

MINUTES
CLAY COUNTY UTILITY AUTHORITY
January 5, 2021

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, Mrs. Gardella, 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, Assistant Chief Financial Officer Karen Osborne, Public & Legislative Relations Liaison Celeste Goldberg, 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 15, 2020

After discussion, Mr. Welch moved, seconded by Vice-Chairman Davis, and carried 6-0, to approve the minutes of the Board of Supervisors Regular Meeting, December 15, 2020.

Item No. 5– Approval of Consent Agenda

a. Approval of Financial and Operational Activities

After discussion, Vice-Chairman Davis 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 \$1,461,646.23
 - 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 - None
 - 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

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

- 1) Developer Agreement CU20/21-04 - AVECINA Medical Building located at Branan Field Walk – Lot “G” 1811 Blanding Boulevard (AVCO MB, LLC) – 12 ERC’s water, 12 ERC’s AWS, 10 ERC’s wastewater, 10 ERC’s environmental impact, 10 ERC’s debt service - \$73,225.00
- 2) Developer Agreement KU20/21-09 - Water & Wastewater Service to 1547 Island Breeze Point (Michael Christopher Frangos & Tara Michelle Cornett) - 1 ERC water, 1 ERC AWS, 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$15,966.33
- 3) Grant of Easement – 1547 Island Breeze Point – Grantors – Jeffery A. Blunk and Teresa L. Blunk
- 4) Grant of Easement – 511 Simmons Trail – Grantors – Lanita Rayfield and Brittney Rayfield
- 5) Grant of Easement – 1852 Osprey Bluff Blvd. – Bassil M. El Noursi and Ola Q. Thaher

Item No. 6 – Customer Account Adjustments - None

Item No. 7 – Business discussed at Committee Meetings

The auditor was not feeling well and requested the committee meeting scheduled for today, January 5, 2021, at 1:00 P.M. be postponed. Audit/Finance Committee Chairman Roark and the members of the committee rescheduled the meeting for the presentation of the audited financial statements for Tuesday, January 19, 2021 at 12:00 P.M. The meeting will be publicly noticed as required.

Item No. 8 – Executive Director’s Business

a. Presentation and Acceptance of the 2019/2020 Fiscal Year Audit

The Audit/Finance Committee was rescheduled as referenced above. No action was requested or required on this item at this time.

b. November 2020 Financial Package

Mr. Wesselman presented the Financial Statements for November and reported that operating income is \$617,801 over budget due to an unfavorable revenue and favorable expense variance. Operating revenue is \$161,295 under budget and operating expenses are \$779,096 under budget. CUA has gained 133 active water accounts and 124 active sewer accounts for the fiscal year 2020/2021. After discussion, Vice-Chairman Davis moved, seconded by Mr. Roark, and carried 6-0, to accept the Financial Statements for November 2020, as presented.

c. Consideration of a request from Cecelia & Alfonso Bardalez for financing of water connection fees due to failed well at 6408 Swarthmore Drive, Keystone Heights, Florida

Mr. Johnston presented for consideration a request for financing of water connection fees from Cecelia and Alfonso Bardalez for their residential property located at 6408 Swarthmore Drive, Keystone Heights, Florida. After discussion, Mr. Welch moved, seconded by Mr. Hodges, and carried 6-0, to approve financing in the amount of \$4,611.79 for a period of ten (10) years at CCUA's standard terms and interest rate as annually approved, as presented by Mr. Johnston.

d. Other

Mr. Johnston informed the Board, in the FYI section of today's agenda, there is a letter to the SJRWMD from North Florida Utility Coordination Group regarding the proposed Lakes Brooklyn and Geneva Minimum Flows and Levels.

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. Hodges wished everyone a happy new year and said he is looking forward to 2021.

Vice-Chairman Davis echoed Mr. Hodges' comments.

Mr. Welch briefly commented on some of the items in the For Your Information section and told Mr. Johnston if he needed the Board's assistance with any of it, just let them know.

Chairman Kloss wished the members of the Board and staff a happy and healthy new year.

Item No. 13 – Adjournment

Chairman Kloss adjourned the meeting at 2:21 P.M.



Walter Kloss, Chairman



Janice Loudermilk, Recording Secretary