



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, Stephen Gibbs, Robert Majeska, and Andrew Tobin. Also present were General Manager Paul Christian, Chief Information Officer Rob Bulkiewicz, General Counsel Ray Giglio, Finance Manager Connie Fazio, Operations Manager Daniel Saus, Ed Castle with Weiler Engineering, District Clerk Mariela Montedeoca, and other appropriate District Staff.

Mr. Burke Cannon led the Pledge of Allegiance.

APPROVAL OF AGENDA

- Commissioner Majeska announced that the Canal Restoration Subcommittee Meeting would be held on March 10, 2015, at the Murray Nelson Government Center; and that the Island of Key Largo Federation of Homeowner Associations Meeting would be held on March 11, 2015, at the Murray Nelson Government Center.
- Commissioner Gibbs moved item # 6, The KLWTD Operation's Analysis Program, after the approval of Bulk Items.

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 & Address</i>	<i>Subject</i>
Dottie Moses Key Largo FL	Road restoration

BULK ITEMS

Minutes of March 3, 2015

SBR Equipment Purchase: Wharton-Smith Change Order #3

Commissioner Higgins asked Operations Manager Daniel Saus questions regarding the Wharton Smith Change Order #3. Mr. Ed Castle with Weiler Engineering reviewed the contract's provision for markups on the cost of labor, materials, and equipment; and he discussed the changes that could be made to the contract with respect to those markups.

Motion: Commissioner Tobin made a motion to approve the Bulk Items.
 Commissioner Higgins seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Tobin	X		
Commissioner Higgins	X		
Commissioner Gibbs	X		
Commissioner Majeska	X		
Chairman Asdourian	X		

Motion passed 5 to 0

OPERATION’S REPORT

KLWTD Operations Analysis Program

Operations Manager Daniel Saus proposed an audit of the existing plant infrastructure and operational procedures. Mr. Saus reported on recent findings at the plant and stated that an Operations Analysis Program would uncover further issues and any potential shortcomings in the future.

The Commissioners discussed the benefits of having Ed Castle with Weiler Engineering conduct the first audit based on his institutional knowledge of the plant; and having another Engineer to do the second inspection.

Motion: Commissioner Gibbs made a motion to direct Staff to negotiate the contract and not exceed \$15,872.00. Commissioner Higgins seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Gibbs	X		
Commissioner Higgins	X		
Commissioner Tobin	X		
Commissioner Majeska	X		
Chairman Asdourian	X		

Motion passed 5 to 0

GENERAL MANAGER’S REPORT

Architect Report – Layout for the New Administration Building

District Staff and Architect Dave Boerner presented the proposed floor plan for the new Administration Building and answered questions from the Board.

General Manager Paul Christian answered questions from the Board regarding the building's design and the functionality of the layout.

FINANCIAL REPORT

Monthly Financial Report – January 2015

Finance Manager Connie Fazio presented the Monthly Financial Report for the Month of January 2015 and answered questions from the Board.

KLWTD Wire Transfer Procedures Resolution

Staff requested that the Board approve an update to the Wire Transfer Procedures by adding the Chairman and Vice-Chairman of the Board of Commissioners to the current call back verification process.

Motion: Commissioner Tobin made a motion to approve the KLWTD Wire Transfer Procedures Resolution. Commissioner Gibbs seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Tobin	X		
Commissioner Gibbs	X		
Commissioner Higgins	X		
Commissioner Majeska	X		
Chairman Asdourian	X		

Motion passed 5 to 0

COMMISSIONER'S ITEM/ ROUNDTABLE

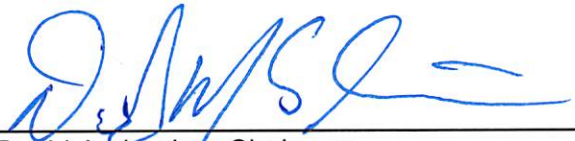
Discussion on Public Comment

General Manager Paul Christian discussed the District's plan to work with the County to address any areas of the District's collection system that are in need of repairs and are causing hazardous road conditions.

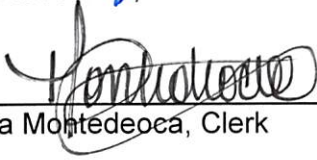
ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 5:44PM.

The KLWTD meeting minutes of March 10, 2015 were approved on March 17, 2015.



David Asdourian, Chairman



Mariela Montedeoca, Clerk