



951 Martin Luther King Boulevard, Kissimmee, FL

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**Board of Supervisors  
Regular Meeting Minutes  
Wednesday April 10, 2024**

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**Present:**

Chairman - Henry Thacker  
Vice Chairman – Rayelynne Ketchum  
Supervisor - Hector Lizasuain  
Supervisor – John McAleenan  
Executive Director – Todd P. Swingle  
General Counsel – Anthony Cotter

Ex Officio Board Member, City of  
Kissimmee - Angela Eady  
Ex Officio Board Member,  
Osceola County - Cheryl Grieb

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**Absent:**

Secretary - William Land  
Supervisor – Tom White  
Supervisor – Dave Askew  
Ex-officio Board Member, Polk County - Rick Wilson  
Ex Officio Board Member, City of St Cloud - Kolby Urban

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1. **Meeting called to order by:** Chairman Thacker at 5.00pm.
2. **Moment of Silent Reflection and Pledge of Allegiance** led by Secretary Land.
3. **Approval of the Agenda**

**Executive Director Swingle added a walk-on item 10A APPROVAL OF CONTRACT WITH POLK COUNTY PROPERTY APPRAISER RELATING TO COLLECTION OF NON-AD VALOREM SPECIAL ASSESSMENTS (copies were provided to the Board Members).**

**Motion to approve the agenda, including 10A APPROVAL OF CONTRACT WITH POLK COUNTY PROPERTY APPRAISER RELATING TO COLLECTION OF NON-AD VALOREM SPECIAL ASSESSMENTS, was made by Supervisor McAleenan. Motion seconded by Supervisor Lizasuain. Motion passed 4-0.**

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)

American Water Works Association (AWWA) and its members have celebrated Drinking Water Week for more than 40 years to recognize the vital role water plays in our daily lives.





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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:





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\$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 request 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





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success was extremely impactful and a great improvement of capturing opportunities. Five years ago, there was much less funding, Alternative Supply funding has only been available for three years, which included Toho Reservoir. Chairman Thacker thanked Ms Rivera for a great update and the Board very much appreciated the presentation.

**9. Unfinished business: None**

**10. New business:**

**10A. APPROVAL OF CONTRACT WITH POLK COUNTY PROPERTY APPRAISER RELATING TO COLLECTION OF NON-AD VALOREM SPECIAL ASSESSMENTS**

Approve the contract with Polk County Property Appraiser relating to collection of non-ad valorem special assessments. Delegate to the CEO/Executive Director the authority to negotiate and execute agreements relating to the collection of non-ad valorem assessments with the property appraisers and tax collectors of Orange, Osceola, and Polk counties. (Cost: None.) (Cotter)

Executive Director Swingle advised that the General Counsel's office has worked with Polk County to mirror the Osceola County arrangements. This Contract was requested to maintain through the next tax year and Board approval would give the authority utilize this option, should it be necessary. General Counsel confirmed that Executive Director Swingle would sign the related documents with Osceola Tax Collectors etc.

**Motion to approve made by Supervisor Lizasuain. Motion was seconded by Vice Chair Ketchum. Motion passed 4-0.**

**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** – No comments

**Executive Director** – PFAS: The EPA issued a notice that they are moving forward with the 'maximum contaminant levels' as proposed, that would bring regulatory challenges. Notice of Resignation has been received from Secretary Land (whose