

**TOWN COUNCIL SPECIAL
MEETING/WORKSHOP**

**MAY 16, 2023 AT 6:30
PM**



- **CALL TO ORDER AND OPENING CEREMONIES**

- **Pledge of Allegiance**
- **Invocation**
- **Roll Call**

- 
- **DISCUSSION OF WASTEWATER TREATMENT PLANT**
 - Review of possible new legislation
 - Review of preliminary system design and location
 - Review of Phase I cost
 - Review of sewer rates
 - Public discussion
 - Council discussion

Town of Montverde Grant Awards for Capital Projects

<u>Grant Name</u>	<u>Purpose</u>	<u>Amount</u>
Cares Act	PPE related to COVID	\$ 185,000.00
FMIT Safety Grant	Safety upgrades to Water System	\$ 2,000.00
American Rescue Plan Act of 2021 (ARPA)	Library	\$ 853,956.00
American Rescue Plan Act of 2021 (Lake CO ARPA)	Wastewater	\$ 5,000,000.00
Department of Environmental Protection (DEP)	Wastewater	\$ 4,000,000.00
Lake County Library	Impact Fee Grant for New Library	\$ 947,000.00
DEP Resiliency Grant	Stormwater	\$ 1,800,000.00
State Revolving Loan Fund Wastewater Grant	Wastewater	\$ 125,000.00
Lake County Water Authority	Stormwater	\$ 200,000.00
SRLF Water Planning Grant/Loan	Water	\$ 168,000.00
Lake County Water Authority	Boat Ramp / Water Quality Grant	\$ 80,000.00
Parks - Boat Ramp	Boat Ramp / Water Quality Grant	\$ 100,000.00
		\$ 13,460,956.00



- Review of possible new legislation

HB 1379

- Passed House unanimously on 4/26/23
- Passed Senate unanimously on 5/2/23
- Effective Date of July 1, 2023, if signed by the Governor
- Applicable to septic systems, grease interceptors, etc.

Requirements applicable to the Town

- 5 year capital improvement element and plan must include projects to achieve pollutant load reductions
- Must prioritize advanced waste treatment in Town's Comprehensive Plan Capital Improvement Element
- Must consider in its comprehensive plan the feasibility of providing sanitary sewer within 10-years including a timeline for construction of the sewer system
 - Must include other details such as name and location of the facility, capacity of the sewer system and transmission facilities, projected wastewater flow at the facility for the next 20 years, expected future new construction and septic to sewer connections.

- 
- **Deadline to amend Town's Comprehensive Plan to address the requirements above is July 1, 2024**
 - **Due to being subject to a BMAP, annually the Town must provide FDEP with the status of construction of a sanitary sewer**

381.0065 Onsite sewage treatment and disposal systems; regulation.—

(2) DEFINITIONS.—As used in ss. 381.0065-381.0067, the term:

(a) “Available,” as applied to a publicly owned or investor-owned sewerage system, means that the publicly owned or investor-owned sewerage system is capable of being connected to the plumbing of an establishment or residence, is not under a Department of Environmental Protection moratorium, and has adequate permitted capacity to accept the sewage to be generated by the establishment or residence; and:

- 1. For a residential subdivision lot, a single-family residence, or an establishment, any of which has an estimated sewage flow of 1,000 gallons per day or less, a gravity sewer line to maintain gravity flow from the property’s drain to the sewer line, or a low pressure or vacuum sewage collection line in those areas approved for low pressure or vacuum sewage collection, exists in a public easement or right-of-way that abuts the property line of the lot, residence, or establishment.**
- 2. For an establishment with an estimated sewage flow exceeding 1,000 gallons per day, a sewer line, force main, or lift station exists in a public easement or right-of-way that abuts the property of the establishment or is within 50 feet of the property line of the establishment as accessed via existing rights-of-way or easements.**
- 3. For proposed residential subdivisions with more than 50 lots, for proposed commercial subdivisions with more than 5 lots, and for areas zoned or used for an industrial or manufacturing purpose or its equivalent, a sewerage system exists within one-fourth mile of the development as measured and accessed via existing easements or rights-of-way.**



Central Sewer and Wastewater Treatment Study - UPDATE



City Council Presentation
May 16, 2023

Where will the money come from?

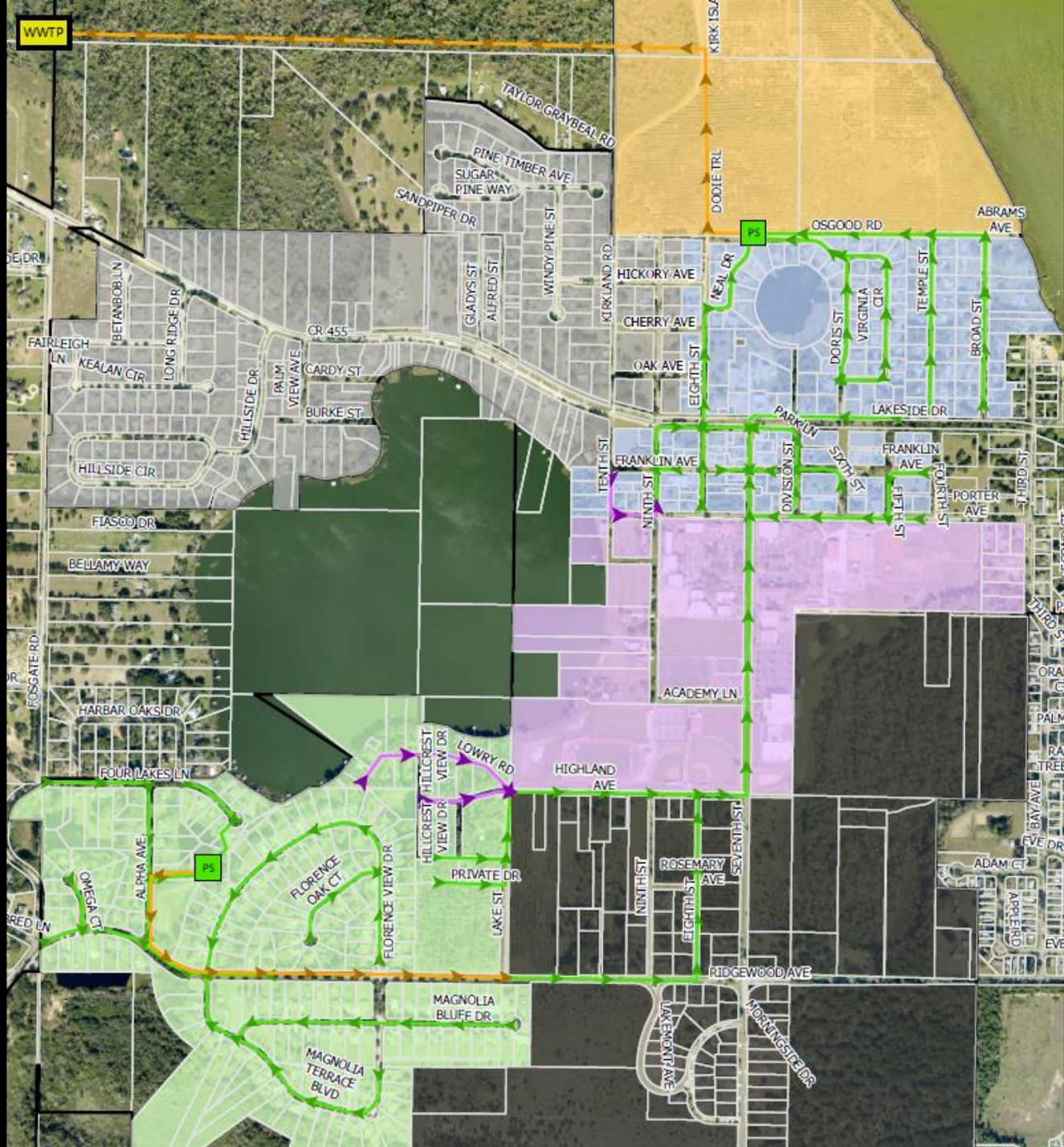
Agency	Program	Amount	Approved
	FDEP Wastewater Grant Program	\$4,000,000	
	Lake County Federal Stimulus Grant	\$5,000,000	
Total Received by Montverde:		\$9,000,000	

\$9M in **FREE** state and federal grant money means **NO COST** for the Town and those in the served areas who volunteer to connect.

More sewer grants are available now, but these program budgets will likely decline after three or four more years.

Agency/Program	Award/Budget Details	Montverde Potential
Lake County ARPA Grant	County has additional \$8M to allocate in 2023.	\$1-2 Million
FDEP Wastewater Grant	State awarded \$240M in grants in January 2023, including \$12M for Groveland and Mascotte.	\$2-4 Million
SRF Clean Water	Current SRF Loans have potential for 30-60% principal forgiveness	\$2-4 Million
St. Johns River WMD	Districtwide Cost Share Program for water quality/nutrient load reduction projects	\$1-3 Million
Resilient Florida Grants	Focused on flood adaptation, including reducing water quality impacts from septic systems	\$2-3 Million
FL Legislative Appropriation	State legislature provides direct funding for water quality improvement projects	\$500,000
TOTAL		\$8 - 16 Million

Review of Preliminary Design



Potential Sewer System Layout



Potential Sewer System Layout



Potential Sewer System Layout



Conceptual Capital Cost Estimate

**Table 1. Sanitary Sewer System Conceptual Cost
Town of Montverde, Florida**

Description	Quantity	Unit	Unit Price	Total Price
Phase 1A				
Wastewater Treatment Plant	100	kgal/day	\$15,000.00	\$1,500,000.00
Total Flows	75	kgal/day		
Mag Terrace/Four Lakes	60	kgal/day		
Downtown	5	kgal/day		
Montverde Academy	10	kgal/day		
Primary Collection System				
Pump Station, Master	1	EA	\$400,000.00	\$400,000.00
Lift Stations	1	EA	\$200,000.00	\$200,000.00
Force Mains and Valves	9,000	LF	\$150.00	\$1,350,000.00
Gravity Sewer Mains	15,000	LF	\$200.00	\$3,000,000.00
Service Laterals	150	EA	\$1,000.00	\$150,000.00
Site Work (abandon tank and restore)	150	EA	\$5,000.00	\$750,000.00
Subtotal Construction				\$7,350,000.00
Construction Contingency	20	percent		\$1,470,000.00
Engineering (@15%)				\$1,102,500.00
Subtotal Phase 1A				\$9,922,500.00



Anticipated Project Timeline

Secure \$8M Grant Funding.....	COMPLETED
Hold Town Hall Meetings.....	COMPLETED
Gather Community Input.....	COMPLETED
Review with Town Council.....	COMPLETED
Develop Conceptual Plan.....	COMPLETED
Accept or Refuse \$9M Grant.....	IN PROGRESS
Begin Design and Permitting.....	May 2023
Begin Sewer System Construction.....	June 2024
Begin Connecting Properties.....	June 2025



Engineering Cost Estimate

Table 2. Sanitary Sewer System Engineering Cost
Town of Montverde, Florida

DESCRIPTION	UNIT PRICE	% OF TOTAL	TOTAL PRICE
PHASE 1			
Design Phase		10.00%	\$735,000
Basis of Design Report	\$73,500	1.00%	
Drawings 30%	\$106,575	1.45%	
Specifications 30%	\$33,075	0.45%	
Drawings 60%	\$110,250	1.50%	
Specifications 60%	\$36,750	0.50%	
Permitting	\$73,500	1.00%	
Drawings 90%	\$117,600	1.60%	
Specifications 90%	\$44,100	0.60%	
Surveying (Subconsultant)	\$91,875	1.25%	
Geotechnical (Subconsultant)	\$29,400	0.40%	
Environmental (Subconsultant)	\$18,375	0.25%	
Bidding Phase		0.50%	\$36,750
Respond to Questions from Bidders	\$4,410	0.06%	
Evaluate Bids	\$20,580	0.28%	
Check Contractor References	\$5,145	0.07%	
Prepare Award Recommendation	\$6,615	0.09%	
Construction Phase		3.00%	\$220,500
Engineering Inspections	\$95,550	1.30%	
Review Contractor Submittals	\$44,100	0.60%	
Review/Approve Contractor Invoices	\$36,750	0.50%	
Review/Approve Shop Drawings	\$44,100	0.60%	
Funding Administration		1.50%	\$110,250
Progress Reporting	\$22,050	0.30%	
Disbursement Processing	\$29,400	0.40%	
Construction Compliance (Davis-Bacon, AIS, etc.)	\$58,800	0.80%	
SUBTOTAL PHASE 1			\$1,102,500



Town of Montverde, FL

Central Sewer System Rate Analysis

May 16, 2023

Willdan Financial Services

- Jeff McGarvey, Vice President/Managing Principal
- Tara Hollis, CPA, CVA, Principal Consultant



Town of Montverde, FL



Willdan Financial Services

Willdan Group, Inc.

DOMESTIC EXPERIENCE

INTERNATIONAL EXPERIENCE



● Willdan Financial Services Office

1,500+
Employees

Established
1964

\$429M
Annual Revenues

800+
Public Clients
Nationwide

Willdan Financial Services



Cost Allocation and
User Fee Studies



Development
Impact Fees



Utility Rates



Financial and Economic
Impact and Feasibility



Special District
Formation and
Administration
(CFD, AD)



Bond Compliance
(IRS and SEC)

Town of Montverde, FL



Sewer Rate Analysis

Rate Sufficiency Analysis



Key Objectives

- High Level Financial Analysis
 - Anticipated Customers and Usage
 - Current and Projected Rates
 - Operating Expenses
 - Liquidity targets
- Projected Operating Results

Assumptions

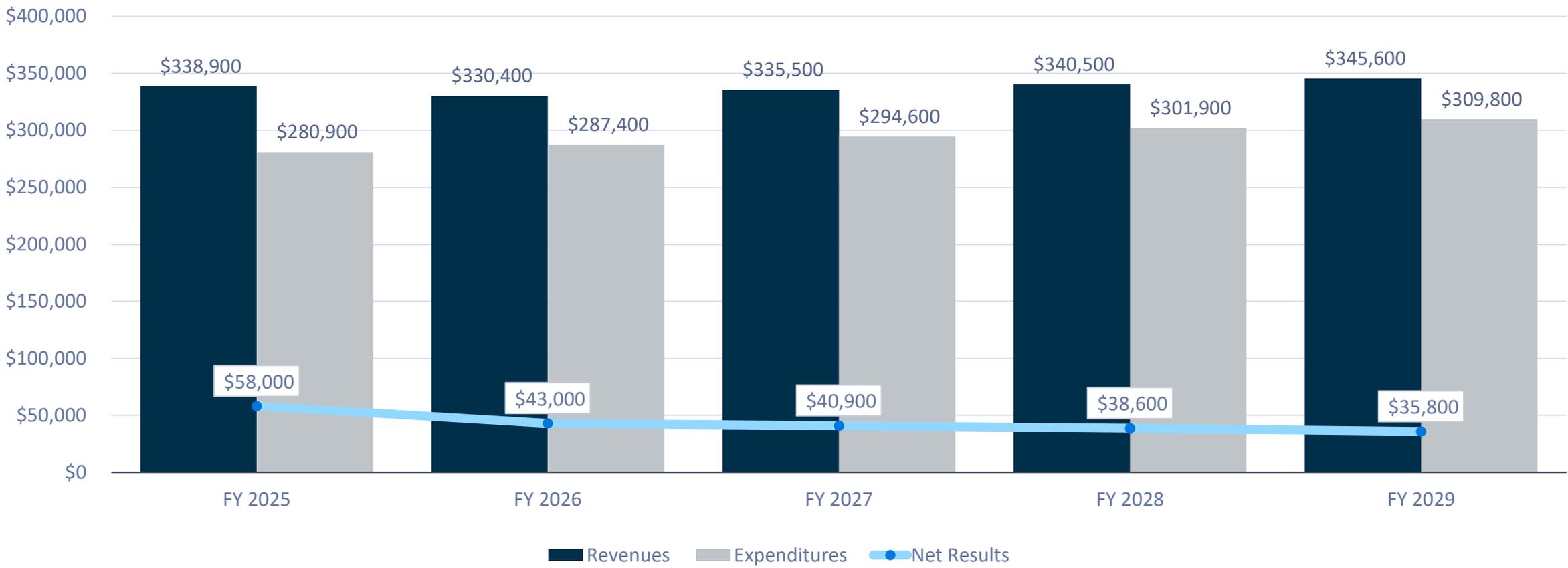
- Customers
 - Include Willow Ridge, Apopka Sound, Hills of Montverde, Phase 1A Septic to Sewer, and Montverde Academy
 - Approximately 577 retail customers in FY 2025
- Average Residential billed water usage – 3,000 gallons per month
- Average Montverde Academy Non-Residential water usage – 97,000 gallons per month
- Average Monthly Sewer Bill
 - Residential Inside Town Limits - \$42
 - Residential Outside Town Limits - \$53
- No Debt Service

Projected Revenue Requirements

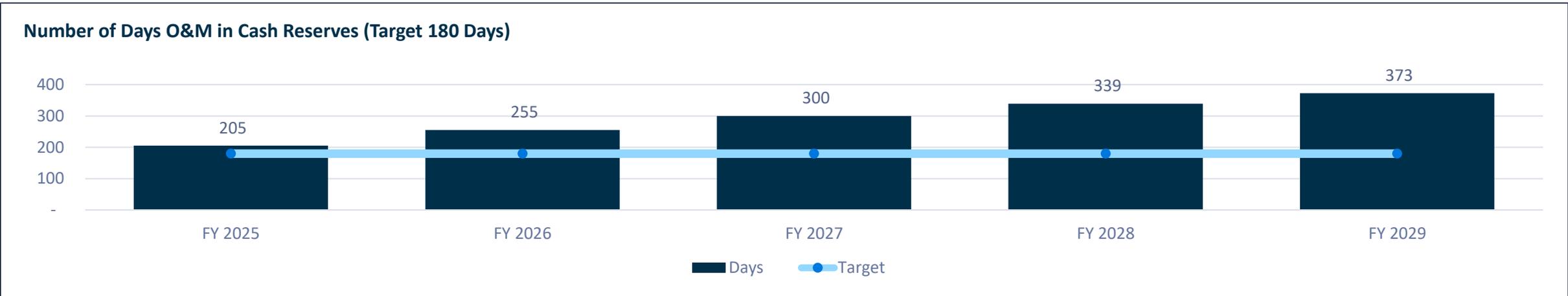


Projected Operating Results

Revenues and Expenditures



Projected Fund Balance and Liquidity



Questions & Discussion



- Questions?



- CONSIDERATION OF WASTEWATER RELATED RESOLUTIONS





- **RESOLUTION NO. 2023-59**

A Resolution of the Town Council of the Town of Montverde, Florida, approving the amendment to interlocal agreement for disbursement of American Rescue Plan Act funds between Lake County, Florida and the Town of Montverde to increase the funding allocation from \$4,000,000 to \$5,000,000 for a Sewer Infrastructure Project; providing for an effective date.



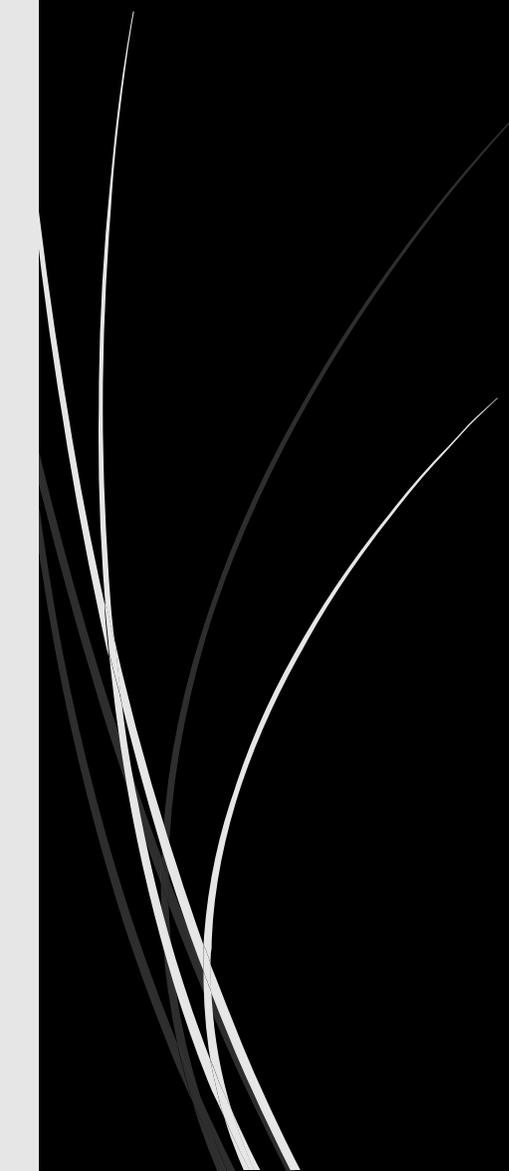
- **RESOLUTION NO. 2023-58**

A Resolution of the Town Council of the Town of Montverde, Florida amending the 2022-2023 Fiscal Year budget pursuant to Section 5.05 of the Town Charter to transfer funds from general fund revenues to various general fund departments for increased expenditures in the following departments: Permitting, Legal Services, Fire Department and Capital Projects; providing for an effective date.



- **DISCUSSION ON STORMWATER PLANNING**

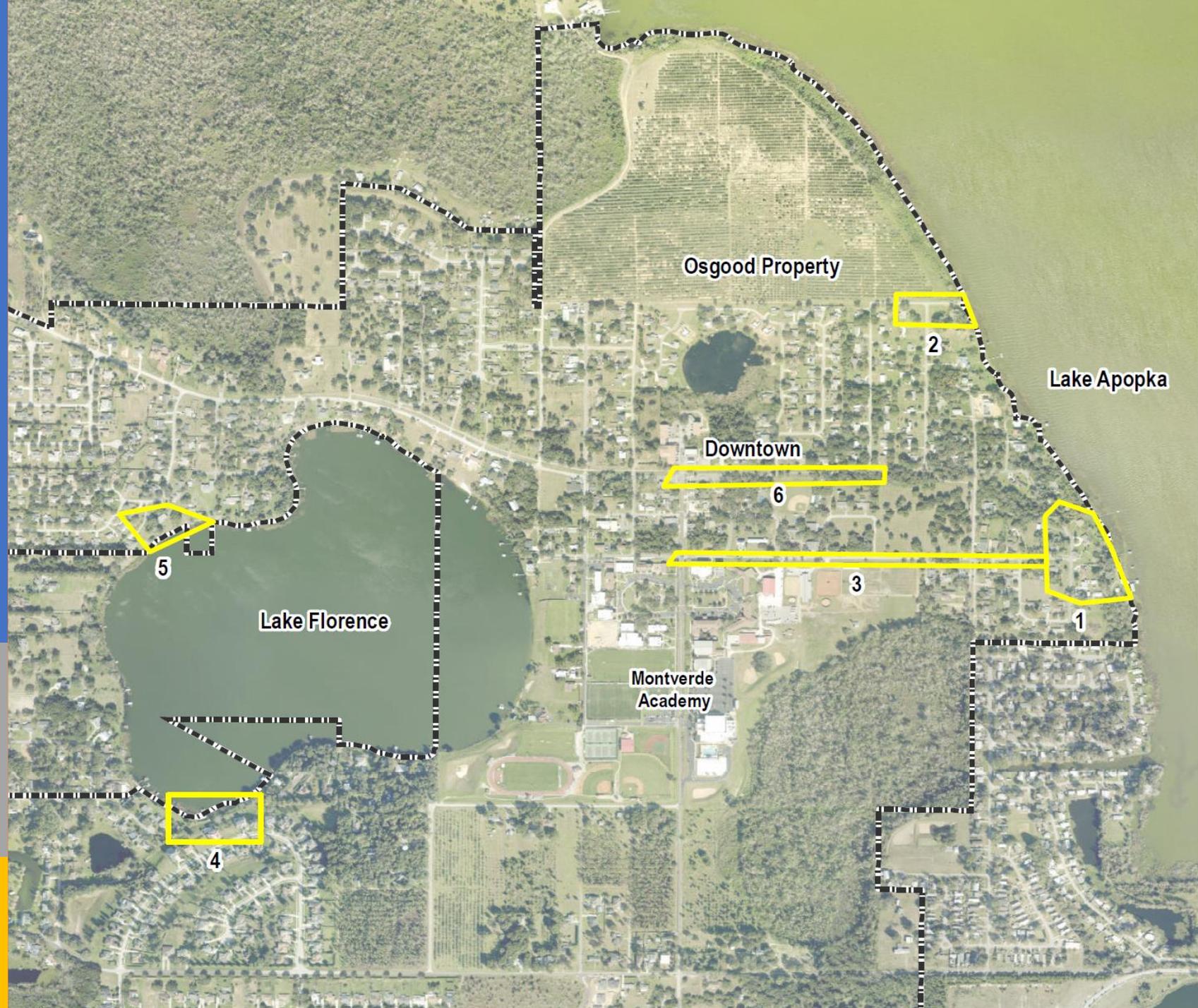
Update on stormwater projects from Town Engineer





Stormwater Improvements Project Update

May 16, 2023



Project Background

- ▶ Town received \$1.8M in Resilient Florida Implementation Grant to be used for **Montverde Infrastructure Flooding Mitigation Program**
- ▶ Town received a supplementary grant of \$200,000 from Lake County Water Authority, to be applied toward the program
- ▶ Program objectives are to construct stormwater retention/detention, collection, and control measures to mitigate flooding and nutrient runoff into Lake Florence and/or Lake Apopka). These measures can include curbing and piping that collects and diverts stormwater runoff to retention/detention ponds.



Work Completed To Date

- ▶ Planning Phase (Complete)
 - ▶ Field Reconnaissance, Identification and Review of SW Project Opportunities
 - ▶ Preparation of Scope of Work and Projected Cost for each of the seven (7) identified SW Improvement Projects
 - ▶ Review of SW Projects with City Staff and ranking of Projects based on Priority and Impact
 - ▶ Based on available grant budget, the first three (3) ranked SW Projects – Truskett Park, Lakeside Drive and Downtown - were selected for Design and Construction
- ▶ Design Phase (in progress)
 - ▶ Survey and geotechnical Work has been completed for the three (3) Projects
 - ▶ Conceptual Layout and Design Phase has started



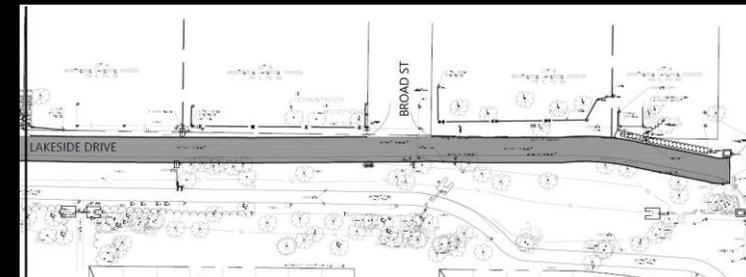
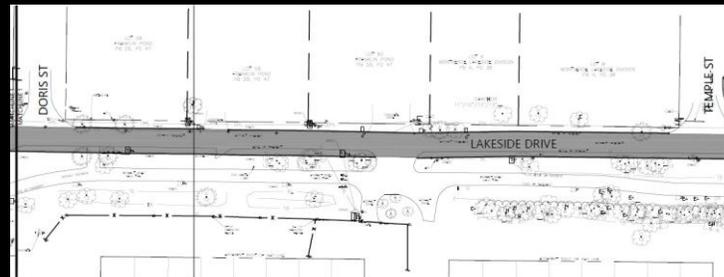
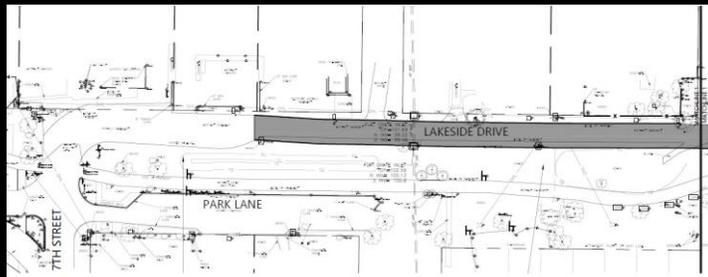
Additional Work Completed To Date

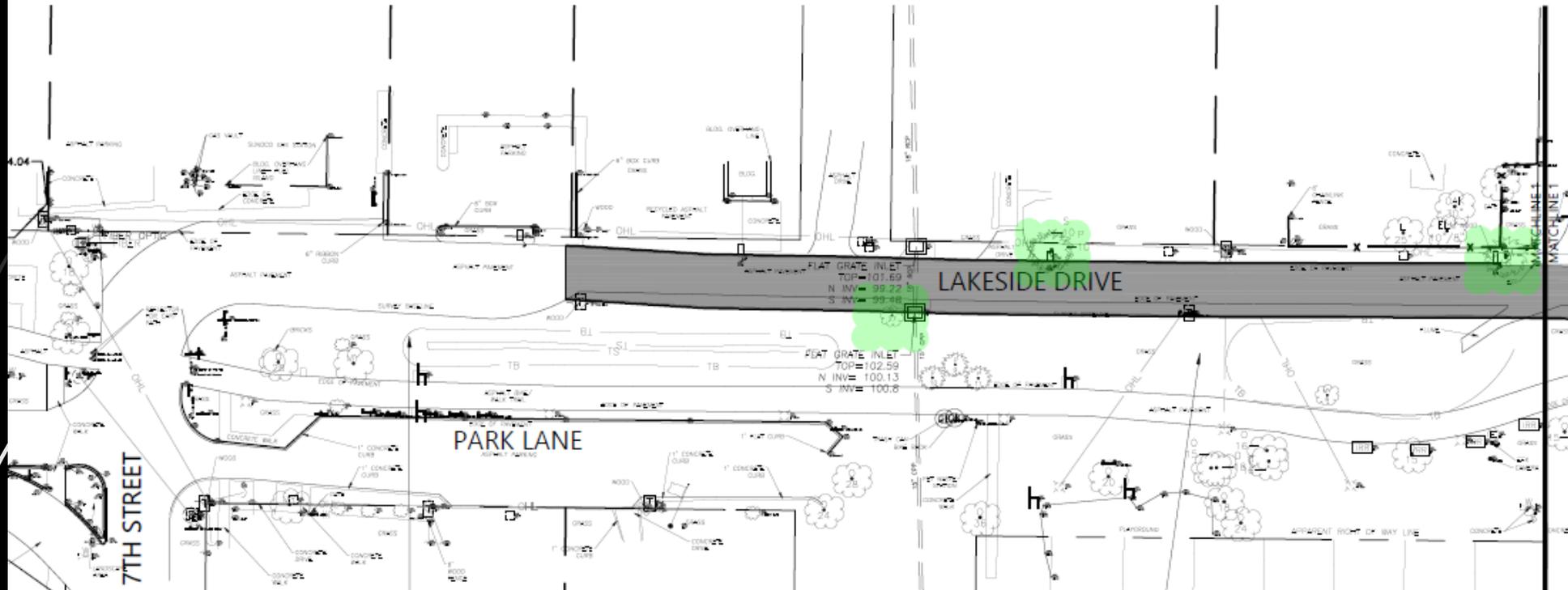
- ▶ Osgood Rd./Abrams Ave. Boat Ramp Improvements
 - ▶ Per City Council's Request the Boat Ramp Improvements were added to the W&C SW Design Project
 - ▶ Surveying Field Work for Boat Ramp Improvements has been completed



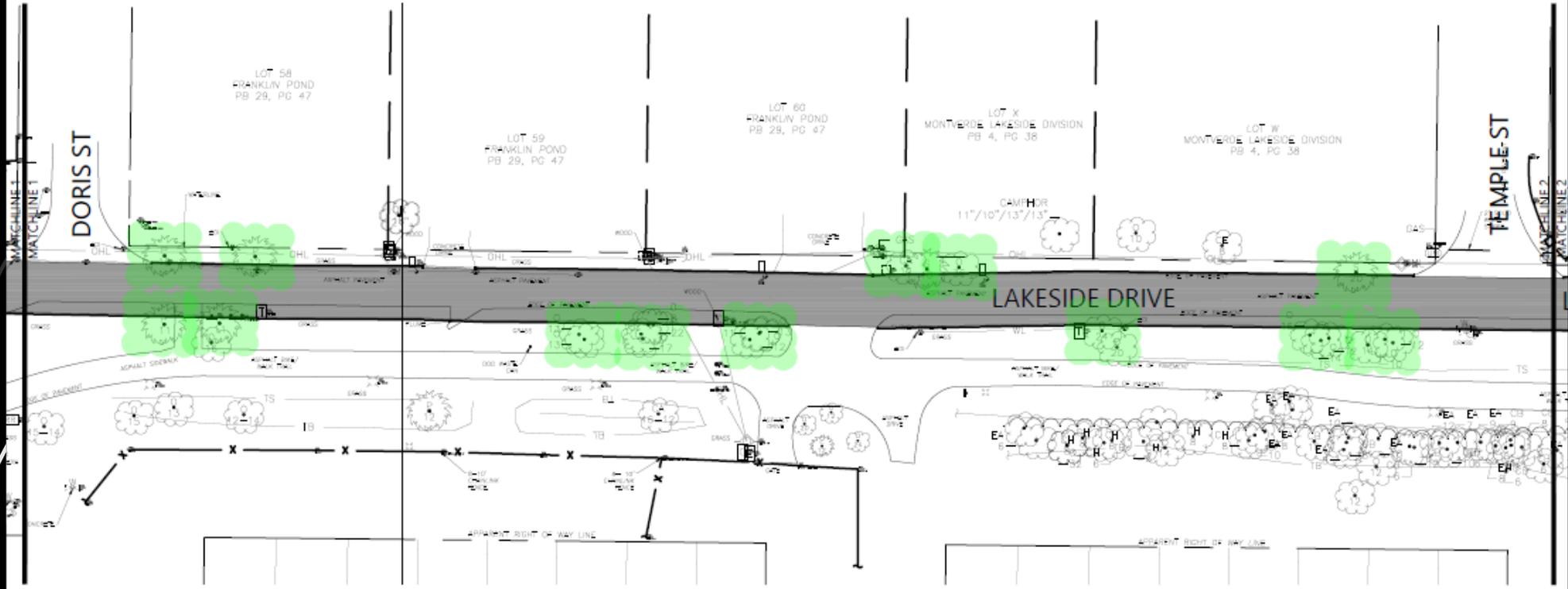
Next Steps

- ▶ Osgood St/Abrams Ave. Boat Ramp Improvements
 - ▶ Completion of Survey Drafting in the Week of 5/15
 - ▶ Development of Specific Design and Permitting Scope
 - ▶ Setup and Meeting with Water Management District about Project
 - ▶ Preparation of Design Plans
- ▶ Truskett Park, Lakeside Drive and Downtown SW Improvements
 - ▶ Presentation of Conceptual Layouts for approval by City Staff

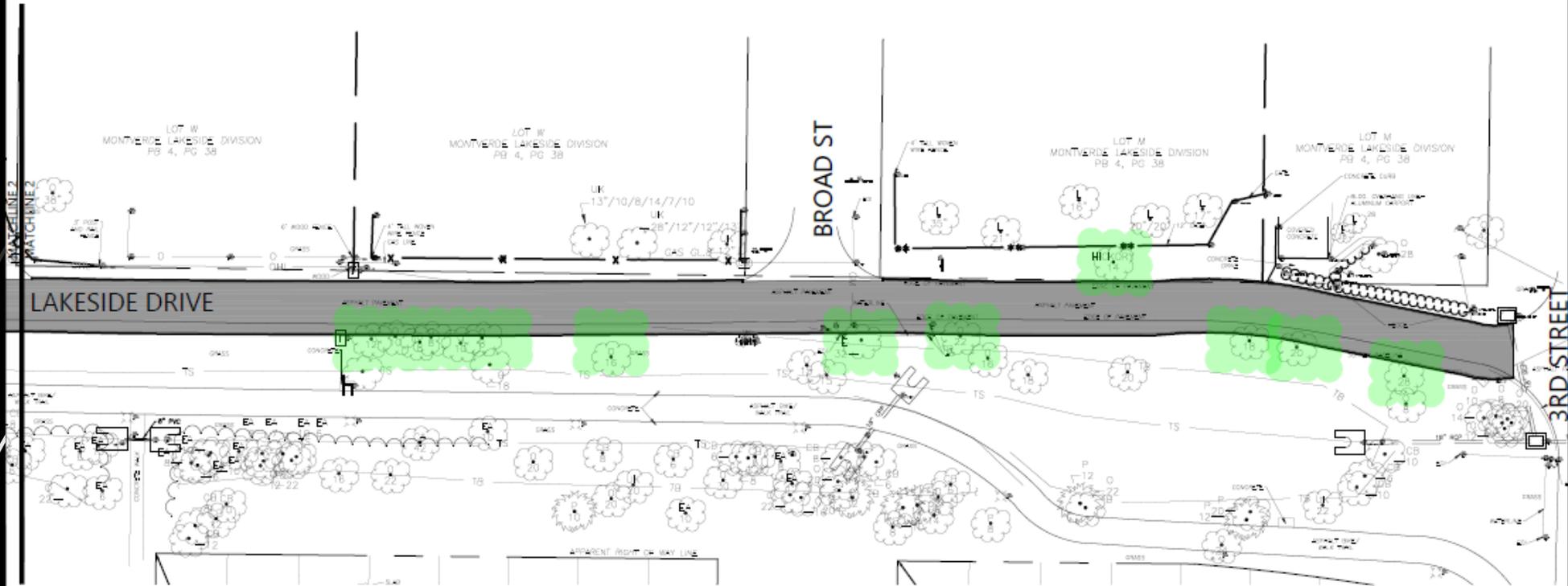




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Schedule

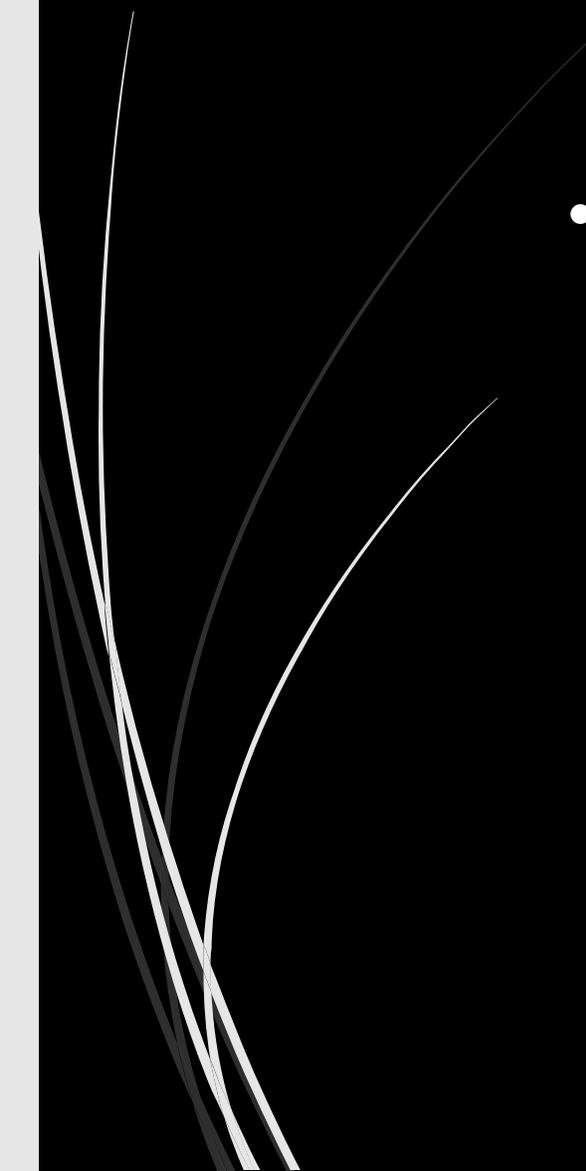
- ▶ Truskett Park, Lakeside Drive and Downtown SW Improvements
 - ▶ Finalized/Approved Concepts – Mid June 2023
 - ▶ 60 % Plans – July 2023
 - ▶ 90 % Plans – August 2023
 - ▶ 100 % Construction Plans – September 2023

- ▶ Osgood Rd./Abrams Ave. Boat Ramp Rehabilitation & SW Improvements
 - ▶ Survey – Mid May 2023
 - ▶ Concept Plan – TBD
 - ▶ 60 % Plans – TBD
 - ▶ 90 % Plans – TBD
 - ▶ 100 % Construction Plans – TBD



- **RESOLUTION NO. 2023-60**

A Resolution of the Town Council of the Town of Montverde, Florida, approving the State of Florida Department of Environmental Protection Standard Grant Agreement for Montverde infrastructure flooding mitigation program, Agreement number 22FRP102 having an expiration date of September 30, 2026 in the amount of \$1,800,000.00; authorizing the Town Manager to execute the agreement; providing for an effective date.



- DISCUSSION ON POTABLE WATER PLANNING



Drinking Water SRF Facilities Plan

May 2023



The public participation process is used to explain the project and the financial impacts to the public. The public participation process shall include the project sponsor's public meeting held before the project sponsor's acceptance of the planning recommendations. The public meeting shall provide for public participation in the evaluation of project alternatives and shall inform the public of the capital cost of the proposed project and the long-term financial impacts on the customers. Notice of the public meeting shall be in accordance with local requirements or 14 days prior to, whichever is greater. – Chapter 62-552, F.A.C.

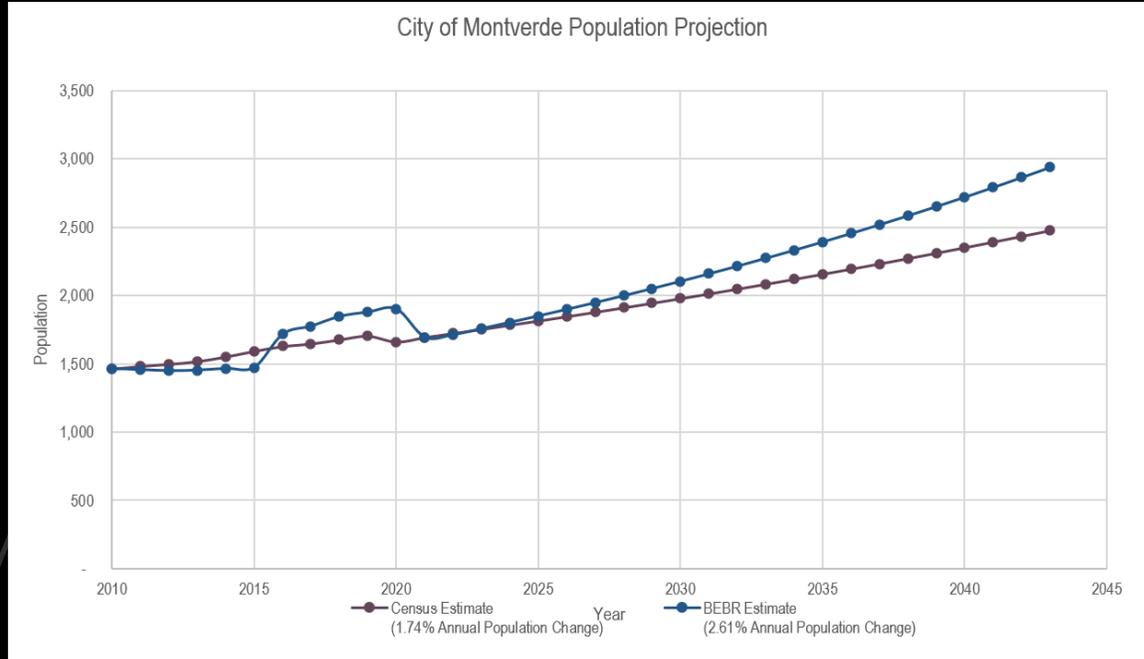


Agenda

- ▶ Drinking Water Facilities Plan Review
 - ▶ Project Summary
 - ▶ Town needs
 - ▶ Evaluation of project alternatives
 - ▶ Capital cost of the proposed project
 - ▶ Long-term financial impacts on the rate payer
 - ▶ Estimated Schedule
 - ▶ Public Comments
 - ▶ Discussion by City Council
 - ▶ Consideration of Resolution



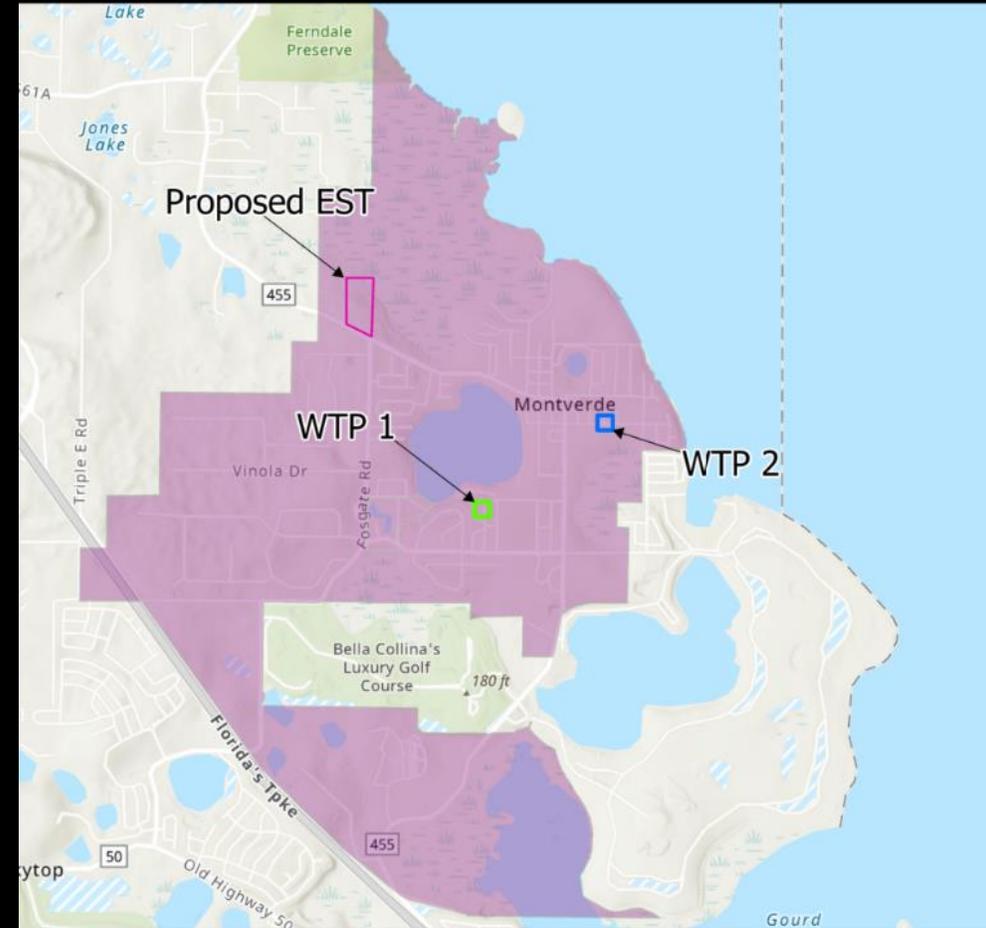
Town Needs



Minimum Storage Capacity = 25% of Max Day Demand + FireFlow Demand

$$\text{Minimum Storage Capacity} = 680,000 \text{ gallons} \times 25\% + \left(1,500 \text{ GPM} \times \frac{60 \text{ min}}{\text{hr}} \right) \times 2 \text{ hrs}$$

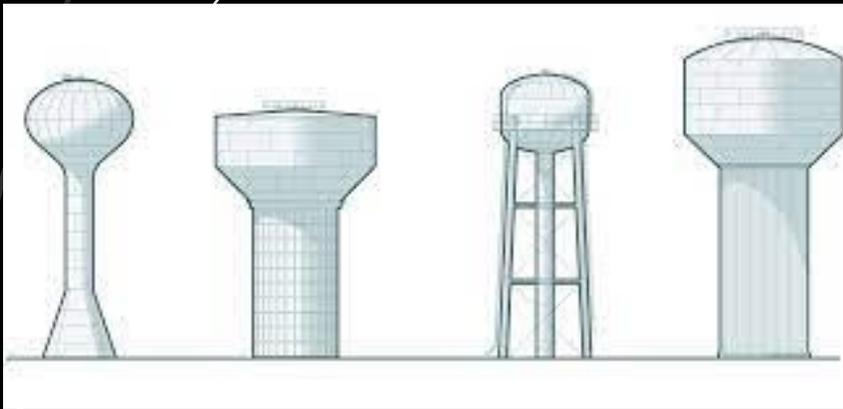
Minimum Storage Capacity = 350,000 gallons



Alternatives Considered

► Alternatives:

1. Ground Storage + UFA Well
- 2. Multi-Column + UFA Well**
3. Pedestal + UFA Well



Environmental Impacts:

No known negative impacts are associated with the selected alternative at this time.

Summary of Costs

	Design Life (Years)	Capital Cost	Annual O&M Cost	Lifetime O&M Cost	Total Life Cycle Cost (2022 Dollars)
Alternative 1 - Redundant UFA Well Improvements and Multicolumn Elevated Storage Tank	20	\$ 4,342,200.00	\$ 57,397.88	\$ 985,443.38	\$ 4,550,000.00
Alternative 2 - Redundant UFA Well Improvements and Pedestal Elevated Storage Tank	20	\$ 4,893,240.00	\$ 60,897.88	\$ 1,045,533.62	\$ 4,986,000.00
Alternative 3 - Redudant UFA Well Improvements and Ground Storage Tank	20	\$ 3,964,340.00	\$ 79,360.38	\$ 1,362,509.61	\$ 5,079,000.00



Selected Alternative Project Capital Cost:

\$4,342,200

Cost to the Rate Payer:

Current rates are sufficient to cover the projected SRF debt service for this project based on the FY 2023 town budget

Project Schedule

Montverde DWSRF Project Schedule

Planning Phase

22-Nov	Kick-off Meeting
23-Feb	30% Design complete
23-Apr	60% Design complete
23-Apr	Submit advertisement request to paper for Public Hearing
23-Apr	Business Plan complete
23-Apr	Environmental Review complete
23-May	90% Design Complete
23-May	Advertise Public Meeting
23-May	Public Meeting to discuss Facilities Plan
23-May	Submit Facilities Plan Resolution, meeting minutes, and certified advertisement to SRF
23-Jun	Submit draft Facilities Plan to FDEP & other government agencies
23-Jun	Publication of Department's environmental information document in the Florida Administrative Weekly
23-Jun	Submit Request for Inclusion (RFI) to FDEP (Tallahassee) for design funding
23-Jul	End of 30-day comment period for the environmental information document
23-Jul	Approval of Planning Documents

Project Schedule

Montverde DWSRF Project Schedule

Design Phase	
23-Aug	Submit loan application to FDEP (Tallahassee) for Design Phase
23-Oct	Resolution and council approval of FDEP loan agreements for design
23-Oct	Complete loan agreements for design phase and release contract for design
23-Nov	Project Design
24-Mar	Submit plans and specifications to FDEP (Tallahassee)
24-May	Submit construction permit application to FDEP (District Office)
24-May	Notice of intent to permit construction and project added to the priority list
24-May	Submit Request for Inclusion (RFI) for inclusion of the construction to FDEP's project priority list;
Construction Phase	
24-Sep	Hearing to add project to the Fundable portion of the priority list;
24-Oct	Submit loan application to FDEP (Tallahassee) for construction activities;
24-Oct	Resolution and council approval of FDEP loan agreements for construction;
24-Dec	Complete loan agreements for construction activities;
25-Jan	Advertise for bids;
25-Feb	Open construction bids;
25-Feb	Award contract;
25-Mar	Issue a notice to proceed (NTP) to Start project construction:
25-Dec	Complete construction of the project;
26-Jan	Certify operation performance of the project and close out the project; and
26-Jun	Begin SRF loan repayments to FDEP

Drinking Water Facilities Plan

- **Technical Review**
- **Environmental Review**
- **Financial Review**
- **Project Schedule**
- **Public Comments**
- **City Council Discussion**
- **Consideration of Resolution**



THANK YOU!

May 2023





Resolution No. 2023-55

A Resolution of the Town Council of the Town of Montverde, Florida, relating to the Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF), adoption of the Drinking Water Facility Plan for the implementation of Drinking Water Improvements, effective this date.