

**MINUTES OF REGULAR MEETING
OF THE
BOARD OF DIRECTORS
FLORIDA KEYS AQUEDUCT AUTHORITY**

HELD ON

FEBRUARY 26, 2020

**FLORIDA KEYS ELECTRIC COOPERATIVE, INC.
BOARD ROOM
91630 OVERSEAS HIGHWAY
TAVERNIER, FLORIDA 33070**

10:30 A.M.

The following MEMBERS were present:

J. Robert Dean. Chairman
Richard Toppino. Vice-Chairman
David C. Ritz. Secretary/Treasurer
Antoinette M. Appell. Member
Cara Higgins. Member

Thomas G. Walker Executive Director
Robert T. Feldman. General Counsel
Timothy Esquinaldo. Internal Auditor
Jolynn Reynolds. Director of Engineering
Peter Gomez. Director of Water Ops.
Jay Miller. Director of Wastewater

A LIST OF ATTENDANCE IS RETAINED WITH THE PERMANENT RECORD OF THIS MEETING.

REGULAR MEETING

The Regular Meeting was called to order by Chairman Dean at 10:30 a.m.

Pam Albury presented the invocation and Chairman Dean led the Pledge of Allegiance.

Chairman Dean allowed time for Mrs. Sandi Bisceglia from the public to speak regarding the pedestrian walkway in Islamorada.

EMPLOYEE AWARDS

SERVICE AWARDS

Leo Bello – Leak Control Tech.-20 Years of Service

RETIREMENT

Christie Meder – Customer Service Rep.- 30 Years of Service

APPROVAL OF MINUTES

On motion of Mrs. Appell, seconded by Mrs. Higgins, the Board unanimously approved the Minutes of a Regular Meeting held on January 28, 2020 as presented.

APPROVAL OF AGENDA

On motion of Mrs. Higgins, seconded by Mrs. Appell, the Board unanimously approved the Agenda as presented.

CONSENT AGENDA WATER /WASTEWATER

On motion of Mrs. Higgins seconded by Mr. Ritz, the Board unanimously approved the following items by Consent:

1. OOC – 01. Approval of payment to Bryant, Miller & Olive for professional services rendered and expenses incurred for the month of January 2020 regarding Environmental Operational Permit for the injection for the wells issued by Department of Environmental Protection to the Authority (\$1,560.00)
2. OOC – 02. Approval of payment to Bryant, Miller & Olive for professional services rendered and expenses incurred for the month of January 2020 regarding negotiation with Kennedy Center Condominium ASSOCIATION (KCCA) (\$1,230.00)

3. OOC – 03. Approval of payment to Bryant, Miller & Olive for professional services rendered and expenses incurred for the month of January 2020 regarding Sands Property and FKAA pipeline in Islamorada (\$2,220.00)
4. OOC – 04. Approval of payment to Bryant, Miller & Olive for professional services rendered and expenses incurred for the month of January 2020 regarding defense of declaratory judgement, Maschal vs. FKAA and Monroe County (\$300.00 Monroe County)
5. DOE – 01. Approval of purchase of Caterpillar 303.5E2 CR Hydraulic Excavator under the Florida Sheriff's Association Contract #FSA-18-VEH16.0, Specification #41 contract extension: 10-01-19 thru 09-30-20 (estimated amount \$45,500.00)
6. DOE – 02. Approval of Change Order No. 2 for a credit amount of \$149,370.51 and final payment for Project #1152-17, Phase 11A Transmission Water Main Replacement, Key Largo to Ocean Reef, to Ferreira Construction Southern, Inc. (\$19,514.29)
7. DOE – 03. Approval of Change Order No. 2 for a credit amount of \$253,312.01 and final payment for Project #1152-17, C-905 Phase 11B Transmission Water Main Replacement, Key Largo to Ocean Reef, to Ferreira Construction Southern, Inc. (\$16,457.08)
8. DOE – 04. Approval of Change Order No. 1 in the amount of \$8,427.79 and final payment for Project #7031-18, Florida City Roof Replacement, to A-1 Property Service, Inc. (\$57,947.70)
9. DOE – 05. Approval of Change Order No. 02 for a credit of \$112,671.17 and final payment for FKAA Project #2328-17, "College Road Asphalt Roadway Restoration," to Lanzo Construction, Inc. (\$72,677.73)

REGULAR AGENDA ITEMS

EXECUTIVE DEPARTMENT

EO-01. EXECUTIVE DIRECTOR'S REPORT

The Board accepted the Executive Director's Report with additional comments as presented.

Evergreen Solutions Study

Mr. Walker reported that Evergreen Solutions, LLC updated the FKAA Pay and Classification Study and evaluated additional elements, as requested, including the Key West Chamber of Commerce Compensation and Benefits Survey. Mr. Walker advised that Management is reviewing the revised report and recommends a meeting with the Labor Committee and Evergreen Solutions in March to discuss the updated study in order to gain consensus on necessary changes to our current labor classifications and pay scales.

Strategic Planning

Mr. Walker reported that the Authority plans to update its Strategic Plan and combine into the upcoming budget process. Mr. Walker added that staff has selected an expert planning strategist to assist with the effort and will ask the Board for possible dates in March or April to hold a workshop to begin the planning process.

Key Largo Staff Bring Added Skills for Needed Project

Mr. Walker reported that The Upper Keys Yard on Key Largo just received a major makeover, thanks to the local operations staff. Mr. Walker explained in order to save money and complete a quality job, the Area Manager, Jim Lewanski decided he had a qualified team who was committed to build the facility themselves and as a result, they have constructed a high quality 4,000 SF building.

Mr. Walker thanked the entire team for its outstanding work: Larry Davis, Bryan Arrabal, Pete Milcik, Brian O'Connor, Mick O'Connor, Todd Kimmel, Hank Anker, Bryan O'Berry, Stephan Leonard, Alex Sawley, Ronnie Smith, and Jim Lewanski.

Mr. Ritz and the entire Board thanked staff for a job well done in saving the Authority hundred of thousands of dollars.

Recent and Future Public Involvement and Events

Mr. Walker advised that the Authority continues to provide important and timely information to our customers through numerous gateways and media outlets and gave a summary of recent and upcoming noteworthy activities.

Organization Changes for Efficiencies and Responsiveness

Mr. Walker reported that J. Robert Dean Water Treatment Plant is now under the leadership of one manager, instead of two management positions. Mr. Walker explained that one of the two positions have been eliminated and the other position has been upgraded to Manager of Water Production and Transmission. He added that this will provide a better organizational structure. Mr. Walker introduced William Bastian who has served as supervisor of the treatment plant and laboratory and congratulated him on his promotion to the new manager's position.

Mr. Walker advised that the Public Information services are to be managed and handled by different departments, depending upon need and service rendered. Mr. Walker added that he will serve as spokesman for the Authority and Julie Cheon will be our liaison for intergovernmental affairs with AWWA, AWMA, WEF, SFWMD, and other industry and local agencies important to our mission and success.

Additional Comments:

Mr. Walker inquired if the Board would consider having Key West as the set location for

future monthly Board Meetings. He explained that this would be cost effective for the Authority and keep staff and Board Members off the highway. Mr. Walker advised that Middle and Upper Keys meetings could be scheduled if an issue were to occur.

On recommendation of Mr. Walker and motion of Mr. Toppino, seconded by Mrs. Appell, the Board approved to schedule monthly Board Meetings in Key West starting in March 2020 with the understanding that if an issue were to occur in the Middle or Upper Keys the meeting location would change to the affected area.

Chairman Dean welcomed Mr. Tom McDonald and thanked him for attending today's meeting. Chairman Dean added that Mr. McDonald had served on the Authority's Board for 12 years.

OFFICE OF COUNSEL

OOC-01. APPROVAL TO APPOINT COUNSEL ROBERT FELDMAN AS HEARING OFFICER FOR THE STANDARDIZATION OF THE WASTEWATER SYSTEM DEVELOPMENT FEES AND CHANGES TO THE MISCELLANEOUS FEES AND CHARGES

On recommendation of Mr. Feldman and motion of Mrs. Higgins, seconded by Mr. Ritz, the Board approved to appoint Counsel Robert Feldman as Hearing Officer for the standardization of the wastewater system development fees and changes to the miscellaneous fees and charges.

DIVISION OF ADMINISTRATION

DOA-01. SUMMARY FINANCIAL INFORMATION OCTOBER 2019 THROUGH JANUARY 2020

Mr. Walker reported that revenue is on budget. Mr. Walker advised that \$3 million has been expended on capital projects and \$12.5 million in unreserved money is available for future projects.

DOA-02. APPROVAL OF INFORMATION TECHNOLOGY MASTER PLAN PRESENTED BY UNIFIED STRATEGIC

On recommendation of Mr. Walker and motion of Mrs. Higgins, seconded by Mr. Ritz, the Board approved the Information Technology Master Plan presented by Unified Strategic.

DOA-03. APPROVAL OF CONTRACT FOR PROPERTY COVERAGE (INCLUDING MACHINERY AND CRIME) TO ARTHUR J. GALLAGHER EFFECTIVE 3/31/2020 THROUGH 3/31/2021 (\$905,302.00)

On recommendation of Mr. Walker and motion of Mrs. Appell, seconded by Mrs. Higgins, the Board approved contract for property coverage (including machinery and crime) to Arthur J. Gallagher effective 3/31/2020 through 3/31/2021 in the amount of \$905,302.00.

DOA-04. CONSIDERATION TO APPROVE A ONE-YEAR CONTRACT WITH THE OPTION FOR FOUR ADDITIONAL YEARS WITH THE GEHRING GROUP TO PERFORM EMPLOYEE GROUP BENEFIT CONSULTING SERVICES EFFECTIVE 3/31/2020 THROUGH 3/31/2021

Item DOA-04 was tabled and will be brought back to the next meeting for consideration.

DOA-05. APPROVAL OF THE DIRECTOR OF INFORMATION TECHNOLOGY AS A SENIOR MANAGEMENT SERVICE CLASS POSITION (SMSC) EFFECTIVE APRIL 1, 2020

On recommendation of Mr. Walker and motion of Mrs. Appell, seconded by Mrs. Higgins, the Board approved the Director of Information Technology as a Senior Management Service Class position (SMSC) effective April 1, 2020.

DIVISION OF UTILITY OPERATIONS

Mr. Toppino declared a conflict of interest on Item DOE-03, Item DOE-04 and Item DOE-05.

DOE-01. MONTHLY STATUS REPORT ON ALL CURRENT CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS

Mrs. Reynolds presented key project highlights as follows:

- Sombrero Road Distribution Replacement: 100% project completion
- C-905 Transmission Replacement: 97% project completion
- Stock Island Pump Station: 6% project completion

Mr. Walker advised that staff would schedule a Special Meeting regarding the new Joe Pinder Administration Building and temporary office space Project #7054-18 in March.

DOE-02. APPROVAL TO AWARD TASK ORDER NO. 3 UNDER EXISTING CONTRACT WITH WHARTON SMITH ENTITLED DESIGN-BUILD SERVICES FOR SEAWATER TREATMENT FACILITIES, DATED DECEMBER 23, 2016 (\$100,309.00)

On recommendation of Mrs. Reynolds and motion of Mr. Ritz, seconded by Mrs. Appell, the Board approved to award Task Order No. 3 under existing contract with Wharton Smith entitled Design-Build Services for Seawater Treatment Facilities, dated December 23, 2016 in the amount of \$100,309.00.

DOE-03. APPROVAL OF AWARD OF CONTRACT FOR FKAA PROJECT 1150-17 "CONSTRUCTION AND TESTING OF NEW PRODUCTION WELLS AT STOCK ISLAND REVERSE OSMOSIS TREATMENT PLANT FACILITY" TO CHARLEY TOPPINO AND SONS, INC. (\$487,276.00)

On recommendation of Mrs. Reynolds and motion of Mrs. Higgins, seconded by Mr. Ritz, the Board approved award of contract for FKAA Project 1150-17 "CONSTRUCTION AND TESTING OF NEW PRODUCTION WELLS AT STOCK ISLAND REVERSE OSMOSIS TREATMENT PLANT FACILITY" to Charley Toppino and Sons, Inc. in the amount of \$487,276.00.

DOE-04. APPROVAL OF CHANGE ORDER NO. 1 FOR A CREDIT AMOUNT OF \$25,000 AND FINAL PAYMENT FOR PROJECT #2337-17, METER READING GATEWAYS, TO CHARLEY TOPPINO & SONS, INC. (\$47,205.00)

On recommendation of Mrs. Reynolds and motion of Mr. Ritz, seconded by Mrs. Appell, the Board approved Change Order No. 1 for a credit amount of \$25,000 and final payment for Project #2337-17, Meter Reading Gateways, to Charley Toppino & Sons, Inc. in the amount of \$47,205.00.

DOE-05. APPROVAL OF CHANGE ORDER NO. 1 FOR A CREDIT AMOUNT OF \$113,664.66 AND FINAL PAYMENT FOR PROJECT #2340-17, SOMBRERO BEACH ROAD AND SOMBRERO BOULEVARD-DISTRIBUTION SYSTEM UPGRADE, TO CHARLEY TOPPINO & SONS, INC. (\$15,724.96)

On recommendation of Mrs. Reynolds and motion of Mrs. Appell, seconded by Mr. Ritz, the Board approved Change Order No. 1 for a credit amount of \$113,664.66 and final payment for Project #2340-17, Sombrero Beach Road and Sombrero Boulevard-Distribution System upgrade, to Charley Toppino & Sons, Inc. in the amount of \$15,724.96.

DOE-06. APPROVAL OF A BUDGET AMENDMENT AND CONTRACT FOR AN ELECTRICAL ASSESSMENT AT THE J. ROBERT DEAN WATER TREATMENT FACILITY TO BLACK AND VEATCH CORPORATION (NOT TO EXCEED \$50,000.00)

On recommendation of Mrs. Reynolds and motion of Mr. Toppino, seconded by Mr. Ritz, the Board approved a budget amendment and contract for an electrical assessment at the J. Robert Dean Water Treatment Facility to Black and Veatch Corporation not to exceed \$50,000.00.

BOARD OF DIRECTORS

**BOD-01. BOARD OF DIRECTORS DISCUSSION
(SPONSOR: J. ROBERT DEAN)**

ADJOURNMENT

With there being no further business, the meeting was adjourned at 11:45 a.m.

FLORIDA KEYS AQUEDUCT AUTHORITY

By: 
J. Robert Dean, Chairman

Attest:


David C. Ritz, Secretary/Treasurer

ATTENDANCE

BOARD MEMBERS

J. Robert Dean
Richard Toppino
David C. Ritz
Antoinette M. Appell
Cara Higgins

FKAA STAFF

Tom Walker	Pam Albury
Tim Esquinaldo	Randy Acevedo
Jay Miller	Maghan Barber
Robert T. Feldman	Peter Gomez
Jim Lewanski	William Bastian
Jolynn Reynolds	Rick Ketcham
Christie Meder	Sue Reich
Leo Bello	Larry Davis
Bryan Arrabal	Pete Milcik
Brian O'Connor	Mick O'Connor
Todd Kimmel	Hank Anker
Bryan O'Berry	Stephen Leonard
Alex Sawley	Ronnie Smith

MEMBERS OF THE PUBLIC

Christian Gibbs & Unified Strategic Group
Tony Hairston
Sandi Bisceglia
John Sweeting (Union Rep.)