



Key Largo Wastewater Treatment District  
103355 Overseas Hwy, Key Largo, FL  
Tuesday, May 3, 2016

## MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on May 3, 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, Peter Rosasco with *Bishop, Rosasco & Co.*, District Clerk Katherine Jackson and other appropriate District Staff.

Mr. Peter Rosasco led the Pledge of Allegiance.

### AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS

- General Manager Paul Christian added a discussion on commissioning of an oil painting for Representative Ken Sorensen under General Managers Report.
- Legal Counsel Ray Giglio added a discussion regarding the Board's expectations for future Board Practices and Policies Workshops.

### 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>
Sue Heim Key Largo	Recommended Changes to Purchasing Policy
Sue Heim Key Largo	District's Banking Services

### RECOGNIZE DISTRICT STAFF

Katherine Jackson, District Clerk, was recognized as Employee of the Month for April 2016.

## APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

*Minutes of April 19, 2016*

**Motion:** Commissioner Gibbs made a motion to approve the Minutes of April 19, 2016, Commissioner Higgins seconded the motion. The motion passed without objection.

## CONSTRUCTION REPORT

*Monthly Construction Report*

Mr. Ed Castle presented the monthly construction report and staff answered questions from the Board.

*Vacuum Station "E" Tank Rehabilitation – Temporary Collection Tank*

Mr. Ed Castle presented the purchase order for a temporary collection tank for use during the rehabilitation of the existing tank at Vac Station E, and answered questions from the Board.

**Motion:** Commissioner Majeska made a motion to approve purchase order 16-499738 for an amount not to exceed \$12,050 and Commissioner Gibbs seconded the motion.

### Vote on Motion

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

## COMMISSIONER'S ITEMS

*Senior Staff Salaries (Commissioner Tobin)*

Commissioner Tobin led a discussion about whether the Board had any interest in adopting guidelines or procedures for imposing wage caps for salaried employees. General Manager Paul Christian noted that all salaries are included in the annual budget, and once approved by the Board, cannot be exceeded without subsequent Board approval. The remaining commissioners agreed to monitor future budget proposals for staff salary information.

Staff answered questions from the Board.

## GENERAL MANAGER'S REPORT

*Oil Painting for Representative Ken Sorensen*

General Manager Paul Christian discussed commissioning an oil painting of Representative Ken Sorensen that would be displayed at the District's administration building. Chairman Asdourian

called upon audience member Mr. Dennis Caltagirone, who stated that a painting of this type would take approximately 1-2 weeks to complete.

Staff answered questions from the Board.

**Motion:** Commissioner Tobin made a motion to authorize \$750 for an oil portrait and to authorize the manager to coordinate the project and bring the item back at a future meeting. Commissioner Majeska seconded the motion.

**Vote on Motion**

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

**Motion Passed: 3 to 2**

**LEGAL REPORT**

*Draft Language to Amend District Charter Section 7. Governing board; compensation, expense reimbursement*

General Counsel Ray Giglio introduced proposed language that would change the District's Charter to allow commissioners to be paid on a "per-month" instead of per meeting. Commissioner Majeska suggested a monthly salary of \$1,000 per commissioner.

Staff answered questions from the Board. The Board directed staff to speak with Ms. Cynthia Henderson, the District's lobbyist in Tallahassee, and to bring this item back at a future meeting.

*Procedures for Cancellation of Board Meetings*

General Counsel Ray Giglio presented a memo outlining procedures for the cancellation of Board meetings and stated his concerns about the amount of time needed for reasonable notice to the public. Commissioner Tobin suggested that if the General Manager, General Counsel and Chairman unanimously agree that there is nothing of importance on the agenda, then the meeting should be cancelled. Commissioner Gibbs stated that there are people who take off work to attend the meetings, and they could be inconvenienced if a meeting is cancelled.

**Motion:** Commissioner Tobin made a motion to authorize the Chairman with concurrence of the General Manager and the General Counsel to cancel a meeting for good cause and Commissioner Majeska seconded the motion.

**Vote on Motion**

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

**Motion Passed: 5 to 0**

### *Expectations for Workshop*

General Counsel Ray Giglio requested that the Board give direction regarding what he should present at future Board Practices and Policies Workshops. Chairman Asdourian suggested that Mr. Giglio treat the workshop like Roundtable Discussion. Commissioner Tobin added that the Board should be ready to adopt or reject a list and start discussing a Commissioner's Duty list. Mr. Giglio stated that he will include changes made at the previous workshop.

## **BUDGET AND FINANCE REPORT**

### *CAFR Presentation/Financial Audit Results for FY2015 (Mr. Tony Grau)*

Mr. Tony Grau with Grau & Associates presented the annual CAFR for fiscal year 2015 and the single audit results. Mr. Grau reported that there were no findings during the audit; however, recommended that the District consider updating their purchasing policy.

Staff answered questions from the Board.

**EXTENSION: 6:00 PM**

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

### *Recommended Changes to Purchasing Policy*

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

General Manager Paul Christian informed the Board that based upon the recommendation of Mr. Peter Rosasco, Mr. Tony Grau and General Counsel Ray Giglio, staff has prepared a proposed revision to the District's current purchasing policy. The proposed revisions would create protocols that protect the integrity of the procurement process while also promoting operational efficiency.

Several Board members stated that the proposed changes would be easier to understand if staff revised the chart to include current policy requirements, and they requested staff do so.

Staff answered questions from the Board. The Board directed staff to include the District's current purchasing policy on the District's website and to bring this item back at a future meeting.

**EXTENSION: 6:30 PM**

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

**5 MIN BREAK: 6:36 PM**

*2<sup>nd</sup> Quarter FY16 Financial Report*

Mr. Peter Rosasco from Bishop, Rosasco & Co. presented the 2<sup>nd</sup> quarter financial report. Commissioner Tobin requested staff prepare a trend-line analysis showing the administration, operations and collections budget and spending for the last 3 years. Commissioner Majeska requested that staff have this trend-line analysis completed around budget time.

Staff answered questions from the Board and informed the Board that while the analysis would not be a direct year-to-year comparison, it would give a general indication of the direction in which the numbers were trending.

**EXTENSION: 7:00 PM**

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

*District's Banking Services*

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

General Manager Paul Christian began a discussion of banking services and answered questions of the Board whether the District's earned interest belongs to the District in the to which both Mr. Christian and Mr. Ray Giglio confirmed. Commissioner Tobin requested that staff explore ways to use the earned interest to assist low-income residents with their connection costs. Mr. Christian requested that the Board consider the banking services move without regard to tie-in assistance since the two issues, while both important, were unrelated.

Staff answered questions from the Board. The Board requested staff bring back tie-in assistance at a future meeting.

**Motion: Commissioner Gibbs made a motion to re-open the agenda and to move the Banking Services item to action. Commissioner Majeska seconded the motion. The motion passed without objection.**

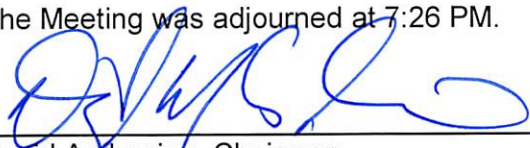
**Motion: Commissioner Higgins made a motion to approve the move to Centennial Bank and to give the District's current banks a minimum 15-day notice, Commissioner Majeska seconded the motion.**

**Vote on Motion**

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

**ADJOURNMENT**

The Meeting was adjourned at 7:26 PM.



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David Asdourian, Chairman



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Katherine Jackson, Clerk