

# OCOEE UTILITY DISTRICT

## BOARD OF COMMISSIONERS MEETING

December 22, 2025

OCOEE UTILITY DISTRICT OFFICE 1:00PM

ATTENDANCE: Shawn Willis, Ryan Ulrich, Hank Wilson, Ben Witt, Chris Strupp, Andrea Witt, Larry Kidwell, Eric Brooks, Amber McDaniel

The pledge to the United States Flag led by Shawn Willis.

Meeting called to order at 1:00 pm by President Shawn Willis.

Roll Call: Shawn Willis, Hank Wilson, Ryan Ulrich all present.

Approval November Minutes – Hank Wilson made motion to approve, Ryan Ulrich offered the second.

No public comments.

### **Financials:**

We discovered a bank error where two checks were cashed twice and is working to reconcile it. No other comments were made.

### **Old Business:**

Bond council invoice from Bradley Arant Boult Cummings LLP is still in review.

### **New Business:**

January board meeting time is changed to Monday, January 19, 2026 at 8:30am. Ryan made a motion to approve, Hank made the second. All were in favor of the change.

### **Management Report**

We were able to help seven children with Christmas this year! Three children from The Boys & Girls Club of Ocoee, and one family from Chilhowee Elementary School. We were able to check everything off their wish and needs list and deliver them on

time. We are very blessed to have caring Staff and Board members to make time and financial contributions for these families, who otherwise would not have a Christmas.

**Distribution:**

New Meter sets: 7  
Total leaks: 38  
Total Main leaks: 14  
Total Service Leaks: 24  
Total HDPE Leaks: 14  
Meter Change Outs: 63  
Water loss: 28%

**Wastewater:**

- We're still hammering through the details on the wastewater treatment plant at Old Parksville Rd. We have been working with the contractors to establish the change order quotes.
- I still haven't heard anything back from B&B underground and plumbing on the change order for the low-pressure force main portion on Rymer road. (Chris Strupp with OHM will elaborate in his report.)
- Also, we have started the initial conversation for the financing of phase 2, our portion of the wastewater treatment plant project by completing the questionnaire SRF requires to be considered in the queue.
- SRF's timeline may be difficult to work with as far as the financing is concerned for this portion, so I spoke with Scott Gibson at Cumberland Securities, we are thinking over a plan for interim financing. We reached out to Ross Colona (TBOUR Staff) and Steve Osborn at the TCOT's office for advice on that and to see if there is a "Front of the line scenario" for SRF and the District considering the situation we find ourselves in. I hope to have an update at some point next month.
- We stand at about 453 highly potential doors of capacity as of now. I continue to get calls weekly on availability of sewer.
- Our crews continue work out in the drip fields at Brighton Ridge and Johnston Estates wastewater treatment plants to continue to stay in compliance.
- The Do's and Don'ts of sewer "what can be flushed" packets were sent out last month. Electronically, and mailed.

## **Water Plant:**

- PLERN (Potential Lead Exposure Risk Notice): Lead Service Line Inventory (LSLI) is in progress. These are the notifications that we must send out to our customers to assist us with the LSLI. We're asking them to participate in a survey about their service line material (on their side of the meter). This is required by the EPA. After this round of PLERN, whatever customers has not responded, the District will go out and identify what type of material and fill that our ourselves. So far, the response has been good. The Office staff has sent out letters, emails, texts, and phone calls. If we had to put a number to it, we have about 2500 left that has not completed the survey.
- The Purifics Pilot will be here the first full week of January 5<sup>th</sup>-9<sup>th</sup>. We have been receiving items in preparation for the pilot testing and lining up with subcontractors for the wiring requirements. Hopefully we'll hit the ground running and have a successful pilot.
- The installation of the new turbidity meters at Carpenter Springs are almost complete. The last one should be installed next week. I will notify TDEC as soon as we have completed and calibrated them.

## **Operations and Administration:**

- Along with the Wastewater side of the financing talk, we need to have a discussion with Scott Gibson at Cumberland Securities on how to engage with Bass Berry & Sims for the USDA funding portion for our water loss project.
- Collections will take on a somewhat different approach. We will make more efforts in-house to collect prior to sending it out to a 3<sup>rd</sup> party collection agency.
- I have signed the renewal with Insurance Inc. for the policy year 2026-2027 year. I presented back it in the November meeting, and I have a copy of that on file, but as a reminder, it's a 5% across the board increase. Our Workers Comp Experience Rating had a good boost so that helped offset some of the increases.
- Nikki and Andrea attended the Women in Water meeting last week. I'd like them to take a more active role with that organization and gain their TAUD Administrative Professionals Certifications (TAP). This really would be a good benefit to the District.

The TAP's program requires the completion of 30 hours of course work in the following areas:

1. Office Management
2. Financial Administration
3. Legal and Personnel Issues
4. Personal Development and On-Site System evaluation to our Utility

## **General:**

- We didn't have any luck with the fusion machine sealed bid opening on December 4th so we will re-post the announcement of surplus sales in January '26 with a lower opening bid.
- Shawn has approved and I have issued a letter of intent (LOI) to serve for a subdivision on McClanahan Road with developer Cory Hindman. He had received in the past a letter of intent from the previous administration for a pump and haul permit for 14 homes for the phase one of his development. (See attached)
- Hydrant meters: We have a new procedure in place that will help the District keep a better track of the locations and ensure that users are more accountable for the hydrant meters. The meters cost around \$1,500.00 and we didn't have a system of insuring they get returned meaning, whoever checked one out could just run off with the meter, and we'd be left holding the bag.

Attached, for your review is the new Metered Hydrant Rental Application Form. Along with the Applicant's information we've added steps to help alleviate this problem.

In the Fees & Deposits section:

1. Meter Rental Fee: \$65.00
2. Deposit (refundable): \$1,600.00
3. Per Gallon rate: \$10.75
4. Other Fees (if applicable): \$7.00 per day
5. Total due at pickup: \$1,665.00

## **Engineering Review:**

During the Old Business section of the September Board meeting, (BOARD RESOLUTION 2025-033) the Board made 5 recommendations. "d. Require Mr. Witt to review engineer needs and look at potential new engineering contractors."

The District was called in front of the Tennessee Board of Utility Regulation (TBOUR) on July 17, 2025 because of a proposed engineering and debt plan.

The District's capital improvement requirements, pending grants, and other financial needs make our situation extremely difficult. In order for us to operate effectively and to plan for future water and wastewater improvements, and developments, we need to have sound advice from a representative that has Ocoee UD's best interest in mind.

Due to the ongoing ARPA project at OPRWWTP, I feel that it would be in our best interest for OHM to finish this project with oversight by Jason English as our owner representative.

## **Engineering Report**

### **Current Projects & Initiatives (Updates)**

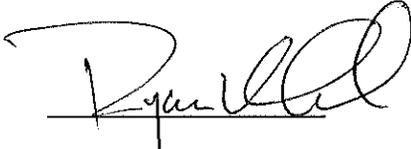
1. Old Parksville WWTP (ARPA due 9/30/2026)
  - a. Procurement has been submitted to TDEC on 12/15/2025. TDEC authorized Ocoee UD to proceed with ARPA/SWIG grant funding if procurement is submitted before December 15, 2025.
  - b. TDEC Inspection was performed on 12/9/2025 – no comments from TDEC and final inspection needed.
  - c. Obtaining procurement generally includes:
    - i. Request for Pricing from contractors for revised scope of work;
    - ii. Partial execution of a Change Order;
    - iii. Send complete contract package w/CO to contractors for final execution including request for bonds and insurance;
  
2. Water Line Replacement & Wildwood WTP (USDA Rural Development)
  - a. Stage 1 Preliminary Engineering Report (PER) and Environmental (Tentative January/February 2026)
    - i. Water Line Replacement: The PER is under development following scope confirmation with Ocoee UD staff. The environmental reporting requirements are currently under review and Ocoee UD will be pursuing a Categorical Exclusion (CE) due to the nature of the work (utilities)
    - ii. Wildwood WTP: Ocoee UD staff wishes to include replacement/modernization of the existing treatment capacity at Wildwood WTP as an option if forthcoming SRF Emerging Contaminants Grant is not approved. The PER and environmental work related to this scope of work are on hold pending SRF grant application.
    - iii. OHM Advisors will generate a proposal for the revised USDA project once scope has been finalized.
  
  - b. Stage 2 – Submit for USDA Review and Review (Tentative: 30-60 Day Review – February/March 2026)
  - c. Stage 3 – Revised Letter of Conditions (Tentative: 30 Days – April 2026)
  - d. Stage 4 – Design, Bid, Execute
  
3. Brighton Ridge WWTP SOP Modification

- a. TDEC has denied the District's request for SOP Modification of Brighton Ridge WWTP. Alternative permitting actions are being actively considered to shorten the timeline for connection with Old Parksville Ridge development.
4. TDOT Corridor K/Hwy 64 A Date & B Date
  - a. .13 PIN: TDOT Contract has been executed, and we are currently in the B-Date Phase (Design).
  - b. .14 PIN: TDOT Contract is forthcoming, and we are currently in the A-Date Phase (Prelim. Design).
5. Emerging Contaminants SRF Grant (Submitted 9/2/2025)
  - a. Comments sent by TDEC and response has been made – awaiting application response.
6. Infrastructure Planning Grant (Submitted 10/1/2025)
  - a. Comments sent by TDEC and response has been made – awaiting application response.
7. Clean Water SRF Questionnaire (Due 1/5/2025)
  - a. \$3M Loan Request for OPR WWTP Phase 2 (Treatment Equipment, Installation for complete operating system).
  - b. Loan application amount is a 'maximum spend' and does not necessarily reflect the actual cost.
8. Asset Management Plan Grant (Extension 9/30/2027, ARPA AMP portion due 9/30/2026)
  - a. Project Progress Update given to Ben on 12/11/25.
  - b. Awaiting revised contract from TDEC.
9. ARP/SWIG Water Reuse Grant Potable Reuse, Carpenter Spring WTP
  - a. Report has been started; Coordination meeting with Ben pending.
10. ARP/SWIG Polk Co. Upper River Road Water Line & Browder Road Replacement
  - a. Awaiting reimbursement from Polk Co before installation of remaining water line.
  - b. TDEC Inspection was performed on 12/9/2025 – no comments from TDEC and no further inspection needed.
11. Accounts Receivable
  - a. Current Month: As of December 16, 2025, Ocoee Utility District has \$227,509.70 in Accounts Receivable with \$200,054.20 aged over 120 days.
  - b. Last Month: As of November 13, 2025, Ocoee Utility District had \$296,401.45 in Accounts Receivable with \$148,844.20 aged over 120 days.

Shawn moved for adjournment of the meeting at 2:50pm.

A handwritten signature in cursive script, appearing to read "Ryan Ulrich", written over a horizontal line.

Ryan Ulrich, Secretary

A handwritten signature in cursive script, appearing to read "Ryan Ulrich", written over a horizontal line.

Ryan Ulrich, Recorder