

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Tuesday, February 20, 2024 8:30 A.M.
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida

Chairperson Clay called the meeting to order at 8:30 A.M.

Chairperson Clay addressed Agenda Item No. 1. Chairperson Clay led all participating attendees and visitors in the Pledge of Allegiance. Chairperson Clay called the roll as follows:

Board Members:

Tommy Clay*
John Gilliland*
Harry Moldenhauer*
Steven Nelson*
Tabitha Trent*

Alternates:

Melanie Anderson
Glenn Sneider

Absent:

*Voting Board Members

OUA Members:

John Hayford
Michelle Willoughby
Jamie Mullis

Chairperson Clay addressed Agenda Item No. 2 ‘Agenda Additions or Deletions’ There were no additions or deletions.

Chairperson Clay addressed Agenda Item No. 3 ‘Meeting Minutes from January 16, 2024. Motion by Harry Moldenhauer to accept the Meeting Minutes from January 16, 2024 as presented. Second by Steven Nelson. Vote unanimous (5-0), motion carried.

Chairperson Clay addressed Agenda Item No. 4 ‘Employee Recognition’ Chairperson Clay recognized Roy Padgett for his 5 years of service to the OUA. Jess Manson was not present for the recognition.

Chairperson Clay addressed Agenda Item No. 5 ‘Department Supervisor Updates’

Administration: Kristy Arnold advises the board that the department is fully staffed and requests that the Board still consider AMI.

Maintenance: Chris Weeks gave an update on the Maintenance Department. Advised that the Maintenance Department is expecting to have one vacancy this week.

WWTP: Jamie Gamiotea advises the board that the department is fully staffed.

SWTP: Kevin Rogers advises the board that the department is fully staffed. Advises that presently two operators need to pass testing. Advises that one employee still needs to meet time requirements to take certification test.

Jamie Mullis gave an overall update of all departments. Jamie Mullis advises the board that the Vac-Con truck is scheduled for delivery in February/March.

Chairperson Clay addressed Agenda Item No. 6 ‘Consent Agenda’ Motion by Steven Nelson to approve the consent agenda as presented:

- Consent Agenda Item No. 7 ‘Invoice from Sumner Engineering & Consulting, Inc – SW Wastewater Service Area Project (Part E) in the amount of \$27,310.00’**
 - Consent Agenda Item No. 8 ‘Invoice from Sumner Engineering & Consulting, Inc. – SW 5th Avenue LPSS Design and Permitting in the amount of \$9,775.20’**
 - Consent Agenda Item No. 9 ‘Invoice from Sumner Engineering & Consulting, Inc – Okee-Tantie Utility System Improvements in the amount of \$6,907.26’**
 - Consent Agenda Item No. 10 ‘Invoice from Anderson Andre Consulting Engineers, Inc – SWSA Project 2 Vacuum Collection System in the amount of \$12,360.50’**
 - Consent Agenda Item No. 11 ‘Invoice from CHA – Pine Ridge Park Utility System Upgrade – SDC in the amount of \$10,908.94’**
 - Consent Agenda Item No. 12 ‘Invoices from CHA – Vac Station #2 Generator Replacement in the amounts of 1,165.50 and 2,997.00’**
 - Consent Agenda Item No. 13 ‘Invoice from CHA – SWTP PH Evaluation in the amount of \$600.00’**
 - Consent Agenda Item No. 14 ‘Invoice from Hinterland Group, Inc. – Pine Ridge Park Utility Improvements in the amount of \$121,858.97’**
 - Consent Agenda Item No. 15 ‘Invoice from Hinterland Group, Inc – SWSA Project 2 in the amount of \$369,339.17’**
 - Consent Agenda Item No. 16 ‘Invoice from Hinterland Group, Inc – SW 24th Avenue Asbestos Concrete Pipe Removal in the amount of \$60,681.25’**
 - Consent Agenda Item No. 17 ‘Invoice from Holtz Consulting Engineers, Inc. – AC Pipe Removal in the amount of \$2,220.00’**
 - Consent Agenda Item No. 18 ‘Invoice from Holtz Consulting Engineers, Inc – SR78 Watermain Improvements in the amount of \$2,873.00’**
 - Consent Agenda Item No. 19 ‘Ring Power Corporation – Pine Ridge Park Vacuum Station Generator in the amount of \$134,635.00’**
 - Consent Agenda Item No. 20 ‘Invoice from Thorn Run Partners in the amount of \$3,500.00’**
 - Consent Agenda Item No. 21 ‘Invoice from MacVicar in the amount of \$250.00’**
- Second by Tabitha Trent. Vote unanimous (5-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 22 ‘Salary Analysis & Benefits Survey – Evergreen Solutions’ Rob Williamson, Project Manager for Evergreen Solutions was present to review their findings and recommendations from the Salary Analysis and Benefits Survey they conducted. *Glenn Sneider out at 8:54 A.M.* Rob Williamson advises that final reports will be presented at a later date.

Chairperson Clay addressed Agenda Item No. 23 ‘Finance Report’ Finance Director Hamilton reviews the Finance Report for period ending January 31, 2024. Finance Director Hamilton reviews. *Attorney, Tom Conely in at 9:23 A.M.* **Motion by Tabitha Trent to approve the Finance Report as presented. Second by Steven Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 24 ‘Investment Report’ Finance Director Hamilton discusses the Investment Report. Finance Director Hamilton discusses that per OUA’s Investment Policy, the Authority’s funds are maintained with an approved financial institution, SouthState Bank, or in treasury notes. Finance Director Hamilton discusses reviews the total interest received for FY23. **Motion by Steven Nelson to approve the Investment Report as presented. Second by Tabitha Trent. Vote unanimous (5-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 25 ‘NW14 Pump Replacement’ Executive Director Hayford discusses that there was an emergency request by the Maintenance Department for the replacement of two pumps at the NW14 pump station. The pump station has two submersible wastewater pumps. One pump was not working and was pulled out for examination by staff. Executive Director Hayford discusses that it was determined repairs were needed by an outside vendor. The OUA did not have a replacement pump that could be put in to this station to provide temporary service. Executive Director Hayford discusses that staff attempted to get quotes from various vendors for pump replacement. Hydra Services provided a quote and had replacement pumps in stock. Executive Director Hayford discusses that due to the pump station operating on one pump of the same age as the bad pump, staff went with the emergency purchase of the Hydra pumps. **Motion by Tabitha Trent to ratify the approval for the emergency purchase of two pumps from Hydra Services, Inc. in the amount of \$19,986.00. Second by Steven Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 26 ‘Cross-Connection Control Plan and Resolution’ Executive Director Hayford discusses the the FDEP has requested that the OUA update the June 2023 Cross-Connection Control Plan. Executive Director Hayford discusses that the plan is required to provide guidance to OUA staff to protect the potable drinking water system from unauthorized connections which could potentially contaminate the system. Executive Director reviews Resolution 24-01. **Motion by Tabitha Trent to adopt Resolution 24-01. Second by Steven Nelson. Vote unanimous (5-0), motion carried.**

Motion by Steven Nelson to approve the amended and reinstated Cross-Connection Control Manual. Second by Harry Moldenhauer. Vote unanimous (5-0), motion carried.

Chairperson Clay addressed Agenda Item No. 27 ‘SFWMD CUP Allocation Request’ Executive Director Hayford discusses that the OUA is in the process of attempting to request additional CUP allocation from SFWMD to meet the growing needs of the OUA potable water distribution system. Executive Director Hayford discusses that currently the OUA has under review multiple land

development projects. Executive Director Hayford discusses that staff is in need of professional engineering service to get through the SFWMD. Mr. Jeff Sumner was instrumental during the last OUA CUP review. Executive Director Hayford discusses the proposed scope of work and fee schedule from Sumner Engineering & Consulting, Inc. **Motion by Tabitha Trent to approve the time and materials initial proposed scope of work and fee schedule from Sumner Engineering & Consulting, Inc in the initial budget amount of \$30,000.00. Second by Steven Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 28 ‘TCI Engineering Scope of Work & Fee Proposal’ Executive Director Hayford discusses the scope of work and fee schedule for the proposed septic to sewer connections in Taylor Creek Isles. Executive Director Hayford discusses that there are approximately 20 homes that have failed to connect to the OUA vacuum sewer collection system that was installed many years ago. Executive Director Hayford discusses that the OUA advertised for RFP/RFQ engineering services. The OUA selection committee evaluated the solicitations received provided a ranking of which the OUA Board approved in December 2023. Executive Director Hayford discusses that it is anticipated that the engineering fees, constructions and possibly connection fees will be paid out of FDEP Grant WG105. **Motion by Tabitha Trent to approve CAS Associates Proposal OCASA 0322 in the amount of \$32,700.00 and execution of the same. Second by Steven Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 29 ‘Public Comments’ There were none

Chairperson Clay addressed Agenda Item No. 30 ‘Items from the Attorney’ There were none

Chairperson Clay addressed Agenda Item No. 31 ‘Items from the Executive Director’ Executive Director Hayford gave an update on current projects.

Chairperson Clay addressed Agenda Item No. 32 ‘Items from the Board’ Board Member Steven Nelson discussed the possibility of the OUA becoming more involved in community events.

There being no other business, meeting adjourned at 10:12 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 video recording of this meeting is on file in the Executive Director’s office.


Chairperson


Executive Director (Secretary)