

**OKEECHOBEE UTILITY AUTHORITY  
MEETING MINUTES**

Tuesday, January 13, 2020 10:00 A.M.

Okeechobee Utility Authority  
Okeechobee County Historic Courthouse, 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\*  
Tommy Clay\*  
John Creasman\*  
Carl Leonard\*  
Steve Nelson\*

**Alternates:**

Harry Moldenhauer

**Absent:**

Jeff Fadley

\*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 December 9, 2019’** Executive Director advised there was a typo on Agenda Item No. 13 ‘Southwest Wastewater Service Area’ concerning the amount paid per acre. A corrected copy of the Meeting Minutes has been distributed. **Motion by Carl Leonard to approve the corrected Meeting Minutes as presented. Second by John Creasman.**

**Chairperson Nelson addressed Agenda Item No. 3 ‘Employee Recognition’** Chairperson Nelson presented Kevin Rogers with a Certificate of Appreciation and a check for his 25 years of service to the OUA. Chairperson Nelson advised that another OUA employee, Josue Castillo has 5 years of service with the OUA but was unable to attend the meeting today.

**Chairperson Nelson addressed Agenda Item No. 4 ‘Consent Agenda’ Motion by John Creasman to approve the Consent Agenda as follows:**

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

**Consent Agenda Item No. 6 ‘Invoice from Vocelle and Berg, LLP in the amount of \$11,375.00’**

**Consent Agenda Item No. 7 ‘Invoice from Raftelis – Preparation of the Five-Year Financial Forecast in the amount of \$3,897.00’**

**Consent Agenda Item No. 8 ‘Invoice from Eckler Engineering in the amount of \$11,520.78’**

**Consent Agenda Item No. 9 ‘Invoice from Holtz Consulting Engineers, Inc in the amount of \$7,903.00’**

**Consent Agenda Item No. 10 ‘Invoice from GO Underground Utilities in the amount of \$78,238.80’**

**Consent Agenda Item No. 11 ‘Invoice from RJ Sullivan in the amount of \$184,079.79’**

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

**Consent Agenda Item No. 13 ‘Invoice from Sumner Engineering & Consulting in the amount of \$26,916.85’**

**Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 14 ‘FY20 Financial Forecast Update’**

Executive Director Hayford advised that Murray Hamilton from Raftelis is present today to present the 5-year financial forecast, base case only, not considering any large projects. Murray Hamilton presented the 5-year financial forecast to the Board. *Jeff Fadley in at 10:21AM.* After the presentation and a brief discussion, **motion by Carl Leonard to direct staff to start the rate increase process. Second by Melanie Anderson. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 15 ‘CAS Governmental Services Contract’**

Executive Director Hayford advised that CAS Governmental Services has presented a renewal of their annual contract with the OUA. There is a 30 day cancelation provision should the OUA Board choose to cancel the contract early. **Motion by Tommy Clay to approve the contract as presented. Second by Carl Leonard. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 16 ‘Sumner Engineering Professional Services Southwest Project No. 1’**

Executive Director Hayford gave a recap of where the OUA is with the Southwest Sewer project. Sumner Engineering has provided a Professional Engineering Services Agreement between the OUA and Sumner Engineering, for the Board to consider in the amount of \$724,136. **Motion by John Creasman to approve the Professional Engineering Services Agreement as presented. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 17 ‘Pine Ridge Park Utility Expansion 2020’**

Executive Director Hayford advised that the OUA has received a notice of an award for the Pine Ridge Park septic to sewer project in the amount of \$1,500,000. The total cost estimate for this project is \$1,982,600. The OUA would be responsible for \$482,600 for the installation of wastewater lines. This area is also serviced by wells, the OUA would install water mains to this area as well. The total cost to install the new water mains is estimated to be \$140,000 with OUA staff completing the engineering and construction. After consideration of this project, the following motions were made: **Motion by John Creasman to approve this project as an OUA Capital project. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

**Motion by John Creasman to approve the FDEP Agreement for execution by Board Chairman and OUA Staff. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

**Motion by Tommy Clay to approve the advertisement of an RFQ for engineering services for the design of the wastewater system improvements. Second by Carl Leonard. Vote unanimous (5-0), motion carried.**

**Motion by Carl Leonard to appoint John Creasman to the RFQ review committee. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

**Motion by Tommy Clay to approve the installation of the water main as presented. Second by Carl Leonard. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 18 ‘School Board Parcel’** Executive Director Hayford gave the history of the parcels. There is a redline version of the Agreement to Purchase that the Board needs to approve. The School Board will present the OUA’s offer at their January 21, 2020, meeting for approval. The total to purchase is the two acres is \$91, 350.00. **Motion by Tommy Clay to approve the redline version of the Sale Agreement between the OUA and Okeechobee County School Board as presented. Second by Carl Leonard. Vote unanimous (5-0), motion carried.**

*John Creasman out at 11:21AM.*

**Chairperson Nelson addressed Agenda Item No. 19 ‘November 2020 Board of Director’s Meeting’** Executive Director Hayford explained that the County has that the BOCC Chambers will not be available to the OUA on November 9, 2020 due to the Supervisor of Elections has already retained that date for their use. The Board will need to move the meeting to a different date. *John Creasman in at 11:23AM.* After a brief discussion concerning dates, **motion by Tommy Clay to move the November 2020 meeting to November 2, 2020 from November 9, 2020. Second by Carl Leonard. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 20 ‘More 2 Life Ministries Watermain Installation’** Executive Director Hayford advised that members from More 2 Life Ministries contacted staff late last week concerning their plans to build a new facility on NE 39<sup>th</sup> Boulevard. They have requested water and wastewater services. Wastewater can be provided due to an existing sanitary force main already in service on that road. The closest water main is at the intersection of HWY 441 N and NE 39<sup>th</sup> Blvd. Staff has estimated two preliminary costs for a new water main based on the size. An 8-inch water main is an estimated cost of \$144,871 and a 12-inch water main is an estimated cost of \$171,606. The size of the required main will be determined by the fire flow demand. There are two other large customers, the Boy’s School and R-Bar Estates, further east that could be serviced by the OUA with the install of a water main. After a discussion between the Board Members, staff and representation from More 2 Life Ministries, the Board directed staff to contact the other potential customers to determine their interest of connecting to the OUA.

**Chairperson Nelson addressed Agenda Item No. 21 ‘Public Comments’** There were none.

**Chairperson Nelson addressed Agenda Item No. 22 ‘Items from the Attorney’** Gave an update concerning an on-going lawsuit.

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

**Chairperson Nelson addressed Agenda Item No. 24 ‘Items from the Board’** Board Member John Creasman advised that he would like to see the Interlocal Agreement changed to allow for compensation for the Board Members.

**There being no other business, meeting adjourned at 11:51 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.

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Chairperson

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Executive Director (Secretary)

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