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

PLEDGE OF ALLEGIANCE (B)
Mr. Jerry Wilkinson led the Pledge of Allegiance.

ROLL CALL (C)
Present were Chairman David Asdourian and Commissioners Nicolas Rodriguez, Robert Majeska, Andrew Tobin and Susan Heim. Also present were General Manager, Peter Rosasco; General Counsel, Nicholas Mulick; District Clerk, Diane Bockelman; District Managers, 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 Tobin requested the addition of two items under Commissioner's Items: 1) March 10, 2020 Staff Meeting as Item N-1, and 2) Social Distancing as Item N-2.
- Commissioner Heim requested the addition of Commissioner's Procedures as Item N-3.
- Mr. Rosasco requested that item Boardroom Audio be discussed after Acknowledgment of former KLWTD Commissioner Jerry Wilkinson.

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

PUBLIC COMMENT (E)
No speakers.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)
Minutes of February 25, 2020 (F-1)
Commissioner Heim requested the description of Item I-1 be amended to include verbiage about the approval of Resolution 04-2020.

Motion: Commissioner Heim made a motion to approve the minutes of the February 25, 2020 meeting as amended. Commissioner Majeska seconded the motion. Commissioner Tobin abstained. The motion passed without objection.
GENERAL MANAGER'S REPORT (G)

Acknowledgment of former KLWTD Commissioner Jerry Wilkinson (G-1)
The Board recognized founding Commissioner Jerry Wilkinson for his service on the Board and presented him with a reimbursement check and plaque.

Motion: Commissioner Helm made a motion to adopt the proclamation. Commissioner Tobin seconded the motion. The motion passed without objection.

Boardroom Audio (G-2)
Mr. Rosasco provided information about the boardroom audio project. Brad Gallagher of VIBE Design Group and Jesse Miller of Midtown Video presented their proposals and answered questions from the Board. The Chairman directed staff to attempt to receive a third bid on the boardroom audio project.

January 2020 Monthly Report (G-3)
Mr. Primicerio, Plant Operations Manager, presented the wastewater treatment plant section. Mr. Mike Dempsey, Field Operations Manager, presented the field operations section. Mr. Ryan Dempsey, Maintenance Manager, presented the maintenance section. Mr. Suggs presented the construction section. Mr. Becerra presented the IT section. Ms. Bockelman presented the administration and customer service section. Mr. Rosasco presented the finance section in the absence of the Senior Finance Manager.

FKWQIP Notification of Funding (G-4)
Mr. Rosasco presented documentation about funding from the Army Corps of Engineers for the Florida Keys Water Quality Improvement Program ("FKWQIP") in the amount of $5,000,000.00.

BUDGET AND FINANCE REPORT (H)
No report.

ADMIN AND CUSTOMER SERVICE REPORT (I)
No report.

OPERATIONS REPORT (J)
No report.

CONSTRUCTION REPORT (K)
No report.

ENGINEER'S REPORT (L)

KLWTD Shallow Well CO#1 (TIME ONLY) (L-1)
Mr. Suggs presented a change order to extend project completion date for KLWTD Shallow Injection Well by 134 days.
Motion: Commissioner Helm made a motion to approve the change order. Commissioner Tobin seconded the motion.

Vote on Motion
Commissioner Helm - Aye
Commissioner Tobin - Aye
Commissioner Rodriguez - Aye
Commissioner Majeska - Aye
Chairman Asdourian - Aye
Motion Passed: 5 to 0

LEGAL REPORT (M)
Request for Attorney-Client Closed Session to Discuss Big Chill Litigation Case No 19-CA-175-P – Time Certain 5:00 PM (M-1)
Mr. Mulick requested an attorney-client closed session regarding the matter of Fisherman’s Restaurant and Conference Center, LLC, Senor Frijoles, LLC, and Big Chill, LLC, vs. Key Largo Wastewater Treatment District, Case Number 19-CA-175-P to be held on March 24, 2020 at 5:00 PM.

Commissioner Tobin made a motion to approve the attorney-client closed session. Commissioner Heim seconded the motion. The motion passed without objection.

COMMISSIONERS’ ITEMS (N)
March 10, 2020 Staff Meeting (N-1)
Commissioner Tobin asked Commissioner Majeska for an update on the March 10, 2020 staff meeting.

Social Distancing (N-2)
Commissioner Tobin emphasized the importance of social distancing to stem the spread of COVID-19.

Commissioner’s Procedures (N-3)
Item was withdrawn by Commissioner Heim.

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

ADJOURNMENT (P)
The Meeting was adjourned at 6:05 PM.

David Asdourian, Chairman
Diane Bockelman, Clerk
Seal

KLWTD Minutes
March 10, 2020
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 (Resolution 04-2020) (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
Commissioner 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.
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
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 Rodrigez, who moved its approval. The motion was seconded by Commissioner Majeska, and being put to a vote the result was as follows:

Chairman Asdourian  
Commissioner Heim  
Commissioner Majeska  
Commissioner Rodriguez  
Commissioner Tobin  

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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: