



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 and Norman Higgins. Commissioner Andrew Tobin was absent. 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. Paul Christian led the pledge of allegiance.

AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

- Commissioner Gibbs added items on Islamorada's salinity, an update on the Plant's construction, and an announcement under Commissioner's Roundtable.
- Commissioner Majeska added a discussion on a resident's gate at Lake Surprise and other asphalt repairs.
- General Manager Paul Christian added a discussion regarding a quit claim deed and easement exchange with Mr. Chris Sante.
- Legal Counsel Ray Giglio added a status update on the Interlocal Agreement with Monroe County

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.

EMPLOYEE OF THE MONTH

Records Retention Custodian Katherine Jackson was awarded Employee of the Month for May 2015.

OPERATION REPORT

Plant SCADA System Upgrade Project

Mr. Daniel Saus led a discussion regarding an upgrade to the existing plant SCADA system. He informed the Board that the total project cost would be approximately \$71,750.00 00, which

includes the software upgrade, all of the required re-programing of the system, and two server units. Mr. Saus explained that this upgrade will improve reliability, flexibility and serviceability of the system..

Motion: Commissioner Gibbs made a motion to approve the Plant SCADA System upgrade and Commissioner Majeska seconded the motion. The motion passed without objection.

Update on Islamorada's Salinity

Mr. Daniel Saus reported that construction of Islamorada's collection system is approximately 80% complete and that a high number of residential parcels are currently being connected. He stated that he feels comfortable with Islamorada's inspection procedures.

Mr. Saus advised the Board that Islamorada salinity levels are currently low, due to a combination of low tides and low flows resulting from the relatively small number of "snowbirds" in the area.

Plant's Construction

Mr. Daniel Saus reported that the digester equipment has been installed and wiring is underway. He informed the Board that training for the Aeration System will take place on June 16th, 2015. He also reported that during the Memorial Day Weekend, influent flow exceeded 1.9 million gallons and that even though there were a few service calls, no backups occurred and most low vacuum incidents recovered on their own. He forecasted that we can expect similar flows again during the lobster mini-season.

ADMIN / CUSTOMER SERVICE REPORT

Administration Building Progression

Chief Information Officer Rob Bulkiewicz updated the Board on the project timeline for the new administrative building and answered questions from the Board.

Administrative Building Material Selection

Mr. Rob Bulkiewicz presented the material selection spec sheets and answered questions from the Board.

Mr. Paul Christian indicated that the material selection packet was only Architect Dave Boerners's first draft and that it had not yet been reviewed by Staff.

Commissioner Gibbs expressed his concerns about the length of time that the renovation project will take if every commissioner interferes with the building's design; he encouraged his fellow Board members to express their suggestions, but not to delay the project or the move-in time. Commissioner Higgins shared Commissioner Gibbs' concerns. Commissioner Majeska indicated that the building should be appropriate for a governmental entity's place of business and should not be opulent or extravagant. Chairman Asdourian suggested that the General

Manager be appointed as the point of contact for the renovation project and that the Board approve an acceptable budget.

Mr. Paul Christian recommended that the Board decide on a budget number in order to speed up the process.

Motion: Chairman Asdourian made a motion to appoint General Manager Paul Christian as the point of contact, for staff to be in charge of the remodeling process, and for the budget not to exceed \$200,000 without further Board approval. Commissioner Gibbs seconded the motion.

Vote on Motion

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

Motion passes 4 to 0

Pay Scale and Administrative Procedures for Promotions and Pay Increase for Nonexempt, Regular Employees

Mr. Paul Christian presented the Pay Scale and Administrative Procedures for Promotions and Pay Increase for Nonexempt, Regular Employees and answered questions from the Board.

Mr. Christian gave a Power Point presentation that reflected the purpose and benefits of having a pay scale, the core and technical requirements, and the promotion review procedure. Mr. Christian indicated that the pay scale was based on a military style pay scale model.

MCLA Conservation Waiver – AK#1544418

Mr. Rob Bulkiewicz presented a request for a Conservation Waiver for parcel #9087558 from the MCLA; recommended approval; and answered questions from the Board.

Motion: Commissioner Gibbs made a motion to approve a resolution of the Board of Commissioners of the Key Largo Wastewater Treatment District approving the request of Monroe County Land Authority for removal of one tax parcel as conservation land from the 2007 non-ad valorem assessment; and providing for applicability and an effective date. Commissioner Majeska seconded the motion.

BUDGET AND FINANCE

Results of Project Specific Audit for SRF Loan #464010

Finance Manager Connie Fazio presented the findings of the project specific audit for SRF Loan #464010. In accordance with the requirements of the Florida Department of Environmental Protection and the contract with Grau and Associates, the audit has been closed and all loan receipts and expenditures have been found to be in conformity and free from material misstatement.

LEGAL

General Counsel Ray Giglio presented the proposal of Marlin Holding, Inc. as the most responsive, most responsible, and best respondent on the Administration Building Demolition RFP, and he recommended Board approval.

Motion: Commissioner Gibbs made a motion to approve a resolution of the Board of Commissioners of the Key Largo Wastewater Treatment District; awarding the Contract for the 103355 Overseas Hwy demolition project; authorizing the General Manager to execute the agreement; and providing for an effective date. Commissioner Majeska seconded the motion.

Vote on Motion

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

Motion passes 4 to 0

Interlocal Agreement with Monroe County

Mr. Ray Giglio gave an update on the Interlocal Agreement with Monroe County. He advised the Board that the ILA has been approved by the County and that once all signatures are finalized a bond validation proceeding will commence. Mr. Giglio estimated that the bond validation proceeding will cost of approximately \$20,000 which will be split between the County and the District.

GENERAL MANAGER’S REPORT

Repairs to gate at entrance to Paradise Point/ Lake Surprise II Condominium Association

Mr. Ray Giglio updated the Board on the status of the Condominium Association's claim that the District and/or the Contractor, Redland, were negligent in repairing the Association's gate.

Mr. Giglio advised the Board that Redland has not responded to his emails and that the District has no legal requirement to take any further action.

Commissioners requested that staff bring this item back in a future meeting.

Asphalt

Mr. Paul Christian informed the Board that he has received complaints from residents about the condition of some of the roads in the District; that he has personally inspected some of those roads and found them to be in disrepair; and that he has directed the Collection Department to make such road repairs as are necessary and appropriate.

Vac Station JK/ Chris Sante

Mr. Paul Christian informed the Board that staff was working on an agreement with Mr. Chris Sante to exchange an easement for a portion of a property located at 92501 Overseas Highway Tavernier FL, which is the site of CEMEX, for a quit claim deed conveying a small sliver of land at vac-station J-K.

COMMISSIONER'S ITEM / ROUNDTABLE

Announcement

Commissioner Gibbs informed the Board about a meeting he had with Kirk Zuelch, CEO of the Florida Keys Aqueduct Authority.


Hurricane Guide

Commissioner Majeska mentioned that local newspapers had published hurricane preparedness guides from other utilities in Key Largo and indicated that the District had not provided anything.

Mr. Paul Christian reported that the newspaper had contacted the District too late for staff to prepare such a guide for publication, but that staff will put this on their calendar and will be proactive next year.

ADJOURNMENT

The Meeting was adjourned at 5:44PM.



David Asdourian, Chairman



Mariela Montedeoca, Clerk