

North Florida Water Utilities Authority

October 1, 2025 9:30 A.M

The North Florida Water Utilities Authority (NFWUA) met in a scheduled meeting at the Duval Place Executive Conference Room-971 West Duval Street Lake City, Fl. 32055. 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- on the phone (speaker)

Board Member, Commissioner Leo Mobley

Board Member, Commissioner Steven Dicks

Others in Attendance:

County Manager, David Kraus

County Administrator Intern, Jason Furry

NFWUA Attorney, Grady Williams

Executive Director, Shannon Roberts

Deputy Clerk, Melissa Williams

Economic Development Director, Jennifer Daniels

Additions and Deletions:

Executive Director, Shannon Roberts stated that the agenda items #11 and # 12 are reversed.

Approval of Agenda

MOTION by Commissioner, Franklin White to approve agenda. SECOND by Commissioner, Leo Mobley. The motion carried unanimously.

Public Comment:

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

Discussion and Actions:

1. Approval of Minutes:

September 3,2025

Additional minutes (official approval could not be confirmed by Clerk's Office):

June 5,2024	February 5, 2025
July 7,2024	March 5, 2025
August 12,2024	April 2,2025
September 9,2024	April 17, 2025
November 6,2024	May 7, 2025
December 11,2024	June 4, 2025
January 7,2025	

Executive Director, Shannon Roberts stated he will get approval for the additional minutes. Please see the attached email from the Clerk of Court's office concerning the additional minutes.

Citizen Comment:

Moses Clepper made a comment about the additional minutes.

MOTION by Commissioner, Franklin White to approve the minutes from September 3,2025 for the NFWUA meeting. SECOND by Commissioner, Steven Dicks. The motion carried unanimously.

2. Bills & Vouchers:

Requesting approval of the payments for bills and vouchers during the period of 08/30/2025-09/29/2025 -\$ 55,988.69.

Commissioner, Franklin White had a question about the \$6400.00 if it was monthly? Executive Director, Shannon Roberts stated that it is quarterly.

Commissioner, Franklin White had a question about the lease vehicle and the amount?

Executive Director, Shannon Roberts stated that this is for 4 trucks. He stated that the lease for his truck which is a Ford F150 is \$1403.00 a month.

Commissioner, Franklin White asked if the board approved the lease.

Chairman, Rocky Ford stated that this is Columbia County does is a leasing program. He also asked Executive Director, Shannon Roberts to bring the lease contract in for the next meeting next month.

Citizen Comment:

Stew Lilker made a comment about the truck.

Citizen Comment:

Moses Clepper made a comment that the money is not being used wisely, and he questioned why the truck is a 4-wheel drive, when there are less expensive trucks.

Chairman, Rocky Ford stated he will get the details.

NFWUA Attorney, Grady Williams stated it is ok to approve; this was a budget item. Executive Director Shannon Roberts stated yes, it was a budget item.

Commissioner, White stated he wanted to see the lease at the next meeting.

MOTION by Commissioner, Franklin White to approve the payment of bill and vouchers in the amount of \$55,988.69 dated 08/30/2025-09/29/2025. SECOND by Commissioner, Steven Dicks. The motion carried unanimously.

3. FY 2025/2026 NFWUA Board Meeting Schedule:

Requesting approval of the FY 2025/2026 NFWUA Board Meeting Schedule.

NFWUA Attorney, Grady Williams stated that the room is available for both location and dates.

MOTION by Commissioner, Steven Dicks to approve the NFWUA board meeting scheduled for FY 2025/26. SECOND by Commissioner Franklin White. The motion was carried unanimously.

4. PayGOV Service Agreement:

Requesting Approval of PayGOV service agreement with NFWUA legal addendum.

PayGOV is an online bill payment service that utility customers can utilize.

Columbia County was previously using the same services.

Chairman, Rocky Ford spoke about the billing online.

Commissioner, Franklin White agreed this is a good plan.

MOTION by Commissioner, Steven Dicks to approve the PayGOV service agreement with NFWUA legal addendum. SECOND by Commissioner Franklin White. The motion was carried unanimously.

5. Requesting approval of NFWUA Resolution # 2025-2026-01 to change authorized signatures for the NFWUA bank account.

The original signers for the NFWUA First Federal bank account were designated as Chairman, Rocky Ford and James Swisher, Columbia County Clerk of Courts. The Resolution seeks to remove James Swisher, Columbia County Clerk of Courts, as a signatory and add Shannon Roberts, Executive Director.

Chairman, Rocky Ford stated that all bills are paid at the NFWUA meetings.

Commissioner, Franklin White stated that as the Board grows, he feels like 2 signatures are needed.

Earlier this year, James Swisher, Columbia County Clerk of Courts indicated his desire to reduce his office's services for NFWUA.

NFWUA Attorney, Grady Williams suggested that Shannon Roberts, Executive Director take over as the signatory for the NFWUA bank account at First Federal Bank.

Citizen Comment:

Stew Lilker made a comment about how he thinks that another Board member should sign the checks.

Chairman, Rocky Ford stated that audits are done every month.

MOTION by Commissioner, Franklin White to approve NFWUA Resolution #2025-2026-01 to change authorized signatures for the NFWUA bank account. SECOND by Commissioner Steven Dicks. The motion was carried unanimously.

6. Approval of security deposits for electric service to water/sewer facilities:

Columbia and Suwannee have established power service accounts for their water/sewer facilities that need to be transferred over to NFWUA operations.

Each electricity provider, Clay Electric Coop. and Suwannee Valley Electric Coop require a service deposit for new accounts.

Deposit amounts listed below:

Clay Electric- \$ 5,760.00

Suwannee Valley- \$ 5,790.00

Total Amount - \$ 11,550.00

See attached documentation.

Commissioner, Steven Dicks questioned Executive Director, Shannon Roberts did you request a waiver?

Executive Director, Shannon Roberts answered he was told that this is policy.

Commissioner, Steven Dicks requested that the Executive Director, Shannon Roberts go back and request a waiver.

Chairman, Rocky Ford asked what company that Fort White was using maybe Duke?

County Manager, David Kraus stated they will get an answer.

MOTION by Commissioner, Steven Dicks to approve the security deposits for electric service to water/sewer facilities. SECOND by Commissioner Leo Mobley. The motion was carried unanimously.

7. Fort White Utility Update:

County Manager, David Kraus and Executive Director, Shannon Roberts both attended the Fort White Town Council meeting on 09/19/2025 regarding water/utility operations.

Chairman, Rocky Ford stated that he has been contacted by some of the Council members. They are looking for proposals for Fort White.

Commissioner, Franklin White asked about Columbia County doing the water.

Executive Director, Shannon Roberts stated yes.

Client Manager, Mike New from Woodard & Curran, presented brief synopsis of key elements from the interlocal agreement between Town of Fort White and Columbia County regarding water plant operations.

Critical to understand all options and create a plan during the 1-year transition period.

Executive Director, Shannon Roberts stated that nothing will change till a decision is made.

County Manager, David Kraus stated that the Town of Fort White will be doing a feasibility study outlining the Town's potential options for water utility operations. Columbia County and Fort White attorneys are working together.

Citizen Comments

Stew Lilker offered a comment about a letter requested by Stew Lilker to County Manager, David Kraus concerning the Interlocal Agreement.

County Manager, David Kraus stated that we are operating the utility and will continue to work with the Town of Fort White.

Commissioner Franklin White is asking about the billing being done.

County Manager, David Kraus stated that Wendy Parnell is doing all of the billing and collecting for the NFWUA .

Set a date for a potential workshop on water utility operations on 10/06/2025.

MOTION by Commissioner, Franklin White to approve Executive Director, Shannon Roberts to negotiate and represent the NFWUA Board at the workshop scheduled for 10/06/2025. SECOND by Commissioner Leo Mobley. The motion was carried unanimously.

8. Special District Annual Report Update:

Each year Florida Commerce requires special districts to submit annual goals.

Set of goals was established that align with the NFWUA goals when the entry was established, see attached copy.

These goals were incorporated into an annual report that was submitted to Florida Commerce.

Executive Director, Shannon Roberts will work with NFWUA Attorney, Grady Williams to get the goals posted by 12/01/2025.

Chairman, Rocky Ford approved the website and Commissioner, Franklin White agreed.

9. NFWUA Operations Update:

Provide a summary of readiness activities for assuming and conducting operations and maintenance in October 2025.

See the attached copy of all the updates.

Economic Development Director, Jennifer Daniels stated that the keys to the office will be ready today.

Commissioner, Franklin White asked when the business plan would be ready.

Chairman, Rocky Ford requested for Executive Director, Shannon Roberts to send the Business Plan by email to the Board.

Discussion ensued.

Board Comments:

Chairman, Rocky Ford requested to go over upcoming Legislature meeting for Suwannee County and Columbia County. The Representatives are Brannen and Bradley.

County Manager, David Kraus spoke about a study for Three Rivers extension- DEP

Commissioner, Franklin White asked Executive, Shannon Roberts if he had talked to Branford, he stated no. But if the board is ok with him speaking to Wellborn, there is opportunity to grow, and Chairman Rocky Ford agreed.

Discussion ensued.

NFWUA Attorney, Grady Williams spoke about the First Appeals on the new gun law. He spoke about the customer service being concerned and to add a list of concealed that is not allowed in the meeting area.

Discussion ensued.

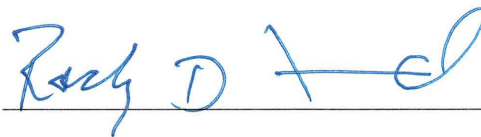
Public Comments:

Citizen: Stew Lilker made a comment

Citizen: Moses Clepper made a comment.

Adjournment:

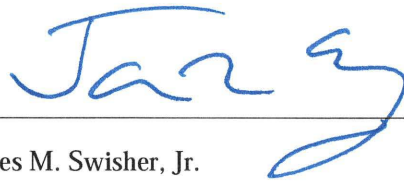
There being no further business, meeting was adjourned at 11:02 A.M.

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

ATTEST:

Rocky Ford, Chairman

Columbia County Commissioner



James M. Swisher, Jr.

Clerk of Court & County Comptroller