

MINUTES  
CLAY COUNTY UTILITY AUTHORITY  
May 18, 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. Hodges 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, Assistant Chief Financial Officer Karen Osbourne, Chief Engineer Paul Steinbrecher, Chief Human Resources Officer Kimberly Richardson, Public & Legislative Relations Liaison Celeste Goldberg, Service Availability Manager Melisa Blaney, Procurement Manager Angelina 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 Personnel Committee Meeting, May 4, 2021
- b. Board of Supervisors Regular Meeting, May 4, 2021

After discussion, Mr. Starnieri moved, seconded by Mr. Hodges, and carried 6-0, to approve the minutes of the Board of Supervisors Personnel Committee Meeting and Regular Meeting, held on May 4, 2021.

Item No. 5 – Approval of Consent Agenda

- a. Approval of Financial and Operational Activities

After discussion, Mrs. Gardella 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 \$1,762,459.17
  - 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, Mr. Starnieri moved, seconded by Mr. Welch, carried 6-0, to approve the Developer Agreements, Warranty Deeds & Easements, as follows;

- 1) Developer Agreement CU20/21-12 – Water and Wastewater to 3354 Brookside Court (Arturo C. Jimenez) – 1 ERC water, 1 ERC AWS, 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$6,968.19
- 2) Developer Agreement CU20/21-13 – Bryce Landing - 96 Unit Apartment Complex (HTG Bryce Landing, LLC) – 47.5 ERC’s water, 47.5 ERC’s AWS, 48 ERC’s wastewater, 48 ERC’s environmental impact, 47.5 ERC’s debt service - \$260,603.11
- 3) Developer Agreement KU20/21-34 – Water and Wastewater to 4743 Raggedy Point Road (Michael and Michelle Vrooman) – 1 ERC water, 1 ERC AWS, 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$6,422.55
- 4) Developer Agreement KU20/21-35 – Water and Wastewater to 7065 Artis Road (Jason C and Michelle Jerals) - 1 ERC water, 1 ERC AWS, 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$16,307.90
- 5) Grant of Easement – 180 Simmons Trail (Tammy L. Arnold and Joseph Arnold)
- 6) Grant of Easement – Cross Creek Unit 2B-1 Offsite Utilities (D.R. Horton, Inc. – Jacksonville)
- 7) Grant of Easement – 610 Plantation Drive (Carl N. Adams & Julie B. Adams)
- 8) Grant of Easement – Armstrong Commercial Development Phase 4a (Armstrong Venture, L.L.C. and Armstrong Development, Inc.)
- 9) Grant of Easement – 4786 Lakeshore Drive W (Noel A. Small & Aurora D. Small)

Item No. 6 – Customer Account Adjustments - None

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

Item No. 8 – Executive Director’s Business

- a. Request for advance approval to use State of Florida Contract No. 30161700-20-ACS Flooring Materials, with Related Supplies and Services and Contract No. 25101900-21-STC Agriculture and Lawn Equipment

Procurement Manager Angelia Wilson informed the Board CCUA’s existing purchasing policy permits staff to purchase goods and services from contracts awarded by other governmental and quasi-governmental organizations with the Board’s advance approval. Staff budgeted for Fiscal Year 20/21 to purchase flooring material and supplies for CCUA’s Administrative Office and lawn equipment to maintain the grounds at CCUA’s Wastewater Treatment Plants. Staff requested advance approval for the use of State of Florida Contract No. 30161700-20-ACS Flooring Materials, with Related Supplies and Services and Contract No. 25101900-21-STC Agriculture and Lawn Equipment. After discussion Mrs. Gardella moved, seconded by Mr. Hodges, and carried 6-0, to approve use of the two contracts as requested by Mrs. Wilson.

- b. Consideration of proposed Supplemental Agreement No. 5 with J. Collins Engineering Associates, LLC for Evaluation of CCUA Electrical Systems

Chief Operations Officer Teri Shoemaker presented for consideration proposed Supplemental Agreement No. 5 with J. Collins Engineering Associates, LLC for Evaluation of CCUA Electrical Systems. In September

2019, staff provided a memorandum to the Board of Supervisors regarding electrical safety observations and an action plan. As part of the action plan, staff decided to engage an outside licensed electrical professional for an objective safety assessment of CCUA electrical systems. CCUA currently has John Collins, PE, and David Lassiter, PE, engaged through our Continuing Services Contract for Professional Engineering Services RFQ 18/19 No. 3. Mr. Collins and Mr. Lassiter have the experience working with CCUA's electrical systems through design of CCUA 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. Since 2019, they have been systematically assessing electrical systems at CCUA's water treatment plants. The remaining seven (7) water treatment plant assessments will complete this effort. CCUA has started electrical upgrades at selected plants based on the assessments; however, budget assistance is needed to plan the additional capital improvements. As part of this agreement, budget pricing will be developed for projects to be prioritized and added to the Capital Improvement Program. Staff considers the negotiated fee of \$74,960 to be reasonable and competitive for the scope of services to be provided. After discussion, Mr. Starnieri moved, seconded by Mr. Hodges, and carried 6-0, to approve Supplemental Agreement No. 5, as presented by Ms. Shoemaker.

c. Request for approval of a proposed Professional Service Agreement with R.C. Associates for Recruiting Services

Mrs. Wilson presented a request for approval of a proposed Professional Service Agreement with R.C. Associates for recruiting services. Staff has advertised the CCUA Utility Engineer position on our website and through Indeed since January 2021. Unfortunately, with the current market, recruiting a qualified candidate has proven to be a challenge. RC Associates, LLC specialize in recruitment services within the water and wastewater industry and can assist CCUA with recruiting a qualified professional. Staff and R.C. Associates reviewed and negotiated a Professional Service Agreement for recruiting services. Staff determined the fee for professional services is fair, competitive, and reasonable. RC Associates, LLC will be paid a placement fee equal to twenty-five percent (25%) of the retained Candidate's annual compensation. After discussion, Vice-Chairman Roark moved, seconded by Mrs. Gardella, and carried 6-0, to approve execution of the Professional Service Agreement with R.C. Associates, as presented by Mrs. Wilson.

d. Briefing on issues related to SJRWMD MFL's for Lakes Brooklyn and Geneva, Keystone Heights, Florida

Mr. Johnston introduced Nicolas Porter of de la Parte & Gilbert, PA who provided a briefing on issues related to SJRWMD MFL's for Lakes Brooklyn and Geneva, Keystone Heights, Florida. He reviewed the timeline regarding the proposed recovery strategy, filing of protective petitions, proportional shares, and the next steps to be taken regarding a negotiated participation agreement. He also answered inquiries from members of the Board regarding the legal challenges, proposed financial participation, and timeframe.

e. Other

Chairman Davis found good cause to add consideration of the request from Mr. & Mrs. Dabhi to the agenda due to the failed septic tank system at their residence.

Request for financing of Developer Agreement charges for wastewater service to 1045 Live Oak Lane, Fleming Island, Florida

Service Availability Manager Melisa Blaney presented for consideration a request for financing of wastewater connection fees from Mr. Ani Rambhai and Mrs. Sushila Anil Dabhi for financing of wastewater connection charges for 1045 Live Oak Lane, Fleming Island, Florida. In their request, they

stated they are experiencing a financial hardship with the unforeseen circumstance of having a failed septic system. After discussion, Mr. Welch moved, seconded by Mr. Hodges, and carried 6-0, to approve financing in the amount of \$10,231.38 for a period of ten (10) years at CCUA's standard terms and interest rate as annually approved, as presented by Ms. Blaney.

Mr. Johnston informed the Board staff is currently working on the proposed 2021/2022 Fiscal Year Budget and shared this may prove to be a very challenging year due to several issues relating to meters, materials, and personnel.

Item No. 9 – Legal Business

a. Other

Mr. Williams informed the Board there is a letter at their stations from the Bachara Construction Law Group regarding the repair of the sinkhole at the roundabout at Towncenter and Radar Road.

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

Item No. 11 – Public Comments

Ms. Vivian Katz-James of the Save Our Lakes Organization, addressed the Board regarding the proposed SJRWMD MFL's for Lakes Brooklyn and Geneva in Keystone Heights, Florida.

Mr. Geoff Sample, of the SJRWMD said he hopes everything can be resolved; however, he cannot make any official comments on the issue.

Item No. 12 – Supervisor Comments

Mrs. Gardella thanked Mr. Porter for his report. She also thanked Ms. Katz-James for attending today and for everything she has done over the years. She also shared she hopes everything regarding the MFL's can be successfully negotiated without needing a lengthy legal process.

Mr. Hodges also expressed his gratitude for the presentation and thanked Ms. Katz-James for attending today.

Mr. Starnieri echoed the appreciation for the attendees today and said he appreciated the efforts of staff on the Hurricane Manual.

Mr. Welch also shared his gratitude for the presentations today.

Vice-Chairman Roark thanked everyone for their presentations and comments today.

Item No. 14 – Adjournment

Chairman Davis adjourned the meeting at 2:56 P.M.



Janfee Loudermilk, Recording Secretary



Wendell Davis, Chairman