

**OKEECHOBEE UTILITY AUTHORITY  
MEETING MINUTES**

Monday, January 11, 2021 10:00 A.M.

Okeechobee Utility Authority  
100 SW 5<sup>th</sup> Avenue  
Okeechobee, Florida

**Chairperson Nelson called the meeting to order at 10:01 A.M.** with the following members and alternates present:

**Board Members:**

Melanie Anderson\*  
Steve Nelson\*  
John Creasman\*  
Tommy Clay\*  
Tabitha Trent\*

**Alternates:**

Harry Moldenhauer

**Absent:**

Jeff Fadley

\*Voting Board Members

**OUA Members:**

John Hayford  
George Gall  
Tom Conely  
Michelle Willoughby

**The Pledge of Allegiance was led by Chairperson Nelson.**

**Chairperson Nelson addressed Agenda Item No. 2 ‘Meeting Minutes from December 14, 2020’ Motion by Tommy Clay to approve the Meeting Minutes from December 14, 2020. Second by Tabitha Trent. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 3 ‘Consent Agenda’ Motion by John Creasman to approve the Consent Agenda as follows:**

**Consent Agenda Item No. 4 ‘Finance Report for the period ending December 31, 2020’**

**Consent Agenda Item No. 5 ‘Invoices from OneWater, Inc. – Lakeview Estates WWTP in the amounts of \$63,900.00’**

**Consent Agenda Item No. 6 ‘Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project in the amount of \$38,802.88’**

**Consent Agenda Item No. 7 ‘Invoice from Sumner Engineering & Consulting, Inc. – Oak Lake Estates in the amount of \$20,880.00’**

**Consent Agenda Item No. 8 ‘Invoices from RJ Sullivan Corp – WTP Improvements in the amounts of \$20,630.90’**

**Consent Agenda Item No. 9 Invoice from Eckler Engineering, Inc. – PRP Utility Improvement in the amount of \$8,170.00’**

**Consent Agenda Item No. 10 Invoice from Eckler Engineering, Inc. – WTP Improvements in the amount of \$6,005.85’**

**Consent Agenda Item No. 11 ‘Surplus Items’**

**Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 12 ‘SWSA Oak Lake Estates Wastewater Improvements Project’** Executive Director John Hayford reviews joint project with the OUA and Okeechobee County. Bids are due by January 20, 2021. Executive Director John Hayford reviewed engineering proposal from the Sumner Engineering & Consulting, Inc. to continue the work. Staff recommend approval of the proposal for the SWSA Oak Lake Estates Vacuum Collection, Bidding & Construction Administration Services contract in the amount of \$56,990.00 . **Motion by Tommy Clay to approve engineering agreement with Sumner Engineering & Consulting, Inc in the amount of \$56,900.00. Second by Melanie Anderson. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 13 ‘Pine Ridge Park Utility System Improvements’** Executive Director John Hayford reviewed FDEP Grant (LPQ0017) for the Pine Ridge Park Service Area – Wastewater Collection System. **Motion by John Creasman to approve the execution of the Agreement and return to FDEP. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 14 ‘King’s Bay Water Main Extension’** Executive Director John Hayford discussed a water main extension from the entrance of King’s Bay to a private property. The extension would run approximately 940 feet. The private party will extend the water main at their cost and size (6” PVC), the OUA would pay for upsizing to meet OUA future needs or extensions past the private party property. Steven Dobbs, Engineer representing the private party was present to address any concerns from the board. **Motion by Tommy Clay to approve the water main extension upgrade from 6” PVC to 12” PVC with a cost of \$14,100.00 . Second by Tabitha Trent. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 15 ‘Water Plant Vehicle Purchase’** Executive Director John Hayford discussed the vehicle purchase for the water plant. The FY21 Budget allocated \$26,365.00 for the purchase of truck for the use at the water plant. The OUA received notice that General Motors was establishing a January 1<sup>st</sup> cutoff date for new orders on several lines, two of which were the Silverado and Sierra trucks. The OUA board members were individually contacted by the Executive Director to share the Budget, GM News, FSA bids as well as bids received by staff. Staff requested ratification and a confirmation of the decision to order a 2021 Chevrolet Silverado 1500 from Alan Jay Fleet Services in the amount of \$23,025.00. **Motion by John Creasman to ratify the action taken to purchase the vehicle from Alan Jay Fleet Services in the amount of \$23,025.00. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 16 ‘SWTP 3 MG Tank Project – Construction Schedule’** Executive Director Hayford gave a brief history of this project. The contractor failed to reach the Substantial Completion date of June 17, 2020 and the Final Completion date of August 6, 2020. Substantial Completion was achieved on October 30, 2020, thus allowing the OUA the beneficial use of the new storage tank. As of today’s meeting, Final Completion has not been

reached. The engineer and the contractor are continuing to attempt to reconcile any work and time claims made by the contractor. The time claims may offset some of the overage in contract days. These discussions will also include the additional engineering costs of \$58,800.00. The OUA will be waiving liquidated damages that could be assessed for all the days extending past contract time since the contractor will be paying the additional engineering fees, additional work and final completion, it may be an acceptable trade off. **Motion by Tommy Clay to accept the proposal as presented. Second by Johns Creasman. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 17 ‘Public Comments’** Kaylee King, a representative for the Okeechobee County Economic Development Corporation (OCEDC) introduced herself and explained the role of the organization. The OCEDC is currently working on some expansion that would benefit the OUA.

**Chairperson Nelson addressed Agenda Item No. 18 ‘Items from the Attorney’** There were none.

**Chairperson Nelson addressed Agenda Item No. 19 ‘Items from the Executive Director’** Executive Director Hayford gave an update on current projects.

**Chairperson Nelson addressed Agenda Item No. 20 ‘Items from the Board’.** None requiring action.

**There being no other business, meeting adjourned at 11:18 A.M.**

PLEASE TAKE NOTICE AND BE ADVISED that if a person decided to appeal any decision made by the Okeechobee Utility Authority with respect to any matter considered at this meeting, he/she may need to ensure that verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. A CD recording of this meeting is on file in the Executive Director’s office.

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Chairperson

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Executive Director (Secretary)