

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Monday, November 9, 2020 10:00 A.M.
Okeechobee Utility Authority
100 SW 5th 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*

Alternates:

Harry Moldenhauer
Jeff Fadley

Absent:

*Voting Board Members

OUA Members:

John Hayford
George Gall
Jamie Mullis
Tom Conely
Michelle Willoughby

The Pledge of Allegiance was led by Chairperson Nelson.

Chairperson Nelson addressed Agenda Item No. 2 ‘Meeting Minutes from October 12, 2020’ John Creasman advised that on Agenda Item No. 8, Investment Policy Revisions, it should read “Agenda Item #8 be tabled” Creasman also advised that on Agenda Item No. 14 it should read “Unanimous (4-0)” not “Unanimous (5-0)” **Motion by John Creasman to approve the Meeting Minutes from October 12, 2020 as amended. Second by Tommy Clay. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 3 ‘Employee Recognition’ Chairperson Nelson recognized Ben Burkes and Patrick Anderson, who were not present, for their 5 years of service to the OUA.

Chairperson Nelson addressed Agenda Item No. 4 ‘Consent Agenda’ Motion by Tommy Clay to approve the Consent Agenda as follows:

Consent Agenda Item No. 5 ‘Finance Report for the period ending October 31, 2020’

Consent Agenda Item No. 6 ‘Invoice from Eckler Engineering, Inc. – PRP Utility Improvements in the amount of \$19,992.00’

Consent Agenda Item No. 7 ‘Invoice from Eckler Engineering, Inc. – WTP Improvements in the amount of \$29,142.57’

Consent Agenda Item No. 8 ‘Invoices from RJ Sullivan Corp – WTP Improvements in the amounts of \$86,440.50 and \$248,265.48’

Consent Agenda Item No. 9 ‘Invoices from OneWater, Inc. – Lakeview Estates WWTP in the amounts of \$32,725.00 and \$36,765.00’

Consent Agenda Item No. 10 ‘Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project in the amount of \$77,605.76’

Consent Agenda Item No. 11 ‘Invoice from Sumner Engineering & Consulting, Inc. – Oak Lake Estates in the amount of \$22,620.00’

Consent Agenda Item No. 12 ‘Accounts to be Written Off’

Consent Agenda Item No. 13 ‘2020 OUA Board of Director’s Meeting’

Consent Agenda Item No. 14 ‘2021 OUA Holidays’

Consent Agenda Item No. 15 ‘Surplus Items’

Second by Melanie Anderson. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 16 ‘OUA Pension Board Trustee Vacancy’ Executive Director John Hayford introduced Pension Board Chairman, Jamie Mullis to the board. Pension Board Chairman Mullis informed the board that Tabitha Trent had resigned from the Board of Trustees. Pension Board Chairman Mullis requested approval from the board to advertise in the local paper and OUA website for this vacancy. **Motion by John Creasman to approve to advertise a vacancy on the Board of Trustees. Second by Tommy Clay. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 17 ‘Proposed Amendment to the OUA Employees Retirement System’ Pension Board Chairman Mullis discussed a proposed amendment of the Pension Plan to add a sixth Trustee to the Board of Trustees. Pension Board Chairman Mullis informed the board that the change was brought up and discussed at the November 2, 2020 Pension Meeting and according to the Operating Rules & Procedures no change can be made to the Retirement Plan except by action of The OUA Board of Directors. After a brief discussion it was determined no change to the Pension Plan would be made. No Action Taken.

Chairperson Nelson addressed Agenda Item No. 18 ‘Investment Policy Revisions’ Finance Director George Gall discussed the information that was obtained regarding guaranteed investment contracts (GIC). Finance Director Gall advised the board that due to the uniqueness of a GIC, it is not suitable investment for OUA’s investment portfolio. Investment policy with proposed changes was provided to the board for review. **Motion by Tommy Clay to approve the Investment Policy as revised. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 19 ‘Maintenance Truck Damage’ Executive Director John Hayford advised the board that on October 6, 2020 an OUA Maintenance Vehicle was involved in an accident while legally parked in the road right of way. The OUA truck sustained enough damage for the insurance company to declare the truck “totaled”. OUA staff determined that this truck had recently had new tires installed and the utility body was in better shape than a similar sized truck that is still in use. OUA staff elected to buy the truck

back from the insurance company (\$3,062.33). At a minimum, the tires/rims can be placed on another vehicle and utility bodies can be switched. Once completed, this wrecked vehicle will be sold as is with a salvage title. **Motion by Tommy Clay to declare the vehicle as surplus and authorize disposal. Second by John Creasman. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 20 ‘Maintenance Truck Purchase’ Executive Director John Hayford reviewed bids for the purchase of a new maintenance truck. **Motion by Tommy Clay to approve the purchase of the new maintenance truck from Gilbert Chevrolet. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 21 ‘6-Inch Mobile Pump Package’ Executive Director Hayford discussed the purchase a 6-Inch Mobile Pump Package. Executive Director Hayford recommends the purchase of either a Holland or BBA pump based upon a successful demonstration of their pump to work within the OUA system. **Motion by Tommy Clay to approve the purchase of a new 6-Inch Mobile Pump Package. Second by John Creasman. 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’ There were none.

Chairperson Nelson addressed Agenda Item No. 21 ‘Items from the Executive Director’ Executive Director Hayford provided the board with an update on the Southwest Wastewater Service Area Southwest 8th Avenue Water Main Replacement, and Water Main to Cemetery Road WWTF. Board Room Improvements are scheduled for January 13-14, 2021. RFP for SW 5th Avenue Wastewater System Improvements has been advertised. John Creasman will assist in reviewing the RFP’s. After review the RFP’s will brought back to the board.

Executive Director Hayford discussed a proposed date of December 17, 2020 for the OUA Christmas Dinner. Executive Director Hayford advised the board that there is a provision in the FY21 Budget to provide employee bonuses and it was requested that the board approve the distribution at the Christmas Dinner. **Motion by Tommy Clay to approve distribution of the Employee Bonus at the Christmas Dinner on December 17, 2020. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 22 ‘Items from the Board’ None requiring action.

There being no other business, meeting adjourned at 11:12 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)

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