

OKEECHOBEE UTILITY AUTHORITY**MEETING MINUTES**

Tuesday, February 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:

Harry Moldenhauer

Absent:

John Creasman
Jeff Fadley
Glenn Sneider

*Voting Board Members

OUA Members:

John Hayford
Lauriston Hamilton
Jamie Mullis

Tom Conely
Michelle Willoughby

Vice Chairperson Trent addressed Agenda Item No. 2 ‘Agenda Additions or Deletions’ There were none

Vice Chairperson Trent addressed Agenda Item No. 3 ‘Meeting Minutes from January 17, 2023.’ Motion by Steve Nelson to accept the Meeting Minutes from January 17, 2023 as presented. Second by Tommy Clay. Vote unanimous (4-0), motion carried.

Vice Chairperson Trent addressed Agenda Item No. 4 ‘Employee Recognition’ Vice Chairperson Trent recognized Travis Baugh for his 20 years and David Alderman for his 5years of service to the OUA.

Vice Chairperson Trent addressed Agenda Item No. 5 ‘Consent Agenda’ Motion by Tommy Clay to approve the Consent Agenda as presented:

Consent Agenda Item No. 6 ‘Sumner Engineering & Consulting, Inc – SW Wastewater Service Area Project (Part B) in the amount of \$7,617.63’

Consent Agenda Item No. 7 ‘Sumner Engineering & Consulting, Inc – SW Wastewater Service Area Project (Part E) in the amount of \$6,955.60’

Consent Agenda Item No. 8 ‘Sumner Engineering & Consulting, Inc – SWSA Master Force Main Tortoise Permitting in the amount of \$415.00’

Vactor, 15CY truck as quoted in the amount of \$499,376.00. Second by Steve Nelson. Vote unanimous (4-0). Motion carried.

Vice Chairperson Trent addressed Agenda Item No. 20 ‘Resident Project Representative’ Executive Director Hayford discusses that OUA staff has received a request from SEC, requesting review and approval of SEC appointee as Resident Project Representative (RPR) for the SWSA Project 2 vacuum collection system. There was a brief discussion. **Motion by Steve Nelson to approve the recommendation of award to Joseph A. Hoover. Second by Tommy Clay. Vote unanimous (4-0). Motion carried.**

Vice Chairperson Trent addressed Agenda Item No. 21 ‘SWSA Project 2 Agreement’ Executive Director Hayford discusses that the SWSA Project 2 is nearing completion of the pre-construction phase. Sumner Engineering & Consulting, Inc. has received from the selected bidder signed agreements, bonds, insurance and other required documentation. Executive Director Hayford discusses that the Notice of Award has been issued to Hinterland Group, Inc. Executive Director discusses that the USDA will direct a preconstruction meeting at which time all outstanding paperwork will be signed and the Notice to Proceed should be authorized. **Motion by Tommy Clay to approve the agreement, bonds and issue the Notice to Proceed upon approval by USDA. Second by Steve Nelson. Vote unanimous (4-0). Motion carried.**

Vice Chairperson Trent addressed Agenda Item No. 22 ‘OUA Salary Review’ Executive Director Hayford discusses that staff have obtained completed salary surveys for Fort Pierce Utility Authority and Englewood Water District. Executive Director Hayford discusses that the lowest minimum wage at the OUA during the current year is \$15.44, or \$4.44 higher than the state minimum. As a reminder, the FY23 budget only accounted for a \$1.00 per hour increase, after implementation of the budget, the hourly increase was bumped to \$2.00 per hour. Executive Director Hayford discusses other employee benefit options such as increase insurance supplement, paid time off (PTO) in lieu of vacation/sick time. Executive Director Hayford discusses that staff would like to develop an RFP for salary survey and to review proposals submitted. The RFP’s would be brought back to a future OUA Board meeting for discussion. There was a brief discussion. **Motion by Steve Nelson to approve the development of the RFP for a salary review. Second by Tommy Clay. Vote unanimous (4-0). Motion carried.**

Vice Chairperson Trent addressed Agenda Item No. 23 ‘Various Project Updates Executive Director Hayford gave an update on current projects. Executive Director Hayford discusses that the Okeechobee BOCC will be discussing mandatory connections at their next scheduled meeting. *Melanie Anderson out at 9:330 A.M. Harry Moldenhauer to vote in Melanie Anderson’s absence.*

Vice Chairperson Trent addressed Agenda Item No. 32 ‘Public Comments’ Tim Stanley, Glades County Board of County Commissioner’s Chairperson was present to discuss how Glades County handles mandatory connections and the new housing development being considered in Buckhead Ridge.

Vice Chairperson Trent addressed Agenda Item No. 33 ‘Items from the Attorney’ There were none.

Vice Chairperson Trent addressed Agenda Item No. 34 ‘Items from the Executive Director’ Executive Director Hayford gave an update on current projects. Current OUA customer, Ms. Rhea Black of 1521 SW 7th Avenue was present to discuss mandatory sewer connections.

Vactor, 15CY truck as quoted in the amount of \$499,376.00. Second by Steve Nelson. Vote unanimous (4-0). Motion carried.

Vice Chairperson Trent addressed Agenda Item No. 20 ‘Resident Project Representative’ Executive Director Hayford discusses that OUA staff has received a request from SEC, requesting review and approval of SEC appointee as Resident Project Representative (RPR) for the SWSA Project 2 vacuum collection system. There was a brief discussion. **Motion by Steve Nelson to approve the recommendation of award to Joseph A. Hoover. Second by Tommy Clay. Vote unanimous (4-0). Motion carried.**

Vice Chairperson Trent addressed Agenda Item No. 21 ‘SWSA Project 2 Agreement’ Executive Director Hayford discusses that the SWSA Project 2 is nearing completion of the pre-construction phase. Sumner Engineering & Consulting, Inc. has received from the selected bidder signed agreements, bonds, insurance and other required documentation. Executive Director Hayford discusses that the Notice of Award has been issued to Hinterland Group, Inc. Executive Director discusses that the USDA will direct a preconstruction meeting at which time all outstanding paperwork will be signed and the Notice to Proceed should be authorized. **Motion by Tommy Clay to approve the agreement, bonds and issue the Notice to Proceed upon approval by USDA. Second by Steve Nelson. Vote unanimous (4-0). Motion carried.**

Vice Chairperson Trent addressed Agenda Item No. 22 ‘OUA Salary Review’ Executive Director Hayford discusses that staff have obtained completed salary surveys for Fort Pierce Utility Authority and Englewood Water District. Executive Director Hayford discusses that the lowest minimum wage at the OUA during the current year is \$15.44, or \$4.44 higher than the state minimum. As a reminder, the FY23 budget only accounted for a \$1.00 per hour increase, after implementation of the budget, the hourly increase was bumped to \$2.00 per hour. Executive Director Hayford discusses other employee benefit options such as increase insurance supplement, paid time off (PTO) in lieu of vacation/sick time. Executive Director Hayford discusses that staff would like to develop an RFP for salary survey and to review proposals submitted. The RFP’s would be brought back to a future OUA Board meeting for discussion. There was a brief discussion. **Motion by Steve Nelson to approve the development of the RFP for a salary review. Second by Tommy Clay. Vote unanimous (4-0). Motion carried.**

Vice Chairperson Trent addressed Agenda Item No. 23 ‘Various Project Updates Executive Director Hayford gave an update on current projects. Executive Director Hayford discusses that the Okeechobee BOCC will be discussing mandatory connections at their next scheduled meeting. *Melanie Anderson out at 9:330 A.M. Harry Moldenhauer to vote in Melanie Anderson’s absence.*

Vice Chairperson Trent addressed Agenda Item No. 32 ‘Public Comments’ Tim Stanley, Glades County Board of County Commissioner’s Chairperson was present to discuss how Glades County handles mandatory connections and the new housing development being considered in Buckhead Ridge.

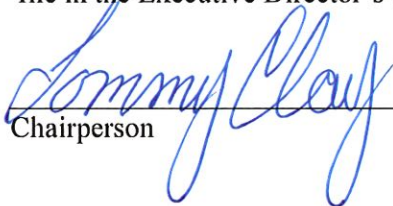
Vice Chairperson Trent addressed Agenda Item No. 33 ‘Items from the Attorney’ There were none.

Vice Chairperson Trent addressed Agenda Item No. 34 ‘Items from the Executive Director’ Executive Director Hayford gave an update on current projects. Current OUA customer, Ms. Rhea Black of 1521 SW 7th Avenue was present to discuss mandatory sewer connections.

Vice Chairperson Trent addressed Agenda Item No. 35 'Items from the Board' None requiring action

There being no other business, meeting adjourned at 9:55 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)