

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Tuesday, December 9, 2019 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 ‘Ratify the Actions of the November 12, 2019, OUA Board of Director’s Meeting’ Executive Director Hayford advised that at the November 12, 2019 meeting, there were only three voting members present along with an alternate. The alternate was not eligible to vote. The meeting was conducted as usual, items discussed and motions made. When Staff returned to the OUA office, the Interlocal Agreement was reviewed. The Interlocal Agreement states that a Quorum is defined as “four-fifths of the full membership of the Authority Board” If the Board is in agreeance with the actions taken at the November 12, 2019, meeting, there needs to be a motion to ratify the November 12, 2019 meeting. **Motion by John Creasman to ratify the November 12, 2019 meeting. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 3 ‘Meeting Minutes from November 12, 2019’ Motion by Tommy Clay to approve the Meeting Minutes from November 12, 2019, as presented. Second by Carl Leonard. Vote unanimous (5-0), motion carried.

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 November 30, 2019’

Consent Agenda Item No. 6 ‘Invoice from Vocelle and Berg, LLP in the amount of \$1,400.00’

Consent Agenda Item No. 7 ‘Invoice from FAU – Nutrient Pollution of Taylor Creek Study in the amount of \$1,000.00’

Consent Agenda Item No. 8 ‘Invoice from Raftelis – Preparation of the Five-Year Financial Forecast in the amount of \$1,060.00’

Consent Agenda Item No. 9 ‘Invoice from Eckler Engineering in the amount of \$12,434.00’

Consent Agenda Item No. 10 ‘Invoice from Holtz Consulting Engineers, Inc in the amount of \$520.20’

**Consent Agenda Item No. 11 ‘Amended 2020 OUA Holidays’
Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 12 ‘NW 28th Avenue Water Main Extension’ Executive Director Hayford advised that a property owner contacted the OUA inquiring about a water main extension on NW 28th Ave. The OUA have previously extended the water main down this road several times, this extension will complete the entire road. The estimated cost to extend the line the approximate 250 feet is \$7,600.00. In the past, the OUA Board has elected to pay for the extension as an OUA project and the property owner would be required to pay the standard connection costs for a residential water service installation. **Motion by Tommy Clay to approve the extension of the water main for approximately 250lf as an OUA project at the estimated cost of \$7,600.00. Second by Melanie Anderson. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 13 ‘Southwest Wastewater Service Area – Pump Station’ Executive Director Hayford advised that the engineer group working on this project has tentatively identified a two-acre parcel in the southwest corner of the School Board parcel. After a brief discussion, **motion by Tommy Clay to authorize staff to offer the Okeechobee County School Board (OCSB), \$36,000.00 for the purchase of the 2 acres and further directed Jeff Sumner and John Hayford to attend the OCSB meeting tonight at 6:00pm when this item will be discussed. Second by Carl Leonard. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 14 ‘Pine Ridge Park Sale’ Executive Director advised that the previous highest bidder on this property has decided to not purchase the property. There seems to be some confusion as to whether or not the lot is a buildable lot and the previous highest bidder wanted it as a buildable lot. The Board of Director’s directed staff to verify if the lot is buildable or not, if the lot is buildable, contact the previous highest bidder and see if they are interested in making the purchase.

Chairperson Nelson addressed Agenda Item No. 15 ‘Public Comments’ There were none.

Chairperson Nelson addressed Agenda Item No. 16 ‘Items from the Attorney’ Attorney Conely gave an update concerning a pending lawsuit.

Attorney Conely advised that all of the Executive Director's evaluations have been received and scored. The scores were emailed to each Board Member. After a brief discussion concerning the percentage of raises to the OUA employees, **motion by Tommy Clay to approve a 1% COLA raise, a 1.5% merit raise and a 1.5% bonus for Executive Director Hayford. Second by Carl Leonard. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 17 'Items from the Executive Director'
Executive Director Hayford gave updates.

Executive Director Hayford advised that an invoice from RJ Sullivan in the amount of \$98,601.59, was received late. The Board can elect to approve the invoice or staff can bring it back at the next meeting. **Motion by John Creasman to approve the invoice from RJ Sullivan in the amount of \$98,601.59 as presented. Second by Tommy Clay. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 18 'Items from the Board' There were none requiring action.

There being no other business, meeting adjourned at 11:09 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.

Chairperson

Executive Director (Secretary)