CALL TO ORDER (A)
Chairman Asdourian called the meeting to order at 4:00 PM.

PLEDGE OF ALLEGIANCE (B)
Mr. Kevin Becerra led the Pledge of Allegiance.

ROLL CALL (C)
Present were Chairman David Asdourian and Commissioners Nicolas Rodriguez, Robert Majeska, Andrew Tobin. Commissioner Heim appeared telephonically. Also present were General Manager, Peter Rosasco; General Counsel, Nicholas Mulick; District Clerk, Diane Bockelman; District Managers, Connie Fazio, Ryan Dempsey, Mike Dempsey, and Jered Primicerio; District Engineer, Steve Suggs; and Senior Support Analyst, Kevin Becerra.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)
Approval of Agenda (D-1)
- Commissioner Majeska requested an update on Stillwright Point under Commissioner's Items.
- Mr. Rosasco requested the addition of Steel Storage Building as Item L-1.
- Mr. Mulick requested the deletion of Item M-1.

Motion: Commissioner Heim made a motion to approve the agenda as amended. Commissioner Majeska seconded the motion. The motion passed without objection.

PUBLIC COMMENT (E)
No speakers.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)
Minutes of February 11, 2020 (F-1)

Motion: Commissioner Majeska made a motion to approve the minutes of the February 11, 2020 meeting. Commissioner Rodriguez seconded the motion. The motion passed without objection.

GENERAL MANAGER’S REPORT (G)
April 2020 Board Meeting Schedule (G-1)
The Board discussed the April 2020 Board meeting schedule.
Motion: Commissioner Majeska made a motion to cancel the April 21, 2020 Board meeting. Commissioner Tobin seconded the motion. The motion passed without objection.

Request to Advertise for IT Services (G-2)
Mr. Rosasco requested approval to advertise a Request for Proposal for IT services.

Motion: Commissioner Tobin made a motion to authorize staff to advertise a Request for Proposal or Request for Qualifications at the General Manager's discretion. Chairman Asdourian seconded the motion.

Vote on Motion
Commissioner Tobin – Aye
Chairman Asdourian – Aye
Commissioner Rodriguez – Aye
Commissioner Majeska – Aye
Commissioner Heim – Aye
Motion Passed: 5 to 0

BUDGET AND FINANCE REPORT (H)
No report.

ADMIN AND CUSTOMER SERVICE REPORT (I)
Addition of AK# 9104483 to the 2007 Assessment Roll (I-1)
Ms. Bockelman presented a request by the owner of AK#9104483, vacant land to be added to the assessment roll and be provided with wastewater service.

Motion: Commissioner Rodriguez made a motion to approve the request. Commissioner Majeska seconded the motion.

Vote on Motion
 Commissioners Rodriguez – Aye
 Commissioner Majeska – Aye
 Commissioner Tobin – Aye
 Commissioner Heim – Aye
 Chairman Asdourian – Aye
 Motion Passed: 5 to 0

PLANT OPERATIONS REPORT (J)
2019 Wastewater Plant Operations Excellence Award (J-1)
Mr. Primicerio announced that the District was selected for the Wastewater Plant Operations Excellence award based on several factors including the solar arrays projects and thanked staff and the Board for ongoing support.
CONSTRUCTION REPORT (K)
No report.

ENGINEER’S REPORT (L)
Steel Storage Building (L-1)
Mr. Suggs presented two change order options for the steel storage building project.

Motion: Commissioner Tobin made a motion to approve change order option 1. Commissioner Rodriguez seconded the motion.

Vote on Motion
Commissioner Tobin – Aye
Commissioner Rodriguez – Aye
Commissioner Majeska – Aye
Commissioner Heim – Aye
Chairman Asdourian – Aye
Motion Passed: 5 to 0

LEGAL REPORT (M)
No report.

COMMISSIONERS’ ITEMS (N)
Stillwright Point (N-1)
Commissioner Majeska requested information about a Facebook post stating that there was a wastewater emergency due to alleged equipment malfunction in Stillwright Point. Mr. Mike Dempsey reported that the KLWTD technician was responding to a low vacuum notification which is not an emergency condition.

ROUNDTABLE DISCUSSION (O)
Unfinished Business (O-1)

ADJOURNMENT (P)
The Meeting was adjourned at 4:51 PM.

David Asdourian, Chairman

Diane Bockelman, Clerk

Seal
**SECTION 00950**
**CHANGE ORDER FORM**

<table>
<thead>
<tr>
<th>CONTRACTOR (&quot;Contractor&quot;): Reynolds Construction LLC</th>
<th>CHANGE ORDER No. 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT TITLE: KLWTD Steel Storage Building</td>
<td></td>
</tr>
<tr>
<td>PROJECT No. 03105.062.150</td>
<td></td>
</tr>
<tr>
<td>OWNER: Key Largo Wastewater Treatment District (&quot;Owner&quot; or &quot;District&quot;)</td>
<td>ENGINEER: Weller Engineering 6805 Overseas Hwy Marathon, Florida 33050</td>
</tr>
<tr>
<td>DATE OF ISSUE: February 25, 2020</td>
<td>EFFECTIVE DATE: February 25, 2020, contingent upon approval by the District's Board of Commissioners. Contractor shall commence work only after receipt of notification to proceed by the District's Contract Manager.</td>
</tr>
</tbody>
</table>

**Description of Work to be Performed:** The Contractor is hereby authorized and directed to perform the following Work, generally described as: Order overhead garage style doors composed of stainless steel instead of aluminum which is a change in material from the contractual agreement.

**Reason for Change:** Proposed change by Contractor for a more durable corrosion resistant door material as supplier does not have an aluminum option that is rated for the FL Keys wind code requirements. Reynolds has agreed to split the cost difference of the materials with the District of which the total is $6000.00 ($3000.00 each).

**Work to be Performed** is more specifically described as: Order and procurement of overhead doors in accordance with the contract documents but changing the material they are composed out of from aluminum to stainless steel.

**Attachments:** N/A

**Total Proposed Increase (decrease) in Contract Price and Contract Time for this Change Order**

| Increase (decrease) in Contract Price: | $3,000.00 |
| Increase (decrease) in Contract Time (Calendar days): | +188 Days |

**Acknowledgments:**
The aforementioned change, and work affected thereby, is subject to and governed by all provisions of the original Agreement and RFP. It is expressly understood and agreed that the approval of this Change Order shall have no effect on the original Agreement, including all GENERAL CONDITIONS, SUPPLEMENTARY CONDITIONS, and STANDARD SPECIFICATIONS, other than matters expressly provided herein.

This Change Order constitutes full and mutual accord and satisfaction for the adjustment of the Contract Price and Contract Time as a result of increases or decreases in cost and time of performance caused directly and indirectly from the change. Acceptance of this Change Order constitutes an agreement between OWNER and CONTRACTOR that the Change Order represents an equitable adjustment to the Agreement and that CONTRACTOR shall waive all rights to file a Contract Claim or claim of any nature on this Change Order. Execution of this Change Order shall constitute CONTRACTOR's complete acceptance and satisfaction that it is entitled to no more costs or time (direct, indirect, impact, etc.) pursuant to this Change Order. Owner may require consent of the Contractor's surety, if any, to the terms of this Change Order.

**Original Contract Price:** $213,988.00

**Original Contract Time:** 180 Days (calendar days or dates)
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<td>Construct Grade Beams &amp; Install Anchors</td>
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<td>$</td>
<td>Days</td>
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**TOTAL OF ALL PRIOR CHANGES**

$ 5,845.51
0 Days

**CURRENT CONTRACT PRICE AND TIME**
(Adjusted by Prior Change Orders BUT before adjusting for this Change Order)

$219,833.51
180 Days

**NEW CONTRACT PRICE AND TIME**
(Adjusted by Prior Change Orders AND this Change Order)

$222,833.51
368 Days

Original Contract Substantial Completion Date: 12/25/2019

New Contract Substantial Completion Date: 06/30/2020

**APPROVAL AND CHANGE ORDER AUTHORIZATION**

Contractor: Reynolds Construction LLC

By (Signature)

Josh Vondersaar, Vice President
(Printed Name and Title of Officer)

(Date)

Owner: Key Largo Wastewater Treatment District

By (Signature)

Peter Rosasco, General Manager
(Printed Name and Title of Officer)

(Date)

ATTEST:

(Secretary)

(Corporate Seal)

ATTEST:

District Clerk

(Seal)
**SECTION 00950**  
**CHANGE ORDER FORM**

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**Description of Work to be Performed:** The Contractor is hereby authorized and directed to perform the following Work, generally described as: There is no work associated with this change order.

**Reason for Change:** This is a time extension only (NO COST).

**Work to be Performed** is more specifically described as: N/A

**Attachments:** N/A.

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## APPROVAL AND CHANGE ORDER AUTHORIZATION

**Contractor:** Reynolds Construction LLC  
**Owner:** Key Largo Wastewater Treatment District

By (Signature)  

Josh Vondersaar, Vice President  
(Printed Name and Title of Officer)

(Date)  

ATTEST:  

(District Clerk)  
(Seal)

By (Signature)  

Peter Rosasco, General Manager  
(Printed Name and Title of Officer)

(Date)  

ATTEST:  

(District Clerk)  
(Seal)
RESOLUTION NO. 04-2020

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE 2007 FINAL ASSESSMENT RESOLUTION (RESOLUTION 11-08-07) RELATING TO THE CONSTRUCTION AND FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE TERMS AND CONDITIONS OF PROPOSED SPECIAL ASSESSMENTS TO FUND THE FACILITIES AND THE METHOD OF THEIR COLLECTION; ESTABLISHING PROCEDURES FOR CORRECTION OF ERRORS AND OMISSIONS IN ASSESSMENT ROLLS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on August 21, 2007, the Key Largo Wastewater Treatment District ("District") adopted the 2007 Final Assessment Resolution (No. 11-08-07); and

WHEREAS, the District chose to assess those parcels described in Exhibit 3.01 of Resolution No. 11-08-07 ("Assessment Roll"); and

WHEREAS, the parcel in Section 1 below described as "Parent Parcel" was assessed as part of Resolution No. 11-08-07; and

WHEREAS, the District has been advised by the Monroe County Property Appraiser that the owners of the Parent Parcel have taken the appropriate legal action required to split that parcel; and

WHEREAS, that split has created one new parcel described as "New Parcel" in Section 1 below; and

WHEREAS, the New Parcel will be added to the District’s Project KLWTD-3.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT:

Section 1.

PARENT PARCEL
PARCEL ID: 00551007-004300
AK NO. 8574096
PARCEL DESCRIPTION: Lot 109, Block 9, BERMUDA SHORES, AMENDED PLAT, according to the plat thereof, as recorded in Plat Book 7, at Page 11, of the Public Records of Monroe County, Florida,

NEW PARCEL
PARCEL ID: 00551007-004301
AK NO. 9104483
PARCEL DESCRIPTION: Lot 110, Block 9, BERMUDA SHORES, AMENDED PLAT, according to the plat thereof, as recorded in Plat Book 7, at Page 11, of the Public Records of Monroe County, Florida.

OWNER: Emerald Homes LLC

EDU: 1.0

BEGINNING BALANCE: $5,050.00

ESTIMATED ANNUAL ASSESSMENT: $901.60

Section 2. 2007 FINAL ASSESSMENT RESOLUTION AMENDED. The 2007 Final Assessment Resolution is hereby amended to include the parcel described as New Parcel in Section 1 above.

Section 3. 2007 ASSESSMENT ROLL AMENDED. The Assessment Roll, as described in Exhibit 3.01 of the 2007 Final Assessment Resolution (No. 11-08-07) is hereby amended to include the parcel described as New Parcel in Section 1 above.

Section 4. 2007 FINAL ASSESSMENT RESOLUTION IN EFFECT. Except as modified, supplemented, and amended herein, the 2007 Final Assessment Resolution (No. 11-08-07), and all previous amendments duly adopted by the District, shall remain in full force and effect.

Section 5. 2007 FINAL ASSESSMENT RESOLUTION CONFIRMED. Except as modified, supplemented, and amended herein, the 2007 Final Assessment Resolution (No. 11-08-07), and all previous amendments duly adopted by the District, shall remain in full force and effect.

Section 6. APPLICABILITY AND EFFECTIVE DATE. This resolution shall take effect upon adoption by the Board of Commissioners.


The foregoing Resolution was offered by Commissioner Rodríguez, who moved its approval. The motion was seconded by Commissioner Majeska, and being put to a vote the result was as follows:

<table>
<thead>
<tr>
<th></th>
<th>AYE</th>
<th>NAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman Asdourian</td>
<td>/7</td>
<td></td>
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<td>Commissioner Heim</td>
<td>/7</td>
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<td></td>
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<td>Commissioner Rodriguez</td>
<td>/7</td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td>/7</td>
<td></td>
</tr>
</tbody>
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Page 2 of 3
The Chairman thereupon declared Resolution 04-2020 duly passed and adopted the 25th day of February 2020.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY:  
David Asdourian, Chairman  

ATTEST:  

Diane Bockelman, District Clerk  

Nicholas W. Mulick, General Counsel  

Approved to as to form and legal sufficiency: