

MINUTES
CLAY COUNTY UTILITY AUTHORITY
September 15, 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

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

Item No. 2 – Invocation/Pledge of Allegiance

Mr. Hodges offered the Invocation and led those in attendance in the Pledge of Allegiance.

Item No. 3– Roll Call

Roll Call was taken with Chairman Gardella, Vice-Chairman Kloss, Mr. Davis, Mr. Hodges, Mr. Roark, Mr. Starnieri, 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 Osborne, Chief Engineer Jim French, Public & Legislative Relations Liaison Celeste Goldberg, and Grady H. Williams, Jr., legal counsel to the CCUA.

Item No. 4 – Approval of Minutes

- a. Board of Supervisors Personnel Committee Meeting, September 1, 2020
- b. Board of Supervisors Regular Meeting, September 1, 2020
- c. Board of Supervisors Public Rate Hearing, September 8, 2020

After discussion, Mr. Davis moved, seconded by Mr. Roark, and carried 7-0, to approve the minutes of the Board of Supervisors Personnel Committee Meeting, September 1, 2020, Regular Meeting, September 1, 2020 and Public Rate Hearing, September 8, 2020.

Item No. 5– Approval of Consent Agenda

- a. Approval of Financial and Operational Activities

After discussion, Vice-Chairman Kloss moved, seconded by Mr. Starnieri, carried 7-0, to approve the Financial and Operational Activities and Developer Agreements, Warranty Deeds & Easements, as follows;

- 1) Approval of Payment of Warrants
Warrants totaling \$1,356,087.06
 - 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
- 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

After discussion Mr. Roark moved, seconded by Mr. Hodges, and carried 7-0, to approve the Capital Budget Activities, as follows;

- 1) Requests for Award of Procurement Contracts and/or Ratification of Procurement/Construction Contracts
 - i. Contract No. 2018/2019-A7(c) - Task Authorization Order #33 for Insituform Technologies, LLC for the Bellair Gravity Rehab Project
- 2) Approval of Supplemental Agreements and Change Orders - None

c. Approval of Developer Agreements, Warranty Deeds & Easements

After discussion Mr. Hodges moved, seconded by Mr. Davis, and carried 7-0, to approve the Developer Agreements, Warranty Deeds & Easements, as follows;

- 1) Developer Agreement KH19/20-20 - Water Service to 6622 Woodland Drive (Ryan T. Julius & Celena M. Julius) – 1 ERC water, 1 ERC AWS, 1 ERC debt service - \$3,622.08
- 2) Developer Agreement KU19/20-46 - Wastewater Service to 1121 Kings Cove f/n/a 3263 Doctors Lake Drive (Doctors Lake In-Fill Project) (Bradley D. Langley & Laurie D. Langley) - 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$13,381.76 (\$13,059.26 financed)
- 3) Developer Agreement SS19/20-13 - Armstrong Commercial Development, Phase 1- Infrastructure Only (Armstrong Venture L.L.C. & Armstrong Development, Inc.) - \$3,487.00
- 4) Developer Agreement SS19/20-14 - Armstrong Commercial Development, Phase 2- Infrastructure Only (Armstrong Venture L.L.C. & Armstrong Development, Inc.) - \$3,487.00

Item No. 6 – Customer Account Adjustments - None

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

Item No. 8 – Executive Director’s Business

a. Proposed budget and rates for the 2020/2021 Fiscal Year

Mr. Johnston presented a request for approval of the budget and rates for the 2020/2021 Fiscal Year which included the 2020/2021 Operating Budget, Self-Insurance Budget, Capital Budget, Five Year Capital Plan, Departmental and Capital Budget and Rates. Chairman Gardella informed the Board the Recording Secretary received a call from Mr. Darrell Morgan of 1771 Hollyflower Lane, who was unable to attend the Public Rate Hearing but wanted the Board to know he was opposed to the proposed

2% rate increase. After discussion, Mr. Davis moved, seconded by Vice-Chairman Kloss, and carried 7-0, to approve the proposed budgets and rates for the 2020/2021 Fiscal Year, as presented by Mr. Johnston.

- b. Proposed award of contract to Complete Services Well Drilling, Inc., for Bid No. 19/20-A2 Saratoga Springs Plant Site Well Construction and request for approval of the minutes of the bid opening held on August 20, 2020

Mr. French presented a request for award of Project 2019/2020-A2 – 19/20-A2 Saratoga Springs Plant Site Well Construction to Complete Services Well Drilling, Inc., and approval of the minutes of the bid opening held on August 20, 2020. Staff advertised the project in the Florida Times Union, DemandStar, and on CCUA’s website on February 29, 2020. Five potential bidders participated in the pre-bid conference held on March 19, 2020. At the August 20, 2020, Bid Opening, CCUA received one response. Staff and the engineer of record, Lisa Sterling, P.E., with CDM, evaluated the bid for conformance with the solicitation requirements and determined Complete Services Well Drilling, Inc. submitted a responsive lump sum bid in the amount of \$819,780. After discussion, Vice-Chairman Kloss moved, seconded by Mr. Welch, and carried 7-0, to approve the minutes of the bid opening held on August 20, 2020, approve necessary deductive Change Orders for sales tax savings, and award Project 2019/2020-A2 Saratoga Springs Plant Site Well Construction to Complete Services Well Drilling, Inc., as presented.

- c. Proposed award of the contract to PBM Constructors, Inc. for Bid No. 19/20-A10 - Fleming Island WWTF Clarifier No. 2 Repair and Spencer’s Crossing WWTF Clarifier No. 1 Repair and request for approval of the minutes of the bid opening held on August 20, 2020

Mr. French presented a request for award of Project 2019/2020-A10 - Fleming Island WWTF Clarifier No. 2 Repair and Spencer’s Crossing WWTF Clarifier No. 1 Repair to PBM Constructors, Inc. , and approval of the minutes of the bid opening held on August 20, 2020. Staff advertised the project in the Florida Times Union, DemandStar, and on CCUA’s website on June 23, 2020. Four potential bidders participated in the pre-bid conference held on July 30, 2020. At the August 20, 2020, Bid Opening, CCUA received two responses. Staff and the engineer of record, Dan Hunt, P.E., with Constantine Engineering, Inc., evaluated the bids for conformance with the solicitation requirements and determined PBM Constructors, Inc. submitted a responsive lump sum bid in the amount of \$69,000. After discussion, Mr. Welch moved, seconded by Mr. Hodges, and carried 7-0, to approve the minutes of the bid opening held on August 20, 2020, approve necessary deductive Change Orders for sales tax savings, and award Project 2019/2020-A10 - Fleming Island WWTF Clarifier No. 2 Repair and Spencer’s Crossing WWTF Clarifier No. 1 Repair to PBM Constructors, Inc. as presented.

- d. COVID-19 Update

Mr. Johnston provided a brief update on CCUA’s continuing response to the COVID-19 pandemic. This report was for the Board’s information only; no action was requested or required.

- e. Board of Supervisors Facility Tour Confirmation

Mr. Johnston reminded the members of the upcoming tour to be held on Friday, September 25, 2020, starting at 8:00 A.M. at the Pace Island Water Plant in Fleming Island. Mr. Hodges, Mr. Roark, and Mr. Starnieri confirmed they planned to attend the tour.

f. Other

Mr. Johnston informed the Board the next meeting will be on October 6, 2020 and reported a presentation on the information contained on the Meter Installation Summary is in currently in process.

Item No. 9 – Legal Business

a. Approval of Annual Private Attorney Services Agreements

Mr. Williams presented a request for approval of the Attorney Engagement Package with Roger W. Cruce, P.A., Ludwig Hulsey, P.A., and Grady H. Williams, Jr., LL.M., Attorneys at Law, P.A. Staff has received approval from the Office of the Attorney General to enter into these agreements. After discussion, Mr. Roark moved, seconded by Vice-Chairman Kloss, and carried 7-0 to approve the Attorney Engagement Packages, as presented by Mr. Williams.

b. Other

Mr. Williams informed the members the 2020/2021 Annual Resolutions will be presented for approval at the next meeting.

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

Item No. 11 – Public Comment – None

Item No. 12 – Supervisor Comments

Mr. Starnieri commented on the issues he has had with DropBox and thanked everyone for all the information which is always included in the agenda package.

Mr. Davis stated the additional information on the agenda items is greatly appreciated.

Mr. Hodges said he appreciates the information provided for the agenda and commended staff on the cleaning of the administrative office during the pandemic.

Mr. Welch shared he appreciates CCUA's overall approach to COVID -19 and the payment plans which were offered to assist our customers. He also thanked Chairman Gardella for her year of service.

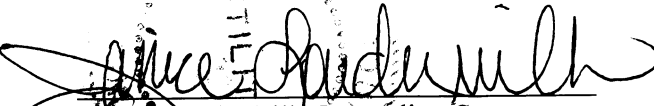
Mr. Roark said he has enjoyed his first year of service on the Board and thanked everyone for their efforts.


Vice-Chairman Kloss shared this has been an interesting and challenging year. He thanked Mr. Johnston for his efforts, thanked the Board for their input on the many issues which has come before them, and thanked staff for their efforts and for the information provided in the agenda packages. He also thanked Chairman Gardella for her service as Chairman this year.

Chairman Gardella stated this year has been challenge but has offered CCUA lots of opportunities. She also stated she truly appreciates the other members of the Board and staff's efforts during the past year.

Item No. 14 – Adjournment

Chairman Gardella adjourned the meeting at 2:32 P.M.


Janice Loudermilk, Recording Secretary
September 2020


Mona Gardella, Chairman