MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on December 6, 2016. Present were Chairman David Asdourian and Commissioners Andrew Tobin, Susan Heim, 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.

Mr. John Hammerstrom led the Pledge of Allegiance.

SWEARING-IN CEREMONY

The Honorable Luis Garcia, Chief Circuit Judge for the 16th Judicial Circuit, officiated at the Swearing-In Ceremony for Commissioners Susan Heim and Stephen Gibbs, who both took the Oath of Office.

10 MIN BREAK: 4:06 PM

ANNUAL ELECTION OF BOARD OFFICERS

Chairman

Commissioner Heim nominated Chairman Asdourian for the office of Chairman. Commissioner Higgins seconded the nomination of Chairman Asdourian for the office of Chairman. Commissioner Gibbs nominated Commissioner Tobin for the office of Chairman. Commissioner Tobin declined the nomination. No other nominations were made.

Motion: A vote was called on David Asdourian’s nomination for the office of Chairman. There were no votes in opposition, and David Asdourian was unanimously elected to the office of Chairman of the Board of Commissioners of the Key Largo Wastewater Treatment District.

Vice-Chairman

Commissioner Higgins nominated Commissioner Andrew Tobin for the office of Vice-Chairman. No other nominations were made.

Motion: A vote was called on Andrew Tobin’s nomination for the office of Vice-Chairman. There were no votes in opposition, and Andrew Tobin was unanimously elected to the office of Vice-Chairman of the Board of Commissioners of the Key Largo Wastewater Treatment District.
Secretary/Treasurer

Commissioner Gibbs nominated Commissioner Heim for the office of Secretary/Treasurer. Commissioner Higgins seconded the nomination. No other nominations were made.

**Motion:** A vote was called on Sue Heim’s nomination for the office of Secretary/Treasurer. There were no votes in opposition, and Sue Heim was unanimously elected to the office of Secretary/Treasurer of the Board of Commissioners of the Key Largo Wastewater Treatment District.

**AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS**

- Commissioner Gibbs added Holiday Bonuses under Commissioner’s Items.
- Mr. Paul Christian added 3 items: 1) Hawkins Invoice for Polymer under budget/finance report, 2) Discussion regarding the December 13, 2016 meeting under roundtable discussion, and 3) J.A. LaRocco Enterprise, Inc. Change Order No. 1 for Telemetry Post Installation under construction 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>
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<tbody>
<tr>
<td>Robby Majeska</td>
<td>Public Comment</td>
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<tr>
<td>38 Mutiny Place</td>
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<tr>
<td>Robby Majeska</td>
<td>Verbal Update on Mr. Bob Manley – 563 Palm Drive</td>
</tr>
<tr>
<td>38 Mutiny Place</td>
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<tr>
<td>Robby Majeska</td>
<td>Holiday Bonuses</td>
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Public Comment: Mr. Robby Majeska spoke regarding customer backups.

**APPROVAL OF MINUTES FROM PREVIOUS MEETINGS**

**Minutes of November 15, 2016**

**Motion:** Commissioner Gibbs made a motion to approve the Minutes of November 15, 2016 and Commissioner Higgins seconded the motion. The motion passed without objection.
GENERAL MANAGER’S REPORT

Calendar Year 2017 Board Meeting Dates

Mr. Paul Christian presented the proposed schedule of Board Meeting dates for calendar year 2017.

Motion: Commissioner Gibbs made a motion to approve the Calendar Year 2017 Board Meeting Dates and Commissioner Higgins seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Commissioner Gibbs</th>
<th>Aye</th>
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<tbody>
<tr>
<td>Commissioner Higgins</td>
<td>Aye</td>
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<td>Commissioner Tobin</td>
<td>Aye</td>
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<tr>
<td>Chairman Asdourian</td>
<td>Aye</td>
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Motion Passed: 5 to 0

CONSTRUCTION REPORT

Monthly Construction Report

Mr. Ed Castle presented the monthly construction report for November 2016, and staff answered questions from the Board.

Wharton-Smith, Inc. Change Order No. 2 for Blower Upgrade

Mr. Ed Castle presented Wharton-Smith, Inc. Change Order No. 2 for the Blower Upgrade project in the amount of $3,253.00 and informed the Board that this change order is for several changes to the work that were made necessary by conditions encountered during construction; and reflects a credit for the sale of the 100 HP Turblex blower.

Staff answered questions from the Board.

Motion: Commissioner Higgins made a motion to approve Wharton-Smith, Inc. Change Order No. 2 in an amount not to exceed $3,253.00 and Commissioner Gibbs seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Commissioner Higgins</th>
<th>Aye</th>
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<td>Aye</td>
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<td>Chairman Asdourian</td>
<td>Aye</td>
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</tbody>
</table>

Motion Passed: 5 to 0

Wharton-Smith, Inc. Change Order No. 3 for Blower Upgrade

Mr. Ed Castle presented Wharton-Smith, Inc. Change Order No. 3 for the Blower Upgrade project. Mr. Castle informed the Board that this change order is a bookkeeping item that will
have no financial impact to the total cost of the project and simply deducts the direct purchase amount of $922,000.00 from Wharton-Smith, Inc.’s contract amount.

Staff answered questions from the Board.

**Motion:** Commissioner Tobin made a motion to approve Wharton-Smith, Inc. Change Order No. 3 with no financial impact on the total cost of the project and Commissioner Heim seconded the motion.

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

**Motion Passed: 5 to 0**

**J.A. LaRocco Enterprise, Inc. Change Order No. 1 for Telemetry Post Installation**

Mr. Ed Castle presented the J.A. LaRocco Enterprise, Inc. Change Order No. 1 for the Telemetry Post Installation project in the amount of $7,800, and explained that this is a change order for the installation of 4 additional Telemetry Posts.

Staff answered questions from the Board.

**Motion:** Commissioner Gibbs made a motion to approve J.A. LaRocco Enterprise, Inc. Change Order No. 1 in an amount not to exceed $7,800.00 and Commissioner Higgins seconded the motion.

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

**Motion Passed: 5 to 0**

**ADMIN / CUSTOMER SERVICE REPORT**

**Verbal Update on Mr. Bob Manley – 563 Palm Drive**

Public Comment: Mr. Robby Majeska spoke regarding Mr. Bob Manley’s request.

Mrs. Diane Bockelman informed the Board that staff has identified a possible solution that involves moving the connection point approximately 30 feet.

Staff answered questions from the Board, and the Board instructed staff to inform Mr. Manley of this option and of all costs associated with moving the connection point.
Contiguous Vacant Waiver – AK#1599352 – McInerny Waggle, Inc.

Mrs. Diane Bockelman presented a resolution granting the request of McInerny Waggle, Inc. for removal of one tax parcel, AK#1599352 – vacant land at Lime Grove Estates, from the 2016 Non-Ad Valorem assessment. The Board raised various concerns regarding this waiver, including the ownership of land and the consideration of the contiguousness of this parcel.

Staff answered questions from the Board, and the Board requested that this item be brought back at a future meeting.

Refund of Wastewater Assessment – AK#8932353 – Gray

Mrs. Diane Bockelman presented a request for refund for Mr. Curtis Gray – AK#8932353 – 247 South Ocean Shores Drive in the amount of $2,080.00. The Board discussed various concerns regarding procedure and setting future precedents.

Staff answered questions from the Board.

Motion: Commissioner Gibbs made a motion to move Refund of Wastewater Assessment – AK#8932353 – Gray from discussion to action and Commissioner Higgins seconded the motion. The motion passed without objection.

Motion: Commissioner Higgins made a motion to approve the refund of wastewater assessment – AK#8932353 – Gray for the principle only, in an amount not to exceed $2,080.00 and Commissioner Tobin seconded the motion.

Vote on Motion

Commissioner Higgins – Aye
Commissioner Tobin – Aye
Commissioner Gibbs – Aye
Commissioner Heim – Nay
Chairman Asdourian – Nay

Motion Passed: 3 to 2

COMMISSIONER’S ITEMS

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

Commissioner Tobin led a discussion regarding the addition of “Unfinished Business” to the agenda format. Commissioner Tobin suggested that staff should keep a list of pending items, and provide it to the commissioners before Board meetings. The Board discussed the procedure that they will use to add items to the list.

The Board directed staff to add an “Unfinished Business” heading under Roundtable Discussion to future Board meeting agendas, and to supply the Board with the list before every Board meeting. Multiple commissioners then added items to the “Unfinished Business” list.
Holiday Bonuses (Commissioner Gibbs)

Public Comment: Mr. Robby Majeska spoke against holiday bonuses.

Commissioner Gibbs led a discussion regarding holiday bonuses for staff. Commissioner Tobin objected to staff receiving a bonus, citing the issue of appropriateness as his reason for objecting.

**Motion:** Commissioner Gibbs made a motion give a $500 bonus to staff, excluding the General Manager and Legal Counsel.

**Amendment:** Commissioner Tobin amended the motion to give a $100 bonus to staff, excluding the General Manager and Legal Counsel. Commissioner Gibbs rejected the motion.

**Motion:** Commissioner Higgins seconded Commissioner Gibbs’ main motion.

**Vote on Motion**

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<td>Chairman Asdourian</td>
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**Motion Passed:** 4 to 1

**EXTENSION:** 6:02 PM

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

**BUDGET AND FINANCE REPORT**

*Insurance Deductible for Sewer Backup Claim*

Mrs. Connie Fazio presented an invoice for a $25,000 for an insurance deductible for a sewer backup at 506 Caribbean Drive that occurred in August 2015 and answered questions from the Board.

**Motion:** Commissioner Heim made a motion to approve the $25,000 insurance deductible payment to PGIT and Commissioner Higgins seconded the motion.

**Vote on Motion**

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**Motion Passed:** 5 to 0
Hawkins Invoice for Polymer

Mr. Paul Christian presented a Hawkins, Inc. invoice for polymer in the amount of $11,598.30 to the Board. Mr. Christian informed the Board that the cost of chemicals has increased and the bill is now over the General Manager's $10,000 approval threshold.

Staff answered questions from the Board and the Board requested that staff bring an annual resolution of reoccurring payments back to the Board for approval.

Motion: Commissioner Tobin made a motion to approve the $11,598.30 Hawkins, Inc. payment and Commissioner Higgins seconded the motion.

Vote on Motion

<table>
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Motion Passed: 5 to 0

ROUNDTABLE DISCUSSION

December 13, 2016 Meeting

Mr. Paul Christian requested that the Board give staff direction regarding the topics that will be on the discussion agenda for the December 13, 2016 Roundtable meeting. Mr. Christian stated that the grievance policy is the only item on the agenda. The Board discussed several options.

Motion: Commissioner Heim made a motion to cancel the December 13, 2016 Board meeting and Commissioner Gibbs seconded the motion. The motion passed without objection.

Commissioner Tobin requested that Mr. Ray Giglio research the legality of the District giving employees bonuses, and that he present the results of his research at a future Board meeting.

ADJOURNMENT

The Meeting was adjourned at 6:20 PM.

David Asdourian, Chairman

Katherine Jackson, Clerk