

OKEECHOBEE UTILITY AUTHORITY
REGULAR MEETING MINUTES
Tuesday, November 14, 2017 8:30 A.M.
Okeechobee County Historical Courthouse, Room 270
Okeechobee, Florida

Chairperson Creasman called the meeting to order at 8:31 A.M. with the following members and alternates present:

Board Members:

Melanie Anderson*
John Creasman*
Michael Myers*

Alternates:

Jeff Fadley**
Harry Moldenhauer

*Regular Board Members

**Voting in Steve Nelson's absence

OUA Members:

John Hayford
George Gall
Kristy Hamblen
Jamie Mullis

The Pledge of Allegiance was led by Chairperson Creasman.

Derek Tremain in at 8:32AM.

Chairperson Creasman addressed Agenda Item No. 2 'Meeting Minutes from October 10, 2017' Melanie Anderson advised that the minutes show she was present at the October 10, 2017 meeting, she was not. **Motion by Jeff Fadley to approve the Meeting Minutes, with the correction as stated, from October 10, 2017. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 3 'Employee Recognition' Chairperson Creasman presented Terri Lynn Rucks with a Certificate of Appreciation and a check for her twenty years of service to the OUA.

Chairperson Creasman addressed Agenda Item No. 4 'Consent Agenda' Executive Director Hayford advised that on Consent Agenda Item No. 5 – Finance Report. There is a number typo on the agenda cover page for this item. The number in the report is correct. **Motion by Melanie Anderson to approve the Consent Agenda as follows:**

Consent Agenda Item No. 5 'Finance Report for the period ending October 31, 2017'

Consent Agenda Item No. 6 'Invoice from Alcalde & Fay in the amount of \$3,261.61'

Consent Agenda Item No. 7 'Invoice from Eckler Engineering, Inc. – SWTP Improvements, in the amount of \$23,408.50'

Consent Agenda Item No. 8 'Invoice from Holtz Consulting Engineers, Inc. – Pine Ridge Park, in the amount of \$1,221.03'

Second by Jeff Fadley. Vote unanimous (4-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 9 ‘Agreement to Prepare Updated Five Year Financial Forecast’ Finance Director Gall advised that the last Financial Forecast was prepared in 2013. PRMG will provide a five year financial forecast past the current budget, giving an estimate on the rates, expenses and the scheduled capital finance plan. The cost is \$28,400.00, which is less than projected in the FY18 Budget. **Motion by Melanie Anderson to approve the agreement with PRMG for an updated five year financial forecast in the amount of \$28,400.00 as presented. Second by Michael Myers. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 10 ‘Annual Maintenance Contracts OUA Elevated Water Storage Tanks’ Executive Director Hayford advised that the system has two elevated storage tanks, one in Treasure Island and one in Buckhead Ridge. The OUA has a current contract with Utility Service Company, Inc, that was signed in 2001 to conduct annual maintenance inspections on the tanks. Recently, staff has had an issue receiving proper paperwork from this company. Staff has attempted to contact this company with no response. A report that is four months late was received after the board packages were sent out. Staff is requesting the OUA Board to approve sending a Notice of Cancellation for each contract to Utility Service Company. The contract requires a ninety day notice, during the ninety days, staff will advertise for RFP’s. **Motion by Jeff Fadley to issue two, Notice of Cancellations to Utility Contract Services, Inc. Second by Michael Myers. Vote unanimous (4-0), motion carried.** Executive Director Hayford advised that three Board Members will need to sign the letters. Michael Myers, Jeff Fadley and John Creasman will sign the letter.

Chairperson Creasman addressed Agenda Item No. 11 ‘OUA Policy & Procedures for the Sale of Surplus Property’ Executive Director Hayford advised that this policy was created by a request from the Board. This policy will provide for a method for determination and recommendation to declare a parcel surplus, methods available to dispose of lands declared as surplus, selection criteria and specific sale guidelines and procedures. Attorney Conely advised to strike the second bullet at the bottom of page three. **Motion by Jeff Fadley to adopt the OUA Policy and Procedures for the Sale of Surplus Property with the correction made. Second by Melanie Anderson. Vote unanimous (4-0), motion carried. Motion by Jeff Fadley to declare the Pine Ridge Park property surplus. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.** Parcels 1-3 were not declared surplus.

Chairperson Creasman addressed Agenda Item No. 12 ‘Potential OUA Surplus Properties’ Executive Director Hayford advised that the OUA has six properties that could be deemed surplus and sold. Executive Director gave the history of each property. After a discussion between Staff and Board Members, **motion by Jeff Fadley to authorize staff to proceed with acquiring surveys on two of the six properties. Second by Michael Myers. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 13 ‘Method of Sale of Surplus Property’ Executive Director Hayford advised there are two methods presented for the sale of surplus property, private sale and bid sale. The Board deemed the property in Pine Ridge Park as surplus, the Board needs to choose a method of sale for the property. **Motion by Jeff Fadley to sale the property in Pine Ridge Park in a private sale. Second by Michael Myers. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 14 ‘State Revolving Fund Application Process’ Executive Director Hayford advised that OUA staff is prepared to submit the Request for Inclusion to the State Revolving Fund to fund the Treasure Island Wastewater Collection System. At this time, staff is requesting approval to enter into a contract with Eckler Engineering to complete the SRF Planning document in a not to exceed amount of \$10,500.

Motion by Jeff Fadley to approve the engagement of Eckler Engineering in the not to exceed amount of \$10,500. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 15 ‘Whispering Pines CDBG’ Executive Director Hayford advised a grant agreement between the OUA and Okeechobee County is being presented for approval. Executive Director Hayford further advised that page 1 states that the project will be completed by March 2019. Staff did advise that this date will be hard to meet and asked for an extension till June 2019. **Motion by Jeff Fadley to approve the agreement with the changed date. Second by Michael Myers. Vote unanimous (4-0), motion carried.**

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

Chairperson Creasman addressed Agenda Item No. 17 ‘Items from the Attorney’

Attorney Conely advised the agreements for the location of future OUA meetings have been approved and will be discussed at the December meeting.

Attorney Conely advised that when the OUA acquired a deed for the Pine Ridge Park WWTF, there was a clause to give the property back to the original owner, minus the 60x60ft area for the OUA pump station. When the contractor installed the fence around the pump station, the fence is in wrong the location. A new deed will need to be prepared to correct the location of the pump station and fence.

Attorney Conely advised that the OUA has been served with a lawsuit. If the OUA’s insurance will not cover the lawsuit, he is requesting that the Board hire Harold Melville to represent the OUA. **Motion by Melanie Anderson to approve the contract with Harold Melville. Second by Michael Myers. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 18 ‘Items from the Executive Director’

Executive Director Hayford gave an update of his recent trip to Tallahassee.

Executive Director Hayford advised that the Legislative Delegation is scheduled for November 20, 2017 at 11:30AM, at the Chamber of Commerce building. This year will be a round table discussion instead of presentations. Executive Director Hayford advised that the BOCC has a meeting scheduled for December 12, 2017, the same date as the December OUA meeting, either the date or the location needs to be moved. The Board advised to move the date to December 5th.

Executive Director Hayford advised that the OUA Annual Christmas BBQ is scheduled for December 7th at noon at the OUA maintenance facility. All is invited to come. In the FY18 Budget, there was a 1.5% merit bonus approved for the employees. In years past, the OUA Board has elected to distribute the employees bonus at the Christmas BBQ. **Motion by Jeff Fadley to distribute the employees merit bonus at the Christmas BBQ on December 7, 2017. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.**

Executive Director Hayford advised that the Board needs to decide if the OUA meetings will continue to be held at the Okeechobee County Historic Courthouse or move back to the OUA main office and install the equipment to video the meetings.

Executive Director Hayford advised that the OUA employees with the HSA healthcare plan will now have to pay a fair market value rate when visiting the Treasure Coast Urgent Care. An amended contract has been presented for approval. **Motion by Jeff Fadley to approve the amended contract with Treasure Coast Medical Association as presented. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 19 ‘Items from the Board’ There was none requiring action.

There being no other business, meeting adjourned at 10:30 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 insure 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)