

MINUTES
CLAY COUNTY UTILITY AUTHORITY
October 2, 2018

The Board of Supervisors of the Clay County Utility Authority (CCUA) met in Regular Session in the Board meeting room at the Administrative Office of the Clay County Utility Authority, 3176 Old Jennings Road, Middleburg, Florida, on the above-stated date.

Item No. 1 – Call to Order

Chairman Welch called the meeting to order at 2:01 P.M.

Item No. 2 – Invocation/Pledge of Allegiance

Chairman Welch offered the Invocation and led those in attendance in the Pledge of Allegiance.

Item No. 3– Roll Call

Roll Call was taken with Chairman Welch, Vice-Chairman Buck, Mr. Davis, Mrs. Gardella, Mr. Kloss, and Mr. Starnieri in attendance.

Also present at the meeting were Executive Director Tom Morris, Chief Operations Officer Jeremy Johnston, Chief Financial Officer Jeff Wesselman, Chief Information Officer Allen Boatright, Chief Customer Officer Celeste Goldberg, Chief Engineer Jim French, Project Manager Warrick Sams, Contracts Administrator Lynn Valentin, and Grady H. Williams, Jr. LL.M, legal counsel to the CCUA.

Item No. 4– Swearing in of Supervisors and Election of Chairman and Vice-Chairman

a. Swearing in of Supervisors Gardella, Starnieri, and Welch

Mr. Williams conducted the swearing in of Mrs. Mona Gardella, Mr. James Starnieri, and Mr. Matthew Welch for appointment to the Board of Supervisors by the Clay County Board of County Commissioners for a term to expire September 30, 2021.

b. Election of Chairman and Vice-Chairman for the 2018/2019 Fiscal Year

Chairman Welch opened the floor for nominations for Chairman. Mr. Kloss nominated Mr. Buck to serve as Chairman for the 2018/2019 Fiscal Year, seconded by Mr. Davis. There were no other nominations received for Chairman. After discussion, the motion carried 6-0, to elect Mr. Buck to serve as Chairman.

Mr. Morris presented a plaque to Mr. Welch in appreciation of his year of serving as the Chairman of the Clay County Utility Authority Board of Supervisors.

The floor was then opened for nominations for Vice-Chairman. Mr. Davis nominated Mrs. Gardella for Vice-Chairman for the 2018/2019 Fiscal Year, seconded by Mr. Welch. There were no other nominations received for Vice-Chairman. After discussion, the motion carried 6-0, to elect Mrs. Gardella to serve as Vice-Chairman.

Item No. 5 – Approval of Minutes

- a. Board of Supervisors Regular Meeting, September 18, 2018
- b. Board of Supervisors Joint Workshop, September 18, 2018

After discussion, Vice-Chairman Gardella moved, seconded by Mr. Welch and carried 6-0, to approve the minutes of the Board of Supervisors Regular Meeting, September 18, 2018 and the Board of Supervisors Joint Workshop, September 18, 2018.

Item No. 6– Approval of Consent Agenda

- a. Approval of Financial and Operational Activities

After discussion, Mr. Kloss moved, seconded by Vice-Chairman Gardella and carried 6-0, to approve the Financial and Operational Activities as follows;

- 1) Approval of Payment of Warrants
Warrants totaling \$1,023,448.03
 - a. Schedule of payments to Sole Sources
 - b. Schedule of Emergency Repairs/Purchases - None
 - c. Schedule of items initiated under Emergency Contract - None
 - d. Schedule of payments from the Emergency Account
 - e. Schedule of claims paid under the Sewage Backup Response Policy - None
 - f. Detailed Descriptive Warrant Report
- 2) Request for Asset Disposal Authorization - None
- 3) Request for Sole Source Designation - None

- b. Approval of Capital Budget Activities

After discussion, Mr. Welch moved, seconded by Mr. Davis and carried 6-0, to approve the Capital Budget Activities, as follows;

- (1) Requests for Award of Procurement Contracts and/or Ratification of Contracts and Procurement or Construction Contracts - None
- (2) Approval of Supplemental Agreements and Change Orders
 - a. Supplemental Agreements
 - i. Proposed Supplemental Agreement No. 11 to Professional Geotechnical Engineering Services Agreement No. 2012/2013-A10 with Universal Engineering Sciences to conduct Geotechnical exploration for the Spencer’s WWTF Clarifier No. 2 (\$12,350.00)
 - b. Change Orders - None

- c. Approval of Developer Agreements, Warranty Deeds & Easements

After discussion, Mr. Davis moved, seconded by Mr. Kloss and carried 6-0, to approve the Developer Agreements, Warranty Deeds & Easements as follows;

- (1) Developer Agreement CU17/18-26 - Water Service to 392 Old Jennings Road (Susie J. Page) – 1 ERC water, 1 ERC AWS, 1 ERC debt service - \$4,860.38

- (2) Developer Agreement KH17/18-10 - Water Service to 6325 Hutchinson Avenue (Jorge Ruiz and Rosita Ruiz) – 1 ERC water, 1 ERC AWS, 1 ERC debt service - \$4,265.78
- (3) Developer Agreement KU17/18-54 - Water & Wastewater Service to 1658 White Owl Road (Nicholas J. Dubis & Beverly Dubis) - 1 ERC water, 1 ERC AWS, 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service – \$5,311.34
- (4) Developer Agreement SS17/18-06 - Ladybird Daycare - 1001 Oakleaf Plantation Parkway (LBRE II, LLC) - 7.5 ERC’s water, 7.5 ERC’s AWS, 7.5 ERC’s wastewater, 1.5 ERC’s reclaimed, 7.5 ERC’s debt service - \$50,319.00
- (5) Grant of Easement – Water main extensions along Wells Road for General RV Expansion – Grantor – Griffin Limited Partnership, Ltd.
- (6) Grant of Easement – 1658 White Owl Road – Nicholas J. Dubis and Beverly Dubis
- (7) Grant of Easement – Offsite easement at 7399 Sunrise Boulevard for the extension of a wastewater main to the Keystone RV Resort – Grantor – City of Keystone Heights
- (8) Grant of Easement – Offsite easement at SR 100 and CR 21-B for the extension of a wastewater main to the Keystone RV Resort – Grantor – Bradford County, Florida
- (9) Grant of Easement – Volunteer Fire Station 2-B and Courthouse Annex at 3987 SE 8th Avenue – Grantor – Board of County Commissioners of Bradford County, Florida

Item No. 7 – Customer Account Adjustments – None

Item No. 8 – Business discussed at Committee Meetings - None

Item No. 9 – Executive Director’s Business

- a. Request for approval of the proposed 2019 Board meeting schedule and CCUA holiday office closures

Mr. Morris presented a request for approval of proposed Board of Supervisors meeting dates and observed holidays for 2019. After discussion, Vice-Chairman Gardella moved, seconded by Mr. Welch and carried 6-0, to approve the meeting dates and observed holidays for 2019, as revised, as presented by Mr. Morris.

- b. Request for permission to execute an Eighth Amendment to the Clay County Utility Authority (“CCUA”) Master Water, Wastewater, and Reclaimed Water Utility Service Agreement (“Master Agreement”) for Governor’s Park, a Corrective Special Warranty Deed (Pond Site), a Corrective Non-Exclusive Access License [to Permanent Pond Site], and a Corrective Non-Exclusive Utility and Access Easement [to Permanent Pond Site] to correctly described CCUA’s Pond Site property boundary and easement boundary

Mrs. Valentin presented a request for permission to execute an Eighth Amendment to the Clay County Utility Authority (“CCUA”) Master Water, Wastewater, and Reclaimed Water Utility Service Agreement (“Master Agreement”) for Governor’s Park, a Corrective Special Warranty Deed (Pond Site), a Corrective Non-Exclusive Access License [to Permanent Pond Site], and a Corrective Non-Exclusive Utility and Access Easement [to Permanent Pond Site] to correctly described CCUA’s Pond Site property boundary and easement boundary. After discussion, Mr. Welch moved, seconded by Mr. Davis, and carried 6-0, to approve execution of the documents, as presented by Mrs. Valentin.

- c. Other

Discussion regarding a proposed Workshop Session - Board of Supervisors Informational Tour

Mr. Morris presented for consideration a proposed informational tour of CCUA's facilities for members of the Board and other interested persons. Chairman Buck, Vice-Chairman Gardella, and Mr. Starnieri expressed an interest in attending. After discussion, it was the consensus of the Board to have staff select a few proposed dates for consideration at a future meeting.

Item No. 10 – Legal Business

a. Action on proposed Resolution No. 2018/2019-01 – Annual Rate Resolution and Service Availability Policy

Mr. Williams presented for approval proposed Resolution No. 2018/2019-01 which is adopting, amending and restating the water and wastewater utility rates, adopting, amending and restating the Service Availability Policy and Fire Hydrant Meter Policy. After discussion, Mr. Davis moved, seconded by Vice-Chairman Gardella and carried 6-0, to, approve, adopt and enact the Resolution with an effective date of October 1, 2018, as presented by Mr. Williams.

b. Action on proposed Resolution No. 2018/2019-02 – Annual Budget Resolution

Mr. Williams presented for approval proposed Resolution No. 2018/2019-02 – Adopting the Annual Budget. After discussion, Mr. Davis moved, seconded by Mr. Kloss and carried 6-0, to, approve, adopt and enact the Resolution with an effective date of October 1, 2018, as presented by Mr. Williams.

c. Action on proposed Resolution No. 2018/2019-03 – Annual Five-Year Capital Plan Resolution

Mr. Williams presented for approval proposed Resolution No. 2018/2019-03 – Adopting the Annual Five-Year Capital Plan. After discussion, Vice-Chairman Gardella moved, seconded by Mr. Davis and carried 6-0, to, approve, adopt and enact the Resolution with an effective date of October 1, 2018, as presented by Mr. Williams.

d. Other

Mr. Williams thanked the Board for their participation in the Joint Workshop with the Town of Orange Park. Mr. Morris and members of the Board discussed topics which were mentioned during the Workshop.

Item No. 11 – Old Business/New Business - None

Item No. 12 – Public Comment - None

Item No. 13 – Supervisor Comments

Mr. Davis offered congratulations to the new Chairman and Vice-Chairman, welcomed Mr. Starnieri, and thanked Mr. Welch for his year of service as Chairman.

Mr. Starnieri stated he was very glad to be here and to be of service to the community. He said he has also enjoyed meeting everyone today.

Vice-Chairman Gardella thanked Mr. Welch for his year of service and congratulated Mr. Buck on being elected Chairman.

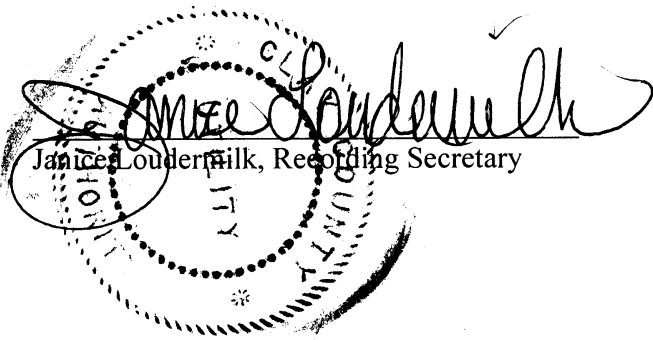
Mr. Welch congratulated Mr. Buck and Mrs. Gardella and welcomed Mr. Starnieri. He also thanked staff and expressed his appreciation for all their support last year.

Mr. Kloss thanked Mr. Welch and congratulated Mr. Buck and Mrs. Gardella. He also welcomed Mr. Starnieri and congratulated the entire CUA organization on their 25th year.

Chairman Buck thanked Mr. Welch for serving as Chairman last year. He also thanked staff for all their assistance and stated he is looking forward serving as Chairman during the coming year.

Item No. 14 – Adjournment

Chairman Buck adjourned the meeting at 2:40 P.M.



Janice Loudermilk, Recording Secretary

The image shows a handwritten signature in cursive that reads "Janice Loudermilk". Below the signature is a circular stamp with a dotted border. The text inside the stamp is partially obscured by the signature but appears to contain the words "CLUB" at the top and "UNITY" at the bottom, with some other illegible text in the center.



Russell Buck, Chairman

The image shows a handwritten signature in cursive that reads "Russell Buck". Below the signature is a horizontal line.