



951 Martin Luther King Boulevard, Kissimmee, FL

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**Board of Supervisors
Regular Meeting Minutes
Wednesday May 14, 2025**

Present:

Chairman - Henry Thacker
Vice Chairman – Rayelynn Ketchum
Supervisor - Hector Lizasuain
Supervisor – Dave Askew

Executive Director – Todd P. Swingle
Snr Assistant General Counsel – Roberta Alfonso

Ex Officio Board Members:
City of St Cloud - Kolby Urban
City of Kissimmee - Angela Eady

Absent:

Secretary – Tom White
Supervisor – Skip Stellfox
Supervisor – John McAleenan
General Counsel – Anthony Cotter
Polk County – Becky Troutman.
Osceola County - Cheryl Grieb

1. **Meeting called to order by: Chairman Thacker at 5.06pm.**
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 4-0.
4. **Awards and Presentations:**
 - 4A. **PROCLAMATION RECOGNIZING WATER REUSE WEEK - May 18-24, 2025 (Cost: None) (Havey)**

Motion to approve was made by Vice Chair Ketchum. Motion seconded by Supervisor Askew. Motion passed 4-0.
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 further comments were received, and Hear the Audience was closed.
7. **Consent Agenda**



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- 7A. **REQUEST APPROVAL OF THE TOHO BOARD MEETING MINUTES OF APRIL 16, 2025** (Cost: None) (A. Smith)
- 7B. **APPROVAL AND EXECUTION OF IFB-25-003 AGREEMENT WITH QUALITY LAWN SERVICES UNLIMITED, INC. FOR LAWN MOWING SERVICES OF WATER AND WASTEWATER LOCATIONS** (Cost: This Approval \$1,200,000) (Vedner)
- 7C. **APPROVAL AND EXECUTION OF AN ADDITIONAL DESIGN SCOPE OF SERVICES ADDENDUM WITH ALAN PLUMMER ASSOCIATES, INC. FOR THE ORANGE AVENUE INTERCONNECT AND BOOSTER STATION PROJECT.** (Cost: Total Authorized to Date: \$192,434. This Approval Cost: \$249,835. Cumulative Total: \$442,269) (Jung)
- 7D. **APPROVAL AND EXECUTION OF A GURANTEED MAXIUM PRICE ADDENDUM 02 WITH WHARTON SMITH INC FOR THE CONSTRUCTION OF THE TOHO RESERVOIR SURFACE WATER TREATMENT FACILITY PROJECT.** (Cost: Total Authorized to Date: \$31,480,534. This Approval Cost: \$27,159,747. Cumulative Total: \$58,640,281) (Pang)
- 7E. **APPROVAL AND EXECUTION OF AN ALTERNATIVES ANALYSIS AND FINAL DESIGN SCOPE OF SERVICES ADDENDUM WITH TETRA TECH, INC. FOR THE EDGEWATER REUSE STORAGE AND REPUMP STATION PROJECT.** (Cost: Total Authorized to Date: \$249,439. This Approval Cost: \$1,482,746. Cumulative Total: \$1,732,185) (Pelham)
- 7F. **APPROVAL OF CUSTOMER REIMBURSEMENT TO DEL WEBB SUNBRIDGE HOA** (Cost: Cumulative total: \$62,600.16) (Townes)
- 7G. **APPROVAL AND EXECUTION OF THE FOURTH AMENDMENT TO AGREEMENT WITH ACLARA TECHNOLOGIES LLC, FOR THE SUPPLY AND DELIVERY OF METER TRANSMISSION UNITS (MTUs) AND ACCESSORIES (SS-21-023).** (Cost: Total Authorized to Date: \$6,600,000. This Approval Cost: \$1,800,000. Cumulative Total: \$8,400,000) (Brown)
- 7H. **APPROVAL AND EXECUTION OF A FINAL DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES CONTRACT ADDENDUM WITH TETRA TECH FOR THE HARMONY WATER RECLAMATION FACILITY EXPANSION PROJECT (RFQu-24-048).** (Cost: Total Authorized to Date: \$716,285. This Approval Cost: \$5,254,988. Cumulative Total: \$5,971,273) (Zhou)
- 7I. **APPROVAL AND EXECUTION OF AN ADDENDUM WITH CPH CONSULTING, LLC FOR PRIVATE DEVELOPMENT REVIEWS; LIFT STATION REHABILITATION DESIGNS; WATER AND WASTEWATER MAIN EXTENSION REVIEWS AND DESIGN OF SMALL DIAMETER**



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UTILITY MAIN EXTENSIONS. (Cost: Total Authorized to Date: \$460,000.0
This Approval Cost: \$250,000. Cumulative Total: \$710,000) (Hanson)

- 7J. **APPROVAL AND EXECUTION OF AN AMENDMENT TO WHARTON SMITH, INC.'S CONSTRUCTION MANAGER AT RISK AGREEMENT FOR THE CONSTRUCTION OF THE HARMONY WATER TREATMENT PLANT UPGRADE AND EXPANSION.** (Cost: Total Authorized to Date: \$400,000. This Approval Cost: \$46,166,460. Cumulative Total: \$46,566,460) (Pang)
- 7K. **APPROVAL AND EXECUTION OF A WELL CONSTRUCTION CONTRACT WITH AC SCHULTES OF FLORIDA, INC. FOR WTP #4 IN THE TOHO EAST SERVICE AREA.** (Cost: Total Authorized to Date \$0.00. This Approval Cost: \$1,596,600. Cumulative Total: \$1,596,600) (Pang)
- 7L. **APPROVAL AND EXECUTION OF THE FIRST OF TWO GUARANTEED MAXIMUM PRICE AMENDMENTS WITH PC CONSTRUCTION FOR CONSTRUCTION OF THE WATER TREATMENT PLANT #4 UPGRADE PROJECT IN THE TOHO EAST SERVICE AREA.** (Cost: Total Authorized to Date: \$500,000. This Approval Cost: \$27,379,843. Cumulative Total: \$27,879,843) (Pang)
- 7M. **APPROVAL AND EXECUTION OF A FINAL DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES CONTRACT ADDENDUM WITH HAZEN AND SAWYER FOR THE LAKE MARION WATER RECLAMATION FACILITY ADVANCED WASTEWATER TREATMENT AND PLANT IMPROVEMENTS PROJECT (RFQu23-184).** (Cost: Total Authorized to Date: \$314,062. This Approval Cost: \$4,106,378. Cumulative Total: \$4,420,440) (Zhou)
- 7N. **APPROVAL AND EXECUTION OF CHANGE ORDER 2 TO THE CONSTRUCTION CONTRACT WITH INSITUFORM TECHNOLOGIES, LLC FOR THE LIFT STATION 53 GRAVITY SEWER REHABILITATION PROJECT.** (Cost: Total Authorized to Date: \$1,586,418.40. This Approval Cost: \$281,765. Cumulative Total: \$1,741,183.40) (Shields)
- 7O. **APPROVAL AND EXECUTION OF A DEVELOPER'S SERVICE AGREEMENT (DSA) WITH ELITE METRO CORP FOR THE ELITE ESTATES DEVELOPMENT.** (Cost: None) (Haney)
- 7P. **APPROVAL AND EXECUTION OF BW-25-010 AGREEMENT WITH BADGER METER, INC FOR PURCHASE, INSTALLATION AND ONGOING SERVICE OF ADVANCED METER INFRASTRUCTURE (AMI) CELLULAR SOLUTION AND MONITORING SOFTWARE.** (Cost: This Approval Cost: \$4,426,522.48) (Havey)

**Motion to approve Consent Agenda items, made by Vice Chair Ketchum.
Motion was seconded by Supervisor Askew. Motion passed 4-0.**



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8. Informational presentations:

8A. GRANTS PROGRAM UPDATE (Cost: None) (Rivera)

Noelia Rivera, Grants Coordinator, introduced the Florida recover obligation calculator (F-ROC) and other awards sought by the grants team. She also provided information about pending opportunities and gave a financial overview, citing approximately \$23 Million in potential grants. The Board acknowledged the level of work involved!

8B. SAFETY AND RISK UPDATE (Cost: None) (Hall)

Jackie Hall, Director of Safety & Risk, provided an update regarding cost savings; improved housekeeping/PPE compliance; and the vehicle dashcam 'nudge' system, vehicle drive-thru safety check, and Toho site traffic safety improvements, which have been recently implemented. Toho's transition to Enterprise is underway and vehicles would fall generally on a five-year plan with the Safety Team (one manager and one coordinator) assuming the fleet responsibility. The Board again appreciated the great work involved and mentioned that the difference is already noticeable. Incentives for safety focus are also being considered, alongside the safety committee, by the team.

8C. WASTEWATER SYSTEM SUCCESSES (Cost: None) (Vedner)

Don Vedner, Director of Wastewater Treatment Operations, introduced the wastewater systems, new regulation requirements, operational challenges, and how interconnections will increase operational flexibility and reduce costs. Also addressed were Toho's efforts to improve water quality via cyclic aeration treatment strategy, which increases savings. The Board appreciated the presentation and had no questions.

9. Unfinished business: None

10. New business:

10A. APPROVAL OF CHARITABLE GRANTS STRATEGY (Cost: Proposed this approval cost \$175,000) (Dineen)

Caitlin Dineen, Director of Public Relations, introduced the proposed charitable grants program. The Board approved of the overall proposed charitable grants program structure, adjusting the dedicated partners to \$40k (\$20k each) and on a two-year cycle. Osceola Council on Aging and Hope Partnership would be the first selected dedicated partners. \$10k remaining from dedicated partners would be applied to the strategic benefactor awards increasing the total for this category to \$55k per year on a two-year cycle to be allocated across 11 strategic benefactors at \$5k each. The remaining categories include \$20k for one-time grants focused on capital improvements or new program start-up, \$50k for the annual competitive grants process (10



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grants of \$2,500, 20 grants of \$1,000, and 10 of \$500 with staff to optimize allocation recommendations to prioritize focus on programs) and \$10k for contingency. The Board retains the right to review, adjust, and cancel awards including multi-year awards for Dedicated Partners and Strategic Benefactors.

Motion to approve the overall proposed charitable grants program structure, adjusting the dedicated partners to \$40k (\$20k each) and on a two-year cycle. Osceola Council on Aging and Hope Partnership would be the first selected dedicated partners. \$10k remaining from dedicated partners would be applied to the strategic benefactor awards increasing the total for this category to \$55k per year on a two-year cycle to be allocated across 11 strategic benefactors at \$5k each. The remaining categories include \$20k for one-time grants focused on capital improvements or new program start-up, \$50k for the annual competitive grants process (10 grants of \$2,500, 20 grants of \$1,000, and 10 of \$500 with staff to optimize allocation recommendations to prioritize focus on programs) and \$10k for contingency. The Board retains the right to review, adjust and cancel awards including multi-year awards for Dedicated Partners and Strategic Benefactors. The motion was made by Chairman Thacker. Motion seconded by Supervisor Lizasuain. Motion passed 4-0.

10B. APPROVAL AND EXECUTION OF THE BID WAIVER AGREEMENT BW-25-013 WITH COLIN BAENZIGER & ASSOCIATES FOR EXECUTIVE RECRUITMENT SERVICES FOR THE POSITION OF GENERAL COUNSEL. (Cost: This approval cost: \$48,500) (Cotter)

Four bids were reviewed for provision of Executive Recruitment Services, the two leaders being Baenziger and Narloch. Narloch was used for GC and CEO past appointments and was slightly less expensive, with an edge over Baenziger, regarding legal experience, while Baenziger had more utility experience. Generally, the Board commented that Narloch was a good option, not discounting the utility experience with Baenziger. Thoughts/guidelines on this process, including cultural fit etc., were provided to Board Members today.

The Recruiter would meet with Board members individually, before submitting a draft summary at the June Board. The process is anticipated to culminate in interviews in September, with a hire date from November 2025 to January 2026. Our existing General Counsel may also serve in a continuing support basis if needed and Toho has excellent outside counsel support already. After the draft summary presentation at our June meeting, the Board will delegate authority to CEO Swingle and GC Cotter in consultation with the Board Chair to finalize the recruitment materials.



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Motion to approve proceeding with the recruiting service of Renee Narloch, based on the positive experience during previous CEO/GC recruitment process provided by Renee Narloch, and the bid being a slightly more cost-effective option. The motion was made by Supervisor Lizasuain. Motion was seconded by Supervisor Askew. Motion passed 4-0.

11. Staff reports:

11A. TOHO ASSISTANCE PROGRAM (TAP) FY25 2nd QUARTER UPDATE

(Cost: Total Authorized to Date: \$150,000. This Approval \$0.00. Cumulative Total: \$150,000) (Havey)

11B. CUSTOMER CREDITS BETWEEN \$10,000 AND \$50,000 (Cost: This approval \$108,672.56) (Havey)

11C. APPROVAL 2ND QTR 2025 WATER CONSERVATION (Cost: None) (Tilley)

12. Comments:

**Board Officials –
Executive Director**

- Toho has the manual reader tool out now helping with failed MTU situations/ automatically updating billing system. We anticipate significant reductions in estimated bills.
- BMAP proposals are out now and scheduled to be adopted by FDEP on July 1st so we are working on response letters, and have a good argument that it is not necessary for all of our plants to be adjusted.
- We are currently working through asset management options, Cityworks, or i3, which we have used on our capital budget project following great success with i3
- The Florida Farm Bill was recently signed and fluoride will essentially be banned as a supplemental additive in drinking water, beginning from July 1st. Toho will continue to use Fluoride up to July 1st and then dispose of any remaining supplies.
- Supervisor Stellfox will be stepping down from his Supervisor #5 position. Polk County will be appointing a replacement. As Supervisor Stellfox had the conflict with the earlier proposed '3rd Wednesday' Board meeting schedule, which avoided conflicts with sector events, holidays, etc., CEO Swingle would like the Board to consider the '3rd Wednesday' schedule going forward, and will bring this back to our June meeting for formal adoption.
- Accessory dwelling units (ADUs) will require a policy decision; rather than installing a separate meter at each of the principal and accessory dwellings one meter will be installed per lot.
- Fitch findings of 'No Change' in monitoring were received and Toho actions still maintain the AAA rating.
- CEO Swingle very much appreciated the content in this Board Meeting, great presentations.



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General Counsel – No comment.

13. Upcoming events:

Florida Reuse Week	5/18-5/24
Silver Spurs Rodeo	5/30-5/31
PrideFest Kissimmee	5/31

14. Adjournment:

There being no further business to come before the Board, the meeting was adjourned at 6.16 pm by Chairman Thacker.

Approved:

Henry Thacker, Chairman

Attest:

Dave Askew, Assistant Secretary
