

MINUTES
CLAY COUNTY UTILITY AUTHORITY
June 4, 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

Vice-Chairman Gardella 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, Vice-Chairman Gardella, Mr. Davis, Mr. Kloss, Mr. Starnieri, and Mr. Welch in attendance.

Also present at the meeting were Executive Director Tom Morris, Chief Operations Officer Jeremy Johnston, Chief Financial Officer Jeff Wesselman, Accountant Karen Osbourne, Chief Information Officer Allen Boatright, Chief Customer Officer Celeste Goldberg, Chief Engineer Jim French, Program Manager Warrick Sams, Wastewater Superintendent Dennis Martin, and Grady H. Williams, Jr. LL.M, legal counsel to the CCUA.

Item No. 4 – Approval of Minutes

a. Board of Supervisors Regular Meeting, May 21, 2019

After discussion, Mr. Kloss moved, seconded by Mr. Davis and carried 6-0, to approve the minutes of the Board of Supervisors Regular Meeting, May 21, 2019.

Item No. 5– Approval of Consent Agenda

a. Approval of Financial and Operational Activities

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

Approval of Payment of Warrants

- (1) Warrants totaling \$1,323,312.96
 - 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
- 2) Request for Asset Disposal Authorization – None
- 3) Request for Sole Source Designation – None

b. Approval of Capital Budget Activities

After discussion, Mr. Kloss 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 Procurement/Construction Contracts - None
- (2) Approval of Supplemental Agreements and/or Change Orders
 - a. Proposed Change Order No. 1 to the contract with Ortega Industrial Contractors, Inc. for Bid No. 2017/2018-A4 - Mid-Clay WWTF Neutralizer Project (\$14,491.00)
 - b. Proposed Change Order No. 1 to the contract with PBM Constructors, Inc. for Bid No. 2017/2018-A10 - Spencers WWTF Clarifier No. 4 (-\$378,152.70)

Discussion ensued regarding the change orders for direct purchase to save the sales tax being placed on the consent agenda for Board approval. If applicable, going forward when the contract is awarded, staff will request approval of the award of the contract, the minutes of the bid opening, and approval of the direct purchase change order. The executed direct purchase change orders will also be placed in the For Your Information section of the agenda.

c. Approval of Developer Agreements, Warranty Deeds & Easements

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

- 1) Developer Agreement CU18/19-20 - Wastewater Service to 392 Old Jennings Road (Susie J. Page) - 1 ERC wastewater, 1 ERC environmental impact, - \$6,610.55
- 2) Developer Agreement KH18/19-11 - Water Service to 7682 Clover Lane (Matthew Wayne & Jenah Lee Clark) - 1 ERC water, 1 ERC AWS, 1 ERC debt service - \$3,098.03
- 3) Developer Agreement KU18/19-29 - Wastewater Service to 3194 Creighton Landing Road (Creighton Road In-Fill Project) (William Mack Wolfe, III) - 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$14,629.30
- 4) Grant of Easement – Henley Road Business Park 3091, 3095 & 3099 Apalachicola Boulevard - Grantor – Henley Road, LLC
- 5) Grant of Easement - Cross Creek Unit 1A - Grantor - Cross Creek North Community Development District

Item No. 6 – Customer Account Adjustments – None

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

Item No. 8 – Executive Director’s Business

a. April 2019 Financial Statement

Mr. Wesselman presented the Financial Statements for April reported that operating income is \$632,686 over budget due to an unfavorable revenue but favorable expense variance. Operating revenue is \$1,123,003 under budget and operating expenses are \$1,755,689 under budget. CCUA has gained 346 active water accounts and 342 active sewer accounts for the fiscal year 2018/2019. After discussion, Mr. Davis moved, seconded by Mr. Starnieri, and carried 6-0, to accept the Financial Statements for April 2019, as presented by Mr. Wesselman. The Board requested if there are known mathematical issues with a specific supplemental report in the Financial Statement, this report should be omitted from the package until it has been corrected.

b. Request for approval of proposed St. Johns River Water Management District (SJRWMD) Tynes Reclaim Water Pumping Facility Cost-Share Agreement

Mr. Johnston presented a request for approval of proposed St. Johns River Water Management District (SJRWMD) Tynes Reclaim Water Pumping Facility Cost-Share Agreement. The SJRWMD will pay CCUA 33% of the total construction cost for the project, not to exceed the awarded amount of \$1,485,000. After discussion, Vice-Chairman Gardella moved, seconded by Mr. Kloss, and carried 6-0, to approve execution of the Cost Share Agreement with the SJRWMD for the Tynes Reclaim Water Pumping Facility, as presented by Mr. Johnston.

c. Request for the award of Project 2018/2019 -A7 - Sewer, Wetwell, and Manhole Rehabilitation Services Continuing Contract and approval of the minutes of the bid opening held on May 9, 2019

Mr. French presented a request for the award of Project 2018/2019 -A7 - Sewer, Wetwell, and Manhole Rehabilitation Services Continuing Contract and approval of the minutes of the bid opening held on May 9, 2019. Staff received a total of six bids for the three-part unit price continuing contract. After evaluation, staff recommended the following; Part A - reject all bids, Part B - award to Vortex Services, LLC and Part C - award to Insituform Technologies, Inc. After discussion, WITHOUT OBJECTION the Board approved the minutes of the bid opening held on May 9, 2019 and awarded Part B and Part C of Project 2018/2019 -A7 - Sewer, Wetwell, and Manhole Rehabilitation Services Continuing Contract, as presented by Mr. French.

d. Other - None

Item No. 9 – Legal Business

a. Other - None

Item No. 10 – Old Business/New Business - None

Item No. 11 – Public Comment - None

Item No. 12 – Supervisor Comments

Mr. Kloss commented on the recent newspaper article regarding the ribbon cutting ceremony which was held at the new Mid-Clay WWTF.

Item No. 13 – Adjournment

Chairman Buck adjourned the meeting at 2:47 P.M.



Janice Loudemilk, Recording Secretary



Russell Buck, Chairman