

**MINUTES**  
**Key Largo Wastewater Treatment District Transition (KLWTD)**  
**Meeting**



Nov. 12, 2013  
 98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Commission Meeting at 4:07 PM. Present were Chairman Robbie Majeska, Commissioners, Andy Tobin, Norman Higgins, David Asdourian, and Steve Gibbs. Also present were Chief Information Officer, Paul Christian, General Counsel, Ray Giglio, District Clerk Carol Walker, and other appropriate District Staff.

Dan Saus led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Commissioner Higgins added items on Helping people and Renaming the Transition Meeting. Commissioner Tobin added an item on Local Contribution Per EDU and updating the Board's Policies. Margaret Blank added a report on a letter to Commissioner Carruthers and trips to Tallahassee.

**Motion:** Commissioner Tobin made a motion to approve the agenda as amended. Commissioner Majeska seconded the motion.

**Vote on Motion**

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

**Motion passed 5 to 0**

**ELECTION OF OFFICERS**

*Chairman*

Commissioner Gibbs was elected Chairman

*Vice-Chairman*

Commissioner Tobin was elected Vice-Chairman



<b>Commissioner Majeska</b>	<b>X</b>		
<b>Commissioner Tobin</b>	<b>X</b>		
<b>Commissioner Asdourian</b>	<b>X</b>		

**Motion passed 5 to 0**

The Board directed Commissioner Higgins to represent the District at the December 4, 2013 meeting and Commissioner Majeska will represent the District at the December 10, 2013 meeting.

**DISCUSSION ITEMS**

*Extension of General Manager's Contract*

**Motion:** Commissioner Tobin made a motion to extend the General Manager's, Margaret Blank, contract for six months with no changes to the current contract. Commissioner Higgins seconded the motion.

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Commissioner Higgins</b>	<b>X</b>		
<b>Chairman Gibbs</b>	<b>X</b>		
<b>Commissioner Majeska</b>	<b>X</b>		
<b>Commissioner Tobin</b>	<b>X</b>		
<b>Commissioner Asdourian</b>	<b>X</b>		

**Motion passed 5 to 0**

*Termination/Hiring Policy*

Commissioner Tobin requested that Dale Morgado Esq. draft a Termination/Hiring Policy.

**Motion:** Commissioner Tobin made a motion have Dale Morgado Esq. write a Termination/Hiring Policy. Commissioner Asdourian seconded the motion.

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Commissioner Higgins</b>	<b>X</b>		
<b>Chairman Gibbs</b>		<b>X</b>	
<b>Commissioner Majeska</b>		<b>X</b>	
<b>Commissioner Tobin</b>	<b>X</b>		
<b>Commissioner Asdourian</b>	<b>X</b>		

**Motion passed 3 to 2**

Commissioner Majeska explained he voted no because the Board has a policy of not voting for something the first time it is presented to the Board.

*Commercial Grinder Pump Policy*

Ms. Blank stated she has a meeting with representatives that give SBA loans to obtain information for the District's small business owners that cannot afford to connect.

Commissioner Tobin requested a list of properties that have not connected.

**TIME EXTENSION**

**Motion:** Commissioner Asdourian made a motion to extend the meeting 30 minutes. Commissioner Tobin seconded the motion.

**Vote on Motion**

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

**Motion passed 5 to 0**

Staff (Dan Saus) will work with the small businesses and DEP for variances.

**COMMISSIONER’S ROUNDTABLE**

*Helping People*

Commissioner Higgins stated that the District needs to help the lower income people.

Ms. Blank explained “Life Line Rates” which is a rebate to lower income customers based on a tax return and done once a year. Staff (Paul Christian) will look into to it he will also look into piggy backing onto the FKAA program for low income, senior citizens, and disabled residents.

*Rename Transition Meeting*

**Motion:** Commissioner Higgins made a motion to rename the Transition meeting to Commission Meeting. Commissioner Asdourian seconded the motion.

**Vote on Motion**

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

**Motion passed 5 to 0**

*Board Policy*

Commissioner Tobin would like to have the Boards Policies Codified.

**Motion:** Commissioner Tobin made a motion to extend the meeting 30 minutes. Commissioner Asdourian seconded the motion.

**Vote on Motion**

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

**Motion passed 5 to 0**

The Board directed Ray Giglio, District Counsel, to work on codifying the Board's Policies.

Commissioner Tobin would like a policy to be able to make suggestions to senior staff but not to tell them what to do.

**ADJOURNMENT**

The KLWTD Board adjourned the Board Meeting at 6:52 PM.

The KLWTD meeting minutes of Nov. 12, 2013 were approved on Nov. 19, 2013.

---

Chairman Gibbs

---

Carol Walker, CMC District Clerk