



## MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on March 1, 2016. Present were Chairman David Asdourian and Commissioners Andrew Tobin, Robert Majeska, Norman Higgins and Stephen Gibbs. Also present were General Manager Paul Christian, General Counsel Ray Giglio, Ed Castle with Weiler Engineering, District Clerk Katherine Jackson, and other appropriate District Staff.

Mr. Fred Nickerson led the Pledge of Allegiance.

### COMMISSIONER'S ITEMS

*Proclamation in Memoriam – Kay Thacker*

Chairman Asdourian presented to Mr. John Groothand, surviving husband of Mrs. Kay Thacker, a Proclamation in Memoriam, commemorating her life and her dedication to community service and to the Florida Keys.

### AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

- Commissioner Majeska added a discussion of Hometown Health and Florida League of Cities benefits challenge to Admin/Customer Service Report.
- Mrs. Connie Fazio added a discussion about the ACOE Single Audit to Finance Report.

### APPROVAL OF AGENDA

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

### RECOGNIZE DISTRICT STAFF

Diane Bockelman, Billing and Assessments Coordinator, was recognized as Employee of the Month for February 2016.

**Motion: Commissioner Tobin made a motion to re-open Agenda Additions, Corrections, or Deletions and Commissioner Gibbs seconded the motion. The motion passed without objection.**

### AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

- Commissioner Tobin added a discussion of Florida Keys Day to General Manager's Report.

- Mr. Paul Christian added a discussion of legislative updates to General Manager's Report.

## **APPROVAL OF AGENDA**

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

## **APPROVAL OF MINUTES FROM PREVIOUS MEETINGS**

*Minutes of February 16, 2016*

**Motion:** Commissioner Gibbs made a motion to approve the Minutes of February 16, 2016, Commissioner Higgins seconded the motion and Commissioner Tobin abstained. The motion passed without objection.

*Minutes of February 9, 2016*

**Motion:** Commissioner Higgins made a motion to ratify the previously approved Minutes of February 9, 2016, Commissioner Majeska seconded the motion and Commissioner Tobin abstained. The motion passed without objection.

## **CONSTRUCTION REPORT**

*Monthly Construction Report*

Mr. Paul Christian presented the Monthly Construction Report and answered questions from the Board.

*Chemical Storage and Feed System Upgrade Project*

Mr. Paul Christian informed the Board that staff was still reviewing the possibility of "piggybacking" onto a Blanket Purchase Agreement between Carl Eric Johnson Inc. and Hillsborough County. Mr. Ray Giglio stated that staff needs more time to do their due diligence for this project, and that staff recommendations will be forthcoming.

Staff answered questions from the Board.

*Keys Contracting Change Order No. 8 for Grinder Pump Project*

Mr. Paul Christian presented Change Order No. 8 for Keys Contracting for the Grinder Pump project granting a time extension. Mr. Christian stated that there is the possibility of future change orders for Keys Contracting for additional work within the Grinder Pump project.

Staff answered questions from the Board.

**Motion:** Commissioner Majeska made a motion to authorize the Keys Contracting Change Order No. 8 for the Grinder Pump Project and Commissioner Gibbs seconded the motion.

**Vote on Motion**

Commissioner Majeska – Aye  
Commissioner Gibbs – Aye  
Commissioner Higgins – Aye  
Commissioner Tobin – Aye  
Chairman Asdourian – Aye  
**Motion Passed: 5 to 0**

*Purchase Order for Champion Controls, Inc.*

Mr. Paul Christian presented the purchase order for Champion Controls, Inc. to the Board. Mr. Christian informed the Board that this purchase order is for the direct purchase of the instrumentation, controls & VFD/OCP panels for the Blower Upgrade Project, and that the Wharton-Smith, Inc. purchase order would decrease as a result of this direct purchase. Mr. Christian clarified that there will be no change to the total project cost.

Staff answered questions from the Board.

**Motion:** Commissioner Higgins made a motion to approve a Change Order to Purchase Order No. 15-499622 and Purchase Order No. 16-499696 and Commissioner Tobin seconded the motion.

**Vote on Motion**

Commissioner Higgins – Aye  
Commissioner Tobin – Aye  
Commissioner Gibbs – Aye  
Commissioner Majeska – Aye  
Chairman Asdourian – Aye  
**Motion Passed: 5 to 0**

**ADMIN / CUSTOMER SERVICE REPORT**

*Administration Building Update*

Mr. Rob Bulkiewicz gave a presentation on the status of construction at the administration building and answered questions from the Board.

*Vogt-Spear, Corp. Change Order No. 2 for Headquarters Building Remodel*

Mr. Rob Bulkiewicz presented a change order for Vogt-Spear, Corp. for additional work to be completed at the District's Headquarters building. Commissioner Gibbs stated that he does not want to see any additional change orders for the headquarters building, and Commissioner Tobin stated that he would like the work to be bid out to possibly find a less expensive alternative.

Staff answered questions from the Board.

**Motion:** Commissioner Higgins made a motion to approve Vogt-Spear, Corp. Change Order No. 2 for the Headquarters Building Remodel and Commissioner Gibbs seconded the motion.

**Vote on Motion**

Commissioner Higgins – Aye  
Commissioner Gibbs – Aye  
Commissioner Majeska – Aye  
Commissioner Tobin – Nay  
Chairman Asdourian – Aye  
**Motion Passed: 4 to 1**

*ESRI 3 Year Contract Renewal*

Mr. Rob Bulkiewicz presented a contract renewal extending the Districts licensing and support contract for ArcGIS with ESRI to the Board for approval and answered questions.

**Motion:** Commissioner Gibbs made a motion to approve the ESRI 3-Year Contract Renewal and Commissioner Higgins seconded the motion.

**Vote on Motion**

Commissioner Gibbs – Aye  
Commissioner Higgins – Aye  
Commissioner Majeska – Aye  
Commissioner Tobin – Aye  
Chairman Asdourian – Aye  
**Motion Passed: 5 to 0**

*EDU Appeal (Billing) – First State Bank – AK#1679747*

Mr. Rob Bulkiewicz presented an EDU appeal for billing for AK#1679747 and answered questions from the Board. Commissioner Tobin suggested changing the appeal form to make it clear that the change is for billing EDU assignment, not for assessment EDU assignment.

**Motion:** Commissioner Higgins made a motion to approve the EDU assignment for billing from 4.4 EDU to 3.3 EDU for First State Bank – AK#1679747 and Commissioner Tobin seconded the motion.

**Vote on Motion**

Commissioner Higgins – Aye  
Commissioner Tobin – Aye  
Commissioner Gibbs – Aye  
Commissioner Majeska – Aye  
Chairman Asdourian – Aye  
**Motion Passed: 5 to 0**

*Hometown Health and Florida League of Cities Benefits Challenge*

Mr. Paul Christian addressed Commissioner Majeska's inquiries regarding the Hometown Health and Florida League of Cities challenges. Mr. Christian informed the Board that these programs are provided by the District's health insurance provider and promote healthy living, and he answered additional questions from the Board.

**GENERAL MANAGER'S REPORT**

*Florida Keys Day*

Mr. Paul Christian gave an informal report on the delegation to Florida Keys Day 2016 consisting of Commissioner Majeska, Diane Bockelman, and himself.

*Legislative Updates*

Mr. Paul Christian informed the Board that Tallahassee lobbyist, Cynthia Henderson, is "cautiously optimistic" about funding of the Florida Keys Environmental Stewardship Bill.

**EXTENSION: 6:00 PM**

**Motion: Commissioner Gibbs made a motion extend the meeting 5 minutes. The motion passed without objection.**

**BUDGET AND FINANCE REPORT**

*ACOE Single Audit*

Mrs. Connie Fazio presented an engagement letter from Grau and Associates to the Board which states that a single audit is required for the receipt of the \$500,000 from the Army Corp of Engineer from 2015. Mrs. Fazio informed the Board that Grau & Associates will be conducting this audit and staff answered questions from the Board.

**ADJOURNMENT**

The Meeting was adjourned at 6:05 PM.

  
\_\_\_\_\_  
David Asdourian, Chairman

  
\_\_\_\_\_  
Katherine Jackson, Clerk