

OKEECHOBEE UTILITY AUTHORITY

MEETING MINUTES

Tuesday, January 16, 2024 8:30 A.M.

Okeechobee Utility Authority

100 SW 5th Avenue

Okeechobee, Florida

Chairperson Clay called the meeting to order at 8:32 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*
Harry Moldenhauer*
Steven Nelson*
Tabitha Trent*

Alternates:

Melanie Anderson

Absent:

John Gilliland
Glenn Sneider

*Voting Board Members

OUA Members:

John Hayford
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 \$65,644.20. Motion by Tabitha Trent to approve the invoice from Kimley Horn and Associates, Inc. in the amount of \$65,644.20. Second by Steven Nelson. Vote unanimous (4-0), motion carried.

Chairperson Clay addressed Agenda Item No. 3 'Meeting Minutes from December 19, 2023'. Motion by Steven Nelson to accept the Meeting Minutes from December 19, 2023 as presented. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.

Chairperson Clay addressed Agenda Item No. 4 'Employee Recognition' Chairperson Clay recognized Jose Santiago for his 15 years of service to the OUA.

Chairperson Clay addressed Agenda Item No. 5 'Department Supervisor Updates'

SWTP: Kevin Rogers advises the board that the department is fully staffed. Advises that presently two operators need to pass testing. Advises that one employee still needs to meet time requirements to take certification test.

WWTP: Jamie Gamiotea advises the board that the department is fully staffed. Advises the board that the Maintenance Department has been working on system infiltration to lessen the workload of the sewer plant.

Maintenance: Jess Manson gave an update on the Maintenance Department. Advised that the Maintenance Department is fully staffed at this time. Advised that a Meter Reader recently transferred to Maintenance.

Administration: Kristy Arnold advises the board that the department is fully staffed.

Jamie Mullis gave an overall update of all departments. Jamie Mullis advises the board that the Vac-Con truck is scheduled for delivery in February.

Chairperson Clay addressed Agenda Item No. 6 ‘Consent Agenda’ Motion by Steven Nelson to approve the consent agenda as presented:

- Consent Agenda Item No. 7 ‘Invoice from Sumner Engineering & Consulting, Inc – SW Wastewater Service Area Project (Part E) in the amount of \$34,914.71’**
- Consent Agenda Item No. 8 ‘Invoice from Sumner Engineering & Consulting, Inc. – SW 5th Avenue LPSS Design and Permitting in the amount of \$35,842.40’**
- Consent Agenda Item No. 9 ‘Invoice from Sumner Engineering & Consulting, Inc – Okee-Tantie Utility System Improvements in the amount of \$4,315.94’**
- Consent Agenda Item No. 10 ‘Invoice from Anderson Andre Consulting Engineers, Inc – SWSA Project 2 Vacuum collection System in the amount of \$15,804.00’**
- Consent Agenda Item No. 11 ‘Invoice from CHA – Pine Ridge Park Utility System Upgrade – SDC in the amount of \$20,721.89’**
- Consent Agenda Item No. 12 ‘Invoice from Hinterland Group, Inc – SWSA Project 2 in the amount of \$404,627.44’**
- Consent Agenda Item No. 13 ‘Invoice from Hinterland Group, Inc. – Pine Ridge Park Utility Improvements in the amount of \$186,081.54’**
- Consent Agenda Item No. 14 ‘Invoice from Thorn Run Partners in the amount of \$3,500.00’**
- Consent Agenda Item No. 15 ‘Invoice from MacVicar in the amount of \$250.00’**

Second by Tabitha Trent. Vote unanimous (4-0), motion carried.

Chairperson Clay addressed Agenda Item No. 16 ‘Finance Report’ Executive Director Hayford reviews the Finance Report for period ending December 31, 2023. **Motion by Steven Nelson to approve the Finance Report as presented. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 17 ‘CASGS Agreement’ Executive Director Hayford discusses that CAS Governmental Services LLC (CAS) has been the primary lobbyist for the OUA for many years. They have been instrumental in securing grants and monitoring proposed changes to statutes that impact the OUA services. Executive Director Hayford discusses the proposed agreement from CAS. Executive Director Hayford discusses that the agreement in the amount of \$45,000.00 has already been signed by staff. Executive Director Hayford discusses some of the projects that CAS is working on

funding through legislature. **Motion by Tabitha Trent to retroactively approve the execution of the CAS proposal in the amount of \$45,000.00. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 18 'Soils Testing Services SWSA Project 2' Executive Director Hayford discusses the proposal from Andersen Andre Consulting Engineers, Inc. to continue providing field soil testing services for the SWSA Project 2. Executive Director Hayford advises that the engineer of record (Sumner Engineering) has reviewed the submitted proposal and agreed to the services. Board Member Trent asks about the trip charges noted in the proposal. Jeff Sumner was present to explain the proposed trip charges. **Motion by Harry Moldenhauer to approve the proposal from AACE in the amount of \$104,675.00. Second by Steven Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 19 'Public Comments' There were none

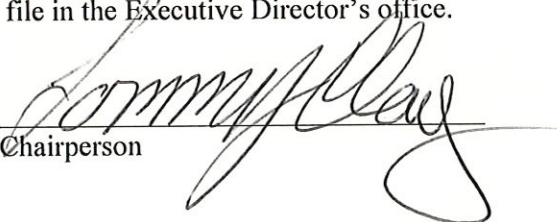
Chairperson Clay addressed Agenda Item No. 20 'Items from the Attorney' There were none

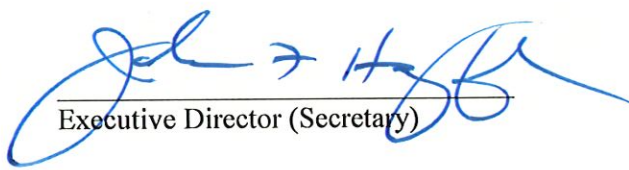
Chairperson Clay addressed Agenda Item No. 21 'Items from the Executive Director' Executive Director Hayford gave an update on current projects.

Chairperson Clay addressed Agenda Item No. 22 'Items from the Board' Chairperson Clay advised that he is purchasing a home in another state and that February would be the last meeting he will attend.

There being no other business, meeting adjourned at 9:27 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)

