



951 Martin Luther King Boulevard, Kissimmee, FL

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**Board of Supervisors
Regular Meeting Minutes
Wednesday December 17, 2025**

Present:

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

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

Absent: Chairman - Henry Thacker Supervisor – Gary Phillips
Ex Officio Board Member, Polk County – Becky Troutman

1. **Meeting called to order by:** Vice Chair Ketchum at 5.00pm.

Swearing in of Mr. Jeremy Fetzer, as Supervisor representative for City of Kissimmee, was completed by Kelly Shrieves.

2. **Moment of Silent Reflection and Pledge of Allegiance** led by Secretary White.

3. **Approval of the Agenda**

Motion to approve the Agenda, excluding 4A and take Old Business Section 9, in advance of the informational presentations Section 8, was made by Supervisor Lizasuain. Motion seconded by Secretary White. Motion passed 5-0.

4. **Awards and Presentations:**

4A. **RECOGNITION OF JOHN MCALEENAN FOR SERVICES TO TOHO BOARD OF SUPERVISORS** (Cost: None) (Smith) Vice Chair Ketchum presented the award and John McAleenan expressed his appreciation for the opportunity and his immense respect for customer service workers.

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 Parsons, 117-B Broadway, Kissimmee, FL highlighted the value of Mann Street improvements with the Board. No further comments were received and Hear the



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Audience was closed.

7. Consent Agenda

Item 7E was pulled for discussion at a later date.

- 7A. REQUEST APPROVAL OF THE TOHO BOARD MEETING MINUTES OF **NOVEMBER 19, 2025** (Cost: None) (A. Smith)
- 7B. **APPROVAL AND EXECUTION OF AN ADDITIONAL DESIGN SCOPE OF SERVICES AND TASK AUTHORIZATION WITH TETRA TECH, INC. FOR THE CYPRESS LAKE ALTERNATIVE WATER SUPPLY WATER TREATMENT PLANT PROJECT.** (Cost: Total Authorized to Date: \$7,363,423. This Approval Cost: \$1,067,296. Cumulative Total: \$8,430,719) (D. Beatty)
- 7C. **APPROVAL AND EXECUTION OF AN ADDITIONAL ENGINEERING DESIGN SCOPE OF SERVICES AND TASK AUTHORIZATION WITH PLUMMER ASSOCIATES, INC. FOR THE ST. CLOUD DOWNTOWN WATER MAIN REPLACEMENTS PROJECT.** (Cost: Total Authorized to Date: \$320,604. This Approval Cost: \$108,096. Cumulative Total: \$482,700) (M. Smart)
- 7D. **APPROVAL OF THE SELECTION OF PC CONSTRUCTION COMPANY AS THE CONSTRUCTION MANAGER AT RISK FOR THE PARKWAY WATER RECLAMATION FACILITY PHASE I EXPANSION PROJECT AND DELEGATION TO THE CEO/EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE THE AGREEMENT AND PRECONSTRUCTION SERVICES ADDENDUM.** (Cost: Total Authorized to Date: \$0.00. This Approval Cost: \$225,000, Cumulative Total: \$225,000) (P. Jung)
- 7E. **APPROVAL AND EXECUTION OF A DEVELOPER'S SERVICE AGREEMENT WITH W1 PROPERTY HOLDINGS LLC FOR EDGEWATER ED 7 PHASE 1 AND 2 ROADWAY EXTENSION.** (Cost: Total Authorized to Date: \$0. This Approval Cost: \$504,000. Cumulative Total: \$504,000) (C. Clough)
- 7F. **DELEGATION TO THE CEO/EXECUTIVE DIRECTOR AUTHORITY TO APPROVE AND EXECUTE A DEVELOPER'S SERVICE AGREEMENT WITH PLAZA LAKES LLC. FOR THE HILLARD ISLE PHASE ONE DEVELOPMENT.** (Cost: None) (J. Martinez)



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- 7G. **DELEGATION TO THE CEO/EXECUTIVE DIRECTOR AUTHORITY TO APPROVE AND EXECUTE A DEVELOPER'S SERVICE AGREEMENT WITH PARK SQUARE ENTERPRISES, LLC. FOR THE SUTTON LAKES DEVELOPMENT.** (Cost: None) (L. Bird)
- 7H. **APPROVAL AND EXECUTION OF THE FIRST AMENDMENT TO AGREEMENT WITH A.C. SCHULTES OF FLORIDA AND ALL WEBBS ENTERPRISES, INC FOR MAINTENANCE AND REPAIR OF WATER WELLS AND WATER PUMPS (IFB-25-004)** (Cost: Total Authorized To Date: \$0. This Approval Cost: \$600,000. Cumulative Total: \$600,000) (D. Vedner)
- 7I. **APPROVAL OF THE SELECTION OF BRASFIELD AND GORRIE AS THE CONSTRUCTION MANAGER AT RISK FOR THE LAKE MARION WRF ADVANCED WASTEWATER TREATMENT UPGRADE PROJECT AND DELEGATION TO THE CEO/EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE THE CMAR AGREEMENT AND PRECONSTRUCTION PHASE SERVICES ADDENDUM.** (Cost: Total Authorized to Date: \$0. This Approval Cost: \$225,000. Cumulative total: \$225,000) (L. Zhou)
- 7J. **APPROVAL OF FUNDING AND DELEGATION TO THE CEO/EXECUTIVE DIRECTOR EXECUTION OF AN AGREEMENT WITH ATLANTIC PIPE SERVICES LLC. FOR COLLECTION SYSTEM CLEANING AND INSPECTION SERVICES.** (Cost: total Authorized to Date: \$0. This Approval Cost: \$1,800,000. Cumulative Total: \$1,800,000) (T. Noyes)
- 7K. **APPROVAL AND EXECUTION OF A FIRST AMENDMENT TO A BUILDER UTILITY LINE EXTENSION AGREEMENT WITH CORREA GROUP INVESTMENTS INC., N.A.R.O.M.A INVESTMENT GROUP INCORPORATE, RIA INVESTMENTS INC. AND DR INVESTMENTS GROUP LLC.** (Cost: None) (L. Bird)
- 7L. **BOARD OF SUPERVISORS MEETING – NOVEMBER 2026 DATE ADJUSTMENT** (Cost: None) (A. Smith)

Motion to approve Consent Agenda items, excluding item 7E as pulled for a later meeting, made by Secretary Askew. Motion was seconded by Supervisor Fetzer. Motion passed 5-0.

8. Informational presentations:

- 8A. **2025 STATUS OF PRIORITY PROJECTS & AWS UPDATE**



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(Cost: None) (J. Fogarty)

Update presented by Matt Doan, Chief Infrastructure Officer, introducing the new PMO Director Ioanna Georgitsopoulou. The refreshed presentation approach included the top 40 of 300 five-year projects taking \$992.5m of budget, with plant reinvestment being a high budget percentage. CEO Swingle emphasized this update reflected a true Project Management tool. Splitting out the 'actual to the budget spend' was requested by Supervisor Fetzer and CEO Swingle felt this could be done, however Toho was working on the projections/actuals on the scheduling and timing PO approvals/spends for a true picture of actual spend.

8B. **TOHO STRATEGIC PLAN BOARD SUMMARY PRESENTATION** (Cost: None) (R. Martinez)

Rebeca Martinez, Organizational Development Manager, updated on the plan status, and on process for updating the Strategic Plan, which expires on Sept 30 2026. There is an emphasis anticipated on continued process improvement. Board mentioned the size of the leadership class was very impressive. CEO Swingle emphasized the commitment from Rebeca Martinez.

8C. **PRIVATE DEVELOPMENT ACTIVITY UPDATE 2025** (Cost: None) (R. Biron)

Ray Biron, Manager of Private Development, (in his 30th year with Toho), updated on the private development growth, major developments, value of new assets and infrastructure redundancy projects. Ray emphasized the great team in private development, and the affect their efforts have on the success of the team for Toho and customers.

9. **Unfinished Business:**

9A. **REQUEST FOR AUTHORIZATION TO FILE PETITION FOR ADMINISTRATIVE HEARING AND/OR PETITION FOR DECLARATORY STATEMENT RELATING TO FDEP FINAL ORDER LAKE OKEECHOBEE BMAP** (Cost: None) (J. Brewer)

Update on a previous presentation, on basin management action plan, reducing the nutrient content in Toho water, including engagement with public groups, extension on time for filing, keeping alignment to achieving the environmental benefits.



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Motion to authorize filing time extension(s), petition for administrative hearing and/or petition for declaratory statement relating to FDEP final order Lake Okeechobee Basin Management Action Plan, with actions in consultation with the Board Chair, was made by Secretary White. Motion seconded by Supervisor Askew. Motion passed 5-0.

10. **New business:** None

11. **Staff reports:**

11A. **MONTHLY FINANCIAL & STATISTICAL REPORT** (Cost: None) (R. Henderson)

11B. **ASSETS AND INFRASTRUCTURE CAPITAL PROJECT CONTINGENCY STATUS REPORT** (Cost: None) (M. Chavez)

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

11D. **EXECUTED AND RECORDED DEVELOPER'S SERVICE AGREEMENTS FROM JULY 18, 2025 THROUGH NOVEMBER 6, 2025** (Cost: None) (R. Biron)

11E. **SAFETY AND RISK MANAGEMENT QUARTERLY REPORT – OCTOBER – DECEMBER 2025** (Cost: None) (J. Hall)

12. **Comments:**

Board Officials – Vice Chair Ketchum thanked John McAleenan for his service and welcomed Jeremy Fetzer onto the Board. Vice Chair also appreciated the collaboration and the attention to detail in these presentations. Merry Christmas from Supervisor Lizasuain.

Executive Director – Received notice from NACWA that PR are recognized and Caitlin Dineen would attend NACWA in February to receive the award. Lead & Copper notices re: Toho program was still being issued, although not required as no lead was identified. Customer Services are testing linking Toho East (St Cloud) to the Toho West platforms into one single system. WCCF has been invited to apply for next WIFIA funding phase.

General Counsel – No comment.

13. **Upcoming events:**



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14. Adjournment:

There being no further business to come before the Board, the meeting was adjourned at 6.20pm by Vice Chair Ketchum.

Approved:

Rayelynn Ketchum, Vice Chair

Attest:

Tom White, Secretary
