

North Florida Water Utilities Authority

July 2, 2025 09:30 am

The North Florida Water Utilities Authority (NFWUA) met a scheduled meeting at Suwanee 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, Commissioner Timothy Murphy

Board Member, Commissioner Steven Dicks

Board Member, Commissioner Leo Mobley

Others in Attendance:

County Manager, David Kraus

Suwanee County Manager, Greg Scott

NFWUA Attorney, Grady Williams

Executive Director, Shannon Roberts

Clerk of Court, James M. Swisher Jr.

Deputy Clerk, Tricia Carter

Deputy Clerk, Melissa Williams

Additions and Deletions:

The next NFWUA meeting is scheduled for July 30th 2025 @ 09:30 am in Lake City, Fl.

Approval of Agenda

MOTION by Commissioner Franklin White to approve agenda. SECOND by Commissioner Timothy Murphy. The motion carried unanimously.

Public Comment

The following Citizens offered public comment:

- Stew Lilker
- Moses Clepper

Discussion and Actions:

1. Approval of Minutes:

Sept.4, 2024-Regular Meeting	May 7,2025-Special Meeting
April 17,2025-Special Meeting	June 4,2025- Special Meeting

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

2. Ratification of Fully Executed NFWUA Executive Director Employment Agreement-Grady Williams

MOTION by Commissioner Franklin White to approve the Employment Agreement. SECOND by Commissioner Leo Mobley. The motion carried unanimously.

3. NFWUA Finance Processing Change: Clerk of Court & Comptroller - James M. Swisher Jr.

Please see letter that is attached regarding financial services for the Authority that was submitted by the Clerk of Court.

4. Finance Department – Bills & Vouchers - Ben Scott -Finance Director

Please see the attached bill and vouchers dated for 06/01/2025-06/24/2025 - \$ 11,050.00.

MOTION by Commissioner Steven Dicks to approve the payment of bills and vouchers in the amount \$11,050.00. SECOND by Commissioner Leo Mobley. The motion carried unanimously.

5. NFWUA Objectives: Present – FY 25/26- Shannon Roberts- Executive Director

Shannon Roberts updated the board on the following:

- Ellisville was awarded a grant for 1.9 million dollars for utilities.
- Continuing to work toward hiring new employees or using an outside agency.
- Continuing to work on rate study and transfer of assets.

6. Grant of Authority Discussion /Clarification – Shannon Roberts – Executive Director

Shannon Roberts recommended to the board the need for a policy that documents the roles and duties of each employee of the Authority. Discussion ensued.

Chairman Rocky Ford recommended that Shannon Roberts work with the NFWUA attorney, Grady Williams, to draft the policy and bring back to the board at a later date for approval.

7. Business Plan Update- Shannon Roberts - Bobby Payne

Shannon Roberts proposed that for the next 3 months they will pull information on assets and resources for Bobby Payne to finalize and complete the business plan in September.

Bobby Payne will submit his final invoice in September when the business plan is complete.

Chairman Rocky Ford accepted the proposed plan for Bobby Payne.

8. Update Raftelis Rate Study Plan- Shannon Roberts

Shannon Roberts informed the board, he telephoned 2 weeks ago and due to missing components for the Columbia County list was sent Columbia County Manager David Kraus is working on the list to help Raftelis to complete the study.

Shannon Roberts and David Kraus requested to return before the board next month with the final study plan completed for the board review and approval.

9. Discuss Fort White Water System- Columbia County Manager David Kraus

David Kraus made the board aware that the utility assets in Fort White are owned by the Town of Fort White. The town of Fort White contracts with Columbia County to run their utilities. Discussion was ensued.

The board recommended Shannon Roberts and David Kraus to attend the next Town of Fort White meeting and discuss the Town of Fort White plans in regards to the North Florida Water Utilities Authority.

10. Draft Budget Formation FY 25/26 – Shannon Roberts

Shannon Roberts presented a draft budget for FY 25/26 (see attached). He recommended for both Columbia County and Suwannee County to set up contingency funds for the NFWUA. Discussion was ensued.

MOTION by Commissioner Franklin White to approve the preliminary draft budget SECOND by Commissioner Leo Mobley. The motion was carried unanimously.

Board Comments:

Vice Chairman, Commissioner Franklin White stated that he wanted to make sure that the email is on the website and everything that Stew Lilker asked for is taken care of. Shannon Roberts responded that he will make sure that it is done.

Chairman Rocky Ford commented that he believes in Public Comment.

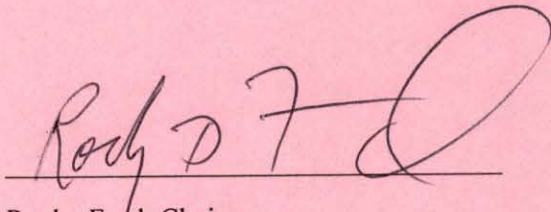
Open Public Comments and / or Questions:

- Stew Lilker offered public comment.
- Wayne Hannaka offered public comment.
- Moses Clepper offered public comment.

Adjournment:

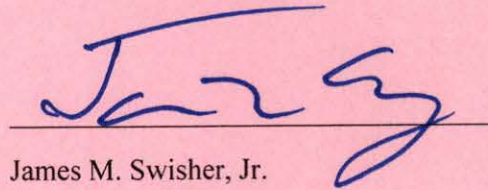
There being no further business, meeting was adjourned at 11:42 am.

ATTEST:

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

Rocky Ford, Chairman

Columbia County Commissioner

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

James M. Swisher, Jr.

Clerk of Court & County Comptroller