

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Tuesday, March 21, 2023 8:30 A.M.
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida

Vice Chairperson Trent called the meeting to order at 8:30 A.M.

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

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

Board Members:

Melanie Anderson*
Tommy Clay*
Steve Nelson*
Tabitha Trent*

Alternates:

Glenn Sneider
Harry Moldenhauer

Absent:

John Gilliland

*Voting Board Members

OUA Members:

John Hayford	Tom Conely
Lauriston Hamilton	Michelle Willoughby
Jamie Mullis	

Vice Chairperson Trent addressed Agenda Item No. 2 ‘Welcome City and County Board Members’ Executive Director Hayford advised that the County appointed John Gilliland as regular board member and the City re-appointed Steve Nelson to his current position. Melanie Anderson withdraws her application for the Glades County Representative position. *Melanie Anderson out at 8:34 A.M.*

Vice Chairperson Trent addressed Agenda Item No. 3 ‘Glades County Representative Appointment’ Executive Director Hayford discusses that staff received three applications for the Glades County positions. Melanie Anderson withdrew her application. Executive Director Hayford discusses that there may be an issue with the address on the application submitted by Steven Hargraves. Executive Director Hayford discusses bringing the application for Steven Hargraves to the next meeting. **Motion by Tommy Clay to appoint Harry Moldenhauer as regular voting member for Glades County. Second by Steven Nelson. Vote unanimous (3-0), motion carried.**

Vice Chairperson Trent addressed Agenda Item No. 4 ‘Election of Officers’ Executive Director Hayford presided over the meeting. Executive Director Hayford explained that the Board needs to elect a Chairperson, Vice Chairperson and a 2nd Vice Chairperson. Executive Director Hayford advised that Tabitha Trent and Steve Nelson can serve in the same capacity as per the Interlocal Agreement. Executive Director Hayford called for nominations for the Chairperson. **Motion by Tabitha Trent to**

appoint Tommy Clay as Chairperson. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried. Executive Director Hayford relinquished meeting to Chairperson Clay. Chairperson Clay called for nominations for Vice Chairperson. **Motion by Harry Moldenhauer to appoint Tabitha Trent as Vice Chairperson. Second by Steve Nelson. Vote unanimous (4-0), motion carried.** Chairperson Clay called for nominations for 2nd Vice Chairperson. **Motion by Tabitha Trent to appoint Steve Nelson as 2nd Vice Chairperson. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 5 'Agenda Additions or Deletions' Mr. Noel Chandler requests list of those properties within the City that are not connected to sewer. Executive Director Hayford informs that board that OUA staff are currently working on the requested information request.

Chairperson Clay addressed Agenda Item No. 6 'Meeting Minutes from February 21, 2023.' **Motion by Steve Nelson to accept the Meeting Minutes from February 21, 2023 as presented. Second by Tabitha Trent. Vote unanimous (4-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 7 'Employee Recognition' Chairperson Clay recognized Kenneth Sarros for his 15 years of service to the OUA.

Chairperson Clay addressed Agenda Item No. 8 'Consent Agenda' Motion by Steve Nelson to approve the Consent Agenda as presented:

Consent Agenda Item No. 9 'Sumner Engineering & Consulting, Inc – SW Wastewater Service Area Project (Part B & C) in the amount of \$12,447.75'

Consent Agenda Item No. 10 'Sumner Engineering & Consulting, Inc – SW Wastewater Service Area Project (Part E) in the amount of \$3,130.02'

Consent Agenda Item No. 11 'Sumner Engineering & Consulting, Inc – SWSA Mater Force Main Tortoise Relocation in the amount of \$3,725.00'

Consent Agenda Item No. 12 'Sumner Engineering & Consulting, Inc – Okeec-Tantie Utility System Improvements in the amount of \$31,199.40'

Consent Agenda Item No. 13 'Sumner Engineering & Consulting, Inc – Consumptive Use Permit Counseling in the amount of \$1,700.00'

Consent Agenda Item No. 14 'Invoice from Felix Associates, Inc. – SWSA Master Pump Station in the amount of \$77,081.68'

Consent Agenda Item No. 15 'Invoice from Go Underground Utilities. LLC – SWSA Master Force Main in the amount of \$85,044.00'

Consent Agenda Item No. 16 'Invoice from Holtz Consulting Engineers, Inc. – AC Pipe Removal in the amount of \$6,462.50'

Consent Agenda Item No. 17 'Invoices from Hinterland Group, LLC - Pine Ridge Park Utility Systems Improvement in the amounts of \$330,737.75 and \$403,728.72'

Consent Agenda Item No. 18 'Invoice from McNabb Hydrogeologic Consulting, Inc. in the amount of \$6,650.00'

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 Consent Agenda Item No. 21 'Finance Report' Finance Director Hamilton reviews the Finance Report for period ending February 28, 2023.

Chairperson Clay addressed Consent Agenda Item No. 22 'Orange Loop Wastewater Collection Project' Executive Director Hayford discusses that the Orange Loop Wastewater Collection Project is complete and that several customers have already connected to the sewer system. Executive Director Hayford discusses that the contractor was late in completing the project on time with the primary delay due to delivery issues with parts or materials. Executive Director Hayford discusses that there is a recommendation to waive late fees and approve the final payments to Go Underground Utilities and Johnson-Prewitt & Associates. **Motion by Steve Nelson to waive late and to approve the final payment to Go Underground Utilities, Inc. in the amount of \$17,529.20. Second by Tabitha Trent. Vote Unanimous (4-0). Motion carried.**

Motion by Steve Nelson to approve invoices from Johnson-Prewitt & Associates in total amount of \$16,026.00. Second by Tabitha Trent. Vote Unanimous (4-0). Motion carried.

Motion by Steve Nelson to extend the time for substantial and final completion to the contract with no cost to the OUA or contractor. Second by Tabitha Trent. Vote Unanimous (4-0). Motion carried.

Chairperson Clay addressed Agenda Item No. 23 'Walgreens Emergency Manhole Replacement' Executive Director Hayford discusses that the eastern sanitary manhole in the Walgreens parking lot was found to have sunk by several inches. Upon inspection, several leaks were found that were washing in sand and causing voids. Executive Director Hayford discusses that these voids allowed the manhole to sink. Executive Director Hayford discusses that this was considered an emergency due to the trip and fall hazard, or worse, a complete collapse of the sanitary sewer system. Executive Director Hayford discusses that quotes were requested from various contractors (Hinterland, PRP, Go Underground and Felix). Executive Director Hayford discusses that only one of the four contractors contacted supplied a quote. Executive Director Hayford discusses that staff issued the purchase order to PRP Construction for \$37,787.00. **Motion by Steven Nelson to approve the purchase order to PRP Construction in the amount of \$37,787.00. Second by Tabitha Trent. Vote unanimous (4-0). Motion carried.**

Chairperson Clay addressed Agenda Item No. 24 'Project Detail' Executive Director Hayford discusses how the state and federal funds are applied to the various OUA projects. Executive Director Hayford discusses the status of current projects and remaining funds that are needed for each project. Informational purposes only.

Chairperson Clay addressed Agenda Item No. 25 'SWTP GWTP Aluminum Repairs' Executive Director Hayford discusses that during Hurricane Ian, the surface water treatment plant and ground water treatment plant sustained some damage to various aluminum structures. Initial efforts went in to documenting the damage and then to clean up. Executive Director Hayford discusses that staff are working through the process to document the damage through State/Federal agencies such as FDEMS & FEMA while at the same time involving the OUA insurance carrier. Executive Director Hayford discusses that during this period staff contacted various contractors and requested site visits and quotes for repairs. Contractors contacted were: Hamco, BTC Builders, Okeechobee Aluminum, Discount Aluminum Construction, Lee Aluminum and Construction, Coastal Aluminum Construction, Stones Aluminum and All Quality Construction and Aluminum. Executive Director Hayford discusses that only

Hamco made site visits and provided a written quote for each site. Executive Director Hayford discusses that staff are requesting Board approve a Purchase Order for Hamco Construction LLC in the amount of \$68,175 to make repairs at the surface water treatment plant and the ground water treatment plant.

Motion by Steven Nelson to approve the purchase order from Hamco Construction LLC in the amount of \$68,175.00. Second by Harry Moldenhauer. Vote unanimous (4-0). Motion carried.

Chairperson Clay addressed Agenda Item No. 26 ‘Salary Considerations’ Chairperson Clay suggests that this agenda item should be discussed at a workshop. There was a brief discussion regarding employee survey, compensation survey, and exit interviews. Executive Director Hayford discusses the draft RFP for consultants to submit on the 2023 Employee Classification and Compensation Survey. Executive Director Hayford was directed by the board to move forward with the Employee Classification and Compensation Survey.

Chairperson Clay addressed Agenda Item No. 27 ‘Public Comments’ There were none.

Chairperson Clay addressed Agenda Item No. 28 ‘Items from the Attorney’ Attorney Conely reviews Glades County Ordinance and Interlocal Agreement as it relates to the representative assignment for Glades County.

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 asked for the OUA Department Heads introduce themselves to the board. Jess Manson, Kristy Arnold, Jamie Gamiotea and Kevin Rogers, individually introduced themselves to the board. Discussion ensued between board members and staff concerning current OUA policy and what can be done to change the perception of the OUA to the public. Chairperson Clay furthermore advised for certain board members are to accompany department heads to find out what the board can do to provide a better working environment for OUA staff.

There being no other business, meeting adjourned at 10:05 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)