

# MINUTES

## Key Largo Wastewater Treatment District Commission (KLWTD) Meeting



Jan 14, 2014

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 Steve Gibbs, Commissioners, Norman Higgins, David Asdourian, and Robby Majeska. Also present were Chief Information Officer, Paul Christian, General Counsel, Ray Giglio, District Clerk Carol Walker, and other appropriate District Staff.

Ray Giglio led the Pledge of Allegiance.

### APPROVAL OF AGENDA

Chairman Gibbs moved the Grievance Policy to Legal from Finance and made it an action item. Dan Saus, Operations Manager added a report on the Vacuum Main break. Paul Christian, IT included two personnel items. Margaret Blank, General Manager added an item on her meeting with the Governor, an increase in the Tallahassee Lobbyist contract, and a trip to Washington DC. Connie Fazio, Finance Manager, put on item on concerning the new wire transfer proceeded. Ray Giglio, District Counsel, added and item on the Digester Bid Protest and the Grievance Policy update.

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

### Vote on Motion

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

**Motion passed 4 to 0**

### PUBLIC COMMENT

**Name & Address**

**Subject**

N/A

**PERSONAL PRESENTATION**

Marcos Mendoza was presented as the new IT employee and Ellen Chokreff was honored as the District’s first retiree.

**PRESENTATION**

*Custom Appeal Process*

Paul Christian gave a slide show presentation on the complete appeal process and answered questions from the Board.

**BULK ITEMS**

*Minutes of Jan 14, 2014*

**Motion: Commissioner Asdourian made a motion to approve the Bulk Items of Jan. 14, 2014. Commissioner Majeska seconded the motion.**

**Vote on Motion**

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

**Motion passed 4 to 0**

**CUSTOMER SERVICE**

*Billing Appeal Pierre Bellion AK 1591530*

Mr. Christian explained that Mr. Bellion’s issue has been settled.

*EDU Adjustment Quiescence Dive*

**Motion: Commissioner Asdourian made a motion to approve the Staff recommendation for the EDU Adjustment for Quiescence Dive. Commissioner Majeska seconded the motion.**

**Vote on Motion**

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

**Motion passed 3/1**

**OPERATION’S REPORT**

*WWTP Fencing Modifications*

Dan Saus introduced the fencing modifications and explained the need for it.

**Motion:** Commissioner Asdourian made a motion to move the WWTP Fencing Modifications award in the amount of \$9,696.00 to Monroe County Fence Co. to action and approve the funding for it. Commissioner Higgins seconded the motion.

**Vote on Motion**

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

**Motion passed 4 to 0**

*Vacuum Main Break*

Fountain Engineering broke the vacuum main by Denny’s Restaurant Friday night. It was fixed by Saturday evening. The District was able to maintain uninterrupted service to the District’s customers during the repair.

**FINANCE**

Connie Fazio gave a report on the new process for making wire transfers. The first wire transfer was made today, and it was very successful.

**LEGAL COUNSEL REPORT**

*Employee Grievance Policy*

Ray Giglio reported on the changes made in the policy.

**Motion:** Commissioner Asdourian made a motion to approve the Employee Grievance Policy. Commissioner Higgins a seconded the motion.

**Vote on Motion**

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

**Motion passed 4 to 0**

*Digester Bid Protest*

Mr. Giglio gave a review of the Biosolids Digester Project bid award; the protest filed by DN Higgins Inc.; and the meeting District representatives had with representatives of DN Higgins Inc. He explained that the bid review committee will be meeting next week to review the award.

RESOLUTION NO. 03-01-14

*A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, REQUESTING THE ASSISTANCE OF STATE REPRESENTATIVE HOLLY RASCHEIN, TO REVISE THE PROVISIONS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ACT TO AUTHORIZE THE DISTRICT TO PRESCRIBE, FIX, AND ESTABLISH A SPECIAL LOWER RATE, FEE, RENTAL, OR OTHER CHARGE ON THE RESIDENTIAL ACCOUNT OF ANY PERSON WHO IS SIXTY YEARS OF AGE OR OLDER OR A TOTALLY AND PERMANENTLY DISABLED AMERICAN VETERAN MEETING LOW INCOME STANDARDS.*

**Motion:** Commissioner Higgins made a motion to approve Resolution 03-01-14 with the words “totally and permanently” removed. Commissioner Majeska seconded the motion.

**Vote on Motion**

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

**Motion passed 4 to 0**

**GENERAL MANAGER’S REPORT**

*Meeting with the Governor*

Ms. Blank reported that she met with the Governor on Friday and gave him the letter from the District. Ms. Henderson talked with the Governor the next day.

*Cynergy Consulting, LLC Contract*

Ms. Blank requested an increase in Cynthia Henderson's contract. Ms. Henderson has not requested the increase.

**Motion:** Commissioner Majeska made a motion to approve an increase in Cynergy Consulting, LLC's lobbying contract by \$1,000 a month (to \$48,000 a year total) effective February 1, 2014. Commissioner Higgins seconded the motion.

**Vote on Motion**

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

**Motion passed 3 to 1**

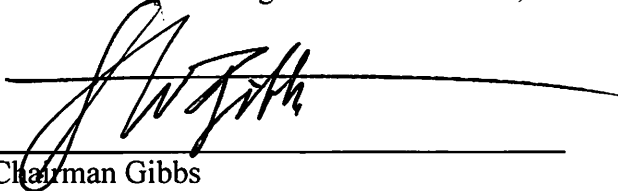
*Washington DC Trip*

The Board assigned Margaret Blank to go to Washington DC on January 28, 2014 to represent the District.

**ADJOURNMENT**

The KLWTD Board adjourned the Board Meeting at 5:58 PM.

The KLWTD meeting minutes of Jan. 14, 2014 were approved on January 21, 2014.

  
Chairman Gibbs

  
Carol Walker, CMC District Clerk