

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

**410 Lake Howell Road  
Maitland, FL 32751  
Telephone 407-628-3419  
[www.ssnocwta.com](http://www.ssnocwta.com)**

**AUTHORITY BOARD MEETING**

*Agenda and Public Notice*

**Wednesday, September 17, 2025  
410 Lake Howell Road  
Maitland, FL 32751  
8:30 AM**

1. Call to Order
2. Introductions
3. Public Comments
4. Approval of Board Meeting Minutes – July 16 and 28, 2025 Meetings (**Attachment A**)
5. Review Monthly Financial Report (**Attachment B**)
6. Informational (Non-action) Items

a. Auditor Selection and Engagement. The contract has been signed with the new Auditor (James Moore). They have contacted the previous auditor and will be coordinating with Authority Accountant Julieann Klein to get the information they need to prepare the 2024-25 audit.

b. Draft of New Policy Manual Completed. A draft of a New Policy Manual has been prepared by the Executive Director. This document is being reviewed by Authority Attorney Anthony Garganese. Once the comments have been received, discussed, and incorporated, the Policy Manual will be placed on the agenda for adoption at a future Board Meeting (tentative November 2025).

7. New Business and Action Items
  - a. Minor amendments to Executive Director employment contract (**Attachment C**). Minor amendments to the contract are required to clarify vesting and accrual of paid leave, and to establish that the position will be fixed at 32 hours per week. **Action requested:** Approve the proposed changes in Attachment C and allow the Chairman to revise and execute the amended contract.
  - b. **RESOLUTION 2025-04 (Attachment D)**.

A RESOLUTION OF THE SOUTH SEMINOLE AND NORTH ORANGE COUNTY WASTEWATER TRANSMISSION AUTHORITY ADOPTING THE 2025 PUBLIC FACILITIES REPORT PURSUANT TO SECTION 189.08, FLORIDA STATUTES. **Action requested:** Adopt RESOLUTION 2025-04.

8. Reports
  - a. Attorney
  - b. Consulting Engineer
  - c. Executive Director
  - d. City of Orlando
9. Adjournment