MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on November 15, 2016. Present were Chairman David Asdourian and Commissioners Andrew Tobin, Robert Majeska, Norman Higgins, and Stephen Gibbs. 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.

Village of Islamorada Mayor Deb Gillis led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS

- Commissioner Gibbs reminded the Board that on November 19th the District will celebrate the 14th anniversary of its creation.
- Commissioner Higgins added a discussion of Mr. Bob Manley’s parcel located at 563 Palm Drive under Commissioner’s Items.
- Chairman Asdourian requested that item L-2 be postponed until the December 13, 2016 meeting and added a proclamation under Roundtable Discussion.
- Mr. Ed Castle added a discussion of proposed change order no. 2 for the Blower Upgrade Project under Construction Report.

APPROVAL OF AGENDA

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

RECOGNIZE DISTRICT STAFF

Employee of the Month

Ms. Ines Portales, Customer Service Coordinator, was recognized as the employee of the month for October 2016.

PUBLIC COMMENT

Village of Islamorada Councilwoman Deb Gillis to Address Board

Mayor Deb Gillis requested that the District make every effort to communicate and coordinate with the Islamorada Village Council in financial discussions and to inform the Council of the status of bids and RFPs.
APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Minutes of November 1, 2016

Motion: Commissioner Gibbs made a motion to approve the Minutes of September 20, 2016 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

CONSTRUCTION REPORT

Proposed Change Order No. 2 for Blower Upgrade Project

Mr. Ed Castle discussed the Blower Upgrade Project and answered questions from the Board. He further stated that a balancing change order would be brought back at a future meeting.

OPERATIONS REPORT

Monthly Operations Report

Mr. Ed Castle presented the October Monthly Operations Report to the Board. Mr. Castle addressed Commissioner Majeska’s concerns regarding salt water intrusion into the system and stated that the field operations crews have been identifying and repairing areas of concern.

Commissioner Tobin asked if items listed in an Islamorada handout distributed by the Village are the same items that are causing backups. Staff informed the Board that the part that fails most often on the pits is not affected by larger items passing through the pit, and answered questions from the Board.

ADMIN / CUSTOMER SERVICE REPORT

Code Compliance – November 2016

Mr. Rob Bulkiewicz presented the code compliance list for November 2016 and staff answered questions from the Board.

COMMISSIONER’S ITEMS

Suggested Change to Agenda Format: “Unfinished Business” (Commissioner Tobin)

Commissioner Tobin led a discussion regarding the addition of a new section called “Unfinished Business” to the agenda. Commissioner Tobin suggested that this section could help the Board keep track of tasks that remain unfinished. The Board discussed this possible change to the
aga agenda format. Commissioner Tobin requested that this item be brought back at a future meeting for action.

**Discussion of Islamorada’s Wastewater Notice (Commissioner Tobin)**

Commissioner Tobin led a discussion regarding the notice the Village of Islamorada recently sent to its residents advising them what items should not be flushed down toilets. Staff informed the Board that a similar notice was provided to KLWTD residents in the past. The Board discussed different ways to circulate a “do not flush” notice to the residents of Key Largo, and Staff answered questions from the Board.

The Board directed staff to prepare a draft “do not flush” notice for publication in a local newspaper and to bring that draft notice back to the Board at a future meeting.

**Bob Manley – 563 Palm Drive (Commissioner Higgins)**

Commissioner Higgins led a discussion regarding Mr. Bob Manley’s parcel located at 563 Palm Drive and requested that staff provide an update on the status of the customer service case. Mr. Paul Christian informed the Board that Mr. Manley has been approved for financial assistance through Community Development Block Grant (CDBG). Staff provided the Board with a background of the case, discussed the current options available to Mr. Manley, and answered questions from the Board. Mr. Christian informed the Board he would further investigate the case and bring this matter back to the Board at a future meeting.

**ADMIN / CUSTOMER SERVICE REPORT**

*District’s Intent to Use Uniform Method of Collecting Non-Ad Valorem Assessments – Time Certain 5:00 PM*

**Public Meeting Closed: 5:00 PM**

Chairman Asdourian closed the regular meeting and opened the Public Hearing regarding the District’s intent to use the Uniform Method of Collecting non-ad valorem assessments. There were no public comments made. Chairman Asdourian closed the Public Hearing and reopened the regular meeting.

**Public Meeting Reconvened: 5:02 PM**

Staff answered questions from the Board.
Motion: Commissioner Gibbs made a motion to approve the Uniform Method of Collecting Non-Ad Valorem Assessments, Resolution No. 28-11-16 and Commissioner Tobin seconded the motion.

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

Motion Passed: 5 to 0

LEGAL REPORT

Hurricane Evacuation Resolution

Mr. Ray Giglio presented Draft Resolution No. 27-11-16 to the Board and stated that this resolution formalizes a motion passed by the Board at the October 4, 2016 meeting, which adopted the State of Florida’s procedures for evacuations during emergencies. Mr. Giglio informed the Board that the state’s Comprehensive Emergency Management Plan requires special districts to “…establish liaisons with counties and other state organizations…”

Staff answered questions from the Board. The Board directed staff to create a resolution to coordinate with Monroe County, to adopt the basic concepts of the Monroe County Comprehensive Emergency Management Plan, and to bring that resolution back at a future meeting.

Motion: Commissioner Tobin made a motion to approve Resolution No. 27-11-16 and Commissioner Gibbs seconded the motion.

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

Motion Passed: 5 to 0

ROUNDTABLE DISCUSSION

Proclamation

Chairman Asdourian introduced a proclamation thanking Commissioner Majeska for his service to the District.
Motion: Chairman Asdourian made a motion to approve and present a proclamation thanking Commissioner Majeska for his service to the District and Commissioner Tobin seconded the motion.

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

Motion Passed: 4 to 0

ADJOURNMENT

The Meeting was adjourned at 5:22 PM.

David Asdourian, Chairman

Katherine Jackson, Clerk
RESOLUTION NO. 27-11-16

A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE KEY LARGO WASTEWATER TREATMENT
DISTRICT ADOPTING THE STATE OF FLORIDA’S
EMERGENCY EVACUATION PROCEDURES; AND
PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on October 4, 2016, at a regularly scheduled meeting, the Board of Commissioners ("Board") of the Key Largo Wastewater Treatment District ("District"), voted to adopt the State of Florida’s procedures for evacuations during emergencies.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AS FOLLOWS:

Section 1. The District shall follow the Emergency Evacuation Procedures promulgated by the State of Florida ("State Procedures").

Section 2. With respect to any State Procedure(s) that the District is not mandated and required to follow, the Board may vote to waive or suspend compliance if it finds that such suspension is in the best interest the District.

Section 3. Effective Date. This Resolution shall take effect immediately upon adoption by the Board of Commissioners.

Section 4. Authorization of District Officials. The General Manager and/or his designee(s) and the District General Counsel are authorized to take all actions necessary to implement the terms and conditions of this resolution.

RESOLVED AND ADOPTED THIS 15th DAY OF NOVEMBER, 2016

The foregoing RESOLUTION was offered by Commissioner , who moved its approval. The motion was seconded by Commissioner , and being put to a vote the result was as follows:
Chairman Asdourian  AYE
Commissioner Gibbs  
Commissioner Higgins  
Commissioner Majeska  
Commissioner Tobin  

The Chairman thereupon declared this Resolution duly passed and adopted the 15th day of November, 2016.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By:  
David Asdourian, Chairman

ATTEST:

Katherine Jackson, Clerk  Approved to as to form and legal sufficiency  
Ray Giglio, General Counsel
RESOLUTION NO. 28-11-16

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, KEY LARGO, FLORIDA ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS LEVIED WITHIN THE UNINCORPORATED AREA OF THE ISLAND OF KEY LARGO; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of Commissioners of the Key Largo Wastewater Treatment District (the “District”) is contemplating the imposition of special assessments for the provision of wastewater management infrastructure; and

WHEREAS, the District intends to use the uniform method for collecting non-ad valorem special assessments for the cost of providing wastewater management services to property within the unincorporated area of the District as authorized by section 197.3632(3)(a), Florida Statutes, as amended, because this method will allow such special assessments to be collected annually commencing in November 2017, in the same manner as provided for ad valorem taxes; and

WHEREAS, the District held a duly advertised public hearing prior to the adoption of this Resolution, proof of publication of such hearing being attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE KEY LARGO WASTEWATER TREATMENT DISTRICT BOARD OF KEY LARGO, FLORIDA, THAT:

Section 1. Commencing with 2017, and with the tax statement mailed for such year, the District intends to use the uniform method of collecting non-ad valorem assessments authorized in section 197.3632(3)(a), Florida Statutes, as amended, for collecting non-ad valorem assessments for the cost of providing wastewater management services. Such non-ad valorem assessments shall be levied within the unincorporated area of the District. The area potentially subject to the assessment is described as follows: The territory consisting of Key Largo, including all lands east of Tavernier Creek, including Tavernier, Key Largo all in Monroe County, Florida with exception to all areas north of Summerland Road on US-1, and all areas north of Charlemagne Blvd on County Road 905 including Ocean Reef.

Section 2. The District hereby determines that the levy of the assessments is needed to fund the cost of wastewater management services within the unincorporated area of the District.

Section 3. Upon adoption, the District Clerk is hereby directed to send a copy of this Resolution to the Florida Department of Revenue, the Monroe County Tax Collector, and the Monroe County Property Appraiser by January 10, 2017.
Section 4. APPLICABILITY AND EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

RESOLVED AND ADOPTED THIS 15TH DAY OF NOVEMBER 2016.
The foregoing Resolution was offered by Commissioner Gibbs, who moved its approval. The motion was seconded by Commissioner Tobin, and being put to a vote the result was as follows:

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<tr>
<th>Name</th>
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<tr>
<td>Chairman Asdourian</td>
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<td>Commissioner Tobin</td>
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The Chairman thereupon declared this Resolution duly passed and adopted the 15th day of November 2016.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY:  [Signature]
David Asdourian, Chairman

ATTEST:  
[Signature]
Katherine Jackson, District Clerk

Approved to as to form and legal sufficiency

[Signature]
Ray Giglio, General Counsel

SEAL

[Seal]
NOTICE BY KEY LARGO WASTEWATER TREATMENT DISTRICT OF INTENT TO USE THE UNIFORM METHOD OF COLLECTING A NON-AD VALOREM ASSESSMENT

The Board of Commissioners ("Board") of the Key Largo Wastewater Treatment District ("District") hereby provides notice, pursuant to section 197.3632(3)(a), Florida Statutes, of its intent to use the uniform method of collecting non-ad valorem assessments, which may be levied upon certain parcels of real property located within the boundaries of the District for the costs of facilities and services, in connection with wastewater treatment within the District for the Year 2017.

The Board will consider the adoption of a resolution ("Resolution") electing to preserve its right and option to use the uniform method of collecting such assessment(s) on the same bill as for property taxes, as authorized by Section 197.3632, Florida Statutes, at a public hearing to be held at 5:00 p.m. on November 15, 2016, at the offices of the Key Largo Wastewater Treatment District, 103355 Overseas Highway, Key Largo, Florida. All interested persons are invited to attend.

The District has previously determined to use, and is presently using, the uniform method of collecting non-ad valorem special assessments. If the District adopts the Resolution, it will continue to use the uniform method for collecting such assessments. Adoption of the Resolution shall not be deemed to commit or require the District to impose any charge or assessment and the adoption of any such charges or assessments, if any, will only be made after future consideration, notice, and subsequent public hearing as provided by law. This non-ad valorem assessment may be held for one or more of the reasons listed below:

1. Assessment is levied for the first time.
2. Assessment was increased beyond the maximum rate authorized by law.
3. Related to a change in boundaries of the District.
4. Related to a change in purpose for an existing assessment or in the use of the revenue from such assessment.

Pursuant to section 286.0105, Florida Statutes, if any person decides to appeal any decision by the District with respect to any matter considered at the above-referenced public hearing, he or she will need a record of the proceedings and he or she 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.

In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the District at 305-451-4019 seven days prior to the date of the hearing.

Dated this 12th day of October 2016

By Order of: Paul Christian, Key Largo Wastewater Treatment District

Published in: Florida Keys Free Press and The Key West Citizen

During the weeks of: October 17, 2016, October 24, 2016, October 31, 2016 and November 7, 2016
Key Largo Wastewater Treatment District
BOARD OF COMMISSIONERS

PROCLAMATION
OF APPRECIATION FOR
ROBBY MAJESKA

WHEREAS, Robby Majeska has, for the last eight years, served the Key Largo Wastewater Treatment District with honor, dedication, and distinction as a member of its Board of Commissioners; and

WHEREAS, Robby Majeska has been a consistent advocate for fiscal discipline and a zealous guardian of the public’s money; and

WHEREAS, Robby Majeska has worked diligently to preserve the precious environment of the Florida Keys, while also protecting the property rights of residents and local businesses; and

NOW, THEREFORE, in recognition of his many contributions to the Key Largo Wastewater Treatment District, the Board of Commissioners does hereby proclaim the District's sincere appreciation to Robby Majeska for his service, and wishes him a fond farewell and success in all of his future endeavors.

Passed, adopted, and proclaimed by the Key Largo Wastewater Treatment District this 15th day of November, 2016.

David Asdourian, Chairman
Andrew Tobin, Commissioner
Norman Higgins, Commissioner
Stephen Gibbs, Commissioner
Paul Christian, General Manager