



## MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM. Present were Chairman David Asdourian, Commissioners Norman Higgins and Stephen Gibbs. Commissioner Andrew Tobin arrived at 4:05PM. Also present were Chief Information Officer Rob Bulkiewicz, Finance Manager Connie Fazio, Operations Manager Dan Saus, and District Clerk Mariela Montedeoca.

General Manager Paul Christian, Legal Counsel Ray Giglio and Commissioner Robert Majeska were absent as they were traveling from Washington D.C. on District business,

David Asdourian led the Pledge of Allegiance.

### APPROVAL OF AGENDA

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

### PUBLIC COMMENT

#### *Name & Address*

Dotty Moses  
Burke Cannon

1 Harbor Drive, Key Largo  
149 West minister, Key Largo

#### *Subject*

Burke Cannon spoke on the Federation's efforts to clean up Key Largo's roads and Islamorada salinity.

Dotty Moses requested an update on the long term goals for the plant's front landscaping.

### BULK ITEMS

*Minutes of January 6, 2014.*

**Motion:** Commissioner Gibbs made a motion to approve Bulk Item. Commissioner Higgins seconded the motion. The motion passed without objection.

## **GENERAL MANAGER'S REPORT**

### *2015 Assessment Timeline*

Assessment Coordinator Diane Bockelman presented the assessment schedule for the 2015 tax roll and answered questions from the Board. Commissioner Tobin asked if there would be any surprises. Operation Manager Daniel Saus and Ms. Bockelman confirmed that there will be none.

## **FINANCIAL REPORT**

### *KLWTD FY2014 Audit Timeline*

Finance Manager, Connie Fazio presented the FY2014 audit timeline and answered questions from the Board. Ms. Fazio reported that the Comprehensive Annual Financial Report is scheduled to be completed by March 31, 2015 for presentation to the Board in April 2015.

### *Financial Report November 2014*

Mrs. Fazio reviewed the November 2014 Monthly Financial Report and answered questions from the Board.

## **OPERATION'S REPORT**

### *Change Order # 7 for C-905/ Fountain Engineering*

Mr. Daniel Saus presented Change Order #7, which provided Fountain Engineering an additional 14 days to complete work and recommended Board approval. Mr. Saus added that this change order is a time extension only and the District will not incur any additional cost.

**Motion: Commissioner Gibbs made a motion to approve the Change Order #7 for C-905/ Fountain Engineering. Commissioner Higgins seconded the motion. The motion passed without objection.**

## **COMMISSIONER'S ROUNDTABLE**

### *Purchase of New Office Building*

Commissioner Tobin requested Chief Information Officer Rob Bulkiewicz provide an update on the purchase of the new office building. Mr. Bulkiewicz stated that staff was in the planning phases and would give updates to the Board moving forward.

Commissioner Gibbs inquired how we would be selecting a contractor for the new building. Mr. Bulkiewicz stated that staff will solicit bids from contractors and will share this information with the Board. He also stated that staff was considering managing the bid process through Demand Star.

**ADJOURNMENT**

The KLWTD Board adjourned the Board Meeting at 4:44PM.

The KLWTD meeting minutes of January 13, 2015 were approved on January 20, 2015.

  
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David Asdourian, Chairman

  
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Mariela Montedeoca, Clerk