

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Monday, February 8, 2021 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*
Tommy Clay*

Alternates:

Harry Moldenhauer
Jeff Fadley

Absent:

Tabitha Trent*

*Voting Board Members

OUA Members:

John Hayford
George Gall

Tom Conely
Michelle Willoughby

The Pledge of Allegiance was led by Chairperson Nelson.

Chairperson Nelson addressed Agenda Item No. 2 ‘Additions or Deletions’ There were none.

Chairperson Nelson addressed Agenda Item No. 3 ‘Meeting Minutes from January 11, 2021 Motion by Tommy Clay to approve the Meeting Minutes from January 11, 2021. Second by John Creasman. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 4 ‘Consent Agenda’ Request by John Creasman to pull Item #11 for discussion. Motion by John Creasman to approve the Consent Agenda as follows:

Consent Agenda Item No. 5 ‘Finance Report for the period ending January 11, 2021

Consent Agenda Item No. 6 ‘Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project in the amount of \$38,802.88’

Consent Agenda Item No. 7 ‘Invoice from Sumner Engineering & Consulting, Inc. – Oak Lake Estates in the amount of \$20,880.00’

Consent Agenda Item No. 8 ‘Invoices from OneWater, Inc. – Lakeview Estates WWTP in the amounts of \$63,900.00’

Consent Agenda Item No. 9 Invoice from Eckler Engineering, Inc. – PRP Utility Improvement in the amount of \$8,170.00’

Consent Agenda Item No. 10 ‘Invoices from RJ Sullivan Corp – WTP Improvements in the amounts of \$20,630.90’

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

Second by Tommy Clay. Vote unanimous (4-0), motion carried. Motion by John Creasman to approve

Chairperson Nelson addressed --- Consent Agenda Item No. 11 ‘Invoice from Vocelle and Berg, LLP is the amount of \$2,800.00’. John Creasman asked some questions concerning intent and direction of this item, was legal actions necessary and or planned. Executive Director Hayford assured OUA Board legal proceedings are a last resort and current actions are to recover connection fees. Motion by John Creasman to approve payment of \$2,800.00 to Vocelle and Berg, LLP. Second by Tommy Clay. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 13 ‘Discussion on Capital Connection Charges’ Executive Director Hayford presented item. After a brief discussion the board tabled item pending discussion with Raftelis.

Chairperson Nelson addressed Agenda Item No. 14 ‘Fulford Easement’ Executive Director Hayford advised that the OUA is nearing completion of the design of the Southwest Service Area force main. While the force main route uses existing rights-of-way where possible, at times, the force main does cross private property. OUA staff met with the property owner to discuss the easement request. OUA staff is recommending approval of the easement and the associated cost (\$10,000.00) paid to the owners of the Fulford property. Motion by Tommy Clay to approve payment in the amount of \$10,000.00 to the owners of the Fulford property for easement for SW Section. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 15 ‘Okeechobee Livestock Market Easement’ Executive Director Hayford advised that the OUA is nearing completion of the design of the Southwest Service Area force main. While the force main route uses existing rights-of-way where possible, at times, the force main does cross private property. The engineer and OUA staff met with the property owner to discuss the easement request. OUA staff is recommending approval of the easement and the associated cost (\$17,250.00) paid to the owners of the Okeechobee Livestock Market property. Motion by John Creasman to approve payment in the amount of \$17,250.00 to the owners of the Okeechobee Livestock Market property for easement for SW Section. Second by Tommy Clay. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 16 ‘Hall Easement’ Executive Director Hayford advised that the OUA is nearing completion of the design of the Southwest Service Area force main. While the force main route uses existing rights-of-way where possible, at times, the force main does cross private property. OUA staff met with the property owner to discuss the easement request. OUA staff is recommending approval of the easement and the associated cost (\$2,259.00) paid to the owners of the Hall property. Hayford Motion by Tommy Clay to approve payment in the amount of \$2,259.00 to the owners of the Hall property for easement for SW Section. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 17 ‘LP 47021 SWSA Amendment Number 1’ Executive Director Hayford discussed amendment to LP47021, which was originally slated for

Treasure Island and later redirected towards the Southwest Service Area project. The amendment addresses a schedule change to the work plan, which pushes the completion date to June 30, 2021. **Motion by Tommy Clay to approve as presented. Second by John Creasman. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 18 ‘SW 5th Avenue Engineering Services Agreement’ Executive Director Hayford presents a proposed agreement between Sumner Engineering & Consulting, Inc. The project will review a wastewater collection system. The engineering report will include project management/meetings, the evaluation and a review of funding sources. The total compensation package as detailed in the agreement is \$46,588.00. **Motion by Tommy Clay to approve as presented. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 19 ‘SW 5th Avenue Collection System’ Informational purposes only.

Chairperson Nelson addressed Agenda Item No. 20 ‘SWTP 3MG Storage Tank Project’ Executive Director Hayford updated the board on the SWTP 3MG Storage Tank Project. The project is nearing completion, which is set for February 15, 2021. Executive Director Hayford discusses Change Order #1, which is change the contract time, adding 193 days to the contract with no change to contract price and elimination of liquidated damages if the contractor completes all work by February 15, 2021. **Motion by John Creasman to approve Allowance Authorization #4-5 in the amount of \$32,340.36 . Second by Tommy Clay. Vote unanimous (4-0), motion carried.**

Motion by John Creasman to approve Change Order #1 authorizing additional time to the contract. Second by Tommy Clay. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 21 ‘Oak Lake Estates Project’ Executive Director Hayford discusses the Oak Lake Estates Project. This project is a collaborative project between the OUA and the County with the OUA being the lead agency for letting the project and overseeing construction. Bids were reviewed on January 20, 2021, There were three bidders with PRP construction being the apparent low bidder. **Motion by Tommy Clay to approve Interlocal Agreement between Okeechobee County, Florida and the Okeechobee Utility Authority. Second by John Creasman. Vote unanimous (4-0), motion carried.**

Motion by Tommy Clay to approve acceptance of low bid by PRP Construction subject to action by BOCC. Second by John Creasman. Vote unanimous (4-0), motion carried.

Motion by Tommy Clay to issue Notice of Award to PRP Construction subject to action by BOCC. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.

Motion by Tommy Clay to issue Notice to Proceed to PRP Construction subject to action by BOCC. Second by John Creasman. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 22 ‘Public Comments’ There were none

Chairperson Nelson addressed Agenda Item No. 23 ‘Items from the Attorney’ Attorney Tom Conely discusses the two (School Board and Mohawk Properties) Declaration of Restrictive Covenants which are required by the FDEP on recent property purchases in the Southwest Service Area Project. The covenants are to be joined to each parcel that is purchased through state grant funds. **Motion by John Creasman to approve the Declaration of Restrictive Covenants for the School Board and Mohawk Properties. Second by Tommy Clay. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 24 ‘Items from the Executive Director’ Executive Director Hayford gave an update on current projects. Executive Director Hayford also discussed an invoice from Eckler Engineering in the amount of \$4,998.00 for the Water Treatment Plant, which was received after the printing of the Agenda. **Motion by Tommy Clay to approve Invoice from Eckler Engineering in the amount of \$4,998.00. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 25 ‘Items from the Board’. None requiring action.

There being no other business, meeting adjourned at 11:37 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)