



951 Martin Luther King Boulevard, Kissimmee, FL 34741

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TOHO WATER BOARD OF SUPERVISORS' MEETING AGENDA June 11, 2025, at 5:00 p.m.

Henry Thacker
Chair

Rayelynne Ketchum
Vice Chair

Tom White
Secretary

John McAleenan
Supervisor

Hector Lizasuain
Supervisor

David Askew
Supervisor

Skip Stellfox
Supervisor

Cheryl Grieb
Ex-Officio Board Member -
Osceola County

Angela Eady
Ex-Officio Board Member -
City of Kissimmee

Kolby Urban
Ex-Officio Board Member -
City of St. Cloud

Becky Troutman
Ex-Officio Board Member -
Polk County

Todd Swingle
CEO/Executive Director

Anthony Cotter
General Counsel

1. Meeting called to order.

2. A. Moment of Silent Reflection
B. Pledge of Allegiance

2. Approval of the Agenda

Motion to approve the Agenda, made by Secretary White. Motion seconded by Supervisor McAleenan. Motion passed 5-0.

4. Awards and Presentations

4A. **PROCLAMATION RECOGNIZING JULY AS SMART IRRIGATION MONTH.** (Cost: None) (G. Overstreet)

Nationally, July is recognized as Smart Irrigation Month - an opportunity for both water suppliers and the communities they serve to join together to recognize the need to implement sustainable practices and technologies that help reduce the amount of water used to irrigate lawns and landscaping, since more than 50% of residential water use is for irrigation. Toho Water Authority would like to commemorate and proclaim July 2025 as Smart Irrigation Month.

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

5. Public Hearing – None.

6. Hear the Audience

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

7. Consent Agenda

The Consent Agenda is a technique designed to expedite handling of routine and miscellaneous business of the Board of Supervisors. The Board of Supervisors in one motion may adopt the entire Agenda. The motion for adoption is non-debatable and must receive unanimous approval. By request of any individual member, any

item may be removed from the Consent Agenda and placed upon the Regular Agenda

- 7A. **REQUEST APPROVAL OF THE TOHO BOARD MEETING MINUTES OF MAY 14, 2025** (Cost: None) (A. Smith)
- 7B. **APPROVAL AND EXECUTION OF AN ADDENDUM WITH HAZEN AND SAWYER FOR ADDITIONAL CONSTRUCTION MANAGEMENT SERVICES FOR THE WATER TREATMENT PLANT #4 UPGRADE AND IMPROVEMENT PROJECT.** (Cost: Total Authorized to Date: \$4,608,193.00. This Approval Cost: \$739,331.00. Cumulative Total: \$ 5,347,524.00) (T. Pang)
- 7C. **APPROVAL OF THE RANKING OF FIRMS AND SELECTION OF THE TOP RANKED FIRM, STANTEC CONSULTING SERVICES, INC., TO PROVIDE DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR SOUTHPORT ROAD WATER TRANSMISSION MAIN PROJECT.** (Cost: None) (P. Jung)
- 7D. **APPROVAL OF THE RANKING OF FIRMS AND SELECTION OF THE TOP RANKED FIRM, TETRA TECH, INC., TO PROVIDE CONSULTING SERVICES FOR THE CYPRESS LAKE WATER TREATMENT PLANT (WTP) WATER TRANSMISSION MAIN PROJECT FROM THE WTP TO SOUTHPORT ROAD.** (Cost: None) (P. Jung)
- 7E. **APPROVAL AND EXECUTION OF A CONSULTING SERVICES SCOPE OF SERVICES AND AGREEMENT WITH STANTEC CONSULTING (STANTEC) SERVICES FOR THE LEAD AND COPPER COMPLIANCE PROGRAM.** (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$448,160. Cumulative Total: \$448,160.) (N. Cudahy)
- 7F. **APPROVAL AND EXECUTION OF AN ENGINEERING CONSULTING SCOPE OF SERVICES ADDENDUM WITH AECOM TECHNICAL SERVICES, INC. FOR THE SOUTHSIDE WATER RECLAMATION FACILITY PROCESS CONTROL IMPROVEMENTS PROJECT.** (Cost: Total Authorized to Date: \$115,600. This Approval Cost: \$1,191,610. Cumulative Total: \$1,307,210) (G. Eversole)
- 7G. **APPROVAL OF JUNE 2025 ASSET DISPOSAL** (Cost: None) (M. Mzee)
- 7H. **APPROVAL AND EXECUTION OF A WELL CONSTRUCTION CONTRACT WITH APPLIED DRILLING ENGINEERING, INC. FOR THE HURON WATER TREATMENT PLANT WELLS 5-6 AND 5-7.** (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$2,606,800. Cumulative Total: \$2,606,800.) (M. Smart)
- 7I. **APPROVAL AND EXECUTION OF RESOLUTION NO. 2025-006 – A RESOLUTION APPROVING A LOAN AGREEMENT AND**

ESCROW DEPOSIT AGREEMENT UNDER THE STATE REVOLVING FUND (SRF) PROGRAM WITH THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP)

(Cost: Loan Servicing Fee \$42,350 and reasonable lender legal fees and customary issuance based on contractual agreements. Financial Advisor \$18,500 and for Bond Counsel \$20,000.) (R. Henderson)

- 7J. **APPROVAL AND EXECUTION OF A WESTSIDE BLVD FORCE MAIN REPLACEMENT PROJECT GUARANTEED MAXIMUM PRICE 02 AMENDMENT TO THE CONSTRUCTION MANAGER AT RISK AGREEMENT BETWEEN TOHO AND GARNEY COMPANIES, INC.** (Cost: Total Authorized to Date: \$1,899,048. This Approval Cost: \$4,830,913.87. Cumulative Total:\$6,729,961.87) (M. Chavez)
- 7K. **APPROVAL AND EXECUTION OF A DEVELOPER'S SERVICE AGREEMENT (DSA) WITH KB HOME, LLC. FOR THE SHORES PROJECT.** (Cost: None) (C. Clough)
- 7L. **APPROVAL AND EXECUTION OF A DEVELOPER'S SERVICE AGREEMENT (DSA) WITH NARCOOSSEE BAPTIST CHURCH, INC. FOR THE NARCOOSSEE BAPTIST CHURCH PROJECT.** (Cost: None) (A. Haney)
- 7M. **APPROVAL FOR CUSTOMER REIMBURSEMENT TO ARIUM KISSIMMEE LAKES.** (Cost: Cumulative Total: \$212,305.38) (A. Mann)
- 7N. **APPROVAL AND EXECUTION OF A CONSULTING SERVICES AGREEMENT WITH TETRA TECH INC. FOR THE LIFT STATION 16 SIX-INCH FORCE MAIN REPLACEMENT AND CAMELOT WATER RECLAMATION FACILITY 24 INCH FORCE MAIN REPLACEMENT PROJECT.** (Cost: Total Authorized to date: \$0.00. This Approval Cost: \$364,403 and Cumulative Total of \$364,403) (P. Talavera)
- 7O. **APPROVAL OF ADDITIONAL CONSTRUCTION FUNDS FOR UTILITY RELOCATES REQUIRED TO AVOID CONFLICTS WITH THE CITY OF KISSIMMEE'S WEST OAK STREET AND JOHN YOUNG PARKWAY ROADWAY IMPROVEMENTS PROJECT.** (Cost: Total Authorized to Date: \$691,632.01. This Approval Cost: \$45,000. Cumulative Total: \$736,632.01) (S. Denzler)
- 7P. **THE BOARD IS REQUESTED TO DELEGATE TO THE CEO/EXECUTIVE DIRECTOR THE AUTHORITY TO EXECUTE A CONSTRUCTION CONTRACT WITH THE LOWEST QUALIFIED BIDDER, IN CONSULTATION WITH THE BOARD CHAIRMAN, FOR THE FDOT US 192 UTILITY RELOCATIONS FROM BAMBOO LANE TO MAIN STREET PROJECT.** (Cost: Total

Authorized to Date: \$0.00. This Approval Cost: \$720,000.00.
Cumulative Total: \$720,000.00) (K. Burgess)

- 7Q. **APPROVAL AND EXECUTION OF A CONSTRUCTION CONTRACT WITH PRIME CONSTRUCTION GROUP, INC. FOR THE SMITH STREET AND PLANTATION DRIVE GRAVITY SEWER REHABILITATION AND REPLACEMENT PROJECT.** (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$3,054,000. Cumulative Total: \$3,054,000) (K. Burgess)

- 7R. **APPROVAL AND EXECUTION OF A CONSTRUCTION CONTRACT WITH SAK CONSTRUCTION, LLC. FOR THE SHINGLE CREEK RESERVE AND BERMUDA ESTATES SUBDIVISIONS GRAVITY SEWER REHABILITATION AND REPLACEMENT PROJECT.** (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$1,786,856. Cumulative Total: \$1,786,856.) (K. Burgess)

Motion to approve the Agenda, with items 7M, 7Q and 7R pulled for separate votes, made by Supervisor Lizasuain. Motion seconded by Vice Chair Ketchum. Motion passed 5-0.

Motion to approve Consent Agenda item 7M, made by Supervisor McAleenan. Motion was seconded by Secretary White. Motion passed 5-0.

Motion to approve Consent Agenda items 7Q and 7R, for delegation to the CEO with no material changes, but to obtain original agreements to execute as they were digitally signed by the vendor, made by Vice Chair Ketchum. Motion was seconded by Supervisor Lizasuain. Motion passed 5-0.

8. Informational Presentations

- 8A. **TOHO STRATEGIC PLAN – BOARD CHAMPION SUMMARY.** (Cost: None) (R. Martinez)

Rebeca Martinez provided the Board Champion Updates summary, which is presented to the Board twice a year. Critical priorities and ownership drive this plan forward, through September 2026 and this update presented the detail and the achievements of each goal. The board appreciated the detail provided in the overview and Rebeca appreciated the input of each Board Member as the item Champions.

- 8B. **QUARTERLY INVESTMENT REPORT BY PFM GROUP – QUARTER MARCH 31, 2025.** (Cost: None) (R. Henderson)

PFM Group gave an update on the quarter to March 31, 2025 and the very high AA rating held by Toho.

8C. **KEY PERFORMANCE INDICATORS (KPIs); FY2025 2ND QUARTER UPDATE.** (Cost: None) (G. Henry)

Gwen Henry provided updates from the KPI Workshops held recently across Toho business units, highlighting on force main failures, mainly caused by contractor damage and aging infrastructure.

Heather Havey addressed the Customer Service KPIs achievements, for example: 'Stand Down for Customer Service' events, IT-generated manual meter reading tool, and proactive, direct contact with customers that have posted on social media platforms. Kolby Urban greatly appreciated the support to St Cloud through the transition, to date.

8D. **QUARTERLY FINANCIAL REPORT.** (Cost: None) (R. Henderson)

Budget team, Nikita Carry & Andrea Osborne, presented the quarterly financial report, including SDC Charges being on track and a new statistical analysis. CEO Swingle highlighted both Nikita and Andrea as a great budget team for the organization.

8E. **BOARD UPDATE FROM RENEE NARLOCH CONDUCTING ON THE GENERAL COUNSEL RECRUITMENT.** (Cost: None) (K. Rentz)

Renee Narloch presented the timeline/milestones, as provided to Board today, highlighting August 20th, to recommend candidates to the Board, and Sept 3/4th, or 10/11th, for interviews of those selected candidates, all in one day, whichever the Board would prefer. This would need to be a public meeting, so full Board and any public attendance. Board Members can have individual meetings with each candidate, if preferred, but that would be a multi-day process. Recommendation is meeting as a Board, with individual Teams calls if needed. Board was requested to look at the dates and confirm their availability, so these can be scheduled into calendars.

Renee Narloch highlighted, from General Counsel Recruitment Guidelines, the cultural fit and competencies/skillset. Role and Reporting is a new document provided to the Board today, which includes the collaboration of legal requirements and legal advice

CEO Swingle would like a consensus in consultation with the Board Chair to finalize the brochure and add it in line with the outlines presented. Board consensus was provided.

Finally, benchmarking on salary parameters was discussed and the Board shared a consensus of those parameters.

- 9. Unfinished Business: None
- 10. New Business

10A. **APPROVAL OF THE TOHO BOARD MEETING SCHEDULE FOR THIRD WEDNESDAY EVERY MONTH, OVER THE REMAINDER OF 2025.** (Cost: None) (A. Smith)

As discussed at the May Board meeting, CEO Swingle requested that the schedule be moved to the 3rd Wednesday of the month.

Motion to approve the revised Toho Board of Supervisors meetings schedule, to the 3rd Wednesday of every month, for future meetings, and approve the associated Resolution 2025-008, was made by Supervisor Lizasuain. Motion was seconded by Vice Chair Ketchum. Motion passed 5-0.

10B. **APPROVAL AND EXECUTION OF RESOLUTION NO. 2025-007 – A SUPPLEMENTAL RESOLUTION APPROVING AN \$80,000,000 REVOLVING LOAN WITH TRUIST BANK AND ITS AFFILIATE TRUIST COMMERCIAL EQUITY, INC (AWARD OF ITN-2025-002).** (Cost: Financial Advisor (\$48,000), Bond Counsel (\$57,000) and Lender's Counsel (estimate \$15,000). (R. Henderson)

Rodney Henderson presented some key points for the revolving loan, short term bridging financing ahead of long-term debt issuance and recommendation to award to Truist Bank, approve the resolution (see recommendation slide), and authorize execution of the related agreement and closing documents.

Motion to approve by Secretary White. Motion was seconded by Supervisor Lizasuain. Motion passed 5-0.

10C. **APPROVAL OF RESOLUTION DECLARING 3 ACRES OF LAND LOCATED IN OSCEOLA COUNTY SURPLUS AND APPROVAL OF THE SALE OF THE SURPLUS LAND.** (Cost: None) (A. Cotter)

CEO Swingle presented the proposed sale of surplus property, not anticipated as being used by Toho, and surplus this property, initially brought forward with one neighboring owner, but this would be recommended by competitive bid and presented to the Board for consideration.

Motion to approve the Resolution declaring as surplus the three-acre parcel identified in the location map in the exhibit attached to the Resolution and directing the sale of the 3-acre surplus land by the competitive bid method in accordance with the Toho Surplus Land Policy adopted by Resolution 2025-003. The CEO/Executive Director is authorized to negotiate the purchase and sale of the surplus land

with the successful bidder. Motion that the sale and purchase agreement shall be brought to the Board for approval, contingent on the response from County on the option/any interest, was made by Supervisor Lizasuain. Motion was seconded by Vice Chair Ketchum. Motion passed 5-0.

11. Staff Report

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

12. Comments

Board Officials –Vice Chair Ketchum commended the level of data that was shared and the transparency delivered by the Toho teams. Supervisor Lizasuain appreciated the LGBTQ support amongst the other upcoming events. CEO Swingle advised that fluoride is a minor cost contribution so will not affect our utility rates once it is no longer used. Supervisor McAleenan will not attend the June 25th Workshop.

Executive Director – Congressman Soto recommended Toho for Poinciana funding of \$1M, to the Federal appropriations, so “we are on the list.” Toho just removed its temporary booster from Boggy Creek, which was temporarily addressing capacity constraints. Highlight on the substantial completion of Harmony water main reclaim. The governor has now signed the local bill related to Polk County area of Toho services. Cypress West (emergency wall repair) is going into next phase to replace the wall and some additional concrete issues being attended to; amounts for short term works are within Board-approved limits. The Capital Budget workshop is scheduled for June 25th, and it is important for all to be in attendance, please.

General Counsel – Workshop was advertised to include “other Board items.” There may be a short business meeting ahead of the Workshop for the settlement agreement. Pre-closing for the bond (as approved tonight) is scheduled at 4.30pm before the Workshop, so the Chairman and Secretary are required, please.

13. Upcoming Events

	Kissimmee Juneteenth Festival	6/14
	Proud in the Cloud	6/21
	Women in Engineering Day	6/23
14.	Toho Water Authority Capital Budget Workshop	6/25
	Smart Irrigation Month	7/1-7/31
	City of Kissimmee Monumental 4th of July	7/4
	City of St. Cloud 4th of July	7/4

Adjournment:

There being no further business to come before the Board, the meeting was adjourned at 7.07 pm by Chairman Thacker.

Approved:

Henry Thacker, Chairman

Attest:

Tom White, Secretary