

MINUTES
Key Largo Wastewater Treatment District Commission
(KLWTD) Meeting



September 2, 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, and David Asdourian. Also present were General Manager Paul Christian, Consultant Margaret Blank, General Counsel Ray Giglio, Operations Manager Dan Saus, Deputy Clerk Melissa Cornelison, Ed Castle with Weiler Engineering, Peter Rosasco with Bishop, Rosasco & Co., and other appropriate District Staff. Commissioner Robert Majeska arrived at 4:05 PM.

Ms. Gene Hoffman led the Pledge of Allegiance.

Recognize District Staff

Paul Christian recognized three District Staff members who were nominated for Employee of the Month. Brandon Curll Inspector/Collections Department, Ryan Dempsey Instrumentation Specialist/Operations Department, and Diane Oberheu Assessment Coordinator. Brandon Curll was named the District's Employee of the Month.

APPROVAL OF AGENDA

Commissioner Majeska requested an update from Hibiscus Marketing, and an update from Peter Rosasco regarding the Financial Analysis report. Commissioner Tobin added a consulting report from Margaret Blank. Chairman Gibbs added a discussion on sending the Letter to the Editor to the Monroe County Board of County Commissioner's. Paul Christian added a discussion on the Islamorada Salinity Report.

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

Ted Blackburn & Gene Hoffman, Islamorada
Sue Heim, Key Largo
Mike Shipley, Island Bay Resort, Key Largo

Subject

Islamorada Salinity Report
Low Income Referendum
Commercial Connection

The Board had an open discussion with Ted Blackburn and Gene Hoffman about the steps Islamorada is taking to correct the high salinity issue, such as replacing old vacuum pits.

FINANCIAL REPORT

Proposed FY2015 Budget and Budget Resolution

Peter Rosasco presented the Proposed FY2015 Budget and answered questions. Commissioner Tobin requested a change to page 5 reflecting the percent Islamorada is paying in the administrative service rate. Commissioner Tobin requested the General Manager add to the September 9, 2014, agenda an in depth discussion of the staffing plan. Chairman Gibbs would like the budget brought back to the September 9, 2014, Board meeting.

Financial Analysis

Margaret Blank stated that she and Jennifer Johnson with Bishop, Rosasco & Co are working on the funding analysis report and will bring it back to the Board.

BULK ITEMS

Minutes of August 5 and August 12, 2014

Motion: Commissioner Tobin made a motion to approve the Minutes of August 5 and August 12, 2014. Commissioner Asdourian seconded the motion and the motion passed 5 to 0

CUSTOMER SERVICE

Assessment Timeline Update

Diane Oberheu the District's Assessment Coordinator presented the Assessment Timeline to the Board and answered questions.

Code Compliance List – September 2014

Paul Christian presented a list of properties that are being turned over to code compliance for not connecting to the central sewer system.

Discussion of Servicing Cold Spots

Paul Christian reported on a meeting he, Margaret Blank, Dan Saus, and Robby Majeska attended with the Florida Department of Environmental Protection and the Florida Department of Health. FDEP is requesting that the District consider servicing the Monroe Park area (Manatee Bay and Cross Key). Mr. Christian is requesting the Board authorize Weiler Engineering to update the numbers that are in the Key Largo Wastewater Treatment District Engineering report on cold spots that was done by Weiler Engineering on November 12, 2008.

MEETING EXTENSION

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

Motion **Commissioner Tobin made a motion to authorize Weiler Engineering to update the Key Largo Wastewater Treatment District Engineering Report 2008. Commissioner Asdourian 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

Hibiscus Marketing Report

Julie Marshall with Hibiscus Marketing reported that she is working with Margaret Blank on the funding disparity project, and has developed some press releases about staffing changes and the Medium Wastewater System of the Year Award the plant received. Margaret Blank reported that she and Hibiscus Marketing are working on a presentation on the wastewater funding disparity to present to the Board on September 9, 2014 for input.

OPERATIONS REPORT

Commercial Connection Costs: Gravity versus Forcemain

Dan Saus reported on the information that he has gathered from several different contractors on three commercial properties comparing the costs of gravity versus forcemain connections. He received quotes on pump stations for the gravity point of connection; however they did not meet FDEP requirements. He reported that the FDEP rules state these properties must hire an engineer, apply for DEP permits, build a collections system and put in a pump station. He further reported a multi-dwelling parcel's connection fee is unaffected by the connection type provided because a collection system and pump station will need to be installed in either case. He reported that any property that could have connected via gravity and did not need a lift station would have a much lower connection cost. Margaret Blank noted that if it was technically feasible during construction there would have been a vacuum system installed for properties on US1. Commissioner Tobin suggested Mr. Saus take a look at Island Bay Resort as another property to compare. Ms. Blank suggested comparing the discrepancy of single buildings with one EDU. Multiple buildings are going to need a lift station and a DEP permit in any case. Commissioner Tobin requested Ray Giglio research writing a refund check or if crediting the assessment would be legal for the District. Commissioner Asdourian suggested looking at what the District can afford and decide what the EDU cut-off will be for a single building commercial property. Paul Christian will come back to the Board with the findings.

MEETING EXTENSION

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

Proposal from Aqua-Aerobic, Inc. for Inspection and Start-up Services

Motion: Commissioner Asdourian made a motion to accept the Proposal from Aqua-Aerobic, Inc. for Inspection and Start-up Services. 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

Surplus of Electrical Automatic Transfer Switch

Motion: Commissioner Asdourian made a motion to approve the sale of the Electrical Automatic Transfer Switch. Commissioner Majeska 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

GENERAL MANAGER'S REPORT

Margaret Blank Report

Ms. Blank reported that she is working with Hibiscus Marketing on information for the KLWTD website, a PowerPoint presentation, and a one page informational sheet to take to Tallahassee for the next legislative session on the wastewater funding disparity.

MEETING EXTENSION

Motion: Commissioner Asdourian made a motion to extend the meeting until 7:30pm
Commissioner Higgins seconded the motion.

Interim General Manager Contract

Paul Christian presented to the Board his contract for the General Manager position. Mr. Christian will amend the vacation to one day of paid vacation for each month worked till April 2015.

Motion: Commissioner Tobin made a motion to approve the General Manager's contact with the amended changes. 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

Ratification of Robert Bulkiewicz as Chief Information Officer

Paul Christian presented Robert Bulkiewicz for ratification as the District's Chief Information Officer. Mr. Bulkiewicz answered questions from the Board.

MEETING EXTENSION

Motion: Commissioner Asdourian made a motion to extend the meeting until 8:00pm
Chairman Gibbs seconded the motion.

Motion: Chairman Gibbs made a motion to approve the Ratification of Robert Bulkiewicz as Chief Information Officer. 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

Chairman Gibbs postponed the Discussion of the Office Lease and the Letter to the Editor to the Monroe County Board of County Commissioner's to the September 9, 2014 meeting.


ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 7:39 PM.

The KLWTD meeting minutes of September 2, 2014 were approved on September 16, 2014.



Chairman Gibbs



Melissa Cornelison Deputy Clerk