

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Monday, March 9, 2020 10:00 A.M.
Okeechobee Utility Authority
Okeechobee County Historic Courthouse, Room 270
Okeechobee, Florida

Chairperson Nelson called the meeting to order at 10:00 A.M. with the following members and alternates present:

Board Members:

Melanie Anderson*
John Creasman*
Carl Leonard*
Steve Nelson*

Alternates:

Harry Moldenhauer
Jeff Fadley**

Absent:

Tommy Clay

*Voting Board Members

** Voting in Tommy Clay's absence

OUA Members:

John Hayford
George Gall
Kristy Hamblen
Jamie Mullis
Tom Conely

The Pledge of Allegiance was led by Chairperson Nelson.

Chairperson Nelson addressed Agenda Item No. 2 'Election of Officers' Executive Director Hayford presided over the meeting.

Executive Director Hayford explained that the Board needs to elect a Chairperson, Vice Chairperson and a 2nd Vice Chairperson. The current elected officers are eligible to be re-elected to their current seat. Executive Director Hayford called for nominations for the Chairperson. **Motion by Jeff Fadley to re-appoint Steve Nelson as Chairperson. Second by Carl Leonard. Vote unanimous (5-0), motion carried.** Chairperson Nelson took over the meeting. Chairperson Nelson called for nominations for Vice Chairperson. **Motion by Jeff Fadley to re-appoint John Creasman for Vice Chairperson. Second by Carl Leonard. Vote unanimous (5-0), motion carried.** Chairperson Nelson called for nominations for 2nd Vice Chairperson. **Motion by John Creasman to re-appoint Melanie Anderson as 2nd Vice Chairperson. Second by Jeff Fadley. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 3 'Public Hearing – FY20 Schedule of Rates, Fees and Charges – Resolution 20-02'

Motion by John Creasman to open the Public Hearing at 10:04AM. Second by Carl Leonard. Vote unanimous (5-0), motion carried.

Executive Director Hayford advised that a 2% rate increase has been applied to the OUA rates as recommended by PRMG.

Chairperson Nelson called for comments from the Public.

An OUA customer addressed the Board and advised that she is not in favor of the rate increase. The Board thanked her for her comments.

Chairperson Nelson called for comments from the Board. There were none.

Motion by John Creasman to close the Public Hearing at 10:12AM. Second by Jeff Fadley. Vote unanimous (5-0), motion carried.

Motion by John Creasman to approve Resolution 20-02 as presented. Second by Carl Leonard. Executive Director Hayford read the Resolution by title only. **Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 4 ‘Meeting Minutes from February 10, 2020’ John Creasman advised that the Minutes need to reflect that Board Member Clay was absent. Harry Moldenhauer advised that Agenda Item No. 13 needs to clarify that it was 5/10 loan. **Motion by John Creasman to approve the Meeting Minutes with corrections as presented. Second by Jeff Fadley. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 5 ‘Consent Agenda’ Motion by John Creasman to approve the Consent Agenda as follows:

Consent Agenda Item No. 6 ‘Finance Report for the period ending February 29, 2020’

Consent Agenda Item No. 7 ‘Invoice from Raftelis – Preparation of the Five-Year Financial Forecast in the amount of \$3,050.14’

Consent Agenda Item No. 8 ‘Invoice from Vocelle and Berg, LLP in the amount of \$2,675.00’

Consent Agenda Item No. 9 ‘Invoice from RJ Sullivan in the amount of \$368,095.25’

Consent Agenda Item No. 10 ‘Invoice from GO Underground Utilities in the amount of \$34,447.50 – SE 8th Ave Water Main Replacement’

Consent Agenda Item No. 11 ‘Invoice from Eckler Engineering, Inc., in the amount of \$16,131.16 – SWTP Improvements – Professional Services

Consent Agenda Item No. 12 ‘Accounts to be Written-Off’

Second by Carl Leonard. Vote unanimous (5-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 13 ‘OUA Customer – Glenda Hubert’

Executive Director Hayford advised that Ms. Hubert opened her account with the OUA in August of 2017. The OUA records at that time showed that the property receive water and sewer services. The customer was billed accordingly. In February of 2020, it was brought to staff’s attention that the property was not connected to the OUA sewer system and is using onsite septic. Staff corrected the billing rates and gave a 3-month sewer consumption credit as allowed by OUA Resolution 15-01.

Ms. Hubert is requesting a sewer consumption credit back to the date of the account opening. After a brief discussion between Ms. Hubert, the Board and staff, **motion by Jeff Fadley to approve a sewer credit in the amount of \$314.52 for the sewer consumption billed from August 2017 to present. Second by Carl Leonard. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 14 ‘Truist Bank Refunding’ Finance Director Gall advised that staff has received the final refinancing documents for current 2017A and 2017B notes. Adoption of Resolution 20-01 is required for the issuance of 2020A, a five-year note and 2020B, a ten-year note. Executive Director Hayford read Resolution 20-01 by title only. **Motion by Carl Leonard to adopt Resolution 20-01 as presented. Second by Jeff Fadley. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 15 ‘Lakeview Estates’ Executive Director Hayford gave a brief history of this project and advised that there are two agreements that are required for this project, a standard grant agreement between the OUA and State of Florida and a third-party agreement between the OUA, OneWater and Cain Enterprises, LLC. Steve Kingsland of OneWater presented to the Board. **Motion by Jeff Fadley to approve and authorize execution of the standard grant agreement between the OUA and the State of Florida as presented. Second by John Creasman. Vote unanimous (5-0), motion carried. Motion by Jeff Fadley to approve the third-party agreement between the OUA, OneWater and Cain Enterprises, LLC as presented. Second by Carl Leonard. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 16 ‘More 2 Life Ministries Water Main Installation’ Executive Director Hayford gave a brief history on this project. The estimated preliminary cost to install an 8-inch water main to the property is \$144,871.00 with OUA doing the construction. Staff would like to install a 12-inch water main with the OUA paying the additional cost for the upgrade from the 8-inch to the 12-inch water main. OUA and More 2 Life Ministries would split the \$144,871.00 installation cost with the OUA covering the additional \$26,735.00 for the size increase of the water main. **Motion by Melanie Anderson to approve the extension of a 12-inch water main to the More 2 Life Ministries property with a 50/50 cost share between the OUA and More 2 Life Ministries at the estimated cost of \$99,170. Second by Jeff Fadley. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 17 ‘Pine Ridge Park Utility System Improvements’ Executive Director Hayford advised that staff advertised and received RFP’s for engineering services for this project. The review committee, reviewed and ranked each submittal. There were seven respondents to the RFP. Eckler Engineering was ranked number one by each committee member. Staff requests that the Board accept the ranking as presented and authorize staff to begin negotiations with Eckler Engineering on a scope of work and fee schedule. **Motion by Jeff Fadley to accept the ranking as presented. Second by Melanie Anderson. Vote unanimous (5-0), motion carried. Motion Jeff Fadley to authorize staff to begin negotiations with Eckler Engineering on a scope of work and fee schedule. Second by Carl Leonard. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 18 ‘Auditor Selection Committee’ Executive Director Hayford advised that the current auditing firm, Nowlen, Holt and Minor, P.A. have been in contract with the OUA for five years. The contract will expire with the completion of the FY19 Audit. An auditor selection committee is required by Florida Statue to manage the auditor selection process. OUA staff cannot be on the committee, the committee must be made up of at least three members, with the chair of the auditor selection committee being a member of the governing body.

Staff has reached out to two citizens, India Riedel and Robbie Chartier, both have agreed to sit on the auditor selection committee. The Board appointed Melanie Anderson as chair of the auditor selection committee.

Chairperson Nelson addressed Agenda Item No. 19 '66 Acres Lease – Pearce & OUA'

Executive Director Hayford advised that the current lease between the OUA and Pearce Cattle has expired. This agreement allowed for a two-year extension, which has been prepared by Attorney Conely. Pearce Cattle and the OUA are in agreeance with this extension. **Motion by Melanie Anderson to approve the two-year extension the 66-acre lease with Pearce Cattle Company as presented. Second by Carl Leonard. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 20 'June 8, 2020 – OUA Board Meeting'

Executive Director Hayford advised that the BOCC has advised that the BOCC Chambers will not be available to the OUA Board on June 8, 2020. The OUA will need to move the June 8, 2020 meeting. **Motion by John Creasman to move the June 8, 2020 OUA board meeting to June 9, 2020. Second by Melanie Anderson. Vote unanimous (5-0), motion carried.** It was suggested that the Executive Director contact the missing Board Members to find out what their intentions are for OUA Board participation.

Chairperson Nelson addressed Agenda Item No. 21 'Public Comments' There were none.

Chairperson Nelson addressed Agenda Item No. 22 'Items from the Attorney' Attorney Conely gave an update on the purchase of the two acres from the Okeechobee County School Board.

Chairperson Nelson addressed Agenda Item No. 23 'Items from the Executive Director'

Executive Director Hayford gave an update on current projects.

Chairperson Nelson addressed Agenda Item No. 24 'Items from the Board' There were none requiring action.

There being no other business, meeting adjourned at 12:02 P.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)