AGENDA

Board of Commissioners Meeting
103355 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  Action

E. GENERAL MANAGER’S REPORT
   1. Ratification of Senior Staff Change  Action

F. BOARD PRACTICES AND POLICIES WORKSHOP
   1. Revised Agenda, Conduct of Meetings, and Minutes

G. ROUNDTABLE DISCUSSION

H. ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the KLWD 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: May 10, 2016

Agenda Item Number: E-1

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

Department: General Manager
Sponsor: Paul Christian

Subject:
\textbf{Ratification of Senior Staff Change}

Summary of Discussion:

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<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
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Approved By: [Signature]
General Manager
Date: 5/6/2016
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: May 10, 2016
Agenda Item Number: F-1

Agenda Item Type: Workshop
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: Commissioner's Item
Sponsor: Ray Giglio

Subject: Revised Agenda, Conduct of Meetings and Minutes

Summary of Discussion:
Board to discuss practices and policies for agenda, conduct of meetings and minutes.

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Approved By: [Signature]
General Manager
Date: 5/6/2016
BOARD PRACTICES AND POLICIES

Revised DISCUSSION OUTLINE from April 12, 2016 BOC meeting

I - AGENDA, CONDUCT OF MEETINGS, and MINUTES

GENERAL CONDUCT OF MEETINGS

- To the extent practical, Board Meetings shall be conducted according to Roberts Rules of Order (Small Groups Edition)
- By motion duly made and adopted, the Board may vote to suspend application of Roberts Rules of Order when appropriate.
- It shall be the policy of the Board not to act upon a matter of extreme importance the first time the matter is discussed or placed on the agenda. If a matter of extreme importance is acted upon the first time it is discussed or placed on the agenda, any Commissioner may move to reconsider the item at the next meeting.
- Board Meetings shall be conducted to facilitate full and open discussion of all items.
- It shall not be necessary for a Commissioner to make and second a motion in order to have discussion on an item.
- Discussion may continue after a motion is made and seconded.
- A Commissioner shall not abstain from voting unless, with respect to any such Commissioner, there is, or appears to be, a possible conflict of interest or unless a Commissioner lacks sufficient information to cast an informed vote.

RESOLUTIONS

- Whenever possible, the Board shall adopt written resolutions that reflect the Board's vote on an item.

MAJORITY RULES - RIGHT TO DISSENT

- The vote of a majority of the Board shall represent the official policy of the Key Largo Wastewater District. Notwithstanding any such vote, individual Commissioners shall have the right to publicly disagree with any such policy.

ROLE OF CHAIRMAN

- The Chair shall encourage full and open debate.
- The Chair shall not be obliged to recognize a request to "call the question" unless and until there has been full and open discussion by the Board.
- The Chair shall discourage disrespectful comments.
- The Chair's ruling shall be subject to a vote if challenged by any commissioner.
ELECTION OF OFFICERS

- The Board shall elect its officers annually. In years in which general elections are held pursuant to s. 189.405(2)(a), F.S., the Board shall elect officers at the first meeting following certification of results by the Supervisor of Elections. In non-election years, the election of officers shall be held on the second meeting in November.
- Commissioners may nominate themselves for office.
- No second is required for nominations.
- Contested elections for Board officers may be held by signed ballots, which shall be opened by the Clerk and made a part of the record.

AGENDA

- The Board shall adopt a format for the Agenda. The current format for the Agenda is attached hereto.
- Time permitting the Staff shall circulate a draft agenda in advance of the meeting. The Agenda shall include as much relevant supporting material as is practicable.
- Commissioners and Staff may request additions or deletions to the agenda.
- The Agenda (including additions/deletions) shall be adopted by a motion duly made and approved and shall govern the meeting. When appropriate the adopted Agenda may be amended during the meeting by a motion duly made and approved.
- Any Commissioner shall have the right to remove any item or items from "Bulk."
- The Agenda shall include a "Roundtable" where Commissioner may have open discussions amongst themselves.

PUBLIC COMMENTS

- The Board shall welcome public comments at all meetings.
- A Person who desires to speak shall register his or her request with the Clerk.
- The public may speak on any item, including "Bulk" items, during the public comment period, or may defer making comments until the item is called for discussion.
- Public Comment shall be limited to three (3) minutes for an individual and five (5) minutes for representatives of organizations. The Chair may grant additional time when necessary.
- Public speakers may provide written material to the Board and request that the material be included in minutes; however, the Board may decline the request for inclusion if the material is unduly voluminous or is offensive.
- Commissioners and Staff shall refrain from responding to public speakers but may do so with the consent of the Chair.

THE MINUTES OF THE MEETING
• The minutes shall be promptly recorded and shall briefly summarize the events of the meeting.
• All motions made during the course of a meeting shall be recorded in the minutes, including motions that fail to receive a second.
• At the very least, the minutes shall reflect the maker of the motion; the nature of the motion; the second, and the Commissioners voting yea/nay.

APPROVAL OF THE MINUTES
• The draft minutes shall be presented to the board for adoption.
• The adoption of the minutes shall be prima facie evidence of the Board's decision, resolutions, and acts only. Comments included in the minutes are not to be considered as evidence of what was actually said.
• Commissioners shall have the right to request corrections to the minutes.

LENGTH OF MEETING
• The Board shall endeavor to complete business within two (2) hours.
• For good cause, a meeting may be extended by a motion duly made and adopted.

MOTIONS
• A motion can be made by any Commissioner. If the Chair makes a motion, it must pass the gavel to the Vice Chair.
• A motion can be seconded by any Commissioner including the Chair, who need not pass the gavel.
• A vote can only be called by the Chair after a motion has been duly made and seconded.
• Motions that do not receive a second shall automatically fail.
• When a motion has been moved and seconded, and following the end of the discussion of an item the Chair must:
  o Restate the motion, and
  o Call for a vote by yeas and nays, or
    o Call for a vote by roll
• Only one motion at a time may be considered.
• The Board may for good cause continue a motion to the next meeting, at which time the Board shall resume debate.
• Action taken by the board can only be reconsidered or recalled under the following circumstances:
  o The District’s legal counsel has determined that the vote was not legally sufficient or could result in liability;
  o A Commissioner who voted yea on an item has requested that the item be reconsidered;
In the judgment of the Board, there are circumstances that make it necessary, expedient, or practicable to reconsider that matter.

**COMMISSIONER’S ITEMS**
- Items added to the agenda by Commissioners shall be discussed and acted upon during the Commissioner’s Items section of the meeting.
- During the Commissioner’s Items section of the meeting, the regular rules of conduct and procedure shall remain in effect.

**ROUNDTABLE DISCUSSION**
- During the Roundtable portion of the meeting, Commissioners shall have open and free discussions among themselves.
- No motion shall be required for a matter to be raised and discussed.
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