

Clay County Utility Authority – Regular Meeting
February 2, 2021 – 2:00 P.M.
Board Room – Clay County Utility Authority
3176 Old Jennings Road, Middleburg, Florida

1. Call to Order – Kloss
2. Invocation and Pledge of Allegiance
3. Roll Call – Loudermilk
4. Approval of Minutes – Kloss
 - a. Board of Supervisors Audit/Finance Committee Meeting, January 19, 2021
 - b. Board of Supervisors Personnel Committee Meeting, January 19, 2021
 - c. Board of Supervisors Regular Meeting, January 19, 2021
5. Approval of Consent Agenda Items – Kloss
 - a. Approval of Financial and Operational Activities
 - (1) Approval of Payment of Warrants
Warrants totaling \$1,420,757.87
 - 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 - None
 - c. Approval of Developer Agreements, Warranty Deeds & Easements
 - (1) Developer Agreement CU20/21-07 - Wastewater Service to 1761 Emerald Lane (Andrew David Tarrant & My Tran Tarrant) - 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$8,298.67 (\$7,960.97 financed)
 - (2) Developer Agreement GC20/21-02 -Willow Springs Subdivision – Phases 2A, 2B & 3 – Consisting of 229 Single-Family Lots (Forestar (USA) Real Estate Group, Inc.) - 229 ERC’s water, 229 ERC’s AWS, 229 ERC’s wastewater, 229 ERC’s reclaimed, 229 ERC’s debt service - \$1,162,348.27 (965,255.61 deferred)
 - (3) Developer Agreement GC20/21-03 - Cross Creek Subdivision Off-Site Utility Extensions – Infrastructure Only (D.R. Horton, Inc.- Jacksonville) – \$3,538.50
 - (4) Developer Agreement KU20/21-12 - Water & Wastewater Service to 1121 & 1127 Florida Street (Wiggins Construction Company of North Florida, Inc.) - 2 ERC’s water, 2 ERC’s AWS, 2 ERC’s wastewater, 2 ERC’s environmental impact, 2 ERC’s debt service - \$12,211.49

5. Approval of Consent Agenda Items – Kloss (continued)
 - c. Approval of Developer Agreements, Warranty Deeds & Easements (continued)
 - (5) Developer Agreement KU21/21-13 - Wastewater Service to 2488 Ridgewood Avenue (Carlos Guadalupe Ipina & Ira Dela Cruz) - 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$5,659.57
 - (6) Developer Agreement KU20/21-14 - College Drive Business Park – 2815, 2816, 2823, 2824, 2835 and 2836 Othos Cove (Ryan Doddridge) – 6.5 ERC’s water, 6.5 ERC’s AWS, 10 ERC’s wastewater, 10 ERC’s environmental impact, 6.5 ERC’s debt service - \$48,959.93
 - (7) Developer Agreement KU20/21-17 – Advanced Solutions for Kids located at 2294 Market Drive (Advanced Solutions for Kids, LLC) – 2.5 ERC’s water, 2.5 ERC’s AWS, 2.5 ERC’s wastewater, 2.5 ERC’s environmental impact, 2.5 ERC’s debt service - \$12,852.76
 - (8) Developer Agreement KU20/21-18 - Water & Wastewater Service to ADDRESS REDACTED (Zoila Perez a/k/a Zoila Perez Frazier) – 1 ERC water, 1 ERC AWS, 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$12,704.61 (\$12,402.61 financed)
 - (9) Developer Agreement MU20/21-04 - Water Service to 235 Cokesbury Court (Barton Leland Mathis & Tonya Carlton Mathis) – 1 ERC water, 1 ERC AWS, 1 ERC debt service - \$1,433.57
 - (10) Developer Agreement RU20/21-01 - Wastewater Service to ADDRESS REDACTED (Davon B. Harrison & Courtney N. Harrison) – 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$6,731.55
 - (11) Grant of Easement – 1761 Emerald Lane – Grantors – Andrew David Tarrant and My Tran Tarrant
 - (12) Assignment of Easement – 1761 Emerald Lane – Grantors – Andrew David Tarrant and My Tran Tarrant
 - (13) Grant of Easement – 1639 White Owl Road – Grantors – Kenneth Brian Goodson and Dana Goodson
 - (14) Grant of Easement – Medical Office Building at 1775 Kingsley Avenue – Grantor – Orange Park Medical Center, Inc.
6. Customer Account Adjustments – None
7. Business discussed at committee meetings
 - a. Personnel Committee Meeting - 1:00 P.M.
 - (1) Committee Meeting Agenda
 - (2) CCUA Employee Handbook
 - (3) Executive Director’s Annual Evaluation Scoring Methodology

8. Executive Director’s Business – Johnston
 - a. December 2020 Financial Package
 - b. Bonfire Virtual Bidding Platform presentation
 - c. Employee Handbook Update
 - d. Proposed Amendment to MOU Contract 33850 for Doctors Lake Advanced Effluent Treatment Project at Fleming Island WWTF
 - e. Request to Participate in the Site Selectors Guild Advisory Forums with the Clay County Economic Development Corporation
 - f. Introduction of CCUA’s new Chief Engineer
 - g. Other
9. Legal Counsel Business – Williams
 - a. Other
10. Old Business/New Business
11. Public Comments
12. Supervisor Comments
13. Adjourn – Kloss
14. For Informational Purposes Only
 - a. *Conserving Clay* – Leak Detection Report – November 2020
 - b. Lake Region Times, Telegraph and Monitor Article *Utility: Brooklyn-Geneva MFLs not sustainable*
 - c. SJRWMD Streamlines Article - *Creative water conservation: How local utilities are reducing water use and saving customers money*
 - d. Change Order No. 1 to the Supplemental Agreement No. 1 to Professional Services agreement 18/19-3 – S.R. 21 Middleburg Water and Sewer Main Relocations Project (CCUA Project No. 2019-070) with Parsons Transportation Group, Inc. for unforeseen additional design services
 - e. Change Order No. 3 to the contract for 19/20-A-5 – S.R. 21 Middleburg Water and Sewer Main Relocations Project with T B Landmark Construction, Inc. for the relocation of existing WM at Site "A" to avoid unforeseen utility conflicts.
 - f. Customer Complaint by Ms. Mauri Swanson of 1717 Redwood Lane, Middleburg, FL 32068

All items contained in No. 4 through No. 9 are subject to Board action