

MINUTES

Key Largo Wastewater Treatment District Commission (KLWTD) Meeting



May 13, 2014
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Commission Meeting at 4:00 PM. Present were, Chairman Steve Gibbs, Commissioners, Andy Tobin, Norman Higgins, David Asdourian, and Robby Majeska. Also present were General Manager Margaret Blank, Chief Information Officer, Paul Christian, General Counsel, Ray Giglio, District Acting Clerk Melissa Cornelison, and other appropriate District Staff.

Marilyn Giglio led the Pledge of Allegiance.

APPROVAL OF AGENDA

Chairman Gibbs requested that the General Manager Contract item be moved from Action to Discussion. Commissioner Majeska requested that County sales tax dollars be added to Commissioner's items. Commissioner Tobin added to Commissioner's Roundtable the rate category of disproportionate expenditures of people on the force main. General Counsel Giglio included discussion about the local bill in counsel report. General Manager Blank added an update on the FQUIK money and Chairman Gibbs added the item to the General Manager's report.

Motion: Commissioner Majeska made a motion to approve the agenda as amended. Commissioner Asdourian seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		
Chairman Gibbs	X		

Motion passed 5 to 0

PUBLIC COMMENT

Name & Address

Subject

N/A

GENERAL MANAGER'S REPORT

General Manager's Contract

General Manager Blank submitted a draft contract for the General Manager's position requesting to extend the term of the contract to three years. Concerns over pay raises each year for employees, the salary for the new three year contract reflects the position and title of the General Manager and reflects not going to Council each year asking for more pay raises and bonuses each year as the new three year contract would reflect enough money for that.

Chairman Gibbs requested General Manager Blank to submit the missing attachments for the draft General Manager's contract that was presented to the board. Chairman Gibbs was also concerned about submitting the bonus information in the contract; it is not a guarantee and should not be included. After continued discussion of the General Manager's salary the Board directed that the contract be brought back to the May 20th meeting for action.

Inter-Local

Ms. Blank reported that the will need to be an inter-local agreement between Islamorada, Marathon, and the District concerning the division on the Mayfield Grant Monies.

COMMISSIONER'S ITEMS

Sales Tax Dollars

Commissioner Majeska suggested that the District ask the Board of County Commissioners for sales tax monies. The Board directed the General Manager to contact the BOCC about obtaining funds for the District from the County Sales Tax.

Commissioner Higgins reported to the Board that he is going to have a meeting with BOCC George Nugent and will be discussing funding.

5:10 Chairman Gibbs turned the meeting over to Vice Chairman Tobin since he had to leave the meeting.

CUSTOMER SERVICE

RESOLUTION NO. 13-05-14

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF RONI HAMMER FOR REMOVAL OF ONE TAX PARCEL FROM THE 2008 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

Motion: Commissioner Asdourian made a motion to approve Resolution No. 13-05-14. Commissioner Higgins seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		
Chairman Gibbs			Absent

Motion passed 4 to 0

RESOLUTION NO. 14-05-14

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF GEORGE SCHOENROCK FOR THE REINSTATEMENT OF ASSESSMENT FOR ONE TAX PARCEL TO THE 2013 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

Motion: Commissioner Higgins made a motion to approve Resolution No. 14-05-14. Commissioner Asdourian seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		
Chairman Gibbs			Absent

Motion passed 4 to 0

OPERATIONS REPORT

Dan Saus gave an update of Islamorada's process to connect to the KLWTD system.

LEGAL REPORT

Ray Giglio reported that the Legislation approved the District's request for the authority to give discounted rates.

Motion: Commissioner Higgins made a motion to put the wording on the August ballot. Motion seconded by Commissioner Asdourian.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		
Chairman Gibbs			Absent

Motion passed 4 to 0

COMMISSIONER'S ROUNDTABLE

Vice Chairman Tobin discussed a rate category for commercial force main tie-ins.

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 6:03 PM.

The KLWTD meeting minutes of May 13, 2014 were approved on July 1, 2014.

Chairman Gibbs

Melissa Cornelison Deputy Clerk

**KEY LARGO WASTEWATER TREATMENT DISTRICT
EMPLOYMENT CONTRACT**

THIS Employment Contract is entered into as of the date first set forth below, by and between the Key Largo Wastewater Treatment District, an independent special district created by Chapter 2002-337, Laws of Florida (the "District"), and the Employee named below.

1. **Employee Name and Address:** Margaret Blank
124 South Bay Harbor Drive
Key Largo, FL 33037
2. **Employee Title:** General Manager
3. **Employee Compensation Rate:** ~~\$130,000~~ \$125,000/year;
4. **Effective Date of this Employment Contract:** ~~May~~ June 1, 2014
5. **Term of Employment Contract:** Thirty Six (36) Months
6. **Date of first District Employment:** May 1, 2005
7. **General Provisions of Employment:** *See Attachment A*
8. **Employee Duties:** *See Attachment B.*
9. **Employee Performance Criteria:** *See Attachment C.*
10. **Special Terms of Employment:**
 - a. ~~Effective on the 12th, 24th and 36th months of this contract, Employee's Compensation Rate shall increase by the greater of 3% or the United States Department of Commerce Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (commonly known as the "CPI").~~
 - b.a. Annually during the term of this contract on April 30, if the Employee shall be employed for the entire year or if terminated without cause prior to ~~April 30~~ May 31, and provided the Employee shall perform all of her duties and responsibilities at a level of excellence commensurate with a general manager of a public utility, and with particular emphasis on those duties which result in increased grant funding or the substantial savings of costs, then and in that event, the Manager shall receive a bonus of ~~\$10,000~~ \$5,000. The Board shall review the Manager's performance at the meeting immediately before ~~April 30~~ May 31 at which time, unless a majority of the Board determines the Manager has failed to perform her duties at the level of excellence required, the bonus shall be payable.
 - e.b. The Employee will consult with the Board of Commissioners before regarding any appointments or terminations of Senior Management personnel as defined in the District's Staffing Plan as approved by the Board of Commissioners as may be amended with Board approval.
 - d.c. Paragraph 6 of the Employment General Provisions is amended to provide that the District will pay the medical premiums for Employee under the District's group medical plan, as approved by the District Board of Commissioners.

IN WITNESS WHEREOF, the parties hereto have executed this Employment Contract as of the date first written above.

Key Largo Wastewater
Treatment District

Employee

By _____
Stephen Gibbs
Its Chairman

Margaret Blank