

OKEECHOBEE UTILITY AUTHORITY
REGULAR MEETING MINUTES
Tuesday, August 14, 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*
Steve Nelson*

Alternates:

Harry Moldenhauer

Absent:

Jeff Fadley
Derek Tremain

*Voting Board Members

OUA Members:

John Hayford
George Gall
Kristy Hamblen
Jamie Mullis
Tom Conely

The Pledge of Allegiance was led by Chairperson Creasman.

Chairperson Creasman addressed Agenda Item No. 2 ‘Meeting Minutes from July 12, 2018’ Motion by Steve Nelson to approve the Meeting Minutes from July 12, 2018 as presented. Second by Tommy Clay. Harry Moldenhauer advised that there is an error on page 3, Agenda Item No. 14. The seconds read as “Motion by Jeff Fadley”, it should read “Second by Jeff Fadley”, if Jeff Fadley actually made the Second since he voted against the motion. Executive Director Hayford advised that staff will clarify the motion. **Vote unanimous (4-0), motion carried with correction.**

Chairperson Creasman addressed Agenda Item No. 3 ‘Public Hearing – FY17 Budget Amendment #1 and Resolution 18-03’ Motion by Tommy Clay to open the Public Hearing at 8:35AM. Second by Steve Nelson. Vote unanimous (4-0), motion carried.

Executive Director Hayford advised that these occurrences happened in FY17 but were realized on FY18. Executive Director Hayford explained the financial impacts.

Chairperson Creasman called for comments from the Public, there were none.

Chairperson Creasman called for comments from the Board. Attorney Conley asked when does staff expect to receive the funds from FEMA. Executive Director Hayford advised that it could be this FY or FY19.

Motion to close the Public Hearing at 8:41AM.

Motion Steve Nelson to adopt Resolution 18-03 as presented. Second by Tommy Clay. Vote unanimous (4-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 4 ‘Consent Agenda’ Motion by Tommy Clay to approve the Consent Agenda as follows:

Consent Agenda Item No. 5 ‘Finance Report for the period ending July 31, 2018’

Consent Agenda Item No. 6 ‘Invoice from Thorn Run Partners in the amount of \$3,325.00’

Consent Agenda Item No. 7 ‘Invoice from PRP Construction – Whispering Pines CDBG in the amount of \$177, 729.30.

Consent Agenda Item No. 8 ‘Invoice from Eckler Engineering, Inc. – SWTP Improvements in the amount

Consent Agenda Item No. 9 ‘Invoice from McNabb Hydrogeologic Consulting, Inc – Injection Well Operating Permit in the amount \$9,500.00’

Second by Steve Nelson. Vote unanimous (4-0), motion carried.

Chairperson Creasman addressed Agenda Item No 10 ‘Investment Plan – Securities Broker Approval & Internal Control Waiver’ Finance Director Gall advised that last month staff sent an Investment Bid Form for \$2,000,000 to Public Funds to five national/state banks and two investment advisors. Three of the banks responded. Finance Director Gall explained the options from the three banks. Of the three banks, staff recommends CenterState Bank. CenterState Bank provided \$1M in a MM, which will earn \$15,104 annually and \$1M of T-Bills which will earn, at current rates, \$21,875 annually. The OUA Investment Plan requires that the OUA Board approve CenterState Bank as an Eligible Securities Brokers and approve the Internal Controls Policy. **Motion by Tommy Clay to approve CenterState Bank as an Eligible Securities Broker. Second by Steve Nelson. Vote unanimous (4-0), motion carried. Motion by Tommy Clay to approve the Internal Control Policy exception to segregation of duties. Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 11 ‘SE 8th Avenue Water Main Replacement’ Executive Director Hayford advised that the OUA has some existing asbestos cement (AC) pip installed on SE 8th Avenue and SE 3rd St. The piping system has had numerous repairs made during the last several years. The pipe needs to be replaced. The estimated cost to replace this pipe is \$400,000. OUA staff will advertise for a RFP for an engineering firm to be selected once the OUA Review Committee reviews the RFP’s, upon the Board authorization of the advertisement and the appointment of a Board Member to the OUA Review Committee. Part of the of RFP process will include the removal and disposal option of the AC piping. OUA Customer, Ronald Maguire, on SE 13th St, addressed the Board and advised that several breaks have happened on his property. He requested that the Board address this issue and make the necessary improvements to the pipe. **Motion by Steve Nelson to approve the advertisement for the Engineering RFP. Second by Tommy Clay. Vote unanimous (4-0), motion carried.** Tommy Clay volunteered Steve Nelson to sit on the OUA Review Committee, Steve Nelson accepted.

Chairperson Creasman addressed Agenda Item No. 12 ‘Surplus Hydropneumatic Tank’ Executive Director Hayford advised that OUA GWTP has a 10,200 gallon hydropneumatic tank. The tank was utilized as a means to balance pressure in the piping system. In prior years, the OUA installed variable frequency drives which allowed for a speed of a pump to be slowly ramped up or down rather than just on or off, thus no longer needing the Hydropneumatic tank. Staff is requesting this tank to be declared surplus and direct staff to sell this piece of

equipment to the highest bidder. **Motion by Tommy Clay to declare the Hydropneumatic Tank as surplus and to sell the tank to the highest bidder. Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 13 ‘Urgent Care Provider’ Executive Director Hayford advised that the OUA currently has contract with Treasure Coast Medical Associates, Inc. (TCMA) to provide services to the OUA employees and their covered dependents at a no or low cost. This contract is set to expire in January 2019. Staff requested that TCMA modify the contract to line up with the OUA’s fiscal year, extending the current contract to September 30, 2019. This will allow the OUA employee’s to make a more informed decision regarding their health insurance during the open enrollment period. **Motion by Steve Nelson to approve the extended contract with TCMA to September 30, 2019. Second by Tommy Clay. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 14 ‘Hazellief Engineering RFP’ This item was deferred till after Agenda Item No. 20.

Chairperson Creasman addressed Agenda Item No. 15 ‘OUA Employee Safety Manual’ Executive Director Hayford advised that the current OUA Safety Manual has been in effect since 2013. Since then, the manual has received several minor typographical edits. Recently, the committee made significant edits, changes or additions to chapters covering vehicle/equipment accidents and also confined space entry. **Motion by Tommy Clay to approve the OUA Safety Manual as presented. Second by Steve Nelson.** Melanie Anderson asked if every employee receives a copy of the manual, Executive Director Hayford advised that every employee will receive a copy and they must sign for it. Tommy Clay advised that staff should consider scheduling a class to review the new material. **Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 16 ‘Hydraulic Crane – Maintenance Department’ Executive Director Hayford advised that the OUA has increased capacity at various lift stations over the years. The current truck mounted cranes were purchased in 1999 and 2011 and are rated at 5,000 pound capacity. These truck mounted cranes are not sufficient in pulling some of the pumps at the lift stations. Staff received three quotes for the purchase of a new hydraulic crane. The first two quotes (Tampa Crane & Body & Rayside Truck & Trailer did include in their pricing, work to weld shears plates to the bed to anchor the bed to the chassis and to add spring kits on the rear tires under the mounted crane. Tampa Crane & Body had the lowest quote with Rayside Truck & Trailer in Palm Beach having the second lowest quote. **Motion by Tommy Clay to purchase the 6,000 pound crane from Rayside Truck and Trailer in the amount of \$28,950.00, due to the location of the of the vendor. Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 17 ‘Mechanical Integrity Testing – Cemetery Road WWTF Injection Well’ Executive Director advised that the OUA is required to test the integrity of the injection well during the permit renewal process. The OUA is currently in the process of renewing the operating well permit as provided by the contract with McNabb Hydrogeologic Consulting, Inc. OUA publicly advertised the bid for injection well services and to perform this integrity testing of the well. The bids were received on August 6, 2018. Youngquist Brothers, Inc. had the lowest bid in the amount of \$23,900. Upon receipt of the necessary preconstruction paperwork, staff is also requesting approval to issue a Notice To Proceed. **Motion by Tommy Clay to approve the award of contract to Youngquist Brothers, Inc. in the amount of \$23,900.00, and to issue a Notice to Proceed. Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 18 ‘Cemetery Road WWTF – Residuals Drying Facility’ Executive Director Hayford advised that the Residuals Drying Facility at the Cemetery Road WWTF has been out of service for since Hurricane Irma. Staff has conducted several on-site evaluations with Parkson Corporation to determine the extent of the damage, repairs needed and the best method of repair. After a brief discussion, the Board recommended that Staff seek an alternate solution for disposing of the waste.

Chairperson Creasman addressed Agenda Item No. 19 ‘Whispering Pines WM Improvements Project – Change Order No. 1’ Executive Director Hayford advised that this project is moving along and the contractor has a considerable amount of material installed. The original bid quantities listed four types of water service connections, since the contractors have been in the area working, additional bid quantities have been identified. The net change to the project cost for these additional quantities is \$31,270. **Motion by Tommy Clay to approve Change Order No. 1 in the amount of \$31,270 as presented. Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 20 ‘2019 Legislative Projects’ Executive Director Hayford advised that the OUA has received notices from the USDA concerning federal funds available for qualified projects. It is also nearing time for the Legislative Delegation hearing for Okeechobee County. Staff presented the previously discussed wastewater projects.

Chairperson Creasman addressed Agenda Item No. 14 ‘Hazellief Engineering RFP’ This item was tabled.

Chairperson Creasman called for a break at 10:26AM.

Chairperson Creasman called the meeting back to order at 10:32AM.

Chairperson Creasman addressed Agenda Item No. 21 ‘Pension Changes’ Executive Director Hayford advised that there is a purposed change to the current Plan Document for the Pension. This change will allow a retired employee to be rehired. The employee will continue to receive their pension but will no longer participate in the contribution of the pension. **Motion by Steve Nelson to approve Resolution 18-04 as presented. Second by Tommy Clay. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 22 ‘Guidance on Preliminary FY19 Budget’ Staff presented the some of the purposed changes to the FY19 Budget. Board advised staff to make the changes as discussed and bring back to the September meeting.

Chairperson Creasman addressed Agenda Item No. 23 ‘PLC SCADA’ Executive Director Hayford advised that the PLC SCADA as the WWTP is not functioning properly due to obsolete software and hardware. The system was installed by BCI Technologies. BCI Technologies has provided support on the system on numerous occasions and has evaluated the current operating requirements, hardware status and potential modifications to the system and provided a quote in the amount of \$35,308.60. **Motion by Tommy Clay to approve the Citect Software Upgrade and Historian Installation and setup by BCI Technologies at a cost of \$35,308.60. Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 24 ‘Public Comments’ There were none.

Chairperson Creasman addressed Agenda Item No. 25 ‘Items from the Attorney’ Attorney Conley advised that the Executive Director’s annual evaluations have been distributed, please fill out and return.

Chairperson Creasman addressed Agenda Item No. 26 ‘Items from the Executive Director’ There were none.

Chairperson Creasman addressed Agenda Item No. 27‘Items from the Board’ Tommy Clay advised that he would like to the OUA consider what modifications would be necessary to accept sewage from septic companies at the WWTP on Cemetery Road.

There being no other business, meeting adjourned at 11:20 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)