

OKEECHOBEE UTILITY AUTHORITY

MEETING MINUTES

Tuesday, June 20, 2023 8:30 A.M.

Okeechobee Utility Authority

100 SW 5th Avenue

Okeechobee, Florida

Chairperson Clay called the meeting to order at 8:34 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*

Harry Moldenhauer*

Steve Nelson*

Tabitha Trent*

Alternates:

Melanie Anderson

Absent:

John Gilliland

Glenn Sneider

*Voting Board Members

OUA Members:

John Hayford

Lauriston Hamilton

Jamie Mullis

Tom Conely

Michelle Willoughby

Chairperson Clay addressed Agenda Item No. 2 ‘Glades County Representative Appointment’

Executive Director Hayford discusses that staff received an application from Melanie Anderson to serve as an Alternate Member for Glades County. **Motion by Steve Nelson to appoint Melanie Anderson as the alternate member for Glades County. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 3 ‘Agenda Additions or Deletions’ Executive Director

Hayford discusses that there was an additional invoice from Kimley Horn for the Treasure Island Septic to Sewer Project that should be added to Agenda Item No. 16. **Motion by Tabitha Trent to add the invoice from Kimley Horn to Agenda Item No. 16. Second by Steve Nelson. Vote unanimous (4-0), motion carried.**

Motion by Tabitha Trent to approve the Agenda as amended. Second by Steve Nelson. Vote unanimous (4-0), motion carried.

Chairperson Clay addressed Agenda Item No. 4 ‘Meeting Minutes from May 16, 2023.’ Board Member Moldenhauer states that Agenda Item No. 18 had incorrect voting. Board Member Steve Nelson should be listed as casting a “No” vote and Harry Moldenhauer as a “Yes” vote. **Motion by Harry**

Moldenhauer to accept the Meeting Minutes from May 16, 2023 as amended. Second by Steve Nelson. Vote unanimous (4-0), motion carried.

Chairperson Clay addressed Agenda Item No. 4 ‘Department Supervisor Updates’

Maintenance: Jess Mason discusses current vacancies. Jess Mason discusses staff offered a position to an applicant; however, the applicants current employer offered more money. Jess Mason discusses that interviews are scheduled for vacant positions. Jess Mason discusses that FY24 budget requests have been submitted.

WWTP: Jamie Gamiotea discusses that applications have been received and interviews are scheduled for vacancies. Harry Moldenhauer asked if there is enough stormwater storage room. Jamie Gamiotea discusses that there is adequate capacity. Jamie Gamiotea discusses that FY24 budget requests have been submitted.

SWTP: Kevin Rogers discusses that a trainee was just hired and 2 current employees are eligible for certification testing.

Jamie Mullis discusses that the contractor started aluminum and roof repairs at the SWTP on June 19, 2023. Jamie Mullis discusses generator maintenance has been completed.

Administration: Kristy Arnold had no comments for the board.

Chairperson Clay addressed Agenda Item No. 6 ‘Consent Agenda’ Motion by Steve Nelson to approve the Consent Agenda as amended:

- Consent Agenda Item No. 7 ‘Invoice from Sumner Engineering & Consulting, Inc – SW Wastewater Service Area Project (Part B & C) in the amount of \$3,015.00’**
- Consent Agenda Item No. 8 ‘Invoice from Sumner Engineering & Consulting, Inc – SW Wastewater Service Area Project (Part E) in the amount of \$42,380.80’**
- Consent Agenda Item No. 9 ‘Invoice from Sumner Engineering & Consulting, Inc – Okeechobee Utility System Improvements in the amount of \$51,791.28’**
- Consent Agenda Item No. 10 ‘Invoice from Sumner Engineering & Consulting, Inc – Homeowner Grant Funding Support in the amount of \$3,120.00’**
- Consent Agenda Item No. 11 ‘Invoice from Hinterland Group, Inc. – Pine Ridge Park Utility Improvements in the amount of \$1,700.00’**
- Consent Agenda Item No. 12 ‘Invoice from Hinterland Group, Inc. – SWSA Project 2 in the amount of \$302,829.81’**
- Consent Agenda Item No. 13 ‘Invoice from McNabb Hydrogeologic Consulting, Inc. in the amount of \$10,500.00’**
- Consent Agenda Item No. 14 ‘Invoice from Felix Associates of Florida, Inc. –SWSA Master Pump Station in the amount of \$58,766.76’**
- Consent Agenda Item No. 15 ‘Invoice from Go Underground Utilities, LLC – SWSA Master Force Main in the amount of \$67,445.20’**
- Consent Agenda Item No. 16 ‘Invoices from Kimley Horn and Associates, Inc. – Treasure**

Island Septic to Sewer Project in the amounts of \$10,032.10 and \$106,718.65'

Consent Agenda Item No. 17 'Invoice from Holtz Consulting Engineers, Inc – AC Pipe Removal in the amount of \$1,292.50'

Consent Agenda Item No. 18 'Invoices from CHA – Pine Ridge Park Utility System in the amounts of \$24,363.19 and \$6,879.00'

Consent Agenda Item No. 19 'Invoice from Thorn Run Partners in the amount of \$3,500.00'

Consent Agenda Item No. 20 'Invoice from MacVicar in the amount of \$250.00'

Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.

Chairperson Clay addressed Agenda Item No. 21 'Finance Report' Finance Director Hamilton reviews the Finance Report for period ending May 30, 2023.

Chairperson Clay addressed Agenda Item No. 22 'Preliminary FY24 Budget' Finance Director Hamilton reviews the Preliminary Budget for FY24 with the board. Finance Director Hamilton discusses the proposed rate increase and the current 75% discount of capital connection and installation charges. Chairperson Clay requests that the projected new connections for the Pine Ridge Park project be added to the preliminary budget. *Melanie Anderson out at 9:38 AM.* There was a brief discussion. Chair person Clay requests that employee insurance be discussed as a single agenda item.

Chairperson Clay addressed Agenda Item No. 23 'Three Years Budget vs. Actual' Finance Director Hamilton presents a summary review of each year's budgeted results compared to the actual results. Finance Director Hamilton discusses the variance reporting differences between the budget compared with the actual. Finance Director Hamilton discusses capital expenditures. There was a brief discussion. Board Member Moldenhauer suggests quarterly reviews id the capital expenditures.

Chairperson Clay addressed Agenda Item No. 24 'Audit Services Contract' Finance Director Hamilton discusses that at the meeting on May 16, 2023 the Board decided to renew the audit contract with Nowlen, Holt & Miner, P.A. for an additional two year following the expiration of the initial contract upon the presentation of FY2022 financial statements. Finance Director Hamilton discusses that the audit fee, remains the same as the previous contract, at \$18,000 per year and \$4,000 for each Federal and State Single Audit per major program that is required. **Motion by Tabitha Trent to approve the engagement letter with Nowlen, Holt & Miner, P.A. Second by Harry Moldenhauer. Vote unanimous (4.0), motion carried.**

Chairperson Clay addressed Agenda Item No. 25 '2023 Employee Classification & Compensation Survey' Executive Director Hayford discusses that subsequent to the Board Meeting on May 16, 2023 and its approval of Evergreen's Solution LLC, the Review Committee met with the selected consultant to review the points raised by Board Members and made the necessary adjustments to the contract and work plan, which is now presented as complete and in conformity with all matters raised by both the staff and Board Members of OUA. Executive Director Hayford discusses that since the amendments were found to not materially change the scope of work to be undertaken by the consultant, the initial fee of \$19,500 remains the same. Executive Director Hayford discusses that Counsel has reviewed the contract and revised work plan and finds both to be in order and adequately meets the requirements of OUA Board. **Motion by Tabitha Trent to approve the Contract and Revised Work Plan with from Evergreen Solution LLC and authorization for the Board Chairperson and/or Executive Director to execute the same. Second by Steve Nelson. Vote unanimous (4.0), motion carried.**

Chairperson Clay addressed Agenda Item No. 26 'Emergency Repair to Pump Station SE-3'

Executive Director Hayford discusses that Wastewater pump station SE-3 developed a significant leak to the discharge piping. The repair was beyond the current capability of OUA staff. Executive Director Hayford discusses that staff attempted to get three prices to perform the emergency repair. Of the three, only Maxx Environmental LLC responded. Executive Director Hayford discusses that he has already authorized the expense. **Motion by Steve Nelson to ratify the approval of the emergency repair to SE-3 pump station issued to Maxx Environmental LLC in the amount of \$19,825.00. Second by Tabitha Trent. Vote unanimous (4.0), motion carried.**

Chairperson Clay addressed Agenda Item No. 27 'FY23 Wastewater Pump Stations' Executive Director Hayford discusses that the FY23 budget identified four wastewater pump stations for rehabilitation at a budget cost of \$100,000. Those pump stations are NW18, NW4, SW13 and SE-7. Pump station SE-7 has already been rehabilitated. Executive Director Hayford discusses that three companies were either contacted or were called on numerous occasions. The two that were contacted submitted quotes for the work: Maxx Environmental LLC and Hinterland Group, Inc. Executive Director discusses that total proposal pricing by Maxx Environmental is \$99,271.00. Maxx has completed several projects for the OUA. Most recently, Maxx did the work at SE-7. Work was completed on time, within budget and work effort was rated at very efficient. **Motion by Tabitha Trent to approval of Maxx Environmental LLC to complete the proposed rehabilitation of Stations NW18, NW4 and SW13 in the amount of \$99,271.00. Second by Steve Nelson. Vote unanimous (4.0), motion carried.**

Chairperson Clay addressed Agenda Item No. 28 'Pine Ridge Park Change Order No. 2' Executive Director Hayford discusses on July 21, 2022, the engineer and contractor for the Pine Ridge Park Utility Improvements project submitted PR Park Change Order No. 1 for review and acceptance by the OUA. At the July 21, 2022, OUA Board meeting, the Board discussed and accepted Change Order No. 1 to take out bid items 11, 13, 21 & 22 and reduce the contract by \$712,125.05. Executive Director Hayford discusses that this was done because the project bid came in over budget and the OUA needed to identify another source of money to cover the entire project cost. The short-term quick fix was to remove these items until financial means became available to fund this work. Executive Director Hayford discusses that due to the additional state funding, the OUA has two options, reinstate this work into the Hinterland contract or develop bid documents and publicly bid the work. There are no guarantees as to who, what or for how much the public bidding would provide. Executive Director Hayford discusses that OUA staff, engineers and contractor held several negotiations over returning this work to the contract. Executive Director Hayford discusses proposed Change Order No. 2 returning this work to the project. The current contractor will be tasked with doing the work; Project costs went up from the \$712,125.05 to \$818,942.65, or approximately a 15% increase; and contract time will increase by 150 calendar days. **Motion by Harry Moldenhauer to approve Change Order No.2 for the Pine Ridge Park Utility Improvements Project. Second by Steve Nelson. Vote unanimous (4.0), motion carried.**

Chairperson Clay addressed Agenda Item No. 29 'SWTP Perimeter Fence' Executive Director Hayford discusses that at the last OUA Board meeting there was an agenda item addressing deficiencies at the surface water treatment plant as determined from a site visit conducted by an OUA Board member. Several of the Board members discussed the need for a better perimeter fence around the facility. The current fencing is a combination of field wire and chain link. A few of the Board members were adamant that the site needed to be entirely fenced with a chain link fence that had a three-strand barbed wire top as is currently found along some of the perimeter. Executive Director Hayford discusses that staff obtained three quotes for perimeter fencing with an automatic gate at the entrance. Quotes were received from

Adron Fence, Chobee Fencing and C-D Ag services. Executive Director Hayford discusses that while Adron Fence did not have the best price for fencing, they provided a complete price for automatic gate operations (card reader, keypad and remote wireless call box with remote opening). There was a brief discussion. **Motion by Tabitha Trent to approve the quote from Adron Fence in the amount of \$180,277.00. Second by Steve Nelson. Vote unanimous (4.0), motion carried.**

Chairperson Clay addressed Agenda Item No. 30 '2023 Vehicle Purchase Agenda Item' Executive Director Hayford discusses that the FY23 budget listed the following vehicles for purchase: Units 411, 531,436 and 513. Executive Director Hayford discusses that in telephone conversations with various potential bidders, several topics have come up; vehicle quotas for government sales contracts have been filled and are closed to new orders for now, new orders may open sometime late Summer or early Fall and expectation for delivery will be early Spring 2024. Executive Director Hayford discusses that staff sent out solicitations to multiple vendors for quotes. Executive Director Hayford discusses that staff requested seven vehicle quotes from the vendors, all quotes due by June 7th. Most of the vendors chose not to respond for various reasons. Executive Director Hayford reviews the vehicle quotes that were received. There was a brief discussion regarding vehicle specifications and pricing. **Motion by Steve Nelson to purchase Unit #411 for Bozard Ford in the amount of \$39,253.00 and Unit #513 form Gilbert Chevrolet in the amount of \$42,251.00. Second by Tabitha Trent. Vote unanimous (4.0), motion carried.**

Chairperson Clay addressed Agenda Item No. 31 'Public Comments' There were none.

Chairperson Clay addressed Agenda Item No. 32 'Items from the Attorney' Attorney Tom Conley discusses the Okee-Tantie property. Attorney Tom Conley discusses that the OUA does not own this property in question. Attorney Tom Conley discusses that the OUA may need to execute a deed or other document the explains that the OUA does not own the property only the improvements, piping, equipment, easements, etc. **Motion by Tabitha Trent to authorize the execution of a quit claim deed or other document for the Okee-Tantie property if approved by the OUA attorney. Second by Steve Nelson. 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' Chairperson Clay discusses that after the Employee Compensation Survey is completed the board should consider hiring a head hunter to assist in getting the vacant position filled.

There being no other business, meeting adjourned at 11:34 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)

