

OKEECHOBEE UTILITY AUTHORITY**MEETING MINUTES**

Tuesday, October 21, 2025 8:00 A.M.

Okeechobee Utility Authority

100 SW 5th Avenue

Okeechobee, Florida

Chairperson Nelson called the meeting to order at 7:58 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:**

Harry Moldenhauer*

Steve Nelson*

Alternates:

Melanie Anderson

Jamie Gamiotea**

Glenn Sneider***

Absent:

John Gilliland*

Steve Hargraves*

Tabitha Trent*

*Voting Board Members

** Voting in John Gilliland's Absence

*** Voting in Steve Hargraves Absence

OUA Members:

John Hayford

Greg Kennedy

Lauriston Hamilton

Jamie Mullis

Steve Conteaguero

Michelle Willoughby

Chairperson Nelson addressed Agenda Item No. 2 'Agenda Additions or Deletions' There were none.**Chairperson Nelson addressed Agenda Item No. 3 'Consent Agenda' Motion by Glenn Sneider 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 \$20,498.50'****Consent Agenda Item No. 5 'Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area – NW15 FDACS Grant in the amount of \$20,000.00'****Consent Agenda Item No. 6 'Invoice from Sumner Engineering & Consulting, Inc. – Okee-Tantie System Improvements in the amount of \$10,789.85'**

- Consent Agenda Item No. 7** 'Invoice from Sumner Engineering & Consulting, Inc. – SW 5th Avenue LPSS Design and Permitting in the amount of \$6,516.80'
- Consent Agenda Item No. 8** 'Invoice from Sumner Engineering & Consulting, Inc. – NW15 Pump Station Rehabilitation in the amount of \$30,160.00'
- Consent Agenda Item No. 9** "Invoice from CHA - Vac Station #2 Generator Replacement in the amount of \$339.00'
- Consent Agenda Item No. 10** 'Invoice from McNabb-Miller Hydrogeologic Consulting, inc. – WWTP Injection Well System Operation and Maintenance Professional Services in the amount of \$14,940.00'
- Consent Agenda Item No. 11** 'Invoice from McNabb-Miller Hydrogeologic Consulting, inc. – WWTP Injection Well System Permit Modification in the amount of \$4,080.00'
- Consent Agenda Item No. 12** 'Invoices from Kimley-Horn and Associates and Associates, Inc. – Treasure Island Septic to Sewer Project in the amounts of \$82,217.76 and \$12,076.78'
- Consent Agenda Item No. 13** 'Invoice from Holtz Consulting Engineers, Inc. – SR 78 Watermain Improvements in the amount of \$9,585.00'
- Consent Agenda Item No. 14** 'Invoice from Holtz Consulting Engineers, Inc. – Mallard Landing Gravity Sewer System in the amounts of \$1,190.00'
- Consent Agenda Item No. 15** 'Invoice from Raftelis in the amount of \$13,070.60'
- Consent Agenda Item No. 16** 'Invoice from Nason Yeager Gerson Harris & Fumero, P.A. – Legal Services in the amount of \$7,294.90'
- Consent Agenda Item No. 17** 'Invoice from Conely and Conely, P.A. – Legal Services in the amount of \$3,393.75'
- Consent Agenda Item No. 18** 'Invoice from Thorn Run Partners in the amount of \$3,500.00'
- Consent Agenda Item No. 19** 'Invoice from MacVicar Consulting, Inc. in the amount of \$250.00'
- Consent Agenda Item No. 20** 'Operations Director Monthly Report'
- Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 21 'Meeting Minutes from September 16, 2025' Motion by Harry Moldenhauer to approve the Meeting Minutes from September 16, 2025 as presented. Second by Jamie Gamiotea. Vote Unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 22 'Employee Recognition' Vice Chairperson Nelson recognized Ben Leighton for his 25 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 – Big O RV Park Association, Inc.' Executive Director Hayford discussed that this customer was requesting to speak to the Board regarding late charges on the Big O RV Park account. Executive Director Hayford discussed that the customers payment was due on August 5, 2025. Payment was not received by the due date and on August 6, 2025 a 10% penalty was added to the account. Executive Director Hayford discussed that on August 26, 2025, a representative from Big O RV Park Association, Inc, contacted the OUA requesting the penalty be waived. Executive Director Hayford advised the board that Ms. Vanessa Valle was present to represent the Big O RV Park Association, Inc. Ms. Valle addressed the board explain of the circumstances under which the payment was late. There was a brief discussion and Chairperson Nelson advised Ms. Valle that there are policies that state that penalties are applied and cannot be waived. No action was taken by the board for this agenda item.

Chairperson Nelson addressed Agenda Item No. 25 'OUA Customer – J & E insurance' Executive Director Hayford discussed that on September 25, 2025, J & E Insurance contacted the OUA to verify if their building is connected to OUA sewer. Executive Director Hayford discussed that in reviewing the OUA service maps, it was determined that this property is not connected to the OUA sewer system. Executive Director Hayford discussed that OUA Maintenance Staff was conducting onsite testing for final verification that the building is not connected to the sewer system. Executive Director Hayford discussed that a representative from J & E Insurance was present to request that a refund of all monies paid for sewer services be refunded. Executive Director Hayford discussed that a calculation of sewer monies paid totaled \$12,319.85. There was a brief discussion. **Motion by Glenn Sneider to approve the refund of sewer fees in the amount of \$12,319.85, conditional upon field conformation that the building is not connected to sewer. Second by Harry Moldenahuer. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 26 'Proposed Benefit Increase for Retirees'. Pension Board Chairman Jamie Mullis discussed that over the last several years there have been requests from the OUA pension Board Retirees to consider a benefit increase. The system does not currently provide cost of living adjustments. Pension Board Chairman Jamie Mullis discussed that the Trustees have looked into a couple of options and what other similar pension plans have done. Pension Board Chairman Jamie Mullis discussed that Trustees authorized GRS (Pension Actuary) to perform an Actuarial study. Pension Board Chairman Jamie Mullis presented options that were discussed at the Pension Meeting, a one-time increase of 5% or a one-time increase of \$100 per month to participants currently receiving benefits. The Pension Attorney Lewis, Longman, Walker which states the plan may be amended to provide a one-time supplemental benefit to retired plan members. Pension Board Chairman Jamie Mullis discussed that the Pension Trustees have no discretion to change the benefits, but can only make recommendations to the OUA Board. The OUA Board has the authority to change the benefit. There was a brief discussion. **Motion by Glenn Sneider to approve an increase of \$100.00 per month to retirees or beneficiaries**

currently receiving retirement benefits to begin November 1, 2025. Second by Jamie Gamiotea. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 27 'Torres Property Purchase'

Executive Director Hayford discussed that this property represents one of the remaining two sites needed for the Treasure Island Septic to Sewer Project. Executive Director Hayford discussed that an appraisal of the property was completed on October 8, 2025, offering an Opinion of Value in the amount of \$59,000. Mr. Torres insists on the sale price of \$60,000 for the property. Executive Director Hayford discussed that the project engineer has confirmed that this site is acceptable for the purpose of a vacuum pump station. Executive Director Hayford advised that the OUA would be reimbursed for this purchase from the WG018 Grant. There was a brief discussion. **Motion by Harry Moldenhauer to approve the purchase of the Torres property in the amount of \$60,000. Second by Glenn Sneider. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 28 'OUA Proposed Employee Bonus Payment'

Executive Director Hayford advised the board that there is a provision in the FY26 Budget to provide employee bonuses and it was requested that the board approve the distribution at the Holiday Dinner on December 11, 2025. **Motion by Glenn Sneider to approve the distribution of the employee bonus payment of 1.5% of the employee's base salary. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 29 'NE Glades county Wastewater Master Plan'

Executive Director Hayford discussed that CHA Consulting, Inc. has prepared the Conceptual Planning Report for NE Glades County. Executive Director Hayford discussed that the document will be utilized in the near-term planning for wastewater system improvements in the Buckhead Ridge area. **Motion by Harry Moldenhauer to accept the document as presented. Second by Jamie Gamiotea. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 30 'Florida Deferred Compensation Plan'

Executive Director Hayford discussed that leadership team met with a Financial Administrator with the Bureau of Deferred Compensation, Division of Treasury to discuss the Deferred Compensation Plan. The plan is a completely voluntary, tax-sheltered investment plan for government employees, with both 457(b)Pre-Tax and 457(B) Roth payroll contribution options. Executive Director Hayford discussed that Special Districts like the OUA can participate in this State of Florida administered plan at no cost or risk to the OUA. There was a brief discussion. **Motion by Glenn Sneider to approve the addition of the 457(b) plan to the employee benefit package. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

Staff Reports

Chairperson Nelson addressed Agenda Item No. 31A 'Finance Report' Finance Director Hamilton reviewed the Finance Report for period ending September 30, 2025. **Motion by**

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Jamie Gamiotea to accept the Finance Report as presented. Second by Glenn Sneider. Vote unanimous (4-0), motion carried.


Chairperson Nelson addressed Agenda Item No. 32 "Attorney" Attorney Conteaguero discussed the draft user agreement with the CDD with Lakefront Estates

Chairperson Nelson addressed Agenda Item No. 33 "Executive Director" Executive Director Hayford gave an update on current projects.

Chairperson Nelson addressed Agenda Item No. 34 "Items from the Board" Chairperson Nelson discussed that the OUA needs to inquire about hiring an outside firm to recruit for replacement of Executive Director position due to the upcoming retirement of the current Executive Director.

There being no other business, meeting adjourned at 8:55 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)

