SOUTH SEMINOLE & NORTH ORANGE COUNTY WASTEWATER TRANSMISSION AUTHORITY

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AUTHORITY BOARD MEETING AGENDA AND PUBLIC NOTICE

September 16, 2026
SSNOCWTA Office
410 Lake Howell Road
Maitland, Florida 32751
8:30 AM

1. Call to Order
2. Introductions
3. Public Comments
4. Approval of Board Meeting Minutes – July 15, 2026 Meeting (**Attachment A**)
5. Review Monthly Financial Report (**Attachment B**)
6. Informational (Non-action) Items:

   a. Still awaiting response to JLAC Letter.
   b. Valve exercising program about to get underway.

7. New Business and Action Items

   a. Award of 4 Lift Station Rehabilitation Project SSNOCWTA Invitation to Bid No. 2026-01 "Wastewater Pump Station Improvements Project."
      - Bid Results from Public Bid Opening on August 17, 2026 **(Attachment C)**:
        - Prime Construction: $2,619,500
        - Cathcart Construction: $2,589,890
        - SanPik: $1,257,500
      - Request to withdraw (low) bid from SanPik. Shortly after the opening of the bids (the same day as the Bid Opening), a representative from SanPik contacted Mr. Bass (both via telephone and e-mail) and informed him that Sanpik made a "material error" in their bid (did not include price of control panels), and that they wished to withdraw their bid. A formal letter from Sanpik signed by their President was received on August 19, 2026 requesting same **(Attachment D). Requested Action:** Allow for the withdrawal of bid from SanPik.

- Recommendation to award project to Cathcart Construction (2nd lowest bidder). Cathcart Construction has informed Mr. Bass that they are willing to enter into a contract for their quoted bid. **Requested Action**: Accept Cathcart's bid and allow Executive Director and Authority Attorney to prepare and enter into a contract for the Project with Cathcart Construction.
- As part of these Construction projects, construction inspection and administration services will be provided by CHA under their continuing services contract. Their proposed scope of services and cost estimate are provided in **Attachment E**. **Requested Action:** Authorize the construction inspection and administration services to CHA under their continuing services contract.

b. **Resolution 2026-04: Proposed Amendments to Purchasing Policy** – Executive Director and Authority Attorney have proposed some changes to the Authority's Purchasing Policy as shown in **Attachment F**. The changes provide for some flexibility in procuring professional services by outlining prequalification processes for certain services. Other changes make some other minor clarifications and amendments as shown in strikethroughs (deletions) and underlining (additions). **Requested Action: Approval of Resolution 2026-04 with the proposed changes**.

c. **Resolution 2026-05: Adoption of Resolution to create a Records Retention Policy -** The Authority is statutorily required to have a Records Retention Policy. This Resolution (**Attachment G**) provides for a policy to replace any previous guidelines regarding same, and follows current statutory requirements and related guidelines. It also designates the Executive Director as the official Records Liaison Officer with the State. **Requested Action: Approval of Resolution 2026-05**.

8. Reports/Additional Comments

   a. Attorney
   b. Consulting Engineer – monthly report (**Attachment H**)
   c. Executive Director
   d. City of Orlando

9. Adjournment