

# MINUTES

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



June 17, 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, Robert Majeska, and David Asdourian. Also present were Chief Information Officer, Paul Christian, General Counsel, Ray Giglio, Acting District Clerk Melissa Cornelison, and other appropriate District Staff.

Ted Blackburn led the Pledge of Allegiance.

### APPROVAL OF AGENDA

Commissioner Asdourian added an item on the Tobin Valve. Dan Saus Director of Operation added an update on Islamorada connecting to the plant. Paul Christian, IT and Customer Service Director added an item on personnel changes and Resolution No. 18-06-14. Margaret Blank, General Manager will give an update on her meeting with Kevin Madok. Ed Castle, Weiler Engineering, added an update on an onsite chemical generation system at the plant.

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

### PUBLIC COMMENT

**Name & Address**

Ted Blackburn, Islamorada

**Subject**

Islamorada's connection

### COMMISSIONER'S ITEMS

*Tobin Valve*

Commissioner Asdourian reported that the Tobin Valve has been installed on his property.

## CUSTOMER SERVICE

### *Personnel Changes*

Paul Christian reported that District Clerk, Carol Walker, will be leaving the District and working remotely from Crystal River and Melissa Cornelison has been appointed Deputy Clerk.

## RESOLUTION NUMBER NO. 18-06-14

**A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AUTHORIZING THE ESTABLISHMENT OF DISTRICT BANK ACCOUNTS, DESIGNATING CERTAIN DISTRICT OFFICERS AND DISTRICT STAFF AS AUTHORIZED SIGNATORIES AND PROVIDING FOR AN EFFECTIVE DATE.**

**Motion: Commissioner Asdourian made a motion to approve Resolution No. 18-06-14. 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**

Minutes of June 17, 2014 will be brought back to the Board on July 1, 2014 for approval and will be sent to BB&T, First State Bank, Capital Bank and Community Bank.

## FINANCIAL REPORT

### *CAFR*

Antonio J. Grau, CPA from Grau and Associates presented the report and answered questions from the Board.

## ENGINEER'S REPORT

### *Solar Power*

Ed Castle reviewed his report on solar power for the District's plant and vacuum stations.

**Motion: Commissioner Asdourian made a motion directing staff to draft an RFP for installing Solar Power at the plant and at the vacuum stations. 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**

*Onsite Chemical Generation*

Ed Castle gave an update on the Onsite Chemical Generation System at the plant. He will bring back to the Board more information in July.

Commissioner Majeska stated he will be absent at the July 1, 2014 meeting.

**GENERAL MANAGER REPORT**

*Update on Margaret Blank's meeting with Kevin Madok*

Margaret Blank gave a verbal update on her meeting with Kevin Madok regarding an agreement between KLWTD and the County that she and Ray Giglio drafted to substitute for new projects. Chairman Gibbs directed Ms. Blank to share correspondence on this subject with the Board. Ms. Blank will send a draft, attachments, and a summary of what they have discussed to date.

**ADJOURNMENT**

The KLWTD Board adjourned the Board Meeting at 5:28 PM.

The KLWTD meeting minutes of the June 17, 2014 meetings were approved on July 1, 2014.

  
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Chairman Gibbs

  
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Melissa Cornelison Deputy District Clerk