

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Tuesday, December 17, 2024 8:00 A.M.
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida

Vice Chairperson Gilliland called the meeting to order at 8:01 A.M.

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

Vice Chairperson Gilliland addressed Agenda Item No. 1, the following Okeechobee Utility Authority Board Members were present:

Board Members:

John Gilliland*
Harry Moldenhauer*
Steve Hargraves*

Alternates:

Melanie Anderson
Glenn Sneider**

Absent:

Steve Nelson*
Tabitha Trent*

*Voting Board Members

**Voting in Tabitha Trent's absence

OUA Members:

John Hayford
Lauriston Hamilton

Greg Kennedy
Jamie Mullis

Steve Conteaguero
Michelle Willoughby

Vice Chairperson Gilliland addressed Agenda Item No. 2 'Agenda Additions or Deletions'
Executive Director Hayford discussed that there were six additions to the agenda. Item 2A. Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project (Part E), Item 2B. Invoice from Sumner Engineering & Consulting, Inc. – SW 5th Avenue LPSS Design and Permitting, Item 2C. Invoice from Sumner Engineering & Consulting, Inc. – Okee-Tantie Utility System Improvements, Item 2D. Invoice from Sumner Engineering & Consulting, Inc. – Consumptive Use Permit Consulting, Item 2E. invoice from hinterland Group, Inc. – SWSA Project 2, Item 2F. Invoice from BS&A Software – Software Conversion. **Motion by Harry Moldenhauer to approve all additional invoices presented in Agenda Item No. 2. Second by Steve Hargraves. Vote unanimous (4-0), motion carried.**

Vice Chairperson Gilliland recognized Attorney Conley for his years of service to the Okeechobee Utility Authority.

Vice Chairperson Gilliland 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 Wind River Environmental LLC in the amount \$64,505.00'

Consent Agenda Item No. 5 'Invoice from Holtz Consulting Engineers, Inc. – SR 78

- Consent Agenda Item No. 6** Watermain Additional Modeling in the amount of \$9,590.00'
 'Invoice from Holtz Consulting Engineers, Inc. – Kings Bay
 Watermain Improvements in the amount of \$4,301.50'
- Consent Agenda Item No. 7** 'Invoice from Kimley-Horn and Associates, Inc. – Lakeview
 Estates Permit Renewal in the amount of \$1,564.00'
- Consent Agenda Item No. 8** 'Invoice from Anderson Andre Consulting Engineers, Inc. –
 SWSA Project 2 Vacuum Collection System in the amount of
 \$9,310.00'
- Consent Agenda Item No. 9** 'Invoices from Nason Yeager Gerson Harris & Fumero, P.A.
 – Legal Services in the amounts of \$5,388.23 and \$8,838.23'
- Consent Agenda Item No. 10** 'Invoice from Thorn Run Partners in the amount of
 \$3,500.00'
- Consent Agenda Item No. 11** 'Invoice from MacVicar Consulting, Inc. in the amount of
 \$250.00'
- Consent Agenda Item No. 12** 'OUA Board of Director's Meeting Dates'
- Consent Agenda Item No. 13** '2025 OUA Holidays'

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

Vice Chairperson Gilliland addressed Agenda Item No. 14 'Meeting Minutes from November 17, 2024.' Motion by Glenn Sneider to approve the Meeting Minutes from November 17, 2024 Meeting as presented. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.

Vice Chairperson Gilliland addressed Agenda Item No. 15 'Employee Recognition' There were no employees to recognize at this time.

Vice Chairperson Gilliland addressed Agenda Item No. 16 'Public Comments' There were none

Vice Chairperson Gilliland addressed Agenda Item No. 17 'Discussion Agenda'

Vice Chairperson Gilliland addressed Discussion Agenda Item No. 18 'SWSA Project 2 Change Order No. 4' Executive Director Hayford discussed that due to an unforeseen event involving a prime sub-contractor for Hinterland Group, Inc. (HGI), they are requesting a forty-five day calendar extension to the SWSA Project. Executive Director Hayford discussed that the proposal has been reviewed by OUA staff, the engineer of record and USDA staff and all have given tentative approval to this request. Executive Director Hayford discussed that the delay will not impact the project other than it may require additional inspection/oversight. There was a brief discussion. **Motion by Glenn Sneider to approve the SWSA Project 2 Change Order No. 4. Second by Steve Hargraves. Vote unanimous (4-0), motion carried.**

Vice Chairperson Gilliland addressed Discussion Agenda Item No. 19 'SWSA VPS 4 Force Main Inspection Services Agreement' Executive Director Hayford discussed that the work is already underway for the force main project and is included in the overall agreement. Executive Director Hayford discussed that the construction services were not included in the original agreement. Sumner Engineering & Consulting Engineers, Inc submitted a general scope and fee schedule in the amount of \$31,380.00. Executive Director Hayford discussed that the purchase of construction materials was approved last month. There was a brief discussion. **Motion by Harry Moldenhauer to approve the Engineering**

Services Agreement with Sumner Engineering & Consulting Engineers, Inc. in the amount of \$312,380.00. Second by Glenn Sneider. Vote unanimous (4-0), motion carried.

Vice Chairperson Gilliland addressed Discussion Agenda Item No. 20 'SWSA VPS 4 Force Main Bids' Executive Director Hayford discussed that Vacuum Pump Station No. 4 will connect to the recently completed regional pump station constructed on SW 16th Street. This station is also the northern segment of the Okee-Tantie sanitary force main. Executive Director Hayford discussed that the project was publicly bid with bid opening on December 10, 2024. Executive Director Hayford discussed that all of the bids were reviewed for completeness and accuracy. Executive Director Hayford discussed that Sumner Engineering & Consulting, Inc, the design engineer, reviewed the bids and has made a recommendation of award. Executive Director Hayford discussed that Go Underground Utilities, LLC was the apparent low bidder in the amount of \$658,650.00. There was a brief discussion. **Motion by Glenn Sneider to accept the Recommendation of Award letter by Sumner Engineering & Consulting, Inc. listing Go Underground Utilities, Inc. as the apparent lowest and most responsive bidder. Second by Steve Hargraves. Vote unanimous (4-0), motion carried.**

Motion by Glenn Sneider to accept and make an award to Go Underground Utilities, Inc as the apparent lowest, most responsive bidder in the amount of \$658,650.00 for the SWSA Vacuum Station No. 4 Force Main. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.

Motion by Glenn Sneider to authorize the OUA Board Chairman and staff the execute the Notice of Award letter to Go Underground Utilities, Inc. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.

Motion by Glenn Sneider to authorize the OUA Board Chairman and staff the executive the appropriate documents and issue to Notice to Proceed provided Go Underground Utilities, Inc. provides the required documentation. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.

Vice Chairperson Gilliland addressed Discussion Agenda Item No. 21 'SWTP Generator Repair' Executive Director Hayford discussed that the screen on the emergency generator at the Surface Water Treatment Plant is very hard to see and is need of replacement. The generator can run with this issue, it is just harder to use. Executive Director Hayford discussed that the Ring Power Service Center was contacted and replied with two quotes, one using OEM parts (22,576.47) and one using other parts (14,712.50). Board Member Gilliland asks how old the generator is. Executive Director Hayford discussed that the generator is over 20 years old. Board Member Sneider asks how long the generator will be out of service while the repairs are made. Executive Director Hayford discussed that during the replacement, the generator will be out of service for up to four days. There was a brief discussion **Motion by Harry Moldenhauer to approve the Ring Power repair quote in the amount of \$22,576.47 and the Ring Power rental quote in the amount of \$17,041.00. Second by Glenn Sneider. Vote unanimous (4-0), motion carried.**

Vice Chairperson Gilliland addressed Discussion Agenda Item No. 22 'Pine Ridge Park Vacuum Monitoring Project' Executive Director Hayford discussed that a proposal was provided by the Flovac Americas to install a monitoring system for the vacuum collection system in the new water and wastewater system in the Pine Ridge Park neighborhood. Executive Director Hayford provided a brief

overview of the system which will provide a wireless communication and monitoring system accessed by internet service in which the OUA can review system operations, such as pump run times, temperatures, alarms and other features. Executive Director Hayford discussed that the system will be essential in determine where system failures are occurring and will assist in speeding up recovery efforts. Executive Director Hayford discussed that if approved, the funding for this project would come from the wastewater capital connection charge fund and would be recognized in a budget amendment process later this fiscal year. There was a brief discussion. **Motion by Harry Moldenhauer to approve the purchase and installation of the Flovac Americas quotation QU-0420 for the Pine Ridge Park Vacuum Monitoring System in the amount of \$127,542.14 and with an annual cost beginning in FY26 of \$500.00 per month. Second by Glenn Sneider. Vote unanimous (4-0), motion carried.**

Vice Chairperson Gilliland addressed Discussion Agenda Item No. 23 ‘Taylor Creek Isles Septic to Sewer Project’ Executive Director Hayford discussed that this Agenda Item is being moved to the meeting in January due to missing permit closeout. Executive Director Hayford discussed that the final pay request will be held until the January board meeting for approval.

Vice Chairperson Gilliland addressed Discussion Agenda Item No. 24 ‘King’s Bay US441SE Water Main Extension’ Executive Director Hayford discussed that a deductive change order removing unused contingency monies from the contract was submitted along with a final pay application. Executive Director Hayford discussed that the project is complete and in use by OUA. Several new water customers have been connected. **Motion by Glenn Sneider to approve Change Order No. 1 for a deduct of \$24,700.00 bringing the total contract price to \$183,184.00. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

Motion by Glenn Sneider to approve Payment Request No. 1 to B & B Site Development, Inc in the amount of \$183,184.00. Second by Steve Hargraves. Vote unanimous (4-0), motion carried.

Vice Chairperson Gilliland addressed Discussion Agenda Item No. 25 ‘Billing Notices’ Executive Director Hayford discussed that recently the OUA Board took action to reduce the Rates, Fees and Charges that were in place October 1, 2024. The rates were reduced by 75% from October 1, 2024 through December 31, 2024. Executive Director Hayford discussed that notices were placed on OUA website, social media and on the monthly billings. Executive Director Hayford discussed that letters were mailed out to explain the lowered rates to any current or known planned projects. Executive Director Hayford discussed the number of letters sent out and the number of customers that either paid the fees in full or signed a Payment Agreement. This item is for informational purposes only.

Vice Chairperson Gilliland addressed Discussion Agenda Item No. 26 ‘Legislative Delegation’ Executive Director Hayford discussed that the Okeechobee County Legislative Delegation Meeting is scheduled for January 8, 2025 at 1:30 P.M. Executive Director Hayford discussed the OUA Board Chairman Steven Nelson will be presenting for the OUA. This item is for informational purposes only.

Vice Chairperson Gilliland addressed Agenda Item No. 27 ‘Staff Reports’

Vice Chairperson Gilliland addressed Staff Reports Agenda Item No. 28 ‘Operations Director’ Assistant Executive Director Kennedy discussed that a Safety Committee Meeting was conducted on December 11, 2024.

SWTP: Assistant Executive Director Kennedy discussed there were some minor issues found during the site visit on December 5, 2024 and all the issues have been corrected.

Maintenance: Assistant Executive Director Kennedy discussed that the 10-inch water main deflection at SE 4th and US Highway 441 South was completed on December 10, 2024.

WWTP: Assistant Executive Director Kennedy discussed that site visits were conducted for all Wastewater package plants. During the site visits a few minor issues were noted at each location and those issues have been corrected or are being addressed by staff.

Vice Chairperson Gilliland addressed Staff Reports Agenda Item No. 29 'Finance Director' Finance Director Hamilton reviewed the Finance Report for period ending November 30, 2024. Motion by Glenn Sneider to approve the Finance Report for period ending November 30, 2024 as presented. Second by Harry Moldenhauer. Vote unanimous (4-0). Motion carried.

Vice Chairperson Gilliland addressed Staff Reports Agenda Item No. 30 'Attorney' Attorney Conteaguero discussed the abandonment of the old gravity wastewater system in Pine Ridge Park and communication with the property owners. Attorney Conteaguero provided an update on the pending litigation with Hinterland Group.

Vice Chairperson Gilliland addressed Staff Reports Agenda Item No. 31 'Executive Director' Executive Director Hayford gave an update on current projects.

Vice Chairperson Gilliland addressed Agenda Item No. 32 'Items from the Board' Vice Chairperson Gilliland inquired as to the start date of the Wastewater Treatment Plant Supervisor. Executive Director Hayford informed the board that the new supervisor is scheduled to begin December 18, 2024. Board Member Moldenhauer inquired about the current Wastewater Treatment Plant Supervisor, Jamie Gamiotea's retirement date. Executive Director Hayford discussed that Jamie Gamiotea has agreed to stay until the new supervisor is up to speed.

There being no other business, meeting adjourned at 9:17 A.M.

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



 Chairperson



 Executive Director (Secretary)