

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Tuesday, November 21, 2023 8:30 A.M.
Okeechobee Utility Authority
100 SW 5th 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*
Steven Nelson*

Alternates:

Absent:

Melanie Anderson
Glenn Sneider
Tabitha Trent

*Voting Board Members

OUA Members:

John Hayford
Lauriston Hamilton
Jamie Mullis
Tom Conely
Kristy Arnold

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

Chairperson Clay addressed Agenda Item No. 3 ‘Meeting Minutes from October 17, 2023’. Motion by Steven Nelson to accept the Meeting Minutes from October 17, 2023 as presented. Second by John Gilliland. Vote unanimous (4-0), motion carried.

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

SWTP: Tommy Clay advised that he would like to do a walk through at the SWTP to review all of the maintenance updates that have been checked off of Board Member Trent’s list. Kevin Rogers advises the Board that the department is fully staffed.

Maintenance: Jess Manson gave an update on the Maintenance Department. Advised that the Maintenance Department lost one employee, interviews are being scheduled. Jess Manson advised that the Maintenance Department busy but the morale is good.

WWTP: Jamie Gamiotea gave an update of the WWTP and advised that he has a full staff. A brief discussion ensued concerning the fence installation at the WWTP.

Jamie Mullis gave an overall update of all departments.

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

Consent Agenda Item No. 6 ‘Invoice from Sumner Engineering & Consulting, Inc – SW Wastewater Service Area Project (Part B & C) in the amount of \$22,808.80’

Consent Agenda Item No. 7 ‘Invoice from Sumner Engineering & Consulting, Inc – Okee-Tantie Utility System Improvements in the amount of \$42,727.81’

Consent Agenda Item No. 8 ‘Invoice from Hinterland Group, Inc. – SWSA Project 2 in the amount of \$372,055.78’

Consent Agenda Item No. 9 ‘Invoice from Lewis Longman Walker in the amounts of \$15,362.50’

Consent Agenda Item No. 10 ‘Invoice from Hinterland Group, Inc – Pine Ridge Park Utility Improvements in the amount of \$427,149.64

Consent Agenda Item No. 11 ‘Invoices from Kimley Horn and Associates, Inc. – Treasure Island Septic to Sewer Project in the amounts of \$’210,818.35 and \$185,479.85’

Consent Agenda Item No. 12 ‘Invoice from Thorn Run Partners in the amount of \$3,500.00’

Consent Agenda Item No. 13 ‘Invoice from MacVicar in the amount of \$250.00’

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

Chairperson Clay Addresses Consent Agenda No. 14 ‘Customer Water Loss – Coastal Income Properties’ Executive Director Hayford advised that an OUA customer experienced water loss on their property, has received a water only high bill and is present today to ask the Board for their consideration in reducing his high bill. Gary Wright, owner of Coastal Income Properties addressed the OUA Board and advised that he believes that the break was located on a spigot at a dock and is believed to be sabotage. Board Member Clay advised that the OUA cannot reduce the water bill as it violates the Operating Resolution of no free service. Attorney Tom Conely advised that the staff could offer a different Payment Agreement if needed. **Motion by Harry Moldenhauer to authorize staff to create mutual agreed upon payment agreement. Second by Steven Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 15 ‘Finance Report’ Finance Director Hamilton reviews the Finance Report for period ending October 31, 2023. **Motion by Steven Nelson to accept the Finance Report as presented. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 16 ‘Salary Analysis & Benefits Survey – Evergreen Solutions’ Executive Director Hayford explained that Evergreen Solutions did not include the anticipated wage adjustment for Governmental entities whose financial year and salary increases takes effect October 1. Evergreen initially purposed an additional cost of \$5,000 for their team to revisit the market and update salary and benefit datasheets. During a meeting Jeff Ling, President of Evergreen Solution, he advised the

fee will be waived. Evergreen advised that a draft will be available for OUA's project team review between end of November to early December. **This is an informational item only.**

Chairperson Clay addressed Agenda Item No. 17 'State Road 78W 24-Inch Water Main State Project' Executive Director Hayford advised that the OUA publicly advertised an RFP/FRQ for the State Road 78 Water Main Improvements project. The proposals were received on November 2, 2023. The OUA selection committee met and discussed the proposals. The timeline to complete the project for the OUA to try and meet the imposed FDOT timeline, was the biggest concern. Three engineering firms submitted proposals; Kimley-Horn, CHA Consulting and Holtz Consulting Engineers. The evaluation committee met on November 8 to review the proposals. After the review and ranking of the proposals, Holtz Consulting Engineers, Inc. scored the highest evaluation of all three score cards. **Motion by Steven Nelson to approve the committee's ranking and authorize staff to move forward with negotiations for a scope of work and fee schedule with Holtz Consulting Engineers, Inc. Second by John Gilliland. Vote unanimous (4-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 18 'WWTF for NE Glades County – Feasibility Report' Executive Director Hayford advised that OUA has received a scope of work and fee schedule proposed to complete a feasibility report for the proposed NE Glades County WWTF. The FDEP Grant Portal request to fund the design and construction of the facility is still pending. CHA Consulting was asked to prepare a scope of work to support any possible questions asked by FDEP. The report can take up to 132 calendar days which is well beyond the expected time frame to award a grant if this project is approved. This report would be useful, it exceeds what OUA staff was looking for. After a brief discussion between, staff, Board and engineer, the Board tabled the item till a later date.

Chairperson Clay addressed Agenda Item No. 19 'Security Camera SWTP' Executive Director Hayford advised that several vendors were contacted to provide quotes for the installation of the cameras at the SWTP. Out of the all of them, two provided quotes, Group One for \$10,280.00 and AME Technologies for \$10,490.00 to \$13,909.00 depending on camera used. Group One did provide an additional quote of \$6,180.00 for four additional cameras, bringing the entire quote to \$16,460.00. AME Technologies was not very detailed compared to Group One. **Motion by Steven Nelson to approve the quote from Group One in the amount of \$16,460.00 as presented. Second by John Gilliland. Vote unanimous, (4-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 20 'Cemetery Road WWTF Entrance Road Paving' Executive Director Hayford advised that two quotes received for the milling and resurfacing the entrance road from Cemetery Road to the front office. Streamline Paving provided a quote in the amount of \$128,482.20 and C.W. Roberts Contracting, Inc. provided at quote in the amount of \$202,580.97. **Motion by Steven Nelson to approve the quote from Streamline Paving, Inc. in the amount of \$128,482.20 as presented. Second by John Gilliland. Vote unanimous (4-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 21 'SWTP Update' Executive Director Hayford gave an update on the on-going improvements at the SWTP.

Chairperson Clay addressed Agenda Item No. 22 'Safety Committee Meeting' Executive Director Hayford advised that the Safety Committee met on October 25, 2023 to discuss the usage of the PGIT reimbursement. The committee considered the following:

Look into driver safety training coursework, videos, etc;

A BBQ Safety Team meeting;

A Self-defense/Gun Safety/Active Shooter class at the Sheriff's Gun Range;

Gift Cards – Only to those employees that did have a safety infraction during the preceding year.

This would use the current reimbursement that the OUA has received, there is another one coming that will be used for the additional training. After a brief discussion, **motion by Steven Nelson to authorize Staff to purchase the gift cards to distribute to the employees. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 23 'Public Comments' There were none.

Chairperson Clay addressed Agenda Item No. 24 'Items from the Attorney' There were none.

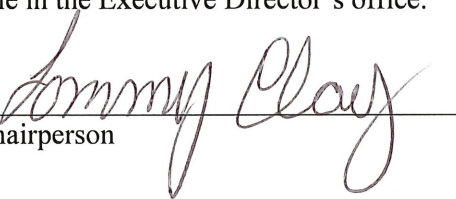
Chairperson Clay addressed Agenda Item No. 25 'Items from the Executive Director' Executive Director Hayford gave an update on current projects.

Chairperson Clay addressed Agenda Item No. 26 'Items from the Board' Executive Director Hayford advised that the OUA Annual Staff Holiday Party will be on December 7, 2023 at 12:00pm, located at the Maintenance Barn. All are welcome to attend.

There being no other business, meeting adjourned at 10:12 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 video recording of this meeting is on file in the Executive Director's office.

Chairperson



Executive Director (Secretary)

