MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on April 25, 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.

Mr. Rudy Perez led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

- Commissioner Heim added 3 discussion items under Commissioner’s Roundtable: 1) Internship and Apprenticeship Comments; 2) Education Policy; and 3) Staff Changes Prior to Budget.
- Mr. Ray Giglio added an Attorney Matrix discussion under Legal Report.

APPROVAL OF AGENDA (D-1)

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. Rudy Perez, Senior System Technician, was awarded Employee of the Month for March 2017.

PUBLIC COMMENT (F)

<table>
<thead>
<tr>
<th>Name and Address</th>
<th>Subject</th>
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<tbody>
<tr>
<td>Kanahou Alana</td>
<td>General Manager Ad</td>
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<tr>
<td>136 Gumbo Limbo Drive</td>
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APPROVAL OF MINUTES OF PREVIOUS MEETINGS (G)

Minutes of April 11, 2017 (G-1)

Commissioner Heim requested that the alphabetic designations in the minutes match the alphabetic designations in the draft agendas. She also suggested that, in the future, public commenters be notified that if they wish to have a handout included in the minutes, they must request that it be included.
Motion: Commissioner Heim made a motion to approve the Minutes of April 11, 2017 after correction of the alphabetic designations and the addition of Mr. Albert Brian’s handout as “Attachment A,” and Commissioner Tobin seconded the motion. The motion passed without objection.

GENERAL MANAGER’S REPORT (H)

May/June Proposed Meeting Schedule (H-1)

Mr. Peter Rosasco proposed that the Board meet May 2 and 16, 2017 and June 6 and 20, 2017. Commissioner Heim suggested that if extra meetings will be needed beyond the 2 scheduled, those meeting should be held on the last Tuesday of the month.

The Board directed staff to make any necessary changes to schedule the meetings on those dates, with the understanding that if a third meeting is needed, it be scheduled on the last Tuesday of the month.

General Manager Ad (H-2)

Public Comment: Mr. Kanahou Alana read a letter to the Board, a copy of which is attached to these minutes as “Attachment A.”

Mr. Ray Giglio and Commissioner Gibbs expressed their opposition to the inclusion of the written statement in the minutes. Commissioners Heim and Majeska spoke in favor of including the written statement in the minutes because it reflects the speaker’s opinion.

Mr. Peter Rosasco stated that the General Manager ad was published the week prior, and that the District has received approximately 30 applications to date. Various commissioners expressed their concerns regarding the quality of many of the applications received thus far, and requested that the ad be revised to target higher quality candidates. Mr. Ed Castle informed the Board that the ad committee agreed with the suggestion that some of the previous requirements be eliminated in order to encourage a broader range of professionals to apply.

Staff answered questions from the Board, and the Board directed staff to add “preferred qualifications” and remove the salary portion of the description.

IT Services Update (H-3)

Mr. Peter Rosasco informed the Board the Mr. Ray Giglio has been in contact with Mr. Ernesto Milian, Codified CEO, regarding a more formal business proposal for IT services. Mr. Giglio informed the Board that Mr. Milian accepted all of his changes to the proposal, however, Mr. Milian objected to giving his social security number for a background check. The Board discussed various solutions to properly conducting a background check should the Board decide to proceed with Mr. Milian.

Mr. Rosasco informed the Board that a third company, Sway Power Consulting, has informed the District of their expansion to the Key Largo area, and he suggested that the Board may also
ask staff to publish a request for qualifications. Commissioner Heim stated her opposition to selecting Codified as the IT contractor.

Staff answered questions from the Board, the Board discussed various concerns and directed staff to continue working with Mr. Milian to further discuss a plan, implementation and budget and present it to the Board at a future meeting.

**5 MIN BREAK: 5:32 PM**

**BUDGET AND FINANCE REPORT (I)**

*Fiscal Year 2018 Budget Calendar (I-1)*

Mrs. Connie Fazio presented the fiscal year 2018 budget calendar to the Board and called special attention to the August 22 proposed meeting date. The Board discussed the possibility of setting the meeting dates for July and August to the second and fourth Tuesdays of each month.

Prompted by Board discussions, Mr. Peter Rosasco informed the Board that the organizational chart and staffing plan will be brought before the Board with the budget.

Staff answered questions from the Board and the Board directed staff to send out a revised calendar of Board meeting dates.

**Motion:** Commissioner Tobin made a motion to adjust the Board meeting dates to July 11 and 25, and August 8 and 22, and Commissioner Gibbs seconded the motion. The motion passed without objection.

*Insurance Deductible Payment for Sewer Backup Claim on Oct. 12, 2016 (I-2)*

Mrs. Connie Fazio presented the insurance deductible from Preferred Governmental Insurance Trust (PGIT) to the Board. The Board shared their disapproval with the way PGIT handled this claim. Mrs. Fazio informed the Board that, in the future, PGIT will notify the District before any settlement is paid out.

**Motion:** Commissioner Majeska made a motion to approve the PGIT deductible in an amount not to exceed $13,051.56 and Commissioner Heim seconded the motion.

**Vote on Motion**

<table>
<thead>
<tr>
<th>Commissioner Majeska –</th>
<th>Aye</th>
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<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 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**
Mrs. Connie Fazio presented a memo outlining the costs associated with providing commissioners with a term life insurance policy from the District. Each commissioner expressed their opinion regarding the option of receiving life insurance and staff answered questions from the Board.

**Motion:** Commissioner Gibbs made a motion to approve the commissioner life insurance policy and Commissioner Majeska seconded the motion.

**Vote on Motion**
- Commissioner Gibbs – Aye
- Commissioner Majeska – Aye
- Commissioner Heim – Nay
- Commissioner Tobin – Abstain
- Chairman Asdourian – Aye

**Motion Passed: 3 to 1**

**ADMIN AND CUSTOMER SERVICE REPORT (J)**

**Code Compliance List – April 2017 (J-1)**

Mrs. Diane Bockeiman presented the April 2017 code compliance list and answered questions from the Board.

**New Parcels to be Considered for Unique Project (J-2)**

**EXTENSION: 6:12 PM**

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

Mrs. Diane Bockeiman presented a memo to the Board, which included background and pending questions regarding the Unique Property Program for residential parcels that have force-main connections. Mrs. Bockeiman stated that this item was prompted by requests for information regarding this program that had come from three of the eight remaining potentially eligible parcels.

The Board discussed multiple options regarding possible outcomes for these remaining parcels. Staff requested that the Board create an official deadline for the existing Unique Property Program and decide how to proceed with the eight remaining parcels.
Motion: Commissioner Tobin made a motion to officially close the Unique Property Program and Commissioner Gibbs seconded the motion.

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

Motion Passed: 5 to 0

Mr. Peter Rosasco suggested that staff can prepare a letter and notify the remaining parcel owners that the Board has opted to reinstate the Unique Property Program and to advise the parcel owners of the steps the parcel owner will have to take to participate in the re-instated program; however, the parcel owner will have to apply for the Program by the cut-off date.

Motion: Commissioner Tobin made a motion to re-instate phase II of the Unique Property Program, pursuant to which: the District will provide, but will not install, the grinder pumps; the parcel owners will be responsible for installing the grinder pumps in a timely manner and in accordance with the District’s specifications; and the District will include the grinder pumps in the District’s on-going maintenance program. Commissioner Majeska seconded the motion.

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

Motion Passed: 4 to 1

Pennekamp Waiver per Easement Agreement (J-3)

Mrs. Diane Bockelman presented a resolution removing AK#1684104, City Garden Cove, from the 2012 non-ad valorem assessment as per an easement entered into between the District and the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida on May 17, 2007 and staff answered questions from the Board.

Motion: Commissioner Gibbs made a motion to approve Resolution No. 14-04-17 and Commissioner Majeska seconded the motion.

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

Motion Passed: 5 to 0
LEGAL REPORT (N)

Lake Surprise II V. KLWTD Settlement Update (N-1)

Mr. Ray Giglio informed the Board that Lake Surprise II accepted the $5,000 settlement and the case will be closed pending Redland Construction signing the settlement agreement.

Attorney Matrix (N-2)

Mr. Ray Giglio suggested that he will prepare a matrix for the Board to evaluate the candidates for the general counsel position, and will separate out the candidates who did not meet District's requirements. However, Mr. Giglio stated that all resumes will be included in the item presented to the Board. The Board requested that the job description be included in the item presented to the Board and that Mr. Giglio be available one-on-one if needed for any questions, and Mr. Giglio agreed.

COMMISSIONER'S ITEMS (O)

Florida Key's Day 2017 Update (Commissioner Majeska) (O-1)

Commissioner Majeska gave a brief summary of the events from Florida Keys day, and informed the Board that Cynthia Henderson, lobbyist in Tallahassee, was fundamental to the overall success of meeting with many key representatives during the celebrations.

ROUNDTABLE DISCUSSION (P)

Internship and Apprenticeship Comments (Commissioner Heim) (P-2)

Commissioner Heim informed the Board that she spoke with staff regarding the internship and apprenticeship programs, and stated that the question of whether the District should award an apprenticeship for next year should be a decision for the Board. Commissioner Tobin stated that he does not want to see this program disappear.

Mr. Peter Rosasco requested that he have time to follow up with human resources and that this item be brought back at a future Board meeting with a presentation from staff.

EXTENSION: 7:04 PM

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

Education Policy (Commissioner Heim) (P-3)

Commissioner Heim suggested that staff and the new general manager think about a remedial training program that would address employees that fail a certification test, and make a written policy to this effect. Commissioner Tobin requested that the Board be given a list of college courses being taken by employees of the District and paid for pursuant to the District's Education Policy.
Staff Changes Prior to Budget (P-4)

Commissioner Heim withdrew this item from discussion.

ADJOURNMENT (Q)

The Meeting was adjourned at 7:15 PM.

[Signatures]

David Asdournan, Chairman

Andrew Tegin, Vice Chairman

Katherine Jackson, Clerk
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.
Commissioners,

I have just reviewed the updated GM ad and I would like to register my concerns. This is the top position of authority and responsibility in the district, that requires a specific skill set and qualifications. One of these being a Florida “A” Wastewater operator’s license. This license is crucial to this position and exists for persons who seek upper management level positions at a wastewater utility, and ensures that the holder has extensive knowledge of the wastewater industry.

- The Gmail qualification?
- Graduate of Four-year college? What area?

My next point, the salary of $90k-$110k. This is too low to attract a qualified professional. We were paying the last IT guy/ GM $125,000 dollars a year, with no relevant experience or education, not even a four-year degree. This position needs a qualified wastewater professional. The District has witnessed what happens when unqualified people get high level management positions, and how things can become unnecessarily difficult, mainly due to a lack of industry knowledge. As we have seen, an unqualified manager feels compelled to hide uncomfortable facts from the board and operate in secrecy. The District needs a manager who is willing and able to embrace transparency.

I recommend a salary of $125-$175k, dependent on qualifications, and to not divulge this in the ad. Disclosing the salary will corner the district into a guarantee of a certain dollar amount. Let the applicants’ qualifications speak for themselves, and negotiate the final salary with the qualified individual. We want to weed out the people who just want the pay check and don’t care about the content of the job. We want someone who desires to run the Key Largo Wastewater Utility, and has the skills/experience to accomplish it. A person who will tend to the District as their own, as well as a passion for Wastewater. A qualified wastewater utility manager is a wise investment. This fiscal quarter alone we have paid Weiler Engineering $47,578.07 as District Operations Supervisor, to do what is required from a "real" Wastewater Utility Manager. Paying a professional manager, a professional salary, will eliminate the added District Operations Supervisor expense. High salaries have recently dropped off the payroll, allowing the district to pay a top of the line professional. Expanding the range of salary along with the REQUIRED qualifications allows the district to recruit the best of the best.

Why should the board select another candidate for the Wastewater Utility Manager position, who doesn’t even have the minimum qualifications to perform any of the positions in the district under their supervision? Who cannot offer technical or practical assistance to his staff. Who cannot explain or understand basic aspects of the District’s operations. This position must be able to communicate intelligently with staff in all departments. A technical background in the wastewater field enables them to do that.
As someone who has been in this industry for 10 years, and works on the frontline, I have had the privilege to work beside truly well-qualified Wastewater Utility Managers. I urge you to reconsider putting this ad out as is. I know the “FAT” had to be trimmed, but now it just seems we are down to the bare bone. The customers of Key Largo Wastewater District deserve a professional, qualified Wastewater Utility Manager. Here is a short list I have composed which includes powerful, yet necessary standards for your next Wastewater Utility Manager.

1. FDEP Florida Class “A” Wastewater License (REQUIRED)
2. Minimum of 10 years with direct Wastewater utility supervisory/managerial experience (REQUIRED)
3. Four-year college degree in a field related to wastewater utility operation, such as engineering. (DESIRED)
4. Proficient in MS Office, ArcGIS, Utility Operation and Maintenance Software (Aqua-Aerobics/ SCADA etc.)

I have heard it said in some of the meetings that it will be difficult to find someone with such critical qualifications. I say to you, that statement is far from true, we have yet to try. What does the district stand to lose by increasing its standards?

In my opinion, to do wastewater right, the Board needs to hire someone who has the proper qualifications. Someone who has not only managed a wastewater utility, but also has a passion to succeed. Once again, I ask you to please consider changing this ad as written.

Thank you,
Principal of H2o Proactive Wastewater Consulting LLC,
Kanahou Alana