

# Key Largo Wastewater Treatment District Board of Commissioners Meeting Agenda Item Summary

Meeting Date:  
December 2, 2014

Agenda Item Number: 1

Agenda Item Type:  
Bulk

Agenda Item Scope:  
Bulk

Recommended Action:  
Action: Approval

Department:  
Legal

Sponsor:

Subject:  
**Minutes of November 18, 2014**

Summary of Discussion:

Reviewed / Approved

Financial Impact

Attachments

Operations: \_\_\_\_\_  
Administration: \_\_\_\_\_  
Finance: \_\_\_\_\_  
District Counsel: fwg  
District Clerk: \_\_\_\_\_  
Engineering: \_\_\_\_\_

\$  
  
Funding Source:  
  
Budgeted:  
N/A

Minutes of November 18,2014

Approved By: [Signature]  
General Manager

Date: 11/26/2014



## MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for a Commission Meeting at 4:00 PM. Present were Chairman Stephen Gibbs, Commissioners Norman Higgins, Robert Majeska, David Asdourian and Andy Tobin. Also present were General Manager Paul Christian, Chief Information Officer Rob Bulkiewicz, General Counsel Ray Giglio, Finance Manager Connie Fazio, Operations Manager Dan Saus, Ed Castle with Weiler Engineering, District Clerk Mariela Montedeoca, and other appropriate District Staff.

The Honorable Luis Garcia, Chief Circuit Judge for the 16<sup>th</sup> Judicial Circuit, led the Pledge of Allegiance.

Judge Garcia then officiated at the Swearing-In Ceremony for Commissioners David Asdourian, Norman Higgins, and Andrew Tobin, all of whom took the oath of office.

### *Election of Officers*

#### **Chairman:**

Commissioner Robert Majeska nominated Commissioner David Asdourian for the office of Chairman. No other nominations were made.

**Motion:** Commissioner Tobin made a motion that nominations for Chairman be closed. Commissioner Higgins seconded the motion. The motion to close nominations passed without objection.

**Motion:** A vote was called on David Asdourian's nomination for the office of Chairman. There were no votes in opposition, and David Asdourian was unanimously elected to the office of Chairman of the Board of Commissioners of the Key Largo Wastewater Treatment District.

#### **Vice-Chairman:**

Commissioner Norman Higgins nominated Commissioner Andrew Tobin for the office of Vice-Chairman. No other nominations were made.

**Motion:** Commissioner Higgins made a motion that nominations for Vice-Chairman be closed. Commissioner Majeska seconded the motion. The motion to close nominations passed without objection.

**Motion:** A vote was called on Andrew Tobin's nomination for the office of Vice-Chairman. There were no votes in opposition, and Andrew Tobin was unanimously elected to the office of Vice-Chairman of the Board of Commissioners of the Key Largo Wastewater Treatment District.

**Secretary/Treasurer:**

Commissioner Robert Majeska nominated himself for the office of Secretary/Treasurer. No other nominations were made.

**Motion: A vote was called on Robert Majeska’s nomination for the office of Secretary/Treasurer. There were no votes in opposition, and Robert Majeska was unanimously elected to the office of Secretary/Treasurer of the Board of Commissioners of the Key Largo Wastewater Treatment District.**

Outgoing Chairman Stephen Gibbs passed the gavel to the newly-elected Chairman, David Asdourian, who presided over the remainder of the meeting.

**APPROVAL OF AGENDA**

Commissioner Majeska added discussion of the property at Vac Station I to the Commissioner's roundtable. Commissioner Higgins added a discussion of other property purchase options for the District's administrative offices to the Commissioner's roundtable.

**Motion: Commissioner Majeska made a motion to approve the agenda as amended and Commissioner Gibbs seconded the motion. The motion passed without objection.**

**PUBLIC COMMENT**

*Name & Address*

*Subject*

Tony Grau 2700 N Military Trail Suite 350 West Palm Beach, FL	The District's Request for Proposals for Professional Auditing Services
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Terry L. Morton 515 N Flager Drive Suite 1700 West Palm Beach, FL	The District's Request for Proposals for Professional Auditing Services
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**BULK ITEMS**

Minutes of November 5, 2014 were approved.

**Motion: Commissioner Majeska made a motion to approve the minutes and Commissioner Higgins seconded the motion. The motion passed without objection.**

**GENERAL MANAGER’S REPORT**

*Recommendation for award of RFP for Proposals for Professional Auditing Services*  
General Manager Paul Christian presented findings of the selection committee, which had reviewed proposals for Professional Auditing Services from qualified Certified Public Accounting firms for fiscal year 2015-2017. The selection committee recommended Nowlen, Holt and Miner, P.A. Mr. Tony Grau of Grau Associates spoke on behalf of his firm and answered questions from the Board. Mr. Terry L.Morton with Nowlen, Holt & Miner, P.A. spoke on behalf

of his firm and answered questions from the Board. The Board discussed the matter and tabled final selection to allow Commissioners time to do individual research and to consult with staff. The item will be brought back on December 2, 2014 for action.

## **OPERATION'S REPORT**

### *Small Commercial Unique Program*

Staff discussed options, concerns, and potential issues with the small commercial unique program, as previously presented to the Board. The Board directed staff to review the cost of other options and directed staff to bring back a draft resolution on December 9, 2014.

### *Change Order #6 for C-905/Fountain Engineering*

Operations Manager Dan Saus presented Change Order #6 to the C-905 grinder pump project, which change order grants the contractor 60 additional days for completion. Mr. Saus recommended approval of the change order.

**Motion: Commissioner Higgins made a motion to approve the Change of Order #6 for C-905/ Fountain Engineering. Commissioner Gibbs seconded the motion. The motion passed without objection.**

## **COMMISSIONER'S ITEMS/ROUNDTABLE**

### *Wastewater Plant Odor Complaint*

Operations Manager Dan Saus reported that he had thoroughly investigating the odor complaint the District had received. Mr. Saus will continue to monitor odor tracking devices along with the odor control system.

### *Vac Station I*

Commissioner Majeska noted that Key Largo Wastewater Treatment District has many potential building purchase options including constructing a building on the current Vac-I property. He also suggested consideration of splitting the Vac-I property and selling the unused portion.

### *Property Options*

Commissioner Higgins suggested that the District consider a vacant property adjacent to Marr Properties for purchase for construction of a new administrative office.

Commissioner Tobin requested that General Manager, Paul Christian give the Board an update on the Board of County Commissioners Meeting, which Mr. Christian had attended. Mr. Christian gave the update.

## **ADJOURNMENT**

The KLWTD Board adjourned the Board Meeting at 5:36 PM.

The KLWTD meeting minutes of November 18, 2014 were approved on December 2, 2014.



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Chairman Asdourian



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Mariela Montedeoca Deputy Clerk