



951 Martin Luther King Boulevard, Kissimmee, FL

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**Board of Supervisors
Regular Meeting Minutes
Wednesday August 20, 2025**

Present: Chairman - Henry Thacker Secretary – Tom White Supervisor – Gary Phillips Supervisor - Hector Lizasuain Supervisor – Dave Askew	Executive Director – Todd P. Swingle General Counsel – Anthony Cotter Ex Officio Board Members: City of Kissimmee - Angela Eady
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Absent:
Supervisor – John McAleenan
Vice Chairman – Rayelynn Ketchum

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

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1. **Meeting called to order by:** Chairman Thacker at 5.00pm.
 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 Supervisor Lizasuain. Motion seconded by Supervisor Askew. Motion passed 5-0.
 4. **Awards and Presentations:** None
 5. **Public Hearing:** None
 6. **Hear the Audience:**

Meeting floor was opened to 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**

CEO Swingle proposed to pull items:
7B & 7T – Delegation to CEO (no vendor signed Agreement)



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7Y – separate discussion as conflict of interest declared

7C, 7M, 7P – clarity/correction on financials

7I – moving to September meeting (bid waiver/presentation)

- 7A. **REQUEST APPROVAL OF THE TOHO BOARD MEETING MINUTES OF JULY 16, 2025** (Cost: None) (A. Smith)
- 7B. **APPROVAL OF A THIRD RENEWAL OF PROSOURCE TECHNOLOGIES, LLC AND ATWELL LLC CONSULTANT AGREEMENTS FOR REAL ESTATE ACQUISITION SERVICES. (RFQu-22-081).** (Cost: Total Authorized to Date: \$3,740,000. This Approved Cost: \$1,400,000. Cumulative Total: \$5,140,000) (M. Hewitt)
- 7C. **APPROVAL AND EXECUTION OF SIMPLIFY i3® - COMPUTERIZED MAINTENANCE MANAGEMENT (CMMS) SOFTWARE IMPLEMENTATION - TASK AUTHORIZATION #2** (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$689,300. Cumulative Total: \$689,300) (H. Weber)
- 7D. **APPROVAL OF AUGUST 2025 ASSET DISPOSAL.** (Cost: None) (R. Henderson)
- 7E. **TOHO'S CUSTOMER EXPERIENCE: UPGRADE CISCO'S CLOUD COLLABORATION (SAAS) SOLUTION** (Cost: Total Authorized to Date 0.00. This Approval Cost: \$699,066.06. Cumulative Total: \$699,066.06) (M. Rios)
- 7F. **APPROVAL AND EXECUTION OF A CONSTRUCTION ENGINEERING INSPECTION SERVICES TASK AUTHORIZATION WITH TETRA TECH, INC. FOR THE CYPRESS LAKE ALTERNATIVE WATER SUPPLY RAW WATER MAIN PROJECT.** (Cost: Total Authorized to Date: \$123,130. This Approval Cost: \$256,806. Cumulative Total: \$379,936.) (D. Beatty)
- 7G. **APPROVAL AND EXECUTION OF CAMELOT WATER RECLAMATION FACILITY BLOWER REPLACEMENT PROJECT CONSTRUCTION MANAGER AT RISK AGREEMENT WITH WHARTON-SMITH, INC.** (Cost: Total Authorized to Date: \$0. This Approval Cost: \$2,998,760. Cumulative Total: \$2,998,760.) (C. VanFossen)
- 7H. PULLED
- 7I. **APPROVAL AND EXECUTION OF BW-25-012 AGREEMENT WITH TRIHEDRAL INC FOR THE PURCHASE AND SUPPORT OF VTSCADA SITE LICENSE FOR TOHO SCADA HMI**



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SYSTEM. (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$459,425. Cumulative Total \$459,425.) (J. Rodriguez)

- 7J. **APPROVAL AND EXECUTION OF IFB-25-022 AGREEMENT WITH QUALITY LAWN SERVICES UNLIMITED FOR LAWN MAINTENANCE OF LIFT STATIONS.** (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$750,000. Cumulative Total: \$750,000.) (J. Rodriguez)
- 7K. **APPROVAL AND EXECUTION OF IFB-25-023 AGREEMENT WITH GROSVENOR BUILDING SERVICES, LLC FOR JANITORIAL SERVICES.** (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$388,000. Cumulative Total: \$388,000) (J. Rodriguez)
- 7L. **APPROVAL AND EXECUTION OF THE SECOND AMENDMENT TO AGREEMENT WITH CALGON CARBON CORPORATION FOR GRANULATED ACTIVATED CARBON SUPPLY (PBA-22-002)** (Cost: Total Authorized to Date: \$1,832,880. This Approval Cost: \$450,000. Cumulative Total: \$2,282,880.) (E. Williams)
- 7M. **APPROVAL TO PURCHASE FOUR (4) VACUUM TRUCKS FROM NEXTRAN CENTER (FSA23-VEH21.0 HEAVY TRUCKS & FSA23-EQU21.0 SPEC #372)** (Cost: Total Authorized to Date: \$6,694,825. This Approval Cost: \$1,200,000. Cumulative Total: \$7,894,824.) (J. Leslie)
- 7N. **APPROVAL AND EXECUTION OF CONTINUING SERVICES AGREEMENT WITH USSI, LLC FOR INFLOW ABATEMENT SERVICES.** (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$1,760,000. Cumulative Total: \$1,760,000.) (T. Noyes)
- 7O. **ADDITIONAL CONSTRUCTION CONTINGENCY REQUEST FOR THE HICKORY TREE WATER MAIN PROJECT.** (Cost: Total Authorized to Date: \$3,757,913. This Approval Cost: \$293,000. Cumulative Total: \$4,050,913.) (P. Talavera)
- 7P. **FIRST AMENDMENT TO PIGGYBACK AGREEMENT 25-003 FOR MICROSOFT ENTERPRISE AGREEMENT RENEWAL (PBA-25-003)** (Cost: Total Authorized to Date: \$180,277.41. This Approval Cost: \$362,290.07. Cumulative Total: \$542,567.48) (M. Aviles)
- 7Q. **DELEGATION TO THE CEO/EXECUTIVE DIRECTOR TO NEGOTIATE AND APPROVE THE FIRST AMENDMENT TO**



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TOHOPEKALIGA WATER AUTHORITY WATER, REUSE, AND WASTEWATER SYSTEM DEVELOPER'S SERVICE AGREEMENT WITH VISIONS AT ORLANDO WEST, LLC. (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$3,600,000. Cumulative Total: \$3,600,000) (J. Martinez)

- 7R. **REQUEST TO APPROVE THE TERMS OF AN INTERIM WATER SERVICE AGREEMENT BETWEEN CENTRAL FLORIDA TOURISM OVERSIGHT DISTRICT AND TOHOPEKALIGA WATER AUTHORITY AND DELEGATION TO THE CEO/EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE THE AGREEMENT.** (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$0.00. Cumulative Total: \$0.00.) (M. Smart)
- 7S. **APPROVAL AND EXECUTION OF A UTILITY CONSTRUCTION COST SHARING AGREEMENT KISSIMMEE PARK ROAD.** (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$2,025,907. Cumulative Total: \$2,025,907.) (C. Clough)
- 7T. **APPROVAL AND EXECUTION TO PIGGYBACK THE AGREEMENT BETWEEN THE HOUSTON-GALVESTON AREA COUNCIL (-GAC) AND ROBERT HALF INTERNATIONAL, INC. FOR TEMPORARY STAFFING, DIRECT-HIRE AND OTHER EMPLOYER SERVICES (PBA-25-021)** (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$400,000. Cumulative Total: \$400,000.) (A. Lavoie)
- 7U. **APPROVAL OF A SCOPE OF SERVICES TASK AUTHORIZATION WITH CPH TO SUPPORT DELIVER OF PROJECTS IN TOHO'S CURRENT FIVE-YEAR CAPITAL PLAN.** (Cost: Total Authorized to Date: \$7,882,326. This Approval Cost: \$3,066,540. Cumulative Total: \$10,948,866.) (M. Chavez)
- 7V. PULLED
- 7W. **APPROVAL OF FUNDING FOR TYLER TECHNOLOGY SOFTWARE (SAAS)** (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$1,415,934.14. Cumulative Total: \$1,415,937.14) (M. Aviles)
- 7X. **EMPLOYEE HANDBOOK – CEO/EXECUTIVE DIRECTOR AND GENERAL COUNSEL UPDATES** (Cost: None) (K. Rentz)
- 7Y. **APPROVAL OF THE THIRD AMENDMENT TO THE DEVELOPER'S SERVICE AGREEMENT BETWEEN D.R. HORTON, INC., AND TOHOPEKALIGA WATER AUTHORITY.** (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$1,434,715.85. Cumulative Total: \$1,434,715.85) (V. Vargas)



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- 7Z. **REQUEST TO AUTHORIZE CEO/EXECUTIVE DIRECTOR TO APPROVE AND EXECUTE CONSTRUCTION CONTRACT WITH CATHCART CONSTRUCTION FOR UTILITY RELOCATIONS AT US 192 FROM CR532 TO ARTHUR J GALLAGHER BOULEVARD** (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$294,550. Cumulative Total: \$294,550.) (S. Fernandez)
- 7AA. **REQUEST TO APPROVE FIRST AMENDMENT O INTERLOCAL AGREEMENT FOR LAND EXCHANGE BETWEEN OSCEOLA COUNTY, FLORIDA AND TOHOPEKALIGA WATER AUTHORITY.** (Cost: None) (R. Alfonso)
- 7AB. **APPROVAL AND EXECUTION OF A CONSTRUCTION CONTRACT WITH HARRIS-MCBURNEY COMPANY FOR THE DYER BOULEVARD FORCE MAIN REPLACEMENT PHASE 1 PROJECT.** (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$2,860,223.93, Cumulative Total: \$2,860,223.93) (K. Burgess)
- 7AC. **APPROVAL OF A THREE PARTY INTERLOCAL AGREEMENT BETWEEN TOHOPEKALIGA WATER AUTHORITY, OSCEOLA COUNTY AND CENTRAL FLORIDA EXPRESSWAY AUTHORITY FOR THE COUNTY ROAD 532 FROM US 17-92 TO OLD LAKE WILSON ROAD CONTRUCTION IMPROVEMENTS PROJECT.** (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$27,140,022. Cumulative Total: \$27,140,022. (J. Lamboy)
- 7AD. **APPROVAL AND EXECUTION OF AN ADDITIONAL DESIGN SCOPE OF SERVICES TASK AUTHORIZATION WITH BLACK AND VEATCH FOR THE HOAGLAND BLVD. WATER MAIN EXTENSION PROJECT.** (Cost: Total Authorized to Date: \$605,617. This Approval Cost: \$42,416. Cumulative Total: \$648,033.) (K. Burgess)
- 7AE. **APPROVAL AND EXECUTION OF A CONSULTING SERVICES SCOPE OF SERVICES TASK AUTHORIZATION WITH BLACK & VEATCH FOR THE DYER BLVD. FORCE MAIN REPLACEMENT PHASE 2 PROJECT, FROM FLORA BLVD. TO CARROLL STREET.** (Total Authorized to Date: \$0.00. This Approval Cost: \$329,365.11. Cumulative Total: \$329,365.11) (K. Burgess)

Motion to approve Consent Agenda, excluding pulled items 7B & 7T, 7Y, 7C, 7M, 7P and 7I, was made by Secretary White. Motion seconded by Supervisor Askew. Motion passed 5-0.



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7B APPROVAL OF A THIRD RENEWAL OF PROSOURCE TECHNOLOGIES, LLC AND ATWELL LLC CONSULTANT AGREEMENTS FOR REAL ESTATE ACQUISITION SERVICES. (RFQu-22-081). (Cost: Total Authorized to Date: \$3,740,000. This Approved Cost: \$1,400,000. Cumulative Total: \$5,140,000) (M. Hewitt) – **Delegation requested to CEO Swingle on receipt of third party signed Agreement**

7T APPROVAL AND EXECUTION TO PIGGYBACK THE AGREEMENT BETWEEN THE HOUSTON-GALVESTON AREA COUNCIL (-GAC) AND ROBERT HALF INTERNATIONAL, INC. FOR TEMPORARY STAFFING, DIRECT-HIRE AND OTHER EMPLOYER SERVICES (PBA-25-021) (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$400,000. Cumulative Total: \$400,000.) (A. Lavoie) – **Delegation requested to CEO Swingle on receipt of third party signed Agreement**

Motion to approve 7B and 7T for delegation to CEO to execute at a later date, once the third party signed documents are received, made by Supervisor Askew. Motion was seconded by Secretary White. Motion passed 5-0.

7Y APPROVAL OF THE THIRD AMENDMENT TO THE DEVELOPER'S SERVICE AGREEMENT BETWEEN D.R. HORTON, INC., AND TOHOPEKALIGA WATER AUTHORITY. (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$1,434,715.85. Cumulative Total: \$1,434,715.85) (V. Vargas) – **pulled for separate vote as conflict of interest declared by Chairman Thacker and Form 8B received.**

Motion to approve item 7Y, with Chairman Thacker abstaining due to conflict of interest, made by Secretary White. Motion was seconded by Supervisor Lizasuain. Motion passed 4-0 (1 abstains)

7C APPROVAL AND EXECUTION OF SIMPLIFY i3® - COMPUTERIZED MAINTENANCE MANAGEMENT (CMMS) SOFTWARE IMPLEMENTATION - TASK AUTHORIZATION #2 (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$689,300. Cumulative Total: \$689,300) (H. Weber) – **pulled due to amendment of cumulative total.**

Simplify i3 has two separate task authorizations currently related and the initial financial summary included both, instead of just the one related to today's item.

7M APPROVAL TO PURCHASE FOUR (4) VACUUM TRUCKS FROM NEXTRAN CENTER (FSA23-VEH21.0 HEAVY TRUCKS & FSA23-EQU21.0 SPEC #372) (Cost: Total Authorized to Date: \$6,694,825. This Approval Cost: \$1,200,000. Cumulative Total: \$7,894,824.) (J. Leslie) – **pulled due to amendment of cumulative total.**

7M relates to two existing trucks proposed in FY25 budget, with the additional \$1.2m to bring another two trucks into FY26.



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7P FIRST AMENDMENT TO PIGGYBACK AGREEMENT 25-003 FOR MICROSOFT ENTERPRISE AGREEMENT RENEWAL (PBA-25-003) (Cost: Total Authorized to Date: \$180,277.41. This Approval Cost: \$362,290.07. Cumulative Total: \$542,567.48) (M. Aviles) – **pulled due to clarity added to financial summary.**

This item needed the backup spreadsheet totals corrected.

Motion to approve item 7C, 7M and 7P, for minor clarifications/no substantive changes, made by Supervisor Lizasuain. Motion was seconded by Supervisor Askew. Motion passed 5-0.

8. Informational presentations - None

9. Unfinished business:

9A. GENERAL COUNSEL - FINAL CANDIDATE RECOMMENDATIONS
(Cost: None) (K. Rentz)

Renee Narloch, recruitment consultant, assessed around thirty very good candidates, filtering to three final candidates. These three candidates will interview with Toho Board Members on September 10th, also meeting with Toho Leadership and CEO Swingle. Interviews will be followed by a short debrief with Board Members on next steps. No additional comments received from Board Members.

Motion to proceed with the three final candidates as presented, made by Supervisor Lizasuain. Motion was seconded by Supervisor Askew. Motion passed 5-0.

10. New business: None

11. Staff reports:

11A. TAP QUARTERLY REPORT (Cost: None) (H. Havey)

11B. QUARTERLY FINANCIAL REPORT (Cost: None) (T. Villarosa).

11C. EXECUTED AND RECORDED DEVELOPER'S SERVICE AGREEMENTS FROM JANUARY 1, 2025, THROUGH JULY 17, 2025 (Cost: None) (R. Biron)

11D. APPROVAL 3RD QTR 2025 WATER CONSERVATION (Cost: None) (R. Tilley)

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



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- 11F. **QUARTERLY INVESTMENT REPORT BY PFM GROUP – QUARTER
ENDING JUNE 30, 2025** (Cost: None) (R. Henderson)
- 11G. **PRIVATE DEVELOPMENT ACTIVITY UPDATE MID FY 2025** (Cost: None)
(R. Biron)
- 11H. **KPI PERFORMANCE REPORT – FY2025 3RD QUARTER UPDATE**
(Cost: None) (G. Henry)
- 11I. **CUSTOMER ADJUSTMENTS BETWEEN \$10K-\$50k** (Cost: This Request:
\$49,609.37) (H. Havey)

12. Comments:

Board Officials – None

Executive Director – Water Use Permit – Toho has we secured a half million gallons per day permit. A CIS system switch was turned off and had not been collecting deposits, totaling around \$77k. Toho would not attempt collecting those deposits, however. Toho plant teams will be receiving eight NACWA Peak Performance Awards, at Toho September Board.

General Counsel – No comment.

13. Upcoming events

14. Adjournment:

There being no further business to come before the Board, the meeting was adjourned at 5.11 pm by **Chairman Thacker**.

Approved:

Henry Thacker, Chairman

Attest:

Tom White, Secretary