

OKEECHOBEE UTILITY AUTHORITY
REGULAR MEETING MINUTES
Tuesday, March 13, 2018 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*
Tommy Clay*
John Creasman*
Michael Myers*
Steve Nelson*

Alternates:

Jeff Fadley
Harry Moldenhauer

Absent:

Derek Tremain

*Voting Board Members

OUA Members:

John Hayford
George Gall
Kristy Hamblen
Jamie Mullis

The Pledge of Allegiance was led by Chairperson Creasman.

Chairperson Creasman addressed Agenda Item No. 2 ‘Election of Officers’ Executive Director Hayford presided over the meeting for the Election of Chairperson. Executive Director Hayford advised that per the Interlocal Agreement, each officer can hold a seat for two consecutive years; all current officers may serve in the same capacity for the next term. Executive Director Hayford called for a Chairperson nomination. **Motion by Tommy Clay to nominate John Creasman as the Chairperson. Second by Melanie Anderson. Vote unanimous (5-0), motion carried.**

Executive Director Hayford turned the meeting over to Chairperson Creasman.

Chairperson Creasman called for a Vice-Chairperson nomination. **Motion by John Creasman to nominate Michael Myers as Vice-Chairperson. Second by Tommy Clay. Vote unanimous (5-0), motion carried.** Chairperson Creasman called for 2nd Vice-Chairperson nomination. **Motion by Tommy Clay to nominate Steve Nelson as 2nd Vice-Chairperson. Second by Melanie Anderson. Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 4 ‘Employee Recognition’ Chairperson Creasman presented Vince Tyner with a Certificate of Appreciation and a check for his ten years of service to the OUA. Chairperson Creasman presented Kenneth Sarros with a Certificate of Appreciation and a check for his ten years of service to the OUA.

Chairperson Creasman addressed Agenda Item No. 3 ‘Meeting Minutes from February 13, 2018’ Motion by Steve Nelson to approve the Meeting Minutes from February 13, 2018 as presented. Second by Tommy Clay. Vote unanimous (5-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 5 ‘Consent Agenda’ Motion by Tommy Clay to approve the Consent Agenda as follows:

Consent Agenda Item No. 6 ‘Finance Report for the period ending February 28, 2018’

Consent Agenda Item No. 7 ‘Invoice from Alcalde and Fay in the amount of \$3,262.00’

Consent Agenda Item No. 8 ‘Invoice from Eckler Engineering, Inc, - SWTP Improvements in the amount of \$13,367.00’

Consent Agenda Item No. 9 ‘Invoice from Eckler Engineering, Inc. – SRF in the amount of \$231.00’

Consent Agenda Item No. 10 ‘Invoice from PRMG, Inc. in the amount of \$5,437.40’

Second by Steve Nelson. Vote unanimous (5-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 11 ‘Annual Maintenance Contracts OUA Elevated Water Storage Tanks’ Executive Director Hayford advised that the Board previously approved the two presented contracts. since that time, there have been a few housekeeping changes made to the contracts. An invoice in the amount of \$8,482.50 has been received also. Staff is requesting ratification of the presented previously executed contracts and approval of the invoice. **Motion by Tommy Clay to approve the modified contracts and ratify the agreements. Second by Steve Nelson. Vote unanimous (5-0), motion carried. Motion Steve Nelson to approve the invoice in the amount \$8,482.50 as presented. Second by Michael Myers. Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 12 ‘Cemetery Road WWTF Proposed Tree Planting Layout’ Executive Director Hayford advised that during Hurricane Irma, the residuals drying facility located out at the Cemetery Road WWTF received some damage. The damage was a result primarily from wind and lightning. The wind damage caused a failure in portions of the roofing system. The loss of the panels allowed for damage to the electrical system. A mitigation system is needed to attempt to reduce the potential for a recurring wind damage event in the future. Staff is proposing the planting of 75-80 larger trees with an outside buffer of 50 smaller trees. Staff received two proposals. Sandhill Environmental Services, LLC had the lower proposal of \$20,571.00. After a brief discussion, the Board directed staff to get more information concerning the types of trees to be planted.

Chairperson Creasman addressed Agenda Item No. 13 ‘Training Incentive Program Reimbursement’ Executive Director Hayford advised that the OUA received a reimbursement from its insurance company for the successful companywide safety program of the OUA. The reimbursement was in the amount of \$5,000.00. Staff is requesting the Board to authorize the use of the reimbursement plus a small monetary contribution from the OUA to fund a gift card in the amount of \$100 to each employee. **Motion by Tommy Clay to approve the training incentive program reimbursement along with the monetary contribution from the OUA to fund a gift card in the amount of \$100 to each employee. Second by Steve Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 14 ‘Treasure Island Vacuum Collection System SRF Application’ Executive Director Hayford gave an update on the SRF process. Executive Director Hayford advised that staff is requesting permission to execute and submit the Request for Inclusion to the SRF for consideration. **Motion by Steve Nelson to authorize the execution and submittal of the Request for Inclusion for the SRF. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 15 ‘Sawgrass Estates Water Main Improvements’ Executive Director Hayford advised that the Board previously agreed to do a cost share of a water main improvement for the developer of Sawgrass Estates. The developer is requesting a 6” water main. The OUA would like to install an

8” water main for proper fire protection and future growth. The Board also previously established a policy to split the cost of a fire hydrant install with a developer. The total OUA expense is \$29,775, the total expense to the developer is \$66,276. There are different ways the developer could pay for their shared cost. Pay 25% down with 25% due January 1st each year starting January 2019 or the balance due when the project reaches 50% absorption or levy the 25% each year on the property tax bill. After a brief discussion, the Board advised staff to seek an alternate solution for the developer to pay without the OUA financing the project.

Chairperson Creasman addressed Agenda Item No. 16 ‘Pine Ridge Park Wastewater System – Final’ The contractor completed all work and made most of the final submittals. The County has issued a letter accepting all work in Pine Ridge Park. The completion date was 16 days late, liquidated damages are \$200 per day for a total of \$3,200. Change Order No. 1 has been submitted with a decrease to contract price of \$76,214.28. Final Pay Request in the amount of \$57,213.74 includes the liquidated damages of \$3,200. There are two Release of Liens outstanding at this time. After a discussion between the Board Members, Staff and Contractor, **motion by Tommy Clay to waive the \$3,200 liquidated damages. Second by Michael Myers. Vote unanimous (5-0), motion carried. Motion by Tommy Clay to approve the final payment in the amount of \$60,413.74 contingent on the receiving two Release of Liens. Second by Steve Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 17 ‘NW 5th St Water Main Improvements’ Executive Director Hayford advised that several months ago there was an issue of an existing water main installed in backyards that was brought to the Board. There is a 2” water main installed in the backyards of several properties. The decision to move the line was deferred to a later date. FDOT has now submitted plans depicting a new storm sewer system along NW 6th street. An OUA 4” water main is in conflict with this planned FDOT improvement. Staff is requesting the elimination of the 4” water main and resolve the water main in the backyards and relocate the water main. The cost to complete both issues is \$22,748.88. **Motion by Tommy Clay to approve the expenditure of \$22,748.88 for water main relocations. Second by Steve Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 18 ‘NW 28th Ave Water Main Improvements’ Executive Director Hayford advised that the Board previously approved the install of 2” water main on NW 28th Ave and a share cost between the OUA and customers. Staff would like to install an 8” water main to provide fire protection. The cost to upgrade the line is \$43,377.30. **Motion by Tommy Clay to approve the expenditure of \$43,377.30 to upgrade the water main on NW 28th Ave from a 2” to a 8”.** **Second by Steve Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 19 ‘OUA Surplus Land Sales’ Executive Director Hayford advised that two of the three OUA surplus properties sold at the March 3rd auction. Parcel #1 sold for \$185,000. Parcel #3 sold for \$710,000. Parcel #2 did not sale since the bidding did not reach the sales goal of \$982,083. The high bidder on parcel #2 made an offer of \$727,272.73; the reserve was set at \$982,083. The Board can choose to accept the offer, reject the offer and make an attempt to sell again or do nothing and keep the land. Brandon Tucker, Realtor with The Tucker Group addressed the Board on behalf of the highest bidder. The Board advised staff to do nothing and keep the property.

Chairperson Creasman addressed Agenda Item No. 20 ‘Mechanical Integrity Testing – IW1 at the Cemetery Road WWTF’ Executive Director Hayford advised that the deep injection well at the Cemetery Road WWTF is due for a 5 year integrity testing of the well. McNabb Hydrogeologic Consulting, Inc submitted a proposal in the amount of \$20,000. MHC has been the OUA engineering firm from the beginning concerning deep well injection. **Motion by**

Tommy Clay to approve the proposal from McNabb Hydrogeologic Consulting, Inc. in the amount of \$20,000. Second by Michael Myers. Vote unanimous (5-0), motion carried.

Chairperson Creasman addressed Agenda Items No. 21 ‘Public Comments’ There were none.

Chairperson Creasman addressed Agenda Item No. 22 ‘Items from Attorney’

Attorney Conely advised that the Board needs to approve the contract and ratify the execution of the contract by the Chairperson, for the sale of parcel #1. **Motion by Tommy Clay to approve the contract and ratify the execution of the contract for parcel #1 by the Chairperson. Second by Steve Nelson. Vote unanimous (5-0), motion carried.**

Attorney Conely advised that the OUA has sewer lines located in parcel #1. The Board needs to approve the addendum of the easement. **Motion by Tommy Clay to approve the addendum of the easement for parcel #1. Second by Steve Nelson. Vote unanimous (5-0), motion carried.**

Attorney Conely advised that the Board needs to authorize the Chairperson and or the Executive Director to execute the closing documents for the sale of parcel #1. **Motion by Tommy Clay to authorize the Chairperson and the Executive Director to execute the closing documents for the sale of parcel #1. Second by Michael Myers. Vote unanimous (5-0), motion carried.**

Attorney Conely advised that the Board needs to approve the contract for parcel #3 and ratify the execution of the contract by the Chairperson, for the sale of parcel #3. **Motion by Tommy Clay to approve the contract and ratify the execution of the contract for parcel #3 by the Chairperson. Second by Michael Myers. Vote unanimous (5-0), motion carried.**

Attorney Conely advised that the Board needs to authorize the Chairperson and or the Executive Director to execute the closing documents for the sale of parcel #3. **Motion by Tommy Clay to authorize the Chairperson and the Executive Director to execute the closing documents for parcel #3. Second by Michael Myers. Vote unanimous (5-0), motion carried.**

Attorney Conely advised that the parcel at wastewater facility in Pine Ridge Park, minus where the OUA facilities are located, needs to be given back to the original owner. The deed has been prepared and is ready for signature. **Motion by Tommy Clay to authorize the execution of the Deed returning the property to the original owner. Second by Michael Myers. Vote unanimous (5-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 23 ‘Items from the Executive Director’ There were none.

Chairperson Creasman addressed Agenda Item No. 24 ‘Items from the Board’ There were none.

There being no other business, meeting adjourned at 10:24 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)