

**OKEECHOBEE UTILITY AUTHORITY  
MEETING MINUTES**

Monday, April 13, 2020 10:00 A.M.

Okeechobee Utility Authority

100 SW 5<sup>th</sup> Avenue

Okeechobee, Florida

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

**Board Members:**

Tommy Clay\*

John Creasman\*

Steve Nelson\*

**Alternates:**

Harry Moldenhauer\*\*

Jeff Fadley

**Absent:**

Melanie Anderson

Carl Leonard

\*Voting Board Members

\*\* Voting in Melanie Anderson's absence

**OUA Members:**

John Hayford

Kristy Hamblen

Tom Conely

**The Pledge of Allegiance was led by Chairperson Nelson.**

**Chairperson Nelson addressed Agenda Item No. 2 'Meeting Minutes from March 9, 2020' Motion by John Creasman to approve the Meeting Minutes from March 9, 2020. Second by Tommy Clay. Harry Moldenhauer advised that on Agenda Item No. 16, Water Main Extension for More 2 Life Ministries, it should read a 12" water main not an 8". Vote unanimous (4-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 3 'Consent Agenda' Motion by Tommy Clay to approve the Consent Agenda as follows:**

**Consent Agenda Item No. 4 'Finance Report for the period ending March 31, 2020'**

**Consent Agenda Item No. 5 'Invoice from Vocelle and Berg, LLP in the amount of \$2,639.66'**

**Consent Agenda Item No. 6 'Invoice from RJ Sullivan in the amount of \$148,762.27'**

**Consent Agenda Item No. 7 'Invoice from GO Underground Utilities in the amount of \$78,997.10 – SE 8<sup>th</sup> Ave Water Main Replacement'**

**Consent Agenda Item No. 8 'Invoice from Eckler Engineering, Inc., in the amount of \$9,332.73 – SWTP Improvements – Professional Services'**

**Consent Agenda Item No. 9 'Invoice from Sumner Engineering – SW Wastewater Service Area Project – Construction Phase in the amount of \$48,503.60'**

**Consent Agenda Item No. 10 'Invoice from Sumner Engineering – SW Wastewater Service Area Project – Design in the amount of \$7,77.45.'**

**Consent Agenda Item No. 11 ‘Invoices from Holtz Consulting – SE 8<sup>th</sup> Ave Water Main Replacement in the amounts of \$7,903.00 and \$3,951.50.**

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

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

**Chairperson Nelson addressed Agenda Item No. 13 ‘Customer Shut-Off’** Executive Director Hayford advised that he had previously emailed the Board on 3/23/2020, requesting to suspend the shut off a customer account for non-payment from that date until the next regularly scheduled OUA Board meeting. The response from the Board was positive so the temporary shut off of accounts has been suspended. Executive Director explained the billing cycles and advised how many customer accounts were not shut off due to the discontinuation of the shut offs. Executive Director Hayford asked for the Board to ratify the action taken by OUA staff to suspend shut offs for the 2<sup>nd</sup> billing period of March 2020. **Motion by Tommy Clay to approve the suspension of shut offs and late penalties for the 2<sup>nd</sup> billing period of March 2020 through May 15, 2020. Second by John Creasman. Vote unanimous (4-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 14 ‘Advanced Metering Infrastructure’**

Executive Director Hayford advised that the OUA has been looking at an advanced meter technology that will allow both customer and the OUA certain features that will enhance monthly water service. Executive Director Hayford gave a brief history of the research on the advanced metering technology. OUA applied for a SFWMD Water Conservation Grant and received a pre-award notification that the OUA could receive up to \$100,000 in financial support of water conservation measures. Staff has also contacted FDEP SRF staff concerning loan/grant options. The Board needs to ratify the execution of the SFWMD application by the Chairperson and to approve the HCE submittal of \$2,380.00 to prepare and submit to the SRF the RFI paperwork required to begin the loan/grant process. **Motion by Tommy Clay to ratify the execution of the SFWMD application by the Chairperson. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried. Motion by John Creasman to approve the HCE submittal of \$2,380.00 to prepare and submit to the SRF the RFI paperwork required to begin the loan/grant process. Second by Tommy Clay. Vote unanimous (4-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 15 ‘Groundwater Storage Tank Painting’**

Executive Director Hayford advised that the storage tank at the GWTP is due for an extensive tank cleaning. It needs to be cleaned, cosmetic cracks to be filled in, pressure washed and painted. Staff received four quotes with Southern Star Contractors, Inc. submitting the lowest bid at \$53,000.00. **Motion by John Creasman to accept the bid submitted by Southern Star Contractor, Inc. in the amount of \$53,000.00. Second by Tommy Clay. Vote unanimous (4-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 16 ‘Pine Ridge Park Engineering Proposal’**

Executive Director Hayford advised that at the March 2020 meeting, staff was directed to work with Eckler Engineering, Inc. to develop a scope of work and fee schedule to carry the Pine Ridge Park 2020 Wastewater Improvements project from design through construction. The submitted proposal includes a lump sum fee for design engineering services in the amount of \$145,600.00 and a not to exceed estimate for engineering services during construction is \$103,900.00. **Motion by John**

**Creasman to approve the proposal submitted by Eckler Engineering, Inc as submitted. Second by Tommy Clay. Vote unanimous (4-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 17 ‘SE 8<sup>th</sup> Ave WM Improvements – Proposed Amendment 1’** Executive Director Hayford advised that this project is coming to a close. The OUA asked the contractor to look at eight additional streets and to prepare a cost estimate to replace the piping with directional drilled two-inch poly pipe. Go Underground submitted Amendment No.1 in the amount of \$172,465.00 to replace the pipe on the purposed streets. **Motion by Tommy Clay to approve Amendment No. 1 as presented. Second by John Creasman. Vote unanimous (4-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 18 ‘Vacuum Station No. 2 Generator Replacement’** Executive Director Hayford advised that the generator at Vacuum Station No. 2 needs to be replaced. It was placed in service in 1986. The generator requires more and more repairs each year. Eckler Engineering has submitted a proposal for the replacement of the generator in the amount of \$157,548.00. After a brief discussion, the Board directed staff to research the use of a local vendor for the install of the new generator.

**Chairperson Nelson addressed Agenda Item No. 20 ‘Public Comments’** There were none.

**Chairperson Nelson addressed Agenda Item No. 21 ‘Items from the Attorney’** Attorney Conely gave an update on the purchase of the two acres from the Okeechobee County School Board and the current lawsuit with 46<sup>th</sup> Avenue.

**Chairperson Nelson addressed Agenda Item No. 2 ‘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’** Executive Director Hayford advised that he had previously emailed a Request to Protect Florida’s Critical Water Supply from Lake Okeechobee to the Board Members for review. This request will be sent to Senator Marco Rubio. **Motion by John Creasman to authorize the execution of the letter. Second by Tommy Clay. Vote unanimous (4-0), motion carried.**

**There being no other business, meeting adjourned at 12:11 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.

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Chairperson

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Executive Director (Secretary)