

MINUTES
Key Largo Wastewater Treatment District Commission
(KLWTD) Meeting



August 19, 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 Stephen Gibbs, Commissioners Andrew Tobin, Norman Higgins, David Asdourian, and Robert Majeska. Also present were General Manager Paul Christian, General Counsel Ray Giglio, Deputy Clerk Melissa Cornelison, Ed Castle with Weiler Engineering, and other appropriate District Staff.

Mr. Rob Bulkiewicz led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Majeska added a discussion on staff salaries. Commissioner Tobin added a discussion about having two meetings a month starting in June 2015, and the Board of Commissioner's Standard Operating Procedures. Commissioner Asdourian added a discussion of an article that was published in the local paper regarding code compliance for wastewater connections, and a discussion on Islamorada's salinity reports. Chairman Gibbs requested Commissioner Tobin give a brief report on the Florida Keys National Keys Marine Sanctuary Steering Committee Meeting he attended.

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.	

BULK ITEMS

Minutes of July 8 and July 15, 2014

RESOLUTION NO. 21-08-14

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE KEY LARGO WASTEWATER TREATMENT DISTRICT RULES AND REGULATIONS AND RETIRING RESOLUTION NO. 06-03-13 REGARDING TAX PARCELS PURCHASED BY MONROE COUNTY FOR CONSERVATION PURPOSES; AND PROVIDING AN EFFECTIVE DATE.

Motion: **Commissioner Asdourian made a motion to approve the Bulk Items.
Commissioner Majeska seconded the motion and the motion passed 5 to 0.**

GENERAL MANAGER'S REPORT

Paul Christian noted the Assessment Modification Procedures Matrix in the agenda packet. Commissioner Asdourian recommended posting it on the KLWTD website.

RESOLUTION NO. 22-08-14

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF BLUE WATER PROPERTY OWNERS ASSOCIATION INC FOR REMOVAL OF ONE TAX PARCEL AS AN EXEMPT PARCEL FROM THE 2008 PRELIMINARY NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

Motion: Commissioner Asdourian made a motion to approve Resolution No. 22-08-14. Commissioner Tobin seconded the motion and the motion passed 5 to 0.

RESOLUTION NO. 23-08-14

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF MONROE COUNTY GROWTH MANAGEMENT DIVISION FOR REMOVAL OF ONE TAX PARCEL AS CONSERVATION FROM THE 2005 PRELIMINARY NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

Commissioner Tobin suggested Staff keep records of the Tier One and Conservation exemptions issued.

Motion: Commissioner Asdourian made a motion to approve Resolution No. 23-08-14. Commissioner Majeska seconded the motion and the motion passed 5 to 0.

RESOLUTION NO. 24-08-14

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF THE UNITED STATES OF AMERICA FOR REMOVAL OF TWO TAX PARCELS AS CONSERVATION FROM THE 2006 PRELIMINARY NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE

RESOLUTION NO. 25-08-14

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF THE UNITED STATES OF AMERICA FOR REMOVAL OF TWO TAX PARCELS AS CONSERVATION FROM THE 2008 PRELIMINARY NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

Motion: Commissioner Asdourian made a motion to approve Resolution No. 24-08-14 and Resolution No. 25-08-14. Commissioner Higgins seconded the motion and the motion passed 5 to 0.

RESOLUTION NO. 26-08-14

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL OF ONE TAX PARCEL (DESIGNATED AS RIGHT OF WAY) FROM THE 2006 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

RESOLUTION NO. 27-08-14

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL OF FIVE TAX PARCELS (DESIGNATED AS RIGHT OF WAY OR SUBMERGED LANDS) FROM THE 2008 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

Motion: Commissioner Asdourian made a motion to approve Resolution No. 26-08-14 and Resolution No. 27-08-14. Commissioner Majeska seconded the motion and the motion passed 5 to 0.

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

Adjustment of Assessments for Select Unique Properties

Motion: Commissioner Tobin made a motion to approve the Adjustment of Assessments for Select Unique Properties and address a letter to the vacant parcels at a later date. 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

Commissioner Tobin would like a follow-up letter sent to the vacant parcels informing them they are being removed from the Unique Property Program. Paul Christian stated he would bring back to the Board, on September 2, 2014, a long term plan for the vacant parcels if they do build in the future.

Findings of Request for Reduction of EDU Assignment: AK#1692956 – Stoky

Motion: Commissioner Tobin made a motion to approve the Reduction of EDU Assignment for AK#1692956 – Stoky. Commissioner Higgins seconded the motion and the motion passed 5 to 0.

FINANCIAL REPORT

FY2015 Budget Calendar

Connie Fazio presented the FY2015 Budget Calendar to the Board.

ENGINEERING REPORT

Ed Castle with Weiler Engineering gave an update on upcoming projects. He is working on an RFP for the Vacuum Station Ventilation project to improve the cooling at Vacuum Stations A, D, and E, and the On-Site Chemical Generation Unit. Some other projects include repair of a tank at Vacuum Station E that is corroding on the inside and needs new lining. Mr. Castle also reported he is working on a Booster Vacuum Pump for Vacuum Station F and the Vacuum Monitoring System. He also indicated that he is anticipating the Bio-Solids Digester project to start soon.

COMMISSIONER'S ITEMS / ROUNDTABLE

Staff Salaries

Commissioner Majeska led a discussion on staff salary procedures. Commissioner Tobin suggested the Board decide whether they want to come up with a new policy for staff salary procedures, and if so implement them into the Standard Operating Procedures.

Two Board Meetings a Month starting in June 2015

Commissioner Tobin suggested scaling down to two meetings a month starting June 2015 for the months of June, July, and August. Commissioner Majeska suggested that he would like Staff to forecast and advise the Board if we should cancel a meeting.

Article in the Local Newspapers

Commissioner Asdourian reported to the Board of an article in the local paper that code enforcement was fining homeowner's who have not yet connected to the central sewer system. Commissioner Tobin asked Ray Giglio to investigate whether the District can create a special assessment for low-income, emergency hook-ups where the District would be pay for the cost of the lateral and then bill them over a twenty year period, similar to the Unique Program. Dan Saus explained to the Board that in the case of the Unique Parcel Program, we have an Easement, own the laterals and maintain the laterals on the Unique properties.

Islamorada Salinity Reports

Commissioner Asdourian suggested to the Board that Islamorada's monthly bill could be doubled once the billing starts for the salinity surcharge. He is concerned that the rate payers of Key Largo will be affected by costs of corrosion and failure of equipment due to the salinity from Islamorada. Ed Castle reported that, in our ILA with Islamorada, the District requires a PE to sign off and/or witness the testing on all of Islamorada's commercial tie-ins. Dan Saus stated Islamorada is working aggressively to get the salinity issue fixed. They have contractors hired and are replacing old pits.

MEETING EXTENSION

**Motion: Commissioner Asdourian made a motion to extend the meeting until 6:30pm
Commissioner Majeska seconded the motion.**

Board of Commissioner's Standard Operating Procedures

Commissioner Tobin requested that the Board adopt a Standard Operating Procedure. Chairman Gibbs asked that each Board member take notes on what they would like to have in the SOP. Commissioner Tobin suggested Ray Giglio bring back one item at a time for the Board to discuss. Ray Giglio will bring back a table of contents for the Board's review.

Board of County Commissioner's Meeting

Commissioner Majeska reported that on the BOCC's agenda for August 20, 2014 the Board will be accepting and continuing the Cudjoe Key assessment at a lower rate. Paul Christian indicated that he would be attending the meeting as an observer.

Letter to the Editor

Chairman Gibbs reported he has received good feedback on the wastewater funding letter to the Editor. Commissioner Tobin requested the letter be signed by Chairman Gibbs and note that it was voted on and approved by a unanimous vote of the Key Largo Wastewater Treatment District Board of Commissioner's if the letter is published again. Frank Hawkins with Hibiscus Marketing spoke on public relations regarding Islamorada salinity reports. The Board had a discussion with Mr. Hawkins about passing out literature at road shows, and a direct letter to the Chamber of Commerce.

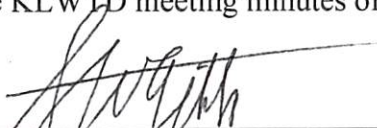
Report on the Florida Keys National Keys Marine Sanctuary Steering Committee Meeting

Commissioner Tobin reported that he attended the meeting and it was very informative regarding water quality. Commissioner Asdourian reported he attended the Florida Beach Management Presentation that was held at the District Office concerning water quality improvement. Paul Christian reported that Miami University will be back to present to the Board a condensed version on October 14, 2014.

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 6:30 PM.

The KLWTD meeting minutes of August 19, 2014 were approved on September 16, 2014.



Chairman Gibbs



Melissa Cornelison Deputy Clerk