

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

Item No. 2 – Invocation/Pledge of Allegiance

Vice-Chairman Davis 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, 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, Chief Engineer Jim French, Chief Human Resources Officer Kim Richardson, Assistant Chief Financial Officer Karen Osborne, Public & Legislative Relations Liaison Celeste Goldberg, Procurement Manager Angelia Wilson, Administrative Assistant Operations Alicia Baker, Administrative Assistant Engineering Lori Stewart, and Grady H. Williams, Jr., legal counsel to the CCUA.

Item No. 4 – Approval of Minutes

- a. Board of Supervisors Regular Meeting, December 1, 2020
- b. Board of Supervisors Workshop/Tour, December 7, 2020

After discussion, Vice-Chairman Davis moved, seconded by Mr. Starnieri, and carried 7-0, to approve the minutes of the Board of Supervisors Regular Meeting, December 1, 2020 and Workshop/Tour, December 7, 2020, as amended under Item 10.

Item No. 5– Approval of Consent Agenda

- a. Approval of Financial and Operational Activities

After discussion, Mr. Starnieri moved, seconded by Mr. Welch, carried 7-0, to approve the Financial and Operational Activities, as follows;

- 1) Approval of Payment of Warrants
Warrants totaling \$2,532,580.60
 - 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 - None

c. Approval of Developer Agreements, Warranty Deeds & Easements

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

- 1) Developer Agreement CU20/21-02 - Water Service to 3466 County Road No. 220 (Robert Romanelli and Belynda Romanelli) - 1 ERC water, 1 ERC AWS, 1 ERC debt service - \$5,210.27
- 2) Developer Agreement CU20/21-03 - Pinewood Place Subdivision-82 Single Family Lots (KB Home Jacksonville, LLC) – 82 ERC’s water, 82 ERC’s AWS, 82 ERC’s wastewater, 82 ERC’s environmental impact, 82 ERC’s debt service - \$372,095.38 (\$354,657.38 deferred)
- 3) Developer Agreement KH20/21-02 - Water Service to 270 Fox Run Road (Wildlife Art Creation, Inc.) - \$2,210.99
- 4) Developer Agreement KU20/21-08 - Water Service to 1639 White Owl Road (Kenneth Brian Goodson and Dana Goodson) - 1 ERC water, 1 ERC AWS, 1 ERC debt service - \$5,247.01
- 5) Grant of Easement – 6289 Baker Road – Grantor – Denmark Builders
- 6) Grant of Easement – 4727 Pine Gate Road – Grantors – Robert C. Olson and Linda L. Olson
- 7) Grant of Easement – 195 Canova Road – Grantor – H. Eugene Ertle
- 8) Grant of Easement – Pet Paradise at 1115 Fleming Plantation Blvd. – Grantor – Store Master Funding XI, LLC
- 9) Grant of Easement – Offsite Easement to Pet Paradise at 1115 Fleming Plantation Blvd. – Grantor – LJ Development Group, Inc.
- 10) Grant of Easement – Armstrong Way – Grantor – Armstrong Venture, L.L.C.
- 11) Grant of Easement – Armstrong Commercial Development Phases 1 and 2 – Grantor – Armstrong Venture, L.L.C.
- 12) Grant of Easement – 6408 Baker Road – Grantors – Christopher Thomas Bowles and Meagan L. Bowles
- 13) Grant of Easement – 6622 Woodland Drive – Grantors – Ryan T. Julius and Celena M. Julius
- 14) Quit Claim Deed – Lift Station Site at Armstrong Commercial Development Phases 1 and 2 – Grantor – Armstrong Venture, L.L.C.

Item No. 6 – Customer Account Adjustments - None

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

Item No. 8 – Executive Director’s Business

a. October 2020 Financial Package

Mr. Wesselman presented the Financial Statements for October and reported that operating income is \$284,512 over budget due to a favorable revenue and favorable expense variance. Operating revenue is \$53,725 over budget and operating expenses are \$230,787 under budget. CCUA has gained 112 active water accounts and 98 active sewer accounts for the fiscal year 2020/2021. After discussion, Mr. Welch moved, seconded by Vice-Chairman Davis, and carried 7-0, to accept the Financial Statements for October 2020, as presented by Mr. Wesselman.

b. Request to schedule an Audit/Finance Committee Meeting on January 5, 2021 at 1:00 P.M. for the presentation of the Fiscal Year 2019/2020 Audited Financial Statements

Mr. Wesselman presented a request from the auditors to schedule an Audit/Finance Committee meeting on January 5, 2021 at 1:00 P.M. for the presentation of the Fiscal Year 2019/2020 Audited Financial Statements. Committee Chairman Roark scheduled an Audit/Finance Committee meeting, as requested.

c. Request for approval to use additional purchasing contracts

Mr. Wesselman informed the Board CCUA’s existing purchasing policy permits staff to purchase goods and services from contracts awarded by other governmental and quasi-governmental organizations with the Board’s advance approval. These organizations include the Florida Department of Management Services (DMS), the Florida League of Cities, the Florida Association of Counties, the U.S. General Services Administration (GSA) and the Florida Sheriff’s Association. Sourcewell (formerly NJPA) is another agency whose contract services CCUA would like authorization to use, as well as, State Term Contract No. 84121500-15-01 for Purchasing Cards. After discussion Mrs. Gardella moved, seconded by Vice-Chairman Davis, and carried 7-0, to approve use of the contracts as requested. Mr. Johnston also introduced Ms. Angelia Wilson, CCUA’s new Procurement Manager, to the Board.

d. Request for approval of execution of the Precinct Lease Agreement to permit the Supervisor of Elections office to use the Clay County Utility Authority’s Board Room as a polling place for public elections

Mr. Johnston presented a request for approval of execution of the Precinct Lease Agreement to allow the Supervisor of Elections office to use the Clay County Utility Authority’s Board Room as a polling place for public elections. After discussion Vice-Chairman Davis moved, seconded by Mr. Welch, and carried 7-0, to approve use of execution of the Precinct Lease Agreement, as presented.

e. Proposed Supplemental Agreement No. 4 with Bhide & Hall Architects, P.A. for the CCUA’s New Maintenance Storage Building and Associated Site Improvements

Ms. Shoemaker presented a proposed Supplemental Agreement No. 4 with Bhide & Hall Architects, P.A. (BHA) for the CCUA’s New Maintenance Storage Building and Associated Site Improvements. During the September 3, 2019 Board of Supervisors meeting, BHA presented an outline for the CCUA Facility Campus Master Plan. With that effort, BHA and staff evaluated the future growth of operations, storage and maintenance areas, administrative office space and other needs of the utility. To continue

with the recommendations from the master planning effort, CCUA coordinated with BHA, a consultant engaged through one of CCUA's continuing service contracts, to request a proposal for recommended improvements to CCUA's site and a new maintenance storage building. BHA submitted a proposed scope and fee for the professional design phase services of their team. The design fee is 7.3% of the estimated construction cost. The estimated construction cost in 2019 was \$3,412,500. BHA added an inflation allowance of 2% for a total updated construction estimate of \$3,480,750. Staff reviewed the proposal and considers the scope of work and the \$254,094.75 proposed fee to be reasonable for the services provided. After discussion, Mr. Welch moved, seconded by Vice-Chairman Davis, and carried 7-0, to approve Supplemental Agreement No. 4 in the amount of \$254,094.75, as presented by Ms. Shoemaker.

f. CCUA Employee Handbook Updates

Ms. Richardson informed the Board staff engaged Dynamic Corporate Solutions, Incorporated, (DCSI) to aid in an update to the CCUA Employee Handbook. The proposed revisions have been reviewed by CCUA's legal counsel on employment issues, Mr. Jeff Ludwig. Because the CCUA Employee Handbook is a Board adopted policy, Ms. Richardson suggested a Personnel Committee meeting would be the appropriate next step in the handbook update process. Ms. Richardson presented a request to schedule a Personnel Committee meeting on January 19, 2021 at 1:00 P.M. to review the CCUA Employee Handbook. The proposed updates to the Employee Handbook will be discussed in detail at the Personnel Committee meeting. Committee Chairman Starnieri scheduled the Personnel Committee meeting as requested.

g. Executive Director's remarks to the SJRWMD Governing Board regarding the Black Creek to Keystone Heights Pipeline Project

Mr. Johnston informed the Board he attended the SJRWMD Governing Board meeting on December 8, 2020. In that Governing Board meeting, he offered comments on behalf of the Clay County Utility Authority (CCUA) and the North Florida Utility Coordination Group (NFUCG) regarding the Black Creek to Keystone Heights Pipeline Project. Within his comments, he made remarks regarding concerns on the Keystone Heights Minimum Flow and Level (MFL) rulemaking that is currently underway. In addition to his remarks to the SJRWMD Governing Board, the NFUCG participated in a SJRWMD hosted workshop on rule development for the lakes Brooklyn and Geneva MFL recovery strategies. This report was for the Board's information only, no action was requested or required on this item at this time.

h. Other

Mr. Johnston reminded everyone he will be on vacation from December 28, 2020 until December 31, 2020.

Item No. 9 – Legal Business

a. Other - None

Item No. 10 – Old Business/New Business

Mrs. Gardella requested the date for the Holiday Luncheon be updated in the minutes of the December 1, 2020 meeting. The Board WITHOUT OBJECTION approved the amendment to the minutes as requested.

Item No. 11 – Public Comment

Item No. 12 – Supervisor Comments

Mr. Welch wished everyone a safe and merry Christmas.

Mr. Roark wished everyone Happy Holidays.

Mrs. Gardella wished everyone a safe and happy holiday season. She also thanked everyone for all their efforts during 2020.

Mr. Starnieri also thanked everyone and wished a merry Christmas and a happy New Year to all.

Vice-Chairman Davis extended a warm welcome to Angelia, and thanked Jeff, Karen, and Kim Richardson for their efforts. He also wished everyone a very merry Christmas.

Mr. Hodges wished merry Christmas to everyone and thanked Teri for the copy of the CCUA Campus Master Plan.


Chairman Kloss echoed all the comments above and welcomed Angelia to CCUA. He thanked everyone for their efforts during 2020 and said he is looking forward to a fresh start in 2021. He also reminded everyone about the Holiday Luncheon on Friday.

Item No. 13 – Adjournment

Chairman Kloss adjourned the meeting at 2:55 P.M.



James Loudermilk, Recording Secretary



Walter Kloss, Chairman