MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on December 20, 2016. Present were Chairman David Asdourian and Commissioners Andrew Tobin, Susan Heim, and Stephen Gibbs. Commissioner Norman Higgins was absent. Also present were General Manager Paul Christian, General Counsel Ray Giglio, Ed Castle with Weiler Engineering, Peter Rosasco with Bishop, Rosasco & Co., District Clerk Katherine Jackson, and other appropriate District Staff.

Commissioner Sue Heim led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS

- Commissioner Heim added an update on Mr. Bob Manley – 563 Palm Drive under General Manager's Report.
- Commissioner Tobin requested that the General Manager Employment Contract be moved to the middle meeting in January 2017 and that the General Counsel Employment Contract be moved to the middle meeting in February 2017.
- Mr. Paul Christian added January meetings under Commissioner's Items and requested that the Board move FY16 Financial Reports after Approval of Minutes of Previous Meetings, and move Recognize District Staff to the next meeting.
- Chairman Asdourian added the General Manager and General Counsel employment contract extensions under Commissioner's Items

APPROVAL OF AGENDA

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

PUBLIC COMMENT

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<tr>
<th>Name and Address</th>
<th>Subject</th>
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<tr>
<td>Robby Majeska</td>
<td>Public Comment</td>
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<td>38 Mutiny Place</td>
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<tr>
<td>Dottie Moses</td>
<td>Public Comment</td>
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<td>Key Largo, FL</td>
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Public Comment: Mr. Robby Majeska expressed his concern regarding a recent visit to the office.
Public Comment: Ms. Dottie Moses expressed her concerns regarding money spent by the commission.

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Minutes of November 15, 2016

Motion: Commissioner Gibbs made a motion to approve the Minutes of December 6, 2016, and Commissioner Heim seconded the motion. The motion passed without objection.

BUDGET AND FINANCE REPORT

FY16 Financial Reports

Mr. Peter Rosasco presented the 2016 year-end financial report and answered questions from the Board.

CONSTRUCTION REPORT

Wharton-Smith, Inc. Change Order No. 4 for Vacuum Station “E” Tank Rehabilitation

Mr. Ed Castle presented Wharton-Smith, Inc. Change Order No. 4 for the Vacuum Station “E” Tank Rehabilitation project, which includes a financial impact of $1,785 and an additional 30 days to the contract duration.

Staff answered questions from the Board.

Motion: Commissioner Gibbs made a motion to approve Wharton-Smith, Inc. Change Order No. 4 in an amount not to exceed $1,785.00 and Commissioner Heim seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Aye</th>
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<tbody>
<tr>
<td>Commissioner Gibbs</td>
<td>Aye</td>
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<tr>
<td>Commissioner Heim</td>
<td>Aye</td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td>Aye</td>
</tr>
<tr>
<td>Commissioner Higgins</td>
<td>Absent</td>
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<tr>
<td>Chairman Asdourian</td>
<td>Aye</td>
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Motion Passed: 4 to 0

Direct Purchase of Electric Valve Actuators for Blower Upgrade

Mr. Ed Castle presented a request for District direct purchase of six electric valve actuators for the WWTP Blower Upgrade Project in the amount of $36,634, which includes installation and startup by the Vendor.

Mr. Paul Christian informed the Board that Wharton-Smith, Inc. Change Order No. 4 for the WWTP Blower Upgrade project is a companion item to the direct purchase of the actuators. Mr. Christian explained that by the terms of Change Order No. 4 for the WWTP Blower Upgrade
project, Wharton-Smith, Inc. will provide the electrical connections and control programming for the six electric actuators, and that the financial impact will be $29,385.

Staff answered questions from the Board.

**Motion:** Commissioner Tobin made a motion to approve the direct purchase of the electric valve actuators in an amount not to exceed $36,634 and to approve Wharton-Smith, Inc. Change Order No. 4 for the WWTP Blower Upgrade project in an amount not to exceed $29,385 and Commissioner Gibbs seconded the motion.

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

**Motion Passed: 4 to 0**

*Wharton-Smith, Inc. Change Order No. 4 for WWTP Blower Upgrade*

This item was discussed under *Direct Purchase of Electric Valve Actuators for Blower Upgrade.*

**OPERATIONS REPORT**

*Monthly Operations Report*

Mr. Ed Castle presented the November Monthly Operations Report to the Board. Mr. Jered Primicerio, Plant Operations Manager, presented a live broadcast of the Blower Upgrade project. Mr. Mike Dempsey, Field Operations Manager, gave a PowerPoint presentation on the Vacuum Station “E” Tank Rehabilitation project and the repair of manholes and buffer tanks within the service area.

Staff answered questions from the Board.

**ADMIN / CUSTOMER SERVICE REPORT**

*Code Compliance - December 2016*

Mr. Rob Bulkiewicz, Director of Administration, presented the code compliance list for December 2016 and staff answered questions from the Board.

*Contiguous Vacant Waiver – AK#1599352 – McInerny Waggle, Inc.*

Mrs. Diane Bockelman, Billing and Assessments Coordinator, presented a resolution granting the removal of one tax parcel from the 2016 Non-Ad Valorem assessment for AK#1599352 – vacant land located at Lime Grove Estates. Mrs. Bockelman informed the Board that the property appraiser was contacted in this matter, and that they did not plan to make any adjustments to the parcel information at this time.
Staff answered questions from the Board.

Motion: Commissioner Heim made a motion to approve Resolution Draft No. 29-12-16 to remove AK#1599352 from the 2016 Non-Ad Valorem Assessment and Commissioner Gibbs seconded the motion.

Vote on Motion

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<tr>
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<tr>
<td>Commissioner Heim</td>
<td>Nay</td>
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<tr>
<td>Commissioner Gibbs</td>
<td>Aye</td>
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<td>Commissioner Tobin</td>
<td>Nay</td>
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<td>Commissioner Higgins</td>
<td>Absent</td>
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<td>Chairman Asdourian</td>
<td>Aye</td>
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Motion Failed: 2 to 2

Board directed staff to inform the customer of the decision made by the Board.

Extension: 6:00 PM

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

MCLA Conservation Waiver of Assessment – Thomas Hastings

Mrs. Diane Bockelman presented a resolution granting the Monroe County Land Authority (MCLA) a Conservation Waiver of Assessment for AK#1543454 and AK#1543462 – Palma Sola and AK#1545376 – Ocean Park Village, all of which are being conveyed to the MCLA as conservation parcels; and she answered questions from the Board.

Motion: Commissioner Tobin made a motion to approve Resolution Draft No. 30-12-16 to remove AK#1543454, AK#1543462 and AK#1545376 from the 2009 Non-Ad Valorem and Commissioner Heim seconded the motion.

Vote on Motion

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<td>Commissioner Tobin</td>
<td>Nay</td>
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<td>Commissioner Heim</td>
<td>Aye</td>
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<td>Commissioner Gibbs</td>
<td>Aye</td>
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<td>Commissioner Higgins</td>
<td>Absent</td>
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<td>Chairman Asdourian</td>
<td>Aye</td>
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Motion Passed: 3 to 1

5 MIN BREAK: 6:12 PM

COMMISSIONER’S ITEMS

Board Procedures for Agenda “Add-On” Fiscal Items (Commissioner Heim)

Commissioner Heim led a discussion regarding the previously adopted Board Practices and Policies. The Board discussed including this item on the next workshop meeting agenda.
Commissioner Tobin suggested that staff create a resolution adopting the current *Board Practices and Policies* and bring it back at a future meeting.

*Board Procedure for End of Year Fiscal/Contractual Items (Commissioner Heim)*

This item was discussed under *Board Procedures for Agenda “Add-On” Fiscal Items*.

*January Meetings*

The Board discussed the possibility of rescheduling the January 3, 2017 meeting due to schedule conflicts.

**Motion:** Commissioner Tobin made a motion to cancel the January 3, 2017 meeting, add a regular meeting on January 24, 2017, and publish a notice of the change in the meeting schedule. Commissioner Gibbs seconded the motion.

**Vote on Motion**

<table>
<thead>
<tr>
<th>Commissioner Tobin –</th>
<th>Aye</th>
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<tbody>
<tr>
<td>Commissioner Gibbs –</td>
<td>Aye</td>
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<td>Commissioner Heim –</td>
<td>Aye</td>
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<tr>
<td>Commissioner Higgins –</td>
<td>Absent</td>
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<tr>
<td>Chairman Asdourian –</td>
<td>Aye</td>
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**Motion Passed: 4 to 0**

*General Manager and General Counsel Employment Contract*

The Board discussed their various concerns regarding the expiration of the current contracts for the General Manager and General Counsel.

**Motion:** Commissioner Tobin made a motion to extend the General Manager and General Counsel contracts 60 days and Commissioner Heim seconded the motion. The motion passed without objection.

**GENERAL MANAGER’S REPORT**

*Mr. Bob Manley Update – 563 Palm Drive*

Mr. Paul Christian advised the Board that Mr. Bob Manley of 563 Palm Drive was notified of the fact that staff had determined that his connection point could be moved and of the costs associated with this move, but that Mr. Manley subsequently informed staff that he was uninterested in this proposal. Staff answered questions from the Board.
BUDGET AND FINANCE REPORT

Plant Capacity Upgrade Billing to Village of Islamorada

Ms. Connie Fazio informed the Board that the District will be sending an amended Plant Capacity Upgrade invoice to the Village of Islamorada for fiscal year 2016 and staff answered questions from the Board.

ROUNDTABLE DISCUSSION

Unfinished Business

The Board discussed the various items on the list of Unfinished Business.

EXTENSION: 7:00 PM

Motion: Commissioner Heim made a motion to extend the meeting 10 minutes. The motion passed without objection.

ADJOURNMENT

The Meeting was adjourned at 7:08 PM.

David Asdelrian, Chairman

Katherine Jackson, Clerk
RESOLUTION NO. 29-12-16
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT APPROVING THE REQUEST OF MONROE COUNTY LAND AUTHORITY FOR REMOVAL OF THREE TAX PARCELS AS CONSERVATION LAND FROM THE 2009 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Tax Parcels described in Section 1 are being conveyed to the Monroe County Land Authority ("Land Authority"), a local agency, for the purpose of protecting the natural environment and preserving wildlife habitat under the provisions of Chapter 380, F.S. and/or Monroe County Code section 2-397; and

WHEREAS, the Tax Parcels described in Section 1 will be used as Conservation Parcels and will not be improved with facilities that will generate wastewater; and

WHEREAS, the Land Authority has made an application to the Key Largo Wastewater Treatment District ("District") for a waiver of all future assessments of the District’s System Development Charge; and

WHEREAS, pursuant to Section 10.06(a)(iii), of the District’s General Rules and Regulations, the Owner(s) may request that the District exclude such Tax Parcels and waive all future assessments of the System Development Charges, for those Tax Parcels.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT THAT:
The Tax Parcels designated in Section 1 below be and are excluded from the Key Largo Wastewater Treatment District 2009 Non Ad-Valorem Assessment.

Section 1.
PARCEL ID: 00443760-000000
AK NO.: 1543454
PARCEL DESCRIPTION: LOT 8 SQR 6 PALMA SOLA PB1-115 KEY LARGO G72-60 OR 225-367-368 OR781-1370 OR2809-1065D/C OR2809-1059 OR2811-1938/39ORD

PARCEL ID: 00443770-000000
AK NO.: 1543462
PARCEL DESCRIPTION: LOT 9 SQR 6 PALMA SOLA PB1-115 KEY LARGO G72-60 OR 225-367-368 OR781-1370 OR2809-1065D/C OR2809-1059 OR2811-1938/39ORD
PARCEL ID: 00445700-000000
AK NO. 1545376
PARCEL DESCRIPTION: BK 2 LT 9 OCEAN PARK VILLAGE PB4-14 KEY LARGO OR53 3-686 OR765-1638 OR2809-1053 OR2811-1938/39ORD

Section 2. Should any owner of the parcels listed in Section 1 above later desire wastewater service to the tax parcel, or develop the parcel(s) with any structure capable of producing wastewater, they agree to pay all direct and indirect District costs of providing service as well as any unpaid portions of the assessment herein waived.

Section 3. APPLICABILITY AND EFFECTIVE DATE. This Resolution shall take effect upon adoption by the Board of Commissioners.

Section 4. AUTHORIZATION OF DISTRICT OFFICIALS. The General Manager and/or his designee(s) are authorized to take all actions necessary to implement the terms and conditions of this resolution.

RESOLVED AND ADOPTED THIS 20TH DAY OF DECEMBER 2016

The foregoing RESOLUTION was offered by Commissioner Tobin, who moved its approval. The motion was seconded by Commissioner Heim, and being put to a vote the result was as follows:

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Chairman Asdourian
Commissioner Gibbs
Commissioner Heim
Commissioner Higgins
Commissioner Tobin

The Chairman thereupon declared this Resolution duly passed and adopted the 20th day of December, 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

[Seal]