

MINUTES

Key Largo Wastewater Treatment District Transition (KLWTD) Meeting



Sept. 3, 2013
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Commission Meeting at 4:04 PM. Present were Chairman Majeska, Commissioners, Norman Higgins, David Asdourian, Andy Tobin, and Steve Gibbs. Also present were the General Manager, Margaret Blank, Chief Information Officer, Paul Christian, General Counsel, Ray Giglio, District Clerk Carol Walker, and other appropriate District Staff.

Peter Rosasco led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Gibbs added an item on plant safety. Margaret Blank added a report on a meeting with Monroe County.

Motion: Commissioner Gibbs made a motion to approve the agenda as amended. Commissioner Asdourian seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

PUBLIC COMMENT

Name & Address

D.A. Aldridge, Key Largo
Sue Heim, Key Largo

Kirk Rapen, Key Largo

Subject

Balloon Payment
Fair Share Community Meeting
Budget
Use of new technologies for waste to energy

ENGINEER REPORT

Ed Castle of Weiler Engineering stated that the bid requirements for contractors to put in the grinder pumps are being worked on.

BULK ITEMS

Minutes of August 20, 2013

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

Vote on Motion

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

Motion passed 5 to 0

FINANCIAL REPORT

Pending Payments

Connie Fazio reviewed the Pending Payments and answered Commissioners questions.

Motion: Commissioner Asdourian made a motion to approve the pending payments of Sept. 3, 2013 contingent on the availability of funds. Commissioner Gibbs seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

Wire Transfer Policy for Loan Payments

Motion: Commissioner Tobin made a motion to approve the Wire Transfer Policy for Loan Payments in which the current procedure is followed and then KLWTD initiates the wire transfer with a phone call to BB&T Treasury Management Department and it is confirmed with the "Call Back Verification option where BB&T contacts the Finance Director and the General Manager. Commissioner Asdourian seconded the motion.

A resolution will be brought back to the Board detailing the policy for approval.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		

Commissioner Gibbs	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		

Motion passed 5 to 0

Audit Engagement Letter

Motion: Commissioner Tobin made a motion to approve the Audit Engagement Letter with Grau & Grau Associates. Commissioner Higgins seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

Budget Presentation

RESOLUTION NO. 30-09-13

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE KEY LARGO WASTEWATER TREATMENT DISTRICT ADOPTING THE BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 2014 FOR THE DISTRICT LOCATED IN MONROE COUNTY, FLORIDA; PROVIDING FOR THE GENERAL MANAGER TO EXPEND FUNDS ON BEHALF OF THE DISTRICT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

Motion: Commissioner Higgins made a motion to approve Resolution No. 30-09-13. Commissioner Asdourian seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

COMMISSIONERS ITEMS

Discussion on Agenda Form

Commissioner Tobin requested that the consent agenda be used sparingly. Only routine items should be placed on the consent agenda. Administrative appeals should be under its own item.

OPERATIONS REPORT

Mechanical Integrity Test Bid Award

Dan Saus, Operations Manager reviewed the bid results and presented the recommendation.

Motion: Commissioner Gibbs made a motion to award the Mechanical Integrity Test Bid to All Webb. Commissioner Higgins seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

Mr. Saus explained the safety classes that the District has once a month. He also explained the quarterly safety reviews.

LEGAL COUNSEL REPORT

Waiver Reversal

Ray Giglio reviewed the form.

Motion: Commissioner Gibbs made a motion to approve the Waiver Reversal Form. Commissioner Tobin seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

MEETING EXTENSION

Motion: Commissioner Tobin made a motion to extend the meeting by 30 minutes. Commissioner Gibbs seconded the motion.

Vote on Motion

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

Motion passed 4 to 1

GENERAL MANAGER

Margaret Blank reported on the meeting that she and Commissioner Gibbs had with the County last Friday.

COMMISSIONER'S ROUNDTABLE

Term Limits

The Board discussed the pros and cons of term limits.

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 6:30 PM.

The KLWTD meeting minutes of Sept. 3, 2013 were approved on September 10, 2013.



Chairman Majeska



Carol Walker, CMC District Clerk