

Description	Regular meeting of the Tohopekaliga Water Authority Board of Supervisors. Present at the meeting were Attorney Mike Davis, Supervisor Jim Wells, Supervisor Bob Bornstein, Chairman Bruce Van Meter, Supervisor John Moody, Supervisor Raul Banasco, Executive Director Brian Wheeler, Executive Assistant Nilsa Diaz, Commissioner Jerry Gemskie, and Commissioner Michael Harford. Commissioner Jean Reed and Supervisor Dick Hord were not present.		
Date	1/27/2010	Location	City of Kissimmee Commission Chambers
Time	Item	Minutes	
5:03:34 PM	MEETING CALLED TO ORDER	Chairman Van Meter called the meeting to order.	
5:03:40 PM	INVOCATION AND PLEDGE OF ALLEGIANCE	Executive Director Wheeler gave the Invocation and Supervisor Jim Wells led the audience in the Pledge of Allegiance.	
5:03:43 PM	APPROVAL OF THE AGENDA	Staff requested the addition of an item under New Business, 10A. APPROVAL OF JANITORIAL SERVICES CONTRACT Supervisor Moody moved for approval of the Agenda as amended. Supervisor Wells seconded the motion. Motion passed 5 to 0.	
5:04:10 PM	AWARDS AND PRESENTATIONS	None	
5:04:13 PM	PUBLIC HEARING	None	
5:04:20 PM	HEAR THE AUDIENCE	No one came forth	
5:04:29 PM	CONSENT AGENDA	Staff requested to pull item 7D. APPROVAL FOR APPROVAL CONSTRUCTION FUNDING ON THE POINCIANA BOULEVARD PHASE 2 PROJECT Supervisor Moody moved for approval of the Consent Agenda Items 7A, 7B, and 7C. Supervisor Banasco seconded the motion. Motion passed 5 to 0 7D. APPROVAL FOR APPROVAL OF CONSTRUCTION FUNDING ON THE POINCIANA BOULEVARD PHASE 2 PROJECT Mr. Wheeler advised the Board that Staff discovered	

		<p>today that the County had not followed the Authority's Local Vendor Preference Policy in the selection of the local contractor for the Poinciana Boulevard Phase 2 utility work. Staff is of the opinion that the interlocal agreement with Osceola County for the project specifies that the Authority's policy will be used in the contract award process. The Executive Director removed the item from the agenda to request the Board delay action on the contract approval until staff has had a chance to resolve the local vendor preference policy application.</p> <p>Approval for construction funding on the Poinciana Boulevard Phase 2 of construction will be continued until the next Board meeting.</p>
5:10:07 PM	INFORMATIONAL PRESENTATIONS	None
5:10:29 PM	UNFINISHED BUSINESS	<p>9A. APPROVAL OF THE ANNUAL FINANCIAL REPORT FOR THE AUTHORITY FOR FISCAL YEAR 2009 – Mr. Dan O'Keefe gave a PowerPoint presentation summarizing the Comprehensive Annual Financial Report for FY2009 and fielded questions from the Board. Mr. O'Keefe explained that an error had been found in the final draft and the final corrected document would be submitted for approval at the next meeting.</p> <p>9B. APPROVAL OF AMENDMENT TO THE TOHO WATER AUTHORITY LOCAL VENDOR PREFERENCE POLICY</p> <p>In the last several months since the Board of Supervisors adopted a Local Vendor Preference Policy in January 2009, staff has observed a drop in the number of non-local contractors bidding and has also received comments from non-local contractors that they won't bid TWA work as long as the policy is in force. A reduction in the number of vendors/contractors bidding the Authority's work by fewer non-local vendors/contractors participating will result in less competitive pricing. Staff proposes to amend the Local Vendor Preference Policy to require a local vendor's bid to be within a specified range or</p>

percentage of the low bid to qualify the local vendor for the local preference.

The Board discussed the Local Vendor Preference Policy, its implementation over the past year, and its application to various sizes of contracts, \$0.25 million up to \$2.0 million. The Authority experiences a higher level of local vendor/contractor participation on smaller value contracts, less than \$1.0 million, than on larger contracts. There was discussion of the alternatives for establishing a percentage or range of percentages of a low bid that a local vendor's bid must fall within to be eligible to receive the local vendor preference. Supervisor Wells expressed a desire to have some consistency between the proposed change in the Authority policy and the percentage or range of percentages specified in the Osceola County and City of St. Cloud local vendor preference policies. Staff did not have information on the City of St. Cloud policy. Supervisor Wells made a motion to continue the agenda item until the next Board meeting to allow staff to report back to the Board on the City of St. Cloud policy. Supervisor Moody seconded the motion. Attorney Davis said that any modification would have to be done through a resolution. Motion passed 5 to 0.

9C.ACTION ON THE PROPOSED SUSPENSION OF CONSTRUCTION OF THE CYPRESS LAKE TEST WELL NO. 2

The Executive Director reported to the Board that the Authority's environmental attorney had received communication from representatives of South Florida Water Management District indicating that the District staff was willing to work with the Authority's consultants on modifying the model for the Cypress Lake Wellfield water use permit application to incorporate data from the test wells and to modify some problems with the model's application to the project. Based on this feedback, the staff is recommending that the work on the No. 2 test well continue and no action is required by the Board.

6:00:25 PM	NEW BUSINESS	<p>10A. APPROVAL OF JANITORIAL SERVICES CONTRACT</p> <p>Jani-King of Orlando has been providing janitorial services to various Toho locations since 2007. In December 2009, an RFP was prepared and advertised and of the four firms that were short listed, Jani-King was ranked as number one.</p> <p>Supervisor Moody motioned for approval of the Janitorial Services contract to Jani-King of Orlando. Supervisor Wells seconded the motion. Motion passed 5 to 0.</p>
6:03:05 PM	STAFF REPORTS	<p>A. TWA ADMINISTRATIVE BUILDING UPDATE –</p> <p>Robert Pelham provided a PowerPoint presentation outlining progress on the construction of the administrative building. One of the items discussed was the commemorative plaque and what names it should include; the Board asked that all past Board members' names be placed on the plaque and that Mr. Van Meter be recognized as the Chairman. The logo should also be put on the plaque.</p> <p>Staff has received submittals from a number of vendors interested in providing the interactive display for the lobby of the administrative building. The staff has narrowed the list of vendors for the Board to consider to five. A recommendation was made to have a Friday afternoon workshop for the vendors to make presentations to the Board. The workshop would be scheduled in conjunction with a tour of the administrative building. The Board discussed the potential to allocate more funding to the lobby display either through left over project funds or additional incremental allocations through the budget process. The Board then discussed the flooring alternatives again between tile and terrazzo. Staff was requested to find out from the contractor whether construction had progressed to the point that terrazzo could not be considered without significant modifications to existing completed work. After discussion, the Board agreed upon Friday, February 12, 2010 as the date for the tour of the building and the workshop on the presentations by vendors on the lobby display.</p> <p>February 12th. Staff and the Board will meet at 11:30</p>

		<p>AM for the building tour and begin the workshop for the vendor presentations at 1:30 PM. The attorney advised the Board that no discussions were permitted amongst the board members during the tour. Supervisor Wells suggested inviting the ex-officio members. Mr. Pelham asked the Board if they were agreeable to dropping the \$50,000 category from the interactive display budget and there was consensus to eliminate this budget level because it would be inadequate for the size of the lobby. The idea of portable units that can be taken to the schools was briefly discussed.</p> <p>Mr. Pelham presented some information on the dais design and cost as requested from the previous meeting. Supervisor Wells suggested waiting until Supervisor Hord was present to discuss the dais and make a final decision.</p> <p>Mr. Van Meter volunteered his wife, Jeannie, for the Artwork Selection Committee. Supervisor Moody will also participate.</p> <p>Executive Director Wheeler said that staff is working on alternative solutions for the situation in Poinciana with the incomplete lift station which receives flow from three homes. The Board did not approve completing construction of the lift station as presented at the last meeting which will require the Authority to continue to pump and transport the sewage to another location.</p>
6:51:13 PM	BOARD OFFICIALS	
6:51:40 PM	ADJOURNED	<p>There being no further business to come before the Board, Chairman Van Meter adjourned the meeting.</p> <hr/> <p>Bruce R. Van Meter, Chairman</p> <hr/> <p>John E. Moody, Secretary</p>