

MINUTES
Key Largo Wastewater Treatment District Board (KLWTD)
Meeting



Oct. 15, 2013
 98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Commission Meeting at 4:03 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.

Commissioner Asdourian led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Asdourian added an item to the Roundtable on the Grievance Policy. Commissioner Higgins added an item on the Roundtable about a committee to help low income property owners. Commissioner Tobin added an item to Engineer Report on Commercial Grinder Pumps.

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

PUBLIC COMMENT

Name & Address	Subject
N/A	N/A

ENGINEER'S REPORT

Ed Castle, Weiler Engineering reported on alternatives for commercial grinder pumps.

BULK ITEMS

Minutes of Oct. 8, 2013

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

FINANCIAL REPORT

Pending Payments

Connie Fazio reviewed the Pending Payments and answered Commissioners questions. She explained the change in the report since the District has switched to BSA.

Commissioner Gibbs requested that the new format show the department with a summary total be added to the report.

Motion: Commissioner Gibbs made a motion to approve the pending payments of Oct. 15, 2013 contingent on the availability of funds. 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

COMMISSIONER'S ITEMS

N/A

OPERATIONS REPORT

WEFTEC

Dan Saus reported on his trip to the Water Environmental Federation Technical Education Conference in Chicago, IL.

SCADA Change Order

Dan Saus, Operations Manager, explained the change order.

Motion: Commissioner Asdourian made a motion to approve the Scada Change Order in the amount of \$7,249. 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

Vactron Purchase

Motion: Commissioner Higgins a motion to approve the purchase of a Vactron in the amount of \$87,859.00. 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

LEGAL COUNSEL REPORT

Ray Giglio, District Counsel reported that he has written a letter to recoup monies for a damaged pipe and he will be bringing it to the Board.

GENERAL MANAGER'S REPORT

Trip to Tallahassee

Margaret Blank reported on what she and the Chairman Majeska did in Tallahassee.

Board Meeting Days and Time

Commissioner Gibbs suggested that there only be two regular meetings and call a special call meeting or workshop if a discussion meeting is needed.

The Board decided to meet on Tuesdays at 4 pm and to have three meetings a month.

COMMISSIONER'S ROUNDTABLE

Grievance Policy

Commissioner Asdourian would like to see a rough copy of the policy long before the meeting. Ms. Blank stated that it is ready to be reviewed and obtain comments.

PR Firm

Chairman Majeska suggested that the District hire a PR firm. Commissioner Tobin requested that a press release on the Tallahassee trip and the Mayfield Grant be released.

Time Extension

Motion: Commissioner Asdourian made a motion to extend the meeting. 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

Committee to Assist People

Commissioner Higgins would like to put a committee together to assist people.

The Board agreed that they would like to do something also.

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 6:10 PM.

The KLWTD meeting minutes of Oct. 15, 2013 were approved on Nov. 5, 2013.



Chairman



Carol Walker, CMC District Clerk