

**OKEECHOBEE UTILITY AUTHORITY  
MEETING MINUTES**

Monday, March 8, 2021 10:00 A.M.

Okeechobee Utility Authority

100 SW 5<sup>th</sup> Avenue

Okeechobee, Florida

**Vice Chairperson Creasman called the meeting to order at 10:12 A.M.** with the following members and alternates present:

**Board Members:**

Melanie Anderson\*

John Creasman\*

Tommy Clay\*

Tabitha Trent\*

**Alternates:**

Harry Moldenhauer

**Absent:**

Steve Nelson\*

Jeff Fadley\*\*

\*Voting Board Members

\*\*Voting in Steve Nelson's absence

**OUA Members:**

John Hayford

George Gall

Tom Conely

Michelle Willoughby

**The Pledge of Allegiance was led by Vice Chairperson Creasman.**

**Vice Chairperson Creasman addressed Agenda Item No. 2 'Welcome Re-appointed Board Members'** Executive Director Hayford presided over the meeting. Executive Director Hayford explained that the Board needs to elect a Chairperson, Vice Chairperson and a 2<sup>nd</sup> Vice Chairperson. Executive Director Hayford advised that the County re-appointed Tabitha Trent and the City re-appointed Jeff Fadley and Tommy Clay to their current positions. The Board received one applicant for the Glades County position. Harry Moldenhauer submitted an application for the Alternate Board Member seat. **Motion by Tommy Clay to approve the applications as presented. Second by Tabitha Trent. Vote unanimous (4-0), motion carried.**

**Vice Chairperson Creasman addressed Agenda Item No. 3 'Election of Officers'** Item postponed until all board members have arrived.

Executive Director Hayford turned the meeting over to Vice Chairperson Creasman.

**Vice Chairperson Creasman addressed Agenda Item No. 4 'Meeting Minutes from February 8, 2021'** Due to employee absence, the Meeting Minutes from February 8, 2021, will be presented at the April 2021 Meeting for approval.

**Vice Chairperson Creasman addressed Agenda Item No. 5 ‘Consent Agenda’ Motion by Melanie Anderson to approve the Consent Agenda as follows:**

**Consent Agenda Item No. 6 ‘Finance Report for the period ending February 28, 2021**

**Consent Agenda Item No. 7 ‘Invoices from OneWater, Inc. – Lakeview Estates WWTP in the amounts of \$24,900.25**

**Consent Agenda Item No. 8 ‘Invoice from Vocelle and Berg, LLP is the amount of \$612.00’**

**Consent Agenda Item No. 9 ‘Accounts to be Written Off’**

**Second by Tommy Clay. Vote unanimous (4-0), motion carried.**

*Steve Nelson enters 10:16am.*

**Vice Chairperson Creasman turns meeting over to Chairperson Nelson.**

**Chairperson Nelson addressed Agenda Item No. 3 ‘Election of Officers’** Executive Director Hayford presided over the meeting. Executive Director Hayford advised that all three officers cannot 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 2<sup>nd</sup> Vice Chairperson. Executive Director Hayford called for nominations for the Chairperson. **Motion by Melanie Anderson to appoint Tabitha Trent as Chairperson. Motion by Tabitha Trent to appoint John Creasman. Second by Tommy Clay to appoint Tabitha Trent. Tabitha Trent declines nomination. Motion by Steve Nelson to appoint John Creasman as Chairperson. Second by Melanie Anderson. Vote unanimous (5-0), motion carried.** Executive Director Hayford relinquished meeting to Chairperson Creasman. Chairperson Creasman called for nominations for Vice Chairperson. **Motion by Tommy Clay to appoint Tabitha Trent for Vice Chairperson. Second by Melanie Anderson. Vote unanimous (5-0), motion carried.** Chairperson Creasman called for nominations for 2<sup>nd</sup> Vice Chairperson. **Motion by Tabitha Trent to appoint Steve Nelson as 2<sup>nd</sup> Vice Chairperson. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 10 ‘Water and Wastewater Revenue Study’** Executive Director Hayford discussed the agreement with Raftelis to prepare a Water and Wastewater Revenue Sufficiency and Capital Connection Charge Study. There was a brief discussion about the fees being charged by Raftelis. **Motion by Tommy Clay to approve the Raftelis Agreement dated February 22, 2021 not to exceed \$57,850.00. Second by Steve Nelson. Vote unanimous (5-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 11 ‘Advanced Metering Infrastructure’** Executive Director Hayford discussed advanced metering capabilities for the OUA water system. Holtz Consulting Engineers, Inc. has submitted a proposal to secure an application to fund this project by use of the State Revolving Fund. HCE has conducted the initial planning for the project and submitted request for Inclusion, which is the first step to obtain SRF monies. Executive Director

Hayford discussed the features of the Advanced Metering Infrastructure (AMI) which include remote reading of meter information, notifications if flow exceeds a pre-set limit, customer portal, etc. HCE submitted a proposal (\$17,962.00) to prepare and submit to the SRF Water Facilities Plan to continue the SRF loan/grant proposal. **Motion by Tommy Clay to approve the Holtz Consulting Engineers, Inc. proposal in the amount of \$17,692.00. Second by Steve Nelson. Vote unanimous (5-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 12 ‘FDOT Water Main Replacement US 441 SE’** Executive Director Hayford discussed the Florida Department of Transportation (FDOT) storm water improvement project for US 441SE/SR15 between SE 36<sup>th</sup> and SE 38<sup>th</sup> Avenues. The FDOT has moved the deadline for completion to June 2021. The OUA has an existing 6-inch cast iron water main that will be in conflict with the proposed storm water piping. The OUA is required to move OUA facilities out of the way of planned FDOT improvements. Holtz Consulting Engineers, Inc. (HCE) has extensive FDOT utility design experience. HCE submitted a proposal for a scope of work at a fee of \$34,900.00, which includes the accelerated schedule to meet the new FDOT deadline for work to be completed. **Motion by Tommy Clay to approve the Holtz Consulting Engineers, Inc proposal in the amount of \$34,900.00. Second by Steve Nelson. Vote unanimous (5-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 13 ‘LPQ0008 Agreement Modification’** Executive Director discussed the changes to LPQ0008 agreement with the OUA and the Florida Department of Environmental Protection (FDEP). The modification is necessary due to the addition of the work associated with the Okee-Tantie Project. The modification will add \$10,500,000.00 in grant monies to the overall SWSA project and changes to the scope of work. **Motion by Tabitha Trent to approve modifying the LPQ0008 Agreement as presented. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 14 ‘Oak Lake Estates’** Informational purposes only.

**Chairperson Creasman addressed Agenda Item No. 15 ‘SWSA engineering agreement’** Executive Director Hayford discussed the engineering agreement between the OUA and Sumner Engineering & Consulting, Inc. to complete the design and construction services which are associated with Project 2, of the septic to sewer Southwest Service Area Project. **Motion by Tommy Clay to approve the agreement with Sumner Engineering & Consulting for the SWSA Project in the amount of \$1,141,783.00. Second by Tabitha Trent. Vote unanimous (5-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 16 ‘Taylor Creek Water Quality Report’** Informational purposes only.

**Chairperson Creasman addressed Agenda Item No. 17 ‘Public Comments’** There were none

**Chairperson Creasman addressed Agenda Item No. 18 ‘Items from the Attorney’** There were none

**Chairperson Creasman addressed Agenda Item No. 19 “Items from Executive Director”** Executive Director Hayford presents two invoices from Eckler Engineering. **Motion by Steve Nelson to approve invoice #21029 from Eckler Engineering in the amount of \$9,430.00 for Pine Ridge Park Utility Improvements. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

**Motion by Steve Nelson to approve invoice #21028 from Eckler Engineering in the amount of \$4,861.78 for Water Treatment Plant Improvements. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 20 ‘Items from the Board’.** None requiring action.

**There being no other business, meeting adjourned at 11:38 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.

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Chairperson

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Executive Director (Secretary)