MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on June 21, 2016. Present were Chairman David Asdourian and Commissioners Andrew Tobin, Norman Higgins, and Stephen Gibbs. Commissioner Majeska arrived at 4:10 PM. Also present were General Manager Paul Christian, General Counsel Ray Giglio, Ed Castle with Weiler Engineering, District Clerk Katherine Jackson, and other appropriate District Staff.

Dennis Caltagirone led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS

- Chairman Asdourian requested item G-1 be moved after the minutes of June 14, 2016.
- Rob Bulkiewicz added the introduction of the interns after the approval of the agenda.

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.

RECOGNIZE DISTRICT STAFF

Intern Introduction

Mr. Rob Bulkiewicz introduced Mr. Francisco Moc and Ms. Hannah Vinney to the Board.

PUBLIC COMMENT

<table>
<thead>
<tr>
<th>Name and Address</th>
<th>Subject</th>
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<tbody>
<tr>
<td>Robert Manley</td>
<td>Robert Manley Customer Service Appeal – AK#1567060</td>
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<tr>
<td>563 Palm Drive</td>
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<tr>
<td>Sue Heim</td>
<td>Reconsider Vote to Table Agenda Item G-1 Until After Election (Commissioner Tobin)</td>
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<tr>
<td>Key Largo</td>
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<tr>
<td>Sue Heim</td>
<td>Recommended Changes to Purchasing Policy</td>
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<td>Key Largo</td>
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APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Minutes of June 7, 2016

Motion: Commissioner Gibbs made a motion to approve the Minutes of June 7, 2016, Commissioner Higgins seconded the motion. The motion passed without objection.

Minutes of June 14, 2016

Motion: Commissioner Higgins made a motion to approve the Minutes of June 14, 2016, Commissioner Gibbs seconded the motion. The motion passed without objection.

OPERATIONS REPORT

Wharton-Smith, Inc. Presentation

Mr. Ed Castle introduced Mr. Greg Williams, Wharton-Smith, Inc.'s District Manager of Wastewater Operations, to the Board. Mr. Williams gave an overview of the construction projects that have been contracted to Wharton-Smith and answered questions from the Board.

The Board requested that Mr. Williams give an updated presentation after the completion of the blower project.

CONSTRUCTION REPORT

Recommendation of Intent to Award contract for Chemical Storage and Feed System Upgrade

Mr. Ed Castle advised the Board that Weiler Engineering had reviewed the Request for Proposal responses; had determined that that Wharton Smith, Inc. was the highest ranked, responsive, responsible proposer; and recommended award of the Chemical Storage and Feed System Upgrade construction contract to Wharton Smith, Inc.

Staff answered questions from the Board.

Motion: Commissioner Tobin made a motion to authorize general manager to negotiate and execute a contract with Wharton-Smith, Inc. for the Chemical Storage and Feed System Upgrade project 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
Recommendation of Intent to Award contract for Fence Repair at WWT Plant

Mr. Jered Primicerio presented staff's recommendation of intent to award the contract for fence repair at the Wastewater Treatment Plant to Monroe County Fence Company and answered questions from the Board.

Motion: Commissioner Majeska made a motion to authorize general manager to negotiate and execute a contract with Monroe County Fence Company for the fence repair at the wastewater treatment plant and Commissioner Gibbs seconded the motion.

Vote on Motion

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

Motion Passed: 5 to 0

Recommendation of Intent to Award contract for the Installation of a Vacuum Pit at 4 Coconut Drive

Mr. Ed Castle presented staff's recommendation of intent to award the contract for Installation of a Vacuum Pit at 4 Coconut Drive to Nationwide Plumbing. Mr. Paul Christian noted that the costs associated with pit and cleanout installations are on the rise and staff answered questions from the Board.

The Board requested that, in the future, staff attempt to reach out to companies in Florida City and other surrounding areas for additional proposals.

Motion: Commissioner Gibbs made a motion to authorize general manager to negotiate and execute a contract with Nationwide Plumbing for the Installation of a Vacuum Pit at 4 Coconut Drive and Commissioner Higgins seconded the motion.

Vote on Motion

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

Motion Passed: 3 to 2

OPERATIONS REPORT

Demonstration of Vac-Tron

Mr. Mike Dempsey presented a Vac-Tron demonstration video and staff answered questions from the Board.
ADMIN / CUSTOMER SERVICE REPORT

Code Compliance List – June 2016

Mr. Rob Bulkiewicz presented the June 2016 code compliance list and answered questions from the Board.

Robert Manley Customer Service Appeal – AK#1567060

Mr. Robert Manley appeared before the Board to appeal staff's denial of his request that the District install, at District expense, a vacuum pit in the alley behind his house; and that the District permit him to connect to that pit instead of the vacuum pit the District installed in front of his house, which is currently available to him. Mr. Manley provided the Board with a letter that is attached to these minutes as “Attachment A.”

Mr. Rob Bulkiewicz presented to the Board Mr. Manley’s case history leading up to his appeal. Mr. Bulkiewicz advised the Board that Staff had concluded that in accordance with District policy and the KLWTD Rules and Regulations, the cost of the installation of the new pit should properly be borne by Mr. Manley. Mr. Ed Castle spoke briefly on some possible solutions that could help lower costs for Mr. Manley.

Commissioner Tobin suggested staff look into the possibility of using the low-income program that is in the District's budget. Chairman Asdourian suggested staff contact the Community Development Block Grant staff to discuss whether there are any other options for Mr. Manley to hookup; and he requested that staff get an updated proposal from Nationwide Plumbing.

Staff answered questions from the Board and Mr. Paul Christian informed the Board that this item will be brought back at a future meeting.

Motion: Commissioner Gibbs made a motion to table this item until a future meeting and Commissioner Higgins seconded the motion. The motion passed without objection.

COMMISSIONER'S ITEMS

Reconsider Vote to Table Agenda Item G-1 Until After Election (Commissioner Tobin)

Public Comment: Ms. Sue Heim expressed her concerns regarding a procedures manual being created for commissioners.

Commissioner Gibbs indicated that he had made the motion to table agenda item G-1 until after election because a procedure manual for commissioners is unnecessary, and because no board can bind a future board. Commissioner Higgins agreed with Commissioner Gibbs, and noted that the Board can change the way it conducts business at every meeting. Commissioner Tobin stated that a procedure manual would be very helpful to future commissioners, and that he did not think the motion to table agenda item G-1 until after election was proper. Chairman Asdourian stated that since a quorum had been achieved, the motion should stand; however, he also noted that a policies and practices manual should be created.
Motion: Commissioner Majeska made a motion to bring agenda item G-1 back at the next middle Tuesday meeting and Commissioner Higgins seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Vote</th>
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<tbody>
<tr>
<td>Commissioner Majeska</td>
<td>Aye</td>
</tr>
<tr>
<td>Commissioner Higgins</td>
<td>Aye</td>
</tr>
<tr>
<td>Commissioner Gibbs</td>
<td>Nay</td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td>Aye</td>
</tr>
<tr>
<td>Chairman Asdourian</td>
<td>Nay</td>
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Motion Passed: 3 to 2

EXTENSION: 6:00 PM

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

Commissioners Telephonic Appearance in Board Meetings (Commissioner Tobin)

Commissioner Tobin led the discussion of the proposed policy regarding commissioners appearing telephonically at board meetings. He stated that if a commissioner tries to appear telephonically, but is unable to do so because of technical problems beyond his control, the commissioner should still be paid. Commissioner Gibbs suggested that a commissioner should have to participate in the meeting with at least one vote beyond the approval of the agenda to be marked present for the meeting.

Chairman Asdourian asked Mr. Ray Giglio to present his preliminary discussion outline for the Board Policies and Procedures Roundtable meeting and to use the commissioners' input as backup information.

Motion: Commissioner Tobin made a motion to considered Commissioner Higgins to have participated in the May 17, 2016 meeting and to pay him for that meeting and Commissioner Majeska seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Commissioner</th>
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<tbody>
<tr>
<td>Commissioner Tobin</td>
<td>Aye</td>
</tr>
<tr>
<td>Commissioner Majeska</td>
<td>Aye</td>
</tr>
<tr>
<td>Commissioner Gibbs</td>
<td>Aye</td>
</tr>
<tr>
<td>Commissioner Higgins</td>
<td>Nay</td>
</tr>
<tr>
<td>Chairman Asdourian</td>
<td>Aye</td>
</tr>
</tbody>
</table>

Motion Passed: 4 to 1

5 MIN BREAK: 6:27 PM

EXTENSION: 6:34 PM

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

Fountain Engineering Contract Closeout

General Counsel Ray Giglio informed the Board that the District had hired Fountain Engineering, Inc. ("Fountain") to complete the C-905 Force Main Project. However, just prior to completion, in March of 2015, Fountain removed all of its equipment, abandoned the job, and went out of business. At that point, there was still $32,292.48 due to Fountain under the contract. The District completed all of the remaining work at a cost of $9,492.20, leaving $22,800.28, which now must be paid to Hanover Insurance Company, Fountain's Surety on the project. Mr. Giglio informed the Board that now that all paperwork has been completed, the excess retainage will be remitted to Hanover Insurance Company and answered questions from the Board.

BUDGET AND FINANCE REPORT

May 2016 Monthly Financial Reports

Ms. Connie Fazio presented the monthly finance report for May 2016 and answered questions from the Board.

Recommended Changes to Purchasing Policy

Public Comment: Ms. Sue Heim read a letter to the Board, which is attached to these minutes as "Attachment B"

Commissioner Tobin called a Point-of-Order requesting clarification that the agenda item is limited to the 3 suggested changes that are listed in the agenda, which is the policy up to $10,000.

Mr. Paul Christian informed the Board that this policy was discussed between himself, Mr. Tony Grau, Mr. Peter Rosasco, Ms. Connie Fazio, and Mr. Ray Giglio. Commissioner Tobin requested that recommended changes above the $10,000 mark be discussed at a future meeting.

Staff answered questions from the Board and Mr. Christian informed the Board that this item will be presented as an amendment to the current purchasing policy at a future meeting.

EXTENSION: 7:01 PM

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

ROUNDTABLE DISCUSSION

Commissioner Majeska asked whether the District is currently hiring for positions in the operations department. Mr. Paul Christian confirmed that the District is currently seeking to fill 2 positions.
ADJOURNMENT

The Meeting was adjourned at 7:18 PM.

David Asdourian, Chairman

Katherine Jackson, Clerk
Public Comments

Disclaimer: Public comments that are submitted to the Board for inclusion into the Official Minutes are the views and opinions of the commenters alone and do not necessarily reflect the official policy of the Key Largo Wastewater Treatment District or the opinions of its Commissioners.
mango & avocado trees.

1 message

Tim Matthews Tree & Landscape <timmatthewstree@bellsouth.net>
To: boblargo@gmail.com

Wed, Jun 8, 2016 at 8:10 PM

Mr. Manley, as per your request we visited your property at 563 Palm Drive in Key Largo. We looked at (1) mature Mango tree and (2) Avocado trees and the location of the root system of the trees in relation to the proposed sewer line. It is our opinion that the mango tree in particular and the two avocado trees would be seriously compromised by a 12" wide, 1' to 2' deep trench this close to the trees. While both of these species are fairly vigorous, the proposed trenching would leave them vulnerable to root problems as well as compromising the standing integrity of the trees. There is remedial work that can be done to the trees, but with regard to their long term health an alternate path for the sewer line would be more prudent.

Let me know if you have any questions.

Sincerely,

Tim Matthews

I.S.A. Certified Arborist

Tim Matthews Tree & Landscape Inc.

160 Florida Avenue
Tavernier, FL 33070
305-853-7044 office, 305-741-7195 fax
305-451-7670 Tim Cell
timmatthewstree@bellsouth.net
Firstly, my remarks are not in any way an indication that current staff is doing less than 100+%. Rather, that this is a procedure, intended for present and future application.

This latest revision (6/8/2016 rev) has some significant changes from the existing (6/13/2014 rev) policy.

Attached to my remarks is a copy of the current policy's page 1, with circled areas identifying procedures being deleted by the proposed 6/8/2016 revision.

Please see the current policy $0-$10,000 category. The biggest change about which I am (again/still) concerned is deleting the “written” quotes, and replacing with “documented price sources”. That descriptive designation is used 5 times on page 1 in the 6/8/2016 revision. So where’s the glossary defining “documented price sources”? I’m sure staff will tell you tonight, but where is it in writing, for future generations? Certainly not in this 6/8/2016 procedure revision.

Also please recall that in the last revision, presented in your 5/17/16 agenda, staff specifically deleted “written” and replaced it with “verbal”, which I brought to your attention at that meeting. So now this latest revision says neither written nor verbal. Just “documented price source”. It seems like semantics, and an end run around being specific about what types of quotes are used when. So again, please require that quotes be written, needing legitimate paper trails. The Procure Procedure needs to be clear, not vague language.

Next, the word “declared” is removed from preceding the word “emergency”. So has the status of emergency spending been relaxed? Does that removal open the door to debating when emergency spending is actually needed?

Also within the $0 - $10,000 range, 2 more important deletions:

“If 3 or more quotes cannot be obtained... a memo must be submitted ... documenting why ...

“Proper records of expenditures ... must be kept and contain enough detail ... for auditing purposes...

These deletions, unless now appearing elsewhere in the Procurement Procedures, weaken the overall accountability process. Please put these requirements back in 6/8/2016 revision. Even $10,000 purchases require proper documentation processes.

Switching now to the newest revision (6/8/2016 rev)- page 2 - this is a repeat of my previous request from the 5/17/16 meeting. Please insert the word “prior” before the word “approval” to eliminate all the after the fact, by the way we already paid it opportunities.

Lastly, are you all ok with giving pre-purchase authority to supervisors, and various other staff as indicated in this revision.? Knowing this is procedure, not an endorsement of current staff.

Sue Heim
<table>
<thead>
<tr>
<th>PROCUREMENT METHOD</th>
<th>DOLLAR AMOUNT</th>
<th>PROCUREMENT REQUIREMENTS</th>
<th>APPROVAL LEVEL REQUIRED</th>
<th>DOCUMENTATION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petty cash</td>
<td>&lt; $25</td>
<td>For these purchases, it is not necessary to obtain quotes.</td>
<td>Custodian of Petty Cash</td>
<td>Receipts. Administered in accordance with KLWTD Petty Cash Policy</td>
</tr>
<tr>
<td></td>
<td>$0 to $1,000</td>
<td>Purchases can be made (by cash, check or credit card) after making a reasonable attempt to insure that the District is getting a good value and a competitive price for items purchased.</td>
<td>Managers/Supervisors</td>
<td>Receipts. Administered in accordance with KLWTD purchasing card policy, as applicable</td>
</tr>
<tr>
<td>Credit Card, Expense Report, or Invoice</td>
<td>$1,001 to $10,000</td>
<td>For these purchases, regardless of payment method (i.e. Credit Card, Expense Report, or Invoice), a minimum of three written quotes from at least three different persons, firms, or vendors must be obtained and submitted with the Purchase Order.</td>
<td>General Manager or Chief Information Officer</td>
<td>Purchase Orders are required for non-emergency procurement of equipment, materials, supplies, and services. Proper records of expenditures (e.g. all supporting invoices, receipts, etc.) must be kept and must contain enough detail to be used for auditing purposes.</td>
</tr>
</tbody>
</table>

In the event of a declared emergency, the purchase may be approved by the General Manager, the Operations Manager or the Chief Information Officer without requirement of obtaining quotes or a Purchase Order.