

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Monday, July 12, 2021 8:30 A.M.
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida

Chairperson Creasman called the meeting to order at 8:34 A.M.

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

Board Members:

Melanie Anderson*
Tommy Clay*
John Creasman*
Steve Nelson*

Alternates:

Glenn Sneider**

Absent:

Jeff Fadley
Harry Moldenhauer
Tabitha Trent*

*Voting Board Members

**Voting Melanie Anderson'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 'Meeting Minutes from June 14, 2021. Motion by Tommy Clay to approve the Meeting Minutes from June 14, 2021 as presented. Second by Steve Nelson. Vote unanimous (5-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 3 'Employee Recognition' Chairperson Creasman presented Taylor Bemenderfer with a check and a Certificate of Appreciation for his 10 years of service to the OUA.

Chairperson Creasman addressed Agenda Item No. 4 'Consent Agenda' Motion by Tommy Clay to approve the Consent Agenda as follows:

Consent Agenda Item No. 5 'Finance Report for the period ending June 30, 2021

Consent Agenda Item No. 6 'Invoice from PRP Construction Group, LLC – Oak Lake Estates Pay Application No. 3 in the amounts of \$78,375.15'

Consent Agenda Item No. 7 'Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project (Part B and C) in the amounts of \$19,401.44'

Consent Agenda Item No. 8 'Invoice from Sumner Engineering & Consulting, Inc. – SW

Wastewater Service Area Project (D) in the amount of \$8,974.86'

Consent Agenda Item No. 9 'Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project (E) in the amount of \$28,876.86'

Consent Agenda Item No. 10 'Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project (AACE Invoice) in the amount of \$5,423.00'

Consent Agenda Item No. 11 'Invoice from Eckler Engineering - Pine Ridge Park Utility Improvement in the amounts \$12,007.24'

Consent Agenda Item No. 12 'Invoices from OneWater, Inc. – Lakeview Estates WWTP in the amounts of \$8,533.59'

Consent Agenda Item No. 13 'Invoice from Raftelis in the amount of \$1,631.25'

Consent Agenda Item No. 14 'Invoice from Thorn Run Partners in the amount of \$3,500.00'

Consent Agenda Item No. 15 'Invoice from Eckler Engineering – WTP Generator Evaluation in the amount of \$4,505.56'

Consent Agenda Item No. 16 'Invoice from MacVicar in the amount of \$250.00'

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

Chairperson Creasman addressed Agenda Item No. 17 'Gravity Sewer Extension – Orange Loop Buckhead Ridge' Executive Director Hayford reviews subdivision served by Orange Loop. The new owner of Lot #1 contacted the OUA concerning water and wastewater service. Presently, the sixteen lots have water service, but, do not have wastewater service available. With the recent upgrades being done at the Lakeview Estates Wastewater Treatment Plant, there is capacity available. OUA staff has reached out to the engineering firm (Kimley-Horn) in charge of the treatment plant upgrade and the engineering firm that did the layout of Orange Loop properties. Only Kimely-Horm responded. They provided a scope of work and fee proposal of \$38,820. A very preliminary estimate for construction came in at \$91,500. OUA staff contacted the developer, who still owns 15 lots, and asked them if they would be interested in paying the ±\$130,000 cost to design, permit and install a gravity sewer system. They would be interested if it was done on a cost share basis. Based upon the preliminary cost and sixteen lots, a per lot share is approximately \$8,100. After a brief discussion it was determined additional information was needed to make a decision and this item was to be brought back to the board.

Chairperson Creasman addressed Agenda Item No. 18 'Administrative Vehicle' Executive Director Hayford presented two direct quotes from local dealers and supplied two FSA contract bids for Expedition and Tahoe. After a brief discussion it was recommended that the Executive Director review vehicles and bring his recommendation of vehicle choice back to the OUA Board for final consideration at next meeting.

Chairperson Creasman addressed Agenda Item No. 19 'Proposed Watermain Improvements – Conners Gables' Executive Director Hayford discussed a resident on the 3600 block of SE 8th Street requesting water service. OUA staff presented owner with a cost estimate of nearly \$2800 to extend a 2-inch poly line down SE 8th Street from 36th Terrace. The resident agreed the cost and has paid in full. OUA staff reviewed the overall plan for the area and determined that it would be in the

best interest of the OUA to install an 8-inch water main to serve the future needs of the immediate community. If a 2-inch line is installed now to serve one customer, only to be removed at some future date when more customers request service, why not install the 8-inch water main at this time. Staff prepared a preliminary cost estimate to install a water main one block at a cost of \$21,100. If this project was approved, the cost would be applied to the water main installation FY21 budget item. **Motion by Tommy Clay to approve the installation of the 8” watermain in Conners Gables – 3600 block of SE 8th Street. Second by Steve Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 20 ‘Engineering RFP Okee-Tantie Sanitary Force Main’ Executive Director Hayford discussed that OUA staff has begun the process to advertise the Request for Proposals concerning the need for engineering services to design, permit and provide construction services for the Okee-Tantie Sanitary Force main. The RFP will be advertised, accepted and a preliminary review conducted to tentatively rank the proposals received. The preliminary review will be conducted by a committee made up of several OUA employees and one OUA Board member. The tentative ranking will be brought back to the entire OUA Board for review. The OUA Board will discuss the proposals and either confirm the ranking or establish a new final ranking. **Motion by Tommy Clay to move forward with the RFP Process. Second by Steve Nelson Vote unanimous (5-0), motion carried.**

Motion by Tommy Clay to appoint Chairperson John Creasman to the RFP Review Committee. Second by Steve Nelson Vote unanimous (5-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 21 ‘Public Comments’ There were none

Chairperson Creasman addressed Agenda Item No. 22 ‘Items from the Attorney’ There were none

Chairperson Creasman addressed Agenda Item No. 23 ‘Items from the Executive Director’ Executive Director Hayford gave an update on current projects.

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

There being no other business, meeting adjourned at 9:13 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)