



## MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on March 8, 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.

Commissioner Norman Higgins led the Pledge of Allegiance.

### AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS

Senior Finance Manager Connie Fazio addressed Commissioner Gibbs' question about Grau & Associates' Single Audit of Army Corp funds for FY 2015, stating that the actual cost for the audit is \$4,000.

### APPROVAL OF AGENDA

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

### APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

*Minutes of March 1, 2016*

**Motion:** Commissioner Majeska made a motion to approve the Minutes of March 1, 2016, Commissioner Higgins seconded the motion.

### Vote on Motion

Commissioner Majeska –	Aye
Commissioner Higgins –	Aye
Commissioner Gibbs –	Aye
Commissioner Tobin –	Aye
Chairman Asdourian –	Aye

**Motion Passed: 5 to 0**

### CONSTRUCTION REPORT

*Grinder Pump Installation Project Final Survey Agreement*

Operations Manager Chuck Adams presented the grinder pump installation project final survey agreement to the Board. Mr. Paul Christian stated that five contractors were contacted and asked

to submit proposals for this project, and that three responded. Of those, Zurwelle-Whittaker was the lowest responsive proposer.

Commissioner Tobin expressed his concerns regarding a local contractor that did not get an opportunity to submit a proposal. Mr. Ray Giglio gave the Board an overview of the District's procurement policy and clarified that all guidelines had been followed during this process.

Commissioner Gibbs stated his concern that Zurwelle-Whittaker's President, Eddie Martinez, is also running for the Board. Commissioner Majeska stated that he thinks it would not be proper to re-bid the project because the process had been completed in accordance with District policy.

Mr. Paul Christian committed to the Board that, if directed to do so, staff would re-solicit proposals for this project from all licensed and qualified surveyors within the District's service area, and staff answered questions from the Board.

**Motion: Commissioner Higgins made a motion to re-solicit proposals for the Grinder Pump Installation Final Survey project and Commissioner Tobin seconded the motion.**

**Vote on Motion**

Commissioner Higgins –	Aye
Commissioner Tobin –	Aye
Commissioner Gibbs –	Aye
Commissioner Majeska –	Aye
Chairman Asdourian –	Aye
<b>Motion Passed: 5 to 0</b>	

**LEGAL REPORT**

*Change of Address Resolution*

Mr. Ray Giglio presented the Change of Address resolution to Board and answered questions.

**Motion: Commissioner Gibbs made a motion to approve the Change of Address Resolution – Resolution Draft No. 05-03-16 and Commissioner Higgins seconded the motion.**

**Vote on Motion**

Commissioner Gibbs –	Aye
Commissioner Higgins –	Aye
Commissioner Majeska –	Aye
Commissioner Tobin –	Aye
Chairman Asdourian –	Aye
<b>Motion Passed: 5 to 0</b>	

**ROUNDTABLE DISCUSSION**

*Roundtable*

Commissioner Tobin suggested using the middle Tuesday Board meeting of each month to begin working on a "Commissioner's Handbook" that would encompass policies for the District, instead of using that meeting to conduct regular business. Commissioner Gibbs agreed with Commissioner Tobin's suggestion. Commissioner Majeska requested that an outline of the policies to be discussed be made available to the Board a couple of weeks in advance of each such meeting, to give commissioners time to think about the upcoming topics.

Commissioner Majeska asked that staff provide additional details regarding customer service calls on the monthly report. Mr. Paul Christian stated that the Monthly Report currently does not break down the customer service calls, but this could be added. Commissioner Majeska requested that a categorized summary of customer service calls be included in all future monthly reports. Commissioner Tobin requested that the current open customer service cases be presented as a report at a future board meeting.

### ADJOURNMENT

The Meeting was adjourned at 4:50 PM.



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David Asdourian, Chairman



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Katherine Jackson, Clerk