



## MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:03 PM. Present were Chairman David Asdourian, Commissioners Stephen Gibbs, Robert Majeska, Andrew Tobin, and Norman Higgins. 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. Edward Ellis led the Pledge of Allegiance.

### APPROVAL OF AGENDA

- Commissioner Robert Majeska added an item to provide an update on Florida Keys Day.
- Commissioner Majeska also added a discussion on the visit of U.S Representative Carlos Curbelo to Key Largo.

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

### BULK ITEM

*Minutes of March 17, 2015*

**Motion:** Commissioner Higgins made a motion to approve the Bulk Item. Commissioner Majeska seconded the motion. The motion passed without objection.

### CUSTOMER SERVICE APPEAL

*Edward Ellis Tie-In Appeal – AK#1692981*

General Manager Paul Christian advised the Board that if Mr. Ellis changes his election to participate in the Unique Property Program at this time, the additional cost for the installation of his grinder pump system would be approximately \$790.00.

Mr. Ellis addressed the Board and indicated that he would like to participate in the Unique Program and that he was willing to pay the additional \$790.00.

Staff will coordinate with Mr. Ellis for the payment of the impact fee and the completion of all appropriate paperwork.

## **FINANCIAL REPORT**

### *Monthly Financial Report – February 2015*

Finance Manager Connie Fazio presented the Monthly Financial Report and answered questions from the Board.

## **OPERATION'S REPORT**

### *Plant Headworks Repair Update*

Operations Manager Daniel Saus reported that the proposals for Headworks Modification at the Plant were opened on April 1, 2015. He advised the Board that Wharton-Smith was the only proposer, and that they had submitted a proposal in the amount of \$135,505. This proposal was approximately \$65,000 lower than the Engineer's estimate.

Mr. Saus stated that, pending a review of the proposal for responsiveness, staff recommended acceptance of the Wharton-Smith proposal and suggested utilizing a Change Order procedure in place of executing a new contract.

### *Proposed Phase 6 of Unique Grinder Pump Program: Central Avenue LPFM*

Operations Manager Daniel Saus presented a proposal for the expansion of the Unique Property Program, which will include installation of a low-pressure force main from US1 down Central Avenue. The Board discussed the project and staff answered questions. The Board requested that this item be brought back at a later date pending more information.

### *Vehicle Purchases for Collections Department*

Operations Manager Daniel Saus requested approval to purchase two vehicles. One will support the expansion of road and field asset maintenance efforts and the other will support an inspector.

General Manager Paul Christian indicated that currently a staff of six provides maintenance for over 3,000 pits and approximately \$70 million dollars in collection system assets.

Commissioner Tobin requested that staff prepare a quarterly update on call-outs for the Board.

**Motion: Commissioner Tobin made a motion to approve the purchase two vehicles for the Collections Department. 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**

### *Fountain Engineering Contract Update*

Operations Manager Daniel Saus gave an update on the status of Fountain Engineering's contract with the District and answered questions from the Board. Mr. Saus explained that last month, Fountain had stopped responding to phone calls and answering emails and that Fountain appeared to have abandoned the project. As there was still some work outstanding, the District's Engineer, Ed Castle, had sent Fountain a "Notice to Cure." The Operations Manager explained that this Notice demanded that Fountain resume and complete the project in accordance with the contract; and that subsequently, Fountain did install the last few sections of pipe. Mr. Saus advised the Board that all that remained to be completed were several minor "punch-list" restoration items. He indicated that as the District's retainage was more than adequate to cover the cost of this work, it had been determined that it would be most efficacious for the District to complete those punch-list restoration items.

## COMMISSIONER'S ITEM/ ROUNDTABLE

### *Florida Keys Day*

General Manager Paul Christian gave an update on the recent Florida Keys Day event in Tallahassee.

### *Announcement*

Commissioner Robert Majeska announced that U.S Representative Carlos Curbelo would be at the Murray Nelson Government & Cultural Center on Thursday, April 9<sup>th</sup> 2015 at 5:30PM. Both he and General Manager Paul Christian planned to attend.

## ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 5:11PM.

The KLWTD meeting minutes of April 7, 2015 were approved on April 14, 2015.



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David Asdourian, Chairman



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Mariela Montedeoca, Clerk