

MINUTES
CLAY COUNTY UTILITY AUTHORITY
November 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 Davis called the meeting to order at 2:00 P.M.

Item No. 2 – Invocation/Pledge of Allegiance

Mr. Roark 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 Davis, Mrs. Gardella, 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, Chief Human Resources Officer Kim Richardson, Public & Legislative Relations Liaison Celeste Goldberg, Service Availability Manager David Rawlins, Customer Service and Billing Manager Diana Strickland, Engineering Administrative Assistant Lori Stewart, and Grady H. Williams, Jr., legal counsel to the CCUA.

Item No. 4 – Approval of Minutes

a. Board of Supervisors Regular Meeting, October 20, 2020

After discussion, Mr. Welch moved, seconded by Mr. Starnieri, and carried 6-0, to approve the minutes of the Board of Supervisors Regular Meeting, October 20, 2020.

Item No. 5– Approval of Consent Agenda

a. Approval of Financial and Operational Activities

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

- 1) Approval of Payment of Warrants
Warrants totaling \$1,719,703.59
 - 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
 - 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 Mrs. Gardella moved, seconded by Mr. Hodges, 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 Change Orders
 - i. Supplemental Agreement No. 3 to Bid No. 2018/2019-A11 - Glass Fused-to-Steel Tank Rehabilitation Continuing Contract with Florida Aquastore & Utility Construction, Inc. for Maintenance and Repair of Ridgecrest Water Treatment Plant Ground Storage Tank No. 3 (\$86,598.00)

c. Approval of Developer Agreements, Warranty Deeds & Easements

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

- 1) Developer Agreement GC20/21-01 - Goose Creek Estates – 52 Single Family Lots (Goose Creek Investment, LLC) - 52 ERC's water, 52 ERC's AWS, 52 ERC's wastewater, 52 ERC's reclaimed, 52 ERC's debt service - \$265,596.58 (\$218,127.00 deferred)
- 2) Developer Agreement KH20/21-01 - Keystone Heights RV Park Phase 1 - 193 RV Lots – 1177 SE Keystone Avenue (Tom's High on the Hog Real Pit BBQ, Inc.) - 38 ERC's water, 38 ERC's AWS, 38 ERC's wastewater, 38 ERC's environmental impact, 38 ERC's debt service - \$172,321.95
- 3) Developer Agreement KU20/21-04 - Luten Landing Infrastructure Only (New Leaf Communities, LLC) - 14 ERC's debt service - N/A (charges and fees paid in conjunction with KU18/19-15, September 16, 2019)
- 4) Grant of Easement – Armstrong RV & Mini Storage – Grantor – Fleming Industrial Park, LLC

Item No. 6 – Customer Account Adjustments - None

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

Item No. 8 – Executive Director's Business

a. Request for ratification of Executive Director's actions taken under the Declaration of Emergency Purchases and Contracts for Continuation of Chemical Supplier Contracts

Mr. Johnston presented a request for ratification of actions taken under the Declaration of Emergency Purchases and Contracts for the continuation of Chemical Supplier Contracts. At the last Board of Supervisors meeting on October 20, 2020, staff presented a Notice of Protest which was filed regarding the award of a portion of Bid 2019/2020-A15 -Chemical Supplier. Based upon the information available and presented by staff, the Board of Supervisors rejected the bids for the bulk delivery of Sodium Hypochlorite and Sodium Bisulfite. The existing chemical contracts for Sodium Hypochlorite and Sodium Bisulfite both expire on November 7, 2020. CCUA uses Sodium Hypochlorite as a disinfectant in potable water and wastewater treatment. Sodium Bisulfite is used for de-chlorination in the wastewater effluent (reclaimed water) treatment process. CCUA's use of both chemicals is central to the utility's treatment processes, to comply with regulatory requirements, and for the protection of the public's health, safety, and general welfare. To maintain CCUA's operations, the Executive Director issued a Declaration of Emergency

Purchases and Contracts to the existing chemical supplier contracts for the purchase of bulk deliveries of Sodium Hypochlorite and Sodium Bisulfite. Odyssey Manufacturing Company currently supplies bulk deliveries of Sodium Hypochlorite and Southern Ionics currently supplies bulk Sodium Bisulfite. They have both agreed to extend their existing chemical contracts at the current pricing. The contract extension period in the Declaration of Emergency Purchases and Contracts is four (4) months and extends from November 8, 2020 through March 7, 2021. After discussion, Mrs. Gardella moved, seconded by Mr. Welch, and carried 6-0, to ratify the Emergency Declaration, as presented by Mr. Johnston.

b. Meter Installation Summary Presentation

Mr. Rawlins provided a presentation regarding the information contained in the Meter Installation Summary which is provided monthly in the For Your Information section of the agenda package. This report was for the Board's information only, no action was requested or required on this item.

c. Recommendation to eliminate receipt of afterhours cash or check payments by field staff

Mr. Johnston and Mr. Rawlins informed the Board CCUA Field Service Technicians identified the existing policy and procedure of accepting cash payments afterhours as a safety risk. The feedback was provided through the Employee Engagement Survey and verbally from the Field Service Technicians themselves. Providing service to our customers and the safety of our staff is paramount to the success and well-being of the organization. The proposed new policy is as follows; CCUA will receive and address afterhours requests to initiate or restore customer services until 8:00 P.M. Afterhours customer payments associated with requests to initiate or restore customer services shall be handled electronically by either check, credit, or debit card. CCUA Field Service Technicians shall not receive cash transactions to initiate or restore customer services. Customer requests to initiate or restore services received after 8:00 P.M. shall be handled on the next business day. After discussion, Mr. Hodges moved, seconded by Mr. Starnieri, and carried 6-0, to approve the new afterhours policy, as presented in the agenda package.

d. Renewal of Contract Number 2001/2002-06 - Laboratory Services with AEL, Inc.

Ms. Shoemaker informed the Board Advanced Environmental Laboratories (AEL) is CCUA's current laboratory service provider. The existing contract 2001/2002-06 – Laboratory Services is renewed annually upon the mutual agreement of both parties. Staff received their response to the request for renewal and AEL has agreed to renew, requesting only a 1.5% cost of living increase. Laboratory expense from AEL last year was \$157,168.30. A 1.5% increase will add \$2,357.52, for an estimated total of \$159,525.82, for next year's budget. After discussion, Mr. Welch moved, seconded by Mrs. Gardella, and carried 6-0, to approve renewal of the contract as presented by Ms. Shoemaker.

e. Renewal of Contract Number 2012/2013-01 - Sludge Hauling with RMS, LLC

Ms. Shoemaker informed the Board RMS, LLC (RMS) is CCUA's current sludge hauling provider. The existing contract 2012/2013-01 – Sludge Hauling is renewed annually upon the mutual agreement of both parties. Staff received their response to the request for renewal and RMS has agreed to renew, requesting only a 1.4% cost of living increase. Sludge hauling expense from RMS last year was \$36,473.16. A 1.4% increase will add \$547.10, for an estimated total of \$37,020.26, for next year's budget. After discussion, Mrs. Gardella moved, seconded by Mr. Starnieri, and carried 6-0, to approve renewal of the contract as presented by Ms. Shoemaker.

f. Summary of RFP NO. 2019/2020 – A13 Compensation Study & Analysis results and recommendations

Ms. Richardson provided a summary of the information provided from RFP NO. 2019/2020 – A13 Compensation Study & Analysis. Representatives from Dynamic Corporate Solutions, Inc. (DCSI) Betsy Giblin, Megan Richardson, and Michelle Selph (via telephone) provided a presentation of the results and their recommendations from the study which was performed under the RFP. Their recommendations included (1) reclassifying eight (8) positions currently classified as exempt to non-exempt, (2) Modify the current pay grade structure from 23 grades to 16 (11 grades plus 5 executive grades), and two proposed wage adjustment options. Option 1 is the cost to implement the new salary structure or bring employees to at least the minimum of their new pay grade, there is only one employee who would require an adjustment to the minimum at an estimated cost of \$944. Option 2 is to bring employees to a targeted position within their new salary range. The cost to implement Option 2 is approximately \$46,500. Staff recommended the Board's approval of the proposed eight reclassifications of employees to non-exempt, the proposed new pay grade structure, and approval to proceed with Option 2 as presented by DCSI with an estimated cost of \$46,500. After discussion, Mr. Starnieri moved, seconded by Mr. Roark, and carried 5-1, (Vice-Chairman Davis dissenting) to approve staff's recommendation as presented.

g. Request for approval of proposed 2021 Board Meeting Dates and CCUA Observed Holiday Schedule

Mr. Johnston presented a request for approval of the proposed 2021 Board Meeting Dates and CCUA's Observed Holiday Schedule. After discussion, Mrs. Gardella moved, seconded by Mr. Hodges, and carried 6-0, to approve the 2021 Board Meeting Dates and Observed Holiday Schedule, as presented.

h. Other - None

Item No. 9 – Legal Business

a. Other- None

Item No. 10 – Old Business/New Business

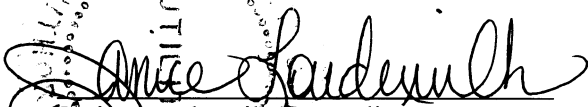
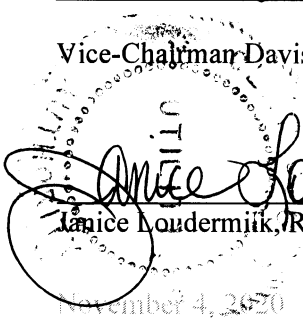
Item No. 11 – Public Comment – None


Item No. 12 – Supervisor Comments

Mr. Roark thanked staff and the representatives from Dynamic Corporate Solutions, Inc. for their report today. Mrs. Gardella shared she was proud to be a Clay County resident and appreciated being able to serve on this Board. Mr. Starnieri thanked staff and the other members of the Board for all their efforts during the past year. Mr. Hodges thanked Mr. Johnston and his staff for their efforts in implementing solutions to concerns which were shared in the Employee Engagement Survey. Vice-Chairman Davis echoed everyone's comments above and thanked staff for all their efforts.

Item No. 13 – Adjournment

Vice-Chairman Davis adjourned the meeting at 3:14 P.M.


Janice Loudermilk, Recording Secretary

November 4, 2020


Wendell Davis, Vice-Chairman