

MINUTES  
CLAY COUNTY UTILITY AUTHORITY  
February 19, 2019

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 Buck called the meeting to order at 2:00 P.M.

Item No. 2 – Invocation/Pledge of Allegiance

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

Item No. 3– Roll Call

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

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

Item No. 4 – Approval of Minutes

a. Board of Supervisors Regular Meeting, February 5, 2019

After discussion, Mr. Davis moved, seconded by Mr. Welch and carried 5-0, to approve the minutes of the Board of Supervisors Regular Meeting, February 5, 2019.

Item No. 5– Approval of Consent Agenda

a. Approval of Financial and Operational Activities

After discussion, Mr. Kloss moved, seconded by Mr. Starnieri and carried 5-0, to approve the Financial and Operational Activities, as follows;

Approval of Payment of Warrants

- 1) Warrants totaling \$2,175,819.24
  - 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 made from the Emergency Account
  - e. Schedule of claims paid under the Sewage Backup Response Policy - None
  - f. Detailed Descriptive Warrant Report
  - g. Statement from Grady H. Williams, Jr. LL.M.
- 2) Request for Asset Disposal Authorization - None
- 3) Request for Sole Source Designation - None

b. Approval of Capital Budget Activities - None

c. Approval of Developer Agreements, Warranty Deeds & Easements

After discussion, Mr. Kloss moved, seconded by Mr. Davis and carried 5-0, to approve the Developer Agreements, Warranty Deeds & Easements as follows;

- 1) Developer Agreement KH18/19-06 - Water Service to 4401 SE 3<sup>rd</sup>. Place (Christian Binet & Dawn M. Freeland) – 1 ERC water, 1 ERC AWS, 1 ERC debt service - \$2,035.40
- 2) Developer Agreement KU18/19-15 - Wastewater Service to 31 Swimming Pen Drive (Swimming Pen Drive In-Fill Project) (JoAn Baughman) - 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$14,692.25 (\$14,346.05 financed)
- 3) Developer Agreement SS18/19-04 - Eagle Landing at Oakleaf Plantation, Phase 5B – 99 Single Family Lots (DFH MOF Eagle Landing, LLC) – 99 ERC’s water, 99 ERC’s AWS, 99 ERC’s wastewater, 99 ERC’s reclaimed, 99 ERC’s debt service - \$434,682.00 (\$412,335.00 deferred)
- 4) Grant of Easement – 2755 Blanding Blvd., Suites 109 & 110 – Grantor – BBS Properties, LLP
- 5) Grant of Easement – Volunteer Fire Station 2-B and Courthouse Annex at 3987 SE 8<sup>th</sup> Avenue – Grantor – Santa Fe College Foundation, Inc.
- 6) Grant of Easement – 2751 Blanding Blvd., Suite 106 – Grantor – Summer Land Investments, LLC
- 7) Grant of Easement – 2751 Blanding Blvd., Suite 105 – Grantor – Umamaheswararao Naidu
- 8) Grant of Easement – 2755 Blanding Blvd., Suites 111 & 112 – Grantors – Bonny W. Padgett and Brenda G. Padgett
- 9) Grant of Easement – 31 Swimming Pen Drive – Grantor – JoAn Baughman

Item No. 6 – Customer Account Adjustments – None

Item No. 7 – Business discussed at Committee Meetings - None

Item No. 8 – Executive Director’s Business

a. January Financial Package

Mr. Wesselman reported operating income for January is \$337,140 under budget due to an unfavorable revenue but favorable expense variance. Operating revenue is \$765,805 under budget but operating expenses are \$428,665 under budget. The Authority has gained 162 active water accounts and 173 active sewer accounts for fiscal year 2018/2019 through January. Members of the Board and Mr. Wesselman reviewed how active accounts and ERC’s are calculated for the monthly reports. After discussion, Mr. Davis moved, seconded by Mr. Starnieri, and carried 5-0, to accept the Financial Package for January 2019, as presented by Mr. Wesselman.

b. Request for approval of proposed Supplemental Agreement with Bhide & Hall Architects, P.A. for CCUA Administrative Complex Master Plan Update

Mr. Morris and Mr. Johnston presented a request for approval of a proposed Supplemental Agreement with Bhide & Hall Architects, P.A. for the CCUA Administrative Complex Master Plan Update project. After discussion, Mr. Starnieri moved, seconded by Mr. Davis and carried 5-0, to approve in the Supplemental Agreement lump sum amount of \$85,977, as presented by Mr. Morris and Mr. Johnston.

c. Request for approval of proposed St. Johns River Water Management District (SJRWMD) Stormwater Harvesting Pilot Cost-Share Agreement

Mr. Johnston presented a request for approval of proposed St. Johns River Water Management District (SJRWMD) Stormwater Harvesting Pilot Cost-Share Agreement. CCUA requested and was awarded funding for the Stormwater Harvesting Pilot Project in a not to exceed amount of \$304,590 towards the estimated construction cost of the project. Upon satisfactory completion of the Project, the District shall pay CCUA fifty percent (50%) of the total construction cost of the pilot project, but in no event shall the District's cost-share exceed \$304,590. After discussion, Mr. Davis moved, seconded by Mr. Kloss and carried 5-0, to approve execution of the St. Johns River Water Management District (SJRWMD) Stormwater Harvesting Pilot Cost-Share Agreement, as presented by Mr. Johnston.

d. Request for selection of the firm for 2018/2019 RFQ #1 FCOB Utility Crossings Professional Services and approval of the minutes of the qualification opening held on January 31, 2019

Mr. French presented a request for selection of the firm for 2018/2019 RFQ #1 FCOB Utility Crossings Professional Services and approval of the minutes of the qualification opening held on January 31, 2019. Staff received two sets of qualifications and after review and the evaluation committee's scoring, Jacobs Engineering Group, Inc. was the highest ranked firm. After discussion, Mr. Starnieri moved, seconded by Mr. Welch and carried 5-0, to approve proceeding with negotiations with Jacobs Engineering Group, Inc. for the FCOB Utility Crossings project, as presented by Mr. French. After additional discussion, Mr. Welch moved, seconded by Mr. Kloss and carried 5-0, to approve minutes of the qualification opening held on January 31, 2019.

e. Request for award of Project 2017/2018-A10 – Spencer's WWTF Clarifier No. 4 and approval of the minutes of the bid opening held on January 31, 2019

Mr. French presented a request for award of Project 2017/2018-A10 – Spencer's WWTF Clarifier No. 4 and approval of the minutes of the bid opening held on January 31, 2019. Staff received three bids, and after evaluation by staff and the project engineer, PBM Constructors, Inc. was the apparent qualified low bidder. After discussion, Mr. Welch moved, seconded by Mr. Kloss and carried 5-0, to award Project 2017/2018-A10 – Spencer's WWTF Clarifier No. 4 in the amount of \$1,639,000 to PBM Constructors, Inc. After additional discussion, Mr. Welch moved, seconded by Mr. Kloss and carried 5-0, to approve minutes of the bid opening held on January 31, 2019.

f. Other - None

Item No. 9 – Legal Business

a. Other - None

Item No. 10 – Old Business/New Business

Mr. Starnieri queried staff to see if there are any outstanding issues from Hurricane Irma. Mr. Morris discussed the completion of the raising of Lift Station 22 and CCUA's new fuel truck. He also relayed staff is working on a fuel procurement contract to assure we have access to fuel when needed during an emergency.

Item No. 11 – Public Comment - None

Item No. 12 – Supervisor Comments

Mr. Starnieri asked if any progress had been made on the appointment of the new Board member. Mr. Morris responded to same.

Mr. Welch inquired about the letter from the Ravines Community Association and CCUA's response. Mr. Morris and Mr. Johnston reviewed what was discussed in the meetings with the Ravines Community Association regarding the Ravines WWTF plant site.

Chairman Buck asked Mr. Morris if he has had any recent acquisition dialogue with any other local entities. Mr. Morris said he has had some brief conversations but there is nothing being officially considered at this time.

Item No. 13 – Adjournment

Chairman Buck adjourned the meeting at 3:09 P.M.

  
Janice Loudermill, Recording Secretary

  
Russell Buck, Chairman