



## MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:02 PM on July 5, 2016. Present were Chairman David Asdourian and Commissioners Norman Higgins and Stephen Gibbs. Commissioner Andrew Tobin was present via teleconference and Commissioner Majeska was absent. 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.

Mike Dempsey led the Pledge of Allegiance.

### AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS

- Commissioner Gibbs added 2 discussion items: 1) WWTP fence update under Construction Report, and 2) Fountain Engineering update under Legal Report.
- Commissioner Tobin withdrew item L-1.
- Connie Fazio added a Pro-Secur update under Budget and 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

#### *Employee of the Month*

Alex Burchfield, Lead System Tech, was recognized as Employee of the Month for June 2016. Diane Bockelman, Billing and Assessments Coordinator was given an Honorable Mention..

### PUBLIC COMMENT

<i>Name and Address</i>	<i>Subject</i>
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None	
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## **APPROVAL OF MINUTES FROM PREVIOUS MEETINGS**

*Minutes of June 21, 2016*

**Motion:** Commissioner Gibbs made a motion to approve Minutes of June 21, 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.

*WWTP Fence Update*

Commissioner Gibbs requested that staff provide the Board with an update regarding the fence repair at the wastewater treatment plant. Mr. Ed Castle informed the Board that the project was awarded to Monroe County Fence Company and that the start date is yet to be determined.

## **COMMISSIONER'S ITEMS**

*Senior Staff Raise Caps (Commissioner Tobin)*

Commissioner Tobin withdrew this item.

*Solar Power for the Administration Building (Commissioner Gibbs)*

Commissioner Gibbs led a discussion about the feasibility of solar power for the Administration Building. He noted that the District is one of the highest consumers of electricity from Florida Keys Electric Cooperative Association, Inc., and he requested that the Board give consent to continue investigating solar power. Commissioner Higgins requested that information regarding any drawbacks be gathered as well.

General Manager Paul Christian suggested that staff investigate solar power options and bring this item back at a future meeting.

## **LEGAL REPORT**

*New Agenda Requirements*

General Counsel Ray Giglio informed the Board that after reviewing the *FINAL BILL ANALYSIS* filed in connection with CS/HB 479, he has concluded that it was not the intention of the legislature to make sweeping changes to current law. Mr. Giglio indicated that, in his opinion, the intent of this recent bill that revised Chapter 189 FS—the “Uniform Special District Accountability Act”—was simply to insure that special districts provide the public with certain minimum information about special districts and their activities. He further indicated that with respect to the new requirement that at least 7 days before each meeting, special districts must post on their official websites the agenda of the meeting, along with any meeting materials

available, that the District is only required to post as much information as is reasonable, practical, and available. Mr. Giglio stated that staff intends to follow the new legislation. Staff answered questions from the Board.

#### *Fountain Engineering Update*

Commissioner Gibbs requested an update regarding the status of the Fountain Engineering contract closeout. General Counsel Ray Giglio stated that this money is the retainage under the Fountain contract and that as Fountain has gone out of business, it must be turned over to the bonding company. Staff answered questions from the Board.

### **BUDGET AND FINANCE REPORT**

#### *Proposed Amendment to Purchasing Policy*

General Counsel Ray Giglio presented a proposed amendment to the current purchasing policy. Staff assured the Board that due diligence is being used to monitor all purchases.

Staff answered questions and the Board requested this item be brought back at a future meeting.

#### *Pro-Secur Update*

Ms. Connie Fazio gave a brief update on the status and costs to date for security services at the plant. The Board agreed that the prior approval granted from March 17, 2015 was sufficient authorization for the resumption of security services.

### **ADJOURNMENT**

The Meeting was adjourned at 5:00 PM.



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David Asdourian, Chairman



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Katherine Jackson, Clerk