



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 Stephen Gibbs, Robert Majeska, Norman Higgins 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, District Clerk Mariela Montedeoca and other appropriate District Staff.

Ms. Dottie Moses led the pledge of allegiance.

AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

Commissioner Majeska suggested that, in the future, agendas not contain an Agenda Request Form or tab if no reports are scheduled.

APPROVAL OF AGENDA

- Commissioner Majeska suggested that item G2, "General Manager's Contract / District Accomplishments -2015 Fiscal Year to date" be presented after the Commissioners' Roundtable.

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

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Minutes of May 5th, 2015

Motion: Commissioner Gibbs made a motion to approve the Minutes of May 5th, 2015 and Commissioner Higgins seconded the motion. The motion passed without objection.

GENERAL MANAGER'S REPORT

Administration Building Progression Timeline

Mr. Rob Bulkiewicz presented a general project schedule for the new administration building and summarized the work to be completed, including column removal and remodeling. Mr. Bulkiewicz also answered questions from the Board.

Commissioner Majeska requested that future reports include the cost of the projects.

Commissioner Tobin requested a preliminary budget of the project cost, so that the Board can evaluate any future cost escalations.

Mr. Paul Christian and Mr. Ray Giglio indicated to the Board that, after consulting with the project Architect, it had been determined that it would be in the best interest of the District to request separate RFPs for the Demolition Project and for the Column Removal Project. They explained that separate RFPs and the elimination of the bid bond for the Demolition Project should result in lower costs to the District, and should make the Demolition Project more attractive to small, local, contractors. The General Manager and the General Counsel further indicated that in order to make the Demolition RFP as attractive as possible to small, local contractors, the District had also made every effort to eliminate unnecessary paperwork and had placed advertisements for the RFP in several local newspapers.

MCLA Conservation Waiver – AK#1544418

Mr. Rob Bulkiewicz presented a MCLA Conservation Waiver of assessment for parcel #1544418 for approval.

Commissioner Majeska expressed his concerns about the financial impact on the District of having vacant properties, that have been already assessed, purchased for conservation and removed from the assessment rolls.

Commissioner Tobin suggested that Staff discuss this matter with the County in the near future, in order to assess the financial implications for the District.

General Manager Paul Christian will prepare a report on the financial impact of removing vacant parcels that are currently being assessed from the rolls. That report will be presented for discussion at a future Board Meeting.

Motion: Commissioner Gibbs made a motion to approve a resolution of the Board of Commissioners of the Key Largo Wastewater Treatment District approving the request of Monroe County Land Authority for removal of one tax parcel as conservation land from the 2009 non-ad valorem assessment; and providing for applicability and an effective date. Commissioner Tobin seconded the motion.

Vote on Motion

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

Motion passes 5 to 0

Records Retention Report

The District's Record Custodian, Katherine Jackson, made a presentation on the District's Records Retention objectives, management and legal requirements. Mrs. Jackson also answered questions from the Board.

COMMISSIONER'S ITEM / ROUNDTABLE

Thank you Resolution

Commissioner Tobin requested that the Proclamations thanking the Island of Key Largo Federation of Homeowners Association and the Tavernier Community Association for their input, participation, and support with regard to the Interlocal Agreement with Monroe County be listed on the Agenda as a Board matter.

The Board directed Mr. Ray Giglio to bring two Thank You Proclamations, with the recommended amendment, to the next Board Meeting for action.


General Manager's Contract / District Accomplishments – 2015 Fiscal Year to Date

Mr. Paul Christian presented a list of District accomplishments, in order to assist the Board with their evaluation of his performance as General Manager.

The Board discussed these achievements, commended Mr. Christian and staff on them, and discussed various areas to be considered for improvement, including providing more information to the Board.

ADJOURNMENT

The Meeting was adjourned at 5:33PM.



David Asdourian, Chairman



Mariela Montedeoca, Clerk