AGENDA

Board of Commissioners Meeting
103355 Overseas Highway
Key Largo, FL 33037

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

BOARD MEMBERS:
David Asdourian  Chairman
Robert Majeska   Vice Chairman
Susan Heim       Commissioner
Nicolas Rodriguez Commissioner
Andrew Tobin    Commissioner

DISTRICT STAFF:
Peter Rosasco  General Manager
Nick Mulick    General Counsel
Diane Bockelman District Clerk

MISSION STATEMENT:
“The Mission of the Key Largo Wastewater Treatment District is to preserve and protect the delicate ecosystem of the Florida Keys while providing exceptional customer service.”
Please mute cell phones

After each report, staff will give a verbal update and be available for questions

D. AGENDA ADDITIONS, CORRECTIONS OR DELETIONS
   1. Approval of Agenda

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
   1. Minutes of December 10, 2019

G. GENERAL MANAGER’S REPORT
   2. Florida Keys Day 2020
   3. Army Corps of Engineers Funding Update
   4. February Board Meeting Schedule
   5. Islamorada Wastewater Service Letter
   6. FirstNet Communications

H. BUDGET AND FINANCE REPORT

I. ADMIN AND CUSTOMER SERVICE REPORT
   1. Reversal of Waiver - AK#1650609 - 104 Poinciana Drive
      Resolution 01-2020
      A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“THE DISTRICT”) APPROVING THE REQUEST BY LOT 12 GULF DR LLC (“THE OWNER”) FOR REINSTATEMENT OF ASSESSMENT OF ONE TAX PARCEL TO THE 2008 NON-AD VALOREM WASTEWATER ASSESSMENT ROLL; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.
      2. Exemption - AK#1670570 - Monroe County Owned Road
      Resolution 02-2020
      A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“THE DISTRICT”) APPROVING THE REQUEST BY MONROE COUNTY FOR THE EXCLUSION OF ONE TAX PARCEL FROM THE 2006 NON-AD VALOREM WASTEWATER ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.

J. OPERATIONS REPORT

K. CONSTRUCTION REPORT

L. ENGINEER’S REPORT
   1. Vessel Pump out, High Strength Users & CBOD Results

M. LEGAL REPORT
   1. Request for Closed Session to Discuss Big Chill Litigation Case No. 19-CA-175-P
   2. Ratification of Retaining Outside Counsel for the Big Chill Matter

N. COMMISSIONER’S ITEMS
   1. Reduction of KLWTD Monthly Billing Rates Letter to Customers

O. ROUNDTABLE DISCUSSION
   1. Unfinished Business

P. ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the KLWTD Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the District Clerk at 305 451-4019 at least 48 hours in advance to request accommodations.
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: January 7, 2020
Agenda Item Number: F-1

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Action: Approval

Department: Legal
Sponsor: Nicholas Mulick

Subject: Minutes of December 10, 2019

Summary of Discussion:
Staff to present the minutes from the previous board meeting for approval.

Reviewed / Approved

Operations: 
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact

Operations: $

District Clerk: Budgeted: N/A

Attachments

Minutes

Approved By: ___________________________ Date: 1-2-20

General Manager
CALL TO ORDER (A)
Chairman Asdourian called the meeting to order at 4:00 PM.

PLEDGE OF ALLEGIANCE (B)
Mr. Kevin Becerra led the Pledge of Allegiance.

ROLL CALL (C)
Present were Chairman David Asdourian, and Commissioners Nicolas Rodriguez, Robert Majeska, Andrew Tobin, and Susan Heim. Also present were General Manager, Peter Rosasco; General Counsel, Nicholas Mulick; District Clerk, Diane Bockelman; District Managers, Connie Fazio, Ryan Dempsey, Mike Dempsey, and Jered Primicerio; and Senior Support Analyst, Kevin Becerra.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)
Approval of Agenda (D-1)
- Mr. Rosasco requested the addition of Wastewater Rate Comparison as Item G-3 and the deletion of Item L-1, which will be brought back at a future meeting.
- Mr. Mulick requested the addition of Ratification of Retaining Outside Counsel for the Big Chill Matter as Item M-1.

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

PUBLIC COMMENT (E)
No speakers.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)
Minutes of November 19, 2019 (F-1)

Motion: Commissioner Majeska made a motion to approve the minutes of the November 19, 2019 meeting. Commissioner Rodriguez seconded the motion. The motion passed without objection.
GENERAL MANAGER’S REPORT (G)
October 2019 Monthly Report (G-1)
Mr. Primicerio, Plant Operations Manager, presented the wastewater treatment plant section. Mr. Mike Dempsey, Field Operations Manager, presented the field operations section. Mr. Ryan Dempsey, Maintenance Manager, presented the maintenance section. Mr. Mike Dempsey answered questions about the construction section in the absence of the District engineer. Mr. Becerra presented the IT section. Ms. Bockelman presented the administration and customer service section. Ms. Fazio, Senior Finance Manager, presented the finance section.

FirstNet Communications (G-2)
Mr. Becerra presented pricing information about AT&T’s FirstNet program. The item will be brought back for action at the next Board meeting.

LEGAL REPORT (M)
Public Hearing to Consider Amendment to Section 9.03 and Section 11.06 of the KLWTD General Rules and Regulations – Time Certain 5:00 PM (M-1)

Regular Meeting Closed and Public Hearing Opened: 5:01 PM

Chairman Asdourian closed the regular meeting and opened the Public Hearing to consider amendment to Section 9.03 and Section 11.06 of the KLWTD General Rules and Regulations.

No comments were received from the public.

Public Hearing Closed and Regular Meeting Reconvened: 5:02 PM

Reduction of Monthly Base and Volumetric Charges (M-2)
Motion: Commissioner Tobin made a motion to approve Resolution 22-12-19. Commissioner Heim seconded the motion.

Vote on Motion
Commissioner Tobin - Aye
Commissioner Heim - Aye
Commissioner Rodriguez - Aye
Commissioner Majeska - Aye
Chairman Asdourian - Aye
Motion Passed: 5 to 0

Wastewater Rate Comparison (G-3)
Mr. Rosasco presented a wastewater billing rate comparison of the 2017 and 2019 billing rates of wastewater utilities throughout the Keys.
BUDGET AND FINANCE REPORT (H)
FY19 Financial Audit Schedule (H-1)
Ms. Fazio presented the financial audit schedule for fiscal year 2019. Commissioner Rodriguez will participate in the audit process as the Board’s representative.

KLWTD FY19 - 4th Quarter Financial Reports (H-2)
Ms. Fazio presented the financial reports for the 4th quarter of fiscal year 2019.

ADMIN AND CUSTOMER SERVICE REPORT (I)
System Impact Charge – AK#8667493 – Crocodile Lake National Wildlife Refuge (I-1)
Ms. Bockelman presented a request by the owner of AK#8667493, for wastewater service which would impose a System Impact Charge.

Motion: Commissioner Majeska made a motion to approve Resolution 21-12-19. Commissioner Heim seconded the motion.

Vote on Motion
Commissioner Majeska - Aye
Commissioner Heim - Aye
Commissioner Rodriguez - Aye
Commissioner Tobin - Aye
Chairman Asdourian - Aye
Motion Passed: 5 to 0

OPERATIONS REPORT (J)
No report.

CONSTRUCTION REPORT (K)
No report.

ENGINEER’S REPORT (L)
No report.

LEGAL REPORT (M)
Items M-1 and M-2 were heard during General Manager’s Report.

Ratification of Retaining Outside Counsel for the Big Chill Matter (M-1)
Mr. Mulick recommended ratifying the employment of Gelber, Greenberg & Schachter, counsel obtained for the Big Chill litigation. The item will be brought back for action at the next Board meeting.

COMMISSIONERS’ ITEMS (N)
No report.
ROUND TABLE DISCUSSION (O)
Unfinished Business (O-1)

ADJOURNMENT (P)
The Meeting was adjourned at 5:40 PM.

________________________________  _________________________________
David Asdourian, Chairman    Diane Bockelman, Clerk

Seal
### Wastewater Billing Rates

<table>
<thead>
<tr>
<th>Entity</th>
<th>Description</th>
<th>Unit of Measurement</th>
<th>August 2017 Rates</th>
<th>December 2019 Rates</th>
<th>Notes</th>
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<tr>
<td>FKAA</td>
<td>Base Charge</td>
<td>Per EDU</td>
<td>$24.18</td>
<td>$26.01</td>
<td>Not billed to qualified senior citizens and disabled veterans</td>
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<tr>
<td></td>
<td>Usage Charge</td>
<td>Per 1,000 Gallons</td>
<td>$9.15</td>
<td>$9.84</td>
<td>Residential meters billed up to a max of 10,000 gallons</td>
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<tr>
<td>Key West</td>
<td>Base Charge</td>
<td>Per EDU</td>
<td>$23.23</td>
<td>*</td>
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<tr>
<td></td>
<td>Usage Charge</td>
<td>Per 1,000 Gallons</td>
<td>$4.60</td>
<td>*</td>
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<tr>
<td>Marathon</td>
<td>Administrative Charge</td>
<td>Per Account</td>
<td>$14.19</td>
<td>$14.33</td>
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<tr>
<td></td>
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<td>Usage Charge</td>
<td>Per 1,000 Gallons</td>
<td>$8.04</td>
<td>$8.12</td>
<td>Residential meters billed up to max of 12,000 gallons</td>
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<tr>
<td>Islamorada</td>
<td>Customer Charge</td>
<td>Per Bill Rendered</td>
<td>$10.15</td>
<td>$10.56</td>
<td></td>
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<tr>
<td></td>
<td>Base Charge</td>
<td>Per EDU</td>
<td>$28.88</td>
<td>$30.04</td>
<td>North Plantation Key</td>
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<tr>
<td></td>
<td>Usage Charge</td>
<td>Per 1,000 Gallons</td>
<td>$38.86</td>
<td>$40.41</td>
<td>Remaining Service Area</td>
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<td>KLWTD</td>
<td>Base Charge**</td>
<td>Per EDU</td>
<td>$33.60</td>
<td>$28.56</td>
<td>Discounted 50% for qualified senior citizens and disabled veterans</td>
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<tr>
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<td>Usage Charge**</td>
<td>Per 1,000 Gallons</td>
<td>$5.27</td>
<td>$4.48</td>
<td>Residential meters billed up to max of 12,000 gallons</td>
</tr>
</tbody>
</table>

**Rates assume a 15% reduction. Adjustment will be voted on 12/10/2019**
12-05-19

RE: 15% Rate Decrease

Dear KLWTD Commissioners,

The members of the Island of Key Largo Federation of Homeowner Associations would like to express their support for the 15% decrease in the monthly base charge and monthly volumetric charge. We are pleased to learn the district will keep the promise they made over the years to reduce rates.

The Raftelis 2019 utility rate study showed that the Key Largo Wastewater Treatment District is fiscally healthy. Using conservative data, the study recognizes even with a 15% rate decrease, the District’s budget would continue to be sustainable and strong. For this reason we strongly encourage a vote for the 15% decrease over the alternative 10% decrease.

The District has been operating for long enough now to realize the actual operating costs of the wastewater system. Rate payers have provided more than enough financial means to support the costs as well as provide sufficient financial reserves. It is time to adjust the rates to accurately reflect the expenses and costs of running the wastewater system and keep the promise made to reduce rates as soon as fiscally possible.

Thank you for your fiscal responsibility. With this rate decrease, rate payers can now be assured that the rates we pay are appropriate for the needs of the District.

We urge you to vote approval of the 15% decrease in rates as presented in the rate study.

For the board and members of the Island of Key Largo Federation of Homeowner Associations
President, Dottie Moses
RESOLUTION NO. 21-12-19

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE DISTRICT") IMPOSING A SYSTEM IMPACT CHARGE ("SIC") FOR ONE TAX PARCEL; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida is the owner of real property having Parcel Identification Number 00563133-000100, legally described in Exhibit “A” attached hereto and made a part hereof by reference ("the Subject Tax Parcel"); and

WHEREAS, in accordance with the District’s Rules and Regulations, Article X, Section 10.01(c), the District is authorized to impose an SIC on new customers and existing customers who modify, add or construct facilities that cause a potential increased demand on the District’s wastewater facilities; and

WHEREAS, upon review of the proposed development of four RV sites on the Subject Tax Parcel, District staff has determined that it will increase the demand on the District’s wastewater facilities; and

WHEREAS, staff has recommended that the District’s Board of Commissioners ("the Board") adopt a Resolution imposing an SIC on the Subject Tax Parcel; and

WHEREAS, the Board has considered staff’s recommendation at a regularly scheduled meeting of the Board held on December 10, 2019.

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. Imposition of SIC. The Board finds that there is good and sufficient cause to impose an SIC on the Subject Tax Parcel in the amount of $9,152.00.

Section 3. Wastewater Base Charge. The monthly wastewater base charge will be calculated based on 1.8 EDUs.

Section 4. Applicability and effective date. This Resolution shall take effect upon adoption by the Board of Commissioners and payment of an SIC in the amount of $9,152.00.
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 **Majeska**, 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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<tbody>
<tr>
<td>Chairman Asdourian</td>
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<td>Commissioner Heim</td>
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<td>Commissioner Majeska</td>
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<td>Commissioner Rodriguez</td>
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<tr>
<td>Commissioner Tobin</td>
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The Chairman thereupon declared this Resolution duly passed and adopted the 10 day of December 2019.

**KEY LARGO WASTEWATER TREATMENT DISTRICT**

By: [Signature]
David Asdourian, Chairman

Approved to as to form and legal sufficiency:

By: [Signature]
Nicholas W. Mulick, General Counsel

**ATTEST:**

By: [Signature]
Diane Bockelman, Clerk

**SEAL**
RESOLUTION NO. 21-12-19
RE NO. 00563133-000100
AK NO. 8667493

EXHIBIT “A”

PARCEL 1
That portion of the following lands lying northerly and westerly of County Road 905:

All of the amended plat of PORT BOUGAINVILLE, being a revised plat of all of “PORT BOUGAINVILLE – A RESUBDIVISION OF FIRST REVISED PLAT OF NORTH LARGO YACHT CLUB PLAT NO. 1,” (P.B. 7, PG. 21), according to the Plat thereof, as recorded in Plat Book 7, at Page 27 of the Public Records of Monroe County, Florida.

PARCEL 2
All that portion of the SW 1/4 of Section 31, Township 60 South, Range 40 East, lying northerly and easterly of the northwesterly projection of the southerly line of Tract N of the AMENDED PLAT OF PORT BOUGAINVILLE, being a revised plat of all of “PORT BOUGAINVILLE – A RESUBDIVISION OF FIRST REVISED PLAT OF NORTH LARGO YACHT CLUB PLAT NO. 1” (P.B. 7, PG. 21), according to the Plat thereof, as recorded in Plat Book 7, at Page 27 of the Public Records of Monroe County, Florida.

PARCEL 3
That portion of the following lands lying northerly and westerly of County Road 905:

All of the SW 1/4 lying north and east of U.S. Highway #1 in Section 31, Township 60 South, Range 40 East, and LESS AND EXCEPT therefrom Plat No. 5, KEY LARGO CITY INDUSTRIAL SECTION, according to the Plat thereof, as recorded in Plat Book 1, at Page 176 of the Public Records of Monroe County, Florida; and LESS Dixie Highway not included in said plat; and LESS AND EXCEPT therefrom the revised plat portion of Block 5, Plat No. 5, KEY LARGO CITY INDUSTRIAL SECTION, according to the Plat thereof, as recorded in Plat Book 3, at Page 155 and the AMENDED PLAT OF PORT BOUGAINVILLE, a revised plat of all of “PORT BOUGAINVILLE – A RESUBDIVISION OF FIRST REVISED PLAT OF NORTH LARGO YACHT CLUB PLAT NO. 1” (P.B. 7, PG. 21) according to the Plat thereof, as recorded in Plat Book 7, at Page 27 of the Public Records of Monroe County, Florida; and LESS AND EXCEPT therefrom that portion of the SW 1/4 of Section 31, Township 60 South, Range 40 East, lying between U.S. Highway #1 and Lots 3 through 7, Block 5, Plat No. 5, KEY LARGO CITY INDUSTRIAL SECTION (P.B. 1, PG. 176), and the southwesterly line of an existing road, which line is
the extension northwesterly of the northeasterly lot line of Lot 7 of said Block 5, to the easterly right-of-way line of U.S. Highway #1.

AND LESS THE FOLLOWING DESCRIBED PROPERTY:

Begin at the northeast corner of Lot 8, Block 3, Plat No. 5, KEY LARGO CITY INDUSTRIAL SECTION, according to the Plat thereof, as recorded in Plat Book 1, at Page 176 of the Public Records of Monroe County, Florida; thence run along the southeasterly boundary line of said Lot 8 and Lots 1 through 7 of said Block 3 of said subdivision, and the prolongation thereof, a distance of 250 feet to a point (said point being 50 feet from the southerly corner of said Lot 1); thence run in a southwesterly direction along a line perpendicular to the right-of-way of the Old Florida East Coast Railroad, to a point where said line meets the right-of-way of said Florida East Coast Railroad; thence run in a northwesterly direction along the northeasterly boundary line of said right-of-way to a point where a prolongation in a southwesterly direction of the northwesterly boundary lines of Lots 1 and 2 of Block 1 of said subdivision would meet said right-of-way; thence run in a northeasterly direction along the prolongation of the northwesterly boundary line of said Lots 1 and 2 of Block 1 to the southwesterly corner of said Lot 1, Block 1; thence run in a southeasterly direction along the southwesterly boundaries of said Lot 1, Block 1, and of Lot 7 of said Block 1, and of Lot 9, Block 3, to the Point of Beginning.

AND ALSO LESS:

Lots 1 through 8, Block 3 of Plat No. 5, KEY LARGO CITY INDUSTRIAL SECTION, according to the Plat thereof, as recorded in Plat Book 1, at Page 176 of the Public Records of Monroe County, Florida;

AND ALSO LESS AND EXCEPT THEREFROM:

All that portion of said SW 1/4 of Section 31, lying northerly and easterly of the northwesterly projection of the southerly line of Tract N of the AMENDED PLAT OF PORT BOUGAINVILLE, a revised plat of all of “PORT BOUGAINVILLE – A RESUBDIVISION OF FIRST REVISED PLAT OF NORTH LARGO YACHT CLUB PLAT NO. 1” (P.B. 7, PG. 21), according to the Plat thereof, as recorded in Plat Book 7, at Page 27 of the Public Records of Monroe County, Florida;

AND LESS FROM ALL OF THE ABOVE-DESCRIBED PROPERTY:

All of that property which lies within 75 feet of each side of the following described center line, according to the right-of-way map for Section 90520-2601, part of said center line being more particularly described as follows:
Commence at the center of Section 31, Township 60 South, Range 40 East; run North 89°27'30" East along the East-West 1/4 Section line of said Section 31, a distance of 640.11 feet; thence South 38°23'32" West a distance of 1,401.82 feet to the Point of Beginning of that part of the herein described center line; thence North 38°23'32" East, along said center line, a distance of 7,539.57 feet to the end of said part of the herein described center line; thence North 00°22'48" West, along the North-South 1/4 Section line of Section 29, Township 60 South, Range 40 East, a distance of 410.83 feet to the center of said Section 29. Subject to existing right-of-way for S-905;

AND LESS:

The southeasterly 30 feet of Lots 46 through 65, Block 5, Plat No. 5, KEY LARGO CITY INDUSTRIAL SECTION, according to the Plat thereof, as recorded in Plat Book 1, at Page 176 of the Public Records of Monroe County, Florida, in Section 31, Township 60 South, Range 40 East.

AND LESS AND EXCEPT FROM ALL THE LAND DESCRIBED HEREON:

All of Block 1;

All of Block 3 (Other than Lots 1 through 8 thereof);

Lot 42 of Block 4;

All of Block 5 (Other than Lots 8, 9, 24, 25, 44, 45, 58, 59, 60 and 61 thereof);

Lots 13 through 20, and 31 and 32 of Block 8;

Lots 12, 13, and 36 of Block 9;

Lots 11 through 13, and 25 of Block 11;

Lot 11 of Block 13;

All lying in Plat No. 5, KEY LARGO CITY INDUSTRIAL SECTION, as recorded in Plat Book 1, at Page 176, of the Public Records of Monroe County, Florida.
AND LESS AND EXCEPT:

Lot 8 of Block 4, Plat No. 2, KEY LARGO CITY GARDEN COVE SECTION NO. 2, as recorded in Plat Book 1, at Page 195, of the Public Records of Monroe County, Florida.

AND LESS AND EXCEPT:

A 50-foot-wide strip of land being bounded on the southwest by the northeasterly line of revised plat portion of Block 5, Plat No. 5, KEY LARGO CITY INDUSTRIAL SECTION, as recorded in Plat Book 3, at Page 155 of the Public Records of Monroe County, Florida; bounded on the west by the easterly right-of-way line of said U.S. Highway #1; bounded on the northeast by the northwesterly prolongation of the southwesterly limit of Lot 10, Block 5 of said Plat No. 5, KEY LARGO CITY INDUSTRIAL SECTION (P.B. 1, PG. 176); and bounded on the southeast by the southwesterly prolongation of the centerline of First Street as depicted on said Plat No. 5, KEY LARGO CITY INDUSTRIAL SECTION (P.B. 1, PG. 176).
RESOLUTION NO. 22-12-19

A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE KEY LARGO WASTEWATER TREATMENT
DISTRICT AMENDING THE KEY LARGO WASTEWATER
TREATMENT DISTRICT GENERAL RULES AND
REGULATIONS; REDUCING THE MONTHLY BASE
CHARGE; REDUCING THE MONTHLY VOLUMETRIC
CHARGE; AND PROVIDING FOR APPLICABILITY AND
AN EFFECTIVE DATE.

WHEREAS, Section 4(2) of the Key Largo Wastewater Treatment District (“the District”) Charter authorizes the District Board of Commissioners (“the Board”) to adopt rules and regulations necessary for the effective exercise of its powers; and

WHEREAS, the District has promulgated General Rules and Regulations (“the Rules”) effective March 8, 2016, and

WHEREAS, Section 9.03 of the Rules, Fees and Charges for Wastewater Service, imposes a monthly base charge and monthly volumetric charge for customers receiving wastewater treatment services from the District, and

WHEREAS, Section 11.06 of the Rules, Adjustment of Fees and Charges, authorizes the District to modify the monthly volumetric charge in certain instances, and

WHEREAS, the Board finds that it is in the District’s best interest and that of its customers to adjust its previously established charges to ensure fair, justifiable and equitable charges for wastewater treatment services while, at the same time, generate sufficient revenue to fulfill its commitment to “preserve and protect the delicate ecosystem of the Florida Keys while providing exceptional customer service.”

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT THAT:
Section 1. The KLWTD General Rules and Regulations are hereby amended as follows:

Section 9.03 Fees and Charges for Wastewater Service.

(a) Monthly Base Charge for Customers receiving water from FKAA:
   i. For each Customer that is the sole FKAA Customer owning or occupying a Tax Parcel assessed by the District and connected to a collection system, transmission main, or other piping operated and maintained by the District, the Monthly Base Charge is $33.60 $28.56 per Dwelling Unit or Equivalent Dwelling Unit reflected in the most recent assessment of the Tax Parcel.
   ii. For each Customer that is one of several FKAA Customers occupying a Tax Parcel assessed by the District and connected to a collection system, transmission main, or other piping operated and maintained by the District, the Monthly Base Charge is $33.60 $28.56 multiplied by the number of Dwelling Units or Equivalent Dwelling Units attributed to that Customer.
   iii. For each FKAA Customer owning or occupying a Tax Parcel that has not yet been assessed by the District, the District will calculate the number of Dwelling Units or Equivalent Dwelling Units attributable to the Tax Parcel and to the Customer in the manner provided in the District’s most recent final Non-Ad Valorem Assessment Resolution, and will calculate the Customer’s Monthly Base Charge on that basis until the District has assessed that Tax Parcel. After the District has assessed that Tax Parcel, the Monthly Base Charge for that Customer will be calculated in the manner provided in other paragraphs of this Section.
   iv. In addition to the Monthly Base Charges provided herein, the District may impose BOD surcharges as provided in Section 9.04 below.
   v. For FKAA meters coded as Fire or Irrigation Meters, there will be no Monthly Base Charge.
   vi. The Monthly Base Charge for a Laundromat is $33.60 $28.56.

(b) Monthly Volumetric Charge for Customers receiving water from FKAA:
   i. For each FKAA Customer with a residential use meter, the Monthly Volumetric Charge is $5.27 $4.48 per 1,000 gallons of water billed, as reflected on the Customer’s FKAA monthly statement. The maximum
monthly volume for which the Monthly Volumetric Charge will be billed is 12,000 gallons per residential Dwelling Unit.

ii. For each FKAA Customer with a non-residential use meter, the Monthly Volumetric Charge is $5.27 \text{ $4.48}} per 1,000 gallons of water billed, as reflected on the Customer’s FKAA monthly statement. There is no maximum monthly volume for which the Monthly Volumetric Charge will be billed on non-residential use meters.

iii. For water meters coded in FKAA records with a location class that indicates that the water be used solely for fire or irrigation, there will be no Monthly Volumetric Charges.

(c) Alternative water supply, Wastewater Service monthly charge: The District will charge a flat fee of $44.14 per month for Alternative Water Supply Wastewater Service.

Section 11.06 Adjustment of Fees and Charges.

(a) Adjustment of fees and charges for Wastewater Service: It is the policy of the District to permit Customers to question and seek adjustments to certain types of charges, as follows:

(ii) Monthly Volumetric Charge. Except under one of the circumstances below and at the sole discretion of the General Manager, there shall be no adjustment of a Monthly Volumetric Charge for any given month. They include:

1) The Customer provides proof of and FKAA confirms an error in the meter reading.

2) The Customer has properly filed for and successfully obtained a credit from FKAA under the FKAA Leak Abatement Program. The credit of Wastewater charges shall be calculated based upon $5.27 \text{ $4.48}} times the number of gallons that the FKAA has credited as part of their abatement credit, divided by 1,000.

Section 2. EFFECTIVE DATE. This resolution shall take effect on January 1, 2020.

Section 3. 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 10TH DAY OF DECEMBER 2019.

The foregoing RESOLUTION was offered by Commissioner ___Tobin_____, who moved its approval. The motion was seconded by Commissioner ___Heim_____, and being put to a vote the result was as follows:

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<th>AYE</th>
<th>NAY</th>
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<td></td>
</tr>
</tbody>
</table>

The Chairman thereupon declared this Resolution duly passed and adopted the 10th day of December, 2019.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: ___________
David Asdourian, Chairman

ATTEST:

Diane Bockelman, Clerk

Approved as to form and legal sufficiency:

Nicholas W. Mulick, General Counsel

SEAL
NOTICE OF PUBLIC HEARING TO CONSIDER ADOPTION OF A RESOLUTION AMENDING SECTIONS 9.03 AND 11.06 OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT GENERAL RULES AND REGULATIONS

Notice is hereby given that the Key Largo Wastewater Treatment District ("KLWTD") will hold a public hearing to consider adoption of a Resolution amending Sections 9.03 and 11.06 of the KLWTD General Rules and Regulations to reduce the monthly base charge and monthly volumetric charge. The hearing will be held at 5:00 p.m., or as soon thereafter as the matter can be heard, on December 10, 2019 at the District office located at 103355 Overseas Highway, Key Largo, Florida.

The public has a right to appear at the hearing and/or to file written comments with the District. If a person wishes to appeal any decision made by the District with respect to any matter considered at the hearing, such person will need a record of the proceedings, and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made.

Copies of the proposed Resolution and all supporting documents are available for inspection and copying at the District office located at 103355 Overseas Highway, Key Largo or online at www.klwtd.com.

If you have any questions, please contact the District Clerk at 305-451-4019 extension 210, Monday through Friday between 8:00 a.m. and 5:00 p.m.

In accordance with the Americans with Disabilities Act, persons needing special accommodation or an interpreter to participate in this proceeding should contact the District Clerk at 305-451-4019 extension 210, at least 3 days prior to the hearing.

11/26/19 Key West Citizen
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: January 7, 2020
Agenda Item Number: G-1

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: Sponsor:
General Manager Peter Rosasco

Subject: November 2019 Monthly Report

Summary of Discussion:
Department heads will present their section of the Monthly Report.

Reviewed / Approved | Financial Impact | Attachments
Operations: ________ | $ | Monthly Report
Customer Service: ________ |
Finance: ________ | Funding Source: |
District Counsel: ________ |
District Clerk: ________ | Budgeted: N/A |
Engineering: ________ |

Approved By: ___________________________ Date: 1-2-20
General Manager
November 2019 Monthly Report

Key Largo Wastewater Treatment District
103355 Overseas Highway
Tel: (305)451-4019
Wastewater Plant Operations

The wastewater treatment plant processed an average of 1.86 million gallons of influent per day (MGD).

This is the Chlorine Contact Chamber covered by a solar structure. The CCC is back in service after the interior walls were repaired and painted.
**Effluent Quality Reports (mg/L)**

Determines the quality of discharge from the wastewater treatment plant.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CBOD5 (Carbonaceous Biochemical Oxygen Demand)</td>
<td>5</td>
<td>2.25</td>
<td>1.20</td>
</tr>
<tr>
<td>TSS (Total Suspended Solids)</td>
<td>5</td>
<td>1.25</td>
<td>0.78</td>
</tr>
<tr>
<td>TN (Total Nitrogen)</td>
<td>3</td>
<td>1.26</td>
<td>1.50</td>
</tr>
<tr>
<td>TP (Total Phosphorous)</td>
<td>1</td>
<td>0.38</td>
<td>0.40</td>
</tr>
</tbody>
</table>

**12 Month Average Quality Reports Continued**

### CBOD5 (Carbonaceous Biochemical Oxygen Demand)

![CBOD5 Graph]

### TSS (Total Suspended Solids)

![TSS Graph]

### TN (Total Nitrogen)

![TN Graph]

### TP (Total Phosphorous)

![TP Graph]
Current Flow (MGD)
The total flow of influent through the wastewater treatment plant each day.

Daily Peak Salinity (PPT)
The daily peak salinity for the current month.

Islamorada

<table>
<thead>
<tr>
<th>Average Daily Flow</th>
<th>Monthly Peak Salinity</th>
<th>Days over 4.0 PPT Salinity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.668 Million Gallons per Day</td>
<td>6.4 Parts per Thousand</td>
<td>0</td>
</tr>
</tbody>
</table>
Wastewater Field Operations

There was a total of 56 service calls for the current month. Of these, 47 were system generated, mostly by low vacuum detection at a vacuum station. These system generated service calls were corrected quickly by the field staff. The remaining 9 service calls are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Address</th>
<th>Incident</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 6</td>
<td>59 Coral Dr.</td>
<td>Customer reported a back-up while replacing his toilet.</td>
<td>Crew determined pit was functioning properly. Not a KLWTD issue.</td>
</tr>
<tr>
<td>November 19</td>
<td>336 Sound Dr.</td>
<td>Customer reported that the pit had been firing since day before.</td>
<td>Crew manually discharged and simulated the pit. System was working properly. Not a KLWTD issue.</td>
</tr>
<tr>
<td>November 19</td>
<td>50 Jasmine Dr.</td>
<td>Customer reported sewage coming out the cleanout on his property.</td>
<td>Cleanout was dry and pit was working. Back-up on Customer side. Not a KLWTD issue.</td>
</tr>
<tr>
<td>November 22</td>
<td>46 Coral Dr.</td>
<td>Customer reported that the flapper in the breather seemed stuck.</td>
<td>Crew determined that flapper was not hung open. Pit was also in working order. Not a KLWTD issue.</td>
</tr>
<tr>
<td>November 25</td>
<td>137 Coconut Dr.</td>
<td>Customer called plumber who notified KLWTD about the reportedly backed up pit.</td>
<td>KLWTD found pit to be working properly. Plumber found that the private system had a bad check valve. Not a KLWTD issue.</td>
</tr>
</tbody>
</table>

Odor Related Service Calls

<table>
<thead>
<tr>
<th>Date</th>
<th>Address</th>
<th>Incident</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 7</td>
<td>8 Flamingo Rd.</td>
<td>Customer reported a sewer odor in home.</td>
<td>KLWTD'S system was working properly. No odor was detected.</td>
</tr>
<tr>
<td>November 13</td>
<td>Calusa Lot #232</td>
<td>Customer reported a sulfur odor in their home.</td>
<td>Crew showed homeowner that the system was working properly. No smell detected on KLWTD's side.</td>
</tr>
<tr>
<td>November 15</td>
<td>6 North Dr.</td>
<td>Customer reported a sewer odor in his home.</td>
<td>System was working properly. Odor detected was coming from high tides.</td>
</tr>
<tr>
<td>November 25</td>
<td>91500 Overseas Hwy</td>
<td>Customer reported a sewer odor to KLWTD and FL Department of Environmental Protection coming from behind shopping plaza and hospital.</td>
<td>Shopping plaza and hospital are on private systems. Department of Health identified that odor was hydrogen sulfide gas from lake behind shopping center turning over after cool weather.</td>
</tr>
</tbody>
</table>
Non-System Generated Calls

Maintenance

Sewage Dump Station Screening Device Assembled
The portable screening device was assembled. This piece of equipment is used to screen rocks and other large debris when dumping a vacuum truck or trailer at the plant.
Vacuum Station E Sewage Pump Reseal and Replacement
Water was leaking into the oil cavity of the sewage pump motor. The pump was removed, pinhole leak welded, then the pump was resealed and coated.
Plant Process Water Line Break Repair and Reroute
An underground pipe leak was found on the plant process water system. The damaged section of pipe and fittings was replaced and rerouted above the concrete slab.

Plant Influent Tank Valve Actuator Repair
The SBR #3 tank influent valve failed to open. The problem was found in the electronic valve actuator assembly and the necessary parts were replaced.
SBR Sludge Waste Pump
A blockage occurred in the sludge waste pump of SBR #3 at the Plant. The pump was removed to free the blockage. The sealing surface was cleaned and the pump was reinstalled.
## Construction

### Current Construction Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Contract Amount (Including Direct Purchases)</th>
<th>Engineering and Other Cost</th>
<th>Total Project Cost</th>
<th>Total Cost to Date</th>
<th>Balance to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Upgrades (Reynolds)</td>
<td>$1,364,383.68</td>
<td>$93,082.50</td>
<td>$1,457,466.18</td>
<td>$1,321,056.67</td>
<td>$134,447.01</td>
</tr>
<tr>
<td>CCC Disinfection (Reynolds)</td>
<td>$343,104.54</td>
<td>$24,571.25</td>
<td>$371,100.68</td>
<td>$346,529.43</td>
<td>$20,287.61</td>
</tr>
<tr>
<td>Steel Storage Building (Reynolds)</td>
<td>$254,333.51</td>
<td>$74,463.75</td>
<td>$337,351.49</td>
<td>$262,887.74</td>
<td>$38,417.02</td>
</tr>
</tbody>
</table>

On 11/25/2019 Reynolds and Champion arrived on site to address the SCADA alarm issues and other misc issues. The alarm conditions were fixed, and the majority of other items were addressed as well. There is an issue with the Chlorine dosing system that is still being addressed but has been difficult to determine the cause. Reynolds and Champion continue to work towards resolving this remaining issue. Close out of the project will occur once the issue is resolved.

All work on the CCC project has been completed including the Digester line. Final closeout documentation including as-builds are still required for project closeout. Reynolds has submitted draft as-builds, but revisions are needed before acceptance. Final closeout is anticipated by the end of January.
The Field Operations department included a steel storage building in its capital budget for FY 19 with Reynolds Construction being awarded the project at a negotiated price $179,488.00. Since that time, two change orders have been approved bringing the total Reynolds Contract price to $219,833.51. Construction of the steel building halted in September waiting for arrival of the building from the manufacturer. The pre-fabricated building arrived on 11/27/2019. The parts were inspected, and several bolts and hardware items were missing. Erection of the building was scheduled for 12/2/2019.

<table>
<thead>
<tr>
<th>Shallow Gravity Well</th>
<th>$59,500.00</th>
<th>$6,633.75</th>
<th>$66,053.75</th>
<th>$5,920.00</th>
<th>$59,580.00</th>
</tr>
</thead>
</table>

The Board discussed the construction of a shallow well that would accept flow from the disinfection basin by gravity in the event of a failure of the deep injection well pumps. The project was put out to bid, with Charlie Toppino and Sons, Inc. being the lowest responsive and responsible bidder. The low bid of $59,500.00 was awarded in September. Agreement was put in place and submittal process started in October. The submittal process continued in November. Toppino & Sons conducted a site visit and location of the well was discussed.

### Upcoming Construction Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Estimate</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Safety</td>
<td>$737,297.00</td>
<td>WEC completed the RFP, drawings and technical specifications for the Fire Safety project. The RFP was published, with a mandatory Pre-Bid meeting held on May 23rd. Two contractors attended. Proposals were due on June 20th. One proposal was submitted by MJWood and was evaluated based on RFP criteria. The proposal came in at a total cost of $798,109.00 which exceeded the Engineer’s estimate by $61,000.00. The Board has directed an evaluation of the RFP documents by an independent third party. WEC solicited bids for the review only one could be obtained by a qualified evaluator. The project was approved by the Board in November and initial agreement paperwork was sent to MJ Wood along with request for bonds etc. in November.</td>
</tr>
<tr>
<td>Solar Phase 2</td>
<td>$1,935,828.10</td>
<td>WEC has completed RFP documents, drawings, and technical specifications for the Phase 2 Solar project. The project consists of installation of a 430 KW array at the WWTP and a 55 KW array at the Admin building. The RFP and background information was taken to the board in November for discussion and approval to put the RFP out to bid. The project bid documents were finalized in November for bidding with dates adjusted accordingly for Publish at the beginning of December.</td>
</tr>
</tbody>
</table>
IT

Active IT Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSA Expansion of Services</td>
<td>$155,910.00</td>
<td>Staff is looking into expanding our use of BSA as an alternative to the Continuing Database Service RFQ. Staff met with BSA to determine if they would be able to fulfill the need we have. This project was presented to the Board in June. Board approved of this project in August. BSA came down in the end of October and beginning of November to make their initial on-site discovery. This project is expected to be completed around May 2020.</td>
</tr>
<tr>
<td>KLWTD Website</td>
<td>$7,010.00</td>
<td>Staff started looking for a vendor to redesign and rebuild the District’s website in November. The main focus of this project is to make the website ADA compliant while not losing any functionality. This project was presented and approved by the Board in January. A contract with Link2City was negotiated in April. Design work is being made and reviewed. Estimated completion January.</td>
</tr>
<tr>
<td>AT&amp;T FirstNet</td>
<td>Depends on options selected</td>
<td>Staff was approached by AT&amp;T FirstNet to inform us of the FirstNet mobile service. This was presented to the Board in September. We are considering all options and Staff's recommendation will be brought back to the board in December.</td>
</tr>
</tbody>
</table>

Customer Service

Customer Service Call-Ins

<table>
<thead>
<tr>
<th>Approval to Proceed</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Assessments</td>
<td>3</td>
</tr>
<tr>
<td>Collections</td>
<td>19</td>
</tr>
<tr>
<td>Construction</td>
<td>1</td>
</tr>
<tr>
<td>Demos</td>
<td>4</td>
</tr>
<tr>
<td>Locates</td>
<td>4</td>
</tr>
<tr>
<td>MOD Calls</td>
<td>1</td>
</tr>
<tr>
<td>Tie-ins</td>
<td>8</td>
</tr>
<tr>
<td>Total</td>
<td>46</td>
</tr>
</tbody>
</table>

Code Enforcement

<table>
<thead>
<tr>
<th>November 2019</th>
<th>Current Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda</td>
<td>0</td>
</tr>
<tr>
<td>Grant</td>
<td>0</td>
</tr>
<tr>
<td>In Contract</td>
<td>0</td>
</tr>
<tr>
<td>Final Notice</td>
<td>0</td>
</tr>
<tr>
<td>Door Hanger</td>
<td>0</td>
</tr>
<tr>
<td>Code Enforcement</td>
<td>2</td>
</tr>
</tbody>
</table>

*Code Enforcement files are taken to the Monroe County Code Enforcement Department the last week of the month.
Budget & Finance

Current Debt Status

<table>
<thead>
<tr>
<th>Debt Status</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRF Loan – KLNC 46401P</td>
<td>$13,657,021.20</td>
</tr>
<tr>
<td>SRF Bonded Loan - KLNC 464010</td>
<td>$5,468,770.78</td>
</tr>
<tr>
<td>BB&amp;T 2013 Bond</td>
<td>$4,069,168.52</td>
</tr>
<tr>
<td>BB&amp;T 2014 Bond</td>
<td>$4,070,104.19</td>
</tr>
<tr>
<td>Current Balance of all loans:</td>
<td>$27,265,064.69</td>
</tr>
</tbody>
</table>

Cash Flow

<table>
<thead>
<tr>
<th>Source</th>
<th>Deposits</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wastewater Billing Deposits</td>
<td>$771,021.80</td>
<td></td>
</tr>
<tr>
<td>Assessment Revenue Received (Non-Ad Valorem &amp; SDC Prepayments)</td>
<td>$1,190,897.73</td>
<td></td>
</tr>
<tr>
<td>Islamorada Revenue</td>
<td>$93,162.75</td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>$4,130.89</td>
<td></td>
</tr>
<tr>
<td>District Expenditures</td>
<td>$294,635.90</td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td>$127,397.88</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$2,059,213.17</td>
<td>$422,033.78</td>
</tr>
<tr>
<td>Date</td>
<td>Number of Customers Billed</td>
<td>WW Revenue Received</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Nov. 2018</td>
<td>Billing Report not received as of 12/20/19</td>
<td>$771,021.80</td>
</tr>
<tr>
<td>April 2018</td>
<td>9,792 Residential 9122 Non-Res</td>
<td>$750,841.91</td>
</tr>
<tr>
<td>May 2018</td>
<td>9,822 Residential 8974 Non-Res</td>
<td>$716,326.84</td>
</tr>
<tr>
<td>June 2018</td>
<td>9,785 Residential 8935 Non-Res</td>
<td>$739,474.29</td>
</tr>
<tr>
<td>July 2018</td>
<td>9,736 Residential 8888 Non-Res</td>
<td>$725,237.60</td>
</tr>
<tr>
<td>Nov. 2018</td>
<td>9,765 Residential 8917 Non-Res</td>
<td>$682,580.47</td>
</tr>
<tr>
<td>Total Revenue from Dec. 2017 through Nov. 2018</td>
<td>$8,616,299.85</td>
<td>Total Revenue from Dec. 2018 through Nov. 2019</td>
</tr>
</tbody>
</table>
Key Largo Wastewater Treatment District  
Board of Commissioners Meeting  
Agenda Item Summary

Meeting Date: January 7, 2020  
Agenda Item Number: G-2

Agenda Item Type: Information / Presentation  
Agenda Item Scope: Review / Discussion  
Recommended Action: Action: Approval

Department: Sponsor:
General Manager Peter Rosasco

Subject: Florida Keys Day 2020

Summary of Discussion:
Florida Keys Day is scheduled on Tuesday, February 4, 2020.
The Board to discuss sponsorship level and which commissioner(s) will attend the event.

Reviewed / Approved  
Operations:  
Administration:  
Finance:  
District Counsel:  
District Clerk:  
Engineering:  
Financial Impact: $  
Funding Source:  
Budgeted: N/A  
Attachments:  
Florida Keys Day - 2020 Sponsorship Packages

Approved By:  
General Manager  
Date: 1.2.20
GOVERNOR SPONSORSHIP: $3,500 DONATION
- Your business will be acknowledged in all advertisements
- Business logo will be given prominent placement on all official Florida Keys Day printed material
- Business logo will be given prominent placement on official Florida Keys Day t-shirts*
- The right to distribute gifts, promotional materials or samples at Florida Keys Day
- Banner displayed in area of high visibility at the event*
- Verbal acknowledgement at the event with opportunity to speak
- Florida Keys Day t-shirts

SENATOR SPONSORSHIP: $2,500 DONATION
- Your business will be acknowledged in all advertisements
- Business logo will be on all official Florida Keys Day printed material
- Business logo will be on official Florida Keys Day t-shirt**
- The right to distribute gifts, promotional materials or samples at Florida Keys Day
- Banner displayed in area of high visibility at the event*
- Florida Keys Day t-shirts

REPRESENTATIVE SPONSORSHIP: $1,500 DONATION
- Your business will be acknowledged in all advertisements
- Business logo will be on all official Florida Keys Day printed material
- Business logo will be on official Florida Keys Day t-shirt**
- The right to distribute gifts, promotional materials or samples at Florida Keys Day
- Banner displayed in area of high visibility at the event*
- Florida Keys Day t-shirts
SERGEANT AT ARMS SPONSOR: $500 DONATION

- Your business will be acknowledged in all advertisements
- Business logo will be on all official Florida Keys Day printed material
- Business logo will be on official Florida Keys Day t-shirt**
- The right to distribute gifts, promotional materials or samples at Florida Keys Day
- Florida Keys Day t-shirts

CLERK SPONSORSHIP: $250 DONATION

- Your business will be acknowledged in all advertisements
- Business logo will be on all official Florida Keys Day printed material
- Florida Keys Day t-shirts

*Banners to be provided by the Sponsors
**Sponsorship commitment form and logo must be received by Friday, January 10th to appear on the t-shirts.

Please check one:

_____ Governor Sponsorship @ $3,500
_____ Senator Sponsorship @ $2,500
_____ Representative Sponsorship @ $1,500
_____ Sergeant at Arms Sponsorship @ $500
_____ Clerk Sponsorship @ $250
_____ Other Amount @ __________

Business Name: _______________________________________________________

Contact Person: ______________________________________________________________________

Mailing Address: _____________________________________________________________________
__________________________________________________________________________________

Phone Number: ________________________ Email Address: _________________________________

THANK YOU FOR YOUR SUPPORT OF FLORIDA KEYS DAY 2020!

Mail Payment to:
Florida Keys Day
c/o Audra Hill Wallace
102411 Overseas Highway
Key Largo, Florida 33037

For more information contact Erin Muir at floridakeysday@gmail.com
Meeting Date: January 7, 2020

Agenda Item Number: G-3

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: General Manager
Sponsor: Peter Rosasco

Subject: Army Corps of Engineers Funding Update

Summary of Discussion:
Mr. Rosasco to provide an update on the Army Corps of Engineers funding.

Reviewed / Approved
Operations: 
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
Operations: $
Administration: 
Finance: Funding Source:
District Counsel: 
District Clerk: Budgeted: 
Engineering: N/A

Attachments

Approved By: [Signature]  Date: 1-2-20
February Board Meeting Schedule

Summary of Discussion:

Board meetings are currently scheduled for February 4th and 18th.

Florida Keys Day is also on February 4th and the District is expecting to travel to Washington D.C. in February.

The Board to discuss revising the February Board meeting schedule to accommodate District travel.
Meeting Date: January 7, 2020

Agenda Item Number: G-5

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Action: Approval

Department: General Manager
Sponsor: Peter Rosasco

Subject: Islamorada Wastewater Service Letter

Summary of Discussion:
The Board to discuss sending a letter to Islamorada about the wastewater service rates.

Reviewed / Approved

Operations: 
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact

Operations: $
Finance: Funding Source:
District Counsel: 
District Clerk: Budgeted:
Engineering: N/A

Attachments

Wastewater Service Rate letter

Approved By: ____________________________ Date: 1/2/20
January 8, 2020

Seth Lawless
Village Manager, Islamorada, Village of Islands
86800 Overseas Highway
Islamorada, Florida 33036

RE: Wastewater Service Rate

Dear Mr. Lawless,

The Key Largo Wastewater Treatment District (“KLWTD”) Board of Commissioners (“Board”) approved a 15% reduction of monthly wastewater billing rates at the December 10, 2019 Board meeting. As you are aware, the District rates were originally established based on engineering estimates that were made prior to completion of construction and commencement of operations.

Furthermore, the District’s overall rate structure contemplates both capital and operating costs for treatment plant and collection activities in the District. The charges set forth in the existing ILA with Islamorada were negotiated after actual construction and operating costs were available and as such were based on more reliable data.

Finally, the charges under the ILA do not contemplate field operations and the cost of collection activities within the Village.

Pursuant to the Agreement for Wastewater Service between KLWTD and Islamorada, Village of Islands (“Village”), either Party may request that the Volume Service Charge (“Flow Charge”) be modified to conform with the true-up provisions and rate adjustments set forth in Exhibit “G”, True-Up Provision.

However, after reviewing data generated in conjunction with the recent rate study, the District believes that the Flow Charge of $4.65 per thousand gallons is appropriate and that no adjustment is required at this time.

Please contact me with any questions you may have.

Sincerely,

Peter Rosasco
General Manager
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: January 7, 2020

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Action: Approval

Department: IT
Sponsor: Peter Rosasco

Subject: FirstNet Communications

Summary of Discussion:
Staff recommends switching to AT&T FirstNet with 10 phones.

See the attached memo and KLWTD Mobile Device Options chart for more information.

Reviewed / Approved
Operations: _______
Administration: _______
Finance: _______
District Counsel: _______
District Clerk: _______
Engineering: _______

Financial Impact
$ 40,259.10
Expense
Funding Source:

Budgeted: Yes

Attachments
1. Memo
2. KLWTD Mobile Device Options chart

Approved By: ____________________________ Date: 1-2-20

General Manager
Memo

To: Peter Rosasco, General Manager
Cc: KLWTD Commissioners
From: Kevin Becerra
Date: December 10, 2019
Re: Mobile Service Provider

Mr. Rosasco and Commissioners,

Attached is a cost analysis of continuing wireless service with Verizon versus changing to AT&T FirstNet. The District would benefit from the more resilient and more reliable service provided by AT&T FirstNet. Also, changing providers will have a cost savings after the first year.

The rates are set by the Mobile Communications Services Contract between the State of Florida and AT&T, and will not change unless it’s renegotiated.

The KLWTD Mobile Device Options chart attached shows three different options for implementation of the AT&T FirstNet program. Staff recommends AT&T FirstNet Minimal with 10 phones.

Respectfully Submitted,

Kevin Becerra
<table>
<thead>
<tr>
<th></th>
<th>Current Verizon (18 Phones)</th>
<th>AT&amp;T FirstNet Minimal (10 Phones)</th>
<th>AT&amp;T FirstNet Full (37 Phones)</th>
<th>AT&amp;T FirstNet Current (18 Phones)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Cost w/ Fees</td>
<td>$1,733.59</td>
<td>$1,232.20</td>
<td>$2,521.18</td>
<td>$1,614.12</td>
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<tr>
<td>Total Purchase Cost</td>
<td>-</td>
<td>$9,004.20</td>
<td>$10,378.43</td>
<td>$10,359.62</td>
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<tr>
<td>Total Activation Credit</td>
<td>-</td>
<td>-$3,500.00</td>
<td>-$8,900.00</td>
<td>-$5,100.00</td>
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<tr>
<td>First Month Cost</td>
<td>-</td>
<td>$6,736.90</td>
<td>$3,999.61</td>
<td>$6,873.74</td>
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<tr>
<td>Annual Cost</td>
<td>$20,803.08</td>
<td>$14,786.40</td>
<td>$30,254.16</td>
<td>$19,369.44</td>
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<tr>
<td>Annual Cost w/ Purchase</td>
<td>-</td>
<td>$20,291.10</td>
<td>$31,732.59</td>
<td>$24,629.06</td>
</tr>
<tr>
<td>Mobile Stipend (22 Employees)</td>
<td>$13,728.00</td>
<td>Mobile Stipend (32 Employees)</td>
<td>$19,968.00</td>
<td>Mobile Stipend (22 Employees)</td>
</tr>
<tr>
<td>Annual with Stipend</td>
<td>$34,531.08</td>
<td>First Annual with Stipend</td>
<td>$40,259.10</td>
<td>First Annual with Stipend</td>
</tr>
<tr>
<td>Annual with MDM* (+$8k annual)</td>
<td>$42,531.08</td>
<td>No MDM* Needed (+0 annual)</td>
<td>$40,259.10</td>
<td>Annual with MDM* (+$8k annual)</td>
</tr>
<tr>
<td>First Annual</td>
<td>-</td>
<td>First Annual</td>
<td>$40,259.10</td>
<td>First Annual</td>
</tr>
<tr>
<td>Annual Cost</td>
<td>$42,531.08</td>
<td>Every Annual after First</td>
<td>$34,754.40</td>
<td>Every Annual after First</td>
</tr>
</tbody>
</table>

*Mobile Device Management (MDM) annual cost is an estimate
**Not factored is Device Resell, Device Replacements, Phone Cases, or other misc charges

Minimal - Phones are for Plant MOD, Field MOD, Customer Service, and 7 phones for emergency use.
Current - Phones are for Plant MOD, Field MOD, Customer Service, 2 Backup, and 13 phones currently for employees that want a District phone.
Full - Phones are for Plant MOD, Field MOD, Customer Service, 2 Backup, and 32 Employees.
All Plans include 15 iPad and 5 MiFi devices

Version 11/19/19
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: January 7, 2020
Agenda Item Number: 1-1

Agenda Item Type: Resolution
Agenda Item Scope: Customer Service
Recommended Action: Action: Approval

Department: Customer Service
Sponsor: Customer Service

Subject:
Reversal of Waiver - AK# 1650609 - 104 Poinciana Dr.

Summary of Discussion:
Wastewater service and assessment was waived in 2009 by the previous owner. The current owner requested reinstatement of wastewater service.

The parcel owner has paid the System Impact Charge.

Reviewed/Approved
Operations: ________
Customer Service: ________
Finance: ________
District Counsel: ________
District Clerk: ________
Engineering: ________

Financial Impact
Operations: $ 6,395.00
Income Uncollected
Funding Source: Assessment Revenue
Budgeted: No

Attachments
1. Resolution 01-2020
2. Customer's Request
4. Map

Approved By: ___________________________ Date: 1-2-26

General Manager
RESOLUTION NO. 01-2020

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE DISTRICT") APPROVING THE REQUEST BY LOT 12 GULF DR LLC ("THE OWNER") FOR REINSTATEMENT OF ASSESSMENT OF ONE TAX PARCEL TO THE 2008 NON-AD VALOREM WASTEWATER ASSESSMENT ROLL; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, the District assessed the vacant parcel listed below in Section 1 ("the Subject Tax Parcel") via Resolution No. 12-06-08, dated June 17, 2008; and

WHEREAS, in accordance with Section 10.06(a)(i) of the District's General Rules and Regulations, the District is authorized to remove from its non-ad valorem wastewater assessment vacant tax parcel(s) in common ownership with an adjacent improved tax parcel assessed by the District, provided that the vacant tax parcel is subsidiary to the use of the improved tax parcel and will not be improved with structures or facilities capable of generating wastewater that will enter the District's wastewater facilities; and

WHEREAS, having determined that the Subject Tax Parcel satisfied the criteria set forth in Section 10.06(a)(i), the District granted the Owner’s request to exclude the Subject Tax Parcel from the non-ad valorem wastewater assessment roll; and

WHEREAS, Key Largo Wastewater Treatment District’s Waiver of Wastewater Service and Acknowledgement of Potential Costs removing the Subject Tax Parcel from the District’s 2008 Non-ad Valorem Wastewater Assessment Roll was recorded in the Office of the Monroe County Clerk of Court, in Official Records Book 2448, at Page 190 on January 8, 2010; and

WHEREAS, the Owner of the Subject Tax Parcel has requested that it be restored to the non-ad valorem wastewater assessment roll; and

WHEREAS, the District finds good and sufficient cause to approve the request of the Owner to restore the Subject Tax Parcel to the District’s 2008 Non-ad Valorem Wastewater Assessment Roll.

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

Section 1.
PARCEL ID: 00531410-000000 AK NO.: 1650609

LEGAL DESCRIPTION: Lot 19, Block 9, HOLIDAY HOMEISTES, according to the plat thereof, as recorded in Plat Book 2 at Page 168 of the Public Records of Monroe County, Florida.
Section 2. AMENDMENT OF RESOLUTION. Resolution No. 12-06-08, dated June 17, 2008 is hereby amended to include the Subject Tax Parcel.

Section 3. PAYMENT OF SIC. The owner has paid the SIC in the amount of $6,395.00.

Section 4. APPLICABILITY AND EFFECTIVE DATE. This Resolution shall take effect upon adoption by the Board of Commissioners.

Section 5. 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 7TH DAY OF JANUARY 2020.

The foregoing RESOLUTION was offered by Commissioner ______________________, who moved for its adoption. The motion was seconded by Commissioner ______________________, and being put to a vote, the result was as follows:

<table>
<thead>
<tr>
<th></th>
<th>AYE</th>
<th>NAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman Asdourian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Heim</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Majeska</td>
<td></td>
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<tr>
<td>Commissioner Rodriguez</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Chairman thereupon declared this Resolution duly passed and adopted this 7th day of January 2020.

KEY LARGO WASTEWATER TREATMENT DISTRICT

__________________________________
David Asdourian, Chairman

Approved to as to form
and legal sufficiency:

ATTEST:

__________________________________
By: _________________________________
Diane Bockelman, District Clerk       Nicholas W. Mulick, General Counsel

SEAL
Request for Reversal of Waiver of Wastewater Service  
ALL fields must be completed, unless indicated as optional, before the request will be reviewed.

Property Owner of Record: Lot 12 Gulf Drive LLC

Name of Request Initiator: Diana Montegudo

Email (optional): construct1100@iol.com  Phone: 305-393-2271

PARCEL

RE/Parcel ID: 00531410-000000  Alternate Key: 1650609

Parcel Legal Description: BK 9 LT 19 HOLIDAY HOMESITES PB2-168

ORIGINAL WAIVER

Resolution No#: Date Approved: 

Date Filed: 01/08/2010  Doc No: 1773415  Book: 2448  Page: 190

☐ I request a REVERSAL of WAIVER of wastewater assessment. I understand that after reversal of waiver is approved I will be required to pay:

$0.00 Costs to provide parcel with wastewater service, if any, will be determined by KLWTD.

$6,395.00 System Development Charge (SDC) – Due in full.

$6,395.00 Total Reversal of Waiver charge

Prior to scheduling a hearing on your request, you will be required to deposit the Reversal of Waiver charge with KLWTD, which will be returned to you if your request is denied.

Additional Notes or Requests:

Signature Date

The completed request may be mailed to PO Box 491, Key Largo, FL 33037 or hand delivered to the District office located at 103355 Overseas Hwy, Key Largo, FL 33037.

To be Completed by KLWTD

Survey conducted by: Brandon Curll

☐ Parcel HAS wastewater service available. No additional costs will be incurred.

☐ Parcel does NOT have wastewater service available. Additional costs to provide parcel with wastewater service is $_____________. (Break down of costs is attached.)
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: January 7, 2020

Agenda Item Number: I-2

Agenda Item Type: Resolution

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Customer Service

Sponsor: Customer Service

Subject: Exemption - AK#1670570 - Monroe County Owned Road

Summary of Discussion:

Monroe County requested that parcel AK#1670570, which is a road, be exempt from the wastewater assessment.

The parcel was previously owned by the Department of Transportation and the assessment was never paid on the annual tax bills. No credit will be provided.

Reviewed / Approved

Operations: 

Customer Service: 

Finance: 

District Counsel: 

District Clerk: 

Engineering: 

Financial Impact

$ 0.00 

$ 4,970.00 

Expense 

Uncollected 

Funding Source: 

Assessment Revenue

Budgeted: 

No

Attachments

1. Resolution 02-2020
2. Request for Exemption
3. Map

Approved By: ________________________________ Date: 1.2.2020

General Manager
RESOLUTION NO. 02-2020

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE DISTRICT") APPROVING THE REQUEST BY MONROE COUNTY FOR THE EXCLUSION OF ONE TAX PARCEL FROM THE 2006 NON-AD VALOREM WASTEWATER ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the District assessed the vacant parcel listed below in Section 1 ("the Subject Tax Parcel") via Resolution No. 28-08-06, dated August 9, 2006; and

WHEREAS, In accordance with the provisions of Section 10.04(a) of KLWTD’s General Rules and Regulations ("KLWTD R&R"), Monroe County ("The Owner") has submitted a request that the subject tax parcel be excluded from the 2006 Final Assessment and classified as Exempt; and

WHEREAS, in accordance with Section 10.05(d) of the KLWTD R&R, the District is authorized to exclude from its non-ad valorem wastewater assessment roll, vacant tax parcel(s) that cannot be improved due to physical conditions of the property that preclude improvement; and

WHEREAS, pursuant to Section 10.04(d) of the KLWTD R&Rs, the Owner has 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. PARCEL ID: 00547100-000000 AK NO.: 1670570

LEGAL DESCRIPTION:
A parcel of land lying within the Easterly 50.00 feet of Lot 38, Block 6 of WINSTON WATERWAYS NO. 2. As recorded in Plat Book 5 at Page 29, of the Public Records of Monroe County, Florida, extended Southerly to the edge of water, and lying In the Southeast 1/4 of Section 22, Township 61 South, Range 39 East; being more particularly described as follows:

BEGINNING at the intersection of the Northerly line of said Lot 38 and the Westerly right of way line of La Paloma Road. as shown on said Plat of WINSTON WATERWAYS NO. 2. said point also being the Southeast corner of Lot 37 of said Block 6: thence N66°34'04"E, along said Northerly line of Lot 38, for a distance of 50.00 feet to the Northeast corner of said Lot 38: thence S23°25'56"E, along the Easterly line of said Lot 38 and its Southerly extension, for a distance of 94.16 feet to the edge of water; thence meander Southwesterly along the edge of water, as approximated by a non-tangent curve concave to the southeast, having a radius of 1,140.16 feet, a chord bearing of S6°54'16"W and a chord distance of 50.72 feet; thence Southwesterly along the arc of said curve and said edge of water, through a central angle of 02°32'56". for an arc distance of 50.72 feet to a point on the Westerly line of the Easterly 50.00 feet of afore said Lot 38, extended Southerly: thence N23°25'56"W, along lastly said line, for a distance of 102.68 feet to the POINT OF BEGINNING. Containing 4,914 square feet, more or less
Section 2. *Recitals.* The above recitals are true and correct and incorporated into this Resolution by reference.

Section 3. *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 2006 Final Assessment Roll.

Section 4. *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 5. *Effective Date.* This Resolution shall be effective upon adoption by the Board.

Section 6. *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 ______________________, who moved for its approval. The motion was seconded by Commissioner ______________________, and being put to a vote, the result was as follows:

<table>
<thead>
<tr>
<th></th>
<th>AYE</th>
<th>NAY</th>
</tr>
</thead>
<tbody>
<tr>
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<td>___</td>
</tr>
<tr>
<td>Commissioner Heim</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Commissioner Majeska</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Commissioner Rodriguez</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

The Chairman thereupon declared this Resolution duly passed and adopted the 10th day of December, 2019

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: _______________________________
    David Asdourian, Chairman

Approved to as to form and legal sufficiency:

ATTEST: By: _______________________________
         Nicholas W. Mulick,
         General Counsel

By: _______________________________
    Diane Bockelman, Clerk

SEAL
Request for Wastewater Assessment Waiver or Exemption

ALL fields must be completed, unless indicated as optional, before the request will be reviewed.

Property Owner of Record: Monroe County

Requested By*: Monroe County, BOCC

*If not Owner of Record, authorization documentation must be submitted.

Email (optional): Wilson.Kevin@monroecounty-fl.gov

Phone: 305-857-205

PARCEL 1
RE/Parcel ID: 00547100-000000
Alternate Key: 11670570
Physical Location: vacant row end of La Paloma Rd

PARCEL 2
RE/Parcel ID: 
Alternate Key: 
Physical Location:

PARCEL 3
RE/Parcel ID: 
Alternate Key: 
Physical Location:

I request a **WAIVER** of wastewater assessment for the parcel(s) listed above because:
- [ ] The parcel is vacant and immediately adjacent to an assessed parcel that is connected to the District's central wastewater collection system. *Section 10.06 (a)(i)*
- [ ] The parcel is vacant and designated as Tier I. *Section 10.06 (a)(ii)*
- [ ] The parcel is vacant and only receives an annual tax notice due to the wastewater assessment. *Section 10.06(a)(iv)*

I request an **EXEMPTION** of wastewater assessment for the parcel(s) listed above because:
- [ ] The parcel is vacant and has been aggregated with an adjoining parcel that is connected to the District’s central wastewater collection system. *Section 10.05 (a)*
- [ ] The parcel is a marina, boat slip or rackominimum that is not capable of creating wastewater. *Section 10.05 (b)*
- [x] The parcel cannot be improved due to zoning regulations or other legal constraints. *Section 10.05 (c)*
- [ ] The parcel cannot be improved due to physical conditions of the property. *Section 10.05 (d)*
- [ ] Other:

- [ ] I certify that if wastewater service to the parcel is reinstated, the then-current owner must pay the full direct and indirect District costs of providing the same. The amount charged at that time is expected to be significantly greater than the current non-ad valorem assessment.

Signature: [Signature]
Date: 13 Dec 2019

This completed request form may be emailed to customerservice@klwt.com or submitted to the District office located at: 103355 Overseas Hwy, Key Largo, FL 33037.
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: January 7, 2020
Agenda Item Number: L-1

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: Engineering
Sponsor: Steve Suggs

Subject: Vessel Pump out, High Strength Users & CBOD Results

Summary of Discussion:
KLWTD staff conducted preliminary CBOD analysis of several properties including marinas, condos, restaurants, and RV facilities. The the impact of these were reviewed and the attached memo contains a summary of preliminary findings for discussion.

Reviewed / Approved
Operations: 
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
Operations: 
Administration: 
Finance: Funding Source: 
District Counsel: 
District Clerk: Budgeted: 
Engineering: N/A

Attachments
1. WEC Memo CBOD memo.

Approved By: ___________________________ Date: 1-2-20
MEMORANDUM

To: KLWTD Board of Commissioners
From: Steve Suggs, PE
Date: December 4, 2019
Re: High Strength Influent & Vessel Pump Out

The General Manager requested that staff perform research on the strength and potential treatment impacts for high strength wastes that may be discharged into the District’s treatment system. The potential sources staff was asked to look into include restaurants, campgrounds, holding tanks and boat pump-out systems.

KLWTD staff collected grab samples on three different dates from the facilities listed in the table below which are being kept generalized to serve as a representation of data and not to single out an individual KLWTD customer. The table shows the average CBOD of the three sample events. According to District rules if the wastewater exceeds 500 mg/l CBOD then the surcharge is calculated by multiplying the volumetric fee of $5.27 per thousand gallons by the ratio of sample CBOD divided by 375. This surcharge would be applied only to users with a CBOD in excess of 500 mg/l. Otherwise there would be no extra-strength surcharge.

<table>
<thead>
<tr>
<th>Location</th>
<th>CBOD Average, mg/L</th>
<th>Additional Cost, $ per 1000/gal</th>
<th>15,000 Gallons Use, With Surcharge</th>
<th>15,000 Gallons Use, Without Surcharge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restaurant/ Market 1</td>
<td>566</td>
<td>$2.68</td>
<td>$119.31</td>
<td>$79.05</td>
</tr>
<tr>
<td>Restaurant/ Market 2</td>
<td>402</td>
<td>$0.00</td>
<td>$79.05</td>
<td>$79.05</td>
</tr>
<tr>
<td>Marina 1</td>
<td>122</td>
<td>$0.00</td>
<td>$79.05</td>
<td>$79.05</td>
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<tr>
<td>Marina 2</td>
<td>311</td>
<td>$0.00</td>
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<td>Restaurant/ Market 3</td>
<td>649</td>
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<td>$79.05</td>
<td>$79.05</td>
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<tr>
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<tr>
<td>Restaurant/ Market 6</td>
<td>680</td>
<td>$4.29</td>
<td>$143.34</td>
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<tr>
<td>Pump-Out Boat</td>
<td>1790</td>
<td>$19.89</td>
<td>$377.33</td>
<td>$79.05</td>
</tr>
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</table>
The table above shows that 5 of the 13 locations that were tested exceeded the District’s limit of 500 mg/l CBOD. The impact of the surcharge on the user’s volumetric rate is also shown. In order to demonstrate the worst-case impact of the extra strength surcharge, a monthly volumetric use of 15,000 gallons was used.

The data shows that high strength wastewater is discharged into the KLWTD system. The locations sampled are intended to be representative of the potential high strength discharges from restaurants, condos, resorts, and pump-outs. It should be noted that the number of potential sources of high strength wastewater is greater than what’s presented here. However, the data showing the strength of the wastewater should be representative of what can be expected from other similar sources.

The table demonstrates that in general, the strength of the wastewater from these sources is not exceedingly high, being fractionally above the limit of 500 mg/l CBOD. When these limited sources of high strength wastewater are diluted by the WWTP’s flow of 2 MGD, the impact of the strength on energy and sludge disposal costs can’t be accurately determined. According to the District’s WWTP staff, these discharges are not detrimental to the performance of the WWTP currently.

The cost to the District calculating surcharges and sending out invoices to collect the surcharge would not be recovered by the surcharge fee as currently defined. Self-monitoring by the users could be required, placing that effort on the user. The District would need to define which users would be required to test their discharges and would establish the frequency of testing. The users required to test would potentially include restaurants, condos, RV parks, marinas and boat pump-out systems.

It is staff’s opinion that having the extra strength surcharge available in the General Rules and Regulations is prudent. However, based on the limited sources and relatively low volumes of high strength discharges to the KLWTD system, implementing pre-treatment and testing requirements as well as assessing the surcharges would be costly. It is likely that enforcing the surcharges would not result in measurable savings to the District and its rate payers.

Alternatively, the Board could consider classifying property uses such as ones with vessel pump outs to require pretreatment built into the on site system. This could take the form of requiring installation of pretreatment equipment from a pre-approved list. This approach would reduce the testing requirements and ensure a level of pretreatment is undertaken for high strength waste.
Ratification of Retaining Outside Counsel for the Big Chill Matter

Mr. Mulick to present the Gelber Schachter & Greenberg, P.A. Engagement Agreement for approval.

Financial Impact includes expenses up to November 30, 2019. Further assistance from the firm is not expected but cannot be ruled out.

Reviewed / Approved

<table>
<thead>
<tr>
<th>Department</th>
<th>Financial Impact</th>
<th>Attachments</th>
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<tbody>
<tr>
<td>Operations</td>
<td>$ 15,470.00</td>
<td>Engagement Agreement</td>
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<td>Finance</td>
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<td>District Counsel</td>
<td>Rate Revenue</td>
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<td>District Clerk</td>
<td>Budgeted: No</td>
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<tr>
<td>Engineering</td>
<td></td>
<td></td>
</tr>
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Approved By: ________________________ Date: 1-2-20
April 29, 2019

Via E-mail

Key Largo Wastewater Treatment District
c/o Nicholas Mulick, Esq.

Key Largo Wastewater Treatment District
Case No.  CAP19175 (16th Judicial Circuit, Monroe County, FL)

Engagement Agreement

Dear Mr. Mulick:

Thank you for engaging the law firm of Gelber Schachter & Greenberg, P.A. (“GSG” or “firm”) to serve as defense counsel for the Key Largo Wastewater Treatment District (“Client”) in the above-referenced lawsuit. We look forward to working with you and your team on this case.

At the initiation of each new matter, it is the policy of this firm to agree expressly upon a fee arrangement for the work to be undertaken in such matter. In this matter, our fee for legal services will be calculated using a discounted hourly rate for attorneys and paralegals at the time the services are provided. For this particular matter, the firm will charge $340.00 per hour for all lawyers and $145.00 per hour for all paralegals. These rates are subject to change periodically.

We also bill monthly for the costs incurred in connection with our representation. Costs generally include but are not limited to serving and filing fees, express delivery services, travel expenses, copying expenses, trial, hearing, and deposition transcript fees, translation costs, and fees for audio and visual presentation of evidence in hearings or trials. Costs also include any necessary fees for court reporters, videographers, appraisers, escrow agents, expert witnesses, consultants, accountants, forensics, investigators, surveyors, and other such services. We may make separate arrangements with the Client for the direct payment of any substantial costs owed to outside vendors. We will not incur any unusual cost items without first consulting with the Client.

Although the firm typically requests a deposit retainer, we are waiving that requirement as a courtesy.

Invoices will be prepared on a monthly basis. All invoices are due and payable upon receipt. Interest will be charged to any past due balances not paid within 30 days at the rate of 12% per annum. We are entitled to collect any expenses, costs, and attorney’s fees, including for appeal, for collection of unpaid balances.
Either Client or GSG may terminate this engagement at any time for any reason, subject on GSG’s part only to the Florida Rules of Professional Responsibility. Without limiting the foregoing, Client hereby consents to GSG’s withdrawal from this engagement if continuing with it would be, in GSG’s professional opinion, unlawful or unethical. Client also consents to GSG’s withdrawal in the event that GSG’s invoices are not paid in accordance with this agreement. It is understood that in the event of any termination or withdrawal, GSG will be entitled to receive all unpaid fees and expenses.

Please sign a copy of this letter where indicated and return it to us. If you have any questions about this agreement, please let us know before signing.

Thank you again.

Sincerely,

Gelber Schachter & Greenberg, P.A.

I HAVE READ THE FOREGOING AND IT CLEARLY REFLECTS OUR AGREEMENT AS TO FEES AND COSTS IN THIS MATTER. IN SIGNING BELOW, I AFFIRM THAT I AM ABLE TO LEGALLY BIND KEY LARGO WASTEWATER TREATMENT DISTRICT.

KEY LARGO WASTEWATER TREATMENT DISTRICT

Signed: ____________________________

Date: April 29, 2019
Key Largo Wastewater Treatment District  
Board of Commissioners Meeting  
Agenda Item Summary

Meeting Date: January 7, 2020
Agenda Item Number: M-2

Agenda Item Type: Information / Presentation  
Agenda Item Scope: Review / Discussion  
Recommended Action: Discussion

Department: General Manager  
Sponsor: Peter Rosasco

Subject: 
Request for Closed Session to Discuss Big Chill Litigation Case No. 19-CA-175-P

Summary of Discussion:
General Counsel Nicholas Mulick to request an attorney-client closed session regarding the matter of Fisherman’s Restaurant and Conference Center, LLC, Senor Frijoles, LLC, and Big Chill, LLC, vs. Key Largo Wastewater Treatment District, Case Number 19-CA-175-P to be held at the next Board meeting.

Reviewed / Approved
Operations: ________  
Administration: ________  
Finance: ________  
District Counsel: ________  
District Clerk: ________  
Engineering: ________

Financial Impact
Operations: $ 0.00  
Finance: Funding Source:  

Attachments
District Counsel: Budgeted: N/A

Approved By: ____________________________ Date: 1-2-20
General Manager
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date:       Agenda Item Number: N-1
January 7, 2020

Agenda Item Type:     Agenda Item Scope:     Recommended Action:
Information / Presentation Review / Discussion Action: Approval

Department:     Sponsor:
Commissioner's Item Chairman Asdourian

Subject:
Reduction of KLWTD Monthly Billing Rates Letter to Customers

Summary of Discussion:
Attached is a summary of the District's accomplishments in 2019 including the rate reduction drafted per the Commissioner's request.

The letter can be published in the Upper Keys Weekly and The Free Press.

Reviewed / Approved
Operations:  
Administration:  
Finance:  
District Counsel:  
District Clerk:  
Engineering:  

Financial Impact
Operations: $  
Finance: Funding Source:  
District Clerk: Budgeted:  

Attachments
Letter to customers

Approved By:  
General Manager  Date: 1-2-20
Reduction of KLWTD Monthly Billing Rates

The Key Largo Wastewater Treatment District’s Board of Commissioners approved a 15% reduction of the monthly wastewater billing rates at the December 10, 2019 Board meeting. Customers will begin seeing the lower rates on January bills for December’s water usage.

The Base Charge was lowered from $33.60 per EDU to $28.56. Residential parcels are billed 1 EDU per dwelling unit. The Volumetric Charge was reduced from $5.27 to $4.48 per 1,000 gallons of water billed.

Reducing the wastewater billing rates is one of the goals that the District accomplished in 2019 while continuing to harden assets, reduce our carbon footprint and increase the efficiency of the District’s operations.

Projects currently underway are:

Installation of solar arrays to create clean energy, reduce electric expenses and reduce chemical evaporation by building a solar structure over the chlorine contact chamber. Phase 1 of the Solar Array’s project was completed in 2019. This phase is projected to save approximately $2.5 million dollars over 40 years, the expected useful life of the solar panels. Phase 2 of the project was put out to bid in December and is expected to save approximately $5.4 million dollars over the same amount of time. These solar projects are fully reimbursable by grants which makes the savings even greater.

Approval of a bid for fire detection and suppression systems to protect District assets. These systems will be designed specifically for KLWTD’s needs at the Wastewater Treatment Plant, Administration Office and Vacuum Pump Stations. This grant funded project is expected to be completed in 2020. This system will reduce the District’s largest risk exposure which is fire damage at the Plant and will result in significant reduction in insurance costs.

Early debt reduction and working towards becoming self-insured.

KLWTD will continue to aggressively pay off the debt incurred to build the central wastewater system. It is the District’s plan to have the debt fully retired six years earlier than was originally planned.

Chairman David Asdourian

“The Mission of the Key Largo Wastewater Treatment District is to preserve and protect the delicate ecosystem of the Florida Keys while providing exceptional customer service.”