

**OKEECHOBEE UTILITY AUTHORITY**  
**MEETING AGENDA**  
**SEPTEMBER 16, 2025**  
**8:00 A.M.**

1. Call the Meeting to Order
  - Pledge of Allegiance
  - Determination of Voting Members
2. Agenda Additions or Deletions
3. Rate Study Review
4. Public Hearing – Resolution 25-04 – Schedule of Rates, Fees and Charges
5. Public Hearing – Resolution 25-05 – Proposed FY26 Budget & Resolution
6. Consent Agenda
  7. Invoice from Sumner Engineering & Consulting, Inc - SW Wastewater Service Area Project (Part E)
  8. Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project – Vacuum Station 4 Force Main Services
  9. Invoice from Sumner Engineering & Consulting, Inc - SW 5<sup>th</sup> Avenue LPSS Design and Permitting
  10. Invoice from Sumner Engineering & Consulting, Inc – SW Wastewater Service Area Project NW 15 Assessment
  11. Invoice from Andersen Andre Consulting Engineers, Inc. – SWSA Project 2 Vacuum Collection System
  12. Invoice from CHA Solutions – NE Glades County Wastewater Master Plan
  13. Invoice from CHA Solutions – Vac Station No. 2 Generator Replacement
  14. Invoice from Kimley-Horn and Associates Inc. – Treasure Island Septic to Sewer
  15. Invoice from Holtz Consulting Engineers, Inc. – State Road 78 Water Main
  16. Invoice from Holtz Consulting Engineers, Inc. – Mallard Landing Gravity Sewer Expansion
  17. Invoice from Raftelis
  18. Invoice from Nason Yeager Gerson Harris & Fumero, P.A. – Legal Services
  19. Invoice from Conely and Conely, P.A. – Legal Services
  20. Invoice from Lewis Longman Walker – Legal Services
  21. Invoice from Thorn Run Partners
  22. Invoice from MacVicar Consulting, Inc.
  23. Operations Director Monthly Report
24. Workshop Minutes from August 5, 2025
25. Meeting Minutes from August 19, 2025
26. Employee Recognition

## 27. Public Comments

### Discussion Agenda

28. Customer - Big O RV Park Association
29. Customer - Culbreth
30. King's Bay Maintenance Agreement
31. SWSA VPS #4 Sewer Connections
32. SWSA Project 2 Engineering Fees
33. Commerce Department SR 70W Water Main Project
34. Commerce Department SR 78W Water Main Project
35. State Road 78W Phase II Water Main Improvements Project
36. Pine Ridge Park Utility Expansion Project
37. Mallard Landing Engineering Proposal
38. Legislative Delegation Meeting
39. Proposed Benefit Increase for Retirees

### Staff Reports

40. Finance Director
  - 40A. Finance Report
41. Attorney
42. Executive Director

### 43. Items from the Board

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 1

SEPTEMBER 16, 2025

Call Meeting to Order

Pledge of Allegiance  
Determine Voting Members

	<u>Absent</u>	<u>Present</u>
<b><u>County Representatives</u></b>		
Steve Hargraves – Board Member	_____	_____
Tabitha Trent – Board Member	_____	_____
Glenn Sneider - Alternate	_____	_____
<b><u>City Representatives</u></b>		
John Gilliland – Board Member	_____	_____
Steven Nelson – Board Member	_____	_____
Jamie Gamiotea - Alternate	_____	_____
<b><u>Glades County Representatives</u></b>		
Harry Moldenhauer – Board Member	_____	_____
Melanie Anderson – Alternate	_____	_____

**FUTURE MEETING OF OUA BOARD**  
October 21, 2025 – 8:00 A.M.

**FUTURE HOLIDAYS FOR OUA STAFF**  
November 11, 2025 – Veterans Day

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 2

SEPTEMBER 16, 2025

**AGENDA ADDITIONS OR DELETIONS**

# OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 3

SEPTEMBER 16, 2025

## RATE STUDY REVIEW

At last month's board meeting, the Rate Consultant, Mr. Murray Hamilton from Raftelis, made two separate presentations on:

- a) Revenue Efficiency Study
- b) Large User Analysis

### **Revenue Efficiency Study**

The Revenue Efficiency Study is normally conducted by the Authority's once every five years, wherein its objective is to determine the adequacy of the Authority's rate schedule to finance the projected operating overheads and capital improvement projects.

The last rate study was conducted in August 2021, therefore, as the Authority embarked on its FY26 budget exercise, staff considered it appropriate to undertake a rate review.

### **Rate Consultant Findings**

1. Since the completion of the last study, expenditures exceeded revenue by 5%.
2. While the proposed budget, includes a 4% increase in rates which is adequate to fund FY26, there remains a funding shortfall of approximately \$29million to fund capital projects over the next five (5) years – Treasure Island, SW 5<sup>th</sup> Avenue & AMI.

### **Consultant Recommendation**

To fund the cash shortfall over the short to medium-term, the consultant provided two options.

## Option A

Option A - Summary of Proposed Rate Scenarios <sup>[1]</sup>					
Description	FY26	FY27	FY28	FY29	FY30
<b>Scenario 1-A (No Additional Grants / 100% Additional Debt)</b>					
Percent Rate Increase	4.0%	9.5%	9.5%	6.5%	4.0%
<b>Increase in Typical Residential Bill – 6kgal</b>	<b>\$5.68</b>	<b>\$14.03</b>	<b>\$15.35</b>	<b>\$11.51</b>	<b>\$7.54</b>
Projected Residential Water and Wastewater Bill – 6kgal <sup>[2]</sup>	\$147.98	\$162.01	\$177.36	\$188.87	\$196.41
Year-ending Operating Account (Above Minimum Levels) – Millions	\$2.7	\$2.6	\$1.0	\$0.3	\$0.3
<b>Scenario 2-A (25% Additional Grants / 75% Additional Debt)</b>					
Percent Rate Increase	4.0%	8.0%	8.0%	6.5%	4.0%
<b>Increase in Typical Residential Bill – 6kgal</b>	<b>\$5.68</b>	<b>\$11.83</b>	<b>\$12.81</b>	<b>\$11.19</b>	<b>\$7.34</b>
Projected Residential Water and Wastewater Bill – 6kgal <sup>[2]</sup>	\$147.98	\$159.81	\$172.62	\$183.81	\$191.15
Year-ending Operating Account (Above Minimum Levels) – Millions	\$2.7	\$2.4	\$0.9	\$0.3	\$0.3
<b>Scenario 3-A (50% Additional Grants / 50% Additional Debt)</b>					
Percent Rate Increase	4.0%	7.0%	7.0%	5.0%	4.0%
<b>Increase in Typical Residential Bill – 6kgal</b>	<b>\$5.68</b>	<b>\$10.36</b>	<b>\$11.10</b>	<b>\$8.47</b>	<b>\$7.13</b>
Projected Residential Water and Wastewater Bill – 6kgal <sup>[2]</sup>	\$147.98	\$158.34	\$169.44	\$177.91	\$185.04
Year-ending Operating Account (Above Minimum Levels) – Millions	\$2.7	\$2.2	\$1.0	\$0.4	\$0.4
<b>Scenario 4-A (75% Additional Grants / 25% Additional Debt)</b>					
Percent Rate Increase	4.0%	5.5%	5.5%	5.0%	4.0%
<b>Increase in Typical Residential Bill – 6kgal</b>	<b>\$5.68</b>	<b>\$8.17</b>	<b>\$8.60</b>	<b>\$8.26</b>	<b>\$6.94</b>
Projected Residential Water and Wastewater Bill – 6kgal <sup>[2]</sup>	\$147.98	\$159.15	\$164.75	\$173.01	\$179.95
Year-ending Operating Account (Above Minimum Levels) – Millions	\$2.7	\$2.0	\$0.9	\$0.4	\$0.4
<b>Scenario 5-A (100% Additional Grants / No Additional Debt)</b>					
Percent Rate Increase	4.0%	4.0%	4.0%	4.0%	4.0%
<b>Increase in Typical Residential Bill – 6kgal</b>	<b>\$5.68</b>	<b>\$5.94</b>	<b>\$6.15</b>	<b>\$6.37</b>	<b>\$6.64</b>
Projected Residential Water and Wastewater Bill – 6kgal <sup>[2]</sup>	\$147.98	\$153.92	\$160.07	\$166.44	\$173.08
Year-ending Operating Account (Above Minimum Levels) – Millions	\$2.7	\$1.8	\$0.8	\$0.3	\$0.3

[1] Proposed rate adjustments for all Scenarios are based on: i) achieving a similar "break-even" cash flow result by Fiscal Year 2030; ii) maintaining the minimum cash reserve requirements as established by the Board; and iii) exceeding the minimum debt service coverage requirements on the existing and proposed debts. All cases include proposed debt service payments for a future SRF Loan for AMI.

[2] The existing residential water and wastewater bill for 6,000 gallons (kgal) of service is approximately \$142.30 per month.

Option A, shown above, examine five scenarios, starting with the scenario 5A, where the Authority assumes 100% grant funding to bridge the \$29m gap identified above thereby maintaining a consistent rate adjustment of 4% over the 5 years study.

While scenarios 4A to 1A, represents differing percentage of grant funding and its corresponding impact on the rate schedules, to meet the increased financing cost (principal & interest) associated with bond or SRF financial funding.

Since all five (5) scenarios assumes a 4% rate adjustment in FY26, no additional action is required under option A, however of note to the Board, depending on the level of grant funding the Authority is able to secure between FY27 & FY30, there could be additional rate increases above inflationary adjustment to meet the capital improvement projects financial shortfall.

## Option B

Option B - Summary of Accelerated Rate Alternatives <sup>[1]</sup>					
Description	FY26	FY27	FY28	FY29	FY30
<b>Scenario 1-B (No Additional Grants / 100% Additional Debt)</b>					
Percent Rate Increase	7.5%	7.5%	7.5%	7.0%	4.0%
<b>Increase in Typical Residential Bill – 6kgal</b>	<b>\$10.68</b>	<b>\$11.49</b>	<b>\$12.34</b>	<b>\$12.36</b>	<b>\$7.57</b>
Projected Residential Water and Wastewater Bill – 6kgal <sup>[2]</sup>	\$152.98	\$164.47	\$176.81	\$189.17	\$196.74
Year-ending Operating Account (Above Minimum Levels) – Millions	\$3.1	\$3.3	\$1.7	\$1.0	\$1.0
<b>Scenario 2-B (25% Additional Grants / 75% Additional Debt)</b>					
Percent Rate Increase	6.5%	6.5%	6.5%	6.5%	4.0%
<b>Increase in Typical Residential Bill – 6kgal</b>	<b>\$9.30</b>	<b>\$9.84</b>	<b>\$10.50</b>	<b>\$11.17</b>	<b>\$7.32</b>
Projected Residential Water and Wastewater Bill – 6kgal <sup>[2]</sup>	\$151.60	\$161.44	\$171.94	\$183.11	\$190.43
Year-ending Operating Account (Above Minimum Levels) – Millions	\$3.1	\$2.9	\$1.3	\$0.7	\$0.7
<b>Scenario 3-B (50% Additional Grants / 50% Additional Debt)</b>					
Percent Rate Increase	6.0%	6.0%	6.0%	5.0%	4.0%
<b>Increase in Typical Residential Bill – 6kgal</b>	<b>\$8.52</b>	<b>\$9.04</b>	<b>\$9.63</b>	<b>\$8.50</b>	<b>\$7.14</b>
Projected Residential Water and Wastewater Bill – 6kgal <sup>[2]</sup>	\$150.82	\$159.86	\$169.49	\$177.99	\$185.13
Year-ending Operating Account (Above Minimum Levels) – Millions	\$3.0	\$2.7	\$1.5	\$0.9	\$0.9
<b>Scenario 4-B (75% Additional Grants / 25% Additional Debt)</b>					
Percent Rate Increase	5.0%	5.0%	5.0%	5.0%	4.0%
<b>Increase in Typical Residential Bill – 6kgal</b>	<b>\$7.13</b>	<b>\$7.47</b>	<b>\$7.85</b>	<b>\$8.26</b>	<b>\$6.94</b>
Projected Residential Water and Wastewater Bill – 6kgal <sup>[2]</sup>	\$149.43	\$156.90	\$164.75	\$173.01	\$179.95
Year-ending Operating Account (Above Minimum Levels) – Millions	\$2.9	\$2.2	\$1.1	\$0.6	\$0.7
<b>Scenario 5-B (100% Additional Grants / No Additional Debt)</b>					
Percent Rate Increase	4.5%	4.5%	4.5%	3.5%	3.5%
<b>Increase in Typical Residential Bill – 6kgal</b>	<b>\$6.37</b>	<b>\$6.68</b>	<b>\$6.97</b>	<b>\$5.68</b>	<b>\$5.85</b>
Projected Residential Water and Wastewater Bill – 6kgal <sup>[2]</sup>	\$148.67	\$155.35	\$162.32	\$168.00	\$173.85
Year-ending Operating Account (Above Minimum Levels) – Millions	\$2.8	\$2.0	\$1.3	\$0.9	\$1.0

[1] Proposed rate adjustments for all Scenarios are based on: i) achieving a similar "break-even" cash flow result by Fiscal Year 2030; ii) maintaining the minimum cash reserve requirements as established by the Board; and iii) exceeding the minimum debt service coverage requirements on the existing and proposed debts. All cases include proposed debt service payments for a future SRF Loan for AMI.

[2] The existing residential water and wastewater bill for 6,000 gallons (kgal) of service is approximately \$142.30 per month.

Option B, represents an accelerated rate adjustment starting FY26 to reduce/eliminate any anticipated spike in future rates due to funding difference should the Authority not able to secure grant funding for the \$29 million shortfall identified in option A.

From the table above, scenario 5B, shows the rate impact of securing 100% grant funding projects, including the anticipated shortfall of \$29m, while scenarios 4B to 1B shows an additional increase in rate by 2% (above the proposed 4% – FY26) to achieve a levelling or smoothing of the rate increases over the five (5) year study at different levels of grant funding.

If we were to assume a 50/50 grant/loan funding scenario (scenario 3B) for the five years study, the accelerated rate adjustment in FY26 would increase to 6% with a similar annual projected rate increase of 6% in FY27 & FY28 followed by a rate increase of 5% and 4% in FY29 & FY30 respectively.

Comparing scenario 3B (option B) with scenario 3A (option A), where both scenarios assumes 50/50 grant/loan funding, the accelerated rate adjustment in FY26 in scenario 3A (2%) is spread evenly over FY27 & FY28, thereby reducing the anticipated rate increase by 1% annually from 7% to 6%.

### Board's consideration

1. Is the Board desirous of taking any action(s) in FY26 Rate Schedule to account for the projected funding shortfall foreseen in FY27 - FY29?
  - a) If no action, then option 5A, where 4% rate adjustment apply in FY26.
  - b) If yes, then scenarios 1A, 2A, 3A or 4A is applicable.
2. Should the Board select consideration 1b above, then the follow-up decision would asked if the Board is desirous of leveling/smoothing the projected rate impact over FY27 – FY29 as shown in option B, or is it's the Board decision/preference to defer future rate adjustments to future periods, given funding uncertainty.

Staff recommendation: With an immaterial impact on rates from a smoothing effect (1% reduction in FY27 & FY28), staff does not recommend option B but instead any scenario in option A as the Board deem suitable.

Should the board approve a rate adjustment above 4% (eg. 6%), then staff asked that a motion be moved directing the additional revenue generated above 4% (approximately \$138,000 for every 1% increase) be transferred to the Rate Stabilization Account for release in FY27 and/or FY28 against finance cost incurred debt financing of previously unfunded capital project(s).

## Larger User Analysis

In anticipation of OUA providing water and/or wastewater to a large user(s) through one or more master meters, staff took a proactive approach in recommending a rate study of large users to avoid any potential dispute that may arise from rate setting while at the same time allowing for transparency between a potential large user and its current/future master meter users.

In defining the term large user, the consultant identified the following guides to assist the Authority when establishing a distinction between a large user and other form of master meter customers:

- a) Large users should be regulated by Florida Public Service Commission (FPSC).
- b) Have estimated water &/or wastewater demand exceeding 250,000 GPD (ADF – Average Daily Flow).
- c) Establish a written agreement with the Authority to permanently require service9s).
- d) Large user should share in the investment cost associated with the establishing of service up to the point of connection.
- e) Large user rates should be adjusted annually during budget process to ensure. In the case of a property developer of homes, it would be recommended that a shorter review period be established to ensure proper capturing of units completed which enhanced billing (capital connection and base rate charges).

According to the present rate structure, all users of the Authority's service are charged a flat monthly base charge for accessing the system similar to the base rate charged to retail/commercial customers. However, due to the volume anticipated from servicing a large user(s), there are a number of avoidable costs (savings), which the Authority can share with a large user in comparison to a residential user eg. payment processing cost, meter reading, line maintenance beyond point of connection etc.

## Findings

1. 75% of water system cost should be shared between large users and retail/commercial users. The remaining 25% is specific to retail/commercial users (excluding master meters).
2. 84% of wastewater system cost should be shared between large users and retail/commercial users, while the remaining 16% is specifically for retail/commercial users (exclude master meters).

## Recommendations

### Large Users of Water - Rates

Description	Water Cost Recovery Options [1] [2]		
	Option #1 - Single Rate	Option #2 - Fixed vs. Variable	Option #3 - Current Water Conservation Pricing
<b>PROPOSED COST RECOVERY OPTIONS</b>			
Proposed Base Facility Charge per ERC	\$0.00	\$11.97	\$11.97
Proposed Gallonage Rate (per kgal) - All Metered Use	\$9.99	\$6.97	N/A
Proposed Gallonage Rate (per kgal) - Conservation Tiers			
Tier 1 - up to 3,000 gallons per ERC	N/A	N/A	\$5.39
Tier 2 - Above 3,000 gallons per ERC	N/A	N/A	\$8.11
<b>PROSPECTIVE LARGE USER ANALYSIS</b>			
Reserved Capacity - Daily Flows (MGD)	0.250	0.250	0.250
ERCs [3]	1,000	1,000	1,000
Estimated Sales per ERC (gal.)	4,000	4,000	4,000
Annual Sales (kgal)	48,000	48,000	48,000
<b>Total Annual Charges</b>	<b>\$479,621</b>	<b>\$478,003</b>	<b>\$435,000</b>
Average Estimated Price per Kgal	\$9.99	\$9.96	\$9.06
Percent of Average Retail Cost	75%	75%	68%
Contribution Margin - Percent of Water Revenues	5%	5%	4%
<b>Total Charges as Retail Customer - Individually Metered Properties</b>	<b>\$590,520</b>	<b>\$590,520</b>	<b>\$590,520</b>
Proposed Savings Under Large User Rate Option	\$110,899	\$112,517	\$155,520
Percent Savings	19%	19%	26%
<b>Footnotes:</b>			
[1] Derived from Table 1. Amounts based on the proposed Fiscal Year 2026 rate adjustment of 4%.			
[2] Adopted rates should be adjusted annually by any percentage increase to the retail water rates.			
[3] Total ERCs should be identified at the time capacity is reserved and the capital connection charges are assessed.			

Three pricing options were presented, by the consultant, as possible billing mechanism for this new category of user:

1. Single Rate: Where a flat rate is charged per thousand gallons for the monthly flow through the point of connection. Although a flat rate is the easiest form of management and calculation, it presents a risk wherein the Authority could establish a flat rate which does not recovers the full cost associate with the service.
2. Fixed & Variable Rate: This method is superior to the flat/single rate discussed above as it allows for the separation of cost into two categories (fixed & variable) which better enable the recovery of the Authority's full cost.
3. Fixed & Tier volumetric. This approach is similar to the fixed and variable rate discussed in option 2, while adding an additional layer of calculation which is similar to the current rate schedule water schedule which utilizes a tier system which provides an income premium for increased volume (eg. above 3,000 gallons per ERC).

Although option two could be less complicated than option three, option three is preferred by staff as it allows for a faster recovery rate of the Authority's cost as volume increases.

## Large Users of Wastewater – Rates

Description	Wastewater Cost Recovery Options [1] [2]		
	Option #1 - Single Rate	Option #2 - Fixed vs. Variable	Option #3 - Current Gallonage Rate
<b>PROPOSED COST RECOVERY OPTIONS</b>			
Proposed Base Facility Charge per ERC	\$0.00	\$18.30	\$18.30
Proposed Gallonage Rate (per kgal) - All Metered Use	\$13.95	\$9.39	\$8.89
<b>PROSPECTIVE LARGE USER ANALYSIS</b>			
Reserved Capacity - Daily Flows (MGD)	0.250	0.250	0.250
ERCs [3]	1,000	1,000	1,000
Estimated Sales per ERC (gal.)	4,000	4,000	4,000
Annual Sales (kgal)	48,000	48,000	48,000
<b>Total Annual Charges</b>	<b>\$669,804</b>	<b>\$670,521</b>	<b>\$646,320</b>
Average Estimated Price per Kgal	\$13.95	\$13.97	\$13.47
Percent of Average Retail Cost	84%	85%	82%
Contribution Margin - Percent of Wastewater Revenues	11.8%	11.8%	11.3%
<b>Total Charges as Retail Customer - Individually Metered Properties</b>	<b>\$769,800</b>	<b>\$769,800</b>	<b>\$769,800</b>
<b>Proposed Savings Under Large User Rate Option</b>	<b>\$99,996</b>	<b>\$99,279</b>	<b>\$123,480</b>
<b>Percent Savings</b>	<b>13.0%</b>	<b>12.9%</b>	<b>16.0%</b>
Footnotes:			
[1] Derived from Table 1. Amounts based on the proposed Fiscal Year 2026 rate adjustment of 4%.			
[2] Adopted rates should be adjusted annually by any percentage increase to the retail wastewater rates.			
[3] Total ERCs should be identified at the time capacity is reserved and the capital connection charges are assessed.			

Similar to the proposed large water user rates structure above, the consultant provided three options for the wastewater large user:

1. A flat monthly rate of \$13.95 per thousand gallons for flows through the point of connection. As stated under water above, while this method is the easiest methodology to calculate and explain, it presents a risk in that, it doesn't ensure the recovery of full cost associated with the user's operation.
2. Fixed & Variable Rate: This method is superior to the flat/single rate discussed above as it allows for the separation of cost into two categories (fixed & variable) which better enable the recovery of full cost at \$18.30 monthly base charge plus a volumetric of \$9.39 for each thousand of gallons.
3. Unlike the water rate structure, the wastewater rate schedule does not mandate a tier system, therefore tiered approach pricing for wastewater is not commonly used nationally when setting wastewater rates. With that said, the consultant chooses not to propose a tier approach but instead provide a comparative volumetric rate which uses the same methodology proposed in option 2.

Staff recommends acceptance of option 2 for the proposed large user wastewater rate structure.

If the Board is acceptable to the implementation of a large user rate for water and wastewater, then staff will incorporate same into the rate schedule at October 1, 2025 or at a future date as needed.

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 4

SEPTEMBER 16, 2025

**PUBLIC HEARING**

**RESOLUTION 25-04**

**FY26 SCHEDULE OF RATES, FEES AND CHARGES**

- Open Public Hearing – Concerning the establishment of FY26 Schedule of Rates, Fees and Charges for October 1, 2025 to September 30, 2026.
- Presentation by OUA staff and the reading by title of Resolution 25-04.
- Comments from the Public.
- Comments from OUA Board.
- Close Public Hearing
- Motion to approve Resolution 25-04.

**Presentation**

Since FY16, the Authority has consistently granted a 75% discount on installation and capital connection fees, however in 2025, the decision was taken that effective May 1, 2025, the full connection charge (100%) would become applicable on all new connection to the system.

In light of the above, the proposed Rates & Fees Schedule for FY26 which assumes a 4% increase in general rates to meet the projected overhead and capital expenditures also assumes a continuation of the no-discount policy which took effect in FY25.

**OUA staff concurs with the proposed 4% increase in FY26 Rate, Fees and Charges effective October 1, 2025 and recommended the Board's approval of Resolution 25-04.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 5

SEPTEMBER 16, 2025

**PUBLIC HEARING**

**RESOLUTION 25-05**

**ADOPTION OF FY26 BUDGET**

**Public Hearing Agenda**

- Open Public Hearing - concerning the establishment of the FY26 Budget
- Presentation by OUA Staff and the reading by title of Resolution 25-05
- Comments from the Public
- Comments from the OUA Board
- Close Public Hearing
- Motion to approve Resolution 25-05

**Presentation**

Attached is a copy of FY26 proposed budget for adoption.

The budget was compiled with the following assumptions:

- 4% Rate Adjustment proposed, taking effect October 1, 2025.
- Total Operating Revenue (water & sewer) for FY26 is estimated at \$14,486,205 representing an increase of 4.2% over FY25 budget.
- Non-operating Revenue which is comprised of interest, capital connection charges and fire hydrant fee is projected at \$605,577 (85% of FY25 budget).
- Total expenses (labor + O&M) are estimated at \$11,611,526 or an increase of 6.3% over previous year's budget (\$10,923,464).
- Cost of living adjustment applied to salaries is set at 3.5%.

**Budget Summary**

A summary of FY25 budget summary as presented on sheet A4:

	\$
Budgeted Operating Revenue	14,486,205
Budgeted Operating Overhead	<u>11,611,526</u>
Net General Operating Revenue	2,874,679
Total Debt Servicing (Loan + Interest)	2,485,126
Net transfer to meet OUA policy & coverage	<u>389,553</u>
Budget surplus	Nil

**OUA staff concurs with the recommended budget and requests Board's approval of Resolution 25-05. Should a rate above 4% be approved, then staff seeks authorization to transfer the excess revenue (above 4%) to the Rate Stabilization Fund to fund future financing cost of unfunded projects loan.**

# OKEEHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 6

SEPTEMBER 16, 2025

## 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:
  7. Invoice from Sumner Engineering & Consulting, Inc - SW Wastewater Service Area Project (Part E)
  8. Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project – Vacuum Station 4 Force Main Services
  9. Invoice from Sumner Engineering & Consulting, Inc - SW 5<sup>th</sup> Avenue LPSS Design and Permitting
  10. Invoice from Sumner Engineering & Consulting, Inc – SW Wastewater Service Area Project NW 15 Assessment
  11. Invoice from Andersen Andre Consulting Engineers, Inc. – SWSA Project 2 Vacuum Collection System
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  20. Invoice from Conely and Conely, P.A. – Legal Services
  21. Invoice from Thorn Run Partners
  22. Invoice from MacVicar Consulting, Inc.
  23. Operations Director Monthly Report

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 7

SEPTEMBER 16, 2025

**CONSENT AGENDA**

**INVOICE FROM SUMNER ENGINEERING & CONSULTING, INC. – SW WASTEWATER SERVICE  
AREA PROJECT (PART E)**

Please find attached the invoice in the amount of \$19,381.51 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
					\$1,141,783.00
June 2021-Dec 2021	Pay Requests 1-6			\$211,029.12	\$930,753.88
Jan 2022 - Oct 2022	Pay Requests 7-16			\$442,164.00	\$488,589.88
Jan 2023- Dec 2023	Pay Requests 17-27			\$248,695.05	\$239,894.83
Jan-24	28	Jan-24		\$34,914.71	\$204,980.12
Feb-24	29	Feb-24		\$27,310.00	\$177,670.12
Mar-24	30	Mar-24		\$29,560.00	\$148,110.12
Apr-24	31	Apr-24		\$20,842.50	\$127,267.62
May-24	32	May-24		\$27,470.00	\$99,797.62
Jun-24	33	Jun-24		\$19,874.86	\$79,922.76
Jul-24	34	Jul-24		\$21,835.00	\$58,087.76
Aug-24	35	Aug-24		\$25,565.28	\$32,522.48
	Change Order		\$294,840.00		\$327,362.48
Sep-24	36	Sep-24		\$17,015.95	\$310,346.53
Oct-24	37	Oct-24		\$17,189.50	\$293,157.03
Dec-24	38	Dec-24		\$60,722.21	\$232,434.82
Jan-25	39	Jan-25		\$18,974.22	\$213,460.60
Feb-25	40	Feb-25		\$24,426.00	\$189,034.60
Mar-25	41	Mar-25		\$22,257.50	\$166,777.10
Apr-25	42	Apr-25		\$18,842.50	\$147,934.60
May-25	43	May-25		\$21,097.50	\$126,837.10
Jun-25	44	Jun-25		\$23,169.99	\$103,667.11
Jul-25	45	Jul-25		\$16,399.25	\$87,267.86
Aug-25	46	Aug-25		\$18,812.50	\$68,455.36
Sep-25	47		\$19,381.51		\$49,073.85

**Staff recommends approval of this invoice in the amount of \$19,381.51 to Sumner Engineering & Consulting, Inc.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 8

SEPTEMBER 16, 2025

**CONSENT AGENDA**

**INVOICE FROM SUMNER ENGINEERING & CONSULTING, INC. – SW WASTEWATER SERVICE  
AREA PROJECT – VACUUM STATION 4 FORCE MAIN SERVICES**

Please find attached the invoice in the amount of \$5,425.00 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
					\$31,380.00
Jan-25	1	Jan-25		\$1,995.00	\$29,385.00
Mar-25	2	Mar-25		\$2,205.50	\$27,179.50
Apr-25	3	Apr-25		\$1,560.00	\$25,619.50
May-25	4	May-25		\$3,465.00	\$22,154.50
Jun-25	5	Jun-25		\$6,720.00	\$15,434.50
Jul-25	6	Jul-25		\$1,260.00	\$14,174.50
Aug-25	7	Aug-25		\$7,530.00	\$6,644.50
Sep-25	8		\$5,425.00		\$1,219.50

**Staff recommends approval of this invoice in the amount of \$5,425.00 to Sumner Engineering & Consulting, Inc.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 9

SEPTEMBER 16, 2025

**CONSENT AGENDA**

**INVOICE FROM SUMNER ENGINEERING & CONSULTING, INC. – SW 5<sup>th</sup> AVENUE LPSS  
DESIGN AND PERMITTING**

Please find attached the invoice in the amount of \$13,033.66 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		\$13,033.66	\$22,808.74
Sep-25	14		\$13,033.60		\$9,775.14

**Staff recommends approval of this invoice in the amount of \$13,033.66 to Sumner Engineering & Consulting, Inc.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 10

SEPTEMBER 16, 2025

**CONSENT AGENDA**

**INVOICE FROM SUMNER ENGINEERING & CONSULTING, INC. – NW 15 PUMP STATION  
REHABILITATION**

Please find attached the invoice in the amount of \$36,810.00 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
					\$189,600.00
Sep-25	1		\$36,810.00		\$152,790.00

**Staff recommends approval of this invoice in the amount of \$36,810.00 to Sumner Engineering & Consulting, Inc.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 11

SEPTEMBER 16, 2025

**CONSENT AGENDA**

**INVOICE FROM ANDERSON ANDRE CONSULTING ENGINEERS, INC. – SWSA PROJECT 2  
VACUUM COLLECTION SYSTEM**

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

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Amount Paid	Remaining Balance
					\$37,985.00
Sep-23	1	Sep-23		\$3,735.50	\$34,249.50
Dec-23	2	Dec-23		\$12,052.00	\$22,197.50
Jan-24	3	Jan-24		\$15,804.00	\$6,393.50
Jan-24	Change Order #1		\$104,675.00		\$111,068.50
Feb-24	4	Feb-24		\$12,360.50	\$98,708.00
Mar-24	5	Mar-24		\$4,757.50	\$93,950.50
Apr-24	6	Apr-24		\$8,795.00	\$85,155.50
May-24	7	May-24		\$10,925.00	\$74,230.50
Jun-24	8	Jun-24		\$9,872.50	\$64,358.00
Aug-24	6	Aug-24		\$12,162.50	\$52,195.50
Sep-24	7	Sep-24		\$10,025.00	\$42,170.50
Oct-24	8	Oct-24		\$11,122.50	\$31,048.00
Dec-24	9	Dec-24		\$9,310.00	\$21,738.00
Jan-25	10	Jan-25		\$12,065.00	\$9,673.00
Feb-25	11	Feb-25		\$5,985.00	\$3,688.00
	Change Order #2		\$13,832.00		\$17,520.00
May-25	12	May-25		\$7,045.00	\$10,475.00
Jul-25	13	Jul-25		\$7,147.50	\$3,327.50
Sep-25	14		\$595.00		\$2,732.50

**Staff recommends approval of this invoice in the amount of \$595.00 to Anderson Andre Consulting Engineers, Inc.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 12

SEPTEMBER 16, 2025

**CONSENT AGENDA**

**INVOICE FROM CHA – NE GLADES COUNTY WASTEWATER MASTER PLAN**

Please find attached invoice in the amount of \$11,400.00 submitted by CHA. Staff is aware of the work currently being done CHA and is in agreement with this request.

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Amount Paid	Remaining Balance
					\$45,600.00
Jun-25	1	Jun-25		\$22,800.00	\$22,800.00
Aug-25	2	Aug-25		\$4,560.00	\$18,240.00
Aug-25	3	Aug-25		\$6,840.00	\$11,400.00
Sep-25	4		\$11,400.00		\$0.00

**Staff recommends approval of this invoice in the amounts of \$11,400.00 to CHA.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 13

SEPTEMBER 16, 2025

**CONSENT AGENDA**

**INVOICE FROM CHA – VAC STATION #2 GENERATOR REPLACEMENT**

Please find attached invoice in the amount of \$2,393.00 submitted by CHA. Staff is aware of the work currently being done CHA and is in agreement with this request.

**Staff recommends approval of this invoice in the amount of \$2,393.00 to CHA.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 14

SEPTEMBER 16, 2025

**CONSENT AGENDA**

**INVOICE FROM KIMLEY-HORN AND ASSOCIATES, INC. – TREASURE ISLAND SEPTIC TO SEWER PROJECT**

Please find attached invoice in the amount of \$55,448.57 submitted by Kimley-Horn and Associates, Inc. Staff is aware of the work currently being done by Kimley Horn and Associates, Inc. and is in agreement with this request.

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Amount Paid	Remaining Balance
					\$3,180,385.00
Jun-23	1	Jun-23		\$10,032.10	\$3,170,352.90
Jun-23	2	Jun-23		\$106,718.65	\$3,063,634.25
Aug-23	3	Aug-23		\$36,215.50	\$3,027,418.75
Sep-23	4	Sep-23		\$20,157.35	\$3,007,261.40
Oct-23	5	Oct-23		\$25,688.60	\$2,981,572.80
Nov-23	6	Nov-23		\$210,818.35	\$2,770,754.45
Nov-23	7	Nov-23		\$185,479.85	\$2,585,274.60
Dec-23	8	Dec-23		\$116,912.00	\$2,468,362.60
Jan-24	9	Jan-24		\$65,644.20	\$2,402,718.40
Mar-24	10	Mar-24		\$37,995.70	\$2,364,722.70
Apr-24	11	Apr-24		\$45,793.30	\$2,318,929.40
May-24	12	May-24		\$104,433.14	\$2,214,496.26
May-24	13	May-24		\$32,009.30	\$2,182,486.96
Jul-24	14	Jul-24		\$39,812.01	\$2,142,674.95
Jul-24	15	Jul-24		\$78,903.35	\$2,063,771.60
Aug-24	16	Aug-24		\$80,562.85	\$1,983,208.75
Oct-24	17	Oct-24		\$115,128.93	\$1,868,079.82
Oct-24	18	Oct-24		\$49,965.91	\$1,818,113.91
Nov-24	19	Nov-24		\$27,078.45	\$1,791,035.46
Jan-25	20	Jan-25		\$24,402.26	\$1,766,633.20
Mar-25	21	Mar-25		\$15,790.35	\$1,750,842.85
Apr-25	22	Apr-25		\$41,543.27	\$1,709,299.58
Apr-25	23	Apr-25		\$36,097.22	\$1,673,202.36
Jun-25	24	Jun-25		\$33,759.66	\$1,639,442.70
Jul-25	25	Jul-25		\$23,081.35	\$1,616,361.35
Aug-25	26	Aug-25		\$64,448.15	\$1,551,913.20
Sep-25	27		\$55,448.57		\$1,496,464.63

**Staff recommends approval of this invoice in the amount of \$55,448.57 to Kimley-Horn and Associates, Inc.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 15

SEPTEMBER 16, 2025

**CONSENT AGENDA**

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

Please find attached invoice in the amount of \$6,390.00 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
					\$359,729.00
Feb-24	1	Feb-24		\$2,873.00	\$356,856.00
Mar-24	2	Mar-24		\$18,838.50	\$338,017.50
Apr-24	3	Apr-24		\$10,219.50	\$327,798.00
May-24	4	May-24		\$50,801.00	\$276,997.00
Jul-24	5	Jul-24		\$28,200.60	\$248,796.40
Jul-24	6	Jul-24		\$22,941.10	\$225,855.30
Aug-24	7	Aug-24		\$12,793.50	\$213,061.80
Sep-24	8	Sep-24		\$12,011.80	\$201,050.00
Oct-24	9	Oct-24		\$1,175.00	\$199,875.00
Nov-24	10	Nov-24		\$9,915.00	\$189,960.00
Dec-24	11	Dec-24		\$9,590.00	\$180,370.00
Jan-25	12	Jan-25		\$3,835.00	\$176,535.00
Apr-25	13	Apr-25		\$4,473.50	\$172,061.50
May-25	14	May-25		\$4,809.50	\$167,252.00
Jun-25	15	Jun-25		\$2,352.00	\$164,900.00
Jul-25	16	Jul-25		\$1,680.00	\$163,220.00
Aug-25	17	Aug-25		\$3,195.00	\$160,025.00
Sep-25	18		\$6,390.00		\$153,635.00

**Staff recommends approval of this invoice in the amount of \$6,390.00 to Holtz Consulting Engineers, Inc.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 16

SEPTEMBER 16, 2025

**CONSENT AGENDA**

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

Please find attached invoices in the amount of \$1,560.00 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		\$1,560.00		\$23,800.00

**Staff recommends approval of this invoice in the amounts of \$1,560.00 to Holtz Consulting Engineers, Inc.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 17

SEPTEMBER 16, 2025

**CONSENT AGENDA**

**INVOICE FROM RAFTELIS**

Please find attached the invoice in the amount of \$23,080.00 submitted by Raftelis. Staff is aware of the work currently being done by Raftelis and is in agreement with these requests.

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Amount Paid	Remaining Balance
					\$67,500.00
Jul-25	1	Jul-25		\$5,297.50	\$62,202.50
Aug-25	2	Aug-25		\$8,570.00	\$53,632.50
Sep-25	3		\$23,080.00		\$30,552.50

**Staff recommends approval of this invoice in the amount of \$23,080.00.00 to Raftelis.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 18

SEPTEMBER 16, 2025

**CONSENT AGENDA**

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

Please find attached invoice in the amount of \$6,250.00 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 \$6,250.00 to Nason Yeager Gerson Harris & Fumero, P.A.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 19

SEPTEMBER 16, 2025

**CONSENT AGENDA**

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

Please find attached invoice in the amount of \$3,600.00 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 \$3,600.00 to Conely and Conely P.A.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 20

SEPTEMBER 16, 2025

**CONSENT AGENDA**

**INVOICE FROM LEWIS, LONGMAN & WALKER, P.A. – LEGAL SERVICES**

Please find attached invoice in the amount of \$665.00 submitted by Lewis, Longman & Walker, P.A. for legal services. Staff is aware of the work currently being done Lewis, Longman & Walker, P.A. and is in agreement with this request.

**Staff recommends approval of this invoice in the amount of \$665.00 to Lewis, Longman & Walker, P.A.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 21

SEPTEMBER 16, 2025

**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.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 22

SEPTEMBER 16, 2025

**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.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 23

SEPTEMBER 16, 2025

**CONSENT AGENDA**

**OPERATIONS DIRECTOR MONTHLY REPORT**

DEPARTMENT SITE VISITS  
MONTHLY BOARD MEETING UPDATES

Tuesday 9-16--2025

Site Visits 8-21-25 thru 9-11-25

**SWTP:** General Maintenance

GWTP pilot study up and running in equalization stage, sampling started yesterday Monday 9-15, and will continue to sample for 3 weeks rotating thru all 5 active wells

Generator PM maintenance complete as well as fuel tank cleaning

**Maintenance:** General Maintenance

Normal operations: leaks, complaints, new services

Still working on Lead checks, 70% complete with no lead found to date

Generator PM maintenance complete as well as fuel tank cleaning

**WWTP:** General Maintenance

Clarifier # 2 sandblasting, priming & painting complete, awaiting drive mechanism delivery

Met with EUA Gallie electric for proposal for MCC 200 replacement

Generator PM maintenance complete as well as fuel tank cleaning

\*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. 24

SEPTEMBER 16, 2025

**WORKSHOP MINUTES**

Attached are copies of the minutes from the workshop held on August 5, 2025.

**Unless the Board determines a correction is required to the minutes, Staff recommends the approval of the workshop minutes from August 5, 2025 as presented.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 25

SEPTEMBER 16, 2025

**MEETING MINUTES**

Attached are copies of the minutes from the meeting held on August 19, 2025.

**Unless the Board determines a correction is required to the minutes, Staff recommends the approval of the meeting minutes from August 19, 2025 as presented.**

**OKEEHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 26

SEPTEMBER 16, 2025

**EMPLOYEE RECOGNITION**

This month the Board will recognize one employee for their years of service for the OUA.

Michelle Willoughby

5 Years

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 27

SEPTEMBER 16, 2025

**PUBLIC COMMENTS**

OKEEHOBEE UTILITY AUTHORITY

SEPTEMBER 16, 2025

**DISCUSSION AGENDA**

28. Customer - Big O RV Park Association
29. Customer - Culbreth
30. King's Bay Maintenance Agreement
31. SWSA VPS #4 Sewer Connections
32. SWSA Project 2 Engineering Fees
33. Commerce Department SR 70W Water Main Project
34. Commerce Department SR 78W Water Main Project
35. State Road 78W Phase II Water Main Improvements Project
36. Pine Ridge Park Utility Expansion Project
37. Mallard Landing Engineering Proposal
38. Legislative Delegation Meeting
39. Proposed Benefit Increase for Retirees

**OKEEHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 28

SEPTEMBER 16, 2025

**DISCUSSION AGENDA**

**OUA CUSTOMER – BIG O RV PARK ASSOCIATION, INC**

On July 15, 2025, the OUA generated a monthly billing for Big O RV Park Association, Inc in the amount of \$4,407.07, due on August 5, 2025. Payment was not received and on August 6, 2025, a 10% penalty was applied to the account in the amount of \$440.71. On August 26, 2025, as representative from Big O RV Park Association, Inc, contacted the OUA requesting the penalty to be waived. Per Resolution 24.02, General Policy and Procedures, Section 5. Billing Procedures, penalties are applied on the 22<sup>nd</sup> day from the billing date on any unpaid balance. It was explained to the customer that the penalty cannot be waived. The customer requested to speak to the OUA Board of Directors.

Vanessa Valle will be present to represent Big O RV Park Association, Inc.

Please see the attached information.

**OKEEHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 29

SEPTEMBER 16, 2025

**DISCUSSION AGENDA**

**OUA CUSTOMER – CULBRETH**

This request stems from an estimate given to K & B Okeechobee Properties on 3/21/2025, for a water and wastewater connection at 121 SW 7<sup>th</sup> Avenue. At the bottom of the quotation is a clearly written statement that the cost estimate is good for the month that it was written, a specified date or until the next rate increase. Since it was prepared on the 31<sup>st</sup>, it could be assumed that it would be valid for April 2025. As of today's date, the fees have not been paid or service installed.

As far as notices provided, there have been several public meetings advertised, notices on OUA social media (FB and the OUA webpage) accounts as well specific notes on the monthly bills under the heading of "Important Information". Several bills are attached as a reference.

I have met with Mr. Bert Culbreth and explained to him that there is nothing that I can do to reduce or remove the fees owed to the OUA. His builder or property owner did not respond in time to utilize the quoted services in the cost estimate. He asked what else he could do and I told him he has the option to speak to the OUA Board which he has requested.

**OKEEHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 30

SEPTEMBER 16, 2025

**DISCUSSION AGENDA**

**KING'S BAY MAINTENANCE AGREEMENT**

As required by King's Bay Agreement, the OUA is to review the past year's expenses incurred by the King's Bay development. After review and tabulation of these expenses, a monthly service fee is to be established for the coming year.

The following table lists the previous fees paid by King's Bay.

<b>YEAR</b>	<b>MONTHLY CHARGE (\$)</b>
2004	\$7.89
2005	\$6.21
2006	\$4.54
2007	\$6.56
2008	\$7.51
2009	\$8.30
2010	\$6.29
2011	\$7.28
2012	\$5.03
2013	\$4.37
2014	\$4.88
2015	\$5.03
2016	\$4.28
2017	\$6.19
2018	\$5.80
2019	\$5.47
2020	\$9.60
2021	\$9.57
2022	\$7.22
2023	\$8.77
2024	\$10.64

The costs considered for this year are as follows:

Total Field Labor (Maint.)	\$11,675.63
Equipment	\$10,428.94
Parts & Materials	\$1543.64
15% Admin Fee	\$231.55
Accounts	187
<b>Monthly Fee</b>	<b>\$10.64</b>

**Staff recommends the Board adopt a \$10.64 cost per month for King's Bay accounts.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 31

SEPTEMBER 16, 2025

**DISCUSSION AGENDA**

**SWSA VPS #4 SEWER CONNECTIONS**

The Southwest Sewer Area (SWSA) Project 2 is nearing completion of the Vacuum Pump Station No. 4. Field testing of the vacuum pump station and piping is complete. The OUA is waiting on as-built information so that Record Drawings can be created. Once these drawings are finalized, the engineer of record will submit all the data to the Florida Department of Environmental Protection for certification. After review and acceptance, the FDEP will issue an acknowledgement of receipt and release the project for service.

To that end, OUA staff have been preparing a bid package that will be released the middle of October for advertisement requesting bids to connect the first  $\pm$  50 homes to VPS #4. Once bids are received and tabulated, this information will be brought back to the OUA Board for discussion and direction.

Since we will have bids, we will know approximately what the total cost to connect the approximate  $\pm$ 525 homes to the system. Based upon grant monies available, we will know how far the grant money will go and to what extent the home owners will need to pay (if any) to complete the project.

To get to the bid packages, OUA staff asked the engineer of record for the project (Sumner Engineering & Consulting, Inc.) to provide a proposal to prepare bid sheets for each of the homes in this initial bid package. The bid sheets will identify the property, owner, house, septic tank location and proposed piping route to connect the home to the streetside point of connection. Attached is a typical bid sheet from the recently completed Taylor Creek Isles project.

Please find attached a proposed scope of work and fee schedule to complete the bid sketches for each home. After review and discussion, OUA staff recommends approval of Sumner Engineering & Consulting, Inc. Project Number 25-14 in the amount of \$14,245.00 and authorize execution of same.

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 32

SEPTEMBER 16, 2025

**DISCUSSION AGENDA**

**SWSA PROJECT 2 ENGINEERING FEES**

Project 2 has a contracted Substantial Completion date of May 13, 2025, and a Final Completion date of June 26, 2025. As of the September 16<sup>th</sup> meeting date, the contractor has accrued 126 days of liquidated damages for missing Substantial totaling \$63,000 (\$500/day).

As expected, missing the completion dates has incurred loss of use by OUA customers and additional time spent by construction related professionals (testing lab, engineering and resident inspection) and OUA staff.

Please find attached a proposal request (Amendment 2) from the engineer of record requesting compensation of time/money for both engineering as well as resident inspection time due to the extended period of construction.

As noted in the summary, Amendment 1 was to carry engineering time to June 30, 2025. The engineer has now estimated the engineering period extension to October 31, 2025, or an additional 123 days. Amendment 2 allows for an additional engineering cost of \$18,360.00 and resident project inspection costs of \$48,000, bring Amendment 2 costs to \$66,360.00.

**After review and discussion, OUA staff recommends approval of Amendment 2 to the Owner-Engineer Agreement SW Wastewater Service Area Vacuum Sewer Project for \$66,360.00 to Sumner Engineering & Consulting, Inc.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 33

SEPTEMBER 16, 2025

**DISCUSSION AGENDA**

**COMMERCE DEPARTMENT SR 70W WATER MAIN PROJECT**

The Commerce Department Rural Infrastructure Fund was open for submittals till September 5, 2025. OUA staff initiated an application to fund a water main extension project from SW 24<sup>th</sup> Avenue westward along State Road 70 to SW 48<sup>th</sup> Avenue as shown on Exhibit A. A preliminary cost estimate for construction and engineering came in at approximately \$2,800,000. The RIF application listed this amount for funding from Commerce Department. An OUA staff estimate came in at approximately \$3,100,000 including a contingency line item.

The genesis for this project is two proposed industrial sites ( $\pm$ 1,350 acres) proposed on State Road 70 near the intersection with SW 48<sup>th</sup> Avenue. The project descriptions list several thousand job opportunities with many millions of dollars invested in infrastructure.

In preparation of this application, OUA staff enlisted the help of several engineering consultants, as well as CAS Governmental Services, LLC and staff at Okeechobee County Economic Development Corporation. Additionally, the OUA asked for and received letters of support from OCEDC, BOCC Okeechobee County, Okeechobee County Planning Department and Florida Heartland Economic Region of Opportunity.

The OUA application along with many others were received by the Commerce Department and will be evaluated during the next several months. The Commerce Department has approximately \$17,000,000 available for these projects.

No action required as this agenda item is submitted as informational only at this time.

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 34

SEPTEMBER 16, 2025

**DISCUSSION AGENDA**

**COMMERCE DEPARTMENT SR 78W WATER MAIN PROJECT**

The Commerce Department Rural Infrastructure Fund was open for submittals till September 5, 2025. Lakefront Estates initiated an application to fund a water main extension project (Phase III) on State Road 78W from the termination point of Phase II (just south of Lemkin Creek) to just south of Big 'O RV Park. A preliminary cost estimate by Lakefront had the project construction and engineering at approximately \$2,800,000. The RIF application listed \$1,000,000 for funding from Commerce Department. An OUA staff estimate came in at approximately \$3,700,000 including a contingency line item. These are both preliminary estimates with actual project numbers better defined once surveying and initial design is completed.

This project is the third of four projects necessary to bring a 16-inch water main from SW 16<sup>th</sup> Avenue to the Buckhead Ridge elevated water storage tank. Phase I project is complete and Phase II is currently under construction. This proposed Phase III project involves the installation of 9,400 feet of additional piping. The first two phases had approximately 4,600 feet of piping.

In preparation of this application, OUA staff assisted Lakefront Estates in preparation of the application. The application was submitted on September 5<sup>th</sup> and received by the Department.

This application along with many others were received by the Commerce Department and will be evaluated during the next several months. The Commerce Department has approximately \$17,000,000 available for these projects.

No action required as this agenda item is submitted as informational only at this time.

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 35

SEPTEMBER 16, 2025

**DISCUSSION AGENDA**

**STATE ROAD 78W PHASE II WATER MAIN IMPROVEMENTS PROJECT**

The Notice To Proceed was issued on August 14, 2025. This second phase has begun with B & B Site Development, Inc. as the contractor.

Based upon the contract time beginning on August 14, 2025, Substantial Completion date is January 11, 2026, with a Final Completion date of February 10, 2026 (30 calendar days after reaching Substantial).

Attached, is the Water Main Cost Sharing Agreement between the Okeechobee Utility Authority and Okeechobee Community Developers. The OUA has received the initial payment of \$258,395.25.

The Agenda Item is presented for informational purposes only.

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 36

SEPTEMBER 16, 2025

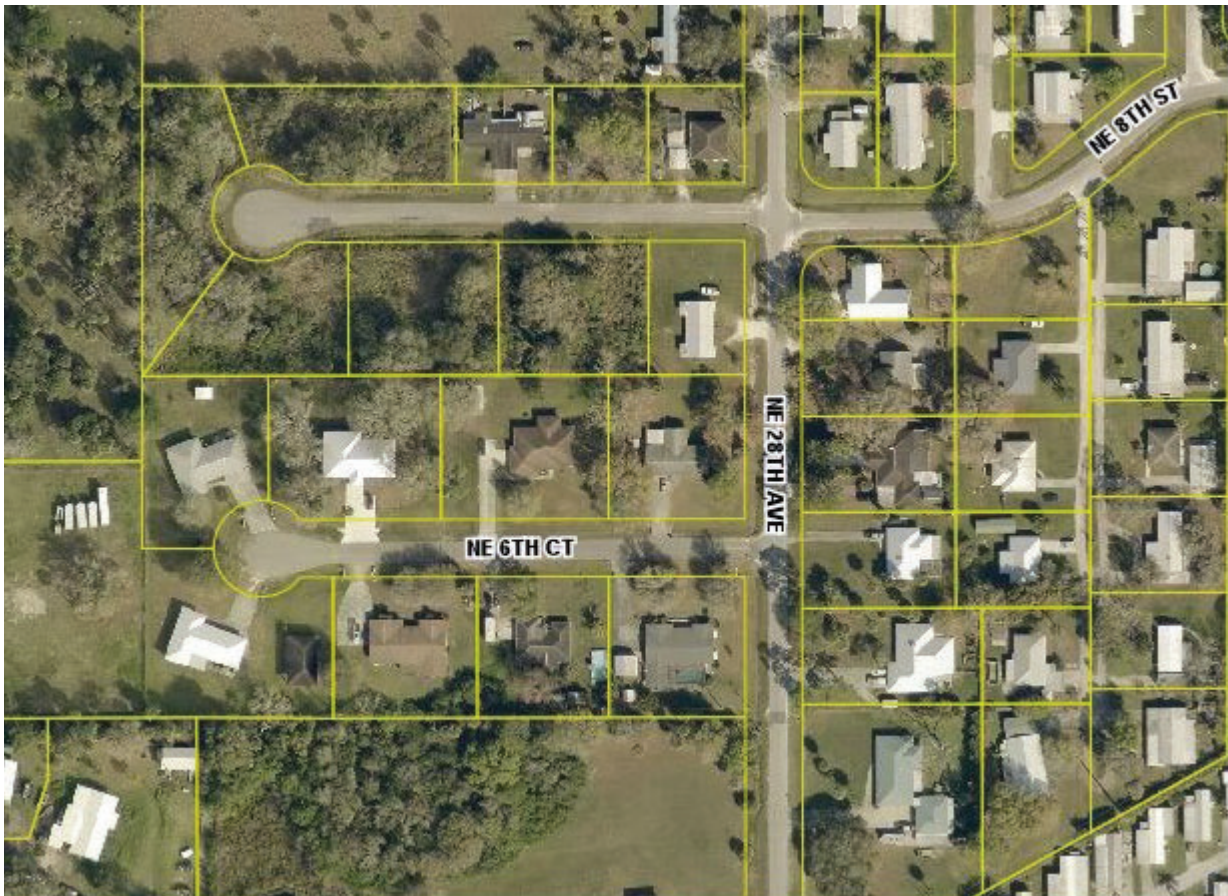
**DISCUSSION AGENDA**

**PINE RIDGE PARK UTILITY EXPANSION PROJECT**

A developer is building multiple homes on vacant lots shown on NE 8<sup>th</sup> Street west of NE 28<sup>th</sup> Avenue. There is a vacuum main on NE 28<sup>th</sup> Avenue.

OUA staff asked the design team for the Pine Ridge Park system to prepare and quote for engineering design and construction services for both NE 8<sup>th</sup> Street and NE 6<sup>th</sup> Court.

CHA Solutions has submitted for review the attached engineering proposal for design, permitting and construction services. The total compensation is \$45,700.00.



After review and discussion, it is the recommendation of staff to proceed with the engineering proposal submitted by CHA Consulting, Inc. in the amount of \$45,700.00.

# OKEECHOBEE UTILITY AUTHORITY

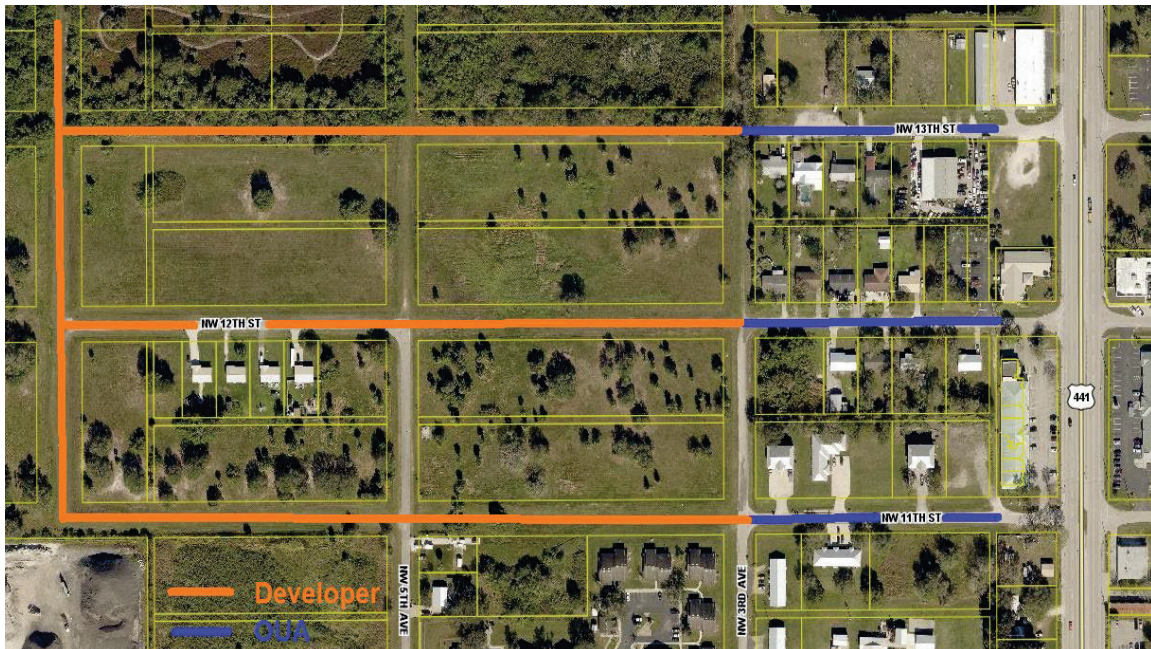
AGENDA ITEM NO. 37

SEPTEMBER 16, 2025

## DISCUSSION AGENDA

### MALLARD LANDING ENGINEERING PROPOSAL

The OUA received and opened bids submitted for the Mallard Landing Gravity Sewer Expansion project at 3:30PM, August 28<sup>th</sup>. There were seven bids received ranging from \$807,190.00 to \$1,556,259.20. The preliminary cost estimate from Holtz Consulting Engineers, Inc. was \$875,000.



Please see attached engineers recommendation of award letter. Also attached for review are the Notice of Award, Notice To Proceed and Bid Tabulation.

After review and discussion, it is the recommendation of OUA staff to:

- Accept the recommendation of award letter provided by Holtz Consulting Engineers, Inc., listing PRP Construction Group, Inc. as the apparent lowest, most responsive bidder and awarding the contract; and
- Authorize the OUA Board Chairman and staff to execute the Notice of Award letter to PRP Construction Group, Inc.; and
- When the contractor provides the required documentation (insurance, bonds, agreement, etc.), authorize the OUA Board Chairman and staff to execute the appropriate documents and issue the Notice To Proceed.

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 38

SEPTEMBER 16, 2025

**DISCUSSION AGENDA**

**LEGISLATIVE DELEGATION MEETING**

The local legislative delegation public meeting has been scheduled for Wednesday October 1<sup>st</sup> starting at 4PM, and all OUA Board members can attend.

For this year, the OUA has requested support of the delegation for two the priorities listed below:

**Septic to Sewer Property Owner Abandonment (OSTDS):**

The OUA is completing one project where there will be over 500 household connections. There are two other projects that will have when completed another 150 connections. Lastly, when the State Road 78W piping system is completed there will be multiple connections required as well.

To that end, The OUA has asked for an additional \$3,000,000 to put towards these projects.

**Cemetery Road WWTP Land Lease:**

The current TIITF Lease expires in less than ten years. When that occurs, it is expected that the State of Florida will renew the lease with the unknown terms to be negotiated at a later date. The lease expiration and coupled with the transfer of other former DJJ lease property to IRSC, brings forth this request now to transfer ownership of the property to the OUA.

In discussions with legislative staff and others, now is the time to request the transfer. Both the BOCC Okeechobee County and the City of Okeechobee are in support of the OUA in this endeavor.

The attached legislation priorities further explain the current concerns of the OUA and Okeechobee area. Are there any other concerns that should be identified?

Also attached is a draft of a letter from the OUA Board to the Delegation. After review and discussion, please consider any edits or approve as presented and authorize the execution of the letter by the Chairman.

# OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 39

SEPTEMBER 16, 2025

## DISCUSSION AGENDA

### PROPOSED BENEFIT INCREASE FOR RETIREES

Over the last several years there have been requests from OUA Pension Retirees to consider a benefit increase. The System currently does not provide cost of living adjustments. The Trustees have looked into a couple of options and what other similar pension plans have done. The two most favorable options are listed below along with the Projected Annual Increase in OUA Minimum Required Contribution for each option. Trustees authorized GRS (Pension Actuary) to perform an Actuarial study (Included in this packet) and the following are the results of the study:

- 1) one-time increase of 5% to participants currently receiving benefits;  
+1.7% (+\$45,868) Projected Annual Increase OUA Contribution
  
- 2) one-time increase of \$100 per month to participants currently receiving benefits. +1.9%  
(+\$53,752) Projected Annual Increase OUA Contribution

Also included in this packet is a memo from the Pension Attorney Lewis, Longman, Walker which states the plan may be amended to provide a one-time supplemental benefit to retired plan members. The Pension Trustees have no discretion to change the benefits; they can only make recommendations to the OUA Board. Only the OUA Board has the authority to change the benefit.

Also included in this packet are the meeting minutes from the August 4, 2025 Pension Board Meeting where a motion was made to recommend to the OUA Board to implement a one-time 5% increase to participants currently receiving benefits. The motion received a second, however the motion did not pass with 2- votes Yes, 2- votes No, with one abstaining.

This followed with another motion to recommend to the OUA Board to implement a one-time increase of \$100 per month to participants currently receiving benefits. The motion received a second and passed with 3- votes Yes, 1- vote No, with one abstaining.

After review and discussion, what is the direction of the OUA Board?

**OKEECHOBEE UTILITY AUTHORITY**

SEPTEMBER 16, 2025

**STAFF REPORTS**

40. Finance Director

40A. Finance Report

41. Attorney

42. Executive Director

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 40

SEPTEMBER 16, 2025

**FINANCE DIRECTOR**

40A. Finance Report

# OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 40A

SEPTEMBER 16, 2025

## FINANCE REPORT

YTD revenue as of August 31, 2025 was \$13,564,216 compared to a budget of \$12,812,024 resulting in the achievement of 105.9% of budget or a surplus of \$750,193.

As shown on page 2, although the revenue from water and wastewater were marginally ahead of YTD budget, a significant amount of \$752,193 surplus is attributable to other revenue which includes installation charges applicable on new connections (refer to page 16) which increased during the 75% discounted period.

YTD operating expenditures of \$8,894,434 were compared with budget of \$10,013,176 yielding a positive variance of \$1,118,742 or 11.2%.

Non-operating expenses of \$3,160,890 is comprised of depreciation and loan interest which were above budget of \$2,914,469 due higher than anticipated interest at closing of SSB.

Restricted revenue, which includes interest revenue and capital connection fees, generated YTD \$2,230,824 or 242.1% of YTD budget \$652,021.

As stated at previous board meetings, the variance of restricted revenues are related to increased capital connection charges of \$279,368 for water and \$1,454,759 for wastewater, which generated a combined positive variance of \$1,493,641 for customers accessing the 75% discount on capital connection charges which expired on April 30<sup>th</sup>.

YTD interest income was \$398,021 compared to YTD budget of \$317,702.

### Customer Connections as at 08.31.25

Total connections (billed customers) as of August 31, 2025 were 10,221 water and 4,865 wastewater, representing an increase of 107 water and 130 wastewater accounts for the period October 1, 2024 – August 31, 2025.

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

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 41

SEPTEMBER 16, 2025

**ATTORNEY**

# **OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 42

SEPTEMBER 16, 2025

**EXECUTIVE DIRECTOR**

## **Southwest Wastewater Service Area**

- Project 1
  - Force Main SE2 Interconnect  
On Hold
- Project 2 Collection System  
Notice to Proceed issued on March 29, 2023  
  
Substantial: May 13, 2025 (731 calendar days from NTP + 45 days  
per Change Order No. 4)  
  
Final: June 26, 2025 (775 calendar days from NTP + 45 days  
per Change Order No. 4)  
  
Project 3 Okee-Tantie  
Under Design (Pending FDEP & USACOE Permitting)

## **SR 78W Phase II WM Improvements**

- Notice to Proceed Issued August 14, 2025

## **SW 5<sup>th</sup> Ave Wastewater System Improvements**

- Design review at 100%
- Current estimated project costs: \$7.8M
- Awaiting additional funding

## **Treasure Island Septic to Sewer Project**

- Seeking an alternative force main route around the Okeechobee Premier site
- Still looking for the final two vacuum pump station sites

## **Taylor Creek Isles VPS #2 Generator Replacement Project**

- Notice to Proceed issued

## **General Information**

- Prepared initial FDEP Water Quality Grant applications
- Okeechobee Delegation meeting set for Wednesday, October 1<sup>st</sup> at 4 PM

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 43

SEPTEMBER 16, 2025

**ITEMS FROM THE BOARD**