MINUTES

CALL TO ORDER (A)
Chairman Asdourian called the meeting to order at 4:03 PM.

PLEDGE OF ALLEGIANCE (B)
Ms. Connie Fazio led the Pledge of Allegiance.

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

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)
Approval of Agenda (D-1)
- Chairman Asdourian announced that Item I-1, Resolution 05-2020 is renumbered as Resolution 06-2020.
- Commissioner Heim requested the addition of Commissioner’s Procedures as Item N-1.
- Commissioner Majeska requested the addition of We Can Do Anything as Item N-2.
- Commissioner Tobin requested the addition of Succession in the Event of Illness as Item N-3.
- Mr. Mulick requested addition of request to cancel attorney-client closed session under Item M-1.

Motion: Commissioner Rodriguez 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 March 10, 2020 (F-1)
Motion: Commissioner Heim made a motion to approve the minutes of the March 10, 2020 meeting. Commissioner Rodriguez seconded the motion. The motion passed without objection.

GENERAL MANAGER’S REPORT (G)
COVID-19 Policy and Procedures (G-1)
Mr. Rosasco presented KLWTD’s COVID-19 Action Plan and proposed Resolution 05-2020. District managers presented their modified staffing plans.

Motion: Commissioner Heim made a motion to adopt Resolution 05-2020 amended to include KLWTD’s COVID-19 Action Plan. Commissioner Heim withdrew the motion.

The Board agreed to vote on Resolution 05-2020 and KLWTD’s COVID-19 Action Plan separately.

Motion: Commissioner Heim made a motion to approve KLWTD’s COVID-19 Action Plan. Commissioner Rodriguez seconded the motion.

Vote on Motion
Commissioner Heim - Aye
Commissioner Rodriguez - Aye
Commissioner Majeska - Aye
Commissioner Tobin - Nay
Chairman Asdourian - Aye
Motion Passed: 4 to 1

Motion: Commissioner Heim made a motion to adopt Resolution 05-2020. Commissioner Rodriguez seconded the motion.

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

Keys Stewardship Funding Update (G-2)
Mr. Rosasco announced that $10,000,000.00 in nonrecurring funding was approved for the Keys Stewardship Grant. The District will receive 25% of the funds.
Enhanced Prospects for Federal Infrastructure Funding (G-3)
Mr. Rosasco presented a message from Fred Hicks, Hicks-Richardson Associates, about the potential for receiving funds from a Federal infrastructure stimulus package for shovel ready projects.

BUDGET AND FINANCE REPORT (H)
No report.

ADMIN AND CUSTOMER SERVICE REPORT (I)
Addition of AK No. 9104510 to the 2007 Assessment Roll (I-1)
Ms. Bockelman requested approval for the addition of AK No. 9104510, vacant land to the 2007 assessment roll. The parcel was subdivided from AK No. 1632392 by the Monroe County Property Appraiser.

Motion: Commissioner Majeska made a motion to adopt Resolution 06-2020 granting the request. Commissioner Rodriguez seconded the motion.

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

OPERATIONS REPORT (J)
No report.

CONSTRUCTION REPORT (K)
No report.

ENGINEER’S REPORT (L)
No report.

LEGAL REPORT (M)
Attorney-Client Closed Session to Discuss Big Chill Litigation Case No. 19-CA-175-P – Time Certain 5:00 PM

Mr. Mulick announced that the courts are closed to non-essential cases and requested approval to cancel the closed session.

Motion: Commissioner Rodriguez made a motion to approve the cancellation. 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

COMMISSIONERS’ ITEMS (N)
  Commissioner’s Procedures (N-1)
Commissioner Heim asked the Board to include the resolution number in motions that pertain to resolutions.

  We Can Do Anything (N-2)
Commissioner Majeska discussed the feasibility of deleting KLWTD’s monthly base charge from the FKAA bill.

  Succession in the Event of Illness (N-3)
Commissioner Tobin asked that the General Manager develop a succession plan for the Field, Maintenance and Plant Departments and suggested the Board discuss designating an acting General Manager at the next Board meeting.

ROUND TABLE DISCUSSION (0)
  Unfinished Business (O-1)

ADJOURNMENT (P)
The Meeting was adjourned at 5:38 PM.

David Asdourian, Chairman

Diane Bockelman, Clerk

Seal
Diane Bockelman <diane.bockelman@klwtd.com>

SUCCESION IN THE EVENT OF ILLNESS
1 message

'A Budder' via Commissioners <Commissioners@klwtd.com>  
Reply-To: A Budder <abudder@yahoo.com>  
To: Diane Bockelman <diane.bockelman@klwtd.com>  
Cc: Peter Rosasco <peter.rosasco@klwtd.com>, Nick Mulick <nick.mulick@klwtd.com>, Commissioners At KLWTD <commissioners@klwtd.com>, Mike Dempsey <mike.dempsey@klwtd.com>, Ryan Dempsey <ryan.dempsey@klwtd.com>, Jered Primicerio <jered.primicerio@klwtd.com>

Diane,

Please add the following to today's agenda:

Discussion/Action: Designate an acting GM in the event the GM is unable to serve during the COVID 19 emergency.

Back up: The District should designate a acting in the event that Peter becomes ill or a family member becomes ill. Waiting for a problem is irresponsible in my opinion. We should have the benefit of a consensus BEFORE we have a problem.

Respectfully,

Andrew Tobin,  
Commissioner

PLEASE PRINT AND ADD THIS TO THE AGENDA
KLWTD’s COVID-19 Action Plan

The District’s main goal is to prevent spread of the COVID-19 virus, while maintaining the function of KLWTD with minimal interruption including:

- Keep the KLWTD team members as well as our customers safe.
- Continue to serve our KLWTD customers with highest standards.
- Do our part to slow community spread of the virus.

The General Manager has authorized the following:

“Key Largo Wastewater Treatment District will remain open, but as a precaution for the community and staff, beginning Wednesday, March 18th the District will be limiting the number of customers permitted to conduct business in the administrative office. We ask that customers needing assistance do so by telephone or e-mail. Our doors will remain locked during regular business hours, but customers may be permitted to enter on a case by case basis. If documents need to be submitted, an electronic version is preferred.”

*(posted on the front door, KLWTD website and Facebook page)*

On March 17, 2020, the State of Florida closed public and private schools until April 15, 2020, and many daycare centers followed suit.

The District understands the importance of practicing social distancing and assisting employees who have school age children. All departments will stagger shifts including the Administrative office, and remote work options have been implemented, where applicable.

The District requests board approval for implementation of the following:

1. All employees continue receiving 40 hour per week payroll, while being encouraged to work as close to 40 hours per week as possible, either onsite or remotely. This will not create additional payroll expenses, and the goal is to keep productivity as high as possible.

2. Authorization for approval of 30 days of pay policy listed in #1, effective March 23, 2020 with an option to extend by 30 days if authorized by General Manager.

3. If a health care professional recommends that an employee be quarantined, the employee will be paid regular wages during the quarantine period.

4. The General Manager has the authority to make decisions on a case by case basis during this evolving situation.
CDC.gov Recommendations for Every Workplace:

- Monitor local information about COVID-19 in your community.
- Know the signs and symptoms of COVID-19 and what to do if staff become symptomatic at the worksite.
- Review, update, or develop workplace plans to include liberal leave and telework policies.
  - Consider appropriate leave policies for people with COVID-19 symptoms
  - Consider alternate team approaches for work schedules.
  - Encourage staff to telework (when feasible), particularly individuals at increased risk of severe disease.
- Work with all local employers to ensure all workers have the financial support to stay home with any respiratory symptoms
- Encourage personal protective measures among staff (e.g., stay home when sick, handwashing, respiratory etiquette).
- Clean and disinfect frequently touched surfaces daily.
- Ensure hand hygiene supplies are readily available in building.
- Limit large work-related gatherings (e.g., staff meetings, after-work functions).
- Cancel non-essential work travel.
- Cancel work-sponsored conferences, tradeshows, etc.

RESOLUTION NO. 05-2020

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE DISTRICT") AUTHORIZING THE DISTRICT GENERAL MANAGER TO DEPLOY AND COMPENSATE DISTRICT PERSONNEL WISHING TO WORK FROM HOME IN RESPONSE TO THE CURRENT COVID-19 PUBLIC HEALTH EMERGENCY, SUBJECT TO CERTAIN CONDITIONS AND LIMITATIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, March 9, 2020, the Governor of Florida issued Executive Order 20-52, declaring a State of Emergency for the State of Florida as a result of COVID-19; and

WHEREAS, March 15, 2020, the Mayor of Monroe County declared a Local State of Emergency for the same reason; and

WHEREAS, the District Board of Commissioners believes it is prudent and proper, under the circumstances, to confer upon the District General Manager authority to deploy District personnel in such a manner as to ensure uninterrupted maintenance and operation of its facilities and, at the same time, protect the physical and financial well-being of its employees, subject to the conditions and limitations hereinafter set forth.

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

Section 1. The District General Manager is hereby authorized to do the following:

A. Permit employees to work flexible hours and from different locations, i.e., home or off-site at suitable locations.

B. Authorize regular pay for employees that i) work from home, ii) are quarantined, or iii) are unable to work due to illness or the need to provide care and assistance to loved ones or family members.

C. For those matters that require Board approval, take emergency action without the consent of the Board provided that he obtain the consent of the Chairman, or in his absence, the Vice-Chairman of the District Board of Commissioners.

Section 2. This authorization shall be valid for 30 days provided that the General Manager shall have the authority to extend this Resolution for up to 30 days with the consent of the Chairman, or in his absence, the Vice-Chairman of the District Board of Commissioners.
Section 3. The General Manager shall submit reports to the Board of Commissioners, no less than once per week, informing the Board of the state of affairs of the District.

RESOLVED AND ADOPTED THIS 24th DAY OF MARCH 2020.

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

<table>
<thead>
<tr>
<th>Chairman Asdourian</th>
<th>AYE</th>
<th>NAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Heim</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>Commissioner Majeska</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Rodriguez</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td>✅</td>
<td></td>
</tr>
</tbody>
</table>

The Chairman thereupon declared Resolution 04-2020 duly passed and adopted the 24th day of March 2020.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: [Signature]
David Asdourian, Chairman

Approved to as to form and legal sufficiency:

ATTEST:

[Signature]
Diane Bockelman, District Clerk

[Signature]
Nicholas W. Mulick, General Counsel

SEAL
RESOLUTION NO. 06-2020

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 Assessment Roll.

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

Section 1.

PARENT PARCEL
PARCEL ID: 00513080-000000
AK NO. 1632392
PARCEL DESCRIPTION: Lot 3, Block 14, BOWENS ADDITION TO RIVIERA VILLAGE, according to the plat thereof, as recorded in Plat Book 2, at Page 107, of the Public Records of Monroe County, Florida.
NEW PARCEL
PARCEL ID: 00513080-000100
AK NO. 9104510
PARCEL DESCRIPTION: Lot 4, Block 14, BOWENS ADDITION TO RIVIERA VILLAGE, according to the plat thereof, as recorded in Plat Book 2, at Page 107, of the Public Records of Monroe County, Florida.
OWNER: Caputo, Marni M. and Caputo, Steven L.
EDU: 1.0
BEGINNING BALANCE: $5,050.00

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

RESOLVED AND ADOPTED THIS 24TH DAY OF MARCH 2020.

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

<table>
<thead>
<tr>
<th>Chairman Asdourian</th>
<th>AYE</th>
<th>NAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Heim</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Majeska</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Rodriguez</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 2 of 3
Resolution 06-2020
The Chairman thereupon declared Resolution 06-2020 duly passed and adopted the 24th day of March 2020.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: ________________________________  
David Asdourian, Chairman

ATTEST:

______________________________  
Diane Bockelman, District Clerk

Approved as to form  
and legal sufficiency:

______________________________  
Nicholas W. Mulick, General Counsel

SEAL

[Seal Image]