OKEECHOBEE UTILITY AUTHORITY
MEETING AGENDA
AUGUST 18, 2026
8:00 A.M.

1. Call the Meeting to Order
    - Pledge of Allegiance
    - Determination of Voting Members

2. Agenda Additions or Deletions

3. Consent Agenda
    4. Invoice from Marmer Construction, Inc – SW 5th Avenue Vacuum Sewer Project Phase I
    5. Invoice from CHA Consulting Inc. – Pine Ridge Park Expansion Project
    6. Invoice from CHA Consulting Inc – Vac Station 2 Generator Replacement
    7. Invoice from CHA Consulting, Inc. – SWTP Ozone System Upgrade
    8. Invoice from Holtz Consulting Engineers, Inc. – Mallard Landing Gravity Sewer Expansion
    9. Invoice from Holtz Consulting Engineers, Inc. – State Road 78 Water Main Phase III
    10. Invoice from Holtz Consulting Engineers, Inc. – State Road 78 Water Main Phase III Booster Pump Station
    11. Invoice from Sumner Engineering & Consulting, Inc. – NW15 Pump Station Rehabilitation
    12. Invoice from Sumner Engineering & Consulting, Inc. – SW 5th Ave Vacuum Sewer Phase 1
    13. Invoice from Sumner Engineering & Consulting, Inc. – SWSA Septic to Sewer Connections Phase III Lots (Groups J through AA)
    14. Invoice from Nason Yeager Gerson Harris & Fumero, P.A. – Legal Services
    15. Invoice from Conely and Conely, P.A. – Legal Services
    16. Invoice from Thorn Run Partners
    17. Invoice from MacVicar Consulting, Inc.
    18. Operations Director Monthly Report

19. Meeting Minutes from July 21, 2026

20. Public Comments

21. Customer – D. Desai

22. Finance Report

23. Purchasing Manual

24. Computer Purchases

25. SWSA Project 2 – Septic to Sewer Connections

26. NW15 Improvements – Direct Purchase of Pumps and Control Package

27. Vacuum Station #2 Generator Replacement

28. King’s Bay Maintenance Charge

29. Chlorination Building Rehabilitation

30. SWTP Lab Cabinet Replacement

31. Short Term Disability Health Benefit

32. 2027-2028 Legislative Priorities Selections

33. Attorney

34. Executive Director

35. Items from the Board

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 1

AUGUST 18, 2026

Call Meeting to Order

Pledge of Allegiance
Determine Voting Members

	Absent	Present
County Representatives		
Steve Hargraves – Board Member	______	______
Tabitha Trent – Board Member	______	______
Glenn Sneider - Alternate	______	______
City Representatives		
John Gilliland – Board Member	______	______
Steven Nelson – Board Member	______	______
Jamie Gamiotea - Alternate	______	______
Glades County Representatives		
Harry Moldenhauer – Board Member	______	______
Melanie Anderson – Alternate	______	______

FUTURE MEETING OF OUA BOARD
September 7, 2026 – Labor Day

FUTURE HOLIDAYS FOR OUA STAFF
November 11, 2026 – Veterans Day

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 2

AUGUST 18, 2026

AGENDA ADDITION OR DELETIONS

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 3

AUGUST 18, 2026

CONSENT AGENDA

1. Pull items for discussion from Consent Agenda.

2. Items pulled from Consent Agenda will be discussed at the end of Agenda.

3. Unless noted all Consent Agenda items are recommended for approval.

4. Motion to approve items on Consent Agenda as follows:

    4. Invoice from Marmer Construction, Inc – SW 5th Avenue Vacuum Sewer Project Phase I
    5. Invoice from CHA Consulting Inc. – Pine Ridge Park Expansion Project
    6. Invoice from CHA Consulting Inc – Vac Station 2 Generator Replacement
    7. Invoice from CHA Consulting, Inc. – SWTP Ozone System Upgrade
    8. Invoice from Holtz Consulting Engineers, Inc. – Mallard Landing Gravity Sewer Expansion
    9. Invoice from Holtz Consulting Engineers, Inc. – State Road 78 Water Main Phase III
    10. Invoice from Holtz Consulting Engineers, Inc. – State Road 78 Water Main Phase III Booster Pump Station
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    13. Invoice from Sumner Engineering & Consulting, Inc. – SWSA Septic to Sewer Connections Phase III Lots (Groups J through AA)
    14. Invoice from Nason Yeager Gerson Harris & Fumero, P.A. – Legal Services
    15. Invoice from Conely and Conely, P.A. – Legal Services
    16. Invoice from Thorn Run Partners
    17. Invoice from MacVicar Consulting, Inc.
    18. Operations Director Monthly Report

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 4

AUGUST 18, 2026

CONSENT AGENDA

INVOICE FROM MARMER CONSTRUCTION, INC.

Please find attached invoice in the amount of $25,110.05 submitted by Marmer Construction, Inc. Staff is aware of the work currently being done by Marmer Construction, Inc. and is in agreement with this request.

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Amount Paid	Remaining Balance
					$4,728,321.51
Jul-26	1	Jul-26		$197,148.23	$4,531,173.28
Aug-26	2		$25,110.05		$4,506,063.23

Staff recommends approval of this invoice in the amount of $25,110.05 to Marmer Construction, Inc.

Sumner Engineering & Consulting, Inc.
Agriculture, Civil, Land & Water Resources

410 NW 2nd Street
Okeechobee, FL 34972
863.763.9474

August 8, 2026

Okeechobee Utility Authority
Attn: Greg Kennedy, Executive Director
100 SW 5th Avenue
Okeechobee, FL 34974

RE: SW 5th Avenue Vacuum Sewer Project Phase 1
Marmer Construction, Inc. – Pay Application No. 2

Mr. Kennedy:

Please find attached Pay Application No. 2 for the above-referenced project, recommended for payment in the amount of $25,110.05, which covers work confirmed to have been completed for the period from July 1 - 31, 2026, less the required 5% retainage. Limited activities occurred in this application period, other than clearing and grubbing of the vacuum station site, silt fence installation and utility locations. The pay application does include some stored roofing materials, for which the contractor has provided appropriate backup. For your records, we have also attached the contractor-provided lien releases.

If you have any questions, please do not hesitate to contact us.

Sincerely,
Sumner Engineering & Consulting, Inc.

Jeffrey M. Sumner, PE
President

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 2

	Application Period: 07/01/2026-07/31/2026	Application Date: 7/30/2026
To (Owner): Okeechobee Utility Authority	From (Contractor): Marmer Construction, Inc.	Via (Engineer): Sumner Engineering & Consulting, Inc
Project: SW 5th Ave Vacuum Sewer Project	Contract:	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.: 20-10

Application For Payment
Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
TOTALS		
NET CHANGE BY CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE	$	$4,728,321.51
2. Net change by Change Orders	$	
3. Current Contract Price (Line 1 ± 2)	$	$4,728,321.51
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	$	$233,956.09
5. RETAINAGE:		
a. 5% X $224,748.94 Work Completed	$	$11,237.45
b. 5% X $9,207.15 Stored Material	$	$460.36
c. Total Retainage (Line 5.a + Line 5.b)	$	$11,697.81
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	$	$222,258.28
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	$197,148.23
8. AMOUNT DUE THIS APPLICATION	$	$25,110.05
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	$	$4,506,063.23

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: Martin Wohl Date: 7/30/2026

Payment of: $ 25,110.05
(Line 8 or other - attach explanation of the other amount)

is recommended by: Jeffrey M Sumner, President (Engineer) August 8, 2026 (Date)

Payment of: $ 25,110.05
(Line 8 or other - attach explanation of the other amount)

is approved by: John Gilliland, Chairperson (Owner) August 18, 2026 (Date)

Approved by: Funding or Financing Entity (if applicable) (Date)

Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):		Application Number:	#2
Application Period:	07/01/2026-07/31/2026	Application Date:	7/30/2026

			Work Completed		E	F		G
A		B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Specification Section No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period				
1	Mobilization	$590,311.08	$163,194.45	$3,107.99		$166,302.44	28.2%	$424,008.64
2	Indemnification	$44,330.00	$44,330.00			$44,330.00	100.0%	
3	As-Built Record Drawings	$55,577.50						$55,577.50
4	Maintenance of Traffic	$13,398.00						$13,398.00
5	Existing Utility Location/Identification	$22,330.00		$1,116.50		$1,116.50	5.0%	$21,213.50
6	NPDES General Construction Permit Compliance	$20,879.10		$5,000.00		$5,000.00	23.9%	$15,879.10
10.A	Excavation and Dewatering	$67,875.50						$67,875.50
10.B	Building Shell	$500,659.83						$500,659.83
10.C	Roof	$22,770.00			$9,207.15	$9,207.15	40.4%	$13,562.85
10.D	Overhead Bridge Hoist	$93,500.00						$93,500.00
10.E	Miscellaneous (Gutters, Hose, Bibs, Lights, Etc.)	$2,200.00						$2,200.00
10.F	Generator	$267,782.90						$267,782.90
10.G	Electrical (Equipment Only)	$95,000.00						$95,000.00
10.H	Electrical (Conduits, Wire, Labor, Etc.)	$581,500.00						$581,500.00
10.I	Vacuum Skids (Vacuum Pumps, Tanks, and Sewage Pumps)	$627,852.50						$627,852.50
10.J	Interior Piping	$15,000.00						$15,000.00
10.K	Yard Piping and Valves	$5,000.00						$5,000.00
10.L	Interior / Exterior Finishes	$84,137.90						$84,137.90
10.M	HVAC	$45,079.70						$45,079.70
10.N	Louvers and Metalwork	$5,000.00						$5,000.00
10.O	Odor Control	$38,912.50						$38,912.50
10.P	Plumbing	$22,515.00						$22,515.00
10.Q	Bathroom	$7,194.50						$7,194.50
10.R	Doors	$47,656.82						$47,656.82
10.S	Concrete Drive	$79,640.00						$79,640.00
10.T	Underdrain	$11,385.00						$11,385.00
10.U	General Sitework (Clearing, Grading, Etc.)	$61,300.00		$8,000.00		$8,000.00	13.1%	$53,300.00
10.V	Fencing	$16,500.00						$16,500.00
10.W	Landscaping	$7,925.50						$7,925.50
14	Pavement Marking's/Restoration Allowance	$15,000.00						$15,000.00
15	Miscellaneous Work Allowance	$400,000.00						$400,000.00
	Totals	**$3,868,213.33**	**$207,524.45**	**$17,224.49**	**$9,207.15**	**$233,956.09**		**$3,634,257.24**

Stored Material Summary

Contractor's Application

For (Contract):	Application Number: 2
Application Period: 07/01/2026-07/31/2026	Application Date: 46233

A		B	C		D		E		F		G
					Stored Previously				Incorporated in Work		
Bid Item No.	Supplier Invoice No.	Submittal No. (with Specification Section No.)	Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Subtotal Amount Completed and Stored to Date (D + E)	Date (Month/ Year)	Amount ($)	Materials Remaining in Storage ($) (D + E - F)
10.C	15698		2719 Alt US 27 S	Roofing Material			$9,207.15	$9,207.15			$9,207.15
				Totals			**$9,207.15**	**$9,207.15**			$9,207.15

WAIVER & RELEASE OF LIEN

PROJECT: (name & address)
SW 5th Ave Vacuum Sewer Project
208 SW 23rd St
Okeechobee, Florida 34974

OWNER: (name & address)
Okeechobee Utility Authority
100 SW 5th Ave
Okeechobee, Florida 34974

WHEREAS THE UNDERSIGNED [X] Contractor, [ ] Subcontractor, [ ] Supplier, [ ] Architect or Engineer, or [ ] ________________
has provided labor, services, materials or equipment, for the above project, under an agreement with:
Marmer Construction
in its capacity as [X] Owner or Owner's agent, [ ] Contractor, [ ] Subcontractor, [ ] Architect or Engineer.

Section A: (check and initial only ONE of the following)

[X] Initial: [MW] **PARTIAL WAIVER AND RELEASE: IN CONSIDERATION OF PARTIAL PAYMENT** for labor, services, materials or equipment provided in the amount of $ 25,110.05 covering the following Partial Payment Request(s) or invoice(s): (attached attach additional pages if necessary).

DATE:	PAY REQUEST or INVOICE NUMBER	AMOUNT
07/31/2026	App #2	$25,110.05

together with any previous payment(s) already received, but excluding any retainage or any labor, services, materials or equipment provided after the date of 07/31/2026

[ ] Initial: [ ] **FINAL WAIVER AND RELEASE: IN CONSIDERATION OF FINAL PAYMENT** for all labor, services, materials or equipment provided in the amount of $ ______________

THE UNDERSIGNED DOES HEREBY WAIVE AND RELEASE all bond claims, liens, or claims or right of lien, statutory or otherwise, against the property, project, Owner and any sureties, for labor, services, materials or equipment, as provided by the Undersigned, but only to the extent of payment received, as indicated above and as limited below:

Section B: (check and initial only ONE of the following)

[X] Initial: [MW] **CONDITIONAL RELEASE: THIS WAIVER AND RELEASE IS CONTINGENT UPON RECEIPT OF PAYMENT** and final bank clearance of said remittance in the above amount. The remittance identified as payment and endorsed by the Undersigned marked "paid" or otherwise cancelled by the bank against which said remittance was drawn, shall constitute conclusive proof that said invoice or pay request was paid and that payment thereof was received by the Undersigned, and thereupon, this waiver and release shall become effective automatically without the requirement of any further act, acknowledgement or receipt on the part of the Undersigned.

ADDITIONALLY, THE UNDERSIGNED ACKNOWLEDGES RECEIPT of the total amount of $ 197,148.23 in previous payment and does hereby grant unconditional release of all above described claims for that amount.

OR

[ ] Initial: [ ] **UNCONDITIONAL RELEASE: THE UNDERSIGNED ACKNOWLEDGES RECEIPT OF PAYMENT** in the above amount for labor, services, materials or equipment as described herein, and does hereby grant this release unconditionally.

THE PERSON SIGNING below does hereby certify that he or she is fully authorized and empowered to execute this instrument and to bind the Undersigned hereto, and does in fact so execute this instrument.

COMPANY NAME **Marmer Construction, Inc**
COMPANY ADDRESS: 3321 US Hwy 27 South
Sebring, Florida 33870

SIGNED: MWohl

TITLE: Merideth Wohl – Vice President

State of: Florida
County of: Highlands

Subscribed and sworn to before me this

30 day of July , 2026

NOTARY PUBLIC

SIGNED: Bianca Perdue

My Commission Expires: 01/04/2028

NOTARY PUBLIC STATE OF FLORIDA
BIANCA PERDUE
MY COMMISSION # HH 477962
EXPIRES: January 4, 2028

WAIVER & RELEASE OF LIEN

PROJECT: (name & address)
SW 5th Ave Vacuum Sewer Project
208 SW 23rd St
Okeechobee, Florida 34974

OWNER: (name & address)
Okeechobee Utility Authority
100 SW 5th Ave
Okeechobee, Florida 34974

WHEREAS THE UNDERSIGNED [X] Contractor, [ ] Subcontractor, [ ] Supplier, [ ] Architect or Engineer, or [ ] ________________
has provided labor, services, materials or equipment, for the above project, under an agreement with:
Marmer Construction
in its capacity as [X] Owner or Owner's agent, [ ] Contractor, [ ] Subcontractor, [ ] Architect or Engineer.

Section A: (check and initial only ONE of the following)

[X] Initial: MW **PARTIAL WAIVER AND RELEASE: IN CONSIDERATION OF PARTIAL PAYMENT** for labor, services, materials or equipment provided in the amount of $ 197,148.23 covering the following Partial Payment Request(s) or invoice(s): (attached attach additional pages if necessary).

DATE:	PAY REQUEST or INVOICE NUMBER	AMOUNT
06/30/2026	App #1	$197,148.23

together with any previous payment(s) already received, but excluding any retainage or any labor, services, materials or equipment provided after the date of 06/30/2026

[ ] Initial: [ ] **FINAL WAIVER AND RELEASE: IN CONSIDERATION OF FINAL PAYMENT** for all labor, services, materials or equipment provided in the amount of $ ________

THE UNDERSIGNED DOES HEREBY WAIVE AND RELEASE all bond claims, liens, or claims or right of lien, statutory or otherwise, against the property, project, Owner and any sureties, for labor, services, materials or equipment, as provided by the Undersigned, but only to the extent of payment received, as indicated above and as limited below:

Section B: (check and initial only ONE of the following)

[ ] Initial: [ ] **CONDITIONAL RELEASE: THIS WAIVER AND RELEASE IS CONTINGENT UPON RECEIPT OF PAYMENT** and final bank clearance of said remittance in the above amount. The remittance identified as payment and endorsed by the Undersigned marked "paid" or otherwise cancelled by the bank against which said remittance was drawn, shall constitute conclusive proof that said invoice or pay request was paid and that payment thereof was received by the Undersigned, and thereupon, this waiver and release shall become effective automatically without the requirement of any further act, acknowledgement or receipt on the part of the Undersigned.

ADDITIONALLY, THE UNDERSIGNED ACKNOWLEDGES RECEIPT of the total amount of $ 0.00 in previous payment and does hereby grant unconditional release of all above described claims for that amount.

OR

[X] Initial: MW **UNCONDITIONAL RELEASE: THE UNDERSIGNED ACKNOWLEDGES RECEIPT OF PAYMENT** in the above amount for labor, services, materials or equipment as described herein, and does hereby grant this release unconditionally.

THE PERSON SIGNING below does hereby certify that he or she is fully authorized and empowered to execute this instrument and to bind the Undersigned hereto, and does in fact so execute this instrument.

COMPANY NAME **Marmer Construction, Inc**
COMPANY ADDRESS: 3321 US Hwy 27 South
Sebring, Florida 33870

SIGNED: *Mwohl*

TITLE: Merideth Wohl – Vice President

State of: Florida
County of: Highlands

Subscribed and sworn to before me this

30 day of July, 2026

NOTARY PUBLIC

SIGNED: *Bianca Perdue*

My Commission Expires: 01/04/2028

NOTARY PUBLIC STATE OF FLORIDA
BIANCA PERDUE
MY COMMISSION # HH 477962
EXPIRES: January 4, 2028

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 5

AUGUST 18, 2026

CONSENT AGENDA

INVOICE FROM CHA CONSULTING, INC. – PINE RIDGE PARK EXPANSION PROJECT

Please find attached invoice in the amount of $7,523.00 and is in agreement with this request.

Staff recommends approval of this invoice in the amount of $7,523.00 to CHA Consulting, Inc.

John Hayford
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, FL 34974

August 4, 2026
Project No: 192612.000
Invoice No: 192612-07

PO#: PO 12545

Project 192612.000 OUA-Pine Ridge Park Expansion Project

Professional Services from May 30, 2026 to July 31, 2026

Phase 0000001 Design

Contract Amount	27,200.00			
Percent Complete	100.00	Total Earned	27,200.00	
		Previous Fee Billing	27,200.00	
		Current Fee Billing	0.00	
		Contract Amount		**0.00**

Phase 0000002 Services During Construction

Professional Personnel

	Hours	Rate	Amount	
Engineer 7				
Bortz, Stephanie	4.50	219.00	985.50	
Engineer 3				
Tahaoglu, Ahmet	.50	108.00	54.00	
Engineer 2				
Kaminski, Hunter	52.50	101.00	5,302.50	
Mock, Ashlyn	1.00	101.00	101.00	
Technician 3				
Young, Christopher	9.00	120.00	1,080.00	
Totals	67.50		7,523.00	
Total Labor				**7,523.00**

Reimbursable Expenses

Direct Miscellaneous - Mileage

6/8/2026	Kaminski, Hunter	Trip to OUA to oversee line flushing		137.03	
7/22/2026	Kaminski, Hunter	Trip to OUA to oversee line flushing		136.30	
	Total Reimbursables		**1.0 times**	**273.33**	**273.33**

Billing Limits	**Current**	**Prior**	**To-Date**
Total Billings	7,796.33	9,835.83	17,632.16
Limit			18,500.00
Remaining			867.84

Total this Invoice **$7,796.33**

Billings to Date

	Current	**Prior**	**Total**
Fee	0.00	27,200.00	27,200.00
Labor	7,523.00	12,238.00	19,761.00
Expense	273.33	553.58	826.91
Totals	**7,796.33**	**39,991.58**	**47,787.91**

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 6

AUGUST 18, 2026

CONSENT AGENDA

INVOICE FROM CHA CONSULTING, INC. – VAC STATION #2 GENERATOR REPLACEMENT

Please find attached invoice in the amount of $2,743.50 submitted by CHA Consulting, Inc. Staff is aware of the work currently being done CHA Consulting, Inc. and is in agreement with this request.

Staff recommends approval of this invoice in the amount of $2,743.50 to CHA Consulting, Inc.

John Hayford
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, FL 34974

August 4, 2026
Project No: 083820.000
Invoice No: 83820-22

PO#: 11562

Project 083820.000 Vac. PS #2 (Taylor Creek) Generator Replacement

Professional Services from May 30, 2026 to July 31, 2026

Phase 0001000 Design

Contract Amount	45,300.00			
Percent Complete	100.00	Total Earned	45,300.00	
		Previous Fee Billing	45,300.00	
		Current Fee Billing	0.00	
		Contract Amount		**0.00**

Billing Limits	**Current**	**Prior**	**To-Date**
Total Billings	0.00	45,300.00	45,300.00
Limit			45,300.00

Phase 0002000 Services During Construction

Professional Personnel

	Hours	**Rate**	**Amount**	
Engineer 2				
Kaminski, Hunter	.50	92.00	46.00	
Mock, Ashlyn	15.00	92.00	1,380.00	
Engineer 5				
Bortz, Stephanie	8.50	155.00	1,317.50	
Totals	24.00		2,743.50	
Total Labor				**2,743.50**

Billing Limits	**Current**	**Prior**	**To-Date**
Total Billings	2,743.50	10,075.50	12,819.00
Limit			14,800.00
Remaining			1,981.00

Project	083820.000	Vac. PS #2 (Taylor Creek) Generator Repl	Invoice	83820-22
		Total this Invoice		**$2,743.50**

Billings to Date

	Current	Prior	Total
Fee	0.00	45,300.00	45,300.00
Labor	2,743.50	10,075.50	12,819.00
Totals	**2,743.50**	**55,375.50**	**58,119.00**

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 7

AUGUST 18, 2026

CONSENT AGENDA

INVOICE FROM CHA CONSULTING, INC. – SWTP OZONE SYSTEM UPGRADE

Please find attached invoice in the amount of $8,676.00 submitted by CHA Consulting, Inc. Staff is aware of the work currently being done CHA Consulting, Inc. and is in agreement with this request.

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Amount Paid	Remaining Balance
					$96,400.00
Apr-26	1	Apr-26		$3,374.00	$93,026.00
May-26	2	May-26		$8,194.00	$84,832.00
May-26	3	May-26		$12,532.00	$72,300.00
Jun-26	4	Jun-26		$14,460.00	$57,840.00
Jul-26	5	Jul-26		$5,784.00	$57,840.00
Aug-26	6		$8,676.00		$49,164.00

Staff recommends approval of this invoice in the amount of $8,676.00 to CHA Consulting, Inc

John Hayford
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, FL 34974

August 5, 2026
Project No: 105011.000
Invoice No: 105011-06

PO#: 12753

Project 105011.000 OUA Surface WTP Exist Ozone Syst Upgd

Professional Services from July 4, 2026 to July 31, 2026

Phase 0000001 Preliminary Design Report

Contract Amount	96,400.00			
Percent Complete	55.00	Total Earned	53,020.00	
		Previous Fee Billing	44,344.00	
		Current Fee Billing	8,676.00	
		Contract Amount		**8,676.00**

Total this Invoice **$8,676.00**

Billings to Date

	Current	Prior	Total
Fee	8,676.00	44,344.00	53,020.00
Totals	**8,676.00**	**44,344.00**	**53,020.00**

OKEEHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 8

AUGUST 18, 2026

CONSENT AGENDA

INVOICE FROM HOLTZ CONSULTING ENGINEERS, INC. – MALLARD LANDING GRAVITY SEWER EXPANSION

Please find attached invoice in the amount of $595.00 submitted by Holtz Consulting Engineers, Inc. Staff is aware of the work currently being done by Holtz Consulting Engineers, Inc. and is in agreement with this request.

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Amount Paid	Remaining Balance
					$59,760.00
Feb-25	1	Feb-25		$16,465.00	$43,295.00
Mar-25	2	Mar-25		$8,865.00	$34,430.00
Apr-25	3	Apr-25		$1,970.00	$32,460.00
Jun-25	4	Jun-25		$3,086.00	$29,374.00
Aug-25	5	Aug-25		$2,454.00	$26,920.00
Aug-25	6	Aug-25		$1,560.00	$25,360.00
Sep-25	7	Sep-25		$1,560.00	$23,800.00
Oct-25	8	Oct-25		$1,190.00	$22,610.00
Dec-25	9	Dec-25		$3,570.00	$19,040.00
Jan-26	10	Jan-26		$1,190.00	$17,850.00
Feb-26	11	Feb-26		$3,570.00	$14,280.00
Mar-26	12	Mar-26		$3,570.00	$10,710.00
Apr-26	13	Apr-26		$5,950.00	$4,760.00
May-26	14	May-26		$2,380.00	$2,380.00
Jun-26	15	Jun-26		$1,190.00	$1,190.00
Jul-26	16	Jul-26		$595.00	$595.00
Aug-26	17		$595.00		$0.00

Staff recommends approval of this invoice in the amount of $595.00 to Holtz Consulting Engineers, Inc.

Holtz Consulting Engineers, Inc.

INVOICE

270 South Central Boulevard, Suite 207
Jupiter, FL 33458
Phone: (561) 575-2005 Fax: (561) 575-2009

INVOICE DATE:	August 10, 2026
INVOICE #:	**1092401-17**
CLIENT:	OUA
PROJECT:	Mallard Landing Gravity Sewer Expansion
Purchase Order:	**0000012081**

Bill To:

Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, FL 34974-4221

Lump Sum Contract Amount:	$	59,760.00
Prior Invoices to Date:	$	59,165.00
This Invoice Amount:	$	595.00
Remaining Balance:	$	-

THIS INVOICE AMOUNT:	**$**	**595.00**

Please make checks payable to: **Holtz Consulting Engineers, Inc.**
270 South Central Boulevard, Suite 207
Jupiter, FL 33458

If you have any questions concerning this invoice, please contact Christine Miranda at (863) 824-7200

HCE will never communicate changes to invoicing, payment procedures, and/or account number information in an email. All financial communications will be in writing via certified mail.

Holtz Consulting Engineers, Inc.

Summary of Invoice by Task Amount

Billing Period Thru: July 31, 2026

Invoice #: **1092401-17**

PROJECT: Mallard Landing Gravity Sewer Expansion
0

TASK	DESCRIPTION	FULL AMOUNT	PERCENT COMPLETE	TOTAL AMOUNT BILLED TO DATE	PREVIOUSLY BILLED	THIS INVOICE AMOUNT	BALANCE REMAINING
1	Surveying Services	$ 9,570.00	100%	$ 9,570.00	$ 9,570.00	$ -	$ -
2	Design Services	$ 19,700.00	100%	$ 19,700.00	$ 19,700.00	$ -	$ -
3	Permitting Services	$ 2,790.00	100%	$ 2,790.00	$ 2,790.00	$ -	$ -
4	Bidding Services	$ 3,900.00	100%	$ 3,900.00	$ 3,900.00	$ -	$ -
5	Engineering Services During Construction	$ 23,800.00	100%	$ 23,800.00	$ 23,205.00	$ 595.00	$ -
		$ 59,760.00		$ 59,760.00	$ 59,165.00	**$ 595.00**	
							$ -

OKEEHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 9

AUGUST 18, 2026

CONSENT AGENDA

INVOICE FROM HOLTZ CONSULTING ENGINEERS, INC. – SR 78 WATERMAIN IMPROVEMENTS PHASE 3

Please find attached invoice in the amount of $21,434.40 submitted by Holtz Consulting Engineers, Inc. Staff is aware of the work currently being done by Holtz Consulting Engineers, Inc. and is in agreement with this request.

					$399,895.00
Mar-26	1	Mar-26		$53,586.00	$346,309.00
Apr-26	2	Apr-26		$35,724.00	$310,585.00
May-26	3	May-26		$17,862.00	$292,723.00
Jun-26	4	Jun-26		$8,931.00	$283,792.00
Jul-26	5	Jul-26		$17,862.00	$265,930.00
Aug-26	6		$21,434.40		$244,495.60

Staff recommends approval of this invoice in the amount of $21,434.40 to Holtz Consulting Engineers, Inc.

Holtz Consulting Engineers, Inc.

INVOICE

270 South Central Boulevard, Suite 207
Jupiter, FL 33458
Phone: (561) 575-2005   Fax: (561) 575-2009

INVOICE DATE:	August 10, 2026
INVOICE #:	**12709-6**
CLIENT:	OUA
PROJECT:	State Rd. 78 West Phase III WM Improvements
Purchase Order:	**0000012709**

Bill To:

Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, FL 34974-4221

Lump Sum Contract Amount:	$	399,895.00
Prior Invoices to Date:	$	133,965.00
This Invoice Amount:	$	21,434.40
Remaining Balance:	$	244,495.60

THIS INVOICE AMOUNT:	**$**	**21,434.40**

Please make checks payable to: **Holtz Consulting Engineers, Inc.**
270 South Central Boulevard, Suite 207
Jupiter, FL 33458

If you have any questions concerning this invoice, please contact Christine Miranda at (863) 824-7200

HCE will never communicate changes to invoicing, payment procedures, and/or account number information in an email. All financial communications will be in writing via certified mail.

Holtz Consulting Engineers, Inc.

Summary of Invoice by Task Amount

Billing Period Thru: July 31, 2026

Invoice #: **12709-6**

PROJECT: State Rd. 78 West Phase III WM Improvements

TASK	DESCRIPTION	FULL AMOUNT	PERCENT COMPLETE	TOTAL AMOUNT BILLED TO DATE	PREVIOUSLY BILLED	THIS INVOICE AMOUNT	BALANCE REMAINING
1	Engineering Design Services	$ 178,620.00	87%	$ 155,399.40	$ 133,965.00	$ 21,434.40	$ 23,220.60
2	Permitting	$ 5,510.00	0%	$ -	$ -	$ -	$ 5,510.00
3	Bidding	$ 6,985.00	0%	$ -	$ -	$ -	$ 6,985.00
4	Engineering Services During Construction	$ 208,780.00	0%	$ -	$ -	$ -	$ 208,780.00
		$ 399,895.00		$ 155,399.40	$ 133,965.00	**$ 21,434.40**	
							$ 244,495.60

OKEEHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 10

AUGUST 18, 2026

CONSENT AGENDA

INVOICE FROM HOLTZ CONSULTING ENGINEERS, INC. – SR 78 WATERMAIN IMPROVEMENTS PHASE 3 – BOOSTER PUMP STATION

Please find attached invoice in the amount of $6,782.40 submitted by Holtz Consulting Engineers, Inc. Staff is aware of the work currently being done by Holtz Consulting Engineers, Inc. and is in agreement with this request.

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Amount Paid	Remaining Balance
					$264,547.00
Jun-26	1	Jun-26		$11,526.75	$253,020.25
Jul-26	2	Jul-26		$16,963.50	$236,056.75
Aug-26	3		$6,785.40		$229,271.35

Staff recommends approval of this invoice in the amount of $6,785.40 to Holtz Consulting Engineers, Inc.

Holtz Consulting Engineers, Inc.

INVOICE

270 South Central Boulevard, Suite 207
Jupiter, FL 33458
Phone: (561) 575-2005 Fax: (561) 575-2009

INVOICE DATE:	August 10, 2026
INVOICE #:	**1092402-3**
CLIENT:	OUA
PROJECT:	State Rd. 78 West Phase III WM Improvements Booster Pump Station
Purchase Order:	**0000012810**

Bill To:

Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, FL 34974-4221

Lump Sum Contract Amount:	$	264,547.00
Prior Invoices to Date:	$	28,490.25
This Invoice Amount:	$	6,785.40
Remaining Balance:	$	229,271.35

THIS INVOICE AMOUNT: $ 6,785.40

Please make checks payable to: **Holtz Consulting Engineers, Inc.**
270 South Central Boulevard, Suite 207
Jupiter, FL 33458

If you have any questions concerning this invoice, please contact Christine Miranda at (863) 824-7200

HCE will never communicate changes to invoicing, payment procedures, and/or account number information in an email. All financial communications will be in writing via certified mail.

Holtz Consulting Engineers, Inc.

Summary of Invoice by Task Amount

Billing Period Thru: July 31, 2026

Invoice #: **1092402-3**

PROJECT: State Rd. 78 West Phase III WM Improvements Booster Pump Station

TASK	DESCRIPTION	FULL AMOUNT	PERCENT COMPLETE	TOTAL AMOUNT BILLED TO DATE	PREVIOUSLY BILLED	THIS INVOICE AMOUNT	BALANCE REMAINING
1	Surveying Services	$ 3,045.00	100%	$ 3,045.00	$ 3,045.00	$ -	$ -
2	Geotechnical Engineering Services	$ 20,902.00	0%	$ -	$ -	$ -	$ 20,902.00
3	Design Services	$ 169,635.00	19%	$ 32,230.65	$ 25,445.25	$ 6,785.40	$ 137,404.35
3a	Chemical Feed System Addition	$ 25,880.00	0%	$ -	$ -	$ -	$ 25,880.00
4	Permitting Services	$ 35,625.00	0%	$ -	$ -	$ -	$ 35,625.00
5	Bidding Services	$ 9,460.00	0%	$ -	$ -	$ -	$ 9,460.00
		$ 264,547.00		$ 35,275.65	$ 28,490.25	**$ 6,785.40**	
							$ 229,271.35

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 11

AUGUST 18, 2026

CONSENT AGENDA

INVOICE FROM SUMNER ENGINEERING & CONSULTING, INC – NW 15 REHABILITATION

Please find attached the invoice in the amount of $5,698.88 submitted by Sumner Engineering & Consulting, Inc. Staff is aware of the work currently being done by Sumner Engineering & Consulting, Inc. and is in agreement with this request.

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Amount Paid	Remaining Balance
					$189,600.00
Sep-25	1	Sep-25		$36,810.00	$152,790.00
Oct-25	2	Oct-25		$30,160.00	$122,630.00
Dec-25	3	Dec-25		$8,430.00	$114,200.00
Feb-26	4	Feb-26		$4,488.00	$109,712.00
Mar-26	5	Mar-26		$23,407.00	$86,305.00
Apr-26	6	Apr-26		$9,387.00	$76,918.00
May-26	7	May-26		$4,594.00	$72,324.00
Jun-26	8	Jun-26		$4,535.74	$67,788.26
Jul-26	9	Jul-26		$8,436.11	$59,352.15
Aug-26	10		$5,698.88		$53,653.27

Staff recommends approval of this invoice in the amount of $5,698.88 to Sumner Engineering & Consulting, Inc.

Sumner Engineering & Consulting, Inc.
410 NW 2nd Street
Okeechobee, FL 34972 US
+18636349474
jeff@sumnerengineering.com

INVOICE

BILL TO
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, FL 34974

INVOICE # 1877
DATE 08/08/2026
DUE DATE 08/08/2026
TERMS Due on receipt

Invoice No. 1877
NW-15 Design, Bidding and Construction-phase Services (SEC Proj. No. 25-10)
OUA Purchase Order No. 12487

DATE	ACCOUNT SUMMARY	AMOUNT
07/11/2026	Balance Forward	8,436.11
	Other payments and credits after 07/11/2026 through 08/07/2026	-8,436.11
08/08/2026	Other invoices from this date	0.00
	New charges (details below)	5,698.88
	Total Amount Due	5,698.88

Task	Contract Amount	Percent Complete	Amount Complete	Previously Billed	Invoice Amount
A – Project Management	$17,800	82%	$14,596.00	$14,596.00	**$0.00**
B1 – 90% Design Documents	$66,500	100%	$66,500.00	$66,500.00	**$0.00**
B2 – Bid-Ready (100%) Design Documents	$19,600	100%	$19,600.00	$19,600.00	**$0.00**
C – Bidding Services	$14,900	100%	$14,900.00	$14,900.00	**$0.00**
D – Construction-Phase Services (T&M)	$70,800	T&M (See below)	$20,350.73	$14,651.85	**$5,698.88**
				TOTAL:	**$5,698.88**

DATE	ACTIVITY	QTY	RATE	AMOUNT
07/16/2026	**Principal Engineer 24** Plans to FDACS; submittal processing	2:00	210.00	420.00
07/24/2026	**Principal Engineer 24** Submittal coordination	2:00	210.00	420.00
07/29/2026	**Principal Engineer 24** Submittal coordination	1:30	210.00	315.00
07/30/2026	**Principal Engineer 24** Submittal coordination and contractor call	2:00	210.00	420.00
07/31/2026	NW-15 CA Services (JEA plus 10% per contract, see attached)			3,493.88
08/05/2026	**Principal Engineer 24** Submittal coordination	1:00	210.00	210.00

08/08/2026	**Principal Engineer 24** Direct purchase coordination	2:00	210.00	420.00

TOTAL OF NEW CHARGES	5,698.88
BALANCE DUE	**$5,698.88**

Total Purchase Order Amount:	$189,600.00
Total Billed to Date:	$135,856.73
Total Billed this Invoice:	**$ 5,698.88**

For services rendered from July 12 – August 8, 2026.

JonesEdmunds

Jeffrey Sumner
Sumner Engineering & Consulting, Inc.
410 NW 2nd Street
Okeechobee, FL 34972

July 29, 2026
Project No: 19775-005-02
Invoice No: 0259357

Project 19775-005-02 NW-15 LS Design
SEC PN: 19-04
NW-15 LS Design

Summary of Services:

- Submittal Log and templates
- Genset, Odor Control, and VFD Submittal Review

Professional Services from June 29, 2026 to July 26, 2026

Task 7000 CA Services (T&M)

Classification/Employee

	Hours	Rate	Amount	
- Senior Project Manager				
Lillo, Timothy	.75	280.00	210.00	
Seufert, Christopher	.50	280.00	140.00	
- Sr. Engineer				
Clark, Michael	3.50	280.00	980.00	
Torres-Rivera, Jafet	5.00	280.00	1,400.00	
- Construction Project Coordinator				
LeDuc, Terry	3.00	125.00	375.00	
- Administrative Assistant				
West, Ginger	.75	95.00	71.25	
Total This Task	13.50		3,176.25	
				3,176.25
			Total This Task	**$3,176.25**

Billing Limits	**Current**	**Previously Billed**	**Billed To Date**
Total Billings	3,176.25	125,684.86	128,861.11
Total Task Fee			159,655.00
Remaining Fee			30,793.89

Total This Invoice **$3,176.25**

Authorized by: Timothy J. Lillo Date: 7/29/2026

Timothy Lillo

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 12

AUGUST 18, 2026

CONSENT AGENDA

INVOICE FROM SUMNER ENGINEERING & CONSULTING, INC – SW 5TH AVENUE VACUUM SEWER PAHSE I

Please find attached the invoice in the amount of $20,234.36 submitted by Sumner Engineering & Consulting, Inc. Staff is aware of the work currently being done by Sumner Engineering & Consulting, Inc. and is in agreement with this request.

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Amount Paid	Remaining Balance
					$325,840.00
Nov-23	1	Nov-23		$22,808.80	$303,031.20
Jan-24	2	Jan-24		$35,842.40	$267,188.80
Feb-24	3	Feb-24		$9,775.20	$257,413.60
Mar-24	4	Mar-24		$13,033.60	$244,380.00
Apr-24	5	Apr-24		$16,292.00	$228,088.00
May-24	6	May-24		$14,662.80	$213,425.20
Aug-24	7	Aug-24		$9,775.20	$203,650.00
Sep-24	8	Sep-24		$21,179.60	$182,470.40
Dec-24	9	Dec-24		$65,168.00	$117,302.40
Mar-25	10	Mar-25		$39,100.80	$78,201.60
Apr-25	11	Apr-25		$22,808.80	$55,392.80
May-25	12	May-25		$19,550.40	$35,842.40
Jun-25	13	Jun-25		$13,033.60	$22,808.80
Sep-25	14	Sep-25		$13,033.60	$9,775.20
Oct-25	15	Oct-25		$6,516.80	$3,258.40
Dec-25	16	Dec-25		$3,258.40	$0.00
Jan-26	Change Order		$292,700.00		$292,700.00
Feb-26	17	Feb-26		$13,986.00	$278,714.00
Apr-26	18	Apr-26		$5,994.00	$272,720.00
May-26	19	May-26		$4,621.83	$268,098.17
Jun-26	20	Jun-26		$5,340.57	$262,757.60
Jul-26	21	Jul-26		$4,200.00	$258,557.60
Aug-26	22		$20,234.36		$238,323.24

Staff recommends approval of this invoice in the amount of $20,234.36 to Sumner Engineering & Consulting, Inc.

Sumner Engineering & Consulting, Inc.
410 NW 2nd Street
Okeechobee, FL 34972 US
+18636349474
jeff@sumnerengineering.com

INVOICE

BILL TO
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, FL 34974

INVOICE # 1876
DATE 08/08/2026
DUE DATE 08/08/2026
TERMS Due on receipt

Invoice No. 1876
SW 5th Avenue Vacuum Sewer Project (SEC Proj. No. 20-10)
OUA Purchase Order No. 11129 / 11633 / 12732

DATE	ACCOUNT SUMMARY	AMOUNT
07/14/2026	Balance Forward	4,200.00
	Other payments and credits after 07/14/2026 through 08/07/2026	-4,200.00
08/08/2026	Other invoices from this date	0.00
	New charges (details below)	20,234.36
	Total Amount Due	20,234.36

Task	Contract Amount	Percent Complete	Amount Complete	Previously Billed	Invoice Amount
B1 – Design and Permitting (PO 11129)	$198,500	93%	$184,605.00	$184,605.00	**$0.00**
D1 – VSS Design & Permitting (PO 11633)	$325,840	100%	$325,840.00	$325,840.00	**$0.00**
B2 – Bidding Services Phase 1 (PO 12732)	$22,200	100%	$22,200.00	$22,200.00	**$0.00**
C – Construction Administration Services Phase 1 (PO 12732)	$270,500	Time & Expense (See below)	$32,176.76	$11,942.40	**$20,234.36**
				TOTAL:	**$20,234.36**

DATE	ACTIVITY	QTY	RATE	AMOUNT
07/13/2026	**Principal Engineer 24** Design check (Pizza Hut area)	2:00	210.00	420.00
07/13/2026	**Hours - Field Inspector:Hours - Field Inspector**	2:30	110.00	275.00

07/14/2026	**Principal Engineer 24** Design check, inspector meeting, call with CHA	2:00	210.00	420.00
07/14/2026	**Hours - Field Inspector:Hours - Field Inspector**	4:00	110.00	440.00
07/15/2026	**Hours - Field Inspector:Hours - Field Inspector**	4:00	110.00	440.00
07/16/2026	**Principal Engineer 24** Submittal processing	3:00	210.00	630.00
07/16/2026	**Hours - Field Inspector:Hours - Field Inspector**	4:00	110.00	440.00
07/17/2026	**Hours - Field Inspector:Hours - Field Inspector**	3:00	110.00	330.00
07/19/2026	**Principal Engineer 24** Submittal responses	3:00	210.00	630.00
07/20/2026	**Principal Engineer 24** Submittal and RFI response	1:00	210.00	210.00
07/20/2026	**Hours - Field Inspector:Hours - Field Inspector**	3:00	110.00	330.00
07/23/2026	**Hours - Field Inspector:Hours - Field Inspector**	2:30	110.00	275.00
07/24/2026	**Principal Engineer 24** Submittal coordination	1:00	210.00	210.00
07/24/2026	**Hours - Field Inspector:Hours - Field Inspector**	2:00	110.00	220.00
07/27/2026	**Principal Engineer 24** CHA coordination	1:00	210.00	210.00
07/27/2026	**Hours - Field Inspector:Hours - Field Inspector**	2:00	110.00	220.00
07/28/2026	**Hours - Field Inspector:Hours - Field Inspector**	2:00	110.00	220.00
07/29/2026	**Principal Engineer 24** Submittal coordination	1:00	210.00	210.00
07/29/2026	**Hours - Field Inspector:Hours - Field Inspector**	2:00	110.00	220.00
07/30/2026	**Hours - Field Inspector:Hours - Field Inspector**	2:00	110.00	220.00
07/31/2026	**Hours - Field Inspector:Hours - Field Inspector**	3:00	110.00	330.00
08/03/2026	**Principal Engineer 24** Submittal coordination	2:00	210.00	420.00
08/03/2026	**Hours - Field Inspector:Hours - Field Inspector**	2:00	110.00	220.00
08/04/2026	SW 5th Ave SDC (CHA plus 10% markup per contract, see attached)			11,184.36
08/04/2026	**Principal Engineer 24** Submittal coordination and pay app review	2:00	210.00	420.00
08/04/2026	**Hours - Field Inspector:Hours - Field Inspector**	2:00	110.00	220.00
08/05/2026	**Hours - Field Inspector:Hours - Field Inspector**	2:00	110.00	220.00
08/06/2026	**Hours - Field Inspector:Hours - Field Inspector**	2:00	110.00	220.00
08/07/2026	**Hours - Field Inspector:Hours - Field Inspector**	2:00	110.00	220.00
08/08/2026	**Principal Engineer 24** Finalize pay app 2 review	1:00	210.00	210.00

TOTAL OF NEW CHARGES	20,234.36
BALANCE DUE	**$20,234.36**

Total Purchase Order Amount: $817,040.00
Total Billed to Date: $564,821.76
Total Billed this Invoice: $ 20,234.36

For services rendered from July 12 – August 8, 2026.

Sumner Engineering & Consulting Inc.
410 NW 2nd Street
Okeechobee, FL 34972

August 4, 2026
Project No: 081579.000
Invoice No: 81579-19

Project 081579.000 SW 5th Ave Project Area-Vacuum System

Professional Services from May 30, 2026 to July 31, 2026

Phase 0001000 Design Services

Contract Amount	260,763.00			
Percent Complete	100.00	Total Earned	260,763.00	
		Previous Fee Billing	260,763.00	
		Current Fee Billing	0.00	
		Contract Amount		**0.00**

Phase 0002000 Bidding Services

Contract Amount	14,299.00			
Percent Complete	100.00	Total Earned	14,299.00	
		Previous Fee Billing	14,299.00	
		Current Fee Billing	0.00	
		Contract Amount		**0.00**

Phase 0003000 Engineering Serv. During Construction

Professional Personnel

		Hours	Rate	Amount
Belmonte Sese, Andres	7/14/2026	2.00	149.24	298.48
Belmonte Sese, Andres	7/15/2026	1.00	149.24	149.24
Belmonte Sese, Andres	7/21/2026	1.00	149.24	149.24
Bortz, Stephanie	6/3/2026	1.00	205.73	205.73
282-005.03 Project Coordination and Procore-RFI Review				
Bortz, Stephanie	6/23/2026	1.00	205.73	205.73
285-005.03 Progress Meeting and Discussion with SECI				

Bortz, Stephanie	7/6/2026	2.00	205.73	411.46
282-005.03 Project Shop Drawing Coordination, Project Management, CAD Release to Survey				
Bortz, Stephanie	7/7/2026	1.00	205.73	205.73
SW 5 Ave Shop Drawing Review				
Bortz, Stephanie	7/13/2026	1.00	205.73	205.73
282-005.03 Review of Starbucks Construction & Coordination with Staff				
Bortz, Stephanie	7/20/2026	1.00	205.73	205.73
282-005.03 Starbucks Conflict Coordination				
Bortz, Stephanie	7/21/2026	.50	205.73	102.87
282-005.03 Starbucks Conflict discussion with the OUA				
Bortz, Stephanie	7/28/2026	.50	205.73	102.87
282-005.03 Project Review Meeting				
Crick, Jeff	6/3/2026	.50	158.94	79.47
Review structural discrepanciy in tank pit slab thickness. Comment and retrun information.				
Kaminski, Hunter	6/2/2026	1.00	110.08	110.08
Project coordination.				
Kaminski, Hunter	6/18/2026	3.00	110.08	330.24
Working on providing updated specs and drawings.				
Kaminski, Hunter	6/19/2026	1.00	110.08	110.08
Working on providing updated specs and drawings.				
Kaminski, Hunter	7/16/2026	.50	110.08	55.04
Revising bid set.				
Kaminski, Hunter	7/17/2026	.50	110.08	55.04
QA/QC of revised bid set.				
Kaminski, Hunter	7/21/2026	1.50	110.08	165.12
Project coordination.				
Mock, Ashlyn	6/2/2026	2.50	104.44	261.10
RFI Coordination and Response				
Mock, Ashlyn	6/3/2026	1.50	104.44	156.66
RFI Coordination				
Mock, Ashlyn	6/9/2026	1.00	104.44	104.44
RFI and Submittal Review				
Mock, Ashlyn	6/23/2026	1.00	104.44	104.44
Monthly Meeting				
Mock, Ashlyn	6/25/2026	1.00	104.44	104.44
Shop Drawing Review				
Mock, Ashlyn	6/26/2026	1.00	104.44	104.44
Shop Drawing Review				
Mock, Ashlyn	6/30/2026	1.00	104.44	104.44
Shop Drawing Submittal Review				
Mock, Ashlyn	7/7/2026	2.00	104.44	208.88
Shop Drawing Review				
Mock, Ashlyn	7/8/2026	1.00	104.44	104.44
Shop Drawing Review				

Mock, Ashlyn	7/9/2026	3.50	104.44	365.54	
Shop Drawing Review and Project Coordination					
Mock, Ashlyn	7/10/2026	4.00	104.44	417.76	
Shop Drawing Review					
Mock, Ashlyn	7/13/2026	4.00	104.44	417.76	
Shop Drawing Review					
Mock, Ashlyn	7/17/2026	4.00	104.44	417.76	
Shop Drawing Review and Project Coordination					
Mock, Ashlyn	7/20/2026	2.50	104.44	261.10	
Shop Drawing Review					
Mock, Ashlyn	7/24/2026	.50	104.44	52.22	
Shop Drawing Review					
Mock, Ashlyn	7/28/2026	2.00	104.44	208.88	
Progress Meeting and Meeting Notes					
Mock, Ashlyn	7/31/2026	3.75	104.44	391.65	
Shop Drawing Submittal Review					
Young, Christopher	7/15/2026	2.00	115.75	231.50	
081579.000 Update details, add piping schedule, update border and index to drawings					
Young, Christopher	7/16/2026	3.00	115.75	347.25	
081579.000 Update details, add piping schedule, update border and index to drawings					
Hernandez, Ubaldo	7/14/2026	4.00	145.95	583.80	
Submittal #16204T-1 Generator Electrial review					
Hernandez, Ubaldo	7/15/2026	4.00	145.95	583.80	
Submittal #16204T-1 Generator Electrial review					
Alfonso, Adrian	7/10/2026	1.00	179.55	179.55	
Shop drawing review 07600-1 -1 Wood trusses					
Fernandez Suarez, Nicolas	7/8/2026	4.00	133.99	535.96	
Review shop drawing 07600-1 -1 Wood trusses					
Totals		74.25		9,395.69	
Total Labor					**9,395.69**

Reimbursable Expenses

Direct Miscellaneous-Permit Document		771.91		
Total Reimbursables	**1.0 times**	**771.91**	**771.91**	

Billing Limits	**Current**	**Prior**	**To-Date**
Total Billings	10,167.60	279,156.42	289,324.02
Limit			391,362.00
Remaining			102,037.98

Total this Invoice **$10,167.60**

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 13

AUGUST 18, 2026

CONSENT AGENDA

INVOICE FROM SUMNER ENGINEERING & CONSULTING, INC. – SWSA SEPTIC TO SEWER CONNECTIONS - PHASE I LOTS (J THROUGH AA)

Please find attached the invoice in the amount of $14,980.00 submitted by Sumner Engineering & Consulting, Inc. Staff is aware of the work currently being done by Sumner Engineering & Consulting, Inc. and is in agreement with this request.

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Amount Paid	Remaining Balance
					$104,400.00
Jun-26	1	Jun-26		$32,725.00	$71,675.00
Jul-26	2	Jul-26		$14,435.00	$57,240.00
Aug-26	3		$15,980.00		$41,260.00

Staff recommends approval of this invoice in the amount of $15,980.00 to Sumner Engineering & Consulting, Inc.

Sumner Engineering & Consulting, Inc.
410 NW 2nd Street
Okeechobee, FL 34972 US
+18636349474
jeff@sumnerengineering.com

INVOICE

BILL TO
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, FL 34974

INVOICE # 1879
DATE 08/08/2026
DUE DATE 08/08/2026
TERMS Due on receipt

Invoice No. 1879
SWSA Septic to Sewer Connections
Lot Groups J through AA Lot Sketches (SEC Proj. No. 25-14)

OUA Purchase Order No. 12876

DATE	ACCOUNT SUMMARY	AMOUNT
07/11/2026	Balance Forward	14,435.00
	Other payments and credits after 07/11/2026 through 08/07/2026	-14,435.00
08/08/2026	Other invoices from this date	0.00
	New charges (details below)	15,980.00
	Total Amount Due	15,980.00

Task	Contract Amount	Percent Complete	Amount Complete	Previously Billed	Invoice Amount
D – Groups J, T and U	$12,950	T&M (See below)	$7,475.00	7,475.00	**$0.00**
E – Groups Z and AA	$15,200	T&M (See below)	$8,380.00	7,575.00	**$805.00**
F – Group Y	$10,975	T&M (See below)	$7,085.00	7,085.00	**$0.00**
G – Groups Q, R and S	$14,625	T&M (See below)	$7,430.00	7,430.00	**$0.00**
H – Groups W and X	$13,800	T&M (See below)	$8,995.00	8,995.00	**$0.00**
I – Group V	$7,875	T&M (See below)	$7,130.00	5,065.00	**$2,065.00**
J – Groups K, L and P	$14,350	T&M (See below)	$6,245.00	3,535.00	**$2,710.00**
K – Groups M, N and O	$14,625	T&M (See below)	$10,400.00	0.00	**$10,400.00**
				TOTAL:	**$15,980.00**

DATE	ACTIVITY	QTY	RATE	AMOUNT
	25-14 - SWSA Septic to Sewer Connections:25-14.Task E - Groups Z and AA			
07/12/2026	**Principal Engineer 25**	1:00	250.00	250.00
07/13/2026	**Principal Engineer 25**	2:00	250.00	500.00
07/14/2026	**Designer / Technician**	0:30	110.00	55.00
	SUBTOTAL - 25-14 - SWSA Septic to Sewer Connections:25-14.Task E - Groups Z and AA			805.00
	25-14 - SWSA Septic to Sewer Connections:25-14.Task I - Group V			
07/14/2026	**Principal Engineer 25**	2:00	250.00	500.00
07/15/2026	**Principal Engineer 25**	3:00	250.00	750.00
07/16/2026	**Designer / Technician**	0:30	110.00	55.00
07/17/2026	**Designer / Technician**	3:00	110.00	330.00
07/21/2026	**Principal Engineer 25**	1:30	250.00	375.00
07/22/2026	**Designer / Technician**	0:30	110.00	55.00
	SUBTOTAL - 25-14 - SWSA Septic to Sewer Connections:25-14.Task I - Group V			2,065.00
	25-14 - SWSA Septic to Sewer Connections:25-14.Task J - Groups K, L and P			
07/15/2026	**Hours - Field Inspector:Hours - Field Inspector**	1:00	110.00	110.00
07/16/2026	**Hours - Field Inspector:Hours - Field Inspector**	2:00	110.00	220.00
07/17/2026	**Principal Engineer 25**	4:00	250.00	1,000.00
07/17/2026	**Hours - Field Inspector:Hours - Field Inspector**	3:00	110.00	330.00
07/17/2026	**Designer / Technician**	5:00	110.00	550.00
07/23/2026	**Principal Engineer 25**	2:00	250.00	500.00
	SUBTOTAL - 25-14 - SWSA Septic to Sewer Connections:25-14.Task J - Groups K, L and P			2,710.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
	25-14 - SWSA Septic to Sewer Connections:25-14.Task K - Groups M, N and O			
07/13/2026	**Principal Engineer 25**	2:00	250.00	500.00
07/13/2026	**Designer / Technician**	5:00	110.00	550.00
07/14/2026	**Principal Engineer 25**	2:00	250.00	500.00
07/14/2026	**Designer / Technician**	5:00	110.00	550.00
07/15/2026	**Principal Engineer 25**	3:00	250.00	750.00
07/15/2026	**Designer / Technician**	9:00	110.00	990.00
07/16/2026	**Principal Engineer 25**	3:00	250.00	750.00
07/16/2026	**Designer / Technician**	8:30	110.00	935.00
07/20/2026	**Hours - Field Inspector:Hours - Field Inspector**	1:00	110.00	110.00
07/20/2026	**Designer / Technician**	2:00	110.00	220.00
07/21/2026	**Principal Engineer 25**	2:00	250.00	500.00
07/22/2026	**Principal Engineer 25**	2:00	250.00	500.00
07/22/2026	**Designer / Technician**	0:30	110.00	55.00
07/23/2026	**Hours - Field Inspector:Hours - Field Inspector**	2:30	110.00	275.00
07/23/2026	**Designer / Technician**	5:00	110.00	550.00
07/24/2026	**Hours - Field Inspector:Hours - Field Inspector**	1:00	110.00	110.00
07/24/2026	**Designer / Technician**	2:00	110.00	220.00
07/27/2026	**Hours - Field Inspector:Hours - Field Inspector**	3:00	110.00	330.00
07/27/2026	**Designer / Technician**	5:00	110.00	550.00
07/29/2026	**Principal Engineer 25**	1:00	250.00	250.00
07/31/2026	**Principal Engineer 25**	2:00	250.00	500.00
07/31/2026	**Designer / Technician**	1:00	110.00	110.00
08/03/2026	**Designer / Technician**	1:00	110.00	110.00
08/04/2026	**Principal Engineer 25**	1:30	250.00	375.00
08/05/2026	**Hours - Field Inspector:Hours - Field Inspector**	1:00	110.00	110.00
	SUBTOTAL - 25-14 - SWSA Septic to Sewer Connections:25-14.Task K - Groups M, N and O			10,400.00

TOTAL OF NEW CHARGES	15,980.00
BALANCE DUE	**$15,980.00**

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 14

AUGUST 18, 2026

CONSENT AGENDA

INVOICE FROM NASON YEAGER GERSON HARRIS & FUMERO, P.A. – LEGAL SERVICES

Please find attached invoice in the amount of $8,200.00 submitted by Nason Yeager Gerson Harris & Fumero, P.A. for legal services. Staff is aware of the work currently being done by Nason Yeager Gerson Harris & Fumero, P.A. and is in agreement with this request.

Staff recommends approval of this invoice in the amount of $8,200.00 to Nason Yeager Gerson Harris & Fumero, P.A.

Nason Yeager
GERSON HARRIS & FUMERO, P.A.
ATTORNEYS AT LAW | Est. 1960

3001 PGA Boulevard, Suite 305
Palm Beach Gardens, Florida 33410
Phone No.: (561) 686-3307
Fax: (561) 686-5442
Federal Tax ID: 59-1280063

Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, FL 34974

Invoice No.	506279
Invoice Date:	August 13, 2026
Client ID:	17894
Matter ID:	34709
Billing Attorney:	JJF

Current Time and Disbursements:		5,700.00
Previous Balance:		0.00
Total Amount:		**5,700.00**
Amount Remitted:	$	____________
Retainer:		2,500.00
Total Now Due:		**8,200.00**

Nason Yeager
GERSON HARRIS & FUMERO, P.A.
ATTORNEYS AT LAW | Est. 1960

3001 PGA Boulevard, Suite 305
Palm Beach Gardens, Florida 33410
Phone No.: (561) 686-3307
Fax: (561) 686-5442
Federal Tax ID: 59-1280063

Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, FL 34974

Billing Attorney JJF
Invoice No. 506279
Invoice Date August 13, 2026

Client ID: 17894 Matter ID: 34709
RE: LEGAL SERVICES REPRESENTATION

FOR PROFESSIONAL SERVICES RENDERED THROUGH July 31, 2026

Date	Professional	Narrative	Hours	Rate	Amount
06/03/26	SLC	Multiple Exchange of correspondence with Tammie discussing automobile and other minor modifications to Executive Director agreement.	0.20	300.00	60.00
06/03/26	SLC	Receipt and review of correspondence from Finance Director providing letter from auditor requesting confirmation of no pending legal action.	0.20	300.00	60.00
06/12/26	SLC	Preparation of correspondence to board reminding them of Form 1 disclosure.	0.20	300.00	60.00
06/12/26	SLC	Receipt and review of correspondence from Tabitha to Greg confirming final version of Executive Director Agreement will be sent to board.	0.10	300.00	30.00
07/01/26	SLC	Receipt and review of correspondence from Greg Kennedy approving final form of Executive Director employment agreement. Receipt and review of correspondence from Tabitha to Greg discussing final approval.	0.30	300.00	90.00
07/10/26	SLC	Receipt and review of correspondence from Executive Director providing edits from County to Fire Station donation agreement. Review and analyze edits.	0.50	300.00	150.00
07/15/26	SLC	Exchange of correspondence with Executive Director acknowledging receipt of his follow-up to fire station donation agreement and providing approval of same.	0.20	300.00	60.00
07/15/26	SLC	Exchange of correspondence with Executive Director discussion easement assignment from Racetrac to PSC to OUA.	0.20	300.00	60.00
07/15/26	SLC	Preparation of correspondence to PSO counsel following up on RaceTrac easement assignment.	0.10	300.00	30.00
07/17/26	SLC	Receipt and review of correspondence from admin providing agenda for next meeting. Review and analyze agenda.	0.50	300.00	150.00

Date	Professional	Narrative	Hours	Rate	Amount
07/17/26	SLC	Exchange of correspondence with Lakefront Estates counsel acknowledging receipt of markups to user agreement.	0.20	300.00	60.00
07/17/26	SLC	Review and analyze markups to Lakefront Estates user agreement and MOU received from opposing counsel. Preparation breakdown of legal and financial exposure. Preparation of correspondence to Executive Directors and Finance Director providing breakdown and requesting review and comment.	1.10	300.00	330.00
07/20/26	SLC	Receipt and review of correspondence from Finance Director providing Sabuda notice of voluntary dismissal.	0.20	300.00	60.00
07/20/26	SLC	Receipt and review of revised agenda packet from Michelle.	0.10	300.00	30.00
07/21/26	SLC	Preparation of correspondence to Greg providing background documents for RaceTrac to PSO assignment of easement discussion.	0.30	300.00	90.00
07/21/26	SLC	Participation in board meeting, including travel time.	5.90	300.00	1,770.00
07/22/26	SLC	Review and analyze staff purchasing manual. Preparation of correspondence to Finance Director providing edits and recommendations.	1.40	300.00	420.00
07/22/26	SLC	Exchange of correspondence with staff confirming that final executed version of Executive Director employment agreement should be obtained directly from signatories.	0.20	300.00	60.00
07/23/26	SLC	Legal review of Desai/FDOT Grant matter, including legal research.	1.60	300.00	480.00
07/23/26	SLC	Preparation of exclusive access easement from County to OUA in connection with fire station donation.	0.90	300.00	270.00
07/23/26	SLC	Receipt and review of correspondence from Finance Director advising staff is prepared to discuss Lakefront Estate User Agreement edits.	0.10	300.00	30.00
07/24/26	SLC	Preparation of correspondence to Executive Director and Finance Director acknowledging receipt of request to review correspondence from FDOT grant processing discussing Desai situation.	0.20	300.00	60.00
07/27/26	SLC	Receipt and review of correspondence from Finance Director and Executive Director, each providing markups to Lakefront Estates user agreement.	0.20	300.00	60.00
07/28/26	SLC	Telephone call with Executive Director to discuss fire station documents and PSO assignment of easement.	0.20	300.00	60.00

Date	Professional	Narrative	Hours	Rate	Amount
07/28/26	SLC	Receipt and review of correspondence from PSO counsel providing updated easements and including comments regarding approval by lender and RaceTrac.	0.20	300.00	60.00
07/28/26	SLC	Receipt and review of correspondence from Executive Director inquiring as to possibility of easement from County to OUA for utilities.	0.10	300.00	30.00
07/28/26	SLC	Preparation of correspondence to incoming Executive Director providing follow-up provided by PSO re: easements.	0.10	300.00	30.00
07/28/26	SLC	Exchange of correspondence with Executive Director further discussing fire station easement.	0.20	300.00	60.00
07/29/26	SLC	Review and analyze PSO assignment of easement.	0.80	300.00	240.00
07/29/26	SLC	PSO and RaceTrac easements - telephone call with Greg Kennedy and John Hayford to discuss assignment of RaceTrac easement. Additional review and analysis post-call. Revise PSO-OUA easement to remove references to reserved capacity in RaceTrac easement.	2.50	300.00	750.00
		Total Fees:			**5,700.00**
		TOTAL FEES AND DISBURSEMENTS:		**$**	**5,700.00**
		Previous Balance:		**$**	**0.00**

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 15

AUGUST 18, 2026

CONSENT AGENDA

INVOICE FROM CONELY AND CONELY, P.A. – LEGAL SERVICES

Please find attached invoice in the amount of $2,500.00 submitted by Conely and Conely, P.A. for legal services. Staff is aware of the work currently being done Conely and Conely, P.A. and is in agreement with this request.

Staff recommends approval of this invoice in the amount of $2,500.00 to Conely and Conely P.A.

STATEMENT

CONELY & CONELY, P. A.

POST OFFICE DRAWER 1367, OKEECHOBEE, FL 34973-1367
401 N. W. SIXTH STREET, OKEECHOBEE, FL 34972-2518

T.W. CONELY, JR. 1892-1969
TOM W. CONELY, III
DEBORAH M. HOOKER

TELEPHONE - (863) 763-3825
FACSIMILE - (863) 763-6856

August 3, 2026

Okeechobee Utility Authority
Attn: Accounts Payable
100 SW 5th Avenue
Okeechobee, FL 34974

Invoice #11022 - In Reference To: July 2026

	Professional Services:		
		Hours	Amount
7/01/2026	Monthly Retainer		$2,500.00
	Total hours and amount due	.00	$-0-
	Total for professional services rendered and retainer		$2,500.00
	Previous balance		$2,568.75
7/30/2026	Payment - Thank you. Check No. 36636		($2,568.75)
	BALANCE DUE		**$2,500.00**

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 16

AUGUST 18, 2026

CONSENT AGENDA

INVOICE FROM THORN RUN PARTNERS

Please see attached the Thorn Run Partners monthly invoice.

Staff recommends approval of the monthly invoice from Thorn Run Partners in the amount of $3,500.00.

INVOICE

Thorn Run Partners LLC
100 M St SE Ste 750
Washington, DC 20003-3798

trpadmin@thornrun.com
+1 (202) 641-0044
https://www.thornrun.com

Bill to
Okeechobee Utility
100 S.W. 5th Avenue
Okeechobee, FL 34974

Invoice details
Invoice no.: 26-002112
Terms: Net 30
Invoice date: 08/07/2026
Due date: 09/06/2026

For month: August 2026
Service: Government Relations Services

Product or service	Description
Services	August 2026

Total	**$3,500.00**

Ways to pay

BANK

Note to customer

We accept ACH or Wire payment.
For information email trpadmin@thornrun.com
Checks are payable to:
Thorn Run Partners, LLC
Please include the invoice number with your payment.

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 17

AUGUST 18, 2026

CONSENT AGENDA

INVOICE FROM MACVICAR CONSULTING, INC.

Please see attached the MacVicar Consulting Inc. invoice.

Staff recommends approval of the monthly invoice from MacVicar Consulting Inc. in the amount of $250.00.

Information from MacVicar

We have represented a group we call the Lakeside Communities on issues related to the management of Lake Okeechobee. Others in the group include the Cities of Okeechobee, Clewiston and Moore Haven along with Hendry and Glades County. All pay the same monthly fee. It has been an effective vehicle to allow Bill Baker and me to participate in the numerous agency discussions related to the Lake. It started with the development of the current LOSOM schedule for the Lake. Once the schedule was approved the Corps immediately deviated from it in order to lower the lake to try to improve the habitat. That contributed to the very low level we have in the lake today. Lake management is a constant challenge, both in real time operations and in planning for the next schedule and I don’t see that changing.

MACVICAR CONSULTING, INC.
4524 Gun Club Road, Suite 201
West Palm Beach, FL 33415-2815

Invoice

Okeechobee Utility Authority
Attn:John Hayford, Exec Director
100 SW 5th Avenue
Okeechobee, FL 34974
PO No:12037

DATE	INVOICE #
8/3/2026	202608010

PROJECT
540.01-LOSOM Support

DESCRIPTION	AMOUNT
Support for the month of July 2026	250.00
Total	**$250.00**

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 18

AUGUST 18, 2026

CONSENT AGENDA

OPERATIONS DIRECTOR MONTHLY REPORT

Site Visits 7/23/2026 thru 8/13/2026

SWTP:	General Maintenance/ Normal Operations Spray pump for effluent repaired and back in service Altitude valve being repaired at Treasure Island Water Tower Kevin out on medical leave
Maintenance:	General Maintenance Normal operations: leaks, complaints, new services New water main extensions in Basswood New sewer by-pass installed at NW-15 lift station
WWTP:	General Maintenance / Normal Operations 1-Trainee passed Operator exam for license WWTP Cat generator repaired

*The above Operations Director report is presented for informational purposes. If there are any questions, I would be happy to answer them.

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 19

AUGUST 18, 2026

MEETING MINUTES

Attached are copies of the minutes from the meeting held on July 21, 2026.

Unless the Board determines a correction is required to the minutes, Staff recommends the approval of the meeting minutes from July 21, 2026 as presented.

OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES
Tuesday, July 21, 2026 8:00 A.M.
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida

Chairperson Gilliland called the meeting to order at 8:00 A.M.

Chairperson Gilliland led all participating attendees and visitors in the Pledge of Allegiance.

Chairperson Gilliland addressed Agenda Item No. 1 and determined the voting members. The following Okeechobee Utility Authority Board Members were present:

Board Members:	**Alternates:**	**Absent:**
John Gilliland*	Melanie Anderson	Steve Hargraves
Harry Moldenhauer*	Jamie Gamiotea	
Steven Nelson*	Glenn Sneider**	
Tabitha Trent		

*Voting Board Members
**Voting in Steve Hargrave's absence

OUA Members:

John Hayford	Lauriston Hamilton	Steve Conteaguero
Greg Kennedy	Jamie Mullis	Michelle Willoughby

Chairperson Gilliland addressed Agenda Item No. 2 'Agenda Additions and Deletions' Executive Director Hayford discussed that there were two additions to the agenda. Item No. 2A. 'Invoices from Craig A. Smith and Associates, LLC – NE 16th Avenue Water Main Improvements' and Item No. 2B. 'Invoice from CHA Consulting Inc. – SWTP Ozone System Upgrades' **Motion by Tabitha Trent to approve the Addition of Agenda Item No. 2A Invoices from Craig A. Smith and Associates, LLC – NE 16th Avenue Water Main Improvements and Agenda Item No. 2B. Invoice from CHA Consulting Inc. – SWTP Ozone System Upgrades. Second by Steven Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Gilliland addressed Agenda Item No. 2A. 'Invoices from Craig A. Smith and Associates, LLC – NE 16th Avenue Water Main Improvements' Executive Director Hayford discussed that Craig A. Smith and Associates, LLC had submitted a late invoice; therefore, it did not make the board package before it was distributed. There was a brief discussion. **Motion by Steven Nelson to approve the invoices from Craig A. Smith and Associates, LLC – NE 16th Avenue Water Main Improvements in the amounts of $486.24 and $13,040.24. Second by Tabitha Trent. Vote unanimous (5-0), motion carried.**

Chairperson Gilliland addressed Agenda Item No. 2B. 'Invoice from CHA Consulting Inc – SWTP Ozone System Upgrades' Executive Director Hayford discussed that CHA Consulting Inc, LLC had submitted a late invoice; therefore, it did not make the board package before it was distributed. There was a brief discussion. **Motion by Tabitha Trent to approve the invoice from CHA Consulting, Inc. in the amount of $5,784.00.' Second by Steven Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Gilliland addressed Agenda Item No. 3 'Operations of the Okeechobee Utility Authority'
Motion by Steven Nelson to open the Public Hearing at 8:03 A.M. Second by Harry Moldenhauer. Vote unanimous (5-0), motion carried.
Presentation of the General Policy and Procedures of the Okeechobee Utility Authority, Resolution 26-03 by Executive Director Hayford. Executive Director Hayford discussed the proposed changes to the resolution.
Chairperson Gilliland called for comments from the Public. There were none.
Chairperson Gilliland called for comments from the Board. There were none.
Motion by Steven Nelson to close the Public Hearing at 8:05 A.M. Second by Harry Moldenhauer. Vote unanimous (5-0).
Motion by Tabitha Trent adopt Resolution 26-03 as presented. Second by Steven Nelson. Vote unanimous (5-0), motion carried.

Chairperson Gilliland addressed Agenda Item No. 4 'Consent Agenda' Board Member Moldenhauer requests to pull Consent Agenda Item #23. **Motion by Tabitha Trent to approve the Consent Agenda items 5-22 as presented:**

Consent Agenda Item No. 5	**'Invoice from Kimley-Horn and Associates, Inc. Treasure Island Septic to Sewer Project in the amount of $52,056.60'**
Consent Agenda Item No. 6	**'Invoice from Marmer Construction, Inc. – SW 5th Avenue Vacuum Sewer Project Phase I in the amount of 197,148.23'**
Consent Agenda Item No. 7	**'Invoices from CHA Solutions – Pine Ridge Park Expansion Project in the amounts of $3,059.50 and$1,309.92'**
Consent Agenda Item No. 8	**'Invoice from PRP Construction, LLC – Mallard Landing Gravity Sewer Expansion in the amount of $106,470.00'**
Consent Agenda Item No. 9	**'Invoice from Holtz Consulting Engineers, Inc. - Mallard Landing Gravity Sewer Expansion in the amount of $595.00'**
Consent Agenda Item No. 10	**'Invoice from Holtz Consulting Engineers, Inc. – State Road 78 Water Main Phase III in the amount of $17,862.00'**
Consent Agenda Item No. 11	**'Invoice grom Holtz Consulting Engineers, Inc. – SR 78 Water Main Improvements Phase III – Booster Pump Station in the amount of $16,963.50'**
Consent Agenda Item No. 12	**'Invoice from Sumner Engineering & Consulting, Inc. – NW 15 Rehabilitation in the amount of $8,436.11'**
Consent Agenda Item No. 13	**'Invoice from Sumner Engineering & Consulting, Inc. – SW 5th Avenue Vacuum Sewer Phase I in the amount of $4,200.00'**
Consent Agenda Item No. 14	**'Invoice from Sumner Engineering & Consulting, Inc. – SW 5th Avenue Facilities Plan and SRF Application in the amount of $6,950.00'**
Consent Agenda Item No. 15	**'Invoice from Sumner Engineering & Consulting, Inc. – SWSA Septic to Sewer Connections Phase III Lots (Groups D, E and F) in the amount of $995.00'**
Consent Agenda Item No. 16	**'Invoice from Sumner Engineering & Consulting, Inc. – SWSA Septic to Sewer Connections Phase III Lots (Groups J through AA) in the amount of $14,435.00'**
Consent Agenda Item No. 17	**'Invoice from Nowlen, Holt & Miner, P.A. in the amount of $12,500.00'**

Consent Agenda Item No. 18 'Invoice from Nason Yeager Harris & Fumero, P.A. – Legal Services in the amount of $11,380.00'
Consent Agenda Item No. 19 'Invoice form Conely and Conely, P.A. – Legal Services in the amount of $2,568.75'
Consent Agenda Item No. 20 'Invoice from Thorn Run Partners in the amount of $3,500'
Consent Agenda Item No. 21 'Invoice from MacVicar in the amount of $250.00'
Consent Agenda Item No. 22 'Surplus Items'
Second by Steve Nelson. Vote unanimous (5-0), motion carried.

Chairperson Nelson addressed Consent Agenda Item No. 23 'Operations Director Monthly Report' Board Member Moldenhauer asks about the GWTP being put online and how it affects the hardness and water quality of the system. Assistant Executive Director Kennedy discussed the water demand on the OUA water system is approximately 3.5mgd. He further explains that the GWTP is producing less than one million gallons per day and that is being combined with that of the SWTP. There was a brief discussion. **Motion by Harry Moldenhauer to approve Consent Agenda Item No. 23 'Operations Director Monthly Report'. Second by Steven Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Gilliland addressed Agenda Item No. 24 'Meeting Minutes from June 16, 2026' Motion by Steven Nelson to approve the meeting minutes from June 16, 2026 as presented. Second by Harry Moldenhauer. Vote unanimous (5-0), motion carried.

Chairperson Gilliland addressed Agenda Item No. 25 'Public Comments' There were none.

Chairperson Gilliland addressed Agenda Item No. 26 'Customer – D. Desai' Executive Director Hayford discussed that Mr. Desai (2028 SW 21st St) is present to request that the Board pay the grant funds for onsite sewer connections directly to him as he has hired a contractor himself to complete the onsite work. Executive Director Hayford discussed that letters were mailed to the property owners outlining the options available to connect the home to the collection system out at the street. Option 1 is that the owner can do the work and obtain the necessary Health and Building Department permits. This option would be at the Owner's expense. Option 2 is that the property owner can contract out the work. Either the Owner or contractor will be required to obtain the necessary Health and Building Department permits. This option would be at the Owner's expense. Option 3 is that the OUA will put out bids for contractors to do all of the onsite work. The OUA will obtain the Building Department permit and conduct the Health Department inspections. The property owner would be responsible for all costs over the grant amount maximum cap of $3,600.00. Executive Director Hayford discussed that Mr. Desai wanted to move forward with the septic tank removal right away rather than wait for the OUA bidding process to take place. The March 3, 2026, letter was clear in that he could move forward with the first two options and with the letter stating that the property Owner would be responsible for the costs. Executive Director Hayford discussed that the grant money is not available to him since he took it upon himself to have the work done and that the OUA (Grantee) could not verify or certify to the Grantor that the work was done. Mr. Desai addressed the board. There was a brief discussion. Board Member Trent asked staff to research the requirements for the grant before a decision is made. This item was tabled and will be brought back at the next Board Meeting.

Chairperson Gilliland addressed Agenda Item No. 27 'Finance Report' Finance Director Hamilton reviewed the Finance Report for period ending June 30, 2026. **Motion by Tabitha Trent to approve the Finance Report as presented. Second by Steven Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Gilliand addressed Agenda Item No. 28 'FY27 Preliminary Budget Review' Finance Director Hamilton presented a review of the amendments to the FY27 Preliminary Budget. This item is for informational purposes only.

Chairperson Gilliland advised that Agenda Item No. 36 would be moved up after Agenda Item 28.

Chairperson Gilliand addressed Agenda Item No. 36 'Okeechobee County Fire Station Real Property Donation Agreement' Attorney Conteaguero reviewed the Real Property Donation Agreement Notice of Reverter and General Warranty Deed for the property at 875 Highway 78 West that is being donated to Okeechobee County for the purpose of constructing Fire Station No. 5. There was a brief discussion. **Motion by Glenn Sneider to authorize the OUA Board Chairperson to execute and the OUA Attorney to approve the Real Property Donation Agreement, authorize the OUA Board Chairperson to sign the General Warranty Deed and Notice of Right of Reverter, authorize staff to record all final and executed documents with the Okeechobee County Clerk of Courts. Second by Harry Moldenhauer. Vote unanimous (5-0), motion carried.**

Chairperson Gilliand addressed Agenda Item No. 29 'Cemetery Road Wastewater Treatment Facility (CRWWTF) Sand and Grit Removal Grant, SG087 and Contract' Executive Director Hayford discussed the Florida Department of Environmental Protection's (DEP) Springs and Watershed Restoration Program offers a grant for the removal of accumulated sand and grit from domestic wastewater treatment systems. The CRWWTF East Oxidation Ditch Aerator was assessed by SediVision on January 8, 2026. The assessment estimated that 109.8 cubic yards of accumulated materials were present. Executive Director Hayford discussed that staff received a cost estimate of $80,600.00 from US Submergent to remove the sand and grit. Executive Director Hayford discussed that staff applied to DEP for grant reimbursement of the estimated $80,600.00 through the Sand and Grit Removal Grand Program. The grant was approved for up to $80,600.00 in funding reimbursement. There was a brief discussion. **Motion by Steven Nelson to accept DEP Sand and Grit Removal Grant SG087 from DEP and authorize the Chairperson to sign Grant Agreement. Second by Tabitha Trent. Vote unanimous (5-0), motion carried.**

Motion by Steven Nelson to accept the Cost Estimate from US Submergent in the amount of $80,600.00. Second by Tabitha Trent. Vote unanimous (5-0), motion carried.

Chairperson Gilliand addressed Agenda Item No. 30 'SWSA Project 2 – Septic to Sewer Connections Y, Q, R and S' Executive Director Hayford discussed that on June 25th, bids were received and opened for three (Y, Q, R and S) groups within VPS #5. Executive Director discussed the grant coverage for each of the groups. There was a brief discussion. **Motion by Steven Nelson to accept Meeks Plumbing Inc as the low bidder for VPS #5 Group Y (39 connections) for the sum of $129,548.16 and to issue a Notice of Award. Second by Tabitha Trent. Vote unanimous (5-0), motion carried.**

Motion by Tabitha Trent to accept Meeks Plumbing Inc as the low bidder for VPS #5 Group Q (17 connections) for the sum of $66,667.50 and to issue a Notice of Award. Second by Steven Nelson. Vote unanimous (5-0), motion carried.

Motion by Steven Nelson to accept Meeks Plumbing Inc as the low bidder for VPS #5 Group R (17 connections) for the sum of $68,257.00 and to issue a Notice of Award. Second by Glenn Sneider. Vote unanimous (5-0), motion carried.

Motion by Tabitha Trent to accept Meeks Plumbing Inc as the low bidder for VPS #5 Group S (18 connections) for the sum of $69,271.50 and to issue a Notice of Award. Second by Steven Nelson. Vote unanimous (5-0), motion carried.

Motion by Glenn Sneider to approve staff to issue the appropriate paperwork to Meeks Plumbing Inc. once they have submitted all necessary documents. Second by Steven Nelson. Vote unanimous (5-0), motion carried.

Chairperson Gilliand addressed Agenda Item No. 31 'Main Office Emergency AC Repair' Executive Director Hayford discussed that the air conditioners at the main office were scheduled for annual maintenance on July 8th. It was determined that the first units was low on freon and the second unit had a bad blower motor. Both units were the oldest of the four installed units. The remaining two units were put on a lower temperature, and fans were utilized to try and make the office space livable on Thursday. Executive Director Hayford discussed that staff made the determination to get quotes to replace both units. Staff reviewed the quotes that were received with the board. Executive Director Hayford discussed that while Miller has a slightly lower price, the lower SEER2 value and lower time for parts warranty made the Pollitt price ($493.00) a better value. Executive Director Hayford discussed that both units were replaced and installed on July 13th. There was a brief discussion. **Motion by Steven Nelson to approve the purchase and installation of two 5-ton AC units for the main office from Michael Pollitt, Inc. for $17,900.00. Second by Tabitha Trent. Vote unanimous (5-0), motion carried.**

Chairperson Gilliand addressed Agenda Item No. 32 'SWSA Project 2 Air Terminals' Executive Director Hayford discussed that with the SWSA Project 2 going from the construction phase to the operational phase, the internal components of a vacuum pit (controller & valve) will need to be installed when individual homes are connected. The vacuum pits are installed in the road right-of-way and are usually near drainage swales or ditches which fill up with water during inclement weather. Submerged vacuum pits will leak over time and the submerged controllers will fail to work. Executive Director Hayford discussed that the long-term solution is to install the controllers up in the air terminals. During construction, the piping was installed should moving the controller become necessary after construction. Executive Director Hayford discussed that staff is requesting to install the controllers in the air terminal so as to save time and money (controller repair) later when the vacuum pits flood. Executive Director Hayford reviewed the proposal from Flovac Americas to install up to 221 controllers in the SWSA Project 2 area. There was a brief discussion. **Motion by Tabitha Trent to approve the installation of the vacuum pit controllers in the air terminals for the SWSA Project 2 Vacuum Collection System for a cost of $84,865.55. Vote unanimous (5-0), motion carried.**

Chairperson Gilliand addressed Agenda Item No. 33 'Lift Station & Manhole Rehabilitation' Operations Director Mullis discussed that in the FY26 Budget there is funding for 4 Lift Station and 16 Manhole Rehabilitations. At this type staff is only requesting funding approval for the 4 Lift Stations and 7 of the 16 manhole rehabilitations. Operations Director Mullis reviewed the quotes received from companies that specialize in these types of rehabilitation. The lowest bid for the Lift Station & Manhole Rehabilitation is Maxx Environmental, LLC for a total of $ 177,793.00. There was a brief discussion. **Motion by Tabitha Trent to accept the lowest bid from Maxx Environmental, LLC for a total of $ 177,793.00. Second by Steven Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Gilliand addressed Agenda Item No. 34 'SW 5th Avenue Septic to Sewer' Executive Director Hayford discussed that staff and the project engineer attempted apply for the late summer SRF selection process, but there was too much to be accomplished in too little time. The application process has now been shifted to meet the November selection process. Jeff Sumner, Project Engineer was present to discuss the updated schedule to meet the SRF timeline. This item is for informational purposes only.

Steve Contteguero out at 9:35 AM

Chairperson Gilliand addressed Agenda Item No.35 '2027 RIF Commerce Department Grant Application' Executive Director Hayford discussed on July 13, 2026, the OUA submitted a 2027 Rural Infrastructure Fund grant application for the State Road 70 West Water Main Improvement Project. *Steve Contteguero in at 9:37 AM*. The application was prepared to support the installation of a 16-inch water main to serve two planned industrial parks along State Road 70. Executive Director Hayford discussed that in addition to these two industrial parks, there are plans for a possible ±700-unit residential complex to be constructed at SW 48th Avenue and SR 70W. OUA staff has proposed a meeting with the different development teams to discuss how they can contribute to the 16-inch water main project as well as a 12-inch water main as needed based upon the demands of all three projects. This item is for informational purposes only.

Agenda Item No. 36 was presented after Agenda item No. 28

Chairperson Gilliand addressed Agenda Item No. 37 'Health Care Costs' Executive Director Hayford discussed that in early Board meetings the employee health insurance cost was going up 11.5% for FY27. *Melanie out at 9:40 A.M.* It was discussed that in the current employment market, attracting new hires and/or the retention of existing employees requires an approach of financial finesse. Executive Director Hayford reviewed the FY26 plan costs and OUA contribution to the employee. Executive Director Hayford discussed that staff is recommending a change to the OUA Monthly Contribution was adjusted to minimize the monthly increase to the Monthly Employee Premium cost. There was a brief discussion. **Motion by Glenn Sneider to approve the proposed FY27 OUA Monthly Contribution increase as presented. Second by Steven Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Gilliand addressed Agenda Item No. 38 'Executive Director Employment Contract' Attorney Conteaguero discussed that at the prior month's board meeting the Executive Director Employment Contract was discussed and modifications were made by the OUA Board. The contract was updated on June 29, 2026 and presented to Greg Kennedy on June 30, 2026. There was a brief discussion. **Motion by Steven Nelson to approve the Executive Director Employment Contract and authorize the Chairman to execute the agreement. Second by Glenn Sneider. Vote unanimous (5-0), motion carried.**

Executive Director Hayford discussed that following the approval of the contract by the OUA Board of Directors, the Board would need to establish an effective commencement date of the agreement. There was a brief discussion. **Motion by Steven Nelson to appoint Greg Kennedy as Executive Director with an effective date of July 31, 2026. Second by Glenn Sneider. Vote unanimous (5-0), motion carried.**

Executive Director Hayford discussed that the Executive Director is appointed to the OUA Pension Board and the Okeechobee County Economic Development Corporation (OCEDC) Board of Directors to represent the OUA. There was a brief discussion. **Motion by Glenn Sneider to appoint Greg Kennedy to the OUA Pension Board and the OCEDC Board of Directors. Second by Steven Nelson. Vote unanimous (5-0), motion carried.**

Chairperson Gilliland addressed Agenda Item No. 39 'Attorney' Attorney Conteaguero discussed the Lakefront Estate User Agreement.

Chairperson Gilliland addressed Agenda Item No. 40 'Executive Director' Executive Director Hayford gave an update on current projects.

Chairperson Gilliland addressed Agenda Item No. 41 'Items from the Board' There were none.

There being no other business, meeting adjourned at 10:00 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 video recording of this meeting is on file in the Executive Director's office.

______________________________	______________________________
Chairperson	Executive Director (Secretary)

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 20

AUGUST 18, 2026

PUBLIC COMMENTS

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 21

AUGUST 18, 2026

CUSTOMER – D. DESAI

On July 21, 2026, Mr. Dharmesh Desai appeared before the OUA Board requesting that OUA utilize EPA Section 319(h) grant funds administered through FDEP to reimburse his out-of-pocket expense for septic tank abandonment at his property located at 2028 SW 21st Street, Okeechobee, as part of the Southwest Service Area (SWSA) Septic to Sewer Project.

BACKGROUND

In connection with the SWSA Septic to Sewer Project, OUA identified three options by which a property owner could accomplish connection of a residential structure to the centralized sewer collection system:

> Option 1 – Owner to Perform Work: The property owner performs all work and obtains the required Building and Health Department permits. All costs are the owner's responsibility.
>
> Option 2 – Owner to Contract Work: The property owner engages a licensed contractor to perform all or part of the work. Either the owner or the contractor obtains the required Building and Health Department permits. All costs are the owner's responsibility.
>
> Option 3 – OUA to Bid and Manage Work: OUA publicly bids the work, selects the lowest responsive bidder, obtains the Building Department permit, and conducts and certifies all required inspections. Grant funds are available to pay eligible project costs under this option, subject to the maximum grant amount of $3,600.00 established by the OUA Board at its April 2026 meeting. Project costs at or below $3,600.00 are paid in full by the grant; costs exceeding $3,600.00 are the property owner's responsibility above that amount.

Mr. Desai elected Option 2. He hired a contractor who performed septic tank abandonment work at the property. That work was not performed pursuant to an agreement with OUA, was not inspected or certified by OUA, and was not coordinated through the OUA-administered bidding process. The March 3, 2026, letter sent to Mr. Desai expressly stated that work performed under Options 1 or 2 would be at the owner's expense.

Most importantly, the property at 2028 SW 21st Street has not been connected to the centralized sewer collection system. The septic tank abandonment was performed independently as a discrete private construction project. No sewer connection has been made. The work for which Mr. Desai seeks reimbursement did not result in a completed septic-to-sewer connection under the SWSA Project.

GRANT ELIGIBILITY CONSIDERATIONS

Following the July 21, 2026, Board meeting, OUA staff consulted with FDEP grant staff regarding whether Options 1 or 2 could be accommodated within the EPA 319(h) grant framework. FDEP confirmed that Option 1 reimbursements are not permissible because grant reimbursement requires a licensed contractor to perform the work and submit invoices to OUA. FDEP indicated that Option 2 reimbursements are technically possible but would require, for each participating property: homeowner-to-contractor invoices containing specific language confirming connection to central sewer; proof of homeowner payment to the contractor; proof of OUA reimbursement to the homeowner; and a copy of every contract between the homeowner and contractor. FDEP further noted that the match verification process would be substantially more complex under Option 2, and that Option 3 represents the cleanest and most administratively manageable path for reimbursement, document management, and match allocation. With approximately 518 homes in the service area, administering individual Option 2 reimbursements at scale would impose significant administrative burden on OUA and create material risk of grant noncompliance.

LEGAL GUIDANCE

At the direction of the OUA Board following the July 21, 2026, meeting, Board Attorney Stephen Conteaguero reviewed the matter. Attorney Conteaguero advised that OUA has the authority to decline the reimbursement request when, in the Board's judgment, denial is in the best interest of the OUA customer base as a whole.

STAFF RECOMMENDATION

Staff recommends that the OUA Board deny Mr. Desai's reimbursement request for the following reasons:

1. The property at 2028 SW 21st Street has not been connected to the centralized sewer collection system. The grant program exists to fund completed septic-to-sewer connections. No such connection has been made.
2. The septic tank abandonment was performed outside the OUA-administered project, without an OUA agreement, OUA inspection, or OUA certification. The work does not constitute a completed deliverable under the SWSA Septic to Sewer Project.
3. Mr. Desai was advised in the March 3, 2026, correspondence that work performed under Options 1 or 2 would be at his expense. He elected Option 2 with knowledge of that condition.
4. Granting the request would set a precedent that OUA cannot equitably apply to similarly situated property owners, would impose significant administrative burden on OUA in administering individual reimbursements across the service area, and creates material risk of grant noncompliance under the EPA 319(h) framework.

RECOMMENDED MOTION

Staff recommends that the OUA Board deny Mr. Desai's request for reimbursement of expenses associated with septic tank abandonment and related work at 2028 SW 21st Street. The property has not been connected to the centralized sewer collection system, and the expenses were incurred outside the OUA-administered Southwest Service Area Septic to Sewer Project, without an OUA agreement, OUA inspection, or OUA certification of the work.

OKEEHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 22

AUGUST 18, 2026

FINANCE REPORT

At the end of July 2026, YTD revenue was $12,446,060 compared to budget of $12,111,711 resulting in the achievement of 102.8% of budget or a favorable variance of $334,349.

A comparison between current YTD achievements and prior year's result at July 2025 shows:

a) YTD water & sewer (2026) revenue yield a 108.2% and 109.1% growth over prior YTD result (June 2025).
b) Prior year's amount of other revenue in the sum of $1,241,954 was due to the large signup by sewer customer before the expiration of 75% discount fee on installation charges.

YTD operating expenses at the end of July 2026 stood at $8,274,354 compared with a YTD budget of $9,396,753 yielding a positive variance of $1,122,398 or 11.9%. Subsequent to last month's report, work has begun on the two main areas accounting for the difference in variance: (a) Water Master Plan RFP – budgeted at $300,000 and (b) Ground Water online operation – budgeted at $177,000.

Restricted revenue generated $2,196,653 compared to a YTD budget of $504,648 which resulted in a variance of $1,692,005 which is mainly due to capital connection charge revenue on water and sewer: Lakefront Estates, SFWMD and S. Holding LLC.

Non-operating expenses which is comprised of depreciation and loan interest expenses were $2,886,997 compared to YTD budget of $2,770,089.

<u>Balance Sheet</u>
Pages 13 & 14 report the Authority's balance sheet for the period. While there is no financial ratio exposure/challenge observed from staff review, a positive highlight as stated at last month's budget review, is that the total current asset of $21,564,653 can cover 100% of total liability (including long-term loan) of $21,019,438.

<u>Number of Accounts – 07.31.26</u>

At July 31, 2026, the number of customers served by the Authority was:

Water	-	10,345
Sewer	-	4,876

After review and discussion, the Board is asked to move a motion accepting July's Finance Report.

Okeechobee Utility Authority

Finance Report

Fiscal Year 2026

As of The Period Ending July 31, 2026

OKEECHOBEE UTILITY AUTHORITY

TABLE OF CONTENTS

Okeechobee Utility Authority
Executive Summary
Prepared by Finance Director

OKEECHOBEE UTILITY AUTHORITY
FINANCIAL SUMMARY COMPARISON

	Operating Revenues				Operating Expenses				Restricted Revenues				
	Actual YTD FY25	Actual YTD FY26	Budget YTD FY26	% Variance (FY 26 vs Bud. FY26)	Actual YTD FY25	Actual YTD FY26	Budget YTD FY26	% Variance (FY26 vs Bud FY26)	Actual YTD FY 25	Actual YTD FY 26	Budget YTD FY26	% Variance (FY 26 vs Bud FY 26)	Cumulative YTD Restricted Budget Variance
Oct-25	1,055,766	1,105,934	1,171,003	-5.6%	701,456	847,120	747,810	-13.3%	53,124	63,181	50,465	25.2%	12,716
Nov-25	2,181,922	2,267,995	2,355,235	-3.7%	1,482,624	1,574,920	1,656,361	4.9%	113,231	189,022	100,930	87.3%	88,092
Dec-25	3,735,245	3,546,970	3,505,819	1.2%	2,336,647	2,415,349	2,627,313	8.1%	821,785	332,792	151,394	119.8%	181,398
Jan-26	4,986,951	4,780,355	4,772,831	0.2%	3,120,490	3,239,806	3,512,316	7.8%	861,752	839,016	201,859	315.6%	637,157
Feb-26	6,146,606	6,083,941	6,032,291	0.9%	3,927,631	4,022,170	4,416,034	8.9%	901,278	1,012,271	252,324	301.2%	759,947
Mar-26	7,459,616	7,545,117	7,260,818	3.9%	4,589,315	4,751,215	5,395,084	11.9%	1,144,279	1,300,274	302,789	329.4%	997,485
Apr-26	8,898,778	8,868,755	8,519,538	4.1%	5,366,347	5,678,203	6,299,522	9.9%	1,639,195	1,885,374	353,253	433.7%	1,532,121
May-26	10,096,800	9,752,145	9,752,143	0.0%	6,378,552	6,510,800	7,371,850	11.7%	1,750,429	1,967,930	403,718	387.5%	1,564,212
Jun-26	11,216,312	11,134,773	10,922,256	1.9%	7,322,471	7,330,643	8,418,656	12.9%	1,823,639	1,967,930	454,183	333.3%	1,513,747
Jul-26	12,427,335	12,446,060	12,111,708	2.8%	8,106,408	8,274,354	9,396,753	11.9%	1,922,657	2,196,653	504,648	335.3%	1,692,005
Aug-26													
Sep-26													

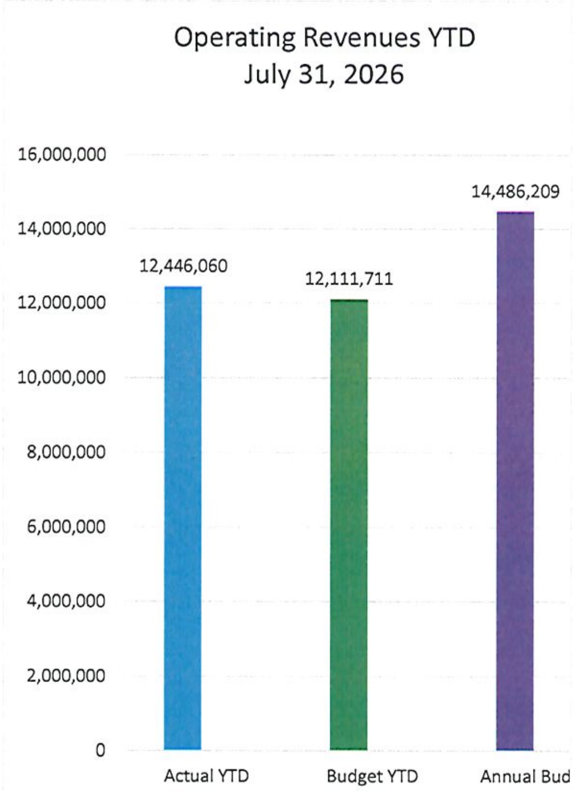
Respectfully,

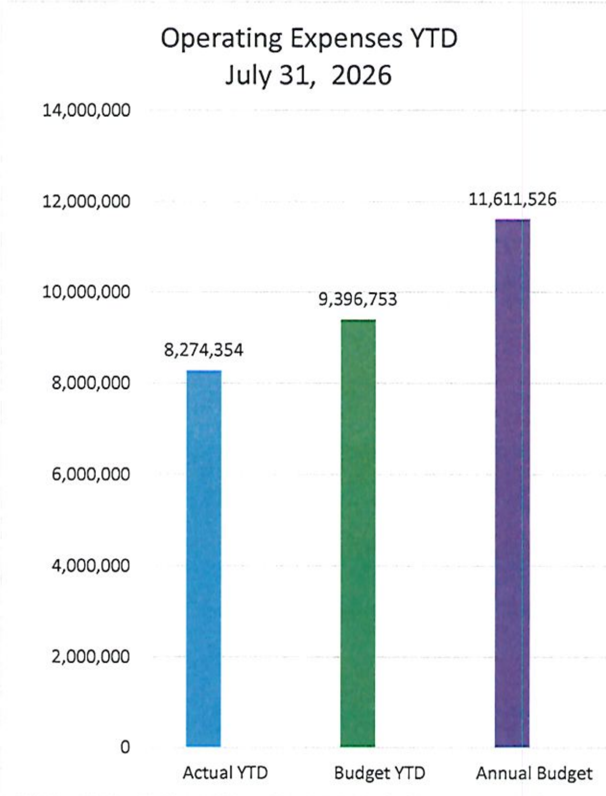
Lauriston Hamilton

Okeechobee Utility Authority
FY 2026 Finance Report for July 31, 2026
The Period Ending

OPERATING REVENUE FUND	Actual YTD	Budget YTD	Current YTD $ Variance	Current YTD % Variance	Jul-25 Actual
OPERATING REVENUE:					
Water	$ 7,550,004	$ 7,313,372	$ 236,632	3.2%	6,979,406
Sewer	$ 4,588,104	4,494,086	94,018	2.1%	4,205,975
Other Operating Revenue (see detail on page 16)	$ 307,952	304,253	3,699	1.2%	1,241,954
Total Operating Revenue Received	$ 12,446,060	$ 12,111,711	$ 334,349	2.8%	12,427,335
OPERATING EXPENSES:					
Water	$ 1,881,269	$ 2,056,893	$ 175,624	8.5%	1,814,915
Wastewater	$ 1,189,735	$ 1,408,293	218,557	15.5%	1,292,470
Meter Readers	$ 324,988	$ 336,308	11,320	3.4%	279,283
Maintenance	$ 2,450,548	$ 2,625,294	174,746	6.7%	2,413,797
Administration Operating	$ 1,501,609	$ 1,615,331	113,723	7.0%	1,455,087
General & Admin.	$ 926,206	$ 1,233,245	307,039	24.9%	850,857
Contingency Expense	$ -	$ 121,389	121,389	100.0%	0
Total Operating Expenses Paid (3) (4) (5) (6)	$ 8,274,354	$ 9,396,753	$ 1,122,398	11.9%	8,106,409
Net Operating Income	$ 4,171,706	$ 2,714,958	$ 1,456,747	53.7%	4,320,926
RESTRICTED REVENUE FUNDS					
RESTRICTED REVENUE FUNDS RECEIVED:					
Fire Hydrant Fund Fee	$ 174,896	$ 89,017	$ 85,880	96.5%	89,651
Water CC Fees (infill)	$ 1,186,086	39,813	1,146,273	2879.2%	180,129
WW CC Fees (infill)	$ 478,752	67,813	410,938	606.0%	1,289,677
Operating Account Interest	$ 269,228	239,519	29,708	12.4%	270,001
Payroll Account Interest	$ 3,574	3,868	(294)	-7.6%	4,376
Restricted Interest Income	$ 84,117	64,618	19,500	30.2%	88,821
TOTAL RESTRICTED REVENUE (1) (2)	$ 2,196,653	$ 504,648	$ 1,692,005	335.3%	1,922,655
NON-OPERATING EXPENSES:					
Debt service interest expense	$253,581	$251,778	(1,803)	-0.7%	411,300
Non-cash depreciation & amortization	$2,633,415	$2,518,311	(115,105)	-4.6%	2,469,485
Non-Operating Expenses	$2,886,997	$2,770,089	(116,907)	-5.3%	2,880,785
NET REVENUE BEFORE ITEMS BELOW	$ 3,481,362	$ 449,517	$ 3,031,846	674.5%	3,362,796

NOTES: Above Revenue and Expense does not include the following:	Actual YTD	Annual Budget	Variance
(1) Grant funds & state appropriations of:	$1,501,341	$10,945,116	
(2) Contributed capital of:	$169,960	$0	
(3) Debt service principal payments of:	$1,085,008	$2,182,993	
(4) Net Construction In Progress (CIP) Expenditures of:	$4,720,888	$11,548,847	


Operating Revenues YTD
July 31, 2026
16,000,000
14,000,000
12,000,000
10,000,000
8,000,000
6,000,000
4,000,000
2,000,000
0
12,446,060
12,111,711
14,486,209
Actual YTD
Budget YTD
Annual Bud

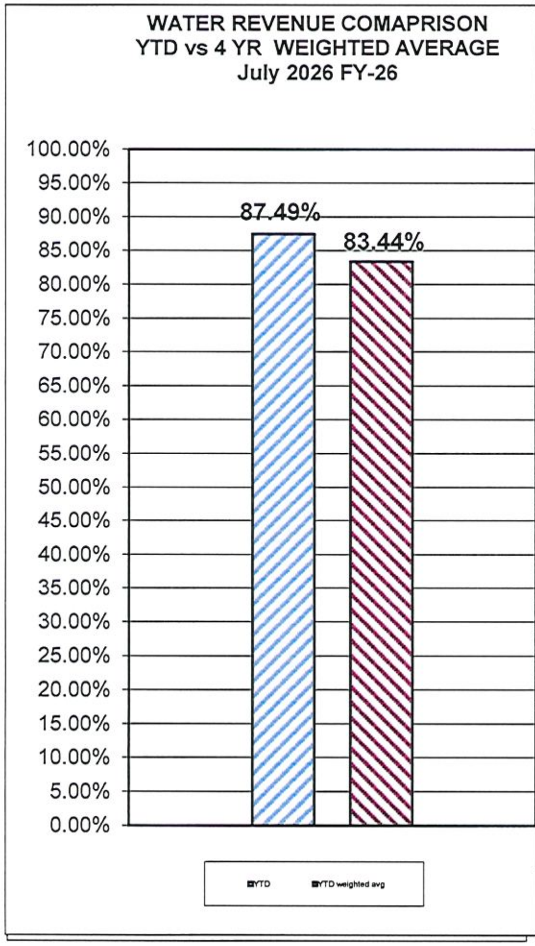

Operating Expenses YTD
July 31, 2026
14,000,000
12,000,000
10,000,000
8,000,000
6,000,000
4,000,000
2,000,000
0
8,274,354
9,396,753
11,611,526
Actual YTD
Budget YTD
Annual Budget

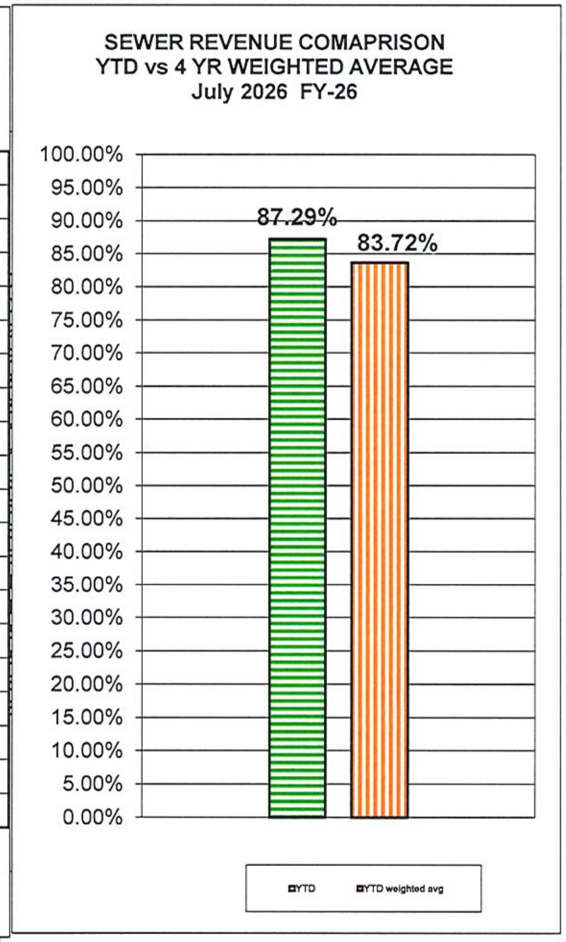
Current FY-26 Water and Sewer Utility Revenue
Monthly & YTD Revenue and Difference from 4Yr Weighted Average (in $)

WATER UTILITY REVENUE:							
		Period	YTD		Monthly $ Difference From 4 Year Weighted Average of	% Current YTD Budget Water Revenue	4 Yr Weighted Average %
				$	7,398,385	$8,629,877	
Oct.	$	667,715	667,715	$	77,653	7.74%	7.99%
Nov.	$	689,906	1,357,621	$	65,570	15.73%	16.43%
Dec.	$	757,942	2,115,563	$	185,716	24.51%	24.15%
Jan.	$	722,696	2,838,259	$	79,928	32.89%	32.85%
Feb.	$	759,146	3,597,405	$	112,176	41.69%	41.60%
Mar.	$	762,393	4,359,798	$	142,578	50.52%	49.98%
Apr.	$	753,034	5,112,832	$	111,100	59.25%	58.65%
May	$	911,224	6,024,056	$	275,191	69.80%	67.25%
Jun.	$	754,290	6,778,346	$	158,331	78.55%	75.30%
Jul.	$	771,658	7,550,004	$	167,685	87.49%	83.44%
Aug.	$	-	-	$	-	0.00%	0.00%
Sep.	$	-	-	$	-	0.00%	100.00%

SEWER UTILITY REVENUE:								
						Monthly $ Difference From 4 Year Weighted Average of	% Current YTD To Budgeted Sewer Revenue	
					$	4,515,449	$5,256,134	
Oct.	$	408,018	$	408,018	$	48,755	7.76%	7.96%
Nov.	$	426,258	$	834,276	$	42,577	15.87%	16.46%
Dec.	$	455,937	$	1,290,213	$	101,255	24.55%	24.31%
Jan.	$	441,772	$	1,731,985	$	42,505	32.95%	33.16%
Feb.	$	468,584	$	2,200,569	$	61,757	41.87%	42.18%
Mar.	$	469,171	$	2,669,740	$	77,543	50.79%	50.86%
Apr.	$	474,968	$	3,144,708	$	84,019	59.83%	59.51%
May	$	510,325	$	3,655,033	$	134,592	69.54%	67.82%
Jun.	$	417,790	$	4,072,823	$	59,098	77.49%	75.76%
Jul.	$	515,281	$	4,588,104	$	155,433	87.29%	83.72%
Aug.	$	-		-	$	-	0.00%	0.00%
Sep.	$	-		-	$	-	0.00%	100.00%

WATER AND SEWER REVENUE COMPARISON
YEAR TO DATE vs 4 YEAR WEIGHTED AVERAGE YEAR TO DATE





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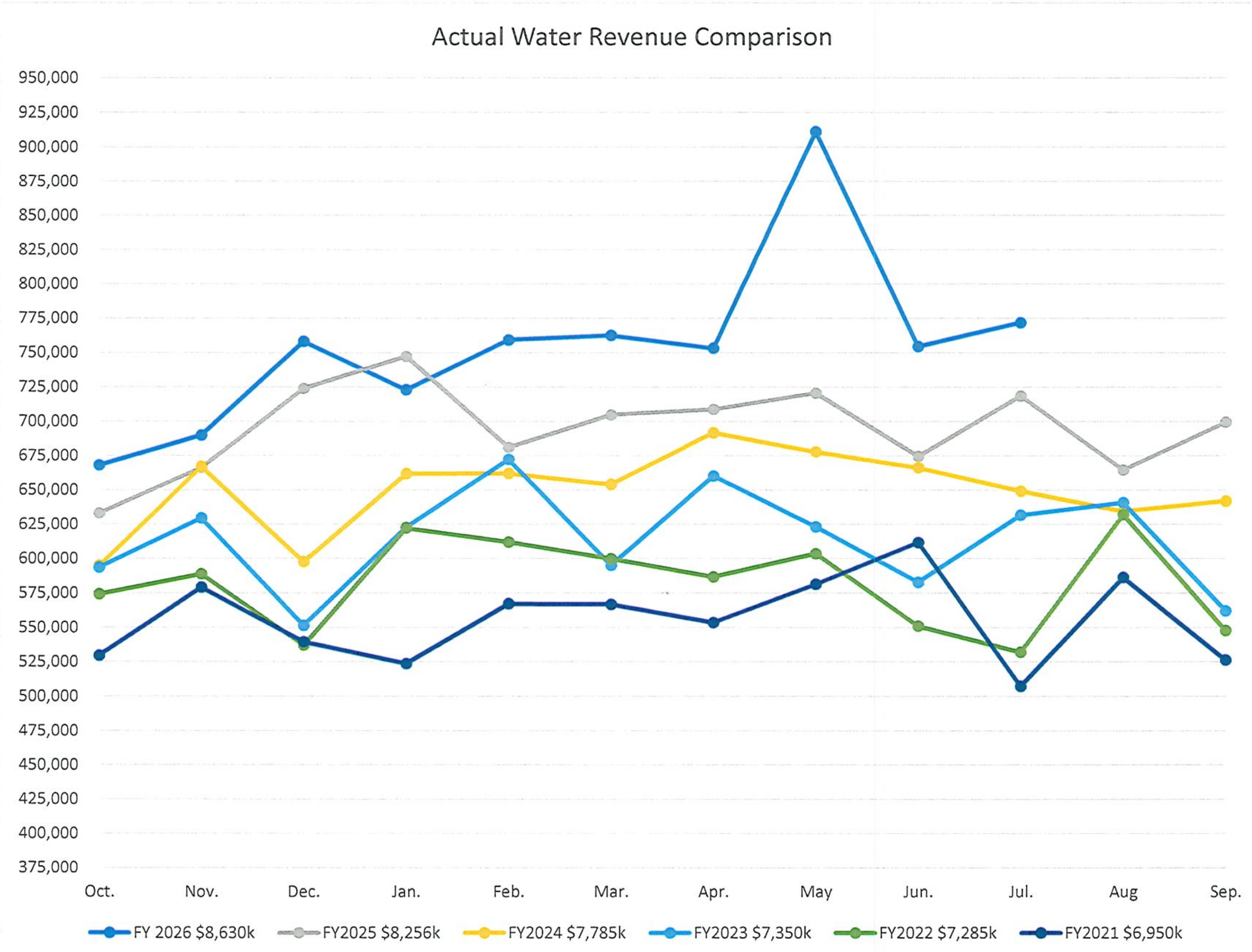
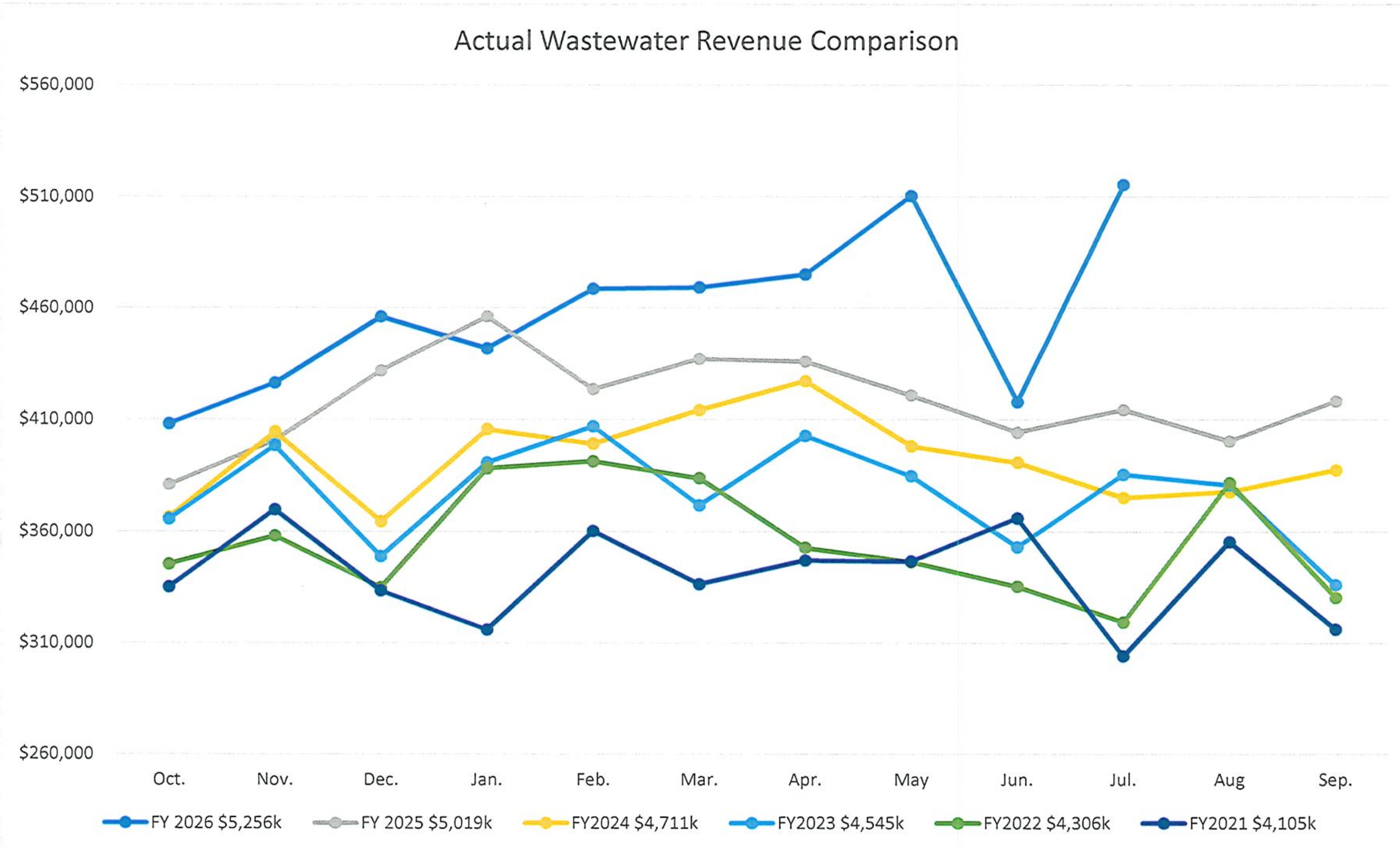

Actual Water Revenue Comparison
950,000
925,000
900,000
875,000
850,000
825,000
800,000
775,000
750,000
725,000
700,000
675,000
650,000
625,000
600,000
575,000
550,000
525,000
500,000
475,000
450,000
425,000
400,000
375,000
Oct.
Nov.
Dec.
Jan.
Feb.
Mar.
Apr.
May
Jun.
Jul.
Aug
Sep.
FY 2026 $8,630k
FY2025 $8,256k
FY2024 $7,785k
FY2023 $7,350k
FY2022 $7,285k
FY2021 $6,950k


Actual Wastewater Revenue Comparison
$560,000
$510,000
$460,000
$410,000
$360,000
$310,000
$260,000
Oct.
Nov.
Dec.
Jan.
Feb.
Mar.
Apr.
May
Jun.
Jul.
Aug
Sep.
FY 2026 $5,256k
FY 2025 $5,019k
FY2024 $4,711k
FY2023 $4,545k
FY2022 $4,306k
FY2021 $4,105k

Current FY-26 Operating & Non-Operating Expenses,
Monthly & YTD Expense and Difference from 4Yr Weighted Average (in $)

OPERATING EXPENSES:	Period	YTD	$ Difference For the Month From 4 Year Weighted Avg of $ 7,068,674	% Current YTD To Budgeted Operating Exp. $11,611,526	4 Yr Weighted Average
Oct.	$ 767,120	$ 767,120	$ 315,644	6.61%	5.89%
Nov.	$ 807,800	$ 1,574,920	$ 283,170	13.56%	13.68%
Dec.	$ 840,429	$ 2,415,349	$ 156,565	20.80%	22.33%
Jan.	$ 824,457	$ 3,239,806	$ 291,731	27.90%	29.76%
Feb.	$ 782,364	$ 4,022,170	$ 239,183	34.64%	37.60%
Mar.	$ 729,045	$ 4,751,215	$ 92,288	40.92%	46.51%
Apr.	$ 926,988	$ 5,678,203	$ 390,537	48.90%	54.23%
May	$ 832,597	$ 6,510,800	$ 223,977	56.07%	63.30%
Jun.	$ 819,843	$ 7,330,643	$ 209,481	63.13%	72.33%
Jul.	$ 943,711	$ 8,274,354	$ 310,952	71.26%	80.55%
Aug.	$ -	$ -	$ -	0.00%	0.00%
Sept.	$ -	$ -	$ -	0.00%	100.00%

NON-OPERATING EXPENSES:	Period	YTD	$ Difference For the Month From 4 Year Weighted Avg of $ 3,064,030	% Current YTD To Budgeted Non-Oper. Exp. $3,324,107	4 Yr Weighted Average
Oct.	$ 279,848	$ 279,848	$ 27,308	8.42%	8.19%
Nov.	$ 279,847	$ 559,695	$ 29,587	16.84%	16.40%
Dec.	$ 279,263	$ 838,958	$ 29,003	25.24%	24.60%
Jan.	$ 279,652	$ 1,118,610	$ 29,516	33.65%	32.81%
Feb.	$ 279,653	$ 1,398,263	$ 28,558	42.06%	41.02%
Mar.	$ 281,300	$ 1,679,563	$ 28,043	50.53%	49.81%
Apr.	$ 279,652	$ 1,959,215	$ 30,707	58.94%	57.96%
May	$ 278,703	$ 2,237,918	$ 28,162	67.32%	66.16%
Jun.	$ 334,870	$ 2,572,788	$ 84,743	77.40%	74.37%
Jul.	$ 314,209	$ 2,886,997	$ 63,625	86.85%	82.58%
Aug.	$ -	$ -		0.00%	
Sept.	$ -	$ -		0.00%	100.00%

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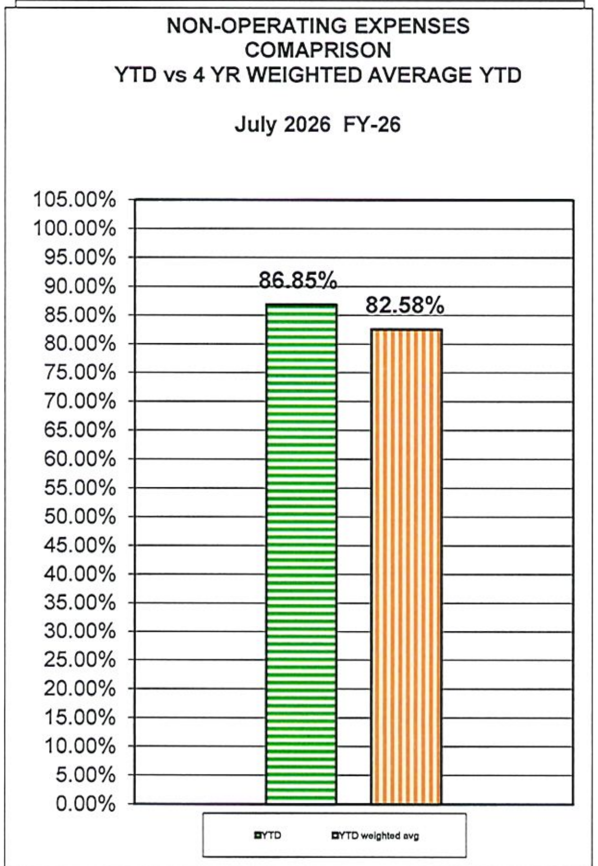

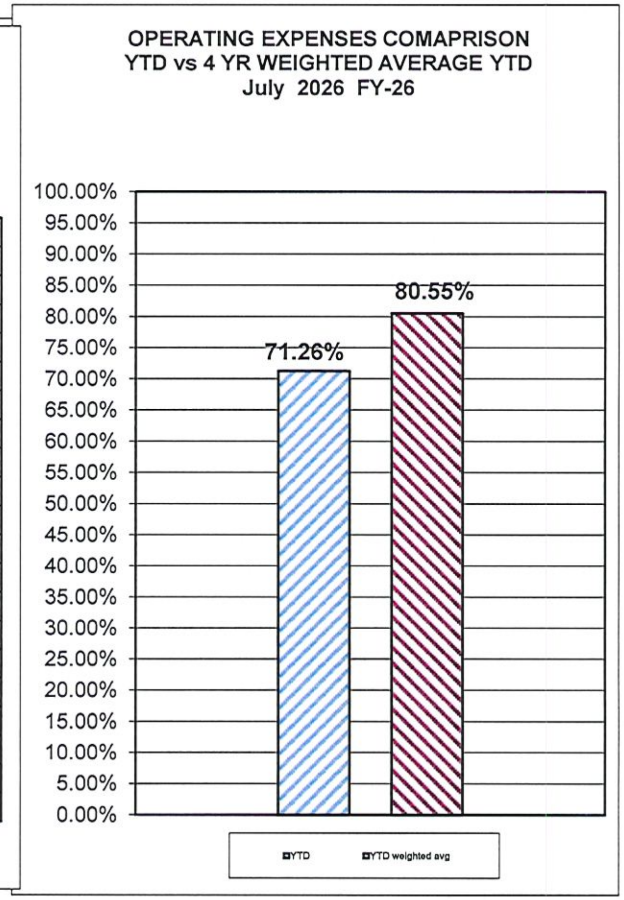

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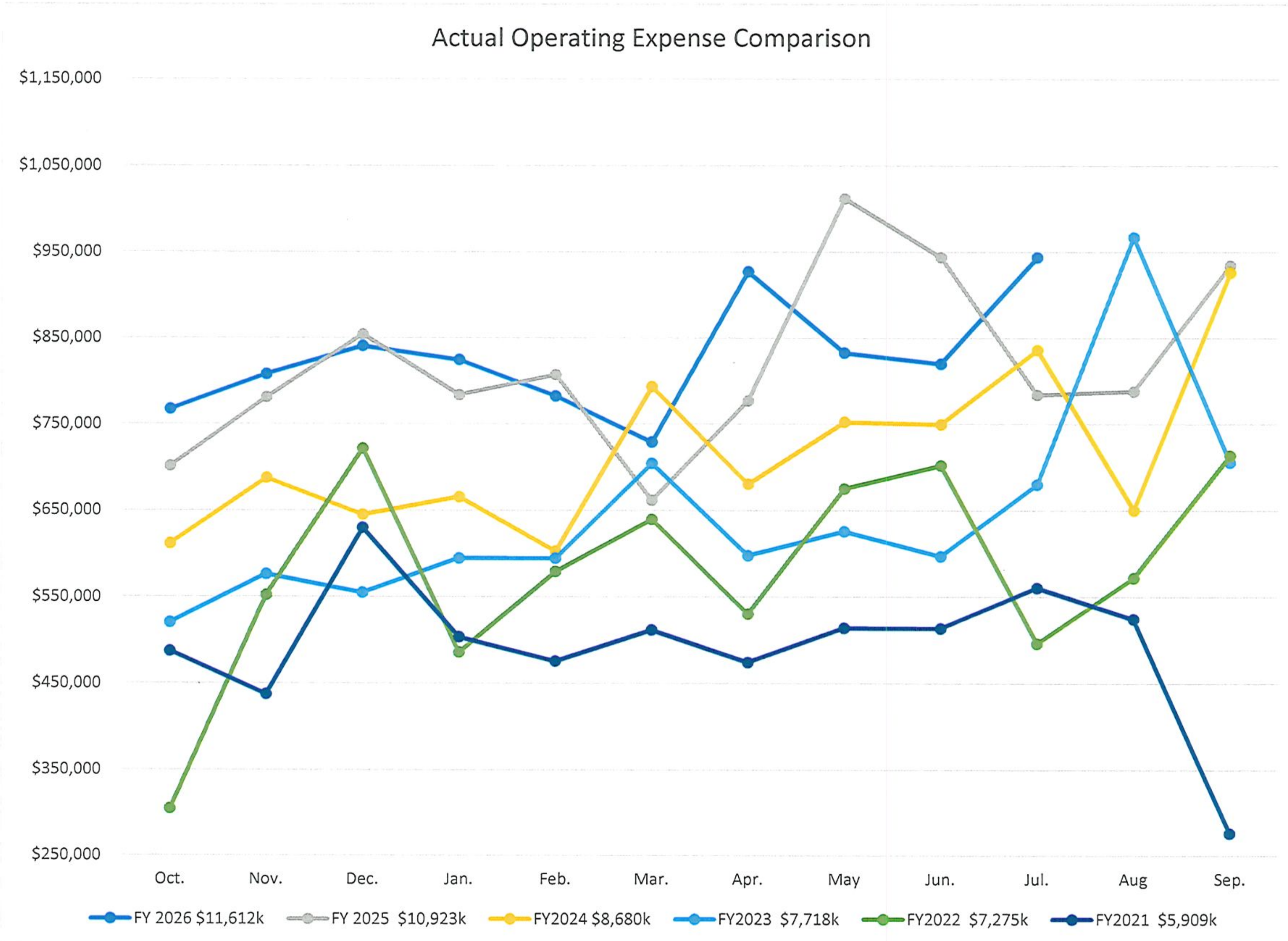
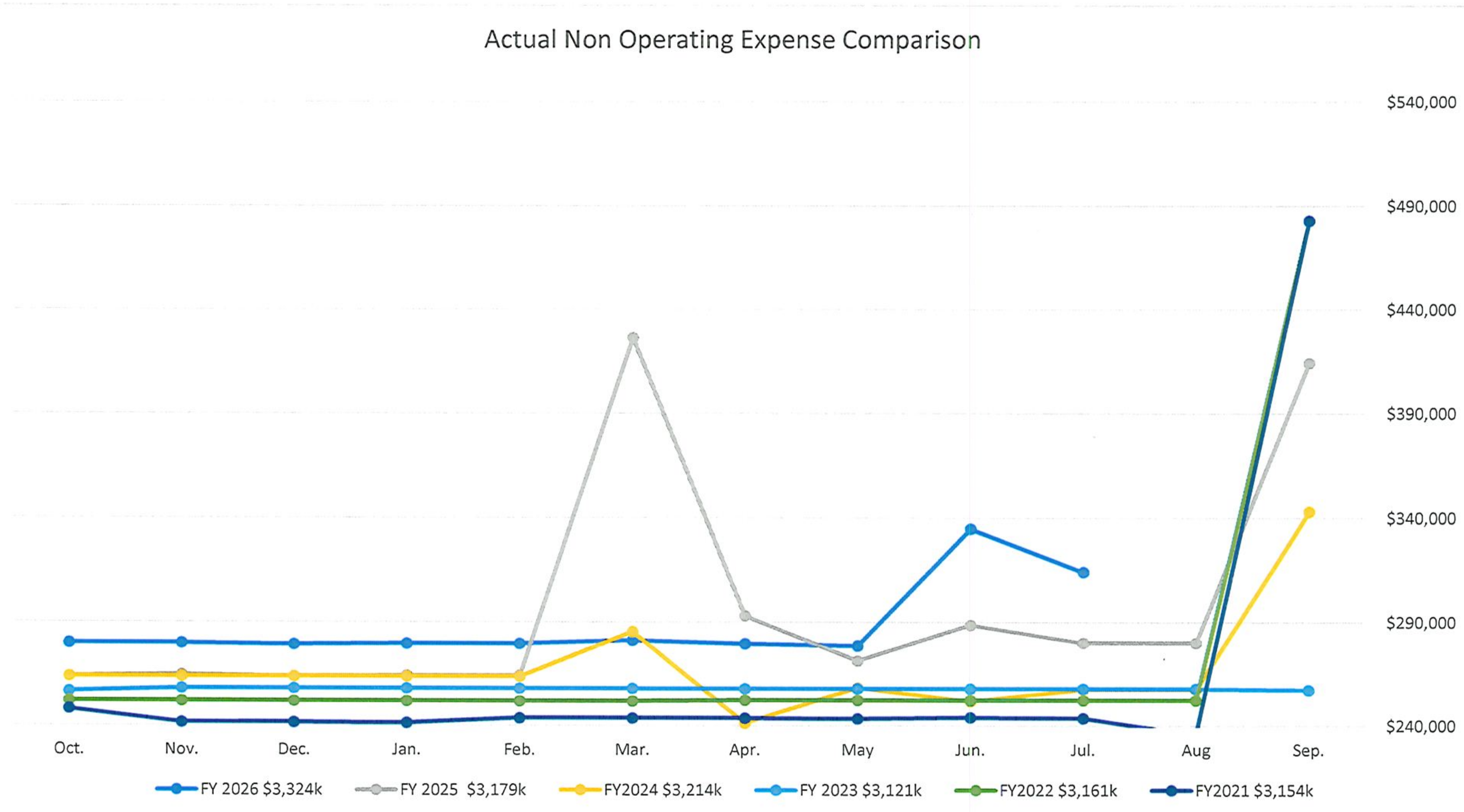

Actual Operating Expense Comparison
$1,150,000
$1,050,000
$950,000
$850,000
$750,000
$650,000
$550,000
$450,000
$350,000
$250,000
Oct.
Nov.
Dec.
Jan.
Feb.
Mar.
Apr.
May
Jun.
Jul.
Aug
Sep.
FY 2026 $11,612k
FY 2025 $10,923k
FY2024 $8,680k
FY2023 $7,718k
FY2022 $7,275k
FY2021 $5,909k



Actual Non Operating Expense Comparison
$540,000
$490,000
$440,000
$390,000
$340,000
$290,000
$240,000
Oct.
Nov.
Dec.
Jan.
Feb.
Mar.
Apr.
May
Jun.
Jul.
Aug
Sep.
FY 2026 $3,324k
FY 2025 $3,179k
FY2024 $3,214k
FY 2023 $3,121k
FY2022 $3,161k
FY2021 $3,154k

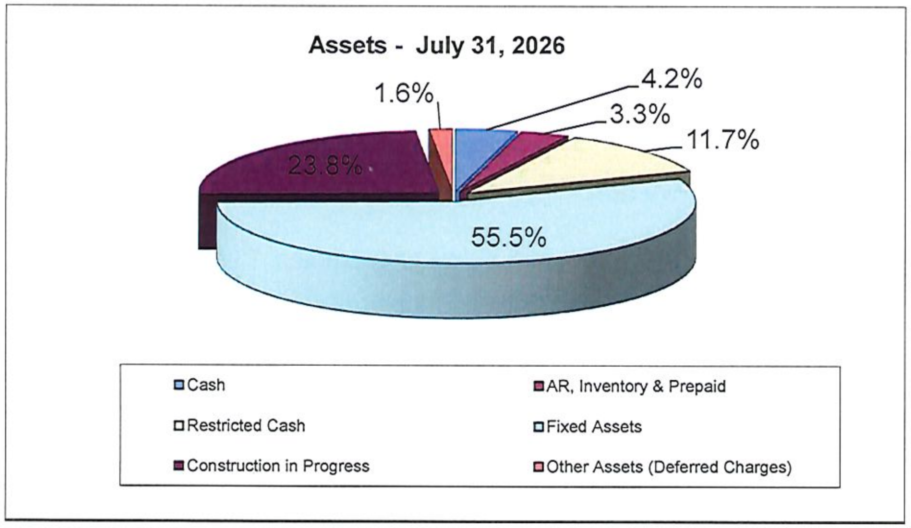
	A	X	Z	AA	AC
88					
89	**Okeechobee Utility Authority**	**Audit**		**UnAudit**	**OUA prepared**
90	**Statement of Cash Flows**				
91	**Basis of Accounting**	**Accrual Basis for Revenues**		**Accrual Basis for Revenues**	**Accrual Basis for Revenues**
92		**Accrual Basis for Expenses**		**Accrual Basis for Expenses**	**Cash Basis for Expenses**
93					
94		**Sept 30, 2024**		**Sept 30, 2025**	**July 31, 2026**
95		**12 Months**		**12 Months**	**10 Month**
96					
97	**Cash Flows from Operations**				
98	Operating Income	1,699,969		1,694,554	1,536,905
99	Depreciation & Amortization	2,825,053		2,825,053	2,633,415
100	Increase (decrease) in cash from changes in accounts receivable and grants receivable	(2,986,087)		(856,446)	(65,387)
101	Increase (decrease) in cash from changes in accounts payable	905,418		(400,531)	103,412
102	Increase (decrease) in cash from changes in other assets	903,029		(79,232)	(764,178)
103	Increase (decrease) in cash from changes in other liabilities	(138,439)		778,070	104,841
104	**Cash provided (used) by operations**	3,208,943		3,961,468	3,549,008
105					
106	**Cash Flows from Nonoperating Revenues/Expenses**				
107	Fire Hydrant fees	95,154		100,569	174,896
108	Capital connection fees	459,886		459,886	1,664,837
109	Interest revenue	482,316		482,316	356,919
110	Debt issuance costs	-		0	0
111	Interest expense	(389,434)		(389,434)	(253,581)
112	**Cash provided (used) by nonoperating activities**	647,922		653,337	1,943,072
113					
114	**Cash Flows from Capital and Financing Activities**				
115	Purchase of equipment, computer hardware, & technology equipmment	275,173		(1,776,916)	(724,120)
116	Construction in progress	(8,013,123)		(9,342,294)	(5,193,712)
117	Acquisition of land, easements and related costs	-		(338,132)	(146,917)
118	Sale of land and or equipment	-		-	0
119	Gain (Loss) on sale of land and equipment	16,104		17,864	1,386
120	Bond principal payments	(2,153,620)		(2,153,619)	1,085,008
121	Loan Received - South State Bank			5,430,487	
122	Grant revenue & FEMA reimbursement	8,459,653		2,696,921	1,501,341
123	Capital contributions from developers	492,467		314,207	169,960
124	**Cash provided (used) by capital / financing activities**	(923,346)		(5,151,482)	(3,307,055)
125					
126	**Net increase (decrease) in cash and investments**	2,933,519		(536,677)	2,185,025
127	**This unaudited cash flow statement is subject to adjustments.**				
128	**The unaudited balance sheet on pages 13 & 14 is subject to adjustments.**				

OKEECHOBEE UTILITY AUTHORITY
Statement of Net Assets
July 31, 2026

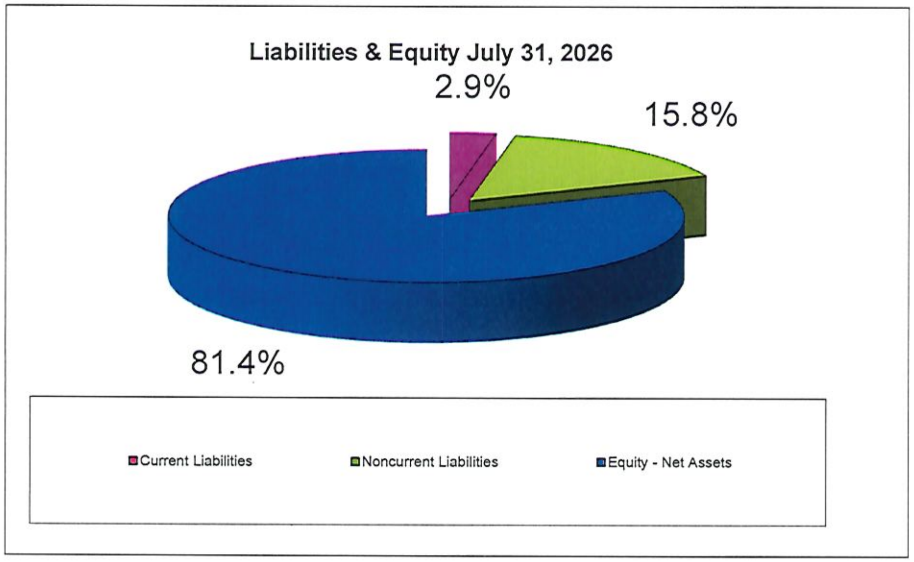
	7/31/2025	07/31/26
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	4,313,850	4,681,828
Unrestricted assets:		
Interest receivable		
Grants receivable		
Restricted assets:		
Cash and cash equivalents	9,238,927	10,178,923
Investments	1,994,673	3,024,344
Interest receivable	0	0
Receivables:		
A/R Regular	2,408,138	2,708,946
Due from Other Governments	0	0
less allowance for uncollectible accounts	(131,568)	(144,620)
	2,276,570	2,564,326
Inventories	742,881	784,775
Prepaid Expenses	197,182	330,456
Total current assets	18,764,083	21,564,653
NONCURRENT ASSETS		
Capital assets:		
Land	3,650,647	3,798,689
Utility plants, buildings and equipment	114,395,773	121,079,796
	118,046,420	124,878,486
Less accumulated depreciation	(59,135,610)	(62,252,765)
	58,910,811	62,625,721
Construction in progress	27,424,993	26,853,286
Total capital assets	86,335,803	89,479,007
Other Assets:		
Net Pension Asset	635,860	1,270,849
Deferred Charges:		
Deferred Pension Outflows - Actuarial and Prepaid	460,673	361,311
Deferred loss on bond refunding, net	187,066	125,353
Total Deferred charges:	647,739	486,664
Total noncurrent assets	87,619,402	91,236,520
TOTAL ASSETS	106,383,485	112,801,172

LIABILITIES AND NET ASSETS

	7/31/2025	07/31/26
CURRENT LIABILITIES		
Accounts payable	982,744	1,044,772
Accrued expenses	21,333	0
Due to other governments	32,779	36,446
Bonds payable (current)	1,112,060	1,097,984
Accrued compensated absences & bonus (current)	484,477	412,996
Payable from restricted assets		
Accrued interest	102,506	90,278
Customer Deposits	543,892	542,325
Total current liabilities	3,279,790	3,224,801
NONCURRENT LIABILITIES		
Long-term portion of bonds payable, net	17,951,533	15,768,541
Accrued OPEB payable	262,809	307,186
Net Pension Liability	0	0
Deferred Pension Inflow from Actuarial Calculation	1,073,306	1,294,508
Unearned revenues:		
Developer agreements	424,402	424,402
Total noncurrent liabilities	19,712,051	17,794,637
TOTAL LIABILITIES	22,991,841	21,019,438
NET POSITION		
Invested in capital assets, net of related debt	44,731,657	44,731,657
Restricted for capital projects	2,361,411	2,361,411
Restricted for debt service	481,018	481,018
Restricted for Rate Stabilization	1,339,359	1,339,359
Restricted for Pension Benefits	1,904,107	1,904,107
Unrestricted	27,072,664	27,072,664
YTD Surplus of Revenue over Expenses	5,501,429	13,891,518
Total net position	83,391,645	91,781,734
TOTAL LIABILITIES AND NET POSITION	106,383,485	112,801,172



Cash	4,681,828	**4.2%**
AR, Inventory & Prepaid	3,679,053	**3.3%**
Restricted Cash	13,203,267	**11.7%**
Fixed Assets	62,625,721	**55.5%**
Construction in Progress	26,853,286	**23.8%**
Other Assets (Deferred Charges)	1,757,513	**1.6%**
Total Assets	**112,800,667**	



Current Liabilities	3,224,296	**2.9%**
Noncurrent Liabilities	17,794,637	**15.8%**
Equity - Net Assets	91,781,734	**81.4%**
Total Liab & Equity	**112,800,667**	

Okeechobee Utility Authority
Detail of July 31, 2026 Other Operating Revenue
Data Per General Ledger Account Balances For Finance Report

Accounts included in Other Operating Revenue:			Actual Amount YTD		Amount Per Budget YTD		$ Variance From Budget YTD
Private Fire Protection		$	91,192		92,657		(1,465)
Penalties & Late Charges		$	99,466		131,308		(31,842)
Gain/Loss Sale of Assets	C		1,386		0		1,386
Ag Land Lease		$	3,505		2,921		584
Merchant & Misc. Revenue	D	$	112,404		77,368		35,036
Totals		$	307,952	$	304,253	$	3,699

A Other Revenue-Water includes:
- Water service inspection fees
- Backflow prevention fees
- After hours charges
- Meter relocation charges
- Bench test charges

B Other Revenue-Sewer includes:
- Wastewater service line inspection fees

C Gain/Loss on Sale of Assets

D Miscellaneous Revenue includes:
- Administration charges
- Charges for damage and repair to system:
  - Parts and labor used
  - Equipment charges

OKEEHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 23

AUGUST 18, 2026

PROPOSED CHANGES TO PURCHASING MANUAL

In adherence and fulfilment of the Authority's Interlocal Agreement of November 10, 1994, OUA being authorized "to adopt bylaws, and make rules and regulations for its own governance and proceedings" herein propose an update to the Purchasing Policy Manual which was last updated on March 10, 2009.

Although the attached document represents the complete proposal, the below extracts are itemized to facilitate discussion:

<u>Proposed Purchasing Manual Extracts</u>

1. The Board authorizes the Executive Director to sign all procurement documents up to a value of Twenty-Five Thousand Dollars ($25,000.00) - refer to section 17i – page 23.

2. All Directors (except for the Executive Director) classifying as an exempt employee are authorized to sign purchase orders up to a value of Five Thousand Dollars ($5,000.00). Previously, restricted to an authorization limit of Five Hundred Dollars ($500.00) - refer section 10A page 12.

3. In the absence of the Executive Director, both the Assistant Executive Director and/or the Finance Director are authorized to sign documents on behalf of the authority which would be in line with the Authorization extended by the Board to the Executive Director – refer to section 17iii page 23.

4. Purchases of approved budgetary operating expenses do not require additional approval from the board except in circumstances where the amount expended exceeds the budget. Likewise, equipment already approved in the adopted budget do not require board approval before purchasing <u>except</u> where the purchase exceeds 5% of the approved budgeted value – refer to section 16 subsection 4 page 23 and section 17viii page 24.

5. All vendor/contractor bonds shall be written by a surety with no less than an "A" rating from a recognized rating agency – refer to section 25C page 29.

6. For construction projects which requires FDEP permit, the Project Engineer must prepare an evaluation report prior to the submission of project closeout documents. The general areas to be covered in the evaluation are itemized in the section– refer to section 13, sub-section 3G page 19.

Any other point(s) deemed necessary for discussion by board members are welcome.

Following board discussions, Staff asked that a motion be moved adopting the Proposed Purchasing Policy following inclusion of all agreed recommendations.

DRAFT

Okeechobee Utility Authority

PURCHASING MANUAL

August 18, 2026

Table of Contents

Purchasing Manual

1. Introduction

The purpose of this Purchasing Manual is to establish guidelines for employees of Okeechobee Utility Authority (OUA) use in procuring goods and services. The provisions of this Manual shall apply to the purchase of goods and services by OUA, unless an alternative purchasing procedure is required by federal or state law. Any violation of this Policy and Procedures set forth herein shall be grounds for disciplinary action against the violator. Furthermore, a violation due to a conflict of interest may result in OUA's refusal to pay for goods or services.

OUA shall follow general accepted public procurement practices, and to the extent practicable and applicable, implement the legislative intent of Section 287.001, Florida Statutes.

Section 287.001 Florida Statutes Legislative intent: The Legislature recognizes that fair and open competition is a basic tenet of public procurement; that such competition reduces the appearance and opportunity for favoritism and inspires public confidence that ensure contracts are awarded equitably and economically; and that documentation of the acts along with effective monitoring mechanisms are important means of curbing any improprieties and establishing public confidence in the process by which commodities and contractual services are procured. It is essential for the effective and ethical procurement of commodities and contractual services that there be a system of uniform procedures to be utilized by state agencies in managing and procuring commodities and contractual services; that detailed justification of agency decisions in the procurement of commodities and contractual services be maintained; and that adherence by the agency and the vendor to specific ethical considerations be required.

A summary of purchasing requirements is provided in a Table after the Definitions.

2. Ethical Standards

Employees and OUA Board Members will avoid conflicts of interest and/or its appearance. Violations of ethical standards shall be handled to the extent practicable and applicable with the legislative intent of Section 287.001, Florida Statutes and Resolution 22-06 (or its latest edition) as approved by the Authority's Board.

3. Definitions

Use of Term Bidder, Proposer, Vendor and Contractor

Throughout this policy manual these four terms are used interchangeably and are intended to refer to entities seeking to do business or are doing business with OUA.

Award: Formal approval to enter into a contract from a solicitation. The Executive Director award contracts, for which procurement authorization has been delegated, upon execution of the procurement instrument by the appropriate OUA execution authority delegate.

Best Value: The highest overall value based on factors that include, but are not limited to price, quality, design and workmanship.

Bid: A price offer by a qualified vendor to furnish specific Goods, Services and/or Construction in response to an invitation for bids/advertisement, request for quotation, or a multi-step bidding procedure.

Board: The Board of Okeechobee Utility Authority (OUA), Okeechobee, Florida.

Change Order: A contract modification which changes the contract value and/or the performance time.

Commodities: Transportable articles of trade or commerce that can be bartered or sold, including supplies, materials, goods, merchandise, food, computer software packages, pre-existing data sets (transportation data, census data, etc.) and other tangible personal property purchased, leased or otherwise contracted for/by the OUA, except for those items defined as equipment.

Competitive Solicitation: The process of requesting and receiving two or more sealed bids, proposals or replies submitted by responsive vendors in accordance with terms of a competitive process, regardless of the method of procurement.

Construction: This process usually requires the professional services of an architect and/or engineer, for building, altering, repairing, improving or demolishing any structure, building or other improvements of any kind to a real property.

Construction Contract: A contract for the furnishing of labor, material, and equipment to construct, modify or demolish a facility. Landscaping. Maintenance contracts are <u>not</u> within the scope of this definition. Repair contracts may be classified as construction contracts depending upon the specific activity to be performed.

Construction Contract Change Order: A written modification to a construction contract that may change the scope of work or construction schedule and could result in an increase, decrease or no change in the time and/or dollar amount of the contract.

Consultant's Competitive Negotiation Act (CCNA): This refers to *Section 287.055*, Florida Statutes, which relates to the procurement of professional services from architects, professional engineers, landscape, architects, and registered land surveyors.

Consultant Services: Any narrow discipline wherein a known practitioner has, through education and experience, developed expert advisory and/or programming skills as a vocation; or any service performed, primarily, which requires the analysis or certification of a professional before the services are acceptable to the user of the service; or any other advisory, study or programming activity, where the provider of any such consultant service is ordinarily obtained by means other than lowest price. Construction or employment contracts are not included.

Contingent Fee Contract, Job, Task, Work Order, etc.: Contingent fees are prohibited.

Continuing Contract: A contract for professional services on an "as-needed" basis entered into in accordance with Section 287.055, Florida Statutes, between OUA and a firm, whereby the firm provides professional services to OUA for projects or for work of a specified nature as outlined in the contract with no time limitation, except that the contract shall provide a termination clause upon giving 30 days written notice. Performance for an exact statement of work is later provided, and a financial obligation is often incurred, upon execution of a contract amendment. OUA continuing contracts must be competitively competed at the end of every two (2) years unless the OUA Board approves otherwise.

Contractor: A person who contracts to sell commodities or contractual services to the OUA.

Contract: Relates to (a) a written agreement including amendments, change orders, work orders, and purchase orders between two or more competent parties to perform a specific act or acts; (b) any type of agreement regardless of what it is called for the procurement of goods, services, consultant services, or construction; and (c) a purchase order.

Contractual Services: Services rendered by those individuals and firms who are independent contractors. Such services may include, but are not limited to: evaluations, consultations, maintenance, accounting, auditing, banking, security, management systems, management consulting, insurance, educational training programs, research and development studies and technical and social services. The term does not include professional services which are covered under CCNA, nor construction services.

Contributed Capital: Contributions provided in the form of services or materials rather than cash (overhead may also be included as part of the contribution).

Cost Sharing or Cooperative Agreement: An agreement with another governmental body or third party, wherein OUA may commit funds and/or in-kind services, or receive funds and/or in-kind services, as a contribution (partial contribution in the case of cost-sharing agreements) toward the services or product to be obtained or provided.

Designee: A duly authorized representative of a person by one who holds a superior position.

Emergency: An unforeseen combination of circumstances which results in an imminent threat to the public health, safety or welfare, or a substantial economic or environmental loss.

Emergency Purchase: A purchase of goods, services, consultant services and/or construction, made without resorting to any competitive process by the OUA.

Equipment: Items purchased, leased or otherwise contracted by OUA, which have utility in their own right, with a cost or value of at least $500 and an estimated service life of at least one year, used in offices (including, but not limited to, chairs, desks, cabinets, tables, business machines, computers, and laboratory equipment), and items used in the field, operational or maintenance areas (including, but not limited to, power tools, work benches, tool cabinets, vehicle maintenance equipment, welding rigs, spray units, and power mowers). Major items of transportation and mobile units (including, but not limited to, automobiles, trucks, tractors, trailers, boats, airboats, airplanes, helicopters, draglines, and bulldozers) are also in this category.

Exceptional Purchase: Any purchase of commodities or contractual services, excluded by law or rule, from the requirements of competitive solicitation, including, but not limited to, purchases from a single source and purchases upon receipt of less than two responsive bids, proposals or replies.

Executive Director: The duly appointed Director of the OUA or such person's designee.

Extension: A contract amendment which authorizes more time for performance of the contract than was agreed to in the original contract. Renewals are not included under this definition.

Formal Competition: A method of publicly soliciting for sealed responses to OUA solicitations (Request for Bids or Request for Proposals). This definition does not include Request for Quotes (which is defined as informal competition).

Goods: Any tangible personal property (such as supplies, materials, equipment, printed matter, computer software) other than real property.

Invitation for Bid/Advertisement: The solicitation document used for competitive sealed bidding for the purchase of goods, services, and/or construction.

Item: A single separate unit, article, product, material, or service.

Local Vendor: A local vendor is any legal business entity with a non-residential business address, incorporated in Okeechobee County, FL and the vendor is organized as a partnership, joint venture, unincorporated business or association, The partner or owner holding a majority interest in the vendor will be the entity in contractual privacy with OUA and must operate at the business location. A business location operated by a subcontractor, materialman or supplier will not qualify as a local vendor.
In addition to the above requirements, a local vendor must also employ a minimum of 50% of its workforce from the Okeechobee County community.

Minority Business Enterprise (MBE): A certified minority business is a small business which is organized to engage in commercial transactions, domiciled in Florida and which is at least 51 percent owned by minority persons and certified by the State of Florida as a MBE (See Minority Person.)

Minority Person: A person who is a lawful, legal permanent resident of Florida and is:

- A Black American – a person having origins in any of the Black racial groups.
- A Hispanic-American – a person of Spanish or Portuguese culture, with origins in Mexico, South America, Central America, or the Caribbean, regardless of race.
- An Asian American – a person having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Island, including the Hawaiian Islands prior to 1778.
- A Native American Indian – a person who having origins in any of the Indian Tribes of North America prior to 1835.
- An American woman
- A Native Hawaiian, and/or
- A physically disabled person

Negotiation: Legitimate, arms-length discussions/conferences to reach an understanding on essential details such as delivery, specifications, price, and terms through the exercise of judgment, tact, and common sense which results in an agreement that satisfies all parties, before the award of a contract, amendment, change order, work order or purchase order.

Ongoing Procurement: A procurement which involves the expenditure of OUA funds and is renewed annually until terminated by a contractual party, and is not subject to formal or informal competition. An example is the procurement of maintenance services from an equipment manufacturer (including computer hardware and software), where no other entity can provide such maintenance.

Other Authority: Non-contractual authority in matters related to contracts, such as the authority to approve invoices and to approve bid tabulations.

OUA: Okeechobee Utility Authority, Okeechobee, Florida.

Personal Property: The rights, powers, and privileges a person has in things which are movable and which have exchangeable value. The term excludes Real Property – land, building & trees.

Posting: An act whereby the OUA places on a bulletin board or electronical wall a listing which indicates the vendor or vendors that OUA staff is recommending the award of an invitation for bid/advertisement or request for proposal.

Pre-Qualification Process: The procedure used to solicit qualification from contractors or consultants which may result in a contractor or consultant being deemed qualified to receive a later-issued RFB, RFP or RFQ.

Pre-Qualified Contractor: A contractor who has submitted credentials in response to a Request for Information (RFI) regarding his/her ability to perform a service, which OUA has evaluated against predetermined qualification criteria to determine his/her capacity to fulfill contractual obligations and, as a result, which OUA has deemed qualified.

Procurement: Buying, purchasing, renting, leasing, or otherwise acquiring any supplies, materials, equipment, goods, consultant services, construction, and/or services required by the OUA for public purposes in accordance with the law and OUA procedures.

Procurement Authority: The authority to bind OUA contractually, including ongoing procurements, where an expenditure of OUA funds is involved.

Professional Services: Services within the scope of the practice of architecture, professional engineering, landscape architecture or registered land surveying, as performed by an architect, professional engineer, landscape architect or registered land surveyor, in connection with his/her professional employment or practice, pursuant to the Consultants' Competitive Negotiation Act (CCNA), Section 287.055, Florida Statutes.

Proposal: An executed formal document submitted to the OUA stating the goods, consultant services, and/or services offered to satisfy the need as requested in the request for proposal.

Purchase Order: A formal, written offer to a vendor to purchase commodities, equipment and/or services (including releases against contractual price agreements, Decentralized Purchase Orders, and leases) containing all terms and conditions of a proposed transaction. An accepted purchase order is a type of contract.

Purchase Order Agreement: An agreement whereby applicable terms as to payment, discounts, date of performance, transportation, and other factors or conditions relating to the transaction are identified and signed by the vendor.

Qualified Bidder or Vendor: An individual or business entity that has submitted a bid, offer, proposal, quotation, or response and that has the capability in all respects to perform fully the contract requirements and has the integrity and reliability that gives reasonable assurance of good faith and performance.

Quote: Any oral or written informal offer OUA or a vendor to furnish specific goods and/or services at a stated price.

Real Property: Land with all its buildings, appurtenances, equitable and legal interest therein. The term is used in contradistinction to Personal Property.

Renewal: Contracting with the same contractor for an additional contract period after the initial contract period, only it pursuant to contract terms specifically providing for such renewal.

Request for Bids: (RFB) A written solicitation for sealed competitive bids with the title, date, and hour of the public bid opening designated. A Request for Bids is used when price is the main selection criteria, and when the statement of work is clearly defined in order that no proposals for alternate approaches shall be entertained.

Request for Information: (RFI) A written solicitation, which includes a request for general information and/or a request for credentials used to create a list of pre-qualified potential contractors, which usually precedes the issuance of a Request for Quotes (RFQ), a Request for Bids (RFB), or a Request for Proposals (RFP).

Request for Proposal (RFP): A written solicitation for sealed competitive proposals which are used when OUA envisions the fulfillment of a need, and one of any number of methodologies may be applied to accomplish the result to the satisfaction of OUA. Evaluation of a proposal is based on prior established criteria which may include but may or may not be limited to price. The RFP Statement of Work is subject to negotiation following proposal opening.

Request for Quote (RFQ): An informal request either oral or written to solicit prices for specific goods and/or services.

Responsive Bidder or Vendor: A legal entity that has submitted a bid, offer, proposal, quotation or response that conforms in all material respects to the solicitation and gives reasonable assurance of good faith performance.

Services: The furnishing primarily of labor and time by a Vendor, wherein the provision of goods or other specific end products other than documents relating to the required performance is incidental or secondary. This term shall not include construction or employment agreements.

Single Project Contract: A contract for a single defined project.

Small Purchase: Any purchase of goods, consultant services, services, and/or construction in an amount of $500 or less. For purposes of this definition, reasonable or common components of a transaction shall be cumulatively considered part of a single contract such that no purchase shall be artificially divided to appear to fall within the definition of a small purchase.

Sole Source: The purchase of supplies, equipment and contractual services from a vendor who is the only one capable of meeting the desired results.

Supervisor: The duly appointed Supervisor of any department of OUA.

Travel Services: Any expenditure relating to transportation, lodging, food or allowable incidental expenses incurred by an authorized OUA employee.

Vendor: Any legal entity with a permanent physical street address, business stationary, business cards and tax payer identification number, including a person, firm, sole proprietor, partnership, corporation and limited liability company, that is an actual or potential supplier of construction, goods, services, and/or consultant services.

Table - Summary of Purchasing Requirements.

Type of Purchase	Process	Criteria	Approval Authority	Page
Competitive Sealed Bid	Public notice, award to lowest qualified, responsive bidder or vendor	Product or Service can be specified. Purchase is expected to exceed $20,000	Up to $25,000 Executive Director, > $25,000 OUA Board	15
Request for Proposal	Public notice, award to proposer most advantageous to OUA.	Exact product or solution is not known. Purchase is expected to exceed $20,000	Up to $25,000 Executive Director, > $25,000 OUA Board	15
Professional Architectural, Engineering, Landscape Architecture, Survey and Mapping Services	Consultant Competitive Negotiation Act (CCNA) Florida State Statute 287.055	Required for professional architectural, engineering, landscape architectural, survey and mapping.	Professional Services: Up to $25,000 Executive Director, > $25,000 OUA Board	19
Continuing Contract	Request for Proposals, Consistent with CCNA.	Expected to exceed $20,000. Expected use on a continuing basis.	Up to $25,000 Executive Director, > $25,000 OUA Board	22
Petty Cash Under $200	Cash purchase.	Minor supplies, tools or repair parts, fees & tags for automobiles	Supervisors & Directors	24
Emergency Procurements	No competitive process	Threat to normal operations or to the health, safety or welfare of persons or property	Up to $25,000 Executive Director, > $25,000 OUA Board	26
Small Purchase Less Than $500	Competitive contracts wherever possible.	Supplies, materials or services required	Supervisors & Directors	27
Small Purchase $500 Through $3,000	3 written quotes required.	Purchase is expected to be $500-$3,000	Supervisors & Directors	27
Sole Source	Use of single source with no competition	No other known source	Up to $25,000 Executive Director, > $25,000 OUA Board	27
General Purchase of goods & service above $500	Competitive contracts, at least 3 comparative quotes	Supplies, materials or services required	Up to $5,000 Directors, $5,000 – $25,000 Executive Director > $25,000 OUA Board	12

4. General Purchasing Policies

The following policy statements govern the procurement of all commodities, equipment, and services by OUA:

i) OUA shall follow generally accepted public procurement practices, and to the extent practicable and applicable, implement the legislative intent of Section 287.001, Florida Statutes.

ii) Procurement practices shall assure fairness and foster competition.

iii) OUA shall conduct contract negotiations in a manner that ensures that OUA receives the "best value" for its money, and that vendors and contractors receive fair compensation for their commodities, equipment, and services.

iv) OUA shall actively encourage the participation of certified minority business enterprises in the procurement process.

v) OUA contracts shall be written in clear, concise, and comprehensive language with terms and conditions that are fair and equitable to the contracting parties.

vi) OUA employees shall not make oral representations or enter into oral agreements unless they have expressly delegated procurement authority from the Executive Director. All oral agreements by employees with delegated authority shall subsequently be memorialized in writing.

vii) OUA shall require documentation of all its transactions.

viii) Only the Executive Director, or an authorized delegate, is authorized to conduct formal competitive solicitations and negotiations of business terms and conditions with potential contractors resulting from a formal competitive solicitation.

ix) No member of the Board of Directors or staff of OUA shall derive any personal profit or gain, directly or indirectly, by reason of his/her participation with the OUA, including transactions relating to the Federal Fund, which may constitute or present the appearance of personal and/or organizational conflict of interest. Actions of the OUA Board shall be governed by Chapter 112, Florida Statutes and Resolution 22-06 or its subsequent publication.

x) Accepting gratuities or anything of value including, but not limited to, a gift, loan, reward, promise of future employment, favor, service or any type of discounts or reduced prices for goods or services other than advertising novelties from a vendor or supplier, is prohibited. Employees must not be obligated to any supplier and shall not participate in any OUA transaction from which they or their immediate families may benefit directly or indirectly.

xi) OUA strives to maintain a strong relationship with vendors of proven ability. To accomplish this, purchasing activities will be conducted so that vendors will value OUA business and try to meet OUA requirements based on quality, service, and price.

xii) OUA will buy only from suppliers who have adequate financial strength, high ethical standards, and a record of adhering to specifications, maintaining shipping promises, and giving a full measure of service. New sources of supply shall be given due consideration as multiple sources of supply are necessary to ensure availability of materials.

xiii) All bidders must be afforded equal opportunity to furnish price quotations and are to compete on equal terms.

xiv) No OUA employee shall knowingly issue a purchase order when there is evidence of a conflict of interest. Where a conflict exists, but its existence is not clearly established, the Executive Director shall refer the matter to the OUA Attorney whose opinion shall be final in absence of any specific action by the OUA Board.

5. Severability

If any one or more of the provisions of this Policy should be held contrary to any express provision of law or contrary to the policy of express law, though not expressly prohibited, or against public policy, or for any reason whatsoever be held invalid, then such provision shall be null and void and shall be deemed severable from the remaining provisions of the Policy and in no way shall affect the validity of all other provisions of this Policy.

6. Donation of Goods and/or Services to OUA Staff

Except as prohibited or prescribed by law, all donations (full or partial) of goods and/or services up to a dollar value of three hundred Dollars ($300), regardless of its source, shall require approval and acceptance by the Executive Director and/or his designate. All donations above Three Hundred Dollars ($300) shall require approval and acceptance by the Board prior to the taking of possession and/or delivery of such donated goods and/or services.

Cash donation (of any value) to staff is strictly prohibited.

7. Transactions Exempt from Competitive Procurement

Certain transactions cannot be handled through competitive bargaining and negotiations. These exempt transactions include:

A. Acquisition of Real Property, such as land, easements, rights-of-way, existing buildings, structures, or improvements, resulting from negotiations and approved by the Board of The Okeechobee Utility Authority;

B. Disbursements as authorized by the Board of Okeechobee Utility Authority,

C. Grant disbursements by federal, state, or local government agencies,

D. Dues and memberships in trade or professional organizations. Subscriptions for periodicals, advertisements, copyrighted material, professional medical services, and fees and costs of job-related travel, seminars, tuition registration and training;

E. Legal services, expert witnesses, court reporter services and other related expenses.

F. Consultant Services, other than those regulated by Florida Statutes Section 287.055;

G. Title insurance, title commitments, title searches, and ownership and encumbrance searches;

H. Audit services subject to the provision of F.S. 218.391 (refer to auditor selection statute)

I. Medical, dental, nursing, psychological, pharmaceutical and related professional services.

J. Financial analysis services, including rate and financial forecasting;

K. Investment advisory and bank depository/treasury management services.

L. Parts or services that maintain warranty and continuity of service.

M. Lobbyists

N. Any product or service for which there is not a known equivalent standardization.

O. Utility Services

8. Conflict of Interest

The following standards of conduct apply generally to all transactions and specifically to federally supported grant projects (Refer to Resolution 22-06 or its update):

1. No appointed official, employee, or agent of the OUA shall participate in the selection or in the award or administration of a contract, if a conflict of interest, whether real or apparent. Such a conflict would arise when:

    a) The appointed official, employee, or agent.

    b) Any member of his or her immediate family

    c) His or her partner

    d) An organization which employs, or is about to employ, any of the above-named individuals

    Has a financial or other interest in the firm selected or considered for award.

2. The OUA's appointed officials, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

3. Violations of these standards of conduct may result in disciplinary action, provided that such disciplinary action does not conflict with jurisdiction of the State of Florida Commission on Ethics.

9. Public Notice

- **General:**
The Office Manager, or his/her designate, shall provide public notice in the form of a legal advertisement for a minimum of fourteen (14) calendar days for those procurements expected to cost up to $100,000 and a minimum of thirty (30) days for those procurements expected to exceed $100,000. Requests for formal sealed bids can also be solicited from appropriate vendors that currently or recently have done business with OUA and provided satisfactory services and/or goods.

- **Construction Projects**:
Per Section 255.0525 Florida Statutes for construction contracts expected to exceed $200,000 and less than $500,000, an advertisement shall be published in Florida Administrative Register and at least one newspaper of general circulation within the County, twenty-one (21) calendar days prior to the scheduled Bid Opening Date and at least five (5) working days prior to any pre-bid conference. For construction contracts expected to exceed $500,000, an advertisement shall be published in the Florida Administrative Register and at least one newspaper of general circulation within the County at least thirty (30) calendar days prior to the scheduled Bid Opening Date and at least five working days prior to any pre-bid conference.

- **CCNA**
For CCNA projects, the Public Notice must include a general description of the project, the term of the Agreement and indicate the time within which interested Professional Firms should respond. Importantly, the selection of the providing firm should be determined by the most highly qualified to performed the required service. The Authority should separately negotiate a contract with the most qualified firm for professional services at compensation which is determine to be fair, competitive and reasonable.

10. Purchase Order

A. Following implementation of a new business solution software, October 2025, the previous requirement of a signed physical copy of a requisition form is no required. Instead, all requisitions are electronically prepared in the software; where the work-rule configured, requires mandatory authorization by each department before the advancement of any requisition. Fundamental to the creation and advancement of all requisitions are the continued attachment of at least three comparative quotes before finalization of each requisition.

All purchases of goods and services of $500.00 or greater must have a completed Purchase Order (P.O.). Purchases under $500.00 from a local vendor may be made via a Material Requisition form or a P.O. which should be approved by either a Director or the requesting department supervisor. However, purchases under $500 to a non-local vendor must be prepared on a purchase order form.

Authorization of purchases & requisition of $5,000.00 and below may be authorized by any Director, while purchases above $5,000.00 must be approved by the Executive Director or his/her designee. The following steps are required when processing a purchase of goods and/or services:

i) Along with the creation of each requisition, must have attached the required comparative quotes and department supervisor's signature, the Accounts Payable Technician will review each departmental approved requisition for completeness (eg. price, quantity, description, general ledger account assigned etc.) before attaching his/her secondary level approval in the system.

ii) Following the secondary authorization by the Accounts Payable Technician, the system will automatically forward the preliminary approved requisition to a Director, depending on its value. Requisitions below $5,000.00 can be approved by any Director while requisitions above $5,000.00 are to be approved by the Executive Director.

iii) Once electronic approval of each requisition is granted by the assigned Director, per the workflow, the approved requisition is returns to the Accounts Payable Technician for conversion to a PURCHASE ORDER; wherein the system will automatically assign the next available number in a sequential order.

iv) Following generation of an approved purchase order, The Accounts Payable Technician or the ordering department personnel(s) will distribute a copy of the completed PURCHASE ORDER to the selected vendor.

B. The following purchase of goods and services do not require a purchase order:

Professional: Hospital/Pharmacy, Legal, Etc.
Postage Meter Supplies
Books, Magazines, Pamphlets, Reprints, Etc.
Instrumental Aids: Courses, Lesson Plans (Prepared), Programs, Etc.
Advertising (Legal Notices)
Newspaper and Publication Advertising
Magazine and Newspaper Subscriptions
Educational Services
For Credit Classes, Seminars, Workshops, Etc.
Tuition Reimbursement
Miscellaneous Payments & Fees
Document Recording
Filing Fees
Payments, Refund of Deposits
Payments (Per Diem, Mileage, Etc.)
Financial Services
Utility Payments
Grants - Receiving
Grants - Paying Off
Dues & Memberships
Insurance, all types
Professional Journal Subscriptions
Building Permits
Transcription Services: Legal & Medical
Travel Agencies hotel accommodations.
Local Travel (Provided by Third Party)
Other Travel (Scheduled and Unscheduled provided by Third Party)
Personnel, Temporary Secretarial and Clerical (Employment Agency Services)
Receipt & Voucher Books

11. Contract Award Policy.

A. Procurements must comply with all applicable Florida Statutes.

B. Generally, all contracts are to be awarded to the lowest qualified and responsive bidder.

C. The following Consultant Competitive Negotiations Act (CCNA) and construction contract transactions require Board approval:

1. Single project or work order CCNA contracts valued at $25,000 or more.
2. Single project or work order construction contracts valued at $25,000 or more.
3. CCNA and construction change orders for contracts that meet the thresholds above and cumulatively increase the total contract award value to over $25,000

D. Approval for all other CCNA and construction contract above $25,000 must be approved by the Board. Following approval by the Board; it may choose to delegate the execution of a contract to the Executive Director and/or his/her designee.

E. Contracts and change orders that are to be awarded by the Board should be presented at its regularly scheduled meetings.

F. Communication by vendors with Board Member(s) on any contract subject to Board approval is prohibited. Violations by vendors shall result in disqualification.

G. The Executive Director and/or his/her designate are authorized to execute contracts for purchases of all budgeted goods, services, and construction within their signing limit of $25,000.

H. Any change order to any contract cumulatively less than $25,000 (except for construction contract) must be approved by the Executive Director or his/her designee. No purchase of services, goods, consultant services, or construction shall be artificially divided to be below any threshold stated above.

Contract Repair Services

When equipment and/or vehicles are to be disassembled to determine the extent of the repairs, the formal quote will generally note the repair and the Finance Department will accept the user department's selection of a vendor subject to the following:

- No OUA equipment shall be removed from the Authority's premises without a signed release (Appendix C) by the Authority acknowledging vendor's possession of equipment or vehicle, clearly stating the purpose and reason for vendor possession. The vendor or its agent should likewise sign accepting possession of the asset.

- The user department supervisor shall instruct the vendor to inspect the equipment/vehicle to **determine the cost of repair.**

- **If the user department agrees** to the repair and cost proposed by the vendor, then a purchase order detailing the repair work and associated cost is to be prepared by the Accounts Payable Technician.

- Should the user department **not agreeing** to the scope of work and cost following the dismantling of the equipment/vehicle, the vendor is to provide its cost to reassemble the unit and return it to its previous state. The user department supervisor should authorize the payment of re-assemble, only upon the vendor satisfactorily returning the equipment/vehicle to its original state.

12. Specifications

A. When developing a contract's specifications, the requesting Supervisor should take into consideration the total cost of ownership, operations, initial acquisition costs, rental, leasing, etc. He/She should prepare concise quality specifications to ensure commodities and services will fulfill their intended purpose. The specifications should be sufficiently detailed to provide for full and fair competitive bidding, conform as much as possible to established commercial and industrial standards, and shall not be unduly restrictive. Specifications shall not include proprietary, exclusionary or discriminatory requirements. The policy enunciated in this section applies to all specifications, including, but not limited to, those prepared by architects, engineers and other consultants.

B. Brand Name or Equal Specifications

1. Brand name or equal specifications may be used where it is determined:
    a. No other design or performance specification is available;
    b. Time does not permit the preparation of another form of purchase description, excluding a brand name specification;
    c. The nature of the product or the nature of the OUA's requirements makes use of a brand name or equal specification suitable for the procurement; and
    d. Use of a brand name or equal specification is in the OUA's best interest.

C. Brand name or equal specifications shall seek to designate at least three "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award.

D. When a brand name or equal specification is used in a solicitation, the solicitation shall contain explanatory language that the use of the brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and are not intended to limit or restrict competition.

E. OUA shall seek to identify sources from which the designated brand name item or service can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable.

13. Request for Bid (RFB) or Request for Proposal (RFP)

A. Competitive formal sealed bids will be required for the procurement of items over $25,000 where:

1. Precise specifications of the needed product are known and can be described in an invitation to bid;

2. Price and the timely receiving of the product are the only variables; and
3. It is in the OUA's best interest to do so.

B. Requests for proposal (RFP) are appropriate when the product (or solution) in sort, is in response to a need or resolution of a problem that is not known. RFPs shall provide a statement of need or problem description for which proposed solutions are sought. Such RFPs will include specifications, scope of services, and proposed contractual terms and conditions to which a potential vendor must respond. The Requesting Supervisor shall recommend the evaluation for weighing the cost and other criteria, instructions for proposal content and format for Proposers. RFPs shall encourage the proposal of alternative specifications, scope of services and contractual terms and conditions if such alternatives are proposed as the best method of meeting the stated need or solving the described problem.

C. Planning meetings are recommended to establish the method of procurement, develop a tentative schedule, and discuss lessons learned from previous procurements and address potential challenges.

D. Bid/Proposal Process is as follows:

1. The Requesting Supervisor shall identify the desired purchase in a Request for Quote Form to the Executive Director. All specifications, bid information, references and unencumbered available budget dollars shall be included.
2. The Executive Director or his/her designee shall put the procurement request into the proper form and complete the legal advertisement and bid/contractual documents.
3. The Executive Director along with fellow member(s) of staff will jointly develop the specifications and award criteria.
4. The Requesting Supervisor will develop specific questions to be asked during the reference check. Reference checks, which are not limited to the Bidder's reference, shall be conducted in a uniform manner and documented as part of the Bid.

   Examples of general questions are:
   - Did the Bidder deliver according to schedule?
   - Did the Bidder deliver within budget or at the Bid price?
   - Did the Bidder respond in good faith to resolve problems, justify change orders or ask for additional compensation?
   - Did the Bidder complete punch list items in a timely manner and properly closeout the project?
   - Has the Bidder defaulted on a contract or have they been terminated?
   - How would you rate the Bidder's performance? Poor, Satisfactory, Good, Excellent.

5. A select committee, comprising of at least three persons, inclusive of the Executive Director and a Board member shall review all bids received and provide their individual ranking base on the criteria established in the bid document.

6. The bid shall be considered responsive if it includes the bid form, answers all requests

for information, provided acceptable documentation as to bonding requirements, and is signed by an authorized officer of the entity. Only complete bid forms will be considered which meets the date and time specified in the public notice.

7. The Executive Director will determine the Pre-Bid Conference (if applicable), the site visit (if applicable), the bid opening date, the bid evaluation form and preconstruction conference dates.

8. Mandatory Conferences are held to ensure that potential Bidders understand the complexity of the commodity or service and when OUA deems that it is in its best interest to hold a conference.

9. The Select Committee shall evaluate bids based on the requirements set forth in the Invitation to Bid. Award criteria shall be measurable. Criteria not specified in the Invitation to Bid (ITB) or Request for Proposal (RFP) may not be used to evaluate Bids or Proposals that have been submitted. Bids and Proposals shall be publicly opened in the presence of one or more witnesses.

10. Standard legal documents are developed and maintained. The approved standard legal documents may be used without additional legal review. A Supervisor shall not modify the approved standard legal documents without the approval of the Executive Director and OUA's Attorney.

11. The Select Committee through the Executive Director shall present its recommended ranking at the next schedule board meeting.

E. Bid/Proposal Awards:

1. If the contract is to be awarded based on price, the contract must be awarded to qualified and most responsive bidder with the lowest bid price.

2. Once the bidder has been selected and approved by the Board and notified, he/she shall have fifteen (15) calendar days to sign the contract, provide certificates of insurance and applicable payment and performance bonds if required.

3. After a bid or proposal has been awarded along with the execution of a contract, a purchase order shall be issued to encumber the funds for the procurement. All contracts shall clearly set forth a defined term which should not exceed three (3) years. All continuing contracts shall clearly set forth a maximum contract value that may not be exceeded.

4. The OUA shall always reserve the right to reject all bids and rebid or elect the process of bid solicitation. The Executive Director may approve the rejection of bids and waive technical errors and informalities.

5. Whenever it is impractical, to prepare a description to support an award based on price, the OUA may conduct multistep sealed bidding, whereby an initial invitation for bids is issued requesting the submission of unpriced offers, or information relating to the experience and capabilities of the prospective bidders, to be followed by an invitation to bid, which be limited to bidders whose unpriced offers, experience and capabilities were determined to be acceptable under the criteria set forth in the initial invitation for

bids. The Executive Director shall determine the proper procurement document (RFI, RFP or RFQ).

6. Bid Security of 5% of the bid price in the form of a bid bond or a cashier's check shall be required for all competitive sealed bids exceeding $25,000 (unless waived by the Board) and must comply with the provisions of the established standard contract.

F. Awards Based on Proposal:

1. The Select Committee shall recommend an award to the responsive and qualified proposer whose proposal is determined to be the most advantageous to the OUA. Evaluation of proposals shall be based on evaluation factors in the request for proposal.

2. Following board's review and determination, a notice of the intent to award shall be posted at the location stated in the proposal and a copy mailed to the successful bidder. The award shall be made in accordance with the criteria of the request for proposal. In the event only one responsive proposal is received, the OUA reserves the right to award to the sole proposer, re-advertise the request for proposal, with or without making changes to the evaluation factors, or elect not to proceed.

G. Other Requirements:

1. Awards made by the OUA obtained from invitation to bid or advertisement, or request for information, proposal, or quote, shall consider if the prospective contractor/vendor meets the standard of qualification. Factors to be considered in determining whether the standard of qualification has been met shall include but not limited to whether a prospective contractor/vendor has:

    a. Appropriate ability, capability, material, equipment, facility, and personnel resources and expertise necessary, or the ability to obtain them, to meet all contractual requirements;

    b. A satisfactory record of performance;

    c. A satisfactory record of integrity, character, reputation, judgement, experience and efficiency;

    d. A satisfactory financial condition and financial stability;

    e. The legal ability to contract with the OUA;

    f. Supplied necessary information with the inquiry including, but not limited to licenses, permits, or organization papers required;

    g. The ability to provide future maintenance and service for the work required by the contract; and

    h. Is not in default on other contracts, projects or business dealings.

2. The prospective contractor/vendor shall supply information requested by OUA concerning their qualification. If such contractor/vendor fails to timely supply the requested information, OUA shall base the determination of qualification upon available information or may find the prospective contractor/vendor not qualified.

3. For construction projects (in-house executed and contracted developers) which must be permitted by Florida Department of Environment (FDEP), the project's assigned engineer must prepare an evaluation report prior to the project closeout with copies placed in the project file and accounts payable vendor file. The evaluation report should address the following:

   a) Were the project objectives met .i.e. cost, length of time, quality etc. Refer to scope of work in bid documentation where available.
   b) Was the contractor (or work team) knowledgeable in their undertaking and execution of their task.
   c) Rating of the contractor's responsiveness to resolve errors and deviation identified by the engineer and/or OUA senior staff members.
   d) Would the engineer recommend the re-hiring of the contractor on future projects?

14. Selection of Professional Services Providers (CCNA)

Professional Services within the scope of the practices of architecture, engineering, landscape architecture, registered surveying or mapping (Professional Firms) as defined by Florida Statutes 287.055, the Consultant's Competitive Negotiation Act (CCNA) shall be chosen on the quality of personnel, past performance, willingness to meet time and budget requirements, location, workload, and volume of work previous awards.

A. The below criteria should be followed, to initiate a request for proposal (RFP) within the jurisdiction of the CCNA:

1. The Executive Director or his designee is to prepare a memo to request solicitations for a specific Professional Service discipline. The memo shall contain the following information.

   a. Need, why are we doing this project?
   b. Identification of the specific discipline required;
   c. Name of the Supervisor;
   d. Scope of Services required for the project; and
   e. Budget account(s): unencumbered balance(s) to pay for the request

2. OUA will prepare a solicitation for an Expression of Interest (EOI). The EOI shall include:

   a. A request for specific and general information on how the Proposer will proceed with the project including written documentation of the Proposer's expertise and ability to perform the requested service;

   b. Specific instructions on how, when, and where the proposals shall be submitted including the date the proposal will be opened;

c. A requirement that the proposal be submitted as a sealed package;
d. The solicitation shall include a statement that the Proposer shall not include proposed compensation as part of the proposal;
e. A statement that the Board reserves the right to reject incomplete proposals or to reject all proposals deemed by the Board to not be in the best interest of the OUA; and
f. The factors which will be used in selecting the most qualified Proposer.

3. The EOI's received from interested firms (the "Proposers") shall indicate their interest in providing the requested service.

4. The following Public Notice Procedure shall be followed in obtaining Professional Services regulated by Section 287.055 Florida Statutes.

   a. Following OUA's confirmation to request a Professional Service, OUA shall notify appropriate Proposers on the Master Bidders List or List of Consultants of the proposed project. In addition to such notification, a public notice shall be placed in social media and/or a newspaper of general circulation in Okeechobee County describing the services required and a closing date for receipt of proposals. Such notice must appear no less than ten (10) calendar days before the deadline for receipt of proposals. The announcement shall contain the potential agreement period, including any unilateral renewals. Publications of social media along with statewide and nationwide distribution may be utilized for such notices if the magnitude of the project warrants.

   b. Qualifications for certification are:

      1) Properly registered and licensed with the Department of Business and Professional Regulation to practice their profession in Florida and 2) For corporations, LLC's and partnerships, it must be properly chartered to conduct business in Florida.

   c. Submittals shall be received at OUA's main office. Those submittals received after the advertised time and date will not be considered. All submittals shall be reviewed for completeness and compliance by an authorized member of staff. All responsive submittals will be forwarded to Chairperson of the CNNA Selection Committee for distribution to CNNA Selection Committee members.

   d. The CNNA Selection Committee will review all consultant submittals and select those consultant firms ranked highest for interview. No less than three firms shall be interviewed.

      (i) The Firm's experience with projects of a similar type
      (ii) OUA's experience with past projects
      (iii) The ability of the firm and its professional personnel
      (iv)The Firm's willingness and ability to meet schedule and budget.
      (v) The effect of the Firm's recent, current and projected workload

(vi)The effect of the project team location

e. The Chairperson of the CNNA Selection Committee will coordinate the interview schedule (if needed), notifying the consultant's chosen for interview. Copies of all letters, memos, etc. shall be placed on the bidding file for future reference.

f. Based on the interviews, the CNNA Selection Committee will determine in order of qualification, the final ranked list of no fewer than three applicants. The final list, detailing each member's ranking, should be presented at the next monthly board meeting for Board's consideration and decision.

f. Following the Board's selection or ratification of the Selection Committee's recommendation, the Executive Director shall initiate negotiations with the selected firm.

h. OUA shall negotiate a contract with the most qualified firm for a professional service at compensation which OUA determines is fair, competitive and reasonable. In making such determination, OUA shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. Any professional service contract under which such a certificate is required; the contract must contain a provision that the original contract price and any additions thereto will be adjusted to exclude any significant sums by which OUA determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments must be made within 1 year following the end of the contract.

i. If OUA is unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price OUA determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. OUA shall then undertake negotiations with the second most qualified firm. If OUA is unable to negotiate a satisfactory contract with the second most qualified firm, OUA must terminate negotiations. OUA shall then undertake negotiations with the third most qualified firm.

j. If OUA is not successful in negotiating a satisfactory contract with any of the selected firms, then OUA shall select additional firms in order of their qualifications and continue negotiations until an agreement is reached. If no agreement can be reached, then OUA may recommend that the OUA reject all proposals and may thereafter re-advertise for new proposals.

k. When an acceptable contract has been negotiated by the Executive Director, he/she will forward a Notice of Award to the successful firm notifying them of the award and request the firm provide all insurance, bonding and contract requirements within ten (10) days.

Upon receipt of all requirements and an executed contract, the successful consultants will then be available for use.

5. CCNA Selection Committee

   a. Where a Project construction cost (a) estimate exceeds $200,000, (b) consultant study exceeds $25,000, or selection is for a Continuing Services Contract (CA) the selection team will include at a minimum:

      (1) The Executive Director;
      (2) The Director of Operations and/or the Assistant Executive Director
      (3) A Member of the Board

   b. The Chair of the Selection Committee is responsible for ensuring that the selection team is briefed on the project and CCNA procedures contained in FS 287.055.

   c. The Selection Committee members will document their results on the "Summary CCNA Ranking Sheet" and make recommendation based on the required evaluation criteria.

6. Continuing Contract

   a. A continuing contract is a contract for professional services entered in accordance with Florida Statutes 287.055 (CNNA) between the OUA and a firm to provide continuing professional services in response to a work order. Continuing contracts shall have a termination date and a total maximum value that may not be exceeded. (See definition on page 2).

   b. Initiation of usage of a Continuing Contract

      (1) The user Department shall assure equitable distribution of all work to contracted firms when more than one continuing contract for the same services is in place.

      (2) Where more than one continuing contract for the same services is in place, the Department will utilize the firms on a rotating basis unless:

         (a) A particular firm performed the initial work; or
         (b) A particular firm has a specific expertise that is necessary to perform the identified tasks.
         (3) The work order is forwarded by the Requesting Department for approval by the OUA Executive Director.
         (4) Upon receipt of approval, the Requesting Department will receive a copy of an approved Purchase Order for their files.

15. Blanket Purchase Order

Blanket purchase order must <u>never</u> be issued for purchases and tangible personal items or the contracting of services. Instead, a purchase order shall list on individual line items, all items to the purchase along with its associated cost.

16. Board Approved Transactions

The following items specifically require OUA Board approval:

(1) Contracts exceeding $25,000.
(2) A Sole Source Procurement exceeding $25,000.
(3) Time extension(s) exceeding ninety (90) days in total for any one procurement or revenue transaction (includes contracts, purchase orders, change orders to purchase orders, and contract amendments; excludes extensions to procurements of commodities or equipment).

(4) Any procurement of:

   (1) Professional services under CCNA, including continuing contracts more than $25,000.
   (2) Construction contracts more than $25,000.
   (3) All construction contract change order or work directive.
   (4) Commodities (chemicals, fuels, supplies, etc.) more than the approved annual OUA budget for commodities.
   (5) Purchases of equipment that are approved in the OUA annual budget does not require further contemporaneous Board approval prior to issuance of a Purchase Order, except when the Purchase Order would exceed the budgeted amount by 5%.

17. Board Delegation of Authority to the Executive Director

i) The OUA Board delegates to the Executive Director the authority to sign all procurement, revenue, and zero-dollar transactions, except for amounts in excess of $25,000.

ii) The OUA Board authorizes the Executive Director or his/her designee to develop and implement all practices and procedures necessary to carry out the provisions of this Policy. The responsibilities covered by this Policy can be delegated only to OUA employees.

iii) The Executive Director may delegate the authority to sign any of the procurement, revenue, and zero-dollar transaction to his/her designee which should be an employee of the Exempt classification. In the absence of the Executive Director, both the Assistant Executive Director and/or the Finance Director are authorized to sign documents.

iv) The OUA Board delegates to the Executive Director or his designee the authority to sign all contracts and agreements previously authorized by the OUA Board. Therefore, a contract requiring OUA Board approval may be executed by the Executive Director, or his designee, after the contract has been authorized by the OUA Board.

v) The OUA Board delegates authority to the Executive Director or his designee to terminate in writing existing contracts with the prior concurrence of OUA legal counsel.

vi) The OUA Board delegates all "Other Authority" (see definition on page 5) to the Executive Director or his designee.

vii) Procurement Authority:

(1) Contracts, purchase orders and changes to purchase orders for services that received OUA Board approval.
(2) Procurement authority for contract amendments and construction contract changes orders which reduce the contract amount below the level delegated ($25,000) to the Executive Director.
(3) Procurement authority for purchasing (contract amendments, purchase order change orders for services, construction contract change orders, and work orders) which do not have a material financial impact (less than $2,000 or a maximum of 5% in value) or do not extend the period of performance of the original procurement transaction, is delegated to the Executive Director.

viii) It is the expressed intent of the OUA Board that general operating expenditures in any budgetary category for the amounts in the annual OUA Budget approved by the OUA Budget are deemed to have OUA Board approval for expenditure and payment without further Board action. It is the expressed intent of the OUA Board that specific budgetary line-item expenditures for the amounts in the annual budget approved by the OUA Budget are deemed to have OUA Board approval for expenditure and payment without further Board action. In this case, it is expected that the Executive Director will seek Board authorization for amount in excess of approved budgetary value.

18. Local Vendor Preference

Following a workshop and board meeting on 11.14.2022 and 11.15.2022 respectively, it was the decision of the Board to comply with Florida's Attorney General legal advisory opinion (AGO 2012-34) dated 09.19.2012 along with the opinion of the Board's Attorney, that OUA cannot legally implement a Local Vendor Preference Policy.

19. Procurement Procedures for State or Federally Funded Grant Programs.

The Board recognizes that certain procurement procedures for State and Federally funded grant programs may conflict with established OUA procedures. The OUA Executive Director is authorized to modify OUA procurement procedures to comply with procurement procedures for State and Federal funded grant programs. The Board may waive all procurement regulations to comply with a Federal or State law.

20. Petty Cash

Purpose

The purpose of this directive is to establish a written policy governing the standard procedures for the creation, safekeeping, operation and dissolution of all petty cash fund utilized at any location of Okeechobee Utility Authority.

Policy

A. Petty cash accounts are permitted by the Interlocal Agreement, wherein Okeechobee Utility Authority was created between Okeechobee County and the City of Okeechobee, Florida on the 10^{th} of November 1994. Article 111 section 3.2.C allows the Authority to adopt bylaws, and make rules and regulation for its own governance and proceeding.
B. Any staff of the Authority, who incurs an expense while performing authorized duties will be reimbursed, provided the procedure stated below are properly authorized.

Procedure

1. Any request for the creation of a petty cash fund, is to be placed in writing and addressed to the Finance Director, clearly stating:
    a. Reason for request.
    b. Impress amount being requested.
    c. Identifies the person to be designated Custodian of the fund.

2. Upon approval for advance, the Finance Director will authorize the Accounting Manager to request the transfer of cash to commence the operation of a petty cash impress system.

3. All petty cash fund must be assigned to a Custodian whose acceptance of the policy and procedures should be clearly understood.

4. The petty cash should be stored in a locked cash pan, with copies of the pan's keys assigned to the Custodian and company's key registry (where appointed) or the Accounting Manager.

5. The petty cash spending limit for each purchase is set at $200. Purchases must not be split in an effort to evade the $200 limitation. Any purchase above this established limit, must to be authorized by one of the Authority's Director.

6. Authorized signatory to the petty cash, up to the limit of $200, includes all managers and supervisors, however, amounts above the established limit can only be approved by a Director of the Authority.

7. A petty cash voucher form is to be prepared for all disbursement and should be legible, duly authorized and signed with an ink-based pen. Vouchers are to be sequentially numbered.

8. A copy of the receipt is to be attached to the voucher.

9. The Custodian should not have in his/her possession, any uncollected petty cash voucher beyond a 24-hour period. Any uncollected voucher should be returned to the signing supervisor.

10. Any misuse of the petty cash fund by the Custodian is subject to disciplinary action(s) as per OUA's employee handbook.

11. Reconciliation reports are to be done periodically by the Custodian of the fund.

    a. Ensuring that cash and unreimbursed vouchers agree with the total petty cash fund.
    b. Prepare a spread sheet for supervisor's approval, showing beginning balance and expenditures made during the month, which should reconcile with the cash at the end of the month.
    c. Petty cash journals are to be periodically posted to the GL, allocating the use of petty cash to their respective account (as shown on reconciliation sheet).
    d. The Custodian should reimburse the petty cash on a timely basis, ensuring adequacy of fund for its efficient operation.
    e. The supervisor of the petty cash Custodian is expected to conduct announced and unannounced spot checks of the petty cash pan throughout the financial year.

12. Below is a list of purchases which are authorized for petty cash disbursement:

    a. Tools and repair parts when needed urgently.
    b. Minor supplies.
    c. Fees of tags and titles.
    d. Postage.
    e. Fees for summons and subpoenas.
    f. Fees to record instruments, including documentary stamps.
    g. Any emergency purchase which meets the guideline stated above.

13. Whenever the decision is taken to dissolve a petty cash, such decision must be communicated to the Accounting Manager before the expiration of the fund.

14. The Custodian and his/her supervisor should ensure that a final reconciliation is conducted with a count of the cash and non-reimbursed vouchers by the Custodian in the presence of his/her supervisor with signed copies of the reconciliation sheet(s) forwarded to the Accounting Manager.

21. Emergency Procurements

A. <u>Emergency Purchase Policy</u>

Although competitive bidding is desirable in most cases, when an emergency arises, the normal procedure may be too time consuming. For this reason, the Authority has adopted an Emergency Purchase procedure.

B. Definition of Emergency

For purchasing purposes, an Emergency is defined as an unforeseeable situation/event involving the breakdown of the Authority service which requires an urgent need to restore that service to avoid serious and adverse consequence, where any delay of the required procurement(s) would render the operation as being jeopardized.

C. Emergency Purchase Authorization

Each department supervisor should attempt to make contact with their supervisor (or next available senior manager) before expending funds on emergency correction. However, the Board is aware that due to the nature of the operation, it might not be practical to make contact before attending to the immediate need of the business. Therefore, each department supervisor is allowed to approve up to $3,000 during a known emergency. Any amount between $3,000 and $25,000, must be approved by the Executive Director before or "after the fact" by the next regular work day after the emergency. Emergency amount in excess of $25,000 should be tabulated and presented to the Board by the Executive Director at the next schedule board meeting.

22. Small Purchases

A. No purchase of services, goods, consultant services or construction shall be artificially divided to fall within this small purchase exemption. The Executive Director is permitted to delegate small purchase authorization to specific employees.

B. Supervisors and directors are authorized to approve purchases of any small items valued at $500 or less. Informal quotes for small purchases may be obtained by telephone, in person or in writing, which must be documented by a memo when soliciting informal quotes. Utmost care must be taken, however, to ensure that vendors are given the same information and that prices are not disclosed to other vendors.

C. No employee, except in an instance of emergency, shall issue a purchase order, awarding a contract, issue any order for delivery, above his/her approved limited. When in doubt, default all authorization below $25,000.00 to the Executive Director or his/her designee.

23. Sole Source Procurements

A. The determination of sole source will be made by the Executive Director or designee. The Inventory Control Specialist or Accounts Payable Technician will conduct a review of available sources, which if declare there is only one source for the required supply, service, or item, a record of determination shall be maintained by the Accounts Payable Technician (Appendix D). A sole source procurement involving purchase of materials for construction, modification, alteration or repair of any publicly owned facility shall be governed by Florida Statute 255.04.

B. For a commodity or service to be deemed as a sole source procurement, the department must have the appropriate documentation proving one of the following:

1. The brand, make or specifications are available only from one source or from the original manufacturer;
2. A different brand, make, or specifications would be incompatible with currently owned equipment;
3. An emergency exists and the item is required immediately to avoid threat to the health, safety or welfare of persons or property of the OUA or within the OUA operations service area;
4. Exigent circumstances exist that indicate delivery is a critical factor and only one vendor is able to meet the time constraint.

C. The Inventory Control Specialist must document all Sole Source Procurement Request and forward copies to the Accounts Payable Technician, where sole source procurement justifications are to be maintained.

24. Cooperative Purchasing Programs

A. OUA may use Cooperative Purchasing to obtain goods or services when it provides cost savings through economies of scale and reduction of administrative cost. Cooperative purchasing refers to the use of competitive Bids or RFP's which have been through a competitive solicitation process by another governmental entity.

B. Piggybacking

1. Piggybacking is a form of intergovernmental cooperative purchasing in which a public purchaser requests competitive sealed bids, enters into a contract and arranges, as part of the contract, for other public purchasing entities to purchase from the selected Bidder under the same terms and conditions as itself.

2. When piggybacking, another entity's contract, the following procedures apply:

    a. The Bidder/Vendor must agree to extend the same terms and contract conditions to other governmental entities and enter into a separate agreement with OUA. In instances where the language is omitted and the Bidder agrees in writing to piggyback on the contract, OUA may utilize the contract and enter into a separate agreement.
    b. The Requesting Department must submit documentation that includes a complete copy of the Vendor's proposal, the copy of the contract and the award letter.
    c. The Requesting Department must document, in writing, that the commodities or services needed are within the scope of the contract, that the scope meets their needs and that the pricing is fair and reasonable. Substitution of commodities or contractual services is prohibited.
    d. The commodity or service needed must be within the scope of the contract awarded by the other entity and the contract must be active. Substitution of commodities or contractual services is prohibited
    e. Any purchase order issued must refer to the public entity's bid or contract.
    f. Use of piggybacked contracts above the Executive Director's authorization limit ($25,000) requires approval by the OUA Board.
    g. Vendor must provide a separate invoice for OUA transaction with detail.

C. State of Florida contract.

If a Requesting Department identifies an existing State Contract that would meet its needs, then that contract may be used instead of open bidding. A review of the conditions and terms of the State Contract shall be performed by the requesting Department and Account Payable Technician to determine if the contract is sufficient. The requesting Department will administer the State Contract in accordance with its terms and conditions.

D. The Florida Sheriff's Association and Sourcewell are authorized purchasing cooperative.

25. Payment and Performance Bonds.

A. When a construction projects are estimated to be two hundred thousand dollars ($200,000) or less, the OUA Executive Director may require a performance bond or waive its requirement.
B. Where a construction project exceeds two hundred thousand dollars ($200,000), a payment and performance bond shall be required (255.05 Florida Statutes). The conditions of the payment and performance bonds shall be set forth in the OUA's contract. Approval of such bond is subject to compliance with the written standards for sureties determined by the Executive Director.
C. All bonds shall be written by a surety with no less than an "A" rating by a recognized rating agency. Questionable certifications should be reviewed by General Counsel for acceptability.

26. Direct Purchases of Construction Material

For some construction related equipment/material it may be in the best interest of OUA to purchase directly rather than have the General Contractor (GC) purchase the equipment/material.

During the development of the Specifications, the Executive Director and OUA's Consultant, if applicable, shall give consideration to any equipment/material that OUA could purchase directly, and whether the items would be installed by OUA staff or the General Contractor, keeping the following considerations in mind:

A. Advantages

(i) Sales tax savings

(ii) Certain items may have long delivery times which may affect completion of projects

(iii) Bonding charge will be less since contractor's exposure has reduced.

(iv) Generally, by directly purchasing equipment, OUA has more control over the quality

(v) The cost of material is not marked-up by the general contractor's (GC).

(vi) Additional savings may be realized by having OUA staffs install the purchase material. However, the savings will need to be weighed against any possible loss of GC guarantee/warranty.

B. Disadvantages

(i) Single point of responsibility: It is important that the GC maintains responsibility for the end construction product and that OUA does not take on the risk of providing Equipment/material that is defective or late.

(ii) Coordination of ordering and delivery of construction equipment/material is critical to the timely completion of a project. Late delivery may result in claims by the GC for additional compensation for delays.

(iii) Responsibility for the quality of equipment/materials rests with OUA, not the GC

(iv) The guarantee/warranty may become an issue when the GC and the material supplier blames each other for a failure. If the GC purchases the material, the GC is solely responsible for the quality of the work.

(v) Receiving and storage of the material may result in additional costs.

(vi) The GC's purchasing ability may be more cost effective than OUA for certain materials, resulting in OUA paying a higher cost than the GC could obtain.

C. The Construction Agreement shall require the GC be responsible for coordination of all direct purchases and clearly define the role and responsibility of the GC.

27. Bid Protest Procedure

A. OUA seeks to provide Bidders with a fair process to resolve disputes between the Bidder and OUA. The process places certain responsibilities on both the Bidder and OUA in order to ensure an amicable resolution.

B. Any protest concerning a bid or request for proposal specifications or requirements must be made within seventy-two (72) hours from the time the aggrieved person knew or should have known of the facts giving rise to the protest.

C <u>Resolution of Protest</u>

Any protest (other than bid specifications or requirements) which is filed after bid opening, shall be made within seven (7) calendar days following posting of the award of contract. The protest shall be in writing addressed to the Executive Director, who shall consult with the Authority's Attorney. The Executive Director shall have the authority to resolve the protest by mutual agreement.

D. If the protest is not resolved by mutual agreement with the Executive Director, the Bidder may within seven calendar days after failed attempt, send a letter in writing to the OUA attorney (with copy to the Executive Director) stating the reasons for his dispute.

E. Upon receiving a timely request from the Bidder, the OUA Executive Director and OUA Attorney will review the matter. The OUA Attorney shall issue a written decision which states the reasons for the action taken or correction thereof. The decision shall be mailed by certified mail return receipt requested to the protesting party and any other intervening party.

F. If the protest involves the award of contract of $25,000 or more, the protesting party may within seven (7) calendar days of the date of the written decision of the OUA Attorney, request a review by the OUA Board.

G. In the event of a timely protest, the OUA Executive Director shall not proceed further with solicitation or the awarding of the contract until all OUA administrative remedies have been exhausted or until the OUA Board determines that award of the contract must be made without further delay.

H. The decision of the Board of The Okeechobee Utility Authority will be final.

28. Receiving Function

A. Each OUA Department shall inspect all deliveries of supplies, materials, equipment or services to determine conformance with specifications set forth in the purchase order or contract.

B Materials, equipment or supplies shall be inspected upon receipt and, if possible, in the presence of the vendor or shipper and shall include the following:

1. Verification of the correct quantities and units of issue;
2. Verification of purchase order number;
3. Verification of pricing;
4. Inspection for damage or defects;
5. Verification that all items meet the specifications or description defined in the purchase order;
6. All packages shall be checked against the Bill of Lading;
7. Make note of any damage on the Bill of Lading and on the receiving copy of purchase order; and
8. Signature and printed name shall be that of the person receiving and inspecting the materials.

If unable to perform the above duties, the notation "Subject to Inspection" shall be written on Bill of Lading.

- When goods, materials, or supplies either fail inspection or are damaged upon receipt, the receiving department shall immediately refuse the order and not sign the receipt of goods document. If the vendor or shipper is not on site, the receiving department shall contact the vendor immediately to arrange return and/or replacement of the shipment.

29. Unauthorized Purchases Prohibited

Any purchase made contrary to the provisions of this Purchasing Policy shall not be binding on OUA, unless approved by the Executive Director or designee. The employee circumventing this Policy may be subject to disciplinary action.

30. Debarment of Bidders

The following procedure applies to the debarment or suspension of a vendor or bidder from the procurement process. Debarment is the prohibition of a vendor from participating in a procurement activity for an extended period of time due to previous illegal or irresponsible action.

A. The causes for debarment include:

1. Entry of a plea of guilty, no contest or nolo contendere to or conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in performance of such contract.

2. Entry of a plea of guilty, no contest or nolo contendere or conviction under state or federal statutes of embezzlement, theft, forgery, bribery, collusion, falsification or destruction of records, receiving stolen property, or any other offense indicating lack of business integrity or honesty which currently, seriously, and directly affects the vendor's responsibility as a OUA contractor.

3.Entry of a plea of guilty, no contest or nolo contendere or conviction under state or federal anti-trust statutes rising out of submission of bids or proposals.

4. Violation of provisions of contracts as follow:

a. Failure without good cause to perform in accordance with specifications or within the time limits provided in the contract;

b. A record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts. Provided that failure to perform or unsatisfactory performance was caused by acts within the control of the contractor;

c. Refusal to enter into a contract with the OUA by failing to provide bonds, insurance, or other required certificates within the time periods as specified in bid/RFP response;

d. Refusal to accept a purchase order, agreement, contract, or to perform thereon provided such order was issued timely and in conformance with the offer received;

e. Presence of principals or corporate officers in the business who are principals within another business at the time, when the other business was suspended;

f. Violation of the ethical standards set forth in state law;

g. Providing anything of value, including but not limited to, a gift, loan, reward, promise of future employment, favor or service to any employee to influence the award of contract or purchase of items from a contract; or

h. Any other cause the Executive Director determines to be so serious and compelling to affect the credibility of a OUA vendor, including debarment by another government entity.

As a precaution, prospective vendors and bidders are required to sign the Sworn Statement of Public Entity Crimes (Appendix A) as per Florida Statute 287.133(3)(a).

B. Recommended Decision

The Executive Director will issue a written notice for the debarment. The notice will state the reason(s) for the action and inform the vendor of its rights to an appeal.

C. Appeal

1. Any vendor dissatisfied or aggrieved about the notification regarding debarment, must within ten (10) calendar days of such notification, appeal the debarment in writing in accordance with the hearing procedures contained in this section.

2. <u>Hearing Date</u>:

Upon receipt of the request for hearing, the OUA Executive Director shall give all parties prior notice of a hearing date and time at least five (5) business days before the hearing date. At least one OUA Board member or Alternate member must be at the hearing to chair the hearing. The vendor will be given the opportunity at such hearing to demonstrate why the debarment should be denied.

3. <u>Decision</u>:

The OUA Board member or Alternate will render a written decision within thirty (30) days of the hearing. Any decision to debar a vendor will be in effect for a period of at least three (3) years.

4. An aggrieved party may appeal an adverse decision to the OUA Board. The appeal must be filed within ten (10) days of the notification of the written decision in #3 above. The Board's decision to debar a vendor will be final and conclusive unless the debarred vendor files a timely appeal of the Board's decision pursuant to the Florida Rules of Appellate Procedure.

D. Reinstatement. A person or corporation may be reinstated to do business with the OUA under the following conditions:

1. Discovery of new and material evidence not previously available;
2. Dismissal of indictment or reversal of a conviction; or
3. Bonafide change in ownership or management sufficient to justify new direction.

31. Procurement Records

A. Procurement Files:

All procurement determinations relating to the solicitation, award or performance evaluation of Invitations to Bid, Request for Proposals, and Expressions of Interest for Professional Services shall be maintained in procurement files, except procurements subject to the Small Procurement of $500 or less, which shall be maintained by the Department having been approved for the delegation by the OUA Executive Director.

B. Retention of Procurement Records:

1. All procurement records shall be retained and disposed of by the OUA in accordance with records retention guidelines and schedules approved by the Division of Archives of the State of Florida – F.S.560.1105
2. If a contract is funded, in part or in whole, by a federal agency, then all procurement records pertaining to that contract shall be maintained for the time specified in the funding contract.

32. Minority Business Participation

A. Contractors are encouraged to assist Florida's small and minority businesses in doing business with OUA. Each contractor in assisting small and minority businesses will help to expand and develop the small and minority business sector.

B. *"Certified Minority Business Enterprise"* is a business which has been certified by the State of Florida Department of Management Services as a minority business enterprise in accordance with the provisions of the Small and Minority Business Assistance Act of 1985.

C. *"Small Business"* means an independently owned and operated business which employs fifty (50) or fewer full-time employees, and which has a net worth of not more than one million dollars ($1,000,000). As applicable to sole proprietorships, the one million dollars ($1,000,000) net worth requirement shall include both personal and business investments.

D. OUA Selection Procedures

1. The OUA shall make a good faith effort to provide interested minority business enterprises or minority persons with adequate information about the plans, specifications and requirements of contracts and the availability of work requests.

2. The OUA shall make a good faith effort to effectively use services and resources of available minority community organizations, minority contractors' groups, local, state, and federal minority business assistance officers, and other organizations that aid in the recruitment and placement of minority business enterprises or minority persons; and

3. The OUA shall make a good faith effort to provide written notice to a reasonable number of minority business enterprises in order to allow the minority business enterprises to participate effectively.

E. The Minority Business Enterprise (MBE) Directory for the OUA shall be based upon the vendors list of certified minority business enterprises prepared and maintained by the State of Florida Department of Management Services pursuant to Section 287.0943, Florida Statutes. The purpose of this Directory is to enable the OUA's prime contractors to identify and utilize minority business enterprises.

F. The Workforce Development Board has developed a Minority/Women Business Enterprise Small Business Directory. The vendors on this list will be included in our vendor listing for notifications and/or contacts for goods and/or services.

G. Reasonable efforts will be made to notify and engage minority businesses in the procurement process.

33. Contract Form

The OUA Attorney shall determine the form of contract documents. Standard legal documents shall be developed and maintained by the OUA Attorney. The approved standard legal documents may be used without additional legal review. A Department shall not modify the approved standard legal documents without the approval of the Executive Director and the OUA Attorney.

34. Advance Payment

As a general rule, OUA is not authorized to issue:

1. Advance Payments

2. C.O.D. except for small purchases which are funded through the petty cash

   All other payments, including Terms of Payment, are addressed in the company's payment policy and procedure.

35. Environmentally Friendly Vendors

In recognition of Florida Statute 373.185 (Friendly Landscaping statute) and Florida Statute 289.29 (Climate friendly Public Businesses), and in the spirit of both Florida Statutes, OUA will at all times (whenever possible) seek to promote the selection of vendors whose operation are approved by either the Department of Management Service or any other government authorizing agency, as being certified as an environmentally friendly entity.

Therefore, companies doing business with OUA are encouraged to be "green" and certified as being environmentally friendly.

References

1. Florida Statute 255.04 (FS.255.04) – Preference to home industries in building public building.
2. Florida State 255.20 (FS 255.20) – Local bids and contracts for public construction works
3. Florida Statute 255.0525 (FS 255.0525) – Advertising for Competitive Bids or Proposals.
4. Florida Statute 287.055 (FS 287.055) – Acquisition of professional Architectural, Engineering, Landscape Architectural or Surveying and Mapping Service - CNNA.
5. Florida Statue 287.084 (FS 287.084) – Preference to Florida businesses for Procurement of Personal Property and Services.
6. Florida Statute 287.087 (FS 287.087) - Preference to business with drug-free workplace programs (Appendix B).
7. Florida Statute 287.0943 (FS 287.0943) - Certification of Minority Business Enterprises.
8. Florida Statue 560.1105 (FS 560.1105) – Record Retention.
9. Florida Statue 373.185 – Friendly Landscaping.
10. Florida Statue 289.29 – Climate Friendly Public Businesses.
11. Okeechobee Utility Authority – Purchasing Policies and Procedure
12. Okeechobee County – Procurement Policy (4th Amendment 10.28.21)
13. Okeechobee Schools – Purchasing Policy and Bidding
14. Hillsborough County – Procurement Policy
15. Leon County Government – Purchasing Policy

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(To be signed in the presence of a notary public or other officer authorized to administer oaths.)

Before me, the undersigned authority, personally appeared ___________________ , who, being by me first duly sworn, made the following statements:

1. The business address of ____
(name of bidder or contractor)

is ____.

2. My relationship to ____
(name of bidder or contractor)

is ____.
(relationship such as sole proprietor, partner, president, vice president, etc.)

3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand that "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trail court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

5. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

***(Draw a line through paragraph 6 if paragraph 7 applies, Draw a line through paragraph 7 if paragraph 6 applies.)**

6. Neither the bidder or contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the bidder or contractor nor any affiliate of the bidder or contractor has been convicted of a public entity crime subsequent to July 1,1989.

7. There has been a conviction of a public entity crime by the bidder or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the bidder or contractor who is active in the management of the bidder or contractor or an affiliate of the bidders or contractors. A determination has been made pursuant to Section 287.133(3) by order of the Florida Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is ______________________________________. A copy of the order of the Florida Division of Administrative Hearings is attached to this statement.

____
Signature/Date (undersigned authority)

Sworn to and subscribed before me in the state of ______ and county of

on the __________day of__________________, 20____ .

____
Notary Public

(affix seal)

____
My commissions expires

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

____ does:
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

____
Bidder's Signature

____
Date

Motor VEHICLE RELEASE FORM

VEHICLE INFORMATION

Vehicle Identification Number:____________________ Make: ________

Model:____________ Year:_________ Plate Number: _____________

Odometer Reading: ________________________ Title Number: N/A

RECEIVING COMPANY / PERSON INFORMATION

Name of Person: ______________________________

Name of Company: ______________________________

Address: ____________________________________

City: _____________State: ______ZIP Code: ________

Contact # :____________________ E-Mail:_________________

RETURNING COMPANY / PERSON INFORMATION

Name of Person: ______________________________

Name of Company: ______________________________

Address: ____________________________________

City: _____________State: ______ZIP Code: ________

Contact # :____________________ E-Mail:_________________

OBSERVATION – PLEASE NOTE CONDITION BEFORE/AFTER RELEASE

Returned ok: Yes No

CERTIFICATION

I, the undersign hereby certify that the above motor vehicle and description is true and hereby accept responsibility of all damage to said vehicle while in my possession..

Receiver Name & Signature: ______________________________ Date: _______

OUA Representative Name & Signature: ____________________Date: ______

SINGLE/SOLE SOURCE FORM

This form is to be used whenever a Department Manager or Purchasing Officer believes an acquisition is best classified as single/sole source. The form must be submitted for approval prior to the purchase, of goods or services, to the Executive Director. The original signed form shall be retained in the supplier's purchasing file

PROPOSED CONTRACT VENDOR Company: Address: Telephone: Web Address: Contact: E-mail:	**NEED IDENTIFIED (date)** REQUESTED DELIVERY DATE **QUOTED PRICE** $

DESCRIPTION OF GOODS AND/OR SERVICE REQUIRED:

SINGLE/SOLE SOURCE CATEGORY (Check applicable box and attach documentation or provide explanation below.)

☐ Legislation or appropriation mandates use of contract vendor.	☐ Software license renewals, additions, or upgrades available from only one source
☐ Warranty voided if service provided by other contract vendor	☐ Brand compatibility available from only one source (no other <u>[type product here]</u> distributors)
☐ Other	☐ Other proprietary situation

THIS PROCURMENT IS A SINGLE/SOLE SOURCE BECAUSE (attach additional page if needed):

<u>NOTE: The following are NOT sufficient single/sole source justifications:</u>

- Personal preference for a product or Vendor
- Perception that the vendor is the best qualified (this should be determined through a competitive process)
- Lack of planning resulting in limited time to conduct a competitive procurement
- Past or existing relationship with the vendor
- Special incentive or deal offered (can be assessed in open and competitive solicitation)
- Convenience

Person Requesting the Single/Sole Source Status: By signing this document, I certify that the statements in the Certifications section above are true and I do not have a conflict of interest.

Signature:	Date
Printed Name	Title

Person Approving Single/Sole Source: By signing this document, I approve the above supplier as Single/Sole Source and I do not have a conflict of interest.

Signature:	Date
Printed Name	Title

OKEEHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 24

AUGUST 18, 2026

COMPUTER PURCHASES

Included in both the FY26 budget & FY27 preliminary budget are provisions for the replacement of computers and upgrading of 2010 Microsoft Office (version 7) to the 2024 Microsoft Office (version 11).

Following an inventory exercise by the network contractor, ICS, it was determined that although OUA periodically replaced dysfunctional units, the last general replacement of computers was done in 2019 with the installment of 2010 Microsoft Office Home and Business which was sufficient and appropriate at that time. However, with the passing of approximately seven (7) years, Microsoft has since ceased support for 2010 windows software, resulting in a number of computers experiencing:

1. Continued delays in the operability of the units.
2. Error messages when attempting to access Microsoft software.

As a result of the above challenges encountered by users, ICS recommends that from a total of 29 computers in operation, OUA should replace 15 computers (CPU) and upgrade 22 Microsoft Office licenses from the old 2010 version to 2024 Home & Business edition to ensure uniformity and compatibility amongst users. The remaining 14 (29-14) computers are not recommended for replacement and are compatible with the current generation of computers.

Below is an itemized estimate received from ICS (also attached):

Estimated cost for upgrade	15 computers @ $849 each	$12,735.00
	22 (2024 Microsoft Office @ $139 each	$3,058.00
	Total cost per attached quote	$15,793.00

Given that the changing out of computers and installation of the Microsoft upgrade is already included in ICS contract, the only cost to OUA will be the purchasing of the units and licenses.

Amounts included in FY26 budget and FY27 preliminary budget were:

FY26 Budget – Computer replacement	-	$11,300.00
FY27 Prelim. Budget for Computers	-	$15,000.00

Should the board approve the replacement of the dysfunctional computers and upgrade the 2010 version of Microsoft Office, then Staff will withdraw the $15,000 included in FY27 preliminary budget, which is scheduled for approval at next month's meeting.

Attached are copies of the quote provided by ICS and extract of FY26 approved budget & FY27 preliminary budget.

Following discussions, Staff ask that a motion be moved approving the purchase of 15 computers and 22 (2024 edition) Microsoft Office Home & Business software licenses from ICS at a total cost of $15,793.00

ICS COMPUTERS

203 SW 4th Street
Okeechobee, FL 34974
Voice: 863-467-9090
Fax: 863-467-1954
www.icsflorida.com

Quote

Date	Quote #
7/29/2026	2269

Name / Address
Okeechobee Utility Authority 100 SW 5th Ave Okeechobee, FL 34974

P.O. No.	Sales Rep	Project	Good Thru
	RC		

Qty	Item	Description	Unit Price	Total
15	12LMS7YW00	Lenovo ThinkCentre Mini - Intel i5 Proc, 16GB RAM, 256gb SSD, Windows 11 Pro	849.00	12,735.00
22	Quote - Material	Microsoft Office 2024 Home and Business (Approximate)	139.00	3,058.00

NEC
Authorized Business Telephone Systems

Subtotal	$15,793.00
Sales Tax (7.0%)	$0.00
Total	$15,793.00

	A	B	C	D	E	F	G
1	Okeechobee Utility Authority						07/14/2026
2	FY27 Budget						
3	Proposed Departmental Capital Expenditures						
4						Operating	Capital
5		DEPARTMENT TOTALS					
6			ADMINISTRATION			16,000	250,000
7			MAINTENANCE			0	52,000
8			WATER			0	57,000
9			WASTEWATER			0	1,090,625
10			METER			13,760	0
11					TOTALS	29,760	1,449,625
12			Administration				
13				Administration Office			250,000
14				10 New Computers		10,000	
15				Chairs		1,000	
16				Microsoft Home & Business		5,000	
19							
20					Sub Total Administration	16,000	250,000
21			Maintenance				
28							
29				Replace Truck 502			52,000
31							
32							
33					Sub Total Maintenance	0	52,000
34			Water				
35				Flowserve Sand Pump (DXP CV)			40,000
36				Filter Valve Actuator			17,000
42					Sub Total Water	0	57,000
43			Wastewater				
44				Aeration Basin Rehab - Phase 1 of 2			600,000
47				Bar Screen Replacement & Compactor			290,625
52				Replace & Relocate MCC 200			200,000
53							
54							
55					Sub Total Wastewater	0	1,090,625
56			Meter				
57				AG6590 Autogun w/bluetooth (4)		12,160	
58				Extension Probe		1,600	
59					Sub Total Meter	13,760	0

	A	B	C	D	E	F	G
1	**Okeechobee Utility Authority**						**08/05/2025**
2	**FY26 Budget**						
3	**Proposed Departmental Capital Expenditures**						
4						**Operating**	**Capital**
5		DEPARTMENT TOTALS					
6			ADMINISTRATION			12,300	260,000
7			MAINTENANCE			6,030	109,000
8			WATER			0	230,255
9			WASTEWATER			0	1,334,625
10			METER			2,000	0
11					TOTALS	20,330	1,933,880
12			Administration				
13				Administration Office			250,000
14				New Computers & Printer		6,300	
15				Chairs		1,000	
16				Microsoft Home & Business		5,000	
19				Wirelesss Cameras			10,000
20					**Sub Total Administration**	12,300	260,000
21			Maintenance				
28				Sullair T4F Desiel Compressor - 49HP			28,000
29				Replace Truck 407 Silverado 3500 HD			66,000
30				Wirelesss Cameras			15,000
31				3 Mud Hog Pumps		6,030	
32							
33					**Sub Total Maintenance**	6,030	109,000
34			Water				
35							
36				Actiflow Cylinder Screen - Drum			50,000
37				Chiller (incl of Eng. Service)			107,255
38				Dump Trailer			15,000
39				Actiflow PH Sensor			13,000
40				Replacement Lab Cabinets			25,000
41				Wirelesss Cameras			20,000
42					**Sub Total Water**	0	230,255
43			Wastewater				
44				Aeration Basin Rehab - Phase 1 of 2			600,000
45				Clarifier rebuild #2 (1A)			95,000
46				John Deer Tractor + Bucket			90,000
47				Bar Screen Replacement & Compactor			290,625
49				Fileter Panels			25,000
50				Golf Cart			9,000
52				Replace & Relocate MCC 200			200,000
53				Replace MCC 300,400, 500 & 600 (FY28)			
54				Wireless Cameras			25,000
55					**Sub Total Wastewater**	0	1,334,625
56			Meter				
57				Sundry Toolss		2,000	
58							
59					**Sub Total Meter**	2,000	0

OKEEHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 25

AUGUST 18, 2026

SWSA PROJECT 2 – SEPTIC TO SEWER CONNECTIONS

On July 17th, bids were received and opened for two groups (W & X) within VPS # 5. On August 6th, bids were received and opened for one group (V), also within VPS #5. Below is the bid tabulation for each of the three bids.

VPS # 5 Group W

Three bids were received for Group W, which has twenty-six (26) addresses for connection, as shown on the bid tabulation on the following page:

Residential Connections - Septic to Sewer

VPS #5 Group W

Math rounding error due to splitting upfront costs to specific addresses, use bid price

7/20/2026 Last Edited

Item	Unit	McCullers Construction Services			Meek's Plumbing, Inc.			Invertech Solutions LLC		
Mobilization	LS	$20,000.00			$3,800.00			$4,000.00		
Indemnification	LS	$25.00			$0.00			$867.85		
Safety	LS	$4,500.00			$0.00			$867.85		
MOT	LS	$5,500.00			$0.00			$0.00		
Sub-Total		$30,025.00			$3,800.00			$5,735.70		
Number of Connections		26			26			26		
Per Connection Costs		$1,154.81			$146.15			$220.60		
Sitework										
2372 SW 16TH ST		$1,154.81	$1,894.00	**$3,048.81**	$146.15	$2,112.75	**$2,258.90**	$220.60	$2,827.00	**$3,047.60**
2504 SW 16TH ST		$1,154.81	$1,766.00	**$2,920.81**	$146.15	$1,935.25	**$2,081.40**	$220.60	$2,553.00	**$2,773.60**
2427 SW 18TH CT		$1,154.81	$1,870.00	**$3,024.81**	$146.15	$2,085.25	**$2,231.40**	$220.60	$2,785.00	**$3,005.60**
2428 SW 18TH CT		$1,154.81	$3,238.00	**$4,392.81**	$146.15	$3,441.25	**$3,587.40**	$220.60	$4,639.00	**$4,859.60**
2457 SW 18TH CT		$1,154.81	$2,006.00	**$3,160.81**	$146.15	$2,247.25	**$2,393.40**	$220.60	$3,033.00	**$3,253.60**
2458 SW 18TH CT		$1,154.81	$1,430.00	**$2,584.81**	$146.15	$1,568.75	**$1,714.90**	$220.60	$1,995.00	**$2,215.60**
2501 SW 18TH CT		$1,154.81	$1,726.00	**$2,880.81**	$146.15	$1,920.25	**$2,066.40**	$220.60	$2,533.00	**$2,753.60**
2502 SW 18TH CT		$1,154.81	$4,214.00	**$5,368.81**	$146.15	$4,256.00	**$4,402.15**	$220.60	$5,592.00	**$5,812.60**
2536 SW 18TH CT		$1,154.81	$1,590.00	**$2,744.81**	$146.15	$1,758.25	**$1,904.40**	$220.60	$2,285.00	**$2,505.60**
2537 SW 18TH CT		$1,154.81	$3,078.00	**$4,232.81**	$146.15	$3,509.50	**$3,655.65**	$220.60	$4,964.00	**$5,184.60**
2572 SW 18TH CT		$1,154.81	$1,486.00	**$2,640.81**	$146.15	$1,636.00	**$1,782.15**	$220.60	$2,098.00	**$2,318.60**
2573 SW 18TH CT		$1,154.81	$1,870.00	**$3,024.81**	$146.15	$2,085.25	**$2,231.40**	$220.60	$2,785.00	**$3,005.60**
2371 SW 19TH LN		$1,154.81	$1,854.00	**$3,008.81**	$146.15	$2,070.00	**$2,216.15**	$220.60	$2,762.00	**$2,982.60**
1674 SW 24TH AVE		$1,154.81	$2,030.00	**$3,184.81**	$146.15	$2,274.75	**$2,420.90**	$220.60	$3,075.00	**$3,295.60**
1718 SW 24TH AVE		$1,154.81	$1,382.00	**$2,536.81**	$146.15	$1,513.75	**$1,659.90**	$220.60	$1,911.00	**$2,131.60**
1735 SW 24TH AVE		$1,154.81	$4,564.00	**$5,718.81**	$146.15	$5,145.50	**$5,291.65**	$220.60	$7,062.00	**$7,282.60**
1742 SW 24TH AVE		$1,154.81	$2,006.00	**$3,160.81**	$146.15	$2,247.25	**$2,393.40**	$220.60	$3,033.00	**$3,253.60**
1768 SW 24TH AVE		$1,154.81	$2,190.00	**$3,344.81**	$146.15	$2,464.25	**$2,610.40**	$220.60	$3,365.00	**$3,585.60**
1793 SW 24TH AVE		$1,154.81	$2,182.00	**$3,336.81**	$146.15	$2,452.00	**$2,598.15**	$220.60	$3,346.00	**$3,566.60**
1818 SW 24TH AVE		$1,154.81	$1,606.00	**$2,760.81**	$146.15	$1,773.50	**$1,919.65**	$220.60	$2,308.00	**$2,528.60**
1840 SW 24TH AVE		$1,154.81	$1,742.00	**$2,896.81**	$146.15	$1,935.50	**$2,081.65**	$220.60	$2,556.00	**$2,776.60**
1864 SW 24TH AVE		$1,154.81	$1,830.00	**$2,984.81**	$146.15	$2,042.50	**$2,188.65**	$220.60	$2,720.00	**$2,940.60**
1888 SW 24TH AVE		$1,154.81	$1,854.00	**$3,008.81**	$146.15	$2,070.00	**$2,216.15**	$220.60	$2,762.00	**$2,982.60**
1910 SW 24TH AVE		$1,154.81	$2,126.00	**$3,280.81**	$146.15	$2,384.75	**$2,530.90**	$220.60	$3,243.00	**$3,463.60**
1963 SW 24TH AVE		$1,154.81	$1,774.00	**$2,928.81**	$146.15	$1,975.25	**$2,121.40**	$220.60	$2,617.00	**$2,837.60**
1995 SW 24TH AVE		$1,154.81	$5,182.00	**$6,336.81**	$146.15	$5,644.50	**$5,790.65**	$220.60	$7,936.00	**$8,156.60**
Contingency Allowance	LS			**$25,000.00**			**$25,000.00**			**$25,000.00**
TOTAL				**$113,515.06**			**$93,349.15**			**$117,520.60**

		Vendor's Bid	Staff Review
McCullers Construction Services	-	$113,515.00	$113,515.06
Meeks Plumbing Inc.	-	$ 93,349.25	$ 93,349.15
Invertech Solutions LLC	-	$117,520.70	$117,520.60

Following Staff review for completeness, Meeks Plumbing Inc was identified as the bidder with the lowest value of $93,349.25.

The above tabulation shows that four (4) of the twenty-six (26) units will be required to finance amounts above the allotted grant of $3,600.00.

<u>VPS # 5 Group X</u>

One bid was received for Group X, which has twenty-two (22) addresses for connection, as shown on the bid tabulation on the following page:

Residential Connections - Septic to Sewer

VPS #5 Group X

7/20/2026 Last Edited

Math rounding error due to splitting upfront costs to specific addresses, use bid

Transcription error by bidder

Item	Unit	Meek's Plumbing, Inc.		
Mobilization	LS	$3,800.00		
Indemnification	LS	$0.00		
Safety	LS	$0.00		
MOT	LS	$0.00		
Sub-Total		$3,800.00		
Number of Connections		22		
Per Connection Costs		$172.73		
Sitework				
1624 SW 23RD TER		$172.73	$1,336.50	**$1,509.23**
1625 SW 23RD TER		$172.73	$1,798.00	**$1,970.73**
1647 SW 23RD TER		$172.73	$1,419.00	**$1,591.73**
1696 SW 23RD TER		$172.73	$3,492.75	**$3,665.48**
1697 SW 23RD TER		$172.73	$2,219.75	**$2,392.48**
1718 SW 23RD TER		$172.73	$1,513.75	**$1,686.48**
1743 SW 23RD TER		$172.73	$3,035.75	**$3,208.48**
1768 SW 23RD TER		$172.73	$2,180.00	**$2,352.73**
1792 SW 23RD TER		$172.73	$2,601.75	**$2,774.48**
1793 SW 23RD TER		$172.73	$2,219.75	**$2,392.48**
1819 SW 23RD TER		$172.73	$2,409.25	**$2,581.98**
1832 SW 23RD TER		$172.73	$2,724.00	**$2,896.73**
1840 SW 23RD TER		$172.73	$2,681.25	**$2,853.98**
1841 SW 23RD TER		$172.73	$2,996.00	**$3,168.73**
1865 SW 23RD TER		$172.73	$2,140.25	**$2,312.98**
1888 SW 23RD TER		$172.73	$2,262.50	**$2,435.23**
1889 SW 23RD TER		$172.73	$2,125.00	**$2,297.73**
2295 SW 19TH LN		$172.73	$1,431.25	**$1,603.98**
2343 SW 19TH LN		$172.73	$1,309.00	**$1,481.73**
2312 SW 19TH LN		$172.73	$2,436.75	**$2,609.48**
2342 SW 19TH LN		$172.73	$2,452.00	**$2,624.73**
2372 SW 19TH LN		$172.73	$3,320.00	**$3,492.73**
Contingency Allowance	LS			**$25,000.00**
TOTAL				**$78,904.31**

		Vendor's Bid	Staff Review
Meeks Plumbing Inc.	-	$78,923.25	$78,904.31

a) On the contractor's bid form 1647 SW 23rd TER, the Septic Tank Abandonment unit price was given as $820.00, with a quantity of one, the total was given as $839.00. This appears to be a scrivener's error. The nineteen dollars ($19.00) difference observed was not material to change the bidding process outcome.

b) A rounding difference was encountered due to splitting project cost to address in Meeks Plumbing Inc. submission. This rounding did not impact the outcome of the bidding process.

Following Staff review for completeness and compilation of bid tabulation, Meeks Plumbing Inc with a bid value of $78,904.31 was identified as the lowest bidder.

The above tabulation shows that only one (1) of the twenty-two (22) units will be required to finance amounts above the allotted grant of $3,600.00

VPS # 5 Group V

Two bidders submitted bids for Group V which has twenty-five (25) addresses for connection, as shown on the bid tabulation on the following page:

Residential Connections - Septic to Sewer									
VPS #5 Group V									
8/7/2026	Last Edited								
				McCullers Well Services and Plumbing			Meek's Plumbing, Inc.		
Mobilization		LS		$20,000.00			$3,800.00		
Indemnification		LS		$25.00			$0.00		
Safety		LS		$5,000.00			$0.00		
MOT		LS		$4,500.00			$0.00		
			Sub-Total	$29,525.00			$3,800.00		
			Number of Connections	25			25		
			Per Connection Costs	$1,181.00			$152.00		
Sitework									
	1601 SW 28TH AVE			$1,181.00	$2,940.00	**$4,121.00**	$152.00	$2,507.00	**$2,659.00**
	1609 SW 28TH AVE			$1,181.00	$2,906.00	**$4,087.00**	$152.00	$2,479.50	**$2,631.50**
	1619 SW 28TH AVE			$1,181.00	$3,021.00	**$4,202.00**	$152.00	$2,574.25	**$2,726.25**
	1629 SW 28TH AVE			$1,181.00	$2,791.00	**$3,972.00**	$152.00	$2,384.75	**$2,536.75**
	1630 SW 28TH AVE			$1,181.00	$2,360.00	**$3,541.00**	$152.00	$2,024.00	**$2,176.00**
	1680 SW 28TH AVE			$1,181.00	$2,608.00	**$3,789.00**	$152.00	$2,235.00	**$2,387.00**
	1709 SW 28TH AVE			$1,181.00	$2,791.00	**$3,972.00**	$152.00	$2,384.75	**$2,536.75**
	1719 SW 28TH AVE			$1,181.00	$3,298.00	**$4,479.00**	$152.00	$2,803.50	**$2,955.50**
	1730 SW 28TH AVE			$1,181.00	$3,273.00	**$4,454.00**	$152.00	$2,698.25	**$2,850.25**
	1780 SW 28TH AVE			$1,181.00	$2,791.00	**$3,972.00**	$152.00	$2,384.75	**$2,536.75**
	1818 SW 28TH AVE			$1,181.00	$3,134.00	**$4,315.00**	$152.00	$2,594.50	**$2,746.50**
	1819 SW 28TH AVE			No Bid	No Bid	**$0.00**	No Bid	No Bid	**$0.00**
	1864 SW 28TH AVE			$1,181.00	$4,532.00	**$5,713.00**	$152.00	$3,753.00	**$3,905.00**
	1872 SW 28TH AVE			$1,181.00	$3,596.00	**$4,777.00**	$152.00	$3,048.00	**$3,200.00**
	1888 SW 28TH AVE			$1,181.00	$3,298.00	**$4,479.00**	$152.00	$2,803.50	**$2,955.50**
	1935 SW 28TH AVE			$1,181.00	$4,098.00	**$5,279.00**	$152.00	$3,398.50	**$3,550.50**
	1988 SW 28TH AVE			$1,181.00	$2,872.00	**$4,053.00**	$152.00	$2,452.00	**$2,604.00**
	2005 SW 28TH AVE			$1,181.00	$2,344.00	**$3,525.00**	$152.00	$2,018.00	**$2,170.00**
	2095 SW 28TH AVE			$1,181.00	$2,289.00	**$3,470.00**	$152.00	$1,975.25	**$2,127.25**
	2105 SW 28TH AVE			$1,181.00	$1,429.00	**$2,610.00**	$152.00	$1,269.25	**$1,421.25**
	2124 SW 28TH AVE			$1,181.00	$2,836.00	**$4,017.00**	$152.00	$2,350.00	**$2,502.00**
	2148 SW 28TH AVE			$1,181.00	$3,962.00	**$5,143.00**	$152.00	$3,347.50	**$3,499.50**
	2150 SW 28TH AVE			$1,181.00	$4,809.00	**$5,990.00**	$152.00	$4,041.25	**$4,193.25**
	2151 SW 28TH AVE			$1,181.00	$6,691.00	**$7,872.00**	$152.00	$5,587.75	**$5,739.75**
	2211 SW 28TH AVE			$1,181.00	$1,714.00	**$2,895.00**	$152.00	$1,501.50	**$1,653.50**
	2632 SW 16TH ST			$1,181.00	$3,068.00	**$4,249.00**	$152.00	$2,614.00	**$2,766.00**
Contingency Allowance		LS				**$25,000.00**			**$25,000.00**
	TOTAL					**$133,976.00**			**$96,029.75**

		Vendor's Bid	Staff Review
McCullers Well Services and Plumbing	-	$133,976.00	$133,976.00
Meeks Plumbing Inc.	-	$ 96.029.75	$ 96,029.75

Following Staff review for completeness and our compilation of the bid tabulation, Meeks Plumbing Inc with a bid value of $96,029.75 was identified as the lowest bidder.

The above tabulation shows that only three (3) of the twenty-five (25) units will be required to finance amounts above the allotted grant of $3,600.00.

Following discussion and clarification, the Board is asked to accept Staff recommendations for the lowest bidder of each bid:

Motion 1:

> **Accept Meeks Plumbing, Inc. as the lowest bidder for VPS 5 Group W (twenty-six connections) for the sum of $93,349.25 and to issue Notice of Award.**

Motion 2:

> **Accept Meeks Plumbing, Inc. as the lowest bidder for VPS 5 Group X (twenty-two connections) for the sum of $78,904.31 and to issue Notice of Award.**

Motion 3:

> **Accept Meeks Plumbing, Inc. as the lowest bidder for VPS 5 Group V (twenty-five connections) for the sum of $96.029.75 and to issue Notice of Award.**

Motion 4:

> **Once Meeks Plumbing, Inc. has submitted the appropriate documents, Staff is requesting OUA Board to approve issuance of the appropriate documents (eg.Notice to Proceed etc.)**

OKEEHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 26

AUGUST 18, 2026

NW 15 IMPROVEMENTS – DIRECT PURCHASE OF PUMPS AND CONTROLS PACKAGE

During the April 21, 2026 OUA Board Meeting, Agenda Item 33 'Improvements to Lift Station NW 15 Bid Award' was presented and the project was awarded to Florida Utility Solutions (FUS). As part of the project, OUA anticipated directly purchase certain project components to obtain potential sales tax savings. The pumps and controls package was identified as one of the components to be considered for direct purchased.

Subsequent to the Board's award, the project engineer, Jeff Sumner, P.E. advised the FUS that FUS holds an Annual Resale Certificate and therefore, may purchase materials for resale to OUA without paying sales tax, subject to applicable Florida sales tax requirements. Following discussion regarding FUS purchasing the pumps and controls package from Hydra Services, Inc., Hydra Services offered OUA a 1.5% discount if OUA purchases the package directly.

The pumps and controls package was included in the FUS contract at a cost of $459,795.00. A direct purchase by OUA from Hydra Services, Inc. would result in a 1.5% discount, reducing the purchase price to $452,898.00 and providing a savings of $6,897.00. The direct purchase would also require a deductive change order to the FUS contract in the amount of $459,795.00 to remove the pumps and controls package from FUS's scope of work.

Additionally, a direct purchase may streamline the reimbursement process associated with the Florida Department of Agriculture Energy Efficiency Grant awarded to OUA, subject to the grant's applicable reimbursement requirements.

Staff recommends that the OUA Board authorize the direct purchase of the pumps and controls package from Hydra Services, Inc. in the amount of **$452,898.00,** and authorize the corresponding **$459,795.00 deductive change order** to the Florida Utility Solutions contract for the removal of this equipment package from the project scope.

Hydra Service, Inc. SPECIALIST IN FLUID MOVEMENT

Rev 6 Date: 5/14/2018

PROJECT: OUA ODP SCOPE &Pricing - Okeechobee Utility Authority - NW15

SO#	Team Member: BO	Page:	1 of 1
Cust. Name:			
Proposal/Quote:			
	Percentage	PO #:	
Sales.No.1	John Scott	100	
Ship To:	OUA		
COSTING Date:	8/10/2026		

Original SELL PRICE: $459,795.00

Line	Note	Part Number	Description	QTY	List	Multiplier	COST Unit $$	Extended Cost	Margin	Sell	Vendor
1			*SULZER MODEL XFP155J-CB2-314.7-PE630/4, 6" DISCHARGE, 84.5HP, 460V, 3~/60Hz, 49FT CABLES, *INCLUDES SS LIFT BAILS & CLOSED LOOP COOLING*. DUTY POINT: 1370 GPM @ 125.4FT TDH PE5A/2304#	3							SULZER
2		ADDER	LIFTING BAIL (DUPLEX SS)	3							SULZER
3		310190007002T	Certified Non-Witness Hydraulic Tests to HI 11.6-2017 Standard GRADE 1U	3							SULZER
4		85066117	Five Year Prorated Warranty, upgraded to Five Year Full (non-prorated) Warranty (.08 List)	3							SULZER
5		DPSH2211F	6" GRA w/ Integral Elbow, Dual, HD	3							CONERY
6		62306413-316	Hardware Kit, 316SS(Guide Bracket to Pump)	3							CONERY
7			JACKING BASE PLATE: (QUOTED TO DRAWING)	3							CFW#20359
8		82036154	UPPER GUIDE, Dual 2" Rail, 316SS	3							HALLIDAY
9		82047007	GUIDE RAIL, 2" DIAMETER, SCH40, 316SS MATERIALS (6 EA. 25' LENGTHS)	150							FL INV
10			25' LIFT CHAIN 3/8" 316SS W/SHACKLE	3							FL INV
11		82036159	FLOAT BRACKET / CABLE HOLDER, 316SS	1							FL INV
12		82046154	MOTOR CABLE J-HOOK, 316SS	3							FL INV
13		J6C CHAIN HOOK	J6C CHAIN HOOK	3							HALLIDAY
14		82047020	ANCHOR BOLT, 3/8" X 3", 316SS MATERIALS	18							FL INV
15		82047069	ANCHOR BOLT, 3/4-10 X 11 ALL THRD STUD, 316SS	12							FL INV
16		82047070	ANCHOR BOLT NUT, 3/4-10 FIN HEX NUT, 316SS	12							FL INV
17			3/4-10 NYLON INSERT LOCK/NUT 316 S/S (BOX OF 25EA.)	1							MERIT#125262
18		82047071	ANCHOR BOLT WASHER, 3/4 FLAT WASHER, 316SS	36							FL INV
19		82047072	ANCHOR BOLT ADHESIVE, ET22 SIDE BY SIDE 22 OZ ADHESIVE CARTRIDGE	3							FL INV
20			ABB Controls 3A1M5V3CWM ABB 16" WATERMASTER ELECTROMAGNETIC FLOW METER SYSTEM, REMOTE MOUNT TRANSMITTER	1							AWC#3217650
21			TRIPLEX CONTROL PANEL OPERATING 84.5HP 460V 3PH PUMPS & NEMA 7 J-BOX. PRICED TO SUPPLIED STANDARDS	1							#8379 5AA
22			VFD PANEL W/ATV630 INCLUDES VENTS & FANS	3							#8379 5AA
23		16907006	CA462 seal fail relay, 120v (ship to Stacon)	3							SULZER
24		GP50NONC	ANCHOR SCIENTIFIC 50' 3-WIRE ROTO FLOAT	6							ANCHOR
25			ANCHOR SCIENTIFIC Type WRW Bracket W/CABLE & WEIGHT	1							ANCHOR
26											
27											
28											
29											
30											
31											
32			**Includes START UP - THREE DAYS**								
33			DRIVE TIME								
34			ON SITE TIME								
35			MILEAGE - ROUND TRIP								
			Price adjustment For OUA ODP:							($6,897.00)	

TOTAL Including freight - Tax Exempt	$452,898.00

Total Due: $452,898.00

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OKEEHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 27

AUGUST 18, 2026

VACUUM PUMP STATION NO. 2 GENERATOR REPLACEMENT ENGINEERING SCOPE REVISION NO. 2, TASK ORDER #13 (OUA PO #11562)

Attached is Engineering Scope Revision No. 2 for the above-referenced project. This engineering scope revision is being submitted to increase the budget for Engineering Services During Construction (SDC) due to the extended construction duration. Contractor, Eau Gallie Electric, Inc., has exceeded the originally approved contract time. Due to the Contractor's ongoing efforts to obtain an approved generator with subbase tank in accordance with the Contract Requirements, CHA Consulting, Inc. anticipates that the approved SDC fee will be insufficient to provide the necessary engineering services through the anticipated Final Completion Date. CHA has attempted to manage the remaining available funding appropriately to continue providing construction-phase services; however, additional funding is required based on the Contractor's latest construction schedule.

This Engineering Scope Revision increases the authorized man-hours and reimbursable expenses for SDC services. The attached documents identify the additional tasks and associated costs totaling $9,967.52. Staff recommends an increase of $10,000.00 to provide sufficient authorization for the anticipated additional services through Final Completion.

Staff recommends approval of Engineering Scope Revision No. 2 and an increase of $10,000.00 to OUA PO #11562 for additional Engineering Services During Construction, increasing the previously approved amount of $14,800.00 for Task Order #13 to a revised PO amount of $24,800.00. The additional services are associated primarily with continued construction administration, review and coordination related to the generator and subbase tank, and other services necessary to complete the project. Approval of this scope revision is subject to the terms of the existing engineering agreement and does not constitute a waiver of OUA's contractual rights or remedies concerning Contractor schedule performance, delay, or responsibility for associated costs.

July 21st, 2026 (Sent via email to jhayford@ouafl.com)
083820.000

Mr. John Hayford, P.E.
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, FL 34974-4221

Dear Mr. Hayford:

Reference: Engineering Scope Revision No. 2
Vacuum Station No. 2 (Taylor Creek) Generator Replacement
Task Order #13 (OUA PO #11562)

Attached is Engineering Scope Revision No. 2 for the above referenced project. This engineering scope revision is being submitted to increase the budget for Engineering Services During the Construction Phase as the Contractor has exceeded the approved contract time. Due to the ongoing efforts to obtain an approved generator with subbase tank in accordance with Contract Requirements we will exceed the approved services during construction engineering fee. CHA has attempted to manage the remaining available funding appropriately to continue to provide services during construction; however, there are insufficient funds in this project to meet the anticipated Final Completion Date per the Contractor's latest construction schedule.

To get the project to completion, the anticipated work associated with this request will impact the following tasks:

Task C4 – Review Shop Drawings

Review shop drawings and samples, the results of tests and inspections, and other data submitted by the Contractor in accordance with the Contract Documents.

Task C5 – Review Pay Requests and Schedules

Review monthly pay requests and make recommendations for payment to OUA. Monthly pay requests will be reviewed in the filed and an agreement reached between the Contractor, OUA's project representative, and the ENGINEER prior to formal submittal to OUA for payment. Review the Contractor's preliminary and monthly progress schedules through completion. The estimated construction field time is 60 calendar days requiring two (2) pay request reviews.

Task C6 – Perform Periodic and Milestone Inspections

Perform inspections to determine that the project has achieved Substantial Completion and readiness for Final Acceptance and that the Work has been completed in general conformance with the Contract Documents to certify completion of construction to permitting agencies.

Task C9 – Project Closeout
Review the Contractor's record drawing information which shows the work as it was constructed. Prepare for OUA a set of reproducible record drawings and prints showing those changes made during the construction process based upon the information provided by the Contractor.

1. ENGINEER shall prepare record drawings based on Contractor's field date.
2. ENGINEER shall submit record documents to OUA.
3. Attend the final project reconciliation meetings with OUA and the Contractor.

Task C10 – Regulatory Agency Documentation and Project Closeout Submittals

Project services in connection with preparing acknowledgment for Final Completion of construction with application package and record drawings to the following agencies:

A. FDEP fuel tank permit closeout documentation.

Please review attached Engineering Scope Revision No. 2 and if this meets your approval, please have the document executed by the appropriate Okeechobee Utility Authority personnel and have our purchase order modified to reflect the approval of this revision. Following approval of this revision, the status of the above reference task order shall be as follows:

Task Order No. 13 (Construction Phase Only)

	Original Fee (Construction Phase)	=	$14,800.00
➢	Previous Fee Revision(s)	=	$0.00
➢	This Revision	=	$10,000.00
➢	Revised P.O. Amount	=	**$24,800.00**

If you have any questions or require additional information pertaining to this payment recommendation or the project in general, please do not hesitate to contact me.

Sincerely,

Stephanie Bortz, P.E.
Encl.

ENGINEERING SCOPE REVISION

Project:	Vacuum Pump Station #2 Generator Replacement	**Client:**	Okeechobee Utility Authority
CHA Project No:	083820.000	**Contact:**	John Hayford, P.E.
Revision No:	2	**Date:**	July 21, 2026

Nature of Revision:

This Engineering Scope Revision is to increase man-hours for Engineering SDC services for this project. Specifically, the following tasks shall be increased in engineering services man-hours:

1. Task C4 – Review Shop Drawings
2. Task C5 – Review Pay Requests and Schedule
3. Task C6 – Perform Periodic and Milestone Inspections
4. Task C9 – Project Closeout
5. Task C10 – Regulatory Agency Documentation and Project Closeout Submittals

Scope of Services:

1. Engineering services (Items 1 through 5 above) in accordance with the attached fee breakdown spreadsheet = **$10,000.00**

Original Engineering Construction Fee:		**Original Time:**	-
Task Order #13	$14,800.00	N/A	-
Total	$14,800.00	Total	
Previous Revisions:		**Previous Revisions:**	Days
-	$0.00	-	-
Total	$0.00	Total	X Days
This Revision:	$10,000.00	**This Revision:**	X Days
Revised Fee:	$24,800.00	**Revised Time:**	X Days

Approved by:	**Accepted by:**
Stephanie Bortz, P.E. Project Manager II CHA Consulting, Inc.	John Hayford, P.E. Executive Director Okeechobee Utility Authority

Attachments:

☒ Revision Fee Breakdown ☐ Other:

☐ Revised Schedule

Y:\Documents\Okeechobee\235-009.01 Vacuum PS #2 Generator Replacement\Project Management\7-EWA\EWA #2- Construction Phase\To J. Hayford Engineering Scope Revision 2.docx

OKEECHOBEE UTILITY AUTHORITY

VACUUM STATION NUMBER 2 GENERATOR REPLACEMENT
TASK ORDER NO. 13
ATTACHMENT 6

I. ENGINEERING SERVICES DURING CONSTRUCTION *DATE:* July 20, 2026

	TASK DESCRIPTION	PERSONNEL Principal	Engineer 8	Engineer 5	Engineer 4	Engineer 3	Engineer 2	Technician 4	Technician 3	Technician 2	Resident / Local Assistance	Secretary
C1	Project Administration/Management											
C2	Not Used											
C3	Consult and Advise											
C4	Review Shop Drawings		4		8							
C5	Review Pay Request and Schedules				4							
C6	Perform Periodic and Milestone Inspections	6	2		21							
C7	Not Used											
C8	Not Used											
C9	Project Closeout	4			4			10				
C10	Regulatory Agency Documentation and Project Closeout Submittals											
C11	Not Used											
C12	Not Used											
	Total Hours	10	6	0	37	0	0	10	0	0	0	0
	Rate	$233.00	$213.00	$155.00	$130.00	$98.00	$92.00	$130.00	$109.00	$82.00	$98.00	$82.00
	Sub-Total Labor	$2,330.00	$1,278.00	$0.00	$4,810.00	$0.00	$0.00	$1,300.00	$0.00	$0.00	$0.00	$0.00
									TOTAL LABOR		$9,718.00	

II. REIMBURSABLE EXPENSES ENGINEERING SERVICES DURING CONSTRUCTION

EXPENSE ITEM	**EXPENSE TYPE**	**UNIT**	**No. OF UNITS**	**COST PER UNIT**	**TOTAL COST**
1	REPRODUCTION				
	Half Size Drawings (11" x 17")	EA	0	$6.00	$0.00
	Full Size Drawings (22" x 34")	EA	0	$13.20	$0.00
	Specification Booklets	EA	0	$0.00	$0.00
	Prepare Bid Document CD's	EA	0	$25.00	$0.00
2	PHOTOCOPIES	EA	0	$0.20	$0.00
3	PLOTTING				
	22 X 34 (SET UP)	EA	0	$15.00	$0.00
	11 X 17 (SET UP)	EA	0	$3.00	$0.00
4	TRAVEL				
	MILEAGE	MILE	360	$0.662	$238.32
	TOLLS	TRIP	2	$5.60	$11.20
	HOTEL/MEALS	DAY	0	$155.00	$0.00
5	SUBCONSULTANTS				
	SURVEY	LS	0	$0.00	$0.00
	ELECTRICAL	LS	0	$0.00	$0.00
	STRUCTURAL	LS	0	$0.00	$0.00
	GEOTECHNICAL	LS	0	$0.00	$0.00
	SL Dobbs Engineeirng, LLC	LS	0	$0.00	$0.00
				TOTAL EXPENSES	$249.52

GRAND TOTAL	$9,967.52
USE	$10,000.00

OKEEHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 28

AUGUST 18, 2026

KING'S BAY MONTHLY MAINTENANCE CHARGE

As of July 2004, OUA contracted with King's Bay Homeowners Association Inc. to assume responsibility for the performance of all work on the subdivision wastewater system and by so doing agreed to recover its cost through the establishment of a monthly maintenance charge to each metered unit.

Following staff's review and analysis of the Authority's operation and cost structure associated with the maintenance of the wastewater system at King's Bay subdivision during the period July 1, 2025 – June 30, 2026, a maintenance charge of $13.33 per month is recommended for each metered unit for the coming period FY27 starting October 1, 2026.

The table below shows a history of the most recent & proposed monthly charge:

Year	Monthly Charge
23/24	$7.22
24/25	$8.77
25/26	$10.64
26/27	$13.33

For information, the proposed monthly charge of $13.33 per unit includes the most recent billable labor rate and equipment charge as stated in the Authority's Schedule of Rates, Charges and Fees. A summary of the final computation is shown below:

	Cost
Field Labor Cost	$9,236.50
Equipment Cost	$1,761.00
Parts & Material	$16,199.94
Sub-Total	$27,197.44
10% Admin. Fee	$2,719.74
Annual Cost	**$29,917.18**
# of units	187
Monthly Maint. Charge/unit	**$13.33**

Going forward, Staff proposes that King's Bay annual Maintenance charge be included in the OUA's Schedule of Rates, Charges and Fees resolution which take effect October 1st of each fiscal year.

Following discussion and further clarification, Staff asks that a motion be moved accepting King's Bay Monthly Maintenance Charge of $13.33 per unit effective October 1, 2026.

OKEEHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 29

AUGUST 18, 2026

CHLORINATION BUILDING RE-HABILITATION

The chlorination building at the WWTP Cemetery Road facility has deteriorated since it was constructed approximately 20 years ago and is in need of rehabilitation. The roof panels, cees, zees, and trim needs to be replaced. The structure beams and primary framing are in good condition.

This work is a repair to the chlorination building that is included in FY 26 maintenance & repair.

Quotes were requested from four Dean Metal Building Contractors with only three contractors responding. The following companies are ranked by bid price below:

1.	L. Cobb Construction Inc.	$ 25,667.23
2.	Florida Steel Master	$ 26,500.00
3.	A.O. Wagner Construction	$ 58,030.00
4.	Suncoast Builders	NO RESPONSE

All supporting documentation is included with this agenda item.

Following discussion and clarification, Staff recommends the Board's acceptance of the low bid of $ 25,667.23 from L. Cobb Construction Inc.

L COBB Construction Inc.	401 South 6th Avenue Wauchula, Fl 33873 Office- (863) 773 3839 Fax- (863) 773 2006 CGC 1516528 CUC 1224962
Okeechobee Utility Authority	PROPOSAL: Necessary Metal Building repairs
Attn: Jamie Mullis	1335 Northeast 39th Blvd,
jmullis@ouafl.com	Okeechobee, FL 34974.
863-634-1668	July 31st, 2026.

L Cobb construction hereby offers to provide all labor, equipment, and material to:

- Remove Existing Roof Panels, Cees, Zees, and all trim and dispose.
- Remove PVC wall panels and save for reinstallation.
- Provide and install new 12GA galvanized Cees, Zees, and eve Struts.
- Provide and install 3 new sets of cable bracing.
- Provide and install 26GA PBR galvalume roof sheets.
- Provide and install die form ridge cap.
- Provide and install new 26GA PBR Wall Sheets along Skirt Wall.
- Reinstall PVC Wall Panels along sidewalls and 1 end wall.
- Sheets to be installed with new butyl tape sealer and long-life fasteners.
- Provide and install new rake trim in your choice of standard colors.

Notes :

- Price is based upon work being performed within normal business hours.
- Price includes a 10% price escalation for future price increases that may arrive.
- Price excludes any and all electrical. IE: removal of existing lights and wiring.
- Price excludes Painting/Coating of steel frames.

We Propose hereby to furnish construction management with the above specifications, for the sum of:

Twenty-Five Thousand, Six Hundred Sixty-Seven dollars and 23/100..$25,667.23

All material is guaranteed to be as specified. All work to be completed in a workman like Manner according to standard practices. Any alteration or deviation from above specifications Involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.	**Authorized Signature** Kyle Cobb Note: This proposal may be withdrawn by us if not accepted within **30** days
Acceptance of Proposal- the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. **Date of Acceptance**______________________	**Signature:**

FLORIDA Steel Master

a step ahead in custom steel fabrication

Date: 09/28/26

Quote# 0132

Customer Id:

To Okeechobee Utility Authority
100 SW 5th Avenue
Okeechebee, FL 34974

Ship To:

Jamie Mullis
Operations Dircetor

PO Number	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date

Qty	Item #	Description	Unit Price	Line Total
		Replace Z purlins on roof/walls		
		Replace roofs panels		
		Reinstall existing polycarbonate panels		
			Subtotal	
			Total Discount	
			Subtotal-Discount	
			Sales Tax	
			Total	$ 26,500.00

If you have any question please call Fulgencio Rivas at 305 219.2181

Make all checks payable to Florida steel masters

Thank you for your business!

telephone: 305 2192181

fugi@floridasteelmasters.com

A.O. WAGNER
CONSTRUCTION

Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Fl 34974

May 8th, 2026 Updated 7-21-2026

Ref: Chlorination Pump Building

Attn: Jaime

Please accept this letter and the attached information regarding our proposal for the building located at the address above. Below you will find the prices and qualifications attached. Cost for all work reviewed and as detailed on the qualifications and attached scope of work below:

- **Building Repairs** **$58,030.00**

Qualifications:

- See attached scope of work.
- All work will carry a (1) year workmanship warranty.
- Daily cleanup of A.O. Wagner Construction is included in this proposal.
- **Permit and Eng excluded.**

Rest Assured, by choosing the A.O. Wagner Construction team the projects we are associated with will be completed on time, on budget and with the high standards of quality we have built our reputation on over the last 50 years. Please advise if it is possible to meet with your staff to further present our qualifications.

Sincerely,

Brad Tippett

Brad Tippett
Project Manager

A.O. WAGNER
CONSTRUCTION

Scope Of Work:

- Remove existing roof panels, cees, zees, and all trim and dispose.
- Remove PVC wall panels and save for reinstallation.
- Provide and install new 12GA galvanized Cees, Zees, and eve struts.
- Provide and install 3 new sets of cable bracing.
- Provide and install new 26GA PBR galvalume roof sheets.
- Provide and install die form ridge cap.
- Provide and install new 26GA PBR wall sheets along skirt wall.
- Reinstall PVC wall panels along sidewalls and 1 end wall.
- Sheets to be install with new butyl tape sealer and long-life fasteners.
- Provide and install new rake trim in your choice of standard colors.

NOTES

- Price based upon work being performed during normal business hours.
- Excludes any and all electrical. IE: removal of existing lights and wiring.
- Excludes Painting/Coating of steel frames
- Equipment for our scope of work included.

OKEEHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 30

AUGUST 18, 2026

SWTP LAB CABINET REPLACEMENT

The cabinets and countertops in the Lab at the SWTP are approximately 30 plus years old and in need of replacement. Staff reached out to cabinet vendors and got pricing and decided to go with chemical resistant epoxy countertops for durability.

This scope of work is included in FY 26 budget in the amount of $25,000.00

Quotes were requested from four cabinet companies for replacement of all cabinets and countertops in the lab with the countertops being chemical resistant epoxy countertops. Two of the four companies did not re-quote chemical resistant epoxy countertops. The following companies are ranked by bid price below with the lowest bidder being Jeanettes Interiors who did quote chemical resistant epoxy countertops.

1.	Jeanettes Interiors	$ 22,375.00 (Chemical resistant epoxy countertops)
2.	Ziegler Kitchens & Baths LLC	$ 23,139.51 (Not chemical resistant epoxy countertops)
3.	T & M Handyman Solutions	$24,311.91 (Epoxy base, urethane top coat, chemical wear)
4.	Guyton Industries, LLC	$ 25,023.00 (Not chemical resistant epoxy countertops)

All supporting documentation is included with this agenda item.

Following discussion and clarification, Staff recommends the Board's acceptance of the low bid of $22,375.00 from Jeanettes Interiors.

Jeanettes Interiors

818 S. Parrott Ave.
Okeechobee, FL 34974
863-763-6554

July 14, 2026
Sales Rep: Lisa
Customer: Okee WP

Option	Description	Base Price
Area	Kitchen Sink Wall W/ Integrated Sink	
Counter	Chemical Resistant Epoxy	**$3,850.00**
Base Price	*Base Price Includes Standard Edge Detail and Undermount Sink & Sink Prep*	
	Subtotal with Options *$3,850.00*	

Option	Description	Base Price
Area	KitchenSink Wall W/ Pantry	
Cabinets	Melamine -W/ Locks	**$8,550.00**
Base Price	*Includes Full Extension Soft Close& Handles*	
	Subtotal with Options *$8,550.00*	

(Does Not Include Tearout, Plumbing, Ele int,Drywall 8-13-26 e-mail) - $800.00

Countertop Price Includes Templates, Materials, Fabrication and Installation.

Price subject to availability

Total: $13,200.00

Total 3-sheets combined: $22,375.00

Jeanettes Interiors

818 S. Parrott Ave.
Okeechobee, FL 34974
863-763-6554

July 14, 2026
Sales Rep: Lisa
Customer: Okee WP II

Option	Description		Base Price
Area	Kitchen Wall II		$2,880.00
Counter	Chemical Resistant Epoxy		
Base Price	*Base Price Includes Standard Edge Detail and Undermount Sink & Sink Prep*		
	Subtotal with Options	*$2,880.00*	
Option	**Description**		**Base Price**
Area	KitchenSink Wall W/ Pantry		$6,295.00
Cabinets	Melamine -W/ Locks		
Base Price	*Includes Full Extension Soft Close& Handles*		
	Subtotal with Options	*$6,295.00*	

Doesn't Include Tearout, Plumbing, Elect int,Drywall

Countertop Price Includes Templates, Materials, Fabrication and Installation.

Price subject to availability

TOTAL: $9,175.00

Outlook

FW: Tear-Out

From Raul Marrerro <swtplop@ouafl.com>
Date Thu 8/13/2026 1:24 PM
To Jamie Mullis <jmullis@ouafl.com>

From: Jeanette's Interiors <jeanettesinteriors@yahoo.com>
Sent: Thursday, August 13, 2026 12:37 PM
To: Raul Marrerro <swtplop@ouafl.com>
Subject: Tear-Out

Add $800 to Tearout both Walls and disconnect plumbing & electrical.
Replacement is still bases and countertops only.

Thank you!
Lisa

Jeanette's Interiors & Adrian's Carpet Care
863-763-6554 / 863-763-3397 Fax

Ziegler Kitchens & Baths LLC

106 NW 36TH St

Okeechobee FL 34972

863-261-4444

zkbangela@gmail.com

April 2, 2026

Based upon measurements and information provided, Ziegler Kitchens & Baths LLC is providing this bid for the **Okeechobee County Water Department Okeechobee Fl**

krogers@ouafl.com

Provide Cabinetry & Installation to include:

Kitchen

Our bid was based on a **Euro Cabinetry**

Door: Slab

Finish: White

Slab top drawer front

Soft-Closing Door Hinges and Drawer Glides

Cabinet Total $15,764.51

Counter Tops

This bid is for Quartz **Estimate Only** if customer picks a higher level the price will reflect the difference

Total $6,525.00

Updated per customer on 4-8-26 to add faucet and plumbing hookup allowance of

Total $850.00

Sub Total $23,139.51

Demo and Haul away Included

Handles allowance included of $6.00 per. If customer picks a handle over their allowance, there will be a change order to make up the difference.

NOTE: This Bid Does NOT include: Electrical, Appliances, Drywall Repair, Painting, Flooring.

NOTE: If any appliances are installed by Ziegler Kitchens there will be an install fee added to final payment.

THIS BID IS ONLY GOOD FOR 30 DAYS FROM ABOVE DATE

Thank you so much for the opportunity to bid on one of your projects!

Angela Gillotti

ESTIMATE

T & M Handyman Solutions
2007 SW 6th Ave
Okeechobee, FL 34974

hannaford67@gmail.com
+1 (772) 882-0644

Revised quote

NEED A HANDYMAN?
T&M
HANDYMAN SOLUTIONS
NO JOB TOO SMALL
FLOORING • PAINTING
DRYWALL • KITCHENS
BATHROOMS
CABINETS & STONE
772-882-0644

KEVIN ROGERS

Bill to
KEVIN RODGERS
OUA

Ship to
KEVIN RODGERS
OUA

Estimate details
Estimate no.: 1115
Estimate date: 05/11/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		3 in fillers	X4	4	$0.00	$0.00
2.		24 in base cabinets			$0.00	$0.00
3.		33 IN CABINET		2	$0.00	$0.00
4.		36 IN SB	SINK BASE	1	$0.00	$0.00
5.		36 IN CABINET		1	$0.00	$0.00
6.		42 IN CABIINET		1	$0.00	$0.00
7.		21 DB	21 IN DRAWER BANK	1	$0.00	$0.00
8.		24 IN DB	24 IN DRAWER BANKS	6	$0.00	$0.00
9.		18X96 IN PANTRY		2	$0.00	$0.00
10.		toe kick			$0.00	$0.00
11.		PRICE OF CABINETS		1	$9,132.91	$9,132.91
12.		KITCHEN SINK		1	$350.00	$350.00
13.		KITCHEN FAUCET		1	$229.00	$229.00
14.		EPOXY BASE WITH HIGH WEAR URETHANE TOP COAT TO MATCH WHITE QUARTZ FOR CHEMICAL WEAR		1	$4,800.00	$4,800.00
15.						

KITCHEN SINK

16.	LABOR		1	$9,800.00	$9,800.00
17.	DEMO EXISTING GALLEY	DEMO/DUMP		$0.00	$0.00
18.	ASSEMBLE ALL CABINETS	TAKE UPSTAIRS FOR INSTALL X 15	1	$0.00	$0.00
19.	CABINET INSTALL			$0.00	$0.00
20.	INSTALL SINK/ PLUMBING		1	$0.00	$0.00
21.	REINSTALL INCUBATOR		1	$0.00	$0.00
22.	REINSTALL MINI FRIDGE		1	$0.00	$0.00

Total **$24,311.91**

Accepted date

Accepted by

Guyton Industries, LLC

10691 US Highway 441 N | Okeechobee, Florida 34972
8633578670 | guyton@guytonindustries.com |
https://guytonindustries.com

RECIPIENT:

Kevin Rogers
371 Florida 78
Okeechobee, Florida 34974

Phone: 863-763-3239

Quote #39	
Sent on	Apr 06, 2026
Total	**$25,023.00**

Product/Service	Description	Qty.	Unit Price	Total
Demolition Service	Demolition Service: Professional removal and disposal of all cabinets and countertops in the laboratory.	1	$750.00	$750.00*
Cabinetry-Custom Materials & Supplies	Cabinetry - Custom Materials and Supplies: 8 - drawer cabinets, 8-door cabinets, and a utility-style cabinet. Each cabinet will be meticulously constructed from 3/4" furniture-grade maple plywood, featuring slab doors and fitted with plastic adjustable legs to protect against water damage. The cabinets will also include wire pulls for enhanced functionality. The drawers will be crafted with 5/8" dovetail birch sides, back, and front, complemented by 1/2" birch plywood bottoms for added durability.	1	$14,400.00	$14,400.00
Cabinetry Service	Cabinetry Service: Installation of 16 standard cabinets and one oversized cabinet.	1	$1,898.00	$1,898.00*
Delivery Service	Delivery Service: All cabinets will be delivered upstairs to the laboratory.	1	$600.00	$600.00*
Plumbing Service	Plumbing Service: Remove all existing plumbing fixtures and install new fittings and a sink.	1	$1,200.00	$1,200.00*
Countertop Service	Countertop Services: Supply and installation of 3CM white quartz.	1	$5,625.00	$5,625.00*
Sink	Supply of 30" Single Bowl Stainless Steel Sink	1	$550.00	$550.00

* Non-taxable

Total **$25,023.00**

This quote is valid for the next 30 days, after which values may be subject to change.

GUYTON®
INDUSTRIES LLC
Bringing Your Imagination To Life

Guyton Industries, LLC
10691 US Highway 441 N | Okeechobee, Florida 34972
8633578670 | guyton@guytonindustries.com |
https://guytonindustries.com

Signature: ____________________ **Date:** ____________

OKEEHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 31

AUGUST 18, 2026

SHORT-TERM DISABILITY HEALTH BENEFIT

At the June board meeting, during OUA's FY27 overhead budget presentation, Staff presented a proposal to add Short-Term Disability insurance coverage to the benefit package offered to employees of OUA in order to:

a. Equate OUA benefit package with peer.
b. Increase potential staff's attraction.
c. Strengthening of staff's retention.

Presently, the Authority provides a monthly stipend to employees, towards their health expenses, from which the employee selects coverage of health, dental, eye and other supplemental health care such as short-term disability coverage.

In addition to the monthly stipend, the Authority also covers the cost of Long-Term Disability (LTD), Life insurance and Accident/Death & Dismemberment (AD&D) for all employees.

While LTD is important and essential to the suite of health care insurance, the primary prerequisite of LTD is six (6) month qualifying (wait) period to access the benefit, during which time the employee must prove his/her disability which renders such employee unable to perform the material duties of his/her employment.

Given LTD waiting period and observed financial challenge(s) of staff members during ailment, staff now proposes the addition of STD insurance.

<u>Benefits of Short-Term Disability</u>

1. Eligible for payment after 14 days continuous absence due to illness/disability.
2. Pays up to 60% of weekly pre-disability earning or a maximum of $1,000.00.
3. Maximum compensation period is 13 weeks.

<u>Short-Term Disability Cost</u>

Staff contacted two providers with whom a contractual relation already exist and were quoted the following monthly premium:

Public Risk Management (PRM)	- $778/month or $9,335 annually.
Mutual of Omaha	- $1,556/month or $$18,672 annually

While there were differences in the maximum weekly benefit payable between providers ($1,000 vs $1,500), the quoted rate for premium were $0.34/$10 weekly for Mutual of Omaha and $0.17/$10 weekly from PRM.

With the information period for open enrollment already in-progress (August 2026), staff seeks board approval to include the addition of short-term disability, from PRM, to the list of benefits offered to employees of OUA.

For information, the annual premium for STD is included in FY27 budget.

Following discussion and clarification, Staff requests that a motion be moved to add Short-Term Disability insurance coverage to the list of benefit offered by the Authority to employee starting October 1, 2026.

Standard Insurance Company
Public Risk Management of Florida
Group Policy #164624
Effective Date October 1, 2018

Group Short Term Disability Insurance

Group Short Term Disability insurance from Standard Insurance Company helps provide financial protection for insured members by promising to pay a weekly benefit in the event of a covered disability.

The cost of this insurance is paid by Public Risk Management of Florida.

Eligibility

Definition of a Member	You are a member if you are an active full-time employee of Public Risk Management of Florida, and regularly working at least 30 hours per week. You are not a member if you are a temporary or seasonal employee, a full-time member of the armed forces, a leased employee or an independent contractor.
Eligibility Waiting Period	The eligibility waiting period varies; contact your human resources representative for details.

Benefits

Weekly Benefit	60 percent of the first $1,667 of weekly predisability earnings as of the date of disability, reduced by deductible income (e.g., work earnings, workers' compensation, state disability, etc.)
Maximum Weekly Benefit	$1,000
Minimum Weekly Benefit	$15 or 10 percent of the weekly total disabiltiy benefit
Benefit Waiting Period	Your weekly benefit becomes payable after you have been continuously disabled for 14 days for disability caused by accidental injury and after 14 days for disability caused by physical disease, pregnancy or mental disorder.
Definition of Disability	For the benefit waiting period and while the Short Term Disability benefits are payable, you are considered disabled if you: • Are unable – as a result of physical disease, injury, pregnancy or mental disorder – to perform with reasonable continuity the material duties of your own occupation, or • You are unable to earn more than 80 percent of your predisability earnings when you work for your employer.
Maximum Benefit Period	13 weeks

Other Features and Services

- Reasonable Accommodation Expense Benefit
- Return to Work Incentive
- Temporary Recovery Provision

This information is only a brief description of the group Short Term Disability insurance policy sponsored by Public Risk Management of Florida. The controlling provisions will be in the group policy issued by The Standard. The group policy contains a detailed description of the limitations, reduction in benefits, exclusions and when The Standard and Public Risk Management of Florida may increase the cost of coverage, amend or cancel the policy. A group certificate of insurance that describes the terms and conditions of the group policy is available for those who become insured according to its terms. For more complete details of coverage, contact your human resources representative.

Standard Insurance Company
1100 SW Sixth Avenue
Portland OR 97204

www.standard.com

SI 13277-D-FL-164624 (5/19)

6033279-350288

Underwritten by
United of Omaha Life Insurance Company
A Mutual of Omaha Company

Group Insurance Proposal

Presented To:

Okeechobee Utility Authority

Presented By:

Celedinas Insurance Group, a Marsh & McLennan Agency LLC Company

Includes:
Short-Term Disability

April 23, 2026

SHORT-TERM DISABILITY INSURANCE

Proposal for: Okeechobee Utility Authority
Alternate: 2.00

The following Short-Term Disability plan is being proposed on a fully-insured basis effective **11/01/26**. This proposal assumes this coverage is underwritten by United of Omaha Life Insurance Company. For additional information about Mutual of Omaha's products and services, visit *mutualofomaha.com*.

ELIGIBILITY

CLASS DEFINITION(S)	**Class 1:** All Eligible Employees
ELIGIBILITY REQUIREMENT	This proposal provides coverage for all actively at work employees on the policy effective date working the minimum number of hours shown below in the United States, unless otherwise approved by Mutual of Omaha. Certain requirements apply.
MINIMUM WORK HOURS	**Class 1:** 30 or more hours each week

BENEFIT SUMMARY

	Class 1
BENEFIT PERCENTAGE	60%
MAXIMUM BENEFIT	$1,500
ACCIDENT ELIMINATION PERIOD	14 days
SICKNESS ELIMINATION PERIOD	14 days
ZERO DAY RESIDUAL	Included
OWN JOB DEFINITION	Loss of duties and earnings
BENEFIT DURATION	24 weeks
INTEGRATION	Yes
SS INTEGRATION METHOD	Family
SALARY CONT.	Above 100% of Earnings
STATE DISABILITY PLAN OFFSET	Yes
PFL OFFSET	Yes
MINIMUM BENEFIT	$15

PARTIAL DISABILITY

	Class 1
EARNINGS TEST %	99% (Mutually Progressive Partial)
PARTIAL DISABILITY FORMULA	Mutually Progressive Partial

PARTICIPATION AND COST SUMMARY

PARTICIPATION ASSUMPTIONS

Minimum Participation	Number of Eligible Employees	Contribution Structure
100%	51	Non-Contributory

PARTICIPATION AND COST SUMMARY (CONT'D)

COST SUMMARY

	Number of Lives	Weekly Benefit	Monthly Rate	Total Monthly Premium	Total Annual Premium
STD	51	$37,173	$0.34 (Per $10 of Weekly Benefit)	$1,263.89	$15,166.68

RATE GUARANTEE 2 Years

RATE GUARANTEE DATE 11/01/2028

ADDITIONAL BENEFITS

DEFINITION OF WEEKLY EARNINGS Earnings Just Prior to Disability, Annual Salary

OPEN ENROLLMENT A one-time open enrollment is available for a period of up to 90 days prior to the effective date of the policy, subject to the enrollment strategy requirements. During this time, the employee/member may elect insurance for the first time or request increased insurance up to the Guarantee Issue amount without providing health information and the pre-existing condition limitation under the policy, if included, will not apply.

VOLUNTARY VOC REHAB INCENTIVE 10%

REASONABLE ACCOMMODATION BENEFIT 100%, up to $1,000

LAYOFF/FURLOUGH/ LEAVE

- **Temporary Layoff** - Not Included
- **Furlough** - Not Included
- **Personal Leave** - Not Included

CONTINUATION FOR FEDERAL AND STATE LAWS **Included** – The federal Family and Medical Leave Act (FMLA) and Uniformed Services Employment and Reemployment Rights Act (USERRA) and any amendments thereto, as well as other applicable federal or state laws, may allow continuation of insurance in certain instances for leaves of absence, layoff or termination. Insurance may be continued for the time period allowed by the applicable law, for the employee/member. This provision applies to employer and union groups only, subject to certain conditions.

FICA PAYMENT The employer will deposit their portion of any applicable FICA tax with the IRS.

W-2 PREPARATION Mutual of Omaha will prepare IRS Form W-2 for each employee who receives benefits under the policy.

REQUIREMENTS AND ASSUMPTIONS

SIC CODE	1623
SITUS STATE	FL
ACCEPTANCE	This proposal is contingent upon Mutual of Omaha Home Office review and acceptance of the completed application for coverage. It is recommended that current coverage is not cancelled or dropped until notification of acceptance from Mutual of Omaha is received.

LIMITATIONS & STANDARD CONTRACT NOTICE

This proposal is subject to Mutual of Omaha's standard product terms, limitations, and exclusions. Additionally, this proposal requires use of standard system-compatible benefits and contract provisions. Applicable federal and state mandates are added at issuance.

This proposal also assumes that all employees/members reside in the situs state of the group. If any employees/members reside outside of the situs state of the group, we must be notified of the number of employees/members by state during the implementation process so that all applicable state mandates can be accommodated.

Please refer to a sample standard contract, certificate booklet and/or subscription agreement documents for additional information and detail, available upon request.

ERISA

Each plan presented in this proposal is considered to be an employer-sponsored ERISA benefit plan. If it is determined that any plan presented in this proposal is not an ERISA benefit plan, Mutual of Omaha reserves the right to re-rate or otherwise adjust the proposed plan(s).

PROPOSAL CONDITIONS

Mutual of Omaha reserves the right to re-rate or withdraw this proposal *prior* to the effective date if any of the following changes:

- SIC code
- Employer contributions
- Information regarding disabled or COBRA participants
- For groups that are experience rated - risk increases based on review of the current carrier's claims experience, including open or pended claims
- Demographics (age, gender, occupation, earnings, location and size)
- Plan participation - increase or decrease of 10% or more lives
- Laws, regulations, judicial and/or administrative orders and decisions affecting benefits, cost of administration, or cost of health care services
- If employees are residing in extraterritorial jurisdictions that were not otherwise disclosed
- Proposed effective date
- Benefits or eligibility
- Premium tax

On or after the effective date, Mutual of Omaha reserves the right to change rates or fees if there is a change in any factor listed above. In addition, Mutual of Omaha may change rates or fees any time after the most recent Rate Guarantee Date, provided at least 30 days advance notice of the rate or fee increase has been given to the group.

PROPOSAL EXPIRATION

This proposal is good for 90 days after 04/23/2026, or the assumed effective date of the plan, whichever comes first.

OKEEHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 32

AUGUST 18, 2026

2027-2028 LEGISLATIVE PRIORITIES SELECTIONS

With the Okeechobee County Legislative Delegation Hearing date (Fall 2026) approaching, it is time for the OUA to develop a priority listing of their own. OUA staff has developed a list of potential projects to be considered. Some of the items have been discussed previously with the remaining as new considerations. OUA staff are presenting these items as a suggested priority. After review and discussion, staff is requesting OUA Board to develop a final priority ranking.

The staff priority listing is as follows:

Cemetery Road WWTF Advanced Wastewater Treatment Project - $3,500,000
Chapter 403.086(1)(c)3 Florida Statute requires that by July 1, 2034 (see House Bill 1557), any wastewater treatment facility providing reclaimed water that will be used for commercial or residential irrigation or be otherwise land applied within a nutrient Basin Management Action Plan (BMAP) (the OUA is in the Lake Okeechobee BMAP area), must meet the advanced water treatment standards for total nitrogen and total phosphorus. At the Cemetery Road WWTF, improvements, at a minimum, are required in the headworks, treatment process tankage, clarifiers, filters and chlorine contact chamber. Total price tag could be as high as $20,000,000 to $25,000,000.

This project will be broken into multiple phases:

- Preliminary Planning Document with an emphasis to meeting the requirements of Chapter 403 F.S., review of current WWTF capabilities and recommend any changes required;

- Headworks – Currently the headworks is in need of refurbishment/replacement of the initial bar screen. This element removes all large pieces of trash that comes in with the wastewater flow into the treatment facility. There are also sand/grit removal equipment as well as flow diversion elements.

- Initial Treatment (Oxidation ditch) & Aeration Basin – These unit will require replacement of a "wearable" items such as gear boxes, drive gears, blowers, aerators and switches. Additionally, to meet the new treatment standards design changes could require the creation zone in these basins where oxygen levels are depleted.

- Filters & Chlorine Contact Chamber – To get to high level disinfection, increased filtration is required. TSS (total suspended solids) should reach minimal levels where chlorine levels are elevated along with contact time.

Other considerations will be given to clarifier and digestor improvements. Additionally, effluent storage (tanks) may be required. This type of project could easily be done by phases and spread out over several years.

Phase I	-	$3,500,000 Preliminary Design Report and Headworks
Phase II	-	$15,500,000 Aeration Refurbishment
Phase III	-	$4,500,000 Filtration, Disinfection & Detention
Phase IV	-	$1,500,000 Clarifier/Digestor Improvements

Advanced Metering Infrastructure (AMI) - $2,500,000

Funding needed for planning and installation of approx. 10,000 commercial & residential Advanced Metering Infrastructure (AMI) telemetry water reading system--an automated two-way communication system between the meter, user & OUA. New meters provide operational detail such peak flows for each user, conserves water sources, reduces revenue loss from inaccurate metering, enhances security, resilience & detection of water leaks alerts on the homeowner's side of the meter can be identified/repaired efficiently by the homeowner.

SW 5th Avenue Septic to Sewer Project – 3,250,000

Due to construction costs and available funds, the SW 5th Ave Septic to Sewer project was divided into two phases. Phase One is underway now and includes construction of Vacuum Pump Station 6 and a small portion of the vacuum collection system. Funding required to construct Phase Two includes mostly the remaining vacuum collection system.

Ozone Rehabilitation Project - $3,500,000

The current equipment is outdated and does not meet existing design parameters. OUA is awaiting the final engineering report which evaluated the current system, new market equipment and regulatory oversight. Any new project work would include replacement of the liquid oxygen storage facilities, ozone generation equipment, injection pumping/piping, contact zone improvements and destruct units on the exhaust ports.

Basswood Water Main Expansion Project – 1,500,000

Scope of work includes engineering contractual services for preliminary engineering, final design, surveying, permitting, bidding, project management, engineering/inspection during construction and project closeout items like record drawings, certifications and final inspection. This project is intended bring potable water to over 500 homes along with fire protection at a cost of $3,000 per home.

Other Honorable Mention Projects

- OSTDS – Money provided to assist in connecting residential & non-residential units up to central sewer ($1,500,000)

- Treasure Island Septic to Sewer - Project work is beginning on the sanitary force main. North Vacuum Collection System is next followed by South Vacuum Collection System ($3,500,000)

- State Road 70 West Water Main Improvement Project – With development being proposed (two industrial and one residential), water service for domestic and fire prevention is required. ($1,500,000)

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 33

AUGUST 18, 2026

ATTORNEY

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 34

AUGUST 18, 2026

EXECUTIVE DIRECTOR

Assistant Executive Director Vacancy

- After review of all applicants, one internal and three external candidates were interviewed on Thursday August 6th
- An offer was extended and accepted by one of the external candidates. The planned start date is September 28, 2026. The individual has requested time to tender their resignation prior to OUA making a public announcement.

Southwest Wastewater Service Area

- Project 1
    - Force Main SE2 Interconnect
      On Hold (Proposed development along SW 32nd St. could reduce scope of project)

- Project 2 Collection System
    - Nearing completion, addressing punch list items

Notice to Proceed issued	March 29, 2023
Contractual Substantial Completion	May 23, 2025 (787 days)
Actual Substantial Completion	February 13, 2026 (1,052 days)
Contractual Final Completion	July 6, 2025 (820 days)
Days since Notice to Proceed	1,239 (419 days behind)

- Project 3 Okee-Tantie
  Under Design (Pending FDEP & USACOE Permitting)

  Engineer to present update at September meeting

SR 78W Phase III WM Improvements

- 90% Plans are under OUA review
- Geotechnical investigation authorized for ground storage and booster pump site

SW 5th Ave Wastewater System Improvements

- Phase I Underway
- Phase II assessing funding options

Treasure Island Septic to Sewer Project

- 90% Plans are under OUA review
- Route options north of State Road 70 are being evaluated

Taylor Creek Isles VPS #2 Generator Replacement Project

- Notice to Proceed issued
- Project behind schedule, staff/engineer working on details

General Information

- VPS #5 Septic to Sewer final three bids were posted last week
- Pine Ridge Park Expansion substantial completion reached on August 3, 2026
- NW15 Lift Station Rehabilitation Project is underway and in the submittals process
- SWTP Ozone Rehabilitation Project Preliminary Design Report 75% Draft received July 6, 2026,

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 35

AUGUST 18, 2026

ITEMS FROM THE BOARD