

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Monday, October 12, 2020 10:00 A.M.
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida

Chairperson Nelson called the meeting to order at 10:00 A.M. with the following members and alternates present:

Board Members:

Melanie Anderson*
Steve Nelson*
John Creasman*

Alternates:

Harry Moldenhauer
Jeff Fadley**

Absent:

*Voting Board Members

**Voting Tommy Clay's Abscense

OUA Members:

John Hayford
George Gall
Kristy Hamblen
Tom Conely
Michelle Willoughby

The Pledge of Allegiance was led by Chairperson Nelson.

Chairperson Nelson addressed Agenda Item No. 2 'Meeting Minutes from September 14, 2020' Motion by John Creasman to approve the Meeting Minutes from September 14, 2020. Second by Jeff Fadley. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 3 'Employee Recognition' Chairperson Nelson presented Benjamin Leighton with a check and a Certificate of Appreciation for his 20 years of service to the OUA. Chairperson Nelson also recognized James Stratton, Jr., who was not present, for his 20 years of service to the OUA.

Chairperson Nelson addressed Agenda Item No. 4 'Consent Agenda' Motion by John Creasman to approve the Consent Agenda as follows:

Consent Agenda Item No. 5 'Finance Report for the period ending September 30, 2020'

Consent Agenda Item No. 6 'Invoice from Eckler Engineering, Inc., in the amount of \$24,990.00 – Pine Ridge Park Utility Improvements – Professional Services

Consent Agenda Item No. 7 'Invoice from Vocelle and Berg, LLP in the amount of \$906.26'

Second by Jeff Fadley. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 8 ‘Investment Policy Revisions’ Finance Director Gall advised that staff recently attended a Public Funds Investment Training. Finance Director Gall discussed the need for stricter policies, not taking a market risk of securities greater than 3 years. **After a brief discussion John Creasman recommended that Agenda Item #8 be tabled until November Board Meeting.**

Chairperson Nelson addressed Agenda Item No. 9 ‘Investment Report’ Finance Director Gall reviewed OUA’s Investment Portfolio. This item is for informational purposes only

Chairperson Nelson addressed Agenda Item No. 10 ‘Storage Tank Allowance Authorizations’ Executive Director advised that this project is approaching substantial completion date.

Allowance Authorization #4-4 is for structural repairs to the existing Motor Control Center building. The General Contractor intends to pull the walls back together, provide steel gusset plates, bolts and sealant to provide for a tight/sealed wall. The cost is \$2,497.75; however the contingency set aside will be utilized to cover the cost.

Allowance Authorization #5-2 is for replacement of exterior doors due to rusting and structural failure. The cost is \$14,916.74; however the contingency set aside will be utilized to cover the cost.

Motion by Jeff Fadley to approve Allowance Authorization #4-4 in the amount of \$2,497.75 and Allowance Authorization #5-2 in the amount of \$14,916.74. as presented. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 11 ‘Storage Tank Project – Corrected Pay Applications’ Executive Director Hayford advised that RJ Sullivan had submitted pay applications with errors. The errors were found prior to OUA sending payment for Pay Application No. 17. Staff issued the check in the amount of \$92,540.28 for Pay Application No. 17 and a separate check in the amount of \$45,765.47 as an additional payment for Pay Application No. 16. RJ Sullivan revised both pay applications to reflect the true payment amounts. **Motion by John Creasman to approval Corrective Action for Pay Applications No. 16 (\$45,765.47) and No. 17 (\$92,540.28) payable to RJ Sullivan. Second by Jeff Fadley. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 12 ‘SWTP 3.0 MG Tank Project – Revised Construction Schedule’ Executive Director Hayford advised that the project has not reached substantial or final completion as of the date of this meeting due to a delivery delay. The storage tank is expected to come online in the next few weeks; if successful, substantial completion will be considered. Final completion is listed as December 3, 2020. This is for informational purposes only.

Chairperson Nelson addressed Agenda Item No, 13 ‘SWTP 3 MG Tank Project –Engineer Contract Extension’ Executive Director Hayford advised that contractor for the Water Treatment Plant Improvements project has gone over on the allocated time for construction. Eckler Engineering, Inc., being aware of this time constraint, has attempted to make their contract time and fee schedule cover the additional time. However, as much as they tried, a time extension to their contract will be necessary. **Motion by Jeff Fadley to approve Revision 1 to Task Order 8 to**

Eckler Engineering, Inc. in the amount of \$58,800. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 14 ‘Lakeview Estates Sewer Expansion’ Executive Director Hayford advised that the Contractor working on the wastewater treatment plant demonstration project for Lakeview Estates is required by the state appropriation to connect in the seven lots on the north end of the development. When the sewer collection system was constructed for Lakeview, it was not made available to these lots. The contractor will be extending the sewer piping to these lots. The OUA connection fees were not specifically part if the funding and letters will be sent regarding connection fees. The connection costs are \$1,330.00 and the owner would have an option to sign up for 12 or 24 month payment plans. **Motion by John Creasman to approve the \$1,330.00 connection fees and payment plan options. Second by Jeff Fadley. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 15 ‘City Septic to Sewer Project’ Executive Director Hayford advised that the City of Okeechobee is moving forward with a mandatory sewer connection policy. Executive Director Hayford recommends sending out RFP to the engineering community to determine the costs, what kind of construction is needed and how to serve the customers. John Creasman asks if this project can be added to the SW Section, John Hayford indicates that it could not as the design phase is nearing completion and the addition would cause lengthy delays. Board Member Fadley recommends that the engineering firms make a presentation to the board with RFP submissions. The OUA Board appointed Board Member John Creasman to be on SW RFP Review Committee. **Motion by Jeff Fadley to approve to advertise an RFP to the engineering community. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 16 ‘Okeechobee County Easement Request – Mohawk Property’ Executive Director Hayford advised that Okeechobee County is requesting a stormwater easement on the Mohawk Property. **Motion by Jeff Fadley to approve the easement contingent upon adjoining property owners granting an easement. Second by John Creasman. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 17 ‘Customer Shut-Off’ Executive Director Hayford presented the current numbers of unpaid accounts through the end of September 2020. Normal billing procedures were resumed with the September billing. This is for informational purposes only.

Chairperson Nelson addressed Agenda Item No. 18 ‘Okeechobee Board Room Improvements’ Executive Director Hayford advised that a proposal was submitted by BIS Digital in the amount of \$19,963.63, for audio and video improvements to the Board Room. **Finance Director Gall out at 10:49am and in at 10:52am. Motion by Jeff Fadley to approve the BIS Digital Proposal in the amount of \$19,963.63. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 19 ‘Public Comments’ There were none.

Chairperson Nelson addressed Agenda Item No. 20 ‘Items from the Attorney’ Attorney Conley informed the board that Executive Director Hayford’s evaluation was completed and that he had received an excellent recommendation.

Chairperson Nelson addressed Agenda Item No. 21 ‘Items from the Executive Director’ Executive Director Hayford provided the board with an update of COVID, SW Wastewater Service Area, and water main to Cemetery Road. Board Member Anderson asked if it was possible for OUA to take over the wastewater plant from OYDC. Executive Director Hayford is not recommending that the OUA takeover the facility. Bring water main to cemetery road. Board Member Creasman asked about a possible expansion to R-Bar Estates as customers (30%) have shown interest. It is recommended that R-Bar Estates be added to the master plan.

Executive Director Hayford states that the contractor has completed all work on the emergency 24-inch water main repair and FDOT has signed off on the roadway restoration, PRP construction has submitted the final pay application for \$9,122.20. Hayford recommends approval of the PRP Construction final pay application including retainage in the amount of \$9,122.20. **Motion by Jeff Fadley to approve final pay application to PRP Construction in the amount of \$9,122.20. Second by John Creasman. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 22 ‘Items from the Board’ Chairperson Nelson congratulates Executive Director Hayford on his glowing recommendation.

There being no other business, meeting adjourned at 11:10 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)