

**OKEECHOBEE UTILITY AUTHORITY**

**MEETING MINUTES**

Tuesday, May 16, 2023 8:30 A.M.

Okeechobee Utility Authority

100 SW 5<sup>th</sup> Avenue

Okeechobee, Florida

**Chairperson Clay called the meeting to order at 8:30 A.M.**

**Chairperson Clay determined the voting members and led all participating attendees and visitors in the Pledge of Allegiance.**

**Chairperson Clay addressed Agenda Item No. 1, the following Okeechobee Utility Authority Board Members were present:**

**Board Members:**

Tommy Clay\*  
John Gilliland\*  
Harry Moldenhauer\*  
Steve Nelson\*  
Tabitha Trent\*

**Alternates:**

Glenn Sneider

**Absent:**

\*Voting Board Members

**OUA Members:**

John Hayford  
Lauriston Hamilton  
Jamie Mullis  
Tom Conely  
Michelle Willoughby

**Chairperson Clay addressed Agenda Item No. 2 ‘Agenda Additions or Deletions’ There were none.**

**Chairperson Clay addressed Agenda Item No. 3 ‘Meeting Minutes from April 18, 2023.’ Motion by Steve Nelson to accept the Meeting Minutes from April 18, 2023 as presented. Second by Tabitha Trent. Vote unanimous (5-0), motion carried.**

**Chairperson Clay addressed Agenda Item No. 4 ‘Department Supervisor Updates’ OUA Department Supervisors (Jess Manson, Jamie Gamiotea and Kristy Arnold) report to the board on current staffing levels, vacancies, customer complaints, operational issues and hurricane preparedness.**

**Chairperson Clay addressed Agenda Item No. 5 ‘Consent Agenda’ Motion by Steve Nelson to approve the Consent Agenda as presented:**

**Consent Agenda Item No. 6 ‘Sumner Engineering & Consulting, Inc – SW Wastewater Service Area Project (Part B & C) in the amount of \$5,039.50’**

**Consent Agenda Item No. 7 ‘Sumner Engineering & Consulting, Inc – SW Wastewater Service Area Project (Part E) in the amount of \$3,687.50’**

**Consent Agenda Item No. 8 ‘Sumner Engineering & Consulting, Inc – Okee-Tantie Utility**

- System Improvements in the amount of \$13,548.06'**
- Consent Agenda Item No. 9 'Sumner Engineering & Consulting, Inc – SWSA Master Force Main Tortoise Relocation in the amount of 3,121.25'**
  - Consent Agenda Item No. 10 'Sumner Engineering & Consulting, Inc – consumptive Use Permit Consulting in the amount of \$1,700.00'**
  - Consent Agenda Item No. 11 'Invoices from CHA – Pine Ridge Park Utility System in the amounts of \$8,289.25 and \$32,266.83'**
  - Consent Agenda Item No. 12 'Invoice from Felix Associates, Inc. – SWSA Master Pump Station in the amount of \$277,304.05'**
  - Consent Agenda Item No. 13 'Invoice from Go Underground Utilities, LLC. – SWSA Master Force Main in the amount of \$7,813.75'**
  - Consent Agenda Item No. 14 'Invoice from Thorn Run Partners in the amount of \$3,500.00'**
  - Consent Agenda Item No. 15 'Invoice from MacVicar in the amount of \$250.00'**

**Second by John Gilliland. Vote unanimous (5-0), motion carried.**

**Chairperson Clay addressed Agenda Item No. 16 'Finance Report' Finance Director Hamilton reviews the Finance Report for period ending April 30, 2023. Motion by Steve Nelson to approve the Finance Report for period ending April 30, 2023. Second by Tabitha Trent. Vote unanimous (5-0). Motion carried.**

**Chairperson Clay addressed Agenda Item No. 17 'Presentation of FY22 Financial Statements Audit Report, Governance Letter and Annual Financial Report' Finance Director Hamilton introduces Mr. Terry Morton of Nowlen, Holt & Miner, P.A. presented the FY22 Financial Statement Audit Report and the FY22 Annual Financial Report to the Board. Mr. Morton advised that it was a clean audit. Motion by Steve Nelson to accept the FY 2022 Financial Statement Audit Report and Annual Financial Report as presented. Second by Harry Moldenhauer. Vote unanimous (5-0), motion carried.**

**Motion by Tabitha Trent to extend the contract with Nowlen, Holt & Miner, P.A. for a period of 2 years in the amount of \$18,000, plus \$4,000 for single audit totaling \$22,000 per year. Second by Steve Nelson. Vote unanimous (5-0), motion carried.**

**Chairperson Clay addressed Agenda Item No. 18 '2023 Employee Classification & Compensation Survey' Executive Director Hayford discusses that on March 29, 2023, the OUA publicly advertised a Request for Proposals for the 2023 Employee Classification & Compensation Survey. Responses were due by 3:00PM on April 18, 2023. Proposals were received from Evergreen Solutions, Inc., Parilla & Associates and Cody & Associates, Inc. Executive Director Hayford discusses that the OUA Review Committee met on April 27<sup>th</sup> to discuss the merits of each proposal and to create a committee ranking. The committee final ranking was Evergreen, Cody and Parilla. Executive Director discusses that each of the firms were asked to prepare a 15–20 minute presentation for the OUA Board. Cody & Associates, Inc., and Parilla & Associates were present for the presentation. Evergreen Solutions, Inc. conducted a virtual presentation. Motion by Tabitha Trent to approve the proposal from Evergreen Solutions, Inc. Second by John Gilliland. Vote was as follows:**

<b>Tommy Clay</b>	<b>Yes</b>	<b>Steve Nelson</b>	<b>No</b>
<b>John Gilliland</b>	<b>Yes</b>	<b>Tabitha Trent</b>	<b>Yes</b>
<b>Harry Moldenhauer</b>	<b>Yes</b>		

**Vote 4-1, motion carried.**

**Chairperson Clay addressed Agenda Item No. 19 'NW 5<sup>th</sup> Street Gravity Sewer Project'** Executive Director Hayford discusses the NW 5<sup>th</sup> Street Gravity Sewer Project. Executive Director Hayford discusses that the project has been completed to the satisfaction of the engineer (Steve Dobbs) and OUA staff. Executive Director Hayford discusses the Change Order and final pay application. Executive Director Hayford explains that the Change Order included a deductive change to the terminal manhole cost, additive cost for manhole coating and deductive cost to remove the contingency money. **Motion by Steve Nelson to approve deductive Change Order No. 1 in the amount of \$14,497.20. Second by Tabitha Trent. Vote unanimous (5-0), motion carried.**

**Motion by Tabitha Trent to approve final pay application to B & B Site Development in the amount of \$10,495.38. Second by John Gilliland. Vote unanimous (5-0), motion carried.**

**Chairperson Clay addressed Agenda Item No. 20 'Pine Ridge Park Pay Application No.8'** Executive Director Hayford discusses that OUA staff, project engineers and Hinterland Group staff had an extensive progress meeting. Executive Director Hayford explains that during the meeting, a discussion was had concerning when to expect their (Hinterland) next pay request. Hinterland suggested it had been sent. It was determined after the meeting that it had been sent for review, it was reviewed and sent back to Hinterland, but, Hinterland had not sent out the final corrected pay application. Executive Director Hayford discusses that OUA staff received a copy late Thursday. OUA field staff have reviewed and approved this pay application. Executive Director Hayford discusses that it has not been reviewed yet by the OUA administrative section nor has OUA received the engineer's approval. This item was tabled.

**Chairperson Clay addressed Agenda Item No. 21 'Mechanical Integrity Test – Cemetery Road WWTF Injection Well'** Executive Director Hayford discusses the OUA is required to test the integrity of the injection well during the permit renewal process. The OUA is currently in that process of renewing the operating well permit as provided by the contract with McNabb Hydrogeologic Consulting, Inc. Executive Director Hayford discusses that the OUA publicly advertised the bid for injection well services and to perform this integrity testing of the well. The OUA placed a public advertisement and direct solicited qualified firms. Executive Director Hayford discussed that proposals were received from Florida Design Drilling, LLC, Layne Christensen Company and Younquist Brothers, Inc. Executive Director discusses that the project consultant reviewed the bids and contacted references. Executive Director discusses that the project consultant made a recommendation of award to Florida Design Drilling, LLC. **Motion by Harry Moldenhauer to accept the recommendation and to make the award to Florida Design Drilling, LLC in the amount of \$69,850.00. Second by Steve Nelson. Vote unanimous (5-0), motion carried.**

**Chairperson Clay addressed Agenda Item No. 22 'Surface Water Treatment Plant Inspection'** Executive Director Hayford discusses that a OUA Board member conducted a site inspection on Saturday, April 29<sup>th</sup>. The plant tour was arranged without the help of OUA Executive staff or the water plant Supervisor. At a later date (Wednesday, May 3<sup>rd</sup>), another plant tour was arranged by the OUA Board member who requested the plant Supervisor and Executive Director to be present. Vice Chairperson Trent discusses the finding of the site inspection. The findings include items such as computer safety, preventative maintenance, workplace hazards, and employee safety. *John Gilliland out at 11:37 A.M. John Gilliland in at 11:39 A.M.* Vice Chairperson Trent discusses the need for perimeter chain link fencing, automatic entrance gate with security panel. There was a brief discussion on perimeter security and staff were directed to request quotations for perimeter fencing, automatic gates and security cameras. Executive Director Hayford discusses the two pumps stations that are lakeside and one pump station that is on the Rim Canal. There was a brief discussion regarding the pump stations. *Steve Nelson out at 11:54*

*A.M. Tom Conely out at 11:54 A.M.* Vice Chairperson Trent suggested to staff that make more routine and surprise visits be made to the plants. Vice Chairperson Trent discusses the importance of having a routine maintenance schedule.

**Chairperson Clay addressed Agenda Item No. 23 'SWTP Sludge Press Hopper Repair'** Executive Director discusses the during the SWTP tour it was recommended that the hopper bin beneath the sludge press be replaced. Executive Director Hayford discusses that only one quote was obtained since the hopper has to fit a specific piece of equipment. Hudson Pump & Equipment was contacted for a quote. The vendor provided a quote in the amount of \$28,574.00. **Motion by Tabitha Trent to approve to approve the purchase from Hudson Pump & Equipment in the amount of \$28,574.00. Second by John Gilliland. Vote unanimous (4-0), motion carried.**

**Chairperson Clay addressed Agenda Item No. 24 'SWTP Pipe Replacement'** Executive Director discusses the during the SWTP tour it was recommended that a piece of piping between one of the filters and Actiflo tank be replaced. Executive Director Hayford discusses that two contractors were contacted, PRP Construction and Go Underground Utilities, LLC to obtain pricing for the pipe replacement. Executive Director Hayford discussed both of the quotes that were received. There was a brief discussion. **Motion by Tabitha Trent to accept the quote from Go Underground Utilities, LLC in the amount of \$16,300.00. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

**Chairperson Clay addressed Agenda Item No. 25 '2023 OUA Administrative Organization Chart'** Executive Director Hayford reviews the organization chart with the board. Executive Director Hayford discusses that it is a partial since it does not show all employees at the Maintenance, Water and Wastewater Departments. This item is for information purposes only.

**Chairperson Clay addressed Agenda Item No. 26 'Preliminary Succession Chart'** Executive Director Hayford discusses that preliminary discussions were had between administrative staff and department supervisors asking them to name possible replacements for their position. Executive Director Hayford discusses that to determine a more permanent chart, these positions would need to be open to all personnel to see who is interested. If an opening were to occur, the OUA would advertise the position both to the public and internal to OUA employees

**Chairperson Clay addressed Agenda Item No. 27 'Public Comments'** There were none.

**Chairperson Clay addressed Agenda Item No. 28 'Items from the Attorney'** Attorney Tom Conley discusses the license agreement with Hinterland Group, Inc. for usage of property owned by the OUA for a temporary storage site. Attorney Tom Conley discusses that this would be a 2-year agreement with a possible 1-year extension. **Motion by Tabitha Trent to accept the license agreement between the OUA and Hinterland Group, Inc. for 2 years with a possible 1-year extension. Second by Harry Moldenhauer. Vote unanimous (4.0), motion carried.**

**Chairperson Clay addressed Agenda Item No. 29 'Items from the Executive Director'** Executive Director Hayford gave an update on current projects.

**Chairperson Clay addressed Agenda Item No. 30 'Items from the Board'**

There being no other business, meeting adjourned at 12:25 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)

