



MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on August 18, 2015. Present were Chairman David Asdourian, Commissioners Stephen Gibbs, Norman Higgins, Andrew Tobin, and Robert Majeska. Also present were General Manager Paul Christian, Chief Information Officer Rob Bulkiewicz, General Counsel Ray Giglio, Finance Manager Connie Fazio, Ed Castle with Weiler Engineering, acting District Clerk Katherine Jackson, and other appropriate District Staff.

Commissioner Stephen Gibbs led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

- Mr. Paul Christian added an item under General Manager's Report to discuss Manatee Bay.

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.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Minutes of August 4, 2015

Motion: Commissioner Gibbs made a motion to approve the Minutes of August 4, 2015, and Commissioner Higgins seconded the motion. The motion passed without objection.

Minutes of August 11, 2015

Motion: Commissioner Gibbs made a motion to approve the Minutes of August 11, 2015, and Commissioner Higgins seconded the motion. The motion passed without objection.

ADMIN / CUSTOMER SERVICE REPORT

Administration Building Progression Timeline

Mr. Rob Bulkiewicz presented the Administrative Building Project Timeline to the Board, noting that there had been no changes since the last meeting. Mr. Bulkiewicz also advised the Board

that the RFP for Phase 3 of the Administration Building renovation had been released on August 12, 2015, and that approximately 22 contractors had viewed or downloaded the RFP thus far.

Mr. Bulkiewicz and staff answered questions from the Board.

LEGAL REPORT

Failed Gate Footer at Lake Surprise II/Paradise Point

Mr. Ray Giglio gave a summary of the communications between staff and Mr. Ken Larrivee, of Patriot Property Services, the company representing Lake Surprise Homeowners Association. Mr. Giglio informed the Board that the District needs more information from Mr. Larrivee before any recommendation can be made.

Mr. Paul Christian informed the Board that the current condition of the road appears to be substantially similar to its condition prior to construction. Mr. Christian also informed the Board that he witnessed the gate in operation, and that it appears to be functional in its current state.

Commissioner Tobin expressed his concern over the amount of money being requested to fix the failed gate footer and suggested that the District not take any action until the Lake Surprise Homeowners Association makes a formal appeal to the Board.

Mr. Giglio and staff answered questions from the Board.

Resolution to Establish Fees and Charges for Records Requests

Mr. Ray Giglio presented a resolution authorizing and establishing a schedule of fees and charges for public records requests. Mr. Giglio asked the Board for input on the resolution.

Commissioner Tobin asked for language that would reflect payment of the total costs of the request instead of just the special service charge.

Motion: Commissioner Gibbs made a motion to approve the resolution authorizing and establishing a schedule of fees and charges for copying and providing public records, with the amendments suggested by the Board; and providing for an effective date. Commissioner Higgins 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

Resolution to Establish a Selection Committee

Mr. Ray Giglio presented a resolution drafted at the request of Commissioner Tobin, to establish a selection committee that would evaluate candidates for the new Operations Manager position at meetings held in accordance with the Sunshine Law, and that would report its findings to the Board for final approval. Commissioner Gibbs expressed his concern about how much longer the process might take if all of staff's meetings were required to be held in accordance with the Sunshine Law, especially since the District is currently without an Operations Manager.

Commissioner Tobin expressed his view that since Mr. Paul Christian's contract already requires any appointment or termination of Senior Staff to be ratified by the Board, that this process would already be under the "Sunshine" Law. Commissioner Tobin also expressed his concern that the Board would not be able to make an educated decision if the Board is not able to meet candidates before the ratification process.

Chairman Asdourian reminded the Board that, as had been discussed at the August 11, 2015 meeting, individual Board members were allowed to sit in on staff's discussions and meetings, as long as no other Board members were present.

Motion: Commissioner Tobin made a motion to approve a resolution of the Board of Commissioners of the Key Largo Wastewater Treatment District Resolution to Establish a selection committee; and providing for an effective date. The motion failed for lack of a second.

BUDGET AND FINANCE REPORT

FY 2016 Budget Planning: Staffing Plan

Mrs. Connie Fazio presented the Fiscal Year 2016 Staffing Plan and staff answered questions from the Board.

Commissioner Tobin expressed his concern regarding the Plan's depiction of the independent consultants reporting to the General Manager. Commissioner Tobin's did not agree with mixing employees and independent consultants, and it was his recommendation that the Staffing Plan not show independent consultants (District Engineer, District Counsel, and Finance Director) under the General Manager.

Motion: Commissioner Gibbs made a motion to approve the FY 2016 Budget Planning: Staffing Plan as presented by staff. Commissioner Higgins 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 3 to 2

KLWTD Insurance Renewal for FY 2016

Mrs. Connie Fazio presented the KLWTD insurance renewal to the Board and answered questions. Mrs. Fazio explained that the increase in insurance was due to the new digester, new vehicles, and the additional administration building.

Motion: Commissioner Majeska made a motion to approve the KLWTD Insurance Renewal for FY 2016. Commissioner Higgins 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

Bishop, Rosasco and Company's Contract Amendment

Mrs. Connie Fazio presented the FY 2016 amendment to Bishop, Rosasco and Company's contract for services to the Board, and answered questions.

Motion: Commissioner Gibbs made a motion to approve the Bishop, Rosasco and Company's Contract Amendment. Commissioner Tobin 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

Preliminary Budget 2016

Mrs. Connie Fazio presented the preliminary budget for fiscal year 2016. Staff discussed details of each section of the preliminary budget with the Board and answered questions.

Commissioner Tobin stated he would like the budget to include a statement indicating that the proposed construction projects were subject to final Board approval.

Commissioner Majeska and Commissioner Tobin expressed concern over staff requesting 20% more than what was spent on the 2015 budget.

EXTENSION: 6:00 PM

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

EXTENSION: 6:30 PM

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

GENERAL MANAGER'S REPORT

Manatee Bay

Mr. Paul Christian led a discussion regarding the Monroe Park and Manatee Bay Club sewer issue. Mr. Christian stated that Mr. Ken Larrivee, of Patriot Property Services, has requested a letter from the District outlining the District's intentions with respect to providing wastewater service to Monroe Park and Manatee Bay Club. Mr. Christian referred to Resolution Draft No. 19-07-15 which states the District will give further consideration to extending wastewater services to Monroe Park and Manatee Bay Club, if certain conditions are met.

Mr. Ray Giglio informed the Board of the current state of the Monroe Park and Manatee Bay Club sewer system, and reiterated Mr. Larrivee's concerns regarding future wastewater operations. Commissioner Tobin expressed his concerns over giving an exemption to Monroe Park and Manatee Bay Club. The Board requested that this item be brought back in the future.

Staff answered questions from the Board.

COMMISSIONER'S ITEMS / ROUNDTABLE

Resolution Confirming Contractual Relationship Between Board of Commissioners and Bishop, Rosasco & Company

Commissioner Tobin withdrew this item.


Resolution Confirming Contractual Relationship Between Board of Commissioners and Weiler Engineering Corporation

Commissioner Tobin withdrew this item.

ADJOURNMENT

The Meeting was adjourned at 6:47 PM.


~~David Asdourian, Chairman~~ Andrew Tobin, Acting Chairman


Katherine Jackson, Clerk