

OKEECHOBEE UTILITY AUTHORITY

MEETING MINUTES

Tuesday, August 19, 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:

Steve Hargraves*

Harry Moldenhauer*

Steve Nelson*

Tabitha Trent*

Alternates:

Melanie Anderson

Absent:

Jamie Gamiotea

John Gilliland

Glenn Sneider

*Voting Board Members

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’ Executive Director Hayford discussed that there was one addition to the agenda. Item 5A, State Road 70W Water Main Improvements.

Chairperson Nelson addressed Agenda Item No. 2A ‘State Road 70W Water Main Improvements’ Executive Director Hayford discussed that through the Okeechobee County Site Plan Technical Review Committee, the OUA is aware of two different applications for review. One of the applications is a ±250-acre project with the other being approximately 1,100 acres. Executive Director Hayford discussed that if and when these parcels are developed, both parcels will require water and wastewater service. To meet the immediate need of water, staff has prepared for consideration a Florida Commerce Rural Infrastructure Fund application. The work proposed in this application is to construct a water main from the intersection of SW 24th Ave, along State Road 70 west to SW 48th Avenue, approximately 8,350 feet. Executive Director Hayford discussed that preliminary design requires a 16-inch water main. Executive Director Hayford discussed that expected preliminary cost estimate is \$3,104,000.00 of which \$2,534,000.00 is requested as grant funding and \$570,000.00 as local match. There was a brief discussion. **Motion by Tabitha Trent to approve staff to submit the Florida Commerce Rural Infrastructure Fund grant application. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

Motion by Tabitha Trent to approve the funding of the local match as stated in the application. Second by Steve Hargraves. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 3 ‘Consent Agenda’ Motion by Tabitha Trent 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 \$18,812.50’
- Consent Agenda Item No. 5** ‘Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area – Vacuum Station Force Main Services in the amount of \$7,530.00’
- Consent Agenda Item No. 6** ‘Invoice from Sumner Engineering & Consulting, Inc. – SW 5th Avenue Facilities Plan and SRF Application in the amount of \$2,250.00’
- Consent Agenda Item No. 7** ‘Invoice from Sumner Engineering & Consulting, Inc. – Okee-Tantie System improvements in the amount of \$5,179.13’
- Consent Agenda Item No. 8** ‘Invoices from CHA – NE Glades County Wastewater Master Plan in the amounts of \$4,560.00 and \$6,840.00’
- Consent Agenda Item No. 9** ‘Invoice from CHA - Vac Station #2 Generator Replacement in the amount of \$1,019.50’
- Consent Agenda Item No. 10** ‘Invoice from Kimley-Horn and Associates and Associates, Inc. – Treasure Island Septic to Sewer Project in the amount of \$64,448.15’
- Consent Agenda Item No. 11** ‘Invoice from Holtz Consulting Engineers, Inc. – SR 78 Watermain Improvements in the amount of \$3,195.00’
- Consent Agenda Item No. 12** ‘Invoices from Holtz Consulting Engineers, Inc. – Mallard Landing Gravity Sewer System in the amounts of \$2,454.00 and \$1,560.00’
- Consent Agenda Item No. 13** ‘Invoice from Holtz Consulting Engineers, Inc. – GIS Mapping Project in the amount of \$622.00’
- Consent Agenda Item No. 14** ‘Invoice from Raftelis in the amount of \$8,570.00’
- Consent Agenda Item No. 15** ‘Invoice from Nason Yeager Gerson Harris & Fumero, P.A. – Legal Services in the amount of \$5,350.00’
- Consent Agenda Item No. 16** ‘Invoice from Conely and Conely, P.A. – Legal Services in the amount of \$2,912.00’
- Consent Agenda Item No. 17** ‘Invoice from Thorn Run Partners in the amount of \$3,500.00’
- Consent Agenda Item No. 18** ‘Invoice from MacVicar Consulting, Inc. in the amount of \$250.00’
- Consent Agenda Item No. 19** ‘Operations Director Monthly Report’

Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 20 ‘Meeting Minutes from July 15, 2025’ Motion by Harry Moldenhauer to approve the Meeting Minutes from July 15, 2025 as presented. Second by Tabitha Trent. Vote Unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 21 ‘Employee Recognition’ Chairperson Nelson recognized James Mullis for his 5 years of service to the OUA.

Chairperson Nelson addressed Agenda Item No. 22 ‘Public Comments’ There were none.

Discussion Agenda

Chairperson Nelson addressed Agenda Item No. 23 ‘Rate Studies – Large Users and Five Years Financial Forecast’ Finance Director Hamilton advises that Raftelis was engaged to complete a Five Year Financial Forecast and Large Users. Finance Director Hamilton introduces Mr. Hamilton from Raftelis to present the findings and recommendations. Board Member Trent asks if the rate study and proposed rate scenarios include both residential and commercial customers. No action taken. Staff was asked to bring this item back next month.

Chairperson Nelson addressed Agenda Item No. 24 ‘Cemetery Road Poly Tank Replacement Executive Director Hayford discussed that the two existing 3,000-gallon poly tanks were installed in 2013 and are used to store sodium hypochlorite which is used in the disinfection process. Executive Director Hayford discussed these tanks were leaking and require immediate replacement. Executive Director Hayford explained that due to the existing leaking condition it was deemed an emergency purchase situation to possibility for catastrophic failure. **Motion by Tabitha Trent to approve the emergency purchase provision and acceptance of the purchase and installation of two 3,000-gallon poly tanks from Odyssey Manufacturing Company in the amount of \$26,215.00. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 25 ‘Cemetery Road Wastewater Treatment Plant Clarifier Rehabilitation’ Assistant Executive Director Kennedy discussed that the east clarifier at the Cemetery Road Wastewater Treatment Plant requires rehabilitation due to age, wear and corrosion. The rehabilitation work will be split into three phases: Phase I: Sandblasting, Phase II: Prime and Paint all metal work, Phase III: Replace mechanical drive assemble, seals, and neoprene squeegee. Assistant Executive Director Kennedy discussed the estimates that staff received for the work and materials needed for the rehabilitation. *Melanie Anderson out at 9:41 AM.* There was a brief discussion. **Motion by Tabitha Trent to accept the low bid from Extra Mile Sandblasting LLC in the amount of \$11,700.00 to complete Phase I and Phase II. Second by Steve Hargraves. Vote unanimous (4-0), motion carried.**

Motion by Tabita Trent to accept the quote from EVOQUA Water Technologies in the amount of \$96,895.50 to complete Phase III of the rehabilitation. Second by Steve Hargraves. Vote unanimous (4-0), motion carried.

Motion by Tabita Trent to accept the quote from Tnemec Company, inc. in the amount of \$3,690.22 for materials. Second by Steve Hargraves. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 26 ‘Cemetery Road Wastewater Treatment Plant Biosolids Solar Dryer Control Upgrade and New Electric Mole®’ Assistant Executive Director Kennedy discussed that the treatment plant utilizes three solar hot houses to dry and treat biosolids that are produced at the facility to meet AA standards. As designed, the system was automated with ventilation flow adjustments to optimized the drying of biosolids. Assistant Executive Director Kennedy discussed that over the years the ventilation system fell into disrepair. Assistant Executive Director Kennedy discussed that originally each house was equipped with an Electric Mole® to mix and aerate the biosolids, which were damaged due to exposure to stormwater. There was a brief discussion. **Motion by Steve Hargraves to accept the proposal from Harvest Technology in an amount not to exceed \$234,853.00 for the retro-fit and upgrade the ventilation controls and replacement of one Electric Mole. Second by Tabitha Trent. Vote unanimous, (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 27 ‘Treasure Island Additional Engineering Work’ Executive Director Hayford discussed that as the engineering team enters into the final design stage of the vacuum sewer collections systems it was determined that Kimley Horn required additional data to complete the layout of both the north and south vacuum collection systems. Executive Director Hayford discussed that in general the additional work is survey work for the Vantage Oaks Mobile Home Park and possible conflicts with existing water mains, storm sewers or other buried facilities. There was a brief discussion. **Motion by Tabitha Trent to approve Amendment No. 1 in the amount of \$86,000.00 to Kimley Horn. Second by Steve Hargraves. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 28 ‘Hazellief Ranch and Grove Property Purchase’ Executive Director Hayford discussed that the five possible sites for vacuum pump stations in the Treasure Island area have been identified. North Site No.2 is located on Hazellief Ranch & Grove property off of SE 34th Drive. Executive Director Hayford discussed that staff contacted the owner to discuss the possible sale of the property. Executive Director Hayford discussed that Attorney Conely prepared a sales contract based upon conversations with all parties involved. Due to the closing date of on or before August 15th, OUA staff reached out to OUA Board members asking if the closing can happen as planned with the email approval from four or more regular Board members. Five Board members responded yes to keep the closing date as referenced in the closing documents. **Motion by Tabitha Trent to ratify the action taken in the purchase of the property from Hazellief Ranch a& Grove in the amount of \$31,124.50. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 29 ‘SWSA VPS No. 4 Sanitary Force Main’ Executive Director Hayford discussed that the Notice to Proceed for this project was issued on January 13, 2025. Substantial Completion was 110 calendar days with final completion at 140 calendar days. Executive Director Hayford discussed that a Notice of Final Completion was issued on July 28, 2025. Executive Director Hayford discussed that Change Order No. 1 will decrease the contract price by \$50,340.00 due to project allowance and some material quantities which were unused. Executive Director Hayford discussed that the extra time is a result of issues outside of the scope of work by the contractor. Executive Director Hayford further discussed that the contractor submitted a final pay application. If the board approves Change Order No. 1, then the contractor will be due a final payment of \$60,366.00. There was a brief discussion. **Motion by Steve Hargraves to approve to approve Change Order No. 1 to deduct \$50,340.00 from the agreed upon contract price and to set the contracted Substantial and Final Completion dates to June 3, 2025 and July 28, 2025,**

respectively. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.

Motion by Harry Moldenhauer to approve the Final Pay application for Go Underground Utility, Inc. in the amount of \$60,366.00. Second by Tabitha Trent. Vote unanimous (4-0), motion carried.

Chairperson Nelson advised that Agenda Item No. 30 would be discussed after items that required voting due to Board Member early departure.

Chairperson Nelson addressed Agenda Item No. 31 ‘Workshop - Health Insurance’ Executive Director Hayford presented the proposed adjustments to the health insurance contributions for each plan option. **Motion by Harry Moldenhauer to approve the proposed health insurance stipend as presented. Second by Tabitha Trent. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 32 ‘Proposed Benefit Increase for Retirees’ Item tabled by Chairperson Nelson.

Chairperson Nelson addressed Agenda Item No. 33 ‘Annual Contract with Conely & Conely, P.A.’ Executive Director Hayford discussed the need for a contract with Attorney Tom Conely to handle local issues like real estate transactions, easements, etc. while Mr. Conteaguero handles the day-to-day legal issues representing the OUA. There was a brief discussion. **Motion by Tabitha Trent to approve the proposed contract with Conley & Conely, P.A. Second by Steve Hargraves. Vote unanimous (4-0), motion carried.** *Tabitha Trent out at 10:01 AM*

Chairperson Nelson addressed Agenda Item No. 30 ‘FY26 Preliminary Budget Review Workshop’ Finance Director Hamilton presented a review of the FY26 Preliminary Budget. This item is for informational purposes only.

Staff Reports

Chairperson Nelson addressed Agenda Item No. 34A ‘Finance Report’ Item tabled by Chairperson Nelson.

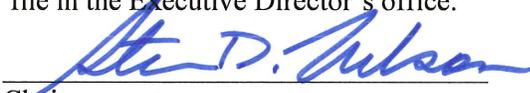
Chairperson Nelson addressed Agenda Item No. 35 ‘Attorney’ Attorney Conteaguero discussed that the Termination of Developer’s Agreement with New Okeechobee, LLC was reviewed. Attorney Conteaguero discussed the FDPT proposals for the relocation of State Road 710.

Chairperson Nelson addressed Agenda Item No. 36 ‘Executive Director’ Executive Director Hayford gave an update on current projects. Executive Director Hayford discussed that the proposed amendment to the Interlocal Agreement was passed by the BOCC. The City changed language in the amendment and referred it back to the BOCC for review and approval.

Chairperson Nelson addressed Agenda Item No. 37 ‘Items from the Board’ There were none.

There being no other business, meeting adjourned at 10:17 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)