

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Monday, April 12, 2021 10:00 A.M.

Okeechobee Utility Authority

100 SW 5th Avenue

Okeechobee, Florida

Chairperson Creasman called the meeting to order at 10:00 A.M. with the following members and alternates present:

Board Members:

Melanie Anderson*

Tommy Clay*

John Creasman*

Steve Nelson*

Tabitha Trent*

Alternates:

Absent:

Jeff Fadley

Harry Moldenhauer

Glenn Sneider

*Voting Board Members

OUA Members:

John Hayford

Tom Conely

George Gall

Michelle Willoughby

The Pledge of Allegiance was led by Chairperson Creasman.

Chairperson Creasman addressed Agenda Item No. 2 ‘Meeting Minutes from February 8, 2021 and March 8, 2021. Motion by Steven Nelson to approve the Meeting Minutes from February 8, 2021. Second by Tommy Clay. Vote unanimous (5-0), motion carried.

Motion by Steven Creasman to approve the Meeting Minutes from March 8, 2021. Second by Tommy Clay. Vote unanimous (5-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 3 ‘Consent Agenda’ Motion by Tommy Clay to approve the Consent Agenda as follows:

Consent Agenda Item No. 4 ‘Finance Report for the period ending March 31, 2021

**Consent Agenda Item No. 5 ‘Invoice from Eckler Engineering, Inc. – Pine Ridge Park
Utility Improvement in the amount of \$3,772.00’**

**Consent Agenda Item No. 6 ‘Invoice from Sumner Engineering & Consulting, Inc. – SW
Wastewater Service Area Project in the amount of \$43,653.24’**

**Consent Agenda Item No. 7 ‘Invoice from Sumner Engineering & Consulting, Inc. – Oak
Lake Estates in the amount of \$4,793.77’**

**Consent Agenda Item No. 8 ‘Invoice from Sumner Engineering & Consulting, Inc. – SW 5th
Avenue Sewer in the amount of \$5,445.24**

**Consent Agenda Item No. 9 ‘Invoice from OneWater, Inc. – Lakeview Estates WWTP in
the amounts of \$29,112.75’**

Consent Agenda Item No. 10 ‘Invoice from Holtz Consulting Engineers, Inc. – Advanced

Meter Infrastructure in the amount of \$4,423.00'

Consent Agenda Item No. 11 'Invoice from Holtz Consulting Engineers, Inc. – FDOT Water Main Replacement US441SE in the amount of \$16,355.00'

Consent Agenda Item No. 12 'Invoice from Vocelle and Berg in the amount of \$700.00'

Consent Agenda Item No. 13 'Surplus Equipment April 2021'

Consent Agenda Item No. 14 'Accounts to be Written Off'

Second by Steve Nelson. Vote unanimous (5-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 15 'Presentation of FY20 Financial Statement Audit Report, Governance Letter and Annual Financial Report' Terry Morton of Nowlen, Holt & Miner, P.A. presented the FY20 Financial Statement Audit Report and the FY20 Annual Financial Report to the Board. Mr. Morton advised that it was a clean audit. **Motion by Tabitha Trent to accept the FY 2020 Financial Statement Audit Report as presented. Second by Steve Nelson. Vote unanimous (5-0), motion carried.**

Motion by Tabitha Trent to accept the FY20 Annual Financial Report as presented. Second by Tommy Clay. Vote unanimous (5-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 16 'Capital Connection Charges' Executive Director Hayford advised that Murray Hamilton of Raftelis was present to make a presentation to the board regarding Capital Connection Charges and answer any questions. No Action Taken.

Chairperson Creasman addressed Agenda Item No. 17 'SWTP 3MG Storage Tank' Executive Director Hayford advised the board that all of the contracted work for this project was completed. Executive Director Hayford discussed Contract Modification No. 2; which is reconciliation document removing project money from the contract. Executive Director Hayford discusses Final Payment Application No. 23 in the amount of \$228,123.64 to RJ Sullivan Corporation. **Motion by Steve Nelson to approve Contract Modification No 2. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

Motion by Steve Creasman to approve Payment Application No. 23 in the amount of \$228,123.64 to RJ Sullivan Corporation. Second by Tommy Clay. Vote unanimous (5-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 18 'SWTP Window Replacement' Executive Director Hayford discussed the replacement of windows in the 2-story Administration Building at the Surface Water Treatment Plant. The windows leak during rain events allowing water to flood the downstairs area beneath the windows. Executive Director Hayford presented a proposal from Awnit in the amount of \$15,910.00 to remove and replace the windows. **Motion by Tommy Clay to the Awnit proposal in the amount of \$15,910.00. Second by Steve Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 19 ‘OUA Water Main Installation’

Executive Director Hayford discussed extending the existing water main in the Brindaban area and SW 13th Avenue. Connecting these two areas would create a fully looped water system in the Brindaban area and tie three dead ends together on SW 13th Avenue as well as providing additional service connections. **Motion by Tabitha Trent to approve Brindaban and SW 13th Avenue projects. Second by Steve Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 20 ‘Federal Lobbying’ Executive Director Hayford presents a proposal from Thorn Run Partners. Thorn Run Partners would act on behalf of the OUA at the federal level. The proposal presented is based on a monthly fee of \$3,500.00 with a 30 day notice of cancellation. **Motion by Steve Nelson to approve proposal with Thorn Run Partners in the amount of \$3,500.00 for 1 year with 30 day notice of cancellation. Second by Melanie Anderson. Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 21 ‘Lakeview Estates WWTF Cabinet Proposal’ Executive Director Hayford discusses replacing the electrical cabinets at the Lakeview Estates WWTF. The two cabinets are the original work and are in a deteriorated state. They were not included in the Grant work that is currently being done at this time. **Motion by Tommy Clay to approve the proposal with Cain Enterprises LLC dba Engineering Solutions Int. in the amount of \$35,460.00. Second by Melanie Anderson. Vote unanimous (5-0), motion carried.**

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

Chairperson Creasman addressed Agenda Item No. 23 ‘Items from the Attorney’ There were none.

Chairperson Creasman addressed Agenda Item No. 24 ‘Items from the Executive Director’ Executive Director Hayford gave an update on current projects. Executive Director Hayford also discussed the proposal from Andersen Andre Consulting Engineers, Inc. for testing services on the Oak Lake Estates project. **Motion by Tommy Clay to approve the proposal from Andersen Andre Consulting Engineers, Inc. in the amount of \$41,929.00. Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

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

There being no other business, meeting adjourned at 12:00 P.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)