

North Florida Water Utilities Authority

September 3, 2025, 9:30 A.M

The North Florida Water Utilities Authority (NFWUA) met a scheduled meeting at Suwannee County Judicial Annex 218 Parshley Street Live Oak Florida 32064. The meeting was called to order with invocation followed by 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, Steven Dicks

Board Member, Commissioner Leo Mobley

Others in Attendance:

County Manager, David Kraus

Suwannee County Manager, Greg Scott

NFWUA Attorney, Grady Williams

Executive Director, Shannon Roberts

Public Information Officer, Dennis Rivera

Customer Service Specialist, Wendy Parnell

Powell Consulting, Richard Powell

Deputy Clerk, Melissa Williams

Additions and Deletions: None

Approval of Agenda:

MOTION by Commissioner, Franklin White to approve agenda. SECOND by Board Member, Steven Dicks. The motion carried unanimously.

Public Comment

The following Citizens offered public comment:

- Stew Lilker

Discussion and Actions:

(Public Hearing) NFWUA FY 2025/2026 budget resolution with amended budget (Attorney Grady Williams).

Request approval of the budget resolution and final amended budget. Approved budget will be posted on NFWUA website after board is received. See attachment.

MOTION by Commissioner, Franklin White to approve the budget resolution and final amended budget. SECOND by Commissioner Leo Mobley. The motion carried unanimously.

Approval of Minutes:

July 30, 2025

MOTION by Commissioner, Franklin White to approve the minutes from July 30, 2025, for the NFWUA meeting. SECOND by Commissioner, Leo Mobley. The motion carried unanimously.

Bills & Vouchers:

Please see the attached bill and vouchers dated 07/24/2025-08/29/2025 in the amount of \$27,890.80.

MOTION by Commissioner, Franklin White to approve the payment of bill and vouchers in the amount of \$27,890.80. SECOND by Commissioner, Leo Mobley. The motion carried unanimously.

Approval of FY 2025/2026 board meeting dates:

Request approval of FY 2025/2026 NFWUA board meeting schedule and will have is posted to the website once approval obtained.

Richard Powell, Powell Consulting requested to move the meetings till the 3rd week of the month.

Chairman Commissioner, Rocky Ford made a comment.

Richard Powell, Powell Consulting stated that the way the bank works, it would be better to have the meetings moved to the 3rd week.

Commissioner, Franklin White stated he has no problems moving the meeting till the 3rd week.

NFWUA Attorney, Grady Williams agreed to move to the 3rd week. Will need to check if the room will be available. Will publish the meeting on 10/01/2025.

Chairman Commissioner, Rocky Ford stated to leave the next meeting for 10/01/2025 and make an agreement on the next meeting. Have all the dates at the next meeting.

Board Member, Steven Dicks asked to move the meetings to Monday and not Wednesday.

NFWUA Attorney, Grady Williams stated this will need approval notifications.

MOTION by Commissioner, Franklin White to approve the meeting on 10/01/2025 and bring back to the board to change to the 3rd week of the month on Monday. SECOND by Board Member, Steven Dicks. The motion carried unanimously.

Ratification of Interlocal agreement for Operation & Maintenance Services

MOTION by Commissioner, Franklin White to approve the Ratification of Interlocal Agreement for Operation & Maintenance Services. SECOND by Commissioner, Leo Mobley. The motion carried unanimously.

NFWUA rate study update from Raftelis: (Henry Brown and Matt Ori)

Develop Rate / Financial Model showing rate needs for NFWUA as a total system.

Executive Director, Shannon Roberts, stated he has been working with Henry Brown and Matt Ori collecting data. They are working with Columbia to update their data.

Presentation to the Board please see the attachment.

Powell & Associates accounting update- Richard Powell

Presentation to the board please see the attached printout.

NFWUA business plan update – Executive Director, Shannon Roberts

Informational item: Executive Director, Shannon Roberts stated that he has a meeting next Tuesday September 9, 2025 with the Water Management District.

Approval of legal service agreement for NFWUA Attorney, Grady Williams

Requesting approval of legal services agreement for NFWUA Attorney, Grady Williams.

MOTION by Commissioner, Franklin White to approve the legal service agreement for NFWUA Attorney, Grady Williams. SECOND by Commissioner, Leo Mobley. The motion carried unanimously.

Approval of Edmunds/ UMBS billing systems cloud hosting agreement, Executive Director, Shannon Roberts.

MOTION by Commissioner Franklin White to approve the agreement with Edmunds/UMBS billing systems pending review / guidance of NFWUA, Grady Williams. SECOND by Board Member, Steven Dicks. The motion was carried unanimously.

Approval of Nexbillpay agreement for online bill payment services Executive Director, Shannon Roberts.

MOTION by Board Member, Steven Dicks to approve the agreement with Nexbillpay Service pending review and guidance of NFWUA ATTORNEY Grady Williams, SECOND by Commissioner, Franklin White.

Approval of Data Integrity Services (DIS) IT implementation & Service agreement for Office 365 implementation, end point security and IT Support Executive Director, Shannon Roberts.

Executive Director Shannon Roberts talked about it being in the Amazon Cloud.

Executive Director Shannon Roberts stated that they will establish own Email services- See the SharePoint handout.

Chairman, Commissioner, Rocky Ford asked about the monthly billing.

Executive Director, Shannon Roberts stated that yes about the monthly billing and it is cloud based. Most problems can be fixed over the computer but if they must travel, they do charge 70 cents a mile.

MOTION by Commissioner Franklin White to approve the DIS IT implementation and services agreement. SECOND by Commissioner, Leo Mobley.

Consideration of business expense tools from First Federal Bank- credit card or line of credit. Executive Director Shannon Roberts.

Requesting the Board approval to apply for corporate credit card from First Federal Bank with \$12,500.00 monthly limit and 14.9 % interest rate, following limitations apply.

- (1) Monthly auto-payment configured
- (2) Use governed by procurement policy

MOTION by Commissioner Franklin White for the approval to apply for a corporate credit card from First Federal. SECOND by Commissioner, Leo Mobley.

Back Office task update for October 1,2025 readiness – Executive Director, Shannon Roberts.

- (1) Accounting System
- (2) Cell Phones-better rates
- (3) Change of Agent
- (4) New P.O Box address set up.
- (5) Vehicle Fueling – Hunter
- (6) RFP- Emergency Contract
- (7) Create Vendors
- (8) Grant Management
- (9) Grant submitted to DEP- \$ 1.9 million dollars-Ellisville
- (10) Grant submitted -Springs piping to Columbia and to Suwannee Farmer's Market. Two sewer lines, \$ 5.3 million.

Chairman Commissioner, Rocky Ford asked Executive Director, Shannon Roberts if he had applied for the Grant for the generators. He answered yes.

The following Citizens offered public comment:

- Stew Lilker
- Wayne Hannaka

Chairman Commissioner, Rocky Ford stated that the permanent office will be located at the TDC building in Lake City.

Board member Steven Dicks asked the Executive Director Shannon Roberts if anyone is also looking at how all the money is being handled. Executive Director Shannon Roberts responded not at this time. He does follow policy, and an audit is done each month by Powell Consulting, Richard Powell.

Executive Director, Shannon Roberts stated he would be comfortable with a board member. NFWUA Attorney Grady Williams stated to stay tight in the early stages and do the audits and appoint a finance committee.

Chairman Commissioner, Rocky Ford asked if it is legal. NFWUA Attorney stated that it is legal to check with the auditor.

Commissioner, Leo Mobley asked who is responsible for signing the checks.? NFWUA Attorney Grady Williams stated that Chairman Commissioner Rocky Ford is signing them.

Discussion ensued.

Chairman Commissioner Rocky Ford asked to bring this back to the next meeting.

The board did approve of Executive Director, Shannon Roberts to apply for grants but will need approval. Also to check on a video system.

Suwannee County Manager, Greg Scott thanked the board for this NFWUA.

Information Only:

Commissioner, Franklin White stated that he is thankful for Suwannee County Manager, Greg Scott and County Manager David Kraus for the help with this board and one day will be successful.

Chairman Commissioner, Rocky Ford stated getting next year under our belt and was excited.

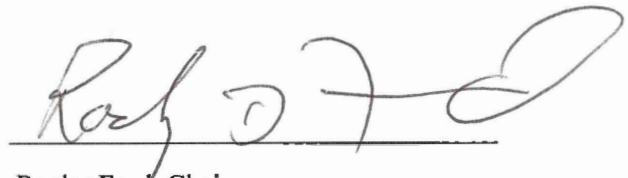
Board Comments: none:

Open Public Comments: None

Adjournment:

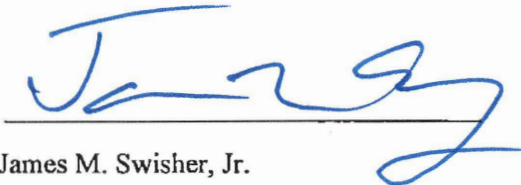
There being no further business, meeting was adjourned at 11:10 AM.

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 blue ink, appearing to read "James M. Swisher, Jr.", written over a horizontal line.

James M. Swisher, Jr.

Clerk of Court & County Comptroller