

**OKEECHOBEE UTILITY AUTHORITY  
MEETING MINUTES**

Thursday, September 13, 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 8:31A.M.**

**Chairperson Creasman determined the voting members and led all participating attendees and visitors in the Pledge of Allegiance.**

**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\*

Tabitha Trent\*

**Alternates:**

Jeff Fadley

Harry Moldenhauer

**Absent:**

Glenn Sneider

**OUA Members:**

John Hayford

Lauriston Hamilton

Jamie Mullis

Tom Conely

Michelle Willoughby

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

Melanie discusses an error in Agenda Item #19. In the agenda item indicates that the Notice of Award to Go Underground Utilities, LLC reflects the engineer’s estimate instead of the low bod amount.

**Chairperson Creasman addressed Agenda Item No. 3 ‘Proposed FY23 Budget & Resolution 22-08’ Motion by Steven Nelson to open the Public Hearing 8:35 A.M. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.**

Executive Director Hayford reads resolution by title only.

**Chairperson Creasman called for comments from the Public.** There were none.

**Chairperson Creasman called for comments from the Board.** There were none.

**Motion by Steven Nelson to close the Public Hearing at 8:38 A.M. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

**Motion by Steven Nelson to adopt Resolution 22-08 as presented. Second by Tabitha Trent. Vote unanimous (5-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 4 ‘Meeting Minutes from August 18, 2022. Motion by Tabitha Trent to accept the Meeting Minutes from August 18, 2022 as presented. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 5 ‘Employee Recognition’ Chairperson Creasman recognized Kristy Arnold for her 15 years of service to the OUA.**

**Chairperson Creasman addressed Agenda Item No. 6 ‘Consent Agenda’ Motion by Steven Nelson to approve the Consent Agenda as presented:**

**Consent Agenda Item No. 7 ‘Finance Report for the period ending August 31, 2022’**

**Consent Agenda Item No. 8 ‘Invoice from Eckler Engineering, Inc. – Pine Ridge Park Utility Improvement in the amount of \$2,684.58’**

**Consent Agenda Item No. 9 ‘Invoice from Eckler Engineering, Inc. – SWTP pH Evaluation in the amount of \$300.00’**

**Consent Agenda Item No. 10 ‘Invoice from Sumner Engineering & Consulting, Inc. – SW 5<sup>th</sup> Avenue LPSS Design and Permitting in the amount of \$9,925.00’**

**Consent Agenda Item No. 11 ‘Invoice from Sumner Engineering & Consulting, Inc. – SWSA Project (Part B and C) in the amount of \$7,843.75’**

**Consent Agenda Item No. 12 ‘Invoice from Sumner Engineering & Consulting, Inc. – SWSA Project (Part E) in the amount of \$14,286.96’**

**Consent Agenda Item No. 13 ‘Invoice from Sumner Engineering & Consulting, Inc. – Tortoise Survey and Summary Memo in the amount of \$2,700.00’**

**Consent Agenda Item No. 14 ‘Invoice from Sumner Engineering & Consulting, Inc. – OUA Consumptive Use Permit in the amount of \$2,380.00’**

**Consent Agenda Item No. 15 ‘Invoice from Go Underground Utilities, LLC- SWSA Master Force Main in the amount of \$69,986.50’**

**Consent Agenda Item No. 16 ‘Invoice from Holtz Consulting Engineers, Inc. – Conners Gables Watermain Extension in the amount of \$1,789.50’**

**Consent Agenda Item No. 17 ‘Invoice from Thorn Run Partners in the amount of \$3,500.00’**

**Consent Agenda Item No. 18 ‘Invoice from MacVicar in the amount of \$250.00’**

**Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 19 ‘Orange Loop Gravity Sewer Project’ Executive Director Hayford discusses that Orange Loop Gravity Sewer Project was placed out for bid and four bids were received. The apparent low bid of \$215,684.00 was submitted by Go Underground Utilities, LLC. Executive Director Hayford discusses that the engineer recommended Go Underground Utilities, LLC. Motion by Tommy Clay to approve and authorize the execution and issuance of the Notice of Award to Go Underground Utilities, LLC in the amount of \$215,684.00. Second by Steve Nelson. Vote unanimous (5-0), motion carried.**

Executive Director Hayford discusses that OUA staff will issue the Notice of Award to Go Underground Utilities, LLC. The contractor still must submit necessary documents as required before the Notice to Proceed can be issued. Executive Director Hayford discusses that staff is asking for the

board to approve the Notice to Proceed at this meeting rather waiting an additional thirty days to bring this back for board approval as to not delay the start of construction. **Motion by Tommy Clay to approve the issuance of the Notice to Proceed to Go Underground Utilities, LCC provided they submit the required project documents. Second by Steven Nelson. Vote unanimous (5-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 20 ‘NW 5<sup>th</sup> Street Gravity Sewer Project’** Executive Director Hayford discusses that this a gravity sewer project on NW 5th Street will serve the new jail expansion project. Executive Director Hayford discusses that four bids were received with an apparent low bid of \$ 91,954.00 being submitted by B & B Site Development. The engineer has reviewed the bid package, checked references and is recommending the Notice of Award be issued to B & B Site Development. **Motion by Tabitha Trent to issue the Notice of Award to B & B Site Development. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

Executive Director Hayford discusses that OUA staff will issue the Notice of Award to B & B Site Development. The contractor must submit necessary documents as required before the Notice to Proceed can be issued. Executive Director Hayford discusses that staff is asking for the board to approve the Notice to Proceed at this meeting rather than waiting to bring this back for board approval. **Motion by Tommy Clay to approve the issuance of the Notice to Processed to B & B Site Development provided they submit the required project documents. Second by Melanie Anderson. Vote unanimous (5-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 21 ‘SWSA Master Force Main Gopher Tortoise’** Executive Director Hayford discusses that the SWSA Master Force Main Project has been moving forward quickly. The contractor sent crews in to start clearing of the site at which time they found tortoise burrows. The burrows were not noticed during any of the preliminary site work. All construction has been stopped in the vicinity of the located burrows. Executive Director Hayford discusses that all construction had cease for a 28-day period. Executive Director Hayford discusses that the OUA has engaged a biologist to assist with FWC permitting issues. At the conclusion of the 28-day period of no activity, OUA staff will submit a permit for activity and await GFC allowances for the work. At a minimum, all burrows within the immediate construction zone that will be impacted by the work will need to be temporarily relocated. Those near the construction zone will need to be protected from construction activity.

**Chairperson Creasman addressed Agenda Item No. 22 ‘Treasure Island Engineering RFP’** Executive Director Hayford discusses that OUA staff advertised a request for proposals for engineering services on August 10, 2022, in the local newspaper. Additional direct notices were sent several engineering firms. The notice was also placed on Demand Star, an internet placement board for RFP’s and construction projects. The advertisement stated that the RFP’s were due to the OUA 3PM on September 6, 2022. The OUA received two proposals. Executive Director Hayford discusses that the OUA review committee comprised of John Creasman, Jamie Mullis and John Hayford, met to discuss the proposals received and to provide a committee ranking. The committee reviewed proposals from Kimley Horn and Eckler Engineering team (Eckler, Sumner and JEA). The committee ranking was 2 to 1 in favor of Kimley Horn. However, both proposals were very good and each team had strong points. Chairperson Creasman discusses that we can accept the recommendation of the review committee or we can request presentations from the firms that submitted proposals. Executive Director Hayford discusses that Doug Hammond from Eckler Engineering and Tom Jenson from Kimley Horn were present to answer any questions from the

board. The board addressed each engineering firm with questions concerning their proposals. There was discussion between board and staff concerning personal preferences on ranking completed by the review committee, **motion by Melanie Anderson to accept the review committee's recommendation. Second by Steven Nelson. Vote as follows:**

<b>Melanie Anderson</b>	<b>Yes</b>
<b>John Creasman</b>	<b>Yes</b>
<b>Tommy Clay</b>	<b>No</b>
<b>Steven Nelson</b>	<b>Yes</b>
<b>Tabitha Trent</b>	<b>Yes</b>

**Motion passes by super majority (4-1), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 23 'Multiple Construction Project Updates'** Executive Director Hayford discusses that project update letters were added to the construction files for DEP review. Informational purposes only.

**Chairperson Creasman addressed Agenda Item No. 24 'Public Comments'** Mr. Genova expresses his appreciation to the board for the decision on the Orange Loop Sewer expansion project.

**Chairperson Creasman addressed Agenda Item No. 25 'Items from the Attorney'** Attorney Conley discusses the request by PRP Construction to utilize vacant property for the Pine Ridge Utility Improvement Projects. Attorney Conely discusses that he prepared a License Agreement for the use of vacant property in Pine Ridge Park for use by Hinterland Group, Inc.

**Chairperson Creasman addressed Agenda Item No. 26 'Items from the Executive Director'** Executive Director Hayford gave an update on current projects. Executive Director Hayford discusses that staff are still evaluating the Seacoast Bank building and an appraisal has been requested. OUA staff have not not heard any further information from HCA regarding the surgical center property.

**Chairperson Creasman addressed Agenda Item No. 27 'Items from the Board'** Board Members discuss personnel and rate of pay for staff members. Board members recognize the affect of the economy on the community however the Board feels that the OUA needs to evaluate the compensation of its employees. Board members suggest a workshop or committee to further evaluate employee compensation. Executive Director Hayford to provide pay scales to the board for further discussion at next scheduled meeting.

**There being no other business, meeting adjourned at 10:11A.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)