MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on November 7, 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 Nicholas Mulick, District Clerk Katherine Jackson and other appropriate District Staff.

Mr. Ray Giglio led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS

- Chairman Asdourian requested item H-2 be changed to Action.
- Mr. Mulick added a discussion of the General Manager Contract under Legal Report.

APPROVAL OF AGENDA

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

PUBLIC COMMENT (E)

<table>
<thead>
<tr>
<th>Name and Address</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Kronheim</td>
<td>Wastewater Utility Manager Position</td>
</tr>
<tr>
<td>14 Jean LaFitte Drive</td>
<td></td>
</tr>
<tr>
<td>Key Largo, FL</td>
<td></td>
</tr>
</tbody>
</table>

Mr. Kronheim informed the Board that he was interested in applying for the Wastewater Utility Manager position, briefly spoke to his qualifications, and distributed a copy of his resume to the Board members.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)

Minutes of October 17, 2017 (F-1)

Commissioner Heim suggested using quotes in the future for direct quotation of motions.
Motion: Commissioner Gibbs made a motion to approve the October 17, 2017 Minutes, and Commissioner Heim seconded the motion.

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

Motion Passed: 5 to 0

GENERAL MANAGER’S REPORT (G)

September 2017 Monthly Report (G-1)

Mr. Jered Primicerio, Plant Operations Manager, summarized the wastewater treatment plant section report, Mr. Mike Dempsey, Field Operations Manager, summarized the field operations section report. Mr. Ed Castle, District Engineer, summarized the construction section report, Mr. Ryan Dempsey, Maintenance Manager, summarized the maintenance section report, Mr. Peter Rosasco, General Manager, summarized the administration and customer service section reports, and Mrs. Connie Fazio, Senior Finance Manager summarized the finance section report. Commissioner Tobin suggested that staff add a discussion to future monthly reports regarding hurricane preparedness for the District.

Staff answered questions from the Board.

Board Meeting Schedule (G-2)

Mr. Peter Rosasco presented the proposed 2018 Board meeting dates and answered questions from the Board.

Motion: Commissioner Gibbs made a motion to approve 2018 Board Meeting Dates as proposed, 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

Mr. Rosasco presented the proposed Board meeting dates for November and December 2017 and answered questions from the Board.
Motion: Commissioner Tobin made a motion to approve the proposed November 2017 Board meeting dates of November 7, 2017 and November 14, 2018 and keep the December 2017 meeting dates as previously approved, and Commissioner Helm seconded the motion.

Vote on Motion

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

Motion Passed: 5 to 0

Wastewater Utility Manager Position (G-3)

Mr. Peter Rosasco summarized the wastewater utilities manager worksheet in the agenda packet. The Board decided that each commissioner will write down their top two candidates and submit them to the clerk for tabulation.

5 MIN BREAK: 5:34 PM

The candidates were ranked as follows: 1) Gary Hubbard, 2) Robert Smith, and 3) Bert Warner & Timothy Martin, tied.

Chairman Asdourian appointed Mr. Rosasco, Mr. Mulick and Ms. Carpenter to a Utility Manager Committee and directed the committee to contact Mr. Hubbard and begin negotiations, with a salary cap of $120,000-$125,000 per year plus benefits.

EXTENSION: 6:01 PM

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

BUDGET AND FINANCE REPORT (H)

FY2017 Budget Amendment (H-1)

Mrs. Connie Fazio presented the fiscal year 2017 budget amendment and staff answered questions from the Board.

Motion: Commissioner Heim made a motion to adopt Resolution No. 34-11-17 – FY2017 Budget Amendment, and Commissioner Gibbs seconded the motion.

Vote on Motion

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

Motion Passed: 5 to 0
Health Insurance Renewal 2018 (H-2)

Mr. Peter Rosasco introduced the proposed health insurance plan for the District employees, and noted that Florida League of Cities has revised their quote from an approximate 10% increase to an approximate 5% decrease. Commissioner Tobin suggested that between 60 and 90 days before the next health insurance renewal, staff add the item to the agenda.

EXTENSION: 6:31 PM

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

Motion: Commissioner Gibbs made a motion to approve the 2018 health insurance renewal through Florida League of Cities, 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

OPERATION'S REPORT (J)

Intent to Award – Buffer Tank Installation – 101000 Overseas Highway (J-1)

Mr. Peter Rosasco presented this item and answered questions from the Board.

Motion: Commissioner Gibbs made a motion to authorize the General Manager to enter into a contract with Nationwide Plumbing Services for the installation of a buffer tank at 101000 Overseas Highway, in an amount not to exceed $17,340, 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

Hurricane Irma Emergency Repairs (J-2)

Mr. Ed Castle presented a quote for repairs to the deep well injection pump and a quote to replace six grinder pumps due to losses sustained during Hurricane Irma and answered questions from the Board.
Motion: Commissioner Tobin made a motion to approve the emergency repair of the deep well injection pump and the purchase of six grinder pumps in an amount not to exceed $38,318.44, 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

LEGAL REPORT (M)

Weiler Work Authorizations (M-1)

Mr. Mulick presented the Weiler Work Authorizations resolution and answered questions from the Board.

Motion: Commissioner Heim made a motion to approve Resolution No. 33-11-17 – Weiler Work Authorizations, and Commissioner Majeska seconded the motion.

Vote on Motion

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

Motion Passed: 5 to 0

General Manager Contract (M-2)

Mr. Mulick presented a proposed Wastewater Manager Contract and answered questions from the Board. The Board requested that this item be brought back at the next Board meeting.

ADJOURNMENT

The Meeting was adjourned at 6:45 PM.

David Asdourian, Chairman

Katherine Jackson, Clerk