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 January 7, 2020

G. GENERAL MANAGER’S REPORT
   1. Employee Recognition
   2. 2019 Wastewater Plant Operations Excellence Award
   3. Website Update
   4. Islamorada Update

H. BUDGET AND FINANCE REPORT
   1. Hurricane Irma Claim Reimbursements
   2. Stewardship Grant Projects and Reimbursement Update

I. ADMIN AND CUSTOMER SERVICE REPORT

J. OPERATIONS REPORT

K. CONSTRUCTION REPORT

L. ENGINEER’S REPORT
   1. C-905 Blockage and Mitigation Options

M. LEGAL REPORT
   1. Attorney-Client Closed Session to Discuss Big Chill Litigation Case
      No. 19-CA-175-P – Time Certain 5:00 PM
   2. Designation of District Representative at Mediation

N. COMMISSIONER’S ITEMS

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.
Minutes of January 7, 2020

Summary of Discussion:

Staff to present the minutes from the previous board meeting for approval.

Reviewed / Approved | Financial Impact | Attachments
--- | --- | ---
Operations: | $ | Minutes
Administration: | | 
Finance: | Funding Source: | 
District Counsel: | | 
District Clerk: | Budgeted: | N/A
Engineering: | | 

Approved By: [Signature] Date: 1-16-2020

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 and Robert Majeska. Commissioner Andrew Tobin and Susan Heim appeared telephonically. 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; District Engineer, Steve Suggs; and IT Support Analyst, Kevin Becerra.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)
Approval of Agenda (D-1)

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

PUBLIC COMMENT (E)
No speakers.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)
Minutes of December 10, 2019 (F-1)
Commissioner Heim requested that Item M-1 title and description be amended to read, Retaining Outside Counsel for the Big Chill Matter. The item will be brought back for action at the next Board meeting.

Motion: Commissioner Majeska made a motion to approve the minutes of the December 10, 2019 meeting as amended by Commissioner Heim. Commissioner Heim seconded the motion.
Vote on Motion

Commissioner Majeska - Aye
Commissioner Heim - Aye
Commissioner Rodriguez - Aye
Commissioner Tobin - Nay
Chairman Asdourian - Aye
Motion Passed: 4 to 1

GENERAL MANAGER’S REPORT (G)

November 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. Suggs presented the construction section. Mr. Becerra presented the IT section. Ms. Bockelman presented the administration and customer service section. Ms. Fazio, Senior Finance Manager, presented the finance section.

Florida Keys Day 2020 (G-2)
Mr. Rosasco presented the 2020 Florida Keys Day Sponsorship Packages and announced that he, Mr. Mulick and Commissioners Rodriguez and Majeska will attend the event.

Motion: Commissioner Rodriguez made a motion to approve the Sergeant at Arms sponsorship for $500. Commissioner Majeska seconded the motion.

Vote on Motion

Commissioner Rodriguez - Aye
Commissioner Majeska - Aye
Chairman Asdourian - Aye
Motion Passed: 4 to 0

Army Corps of Engineers Funding Update (G-3)
Mr. Rosasco presented a memo from Hicks-Richardson Associates and letter from the South Florida House Delegation to Assistant Secretary of the Army for Civil Works in support of providing Fiscal Year 2020 Environmental Infrastructure funding for the ongoing Florida Keys Water Quality Improvement Program (FKWQIP).

February Board Meeting Schedule (G-4)
Chairman Asdourian proposed rescheduling the 2020 Board meetings in February and March to: February 11, February 25, March 10 and March 24.

Motion: Commissioner Majeska made a motion to approve Chairman Asdourian suggestion. Commissioner Rodriguez seconded the motion.
Vote on Motion
Commissioner Majeska - Aye
Commissioner Rodriguez - Aye
Commissioner Tobin - Aye
Commissioner Heim - Aye
Chairman Asdourian - Aye
Motion Passed: 5 to 0

Islamorada Wastewater Service Letter (G-5)
Mr. Rosasco submitted for the Board’s consideration a proposed Wastewater Service Rate letter to Islamorada, Village of Islands (Islamorada) Manager, Seth Lawless. Mr. Lawless addressed the Board on the matter.

Motion: Commissioner Rodriguez made a motion to approve sending the Wastewater Service Rate letter as written. Commissioner Majeska seconded the motion.

Vote on Motion
Commissioner Rodriguez - Aye
Commissioner Majeska - Aye
Commissioner Tobin - Abstain
Chairman Asdourian - Aye
Motion Passed: 3 to 0

FirstNet Communications (G-6)
Mr. Becerra presented a chart setting forth several options for conversion to AT&T’s FirstNet program.

Motion: Commissioner Majeska made a motion to approve AT&T FirstNet Minimal option with 10 phones. Chairman Asdourian seconded the motion.

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

BUDGET AND FINANCE REPORT (H)
No report.
ADMIN AND CUSTOMER SERVICE REPORT (I)

Reversal of Waiver – AK#1650609 – 104 Poinciana Drive (I-1)

Ms. Bockelman presented a request by the owner of AK#1650609, located at 104 Poinciana Drive, for reversal of waiver and reinstatement of wastewater service.

Motion: Commissioner Majeska made a motion to adopt Resolution 01-2020 approving the request. Commissioner Rodriguez seconded the motion.

Vote on Motion
- Commissioner Majeska - Aye
- Commissioner Rodriguez - Aye
- Commissioner Tobin - Aye
- Chairman Asdourian - Aye
Motion Passed: 4 to 0

Exemption – AK#1670570 – Monroe County Owned Road (I-2)

Ms. Bockelman presented a request by Monroe County for exemption of AK#1670570, Monroe County-owned right-of-way for which wastewater treatment services will not be made available.

Motion: Commissioner Heim made a motion to adopt Resolution 02-2020 approving the request. Commissioner Majeska seconded the motion.

Vote on Motion
- Commissioner Heim - Aye
- Commissioner Majeska - 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)

Vessel Pump Out, High Strength Users & CBOD Results (L-1)

Mr. Suggs presented a report stating that the discharges tested for high levels of CBOD are not currently detrimental to the performance of the Wastewater Treatment Plant. Staff will continue to discuss the matter with Monroe County and monitor for emerging issues related to high strength discharge.
LEGAL REPORT (M)
Ratification of Retaining Outside Counsel for the Big Chill Matter (M-1)
The Board discussed the matter.

Motion: Commissioner Majeska made a motion to ratify the retainer agreement with Gelber Schachter & Greenberg, P.A. Commissioner Rodriguez seconded the motion.

Vote on Motion
Commissioner Majeska - Aye
Commissioner Rodriguez - Aye
Commissioner Tobin - Aye
Commissioner Heim - Nay
Chairman Asdourian - Aye
Motion Passed: 4 to 1

Request for Closed Session to Discuss Big Chill Litigation Case No. 19-CA-175-P (M-2)
Mr. Mulick requested 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 on January 21, 2020 at 5:00 PM.

Motion: Commissioner Heim made a motion to approve the attorney-client closed session. Chairman Asdourian seconded the motion.

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

COMMISSIONERS’ ITEMS (N)
Reduction of KLWTD Monthly Billing Rates Letter to Customers (N-1)
Mr. Rosasco submitted a proposed letter informing the District’s customers of the recent billing rate reduction. The Board discussed several revisions to the letter.

Motion: Commissioner Majeska made a motion to authorize the General Manager to revise the letter then mail to customers and publish in the Free Press and Upper Keys Weekly. 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

ROUNDTABLE DISCUSSION (O)
Unfinished Business (O-1)

ADJOURNMENT (P)
The Meeting was adjourned at 5:51 PM.

________________________________  _________________________________________
David Asdourian, Chairman    Diane Bockelman, Clerk

Seal
TO: Key Largo Wastewater Treatment District
FROM: Hicks-Richardson Associates

SUBJECT: Status Update for the FY2020 Energy and Water Appropriations Bill

The Florida Keys Water Quality Improvement Program [FKWQIP] is funded out of the Army Corps of Engineers Environmental Infrastructure account that is, in turn, a part of the annual Energy and Water Appropriations bill. The Army Corps does not request Environmental Infrastructure funding in the President’s annual budget leaving it instead to the Congress to provide money each year for the Environmental Infrastructure [EI] program. It is the mission and the goal of the annual FKWQIP Washington DC trip to generate support among the Florida Congressional Delegation for EI to be made a part of the Corps’ annual budget.

For FY2020, the House provided $100 million for EI in its version of the Energy and Water Appropriations bill while the Senate provided $80 million. These two different figures were one of the many items which were resolved in the late December final version of the bill. House and Senate Appropriations negotiators settled on the higher House version of $100 million as the final funding figure for the current fiscal year. The FY2020 Energy and Water Appropriations Bill was part of a “mini-bus” package that included 7 other Appropriations bills.

The package passed on December 17 in the House by a vote of 297 to 120 and by 71 to 23 on December 19 in the Senate. President Trump signed the “mini-bus” into law as PL 116-94 on December 20. The strong final funding figure of $100 million is a tribute to the years of work by the FKWQIP agencies and other colleague agencies from around the country who have educated the Congress with regard to the value of the Corps Environmental Infrastructure Program. Next step in the process is for the Corps to submit a FY2020 Work Plan to the House/Senate Energy and Water Appropriations Subcommittee documenting how the EI funds are to be spent.

The Work Plan is due to be submitted on or about February 20, 2020. The District and the other local sponsors have already written to the Assistant Secretary of the Army for Civil Works asking for consideration to be included in the Work Plan. They were joined by six Members of the South Florida House Delegation in a December 20th letter to the Assistant Secretary. We will continue to advocate for FY2020 funding in the New Year as we also plan for your annual visit to DC in support of FY2021 EI funding. This will once again be an opportunity to demonstrate solid project accomplishments and also “Keys Unity.”
December 20, 2019

The Honorable Rickey Dale "RD" James
Assistant Secretary of the Army for Civil Works
U.S. Army Corps of Engineers
108 Army Pentagon
Washington, D.C. 20310-0108

Dear Assistant Secretary James:

We write in strong support of the City of Marathon, Village of Islamorada, and the Key Largo Wastewater Treatment District, Florida in their efforts to obtain Fiscal Year 2020 Environmental Infrastructure funding for the ongoing Florida Keys Water Quality Improvement Program (FKWQIP).

FKWQIP is replacing sewage treatment systems with state-of-the-art central sewer collection and wastewater treatment systems in the ecologically sensitive area of the Florida Keys. The project benefits both residents and visitors to South Florida and the National Marine Sanctuary ecosystem.

To date, FKWQIP local sponsors have received $61.467 million in federal funding for this project. This funding, coupled with substantial local funding, has helped to meet the required water quality standards designed to protect and restore the near shore waters of the Florida Keys National Marine Sanctuary. All three local sponsors have the demonstrated ability to obligate Fiscal Year 2020 funds within the fiscal year and to complete separable elements with the funds allocated.

Established in 1990, the Sanctuary is a flag-ship marine space in the federal sanctuary program and is the world’s third largest coral reef system, protecting the only living barrier coral reef in the continental United States. Mitigating the effects of land-based pollutants, primarily wastewater discharge from storm water runoff, will help ensure this national treasure in South Florida is protected for years to come.

In order to meet the environmental protections for the Sanctuary and coastal areas overwhelmingly owned by Federal and State governments, Keys residents will pay for water treatment standards that are four times more stringent than most any other location in the nation. The FKWQIP helps alleviate some of these costs.

The fiscal year 2020 appropriations package provides $100 million for the Environmental Infrastructure account within the Army Corps Civil Works Division. As the Army Corps of Engineers reviews projects for the FY 2020 Work Plan, we ask that you give full and fair consideration to our efforts to obtain Environmental Infrastructure funding. With additional funding, the local sponsors can continue to protect a vital national resource.

Sincerely,

Debbie Mucarsel-Powell
Member of Congress

Donna Shalala
Member of Congress

Mario Diaz-Balart
Member of Congress

Ted Deutch
Member of Congress

Debbie Wasserman Schultz
Member of Congress

Frederica Wilson
Member of Congress

PRINTED ON RECYCLED PAPER
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 Majeska, who moved for its adoption. The motion was seconded by Commissioner Rodriguez, and being put to a vote, the result was as follows:

Chairman Asdourian
Commissioner Heim
Commissioner Majeska
Commissioner Rodriguez
Commissioner Tobin  

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

KEY LARGO WASTEWATER TREATMENT DISTRICT

David Asdourian, Chairman

ATTEST:

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

SEAL
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 SS6°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:

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

KEY LARGO WASTEWATER TREATMENT DISTRICT

By:  
David Asdourian, Chairman

Approved to as to form and legal sufficiency:

By:   
Nicholas W. Mulick,  
General Counsel

ATTEST:

By:   
Diane Bockelmann, Clerk

Seal
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: January 20, 2020
Agenda Item Number: G-1

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

Department: General Manager
Sponsor: Peter Rosasco

Subject: Employee Recognition

Summary of Discussion:
Staff to recognize Adam Baptiste for passing the Wastewater Treatment Plant Operator Class "C" level exam.

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

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

Attachments

Approved By: ___________________________ Date: 1-16-2020
General Manager
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: January 20, 2020

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

Department: General Manager
Sponsor: Peter Rosasco

Subject: 2019 Wastewater Plant Operations Excellence Award

Summary of Discussion:
Announcement that the District was selected to receive a 2019 Domestic Wastewater Plant Operations Excellence Award from the Department of Environmental Protection (DEP) in recognition of outstanding treatment plant operation, maintenance, and compliance.

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

Financial Impact
Operations: $ 

Budgeted: N/A

Attachments
Acceptance letter

Approved By: General Manager
Date: 1/16/2020
January 8, 2020

Mr. Jered Primicerio, Plant Operations Manager
jered.primicerio@klwtd.com
Key Largo Wastewater Treatment District
100301 Overseas Highway
Key Largo, FL 33037

Dear Mr. Primicerio:

Congratulations! I am very pleased to let you know that the Key Largo Wastewater Treatment District (FLA370967) has been selected to receive a 2019 Domestic Wastewater Plant Operations Excellence Award from the Department of Environmental Protection (DEP) in recognition of outstanding treatment plant operation, maintenance, and compliance.

The awards will be presented at ceremonies to be held at a series of Florida Rural Water Association seminars called “Focus on Change.” Your award will be presented on Thursday, January 30, 2020, during the morning general session of the seminar at Charlotte Harbor Event and Conference Center, 75 Taylor Street, Punta Gorda, FL. Details of the award ceremony are available at https://www.frwa.net/events/2020-focus-on-change-punta-gorda.

By January 23, 2020, please send the name(s) and contact number(s) of the representative(s) from your facility that plan to attend to accept your award to Marian Fugitt in the DEP Drinking Water Program at Marian.Fugitt@FloridaDEP.gov. Attendance is not limited to the list you provide, but we would appreciate it if you could inform us of any cancellations.

We look forward to seeing you on January 30, 2020. If you have any questions, please contact Marian Fugitt at 850-245-8628 or email at Marian.Fugitt@FloridaDEP.gov.

Sincerely,

Benjamin Melnick
Director
Division of Water Resource Management

cc: Jon Iglehart, Director, DEP South District Office, Jon.Iglehart@FloridaDEP.gov
Marian Fugitt, DEP Tallahassee Office, Marian.Fugitt@FloridaDEP.gov
TENTATIVE AGENDA

For your convenience all presentation materials and rules and forms will be made available on the FRWA website at www.frwa.net to download prior to the sessions if you would like to print them and bring with you.

8:00 AM - 8:45 AM  REGISTRATION
Coffee and Breakfast Roll
No payment will be accepted at the door

8:45 AM - 9:00 AM  INTRODUCTIONS/WELCOME/ANNOUNCEMENTS
Florida Rural Water Association

9:00 AM - 9:45 AM  DRINKING WATER UPDATE
Florida Department of Environmental Protection

9:45 AM - 10:15 AM  WASTEWATER UPDATE
Florida Department of Environmental Protection

10:15 AM - 11:00 AM  OPERATOR CERTIFICATION UPDATE
Florida Department of Environmental Protection

11:00 AM - 11:45 PM  FLORIDA "WATER" TRACKER
Florida Department of Environmental Protection

11:45 AM - 12:00 PM  DEP AWARDS AND PRESENTATIONS
(Subject to Time Change)
Florida Department of Environmental Protection

12:00 PM - 1:00 PM  LUNCH
On Your Own

1:00 PM - 4:00 PM  BREAKOUT SESSIONS

DRINKING WATER
- FDEP District Update/ Preparing for Sanitary Surveys
- Lead and Copper/School & Daycares
- AWIA America’s Water Infrastructure Act
- AWOP Area Wide Optimization Program
- Diamond Maps/RevPlan

WASTEWATER
- FDEP District Update/ Preparing for FDEP Inspection/LOS
- ESSA processes
- Biosolids Rule
- Laboratory Testing
- Process Control/Troubleshooting

FOCUS SESSIONS and CEUs

- Attendees may earn 0.6 Drinking Water and/or Distribution System CEUs or 6 hours of PDHs if they attend the morning session and the Water Session in the afternoon. Attendees may receive 0.6 Wastewater license CEUs if they attend the morning session and the Wastewater Session in the afternoon. Please check the correct box on the registration form.

- Those wishing to attend a second Focus seminar will receive only 0.3 CEUs toward their other (water/wastewater/distribution system) license for the afternoon session, since the morning session will be a duplication in all Focus seminars. Attending more than two sessions is duplication and CEUs cannot be awarded for duplicate sessions.

- This training is provided at no charge, however an Administrative/Processing fee (to ensure proper records are kept, tracked, and submitted per DEP requirements) of $65.00 will be charged to those wishing to earn CEUs and pre-register. Those employing by a current member system will receive a discount (registration will be only $35.00) if registration is received at least five business days prior to the event. The fee is payable by money order, cashier’s check, credit card, or member system company check. (No personal checks or purchase orders will be accepted via fax or mail.)

- Any registration or payment received by FRWA less than five business days prior to the event will be $85.00 for Members and $115.00 for Non-Members. There will be no registration payment accepted at the door or taken over the telephone.

- Questions related to your records for FRWA sessions should be directed to FRWA, not DEP.

- An attendee that leaves the room while the session is in progress may jeopardize their CEUs for that session. FRWA understands and realizes emergencies and special situations will occur, but will be unable to jeopardize the whole CEU program for one individual’s special situation. For this we apologize.

- To assure seating, please mail your registration to the Florida Rural Water Association, 2970 Wellington Circle, Tallahassee FL 32309 or register online at www.frwa.net even if you do not need CEU/PDH credits. Information cannot be taken over the telephone.

For more information, please contact FRWA at 850.668.2746 or check out our website at www.frwa.net.
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: Agenda Item Number: G-3
January 21, 2020

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

Department: Sponsor:
General Manager Peter Rosasco

Subject:
Website Update

Summary of Discussion:
An update on the District's new website will be provided by staff. The website is expected to be live in the next few weeks.

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

Approved By: _________________________ Date: 1-16-2020
General Manager
Key Largo Wastewater Treatment District  
Board of Commissioners Meeting  
Agenda Item Summary

| Meeting Date: January 21, 2020 | Agenda Item Number: G-4 |

**Meeting Date: January 21, 2020**  
**Agenda Item Number: G-4**

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

**Department:** General Manager  
**Sponsor:** Peter Rosasco

**Subject:**  
**Islamorada Update**

**Summary of Discussion:**  
Mr. Rosasco to provide an update on Islamorada.

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
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</thead>
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<td>Operations:</td>
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<td>District Counsel:</td>
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<td>Engineering:</td>
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**Approved By:**  
**Date:** 1-16-2120

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

Meeting Date: January 21, 2020

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

Department: Finance
Sponsor: Connie Fazio

Subject: Hurricane Irma Claim Reimbursements

Summary of Discussion:
A status update regarding our Hurricane Irma claim will be presented to the Board.

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

Financial Impact
Operations: 
Administration: 
Finance: $

Funding Source:
District Counsel: 
District Clerk: 
Engineering: N/A

Attachments
Hurricane Irma Reimbursement Spreadsheet

Approved By: [Signature]
General Manager
Date: 1-16-2020
### KPWTD HURRICANE IRMA CLAIM WITH FEMA / STATE OF FLORIDA

**UPDATED 1/16/20**

<table>
<thead>
<tr>
<th>Grant #</th>
<th>Project #</th>
<th>Project Title</th>
<th>Project Type</th>
<th>Size</th>
<th>Payments Rec'd through 12/31/19</th>
<th>Remaining Balance Due to KPWTD at 1.1.20</th>
</tr>
</thead>
<tbody>
<tr>
<td>4337</td>
<td>1199</td>
<td>Damaged Deep Well Pump</td>
<td>F</td>
<td>S</td>
<td>$7,938.00</td>
<td>$680.40</td>
</tr>
<tr>
<td>4337</td>
<td>1528</td>
<td>Debris Removal 09/04 - 09/17</td>
<td>A</td>
<td>S</td>
<td>$4,375.00</td>
<td>$375.00</td>
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<tr>
<td>4337</td>
<td>3058</td>
<td>CAT E Wind Damages</td>
<td>E</td>
<td>S</td>
<td>$10,180.63</td>
<td>$872.62</td>
</tr>
<tr>
<td>4337</td>
<td>3118</td>
<td>CAT E Flood Damage</td>
<td>E</td>
<td>S</td>
<td>$4,836.87</td>
<td>$414.59</td>
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<tr>
<td>4337</td>
<td>3774</td>
<td>Cracked Pits</td>
<td>F</td>
<td>S</td>
<td>$6,149.07</td>
<td>$527.06</td>
</tr>
<tr>
<td>4337</td>
<td>5765</td>
<td>EPM Cat B</td>
<td>B</td>
<td>S</td>
<td>$70,489.26</td>
<td>$0.00</td>
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<tr>
<td>4337</td>
<td>6423</td>
<td>Damaged equipment</td>
<td>F</td>
<td>S</td>
<td>$0.00</td>
<td>$57,332.72</td>
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<tr>
<td>4337</td>
<td>Cat Z</td>
<td>DAC (Direct Administrative Costs)</td>
<td>F</td>
<td>S</td>
<td>$0.00</td>
<td>$8,499.09</td>
</tr>
</tbody>
</table>

**Total Payments Rec'd at 12/31/19:** $103,968.83

**Expected Pymts:** $68,701.47

**Total Pymts Rec'd at 12/31/19:** $103,968.83

**Total Received & Expected Pymts:** $172,670.30

*Info obtained from Public Assistance Grant portal*

*All projects are obligated at 1/16/20*

*Insurance payment rec'd in 2018: $68,233*
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: January 21, 2020

Agenda Item Number: H-2

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

Department: Finance
Sponsor: Connie Fazio

Subject: Stewardship Grant Projects and Reimbursement Update

Summary of Discussion:
An update regarding our Stewardship projects will be presented to the Board.

Reviewed / Approved

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

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

Attachments
Capital Project Listing with Stewardship Grant Reimbursement

Approved By: 
Date: 1-16-2020

General Manager
<table>
<thead>
<tr>
<th>Project Description</th>
<th>Status</th>
<th>Stewardship Project Agreement Status</th>
<th>Project Cost Estimate at December 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Upgrades: Headworks, Process, Booster Pumps, Walkway</td>
<td>Construction</td>
<td>Active</td>
<td>$1,428,167</td>
</tr>
<tr>
<td>Solar Arrays for Operations Building &amp; Disinfection Basin</td>
<td>Construction</td>
<td>Active</td>
<td>$409,478</td>
</tr>
<tr>
<td>CCC: Disinfection Chamber Rehab and Modifications</td>
<td>Construction</td>
<td>Active</td>
<td>$388,776</td>
</tr>
<tr>
<td>Steel Storage Building for Large Parts and Materials</td>
<td>Construction</td>
<td>Active</td>
<td>$324,789</td>
</tr>
<tr>
<td>Fire Suppression for WWTP Electrical Panels and Generator</td>
<td>Contract Awarded</td>
<td>In process</td>
<td>$937,980</td>
</tr>
<tr>
<td>Fire Detection and Suppression for Vacuum Stations</td>
<td>Contract Awarded</td>
<td>In process</td>
<td>-</td>
</tr>
<tr>
<td>Fire Detection and Suppression for Administrative Building</td>
<td>Contract Awarded</td>
<td>In process</td>
<td>-</td>
</tr>
<tr>
<td>Chlorine Gas Detection and Mass Notification System</td>
<td>Contract Awarded</td>
<td>In process</td>
<td>-</td>
</tr>
<tr>
<td>Expanded Solar for WWTP site and for Administrative Building</td>
<td>In Bidding</td>
<td>In process</td>
<td>$1,936,088</td>
</tr>
<tr>
<td>Solar for Vacuum Pump Stations (Add alternate)</td>
<td>In Bidding</td>
<td>In process</td>
<td>$924,603</td>
</tr>
<tr>
<td><strong>Total Grant Agreement Project Amts:</strong></td>
<td><strong>$6,349,880</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Allocated Funds:</strong></td>
<td><strong>$6,083,333</strong></td>
<td>3 Stewardship Allocations</td>
<td>FY18, FY19, FY20 ($3.3M+$1.25M+$1.5M)</td>
</tr>
</tbody>
</table>
Meeting Date: January 21, 2020

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

Department: Engineering
Sponsor: Steve Suggs P.E.

Subject: C905 Blockage & Mitigation Options

Summary of Discussion:
A blockage occurred on C905 on December 13th, 2019. The likely cause was analyzed by WEC staff with KLWTD staff assistance. Several options to prevent or mitigate a future similar incident on C905 were reviewed with KLWTD staff and are presented in the attached memo along with estimated cost.

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

Financial Impact
Operations: $
Finance: Funding Source:

Attachments
Weiler Memo

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

Approved By: 
General Manager
Date: 1-16-2020
MEMORANDUM

To: Peter Rosasco, General Manager
Cc: Mike Dempsey, Field Operations Manager
From: Ed Castle, PE
Date: December 24, 2019
Re: North Transmission Main 6”X4” Reducer Options

The Field Operations Department received several trouble calls beginning on December 13, 2019 regarding problems with the District-owned grinder pumps associated with the C-905 service area. According to the calls, the pump station, which are located at the homes but owned by KLWTD, were reaching high levels and generating alarms.

On investigation by the Field Operations staff, it was determined that a blockage of the force main had occurred near the transition from the 4” North Transmission Main (NTM) Extension to the 6” C-905 Force Main. The Field Operations crew excavated and determined that the blockage was on the 6” side of the 6”X4” reducer between the two segments of force main. According to the crew, the blockage consisted of approximately 20’ of compacted grit.

The Field Operations Department mobilized the jet rodder trailer and the VacTrons and cleared the blockage, restoring service to the C-905 Area. Due to the length of time that some of the E-One grinder pumps were dead-heading against the blocked 6” Force Main, 10 E-One pumps were damaged and need to be rebuilt. This represents approximately 12% of the C-905 grinder pumps.

The C-905 area provides wastewater collection service to 81 EDUs, each with an E-One grinder pump station. For design, each user is assigned a daily potable water consumption rate of 167 gallons per day. This equates to an Annual Average Daily Flow of 13,527 GPD. Under normal use, with a standard peaking factor of 4.3, the peak flow would be 40 GPM, or 0.089 cubic feet per second. However, after a power outage, all 81 pumps could run simultaneously, generating a peak flow of 810 GPM.

In a 4” force main after a power outage, the velocity would be approximately 21 feet per second, which exceeds the maximum allowable velocity of 10 feet per second. If a 6” force main is used instead of a 4”, the velocity with 81 pumps running would be 9.2 feet per second, which is within the allowable design velocity. A 6” force main was installed on the southern-most 9,000 feet of C-905 for this reason.

CPH Engineers was selected from the District’s library of engineering firms to design the North Transmission Main (NTM) and the NTM Extension in 2007. The design proceeded through 2008. At that time, the District Board was debating options on how, or even if, the District would
provide wastewater service to the 81 users on C-905. It appeared that there was a good likelihood that a force main on C-905 to carry wastewater to the regional WWTP from C-905 and other remote locations would not be constructed. For this reason, CPH Engineers did not include the peak instantaneous flow from the 81 developed properties in the C-905 area in their flow and velocity calculations for the NTM Extension. Without the C-905 flows, the NTM 4” Extension was properly sized.

After much analysis and debate, the Board decided in 2012 to design a force main to collect the wastewater from the 81 users on C-905 and convey it via force mains to the regional WWTP. Weiler Engineering was tasked with designing the C-905 force main and grinder pump collection and transmission system. As demonstrated above, a 6” force main would be required on the southern 9,000 of C-905. The NTM 4” Extension was already designed, permitted, constructed and approved for use at that time.

Since the southern 9,000 feet of the C-905 force main was required to be 6” in diameter, and the receiving NTM 4” Extension was already installed and certified complete, a reducer from 6” to 4” was installed at the connection point between the C-905 force main and the NTM 4” Extension. The 6”X4” reducer had to be installed “backward” from the normal position, creating a potential bottleneck if large balls of debris were to be sent down the line. The risk of this occurring was deemed to be low, since all the wastewater from C-905 was being run through grinder pumps and individual force main laterals with a diameter of 1.25”.

The C-905 force main became blocked on December 13th, 2019. It was subsequently found that grit had compacted in the 6” C-905 force main just short of the connection to the NTM 4” Extension. The plug consisted of approximately 20’ of pipe plugged with impacted grit. The plug was not caused by a large ball of rags. It is apparent that some change in flow regime occurred at that area, allowing the grit to drop out of suspension and accumulate in the pipe.

It is speculated that grit has accumulated over time in the C-905 force main, since under normal use with only a few grinder pumps running simultaneously, the velocity in the force main is less than 2 feet per second, allowing the grit to fall out of suspension. It is further speculated that as the winter season approached, and residents returned to their homes on C-905, the higher use caused the accumulated grit to re-suspend and be moved along the 6” force main up to the connection to the NTM 4” Extension. At that point, the change in flow regime caused the re-suspended grit to drop out of solution and finally completely plug the southern terminus of the 6” force main.

In order to prevent a recurrence of the process that caused the blockage, Weiler Engineering and K LWTD staff examined several possible options for correction of the bottleneck at the NTM 4” Extension connection. These include:

1. Remove and replace the 4,200 feet of NTM 4” Extension
2. Discharge the 6” C-905 force main into a duplex pump station with a 4” discharge, which would re-pump through the existing NTM 4” Extension.
3. Install pressure detectors and flushing ports upstream and downstream of the 6”X4” reducer to track pressure changes, allowing KLWTD staff to flush the lines to move any grit accumulation down the line to the WWTP. The jet rodder and Vactrons could be used for flushing this area when the pressure differential begins to increase.
4. Install flushing ports along the C-905 and NTM Extension force mains to allow for periodic flushing using the jet rodder and Vactrons.

The table below provides cost estimates for the four options described above.
<table>
<thead>
<tr>
<th>Solution</th>
<th>Estimated Cost</th>
<th>Pros and Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace 4,200 FL of 4” FM</td>
<td>$1,069,181</td>
<td><strong>Pros:</strong>&lt;br&gt;• Corrects design so that acceptable Peak Hourly Flow is maintained when 81 pump stations run on C-905</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Cons:</strong>&lt;br&gt;• Expensive</td>
</tr>
<tr>
<td>Construct Booster Pump Station with 4” Discharge</td>
<td>$400,703</td>
<td><strong>Pros:</strong>&lt;br&gt;• Eliminates bottleneck by repumping&lt;br&gt;• Would re-grind any larger balls of debris</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Cons:</strong>&lt;br&gt;• Need to acquire land&lt;br&gt;• Need electrical service installed&lt;br&gt;• Potential for overflow of the new pump station if pumps fail and C-905 keeps pumping</td>
</tr>
<tr>
<td>Install Pressure Monitoring and Two Flushing Ports</td>
<td>$37,756</td>
<td><strong>Pros:</strong>&lt;br&gt;• Provides warning prior to full blockage so that Staff can flush line</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Cons:</strong>&lt;br&gt;• Does not correct design velocity issues when 81 pumps run&lt;br&gt;• Requires use of jet rodder, Vactrons &amp; personnel</td>
</tr>
<tr>
<td>Install Flushing Ports on C-905 and NTM 4” Extension</td>
<td>$342,644</td>
<td><strong>Pros:</strong>&lt;br&gt;• Allows for periodic flushing of force main segments, preventing accumulation of grit</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Cons:</strong>&lt;br&gt;• Does not correct design velocity issues when 81 pumps run&lt;br&gt;• Requires use of jet rodder, Vactrons &amp; personnel</td>
</tr>
</tbody>
</table>
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: January 21, 2020
Agenda Item Number: M-1

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

Department: Legal
Sponsor: Nicholas Mulick

Subject: Attorney-Client Closed Session to Discuss Big Chill Litigation Case No. 19-CA-175-P – Time Certain 5:00 PM

Summary of Discussion:

Fisherman’s Restaurant and Conference Center, LLC, Senor Frijoles, LLC, and Big Chill, LLC vs. KLWTD, Case Number 19-CA-175-P, pending in the Circuit Court of the 16th Judicial Circuit of Florida, in and for Monroe County.

<table>
<thead>
<tr>
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<td>Operations:</td>
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Approved By: [signature]
General Manager
Date: 1.16.2020
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: January 21, 2020

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

Department: Legal
Sponsor: Nicholas Mulick

Subject: Designation of District Representative at Mediation

Summary of Discussion:
Request to appoint District representative to attend mediation in the matter of Fisherman's Restaurant and Conference Center, LLC, et al v. KLWTD.

Reviewed / Approved

Financial Impact

Attachments

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

Approved By: _____________ Date: 1-16-2020
General Manager