

MINUTES  
CLAY COUNTY UTILITY AUTHORITY  
October 20, 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 Kloss called the meeting to order at 2:00 P.M.

Item No. 2 – Invocation/Pledge of Allegiance

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 Chairman Kloss, Vice-Chairman 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 Osbourne, Public & Legislative Relations Liaison Celeste Goldberg, Wastewater Superintendent Dennis Martin, Contracts Administrator Lynn Valentin, Operations Administrative Assistant Alicia Baker and Engineering Administrative Assistant Lori Stewart, and Grady H. Williams, Jr. LL.M, legal counsel to the CCUA.

Item No. 4– Committee Appointments

Chairman Kloss made the following committee appointments for the 2020/2021 fiscal year:

Audit/Finance Committee

Darin Roark, Chairman  
Mona Gardella  
Matt Welch

Personnel Committee

Jim Starnieri, Chairman  
Wendell Davis  
Dan Hodges

Item No. 5 – Approval of Minutes

a. Board of Supervisors Regular Meeting, October 6, 2020

After discussion, Mr. Starnieri moved, seconded by Mr. Welch, and carried 6-0, to approve the minutes of the Regular Meeting, October 6, 2020.

Item No. 6– Approval of Consent Agenda

a. Approval of Financial and Operational Activities

After discussion, Vice-Chairman Davis moved, seconded by Mr. Hodges, and carried 6-0, to approve the Financial and Operational Activities and Developer Agreements, Warranty Deeds & Easements as follows;

- 1) Approval of Payment of Warrants  
Warrants totaling \$2,351,217.41
  - a. Schedule of payments to Sole Sources
  - b. Schedule of Emergency Repairs/Purchases
  - c. Schedule of items initiated under Emergency Contract - None
  - d. Schedule of payments from the Emergency Account - None
  - 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

- 1) Developer Agreement KU20/21-02 - Water & Wastewater Service to the Golf Course at Fleming Island Driving Range Facility located at 2254 Town Center Boulevard (Sole Golf Properties I, Inc.) – 1 ERC water, 1 ERC AWS, 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$6,758.40
- 2) Developer Agreement KU20/21-03 - Armstrong RV & Mini Storage On-Site Infrastructure (Fleming Industrial Park, LLC) - \$809.50
- 3) Developer Agreement SS20/21-03 - Integra Luxury Apartments – Phase 1 – 249 Units (Integra Park, LLC) – 196.50 ERC’s water, 196.50 ERC’s AWS, 196.50 ERC’s wastewater, 22 ERC’s reclaimed, 196.50 ERC’s debt service - \$842,188.52
- 4) Grant of Easement – 1225 Chataugua Circle – Grantors – Larry A. Gray and Shirley C. Gray
- 5) Grant of Easement – 4297 SE 1<sup>st</sup> Avenue – Grantor – Victor W. Maddox
- 6) Grant of Easement – 962 SE 38<sup>th</sup> Way – Grantors – Mark M. Jones and Felicia L. Jones, Trustees of the Ion Christ Revocable Living Trust #1
- 7) Grant of Easement – 963 SE 38<sup>th</sup> Way – Grantors – Mark M. Jones and Felicia L. Jones, Trustees of the Ion Christ Revocable Living Trust #2
- 8) Grant of Easement – 839 SE 38<sup>th</sup> Way – Grantors – Mark M. Jones and Felicia L. Jones, Trustees of the Ion Christ Revocable Living Trust #3
- 9) Grant of Easement – 854 SE 38<sup>th</sup> Way – Grantors – Mark M. Jones and Felicia L. Jones, Trustees of the Ion Christ Revocable Living Trust #4

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 proposed Supplemental Agreement No. 3 to the Surveying and Mapping Professional Services RFQ 17/18 No.6 with DRMP, Inc. for Professional Services associated with the Campus Master Planning

This item was removed from consideration at the request of the Executive Director.

- b. Request for approval of proposed agreement with CDM Smith, Inc. for Professional Services associated with RFQ No. 2018/2019 No. 6 - Meadow Lake Water Treatment Plant Expansion

Mr. French presented a request for approval of proposed agreement with CDM Smith, Inc. for Professional Services associated with RFQ No. 2018/2019 No. 6 - Meadow Lake Water Treatment Plant Expansion. The Meadow Lake WTP expansion project will facilitate growth along Sandridge Road and the future interconnection with the Saratoga Springs WTP. Staff identified this project in CCUA’s five-year capital improvement plan. CCUA solicited Requests for Qualifications (RFQ) to the public, and the evaluation committee reviewed and scored the submitted qualification packages. The top three (3) firms scored very closely, and during the November 5, 2019 meeting, the Board of Supervisors approved short-listing the top three (3) firms and requiring public presentations, as outlined in the Consultants’ Competitive Negotiation Act, F.S. s. 287.055. At the August 7, 2020 short-listing presentation, CDM received the most frequent first choice ranking by the review committee. During the August 19, 2020 meeting, the Board approved negotiating with CDM for the Meadow Lake Water Treatment Plant (WTP) Expansion project. Staff provided CDM with the scope of work followed by scope discussions. Staff negotiated the scope and fee with CDM. CDM provided their Basis of Estimate and Fee in the amount of \$363,093. The consultant’s scope services include geotechnical engineering, design, permitting, bidding, construction administration and a seven-month accelerated design delivery schedule. After discussion, Mr. Starnieri moved, seconded by Mr. Roark, and carried 6-0, to approve execution of the agreement with CDM Smith, Inc. for Professional Services associated with RFQ No. 2018/2019 No. 6 - Meadow Lake Water Treatment Plant Expansion in the amount of \$363,093, as presented.

- c. Request for approval of proposed Supplemental Agreement No. 6 with Jones Edmunds & Associates, Inc. for the Peter’s Creek Wastewater Treatment Plant Phase II Expansion Planning

Mr. French presented a request for approval of proposed Supplemental Agreement No. 6 with Jones Edmunds & Associates, Inc. for the Peter’s Creek Wastewater Treatment Plant Phase II Expansion Planning. Staff identified the Peter’s Creek WWTP Phase II Expansion Project in CCUA’s five-year capital improvement plan. The WWTP expansion project will support growth in the Peter’s Creek and Lake Asbury areas. During the August 4, 2020 Board meeting, staff presented a Master Planning update that included projected growth in these areas and the Peter’s Creek WWTP expansions project. The planned budget is based on CCUA’s historical average costs. Staff checked current pricing to add the second 0.25 MGD package plant to compare with the planned budget. The current estimated construction cost ranges from \$3.5M to \$4M and exceeds the planned budget. Staff contacted Jones Edmunds, a consultant engaged through one of CCUA’s continuing service contracts, to discuss evaluating expansion options at the facility that would provide the best value for the utility. Jones

Edmunds facility planning scope includes, evaluating expansion options, regulatory requirements, site impacts, current and projected flows, cost comparison, and providing a summary document evaluating CCUA's expansion options at this facility. After discussion, Vice-Chairman Davis moved, seconded by Mr. Welch, and carried 6-0, to approve Supplemental Agreement No. 6 with Jones Edmunds & Associates, Inc. for the Peter's Creek WWTP Phase II Expansion Planning in the amount of \$36,376.58, as presented.

d. Request for approval of proposed Supplemental Agreement No. 3 with Bradshaw-Niles & Associates, Inc. for Professional Surveying Services in Greenwood Estates

Mr. Johnston presented a request for approval of proposed Supplemental Agreement No. 3 with Bradshaw-Niles & Associates, Inc. (BNA) for Professional Surveying Services in the Greenwood Estates Subdivision. The proposed survey data will support CCUA's existing record drawings of the subdivision's gravity sewer system as well as the top of slab elevations of the homes. Staff requested a fee proposal from BNA, Inc. to provide surveying services to collect the requested survey data. The surveying services provided by BNA would be an operational expense, as staff did not anticipate these consulting services in their annual budget. After discussion, Mr. Starnieri moved, seconded by Mr. Hodges, and carried 6-0, to approve Supplemental Agreement No. 3 with Bradshaw-Niles & Associates, Inc. in the amount of \$13,975, as presented.

e. Consideration of a request by Russell Baptist Church located at 2289 Sandridge Road for a credit of easement value toward future water and wastewater connection fees

Mrs. Valentin presented for consideration a request from Russell Baptist Church located at 2289 Sandridge Road for a credit of easement value toward future water and wastewater connection fees. CCUA acquired an easement from the Church located at 2299 Sandridge Road on September 23, 2014, without any compensation or consideration, in conjunction with a proposed future project to extend water, wastewater, and reclaimed water mains along Sandridge Road. The Board approved the easement at the meeting on October 21, 2014. The project to extend water, wastewater, and reclaimed water mains along Sandridge Road was later identified in CCUA's five-year Capital Projects Plan adopted by the Board of Supervisors. Additional easements for the utility extension project were acquired and compensated at the rate of \$1.75 per square foot. The church is aware of this compensation and submitted a letter of request to credit the value of the easement, which is \$26,337.50 (15,050 SF x \$1.75), toward their future water and wastewater connection fees which are approximately \$40,756.51. The Church is the only property owner along Sandridge Road who was not compensated for an easement granted to CCUA as part of this utility extension project. After discussion, the Board took no action on their request.

f. Notice of Bid Protest pertaining to CCUA Bid Number 19/20-A15 - Chemical Supplier

Mr. Johnston informed the Board staff received via email on Friday, October 9th, 2020, a letter from Odyssey Manufacturing Company (Odyssey) dated October 8th, 2020, serving as a Notice of Protest for CCUA Bid Number 19/20-A15 Chemical Supplier. In accordance with CCUA Resolution 2012/2013-04 and Chapter 120 Florida Statutes, staff responded to Odyssey's Notice of Protest acknowledging we received their intent to protest the award of the contract for bulk delivery of sodium hypochlorite and sodium bisulfite to Allied Universal Corporation. Staff met with Odyssey's representative, Patrick Allman, on Friday, October 16, 2020, to hear his concerns. Mr. Williams reviewed all the options available to the Board to address the Notice of Protest filed by Odyssey. After discussion, Mr. Hodges

moved, seconded by Mr. Roark, and carried 6-0, to reject all the bids for the bulk delivery of both sodium hypochlorite and sodium bisulfite, reformulate the request for bids, and rebid these two items as presented.

g. Other

Mr. Johnston reminded the members of the Board that due to the general election, the next Board of Supervisors meeting will be held on Wednesday, November 4, 2020.

Item No. 10 – Legal Business

a. Other - None

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

Item No. 12 – Public Comment - None

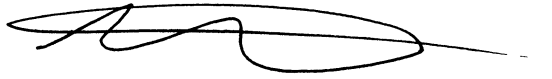
Item No. 13 – Supervisor Comments

Mr. Starnieri congratulated Mr. Welch on his six years of service on the Board for Catholic Charities Jacksonville.

Chairman Kloss said he appreciated staff providing the spreadsheet showing the proposed annual savings on the chemical bids.

Item No. 14 – Adjournment

Chairman Kloss adjourned the meeting at 2:48 P.M.



Walter Kloss, Chairman



Janice Loudermilk, Recording Secretary