

MINUTES  
Key Largo Wastewater Treatment District Commission  
(KLWTD) Meeting



August 12, 2014  
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Commission Meeting at 4:01 PM. Present were Chairman Stephen Gibbs, Commissioners Andrew Tobin, Norman Higgins, David Asdourian and Robert Majeska. Also present were General Manager Margaret Blank, Chief Information Officer Paul Christian, General Counsel Ray Giglio, Operating Manager Dan Saus, Deputy Clerk Melissa Cornelison, and other appropriate District Staff

Ms. Connie Fazio led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Commissioner Majeska added a discussion under Legal Counsel regarding the Referendum that will be on the August 26, 2014 ballot. Commissioner Majeska added a discussion on Political Signs. Margaret Blank added a discussion of the upcoming Florida Keys National Marine Sanctuary Steering Committee Meeting. Connie Fazio requested the Board replace page 1 of the Preliminary Budget with the corrected handout.

**Motion:** Commissioner Asdourian made a motion to approve the agenda as amended. Commissioner Higgins seconded the motion and the motion passed 5 to 0.

**PUBLIC COMMENT**

Name & Address	Subject
There was no Public Comment during this meeting.	

**GENERAL MANAGER'S REPORT**

*County Interlocal for Wastewater Funding Parity*

Margaret Blank gave an update on the County Interlocal that she and Ray Giglio drafted back in May 2014. She submitted it to County staff hoping to go back and forth and come to a mutually acceptable agreement, which could be presented to each of the respective Boards. To date, the County has not responded. Board directed Peter Rosasco with Bishop Rosasco & Co. to put together several bound booklets outlining the wastewater funding analysis.

**Motion: Commissioner Tobin made a motion to table the discussion of the County Interlocal for Wastewater Funding Parity. 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>Commissioner Majeska</b>	<b>X</b>		
<b>Commissioner Tobin</b>	<b>X</b>		
<b>Commissioner Asdourian</b>	<b>X</b>		
<b>Chairman Gibbs</b>	<b>X</b>		

**Motion passed 5 to 0**

*Florida Keys National Marine Sanctuary Steering Committee Meeting*

Margaret Blank reported there is a meeting on August 14, 2014 at the Marathon Government Center. Commissioner Tobin has volunteered to attend the meeting and to be the Board's Representative.

**CUSTOMER SERVICE**

*Website Launch*

Rob Bulkiewicz, Sr. Desktop Analyst, presented the new Key Largo Wastewater Treatment District's website [www.klwtd.com](http://www.klwtd.com) and answered questions from the Board.

**FINANCIAL REPORT**

*Quarterly Financial Report*

Peter Rosasco with Bishop Rosasco & Co. presented the Quarterly Financial Report and answered questions from the Board.

*Preliminary Budget-FY 2015*

Peter Rosasco with Bishop Rosasco & Co presented the Preliminary Budget for FY 2014/2015 to the Board and answered questions. Commissioner Tobin requested a column to be added showing the percent increase over projected budget to budget for each line item.

**OPERATIONS REPORT**

*Change Order for Fountain Engineering*

Dan Saus reported that FDOT shut down the grinder pump lateral installation operation around MM 94, stating the District needed a permit for installing infrastructure on the right of way. Mr. Saus contacted FDOT and stated we only have equipment in the right of way and that we are not installing infrastructure; therefore, we do not need a right of way permit. They reviewed it and agreed to allow us to go back to work. Due to the delay, Fountain Engineering is now behind schedule and they are asking for a 90 day extension with no additional cost. This delay will not affect the installation schedule of the grinder pumps.

**Motion: Commissioner Tobin made a motion to approve Change Order No. 5 [Force Main Extension-C-905, Phase 1] for Fountain Engineering. Commissioner Asdourian seconded the motion.**

**Vote on Motion**

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

**Motion passed 5 to 0**

*Award*

Mr. Saus announced that the District received the Medium Wastewater System of the Year Award from the Florida Rural Water Association for the second year in a row.

*Islamorada Salinity Report*

Mr. Saus reported that Islamorada’s high salinity has passed the 30 day threshold.

**LEGAL COUNSEL REPORT**

*Emergency Loan Program*

Ray Giglio reported the Board has tentatively established a \$100,000 fund to assist homeowners who cannot get any other tie-in assistance relief. Mr. Giglio was asked to look into the legalities of a low income assistance program. Mr. Giglio reported that we are not a lender and he has not figured out how we could get the authority to lend money and secure a lien. Commissioner Tobin requested Mr. Giglio get an opinion from the Attorney General on this matter. Commissioner Tobin also mentioned there may be a provision in our Federal and State grant that states we are to provide assistance to low income people. He has requested that Mr. Giglio research if there is such a provision.

**MEETING EXTENSION**

**Motion: Commissioner Asdourian made a motion to extend the meeting until 6:30PM. Chairman Gibbs seconded the motion.**

*Referendum*

At the request of Commissioner Majeska, Mr. Giglio advised on the legality of the District explaining to the voters what the Key Largo Wastewater Referendum is about, on the August 26, 2014 ballot. It was determined that there is not enough time to get literature out to the public before the election.

**COMMISSIONER’S ITEMS/ROUNDTABLE**

*Revised Letter to the Editor Approval*

Commissioner Tobin requested that the Board vote on the revised version of the previously adopted Letter to the Editor. Chairman Gibbs stated the letter has already been published. Commissioner Asdourian believes that what the Board voted on should be submitted and not changed after the fact. He stated it should be brought back to the Board for a vote. Commissioner Tobin requested that Ms. Blank send the revised letter to the BOCC on stationary signed by Margaret Blank, and indicating that it has been unanimously voted on by the Board.

**Motion: Commissioner Higgins made a motion to approve the Revised Letter to the Editor. Commissioner Tobin seconded the motion.**

**Vote on Motion**

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

**Motion passed 5 to 0**

*Discussion of General Manager Vacancy*

The Board discussed the General Manager vacancy. Options of appointing Paul Christian were discussed as well as advertising the position. Mr. Christian stated that if the Board did appoint him as General Manager he would begin transferring his day to day duties to Rob Bulkiewicz.

**MEETING EXTENSION**

**Motion: Commissioner Asdourian made a motion to extend the meeting until 7:00PM. Commissioner Higgins seconded the motion.**

**Motion: Commissioner Higgins made a motion to appoint Paul Christian as Interim General Manager effective today. Commissioner Tobin seconded the motion.**

**Vote on Motion**

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

**Motion passed 5 to 0**

**Motion: Commissioner Tobin made a motion to employ Margaret Blank as our consultant at the same rate of pay and benefits until December 31, 2014. Commissioner Higgins seconded the motion.**

**Vote on Motion**

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

**Motion passed 5 to 0**

*Political Signs*

Commissioner Majeska led a discussion regarding political signs that are out in front of the office. He stated that the Board had previously voted that it was not allowed.

**Motion:**                    **Commissioner Tobin made a motion to authorize the General Manager to remove political signs on office property. Commissioner Asdourian seconded the motion.**

**Vote on Motion**

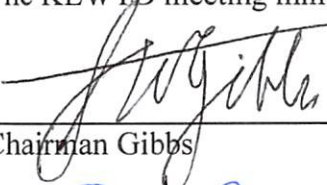
<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Commissioner Higgins</b>	<b>X</b>		
<b>Commissioner Majeska</b>	<b>X</b>		
<b>Commissioner Tobin</b>	<b>X</b>		
<b>Commissioner Asdourian</b>	<b>X</b>		
<b>Chairman Gibbs</b>	<b>X</b>		

**Motion passed 5 to 0**

**ADJOURNMENT**

The KLWTD Board adjourned the Board Meeting at 6:56 PM.

The KLWTD meeting minutes of August 12, 2014 were approved on September 2, 2014.

  
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Chairman Gibbs

  
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Melissa Cornelison Deputy Clerk