

*BACKUP
DOCUMENTS*

POLK COUNTY

COPY

December 14, 2025 Board of County Commissioners Regular Meeting
Agenda Item #

SUBJECT:

Utility infrastructure agreement with Clayton Properties Group, Inc. for the Myrtlebrook Development Lift Station Upsizing, Force Main upsizing, and Force Main and Potable Water Line abandonment.

DESCRIPTION:

The Myrtlebrook Development proposed in Polk County's Norwest Regional Service Area included a lift station to serve the development. During the development review process, Polk County Utilities staff identified an opportunity eliminate an existing 20-year-old lift station in the adjacent development into one newly constructed lift station to serve both developments.

Polk County Utilities requested that Clayton Properties upsize the lift station required to serve the Myrtlebrook Development to accommodate the flows from existing Lift Station 73 serving the adjacent Myrtlewood Subdivision, add an emergency power stand-by generator and abandon the 40-inch force main service associated with Lift Station 73. In addition, an 8-inch water main located in an easement behind the homes on the west side of the Myrtlewood Subdivision will be abandoned and replaced by the looped water main system in the new development.

Clayton Properties will be reimbursed \$313,838.72 for the upsizing of the lift station, the addition of a generator, and the abandonment of the existing infrastructure.

RECOMMENDATION:

Request Board approve the Utility Infrastructure Agreement with Clayton Properties Group, Inc. for the Myrtlebrook Development Force Main Extension.

FISCAL IMPACT:

Funds are available in the Utilities Five-Year Community Investment Program Budget in the Miscellaneous Developer Agreements Projects Budget (One-time Fiscal Impact)

CONTACT INFORMATION

Project Manager Name: Joshua Behr
Project Manager Title: Capacity Engineer
Telephone Number: 863-298-4212
Email Address: joshuabehr@polk-county.net

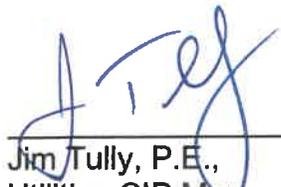
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PROJECT CHECKLIST:

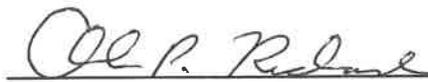
- Project Name: Utility Infrastructure Agreement Water and Wastewater Improvements in Myrtlebrook
- Project Location: NWRUSA – Myrtle Road
- Source of Funds: Funding is available in Miscellaneous Developer's Agreement Project Budget (42111.680536150.5666000.6817009)
- Project Cost Summary: Not to exceed cost of \$313,838.72
- Certifications: This request has been reviewed by:



Joshua Behr, P.E.,
Utilities Capacity Engineer



Jim Tully, P.E.,
Utilities CIP Manager



Charles Richards, CPA
Customer Service/Finance Manager



Tamara Richardson, P.E.
Utilities Division Director

COPY

Utilities Division -Signature Request/Routing Request

**PLEASE REVIEW AND APPROVE THE ENCLOSED DOCUMENTS AND
FORWARD AS NOTED BELOW**

Board Agenda Track

This item is slated for the (Month) 1 (Day) 10 (Year) 2024 Bocc Meeting

PROJECT TITLE: Utility Infrastructure agreement with Clayton Properties Group Inc. for the Myrtlebrook Development Lift station Upsizing, Force Main Upsizing, and Force Main and Potable Water line abandonment

PROJECT MANAGER: Joshua Behr

Number of original documents enclosed: 2

MUST BE RETURNED BY: 12/24/25

Not procurement related

- ~~_____ PROCUREMENT / Michele Sims: All originals with support are attached for your review and approval. **MICHELE: Please forward this package to the County Attorney offices Attention Jackie Lanfair after signature?**~~
- 70 COUNTY ATTORNEY/Thomas Norsworthy: All originals with support are attached for your review and approval. **JACKIE: Please forward this package to the Deputy County Manager offices, Atten: Stacy Craver, after signature?**
- AS DEPUTY CO~~MGR~~ / John Bhode: All originals with support are attached for your review and approval. **Michele: Please return this entire package back to Charles Richards in the Utilities Division after signature?**

Please email me a quick message to let me know when this package has left your offices to the next party – THANKS!

ATTEN: Emily Perez, Mail Drawer UT01 (Phone: 863-298-4142)

REQUEST FOR LEGAL SERVICES

COPY

To: County Attorney's Office- Attention : Tom Norsworthy

From: Tamara Richardson, P.E. Utilities Director

Division: Utilities

Prepared by: Emily Perez **Phone Number:** 863-298-4142

Date: November 18th, 2025

Subject: Utility Infrastructure agreement with Clayton Properties Group Inc. for the Myrtlebrook Development Lift station Upsizing, Force Main Upsizing, and Force Main and Potable Water line abandonment

BACKGROUND:

The Myrtlebrook Development proposed in Polk County's Norwest Regional Service Area included a lift station to serve the development. During the development review process, Polk County Utilities staff identified an opportunity eliminate an existing 20-year-old lift station in the adjacent development into one newly constructed lift station to serve both developments.

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REQUESTED ACTION:

Request Board approve the Utility Infrastructure Agreement with Clayton Properties Group, Inc. for the Myrtlebrook Development Force Main Extension.

Need response no later than **Thursday 12 4 2025**

(day of month) (month) (day) (Year)

Per Agmt Section 3, debt attached as Exhibit "c" shall be a warranty deed. see enclosed example

APPROVED BY

(subject to approval) Tom Norsworthy

Tom Norsworthy

For County Attorney office use only:

Date _____

Signature _____

Assign to: *Tom Norsworthy*

Date *11/20/25*

County Attorney Project No: *25-753*

Logged out: *11/25/25*



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/05/25

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER FLORIDA DESIGN INSURANCE LLC 4707 W Gandy Blvd Ste 15 Tampa, FL 33611 License #:E021349	CONTACT NAME: TKJ PHONE (A/C, No, Ext): (813)600-5379 E-MAIL ADDRESS: tjohnson@floridadesigninsurance.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Wood & Associates Engineering LLC 1925 Bartow Rd Lakeland, FL 33801 863-940-2040	INSURER A : Liberty Insurance Under A XV	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	
		NAIC # 42404

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			AEXNYABD3ID008	11/18/24	11/18/25	Each Claim \$1,000,000 Annual Aggr \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Professional Liability is written on a claims made and reported basis.

CERTIFICATE HOLDER

Polk County
 330 West Church Street
 Bartow, FL 33830

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jammy K. Johnson

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Perez, Emily

From: St. Jean, Mitch
Sent: Tuesday, November 18, 2025 8:51 AM
To: Perez, Emily
Subject: RE: Myrtlebrook Clayton properties adequate insurance information

Good morning,

Yes, the certificate of insurance provided is in accordance with our requirements.

Thanks,

Mitch St. Jean, CWCL
Safety & Claims Administrator



Polk County Board of County Commissioners
Risk Management Division
P. O. Box 9005, Drawer AS06
Bartow, FL 33831
Ph: 863-534-5268
Fax: 863-519-4726
mitchstjean@polkfl.gov

From: Perez, Emily <EmilyPerez@polkfl.gov>
Sent: Monday, November 17, 2025 1:38 PM
To: St. Jean, Mitch <mitchstjean@polkfl.gov>
Subject: RE: Myrtlebrook Clayton properties adequate insurance information

Good afternoon, Mitch, I have received a revised COI for Myrtlebrook. Please review this and let me know if this meets our county requirements 😊

From: Perez, Emily
Sent: Thursday, November 13, 2025 12:23 PM
To: St. Jean, Mitch <mitchstjean@polk-county.net>
Subject: RE: Myrtlebrook Clayton properties adequate insurance information

Thank you, Mitch, I will get this taken care off. Thank you 😊