MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on August 2, 2016. Present were Chairman David Asdourian and Commissioners Andrew Tobin, Norman Higgins, and Stephen Gibbs. Commissioner Robert Majeska arrived at 4:02 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.

Commissioner Tobin led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS

- Commissioner Tobin added a discussion of code enforcement referrals to Commissioner’s Items.
- Commissioner Majeska requested L-1 and N-1 be combined into L-1.

APPROVAL OF AGENDA

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

RECOGNIZE DISTRICT STAFF

Employee of the Month

General Manager Paul Christian requested that the Employee of the Month be recognized at a future meeting.

PUBLIC COMMENT

<table>
<thead>
<tr>
<th>Name and Address</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>France Marzouka</td>
<td>Public Hearing to Consider Assessing Parcels for the First Time</td>
</tr>
<tr>
<td>360 Sound Drive</td>
<td></td>
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<tr>
<td>Patricia Saunders</td>
<td>Public Hearing to Consider Assessing Parcels for the First Time</td>
</tr>
<tr>
<td>92163 Overseas Hwy</td>
<td></td>
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<tr>
<td>Sue Heim</td>
<td>Public Hearing to Consider Amending the 2008 Assessment Resolution.</td>
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<tr>
<td>Key Largo</td>
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</tbody>
</table>

KLWTD Minutes
August 2, 2016
APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Minutes of July 19, 2016

Motion: Commissioner Majeska made a motion to approve Minutes of July 19, 2016, Commissioner Gibbs seconded the motion. The motion passed without objection.

CONSTRUCTION REPORT

Monthly Construction Report

Mr. Ed Castle presented the monthly construction report, and staff answered questions from the Board.

Purchase Order for Carl Eric Johnson

Mr. Ed Castle presented a purchase order to Carl Eric Johnson, Inc. for the direct purchase of equipment for the Chemical Storage and Feed System Upgrade, and answered questions from the Board.

Motion: Commissioner Majeska made a motion to approve Purchase Order No. 16-499794 in the amount of $326,903.13 and Commissioner Tobin seconded the motion.

Vote on Motion
- Commissioner Majeska – Aye
- Commissioner Tobin – Aye
- Commissioner Gibbs – Aye
- Commissioner Higgins – Aye
- Chairman Asdourian – Aye

Motion Passed: 5 to 0

Recommendation of Intent to Award for Telemetry Post Installation

Mr. Paul Christian and Mr. Ed Castle presented staff’s recommendation to issue an intent to award letter for the Telemetry Post Installation Project to LaRocco Enterprises, Inc., and answered questions from the Board.
Motion: Commissioner Gibbs made a motion to authorize the general manager to negotiate and execute a contract with LaRocco Enterprises, Inc in an amount not to exceed $9,750 for the Telemetry Post Installation project and Commissioner Higgins seconded the motion.

Vote on Motion

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

Motion Passed: 5 to 0

COMMISSIONER’S ITEMS

Low-Income Special Assessment Program (Commissioner Tobin)

Commissioner Tobin led a discussion regarding the feasibility of a special assessment program that would allow the District to help remaining parcel owners with their connections. Mr. Ray Giglio requested direction from the Board, and the Board agreed that Mr. Giglio should further investigate this program option.

Code Enforcement Referrals (Commissioner Tobin)

Commissioner Tobin led a discussion about code enforcement referrals, stating that since the Monroe County Code Enforcement has increased staff, the District should increase the number of files that are turned over. Mr. Paul Christian discussed briefly the number of parcels in various stages of the District’s code enforcement process.

The Board directed staff to accelerate the code enforcement process for the remaining parcels.

ADMIN / CUSTOMER SERVICE REPORT

Public Hearing to Consider adoption of the Key Largo Wastewater Treatment District’s 2016 Assessment Resolution.

Regular Meeting Closed: 5:09 PM

Chairman Asdourian closed the regular meeting and opened the Public Hearing to consider imposition of non-ad valorem assessments for the first time against certain parcels of real property located within the District in accordance with the Key Largo Wastewater Treatment District’s 2016 Assessment Resolution.

Public Comment: Ms. France Marzouka stated her opposition to the assessment on her parcel. Mr. Paul Christian addressed the public speaker and referred Ms. Marzouka to staff for assistance as a possible exemption.

Public Comment: Ms. Patricia Saunders stated her opposition to the assessment on her parcel. Mr. Paul Christian addressed the public speaker and referred Ms. Saunders to staff for assistance as a possible exemption.
Public Hearing Closed and Regular Meeting Reconvened: 5:19 PM

2016 Assessment Resolution

Mr. Paul Christian introduced Resolution Draft No. 10-08-16, the 2016 Assessment Resolution, and answered questions from the Board.

Motion: Commissioner Gibbs made a motion to approve and adopt Resolution No. 10-08-16, the 2016 Assessment Resolution, and Commissioner Majeska seconded the motion.

Vote on Motion

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

Motion Passed: 4 to 1

Public Hearing to Consider Amending The 2008 Final Assessment Resolution to Assess One New Parcel for the First Time

Regular Meeting Closed: 5:31 PM

Chairman Asdourian closed the regular meeting and opened the Public Hearing to Consider Amending the 2008 Final Assessment Resolution to Assess One New Parcel for the First Time.

Public Comment: Ms. Sue Heim spoke to offer clarification of the building to which the new assessment will apply.

Public Hearing Closed and Regular Meeting Reconvened: 5:34 PM

2008 Assessment Roll Amendment Resolution

Mr. Paul Christian introduced Resolution Draft No. 11-08-16 and answered questions from the Board.

Motion: Commissioner Tobin made a motion to approve Resolution 11-08-16 to Amend Resolution No. 12-06-08, the 2008 Final Assessment Resolution, to assess one new parcel for the first time and Commissioner Gibbs seconded the motion.

Vote on Motion

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

Motion Passed: 5 to 0
5 MIN BREAK: 5:44 PM

Reversal of Waiver – AK#1560219 – 35 Rose Place

Mr. Rob Bulkiewicz introduced Resolution Draft No. 09-07-16 and answered questions from the Board.

Motion: Commissioner Higgins made a motion to approve Resolution 09-07-16, Reversal of Waiver – AK#1560219 – 25 Rose Place and Commissioner Gibbs seconded the motion.

Vote on Motion
- Commissioner Higgins – Aye
- Commissioner Gibbs – Aye
- Commissioner Majeska – Aye
- Commissioner Tobin – Aye
- Chairman Asdourian – Aye

Motion Passed: 5 to 0

GENERAL MANAGER’S REPORT

FY17 Staffing Plan

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

Mr. Paul Christian presented the FY17 staffing plan and answered questions from the Board.

Staff answered questions from the Board.

EXTENSION: 6:00 PM

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

EXTENSION: 6:30 PM

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

LEGAL REPORT

Update on EPA Grants

The Board did not discuss this item.
Low-Income Trenching Assistance Program

The Board combined this item with Low-Income Special Assessment Program in Commissioner's Items.

ROUND TABLE DISCUSSION

Commissioner Tobin expressed interest in having Mr. Ray Giglio produce resolutions when decisions of importance are made by the Board.

ADJOURNMENT

The Meeting was adjourned at 6:49 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.
KLWTD MEETING 8/2/16 AGENDA ITEM M-1 – STAFFING PLAN

The organizational chart needs lines indicating reporting authorities. Is it possible to include the “N” salary number identifier in with each “description” on pages 1-5. This will clearly tie each position to its specific pay category and by extension position salary range. As it is now, the pages available to the public, showing the “N” pay ranges do not mean anything without also knowing which position is which “N” salary category.

Page 4 of 5 – Maintenance Dept – This is flat out empire building. Starting off with staff of 3 – why? Start with 1 maintenance person, reporting to Operations manager. Then expand after actually proven that more staff is required. Adding ¼ million dollars is just too extreme for an unproven (just created) department.

Sue Heim.