

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Tuesday, July 16, 2024 8:00 A.M.
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida

Chairperson Nelson called the meeting to order at 8:00 A.M.

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

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

Board Members:

Harry Moldenhauer*
Steve Nelson*
Tabitha Trent*

Alternates:

Melanie Anderson
Glenn Sneider**

Absent:

John Gilliland

*Voting Board Members

**Voting in John Gilliland's place

OUA Members:

John Hayford
Lauriston Hamilton

Jamie Mullis
Michelle Willoughby

Chairperson Nelson addressed Agenda Item No. 2 'Agenda Additions or Deletions' Executive Director Hayford discussed that there were two additions to the agenda. Item 2A, WWTF RAS Pumps and 2B. Cemetery Road WWTF Shaft Mounted Reducing Gear.

Agenda Item No. 2A. 'WWTF Ras Pumps' Executive Director Hayford discussed that the WWTF located on Cemetery Road has been having trouble finding replacement return activated sludge pumps. The pumps that were originally installed cannot be ordered so other pumps that fit in the existing pump gallery were hard to find. Executive Director Hayford discussed that staff received a quote for three Cornell pumps from R.C. Beach & Associates, Inc. in the amount of \$63,570.00. The expected delivery time in 16-18 weeks. Executive Director Hayford discussed that staff looked at pumps from three other vendors as well. Executive Director Hayford discussed that after review of all the quotes by staff, the R.C. Beach provided the pumps that will work and fit into the pump gallery with the least number of changes. Executive Director Hayford discussed that due to the continued costs of pump rentals and time delay for delivery, staff felt it best to get the pumps ordered to avoid further emergency conditions. Motion by Tabitha Trent to ratify and approve the pump purchase from R.C. Beach Associates in the amount of \$63,570.00. Second by Glenn Sneider. Vote unanimous (4-0). Motion carried.

Agenda Item No. 2B. 'Cemetery Road WWTF Shaft Mounted Reducing Gear' Executive director Hayford discussed that the WWTF Supervisor sent in a request to purchase a shaft mount speed reducer for one of the four aerators up on the contact tank. Executive Director Hayford discussed that staff supplied three quotes. Bob Dean Supply had the best quote and it was noted that delivery time is estimated to be less than two weeks. **Motion by Tabitha Trent to approve the purchase of the shaft mounted reducer from Bob Dean Supply, Inc. in the amount of \$34,168.00. Second by Glenn Sneider. Vote unanimous (4-0). Motion carried.**

Chairperson Nelson addressed Agenda Item No. 3 'Meeting Minutes from June 11, 2024.' Executive Director Hayford discussed that there was an error on Agenda Item No. 33 and a corrected copy was at their place setting. **Motion by Tabitha Trent to accept the Meeting Minutes from June 11, 2024 Meeting as amended. Second by Glenn Sneider. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 4 "Employee Recognition" Chairperson Nelson recognized Bobby Collins for his 5 years of service to the OUA. Bobby Collins was not present for the recognition.

Chairperson Nelson addressed Agenda Item No. 5 'Update from Operations Director' Jamie Mullis gave an overall update of all departments. Chairperson Nelson asked staff if the extreme heat has affected the plant operations. Executive Director Hayford informed the board that there have been no issues at this time.

Chairperson Nelson addressed Agenda Item No. 6 'Consent Agenda' Executive Director Hayford pulled Item No 10. Invoice from Hinterland Group, Inc – SWSA Project 2. **Motion by Tabitha Trent to approve the Consent Agenda as amended, pulling Item No. 10:**

Consent Agenda Item No. 7 'Invoice from Sumner Engineering & Consulting, Inc – SW Wastewater Service Area Project (Part E) in the amount of \$21,835.00'

Consent Agenda Item No. 8 'Invoice from Sumner Engineering & Consulting, Inc – Okee-Tantie Utility System Improvements in the amount of \$4,315.94'

Consent Agenda Item No. 9 'Invoice from Sumner Engineering & Consulting, Inc – Consumptive Use Permit Consulting in the amount of \$1,365.00'

Consent Agenda Item No. 11 'Invoices from CHA – Pine Ridge Prak Utility System Upgrade - SDC in the amounts of \$28,200.60 and \$22,941.10'

Consent Agenda Item No. 12 'Invoice from Holtz Consulting Engineers, Inc. – SR 78 Watermain Improvements in the amount of \$888.00'

Consent Agenda Item No. 13 'Invoices from Craig A. Smith and Associates, LLC – TCI Septic to Sewer Improvement Project in the amounts of \$1,500.00 and \$2,500.00'

Consent Agenda Item No. 14 'Invoices from Kimley Horn and Associates, Inc. – Treasure Island Septic to Sewer Project in the amounts of \$39,812.01 and \$78,903.35'

Consent Agenda Item No. 15 'Invoice from Evergreen Solutions, LLC in the amount of \$1950.00'

Consent Agenda Item No. 16 'Invoice from Thorn Run Partners in the amount of \$3,500.00'

Consent Agenda Item No. 17 'Invoice from MacVicar in the amount of \$250.00'
Second by Glenn Sneider. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 18 'Finance Report' Finance Director Hamilton reviewed the Finance Report for period ending June 30, 2024. Board Member Nelson asked when Open Enrollment begins. Executive Director Hayford discussed that Open Enrollment is scheduled for the first week of August. Executive Director Hayford discussed that the cost of healthcare coverage is expected to increase approximately 13%. Executive Director Hayford discussed that there will be an additional HSA plan choice added to this year's options. **Motion by Harry Moldenhauer to approve the Finance Report for period ending June 30, 2024. Second by Glenn Sneider. Vote unanimous (4-0). Motion carried.**

Chairperson Nelson addressed Agenda Item No. 19 'Review of FY25 Preliminary Budget' *John Hayford out at 8:14 AM.* Finance Director Hamilton that the Preliminary FY25 Preliminary Budget Package, was a deficit of \$1,660,000. *John Hayford in at 8:15 AM.* Finance Director Hamilton presented a detailed explanation of Section B, Operating Revenue. Finance Director Hamilton discussed the minimum proposed rate adjustment for FY25 is a 5% increase for Water and Wastewater Utility Revenue. Finance Director Hamilton discussed that the minimum rate adjustment being proposed will not result in the balance of the budget, but instead will require further funding of \$400,000 from the rate stabilization fund. Finance Director Hamilton discussed the adjustments contributing to the reduction in the deficit. Finance Director Hamilton discussed the current 75% discount on infill charges for new connections. There was a brief discussion.

Chairperson Nelson addressed Agenda Item No. 20 'Purchase of Air Conditioner – Wastewater Treatment Plant' Executive Director Hayford discussed that included in the FY24 capital budget for the WWTP were the replacement of (2) air conditioners in the amount of \$25,000.00. Executive Director Hayford discussed that due to repeated repair and servicing of the units, the contracted technician recommended the replacement of both units. Executive Director Hayford discussed that staff approached four companies to obtain quotes. Emory Wlaker opted not to participate in the process. Executive Director Hayford discussed the quotes that were received from the remaining vendors. Executive Director Hayford discussed that staff recommended the purchase of both units from Michael Pollitt, Inc. based on total cost, size of proposed units and unit brand. There was a brief discussion. **Motion by Tabitha Trent to approve the purchase of two air conditioning units for the WWTP from Michael Pollitt, Inc. in the amount of \$21,700.00. Second by Harry Moldenhauer. Vote unanimous (4-0). Motion carried.**

Chairperson Nelson addressed Agenda Item No. 21 'Vacuum Pump Station #2 Generator Replacement' Executive Director Hayford discussed that at the June Board meeting the board took action to reject all bids received for the Vacuum Pump Station #2 Generator Replacement project. Executive Director Hayford discussed that to rebid the project, the engineer of record reviewed the bid documents and adjusted as needed. Executive Director Hayford discussed that adjustments that could be made to reduce to save on bid pricing. All of the items up for review take time and effort to accomplish. Executive Director Hayford discussed that the engineer would need to recreate bid documents. There would also be another round of advertising, bid responses, bid opening and tabulation required. Executive Director Hayford discussed that the revision is for approximately 90 hours of work by CHA. There was a

brief discussion. **Motion by Harry Moldenhauer to approve the Engineering Scope Revision No. 4, Revision 1 to Task Order #13 for the rebid of Vacuum Station No. 2 Generator Replacement in the amount of \$12,000.00 to CHA Solutions. Second by Tabitha Trent. Vote unanimous (4-0). Motion carried.**

Chairperson Nelson addressed Agenda Item No. 22 ‘Engineering Scope Revision for Pine Ridge Park Septic to Sewer Project’ Executive Director Hayford discussed that the project has missed both the substantial and final completion dates. Executive Director Hayford discussed that as of June 28, 2024, it appears that Hinterland Group, Inc has reached substantial completion, however an official completion notice has not been issued. Executive Director Hayford discussed that as of the meeting today, the project will be 122 calendar days late for final completion. Executive Director Hayford discussed that due to the extended project time, the engineer of record has had to spend additional time on project requirements. Executive Director Hayford discussed that the engineer has exceeded their allotted time under the current engineering agreement. The engineer has proposed a Not to Exceed agreement as a backup to cover their expected fees. Executive Director Hayford discussed that the revision for additional hours of work by the engineer are at no fault of the engineer or OUA. Executive Director Hayford discussed that some of the additional expenses may be able to be recovered from retainage. There was a brief discussion. **Motion by Glenn Sneider to approve the Engineering Scope Revision No. 5 to Task Order #10 for the Pine Ridge Park Utility Improvements project for a not to exceed amount of \$30,000.00 to CHA Solutions. Second by Tabitha Trent. Vote unanimous (4-0). Motion carried.**

Chairperson Nelson addressed Agenda Item No. 23 ‘SWSA Vacuum Sewer Project Engineering Fees’ Executive Director Hayford discussed the OUA and Sumner Engineering & Consulting, Inc entered into an agreement on or about March 8, 2021. The agreement was for engineering services for the SWSA Project – Vacuum Collection System, design, permitting and construction services. Executive Director Hayford discussed that the contractor between the OUA and the contractor allowed for 731 calendar days for construction to reach substantial completion, with 775 calendar days to reach final completion. The engineering services agreement allowed for 36 months (1,095 days) as the time for engineering services. Executive Director Hayford discussed that based on the start date of March 8, 2021, to the project end date of May 12, 2025, totals 1,525 days, or 430 days more than the time allowed by the engineering services agreement. Jeff Sumner from Sumner Engineering & Consulting, Inc to discuss the modification to the agreement. There was a brief discussion. **Motion by Tabitha Trent to approve the Amendment to the Owner-Engineer Agreement requesting a fee adjustment of \$294,840.00 and 479 days in contract time. Second by Glenn Sneider. Vote unanimous (4-0) Motion carried.**

Chairperson Nelson addressed Agenda Item No. 24 ‘TCI Septic to Sewer Project’ Executive Director Hayford discussed that on July 11, 2024 the OUA received bids on the Taylor Creek Septic to Sewer Project. Executive Director Hayford discussed that there were two bids received. One from Wind River Environmental, LLC in the amount of \$177,503.26 and one from PRP Construction Group, LLC in the amount of \$179,010.00. Executive Director Hayford discussed that the engineer, Craig A. Smith & Associates estimated \$200,000.00 for the project. Executive Director Hayford discussed that the bids included all attachments as required. Executive Director Hayford discussed that this project is to connect approximately 15 homes to the OUA sewer system in Taylor Creek Isles. The contractor will pump out, crush and backfill the septic tanks, install piping from the house to the streetside connection on the OUA sewer piping and provide restoration. Executive Director Hayford discussed that this project will be funded by FDEP Grant WG105 OSTDS. Executive Director Hayford discussed that staff received verbal

recommendation. Staff is waiting on formal written recommendation by CAS. There was a brief discussion. **Motion by Tabitha Trent to approve the award to Wind.River Environmental, LLC for the TCI Septic to Sewer Project in the amount of \$177,503.26 contingent upon receiving written recommendation by the Engineer. Second by Glenn Sneider. Vote unanimous (4-0). Motion carried.**

Glenn Sneider out at 9:13 A.M.

Chairperson Nelson addressed Agenda Item No. 25 ‘Public Comments’ There were none.

Chairperson Nelson addressed Agenda Item No. 26 ‘Items from the Attorney’ There were none.

Chairperson Nelson addressed Agenda Item No. 27 ‘Items from the Executive Director’ Executive Director Hayford gave an update on current projects. Executive Director Hayford discussed that the Glades County Commissioner is expected to be present at the August 20, 2024 board meeting. Executive Director discussed that interviews will be conducted this week for the Assistant Executive Director.

Chairperson Nelson addressed Agenda Item No. 28 ‘Items from the Board’ There were none.

There being no other business, meeting adjourned at 9:17 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)

