

**MINUTES OF SKYPE STATUS CALL**  
**OF THE**  
**BOARD OF DIRECTORS**  
**FLORIDA KEYS AQUEDUCT AUTHORITY**

**HELD ON**

**MAY 8, 2020**

**PUBLIC MAY JOIN MEETING BY VIA PHONE AT:**  
**1-(850)792-4985**  
**MEETING ID: 283073705**

**11:00 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.

## COVID-19 STATUS CALL

The Meeting was called to order by Chairman Dean at 11:01 a.m.

Pam Albury presented the roll call.

## AGENDA

### **Latest Information and Response**

Mr. Walker reported that the Authority's staff remains COVID-19 free (based on no positive tests). Mr. Walker thanked staff for following safe and healthy guidelines both at work and home.

Mr. Walker recommended that field crews return to regular work schedules and office workers return to the office environment according to the DOH guidelines beginning Monday, May 11, 2020 as the phase one reopening has started. He advised that daily safety screening for employees entering FKAA work sites will continue.

Mr. Walker advised that the Study at Home program has been successful. He reported that 73 employees have participated in this program for a combined 1500 hours logged.

Chairman Dean asked Mrs. Albury to call the roll regarding Mr. Walker's recommendation to begin the phase one employee work schedule beginning May 11, 2020.

Chairman Dean: Yes  
Mrs. Appell: Yes  
Mr. Toppino: Yes  
Mrs. Higgins: Yes  
Mr. Ritz: Yes

Mr. Walker reported that moving begins next week over to the BB&T units. He explained the move would be staggered and continue through the end of May.

Mr. Walker advised that the bid opening regarding the demolishing of the existing Administration Building is today at 2:00 p.m. He added that staff continues to work closely with the architectural team.

Mr. Craig Reynolds presented the Landscape Design Development Plan. A copy of the presentation is attached and part of the record.

Mrs. Appell asked if the pathway surrounding the new building would be wide enough for wheelchair bound customers. Mr. Reynolds advised yes and explained that it will be ADA compliant.

Mr. Walker reported that seven (7) Statement of Qualifications were received from builders and will be reviewed by our construction committee. The committee will meet on Monday, May 18, 2020 and will select the preferred contractor for this project. He explained this recommendation will be presented to the Board at the May 27, 2020 regular Board Meeting.

Chairman Dean asked who is on the Construction Committee. Mr. Walker advised Mr. Bubba Osterhoudt, Mrs. Stephanie Bruno, Ms. Marnie Walterson and Mr. Tom Pope as an advisor providing input.

Mr. Walker advised that the DEO grant for the Stock Island RO plant has still not been received and anticipates it coming in any day now.

### **Current Financial Status**

Mr. Shelby reported that the preliminary April financial information coming in looks strong with water revenue exceeding last Aprils. Mr. Shelby advised the Authority has approximately 51,000 customers with 1400 on average that are delinquent as of today there is around 2200. Mr. Shelby reported 30,000 customers utilize the Authority's autopay which has assisted in keeping customer accounts current.

### **Additional Comments:**

Chairman Dean advised that he would like to appoint a new Building and Construction Committee.

Chairman Dean appointed Mr. Toppino and Mrs. Higgins to the Building and Construction Committee.

Chairman Dean asked Mrs. Albury to call the roll regarding appointing Mr. Toppino and Mrs. Higgins to the new Building and Construction Committee.

Mr. Ritz:	Yes
Mrs. Appell:	Yes
Chairman Dean:	Yes
Mr. Toppino:	Yes
Mrs. Higgins:	Yes

Mr. Walker proposed that the Budget process be pushed out until August due to the current situation. Mrs. Higgins advised that with large projects ahead she did not feel comfortable doing so. Chairman Dean suggested the discussion regarding postponing the budget be discussed at the next meeting.

**ADJOURNMENT**

With there being no further business, the meeting was adjourned at 11:53 a.m.

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**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	Cindy Kondziela
Kerry Shelby	Pam Albury
Tim Esquinaldo	Randy Acevedo
Jay Miller	Peter Gomez
Julie Cheon	Rick Ketch
Jolynn Reynolds	

MEMBERS OF THE PUBLIC

John Sweeting (Union Rep.)  
Tom Pope  
Gavin Scarbrough  
Craig Reynolds  
Clyde Burgess  
Lynne Tejada