



MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on July 14th, 2015. 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, Ed Castle with Weiler Engineering, District Clerk Katherine Jackson, and other appropriate District Staff.

Mr. Gary Bauman led the pledge of allegiance.

AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

- Commissioner Tobin added a memo under Commissioner's Roundtable.
- General Counsel Giglio added an update on the Inter-Local Agreement with Monroe County and an update on the Higgins Lawsuit under Legal Report.

APPROVAL OF AGENDA

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

RECOGNIZE DISTRICT STAFF

Plant Operator Trainee, Daniel Watson, was awarded Employee of the Month for June 2015.

PUBLIC COMMENT

Name and Address
Howard Gelbman
799 Hazel Street

Subject
Monroe Park Sewer Project

Doug Stitgen
100 Coral Way

Doug Stitgen Customer Service Appeal – AK#1680761

Mr. Gelbman read excerpts from a letter he had previously sent to the District regarding the sewerage of Monroe Park and Manatee Bay. Mr. Gelbman also voiced his opposition to the purchase of the new Administration Building.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Minutes of June 16th, 2015

Motion: Commissioner Gibbs made a motion to approve the Minutes of June 16th, 2015, and Commissioner Higgins seconded the motion. The motion passed without objection.

ADMIN / CUSTOMER SERVICE REPORT

Administration Building Progression

Mr. Rob Bulkiewicz reported that Phase 1 of the construction project is now complete and Phase 2 should start on time.

Mr. Dave Boerner of Dave Boerner Architect, P.A., presented street elevation options and sample color boards. General Manager Paul Christian asked the Board to discuss the street elevation options and to give their feedback.

Mr. Boerner informed the Board that specifications for the Administration Building finishings are scheduled to be completed by Friday, July 17th, 2015, and that the District should expect bids from contractors in late August or early September.

Mr. Christian presented a contract extension for Mr. Boerner's contract. Commissioner Gibbs expressed concern over the excessive amount of money being spent on architect fees. Mr. Tobin expressed his opinion that the money spent on Mr. Boerner is well spent and would potentially save the District money in the long run.

Mr. Boerner and Staff addressed questions from the Board.

Code Compliance List – July 2015

Mr. Rob Bulkiewicz presented a list of parcels to be turned over to Code Compliance in July 2015 and answered questions from the Board.

Commissioner Gibbs expressed his concern for the homesteaded properties on the list.

EDU Adjustment of Assessment and Billing – Elk's Club AK#1101699

Mr. Rob Bulkiewicz presented an EDU Adjustment of Assessment and Billing for the Elk's Club and recommended an EDU increase from 3.7 to 5.9 EDU.

Motion: Commissioner Higgins made a motion to accept the EDU Adjustment for the Elk's Club AK# 1101699 and Commissioner Gibbs seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

Doug Stitgen Customer Service Appeal – 100 Coral Way, AK#1680761

Mr. Paul Christian brought back to the Board an appeal from Mr. Doug Stitgen, owner of 100 Coral Way, Key Largo. Mr. Stitgen has requested an exemption from certain portions of the District's Minimum Design and Construction Standards and Specifications.

Mr. Ed Castle from Weiler Engineering gave his recommendations to the Board, as had been previously requested. He stated that the portions of the District's Construction Standards and Specifications from which Mr. Stitgen requested an exemption were designed to protect the District's vacuum system, and that Mr. Stitgen's parcel was not connected directly to the vacuum system. He further stated that Mr. Stitgen is not violating any other State or County plumbing codes. He indicated that, for those reasons, he felt that it would be operationally acceptable to allow the requested exemption.

Mr. Doug Stitgen addressed questions from the board.

Motion: Commissioner Higgins made a motion to grant an exemption to Mr. Stitgen per his request and Commissioner Tobin seconded the motion.

Vote on Motion

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

Motion passed 3 to 2

MCLA Conservation Waiver of Assessment – AK#1624993

Mr. Rob Bulkiewicz presented a request for a Conservation Waiver for parcel AK#1624993 from the MCLA for approval, and answered questions from the Board.

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 2008 non-ad valorem assessment; and providing for applicability and an effective date. Commissioner Tobin seconded the motion.

Draft 2015 Assessment Resolution

Mr. Paul Christian presented a draft of the 2015 Assessment Resolution establishing the assessment charges, annual interest rate, and service area definition to the Board for discussion.

Mr. Christian informed the Board of a public hearing scheduled for the August 4th, 2015 Board Meeting, and answered questions from the Board.

BUDGET AND FINANCE

KLWTD Bank Accounts

Mrs. Connie Fazio presented an analysis for consolidating the District's bank accounts. The analysis suggested closing 2 Capital Bank accounts and 1 Community Bank account, and moving the funds to the remaining open Community Bank account.

Mrs. Fazio answered questions from the Board.

Motion: Commissioner Tobin made a motion to authorize the District to close the suggested bank accounts and Commissioner Higgins seconded the motion. The motion passed without objection.

Fiscal Year 2016 Budget and Staffing Plan Calendar

Mrs. Connie Fazio presented the calendar for the Fiscal Year 2016 budget. Mrs. Fazio informed the Board there will be a Staffing Plan, Preliminary Budget, and Proposed Budget at future meetings.

Mrs. Fazio answered questions from the Board.

LEGAL

Easement – Quitclaim Swap

Mr. Ray Giglio presented to the Board a draft resolution authorizing the District to accept an easement from Mr. Chris Sante in exchange for a quitclaim deed for a small piece of property at Vacuum Station J/K. The Board expressed their concerns over not being able to accurately see the area that would be transferred via this quitclaim deed. Mr. Giglio suggested that the District ask Mr. Sante to provide another survey showing the property to be transferred.

The Mr. Giglio will bring this item back at a future meeting.

Update on Status of Monroe Park Sewer Project

Mr. Giglio presented to the Board a draft resolution that listed the conditions under which the District would give further consideration to extending its wastewater service area to include Monroe Park and the Manatee Bay Club. Mr. Giglio indicated that such a resolution would give the property owners and residents in Monroe Park and the Manatee Bay Club notice of what actions the District is willing to take, so that they can react to the requirements of the December 2015 deadline.

Mr. Christian presented a map of the area in question and answered questions from the board.

Mr. Howard Gelbman gave a history of the Monroe Park/Manatee Bay Club area.

Commissioner Tobin asked that this item be tabled at this time.

EXTENSION: 6:00PM

Motion: Commissioner Gibbs made a motion to extend the meeting 30 minutes and Commissioner Higgins seconded the motion. The motion passed without objection.

Amendment of Section 10.09, 10.13 and Article XIII of the KLWTD Rules and Regulations clarifying the period of KLWTD Non-Ad Valorem Assessments

Mr. Ray Giglio presented proposed changes to the KLWTD Rules and Regulations and answered questions from the Board.

Mr. Giglio announced that there is a public hearing scheduled for Tuesday, August 4th, 2015 for this item.

Monroe County Inter-Local Agreement Update on Mayfield Funds

Mr. Ray Giglio gave an oral update on the status of the Monroe County Inter-Local Agreement. Mr. Giglio informed the Board that he and Mr. Paul Christian had a productive teleconference with Mr. Bob Schillinger, Monroe County Attorney, and representatives from Nabors, Giblin & Nickerson, PA. Mr. Giglio also informed the Board that the proceeding for validation of the ILA and the Obligation therein authorized, pursuant to Chapter 75, Florida Statutes, should be completed by the end of the District's fiscal year.

Mr. Giglio further stated that it was a pleasure to work cooperatively with Monroe County toward a common goal.

Higgins Lawsuit Update

Mr. Giglio gave an oral update on the Higgins Lawsuit to the Board. Mr. Giglio stated that he received an Order for a Case Management Conference, which is scheduled for Wednesday, July 15th, 2015 at 3 PM. All participants for this teleconference will appear telephonically.

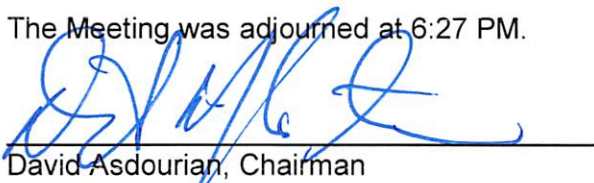
Mr. Giglio informed the Board there is reason to assume the question of attorney's fees will come up after that Case Management Conference. Mr. Giglio requested that a closed attorney-client session to discuss this matter be scheduled for the July 21st, 2015 meeting, and the Board agreed.

COMMISSIONER'S ROUNDTABLE

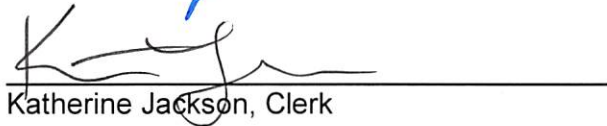
Commissioner Tobin indicated that he would like the other Commissioners to review the Memo he provided at the beginning of the meeting, and that would like to discuss this item at the July 21st, 2015 meeting.

ADJOURNMENT

The Meeting was adjourned at 6:27 PM.



David Asdourian, Chairman



Katherine Jackson, Clerk