



MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on June 7, 2016. Present were Chairman David Asdourian and Commissioners Andrew Tobin, Robert Majeska, Norman Higgins, and Stephen Gibbs. 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.

Commissioner Gibbs led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS

- Commissioner Gibbs added a discussion of the week 2 meetings under Roundtable Discussion.
- Commissioner Tobin added a discussion of: 1) budget and 2) new agenda requirements under Roundtable Discussion.
- Chairman Asdourian moved item L-4 after Public Comment.
- General Counsel Ray Giglio added a discussion of the *Lake Surprise II vs. KLWTD* summons and complaint under Legal Report.

APPROVAL OF AGENDA

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

<i>Name and Address</i>	<i>Subject</i>
Sue Heim Key Largo	Operations Department: Recommended Changes to Staffing Plan
Sue Heim Key Largo	Draft Language to Amend District Charter Section 7. Governing board; compensation, expense reimbursement

RECOGNIZE DISTRICT STAFF

Employee of the Month

Kevin Becerra, IT Specialist, was recognized as Employee of the Month for May 2016.

Outgoing Plant Apprentice

David Parker II was awarded a Certificate of Completion for the 2015 Wastewater Plant Operator Apprenticeship Program.

Presentation of Effective Utility Leadership Practices, Edition 1 certificates

Paul Christian, Diane Bockelman, Rob Bulkiewicz, Kim Carpenter, Mike Dempsey, Connie Fazio, Jered Primicerio, and Laura Weinstock were presented with their certificates of completion for the "Effective Utility Leadership Practices" training and recognized for their accomplishments.

ADMIN / CUSTOMER SERVICE REPORT

Key Largo Fire/EMS Billing Appeal

Ms. Diane Bockelman updated the Board on the status of the Key Largo Fire/EMS appeal, and answered questions from the Board.

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Minutes of May 17, 2016

Motion: Commissioner Majeska made a motion to approve the amended Minutes of May 17, 2016, Commissioner Gibbs seconded the motion. The motion passed without objection.

STORM PREPAREDNESS

Emergency Operations Plan

General Manager Paul Christian introduced the Emergency Operations Plan; District Clerk Katherine Jackson explained the introduction section of the plan; and staff answered questions from the Board.

Operations Protocol for Storm Preparedness

Mr. Ed Castle explained to the Board how the operations department would handle a hurricane situation, and staff answered questions from the Board.

The Board directed staff to look into the feasibility of entering into mutual aid agreements with other private wastewater management companies that have experience with vacuum sewer technology, and to bring this item back for discussion at a future meeting.

CONSTRUCTION REPORT

Monthly Construction Report

Mr. Ed Castle presented the monthly construction report, and staff answered questions from the Board.

Water Resources Technologies Change Order No. 1 for KLWTD Unique Properties HTT Project

Mr. Ed Castle presented the change order for Water Resources Technologies and informed the Board that this change order was for a solar power upgrade as well as 11 additional pump guardians.

Staff answered questions from the Board.

Motion: Commissioner Gibbs made a motion to approve Water Resources Technologies Change Order No. 1 for KLWTD Unique Properties HTT Project and Commissioner Tobin seconded the motion.

Vote on Motion

Commissioner Gibbs – Aye
Commissioner Tobin – Aye
Commissioner Higgins – Aye
Commissioner Majeska – Aye
Chairman Asdourian – Aye
Motion Passed: 5 to 0

OPERATIONS REPORT

SCADA Presentation

Mr. Ryan Dempsey gave a presentation on the Plant's Supervisory Control and Data Acquisition (SCADA) system, and answered questions from the Board.

Aqua-Aerobics Systems, Inc. Change Order No. 2 for SCADA Upgrade Project

Mr. Rob Bulkiewicz presented the Aqua-Aerobics, Inc. change order no. 2 for the SCADA upgrade project, and informed the Board that this change order was for additional programming that the District needs to upgrade SCADA.

Staff answered questions from the Board.

Motion: Commissioner Gibbs made a motion to approve Aqua-Aerobics, Inc. Change Order No. 2 for SCADA Upgrade Project and Commissioner Higgins seconded the motion.

Vote on Motion

Commissioner Gibbs – Aye
Commissioner Higgins – Aye
Commissioner Majeska – Aye
Commissioner Tobin – Aye
Chairman Asdourian – Aye
Motion Passed: 5 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 the recommended changes to the staffing plan for the Operations Department. Mr. Christian noted that the proposed changes would result in a net reduction in budgeted salaries for that department.

Staff answered questions from the Board. The Board directed staff to bring back copies of the amended job descriptions at a future meeting.

Motion: Commissioner Tobin made a motion to approve the staffing plan conditioned on getting the job descriptions for the staffing plan; and Commissioner Higgins seconded the motion.

Vote on Motion

Commissioner Tobin – Aye
Commissioner Higgins – Aye
Commissioner Gibbs – Aye
Commissioner Majeska – Aye
Chairman Asdourian – Aye
Motion Passed: 5 to 0

ENGINEERING REPORT

WEC Work Authorization 16-06

Mr. Ed Castle presented Weiler Engineering Corporation work authorization 16-06 to the Board and informed the Board that this work authorization formalizes the Chief Operations Officer scope of work. Staff answered questions from the Board.

Motion: Commissioner Gibbs made a motion to approve WEC Work Authorization 16-06 and Commissioner Higgins seconded the motion.

Vote on Motion

Commissioner Gibbs – Aye
Commissioner Higgins – Aye
Commissioner Majeska – Aye
Commissioner Tobin – Aye
Chairman Asdourian – Aye
Motion Passed: 5 to 0

ADMIN / CUSTOMER SERVICE REPORT

Billing EDU Reduction – Ellis Aluminum – AK#1560944

Mr. Rob Bulkiewicz presented the billing EDU reduction and staff answered questions from the Board.

Motion: Commissioner Gibbs made a motion to approve the Billing EDU Reduction – Ellis Aluminum – AK#1560944 and Commissioner Tobin seconded the motion.

Vote on Motion

Commissioner Gibbs – Aye
Commissioner Tobin – Aye
Commissioner Higgins – Aye
Commissioner Majeska – Aye
Chairman Asdourian – Aye
Motion Passed: 5 to 0

Reversal of Waiver – AK#1649861

Mr. Rob Bulkiewicz presented Resolution Draft No. 06-06-16 to reverse a waiver of assessments for AK#1649861.

Motion: Commissioner Tobin made a motion to approve the Reversal of Waiver – AK#1649861 Resolution Draft No. 06-06-16 and Commissioner Higgins seconded the motion.

Vote on Motion

Commissioner Tobin – Aye
Commissioner Higgins – Aye
Commissioner Gibbs – Aye
Commissioner Majeska – Aye
Chairman Asdourian – Aye
Motion Passed: 5 to 0

MCLA Conservation Waiver of Assessment – Buttonwood Shores

Mr. Rob Bulkiewicz introduced Resolution Draft No. 07-06-16 to remove one parcel from the assessment roll for land conservation and answered questions from the Board.

Motion: Commissioner Gibbs made a motion to approve the MCLA Conservation Waiver of Wastewater Services and Removal of Assessments – Buttonwood Shores Resolution Draft No. 07-06-16 and Commissioner Higgins seconded the motion.

Vote on Motion

Commissioner Gibbs – Aye
Commissioner Higgins – Aye
Commissioner Majeska – Aye
Commissioner Tobin – Aye
Chairman Asdourian – Aye
Motion Passed: 5 to 0

GENERAL MANAGER'S 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.

EXTENSION: 6:00 PM

Motion: Commissioner Gibbs made a motion to extend the meeting 30 minutes. The motion passed without objection.

5 MIN BREAK: 6:00 PM

LEGAL REPORT

Draft Language to Amend District Charter Section 7. Governing board; compensation, expense reimbursement

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

General Counsel Ray Giglio introduced draft language to amend District Charter Section 7. Commissioner Gibbs stated that he would like to hold off on further discussion of this subject until a future meeting.

Motion: Commissioner Tobin made a motion to table indefinitely a consideration of Draft Language to Amend District Charter Section 7, regarding governing board compensation, and Commissioner Gibbs seconded the motion. The motion passed with Commissioner Majeska dissenting.

Lake Surprise II vs. KLWTD Summons and Complaint

General Counsel Ray Giglio informed the Board that the District was served with a Civil Action Summons and Complaint from Lake Surprise II Condominium Association, Inc. Mr. Giglio requested a closed client-attorney session and answered questions from the Board.

The Board has requested that all future summons be distributed to the Board when received, unless the General Counsel finds it in the best interest of the District not to do so.

Motion: Commissioner Gibbs made a motion to hold a closed attorney-client session at 3:30 PM on June 14, 2016 and Commissioner Higgins seconded the motion. The motion passed without objection.

BUDGET AND FINANCE REPORT

KLWTD Budget Calendar for Fiscal Year 2017

Commissioner Tobin expressed his concerns about the lack of raise caps for salaried staff positions. General Manager Paul Christian explained that staff salaries are based on a variety

of factors, including regular studies of comparable salaries in both the public and private sectors. Commissioner Majeska requested that Chief Financial Officer Peter Rosasco be present for salary discussions, and that this item be brought back at a future meeting.

Ms. Connie Fazio presented the fiscal year 2017 budget calendar, and staff answered questions from the Board.

Commissioner Gibbs expressed his concerns with CB/HB 479 and the requirements for special districts to post agendas on their websites seven (7) days in advance. Commissioner Gibbs also requested that Mr. Ray Giglio contact Ms. Cynthia Henderson, Tallahassee legislative lobbyist, to find out the legislative intent of the bill.

EXTENSION: 6:30 PM

Motion: Commissioner Gibbs made a motion to extend the meeting 30 minutes. The motion passed without objection.

Commissioner Majeska left at 6:35 PM.

KLWTD Banking Services Transition to Centennial Bank

Ms. Connie Fazio presented the schedule for transitioning banking services to Centennial Bank, and staff answered questions from the Board.

ROUNDTABLE DISCUSSION

Week 2 Meetings (Commissioner Gibbs)

Commissioner Gibbs requested that the Board consider not holding a Board Practices and Policies Workshop during the second meeting of the month, and that the Board adopt *Robert's Rules of Order*.

Budget (Commissioner Tobin)

Since the item was discussed under P-1: KLWTD Budget Calendar for Fiscal Year 2017, Commissioner Tobin withdrew the item.

New Agenda Requirements (Commissioner Tobin)

Since the item was discussed under P-1: KLWTD Budget Calendar for Fiscal Year 2017, Commissioner Tobin withdrew the item.

ADJOURNMENT

The Meeting was adjourned at 6:47 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 6/7/16 Agenda Item O-1

This is good intentions with bad execution. Yes, 2 meetings a month. No, increase in “per meeting” salary, or changing salary structure.

As soon as the idea of changing the salary structure – which is legislatively dictated - this good idea of 2 instead of 3 meetings per month was doomed to failure.

Now the attorneys and lobbyist(s ?) are involved, being paid to opine, research and opine some more. And also consult with the State rep.

Time to put the numbers out front. Current salary per Board member: \$400 per mtg X 3 mtgs = \$1200. month total. So at first, reducing the monthly total to \$1000 looks like a salary cut. But, that \$1000 per month ./ 2 mtgs per month = \$500 per meeting. And that’s a salary increase, from a per meeting standpoint.

At 2 meetings per month, keeping the per meeting salary at its present level of \$400 per month = \$800. month x 5 members = \$4,000. month x 12 months = \$48,000. customer dollars.

At 2 meetings per month, changing the salary structure to \$1000 per month x 5 members = \$5,000. month X 12 months = \$60,000. customer dollars.

So now the peripherals are advising stay at 3 meetings per month. Don’t bother the legislature. It won’t pass. Why should the legislature care if KLWTD Board meets 2 or 3 times per month? Because they control the Board salary decisions.

For those Board members who say they spend a lot of their time on KLWTD, firstly thank you, secondly, the KLWTD customers are already compensating the Board members for that time. Less Board meeting time does not equate to increasing the per meeting salary.

Let’s get back to what’s important. 2 meetings per month. Please, eliminate changing the salary structure of this well intentioned procedure change. And that’s all it is. A procedure change. Nothing financial should have any bearing on changing from meeting 3 times a month to 2 times a month.

Sue Heim