

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Tuesday, November 19, 2024 8:00 A.M.
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida

Chairperson Nelson called the meeting to order at 8:04 A.M.

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

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

Board Members:

John Gilliland*
Harry Moldenhauer*
Steve Nelson*
Tabitha Trent*

Alternates:

Glenn Sneider**

Absent:

Melanie Anderson
Steve Hargraves

*Voting Board Members

**Voting in Steve Hargraves absence

OUA Members:

John Hayford
Lauriston Hamilton

Greg Kennedy
Michelle Willoughby

John Fumero

Chairperson Nelson addressed Agenda Item No. 2 ‘Agenda Additions or Deletions’ Executive Director Hayford discussed that there were four additions to the agenda. Item 2A, Invoice from Kimley Horn and Associates, Inc. – Treasure Island Septic to Sewer Project, Item 2B, Invoice from CHA – Pine Ridge Park Utility System Upgrade – SDC, Item 2C, Invoice from Craig A. Smith and Associates, LLC – TCI Septic to Sewer Improvement Project, and Item 2D, Invoice from Kimley Horn and Associates, Inc – Lakeview Estates Permit Renewal.

Chairperson Nelson addressed Agenda Item No. 2A ‘Invoice from Kimley Horn and Associates, Inc. – Treasure Island Septic to Sewer Project’ Executive Director Hayford discussed 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 \$27,078.45. **Motion by Harry Moldenhauer to approve the invoice from Kimley Horn and Associates, Inc. in the amount of \$27,078.45. Second by John Gilliland. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 2B ‘Invoice from CHA – Pine Ridge Park Utility System Upgrade – SDC’ Executive Director Hayford discussed that staff received a late invoice from CHA. The invoice is for the Pine Ridge Park Utility System upgrade in the amount of \$2,383.14. **Motion**

by Harry Moldenhauer to approve the invoice from CHA in the amount of \$2,383.14. Second by Glenn Sneider. Vote unanimous (5-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 2C ‘Invoice from Craig A. Smith and Associates, LLC – TCI Septic to Sewer Improvement Project’ Executive Director Hayford discussed that staff received a late invoice from Craig A. Smith and Associates, LLC. The invoice is for the TCI Septic to Sewer Improvement Project in the amount of \$5,970.00. Executive Director Hayford discussed that the project is scheduled to be completed in the next few days. **Motion by Tabitha Trent to approve the invoice from Craig A. Smith and Associates, LLC. in the amount of \$5,970.00. Second by Glenn Sneider. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 2D ‘Invoice from Kimley Horn and Associates, Inc. – Lakeview Estates Permit Renewal’ Executive Director Hayford discussed that staff received a late invoice from Kimley Horn and Associates, Inc. The invoice is for the permit renewal for Lakeview Estates in the amount of \$2,207.50. Executive Director Hayford discussed that the permit application has been submitted to FDEP for final review. **Motion by Tabitha Trent to approve the invoice from Kimley Horn and Associates, Inc. in the amount of \$2,207.50. Second by Harry Moldenhauer. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 3 ‘FY25 Schedule of Rates, Fees and Charges’ **Motion by Harry Moldenhauer to open the Public Hearing 8:10 A.M. Second by Tabitha Trent. Vote unanimous (5-0), motion carried.**

Executive Director Hayford discussed that the board decided to allow the previous decision of a 75% discount on connection fees to sunset on September 30, 2024. Executive Director Hayford discussed that following numerous customer complaints, the board took action at the October meeting to extend the 75% discounted rate, for new connections, to December 31, 2024 and defer the commencement of the full rates to January 1, 2025.

Chairperson Nelson called for comments from the Public. There were none.

Chairperson Nelson called for comments from the Board. Board Member Gilliland inquired as to the actions staff have taken to notify the customers of the discounted rate being extended. Executive Director Hayford discussed that staff have sent letters to customers of existing projects, placed notification on our website, social media platforms as well as included in our monthly billings.

Motion by Tabitha Trent to close the Public Hearing at 8:25 A.M. Second by Glenn Sneider. Vote unanimous (5-0), motion carried.

Executive Director Hayford read the Resolution by title only.

Motion by Glenn Sneider to adopt Resolution 24-05 as presented. Second by Harry Moldenhauer. Vote unanimous (5-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 4 ‘Meeting Minutes from October 29, 2024.’ **Motion by Glenn Sneider to approve the Meeting Minutes from October 29, 2024 Meeting as amended. Second by Harry Moldenhauer. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 5 ‘Employee Recognition’ Chairperson Nelson recognized James Gamiotea for 30 years, Tina Carver for her 10 years and Crispin Bottari for his 5 years of service to the OUA.

Chairperson Nelson addressed Agenda Item No. 6 ‘Update from Operations Director’ Executive Director Hayford discussed that Jamie Mullis is out of the office this week.

SWTP: Executive Director Hayford discussed that the Ozone had a short in Generator #2. An outside contractor was brought and repairs were recommended and a quote was requested. The Main Generator at the SWTP is experiencing a dim display on the panel screen and a technician will be scheduled to diagnose the issue.

Maintenance: Executive Director Hayford discussed that a New Inventory Control person is currently being trained. Executive Director Hayford discussed that staff continue to work on the lead and cooper checks.

WWTP: Executive Director Hayford discussed that a new Class A licensed person has been hired and scheduled to start employment on December 18, 2024.

Administration: Executive Director Hayford discussed that staff is working with BS&A to begin the transition to the new software. Executive Director Hayford discussed that staff is currently working with a new vendor to design and launch a new website for the OUA.

Chairperson Nelson addressed Agenda Item No.7 ‘Consent Agenda’ Motion by Harry Moldenhauer to approve the Consent Agenda as presented:

Consent Agenda Item No. 8 ‘Invoice from Wind River Environmental LLC in the amount \$34,882.00’

Consent Agenda Item No. 9 ‘Invoice from Hinterland Group, Inc – SWSA Project 2 Vacuum Collection System in the amount of \$150,148.14’

Consent Agenda Item No. 10 ‘Invoice from Holtz Consulting Engineers, Inc. – SR 78 Watermain Additional Modeling in the amount of \$5,900.00’

Consent Agenda Item No. 11 ‘Invoice from Holtz Consulting Engineers, Inc. – SR 78 Watermain Improvements in the amount of \$9,915.00’

Consent Agenda Item No. 12 ‘Invoice from Holtz Consulting Engineers, Inc. – Kings Bay Watermain Improvements in the amount of \$4,301.50’

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 Consulting, Inc. in the amount of \$250.00’

Second by Tabitha Trent. Vote unanimous (5-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 15 ‘Finance Report’ Finance Director Hamilton reviewed the Finance Report for period ending October 31, 2024. **Motion by Tabitha Trent to approve the Finance Report for period ending October 31, 2024 as presented. Second by Glenn Sneider. Vote unanimous (5-0). Motion carried.**

Chairperson Nelson addressed Agenda Item No. 16 ‘Sodium Hypochlorite (Bleach) Skid’ Finance Director Hamilton discussed that included in the FY25 Budget was the replacement of the Hypochlorite Skid at the SWTP. The current unit was purchased in 2004 and is now displaying signs of deterioration at various points of the piping and valves. Finance Director Hamilton discussed that staff received two

quotations. Odyssey Manufacturing Co in the amount of \$50,170.00 and TriNova in the amount of \$54,425.00. There was a brief discussion. **Motion by Harry Moldenhauer to approve the purchase of the Sodium Hypochlorite Skid from Odyssey Manufacturing Co in the amount of \$50,170.00. Second by Tabitha Trent. Vote unanimous (5-0). motion carried.**

Chairperson Nelson addressed Agenda Item No. 17 ‘SWSA VPS No. 4 Force Main’ Executive Director Hayford discussed that there is a new project in the works for a sanitary force main to connect the southern SWSA vacuum station to the pump station on the School Board property on SW 16th St. This project is necessary to connect Vac Station #4 to the Master pump Station. The construction of this force main will require approximately 8,100 feet of piping along with various appurtenances. Executive Director Hayford discussed that the OUA has elected to prepurchase some of the materials for the project. Bid packages were sent out to four potential bidders and were due November 15, 2024. There was a brief discussion. Executive Director Hayford discussed the bid tabulation. **Motion by Tabitha Trent to approve the purchase of material from Core and Main in the amount of \$250,772.35. Second by Glenn Sneider. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 18 ‘FY25 Legislative Delegation Priority Listing’ Executive Director Hayford discussed that the annual Okeechobee County Legislative Delegation meeting is currently scheduled for January 8, 2024 at 3:30 P.M. Executive Director Hayford discussed that staff needed direction from Board as to the legislative priorities listing that is to become part of the delegation hearing package. Executive Director Hayford discussed the actual projects under construction and a few that are on the planning horizon. *Glenn Sneider out at 8:53 A.M.* After a brief discussion, the priorities were ranked as 1. SW 5th Ave Septic to Sewer Project, 2. Property Owner Septic Tank Abandonment Project, and 3. Advanced Metering Infrastructure. The grant funding request for the Glades County Wastewater Treatment Plant Project should be submitted by Glades County with the support of the OUA.

Chairperson Nelson addressed Agenda Item No. 19 ‘NE Glades County Wastewater Master Plan’ Executive Director Hayford discussed that in order to support funding requests for the permitting, design and construction of a regional wastewater treatment facility that will service the Buckhead Ridge area and Lakefront Estates Developments, it would be imperative to have a Master Plan detailing what needs to be constructed to best provide service. Executive Director Hayford discussed that staff is prepared to submit an RFQ to engineering firms requesting proposals listing qualifications to prepare a Master Plan. Executive Director Hayford discussed that the subject area has one small existing wastewater package treatment plant and numerous onsite treatment and disposal systems. Executive Director Hayford discussed that this document will be used in support of funding requests. There was a brief discussion. Harry Moldenhauer will assist in the initial review of the submittals.

Chairperson Nelson addressed Agenda Item No. 20 ‘OUA Proposed Employee Bonus Payment’ Executive Director Hayford advised the board that there is a provision in the FY25 Budget to provide employee bonuses and it was requested that the board approve the distribution at the Christmas Dinner. **Motion by John Gilliland to approve distribution of the employee bonus payment. Second by Tabitha Trent. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 21 ‘Public Comments’ There were none

Chairperson Nelson addressed Agenda Item No. 22 'Items from the Attorney' Attorney Fumero discussed that he has been communicating with Attorney Conely to get up to speed on current legal issues that are being experienced by the OUA.

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

Chairperson Nelson addressed Agenda Item No. 24 'Items from the Board' Executive Director Hayford discussed that the OUA Holiday Gathering will take place on December 12, 2024 at 12:00 P.M. at the OUA Maintenance barn.

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 CD recording of this meeting is on file in the Executive Director's office.



Chairperson



Executive Director (Secretary)

