

OKEECHOBEE UTILITY AUTHORITY**MEETING MINUTES**

Tuesday, December 16, 2025 8:00 A.M.

Okeechobee Utility Authority

100 SW 5th Avenue

Okeechobee, Florida

Chairperson Nelson called the meeting to order at 8:00 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:**Melanie Anderson
Jamie Gamiotea
Glenn Sneider****Absent:**

Steve Hargraves

*Voting Board Members

** Voting in Steve Hargraves Absence

OUA Members:John Hayford
Greg KennedyLauriston Hamilton
Jamie MullisSteve Conteaguero
Michelle Willoughby**Chairperson Nelson addressed Agenda Item No. 2 'Agenda Additions or Deletions'**
Executive Director Hayford discussed that there was one addition to the agenda. Item 2A, Edwards Property Purchase.**Chairperson Nelson addressed Agenda Item No. 2A. 'Edwards Property Purchase'**Executive Director Hayford discussed that the property being presented is for the Treasure Island Septic to Sewer Project. This property represents one of two remaining sites needed. Executive Director Hayford discussed that an Appraisal was completed December 4, 2025, offering and Opinion of Value of \$59,000. Executive Director Hayford discussed that the project engineer has confirmed that the is site acceptable for the purpose of a vacuum pump station. There was a brief discussion. **Motion by Tabitha Trent to approve the purchase of the Edwards property for \$59,000.00, plus closing costs. Second by Harry Moldenhauer. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 3 'Consent Agenda' Motion by Harry Moldenhauer to approve the Consent Agenda as presented:

- Consent Agenda Item No. 4** 'Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project (Part E) in the amount of \$46,412.82'
- Consent Agenda Item No. 5** 'Invoice from Sumner Engineering & Consulting, Inc. – NW 15 Pump Station Rehabilitation in the amount of \$8,430.00'
- Consent Agenda Item No. 6** 'Invoice from Sumner Engineering & Consulting, Inc. – NW15 FDACS Grant in the amount of \$27,250.00'
- Consent Agenda Item No. 7** 'Invoice from Sumner Engineering & Consulting, Inc. – SW 5th Avenue LPSS Design and Permitting in the amount of \$3,258.40'
- Consent Agenda Item No. 8** 'Invoice from Sumner Engineering & Consulting, Inc. – SWSA Septic to Sewer Connections – Phase I Lots in the amount of \$13,455.00'
- Consent Agenda Item No. 9** 'Invoice from Hinterland Group, Inc. – SWSA Project 2 Vacuum Collection System in the amount of \$1,393,803.79'
- Consent Agenda Item No. 10** 'Invoice from Holtz Consulting Engineers, Inc. – SR 78 Watermain Improvements in the amount of \$23,962.50'
- Consent Agenda Item No. 11** 'Invoice from Holtz Consulting Engineers, Inc. – Mallard Landing Gravity Sewer Expansion in the amount of \$3,570.00'
- Consent Agenda Item No. 12** 'Invoices from Kimley-Horn and Associates, Inc. – Treasure Island Septic to Sewer Project in the amounts of \$63,272.00 and \$170,889.28'
- Consent Agenda Item No. 13** 'Invoice from Raffelis in the amount of \$1,480.00'
- Consent Agenda Item No. 14** 'Invoice from Nason Yeager Gerson Harris & Fumero, P.A. – Legal Services in the amount of \$7,030.00'
- Consent Agenda Item No. 15** 'Invoice from Conely and Conely, P.A. – Legal Services in the amount of \$3,600.00'
- Consent Agenda Item No. 16** 'Invoice from Thorn Run Partners in the amount of \$3,500.00'
- Consent Agenda Item No. 17** 'Invoice from MacVicar Consulting, Inc. in the amount of \$250.00'
- Consent Agenda Item No. 18** 'OUA Board of Director's Meeting Dates'
- Consent Agenda Item No. 19** '2026 OUA Holidays'
- Consent Agenda Item No. 20** 'Operations Director Monthly Report'

Second by Glenn Sneider. Vote unanimous (5-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 21 'Meeting Minutes from November 18, 2025' Motion by Harry Moldenhauer to approve the Meeting Minutes from November 18, 2025 as presented. Second by John Gilliland. Vote Unanimous (5-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 22 'Employee Recognition' Chairperson Nelson recognized Ben Burkes for his 10 years of service to the OUA.

Chairperson Nelson addressed Agenda Item No. 23 'Public Comments' There were none.

Discussion Agenda

Chairperson Nelson addressed Agenda Item No. 24 'OUA Customer - Mendoza' Executive Director Hayford discussed that the septic to sewer project in the SW area is nearing completion. Executive Director Hayford discussed that letters were sent to the residents of the project area advising the fees to connect. Executive Director Hayford discussed that OUA customer, Moises Mendoza, 3306 SW 22nd Street was present to discuss the fees associated with the septic to sewer project. Mr. Mendoza addressed the board requesting a reduction of the installation and capital connection charges. Mr. Mendoza requested that the board consider reducing those rates due to personal health reasons. There was a brief discussion. No action was taken by the board for this agenda item.

Chairperson Nelson addressed Agenda Item No. 25 'SR78W Phase III Watermain Improvement Engineering Agreement' Executive Director Hayford discussed that a Request for Proposals was sent directly to engineering firms or noticed on public advertising venues. Based on the review of the materials supplied in the RFP responses, the Board directed staff to negotiate with Holtz Consulting Engineers on a scope of work and fee schedule. Executive Director Hayford discussed that this proposal is only for the water main design and installation. A separate proposal will be submitted at a future meeting for the storage tank design and construction project. Executive Director Hayford discussed that previous comments from the developer is that they would be inclined to split the engineering fees. There was a brief discussion. **Motion by Harry Moldenhauer to accept the scope of work and fee schedule for engineering services from Holtz Consulting Engineers in the amount of \$399,895.00 with the condition that Lakefront Estates agrees to a cost sharing agreement. Second by Tabitha Trent. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 26 'SWTP Ozone Rehabilitation Project Engineering RFP' Executive Director Hayford discussed that the rehabilitation project will review the current status of the ozone system with respect to age, efficiency and ability to perform up to acceptable levels and standards. Executive Director Hayford discussed the the negotiated scope of work and fee schedule with CHA Solutions, Inc. Stephanie Bortz with CHA Solutions was present to answer questions from the Board. There was a brief discussion. **Motion by Tabith Trent to approve the scope of work and fee schedule from CHA Solutions. Second by John Gilliland. Vote unanimous (5-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 27 'October's Finance Report' Executive Director Hayford discussed that October's Finance Report was presented at the November Board Meeting, however due to the lack of quorum, no motion was moved to accept the report. **Motion by John Gilliland to accept the October Finance Report as presented. Second by Tabitha Trent. Vote unanimous (5-0), motion carried.**

Staff Reports

Chairperson Nelson addressed Agenda Item No. 28A 'Finance Report' Finance Director Hamilton reviewed the Finance Report for period ending November 30, 2025. Board Member Moldenhauer indicated that page 2 had the wrong date heading. **Motion by Tabitha Trent to accept the Finance Report as presented with correction. Second by Glenn Sneider. Vote unanimous (5-0), motion carried.**

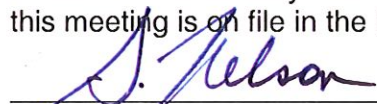
Chairperson Nelson addressed Agenda Item No. 29 'Attorney' Attorney Conteaguero discussed that the Lakefront Estates CDD had been reviewed and report submitted to the Executive Director. Attorney Conteaguero discussed that legal suit has been filed in regards to the Pine Ridge Park customer Kyle Upham.

Chairperson Nelson addressed Agenda Item No. 30 "Executive Director" Executive Director Hayford gave an update on current projects. Executive Director Hayford advised the Board about his upcoming retirement and requested direction from the Board for his replacement.

Chairperson Nelson addressed Agenda Item No. 31 'Items from the Board' Chairperson Nelson made the suggestion to hire a firm to find a replacement. Board Member Anderson discussed that when considering applicants for the Executive Director position an engineering background should be preferred. There was a brief discussion. **Motion by Harry Moldenhauer to approve the advertisement of an RFP for employee recruitment firms. Second by John Gilliland. Vote unanimous (5-0), motion carried.**

There being no other business, meeting adjourned at 9:18 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)