

Board Meeting Date: 5/14/2025

Category: Consent Agenda

Agenda Item: 7A

Department: Executive Office

Attachments:

Board of Supervisors Meeting Minutes of April 16, 2025

Title:

**TOHO WATER AUTHORITY BOARD OF SUPERVISORS' REGULAR MEETING
MINUTES 4/16/25**

Summary:

At every Board meeting, minutes are taken of the proceedings. Attached are the Minutes from April 16, 2025, Board of Supervisors Meeting.

Total Costs:

None.

Recommendation:

Staff recommends the approval of the Minutes from April 16, 2025, Board of Supervisors Meeting.

Owner: A. Smith



951 Martin Luther King Boulevard, Kissimmee, FL

www.tohowater.com 407.944.5000

**Board of Supervisors
Regular Meeting Minutes
Wednesday April 16, 2025**

Present:

Chairman - Henry Thacker
Vice Chairman – Rayelynne Ketchum
Supervisor – Skip Stellfox
Supervisor - Hector Lizasuain
Supervisor – Dave Askew

Executive Director – Todd P. Swingle
General Counsel – Anthony Cotter

Ex Officio Board Members:
Osceola County - Cheryl Grieb
City of St Cloud - Kolby Urban
City of Kissimmee - Angela Eady
Polk County – Becky Troutman.

Absent: Supervisor – John McAleenan, Secretary – Tom White

1. Meeting called to order by: Chairman Thacker at 5.01pm.
2. Moment of Silent Reflection and Pledge of Allegiance led by Chairman Thacker.
3. Approval of the Agenda

Motion to approve the Agenda, made by Vice Chair Ketchum. Motion seconded by Supervisor Askew. Motion passed 6-0.
4. Awards and Presentations:
 - 4A. PROCLAMATION RECOGNIZING MAY 4-10, 2025, AS NATIONAL DRINKING WATER WEEK (Cost: None) (Dineen)
 - 4B. WATER CONSERVATION MONTH RECOGNITIONS – DROP SAVERS CALENDAR WINNERS (Cost: None) (Dineen)
Motion to approve the National Drinking Water Week and Water Conservation Month Recognitions, was made by Supervisor Stellfox. Motion seconded by Supervisor Lizasuain. Motion passed 6-0.

5. Public Hearing: (None)

6. 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



951 Martin Luther King Boulevard, Kissimmee, FL

www.tohowater.com 407.944.5000

further comments were received, and Hear the Audience was closed.

7. Consent Agenda

- 7A. **TOHO WATER AUTHORITY BOARD OF SUPERVISORS' REGULAR MEETING MINUTES 3/12/25 and BILLING FOCUS WORKSHOP MINUTES 3/26/25 (Cost: None) (Smith)**
- 7B. **APPROVAL AND EXECUTION OF THE FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT WITH OSCEOLA COUNTY, FLORIDA AND TOHOPEKALIGA WATER AUTHORITY RELATING TO UTILITY INSTALLATION FOR CARROLL STREET INTERSECTION. (Cost: Total Authorized to Date: \$2,310,000. This Approval Cost: \$1,215,000. Cumulative Total: \$3,525,000.) (Smart)**
- 7C. **APPROVAL AND EXECUTION OF CHANGE ORDER NO. 01 WITH VOGEL BROS BUILDING CO FOR THE BVL WTP UPGRADE PROJECT. (Cost: Total Authorized to Date: \$24,787,287.17, This Approval Cost: \$190,416.03 and Cumulative Total: \$24,977,703.20) (Pang)**
- 7D. **APPROVAL AND EXECUTION OF A DESIGN SCOPE OF SERVICES ADDENDUM WITH ARCADIS U.S., INC FOR THE WESTSIDE BLVD FORCE MAIN REPLACEMENT PROJECT (Cost: Total Authorized to Date: \$211,330. This Approval Cost: \$181,051.61 and Cumulative Total: \$392,381.61) (Chavez)**
- 7E. **PULLED**
- 7F. **APPROVAL AND EXECUTION OF A CREDIT SUPPLY AGREEMENT WITH BLUE WATER LLC FOR THE WATER TREATMENT PLANT (WTP) #4 UPGRADE PROJECT PURCHASE OF WETLAND MITIGATION CREDITS. (Cost: Total Authorized Date: \$0. This Approval Cost: \$324,000 and Cumulative Total: \$324,000.) (Pang)**
- 7G. **PULLED**
- 7H. **APPROVAL AND EXECUTION OF A CONSTRUCTION CONTRACT WITH GARNEY COMPANIES, INC. FOR THE LIFT STATION 6 FORCE MAIN REPLACEMENT PROJECT. (Cost: Total Authorized to Date: \$0. This Approval Cost: \$985,673.14 and Cumulative Total: \$985,673.14) (Pelham)**
- 7I. **APPROVAL AND EXECUTION OF A CONSTRUCTION CONTRACT WITH GULF COAST UNDERGROUND, LLC FOR THE RENEE TERRACE SUBDIVISION GRAVITY SEWER REHABILITATION AND REPLACEMENT PROJECT. (Cost: Total Authorized to Date: \$0. This Approval Cost: \$883,264.55 and Cumulative Total: \$883,264.55)**



951 Martin Luther King Boulevard, Kissimmee, FL

www.tohowater.com 407.944.5000

- 7J. **APPROVAL OF THE CYPRESS LAKE WATER WHEELING INFRASTRUCTURE COST-SHARING SUB-AGREEMENT NO. SA-6 BETWEEN TOHO WATER AUTHORITY AND ORANGE COUNTY FOR THE WESTSIDE BOULEVARD WATER MAIN PROJECT AND DELEGATION TO THE CEO/EXECUTIVE DIRECTOR AUTHORITY TO EXECUTE THE SUB-AGREEMENT. (Cost: Total Authorized to Date: \$0. This Approval Cost: \$2,518,975. Reimbursements to be received: -\$1,972,357 and Total Cumulative Toho Total: \$546,618.) (Jung)**
- 7K. **PULLED**
- 7L. **APPROVAL OF DELEGATION TO THE CEO/EXECUTIVE DIRECTOR THE AUTHORITY TO NEGOTIATE AND EXECUTE THE INTERLOCAL AGREEMENT BETWEEN OSCEOLA COUNTY, FLORIDA AND TOHO WATER AUTHORITY RELATING TO THE FUNIE STEED ROAD INTERSECTION IMPROVEMENTS PROJECT AND APPROVAL OF DESIGN SERVICES FUNDS (Cost: Total Authorized to Date: \$0. This Approval Cost: \$375,000 and Cumulative Total: \$375,000.) (Pelham)**
- 7M. **PULLED**
- 7N. **PULLED**
- 7O. **APPROVAL OF APRIL 2025 ASSET DISPOSAL (Cost: None) (Henderson)**
- 7P. **APPROVAL TO DELEGATE AUTHORITY TO THE CEO/EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE CHANGE ORDER 4 FOR THE FLORIDA PLAZA EMERGENCY FORCE MAIN REPLACEMENT PROJECT. (Cost: Total Authorized to Date: \$1,935,000. This Approval Cost: \$1,862,000 and Cumulative Total: \$3,797,000.) (Talavera)**
- 7Q. **APPROVAL AND EXECUTION OF A TOHOPEKALIGA WATER AUTHORITY SUBMETERING AGREEMENT WITH POINCIANA PARC LTD FOR THE POINCIANA PARC SENIOR APARTMENTS DEVELOPMENT. (Cost: None) (Martinez)**

CEO Swingle pulled both items 7E and 7K for separate discussion.

Motion to approve Consent Agenda items, excluding items 7E and 7K, was made by Vice Chair Ketchum. Motion was seconded by Supervisor Askew. Motion passed 6-0.

- 7E. **APPROVAL OF DELEGATION OF AUTHORITY, IN CONSULTATION WITH THE TOHO BOARD CHAIR, TO THE CEO/EXECUTIVE DIRECTOR TO EXECUTE ANY APPROVALS AND CONTRACTS NECESSARY FOR THE CYPRESS WEST WATER RECLAMATION FACILITY EMERGENCY REPAIR THAT EXCEED THE CEO/EXECUTIVE DIRECTOR'S**



951 Martin Luther King Boulevard, Kissimmee, FL

www.tohowater.com 407.944.5000

SIGNATURE AUTHORITY EXCEPT IN THE CASE OF AN IMMEDIATE EMERGENCY RESPONSE. (Cost: Total Authorized to Date: \$11,750. This Approval Cost: \$5,000,000 and Cumulative Total: \$5,011,750.) (Pang)

CEO Swingle informed the Board relating to this incident, which had already been approved as an emergency event, for immediate response.

Motion to approve item 7E, made by Supervisor Lizasuain. Motion was seconded by Supervisor Askew. Motion passed 6-0.

7K. APPROVAL AND EXECUTION OF A DEVELOPER'S SERVICE AGREEMENT (DSA) WITH TAMARACK LAND – CROSSPRAIRIE, LLC FOR THE ED-6 Phase 1A DEVELOPMENT. (Cost: None) (Haney)

This item was pulled to correct minor errors, no material changes, with delegated authority to CEO Swingle, to sign once corrections were made.

Motion to approve item 7K, made by Vice Chair Ketchum. Motion was seconded by Supervisor Stellfox . Motion passed 6-0.

8. Informational presentations:

8A. SHINGLE CREEK SURFACE WATER TREATMENT FACILITY AND 160 ACRE SITE FACILITY ALTERNATIVE WATER SUPPLY PROJECTS PATH FORWARD. (Cost: None) (Pang)

Matt Doan, Brian Megic from Liquid Solutions and Urban Meyers collectively shared the presentation, to update on special projects, and give a summary of updated recommendations for the largest CIP projects. This included potential draw-down from supplemental wells when needed, planning consideration for projects that meet our needs/construction when needed, all in line with the current economy risks. The Board agreed that we are heading in the right direction, following this update.

8B. ASSETS & INFRASTRUCTURE MAJOR CAPITAL PROJECT UPDATES (None) (Doan)

Major project update was presented by Matt Doan, including identifying the efficiencies via our Project Management Tool and identify real time changes; a redistribution of costs to balance with our cash flow and the construction; using WIFIA loans for high dollar equipment, limiting interest fees. Discussion took place on consideration of projects moving through design to meet the needs and construction where necessary, and contract language on tariffs also The Board concurred that we were moving in the right direction.



951 Martin Luther King Boulevard, Kissimmee, FL

www.tohowater.com 407.944.5000

9. **Unfinished business:** (None)

10. **New business:** (None)

11. **Staff reports:**

11A. **INFRASTRUCTURE EMERGENCY REPAIR STATUS** (Cost: None)
(Chavez)

11B. **PUBLIC RELATIONS QUARTERLY REPORT FOR JANUARY-MARCH 2025** (Cost: None) (Grayson)

11C. **MONTHLY FINANCIAL & STATISTICAL REPORT** (Cost: None) (Villarosa)

12. **Comments:**

Board Officials – None.

Executive Director – CEO Swingle met with sector leaders in DC last week, discussing PFAS and regulations. NACWA – senate is looking for additional testimony for the state revolving funds and CEO Swingle may return to DC to testify on those needs. We are seeing feedback on AMI re tariffs, expecting about 8% increase. We have a cross connection Precautionary Boil water in BVL today. Samples being taken today/tomorrow, and field surveys in immediate area.

General Counsel – Mr. Tony Cotter, GC, announced his retirement this week where he anticipates an 8–12-month process. We will immediately start recruiting for a new GC and after they are on board Mr. Cotter will stay on, in a contractor position as needed. We will be contacting the Board members individually to review the candidates and set up interviews. Our timeline goal is to finish the recruitment in June, schedule interviews July/Aug/Sept choosing in October and have them start November-January. The Board shared their appreciation to GC for all of his hard work and dedication.

13. **Upcoming events:**

Hop on Downtown	4/19
Conservation Movie in the Park	4/26
Caribbean Fusion Festival	4/27
Drinking Water Week	5/4-5/10



951 Martin Luther King Boulevard, Kissimmee, FL

www.tohowater.com 407.944.5000

14. Adjournment:

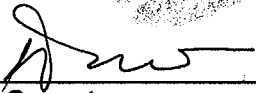
There being no further business to come before the Board, the meeting was adjourned at 6:32 pm by Chairman Thacker:

Approved:



Henry Thacker, Chairman

Attest:



DAVE ALEN

Tom White, Secretary

BOARD ASSISTANT