

**OKEECHOBEE UTILITY AUTHORITY**  
**MEETING AGENDA**  
**MAY 21, 2024**  
**8:30 A.M.**

1. Call the Meeting to Order
    - Pledge of Allegiance
    - Determination of Voting Members
  2. Welcome New City Board Member
  3. Agenda Additions or Deletions
  4. Meeting Minutes from April 11, 2024 Workshop
  5. Meeting Minutes from April 16, 2024
  6. Update from Operations Director
  7. **Consent Agenda**
    8. Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project (Part E)
    9. Invoice from Sumner Engineering & Consulting, Inc. – SW 5th Avenue LPSS Design and Permitting
    10. Invoice from Sumner Engineering & Consulting, Inc. – Okee-Tantie Utility System Improvements
    11. Invoice from CHA – Vac Station #2 Generator Replacement
    12. Invoice from Hinterland Group, Inc. – SWSA Project 2
    13. Invoice from Hinterland Group, Inc. – Pine Ridge Park Utility Improvements
    14. Invoice from Holtz Consulting Engineers, Inc. – SR78 WM Improvements
    15. Invoice from Craig A. Smith and Associates, LLC - TCI Septic to Sewer Improvement Project
    16. Invoices from Kimley-Horn and Associates, Inc. – Treasure Island Septic to Sewer Project
    17. Invoice from Thorn Run Partners
    18. Invoice from MacVicar Consulting, Inc. – Lake Okeechobee System Operating Manual
- 
19. Finance Report
  20. Non-Discrimination Assurance Policy
  21. 4<sup>th</sup> Draw-Down on Interim Finance – SWSA 2
  22. Evergreen Solution Final Report
  23. Proposed Update to Employee’s Handbook

24. Health Allowance
25. 2024 FDEP Water Quality Grant Projects
26. Glades Franchise Agreement
27. 2025 Pump Truck
28. Groundwater Treatment Plant Generator Repair
29. SWSA Change Order No. 2
30. Purchase Order for EMP Lightning Defense
31. Public Comments
32. Items from the Attorney
33. Items from the Executive Director
34. Items from the Board

**OKEECHOBEE UTILITY AUTHORITY**

**AGENDA ITEM NO. 1**

**MAY 21, 2024**

Call Meeting to Order

Pledge of Allegiance  
Determine Voting Members

	<u>Absent</u>	<u>Present</u>
Melanie Anderson – Alternate	_____	_____
John Gilliland – Vice Chairperson	_____	_____
Frank Irby – Board Member	_____	_____
Harry Moldenhauer – Board Member	_____	_____
Steve Nelson – Chairperson	_____	_____
Glenn Sneider - Alternate	_____	_____
Tabitha Trent – 2 <sup>nd</sup> Vice Chairperson	_____	_____
Vacant - City Alternate	_____	_____

**FUTURE MEETING OF OUA BOARD**

**June 18, 2024 – 8:30 A.M.**

**FUTURE HOLIDAYS FOR OUA STAFF**

**Monday – May 27, 2024 – Memorial Day**

**Thursday – July 4, 2024 – Independence Day**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 2

MAY 21, 2024

**WELCOME NEW CITY BOARD MEMBER**

**CITY**

- Frank Irby – Regular Member (1-year new appointment)

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 3

MAY 21, 2024

**AGENDA ADDITIONS OR DELETIONS**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 4

MAY 21, 2024

**MEETING MINUTES**

Attached are copies of the minutes from the workshop held on April 11, 2024.

**Unless the Board determines a correction is required to the minutes, Staff recommends the approval of the workshop minutes from April 11, 2024 as presented.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 5

MAY 21, 2024

**MEETING MINUTES**

Attached are copies of the minutes from the meeting held on April 16, 2024.

**Unless the Board determines a correction is required to the minutes, Staff recommends the approval of the meeting minutes from April 16, 2024 as presented.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 6

APRIL 16, 2024

**UPDATE FROM OPERATIONS DIRECTOR**

OPERATIONS DIRECTOR  
DEPARTMENT SITE VISITS  
MONTHLY BOARD MEETING UPDATES

Tuesday 5-21-24

Site visits 4-18-24 thru 5-16-24

SWTP : GWTP generator repair quotes

Budget items

General maintenance

Maintenance : Budget Items

New Vac-con delivered & operator training

Fire hydrant flow testing

Conducting interviews for lift station tech.

WWTP : Raz pump replacement: Ordered

Conducting interviews for WWTP Asst. Supervisor

Budget items

Dirt work for proposed fencing



# OKEECHOBEE UTILITY AUTHORITY

## AGENDA ITEM NO. 7

MAY 21, 2024

### 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:
  8. Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project (Part E)
  9. Invoice from Sumner Engineering & Consulting, Inc. – SW 5th Avenue LPSS Design and Permitting
  10. Invoice from Sumner Engineering & Consulting, Inc. – Okee-Tantie Utility System Improvements
  11. Invoice from CHA – Vac Station #2 Generator Replacement
  12. Invoice from Hinterland Group, Inc. – SWSA Project 2
  13. Invoice from Hinterland Group, Inc. – Pine Ridge Park Utility Improvements
  14. Invoice from Holtz Consulting Engineers, Inc. – SR78 WM Improvements
  15. Invoice from Craig A. Smith and Associates, LLC – TCI Septic to Sewer Improvement Project
  16. Invoices from Kimley-Horn and Associates, Inc. – Treasure Island Septic to Sewer Project
  17. Invoice from Thorn Run Partners
  18. Invoice from MacVicar Consulting, Inc. – Lake Okeechobee System Operating Manual

**OKEECHOBEE UTILITY AUTHORITY**

**AGENDA ITEM NO. 8**

**MAY 21, 2024**

**CONSENT AGENDA**

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

Please find attached the invoice in the amount of \$27,470.00 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
					\$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-23	17	Jan-23		\$17,389.00	\$471,200.88
Feb-23	18	Feb-23		\$6,955.60	\$464,245.28
Mar-23	19	Mar-23		\$3,130.02	\$461,115.26
Apr-23	20	Apr-23		\$2,560.28	\$458,554.98
May-23	21	May-23		\$3,687.50	\$454,867.48
Jun-23	22	Jun-23		\$42,380.80	\$412,486.68
Jul-23	23	Jul-23		\$25,090.98	\$387,395.70
Aug-23	24	Aug-23		\$21,845.98	\$365,549.72
Sep-23	25	Sep-23		\$44,912.50	\$320,637.22
Oct-23	26	Oct-23		\$25,475.00	\$295,162.22
Dec-23	27	Dec-23		\$55,267.39	\$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		\$27,470.00		\$99,797.62

**Staff recommends approval of this invoice in the amount of \$27,470.00 to Sumner Engineering & Consulting, Inc.**

**OKEECHOBEE UTILITY AUTHORITY**

**AGENDA ITEM NO. 9**

**MAY 21, 2024**

**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 \$14,662.80 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	\$316,926.20
Jan-24	2	Jan-24		\$35,842.40	\$281,083.80
Feb-24	3	Feb-24		\$9,775.20	\$271,308.60
Mar-24	4	Mar-24		\$13,033.60	\$258,275.00
Apr-24	5	Apr-24		\$16,292.00	\$241,983.00
May-24	6		\$14,662.80		\$227,320.20

**Staff recommends approval of this invoice in the amount of \$14,662.80 to Sumner Engineering & Consulting, Inc.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 10

MAY 21, 2024

**CONSENT AGENDA**

**INVOICE FROM SUMNER ENGINEERING & CONSULTING, INC. – OKEE-TANTIE  
UTILITY SYSTEM IMPROVEMENTS**

Please find attached the invoice in the amount of \$6,333.06 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
					\$686,079.00
Apr-22	1	Apr-22		\$29,835.00	\$656,244.00
May-22	2	May-22		\$3,817.50	\$652,426.50
Jun-22	3	Jun-22		\$94,920.00	\$557,506.50
Jul-22	4	Jul-22		\$11,398.50	\$546,108.00
Aug-22	5	Aug-22		\$9,440.00	\$536,668.00
Oct-22	6	Oct-22		\$7,996.00	\$528,672.00
Jan-23	7	Jan-23		\$10,668.00	\$518,004.00
Feb-23	8	Feb-23		\$3,199.44	\$514,804.56
Mar-23	9	Mar-23		\$31,994.40	\$482,810.16
Apr-23	10	Apr-23		\$15,997.20	\$466,812.96
Apr-23	Change Order		\$145,365.00		\$612,177.96
May-23	11	May-23		\$13,548.06	\$598,629.90
Jun-23	12	Jun-23		\$51,791.28	\$546,838.62
Aug-23	13	Aug-23		\$4,549.94	\$542,288.68
Sep-23	14	Sep-23		\$30,445.58	\$511,843.10
Oct-23	15	Oct-23		\$17,695.35	\$494,147.75
Nov-23	16	Nov-23		\$42,727.81	\$451,419.94
Dec-23	17	Dec-23		\$30,211.58	\$421,208.36
Jan-24	18	Jan-24		\$4,315.94	\$416,892.42
Feb-24	19	Feb-24		\$6,907.26	\$409,985.16
May-24	20		\$6,333.06		\$403,652.10

**Staff recommends approval of this invoice in the amount of \$6,333.06 to Sumner Engineering & Consulting, Inc.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 11

MAY 21, 2024

**CONSENT AGENDA**

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

Please find attached invoice in the amounts of \$1,665.00 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 amounts of \$1,665.00 to CHA.**

**OKEECHOBEE UTILITY AUTHORITY**

**AGENDA ITEM NO. 12**

**MAY 21, 2024**

**CONSENT AGENDA**

**INVOICE FROM HINTERLAND GROUP, INC. – SWSA PROJECT 2**

Please find attached invoice in the amounts of \$625,894.91 submitted by Hinterland Group, Inc. Staff is aware of the work currently being done by Hinterland Group, Inc. and is in agreement with this request.

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Retainage	Amount Paid	Remaining Balance
						\$11,954,105.00
Jun-23	1	Jun-23			\$302,829.81	\$11,651,275.19
Jul-23	2	Jul-23			\$559,224.49	\$11,092,050.70
Aug-23	3	Aug-23			\$1,064,874.13	\$10,027,176.57
Sep-23	4	Sep-23			\$882,815.44	\$9,144,361.13
Oct-23	5	Oct-23			\$590,564.39	\$8,553,796.74
Nov-23	6	Nov-23			\$372,055.78	\$8,181,740.96
Dec-23	7	Dec-23			\$242,146.59	\$7,939,594.37
Jan-24	8	Jan-24			\$404,627.44	\$7,534,966.93
Feb-24	9	Feb-24			\$369,339.17	\$7,165,627.76
Mar-24	10	Mar-24			\$391,876.52	\$6,773,751.24
Apr-24	11	Apr-24			\$507,927.60	\$6,265,823.64
May-24	12		\$625,894.91	\$332,325.06		\$5,307,603.67

**Staff recommends approval of these invoice in the amounts of \$625,894.91 to Hinterland Group, Inc.**

**OKEECHOBEE UTILITY AUTHORITY**

**AGENDA ITEM NO. 13**

**MAY 21, 2024**

**CONSENT AGENDA**

**INVOICE FROM HINTERLAND GROUP, INC. – PINE RIDGE PARK UTILITY IMPROVEMENTS**

Please find attached invoice in the amounts of \$175,634.24 submitted by Hinterland Group, Inc. Staff is aware of the work currently being done by Hinterland Group, Inc. and is in agreement with this request.

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Amount Paid	Remaining Balance
					\$5,143,000.00
Jul-22	Change Order #1		-\$712,125.05		\$4,430,874.95
Oct-22	1	Oct-22		\$110,913.06	\$4,319,961.89
Dec-22	2	Dec-22		\$478,757.06	\$3,841,204.83
Jan-23	3	Jan-23		\$280,563.22	\$3,560,641.61
Feb-23	4	Feb-23		\$231,874.10	\$3,328,767.51
Mar-23	5	Mar-23		\$330,737.75	\$2,998,029.76
Mar-23	6	Mar-23		\$403,728.72	\$2,594,301.04
Apr-23	7	Apr-23		\$323,735.44	\$2,270,565.60
Jun-23	8	Jun-23		\$71,522.68	\$2,199,042.92
Jun-23	Change Order #2		\$818,942.62		\$3,017,985.54
Aug-23	Change Order #3		-\$150,274.26		\$2,867,710.28
Aug-23	9	Aug-23		\$175,634.19	\$2,692,076.09
Aug-23	10	Aug-23		\$52,983.35	\$2,639,092.74
Oct-23	11	Oct-23		\$244,524.16	\$2,394,568.58
Nov-23	12	Nov-23		\$427,149.64	\$1,967,418.94
Dec-23	13	Dec-23		\$337,045.37	\$1,630,373.57
Jan-24	14	Jan-24		\$186,081.54	\$1,444,292.03
Feb-24	15	Feb-24		\$121,858.97	\$1,322,433.06
Mar-24	16	Mar-24		\$218,221.64	\$1,104,211.42
Apr-24	17	Apr-24		\$186,061.33	\$918,150.09
May-24	18		\$175,634.24		\$742,515.85

**Staff recommends approval of these invoice in the amounts of \$175,634.24 to Hinterland Group, Inc.**

**OKEECHOBEE UTILITY AUTHORITY**

**AGENDA ITEM NO. 14**

**MAY 21, 2024**

**CONSENT AGENDA**

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

Please find attached invoice in the amount of \$50,801.00 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		\$50,801.00		\$276,997.00

**Staff recommends approval of this invoice in the amount of \$50,801.00 to Holtz Consulting Engineers, Inc.**



**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 15

MAY 21, 2024

**CONSENT AGENDA**

**INVOICE FROM CRAIG A. SMITH AND ASSOCIATES, LLC. – TCI SEPTIC TO SEWER IMPROVEMENT PROJECT**

Please find attached invoice in the amount of \$1,250.00 submitted by Craig A. Smith and Associates, LLC. Staff is aware of the work currently being done by Craig A. Smith and Associates, LLC. and is in agreement with this request.

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Amount Paid	Remaining Balance
					\$32,700.00
May-24	1		\$1,250.00		\$31,450.00

**Staff recommends approval of this invoice in the amount of \$1,250.00 to Craig A. Smith and Associates, LLC.**

**OKEECHOBEE UTILITY AUTHORITY**

**AGENDA ITEM NO. 16**

**MAY 21, 2024**

**CONSENT AGENDA**

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

Please find attached the invoices in the amounts of \$104,433.14 and \$32,009.30 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		\$104,433.14		\$2,214,496.26
May-24	13		\$32,009.30		\$2,182,486.96

**Staff recommends approval of these invoices in the amounts of \$104,433.14 and \$32,009.30 to Kimley Horn and Associates, Inc.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 17

MAY 21, 2024

**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. 18

MAY 21, 2024

**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. 19

MAY 21, 2024

### FINANCE REPORT

At the end of April 2024, operating revenue were \$7,697,315 compare to budget of \$7,542,980 resulting in the achievement of 102% of YTD budget. Pages 2 and 16, gives a tabulated indication of the differences between actual and budget. While pages 6 and 7 shows a graphical portrayal of current years revenue compare to previous periods.

In addition to meeting the current year-to-date budget, YTD revenue is 3.6% or \$266,551 above the same period last year.

YTD operating expenditures were \$4,685,032 compare to budget of \$5,925,105 yielding a positive variance of \$1,240,073 or 20.9%.

Non-operating expenses of \$1,845,627 which comprise of depreciation and loan interest are marginally behind the budget of \$1,849,678.

Restricted revenue of \$424,003 is 71.1% above YTD budget of \$247,852. Accounting for this variance is:

1. YTD Infill revenue from water and wastewater were \$43,817 and \$82,344 respectively compare to budget of \$26,399 and \$54,759. Revenue from infill is mainly associated with Pine Ridge Park Improvement Project and SW Service Area Sceptic to Sewer Project where customers continue to sign up for service.
2. Interest revenue of \$239,402 were achieved to YTD compare against a budget of \$111,284.

### **FY25 Budget**

As we accelerate the preparation of FY25 preliminary budget, Board Members are asked to contact John Hayford (Executive Director) and/or Lauriston Hamilton (Finance Director) for any new activity you would like to have considered for inclusion.

# OKEECHOBEE UTILITY AUTHORITY

## AGENDA ITEM NO. 20

MAY 21, 2024

### NON-DISCRIMINATION ASSURANCE POLICY

At the March 19<sup>th</sup> board meeting, the Board approved staff proposed Title VI Nondiscrimination Policy for non-employees which is a federal requirement for all entities receiving federal assistance. Included in the Title VI Nondiscrimination policy were the following documentations:

- a. Notice of Title VI Nondiscrimination.
- b. Title VI Nondiscrimination Assurances
- c. Complaint Procedure
- d. Complaint Form

Subsequent to the adaption of the above policy (and documentation), staff received noticed from the Office of Environmental Justice and External Civil Rights that although the Authority's policy was accepted and approved by the Federal Department, it was requested that the document (Title VI Nondiscrimination Assurance) be amended to include two additional Nondiscrimination Act not identified, namely

40 C.F.R. Part 5 and 7,42 U.S.C 2000d to 2000d-7 and 6101 et seq; 29 U.S.C. 794: 33 U.S.C. 1251nt – Nondiscrimination in Programs or Activities Receiving Assistance from Environmental Protection Agency.

Federal Water Pollution Control Act Amendments of 1972, Pub. L. 92-500 §13, 86 Stat.903 (Codified as amended at 33 U.S.C. § 1251 et seq 1972), 40 C.F.R. Part 7. Under Section 13 of the Federal Water Pollution Control Act Amendments, ECRCO has jurisdiction to investigate complaints alleging discrimination based on sex, involving a program or activity receiving financial assistance under the Clean Water Act.

These acts (references) are now included in Title VI Nondiscrimination Assurance document under Statutory/Regulatory Authorities as point 4 & 5.

**Staff recommends that a motion be moved to rescind the March 19<sup>th</sup> 2024 adaption of Title VI Nondiscriminatory Assurance document and approve the updated Assurance document of the Authority's Title VI Nondiscrimination Policy.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 21

MAY 21, 2024

**4<sup>th</sup> DRAW-DOWN ON INTERIM FINANCE – SWSA 2**

Following the establishment of an Interim Finance Agreement with SouthState Bank (SSB), the Authority commenced draw down on the loan facility which has a total value of \$7,508,000.

As previously discussed, the facility (Interim agreement) with SSB is short-term agreement which will be absorbed by the USDA when OUA exhausts the available funding at SSB, then transfer the utilized amount to a forty-year (40 year) loan facility.

To date, the Authority has accessed the below amount:

Total facility accessible	7,508,000.00
Draw – down #1 by OUA	145,652.87
Draw – down #2 by OUA	1,204,766.76
Draw – down #3 by OUA	<u>1,283,335.23</u>
Balance available	<u>4,874,245.14</u>

In compliance with the terms established by SouthState Bank and the USDA, staff seeks the Board’s approval to submit draw-down #4 from SouthState Bank on the following invoices:

<u>Pay Applications</u>	<u>Value (\$)</u>
Hinterland Pay App # 11	507,927.60
Hinterland Pay App # 12	625,894.91
Sumner Invoice # 1637	29,562.00
Sumner Invoice # 1647	20,842.50
South State Bank Interest @03.31.24	<u>21,614.59</u>
 Draw-down #3	 <b><u>\$1,205,839.60</u></b>

**Following discussion and review by the Board, staff recommends that a motion be moved to approve draw-down #4 in the amount of \$1,205,839.60**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 22

MAY 21, 2024

**EVERGREEN SOLUTION FINAL REPORT**

Attached is a copy of Evergreen’s final report, dated May 14<sup>th</sup> 2024, which provides an overview of their observation, findings and recommendations from their study of the Authority’s salary and compensation survey which was approved by the Board on 20<sup>th</sup> June 2023.

Chapters 1 – 5, outlined the Authority’s compensation structure and its methodology along with the findings from the market survey. While chapter 6, provides a list of recommendations presented to the Authority’s Board for decision.

Below are summary listings of Evergreen’s recommendations on which staff seeks the Board’s direction:

**Recommendation # 1**

OUA needs to update its existing class description to reflect the proposed new classifications which better align with current HR best practices and job functions.

Classification identified by Evergreen for update includes:

<b>Classification</b>	<b>Recommended Title</b>
Accts Payable/ Payroll Clerk	Accounts Payable Technician
Customer Service Clerk I	Customer Service Representative I
Customer Service Clerk II	Customer Service Representative II
Executive Secretary	Executive Assistant
New Position – Suggested by JAT	Lead Plant Operator
New Position – Suggested by JAT	Meter Service Technician II

Staff Opinion: Staff recommends acceptance of new title for compliance with HR best practices.



**Recommendation # 2**

OUA should adapt a new market responsive compensation structure and assign all positions to it equitable. The implementation of a new compensation structure involves the establishment of pay grades and the assignment of job titles to pay grade.

Exhibit 6D on page 6 – 4 provides a table of the proposed pay grade structure.

Staff Opinion: Although staff does not see a major benefits from implementing the proposed market responsive compensation structure, staff accepts the recommendation as a best practice in HR management.

**Recommendation # 3**

Evergreen identifies four possible methodologies (bring to minimum, class parity, hybrid and tenure parity) to transition employees’ salaries into the proposed pay plan. From the four possible methodologies, Evergreen recommends the adaptation of the hybrid parity approach which is a combination of class and tenure parity.

Cost associated with the adaptation of each methodology before \$1/hr increase.

<b>Avail. Options</b>	<b>Salary Cost</b>	<b># of Employee</b>	<b>Avg. adj.</b>	<b>% of payroll</b>
Bring to Min	\$12,261.73	10	\$1,226.17	0.4%
Class Parity	\$72,928.63	32	\$2,279.02	2.3%
<b>Hybrid Parity</b>	<b>\$103,468.99</b>	<b>36</b>	<b>\$2,874.14</b>	<b>3.2%</b>
Tenure	\$255,353.72	46	\$5,551.17	8.0%

Staff Opinion: Although it’s important to select a methodology to transition employee’s salaries into the proposed pay plan, the inherent problem staff has with all four methodologies is that none of the proposals account for performance, but instead transition staff base on years of service. This is fundamentally flawed as bad employee could be equated with an exceptionally great employee.

Secondly, in light of the recent increase of \$1/hr to all employees, staff requested Evergreen to recalculate the impact of the four proposed methodology after accounting for the general increase in salary of \$1/hr effective April 12 – see below:

**Cost after \$1/hr increase**

<b>Avail. Options</b>	<b>Salary Cost</b>	<b># of Employee</b>	<b>Avg. adj.</b>	<b>% of payroll</b>
Bring to Min	\$4,662.17	1	\$4,662.17	0.1%
Class Parity	\$30,282.56	12	\$2,523.55	0.9%
<b>Hybrid Parity</b>	<b>\$48,111.14</b>	<b>17</b>	<b>\$2,830.07</b>	<b>1.5%</b>
Tenure	\$30,997.82	28	\$6,402.77	5.6%

**Anticipated Cost after \$1/hr increase + pending merit increase of 2%**

<b>Avail. Options</b>	<b>Salary Cost</b>	<b># of Employee</b>	<b>Avg. adj.</b>	<b>% of payroll</b>
<b>Hybrid Parity</b>	<b>\$32,106.29</b>	<b>10</b>	<b>\$3,210.63</b>	<b>1.0%</b>

Despite staff hesitation in the acceptance of all possible methodology, staff is prepared to accept the hybrid model as a start but suggest that the model be adjusted for future use to incorporate employee performance in calculation by eliminating tenure or by adding performance with a greater weighting.

**Recommendation # 4**

The Authority is to conduct small scale salary survey as needed to assess the market competitiveness of hard-to-fill classification and make the necessary adjustments.

Staff opinion: Staff agrees with suggestion.

**Recommendation # 5**

The Authority is to conduct a comprehensive classification and compensation study every three to five years.

Staff Opinion: Staff will assess the need for comprehensive study and include in budget if needed.

### **Recommendation # 6**

The Authority is to revise its policies and procedures for moving employees' salaries through the proposed pay plan, including procedures to determine salaries of newly hired employees and those promoted, demoted or transferred to different classification.

Staff Opinion: The Authority's current hand book, last revised June 2022, covers extensively the areas identifies by Evergreen, however, staff will ensure that all necessary modification to the hand book are included in the next update.

### **Recommendation # 7**

Evergreen recommends the Authority update its policy regarding promotions/demotions and transfer to align with its new compensation structure.

Staff Opinion: Staff agrees to ensure that all updates in the authority's hand book are align with the new compensation structure.

**After review and discussion by the OUA Board, staff recommends that the Board provides guidance on the recommendations stated by Evergreen.**

# OKEECHOBEE UTILITY AUTHORITY

## AGENDA ITEM NO. 23

MAY 21, 2024

### PROPOSED UPDATE TO EMPLOYEE'S HANDBOOK

At the April board meeting, a number of staff related proposals were presented by staff for the board's consideration with the main focus being to increase staff morale, improve staff retention and attraction. Although a number of these proposals were previously presented and included in FY24 budget, it was the board's decision to defer all staff related issues until the presentation of Evergreen's salary and benefits survey.

Proposals presented last month include:

- Salary adjustment of \$1/hr. to all staff.
- 2 1/2 % merit allowance.
- Increase in number of paid holidays.
- Implementation of Paid time off (PTO).
- Modification to longevity bonus calculation.

From the above items discussed, the first two salary items (\$1/hr. and 2 1/2 % merit) were approved allowing staff to proceed with their implementation. With the last three items deferred to next board meeting where staff would return with proposed write-up for amendment to the Employee Hand Book along with any additional information.

Below, are the information now presented on the three items differed to this month's board meeting along with the changes denoted in red in the attached document.

#### Paid Time Off – PTO

As it was the Board's overwhelming decision to convert the Authority's present paid time off system for vacation and sick leave to PTO, staff has made the necessary adjustment to the Employee Hand Book (see attached) outlying the policy governing the management of PTO.

In summary, the main take away from the policy includes, but not limited to:

- A. 1 – 10 years of service accrue 180 hours annually.
- B. 10 – 15 years of service accrue 220 hours annually.
- C. 15 and over years of service accrue 260 hours annually.
- D. Employees will be restricted to a carry forward of 360 hours unused PTO to the following fiscal year.
- E. Earned PTO time will be allocated on a monthly base.

Following review and discussion, staff will accept any modification suggested by the board before the adaption of the proposed amendment.

If accepted, management will undertake an exercise to educate the staff of the change and propose an implementation of pay period ending September 13<sup>th</sup>.

Paid Holiday

Included in Evergreen’s benefits analysis, is a comparison of OUA’s listing of approved paid holidays. It was Evergreen’s finding that while OUA had ten days paid holiday in its employee’s manual, the Authority peers were granting a total of 11.4 paid holidays on average to their employees.

Following the board’s approval of an additional Personal Choice Day at the last board meeting, the total number of approved paid holidays at the Authority has increased from ten to 11

Please refer to section 3-3 at pages 31 and 32 for the modification to the Employee Hand Book.

Staff asked that the board review and provide feedback on the modifications recommended.

Longevity Bonus

At the last board meeting, April 16<sup>th</sup> 2024, staff presented a proposal to change the calculate method used for the payment of longevity bonus to staff having attained a desired milestone in their years of service.

This proposal was developed after meeting with departmental supervisors who voiced the opinion that the present dollar amounts gifted to staff were not achieving its desired result of being an encouragement and the enhancement of staff morale.

During the Board’s discussion, the concern of the board’s inability to quantify the dollar value impact on the operating budget was raised. In an attempt to quantify the annual cost of the proposed longevity bonus, staff has calculated the financial cost associated with the current and proposed scheme over the next five years as follows:

**Current Longevity Bonus Cost**

# of year	Payout	FY25	FY26	FY27	FY28	FY29
5	\$50	\$100	\$100	\$250	\$550	\$250
10	\$100	\$300	\$200	\$100	\$400	\$500
15	\$150			\$150		
20	\$250			\$250	\$500	\$250
25	\$350	\$1,050	\$350	\$350	\$350	
30	\$500	\$500	\$500		\$500	
35	\$700			\$750		\$750
<b>Payout(\$)</b>		<b>\$1,950</b>	<b>\$1,150</b>	<b>\$1,850</b>	<b>\$2,300</b>	<b>\$1,750</b>

### **Proposed Longevity Bonus Cost**

# of year	Payout	FY25	FY26	FY27	FY28	FY29
5	1.0%	\$1,626	\$971	\$2,881	\$5,058	\$2,547
10	1.5%	\$2,668	\$1,444	\$721	\$2,863	\$4,283
15	2.0%			\$1,082		
20	2.5%			\$1,618	\$2,765	\$1,521
25	3.0%	\$7,900	\$2,309	\$2,013	\$1,820	
30	3.5%	\$2,877	\$2,293		\$1,973	
35	4.0%			\$2,739		\$3,303
<b>Payout(\$)</b>		<b>\$15,072</b>	<b>\$7,018</b>	<b>\$11,053</b>	<b>\$14,479</b>	<b>\$11,654</b>

**After review and discussion by the OUA Board of each point, staff recommends approval to the Employee Handbook via an addendum.**

**Staff also asked that the Chairman along with the Authority's Executive Director be empowered to authorize and implement the Board's approval to the Employee Handbook.**

# OKEECHOBEE UTILITY AUTHORITY

## AGENDA ITEM NO. 24

MAY 21, 2024

### HEALTH ALLOWANCE

At the April 11<sup>th</sup> Workshop, staff presented a number of options the Board could considered in meeting the shortfall in health coverage highlighted in Evergreen’s comparative report with the Authority’s peer.

The table below presents a summary representation of the Authority’s peer review cost sharing of PPO:

	Peer	OUA
% of EE only cost cover by Employer	91.4	100
% of EE + spouse cost covered by Employer	75.5	70.3
% of EE + children covered by Employer	80.7	77.4
% of EE + family covered by Employer	72.8	48.0

EE – Denotes employee only

From the above table, although it can be concluded that the Authority adequately meets its cost share at EE, EE + spouse and EE + children compare to its peer, it is noticeable that the \$1,100 stipend at 48% is materially below its peer cost sharing of 72.8%.

In an attempt to narrowing the gap at family coverage, staff suggests a possible revisiting of the methodology of allocating a monthly stipend in determining the best option available for staff retention and employee attraction. Upon examination, the Board requested that staff includes the cost impact of each proposal to allow for completeness in review.

Following staff re-examination of each options presented earlier, an estimated cost was attached to each proposal, however, it should be noted that these figures are estimates as actual figures will only be determined when health plan selection is selected by staff during enrollment.

1. Introducing a two-tiers system, where the first tier of \$1,100 is allocated monthly to employees with plan EE only, EE + spouse and EE + children and a second tier of an additional dollar amount for EE with family which increase the Authority’s cost share percentage from 48% to 75%.

#### Example

- Monthly cost per family coverage = 48% X \$2,295 = \$1,100.00
- Proposed cost per family coverage = 75% X \$2,295 = \$1,720.00  
Increased monthly allowance for family coverage by \$620.00

Assuming 57 employees with 5 taking family coverage after increase

	Current Cost	Proposed Cost
Monthly	\$62,700	\$65,800
Annually	\$752,400	\$789,600

- Introducing a separate type of two-tier system where the first tier of \$1,100 is available for employees only and a fixed additional amount (eg. \$250) is made available to employees with coverage of other relative. This approach is presently being utilized at the City of Okeechobee.

Example

Employee Only	-	\$1,100
Employee + Spouse	-	\$1,350
Employee + Children	-	\$1,350
Employee + Family	-	\$1,350

Assuming 57 employees with 10 taking increase coverage after increase

	Current Cost	Proposed Cost
Monthly	\$62,700	\$65,200
Annually	\$752,400	\$782,400

- Introducing a four-tier system, where a set dollar amount is pre-determined and established for each coverage classification selected by employees.

Example - % of highest Premium

Employee Only	-	\$ 880
Employee + Spouse	-	\$1,510
Employee + Children	-	\$1,465
Employee + Family	-	\$1,600

Or Example

Employee Only	-	\$1,100
Employee + Spouse	-	\$1,350
Employee + Children	-	\$1,350
Employee + Family	-	\$1,600

Assuming 57 employees with 10 EE+(Spouse/Children) & 2 EE + Family

	Current Cost	Proposed Cost
Monthly	\$62,700	\$68,400
Annually	\$752,400	\$820,800

This method is implied in Evergreen's peer review.



4. Allowing for a fixed stipend amount, as currently is the case, irrespective of the plan chosen by the employee. While the fixed amount may remain at the current \$1,100, it could like increase or decrease. The current system utilized at the Authority is also employed at Okeechobee County and County Sheriff. Of note, however, this approach does not address the present shortfall identified at the employee plus family coverage unless an excessively high stipend is allotted.

Assuming 57 employees

	Current Cost	Proposed Cost
Monthly	\$62,700	\$62,700
Annually	\$752,400	\$752,400

5. Historically, the Authority's methodology has only considered health coverage of the employee only. Since the highest employee coverage only is on Blue Option 3748 for \$963.31 per month, the Authority could revert to such methodology with or without an additional amount for dental, vision and supplementary.

Assuming 57 employees with employee only health coverage only

	Current Cost	Proposed Cost
Monthly	\$62,700	\$54,910
Annually	\$752,400	\$658,920

Please note that the cost estimate provided on the possible options above does not includes an anticipated 15% - 20% increase in health premium cost for FY25 as communicated by the Authority's brokers (PRM).

Given that there are numerous additional options the Board could also consider, the options provided above are just some possible options the Board may consider.

**The above are provided for information purposes only, as staff seeks the Board guidance.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 25

MAY 21, 2024

**2024 FDEP WATER QUALITY GRANT PROJECTS**

The 2024 FDEP Water Quality Grant portal is open and the following potential projects are listed for OUA Board consideration. (in no particular order)

**Water Quality Implementation Grants**

• **Southwest 5<sup>th</sup> Avenue Septic to Sewer Project**

This project will serve both residential and non-residential (commercial) lots. When completed, the current service area includes 153 lots. However, it would be possible to extend the collections lines slightly further when future expansion becomes necessary or funded.

Estimated Construction	\$ 6,053,000
Engineering CEI	<u>\$ 302,885</u>
	\$ 6,355,885
 WG104 FDEP Grant	 \$ 2,500,000
 Net	 <b>\$ 3,855,885</b>

OUA staff would propose submitting a grant proposal for \$4,000,000 to cover all contraction costs.

**Alternative Water Supply Grants**

• **Advanced Metering Infrastructure System**

This system is projected to serve all of the OUA metered accounts, approximately 10,000. When served, the system will benefit water conservation efforts to reduce water use by the consumer while notifying the OUA of water loss. System benefits are:

**Consumer**

- Water use text warnings
- Water use records/graphing
- E-Payment options

## OUA

Water use warnings  
Excessive/leak warnings  
Remote meter interrogation

Total Project Costs	\$2,711,122
Requested Amount	<u>\$2,000,000</u>
Net Funded by OUA	\$ 711,122

- **Water Supply Plan**

The OUA is currently applying for a variation to additional consumption, primarily more raw water to serve the surface water treatment plant. It is very unlikely that under the current permitting constraints that this will happen again. For future use, the OUA will need to look at other sources of raw water.

With a look at the planned development, upwards of 4,000-6,000 homes within the next five to ten years, the OUA needs to be identifying new raw water sources now along with potential new treatment facilities.

Total estimated need:           **\$ 350,000**

- **Cemetery Road WWTF Reuse Master Plan**

The previously owned Eckerd Boy's School property is now destined to become an ISRC Data Research Park and a SFWMD Treatment Area. Additionally, there is the County owned cemetery and residential subdivision (R-Bar Estates) bordering the OUA facility.

With new OUA wastewater customers coming online, effluent quality rules in the making concerning chemical residuals in the effluent quality stream, SFWMD water use restrictions and FDEP requirements, it may be time for the OUA to identify new wastewater treatment and disposal methods to keep up with the changing times.

Total estimated need: **\$ 450,000**

Presently, there are funds for the SWSA and initial funds for the Treasure Island project.

It is OUA staff recommendation that we at least pursue these projects now with one more OUA Board meeting for adjustments prior to the June 30<sup>th</sup> closing of the portal window.

# DEP Launches Water Quality Protection Grant Portal for

## Fiscal Year 2024-25

~ Water restoration improvement grant applications being accepted now until June 30, 2024 ~

Grant opportunities include:

- **Water Quality Implementation Grants**, which help communities address wastewater (including septic-to-sewer conversions), stormwater, agricultural and other projects to reduce nutrients in our waterbodies. Grants include the Water Quality Improvement Grant, the Indian River Lagoon Water Quality Improvement Grant, the Biscayne Bay Water Quality Improvement Grant and the Caloosahatchee Water Quality Improvement Grant.
- **Alternative Water Supply Grants**, which help communities plan for and implement water conservation, reuse and other water supply and water resource development projects. Priority funding will be given to regional projects in the areas of greatest need and for projects that provide the greatest benefit.
- **Springs Restoration Grants**, which can be used for land acquisition to protect springs and for capital projects that protect the quality and quantity of water that flows from springs. Eligible project types include agricultural best management practices, water conservation, hydrologic restoration, reuse, land acquisition, septic-to-sewer, wastewater treatment upgrades and stormwater treatment.
- **Wetlands Restoration and Protection Grants**, which help restore and protect wetlands. Priority will be given to projects that benefit fish and wildlife habitat, water quality, water storage, water conservation or flood attenuation, and to projects with at least \$200,000 of non-state funds in match funding.
- **Innovative Technology for Harmful Algal Bloom Grants**, which are for projects that evaluate and implement innovative technologies and short-term solutions to combat harmful algal blooms and nutrient enrichment, restore and preserve Florida's fresh waterbodies, or implement certain water quality treatment technologies.
- **Local Government Water Supply Pilot Grants**, which are for water supply infrastructure (including distribution and transmission facilities) in the Northwest Florida Regional Water Supply Planning Regions I or II. To be eligible, the project must be located within Escambia, Santa Rosa, Okaloosa or Walton Counties.
- **Nonpoint Source Management Grants**, which support shovel-ready stormwater treatment projects that reduce or eliminate nonpoint source nutrient pollution in verified impaired waterbodies. Funding is also available for projects that implement nonpoint source pollution best management practices, public education programs to prevent pollution and septic abandonment/connection to sewer on private property.
- **Florida's Coral Reef Restoration and Recovery Initiative Grants**, which help establish, expand and maintain in-state propagation and grow-out facilities; develop and implement strategies and site-specific restoration plans including curriculum for a trained workforce; and reinforce and expand restoration efforts across Florida's Coral Reef.

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 26

MAY 21, 2024

**GLADES FRANCHISE AGREEMENT**

Mr. Tim Stanley (Glades County Commissioner, Chairman) will be at the meeting to discuss the status of the requested franchise agreement. Please see attached letter from Mr. Tom Conely.

# OKEECHOBEE UTILITY AUTHORITY

## AGENDA ITEM NO. 27

MAY 21, 2024

### 2025 PUMP TRUCK

The Maintenance Department utilizes three trucks for wastewater collection issues. One of the trucks, a 2003 Sterling Pump Truck is showing its age and needs replacing. This unit is 21 years old and has 53,837 miles as well as 5,907 engine hours. The tank is deteriorating and showing excessive rust pits, as one portion of the tank is for water storage and is not able to be used due to holes in the tank.



OUA staff has this unit in this year's budget to be replaced with an approximate replacement cost of \$ 263,140.00.

OUA staff reached out to get public quotes from various vendors for state contract pricing. The one major change we have added is going with an aluminum tank vs. a steel tank. This aluminum tank will provide extended years of service over the steel tank.

Please find attached individual quotes for each truck. Included is a listing of options that make up the following quotes:

Southport Truck Group/Southern Sewer Equipment

2025 Freightliner 114 SD Plus

4,000 Gallon Aluminum Tank

Tandem Axle

Truck/Chassis Warranty- 1 year or 100,000 miles

Engine Warranty- 2 years or 250,000 miles

¼" double belly pan

36" rear manway

Approximately 1 year completion date from order date

\$ 227,921.64

Environmental Products/Imperial Industries Inc.

2025 Freightliner M2

4,000 Gallon Aluminum Tank

Tandem Axle

Truck/Chassis Warranty

Engine Warranty

20" rear manway

\$ 237,500.00

SBL Freightliner/Engine Accessory Manufacturing Inc.

2025 Freightliner 114 SD Plus

4,000 Gallon Aluminum Tank

Tandem Axle

Truck/Chassis Warranty- 1 year or 100,000 miles

Engine Warranty- 2 years or 250,000 miles

20" rear manway

Approximately 9-12 months completion date from order date

\$ 229,500.00

Rampstar/Engine Accessory Manufacturing Inc.

NO RESPONSE FOR CURRENT PRICING

OUA staff visited another nearby utility to meet with their staff to look at a similar truck that is the apparent low bidder on the quotes we received and to gather input from their experience on these units.

The staff at the nearby utility spoke highly of these vacuum pumper body units. OUA staff has always had good experiences with Southern Sewer who is the vacuum pumper body supplier for this unit and they are located in Ft. Pierce, Fl.

OUA staff is available to discuss what went into the various quotes and pricing.

Based upon data, options, pricing, and availability, Staff would recommend the purchase of this vehicle from Southport Truck Group/Southern Sewer Equipment, 4,000-gallon Pump Truck in the amount of \$227,921.64

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 28

MAY 21, 2024

**GROUNDWATER TREATMENT PLANT GENERATOR REPAIR**

The 350kW diesel generator at the groundwater treatment plant is not available due to a power plant failure. The OUA has had one technician out for repairs and that technician determined the damage was more extensive than original thought.

The OUA has received a new quote for services requiring an engine overhaul in excess of \$40,000. The OUA is attempting to get two other quotes for this work.

Due to timing, the quotes may not be received by the OUA before the Tuesday, May 21<sup>st</sup> OUA Board meeting.

This generator is very important. It provides emergency power to the ground water treatment plant if FP&L power is lost for any reason.

OUA staff is requesting approval from the OUA Board to either repair or replace the motor, whichever is deemed quicker and cost effective. The final billing will be brought back to the OUA Board for final disposition.

**OUA staff recommends approval of the expenditure to either repair or replace the motor in the most efficient and quickest manner as determined by OUA staff.**



# **OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 29

MAY 21, 2024

## **SWSA CHANGE ORDER NO. 2**

This proposed Change Order No. 2 includes the following:

- Work Change Directive 1, which included the upsizing of the vac main north from VPS4 from 4" to 6".
- The additional pits and lines that had been drafted for Work Change Directive 2 (which we never processed.) These changes included:
  - o Addition of a type B pit to serve 2632 SW 16th Street
  - o removal of a pit and service lateral at 2151 SW 28th Ave (Mullendore)
  - o field adjustment of the vac main and one Type B pit along SW 28th Street (tree avoidance) and one additional Type A pit near that location
  - o Addition of a 4" valve, two Type B pits and 485' of 4" vac main to serve the Gathering Church and McWorter property (1793 SW 24th Avenue)
  - o Addition of two type B pits on SW 37th Avenue to serve the three Staton lots (subdivided after the project started) and an additional lot for potential development
  - o Addition of 471' of 4" vac main and one Type B pit to better serve 1995 SW 24th Avenue (Cassels) and an adjacent undeveloped lot (Conely)
  - o Updated the errant bid quantities (added three pits)
- Approval of Change Request 007 - relocation of the air intake vent at STA 97 (SW 19th Terrace)

Mr. Jeff Sumner will be present to discuss this change order item.

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 30

MAY 21, 2024

**PURCHASE ORDER FOR EMP LIGHTNING DEFENSE**

Included in FY24 approved budget, is an EMP Lightning Defense protection system for the Surface Water Treatment Plant (SWTP) – section D1 (see copy attached) which identifies the purchase of two units covering 787 ft. diameter and 360 ft. diameter.

An updated quotation was received from the vendor, The Avanti Company, totaling \$27,477 to which freight estimated at \$150 is to be added.

Since the vendor does not provide installation service, a local contractor, Schoonmaker Electric LLC was contacted and provided an estimate of \$3,470 to install both units.

In order to proceed with the issuing of purchase orders to acquire and install the equipment's, staff seek the Board's authorization to approve the following:

1. Purchase order to The Avanti Company for the purchase of two CMCE model lightning suppressor as outlined in quotation at a cost of \$27,477 plus freight.
2. Purchase order to Schoonmaker Electric for the installation of two CMCE model lightning suppressor at a cost of \$3,470, plus the possible rental of lift to install same.

Attached are copies of the necessary documentations.

**Following discussions, staff recommends that approval be granted to issue both purchase orders for the purchase and installation of both lightning suppressors.**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 31

MAY 21, 2024

**PUBLIC COMMENTS**

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 32

MAY 21, 2024

**ITEMS FROM THE ATTORNEY**

# OKEECHOBEE UTILITY AUTHORITY

## AGENDA ITEM NO. 33

MAY 21, 2024

### ITEMS FROM THE EXECUTIVE DIRECTOR

#### Southwest Wastewater Service Area

- Project 1
  - Force Main SE2 Interconnect  
Anticipating bid advertisement
- Project 2 Collection System
  - Notice to Proceed issued on March 29, 2023
  - Substantial: March 29, 2025 (731 calendar days from NTP)
  - Final: May 12, 2025 (775 calendar days from NTP)
  - Construction underway
- Project 3 Okee-Tantie
  - Anticipating bid advertisement
  - 90% Plans Reviewed

#### Pine Ridge Park Utility Improvements

- Notice to Proceed issued June 21, 2022
- Substantial Completion February 16, 2024 (425 calendar days from NTP + 181 days per Change Orders)
- Final Completion March 18, 2024 (455 calendar days from issuance NTP + 181 days per Change Orders)
  - Contractor has missed both Substantial and Final Contracted Completion Dates

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

- Initial engineering work underway

#### US441SE Water Main Extension

- Under design

#### Treasure Island Septic to Sewer Project

- Initial 30% force main and north collection layout received
- South Vacuum system layout beginning
- Pursuing easements

#### SR 78W Water Main Improvements Project

- Engineering Initial Design is underway
- Initial hydraulic model simulation complete

#### Septic to Sewer Connections

- Awaiting initial design/bid documents for TCI area

#### Meetings

- Presentations to Okeechobee County BOCC & Okeechobee City Council

**OKEECHOBEE UTILITY AUTHORITY**

AGENDA ITEM NO. 34

MAY 21, 2024

**ITEMS FROM THE BOARD**