

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Monday, October 11, 2021 8:30 A.M.
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida

Chairperson Creasman called the meeting to order at 8:31 A.M.

Chairperson Creasman addressed Agenda Item No. 1, the following Okeechobee Utility Authority Board Members were present:

Board Members:

Melanie Anderson*
Tommy Clay*
John Creasman*
Steve Nelson*

Alternates:

Jeff Fadley**
Harry Moldenhauer

Absent:

Glenn Sneider
Tabitha Trent

*Voting Board Members

**Voting in Steve Nelson's Absence

OUA Members:

John Hayford	Tom Conely
George Gall	Michelle Willoughby

Chairperson Creasman determined the voting members and led all participating attendees and visitors in the Pledge of Allegiance.

Chairperson Creasman addressed Agenda Item No. 2 'Meeting Minutes from September 13, 2021. Motion by Tommy Clay to approve the Meeting Minutes from September 13, 2021 as presented. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 3 'Employee Recognition' Chairperson Creasman presented Joshua Jenkins with a check and a Certificate of Appreciation for his 15 years of service to the OUA. *Steve Nelson enters at 8:34 A.M.*

Chairperson Creasman addressed Agenda Item No. 4 'Consent Agenda' Executive Director Hayford added three invoices from Sumner Engineering & Consulting, Inc. **Motion by Steve Nelson to approve the Consent Agenda as amended:**

Consent Agenda Item No. 5 'Finance Report for the period ending September 30, 2021

Consent Agenda Item No. 6 'Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project (Part B and C) in the amount of \$7,275.54

Consent Agenda Item No. 7 'Invoice from Sumner Engineering & Consulting, Inc. – SW

- Wastewater Service Area Project (Part D) in the amount of \$4,471.25**
- Consent Agenda Item No. 8** ‘Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project (Part E) in the amount of \$68,144.82
- Consent Agenda Item No. 9** ‘Invoice from Sumner Engineering & Consulting, Inc. – SW 5th Avenue Sewer in the amount of \$1,355.94
- Consent Agenda Item No. 10** ‘Eckler Engineering, Inc. – Pine Ridge Park Utility Improvement in the amount of \$15,009.05
- Consent Agenda Item No. 11** ‘Invoices from OneWater, Inc. – Lakeview Estates WWTP in the amounts of \$6,150.00
- Consent Agenda Item No. 12** ‘Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project (AACE Invoice) in the amount of \$5,068.00
- Consent Agenda Item No. 13** ‘Pay Application No. 6 from PRP Construction Group, LLC – Oak Lake Estates in the amount of \$178,902.74
- Consent Agenda Item No. 14** ‘Invoice from Raftelis in the amount of \$8,648.82
- Consent Agenda Item No. 15** ‘Invoice from Thorn Run Partners in the amount of \$3,500.00’
- Consent Agenda Item No. 16** ‘Invoice from MacVicar in the amount of \$250.00’

Chairperson Creasman addressed Agenda Item No. 17 ‘SW 5th Avenue Gravity Sewer Replacement’ Executive Director Hayford advised that OUA had authorized a company to clean, televise and determine a need for a gravity sewer lateral on repair, the sewer lateral is on SW 5th Avenue. OUA staff attempted to secure a quote for repair from the company doing the initial work. They could do the repair needed. OUA staff contacted two other firms Shenandoah and B&B Site Development. Shenandoah proposes to repair the lateral by lining the existing pipe. This repair is a repair to the existing pipe and does take away from the interior flow area of the piping system. Their proposal came in at \$14,500.00. B&B Site Development proposes to replace the existing piping system with new piping and provide complete restoration for \$21,480.00. **Motion by Tommy Clay to approve the B&B Site Development Proposal in the amount of \$21,480.00. Second by Steve Nelson Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 18 ‘Proposed WM Improvements – Conners Gable’ Executive Director Hayford discussed the “Approved” water main project that was brought to the OUA Board in July 2021. Since that time, OUA staff reviewed existing water mains in the area as well as possible future extensions and created a mailing list of customers. Letters were mailed apprising them of the approved water main extension and asked if they would like service extended to their property. They were given stamped pre-addressed envelopes and were asked to respond as either favorable or not. Three additional positive responses were received. OUA staff considered the installation of a 2-Inch water main (±685 LF) for SE 35th Terrace at an estimated cost of \$28,600. The SE 8th Street 8-Inch water main extension has an estimated cost of \$52,600, bringing the total construction cost to

an estimated value of \$81,200. The original approved project was at \$21,000, which for an additional \$60,000 would complete SE 8th Street and most of SE 35th Terrace. The completed project will add one customer from the Approved and three customers from the Proposed projects. **Motion by Tommy Clay to water improvements in Conners Gable in the amount of \$81,000.00. Second by Steven Nelson Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 19 ‘Proposed NW 37th Avenue WM Improvements – Basswood’ Executive Director Hayford advised that the property owner of 3966 NW 37th Avenue had requested water service. The property is approximately 500 feet from the nearest water main. At this time OUA staff has not contacted the three other potential customers to see if they are interested. This proposed project would have approximately 500 LF of 2-inch piping to complete the road. Executive Director Hayford advised that letters could be sent to the other potential customers. OUA staff prepared a cost estimate to install approximately 500 LF of 2-Inch piping at an estimated cost of \$11,000. **Motion by Tommy Clay to approve the installation the 2” water main at the estimated cost of \$11,000.00 Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 20 ‘Proposed NW 26th Avenue WM Improvements – Basswood’ Executive Director Hayford advised that the property owner of 3747 NW 26th Avenue has requested water service. The property is approximately 500 feet from the nearest water main. At this time OUA staff has not contacted the three other potential customers to see if they are interested. Executive Director Hayford explained that generally, in Basswood area, the OUA installs approximately 600 LF of 6-Inch piping, a fire hydrant and then 500 LF of 2-inch piping to complete the road. However, there is only one existing house on this road past the subject property. It would not be cost effective to extend the piping for one house. OUA staff prepared a cost estimate to install approximately 500 LF of 2-Inch piping at an estimated cost of \$11,000. **Motion by Tommy Clay to approve the installation of the water main and fire protection at the estimated cost of \$22,000.00 Second by Steve Nelson. Vote unanimous (4-0), motion carried. .**

Chairperson Creasman addressed Agenda Item No. 21 ‘Oak Lake Estates Change Order’ Executive Director Hayford advised that contractor (PRP Construction Group) for the Oak Lake Estates project has requested some time due to weather and COVID-19 delays. PRP has requested these days based upon the presumption that these delays were beyond their control. The delays were resultant from environmental (rain) and pandemic (COVID-19). The board was provided the response from the OUA engineer (Jeff Sumner, Sumner Engineering & Consulting, Inc.) which outlines the delays and resultant recommended days allowed for the delay. Executive Director Hayford explained that the engineer of record for the stormwater portion of the project, Stefan Matthes, of Culpepper & Terpening, has worked closely with SEC to prepare this letter. Both engineering groups have concluded this time request is fair with respect to the loss. The procedure is in compliance with project documents. Executive Director Hayford advised the board that Culpepper & Terpening will

present this same time request to the BOCC on Tuesday, October 12th. The board was provided Change Order No. 1 which allows for 52 additional calendar days at no cost to the Contract Price. **Motion by Tommy Clay that Change Order No. 1 be approved with the condition of approval by the BOCC. Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 22 ‘Public Comments’ There were none

Chairperson Creasman addressed Agenda Item No. 23 ‘Items from the Attorney’ There were none

Chairperson Creasman addressed Agenda Item No. 24 ‘Items from the Executive Director’ Executive Director Hayford gave an update on current projects.

Chairperson Creasman addressed Agenda Item No. 25 ‘Items from the Board’ Chairperson Creasman requests the board discuss the current Board Meeting days and times. There was a brief discussion regarding the time change. **Motion by Steve Nelson to move the Board Meeting to 9:00 A.M. on the 2nd Monday of the month. Second by Tommy Clay. Vote unanimous (4-0), motion carried.**

There being no other business, meeting adjourned at 9:41 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.

Chairperson

Executive Director (Secretary)