

MINUTES
CLAY COUNTY UTILITY AUTHORITY
June 1, 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

Mrs. Gardella 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. 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 Regular Meeting, May 18, 2021

After discussion, Mr. Starnieri moved, seconded by Mrs. Gardella, and carried 5-0, to approve the minutes of the Board of Supervisors Regular Meeting, held on May 18, 2021.

Item No. 5 – Approval of Consent Agenda

a. Approval of Financial and Operational Activities

After discussion, Mrs. Gardella moved, seconded by Vice-Chairman Roark, and carried 5-0, to approve the Financial and Operational Activities and Developer Agreements, Warranty Deeds & Easements, as follows;

- 1) Approval of Payment of Warrants
Warrants totaling \$1,721,217.55
 - 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 KH20/21-10 – Keystone Heights Trail Head Water Service (City of Keystone Heights) - 0.5 ERC's water, 0.5 ERC's AWS, 0.5 ERC's wastewater, 0.5 ERC's environmental impact, 0.5 ERC's debt service - \$4,579.00
- 2) Developer Agreement KU20/21-36 – Water and Wastewater Service to 3200 Moody Avenue (Alan & Shirley Rasberry) - 1 ERC water, 1 ERC AWS, 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$10,140.54
- 3) Developer Agreement KU20/21-38 – Water and Wastewater Service to 1653 Shady River Court (Drees Homes of Florida, Inc.) - 1 ERC water, 1 ERC AWS, 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$4,785.21
- 4) Developer Agreement KU20/21-39 – Wastewater Service to 581 Creighton Road (Gerald W. Bishop and Pamela D Bishop) - 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$6,626.55
- 5) Developer Agreement SS20/21-10 – Sugar Leaf Farms Subdivision (Branan Partners, LLC) – 118 ERC's water, 118 ERC's AWS, 118 ERC's wastewater, 118 ERC's environmental impact, 118 ERC's debt service - \$522,459.74 (497,380.62 deferred)
- 6) Grant of Easement – Middleburg Bluff Apartments at CR 218 (Middleburg Associates, Ltd.)

Item No. 6 – Customer Account Adjustments - None

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

a. Personnel Committee Meeting – June 1, 2020 at 1:00 P.M.

Committee Chairman Starnieri reported the Personnel Committee met prior to today's meeting and made some minor changes to the proposed Emergency Situation Pay Policy and the revised policy will be presented for the Board's approval at the meeting on June 15, 2021.

Item No. 8 – Executive Director's Business

a. April Financial Package

Chief Financial Officer Jeff Wesselman presented the Financial Statements for April and reported that operating income is \$2,033,812 over budget due to an unfavorable revenue and favorable expense variance. Operating revenue is \$635,778 under budget and operating expenses are \$2,669,589 under budget. CCUA has gained 703 active water accounts and 677 active sewer accounts for the fiscal year 2020/2021. After discussion, Mr. Welch moved, seconded by Mr. Starnieri, and carried 5-0, to accept the Financial Statements for April 2021, as presented.

b. Presentation of the tentative 2021/2022 Fiscal Year Operating Budget

Mr. Wesselman informed the Board the presentation of a tentative budget is required by our enabling legislation no later than June 1st of each year. The tentative 2021/2022 Fiscal Year Budget presented today will be reviewed and possibly modified prior to the Joint Audit/Finance and Personnel Committee Meeting. Mr. Wesselman suggested the Joint Committee Meeting be held on Tuesday, July 20, 2021 at noon and the Public Rate Hearing on Tuesday, September 7, 2021 at 7:00 P.M. After discussion, Mrs. Gardella moved, seconded by Vice-Chairman Roark, and carried 5-0, to grant tentative approval of the proposed budget for distribution as required and approval of the Joint Committee Meeting and Public Rate Hearing dates as requested. The budgets will be sent to Bradford, Clay and Duval County and the meetings will be publicly noticed as required.

c. Consideration of a request to purchase new vehicles early

Mr. Wesselman informed the Board during the current budget process, staff has identified seventeen (17) vehicles that need to be purchased in the 2021/2022 budget cycle. Fifteen (15) are to replace older vehicles and two (2) are for proposed new employees in the Water Department. Due to supply chain delays CCUA has not received vehicles which were ordered in January. We have been notified current vehicles will not be delivered until September. With continued anticipated delays and expected significant price increases on the State Contracts, staff is requesting to order vehicles immediately to allow operations to continue as efficiently as possible and to take advantage of current pricing levels. Staff has depleted the current years Department Capital and would need to move monies from the contingency Capital Project Fund to purchase the vehicles. After discussion, Mr. Welch moved, seconded by Vice-Chairman Roark, and carried 5-0, approve the transfer of \$618,405.91 and authorize the purchase of the vehicles, as presented by Mr. Wesselman.

d. Request for approval of the rankings associated with RFP No. 2020/2021-A9 Benefits Administrative Services and proceed with negotiations of a contract with Public Risk Insurance Advisors and approval of the documents associated with the opening held on April 29, 2021

Procurement Manager Angelia Wilson presented a request for approval of the rankings associated with RFP No. 2020/2021-A9 Benefits Administrative Services and proceed with negotiations of a contract with Public Risk Insurance Advisors and approval of the documents associated with the opening held on April 29, 2021. On April 29, 2021, staff received two (2) responses to the RFP, which were subsequently evaluated and scored by the project evaluation committee. The ranked shortlist and scoring of the overall proposals are as follows; Public Risk Insurance Advisors 93.8% and MFB Financial dba The Bailey Group 87.3%. If CCUA and Public Risk Insurance Advisors 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. Mr. Travis Cummings of The Bailey Group addressed the Board regarding the RFP. After discussion, Mr. Welch moved, seconded by Mr. Starnieri, and carried 4-1 (Davis dissenting), to approve the rankings, authorize staff to negotiate with Public Risk Insurance Advisors, and execute the negotiated contract.

e. Consideration of proposed Change Order No. 1 to Supplemental Agreement No. 5 with Constantine Engineering, Inc. for the finished drinking-water storage tanks and hydro-pneumatic tank inspections and reports

Chief Operations Officer Teri Shoemaker presented a request for approval of proposed Change Order No. 1 to Supplemental Agreement No. 5 with Constantine Engineering, Inc. for the finished drinking-water storage tanks and hydro-pneumatic tank inspection. The Board approved Supplemental Agreement No. 5 with Constantine at the April 6, 2021 meeting. The supplemental agreement included inspection of seven (7) tanks in compliance with Florida Department of Environmental Protection requirements. Upon further evaluation, staff determined the Orange Park South Water Treatment Plant (WTP) Ground Storage Tank (GST) cannot be drained without causing low water system pressure issues; therefore, staff requested robotic inspection and a diver to clean the tank. Constantine inspected the following tanks in August 2020: Ridgecrest WTP GST #2, Spencer's WTP GST, Greenwood WTP GST #1, and Greenwood WTP GST #2. CCUA has a regulatory deadline to clean tanks within the year of inspection; therefore, staff requested Constantine include cleaning of the tanks as part of this change order. The amount of the proposed change order is \$11,383.20 and increases the supplemental agreement amount from \$41,395.60 to \$52,778.80 for this project. CCUA staff budgeted for the inspections within the Water Department's operations budget for subcontractors. After discussion, Vice-Chairman Roark moved, seconded by Mr. Starnieri, and carried 5-0, to approve Change Order No. 1 to Supplemental Agreement No. 5, as presented by Ms. Shoemaker.

f. Request for ratification of the Executive Director's Emergency Declaration to purchase Sensus residential meters

Mr. Johnston presented a request for ratification of his actions for the Emergency Purchase of Sensus AccuStream residential water meters. Sensus notified staff that iPERL residential meters are not in production at this time. Sensus recommended alternate meters be ordered to cover the expected minimum needs for new installations and critical replacements. Sensus estimates an approximate twelve (12) week lead time for the available meters. CCUA's contract with Sensus only includes iPERL residential meters; therefore, an emergency declaration was necessary to purchase another model. After discussion Mr. Welch moved, seconded by Mr. Starnieri, and carried 5-0, to ratify the actions of the Executive Director and the Emergency Declaration relating to the purchase of meters in the amount \$72, 259.74, as presented.

g. Other

Mr. Johnston introduced Michael A. Register, P.E., Director, Division of Water Supply Planning and Assessment of the SJRWMD who provided a brief presentation regarding the Minimum Levels of Lakes Brooklyn and Geneva, Keystone Heights, Florida.

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

Vice-Chairman Roark inquired about the Personnel Committee meeting today and thanked staff for their efforts. Mrs. Gardella thanked Mr. Register of the SJRWMD for attending and for the presentation he provided today. Mr. Starnieri thanked the staff for all their efforts and shared the Board does its best to make decisions that are in the best interest of the business itself and also protect the ratepayers. Chairman Davis thanked staff and commented on an upcoming session which may be scheduled if needed.

Item No. 14 – Adjournment

Chairman Davis adjourned the meeting at 3:11 P.M.



Janice Loudermilk, Recording Secretary



Wendell Davis, Chairman