

OKEECHOBEE UTILITY AUTHORITY**MEETING MINUTES**

Tuesday, January 17, 2023 8:30 A.M.

Okeechobee Utility Authority

100 SW 5th Avenue

Okeechobee, Florida

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

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

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

Board Members:

Melanie Anderson*

Tommy Clay*

John Creasman*

Steve Nelson*

Tabitha Trent*

Alternates:

Harry Moldenhauer

Glenn Sneider

Absent:

Jeff Fadley

*Voting Board Members

OUA Members:

John Hayford

Lauriston Hamilton

Jamie Mullis

Tom Conely

Michelle Willoughby

Chairperson Creasman addressed Agenda Item No. 2 'Agenda Additions or Deletions' Chairperson Creasman introduces one addition to the agenda. The item presented is a summary of OUA Project and funding projections. Executive Director Hayford provides an overview of the project construction timelines, connections and costs for all pending projects. Executive Director Hayford discusses the FDEP Grant Portal requests are still pending announcement. No board action was taken.

Chairperson Creasman addressed Agenda Item No. 3 'Meeting Minutes from December 20, 2022. Motion by Tommy Clay to accept the Meeting Minutes from December 20, 2022 as presented. Second by Steve Nelson. Vote unanimous (5-0), motion carried.

Chairperson Creasman addressed Agenda Item No. 4 'Consent Agenda' Motion by Tommy Clay to approve the Consent Agenda as presented:

Consent Agenda Item No. 5 'Eckler Engineering, Inc. – Pine Ridge Park Utility Improvement in the amount of \$8,205.50'

Consent Agenda Item No. 6 'Eckler Engineering, Inc – SWTP pH Evaluation in the amount of \$525.00'

- Consent Agenda Item No. 7** ‘Sumner Engineering & Consulting, Inc – SW Wastewater Service Area Project (Part B) in the amount of \$20,175.13’
- Consent Agenda Item No. 8** ‘Sumner Engineering & Consulting, Inc – SW Wastewater Service Area Project (Part E) in the amount of \$17,389.00’
- Consent Agenda Item No. 9** ‘Sumner Engineering & Consulting, Inc – Tortoise Survey in the amount of \$1,800.00’
- Consent Agenda Item No. 10** ‘Sumner Engineering & Consulting, Inc – SW 5th Avenue LPSS Design & Permitting in the amount of \$15,880.00’
- Consent Agenda Item No. 11** ‘Sumner Engineering & Consulting, Inc – SWSA Mater Force Main Tortoise Permitting in the amount of \$7,885.00’
- Consent Agenda Item No. 12** ‘Sumner Engineering & Consulting, Inc – Okee-Tantie Utility System Improvements in the amount of \$10,668.00’
- Consent Agenda Item No. 13** ‘Sumner Engineering & Consulting, Inc – Consumptive Use Permit Counseling in the amount of \$1,275.00’
- Consent Agenda Item No. 14** ‘Invoice from Felix Associates, Inc. – SWSA Master Pump Station in the amount of \$203,685.23’
- Consent Agenda Item No. 15** ‘Go Underground, LLC - SWSA Master Force Main in the amount of \$64,923.00’
- Consent Agenda Item No. 16** ‘Go Underground, LLC – Orange Loop Sewer Expansion in the amount of \$198,154.80’
- Consent Agenda Item No. 17** ‘Steven L. Dobbs Engineering, LLC – NW 5th Street Sewer Expansion in amount of \$1,375.00’
- Consent Agenda Item No. 18** ‘Holtz Consulting Engineers, Inc – Kings Bay/US 441 Watermain Extension in the amount of \$7,480.00’
- Consent Agenda Item No. 19** ‘Hinterland Group, LLC - Pine Ridge Park Utility Systems Improvement in the amount of \$280,563.26’
- Consent Agenda Item No. 20** ‘Invoice from Thorn Run Partners in the amount of \$3,500.00’
- Consent Agenda Item No. 21** ‘Invoice from MacVicar in the amount of \$250.00’

Second by Steve Nelson. Vote unanimous (5-0), motion carried.

Chairperson Creasman addressed Consent Agenda Item No. 22 ‘Finance Report’ Finance Director Hamilton reviews the Finance Report for period ending December 31, 2022. **Motion by Melanie Anderson to approve the Finance Report for period ending December 31, 2022. Second by Tommy Clay. Vote unanimous (5-0). Motion carried.**

Chairperson Creasman addressed Consent Agenda Item No. 23 ‘Investment Report’ Finance Director Hamilton reviews the Investment Report. Finance Director Hamilton discusses the interest rates on OUA accounts and Treasury Note. Finance Director Hamilton discusses the projected interest income for FY23. Finance Director Hamilton informs the board that the FY22 Public Depositor Annual Report was submitted and received by the state. *Glenn Sneider out at 8:53 A.M. Informational purposes only.*

Chairperson Creasman addressed Agenda Item No. 24 ‘City Parcel Executive Director Hayford discusses that the City of Okeechobee has declared a parcel of land on the corner of SE 5th Street and 2nd Avenue as surplus to the city. The City of Okeechobee has offered this parcel of land to the OUA. There was a brief discussion. **Motion by Steve Nelson to decline the offer of the surplus parcel from the City of Okeechobee. Second by Tommy Clay. Vote unanimous (5-0). Motion carried.**

Chairperson Creasman addressed Agenda Item No. 25 'Former Boy's School Property' Executive Director Hayford discusses that the IRSC/OCEDC/BOCC team has requested that the State of Florida transfer ownership of the former Boys School property (Parcel 1) to the college and its partners. Executive Director Hayford discusses that the property will be developed, creating new job opportunities, economic growth and training programs. The development of this property would also include continued utility services from the OUA. Executive Director Hayford discusses submitting a letter of support on behalf of the IRSC/OCEDC/BOCC team. **Motion by Tabitha Trent to approve the OUA Chairperson to sign letter of support for the transfer ownership of the former Boys School property from the State of Florida to the IRSC/OCEDC/BOCC team. Second by Tommy Clay. Vote unanimous (5-0). Motion carried.**

Chairperson Creasman addressed Agenda Item No. 26 'Treasure Island Engineering Proposal' Executive Director Hayford discusses that Kimley-Horn and Associates, Inc has provided a Master Services Contract, Scope of Work and Fee Schedule to complete the design, permitting and bidding for the Treasure Island Septic to Sewer Project. Executive Director Hayford discusses that the Scope of Work only carries the project through the bidding process. Tom Jensen from Kimley-Horn was present to answer any questions from the board. Executive Director Hayford discusses that the project will bring over 2000 new sewer connections. There was a brief discussion. **Motion by Tommy Clay to approve the Kimley-Horn and Associates, Inc. Master Services Agreement. Second by Steve Nelson. Vote unanimous (5-0). Motion carried.**

Motion by Tommy Clay to approve the Kimley-Horn and Associates, Inc. Scope of Work and Fee Schedule for the Treasure Island Septic to Sewer Project in the amount of \$3,180,385.00. Second by Steve Nelson. Vote unanimous (5-0). Motion carried.

Chairperson Creasman addressed Agenda Item No. 27 'SWSA Master Pump Station Change Order No. 1' Executive Director Hayford discusses Change Order No. 1 for the SWSA Master Pump Station Project. The change order is for some minor piping and fitting changes, deletion of the perimeter fence and owner purchased equipment. Executive Director Hayford explains that by the OUA purchasing equipment such as pumps, generators and odor control equipment the OUA will have a tax savings of approximately \$22,000.00. **Motion by Tommy Clay to approve the owner purchased equipment and as applied to the SWSA MPS Change Order No. 1 (deductive) to Felix Associates of Florida, Inc. in the amount of \$417,283.28. Second by Steve Nelson. Vote unanimous (5-0). Motion carried.**

Chairperson Creasman addressed Agenda Item No. 28 'SWSA Project 2 Bid Response' Executive Director Hayford discusses that bids for the SWSA Project 2 were received and publicly opened at 3:00 P.M. on January 5, 2023. Executive Director Hayford discusses that after review of the bid packages, Hinterland Group, Inc. appears to have submitted the lowest most responsive bid at \$11,954,105.00. Executive Director discusses the project funding, USDA loan and FDEP grant monies. Executive Director Hayford discusses that in consideration of potentially what a USDA delay could cost the project in time and money, OUA staff is recommending to move allocated grant money from the Okee-Tantie project to Project 2. Executive Director Hayford discusses that when the design is nearing completion for Okee-Tantie, it could then be decided how much SRF loan/grant money to seek. Executive Director Hayford discusses that since this effort will be done in conjunction with the design effort, it should not delay the Project 3 completion date. **Motion by Steve Nelson to approve the Award to Hinterland Group, Inc. in the amount of \$11,954,105.00. The contingency being execution of the award letter being withheld until a USDA approval has been received. Second by Tommy Clay. Vote unanimous**

(5-0). Motion carried. *Melanie Anderson out at 9:33 A.M. Harry Moldenhauer to vote in Melanie Anderson's absence.*

Chairperson Creasman addressed Agenda Item No. 29 'SWSA Sanitary Force Main – Gopher Tortoise' Executive Director Hayford discusses that the sanitary force main linking the SWSA master pump station to OUA NW-15 pump station encountered gopher tortoises. The tortoise area was not identified during permitting or design and were found while clearing the site. Executive Director Hayford discussed that OUA staff engaged Sumner Engineering & Consulting, Inc., project engineer, to permit the temporary relocation of the gopher tortoises. SEC has directed the environmental staff from Jones Edmunds to assist in the relocation. Executive Director Hayford discusses that the OUA has acquired permits to relocate the tortoises. Executive Director discusses the proposal from Jones Edmunds to locate, temporarily relocate and produce after action report. Executive Director discusses the project should be back to construction January 24, 2023. **Motion by Tommy Clay to approve the proposal by Jones Edmunds with a not to exceed fee of \$17,400.00. Second by Steve Nelson. Vote unanimous (5-0). Motion carried**

Chairperson Creasman addressed Agenda Item No. 30 'LPA0415 Agreement' Executive Director Hayford discusses that the OUA is in receipt of LPA0415 Agreement for the Treasure Island Septic to Sewer Project. Executive Director Hayford discusses that staff have requested a slight modification to the distribution on money. The redistribution will not change the total of \$3,500,000.00. **Motion by Steve Nelson for the OUA Board Chairman and OUA Staff to execute the LPA0415 Agreement and modifications as written by FDEP. Second by Tommy Clay. Vote unanimous (5-0). Motion carried.**

Chairperson Creasman addressed Agenda Item No. 31 'AMI Project' Executive Director Hayford discusses that at a previous OUA Board meeting, the OUA Board elected to reject the bids for construction of the AMI system. Letters confirming this action have been sent to all bidders. Executive Director Hayford discusses that letter should be sent to both the SRF and SFWMD notifying them of the cancellation of the project and the return of loan/grant monies. **Motion by Tabitha Trent to direct staff to notify the SRF and SFWMD staff of the cancellation of all pending loan/grant applications for the AMI project. Second by Tommy Clay. Vote unanimous (5-0). Motion carried.**

Chairperson Creasman addressed Agenda Item No. 32 'Public Comments' There were none.

Chairperson Creasman addressed Agenda Item No. 33 'Items from the Attorney' There were none.

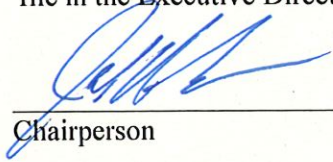
Chairperson Creasman addressed Agenda Item No. 34 'Items from the Executive Director' Executive Director Hayford gave an update on current projects.

Chairperson Creasman addressed Agenda Item No. 35 'Items from the Board' Board Member Clay discusses the upcoming workshop with the BOCC, City of Okeechobee and the OUA. The workshop is scheduled for January 26th at 6:30 P.M. Board Member discusses mandatory connection policy of the BOCC and City of Okeechobee.

There being no other business, meeting adjourned at 10:01 A.M.

Okeechobee Utility Authority
Meeting Minutes
January 17, 2023

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)

