

MINUTES
CLAY COUNTY UTILITY AUTHORITY
March 16, 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, 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, Public & Legislative Relations Liaison Celeste Goldberg, Design Manager Kevin Ledbetter, General Superintendent Engineering Intern Zachary Loeb, Warrick Sams, Chis Nazworth, Administrative Assistant Operations Alicia Baker, Administrative Assistant Engineering Lori Stewart, and Grady H. Williams, Jr., legal counsel to the CCUA.

Item No. 4 Staff Recognition

Mr. Johnston introduced Kim Raye, Distribution & Collection Advisor, who has been employed by the Clay County Utility Authority and its predecessors since 1981. Staff is very proud to have him as a colleague, mentor, and friend. Mr. Johnston presented him with a plaque in recognition of his forty years of dedicated service.

Mr. Johnston introduced David Allen, Lead Mechanic Wastewater, who had been employed by the Clay County Utility Authority since 1996. Mr. Johnston presented him with a plaque in recognition of his retirement and twenty-four years of dedicated service.

Item No. 5 – Approval of Minutes

a. Board of Supervisors Regular Meeting, March 2, 2021

After discussion, Vice-Chairman Davis moved, seconded by Mr. Starnieri, and carried 6-0, to approve the minutes of the Board of Supervisors Regular Meeting, held on March 2, 2021.

Item No. 6 – Approval of Consent Agenda

a. Approval of Financial and Operational Activities

After discussion, Mr. Roark moved, seconded by Mr. Hodges, carried 6-0, to approve the Financial and Operational Activities, as follows;

- 1) Approval of Payment of Warrants
Warrants totaling \$1,916,469.42
 - 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
 - g. Statement from Grady H. Williams, Jr. LL.M.
- 2) Request for Asset Disposal Authorization – Trucks and Equipment
- 3) Request for Sole Source Designation - None

b. Approval of Capital Budget Activities - None

c. Approval of Developer Agreements, Warranty Deeds & Easements

Vice-Chairman Davis disclosed he is currently serving as a volunteer Trustee for the Orange Park Medical Center and did not feel this unpaid position posed a conflict in acceptance of the Developer Agreement being presented for approval today. Mr. Williams concurred he did not believe there was any conflict in this matter. After discussion, Mr. Roark moved, seconded by Vice-Chairman Davis, and carried 6-0, to approve Developer Agreements, Warranty Deeds & Easements, as follows;

- 1) Developer Agreement CU20/21-11 - G's Slow Smoked BBQ – 1282 Blanding Boulevard (Tire Guys of Clay, Inc.) - 3 ERC's water, 3 ERC's AWS, 3 ERC's wastewater, 3 ERC's environmental impact, 3 ERC's debt service - \$13,755.27
- 2) Developer Agreement KH20/21-07- Water Service to 6536 Connie De Street (Lake Area Homes, LLC) – 1 ERC water, 1 ERC AWS, 1 ERC debt service - \$3,474.95
- 3) Developer Agreement KH20/21-08 - Water Service to 6535 Patti Street & 6534 Connie De Street (Denmark Builders, LLC) - 2 ERC's water, 2 ERC's AWS, 2 ERC's debt service - \$5,340.70
- 4) Developer Agreement KH20/21-09 - Water Service to 632 & 652 SE 41st Street (Crawford Development Group, LLC) - 2 ERC's water, 2 ERC's AWS, 2 ERC's debt service - \$5,688.97
- 5) Developer Agreement KU20/21-24 - Seton Apartment Complex – 180 Units (Bristol Fleming Island Partners, LLC) - 75 ERC's water, 75 ERC's AWS, 74.5 ERC's wastewater, 74.5 ERC's environmental impact, 74.5 ERC's debt service - \$352,481.34
- 6) Developer Agreement KU20/21-25 - Orange Park Medical Center Medical Office Building – 1775 Kingsley Avenue (Orange Park Medical Center, Inc.) - 28 ERC's water, 28 ERC's AWS, 26 ERC's wastewater, 26 ERC's environmental impact, 26 ERC's debt service - \$129,710.59
- 7) Developer Agreement MU20/21-08 - Water Service to 888 Lake Asbury Drive (Spencer Travis Huggins & Erica Nicole Huggins) - 1 ERC water, 1 ERC AWS, 1 ERC debt service - \$2,361.08
- 8) Developer Agreement RU20/21-03 - Middleburg Bluff Apartment Complex – 2425 Iris Street (Middleburg Associates, LTD.) – 37.5 ERC's water, 37.5 ERC's AWS, 37.5 ERC's wastewater, 37.5 ERC's environmental impact, 37.5 ERC's debt service - \$269,956.44
- 9) Grant of Easement – ADDRESS REDACTED (Davon B. Harrison & Courtney N. Harrison)
- 10) Grant of Easement – ADDRESS REDACTED (Zoila Perez)

Item No. 7 – Customer Account Adjustments - None

Item No. 8 – Business discussed at Committee Meetings - None

Item No. 9 – Executive Director’s Business

a. Proclamation designating April as Water Conservation Month

Public & Legislative Relations Liaison Celeste Goldberg informed the Board to encourage the efficient use of water, the Florida Section of the American Water Works Association has requested its member organizations to adopt proclamations declaring April 2021 as Water Conservation Month. This designation offers the opportunity to increase awareness about the importance of water conservation and encourage water users to take appropriate actions to conserve and protect our state’s water resources. Mr. Geoff Sample of the SJRWMD also addressed the Board regarding Water Conservation Month. He also introduced Ms. Pricila Villalta, a student attending Fleming Island High School, acknowledging her for her current project to replace the school’s existing water fountains with stations capable of refilling bottles provided by the students and faculty which saves water and encourages the use of reusable metal and plastic containers. Mr. Johnston presented her a certificate in recognition of her water conservation efforts. After discussion, Mr. Welch moved, seconded by Mr. Hodges, and carried 6-0, to approve execution of the proclamation declaring the month of April 2021 - Water Conservation Month, as presented.

b. Supplemental Agreement No. 2 with Hydro Solutions Consulting, LLC, for Civil and Environmental Engineering Professional Services Agreement 2018/2019 RFQ No. 3 to provide Professional Services associated with utility relocations for Clay County’s Aquarius Concourse Stormwater and Underdrain Project in Orange Park

Design Engineer Kevin Ledbetter presented proposed Supplemental Agreement No. 2 with Hydro Solutions Consulting, LLC, for Civil and Environmental Engineering Professional Services Agreement 2018/2019 RFQ No. 3 to provide Professional Services associated with utility relocations for Clay County’s Aquarius Concourse Stormwater and Underdrain Project in Orange Park. The County intends to install new underdrain and upgrade existing stormwater infrastructure along Aquarius Concourse in Orange Park. The County will install underdrain along both sides of the road from the southern intersection at Blairmore Blvd. to the cul-de-sac at the northern end of the road. In addition, the County plans on upgrading various stormwater pipes and inlets along the road to better assist with underdrain and stormwater flow collection and discharge. CCUA has a substantial amount of older utility infrastructure in the right-of-way within the County’s project area. Staff has determined that approximately 6,500 linear feet of 6” asbestos cement water main likely conflicts with the County’s improvements. To design the necessary relocation of CCUA’s infrastructure within the County’s project area, staff requested the attached scope and fee proposal from Hydro Solutions, one of CCUA’s continuing professional service providers. Hydro Solutions will expedite a relocation design for the water main and provide post-design services. Staff and Hydro Solutions negotiated a proposed scope and fee of \$145,631.80 for these services. Construction services for the relocations will be conducted by the County’s contractor at the same time as the stormwater improvement project. CCUA will enter a separate Interlocal Agreement with the County to conduct the utility installation work, thereby saving the neighborhood residents unnecessary disruption during the project and reducing the cost of the installation. Staff has reviewed the proposed scope and fee of \$145,631.80 and determined it to be reasonable. After discussion, Mr. Roark moved, seconded by Mr. Hodges, and carried 6-0, to approve Supplemental Agreement No. 2 with Hydro Solutions Consulting, LLC, as presented.

c. Other

Mr. Johnston and members of staff reviewed and discussed with the Board Change Order No. 4 to the contract with T B Landmark Construction, Inc. for 2019/2020-A-5 – S.R. 21 Middleburg Water and Sewer Main Relocations Project for the relocation of existing water main at Site "D" due to field conditions.

Mr. Johnston also informed the Board the contractor who installed the cabling around the break in the gravity sewer main has accepted responsibility for the cost of the emergency repair at the roundabout on Towncenter Boulevard in December of 2020.

Item No. 10 – Legal Business

a. Other - None

Item No. 11 – Old Business/New Business - None

Item No. 12 – Public Comment - None

Item No. 13 – Supervisor Comments

Mr. Roark commented on the increase in meter installations, thanked staff for all their efforts, and appreciated the efforts to recognize April as Water Conservation Month.

Mr. Starnieri recognized Mr. Raye on his forty years of service and Mr. Allen on his retirement.

Vice-Chairman Davis also thanked Mr. Raye and Mr. Allen for their service, the staff and all their work which goes on behind the scenes, and the leadership team for their efforts.

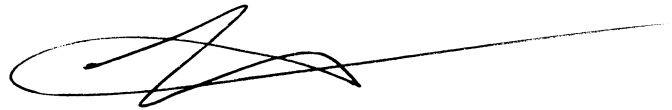
Mr. Hodges shared he appreciates the Water Conservation Month Proclamation, and the recognition of employee service milestones.

Chairman Kloss echoed everyone's comments above.

Item No. 14 – Adjournment

Chairman Kloss adjourned the meeting at 2:32 P.M.


Jamie Loudermilk, Recording Secretary



Walter Kloss, Chairman