

NOTICE OF REGULAR MEETING OF NORTH FLORIDA WATER UTILITIES  
AUTHORITY

(NFWUA) BOARD OF DIRECTORS

The NFWUA will meet at 9:30 AM., in Regular Session on October 1, 2025, in the Columbia County Tourist Development Conference Room, 971 W. Duval Street, Lake City, FL 32055. In accordance with the Florida Statutes and Americans with Disabilities Act, any person needing a special accommodation to participate in this matter should contact the North Florida Water Utilities Authority by mail to James M. Swisher, Jr., Columbia County Clerk of Court & Comptroller, 173 NE Hernando Avenue, Lake City, Florida 32055 or by telephone at (386) 758-1041, no later than 48 hours prior to the hearing or proceeding for which this notice has been given. Persons requiring auditory assistance may access the foregoing telephone number by contacting the Florida Relay Service at 1-800-955-8770 (Voice) or 1-800-955-8771 (TDD).

If any person intends to appeal any decision related to this action, such person will need to provide a court reporter at such person's expense, for a transcript of the proceedings. All interested persons are invited to attend.

For further information, call (386) 758-1041.

# NORTH FLORIDA WATER UTILITIES AUTHORITY MEETING AGENDA

October 1, 2025 9:30 AM

Columbia County Tourist Development Conference Room, 971 W. Duval Street, Lake City, FL 32055.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Additions & Deletions
5. Adoption of the Agenda

Public Comments

Discussion/Action Items

6. Meeting Minutes Approval

September 3, 2025

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

January 7, 2025

June 5, 2024

April 2, 2025

July 7, 2024

February 5, 2025

August 12, 2024

March 5, 2025

September 9, 2024

April 17, 2025

November 6, 2024

May 7, 2025

December 11, 2024

June 4, 2025

7. Bills and Vouchers
8. FY 2025/2026 NFWUA Board Meeting Schedule
9. PayGov agreement

10. Board Resolution for First Federal Bank
11. FT. White Water Utility Update
12. FL Special District Annual Report and Goals Update
13. NFWUA operations Update

## Agenda Items #1-5

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Additions & Deletions
5. Adoption of the Agenda

Note: no backup documentation required for these items

## Agenda Item #6 – Meeting Minutes

### OBJECTIVE:

Approval of meeting minutes from previous meeting(s)

### CONSIDERATIONS:

- See attached meeting minutes for the 9/3/2025 board meeting
- Columbia County Clerk of Courts was not able to verify that meeting minutes from the following board meeting were properly approved.

January 7, 2025

June 5, 2024

April 2, 2025

July 1, 2024

February 5, 2025

August 12, 2024

March 5, 2025

September 9, 2024

April 17, 2025

November 6, 2024

May 7, 2025

December 11, 2024

June 4, 2025

- See attached letter from Clerk's office and meeting minutes

### BUDGET IMPACT:

No budget impact

### RECOMMENDATION:

Request approval for all meeting minutes

**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 once approved, the schedule will be posted on the website.

Richard Powell, Powell Consulting requested to move the meetings to the 3<sup>rd</sup> 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 3<sup>rd</sup> week.

Commissioner, Franklin White stated he has no problems moving the staff meeting till the 3<sup>rd</sup> week.

NFWUA Attorney, Grady Williams agreed to move to the 3<sup>rd</sup> week. Will need to confirm if the room will be available. Staff 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 3<sup>rd</sup> 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 their 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, Grady Williams 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 hopes one day it will be successful.

Chairman Commissioner, Rocky Ford expressed his excitement to see what the next year brings.

Board Comments: none:

Open Public Comments: None

Adjournment:

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

ATTEST:

---

Rocky Ford, Chairman

Columbia County Commissioner

---

James M. Swisher, Jr.

Clerk of Court & County Comptroller

## Shannon Roberts

---

**From:** James Swisher <jswisher@columbiaclerk.com>  
**Sent:** Thursday, June 26, 2025 5:03 PM  
**To:** Shannon Roberts  
**Cc:** Lauren Pope  
**Subject:** NFWUA Board Minutes Complete Set  
**Attachments:** Audit Selection Committee NFWUA 2-5-25.docx; Audit Selection Committee NFWUA 12-11-24.docx; North Florida Water Utilities Authority 1-7-25.docx; North Florida Water Utilities Authority 2-5-25.docx; North Florida Water Utilities Authority 3-5-25.docx; North Florida Water Utilities Authority 4-2-25.docx; North Florida Water Utilities Authority 4-17-25.docx; North Florida Water Utilities Authority 5-7-25.docx; North Florida Water Utilities Authority 6-4-25.docx; North Florida Water Utilities Authority 7-1-24.docx; North Florida Water Utilities Authority 8-12-24.docx; North Florida Water Utilities Authority 9-4-24.docx; North Florida Water Utilities Authority 11-6-24.docx; North Florida Water Utilities Authority 12-11-24.docx; North Florida Water Utility Authority 6-5-24.docx; Rate Study Committee NFWUA 1-7-25.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Shannon-

Attached are the board meeting minutes for the NFWUA from June 2024 to present. It is my recommendation to place all of these on an upcoming agenda for review and approval. Some were approved, while others were "ghost" approved. Since Amber left us we have changed some of the procedures for completing the meeting minutes. It will be the goal, moving forward, to have the most current set of board minutes on the agenda at each following meeting. Let me know if you have any questions, concerns, or corrections.

(Please note that the 2/5/25 meeting recording malfunctioned, however, I believe that all of the pertinent action was captured and included in the minutes)

-Jay

**James M. Swisher, Jr.**

Columbia County Clerk of Court & Comptroller  
173 NE Hernando Avenue, Lake City, FL 32055  
p: (386) 758-1041 e: [jswisher@columbiaclerk.com](mailto:jswisher@columbiaclerk.com)  
w: <https://www.columbiaclerk.com/>

"E Pluribus Unum"

Please Note: Florida has a very broad Public Records Law. Most written communications to or from State and Local Officials and agencies regarding State or Local business are public records available to the public and media upon request. Your email communications, including your email address, may therefore be subject to public disclosure. Confidentiality Notice: This message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and privileged information that is exempt from public disclosure. Any unauthorized review, use, disclosure, or distribution is prohibited. If you have received this message in error, please contact the sender (by phone or reply by email) and then destroy all copies of the original message.

# North Florida Water Utilities Authority

## Special Meeting Agenda

June 4, 2025 9:30 A.M.

The North Florida Water Utilities Authority (NFWUA) met a scheduled meeting at 971 West Duval Street, Suite #150 Lake City, FL 32055. The meeting was called to order 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, Commissioner Timothy Murphy

Board Member, Commissioner Steven Dicks

Board Member, Commissioner Leo Mobley

### **Board Members Not in Attendance**

Board Member, Steven Dicks

### **Others in Attendance**

David Kraus, Columbia County Manager

Greg Scott, Suwannee County Manager

Grady Williams, NFWUA Attorney

Deputy Clerk, Olga M. Armas

## **Additions and Deletions**

None.

## **Approval of Agenda**

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

## **Public Comment**

The following Citizens offered public comment:

- Stew Lilker
- Moses Klepper

## **Discussion and Action:**

### 1. Approve Employment Contract – Shannon Roberts

Shannon Roberts agreed to provide 60 days of written prior notice if he decides to resign.

The Board offered the same courtesy of a 60-day written notice.

Moses Klepper and Stew Lilker offered comment.

3-year contract, Follow Suwannee County policy handbook.

MOTION by Commissioner White to approve contract as amended and be brought back to the next meeting to sign. SECOND by Commissioner Mobley. The motion carried 3-1 with Commissioner Murphy voting in opposition.

### 2. Contract Renewal – The NET Group Online

MOTION by Commissioner Murphy to renew from month to month. SECOND By Commissioner Mobley. The motion carried unanimously.

3. Finance Department – Bills & Vouchers – Ben Scott

MOTION by Commissioner Murphy to approve. SECOND by Commissioner Mobley. The motion carried unanimously.

4. Payne Consulting Services, Update and Possible Renewal

Shannon Roberts recommended to have this topic tabled for a month.

MOTION by Commissioner White to table this topic until the next meeting. SECOND by Commissioner Mobley. The motion carried unanimously.

5. Raftelis Financial Consultants, Update on Rate Study

Shannon Roberts offered update.

6. Approve FY 2024 Annual Audit, James Moore

MOTION by Commissioner White to approve the proposed audit. SECOND by Commissioner Murphy. The motion carried unanimously.

7. Discuss Budget

David Kraus, County Manager and Shannon Roberts offered update.

There will be a NFWUA meeting held on July 2<sup>nd</sup> at 9:30 a.m. in Live Oak.  
The August 6<sup>th</sup>, 2025 meeting was moved to July 31<sup>st</sup> at 9:30 a.m. in Lake City.

8. Future Direction/ Plans

Discussion ensued, not motion was made.

9. Board Comments

Commissioner Murphy offered comment.

**Adjournment:**

There being no further business, meeting adjourned at 11:54 am.

# North Florida Water Utilities Authority

## Special Meeting Agenda

May 7, 2025 9:30 A.M.

The North Florida Water Utilities Authority (NFWUA) met a scheduled meeting at Suwannee County Judicial Annex, 218 Parshley St. Live Oak, FL 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, Commissioner Timothy Murphy

Board Member, Steven Dicks

Board Member, Commissioner Ron White

Board Member, Commissioner Leo Mobley

### **Others in Attendance: Others in Attendance:**

David Kraus, Columbia County Manager

Grady Williams, NFWUA Attorney

Clerk of Court, James M. Swisher Jr.

Deputy Clerk, Olga M. Armas

### **Additions and Deletions**

None.

## **Discussion and Action:**

### 1. Finance Department – Bills & Vouchers

MOTION by Commissioner White to approve the payment of bills and vouchers in the amount of \$11,299.99. SECOND by Commissioner Mobley. The motion carried unanimously.

### 2. Presentation on Health Insurance & Benefits, Gallagher – JD Curls

JD Curls offered a brief presentation on how the transfer of benefits for Shannon Roberts was going to work. Suwannee County is going to be the holder of the insurance temporarily and then be refunded when the benefits transfer over to Columbia County.

Stew Lilker offered comment.

### 3. Presentation – FRS – Ben Scott

Ben Scott was not present.

### 4. Director Compensation

Shannon Roberts presented to the Board his milestones with Suwannee County and why he asked for \$150K annually.

Commissioner Ford proposed that the pay would start at \$130K with the goal of reaching \$150K within a certain amount of time.

Commissioner Dicks mentioned to Shannon white he would be ok with starting at \$140K and raising it to \$150K within 6 months.

MOTION by Commissioner Dicks to begin Shannon's pay at \$140K and increase it within 6 months as long he is meeting his milestones, also he will be revalued in 6 months' time. Motion failed due to a lack of a second.

Moses Klepper offered a public comment.

Commissioner Murphy mentioned that starting at \$125k annually is what he will support.

MOTION by Commissioner Mobley to start Shannon Roberts pay at \$125K with a 6- and 12-month evaluation of milestones and then raise his pay up to \$135K as the Director. SECOND by Commissioner White.

Moses Klepper offered a public comment.

Commissioner Mobley withdrew his motion.

MOTION by Commissioner Mobley to start Shannon Roberts at \$125K annually and come back in 6 months and 12 months to reevaluate. SECOND by Commissioner Murphy.

Stew Lilker offered public comment.

Commissioner Murphy withdrew his SECOND.

MOTION by Commissioner White to start Shannon Roberts pay at \$125K base salary and a \$150K cap over a period of 24 months with evaluations every 6 months, also with milestones put into place in the evaluations. SECOND by Commissioner Dicks. Motion carried 3-2 with Commissioner Mobley and Commissioner Murphy voting in opposition.

MOTION by Commissioner White to follow Suwannee County insurance guidelines. SECOND by Commissioner Murphy. The motion carried unanimously.

5. Suwannee County Appointments

Suwannee County reappointed Commissioner Mobley and Commissioner White to the Board.

6. Public Comment

Moses Klepper offered public comment.

7. Board Comment

**Adjournment:**

There being no further business, meeting adjourned at 11:05 am.

# North Florida Water Utilities Authority

## Special Meeting Agenda

April 17, 2025 10:30 A.M.

The North Florida Water Utilities Authority (NFWUA) met for a scheduled meeting at 971 West Duval Street, Suite #150 Lake City, FL 32055. The meeting was called to order 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, Commissioner Timothy Murphy

Board Member, Steven Dicks

Board Member, Commissioner Leo Mobley

### **Others in Attendance**

David Kraus, Columbia County Manager

Grady Williams, NFWUA Attorney

Clerk of Court, James M. Swisher Jr.

Deputy Clerk, Olga M. Armas

### **Additions and Deletions**

None.

## **Discussion and Action:**

1. Selection of Executive Director of NFWUA and Approval of Compensation Package

MOTION by Commissioner White to appoint Shannon Roberts as Executive Director.  
SECOND by Commissioner Mobley. Motion carried unanimously.

MOTION by Commissioner White that Commissioner Murphy negotiate salary for Shannon Roberts. SECOND by Commissioner Dicks. Motion carried unanimously.

Commissioner Murphy clarified that County Manager, David Kraus and County Administrator for Suwannee County, Greg Scott, be a part of the salary negotiation for Shannon Roberts.

The commissioners agreed that it would be a 4 to 5 week transition between Shannon Roberts' current job and new position with the NFWUA.

2. Additional Necessary or Appropriate Action to further the Selection of Executive Director for NFWUA.

None

3. Public Comment

None.

4. Board Comment

None.

## **Adjournment:**

There being no further business, meeting adjourned at 10:48 am.

# North Florida Water Utilities Authority

## Regular Meeting Minutes

April 2, 2025 9:30 A.M.

The North Florida Water Utilities Authority (NFWUA) met for a scheduled meeting at 971 West Duval Street, Suite #150 Lake City, FL 32055. The meeting was called to order 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, Commissioner Timothy Murphy

Board Member, Steven Dicks

Board Member, Commissioner Leo Mobley

### **Others in Attendance:**

David Kraus, Columbia County Manager

Shannon Roberts, Suwannee County

Grady Williams, NFWUA Attorney

Clerk of Court, James M. Swisher Jr.

Deputy Clerk, Amber Taylor

## **Additions and Deletions**

Presentation by Quest Communications, requested by County Manager David Kraus.

## **Adoption of the Agenda**

MOTION by Commissioner White to approve the agenda as amended. SECOND by Commissioner Murphy. Motion carried unanimously.

## **Discussion and Action:**

### 1. Auditor Report

Clerk of Court Jay Swisher provided an update on the status of the Authority audit being completed by James Moore. No action taken.

### 2. Water Recharge Discussion – Suwannee River Water Management District (SRWMD)

Presentation by Hugh Thomas, Executive Director of SRWMD, on water spike concerns and water recharge efforts within the district. SRWMD staff also provided input to the Board.

Presentation by Jeremy Johnston, Executive Director of Clay County Utility Authority, and Rick Hutton, Professional Engineer for Gainesville Regional Utilities, on water/operational concerns from a utility authority point of view.

Steve Brown, Utilities Director for the City of Lake City, answered operational questions from the Board.

### 3. Quest Communication – **Agenda Addition**

Karen Harold, Communications Manager for Quest Cooperation of America, presented the services offered by Quest (newsletter, logo creations, webpage updates, social media post). No action taken.

### 4. Director Interviews and Discussion

The following applicants for the NFWUA Executive Director position answered questions from the Board:

-Shannon Roberts

-Joe Helfenberger

Chairman Ford instructed staff to complete a background investigation on both applicants and report findings to the Board.

5. Rate Study Report – Raftelis

County Manager David Kraus said that there was no new information to report. No action taken.

6. Purchase of Recorder for Minutes

County Manager David Kraus updated the Board on the purchase of a new meeting recorder device that will be used solely for NFWUA meetings. No action taken.

7. Potential Grant Opportunities

No discussion. No action taken.

8. First Anniversary and Board Appointments

County Manager Kraus and Board Attorney Grady Williams provided input for the appointment and replacement of Board members. No action taken.

9. Update on Utility Issues for Suwannee County

Shannon Roberts provided an update on upcoming grant funding opportunities.

10. Update on Utility Issues for Columbia County

County Manager David Kraus provided brief update on grant funded projects.

11. Public Comments

Stew Lilker

Wayne Hannaka

12. Board Comments

Chairman Ford thanked everybody for their participation in the meeting.

13. Announcement: Next NFWUA Meeting

Special meeting was set for April 17, 2025 at 10:30am in Columbia County (Duval Place) for the selection of the NFWUA Executive Director.

**Adjournment:**

There being no further business, meeting adjourned.

# North Florida Water Utilities Authority

## Regular Meeting Minutes

March 5, 2025 9:30 A.M.

The North Florida Water Utilities Authority (NFWUA) met for a scheduled meeting at 218 Parshley St. SW, Live Oak, FL 32064 (Suwannee County Judicial Annex). The meeting was called to order 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, Commissioner Timothy Murphy

Board Member, Steven Dicks

Board Member, Commissioner Leo Mobley

### **Others in Attendance:**

David Kraus, Columbia County Manager

Grady Williams, NFWUA Attorney

Clerk of Court, James M. Swisher Jr.

Deputy Clerk, Olga M. Armas

### **Additions and Deletions**

Raftelis representatives were unable to attend meeting.

### **Adoption of the Agenda**

MOTION by Commissioner Murphy to adopt the agenda. SECOND by Commissioner White. Motion carried unanimously.

### **Approval of Minutes (July 1, 2024, August 12, 2024, September 4, 2024)**

MOTION by Commissioner White to adopt the agenda. SECOND by Commissioner Murphy. Motion carried unanimously.

### **Discussion and Action:**

#### 1. Update from Payne Consulting Services

Bobby Payne spoke on the importance of hiring an executive director. He also spoke on the need for the Authority to set achievable missions, goals, and milestones.

MOTION by Commissioner White to set the goal of having an executive director by the end of April 2025. Additionally, to have a fully combined NFWUA, including assets, in 2 years. SECOND by Commissioner Mobley. Motion carried unanimously.

#### 2. Update from Raftelis

Shannon Roberts provided an update. Representatives from Raftelis plan to attend April meeting. No action taken.

#### 3. Update on Utility Issues for Suwannee County

Shannon Roberts provided an update on funding and grants. No action taken.

#### 4. Update on Utility Issues for Columbia County

David Kraus provided an update. Sewer plant at North Florida Mega Industrial Park is fully operational. Work continues with utilities at SR 47 & I-75. No action taken.

5. Finance Report

None.

6. Approval of Engagement Letter – James Moore – Auditing Services

MOTION by Commissioner White to approve the engagement letter with James Moore & Co. Additionally, to authorize the chairman to execute the letter. SECOND by Commissioner Murphy. Motion carried unanimously.

**Public Comments**

Suwannee County resident Wayne Hannaka

Columbia County resident Stew Lilker

**Adjournment**

There being no further business, meeting adjourned.

# North Florida Water Utilities Authority

## Regular Meeting Minutes

February 5, 2025 9:30 A.M.

The North Florida Water Utilities Authority (NFWUA) met for a scheduled meeting at 971 West Duval Street, Suite #150 Lake City, FL 32055. The meeting was called to order, 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, Commissioner Leo Mobley

Board Member, Commissioner Tim Murphy

Board Member, Steven Dicks

### **Board Members Not in Attendance**

N/A

### **Others in Attendance:**

David Kraus, Columbia County Manager

Shannon Roberts, Suwannee County

Grady Williams, NFWUA Attorney

Deputy Clerk, Amber Taylor

## **Oath of Office**

Attorney Grady Williams administered the oath of office to Columbia County Commissioner Tim Murphy.

## **Discussion and Action:**

### 1. Auditor Selection Committee Recommendation

MOTION by Commissioner Murphy to approve James Moore & Co. to provide audit services to the NFWUA. SECOND by Commissioner Mobley. The motion carried unanimously.

### 2. Finance Report

Columbia County Clerk of Court gave finance update to the Board.

## **Public Comment**

Suwannee County resident Bo Hancock

## **Adjournment**

There being no further business, meeting adjourned.

# North Florida Water Utilities Authority

## Regular Meeting Minutes

January 7, 2025 9:30 A.M.

The North Florida Water Utilities Authority (NFWUA) met for a scheduled meeting at 218 Parshley St SW, Live Oak, FL 32064 (Suwannee County Judicial Annex). The meeting was called to order, 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, Commissioner Leo Mobley

Board Member, Commissioner Tim Murphy

Board Member, Steven Dicks

### **Board Members Not in Attendance**

N/A

### **Others in Attendance:**

David Kraus, Columbia County Manager

Greg Scott, Suwannee County Manager

Shannon Roberts, Suwannee County

Grady Williams, NFWUA Attorney

Deputy Clerk, Amber Taylor

### **Additions and Deletions to the Agenda:**

None

### **Adoption of the Agenda:**

MOTION by Commissioner Murphy to adopt the agenda as presented. SECOND by Commissioner White. The motion carried unanimously.

### **Discussion and Action:**

#### 1. Committee Recommendation on Raftelis Contract for Utility Rate Study

MOTION by Commissioner White to approve the contract for Raftelis and authorize Chairman to execute the contract. SECOND by Commissioner Murphy. The motion carried unanimously.

#### 2. Contract with Payne Consulting Services

MOTION by Commissioner White to approve a 6 month contract, January 1, 2025 – June 30, 2025 for Payne Consulting Services at a rate of \$5,000 per month. SECOND by Commissioner Murphy. The motion carried unanimously.

#### 3. Auditor Selection Update

At the request of Attorney Grady Williams, Chairman Ford called for an Audit Selection Committee meeting on February 5, 2025 at 9:30am for the purpose of evaluating submitted proposals.

#### 4. Discussion of Staffing Issues

MOTION by Commissioner White to only have audio recordings of the NFWUA meetings. SECOND by Commissioner Murphy. The motion carried unanimously.

MOTION by Commissioner White to only have NFWUA meeting minutes posted on the NFWUA website. Additionally, to provide links on Columbia County and Suwannee County

websites to re-direct users to NFWUA for meeting minutes. SECOND by Commissioner Mobley. The motion carried unanimously.

MOTION by Commissioner White to have county administrative staff prepare and advertise for a full-time administrative level position to assist the executive director and the NFWUA. Additionally, to authorize Chairman to approve. SECOND by Commissioner Mobley. The motion carried unanimously.

#### 5. Update on Utility Issues for Suwannee County

Shannon Roberts provided an update on water and wastewater at the catalyst site and economic expansion on US 129. Additional update on CR 136/Interstate 75 wastewater expansion.

#### 6. Update on Utility Issues for Columbia County

David Kraus provided an update on connecting to the water and wastewater system from the Ellisville Rest Area on I-75. County is seeking additional expansion of water utilities in Ellisville. Update on water utilities on Bell Rd and North Florida Mega Industrial Park was also provided.

### **Adjournment**

There being no further business, meeting adjourned.

# North Florida Water Utilities Authority

## Meeting Minutes

December 11, 2024 9:30 A.M.

The North Florida Water Utilities Authority (NFWUA) met for a scheduled meeting at 971 West Duval Street, Suite #150 Lake City, FL 32055. 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, Commissioner Leo Mobley

### **Board Members Not in Attendance**

Board Member, Steven Dicks

### **Others in Attendance:**

David Kraus, Columbia County Manager

Greg Scott, Suwannee County Manager

Shannon Roberts, Suwannee County

Grady Williams, NFWUA Attorney

Deputy Clerk, Amber Taylor

## **Additions and Deletions**

Discussion and Possible Action - Bobby Payne Consulting by Commissioner Ford

## **Approval of Agenda**

MOTION by Commissioner White to approve agenda with additions. SECOND by Commissioner Mobley. The motion carried unanimously.

## **Approval of the November 6, 2024 NFWUA Meeting Minutes**

MOTION by Commissioner White to approve minutes. SECOND by Commissioner Mobley. The motion carried unanimously.

## **Discussion and Action:**

### 1. Executive Director Search

MOTION by Commissioner White to re-advertise and extend the executive director search until March 31, 2025 due to no applications being received. SECOND by Commissioner Mobley. The motion carried unanimously.

### 2. Discussion of Rate Study

MOTION by Commissioner White to have the Rate Study Committee begin contract negotiations with Raftelis Consulting Services and report back to the board on January 7, 2025. SECOND by Commissioner Mobley. The motion carried unanimously.

### 3. NFWUA Website Update

County Manager David Kraus provided an update and informed the board that the website is fully operational. No action taken.

### 4. Legislative Delegation Meeting

Columbia County: Legislative funding request for the expansion of the Ellisville water system to support economic development at the Ellisville interchange.

Suwannee County: Funding request for the water main expansion at the Suwannee County water tower.

MOTION by Commissioner White to approve the legislative delegation request for both Suwannee County and Columbia County, up to \$1 million. SECOND by Commissioner Mobley. The motion carried unanimously.

**5. Discussion and Possible Action - Bobby Payne Consulting. Agenda addition by Commissioner Ford**

Presentation by Bobby Payne as to the consulting services that he could provide to the Board.

MOTION by Commissioner White to authorize attorney Grady Williams to enter into contract negotiations for consulting services with Bobby Payne Consulting for a term of 6 month at \$5,000 per month. Scope of work will include factfinding and developing a business plan for the NFWUA. Additionally, to authorize the Chairman Ford to sign the contract. SECOND by Commissioner Mobley. The motion carried unanimously.

**6. Meeting Date Change**

MOTION by Commissioner White to change the January meeting date from January 8, 2025 to January 7, 2025 at 9:30am at the Suwannee County Judicial Annex. Rate Study Committee meeting will at 9:00am SECOND by Commissioner Mobley. The motion carried unanimously.

**Public Comment**

None

**Board Comments**

Commissioner White and Commissioner Ford offered comments.

**Adjournment**

There being no further business, meeting adjourned.

# North Florida Water Utilities Authority

## Regular Meeting Minutes

November 6, 2024 9:30 A.M.

The North Florida Water Utilities Authority (NFWUA) met for a scheduled meeting at 218 Parshley Street SW, Live Oak, FL 32064 (Suwannee County Judicial Annex). The meeting was called to order, 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, Commissioner Leo Mobley

Board Member, Citizen Steven Dicks

### **Board Members Not in Attendance**

Board Member, Commissioner Ron Williams

### **Others in Attendance**

David Kraus, Columbia County Manager

Greg Scott, Suwannee County Manager

Shannon Roberts, Suwannee County

Dale Williams, Interim Executive Director

Grady Williams, NFWUA Attorney

Deputy Clerk, Olga Armas

### **Additions and Deletions**

None

### **Approval of Agenda**

MOTION by Commissioner White to approve agenda with additions. SECOND by Commissioner Mobley. The motion carried unanimously.

### **Approval of the August 12, 2024 NFWUA Meeting Minutes**

MOTION by Commissioner White to approve minutes. SECOND by Commissioner Mobley. The motion carried unanimously.

### **Approval of Warrants**

MOTION by Commissioner White to approve warrants. SECOND by Commissioner Mobley. The motion carried unanimously.

### **5<sup>th</sup> Board Member Election**

Interim Director Dale Williams collected and tallied individual score sheets by board members. Results published and citizen Steven Dicks was elected. Attorney Grady Williams administered the oath.

### **Presentations to the Board**

1. Mike McWaters, Executive Director, Suwannee Valley Electric
2. Ben Scott, BCC Finance Director, Columbia County Clerk of Courts
  - a. Estimated Cost – Dedicated NFWUA Payroll Module
  - b. Continued Discussion – Option for NFWUA Payroll
  - c. Budget Amendment 24-01

MOTION by Commissioner White to approve BA 24-01. SECOND by Commissioner Mobley. The motion carried unanimously.

3. Denise Vogelgesang, FACT – Presentation of Policies

**Discussion and Action:**

1. Grady Williams, NFWUA Attorney – Annual Financial Report Requirement, Auditor Selection Process

MOTION by Commissioner Leo Mobley to appoint the following members to the Auditor Selection Committee:

Commissioner Rocky Ford

Commissioner Franklin White

Citizen Board Member Steven Dicks

SECOND by Board Member Dicks. Motion carried unanimously.

Auditor Selection Committee meeting set for 10:30am on December 4, 2024 at 971 West Duval Street, Suite #150 Lake City, FL 32055.

2. Executive Director Search

Interim Director Williams gave update. No action taken.

3. Request for Qualification (RFQ) – Utility Rate Study

Interim Director Williams and Attorney Grady Williams gave an update.

MOTION by Commissioner White to appoint the following to the Rate Study Selection Committee:

County Manager David Kraus

County Manager Greg Scott

Shannon Roberts, Suwannee County

SECOND by Commissioner Mobley. Motion carried unanimously.

4. NFWUA Website Status

Interim Director Williams gave update. No action taken

5. October 23, 2024 Joint Utility Workshop Follow-Up

Interim Director Williams gave update. No action taken

**Public Comment**

Stew Lilker

**Board Comments**

Chairman Ford announced the next regular NFWUA meeting will be December 4, 2024 at Duval Place in Columbia County.

**Adjournment**

There being no further business, meeting adjourned.

**North Florida Water Utilities Authority**

**September 4<sup>th</sup> 2024 9:30 AM**

The North Florida Water Utilities Authority (NFWUA) met a scheduled meeting in Live Oak, FL at the Suwannee County Judicial Annex. The meeting was called to order 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 (Running Late Due to Hurricane)

Board Member, Commissioner Leo Mobley

Board Member, Commissioner Ron Williams

**Others in Attendance: Others in Attendance:**

David Kraus, Columbia County Manager

Consultant, NFPS Dale Williams

Shannon Roberts, Suwannee County Administrator

Grady Williams, NFWUA Attorney

Greg Scott, Suwannee County Manager

Staz Guntek, Project Manager

Deputy Clerk, Amber Taylor

Due to extenuating circumstances from Hurricane Debbie, Commissioner White and Commissioner Williams joined the meeting late. Discussion took place, until Quorum was met and the meeting was called to order at 9:45 AM.

**Additions and Deletions:**

Deletions:

None

Addition:

Physical location and office space for North Florida Water Utilities Authority.

**New Business:**

Attorney, Williams advised of request for adoption, of resolution related to North Florida Water Utilities Authority, joining with insurance carriers.

**Motion** by Commissioner Franklin White to approve the Agenda as presented. **Seconded** by Commissioner Mobley. Motion carried unanimously.

**Motion** to approve the minutes from previous meeting by Commissioner White. **Seconded** by Commissioner Mobley. Motion carried unanimously.

**Motion** by Commissioner White to approve Budget Resolution No. 2024-002 for year 2023-24 (Partial Year) Budget. **Seconded** by Commissioner Ford. Motion carried unanimously.

**Motion** by Commissioner Williams to approve Budget Resolution No. 2024-003 for year 2024-25 Budget. **Seconded** by Commissioner White. Motion carried unanimously.

Commissioner White posed question pertaining to revenue. Dale Williams offered clarification.

**Presentation to Board:**

Mike Waters, Executive Director for Suwannee Valley Electric

Mr. Waters was unable to attend meeting, due to storm.

Ben Scott, BOCC Finance Director and

James Swisher, Jr Columbia Clerk of Court & County Comptroller

Mr. Swisher gave presentation and answered questions pertaining to the administration of the Executive Directors pay and benefit package.

Lengthy discussion ensued.

Mr. Scott gave clarification pertaining to the Florida Retirement options for the Executive Director Position for the North Florida Water Utilities Authority.

Mr. Swisher did request that until Executive Director position is filled, an individual need be appointed with signing authority on invoices.

**Motion** to *“allow the chair to sign off on any invoices for approval”* by Commissioner White. **Seconded** by Commissioner Mobley. Motion carried unanimously.

Nathan Thornton, MuniCreative, Inc. / The NET Group

Mr. Thornton gave presentation for final approval for the North Florida Water Utilities Authority website design. The website is complete and ready for operation.

Mr. Thornton answered questions from the board.

Mr. Dale Williams requested Mr. Thornton have a sample of the Website to present for review at the September meeting.

NFWUA logo was presented by Mr. Tom Ottum, for approval by the board.

**Motion** to approve NFWUA Website Design by MuniCreative, Inc. and to approve NFWUA Logo as presented by Commissioner Williams. **Seconded** by Commissioner White. Motion carried unanimously.

### **Discussion & Action Items:**

#### **5th Board Member for NFWUA**

In an effort to fill North Florida Water Utilities Authorities 5th Board member position, applications are being accepted. Chairman Ford, suggested the board have the applicants give in person presentations during next meeting.

**Motion** to establish a 5:00 PM today, cutoff for entry of consideration, for the 5<sup>th</sup> NFWUA Board member position, by Commissioner Williams. **Seconded** by Commissioner White. Motion carried unanimously.

#### **Private Attorney Contract**

Approval of Private Contract Services Agreement, with Grady H. Williams, Jr. to serve as the NFWUA Attorney.

Lengthy discussion took place.

The decision was made to postpone approval of contract, permitting Suwannee County Attorney to review the contact.

#### **Utility Rate Study**

Staz Guntek and Grady Williams presented the Board with purchasing policy suggestions for NFWUA. Mr. Williams suggested modeling NFWUA purchasing policy after several suggested examples.

The earlier decision to postpone approval of the Private Contract Services Agreement, with Attorney Grady Williams was amended.

**Motion** by Commissioner Ford to approve the Private Attorney Contract Services Agreement with Grady H. Williams, Jr. **Seconded** by Commissioner Mobley. Motion carried unanimous.

#### **NFWUA Review and Ranking Committee**

This committee will evaluate and score applicants for the NFWUA Executive Director position.

Lengthy discussion pursued.

**Motion** by Commissioner Ford to establish deadline for submission of application for the position of NFWUA Executive Director position, as October 18<sup>th</sup> 2024. **Seconded** by Commissioner White. Motion carried unanimously.

#### **NFWUA Meeting Calendar Schedule**

**Motion** by Commissioner Mobley to approve annual NFWUA meeting schedule. **Seconded** by Commissioner White. Motion carried unanimously.

Discussion took place pertaining to office space for the NFWUA Executive Director position and other office space for the NFWUA.

**Motion** to approve temporary use of office space in old Lake City Reporter building for the NFWUA Executive Director position by Commissioner Ford. **Seconded** by Commissioner White. Motion carried unanimously.

Lengthy discussion pertaining to projected budget took place.

**Motion** to “request each county to provide \$150,000 into their budget for the award of utility for the next year” by Commissioner Ford. **Seconded** by Commissioner White. Motion carried unanimously.

#### **Public Comment:**

None

#### **Board Comments:**

Mr. Kraus will get with attorney regarding meeting schedule.

Commissioner Williams will be requesting a joint workshop with Suwannee County at the BOCC meeting.

#### **Next Meeting**

The next NFWUA Board meeting will be held October 2<sup>nd</sup> at 9:30 AM in Live Oak, FL at the Judicial Annex.

**Adjournment:**

There being no further business, the meeting adjourned at 11:08 AM.

ATTEST:

---

Rocky Ford, Chairman

Columbia County Commissioner

---

James M. Swisher, Jr.

Clerk of Circuit Court & County Comptroller

**North Florida Water Utilities Authority**

**August 12<sup>th</sup> 2024 9:30 AM**

The North Florida Water Utilities Authority (NFWUA) met in a scheduled meeting, held at 971 W. Duval Street, Suite# 150 Lake City, FL 32055. 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, Columbia Commissioner Rocky Ford

Vice-Chair, Suwannee Commissioner Franklin White

Board Member, Columbia Commissioner Ron Williams

Board Member, Suwannee Commissioner Leo Mobley

**Others in Attendance:**

David Kraus, Columbia County Manager

Consultant, NFPS Dale Williams

Shannon Roberts, Suwannee County Administrator

Grady Williams, NFWUA Attorney

Greg Scott, Suwannee County Manager

Staz Guntek, Columbia Project Development Manager

James Swisher, Clerk of Court & County Comptroller

Deputy Clerk, Amber Taylor

**Approval of Minutes:**

**Motion** by Commissioner White to approve NFWUA board minutes from July 1, 2024 meeting.  
**Seconded** by Commissioner Mobley. Motion carried unanimously.

**Additions and Deletions:**

Addition

- Budget discussion
- Office space/location for NFWUA
- Adoption of resolution 2024-01
- Temporary signature permission

Deletion

Presentation to the Board by Mr. Mike McWaters, Suwannee Valley Electric. Mr. McWaters was unable to attend meeting.

**Motion** by Commissioner White to approve and adopt the Agenda as presented. **Seconded** by Commissioner Mobley. Motion carried unanimously.

**Presentation to the Board:**

Jay Swisher, Columbia Clerk of Court & Comptroller

Mr. Swisher gave brief presentation to the NFWUA Board. See attached.

Mr. Swisher advised that at current time, he did not feel it necessary to hire a full time position to accommodate the fiduciary needs of the Authority. Mr. Swisher advised the Board, that a Federal Tax Identification number has been established for the North Florida Water Utilities Authority, as well as a bank account, opened at First Federal Bank. A suggestion was made by Mr. Swisher to appoint a designated signee, for the purpose of signing invoices and insurance paperwork.

Discussion ensued.

Commissioner Ford brought forth motion *"to allow the chair to sign off on any invoices for approval"* **Motion** by Commissioner White, so moved. **Seconded** by Commissioner Mobley. Motion carried unanimously.

Denise Vogelgesang, Florida Assoc. of Counties Trust

Ms. Vogelgesang presented the Board with outline of projected costs for insurance for NFWUA. (See attached handout)

The proposal provided an itemized breakdown of cost for suggested insurance coverage for NFWUA.

**Motion** by Commissioner White, *"to adopt contract with caveat the cyber security refund if possible."*  
**Seconded** by Commissioner Williams. Motion carried unanimously.

Nathan Thornton. Muni Creative, Inc.

Mr. Thornton gave a proposal on services offered and the development/maintenance of the website for the NFWUA.

Discussion ensued.

**Motion** to approve contract as presented by Muni Creative, Inc. and to approve purposed logo for NFWUA by Commissioner White. **Seconded** by Commissioner Williams. Motion carried unanimously.

Attorney Grady Williams, read aloud Resolution NFWUA 2024-01 a Resolution of the North Florida Water Utilities Authority committing to participation in the Florida Association of County Trust.

Mr. Williams requested that the Board authorize the adoption of the resolution and authorize the chair to proceed with the execution of the Joiner to the Agreement and Declaration.

**Motion** by Commissioner Williams to accept Resolution NFWUA 2024-01, **Seconded** by Commissioner White. Motion carried unanimously.

**Discussion and Action Items:**

**Appointment of 5<sup>th</sup> Board Member:**

Chairman Ford called into effect a deadline for application submission for the position of the fifth board member. This deadline will be effective at 5:00 PM on August 12, 2024. Thus far, four applicants have put in for consideration for said position. Chairman Ford suggested that applicants be present and interviewed, during September meeting.

**Motion** by Commissioner Williams to implement a 5:00 PM August 12, 2024 cutoff for the submission of applications for the fifth board member position on the North Florida Water Utilities Authority Board of Directors. **Seconded** by Commissioner White. Motion carried unanimously.

**Attorney Contract Service Agreement:**

Attorney, Grady Williams reviewed proposed contract (see attached) with the Board members of the Authority. He also reviewed budgetary amounts for contract. The NFWUA year 2025 projected estimate cost for legal services would be \$72,000.

Discussion ensued.

Mr. Williams made suggestion that the Suwannee County Attorney have an opportunity to review the proposed contract, before any votes are cast. After review, the contract will be voted on at the next meeting.

**Purchasing Policy:**

Mr. Staz Guntek gave review of proposed purchasing policy for the North Florida Water Utilities Authority. This policy was derived in conjunction with Attorney Grady Williams, and is modeled after the current Columbia County purchasing policy. Attorney Williams, made suggestion to the Board for each member to present the proposed purchasing policy to their County Attorneys for review. Mr. Guntek & Attorney Williams will then present final format policy at the September meeting for vote of approval.

Discussion ensued.

**Motion** by Commissioner Williams to approve purchasing policy as presented. **Seconded** by Commissioner White. Motion carried unanimously.

**Job Description- NFWUA Executive Director:**

Lengthy discussion ensued pertaining to qualifications, job duties, and salary for the position of the Executive Director for the NFWUA.

**Motion** by Commissioner Ford to implement October 18<sup>th</sup> 2024 as deadline for submission of applications for the Executive Director position for the NFWUA. **Seconded** by Commissioner White. Motion carried unanimously.

**Utility Rate Study Proposals:**

Lengthy discussion on rate study ensued.

**Office Space for NFWUA:**

Discussion ensued pertaining to office space for the North Florida Water Utilities Authority. Suggestions were made of various locations for possibility. The old Lake City Reporter building was decided upon on a temporary basis.

Motion put forth by Commissioner Ford *"to have them temporarily located in Reporter building on East 90 in Lake City."* **Motion** by Commissioner Williams, so moved. **Seconded** by Commissioner White. Motion carried unanimously.

**NFWUA Budget:**

Lengthy discussion about the creation of budget for the 2024-25 year pursued. Mr. Williams (NFPS) feels as though the fiscal year 2024-25 will be adequately funded. This conclusion is based on the information given to him which projected funding in the amount of \$375,000 for the 2024-25 year.

Discussion ensued.

Chairman Ford proposed motion *"to request each County to provide \$150,000 into their budget, for the award of utility for next year."* **Motion** by Commissioner White, so moved. **Seconded** by Commissioner Mobley. Motion carried unanimously.

Discussion ensued.

**Public Comments:**

None

**Board Comments:**

Commissioner Williams discussed areas of economic development in Columbia County. He also would like to ensure that Utilities at Industrial Park are NFWUA.

**Next Meeting Schedule:**

NFWUA September meeting is to be held in Suwannee County at the Judicial Annex on September 4<sup>th</sup> 2024 at 9:30 AM.

**Office Space for NFWUA:**

There being no further business, meeting adjourned at 11:05 AM.

ATTEST:

---

Rocky Ford, NFWUA Chairman

---

James M. Swisher, Jr.

Clerk of Circuit Court & County Comptroller

**North Florida Water Utilities Authority**

**July 1<sup>st</sup>, 2024**

**9:30 AM**

The North Florida Water Utilities Authority (NFWUA) met in a scheduled meeting at 971 West Duval Street, Suite #150 Lake City, FL 32055. 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-Chair, Commissioner Franklin White

Board Member, Commissioner Ron Williams

Board Member, Commissioner Leo Mobley

**Others in Attendance:**

Greg Scott, Suwannee County Administrator

David Kraus, Columbia County Manager

Shannon Roberts, Suwannee County Administrative Associate

Grady Williams, NFWUA Attorney

Adam Morrison, Suwannee County Attorney

Staz Guntek, Columbia County Project Development Manager

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

Lauren Pope, Columbia County Finance Director

Amber Taylor, Columbia County Deputy Clerk

Dale Williams, North Florida Professional Services

**Approval of Previous Minutes:**

**Motion** by Commissioner Williams to approve minutes from previous meeting. **Seconded** by Commissioner White. Motion carried unanimously.

**Additions and Deletions:**

Additions

None.

Deletions:

None.

**Presentations to the Board:**

Heather Webber, Compliance Manager of Clay County Utility Authority

Ms. Webber gave extensive overview on Consumptive Use Permits (CUPS) and Levels (MFLs), Basin Management Action Plan (BMAP), Lead and Copper Rule (LCR) and Per-and Polyfluoroalkyl Substances (PFAS).

North Florida Regional Water Supply Plan Projects Conceptualization Effort and North Florida Regional Water Supply Plan were also reviewed in presentation.

The importance of BMAPS was discussed and conversation about water recharge in Columbia and Suwannee Counties came into conversation.

EPA Concerns were discussed in presentation (see attached) as well.

Commissioner Ford requested clarification as to what determines which existing pipes need to be replaced. Ms. Webber instructed the board that pipes downstream from any lead pipe must be replaced.

Mr. Dale Williams posed question concerning building codes being affected by projected changes.

Commissioner, Ron Williams gave comment pertaining to Columbia County being affected by water taken out of the aquifer in other Counties, having a negative effect on the amount of recharge water that Columbia County is responsible for. The Citizens of Columbia County are not the cause, by way of water usage, for this water depletion. But rather it is being pulled for usage in other counties.

Presentation by Andrew Palmer

Mr. Palmer did not attend meeting.

John Wheeler, Wheeler Insurance Agency & Denise Vogelgesang, Florida Assoc. of County Trust

Mr. Wheeler gave overview to Board as to which insurance is needed initially to cover the North Florida Water Utilities Authority.

Due to early stages of formation, many current needs will change and increase as the NFWUA becomes established.

The NFWUA will be operating as an Independent Special District and separate legal entity. Therefore, executing contracts, establishing rules, and will have the authority to own and operate assets. Specific coverage is necessary and recommended.

Ms. Vogelgesang, updated the Board with examples of authorities operating similarly to the NFWUA that are current customers.

Those examples were as follows:

Putnam County Port Authority

Florida Keys Aqueduct Authority

Utilities Commission of New Smyrna Beach

Florida Gas Utility

Lake County Water Authority

Ms. Vogelgesang also assured the Board, this company has much experience litigating any issues that may or may not come up as the Authority develops.

The Wheeler Insurance Agency will be working in conjunction with Florida Association of County Trust to serve the NFWUA, providing necessary coverage. Legal formation of the NFWUA as an Independent Special District, negates the current Suwannee & Columbia County policies from encompassing the NFWUA. Separate additional coverage must be established. Mr. Wheeler gave several examples as to why coverage for NFWUA is an urgent concern and needs to be put in place promptly.

Those examples were as follows:

PFAS (possible injury to individual)

Upstream Lead (contamination)

Damage during construction (accidental damage to property)

Mr. Kraus posed question during presentation, as to the immediate coverage need. The concern is to ensure proper coverage during the establishment phase of NFWUA.

Mr. Wheeler advised the Board that he recommended liability to start. In order to create a policy cost projection for the Board, the insurance companies will need payroll calculations as well as other estimations to create a more detailed cost estimation. Ms. Vogelgesang recommended a policy be in place, before the execution of any legal contracts (ie hiring Executive Director).

Discussion ensued.

**Motion** by Commissioner Williams to have emergency proposal presentation, to include quotes pertaining to necessary insurance coverage for NFWUA. **Seconded** by Commissioner Mobley. Motion carried unanimously.

James Swisher. Clerk of Circuit Court & Columbia County Comptroller

Mr. Swisher spoke to the NFWUA Board in response to proposition, for the Columbia County Clerk of Courts to provide financial accounting services for the Authority. Some of the key points that Mr. Swisher spoke on during his proposal were:

Implementing sound internal controls, as to ensure transparency along with accountability. Due to early stages of development for NFWUA, Mr. Swisher referenced generic aspects of financial assistance to the Board. However, Mr. Swisher extended complete assistance while being as customizable as possible, to ensure the maximum success of the Authority.

A separation of duties will be implemented within the department, in order to create a checks and balance system between the accounts payable/receivable. (Example's given)

Mr. Swisher requested funding for an additional level one staff accountant, to conduct and process fiduciary tasks for the Authority.

The proposition from Mr. Swisher would encompass Suwannee County Utilities and Columbia County Utilities accounts receivable/payable as well as any other pecuniary tasks related to the NFWUA, be handled by the Columbia County Clerk of Court.

Mr. Swisher will serve as the direct point of contact for Board of Directors concerning financial matters pertaining to NFWUA.

The Columbia County Clerk office would also be available to assist in developing any procedures necessary for allocating indirect and shared expenses.

The Columbia County Clerk office would assist in the preparation of annual audit, as well as annual budget presentation.

Discussion ensued.

NFWUA Attorney, Grady Williams asked if Suwannee County Clerk of Court would like to be considered for the handling of the fiduciary aspects of the NFWUA. Suwannee County Attorney, Adam Morrison spoke with Suwannee County Clerk of Court, Barry Baker. *"Suwannee County Clerk of Court office at the request of this board, volunteer to an interim basis, handle short term banking needs of the board as may be necessary to enable the board to move forward."* However, when presented a more permanent solution, by the Columbia County Clerk of Court, Mr. Morrison spoke on behalf of Mr. Baker. *Stating, it would be better to go with a more permanent solution.*

NFWUA Attorney, Grady Williams prompted action from the board to authorize Columbia County Clerk of Court to establish banking account for the North Florida Water Utilities Authority.

**Motion** by Commissioner Ron Williams, to authorize Columbia County Clerk of Court to establish banking account for the North Florida Water Utility Authority. **Seconded**, by Commissioner Franklin White. Motion carried unanimously.

## Discussion and Action Items:

### NFWUA Board Member Selection

The board of NFWUA has advertised for the 5<sup>th</sup> board volunteer member position. At this time, due to minimum response, the board made the decision allowing the advertisement to remain in hopes of additional response and interest. A financial disclosure form is required by the applicant, when applying for this Board position.

### North Florida Professional Services Consulting Services

Mr. Dale Williams requested clarification as to the role and responsibilities that the NFWUA Board members wish for him to play during the development stage of this venture. Mr. Dale Williams reiterated that he has been authorized to serve in the capacity of Consultant, to the Board of the North Florida Water Utility Authority on an interim basis. Once established, an Executive Director will be hired and assume the responsibilities and tasks of NFWUA. Until such a time, Mr. Dale Williams will consult with the Board of NFWUA pertaining to Executive decisions.

**Motion** by Commissioner Ford *"to approve the scope of work contract between North Florida Professional Services, Suwannee County BOCC and Columbia County BOCC, and reimburse Columbia County any money spent on this. Seconded* by Commissioner Leo Mobley. Motion carried unanimously.

### Selection of Executive Director

NFWUA Board will begin to advertise for the position of Executive Director for the Authority. A brief summary of outlined requirements needed for this position were discussed. They are as follows:

- Requirements of Position
- Salary Establishment
- Scope of Job Duties
- Rate Study to Cover Expenditures

Mr. Dale Williams stated that a draft will be presented by him during the next NFWUA meeting. This draft, will outline job specifics, as well as suggestions on places to advertise, said position.

Commissioner Ron Williams questioned the need for a full time employee in the infancy stages of development for NFWUA.

Discussion ensued.

### USDA Development Initiative

Mr. Kraus, (CCM) addressed the Board with the opportunity to apply for USDA Rural Community Development Initiative. The awarded funding does require a match.

Discussion ensued.

Mr. Roberts advised the board about seeking additional funding that does not require a financial match.

**Motion** by Commissioner Mobley to approve application for \$100,000 for the USDA Rural Community Development Initiative. **Seconded** by Commissioner White. Motion carried unanimously.

### Budget Development Process

Budgetary development will be determined by State Law and the Columbia County Clerk of Court, Mr. Jay Swisher.

Mr. Swisher advised the Board of an established professional relationship with First Federal Bank and would ask this establishment be considered for fiduciary needs.

The Operations and Maintenance budget for the NFWUA, will be administered by Columbia County Clerk of Court.

Both Columbia and Suwannee Counties are both required by law, to reference the NFWUA Budget in their Consolidated Annual Budget.

### Purchasing Policy

Mr. Staz Guntek is currently formulating a Purchasing Policy, for proposal to the Board.

### North Florida Water Utility Authority Website

The NFWUA will be required, as a Special District, to establish and maintain a public website.

Discussion ensued.

Mr. Dale Williams prompted each County Manager to request cost estimate for the development and maintenance for Authority website from prospective contractors, those estimates are to be presented to the Board at the next meeting.

Reschedule August Meeting

Due to a scheduling conflict, the NFWUA Board Meeting scheduled for August 7<sup>th</sup> 2024 must be rescheduled.

Discussion ensued.

NFWUA Board Meeting was moved to Monday August 5<sup>th</sup> 2024 at 9:30 AM, in Suwannee County. The meeting is to be held in Live Oak, FL at the Judicial Annex.

**Public Comments:**

None

**Board Comments:**

Commissioner, Ronald Williams requested that name plates be created for board members, as to provide clarity to the Clerk and the public.

Mr. Ron Williams gave comment on the future of Columbia and how the Citizens of Columbia and Suwannee will benefit from NFWUA.

Commissioner Ford and Commissioner White, echoed Commissioner, Williams sentiments.

**Adjournment:**

There being no further business, the meeting adjourned at 11:35 AM.

ATTEST:

---

Rocky Ford, NFWUA Chairman

Columbia County Commissioner

---

James M. Swisher, Jr.

Clerk of Circuit Court & County Comptroller

## **North Florida Water Utilities Authority**

**June 5<sup>th</sup> 2024**

**9:30 AM**

The North Florida Water Utilities Authority (NFWUA) met in a scheduled meeting at 971 West Duval Street, Suite #150 Lake City, FL 320255. The meeting was called to order with an invocation by Shannon Roberts followed by the Pledge of Allegiance to the Flag of the United States of America.

### **In Attendance:**

Ron Williams, Columbia County Commissioner  
Rocky Ford, Columbia County Commissioner  
Steve Roberts, Columbia County Utilities Director  
Shannon Roberts, Suwannee County Administration  
David Kraus, Columbia County Manager  
Kevin Kirby, Assistant County Manager  
Adam Morrison, Columbia County Attorney  
Franklin White, Suwannee County Commissioner  
Leo Mobley, Suwannee County Commissioner  
Grady Williams, Columbia Utilities Attorney  
Staz Guntek, Columbia Project Development Manager  
Joel Foreman, Columbia County Attorney  
Greg Bailey, Nth FL Professional Services  
Amber Taylor, Deputy Clerk  
Jennifer Daniels, Columbia County Eco Development

Meeting was called to order by David Kraus. This meeting is the first official meeting of the North Florida Water Utility Authority.

Grady Williams gave an overview pertaining to Independent Special Districts designation as well as reviewed the Interlocal Agreement concerning the NFWUA. This agreement has been previously approved by the Columbia County Commission as well as the Suwannee County Commission. The North

Florida Water Utilities Authority is now 1 of 68 Multicounty Special Districts in the State of Florida. If additional entities wish to join the NFWUA at a later time, it will be necessary to go before legislation to do so. The NFWUA will work in conjunction with all local Municipal Public Works departments. With the NFWUA conducting business as an Independent Special District, the Sunshine Law requiring open meetings as well as public records does apply.

Oath of Office as Official Board Members to the NFWUA performed by Attorney Grady Williams. Franklin White (Suwannee) Leo Mobley (Suwannee) Rocky Ford (Columbia) Ron Williams (Columbia) were sworn in and board was formed.

**New Business:**

Elect Chairperson

- First order of business, election of Chairman and Co- Chairman.

**Motion** by Commissioner White to nominate Commissioner Ford to serve as Chairman of the North Florida Water Utility Authority. **Second** by Commissioner Mobley. Motion carried unanimously.

Elect Co-Chairman

**Motion** by Commissioner Williams to nominate Commissioner White to Vice-Chair of the North Florida Water Utility Authority. **Seconded** by Commissioner Ford. Motion carried unanimously.

Elect Recording Secretary

**Motion** by Chairman Ford to have Columbia County Clerk of Court provide clerk for NFWUA meetings to provide minutes. **Seconded** by Commissioner White. Motion carried unanimously.

**Additions:**

None

**Deletions:**

None

**Action Items:**

Process to Select 5<sup>th</sup> Board Member

The NFWUA will advertise for a fifth board position be filled now that the board has formed. Applications for this position, will be reviewed at the next meeting.

**Motion** by Commissioner Williams, for Suwannee & Columbia County Administrators to advertise in accordance with their respective policies, for fifth board member position on the North Florida Water Utility Authority Board. **Seconded** by Commissioner White. Motion carried unanimously.

### Process to Select Executive Director

Selection of Executive Director was discussed.

Suggestion was made by Attorney Joel Foreman to hire Mr. Dale Williams from Nth Florida Professional Services, as a temporary consultant until the position of Executive Director has been filled.

Lengthy Discussion ensued.

**Motion** by Commissioner White, to ask North Florida Professional Services for the use of Dale Williams as a consultant on an interim basis. **Seconded** by Commissioner Williams. Motion carried unanimously.

### Selection of Fiduciary Responsibility

**Motion** by Commissioner White, for the proposition to Suwannee and Columbia Counties Clerk of Court by each county Manager, to oversee financial aspects of business (ie accounts payable and receivable for the NFWUA). **Seconded** by Commissioner Williams. Motion carried unanimously.

Discussion ensued.

### Startup Funding

Suggestion was made by Kevin Kirby (ACM Columbia), for the NFWUA board members to request \$100,000 startup monies from each participating counties Board of County Commissioners. This money would be used to help cover initial operational and startup expenses.

**Motion** by Commissioner Williams for each county administrator to request \$100,000 be appropriated from their Board of County Commissioners for startup of NFWUA. **Seconded** by Commissioner White. Motion carried unanimously.

Joel Foreman instructed the members, that the \$100,000 will be derived from the remaining fiscal year budget for utilities.

Discussion ensued.

### Overview by Attorney

Mr. Kraus and Mr. Morrison, made suggestion to the board, to engage Mr. Grady Williams as the official Attorney of the NFWUA.

**Motion** by Commissioner Ford, for Grady Williams to continue to serve as Columbia County Utility Attorney until the date of October 1, 2024. Upon October 1<sup>st</sup> 2024, Mr. Williams will assume the position of Attorney for NFWUA. Subject to approval of contract, as well as the state. **Seconded** by Commissioner White. Motion carries unanimously.

### Designation of Registered Agent

David Kraus (County Manager) was originally listed as the registered agent in the filing process of establishing NFWUA. Mr. Kraus instructed the board, a decision needed to be made to appoint registered agent for NFWUA, by the board.

**Motion** by Commissioner White, to allow David Kraus (CM) to continue to serve as the registered agent for the NFWUA board. **Seconded** by Commissioner Williams. Motion carried unanimously.

### Ratification of Special District Boundaries

Grady Williams, reviewed the map of Special District Boundaries for the North Florida Water Utilities Authority. Any changes July 1<sup>st</sup> 2024, such as additional members joining the NFWUA, thus expanding the boundaries, would require legislative approval.

**Motion** by Commissioner Williams to adopt the Special District Boundaries Map for the NFWUA. **Seconded** by Commissioner Mobley. Motion carries unanimously.

Discussion ensued.

### Approval of Scheduled Meeting Date

Commissioner Ford, made suggestion for NFWUA meetings to alternate being held in Suwannee and Columbia Counties.

Discussion Ensued.

Next meeting is scheduled for Monday July 1<sup>st</sup> 2024 at 9:30AM in Columbia County at the 971 Duval Street Suite #150 location.

Future meeting are to alternate between Suwannee County (location currently undetermined) and Columbia County (Location 971 W Duval St). Meetings are tentatively to be held on the 1<sup>st</sup> Wednesday of each month at 9:30 AM.

Mr. Lilker questioned the Board as to the audio/visual and live streaming capabilities of the Suwannee County locations being considered for hosting the meetings of the NFWUA. Commissioner White, reassured Mr. Lilker that although the meetings would not be live streamed, they will be available to the public, via posting online after the meeting concludes.

**Motion** by Commissioner White to schedule the following meetings:

July 1<sup>st</sup> 2024 at 9:30 AM in Columbia County

August 7<sup>th</sup> 2024 at 9:30 in Suwannee County

September 4<sup>th</sup> at 9:30 in Columbia County

**Seconded** by Commissioner Williams. Motion carried unanimously.

Preservation of Minutes from Regional Utility Committee:

Prior to the formation of the NFWUA the Regional Utility Committee held meetings where minutes were produced. Mr. Kraus asked the NFWUA Board members as to their wishes for the preservation of those minutes.

**Motion** by Commissioner White to ratify the minutes of the Regional Utility Committee so that they become part of documentation for the NFWUA records. **Seconded** by Commissioner Williams. Motion carried unanimously.

Future Plans and Next Steps:

Mr. Foreman suggested that the next steps moving forward with the bylaw creation, budget process and website development, need to involve the interim consultant and director.

Mr. Foreman suggested that at the next meeting, Dale Williams (North FL Professional Services) be presented with contract.

Commissioner Ford, suggested that the Chairman of NFWUA have authority to call special meetings and workshops.

**Motion** by Commissioner Williams to allow Chairman of NFWUA to have authority to call special meetings as well as workshops. **Seconded** by Commissioner White. Motion carried unanimously.

Utility Rates were discussed briefly, and the decision was made to discuss this a later date once the interim consultant is involved and the Executive Director position has been filled.

Kevin Kirby gave overview of projects concerning utilities and how they effect Economic Development in Columbia County.

**Public Comment:**

None.

**Board Comments:**

Commissioner Williams offered comment.

Commissioner White offered comment.

**Adjournment:**

There being no further business. Meeting was adjourned at 11:23AM.

ATTEST:

---

Rocky Ford, Chairman

Columbia County Commissioner

---

James M. Swisher, Jr.

Clerk of Circuit & Comptroller

## Agenda Item #7 – Bills and Vouchers

### OBJECTIVE:

Approval of the payments for bills and vouchers

### CONSIDERATIONS:

- See attached documentation

### BUDGET IMPACT:

Budgeted items

### RECOMMENDATION:

Requesting approval of the payments for bills and vouchers during period from 8/30/2025 to 9/29/2025.



# North Florida Water Utilities Authority

PO Box 1529  
 Lake City, FL 32056  
 (755) 755-4100

## Agenda Title

Bills and Vouchers - 8/30/2025 - 9/29/2025 - \$55,988.69

## Nature and Purpose

This item requests Board approval for the payment of bills and vouchers in the amount of \$55,988.69 submitted - 8/30/2025 - 9/29/2025. All funds authorized for the issuance of these checks have been budgeted. The Clerk to the Board office reviews bills and vouchers submitted for approval. If for any reason, any of these bills are not recommended for approval, the Clerk to Board office will notify the Board. The Clerk to the Board office maintains copies of invoices and supporting documentation for review.

## Recommended Motion/Action

Approve payment of bills and vouchers in the amount of \$55,988.69

ACCOUNT NUMBER	PAYMENT DATE	DESCRIPTION	VENDOR NAME	AMOUNT
602-0000-155.00-00	9/29/2025	INSURANCE	FLORIDA ASSOC. OF CO., T	14,940.00
602-3600-536.10-12	9/29/2025	SALARY AND BENEFITS	CLERK OF CIRCUIT COURT S	25,922.34
602-3600-536.30-31	9/29/2025	SOFTWARE SUPPORT	DATA INTEGRITY SERVICES	4,573.10
602-3600-536.30-31	9/29/2025	BILLING SOFTWARE SETUP	EDMUNDS GOVTECH INC	6,400.00
602-3600-536.30-47	9/29/2025	HEARING AS	RIVERBEND NEWS	129.48
602-3600-536.30-49	9/29/2025	LEASE VEHICLE	ENTERPRISE FM TRUST	4,023.77
				<b>55,988.69</b>

## Agenda Item #8 - FY 2025/2026 NFWUA Board Meeting Schedule

### OBJECTIVE:

Approval of the board meeting schedule for the next fiscal year (FY2025/26)

### CONSIDERATIONS:

- Historically, the NFWUA board has scheduled its regular board meeting one year in advance
- The proposed schedule for FY 2025/26 continues the pattern

### BUDGET IMPACT:

No impact

### RECOMMENDATION:

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

**NOTICE OF REGULAR MEETINGS OF NORTH FLORIDA WATER UTILITIES  
AUTHORITY BOARD**

The Board of Directors of the North Florida Water Utilities Authority will meet monthly at 9:30 A.M. in Regular Session on the following dates:

**Lake City Meetings:**

Wednesday, October 1, 2025  
Monday, November 17, 2025  
Monday, December 15, 2025  
Monday, April 20, 2026  
Monday, June 15, 2026  
Monday, August 17, 2026

**Live Oak Meetings**

Monday, January 19, 2026  
Monday, February 16, 2026  
Monday, March 16, 2026  
Monday, May 18, 2026  
Monday, July 20, 2026  
Monday, September 21, 2026

**Lake City Meetings** meet in the Columbia County Tourist Development Conference Room, 971 W. Duval Street, Lake City, FL 32055.

**Live Oak Meetings** meet in the Suwannee County Judicial Annex, 218 Parshley Street SW, Live Oak, FL 32064

In accordance with the Florida Statutes and Americans with Disabilities Act, any person needing a special accommodation to participate in this matter should contact the North Florida Water Utilities Authority by mail to James M. Swisher, Jr. Columbia County Clerk of Court & Comptroller, 173 NE Hernando Avenue, Lake City, Florida 32055 or by telephone at (386) 758-1041, no later than 48 hours prior to the hearing or proceeding for which this notice has been given. Persons requiring auditory assistance may access the foregoing telephone number by contacting the Florida Relay Service at 1-800-955-8770 (Voice) or 1-800-955-8771 (TDD).

If any person intends to appeal any decision related to this action, such person will need to provide a court reporter at such person's expense, for a transcript of the proceedings. All interested persons are invited to attend.

For further information, call (386) 758-1041.

## Agenda Item #9 – PayGOV Service Agreement

### OBJECTIVE:

Approval of PayGOV services agreement with NFWUA legal addendum

### CONSIDERATIONS:

- PayGOV is an online bill payment services that utility customers can utilize
- The fees to utilize the PayGOV services are paid by the bill payers and not the organization offering the service as a payment option
- Columbia County was previously using the same services
- NFWUA desires to use the same service to offer continuity across its bill payments services/tools

### BUDGET IMPACT:

No impact

### RECOMMENDATION:

Requesting approval of the PayGOV services agreement

## **NORTH FLORIDA WATER UTILITIES AUTHORITY STANDARD SHORT FORM ADDENDUM**

**Per diem and travel expenses of authorized persons.** All per diem and travel expenses related to PayGOV.US LLC (Hereinafter PGV) goods or services provided to NORTH FLORIDA WATER UTILITIES AUTHORITY ("Purchaser", "NFWUA", "Customer" or "Client") under the Agency Services Agreement dated effective \_\_\_\_\_, 202\_\_, (the "Agreement"), if any, are subject to and limited by Florida Statutes s. 112.061, as from time to time amended.

**Florida Public Records Laws Compliance.** PGV acknowledges Client's obligations under Art. 1, Section 24, Florida Constitution, and Chapter 119, Florida Statutes, as from time to time amended (together, the Public Records Laws), to release public records to members of the public upon request. PGV acknowledges that Client is required to comply with the Public Records Laws in the handling of the materials created under this Agreement and that the Public Records Laws control over any contrary terms in this Agreement. PGV shall comply with all requirements of Chapter 119, Florida Statutes, to the extent applicable to the records and documents associated with this Agreement. In accordance with Section 119.0701(3)(a), Florida Statutes (or successor statutes), a request to inspect or copy public records related to this Agreement must be made directly to Client.

**IF PGV HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO PGV'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT SHANNON ROBERTS AS PUBLIC RECORDS CUSTODIAN AT (386) 590-0732, [ShannonR@suwcountyfl.gov](mailto:ShannonR@suwcountyfl.gov), 135 NE Hernando Avenue, Ste. 203, Lake City, FL 32055.**

**Choice of Florida Law and Venue.** Customer is an independent special district of the State of Florida. Notwithstanding any contrary provision in this Agreement, Florida law shall control the interpretation and enforcement of this Agreement and as to all contractual duties and responsibilities between the parties. Venue shall lie in Circuit Court in Columbia County, Florida, or if federal jurisdiction applies, in the U.S. District Court for the Middle District of Florida, Jacksonville Division.

**Nondiscrimination Compliance by Client.** The Client is a public body which does not discriminate regardless of race, religion, nationality, or gender in the bidding and award process for contracts and commodities. Pursuant to s. 287.05701, Florida Statutes, as amended, the Client may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor and may not give preference to a vendor based on the vendor's social, political, or ideological interests.

**Limitation on Customer's Liability for Indemnification or Tort Claims.** Customer is an agency or subdivision of the State of Florida for purposes of Florida Statutes s. 768.28 re waiver of sovereign immunity in tort actions. Nothing in the Agreement is intended to serve as a waiver of Customer's sovereign immunity nor does it extend Customer's liability beyond the limits established in Section 768.28, Florida Statutes. Customer does not waive any defense of sovereign immunity or increase the limits of its liability by entering into this Agreement.

**Tax-Exempt Status.** Customer has provided PGV with a true copy of Customer's Florida State Sales Tax Exemption Certificate. Customer shall not be subject to any sales or use taxes related to the services or products provided to Customer by PGV under the Agreement.

**Supplementary.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Duly executed as an Addendum to the Agreement on the dates set forth below:

**CONTRACTOR:**

**CLIENT:**

**PayGOV.US LLC**

**NORTH FLORIDA WATER UTILITIES AUTHORITY**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Rocky Ford, Chairman of the Board

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PayGOV.US, LLC.  
5144 E. Stop 11 Road, Suite #17  
Indianapolis, IN 46237

**AGENCY SERVICE AGREEMENT**

THIS AGREEMENT effective \_\_\_\_\_ by and between PayGOV.US LLC (Hereinafter **PGV**), with its principal address at 5144 E. Stop 11 Road, Suite #17 Indianapolis IN, and North Florida Water Utilities Authority, an independent special district of the State of Florida (Hereinafter **The AGENCY**), with its principal address at 135 N.E. Hernando Avenue, Ste. 203, Lake City, FL 32055, and a mailing address of P.O. Box 1529, Lake City, FL 32056-1529 for a month to month term cancelable by 30 days written notice by either party.

**PGV** has designed and developed a payment processing system for Government agencies, to include operator-assisted and Internet processing services to enhance the collection of Payments or other obligations on a 24/7 basis. The person wanting to pay an obligation to **THE AGENCY** by credit or debit card, or any of its departments, may do so by calling the **PGV** toll-free number, or logging on to the designated website link (where applicable), at no cost to **THE AGENCY**. **PGV** will also provide equipment to swipe the card at no cost to the agency or department. **PGV** will access a 3.00% convenience fee for all POS, ONLINE, MOBILE or OVER THE PHONE IN OFFICE transactions and A minimum fee of \$1.00 will apply for any amount under \$33.00. Tax Collectors will be assessed a convenience fee of 2.5% for all POS, ONLINE, MOBILE, or OVER THE PHONE IN OFFICE transactions. A minimum fee of \$1.00 will apply for all transactions under \$40.00. Service includes timely and accurate transaction processing, next business day reconciliation and funds transfer via ACH transfer from **PGV** to **THE AGENCY**. E Checks will be charged a 2.50\$ fee for any amount run through the PayGov.US System.

**PGV** will be the provider of the agreed upon merchant services to the **AGENCY** for the awarded payment processing services during the period beginning on the date on which **PGV** and the **AGENCY** execute the Agreement. **PGV** agrees **THE AGENCY** is not responsible for any compensation for this service, nor shall **THE AGENCY** pay any associated operational costs, state or federal taxes on behalf of **PGV**. **PGV** accepts and agrees to perform all services associated with this agreement as an independent contractor and not as an employee of **THE AGENCY**. **PGV** and **THE AGENCY** each agree (i) to hold the other party's Confidential Information in strict confidence; (ii) not to disclose such information to any third parties without the prior written consent of the disclosing party or as required by law or regulation.

**PGV** will indemnify **THE AGENCY** harmless from any cardholder transaction disputes, charge-backs, and other expenses, including attorney's fees and litigation expenses, suffered or incurred due to **PGV**'s negligence or failure to perform any of its obligations under this service agreement. **THE AGENCY** agrees to assist **PGV** with (i) any efforts necessary to facilitate collection of funds from any cardholder to include reinstatement of the obligation owed **AGENCY**; (ii) all cardholder information pertinent to any inquiry or dispute regarding payment made to the **AGENCY** via the services of **PGV**.

**PGV** represents it is qualified to perform the aforementioned services as outlined in this agreement, and that all work shall be accomplished in a workmanlike manner. **PGV** agrees to observe and comply with all federal, state, and local law in performing the services listed. This Agreement shall be governed by the law of the State of \_\_\_\_\_

The initial term of this Agreement shall be month to month. This Agreement shall automatically be extended for an additional one month terms at the end of each month. IN WITNESS WHEREOF, **AGENCY** and **PGV** have caused this Agreement to be effective on the date executed by **THE AGENCY**.

**Addendum to Agency Service Agreement Between PayGov.US and iStream of 1st February 2025**

**PGV** has engaged in the partnership of a third-party payment processor, iStream Financial Services Inc., to facilitate the processing of The Agency E Check payments via the ACH network. In conjunction with the terms of this agreement, The Agency duly authorizes **PGV**, as the originator and merchant of record, to submit and sign the

application for ACH processing services on behalf of The Agency to iStream. Additionally, The Agency duly authorizes PGV to both execute and deliver to iStream, any required documents on behalf of The Agency for the purpose of boarding and performing required due diligence of The Agency under the regulatory framework governing iStream as a third-party payment processor. Additionally, the Agency duly authorizes PGV to make related procedural changes on behalf of The Agency to the processing account at iStream as deemed necessary during the processing relationship.

The Agency acknowledges and agrees that as of the date signed by The Agency below (i) iStream shall be entitled to rely on the terms of this Agency Service Agreement until such time that The Agency provides written notice to PGV of its revocation or modification, and as between iStream and The Agency, (ii) The Agency retains all risk and liability for the actions and any inactions of PGV as if performed by The Agency itself pertaining to the ACH origination agreement between Istream and PGV.

See attached NORTH FLORIDA WATER UTILITIES AUTHORITY STANDARD SHORT FORM ADDENDUM, which is made a part hereof and which shall supersede as to any contrary terms and provisions.

Reviewed and Approved:

**North Florida Water Utilities Authority**

By: \_\_\_\_\_

Rocky Ford, Chair/Chairman

Date: \_\_\_\_\_

**PayGOV.US LLC**

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Agenda Item #10 – NFWUA Resolution 2025-2026-01

### OBJECTIVE:

Approval of NFWUA Resolution #2025-2026-01 to change authorized signatories for the NFWUA bank account

### CONSIDERATIONS:

- The original signers for the NFWUA First Federal bank account were designated as Mr. Rocky Ford, NFWUA Board Chair and Mr. James Swisher, Columbia County Clerk of Courts.
- Earlier this year, Mr. Swisher indicated his desire to reduce his office's services for NFWUA
- Since hiring of Mr. Shannon Roberts as the NFWUA Executive Director, that role will require access to the NFWUA First Federal bank account to engage in authorized financial activities.
- The resolution seeks to remove Mr. Swisher as a signatory and add Mr. Roberts in his place.
- See attached documentation

### BUDGET IMPACT:

None

### RECOMMENDATION:

Requestion approval of NFWUA Resolution #2025-2026-01 to change authorized signatories for the NFWUA bank account

**NORTH FLORIDA WATER UTILITIES AUTHORITY**

**RESOLUTION NO.: 2025/2026-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF NORTH FLORIDA WATER UTILITIES AUTHORITY DESIGNATING DEPOSITORY; DESIGNATING AUTHORIZED SIGNERS; AUTHORIZING BANK'S RELIANCE ON RESOLUTION; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, NORTH FLORIDA WATER UTILITIES AUTHORITY (the "Authority" or "NFWUA") is an independent special district and political subdivision of the State of Florida, operating under Chapter 189, Florida Statutes; and

**WHEREAS**, the Authority maintains bank accounts to manage public funds in a manner consistent with Chapter 280, Florida Statutes, known as the "Florida Security for Public Deposits Act"; and

**WHEREAS**, the Authority's Board of Directors desire to designate authorized signers for its bank accounts to conduct day-to-day financial transactions and grant its outside contracted accounting and financial services provider appropriate access to bank accounts for accounting and financial management purposes;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF NORTH FLORIDA WATER UTILITIES AUTHORITY:**

**Section 1. Designation of depository**

That FIRST FEDERAL BANK, 707 SW Main Blvd, Lake City, FL 32025, a qualified public depository as defined in Chapter 280, Florida Statutes, is hereby designated as an official depository for the funds of the Authority.

**Section 2. Designation of authorized signers**

That the following individuals, by virtue of their offices, are hereby designated as authorized signers for all bank accounts of the Authority:

- The Chair/Chairman of the Board of Directors: Rocky Ford
- The Executive Director: Shannon Roberts

**Section 3. Authorized transactions**

That the authorized signers, acting jointly or severally, are empowered to conduct the following actions on behalf of the Authority until this resolution is rescinded or modified:

- Open, maintain, and close bank accounts.

- Deposit, withdraw, and transfer funds.
- Sign, endorse, and negotiate checks, drafts, and other orders for payment.
- Execute wire or electronic funds transfer authorizations.
- Execute and deliver all necessary forms, signature cards, and agreements required by the bank.

**Section 4. Bank's reliance on resolution**

That the designated depository may rely on this resolution until it receives written notice from the Authority of its rescission or modification.

**Section 5. Effective date**

That this resolution shall take effect immediately upon its passage and adoption.

**DULY PASSED AND ADOPTED** at a meeting of the Board of Directors of NORTH FLORIDA WATER UTILITIES AUTHORITY this 1<sup>st</sup> day of October, 2025.

NORTH FLORIDA WATER UTILITIES AUTHORITY,  
An independent special district and political  
subdivision of the State of Florida

By: \_\_\_\_\_  
Rocky Ford, Chair/Chairman  
Board of Directors

Attest: \_\_\_\_\_  
James M. Swisher, Jr.,  
Recording Secretary

(Affix Seal of NFWUA)

## Agenda Item #11- Deposits of Electric Service

### OBJECTIVE:

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

### CONSIDERATIONS:

- Columbia and Suwannee have established power service accounts for their water/sewer facilities that need to be transferred over to NFWUA operations.
- Each electric provider, Clay Electric Coop and Suwannee Valley Electric Coop require a service deposit for new accounts.
- Deposit amounts listed below
  - Clay Electric -\$5,760
  - Suwannee Valley -\$5,790
  - Total Amount: \$11,550
- See attached documentation

### BUDGET IMPACT:

Not a budget item -monthly power costs are in the budget, but security deposits are not

### RECOMMENDATION:

Requesting approval of the total cost of the electric security deposits. Checks to each vendor will be issued to each electric service vendor.

## Summary of Security Deposit Costs for Power Account Transfer

Vendor	Account #	Location	Deposit Amount	Description
Clay Electric Coop	9297778	2375 SE GILES MARTIN AVE	\$ 3,080	CC WWTP
Clay Electric Coop	9297781	GILES MARTIN AVE	\$ 1,380	CC WTP
Clay Electric Coop	9297786	13703 SUS HIGHWAY 441 LIFT STATIO	\$ 380	CC Lift Station
Clay Electric Coop	9297789	14115 SUS HIGHWAY 441 ELLSVLL SE	\$ 380	CC Lift Station
Clay Electric Coop	9297791	MASON CITY	\$ 180	CC Well (front)
Clay Electric Coop	9297793	MASON CITY	\$ 180	CC Well
Clay Electric Coop	9297794	3303 SW COUNTY RD 18	\$ 180	CC Chlorine booster
			\$ 5,760	
Vendor	Account #	Location	Deposit Amount	Description
Suwannee Valley Electric Coop	4360102	Catalyst Site Hwy 90	\$ 895	SC WTP
Suwannee Valley Electric Coop	4784201	7653 CR-137	\$ 730	SC WTP
Suwannee Valley Electric Coop	4784301	7265 25th Road	\$ 3,305	SC WWTP
Suwannee Valley Electric Coop	4784401	31st Road	\$ 285	SC Lift Station
Suwannee Valley Electric Coop	4784501	CR-136	\$ 285	SC Lift Station
Suwannee Valley Electric Coop	4919801	CR-137	\$ 290	SC Lift Station
			\$ 5,790	
<b>Total Deposit Clay Electric</b>			<b>\$ 5,760</b>	
<b>Total Deposit Suwannee Valley</b>			<b>\$ 5,790</b>	
<b>Grand Total</b>			<b>\$ 11,550</b>	



# Application for Membership and Electric Service

9/23/25

Member # -	1763009	County -	COLUMBIA
Account # -	9297778	Business Phone	(386) 590-0732
Location # -	8778197	Location Address:	2375 SE GILES MARTIN AVE WASTE WA
Contact Number -	(386) 590-0732		LAKE CITY, FL 32024

NORTH FL WATER UTILITIES AUTHORITY	\$ 5.00	membership fee
PO BOX 1266	\$3000.00	deposit
LAKE CITY FL 32056	\$ 30.00	account set up fee
	<hr/>	
	\$3080.00	Total

### Served by the Lake City District

I/We certify that the electric service provided by Clay Electric is for the following purpose: GENERAL SERVICE

The applicants hereby apply for membership in Clay Electric Cooperative, Inc., and agree to comply with and be bound by the provisions of the charter and bylaws of said Cooperative and such rules and regulations as may be adopted by the Cooperative.

Memberships and deposits are not transferable by the member/applicants and constitute security for the amounts due the cooperative. The Cooperative may transfer membership fees and deposits to other accounts maintained by member/applicant in accordance with the Cooperative's policies. The new service fee is non-refundable and due at the time of application. It is only effective for 12 months from the time of application.

The applicants understand that the Cooperative has the right to place and access metering devices to record energy use and properly maintain electric service.

The applicants agree that failure to negotiate a check made payable to the applicants for a capital credit retirement or for any other payment due from Clay Electric Cooperative and if such failure continues for a period of three years then in accordance with the Cooperatives bylaws, rules and regulations, the applicants shall have agreed to release and assign such check or payment to the Cooperative or its designee.

The applicant(s), do hereby grant and convey unto Clay Electric Cooperative, Inc., whose post office address is Keystone Heights, Florida, and its successors and assigns, the right to enter upon the land of the undersigned, and to cut trees and shrubbery within 10 feet on each side of said distribution line and to enter the land of the undersigned at any reasonable time for the purpose of reading electric meters. If gates are locked or combination locks are installed, it is the responsibility of the applicant(s) to allow the Cooperative access.

The applicants understand Clay Electric has the right of offset for expenses incurred for the collection of delinquent debts to the Cooperative by the member.

### Please verify your Name, Address and Phone Number.

Signature	_____	Date	_____	Social Security#	_____
	Shannon Roberts/ Executive Director			optional	
Signature	_____	Date	_____	Joint SSN #	_____
				optional	

The application must be signed as your name appears above. The signed application needs to be returned to Clay Electric Cooperative, Inc. before 10/10/2025. Pending receipt of this signed application by the Cooperative, your use of electric service provided by the Cooperative shall constitute your agreement to all the terms and conditions as stated herein.



# Application for Membership and Electric Service

9/23/25

Member # - 1763009  
Account # - 9297781  
Location # - 803960  
Contact Number - (386) 590-0732

County - COLUMBIA  
Business Phone (386) 590-0732  
Location Address: GILES MARTIN AVE/WATER PLANT  
LAKE CITY, FL 32056

NORTH FL WATER UTILITIES AUTHORITY  
PO BOX 1266  
LAKE CITY FL 32056

\$1350.00 deposit  
\$ 30.00 account set up fee  

---

\$1380.00 total

### Served by the Lake City District

I/We certify that the electric service provided by Clay Electric is for the following purpose: GENERAL SERVICE

The applicants hereby apply for membership in Clay Electric Cooperative, Inc., and agree to comply with and be bound by the provisions of the charter and bylaws of said Cooperative and such rules and regulations as may be adopted by the Cooperative.

Memberships and deposits are not transferable by the member/applicants and constitute security for the amounts due the cooperative. The Cooperative may transfer membership fees and deposits to other accounts maintained by member/applicant in accordance with the Cooperative's policies. The new service fee is non-refundable and due at the time of application. It is only effective for 12 months from the time of application.

The applicants understand that the Cooperative has the right to place and access metering devices to record energy use and properly maintain electric service.

The applicants agree that failure to negotiate a check made payable to the applicants for a capital credit retirement or for any other payment due from Clay Electric Cooperative and if such failure continues for a period of three years then in accordance with the Cooperatives bylaws, rules and regulations, the applicants shall have agreed to release and assign such check or payment to the Cooperative or its designee.

The applicant(s), do hereby grant and convey unto Clay Electric Cooperative, Inc., whose post office address is Keystone Heights, Florida, and its successors and assigns, the right to enter upon the land of the undersigned, and to cut trees and shrubbery within 10 feet on each side of said distribution line and to enter the land of the undersigned at any reasonable time for the purpose of reading electric meters. If gates are locked or combination locks are installed, it is the responsibility of the applicant(s) to allow the Cooperative access.

The applicants understand Clay Electric has the right of offset for expenses incurred for the collection of delinquent debts to the Cooperative by the member.

### Please verify your Name, Address and Phone Number.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Social Security# \_\_\_\_\_  
Shannon Roberts/ Executive Director optional

Signature \_\_\_\_\_ Date \_\_\_\_\_ Joint SSN # \_\_\_\_\_  
optional

The application must be signed as your name appears above. The signed application needs to be returned to Clay Electric Cooperative, Inc. before 10/10/2025. Pending receipt of this signed application by the Cooperative, your use of electric service provided by the Cooperative shall constitute your agreement to all the terms and conditions as stated herein.



# Application for Membership and Electric Service

9/23/25

Member # - 1763009  
Account # - 9297786  
Location # - 8778464  
Contact Number - (386) 590-0732

County - COLUMBIA  
Business Phone (386) 590-0732  
Location Address: 13703 S US HIGHWAY 441 LIFT STATIO  
LAKE CITY, FL 32025

NORTH FL WATER UTILITIES AUTHORITY  
PO BOX 1266  
LAKE CITY FL 32056

Deposit \$350.00  
Account set up fee \$ 30.00  

---

Total \$380.00

### Served by the Lake City District

I/We certify that the electric service provided by Clay Electric is for the following purpose: GENERAL SERVICE

The applicants hereby apply for membership in Clay Electric Cooperative, Inc., and agree to comply with and be bound by the provisions of the charter and bylaws of said Cooperative and such rules and regulations as may be adopted by the Cooperative.

Memberships and deposits are not transferable by the member/applicants and constitute security for the amounts due the cooperative. The Cooperative may transfer membership fees and deposits to other accounts maintained by member/applicant in accordance with the Cooperative's policies. The new service fee is non-refundable and due at the time of application. It is only effective for 12 months from the time of application.

The applicants understand that the Cooperative has the right to place and access metering devices to record energy use and properly maintain electric service.

The applicants agree that failure to negotiate a check made payable to the applicants for a capital credit retirement or for any other payment due from Clay Electric Cooperative and if such failure continues for a period of three years then in accordance with the Cooperatives bylaws, rules and regulations, the applicants shall have agreed to release and assign such check or payment to the Cooperative or its designee.

The applicant(s), do hereby grant and convey unto Clay Electric Cooperative, Inc., whose post office address is Keystone Heights, Florida, and its successors and assigns, the right to enter upon the land of the undersigned, and to cut trees and shrubbery within 10 feet on each side of said distribution line and to enter the land of the undersigned at any reasonable time for the purpose of reading electric meters. If gates are locked or combination locks are installed, it is the responsibility of the applicant(s) to allow the Cooperative access.

The applicants understand Clay Electric has the right of offset for expenses incurred for the collection of delinquent debts to the Cooperative by the member.

### Please verify your Name, Address and Phone Number.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Social Security# \_\_\_\_\_  
Shannon Roberts/ Executive Director optional  
Signature \_\_\_\_\_ Date \_\_\_\_\_ Joint SSN # \_\_\_\_\_  
optional

The application must be signed as your name appears above. The signed application needs to be returned to Clay Electric Cooperative, Inc. before 10/10/2025. Pending receipt of this signed application by the Cooperative, your use of electric service provided by the Cooperative shall constitute your agreement to all the terms and conditions as stated herein.



# Application for Membership and Electric Service

9/23/25

Member # - 1763009  
Account # - 9297789  
Location # - 120775  
Contact Number - (386) 590-0732

County - COLUMBIA  
Business Phone (386) 590-0732  
Location Address: 14115 S US HIGHWAY 441 ELLSVLL SE  
LAKE CITY, FL 32024

NORTH FL WATER UTILITIES AUTHORITY  
PO BOX 1266  
LAKE CITY FL 32056

Deposit \$350.00  
Account Set up fee \$ 30.00  

---

Total \$380.00

### Served by the Lake City District

I/We certify that the electric service provided by Clay Electric is for the following purpose: GENERAL SERVICE

The applicants hereby apply for membership in Clay Electric Cooperative, Inc., and agree to comply with and be bound by the provisions of the charter and bylaws of said Cooperative and such rules and regulations as may be adopted by the Cooperative.

Memberships and deposits are not transferable by the member/applicants and constitute security for the amounts due the cooperative. The Cooperative may transfer membership fees and deposits to other accounts maintained by member/applicant in accordance with the Cooperative's policies. The new service fee is non-refundable and due at the time of application. It is only effective for 12 months from the time of application.

The applicants understand that the Cooperative has the right to place and access metering devices to record energy use and properly maintain electric service.

The applicants agree that failure to negotiate a check made payable to the applicants for a capital credit retirement or for any other payment due from Clay Electric Cooperative and if such failure continues for a period of three years then in accordance with the Cooperatives bylaws, rules and regulations, the applicants shall have agreed to release and assign such check or payment to the Cooperative or its designee.

The applicant(s), do hereby grant and convey unto Clay Electric Cooperative, Inc., whose post office address is Keystone Heights, Florida, and its successors and assigns, the right to enter upon the land of the undersigned, and to cut trees and shrubbery within 10 feet on each side of said distribution line and to enter the land of the undersigned at any reasonable time for the purpose of reading electric meters. If gates are locked or combination locks are installed, it is the responsibility of the applicant(s) to allow the Cooperative access.

The applicants understand Clay Electric has the right of offset for expenses incurred for the collection of delinquent debts to the Cooperative by the member.

### Please verify your Name, Address and Phone Number.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Social Security# \_\_\_\_\_  
Shannon Roberts/ Executive Director optional

Signature \_\_\_\_\_ Date \_\_\_\_\_ Joint SSN # \_\_\_\_\_  
optional

The application must be signed as your name appears above. The signed application needs to be returned to Clay Electric Cooperative, Inc, before 10/10/2025. Pending receipt of this signed application by the Cooperative, your use of electric service provided by the Cooperative shall constitute your agreement to all the terms and conditions as stated herein.



# Application for Membership and Electric Service

9/23/25

Member # - 1763009  
Account # - 9297791  
Location # - 107906  
Contact Number - (386) 590-0732

County - COLUMBIA  
Business Phone (386) 590-0732  
Location Address: MASON CITY FRONT WELL  
LAKE CITY, FL 32025

NORTH FL WATER UTILITIES AUTHORITY  
PO BOX 1266  
LAKE CITY FL 32056

Deposit	\$150.00
Account Setup fee	\$ 30.00
<hr/>	
Total	\$180.00

### Served by the Lake City District

I/We certify that the electric service provided by Clay Electric is for the following purpose: GENERAL SERVICE

The applicants hereby apply for membership in Clay Electric Cooperative, Inc., and agree to comply with and be bound by the provisions of the charter and bylaws of said Cooperative and such rules and regulations as may be adopted by the Cooperative.

Memberships and deposits are not transferable by the member/applicants and constitute security for the amounts due the cooperative. The Cooperative may transfer membership fees and deposits to other accounts maintained by member/applicant in accordance with the Cooperative's policies. The new service fee is non-refundable and due at the time of application. It is only effective for 12 months from the time of application.

The applicants understand that the Cooperative has the right to place and access metering devices to record energy use and properly maintain electric service.

The applicants agree that failure to negotiate a check made payable to the applicants for a capital credit retirement or for any other payment due from Clay Electric Cooperative and if such failure continues for a period of three years then in accordance with the Cooperatives bylaws, rules and regulations, the applicants shall have agreed to release and assign such check or payment to the Cooperative or its designee.

The applicant(s), do hereby grant and convey unto Clay Electric Cooperative, Inc., whose post office address is Keystone Heights, Florida, and its successors and assigns, the right to enter upon the land of the undersigned, and to cut trees and shrubbery within 10 feet on each side of said distribution line and to enter the land of the undersigned at any reasonable time for the purpose of reading electric meters. If gates are locked or combination locks are installed, it is the responsibility of the applicant(s) to allow the Cooperative access.

The applicants understand Clay Electric has the right of offset for expenses incurred for the collection of delinquent debts to the Cooperative by the member.

### Please verify your Name, Address and Phone Number.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Social Security# \_\_\_\_\_  
 Shannon Roberts/ Executive Director optional

Signature \_\_\_\_\_ Date \_\_\_\_\_ Joint SSN # \_\_\_\_\_  
 optional

The application must be signed as your name appears above. The signed application needs to be returned to Clay Electric Cooperative, Inc. before 10/10/2025. Pending receipt of this signed application by the Cooperative, your use of electric service provided by the Cooperative shall constitute your agreement to all the terms and conditions as stated herein.



# Application for Membership and Electric Service

9/23/25

Member # - 1763009  
Account # - 9297793  
Location # - 107704  
Contact Number - (386) 590-0732

County - COLUMBIA  
Business Phone (386) 590-0732  
Location Address: MASON CITY WELL  
LAKE CITY, FL 32025

NORTH FL WATER UTILITIES AUTHORITY  
PO BOX 1266  
LAKE CITY FL 32056

Deposit	\$150.00
Account Setup Fee	\$ 30.00
<hr/>	
Total	\$180.00

### Served by the Lake City District

I/We certify that the electric service provided by Clay Electric is for the following purpose: GENERAL SERVICE

The applicants hereby apply for membership in Clay Electric Cooperative, Inc., and agree to comply with and be bound by the provisions of the charter and bylaws of said Cooperative and such rules and regulations as may be adopted by the Cooperative.

Memberships and deposits are not transferable by the member/applicants and constitute security for the amounts due the cooperative. The Cooperative may transfer membership fees and deposits to other accounts maintained by member/applicant in accordance with the Cooperative's policies. The new service fee is non-refundable and due at the time of application. It is only effective for 12 months from the time of application.

The applicants understand that the Cooperative has the right to place and access metering devices to record energy use and properly maintain electric service.

The applicants agree that failure to negotiate a check made payable to the applicants for a capital credit retirement or for any other payment due from Clay Electric Cooperative and if such failure continues for a period of three years then in accordance with the Cooperatives bylaws, rules and regulations, the applicants shall have agreed to release and assign such check or payment to the Cooperative or its designee.

The applicant(s), do hereby grant and convey unto Clay Electric Cooperative, Inc., whose post office address is Keystone Heights, Florida, and its successors and assigns, the right to enter upon the land of the undersigned, and to cut trees and shrubbery within 10 feet on each side of said distribution line and to enter the land of the undersigned at any reasonable time for the purpose of reading electric meters. If gates are locked or combination locks are installed, it is the responsibility of the applicant(s) to allow the Cooperative access.

The applicants understand Clay Electric has the right of offset for expenses incurred for the collection of delinquent debts to the Cooperative by the member.

### Please verify your Name, Address and Phone Number.

Signature	_____	Date	_____	Social Security#	_____
	Shannon Roberts/ Executive Director			optional	
Signature	_____	Date	_____	Joint SSN #	_____
				optional	

The application must be signed as your name appears above. The signed application needs to be returned to Clay Electric Cooperative, Inc. before 10/10/2025. Pending receipt of this signed application by the Cooperative, your use of electric service provided by the Cooperative shall constitute your agreement to all the terms and conditions as stated herein.



# Application for Membership and Electric Service

9/23/25

Member # - 1763009  
Account # - 9297794  
Location # - 8824784  
Contact Number - (386) 590-0732

County - COLUMBIA  
Business Phone (386) 590-0732  
Location Address: 3303 SW COUNTY RD 18  
FORT WHITE, FL 32038

NORTH FL WATER UTILITIES AUTHORITY  
PO BOX 1266  
LAKE CITY FL 32056

Deposit	\$150.00
Account Setup fee	\$ 30.00
<hr/>	
Total	\$180.00

### Served by the Lake City District

I/We certify that the electric service provided by Clay Electric is for the following purpose: GENERAL SERVICE

The applicants hereby apply for membership in Clay Electric Cooperative, Inc., and agree to comply with and be bound by the provisions of the charter and bylaws of said Cooperative and such rules and regulations as may be adopted by the Cooperative.

Memberships and deposits are not transferable by the member/applicants and constitute security for the amounts due the cooperative. The Cooperative may transfer membership fees and deposits to other accounts maintained by member/applicant in accordance with the Cooperative's policies. The new service fee is non-refundable and due at the time of application. It is only effective for 12 months from the time of application.

The applicants understand that the Cooperative has the right to place and access metering devices to record energy use and properly maintain electric service.

The applicants agree that failure to negotiate a check made payable to the applicants for a capital credit retirement or for any other payment due from Clay Electric Cooperative and if such failure continues for a period of three years then in accordance with the Cooperatives bylaws, rules and regulations, the applicants shall have agreed to release and assign such check or payment to the Cooperative or its designee.

The applicant(s), do hereby grant and convey unto Clay Electric Cooperative, Inc., whose post office address is Keystone Heights, Florida, and its successors and assigns, the right to enter upon the land of the undersigned, and to cut trees and shrubbery within 10 feet on each side of said distribution line and to enter the land of the undersigned at any reasonable time for the purpose of reading electric meters. If gates are locked or combination locks are installed, it is the responsibility of the applicant(s) to allow the Cooperative access.

The applicants understand Clay Electric has the right of offset for expenses incurred for the collection of delinquent debts to the Cooperative by the member.

### Please verify your Name, Address and Phone Number.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Social Security# \_\_\_\_\_  
 Shannon Roberts/ Executive Director optional

Signature \_\_\_\_\_ Date \_\_\_\_\_ Joint SSN # \_\_\_\_\_  
 optional

The application must be signed as your name appears above. The signed application needs to be returned to Clay Electric Cooperative, Inc. before 10/10/2025. Pending receipt of this signed application by the Cooperative, your use of electric service provided by the Cooperative shall constitute your agreement to all the terms and conditions as stated herein.



**Clay Electric Cooperative, Inc.**  
 Post Office Box 308  
 Keystone Heights, FL 32656

## Group Bill Application

### Member Information

**Person Number:** 1763009 This person will be used as the primary person.  
**Name of Primary Person:** North Florida Water Utilities Authority  
**Company Name:** North Florida Water Utilities Authority  
**Billing Address:** PO Box 1266  
Lake City FL 32056  
**Phone Number:** ( 386 ) 590-0732

### Accounts not eligible for Group Billing:

- Customers with a bad payment history.
- Customers participating in the Average Billing Program and/or Senior Plan.
- Residential customers unless granted an exception.

### Accounts to be included with this Group Bill.

Account Number	Group Number	Account Number	Group Number	Account Number	Group Number
9297778					
9297781					
9297786					
9297789					
9297791					
9297793					
9297794					

If more room is needed, attach sheet/sheets to this application with customer numbers and group numbers.

### Applicant agrees to the following:

- Will supply primary person number or group bill stub with payments.
- To use online payment option will require a payment transaction for each individual account contained in the group bill.
- EFT payments are excepted (note there will be a bank transaction for each individual account).
- Keep accounts current with their payments to Clay Electric.
- Accounts with a past due balance are eligible for late charges following Clay Electric's collection policies and subject to being removed from Clay's group billing program.
- Any over payments and transfers will be posted to accounts at Clay Electric's discretion.
- Under payments will be posted to accounts at Clay Electric's discretion.
- After approval of application, Clay Electric will have 60 days to implement. Group Billing should start at the beginning of a calendar month.
- Applicant will be responsible for notifying Clay Electric of any account additions after this application and Clay Electric will have 60 days to approve and implement.
- Will provide Clay Electric with a written request if they wish to be removed from Group Billing. Clay Electric will have 60 days from the date Clay Electric receives the written request to transfer accounts back to individual billing.
- Residential accounts require District Manager's approval to participate in Group Billing.

**Signature:** \_\_\_\_\_  
**Title:** Executive Director

**Print Name:** Shannon Roberts  
**Phone #:** ( 386 ) 590-0732

Member Representative's initials: \_\_\_\_\_  
 District Manager's approval: \_\_\_\_\_

P 386-362-2226 F 386-362-1456  
Mailing: 11340 100th St., Live Oak, FL 32060  
Shipping: PO Box 160, Live Oak, FL 32060



September 29, 2025

RE: Deposit for

NORTH FLORIDA UTILITIES AUTHORITY  
PO BOX 1266  
LAKE CITY FL 32056

To have service connected to the addresses the following will need to be paid.

Deposits - 4360102- 895.00  
          4784201- 730.00  
          4784401- 3305.00  
          4784401- 285.00  
          4784501- 285.00  
          4919801- 290.00

Total- 5790.00

If further information is needed, please feel free to call.

Sincerely,

Kimberly Plummer  
Member Service Representative

## Agenda Item #12 – Ft. White Utility Update

### OBJECTIVE:

Provide summary of key meeting points from Fri 9/19/2025 Ft. White Town Council meeting regarding water/utility operations

### CONSIDERATIONS:

- Emergency meeting of Town Council to discuss/clarify the Council's 9/15 decision to undertake delivery of water utility operations.
- Apparent confusion regarding the impact of the 9/15 decision and deadline.
- Mike New, Client Mgr from Woodard & Curran, presented brief synopsis of key elements from the interlocal agreement between Town of Ft. White and Columbia County regarding water plant operations
  - Must formally notify Columbia County of intent to withdraw from agreement before 10/1/2025
  - Notification to cancel agreement triggers a 1-year transition period allowing sufficient time to plan/execute the changeover
  - Critical to understand all options and create a plan during the 1-year transition period
- Town Council key points regarding Mr. New's comments
  - Direct Town Attorney to craft formal letter/notification to cancel interlocal agreement for water plant operations
  - Set date for potential workshop on water utility operations on 10/6/2025
  - Dialog with Columbia County to understand, and possibly set, a transition period of less than 1-year
  - Requested Mike New to present proposal for preparing a feasibility study outlining the Town's potential options for water utility operations
  - Key element of any proposal would include options for water revenue from utility operations
  - Also desires to keep dump truck and backhoe that were offered as contingency in agreement with Columbia County

### BUDGET IMPACT:

Ft. White cancellation could result in estimated NFWUA revenue loss of \$88-166K depending on transition time and other factors

## Agenda Item #13 – Special District Annual Report Update

### OBJECTIVE:

Provide a summary of the Special District Annual Report submission to Florida Commerce

### CONSIDERATIONS:

- Each year Florida Commerce requires special districts to submit annual goals
- A set of goals was established that align with the core NFWUA goals when the entity was established
- These goals were incorporated into an annual report that was submitted to Florida Commerce

### BUDGET IMPACT:

No impact

### RECOMMENDATION:

None

**NFWUA SPECIAL DISTRICT ANNUAL GOALS FOR FY 2025/26**

<b>FY 2025/26 Annual Goal</b>	<b>NFWUA Organizationl Goal Alignment</b>	<b>Measurement</b>
<p>Goal 1: Maintain system reliability by reducing unplanned water service interruptions.</p>	<p>Reliable, cost-effective, and regulatory compliant service and operations</p>	<p>Document unplanned service outage reports to form an annual reliability index. Maximum allowable unplanned outages is less than 2 per year for each water system.</p>
<p>Goal 2: Achieve a customer satisfaction rate of 85% or higher in annual customer surveys.</p>	<p>Courteous and well-trained employees providing potable water service.</p>	<p>Create and disseminate a customer satisfaction survey to at least 30% of the customer base on an annual basis. The minimum goal is 85% satisfaction rating on service quality and responsiveness.</p>
<p>Goal 3: Achieve monthly compliance in timely wastewater discharge monitoring and water operational reporting.</p>	<p>Sustainable wastewater and water management.</p>	<p>FDEP discharge monitoring and monthly operations reports are filed on time each month with no late reports for each wastewater and water system per quarter.</p>
<p>Goal 4: Submit grant applications for infrastructure renewal and capital investment projects.</p>	<p>Sustainable wastewater and water management.</p>	<p>Identify grant funding opportunities to repair, replace or extend water and wastewater systems. Submit applications for no less than 3 funding programs annually.</p>
<p>Goal 5: Design web-based dashboard to provide quarterly metrics.</p>	<p>Responsive, efficient, and accountable maintenance and operational management.</p>	<p>Complete the evaluation and conceptual design of an online performance dashboard showing financial health, water quality, and service metrics for public access by 9/30/2026.</p>

## Agenda Item #14 – NFWUA Operations Update

### OBJECTIVE:

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

### CONSIDERATIONS:

- New Edmunds/GovTech billing system implementation -estimate go live on 10/22/2025.
- New Office365 Systems -system went live on Wednesday 9/24/2024. Will begin process of adding NFWUA employees during the week of 9/29/2025.
- Ordering computer equipment Sep 29-Oct 3. Will install security components with IT vendor once equipment arrives.
- QuickBooks financial system: system ready for processing 10/3 payroll, general ledger and initial vendor accounts completed but work remains for Suwannee County vendors. Development of financial policies begins on 10/6/2025.
- Have received sample RFP documents for emergency repairs and water/sewer operations services. Have also received sample RFQ for engineering service.
- Established new mail address and local office address.
- Furniture was moved into new office location last week (Sep 22-26). Submitted request for office and building keys. Will begin move-in once keys have been obtained.
- Have started power service account transition last week for billing commencement on 10/1.
- Have cell phone service quotes and will finalize service selection and transition during OCT 2025.