MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on April 11, 2017. Present were Chairman David Asdourian and Commissioners Andrew Tobin, Susan Heim, Stephen Gibbs, and Robert Majeska. Also present were General Manager Peter Rosasco with Bishop, Rosasco & Co., Ed Castle with Weiler Engineering, General Counsel Ray Giglio, District Clerk Katherine Jackson, and other appropriate District Staff.

Commissioner Tobin led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

- Commissioner Gibbs requested that item H-4 be changed from Action to Discussion and that solar energy conversion be added under Roundtable Discussion.
- Commissioner Majeska requested that item J be moved after item F.
- Chairman Asdourian added a discussion of commissioner life insurance under Roundtable Discussion.
- Mr. Ray Giglio added a discussion of Lake Surprise II V. KLWTD under Legal Report.

APPROVAL OF AGENDA (D-1)

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

PUBLIC COMMENT (F)

<table>
<thead>
<tr>
<th>Name and Address</th>
<th>Subject</th>
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<tbody>
<tr>
<td>Albert Brian</td>
<td>Public Comment</td>
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<tr>
<td>2 Seagate Boulevard</td>
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Public Comment: Mr. Albert Brian submitted "Attachment A" and addressed the Board regarding his commercial property located at 2 Seagate Boulevard, Key Largo (the American Legion). Mr. Brian indicated to the Board that one of the mahogany trees on his property died after District installed the main sewer line in the right-of-way and that he would like the connection to be moved to a different location. The Board addressed Mr. Brian and requested that this item be added to a future agenda.
ADMIN AND CUSTOMER SERVICE REPORT (J)

Contiguous Vacant Waiver – McInerny Waggle Inc AK#1599352 (J-1)

Mrs. Diane Bockelman presented Resolution No. 13-04-17, the Contiguous Vacant Waiver for McInerny Waggle Inc AK#1599352. Mr. Ray Giglio informed the Board that it would not be improper for the Board to grant the applicant’s request for a waiver since all the beneficial owners of AK#1599352 joined in the application. Staff answered questions from the Board.

Motion: Commissioner Gibbs made a motion to approve Resolution No. 13-04-17 and Commissioner Majeska seconded the motion.

Vote on Motion

Commissioner Gibbs – Aye
Commissioner Majeska – Aye
Commissioner Tobin – Aye
Commissioner Heim – Nay
Chairman Asdourian – Aye
Motion Passed: 4 to 1

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Minutes of March 14, 2017 (G-1)

Commissioner Gibbs noted that the minutes contained a request from the Board that a maintenance section be added to the monthly report. Mr. Ryan Dempsey, Maintenance Supervisor address that omission in this month’s report and informed the Board that there will be a maintenance section in the March 2017 Monthly Report.

Motion: Commissioner Gibbs made a motion to approve the Minutes of March 14, 2017 and Commissioner Majeska seconded the motion. The motion passed without objection.

GENERAL MANAGER’S REPORT (H)

February 2017 Monthly Report (H-1)

Mr. Peter Rosasco informed the Board that each department head would discuss his or her section of the monthly report. Mr. Ed Castle presented the Operations and Construction section, Mrs. Diane Bockelman presented the Customer Service Section, and Mrs. Connie Fazio presented the Budget and Finance Section. Staff answered questions from the Board and Mr. Rosasco informed the Board that a debt service presentation will be given at a future meeting.

FY17/18 FKWQIP (H-2)

Mr. Peter Rosasco gave a report on the FY17/18 Florida Keys Water Quality Improvement Program (FKWQIP) trip to Washington, D.C. Mr. Rosasco informed the Board that he and Commissioner Majeska, along with representatives of the other Local Sponsors, met with and
were well received by, members of the South Florida House Congressional Delegation, both of Florida’s U.S, Senators, and Army Corps of Engineers staff. He indicated that the meetings were very productive and that all of the officials with whom they met expressed support for funding FY17/18 Corps of Engineers Environmental Infrastructure projects, the funding source that has provided over $50 million to the FKWQIP local sponsors for sewers. Mr. Rosasco directed the Board’s attention to the report in the Agenda that had been prepared and submitted by Mr. Fred Hicks, the District’s lobbyist in Washington, D.C., which provides a summary of events.

_M-Files Records Software Update (H-3)_

Mrs. Katherine Jackson presented a memo that informed the Board of the recent procurement of M-files records management software, and that outlined the need for and the functionality of that software. Mrs. Jackson informed the Board that the M-files software will be used to digitize existing District records to create a more manageable and functional records program, and that M-files will ensure that all State of Florida records retention requirements are met through an automated process. She further explained that it was for all of these reasons that staff recommended, and the General Manager approved, the purchase of M-files records retention software.

Staff answered questions from the Board.

_EssentialNet Solutions (ENS) Service Agreement (H-4)_

Mr. Peter Rosasco informed the Board that representatives from EssentialNet Solutions and Codified were present in the audience to make presentations to the Board regarding their respective proposals. Mr. John Redrup, Jr., ENS President, presented the EssentialNet Solutions proposal and Mr. Ernesto Milian, Codified CEO, presented the Codified proposal. Both representatives answered questions from the Board.

The Board directed staff to check references, costs, and company employees, and to compile and present a matrix to the Board at a future meeting.

EXTENSION: 6:00 PM

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

5 MIN BREAK: 6:21 PM

_General Manager Job Description (H-5)_

Mr. Peter Rosasco presented the proposed General Manager job description to the Board. By general consensus, the Board requested that staff condense the job description. However, Commissioner Heim requested that the Class “A” Wastewater Operator’s license still remain in the ad. Commissioner Tobin suggested that staff run the ad “as-is” and that changes could be made in the future if needed.

The Board directed Chairman Asdourian, Mr. Rosasco and Mr. Ed Castle to form a committee to condense the general manager job description, to indicate a starting salary between $90,000-$110,000 per year depending on qualification, and to run the ad in the appropriate publications.
through the end of May. The Board requested that this item be brought back at a future meeting.

**LEGAL REPORT (N)**

*Lake Surprise II V. KLWTD (N-1)*

Mr. Ray Giglio informed the Board that Lake Surprise II accepted the District’s $5,000 counter-offer in full settlement of the matter, but that the District had made its counter-offer contingent upon the Redland Company’s acceptance of a settlement with Lake Surprise II. Mr. Giglio stated that as part of the settlement, the parties will exchange general releases that will release the District from all legal liability in the future.

**Motion:** Commissioner Gibbs made a motion to approve the settlement with Lake Surprise II in an amount not to exceed $5,000 and Commissioner Tobin seconded the motion.

**Vote on Motion**

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

**ROUNDTABLE DISCUSSION (P)**

*Solar Energy (Commissioner Gibbs) (P-2)*

Commissioner Gibbs led a discussion regarding the initiation of a solar energy project for the administration or vacuum station buildings. Commissioner Heim suggested that staff try to find solar initiative programs to fund the addition of solar panels for the District. Commissioner Tobin requested this item be placed on Unfinished Business until the District finds a permanent General Manager, General Counsel, and IT Contractor.

**EXTENSION: 7:16 PM**

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

*Commissioner Life Insurance (Chairman Asdourian) (P-3)*

Chairman Asdourian led a discussion regarding a life insurance policy for the Board of Commissioners. Chairman Asdourian stated that he asked Mrs. Connie Fazio to look into the cost of such a policy. Mrs. Fazio informed the Board that the policy would include a $10,000 term life insurance policy for sitting commissioners, and it would increase the annual insurance cost by approximately $1,000 per year for all 5 commissioners to be added to the policy.

The Board directed staff to bring this item back at a future meeting.
ADJOURNMENT

The Meeting was adjourned at 7:31 PM.

David Asdourian, Chairman

Katherine Jackson, Clerk
RESOLUTION NO. 13-04-17
A RESOLUTION OF THE BOARD OF COMMISSIONERS
APPROVING THE REQUEST OF MCINERNY WAGGLE
INC FOR THE REMOVAL OF ONE TAX PARCEL FROM
THE 2016 NON-AD VALOREM ASSESSMENT; AND
PROVIDING FOR APPLICABILITY AND AN EFFECTIVE
DATE.

WHEREAS, the Key Largo Wastewater Treatment District (District) assessed the
parcel listed below in Section 2 via Resolution 10-08-16 dated August 2, 2016, the 2016
Assessment Resolution; and

WHEREAS, the District has determined that the parcel described in Section 2 is
adjacent to the parcels described in Section 1, which adjacent parcels are developed and
are receiving wastewater service; and

WHEREAS, the District has determined that the parcel described in Section 2 fits
within the definition of a Contiguous Vacant Parcel contained in Rule10.06(a)(i) of the
KLWTD General Rules and Regulations; and

WHEREAS, in accordance with Section 10.06(a)(i) of the KLWTD General Rules
and Regulations, the parcel owner(s) McInerny Waggle Inc. has waived the right to receive
wastewater service to the parcel described in Section 2, and has requested that the District
suspend collection of the SDC and all future non-ad valorem Assessments on that parcel;
and

WHEREAS, pursuant to Section 10.06(b) of the KLWTD General Rules and
Regulations, the owner(s) of the parcel described in Section 2 have certified and agreed
that if they later desire wastewater service to the parcel, they would pay the full direct and
indirect District costs of providing the same.

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

Section 1.
PARCEL ID: 00486870-000000
AK NO. 1599336
PARCEL DESCRIPTION: PLAT OF SURVEY OF LIME GROVE EST PROPERTY
PB5-52 KEY LARGO PT TR 1 (TRACTS 3-4) OR345-126
OR375-583/85-E OR433-402 OR550-1 OR1596-1246/47
OR2454-442D/
PARCEL ID: 00486900-000100
AK NO. 1599361
PARCEL DESCRIPTION: PLAT OF SURVEY OF LIME GROVE ESTATES PROPERTY PB5-52 KEY LARGO PT TRACT 1 OR375-583/85E OR433-496 OR2441-1546/47ORD OR2441-1548/50WILL OR2441-1551ORD OR2510-464/68C OR2510-494/98C OR2510-526/34C

Section 2.
PARCEL ID: 00486900-000000
AK NO. 1599352
PARCEL DESCRIPTION: PLAT OF SURVEY OF LIME GROVE ESTATES PROPERTY PB5-52 KEY LARGO PT TRACT 1 TRS 1 AND 5 OR345-127/29 OR375-583/85E OR2510-449/53C OR2510-474/78C OR2510-

Section 3.
The Key Largo Wastewater Treatment District Board of Commissioners does hereby exclude the parcel designated above in Section 2 from the Key Largo Wastewater Treatment District 2016 Non Ad-Valorem Assessment.

Section 4.
APPLICABILITY AND EFFECTIVE DATE. This resolution shall take effect upon adoption by the Board of Commissioners.

Section 5.
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 11th DAY OF APRIL, 2017

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

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<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 11th day of April, 2017.
KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: David Asdourian, Chairman

ATTEST: Approved to as to form and legal sufficiency

Katherine Jackson, District Clerk

Ray Giglio, General Counsel

Seal
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.
#8 SEASATE BLVD.