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

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

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

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

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

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

OUA Members:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Steve Contteguero out at 9:35 AM

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

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

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

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

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

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

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

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

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

There being no other business, meeting adjourned at 10:00 A.M.

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

Chairperson

Executive Director (Secretary)