

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

Meeting Date:
January 5, 2016

Agenda Item Number: G-1

Agenda Item Type:
Information / Presentation

Agenda Item Scope:
Review / Discussion

Recommended Action:
Action

Department:
District Clerk

Sponsor:
Katherine Jackson

Subject:
Minutes of December 15, 2015

Summary of Discussion:

Reviewed / Approved

Financial Impact

Attachments

Operations: _____


\$ 0.00

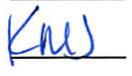
Minutes of December 15, 2015

Administration: _____

Finance: _____

Funding Source:

District Counsel: 

District Clerk: 

Budgeted:

Engineering: _____

N/A

Approved By: 
General Manager

Date: 12/31/2015



MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on December 15, 2015. Present were Chairman David Asdourian, Commissioner Andrew Tobin, Commissioner Robert Majeska, Commissioner Norman Higgins, and Commissioner Stephen Gibbs. Also present were General Manager Paul Christian, Chief Information Officer Rob Bulkiewicz, General Counsel Ray Giglio, Finance Manager Connie Fazio, Operations Manager Chuck Adams, Ed Castle with Weiler Engineering, District Clerk Katherine Jackson, and other appropriate District Staff.

Ms. Cynthia Henderson led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

- Commissioner Majeska moved General Manager's Report under State Legislature Updates and added two items: 1) last year's financial report under finance and 2) update of blowers under Engineer's Report.
- Commissioner Tobin requested item N-4, General Counsel Employment Contract be postponed to a future meeting, Commissioner Higgins suggested that it be kept on this agenda, as a compromise, Chairman Asdourian suggested the item be changed from Action to Discussion.
- Commissioner Gibbs added to the Operations Report an update on the salinity and progress of Islamorada.
- Chairman Asdourian requested the Legal Report on the Waiver of the Fire and EMS Building Assessment be moved to a future meeting as a courtesy to Bob Thomas, who was unable to attend today's meeting.
- Mr. Ray Giglio added a discussion to the Legal Report regarding the status of local bills.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

<i>Name and Address</i>	<i>Subject</i>
Dottie Moses 1 Harbor Drive	General Comments on KLWTD
Sue Heim Key Largo	Manatee Bay and Monroe Park Sewer Service Study

Sue Heim
Key Largo

Resolution to Establish Fees and Charges for
Records Requests

Public Comment: Ms. Dottie Moses addressed the Board regarding her observation of unauthorized activities on the District's Property in front of the treatment plant.

Commissioner Majeska requested that the General Manager report on Ms. Moses' comments under the General Manager's Report.

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Minutes of December 8, 2015

Motion: Commissioner Higgins made a motion to approve the agenda as amended and Commissioner Gibbs seconded the motion.

Vote on Motion

Commissioner Higgins –	Aye
Commissioner Gibbs –	Aye
Commissioner Majeska –	Aye
Commissioner Tobin –	Abstain
Chairman Asdourian –	Aye

Motion Passed: 4 to 0

STATE LEGISLATION UPDATES

Ms. Cynthia Henderson, with Cynergy Consulting (the District's lobbyists in Tallahassee), gave an oral update of the progress of the Florida Stewardship Act in the Florida Legislature. Ms. Henderson explained that the Florida Stewardship Act included interests from the Mayfield Grant, and would allocate \$25 million per year for 10 years to Monroe County entities. Ms. Henderson also informed the Board of the next steps in getting the bill passed and funded. Mr. Paul Christian expressed his appreciation for all of Ms. Henderson's efforts and hard work.

Ms. Henderson announced that Florida Keys Day will be held on February 17, 2016, and answered questions from the Board.

GENERAL MANAGER'S REPORT

Manatee Bay and Monroe Park Sewer Service Study

Public Comment: Ms. Sue Heim expressed her opposition to imposing additional expenses on the rest of the ratepayers in order to extend the District's service area to include Manatee Bay and Monroe Park.

Mr. Paul Christian and Mr. Ed Castle presented the Manatee Bay and Monroe Park Sewer Service Study to the Board and answered questions. Multiple members of the Board expressed a desire for more accurate estimates of the construction and annual operation costs associated with sewerage Manatee Bay and Monroe Park.

The Board requested that staff take a closer look at the costs and potential revenues associated with the project and to bring the report back.

Motion: Commissioner Higgins made a motion to write a letter to the Health Department and Bill Brookman indicating that the District is firming up and reviewing the numbers associated with sewerage Manatee Bay and Monroe Park and requesting that the Health Department grant the residents more time to meet the state requirements, and Commissioner Tobin seconded the motion.

Vote on Motion:

Commissioner Higgins –	Aye
Commissioner Tobin –	Aye
Commissioner Gibbs –	Aye
Commissioner Majeska –	Aye
Chairman Asdourian –	Aye

Motion Passed: 5 to 0

5 MIN BREAK: 5:42 PM

Unlawful Use of District Property

In response to Ms. Dottie Moses' comments, Mr. Paul Christian informed the Board that he received an email from Ms. Dottie Moses over the weekend that showed an unusually large retail set-up on District property in front of the wastewater treatment plant. Mr. Christian stated that he contacted the Sheriff's Office and requested that they politely ask the person to vacate the premises. Mr. Christian also noted that the security guard has been informed that no one is allowed in that area of the property.

Staff 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.

CONSTRUCTION REPORT

Chemical Storage and Feed System Recommendation

Mr. Ed Castle informed the Board that Wharton-Smith was the only respondent to the request for proposals for the Chemical System Upgrade. Mr. Castle indicated that, for the reasons stated in his memo, he is recommending that the Board reject the bid and complete the project in phases.

Motion: Commissioner Tobin made a motion to reject the bid and Commissioner Gibbs seconded the motion.

Vote on Motion:

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

Motion Passed: 5 to 0

OPERATIONS REPORT

Salinity and Progress of Islamorada

Mr. Chuck Adams addressed Commissioner Gibbs' questions regarding Islamorada salinity and progress, stating that Islamorada has had an average salinity of 1.78 parts per thousand and average flow is 0.199 million gallons per day, and answered questions from the Board.

ENGINEER'S REPORT

Update of Blowers

Mr. Ed Castle informed the Board that the District has received the bonds and insurance, and that the District has issued a partial Notice to Proceed to purchase the blowers. Mr. Castle answered additional questions from the Board.

ADMIN / CUSTOMER SERVICE REPORT

Contract Review for Headquarters Building Remodel

Mr. Christian presented to the Board a contract with Vogt-Spear for the Headquarters Building Remodel project. Mr. Christian stated that the price difference included contract changes and an allowance for the performance bond and answered additional questions from the Board.

Motion: Commissioner Higgins made a motion to adjust the contract price to \$283,500 and Commissioner Gibbs seconded the motion.

Vote on Motion:

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

Motion Passed: 5 to 0

Code Compliance

Mr. Rob Bulkiewicz presented the December 2015 code compliance list to the Board. Mr. Bulkiewicz informed the Board that there are additional steps taken in the code compliance process and as a result, 2 parcels on the list were granted extensions. Chairman Asdourian expressed his concern regarding the reasons parcel owners were requesting extensions.

Staff answered questions from the Board.

LEGAL REPORT

Resolution to Establish Fees and Charges for Records Requests

Public Comment: Ms. Sue Heim thanked the Board for considering this resolution and expressed her concern regarding language in the resolution.

Mr. Ray Giglio presented the resolution to the Board and informed the Board that the fee schedule is directly from F.S. 119.07. Staff answered questions from the Board.

Motion: Commissioner Gibbs made a motion to adopt Resolution No. 28-12-15 as written 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	

EXTENSION: 6:30 PM

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

Monroe Co. v. State of Florida

Mr. Ray Giglio presented the final judgment from the Monroe Co. v. State of Florida bond validation hearing. Staff answered questions from the Board.

General Counsel Employment Contract

Mr. Ray Giglio presented his updated employment contract and answered questions from the Board. The Board requested this item be brought back to a future meeting for action.

Local Bills

Mr. Paul Christian informed the Board that the local bills previously discussed by the Board for 2015 were too late for this year and would be brought back in time for next years session.

BUDGET AND FINANCE REPORT

Monthly Finance Report

Mrs. Connie Fazio presented the monthly financial report. Mr. Paul Christian pointed out the two styles of monthly reports to the Board and staff answered questions from the Board.

Last Year's Financial Report

Commissioner Majeska expressed his satisfaction over the District's ability to be approximately \$700,000 under budget for fiscal year 2015. Commissioner Majeska suggested giving staff an approximate bonus of \$486 based on budget performance. Commissioner Gibbs suggested giving staff a \$500 bonus.

Motion: Commissioner Gibbs made a motion to give all full time employees, excluding commissioners, a \$500 bonus for the year and Commissioner Higgins seconded the motion.

Vote on Motion:

Commissioner Gibbs –	Aye
Commissioner Higgins –	Aye
Commissioner Majeska –	Nay
Commissioner Tobin –	Nay
Chairman Asdourian –	Aye
Motion Passed: 3 to 2	

ADJOURNMENT

The Meeting was adjourned at 6:54 PM.

David Asdourian, Chairman

Katherine Jackson, Clerk