332 AUDITING/ACCOUNTING		34,375.00	56,000.00	(21,625.00)	61.38%
5334 CONTRACTUAL SERVICES		4,197.52	12,000.00	(7,802.48)	34.98%
5580 - Locates		34,850.00	150,000.00	(115,150.00)	23.23%
6560 - Payroll Expenses		52.25			
Total 3 - CONTRACTUAL SERVICES		126,673.18	473,000.00	(346,326.82)	26.78%
5353 - BANK CHARGES		778.29			
5372 - INTEREST EXPENSE		84,068.35	201,764.00	(117,695.65)	41.67%
6 - OPERATING EXPENSES					
5254 DUES/PUBLICATIONS		0.00	1,200.00	(1,200.00)	0.0%
5341 TELEPHONE		3,232.10	8,000.00	(4,767.90)	40.4%
5342 POSTAGE		83.31	500.00	(416.69)	16.66%
5343 UTILITY SERVICES		5,107.32	20,000.00	(14,892.68)	25.54%
5345 PROPERTY/LIAB INSURANCE		7,859.25	15,000.00	(7,140.75)	52.4%
5347 PRINTING/DUPLICATING			800.00	(800.00)	0.0%
5351 OFFICE SUPPLIES		1,639.62	5,000.00	(3,360.38)	32.79%
5354 DUES/PUBLICATIONS		175.00			
5358 MISC. EXPENSE		0.00	500.00	(500.00)	0.0%
Total 6 - OPERATING EXPENSES		18,096.60	51,000.00	(32,903.40)	35.48%
7 - MAINTENANCE					
5346 REPAIRS/MAINTENANCE					
5578 - ARV Maintenance		53,714.48	100,000.00	(46,285.52)	53.71%
5346 REPAIRS/MAINTENANCE - Other		46,303.52	400,000.00	(353,696.48)	11.58%
Total 5346 REPAIRS/MAINTENANCE		100,018.00	500,000.00	(399,982.00)	20.0%
Total 7 - MAINTENANCE		100,018.00	500,000.00	(399,982.00)	20.0%
Total Expense		380,779.65	1,348,216.00	(967,436.35)	28.24%
Net Income Includes Depreciation Funding Revenue		1,259,164.05	2,593,676.00	(1,334,511.95)	48.55%
OTHER EXPENSE CAPITAL BUDGET ITEMS					
Current Year Budgeted Capital Projects					
Capital Expenditures					
Equipment		22,615.00		22,615.00	
Maitland Master		243,686.85	1,200,000.00	(956,313.15)	
Pump Station/line Projects		61,250.08	1,269,500.00	(1,208,249.92)	
Force Main Projects			1,344,000.00	(1,344,000.00)	
5572 - C-200 Pipe Replacement		22,033.00			
5573 - Lift Station Repair & Renovation					
5574 - Generator Replacement		80,362.49	80,000.00	362.49	
Depreciation Fund Capital Exp - Other		0.00			
Total Depreciation Fund Capital Exp		429,947.42	3,893,500.00	(3,463,552.58)	11.04%
Total Capital Expenditures		429,947.42	3,893,500.00	(3,463,552.58)	11.04%
Net OtherExpense Capital		-429,947.42	-3,893,500.00	3,463,552.58	11.04%
Net IncomeAfter Capital Projects Expenditures		829,216.63	-1,299,824.00	2,129,040.63	-63.8%

Capital Improvement Projects 2021-2025

Feb-22

Completed

Capital Improvement Projects 2021-2025							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		\$5,509		\$1,751,120	\$700,000	\$1,051,120			
FM-19A	Citus Ave. Easement	1		\$5,508		\$538,000	\$538,000				
LSFM-12	Eastbrook FM	1		\$5,508		\$53,000	\$53,000				
LSFM-17	Monterey FM	1		\$5,508		\$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	Kewannee 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 ^A	Maitland Master LS	1	\$35,333	\$243,687	\$279,020	\$1,236,000	\$1,200,000		\$0	\$0	
LS-12	Eastbrook	1	\$18,533	\$5,850	\$24,383	\$450,000	\$425,617				
LS-23	Bear Creek	1	\$18,533	\$3,542	\$22,075	\$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	\$5,849	\$24,382	\$130,000	\$105,618				
LS-28	Clayton Crossings*	3	\$18,533	\$5,849	\$24,382	\$70,000	\$45,618				
LS-14	Consumers*	4			\$0	\$150,000		\$150,000			
LS-36	Tuskawilla Estates*	4	\$18,533	\$5,849	\$24,382	\$80,000	\$55,618				
GEN-15	Forsyth	4	\$59,078	\$80,362	\$139,440	\$109,000	-\$39,440				

SSNOCWTA Funding Application
Scope of Services and Fee Estimate for
Consulting Services

March 09, 2022

Owner: South Seminole & North Orange County Wastewater Transmission Authority (SSNOCWTA)

Consultant: CHA Consulting, Inc. (CHA)

This Task Authorization for funding application and administrative services is made between the South Seminole & North Orange County Wastewater Transmission Authority (SSNOCWTA) and CHA Consulting, Inc. (CHA). This Task Authorization is for CHA to provide general funding consulting services as needed and directed by SSNOCWTA.

SSNOCWTA has identified funding needs for the implementation of various CIP projects (e.g. pipeline and pump station rehabilitation). CHA routinely provides funding application preparation assistance for these types of projects, and we are pleased to provide the following scope of services proposal for your consideration.

I. INTRODUCTION

SSNOCWTA is an organization tasked with the funding, planning, operating, and maintaining a wastewater transmission system serving five major local municipalities including: Seminole County, City of Casselberry, City of Winter Park, and City of Maitland. SSNOCWTA's wastewater transmission system consists of pump stations, transmission force mains, and monitoring stations to transmit collected wastewater to the City of Orlando's Iron Bridge Regional Water Reclamation Facility.

To assist with the management and maintenance of the system SSNOCWTA has requested CHA to develop a scope and fee estimate for funding applications with the intent to use the awarded money for CIP projects (e.g. pipeline replacement/installation and pump station repair/rehabilitation or construction).

II. SCOPE OF SERVICES

TASK 1.0 – PROJECT MANAGEMENT

1.1 Project Management – Perform general funding application coordination and general administrative activities. Prepare and submit invoices to SSNOCWTA for this assignment.

TASK 2.0 – FUNDING APPLICATIONS

2.1 St. Johns River Water Management District - Districtwide Cost-Share Funding

CHA will assist SSNOCWTA with the preparation of a St. Johns River Water Management District - Districtwide Cost-Share Funding application. The application will require information that is specific to SSNOCWTA operations, maintenance, budget, rate structure, type of project, project budget and project

schedule. Key components and requirements related to the application and funding program are as follows:

- Eligible Projects: Must have a quantifiable resource benefit.
- Funding Available: Projects are eligible for a maximum district cost-share of \$3 million per project or per applicant. Funding is limited exclusively to construction-related costs.
- Application Submission: Mid-February of each year.
- Projects should be completed within two years. Projects that are permitted and ready to begin construction receive a higher score during the review process.
- The district will fund up to 25 percent of the construction costs for selected alternative water supply, water quality, flood protection, and natural systems projects and up to 50 percent for water conservation projects.

The application will focus on the following categories which are utilized to score the applications and determine levels of funding:

1. Benefit to District's Core Missions (up to 30 pts).
2. Secondary Benefit to Multiple Missions (up to 10 pts).
3. Project Purpose, Goals, and Success Measures (up to 10 pts).
4. Project Readiness (up to 20 pts).
5. Cost Effectiveness (up to 30 pts).
6. Past Performance (up to 20 pts deduction).

Deliverables:

- Completed Districtwide Cost-Share Funding Application.

2.2 US EPA – Water Infrastructure Finance and Innovation (WIFIA)

CHA will assist SSNOCWTA with the preparation of a US EPA – Water Infrastructure Finance and Innovation (WIFIA) application. The application will require information that is specific to the SSNOCWTA operations, maintenance, budget, rate structure, type of project, project budget and project schedule. Key components and requirements related to the application and funding program are as follows:

- Funding Available: \$5-6 Billion per year in recent years. Program offers loans (federal money) up to 49% of total project costs for most borrowers. Federal financing can only be up to 80% of project costs, so to fund a project using WIFIA, you can only have up to 31% additional federal funds.
- Application Submission: No set date or period. Applicants need to join WIFIA's mailing list to be updated. Most recent application period: April 30th to July 23rd, 2021.
- Applicants must have an investment grade rating BBB minus or above.
- EPA will invite selected projects to apply. Application fee is \$100,000.

The application will consist of the following information which will be completed by CHA with assistance from SSNOCWTA for applicant specific information such as finance and operation information.

- WIFIA Letter of Interest Form.
- In the letter of interest, the prospective borrower provides information to demonstrate its projects eligibility, financial creditworthiness, engineering feasibility, and alignment with EPA's policy priorities. If EPA selects the projects, then the prospective borrower is invited to submit an application. EPA will only select projects that it expects might reasonably proceed to closing.

Deliverables:

- Completed WIFIA Letter of Interest Form.

III. PROJECT TEAM

Prime Consultant

CHA Consulting, Inc.
Winter Springs, FL
(407) 679-5358

IV. SCHEDULE

The following schedule is estimated for the tasks set forth in this scope of services.

Task	Completion Date
Task 1.0 – Project Management	Project Duration
Task 2.0 – Funding Applications	Work anticipated to start summer 2022 through summer 2023

V. COMPENSATION

For the professional services set forth in this Scope of Service, the SSNOCWTA shall compensate CHA a lump sum fee for Task 1.0 and 2.0 as follows:

Task	Total Cost
Task 1.0 – Project Management	\$1,500.00
Task 2.0 – Funding Applications	\$8,500.00
TOTAL	\$10,000.00

VI. SERVICES NOT INCLUDED

The following services may be required for the Project, but are not included in this authorization:

- Administration of grant funding received (scope to be provided during actual CIP project).
- Design services for CIP project.

**SOUTH SEMINOLE AND NORTH ORANGE COUNTY WASTEWATER
TRANSMISSION AUTHORITY
("Authority")**

TELEWORK POLICY

PURPOSE:

The purpose of this policy is to allow an Authority employee to work at home (or otherwise away from the Authority's office) on an emergency or non-emergency basis.

POLICY:

Telework is targeted to eligible employees whose positions have duties that lend themselves to being performed away from their office for at least a portion of the time. Participation is voluntary and requires Authority Board approval. The Authority's Board may cancel or suspend the telework arrangement, with reasonable notice, at its discretion without have to provide a reason.

While on the Telework Program, the employee must be available to all Authority's consultants, contractors, and vendors during the employee's core hours; and must be able to fulfill preapproved duties, assignments, and other employment obligations.

If circumstances allow, or as agreed in advance, an employee must be available to attend on-site meetings if necessary.

This Policy is subject to any specific Employment Agreements between the Authority and the Authority employee.

APPROVAL:

By: _____

Randy Knight, Chairman

Date: _____

NOT APPROVED:

By: _____

Randy Knight Chairman

Date: _____

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

TELEWORK AGREEMENT

Date of Request: _____

GENERAL INFORMATION:

Name of Employee (print): _____

Employee's Position: _____

TELEWORK AGREEMENT *(The following constitutes an agreement ("Agreement") on the terms and conditions of the telework arrangement between the Employee and the Authority.*

1. The purpose of this Agreement is to allow an employee to work at home on a non-emergency or emergency basis.
2. The Employee's alternative worksite address is listed below.

3. This Agreement becomes effective on (date): _____
4. And expires on (date): _____
NOTE: This Agreement may be extended, in writing, with prior Authority approval.
5. Participation in a telework arrangement is the Board's prerogative and not an employee entitlement or right. The Board shall make a case-by-case determination as to the appropriateness of the Employee to work at the alternative location based primarily on the type of work to be accomplished and the Employee's ability to successfully complete those assignments from that location.
6. During this alternate worksite arrangement, the Employee will adhere to his/her regular work hours, unless otherwise agreed by the Authority and the Employee.

7. The Employee must communicate with the Board or its delegate about any personal obligations so that the Employee can develop a regular schedule where possible or adjust on an as-needed basis.
8. During this remote work period, teleworking Employee continues to be bound by all Authority Personnel Policies and Procures, directives and guidelines.
9. Unless otherwise instructed, Employee agrees to perform official duties only at the official worksite or the approved telework location.
10. The Employee must immediately notify the Board of any work-related accident, injury, or illness occurring at the telework location and timely submit a completed incident report form, as appropriate.
11. I understand the Authority will not be liable for damages to an Employee's personal or real property during the course of performance of official duties or while using Authority equipment in the Employee's residence or other alternative worksite. (Employee's initials _____)
12. I understand the Authority will not be responsible for operating costs, maintenance, or any other incidental costs whatsoever, associated with the use of the Employee's residence or other alternate worksite. (Employee's initials _____)
13. No confidential records (hard copy or electronic) may be taken to, or created, at an alternate worksite. Employee will ensure appropriate safeguards when teleworking to protect public records from unauthorized disclosure or destruction. Employee will comply with State and City Public Records laws and policies and Information Technology policies. Appropriate access to and use of records on the network through Authority-owned equipment is permitted.
14. If the Employee ends employment with the Authority for any reason before this remote work period ends, the Employee must return any and all hardware and/or proprietary software furnished by the Authority.
15. This Agreement is subject to any Employment Agreement between the Authority and the Employee.

SCOPE OF WORK, WORKDAYS AND HOURS

Provide a statement of work that describes the responsibilities, functions, tasks, and activities that will be performed when teleworking.

I hereby agree and acknowledge to the Telework Agreement and certify that my telework location is a reasonably safe place to work. I have the tools, equipment, and training necessary for my work product and I have read and been given a copy of this Agreement and Telework Policy and understand the expectations that are required of me.

Employee Signature: _____ Date: _____



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

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

March 17, 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 1st Quarter Cleanings – CHA Consulting, Inc. (CHA) and Danus Inc. (Danus) have coordinated for the 1st quarter cleanings of 2022. Originally scheduled for February 22nd and 23rd, the cleanings have been rescheduled to March 14th and 15th. During the cleanings, Danus will investigate two ARVs. The first which has a leaking isolation valve and is anticipated to be replaced. The second, is an existing ARV, within an underground vault that has its connection piping loose and most likely will require replacement; therefore, Danus will investigate the existing piping with a plan to replace.

ARV #44 and #50 Repairs – A purchase order has been assigned to Danus Inc. CHA is currently waiting for a schedule from Danus to when the repairs will be completed.

ARV CIP Work – CHA met with ARV rep who recommended a new type of ARV that can be installed and removed from an underground vault without needing to enter the vault. The new ARV cost is about \$11,000, which does not include labor and additional material for the installation. CHA has asked for references from municipalities that have used these ARVs and is currently waiting to receive these contacts.

In addition, the ARV rep introduced CHA to a new sister company that performs ARV Cleanings. The approach that this sister company does not clean the ARV in the field but takes the ARV scheduled for cleaning, replaces the removed ARV (same make and model) and the removed ARV is taken to the shop for cleaning and potential repairs. CHA is waiting for contact information for this sister company to inquire about costs and details of their operation.

ARV Odor Checks – The odor checks were completed in March and no issues were found. The odor control device that is used to measure hydrogen sulfide has been shipped back to the manufacturer for cleaning and calibration.

Status Report – Pump Stations –

Status Report – Winter Park Estates Pump Station –

Repairs – The contractor L7, anticipates starting the work on March 14th and completing within a week, barring any unanticipated conditions. The City of Winter Park is able to provide a vac truck for the contractor, which is required since the wet well is full of grit.

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

Status Report – Maitland Master Pump Station –

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

CHA has asked for a change order to reduce the amount of force main installed and modify the connection to the existing force main. CHA is still waiting on the change order from the Contractor/City.

Status Report – Winter Park Central Pump Station –

Odor Control System – The design is currently being drafted and once complete will be given to an on-call contractor to begin work in anticipation of the arrival of the odor control unit, which is now anticipated to arrive in early April. City of Winter Park will be able to assist with offloading the odor control unit when it arrives.

Status Report – Tanglewood PS – CHA and Seminole County were able to discuss the Tanglewood PS which is a duplex pump station. The first pump has reached the end of its useful service life and the second pump is a Seminole County pump that was installed as a spare.

Seminole County is currently performing drawdowns on various pump stations throughout its system to determine design points at various County pump station (including Tanglewood), which will be used to order and install new pumps. CHA forwarded to Seminole County the results of the recently completed drawdowns.

Status Report – Slovak Gardens Development – CHA is in the process of completing the shop drawing review for the pumps and generator. The pump has been preliminary approved and has been sent to the electrical engineer to review the control cabinet information and generator.

Status Report – FY2020/21 PS Improvements and Generator Additions – CHA and its subs are currently in the process of finalizing the 100% draft set.

Status Report – SSNOCWTA Pipelines –

Status Report – Easement Surveys –

Deer Run / Eagle Circle – The Deer Run Golf Course was purchased by Seminole County.
No action.

Status Report – Aloma/Dean Sewer Reconnection – The change order was issued to the contractor and CHA is currently waiting for the contractor to complete the work.

Status Report – FY20/21 Pipeline Replacement CIP Project – ECHO Surveying determined that the canal belongs to Seminole and Orange County. Once the pipe alignment is established, the SSNOCWTA attorney will coordinate with the respective Counties to determine the process to obtain an easement.

The PDR continues to be drafted and the surveyor has been given the green light to complete the survey along the alignment.

SSNOCWTA Emergency – Aloma Avenue SMH Cave-In – CHA is still waiting on Danus for a schedule to return on site to complete the rehab of the interior of the existing manhole.

Status Report – Scope –

Status Report – Howell Branch FM Assessment – Seminole County was able to set a meeting with County Public Works to discuss the milling and resurfacing that takes place. The meeting is scheduled for March 17, 2022.

Status Report – FY2021/22 PS Improvements – CHA is developing the scope and fee for the FY2021/22 CIP projects which includes the rehab of four (4) pump stations.

Status Report – REI As-Needed Services –

Seminole County / Waverly PS – No Activity.

Seminole County Master Plan – No Activity.

Status Report – FY20/21 Drawdowns – The drawdown report has been finalized and the final, 100% report will be delivered to the SSNOCWTA office.

Status Report – 811 Sunshine – In the month of February 2022, there were 156 locate tickets called in. This was the second highest number of tickets in the last 6 months, with a 6-month running average of 138 tickets.

Status Report – SSNOCWTA Website – The web developer received the approved change order, and the website is currently in the process of being updated.

Status Report – Funding – CHA has developed a scope/fee to explore potential funding options for future SSNOCWTA CIP Projects. The scope/fee has been submitted to the Executive Director for review.

Financial Report – Enclosed are the Financial Reports and the updated Capital Improvement Projects Report. As of February 28, 2022, there is a net income of \$183,882.20 for the year.

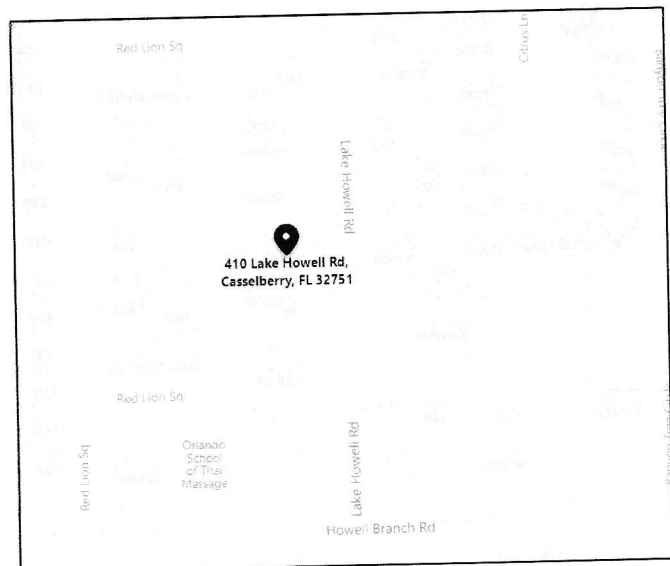
Flow Reports – Overall the daily metered system flows for the month of February 2022 averaged 9.120 MGD for a monthly total of 25.535 MG. This is a 0.13% decrease over the January 2022 flows.

Monthly Board Meeting

SSNOCWTA OFFICE

**FACE MASKS
REQUIRED IF NOT
VACCINATED**

**Wednesday
March 30, 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~~

MARCH 30, 2022 At Iron Bridge Wastewater Treatment Facility

July 20, 2022

September 21, 2022

November 9, 2022 1 Week Earlier because of Thanksgiving