

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Monday, May 11, 2020 10:00 A.M.
Okeechobee Utility Authority
Okeechobee County Historic Courthouse
304 NW 2nd St, 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*
Steve Nelson*

Alternates:

Harry Moldenhauer
Jeff Fadley**

Absent:

Tommy Clay
Carl Leonard

*Voting Board Members

** Voting in Tommy Clay's absence

OUA Members:

John Hayford
George Gall
Kristy Hamblen
Tom Conely

The Pledge of Allegiance was led by Chairperson Nelson.

Chairperson Nelson addressed Agenda Item No. 2 'Meeting Minutes from April 13, 2020' Motion by John Creasman to approve the Meeting Minutes from April 13, 2020. Second by Jeff Fadley. Attorney Conely advised that he has two small changes to the verbiage and he provided those changes to staff. **Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 3 'Consent Agenda' Motion by Melanie Anderson to approve the Consent Agenda as follows:

Consent Agenda Item No. 4 'Finance Report for the period ending April 30, 2020'

Consent Agenda Item No. 5 'Invoice from Vocelle and Berg, LLP in the amount of \$700.00'

Consent Agenda Item No. 6 'Invoice from RJ Sullivan in the amount of \$466,085.00'

Consent Agenda Item No. 7 'Invoice from Eckler Engineering, Inc., in the amount of \$8,988.60 – SWTP Improvements – Professional Services

Consent Agenda Item No. 8 'Invoice from Eckler Engineering, Inc. – in the amount of \$2,912.00 – Pine Ridge Park Utility Improvements'

Consent Agenda Item No. 9 'Invoice from Sumner Engineering – SW Wastewater Service Area Project – Construction Phase in the amount of \$38,802.88'

Consent Agenda Item No. 10 'Invoice from Sumner Engineering – SW Wastewater Service Area Project – Design in the amount of \$20,408.50'

Consent Agenda Item No. 11 ‘Invoice from One Water Inc., - Two Pilot Project in the amount of \$45,572.00’

Consent Agenda Item No. 12 ‘Invoice from GO Underground Utilities in the amount of \$176,503.04 – SE 8th Ave Water Main Replacement’

Consent Agenda Item No. 13 ‘Invoice from Holtz Consulting – SE 8th Ave Water Main Replacement in the amounts of \$3,951.50.’

Consent Agenda Item No. 14 ‘Accounts to be Written-Off’

Second by John Creasman. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 15 ‘Presentation of FY19 Financial Statement Audit Report and the Annual Financial Report’ Finance Director Gall reviewed the Auditor’s Report on Internal Control over Financial Reporting and on Compliance. The audit did not identify any deficiencies in internal control and no instances of noncompliance.

Finance Director Gall next reviewed the Management Letter. There were not any prior year audit findings. OUA was in compliance with 218.503(1) Florida Statutes. There were not any recommendations to improve financial management. There were not any findings of noncompliance with contracts or grant agreements. **Motion by Jeff Fadley to accept the FY19 Financial Statement Audit Report and the Annual Financial Report as presented. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 16 ‘SE 8th Avenue Water Main Improvements’

Executive Director Hayford advised that at the April 2020 meeting, the Board approved additional piping to be replaced on this project. Since that time, staff has received Change Order No. 1 from Holtz Engineering in the amount of \$21,498.00 for the supplemental work. Staff has also received Correct Change Order No. 1, in the amount of \$173,165.00 from Go Underground Utilities for the additional work to be done. Go Underground had previously submitted Change Order No. 1 in the amount of \$172,465.00. This action needs to be rescinded. **Motion by John Creasman to approve Change Order No. 1, submitted by Holtz Consulting Engineers, Inc., in the amount of \$21,498.00. Second by Jeff Fadley. Vote unanimous (4-0), motion carried. Motion by Melanie Anderson to rescind the previously made motion, approving Change Order No. 1 from Go Underground Utilities in the amount of \$172,465.00. Second by Jeff Fadley. Vote unanimous (4-0), motion carried. Motion by Jeff Fadley to approve Corrected Change Order No. 1 from Go Underground Utilities in the amount of \$173,165.00. Second by Melanie Anderson. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 17 ‘2020 Vehicle Purchases’ Executive Director

Hayford advised that the FY20 Budget allowed for the purchase of two trucks, one for the Maintenance Department Supervisor and the construction Inspector. Staff utilized the Florida Sheriff’s Association Cooperative Purchasing Program FSA 19-VEL27.0 to price out two trucks. The Maintenance Department Supervisor’s vehicle is to be equal to a F250 XL Super Duty regular cab and the Inspector’s vehicle is to be equal to a Ford Ranger XL Super Cab with a Utility body. Six dealerships were contacted for quotes for the Maintenance Supervisor’s truck, Duval Ford had the lowest bid at \$24,767.00. Four dealerships were contacted for the Inspector’s vehicle, Duval Ford had the lowest bid at \$34,053.00. **Motion by Jeff Fadley to approve the purchase of the Ford, F250 Super Duty from Duval Ford in the amount of \$24,767.00. Second by John Creasman. Vote unanimous (4-0), motion carried. Motion by Jeff**

Fadley to approve the purchase of the Ford Ranger XL Super Cab from Duval Ford in the amount of \$34,053.00. Second by John Creasman. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 18 ‘Public Comments’ There were none.

Chairperson Nelson addressed Agenda Item No. 19 ‘Items from the Attorney’ Attorney Conely gave an update on the purchase of the property from Okeechobee County School Board. Attorney Conely also gave an update on the 46th Avenue lawsuit.

Chairperson Nelson addressed Agenda Item No. 20 ‘Items from the Executive Director’ Executive Director gave an update on current projects of the OUA.

Executive Director Hayford advised that Staff attended the AWWA webinar titled “Facing the New Normal for Credit and Collections During COVID-19”. Executive Director gave a brief explanation of what was presented in the webinar.

Executive Director Hayford advised that at the April 2020 Board Meeting, the Board directed Staff to suspend penalties and shut-offs until the May 2020 Board of Director’s meeting. Since the COVID-19 pandemic is still present as well as restrictions to travel, business openings and schools, the Board needs to decide if the OUA should continue with the suspension of the penalties and shut-offs. After a brief discussion, **motion by John Creasman to suspend penalties and shut-offs till the June 2020 Board of Director’s Meeting. Second by Jeff Fadley. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 21 ‘Items from the Board’ There was none requiring action.

There being no other business, meeting adjourned at 10:54 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)