

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Monday, August 9, 2021 8:30 A.M.
Okeechobee Utility Authority
100 SW 5th 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:

Tommy Clay*
John Creasman*
Steve Nelson*

Alternates:

Harry Moldenhauer**

Absent:

Melanie Anderson*
Jeff Fadley
Glenn Sneider*
Tabitha Trent*

*Voting Board Members

**Voting Melanie Anderson's Absence

OUA Members:

John Hayford
George Gall

Deborah Hooker
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 July 12, 2021. John Creasman advised that Glenn Sneider should be noted as voting in Tabitha Trent's absence. Creasman also advised that the minutes should read as "Unanimous (5-0)" not "Unanimous (4-0)"
Motion by Tommy Clay to approve the Meeting Minutes from July 12, 2021 as amended.
Second by Steve Nelson. Vote unanimous (4-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 3 'Consent Agenda' Motion by Steve Nelson to approve the Consent Agenda as follows:

Consent Agenda Item No. 4 'Finance Report for the period ending July 31, 2021

Consent Agenda Item No. 5 'Invoice from PRP Pay Application No. 4 in the amount of \$128,605.75'

Consent Agenda Item No. 6 'Invoices from OneWater, Inc. – Lakeview Estates WWTP in the amounts of \$16,159.50'

Consent Agenda Item No. 7 'Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project (D) in the amount of \$4,325.75'

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

Wastewater Service Area Project (E) in the amount of \$17,585.76'

Consent Agenda Item No. 9 'Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project (AACE Invoice) in the amount of \$5,009.00'

Consent Agenda Item No. 10 'Invoice from Eckler Engineering - Pine Ridge Park Utility Improvement in the amounts \$9,005.43'

Consent Agenda Item No. 11 'Invoice from Eckler Engineering –General Consulting Services in the amounts \$408.00'

Consent Agenda Item No. 12 'Invoice from Raftelis in the amount of \$3,440.00'

Consent Agenda Item No. 13 'Invoice from Thorn Run Partners in the amount of \$3,500.00'

Consent Agenda Item No. 14 'Invoice from MacVicar in the amount of \$250.00'

Consent Agenda Item No. 15 'Surplus Equipment August 2021'

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

Chairperson Creasman addressed Agenda Item No. 16 'FY 22-FY 26 Financial Forecast'

Executive Director Hayford advises that Raftelis was engaged to complete a Financial Forecast for FY22-26 to evaluate OUA's current user rates and to develop scenarios on how to fund OUA's Advanced Metering Infrastructure project and wastewater expansion projects. Executive Director Hayford introduces Mr. Hamilton from Raftelis to discuss the FY22-26 Financial Forecast. No action taken.

Chairperson Creasman addressed Agenda Item No. 17 'Preliminary FY22 Budget Finance

Director George Gall presents the Preliminary FY22 Budget. After a brief discussion the Board recommends keeping the 75% discount for capital connection and installation charges for FY22. The Board also recommends a rate increase of 3% for FY22 and to re-evaluate each year thereafter. The Board directed Executive Director Hayford to contact absent Board members regarding proposed rate increase for FY22.

Chairperson Creasman addressed Agenda Item No. 18 'Training Incentive Program

Reimbursement' Executive Director Hayford discussed that the OUA has a Safety Committee that meets on a regular basis. The charter of this committee is to prevent accidents by eliminating or reducing potential risks in the work place. This is accomplished by creating a safety manual, implementing safety procedures, training and the use of personal protective equipment. The insurance company utilized by the OUA recognizes successful companywide safety programs through a matching training incentive program. Based upon the OUA's expenses towards safety training, PPE and other safety purchases that apply towards safety, the insurance company (PGIT) will reimburse or provide as an employees' incentive up to \$5,000 per year. For FY21, the OUA has received this maximum amount. This payment reflects the positive participation of each employee in doing their respective part in the safety program. The recommendation of the Safety Committee is to take the reimbursement and divide it equally among all employees as recognition of their efforts towards the overall goal of a safe work place. The suggested award is to give each employee a gift card. **Motion by Steve Nelson to accept as proposal as recommended by staff issuing a gift card in the amount of \$100.00 to each employee. Second by Tommy Clay. Vote unanimous (4-0), motion carried.**

Jeff Fadley in at 9:50am

Chairperson Creasman addressed Agenda Item No. 19 ‘Advanced Metering Information’
Executive Director Hayford discussed a project underway to replace all manual read water meters with advanced metering information (AMI). Holtz Consulting Engineers, Inc. has filed the Request for Inclusion (RFI), Facility Plan and SRF application with the Florida Department of Environmental Protection. As another step in this process, the SRF program requires the OUA Board to review and discuss the facility plan and to adopt a resolution accepting the facility plan. As noted in the project documentation, the anticipated total project costs including engineering, materials and installation is approximately \$2,320,000. The project will include the replacement of up to 9,330 meters and installation of various transmitters, receivers and software. The proposed water facility plan, RFI and Resolution 21-03 was provided for the board to review. **Motion by Tommy Clay to approve the adoption of Resolution 21-03 to accept the water facility plan for implementation of the advanced metering information project. Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 20 ‘Administrative Vehicle Executive Director Hayford presented three direct quotes from local dealers and supplied two FSA contract bids. After a brief discussion it was recommended that the Executive Director review vehicles and determine which vehicle would fit the needs and to order the vehicle.

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. *Glenn Sneider in at 10:05am.*

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 10:16 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)