



TO: Lake County Water Authority Board of Trustees
FROM: Patricia Burgos, Environmental Program Manager
DATE: February 12, 2016
SUBJECT: Time Extensions for Land Management Services Agreements

Consent Item

Approval to Extend the Contract Time for the Land Management Services Agreements

In August 2012, the Board authorized staff to the release a Request for Bids for Land Management Services. In November 2012, the Board awarded contracts for land management services to be performed on an "as needed basis" for the Preserves, water structures, Hickory Point, and the Nutrient Reduction Facility. The agreements were three year agreements that could be renewed once for two additional years. The present agreements expired on September 30, 2015.

Staff is recommending that the Water Authority extend the agreements for two additional years as described in the original agreements. The amended agreements would expire at midnight on September 30, 2017. The following companies would be affected by the extension:

- Aquatic Management & Consulting, Inc.
Bio-Tech Consulting, Inc.
Green Isles Gardens, Inc.
Habitat Restoration and Wildlife Protection Services, LLC
Lake Jem Farms, Inc.
MEL-CON, Inc.
Mitigation Resources, LLC

Entering into an agreement with these companies would not guarantee that any money would be spent, but that they would be available when the Water Authority needed them and the bid prices would be locked in for two additional years.

Executive Director's Recommendation:

Authorize staff to extend the Contract Time of the Land Management Services Agreements for two additional years.

BOARD OF TRUSTEES

District One
Peggy Cox

District Two

District Three
Carolyn M. Maimone

District Four
Doug Bryant

District Five
Charles C. Clark

At-Large
Adam Dufresne

At-Large
John N. Harris



**TO:** Lake County Water Authority Board of Trustees  
**FROM:** Patricia Burgos, Environmental Program Manager  
**DATE:** February 12, 2016  
**SUBJECT:** Time Extensions for Prescribed Fire Services Agreements

*Consent Item*

***Approval to Extend the Contract Time for the Prescribed Fire Services Agreements***

In August 2012, the Board authorized staff to the release a Request for Qualifications for Prescribed Fire Services. In November 2012, the Board awarded contracts for prescribed fire services to be performed on an “as needed basis” on the Preserves. The agreements were three year agreements that could be renewed once for two additional years. The present agreements expired on September 30, 2015.

Staff is recommending that the Water Authority extend the agreements for two additional years as described in the original agreements. The amended agreements would expire at midnight on September 30, 2017. The following companies would be affected by the extension:

- Atkins North America, Inc.**
- Habitat Restoration and Wildlife Protection Services, LLC**
- Mitigation Resources, LLC**
- Promise Habitat Services, LLC.**

Entering into an agreement with these companies would not guarantee that any money would be spent, but that they would be available when the Water Authority needed them and the bid prices would be locked in for two additional years.

**Executive Director’s Recommendation:**

Authorize staff to extend the Contract Time of the Prescribed Fire Services Agreements for two additional years.

**BOARD OF TRUSTEES**

District One  
**Peggy Cox**

District Two

District Three  
**Carolyn M. Maimone**

District Four  
**Doug Bryant**

District Five  
**Charles C. Clark**

At-Large  
**Adam Dufresne**

At-Large  
**John N. Harris**



**Lake County  
WATER AUTHORITY**

Michael J. Perry, Executive Director • Neil Kelly, Secretary-Treasurer

27351 SR 19 • Tavares, Florida 32778-4251 • (352) 324-6141 • Fax (352) 324-6364 • email: info@lcwa.org • www.lcwa.org

**TO:** Lake County Water Authority Board of Trustees  
**FROM:** Ron Hart, Water Resources Program Manager  
**DATE:** February 9, 2016  
**SUBJECT:** 2016 Stormwater Grant Recommendations

*Discussion Item*

*Approval to Award 2016 Stormwater Grants*

In October, the Board of Trustees authorized staff to release the 2016 Cooperative Stormwater Grant Application. The Water Authority three grant applications. The Board included \$1,000,000 in its FY 2015-2016 budget for the Cooperative Stormwater Grant program. Copies of all the grants are included at the end of the memo. The following table is a list of the agencies that submitted grant applications and their funding request:

<i>Agency</i>	<i>Project Name</i>	<i>Total Project Cost</i>	<i>Funding Request</i>	<i>% of Total</i>
<b>City of Clermont</b>	West Lake Wetlands and Pond Facility	\$2,572,120	\$643,030	25
<b>City of Umatilla</b>	Stormwater Master Plan	\$125,000	\$125,000	100
<b>City of Tavares</b>	Downtown Stormwater Improvements	\$2,603,000	Current Contract (\$353,000) +\$286,330 \$639,330	25
<b>Totals</b>		<b>\$5,300,120</b>	<b>\$1,365,985</b>	<b>26</b>

Staff contacted the applicants for answers to any additional technical questions and project clarification. After receiving information from the applicants, the Lake County Water Authority Review Team: Ron Hart (LCWA), Sergio Duarte (LCWA) and Cammie Dewey (SJRWMD) met to discuss the technical merits of each project and to average the application scores. After thorough discussion, the review team reached a consensus regarding each submitted project. The following table shows the scores, rankings, and funding recommendation followed by a brief synopsis of each project:

**BOARD OF TRUSTEES**

District One  
Peggy Cox

District Two

District Three  
Carolyn M. Maimone

District Four  
Doug Bryant

District Five  
Charles C. Clark

At-Large  
Adam Dufresne

At-Large  
John N. Harris

<i>Rank</i>	<i>Score</i>	<i>Agency</i>	<i>Project Name</i>	<i>Funding Request</i>	<i>Staff Recommendation</i>
1	85	City of Tavares	Downtown Stormwater Improvements	Current Contract (\$353,000) +\$286,330 \$639,330	Add'l \$286,330
2	69	City of Clermont	West Lake Wetlands and Pond Facility	\$643,030	Wait
3	28	City of Umatilla	Stormwater Master Plan	\$125,000	Wait
			<b>Totals</b>	<b>\$1,054,360</b>	<b>\$286,330</b>

### 1. City of Tavares' Downtown Stormwater Improvements

This project involves redirecting stormwater from 7 existing outfalls to Lake Dora to a newly created stormwater treatment facility behind the County Jail. The site will convert existing wetlands into a series of wet detention ponds and treatment wetlands. The site will provide over 21 acre-feet of storage and is estimated to remove over 67 pounds of Total Phosphorus per year as well as other pollutants. The excess treated water will discharge into a canal connected to the Dora Canal. The City already has the permits and the project is currently out for bids.

The LCWA already has a contract with the City for \$353,000. The City is requesting an additional \$286,330 for the project, making the total funding request \$639,330. This total is 25% of their estimated water quality related construction cost. Using a 20 year life cycle, staff estimates a cost to the LCWA of \$474 per pound of phosphorus removed. This funding request is for the cost of construction only.

Staff feels comfortable recommending the 25% reimbursement for construction. By utilizing the board-approved grant application, the overall project received an average score of 85.

#### **Executive Director Recommendation:**

Authorize the Executive Director to amend the existing 25% cost share agreement with the City of Tavares for the water quality portion of the Downtown Stormwater Improvements to an amount not to exceed \$639,330.

### 2. City of Clermont's West Lake Wetlands and Pond Facility

The City has requested a 25% reimbursement for the cost to redirect stormwater from a 50-acre mixed commercial and residential area to West Lake. Currently runoff either discharges to Lake Minneola after some minor treatment or to West Lake. Excess water in West Lake discharges to Lake Minneola. West Lake is a degraded waterbody consisting mainly of impacted wetlands. The City proposes to modify the condition of the lake by excavating open water areas and redesigning the littoral shelf.

Because of the complexity of the project and the requested funding amount (\$643,030), staff would recommend holding off on a decision whether to fund this project. We will schedule a meeting with the City so that we can discuss potential issues before we present a recommendation to the Board.

**Executive Director Recommendation:**

Take no action at this time.

**3. City of Umatilla's Stormwater Master Plan**

This project involves reimbursing the City for 100% of the cost to develop a Stormwater Master plan. The project received a low scoring because it alone does not remove any pollutants. The Total Project cost is estimated at \$125,000. Staff has asked the applicant what is different from the \$12,000 Stormwater Management Plan funded in 2013. Until we receive more details, staff does not recommend that we take any action.

**Executive Director Recommendation:**

Take no action at this time.



TO: Lake County Water Authority Board of Trustees
FROM: Ron Hart, Water Resources Program Manager
DATE: February 10, 2016
SUBJECT: Review of the Alum Storage Tank Situation

Discussion Item

Review of the Alum Storage Tank Situation

In October, the Board decided to wait until additional alum storage was necessary before considering the replacement of the damaged Tank #6 and #4 (Figure 1). The Board also directed staff to send a letter of complaint to Poly-Processing Company LLC., regarding the patched and leaking alum tank. The letter has been sent and they scheduled a representative to visit at the site in early January. On the visit date, we were contacted and informed that the representative was running late due to a meeting in Tampa and would have to reschedule. He is now scheduled to meet with staff on site next week. Staff will report the meeting results during this month's board meeting.



Figure 1. NuRF Alum Tank Farm.

In the past month, water levels in Lake Apopka have risen dramatically due to an increase in rainfall (Figure 2). Currently, water levels in the lake are within 2 inches of the regulatory schedule. Should above average rainfall continue this month and water levels exceed the regulation, the St. Johns River Water Management District (SJRWMD) would likely need to discharge significant amounts of water. A relatively low water discharge around 50 cubic feet per second (cfs) would require 3/4 of a tank of alum per day. Should the SJRWMD discharge 200 cfs, we would need 2 1/2 tanks of alum per day. To get through a weekend without running out, it would require enough storage for 3 days. Because of the lowered storage capacity, any issues in alum production or delivery greatly increases the probability of not being able to treat lake discharges.

BOARD OF TRUSTEES

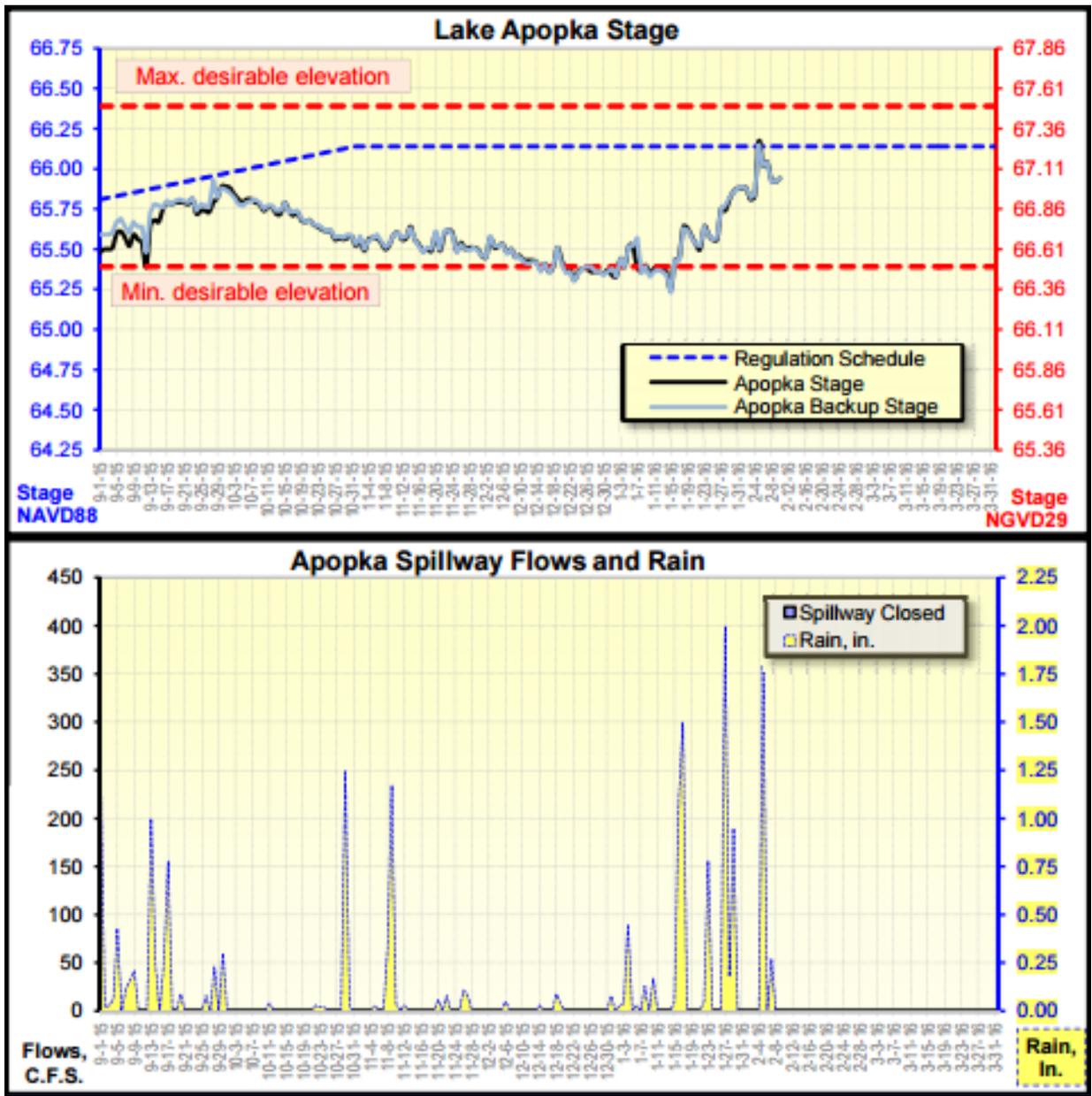


Figure 1. Lake Apopka lake levels and rainfall.

Staff has ordered enough alum to fill the functioning tanks. However because lake levels have risen near the regulation schedule, staff recommends that the Board consider moving forward with replacing the damaged tanks.

Staff recommends that we prepare our own specs and put replacement tanks out to bid. As long as the supplier is willing to match their bid price, we may also be able to purchase additional tanks for the same cost. Staff has researched several tank types for comparison including multiple types of stainless steel, rubber-lined or epoxy-lined carbon steel, fiberglass reinforced

plastic, and high density cross-linked polyethylene. The following Table 1 shows the tank types with the estimate of the expected lifespan for a roofed location:

Table 1. Chemical Storage Tank Material Summary for a roofed location

<b>Material</b>	<b>Expected Life (years)</b>	<b>Comments</b>
Type 316L Stainless Steel (316L SS)	40-80	<ul style="list-style-type: none"> <li>• Highest capital cost</li> <li>• Annual inspection suggested</li> <li>• Rarely used at municipal facilities</li> </ul>
Type 304L Stainless Steel (304L SS)	25-30	<ul style="list-style-type: none"> <li>• Highest capital cost</li> <li>• Annual inspection suggested</li> <li>• Rarely used at municipal facilities</li> </ul>
Lined Carbon Steel (LCS)	15-20	<ul style="list-style-type: none"> <li>• Annual inspection suggested</li> <li>• Not commonly used at municipal facilities</li> </ul>
Fiberglass Reinforced Plastic (FRP)	10-15	<ul style="list-style-type: none"> <li>• Susceptible to UV degradation</li> <li>• Commonly used at municipal facilities</li> </ul>
High-density X Polyethylene (HDXPE)	10-12	<ul style="list-style-type: none"> <li>• Lowest capital cost</li> <li>• Susceptible to UV degradation</li> <li>• Commonly used at municipal facilities</li> </ul>

Staff contacted the City of Melbourne for information on their tank bidding. They recently completed an engineering analysis that included life cycle cost for the tanks. Most of the information is based on the City’s report with some additional information from the tank industry. Staff estimated and subtracted the cost of accessories, shipping, and contractor installation fees to focus on the cost of the tanks alone. The estimated cost for the type 316L SS tank is based on a quote from last October. The following table shows the results of our estimated cost analysis for each type of tank:

Table 2. Tank Material Cost Comparison

<b>Material</b>	<b>Expected Life (years)</b>	<b>Estimated Constructed Cost</b>	<b>Life Cycle Cost</b>
316L Stainless Steel (316L SS)	40-80	\$34,000	\$425-\$850/year
304L Stainless Steel (304L SS)	25-30	\$34,000	\$1133-\$1360/year
Lined Carbon Steel (LCS)	15-20	\$50,000	\$2,500-\$3,333/year
Fiberglass Reinforced Plastic (FRP)	10-15	\$40,000	\$2,600-\$4,000/year
High Density X Polyethylene (HDXPE)	10-12	\$30,000	\$2,500-\$3,000/year

The City of Melbourne based their lifecycle cost on the tanks being housed under a roof. From research performed by staff, we have learned that the lifespan for HDXPE vary greatly especially due to the amount of UV exposure. Literature suggest that the lifespan for tanks, like ours, with full sun exposure can be from 6 to 10 years. This decreased lifespan increases our life cycle cost to **\$3,000-\$5,000 per tank/year**.

If we are still able to purchase marine grade stainless steel tanks from the quoted manufacturer, the above Table 2 demonstrates significant long term cost savings. Because of these potential savings and the current water levels, staff recommends bidding the purchase of two type 316L stainless steel tanks.

**Executive Director Recommendation:**

Authorize staff to release a bid for two 12,150 gallon type 316L Stainless Steel Tanks for the Nutrient Reduction Facility.



**TO:** Lake County Water Authority Board of Trustees

**FROM:** Michael J. Perry, Executive Director

**DATE:** February 16, 2016

**SUBJECT:** Review of Annual and Sick Leave Policies

*Discussion Item*

*Review of Annual and Sick Leave Policies*

At the January meeting, there discussion about the Executive Director entering into DROP, selling back annual leave and the inconsistencies between annual and sick leave policies between the State, Lake County BCC, the Constitutional Officers and the SJRWMD. Staff requested the leave policies and assembled the attached spreadsheet.

When examining the Annual Leave policies, the annual leave accrual rates are generally consistent with the exception of the Property Appraiser’s Office and the SJRWMD which allow for a higher accrual rate. The maximum accrual rates are generally consistent with the SJRWMD allowing for a higher accrual. The annual leave payout is similarly consistent with the SJRWMD allowing a lower payout amount. All of these payout amounts are well below the Florida Retirement System (FRS) allowance of 500 hours.

When examining the Sick Leave policies, the sick leave accrual rates fort the Water Authority, the Lake County BCC and the Clerk of Courts’ Office are similar and the Property Appraiser, Tax Collector and the SJRWMD are higher. The sick leave payout policies are vary substantially.

The following are staff’s recommendations to become more consistent:

- Annual Leave accrual and payout - Authorize Water Authority staff to accrue up to 400 hours of annual leave and to payout no more than 400 hours when entering into DROP or terminating employment with the Water Authority.
- Sick Leave accrual and payout - Adopt the Lake County BCC sick leave accrual and payout policy.

**BOARD OF TRUSTEES**

District One  
Peggy Cox

District Two

District Three  
Carolyn M. Maimone

District Four  
Doug Bryant

District Five  
Charles C. Clark

At-Large  
Adam Dufresne

At-Large  
John N. Harris

**Executive Director's Recommendation:**

- 1) Amend the Lake County Water Authority Policies and Practices Employee Manual to allow staff to accrue up to 400 hours of annual leave and to payout no more than 400 hours when entering into DROP or terminating employment with the Water Authority.
- 2) Amend the Lake County Water Authority Policies and Practices Employee Manual to be consistent with the Lake County BCC sick leave accrual and payout policy.



TO: Lake County Water Authority Board of Trustees
FROM: Michael J. Perry, Executive Director
DATE: February 12, 2016
SUBJECT: Status of Bourlay House

Discussion Item

Status of Bourlay House

The Bourlay Historic Nature Park home was recently vacated. Staff has visited the house on several occasions since it has been vacated to make sure it is not being vandalized in any way

In December, staff contacted a handyman/repair service to determine the repairs required, obtain an estimate for the repairs and prioritize the repairs based on safety, desired upgrades and aesthetics in that order. Staff reported to the Board in December that the repairs were beyond the capability of a handyman and would require an electrician and plumber first. The Board directed staff to do the following:

- Immediately turn off the water to the house
• Contact an electrician and plumber to inspect the house; and
• Contact the City of Leesburg about the feasibility and cost of connecting to City water and wastewater services.

A plumber has serviced the leaking shower faucets and installed up to date shut off valves for the sink and toilet in the upstairs bathroom. The damage to the ceiling was a result of water splashing out of the tub during a bath or shower. This issue is easily resolved. As such, the ceiling can be repaired without further concern for water damage.

The electrician has been on site to inspect the electrical system and replace any faulty switches or outlets.

The downstairs bathroom shower has been re-tiled and is now useable. Staff is still attempting to get the City of Leesburg to discuss the potential for connecting to City water service. An alternative would be to install a water treatment system that includes removing iron.

Staff will brief the board on the status of the project at the Board meeting

Executive Director's Recommendation:

For information purposes only. No action required.

BOARD OF TRUSTEES

District One
Peggy Cox

District Two

District Three
Carolyn M. Maimone

District Four
Doug Bryant

District Five
Charles C. Clark

At-Large
Adam Dufresne

At-Large
John N. Harris



**TO:** Lake County Water Authority Board of Trustees

**FROM:** Michael J. Perry, Executive Director

**DATE:** February 12, 2016

**SUBJECT:** Status of Old Office Building

*Discussion Item*

*Status of Old Office Building*

Now that the new office has been completed and staff has moved into the new building, the Board can begin to determine the disposition of the old building.

There have been some inquiries about the old building already. The Clerk’s Office auditing staff came by to look at the space and at the Open House for the new building, other county personnel asked about the size of the old building. In the past an adjacent property owner had asked if we would consider selling a portion of the parking area so he can have better access to his property.

Since there have been people “kicking the tires” of the old building, it may be appropriate to get an appraisal for the old building. At its December 16, 2015 meeting the Board authorized Mr. Walter Price to do the appraisal of the old office building. At the January regular Board meeting, staff provided the appraisal to the Board.

The Board should now determine how to proceed with sale of the bulding. Trustee Maimone has offered to represent the Board and handle the listing and to make sure it is all done in accordance with the required real estate laws. The Board does need to establish an asking price to begin the process. Trustee Maimone will be prepared to review this procedure with the Board at the February meeting.

**Executive Director’s Recommendation:**

For discussion purposes only. No action required.

**BOARD OF TRUSTEES**

District One  
Peggy Cox

District Two

District Three  
Carolyn M. Maimone

District Four  
Doug Bryant

District Five  
Charles C. Clark

At-Large  
Adam Dufresne

At-Large  
John N. Harris



**TO:** Lake County Water Authority Board of Trustees  
**FROM:** Michael Perry, Executive Director  
**DATE:** February 12, 2016  
**SUBJECT:** Lake Norris Acres Appraisal Update

---

*Discussion Item*

*Lake Norris Acres Appraisal Update*

Staff received a sales flyer for a 98.54-acre parcel that is located on Lake Norris (copy attached) and adjacent to the Water Authority’s 185-acre Bear Track Preserve accepted as a donation in 1999. Staff brought this potential acquisition to the Board in June 2015 to determine if there was an interest from the Board in this property and if other government agencies should be contacted related to determining their interest in partnering to acquire this 98.54-acre parcel.

Chairwoman Cox sent a letter to the St. Johns River Water Management District and the Florida Forestry Service (copy attached) to determine if there is any interest by those entities in this property. Staff discussed this property briefly with the St. Johns Water Management District. The District expressed an interest; however they were concerned with the asking price of \$893,900 and wanted to further discuss this with the property owner. District also wanted a copy of the owner’s 2012 property appraisal for review.

The Board discussed this issue at its September 2015 Board meeting. Chairwoman Cox noted that Ms. Burgos and Trustee Bryant had visited the site with property owner, Brian Richards. Ms. Burgos stated that she had spoken with Ray Bunton, Director of Real Estate Services at the St. Johns River Water Management District to see if they are still interested, and he had stated that the District is still interested in the property as a whole. Trustee Bryant stated that the discussion with Mr. Bunton was related to the purchase of the entire 98 acres as they feel acquisition of the property as a whole would be the most beneficial to the District, the Water Authority and the surrounding Seminole State Forest.

Brian Richards, owner of Lake Norris Acres addressed the Board. He explained that the property is made up of several parcels and one of the parcels has a five-year balloon bank note coming due. He stated that his bank is putting pressure for him to make some kind of decision regarding that parcel. He explained that the parcels have been up for sale for a while and he has an offer for the parcel closest to the lake. He further stated that he is interested in selling the whole 98 acres, but must make a decision on the parcel with the bank note. He explained that if the Water Authority Board is willing, he could sell them that particular parcel first and tie in the sale of the remaining parcels.

---

**BOARD OF TRUSTEES**

District One	District Two	District Three	District Four	District Five	At-Large	At-Large
<b>Peggy Cox</b>	<b>Samuel R. Oppelaar, Jr.</b>	<b>Carolyn M. Maimone</b>	<b>Doug Bryant</b>	<b>Charles C. Clark</b>	<b>Adam Dufresne</b>	<b>John N. Harris</b>

Chairwoman Cox asked how long it would take St. Johns River Water Management District to do an appraisal and review of the property and Ms. Burgos stated that it would take approximately 45 days to complete. She explained that the District would handle the appraisal and review of the property, but would like the Water Authority to pay for half the cost of the approximate \$7,000 it would cost for the appraisal and review.

A motion was made at the September 2015 meeting to enter into partnership with the St. John River Water Management District to commission a market appraisal and review of the property, in an amount not to exceed \$7,000 with the water authority's portion being no greater than \$3,500. The vote was 3 - 3, no action was taken.

In November 2015, Trustee Bryant has requested that the proposal to participate with the St. John's River Water Management District in obtaining a current appraisal of the Lake Norris property be placed on the November 2015 agenda. Trustee Bryant noted that several factors have changed since the September meeting.

- The owner has indicated there is no pressure for the LCWA and the SJRWMD to make an acquisition decision hurriedly. Bank personnel have told the owner, Mr. Richards, there will be no action taken relative his loan so long as the districts are taking steps to potentially acquire the property.
- There is no pressure to move ahead toward acquisition negotiations without a full and timely appraisal and environmental report.
- The SJRWMD executive director has stated her interest in partnering with the LCWA in this project.
- The Florida Forestry Service has stated willingness to assume management responsibilities if the property is acquired.

Trustee Bryant further noted that here are a number of compelling reasons why this particular parcel should be considered for acquisition by the LCWA in partnership with the SJRWMD. However, such discussion may be reserved until a current appraisal is conducted. The Board took action at the November meeting to authorize staff to spend up to \$3,500 (50% of up to \$7,000) to conduct the appraisal and environmental review.

At the January 2016 Board meeting, Water Authority staff reported that they have been in contact with the SJRWMD Executive Director, Dr. Ann Shortelle, regarding the appraisal. She noted that District land management staff have been extremely busy completing large acquisitions during the end of last year. She said that she will touch base with her land management staff and ask them to prepare a scope for the appraisal and work with one of their contracted appraisers.

As of the date of this memo, SJRWMD staff are working to obtain an appraisal and Water Authority staff will brief the Board on the status of the appraisal process.

**Executive Director's Recommendation:**

For information purposes only. No action required.