

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Monday, December 14, 2020 10:00 A.M.

Okeechobee Utility Authority

100 SW 5th Avenue

Okeechobee, Florida

Chairperson Nelson called the meeting to order at 9:59 A.M. with the following members and alternates present:

Board Members:

Melanie Anderson*

Steve Nelson*

John Creasman*

Tommy Clay*

Tabitha Trent*

Alternates:

Harry Moldenhauer

Jeff Fadley

Absent:

*Voting Board Members

OUA Members:

John Hayford

George Gall

Jamie Mullis

Tom Conely

Michelle Willoughby

Robert Manson

The Pledge of Allegiance was led by Chairperson Nelson.

Chairperson Nelson addressed Agenda Item No. 2 ‘Meeting Minutes from November 9, 2020’ Motion by Tommy Clay to approve the Meeting Minutes from November 9, 2020. Second by Melanie Anderson. Vote unanimous (5-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 3 ‘Employee Recognition’ Chairperson Nelson presented Robert Manson with a check and a Certificate of Appreciation for his 25 years of service to the OUA.

Chairperson Nelson addressed Agenda Item No. 4 ‘Consent Agenda’ Motion by John Creasman to approve the Consent Agenda as follows:

Consent Agenda Item No. 5 ‘Finance Report for the period ending November 30, 2020’

Consent Agenda Item No. 6 ‘Invoice from Eckler Engineering, Inc. – PRP Utility Improvements in the amount of \$4,998.00’

Consent Agenda Item No. 7 ‘Invoice from Eckler Engineering, Inc. – WTP Improvements in the amount of \$14,370.63’

Consent Agenda Item No. 8 ‘Invoices from OneWater, Inc. – Lakeview Estates WWTP in the amounts of \$38,257.50’

Consent Agenda Item No. 9 ‘Invoices from RJ Sullivan Corp – WTP Improvements in the amounts of \$155,681.12’

Consent Agenda Item No. 10 ‘Accounts to be Written Off’

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

Chairperson Nelson addressed Agenda Item No. 11 ‘OUA Pension Board Trustee Appointment’ Pension Board Chairman, Jamie Mullis provided the Board with two applications that were received for the Pension Board Trustee Vacancy. **Motion by Tommy Clay to accept Jeff Sumner as replacement for Tabitha Trent. Second by Melanie Anderson. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 12 ‘CASGS Contract Extension’ Executive Director John Hayford presented the contract extension request for CASGS. There was a brief discussion between CASGS representatives, OUA Board Members and staff regarding contract cost and responsibilities. **Motion by Tommy Clay to approve annual contract renewal and rate increase to \$40,500.00. Second by Melanie Anderson. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 13 ‘SE 8th Avenue Water Main Replacement’ Executive Director John Hayford discussed the water main replacement project, delays in reaching substantial and final completion dates, change order, and liquidated damages. Staff recommended approval of Change Order #2, final pay request of \$68,188.75 and to waive any claims to liquidated damages. **Motion by Tommy Clay to approve as presented. Second by Melanie Anderson. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 14 ‘SW 5th Avenue Wastewater Engineering Proposal’ Executive Director John Hayford explained the process, that the staff/committee went through the proposals, to rank the firms that submitted an RFP. The Audit Selection Committee ranked the firms as follows:

1. Sumner Engineering & Consulting, Inc.
2. Kimley Horn
3. Chen Moore & Associates

Motion by Tommy Clay to approve ranking as presented. Second by Melanie Anderson. Vote unanimous (5-0), motion carried.

OUA staff were instructed to negotiate a scope of work and fee schedule with Sumner Engineering & Consulting Inc.

Chairperson Nelson addressed Agenda Item No. 15 ‘Pine Ridge Park Engineering Revision’ Executive Director John Hayford discussed the Pine Ridge Park Engineering Revision to add water main design to the wastewater plans. OUA staff recommends approval of the proposed Engineering

Scope Revision No. 2 for \$22,000.00 to Eckler Engineering. **Motion by John Creasman to approve as presented. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 16 ‘Public Comments’ There were none.

Chairperson Nelson addressed Agenda Item No. 17 ‘Items from the Attorney’ There were none.

Chairperson Nelson addressed Agenda Item No. 18 ‘Items from the Executive Director’
Executive Director Hayford provided the board with an update on the Southwest Wastewater Service Area. RFP for Oak Lake Estates Wastewater Project and bids will be accepted in January 2021. There is a pre-bid meeting scheduled for January. After review, the RFP’s will be brought back to the Board.

Board Room Improvements are scheduled for January 13-14, 2021.

Executive Director Hayford discussed the date of December 17, 2020 for the OUA Christmas Dinner.

Chairperson Nelson addressed Agenda Item No. 19 ‘Items from the Board’. **Motion by John Creasman to compensate Executive Director John Hayford with 2% employee bonus and COLA just as other OUA employees. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

SE 8th Avenue Water Main Replacement – Tommy Clay moves to amend motion to waive liquidated damages, Second by John Creasman. Vote unanimous (5-0), motion carried.
Melanie Anderson out at 10:48am.

There being no other business, meeting adjourned at 10:50 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)