

Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date:
December 9, 2014

Agenda Item Number: 1

Agenda Item Type:
Bulk

Agenda Item Scope:
Review / Discussion

Recommended Action:
Action: Approval

Department:
Legal

Sponsor:

Subject:
Minutes of December 2, 2014

Summary of Discussion:

Reviewed / Approved

Financial Impact

Attachments

Operations: _____
Administration: _____
Finance: _____
District Counsel: *KS*
District Clerk: _____
Engineering: _____

\$

Funding Source:

Budgeted:
N/A

Minutes of December 2, 2014

Approved By: *[Signature]*
General Manager

Date: 12/5/2014



MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for a Commission Meeting at 4:00 PM. Present were Chairman David Asdourian, Commissioners Norman Higgins, Robert Majeska, Stephen Gibbs and Andy Tobin. Also present were General Manager Paul Christian, Chief Information Officer Rob Bulkiewicz, General Counsel Ray Giglio, Peter Rosasco with Bishop Rosasco and Company, Operations Manager Dan Saus, Todd Helt with Weiler Engineering, District Clerk Mariela Montedeoca, and other appropriate District Staff.

Former KLWTD Chief Financial Officer, Martin Waits, led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Majeska added brief discussion of the items that will be on the December 9, 2014 Board Meeting Agenda and added a discussion of the Monroe Park Sewer Project.

Motion: Commissioner Majeska made a motion to approve the agenda as amended and Commissioner Higgins seconded the motion. The motion passed without objection.

PUBLIC COMMENT

Name & Address

Subject

Mr. Martin Waits
Tavernier

Margaret Blank's contributions to the District.

BULK ITEMS

Minutes of November 18, 2014 were approved.

Motion: Commissioner Majeska made a motion to approve the minutes and Commissioner Higgins seconded the motion. The motion passed without objection.

Digester Project Change Order #1: Wharton-Smith

Motion: Commissioner Majeska made a motion to approve Wharton-Smith change order proposal #1 to the Biosolids Digester Project and Commissioner Gibbs seconded the motion. The motion passed without objection.

Resolution No.32-12-14

- A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ACCEPTING THE ATTACHED EASEMENT AGREEMENT AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE THE ACCEPTANCE THEREOF

Commissioner Tobin recused himself from the discussion due to conflict of interest.

Motion: Commissioner Majeska made a motion to approve the Resolution No.32-12-14 with attached easement agreement. Commissioner Higgins seconded the motion.

Vote on Motion

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

Motion passed 4 to 0

Resolution No.33-12-14

- A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF DOROTHY AND LARRY WOLFE FOR REMOVAL OF ONE TAX PARCEL FROM THE 2008 PRELIMINARY NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE

Motion: Commissioner Tobin made a motion to approve Resolution No.33-12-14 with attached easement agreement. Commissioner Higgins seconded the motion and the motion passed without objection.

Resolution No.34-12-14

- A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF TONI AND SCOTT BEAUCHAMP FOR REMOVAL OF ONE TAX PARCEL FROM THE 2009 PRELIMINARY NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

Commissioner Tobin recused himself from the discussion due to conflict of interest.

Motion: Commissioner Gibbs made a motion to approve the Resolution No.34-12-14 with attached easement agreement. Commissioner Higgins seconded the motion.

Vote on Motion

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

Motion passed 4 to 0

Purchase of Odor Monitoring Equipment.

Operations Manager Dan Saus presented an estimate for the purchase of Odor Monitoring Equipment to the Board of Commissioners and answered questions.

Motion: Commissioner Gibbs made a motion to approve the purchase of three new Odolog units for the presented estimate. Commissioner Higgins seconded the motion and the motion passed without objection.

GENERAL MANAGER’S REPORT

Financial Audit Request and Recommendation

General Manager Paul Christian presented the audit selection committee’s recommendation and answered questions from the Board of Commissioners.

Motion: Commissioner Gibbs made a motion to award Grau and Associates a three year contract for auditing services and to direct Staff to negotiate and execute an agreement with the condition that such agreement include language directing the communication of any negative findings to the Secretary /Treasurer of the Board as the Board’s Representative. 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 4 to 0

FINANCIAL REPORT

FY2014 Year End Financial Reports

Mr. Peter Rosasco with Bishop Rosasco and Company presented the year-end FY2014 financial position and answered questions from the Board.

LEGAL COUNSEL REPORT

General Counsel Employment Contract.

General Counsel Ray Giglio presented a contract for legal services to the Board. The proposed contract extends the existing agreement until December 31,2015 and revises his salary to \$102,000 per year. The Board discussed the contract and tabled the matter until the December 9th Board meeting

COMMISSIONER’S ITEMS/ROUNDTABLE

Board Meeting of December 9, 2014

The General Manager discussed a few of the items currently scheduled for the December 9, 2014, Agenda per Commissioner Majeska request.

Monroe Park’s Residents’ Call

The General Manager discussed a site visit District Staff recently made to inspect Monroe Park. Staff plans to make recommendation to the Board on December 9, 2014.


ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 5:39 PM.

The KLWTD meeting minutes of December 2, 2014 were approved on December 9, 2014.



David Asdourian, Chairman



Mariela Montedeoca, Clerk