

**North Florida Water Utilities Authority**

**January 20, 2026, 09:30 A.M.**

**The North Florida Water Utilities Authority (NFWUA) met in a scheduled meeting at Judicial Annex Building, 218 Parshley Street Southwest, Live Oak, FL 32064. The meeting was opened with the Pledge of Allegiance to the Flag of the United States of America.**

**Board Attendance:**

**Chairman, Commissioner Rocky Ford**

**Vice-Chairman, Commissioner Franklin White**

**Board Member, Commissioner Timothy Murphy**

**Board Member, Commissioner Leo Mobley**

**Board Member, Commissioner Steven Dicks**

**Others in Attendance:**

County Manager, David Kraus

NFWUA Attorney, Grady Williams

Executive Director, Shannon Roberts

Customer Service Support Specialist, Wendy Parnell

Columbia County Utilities Superintendent, Robert Domingue

Powell & Jones, CPA- Richard Powell

Deputy Clerk, Tricia Carter

Dale Williams

**Additions and Deletions:**

Executive Director, Shannon Roberts added invoices to the agenda.

**Approval of Agenda**

MOTION by Commissioner, Timothy Murphy to approve agenda with addition. SECOND by Commission Steven Dicks. The motion carried unanimously.

Public Comment:

Stew Lilker made a comment.

Discussion and Actions:

1. Approval of Minutes:

Meeting minutes approval for 12/15/2025 NFWUA Meeting

MOTION by Commissioner, Franklin White to approve the minutes from 12/15/2025 for the NFWUA meeting. SECOND by Commissioner, Leo Mobley. The motion carried unanimously.

2. Bills & Vouchers:

Requesting approval of the payments for bills and vouchers during the period of 10/21/2025-12/27/2025.

Executive Director, Shannon Roberts spoke about the bills & vouchers including the addition.

Please see the attached bill payment list for amount \$64,460.54.

Commissioner, Timothy Murphy asked about who American Pipe and Tank is.

Executive Director, Shannon Roberts answered the question.

Stew Lilker asked a question about the payment to Richard Powell.

Richard Powell answered the question that Stew Lilker asked, it is for Quick Books online.

Stew Lilker asked if this is in the contract and the wording on Grants.

Chairman, Rocky Ford stated that they will get it to him.

MOTION by Commissioner, Franklin White to approve the payment of bill and vouchers in the amount of \$64,460 during the period from 10/21/2025-12/27/2025. SECOND by Commissioner, Steven Dicks. The motion carried unanimously.

### 3. FDEP Grant Agreement # L0288

Executive Director, Shannon Roberts – Approval of FDEP Grant agreement # 0288 for Wastewater improvements in Ellisville would like the agreement executed.

NFWUA received legislative appropriation FY 2025/2026 for \$1.9 million dollars for Ellisville Wastewater improvements and project will be funded through FDEP.

The funding will be used to implement necessary wastewater improvements in Ellisville to support Columbia County's Busy Bee project.

Chairman, Rocky Ford asked Columbia County Utilities Superintendent, Robert Domingue to go over the Grant.

Commissioner, Timothy Murphy asked a question and Columbia County Utilities Superintendent, Robert Domingue responded.

Discussion ensued.

### 4. Fort White draft term sheet for NFWUA Services

Executive Director, Shannon Roberts is bringing it to the Board for discussion.

Fort White Town Council has been reviewing options to operate and maintain the Fort White WTP and system on their own or to outsource the same.

Fort White Council has encountered delays and difficulties in reaching decision regarding WTP and system operations.

A simple term sheet of proposed services from NFWUA may provide needed clarity that could potentially enable the Council to finalize a decision.

(see attached document)

NFWUA Attorney, Grady Williams added a comment on the subject.

Stew Lilker made a comment to Commissioner, Timothy Murphy.

Commissioner, Timothy Murphy responded to the comment that Stew Lilker had made.

Commissioner, Franklin White stated he would like to see the financial budget on this matter with Fort White.

Commissioner, Steven Dicks asked what the condition on this system is in Fort White?

Executive Director, Shannon Roberts responded with an answer.

Commissioner, Steven Dicks asked about the political climate of Fort White.

Executive Director, Shannon Roberts responded – They have challenges.

Chairman, Rocky Ford stated that Fort White does have a grant to loop their lines. He further discussed what Fort White has that the utility would use. Fort White must vote on whether they want to join or not.

Commissioner, Tim Murphy offered a comment on wells versus lines & water quality.

Discussion ensued.

##### 5. Appointing new NFWUA Board Members

Executive Director, Shannon Roberts discussed the possible action on appointing new NFWUA Board Members.

The interlocal agreement that formed NFWUA stipulates that the County Boards appoint two (2) representatives to serve on the NFWUA Board.

NFWUA Board members have consistently expressed the desire to utilize private Citizens as Board members to reduce the effects of politics.

The interlocal agreement that formed NFWUA does not describe a process to identify, recruit, screen and recommend potential new members to the County Boards.

(see attached document)

Chairman, Rocky Ford asked the question do we want to make it a requirement to be residents of the Counties?

NFWUA Attorney, Grady Williams Responded to Chairman Rocky Ford's question. Columbia County BOCC can make selections for the Private Board as well as Suwannee County. He discussed the process in Clay County and what are the options and possible future for this Board.

Commissioner, Franklin White asked the question do members have to be residents in Clay?

NFWUA Attorney, Grady Williams stated they must be rate payors.

Commissioner, Franklin White asked what happens if you can't find members?

NFWUA Attorney, Grady Williams responded.

Discussion ensued.

Chairman, Rocky Ford asked the Board if we want Executive Director, Shannon Roberts to start recruiting members?

Executive Director, Shannon Roberts stated he thinks there should be some kind of compensation to entice recruits or members.

Commissioner, Franklin White, commented on his concern.

Chairman, Rocky Ford commented to that concern.

Commissioner, Timothy Murphy supports this Board for the record when feasible or reasonable.

Chairman, Rocky Ford and Commissioner Timothy had a discussion.

Stew Lilker offered a comment.

Commissioner, Franklin White responded to Stew Lilker's comment.

Commissioner, Tim Murphy asked about the Suwannee Meeting time and asked about the Clay County Board.

NFWUA Attorney, Grady Williams responded.

Discussion ensued.

#### 6. Mandatory Service Hook Ups

Executive Director, Shannon Roberts discussed possible action regarding mandatory service hook-up.

The potential to utilize mandatory service hooks has been mentioned in a previous Board Meetings but not discussed.

Supporting documentation provides high level concepts for mandatory hook ups.

The use of mandatory hook ups has implications and tradeoffs that may require additional review in the form of a workshop to explore in greater detail.

(see attached document)

Executive Director, Shannon Roberts stated that you must be able to service customers if hook-ups are mandatory.

Chairman, Rocky Ford made a comment.

Commissioner, Franklin White made a comment.

NFWUA Attorney, Grady Williams commented this is happening statewide to transfer septic to sewer.

Discussion ensued.

Chairman, Rocky Ford stated that if you are going to utilize this, then you have got to make customers use it.

Commissioner, Franklin White stated that you will have to make it affordable for existing customers to switch.

Commissioner, Leo Mobley stated to make customers switch if the septic fails.

Chairman, Rocky Ford stated to deny permits to fix septic.

Discussion ensued.

NFWUA Attorney, Grady Williams offered a recommendation. He stated they could finance customer's switchovers for 10 years and if not paid for, put a lien on the property.

Wayne Hannaka -Live Oak offered a comment.

Chairman Rocky Ford responded to Wayne Hannaka.

County Commissioner, Franklin White responded to Wayne Hannaka.

Wayne Hannaka questioned when the Raftelis report was going to be ready.

Chairman, Rocky Ford stated it is ready, but they could not be here today to present it.

Discussion ensued.

## 7. Asset Transfer Readiness / Prep

Executive Director discussed the action regarding asset transfer readiness and preparation.

Board Members have expressed a desire to begin preparations for the transfer of County utility assets to NFWUA, a detailed list of all assets is still needed.

Supporting documentation provides high levels steps for an engineering evaluation of the asset mix and a transaction closing check list.

The complexity of the process may require additional review in the form of a workshop to explore in greater detail.

Commissioner, Franklin White stated that this is needed.

Chairman, Rocky Ford asked did they not already have a list for Raftelis? Executive Director, Shannon Roberts stated only a high level.

Executive Director, Shannon Roberts discussed that once the list is compiled, a 16-step process to transfer assets will be done.

Discussion ensued.

Commissioner, Timothy Murphy stated that a lot of work has been put into this and he thinks NFWUA Attorney, Grady Williams and Executive Director, Shannon Roberts did a good job at making detailed steps regarding how to transfer assets.

Discussion ensued.

Commissioner, Franklin White asked if they would need an RFP?

Executive Director, Shannon Roberts responded to Commissioner Franklin White, they probably won't have pricing till March or April 2026 when he will have cost information for the Board.

Executive Director, Shannon Roberts stated he needs directions from the Board.

The Board agreed for Executive Director, Shannon Roberts to start working on preparing this.

Chairman, Rocky Ford stated that this is not on the agenda, He asked Executive Director, Shannon Roberts if he was going to need staff and do you know what you will need?

Executive Director, Shannon Roberts responded and stated a recording secretary and billing clerk. He also stated that NFWUA is going to launch several projects soon. We will need a Project Coordinator and Compliance Coordinator. This is not on an executive level, it needs to be at a working level. Some will be FTE and some contracted out. Need to determine which is better cost wise. The Engineering and Financial will be separated and I will need to determine which is better cost-wise.

Commissioner, Timothy Murphy asked the question if these positions can be funded in the budget?

Executive Director, Shannon Roberts responded that a budget amendment would need to be done.

Commissioner, Franklin White stated he would like a proposal as to what Executive Director, Shannon Roberts will need and the cost.

Public Comment:

Moses Clepper- Commented that he appreciates what the Board did today.

He stated that we need to do an audio/visual recording at these meetings and this Authority is needed.

He commented on the idea of having evening meetings for the citizens.

He commented that he is for the property taxes to be eliminated.

He commented about the agenda needs to be proof read more before being put out there.

He also commented about the Florida Statue 287.55 engineering forms being negotiated for a fair price.

Chairman, Rocky Ford responded to Moses Clepper comments.

Moses Clepper stated that he feels at least one Commissioner should be on this Board and we need to develop a contractor/vendor list with their contact information.

Chairman, Rocky Ford stated that they are in the process of making the list and it should be ready on 02/26/2026.

Moses Clepper stated that he likes the work that NFWUA Attorney, Grady Williams is doing for the NFWUA Board.

He commented that all citizens are rate payers.

He would like to see all the employees working together for this Authority Board.

Board Comments:

Commissioner, Timothy Murphy asked a question about the busted waterline to Fort White and who needs to address it?

Executive Director, Shannon Roberts stated that they will need to work with the County on that.

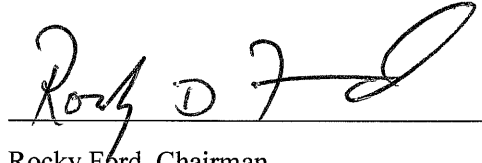
Executive Director, Shannon Roberts stated that he and NFWUA Attorney, Grady Williams are looking into this and will bring it back before the Board.

Discussion ensued.

The next meeting scheduled is February 16, 2026, at 09:30 A.M. in Live Oak Fl.

Adjournment:

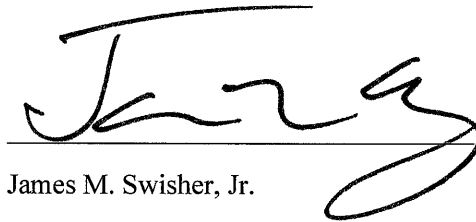
There being no further business, meeting was adjourned at 12:05 P.M.

A handwritten signature in cursive script, appearing to read "Rocky D Ford", written over a horizontal line.

ATTEST:

Rocky Ford, Chairman

Columbia County Commissioner

A handwritten signature in cursive script, appearing to read "J. Swisher", written over a horizontal line.

James M. Swisher, Jr.

Clerk of Court & County Comptroller