MINUTES

CALL TO ORDER (A)
Chairman Asdourian called the meeting to order at 4:04 PM.

PLEDGE OF ALLEGIANCE (B)
Ms. Cynthia Henderson led the Pledge of Allegiance.

ROLL CALL (C)
Present were Chairman David Asdourian and Commissioners Susan Heim, Robert Majeska and Stephen Gibbs. Commissioner Andrew Tobin was not present. Also present were General Manager, Peter Rosasco, General Counsel, Nicholas Mulick, District Clerk, Diane Bockelman, and District Managers.

SWEARING IN OF COMMISSIONERS (D)
The Honorable Luis Garcia, Circuit Judge for the Sixteenth Judicial Circuit, officiated the Swearing-in Ceremony for Commissioners David Asdourian and Robert Majeska, who both took the Oath of Office.

ANNUAL ELECTION OF BOARD OFFICERS (E)
Chairman
Commissioner Heim nominated Chairman Asdourian for the office of Chairman. No other nominations were made. David Asdourian was elected to the office of Chairman for the Key Largo Wastewater Treatment District.

Vice-Chairman
Commissioner Majeska nominated Commissioner Gibbs for the office of Vice-Chairman, and Commissioner Heim seconded the nomination. No other nominations were made. Stephen Gibbs was elected to the office of Vice-Chairman for the Key Largo Wastewater Treatment District.

Secretary/Treasurer
Commissioner Majeska nominated Commissioner Heim for the office of Secretary/Treasurer, and Commissioner Gibbs seconded the nomination. No other nominations were made. Susan Heim was elected to the office of Secretary/Treasurer for the Key Largo Wastewater Treatment District.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (F)
• Commissioner Heim requested the addition of a discussion on the cancellation of the December 18, 2018 Board Meeting under Commissioner's Items as Item P-1.
• Commissioner Majeska requested item I-4 be deleted from the agenda.
Approval of Agenda (F-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 (G)

No speakers.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (H)

Minutes of November 6, 2018 (H-1)

Motion: Commissioner Gibbs made a motion to approve the minutes of November 6, 2018, and Commissioner Heim seconded the motion. The motion passed without objection.

GENERAL MANAGER’S REPORT (I)

Update from Cynergy Consulting (I-1)

Mr. Rosasco introduced Ms. Cynthia Henderson and Ms. Lauren Henderson of Cynergy Consulting who provided an update on what to expect from Tallahassee next session.

FKWQIP Funding Update (I-2)

Mr. Rosasco announced that the Army Corps of Engineers work plan was released and the Florida Keys Water Quality Improvement Program (FKWQIP) was awarded $4,000,000. Key Largo Wastewater Treatment District is expected to receive $1,000,000 of the funding.

October Monthly Report (I-3)

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

BUDGET AND FINANCE REPORT (J)

KLWTD FY18 Financial Reports (J-1)

Ms. Fazio presented the financial reports for fiscal year 2018 and answered questions from the Board.

FY18 Financial Audit Schedule (J-2)

Ms. Fazio presented the financial audit schedule for fiscal year 2018. Commissioner Heim will participate in the audit process as the Board’s representative.
ADMIN AND CUSTOMER SERVICE REPORT (K)
SDC Adjustment – 141 Sunrise Drive – AK#1623881 (K-1)
Ms. Bockelman presented a request by the owner of the property located at 141 Sunrise Drive for a billing and assessment adjustment. Staff recommended reducing the Dwelling Unit assignment associated with the parcel’s billing and assessment from 2.0 to 1.0.

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
- Chairman Asdourian - Aye
- Motion Passed: 4 to 0

Exemption from Assessment – Vacant Land – ALUIdOBISI (K-2)
Ms. Bockelman presented a request by the owner of vacant land located at AK#1608131 for exemption 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
- Chairman Asdourian - Aye
- Motion Passed: 4 to 0

OPERATIONS REPORT (L)
No report.

CONSTRUCTION REPORT (M)
No report.

ENGINEER’S REPORT (N)
No report.

LEGAL REPORT (O)
No report.
COMMISSIONER'S ITEMS (P)
Cancellation of the December 18, 2018 Board Meeting (Commissioner Heim) (P-1)
The December 18, 2018 Board Meeting will not be cancelled.

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

ADJOURNMENT (R)
The Meeting was adjourned at 6:04 PM.

David Asdourian, Chairman
Diane Bockelman, Clerk

Seal
Request for Review of Initial Pre-Payment amount or Monthly Base Charge and Adjustment of Fees and Charges for Wastewater Service

This is a request to review:

- **Monthly Billing Base Charge**: Upon Board approval, the adjusted EDU assignment will be automatically reviewed annually for next two years.
- **Assessment of Initial Pre-Payment**: A request for the adjustment to the assessment of a commercial parcel must be submitted before September 30 of the third year following the initial assessment.

**Name**: Irene Staffin

**Date of Request**: 10/31/2018

**Service Address**: 141 Sunrise Drive Tavernier Florida 33070

**Phone**: 305 433 2244

**Email**: irene@staffin.com

**Alternate Key (AK)**: 1623881

**Reason for Request**: Reduce sewer assessment.

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**Initial Owner or Tenant**:

I, the undersigned, certify that I am the **OWNER** of the parcel listed above and hereby request that the Key Largo Wastewater Treatment District (the District) review my current Equivalent Dwelling Unit (EDU) assignment for this property and that it be adjusted accordingly as outlined in the District’s Rules and Regulations. I understand and accept that this review may result in an INCREASE of the EDU assignment for this property and if so, will result in an increase of my monthly base charge and if applicable assessment for the parcel.

I, the undersigned, certify that I am the **TENANT** of the unit or parcel listed above and hereby request that the Key Largo Wastewater Treatment District (the District) review my current Equivalent Dwelling Unit (EDU) assignment and that my monthly base charge for wastewater services as billed monthly on my current water bill be adjusted accordingly. I understand that, should a change be required, the entire parcel and all current tenants' EDU assignments may also be reviewed at the District's discretion. I further understand and accept that this review may result in an INCREASE of the EDU assignment for this property and if so, will result in an increase of my monthly base charge and possibly, the assessment for the parcel.

**Initial to agree**:

I, agree to notify the District 30 days in advance of a change that would affect this parcel’s EDU assignment. Example of changes that would affect EDU assignment: change of number of dwelling units, change of business, change of land use, pattern of water usage change.

**Irene Staffin**

Digitally signed by Irene Staffin

Date: 2018.10.31 13:51:02-04'00'

**Signature**

**Date**: 10/31/2018

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"*" Denotes Required Fields

June 15, 2018
RESOLUTION NO. 18-12-18

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("KLWTD") ADOPTING THE KLWTD STAFF’S RECOMMENDATION TO RECALCULATE THE SYSTEM DEVELOPMENT CHARGE ("SDC") FOR THE RESIDENTIAL TAX PARCEL LOCATED AT 141 SUNRISE DRIVE, KEY LARGO, FLORIDA, WITH PARCEL IDENTIFICATION NUMBER 00506030-000000; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Edward S. Staffin and Irene Staffin, husband and wife, are the owners of real property located at 141 Sunrise Drive, Key Largo, Florida, with Parcel Identification Number 00506030-000000, legally described in Exhibit "A" attached hereto and made a part hereof by reference ("the Subject Tax Parcel"); and

WHEREAS, the Subject Tax Parcel is currently classified as Residential, pursuant to Article XIII of the KLWTD’s General Rules and Regulations ("KLWTD R&Rs"); and

WHEREAS, in accordance with the provisions of Section 10-01(b)(1) of the KLWTD R&Rs, each residential tax parcel located within the service area of KLWTD shall be assessed an SDC based on the number of residential dwelling units located thereon; and

WHEREAS, the Subject Tax Parcel had been assigned two dwelling unit charges based on the state of development of the Subject Tax Parcel at the time of the original calculation of the SDC, as reflected in the Final Assessment Resolution adopted on May 19, 2009; and

WHEREAS, the owners of the Subject Tax Parcel have requested a recalculation of the SDC assessment to reflect the existence of one dwelling unit on the Subject Tax Parcel; and

WHEREAS, KLWTD staff, having reviewed the current state of development of the Subject Tax Parcel, has recommended that the SDC assessment imposed on the Subject Tax Parcel be recalculated based on one dwelling unit; and

WHEREAS, the Board has considered the staff’s recommendation at a regular meeting of the Board held on December 4, 2018.

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

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by reference.

Section 2. Adoption of Recommendation. The Board finds that there is good and sufficient cause to adopt the staff’s recommendation to recalculate the SDC assessment imposed on the Subject Tax Parcel based on a single dwelling unit.
Section 3. **Recalculation of SDC.** As of the effective date of this Resolution, the SDC assessment imposed on the Subject Tax Parcel shall be recalculated based on a single dwelling unit.

Section 4. **Effective Date.** This Resolution shall be effective upon adoption by the Board.

Section 5. **Implementation.** The General Manager and/or his designee is authorized to take all actions necessary to implement the terms of this Resolution.

The foregoing Resolution was offered by Commissioner **Gibbs**, who moved for its approval. The motion was seconded by Commissioner **Heim**, and being put to a vote, the result was as follows:

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<td>Chairman Asdourian</td>
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<td>Commissioner Gibbs</td>
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<td>Commissioner Heim</td>
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<td>Commissioner Majeska</td>
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<td>Commissioner Tobin</td>
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The Chairman thereupon declared this Resolution duly passed and adopted the **4** day of December 2018.

**KEY LARGO WASTEWATER TREATMENT DISTRICT**

By: [Signature]

David Asdourian, Chairman

Approved to as to form and legal sufficiency:

**ATTEST:**

By: [Signature]

Diane Bockelman, Clerk

**SEAL**

[Seal Image]
RESOLUTION NO. 18-12-18
RE NO. 00506030-000000
AK NO. 1623881

EXHIBIT “A”

Lot 11 and 12, TAVERNIER COVE SUBDIVISION, according to the Plat thereof, as recorded in Plat Book 1, Page 103, of the Public Records of Monroe County, Florida.
RESOLUTION NO. 19-12-18

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("KLWTD") BOARD OF COMMISSIONERS APPROVING THE REQUEST OF RICHARD COLE AND RITA GILMORE FOR THE EXCLUSION OF ONE TAX PARCEL FROM THE 2009 NON-AD VALOREM ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Richard Cole and Rita Gilmore, husband and wife, are the owners of real property having Parcel Identification Number 00491920-000000, legally described in Exhibit “A” attached hereto and made a part hereof by reference (“the Subject Tax Parcel”); and

WHEREAS, the Subject Tax Parcel was assessed a System Development Charge ("SDC") as reflected in the 2009 Final Assessment Resolution No. 20-05-09 adopted on May 19, 2009; and

WHEREAS, In accordance with the provisions of Section 10.04(a) of KLWTD’s General Rules and Regulations ("KLWTD R&R’S"), the owners have submitted a request that the subject tax parcel be excluded from the 2009 Final Assessment and classified as Exempt on the ground that it cannot be improved consistent with existing zoning or other legal constraints, pursuant to KLWTD R&R Section 10.05(c); and

WHEREAS, pursuant to Section 10.04(d) of the KLWTD R&Rs, the owners have certified and agreed that if they or any subsequent owner later desire wastewater service to the Subject Tax Parcel, they must pay the full direct and indirect District costs of providing the same.

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

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by reference.

Section 2. Approve Exemption. The Board finds that there is good and sufficient cause to approve the owner’s request to exclude the Subject Tax Parcel from the 2009 Final Assessment Roll.

Section 3. Exempt Tax Parcel. As of the effective date of this Resolution, the SDC imposed on the Subject Tax Parcel shall be removed and the property classified as Exempt.

Section 4. Effective Date. This Resolution shall be effective upon adoption by the Board.

Section 5. Implementation. The General Manager and/or his designee is authorized to take all actions necessary to implement the terms of this Resolution.
The foregoing Resolution was offered by Commissioner Gibbs, who moved for its approval. The motion was seconded by Commissioner Heim, and being put to a vote, the result was as follows:

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Chairman Asdourian
Commissioner Gibbs
Commissioner Heim
Commissioner Majeska
Commissioner Tobin

The Chairman thereupon declared this Resolution duly passed and adopted the 4th day of December, 2018

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: David Asdourian, Chairman

ATTEST:

By: Diane Bockelman, Clerk

Approved to as to form and legal sufficiency:

By: Nicholas W. Mulick, General Counsel

SEAL
EXHIBIT “A”

The Southeasterly one-half (1/2) of the Northwesternly one-half (1/2) of the Southeasterly 200.0 feet of Lot 26 and 27, Block 1, SEASIDE, according to the Plat thereof, as recorded in Plat Book 1, at Page 97, of the Public Records of Monroe County, Florida. Subject to an Easement over the Southwesterly 11 feet, 3 inches (11.25) thereof.