MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on October 3, 2017. Present were Chairman David Asdourian and Commissioners Andrew Tobin, Susan Heim, Robert Majeska and Stephen Gibbs. Also present were General Manager Peter Rosasco with Bishop, Rosasco & Co., General Counsel Nicholas Mulick, District Clerk Katherine Jackson and other appropriate District Staff.

Commissioner Tobin led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

- Commissioner Gibbs requested a discussion of solar energy be added to the next Board meeting agenda.
- Mr. Rosasco requested a discussion of 2 items be added under General Manager’s Report: 1) emergency compensation, 2) September billing.
- Commissioner Majeska requested a discussion of the Vacuum Station I Residence be added under Commissioner’s Items.

APPROVAL OF AGENDA (D-1)

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

RECOGNIZE DISTRICT STAFF (E)

Time in Service Recognition (E-1)

Mr. Jered Primicerio, Plant Operations Manager, was recognized for 10 years of service with the District.

Operator Achievement Recognition (E-2)

Mr. Bobby Prince, WWT Plant Operator III, received his Florida Treatment Plant Operator Level C license and Mr. Daniel Watson, WWT Plant Operator II, received his Florida Treatment Plant Operator Level B license.

Employee of the Quarter (E-3)

Mr. Noah Hattendorf, WWT Plant Operator Trainee, was awarded the Employee of the Quarter. Mr. Mike Dempsey, Field Operations Manager, Mrs. Connie Fazio, Senior Finance Manager, and Ms. Ines Portales, Customer Service Coordinator, received honorable mention for Employee of the Quarter. Commissioner Gibbs expressed his appreciation to all District Staff.
employees for their exemplary performance during the preparation, response and recovery phases of Hurricane Irma.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (G)

Minutes of September 5, 2017 (G-1)

Commissioner Majeska requested clarification as to when the buffer tank installation (item K-2) will be brought back before the Board for consideration. Mr. Rosasco informed the Board that staff is working on the necessary information to submit a report at the next Board meeting.

Motion: Commissioner Majeska made a motion to approve the minutes of September 5, 2017, and Commissioner Gibbs seconded the motion.

Vote on Motion

- Commissioner Majeska – Aye
- Commissioner Gibbs – Aye
- Commissioner Heim – Aye
- Commissioner Tobin – Aye
- Chairman Asdourian – Aye

Motion Passed: 5 to 0

GENERAL MANAGER’S REPORT (H)

Wastewater Utility Manager Position (H-1)

Mr. Rosasco informed the Board that all four remaining candidates are still interested in the Wastewater Utility Manager position. Mr. Rosasco also informed the Board that the meeting with the 4th candidate, Timothy Martin, was cancelled due to the mandatory evacuation ahead of Hurricane Irma.

At Mr. Rosasco’s suggestion, the Board agreed to cancel the tentatively scheduled October 10, 2017 Board meeting and schedule Mr. Martin’s interview during the week of October 9, 2017. The Board requested that a discussion of the Wastewater Utility Manager position be added to the November 7, 2017 meeting agenda.

Emergency Compensation (H-2)

Mr. Rosasco reported that all District employees received administrative leave pay for the number of days the District’s administrative offices were closed as a result of Hurricane Irma. Mr. Rosasco also informed the Board that essential non-exempt personnel who worked during the preparation, response and recovery phases of the hurricane received time and a half of their regular hourly salary in addition to administrative leave pay. Mr. Rosasco recommended, and the Board agreed, that essential exempt personnel who worked during the preparation response and recovery phases of Hurricane Irma be compensated at the same rate.

The Board directed staff to prepare a resolution for the Board’s consideration, formalizing the District’s emergency compensation policy.
September Billing (H-3)

Mr. Rosasco reported that the District was contacted by the Florida Keys Aqueduct Authority (FKAA) regarding September 2017 wastewater bills for its customers. The FKAA informed the District that since they were unable to provide potable water for 14 days in September due to Hurricane Irma, they are reducing their portion of September billing and offered to do the same for the District. Because the District’s ability to provide wastewater services was not affected by FKAA’s ability to provide potable water to its customers, and considering that FKAA gave the District only 48 hours to reply, Mr. Rosasco declined FKAA’s offer.

Staff answered questions from the Board, and the Board decided not to alter billing for the wastewater portion of the bill until it received additional information.

BUDGET AND FINANCE REPORT (I)

457(b) Plan – Discretionary Non- Elective Defined Contribution (I-1)

Mrs. Fazio presented a memo and resolution that outlined a 3 percent discretionary non-elective contribution amendment to the District’s current 457(b) plan. The Board expressed their concerns regarding the proposed changes, and Commissioner Heim suggested the District look into the Florida Retirement System (FRS).

Motion: Commissioner Heim made a motion to reject the proposed amendment, and Commissioner Tobin seconded the motion.

Vote on Motion

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

Motion Passed: 5 to 0

Commissioner Gibbs requested this item come back at a future meeting.

FY18 Engineering Services for Capital Improvements (I-2)

Mr. Ed Castle presented his fiscal year 2018 work authorizations for Weiler Engineering. Commissioner Heim requested that Mr. Castle remove the 15 percent markup in the fee schedule for travel, overnight mail, and other reimbursable expenses, and he agreed to do so.

Staff answered questions from the Board.
Motion: Commissioner Heim made a motion to approve in bulk FY18 Engineering Services for: 1) Capital Improvements, 2) WWTP Operations, 3) Field Operations, 4) Administration, and 5) Maintenance Operations, and Commissioner Majeska seconded the motion.

Vote on Motion
- Commissioner Heim – Aye
- Commissioner Majeska – Aye
- Commissioner Gibbs – Aye
- Commissioner Tobin – Aye
- Chairman Asdourian – Aye

Motion Passed: 5 to 0

Hurricane Irma Emergency Equipment Purchase (I-7)

Mr. Peter Rosasco informed the Board that he authorized an emergency purchase of several replacement parts due to Hurricane Irma in the amount of $58,861.87 and staff answered questions from the Board.

Motion: Commissioner Tobin made a motion to approve the emergency equipment purchase in the amount of $58,861.87, and Commissioner Gibbs seconded the motion.

Vote on Motion
- Commissioner Tobin – Aye
- Commissioner Gibbs – Aye
- Commissioner Majeska – Aye
- Commissioner Heim – Aye
- Chairman Asdourian – Aye

Motion Passed: 5 to 0

OPERATIONS REPORT (K)

Calusa Campground Update (K-1)

Mr. Mike Dempsey informed the Board that in January 2017 the District shut the valves that service Calusa campground due to inundation from severe flooding. Since then, the Field Operations staff has worked with Calusa Campground management to address the problem.

Staff answered questions from the Board and the Board instructed Mr. Mulick to research the type of maintenance agreement the District has with Calusa Campground.

LEGAL REPORT (N)

General Counsel Contract Review (N-1)

Mr. Mulick informed the Board that he is satisfied with the workload that he has taken on and answered questions from the Board. Commissioner Tobin suggested that he would like to work with Mr. Mulick and Mr. Rosasco to select a labor attorney for future needs. The Board agreed.
COMMISSIONER’S ITEMS (O)

Vacuum Station I Residence (Commissioner Majeska) (O-1)

Commissioner Majeska led a discussion by requesting information regarding the District’s residence located at Vacuum Station I. Mr. Rosasco stated that the Board has already directed staff to make the necessary repairs to render it habitable and recommended that the Board consider adopting guidelines for its use in the future.

ADJOURNMENT (P)

The Meeting was adjourned at 5:56 PM.

David Asdourian, Chairman

Katherine Jackson, Clerk