



## MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on April 12, 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. Eddie Martinez led the Pledge of Allegiance.

### AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS

- Commissioner Majeska asked that a follow-up on recent customer connection complains be added under Commissioner's Items.
- Mr. Ray Giglio added a comment under Legal 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.

### PUBLIC COMMENT

<i>Name and Address</i>	<i>Subject</i>
Sue Heim Key Largo	Board Practices and Policies Workshop

### BOARD PRACTICES AND POLICIES WORKSHOP

*Agenda, Conduct of Meetings and Minutes*

Public Comment: Sue Heim read a letter to the Board, which is attached to these minutes as "Attachment A."

The Board discussed the draft Board Practices and Policies pertaining to the agenda, conduct of meetings and minutes, and directed Mr. Ray Giglio to make the discussed changes.

## APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

*Minutes of April 5, 2016*

**Motion:** Commissioner Gibbs made a motion to approve the Minutes of April 5, 2016, 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**

## CONSTRUCTION REPORT

*Keys Contracting Services Change Order No. 9 for Grinder Pump Project*

Operations Manager Chuck Adams presented Keys Contracting Services change order No. 9 as the final balancing change order. Mr. Paul Christian stated that staff will be performing an audit of the grinder pump program upon completion of the entire program and will present it to the Board at a future meeting.

Staff answered questions from the Board.

**Motion:** Commissioner Majeska made a motion to approve Keys Contracting Services Change Order No. 9, and 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**

*Vacuum Station "E" Tank Rehabilitation*

Operations Manager Chuck Adams presented a memo to the Board regarding the Vacuum Station "E" tank rehabilitation. Mr. Ed Castle reported on the non-mandatory, pre-bid meeting held earlier in the day.

Staff answered questions from the Board.

## OPERATIONS REPORT

### *SBR #3 Initialization Status*

Plant Manager Jered Primicerio gave an update on the start-up of SBR #3. Mr. Primicerio stated that due to the constraints of the current blowers, the District is delaying the use of the third tank as an SBR. General Manager Paul Christian informed the Board that the tank will operate as a holding tank as necessary until the completion of the blower upgrade project and staff answered questions from the Board.

### *Presentation on "Superbugs" and Impact to District Wastewater Process*

Plant Manager Jered Primicerio gave a report on an article that appeared in the LA Times entitled "Deadly superbugs from hospitals get stronger in the sewers and could end up in the Pacific Ocean" by Melody Petersen dated March 7, 2016. Mr. Primicerio stated his opinion that the referenced "superbugs" were not an immediate concern to the District and answered questions from the Board.

### *Solids Handling Presentation*

Plant Manager Jered Primicerio presented a video on the operation of the solids handling process at the plant and answered questions from the Board.

## ENGINEER'S REPORT

### *Weiler Engineering Scope of Services and Work Authorizations*

Mr. Ed Castle presented a memo and explained that relations with Islamorada are covered under existing work authorizations, and answered questions from the Board.

**EXTENSION: 6:00 PM**

**Motion: Commissioner Majeska made a motion to extend the meeting 30 minutes. The motion passed without objection.**

## ADMIN / CUSTOMER SERVICE REPORT

### *Rep Ken Sorensen Memorial Plaque*

General Manager Paul Christian presented a draft of the Representative Ken Sorensen Memorial Plaque to the Board and reported that the bronze or bronze-like plaque would cost approximately between \$3,800 and \$5,000. Commissioner Gibbs stated that he would like to revise the description by personalizing it more. Commissioner Tobin expressed his opinion that the District should consider a simpler design, which could be less expensive.

Staff answered questions from the Board, and Mr. Paul Christian stated that staff would bring this item back at a future meeting

## COMMISSIONER'S ITEMS

### *Portraits of Commissioner's (Commissioner Tobin)*

General Manager Paul Christian stated that staff would like to display portraits of the commissioners in the lobby of the Administration Building. Commissioner Tobin requested that his portrait not be displayed, and that staff use existing photos for the lobby.

### *Connection Complaint Follow-Ups (Commissioner Majeska)*

Commissioner Majeska requested that staff provide follow-ups of two recent cases of connection complaints that were brought to the attention of the Board. General Manager Paul Christian stated that both cases are in the customer service process and answered additional questions from the Board.

**EXTENSION: 6:30 PM**

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

## LEGAL REPORT

### *Comment*

Mr. Ray Giglio observed that exactly 4 years ago he had been hired by the Board as the District's General Counsel, and that in that time, the District has reached many milestones. Mr. Giglio recounted some of those achievements and stated that he is proud to have been a part of the District during this time.

## BUDGET AND FINANCE REPORT

### *Amendment #2 for LP44060 \$1,000,000 FDEP Grant*

Finance Manager Connie Fazio presented Amendment #2 for LP44060 \$1,000,000 FDEP Grant and explained to the Board that this is a time extension to allow for the submittal of receipts from the direct purchase of the blower upgrade equipment and staff answered questions from the Board.

**Motion: Commissioner Majeska made a motion to approve Amendment #2 for LP44060 \$1,000,000 FDEP Grant, 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**

## ROUNDTABLE DISCUSSION

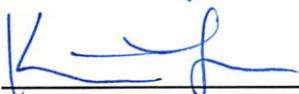
### *Roundtable*

Commissioner Tobin passed out a draft list of items that he requested be added to the agenda for a future Board Practices and Policies Workshop.

## ADJOURNMENT

The Meeting was adjourned at 6:43 PM.

  
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David Asdourian, Chairman

  
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Katherine Jackson, Clerk

**KLWTD Board Meeting 4/12/16**

**E. BOARD PRACTICES AND POLICIES WORKSHOP**

**Regarding the "Bulk" references in these 2 documents -**

**From Giglio's version is -**

**Prior to the vote on the adoption of the agenda, a Commissioner may request that:**

- o **Changes, additions, or deletions be made to the agenda.**
- o **An item be removed from bulk for individual consideration and discussion.**

**From Comm Tobin's version is -**

- **Commissioners have the right to remove any items from "Bulk."**

**In either version, only the Commissioners may remove an item from "Bulk" approval.**

**To date, KLWTD Board has not invoked the "Bulk" procedure.**

**But if KLWTD does start using the "Bulk" procedure, the current language in both these documents excludes the public's right (opportunity) to ask that an item be removed from "Bulk". If a specific item is never called for discussion, the public does not have the opportunity to opine on that item.**

**Also, for the record, using the Public Comment section of the meeting is not an option because it comes after the agenda – which now includes "Bulk" - has already been approved.**

**Please revise the final version of whichever document is the final, to include the public in the right to remove items from "Bulk".**

**Sue Heim**