

**BOARD OF COUNTY COMMISSIONERS**

**REGULAR MEETING**

**SCHOOL BOARD ADMINISTRATIVE COMPLEX**

**372 WEST DUVAL STREET**

**April 18, 2024 at 5:30 PM**

**AGENDA**

*Opportunity for public comment shall be in accordance with Rule 4.704. Each person who wishes to address the Commission regarding the Consent Agenda or any Discussion and Action Agenda Item shall complete one comment card for each item and submit the card or cards to County staff in the front of the meeting room. Cards shall be submitted before the meeting is called to order.*

*Rules of decorum and rules for public participation are attached to the agenda handouts.*

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**Invocation (Commissioner Rocky Ford)**

**Pledge to U.S. Flag**

**Additions or Deletions**

**Approval of Agenda**

**Proclamation**

Tim Murphy, District 5

- (1) Proclamation No. 2024P-10 - National Public Safety Telecommunicator Week (p.1)

**Approval of Consent Agenda**

**Adoption of Consent Agenda**

**Discussion and Action Items**

Joel Foreman, County Attorney

- (1) Pending Matters – Town of Fort White (p.3)

Kevin Kirby, Assistant County Manager

- (2) Traffic Impact Fees (p.16)
- (3) County Driveway Permit/Access (p.18)

David Kraus, County Manager

- (4) Kirby Pit Property (p.21)

## **Discussion and Action Items (Continued...)**

### David Kraus, County Manager

- (5) Suwannee River Water Management District Interlocal Agreement - Hill Dam (p.22)
- (6) Interlocal Agreement and Board Appointments - North Florida Water Utilities Authority ("NFWUA") (p.28)
- (7) BA 24-36 - Request for Prior Year Funds - Meridian Behavioral Health - \$128,000 (p.46)
- (8) Declare Parcels as Surplus Property (p.47)
- (9) Community Center Audits (p.50)
- (10) Budget Workshop Dates in May (p.51)
- (11) Revised Position Descriptions (p.52)
- (12) Updates to Pay Plan - General Pay Grade and Fire Department Pay Grade schedules (p.59)

## **Open Public Comments to the Board – 3 Minute Limit**

### **Staff Comments**

### **Updates from the County Manager**

### **Commissioner Comments**

### **Adjournment**



## COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 4/9/2024 Meeting Date: 4/18/2024

Department: BCC Administration

**1. Nature and purpose of agenda item:**

Proclamation No. 2024P-10 - National Public Safety Telecommunicator Week

**2. Recommended Motion/Action:**

Approve

**3. Fiscal impact on current budget.**

This item has no effect on the current budget.

**PROCLAMATION**

**A PROCLAMATION TO DESIGNATE APRIL 14-20, 2024**

**PUBLIC SAFETY TELECOMMUNICATOR’S WEEK**

WHEREAS, each day, millions of Americans dial 9-1-1 for help in emergencies ranging from house fires and automobile accidents to heart attacks, poisonings, and missing children. The men and women who answer these calls for help, gathering essential information and dispatching the appropriate response, can make the difference between life and death and property loss for persons in need. Columbia County Combined Communication Center 9-1-1 dispatchers are among the more than 500,000 telecommunications specialists nationwide, who work daily to protect and to promote public safety; and

WHEREAS, Public Safety Telecommunicators are more than a calm and reassuring voice on the other end of the phone—they are knowledgeable and skilled individuals who work closely with police, fire, and medical personnel. They coordinate and manage vital communications during emergencies in areas such as highway safety, road maintenance, woodland preservation, public utilities, rail and air traffic, plus other services that affect the health and safety of our citizens. Because emergencies occur around the clock, we rely on the vigilance and the preparedness of these individuals 24 hours a day, 365 days a year; and

WHEREAS, the mission of the employees of the Columbia County 9-1-1 Communication Center is to serve the citizens of Columbia County and their public safety organizations, through the efficient and effective operation of Enhanced 9-1-1 and public safety land mobile radio systems by providing a timely and quality emergency response capability to those we serve; and

WHEREAS, the Columbia County 9-1-1 Communication Center processed emergency and non-emergency calls through the year, dispatching Sheriff’s Office deputies, Columbia County Fire Rescue, and Emergency Medical Services to requests for service within the roughly eight-hundred square miles comprising Columbia County; now, therefore, be it

PROCLAIMED, by the Columbia County Board of County Commissioners this 18<sup>th</sup> day of April 2024, that the Columbia County Board of County Commissioners designates the week of April 14<sup>th</sup> – 20<sup>th</sup>, 2024 as Public Safety Telecommunicators Week; and, be it

PROCLAIMED FURTHER, that the Columbia County Board of County Commissioners authorizes the issuance of a proclamation in observance of this week; and, be it

PROCLAIMED FINALLY, That the Columbia County Board of County Commissioners invites all citizens to observe this week in honor of all the Telecommunicators, who ANSWER THE CALL and help to protect our health and safety.

**ATTEST:**

**BY:**

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James M. Swisher, Jr., Clerk of Court

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Ronald Williams, Chairman



## COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

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Today's Date: 4/12/2024 Meeting Date: 4/18/2024

Department: County Attorney

**1. Nature and purpose of agenda item:**

Pending Matters – Town of Fort White

**2. Recommended Motion/Action:**

1. To accept the County Attorney's report findings.
2. Subject to verification of the Katalox refund amount, serve demand on the Town for payment of the solid waste invoice allowing for offset of monies owed by the County to the Town.
3. Providing direction for disposition of the dump truck and rubber-tired backhoe.

**3. Fiscal impact on current budget.**

This item has no effect on the current budget.

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**MEMORANDUM**

To: Board Agenda, April 18, 2024  
From: Joel F. Foreman  
Re: Pending Matters – Town of Fort White  
Date: April 12, 2024

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This shall constitute my report of all remaining and unresolved issues concerning the Town of Fort White and request for Board action. You will recall that the Board recently approved a raft of interlocal agreements that resolved many of the issues interrupting services between the County and Town. To my knowledge, those interlocal agreements are on track.

I had hoped to work out an agreed accounting with the Town, whereby their claims for monies owed from the County would be adjusted for monies the County is owed from the Town. Although there is no such agreement with the Town, as of today I believe the issues are these:

**A. OBLIGATIONS OF THE TOWN TO THE COUNTY:**

1. The County is now owed **\$75,000** for residential solid waste pickup performed within the Town pursuant to the January 2023 interlocal agreement and contract modification with WastePro that made Fort White a part of the County's contract service area. The County's most recent invoice to the Town is attached.

**B. OBLIGATIONS OF THE COUNTY TO THE TOWN:**

1. The Town contends it is owed a refund in the amount of **\$20,182**, which was refunded to the County when a shipment of a water treatment product, Katalox, was returned to the vendor because it would not work on the Town's water system. The County Manager confirms that this refund is due because the Town did pay for the product, but the amount needs to be confirmed with finance.

2. The Town has not received payment in the amount of **\$25,000** pursuant to the Interlocal Agreement for Fort White Utility Operations and Management<sup>1</sup> the parties entered into in 2021. In that agreement, the County and Town agreed:

Within thirty days of the first day on each of the first fiscal year under this agreement, the County shall remit to the Town a lump sum of \$25,000 to provide additional support for the Town's continuing operational functions under this agreement. The parties make this agreement with the shared expectation that the County will handle all PWS operations on or before the first day of the fourth fiscal year under this agreement.

This language requires that the County remit \$25,000 at the beginning of the first three fiscal years following June 2021. The first of these payments was due October 30, 2021, the second October 30, 2022, and the third and final on October 30, 2023. The Town has not been paid for October 30, 2023. That money is due to be paid.

3. The Town has not received payment of commercial franchise fees collected from commercial solid waste customers within the Town limits. The County does not dispute those fees are to be paid over, but the amount was in dispute for some time. At this juncture, County records reflect that as of December 31, 2023 (the most recently completed and paid quarter), the Town is owed **\$4,052.02** in unpaid commercial franchise fees. Totals for the just-ended first quarter of 2024 are not yet available, but will be due to the Town as soon as they are known.

**C. ACCOUNTING**

Assuming the Katalox refund figure is correct, the current accounting is as follows:

CREDIT TO:	COUNTY	TOWN
SOLID WASTE	\$75,000.00	
KATALOX		\$20,182.00
ANNUAL UTILITIES		\$25,000.00
COMM. WASTE FRANCHISE		\$4,052.50
<b>BALANCE</b>	<b>\$25,765.50</b>	<b>(\$25,765.50)</b>

The Town currently owes the County \$25,765.50.

**D. ADDITIONAL MATTERS**

As previously discussed with the Board, the Board did approve donation of a dump truck to the Town, subject to it later being donated to a joint utility authority. My previous memo and analysis of the Board’s action is attached. The Board took no action on a rubber-tired backhoe, although the Town has agreed to accept that equipment, presumably on the same terms and conditions as the dump truck that would require subsequent donation to a joint utility authority.

Public Works currently has this equipment in its inventory but has not put it to use pending resolution of these matters. Since the Board approved donation of the dump truck, circumstances surrounding utilities have changed substantially, and it is now unlikely the Town and County will be participating in a joint utility authority. Given this, staff needs Board action to determine the disposition of these pieces of equipment.

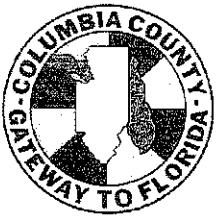
**Requested motions:**

1. To accept the County Attorney's report findings.
2. Subject to verification of the Katalox refund amount, serve demand on the Town for payment of the solid waste invoice allowing for offset of monies owed by the County to the Town.
3. Providing direction for disposition of the dump truck and rubber-tired backhoe.

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<sup>i</sup> The Interlocal for operation of the Fort White water utility originally called for the Town to continue to bill and collect payments. That function was turned over to the County, but the terms of the agreement were not changed. The County now bills and collects all water utility payments. It was originally anticipated that this function would migrate to the County by the fourth fiscal year, but it was accomplished ahead of schedule. The County has never received the deposits paid by Fort White water utility customers to the Town. Those deposits should be handed over to the County as the County is now the billing agency, but those monies are not subject to accounting since they must be held apart from general funds.





Columbia County BCC  
Winfield Solid Waste Facility

386-752-6050

**Invoice**

Invoice #: 432

Statement of Account For  
Dates 2/1/2024 to 2/29/2024

Send To: Town of Fort White  
P.O. Box 129  
Fort White, FL 32039

Remit To: 1347 NW Oosterhoudt Lane  
Lake City, Florida 32055

Statement Date: Mar 6,2024

Account: 144

Due Date: 3/31/2024

Date	Ticket/ Check #	Description	Truck	Trailer	Amount	Balance
Previous Balance						\$62,500.00
2/5/2024	78250	418 - Town of Fort White Annual Tipp Fee [ 63 EA]	TFW		\$12,500.00	\$75,000.00
<b>Current Balance</b>						<b>\$75,000.00</b>

Current	1 - 30	31 - 60	61 - 90	> 90	Total
\$12,500.00	\$0.00	\$0.00	\$0.00	\$62,500.00	\$75,000.00

**PLEASE PAY FROM THIS STATEMENT: \$75,000.00**

Make check payable to Columbia County BCC. Please include customer number **144** on check.

**Thank you for your business!**

**Winfield Solid Waste Facility**

1347 NW Oosterhoudt Lane  
Lake City, FL 32055

Scale Ticket

Ticket #:78250

	<u>DATE</u>	<u>TIME</u>	<u>WMID</u>
IN:	02/05/24	12:22 PM	RF
OUT:	02/05/24	12:22 PM	RF

Customer: 144 - Town of Fort White

Hauler: 190 - Columbia County BCC-Waste Pro

Vehicle: TFW

Container:

Group: Rear Loader

Origin: Town of Fort White

Materials

997 - Fort White Annual Tip \$0.00  
0 @ \$200.00/EA

Destination: 10 - Class I

Special Fees

418 - Town of Fort White An \$12500.0  
(63 EA @ \$200,00/EA)

Gross:	10000 lb	5.00 tn
Tare:	10000 lb	5.00 tn
Net:	0 lb	0.00 tn

Total: \$12500.0

Payment Method(s):

Charge

\$12500.0

Change: \$0.00



Driver Signature

Remarks: JANUARY, FEBRUARY, MARCH 2024  
We will be OPEN Saturday, March 2nd  
Thank you for your Business!

(1)



**Columbia County BCC  
Winfield Solid Waste Facility**  
386-752-6050

**Invoice**

Invoice #:

Statement of Account For  
Dates 3/1/2024 to 3/31/2024

<b>Send To:</b> Town of Fort White P.O. Box 129 Fort White, FL 32039	<b>Remit To:</b> 1347 NW Oosterhoudt Lane Lake City, Florida 32055
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Statement Date: Apr 4,2024

Account: 144

Due Date: 3/31/2024

Date	Ticket/ Check #	Description	Truck	Trailer	Amount	Balance
Previous Balance						\$75,000.00
No activity this period						
<b>Current Balance</b>						<b>\$75,000.00</b>

**PAST DUE**

Current	1 - 30	31 - 60	61 - 90	> 90	Total
\$12,500.00	\$0.00	\$0.00	\$0.00	\$62,500.00	\$75,000.00

**PLEASE PAY FROM THIS STATEMENT: \$75,000.00**

Make check payable to Columbia County BCC. Please include customer number **144** on check.

**Thank you for your business!**





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**MEMORANDUM**

To: Joint County / Town of Fort White Meeting Agenda, November 1, 2023

From: Joel F. Foreman

Re: For Discussion and Possible Action: Clarification of Board action  
Donation of equipment to the Town of Fort White for Utility Maintenance

Date: October 26, 2023

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Attached is a letter from Fort White Town Attorney Lindsey Lander that was been referred to me for review and comment. The first issue raised by Mr. Lander is not the subject of this memo. The second issue raised relates back to a possible significant misunderstanding between what the Board of County Commissioners previously voted to do and what the Town of Fort White expects from the Board's action.

On May 19, 2022, the Board considered Agenda Item No. 12. The Agenda Item Request Form, as completed by the County Manager and attached to Item No. 12 read:

“At the May 4, 2022 meeting, the Fort White Columbia County Utility Advisory Committee recommended that the Town of Fort White donate \$300,000 in ARPA funds for the operations of the Water system and Ellisville/Fort White connection project. In addition, the Committee recommended the County purchase equipment for the maintenance of utility lines. This action requires approval by both Boards.”

There is no mention of how much money the County would spend to “purchase equipment for the maintenance of utility lines” or any mention of what type of equipment would be purchased.

I have reviewed video of the discussion and action on Agenda Item No. 12 from May 19, 2022. The presentation included two parts.

First, the County Manager explained that the utility committee had proposed that the Town of Fort White would commit \$300,000 of its ARPA funds “toward the water projects in Fort White, both the connections between Ellisville and Fort White, and just the operations of the water system itself”. There was no discussion about this proposal.

Next, the County Manager advised that the committee had discussed the possibility that the County would “fund equipment, a dump truck, something big, so that we have some equipment down there to maintain the Town's utility system... the Town could possibly use for other things as well”.

Discussion immediately followed. Commissioner Ford, who was then on the committee, said this item would include the purchase of a “small single-axle dump truck” that would “actually be for the utility but the Town of Fort White would have access to it”. Commissioner Hollingsworth emphasized that the Town would own the truck, but you clarified to the Board that in the short run the Town would own the truck but would be expected to later donate the truck to any utility authority the two governments subsequently created.

After I explained to the Board the status of that then-proposed new utility authority, Mr. Kirby offered that he believed the truck should be conveyed to the Town because in his experience the logistics of the County owning equipment that is held and used by another agency is untenable. Further discussion centered on how this split in ownership could complicate things for both agencies. The Board seemed satisfied that giving the dump truck to the Town, subject to later conveyance to the utility was the best solution.

In short, substantially all the discussion of Item 12 concerned the County acquiring the single-axle dump truck and conveying it to the Town, subject to later donation from the Town to the utility authority when created.

Commissioner Williams’ motion after this discussion was “I approve the recommendation with the Town of Fort White for the water system authorization of the purchase of equipment to be owned by the Town of Fort White until the authorization of the combined utility between the City of Fort White – the Town of Fort White and Columbia County”. It was seconded by Commissioner Ford. The motion passed unanimously.

I found no mention of the sum of \$300,000 to be appropriated to or for the Town for the purpose of purchasing the dump truck. There is no mention of cost or outlays at all.

After that motion was made and approved, you asked for a separate motion to accept the Town’s \$300,000 contribution to the water utility connection project and operations. That motion was made and passed with no discussion.

In short, it appears the Board voted, in separate motions to:

1. Donate one single-axle dump truck to Fort White, subject to future donation to a combined utility authority to be established at a later date.
2. Accept \$300,000 in ARPA funds from the Town for operations of the water utility.

Unless there was other Board action concerning this matter I have not been made aware of, I believe these are the things the Board has bound itself to do.

I am asking the Board to clarify how and whether it authorized or intended to authorize any expenditure other than the cost of a single-axle dump truck to be donated to the Town subject to an agreement to later donate the dump truck to a combined utility authority.

October 23, 2023

Columbia County Board of County Commissioners  
Attn: Rocky Ford, Chairman  
P.O. Box 1529  
Lake City, FL 32056-1529

Mr. Ford,

Hope this correspondence finds you well. I have been asked by the Town Clerk and Mayor to bring to the Board's attention certain ongoing unresolved issues between the Town of Fort White and the BOCC. The Mayor would like to address these issues prior to scheduling any further joint meetings between the Town and the BOCC as a resolution of these issues is in the best interests of the Town of Fort White and should be brought to conclusion.

The first issue is the status of installation of water line from Ellisville to Fort White. The Town has spent \$978,614.43 of the \$1M Legislative Appropriations Grant # LPA0166 from the State of Florida and the project appears to be at a standstill. We have information that prior bids received have all been cancelled and that new bids have not been solicited and the project will not be re-bid until the Town agrees to join the Ichetucknee Water Authority. We need a completion date. The Water Authority discussion should have no bearing on completing this project.

Secondly, the Town agreed to spend \$300,000 ARP funds received on improvements to the water plant after the County and Town entered an Interlocal Agreement for operation and maintenance by the County in lieu of the County supplying the Town with a new dump truck and a rubber-tire backhoe with bucket and forks. The Town was informed some time ago that the backhoe was sitting at Columbia County Public Works Dept. but not the attachments. We have not received any further information, nor have we seen any equipment.

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330 SW 1st Ave • Trenton, Fl 32693 • (352) 463-1025  
llanderlaw@gmail.com

General Counsel - Gilchrist Co. School Board - General Counsel - Gilchrist Co. Sheriffs Office - Counsel - Gilchrist Co. Board of County Commissioners  
General Counsel - Town of Cross City - Counsel - Suwannee River Water Management District - Board of Trustees - Florida Gateway College



Finally, the Town was provided invoices showing the cost of the equipment mentioned above totaling approximately \$250,000. Therefore, we asked that the remaining \$50,000 of the \$300,000 be given to the Town to apply towards the \$60,000 shortfall to repave Jordan Street. We have not received any funds nor any sort of communication from the County regarding this matter.

Please relay these concerns to the Board and communicate with the Town as soon as possible with the information requested.

Regards,

A handwritten signature in black ink, consisting of two large, stylized, overlapping loops that resemble the letters 'L' and 'L'.

Lindsey B. Lander  
Town Attorney

cc: Joel Forman, County Attorney, 137 NW Madison St, Lake City, FL 32055



## COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

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Today's Date: 4/8/2024 Meeting Date: 4/18/2024

Department: Public Works

**1. Nature and purpose of agenda item:**

Begin assessing the impact fees from the study conducted in 2007 effective October 1, 2024

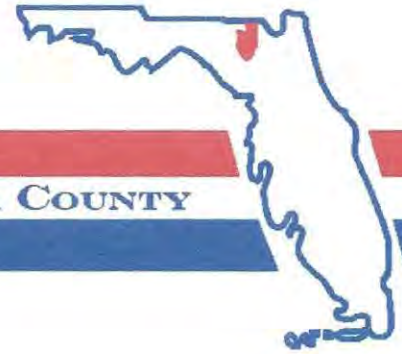
**2. Recommended Motion/Action:**

Approve

**3. Fiscal impact on current budget.**


This item has no effect on the current budget.

District No. 1 - Ronald Williams  
District No. 2 - Rocky Ford  
District No. 3 - Robby Hollingsworth  
District No. 4 - Everett Phillips  
District No. 5 - Tim Murphy



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

MEMORANDUM

TO: David Kraus, County Manager  
FROM: Kevin Kirby, Assistant County Manager /   
DATE: April 8, 2024  
RE: Traffic Impact Fees

In September 2007, a Comprehensive Impact Fee study was conducted and Ordinance 2007-40 was adopted. This ordinance also included Education, Emergency Medical, Fire Protection, and Correctional Facility Fees.

I am recommending that the County begin assessing the impact fees from the study conducted in 2007 effective October 1, 2024 as follows:

Single-Family Detached	\$1,046 per Dwelling Unit
Office	\$1,203 per 1,000 SF
Shopping Center	\$1,544 per 1,000 SF
Quality Restaurant	\$1,453 per 1,000 SF
General Light Industrial	\$ 762 per 1,000 SF
Lodging/Hotel	\$ 879 per Room
Nursing Home	\$ 383 per 1,000 SF

Funds collected thereafter, will be utilized to fund a new traffic study. Results from the new study will be implemented October 2025.

Please advise how you wish to proceed.

BOARD MEETS FIRST AND THIRD THURSDAY AT 5:30 P.M.

P.O. BOX 1529 LAKE CITY, FLORIDA 32056-1529 PHONE (386) 755-4100



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Today's Date: 4/9/2024 Meeting Date: 4/18/2024

Department: Public Works

### 1. Nature and purpose of agenda item:

Effective May 1, 2024, the County will begin a new permit process. Staff has suspended current address request and will process these requests on said date.

### 2. Recommended Motion/Action:

Approve

### 3. Fiscal impact on current budget.

This item has no effect on the current budget.

District No. 1 - Ronald Williams  
District No. 2 - Rocky Ford  
District No. 3 - Robby Hollingsworth  
District No. 4 - Everett Phillips  
District No. 5 - Tim Murphy



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

MEMORANDUM

TO: David Kraus, County Manager  
FROM: Kevin Kirby, Assistant County Manager ( ←  
DATE: April 8, 2024  
RE: County Driveway Permit/Access

---

Effective May 1, 2024, the County will begin a new permit process. Staff has suspended current address request, and will process these request on said date.

The new driveway process will be used for the following permit types:

- Communication Tower
- Driveway Permits (Culvert and Culvert Waiver)
- Electrical Service
- Mobile Home
- Modular Buildings
- New Commercial Construction
- New Residential Construction
- RV
- Signs
- Solar Powers
- Storage Building
- 911 address
- Private Road

The other permit types that are **not** going to automatically trigger the driveway process unless a new driveway is needed:

- Additions
- Air Conditioner Repair/Replacement
- Remodel
- Roof Repair/Replacement

BOARD MEETS FIRST AND THIRD THURSDAY AT 5:30 P.M.

P.O. BOX 1529

LAKE CITY, FLORIDA 32056-1529

PHONE (386) 755-4100

Screen Enclosures  
Solar Power Systems  
Swimming Pools and Spas

Permit and Inspection fees are proposed at \$150, which will include administration tasks by Building Department, 911/Addressing, and site determination, by Public Works.

Please advise how you wish to proceed.



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Today's Date: 4/12/2024 Meeting Date: 4/18/2024

Department: BCC Administration

**1. Nature and purpose of agenda item:**

The Kirby Pit property is owned by the State. The site has been identified by County Staff and the Suwannee River Water Management District as a potential site for a joint water recharge project. The Water Management District is drafting a letter of support for the County acquiring the property for a recharge project. The County has approached the Florida Parks Service about a long-term nominal cost lease of the property for a joint project.

**2. Recommended Motion/Action:**

Approve moving forward with a lease for the Kirby Pit Property

**3. Fiscal impact on current budget.**

This item has no effect on the current budget.





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Today's Date: 4/12/2024 Meeting Date: 4/18/2024

Department: BCC Administration

**1. Nature and purpose of agenda item:**

Columbia County and the Suwannee River Water Management District have an agreement regarding the Hill Dam property dating back to 2020 - 2021. The Suwannee River Water Management District has approached the County to determine if the County still has interest in this project.

**2. Recommended Motion/Action:**

Discussion

**3. Fiscal impact on current budget.**

This item has no effect on the current budget.





# Country Club Road Dam Discussion

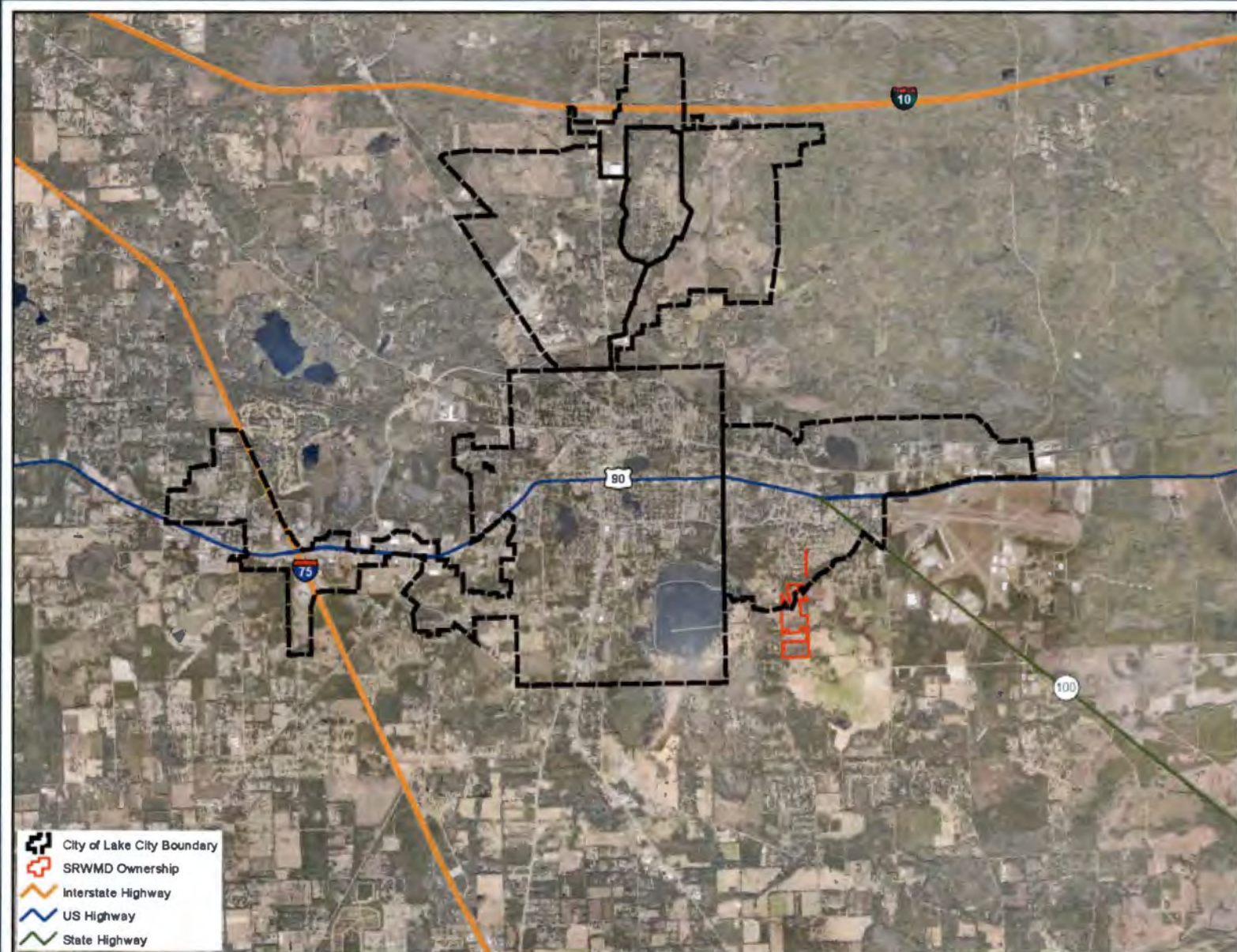
Patrick Webster, PE, CFM  
Chief Professional Engineer  
Suwannee River Water Management District

Eric Falkenberry, PE, CFM  
Senior Engineer  
Gannett Fleming, Inc.

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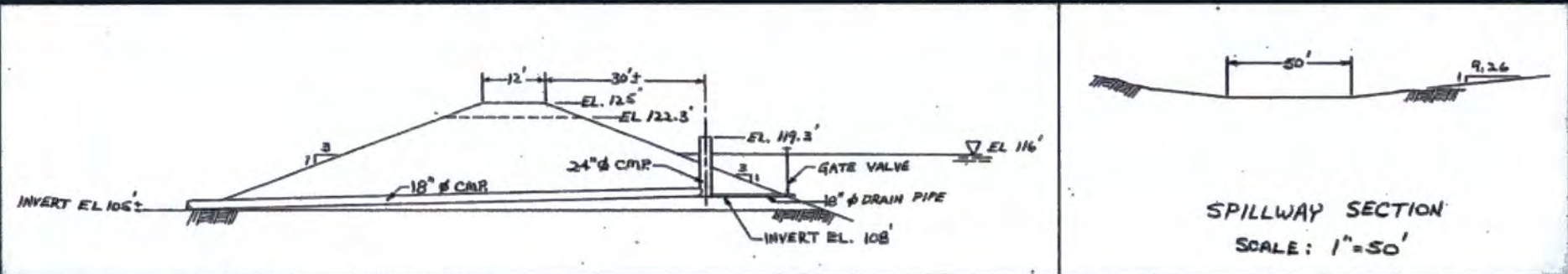
# Location within Lake City







# Alternative 1: Restore Dam to Existing Design



- Repair Dam Outfall Structure to Original NRCS Design
- Remove Trees and Woody Vegetation
- Restore Side Slopes to 1(v):3(h)
- Perform Seepage Analysis and Install Seepage Control Measures

Declassify Dam	Alternative Deemed Viable	Dam Hazard Classification	Estimated Cost
No	Yes	High Hazard	\$300,000 - \$500,000





# Alternative 5: Increase Attenuation Volume

- This alternative lowers the dam to 6 feet and increases attenuation by expanding the reservoir to adjacent District owned land.
- H&H analysis show that discharges for the proposed condition are less than or equal to the existing design condition; therefore, this alternative is feasible.
- Expanded attenuation area will increase maintenance costs.
- This alternative would declassify/ decommission the dam.



Declassify Dam	Alternative Deemed Viable	Hazard Classification	Estimated Cost
Yes	Yes	N.A.	\$780,000



# Alternative 6: Redesign & Lower Reservoir Level



- Liabilities
  - Operation & Maintenance: Mow (4 times/year)
  - Inspections (2 times/year or after significant rain events)
  - Repairs from storm damage/vandalism
- Estimated Construction Cost \$100,000 - \$150,000
- Estimated O & M Costs: \$25,000/year

Declassify Dam	Alternative Deemed Viable	Dam Hazard Classification	Estimated Cost
No	Yes	Low	\$100,000 - \$150,000



**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM REQUEST FORM**

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 4/11/2024 Meeting Date: 4/18/2024

Department: BCC Administration

**1. Nature and purpose of agenda item:**

The interlocal agreement creating the North Florida Water Utilities Authority ("NFWUA") has been revised to limit the initial participation in the NFWUA to Suwannee and Columbia Counties. To move forward, the Board County Commissioners would need to appoint two members to the North Florida Water Utilities Authority ("NFWUA") Board.

**2. Recommended Motion/Action:**

Approve revised Interlocal Agreement and appoint 2 members to the Board.

**3. Fiscal impact on current budget.**

This item has no effect on the current budget.

## INTERLOCAL AGREEMENT

This INTERLOCAL AGREEMENT is made and entered into on this \_\_\_\_ day of \_\_\_\_\_ 2024, by and between Columbia County, Florida; and Suwannee County, Florida; each a political subdivision of the State of Florida, hereinafter referred to collectively as the “Counties”.

### WITNESSETH

**WHEREAS**, the Counties have determined that it is in the best interests of the Counties that a single separate legal entity known as the North Florida Water Utilities Authority (“NFWUA”) be formed to make all policies necessary in the discretion of that entity and to contract for and to provide for the operation and maintenance of their respective water, wastewater, and reclaimed (i.e., “reuse”) water facilities located within the Counties;

**WHEREAS**, the Counties are authorized pursuant to section 163.01, Florida Statutes, to enter into Interlocal Agreements to cooperatively make the most efficient use of their powers to their mutual advantage, and to provide services and facilities in accordance with geographic, economic, demographic, and other factors influencing the needs and development of the local community;

**WHEREAS**, the Counties are authorized pursuant to section 125.01(1), Florida Statutes, to independently exercise the powers they agree to jointly exercise through this Agreement;

**NOW, THEREFORE**, in consideration of the mutual promises set forth herein, the Counties agree as follows:

**I. RECITALS**

- a. The above recitals are true and correct and are incorporated herein by reference.

**II. PURPOSE and GOALS**

- a. The purpose of this Interlocal Agreement is to create the NFWUA as a separate legal entity and as an interlocal government agency pursuant to section 163.01, Florida Statutes, and the terms of this Interlocal Agreement, and to establish the constitution of its Board of Directors.
- b. **GOALS.** The goals of this Agreement are to ensure that the NFWUA will:
  1. Provide to the citizens of the Counties reliable, cost effective, and regulatory compliant maintenance, service, and operation of the Counties’ respective water, wastewater, and reclaimed water facilities;

2. Provide to the citizens of the Counties sustainable, clean, and safe potable water distribution service, operated by competent, courteous, and well-trained employees;
3. Provide to the citizens of the Counties sustainable, treated, and properly discharged or conserved wastewater collection and effluent management;
4. Provide to the citizens of the Counties sustainable, properly treated, and regulatory compliant reuse water for irrigation and any other lawfully permitted purpose;
5. Provide to the citizens of the Counties responsive, efficient, and accountable maintenance and operational management of the Counties' respective water, wastewater, and reclaimed water facilities;

### **III. FUNDING**

- a. Each of the Counties shall contribute to the NFWUA annually in the following amounts, paid in one installment at the beginning of each fiscal year, in a  
  
n amount based on the pro forma proportionate share of maintenance and operation costs of each such Counties' respective water, wastewater, and reclaimed water facilities.
- b. Each County shall also be solely responsible for any additional specially allocated costs pertaining to that County's own water, wastewater, and reclaimed water systems, in such amount as specifically approved by the Board of County Commissioners for that County, as requested by the Board of Directors of the NFWUA, to be separately paid by that County to NFWUA within thirty (30) days of such final authorization and approval for payment.
- c. No County shall be required to contribute any additional sums. The Counties may, however, from time to time pay such additional sums as may be approved by their respective Boards of County Commissioners. Counties shall have no liabilities of any kind under this Agreement except for payment of the above-referenced sums.

### **IV. BOARD OF DIRECTORS**

- a. The NFWUA shall be managed by a Board of Directors (the "Board"). The Board is charged with fulfilling the purposes and goals of this Agreement by providing water, wastewater, and reclaimed water maintenance and operational services throughout the Counties of the Counties' respective water, wastewater, and reclaimed water facilities. The Board shall make all policies for the administration, fees, rates, charges, operation, maintenance, extension, enlargement, development, replacement and repair of those utility systems.



**V. DURATION**

- a. The Board shall continue in existence until it is dissolved by a joint resolution of the Boards of County Commissioners for Columbia and Suwannee Counties. Any such joint resolution, if adopted by all three Counties, shall be filed with the Clerks of the Circuit Courts of the participating Counties prior to its becoming effective.
- b. Any one County may withdraw from this Agreement at any time by giving 180 days written notice to the Board, accompanied by a Resolution of that County's Board of County Commissioners authorizing withdrawal from this Agreement.
- c. A County may be added to this Agreement upon submission of a resolution from the Board of County Commissioners for that County (the "applicant County") requesting membership and agreeing to abide by the terms and conditions of this Agreement. Upon submission, the Board shall cause to be submitted to Columbia and Suwannee Counties true copies of the applicant County's resolution together with a statement from the Board indicating the financial and practical feasibility of adding the applicant County under this Agreement. Upon approval by a simple majority of the Counties, indicated by resolutions, the Board shall cause to be recorded in the official records of each of the member Counties those resolutions indicating approval of the applicant County as well as the applicant County's resolution indicating its willingness to be bound by this Agreement.
- d. Funding contributions by a new County pursuant to above, shall be as outlined in Section III, above.

**VI. BOARD COMPOSITION, OFFICERS, AND MEETINGS**

- a. The Board initially shall be composed of two (2) members from each of the Counties. Each Board member shall be appointed by his or her respective Board of County Commissioners for a term of one year or until a successor is appointed.
- b. In order to ensure an odd number of members of the Board, the four (4) initial members of the Board shall nominate and appoint a fifth (5<sup>th</sup>) additional member of the Board, who shall be a resident of either of the Counties, for a term of one year or until a successor is appointed.
- c. Vacancies shall be filled by the appropriate Board of County Commissioners, or by the Board as to the fifth (5<sup>th</sup>) member of the Board, making sure that each County has at least two (2) appointed representatives on the Board at all times.
- d. The Board shall elect by majority vote from among its members a Chairperson and Vice-Chairperson. The Vice-Chairperson shall not be an appointee of the same Board of County Commissioners that appointed the Chairperson. The term of each office shall be one year or until a successor in office is elected.
- e. The Board shall meet at least once each quarter or more often if deemed necessary by the Chairperson to transact the business of the Board.

- f. A quorum for the purpose of transacting business shall be fifty percent (50%) of the membership. A majority of members present shall be necessary to decide any question.
- g. The Board may adopt bylaws consistent with this Agreement to govern the conduct of its meetings and the taking of official action pursuant to the Board's enumerated powers.

## **VII. POWERS**

- a. The Board shall have the power and authority to accept funds appropriated to it by any governmental body or others sources. It may apply for and receive grants and donations of all kinds. All such collected funds may be lawfully expended for any purpose under this Agreement. The Board shall have the independent authority, or with the assistance of the participating parties hereto, to enforce all rules, regulations and policies adopted pursuant to this Agreement, and may resort to any available legal process for this purpose.
- b. In addition, the Board shall have the authority:
  - 1. To sue and be sued;
  - 2. To adopt, use and alter at will, a corporate seal;
  - 3. To acquire, purchase, hold, lease as a lessee, and use any whole or fractional interest in real or personal property, both tangible and intangible, as necessary or desirable for carrying out the purposes of the Board, and to sell, lease as lessor, transfer or dispose of any property or interest therein acquired by the Board;
  - 4. To review and approve the establishment of rates, fees, and other charges for the services and facilities within the areas of operation and, if deemed appropriate, to set, alter, charge and establish rates, fees, and other charges to ensure that same are just and equitable;
  - 5. To make contracts and to execute all instruments necessary for carrying on the Board's business; and
  - 6. To accept gifts or grants or loans of money or other property to the Board to be lawfully expended according to the purposes of this Interlocal Agreement;
  - 7. To enter into contracts, leases, or other transactions with any state or federal agency or with any other public body of the state, including municipalities, school districts, and other authorities;
  - 8. To borrow money and issue evidence of indebtedness as permitted or provided by law. The cost of debt service shall be included in NFWUA's annual budget; and
  - 9. To develop water conservation and related plans, and to coordinate planning and programs with appropriate municipal, county, regional, and state agencies located within the three (3) county region.

- c. Each member of the Board shall attend training as required by state, regional, or federal regulatory authorities, if any.

## **VIII. PERSONNEL AND SERVICES**

- a. The Board may employ a Secretary to the Board, and such other persons, firms, or corporations as it deems necessary to provide adequate administrative, clerical, professional, and technical assistance and services to conduct Board business. The Board may determine the qualifications and fix the compensation of such persons, firms or corporations, and make its elections as to service providers pursuant to Florida law. Budget and funding for said staff and services shall be established by the Board.
- b. The Board shall appoint a NFWUA Administrator who shall serve at the pleasure of the Board and shall have the exclusive day to day authority and full command and control over NFWUA's administrative, human resources, training, operational, security, and logistics affairs. The Administrator shall be employed pursuant to an individual, written contract which shall be negotiated and entered between the Administrator and the Board. In addition, the Board may provide for a written and approved incentive compensation plan based on achievement of service standards adopted by the Board. In addition to pursuing the directed goals and purposes as stated above, the Administrator shall be charged with and have authority for the following:
  - i. Employ, contract with, train, and/or terminate all subordinate personnel for NFWUA. Subject to Board approval, the Administrator shall develop policies and procedures as to all human resources functions and, if approved by the Board, the Administrator shall be charged with ensuring compliance with all such policies and procedures.
  - ii. Upon recommendation of the Board's staff attorney, and with the consent and approval of the Board, compromise, settle, or dismiss any litigation, legal proceedings, claims, demands, or grievances which may be pending for or on behalf of, or against NFWUA, as applicable. Litigation of claims or demands against the NFWUA shall at all times be pursued as provided by and in accordance with Florida Law and applicable court rules.
  - iii. Serve as the Board's contact as to all matters relating to daily operations of NFWUA. Circumvention of this subsection by any member of the Board resulting in that Board member directing or personally influencing the day to day administrative, financial, security, logistical, or operational affairs of the NFWUA may constitute official misconduct by that member of the Board.
  - iv. Have the authority to negotiate the terms and conditions of contracts or agreements necessary for the operation of NFWUA. Notwithstanding this

subsection, no contracts or agreements shall be binding upon NFWUA unless and until approved by the Board.

- v. Develop and set administrative and operational policies, schedule of rates, fees, and charges, regulations, rules and procedures for the operation of NFWUA, subject to approval by the Board and compliance with all local, state and federal laws, and regulations.
- vi. Shall immediately inform the Board on all urgent or important matters as determined in the judgment of the Administrator.

**IX. ANNUAL AUDIT**

- a. The Board and NFWUA shall have all books, records, and accounts in the control of the Board or NFWUA audited annually, and shall provide copies of the audit to all Board members and to any federal, state, or local government agencies that require review of said audits. Audit of the immediate previous fiscal year shall commence not later than December 1 of each year.

**X. OWNERSHIP AND OPERATION**

- a. Upon further authorization and approval by each affected County, and the approval of the Board, the Board shall own and operate the combined water, wastewater, and reclaimed water system of the Counties in accordance with such rules and policies as it may adopt with the assistance of the Administrator.

**XI. BUDGET AND FINANCIAL STATEMENT**

- a. The Administrator shall prepare and submit a proposed annual budget for the operation of said system, with the pro forma proportionate breakdown by County for the upcoming fiscal year, at least sixty (60) days in advance of each fiscal year for consideration and approval by the Board. The Administrator shall also file with the Board a financial report on or before each regularly scheduled Board meeting showing the financial status of NFWUA and the disposition of any funds received from the system as well as any other funds provided for the system's operation. The Administrator may make line-item adjustments to the budget but shall obtain Board approval for any changes that will or may affect the budget totals. Any expansion of fiscal responsibility of any County beyond that which has previously been authorized and approved of by that County pursuant to this Interlocal Agreement must be separately authorized and approved by the formal action of that County's Board of County Commissioners. For any fiscal year or portion thereof during which the respective Counties' utility systems are owned separately by each respective County, the Administrator shall breakout the budget and financial reports to correspond appropriately to each such separate County owned utility system.

**XII. PROHIBITED ACTS**

- a. Except for the purposes of an inquiry, members of the Board shall deal with the affairs of the NFWUA solely through the Administrator and neither the Board nor any member thereof shall publicly or privately give orders to any subordinate of the Administrator.

**XIII. SPECIAL SESSIONS OF THE BOARD**

- a. The Board shall annually take up for consideration the status of the Counties' respective water, wastewater, and reclaimed water systems being maintained and operated by the NFWUA, including the policies, rates, fees, charges, maintenance, repairs and replacements, expansion, financing, and management of the system. The Board shall thereafter make such modifications as are determined appropriate or make a finding that no changes are in order as of that meeting.

**XIV. EFFECTIVE DATE**

- a. This agreement shall take effect immediately upon its approval by each County's Board of County Commissioners. This Agreement shall be filed pursuant to section 163.01(11), Florida Statutes.

**IN WITNESS WHEREOF** the Boards of County Commissioners of Columbia County and Suwannee County, Florida, have each entered into this agreement and have caused it to be executed by their duly authorized officers.

**COLUMBIA COUNTY, FLORIDA**

A political subdivision of the State of Florida

SIGNED: \_\_\_\_\_  
Chairman of the Columbia County Board of County Commissioners

ATTEST: \_\_\_\_\_  
Clerk for the Columbia County Board of County Commissioners

DATE: \_\_\_\_\_

**SUWANNEE COUNTY, FLORIDA**  
A political subdivision of the State of Florida

SIGNED: \_\_\_\_\_  
Chairman of the Suwannee County Board of County Commissioners

ATTEST: \_\_\_\_\_  
Clerk for the Suwannee County Board of County Commissioners

DATE: \_\_\_\_\_

PROPOSED FINAL

## INTERLOCAL AGREEMENT

This INTERLOCAL AGREEMENT is made and entered into on this \_\_\_\_ day of \_\_\_\_\_ 202416, by and between Columbia County, Florida; and Suwannee County, Florida; ~~and Hamilton County, Florida~~, each a political subdivision of the State of Florida, hereinafter referred to collectively as the “Counties”.

### WITNESSETH

**WHEREAS**, the Counties have ~~previously entered into an Interlocal Agreement and~~ determined that it is in the best interests of the Counties that a single separate legal entity known as the North Florida Water Utilities Suwannee Valley Transit Authority (“SVTANFWUA”) be formed to make all policies necessary in the discretion of that entity and to contract for and to provide for the operation and ma~~intencenagement~~ of their respective water, wastewater, and reclaimed (i.e., “reuse”) water facilities located ~~a coordinated transportation system~~ within the Counties;

**WHEREAS**, the Counties are authorized pursuant to section 163.01, Florida Statutes, to enter into Interlocal Agreements to cooperatively make the most efficient use of their powers to their mutual advantage, and to provide services and facilities in accordance with geographic, economic, demographic, and other factors influencing the needs and development of the local community;

**WHEREAS**, the Counties are authorized pursuant to sections ~~125.01(1) and 336.021(3)~~, Florida Statutes, to independently exercise the powers they agree to jointly exercise through this Agreement;

~~**WHEREAS**, since the creation of the SVTA circumstances have arisen which the Counties agree require revision and restatement of the Interlocal Agreement;~~

**NOW, THEREFORE**, in consideration of the mutual promises set forth herein, the Counties agree as follows:

#### I. RECITALS

- a. The above recitals are true and correct and are incorporated herein by reference.

#### II. PURPOSE and GOALS

- a. The purpose of this Interlocal Agreement is to ~~ratify the creation of the NFWUASVTA as a separate legal entity and as an interlocal government agency pursuant to section 163.01, Florida Statutes, and the terms of this Interlocal Agreement, and to establish~~ the constitution of its Board of Directors ~~and to restate the original Interlocal Agreement together with changes implemented by the Counties.~~

- b. GOALS. The goals of this Agreement are to ensure that the SVTANFWUA will:
  1. Provide to the citizens of the Counties reliable, cost effective, and regulatory compliant~~safe, timely, frequent, and convenient~~ maintenance, service, and operation of the Counties' respective water, wastewater, and reclaimed water facilities~~transit service~~;
  2. Provide to the citizens of the Counties sustainable, clean, and safe potable water distribution service~~comfortable transit vehicles and stations~~, operated by competent, courteous, and well-trained employees;
  3. Provide to the citizens of the Counties sustainable, treated, and properly discharged or conserved wastewater collection and effluent management~~with a transit system that supports and accommodates the special transportation needs of the elderly and the disabled~~;
  4. Provide to the citizens of the Counties sustainable, properly treated, and regulatory compliant reuse water for irrigation and any other lawfully permitted purpose~~with a transit system the provides reasonable protection from crime and inappropriate passenger behavior on the transit system~~;
  5. Provide to the citizens of the Counties responsive, efficient, and accountable maintenance and operational management of the Counties' respective water, wastewater, and reclaimed water facilities~~transit system~~;
  - ~~6. Provide to the citizens of the Counties a transit system designed to help reduce traffic congestion;~~
  - ~~7. Provide to the citizens of the Counties a transit system that promotes environmental sustainability and reduces contributions to global warming;~~

### III. FUNDING

- a. ~~Each of the~~The following Counties shall contribute to the SVTANFWUA annually in the following amounts, paid in one installment at the beginning of each fiscal year, in a-

~~An amount based on the~~ pro forma proportionate share of maintenance and operation costs of each such Counties' respective water, wastewater, and reclaimed water facilities. adjusted total population used for State revenue sharing pursuant to sec. 186.901(2)(b), Fla. Stat. times the per capita rate below:

<u>COUNTY</u>	<u>PER CAPITA RATE</u>
<u>HAMILTON</u>	<u>@ 0.90 per capita</u>
<u>COLUMBIA</u>	<u>@ 0.90 per capita</u>
<u>SUWANNEE</u>	<u>@ 0.90 per capita</u>

- b. Each County shall also be solely responsible for any additional specially allocated costs pertaining to that County's own water, wastewater, and reclaimed water



systems, in such amount as specifically approved by the Board of County Commissioners for that County, as requested by the Board of Directors of the NFWUA, to be separately paid by that County to NFWUA within thirty (30) days of such final authorization and approval for payment.

~~b.c.~~ No County shall be required to contribute any additional sums. The Counties may, however, from time to time pay such additional sums as may be approved by their respective Boards of County Commissioners. Counties shall have no liabilities of any kind under this Agreement except for payment of the above-referenced sums.

#### IV. BOARD OF DIRECTORS

a. The SVTA NFWUA shall be managed by a Board of Directors (the “Board”). The Board is charged with fulfilling the purposes and goals of this Agreement by providing water, wastewater, and reclaimed water maintenance and operational transportation services throughout the Counties of the Counties’ respective water, wastewater, and reclaimed water facilities. ~~by the use of a transportation system to be owned and operated by the SVTA.~~ The Board shall make all policies for the administration, ~~tolls, fares, fees,~~ rates, charges, operation, maintenance, extension, enlargement, development, replacement and repair of those utility systems.

#### V. DURATION

a. The Board shall continue in existence until it is dissolved by a joint resolution of the Boards of County Commissioners for Columbia ~~and~~, Suwannee, ~~and Hamilton~~ Counties. Any such joint resolution, if adopted by all three Counties, shall be filed with the Clerks of the Circuit Courts of the participating Counties prior to its becoming effective.

b. Any one County may withdraw from this Agreement at any time by giving 180 days written notice to the Board, accompanied by a Resolution of that County’s Board of County Commissioners authorizing withdrawal from this Agreement.

c. A County may be added to this Agreement upon submission of a resolution from the Board of County Commissioners for that County (the “applicant County”) requesting membership and agreeing to abide by the terms and conditions of this Agreement. Upon submission, the Board shall cause to be submitted to Columbia, ~~Hamilton,~~ and Suwannee Counties true copies of the applicant County’s resolution together with a statement from the Board indicating the financial and practical feasibility of adding the applicant County under this Agreement. Upon approval by a simple majority of the Counties, indicated by resolutions, the Board shall cause to be recorded in the official records of each of the member Counties those

- resolutions indicating approval of the applicant County as well as the applicant County's resolution indicating its willingness to be bound by this Agreement.
- d. Funding contributions by a new County pursuant to above, shall be as outlined in Section III, above.

## VI. BOARD COMPOSITION, OFFICERS, AND MEETINGS

- a. The Board initially shall be composed of two (2) members from each of the Counties. Each Board member shall be appointed by his or her respective Board of County Commissioners for a term of one year or until a successor is appointed.
- ~~a.~~b. In order to ensure an odd number of members of the Board, the four (4) initial members of the Board shall nominate and appoint a fifty (5<sup>th</sup>) additional member of the Board, who shall be a resident of either of the Counties, for a term of one year or until a successor is appointed.
- ~~b.~~c. Vacancies shall be filled by the appropriate Board of County Commissioners, or by the Board as to the fifth (5<sup>th</sup>) member of the Board, making sure that each County has at least two (2) appointed representatives on the Board at all times.
- ~~e.~~d. The Board shall elect by majority vote from among its members a Chairperson and Vice-Chairperson. The Vice-Chairperson shall not be an appointee of the same Board of County Commissioners that appointed the Chairperson. The term of each office shall be one year or until a successor in office is elected.
- ~~d.~~e. The Board shall meet at least once each quarter or more often if deemed necessary by the Chairperson to transact the business of the Board.
- ~~e.~~f. A quorum for the purpose of transacting business shall be fifty percent (50%) of the membership. A majority of members present shall be necessary to decide any question.
- ~~f.~~g. The Board may shall adopt bylaws consistent with this Agreement to govern the conduct of its meetings and the taking of official action pursuant to the Board's enumerated powers.

## VII. POWERS

- a. The Board shall have the power and authority to accept funds appropriated to it by any governmental body or others sources. It may apply for and receive grants and donations of all kinds. All such collected funds may be lawfully expended for any purpose under this Agreement. The Board shall have the independent authority, or with the assistance of the participating parties hereto, to enforce all rules, regulations and policies adopted pursuant to this Agreement, and may resort to any available legal process for this purpose.
- b. In addition, the Board shall have the authority:
1. To sue and be sued;
  2. To adopt, use and alter at will, a corporate seal;

3. To acquire, purchase, hold, lease as a lessee, and use any whole or fractional interest in real or personal property, both tangible and intangible, as necessary or desirable for carrying out the purposes of the Board, and to sell, lease as lessor, transfer or dispose of any property or interest therein acquired by the Board;
  4. To review and approve the establishment of rates, ~~fees~~, and other charges for the services and facilities within the areas of operation and, if deemed appropriate, to set, alter, charge and establish rates, ~~fees~~, and other charges to ensure that same are just and equitable;
  5. To make contracts and to execute all instruments necessary for carrying on the Board's business; and
  6. To accept gifts or grants or loans of money or other property to the Board to be lawfully expended according to the purposes of this Interlocal Agreement;
  7. To enter into contracts, leases, or other transactions with any state or federal agency or with any other public body of the state, including municipalities, school districts, and other authorities;
  8. To borrow money and issue evidence of indebtedness as permitted or provided by law. The cost of debt service shall be included in SVTANFWUA's annual budget; and
  9. To develop water conservation and related~~transportation~~ plans, and to coordinate planning and programs with appropriate municipal, county, regional, and state agencies located within the three (3) county region.
- c. Each member of the Board shall attend training as required by state, regional, or federal transportation~~regulatory~~ authorities, if any.

#### VIII. PERSONNEL AND SERVICES

- a. The Board may employ a Secretary to the Board, and such other persons, firms, or corporations as it deems necessary to provide adequate administrative, clerical, professional, and technical assistance and services to conduct Board business. The Board may determine the qualifications and fix the compensation of such persons, firms or corporations, and make its elections as to service providers pursuant to Florida law. Budget and funding for said staff and services shall be established by the Board.
- b. The Board shall appoint a NFWUA~~SVTA~~ Administrator who shall serve at the pleasure of the Board and shall have the exclusive day to day authority and full command and control over SVTANFWUA's administrative, human resources, training, operational, security, and logistics affairs. The Administrator shall be employed pursuant to an individual, written contract which shall be negotiated and entered between the Administrator and the Board. In addition, the Board may provide for a written and approved incentive compensation plan based on

achievement of service standards adopted by the Board. In addition to pursuing the directed goals and purposes as stated above, the Administrator shall ~~have~~ be charged with and have authority for the following:

- i. Employ, contract with, train, and/or terminate all subordinate personnel for NFWUASVTA. Subject to Board approval, the Administrator shall develop policies and procedures as to all human resources functions and, if approved by the Board, the Administrator shall be charged with ensuring compliance with all such policies and procedures.
- ii. Upon recommendation of the Board's sStaff aAttorney, and with the consent and approval of the Board, compromise, settle, or dismiss any litigation, legal proceedings, claims, demands, or grievances which may be pending for or on behalf of, or against NFWUASVTA, as applicable. Litigation of claims or demands against the NFWUASVTA shall at all times be pursued as provided by and in accordance with Florida Law and applicable court rules.
- iii. Serve as the Board's contact as to all matters relating to daily operations of NFWUASVTA. Circumvention of this subsection by any member of the Board resulting in that Board member directing or personally influencing the day to day administrative, financial, security, logistical, or operational affairs of the NFWUASVTA may constitute official misconduct by that member of the Board.
- iv. Have the authority to negotiate the terms and conditions of contracts or agreements necessary for the operation of NFWUASVTA. Notwithstanding this subsection, no contracts or agreements shall be binding upon NFWUASVTA unless and until approved by the Board.
- v. Develop and set administrative and operational policies, schedule of rates, fees, and charges, regulations, rules and procedures for the operation of NFWUASVTA, subject to approval by the Board and compliance with all local, state and federal laws, and regulations.
- vi. Shall immediately inform the Board on all urgent or important matters as determined in the judgment of the Administrator.

#### **IX. ANNUAL AUDIT**

- a. The Board and NFWUASVTA shall have all books, records, and accounts in the control of the Board or NFWUASVTA audited annually, and shall provide copies of the audit to all Board members and to any federal, state, or local government agencies that require review of said audits. Audit of the immediate previous fiscal year shall commence not later than December 1 of each year.

#### **X. OWNERSHIP AND OPERATION**

- a. Upon further authorization and approval by each affected County, and the approval of the Board, the Board shall own and operate the combined water, wastewater, and reclaimed water system of the Counties SVTA transportation system in accordance with such rules and policies as it may adopt with the assistance of the Administrator.

## **XI. BUDGET AND FINANCIAL STATEMENT**

- a. The Administrator shall prepare and submit a proposed annual budget for the operation of said system, with the pro forma proportionate breakdown by County for the upcoming fiscal year, at least sixty (60) days in advance of each fiscal year for consideration and approval by the Board. The Administrator shall also file with the Board a financial report on or before each regularly scheduled Board meeting showing the financial status of SVTANFWUA and the disposition of any funds received from the system as well as any other funds provided for the system's operation. The Administrator may make line-item adjustments to the budget but shall obtain Board approval for any changes that will or may affect the budget totals. Any expansion of fiscal responsibility of any County beyond that which has previously been authorized and approved of by that County pursuant to this Interlocal Agreement must be separately authorized and approved by the formal action of that County's Board of County Commissioners. For any fiscal year or portion thereof during which the respective Counties' utility systems are owned separately by each respective County, the Administrator shall breakout the budget and financial reports to correspond appropriately to each such separate County owned utility system.

## **XII. PROHIBITED ACTS**

- a. Except for the purposes of an inquiry, members of the Board shall deal with the affairs of the SVTANFWUA solely through the Administrator and neither the Board nor any member thereof shall publicly or privately give orders to any subordinate of the Administrator.

## **XIII. SPECIAL SESSIONS OF THE BOARD**

- a. The Board shall annually take up for consideration the status of the Counties' respective water, wastewater, and reclaimed water transportation systems being maintained and operated by the NFWUA, including the policies, rates, ~~tolls, fares,~~ fees, charges, maintenance, repairs and replacements, expansion, financing, and management of the system. The Board shall thereafter make such modifications as are determined appropriate or make a finding that no changes are in order as of that meeting.

**XIV. EFFECTIVE DATE**

a. This agreement shall take effect immediately upon its approval by each County’s Board of County Commissioners ~~and by the Department of Legal Affairs~~. This Agreement shall be filed pursuant to section 163.01-(1~~2~~), Florida Statutes.

a:

**IN WITNESS WHEREOF** the Boards of County Commissioners of Columbia County, ~~Hamilton County~~, and Suwannee County, Florida, have each entered into this agreement and have caused it to be executed by their duly authorized officers.

**COLUMBIA COUNTY, FLORIDA**

A political subdivision of the State of Florida

SIGNED: \_\_\_\_\_  
Chairman of the Columbia County Board of County Commissioners

ATTEST: \_\_\_\_\_  
Clerk for the Columbia County Board of County Commissioners

DATE: \_\_\_\_\_

~~**HAMILTON COUNTY, FLORIDA**~~

~~A political subdivision of the State of Florida~~

~~SIGNED: \_\_\_\_\_  
Chairman of the Hamilton County Board of County Commissioners~~

~~ATTEST: \_\_\_\_\_  
Clerk for the Hamilton County Board of County Commissioners~~

~~DATE: \_\_\_\_\_~~

**SUWANNEE COUNTY, FLORIDA**

A political subdivision of the State of Florida

SIGNED: \_\_\_\_\_  
Chairman of the Suwannee County Board of County Commissioners

ATTEST: \_\_\_\_\_  
Clerk for the Suwannee County Board of County Commissioners

DATE: \_\_\_\_\_

PROPOSED FINAL



# COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 4/5/2024 Meeting Date: 4/18/2024

Department: BCC Administration

### 1. Nature and purpose of agenda item:

An IT failure in July and August of 2023 impacted Meridian Behavioral Health's monthly and quarterly invoicing system. Due to this failure, Meridian did not request nor receive all of the funds budgeted in FY 2022-2023. These funds did not roll over into the current fiscal year. Meridian requests the Commissioners approve appropriating the \$128,000 that was not paid in FY 2022-2023.

### 2. Recommended Motion/Action:

Approve BA 24-36 for \$128,000 from Cash Balance Forward to Meridian Behavioral Health

### 3. Fiscal impact on current budget.

This item is not budgeted. The proposed budget amendment to fund this request is provided below. The budget amendment number is BA 24-36 using fund(s) 001-GENERAL FUND.

FROM:	TO:	AMOUNT:
001-8400-584.90-98 RESERVES/CASH BALANCE FORWARD	001-6300-562.80-69 GRANTS & AIDS/MERIDIAN BEHAVIORIAL HLTH	\$128,000.00





## COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

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Today's Date: 4/12/2024 Meeting Date: 4/18/2024

Department: Purchasing

### 1. Nature and purpose of agenda item:

Request to surplus parcel #3d-3S-16-02585-014 and #35-3S-16-02585-012. The property was acquired as part of building NW Real Terrace and the County has no identified need for the property. The County plans to auction the property.

### 2. Recommended Motion/Action:

Staff is recommending to surplus parcels #3d-3S-16-02585-014 and #35-3S-16-02585-012.

### 3. Fiscal impact on current budget.

This item has no effect on the current budget.

District No. 1 - Ronald Williams  
District No. 2 - Rocky Ford  
District No. 3 - Robby Hollingsworth  
District No. 4 - Everett Phillips  
District No. 5 - Tim Murphy



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

MEMORANDUM

TO: Board of County Commissioners  
FR: Erica Jones, Purchasing Officer  
DATE: April 12, 2024  
RE: Surplus Property Email

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10620-02585-014 and 10618-02585-012 are both properties remaining from the land acquisition for the NW Real Ter project. The county acquired the 12.4 acre property from TD Bank. From an engineering standpoint, I don't have an issue if the County wants to surplus these 2 parcels.

17827-03626-053 is located in Hi Dri Acres subdivision. The County is currently working on a transportation/stormwater project in this area. Unless there is a time issue, I would recommend holding onto this property until the construction is complete for a possible construction lay down yard. After construction of the ongoing project is complete (approximately 1.5 years), from an engineering standpoint I don't have an issue if the County wants to surplus this property.

Chad

BOARD MEETS FIRST AND THIRD THURSDAY AT 5:30 P.M.





## COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

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Today's Date: 4/12/2024 Meeting Date: 4/18/2024

Department: BCC Administration

**1. Nature and purpose of agenda item:**

The Westside Community Center approached the County about the increase in the cost to perform the audit as required by the County. They indicated the cost has increased to \$2,500 to \$3,000 which they cannot sustain.

**2. Recommended Motion/Action:**

Discussion

**3. Fiscal impact on current budget.**

This item has no effect on the current budget.



**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM REQUEST FORM**

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Today's Date: 4/11/2024 Meeting Date: 4/18/2024

Department: BCC Administration

**1. Nature and purpose of agenda item:**

Each May the County holds budget workshops where the Department Heads present to the County Commission

**2. Recommended Motion/Action:**

Discuss Workshop Dates

**3. Fiscal impact on current budget.**

This item has no effect on the current budget.



## COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

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Today's Date: 4/12/2024 Meeting Date: 4/18/2024

Department: Human Resources

### 1. Nature and purpose of agenda item:

Based upon recent Board actions, several job descriptions needed revisions:

1. Captain - Community Paramedic - NEW opioid settlement funded position - includes authorization of position.
2. Customer Service Support Specialist - Reclassification of Administrative Secretary position
3. Director of Management Services - Reclassification of HR/Community Services position

### 2. Recommended Motion/Action:

Approve Revised Job Descriptions for 1) Captain - Community Paramedic - 2) Customer Service Support Specialist and 3) Director of Management Services including authorization of additional position for Captain in Fire Department

### 3. Fiscal impact on current budget.

This item has no effect on the current budget.



## POSITION DESCRIPTION

**POSITION:** CAPTAIN – COMMUNITY PARAMEDIC

**LOCATION:** FIRE RESCUE DEPARTMENT

**RESPONSIBLE TO:** FIRE CHIEF

**PAY GRADE:** 22

**EXEMPTION STATUS:** NON-EXEMPT

**SCHEDULE:** 8 AM – 5 PM, MAY VARY OCCASIONALLY, ANTICIPATE OVERTIME

### **ABOUT COLUMBIA COUNTY**

Columbia County is one of Florida’s best-kept secrets, with pockets of quiet and peaceful springs. Columbia County is the home of Florida’s Springlands, with multiple natural springs, lakes, rivers, and nine beautiful state parks. In 2022, the US Census Bureau [QuickFacts](#) estimated Columbia County has a population of 72,000 residents. Columbia County is a southeast sports destination and hosts multiple tournaments and camps. Columbia County requires a diverse and dedicated workforce to provide services for Columbia County residents to live and work and for the visitors who experience our piece of the Florida playground. Consider applying for a position with us today.

### **JOB DESCRIPTION**

Provides education, and coordinates community risk reduction events to educate the community on pertinent medical issues that have a widespread impact on the patient population. Coordinates needed resources for patient population to include but not limited to behavioral health services, substance abuse services, and home health services. Responds with the crews to assist with call load and high EMS utilization issues.

### **ESSENTIAL FUNCTIONS**

- Provides home health visits to assess the needs of the patient and connects them with the appropriate resources
- Reports to Fire Rescue Chief on a monthly basis to report call counts, activities performed and any significant issues
- Communicates with hospitals, physicians, and other medical personnel to discuss trends, patient issues and program needs
- Prepares required reports and **maintains records of all activities**
- Assists with community paramedicine related grants and proposals
- Performs presentations at schools, community events, stakeholder events and BOCC meetings as needed
- Provides accurate records of time worked and activities performed during the pay period
- Administers initial treatment at emergency scene
- **A PCR will be completed for all patient contacts**

### **NON-ESSENTIAL FUNCTIONS**

Performs other related duties as assigned

## **WORK ENVIRONMENT**

The work is performed in an office and at scene. The employee is exposed to noise, dust and dirt, machinery with moving parts, irritating chemicals, extreme temperatures, hazardous situations, and occasional inclement weather. The work requires the use of protective clothing and devices.

## **TRAINING AND EXPERIENCE**

Refer to professional license requirements listed below

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of fire-fighting standards, practices, strategies, tactics, and equipment
- Knowledge of first aid principles and applications
- Knowledge of budgeting practices
- Knowledge of hazardous materials
- Knowledge of National Incident Management Systems
- Skill in management and supervision under both routine and emergency situations
- Skill in decision making and problem solving
- Skill in oral and written communication and interpersonal relations
- Skill in the operation and use of fire equipment and apparatus
- Ability to maintain professional relationships with elected and other local government officials, other department heads, representatives of emergency assistance agencies, employees, and the general public
- Considerable knowledge of the issues and events occurring throughout Columbia County
- Skill in dealing with the media and citizens on sensitive issues and in stressful situations
- Ability to interact effectively with citizens
- Ability to communicate effectively both orally and in writing
- Ability to respond appropriately to questions and requests for information
- Ability to think in creative ways and make appropriate plans to implement new ideas
- Ability to communicate with tact and diplomacy toward citizen complaints

## **ESSENTIAL PHYSICAL SKILLS/DEMANDS**

- Work is performed with the employee sitting, standing, walking, and bending, crouching or stooping.
- Employee must be able to lift heavy objects (at least 50 pounds), climb ladders, use tools or equipment
- Requiring a high degree of dexterity, and ability to distinguish between shades of color
- Acceptable eyesight and hearing (with or without correction)
- Ability to communicate orally and in writing
- Ability to perform repetitive motion required

## **PROFESSIONAL LICENSES**

Must maintain a Florida State Firefighter II Certification

High school diploma or GED required

Must be a Florida state certified Paramedic

Must maintain current certification in CPR, ACLS, and PALS

Must possess a valid Class "D" Commercial Driver's license with an "E" endorsement

Must possess a current Emergency Vehicle Operators course

BCC Approved:





## POSITION DESCRIPTION

<b>POSITION:</b> CUSTOMER SERVICE SUPPORT SPECIALIST	<b>LOCATION:</b> MANAGEMENT SERVICES
<b>RESPONSIBLE TO:</b> DIRECTOR OF MANAGEMENT SERVICES AND ADMINISTRATIVE SUPERVISOR	<b>PAY GRADE:</b> 121 <b>EXEMPTION STATUS:</b> NON-EXEMPT
<b>SCHEDULE:</b> TYPICALLY 8-5, MONDAY TO FRIDAY	

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### **JOB DESCRIPTION**

Work involves providing single-contact resolution in service initiation, ongoing account review, management and maintenance and the ability to respond to difficult technical inquiries related to utility service. The person in this position provides backup support in purchasing and finance. An employee in this position will be responsible for performing various office support functions. Duties are generally diversified and require independent judgment to apply broader aspects of established practices and procedures. Problems and situations encountered do not generally fall clearly or concisely within the limitations of standard practices or precedents. Employee works under general supervision.

### **ESSENTIAL FUNCTIONS**

- Meets the public interested in establishing utility service and serves as primary contact
- Analyze utility account histories to resolve problems, establish deposit requirements and make credit arrangements
- Process all adjustments and corrections to ensure proper billing for accounts
- Manage collection of delinquent accounts, order discontinuance of service, and approves payment arrangements based on established guidelines
- Conduct customer research requests, handle escalated complaints and resolve or avert account problems
- Assist the Purchasing Officer with credit card reconciliations and act as purchasing requisition backup support
- Supports the Finance Officer with auto insurance and claims processing as needed
- Uploading grant documentation and maintain organized and clear document support on grant spending
- Serves as a backup in the absence of other administrative office staff
- Provides additional clerical and computer support on an as-needed basis for related programs and projects of the Department
- Performs data entry on spreadsheets, graphs, or other appropriate formats
- Proficiency in using computers, MS Word, MS Excel, and various other software programs and applications necessary for successful job performance

### **NON-ESSENTIAL FUNCTIONS**

- Type, duplicate, collage, staple, and distribute communications, invoices, and other materials
- Retrieves and sends electronic mail messages as needed
- Performs other related duties as assigned

(These job functions should not be construed as a complete statement of all duties performed. Employee will be required to perform other job related marginal duties as assigned.)

### **WORK ENVIRONMENT**

The majority of work is performed indoors at a centrally located desk. Job functions are performed during normal workdays. The position requires the ability to establish and maintain effective working relationships with the public, local officials, staff, and management. Work is performed with considerable independence under general supervision.

### **TRAINING AND EXPERIENCE**

Minimum Experience: Possession of an associate's degree with an emphasis in finance, business, or a related area and extensive experience that includes utility billing, utility cash receipts and controls, utility accounting, or utility credit and collections, experience with software and proprietary billing experience preferred; or an equivalent combination of training and experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of business English, spelling, punctuation, and vocabulary
- Knowledge of office practices and activities in various sections to ensure uninterrupted flow of workload
- Knowledge of administrative principles and practices
- Knowledge of modern governmental purchasing principles
- Knowledge of insurance practices
- Considerable knowledge of utility and general governmental services, functions, ordinances, rules policies, procedures, and regulations
- Ability to work independently and prioritize work to meet deadlines
- Extensive knowledge of customer billing, credit collection, and overall utility accounts operations or practices
- Ability to operate a personal computer and common office equipment
- Ability to communicate tactfully, courteously, and effectively
- Ability to understand and implement oral and written instructions, gather and analyze information, prepare reports, and maintain records

### **ESSENTIAL PHYSICAL SKILLS/DEMANDS**

- Ability to use both hands simultaneously while standing or sitting, pushing, pulling, twisting, bending, and climbing
- Frequent lifting of ten (10) to fifty (50) pounds
- Oral communication skills
- Intermittent sitting, standing, and walking
- Frequently requires sitting at a computer keyboard for long periods of time.
- Attention to detail, reading, and editing.
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)

### **PROFESSIONAL LICENSES**

Possession of a valid Class E Florida License is required

BCC Approved:



## POSITION DESCRIPTION

<b>POSITION:</b> DIRECTOR OF MANAGEMENT SERVICES	<b>LOCATION:</b> BOARD ADMINISTRATION
<b>RESPONSIBLE TO:</b> COUNTY MANAGER AND ASSISTANT COUNTY MANAGER	<b>PAY GRADE:</b> 146 <b>EXEMPTION STATUS:</b> EXEMPT ADMIN
<b>SCHEDULE:</b> TYPICALLY 8-5, REQUIRES ATTENDING MEETINGS OUTSIDE TRADITIONAL BUSINESS HOURS	

### **ABOUT COLUMBIA COUNTY**

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### **JOB DESCRIPTION**

This administrative and managerial position is responsible for coordinating and developing the support functions of the Board of County Commissioners, County Manager, and Assistant County Manager, including activities and personnel established under the Department of Management Services. This position manages the purchasing, finance, Utility billing, and collections, and Veterans’ Affairs staff. Executes non-ad-valorem assessment administration, and property and liability insurance programs. Accountable for Assisting the County Manager and Assistant County Manager in developing and administering the County budget. Responsible for various special projects, programs, and services.

### **ESSENTIAL FUNCTIONS**

- Directs, supervises, coordinates, and manages the overall activities and personnel established under the Department of Management Services
- Ensures administrative and fiscal workflows are efficient and productive and follow proper laws, rules, and regulations within the framework of department goals and objectives
- Manages and provides guidance to the operations and personnel of Purchasing, Veteran Affairs, Finance, and Board of County Commissioners office staff. Administers the non-ad valorem assessment efforts
- Recommends hiring, promotion evaluation, and termination of staff
- Assists County Manager with special projects, programs, and services
- Administration of the County’s property and liability insurance programs
- Ensures compliance with County purchasing policies and related Florida Statutes
- Communicates with County Commissioners, State and local elected officials, employees, department heads, and citizens
- Serves as a member of the County’s Management Leadership Team

### **NON-ESSENTIAL FUNCTIONS**

Performs other tasks as assigned

### **WORK ENVIRONMENT**

The majority of work is performed inside an office at a centrally located desk within a multi-department facility. However, this position requires mobility to attend meetings outside the office and outside of normal working hours.

### **TRAINING AND EXPERIENCE**

Minimum education/experience: graduation from an accredited four-year college or university and five years' experience in a senior management position requiring supervision and management of personnel, professional experience in, governmental administration, community services, or professional public employment service in a related area. Professional experience may be substituted for required college training on a year-by-year basis.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of local government administration and organization principles and practices
- Considerable knowledge of all laws, rules, and regulations governing the various functions within the department
- Ability to supervise and organize staff work, develop capable staff, enforce disciplinary procedures, and effectively appraise employee performance
- Ability to respond clearly and concisely to internal and external inquiries regarding County programs and/or statistics
- Ability to present concise written and oral reports and recommendations
- Ability to establish priorities, set schedules, and meet deadlines
- Ability to work independently without close supervision
- Ability to follow oral and written instructions
- Ability to establish and maintain effective and professional working relationships with both external and internal constituencies and with representatives of local, state, and federal agencies
- Proficiency in using computers, MS Word, MS Excel, and various other software programs and applications necessary for successful job performance
- including word processing, spreadsheets, and information maintenance systems
- Ability to maintain confidentiality and work with County Commissioners and County Management

### **ESSENTIAL PHYSICAL SKILLS/DEMANDS**

- Acceptable eyesight and hearing (with or without correction)
- Ability to communicate both orally and in writing
- Light (up to 50 pounds) lifting, walking, standing, bending, stooping, reaching overhead, and climbing
- The ability to sit for extended periods of time while performing essential office duties is required
- Manual dexterity to operate office machinery is necessary

### **PROFESSIONAL LICENSES**

Possession of a valid Florida driver's license

**RESIDENCY REQUIREMENT:** This position requires establishing primary residency in Columbia County within the first six (6) months of employment; however, the County Manager may grant exceptions to this policy on a case-by-case basis.

BCC Approved:

2 OF 2



## COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

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Today's Date: 4/12/2024 Meeting Date: 4/18/2024

Department: Human Resources

**1. Nature and purpose of agenda item:**

Recent Board actions and adopted revised job descriptions require an update to the General Pay Grade and Fire Department Pay Grade schedules.

**2. Recommended Motion/Action:**

Approve Revised General Pay Grade and Fire Department Pay Grade schedules.

**3. Fiscal impact on current budget.**

This item has no effect on the current budget.

**A. PAY GRADE SCHEDULES**

COLUMBIA COUNTY  
BOARD OF COUNTY COMMISSIONERS  
**GENERAL PAY GRADE SCHEDULE**  
Revised and Approved 11/02/2023

<b>POSITION TITLE</b>	<b>EXEMPT STATUS</b>	<b>PAY GRADE</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
LABORER	N	101	15.00	17.10	19.35
MOSQUITO CONTROL OPERATOR	N	101	31,200.00	35,568.00	40,248.00
MAINTENANCE WORKER - LANDSCAPE & PARKS	N	101			
GYM ATTENDANT	N	101			
		102	15.06	17.17	19.44
			31,324.80	35,713.60	40,435.20
ASSISTANT FACILITY FIELD SUPERVISOR	N	103	15.45	17.64	20.00
			32,136.00	36,691.20	41,600.00
TELECOMMUNICATIONS SPECIALIST	N	105	15.51	17.71	20.08
VETERANS COUNSELOR	N	105	32,260.80	36,836.80	41,766.40
SECRETARY I	N	106	15.58	17.80	20.18
			32,406.40	37,024.00	41,974.40
			15.98	18.29	20.76
MAINTENANCE TECHNICIAN - LANDSCAPE & PARKS	N	108	33,238.40	38,043.20	43,180.80
SECRETARY II	N	109	16.48	18.89	21.47
			34,278.40	39,291.20	44,657.60
WATER/WASTEWATER TECHNICIAN TRAINEE	N	111	17.00	19.52	22.22
			35,360.00	40,601.60	46,217.60
SECRETARY SPECIALIST	N	112	17.50	20.13	22.94
			34,400.00	41,870.40	47,715.20
CONSTRUCTION HELPER	N	113	17.55	20.19	23.01
COUNTY COURT SECRETARY	N	113	36,504.00	41,995.20	47,860.80
ADMINISTRATIVE SECRETARY	N	114	17.98	20.71	23.63
			37,398.40	43,076.80	49,150.40

FLEET/PROCUREMENT COORDINATOR	N	115	18.12	20.88	23.83
			37,689.60	43,430.40	49,566.40
CREW LEADER - LANDSCAPE & PARKS	N	116	18.46	21.29	24.32
			38,396.80	44,283.20	50,585.60
EMERGENCY MANAGER. COORDINATOR	N	117	18.72	21.60	24.69
			38,937.60	44,928.00	51,355.20
OFFICE MANAGER	N	119	19.35	22.36	25.59
ANIMAL CONTROL OFFICER	N	119	40,248.00	46,508.80	53,227.20
SAFETY OFFICER	N	120	19.42	22.45	25.69
			40,393.60	46,696.00	53,435.20
PERMIT SPECIALIST	N	121	20.01	23.16	26.54
WATER/WASTEWATER TECHNICIAN <sup>1</sup>	N	121	41,620.80	48,172.80	55,203.20
CUSTOMER SERVICE SUPPORT SPECIALIST	N	121			
TOURIST PROJECT MARKETING MANAGER	N	122	20.38	23.61	27.07
4-H PROGRAM ASSISTANT	N	122	42,390.40	49,108.80	56,305.60
CARPENTER FOREMAN	N	123	20.63	23.91	27.43
			42,910.40	49,732.80	57,054.40
ELECTRICIAN	N	124	20.71	24.01	27.54
HVAC ENERGY SPECIALIST	N	124	43,076.80	49,940.80	57,283.20
VETERANS SERVICE OFFICER	EA	124			
MAINTENANCE SUPERVISOR - LANDSCAPE & PARKS	N	125	20.87	24.20	27.77
PAINTER/MAINTENANCE	N	125	43,409.60	50,336.00	57,761.60
LEAD PERMIT SPECIALIST	N	125			
MECHANIC SHOP FOREMAN	EA	127	21.44	24.89	28.59
			44,595.20	51,771.20	59,467.20
ASSISTANT SOLID WASTE DIRECTOR/OPS MANAGER	EA	128	22.21	25.82	29.70
HUMAN RESOURCES SPECIALIST	N	128	46,196.80	53,705.60	61,776.00
CODE COMPLIANCE OFFICER	N	128			
SPECIAL ASSESSMENT INSPECTOR	N	128			
PLANNING TECHNICIAN	N	128			
		129	22.79	26.53	30.53
			47,403.20	55,182.40	63,502.40

			130	23.02	26.80	30.86
			130	47,881.60	55,744.00	64,188.80
			131	23.87	27.83	32.08
				49,649.60	57,886.40	66,726.40
911 ADDRESSING TECHNICIAN	N		132	24.23	28.27	32.60
EMPLOYEE BENEFITS COORDINATOR	EA					
				50,398.40	58,801.60	67,808.00
PUBLIC WORKS ROAD SUPERINTENDENT	EA		133	24.76	28.91	33.36
DATABASE APPLICATION/WEB DESIGNER	N		133	51,500.80	60,132.80	69,388.80
FOREMAN/FOREMAN DRAINAGE/FOREMAN STORMWATER	EA		133			
ADMINISTRATIVE SUPERVISOR - PUBLIC WORKS/BUILDING & ZONING	EA		134	25.70	30.05	34.70
MAINTENANCE FIELD SUPERVISOR	N		134	53,456.00	62,504.00	72,176.00
RADIO/COMMUNICATIONS TECHNICIAN	N					
PURCHASING OFFICER	<del>N</del> -EA		135	26.68	31.23	36.11
ECONOMIC DEVELOPMENT SPECIALIST	EA		135	55,494.40	64,958.40	75,108.80
ASSISTANT PUBLIC WORKS DIRECTOR	N		136	28.31	33.21	38.45
ASSISTANT ROAD CONSTRUCTION SUPERVISOR	N		136	58,884.80	69,076.80	79,976.00
PROJECTS SUPERINTENDENT	EA		136			
UTILITIES/DRAINAGE SUPERINTENDENT	N		136			
IT DESKTOP SUPPORT SPECIALIST	N		136			
			137	29.04	34.09	39.50
				60,403.20	70,907.20	82,160.00
FINANCIAL OFFICER	<del>N</del> -EA		138	29.45	34.58	40.09
				61,256.00	71,926.40	83,387.20
DIRECTOR EMERGENCY MANAGEMENT	EA		139	29.52	34.67	40.19
CENTER PROGRAM COORDINATOR	EA		139	61,401.60	72,113.60	83,595.20
			140	31.12	36.61	42.48
				64,729.60	76,148.80	88,358.40
RECREATION DIRECTOR	EE		141	31.44	36.99	42.94
				65,395.20	76,939.20	89,315.20

Rev. App. 9/15/16, 8/17/17, 9/21/17, 6/20/19,  
6/3/21, 9/9/21 eff. 10/1/21, 11/4/2021, 2/17/22,  
3/17/22, 10/20/22, 11/3/22, 10/05/2023 10-10-2023

17 11-2-23-04/18/24



COUNTY PLANNER	EA	142	32.37	38.12	44.28
RADIO/COMMUNICATIONS SPECIALIST	N	142	67,329.60	79,289.60	92,102.40
SENIOR STAFF ASSISTANT	EA	142			
ROAD CONSTRUCTION SUPERVISOR	N	142			
HUMAN RESOURCES OFFICER	EA	142			
ASSISTANT BUILDING & ZONING DIRECTOR	EA	142			
DIRECTOR OF MAINTENANCE	EE	143	32.40	38.15	44.32
			67,392.00	79,352.00	92,185.60
		144	32.88	38.73	45.01
			68,390.40	80,558.40	93,620.80
ADMINISTRATIVE MANAGER	EE	145	33.21	39.13	45.48
			69,076.80	81,390.40	94,598.40
<b>DIRECTOR OF MANAGEMENT SERVICES</b>	<b>EA</b>	<b>146</b>	33.85	39.91	46.40
<b>DIRECTOR OF HUMAN RESOURCES</b>	<b>EA</b>	<b>146</b>	70,408.00	83,012.80	96,512.00
<b>/COMMUNITY SERVICES</b>	<b>EA</b>	<b>146</b>			
DIRECTOR LANDSCAPING AND PARKS DEPARTMENT	EE	146			
BUILDING INSPECTOR	N	146			
OPERATIONS SUPERINTENDENT	EA	146			
RISK MANAGER	EA	146			
CHIEF BUILDING INSPECTOR	EA	146			
SOLID WASTE DIRECTOR	EE	146			
TOURISM DEVELOPMENT EXECUTIVE DIRECTOR	EA	146			
DIRECTOR OF INFORMATION TECHNOLOGY	EP	146			
DIRECTOR OF ANIMAL ENFORCEMENT	EA	146			
COUNTY ENGINEER	EP	147	38.04	44.98	52.41
BUILDING & ZONING DIRECTOR	EE	147	79,123.20	93,558.40	109,012.80
SPORTS MARKETING DIRECTOR	EA		NEGOTIABLE		
UTILITY DIRECTOR	EA		NEGOTIABLE		
DEVELOPMENT PROJECTS MANAGER	EA		NEGOTIABLE		

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TRAFFIC OPERATIONS SUPERVISOR	EA	NEGOTIABLE
PUBLIC WORKS DIRECTOR	EE	NEGOTIABLE
DIRECTOR ECONOMIC DEVELOPMENT	EA	NEGOTIABLE
OPERATIONS MANAGER	EE	NEGOTIABLE
ASSISTANT COUNTY MANAGER	EA	NEGOTIABLE
COUNTY MANAGER	EE	NEGOTIABLE

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EXEMPT STATUS: N=NONEXEMPT; EA=EXEMPT ADMINISTRATIVE; EP=EXEMPT PROFESSIONAL; EE=EXEMPT EXECUTIVE

- 1) If the applicant/employee possess or obtains a Class "A" or Class "B" FDEP State of Florida license they may be eligible for a \$2.00 per hour salary adjustment from the minimum Water/Wastewater Technician hourly rate of pay or their current rate of pay, whichever is greater.

An Employee will only be eligible for salary adjustments at the time, and not prior to, the County Board of County Commissioners Human Resources Department receiving the required State of Florida certificate(s). It is the employee's responsibility to provide the required state certifications. Under no circumstances shall an employee be eligible for retroactive pay.

COLUMBIA COUNTY  
BOARD OF COUNTY COMMISSIONERS  
**FIRE DEPARTMENT PAY GRADE SCHEDULE**  
Revised and Approved 09/07/2023

<b>POSITION TITLE</b>	<b>EXEMPT STATUS</b>	<b>PAY GRADE</b>	<b>MINIMUM / OVERTIME</b>	<b>MAXIMUM / OVERTIME</b>
PRN FIREFIGHTER	N	2	17.77	
		15	15.45 / 21.675	20.89 / 29.835
			46,705.35	63,150.47
FIREFIGHTER	N	16	15.76 / 21.14	20.44 / 29.16
			47,642.48	61,790.12
FIRE DRIVER/ENGINEER	N	17	17.05 / 24.08	21.98 / 31.47
			51,542.15	66,445.54
	N	18	18.35 / 26.02	23.80 / 34.20
			55,472.05	71,947.40
LIEUTENANT	N	19	18.7285 / 26.59	24.70 / 35.55
			56,616.26	74,668.10
SHIFT COMMANDER	N	20	20.17 / 28.755	26.34 / 38.01
			60,973.91	79,862.88
EMT CERTIFICATION			.25	750.00
HAZMAT			.25	750.00
INSPECTOR			.58	1,750.00
PARAMEDIC			1.65	5,000.00
ALS REPORTING OFFICER			1.65	5,000.00
FIRE OFFICER ONE FO1			.25	750.00
FIRE OFFICER TWO FO2			.35	1058.00
LIVE FIRE TRAINING INSTRUCTOR LFTI			.50	1511.00
<b>HOURLY RATES FOR PAY GRADES 15, 16, 17, &amp; 18 CALCULATED ON 2666 REGULAR HOURS AND 238 OVERTIME HOURS ANNUALLY</b>				
OFFICE MANAGER	EA	119	19.35	26.04
			40,248.00	54,163.20
		F21	23.27	29.52
			48,401.60	61,401.60
		21	53,400.00	72,105.00

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~~5/17/18, 6/20/19, 9/9/21, 10/20/22, 11/3/22, 11/17/22, 03/02/23, , 11/17/22, 03/02/23, 09/07/23~~ **04/18/24**

ASSISTANT CHIEF	EA	22	65,400.00	85,400.00
<del>CAPTAIN – COMMUNITY PARAMEDIC</del>	<del>N</del>	<del>22</del>		
FIRE TRAINING CAPTAIN/ ASSISTANT EMERGENCY MANAGEMENT DIRECTOR	N	22		

CHIEF	EE	23	74,400.00	99,400.00
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**EMPLOYEE WILL ONLY BE ELIGIBLE FOR CERTIFICATE INCREASES AT THE TIME, AND NOT PRIOR TO, THE COUNTY BOARD OF COUNTY COMMISSIONERS HUMAN RESOURCES DEPARTMENT RECEIVING REQUIRED STATE CERTIFICATIONS AS STIPULATED. IT IS THE EMPLOYEE'S RESPONSIBILITY TO PROVIDE THE REQUIRED STATE CERTIFICATIONS. NO RETRO-ACTIVITY PAY WILL BE PAID RELATIVE TO THE PAYMENT OF SUPPLEMENTS. EMT AND PARAMEDIC CERTS MUST BE STATE OF FLORIDA DEPT. OF HEALTH DIVISION OF MEDICAL QUALITY ASSURANCE CERTIFICATION. HAZMAT AND INSPECTOR CERTS MUST BE DIVISION OF STATE FIRE MARSHALL BUREAU OF FIRE STANDARDS & TRAINING CERTIFICATE OF COMPETENCY.**