

MINUTES  
CLAY COUNTY UTILITY AUTHORITY  
February 2, 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, 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, Assistant Chief Financial Officer Karen Osborne, Public & Legislative Relations Liaison Celeste Goldberg, Design Manager Kevin Ledbetter, Customer Service & Billing Manager Diana Strickland, GIS Asset Management Systems Manager Dan Cassel, 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 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

After discussion, Mr. Roark moved, seconded by Mr. Hodges, and carried 7-0, to approve the minutes of the Board of Supervisors Audit/Finance Committee Meeting, Personnel Committee Meeting, and Regular Meeting, held on January 19, 2021.

Item No. 5– Approval of Consent Agenda

- a. Approval of Financial and Operational Activities

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

- 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

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

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

Item No. 6 – Customer Account Adjustments - None

Item No. 7 – Business discussed at Committee Meetings

a. 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 and Executive Director's Annual Evaluation scoring methodology. Based on the action of the committee, Committee Chairman Starnieri presented the revised Employee Handbook to the full Board for their approval. After discussion, the Board voted 7-0, to approve the revised CCUA Employee Handbook as presented as a handout at the Personnel Committee meeting with an effective date of February 2, 2021. The revised scoring methodology for the Executive Director's Annual Evaluation will be brought back to the Board for approval once the policy has been updated based on the committee's recommendation.

Item No. 8 – Executive Director's Business

a. December 2020 Financial Package

Mr. Wesselman presented the Financial Statements for December and reported that operating income is \$676,251 over budget due to an unfavorable revenue and favorable expense variance. Operating revenue is \$389,300 under budget and operating expenses are \$1,065,551 under budget. CCUA has gained 205 active water accounts and 197 active sewer accounts for the fiscal year 2020/2021. After discussion, Vice-Chairman Davis moved, seconded by Mr. Welch, and carried 7-0, to accept the Financial Statements for December 2020, as presented.

b. Bonfire Virtual Bidding Platform presentation

Procurement Manager Angelia Wilson offered a presentation on the Bonfire Virtual Bidding Platform. Mrs. Wilson also responded to questions from the Board regarding the system. The presentation was for the Board's information only; no action was requested or required on this item at this time.

c. Employee Handbook Update

This item was approved under item 7(a).

d. Proposed Amendment to MOU Contract 33850 for Doctors Lake Advanced Effluent Treatment Project at Fleming Island WWTF

The Board of Supervisors approved the Memorandum of Understanding (MOU) to Contract 33850 for Doctors Lake Advanced Effluent Treatment Project at Fleming Island WWTF with the St. Johns River Water Management District (SJRWMD) at the December 18, 2018 meeting. The SJRWMD selected, with CCUA staff participating, the Sustainable Water Investment Group, LLC (SWIG) as the vendor for this project. SWIG completed the construction and began operation of the phosphorus removal project in June of 2020. Representatives of SWIG reported to the Board their progress and performance at the January 19, 2021 meeting. Staff considers the results of the phosphorus removal by SWIG's filter media beds impressive. The SJRWMD presented to CCUA's staff an Amendment to the MOU to extend the operation of SWIG's phosphorus removal project for an additional twenty-four (24) months ending January 17, 2023. The SJRWMD has not proposed any other changes to the approved MOU. CCUA staff supports continuation of the SWIG phosphorus removal project under the terms of the approved MOU ending January 17, 2023. After discussion, Mr. Welch moved, seconded by Mr. Hodges, and carried 7-0, to approve the Executive Director's execution of the Amendment to the approved MOU with the SJRWMD to extend the SWIG phosphorus removal project through January 17, 2023.

e. Request to Participate in the Site Selectors Guild Advisory Forums with the Clay County Economic Development Corporation

Mr. Johnston introduced Mr. J.J. Harris, President of the Clay County Economic Development Corporation, (CCEDC) who presented a request for the CCUA to participate in the Site Selectors Guild Advisory Forums. Advisory Forums are an effective way for state, region, or a community to directly market itself to corporate site selectors and enhance their business attraction efforts. A typical Advisory Forum takes place over three (3) days of tours and events with the number and expertise of consultants customized depending on the objectives, budget, industry focus, and other factors. Mr. Harris requested that CCUA participate at a funding level commitment of \$5,000. Staff did not budget for this expense in the operational budget. The request would be a one-time expense and CCUA does maintain a contingency in the budget that would support CCUA's participation in the Site Selectors Guild Advisory Forums. After discussion, Mr. Welch moved, seconded by Vice-Chairman Davis, and carried 7-0, to approve payment from the contingency in the amount of \$5,000 for participation in the Site Selectors Guild Advisory Forums, as presented.

f. Introduction of CCUA's new Chief Engineer

Mr. Johnston introduced Mr. Paul Steinbrecher, CCUA's new Chief Engineer, who will be starting at the beginning of March. Mr. Steinbrecher briefly addressed the Board regarding his history with working with CCUA's leadership on water resource issues and other projects. He said it was a pleasure meeting everyone and looks forward being Chief Engineer during the next several years while the development in the County expands.

g. Other

Mr. Johnston informed the Board at the next meeting a request for disposal of assets will be presented for their consideration. The trucks on the disposal list will be sold at auction or scrapped based on their condition.

He also briefly reviewed the Board's policy for the approval of Change Orders which are less than \$50,000 or 5% of the construction budget which were included in the For Your Information section of today's agenda.

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

Mrs. Gardella shared she is grateful for everything everyone here is doing and looks forward to what the future here at CUA will hold.

Mr. Starnieri welcomed CUA's new Chief Engineer and expressed his ongoing displeasure with DropBox. Vice-Chairman Davis said he enjoyed today's discussions and presentations and shared he uses DropBox in his business. He also thanked everyone for their efforts on the items which were presented today.

Mr. Hodges thanked Mr. Wesselman for the financial statements and the additional charts and graphs he provided. He also welcomed Mr. Steinbrecher to the team.

Mr. Welch said he enjoyed today's meeting and welcomed Mr. Steinbrecher to CUA.

Mr. Roark thanked everyone for all their efforts and said he is looking forward to what 2021 will bring.

Chairman Kloss welcomed the new Chief Engineer, congratulated Mr. Johnston on his new hires, and thanked Jeff for his financial presentations.

Item No. 13 – Adjournment

Chairman Kloss adjourned the meeting at 3:20 P.M.

  
Janice Loudermilk, Recording Secretary



Walter Kloss, Chairman