

MINUTES
CLAY COUNTY UTILITY AUTHORITY
July 6, 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

Vice-Chairman Roark 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, Ms. Lebesch, 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, Service Availability Manager Melisa Blaney, Assistant Chief Financial Officer Karen Osborne, Procurement Manager Angelina Wilson, Compliance Manager Heather Webber, Administrative Assistant Operations Alicia Baker, Administrative Assistant Engineering Lori Stewart, and Grady H. Williams, Jr., legal counsel to the CCUA.

Item No. 4 - Committee Appointment

Chairman Davis appointed Ms. Lebesch to serve on the Personnel Committee.

Item No. 5 – Approval of Minutes

a. Board of Supervisors Regular Meeting, June 15, 2021

After discussion, Mrs. Gardella moved, seconded by Mr. Welch, and carried 6-0, to approve the minutes of the Board of Supervisors Personnel Committee and Regular Meeting, held on June 15, 2021.

Item No. 6 – Approval of Consent Agenda

a. Approval of Financial and Operational Activities

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

- 1) Approval of Payment of Warrants
Warrants totaling \$ 1,747,637.55
 - 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

b. Approval of Capital Budget Activities - None

c. Approval of Developer Agreements, Warranty Deeds & Easements

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

- (1) Developer Agreement KU20/21-42 – Wastewater Service to 1045 Live Oak Lane (Anil & Sushila Dabhi) - 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$10,603.08 (\$10,231.38 financed)
- (2) Developer Agreement KU20/21-43 – Settlement Agreement #2 for 151 College Drive Unit #16 (Joseph P. Melinda) – 0.55~ ERC’s water, 0.55~ ERC’s AWS, 0.55~ ERC’s wastewater, 0.55~ ERC’s environmental impact, 0.55~ ERC’s debt service - \$2,721.46
- (3) Developer Agreement KU20/21-44 – Settlement Agreement #1 for 794 Blanding Blvd (Blanding Building, LLC) – 0.47 ERC’s water, 0.47 ERC’s AWS, 0.47 ERC’s wastewater, 0.47 ERC’s environmental impact, 0.47 ERC’s debt service - \$2,353.28
- (4) Developer Agreement KU20/21-45 – Wastewater Service to 1381 Clay Street (Mahendra J. Macwan) - 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$12,300.68
- (5) Developer Agreement KU20/21-46 – Wastewater Service to 1009 Hibernia Forest Drive (James & Eileen Cannon) - 1 ERC wastewater, 1 ERC environmental impact, 1 ERC debt service - \$9,023.38
- (6) Grant of Easement – 3739 Creek Hollow Lane (James J. Chaon & Nena M. Chaon)
- (7) Grant of Easement – 4743 Raggedy Point Road (Michael Vrooman & Michelle Vrooman)
- (8) Grant of Easement – 711 Creighton Road (Donnie Walker & Janice Walker)
- (9) Grant of Easement – State Road 23 Utility Crossing (Reinhold Corporation)
- (10) Temporary Construction Easement – State Road 23 Utility Crossing (Reinhold Corporation)

Item No. 7 – Customer Account Adjustments - None

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

Item No. 9 – Executive Director’s Business

a. Fiscal Year 2021-2022 Budget Proposal for the July 20th Joint Finance and Personnel Committee Meeting

Mr. Johnston informed the members their budget books are at their station and reminded everyone of the Joint Audit/Finance and Personnel Committee to discuss the proposed 2021/2022 Fiscal Year budget meeting at noon on July 20, 2021.

b. May Financial Package

Chief Financial Officer Jeff Wesselman presented the Financial Statements for May and reported that operating income is \$2,846,303 over budget due to an unfavorable revenue and favorable expense variance. Operating revenue is \$112,042 under budget and operating expenses are \$2,958,345 under budget. CCUA has gained 767 active water accounts and 750 active sewer accounts for the fiscal year 2020/2021. After discussion, Mr. Starnieri moved, seconded by Vice-Chairman Roark, and carried 6-0, to accept the Financial Statements for May 2021, as presented.

- c. Proposed Contract Assignment of Reiss Engineering, Inc. to CHA Consulting, Inc., 18/19 RFQ No. 3 Civil and Environmental Engineering Professional Services
- d. Proposed Contract Assignment of Hydro Solutions Consulting, LLC, to Dewberry Hydro, 18/19 RFQ No. 3 Civil and Environmental Engineering Professional Services

Chief Engineer Paul Steinbrecher presented a proposed Contract Assignment of Reiss Engineering, Inc. to CHA Consulting, Inc. and Contract Assignment of Hydro Solutions Consulting, LLC, to Dewberry Hydro, associated with 18/19 RFQ No. 3 Civil and Environmental Engineering Professional Services. After discussion, Mr. Starnieri moved, seconded by Ms. Lebesch, and carried 6-0, to approve the contract assignments as presented by Mr. Steinbrecher.

- e. Results from Request for Qualifications 2020/2021-A14 - Peter's Creek Water Reclamation Facility Expansion and Request to Negotiate with the most qualified firm

Procurement Manager Angelina Wilson presented the results from Request for Qualifications 2020/2021-A14 - Peter's Creek Water Reclamation Facility Expansion and a Request to Negotiate with the most qualified firm. The existing Peters Creek water reclamation facility is a 0.2 MGD plant that is approaching its design capacity in what is a rapidly growing part of its service territory. On May 6, 2021, CCUA posted a public notice in the Florida Times Union and on the CCUA Bonfire Procurement Portal requesting qualifications from licensed consulting firms to facilitate the phased site master planning, detailed design, services during construction, and oversight for Phase I of the new Peter's Creek Wastewater Treatment Facility. On June 9, 2021, staff received five (5) responses to the RFQu, which were subsequently evaluated and scored by the project evaluation committee. The rankings of the overall proposals are as follows; Ardurra Group, Inc. 94.33, CDM Smith, Inc. 90.67, Jacobs Engineering Group, Inc 88.33, Black & Veatch Corporation 84.00, and Mittauer & Associates, Inc. 82.00. Staff requested approval of the the rankings and authorization to negotiate and execute a contract with the Ardurra Group, Inc. If CCUA and the Ardurra Group, Inc. are unable to negotiate a satisfactory contract, CCUA will formally terminate the negotiations and undertake them with the next ranked firm. After discussion, Ms. Lebesch moved, seconded by Mr. Welch, and carried 6-0, to approve the rankings and authorize staff to negotiate and execute a contract with the Ardurra Group, Inc., as presented by Mrs. Wilson.

- f. Lower Floridan Aquifer Feasibility Investigation Results Presentation by Kimley-Horn and Associates, Inc.

Mr. Johnston introduced Mr. Jason Sheasley of Kimley-Horn and Associates, Inc. who provided an overview of the results of the Lower Floridan Aquifer Feasibility Investigation completed by his firm. The presentation was for the Board's information only, no action was requested or required on this item.

- g. Regulatory and Integrated Water Resource Strategy Framework Presentation by CHA

Mr. Johnston introduced members of the CHA team who provided a presentation regarding the Regulatory and Integrated Water Resource Strategy Framework which was prepared by their firm. The presentation was for the Board's information only, no action was requested or required on this item.

- h. Proposed Supplemental Agreement No 1 with CDM Smith for Strategic Planning and IWRP Services

Mr. Steinbrecher presented proposed Supplemental Agreement No 1 with CDM Smith for Strategic Planning and Integrated Water Resource Strategy Framework. Task 1 will include a review of each of CCUA's major business units according to the American Water Works Association (AWWA) Effective Utility Management (EUM) Program to identify long- term goals and provide strategic planning recommendations as to internal organizational structure and process improvement. The work will produce a roadmap for proceeding with organizational improvement based on a ranking of priorities and identification gaps, as well as a

recommended organizational change process. This work will be conducted on a time and materials basis not to exceed \$70,000 without prior authorization and will be performed under the direction of the Executive Director. Task 2 Building on the Integrated Water Resource Strategy Framework, CCUA is now ready to develop a more granular plan for managing the supply, production, treatment, transmission, and delivery of water to our service areas for the next 25-year planning period (2046). The plan will evaluate water demands throughout the service territory during the planning period, and then consider and rank traditional supply, alternative water supply and conservation (demand management) techniques to effectively meet that demand in a sustainable manner. The output of the IWRP will be 5- and 25- year Capital Improvement Plans for major projects (supplies, demand management initiatives, and transmission). As part of this work, the consultant will also prepare a regulatorily required plan for eliminating non-beneficial discharges to surface waters. On April 21, 2021, the Florida legislature passed Senate Bill 64 calling for elimination of all non-beneficial surface water discharges of treated wastewater effluent or reclaimed water by January 1, 2032. The bill includes the requirement that utilities submit a detailed plan to FDEP by November 1, 2021. Because the IWRP considers CCUA's reclaimed water demand and supply in detail, it is ideal to use the same consultant for preparation of this required detailed capital plan that will focus on beneficial reuse of the remaining three (3) million gallons per day of reuse quality water that now goes to the river. Task 2 work will be performed on a lump sum basis of \$382,696 and will be performed under the direction of the Chief Engineer. After discussion, Mr. Welch moved, seconded by Mr. Starnieri, and carried 6-0, to approve Task 1 in the amount of \$70,000 and Task 2 in the amount of \$382,696 with a not-to-exceed total of \$452,696, as presented by Mr. Steinbrecher.

i. Resolution 2020/2021-06 – Update of CCUA's Bid Process and Prequalification

Mr. Johnston presented for approval proposed CCUA Resolution 2020/2021-06 - Amending and Restating Prior Resolution No. 2020/2021-04, Adopting Public Bid Receipt, Opening, Award, Posting, Protest and Recording Policy and Procedures; Authorizing Authority to Competitively Award In Accordance with s. 255.20(1), Fla. Statutes. CCUA staff with the support of design consulting teams continue progressing on the designs of key plant facilities and related infrastructure. Due to technical skills needed and anticipated schedules to successfully deliver these projects, staff desires to have the ability to prequalify contractors as responsible and competent prior to receiving bids. Once the contractors are prequalified for specified projects, staff would like the ability to request competitive bids from those short-listed contractors. To accommodate this request, CCUA's current resolution governing these activities must be modified. After discussion, Mrs. Gardella moved, seconded by Vice-Chairman Roark, and carried 6-0, to approve, adopt, and enact Resolution 2020/2021-06, as presented by Mr. Johnston.

j. Other

Chairman Davis acknowledged Vice-Chairman Roark being named Hospital President of Baptist Medical Center Clay and Mr. Welch being named the PGA Players Tournament Chairman for 2022.

Mr. Johnston also shared with the Board, Mr. Kim Raye who just celebrated forty years of service with CCUA and its predecessors passed away unexpectedly on June 26, 2021.

Item No. 10 – Legal Business

- a. Private attorney-client “shade” meeting regarding the litigation styled *North Florida Utility Coordinating Group, et. al. v. St. Johns River Water Management District*, DOAH Case Nos. 21-001470, RX 21-1576, 21-1731RP, 21-1739RU pending before the Florida Division of Administrative Hearings, and the June 1, 2021 petition for administrative hearing styled *North Florida Utility Coordinating Group, et. al. v. St. Johns River Water Management District*, currently pending before the St. Johns River Water Management District

Chairman Davis briefly recessed the regular meeting at 3:22 P.M. and reconvened at 3:30 P.M.

Chairman Davis stated Wendell Davis, Mona Gardella, Anna Lebesch, Darin Roark, James Starnieri, and Matthew Welch, sitting as duly constituted Board of Supervisors of the Clay County Utility Authority, and Jeremy Johnston, as the Executive Director of the Authority will meet in attorney-client session, outside of the sunshine, with Grady H. Williams, Jr., Esquire and Nicolas Q. Porter, Esquire as legal counsel.

Chairman Davis then recessed the regular meeting at 3:30 P.M. for the attorney-client session and reconvened the meeting at 5:05 P.M.

b. Other - None

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

Item No. 12 – Public Comment - None

Item No. 13 – Supervisor Comments

Mr. Starnieri shared the CCUA will continue to grow as the County develops and he is glad the utility continues to be so forward thinking. He also said he was very sad to hear of Kim's passing.

Mrs. Gardella said she has enjoyed serving on the Board and has always been amazed how forward thinking CCUA is, she also thanked everyone for their efforts over the years.

Ms. Lebesch said she was excited to see the possibilities relating to the expansion and growth of Clay County and the utility.

Mr. Welch thanked everyone for their efforts and shared how much he enjoyed listening to and participating in the presentations during the meeting today.

Vice-Chairman Roark echoed everyone's comments above and said was very excited to see the water conservation efforts which are being planned for the area.


Chairman Davis thanked staff and the members of the Board for their participation in today's meeting.

Item No. 14 – Adjournment

Chairman Davis adjourned the meeting at 5:10 P.M.



Janice Loudermilk, Recording Secretary



Wendell Davis, Chairman