



951 Martin Luther King Boulevard, Kissimmee, FL

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**Board of Supervisors
Regular Meeting Minutes
Wednesday March 11, 2026**

Present:

Vice Chair – Rayelynn Ketchum
Secretary – Tom White
Assistant Secretary – Dave Askew
Supervisor - Hector Lizasuain
Supervisor – Jeremy Fetzer
Supervisor – Lita Epstein

Executive Director – Todd P. Swingle
General Counsel – Jad Brewer

Ex Officio Board Members:

Osceola County - Cheryl Grieb
City of St Cloud - Kolby Urban
City of Kissimmee - Angela Eady
Polk County – Becky Troutman

Absent: Chairman - Henry Thacker

1. **Meeting called to order by: Vice Chair Ketchum at 5.00pm.**
2. **Moment of Silent Reflection and Pledge of Allegiance led by Vice Chair Ketchum.**
3. **Approval of the Agenda**

Motion to approve the Agenda, made by Supervisor Askew. Motion seconded by Supervisor Fetzer. Motion passed 6-0.

4. **Awards and Presentations:**

- 4A. **APPROVAL OF PROCLAMATION RECOGNIZING APRIL 2026 AS WATER CONSERVATION MONTH (Cost: None) (R. Tilley)**

For 28 years, Florida has recognized April as Water Conservation Month—an opportunity for water professionals and communities to highlight the importance of water in daily life, by proclaiming April 2026 as Water Conservation Month and reaffirming our commitment to conserving water for today and future generations.

Motion to approve the Award, made by Supervisor Askew. Motion seconded by Secretary White. Motion passed 6-0.

- 4B. **APPROVAL OF PROCLAMATION RECOGNIZING FIX A LEAK WEEK 2026 (Cost: None) (R. Tilley)**

Through the EPA program, WaterSense, March 16-22 has been designated as Fix a Leak Week to raise awareness of the nearly 1 trillion gallons of water



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wasted annually from household leaks. Toho supports this effort and encourages residents and businesses to check for, and repair, leaks to conserve this water.

Motion to approve the Award, made by Vice Chair Ketchum. Motion seconded by Supervisor Fetzer. Motion passed 6-0.

4C. PROCLAMATION RECOGNIZING MARCH 16 THROUGH 20 AS GOVERNMENT FINANCIAL PROFESSIONALS' WEEK (Cost: None) (J. Lanier)

Government Finance Professionals Week, March 16–20, is sponsored by the Florida Government Finance Officers Association, recognizing the vital role government finance professionals play in serving our state and communities. FGFOA supports government financial professionals through education, information, networking and leadership.

Motion to approve the Award, made by Supervisor Askew. Motion seconded by Supervisor Fetzer. 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.

Ms. Lillian Evans addressed the Board with her opinions and concerns related to a Board Member. No comments were made by the Board and Ms. Evans was thanked for sharing her comments. No further comments were received and Hear the Audience was closed. Shared concerns and no comment.

7. **Consent Agenda**

7A. **REQUEST APPROVAL OF THE TOHO BOARD MEETING MINUTES OF FEBRUARY 11, 2026 (Cost: None) (A. Smith)**

7B. **APPROVAL AND EXECUTION OF AN ADDITIONAL ENGINEERING DESIGN SCOPE OF SERVICES AND TASK AUTHORIZATION WITH BLACK & VEATCH FOR THE DYER BLVD FORCE MAIN AND ORLANDO UTILITIES COMMISSION INTERCONNECT PROJECT (Cost: Total Authorized to date: \$419,893. This Approval Cost: \$91,761. Cumulative Total: \$511,654) (M. Smart)**

7C. **APPROVAL AND EXECUTION OF A SUBMETERING AGREEMENT WITH BDG WOODLOCK MANOR PHASE TWO (Cost: None) (V. Vargas)**



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- 7D. **APPROVAL TO PURCHASE HEAVY EQUIPMENT AND TRAILERS FROM DOBBS EQUIPMENT LLC THROUGH FLORIDA SHERIFFS ASSOCIATION (FSA) AGREEMENTS #FSA23-EQU21.0 AND FSA23-EQU21.1 (PBA-26-024)** (Cost: Total Authorized to Date: \$0. This Approval Cost: \$463,011.90. Cumulative Total: \$463,011.90) (J. Leslie)
- 7E. **APPROVAL OF MARCH 2026 ASSET DISPOSAL** (Cost: None) (M. Mzee)
- 7F. PULLED
- 7G. **APPROVAL AND EXECUTION OF INTERLOCAL BULK WASTEWATER SERVICE AGREEMENT (ILA) WITH POLK COUNTY, FLORIDA and APPROVAL AND EXECUTION OF ASSOCIATED TERMINATION OF RESTATED BULK WASTEWATER TREATMENT AGREEMENT** (Cost: None) (R. Alfonso)
- 7H. **APPROVAL AND EXECUTION OF CONSTRUCTION CONTRACT CHANGE ORDER #2 WITH INSITUFORM TECHNOLOGIES, LLC FOR THE ELBRIDGE DRIVE GRAVITY SEWER REHABILITATION PROJECT** (Cost: Total Authorized to Date: \$1,235,400. This Approval Cost: \$29,450. Cumulative Total: \$1,264,850) (L. Shields)
- 7I. **APPROVAL AND EXECUTION OF A DEVELOPER'S SERVICE AGREEMENT WITH STANLEY MARTIN HOMES, LLC FOR THE STEVEN'S PLANTATION NORTH DEVELOPMENT** (Cost: Total Authorized to Date: \$0. This Approval Cost: \$390,000. Cumulative Total: \$390,000) (C. Clough)
- 7J. **APPROVAL AND EXECUTION OF A CONSTRUCTION COST SHARING AGREEMENT KISSIMMEE PARK ROAD WITH EDGEWATER WEST COMMUNITY DEVELOPMENT DISTRICT, KISSIMMEE PARK COMMUNITY DEVELOPMENT DISTRICT AND HAWK PLAT, LLC. AND A CONSTRUCTION CONTINGENCY** (Cost: Total Authorized to Date: \$0. This Approval Cost: \$495,925. Cumulative Total: \$495,925) (C. Clough)
- 7K. **APPROVAL AND EXECUTION OF A TASK AUTHORIZATION WITH CHA CONSULTING, INC. FOR ADDITIONAL ENGINEERING SERVICES FOR THE SOUTHSIDE WATER RECLAMATION FACILITY DEWATERING EXPANSION PROJECT** (Cost: Total Authorized to Date: \$599,585.60. This Approval Cost: \$217,850.10. Cumulative Total: \$817,435.70) (G. Eversole)
- 7L. **APPROVAL AND EXECUTION OF AN ADDITIONAL ENGINEERING DESIGN SCOPE OF SERVICES AND TASK AUTHORIZATION WITH DEWBERRY ENGINEERS, INC. FOR THE HURON WATER TREATMENT PLANT EXPANSION PROJECT** (Cost: Total Authorized to Date: \$1,536,560.50. This Approval Cost: \$226,689.08. Cumulative Total: \$1,763,249.58) (M. Smart)



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- 7M. **APPROVAL AND EXECUTION OF AN FINAL DESIGN ENGINEERING DESIGN SCOPE OF SERVICES AND TASK AUTHORIZATION WITH CHEN MOORE & ASSOCIATES, INC. FOR THE CROSS PRAIRIE PARKWAY ROADWAY EXTENSION PROJECT** (Cost: Total Authorized to Date: \$154,618.25. This Approval Cost: \$214,035. Cumulative Total: \$368,653.25) (K. Webster)
- 7N. **APPROVAL OF CUSTOMER ADJUSTMENT TO CHAMBER OF COMMERCE** (Cost: \$50,167.85) (A. Mann)
- 7O. **APPROVAL AND EXECUTION OF A THREE-PARTY DEVELOPER'S SERVICE AGREEMENT BETWEEN LAKE WILSON ENTERPRISES LLC, AUTOZONE STORES, LLC AND TOHO FOR AN AUTOZONE STORE PROJECT** (Cost: None) (L. Bird)
- 7P. **APPROVAL OF HARRIS COMPUTER CORPORATION, OPERATING AS AN ADVANCED UTILITY SYSTEM – YEARLY RENEWAL FOR CUSTOMER INFORMATION SERVICES (CIS) (EX-26-007)** (Cost: Total Authorized to Date: \$0. This Approval Cost: \$496,532.65. Contingency: \$100,000. Cumulative Total: \$596,532.65) (M. Rios)
- 7Q. **SECOND AMENDMENT FOR PBA-25-006 FOR INFORMATION TECHNOLOGY GSA MULTIPLE AWARD SCHEDULE REGARDING COHESITY BACKUP CAPACITY EXPANSION FOR TOHO BACKUP SYSTEM ADDITIONAL STORAGE SPACE** (Cost: Total Authorized to Date: \$400,773.13. This Approval Cost: \$82,304. Contingency: \$48,307.71 Cumulative Total: \$531,384.84) (M. Rios)

Motion to approve Consent Agenda items, made by Secretary White. Motion was seconded by Supervisor Fetzer. Motion passed 6-0.

8. Informational presentations:

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

Leslie Weber with PRM Group presented on the portfolio in the current economy. No comments, great presentation.

- 8B. **EMPLOYMENT BASED SPONSORSHIPS** (Cost: Varied) (A. Lavoie)

Amber Lavoie presented a proposed immigration program to sponsor H-1B and EB-2 visas for qualified employees when in Toho's best interest. The program would be used infrequently and funded within existing budgets to retain critical staff. Board members noted the high cost of replacing employees and the importance of retaining talent. The Board reached consensus to move forward.



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9. **Unfinished Business:** None

10. **New business:** None

11. **Staff reports:**

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

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

11C. **CUSTOMER ADJUSTMENTS BETWEEN \$10K - \$50k** (Cost: These two (2) requests: \$28,507.89) (H. Havey)

11D. **SAFETY AND RISK MANAGEMENT QUARTERLY REPORT – JANUARY – MARCH** (Cost: None) (J. Hall)

11E. **LIQUID ENVIRONMENTAL SOLUTIONS (LES) AMENDED CONSENT ORDER UPDATE** (Cost: None) (J. Farrell)

12. **Comments:**

Board Officials – None

Executive Director – The CIS upgrade is complete, with East and West now on the same version—an important step toward combining systems. Thanks to the team for their work, especially Marie Rios.

Meter growth remains flat and will be a factor in the upcoming budget. Plant expansion costs are still high due to specialized equipment and limited bids.

Toho joined NACWA Board discussions on strengthening risk management and developing a Certified Public Risk Officer program. There is no cost to Toho, and Chuck Weber will serve in this role.

Board support on legislative priorities is appreciated. Executive Director Swingle will represent the water sector at a forum in Singapore with funding supported through national water sector organizations (WEF, NACWA, WRF). BMAP legislation did not pass this session but may be revisited.

A Special Board Meeting is set for March 25, 2026, for the FY25 Annual Comprehensive Financial Report.

General Counsel – No comments.

13. **Upcoming Events:**

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|---|-------------|
| March For Meals 5K | 3/14 |
| St. Patricks' 5K Glow Run | 3/14 |
| Florida Government Finance Professionals Week | 3/16 - 3/20 |
| Fix a Leak Week | 3/16 - 3/22 |



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|--------------------------------------|------------|
| Kowtown Festival | 3/21 |
| Osceola Magic Fan Appreciation Night | 3/21 |
| World Water Day | 3/22 |
| Walk a Mile in Her Shoes | 3/25 |
| NeoCity STEM Day | 3/28 |
| Water Conservation Month | 4/1 – 4/30 |
| Hop on Downtown | 4/4 |

14. Adjournment:

There being no further business to come before the Board, the meeting was adjourned at 5.31 pm by Vice Chair Ketchum.

Approved:

Rayelynn Ketchum, Vice Chair

Attest:

Tom White, Secretary
