

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Thursday, February 17, 2022 8:30 A.M.

Okeechobee Utility Authority

100 SW 5th Avenue

Okeechobee, Florida

Chairperson Creasman called the meeting to order at 8:36 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*

Tabitha Trent*

Alternates:

Glenn Sneider

Absent:

Jeff Fadley

Harry Moldenhauer

*Voting Board Members

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 ‘Agenda Additions or Deletions’ There were no additions or deletions to the agenda. **Motion by Steve Nelson to accept the Agenda as written. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 3 ‘Meeting Minutes from January 10, 2022. Motion by Steve Nelson to accept the Meeting Minutes from January 10, 2022 as written. Second by Tommy Clay. Vote unanimous (5-0), motion carried.

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

Consent Agenda Item No. 5 ‘Finance Report for the period ending January 10, 2022’

Consent Agenda Item No. 6 ‘Invoices from Holtz Consulting Engineers Inc. – Connors Gables Watermain Extension in the amounts of \$13,356.00 and \$1,484.00’

Consent Agenda Item No. 7 ‘Invoices from Eckler Engineering, Inc. – Pine Ridge Park Utility Improvement in the amounts of \$3,001.81 and \$6,003.62’

Consent Agenda Item No. 8 ‘Invoice from Sumner Engineering & Consulting, Inc – SW -

Wastewater Service Area Project (Part E) in the amount of \$57,147.84'

Consent Agenda Item No. 9 'Invoice from Sumner Engineering & Consulting, Inc. – Tortoise Surveying and Permitting in the amount of \$4,485.00'

Consent Agenda Item No. 10 'Invoice from Sumner Engineering & Consulting, Inc. – SW 5th Avenue Sewer in the amount of \$12,357.12'

Consent Agenda Item No. 11 'Invoice from MacVicar Consulting, Inc. in the amount of \$250.00'

Consent Agenda Item No. 12 'Invoices from Thorn Run Partners in the amounts of \$3,500.00 and \$3,500.00'

**Consent Agenda Item No. 13 'Accounts to be Written Off'
Second by Steve Nelson. Vote Unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 14 'Connors Gables Watermain Extension' Executive Director Hayford discusses that in late January 2022, The OUA received quotes from three suppliers of utility materials. Staff prepared a bid tabulation and the lowest bid was submitted by Core & Main in the amount of \$37,702.70. **Motion by Steve Nelson to approve the bid submitted by Core & Main in the amount of \$37,702.70. Second by Tabitha Trent. Vote unanimous (5-0), motion carried.**

Executive Director Hayford discusses that during the first week in February, the OUA received sealed bids for the Connors Gables Water Main Extension Project. There were three bidders for the project. Executive Director Hayford informed the board that Holtz Consulting Engineers, Inc., the engineer of record for the project, is making a recommendation to award the project to PRP Construction Group, LLC in the amount of \$141,472.00. **Motion by Steve Nelson to approve the bid submitted by PRP Construction Group, LLC in the amount of \$141,472.00. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

Executive Director Hayford discusses that the next item up for consideration is the issue of the Notice of Award, staff is requesting the authorization to issue the Notice of Award to PRP Construction Group, LLC for the Connors Gables Watermain Extension. **Motion by Steve Nelson to approve the OUA Board Chair to execute the Notice of Award to PRP Construction Group, LLC. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 15 'SWSA Mater Pump Station' Executive Director Hayford discusses that on December 22, 2021, the OUA received bids for the Southwest Service Area Master Pump Station project. At the January 10, 2022, OUA Board Meeting, a recommendation of award to Felix Associates of Florida, Inc. (Felix) was approved. The bid amount to construct the Master Pump Station is \$1,894,600.00 which was approved as an element of the Notice of Award. The Notice of Award was executed and submitted to Felix. Since that time Felix has obtained the required documents (agreement, insurance, bonds, etc.). Executive Director Hayford informs the Board that once the Notice to Proceed is executed, contract time begins and Felix will have 365 calendar days to reach substantial completion and 425 calendar days to reach final completion with time for construction beginning upon issuance of Notice to Proceed. Executive Director Hayford discusses that during the course of their project, it is the intent of the OUA to purchase several pieces of equipment (generator, odor control equipment and

pumps/control equipment). All costs associated with the purchases will be deducted from the MPS contract price. The OUA will realize a cost savings to the project since this material will be purchased tax-free. There was a brief discussion. **Motion by Tommy Clay to approve the execution of the Notice to Proceed for the SWSA Master Pump Station Project. Second by Steve Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 16 ‘SWSA Master Force Main – Material Bid’ Executive Director Hayford discusses that on February 9, 2022, the OUA received bids from various materials suppliers for the Southwest Service Area Master Force Main project. This bid was for material only and does not include any construction. The OUA received quotes from four suppliers of utility materials. The materials bid was produced for two main reasons. Firstly, due to COVID related issues, the utility industry, like many other industries, has seen significant delays in material deliveries. What the OUA did not want to experience, is to make an award for construction of the force main only to wait 3 – 6 months for delivery of material prior to initiating the work. Secondly, if the OUA were to purchase the material, the OUA could realize a cost reduction in the project due to the savings on a tax-free purchase. In this case, approximately \$45,000. An additional materials consideration was the piping material and diameter. Executive Director Hayford discusses that the original design called for 10-inch PVC piping. In discussions with various suppliers, the OUA was led to believe that the lead time for PVC piping was longer than HDPE piping. However, the wall thickness of the HDPE pipe versus a PVC pipe, both the same outside diameter, the inside diameter of the HDPE pipe is smaller than the inside diameter of the PVC pipe. To compensate for this loss of inside diameter, a 12-inch HDPE is required to meet the hydraulic capacity of a 10-inch PVC pipe. The SWSA MFM project hydraulically connects the SWSA project to the existing OUA owned regional pump station (NW-15) up near the airport soccer fields. This project is in the final planning stages and should go out to bid around the middle of March 2022. Executive Director Hayford discusses that OUA staff set up two different bids: one with using primarily 10-inch PVC piping and the other bid utilizing just 12-inch HDPE piping. In review of the bids, 12-inch HDPE piping does have a lower price and has a shorter delivery time. Staff prepared a bid tabulation and the lowest bid was submitted by Core & Main for the 12-inch HDPE piping in the amount of \$646,110.98. **Motion by Steve Nelson to approve the bid submitted by Core & Main of a not to exceed amount of \$646,110.98. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 17 ‘SWSA Interconnect’ Executive Director Hayford discussed that in the design of the SWSA project, a sanitary force main connecting an existing force main on SW 3rd Avenue to the SWSA Master Pump Station (MPS) was planned. This interconnect will provide two benefits. Executive Director Hayford discusses that the first benefit is the flow from an existing force main to the MPS will assist the MPS working early on when the flows from Project 2 and the Okee-Tantie areas are minimal. Executive Director Hayford discusses the second benefit to the OUA is by diverting flow to the SWSA MPS, it will decrease the flow/loadings sent to SE-2. This station (SE-2), is currently overloaded at times. Executive Director Hayford discusses that to accomplish the task of directing flow to the SWSA MPS, a pump station was needed along the route. Executive Director Hayford discusses that a developer, 15th Street Homes LLC, has planned a development that needs a pump station to serve the site. The team contacted the developer concerning the need to locate a pump station on their site in return of allowing their development to tie in when needed. Executive Director Hayford discusses that to accomplish this goal, an Acquisition Agreement was developed and executed by the property owner. OUA Board Attorney,

Mr. Tom Conely, provided background information regarding this document and to answer questions. A closing date of April 15, 2022 was proposed. There was a brief discussion. **Motion by Steve Nelson to approve the Acquisition Agreement with a closing date of April 15, 2022 and to authorize the OUA Board Chair to execute this agreement. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 18 ‘Okee-Tantie Engineering RFP’

Executive Director Hayford discusses that the selected engineering team has begun developing a scope of work and fee schedule for this project. They have also been busy coordinating specific aspects of the field data gathering approach. Executive Director Hayford informs the Board that due to delays encountered with previously scheduled time off and COVID, the final scope of work and fee schedule will be delivered at the March OUA Board meeting. *Informational Purposes Only.*

Chairperson Creasman addressed Agenda Item No. 19 ‘SW 5th Avenue Engineering Report’

Executive Director Hayford discusses the SW 5th Avenue Septic to Sewer Conversion Preliminary Evaluation Report prepared by Sumner Engineering & Consulting, Inc. (SEC). Mr. Jeff Sumner made a presentation of the Evaluation Report to the Board. During the presentation three methods of wastewater collection were made: gravity, vacuum and low-pressure sewer systems. Each type of system for use was evaluated in the study area and produced a preliminary cost estimate. After the presentation there was a brief discussion.

Motion by Tommy Clay to develop scope of work and fee schedule for the low-pressure system to serve the residential area of SW 7th Avenue/5th Avenue to SW 3rd Avenue to be presented at the next board meeting. Second by Steve Nelson. Vote unanimous (5-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 20 ‘SWSA Project 1 Additional

Engineering Fees’ Executive Director Hayford discusses that the Okeechobee Utility Authority and Sumner Engineering & Consulting, Inc., entered in to a professional services contract (19-04) in April 2019 for the Southwest Wastewater Service Area project. Executive Director Hayford discusses that additional services are authorized on an as need basis. Executive Director Hayford discusses additional work for this project: Changing force main diameters from a previous design diameter to meet the new diameters per current availability (10” to 12” and on the other project from 6” to 8”) and adding a pump station to the SE2 Interconnect force main . Executive Director Hayford discusses that the original contract had two projects for bidding (master pump station and master force main). Current design has divided the pump station into two bids and the master force main has been divided in to two bids; we now have a total of four bids. Executive Director Hayford discusses the request for Additional work authorization in the amount of \$36,220.00 by Sumner Engineering & Consulting, Inc. **Motion by Melanie Anderson to approve the Additional Work Authorization submitted by Sumner Engineering & Consulting, Inc., in the amount of \$36,220.00. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 21 ‘Public Comments’ There were none

Chairperson Creasman addressed Agenda Item No. 22 ‘Items from the Attorney’ Attorney Tom Conley provided the board with an update on the Beaty Easement. **Motion by Tommy Clay to**

authorize the Board Chair to sign, execute and record the Beaty Easement. Second by Steve Nelson. Vote unanimous (5-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 23 ‘Items from the Executive Director’
Executive Director Hayford gave an update on current projects.

Chairperson Creasman addressed Agenda Item No. 24 ‘Items from the Board’ Executive Director Hayford discusses that at the January 2022 Meeting there was a discussion regarding moving the board meeting to the 3rd Thursday of the month. There was a brief discussion.

Motion by Steve Nelson to accept the 3rd Thursday of each month at 8:30 A.M. Second by Tabitha Trent. Vote unanimous (5-0), motion carried.

There being no other business, meeting adjourned at 9:47 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)