

MINUTES
CLAY COUNTY UTILITY AUTHORITY
March 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, Chief Engineer Paul Steinbrecher, Assistant Chief Financial Officer Karen Osborne, Public & Legislative Relations Liaison Celeste Goldberg, Design Manager Kevin Ledbetter, General Superintendent D&C David Rawlins, Procurement Manager Angelia Wilson, Engineering Intern Zachary Loeb, 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, February 16, 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, held on February 16, 2021.

Item No. 5– Approval of Consent Agenda

a. Approval of Financial and Operational Activities

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

- 1) Approval of Payment of Warrants
Warrants totaling \$1,479,278.76
 - 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 - None
- e. Schedule of claims paid under the Sewage Backup Response Policy - None
- f. Detailed Descriptive Warrant Report
- 2) Request for Asset Disposal Authorization – Equipment
- 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 7-0, to approve Developer Agreements, Warranty Deeds & Easements, as follows;

- 1) Developer Agreement CU20/21-09 - Wastewater Service to 275 Brickyard Road (Adam C. Smithyman & Candice B. Smithyman) - 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$14,474.82
- 2) Developer Agreement CU20/21-10 – Water-Ade Properties, LLC – 2,113 ERC’s water, 2,113 ERC’s AWS, 308 ERC’s wastewater, 8 ERC’s reuse, 308 ERC’s debt service - \$2,586,270.42
- 3) Developer Agreement KH20/21-06 - Water Service to 6668 Woodland Drive (Mary Lepanto & Charles Lepanto) – 1 ERC water, 1 ERC AWS, 1 ERC debt service - \$3,312.67
- 4) Developer Agreement KU20/21-21-Water & Wastewater Service to 1730 Balboa Lane (Dean A. Celano) – 1 ERC water, 1 ERC AWS, 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$5,165.71
- 5) Developer Agreement KU20/21-22 - Water & Wastewater Service to 786 Ebb Tide Drive (Edd Tide Drive In-Fill Project) (Donna B. Elliott) – 1 ERC water, 1 ERC AWS, 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$17,467.89 (\$17,104.19 financed)
- 6) Developer Agreement KU20/21-23 - Water & Wastewater Services to 1619, 1627, 1635 & 1705 Shady River Court (Drees Homes of Florida, Inc.) - 4 ERC’s water, 4 ERC’s AWS, 4 ERC’s wastewater, 4 ERC’s environmental impact - \$18,662.34
- 7) Developer Agreement MU20/21-05 - Avonlea Hills Subdivision – Phase 1 (a/k/a Sandridge Dairy) consisting of 238 Lots (Sandridge Land Developers, LLC) - 238 ERC’s water, 238 ERC’s AWS, 238 ERC’s wastewater, 238 ERC’s reuse, 238 ERC’s debt service - \$1,158,253.00 (\$1,003,191.42 deferred)
- 8) Developer Agreement MU20/21-06 - Anabelle Island Subdivision – Phases 1A, 1B & 2 – consisting of 344 Lots (KB Home Jacksonville, LLC) - 344 ERC’s water, 344 ERC’s AWS, 344 ERC’s wastewater, 344 ERC’s reuse, 344 ERC’s debt service - \$1,672,385.00 (\$1,449,990.96 deferred)
- 9) Grant of Easement – Offsite Utility Extension to Pace Center at 425 College Drive (St. John Missionary Baptist Church of Orange Park, Inc.)

- 10) Grant of Easement – Offsite Utility Extension to Pace Center at 425 College Drive (Dean Celano)
- 11) Grant of Easement – Pace Center at 425 College Drive (Pace – THC, Inc.)
- 12) Grant of Easement – 6408 Swarthmore Drive (Cecelia Bardalez and Alfonso Bardalez)

Item No. 6 – Customer Account Adjustments - None

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

Item No. 8 – Executive Director’s Business

a. January Financial Package

Mr. Wesselman presented the Financial Statements for January and reported that operating income is \$1,047,804 over budget due to an unfavorable revenue and favorable expense variance. Operating revenue is \$463,669 under budget and operating expenses are \$1,511,473 under budget. CCUA has gained 300 active water accounts and 288 active sewer accounts for the fiscal year 2020/2021. After discussion, Mr. Starnieri moved, seconded by Mr. Roark, and carried 7-0, to accept the Financial Statements for January 2021, as presented.

b. Consideration of proposed Task Order No. 34 associated with contract No. 2018/2019-A7(c) with Insituform Technologies, LLC for rehabilitation of a storm drain located at the Miller Street Wastewater Treatment Plant

Ms. Shoemaker presented a request for consideration of proposed Task Order No. 34 associated with contract No. 2018/2019-A7(c) with Insituform Technologies, LLC for rehabilitation of a storm drain located at the Miller Street Wastewater Treatment Plant. Insituform will clean, inspect, and install 360 feet of cured in place pipe (CIPP) inside of an existing stormwater pipe. CIPP is a trenchless rehabilitation method used to repair existing pipelines and minimize disruption. This project was not included in the Capital Improvement Plan for FY 2020-2021, as this was an unforeseen circumstance. Staff reviewed Insituform’s proposal and determined the fee of \$40,085.29 to be reasonable. After discussion, Mr. Hodges moved, seconded by Vice-Chairman Davis, and carried 7-0, to approve Task Order No. 34, as presented.

c. Consideration of a request from Mr. Carl Adams for financing of wastewater connection charges for 610 Plantation Drive, Middleburg, FL

Mr. Johnston presented for consideration a request for financing of wastewater connection fees from Mr. Carl Adams for financing of wastewater connection charges for 610 Plantation Drive, Middleburg, Florida. In his emailed request, Mr. Adams stated he is experiencing a financial hardship with the unforeseen circumstance of having a failed septic system. After discussion, Vice-Chairman Davis moved, seconded by Mr. Hodges, and carried 7-0, to approve financing in the amount of \$13,654.07 for a period of three (3) years at CCUA’s standard terms and interest rate as annually approved, as presented by Mr. Johnston.

d. Consideration of proposed Supplemental Agreement No. 3 to the Civil and Environmental Engineering Professional Services RFQ 18/19 No. 3 with Jacobs Engineering Group, Inc. for Stormwater Harvesting Pilot Project Testing

Design Manager Kevin Ledbetter presented for consideration proposed Supplemental Agreement No. 3 to the Civil and Environmental Engineering Professional Services RFQ 18/19 No. 3 with Jacobs Engineering Group, Inc. for Stormwater Harvesting Pilot Project Testing. Williams Industrial Services, LLC., recently completed the construction of the Stormwater Harvesting Pilot Project at a stormwater pond next to the First Coast Outer Beltway (State Road 23). The project includes approximately 1,000 linear feet of horizontal well and enables evaluation of the use of stormwater to supplement CCUA's reclaimed water distribution system. Staff planned for testing and evaluation of the water quality and quantity available from the stormwater pond as the next step in this project. Staff collaborated with Jacobs, a consultant engaged through one of CCUA's continuing service contracts, to provide a scope and fee proposal to undertake the performance testing. Jacobs will examine the water available from the stormwater pond and make recommendations regarding the quality and quantity of the water to serve as a supplemental reclaimed water source. The final report will allow CCUA to make long-term decisions for use of the stormwater harvesting concept to supplement CCUA's reclaimed water supply. Staff budgeted for these engineering expenses in the operating budget. Staff reviewed Jacobs's proposed scope and fee of \$159,137 and determined it to be reasonable. After discussion, Mrs. Gardella moved, seconded by Mr. Starnieri, and carried 7-0, to approve Supplemental Agreement No. 3 in the amount of \$159,137, as presented.

e. Consideration of proposed Deductive Change Order No. 1 to Contract No. 2018/2019-A5 with Huss Drilling, LLC for the Lower Floridan Aquifer Feasibility Investigation Lower Floridan Aquifer Feasibility Investigation

Mr. Ledbetter presented for consideration a proposed Deductive Change Order No. 1 to Contract No. 2018/2019-A5 with Huss Drilling, LLC for the Lower Floridan Aquifer Feasibility Investigation Lower Floridan Aquifer Feasibility Investigation. The Lower Floridan Aquifer (LFA) Feasibility Investigation is part of CCUA's Alternative Water Supply (AWS) projects. On April 16, 2019, Huss Drilling, LLC (Huss), was awarded the contract to drill three (3) exploratory bores into the LFA as part of the LFA Feasibility Investigation. Huss completed the final borings in October 2020 and has subsequently sent in a pay application request for the retainage on the contract. The drilling contract was awarded on a not-to-exceed basis and included unit cost items that were not used during the drilling. Huss did not invoice CCUA for the unnecessary items from the bid, and now a deductive change order is necessary to pay for the final pay application. The total cost savings involved is \$289,171, and the remaining retainage amount to be paid is \$123,483. The contract for this project was \$1,524,000. The deductive change order from cost savings involved with the project reduces the amount of the contract to \$1,234,829. After discussion Vice-Chairman Davis moved, seconded by Mrs. Gardella, and carried 7-0, to approve Change Order No. 1, as presented.

f. Other

Mr. Johnston informed the Board today is his one-year anniversary as Executive Director. He thanked the Board, his Senior Leadership Team, and staff. Members of the Board expressed their appreciation for his year serving as Executive Director.

Item No. 9 – Legal Business

a. Other - None

Item No. 10 – Old Business/New Business

Chairman Kloss encouraged the other members of the Board to obtain a Twitter account to stay abreast of the public outreach and happenings at CCUA.


Item No. 11 – Public Comment - None

Item No. 12 – Supervisor Comments



Mr. Hodges thanked Mr. Johnston for his leadership during the past year. Vice-Chairman Davis echoed the congratulations to Mr. Johnston, stated he appreciates the calls on Monday, and welcomed all the guests present at today's meeting. Mr. Starnieri said he greatly appreciates the communication from Mr. Johnston prior to the Board meetings. Mrs. Gardella stated she is looking forward to being a part of the upcoming growth within the county as a member of CCUA's Board. Mr. Roark offered his thanks and congratulations to Mr. Johnston and his Senior Leadership Team. Mr. Welch also thanked Mr. Johnston and his team for the past year. Chairman Kloss echoed everyone's congratulations and requested a status update on the affordable housing construction being proposed for Clay County.

Item No. 13 – Adjournment

Chairman Kloss adjourned the meeting at 2:27 P.M.



Janice Loudermilk, Recording Secretary



Walter Kloss, Chairman