

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Thursday, April 21, 2022 8:30 A.M.

Okeechobee Utility Authority

100 SW 5th Avenue

Okeechobee, Florida

Chairperson Creasman called the meeting to order at 8:31 A.M.

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

Board Members:

Melanie Anderson*

John Creasman*

Steve Nelson*

Alternates:

Harry Moldenhauer

Glenn Sneider**

Absent:

Tommy Clay

Jeff Fadley

Tabitha Trent

*Voting Board Members

**Voting in Tabitha Trent's Absence

OUA Members:

John Hayford

George Gall

Tom Conely

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 'Agenda Additions or Deletions'. Motion by Steve Nelson to accept the Agenda as written. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 3 'Meeting Minutes from March 17, 2022. Motion by Steve Nelson to accept the Meeting Minutes from March 17, 2022 as written. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 4 'Employee Recognition' Chairperson Creasman recognized Steven N. Sieracki for his 30 years of service to the OUA.

Chairperson Creasman addressed Agenda Item No. 5 'Consent Agenda' Motion by Steve Nelson to accept the Consent Agenda as follows:

Consent Agenda Item No. 6 'Finance Report for the period ending March 31, 2022'

Consent Agenda Item No. 7 'Invoice from Sumner Engineering & Consulting, Inc. – Tortoise Relocation in the amount of \$8,112.50'

Consent Agenda Item No. 8 'Invoice from Sumner Engineering & Consulting, Inc – SW 5th Avenue LPSS Design & Permitting in the amount of \$27,790.00'

Consent Agenda Item No. 9 ‘Invoice from Sumner Engineering & Consulting, Inc. – Okee-Tanite Utility System Improvements in the amount of \$29,835.00’

Consent Agenda Item No. 10 ‘Invoice from Sumner Engineering & Consulting, Inc – SW - Wastewater Service Area Project (Part B and C) in the amount of \$18,959.03’

Consent Agenda Item No. 11 ‘Invoice from Sumner Engineering & Consulting, Inc – SW - Wastewater Service Area Project (Part E) in the amount of \$42,860.88’

Consent Agenda Item No. 12 ‘Invoice from Eckler Engineering, Inc. – Pine Ridge Park Utility Improvement in the amount of \$6,003.62’

Consent Agenda Item No. 13 ‘Invoice from MacVicar Consulting, Inc. in the amount of \$250.00’

Consent Agenda Item No. 14 ‘Invoices from Thorn Run Partners in the amounts of \$3,500.00’

Second by Melanie Anderson Vote Unanimous (4-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 15 ‘SW 5th Avenue Design and Permitting’

Executive Director Hayford discusses that the fee for the design and permitting by Sumner Engineering for a low-pressure sewer system for only the West Residential Area of the SW 5th Avenue septic to sewer project is \$198,500. This expenditure was not contemplated in the FY22 budget. At the last Board meeting staff was directed to find a funding source. Executive Director Hayford discusses that the FY22 budget has allocations for various wastewater projects that total more than \$900,000 and several of these projects can be deferred to FY23. A portion of these budget allocations will be redirected to pay the \$198,500 fee for the SW 5th Avenue design and permitting. This is for informational purposes only.

Chairperson Creasman addressed Agenda Item No. 16 ‘Connors Gables Construction

Inspection’ Executive Director Hayford informs the board that a Notice to Proceed was issued to PRP Construction Group to begin the work on the Connors Gables Water Main Improvements project. Executive Director Hayford informed the board that work will begin on or about the week of April 18-22. Executive Director Hayford discusses that Holtz Consulting Engineers, Inc. has provided a scope of work and fee schedule in the amount of \$15,710.00 to complete the project.

Motion by Steve Nelson to approve the proposal submitted by Holtz Consulting Engineers, Inc. in the amount of \$15,710.00. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 17 ‘Orange Loop Engineering Proposal’

Executive Director Hayford discusses that OUA was approached by a couple lot owners in the subdivision that currently have OUA water available but not sewer. The lot owners are inquiring about have sewer service being installed. Executive Director Hayford contacted the original engineering group that completed the survey and layout as well as completing the water work. The engineering group put together a construction estimate for this project including the engineering design, construction services and contingency money, with an estimated total project cost over approximately \$250,000.00. Executive Director Hayford discusses that this is an unfunded project. Executive Director Hayford advised that letters could be sent to the lot owners explaining the possible

costs of connection per lot and those responses can be brought back to the Board for further consideration. Customers, Ricky Nelson and John Genova were present to address the board. There was a brief discussion. **Motion by Steve Nelson to proceed with Engineering Design and Permitting phase as provided by Johnson-Prewitt & Associates, Inc. in the amount of \$18,600.00. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 18 ‘Recommendation of Award Pine Ridge Park WWTP Demolition’ Executive Director Hayford discusses that the Pine Ridge Park WWTP is the property that the OUA acquired from the Gasden family. The site consists of an abandoned wastewater treatment plant and a pond. The site is currently overgrown with weeds and has become a public nuisance. Executive Director Hayford discusses that when the OUA moves forward with the Pine Ridge Park Utility System this property will be the future site of the vacuum station. This project will require the demolition of the existing abandoned package treatment plant, pump station and other structures, piping and appurtenances on the site. The project requirements also require the contractor to backfill the onsite pond bringing it up to grade and grassing the area. Executive Director Hayford informs the board that the project was publicly bid on March 2, 2022 with bids scheduled to be opened on March 29, 2022. There were only three known plan holders, only one of which submitted a bid. B & B Site Development submitted a bid of \$102,164.00. Executive Director Hayford discusses that B & B Site Development is familiar with the site and they were involved in site development about 10-11 years ago when the OUA took over the Pine Ridge Park Utility System. **Motion by Melanie Anderson to approve the OUA Board Chair to execute the Notice of Award to B & B Site Development. Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 19 ‘Notice to Proceed – Pine Ridge Park WWTP Demolition’ Executive Director Hayford discusses that the Pine Ridge Park WWTP Demolition project was publicly bid on March 2, 2022 with bids to be received and opened on March 29, 2022. B & B Site Development submitted a bid of \$102,164.00. Executive Director Hayford discusses that based on previous OUA Board action; a Notice of Award was authorized. Executive Director Hayford informs the Board that the engineer has provided to the OUA a recommendation to issue a Notice to Proceed to B & B Site Development for the Pine Ridge Park WWTP Demolition project. **Motion by Steve Nelson to approve the OUA Board Chair or Executive Director to execute the Notice to Proceed for the Pine Ridge Park WWTP Demolition. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 20 ‘SE-2 Land Purchase’ Executive Director Hayford discusses that the property owner has listed this property for sale. The owner reached out to the OUA had any interest in purchasing the property. The OUA has expressed an interest in this lot as a means to provide a buffer next to the OUA owned SE 2 wastewater pump station. The benefit to the OUA would be to provide a setback area away from any noise, light or odor conditions emanating from the SE 2 pump station. Since the development of the parcel to the east of SE 2, the OUA has lost convenient access to the pump station site. Executive Director Hayford discusses that the Okeechobee County Property Appraiser has this parcel (lots 2,3,4 and alleyway Block K) valued at \$53,288. The property owner presented a counteroffer of \$105,000.00. Executive Director Hayford discusses the prior to the OUA purchase of this parcel, OUA staff would obtain an independent appraisal to confirm a current marketable value. **Motion by Steve Nelson to authorize Executive Director to obtain appraisal and enter into discussion with landowner for purchase and bring**

back to the board for approval. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 21 ‘SWSA MPS Site Civil – Project Closeout’ Executive Director Hayford discusses the contractor (B & B Site Development) initiated work after the NTP was issued on January 24, 2022. Project work met the substantial completion date as well as the final completion date of March 25, 2022. Major work items completed were tree removal, underbrush, perimeter fence construction, entrance road construction and driveway. Executive Director Hayford discusses that during the course of the project, there were no additions or deletions of minor work items so the Owner Allowance remained at the conclusion of the work. To delete this work item, the engineer prepared Change Order No. 1 to remove \$10,000. **Motion by Steve Nelson to approve Change Order # 1 in the amount of \$10,000.00. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.**

Executive Director Hayford discusses final payment application that was submitted by B & B Site Development in the amount of \$76,814.16. **Motion by Steve Nelson to approve Pay Application #2 in the amount of \$76,814.16. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 22 “Pine Ridge Park Utility Improvements” Executive Director Hayford discusses the bids were received on April 11, 2022. There were only two bids received.

- \$ 5,143,000.00 Hinterland Group, Inc.
- \$ 5,962,854.80 Amici Engineering Contractors

The final engineering estimate of probable construction costs was \$ 4,279,000, or 83% less than the lowest bid. Executive Director Hayford discusses that since bid opening, Eckler Engineering has reached out to the low bidder to conduct a value engineering study of the project to determine if changes could be made or clarifications added to minimize the bid difference. Initially, the difference has been attributed to the volatile construction market and the delays accounted to project startup leading to even more cost increases. Executive Director Hayford informs the board that OUA staff and engineering staff will continue to work on this separation of pricing. If a mutually agreeable price is reached, then a Notice of Award will be brought to the OUA Board for consideration. Else, if a price cannot be reached, then a recommendation to reject all bids will be returned to the OUA Board. The project will be modified and publicly rebid. There was a brief discussion.

Chairperson Creasman addressed Agenda Item No. 23 ‘Public Comments’ There were none

Chairperson Creasman addressed Agenda Item No. 24 ‘Items from the Attorney’ There were none

Chairperson Creasman addressed Agenda Item No. 25 ‘Items from the Executive Director’ Executive Director Hayford gave an update on current projects. Finance Director Gall introduces Lauriston Hamilton as the new Finance Director.

Chairperson Creasman addressed Agenda Item No. 26 ‘Items from the Board’ John Creasman discusses the topic of purchasing the Bail Bonds building next to the OUA offices for expansion.

Executive Director Hayford informs the board that the owner was probably not interested in selling the property. Executive Director Hayford is exploring the options of having a contractor to evaluate the current building. Steve Nelson suggests that the OUA consider looking for a new building.

There being no other business, meeting adjourned at 9:27 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)