



## MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on May 17, 2016. Present were Chairman David Asdourian and Commissioners Andrew Tobin, Robert Majeska, and Stephen Gibbs. Commissioner Norman Higgins attempted to call in but had connection problems and was therefore marked as absent. Also present were General Manager Paul Christian, General Counsel Ray Giglio, Ed Castle with Weiler Engineering, District Clerk Katherine Jackson, and other appropriate District Staff.

Mr. Jered Primicerio led the Pledge of Allegiance.

### AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS

- General Manager Paul Christian requested that item J-2 be moved after Approval of Minutes of Previous Meetings.

### APPROVAL OF AGENDA

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

### PUBLIC COMMENT

| <i>Name and Address</i> | <i>Subject</i>                                              |
|-------------------------|-------------------------------------------------------------|
| Sue Heim<br>Key Largo   | Operations Department: Recommended Changes to Staffing Plan |
| Sue Heim<br>Key Largo   | Recommended Changes to Purchasing Policy                    |

### APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

*Minutes of May 3, 2016*

Commissioner Gibbs suggested that the word "per" be added to the sentence "Commissioner Majeska suggested a monthly salary of \$1,000 per commissioner" for grammatical clarity.

**Motion:** Commissioner Majeska made a motion to approve the amended Minutes of May 3, 2016, Commissioner Gibbs seconded the motion. The motion passed without objection.

Minutes of May 10, 2016

**Motion:** Commissioner Gibbs made a motion to approve the Minutes of May 10, 2016, Commissioner Majeska seconded the motion. The motion passed without objection.

## **ADMIN / CUSTOMER SERVICE REPORT**

### *Oil Painting of Representative Ken Sorensen*

Staff Member Kim Carpenter gave a verbal update regarding the commissioning of an oil painting of Representative Ken Sorensen and answered questions from the Board.

## **CONSTRUCTION REPORT**

### *Vacuum Station "E" Tank Rehabilitation – Recommendation of Intent to Award*

Mr. Ed Castle presented to the Board a memorandum outlining the proposal from Wharton-Smith, Inc. with a negotiated proposed project price of \$207,750 and staff answered questions from the Board.

The Board requested that Mr. Castle arrange for a representative of Wharton-Smith, Inc. to attend a future Board meeting.

**Motion:** Commissioner Majeska made a motion to accept the negotiated price of \$207,750 and to approve the Recommendation of Award to Wharton-Smith, Inc. for the Vacuum Station "E" Tank Rehabilitation, and Commissioner Tobin seconded the motion.

### **Vote on Motion**

|                        |        |
|------------------------|--------|
| Commissioner Majeska – | Aye    |
| Commissioner Tobin –   | Aye    |
| Commissioner Gibbs –   | Aye    |
| Commissioner Higgins – | Absent |
| Chairman Asdourian –   | Aye    |

**Motion Passed: 4 to 0**

### *Aqua-Aerobics Systems, Inc. Change Order No. 1 for SCADA Upgrade Project*

Chief Information Officer Rob Bulkiewicz presented change order no. 1 for the SCADA Upgrade Project. He noted that this change order is for additional programming and training and provides for a 21-day increase in contract time; but that there will be no additional cost to the District.

Staff answered questions from the Board and the Board requested a SCADA presentation at a future Board meeting.

**Motion:** Commissioner Gibbs made a motion to approve Change Order No. 1 for the SCADA Upgrade Project and Commissioner Majeska seconded the motion.

**Vote on Motion**

|                        |        |
|------------------------|--------|
| Commissioner Gibbs –   | Aye    |
| Commissioner Majeska – | Aye    |
| Commissioner Tobin –   | Aye    |
| Commissioner Higgins – | Absent |
| Chairman Asdourian –   | Aye    |

**Motion Passed: 4 to 0**

**OPERATIONS REPORT**

*Vacuum Station Tank Inspections*

Collections and Maintenance Supervisor Mike Dempsey presented the results of the non-destructive testing done on each vacuum station tank and staff answered questions from the Board.

**ADMIN / CUSTOMER SERVICE REPORT**

*Code Compliance*

Chief Information Officer Rob Bulkiewicz informed the Board that no parcels will be sent to Monroe County Code Enforcement for the month of May and answered questions from the Board.

**GENERAL MANAGER'S REPORT**

*2016 Wastewater Plant Operator Apprenticeship Program*

General Manager Paul Christian presented Mr. Micheal Almira, a Coral Shores High School graduating senior, to the Board and recommended that Mr. Almira be awarded the District's 2016 Plant Operator Apprenticeship. Mr. Almira introduced himself and answered questions from the Board.

**Motion:** Commissioner Gibbs made a motion to award Mr. Micheal Almira the 2016 Wastewater Plant Operator Apprenticeship and Commissioner Tobin seconded the motion.

**Vote on Motion**

|                        |        |
|------------------------|--------|
| Commissioner Gibbs –   | Aye    |
| Commissioner Tobin –   | Aye    |
| Commissioner Majeska – | Aye    |
| Commissioner Higgins – | Absent |
| Chairman Asdourian –   | Aye    |

**Motion Passed: 4 to 0**

*Operations Department: Recommended Changes to Staffing Plan*

Public Comment: Ms. Sue Heim expressed her concerns regarding changes to the staffing plan.

General Manager Paul Christian presented proposed changes to the operations department staffing plan to the Board. Mr. Ed Castle introduced WEC Work Authorization 16-06, which would allow him to act as the Chief Operations Officer for the District. Staff answered questions from the Board.

The Board directed Mr. Castle to include a monthly operations report in the agenda and requested this item be brought back for action at a future Board meeting.

**BUDGET AND FINANCE REPORT**

*Monthly Finance Report*

Senior Finance Manager Connie Fazio presented the monthly finance report for April 2016 and answered questions from the Board.

The Board requested that historical trend data from previous budgets be presented at a future meeting prior to budget approval for FY 2016-2017.

*Recommended Changes to Purchasing Policy*

Public Comment: Ms. Sue Heim read a letter to the Board, which is attached to these minutes as "Attachment A."


General Manager Paul Christian presented the revised proposal changes to the District's purchasing policy and answered questions from the Board.

The Board expressed confusion about some of the wording on the chart provided and requested that this item be brought back at a future meeting with an updated chart.

**ADJOURNMENT**

The Meeting was adjourned at 6:16 PM.

  
\_\_\_\_\_  
David Asdourian, Chairman

  
\_\_\_\_\_  
Katherine Jackson, Clerk

# Public Comments

*Disclaimer: Public comments that are submitted to the Board for inclusion into the Official Minutes are the views and opinions of the commenters alone and do not necessarily reflect the official policy of the Key Largo Wastewater Treatment District or the opinions of its Commissioners.*

**KLWTD Meeting 5/17/16 AGENDA ITEM N-2**

**Chart Summary of Procurement ... PAGES 1 & 2 05-13-2016 REV**

**Petty Cash category was eliminated. Has that accountability procedure been moved to another KLWTD document ?**

**\$ 0 - 10,000 categories - Managers and Supervisors and Heads of Depts now have financial authority, in addition to GM and CIO. Makes under 10,000 seem trivial, less worth watching, easier to spend.**

**\$ 5001 - 10,000 category - Verbal quotes are not a good plan. Create opportunity for everything from miscommunications to fraud. Still need written quotes, even if very informal.**

**\$10,000 - 35,000 category - Add "Prior to Payment" after last sentence *If not formally bid ...* because I have seen staff bring you items for approval after the action has been taken.**

**\$35,000 -300,000 category - Again add "Prior to Payment" after last sentence *If not formally bid...***

**Sue Heim**