



## MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on April 19, 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.

Maintenance and Collections Supervisor Mike Dempsey led the Pledge of Allegiance.

### AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS

- Commissioner Gibbs added a discussion of commissioner's duties under Commissioner's Roundtable.
- Commissioner Majeska added three items:
  - Discussion of reuse water under Engineer's Report;
  - Discussion of protocol for cancelling meetings under Commissioner's Items;
  - Legislation change for commissioner's pay under Commissioner's Items.

### 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.

### PUBLIC COMMENT

<i>Name and Address</i>	<i>Subject</i>
Dennis Caltagirone 73 Silver Springs Drive	General Comments on KLWTD
Sue Heim Key Largo	District's Banking Services

Public Comment: Dennis Caltagirone suggested to the Board that the community get involved in the District's dedication of the new administration building to Representative Ken Sorensen.

## APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

*Minutes of April 12, 2016*

**Motion:** Commissioner Gibbs made a motion to approve the Minutes of April 12, 2016, Commissioner Majeska seconded the motion.

### Vote on Motion

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

## ENGINEER'S REPORT

### *Reuse*

Commissioner Majeska asked Mr. Ed Castle preparing an estimate of costs associated with preparing the plant to sell the reuse water. He indicated that he would like the estimate to breakout the cost of constructing a pipeline seperately.

The Board directed Mr. Castle to investigate the financial impact of enabling the plant to sell reuse water and staff answered questions from the Board.

## ADMIN / CUSTOMER SERVICE REPORT

### *Code Compliance List – April 2016*

Mr. Rob Bulkiewicz presented the April 2016 code compliance list to the Board and answered questions from the Board.

### *Billing EDU Reduction – Harmony Healing Center INC – AK#1103861*

Mr. Rob Bulkiewicz presented an EDU billing reduction for AK#1103861 and answered questions from the Board.

**Motion:** Commissioner Gibbs made a motion to approve the Billing EDU Reduction from 2.9 EDU to 1.3 EDU for Harmony Healing Center INC – AK#1103861 and Commissioner Majeska seconded the motion.

### Vote on Motion

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

## **COMMISSIONER'S ITEMS**

### *Protocol to Cancel Meetings (Commissioner Majeska)*

Commissioner Majeska requested that General Counsel Ray Giglio give an opinion on the proper protocol that should be followed when the Board wishes to cancel a regularly scheduled meeting. Mr. Giglio advised the Board that since the Board formally approved and published the schedule of BOC meetings, it would appear that Board action is required to cancel a scheduled meeting. He acknowledged that one possible solution might be for the Board to authorize the Chairman or the General Manager to cancel meetings when there was nothing of importance on the agenda. However, he expressed a concern about how the public would be given proper notice of such a cancellation and about whether the discussions that would take place prior to the cancellation of such a meeting could possibly stray into dangerous territory, in light of the Sunshine Law's prohibition against Board members privately discussing substantive matters that might foreseeably come before that board for action.

The Board directed Mr. Giglio to research whether the Board can authorize the Chairman or the General Manager to cancel scheduled meetings.

### *Legislation Change for Commissioner's Pay (Commissioner Majeska)*

Commissioner Majeska asked that the Board further consider changing the legislation governing how commissioners are paid changing to a monthly pay schedule rather than per meeting. The Board requested that this item be added to a future meeting for discussion.

## **BUDGET AND FINANCE REPORT**

### *District's Banking Services*

Public Comment: Ms. Sue Heim suggested to the Board that the District should receive more banking proposals to be more informed.

Finance Manager Connie Fazio presented a memo to the Board outlining a proposal from Centennial Bank. Mr. Paul Christian informed the Board that the District would earn actual interest revenue in place of the current earnings credit allowance which is only usable by the District to offset fees. Mr. Christian further informed the Board that staff will bring this item back at a future meeting. Staff and Centennial Bank Representative Stephanie Scuderi answered questions from the Board.

## **ROUNDTABLE DISCUSSION**

### *Commissioner's Duties (Commissioner Gibbs)*

Commissioner Gibbs withdrew this item.

### *Roundtable*

Commissioner Majeska requested that Mr. Paul Christian comment on Dennis Caltagirone's suggestion that the funding or artwork for the Rep. Ken Sorensen memorial be donated to the District by the community. Mr. Paul Christian stated the he would like direction from the Board as

to the type of memorial that the Board would like to display and informed the Board that he would like the dedication ceremony to be held in May 2016.

Mr. Christian further advised the Board that the District should avoid receiving "donated funds" from the public for this project.

**ADJOURNMENT**

The Meeting was adjourned at 5:05 PM.

  
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David Asdourian, Chairman

  
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Katherine Jackson, Clerk