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

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
   1. Minutes of January 5, 2016

G. CONSTRUCTION REPORT

H. OPERATIONS REPORT
   1. Phased Plan for Activation of SBR #3

I. ENGINEER’S REPORT
   1. Treatment Flow Concerns

J. ADMIN / CUSTOMER SERVICE REPORT

K. COMMISSIONER’S ITEMS

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 appear 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 12, 2016

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

Department: District Clerk
Sponsor: Katherine Jackson

Subject: Minutes of January 5, 2016

Summary of Discussion:

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

Financial Impact
Operations: $ 0.00

Funding Source: Budgeted:
District Counsel: N/A
District Clerk: 

Attachments
Minutes of January 5, 2016

Approved By: __________________________ Date: 1/12/2016
General Manager
MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on January 5, 2016. Present were Chairman David Asdourian, Commissioner Andrew Tobin, Commissioner Robert Majeska, Commissioner Norman Higgins and Commissioner Stephen Gibbs. 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, District Clerk Katherine Jackson, and other appropriate District Staff.

Commissioner Norm Higgins led the Pledge of Allegiance.

RECOGNIZE DISTRICT STAFF

Ms. Kim Carpenter, Human Resources Coordinator, was recognized as Employee of the Month for December 2015.

AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

- Commissioner Higgins added a discussion regarding Bob Manley of 563 Palm Drive under Commissioner’s Items.
- Commissioner Majeska added a discussion of high rates of flow under Engineer’s Report.
- Mr. Chuck Adams added a discussion regarding bringing SBR #3 online under Operations Report.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

<table>
<thead>
<tr>
<th>Name and Address</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Heim</td>
<td>General Comments on KLWTD</td>
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<tr>
<td>Key Largo</td>
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<tr>
<td>Sue Heim</td>
<td>Verbal Update on the Manatee Bay and Monroe Park</td>
</tr>
<tr>
<td>Key Largo</td>
<td>Sewer Service Study</td>
</tr>
<tr>
<td>Ken Larrivee</td>
<td>Verbal Update on the Manatee Bay and Monroe Park</td>
</tr>
<tr>
<td>14 Hibiscus Dr.</td>
<td>Sewer Service Study</td>
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</tbody>
</table>
Sue Heim
Key Largo

Bob Thomas
KLFR&EMS
104 Coral Way

Sue Heim
Key Largo

Public Comment: Ms. Sue Heim commented on the District’s response to her information request.

Mr. Ray Giglio addressed the records request process, stating that the District has a legal obligation to provide records to the public, but has no obligation to create records that do not exist or to address “inquiries.”

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Minutes of December 15, 2015

Mr. Ray Giglio addressed Commissioner Gibbs’ concern regarding Commissioner Tobin abstaining from the vote on the December 8, 2015 Minutes. Mr. Giglio informed the Board that the Florida Attorney General has opined that section 286.012 of the Florida Statutes, which requires certain public officials to vote except in cases of conflict of interest, is not applicable to special districts. Therefore, Commissioner Tobin’s abstention was not improper. Mr. Giglio reminded the commissioners that they must abstain from voting when there is a conflict of interest.

Motion: Commissioner Majeska made a motion to approve the agenda as amended and Chairman Asdourian seconded the motion.

Vote on Motion

- Commissioner Majeska – Aye
- Chairman Asdourian – Aye
- Commissioner Gibbs – Aye
- Commissioner Higgins – Aye
- Commissioner Tobin – Aye

Motion Passed: 5 to 0

CONSTRUCTION REPORT

Monthly Construction Report

Mr. Chuck Adams presented the Monthly Construction Report and answered questions from the Board.
OPERATIONS REPORT

Bringing SBR #3 Online

Mr. Chuck Adams reported to the Board that staff is in the process of bringing SBR #3 online due to the increase in flows and blower insufficiencies. Mr. Adams stated that staff will present a plan of action at a future meeting and answered questions from the Board.

ENGINEER’S REPORT

High Rate of Flow

Mr. Ed Castle addressed Commissioner Majeska’s concerns regarding large flows in December. Mr. Castle explained that this flow is expected due to an increase in the number of parcels hooking up in Islamorada. Mr. Castle also explained that there has been an increase in complications due to the larger flows, which are currently being addressed.

The Board requested staff provide an update on this item at a later Board meeting.

ADMIN / CUSTOMER SERVICE REPORT

Reversal of Waiver – AK#1571431

Mr. Rob Bulkiewicz presented Resolution Draft No. 01-01-16 to reverse a waiver of assessments for AK#1571431 for Harold and Sherry Fried.

Motion: Commissioner Tobin made a motion to approve the Reversal of Waiver – AK#1571431 Resolution Draft No. 01-01-16 and Commissioner Higgins seconded the motion.

Vote on Motion:

Commissioner Tobin – Aye
Commissioner Higgins – Aye
Commissioner Gibbs – Aye
Commissioner Majeska – Aye
Chairman Asdourian – Aye

Motion Passed: 5 to 0

COMMISSIONER’S ITEMS

Bob Manley of 563 Palm Drive (Commissioner Higgins)

Mr. Rob Bulkiewicz addressed Commissioner Higgins’ concerns regarding moving Mr. Bob Manley’s connection point and explained that customer service is currently working on this case.
GENERAL MANAGER'S REPORT

Verbal Update on the Manatee Bay and Monroe Park Sewer Service Study

Public Comment: Ms. Sue Heim stated her concerns over the residents of Manatee Bay and Monroe Park not contributing any funds to the District's central sewer system to date.

Public Comment: Mr. Ken Larrivee requested the Board treat this issue with a sense of urgency so parcels owners can weigh their options.

Mr. Paul Christian stated to the Board that additional research has revealed that many of the parcels in the area would be eligible to appeal their EDU assignment by adding irrigation meters, which would significantly reduce the anticipated revenue. For that and other reasons, staff has recommended that the District not sewer the Manatee Bay and Monroe Park area. Mr. Christian and staff answered questions from the Board, and the Board requested a final presentation of this information at a future meeting.

Washington, D.C. Update

Mr. Paul Christian informed the Board that he and Commissioner Majeska will be travelling to Washington, D.C. to meet with government officials and representatives of the U.S. Army Corps of Engineer regarding FY 2016 FKWQIP funding. Mr. Christian answered questions from the Board.

LEGAL REPORT

Legal Report on the Waiver of the Fire and EMS Building Assessments

Public Comment: Ms. Sue Heim requested the Board find a way to reduce the KLFR&EMS building assessments.

Public Comment: Mr. Bob Thomas requested that the Board try and explore different solutions for reducing the KLFR&EMS building assessments.

Mr. Ray Giglio presented his memorandum to the Board and explained that in his legal opinion, the Board does not have the authority to discount or waive the KLFR&EMS assessments. Mr. Paul Christian stated that KLFR&EMS can put in irrigation meters, and can then request an exception to the assessment adjustment timeframe as stated in Section 10.08(d)(ii) of the KLWTD Rules and Regulations.

Staff answered questions from the Board.

5 MIN BREAK: 5:42 PM
Public Comment: Ms. Sue Heim expressed her concern regarding a pay raise for the District's general counsel.

Commissioner Tobin stated that he would like Mr. Ray Giglio to work fewer hours and be compensated the same as his previous contract. Mr. Paul Christian stated that Mr. Giglio is available for any legal questions or advice, and since he has been here the District has not had any legal action with a negative outcome. Mr. Giglio stated that this increase in salary is not based on hours worked, but rather on his worth to the District.

Motion: Commissioner Gibbs made a motion to approve the $6,000 increase retroactive to January 1, 2016 and Commissioner Higgins seconded the motion.

Vote on Motion:
    Commissioner Gibbs – Aye
    Commissioner Higgins – Aye
    Commissioner Majeska – Aye
    Commissioner Tobin – Nay
    Chairman Asdourian – Aye
    Motion Passed: 4 to 1

EXTENSION: 6:00 PM

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

ROUNDTABLE DISCUSSION

Commissioner Tobin addressed Ms. Sue Heim’s information request stating that the General Manager should provide information as long as it is not overly bothersome to do so.

Commissioner Majeska requested staff comment on the status of repairs on the road in front of Key Largo Fisheries. Mr. Paul Christian stated that the District is working with Monroe County Public Works to address the erosion of the bedding in the road, which would need to be corrected before the District could repair the sewer pipes in the area.

ADJOURNMENT

The Meeting was adjourned at 6:26 PM.

David Asdourian, Chairman

Katherine Jackson, Clerk

KLWTD Minutes
January 5, 2016
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: January 12, 2016
Agenda Item Number: H-1

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

Department: Operations
Sponsor: Chuck Adams

Subject: Phased Plan for Activation of SBR #3

Summary of Discussion: A detailed plan of action for the activation of SBR #3.

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

Financial Impact
$ 5,000.00
Expense
Funding Source:
Assessment Revenue
Budgeted:
Partially

Attachments
1. Memo from Chuck Adams

Approved By: ___________________________ Date: 1/8/2016
General Manager
To: Paul Christian, General Manager  
From: Charles Adams  
CC: KLWTD Board of Commissioners  

Subject: Phased Plan for Activation of SBR #3

When the wastewater treatment plant was initially designed and built, it was equipped with three SBR (Sequencing Batch Reactor) tanks. Due to the low amount of flow, it was decided that the plant would be operated for a period of time utilizing two SBRs to treat the influent coming into the plant. It was further decided that the third tank was to temporarily serve as a biosolids digester to reduce sludge handling costs.

Later, the District completed and put into operation a new biosolids digester, eliminating the third SBR tank as digester. During the construction of the new digester, staff took steps to insure that SBR #3 could be put into operation to treat increased flows.

With steadily increasing flows, blower insufficiency and Islamorada connecting more parcels, staff has decided to bring SBR #3 online for regular service.

Staff has determined that this is the proper time to bring SBR #3 online.

Accordingly, find the tasks necessary for the activation into a phased plan of action.

Phase I – Equipment and Instrumentation Verification (Completed)

1. Obtain and verify operation of performance for Intellipro and SCADA monitoring
2. Evaluate the existing aeration system to determine the best possible operational modes with the existing equipment.
3. Insure the decanting equipment functions as designed
4. Verify operation of the floating mixer
5. Fill the basin and test all functions.

Phase II – Aeration and Performance - Testing and Evaluation (Target Completion Date: January 29, 2016)

1. Aeration System Test and verification – this test under operating conditions in SBR #3 using reuse water should provide a baseline of performance without using wastewater.
2. Install recalibrated mass air flow meter
3. Run a performance test as provided by the blower manufacturer
4. Enter performance parameters into the operating modes, using values and set points as determined by the performance testing.
5. Run the performance testing again upon revised operating parameters.
Phase III – Engineering Review (Target Completion Date, February 5, 2016)

1. Final Engineer review and approval
2. Once the operational plan has been approved by the Engineer, we can proceed with putting SBR #3 into full operation.

Phase IV – Start-up of Treatment Basin (Target Completion Date: February 26, 2016)

1. Complete the filling the tank to the operational depth with wastewater
2. Begin operation in three-basin mode.

Projected final cost: $750.00 - $5,000.00

Respectfully Submitted,

[Signature]

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

Meeting Date: January 12, 2016
Agenda Item Number: I-1

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

Department: Engineering
Sponsor: Chuck Adams

Subject: Treatment Flow Concerns

Summary of Discussion:
Verbal update of the treatment flow concerns.

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
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<tbody>
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Approved By: [Signature]
General Manager
Date: 1/5/2016