AGENDA

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

Meeting link for computer, tablet or smartphone.
www.gotomeet.me/KLWTDClerk/board-meeting

(Toll Free): 1 866 899 4679
(571) 317-3117

Access Code: 605-219-813

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

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

DISTRICT STAFF:
Peter Rosasco General Manager
Nicholas Mulick General Counsel
Diane Bockelman 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.”
D. AGENDA ADDITIONS, CORRECTIONS OR DELETIONS
   1. Approval of Agenda

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
   1. Minutes of April 7, 2020

G. GENERAL MANAGER’S REPORT
   1. COVID-19 Update

H. BUDGET AND FINANCE REPORT
   1. CAFR Presentation/Financial Audit Results for FY2019

I. ADMIN AND CUSTOMER SERVICE REPORT

J. OPERATIONS REPORT

K. CONSTRUCTION REPORT

L. ENGINEER’S REPORT
   1. Solar Phase 2 and 3 Update

M. LEGAL REPORT

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 355 451-4019 at least 48 hours in advance to request accommodations.
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: May 5, 2020

Meeting Date: May 5, 2020
Agenda Item Number: F-1

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

Recommended Action: Action: Approval

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

Legal: Nicholas Mulick

Subject: Minutes of April 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: ________________________________ Date: 4/30/2020
CALL TO ORDER (A)
Chairman Asdourian called the meeting to order at 4:02 PM.

PLEDGE OF ALLEGIANCE (B)
Commissioner Tobin 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; Clerk, Diane Bockelman. District Managers, Connie Fazio, Ryan Dempsey, Mike Dempsey, Jered Primicerio, District Engineer, Steve Suggs and Senior Support Analyst, Kevin Becerra appeared telephonically.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)
Approval of Agenda (D-1)
• Commissioner Tobin requested deletion of Item N-1.
• Mr. Rosasco requested the addition of two items under General Manager’s Report: 1) GoToMeeting Update as Item G-3, and 2) PIO Update as Item G-4.

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

PUBLIC COMMENT (E)
No speakers.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)
Minutes of March 24, 2020 (F-1)

Motion: Commissioner Rodriguez made a motion to approve the minutes of the March 24, 2020 meeting. Commissioner Heim seconded the motion. The motion passed without objection.
GENERAL MANAGER’S REPORT (G)
February 2020 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. Connie Fazio, Senior Finance Manager, presented the finance section.

Boardroom Audio (G-2)
Mr. Becerra recommended approval of the proposal from VIBE Design Group with the option for owner to provide and pull wire. The Board discussed replacement of the audio recording equipment without sound amplification. Commissioner Tobin offered alternative recording options.

Motion: Commissioner Heim made a motion to not accept either proposal at this time. Commissioner Majeska seconded the motion.

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

GoToMeeting Update (G-3)
Mr. Rosasco announced that the District is moving forward with GoToMeeting as a virtual meeting platform for public and internal meetings.

PIO Update (G-4)
Ms. Bockelman provided information about her role as Public Information Officer (PIO) during the COVID-19 pandemic.

BUDGET AND FINANCE REPORT (H)
No report.

ADMIN AND CUSTOMER SERVICE REPORT (I)
No report.

OPERATIONS REPORT (J)
No report.

CONSTRUCTION REPORT (K)
No report.
ENGINEER’S REPORT (L)
KLWTD Solar Phase 2 & 3 Bid Evaluation (L-1)
Sam Marks addressed the Board by telephone on behalf of Carrick-Williams Companies, LLC and requested that Carrick-Williams be given the opportunity to explain the full value of their proposal before the evaluation process is finalized.

EXTENSION 6:00 PM
Motion: Commissioner Heim made a motion to extend the meeting. The motion passed without objection.

The Board discussed whether staff should enter into discussions with only the highest ranked proposer, Burke-Energy, or both respondents. The General Manager informed the Board that he in consultation with General Council will proceed under the normal process and report back to the Board at the next meeting.

LEGAL REPORT (M)
No report.

COMMISSIONERS’ ITEMS (N)
No report.

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

ADJOURNMENT (P)
The Meeting was adjourned at 6:11 PM.

________________________________  _________________________________
David Asdourian, Chairman    Diane Bockelman, Clerk

Seal
Meeting Date: May 5, 2020

Agenda Item Type: Information / Presentation

Subject: COVID-19 Update

Summary of Discussion:

Mr. Rosasco to provide an update.

Reviewed / Approved

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

Attachments

Approved By: 

Date: 4/30/2020
WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on April 3, 2020, I issued Executive Order 20-91 and Executive Order 20-92 directing all persons in Florida to limit their movements and personal interactions outside of their home only to those necessary to obtain or provide essential services or conduct essential activities; and

WHEREAS, my administration has implemented a data-driven strategy devoted to high-volume testing and aggressive contact tracing, as well as strict screening protocols in long-term care facilities to protect vulnerable residents; and

WHEREAS, data collected by the Florida Department of Health indicates the State has achieved several critical benchmarks in flattening the curve, including a downward trajectory of hospital visits for influenza-like illness and COVID-19-like syndromic cases, a decrease in percent positive test results, and a significant increase in hospital capacity since March 1, 2020; and

WHEREAS, during the week of April 20, 2020, I convened the Task Force to Re-Open Florida to evaluate how to safely and strategically re-open the State; and

WHEREAS, the path to re-opening Florida must promote business operation and economic recovery while maintaining focus on core safety principles.
NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (l)(a) of the Florida Constitution and Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order:

Section 1. Phase 1 Recovery

In concert with the efforts of President Donald J. Trump and the White House Coronavirus Task Force, and based on guidance provided by the White House and the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), and the Florida Surgeon General and State Health Officer, Dr. Scott Rivkees, I hereby adopt the following in response to the recommendations in Phase 1 of the plan published by the Task Force to Re-Open Florida.

Section 2. Responsible Individual Activity

A. All persons in Florida shall continue to limit their personal interactions outside the home; however, as of the effective date of this order, persons in Florida may provide or obtain:

1. All services and activities currently allowed, *i.e.*, those described in Executive Order 20-91 and its attachments, which include activities detailed in Section 3 of Executive Order 20-91, the U.S. Department of Homeland Security in its Guidance on the Essential Critical Infrastructure Workforce and a list propounded by Miami-Dade County in multiple orders (as of April 1, 2020), as well as other services and activities approved by the State Coordinating Officer. Such services should continue to follow safety
guidelines issued by the CDC and OSHA. If necessary, employee screening or use of personal protective equipment should continue.

2. Additional services responsibly provided in accordance with Sections 3 and 4 of this order in counties other than Miami-Dade, Broward and Palm Beach. In Miami-Dade, Broward and Palm Beach counties, allowances for services and activities from Sections 3 and 4 of this order will be considered in consultation with local leadership.

B. Except as provided in Section 2(A)(1) of this order, senior citizens and individuals with a significant underlying medical condition (such as chronic lung disease, moderate-to-severe asthma, serious heart conditions, immunocompromised status, cancer, diabetes, severe obesity, renal failure and liver disease) are strongly encouraged to stay at home and take all measures to limit the risk of exposure to COVID-19.

C. For the duration of this order, all persons in Florida should:

1. Avoid congregating in large groups. Local jurisdictions shall ensure that groups of people greater than ten are not permitted to congregate in any public space that does not readily allow for appropriate physical distancing.

2. Avoid nonessential travel, including to U.S. states and cities outside of Florida with a significant presence of COVID-19.

3. Adhere to guidelines from the CDC regarding isolation for 14 days following travel on a cruise or from any international destination and any area with a significant presence of COVID-19.
D. This order extends Executive Order 20-80 (Airport Screening and Isolation) and Executive Order 20-82 (Isolation of Individuals Traveling to Florida), with exceptions for persons involved in military, emergency, health or infrastructure response or involved in commercial activity. This order extends Sections 1(C) and 1(D) of Executive Order 20-86 (Additional Requirements of Certain Individuals Traveling to Florida), which authorize the Department of Transportation, with assistance from the Florida Highway Patrol and county sheriffs, to continue to implement checkpoints on roadways as necessary.

Section 3. Businesses Restricted by Previous Executive Orders

Unless I direct otherwise, for the duration of this order, the following applies to businesses directly addressed by my previous Executive Orders:

A. Bars, pubs and nightclubs that derive more than 50 percent of gross revenue from the sale of alcoholic beverages shall continue to suspend the sale of alcoholic beverages for on-premises consumption. This provision extends Executive Order 20-68, Section 1 as modified by Executive Order 20-71, Sections 1 and 2.

B. Restaurants and food establishments licensed under Chapters 500 or 509, Florida Statutes, may allow on-premises consumption of food and beverage, so long as they adopt appropriate social distancing measures and limit their indoor occupancy to no more than 25 percent of their building occupancy. In addition, outdoor seating is permissible with appropriate social distancing. Appropriate social distancing requires maintaining a minimum of 6 feet between parties, only seating parties of 10 or fewer people and keeping bar counters closed to seating. This provision
extends Executive Order 20-68, Section 3 and supersedes the conflicting provisions of Executive Order 20-71, Section 2 regarding on-premises food consumption.

C. Gyms and fitness centers closed by Executive Order 20-71 shall remain closed.

D. The prohibition on vacation rentals in Executive Order 20-87 remains in effect for the duration of this order.

E. The Department of Business and Professional Regulation shall utilize its authorities under Florida law to implement and enforce the provisions of this order as appropriate.

Section 4. Other Affected Business Services

Unless I direct otherwise, for the duration of this order, the following applies to other business services affected by my previous Executive Orders:

A. In-store retail sales establishments may open storefronts if they operate at no more than 25 percent of their building occupancy and abide by the safety guidelines issued by the CDC and OSHA.

B. Museums and libraries may open at no more than 25 percent of their building occupancy, provided, however, that (a) local public museums and local public libraries may operate only if permitted by local government, and (b) any components of museums or libraries that have interactive functions or exhibits, including child play areas, remain closed.

Section 5. Medical Procedures

Subject to the conditions outlined below, elective procedures prohibited by Executive Order 20-72 may resume when this order goes into effect. A hospital ambulatory surgical center, office surgery center, dental office, orthodontic office, endodontic office or other health care
practitioners’ office in the State of Florida may perform procedures prohibited by Executive Order 20-72 only if:

A. The facility has the capacity to immediately convert additional facility-identified surgical and intensive care beds for treatment of COVID-19 patients in a surge capacity situation;

B. The facility has adequate personal protective equipment (PPE) to complete all medical procedures and respond to COVID-19 treatment needs, without the facility seeking any additional federal or state assistance regarding PPE supplies;

C. The facility has not sought any additional federal, state, or local government assistance regarding PPE supplies since resuming elective procedures; and

D. The facility has not refused to provide support to and proactively engage with skilled nursing facilities, assisted living facilities and other long-term care residential providers.

The Agency for Health Care Administration and the Department of Health shall utilize their authority under Florida law to further implement and enforce these requirements. This order supersedes the conflicting provisions of Executive Order 20-72.

Section 6. Previous Executive Orders Extended

The Executive Order 20-69 (Local Government Public Meetings) is extended for the duration of this order.

Section 7. Enforcement

This order shall be enforced under section 252.47, Florida Statutes. Violation of this order is a second-degree misdemeanor pursuant to section 252.50, Florida Statutes, and is punishable by imprisonment not to exceed 60 days, a fine not to exceed $500, or both.
Section 8. Effective Date

This order is effective at 12:01 a.m. on May 4, 2020.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 29th day of April, 2020.

RON DESANTIS, GOVERNOR

ATTEST:

SECRETARY OF STATE

LaureDune
RESOLUTION NO. 05-2020

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE DISTRICT") AUTHORIZING THE DISTRICT GENERAL MANAGER TO DEPLOY AND COMPENSATE DISTRICT PERSONNEL WISHING TO WORK FROM HOME IN RESPONSE TO THE CURRENT COVID-19 PUBLIC HEALTH EMERGENCY, SUBJECT TO CERTAIN CONDITIONS AND LIMITATIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, March 9, 2020, the Governor of Florida issued Executive Order 20-52, declaring a State of Emergency for the State of Florida as a result of COVID-19; and

WHEREAS, March 15, 2020, the Mayor of Monroe County declared a Local State of Emergency for the same reason; and

WHEREAS, the District Board of Commissioners believes it is prudent and proper, under the circumstances, to confer upon the District General Manager authority to deploy District personnel in such a manner as to ensure uninterrupted maintenance and operation of its facilities and, at the same time, protect the physical and financial well-being of its employees, subject to the conditions and limitations hereinafter set forth.

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

Section 1. The District General Manager is hereby authorized to do the following:

A. Permit employees to work flexible hours and from different locations, i.e., home or off-site at suitable locations.

B. Authorize regular pay for employees that i) work from home, ii) are quarantined, or iii) are unable to work due to illness or the need to provide care and assistance to loved ones or family members.

C. For those matters that require Board approval, take emergency action without the consent of the Board provided that he obtain the consent of the Chairman, or in his absence, the Vice-Chairman of the District Board of Commissioners.

Section 2. This authorization shall be valid for 30 days provided that the General Manager shall have the authority to extend this Resolution for up to 30 days with the consent of the Chairman, or in his absence, the Vice-Chairman of the District Board of Commissioners.
Section 3. The General Manager shall submit reports to the Board of Commissioners, no less than once per week, informing the Board of the state of affairs of the District.

RESOLVED AND ADOPTED THIS 24th DAY OF MARCH 2020.

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

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<tr>
<th>AYE</th>
<th>NAY</th>
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<td>2</td>
<td>1</td>
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<td>2</td>
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</tbody>
</table>

The Chairman thereupon declared Resolution 04-2020 duly passed and adopted the 24th day of March 2020.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: David Asdourian, Chairman

ATTEST:

Diane Bockelman, District Clerk

Nicholas W. Mulick, General Counsel

Approved to as to form and legal sufficiency:

Seal
April 24, 2020

Subject: K LWTD Resolution 05-2020 Thirty Day Time Extension

Pursuant to Section 2 of the attached Key Largo Wastewater Treatment District Resolution #05-2020, that was approved by the Board of Commissioners on March 24, 2020:

At the request of the General Manager, the Chairman of the Board of Commissioners, David Asdourian, gives his consent to the 30 day extension of this Resolution, authorizing employees to work flexible hours and from different locations with regular pay.

If additional time extensions are deemed necessary in May 2020, the General Manager will bring the subject to the Board of Commissioners for review and approval.

Respectfully submitted;

David Asdourian Chairman of the Board
Key Largo Wastewater Treatment District
Meeting Date: May 5, 2020

Agenda Item Number: G-2

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: General Manager

Sponsor: Peter Rosasco

Subject: March 2020 Monthly Report

Summary of Discussion:

Department heads will present their section of the Monthly Report.

Reviewed / Approved

Operations: ________

Customer Service: ________

Finance: ________

District Counsel: ________

District Clerk: ________

Engineering: ________

Financial Impact

Operations: $

Customer Service: Funding Source:

Finance: Budgeted:

District Counsel: N/A

District Clerk: ________

Engineering: ________

Attachments

Monthly Report

Approved By: ____________________________ Date: 4/30/2020
Wastewater Plant Operations

The wastewater treatment plant processed an average of 1.84 million gallons of influent per day (MGD). Plant staff made hand sanitizer for the District due to backordered supply from multiple vendors. They are also practicing social distancing and have adopted staggered shift to minimize the number of employees in the office at the same time.
**Effluent Quality Reports (mg/L)**

Determines the quality of discharge from the wastewater treatment plant.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>CBOD5 (Carbonaceous Biochemical Oxygen Demand)</td>
<td>5</td>
<td>1.50</td>
<td>1.2</td>
</tr>
<tr>
<td>TSS (Total Suspended Solids)</td>
<td>5</td>
<td>0.40</td>
<td>0.67</td>
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<tr>
<td>TN (Total Nitrogen)</td>
<td>3</td>
<td>1.35</td>
<td>1.38</td>
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<tr>
<td>TP (Total Phosphorous)</td>
<td>1</td>
<td>0.50</td>
<td>0.36</td>
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</tbody>
</table>

**12 Month Average Quality Reports**

- **CBOD5 (Carbonaceous Biochemical Oxygen Demand)**
  - Monthly Performance
  - CBOD5 (AWT Limit)

- **TSS (Total Suspended Solids)**
  - Monthly Performance
  - TSS (AWT Limit)

- **TN (Total Nitrogen)**
  - Monthly Performance
  - TN (AWT Limit)

- **TP (Total Phosphorous)**
  - Monthly Performance
  - TP (AWT Limit)
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>
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</thead>
<tbody>
<tr>
<td>0.733 Million Gallons per Day</td>
<td>1.1 Parts per Thousand</td>
<td>0</td>
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</tbody>
</table>
Wastewater Field Operations

There was a total of 23 service calls for the current month. Of these, 20 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 3 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>March 6</td>
<td>187 Atlantic Dr.</td>
<td>Customer reported a backup.</td>
<td>System was inspected and manually discharged. Pit was in working order. Not a KLWTD issue.</td>
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</table>

**Odor Related Service Calls**

<table>
<thead>
<tr>
<th>Date</th>
<th>Address</th>
<th>Incident</th>
<th>Response</th>
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<tbody>
<tr>
<td>March 17</td>
<td>7 Pelican Rd.</td>
<td>Customer reported gurgling noises in bathroom and kitchen fixtures and mentioned that there was a sewer smell.</td>
<td>System was working properly, and no odor was detected. Not a KLWTD issue.</td>
</tr>
<tr>
<td>March 17</td>
<td>17 Eagle Dr.</td>
<td>Customer reported a sewage odor in his house.</td>
<td>Pit and breather were inspected, no odor was detected at the time. Not a KLWTD issue.</td>
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</tbody>
</table>

**Non-System Generated Calls**

![Graph showing non-system generated calls and odor incidents from April 2019 to March 2020.](image-url)
Maintenance

Injection Well Pump
One of the four deep injection well pumps was removed for repair. The pump will be sent to the shop for bearing repair and balancing.
SBR Blower Wire
A loose connection caused damage to the wiring of one of the SBR blower motors. The damaged wires were replaced and the motor was rewired.

Truck 15 Radiator Repair
The radiator and oil coolers were replaced in truck # 15.
## 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>Steel Storage Building (Reynolds)</td>
<td>$257,333.51</td>
<td>$74,687.50</td>
<td>$337,351.49</td>
<td>$311,986.01</td>
<td>$20,035.00</td>
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<td>On March 11th, CO#3 was executed by the general manager. CO#3 was taken to the Board as a $3,000 increase in contract cost in order to change the garage doors to stainless steel construction. The doors were ordered. Work on the building resumed in March to finish several trim items and install electrical equipment. Currently the building has all doors installed and 90% of the electrical installed. It is anticipated that it will be completed by the end of April.</td>
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<td>Shallow Gravity Well (Toppino &amp; Sons)</td>
<td>$59,500.00</td>
<td>$6,633.75</td>
<td>$66,133.75</td>
<td>$6,633.75</td>
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<td>Charlie Toppino &amp; Sons, Inc. was awarded the shallow well project at their bid price of $59,500.00. The agreement was executed. Charlie Toppino &amp; Sons began construction of the well in February 2020 and finished in March 2020. The well has been drilled and cased and the well head piping has been installed. WEC did inspections of the well project throughout the process. A final punch list was developed at the end of February and has been completed. Closeout documents are being processed and Contractor is awaiting final payment.</td>
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<td>Capital Upgrades Project (Reynolds Construction)</td>
<td>$1,364,383.68</td>
<td>$97,782.00</td>
<td>$1,462,165.68</td>
<td>$1,462,165.68</td>
<td>$3,000.00</td>
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<td>The project was completed in February. It is anticipated that there will be approximately $3,000 more cost in Engineering &amp; Other costs for FDEP Grant report for closeout as required by the agreement.</td>
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<tr>
<td>Fire Safety</td>
<td>$798,109.00</td>
<td>$11,468.75</td>
<td>$845,697.00</td>
<td>$11,468.75</td>
<td>$834,228.25</td>
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<td>The Fire Safety project award to MJ Wood was approved by the Board in November. The District issued the Notice of Intent to Award and the Notice of Award. No objections to the award were received. The District sent the Agreement to MJ Wood for execution in December. Notice to proceed was issued January 16, 2020. The Pre-construction meeting was held on February 19, 2020. The project is currently in the submittal review process. A third-party consultant, Neptune Fire Protection Engineering, was contracted by the District for $2,500 to review the plans submitted by MJ Wood. The plans have gone through one round of review and comments. MJ Wood is currently revising per the comments.</td>
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<tr>
<td>Description</td>
<td>Cost</td>
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<tr>
<td>WWTP Electrical Panel Clean Agent Fire Suppression</td>
<td>$119,463.00</td>
<td>This component provided clean agent fire suppression for the major electrical panels at the WWTP and included additional fire detection peripherals. These are non-proprietary components and can be purchased off the shelf. The scope of work included integration of the fire alarm detection and suppression system into the existing FACP and SCADA.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Detection &amp; Suppression at Vacuum Pump Stations</td>
<td>$348,944.00</td>
<td>This component includes provision of a fire alarm control panel and fire detection peripherals at the vacuum stations. Clean agent fire suppression is provided only for the AirVac electrical panel and the Automatic Transfer Switch. The vacuum stations include A, D, E, G, I and J/K.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Detection and Alarms at the House &amp; Office at Vac Station I</td>
<td>$38,368.00</td>
<td>This component includes installation of fire detection peripherals for the house and the office at Vacuum Station I, including integration into the main FACP at the Vacuum Station I pump station.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Detection for Main Generator at WWTP</td>
<td>$18,010.00</td>
<td>This component included installation of a fire detection system in the generator enclosure for the large generator at the WWTP. Integration of the fire detection equipment into the WWTP FACP and SCADA are included in the scope.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Install Voice Evacuation / Emergency Response Loudspeakers</td>
<td>$83,250.00</td>
<td>This additive alternate item includes installation of a voice evacuation system that will automatically notify personnel orally of an emergency condition, including recommendation for evacuation if needed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chlorine Leak Detectors</td>
<td>$30,844.00</td>
<td>This item includes installation of three chlorine gas detectors that will generate an alarm should chlorine be detected. Detection of chlorine will result in notification and activation of the voice evacuation system.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Detection &amp; Suppression at Admin Bldg.</td>
<td>$67,353.00</td>
<td>This item includes installation of fire detection peripherals and a fire alarm control panel at the Administrative Building. It also includes clean agent fire suppression for the server room only.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Mist Fire Protection for Main Generator at WWTP</td>
<td>$69,387.00</td>
<td>This item provides for installation of a fine mist water fire suppression system for the main generator at the WWTP. This very large generator would be expensive to replace if damaged and would likely have a long lead time.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Walls and Barriers at Vacuum Stations A &amp; D</td>
<td>$22,490.00</td>
<td>This item provides for construction of fire doors and walls at Vacuum Stations A and D. These two stations have their generators and fuel tanks indoors. Should a fire occur at the fuel tank or generator, it could spread to the control room and cause severe damage.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Upcoming Construction Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Estimate</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solar Phase 2 &amp; 3</td>
<td>$2,484,188 - $1,911,360 (Based on bids received and options chosen)</td>
<td>WEC 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 Board approved publication of the RFP in November. The RFP was released in December 2019 with a pre-bid conference held on January 7th and a bid due date of January 30, 2020. Since that time, Phase 3 Solar has been added to the project and the bid due date was extended to March 12, 2020. Solar Phase 3 includes the addition of 5 vacuum stations roofs with approximately 50% coverage. The total output for the vacuum stations is estimated between 90-112 kWp. The proposals were evaluated with rankings brought to the Board for consideration. At the Board’s request additional due diligence is being undertaken in the evaluation of the proposals.</td>
</tr>
</tbody>
</table>

Select Construction Pictures:
Progress pictures from the Steel Building shown below.
IT

Active IT Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS&amp;A Expansion of Services</td>
<td>$155,910.00</td>
<td>Staff is expanding the use of BS&amp;A Software as an alternative to the Continuing Database Service RFQ. This project was presented to the Board in June and approved in August. BS&amp;A came down in the end of October and beginning of November to make their initial on-site discovery. The Assessment portion of the project was deployed in April and is currently in use. Due to current events, the remainder of the project has been delayed. The project is expected to be completed February 2021.</td>
</tr>
<tr>
<td>Boardroom Audio</td>
<td>$22,000.00-33,000.00</td>
<td>Conducted research and contacted vendors for options to revamp the boardroom audio system due to audio recording issues. This project was brought to the Board in March and April for discussion. As of the end of April, this project is on hold. Alternatives are being looked into in the meantime.</td>
</tr>
</tbody>
</table>

Customer Service

Customer Service Call-Ins

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Terminal Issues</td>
<td>1</td>
</tr>
<tr>
<td>Approval to Proceeds</td>
<td>5</td>
</tr>
<tr>
<td>Assessments</td>
<td>2</td>
</tr>
<tr>
<td>Collections</td>
<td>11</td>
</tr>
<tr>
<td>Construction</td>
<td>2</td>
</tr>
<tr>
<td>Demos</td>
<td>2</td>
</tr>
<tr>
<td>Hydro Test</td>
<td>2</td>
</tr>
<tr>
<td>Locates</td>
<td>2</td>
</tr>
<tr>
<td>Tie-Ins (Calls)</td>
<td>11</td>
</tr>
<tr>
<td>Total</td>
<td>38</td>
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</tbody>
</table>
Budget & Finance

Current Debt Status

<table>
<thead>
<tr>
<th>Loan Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRF Loan – KLNC 46401P</td>
<td>$13,054,387.28</td>
</tr>
<tr>
<td>SRF Bonded Loan - KLNC 464010</td>
<td>$4,479,835.67</td>
</tr>
<tr>
<td>BB&amp;T 2013 Bond</td>
<td>$3,878,438.37</td>
</tr>
<tr>
<td>BB&amp;T 2014 Bond</td>
<td>$3,879,348.33</td>
</tr>
<tr>
<td>Current Balance of all loans:</td>
<td>$25,292,009.65</td>
</tr>
</tbody>
</table>

Monroe County ILA Payment - $2,125,000.00

Cash Flow

<table>
<thead>
<tr>
<th>Source</th>
<th>Deposits</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wastewater Billing Deposits</td>
<td>$654,393.64</td>
<td></td>
</tr>
<tr>
<td>Assessment Revenue Received</td>
<td>$125,512.83</td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>$13,085.75</td>
<td></td>
</tr>
<tr>
<td>District Expenditures</td>
<td>$557,432.67</td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td>$103,221.30</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$898,626.27</td>
<td>$660,653.97</td>
</tr>
</tbody>
</table>
### FKAA Wastewater Revenue Statistics

<table>
<thead>
<tr>
<th>Date</th>
<th>Number of Customers Billed</th>
<th>WW Revenue Received</th>
<th>Date</th>
<th>Number of Customers Billed</th>
<th>WW Revenue Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2018</td>
<td>9,792 Residential 9122</td>
<td>$750,841.91</td>
<td>April 2019</td>
<td>9,811 Residential 8941</td>
<td>$728,062.69</td>
</tr>
<tr>
<td></td>
<td>670 Non-Res</td>
<td></td>
<td></td>
<td>870 Non-Res</td>
<td></td>
</tr>
<tr>
<td>May 2018</td>
<td>9,822 Residential 8974</td>
<td>$716,326.84</td>
<td>May 2019</td>
<td>9,882 Residential 9008</td>
<td>$802,622.36</td>
</tr>
<tr>
<td></td>
<td>848 Non-Res</td>
<td></td>
<td></td>
<td>874 Non-Res</td>
<td></td>
</tr>
<tr>
<td>June 2018</td>
<td>9,785 Residential 8935</td>
<td>$739,474.29</td>
<td>June 2019</td>
<td>9,882 Residential 8952</td>
<td>$725,547.97</td>
</tr>
<tr>
<td></td>
<td>850 Non-Res</td>
<td></td>
<td></td>
<td>868 Commercial</td>
<td></td>
</tr>
<tr>
<td>July 2018</td>
<td>9,736 Residential 8888</td>
<td>$725,237.60</td>
<td>July 2019</td>
<td>9,875 Residential 9005</td>
<td>$777,681.98</td>
</tr>
<tr>
<td></td>
<td>848 Commercial</td>
<td></td>
<td></td>
<td>870 Commercial</td>
<td></td>
</tr>
<tr>
<td>Aug. 2018</td>
<td>9,744 Residential 8897</td>
<td>$762,732.81</td>
<td>Aug. 2019</td>
<td>9,895 Residential 9009</td>
<td>$769,276.84</td>
</tr>
<tr>
<td></td>
<td>848 Commercial</td>
<td></td>
<td></td>
<td>886 Commercial</td>
<td></td>
</tr>
<tr>
<td>Sept. 2018</td>
<td>9,746 Residential 8901</td>
<td>$708,046.38</td>
<td>Sept. 2019</td>
<td>9,880 Residential 8996</td>
<td>$747,721.90</td>
</tr>
<tr>
<td></td>
<td>845 Commercial</td>
<td></td>
<td></td>
<td>884 Commercial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>849 Commercial</td>
<td></td>
<td></td>
<td>884 Commercial</td>
<td></td>
</tr>
<tr>
<td>Nov. 2018</td>
<td>9,765 Residential 8917</td>
<td>$682,580.47</td>
<td>Nov. 2019</td>
<td>9,918 Residential 9031</td>
<td>$771,021.80</td>
</tr>
<tr>
<td></td>
<td>848 Commercial</td>
<td></td>
<td></td>
<td>887 Commercial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>850 Commercial</td>
<td></td>
<td></td>
<td>888 Commercial</td>
<td></td>
</tr>
<tr>
<td>Jan. 2019</td>
<td>9,782 Residential 8925</td>
<td>$657,903.66</td>
<td>Jan. 2020</td>
<td>9,950 Residential 9051</td>
<td>$727,658.08</td>
</tr>
<tr>
<td></td>
<td>850 Commercial</td>
<td></td>
<td></td>
<td>899 Commercial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>863 Commercial</td>
<td></td>
<td></td>
<td>892 Commercial</td>
<td></td>
</tr>
<tr>
<td>March 2019</td>
<td>9,817 Residential 8946</td>
<td>$1,011,953.04</td>
<td>March 2020</td>
<td>Billing Invoice not</td>
<td>$654,393.64</td>
</tr>
<tr>
<td></td>
<td>871 Commercial</td>
<td></td>
<td></td>
<td>received as of 4/10/2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenue from April 2018 through March 2019</td>
<td>$8,631,735.18</td>
<td>Total Revenue from April 2019 through March 2020</td>
<td>$8,745,566.33</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
May 5, 2020

**CAFR Presentation/Financial Audit Results for FY2019**

Summary of Discussion:

Tony Grau of Grau and Associates will present the KLWTD CAFR (Comprehensive Annual Financial Report) and the financial audit results for Fiscal Year 2019

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations: ________</td>
<td>$</td>
<td>Audit findings</td>
</tr>
<tr>
<td>Administration:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance: _________</td>
<td>Funding Source:</td>
<td></td>
</tr>
<tr>
<td>District Counsel:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Clerk:</td>
<td>Budgeted: N/A</td>
<td></td>
</tr>
<tr>
<td>Engineering: _______</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved By: ___________________________ Date: 4/30/2020
April 6, 2020

To Board of Commissioners
Key Largo Wastewater Treatment District
P.O. Box 491
Key Largo, FL 33037

We have audited the accompanying basic financial statements of Key Largo Wastewater Treatment District, Key Largo, Florida ("District") as of and for the fiscal year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and, Government Auditing Standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 10, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the District is included in Note 2 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the fiscal year. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District’s financial statements were:

Management’s estimate of the useful lives of capital assets and estimate of allowance for uncollectible receivables in the utility fund are based on information obtained from the experience of other governments as adapted for differences in application and environment. We evaluated the key factors and assumptions used to develop the useful lives of capital assets and allowance for uncollectible amounts in determining that they are reasonable in relation to the financial statements taken as a whole.

Management’s estimate of the net Other Post-Employment Benefits (OPEB) liability is based on information received from the District’s actuary. We evaluated the key factors and assumptions used to develop the estimate and determined that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management.

Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit’s financial statements taken as a whole.
Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor’s report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 6, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the governmental unit’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of District Commission and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Grau & Associates
Meeting Date: May 5, 2020
Agenda Item Number: L-1

Agenda Item Type: BID / RFP
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: Engineering
Sponsor: Steve Suggs

Subject: Solar Phase 2 and 3 Update

Summary of Discussion:
Staff will provide an update.

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

Financial Impact
Operations: $
Administration: Expense
Finance: Funding Source:
District Counsel: Grant(s)
District Clerk: Budgeted:
Engineering: Yes

Attachments

Approved By: ______________________ Date: 4/30/2020