MINUTES

CALL TO ORDER (A)
Acting Chairman Tobin called the meeting to order at 4:02 PM.

PLEDGE OF ALLEGIANCE (B)
Commissioner Heim led the Pledge of Allegiance.

ROLL CALL (C)
Present were Acting Chairman Tobin and Commissioners Susan Heim, Robert Majeska and Stephen Gibbs. Chairman Asdourian appeared telephonically. Also present were General Manager, Peter Rosasco, General Counsel, Nicholas Mulick, District Clerk, Diane Bockelman, and other appropriate District Staff.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)
• Mr. Rosasco requested deletion of Item H-1.

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 (E)
No speakers.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)
Minutes of July 10, 2018 (F-1)
Commissioner Heim requested that Item G-5 be revised to more accurately reflect the substance of the motion by Commissioner Majeska, as follows:
Commissioner Majeska made a motion to allow Steve and Kevin to go to Atlanta to accept the award, (the District to pay for airfare and accommodations to) fly them up there, (and) spend a night or two.

Motion: Chairman Asdourian made a motion to approve the minutes of July 10, 2018 and Commissioner Tobin seconded the motion. The motion passed without objection.

GENERAL MANAGER’S REPORT (G)
No report.
BUDGET AND FINANCE REPORT (H)
KLWTD FY18 3rd Quarter Financial Reports (H-2)
Ms. Connie Fazio, Senior Finance Manager, presented the 3rd quarter financial reports for fiscal year 2018 and answered questions from the Board.

KLWTD Retirement Program Options (H-3)
Ms. Fazio informed the Board that an informal survey was conducted that revealed 15 of the 21 staff members polled would prefer to remain with the 457(B) retirement plan currently offered. It was the consensus of the Board to no longer consider the FRS plan as a retirement option. When asked for his opinion, Mr. Rosasco suggested the Board consider continuing to offer the 457(B) plan with the addition of a 3% defined contribution.

ADMIN AND CUSTOMER SERVICE REPORT (I)
EDU Adjustment – 368 Sound Drive (I-1)
Ms. Bockelman presented a request by the owner of the property located at 368 Sound Drive for a billing and assessment EDU adjustment. Staff recommended reducing the EDU assignments from 2.0 EDUs to 1.0 EDU.

Motion: Commissioner Gibbs made a motion to approve Staff’s recommendation, 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

Reversal of Waiver – AK#1567523 – Vacant Land, Key Largo (I-2)
Ms. Bockelman presented a request by the owner of the vacant land located at AK#1567523 for reversal of waiver and reinstatement of wastewater service. Staff recommended approval of request.

Motion: Commissioner Gibbs made a motion to approve Staff’s recommendation, 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
Review of Assessment Resolutions (I-3)

5 MINUTE BREAK 5:19 PM

Ms. Bockelman presented the 2018 Assessment Resolution and the resolutions amending previous assessment rolls for Board review and comment before the items are presented for action and public comment on August 7, 2018 or August 21, 2018 dependent upon the parcel.

OPERATIONS REPORT (J)
No report.

CONSTRUCTION REPORT (K)
No report.

ENGINEER’S REPORT (L)
Update on Monroe Park Sewer Project (L-1)
Mr. Ed Castle, District Engineer, informed the Board that the preliminary design report for the decentralized wastewater treatment system for Monroe Park was completed by an engineer firm hired by the Florida Key Aqueduct Authority (FKAA) and that the report was provided to FKAA for review. New system technologies and alternative plant sites are being considered.

FKAA is working with the EPA to modify the grant language and time allotted to accommodate the project. The grant coordinator is optimistic that the necessary adjustments will be approved.

Grant availability for Isolated N. Key Largo homes (Tobin) (N-1)
Commissioner Tobin asked Staff if the EPA Grant for decentralized wastewater systems could be used to assist a private home located on north County Road 905 that is not currently serviced by the District. Mr. Castle responded that it should be eligible for the grant as it was initially designed for cluster and individual wastewater treatment systems. Staff will identify the parcels that are not serviced by the District, and if appropriate, provide notification of the EPA Grant and report back to the Board.

EXTENSION 6:01
Motion: Commissioner Heim made a motion to extend the meeting 30 minutes. The motion passed without objection.

LEGAL REPORT (M)
Amendment of KLWTD Procurement Policy (M-1)
Mr. Mulick presented Resolution 06-07-18 to add a section defining Owner Direct Purchases to the District’s Procurement Policy. Staff recommended adoption of Resolution 06-07-18.

Motion: Commissioner Majeska made a motion to approve Staff’s recommendation, and Commissioner Gibbs seconded the motion.
Vote on Motion
Commissioner Majeska - Aye
Commissioner Gibbs - Aye
Commissioner Heim - Aye
Commissioner Tobin - Aye
Chairman Asdourian - Aye
Motion Passed: 5 to 0

COMMISSIONER’S ITEMS (N)
Item N-1 moved to Engineer’s Report.

ROUNDTABLE DISCUSSION (O)
Unfinished Business (O-1)
None.

ADJOURNMENT (P)
The Meeting was adjourned at 6:10 PM.

David Asdourian, Chairman
Diane Bockelman, Clerk