

MINUTES OF VIRTUAL MEETING
OF THE
BOARD OF DIRECTORS
FLORIDA KEYS AQUEDUCT AUTHORITY

HELD ON

MARCH 25, 2020

PUBLIC MAY JOIN MEETING BY VISITING URL:

(<https://zoom.us/j/890413899>)

MEETING ID: 890413899

OR VIA PHONE AT:

1-(646)558-8656

MEETING ID: 890413899#

10:30 A.M.

The following MEMBERS were present:

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

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

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.

EMPLOYEE AWARDS

SERVICE AWARDS

Joe White-	Contract Filed Rep.:	15 Years of Service
Brinson Thrift-	Maintenance Mech. B:	15 Years of Service
Pam Albury-	Executive Office Coord:	20 Years of Service
Venda Storr-	Finance Specialist:	25 Years of Service
Mike Lyons-	Const. Crew Supervisor:	35 Years of Service

EMPLOYEE OF THE QUARTER

Rosa Pujol- Billing Coordinator: 21 Years of Service

RETIREMENT

Greg Gato - Operations Supervisor: 21 Years of Service

APPROVAL OF MINUTES

On motion of Mr. Toppino, seconded by Mrs. Appell, the Board unanimously approved the Minutes of a Special Meeting held on February 20, 2020, a Regular Board Meeting held on February 26, 2020, a Special Meeting held on March 10, 2020 and a Labor Committee Meeting held on March 11, 2020 as presented.

APPROVAL OF AGENDA

By consensus, the Board unanimously approved the Agenda as presented.

CONSENT AGENDA WATER /WASTEWATER

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

1. OOC – 01. Approval of payment to Allen, Norton & Blue, P.A. for January 2020 (\$180.00)
2. OOC – 02. Approval of payment to Bryant, Miller & Olive for professional services rendered and expenses incurred for the month of February 2020 regarding Sands Property and FKAA pipeline in Islamorada (\$4,170.00)

3. OOC – 03. Approval of payment to Bryant, Miller & Olive for professional services rendered and expenses incurred for the month of February 2020 regarding Environmental Operational Permit for the injection for the wells issued by Department of Environmental Protection to the Authority (\$1,350.00)
4. OOC – 04. Approval of payment to Bryant, Miller & Olive for professional services rendered and expenses incurred for the month of February 2020 regarding negotiations with Kennedy Center Condominium Association (KCAA) (\$180.00)
5. OOC – 05. Approval of payment to Bryant, Miller & Olive for professional services rendered and expenses incurred for the month of February 2020 regarding defense of declaratory judgement, Maschal vs FKAA and Monroe County (\$1,910.00 Monroe County)
6. DOE – 01. Approval of No Objection to the abandonment of a portion of West Seaview Drive, contiguous to part of Lot 17 and all of Lots 18 and 19, Block 5, PLANTATION ISLAND, DUCK KEY, according to the Plat thereof as recorded in Plat Book 5, at Page 82 of the Public Records of Monroe County, Florida. The FKAA has facilities located within the area of requested abandonment. Customer Agrees to grant of easement encompassing all utilities and all appurtenances
7. DOE – 02. Approval of No Objection to the abandonment of a portion of the public right-of-way Gulf Boulevard and all of the Public Right of Way of Town Street, also known as Dolphin Street , Second Addition to Port Pine Heights, as recorded in Plat Book 4, Page 167 of the Public Records of Monroe County, Florida. The FKAA has facilities located within area requested abandonment. Customer agrees to grant an easement encompassing all utilities and all appurtenances
8. DOE – 03. Approval of the sole source purchase of two transformers for Project #7064-18A, “REPAIR AND REPLACEMENT AT WWTP FACILITIES”, from ABB (\$39,530.00)
9. DOE – 04. Approval of payment for the annual subscription to E-builder, Inc., a web-based construction management software (\$67,949.77)

REGULAR AGENDA ITEMS

EXECUTIVE DEPARTMENT

EO-01. EXECUTIVE DIRECTOR’S REPORT

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

Status of Action Plans to Deal with the Coronavirus Outbreak

Mr. Walker reported that staff have been involved in many aspects of the Authority's operations dealing with the COVID-19 outbreak. Mr. Walker provided examples of the measures that have been taken to protect staff and customers:

- Many of our employees are working from home. Specific tasks can be performed on FKAA computers, such as GIS mapping, AUTOCAD for engineering design, permitting and reporting, Cogsdale account management, and using Cityworks for work orders. The call center is available to our customers with our service representatives answering phone calls from their home connections.
- Construction crews and inspectors are driving work vehicles home and directly to job sites to avoid gathering at our facilities before and after work.
- Continued updates on efforts to maintain clean work environments and social distancing.
- Several employees have been told to stay home and self-quarantine as a result of specific international travel, potential of contact with infected individual, and certain flu-like symptoms. In a few of these cases, employees can work from home. We will deal with these employees on a case-by-case basis in terms of returning to work and pay policy while at home.

Measures to Protect Level of Service:

- Supply chain monitoring and inventory expansion on critical commodities.
- Keeping healthy operators at work, and sick employees at home.
- Adding key personnel on temporary, as-needed basis to help operate supply and treatment systems if key employees become sick and or quarantined.
- Developing action plans to include potential personnel shift changes, overtime considerations and workload priorities.

Measures to Assist Customers:

- Delinquent accounts will be handled without shutting off water to customers. Payment plans will be provided during this emergency.
- We plan to waive penalties during this emergency until further notice and recommend Board approval for such waiver.

- Online services are available to allow our customers to pay bills, initiate and close accounts, review meter data, and conduct permitting activities.
- Drop boxes are located for payments at our three customer service offices and on Ships way in Big Pine Key.
- Updates on our activities and actions are provided through numerous media outlets.

On recommendation of Mr. Walker and a motion of Mrs. Higgin, seconded by Mr. Toppino the Board approved to waive customers late fees and discontinue the disconnection fees until further notice.

OFFICE OF COUNSEL

OOC-01. APPROVAL OF PAYMENT FOR BAKER, DONELSON, BEARMAN, CALDWELL & BERKOWITZ, PC TO PROVIDE LEGAL REPRESENTATION FOR FEMA DENIALS AND APPEALS FOR HURRICANE IRMA REIMBURSEMENT TO THE AUTHORITY

On recommendation of Mr. Feldman and motion of Mr. Toppino, seconded by Mrs. Appell, the Board approved payment to Baker, Donelson, Bearman, Caldwell & Berkowitz, PC to provide legal representation for FEMA denials and appeals for Hurricane Irma reimbursement to the Authority. Professional services rendered and expenses incurred for the month of January 2020 in the amount of \$9,641.00.

OOC-02. APPROVAL OF PAYMENT FOR BAKER, DONELSON, BEARMAN, CALDWELL & BERKOWITZ, PC TO PROVIDE LEGAL REPRESENTATION FOR FEMA DENIALS AND APPEALS FOR HURRICANE IRMA REIMBURSEMENT TO THE AUTHORITY

On recommendation of Mr. Feldman and motion of Mr. Toppino, seconded by Mrs. Appell, the Board approved payment to Baker, Donelson, Bearman, Caldwell & Berkowitz, PC to provide legal representation for FEMA denials and appeals for Hurricane Irma reimbursement to the Authority. Professional services rendered and expenses incurred for the month of February 2020 in the amount of \$1,102.00.

DIVISION OF ADMINISTRATION

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

Mr. Shelby reported approximately \$4 million has been spent on capital projects five (5) months into the fiscal year and \$13 million in unrestricted cash is available. Mr. Shelby explained that although production has slowed down over the last couple of days which will have an effect on revenue, but the Authority remains financially and liquidity wise in good shape.

DIVISION OF ENGINEERING

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

Mrs. Reynolds presented key project highlights as follows:

- C-905 Transmission Replacement Phase III: 20% project completion
- Stock Island Pump Station: 6% project completion
- Grassy Key Transmission Replacement: 11% project completion

DOE-02. APPROVAL OF CONTRACT FOR FINAL DESIGN SERVICES OF PROJECT #7054, JOE PINDER ADMINISTRATION BUILDING, TO THOMAS E. POPE, PA (NOT TO EXCEED \$787,714.00)

On recommendation of Mrs. Reynolds and motion of Mrs. Appell, seconded by Mrs. Higgins, the Board approved contract for final design services of Project #7054, Joe Pinder Administration Building, to Thomas E. Pope, PA in the amount not to exceed \$787,714.00.

DOE-03. APPROVAL TO AWARD CONTRACT FOR PROJECT #7049-18, ROCKLAND YARD WORKSHOP AND OFFICE BUILDING, TO K2M DESIGN (\$49,515.00)

After Board discussion regarding scope of work, upon recommendation of Mrs. Reynolds and motion of Mr. Toppino, seconded by Mr. Ritz, the Board approved award of contract for Project #7049-18, Rockland Yard Workshop and Office Building, to K2M Design in the amount of \$49,515.00.

DOE-04. PRESENTATION ON WATER SYSTEM MASTER PLAN-2020

Mrs. Reynolds presented the 20 Year Water System Master Plan. She advised that the following sections would be discussed for informational purposes only:

- Introduction
- Population and Water Demand Forecast
- Supply System
- Treatment and Standards
- Transmission System
- Distribution System
- Financial Plan
- Findings and Recommendations

Mr. Toppino asked if staff had investigated grant funding for laying pipe. Mr. Walker explained that grant funding for laying pipe in the ground is not common although staff continues to research grant opportunities.

Mr. Ritz inquired if staff planned to look for alternative property for new well fields due to the possibility of saltwater intrusion. Mrs. Reynolds advised that purchasing property is part of the CIP list and will be discussed further at a CIP Workshop next month. Mr. Reynolds added that the consultant is looking for property to the north and west of the plant.

DIVISION OF WATER

DOW-01. APPROVAL OF AFTER-THE-FACT EMERGENCY VFD REPLACEMENT AT THE LONG KEY BOOSTER PUMP STATION TO RAYBRO/CED (\$39,862.00)

On recommendation of Mr. Gomez and motion of Mrs. Higgins, seconded by Mr. Toppino, the Board approved after-the-fact emergency VFD replacement at the Long Key Booster Pump Station to Raybro/CED in the amount of \$39,862.00.

DOW-02. APPROVAL OF PURCHASE OF A SPARE VERTICAL TURBINE PUMP FOR THE ISLAMORADA PUMP STATION FROM R.C. BEACH & ASSOCIATES INC. (\$59,385.00)

On recommendation of Mr. Gomez and motion of Mr. Ritz, seconded by Mrs. Appell, the Board approved the purchase of a spare vertical turbine pump for the Islamorada Pump Station from R.C. Beach & Associates Inc. in the amount of \$59,385.00.

DOW-03. APPROVAL OF AFTER-THE-FACT EMERGENCY VFD PUMP REPAIR AT THE J. ROBERT DEAN WATER TREATMENT PLANT TO BARNEY PUMPS (\$67,880.00)

On recommendation of Mr. Gomez and motion of Mrs. Higgins, seconded by Mrs. Appell, the Board approved an after-the-fact emergency VFD pump repair at the J. Robert Dean Water Treatment Plant to Barney Pumps in the amount of \$67,880.00.

BOARD OF DIRECTORS

BOD-01. APPROVAL OF THE CAFR (COMPREHENSIVE ANNUAL FINANCIAL REPORT) FOR THE PERIOD FROM OCTOBER 1, 2018 TO SEPTEMBER 30, 2019

Mr. Michael Futterman from Marcum LLP addressed the Board and reviewed the 2018/2019 Comprehensive Annual Financial Report (CAFR). Mr. Futterman stated it was a clean Audit and complimented staff for their work. Mr. Futterman advised that the Florida Keys Aqueduct Authority received The Certificate of Achievement for Excellence in Financial Reporting and the Prestigious Budget Award.

By consensus, the Board unanimously approved the CAFR for the period from October 1, 2018 to September 30, 2019.

BOD-02. BOARD OF DIRECTORS DISCUSSION
(SPONSOR: J. ROBERT DEAN)

ADJOURNMENT

With there being no further business, the meeting was adjourned at 11:55 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

FCAA STAFF

Tom Walker	Pam Albury
Tim Esquinaldo	Randy Acevedo
Jay Miller	Mary Anne Clothier
Robert T. Feldman	Peter Gomez
Zach Hughes	William Bastian
Jolynn Reynolds	Rick Ketcham
Josh Peele	

MEMBERS OF THE PUBLIC

Tom Pope
Gavin Sarbraugh
Michael Futterman
Moises Ariza
John Sweeting (Union Rep.)