

MINUTES
CLAY COUNTY UTILITY AUTHORITY
April 20, 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 Davis called the meeting to order at 2:00 P.M.

Item No. 2 – Invocation/Pledge of Allegiance

Chairman Davis offered the Invocation and led those in attendance in the Pledge of Allegiance.

Item No. 3– Roll Call

Roll Call was taken with Chairman Davis, Mrs. Gardella, Mr. Hodges, Mr. Starnieri and Mr. Welch in attendance. Vice-Chairman Roark joined the meeting in progress at 2:05 P.M.

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, Chief Engineer Paul Steinbrecher, Chief Human Resources Officer Kimberly Richardson, Public & Legislative Relations Liaison Celeste Goldberg, Construction & Inspection Services Manager Warrick Sams, Wastewater Superintendent Dennis Martin, Water Superintendent Ross Bland, Real Property Coordinator Lynn Valentin, 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, April 6, 2021

After discussion, Mrs. Gardella moved, seconded by Mr. Hodges, and carried 5-0, to approve the minutes of the Board of Supervisors Regular Meeting, held on April 6, 2021.

Item No. 5 – Approval of Consent Agenda

a. Approval of Financial and Operational Activities

After discussion, Mr. Welch moved, seconded by Mr. Starnieri, carried 5-0, to approve the Financial and Operational Activities, as follows;

- 1) Approval of Payment of Warrants
Warrants totaling \$2,161,146.07
 - 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

b. Approval of Capital Budget Activities - None

c. Approval of Developer Agreements, Warranty Deeds & Easements

After discussion, Mrs. Gardella moved, seconded by Mr. Starnieri, and carried 5-0, to approve Developer Agreements, Warranty Deeds & Easements, as follows;

- 1) Developer Agreement KU20/21-26 - Backpack University – 564 Tara Farms Road (Carahk, LLC) - \$3,905.50
- 2) Developer Agreement KU20/21-30 - Wastewater Service to 610 Plantation Drive (Carl N. Adams & Julie B. Adams) - 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$13,991.77 (\$13,654.07 financed)
- 3) Developer Agreement KU20/21-31 - Wastewater Service to 4786 Lakeshore Drive West (Noel A. Small & Aurora D. Small) - 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$7,921.82
- 4) Developer Agreement MU20/21-08 - Water Service to 180 Simmons Trail (Tammy Arnold & Joseph Arnold) - 1 ERC water, 1 ERC AWS, 1 ERC debt service - \$4,245.40
- 5) Grant of Easement – 786 Ebb Tide Drive (Donna B. Elliott)
- 6) Grant of Easement – 888 Lake Asbury Drive (Spencer Travis Huggins & Erica Nicole Huggins)
- 7) Grant of Easement – 6534 Connie De Street & 6535 Patti Street (Denmark Builders, LLC)
- 8) Grant of Easement – 7836 SR 21 (Jackie Downie Suarez & Gerardo Suarez, Jr.)
- 9) Grant of Easement – 4354 SE 1st Avenue (NRPG Investments, LLC)
- 10) Grant of Easement – 184 Brickyard Road (Julia L. Mills & James Ernest Lee Mills)
- 11) Grant of Easement – 6668 Woodland Drive (Mary Lepanto & Charles Lepanto)
- 12) Grant of Easement – 235 Cokesbury Court (Barton Leland Mathis & Tonya Carlton Mathis)
- 13) Grant of Easement – 2569 Windwood Lane (John F. Caffrey & Gloria J. Caffrey, Caffrey Living Trust)
- 14) Grant of Easement – 3466 CR 220 (Robert Romanelli & Belynda Romanelli)
- 15) Grant of Easement – 1171 & 1175 Fleming Street (Mark McGuigan)
- 16) Grant of Easement – 1121 & 1127 Florida Street (Wiggins Construction Company of North Florida, Inc.)
- 17) Grant of Easement – 2488 Ridgewood Avenue (Carlos Guadalupe Ipinia & Ira Dela Cruz)
- 18) Grant of Easement – 6536 Connie De Street (Lake Area Homes, LLC)

Item No. 6 – Customer Account Adjustments - None

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

Item No. 8 – Executive Director’s Business

a. Proposed grant of Sole Source status to SPIRAC Inc. associated with #2020/2021-A10 - SPIRAC CONVEYOR

Procurement Manager Angelia Wilson presented for consideration a proposal to grant Sole Source status to SPIRAC Inc. associated with #2020/2021-A10 - SPIRAC Conveyor. CCUA currently has three screw conveyors located at Ridaught, Spencer, and Mid-Clay WWTPs. The SPIRAC equipment is engineered to strict specifications for application to CCUA’s system. The material provided by SPIRAC is designed and manufactured with a proprietary formulation of Ultra High Molecular Weight Polyethylene for destination tolerance dimensions. Staff advertised the Notice of Intent to Award a Sole Source Contract to SPIRAC for the following model numbers: U250-HDX/304SS, U320-HTX/304SS, U260-SS/304SS. The Notice of Intent to Award a Sole Source Contract was advertised on March 24, 2021, to the public on Bonfire for seven (7) business days. A notification for the advertisement was submitted to thirty-two Conveyor Suppliers. As a result, no interested firms or individuals responded with capabilities to provide the SPIRAC Conveyors. After discussion,

Mr. Welch moved, Mr. Hodges seconded, and carried 5-0, to grant Sole Source status to SPIRAC Inc., as requested by Mrs. Wilson.

b. Request for approval of proposed 2018/2019-A7 - Sanitary Sewer, Wetwell and/or Manhole Rehabilitation Services Continuing Contract, Part C Task Order #35 with Insituform Technologies, LLC for Tumbleweed Drive Emergency CIPP Lining

Chief Operations Officer Teri Shoemaker presented a request for approval of proposed 2018/2019-A7 - Sanitary Sewer, Wetwell and/or Manhole Rehabilitation Services Continuing Contract, Part C Task Order #35 with Insituform Technologies, LLC for Tumbleweed Drive Emergency CIPP Lining. A recent inspection of two gravity sewer pipes under Tumbleweed Drive revealed an immediate need for rehabilitation. It is staff's opinion this project is critical and recommends installing 665 feet (360 feet and 305 feet) of cured in place pipe (CIPP) inside the existing gravity sewer pipes. This project was not included in the Capital Improvement Plan for FY 2020-2021, as this was an unforeseen circumstance. Clay County Utility Authority maintains contingency in the capital budget for renewal and replacement efforts such as this. Staff reviewed Insituform's proposal and determined the fee of \$30,622.45, as based on the approved contract pricing, to be reasonable. After discussion, Mrs. Gardella moved, seconded by Mr. Welch, and carried 6-0, to approve Task Order # 35, as presented by Ms. Shoemaker.

c. Request for consideration of proposed Supplemental Agreement No. 2 with Florida Aquastore for the maintenance and repair at Tanglewood WTP GST No. 2

Ms. Shoemaker presented a request for consideration of proposed Supplemental Agreement No. 2 with Florida Aquastore & Utility Construction, Inc. (FAUC) for the maintenance and repair of Tanglewood WTP Ground Storage Tank (GST) No. 2. CCUA is required to inspect and maintain Ground Storage Tanks in accordance with the Florida Department of Environmental Protection (FDEP) rules and regulations at least once every five years. To assist CCUA staff to complete the required maintenance on the glass fused-to-steel GSTs, staff advertised, and the Board of Supervisors approved, a continuing contract with FAUC at the November 5, 2019 meeting. Staff coordinated with FAUC to provide the required maintenance items and a proposal for this work. The Water Treatment Department staff reviewed the proposal and indicated the maintenance and repair scope of work is accurate. This routine maintenance and repair work on the GSTs are required by the FDEP; therefore, CCUA budgeted for this operating expense. The pricing FAUC provided in the quote is consistent with the continuing contract between CCUA and FAUC. After discussion, Mr. Welch moved, seconded by Mr. Hodges, and carried 6-0, to approve Supplemental Agreement No. 2 in the amount of \$72,123, as presented by Ms. Shoemaker.

d. Request for consideration of proposed Supplemental Agreement No. 4 with John Collins Engineering Associates, LLC for Electrical Contractors RFP Scope Preparation

Ms. Shoemaker presented a request for consideration of proposed Supplemental Agreement No. 4 with John Collins Engineering Associates, LLC (JCEA) for Electrical Contractors RFP Scope Preparation. CCUA currently has John Collins, PE, and David Lassiter, PE, engaged through a Continuing Services Contract for Professional Engineering Services RFQ 18/19 No. 3 to conduct electrical assessments at our water treatment plants. Mr. Collins and Mr. Lassiter have experience working with CCUA's electrical systems through the design of CCUA's facilities and participation in the Arc Flash Study conducted from 2009 to 2013. Mr. Collins and Mr. Lassiter are Florida Licensed Professional Engineers with Mr. Lassiter's education and training specializing in electrical engineering. Mr. Collins and Mr. Lassiter's findings from the electrical assessments will be evaluated and prioritized. Staff will plan and implement corrective actions through either our asset management and work order system for routine maintenance or added to the Capital Improvement Program. To assist with this work, CCUA needs to engage electrical contractors under continuing services contracts. As the final assessments are being completed, CCUA would like to advertise an RFP; however, staff does not have the inhouse expertise to write the scope. JCEA has provided a proposal and fee to complete the scope preparation for staff. After discussion, Mr. Starnieri moved, seconded by Mr. Welch, and carried 6-0, to approve Supplemental Agreement No. 4 in the amount of \$5,950, as presented by Ms. Shoemaker.

e. Request for consideration of proposed Supplemental Agreement No. 4 with Jacobs for Keystone Club Estates WTP Well No. 1 & 2

Ms. Shoemaker presented a request for consideration of proposed Supplemental Agreement No. 4 with Jacobs Engineering Group, Inc. (Jacobs) for Keystone Club Estates WTP Well No. 1 & 2. Keystone Club Estates WTP Well No. 1 & 2 are currently having issues and are in need of testing and evaluation. Staff coordinated with Jacobs, a consultant engaged through our continuing service contracts, to request a scope and fee proposal. The scope includes the well and pump performance testing, pump removal and inspection, and video surveying. Jacobs is using Complete Services as a subcontractor to complete this effort. Based on the evaluation, and with CCUA's authorization, Jacobs could then perform hydraulic modeling and pump selection for Well No. 2. This project was not included in the Capital Improvement Plan for FY 2020-2021, as this was an unforeseen circumstance. CCUA maintains contingency in the capital budget for renewal and replacement efforts such as this. Staff reviewed the proposal and determined the fee of \$98,263.96 to be reasonable for the scope of services proposed. After discussion, Mr. Hodges moved, seconded by Mr. Starnieri, and carried 6-0, to approve Supplemental Agreement No. 4, as presented by Ms. Shoemaker.

f. Consideration of proposed Change Order No. 1 to Supplemental Agreement No. 4 with Constantine for Ridgecrest WTP Electrical Upgrades Project

Chief Engineer Paul Steinbrecher presented for consideration proposed Change Order No. 1 to Supplemental Agreement No. 4 with Constantine Engineering, Inc. (Constantine) for Ridgecrest WTP Electrical Upgrades Project. The Ridgecrest WTP is CCUA's main water plant for the Orange Park grid. The plant is currently in the design process to upgrade the aging electrical infrastructure to provide more reliability and remote access readiness for the facility. Constantine has spearheaded the design effort and a portion of their scope of work involved analyzing the high service pumps to ensure they are operating in the appropriate ranges. Following the pump evaluation, Constantine concluded that three (3) of the seven (7) high service pumps (HSPs) were operating above their nameplate full load amps and did not have inverter duty motors. Because variable frequency drives will be installed on the pumps during this project, CCUA staff decided to upgrade HSPs 1-3 now to provide a better long-term solution at CCUA's largest water plant. Constantine will fast track the pump and motor design and include the revisions prior to bidding so that this change does not affect overall project schedule. The supplemental agreement amount for this project was \$22,971.20. The change order from the cost involved with the pump and motor replacement increases the amount of the engineering contract to \$132,670.20. The funds will be drawn from contingency in the capital facilities budget that is maintained for these purposes. After discussion, Mr. Welch moved, seconded by Vice-Chairman Roark, and carried 6-0, to approve Change Order No. 1, as presented by Mr. Steinbrecher.

g. Consideration of the proposed modification to Emergency Situation Pay Policy

Mr. Johnston presented a request to modify the pay grades currently listed in the Emergency Situation Pay Policy to reflect the changes to the grade structure after Dynamic Corporate Solutions, Inc., provided their recommendations and proposed staff reclassifications at the November 4, 2020, meeting which was subsequently approved by the Board. After discussion, Mr. Starnieri moved, seconded by Mrs. Gardella, and carried 6-0, to approve the pay grade revisions to the Emergency Situation Pay Policy, as requested by the Executive Director. Committee Chairman Starnieri scheduled a Personnel Committee meeting at 1:00 P.M. on Tuesday, May 4, 2021, to review and discuss the compensation provisions included in the Emergency Situation Pay Policy.

h. St. Johns River Water Management District Governing Board Action on the Minimum Flows and Levels for Lakes Brooklyn and Geneva and related Recovery Strategy

Mr. Johnston informed the Board the SJRWMD Governing Board approved the Recovery Strategy for Lakes Brooklyn and Geneva on April 13, 2021. The MFL and Recovery Strategy includes elements that require Consumptive Use Permit holders to address their calculated impacts to the lakes. The approved Recovery Strategy centers on the SJRWMD's Black Creek Water Resource Development Project. CCUA must now make

decisions on how to engage with the SJRWMD to address impacts to Lakes Brooklyn and Geneva. CCUA's current options are as follows (1) Negotiate participation in the Black Creek Project, (2) Present Alternative Water Supply projects that will offset impacts from existing and future customers, (3) Pursue legal remedies by filing petitions and challenges if necessary. After discussion, Mr. Welch moved, seconded by Mr. Hodges, and carried 6-0, to approve and accept the three (3) options presented to engage the SJRWMD regarding the Minimum Flows and Levels for Lakes Brooklyn and Geneva and related Recovery Strategy as presented by Mr. Johnston. The approval for legal action is being granted with the understanding the members of the Board would be notified prior to any formal legal remedies being pursued in this regard.

i. Other

Former Board member Walter Kloss was in attendance and Mr. Johnston presented him with a plaque in recognition of his years of service on the Board and his service as Chairman since October 1, 2020.

Item No. 9 – Legal Business

a. Other - None

Item No. 10 – Old Business/New Business - None

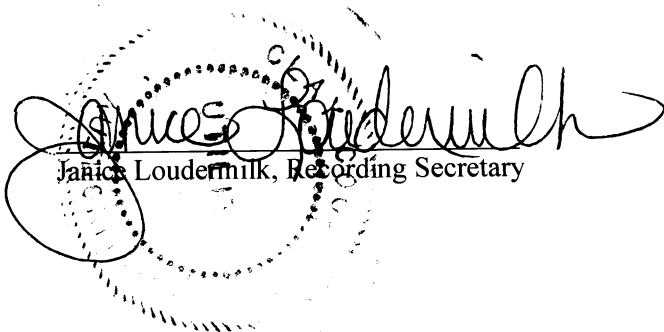
Item No. 11 – Public Comments - None

Item No. 12 – Supervisor Comments

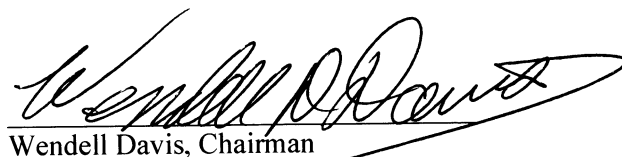
Mr. Starnieri thanked Mr. Kloss for his service, and said he is looking for to working with the new Chairman. Mr. Hodges expressed his appreciation for Mr. Kloss' service and his input on items which came before the Board. Mrs. Gardella echoed the comments regarding Mr. Kloss and Chairman Davis and thanked staff for their efforts bringing proposed solutions to issues which are encountered running the utility. Mr. Welch also agreed with the comments of appreciation for Mr. Kloss and his service on the Board. Vice-Chairman Roark shared his appreciation for Mr. Kloss and his years serving on the Board. He also thanked staff for their efforts. Chairman Davis recognized Mr. Kloss' contributions during his service on the Board. He also expressed his appreciation for management for bringing proposed solutions when issues arise and not just notifying the Board there is a problem.

Item No. 14 – Adjournment

Chairman Davis adjourned the meeting at 2:38 P.M.



Janice Loudermilk, Recording Secretary



Wendell Davis, Chairman