



## MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM. Present were Chairman David Asdourian, Commissioners Norman Higgins, Stephen Gibbs, Robert Majeska and Andrew Tobin. Also present were General Manager Paul Christian, Chief Information Officer Rob Bulkiewicz, General Counsel Ray Giglio, Finance Manager Connie Fazio, Operations Manager Daniel Saus, Ed Castle with Weiler Engineering, District Clerk Mariela Montedeoca and other appropriate District Staff.

Mr. Ray Giglio led the Pledge of Allegiance.

### RECOGNIZE DISTRICT STAFF

Assessment and Billing Coordinator, Diane Bockelman was awarded Employee of the Month for February 2015.

### APPROVAL OF AGENDA

- Commissioner Gibbs added an item to discuss an update on the Islamorada Salinity report from the Operations Manager, Daniel Saus.
- Commissioner Gibbs added an item to discuss the naming of the new administration building.
- Commissioner Higgins added an item to discuss the importance of grinder pump care.
- Commissioner Majeska added an item to discuss his meeting with the Auditors.
- Operations Manager Daniel Saus added an item to discuss a proposed change order for the KLWTD digester project.
- General Manager Paul Christian added an item to update the Board on the District's IT system status.

**Motion:**        **Commissioner Gibbs 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*

Ed H Ellis  
11 N Ocean Drive, Key Largo FL

Request for relief

## **BULK ITEMS**

*Minutes of February 17, 2015*

**Motion: Commissioner Majeska made a motion to approve the minutes of February 17, 2015. Commissioner Higgins seconded the motion. The motion passed without objection.**

*EDU Reduction after Installation of Irrigation Meter- AK#1621862 Alamar LLC*

General Manager Paul Christian gave a brief synopsis on the EDU Reduction after installation of an irrigation Meter on Alamar LLC and answered questions from the Board.

**Motion: Commissioner Gibbs made a motion to approve the EDU Reduction after Installation of Irrigation Meter- AK #1621862 Alamar LLC. Commissioner Tobin seconded the motion. The motion passed without objection.**

## **GENERAL MANAGER'S REPORT**

*Florida Keys Day Sponsorship*

General Manager Paul Christian discussed the 2015 Florida Keys Day sponsorship. Mr. Christian informed the Board that he spoke with Erin Muir at Rep. Holly Raschein's office and was advised that the Florida Keys Aqueduct Authority had already committed to provide water for the event.

After some discussion The Board agreed to support the event at the previously approved level of \$500 and to authorize the General Manager to expend an additional \$500 in related expenses.

*IT System Status*

General Manager Paul Christian discussed a recent server failure, the steps that were taken by IT Staff to quickly restore the services provided by that server, and the on-going plan to improve system security. Mr. Christian noted that because of the District's comprehensive disaster-recovery procedures, there was no loss of critical data.

## **OPERATION'S REPORT**

*Proposed Phase 6 of Unique Grinder Pump Program: Central Avenue*

Operations Manager Daniel Saus proposed the addition of the sixth phase to the existing Unique Grinder Program and answered questions from the Board. The proposed addition would include installation of a low pressure force main from US1 to serve parcels off of Central Avenue in Key Largo. KLWTD would then provide each property in the area a point of connection.

Ed Castle with Weiler Engineering provided his opinion on the best way to connect this phase to our system.

*Islamorada Salinity report*

Operations Manager Daniel Saus reported that Islamorada had 12 days above 4.0 salinity for the Month of February. Mr. Saus also reported on the Village's continued efforts to mitigate salinity

*Proposed change order for KLWTD digester project*

Operations Manager Daniel Saus provided a summary of a report submitted by AquaAerobics, (the manufacturer of our Sequential Batch Reactor equipment) that identified every piece of equipment needed to turn the existing digester tank into an operable third SBR. That report analyzed the serviceability and compatibility of previously purchased equipment as well as any additional equipment needed for the conversion. Mr. Saus presented a draft change order in the amount of \$128,000 for the additional parts needed for the project.

Staff will bring final change order to the Board at a later meeting for review and action.

**COMMISSIONER'S ITEM/ ROUNDTABLE**

*Naming for the new administrative building*

**Motion:** Commissioner Gibbs made a motion to name the Administrative Building "The Ken Sorensen Administrative Building" Commissioner Higgins seconded the motion.

**Vote on Motion**

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

**Motion passed 5 to 0**

*Importance of Grinder Pump Maintenance*

Commissioner Higgins shared his concerns regarding the maintenance and care of the grinder pumps. Chief Information Officer Rob Bulkiewicz presented a "Pressure Sewer System Owners Guide" published by the manufacturer of the grinder pumps, outlining their proper care. Mr. Bulkiewicz noted that copies of this brochure were being sent to all participants in the grinder pump program.

*Annual Audit*

Commissioner Majeska gave a brief update on his meeting with Tony Grau of *Grau and Associates*, the firm conducting the District's annual audit.

Commissioner Tobin thanked Commissioner Majeska for being involved in the auditing process.

**ADJOURNMENT**


The KLWTD Board adjourned the Board Meeting at 5:42PM.

The KLWTD meeting minutes of March 3, 2015 were approved on March 3, 2015.



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David Asdourian, Chairman



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Mariela Montedeoca, Clerk