

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

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

Okeechobee Utility Authority

100 SW 5th Avenue

Okeechobee, Florida

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

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

Board Members:

Tommy Clay*

John Creasman*

Steve Nelson*

Alternates:

Harry Moldenhauer**

Absent:

Melanie Anderson

Jeff Fadley

Glenn Sneider

Tabitha Trent

*Voting Board Members

**Voting in Melanie Anderson's Absence

OUA Members:

John Hayford

Tom Conely

George Gall

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 'Election of Officers Executive Director Hayford presided over the meeting. Executive Director Hayford advised that all three current officers can serve in the same capacity as per the Interlocal Agreement. Executive Director Hayford explained that the Board needs to elect a Chairperson, Vice Chairperson and a 2nd Vice Chairperson. Executive Director Hayford called for nominations for the Chairperson. **Motion by Steve Nelson to reappoint John Creasman as Chairperson. Second by Tommy Clay. Vote unanimous (4-0), motion carried.** Executive Director Hayford relinquished meeting to Chairperson Creasman. Chairperson Creasman called for nominations for Vice Chairperson. **Motion by Tommy Clay to reappoint Tabitha Trent for Vice Chairperson. Second by Steve Nelson. Vote unanimous (4-0), motion carried.** Chairperson Creasman called for nominations for 2nd Vice Chairperson. **Motion by John Creasman to reappoint Steve Nelson as 2nd Vice Chairperson. Second by Tommy Clay. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 3 'Agenda Additions or Deletions'. Motion by John Creasman to add late submission for the Wise Request to Address the Board between Agenda Item 16 and Agenda Item No. 17. Second by Tommy Clay. Vote unanimous (4-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 4 ‘Meeting Minutes from February 17, 2022. Motion by Tommy Clay to accept the Meeting Minutes from February 17, 2022 as written. Second by Steve Nelson. Vote unanimous (4-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 5 ‘Employee Recognition’ Chairperson Creasman recognized George Gall for his 5 years of service to the OUA.

Chairperson Creasman addressed Agenda Item No. 6 ‘Consent Agenda’ Motion by Tommy Clay to accept the Consent Agenda as follows:

Consent Agenda Item No. 7 ‘Finance Report for the period ending February 28, 2022’

Consent Agenda Item No. 8 ‘Invoices from B & B Site Development, Inc. – SWSA Master Pump Station Site Civil Work in the amount of \$10,644.84’

Consent Agenda Item No. 9 ‘Invoice from Sumner Engineering & Consulting, Inc. – SW 5th Avenue Sewer in the amount of \$10,445.70’

Consent Agenda Item No. 10 ‘Invoice from Sumner Engineering & Consulting, Inc – SW - Wastewater Service Area Project (Part B and C) in the amount of \$27,996.69’

Consent Agenda Item No. 11 ‘Invoice from Sumner Engineering & Consulting, Inc – SW - Wastewater Service Area Project (Part E) in the amount of \$33,336.24

Consent Agenda Item No. 12 ‘Invoice from Sumner Engineering & Consulting, Inc. – Tortoise Surveying and Permitting in the amount of \$2,415.00

Consent Agenda Item No. 13 ‘Invoice from Eckler Engineering, Inc. – Pine Ridge Park Utility Improvement in the amount of \$12,007.24

Consent Agenda Item No. 14 ‘Invoices from Steven L. Dobbs Engineering, LLC – Engineering Services in the amounts of \$3,125.00 and \$500.00’

Consent Agenda Item No. 15 ‘Invoice from MacVicar Consulting, Inc. in the amount of \$250.00’

Consent Agenda Item No. 16 ‘Invoices from Thorn Run Partners in the amounts of \$3,500.00’

Second by Steve Nelson Vote Unanimous (4-0), motion carried.

Chairperson Creasman addressed Agenda Addition ‘Wise Request to Address OUA Board’

Executive Director explains that the Wise family sold the subject property (817 SE 10th Street) on or about April 22, 2022. The property has both OUA water and wastewater service. The high read in question happened between January 31st and March 1st. During this time, the property was sold on February 22nd. It wasn’t until March 1st that the Warranty Deed was provided with the new owner’s information. The meter was read and the high read discovered. Executive Director explained that Mr. Wise was asked if there were any problems outside of the house so that a sewer credit could be applied (irrigation of new landscaping for the sale, pool filling/refilling, a repaired broken line, etc.). Mr. Wise said that none of that had occurred and he wasn’t going to claim that type of loss. Executive Director Hayford explained that the meter in question is less than two years old. Readings

appeared to be consistent with the property use. Executive Director Hayford explained that in this case, there does not appear to be an issue. Either the previous owner or the new owner appears to have used (either actual or accidental) the water. Mrs. Wise addressed the board explaining that there has been no one living in the home since November 2021, until the day the property was sold on February 22, 2022. Mrs. Wise further explained that there was no indication of a leak, even when the home was inspected for sale. Mrs. Wise expressed to the Board that they are requesting a fair resolution to this issue. There was a brief discussion. **Motion by Tommy Clay to issue a sewer credit in the amount of \$231.92. Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 17 ‘Presentation of the FY21 Financial Statements Audit Report, Governance Letter and Annual Financial Report’ Finance Director Gall introduces Mr. Terry Morton of Nowlen, Holt & Miner, P.A. presented the FY21 Financial Statement Audit Report and the FY21 Annual Financial Report to the Board. Mr. Morton advised that it was a clean audit. **Motion by Steve Nelson to accept the FY 2021 Financial Statement Audit Report and Annual Financial Report as presented. Second by Tommy Clay. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 18 ‘Ranking of Interim Financing’ Finance Director Gall discusses that in February the OUA requested RFP’s for interim financing from approximately 15 commercial banks for the Southwest Service Area Project 2. Finance Director Gall discusses that Live Oak Bank, South State Bank and Truist Bank submitted RFP’s. Truist Bank was disqualified because their loan proposal was not a construction loan with multiple advances. A committee of India Riedel, Kelley Carson and an OUA staff member were on a committee to evaluate the RFP’s. OUA publicly thanks India Riedel and Kelley Carson for their service. Utilizing the six criteria that were identified, the committee evaluated the RFP’s from the two qualified commercial banks. The following rankings reflect the cumulative scores of this evaluation:

1. South State Bank
2. Live Oak Bank

Motion by Tommy Clay to accept the South State. Second by Steve Nelson. Vote unanimous (4-0), motion carried.

Motion by Tommy Clay to authorize the Executive Director or Finance Director to negotiate a binding commitment letter on specific terms that are satisfactory to the USDA for interim financing with South State Bank. Second by Steve Nelson. Vote unanimous (4-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 19 ‘SW 5th Avenue Engineering Report’ Executive Director discusses that last month the Board was presented a Preliminary Evaluation Report for the SW 5th Avenue Septic to Sewer Conversion. Executive Director Hayford discusses the amended report addresses the request for a low-pressure system to service the SW 5th Avenue/SW 7th Avenue area with gravity sewer serving the area east of SW 3rd Avenue. Executive Director Hayford explained that as expected, this blended alternative came in slightly higher than all low pressure.

Motion by Tommy Clay to accept the finding of the SW 5th Avenue Engineering Report as presented. Second by Steve Nelson. Vote unanimous (4-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 20 ‘SW 5th Avenue Engineering Agreement’ Executive Director Hayford discusses that we have a technical memorandum and that the project has been identified. Executive Director Hayford discusses that the next step is engineering work. This work will be to develop plans and specifications for the chosen project to segregate out SW 5th Avenue and SW 7th Avenue under a low pressure system due to the identified problems with storm water, flooded drain fields, and public health issue. Executive Director Hayford discusses the proposed scope of work and fee schedule included as an Engineering Agreement for the SW 5th Avenue Sewer System Improvements. Executive Director Hayford discusses that only the design phase of the engineering agreement is being discussed. Mr. Jeff Sumner, Sumner Engineering & Consulting, Inc discusses that some funding sources require buildable, bid ready design documents. There was a brief discussion. **Motion by Tommy Clay to accept the Task B1 in the amount of \$198,500.00. Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 21 ‘SW 5th Avenue Funding Scenarios’ Executive Director Hayford discusses that the OUA FY22 Budget did not contemplate the SW 5th Avenue expenses as presented today. The OUA will need to obtain additional funding. Executive Director Hayford discusses the report defining possible funding scenarios for the SW 5th Avenue Septic to Sewer Project. **Motion by Tommy Clay to authorize John to pursue funding sources. Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 22 ‘Okee-Tantie Engineering Agreement’ Executive Director Hayford discusses the parameters for the project which extends to the Okee-Tantie recreation area. Executive Director Hayford discusses the scope of work, schedule and fee for the Okee-Tantie Project. Mr. Jeff Sumner, Sumner Engineering & Consulting, Inc was present. There was a brief discussion. **Motion by Tommy Clay to approve Scope of Work and Fee Schedule as presented. Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 23 ‘Advanced Metering Infrastructure Update’ Executive Director Hayford discusses that OUA staff have met with four different suppliers of advance metering infrastructure (AMI) systems; Core & Main (Sensus), Empire Pipe (Master Meter), Mueller (AMI Systems), and SUEZ (Smart Meter Program). **Motion by Harry Moldenhauer to authorize staff to advertise bidding. Second by Tommy Clay. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 24 ‘Conners Gables WM Improvements NTP’ Executive Director Hayford discusses that the contractor has supplied the necessary agreement, insurance and bonds to satisfy the requirements of the project documents. Executive Director Hayford informs the board that the engineer, Holtz Consulting Engineers, Inc., has recommended the approval to execute the Notice to Proceed. **Motion by Steve Nelson to approve the OUA Board Chair to execute the Notice to Proceed to PRP Construction Group, LLC. Second by Tommy Clay. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 25 ‘Public Comments’ There were none

Chairperson Creasman addressed Agenda Item No. 26 ‘Items from the Attorney’ Attorney Conely gave update on the Beatty Easement and 15th Street Homes Lift Station Site Agreement. Attorney Conley advised the Board that a claim for monies owed on a delinquent account was submitted against surplus funds from the tax sale on the Primitive Baptist Church Property. Attorney Conley advised the Board that a claim was submitted against an estate for monies owed on a delinquent account. This is for informational purposes only. *John Creasman out at 10:00am. John Creasman in at 10:03am*

Chairperson Creasman addressed Agenda Item No. 27 ‘Items from the Executive Director’ Executive Director Hayford gave an update on current projects.

Chairperson Creasman addressed Agenda Item No. 28 ‘Items from the Board’ Steve Nelson asks about the OUA Offices possibly moving to another location. There was a brief discussion. The Board direction Executive Director Hayford to look into the Historic Grant Project for restoration of the outside of the building and remodeling of the inside of the building.

There being no other business, meeting adjourned at 10:31A.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)