



## MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on April 5, 2016. Present were Chairman David Asdourian and Commissioners Andrew Tobin, Robert Majeska, Norman Higgins, and Stephen Gibbs. Also present were General Manager Paul Christian, General Counsel Ray Giglio, Ed Castle with Weiler Engineering, District Clerk Katherine Jackson, and other appropriate District Staff.

General Manager Paul Christian led the Pledge of Allegiance.

### APPROVAL OF AGENDA

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

### RECOGNIZE DISTRICT STAFF

General Manager Paul Christian expressed his appreciation to the whole staff for the overwhelming amount of effort everyone put into the Headquarters Building Remodel project and move to the District's new administrative office. Mr. Christian did recognize Chief Information Officer Rob Bulkiewicz as a Special Honorable Mention for Employee of the Month, because Mr. Bulkiewicz had spearheaded both the project and the move. His leadership and coordination of construction, IT and staff contributed greatly to the successful move.

### APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

*Minutes of March 15, 2016*

Commissioner Gibbs requested clarification of the time frame for presentation to the Board of the cost estimates for the Vacuum Station "E" Tank Replacement (Rehabilitation) project. Mr. Paul Christian stated that the estimates will be on the agenda for the April 12, 2016 BOC meeting.

**Motion:** Commissioner Gibbs made a motion to approve the Minutes of March 15, 2016, Commissioner Majeska seconded the motion.

### Vote on Motion

Commissioner Gibbs –	Aye
Commissioner Majeska –	Aye
Commissioner Higgins –	Aye
Commissioner Tobin –	Aye
Chairman Asdourian –	Aye

**Motion Passed: 5 to 0**

## PUBLIC COMMENT

<i>Name and Address</i>	<i>Subject</i>
Albert Bryan 6510 SW 29 <sup>th</sup> St. Miami, FL	General Comments on KLWTD

Public Comment: Albert Bryan requested the District consider an alternate tie-in location for his building at 2 Seagate Boulevard due to old mahogany trees in the area.

## CONSTRUCTION REPORT

### *Monthly Construction Report*

Operations Manager Chuck Adams presented the Monthly Construction Report. Commissioner Gibbs requested additional information regarding the final dollar amount for the Grinder Pump project and Mr. Paul Christian informed the Board that a final audit will be conducted upon the project's completion.

Staff answered questions from the Board.

### *Grinder Pump Installation Project Final Survey Agreement*

Operations Manager Chuck Adams presented the grinder pump installation project final survey agreement and staff answered questions from the Board.

**Motion:**        **Commissioner Higgins made a motion to accept and award the grinder pump installation project final survey agreement to Zurwelle-Whittaker, Commissioner Gibbs seconded the motion.**

### **Vote on Motion**

Commissioner Higgins –	Aye
Commissioner Gibbs –	Aye
Commissioner Majeska –	Aye
Commissioner Tobin –	Aye
Chairman Asdourian –	Aye
<b>Motion Passed: 5 to 0</b>	

## ADMIN / CUSTOMER SERVICE REPORT

### *Ratification of Vogt-Spear, Corp. Change Order No. 3 for Headquarters Building Remodel*

General Manager Paul Christian presented Vogt-Spear, Corp. Change Order No. 3 of the {title of contract here} to the Board for ratification. He explained that it changed only the dates for Substantial Completion of unfinished items and the liquidated damages that can be assessed against the Contractor in the event Substantial Completion is not achieved by those dates. Staff answered questions from the Board.

**Motion:**        **Commissioner Gibbs made a motion to ratify Vogt-Spear, Corp. Change Order No. 3, and Commissioner Majeska seconded the motion.**

**Vote on Motion**

Commissioner Gibbs –     Aye  
Commissioner Majeska –    Aye  
Commissioner Higgins –    Nay  
Commissioner Tobin –      Aye  
Chairman Asdourian –      Aye

**Motion Passed: 4 to 1**

*Draft Dedication Sign for New Administration Building*

General Manager Paul Christian presented the preliminary design for the new administration building's commemorative plaque for the dedication of the Administrative Office to Representative Ken Sorensen and informed the Board that State Representative Holly Raschein, who worked with Rep Sorensen during his service and Diane Sorensen, Rep Sorensen's widow, have both reviewed and approved its content. Mr. Christian stated that Representative Sorensen's image will be a bronze or bronze-like bas-relief. Mr. Christian informed the Board that the final draft version of the plaque and its costs will be presented at a future Board meeting.

Staff answered questions from the Board.

**COMMISSIONER'S ITEMS**

*Protocol for Communications with Islamorada for Emergency and Non-Emergency Occurrences (Commissioner Tobin)*

Commissioner Tobin suggested that the Board formalize a protocol for information sharing between the District and Islamorada and indicated that he would like to task Mr. Ed Castle of Weiler Engineering with overseeing the information sharing. Commissioner Gibbs requested additional information about the cost of this proposal. Chairman Asdourian expressed the concern that involvement in Islamorada's affairs could result in liability to the District, and that a "hands-off" approach would be more prudent.

Mr. Castle stated that currently there is no formal information-sharing protocol in place, but the District is kept aware of the work being completed and that the cost of Weiler's service for this is covered under the collections work authorizations. Commissioner Majeska requested that those work authorizations be included in future backup information for this item.

The Board requested this item be brought back at a future meeting.


**ROUNDTABLE DISCUSSION**

*Roundtable*

Commissioner Majeska started a discussion on the arrangement of the desks in the new boardroom. Mr. Paul Christian stated that furniture configuration is a work in progress and that improvements will continue to be made.

## ADJOURNMENT

The Meeting was adjourned at 5:00 PM.



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David Asdourian, Chairman



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Katherine Jackson, Clerk