



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 Stephen Gibbs, Robert Majeska, Norman Higgins 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. Jered Primicerio led the pledge of allegiance.

RECOGNIZE DISTRICT STAFF

Wastewater Treatment Plant Supervisor Jered Primicerio was awarded Employee of the Month for April 2015.

APPROVAL OF AGENDA

- Commissioner Stephen Gibbs added an item to discuss the progress of the C- 905 Grinder Pump Construction project and an item to discuss Monroe Park. These two items were added under General Manager's Report.
- Commissioner Norman Higgins added an item to discuss the Mayfield Grant Legislation. This item was added under Commissioners' Roundtable.
- Commissioner Robert Majeska added the following items:
 - Last year's Mayfield Funds. This item was added under General Manager's Report.
 - Move-in date to the new Administration Building. This item was added under Commissioners' Roundtable.
 - Future Construction Projects for year 2015. This item was added under Commissioners' Roundtable.
 - Agenda Format. This item was added under Commissioners' Roundtable
- Legal Counsel Ray Giglio added an item to update on Vac-Station Ventilation Project progress. This item was added under General Manager's Report.

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

BULK ITEM

Minutes of April 21, 2015

Plant Headworks Modification Change Order Approval

General Manager Paul Christian reminded the Board that this item was previously approved by the Board and that it was presented as a change order approval as matter of housekeeping.

Keys Contracting Change Order #5

General Manager Paul Christian informed the Board that this change order is for the installation of a back flow prevention valve, which Fountain Engineering failed to install; and he answered questions from the Board.

Motion: Commissioner Gibbs made a motion to approve the Bulk Items: Minutes of April 14, 2015, Plant Headwork Modification Change Order and Keys Contracting Change Order #5. Commissioner Higgins seconded the motion. The motion passed without objection.

GENERAL MANAGER’S REPORT

Minutes of April 14, 2015

Commissioner Tobin presented his proposed changes to the April 14th, 2015 Minutes, which reflect his presentation to the Board.

Mr. Ray Giglio made a presentation to the Board on the requirements and procedures for producing and adopting Minutes.

Motion: Commissioner Tobin made a motion to adopt the minutes as amended. 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 passes 4 to 1

General Manager Contract Renewal

General Manager Paul Christian presented his contract renewal and answered questions from Board.

Commissioner Majeska suggested that the approval of the General Manager's contract begin with an evaluation process. Commissioner Higgins stated that formal evaluations of the General Manager are not necessary. Commissioner Gibbs stated that Mr. Christian had saved the District a great deal of money, gave examples, and recommended that the General Manager be offered a 2-year contract at a salary of \$126,000 per year.

Commissioner Tobin stated that Mr. Christian is doing a great job and that he is entitled to a raise, but that he felt the evaluation process is very important.

Chairman Asdourian recommended an 8% per year increase for 3 years, instead of a 3-year contract with an immediate 22% increase.

Mr. Paul Christian stated that he agrees with the importance of the evaluation process and recommended one-on-one private evaluations. Commissioner Tobin agreed.

The Board requested that this item be brought back for discussion at the next Board Meeting

Plant Security Update

Mr. Daniel Saus gave a verbal update on the status and effectiveness of having a security guard at the plant; and he answered questions from the Board.

Commissioner Tobin requested an update on security cameras. Mr. Paul Christian discussed his future plan to update the security cameras at the plant after construction is finished.

C-905 Grinder Pump Construction progress

Mr. Daniel Saus reported that the construction is in Phases 4 and 5. He explained that the first three phases had 25 pumps, and that 87 out of 110 pumps are currently installed. Mr. Saus estimated that the project will be completed in October of this year.

Monroe Park

Mr. Ray Giglio reported that he had had conversations with the Attorney and the Regional Director of the Florida Department of the Environmental Protection to find out where they stand on this matter; and he answered questions from the Board.

Mayfield Funds

General Manager Paul Christian reported on an email he received from Mr. Tim Banks indicating that receipt of the appropriated 2014 Mayfield Funds would probably be delayed until October, which is after the end of the District's 2015 fiscal year.

Vacuum Station Ventilation Upgrade Bid Update

Mr. Ray Giglio reported that, as a result of the letter he sent to Overholt Construction Corp, they have signed the contract and are moving forward with the Vacuum Station Ventilation upgrade. Mr. Giglio answered questions from the Board.

COMMISSIONER'S ITEM / ROUNDTABLE

Thank you Resolution

Commissioner Tobin recommended adopting a resolution or other appropriate document thanking the Island of Key Largo Federation of Homeowners Association and the Tavernier Community Association for their support. Mr. Tobin indicated that he strongly felt that their input was essential to the success of negotiations with the County and after reviewing the draft resolution, he asked the Board to determine an appropriate way of acknowledging their help.

Board members discussed different ideas for communicating their appreciation to the organizations.

Commissioner Gibbs offered to prepare a letter to the editor thanking the Federation.

Several Commissioners offered suggested edits to the Resolution as presented.

Mr. Ray Giglio was directed to make some amendments to the Resolution and to bring it back to the Board.

Legislation

Commissioner Higgins asked the Board and Staff if there were any ramifications associated with the end of the legislative session in Tallahassee, specifically with respect to 2015 Mayfield Grant Funding of. The Board and Staff speculated on the potential impacts.

Move-in date to the new administration building.

General Manager Paul Christian discussed an approximate date for the Demolition Contract Award and will prepare a proposed timeline for the Board's review.

Construction Projects for year 2015

Commissioner Majeska asked staff to prepare an update on the Construction Projects for the year of 2015 and a forecast of their cost. He asked that this information be given at meeting in the near future.

Agenda

Commissioner Majeska reflected on past agendas that included different monthly reports.

Commissioner Tobin requested adding placeholders on the Agenda for a Legal Report, Operations Report, Financial Report, Customer Service and Construction Progress Report.

These placeholders will be added to future agendas moving forward.

Commissioner Majeska asked that Staff begin sending Monthly Reports to the Board. Staff and Board discussed different implications.

ADJOURNMENT

The Meeting was adjourned at 5:30PM.



David Asdourian, Chairman



Mariela Montedeoca, Clerk