

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

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

**AUTHORITY SPECIAL BOARD MEETING
MEETING AGENDA AND PUBLIC NOTICE**

Wednesday, May 19, 2021

8:30 AM

NOTICE IS GIVEN that due to the Covid-19 group meeting restrictions, the Authority Executive Board Meeting will take place at the Winter Park City Hall, 401 S. Park Ave., Winter Park, FL 32789. The meeting will be held on Wednesday, May 19, 2021; 8:30 AM in the “City Commission Chambers,” on the second floor. Face masks are required.

1. Call to Order
2. Introductions
3. Approval of Action Minutes- March 17, 2021 Meeting
4. Public Comments
5. Review Monthly Financial Reports
6. New Business
 - a. Annual Presentation from the City of Orlando, Iron Bridge Facility – David Bass, Mark Sees.
7. Old Business
 - a. Enabling Act Revisions Update.
 - b. Update REI – CHA Contract – Attorney Reischmann
8. Reports
 - a) Attorney
 - b) Consulting Engineer
 - c) Executive Director
 - d) City of Orlando
9. Adjournment

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www.ssnocwta.com**

March 17, 2021

ACTION MINUTES

A meeting of the South Seminole & North Orange County Wastewater Transmission Authority Board was held on Thursday, March 17, 2021. NOTICE WAS GIVEN that the Authority Board Meeting would take place at the Winter Park City Hall, 401 S. Park Ave., Winter Park, FL 32789. The meeting was held at 10:30 AM in the Commission Chambers on the second floor. Face masks were required.

The following members were present:

Randy Knight – Chairman
Frank Fernandez – Alternate Member
Paul Zimmerman – Alternate Member
Mark Reggentin - Member

City of Winter Park
City of Casselberry
Seminole County
City of Maitland

Also, in Attendance:

Ed Gil de Rubio
Bill Reischmann
Tara Lamoureux, PE
Stefano Ceriana
David Zusi
Jason Reigler
Robert Reiss
Tom Reilly
Megan Zimmerman

Executive Director
Authority Attorney
City of Casselberry
Reiss Engineering
City of Winter Park
City of Winter Park
Reiss Engineering
Holland and Reilly Assoc.
Member of the Public

Virtual Attendance:

Mayor Charles Lacey

City of Winter Springs

I. Call to Order

Mr. Randy Knight, Chairman called the meeting to order at 8:34 AM.

II. Introductions

Introductions were made.

III Approval of Minutes – January 28,2021 Meeting

Mr. Zimmerman made the motion to accept the January 28, 2021 minutes. Seconded by Mr. Reggentin. The Board unanimously approved.

IV. Public Comments

No public comments.

V. FY 2019 / 2020 Audit Presentation – Tom Reilly, Holland & Reilly Associates

Mr. Reilly presented the Board with the Audit Report for the year ended September 30, 2020. Some of the major events were:

- Expended \$2,782,860 on capital assets, compared to \$1,385,976 in prior year.
- No projects closed out this year.
- Increase in operating income from \$724,388 to \$1,205,045 due primarily to increased revenue from member entities for operations, as well as increased revenues for the depreciation reserve.
- Increase in net position from \$527,725 to \$1,550,763 due mainly to the previous reasons, as well as capital contributions of a lift station at Jefferson Lake Howell Apts., and an instrument cabinet totaling \$524,186 and a decrease in loss on disposal of equipment.
- Decrease in investment income from \$98,869 to \$64,029 due to declining interest rate at the SBA where the Authority has most of its funds.
- Bond covenant ratio met – 3.19% vs. 2.61% in previous year.
- 2016 A & B bonds are outstanding - \$570,000 in principal and \$233,089 in interest paid this year.

Mr. Reggentin moved to accept the FY 2019 / 2020 as presented. Seconded by Mr. Knight. The Board unanimously approved.

VI. Review monthly Financial Reports

Mr. Gil de Rubio reviewed the monthly financials for the month ending January 31, 2021 with the Board.

No action taken.

VII. New Business

a. REI – CHA Merger – Robert Reiss

Mr. Reiss reviewed with the Board some of the specifics regarding the recent merger of REI with CHA.

- CHA is a multi-discipline firm.
- It is a good fit between REI and CHA.
- Robert Reiss will remain President of REI and a shareholder of CHA.
- At a future point CHA will retire the REI name.
- There will be no changes in the services offered to the Authority by REI.

- Attorney Reischmann will review the Authority's contract with REI for compliance regarding this merger.

No action taken.

VIII. Old Business

a. Enabling Act Revisions Update

The revision is working its way through the various legislative committees. Mayor Lacey announced he is leaving the office of mayor for the City of Winter Springs. He will remain the Winter Spring's board member for the Authority.

No action taken.

VIII. Reports

- a. Attorney – Lift Stations Deeds** – No further updates.
- b. Consulting Engineer** – Mr. Ceriana updated the Board on various projects.
- c. Executive Director** – No further updates.

IX. Adjournment – Mr. Knight declared the meeting adjourned at 9:16 AM.

Submitted By:

Approved By:

Terry McCue \ Secretary

Randy Knight \ Chairman

S. Seminole & N. Orange County Wastewater Transmission Auth

CASH

As of March 31, 2021

Mar 31, 21

ASSETS

Current Assets

Checking/Savings

Cash Operating

1050 · O & M 5/3 Bank 3583 550,678.23

Total Cash Operating 550,678.23

Cash Restricted

1061 · Capital Projects 2016 5/37736 563,060.05

Total Cash Restricted 563,060.05

Cash Restricted SBA

1153 · I&I Pooled -SBA

1153.01 · I & I Maitland 3,470.86

1153.02 · I & I Casselberry 73,990.53

1153.03 · I & I Winter Park 81,480.53

1153.04 · I&I Seminole County 1,255,338.26

Total 1153 · I&I Pooled -SBA 1,414,280.18

1154 · R&R - 2004 -SBA 379,516.44

1155 · DEBT SVC-2004 - SBA 898,262.97

1157 · DEPREC. & RESERV -2004 - SBA 4,591,351.82

Total Cash Restricted SBA 7,283,411.41

Total Checking/Savings 8,397,149.69

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

		MARCH 2021			
FOR MANAGEMENT USE ONLY		Fiscal YTD	Annual Budget	Budget Variance	% of Budget
Ordinary Income/Expense					
Income					
4311 SEM COUNTY REVENUE		129,514.56	259,029.12	(129,514.56)	50.0%
4312 CASSELBERRY REVENUE		160,127.76	320,255.52	(160,127.76)	50.0%
4313 MAITLAND REVENUE		51,885.54	103,771.08	(51,885.54)	50.0%
4314 WINTER PARK REVENUE		281,198.16	562,396.32	(281,198.16)	50.0%
4369 MISCELLANEOUS		24,960.26			
4371 DEBT SERVICE PRINCIPAL		294,999.96	590,000.00	(295,000.04)	50.0%
4372 DEBT SERVICE INTEREST		107,268.00	214,536.00	(107,268.00)	50.0%
4375 · DEPRECIATION & COVERAGE		1,040,227.08	2,080,454.00	(1,040,226.92)	50.0%
4390 · INTEREST INCOME			1,000.00	(1,000.00)	0.0%
4391 · 4391 RESTRICTED INTEREST INCOME		5,732.23	30,000.00	(24,267.77)	19.11%
Total Income		2,095,913.55	4,161,442.04	(2,065,528.49)	50.37%
NO Debt Service Principal		294,999.96	590,000.00	(295,000.04)	50.0%
		294,999.96	590,000.00	(295,000.04)	50.0%
Total Income Less Debt Service Principal		1,800,913.59	3,571,442.04	(1,770,528.45)	50.43%
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		10,710.56	22,000.00	(11,289.44)	48.68%
5224 WORKERS COMP		436.50	700.00	(263.50)	62.36%
5252 AUTO ALLOWANCE		1,500.00	3,000.00	(1,500.00)	50.0%
5320 TOTAL EMPLOYEE FICA		2,108.00	4,216.00	(2,108.00)	50.0%
5321 TOTAL EMPLOYEE MDCR		493.00	986.00	(493.00)	50.0%
5322 FL LEAGUE OF CITIES		12,000.00	24,000.00	(12,000.00)	50.0%
5211 · EXEC DIRECTOR SALARY		32,500.00	65,000.00	(32,500.00)	50.0%
Total 1 · PERSONAL SERVICES		59,748.06	119,902.00	(60,153.94)	49.83%
3 · CONTRACTUAL SERVICES					
5331 PROFESSIONAL SERVICES		167,897.26	355,000.00	(187,102.74)	47.3%
5332 AUDITING/ACCOUNTING		39,970.00	55,000.00	(15,030.00)	72.67%
5334 CONTRACTUAL SERVICES		4,343.23	12,000.00	(7,656.77)	36.19%
5580 · Locates		46,981.25	150,000.00	(103,018.75)	31.32%
6560 · Payroll Expenses		61.75			
Total 3 · CONTRACTUAL SERVICES		259,253.49	572,000.00	(312,746.51)	45.32%
5353 · BANK CHARGES		1,616.41			
5372 · INTEREST EXPENSE		107,268.00	214,536.00	(107,268.00)	50.0%
6 · OPERATING EXPENSES					
5254 DUES/PUBLICATIONS		0.00	1,200.00	(1,200.00)	0.0%
5341 TELEPHONE		3,610.19	6,000.00	(2,389.81)	60.17%
5342 POSTAGE		0.00	500.00	(500.00)	0.0%
5343 UTILITY SERVICES		5,638.63	22,000.00	(16,361.37)	25.63%
5345 PROPERTY/LIAB INSURANCE		11,098.75	15,000.00	(3,901.25)	73.99%
5347 PRINTING/DUPLICATING		0.00	800.00	(800.00)	0.0%
5351 OFFICE SUPPLIES		2,441.64	5,000.00	(2,558.36)	48.83%
5354 DUES/PUBLICATIONS		175.00			
5358 MISC. EXPENSE		0.00	500.00	(500.00)	0.0%
Total 6 · OPERATING EXPENSES		22,964.21	51,000.00	(28,035.79)	45.03%
7 · MAINTENANCE					
5346 REPAIRS/MAINTENANCE					
5578 · ARV Maintenance		60,531.76	100,000.00	(39,468.24)	60.53%
5346 REPAIRS/MAINTENANCE - Other		55,345.97	400,000.00	(344,654.03)	13.84%
Total 5346 REPAIRS/MAINTENANCE		115,877.73	500,000.00	(384,122.27)	23.18%
Total 7 · MAINTENANCE		115,877.73	500,000.00	(384,122.27)	23.18%
Total Expense		566,727.90	1,459,988.00	(893,260.10)	38.82%
Net Income Includes Depreciation Funding Revenue		1,234,185.69	2,111,454.04	(877,268.35)	58.45%
OTHER EXPENSE CAPITAL BUDGET ITEMS					
Current Year Budgeted Capital Projects					
Capital Expenditures					
5552 · FM 1 Aloma Ave Force Main		1,367,502.66	1,109,756.00	257,746.66	
Maitland Master			600,000.00	(600,000.00)	
Pump Station/line Projects		21,925.08	800,000.00	(778,074.92)	
Force Main Projects			644,000.00	(644,000.00)	
5573 · Lift Station Repair & Renovation		46,631.00		46,631.00	
5574 · Generator Replacement		14,703.00	300,000.00	(285,297.00)	
Depreciation Fund Capital Exp - Other		0.00		-	
Total Depreciation Fund Capital Exp		1,450,761.74	3,453,756.00	(2,002,994.26)	42.01%
Total Capital Expenditures		1,450,761.74	3,453,756.00	(2,002,994.26)	42.01%
Net OtherExpense Capital		-1,450,761.74	-3,453,756.00	2,002,994.26	42.01%
Net IncomeAfter Capital Projects Expenditures		-216,576.05	-1,342,301.96	1,125,725.91	16.14%

Capital Improvement Projects 2021-2025

MARCH

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				
							Completed				
							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											
FM-1	Aloma Ave. and Dean Rd.	1	\$2,129,280	\$1,367,503	\$3,496,783	\$0	\$0	\$0	\$0	\$0	\$0
LSFM-07	Big Bend Trl. / Thunder Trl.	1				\$1,751,120		\$1,751,120			
FM-023	SR 436 Force Main Loop	4				\$538,000		\$538,000			
FM-19A	Citus Ave. Easement	1				\$53,000		\$53,000			
LSFM-12	Eastbrook FM	1				\$53,000		\$53,000			
LSFM-17	Monterey FM	1				\$5,795,000				\$2,858,000	\$2,937,000
FM-10A	Howell Branch Rd. / Old Howell Branch Rd.	1				\$85,000					
FM-07B	Kewannee Pedestrian Trail	1				\$46,000				\$46,000	
LSFM-32	Arrow (308) FM	1				\$3,713,000					
FM-13	Red Bug Lake Rd.	1				\$827,000					
FM-12C	Red Bug Lake Rd.	2									
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		\$4,385		\$450,000	\$450,000				
LS-23	Bear Creek	1		\$4,385		\$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	\$381,500		
LS-06	Eagle Circle	2				\$490,500		\$490,500	\$490,500		
LS-08	Howell Creek	2				\$560,000			\$560,000		\$517,500
LS-25	Aloma Park	2				\$420,000			\$420,000		\$632,500
LS-26	Central Five	2				\$517,500					
LS-26	Central Five	2				\$632,500					
LS-11	Winter Park Estates	2				\$708,000					
LS-09	Winter Park Central	2				\$472,000					
LS-30	Lake Ann	3									
Generator Repair and Renovation Projects											
LS-29	Clifton Park*	3		\$4,384		\$130,000	\$130,000				
LS-28	Clayton Crossings*	3		\$4,385		\$70,000	\$70,000				
LS-14	Consumers*	4				\$150,000			\$150,000		
LS-36	Tuskawilla Estates*	4		\$4,385		\$80,000		\$80,000			
GEN-15	Forsyth	4		\$14,704		\$100,000	\$100,000				
Force Main Project Costs:											
						\$16,061,120	\$1,714,720	\$1,751,120	\$0	\$2,904,000	\$2,937,000
						\$5,965,500	\$1,400,000	\$1,527,500	\$872,000	\$980,000	\$1,150,000
						\$530,000	\$300,000	\$80,000	\$150,000	\$0	\$0
						Total:	\$3,414,720	\$3,358,620	\$1,022,000	\$3,884,000	\$4,087,000



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

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

May 19, 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 Quarter Cleanings – Reiss Engineering Inc., A CHA Company (REI-CHA), has updated the ARV database following the 1st quarter cleanings, and is beginning to coordinate for the 2nd quarter cleanings.

ARV CIP Work – REI-CHA received some last second bid questions, which forced REI-CHA to postpone the bid, and update the bid documents. Currently the bid documents are being updated and are anticipated to be released again by the end of May.

ARV Odor Checks – The odor checks for April were completed the week of April 12th. No issues were found. The May odor checks are anticipated to be completed the week of May 10th.

ARV060 – hatch and bollards – During the 1st quarter cleanings, the hatch, and bollards of ARV060 were found damaged. With the assistance of Seminole County, a spare hatch was used to replace the broken hatch, and the bollards restored. This agenda item will be closed out.

ARV021 – odor – The carbon for ARV021 was replaced with the assistance from Seminole County. This agenda item will be closed out.

ARV068 – hit – On 5/4/21, ARV068 located on Citrus Avenue was hit by landscapers, and disconnected the ARV from its piping. No damage to ARV was observed. City of Winter Park, Casselberry and REI-CHA responded and were able to close the isolation valve to the ARV, which minimized the amount of wastewater spillage. Since the piping was isolated and no further wastewater could be spilled, no immediate action was required.

On 5/7/21 the City of Winter Park field crews mobilized and repaired the broken nipple connection to the pipe below ground and extended new piping above ground so that the ARV could be reconnected.

REI-CHA will reinstall the ARV with a new plug valve and coordinate to pour the new concrete pad.

ARV – material storage – Shelving was added to the Eastbrook PS, which has become the new location for SSNOCWTA to store the various ARV materials (additional parts and pieces, odor control buckets, tools, etc.).

Status Report – Pump Stations –

Status Report – Winter Park Estates Pump Station –

Repairs – REI-CHA experienced a delay in updating the documents but is in the process of finalizing them. It is anticipated the updated bid will be released the week of May 17th, back to the contractors.

Fallen Tree in Easement – The fallen tree is still within the easement, and REI-CHA has contacted the Golf Course to remove the tree. REI-CHA will return to the site to confirm the tree has been removed. In addition, herbicide is being added to the easement to minimize/eliminate the weed growth as the summer months fast approach.

Fallen Tree on PS Building – The City of Winter Park informed REI-CHA that after a series of strong storms in mid-April, the tree next to the PS Building fell onto the PS Building. Upon inspection there was no damage to the building, and Winter Park Forestry Department was able to remove the tree.

Fence Replacement – The City of Winter Park is in the process of getting quotes for the fence replacement, and once received, will send them to REI-CHA.

Status Report – Forsyth PS –

Generator Replacement – Danus Inc. is in the process of obtaining the necessary Orange County Permits.

On 5/11/21 REI-CHA received a call from the generator shipping company that the generator had arrived on site and was awaiting unloading. This took REI-CHA by surprise since the generator shipping company promised a 48-hour notice, and the 48-notice was never received, therefore REI-CHA was unable to coordinate with Danus.

Thanks to the City of Winter Park, they were able to mobilize and accept the generator at the City of Winter Park Compound and unload the generator.

Status Report – Maitland Master Pump Station –

Bid – The City of Maitland has informed REI-CHA that bids have been received and bids were opened.

Status Report – Consumer Pump Station –

Additional Flow – REI-CHA has reviewed the flow information from Seminole County. Results of the review show that there is no apparent increase in flow discharge from the Consumer PS that REI-CHA was able to identify. REI-CHA has relayed this information to the County.

Status Report – Winter Park Central Pump Station –

Surge Units – System Tech informed REI-CHA that the common neutral on the PS power pole was not wired properly, which could cause a potential surge. System Tech emailed the information to the City of Winter Park that will investigate the issue and attempt to repair it with its own electrician.

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

Status Report – Tuscawilla Estates PS –

Bid – System Tech, with the assistance of Seminole County replaced the flow meter at the Tuscawilla PS.

Status Report – Slovak Gardens Development – REI-CHA received the proposed pump data sheets. The pump hydraulics were reviewed and determined to be acceptable. Currently, the proposed site plan for the pump station needs to be submitted, and REI-CHA is awaiting its submittal.

Status Report – FY2020/21 PS Improvements and Generator Additions – REI-CHA submitted the 60% Contract Documents for review.

Status Report – SSNOCWTA Pipelines –

Status Report – Easement Surveys –

Antilles Drive – No Activity.

Eagle Circle – No Activity.

Status Report – Aloma/Dean Sewer Reconnection – SanPik has completed the majority of the work. The last segment of work that remains is contingent to when Progress Energy will set the new power pole, after which the electrician can connect the flow meter electrical to the new source of power, and the project will officially be complete.

The various punch list items have been completed and a quote was received for the replacement of the traffic loops, which will be processed as a change order.

Status Report – Scope –

Status Report – Howell Branch FM Assessment – Based on the Howell Branch FM report, REI-CHA is developing a scope that will include ultrasonic testing at multiple locations along the Howell Branch FM, to obtain a more accurate assessment of the pipe condition. In addition, a preliminary design report will be developed to study the feasibility of extending the SSNOCWTA FM along SR436, between Howell Branch Road and the southern extent of the SSNOCWTA system, which would provide SSNOCWTA with additional redundancy in the event of a pipeline emergency (e.g., pipeline break).

Status Report – FY20/21 Pipeline Replacement CIP Project – REI-CHA is still developing the scope. Additional information was required since the proposed FM needs to cross a canal, permitting with FDEP will be required that is more in depth, including wetland marking, endangered species survey and upland survey. A new sub-consultant, Thomson Environmental, was contacted and will be able to assist with these new tasks.

Status Report – REI As-Needed Services –

Enabling Act – The updated Enabling Act is awaiting the Governor's signature.

Seminole County / Waverly PS – No Activity.

Seminole County Master Plan – No Activity.

Status Report – Outside Contractor Work –

Howell Branch Rd. and SR436 Mast Arm – The contractor informed REI-CHA that the work is complete. The mast arms have been installed and the intersection paved.

SSNOCWTA had one valve within the intersection, which had the potential of having its valve cap paved over and buried. REI-CHA was able to confirm that the valve cap was not buried and is still accessible.

A final walkthrough of the project is scheduled for May 18, 2021. Unless any other issues are found, none are anticipated, this agenda item will be closed out.

Status Report – 811 Sunshine – In the month of April 2021, there were 149 locate tickets called in. This is the lowest number of tickets in the last 6 months, and below the 6-month running average of 187 tickets.

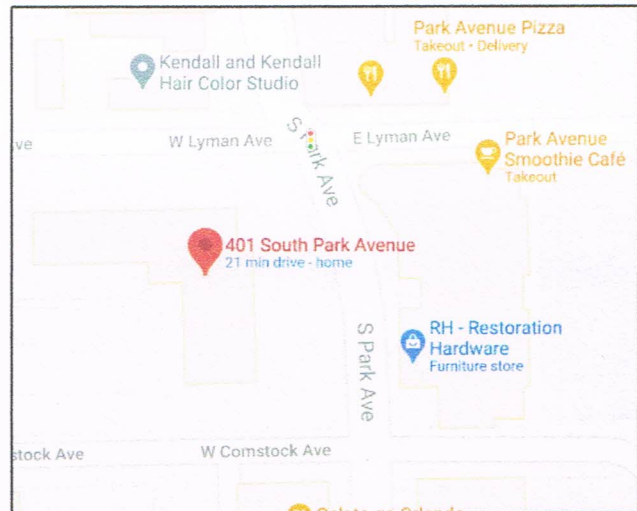
Financial Report – Enclosed are the Financial Reports and the updated Capital Improvement Projects Report. As of March 31, 2021, there is a net income of \$193,958.60 for the year.

Flow Reports – Overall the daily metered system flows for the month of March 2021 averaged 8.62 MGD for a monthly total of 25.867 MG. This is a 0.141% decrease over the February 2021 flows.

Monthly Board Meeting
City Commission
Chambers 2nd Floor

FACE MASKS REQUIRED

Wednesday
May 19, 2021
8:30AM



City of Winter Park
401 South Park Ave.
Winter Park, FL

REVISED
AUTHORITY BOARD MEETING SCHEDULE
2020/2021

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:

COVID UPDATE
UNTIL FURTHER NOTICE MEETINGS HAVE BEEN MOVED TO
WINTER PARK CITY HALL CITY COMMISSION CHAMBERS-2nd FLOOR
401 S Park Avenue

November 12, 2020
January 28, 2021
March 17, 2021
May 19, 2021
July 21, 2021
September 15, 2021
November 10, 2021 1 Week Earlier because of Thanksgiving