

MINUTES

Key Largo Wastewater Treatment District (KLWTD) Meeting



October 2, 2012
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Commission Meeting at 4:00 PM. Present were Chairman Robert Majeska, Commissioners Norman Higgins, Andy Tobin, David Asdourian, and Charles Brooks. Also present were the General Manager Margaret Blank, General Counsel, Ray Giglio, District Clerk Carol Walker, and other appropriate District Staff.

Susie Hammaker led the Pledge of Allegiance.

APPROVAL OF AGENDA

The appointment of a new Commissioner was added to the agenda and the Customer Service Presentation was moved to the Transition Meeting. Ed Castel was requested to give a report on a Emergency Relief Port and the introduction to a new employee was placed first on the agenda.

Motion: Commissioner Brooks made a motion to approve the agenda as amended. Commissioner Higgins seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Brooks	X		
Commissioner Tobin	X		

Motion passed 4 to 0

PUBLIC COMMENT

Name & Address

David Asdourian, Key Largo
Susan Hammaker, Key Largo
Brian Conover, Key Largo

Subject

Back Up Values
Filling Board Vacancy
CR905 Contract Process

COMMISSIONER'S ITEMS

Motion: Commissioner Brooks made a motion to appoint David Asdourian to fill the vacated board member seat vacated by Susie Hammaker's resignation on August 8, 2012. The vacated seat has approximately 2 years of an unexpired term. The appointed position is to fill the unexpired term and will be up for reelection during the general election in November 2014. Commissioner Higgins seconded the motion.

David Asdourian gave a presentation on why he should be appointed as a commissioner. He then answered commissioner questions.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska		X	
Commissioner Brooks	X		
Commissioner Tobin	X		

Motion passes 3 to 1

Commissioner Tobin does not like the process of not advertising for the vacancy. Chairman Majeska feels the Commissioner should be voted on by the public.

David Asdourian was sworn in as a KLWTD Commissioner.

BULK ITEMS

Minutes of Sept. 18, 2012

Motion: Commissioner Brooks made a motion to approve Bulk Items. Commissioner Asdourian seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Brooks	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		

Motion passed 5 to 0

FINANCIAL REPORT

Report of Cash, Revenues, and Expenditures

Motion: Commissioner Brooks made a motion to approve the Report of Cash, Revenues, & Expenditures contingent upon the availability of funds. Commissioner Higgins seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Brooks	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		

Motion passed 5 to 0

Grau & Associates

Auditor's Contractor

Motion: Commissioner Brooks made a motion to approve the Grau & Associates Contract. Commissioner Higgins seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Brooks	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		

Motion passed 5 to 0

Insurance Contract

The General Manager and the District Counsel explained the contract.

ENGINEER'S REPORT

Back Up Safety Valve

Ed Castle gave a report on having a safety valve installed on private property so that back up's overflow on the ground instead of in someone home or business.

Motion: Commissioner Brooks made a motion to have Commissioner Asdourian, as the Board Representative, Margaret Blank and Ed Castle to investigate (at minimal cost) the development of the Emergency Relief Port and the process to put it into place. Commissioner Tobin seconded the motion.

Commissioner Brooks would like to see the engineering development under \$10,000.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Brooks	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		

Motion passed 5 to 0

Islamorada Agreement

Ed Castle explained to the Board that the contract that they have with Islamorada calls for regular reports to be made to the District on the Time Table and What is Happening.

LEGAL COUNSEL REPORT

RESOLUITON NO. 65-10-12 (GRINDER PUMP RESOLUITON)

Motion: Commissioner Brooks made a motion to approve the Resolution No. 65-10-12. Commissioner Tobin seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Brooks	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		

Motion passed 5 to 0

Easement (that goes with Resolution No. 65-10-12).

Ray Giglio explained the Easement.

Commissioner Tobin recommended the margins be wider.

Motion: Commissioner Brooks made a motion to approve the Easement giving the Staff the authority to execute to easements. Commissioner Tobin seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Brooks	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		

Motion passed 5 to 0

GENERAL MANAGER REPORT

Vacuum Station "A" Odor Report

Margaret Blank, General Manager gave a report on what the District is doing to control odor better. There seems to be no more odor problem.

C905 Award

Motion: Commissioner Tobin made a motion to approve the Piggyback Award to Fountain Engineering for C905. Commissioner Higgins seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Brooks	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		

Motion passed 5 to 0

Shallow Well Bid

Ed Castle explained why the two received bids did not qualify for the project.

Motion: Commissioner Tobin made a motion to declare the two received bids as non-responsive and authorized the General Manager to negotiate a contract for the Shallow Wells with qualified contractors. Commissioner Asdourian seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Brooks	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		

Motion passed 5 to 0

Cynergy

Commissioner Tobin requested that the following be included in the first paragraph "Consultant will perform specific services as requested and approved by the District including but not limited to lobbying efforts to secure the most funding possible through the Mayfield Grant, and any other funding sources that are available." Commissioner Higgins seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Brooks	X		
Commissioner Tobin	X		

Motion passed 5 to 0

COMMISSIONER'S ROUNDTABLE

The Board discussed back flow valves.

The Board discussed paying for continuing education.

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting 7:11 PM.

The KLWTD meeting minutes of Oct. 2, 2012 were approved on Oct. 9, 2012.



Chairman Majeska



Carol Walker, CMC District Clerk