MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on February 7, 2017. Present were Chairman David Asdourian and Commissioners Andrew Tobin, Susan Heim, and Stephen Gibbs. Commissioner Robert Majeska arrived at 4:05 PM. Also present were General Manager Peter Rosasco with Bishop, Rosasco & Co., General Counsel Ray Giglio, Ed Castle with Weiler Engineering, District Clerk Katherine Jackson, and other appropriate District Staff.

Mr. Jered Primicerio led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS

- Commissioner Heim requested that Commissioner’s Item (L) be moved after item G-1, that item L-6 be removed, and that 2 items be added under Roundtable Discussion: 1) K LWTD Property and 2) Recent Check Register.
- Mr. Peter Rosasco added Lobbyist Reporting under General Manager’s Report.

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 (E)

Mr. Tom Gould, Construction Inspector, was recognized as Employee of the Month for February 2017.

Mr. Beau Sponseller, Senior System Technician, was recognized as Employee of the Month for January 2017.

Ms. Laura Weinstock, Contracts Administrator, was recognized as Employee of the Month for December 2016.

PUBLIC COMMENT (F)

<table>
<thead>
<tr>
<th>Name and Address</th>
<th>Subject</th>
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<tr>
<td>Robert Manley</td>
<td>Public Comment</td>
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<tr>
<td>563 Palm Drive</td>
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<td>Key Largo, FL</td>
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Public Comment: Mr. Robert Manley asked the Board to address and resolve his request that the District change the tie-in location for his house.

The Board added Robert Manley – 563 Palm Drive under Roundtable Discussion.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Minutes of February 21, 2017 (G-1)

Motion: Commissioner Gibbs made a motion to approve the Minutes of February 21, 2017 and Commissioner Heim seconded the motion. The motion passed without objection.

COMMISSIONER'S ITEMS

Hiring of a New General Counsel (Commissioner Gibbs) (H-1)

Public Comment: Mr. Dirk Smits addressed the Board and requested that his firm, Vernis & Bowling of the Florida Keys, be considered during the selection process for the District’s new attorney.

Commissioner Gibbs requested that the Board discuss the pros and cons of having a full time versus part time attorney, as well as the pros and cons of in-house counsel versus outside counsel.

The consensus of the Board was that this item should be addressed under Roundtable Discussion.

Proposed Amendment to Practices and Procedures Manual (No Vote) (Commissioner Gibbs) (H-2)

Commissioner Gibbs requested that Board revise the Board’s Practices and Policies manual to provide that a commissioner who has voted “nay” on an item may not bring it back more than once. Chairman Asdourian suggested revising the language to provide that a commissioner can bring back an item only once, regardless of whether that commissioner had voted “yay,” “nay,” or had not voted.
After discussion and deliberation, the Board requested that this item be brought back at a future meeting with the revised language inserted into the Board’s Practices and Policies manual and with a draft resolution adopting the change.

**Proposed Amendment to Practices and Procedures Manual (Commissioner Tobin) (H-3)**

Commissioner Tobin requested that the Board revise the Board’s Practices and Policies manual to address the issues of: the Clerk’s duties with respect to the agenda; who has responsibility for the preparation of the draft agenda; and who should be able to add items to the draft agenda. Commissioner Majeska suggested adding a timeframe within which items must be submitted, in order for those items to be included in the draft agenda.

After discussion and deliberation, the Board requested this item be brought back at a future meeting with the revised language inserted into the Board’s Practices and Policies manual and with a draft resolution adopting the change.

**Washington, D.C. Trip (Chairman Asdourian) (H-4)**

Chairman Asdourian requested that the Board take formal action regarding the selection of the commissioner who will be representing the District in Washington, D.C. Commissioner Majeska spoke to his qualifications to represent the District in Washington, D.C.

**Motion:** Commissioner Gibbs made a motion to appoint Commissioner Majeska to represent the District in Washington, D.C. and Commissioner Tobin seconded the motion.

**Vote on Motion**

- Commissioner Gibbs – Aye
- Commissioner Tobin – Aye
- Commissioner Majeska – Aye
- Commissioner Heim – Aye
- Chairman Asdourian – Aye

**Motion Passed: 5 to 0**

**Proposed Agenda Format Changes (Commissioner Heim) (P-5)**

Commissioner Heim requested that the Board consider adopting her revision of the order of agenda items and stated that business should be taken care of first. During the Board’s discussion, it was noted that members can move items around at the meeting if they so choose.

**OPERATIONS REPORT**

**Monthly Operations Report (J-1)**

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

Chairman Asdourian requested that Islamorada Salinity be added to the report.
ADMIN / CUSTOMER SERVICE REPORT

Review of McInerny Waggle Inc, Contiguous Vacant Waiver (L-1)

Public Comment: Ms. Christi Meder asked the Board to reconsider the request of McInerny Waggle Inc, for a waiver of KLWTD’s Wastewater System Development Charge for AK#1599352 as a Contiguous Vacant Parcel.

Mr. Ray Giglio informed the Board that because of the unusual, bifurcated nature of AK#1599352, it does not appear to fit within the definition of a Contiguous Vacant Parcel that is contained in Rule10.06(a)(i) of the KLWTD Rules and Regulations. However, since both McInerny Waggle Inc., and both parcels adjacent to AK#1599352 are owned by members of the same family, it would not be improper for the Board to grant the applicant’s request for a waiver if all of the beneficial owners of AK#1599352 joined in the application.

Staff answered questions from the Board and the Board requested that Mr. Giglio ensure all the paperwork is submitted properly and bring this item back at a future Board meeting.

MCLA Conservation Waiver of Assessment – Winston Park

Mr. Rob Blukiewicz presented a Resolution DRAFT No. 10-03-17 granting the Monroe County Land Authority (MCLA) a Conservation Waiver of Assessment for AK#1668982 – Winston Park, which is being conveyed to the MCLA as conservation parcels; and staff answered questions from the Board.

Commissioner Tobin suggested Mr. Peter Rosasco speak with Mr. Roman Gastesi, Monroe County Administrator or with the MCLA regarding the future financial impact conservation waivers will have on the District.

Motion: Commissioner Heim made a motion to approve final Resolution No. 06-03-17 to remove AK#1668982 from the 2006 Non-Ad Valorem Assessment and Commissioner Gibbs seconded the motion.

Vote on Motion

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

Motion Passed: 5 to 0

5 MIN BREAK: 5:41 PM

GENERAL MANAGER’S REPORT

Florida Keys Day (M-1)

Mr. Peter Rosasco informed the Board that Florida Keys Day is on April 18, 2017 and that he would like the Board to discuss which commissioner will be representing the District in
Tallahassee. Commissioner Gibbs and Commissioner Heim both expressed interest in attending the event.

Motion: Commissioner Gibbs made a motion that the District offer $500 as a Sergeant-at-Arms sponsorship and Commissioner Majeska seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Commissioner Gibbs</th>
<th>Aye</th>
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<tr>
<td>Commissioner Majeska</td>
<td>Aye</td>
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<tr>
<td>Commissioner Tobin</td>
<td>Aye</td>
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<tr>
<td>Commissioner Heim</td>
<td>Aye</td>
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<tr>
<td>Chairman Asdourian</td>
<td>Aye</td>
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</table>

Motion Passed: 5 to 0

EXTENSION: 5:59 PM

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

March Middle Meeting (M-2)

Mr. Peter Rosasco informed the Board that staff has a very limited number of items for inclusion in the March 21, 2017 agenda and requested that the Board consider moving the items on the March 21, 2017 agenda to the March 14, 2017 meeting, and cancelling the March 21, 2017 meeting.

The Board directed staff to move the March 21, 2017 items to the March 14, 2017 agenda and to cancel the March 21, 2017 meeting.

Lobbyist Reporting (M-3)

Mr. Peter Rosasco informed the Board that he will be asking the District’s lobbyists to provide a written report on the matters they are—or will be—working on for the District, and on any upcoming opportunities for the District. Commissioner Heim suggested that the Board study the amount of work the lobbyists are doing for the District, with an eye toward scaling down that work in the future. Commissioner Tobin suggested that Ms. Cynthia Henderson, the District’s lobbyist in Tallahassee, might be able to analyze some of the bills that she sends back to the District; and he further suggested that she call in periodically to update the Board on her activities.

ROUNDTABLE DISCUSSION

Unfinished Business (P-1)

Commissioner Tobin requested “Other Agency Bonuses” be taken off the list and added to placeholders so a presentation can be made to the Board at some time well before the next holiday season.
Commissioner Majeska suggested that if staff were to contact Airvac and ask them to give the District a sales presentation, such a presentation would likely include possible improvements to the District’s system. He also suggested that “Airvac Presentation” be moved from unfinished business to placeholders.

KLWTD Property (Commissioner Heim) (P-2)

Commissioner Heim requested that staff investigate a truck that has been parked in front of Vacuum Station I with a “for sale” sign on it; that staff make sure the truck is not on District property; and that staff report back on this matter.

Check Register (Commissioner Heim) (P-3)

Commissioner Heim stated that she had multiple questions regarding the most recent check register. Staff informed the Board that the commissioners are welcome to sit with staff and that staff will be available for any questions that may arise.

EXTENSION: 6:30 PM
Motion: Commissioner Gibbs made a motion to extend the meeting 30 minutes. The motion passed without objection.

Bob Manley – 563 Palm Drive (P-4)

Public Comment: Mr. John Sorensen requested the Board negotiate the amount that the District is charging Mr. Robert Manley to move the cleanout and suggested that he would be willing to pay a lower fee.

Staff informed the Board that Mr. Manley was presented with three separate options for a new cleanout location, and stated the approximate cost of each option. Staff further advised the Board that Mr. Manley has refused all three options. The Board agreed that the fee to move the cleanout should be paid in full before work can commence and staff answered questions from the Board.

Hiring of a New General Counsel (Commissioner Gibbs) (P-5)

The Board discussed the advantages and disadvantages of a full-time versus a part-time attorney. Chairman Asdourian suggested that before making any decisions, the Board should wait until Mr. Peter Rosasco has had a chance to weigh-in on what kind of attorney he believes the District should hire.
ADJOURNMENT

The Meeting was adjourned at 7:02 PM.

David Adourian, Chairman

Katherine Jackson, Clerk
RESOLUTION NO. 06-03-17

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 ONE
TAX PARCEL AS CONSERVATION LAND FROM THE 2006
NON-AD VALOREM ASSESSMENT; AND PROVIDING
FOR APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Tax Parcels described in Section 1 is 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 Parcel described in Section 1 will be used as a Conservation
Parcel 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 Parcel designated in Section 1 below be and is excluded from the Key Largo
Wastewater Treatment District 2006 Non Ad-Valorem Assessment.

Section 1.

<table>
<thead>
<tr>
<th>PARCEL ID:</th>
<th>00545480-000000</th>
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<tbody>
<tr>
<td>AK NO.</td>
<td>1668982</td>
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<tr>
<td>PARCEL DESCRIPTION:</td>
<td>BK 1 LT 13 WINSTON PARK SUB PB4-104 KEY LARGO OR297-77 OR725-791/792 OR822-2406-TR</td>
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Section 2.

Should any owner of the parcel 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 7TH DAY OF MARCH 2017

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

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The Chairman thereupon declared this Resolution duly passed and adopted the 7th day of March, 2017.

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