

**OKEECHOBEE UTILITY AUTHORITY  
MEETING MINUTES**

Thursday, June 16, 2022 8:30 A.M.

Okeechobee Utility Authority

100 SW 5<sup>th</sup> 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:**

John Creasman\*

Steven Nelson\*

Tabitha Trent\*

**Alternates:**

Harry Moldenhauer\*\*

**Absent:**

Melanie Anderson\*

Tommy Clay\*

Jeff Fadley

Glenn Sneider

\*Voting Board Members

\*\*Voting in Melanie Anderson's Absence

**OUA Members:**

John Hayford

Lauriston Hamilton

Jamie Mullis

Tom Conely

Michelle Willoughby

**Chairperson Creasman determined the voting members and led all present in the Pledge of Allegiance**

**Chairperson Creasman addressed Agenda Item No. 2 'Agenda Additions or Deletions'**

Chairperson Creasman introduces two additions to the agenda. Treasure Island State Grant WG018 as item 2A and invoice from Holtz Consulting Engineers, Inc for the Connors Gable Watermain Extension as item 2B. **Motion by Steven Nelson to add items 2A. Treasure Island State Grant WG018 and 2B Invoice from Holtz Consulting Engineers, Inc – Connors Gables WM Extension to the agenda. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 2A 'Treasure Island State Grant WG018'**

Executive Director Hayford discusses the agreement for the Treasure Island Septic to Sewer Improvement Project (WG018). Executive Director Hayford informs the board that this grant agreement provides up to \$21,020,580.00 towards the design, permitting and construction of this project. Executive Director Hayford informs the board that this is a standard grant that OUA has used in previous projects. The current estimated construction cost for this project is \$30,400,000.00. Executive Director Hayford informs the board that we have 1 million dollars from the federal government as well as approximately 3.5 million dollars from state budget. Executive Director Hayford discusses that there may be additional funding available in the near future from state programs. Executive Director Hayford

discusses that the project will be bid in 3 separate projects. Executive Director Hayford discusses that RFP's will go out and be open for a month. Executive Director Hayford discusses the project timelines. **Motion by Steven Nelson to approve the execution of the Grant Agreement by the OUA Board Chairman. Second by Tabitha Trent. Vote unanimous (4-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 2B 'Invoice from Holtz Consulting Engineers, Inc – Conners Gables Watermain Extension'** Executive Director Hayford presents the invoice from Holtz Consulting Engineers, Inc., which was submitted after the agenda was completed. **Motion by Tabitha Trent to approve the invoice from Holtz Consulting Engineers, Inc – Conners Gables WM Extension in the amount of \$4,175.50. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 3 'Meeting Minutes from May 19, 2022. Motion by Steven Nelson to approve the Meeting Minutes from May 19, 2022 as presented. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 4 'Employee Recognition'** Chairperson Creasman recognized Tammy Affron and Paige Van Hassel for their 5 years of service to the OUA.

**Chairperson Creasman addressed Agenda Item No. 5 'Consent Agenda' Motion by Steven Nelson to approve the Consent Agenda as presented:**

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

**Consent Agenda Item No. 7 'Invoice from Sumner Engineering & Consulting, Inc. – SW 5<sup>th</sup> Avenue LPSS Design and Permitting in the amount of \$25,805.00'**

**Consent Agenda Item No. 8 'Invoice from Sumner Engineering & Consulting, Inc. – Okee-Tantie Utility System Improvements in the amount of \$94,920.00'**

**Consent Agenda Item No. 9 'Invoice from Sumner Engineering & Consulting, Inc. – SWSA Project (Part B) in the amount of \$20,965.08'**

**Consent Agenda Item No. 10 'Invoice from Sumner Engineering & Consulting, Inc. – SWSA Project (Part E) in the amount of \$47,623.20'**

**Consent Agenda Item No. 11 'Invoice from Go Underground Utilities, LLC- SWSA Master Force Main in the amount of \$271,225.00'**

**Consent Agenda Item No. 12 'Invoice from Eckler Engineering, Inc. – Pine Ridge Park Utility Improvement in the amounts of \$3,001.81'**

**Consent Agenda Item No. 13 'Invoice from Eckler Engineering, Inc. – Pine Ridge Park Utility Improvement (Construction Phase) in the amounts of \$1,406.50'**

**Consent Agenda Item No. 14 'Invoice from Steven L. Dobbs Engineering, LLC – Engineering Services in the amount of \$4,750.00'**

**Consent Agenda Item No. 15 'Invoice from MacVicar in the amount of \$250.00'**

**Consent Agenda Item No. 16 'Invoice from Thorn Run Partners in the amount of \$3,500.00'**

**Second by Tabitha Trent. Vote unanimous (4-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 17 ‘Preliminary FY23 Budget’** Finance Director Hamilton gave a brief presentation of the FY23 Preliminary Budget. There was a brief discussion with no exceptions or corrections.

**Chairperson Creasman addressed Agenda Item No. 18 ‘Proposed Employee Handbook’** Executive Director Hayford advises the Board that OUA staff have been working on a revised Employee Handbook. The current handbook is ± 14 years old with several minor modifications along the way since the original publishing date. Executive Director Hayford discusses the updates to the Employee Handbook. *John Creasman out at 9:19 A.M. John Creasman in at 9:22 A.M.* **Motion by Tabitha Trent to approve the Employee Handbook as presented with changes. Second by Steven Nelson. Vote unanimous (4-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 19 ‘Orange Loop Engineering Proposal’** Executive Director Hayford discusses that the OUA has engaged Johnson-Prewitt & Associates, Inc. to prepare permits, drawings, bid documents and cost estimate for this project. Executive Director Hayford discusses the construction cost estimate for this project is \$253,672. Executive Director Hayford discusses that there are now a total of 15 lots in the development as two of the lots have been joined in to one. Each lot owner is expected to install the piping from the residence to the road and to pay to the OUA the standard connection fees. Executive Director Hayford presents funding options for the costs of the project and the cost share with the property owners. There was a brief discussion. **Motion by Harry Moldenhauer for OUA to pay 100% of the associated with construction with an estimate of \$253,672.00. Second by Tabitha Trent, Vote unanimous (4-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 20 ‘Pine Ridge Park WWTP Demolition’** Executive Director Hayford discusses the Pine Ridge Park WWTP Demolition project. Per the contract documents with B & B Site Development, the substantial completion date is June 16, 2022 and a final completion date of July 1, 2022. Executive Director Hayford discusses that the project engineer has determined that the final completion date is May 25, 2022, well within the contracted time. Executive Director Hayford discusses Change Order #1 which deletes the Owner’s Contingency line item in the amount of \$20,000.00 and the engineer’s letter of recommendation to accept and approve the contractor’s final pay application for \$82,164.00. **Motion by Tabitha Trent to approve Change Order #1 in the amount of \$82,164.00. Second by Steven Nelson, Vote unanimous (4-0), motion carried.**

**Motion by Harry Moldenhauer to approve Final Application to B & B Site Development in the amount of \$82,164.00. Second by Tabitha Trent, Vote unanimous (4-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 21 ‘USDA Form – Amended Letter of Conditions’** Executive Director Hayford discusses the Amended Letter of Conditions which is required due to a USDA requirement for projects to meet certain timelines. Executive Director Hayford discusses this does not change the application process or project dollars. *Informational purposes only*

**Chairperson Creasman addressed Agenda Item No. 22 ‘SRF Loan Approval’** Executive Director Hayford discusses the SRF Loan Approval for the cost of an AMI system. Executive Director Hayford discusses that this is a loan application and not actual loan documents. Executive Director Hayford discusses that OUA staff will submit the loan application after which OUA staff will place the project out

for bid. Executive Director Hayford discusses that while the expected installation costs have gone up, until the project is actually put out to bid, bids received and opened, only then will the actual costs be known. Executive Director Hayford discusses the SRF loan application documentation up for review, discussion and consideration by the Board. These documents will need to be submitted prior to the SRF deadline set as June 23, 2022. The documents will be evaluated and if approved, actual loan instruments will be returned for OUA review and execution. Executive Director Hayford informs the board that there is no loan application fee or commitment to accept the loan. **Motion by Steven Nelson to proceed with SRF loan application and execute documents. Second by Tabitha Trent, Vote unanimous (4-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 23 ‘SE-2 Land Purchase’** Executive Director Hayford discusses that staff extended to the agent the recent appraisal and a verbal offer of \$72,500 which was based upon the appraisal and direction provided at the May 2022 OUA Board meeting. After several days, OUA contacted the agent and she stated the offer was too low. OUA staff raised the offer to a \$75,000 cash deal with immediate closing. If this offer was found to be unacceptable, a counter offer was requested. Executive Director Hayford discusses that on June 8<sup>th</sup>, the agent called and said the owner was taking the parcel off the market and there would be no counter offer. I reminded the agent of the \$80,000 offer and she had no comment. Executive Director Hayford discusses that a call was received from the seller’s agent after board package was distributed with a counter offer of \$84,000.00. There was a brief discussion. **Motion by Steven Nelson to approve the purchase of the property for the amount of \$84,000.00. Second by Tabitha Trent, Vote unanimous (4-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 24 ‘Office Property Purchase’** Executive Director Hayford discusses the results of the inspection which was completed. Executive Director Hayford discusses the deficiencies of the property and estimated costs to repair. Executive Director Hayford discusses that when factoring in the sale price of \$125,000.00 and the necessary repairs, the cost of building is much more than previously discussed. There was brief discussion. **Motion by Steven Nelson to not purchase the building at 110 SW 5<sup>th</sup> Avenue at the price of \$125,000.00. Second by Tabitha Trent, Vote unanimous (4-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 25 ‘2022 OUA Property for Sale’** Executive Director Hayford discusses the possible division of the Ferrell property into two parcels. The northern parcel (±1.5 acres) would be retained by the OUA to provide an additional buffer along the southside of the OUA impoundment. This impoundment holds backwash water from the surface water treatment plant which will allow the water to evaporate, percolate or if needed, to discharge in to an adjacent drainage ditch. Executive Director Hayford discusses that the southern parcel (± 3.5 acres) will be offered for sale.

Executive Director Hayford discusses the division of the 66 Acre property into multiple parcels. Executive Director Hayford discusses that the OUA carved out a portion of the original OUA property for use by Okeechobee County for an antenna site for the SLEERS radio system. This site was eventually deemed inappropriate for use and a second parcel was given to the County. The original one-acre parcel was never rejoined to the bigger OUA parcel. Executive Director Hayford discusses that three parcels will need to be cut out for both OUA use and SR78W frontage parcel for sale. As for OUA use, a smaller parcel in the southwest corner will be needed for a future wastewater pump station to serve the Okee-Tantie force main. The second parcel for OUA use is located on the east end to be associated with the

SWTP impoundment. The third parcel will allow the sale of highway frontage parcel. Executive Director Hayford discusses that the OUA SWTP Pond parcel will grant an easement to the parcel for sale north of it so they will have SR78 W access. The bigger parcel for sale parcel should be around 45-50 acres in size.

**Chairperson Creasman addressed Agenda Item No. 26 ‘Public Comments’** There were none

**Chairperson Creasman addressed Agenda Item No. 27 ‘Items from the Attorney’** Attorney Conely discusses his contract with the OUA for legal services. **Motion by Steven Nelson to approve the contract as presented. Second by Tabitha Trent, Vote unanimous (4-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 25 ‘Items from the Executive Director’** Executive Director Hayford gave an update on current projects.

**Chairperson Creasman addressed Agenda Item No. 26 ‘Items from the Board’** Chairperson Creasman discusses reducing the number of items the consent agenda items. Brief discussion ensued between board members, attorney and OUA staff.

**There being no other business, meeting adjourned at 11:06 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)