

# OCOEE UTILITY DISTRICT

## BOARD OF COMMISSIONERS MEETING

March 23, 2026

OCOEE UTILITY DISTRICT OFFICE 1:00pm

**ATTENDANCE:** Shawn Willis, Hank Wilson, Ryan Ulrich, Ben Witt, Larry Kidwell, Amber McDaniel, Daniel Peterson, Andrea Witt, Clay Underdown, Melanie Lawson, Julie Ward

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

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

**Roll Call:** Shawn Willis, Hank Wilson and Ryan Ulrich were present.

**Approval of January Minutes** – Hank made motion to approve, Ryan offered the second. All were in favor. January 2026 minutes approved.

**Approval of February Minutes** – Hank made motion to approve, Ryan offered the second. All were in favor. February 2026 minutes approved.

### Public Comments:

- Frank Kerze
  - Frank was on the agenda but did not show.

### Financials:

- February 2026 Financial Report approval:
  - Hank moved to accept the February financials. Shawn seconded the motion. All were in favor of approval. December financials were approved.

### Old Business:

1. Bond Counsel Invoice:
  - No update regarding payment of bond counsels outstanding invoice which is still in review with Ben Gastel.

2. Leak adjustment request -Mr and Mrs Wolfe:
  - Shawn will call Mr. Wolfe to inform that an adjustment will not be made.
  
3. Servline Leak Protection Insurance Renewal with increased limits.
  - Julie Ward presented the board an option for increased limits for the Servline Leak Protection to cover up to \$5000 with two qualifiers being that an invoice must be at least two times the average bill over the last 12 months and that proof of toilet repair be submitted
  - Shawn made a motion to increase the leak protection insurance to the \$5000 limit. Hank offered the second and all were in agreement.

### **New Business:**

1. **Board Resolution 2026-001:** A Resolution to authorize and appropriate funds for an actuarial study to determine the cost(s) associated with participation in the Tennessee Consolidated Retirement System (TCRS).

Shawn made a motion to approve; Ryan seconded the motion. All were in favor.  
Resolution adopted.

2. **Board Resolution 2026-002:** REPEALS Board Resolution 2025-039 B & B Plumbing & Underground, LLC Contract award and deductive change order with revised scope of work.

Ryan made a motion to approve; Hank seconded the motion. All were in favor.  
Resolution adopted.

3. **Board Resolution 2026-003:** REPEALS Board Resolution 2025-040 Haren Construction Company Contract award and deductive change order with revised scope of work.

Shawn made a motion to approve; Ryan seconded the motion. All were in favor.  
Resolution adopted.

### **Management Report**

**Distribution:**  
Total leaks: 39

Total Main leaks:17  
Total Service Leaks:20  
Total Gallons: 18,605,920  
Flushing: 62,000  
BCFD: 18,335  
PCFD:  
New Meter sets: 8  
New Sewer Taps: 1  
Meter Change Outs:19  
Water loss: 45%

### **Wastewater:**

- Efforts to make a connection with Benton Water Works are in process. Jason English and I have been strategizing a plan to approach them with a Win-Win scenario.
  - What can we do to facilitate the connection:
    1. What improvements to their processing system can we assist them with,
    2. What infrastructure improvements will be needed,
    3. Contract commitments to them,
    4. Other reasonings that will help make this possible.
  
- Clay, Jason E. and I had a “first” meeting with Central States Water Resources (CSWR) about purchasing the Johnston Estates WWTP. We have an email from Sandy Neal with requests for information for follow up. We will keep the Board updated on this process.
  
- We received the lawn mower, and it is in full swing at the Wastewater Plants Drip Fields.
  
- Clay and Niki have been working on revisions to the Wastewater Service Contract with the goal of making it clearer, more concise, and easier to understand. The current contract is overly complex and repetitive. These updates are intended to improve efficiency and ensure customers have a clear understanding of both our expectations and our responsibilities as the wastewater service provider.
  
- Clay and his crew continue work out in the drip fields at Brighton Ridge and Johnston Estates wastewater treatment plants to continue to stay in

compliance. The new lawn mower is proving to be a great addition to their tool kit.

### **Water Plant:**

- The Purifics Pilot fired back up this past week and is back in the “optimization phase.” The treatment staff met again with the Purifics representative this week to discuss measures of success after the repairs were completed.
- The installation of the new well pump at Wildwood WTP is complete. We are not quite to 100%; however, staff and contractors are working tirelessly to obtain satisfaction. UPDATE: the pump is performing as expected now. We believe there was a blockage at the screen of the well casing preventing maximum flow.
- The beaver dams on London Branch are soon to be an issue. We will be making efforts to assist with the relocation and destruction of the 3 largest dams.
- Carpenter Springs NPDES compliance inspection was conducted back in February and we received the results March 2<sup>nd</sup>. We have no violations.

There is one item that we must address (Required Action). We must remove the vegetation from the 3 lagoons to ensure they operate as designed.

We are renting a piece of equipment that has a longer reach to pull out the vegetation. That will begin next week. 23<sup>rd</sup>-27<sup>th</sup>.

I will follow up, as directed by TDEC, with our plan of action.

### **Operations and Administration:**

- (still relevant) Working with Kirk Morris at USDA/RD on options for the re-tooled Water plant/Water line project. What I am working toward is using force account labor to dramatically reduce the amount of cost for our efforts on the water loss mitigation, and Jason English is working on updating the PER with the Capitol Improvement/Force Account labors resumes. This will

bolster our chances for using our own workforce by demonstrating our abilities.

- Our Attorney has completed his review of the information sent by Bond Council in regard to the Bradley/ Pat A. Invoice. A copy of the letter that was drafted and approved by Board President and Management was sent to Pat A. This copy is in the Old Business section of the Board Packet. UPDATE: I still haven't heard back from Council.

#### **General:**

- **Servline Leak Protection** Insurance changes are coming May 15th 2026. Due to the number of claims to the program (99%-Leak loss) the rates will increase. This was an opportunity for the District to review the coverages and see if there are options to get a higher limit for leaks. The answer is yes but with "qualifiers." Servline has provided us with a couple of options for the Board to review. The quotes are in your Board Packet. UPDATE: The Servline Representative will attend this meeting and will give a detailed presentation of the new structure and explanation of the new "qualifiers."
- **Form Updates.** Niki has been reviewing forms and documents. Correcting grammatical errors and formatting changes. In your packet you will see a sampling of the formatting that reads and appears easier to understand.
  1. Board Consideration Form,
  2. Ocoee Utility District Wastewater Service form.
- **Employee Handbook changes #1.** Currently the Handbook reads that "Vacation time must be taken in half or full days."  
I'd like to change that to read:
  1. Salaried Employees: Vacation time must be taken in half or full days,
  2. Hourly Employees: Vacation time can be taken in hourly increments.Explanation: If you must leave an hour or so early or come in a little late due to an appointment, you would have to take no less than 4 hours Vacation Time. This just seems unnecessary. There are no limitations on our payroll software or any other reason not to make this change.

- **Employee Handbook changes #2.** To be more in line with other Utilities within the State, I'd like to add the following Federal Holidays to our list:
  1. Washington's Birthday/Presidents Day,
  2. Juneteenth
  3. Clarify the "Floating Holiday" as Floating Holiday (Birthday)  
This should stop any confusion with the language in the Handbook.

I have placed examples of both Handbook changes in your packet for your review.

- The signage for the Memorial Clearwell "proof" is attached. I'd like for the Board to decide the background color.
- **Bad Debt review.** In the recent management reports, I have made the Board aware of District staff's continued efforts to recover bad debt in-house. This reflects a savings in fees associated with the collection process, and staff has been successful in those efforts. There's becoming an increasing issue with large dollar amounts of bad debt and Management staff would like to begin to update the Board on this matter. To start with, I have asked for the large "Bad Debt" customers and the individual collection status of that debt.  
Example:
  1. In-House collections,
  2. 3<sup>rd</sup> party collectors, and
  3. Lein Judgments

If this is something the Board would like to continue seeing, I will generate a report.

### **Engineering:**

- Again, There is a lot to cover, and Jason English will be at the Board meeting Monday to elaborate. Mostly the Old Parksville Rd. WWTP updates and USDA/RD progress.
- I've included a progress report sent by IDG
- TDEC review of the SOP Contingency Approval email copy letter sent by Jason English is in the packet for the Boards review. This is summary of the meeting that we had with TDEC, the Developers, engineering and Management requesting some leeway with capacity during the interim so the

developers can begin to sell lots. We have a follow up meeting Thursday 2-19-26. Details to follow in the engineering report. UPDATE: according to TDEC's staff, there is not a good path forward with this until we have a designed or engineered solution for the effluent. Weather that be a connection with Benton or our own OPRWWTP.

- Old Parksville Ridge Development OHM PS #03 discrepancies. I've attached a summary of the ongoing discussions over the development invoice for revisions from gravity to STEG sewer to the design. UPDATE: We will be abandoning the OHM design due to the discrepancies in their design and costs associated with the revisions. I have signed a task order with IDG to complete the design and submittals to TDEC. Attached.

## **Engineering Report**

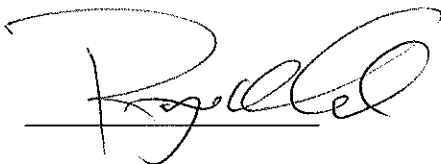
### **CAPITAL IMPROVEMENT PROJECTS**

- Old Parksville Road WWTP
  - Haren Construction provided a deductive change order for a revised amount is \$3,447,000. Board declined to accept offer. Contract termination notice was sent.
  - ARP funds remaining are approximately \$2,923,840.
  - Constructability issues with existing drip design have led to evaluating redesign of 100,000 gpd treatment system and drip field.
  - Coordinated with Southeast TN Dev. District on project funding.
  - Discussed Benton connection at 411 with Benton's consulting engineer (John King with CTI).
- Rymer Rd Force Main
  - Notified OHM complete to 100% under contract and obtain TDEC approval.
  - District will self-perform installation of 4-inch force main to new treatment plant.
  - B&B Underground bid \$1,149,898. Board declined to accept bid. Contract termination notice was sent.
- Old Parksville Ridge
  - Met with David May on March 6 to project status and path forward.
  - IDG Task Order approved for redesign of water and wastewater infrastructure for the subdivision including effluent pump station.
- USDA Water Line Replacement
  - Need to amend existing Ball Rd. WTP Prelim. Engineering Report to include water line replacement scope items and workplan for force account labor.

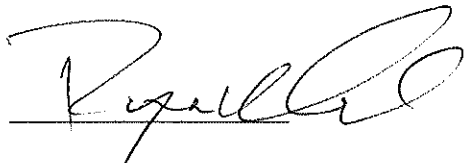
- OUD to purchase pipe and appurtenances with USDA funds; use force account to install pipe. USDA will want review force account team capabilities and availability.
  - Will need engineering agreement for reporting and design services. USDA will need to review.
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- Asset Management Plans
    - Notified OHM complete and submit AMPs to 100% under existing contract and obtain TDEC approval.

**Adjournment:**

Shawn adjourned the meeting at 2:38pm.

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

Ryan Ulrich, Secretary

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

Ryan Ulrich, Recorder