

**OKEECHOBEE UTILITY AUTHORITY****MEETING MINUTES**

Tuesday, December 19, 2023 8:30 A.M.

Okeechobee Utility Authority

100 SW 5<sup>th</sup> Avenue

Okeechobee, Florida

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

**Chairperson Clay addressed Agenda Item No. 1. Chairperson Clay led all participating attendees and visitors in the Pledge of Allegiance. Chairperson Clay called the roll as follows:**

**Board Members:**

Tommy Clay\*

John Gilliland\*

Harry Moldenhauer\*

Steven Nelson\*

**Alternates:**

Melanie Anderson

Glenn Sneider

**Absent:**

Tabitha Trent

\*Voting Board Members

**OUA Members:**

John Hayford

Lauriston Hamilton

Jamie Mullis

Tom Conely

Michelle Willoughby

**Chairperson Clay addressed Agenda Item No. 2 ‘Agenda Additions or Deletions’ Executive Director Hayford discusses that staff received a late invoice from Kimley Horn and Associates, Inc. The invoice is for the Treasure Island Septic to Sewer Project in the amount of \$116,912.00. Motion by Steven Nelson to approve the invoice from Kimley Horn and Associates, Inc in the amount of \$116,912.00. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

**Chairperson Clay addressed Agenda Item No. 3 ‘Meeting Minutes from November 21, 2023’. Motion by Steven Nelson to accept the Meeting Minutes from November 21, 2023 as presented. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

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

This agenda item was discussed under Agenda Item No. 24 ‘Items from the Board’

**Chairperson Clay addressed Agenda Item No. 5 ‘Consent Agenda’ Motion by Steven Nelson to add the Finance Report to the Consent Agenda and approve as amended:**

**Consent Agenda Item No. 6 ‘Invoice from Sumner Engineering & Consulting, Inc – SW Wastewater Service Area Project (Part E) in the amount of \$55,267.39’**

**Consent Agenda Item No. 7 ‘Invoice from Sumner Engineering & Consulting, Inc – Okee-Tantie Utility System Improvements in the amount of \$30,211.58’**

- Consent Agenda Item No. 8** ‘Invoice from Anderson Andre Consulting Engineers, Inc – SWSA Project 2 Vacuum collection System in the amount of \$12,052.00’
- Consent Agenda Item No. 9** ‘Invoice from CHA – Pine Ridge Park Utility System Upgrade – SDC in the amount of \$13,858.76’
- Consent Agenda Item No. 10** ‘Invoice from CHA – Vacuum Station #2 Generator Replacement in the amount of \$6,292.55’
- Consent Agenda Item No. 11** ‘Invoice from Hinterland Group, Inc – SWSA Project 2 in the amount of \$242,146.59’
- Consent Agenda Item No. 12** ‘Invoice from Hinterland Group, Inc. – Pine Ridge Park Utility Improvements in the amount of \$337,045.37’
- Consent Agenda Item No. 13** ‘Invoice from Thorn Run Partners in the amount of \$3,500.00’
- Consent Agenda Item No. 14** ‘Invoice from MacVicar in the amount of \$250.00’
- Consent Agenda Item No. 15** ‘OUA Board of Director’s Meeting Dates’
- Consent Agenda Item No. 16** ‘2024 OUA Holidays’
- Agenda Item No 17** ‘Finance Report’

**Second by John Gilliland. Vote unanimous (4-0), motion carried.**

**Chairperson Clay addressed Agenda Item No. 18 ‘2<sup>nd</sup> Draw-Down on Interim Finance – SW Service Area 2’** Finance Director Hamilton discusses that on September 19, 2023, the Authority’s Board approved Resolution 23-01 the ne Interim Financing Agreement with SouthState Bank. Finance Director Hamilton discusses the initial draw-down on October 12, 2023 in the amount of \$145,652.87. Finance Director Hamilton discusses that staff is requesting approval to submit draw-down #2 in the amount of \$1,204,766.76. Finance Director Hamilton discusses that this draw-down is to cover Pay Application 5, 6, and 7 from Hinterland Group, Inc. **Motion by Steven Nelson to approve draw-down #2 in the amount \$1,204,766.76 from SouthState Bank. Second by John Gilliland. Vote unanimous (4-0), motion carried.**

**Chairperson Clay addressed Agenda Item No. 19 ‘State Road 78W Engineering Agreement’** Executive Director Hayford discusses that staff have received the engineering services agreement from Holtz Consulting Engineers, Inc (HCE). Executive Director Hayford discusses that this agreement will become part of the work authorization for HCE to design, permit, bid and construction services for the water main from near SW 16<sup>th</sup> Avenue to just south of Lemkin Creek within the State Road 78 West right-of-way. **Motion by Steven Nelson to approve the engineering services proposal in the amount of \$359,729.00. Second by John Gilliland. Vote unanimous (4-0), motion carried.**

**Chairperson Clay addressed Agenda Item No. 20 ‘2023 Taylor Creek Isles Septic to Sewer Project’** Executive Director Hayford advised that the OUA publicly advertised RFP/RFQ for the 2023 TCI Septic to Sewer Project and received proposals on November 29, 2023. Executive Director Hayford discusses that the OUA selection committee met to discuss the proposals. Executive Director Hayford discusses that the initial project is to prepare bid documents for the abandonment of septic tanks, running a sewer lateral from the house to the street and permitting for each location in Taylor Creek Isles. Executive Director Hayford discusses that the intent of this work is to be paid for by FDEP grant WG015 OSTDS Connection. Executive Director Hayford discusses that the evaluation committee met on Wednesday, December 13, 2023 to review the proposals and prepare the committee rankings. The top-ranking firm

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was noted to be Cragi A. Smith & Associates. **Motion by Steven Nelson to approve the final ranking of submittals. Second by John Gilliland. Vote unanimous (4-0). Motion carried.**

**Motion by Steven Nelson to direct staff to negotiate a scope of work and fee schedule with the top ranked firm, Craig A. Smith & Associates. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

**Chairperson Clay addressed Agenda Item No. 21 'Public Comments'** Jeff Sumner introduces Alex Tijerina, Director of Existing Industry for the Okeechobee County Economic Development Corporation.

**Chairperson Clay addressed Agenda Item No. 22 'Items from the Attorney'** There were none.

**Chairperson Clay addressed Agenda Item No. 23 'Items from the Executive Director'** Executive Director Hayford gave an update on current projects.

**Chairperson Clay addressed Agenda Item No. 24 'Items from the Board'** Board Member Steven Nelson asks staff to revisit AMI. Executive Director Hayford advises the board that the last time AMI was presented it using the State Revolving Fund (SRF). Executive Director Hayford discusses that there can only have one SRF loan at a time. Executive Director Hayford discusses that the State Road 78 Project may need an SRF loan.

Chairperson Tommy Clay asks Jamie Mullis to provide a Supervisor Update. Jamie Mullis provides the board with an overall update of all departments.

Board Member John Gilliland asks staff about the status of the Meter Reading Office at the Maintenance Building. Johns states a final plan should be forthcoming. Out to bid in the next few weeks and quotes hopefully back in January.

**There being no other business, meeting adjourned at 9:13 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)

