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**Board of Supervisors  
Regular Meeting Minutes  
Wednesday March 12, 2025**

<b>Present:</b>  Chairman - Henry Thacker Vice Chairman – Rayelynn Ketchum Supervisor – Skip Stellfox Supervisor – John McAleenan 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.
<b>Absent:</b> Supervisor - Hector Lizasuain, Secretary – Tom White.	

1. **Meeting called to order by:** Chairman Thacker at 5.03pm.
2. **Moment of Silent Reflection and Pledge of Allegiance** led by Chairman Thacker.
3. **Approval of the Agenda**

Chuck Weber, VP of Operations, and the CEO Delegate for this Board Meeting, advised that Consent items 7R and 7T would be pulled for further discussion. General Counsel advised that Commissioner Grieb was joining the meeting remotely due to exception circumstances and the Board had approved this exception, should the Commissioner need to contribute to discussion.

**Motion to approve the Agenda, with the exceptions as presented, made by Vice Chair Ketchum. Motion seconded by Supervisor Stellfox. Motion passed 5-0.**

4. **Awards and Presentations:**

4A. **PROCLAMATION RECOGNIZING MARCH 17 THROUGH 21 AS GOVERNMENT FINANCIAL PROFESSIONALS' WEEK (Cost: None) (Villarosa)**

**Motion to approve was made by Vice Chair Ketchum. Motion seconded by Supervisor Askew. Motion passed 5-0.**

4B. **PROCLAMATION RECOGNIZING MARCH 17 THROUGH 23 AS FIX A LEAK WEEK (Cost: None) (Tilley)**

**Motion to approve was made by Vice Chair Ketchum. Motion seconded by**



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**Supervisor Askew. Motion passed 5-0.**

**4C. PROCLAMATION RECOGNIZING APRIL 2025 AS WATER CONSERVATION MONTH (Cost: None) (Tilley)**

**Motion to approve was made by Vice Chair Ketchum. Motion seconded by Supervisor McAleenan. Motion passed 5-0.**

**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.

Mr Ty Hannah, 2149 Chardonay Ct., Kissimmee, requested consideration of reduced base rates for customers who used minimal water. This request would be discussed further outside of the Board meeting, from both a general and customer-specific perspective.

No further comments were received, and Hear the Audience was closed.

**7. Consent Agenda**

**7A. REQUEST APPROVAL OF THE TOHO BOARD MEETING MINUTES FOR FEBRUARY 12, 2025 (Cost: None) (Smith)**

**7B. APPROVAL AND EXECUTION OF AN ADDITIONAL DESIGN SCOPE OF SERVICES ADDENDUM WITH CPH CONSULTING, LLC FOR OLD HICKORY TREE ROAD AND E 10TH STREET 16-INCH RECLAIMED WATER MAIN EXTENSION PROJECT (RFQu-24-050). (Cost: Total Authorized to Date: \$882,968.79, This Approval Cost: \$130,945.00 and Cumulative Total: \$1,013,913.79) (Webster)**

**7C. APPROVAL AND EXECUTION OF AN ADDENDUM WITH CPH CONSULTING, LLC FOR DESIGN OF THE CAMELOT WATER RECLAMATION FACILITY HEADWORKS BY-PASS MODIFICATIONS AND DISK FILTER REPLACEMENT PROJECT. APPROVAL OF A DESIGN CONTINGENCY. (Cost: Total Authorized to Date: \$0, This Approval Cost: \$441,956.40 and Cumulative Total: \$441,956.40) (VanFossen)**

**7D. APPROVAL AND EXECUTION OF A SCOPE OF SERVICES WITH AECOM TECHNICAL SERVICES, INC. FOR A PILOT AND BENCH TEST AT THE NORTHWEST WATER TREATMENT PLANT & APPROVAL OF A PROJECT CONTINGENCY (Cost: Total Authorized to Date: \$0, This**



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Approval Cost: \$299,970.00 and Cumulative Total: \$299,970.00) (Webster)

- 7E. **APPROVAL AND EXECUTION OF A DESIGN SCOPE OF SERVICES WITH JONES EDMUNDS & ASSOCIATES, INC. FOR A SECOND POTABLE WATER WELL FOR THE ST. CLOUD WATER TREATMENT PLANT #1** (Cost: Total Authorized to Date: \$0, This Approval Cost: \$566,283.51 and Cumulative Total: \$566,283.51) (Webster)
- 7F. **APPROVAL OF ADDITIONAL FUNDING FOR THE UTILITY WORK BY HIGHWAY CONTRACTOR WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION TURNPIKE ENTERPRISE FOR THE TURNPIKE RECONSTRUCTION PROJECT, FROM PARTIN SETTLEMENT ROAD TO OSCEOLA PARKWAY** (Cost: Total Authorized to Date: \$4,830,000.00, This Approval Cost: \$54,491.60 and Cumulative Total: \$4,884,491.60) (Pelham)
- 7G. **PULLED**
- 7H. **APPROVAL FOR ADVANCED UTILITY SYSTEM (AUS) UPGRADE CUSTOMER INFORMATION SYSTEM FOR (EAST)** (Cost: This/Cumulative Cost: \$554,010.60 (Aviles/Havey)
- 7I. **PULLED**
- 7J. **APPROVAL AND EXECUTION OF AN ADDENDUM WITH CHA CONSULTING INC. FOR 2025 DEVELOPMENT CONNECTION POTABLE WATER, WASTEWATER, AND RECLAIM WATER HYDRAULIC EVALUATIONS (FOR DEVELOPMENT PROJECTS)** (Cost: Total Authorized to Date: \$350,000, This Approval Cost: \$180,000 and Cumulative Total: \$530,000) (Talavera)
- 7K. **APPROVAL AND EXECUTION OF THE FIRST AMENDMENT TO THE AGREEMENTS WITH REVERE CONTROL SYSTEMS INC AND COMMERCE CONTROLS FLA LLC., FOR THE TRANSFER OF FUNDS (IFB-22-117-01/-02)** (Cost: Total Authorized to Date: \$1,600,000, This Approval Cost: \$0, Cumulative Total: \$1,600,000) (Rodriguez)
- 7L. **APPROVAL FOR STANTEC/EMA PROJECT MANAGEMENT CONSULTANT SERVICES - ST. CLOUD AUS CIS INFINITY UPGRADE TO V4** (Cost: This/Cumulative Cost: \$291,021.00) (Aviles/Havey)
- 7M. **APPROVAL AND EXECUTION OF IFB-23-062 FIRST AMENDMENT/RENEWAL TO THE AGREEMENT WITH ALLIED UNIVERSAL CORPORATION FOR THE SUPPLY AND DELIVERY OF LIQUID SODIUM HYPOCHLORITE** (Cost: Total Authorized to Date: \$330,000.00, This Approval Cost: \$175,000.00 and Cumulative Total: \$505,000.00) (Williams)
- 7N. **PULLED**



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- 7O. **APPROVAL AND EXECUTION OF (IFB-25-004) AGREEMENTS WITH A.C. SCHULTES OF FLORIDA, INC., AND ALL WEBBS ENTERPRISES, INC., FOR THE MAINTENANCE AND REPAIR OF WATER WELLS AND WELL PUMPS (Cost: Prior Approval: \$0, This Approval Cost: \$500,000 and Total not-to-exceed amount of \$500,000) (Williams)**
- 7P. **APPROVAL AND EXECUTION OF CHANGE ORDER #1 WITH INSITUFORM TECHNOLOGIES, LLC FOR THE US 192 OPEN CUT BAMBOO TO MAIN REPAIR AND REPLACEMENT PROJECT. IFB-24-199 (Cost: Total Authorized Date: \$3,457,903.70, This Approval Cost: \$731,800.00 and Cumulative Total: \$4,189,703.70) (Shields)**
- 7Q. **APPROVAL OF CUSTOMER REIMBURSEMENT TO MORLANDO, LLC (Cost: This/cumulative total: \$25,518.12) (Towns)**
- 7R. **APPROVAL AND EXECUTION OF A CONSTRUCTION CONTRACT WITH SAN PIK, INC. FOR THE OAKS SUBDIVISION GRAVITY SEWER REHABILITATION AND REPLACEMENT PROJECT (Cost: Total Authorized to Date: \$0, This Approval Cost: \$2,187,400.00 and Cumulative Total: \$2,187,400.00) (Burgess)**
- 7S. **APPROVAL AND EXECUTION OF (BW-25-004) AGREEMENT WITH OSCEOLA COUNTY COUNCIL ON AGING, INC., FOR TOHO ASSSITANCE PROGRAM PLUS (TAP PLUS) SERVICES (Cost: This Approval Cost: \$450,000) (Havey)**
- 7T. **APPROVAL OF COLLATERAL ASSIGNMENT OF RIGHTS UNDER THE TOHOPEKALIGA WATER AUTHORITY WATER, REUSE, AND WASTEWATER SYSTEM DEVELOPER'S SERVICE AGREEMENT (Cost: None) (Cotter)**
- 7U. **APPROVAL AND EXECUTION OF BID WAIVER 25-007 AGREEMENT WITH JONES, EDMUNDS & ASSOCIATES, INC., FOR CITYWORKS IMPLEMENTATION SERVICES PHASE I (Cost: Total Authorized to Date: \$280,000, This Approval Cost: \$0 and Cumulative Total: \$280,000) (Weber)**

**Motion to approve Consent Agenda items, with items 7R and 7T pulled for separate vote, made by Vice-Chair Ketchum. The motion was seconded by Supervisor McAleenan. Motion passed 5-0.**

Item 7R was pulled to revise the board agenda action, due to an attachment delay. The action was amended to approve the Agreement but to also delegate for CEO Swingle to execute the complete Agreement following receipt of all attachments.

**Motion to approve Consent Agenda item 7R, with delegation to the CEO for completing and executing this Agreement, was made by Supervisor Askew. Motion was seconded by Supervisor Stellfox. Motion passed 5-0.**



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Item 7T was pulled for separate vote to amend the memo title to include the developer name, for transparency. The update reads 'Approval of collateral assignment of rights under the Tohopekaliga Water Authority water, reuse, and wastewater system developer's service agreement with Good-Keewin Development LLC. With this amendment, approval was requested from the Board. Form 8C submitted by Chairman Thacker for this item, declaring conflict of interest.

**Motion to approve Consent Agenda item 7T, with the addition of the developer name, was made by Supervisor Askew. Motion was seconded by Vice Chair Ketchum. Motion passed 4-0, with Chairman Thacker abstaining.**

**8. Informational presentations:**

**8A. QUARTERLY INVESTMENT REPORT BY PFM GROUP OF QUARTER ENDING DECEMBER 31, 2024 (Cost: None) (Henderson)**

PFM updated the Toho Investment Report and advised of the AA rating applied this quarter - although the portfolio continues to out-perform the benchmark.

**9. Unfinished business:**

**9A. APPROVAL AND ADOPTION OF RESOLUTION NO. 2025-003 ESTABLISHING A POLICY RELATED TO SURPLUS AND DISPOSITION OF REAL PROPERTY (Cost: None) (Cotter)**

General Counsel advised that, additional methodology was approved at the last Board meeting, for Surplusing Toho real property, in addition to sale by marketing option, as alternative methods available to the Board. Item 9A provides a stand-alone resolution (rather than amendment to the Procurement Manual) for additional clarity.

**Motion to approve item 9A, made by Supervisor McAleenan. Motion was seconded by Supervisor Stellfox. Motion passed 5-0.**

**10. New business:**

**10A. APPROVAL OF THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024 (Cost: None) (Henderson)**

Joel Knopp from Forvis Mazars LLP presented highlights to the Board of auditor responsibilities and standards, with Toho receiving an unmodified opinion response. Supervisor McAleenan appreciated the efforts of our finance team.



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**Motion to approve made by Vice Chair Ketchum. Motion was seconded by Supervisor Stellfox. Motion passed 5-0.**

**10B. APPROVAL OF EXECUTIVE MASTER PLAN (Cost: None) (Doan)**

Brian Megic from Liquid Solutions presented the updated Executive Master Plan, which combined the four existing master plans. This presentation meets the requirement for Board consideration at least every four years.

**Motion to approve the Executive Master Plan made by Supervisor McAleenan. Motion was seconded by Supervisor Askew. Motion passed 5-0.**

**10C. APPROVAL OF RESOLUTION 2025-005 RELATED TO EXTRAORDINARY USE / LEAK / CUSTOMER ADJUSTMENT POLICY (Cost: The cost of billing adjustment policies and practices will vary depending on several factors – see Memo) I Havey)**

Rodney Henderson, CFO, appreciated the kind words for his finance team. He then presented the key Policy updates, especially relating to MTU/AMI systems, with the requested for the Board to adopt the policy under Resolution 2025-005

**Motion to approve made by Supervisor Stellfox. Motion was seconded by Supervisor McAleenan. Motion passed 5-0.**

**11. Staff reports:**

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

**11B. NOTIFICATION OF EMERGENCY APPROVAL RELATED TO OSCEOLA PARKWAY 24" HDPE EMERGENCY FORCE MAIN BREAK (Cost: Total estimated cost of \$2,352,092.89) (Weber)**

**11C. MONTHLY FINANCIAL & STATISTICAL REPORT ENDING FEBRUARY 28, 2025 (Cost: None) (Villarosa)**

**12. Comments:**

**Board Officials** – Supervisor Urban appreciated Customer Service and Communications for the continued efforts for St Cloud residents, in allaying their concerns and questions. Chuck Weber confirmed that Toho had five St Cloud customers sought assistance at the Saturday Customer Services drop-in, a service that Toho was looking at expanding to potentially monthly and other locations.

**Executive Director** – Chuck Weber confirmed the finalization of the force main break under Osceola Parkway and OBT, which was a huge undertaking, working with other local utilities etc. Toho now has a new line and also a back-up option,



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should it be needed in the future. The cost overall was \$2.3m, a costly but essential repair completed.

**General Counsel** – No comments.

**13. Upcoming events:**

Leadership Osceola Infrastructure Day	3/12
City of Kissimmee Employee Memorial	3/14
Spring 2025 Home and Garden Show	3/15
Osceola Council on Aging's March for Meals 5K	3/15
City of St. Cloud Paint the Cloud Green Parade	3/15
Financial Government Professionals Week	3/17-3/21
Fix-A-Leak Week	3/17-3/21
World Water Day	3/22
Kowtown	3/22
Water Conservation Month	4/1

**14. Adjournment:**

There being no further business to come before the Board, the meeting was adjourned at 5.51pm by Chairman Thacker.

**Approved:**

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**Henry Thacker, Chairman**

**Attest:**

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**Tom White, Secretary**

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