AGENDA

Board of Commissioners Meeting
98880 Overseas Highway
Key Largo, FL 33037

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

BOARD MEMBERS:
David Asdourian   Chairman
Andrew Tobin      Vice Chairman
Robert Majeska    Commissioner
Norman Higgins    Commissioner
Stephen Gibbs     Commissioner

DISTRICT STAFF:
Paul Christian    General Manager
Ray Giglio        General Counsel
Mariela Montedeoca District Clerk

MISSION STATEMENT:
"The Mission of the Key Largo Wastewater Treatment District is to preserve and protect the delicate ecosystem of the Florida Keys while providing exceptional customer service."
APPROVAL OF AGENDA

PUBLIC COMMENT

BULK ITEMS  
 1. Minutes of January 13, 2015  

GENERAL MANAGER’S REPORT  
 2. Washington D.C. Trip  
 3. Florida Keys Day  
 4. Florida Keys Environmental Stewardship Bill

LEGAL COUNSEL REPORT  
 5. Small Commercial Resolution

COMMISSIONER'S ITEMS / ROUNDTABLE

ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the KLWTD Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the District Clerk at 305 451-4019 at least 48 hours in advance to request accommodations.
Key Largo Wastewater Treatment District  
Board of Commissioners Meeting  
Agenda Item Summary

Meeting Date: January 20, 2015
Agenda Item Type: Bulk  
Agenda Item Scope: Review / Discussion

Department: Legal  
Sponsor:

Subject: Minutes of January 13, 2015

Summary of Discussion:

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<td>Finance:</td>
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<td>District Clerk:</td>
<td>Budgeted: N/A</td>
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Approved By: General Manager  
Date: 1/16/2015
MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM. Present were Chairman David Asdourian, Commissioners Norman Higgins and Stephen Gibbs. Commissioner Andrew Tobin arrived at 4:05PM. Also present were Chief Information Officer Rob Bulkiewicz, Finance Manager Connie Fazio, Operations Manager Dan Saus, and District Clerk Mariela Montedeoca.

General Manager Paul Christian, Legal Counsel Ray Giglio and Commissioner Robert Majeska were absent as they were traveling from Washington D.C. on District business.

David Asdourian led the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion: Commissioner Gibbs made a motion to approve the agenda and Commissioner Higgins seconded the motion. The motion passed without objection.

PUBLIC COMMENT

Name & Address

Dotty Moses 1 Harbor Drive, Key Largo
Burke Cannon 149 West minister, Key Largo

Subject

Burke Cannon spoke on the Federation’s efforts to clean up Key Largo’s roads and Islamorada salinity.

Dotty Moses requested an update on the long term goals for the plant’s front landscaping.

BULK ITEMS

Minutes of January 6, 2014.

Motion: Commissioner Gibbs made a motion to approve Bulk Item. Commissioner Higgins seconded the motion. The motion passed without objection.
GENERAL MANAGER'S REPORT

2015 Assessment Timeline

Assessment Coordinator Diane Bockelman presented the assessment schedule for the 2015 tax roll and answered questions from the Board. Commissioner Tobin asked if there would be any surprises. Operation Manager Daniel Saus and Ms. Bockelman confirmed that there will be none.

FINANCIAL REPORT

KLWTD FY2014 Audit Timeline

Finance Manager, Connie Fazio presented the FY2014 audit timeline and answered questions from the Board. Ms. Fazio reported that the Comprehensive Annual Financial Report is scheduled to be completed by March 31, 2015 for presentation to the Board in April 2015.


Mrs. Fazio reviewed the November 2014 Monthly Financial Report and answered questions from the Board.

OPERATION'S REPORT

Change Order #7 for C-905/ Fountain Engineering

Mr. Daniel Saus presented Change Order #7, which provided Fountain Engineering an additional 14 days to complete work and recommended Board approval. Mr. Saus added that this change order is a time extension only and the District will not incur any additional cost.

Motion: Commissioner Gibbs made a motion to approve the Change Order #7 for C-905/ Fountain Engineering. Commissioner Higgins seconded the motion. The motion passed without objection.

COMMISSIONER'S ROUNDTABLE

Purchase of New Office Building

Commissioner Tobin requested Chief Information Officer Rob Bulkiewicz provide an update on the purchase of the new office building. Mr. Bulkiewicz stated that staff was in the planning phases and would give updates to the Board moving forward.

Commissioner Gibbs inquired how we would be selecting a contractor for the new building. Mr. Bulkiewicz stated that staff will solicit bids from contractors and will share this information with the Board. He also stated that staff was considering managing the bid process through Demand Star.
ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 4:44PM.

The KLWTD meeting minutes of January 13, 2015 were approved on January 20, 2015.

__________________________
David Asdourian, Chairman

__________________________
Mariela Montedeoca, Clerk
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: January 20, 2015

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: Sponsor:
General Manager Paul Christian

Subject: Washington D.C. Trip

Summary of Discussion:
Paul Christian to give a verbal update on the trip to Washington D.C.

Reviewed / Approved
Operations:  
Administration:  
Finance:  
District Counsel:  
District Clerk:  
Engineering:  

Financial Impact
Operations: $  
Finance: Funding Source:  
District Counsel:  
District Clerk: Budgeted: N/A  
Engineering:  

Attachments
Agenda KLWTD DC Trip Summary

Approved By: General Manager
Date: 1/16/2015
AGENDA SUMMARY
Key Largo Wastewater Treatment District
City of Marathon
Village of Islamorada
Washington DC Itinerary
January 12th and 13th, 2015

The Honorable Robert Majeska, Commissioner, KLWTD, (786) 271-4110
Paul Christian, General Manager, KLWTD (305) 394-4826
Ray Giglio, Staff Attorney, KLWTD, (305) 340-9198
The Honorable Chris Bull, Mayor, City of Marathon, (305) 731-3082
The Honorable Bill Kelly, Councilman, City of Marathon, (305) 743-6098
The Honorable Deborah Gillis, Vice Mayor, Village of Islamorada (305) 393-7486
Maria Aguilar, Village Manager, Village of Islamorada, (305) 360-1287
Roget Bryan, Village Attorney, Village of Islamorada, (305) 509-1760
Fred B. Hicks, Federal Lobbyist for Key Largo Wastewater Treatment District (703) 626-5384
Rick Marks, Federal Lobbyist for the City of Marathon (703) 963-1852

Sunday, January 11
11:00 AM Leave Key Largo for Fort Lauderdale Airport
1:50 PM Depart Fort Lauderdale (FLL) for Washington, D.C.
6:15 PM Arrive DC/Reagan National (DCA) and checked into Hotel

Monday, January 12
8:30 AM Breakfast at the Hyatt Regency with FWQIP contingent
9:30 AM Adam Wolf, Legislative Director
Office of Congressman Carlos Curbelo
Josh Salpeter, Legislative Director
Office of Congresswoman Ileana Ros-Lehtinen
1429 Longworth House Office Building
202-225-2778

10:00 AM Morgan Cashwell, Legislative Assistant/Counsel
Office of Congressman Patrick Murphy
Josh Lipman, Senior Legislative Assistant
Office of Congressman Ted Deutch
211 Cannon House Office Building
(202) 225-3026
10:45 AM Kim Bowman, Chief of Staff
Office of Congresswoman Frederica Wilson
208 Cannon House Office Building
(202) 225-7391

11:30 AM Ian Rayder Deputy Chief of Staff
Office of Congresswoman Debbie Wasserman Schultz
Coby Dolan, Legislative Director, Wasserman Schultz
Jim Cho, Legislative Director, Congresswoman Lois Frankel
1114 Longworth House Office Building
(202) 225-7931

Noon Lunch at the Monocle Restaurant with FWQIP contingent
107 D, St. NE
(202) 546-4488

1:30 PM Ben Bradley, Legislative Assistant
Office of Senator Marco Rubio
284 Russell Senate Office Building
(202) 224-3041

3:30 PM Senator Bill Nelson
Susie Perez Quinn, Legislative Director
Abby Tinsley, Legislative Assistant
716 Hart Senate Office Building
(202) 224-5274

4:30 PM Stacey E. Brown
U.S. Army Corps of Engineers
Deputy Chief (Civil Works)
South Atlantic Division
Regional Integration Team
441 G Street, NW
(202) 761-4106

6:00 PM Dinner at Bistro Bis with FWQIP contingent
15 E Street, NW
Washington, DC 2000
(202) 661-2700

Tuesday, January 13

8:30 AM Congressman Carlos Curbelo
1429 Longworth House Office Building
Followed by a tour of the House Chamber

10:00 AM Roger Cockrell, Professional Staff Member
Subcommittee on Energy and Water Development
Senate Committee on Appropriations
184 Dirksen Senate Office Building
(202) 224-8119
10:50 AM  Depart Hotel for DC/Reagan National (DCA)
12:40 PM  Depart Washington, DC/Reagan National (DCA)
3:44 PM    Arrive Fort Lauderdale (FLL)
6:15 PM    Arrive Key Largo
Meeting Date: January 20, 2015

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: General Manager
Sponsor: Paul Christian

Subject: Florida Keys Day

Summary of Discussion:
Paul Christian to give an update on Florida Keys day and discuss District plan for the event.

Reviewed / Approved
Operations: 
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
Operations: $
Finance: Funding Source:
District Counsel: 
District Clerk: Budgeted:
Engineering: N/A

Attachments
Save the Date 2015

Approved By: ______________________ Date: 1/16/2015
Join Florida Keys officials and community leaders for:

- A full day of informative and interactive meetings with legislators, Cabinet members and agency officials
- Lobbying efforts on behalf of your organization
- Florida Keys Day Reception / Happy Hour in the Capitol Courtyard

Help us remind Tallahassee who and where we are!

- Blocks of rooms are available at Aloft Hotel, which can be reached at (850) 513-0313. Make sure to identify yourself as a part of the Florida Keys Day group to receive a discounted rate. Or book online here.
- Florida Keys Day would not be possible without the generous support of local sponsors. For more information about how to become a sponsor, or general information about the event, contact floridakeysday@gmail.com.
Florida Keys Environmental Stewardship Bill

Summary of Discussion:

Reviewed / Approved | Financial Impact | Attachments
---|---|---
Operations: | $ | Resolution No. 36-01-15
Administration: | | 
Finance: | Funding Source: | 
District Counsel: | Budgeted: | N/A
District Clerk: | | 
Engineering: | | 

Approved By: General Manager  Date: 1/16/2015
RESOLUTION NO. 36-01-15

A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE KEY LARGO WASTEWATER TREATMENT
DISTRICT SUPPORTING THE FLORIDA KEYS
ENVIRONMENTAL STEWARDSHIP ACT AND
ACKNOWLEDGING THE BOARD OF COUNTY
COMMISSIONERS OF MONROE COUNTY AND
REPRESENTATIVE HOLLY RASCHEIN FOR THEIR
EFFORTS WITH RESPECT TO THAT ACT

WHEREAS, the Florida Water and Land Conservation Initiative ("Amendment 1") was on the November 4, 2014 ballot in the state of Florida as an initiated constitutional amendment; and

WHEREAS, Amendment 1 was approved by 75 percent of Florida voters; and

WHEREAS, Amendment 1 provides a continuous source of funding for the protection of Florida's natural resources by dedicating 33 percent of net revenues from the existing excise tax on documents to conservation efforts over the next 20 years; and

WHEREAS, those conservation efforts include protecting water resources and drinking water sources, including the Everglades, and the water quality of rivers, lakes, streams, beaches, and shores; and

WHEREAS, the Key Largo Wastewater Treatment District ("District") was created and established, in large part, to accomplish those very same goals in accordance with the Florida Keys Area of Critical State Concern protection program under Sections 380.05 and 380.0552, Florida Statutes; and

WHEREAS, the District is located in unincorporated Monroe County; and

WHEREAS, Amendment 1 will be a great help to the District and to Monroe County by providing state funding for vitally important environmental projects in the Florida Keys; and

WHEREAS, Monroe County has begun drafting a stand-alone, comprehensive environmental stewardship bill specifically for the Florida Keys called the "Florida Keys Environmental Stewardship Act" ("FKESA"); and

WHEREAS, the FKESA asks the state to provide the Florida Keys with $25 million a year for the next 20 years to be used for land conservation, canal restoration and other water-quality projects including storm water and wastewater infrastructure; and

WHEREAS, this funding is critical in supporting Monroe County and the District's efforts to carry out vital and necessary land conservation, canal restoration and other water-quality projects; and
WHEREAS, state Rep. Holly Raschein, R-Key Largo, has supported and has offered to sponsor the FKESA bill; and

WHEREAS, the Board of Commissioners of the Key Largo Wastewater Treatment District believes that the passage of the Florida Keys Environmental Stewardship Act would be in the best interest of the residents of Monroe County and the rate payers of the Key Largo Wastewater Treatment District; and

WHEREAS, the Board of Commissioners of the Key Largo Wastewater Treatment District appreciates the efforts of the Board of County Commissioners of Monroe County and of Rep. Holly Raschein with respect to the FKESA; and

WHEREAS, the Board of Commissioners of the Key Largo Wastewater Treatment District wishes to express its sincere thanks to the Board of County Commissioners of Monroe County and of Rep. Holly Raschein for those efforts.

NOW, THEREFORE, BE IT RESOLVED THAT IT IS AND SHALL BE THE POLICY AND POSITION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT:

1. That it expresses its sincere thanks to the Board of County Commissioners of Monroe County and to Rep. Holly Raschein for their efforts with respect to the Florida Keys Environmental Stewardship Act, and

2. That it supports the passage of the Florida Keys Environmental Stewardship Act, and

3. That it encourages the Legislature of the State of Florida to pass the Florida Keys Environmental Stewardship Act and encourages the Governor to sign the bill into law.

RESOLVED AND ADOPTED THIS 20th DAY OF January 2015.

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

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<th>Chairman Asdourian</th>
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<tr>
<td>Commissioner Gibbs</td>
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<td>Commissioner Higgins</td>
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<td>Commissioner Majeska</td>
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<td>Commissioner Tobin</td>
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The Chairman thereupon declared Resolution No. XX-XX-15 duly passed and adopted the 20th day of January, 2015.
KEY LARGO WASTEWATER TREATMENT DISTRICT

Chairman David Asdourian

ATTEST: Approved to as to form and legal sufficiency

Mariela Montedeoca, District Clerk

General Counsel, Ray Giglio

SEAL
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: January 20, 2015

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: Legal
Sponsor: Ray Giglio

Subject: Small Commercial Resolution

Summary of Discussion:

Reviewed / Approved Financial Impact Attachments
Operations: 
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact

Draft Resolution No. 37-01-15

Funding Source: 
Budgeted: N/A

Approved By: __________________________ Date: 1/16/2015

General Manager
RESOLUTION NO. 37-01-15

A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE KEY LARGO WASTEWATER TREATMENT
DISTRICT,

WHEREAS, the Key Largo Wastewater Treatment District ("District") was created as an independent special district and a public body corporate and politic by chapter 2002-337, Laws of Florida, the "Key Largo Wastewater Treatment District Act,"; and

WHEREAS, the Key Largo Wastewater Treatment District Act became the District’s Charter; and

WHEREAS, the District’s powers, functions, and duties are set forth in its Charter and in chapter 189, Florida Statutes, as both may from time to time be amended; and

WHEREAS, the Charter gives the District the power and duty to plan, develop, purchase or otherwise acquire, construct, reconstruct, improve, extend, enlarge, equip, repair, maintain, and operate any wastewater management system and facilities within the territorial limits of the district; and

WHEREAS, the Charter further gives the District the power and duty to fix and collect rates, rentals, fees, and charges for the use of any wastewater management system facilities; and

WHEREAS, the Charter defines “wastewater management system” to include, inter alia, any works or equipment necessary for the collection, treatment, and disposal of sewage and wastewater; and

WHEREAS, during the construction of the District’s wastewater management system, a force main was installed along most of US1; and

WHEREAS, a number of non-residential parcels located on US1 were therefore required to connect to the District’s wastewater management system by tying-in to the force main; and

WHEREAS, if it had been practicable and possible for the District to install a vacuum main instead of a force main, some of those parcels could have been served with a standard vacuum pit connection; and

WHEREAS, on a vacuum main, a single-connection parcel with a flow of less than 1,000 gallons per day ("GPD") can usually be served with a standard vacuum pit connection that does not require a buffer tank; and
WHEREAS, the District has determined that for certain low-flow, non-residential parcels located on US1, the provision of a force main connection, as opposed to a vacuum pit connection, has significantly and disproportionately increased their cost of connection to the District’s wastewater management system; and

WHEREAS, the District has determined that it would be in the best interests of the District and its ratepayers to develop a program to assist those single-connection, non-residential parcel owners, located on US1, with a flow of less than 1,000 GPD, who have been provided with a force-main connection.

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

1) The District will grant to the owners of single-connection, non-residential tax parcels, located on US1, with a flow of less than 1,000 GPD, who have been provided with a force-main connection, a [discount] [credit] on the System Development Charge applicable to the said non-residential tax parcel in the amount of $XXXX.XX.

2) If the owner of the said non-residential tax parcel has already paid the System Development Charge applicable to the parcel, the District shall refund to the owner the amount of the [discount] [credit].

3) o The [discount] [credit] shall be limited to the amount of the System Development Charge applicable to the said non-residential tax parcel.

[OR]

o In the event the [discount] [credit] exceeds the amount of the System Development Charge difference shall be paid to the owner of record of the said non-residential tax parcel.

4) This resolution shall take effect upon adoption by the Board of Commissioners.

RESOLVED AND ADOPTED THIS ____ DAY OF _______________ 2015

The foregoing RESOLUTION was offered by Commissioner __________________________, who moved its approval. The motion was seconded by Commissioner __________________________, and being put to a vote, the result was as follows:
The Chairman thereupon declared Resolution No. XX-XX-15 duly passed and adopted the ___ day of ____________________, 2015.

KEY LARGO WASTEWATER TREATMENT DISTRICT

______________________________
Chairman Asdourian

ATTEST: Approved to as to form and legal sufficiency

______________________________
Mariela Montedeoca, District Clerk

SEAL

General Counsel, Ray Giglio