MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on September 5, 2017. Present were Chairman David Asdourian and Commissioners Susan Heim and Stephen Gibbs. Commissioner Robert Majeska and Andrew Tobin were absent. Also present were General Manager Peter Rosasco with Bishop, Rosasco & Co., General Counsel Nicholas Mulick, District Clerk Katherine Jackson and other appropriate District Staff.

Commissioner Gibbs led the Pledge of Allegiance.

Commissioner Robert Majeska arrived at 4:03 PM.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

• Mr. Rosasco requested that Items E-2; I-2 and 3; and J-2; be deleted from the Agenda and Item H-1 be revised to Hurricane Irma Updates.

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.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (G)

Minutes of August 21, 2017 (G-1)

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

Minutes of August 22, 2017 (F-2)

Commissioner Heim proposed that item G-2 reflect that Commissioner Tobin requested a copy of the contract.

Motion: Commissioner Heim made a motion to approve the minutes of August 22, 2017 as amended, and Commissioner Gibbs seconded the motion. The motion passed without objection.
Minutes of August 24, 2017 (G-1)

Motion: Commissioner Gibbs made a motion to approve the minutes of August 24, 2017, and Commissioner Heim seconded the motion. The motion passed without objection.

Minutes of August 28, 2017 (G-1)

Motion: Commissioner Gibbs made a motion to approve the minutes of August 28, 2017, and Commissioner Heim seconded the motion. The motion passed without objection.

GENERAL MANAGER'S REPORT (H)

Hurricane Irma Update (H-1)

Mr. Rosasco requested permission to postpone the September 7, 2017 workshop with Mr. Tim Martin and cancel the September 12, 2017 Board of Commissioners meeting to which the Board consented. Mr. Rosasco stated that he has been participating in the Monroe County Emergency Management meetings on behalf of KLWTD and conducting hurricane preparation meetings with District Staff.

Commissioner Andrew Tobin arrived at 4:12 PM.

Mr. Rosasco informed the Board that arrangements have been made for the system to remain operating during the storm and reassured the Board that the District is prepared for the storm.

Staff answered questions from the Board.

Disaster Recovery and Backup (H-2)

Mr. Ernesto Milian informed the Board that although he was able to back up the District to his personal hard drive, the District needs a long-term data recovery solution. Commissioner Heim shared her concerns with the rest of the Board regarding the end user agreement, and Mr. Mulick further explained that the agreement is fairly standard across the industry.

Motion: Commissioner Tobin made a motion to approve a 3-year contract with Infrascale not to exceed a total amount of $50,290.80, 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
BUDGET AND FINANCE REPORT (I)

FY2018 Proposed Budget, Staffing Plan and Organizational Chart (I-1)

Mrs. Fazio presented the updated Fiscal Year 2018 proposed budget, staffing plan and organizational chart and outlined the changes from the previous version. Staff answered questions from the Board.

Motion: Commissioner Heim made a motion to the FY2018 Proposed Budget, Staffing Plan and Organizational Chart, and Commissioner Tobin seconded the motion.

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

Motion Passed: 5 to 0

ADMIN AND CUSTOMER SERVICE REPORT (J)

Reversal of Waiver – AK#9102314 – 362 Sound Drive (J-1)

Mrs. Bockelman, Customer Service Manager, presented a proposed reversal of waiver and answered questions from the Board.

Motion: Commissioner Heim made a motion to the approve Resolution 29-08-17, Reversal of Waiver – AK#9102314 – 362 Sound Drive, and Commissioner Gibbs seconded the motion.

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

Motion Passed: 5 to 0

OPERATIONS REPORT (K)

WWTP Operations Building Fire Detection Upgrade – Add-on (K-1)

Mr. Castle presented a proposal from AFA Protective Systems, Inc. to install additional recommended equipment at the plant operations building and answered questions from the Board.
Motion: Commissioner Majeska made a motion to approve the proposal in an amount not to exceed $1,599, and Commissioner Heim seconded the motion.

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

Motion Passed: 4 to 1

Intent to Award – Buffer Tank Installation – 101000 Overseas Highway (K-2)

Mr. Ed Castle presented a proposal from Nationwide Plumbing to install a buffer tank and cleanout at 101000 Overseas Highway. Commissioner Tobin shared his concerns regarding the District paying for the installation since this parcel is being redeveloped.

Staff answered questions from the Board and the Board directed that this item be brought back at a future date for further discussion.

Motion: Commissioner Tobin made a motion to table this item until a future meeting, and Commissioner Gibbs seconded the motion. The motion passed without objection.

Grinder Pump Equipment Purchase – Phase II Unique Program (K-3)

Mrs. Bockelman presented a memo outlining the equipment purchase for Phase II of the Unique Program and stated that each parcel is assessed an equipment charge to be added to the non-ad valorem tax bill.

Staff answered questions from the Board.

Motion: Commissioner Gibbs made a motion to approve the equipment purchase for Phase II of the Unique Program in an amount not to exceed $31,511, and Chairman Asdourian seconded the motion.

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

Motion Passed: 5 to 0
ADJOURNMENT (P)

The Meeting was adjourned at 5:53 PM.

David Asdourian, Chairman

Katherine Jackson, Clerk
RESOLUTION NO. 29-08-17

A RESOLUTION OF THE BOARD OF COMMISSIONERS
APPROVING THE REQUEST OF KEYS INTERIOR DESIGN SERVICES CORP FOR THE REINSTATEMENT OF ASSESSMENT OF ONE TAX PARCEL TO 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 1 via Resolution 10-08-16 dated August 2, 2016, the Final Assessment Resolution for 2016; and

WHEREAS, in accordance with the Section 10.6 of the General Rules and Regulations, the parcel owner(s) waived their right to receive wastewater service and requested that the District suspend collection of the System Development Charge ("SDC") and all future non-ad valorem Assessments on the excluded Tax Parcel; and

WHEREAS, pursuant to Section 10.6 (b) of the General Rules and Regulations, the parcel owner(s) 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; and

WHEREAS, the District subsequently issued a waiver of the SDC and all future District initiated non-ad valorem Assessments on the excluded Tax Parcel listed in Section 1 below, which was recorded in the Office of the Clerk of the Circuit Court of Monroe County, in Official Records Book number 2817, Page 1802 on the 28th day of September, 2016; and

WHEREAS, subsequently, the current parcel owner, Keys Interior Design Services Corp requested a reversal of their waiver of wastewater service, and agreed to pay the SDC, all future non-ad valorem Assessments, and the full direct and indirect District costs of providing service to the excluded Tax Parcel; and

WHEREAS, the District approved the request of the current parcel owner, Keys Interior Design Services Corp to reverse the waiver on the parcel described in Section 1.

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

Section 1.
PARCEL ID: 00467660-000100
AK NO. 9102314
PARCEL DESCRIPTION: BK 7 LT 5 SOUTH CREEK VILLAGE KEY LARGO PB3-85 OR485-457 OR505-524 OR729-411 OR785-740 OR809-1385 OR980-1992/93 OR1112-1585 OR1268-1824 OR1272-1921C OR1272-1922 OR2828/1868

Section 2. Resolution number 10-08-16 dated August 2, 2016 (The 2016 Final Assessment Resolution), Section 3.01 (Assessment Roll) is hereby amended to include the Parcel listed in Section 1 above.
Section 3. The System Development Charge (SDC) the owner is required to pay is $5,840, plus additional costs of $0.00, plus an administrative fee of $200 for a total of $6,040. This amount is due and payable in full on the effective date of this Resolution.

Section 4. Any unpaid portion of the amount listed in Section 3 in addition to any other reasonable fees associated with the collection of the amount listed in Section 3 shall be added to the following year’s non Ad-Valorem Assessment Roll in its entirety and shall constitute a lien upon the assessed parcel(s), equal in rank and dignity with the liens of all state, county, district, or municipal taxes and other non-ad valorem assessments. The lien shall be deemed perfected upon adoption of this Resolution.

Section 5. APPLICABILITY AND EFFECTIVE DATE. This resolution shall take effect upon adoption by the Board of Commissioners.

Section 6. 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 5th DAY OF SEPTEMBER, 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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<tr>
<th>Chairman Asdourian</th>
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<tr>
<td>Commissioner Gibbs</td>
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The Chairman thereupon declared this Resolution duly passed and adopted the 5th day of September, 2017.

KEY LARGO WASTEWATER TREATMENT DISTRICT

David Asdourian, Chairman

ATTEST: Approved to as to form and legal sufficiency

Katherine Jackson, District Clerk

Nicholas W. Mulick, General Counsel