

951 Martin Luther King Boulevard, Kissimmee, FL

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**Board of Supervisors  
Capital Budget Workshop Minutes  
Wednesday June 26, 2024**

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**Present:**

Chairman - Henry Thacker  
Vice Chairman – Rayelynn Ketchum  
Secretary - Tom White  
Supervisor - Hector Lizasuain  
Supervisor – John McAleenan  
Supervisor – Dave Askew  
Supervisor – Skip Stellfox  
Executive Director – Todd P. Swingle  
General Counsel – Anthony Cotter

Ex Officio Board Member, City of  
St Cloud - Kolby Urban  
Ex Officio Board Member, City of  
Kissimmee - Angela Eady  
Ex Officio Board Member,  
Osceola County - Cheryl Grieb  
Ex-officio Board Member,  
Polk County, Rick Wilson.

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**Absent:**

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1. **Meeting called to order by:** Chairman Thacker at 5.02pm.
2. **Moment of Silent Reflection and Pledge of Allegiance** led by Chairman Thacker.
3. **Hear the Audience:**

Meeting floor was opened for Hear the Audience. This item is for comments/questions relating to topics not listed on this meeting's Agenda. No further comments were received, and Hear the Audience was closed.

An additional item is presented at this Special Meeting, as under the Charter we can add items to the agenda without publication. This addition is a Resolution 2024-008 of Board of Supervisors appointing an Assistant Secretary. This has not been a practice of Toho before, except on an ad-hoc basis. Due to having to execute the Loan Documents, for WIFIA, we may need an additional signatory available. The Resolution allows for appointment at this meeting and to maintain the position, until rescinded.

**Motion to approve the additional Resolution 2024-008 and appoint Supervisor Askew as Assistant Secretary, as presented, made by Supervisor Ketchum. Motion seconded by Supervisor Lizasuain. Motion passed 6-0.**

4. **New Business:**

**Toho Water Authority - CIP Budget Approval Presentation (Henderson)**

CEO Swingle recognized the work of Tim Villarosa and his team to get us to this point. CEO Swingle walked through growth assumptions, forecasts, the water supply and demand which is a dominant, staffing requests and revenue sufficiency. Strengthening regulatory requirements are also a challenge - emergency contaminants on WW, nutrient contaminants, anticipated cyber security regulations, included.





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Toho will be continuing with last year's 5% rate adjustment, being in the 2<sup>nd</sup> year of a 5-year plan. Against Central Florida peers, we are in the lower third.

Alternative water supply and the reinvestment/expansion represent about 60% of our CIP projected investments, along with road project utility improvements, going on currently in Osceola County. CEO Swingle was proud of where we are at with our rates but being a low-cost utility needs a management strategy where we do not avoid management investment.

Immediate staffing needs were brought to the Board to bring the recruitment earlier which are a Safety Manager (to increase the focus on program development work, electrical safety etc) and Chief Treatment Operator (an area which is complex to operate and with homes in the immediate proximity) and two for Compliance to ensure we can meet our compliance challenges. Also, VP of Stakeholder Services (Jacqueline Torbert) was retiring, as was Organizational Development's Mike Sweeney, with neither role planned for refill currently. This will assist with covering the requirements of these positions.

**Consensus was provided by the Board, in support of the proposed immediate changes for staffing needed.**

CEO Swingle walked the Board through the FAMS baseline plan for FY25-29. The recommendation is to stick with our 5% rate plan, then see where we are with the capital execution. Next steps were shared with the Board advising that no rate resolution would be needed if we stick to the 5% rate plan.

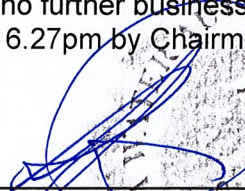
Chairman Thacker appreciated the great information provided. The Board agreed that consistently remaining at the 5% makes the best approach, within all the elements facing Toho going forward, with an execution rate of 75% being a good goal.

**CEO Swingle would provide a similar update on the Operating Budget, with any official actions required, in September.**

**5. Adjournment:**

There being no further business to come before the Board, the meeting was adjourned at 6.27pm by Chairman Thacker.

**Approved:**

  
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Henry Thacker, Chairman

**Attest:**

  
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Tom White, Secretary