

**OKEECHOBEE UTILITY AUTHORITY  
MEETING MINUTES**

Tuesday, November 12, 2019 10:00 A.M.

Okeechobee Utility Authority

Okeechobee County Historic Courthouse, Room 270

Okeechobee, Florida

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

**Board Members:**

Melanie Anderson\*

John Creasman\*

Steve Nelson\*

**Alternates:**

Harry Moldenhauer

**Absent:**

Tommy Clay

Jeff Fadley

Carl Leonard

\*Voting Board Members

**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 ‘Meeting Minutes from October 14, 2019’ Motion by John Creasman to approve the Meeting Minutes from October 14, 2019, as presented. Second by Melanie Anderson. Vote unanimous (3-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 3 ‘Employee Recognition’** Chairperson Nelson advised that two OUA employees are to be recognized, Tina Carver for five years of service to the OUA and Jamie Gamiotea for twenty-five years of service. Neither employee was able to attend the meeting.

**Chairperson Nelson addressed Agenda Item No. 4 ‘Consent Agenda’** Board Member Melanie Anderson asked for clarification on the 2020 OUA Holidays, some holidays are listed on the weekends. Executive Director Hayford explained that some OUA employees are scheduled to work the weekends and they will receive holiday pay.

**Motion by John Creasman to approve the Consent Agenda as follows:**

**Consent Agenda Item No. 5 ‘Finance Report for the period ending October 31, 2019’**

**Consent Agenda Item No. 6 ‘Invoice from RJ Sullivan in the amount of \$317,040.26’**

**Consent Agenda Item No. 7 ‘Invoice from Vocelle and Berg, LLP in the amount of**

**\$4,167.10'**

**Consent Agenda Item No. 8 'Invoice from Sumner Engineering & Consulting, Inc. in the amount of \$42,270.85.'**

**Consent Agenda Item No. 9 'OUA Board of Director's Meeting Dates'**

**Consent Agenda Item No. 10 '2020 OUA Holidays'**

**Consent Agenda Item No. 11 'Invoice from Eckler Engineering in the amount of \$12,434.00'**  
**Second by Melanie Anderson. Vote unanimous (3-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 12 'Southeast 8<sup>th</sup> Avenue Water Main Replacement'** Executive Director Hayford advised that the lowest bidder, GO Underground Utilities, LLC, has met all of the bidding/project requirements as required by the project documents. The submitted bid was in the amount of \$598,400 to complete the project. The substantial completion date is May 10, 2020 and the final completion date is June 9, 2020. The liquidated damages are \$200 per day. **Motion by John Creasman to approve the agreement and the Notice to Proceed as presented. Second by Melanie Anderson. Vote unanimous (3-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 13 'State Contract LPQ0008 Southwest Wastewater Service Area – Project 1'** Executive Director Hayford advised that the State of Florida has provided the Standard Grant Agreement. There are a few minor changes required for the contract concerning dates. **Motion by John Creasman to approve the contract with the modifications. Second by Melanie Anderson. Vote unanimous (3-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 14 'Pine Ridge Park Sale'** Executive Director Hayford advised that in November 2017, the OUA Board identified an OUA owned parcel in Pine Ridge Park as surplus property. The Board recently directed staff to offer up the property for a direct sale to the two adjoining property owners. Sealed bids were accepted on November 6, 2019. The property owner at 775 NE 30<sup>th</sup> Avenue submitted the highest bid. A sales agreement has been prepared by OUA. Attorney Conely advised that he does need to change the closing date from December 6, 2019 to December 20, 2019. **Motion by John Creamsan to accept the highest bid and approve the contract. Second by Melanie Anderson. Vote unanimous (3-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 15 'Public Comments'** There were none.

**Chairperson Nelson addressed Agenda Item No. 16 'Items from the Attorney'** There were none.

**Chairperson Nelson addressed Agenda Item No. 17 'Items from the Executive Director'**  
Executive Director Hayford gave a few updates.

Executive Director Hayford advised that the OUA Annual Christmas BBQ has been scheduled for December 12, 2019 at 12:00PM at the OUA Maintenance Facility. All Board Members are invited to join. In the FY20 Budget, a bonus to the employees were approved, in the past, the Board has elected to disburse this bonus at the OUA Annual Christmas BBQ, would the Board like the bonuses to also be distributed at this year's Annual Christmas BBQ? **Motion by John Creasman to approve the**

**distribution of the employee's bonus on December 12, 2019, at the OUA Annual Christmas BBQ. Second by Melanie Anderson. Vote unanimous (3-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 18 'Items from the Board'** There were none requiring action.

**There being no other business, meeting adjourned at 10:35 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.

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Chairperson

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Executive Director (Secretary)