

MINUTES
CLAY COUNTY UTILITY AUTHORITY
January 19, 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

Mr. Starnieri 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 Human Resources Officer Kimberly Richardson, Assistant Chief Financial Officer Karen Osborne, Public & Legislative Relations Liaison Celeste Goldberg, Design Manager Kevin Ledbetter, GIS Asset Management Systems Manager Dan Cassel, Procurement Manager Angelia Wilson, Risk & Safety Manager Joshua Williams, Service Availability Technician III Melisa Blaney, 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, January 5, 2021

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, January 5, 2021.

Item No. 5– Approval of Consent Agenda

a. Approval of Financial and Operational Activities

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

- 1) Approval of Payment of Warrants
Warrants totaling \$2,165,462.02
 - 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

- 1) Developer Agreement CU20/21-05 - Whataburger located at 1778 Blanding Boulevard (1778 Blanding, LLC) - \$1,540.17 (Capacity fees were paid for in Developer Agreement 2013/2013-04)
- 2) Developer Agreement CU20/21-06 - Starbucks Restaurant located at Branan Field Walk - 1795 Blanding Boulevard (St. Somewhere Holdings, LLC) - 5 ERC's water, 5 ERC's AWS, 4 ERC's wastewater, 4 ERC's environmental impact, 4 ERC's debt service - \$22,240.48
- 3) Developer Agreement KH20/21-03 - Water Service to 6408 Swarthmore Drive (Cecelia & Alfonso Bardalez) - 1 ERC water, 1 ERC AWS, 1 ERC debt service - \$4,938.79 (\$4,611.79 financed)
- 4) Developer Agreement KH20/21-04 - Water Service to 4354 SE 1st Ave (NRPG Investments, LLC) - 1 ERC water, 1 ERC AWS, 1 ERC debt service - \$2,164.07
- 5) Developer Agreement KU20/21-10 - Water & Wastewater Service to 1671 Shady River Court (Drees Homes of Florida, Inc.) - 1 ERC water, 1 ERC AWS, 1 ERC wastewater, 1 ERC environmental impact - \$4,708.21 (Debt service was paid for in Developer Agreement 2018/2019-45)
- 6) Developer Agreement KU20/21-11 - Water & Wastewater Service to 1171 & 1175 Fleming Street (Mark McGuigan) - 2 ERC's water, 2 ERC's AWS, 2 ERC's wastewater, 2 ERC's environmental impact - \$21,451.23
- 7) Grant of Easement – 2043 Lakeshore Drive N – Grantors – Jeffrey B. Jacobs and Jeni R. Jacobs

Item No. 6 – Customer Account Adjustments - None

Item No. 7 – Business discussed at Committee Meetings

a. Audit/Finance Committee Meeting

Committee Chairman Roark informed the Board the Audit/Finance Committee met prior to today's meeting to discuss and review the 2019/2020 Fiscal Year Audit. He thanked the auditors from James Moore & Co. P.L. and staff for all their efforts. After discussion, Mr. Welch moved, seconded by Vice-Chairman Davis, and carried 7-0, to accept the 2019/2020 Fiscal Year Audit, as presented.

b. Personnel Committee Meeting

Committee Chairman Starnieri informed the Board the Personnel Committee met prior to today's meeting to discuss and review the proposed CCUA Employee Handbook. There were several edits and revisions which needed to be made to the document, so he scheduled another Personnel Committee meeting to be held on February 2, 2021 at 1:00 P.M. to finalize the handbook before it is presented to the full Board for their approval.

Item No. 8 – Executive Director's Business

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

This topic was discussed and approved under Item 7(a).

b. Request for award of the contract associated with Bid No. 2020/2021-A5 – Chemical Supplier and approval of the minutes of the bid opening held on December 17, 2020

Procurement Manager Angelia Wilson presented a request for award of the contracts for Bid No. 2020/2021-A5 – Chemical Supplier and approval of the minutes of the bid opening held on December 17, 2020. Staff advertised the project in the Florida Times Union, DemandStar, and on CCUA's website on November 15, 2020. At the

December 17, 2020, Bid Opening, CCUA received five responses from suppliers of water and wastewater chemicals. Staff evaluated the bids for conformance with the solicitation requirements and recommended the contracts be awarded as follows;

Company Name	Chemical Name/Specifications	Unit Cost	
		Old	New
Thatcher Chemical of Florida	Sodium Bisulfite (NaHSO ₃)-38% Aqueous Solution (Bulk Deliveries) Price Per Gallon	\$1.62	\$1.37
Odyssey Manufacturing Co.	Sodium Hypochlorite (NaOCl)-12.5 Trade Percent (Bulk Deliveries) Price Per Gallon	\$0.69	\$0.57

The proposed contracts are for one year, with an option to renew, up to five additional years, with a mutual agreement. After discussion, Mrs. Gardella moved, seconded by Mr. Welch, and carried 7-0, to approve the minutes of the bid opening held on December 17, 2020, and award the contracts as presented. The Board also requested a report on the overall budgetary impact of the current chemical contract pricing.

c. Fleming Island Total Phosphorus Removal presentation from Sustainable Water Investment Group, LLC

Design Manager Kevin Ledbetter informed the Board the Sustainable Water Investment Group, LLC (SWIG) designed, constructed, and currently maintains the Phosphorus Elimination System (PES) which was constructed at the Fleming Island WWTF. SWIG connected the PES to the Fleming Island WWTF's effluent pipe in June 2020 and has since successfully accepted effluent from the facility for treatment. Mark Merkelbach, Chief Operations Officer, of SWIG offered a presentation regarding the project's history, construction, and performance. This report was for the Board's information only, no action was requested or required on this item.

d. Invitation to a Public Workshop regarding Affordable Housing, Metering, and Capacity Fees

Mr. Johnston invited members of the Board to attend a Public Workshop regarding affordable housing, metering, and capacity fees which will be held on Monday, January 25, 2021 at 9:30 A.M. The workshop is being held to engage our community stakeholders to hear the issues, concerns, and ideas that have been raised as they relate to building affordable housing projects in Clay County. After the workshop, staff will prepare a written report of the discussion along with any recommendation of items for consideration or further investigation.

e. Request to continue Families First Coronavirus Response Act paid time off benefit temporarily

Chief Human Resource Officer Kim Richardson presented a request to continue the Families First Coronavirus Response Act paid time off benefit temporarily until March 31, 2021 or until another relief bill is presented. After discussion, Mr. Welch moved, seconded by Vice-Chairman Davis, and carried 7-0, to extend the benefit through March 31, 2021, as requested by Ms. Richardson.

f. Consideration of a request from Zoila Perez-Fraizer for financing of water and wastewater connection fees for [REDACTED]

Redacted Pursuant to 119.071(4)(d), Florida Statutes

Service Availability Technician III Melisa Blaney presented for consideration a request for financing of water and wastewater connection fees from Zoila Perez-Fraizer for her residential property located at [REDACTED], [REDACTED]. After discussion, Mr. Welch moved, seconded by Vice-Chairman Davis, and carried 7-0, to approve financing in the amount of \$12,544.96 for a period of ten (10) years at CCUA's standard terms and interest rate as annually approved, as presented by Ms. Blaney.

Redacted Pursuant to 119.071(4)(d), Florida Statutes

g. Other

Mr. Johnston introduced CCUA's new Risk & Safety Manager Josh Williams and informed the Board Procurement Manager Angelia Wilson was recently elected to the Board of Directors for the North Florida Procurement Association chapter of the National Institute of Government Procurement.

Item No. 9 – Legal Business

a. Other

Mr. Williams and Personnel Committee Chairman Starnieri determined at the Personnel Committee meeting on Tuesday, February 2, 2021 at 1:00 P.M. the committee will finalize the revisions to the Employee Handbook and Executive Director's Annual Evaluation numerical scoring methodology.

Item No. 10 – Old Business/New Business

Mr. Starnieri inquired about the Sewer System Overflow which occurred on January 6, 2021 at Lift Station #28 and Mr. Demott's customer complaint. Mr. Johnston provided additional information on these two items.

Item No. 11 – Public Comment - None

Item No. 12 – Supervisor Comments


Mr. Roark thanked staff for all their efforts in preparation for the three meetings today.
Mr. Welch stated he enjoyed the productive meetings today and congratulated Mrs. Wilson.
Mr. Hodges congratulated Mrs. Wilson, thanked Ms. Richardson, and stated he greatly appreciated the clean annual audit.
Vice-Chairman Davis echoed Mr. Hodges comments and welcomed the new Risk & Safety Manager.
Mr. Starnieri congratulated Mrs. Wilson on her new position and welcomed Mr. Williams. He also thanked Mr. Wesselman for his efforts and congratulated him on a clean audit.
Mrs. Gardella echoed everyone's comments and thanked the officer for being here today.
Chairman Kloss echoed all the comments above and thanked staff, the auditors, and the consultants for their efforts.

Item No. 13 – Adjournment

Chairman Kloss adjourned the meeting at 2:52 P.M.



Janice Loudermilk, Recording Secretary



Walter Kloss, Chairman