

MINUTES
CLAY COUNTY UTILITY AUTHORITY
May 4, 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

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 Davis, Vice-Chairman Roark, Mrs. Gardella, Mr. Hodges, 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, Chief Human Resources Officer Kimberly Richardson, Public & Legislative Relations Liaison Celeste Goldberg, Service Availability Manager Melisa Blaney, Water Superintendent Ross Bland, 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 20, 2021

After discussion, Mr. Welch moved, seconded by Mr. Starnieri, and carried 6-0, to approve the minutes of the Board of Supervisors Regular Meeting, held on April 20, 2021.

Item No. 5 – Approval of Consent Agenda

a. Approval of Financial and Operational Activities

After discussion, Vice-Chairman Roark moved, seconded by Mr. Hodges, carried 6-0, to approve the Financial and Operational Activities and Developer Agreements, Warranty Deeds & Easements, as follows;

- 1) Approval of Payment of Warrants
Warrants totaling \$1,745,543.73
 - 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
- 2) Request for Asset Disposal Authorization - None

b. Approval of Capital Budget Activities - None

c. Approval of Developer Agreements, Warranty Deeds & Easements

- 1) Developer Agreement KU20/21-33 - Wastewater Service to 711 Creighton Road (Creighton Road In-Fill Project) (Donnie & Janice Walker) - 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$7,250.75
- 2) Developer Agreement MU20/21-09 - Cross Creek Subdivision – Phase 2B-1 Consisting of 127 Lots (D.R. Horton, Inc.-Jacksonville) – 127 ERC’s water, 127 ERC’s AWS, 127 ERC’s wastewater, 127 ERC’s reuse, 127 ERC’s debt service - \$642,776.46 (\$535,316.43 deferred)
- 3) Developer Agreement MU20/21-10 - Cross Creek Subdivision – Phase 2B-2 Consisting of 81 Lots (D.R. Horton, Inc.-Jacksonville) – 81 ERC’s water, 81 ERC’s AWS, 81 ERC’s wastewater, 81 ERC’s reuse, 81 ERC’s debt service - \$357,931.14 (\$341,422.29 deferred)
- 4) Developer Agreement RU20/21-04 – Wastewater Service to 3739 Creek Hollow Lane (James & Nena Chaon) - 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$7,675.69
- 5) Grant of Easement – 2592 Windwood Lane (John A. Long & Linda C. Long)
- 6) Grant of Easement – 632 & 652 SE 41st Street (Crawford Development Group, LLC)

Item No. 6 – Customer Account Adjustments - None

Item No. 7 – Business discussed at Committee Meetings – Starnieri

Personnel Committee Meeting – March 4, 2021

Committee Chairman Starnieri reported the Personnel Committee met at 1:00 P.M. to review the compensation provisions contained in the Emergency Situation Pay Policy. The committee directed staff to clarify several items in the policy and they will meet again on June 1, 2021 at 1:00 P.M. to review the revised policy prior to it being brought before the Board for their final approval.

Item No. 8 – Executive Director’s Business

a. March Financial Package

Mr. Wesselman presented the Financial Statements for March and reported that operating income is \$1,696,110 over budget due to an unfavorable revenue and favorable expense variance. Operating revenue is \$759,606 under budget and operating expenses are \$2,455,716 under budget. CCUA has gained 621 active water accounts and 599 active sewer accounts for the fiscal year 2020/2021. After discussion, Mr. Starnieri moved, seconded by Mr. Welch, and carried 6-0, to accept the Financial Statements for March 2021, as presented.

b. Request for approval of the rankings associated with RFP No. 2020/2021-A6 - Auditing Services and proceed with negotiations of a contract with James Moore & Co and approval of the documents associated with the RFP opening held on April 7, 2021

Procurement Manager Angelia Wilson presented a request for approval of the rankings associated with RFP No. 2020/2021-A6 - Auditing Services, authorization to proceed with negotiations of a contract with James Moore & Co, and approval of the documents associated with the opening held on April 7, 2021. On March 2, 2021, CCUA posted a public notice in the Florida Times Union and on the CCUA Bonfire Procurement Portal requesting proposals from Certified Public Accountants to audit CCUA’s financial statements for the fiscal years ending September 30, 2021, 2022, and 2023 with the option to audit financial statements for each of the two subsequent fiscal years. The audits are to be performed in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in

government auditing standards issued by the Comptroller General of the United States, the provisions of the federal Single Audit Act of 1984 and of the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments as well as the following additional requirements: The audits shall be financial audits as defined by section 11.45(1)(C), Florida Statutes, and must be in conformity with Chapter 10.550, Florida Administrative Code, Rules of the Auditor General for Local Governmental Audits, together with any Comprehensive Review Guidelines promulgated by that office for Local Governmental Entity Audits. Also, the audits shall serve as the Local Government Annual Financial Reports for the Authority under section 218.35, Florida Statutes and shall be prepared in compliance with the Uniform Accounting System Manual promulgated by the Office of Comptroller, Department of Banking and Finance, Bureau of Accounting, pursuant to section 218.33, Florida Statutes, and any additional regulations promulgated in connection therewith. Finally, the audits shall comply with subsections (1) and (3) of Section 14, Chapter 94-491, Laws of Florida, Special Acts of 1994, to serve as the annual financial reports and the annual audit reports for the Authority thereunder for each fiscal year covered. On April 7, 2021, staff received four (4) responses to the RFP, which was subsequently evaluated and scored by the project evaluation committee. The ranked shortlist of the overall proposals is as follows; James Moore & Co. - 97.07, Purvis Gray and Company, LLP - 96.33, Mauldin & Jenkins, LLC - 93.87, and Carr, Riggs, & Ingram LLC - 75.77. Staff requested approval of the ranked shortlist and authorize the negotiation and execution of contract with James Moore & Co for an estimated not-to-exceed amount of \$93,000 for years 1-3 and \$64,500 for the additional renewal options. If CCUA and James Moore & Co. are unable to negotiate a satisfactory contract, CCUA will formally terminate the negotiations and undertake them with the next ranked proposer. The proposed cost savings for this solicitation will be \$5,000. After discussion, Mr. Welch moved, seconded by Mr. Hodges, and carried 6-0, to approve the rankings, authorize staff to negotiate with James Moore & Co, and execute the negotiated contract, presented by Mrs. Wilson.

c. Request for award of the contract for ITB No. 2020/2021-A7 - US Motors with Tom Evans Environmental, Inc. and approval of the documents associated with the bid opening held on April 14, 2021

Mrs. Wilson presented a request for award of the contract for ITB No. 2020/2021-A7 - US Motors with Tom Evans Environmental, Inc. and approval of the documents associated with the bid opening held on April 14, 2021. Staff advertised the above-referenced project in the Florida Times Union and CCUA's Bonfire Procurement Portal on March 10, 2021. At the April 14, 2021 Bid Opening, CCUA received three (3) bids from suppliers for US Motors. The contract term will be for one (1) year, with an option to renew, up to four (4) additional years, with a mutual agreement. Due to the US Motors being critical assets and essential to water production, this solicitation was completed to ensure a contract was in place to procure the motors as needed. Staff requested award the of the US Motors contract, Bid No. 20/21-A7 to Tom Evans Environmental, Inc. for an annual estimated amount not to exceed \$200,196.45 and requested approval of the bid opening documents. After discussion, Mrs. Gardella moved, seconded by Mr. Starnieri, and carried 6-0, to approve award of the contract to Tom Evans Environmental, Inc. and approve the bid opening documents, as requested by Mrs. Wilson.

d. Request for award of the contract for ITB No. 2020/2021-A8 - CLX Chlorine Analyzer with JAW DPD Reagent to Lazenby & Associates, Inc. and approval of the documents associated with the bid opening held on April 15, 2021

Mrs. Wilson presented a request for award of the contract for ITB No. 2020/2021-A8 - CLX Chlorine Analyzer with JAW DPD Reagent to Lazenby & Associates, Inc. and approval of the documents associated with the bid opening held on April 15, 2021. Staff advertised the above-referenced project in the Florida Times Union and CCUA's Bonfire Procurement Portal on March 12, 2021. At the April 15, 2021 Bid Opening, CCUA received two (2) bids from suppliers for CLX Chlorine Analyzer with JAW DPD Reagent. The contract term will be for one (1) year, with an option to renew, up to four (4) additional

years, with a mutual agreement. Due to the CLX Chlorine Analyzer with JAW DPD Reagent being critical assets and essential to water production, this solicitation was completed to ensure a contract was in place to procure as needed. Staff requested the award the CLX Chlorine Analyzer with JAW DPD Reagent contract, Bid No. 20/21-A8 to Lazenby & Associates, Inc. for an annual estimated amount not to exceed \$73,979.96 and requested approval of the bid opening documents. After discussion, Mrs. Gardella moved, seconded by Mr. Starnieri, and carried 6-0, to approve award of the contract to Lazenby & Associates, Inc. and approve the bid opening documents, as requested by Mrs. Wilson.

- e. Request for approval of proposed Change Order No. 1 to Task Order #35 associated with 2018/2019-A7 - Sanitary Sewer, Wetwell and/or Manhole Rehabilitation Services Continuing Contract, Part C with Insituform Technologies, LLC for Burwood Drive Emergency CIPP Lining

Chief Operations Officer Teri Shoemaker presented a request for approval of proposed Change Order No. 1 to Task Order #35 associated with 2018/2019-A7 - Sanitary Sewer, Wetwell and/or Manhole Rehabilitation Services Continuing Contract, Part C with Insituform Technologies, LLC for Burwood Drive Emergency CIPP Lining. On April 26, 2021, a resident in the Ridgecrest Subdivision reported standing water near a sewer manhole. The resulting inspection of the gravity sewer pipe under Burwood Drive revealed an immediate need for rehabilitation. It is staff's opinion this project is critical and recommends installing 104 feet of cured in place pipe inside the existing gravity sewer pipe. 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 \$6,153.44, as based on the approved contract pricing, to be reasonable. After discussion, Mr. Hodges moved, seconded by Mr. Starnieri, and carried 6-0, to approve Change Order No. 1 to Task Order # 35, as presented by Ms. Shoemaker.

- f. Request for approval of the fee proposal from Mittauer and Associates, Inc for the Biennial Evaluation and Report Professional associated with Professional Engineering Services Agreement No. 2012/2013-A9

Chief Engineer, Paul Steinbrecher presented a request for approval of the fee proposal from Mittauer and Associates, Inc for the preparation of the Biennial Evaluation and Report Professional associated with Professional Engineering Services Agreement No. 2012/2013-A9. Biennial Engineering Evaluation and Reports are required pursuant to section 5.14 of the Clay County, Florida Utility System Revenue Bond Resolution adopted on December 14, 1993. Section 5.14 of the Resolution requires that the Authority contract with a Consulting Engineer to report every two years to the Authority with recommendations and comments as to the utility system including, but not limited to, proper maintenance, repair, operations, expansion requirements, additions to the utility system, anticipated service demands, and an estimate of the necessary funds required for such purposes. Clay County Utility Authority has a continuing services contract to provide these biennial engineering services reports with Mittauer and Associates, Inc. (MA), who competently presented the last report in February 2020. Staff coordinated with MA to request a fee proposal to provide the biennial engineering services for the upcoming evaluation and report which is due in February 2022. The lump sum fee for these reporting services for the 2020/21 Biennial Report is \$29,700, which represents a 3.1% increase from the fee for the 2018/19 report of \$28,800 which compares favorably with the February 2019 to February 2021 Producer Price Index for Engineering Services of 2.6%. Staff determined the proposed lump sum fee of \$29,700 to be reasonable. Staff requested approval of the April 19, 2021 fee proposal from MA to complete the Biennial Engineering Evaluations and Reporting under Professional Engineering Services Agreement 12/13-A9. After discussion, Mr. Welch moved, seconded by Mr. Hodges, and carried 6-0, to approve acceptance of the proposal in the amount of \$29,700, as presented by Mr. Steinbrecher.

g. Request for approval of a Proclamation designating May 16-22, 2021 as Florida Water Reuse Week

Public and Government Affairs Liaison Celeste Goldberg informed the Board WaterReuse Florida, Florida Department of Environmental Protection, and the St. Johns River Water Management District are encouraging their partners to promote water reuse and conservation. They are also requesting organizations adopt proclamations declaring the week of May 16-22, 2021 as Florida Water Reuse Week. To encourage the efficient use of water, WaterReuse Florida has requested its member organizations to adopt proclamations declaring May 16-22, 2021 as Florida Water Reuse Week. This designation offers the opportunity to increase awareness about the importance of protecting water resources by practicing efficient and effective use of reclaimed water. After discussion, Vice-Chairman Roark moved, seconded by Mrs. Gardella, and carried 6-0, to approve execution of the proclamation, as presented by Mrs. Goldberg.

h. Request for consideration and approval of the Second Addendum to CCUA and Green Cove Springs Interlocal Agreement

Service Availability Manager Melisa Blaney presented a request for consideration and approval of Second Addendum to the Interlocal Agreement between the CCUA and the City of Green Cove Springs (“GCS”) to allow GCS to temporarily serve the Ayrshire Subdivision project, located within the CCUA service area in Green Cove Springs, Clay County, Florida. CCUA was approached by D.R. Horton-Inc-Jacksonville (“Developer”) to supply water and wastewater utilities to the Ayrshire development, a 2,750 single family residential lot subdivision This project is within CCUA’s defined service area; however, CCUA does not currently have infrastructure in place to provide the requested utility service within the Developer’s desired schedule. CCUA staff met with members of the GCS to seek an amendment of the existing Interlocal Agreement with GCS agreeing to provide utility services to Phase I of the Ayrshire Project. Pursuant to the terms and conditions of the Interlocal Agreement and the First Addendum, GCS will allow for an additional 200 ERC’s of water and wastewater capacity, with an additional 100 ERC available upon request by CCUA. CCUA is undertaking design for these services now. At such time as CCUA has infrastructure constructed and available, CCUA will serve Phase I and future phases on a permanent basis. After discussion, Mr. Hodges moved, seconded by Mr. Starnieri, and carried 6-0, to approve execution of the Second Addendum to the Interlocal Agreement between CCUA and Green Cove Springs, as presented by Ms. Blaney.

i. Other - None

Item No. 9 – Legal Business

a. Other

Mr. Williams expressed his gratitude to the City of Green Cove Springs for their cooperation in facilitating the Second Addendum to the Interlocal Agreement as the local entities work through the growth in the area. He also reported the protective petitions have been filed challenging the rulemaking regarding the MFL’s for Lake Brooklyn and Lake Geneva.

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

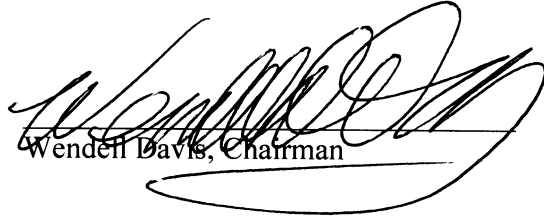
Item No. 11 – Public Comments – None

Item No. 12 – Supervisor Comments

Mr. Starnieri thanked the Personnel Committee and the other members who attended the meeting earlier today. Mr. Hodges thanked Mrs. Wilson for the bid proposals that were presented today, and said he appreciates the details regarding the entire process being included in the presentation. Mr. Welch inquired about current construction projects and Mr. Johnston provided information regarding same. Vice-Chairman Roark echoed the comments from Mr. Hodges regarding the new bid process. Chairman Davis thanked everyone for their input and shared how much he enjoys serving on this Board.

Item No. 14 – Adjournment

Chairman Davis adjourned the meeting at 2:35 P.M.



Wendell Davis, Chairman



Janice Loudermilk, Recording Secretary