

OKEECHOBEE UTILITY AUTHORITY
REGULAR MEETING MINUTES
Monday, January 14, 2019 10:00 A.M.
Okeechobee Utility Authority
Main Office
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*
Steve Nelson*

Alternates:

Harry Moldenhauer

Absent:

Jeff Fadley
Michael Myers
Derek Tremain

*Voting Board Members

OUA Members:

John Hayford
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 December 10, 2018’ Motion by Steve Nelson to approve the Meeting Minutes from December 10, 2018 as presented. Second by Tommy Clay. Harry Moldenhauer advised that there is a typo on page 2 with the numbering of the items. Staff advised that would be corrected. **Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 3 ‘Consent Agenda’ Motion by Tommy Clay to approve the Consent Agenda as follows:

Consent Agenda Item No. 4 ‘Finance Report for the period ending December 31, 2018’

Consent Agenda Item No. 5 ‘Invoice from Thorn Run Partners in the amount of \$3,325.00’

Consent Agenda Item No. 6 ‘Invoice from Eckler Engineering in the amount of \$1,495.50

Consent Agenda Item No. 7 ‘Invoice from Vocelle and Berg in the amount of \$1,750.00’

Consent Agenda Item No. 8 ‘Invoice from McNabb Hydrogeologic Consulting, Inc in the amount of \$6,435.00’

Consent Agenda Item No. 9 ‘Invoice from PRP Construction in the amount of \$33,106.68’

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

Chairperson Creasman addressed Agenda Item No. 10 ‘OUA Customer – Christopher Winkler on behalf of Leona Walker’ Executive Director Hayford advised that he tried to make contact with this customer to verify that he would be at the meeting, the customer did not return any calls and is not present at the meeting. No action taken.

Chairperson Creasman addressed Agenda Item No. 11 ‘OUA Customer – Llonald Mixell’ Executive Director Hayford advised that Mr. Llonald Mixell has requested to speak to the Board concerning a high bill he received. Mr. Mixell addressed the Board and explained how he rented this property to the tenants in March of 2018. The tenants were supposed to set-up their own water account and failed to do so. November 2018, there was a leak that the tenants failed to tell him about and he received a call from OUA staff advising him of the leak and that he would be receiving a bill in the amount of \$3,600.72. Mr. Mixell advised that after the property was rented, he was out of state for several months due to an emergency and was unaware of the monthly billings because the bill was going to the service address; the monthly payment was paid by direct debit. Mr. Mixell advised that he did not notice the payment was being drafted from his bank account. He asked the Board for some relief of the total amount due. The Board advised that OUA cannot allow free service due to bonding constraints applied to the OUA. Mr. Mixell thanked the Board for their time.

Chairperson Creasman addressed Agenda Item No. 12 ‘SW Wastewater Service Area Engineering Presentations’ Executive Director Hayford advised that at the December 2018 OUA Board meeting, the OUA Board directed the respondents to present their proposals to the OUA Board at the January 2019 OUA Board meeting. The Board addressed the firms and advised that the order of presentations would be:

Holtz Engineering
Sumner Engineering
Eckler Engineering

After the presentations, **motion by Melanie Anderson to rank the firms as:**

Sumner Engineering
Eckler Engineering
Holtz Engineering

Second by Tommy Clay. Vote unanimous (4-0), motion carried.

Chairperson Creasman addressed the firms and advised them of the Board’s ranking. **Motion by Tommy Clay to authorize staff to negotiate a scope of work and fee schedule with Sumner Engineering. Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 13 ‘SW Wastewater Service Area Project Cost and Funding Options’ Executive Director Hayford explained that the projected cost of this project is \$14,300,000. There were several methods of funding this project presented. **Motion by Tommy Clay to pay off SRF #2 using the revenue from the land sales, the Operating account and the Operating Reserve Fund. Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 14 ‘SE & NW Manhole Rehabilitation’ Executive Director Hayford advised that there are 14 manholes that need to be rehabilitated. Staff contacted three different contractors that specialize in this type of work and received two quotes. Maxx Environmental had the lowest bid in the amount of \$32,910.00. The FY19 Budget has a line item of \$72,000 allocated for manhole repairs. **Motion by Steve Nelson to approve the lowest bid from Maxx Environmental in the amount of \$32,910. Second by Tommy Clay. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 15 ‘SE 8th Ave Water Main Replacement’ Executive Director Hayford advised that the Board previously authorized staff to negotiate a scope of work and fee schedule with the highest ranking engineering firm, Holtz Consulting Engineers, Inc. Holtz Consulting Engineers has prepared a scope of work which outlines an estimated six months to complete the design and publicly bid the project. The

estimated cost of the project ranges from \$651,000 to \$810,000. Holtz Consulting Engineers has proposed a lump sum fee of \$98,469.00 for their services. **Motion by Melanie Anderson to approve the Professional Engineering Services proposed by Holtz Consulting Engineers, Inc. in the amount of \$98,469.00. Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 16 ‘2019 Legislative Update’ Executive Director Hayford advised that the Okeechobee County Legislative Delegation meeting has been set for January 18, 2019. In September 2018, the OUA Board listed three projects as a priority for the OUA.

- SW Wastewater Service Area - \$13,947,186
- Treasure Island Septic to Sewer Project - \$23,860,200
- Pine Ridge Park Septic to Sewer Project - \$1,661,750

Recently, the Okeechobee County Board of County Commissioners asked that the OUA Board consider adding a project to the listing, Okee-Tantie Wastewater Improvement. **Motion by Steve Nelson to add the Okee-Tantie Wastewater Improvements to the priority list as number four on the list for the Legislative Delegation. Second by Tommy Clay. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 17 ‘WWTF Vehicles’ Executive Director Hayford advised the FY19 Budget listed two vehicles for the wastewater treatment facility as being replaced this year. OUA acquired a copy of the Florida Sheriff’s Association bid documents to compare PSA bids for vehicles needed by the OUA. The WWTF Supervisor’s vehicle is a compact extended cab 4X4 truck. Alan Jay Nissan submitted the lowest bid at \$22,124. The WWTF operator’s truck is a compact extended cab 4X2 truck. The lowest bid was received from Alan Jay Chevrolet at \$21,694.00. The cost of a third key for both trucks is unknown at this time and will be added to the final price. Board Member Tommy Clay advised that staff needs to research the Nissan before it is purchased. **Motion by Tommy Clay to authorize the purchase of the Chevrolet Colorado from Alan Jay Chevrolet in the amount of \$32,525. Second by Steven Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 18 ‘Public Comments’ There were none.

Chairperson Creasman addressed Agenda Item No. 19 ‘Items from the Attorney’ There were none.

Chairperson Creasman addressed Agenda Item No. 20 ‘Items from the Executive Director’ Executive Director Hayford advised the Board the estimated costs to install audio/video in the OUA Boardroom. After a brief discussion, **motion by Melanie Anderson to move the OUA Board meetings back the BOCC Chambers and to authorize the execution of the necessary agreements between the OUA and the County. Second by Tommy Clay.** Executive Director Hayford advised that he would contact the County and verify that the chambers are available for the February meeting and advised the Board where the February 2019 meeting will be held. **Vote unanimous (4-0), motion carried.**

Chairperson Creasman addressed Agenda Item No. 21 ‘Items from the Board’ Chairperson Creasman advised that the Board needs to consider a merit raise for the Executive Director. After a brief discussion, **motion by Tommy Clay to approve a 5% merit increase for the Executive Director, retro to October 1, 2018. Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Creasman requested that staff seek prices to purchase electronic devices for the Board Members to eliminate the paper agendas.

There being no other business, meeting adjourned at 1:09 P.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)