

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

**HELD ON**

**APRIL 22, 2020**

**PUBLIC MAY JOIN MEETING BY VISITING URL:**

<https://zoom.us/j/801483444>

**MEETING ID: 801483444**

**OR VIA PHONE AT:**

**1-646-558-8656**

**MEETING ID: 801483444#**

**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 Esquinaldo. . . . . 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 10:32 a.m.

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

## **EMPLOYEE AWARDS**

### **SERVICE AWARDS**

<b>Jason Norris</b>	Facility Maint. & Const. Supv.	20 Years of Service
<b>Krystal Waldner</b>	Purchasing Office Admin.	15 Years of Service

## **APPROVAL OF MINUTES**

On motion of Mr. Ritz, seconded by Mrs. Appell, the Board unanimously approved the Minutes of a Regular Board Meeting held on March 25, 2020, and a COVID-19 Skype Status Call held on April 8, 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. Toppino, 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 March 2020 regarding Sands Property and FKAA pipeline in Islamorada (\$4,890.00)
2. OOC – 02. Approval of payment to Bryant, Miller & Olive for professional services rendered and expenses incurred for the month of March 2020 regarding Environmental Operational Permit for the injection wells issued by Department of Environmental Protection to the Authority (\$300.00)
3. OOC – 03. Approval of payment to Bryant, Miller & Olive for professional services rendered and expenses incurred for the month of March 2020 regarding Defense of declaratory judgement, Maschal vs. FKAA and Monroe County (\$1,410.00 Monroe County)
4. DOW – 01. Approval of award Bid # FKAA-IFB-0005-20 to United Rentals, Inc. for the purchase of a trailer mounted z-boom aerial lift \$44,646.85. Total cost reflects the purchase of two lifts: one for LK Facility Maintenance and one for FL. City E/I/C division (\$89,293.70)

5. DOW – 02. Approval of critical repairs to a Vermeer T6511 trencher. Repairs will be made by Vermeer Southeast (\$46,748.36)

## **REGULAR AGENDA ITEMS**

### **EXECUTIVE DEPARTMENT**

#### **EO-01. EXECUTIVE DIRECTOR'S REPORT**

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

#### **Response in Dealing 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 an up-to-date example of the measures that have been taken to protect staff and customers:

- No employees have tested positive for COVID-19. There are employees that are in self-quarantine out of abundance of caution.
- Employees continue to follow safety and health procedures.
- Staff continues to provide excellent services to customers. Calls are being answered, bills are being paid, payroll continues to be processed and water production is strong.
- Crews remain ready for emergency calls as evident this past weekend with a water main leak and a wastewater leak with no service lost.

#### **Update on the Joe Pinder Administration building:**

Mr. Walker reported that the Customer Service Department has relocated to Overseas Market. Mr. Walker thanked Danielle Mendez, Customer Service Lower Keys Area Manager, for developing a great concept plan and coordinating the entire relocation project. Mr. Walker gave kudos to the Authority's inhouse crews who worked tirelessly on the build-out of the new office space: Jason Norris, Miguel Ramas, Daniel Victores, Brinson Thrift and Chuck Sellers.

Mr. Walker gave an update on BB&T Suites 302, 303 and 307. He reported that painting in Suite 303 and layouts for staff has been completed. Mr. Walker advised that staff is scheduled to move into this location during the second half of May. He added that the relocations will allow for demolition of the existing building in June.

**FPL Remediation Program:**

Mr. Walker advised that the Florida Department of Environmental Protection has recently given FPL permission to continue operating its Turkey Point power plant under the Power Plant Siting Act without addressing impacts to the Biscayne Aquifer. He explained that concurrently, Miami-Dade is considering a user agreement with FPL which will allow its saltwater plume to continue westward movement towards our water supply. Mr. Walker further explained that in effort to have FPL follow its obligations under the existing FDEP consent order, a joint study and request for review has recently been sent to FDEP, SFWMD and Miami-Dade for consideration.

**Update from David Browning:**

Mr. Browning provided an update on the status of legislative affairs in Tallahassee as they relate to lobbying efforts to secure funding the Authority's capital improvement and restoration programs. Mr. Browning reported that \$500,000 had been secured for the RO Plant in addition to the \$30 million that came in during the session. He advised that Ms. DeLoach and himself are working hard to secure the \$500,000 RO funding from the possibility of getting vetoed due to the state of the economy because of COVID-19.

**OFFICE OF COUNSEL**

**OOO-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 FOR  
PROFESSIONAL SERVICES RENDERED AND EXPENSES INCURRED  
FOR THE MONTH OF MARCH 2020 (\$152.00)**

On recommendation of Mr. Feldman and motion of Mr. Ritz, 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 March 2020 in the amount of \$152.00.

**DIVISION OF ADMINISTRATION**

**DOA-01. SUMMARY FINANCIAL INFORMATION OCTOBER 2019  
THROUGH MARCH 2020**

Mr. Shelby reported that revenue is slightly ahead of budget with expenses approximately 4% under budget. Mr. Shelby advised \$14 million in unrestricted cash is available. Mr. Shelby explained that customer payments have slowed down as has production which will have an effect on revenue eventually.

**DOA-02. APPROVAL OF THE GEHRING GROUP TO PROVIDE BENEFIT CONSULTING SERVICES FOR A ONE-YEAR CONTRACT WITH THE OPTION TO RENEW FOR THREE ADDITIONAL ONE-YEAR PERIODS EFFECTIVE MAY 1, 2020**

On recommendation of Mr. Shelby and motion of Mr. Ritz, seconded by Mrs. Higgins, the Board approved The Gehring Group to provide benefit consulting services for a one-year contract with the option to renew for three additional one-year periods effective May 1, 2020.

**DOA-03. APPROVAL OF AT&T AS THE PROVIDER FOR WIDE AREA NETWORK SERVICES (YEARLY AMOUNT NOT TO EXCEED \$325,000.)**

On recommendation of Mr. Shelby and motion of Mrs. Appell, seconded by Mrs. Higgins, the Board approved AT&T as the provider for wide area network services for a yearly amount not to exceed \$325,000.00.

**DOA-04. APPROVAL OF THE RENEWAL OF FLOOD INSURANCE POLICIES THROUGH THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP) FOR THE POLICY PERIOD FROM APRIL 27, 2020 THROUGH APRIL 27, 2021 (ESTIMATED PREMIUM \$150,603.)**

On recommendation of Mr. Shelby and motion of Mr. Ritz, seconded by Mrs. Appell, the Board approved the renewal of flood insurance policies through the National Flood Insurance Program (NFIP) for the policy period from April 27, 2020 through April 27, 2021 estimated premium \$150,603.00.

**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: 25% project completion
- Stock Island Pump Station: 6% project completion
- Grassy Key Transmission Replacement: 20% project completion

**DOE-02. PRESENTATION ON PROPOSED CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS**

Mrs. Reynolds presented the proposed 5-year Capital Improvement Plan (CIP) Projects. She reported that the following sections would be part of the presentation:

- FY 2021 CIP Summary
- FY 2021 CIP Funding Sources
- Water Treatment Projects
- Transmission System Projects

- Distribution System Projects
- Facility Projects
- Wastewater System Projects
- FY 2021-2025 CIP

**DOE-03. APPROVAL OF RECOMMENDATION OF PROFESSIONAL DESIGN-BUILD FIRM WHARTON-SMITH/CAROLLO, FOR THE EXPANSION OF THE BIG COPPITT WASTEWATER TREATMENT PLANT AND OTHER WASTEWATER PROJECTS THROUGHOUT THE FKAA SERVICE AREA**

On recommendation of Mrs. Reynolds and motion of Mrs. Appell, seconded by Mr. Ritz, the Board approved recommendation of professional design-build firm Wharton-Smith/Carollo, for the expansion of the Big Coppitt Wastewater Treatment Plant and other wastewater projects throughout the FKAA service area.

**DOE-04. APPROVAL OF BUDGET AMENDMENT AND AWARD THE CONSTRUCTION OF PROJECT #3231-19, RAMROD PUMP STATION FUEL SYSTEM UPGRADES TO JTCC, INC. (\$101,424.)**

On recommendation of Mrs. Reynolds and motion of Mrs. Higgins, seconded by Mr. Ritz, the Board approved a budget amendment and award the construction of Project #3231-19, Ramrod Pump Station Fuel System Upgrades to JTCC, Inc. in the amount of \$101,424.00.

**DOE-05. APPROVAL OF CHANGE ORDER NO. 1 FOR A CREDIT AMOUNT OF \$129,092.24 AND FINAL PAYMENT FOR PROJECT #7064-18, FKAA WWTP REPAIRS & REPLACEMENT FEMA WORK, TO TLC DIVERSIFIED, INC. (\$218,862.66.)**

On recommendation of Mrs. Reynolds and motion of Mr. Toppino, seconded by Mr. Ritz, the Board approved Change Order No. 1 for a credit amount of \$129,092.24 and final payment for Project #7064-18, FKAA WWTP Repairs & Replacement FEMA Work, to TLC Diversified, Inc. in the amount of \$218,862.66.

**DIVISION OF WATER**

**DOW-01. APPROVAL OF AWARD BID # FKAA-IFB-0010-20 TO ALLIED UNIVERSAL FOR A 1 YEAR CONTRACT- LIQUID CHLORINE FOR USE AT THE J. ROBERT DEAN WTP AT THE COST OF \$0.4265 PER POUND (ESTIMATED COST \$277,225.00)**

On recommendation of Mr. Gomez and motion of Mr. Ritz, seconded by Mrs. Appell, the Board approved award Bid # FKAA-IFB-0010-20 to Allied universal for a 1 Year Contract-Liquid Chlorine for use at the J. Robert Dean WTP at the cost of \$0.4265 per pound for the estimated cost of \$277,225.00.

**DOW-02. APPROVAL OF AWARD BID # FKAA-IFB-0009-20 TO LHOIST NORTH AMERICA FOR A 2-YEAR CONTRACT- GRANULAR/RICE QUICKLIME FOR THE J. ROBERT DEAN WTP AT THE COST OF \$0.160995 PER POUND (ESTIMATED COST \$4,024,875.00)**

On recommendation of Mr. Gomez and motion of Mrs. Appell, seconded by Mrs. Higgins, the Board approved award Bid # FKAA-IFB-0009-20 to Lhoist North America for a 2-Year Contract- Granular/Rice Quicklime for the J. Robert Dean WTP at the cost of \$0.160995 per pound for the estimated cost of \$4,024,875.00.

**DOW-03. APPROVAL OF AWARD BID # FKAA-IFB-0012-20 TO DION'S FUELS LLC FOR A 2-YEAR CONTRACT- #2-D ULTRA LOW SULFUR DIESEL FUEL FOR A \$0.18 PER GALLON SERVICE FEE. TOTAL AMOUNT IS AN ESTIMATE OF ORDERING APPROXIMATELY 100,000 GALLONS A YEAR (ESTIMATED TWO-YEAR PRICE \$275,900.00)**

On recommendation of Mr. Gomez and motion of Mr. Ritz, seconded by Mrs. Higgins, the Board approved award Bid # FKAA-IFB-0012-20 to Dion's Fuels LLC for a 2-year Contract- #2-D Ultra Low Sulfur Diesel Fuel for a \$0.18 per gallon service fee. Total amount is an estimate of ordering approximately 100,000 gallons a year for the estimated two-year price of \$275,900.00.

**DOW-04. APPROVAL OF AWARD BID #FKAA-IFB-0011-20 TO DION'S FUELS LLC FOR A 2-YEAR CONTRACT- 87 OCTANE GASOLINE FOR A \$0.18 PER GALLON SERVICE FEE. TOTAL AMOUNT IS AN ESTIMATE BASED ON APPROXIMATELY 250,000 GALLONS A YEAR (ESTIMATED TWO-YEAR PRICE \$426,250.00)**

On recommendation of Mr. Gomez and motion of Mrs. Higgins, seconded by Mr. Ritz, the Board approved award Bid #FKAA-IFB-0011-20 to Dion's Fuels LLC for a 2-Year Contract- 87 Octane Gasoline for a \$0.18 per gallon service fee. Total amount is an estimate based on approximately 250,000 gallons a year for the estimated two-year price of \$426,250.00.

**BOARD OF DIRECTORS**

**BOD-01. APPROVAL OF INTERNAL AUDIT COMPLIANCE REPORTS FOR THE PERIOD FROM OCTOBER 1, 2018 TO SEPTEMBER 30, 2019 (SPONSOR: MR. RICHARD TOPPINO, AUDIT COMMITTEE CHAIRMAN)**

On recommendation of Mr. Esquinaldo and motion of Mr. Toppino, seconded by Mrs. Higgins, the Board approved the Internal Audit Compliance Reports 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 11:31 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	Mary Anne Clothier
Robert T. Feldman	Peter Gomez
Maghan Barber	Julie Cheon
Jolynn Reynolds	Rick Ketcham
Josh Peele	

MEMBERS OF THE PUBLIC

David Browning  
Kate DeLoach  
John Sweeting (Union Rep.)