

North Florida Water Utilities Authority

February 16, 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 prayer and the Pledge of Allegiance to the Flag of the United States of America followed.

Board Attendance:

Chairman, Commissioner Rocky Ford

Vice-Chairman, Commissioner Franklin White

Board Member, Commissioner Timothy Murphy

Board Member, Commissioner Steven Dicks

Others in Attendance:

County Manager, David Kraus

Suwannee County Administrator, Jason Furry

NFWUA Attorney, Grady Williams

Executive Director, Shannon Roberts

Deputy Clerk, Melissa Williams

Customer Service Support Specialist, Wendy Parnell

Columbia County Utilities Superintendent, Robert Domingue

Powell & Jones, CPA- Richard Powell

Dale Williams

Additions and Deletions:

Executive Director, Shannon Roberts spoke about the additions to the agenda: see attached

- 1) Powell & Jones, CPA- Richard Powell added a financial form to the agenda.

2) RFQ new ranking form

Approval of Agenda

MOTION by Commissioner, Timothy Murphy to approve the amended agenda. SECOND by Commissioner Steven Dicks. The motion carried unanimously.

Public Comment:

Chairman, Rocky Ford requested to hold public comments till the end.

Discussion and Actions:

1) Approval of Minutes:

See attached meeting minutes for 01/20/2026 NFWUA Board Meeting

See attached meeting minutes for 02/02/2026 FRQ Tabulation meeting

MOTION by Commissioner, Steven Dicks to approve the minutes for the NFWUA meeting on 01/20/2026 and the minutes from 02/02/2026 for the RFQ tabulation meeting. SECOND by Commissioner, Timothy Murphy. The motion carried unanimously.

2) Bills & Vouchers: Powell & Jones, CPA- Richard Powell

Requesting approval of the payments for bills and vouchers for February 1-13,2026 which is in the H1 February 2026 batch file # 4 - \$51,888.16

See attached documentation.

MOTION by Commissioner, Steven Dicks to approve payment of the bills and vouchers in the amount of \$51,888.16 from February 1-13, 2026. SECOND by Commissioner, Timothy Murphy. The motion carried unanimously.

3) NFWUA Financial Report: Powell & Jones, CPA- Richard Powell

Presentation and review of financial information: see attached

Staff and consultants have been working to process expenses on the account system since October 1st, 2025, to create a format to present financial results.

Q1 financial results from FY 25/26 budget will be presented by Powell Consulting.

MOTION by Commissioner, Steven Dicks to approve the NFWUA Financial Report from October 1st to January 31st, 2026. SECOND by Commissioner, Franklin White. The motion carried unanimously.

4) Budget Amendment: Powell & Jones, CPA- Richard Powell

Review and approve a budget amendment:

1) New Administrative Assistant Position

NFWUA needs an additional Administrative Assistant full-time employee to support recording secretary, board support and billing task. Fully burdened costs of position will be funded through reallocation of \$53,203.00 in funds from Utility Operations Personnel SVCS to Administration SVCS.

2) Printer / Copier Annual Lease

NFWUA requires high volume printing, copying and scanning to support administrative, recording secretary, and billing processes. The printer lease /service costs for the first year will be funded through the reallocation of \$3,118.00 from Operations Maintenance/Supplies to Administration Contract Services.

3) Mail Postage Machine

NFWUA requires a high volume of postage stamps and time to support the utility billing process.

The annual lease cost for the first year would be funded through the reallocation of \$1,000.00 from Operations Maintenance/Supplies to Administration Contract Services.

(see attached document)

MOTION by Commissioner, Steven Dicks to approve the budget amendment to reallocate \$57,321.00 in general funds to support equipment leasing and a new FTE as described. SECOND by Commissioner, Timothy Murphy. The motion carried unanimously.

5) McCrimmon's Office Systems Lease Agreement: Executive Director, Shannon Roberts

Review and approval of equipment 5-year lease for multi-function printer/copier

NFWUA requires high volume printing, copying and scanning equipment to support administrative, recording secretary, and billing processes.

Staff contacted three equipment suppliers to obtain proposals: McCrimmon's Office System, DEX Imaging and AD Solutions.

Proposals offered a choice of purchasing or leasing the equipment.

Leasing is preferred over ownership because of the risk associated with repairs and hardware failures and reduced availability of parts after 5 years of use.

McCrimmon's Office Systems proposal offers the lowest cost solution and is derived from State of Florida contract pricing.

5-year Lease Term - \$194.79 per month

Service Costs - \$ 65.00 per month estimate based total # of color or black & white pages.

Total Annual Cost - \$3,118.00 per year (lease + service)

(see attached documents)

Requires budget amendment of \$3,118.00 From agenda item # 9.

MOTION by Commissioner, Franklin White to approve the McCrimmon's Office Systems 5-year equipment lease agreement with monthly cost of \$194.79 and associated service costs. SECOND by Commissioner, Timothy Murphy. The motion carried unanimously.

6) Engineering Services Tabulation for RFQ 2026-01: Executive Director, Shannon Roberts

Discussion and possible action to select 3-5 respondents for initiation of negotiation to establish continuing services agreement.

NFWUA RFQ 2026-01 was posted on 11/26/2025 and accepted submissions until 01/12/2026.

The intent of the RFQ was to request Statements of Qualifications (SOQs) from qualified engineering firms to provide professional engineering services for NFWUA.

The Scoring team met on 01/12/2026 to submit evaluation information and the respondent SOQs score tabulated.

One member of the scoring team could not attend the scoring meeting and submitted evaluation feedback.

Since a quorum was established, the decision was made to continue the process.

(see attached correction for the additions-scoring colored sheet)

Chairman, Rocky Ford spoke about signing with 4 to negotiate engineering.

Executive Director, Shannon Roberts spoke about negotiating the price.

Commissioner, Timothy Murphy spoke about RFQ's and getting to the jobs.

NFWUA Attorney, Grady Williams spoke about having 1-2 engineers serving in-house then they will do the engineering.

(see attached documents)

MOTION by Commissioner, Timothy Murphy to approve selecting three-five respondents to begin negotiations with the intent to establish a continuing services agreement with the selected respondents. SECOND by Commissioner, Franklin White. The motion carried unanimously.

7) Review of Preliminary Rate Study Raftelis – Henry Thomas & Matt Ori

Discuss the future of the Authority.

Review Project Goals, Objectives and Approach.

Discuss Key Assumptions and Preliminary Results.

Outline the Major Issues that need to be addressed to Financial Plan with the Goal of Providing Regional Water and Sewer Services.

(see attached Presentation of Preliminary Results)

Commissioner, Franklin White, asked about the contribution from the County.

Chairman, Rocky Ford suggested it would be for 3 years and the location for the plant and the interconnection of the system.

Commissioner, Timothy Murphy spoke about the service lines at the Mega Industrial the lines are not owned by Columbia County.

Chairman, Rocky Ford spoke on the need to interconnect with local neighbors like Branford.

The discussion of the model and rates is not a push for the Board to make a final decision

Commissioner, Franklin White stated that 1 customer could change the model.

Commissioner, Timothy Murphy asked a question on a treatment plant in Suwannee County.

Executive Director, Shannon Roberts spoke about the system in Suwannee. Suwannee County Administrator, Jason Furry spoke about 200,000 gallons. Jason Furry stated that they hope to sign a contract in Spring. DEP should support.

Commissioner, Franklin White spoke about ways to cut costs, but everything is going up. Spoke about the Sewer Plant and waiting on bids.

Chairman, Rocky Ford commented, the higher treatment levels the higher the cost.

Executive Director, Shannon Roberts, asked for funding from septic to sewer. The Law requires them to put in mini sewer systems.

Chairman, Rocky Ford commented the maintenance is a lot.

Commissioner, Timothy Murphy asked Suwannee County Administrator, Jason Furry who is working on it? He stated North Florida Professional Services Inc.

Chairman, Rocky Ford asked County Manager, David Kraus if we had applied for the Ellisville SRF-USDA Grant?

Chairman, Rocky Ford and Commissioner, Timothy Murphy suggested a workshop needs to be done.

County Manager, David Kraus spoke about Fort White and the 9 million dollars. Fort White has no impact on the Authority.

Raftelis, Henry Thomas spoke about the consolidated rates. Suwannee County needs to increase the rates.

Chairman, Rocky Ford suggested that the Board members need to look at the report.

Commissioner, Franklin White commented as they bring the plants up to standard, the rates will go up.

Chairman, Rocky Ford commented about 3-4 years ago, Suwannee River Water Management spoke about water is going to be expensive.

Raftelis, Henry Thoams stated let's take some time and see where Fort White will be.

Columbia County Utilities Superintendent, Robert Domingue commented he was waiting on DEP to bring it online that everything is done.

Board Comments:

Chairman, Rocky Ford spoke about the second grant is DEP. The 5-6 million dollars one is an ARCA Grant.

Commissioner, Timothy Murphy spoke about Executive Director, Shannon Roberts interacting with DEP. He also recommended getting with Staff and setting up a workshop for BOCC / NFWUA together.

Chairman, Rocky Ford spoke about getting some answers and requested that Executive Director, Shannon Roberts contact Wellborn .

Public Comments:

Bo Hancock made a comment

Moses Clepper made a comment.

Executive Director, Shannon Roberts answered about the local engineering company Locklear and Associates. He also spoke about NFWUA Grady Williams and himself, who are the negotiating team for engineering.

Stew Lilker made a comment.

Customer Service Support Specialist, Wendy Parnell answered the comment that there is 20 customers in Suwannee County and 359 customers in Columbia County.

Stew Lilker made a comment.

Executive Director, Shannon Roberts answered that NFWUA Attorney, Grady Williams will negotiate with the engineering firm. He spoke about this being a preliminary rate study from Raftelis. This model

can change, if the rates increase it will offset the cost from the County. If the Board members change it, they will go back in and redo the study.

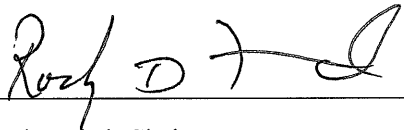
Attorney Comments:

NFWUA Attorney, Grady Williams commented about Clay County, and how it took 15 years to consolidate the rates together, it will take time.

Adjournment:

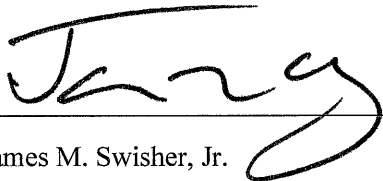
There being no further business, meeting was adjourned at 11:20 A.M.

ATTEST:

A handwritten signature in black ink, appearing to read "Rocky Ford", written over a horizontal line.

Rocky Ford, Chairman

Columbia County Commissioner

A handwritten signature in black ink, appearing to read "James M. Swisher, Jr.", written over a horizontal line.

James M. Swisher, Jr.

Clerk of Court & County Comptroller