AGENDA

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

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. 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
Katherine Jackson  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.”
Please mute cell phones
After each report, staff will give a verbal update and be available for questions

D. AGENDA ADDITIONS, CORRECTIONS OR DELETIONS
   1. Approval of Agenda

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
   1. Minutes of October 13, 2015

G. CONSTRUCTION REPORT

H. OPERATIONS REPORT

I. ENGINEER’S REPORT
   1. Update on Status of Negotiations with Wharton-Smith for Blower Upgrade

J. ADMIN / CUSTOMER SERVICE REPORT
   1. Administration Building Progression Timeline

K. COMMISSIONER’S ITEMS
   1. Invoice for Morgado, PA (Chairman Asdourian)

L. GENERAL MANAGER’S REPORT

M. LEGAL REPORT

N. BUDGET AND FINANCE REPORT

O. ROUNDTABLE DISCUSSION

P. 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.
Meeting Date: October 20, 2015

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

Department: District Clerk
Sponsor: Katherine Jackson

Subject: Minutes of October 13, 2015

Summary of Discussion:

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Approved By: General Manager  Date: 10/16/15
MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on October 13, 2015. Present were Chairman David Asdourian, Commissioner Andrew Tobin, Commissioner Robert Majeska, Commissioner Stephen Gibbs, and Commissioner Norman Higgins. Also present were General Manager Paul Christian, Chief Information Officer Rob Bulkiewicz, General Counsel Ray Giglio, Finance Manager Connie Fazio, Operations Manager Chuck Adams, Ed Castle with Weiler Engineering, acting District Clerk Katherine Jackson, and other appropriate District Staff.

Mrs. Marilyn Giglio led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

- Commissioner Gibbs added three items: 1) a discussion of the status of negotiations with Wharton-Smith for the Blower Upgrade project under Engineer’s Report, 2) reading a statement before Commissioner’s Items, and 3) a survey of Commissioner’s under Commissioner’s Items.
- Commissioner Tobin requested that Commissioner's Items be moved after Minutes of October 6, 2015.
- Mr. Paul Christian added an oral update on his trip to Tallahassee under General Manager’s Report and requested that the Monroe Park Sewer Project be moved after Commissioner’s Items.

APPROVAL OF AGENDA

Motion: Commissioner Gibbs made a motion to approve the agenda as amended, and Commissioner Higgins seconded the motion.

Vote on Motion

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Motion passed 5 to 0
Mr. Gary Bauman expressed his personal approval regarding asking a contractor to review current business practices.

Mr. Jerry Potter expressed his opinion regarding regulation of government agencies while protecting current jobs.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Minutes of October 6, 2015

Public Comment: Ms. Sue Heim read a letter to the Board which is attached to these minutes as “Attachment A.”

Motion: Commissioner Gibbs made a motion to approve the Minutes of October 6, 2015 as amended, and Commissioner Higgins seconded the motion.
Vote on Motion

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Motion passed 3 to 2

COMMISSIONER’S ITEMS

Commissioner Gibbs’ Letter

Commissioner Gibbs read a statement to the Board and requested that a copy of the statement be attached to these minutes. That copy is attached as “Attachment B.”

Commissioner Majeska commented on the statement, and expressed his concerns about the amount of problems between Board members at this time, and the need to create a uniformed Board once again.

Independent Legal Counsel (Commissioner Tobin)

Commissioner Tobin led a discussion referencing a memorandum from Mr. Ray Giglio to the Board of Commissioners after the decision to defer one parcel from the Code Enforcement list in September 2015. Commissioner Tobin read a passage from an e-mail exchange with Mr. Giglio, and requested that the e-mail exchange be attached to these minutes. That e-mail exchange is so attached as “Attachment C.” Commissioner Tobin expressed his opposition to Mr. Giglio’s legal opinion and is requesting a review of the opinion by an independent legal counsel.

Commissioner Gibbs expressed his opinion that the decision to defer one parcel from being turned over to Code Enforcement was unfair because it excluded the other parcels that were listed. Commissioner Gibbs also pointed out that Morgado, PA has already billed the District for legal research regarding discretionary board actions and ministerial duties.

Motion: Commissioner Majeska made a motion to hire independent legal counsel, and Commissioner Tobin seconded the motion.
Vote on Motion

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Motion passed 3 to 2

**Whether the General Manager’s $10,000 Spending Cap was Intended to Apply to Routine and Ordinary Expenditures, i.e. Repairs, Supplies, etc. (Commissioner Tobin)**

Commissioner Tobin discussed his e-mail exchange with Mr. Paul Christian, and requested that a copy of his e-mail exchange be attached to these minutes. The exchange is so attached as “Attachment D.” Commissioner Tobin stated his concerns over the General Manager’s ability to spend funds that do not support routine expenditures.

Commissioner Gibbs stated that he was made aware of the expenditure to Bascom Communications and Consulting, LLC for campaign material at a staff meeting, and that he felt this type of expenditure is within the realm of the General Manager’s authority. Commissioner Majeska stated his concern that the residents of the District are paying twice for this expenditure, because Monroe County is also scheduled to make a payment and District residents pay County taxes.

Mr. Paul Christian stated that he would be willing to have the Board approve this type of expenditure in the future. Mr. Christian acknowledged that it would have been appropriate to have notified the Board by e-mail at the time of the expenditure as well as to have brought it before the Board; and he committed to do so with respect to such expenditures in the future.

**Commissioner’s Duties (Commissioner Tobin)**

Commissioner Tobin led a discussion regarding the duties of the commissioners. Commissioner Tobin stated that he has some ideas for a handbook, and would like input from the other four commissioners regarding subjects for inclusion. Commissioner Tobin stated that he would like the commissioners to fill out the attached form from the agenda and to discuss this item again in the future.

Chairman Asdourian requested Commissioner Tobin show the Board the work he has already completed for the handbook, so he can see the project as a whole instead of piece by piece.
Whether to Allow Severn Trent Services to Make a Presentation (Commissioner Tobin)

Public Comment: Ms. Sue Heim stated her opposition to the Board casting a vote on this issue.

Commissioner Tobin led a discussion regarding the Board requesting that Severn Trent Services make a presentation. Commissioner Tobin referenced his e-mail, and requested that a copy of his e-mail be attached to these minutes. A copy is so attached as “Attachment E.” Commissioner Tobin shared his concerns regarding business continuity if employees depart or disaster strikes and gaining efficiency from the plant.

Commissioner Majeska clarified that the Board would not be voting to take action on securing a contract for external services, but would just listen to a proposal from Severn Trent Services. He suggested that the Board ask other companies to present proposals as well.

Mr. Paul Christian assured the Board that the District has prepared a comprehensive Emergency Response Plan and continues to improve upon it. He indicated that the District is prepared for any challenges presented by any disaster including fire, flood, and hurricane.

**Motion:** Commissioner Tobin made a motion to invite Severn Trent Services to make a presentation to the Board, and Commissioner Majeska seconded the motion.

**Vote on Motion**

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Motion failed 3 to 2

**Survey of Commissioners**

Commissioner Gibbs made the recommendation to take a roll call of the commissioners after the approval of the agenda to ensure that all commissioners have prepared for the Board Meeting. Chairman Asdourian expressed his opinion that the roll call is unnecessary because it will become evident during the meeting if a commissioner is prepared.
EXTENSION: 6:00PM

Motion: Commissioner Gibbs made a motion to extend the meeting 30 minutes. The motion passed without objection.

LEGAL REPORT

Monroe Park Sewer Project

Mr. Ray Giglio reintroduced the Monroe Park Sewer Project resolution to the Board, referencing “Attachment F” to describe the cold spot areas. Mr. Giglio informed the Board that he contacted Mr. Bill Brookman of the Monroe County Health Department and was referred to Ed Barranco Florida Department of Health Environmental Administrator for on-site systems in Tallahassee. Mr. Giglio stated that because of the Columbus Day holiday he had not yet heard back from Mr. Barranco and would report back to the Board once he had.

Mr. Paul Christian stated that Florida Statutes were updated regarding the performance standards of on-site systems, which changed the requirements from a 10/10/10/1 to 10/10/70%/1. Mr. Ed Castle stated his that this rule change could help in finding an approved on-site system, but will still be problematic.

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

EXTENSION: 6:30PM

Motion: Commissioner Gibbs made a motion to extend the meeting 30 minutes. The motion passed without objection.

ENGINEER’S REPORT

Status of Negotiations with Wharton-Smith for the Blower Upgrade Project

Mr. Ed Castle addressed Commissioner Gibbs’ request regarding the progress of value engineering for the blower upgrade project. Mr. Castle stated that he is evaluating the different scopes of work for the blowers to find out if the different brands are comparable.

Mr. Castle also addressed Commissioner Majeska’s concern over the start date for a plant and collections system inspection checklist that the Board approved at a past meeting, stating that he will begin the checklist immediately.

Mr. Castle answered questions from the Board.
ADMIN/CUSTOMER SERVICE REPORT

Assessment Timeline Presentation

Ms. Diane Bockelman gave a presentation on the Assessment Timeline and answered questions from the Board.

Administration Building Progression Timeline

Mr. Rob Bulkiewicz reported that phase II is complete. Mr. Dave Boerner from Dave Boerner, Architect, P.A. informed the Board that there were some issues with the concrete footer for the new column, and that he is monitoring the situation before he approves the concrete.

Staff answered questions from the Board.

Authorization of the General Manager to Negotiate and Execute a Contract with Vogt-Spear Corporation, Not to Exceed $337,500

Mr. Paul Christian reported that the District received five bid proposals for the Administration Building Remodel project, and stated that Vogt-Spear Corporation was the apparent lowest responsible and responsive bidder.

Commissioner Tobin stated that he had a conversation with Mr. Boerner regarding what parts of the remodel are absolutely necessary. Commissioner Gibbs and Commissioner Majeska stated that they would like to see the final price of the remodel closer to the $200,000 original price estimate.

Staff answered questions from the Board.

**Motion:** Commissioner Higgins made a motion to authorize the General Manager to issue an Intent to Award to Vogt-Spear Corporation with final price based on further negotiations and contingent on approval from the Board. Commissioner Majeska seconded the motion.

**Vote on Motion**

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Motion passed 4 to 0
EXTENSION: 7:00PM

Motion: Commissioner Tobin made a motion to extend the meeting 30 minutes. The motion passed without objection.

Commissioner Tobin left the meeting at 7:10 PM.

MCLA Conservation Waiver of Assessment – AK#1575691

Mr. Rob Bulkiewicz introduced the MCLA Conservation Waiver of Assessment, and answered questions from the Board.

Motion: Commissioner Gibbs made a motion to approve the MCLA Waiver of Assessment – AK#1575691, and Commissioner Higgins seconded the motion

Vote on Motion

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Motion passed 4 to 0

EXTENSION: 7:00PM

Motion: Commissioner Gibbs made a motion to extend the meeting 30 minutes. The motion passed without objection.

GENERAL MANAGER’S REPORT

Trip to Tallahassee

Mr. Paul Christian informed the Board that he met with Monroe County and State of Florida representatives on Thursday, October 8, 2015, in Tallahassee to gain support for the Florida Keys Environmental Stewardship Bill in the Florida Senate and House. Mr. Christian informed the Board that the next set of meetings are tentatively scheduled for the beginning of November 2015.
ADJOURNMENT

The Meeting was adjourned at 7:17 PM.

______________________________
David Asdourian, Chairman

______________________________
Katherine Jackson, Clerk
From: SusanRHeim@aol.com
To: tobinlaw@terranova.net, keysburn@bellsouth.net, nhkeylargo@gmail.com, keyskitters@bellsouth.net
Sent: 10/11/2015 5:19:44 P.M. Eastern Daylight Time
Subj: KLWTD minutes of 10/6/15

Comms - problem with Comm Items & also with GM Report.

FROM THE Minutes of October 6, 2015 - as published online in the 10/13/15 Agenda

COMMISSIONER'S ITEMS

First -
General Counsel's Expenditures (Commissioner Tobin) Commissioner Tobin led a discussion regarding an expense account for Mr. Ray Giglio. Mr. Giglio stated that he was authorized to make expenditures on outside counsel if necessary, but he did not have an expense account. Motion: Commissioner Tobin made a motion to approve an expense account for the General Counsel to spend up to $1,500 per year without authorization, and Commissioner Higgins seconded the motion Vote on Motion  
Member Yes No Other Commissioner Tobin X Commissioner Gibbs X Commissioner Higgins X Commissioner Majeska X Chairman Asdourian X Motion passed 5 to 0

Next -
Less Costly Alternative for Delivering Service (Commissioner Tobin) Commissioner Tobin stated his opinion that the District has the responsibility to residents to look into lower cost alternatives for providing wastewater services. Commissioner Tobin suggested getting a proposal from Severn Trent Services for the provision of District wastewater management services. Commissioner Higgins stated his opinion that the District should be run without contract services, referencing past presentations to the Board. Commissioner Majeska suggested that the District can request a presentation, and possibly use the suggested ideas to look into areas that have the potential to save money. Chairman Asdourian shared his opinion that as the District is serving the residents well and is still finishing construction projects, he did not feel any consideration of this topic is necessary. Commissioner Tobin requested this item be brought back at a future meeting.

What got left out of this "summary" is that Comm Tobin requested a vote and Chair Asoridan refused to allow a vote saying this was only "discussion".

So Procedure Question is - how can one Comm Item be ok to vote on and another Comm Item be declared discussion only ?????

If I am correct, then the Expenditure vote was allowed incorrectly, and should be rescinded at the next meeting.

===================================

GENERAL MANAGER'S REPORT

Tuesday, October 13, 2015 AOL: SusanRHeim
Joint Participation in Service Agreement with Bascom Communications and Consulting, LLC for Preparation of Communications Campaign for FKESB

Mr. Paul Christian informed the Board that Monroe County contacted all entities that are participating in the Florida Keys Environmental Stewardship Bill to request that they equally fund a public relations project. Mr. Christian stated that the District's share will be $6,000, and that this project will produce a video, handouts, and other informative materials to enhance lobbying efforts. Commissioner Tobin stated his concerns regarding the General Manager's $10,000 spending cap, and would like to discuss this item at a future meeting. Mr. Christian answered questions from the Board.

This specific summary is grossly incomplete and misleading. Comm Tobin was "concerned" that Paul took it upon himself to take over the Board's responsibility to create the public face of KLWTD, that Paul assumed authority for making the information materials being used in Tallahassee.

This action by Paul is something the Board needs to specifically address, and make stop. Also, does the summary exclude Comm Tobin's real concern bcz Paul intentionally did not want to make it public or bcz Paul did not understand or realize what was Comm Tobin's point?
ENOUGH MISTER TOBIN!

Chairman Asdourian was on the money with his concerns last week (attachment A) on several counts:

1. Under “Commissioners Duties,” his on-going Scribner-ing project, Mr. Tobin copies employees! Why? I echo Mr. Asdourian’s question, “Since when do the commissioners copy the employees?” This act rings of an attempt to disrupt junior staff and breed discontent.

2. The Oct. 6 agenda discussion to “Dissemble the KLWTD was a unilateral act.” Calling for an outside firm to come speak to us with the shadow of dissolving the District is destructive enough, but why did Mr. Tobin copy Monroe County Administrator Roman Gastesi without first discussing the item with his peers on the BOD? In doing so he has shared what should be an internal issue with the County and, ultimately, our State Rep. Holly and all those in Tallahassee who are watching us with possible funding in the balance. This sends a message that Mr. Tobin owns and does not necessarily represent the rest of the BOD. I find it at the least disrespectful to the other four commissioners and, at worst, an attempt to subvert the District.

3. Mr. Tobin’s latest deception appears to be his September 25 request of Attorney Dale Morgado to “Conduct legal research re issues of board authority; draft memo re discretionary board actions vs. ministerial actions.” Sept. 25 was a Friday. The following Tuesday, Sept. 29 (with no board meeting scheduled) Mr. Tobin requested Mr. Morgado to “edit memorandum concerning ministerial and discretionary duties of board
and transmit same to board for review.” Neither the General Manager nor the District’s General Counsel knew of this. Neither did I.

The item was introduced by Mr. Tobin on the Oct. 6 agenda. It cost the District $825.

Every rate payer in the District should be angry at this unilateral and clandestine expenditure of community money. It serves only Mr. Tobin.

4. He challenges the effectiveness of counsel; seeks to question the GM’s expenditure of $6,000 which is well within the limits of his $10,000 discretion; suggests “Commissioners’ Duties” when we are all aware of our duties; and piles onerous work on staff, such as requesting the Clerk to copy him on all drafts of upcoming agendas.

If Mr. Tobin wants to run the show he should step down as a commissioner and apply for the GM job.

How long must we tolerate Mr. Tobin’s skirting of the rest of the Board, berating senior staff and piling unnecessary work on junior staff?

I am almost ready to ask for a vote of impeachment.

Respectfully,
Steve Gibbs

October 13, 2015
Ray,

Here's the $64,000 question -

What is the standard that Ray Giglio (a wonderful and caring person) or our next attorney (an uncaring and heartless person) should apply when deciding whether the Board's actions "might tend to create the appearance of impropriety."

Is the standard objective, subjective, or worst case?

With all due respect, and without any ill will, what you describe as your "primary focus" is in my opinion outside of your duties because it allows you the unbridled discretion to inform us of your displeasure based on your arbitrary and standardless perception of what others "might tend" to think.

Most respectfully, I again request that you confess error.

Thank you again for your service to the Board.

Andy
Hi Andy,

Well, it is hard to imagine anything that would cause me to change my advice that the Board avoid taking any action or adopting any procedures that might tend to create the appearance of impropriety—which was and is my primary focus.

However, I would certainly want to give the board a report on any findings that cause me to change my views on any matter about which I have expressed a legal opinion to the board. To the extent that it is appropriate, I would think that any such report would include an acknowledgment of any mistakes made.

Ray

(305) 340-9198
ray.giglio@klwtd.com
Paul,

Your position would appear to include running ads in the local newspapers or anything else that you deem supportive.

By the way, I called Roman and he told me that he suggested that you should check with your Board before making a commitment.

Andy

Andrew M. Tobin, Esq.
Attorney at Law
P.O. Box 620
Tavernier, FL 33070
305.852.3388
tobinlaw@terranova.net

Paul Christian,

Good morning.

It is my understanding that, according to the District's purchasing policy, I have the authority to spend up to $10,000 without Board prior approval for expenditures supporting the District's operation.

In this case, the Board had shown support for the FKESA bill through resolution and I felt that this expenditure supported that bill and was a sound financial deal for the District.

Paul Christian
General Manager
Key Largo Wastewater Treatment District

10/13/2015
On Wed, Oct 7, 2015 at 6:45 PM, tobinlaw <tobinlaw@terranova.net> wrote:

Paul;

It was my understanding that your spending cap was for "routine" matters, i.e. equipment purchases, repairs, etc. and not intended to apply to matters such as entering into a contract with other government agencies for public relations services.

Can you please give me your understanding of your spending cap so that we can have an intelligent and productive discussion at the next Board meeting.

Thank you in advance for your cooperation.

Andy

Andrew M. Tobin, Esq.
Attorney at Law
P.O. Box 620
Tavernier, FL 33070
305.852.3388
tobinlaw@terranova.net

This email has been checked for viruses by Avast antivirus software.

www.avast.com
tobinlaw

From: tobinlaw [tobinlaw@terranova.net]
Sent: Monday, October 12, 2015 5:14 PM
To: 'Commissioners'
Cc: 'Ray Giglio'; 'Paul Christian'; 'Rob Bulkiewicz'; 'connie.fazio@klwtd.com'; 'Katherine Jackson'; 'Peter L. Rosasco'; 'Ed Castle'
Subject: SEVERN TRENT PROPOSAL

Commissioners:

There is no question about it. ............We have come a long way in 13 years. We do a lot of things right, or so I believe. However, there are three questions that Severn Trent can help us answer:

No. 1: How does the District provide "continuity" for instance when a key employee (or two) decide to leave, i.e. Dan, Chuck, Jared, etc.

No. 2: How does the District handle a disaster such as a hurricane or flood?

No. 3. Can the District operate with greater efficiency, and at lower costs.

Frankly for me, No. 3, while very important, ranks third.

We owe it to the citizens to explore every option.

Regards,

Andy

Andrew M. Tobin, Esq.
Attorney at Law
P.O. Box 620
Tavernier, FL 33070
305.852.3388
tobinlaw@terranova.net
Monroe Park / Manatee Bay

Number of Proposed Connections Per Property

Manatee Bay Marina
Pirate Hat Marina
Pelican Cay Harbor Marina
Cross Key Marina
Manatee Cove

Marina
Single Family Parcels
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<tr>
<td>North C905</td>
<td>1538418</td>
<td>SKINNER MATTHEW</td>
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<td>1091286</td>
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<td>S.R. 905</td>
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<td>8738030</td>
<td>HARLEE ELOMA B</td>
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<td>North C905</td>
<td>8932683</td>
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<td>ANDERSON PORTER</td>
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<td>1090905</td>
<td>MAXWELL MARY KAUFMAN LIV TR 10/23/00 AMD 2/8/01</td>
<td>50 SEA CRITTERS LN</td>
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<td>Behind Plant</td>
<td>1664995</td>
<td>CARTER ENTERPRISES INC</td>
<td>300 CENTRAL AVE</td>
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<td>Behind Plant</td>
<td>8798733</td>
<td>FLORIDA KEYS JUVENILE SERVICES INC</td>
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<td>Behind Plant</td>
<td>1665096</td>
<td>LEGER BRUCE AND MARIE</td>
<td>5 JONES ST</td>
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<td>No water meter</td>
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<td>BLAUVELT ROBERT J</td>
<td>8 JONES ST</td>
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<td>1095599</td>
<td>FLORIDA KEYS SHOOTING CLUB INC</td>
<td>VACANT LAND</td>
<td>10</td>
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<td>8932826</td>
<td>ALABAMA JACKS INC</td>
<td>58000 CARD SOUND RD</td>
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<td>8641494</td>
<td>ANCHORAGE RESORT AND YACHT CLUB INC</td>
<td>107800 OVERSEAS HWY</td>
<td>5</td>
<td>Not Servicing</td>
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<td>OLD KEYS TAVERN LLC</td>
<td>107690 OVERSEAS HWY</td>
<td>20</td>
<td>Not Servicing</td>
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<td>8820674</td>
<td>DUANE THOMAS B AND KAREN S</td>
<td>91981 OVERSEAS HWY</td>
<td>1</td>
<td>Was provided service</td>
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</tbody>
</table>
Key Largo Wastewater Treatment District  
Board of Commissioners Meeting  
Agenda Item Summary

Meeting Date: October 20, 2015

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

Department: Engineering
Sponsor: Ed Castle

Subject: Update on Status of Negotiations with Wharton-Smith for Blower Upgrade

Summary of Discussion:

Reviewed / Approved

Operations: 
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact

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

Attachments

Approved By: General Manager
Date: 10/14/15
Key Largo Wastewater Treatment District  
Board of Commissioners Meeting  
Agenda Item Summary

Meeting Date: October 20, 2015  
Agenda Item Number: J-1

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

Department: Admin /Customer Service  
Sponsor: Rob Bulkiewicz

Subject: Administrative Building Progression Timeline

Summary of Discussion:

Staff will give an update on our project schedule for the new administration building located at 103355 Overseas Highway, including construction cost estimates.

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations:</td>
<td>$</td>
<td>103355 Overseas Hwy Project Schedule</td>
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<tr>
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<tr>
<td>District Counsel:</td>
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<td>District Clerk:</td>
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Approved By: [Signature]  
Date: 10/16/15  
General Manager
103355 Overseas Highway Project Schedule
All dates subject to change

Demolition | Award at Board Meeting
Demolition | Demolition Period 6/2/2015
Column Removal | Bid period 6/8/2015 - 6/12/2015
Column Removal | Award Change Order at Board Meeting 5/18/2015 - 6/4/2015
Column Removal | Construction 6/16/2015
Remodel | Bid Spec Completed and RFP posted 7/13/2015 - 10/12/2015
Remodel | Bid period 8/10/2015 8/10/2015 - 9/24/2015
Remodel | Selection Committee 9/17/2015 - 9/24/2015
Remodel | Award at Board Meeting 10/13/2015 - 11/3/2015
Remodel | Construction

Demolition Complete 6/23/2015
Bid Period Ends 9/24/2015
Remodel Complete 2/15/2016
Move In Day 2/29/2016

2015 Jan Mar May Jul Sep Nov 2016
1/30/2015 7/14/2015 Color Board 10/12/2015 Column Removed
# Key Largo Wastewater Treatment District
## Board of Commissioners Meeting
### Agenda Item Summary

**Meeting Date:** October 20, 2015
**Agenda Item Number:** K-1

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

**Department:** Commissioner's Item  
**Sponsor:** Chairman Asdourian

**Subject:** Invoice for Morgado, PA

**Summary of Discussion:**

<table>
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<tr>
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<th>Attachments</th>
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</thead>
<tbody>
<tr>
<td>Operations: ____</td>
<td>$</td>
<td>Morgado, PA Invoice</td>
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<td>Funding Source:</td>
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<td>District Counsel: ___</td>
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</tr>
<tr>
<td>District Clerk: ___</td>
<td>Budgeted: N/A</td>
<td></td>
</tr>
<tr>
<td>Engineering: ___</td>
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</table>

**Approved By:**  
[Signature]
**Date:** 10/16/15

General Manager
Key Largo Wastewater Treatment District  
Paul Christian  
98880 Overseas Hwy  
Key Largo FL 33037

<table>
<thead>
<tr>
<th>Task</th>
<th>Time Entry Notes</th>
<th>Rate ($)</th>
<th>Hours</th>
<th>Line Total ($)</th>
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<tbody>
<tr>
<td>Attention to:</td>
<td>[01/20/15] file review</td>
<td>0.00</td>
<td>0.5</td>
<td>0.00</td>
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<tr>
<td>Attention to:</td>
<td>[09/09/15] review correspondence from client on workers' compensation issues,</td>
<td>400.00</td>
<td>2</td>
<td>800.00</td>
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<tr>
<td></td>
<td>conduct additional legal research regarding the same; prepare memo re same</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Attention to:</td>
<td>[09/10/15] confer with clients; obtain additional facts and questions; prepare</td>
<td>250.00</td>
<td>3.5</td>
<td>875.00</td>
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<tr>
<td></td>
<td>revised memorandum with draft response for clients review</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Attention to:</td>
<td>[09/23/15] edit memo regarding workers compensation</td>
<td>250.00</td>
<td>1.2</td>
<td>300.00</td>
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<tr>
<td>Attention to:</td>
<td>[09/25/15] conduct legal research re issues of board authority; draft memo re</td>
<td>250.00</td>
<td>2.3</td>
<td>575.00</td>
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<tr>
<td></td>
<td>discretionary board actions vs. ministerial actions</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Attention to:</td>
<td>[09/29/15] edit memorandum concerning ministerial and discretionary duties of</td>
<td>250.00</td>
<td>1.1</td>
<td>275.00</td>
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<tr>
<td></td>
<td>board and transmit same to board for review</td>
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| Subtotal:                                 | 2,825.00                                                                        |
| Total:                                    | 2,825.00                                                                        |
| Amount Paid:                              | 0.00                                                                            |
| Balance Due USD:                          | $2,825.00                                                                       |

1. Go to: https://morgadopa.freshbooks.com/code  
2. Enter this code: NHWvcmSH5kuLmZ6