

MINUTES  
CLAY COUNTY UTILITY AUTHORITY  
August 4, 2020

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

Vice-Chairman Kloss called the meeting to order at 2:00 P.M.

Item No. 2 – Invocation/Pledge of Allegiance

Vice-Chairman Kloss offered the Invocation and led those in attendance in the Pledge of Allegiance.

Item No. 3– Roll Call

Roll Call was taken with Vice-Chairman Kloss, Mr. Davis, Mr. Hodges, Mr. Roark, and Mr. Welch in attendance.

Also present at the meeting were Executive Director Jeremy Johnston, Chief Operations Officer Teri Shoemaker, Chief Financial Officer Jeff Wesselman, Accountant Karen Osbourne, Chief Engineer Jim French, Public & Legislative Relations Liaison Celeste Goldberg, Service Availability Manager David Rawlins, GIS Manager Sarah Grimsley, Utility Engineer Kevin Ledbetter, Administrative Assistant Alisha Baker and Grady H. Williams, Jr. LL.M, legal counsel to the CCUA.

Item No. 4 – Approval of Minutes

- a. Board of Supervisors Joint Committee Meeting, July 21, 2020
- b. Board of Supervisors Regular Meeting, July 21, 2020

After discussion, Mr. Davis moved, seconded by Mr. Welch, and carried 5-0, to approve the minutes of the Board of Supervisors Joint Committee Meeting and Regular Meeting on July 21, 2020.

Item No. 5– Approval of Consent Agenda

- a. Approval of Financial and Operational Activities

After discussion, Mr. Roark moved, seconded by Mr. Welch, and carried 5-0, to approve the Financial and Operational Activities and Developer Agreements, Warranty Deeds & Easements, as follows;

- 1) Approval of Payment of Warrants  
Warrants totaling \$2,162,396.14
  - 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 - None

c. Approval of Developer Agreements, Warranty Deeds & Easements

- 1) Developer Agreement KU19/20-33 - Clay Eye Physicians & Surgeons located at 1855 East West Parkway, Settlement Agreement #234 (The Crossings at Fleming Island CDD) – 3.5 ERC’s water, 3.5 ERC’s AWS, 3.5 ERC’s wastewater, 3.5 ERC’s debt service - \$23,240.45
- 2) Developer Agreement KU19/20-34 - Parcel “G” at Island Walk- Starbucks and Retail Space located at 2000 East West Parkway, Settlement Agreement #235 (The Crossings at Fleming Island CDD) – 3 ERC’s water, 3 ERC’s AWS, 3 ERC’s wastewater, 3 ERC’s debt service - \$15,379.31
- 3) Developer Agreement KU19/20-35 – Wastewater Service to Address redacted per 119.071(4)(d), Florida Statutes (Paul Normann) - 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$12,118.12
- 4) Grant of Easement – 6503 Woodland Drive – Grantor – Valerie Wilson Roper
- 5) Grant of Easement – 272 Jefferson Avenue – Grantor – Kristy A. Pilotti

Item No. 6 – Customer Account Adjustments - None

Item No. 7 – Business discussed at Committee Meetings

a. Joint Audit/Finance and Personnel Committee Meeting August 4, 2020

Audit/Finance Committee Chairman Davis thanked the staff for their efforts in revising the initial budget which was presented at the July 21, 2020, Joint Committee meeting. He reported after review of the changes, the members of both committees voted unanimously to approve the proposed 2020/2021 Fiscal Year Budget to be presented for action by the Board.

Item No. 8 – Executive Director’s Business

a. Request for tentative approval of the proposed 2020/2021 Fiscal Year budget for advertisement purposes

Mr. Johnston reported the 2020/2021 Fiscal Year Budget was revised based on the input from the July 21, 2020 Joint Committee Meeting. Mr. Johnston reviewed the 2020/2021 Fiscal Year budget revisions which also included a proposed 2% increase in base facility and consumption charges for residential and commercial water, wastewater, and reclaimed services and a 3% increase in the Alternative Water Supply (AWS) surcharge and the AWS Service Availability charge. After discussion, Mr. Davis moved, seconded by Mr. Welch, and carried 5-0, to grant tentative approval of the revised proposed 2020/2021 Fiscal Year budget for advertisement purposes.

b. June 2020 Financial Statements

Mr. Wesselman presented the Financial Statements for June and reported that operating income is \$4,639,055 over budget due to a favorable revenue and a favorable expense variance. Operating revenue is \$2,452,856 over budget and operating expenses are \$2,186,199 under budget. CCUA has

gained 924 active water accounts and 914 active sewer accounts during fiscal year 2019/2020. After discussion, Mr. Welch moved, seconded by Mr. Hodges, and carried 5-0. to approve the Financial Statements for June 2020, as presented by Mr. Wesselman.

c. Master Planning Presentation

Mr. French and Mr. Rawlins reviewed a PowerPoint presentation regarding CCUA's Master Planning efforts. This report was for the Board's information only; no action was requested or required on this item.

d. Request for Qualifications No. 2019/2020-A14 for Professional Lobbying Services review results, request to interview top three scoring firms, and approval of the July 9, 2020 RFQ Opening minutes

Mrs. Goldberg presented a request to interview top three scoring firms, and for approval of the minutes of the opening held on July 9, 2020 for RFQ No. 2019/2020-A14 for Professional Lobbying Services. On June 6, 2020, the CCUA posted a public notice in the Florida Times Union and on the CCUA website requesting letters of interest, statement of qualifications, and proposals from qualified firms to provide professional lobbying services. The selected firm will assist in the development of CCUA's annual list of goals, priorities, and specific projects in need of funding. The selected firm will also assist identifying which can be addressed at the State level and develop written material on each request to provide to State Officials. On July 9, 2020, staff received five responses to the Request for Qualifications (RFQ). A committee of five members was formed to conduct a thorough review of the RFQ documents submitted consistent with the evaluation sheet included in the advertised RFQ. Peebles, Smith & Matthews, GrayRobinson, and Suskey Consulting were the three highest scoring firms. The evaluation committee recommends proceeding with the interview process with the top three ranked firms. Once all three firms have been interviewed, the evaluation committee will present to the Board of Supervisors the recommended firm for consideration and approval to negotiate a final agreement for professional lobbying services. Staff budgeted \$50,000 for professional lobbying services for the current budget year, as well as the upcoming budget year. After discussion, Mr. Davis moved, seconded by Mr. Roark, and carried 5-0, to approve the minutes of the RFQ opening held on July 9, 2020 and approve moving forward with the interview process of the three top scoring firms, as presented by Mrs. Goldberg. If members of the Board have any questions they would like to be included in the interview process, they may provide their proposed questions to staff no later than August 11, 2020.

e. Request for Property and Casualty Insurance Renewal for Fiscal Year 2020/2021

Mr. Johnston introduced Mr. Paul Dawson of Brown & Brown Public Risk Insurance Agency, (PRIA) who addressed the Board regarding the CCUA's property and casualty package which includes property, inland marine, crime, general liability, automobile, public official liability, workers compensation, material floater and pollution liability policies. Staff budgeted \$1,017,498 for this insurance coverage for the 2020/2021 fiscal year. Mr. Dawson reviewed his recommendations for the proposed coverage for the 2020/2021 fiscal year and the proposed renewal premium of \$992,498. CCUA's flood insurance policies will renew in January of 2021. The remaining \$25,000 difference between staff's budget and the PRIA's quoted renewal provides enough funds for the flood insurance renewals. After discussion, Mr. Roark moved, seconded by Mr. Hodges, and carried 5-0, to accept the renewal package in the amount of \$992,498, as presented by Mr. Dawson.

- f. Request for consideration and approval for the purchase an easement from Mr. Robert Battin at 1864 and 1870 Long Bay Road to accommodate the extension of a potable water main along Long Bay Road

Mr. Johnston presented for consideration CCUA's proposed easement acquisition from Mr. Robert Battin at 1864 and 1870 Long Bay Road to extend a water main along Long Bay Road for the North Middleburg Water Main Extension and Interconnect project. Mr. Johnston informed the Board the 25-foot-wide easement is being acquired for \$1.25 per square foot. After discussion, Mr. Welch moved, seconded by Mr. Roark, and carried 5-0, to approve payment of consideration to Mr. Robert Battin in the amount of \$9,375.00, as presented by Mr. Johnston.

- g. Request for the selection of a date for the Board of Supervisors Tour

Mr. Johnston informed the members of the Board staff would like to schedule a Workshop Session - Informational Tour of CCUA's facilities. After review of the dates proposed by staff, the members in attendance selected Friday, September 25, 2020, as the date for the tour. The Workshop Session will be publicly noticed as required.

- h. Other - None

Item No. 9 – Legal Business

- a. Other – None

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

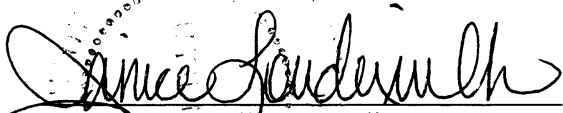
Item No. 11 – Public Comment – None


Item No. 12 – Supervisor Comments

Mr. Welch thanked everyone for their time and effort revising the proposed 2020/2021 budget.  
Mr. Roark expressed his appreciation to everyone for all their hard work on the budget and for the Master Planning presentation.  
Mr. Davis thanked everyone for all their efforts.  
Mr. Hodges stated he appreciates staff's efforts on the budget revisions and also enjoyed the review of CCUA's strategic plan.  
Vice-Chairman Kloss thanked Mr. Johnston, Mr. Wesselman, and the staff for everything they do for CCUA.

Item No. 14 – Adjournment

Vice-Chairman Kloss adjourned the meeting at 3:13 P.M.

  
\_\_\_\_\_  
Janice Loudermilk, Recording Secretary

  
\_\_\_\_\_  
Walter Kloss, Vice-Chairman

August 4, 2020