

**OKEECHOBEE UTILITY AUTHORITY**  
**REGULAR MEETING MINUTES**  
Monday, March 11, 2019 10:00 A.M.  
Okeechobee Utility Authority  
Okeechobee County Historic Courthouse, Room 270  
Okeechobee, Florida

**Chairperson Creasman 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:**

Jeff Fadley  
Harry Moldenhauer

**Absent:**

\*Voting Board Members

**OUA Members:**

John Hayford  
George Gall  
Jamie Mullis  
Kristy Hamblen  
Tom Conely

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

**Chairperson Creasman addressed Agenda Item No. 2 ‘Welcome new and re-appointed Board Members’**

Chairperson Creasman advised that the County replaced Michael Myers with Carl Leonard and that the alternate position is vacant at this time, Derek Tremain resigned. The City re-appointed Jeff Fadley and Steve Nelson to their current positions. The Board received two applicants for the Glades County positions. Melanie Anderson submitted an application for the Board Member seat and Harry Moldenhauer submitted an application for the Alternate Board Member seat. **Motion by Tommy Clay to approve the applications as presented. Second by Steve Nelson. Vote unanimous (5-0), motion carried.**

**Chairperson Creasman addressed Agenda Item No. 3 ‘Election of Officers’** The meeting was turned over to the Executive Director for the election process. Executive Director Hayford advised that all three officers cannot serve in the same capacity as per the Interlocal Agreement. Executive Director Hayford called for a Chairperson nomination. **Motion by John Creasman to nominate Steve Nelson as Chairperson. Second by Tommy Clay. No other nominations or discussion. Vote unanimous (5-0), motion carried.**

Executive Director Hayford turned the meeting over to Chairperson Nelson.

Chairperson Nelson called for Vice Chairperson nominations. **Motion by Tommy Clay to nominate John Creasman as the Vice Chairperson. Second by Melanie Anderson. No other nominations or discussion. Vote unanimous (5-0), motion carried.**

Chairperson Nelson called for 2<sup>nd</sup> Vice Chairperson nominations. **Motion by Tommy Clay to nominate Melanie Anderson as 2<sup>nd</sup> Vice Chairperson. Second by John Creasman. No other nominations or discussion. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 4 ‘Meeting Minutes from February 11, 2019’ Motion by Tommy Clay to approve the Meeting Minutes from February 11, 2019 as presented. Second by Melanie Anderson. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 5 ‘Consent Agenda’ Tommy Clay pulled Consent Agenda Item No. 11 for further discussion. Executive Director Hayford pulled Consent Agenda Item No. 10 for further discussion. Motion by John Creasman to approve the Consent Agenda as follows:**

**Consent Agenda Item No. 6 ‘Finance Report from the period ending February 28, 2019’**

**Consent Agenda Item No. 7 ‘Invoice from Thorn Run Partners in the amount of \$3,325.’**

**Consent Agenda Item No. 8 ‘Invoice from Eckler Engineering, Inc. – SWTP Improvements – Professional Services in the amount of \$1,229.10’**

**Consent Agenda Item No. 9 ‘Invoice from All Webb’s Enterprises – Injection Well Testing in the amount of \$80,000’**

**Consent Agenda Item No. 12 ‘Invoice from McNabb Hydrogeologic Consulting, Inc. in the amount of \$3,500.**

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

**Chairperson Nelson addressed Consent Agenda Item No. 10 ‘OUA Board Meeting Dates’ Executive Director Hayford advised that this item is no longer required and can be removed.**

**Chairperson Nelson addressed Consent Agenda Item No. 11 ‘Vehicle Purchase’ Tommy Clay advised that while staff could not find any issues reported with the Nissan, a Ford or Chevy should be purchased so it can be repaired locally. Motion by Tommy Clay to purchase the 2019 Ford Ranger, SuperCab XL from Alan Jay, in the amount of \$24,360. Second by John Creasman. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 13 ‘Mowing Bids’ Executive Director Hayford advised that staff publicly advertised for the Annual Mowing Services for the large and small area. Bids were returned to the OUA main office on February 27, 2019 by 4:00pm. Four bids were submitted. Quality Lawn Care and Landscaping had the lowest submitted bid of approximately 37 cuts per year at \$990. per cut for the amount of \$36,630 per year for the initial two year contract and a possible two year extension. Motion by Tommy Clay to award the mowing contract to Quality Lawn Care and Landscaping as presented. Second by Carl Leonard. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 14 ‘Okeechobee Utility Authority Employees’ Retirement System – Amendments’ Operations Director Mullis explained that this amendment allows for “Pop-up Election”. This allows for the employee to change their joint pensioner interest should the member’s joint pensioner predecease the member, the member’s benefits shall return to the original life annuity the member would have had without the joint pensioner option. Motion by John Creasman to approve the amendment to the OUA Employees’ Retirement System as presented. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 15 ‘SWTP Water Storage Tank’** Executive Director Hayford advised that the engineer for this project has submitted five documents for the SWTP Improvements project. The engineer has reviewed the documents and has approved them. The documents need to be executed by the Chairperson. **Motion by John Creasman to authorize the Chairperson to execute the said documents as presented. Second by Tommy Clay. Vote unanimous (5-0), motion carried.** Executive Director Hayford advised that the Board needs to approve the Notice to Proceed once the engineer provides a final approval of the executed project documents. The Notice to Proceed is issued within 30 days of the execution of project documents. **Motion by John Creasman to approve the execution of the Notice to Proceed by the Chairperson. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 16 ‘Cemetery Road WWTF Residuals Drying Facility’** Executive Director Hayford gave a brief history of the damage to the facility. Parkson, the designer of this facility has provided a proposal in the amount of \$454,385.00 to repair the facility and structural upgrades to stiffen the roofing material. After a brief discussion concerning reimbursement from insurance and FEMA, **motion by Tommy Clay to approve the proposal from Parkson in the amount of \$454,385.00. Second by Carl Leonard. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 17 ‘Southwest Wastewater Service Area’** Executive Director Hayford advised that the OUA has three options concerning this project; move forward as planned, advertise a separate RFP for Okee-Tantie or combine the SW Sewer and Okee-Tantie and advertise for an RFP. Discussion ensued concerning the potential options for this project. The Board advised that the OUA will stay the course and allow Sumner Engineering to continue to put together a scope of work for the SW project and the let project go forward as it is.

**Chairperson Nelson addressed Agenda Item No. 18 ‘Collection Agency’** Finance Director Gall advised that Staff sent out an RFQ for collection agencies. Six collection agencies responded. After a brief discussion, **motion by Tommy Clay to approve the contract with Preferred Collection and Management Services, Inc. Second by Carl Leonard. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 19 ‘Delinquent Accounts Update’** Finance Director Gall gave an update on the status of the delinquent accounts held by the OUA. There are 62 owner accounts, totaling \$8,592.98 and 321 tenant accounts, totaling \$61,639.15 to be written-off. **Motion by John Creasman to approve the write-offs of the accounts as presented. Second by Tommy Clay. Vote unanimous (5-0), motion carried.** Currently there are two owner accounts that are delinquent and staff recommends sending these accounts to collections. **Motion by John Creasman to send the presented accounts to the collection agency. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 20 ‘Public Comments’** Jeff Sumner addressed the Board and gave an update on the Army Corps of Engineers meeting concerning Lake Okeechobee.

**Chairperson Nelson addressed Agenda Item No. 21 ‘Items from the Attorney’** Attorney Conely advised the Board of a local organization requesting an easement from the OUA.

**Chairperson Nelson addressed Agenda Item No. 22 ‘Items from the Executive Director’**

Director Hayford gave an update on the Injection Well Short Term Testing and the meeting of Army Corps of Engineers concerning Lake Okeechobee Levels.

Director Hayford advised that a late invoice from PRP for the Whispering Pines project has been received in the amount of \$5,376.33. **Motion by John Creasman to approve the invoice from PRP in the amount of \$5,376.33 as presented. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

**Chairperson Nelson addressed Agenda Item No. 23 ‘Items from the Board’** There were none requiring action.

**There being no other business, meeting adjourned at 11:40 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.

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Chairperson

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Executive Director (Secretary)