

**North Florida Water Utilities Authority**

**December 15, 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 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

County Assistant Manager, Kevin Kirby

Clerk of Court & County Comptroller, James M. Swisher Jr.

County Administrator Intern, Jason Furry

County Commissioner, Robby Hollingsworth

Columbia County Utilities Superintendent, Robert Domingue

NFWUA Attorney, Grady Williams

Executive Director, Shannon Roberts

Deputy Clerk, Melissa Williams

Economic Development Director, Jennifer Daniels

Dale Williams

Richard Powell

Steve Brown

Additions and Deletions:

Additions- NFWUA Attorney Grady Williams requested that the date of the next meeting be changed to January 20,2026 in Live Oak Fl.

MOTION by Commissioner, Steven Dicks to approve the addition of the change of date for the next meeting. SECOND by Commissioner, Timothy Murphy. The motion carried unanimously.

Approval of Agenda

MOTION by Commissioner, Leo Mobley to approve agenda. SECOND by Commissioner, Timothy Murphy. The motion carried unanimously.

Public Comment:

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

Discussion and Actions:

1. Approval of Minutes:

Meeting minutes approval for 10/01/2025 NFWUA Board Meeting

MOTION by Commissioner, Timothy Murphy to approve the minutes from 10/01/2025 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 period from 10/01/2025-12/08/2025 – Richard Powell (Powell Consulting)

Please see the attached bill payment list for amount \$123,927.35

Commissioner, Leo Mobley asked about the end amount.

Richard Powell stated that \$ 343,000.00 for the month ¼ of operating.

Earn Revenue - \$93,000.00

Burn Rate - \$73,000.00

Commissioner, Timothy Murphy asked about the additional funding County Manager, David Kraus and Executive Director, Shannon Roberts stated yes, the additional funding will stay in the account.

Commissioner, Leo Mobley wanted to know if Raftelis will be done. Executive Director, Shannon Roberts stated that Raftelis will be done in January and Bobby Payne Consulting LLC. is done.

MOTION by Commissioner, Leo Mobley to approve the payment of bill and vouchers in the amount of \$123,927.35 during the period from 10/01/2025-12/08/2025. SECOND by Commissioner, Franklin White. The motion carried unanimously.

3. NFWUA Financial Update- Richard Powell (Powell Consulting)

On 10/01/2025 NFWUA assumed responsibilities for operations, maintenance and billing activities for county utilities per the interlocal agreement.

The NFWUA financial was operational as of 10/01/2025 and staff have been processing vendor invoices and utility billing.

Since the shift of operations and a new fiscal year began on 10/01/2025, NFWUA will experience a transition period for the following:

- . Vendor invoice payment of services that occurred in the previous FY
- . Addition of new vendors in the system
- . Set-up of ACH billing
- . Payroll processing for all NFWUA employees on 01/01/2026

Transition to a routine financial update format at January 2026 meeting

See attached update documentation – 10/01/2025 – 11/30/2025

MOTION by Commissioner, Leo Mobley to approve the authorization to process vendor payments on a bi-weekly basis. SECOND by Commissioner, Franklin White. The motion carried unanimously.

4. Clay Electric Letter of Credit and Resolution # 2025-2026-02- Executive Director, Shannon Roberts

Approval of NFWUA Resolution # 2025-2026-02 for First Federal Bank Letter of Credit, First Federal Bank Letter of Credit and Clay Electric Letter of Credit Agreement.

First Federal was contacted and offered a proposal to establish a credit line and associated letter for the cost of \$384.36.

The credit will act as a guarantee that Clay Electric service invoices will be paid up to the deposit amount for as long NFWUA receives electric services from Clay Electric.

Please see the attached documentation:

MOTION by Commissioner, Timothy Murphy to approve Resolution # 2025-2026-02 for First Federal Bank Letter of Credit. SECOND by Commissioner, Steven Dicks. The motion carried unanimously.

5. Suwannee Valley Electric Agreement for Waiver of Security of Security Deposit- Executive Director, Shannon Roberts

Suwannee Valley Electric Cooperative (SVEC) has proposed to waive the security deposit amount of \$5,790.00 provided a waiver agreement is signed by SVEC, Suwannee County and NFWUA.

The waiver will be used in lieu of a security deposit and holds Suwannee County liable for any unpaid services invoices.

See attached documentation – SVEC Waiver of Security Deposit and Third-Party Guarantor

MOTION by Commissioner, Leo Mobley to approve the Agreement for Waiver of Security Deposit and authorize the Executive Director to sign the waiver agreement document. SECOND by Commissioner, Steven Dicks. The motion carried unanimously.

6. MuniCreative Web Services Renewal Agreement – Executive Director, Shannon Roberts

Municreative has provided web services for the NFWUA to manage the website, make periodic updates, design changes and host website.

Municreative has proposed a renewal agreement for a 1-year term.

The cost of the services in the renewal agreement is \$4,800.00 annually and matches the cost of the previous service term.

Please see attached documentation:

MOTION by Commissioner, Timothy Murphy to approve the MuniCreative web services renewal agreement and authorize the Executive Director to sign the agreement Document. SECOND by Commissioner Franklin White. The motion was carried unanimously.

7. Enterprise Lease Agreement -Executive Director, Shannon Roberts

The NFWUA chairman authorized the Executive Director to procure a vehicle for use.

In light of Columbia County 's use of the Enterprise Fleet Management services and the high likelihood that vehicles from Columbia County would be transferred to NFWUA, the decision was made to utilize EFM as a procurement source of vehicles.

Initially, NFWUA sought to establish an agreement with EFM but was told that was not possible due to a small number of vehicles needed.

EFM suggested that NFWUA establish a sub-account underneath the existing Columbia County agreement.

The request to establish the EFM sub-account for NFWUA was approved.

A Ford F-150 pick-up truck was ordered that aligned with the basic requirements of other trucks within Columbia County.

A 3-year lease supplement to the master agreement was established on 07/07/2025. The monthly payment is \$1,268.70 plus a maintenance plan fee of \$124.97 for a total monthly payment of \$1,393.67.

The vehicle can be sold during the lease term and replaced if it is economically advantageous or it can be purchased at a negotiated price at the end of the term.

See the attached documentation:

County Manager, David Kraus stated that the utilities are paying the surplus. Commissioner, Timothy Murphy asked if it is documented that there is insurance and covered under the lease.

Citizen Comment:

Stew Lilker spoke about the Executive Director, Shannon Roberts and wanting to know if Suwannee County pays him to drive to work and his gas.

Moses Clepper spoke about the truck for the Executive Director, Shannon Roberts is too expensive and the deal with Enterprise is not a good deal for taxpayer money.

Chairman, Rocky Ford stated that Executive Director, Shannon Roberts is a 24-hour worker and does take his truck home for the times he gets calls and must respond.

Commissioner, Timothy Murphy asked if the NFWUA can back out of the lease at any time?

Executive Director, Shannon Roberts stated that his vehicle is the same as other countries drive. He also stated that he is keeping tabs on the vehicle and watching the mileage and having the opinion to make money and pay down and purchase another vehicle.

Chairman, Rocky Ford that is a good deal lets try it and see the number.

County Manager, David Kraus stated that it is a 3-year lease.

MOTION by Commissioner, Franklin White to approve the ratification of the transaction. SECOND by Commissioner Leo Mobley. The motion was carried unanimously.

8. Sensus Spectrum Lease Agreement – Executive Director, Shannon Roberts

Sensus is a company that offers meter reading technology that gathers usage information to send to utility billing systems.

NFWUA is currently working to implement the Sensus technology that obtains meter reading data and sends that data to the new UMBS/ GovTech billing system.

The wireless technology integrated into the Sensus solution requires an FCC licensing agreement while NFWUA is using that solution.

MOTION by Commissioner, Leo Mobley to approve the Sensus FCC licensing agreement and authorize the Chairman to execute the agreement pending feedback from the NFWUA Attorney. SECOND by Commissioner, Steven Dicks. The motion carried unanimously.

9. NFWUA Bulk Water Rate- Executive Director, Shannon Roberts

In early 2025, the construction of a new water main was completed from the Ellisville Water Treatment Plant to the Fort White Water Treatment Plant.

The intended usage of the water was to extend water services into the southern part of Columbia County down to CR-18 and to the Town of Fort White.

Although water service rate is in use, those rates do not include the pricing for bulk water purchase on a volumetric basis.

The information provided includes a bulk water rate with two companies.

- . A \$6.90 per 1,000 K /gallon unit cost component to recover costs for producing and treating the water.
- . A \$.70 per 1,000 K/gallon unit cost component to recover expense variability.
- . The total bulk water rate would be \$7.60 per 1,000 K/gallon unit.

Executive Director, Shannon Roberts stated he went to Raftelis and spoke to them about the bulk water rate. Water cost per 1,000 is \$6.90 and the bulk rate is \$7.60.

Chairman, Rocky Ford stated that Fort White wants a bulk rate for water. He stated that there is a master meter installed on the line.

Citizen Comment:

Stew Lilker asked where the master meter is located?

Chairman, Rocky Ford stated at the city limit sign.

Stew Lilker spoke about selling water in Fort White.

Chairman, Rocky Ford stated that there is no way to know how much water, there is data that will show the loss.

Wayne Hannaka asked the question about the current customers will have to pay.

Commissioner, Franklin White stated they are waiting for Raftelis rate to be done.

Chairman, Rocky Ford stated they will work with the customer to adjust the leak.

Stew Lilker asked if there was a meter at the plant.

Executive Director, Shannon Roberts stated yes there is.

Commissioner, Timothy Murphy stated that \$6.90 is for Fort White and \$.70 is for things like valve replacements.

Chairman, Rocky Ford stated the amount is up to the Board.

Executive Director, Shannon Roberts stated that Raftelis did not deliver percentage components.

Commissioner, Timothy Murphy stated that the administrative cost needs to be included and then put in escrow.

Commissioner, Franklin White asked what is the daily average use in Fort White is?

Executive Director, Shannon Roberts stated that on a average day it is 77,000 and on a high day it is around 153,000.

County Manager David Kraus stated that the NFWUA is doing it all in Fort White.

Chairman, Rocky Ford stated that we do have an interlocal agreement with Fort White.

Commissioner, Franklin White spoke about all the water supply and when the next meeting is in Fort White.

Chairman, Rocky Ford to provide the bulk rate to Fort White.

Executive Director stated he must figure the administrative.

Commissioner, Steven Dicks recommended moving it to \$8.00 a gallon.

County Manager, David Kraus stated we do not have the right to set the water rate.

Executive Director, Shannon Roberts stated that it is \$.40 different in the bulk rate. Chairman Rocky Ford asked that Executive Director, Shannon Roberts let Fort White know about the change in the bulk rate.

Commissioner, Steven Dicks stated to do the review and give Fort White something to look at.

MOTION by Commissioner, Steven Dicks to approve the bulk rate change of \$7.60 to \$8.00 per 1,000 a gallon. SECOND by Commissioner, Timothy Murphy. The motion was carried unanimously.

#### 10. FDEP Regulatory Compliance – Executive Manager, Shannon Roberts

Both counties have been operating water and wastewater treatment Facilities since 2020 or earlier.

Ellisville Wastewater Treatment Plant has received warning letters, administrative orders, and consent orders for DEP dating back to 2020.

CIP Wastewater Treatment Plant, CR-137 Wastewater Plant and the CR -136 Wastewater Treatment Plant have received warning letters from FDEP dating back to early 2025.

Supporting documentation shows the timing and frequency of the compliance notifications from FDEP.

Compliance issues noted in the FDEP letters/orders are serious, need sustained collaborative focus and will require additional funding and resources to fully resolve them.

NFWUA is seeking to facilitate teams from both counties and other resources to identify the root cause of issues, create potential solutions, review plans with FDEP and obtain consensus as to the best path forward for all parties.

See the attached FDEP compliance issues for each plant:

Chairman, Rocky Ford just learned of this issue with FDEP.

Executive Director, Shannon Roberts stated that this is not good news, both counties have issues.

Suwannee received 3 – 2 -water

1-sewer

Testing was done-but the reports were not done-delayed from a Hurricane.

DEP wants to know how many lead pipes are being used.

Executive Director, Shannon Roberts stated that no administration over utilities no one knew about the deadline or was talking to FDEP. Suwannee no management

Columbia County has management.

- . Communication
- . Notification
- . Administrative Order
- . Director
- . Board

Executive Director, Shannon Roberts spoke about issues that are repeated and who is looking at the bigger picture. Making plans to schedule steps and 100% in gauge to get in compliance. Identify the issue, go to FDEP take good steps and move forward.

Commissioner, Franklin White asked what is the cost and fix for Suwannee County? Executive Director, Shannon Roberts stated at this time we do not know. So far Suwannee County is just documentation and doing bi-weekly and monthly reports. Look at the testing results every month and take actions on results.

Chairman, Rocky Ford spoke about the nitrogen in Suwannee County the amount is lower, it was at 49, but is now at 12.

Chairman, Rocky Ford spoke about Ellisville have 3 huge truck stops and nitrogen is higher in those areas.

Chairman, Rocky Ford wants to know the cost for Train 1 to have a nitrogen infiltration added.

Columbia County Utilities Superintendent, Robert Domingue spoke about train 2 was put into operation in Sept. 2024 – SGS Contractor.

Executive Director, Shannon Roberts stated that the team Chadd Williams, Kevin Kirby and David Kraus meet every week. Built a new plant or do the membranes retrofit on Train 1 and Train 2. Executive Director, Shannon Roberts stated he did not have the cost. He should have a draft this Friday.

Commissioner, Timothy Murphy wanted to know if Suwannee County is doing the proper testing and who reviews it?

Executive Director, Shannon Roberts stated that the Utility Authority will do the review.

Chairman, Rocky Ford asked when the price will be back and a special meeting will need to be scheduled and to look at the price.

Commissioner, Timothy Murphy asked about the timeline and how we got to this point.

Assistant County Manager, Kevin Kirby answered that the new energy coming with the Busy Bee is going into Ellisville. Energy has shifted in both counties, \$4-5 million to band aid and bring into compliance or \$40 million for a new plant.

County Manager, David Kraus did apply for a Grant to build Train 3. The design is about 90% done.

Commissioner, Franklin White asked about the FDOT plant in Ellisville.

Commissioner, Timothy Murphy stated he did not remember Columbia County paying any fines. The focus is all over the place and we dropped the ball.

County Manager, David Kraus stated Columbia County has paid \$11,000.00 in fines and Suwannee County has not paid.

Chairman, Rocky Ford stated that we paid North Florida Master Service, we do not have the plan back.

County Manager, David Kraus we were constructing Train 3 or switching to a large plant. County Engineer, Chad Williams had the plan drew up.

Chairman, Rocky Ford stated with the Nitrogen issue we would have found money in the budget for the FDEP issues. There were 2-3 issues that never got addressed.

Executive Director, Shannon Roberts talked about the membrane and that both trains are in good shape and just get the membrane inserted. One of the problems is the fat, grease and oil.

Chairman, Rocky Ford stated that Alachua County is having the same issues with the restaurants turning in records about fat, oil and grease in the sewer systems.

Commissioner, Franklin White asked about how close Suwannee County is to not being in compliance.

Executive Director, Shannon Roberts stated very soon, especially not doing the renewal.

Columbia County Assistant Manager, Kevin Kirby stated we must fix the nitro problems. Columbia County will take over FDOT Sewer Plant this Thursday 12/12/2025 by the BOCC Board. FDOT is paying for the pipes to join the 2 plants.

Commissioner, Timothy Murphy stated to take FDOT out of the discussion.

Assistant County Manager, Kevin Kirby stated that FDOT can be pulled off the agenda.

Discussion ensued.

A motion was made to hold a meeting on January 5, 2026, to see what room is available. Address quickly if the retrofit will work for Columbia and Suwannee County.

Commissioner, Timothy Murphy stated that there is no funding for both counties. This is a big task as the utilities move forward. Look at getting independent Board members. Commissioner, Franklin White stated not to change the Board members yet. Attorney, Grady Williams stated the plant in White Springs should be under warranty. Executive Director, Shannon Roberts stated same fix as Ellisville FDEP should have a meeting online. January study has been done.

Director Comments: Executive Director, Shannon Roberts stated the RFP-maintenance plant monitoring all 6 plants is done- FDOT – bid is closed and well # 3 is closed.

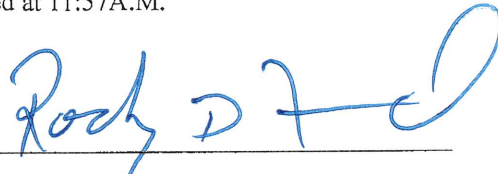
Public Comments:

Citizen: Stew Lilker made a comment

Citizen: Moses Clepper made a comment.

Adjournment:

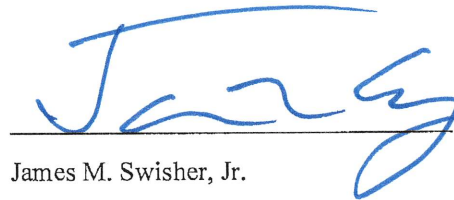
There being no further business, meeting was adjourned at 11:57A.M.



ATTEST:

Rocky Ford, Chairman

Columbia County Commissioner



James M. Swisher, Jr.

Clerk of Court & County Comptroller