

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Tuesday, June 17, 2025 8:00 A.M.
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida

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

Chairperson Nelson determined the voting members and led all participating attendees and visitors in the Pledge of Allegiance.

Chairperson Nelson addressed Agenda Item No. 1; the following Okeechobee Utility Authority Board Members were present:

Board Members:

Steve Hargraves
Harry Moldenhauer*
Steve Nelson*
Tabitha Trent*

Alternates:

Glenn Sneider

Absent:

Melanie Anderson
John Gilliland
Jamie Gamiotea

*Voting Board Members

OUA Members:

John Hayford
Greg Kennedy

Lauriston Hamilton
Jamie Mullis

Steve Conteaguero
Michelle Willoughby

Chairperson Nelson addressed Agenda Item No. 2 ‘Agenda Additions or Deletions’ There was none.

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

Consent Agenda Item No. 4 ‘Invoice from Go Underground Utilities, LLC – SWSA Vacuum Station No.4 Force Main in the amount of \$166,801.00’

Consent Agenda Item No. 5 ‘Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project (Part E) in the amount of \$23,169.99’

Consent Agenda Item No. 6 ‘Invoice from Sumner Engineering & Consulting, Inc. – SW 5th Ave Facilities Plan and SRF Application in the amount of \$7,250.00’

Consent Agenda Item No. 7 ‘Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area – Vacuum Station Force Main Services in the amount of \$6,720.00’

- Consent Agenda Item No. 8** 'Invoice from Sumner Engineering & Consulting, Inc. – SW 5th Ave LPSS Design and Permitting in the amount of \$13,033.66'
- Consent Agenda Item No. 9** 'Invoice from Kimley-Horn and Associates and Associates, Inc. – Treasure Island Septic to Sewer Project in the amount of \$33,759.66'
- Consent Agenda Item No. 10** 'Invoice from Holtz Consulting Engineers, Inc. – Mallard Landing Gravity Sewer Expansion in the amount of \$3,086.00'
- Consent Agenda Item No. 11** 'Invoice from Holtz Consulting Engineers, Inc. – GIS Mapping Project in the amount of \$622.00'
- Consent Agenda Item No. 12** 'Invoice from Holtz Consulting Engineers, Inc. – SR 78 Watermain Improvements in the amount of \$2,352.00'
- Consent Agenda Item No. 13** 'Invoice from CHA – Vac Station #2 Generator Replacement in the amount of \$2,265.00'
- Consent Agenda Item No. 14** 'Invoice from CHA – NE Glades County Wastewater Master Plan in the amount of \$22,800.00'
- Consent Agenda Item No. 15** 'Invoice from Nason Yeager Gerson Harris & Fumero, P.A. – Legal Services in the amount of \$7,240.00'
- Consent Agenda Item No. 16** 'Invoice from Conely and Conely, P.A. – Legal Services in the amount of \$4,075.00'
- Consent Agenda Item No. 17** 'Invoice from Lewis, Longman, & Walker, P.A. – Legal Services in the amount of \$788.65'
- Consent Agenda Item No. 18** 'Invoice from Thorn Run Partners in the amount of \$3,500.00'
- Consent Agenda Item No. 19** 'Invoice from MacVicar Consulting, Inc. in the amount of \$250.00'

Second by Glenn Sneider. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 20 'Meeting Minutes from May 20, 2025' Motion by Steve Hargraves to approve the Meeting Minutes from May 20, 2025 as presented. Second by Tabitha Trent Vote Unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 21 'Employee Recognition' There were no employees to recognize at this time.

Chairperson Nelson addressed Agenda Item No. 22 'Public Comments' Okeechobee County Commissioner Terry Burroughs was present to discuss the upcoming workshop with the Okeechobee County Board of County Commissioners and the City of Okeechobee. Commissioner Burroughs updated the Board on the Bass Pro Shop project coming to Okee-Tantie.

Discussion Agenda

Chairperson Nelson addressed Agenda Item No. 23 'Presentation of FY24 Audited Financial Statements' Finance Director Hamilton introduced Mr. Terry Morton of Nowlen, Holt & Miner, P.A.

Mr. Morton presented the FY24 Financial Statement Audit Report and the FY24 Annual Financial Report to the Board. Mr. Morton advised that it was a clean audit and there was no non-compliance. **Motion by Tabitha Trent to accept and approve the FY24 Audited Financial Statements as presented. Second by Steve Hargraves. Vote unanimous (4-0). Motion carried.**

Chairperson Nelson addressed Agenda Item No. 24 ‘Audit Contractual Agreement’ Executive Director Hayford discussed that the Board decided to extend the audit contract with Nowlen, Holt & Miner, P.A. Executive Director Hayford discussed that the board may either extend the contractual arrangement with the present Auditor or solicit responses from professional providers of audit services. **Motion by Tabitha Trent to approve a one-year extension to the audit contract with Nowlen, Holt & Miner, P.A. Second by Glenn Sneider. Vote unanimous (4.0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 25 ‘Vacuum Pump Station No. 2 Generator Replacement’ Executive Director Hayford discussed that the generator at Vacuum Pump Station No. 2 was moved from the old wastewater treatment plant many years ago. The generator is approximately 40-45 years old and needs to be replaced. The new generator will be installed outside on a concrete pad with an all-weather enclosure and sound reducing muffler. Executive Director Hayford that that four bids were received and reviewed by the engineer. Eau Gallie Electric, Inc. provided the lowest bid at \$468,000, which was in line with engineer’s pre-bid estimate. **Motion by Harry Moldenhauer to accept the Engineers recommendation of award to Eau Gallie Electric, Inc. for \$468,000. Second by Tabitha Trent. Vote unanimous (4-0), motion carried.**

Motion by Tabitha Trent to approve the issuance of the Notice of Tentative Award by CHA to Eau Gallie Electric, Inc. Second by Steve Hargraves. Vote unanimous (4-0), motion carried.

Motion by Tabitha Trent to approve the issuance of the Notice of Proceed to Eau Gallie Electric, Inc. and execution of other necessary documents by the Board Chairman and OUA staff to facilitation initialization of this project. Second by Glenn Sneider. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 26 ‘SWSA Project Change Order No. 5’ Executive Director Hayford discussed that contractor had proposed a change order to install a culvert to be able to cross the drainage ditch along the north shoulder of SW 16th Street. Executive Director Hayford discussed that additionally the change order includes a wastewater service connection which was removed from the bid due to a lack of easement from the property owner. The property owner has since requested service and provided the needed easement. The change order was reviewed by the engineer of record and the USDA. There was a brief discussion. **Motion by Tabitha Trent to approve the SWSA Project 2 Change Order No. 5 in the amount of \$27,914.60. Second by Glenn Sneider. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 27 ‘OUA Board Pension Trustee Appointment’ Executive Director Hayford discussed that the terms for Jeff Sumner and Jamie Mullis have expired and are up for reappointment. Executive Director Hayford discussed that both trustees have agreed to serve again. Executive Director Hayford discusses that the board can reappoint Jeff Sumner and Jamie Mullis to the OUA Employee Pension Board of Trustee for a 4-year term or advertise for applicants to serve.

There was a brief discussion. **Motion by Tabitha Trent to reappoint both Jeff Sumner and Jamie Mullis to the OUA Employee Pension Board of Trustee for a 4-year term. Second by Glenn Sneider. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 28 ‘SR 78W Phase II WM Improvement Project’ Executive Director Hayford discussed that Phase II of the watermain improvement project extends the 16-inch watermain approximately 3,000 feet westward along State Road 78. Executive Director Hayford discussed that the project comprised of two bids, one for the construction of the piping system and the other for the purchase of most of the materials to construct the piping project. Executive Director Hayford discussed that there was a total of eight bids received. Total bid amounts ranged from \$419,358.50 to \$1,379,963.97. Christine Miranda from Holtz Consulting Engineers, Inc. explained to the board that the apparent low bidder, B & B Site Development Inc., was considerably lower in two areas than the rest of the submitted bids. The two areas to be noted were the survey for record drawings and the directional bore. The Engineer discussed that it was in the best interest of the OUA to recommend the rejection of the apparent low bid. In review of the next lowest bid, by PRP Construction Group, Inc., it was determined that the bid was responsive and conformed with the bid documents. Phil Baughman, B & B Site Development, Inc. was present to answer questions from the board. There was a brief discussion. **Motion by Tabitha Trent to accept the apparent low bid from B & B Site Development, Inc. in the amount of \$419,358.50. Second by Glenn Sneider. Vote unanimous (4-0), Motion carried.**

Motion by Tabitha Trent to authorize the Chairman and OUA Staff to execute and issue the Notice of Award to B & B Site Development, Inc. Second by Glenn Sneider. Vote unanimous (4-0), motion carried.

Motion by Tabitha Trent to approve the issuance of the Notice to Proceed and execution of other necessary documents by the Chairman and OUA Staff to facilitate initialization of this project. Second by Glenn Sneider. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 29 ‘SR 78W Phase II WM Improvement Project – Materials Bid’ Executive Director Hayford discussed that the majority of the materials needed for the project was bid separately from the construction project. Four materials supply chains were sent bid documents and three responses were received within the requested time frame. Executive Director Hayford reviewed the bids that were received. Executive Director Hayford discussed that Empire was the apparent low bidder at \$254,695.59. There was a brief discussion. **Motion by Harry Moldenhauer to approve the award to Empire in the amount of \$254,695.59 for materials required on the SR 78W Phase II WM Improvement Project. Second by Tabitha Trent. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 30 ‘NW-15 Pump Station Rehabilitation Engineering Services Agreement’ Executive Director Hayford discussed that NW-15 was originally constructed in 2001 and has had various minor improvement over the years. Executive Director Hayford discussed that recently the sanitary force main from the Southwest Service Area (SWSA) was installed and connected to the station. With the wastewater flows from SWSA including Okee-Tantie to increase the overall flow at the station over the next several years. Executive Director Hayford discussed that this

project will include new bigger more efficient pumps/motors, discharge piping including a new on grade valve pad, new electrical control panel, new generator, odor control and other miscellaneous components. Executive Director Hayford discussed the Additional Work Authorization submitted by Sumner Engineering & Consulting, Inc. There was a brief discussion. **Motion by Tabitha Trent to authorize the Chairman and OUA staff to execute the Additional Work Authorization in the amount of \$189,600 prepared by Sumner Engineering & Consulting, Inc. to complete all of the engineering work required for the NW-15 Pump Station Rehabilitation. Second by Glenn Sneider. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 31 'NW-15 Pump Station Rehabilitation-FDACS' Executive Director Hayford discussed that the OUA received an emergency efficiency grants from the Florida Department of Agricultural Consumer Services in the amount of \$647,000. This grant will be disbursed to offset the cost that are associated with the contractual engineering services, purchase of mechanical equipment and electrical/control equipment. Executive Director Hayford discussed that the preliminary engineers estimate of their work is at \$2,750,000. As expected, with the FDACS monies coming in at \$647,000, the OUA portion is at \$2,130,000. There was a brief discussion. **Motion by Tabitha Trent to authorize the Chairman and staff to execute the Additional Work Authorization in the amount of \$60,000 prepared by Sumner Engineers and Consulting, inc. to complete the FDACS portion of the work required for the NW-15 Pump Station Rehabilitation. Second by Steve Hargraves. Vote unanimous (4-0), motion carried.**

Motion by Tabitha Trent to authorize the OUA Board Chairman and staff to execute the FDACS paperwork associated with the energy efficiency grant application. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.

Staff Reports

Chairperson Nelson addressed Staff Reports Agenda Item No. 32 'Operations Director' Operations Director Mullis gave a brief report for all departments. Executive Director Hayford discussed that staff is currently looking at options to upgrade the Ozone. Executive Director Hayford discussed current staffing levels, employee terminations and resignations. Board member Trent asked if staff are conducting exit interviews. Executive Director Hayford discussed that exit interviews are being conducted by Human Resources and other appropriate personnel.

Chairperson Nelson addressed Agenda Item No. 33A 'Finance Report' Finance Director Hamilton reviewed the Finance Report for period ending May 31, 2025. **Motion by Tabitha Trent to approve the Finance Report as presented. Second by Glenn Sneider. Vote unanimous (4-0), motion carried.**

Chairperson Nelson addressed Agenda Item No. 34 'Attorney' Attorney Conteaguero discussed the final closing for the USDA loan, the annual audit and the upcoming workshop with Okeechobee County and the City of Okeechobee in regards to the Interlocal Agreement

Chairperson Nelson addressed Agenda Item No. 35 ‘Executive Director’ Executive Director Hayford gave an update on current projects.

Chairperson Nelson addressed Agenda Item No. 36 ‘Items from the Board’ There were none.

There being no other business, meeting adjourned at 9:28 A.M.

PLEASE TAKE NOTICE AND BE ADVISED that if a person decided to appeal any decision made by the Okeechobee Utility Authority with respect to any matter considered at this meeting, he/she may need to ensure that verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. A CD recording of this meeting is on file in the Executive Director’s office.



Chairperson



Executive Director (Secretary)