MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on January 9, 2018. Present were Chairman Asdourian and Commissioners Andrew Tobin, Susan Heim, Robert Majeska and Stephen Gibbs. Also present were General Manager Peter Rosasco with Bishop, Rosasco & Co., General Counsel Nicholas Mulick, District Clerk Katherine Jackson, Acting District Clerk Diane Bockelman and other appropriate District Staff.

Commissioner Gibbs led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

- Commissioner Majeska requested a discussion of the fence at the plant under Commissioner's Items. (O-3)
- Mr. Ed Castle requested a discussion of 2 items: 1) Update on the deep injection well pump (K-1); and 2) Update on the Monroe Park Sewer Project (K-2).

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)

Employee of the Quarter (E-1)

Mr. David Naval, WWT Plant Operator Trainee, was awarded the Employee of the Quarter.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (G)

Minutes of December 19, 2017 (G-1)

Motion: Commissioner Gibbs made a motion to approve the minutes of December 19, 2017 and Commissioner Heim seconded the motion. Motion approved without objection.
GENERAL MANAGER’S REPORT (H)

November 2017 Monthly Report (H-1)

Mr. Jered Primicerio, Plant Operations Manager, presented the wastewater treatment plant section, Mr. Mike Dempsey, Field Operations Manager, presented the field operations section. Mr. Ed Castle, District Engineer, presented the construction section, Mr. Ryan Dempsey, Maintenance Manager, presented the maintenance section, Ms. Diane Bockelman, Customer Service Manager, presented the administration and customer service section, and Ms. Connie Fazio, Senior Finance Manager presented the finance section.

Florida Keys Day 2018 (H-2)

Mr. Peter Rosasco informed the Board that Florida Keys Day, in Tallahassee is scheduled on Wednesday, February 7, 2018 and that the annual FKWQIP trip to Washington D.C. is scheduled for February 14-16. The Board discussed the meeting schedule and which commissioner would be attending each event. The Board agreed that Commissioner Gibbs and Commissioner Majeska will both attend Florida Keys Day and Commissioner Majeska will attend the FKWQIP trip to Washington, D.C. Mr. Rosasco will also attend both events on behalf of the District.

Mr. Rosasco informed the Board that in previous years, the District has sponsored Florida Keys Day at the $500 level.

Motion: Commissioner Tobin made a motion to sponsor Florida Keys Day at the $500 level, 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

Motion: Commissioner Gibbs made a motion to cancel the February 6, 2018 meeting and move the agenda items from February 6, 2018 to the January 23, 2018 meeting, 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

Annual FKWQIP Trip to Washington, D.C. (H-3)

The Board discussed this item under Florida Keys Day 2018 (H-2).

Meeting Calendar (H-4)

The Board voted on this item under Florida Keys Day 2018 (H-2).

Update on Clerk Position (H-5)

Mr. Rosasco informed the Board that District Clerk, Ms. Katherine Jackson, has submitted her notice of resignation. Ms. Diane Bockelman, Customer Service Manager, will serve as interim Clerk. Mr. Rosasco stated that staff has drafted an ad and he will fill the position as soon as possible. Staff answered questions from the Board.

ADMIN AND CUSTOMER SERVICE REPORT (J)

EDU Adjustment – 17 SE Marlin Ave (J-1)

Ms. Bockelman presented a request by the owner of the property located at 17 SE Marlin Ave for an EDU adjustment form 2 EDUs to 1.

Motion: Commissioner Heim made a motion to approve the EDU adjustment for 17 SE Marlin Ave, 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

Reversal of Waiver – AK#1650013 – Poinsetta Drive (J-2)

Ms. Bockelman presented a proposed reversal of waiver.

Motion: Commissioner Gibbs made a motion to approve Resolution 01-01-18, Reversal of Waiver – AK#1650013 – Poinsetta Drive, 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

OPERATIONS REPORT (K)

Deep Injection Well Pump (K-1)

Mr. Ed Castle informed the Board that it is more economical to replace, rather than repair, the deep injection well pump damaged by Hurricane Irma. Mr. Castle stated that the replacement costs were approximately $31,000.

Motion: Commissioner Heim made a motion to authorize the purchase of a new deep injection well pump in an amount not to exceed $35,000, 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

Monroe Park Sewer Update (K-2)

Mr. Castle informed the Board that the District has been in contact with the Florida Keys Aqueduct Authority (FKAA) regarding an EPA grant that could help fund the Monroe Park sewer project.

COMMISSIONER’S ITEMS (0)

1% Across the Board Pay Increase for All Employees, Not to Exceed $500 – to be effective immediately (Commissioner Gibbs) (O-1)

Commissioner Gibbs led a discussion regarding a 1% increase in staff’s pay that would be capped at $500. The Board discussed the 1% pay raise and other benefit ideas. Mr. Rosasco stated that staff is working on the FY19 pay scale and considering the Florida Retirement System (FRS), and suggested additional holidays in lieu of a pay raise.
Commissioner Gibbs requested that this item be brought back before the Board at a future meeting.

**Solar Acceleration (Commissioner Gibbs) (O-2)**

Commissioner Gibbs stated that electric rates will increase in the future and the District should look into adding solar panels to other District buildings.

The Board directed staff to expand the Solar Shade for the Chlorine Contact Chamber project to include a bid for the plant administration building roof.

**EXTENSION: 6:01 PM**

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

**Fence at Plant (Commissioner Majeska) (O-3)**

Commissioner Majeska requested an update on the construction of the fence in front of the plant. Mr. Rosasco informed the Board that work is expected to begin after completion of the fence construction at the vacuum stations.

**ADJOURNMENT (P)**

The Meeting was adjourned at 6:03 PM.

David Asdourian, Chairman

Diane Bockelman, Clerk
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