



## **Toho Water Board of Supervisors' Meeting**

**Date and Time: Wednesday, April 10, 2024 at 5:00PM**

### **Board Members and Executive Staff:**

Henry Thacker - Chair

Rayelynn Ketchum - Vice Chair

William "Bill" Land - Secretary

Tom White - Supervisor

John McAleenan – Supervisor

Hector Lizasuain – Supervisor

Dave Askew – Supervisor

Cheryl Grieb - Ex-Officio Board Member - Osceola County

Angela Eady - Ex-Officio Board Member - City of Kissimmee

Kolby Urban – Ex-Officio Board Member – City of St. Cloud

Rick Wilson - Ex-Officio Board Member - Polk County

Todd P. Swingle - Executive Director

Anthony Cotter - General Counsel

In accordance with Section 286.0105, Florida Statutes: Any person wishing to appeal any decision made by the Board of Supervisors with respect to any matter considered at such meeting or hearing will need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made.

In accordance with Section 286.26, Florida Statutes: Any person needing assistance to participate in any of these proceedings should contact the office of the Executive Director at 407-944-5130 or via email at [tohoattend@tohowater.com](mailto:tohoattend@tohowater.com) prior to the meeting.

1. **Meeting called to order:**
2. **Moment of Silent Reflection and Pledge of Allegiance:**
3. **Approval of the Agenda:**
4. **Awards and Presentations:**

**4A. PROCLAMATION RECOGNIZING MAY 5-11, 2024, AS NATIONAL DRINKING WATER WEEK**

Board approval of proclamation recognizing May 5-11, 2024, as National Drinking Water Week. (Cost None) (Floer)

**4B. WATER CONSERVATION MONTH RECOGNITIONS – OSCEOLA ARTS MURAL AND DROP SAVERS CALENDAR WINNERS**

For information only. No action required by the Board (Cost None) (Floer)

5. **Public Hearing:** None
6. **Hear the Audience:**
7. **Consent Agenda:**

The Consent Agenda is a technique designed to expedite handling of routine and miscellaneous business of the Board of Supervisors. The Board of Supervisors in one motion may adopt the entire Agenda. The motion for adoption is non-debatable and must receive unanimous approval. By request of any individual member, any item may be removed from the Consent Agenda and placed upon the Regular Agenda for debate.

**7A. TOHO WATER AUTHORITY BOARD OF SUPERVISORS' REGULAR MEETING MINUTES OF MARCH 26, 2024**

Staff recommends the approval of the Board Meeting minutes from March 26, 2024. (Cost: None) (Smith)

**7B. APPROVAL OF THE RANKING OF FIRMS AND SELECTION OF THE TOP RANKED FIRM, HAZEN AND SAWYER, TO PROVIDE ENGINEERING SERVICES FOR THE FINAL DESIGN OF THE SHINGLE CREEK SURFACE WATER TREATMENT FACILITY PROJECT (RFQU-24-056)**

Staff recommends Board approval the ranking of the firms and the selection of Hazen and Sawyer as the top ranked firm. If a scope of services negotiation with Hazen and Sawyer cannot be concluded to staff's satisfaction, staff further requests authorization to begin negotiations with the second ranked firm, Tetra Tech. (Cost: No

costs are associated with the selection of Hazen and Sawyer for the final design of the Shingle Creek SWTF.) (Pang)

**7C. APPROVAL OF THE RANKING OF FIRMS AND SELECTION OF THE TOP RANKED FIRM, CPH, INC., TO PROVIDE ENGINEERING CONSULTING SERVICES FOR THE OLD HICKORY TREE & 10<sup>TH</sup> STREET RECLAIM WATER MAIN PROJECT (RFQu-24-050).**

Staff recommends Board approval the ranking of the firms and the selection of CPH as the top ranked firm. If a scope of services negotiation with CPH cannot be concluded to staff's satisfaction, staff further requests authorization to begin negotiations with the second ranked firm, Tetra Tech, Inc. (Cost None at this time. A contract and scope of services will be submitted to the Board for approval at a future meeting.) (Webster)

**7D. PULLED**

**7E. APPROVAL OF A \$588,278 CONSULTANT SERVICES AGREEMENT AND SCOPE OF SERVICES WITH AECOM TECHNICAL SERVICES, INC. AND A \$55,000 CONTINGENCY FOR THE NORTHWEST WATER TREATMENT PLANT IMPROVEMENT DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES PROJECT (RFQu-24-022). THE TOTAL BOARD AUTHORIZATION REQUEST IS \$643,278.**

Staff recommends Board approval of a total not-to-exceed authorization of \$643,278 which includes a base authorization amount of \$588,278 plus a \$55,000 contingency. Staff further requests authorization for the CEO/Executive Director to execute any such documents as necessary to expend any contingency provided that the total contract expenditures remain within the total not-to exceed contract limit approved by the Board. (Webster)

**7F. APPROVAL OF A \$265,170 ADDITIONAL DESIGN SCOPE CONTRACT ADDENDUM WITH DEWBERRY ENGINEERS, INC. (DEWBERRY) FOR THE CITY OF KISSIMMEE "CONNECT KISSIMMEE COMPLETE STREETS" PROJECT AND A \$26,000 CONTINGENCY INCREASING THE TOTAL BOARD AUTHORIZATION FROM \$258,635 TO \$549,805**

The existing approved Board authorization is \$258,635. This addendum includes a base authorization of \$265,170 plus \$26,000 contingency. Staff requests approval of this addendum for \$291,170 to increase the total not-to-exceed authorization to \$549,805. Staff further requests authorization for the Executive Director/CEO to execute any such documents as necessary to expend the contingency provided that the total contract and contingency expenditures remain within the total not-to-exceed contract and

contingency limit approved by the Board. (Cost: Previously Approved Requests for Work Authorization Addendum #1 of \$80,000 plus Design Scope Addendum #2 for \$154,635 and Contingency of \$24,000 for a Total Previous Request of \$258,635. This Request of Design Scope of Services of \$265,170 and the Requested Contingency of \$26,000 gives a Total This Request of \$291,170. Making a Total Not-To-Exceed amount of \$549,805.) (Burgess)

**7G. APPROVAL OF RESOLUTION NO. 2024-004 AMENDING THE PROCUREMENT PRLIEISA DNA PROCEDURES AS ADOPTED IN RESOLUTION 2019-001; PROVIDING FOR AN EFFECTIVE DATE.**

Staff recommends the Board adopts Resolution 2024-004. (Cost: None) (Berrios)

**7H. REQUEST APPROVAL FOR TUSCANA MASTER ASSOCIATION LLC CUSTOMER REIMBURSEMENT**

Staff recommends approval of the proposed Tuscana Master Association LLC customer reimbursement, as credits over \$10k require Board approval (Cost: Reimbursement in the amount of \$ 36,186.09) (Havey)

**7I. APPROVAL OF THE RANKING OF FIRMS AND SELECTION OF THE TOP RANKED FIRM, TETRA TECH, INC., TO PROVIDE ENGINEERING CONSULTING SERVICES FOR THE HARMONY WATER RECLAMATION FACILITY EXANSION AND UPGRADE PROJECT.**

Staff recommends Board approval the ranking of the firms and the selection of Tetra Tech as the top ranked firm. If a scope of services negotiation with Tetra Tech cannot be concluded to staff's satisfaction, staff requests authorization to begin negotiations with the second ranked firm, Black and Veatch Holding Company. (Cost: None) (Zhou)

**7J. APPROVAL TO PIGGYBACK COLLIER COUNTY AGREEMENT WITH PACE ANALYTICAL SERVICES, LLC. FOR LABORATORY SAMPLING AND ANALYSIS (PBA-24-107)**

Staff recommends approval to the piggyback Agreement with Pace Analytical Services, LLC for Laboratory Sampling and Analysis PBA-22-107 through May 23, 2027. Staff is requesting to expend funds up to the total not-to-exceed amount limit approved by the Board. (Cost: A Total Not to Exceed Amount of \$2,790,000 for the Term) (Cudahy/H. Weber)

**7K. APPROVAL OF A LOW BID \$659,110.00 CONSTRUCTION CONTRACT WITH CATHCART CONSTRUCTION COMPANY,**

**LLC AND A \$70,000.00 CONTINGENCY FOR THE LINCOLN STREET SEWER EXTENSION PROJECT FOR A TOTAL AUTHORIZATION OF \$729,110.00**

Staff requests approval of a total not-to-exceed authorization of \$729,110.00 which includes a base construction contract award of \$659,110.00 plus a \$70,000 contingency. Staff further requests authorization for the CEO/Executive Director to execute any such documents as are necessary to expend any contingency provided that the total contract and contingency expenditures remain within the total not-to-exceed contract and contingency limit approved by the Board. (Cost: Construction Bid Amount of \$659,110 and requested Contingency of \$70,000 for a total not to exceed request of \$729,110. (Smart)

**7L. APPROVAL OF ADDITIONAL \$236,003.95 FOR THE ADMINISTRATION BUILDING RENOVATION FURNITURE SYSTEM ADDITIONS AND REVISIONS INCREASING THE BOARD FURNITURE SYSTEM AUTHORIZATION FROM \$705,293.08 TO \$941,297.03.**

The existing approved Board authorization is \$705,293.08. Staff requests approval of this addition to increase the total not-to-exceed authorization to \$941,270.03, based upon this addition of \$236,003.95. Staff further requests authorization for the Executive Director/CEO to execute any such documents as are necessary to expend any contingency provided that the total contract and contingency expenditures remain within the total not-to-exceed contract and contingency remain within limit approved by the Board. (Cost: Originally Approved Requests for cost of \$641,293.08 and Contingency of \$64,000.00 for a total previous requests of \$705,293.08 and this request for Furniture Revision Addendum #1 of \$236,003.95 making a total not-to-exceed total of \$941,297.03.) (West/Pelham)

**7M. PULLED**

**7N. APPROVAL OF AN ADDITIONAL \$555,214.46 REIMBURSEMENT FOR A FORCE MAIN, POTABLE WATER AND REUSE MAIN UPSIZING (PIPE DIAMETER INCREASE) REIMBURSEMENT TO LAKE DEER DEVELOPMENT, LLC, THE POINCIANA (aka DEER LAKE) SUBDIVISION DEVELOPER INCREASING THE BOARD APPROVED REIMBURSEMENT FROM \$1,848,413.50 TO 2,403,627.96.**

The previous Board authorization is \$1,848,413.50. Staff requests approval of this request to increase the total not-to-exceed authorization to \$2,403,627.96 based upon this additional request of \$555,214.46. (Cost: Previous Board authorization of \$1,848,413.50

and this additional request of \$555,214.46 making a total not-to-exceed amount of \$2,403,627.96. (Vargas)

7O. PULLED

7P. **APPROVAL OF THE PURCHASE OF PLC SOFTWARE (SS-24-063) AND REXEL USA EQUIPMENT, SOFTWARE AND SERVICES (SS-24-075) FROM REXEL USA, INC FOR \$317,835.25.**

Staff recommends approve of the purchase for Rexel USA equipment, software, and services and PLC programming software from Rexel USA, Inc. Staff also requests that the Board delegate the authority to the CEO/Executive Director to negotiate terms and conditions as needed and sign pertinent records. (Cost: One-time cost \$317,835.25) (C. Weber)

7Q. **APPROVAL OF A \$63,900.00 ADDENDUM WITH SONG+ASSOCIATES FOR ADDITIONAL ARCHITECTURE AND ENGINEERING DESIGN AND LONG-TERM MASTER PLANNING SERVICES AND A \$20,000.00 CONTINGENCY INCREASING THE TOTAL BOARD AUTHORIZATION FROM \$275,100.00 TO \$359,000.00.**

The existing approved Board authorization is \$275,100.00. Staff requests approval of this addition to increase the not-to-exceed authorization to \$359,000.00, based upon this request of \$83,900.00. Staff further requests authorization for the Executive Director/CEO to execute any such documents as are necessary to expend any contingency, provided that the total contract and contingency expenditures remain within the total not-to-exceed limit approved by the Board. (Cost: Previously Approved Requests of \$275,100 and this Additional Request for Addendum #5 of \$63,900 and Additional Contingency of \$20,000 making a Total not-to-exceed Amount of \$359,000.) (West/Pelham)

7R. **APPROVAL OF THE AGREEMENT WITH CENTRAL FLORIDA UNIFORM RENTAL FOR RENTAL AND CLEANING OF UNIFORMS AND OTHER RELATED ITEMS (IFB-24-051)**

Staff recommends approval of the Agreement with Central Florida Uniform Rental for Rental and Cleaning of Uniforms and Other Related Items. (Cost: \$135,000 annually for a total not to exceed amount of \$ 675,000 for the five-year term of the Agreement.) (Jensen)

7S. **APPROVAL OF THE FIRST AMENDMENT TO THE AGREEMENT WITH ODYSSEY MANUFACTURING CO., FOR CHEMICAL SYSTEM MAINTENANCE AND REPAIR SERVICES, IFB-21-052**

Staff recommends approval of the first amendment to the agreement with Odyssey Manufacturing Co. for the provision of chemical system maintenance and repair services. (Cost: \$340,000 for a total not to exceed \$1,185,130 for the term of the agreement, ending August 10, 2025.) (C. Weber)

**8. Informational presentations:**

**8A. GRANTS PROGRAM**

Informational only. No action required by the Board. (Cost: None)  
(Rivera)

**9. Unfinished business:** None

**10. New business:** None

**11. Staff reports:**

**11A. MONTHLY FINANCIAL REPORT ENDING FEBRUARY 29, 2024**

Informational only. No action required by Board. (Cost: None)  
(Villarosa)

**11B. INFRASTRUCTURE EMERGENCY REPAIR STATUS**

Information only. No action is required by the Board. (Cost: Report only; costs exceeding the Executive Director's authorization are submitted to the Board for information if the Executive Director approves repairs as an emergency.) (Pelham)

**12. Comments:**

Board Officials  
Executive Director  
General Counsel

**13. Upcoming events:**

Taste of Main Street	04/13/24
Osceola County Resource Fair	4/17/2024
Earth Day	4/22/2024
Passover	4/22/2024
Take Your Child to Work Day	4/25/2024
Arbor Day	4/26/2024
Admin. Professionals Day	4/26/2024
Opportunity Center Gala	4/27/2024
Caribbean Fusion Festival	4/28/2024

Toho Family Fun Day  
Hurricane Expo  
Star Wars Day  
Cinco De Mayo  
Drinking Water Week

05/04/24  
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