



Key Largo Wastewater Treatment District  
98880 Overseas Hwy, Key Largo, FL  
Tuesday, February 16, 2016

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## MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on February 16, 2016. Present were Chairman David Asdourian and Commissioner Norman Higgins. Commissioner Stephen Gibbs was present via teleconference. Commissioners Andrew Tobin and Robert Majeska were absent. Also present were General Counsel Ray Giglio, District Clerk Katherine Jackson and other appropriate District Staff.

Mrs. Connie Fazio led the Pledge of Allegiance.

### AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

- Commissioner Gibbs added two discussion items: 1) update on Long Key Road Incident under Operations Report, and 2) FKWQIP administrative fee under Commissioner's Roundtable.

### APPROVAL OF AGENDA

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

### APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

*Minutes of February 9, 2016*

**Motion:** Commissioner Higgins made a motion to approve the Minutes of February 9, 2016 and Commissioner Gibbs seconded the motion. The motion passed without objection.

### OPERATIONS REPORT

*Long Key Road Incident*

Operations Manager Chuck Adams and Senior Finance Manager Connie Fazio addressed Commissioner Gibbs' inquiry about the Long Key Road incident. The Board was advised that the actual cost to the District was \$7,430, and that an invoice in that amount has been prepared and will be sent to D.N. Higgins, Inc. once it has been approved by the General Manager

## **ADMIN / CUSTOMER SERVICE REPORT**

### *Administration Building Update*

Chief Information Officer Rob Bulkiewicz gave a presentation on the status of construction at the administration building and answered questions from the Board.

### *Code Compliance – February 2016*

Mr. Rob Bulkiewicz presented the February 2016 code compliance list to the Board, and answered questions from the Board.

## **BUDGET AND FINANCE REPORT**

### *Monthly Financial Report – January 2016*

Mrs. Connie Fazio presented the monthly financial report and answered questions from the Board.

## **ROUNDTABLE DISCUSSION**

### *Shelley Trulock (Commissioner Gibbs)*

Mrs. Connie Fazio addressed Commissioner Gibbs' question about the Florida Keys Water Quality Improvement Program (FKWQIP) administrative fee that had been charged by the Army Corps of Engineers (ACOE). Mrs. Fazio informed the Board that each recipient of the FKWQIP funds from the ACOE was charged a \$1,000 administrative fee for the FY 2016 disbursement.

## **ADJOURNMENT**

The Meeting was adjourned at 4:30 PM.

  
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David Asdourian, Chairman

  
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Katherine Jackson, Clerk