

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Monday, November 8, 2021 8:30 A.M.

Okeechobee Utility Authority

100 SW 5th Avenue

Okeechobee, Florida

Chairperson Creasman called the meeting to order at 9:00 A.M.

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

Board Members:

Melanie Anderson*

John Creasman*

Tabitha Trent*

Alternates:

Jeff Fadley**

Harry Moldenhauer

Absent:

Tommy Clay

Glenn Sneider

Steve Nelson

*Voting Board Members

**Voting in either Tommy Clay or Steve Nelson's Absence

OUA Members:

John Hayford

George Gall

Tom Conely

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 October 11, 2021. Motion by Jeff Fadley to approve the Meeting Minutes from October 11, 2021 as presented. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 3 'Consent Agenda' Motion by Tabitha Trent to approve the Consent Agenda as presented:

Consent Agenda Item No. 4 'Finance Report for the period ending October 11, 2021

Consent Agenda Item No. 5 'Invoice from Holtz Consulting Engineers, Inc. – FDOT Water Main Replacement US441SE in the amount of \$785.50'

Consent Agenda Item No. 6 'Invoices from Thorn Run Partners in the amount of \$3,500.00 and \$3,500.00'

Consent Agenda Item No. 7 'Invoice from MacVicar Consulting, Inc. in the amount of \$250.00'

Second by Jeff Fadley. Vote Unanimous (4-0), motion carried. Steve Nelson in at 9:03 A.M. Jeff Fadley to vote for Tommy Clay.

Chairperson Creasman addressed Agenda Item No. 8 'US 441SE Water Main Adjustment'

Executive Director Hayford discussed that this project involved the replacement of some existing 6-Inch water main installed in the FDOT right-of-way. The FDOT has a drainage project in which was

in the existing OUA water main was in the way of the new drainage piping. The OUA was tasked with moving the water main out of the way. The work has been successfully completed. Executive Director Hayford discussed Change Order No. 1 which deletes unused work elements in the contract. Change Order No. 1 deletes \$30,400.00 from the original contracted price. **Motion by Jeff Fadley to approve Change Order No. 1 deleting \$30,400.00. Second by Melanie Anderson Vote unanimous (5-0), motion carried.**

Executive Director Hayford reviewed the Final pay application for this project. Pay Application No. 2 includes the last completed elements of the work as well as retainage. **Motion by Jeff Fadley to approve Pay Application No. 2 in the amount of \$10,393.50 to Hinterland Group. Second by Melanie Anderson Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 9 ‘Connors Gables Engineering Proposal’ Executive Director Hayford discusses the water main project that had been approved for SE 8th Street. The scope of work proposed for this project will require public bidding of the construction work. Holtz Consulting Engineers, Inc. was asked to modify their work product utilized on the successful US441SE Water Main Adjustment project and prepare a scope of work and fee schedule for the Connors Gables project. It is intended to use much of the same project specification manual and standard plan details from the US441 project for this project. Executive Director Hayford provided the scope of work (SOW) and fee schedule for the SE 8th Street project in Connors Gables. The SOW includes preparation of plans and specifications. The OUA will permit the project, bidding services, provide construction services and project closeout. **Motion by Tabitha Trent to approve accept the proposal from Holtz Engineering, Inc. in the amount of \$14,840.00 and authorize the execution of the proposal by OUA staff. Second by Jeff Fadley Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 10 ‘NW 5th Street Gravity Sewer’ Executive Director Hayford discusses that Okeechobee County is finalizing the design of some new buildings at the County Jail. One element of the design is wastewater disposal. During the design process wastewater flows were projected to go east towards the OUA owned NAPA lift station. However, this station has limited pump capacity and storage and could not reasonably accept the new proposed flow from the new jail complex. The design teams looked at sending the flow to the west, and ultimately, to a different wastewater lift station. However, the nearest existing OUA facility was on NW 5th Street and just west of NW 9th Avenue. OUA staff teamed with S.L. Dobbs Engineering LLC, the site engineer for the jail, to conduct a preliminary assessment/feasibility to determine whether or not existing piping facilities could be utilized. Executive Director further discusses that there were two options that were evaluated. Option A: the sanitary force main from the jail complex would discharge in to the manhole and has a potential lower capital cost. However, there may be some sewer gases released from the force main that may be cause for nearby residents to experience sewer odors on occasion. It will supply limited customer expansion capability. Option B: the gravity sewer would be extended eastward approximately 250 feet and the force main could terminate at that point. This option has a higher capital cost. However, it will allow for easier connection from the undeveloped parcels on the eastside of NW 9th Avenue. A very preliminary cost estimate provides a range of cost for 250LF of 8” gravity sewer from \$45,000 to \$60,000. The OUA might recover some of this cost from the property owner when development occurs. There was a brief discussion

regarding the options presented. **Motion by Jeff Fadley to approve Option B extending the gravity sewer eastward. Second by Steve Nelson Vote unanimous (5-0), motion carried.**

Executive Director Hayford discusses that Steven L. Dobbs Engineering, LLC submitted a proposal with the scope of work and fee schedule. Also included is a preliminary plan view of the proposed wastewater piping. **Motion by Tabitha Trent to accept the proposal from Steve L. Dobbs Engineering, LLC and authorize the execution of the proposal by OUA staff. Second by Steve Nelson Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 11 ‘NW 26th Avenue WM Update’ Executive Director Hayford discusses that letters were sent to five homeowners. The letters contained the cost to connect (\$674.00), payment methods and a return/self-addressed, stamped envelope for them to respond as to interest in the project. As of the date of the meeting, there have been no responses. There was a brief discussion. **Motion by Jeff Fadley to table this agenda item until the December 13, 2021 Board Meeting. Second by Steve Nelson Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 12 ‘NW 16th Avenue WM Update’ Executive Director Hayford informs the board that multiple residents have contacted the OUA concerning water main service on NW 16th Avenue. OUA staff mailed thirteen letters to property owners providing connection fees, methods of payment and a return envelope to respond. The OUA has received five positive letters back. Executive Director Hayford discussed the preliminary cost estimate (\$41,665.00) for the proposed piping system. **Motion by Jeff Fadley to approve \$41,665.00. Second by Steve Nelson Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 13 ‘State Delegation Hearing’ Executive Director Hayford reviewed discussed the State Delegation Hearing scheduled for November 9, 2021 and items of discussion for that meeting. **Motion by Steve Nelson that Executive Director John Hayford is to represent the OUA in the absence of John Creasman. Second by Jeff Fadley Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 14 ‘Approval of Board of County Commissioners Invoice’ Executive Director Hayford discussed that the Board of County Commissioners (BOCC) and City of Okeechobee Council (City) initiated a review committee to look at possible changes to the OUA Interlocal Agreement. The review committee was made up of two members from the BOCC and City. The OUA was asked to have two OUA Board members present for discussion purposes, but they were not allowed to vote on any actionable items. Executive Director Hayford informs the Board that the OUA received a billing from the BOCC for a one third share of the invoice from a professional law firm that provided for a legal review/opinion on a determination of whether or not an elected official could be appointed to the OUA Board. This agenda item is to make the OUA Board aware of the billing and that the OUA Board approves of payment. There was a brief discussion regarding this agenda item. **Motion by Jeff Fadley to pay no portion of the bill. Second by Melanie Anderson Vote unanimous (5-0), motion carried.**

There was further discussion regarding this topic between. **Motion by Jeff Fadley to reconsider**

decision not to pay in the future provided that OUA is furnished with supporting information, attorney opinion and meeting minutes were there was discussion regarding cost sharing of attorney fees. Second by Steve Nelson Vote unanimous (5-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 15 ‘Chamber of Commerce Water Billing’ Executive Director Hayford discusses that during the late Spring 2021 (May), the City of Okeechobee did some outside improvements to the city building currently used by the Chamber of Commerce. One of the improvements was landscaping to include plants and sod. At the completion of this work, an irrigation system was connected to the OUA water supply for the building. The monthly utility bill paid by the Chamber went from \$25 to \$40 (<1,000 gallons per month) range to \$78.03 ((8,793 gallons) the first month, then to \$220.95 (30,447 gallons) up to \$621.60 (91,151 gallons). The Chamber has paid these bills. During this time, the Chamber had plumbers look for leaks, City employees to look for possible leaks outside, all to no avail. It kept coming back to the landscape watering which was disconnected from the OUA water supply. Since the irrigation has been discontinued, their utility bills have been reduced dramatically. Executive Director Hayford discusses two options that were asked of the OUA. There was a brief discussion regarding this agenda item and no action taken.

Chairperson Creasman addressed Agenda Item No. 16 ‘Public Comments’ There were none

Chairperson Creasman addressed Agenda Item No. 17 ‘Items from the Attorney’ There were none

Chairperson Creasman addressed Agenda Item No. 18 ‘Items from the Executive Director’ Executive Director Hayford gave an update on current projects.

Executive Director Hayford discussed two proposed dates of December 9, 2021 and December 16, 2021 for the OUA Christmas Dinner. December 9th was decided.

Executive Director Hayford advised the board that there is a provision in the FY22 Budget to provide employee bonuses and it was requested that the board approve the distribution at the Christmas Dinner. **Motion by Melanie Anderson to approve distribution of the Employee Bonus at the Christmas Dinner on December 9, 2021. Second by Steve Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 19 ‘Items from the Board’ There were none

There being no other business, meeting adjourned at 9:56 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)