Key Largo Wastewater Treatment District
Board of Commissioner's Meeting
Tuesday, September 1, 2020
4:00 PM

# 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."*

***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 — *Action*

## E. PUBLIC COMMENT

## F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

1. Minutes of August 4, 2020 — 4 — *Action*

## G. GENERAL MANAGER'S REPORT

1. Boardroom Audio — 10

## H. BUDGET AND FINANCE REPORT

1. Fiscal Year 2021 Proposed Insurance Renewal — 26 — Action
2. Purchase of Replacement Service Vehicle — 35 — *Action*
3. FY2021 Proposed Budget, Narrative, Resolution, Staffing Plan & Org Chart — 45 — *Action*

   **Resolution ___-2020** A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, LOCATED IN MONROE COUNTY, FLORIDA, ADOPTING THE BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2021 FOR THE DISTRICT; PROVIDING FOR THE GENERAL MANAGER TO EXPEND FUNDS ON BEHALF OF THE DISTRICT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

## I. ADMIN AND CUSTOMER SERVICE REPORT

1. Amendment of 2006 Assessment Roll — 66 — *Action*

   **Resolution ___-2020** A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE 2006 FINAL ASSESSMENT RESOLUTION (RESOLUTION 28-08-06) RELATING TO THE CONSTRUCTION AND FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE TERMS AND CONDITIONS OF PROPOSED SPECIAL ASSESSMENTS TO FUND THE FACILITIES AND THE METHOD OF THEIR COLLECTION; ESTABLISHING PROCEDURES FOR CORRECTION OF ERRORS AND OMISSIONS IN ASSESSMENT ROLLS; AND PROVIDING AN EFFECTIVE DATE.
2. Amendment of 2007 Assessment Roll — 69 — *Action*

   **Resolution ___-2020** A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE 2007 FINAL ASSESSMENT RESOLUTION (RESOLUTION 11-08-07) RELATING TO THE CONSTRUCTION AND FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE TERMS AND CONDITIONS OF PROPOSED SPECIAL ASSESSMENTS TO FUND THE FACILITIES AND THE METHOD OF THEIR COLLECTION; ESTABLISHING PROCEDURES FOR CORRECTION OF ERRORS AND OMISSIONS IN ASSESSMENT ROLLS; AND PROVIDING AN EFFECTIVE DATE.
3. Amendment of 2009 Assessment Roll — 74 — *Action*

   **Resolution ___-2020** A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE 2009 FINAL ASSESSMENT RESOLUTION (RESOLUTION 20-05-09) RELATING TO THE CONSTRUCTION AND FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE TERMS AND CONDITIONS OF PROPOSED SPECIAL ASSESSMENTS TO FUND THE FACILITIES AND THE METHOD OF THEIR COLLECTION; ESTABLISHING PROCEDURES FOR CORRECTION OF ERRORS AND OMISSIONS IN ASSESSMENT ROLLS; AND PROVIDING AN EFFECTIVE DATE.
4. Amendment of 2016 Assessment Roll — 78 — *Action*

   **Resolution ___-2020** A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE 2016 FINAL ASSESSMENT RESOLUTION (RESOLUTION 10-08-16) RELATING TO THE CONSTRUCTION AND FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE TERMS AND CONDITIONS OF PROPOSED SPECIAL ASSESSMENTS TO FUND THE FACILITIES AND THE METHOD OF THEIR

COLLECTION; ESTABLISHING PROCEDURES FOR CORRECTION OF ERRORS AND OMISSIONS IN ASSESSMENT ROLLS; AND PROVIDING AN EFFECTIVE DATE.

5. 2020 Assessment Resolution — 82 *Action*

**Resolution ___-2020** A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT RELATING TO SYSTEM DEVELOPMENT CHARGES AND ASSESSMENTS FOR 2020 FOR FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE ANNUAL INTEREST RATE FOR UNPAID ASSESSMENTS FOR 2020; AND PROVIDING AN EFFECTIVE DATE.

6. Contiguous Vacant Waiver - AK#9104487 - Peter A Santi Trust — 96 *Action*

**Resolution ___-2020** A RESOLUTION OF THE KEY LARGO WASTEWATER TREATEMENT DISTRICT ("KLWTD") APPROVING THE REQUEST BY SANTI PETER A TRUST 02/12/2014 ("THE OWNER") FOR THE EXCLUSION OF ONE TAX PARCEL FROM THE 2009 NON-AD VALOREM WASTEWATER ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.

7. Contiguous Vacant Waiver - AK#9104495 - Tirso and Maria Simo — 101 *Action*

**Resolution ___-2020** A RESOLUTION OF THE KEY LARGO WASTEWATER TREATEMENT DISTRICT ("KLWTD") APPROVING THE REQUEST BY TIRSO SIMO AND MARIA SIMO ("THE OWNERS") FOR THE EXCLUSION OF ONE TAX PARCEL FROM THE 2007 NON-AD VALOREM WASTEWATER ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.

8. System Impact Charge for Florida Keys Community College - AK#1659622 — 106 *Action*

**Resolution ___-2020** A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE DISTRICT") ADOPTING DISTRICT STAFF'S RECOMMENDATION TO IMPOSE A SYSTEM IMPACT CHARGE ("SIC") FOR THE PROPERTY LOCATED AT 106040 OVERSEAS HIGHWAY, KEY LARGO, FLORIDA, WITH PARCEL IDENTIFICATION NUMBER 00536120-000000; AND PROVIDING FOR AN EFFECTIVE DATE.

## J. OPERATIONS REPORT

## K. CONSTRUCTION REPORT

## L. ENGINEER'S REPORT

1. Deep Injection Well Pumps Rebuilds and Upgrades — 115 *Action*

## M. LEGAL REPORT

1. Resolution to Establish Terms of Office for Members of the Board of Commissioners — 129 *Action*

**Resolution ___-2020** A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE DISTRICT") REGARDING THE ELECTION OF CANDIDATES TO THE DISTRICT BOARD OF COMMISSIONERS; DIRECTING THE DISTRICT GENERAL MANAGER OR HIS DESIGNEE TO TRANSMIT A CERTIFIED COPY OF THIS RESOLUTION TO THE MONROE COUNTY SUPERVISOR OF ELECTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

2. Request for Attorney-Client Closed Session to Discuss Big Chill Litigation Case No. 19-CA-175-P Time Certain at 5:00 PM — 132 *Action*

## N. COMMISSIONER'S ITEMS

1. Discussion regarding consolidation of staffing positions and salaries — 133

## O. ROUNDTABLE DISCUSSION

1. Unfinished Business

## P. ADJOURNMENT

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

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

Meeting Date: September 1, 2020

Agenda Item Number: F-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Legal

Sponsor: Nicholas Mulick

Subject:

**Minutes of August 4, 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: | |
| Engineering: | _____ | N/A | |

**Approved By:** _____ **Date:** 8.27.2020
General Manager

Key Largo Wastewater Treatment District
103355 Overseas Hwy, Key Largo, FL
Tuesday, August 4, 2020

# MINUTES

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

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

**ROLL CALL (C)**
Present were: Chairman David Asdourian, Commissioners Nicolas Rodriguez, Robert Majeska, Andrew Tobin, Susan Heim; General Manager, Peter Rosasco; General Counsel, Nicholas Mulick; Clerk, Diane Bockelman; Department Manager, Connie Fazio; HR Coordinator, Laura Weinstock. Appeared virtually: Department Managers, Ryan Dempsey, Mike Dempsey, Jered Primicerio; District Engineer, Ed Castle; and Senior Support Analyst, Kevin Becerra.

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

- Commissioner Heim requested an addition of Item N-1, *Revisit an Old Subject*.
- Mr. Rosasco requested an addition of Item G-6, *ACOE Update*.

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

**PUBLIC COMMENT (E)**
No speakers.

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)**
*Minutes of June 21, 2020 (F-1)*

**Motion:** **Commissioner Heim made a motion to approve the minutes of the June 21, 2020 meeting. Commissioner Majeska seconded the motion. The motion passed without objection.**

**GENERAL MANAGER'S REPORT (G)**

*Managed IT Services RFP (G-1)*

Mr. Rosasco presented the four highest-rated proposals for the Managed IT Services Request for Proposal (RFP).

**Motion: Commissioner Majeska made a motion to enter into a contract with Essential Net Solutions for Managed IT Services. 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**

*COVID-19 Testing Update (G-2)*

Mr. Rosasco presented findings from the COVID-19 wastewater testing.

*Tropical Storm Isaias (G-3)*

Mr. Rosasco announced that preparing for Hurricane Isaias was a good drill for the District's Emergency Management team and that the team is prepared to respond to an actual emergency.

*June 2020 Monthly Report (G-4)*

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. Castle 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.

*August 18, 2020 Board Meeting (G-5)*

Mr. Rosasco announced that there were no time-sensitive items scheduled for the August 18, 2020 Board meeting. The Chairman directed staff to cancel the August 18, 2020 Board meeting.

*ACOE Update (G-6)*

Mr. Rosasco reported that the District received $1,245,000 in grant revenue from the Army Corps of Engineers (ACOE).

**BUDGET AND FINANCE REPORT (H)**

*Fiscal Year 2021 Preliminary Budget, Staffing Plan and Organizational Chart (H-1)*

Mr. Rosasco presented the preliminary 2021 organizational chart and staffing plan and Ms. Fazio presented the preliminary budget.

**ADMIN AND CUSTOMER SERVICE REPORT (I)**

*Port Largo Club Condominium Association, Inc., Monthly Base Charge EDU Adjustment and Refund (I-1)*

Ms. Bockelman presented a request from Port Largo Club Condominium Association, Inc. ("Port Largo Club") to reduce the EDU assignment for the monthly base charge from 31.0 EDU to 16.0 EDU, and to refund overpayments.

**Motion: Commissioner Rodriguez made a motion to reduce the monthly base charge EDU assignment for Port Largo Club to 16.0 EDU. Commissioner Majeska seconded the motion.**

**Vote on Motion**

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

**Motion: Commissioner Rodriguez made a motion to refund $18,380.49 reflecting overpayment of monthly base charges and underpayment of volumetric charges. Commissioner Majeska seconded the motion.**

**Vote on Motion**

**Commissioner Rodriguez - Aye**
**Commissioner Majeska - Aye**
**Commissioner Tobin - Aye**
**Commissioner Heim - Nay**
**Chairman Asdourian - Aye**

**Motion Passed: 4 to 1**

**OPERATIONS REPORT (J)**

No report.

**CONSTRUCTION REPORT (K)**

No report.

**ENGINEER'S REPORT (L)**

No report.

**LEGAL REPORT (M)**

No report.

**COMMISSIONERS' ITEMS (N)**

*Revisit an Old Subject (N-1)*

Commissioner Heim said that the GoToMeeting meeting platform did not fix the Boardroom's audio problems and requested the situation be addressed again. Mr. Rosasco will look for alternatives and report back at a future meeting.

**ROUNDTABLE DISCUSSION (O)**

*Unfinished Business (O-1)*

**ADJOURNMENT (P)**

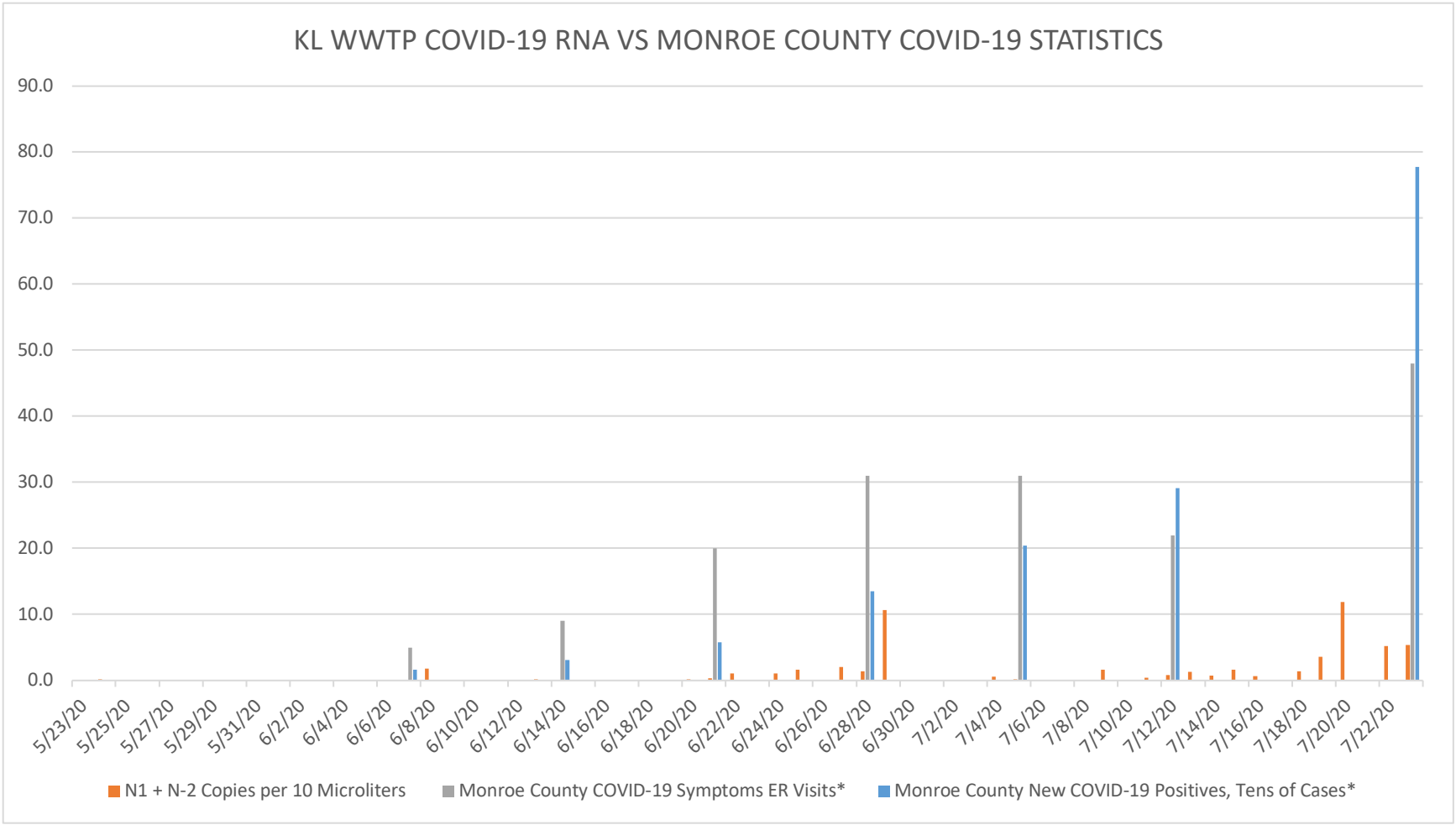
The Meeting was adjourned at 5:51 PM.

_____ _____

David Asdourian, Chairman Diane Bockelman, Clerk

Seal

August 4, 2020 Board Meeting
Item G-2




*Data from Monroe County Health Department web site

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

Meeting Date: September 1, 2020

Agenda Item Number: G-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: IT

Sponsor: Peter Rosasco

Subject:

**Boardroom Audio**

Summary of Discussion:

Staff to present options for updating the Boardroom audio system and enhance the virtual meeting experience.

| Reviewed / Approved | | Financial Impact | Attachments |
|---|---|---|---|
| Operations: | _____ | $ | 1. Comparison Chart<br>2. AVI-SPL Proposal<br>3. Midtown Video Proposal |
| Administration: | _____ | | |
| Finance: | _____ | Funding Source: | |
| District Counsel: | _____ | | |
| District Clerk: | _____ | Budgeted: | |
| Engineering: | _____ | N/A | |

**Approved By:** _____ **Date:** 8-27-2020
General Manager

**Boardroom Audio**

This option has the contractor installing and programming the system. AVI-SPL offer a 90-day warranty on installation and labor with manufacturer's warranty on equipment. Midtown Video offer a 90-day warranty on installation and labor with manufacturer's warranty on equipment.

| AVI-SPL | Midtown Video |
|---|---|
| $28,467.70 | $35,190.00 |
| With 1yr Maintenance | With 1yr Maintenance |
| $30,246.10 | $37,465.00 |

**AudioVisual Solutions Proposal For**

# Key Largo Wastewater Treatment District

## KLWTD Boardroom Upgrade

AVI SPL®

Audio Visual Innovations, Inc. - A wholly owned subsidiary of AVI-SPL, Inc.

772 South Military Trail
Deerfield Beach, FL 33442
(954) 938-9382
Fax: (954) 776-4772
www.avispl.com

**Prepared By:** Martin Lois
Martin.Lois@avispl.com

**Proposal No:** 343559-1

## Investment Summary

| Prepared For: | **Kevin Becerra** |
|---|---|
| | **Key Largo Wastewater Treatment District**<br>**103355 Overseas Highway**<br>**Key Largo, FL 33037-4762** |

| Prepared By: | **Martin Lois** |
|---|---|
| Date Prepared: | **08/16/2020** |
| Proposal #: | **343559-1** |
| Valid Until: | **10/16/2020** |

| **Total Equipment Cost** | **$21,925.96** |
|---|---|

Includes cable, connectors, hardware, switches, relays, terminal blocks, panels, etc., to ensure complete and operational system

| **Professional Integration Services** | **$5,600.00** |
|---|---|

Includes engineering, project management, CAD, on-site installation and wiring, coordination and supervision, testing, checkout, owner training, etc. performed on the Owner's premises. Also includes all fabrication, modification, assembly, rack wiring, programming, warranties, etc., some performed at AVI-SPL

| **Direct Costs** | **$0.00** |
|---|---|

Includes non equipment or labor costs, such as travel expenses, per diem, lift and vehicle rentals

| **General & Administrative** | **$941.74** |
|---|---|

Includes all G & A expenses: bonds, vehicle mileage, shipping and insurance

| | |
|---|---|
| **Subtotal** | **$28,467.70** |
| **Tax** | **Exempt (*)** |
| **Total** | **$28,467.70** |

*** Exemption from sales tax will be recognized only after a valid sales tax exemption certificate or other appropriate documentation of exemption has been provided to and approved by AVI-SPL; otherwise all applicable sales taxes will apply.**

**Purchase orders should be addressed to Audio Visual Innovations, Inc.**

Signed _____ Printed _____ Date _____

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## Room Summary - Boardroom Upgrades

## Equipment List

| Mfg | Model | Description | Qty | Unit Price | Extended Price |
|---|---|---|---|---|---|
| | | **DISPLAY** | | | |
| OFE | OFE | EXISTING DISPLAY | 0 | $0.00 | $0.00 |
| | | **WEB CONFERENCING** | | | |
| OFE | OFE | OWNER FURNISHED PC | 1 | $0.00 | $0.00 |
| CRESTRON | CREHDEXTUSB2000C | EXTENDER, 4K HDMI & USB OVER HDBaseT<br>GSA CONTRACT GS-35F-0275S | 1 | $804.60 | $804.60 |
| LOGITECH | LOG960001226 | CAMERA, 13MP, 60 FPS, USB 3.0, 3840 X 2160<br>Contract TIPS 170306 Technology Solutions Products and Services | 1 | $1,157.20 | $1,157.20 |
| LOGITECH | LOG939001802 | CABLE, 25M STRONG USB 3.1<br>Contract TIPS 170306 Technology Solutions Products and Services | 1 | $711.08 | $711.08 |
| | | **WIRELESS MICROPHONES** | | | |
| SHURE | SHUMXW8Z10 | TRANSMITTER, DESKTOP BASE<br>Contract TIPS 170306 Technology Solutions Products and Services | 10 | $422.22 | $4,222.20 |
| SHURE | SHUMX410C | 10"SHOCK-MOUNTED GOOSENECK, CARDIOID, W/SURFACE MOUNT PREAMP<br>Contract TIPS 170306 Technology Solutions Products and Services | 10 | $221.67 | $2,216.70 |
| SHURE | SHUMXWAPT8Z10 | TRANSCEIVER, 8-CH ACCESS POINT<br>Contract TIPS 170306 Technology Solutions Products and Services | 1 | $2,480.56 | $2,480.56 |
| SHURE | SHUMXWAPT2Z10 | TRANSCEIVER, 2-CH ACCESS POINT<br>Contract TIPS 170306 Technology Solutions Products and Services | 1 | $950.00 | $950.00 |
| SHURE | SHUMXWNCS8 | CHARGING STATION, 8CH NETWORKED<br>Contract TIPS 170306 Technology Solutions Products and Services | 2 | $1,293.06 | $2,586.12 |
| SHURE | SHUMXWNCS4 | CHARGING STATION, 4CH NETWORKED<br>Contract TIPS 170306 Technology Solutions Products and Services | 1 | $1,002.78 | $1,002.78 |
| | | **AUDIO PROCESSING & CONTROL** | | | |
| QSC | QSCCORE110FNA | SYSTEM, UNIFIED SERIES CORE W/ 24 LOCAL I/O CHANNELS, 1RU<br>Contract TIPS 170306 Technology Solutions Products and Services | 1 | $2,222.22 | $2,222.22 |
| QSC | QSCSLDAN16P | SOFTWARE LICENSE, Q-SYS DANTE 16x16 CHANNEL, PERPETUAL<br>Contract TIPS 170306 Technology Solutions | 1 | $277.78 | $277.78 |

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| Mfg | Model | Description | Qty | Unit Price | Extended Price |
|---|---|---|---|---|---|
| | | Products and Services | | | |
| QSC | QSCTSC55WG2BK | CONTROLLER, 5.5" IN-WALL TOUCH PANEL<br>Contract TIPS 170306 Technology Solutions<br>Products and Services | 1 | $777.78 | $777.78 |
| QSC | QSCSLQUD110P | SOFTWARE LICENSE, Q-SYS CORE 110 UCI DEPLOYMENT, PERPETUAL<br>Contract TIPS 170306 Technology Solutions<br>Products and Services | 1 | $111.11 | $111.11 |
| NETGEAR | NETGS308PP100NAS | SWITCH, 8-PORT GIG UNMANGED POE<br>Contract TIPS 170306 Technology Solutions<br>Products and Services | 1 | $89.92 | $89.92 |
| QSC | QSCSPA2200 | AMPLIFIER, 2 CHANNEL 1/2 RU, ENERGY STAR<br>Contract TIPS 170306 Technology Solutions<br>Products and Services | 1 | $455.56 | $455.56 |
| QSC | QSCACC6T | SPEAKER, 6" 2-WAY CEILING 70/100V (ORDER IN PAIRS)<br>Contract TIPS 170306 Technology Solutions<br>Products and Services | 8 | $88.89 | $711.12 |
| | | **EQUIPMENT RACK** | | | |
| OFE | OFE | EXISTING EQUIPMENT RACK<br>Contract TIPS 170306 Technology Solutions<br>Products and Services | 1 | $0.00 | $0.00 |
| | | | | **Subtotal** | **$20,776.73** |

## Room Support and Maintenance

**Warranty; 3-months** **$0.00**

| | |
|---|---|
| **Equipment Total** | $20,776.73 |
| **Installation Materials** | $1,149.23 |
| **Professional Services** | $5,600.00 |
| **Direct Costs** | $0.00 |
| **General & Administrative** | $941.74 |
| **Subtotal** | **$28,467.70** |

For informational purposes only – all Purchase Orders must match Investment Summary details.

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## Integration Inclusions & Exclusions

### Inclusions

The following items are INCLUDED in this proposal unless specifically noted otherwise within this proposal document or scope of work statement:

- All equipment, wire and accessories required for a fully functional audio/visual system per the agreed upon scope of work.
- Non-union labor associated with audio/visual system engineering, installation, programming and testing.
- Documentation package including complete as-built AV system diagrams and manufacturer's operation manuals.
- Coordination and cooperation with the construction team in regard to installing the system.
- User demonstration of full AV system operation for final sign-off.

Any additional trips, labor or materials due to failure of the other work forces to have the audiovisual system rough-in work completed as anticipated and previously confirmed, will be added to the project billing as required.

Where applicable, the owner's architect will provide AVI-SPL's engineering department with all required architectural floor, reflected ceiling, building elevation, and section plans in AutoCAD® format at no charge to AVI-SPL.

### Exclusions

The following items are EXCLUDED from this proposal unless specifically identified otherwise within this proposal document or scope of work statement.

- All conduits, high voltage wiring panels, breakers, relays, boxes, receptacles, etc. Any related electrical work including but not limited to 110VAC, conduit, core drilling, raceway and boxes.
- Voice/data cabling, IE analogue phone lines, ISDN lines, network ports, etc.
- Network connectivity, routing, switching and port configuration necessary to support audiovisual equipment.
- Concrete saw cutting and/or core drilling.
- Fire wall, ceiling, roof and floor penetration, patching, removal or fire stopping.
- Necessary sheet rock replacement, ceiling tile, T-bar replacement and/or wall/ceiling repair.
- Any and all millwork (moldings, trim, etc.). All millwork or modifications to project millwork/furniture to accommodate the AV equipment is to be provided by others.
- Painting, patching or finishing of architectural surfaces.
- Permits
- Engineered (P.E.) seals and/or stamped structural/system details.
- HVAC and plumbing relocation.
- Rough-in, bracing, framing or finish trim carpentry for installation.
- Cutting, structural welding, or reinforcement of structural steel members required for support of assemblies, if required.
- Owner furnished equipment or equipment furnished by others that is integrated into the systems (as described above) is assumed to be current, industry acceptable and in good working order. If it is determined that this equipment is faulty upon installation, additional project charges may be incurred.
- Warranty or Customer Care service coverage for Owner furnished equipment or equipment furnished by others.
- Additional or specific manufacturer's "User Adoption" training.
- Additional costs for union labor.

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# Scope of Work

| | |
|---|---|
| **Client** | Key Largo Wastewater Treatment District |
| **Contact** | |
| **Project** | Boardroom Upgrade |
| **Date** | August 16, 2020 |
| **Proposal Number** | 343559-1 |

**Boardroom Upgrade**

AVI-SPL will:

- Use the existing display, the display will be connected to the OFE PC for presentation and web conferencing.
- Use the existing equipment rack
- Provide and install a Logitech Rally camera, the camera will be installed in the rear of the room to capture the front of the room. The camera's USB signal will be extended to the OFE PC, the camera control will be through the Logitech remote or through the PC.
- Provide and install (10) wireless 10" goose neck microphones, the microphones have a local mute. The microphones will provide a 2 zone mix minus voice lift (participant microphones in zone 1 will be heard in zone 2 and vice versa). The microphones will be labeled, there will be (5) mics per zone (2 zones) and the microphones assigned to a particular zone can not be used in the other zone, this will ensure there are no issues with the mix minus system.
- Provide and install (8) ceiling speakers and a two-zone amplifier, the room will be split into two zones for voice lift. The presenters will project to the audience speaker zone and the audience will project to the presenter zone. The amplifier will be located in the existing equipment rack.
- Provide and install a QSC DSP with 5.5" touch panel, the DSP will handle all of the audio processing and control. The DSP and touch panel will be located in the equipment rack.

Customer will:

- Provide power at the following locations:
  - Rack location.
- Provide data drops and IP configuration data for the following devices (AVI-SPL will not change or modify any settings on the owner furnished network, all network configuration for devices on the owner furnished network are to be provided by others):
  - OFE PC for web conferencing (Rack).

Customer is responsible for any and all electrical; core drilling, drywall repair, painting or modifications to millwork. System will be fully tested after installation.

Installation comes with a 90 Day warranty for all AVI-SPL supplied equipment.

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Additional Warranties are available:

| | | | |
|---|---|---|---|
| **AVIELITERM** | **Elite Maintenance Services - Room** | **12 Months** | **$1,778.40** |

**Service Levels Available:**

| | Essential (T&M) | Enhanced | Elite |
|---|---|---|---|
| Unlimited Remote Help Desk, 24x7 | | ● | ● |
| Unlimited Onsite Support, 8x5 | | | ● |
| In Manufacturer-Warranty Hardware | ● | ● | ● |

Support Services are provided on a per-room or per-project basis.

AVI-SPL

Customer

Print Name: _____

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# PROPOSAL

## Town Hall Chamber

**Key Largo Wastewater Treatment District**

103355 Overseas Hwy,
Key Largo,
Florida 33037 United States
+1 305-451-4019

Revision: 0
Modified: 5/1/2020

Presented By:

**Midtown Video**

4824 sw 74th Ct
Miami, FL 33155 USA
305-669-1117
http://midtownvideo.com/

## Town Hall Chamber: WALL

### Unassigned

| | | | |
|---|---|---|---|
| | 1 | **Gefen GEFEXTUSB20LRS**<br>Gefen USB 2.0 over Cat5 Extender- extends up to 330 feet | $495.00 |
| | 1 | **Logitech LOGPTZPRO2**<br>Logitech PTZ PRO 2 HD 1080p video camera with enhanced pan/tilt and zoom | $849.00 |
| | | **Unassigned Total** | $1,344.00 |

### VIDEO

| | | | |
|---|---|---|---|
| | 1 | **TBD 75" DISPLAY**<br>[OFE] - EXISTING 75" DISPLAY | $0.00 |
| | 1 | **TBD DISPLAYMOUNT**<br>[OFE] - EXISTING 75" DISPLAY MOUNT | $0.00 |
| | | **VIDEO Total** | $0.00 |

**Town Hall Chamber: WALL Total** **$1,344.00**

## Town Hall Chamber: TABLE

### AUDIO

| | | | |
|---|---|---|---|
| | 10 | **Shure MX415LPDF/C**<br>Shure 15" Cardioid Dualflex gooseneck microphone with bi-color status indicator | $1,990.00 |
| | 10 | **Shure MX890-G4**<br>Shure Wireless Desktop Base for MX405, MX410, and MX415 | $3,890.00 |
| | | **AUDIO Total** | $5,880.00 |

**Town Hall Chamber: TABLE Total** **$5,880.00**

* Price Includes Accessories

## Unassigned

| | | | |
|---|---|---|---|
| | 1 | **Extron EXT60159401**<br>Extron SMP 111 - Single Channel H.264 Streaming Media Processor | $2,540.00 |
| | | **Unassigned Total** | $2,540.00 |

## AUDIO

| | | | |
|---|---|---|---|
| | 1 | **Biamp BIATesiraFORTEAVBVT4**<br>Biamp Digital audio server, 4 analog input, 4 analog output, include acoustic echo cancellation (AEC) technology on all 4 input | $1,865.00 |
| | 1 | **Biamp Systems BIATESIRAFORTEAVBCI**<br>Biamp TesiraFORTE DSP fixed I/O server with 12 analog input, 8 analog output, 8 channel configurable USB audio, 128 x 128 channel of AVB, and Sona acoustic echo cancellation technology (all 12 input) | $2,395.00 |
| | 1 | **Crestron Electronics CREAMP120070**<br>Crestron Single-Channel Modular Power Amplifiers, 200W, 70V | $475.00 |
| | 10 | **Shure SHUSLX4LG4**<br>Shure SLX4L Wireless Receiver (G4: 470 to 494 MHz) | $3,290.00 |
| | 2 | **Shure SHUUA844SWB**<br>Shure Wideband antenna distributor with power cable | $950.00 |
|  | 1 | **Ubiquiti Networks UBIUS16150**<br>Ubiquiti Networks UniFi Managed PoE+ 16-Port Gigabit Switch with SFP (150W) | $375.00 |
| | | **AUDIO Total** | $9,350.00 |

## RACK & MATERIALS

| | | | |
|---|---|---|---|
| | 1 | **TBD EQUIPMENTRACK**<br>[OFE] - EXISTING EQUIPMENT RACK | $0.00 |
| | | **RACK & MATERIALS Total** | $0.00 |

**Town Hall Chamber: RACK Total** **$11,890.00**

* Price Includes Accessories

## AUDIO

| | | | |
|---|---|---|---|
| | 8 | **AtlasIED ATLFAP62T**<br>Atlas 6" Strategy II Ceiling Speakers | $760.00 |
| | 4 | **Shure SHUUA874US**<br>Shure UHF Active Directional Antenna | $1,316.00 |
| | | **AUDIO Total** | $2,076.00 |

**Town Hall Chamber: CEILING Total** **$2,076.00**

* Price Includes Accessories

| Labor and Materials | | | |
|---|---|---|---|
| | 1 | **Midtown Video MTV1BULKCABLE**<br>System Cables for Installations | $995.00 |
| | 1 | **Midtown Video MTV1HARDWARE** | $350.00 |
| | 1 | **Midtown Video MTV1MAINTENANCE**<br>Midtown Video System Maintenance, Annual Support Plan Subscription (See Maintenance Plan Documentation for Details). Includes semi-annual preventive maintenance visits, break-fix service calls, annual user-training visit. | $2,275.00 |
| | 1 | **Midtown Video MTV1MATERIALS**<br>Miscellaneous Materials | $800.00 |
| | 1 | **Midtown Video MTV-F Audio Programming**<br>Audio Programming | $2,200.00 |
| | 1 | **Midtown Video MTV-F Installation**<br>Installation Labor | $6,800.00 |
| | 1 | **Midtown Video MTV-F Project Management**<br>Project Management | $580.00 |
| | | **Labor and Materials Total** | $14,000.00 |

| | |
|---|---|
| **Labor and Materials Total** | **$14,000.00** |

| | |
|---|---|
| **Project Subtotal:** | **$35,190.00** |

* Price Includes Accessories

# PROJECT SUMMARY

| | |
|---|---|
| Total Installation Price: | $35,190.00 |
| **Grand Total:** | **$35,190.00** |

**Client:** **Date**

**Contractor:** **Midtown Video** **Date**

# SCOPE OF WORK

Client has a meeting space/town hall chamber with two commissioners tables, presenter's podium and audience seating. Participants also join the meetings over VOIP calls.

Client will provide all power, data and conduit (Already in place, no new cost).
Client will provide OFE 75" TV (Already in place. No new cost.)

Midtown Video recommends the following microphone solution:
10 Shure wireless push-to-talk table bases with gooseneck mics.
This allows the best pick up of clearest spoken word. The consideration of a ceiling microphone is not recommended by Midtown Video because voices have to carry a good distance to reach mic which would also pick up room noise/ambient sound.
The inclusion of a mute button on the wireless bass also allows for privacy when necessary.

Use existing equipment rack

1. Best microphone solution for a room 24 ft x 30 ft with mic pick up mostly at front 2/3 of the room
2. DSP with AEC and VOIP for new microphones
3. In-ceiling speakers and new amplifier
4. Recording of meeting sessions on Solid State media
5. USB camera for GoToMeeting conferences

Midtown Video will design, install, program and commission all work outlined here. Old equipment will be removed from existing rack and new equipment installed, cabled and tested. A brief training will be provided at the completion of installation.

Included in this updated proposal is a One-year service and support agreement to cover support phone calls, on-site service labor, and one additional training session for system administrators.

1 Year Maintenance Coverage: $2,275.00

PAYMENT OPTION 1:
50% DUE WITH PURCHASE ORDER
BALANCE DUE NET 15 ON COMPLETION OF INSTALLATION

PAYMENT OPTION 2:
WITH APPROVED CREDIT, 3RD PARTY FINANCE

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

Meeting Date: September 1, 2020

Agenda Item Number: H-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Finance

Sponsor: Peter Rosasco

Subject:

**Fiscal Year 2021 Proposed Insurance Renewal**

Summary of Discussion:

The Fiscal Year 2021 proposed insurance renewal with T.R. Jones / Brown & Brown Insurance will be presented to the board.

| Reviewed / Approved | | Financial Impact | Attachments |
|---|---|---|---|
| Operations: | _____ | $ 239,539.00 | FY2021 Insurance Renewal Memo |
| Administration: | _____ | | |
| Finance: | CF | Funding Source: | FY2021 Proposal of Insurance |
| District Counsel: | _____ | | |
| District Clerk: | _____ | Budgeted: | |
| Engineering: | _____ | N/A | |

**Approved By:** _____ **Date:** 8.27.2020
General Manager

Brown & Brown INSURANCE

**Key Largo Wastewater Treatment District – 10/1/2020 to 10/1/2021 Insurance Renewal**

8/26/2020

We would like to thank Commissioner Sue Heim, General Manager Peter Rosasco and the District's Engineer Ed Castle for their valuable input and feedback on this renewal. Connie Fazio, as usual, coordinates and facilitates the information gathering which is critical to the preparation of the renewal proposal.

The insurance market environment continues to harden for US property risks. The starting point for clean renewals (no losses, better than average construction, location, etc.) is +15% - 20%. Loss affected, CAT exposed property increases are anywhere from +25% - 50% dependent on the risk profile and the amount of capacity required from the market. The insurance industry is seeing it's first "hard market" in 15 years as a result of "claims creep" from losses in 2017, which now exceed $105B. This has resulted in higher cost of reinsurance paid by the retail insurance companies, which gets passed on to the consumer. As the pandemic continues to run its course, the loss impact on the market will be profound. The estimated industry losses range from $40B to $100B depending on the length of the lock down. In addition, the overall state of the U.S. economy, possible resurgence of COVID-19 in the fall and winter, property damage from riots, and predictions of a higher than average number of hurricanes (with reduced time to prepare as a result of the pandemic) will continue to impact market conditions. A significant market shift is being seen in reinsurance treaty renewals. Florida June 1 property renewals saw an **average** increase in **excess of 25%.** *(Acknowledgement to AmWins Group, Inc. State of the Market" Quarterly Report 2020)*

The Districts property total insured values increased by $100,000 for a renewal TIV of $22,728,675 as compared to last year at $22,628,675. Based on expiring terms and conditions (with a $2.5M Named Storm sub-limit and full all other perils) the renewal premium is $128,000 as compared to the expiring premium of $107,254. This represents a 20% increase.

During our renewal discussion, GM Rosasco asked us to evaluate the possibility of the District self-insuring their property assets. In reviewing that concept, we discussed the concern of FEMA's potential unwillingness to assist the District financially post storm if the District decides to self-insure the property. This request is quite different from asking FEMA for assistance because the insurance limits purchased were exhausted by a catastrophic storm.

After careful consideration, we decided that a middle ground option, that would reduce the insurance costs but at the same time keep FEMA in the game, would be the way to go. We recommend that the District increase the deductible to $1,000,000 and purchase a windstorm sublimit of $1,750,000 which sits on top of the $1,000,000 deductible. This approach conceptually gives the District a windstorm limit of $2,750,000.

This limit corresponds with the Catastrophe Model/AIR 250 Year PML (Probable Maximum Loss) of $2,702,361. This suggests a prudent purchase of windstorm insurance using industry models that are widely accepted in financial markets.

Brown & Brown
INSURANCE

In addition, we recommend the purchase of $5,000,000 AOP (all other perils..fire, lightning etc....)sub-limit, subject to the $1,000,000 deductible (same as the windstorm).

The annual premium for this program is $86,204 compared to the renewal premium of $128,000, a savings of $41,796 or 33%.

The 10/1/20 renewal proposes:

1. Renewal of the PGIT General Liability, Auto Liability, Public Officials, Employment Practices Liability with a $10,000 deductible for a combined annual premium of $68,407 as compared to expiring of $66,653. The increase of 3% is a result of payroll increasing 3%. The rate is the same as expiring as this is year two of the two-year rate guarantee program.
2. All Risk Property and Inland Marine coverage with Axis Ins. Co. with a named storm sub-limit of $1,750,000 and an all other peril sub-limit of $5,000,000 with a $1,000,000 deductible. Note that your total insured values are $22,628,675.. The combined annual premium for Property and Inland Marine with Axis Ins. Co. is $86,204 as compared to expiring of $107,254. This represents a decrease in premium of $21,050.
3. Renewal of the Workers' Compensation coverage with PGIT at an annual premium of $31,666 as compared to expiring of $32,432. The reduction is the result of the District's experience modification factor decreasing to 1.03 from 1.04.
4. Crime Coverage is year two of a three year policy with Travelers Insurance Company at an annual premium of $1,039 which represents a flat renewal.
5. Boiler & Machinery Coverage with Travelers Insurance Company at an annual premium of $7,576 which represents a $72 increase over expiring.
6. Flood Insurance premium for the WWTP increased by $129 for a renewal premium of $3,298 compared to expiring of $3,169.
7. Cyber Liability at a renewal premium of $3,800 compared to expiring of $4,204.
8. Fiduciary Liability coverage is being proposed to cover the Districts exposure from the KLWTD 457(b) Plan and group health plan, at an aggregate limit of $1,000,000. The annual premium is $2,611.
9. Agency Consulting Fee Agreement renewal with Brown & Brown was reduced last year by $5,000 to a flat fee of $22,500 as compared to the prior year which was $27,500. Brown & Brown continues to recognize the District's patronage and long-term relationship and our renewal fee is being reduced to $21,500.

Sincerely,

Thomas R. Jones, Jr.
Executive Vice President
T.R. Jones & Co. dba Brown and Brown of Homestead

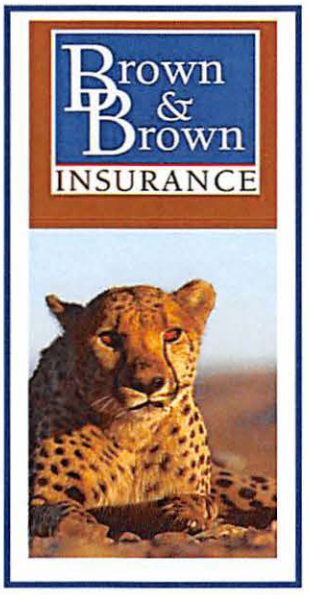
# Proposal of Insurance

Prepared for

## Key Largo Wastewater Treatment District

Program Term:

10/01/2020 - 10/01/2021




Presented by
Thomas R Jones Jr. and Kathy Nicotra
Brown & Brown of FL – Homestead Division/
T.R. Jones & Co.

1780 N. Krome Avenue
Homestead, FL 33030
305-247-5121 Phone
305-248-8543 Fax

www.trjones.com www.bbinsurance.com



**This proposal is provided as an overview of your policy. You must refer to the provisions found in your policy for the details of your coverage, terms, conditions and exclusions that apply.**

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**This proposal is provided as an overview of your policy. You must refer to the provisions found in your policy for the details of your coverage, terms, conditions and exclusions that apply.**

## Introduction

Your business represents a considerable investment of time, effort and money. It warrants the service of a company that can provide a comprehensive analysis of all your insurance needs, offer insurance programs that are competitively priced and extend full protection to meet your specific needs.

You need an Insurance Agency that is large enough to market your account to more than one leading insurance carrier, yet focused on providing professional, personalized service.

Our agency, Brown & Brown of FL – Homestead Division/T.R. Jones & Co., is that caliber of an agency. We provide the kind of quality attention and protection you and your company deserve. Representing more than 15 major carriers, specializing in every type of insurance coverage, we are able, and honored, to assume the responsibility of meeting your insurance needs.

Our recommendations are based on a careful analysis of the risks unique to you and your company. To this end, we have prepared a sound, competitively priced, insurance proposal for your review.

We appreciate the opportunity to evaluate you and your company and provide this proposal to cover your insurance and asset management needs.

## Your Service Team

| PROPERTY & CASUALTY | | Direct Phone | Email Address |
|---|---|---|---|
| **Account Executive** | Thomas Jones | (305)246-7501 | tjones@bbinsfl.com |
| **Account Executive** | Kathy Nicotra | (305)246-7515 | knicotra@bbinsfl.com |
| **Account Manager** | Michelle Wilson | (305)246-7545 | mwilson@bbinsfl.com |
| **Asst. Account Manager** | Iliana Buitrago | (305) 246-7536 | ibuitrago@bbinsfl.com |
| **Claims Representative** | Reinaldo Artiles | (305) 247-4185 | rartiles@bbinsfl.com |



**This proposal is provided as an overview of your policy. You must refer to the provisions found in your policy for the details of your coverage, terms, conditions and exclusions that apply.**

## Marketing Summary

| Carrier | Marketing Results & Notes |
|---|---|
| **PROPERTY** | |
| Axis Surplus Ins. Co. (Property) | Quoted & Proposed |
| Preferred Governmental Ins. Trust (PGIT)<br>GL, Auto, Public Officials, Employment Practices Liability & Workers' Comp | Quoted & Proposed Year 2 of Two year rate guaranty program |
| Travelers Ins. Co. – Crime & Boiler & Machinery | Quoted & Proposed |
| Chubb Ins. Co. – Pollution Liability | Pre-paid 1 year term 3/20/20-3/20/21 |
| Lloyds of London – Cyber Liability | Quoted & Proposed |



**This proposal is provided as an overview of your policy. You must refer to the provisions found in your policy for the details of your coverage, terms, conditions and exclusions that apply.**

## Premium Summary

**Policy Term: 10/01/2020 - 10/01/2021**

| Description | 10/1/19-10/1/20 Expiring Premium Property - $2,500,000 Named Storm Sub-limit & $22,628,675 All Other Peril Limit | 10/1/20-10/1/21 Renewal Premium Property - $1,750,000 Named Storm Sub-limit & $5,000,000 All Other Peril Sub-limit |
|---|---|---|
| **Property & IM/EDP- Axis Ins. Co. Including Named Storm**<br>*Premium*<br>*Fees/Tax*<br>*Total*<br>**Expiring Deductibles:**<br>**$25,000 All Other Perils $25,000 All Other Wind 5% Named Storm to items involved in loss; subj to $50,000 min**<br>****Endorsement pending on expiring policy adding new metal structure at $100k effective 5/22/20** | **$22,628,675 TIV**<br>$2,500,000 Named Storm Sub limit & $22,628,675 All Other Peril Limit<br>**$107,254.00** | **$22,728,675 TIV**<br>$1,750,000 Named Storm Sub-limit & $5,000,000 All Other Peril Limit<br>**$86,204.00** |
| **General Liability- PGIT**<br>*Premium*<br>**Deductible: $10,000** | **$30,325.00** | **$31,893.00** |
| **Public Officials & Employment Practices Liability - PGIT**<br>*Premium*<br>**Deductible: $10,000** | **$26,323.00** | **$26,839.00** |
| **Business Auto - PGIT**<br>*Premium*<br>**Deductible Liability: 0**<br>**Deductible Comp & Coll: $1,000** | **$10,005.00** | **$9,675.00** |



**This proposal is provided as an overview of your policy. You must refer to the provisions found in your policy for the details of your coverage, terms, conditions and exclusions that apply.**

| Description | 10/1/19-10/1/20<br>Expiring Premium<br>$2,500,000 Named Storm Sub-limit & $22,628,675 All Other Peril Limit | 10/1/20-10/1/21<br>Renewal Premium<br>$1,750,000 Named Storm Sub-limit & $5,000,000 All Other Peril Sub-limit |
|---|---|---|
| **Crime: Travelers**<br>**10/1/19-10/1/22**<br>( 3 yr Premium= $3,114.00)<br>**Deductible: $5,000 per loss** | **$1,038.00** | **$1,038.00** |
| **Boiler & Machinery-Travelers**<br>*Premium*<br>**Deductible: $5,000 except $25,000 all generators** | **$7,504.00** | **$7,576.00** |
| **Flood Policy 6/11/20-6/11/2021**<br>**WWTP Control Building**<br>**Deductible: $1,250** | **$3,169.00** | **$3,298.00** |
| **Storage Tank Pollution Liability**<br>**3/19/19 to 3/19/20** | **$1,902.00** | **$2,099.00** |
| **Site Pollution Liability –Chubb**<br>3/2/17 to 3/2/20 (Three yr term paid 2017)<br>**Self Insured Retention: $25,000 per condition** | **(Prepaid in 2017)**<br>**(Annual = $9,611)**<br>**Included in total below** | **(Annual Policy in 2020)**<br>**Paid in March 2020**<br>**$11,340.00** |
| **Fiduciary Liability** | **NA** | **$2,611.00** |
| **Cyber Security**<br>**Deductible: $5,000** | **$4,204.00** | **$3,800.00** |
| **Sub Total All Except WC:** | **$201,335.00** | **$186,373.00** |
| **Workers Compensation : PGIT**<br>*Premium*<br>**Deductible: $0** | **$32,432.00** | **$31,666.00** |
| **Grand Total All Premiums:**<br>**(Including annualized Site Pollution)** | **$233,767.00** | **$218,039.00** |
| **Agency Fee** | **$22,500.00** | **$21,500.00** |

.



**This proposal is provided as an overview of your policy. You must refer to the provisions found in your policy for the details of your coverage, terms, conditions and exclusions that apply.**

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

Meeting Date: September 1, 2020

Agenda Item Number: H-2

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Finance

Sponsor: Ryan Dempsey

Subject:

**Purchase of Replacement Service Vehicle**

Summary of Discussion:

Staff recommends authorization to purchase one service vehicle to replace a vehicle that was determined by insurance claim to be a total loss.

The replacement vehicle is a 2021 Chevrolet Colorado and will cost approximately $24,000. The exact cost will be based on vehicle specifications available at the time of purchase. The District received $21,506 from the insurance claim for the damaged vehicle.

| Reviewed / Approved | | Financial Impact | Attachments |
|---|---|---|---|
| Operations: | _____ | $ Expense | Dealership's current price |
| Administration: | _____ | Funding Source: Rate Revenue | |
| Finance: | _____ | | |
| District Counsel: | _____ | Budgeted: No | |
| District Clerk: | _____ | | |
| Engineering: | _____ | | |

**Approved By:** _____ **Date:** 8.27.2020
General Manager

~~Extended Cab Long Box 2-Wheel Drive W1~~

VIN: **1GCHSBEA8M1109249** STOCK NUMBER: **M1109249**

## BOMNIN PRICE $23,832

**MSRP $27,100**

See Important Disclosures Here

1 of 41

### CURRENT OFFERS

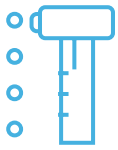
| | |
|---|---|
| **MSRP** | **$27,100** |
| Bomnin Discount[1] | - $2,268 |
| Customer Cash [2] | - $1,000 |
| **Bomnin Price** | **$23,832** |
| Savings | $3,268 |

Click here for more offer information

# VEHICLE AT A GLANCE

FUEL ECONOMY
19 CITY / 25 HWY

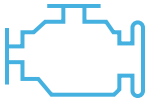
MILEAGE
N/A



TRANSMISSION
AUTOMATIC

EXTERIOR COLOR
SUMMIT WHITE

INTERIOR COLOR
JET BLACK/DARK ASH



ENGINE DATA
2.5L I4 DI DOHC VVT

# VEHICLE DESCRIPTION

**The Price you see is the price you will pay. NOT A PENNY MORE. You may qualify for additional incentives. We offer preferred pricing and VIP service to you directly through the Internet department. If you are looking for The NO Hassle Approach with No Back and Forth, then for more information please visit us at www.bomninchevrolet.com. Accessories and color may vary. Quoted price subject to change without notice to correct errors or omissions or in the event of inventory fluctuations. This is an individualized price quote and is valid solely in connection with a purchase by you, the recipient. Quoted price good on date of publication only. Price already include applicable manufacturer rebates and incentives which are subject to manufacturer incentive or rebate qualification criteria and requirements, and which may be contingent upon manufacturer finance company approval. Manufacturer incentive data (customer rebates) is provided by third parties and believed to be accurate as of the time of publication. Manufacturer incentives may expire at any time. Dealer service/document fee of $895 is not included in quoted price. Tax, tag, electronics and registration fees not included. Standard features are based upon trim level. Price does not include dealer installed options or equipment. All features not on all vehicles. See Accessories listing for accessories particular to this vehicle. Internet Price includes the following incentives:**

# CCESSORIES



Shop our entire portfolio of Chevrolet Accessories and make your vehicle one of a kind.

Wheels and a Black Bowtie for personal style or a set of Cross Rails to expand your cargo options, we've got you covered.

Choose from the only accessories Designed, Engineered, Tested and Backed by Chevrolet as well as Associated Accessories from our partners at Thule, Kicker and others to personalize and enhance your

VISIT ACCESSORIES

# SPECIFICATIONS

## ENTERTAINMENT

- Audio system feature, 6-speaker system
- Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable
- SiriusXM Radio enjoy an All Access trial subscription with over 150 channels including commercial-free music, plus sports, news and entertainment. Plus listening on the SiriusXM app, online and at home on compatible connected devices is included, so you'll hear the best SiriusXM has to offer, anywhere life takes you. Welcome to the world of SiriusXM. (IMPORTANT: The SiriusXM radio trial package is not provided on vehicles that are ordered for Fleet Daily Rental ("FDR") use. If you decide to continue service after your trial, the subscription plan you choose will automatically renew thereafter and you will be charged according to your chosen payment method at then-current rates. Fees and taxes apply. See the SiriusXM Customer Agreement at www.siriusxm.com for complete terms and how to cancel. All fees, content, features, and availability are subject to change.)

## EXTERIOR

- Bumper, rear chrome
- Capless Fuel Fill
- Cargo box light, back of cab
- CornerStep, rear bumper
- Door handles, Black

  Headlamps, halogen with automatic exterior lamp control
- Mirrors, outside manual-folding, Black

- Tailgate, locking
- Tire, compact spare T175/90D18, blackwall (Requires (RTX) 18" x 4.5" (45.7 cm x 11.4 cm) Black cast aluminum, compact spare tire. Standard with (LCV) 2.5L I4 engine only. Not included on Crew Cab Long Box models.)
- Tires, 255/65R17 all-season, blackwall
- Wheel, compact spare, 18" x 4.5" (45.7 cm x 11.4 cm) Black cast aluminum (Standard with (LCV) 2.5L I4 engine only. Not included on Crew Cab Long Box models.)
- Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver Metallic steel

# INTERIOR

- Air conditioning, single-zone manual climate control
- Console, floor, front compartment, custom
- Display, driver instrument information enhanced, one color
- Door locks, power
- Floor covering, color-keyed carpeting
- Floor mats, carpeted front (Deleted when (B38) full-length Black vinyl floor covering is ordered. Requires (B30) color-keyed carpeting floor covering.)
- Floor mats, carpeted rear (Requires (B30) color-keyed carpeting floor covering.)
- Handles, door release, front and rear, Jet Black
- Lighting, interior, center dome
- Mirror, inside rearview manual day/night
- Seat adjuster, driver 4-way power with manual recline
- Seat adjuster, passenger 2-way manual fore/aft with manual recline
- Seat trim, Vinyl
- Seats, dual rear with underseat storage (Extended Cab models only.)
- Seats, front bucket
- Speedometer, miles/kilometers
- Steering column, tilt, manual
- Steering wheel, urethane

Theft-deterrent system, immobilization

- Windows, power with driver Express-Up and Down

# MECHANICAL

- Brakes, 4-wheel antilock, 4-wheel disc
- Engine, 2.5L I4, DI, DOHC, VVT (200 hp [149.0 kW] @ 6300 rpm, 191 lb-ft of torque [259 N-m] @ 4400 rpm) (Not included on Crew Cab Long Box models.)
- Frame, fully-boxed
- GVWR, 5400 lbs. (2449 kg) (Standard on Extended Cab models with (LCV) 2.5L I4 engine only.)
- Pickup box
- Rear axle, 4.10 ratio (Requires (LCV) 2.5L I4 engine. Not included on Crew Cab Long Box models.)
- Rear wheel drive
- Steering, Electric Power Steering (EPS) assist
- Transmission, 6-speed automatic, HMD, 6L50 (Included and only available with (LCV) 2.5L I4 engine.)

# SAFETY

- Airbags, Dual-stage frontal airbags for driver and front passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- Daytime Running Lamps
- Rear Vision Camera
- StabiliTrak, stability control system
- Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. It includes the Buckle-to-Drive feature which prevents the driver from shifting from Park for up to 20 seconds if the driver's seat belt is not buckled. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver
- Tire Fill Alert provides an audible and visual indication when tire pressure is added to a tire that is low. Aids to achieve optimal tire pressure

  Tire Pressure Monitoring System (does not apply to spare tire)
- Traction control, electronic

- <<< Preliminary 2021 Warranty >>>
- Basic: 3 Years/36,000 Miles
- Corrosion: 3 Years/36,000 Miles Rust-Through 6 Years/100,000 Miles
- Drivetrain: 5 Years/60,000 Miles Qualified Fleet Purchases: 5 Years/100,000 Miles
- Maintenance: 1 Year/1 Visit
- Roadside Assistance: 5 Years/60,000 Miles Qualified Fleet Purchases: 5 Years/100,000 Miles

# FEATURED EQUIPMENT

- 4-Wheel Disc Brakes
- 4.10 Rear Axle Ratio
- 4G LTE Wi-Fi Hotspot Capable
- 6 Speakers
- 6-Speaker Audio System Feature
- ABS brakes
- AM/FM radio: SiriusXM
- Air Conditioning
- Apple CarPlay/Android Auto
- Bumpers: body-color
- Chevrolet Connected Access Capable
- Delay-off headlights
- Driver 4-Way Power Seat Adjuster
- Driver door bin
- Dual front impact airbags
- Dual front side impact airbags
- EZ-Lift & Lower Tailgate
- Electronic Automatic Cruise Control
- Electronic Stability Control
- Extended Range Remote Keyless Entry

  Exterior Parking Camera Rear
- Front Bucket Seats

- Front anti-roll bar
- Front beverage holders
- Front wheel independent suspension

- Fully automatic headlights
- Low tire pressure warning
- Occupant sensing airbag
- OnStar & Chevrolet Connected Services Capable
- Overhead airbag
- Passenger door bin
- Passenger vanity mirror
- Power driver seat
- Power steering
- Power windows
- Preferred Equipment Group 2WT
- Premium audio system: Chevrolet Infotainment 3
- Radio data system
- Radio: Chevrolet Infotainment 3 System
- Rear step bumper
- Remote Locking Tailgate
- SiriusXM Radio
- Speed-sensing steering
- Split folding rear seat
- Tachometer
- Tilt steering wheel
- Traction control
- Trip computer

Unauthorized Entry Theft-Deterrent System

- Variably intermittent wipers

- WT Convenience Package

- Wheels: 17" x 8" Ultra Silver Metallic Steel

# OPTIONS

- 4G LTE WI-FI HOTSPOT CAPABLE (Included and only available (UE1) OnStar. Terms and limitations apply. See onstar.com or dealer for details.) (VV4)

- AUDIO SYSTEM, CHEVROLET INFOTAINMENT 3 SYSTEM 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable (STD) (IOR)

- CRUISE CONTROL, ELECTRONIC, AUTOMATIC (Included and only available with (PCN) WT Convenience Package.) (K34)

- EMISSIONS, FEDERAL REQUIREMENTS (FE9)

- ENGINE, 2.5L I4, DI, DOHC, VVT (200 hp [149.0 kW] @ 6300 rpm, 191 lb-ft of torque [259 N-m] @ 4400 rpm) (STD) (Not included on Crew Cab Long Box models.) (LCV)

- GVWR, 5400 LBS. (2449 KG) (STD) (Standard on Extended Cab models with (LCV) 2.5L I4 engine only.) (CHL)

- JET BLACK/DARK ASH, CLOTH SEAT TRIM (H2R)

- ONSTAR AND CHEVROLET CONNECTED SERVICES CAPABLE (Terms and limitations apply. See onstar.com or dealer for details.) (UE1)

- REAR AXLE, 4.10 RATIO (Requires (LCV) 2.5L I4 engine. Not included on Crew Cab Long Box models.) (GT5)

- REMOTE KEYLESS ENTRY, EXTENDED RANGE (Included and only available with (PCN) WT Convenience Package or (RDI) Keyless Entry Keypad, LPO.) (ATG)

- SEATS, FRONT BUCKET (STD) (AR7)

- SUMMIT WHITE (GAZ)

- TAILGATE, EZ-LIFT AND LOWER (Included and only available with (PCN) WT Convenience Package.) (PPA)

- TAILGATE, REMOTE LOCKING (locks and unlocks with key fob) (Included and only available with (PCN) WT Convenience Package.) (A91)

- THEFT-DETERRENT SYSTEM, UNAUTHORIZED ENTRY (Included and only available with (PCN) WT Convenience Package.) (UTJ)

- TIRE, COMPACT SPARE T175/90D18, BLACKWALL (STD) (Requires (RTX) 18" x 4.5" (45.7 cm x 11.4 cm) Black cast aluminum, compact spare tire. Standard with (LCV) 2.5L I4 engine only. Not included on Crew Cab Long x models.) (QDC)

- TIRES, 255/65R17 ALL-SEASON, BLACKWALL (STD) (QHR)

- **WHEELS, 17" X 8" (43.2 CM X 20.3 CM) ULTRA SILVER METALLIC STEEL (STD) (RAP)**
- **WORK TRUCK PREFERRED EQUIPMENT GROUP includes standard equipment (2WT)**
- **WT CONVENIENCE PACKAGE includes (ATG) Remote Keyless Entry, (UTJ) theft-deterrent system, (K34) electronic cruise control, (PPA) EZ-Lift tailgate and (A91) Remote locking tailgate (PCN)**

While every effort has been made to ensure that the information included on this site is accurate, neither Chevrolet nor the dealer can guarantee that the inventory shown will be available at the dealership. All inventory listed is subject to prior sale. Manufacturer incentives and Bomnin Chevrolet Savings and Allowances may expire at any time. Prices are valid on day of publication only. Offers cannot be combined. Internet prices already include all applicable manufacturer rebates and incentives (in lieu of the GM special finance rate) which are subject to manufacturer incentive or rebate qualification criteria and requirements, and which may be contingent upon manufacturer finance company approval. Price is valid when it originates from an internet advertisement. New Car Internet prices include all applicable factory incentives in lieu of special interest rate. Dealer service/document fee of $895.00, electronic fee of $398.75, Tax, tag/registration fee and any finance charges are not included on quoted price. Internet price subject to change without notice to correct errors or omissions or in the event of inventory fluctuations. MSRP is provided by the manufacturer for informational purposes only. Accessories and color may vary. Standard features are based upon trim level. Price does not include dealer installed options or equipment. All features are not available for all vehicles. Please contact the store by email or phone for more details and availability of factory incentives. Neither dealer nor its affiliates will be responsible for typographical or other errors, including data transmission, display, or software errors that may appear on the site. EPA estimates only. Bomnin Chevrolet will NOT sell or lease New Vehicles in the states of Alaska, Montana, New Hampshire, or Oregon. New Vehicles are for sale or lease to the Ultimate Consumer Only. No Sales or Leases to Auto Dealers, Dealer Agents, Management, Salespersons, or other employees of Dealers, Leasing Companies, Brokers, Exporters, Etc. Bomnin Chevrolet will NOT sell or lease a New Vehicle to any person whose name, address, or business appears on the General Motors Suspected Exporter Manifest. Not available with special finance, lease and some other offers.

MPG estimates on this website are EPA estimates; your actual mileage may vary. For used vehicles, MPG estimates are EPA estimates for the vehicle when it was new. The EPA periodically modifies its MPG calculation methodology; all MPG estimates are based on the methodology in effect when the vehicles were new (please see the □Fuel Economy□ portion of the EPA□s website for details, including a MPG recalculation tool).

The features and options listed are for the new 2021 Chevrolet Colorado and may not apply to this specific vehicle.

Tax, title, license (unless itemized above) are extra. Not available with special finance, lease and some other offers.

Dealer Log In

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

Meeting Date: September 1, 2020

Agenda Item Number: H-3

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Finance

Sponsor: Peter Rosasco

Subject:

**FY2021 Proposed Budget, Narrative, Resolution, Staffing Plan & Org Chart**

Summary of Discussion:

KLWTD's Fiscal Year 2021 proposed budget, narrative, resolution, staffing plan and organizational chart will be presented to the board for approval.

| Reviewed / Approved | | Financial Impact | Attachments |
|---|---|---|---|
| Operations: | _____ | $ 18,597,344.00 | FY2021 Organizational Chart |
| Administration: | _____ | | FY2021 Staffing Plan |
| Finance: | _____ | Funding Source: | |
| District Counsel: | _____ | | FY2021 Proposed Budget Narrative, Budget and Resolution |
| District Clerk: | _____ | Budgeted: | |
| Engineering: | _____ | Yes | |

**Approved By:** _____ **Date:** 8.27.2020
General Manager

# Key Largo Wastewater Treatment District
# FY21 Organizational Chart

## Board of Commissioners

- Commissioner
- Commissioner
- Chairperson
- Vice Chair
- Secretary/Treasurer

- General Counsel (Contrated Position)
- Director of Finance (Contrated Position)
- IT Support Management (Contracted Position)
- General Manager (Contracted Position)
- Engineer (Contracted Position)

- District Clerk/ Customer Support Manager
- Finance Manager
- Field Operations Manager
- Plant Manager
- Maintenance Manager

### Administration

- Customer Support Specialist II — N12-N14
- Customer Support Specialist I — N8-N10
- Records Clerk — N11-N14
- Project Administration & HR Coordinator
- Accounting & Payroll Specialist — N14-N19
- IT Support Level II — N13-N16

### Field Operations

- System Area Supervisor — N15-N18
- Field Inspector/GIS — N16-N19
- Construction Inspector — N12-N15
- Senior System Tech — N11-N13
- Senior System Tech — N11-N13
- System Tech — N9-N11
- System Tech — N9-N11
- Senior System Tech — N11-N13
- Senior System Tech — N11-N13
- System Tech — N9-N11
- System Tech — N9-N11

### Plant Operations

- WWT Plant Supervisor — N15-N17
- Plant Operator Trainee — N9-N10
- WWT Plant Operator — N11-N15
- Plant Operator Trainee — N9-N10
- Lab Technician — N9-N10

### Maintenance

- Senior Maintenance Tech — N15-N18
- Maintenance Tech — N11-N14
- Maintenance Tech — N11-N14
- Maintenance Tech — N11-N14
- Maintenance Tech — N11-N14

**Dark Blue = 5 Contracted Positions**

**Orange = 6 Salaried Positions**

**Light Blue = 26 Hourly Non-Exempt Positions**

----- = Communication Chain

——— = Supervisory Chain

**FY20 TOTAL FTE = 32**

**FY21 TOTAL FTE = 32**



Revised 07/21/2020

## STAFFING SUMMARY COMPARISON
## KLWTD FY2020 TO PROPOSED FY2021 WITH .7% CPI

| Department | 2020 Employees | 2020 Budgeted Payroll | 2020 Budgeted Taxes & Benefits | 2020 Budgeted Payroll, Taxes & Benefits |
|---|---|---|---|---|
| Commissioners | N/A | $ 53,336.00 | $ 7,665.00 | $ 61,000.00 |
| Administration | 7 | $ 463,845.00 | $139,022.00 | $ 602,867.00 |
| Plant Operations | 6 | $ 374,328.00 | $116,016.00 | $ 490,316.00 |
| Field Operations | 13 | $ 783,727.00 | $247,640.00 | $1,031,305.00 |
| Maintenance | 6 | $ 346,706.00 | $112,246.00 | $ 458,923.00 |
| **KLWTD TOTAL** | **32** | **$2,021,942.00** | **$622,589.00** | **$2,644,411.00** |

### Proposed FY2021 Staffing Summary

| Department | 2021 Employees | 2021 Proposed Payroll | 2021 Proposed Taxes & Benefits | 2021 Proposed Payroll, Taxes & Benefits | 2020 Total Budgeted Amount | Net Change Between 2020 & 2021 |
|---|---|---|---|---|---|---|
| Commissioners | N/A | $ 53,710.00 | $ 7,742.00 | $ 61,452.00 | $ 61,000.00 | +$ 452.00 |
| Administration | 8 | $ 526,570.00 | $ 161,471.00 | $ 688,040.00 | $ 602,867.00 | +$ 85,173.00 |
| Plant Operations | 6 | $ 380,967.00 | $ 119,198.00 | $ 500,165.00 | $ 490,316.00 | +$ 9,849.00 |
| Field Operations | 12 | $ 744,447.00 | $ 238,719.00 | $ 983,166.00 | $1,031,305.00 | -$ 48,139.00 |
| Maintenance | 6 | $ 380,263.00 | $ 119,101.00 | $ 499,364.00 | $ 458,923.00 | +$ 40,411.00 |
| **KLWTD TOTAL** | **32** | **$1,920,605.00** | **$646,231.00** | **$2,732,188.05** | **$2,644,411.00** | **+$ 87,319.00** |

### KLWTD Department Details

Administration:

Increased to 8 Employees, added Records Clerk Position.

Plant Operations:

No Changes

Field Operations:

Decreased to 12 Full-time Employees

Maintenance:

No Changes

**Additional notes regarding proposed 2021 amounts:**

Includes a potential Health Insurance premium increase of 7.0%. MOD increase from $50 to $55. All employees receive a monthly phone stipend.

# Key Largo Wastewater Treatment District

## Fiscal Year 2020/2021

### Budget Narrative

**Sewer Utility Fund**

The Key Largo Wastewater Treatment District ("District") was formed as an autonomous independent Special District and political body formed in 2002 by the Legislature of the State of Florida by House Bill 471, enacted as Chapter 2002-37, Laws of Florida, for the purpose of carrying out the planning, acquisition, development, operation, and management of a wastewater management system within the District's boundaries in Key Largo, Monroe County, Florida.

The District operates and maintains a wastewater utility from mile marker 91 to 106 and southern portions of C-905 in North Key Largo. It provides service to approximately 10,257 improved parcels and 9,948 accounts are billed monthly, representing 15,105.9 EDUs assessed and 14,993 EDUs billed. Operating as an enterprise fund, customer charges and assessments pay for the cost of operations and maintenance, debt service, and administrative costs.

**Fund Overview**

The District is structured on the basis of one individual enterprise fund. An enterprise fund is established by a government to account for activities similar to private business operations. The intent is that user charges make up for the costs of providing goods or services to the public. Enterprise funds use the accrual basis of accounting. Under this method of accounting revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of when the cash is received or paid. Also, all assets and liabilities associated with the entity are included on the balance sheet. Generally, accepted accounting principles applicable to enterprise funds are similar to those applicable in the private sector.

**Budget Development**

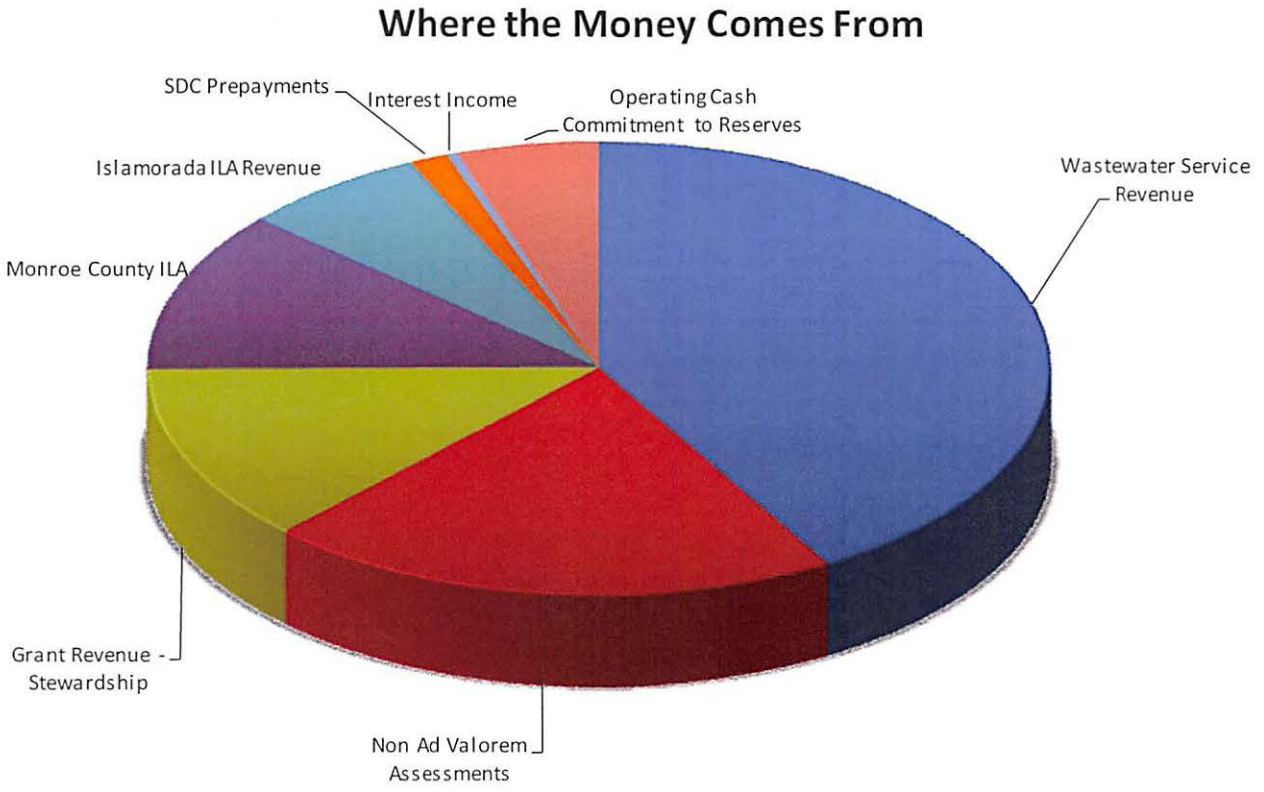
The annual budget is considered one of the most important documents adopted by the District's Board of Commissioners each year. The budget reflects the District's financial policies for the upcoming year by allocating the sources of funds for District services, and projecting expenditures for those services.

The District is focused on improvements that will continue to supply high quality service to our customers. Staff will continue to focus on the collection and disposal of wastewater in the most effective and efficient methods available. External funding sources, including grants, will continue to be aggressively sought.

## Revenue Overview

The FY20-21 projected revenues and other sources of the District are as follows:

| | FY 2020-21 Budget | % of Total | FY 2019-20 Budget | % of Total |
|---|---|---|---|---|
| Wastewater Service Revenue | $ 7,651,033 | 41.14% | $ 9,071,622 | 47.35% |
| Non Ad Valorem Assessments | 3,800,924 | 20.44% | 3,908,637 | 20.40% |
| Grant Revenue - Stewardship | 2,325,385 | 12.50% | 3,098,414 | 16.17% |
| Monroe County ILA | 2,125,000 | 11.43% | 2,125,000 | 11.09% |
| Islamorada ILA Revenue | 1,230,000 | 6.61% | 1,230,000 | 6.42% |
| SDC Prepayments | 255,000 | 1.37% | 150,000 | 0.78% |
| Interest Income | 75,000 | 0.40% | 45,000 | 0.23% |
| Operating Cash Commitment to Reserves | 940,000 | 5.05% | - | 0.00% |
| Planned Use of Repair & Replacement Reserves | 764,000 | 4.11% | - | 0.00% |
| Use of/(Addition to) Reserves | (568,998) | -3.06% | (470,444) | -2.46% |
| | $ 18,597,344 | 100% | $ 19,158,229 | 100% |



**Wastewater Service Revenue ($7,651,033)**

The District's revenues, charges for wastewater services represent the largest source of budgeted revenues for the District. This revenue is derived by providing sewer collection and treatment services to the public. Users are charged for this service on their monthly water bill from the Florida Keys Aqueduct Authority ("FKAA"). Customers are charged a base service charge and a usage charge, which is based on their monthly water consumption.

**Non Ad Valorem Assessments ($3,800,924)**

Non ad valorem assessments revenue is the annual assessments of system development charges to customers for providing the sewer infrastructure. Initially, assessments were levied in phases and customers were given the option to prepay the assessment in full, or to have the assessment spread over 20 years as a non ad valorem assessment on their tax bill from Monroe County. The assessment charge is calculated on the number of equivalent dwelling units ("EDU") for the serviced parcel. An EDU represents the equivalent to a single family unit and is based on 167 gallons per day of potable water usage.

**Monroe County ILA ($2,125,000)**

The District successfully negotiated an interlocal agreement with Monroe County to exchange the $17,000,000 of Stan Mayfield funding that the State allocated to the District in FY13/14. In FY15/16 the District exchanged $1,250,000 of Stewardship funding in return for annual payments from the County of funds that have an unrestricted use.

| | |
|---|---|
| Stan Mayfield Funding Exchange | $ 17,000,000 |
| Stewardship Bill Funding Exchange | 1,250,000 |
| Payments received from Monroe County | (7,250,000) |
| Balance due from Monroe County | $ 11,000,000 |

| | Expected Mayfield $17M & Stewardship | Expected Mayfield $17M |
|---|---|---|
| 2021 | $ 2,125,000 | $ 2,000,000 |
| 2022 | 2,125,000 | 2,000,000 |
| 2023 | 2,125,000 | 2,000,000 |
| 2024 | 2,125,000 | 2,000,000 |
| 2025 | 2,125,000 | 2,000,000 |
| 2026 | 125,000 | - |
| 2027 | 125,000 | - |
| 2028 | 125,000 | - |
| | $ 11,000,000 | $ 10,000,000 |

## Islamorada Revenues

### Islamorada Wastewater Service & Insurance Surcharge Revenue ($1,230,000)

The District and Islamorada, Village of Islands ("Village") have an interlocal agreement for the use of 32% of the District's plant capacity. The Village is charged a base rate of $4.65 per 1,000 gallon of influent, not including any rate surcharges, at the District's advanced wastewater treatment plant. That rate is calculated at $4.30 for treatment cost and $0.35 for repair and replacement funding. The District began receiving flows from the Village on June 16, 2014.

The Interlocal agreement with the Village requires them to pay 32% of the insurance expense for the advanced treatment plant. The District invoices the Village annually for this surcharge.

### System Development Charge Advance Payoff Revenue ($255,000)

Customers have the option to pay off their system development charge at any time. Although substantially all of the serviced parcels have been assessed, customers may choose to either pay down or pay off their assessment in advance. The FY20/21 amount includes funding for the anticipated assessment from the College of the Florida Keys.

### Interest Income ($75,000)

The District is projected to earn $75,000 in interest earnings in FY20/21 from its interest bearing accounts.

### Operating Cash Commitment to Reserves ($940,000)

The District's FY20/21 budget includes a transfer of operating cash to restricted cash for insurance deductible reserves. This transfer will fully fund the reserve in the event of a windstorm.

### Planned Use of Repair & Replacement Reserves ($764,000)

The District's FY20/21 budget includes projects that should be funded from the repair and replacement reserve fund. This budget includes the planned use of $764,000 on repair and replacement reserves on these projects.

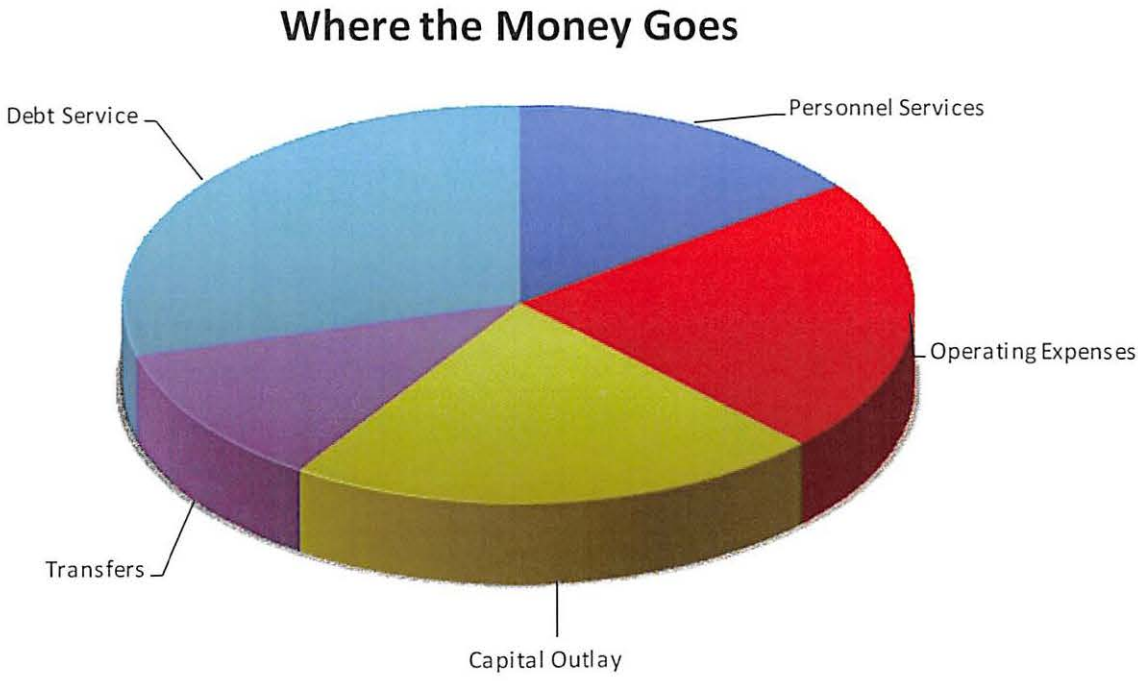
### Use of/(Addition to) Operating Reserves ($568,998)

The District's FY20/21 budget projects that the revenues will exceed expenditures and transfers in the amount of $568,998. This surplus will increase the District operating reserves.

## Expenditure Overview

The total projected appropriations of this budget are $18,597,344. The following chart shows a summary of the budgeted appropriations by category:

| | FY 2020-21 Budget | % of Total | FY 2019-20 Budget | % of Total |
|---|---|---|---|---|
| Personnel Services | $ 2,771,178 | 14.90% | $ 2,678,728 | 13.98% |
| Operating Expenses | 4,188,575 | 22.52% | 4,164,787 | 21.74% |
| Capital Outlay | 4,071,684 | 21.89% | 3,532,329 | 18.44% |
| Transfers | 2,128,522 | 11.45% | 1,220,000 | 6.37% |
| Debt Service | 5,437,385 | 29.24% | 7,562,385 | 39.47% |
| | $ 18,597,344 | 100% | $ 19,158,229 | 100% |




### Personnel Services ($2,771,178)

Personnel Services includes all salaries and benefits (including workers compensation insurance) for District employees. This represents a $92,450 increase from the FY19/20 budgeted amount.

| Department | FY20-21 FTE | FY20-21 Budget | FY19-20 FTE | FY19-20 Budget |
|---|---|---|---|---|
| Commissioners | NA | $53,710 | NA | $53,336 |
| Administrative | 8 | 707,838 | 7 | 612,329 |
| Plant | 6 | 508,465 | 6 | 499,224 |
| Field | 12 | 998,166 | 13 | 1,047,048 |
| Maintenance | 6 | 502,999 | 6 | 466,791 |
| Total | 32 | $2,771,178 | 32 | $2,678,728 |

**Operating Expenses ($4,188,575)**

Operating expenditures increased by $23,788. FY20/21 will be the eleventh year of full operations.

**Capital Outlay ($4,071,684)**

The FY20/21 budget includes appropriations of $4,071,684 for capital outlay. The following chart provides the details on the specific capital outlay items requested.

**Capital Outlay Items**

| | | |
|---|---|---|
| ***Administrative*** | | |
| Vehicles (1) | 22,000 | |
| Board Room Audio-Visusal System | 29,000 | |
| | | 51,000 |
| ***Plant*** | | |
| Stairway Cover | | 7,500 |
| ***Field*** | | |
| Vehicles (4) | 104,000 | |
| Equipment (vac pump rebuilds & spares) | 40,000 | |
| Equipment (sewage pump spares for vac stations) | 200,000 | |
| | | 344,000 |
| ***Maintenance*** | | |
| Vehicles (1) | | 26,000 |
| ***Capital Improvements (includes CEI)*** | | |
| Miscellaneous Consulting Fees | 12,000 | |
| Solar | 2,200,135 | |
| Fire Suppression at wastewater treatment plant | 36,000 | |
| Fire Suppression at vacuum stations | 57,250 | |
| Fire Suppression at administrative office | 32,000 | |
| Vac Trailer/VPS piping modifications | 154,384 | |
| Vac A Odor Control | 50,000 | |
| Tank Coatings (3 SBR, 1 EQ, 1 Digester, 1 Headworks) | 632,500 | |
| Spare Injection Well Pump and new VFD | 43,500 | |
| Effluent Injection Pump Repairs (2) | 73,000 | |
| Flushing Ports with Pressure Gauges (Qty 2) | 10,000 | |
| Database | 97,415 | |
| Service Connection Construction Revisions | 245,000 | |
| | | 3,643,184 |
| **Total Capital Outlay** | | **$ 4,071,684** |

***These projects, while budgeted, are still subject to board approval***

## Debt Service ($5,437,385)

The FY20/21 budget includes $5,437,385 for debt service on the District's two State Revolving Fund (SRF) loans, and the two BB&T Revenue Bonds. The SRF loans are paid semi-annually and the BB&T bonds repayments are made quarterly.

| Debt Obligation | Loan Balance @ 9/30/20 | Required Annual Debt Service | Loan Balance @ 9/30/21 |
|---|---|---|---|
| SRF Loan 46401P | $ 12,443,951 | $ 1,558,961 | $ 11,199,268 |
| SRF Loan 464010 | 3,478,179 | 2,118,581 | 1,435,902 |
| BB&T 2013 | 2,438,074 | 879,855 | 1,628,296 |
| BB&T 2014 | 2,438,932 | 879,988 | 1,629,047 |
| Total | $ 20,799,137 | $ 5,437,385 | $ 15,892,514 |

## Transfers ($2,128,522)

The FY20/21 budget includes transfers to the District's following reserve accounts: repair and replacement, self insurance and insurance deductible. $1,068,522 is projected to be transferred to the reserve for future repairs and replacements. The District BB&T bonds require the District set aside 5% of the gross operating revenues from the system for repairs and replacements. The ILA with the Village also requires that $0.35 of the $4.65 flow charge be set aside for future repairs and replacements. The District is also going to reserve $960,000 for insurance deductibles, and $100,000 for self insurance. FY20/21 is the third year a contribution will be made to the self insurance & insurance deductible fund. At the end of FY20/21, the District expects to have $5,144,728 in funding designated for repairs and replacements, $1,000,000 for insurance deductibles, and $300,000 for self insurance.

| | | |
|---|---|---|
| Budgeted Transfer to R&R fund | | $ 1,068,522 |
| 5% of Gross Operating Revenues | $ (382,552) | |
| $0.35 of Islamorada Flow Charge | (92,581) | |
| Total Required Transfer to R&R fund | | (475,132) |
| Amount in EXCESS of minimum requirement | | $ 593,390 |

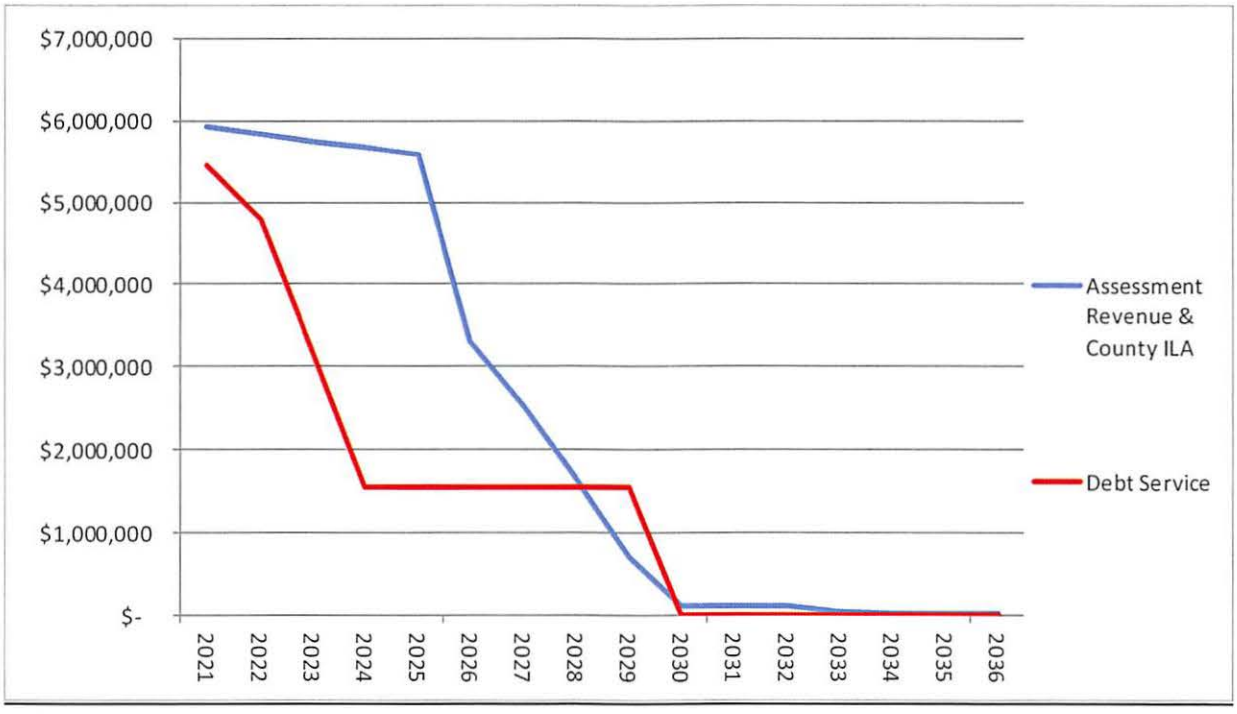
Excess reserve funding is required to meet the actual reserve and replacement funding necessary based on the engineering estimates. These reserve categories are important due to the District's unique island location. The District's goal is to maintain twelve months of operating expenses in unassigned cash as a reserve balance.

| | | |
|---|---|---|
| **Unassigned Cash Balance as of Sept 30, 2019** | | **$ 11,554,675** |
| Budgeted Revenues FY19-20 | $ 19,628,673 | |
| Budgeted Expenditures & Reserve Transfers FY19-20 | (19,158,229) | |
| Budgeted Revenues in excess of Expenditures & Reserve Transfers FY19-20 | | 470,444 |
| **Expected Unassigned Cash Balance as of Sept 30, 2020** | | **12,025,119** |
| Budgeted Revenues & Planned Use of Reserves FY20-21 | $ 18,597,344 | |
| Budgeted Expenditures & Reserve Transfers FY20-21 | (18,028,346) | |
| Budgeted Revenues in excess of Expenditures & Reserve Transfers FY20-21 | | 568,998 |
| **Expected Unassigned Cash Balance as of Sept 30, 2021** | | **$ 12,594,117** |
| 12 month operating reserve balance would be | | $ 6,958,007 |
| Amount in EXCESS of operating reserve | | $ 5,636,110 |

## Debt Reduction & Wastewater Revenue Sufficiency

Below is a graph that depicts future debt service versus assessment revenues.

***Future Required Debt Service vs Assessment & Monroe County ILA Revenue***




| | Assessment Revenues | $17M County ILA + $1.25M Steward | Total Revenue | SRF Loans (2) | BB&T Bonds (2) | Total Debt Service | Difference Between Total Debt Service and Total Assessment and ILA Revenue |
|---|---|---|---|---|---|---|---|
| 2021 | $ 3,800,924 | $ 2,125,000 | $ 5,925,924 | $ 3,677,542 | $ 1,759,843 | $ 5,437,385 | $ 488,539 |
| 2022 | $ 3,713,038 | $ 2,125,000 | $ 5,838,038 | $ 3,018,376 | $ 1,759,843 | $ 4,778,219 | $ 1,059,819 |
| 2023 | $ 3,625,166 | $ 2,125,000 | $ 5,750,166 | $ 1,558,961 | $ 1,614,727 | $ 3,173,688 | $ 2,576,478 |
| 2024 | $ 3,537,294 | $ 2,125,000 | $ 5,662,294 | $ 1,558,961 | $ - | $ 1,558,961 | $ 4,103,333 |
| 2025 | $ 3,449,422 | $ 2,125,000 | $ 5,574,422 | $ 1,558,961 | $ - | $ 1,558,961 | $ 4,015,461 |
| 2026 | $ 3,183,071 | $ 125,000 | $ 3,308,071 | $ 1,558,961 | $ - | $ 1,558,961 | $ 1,749,110 |
| 2027 | $ 2,405,160 | $ 125,000 | $ 2,530,160 | $ 1,558,961 | $ - | $ 1,558,961 | $ 971,199 |
| 2028 | $ 1,541,100 | $ 125,000 | $ 1,666,100 | $ 1,558,961 | $ - | $ 1,558,961 | $ 107,139 |
| 2029 | $ 701,221 | $ - | $ 701,221 | $ 1,558,961 | $ - | $ 1,558,961 | $ (857,740) |
| 2030 | $ 118,656 | $ - | $ 118,656 | $ - | $ - | $ - | $ 118,656 |
| 2031 | $ 115,692 | $ - | $ 115,692 | $ - | $ - | $ - | $ 115,692 |
| 2032 | $ 112,728 | $ - | $ 112,728 | $ - | $ - | $ - | $ 112,728 |
| 2033 | $ 51,501 | | $ 51,501 | $ - | $ - | $ - | $ 51,501 |
| 2034 | $ 31,252 | | $ 31,252 | $ - | $ - | $ - | $ 31,252 |
| 2035 | $ 30,446 | | $ 30,446 | $ - | $ - | $ - | $ 30,446 |
| 2036 | $ 29,639 | | $ 29,639 | $ - | $ - | $ - | $ 29,639 |
| | $ 26,446,310 | $ 11,000,000 | $ 37,446,310 | $ 17,608,642 | $ 5,134,413 | $ 22,743,055 | $ 14,703,255 |

# KEY LARGO WASTEWATER TREATMENT DISTRICT

## FY2021 PROPOSED BUDGET

| | GL NUMBER | DESCRIPTION | Projected for FY20 | FY20 ADOPTED BUDGET | Requested for FY21 Budget | Increase/Decrease from FY20 Budget |
|---|---|---|---|---|---|---|
| | | | | | | |
| | Fund 401 - GENERAL FUND | | | | | |
| | | | | | | |
| | Non-Departmental Revenue | | | | | |
| 1 | 401-0000-325.100.00 | Non Ad Valorem Assessments | 3,772,567 | 3,908,637 | 3,800,924 | (107,713) |
| 2 | 401-0000-343.500.00 | Wastewater Service Revenue | 8,157,954 | 9,071,622 | 7,651,033 | (1,420,589) |
| 3 | 401-0000-343.550.00 | Islamorada WW Svc. Related Rev. | 1,216,675 | 1,230,000 | 1,230,000 | 0 |
| 4 | 401-0000-343.600.00 | Monroe County ILA | 2,125,000 | 2,125,000 | 2,125,000 | 0 |
| 5 | 401-0000-361.100.00 | Interest Income | 96,694 | 45,000 | 75,000 | 30,000 |
| 6 | 401-0000-369.900.00 | Miscellaneous Revenues | 33,088 | 0 | 0 | 0 |
| | | **Total Dept 0000 - Non-Departmental** | **15,401,978** | **16,380,259** | **14,881,957** | **(1,498,302)** |
| | | | | | | |
| | Dept 5900 - CAPITAL IMPROVEMENTS | | | | | |
| 7 | 401-5900-325.100.01 | SDC Prepayments | 148,277 | 150,000 | 255,000 | 105,000 |
| 8 | 401-5900-334.350.02 | Stewardship Grant | 762,177 | 3,098,414 | 2,325,385 | (773,029) |
| 9 | 401-5900-389.000.00 | Cash on Hand | 0 | -470,444 | -568,998 | (98,554) |
| 10 | | Planned Use of Reserves | 0 | 0 | 764,000 | 764,000 |
| 11 | | Operating Cash Commitment to Reserves | 0 | 0 | 940,000 | 940,000 |
| | | **Total Dept 5900 - CAPITAL IMPROVEMENTS** | **910,453** | **2,777,970** | **3,715,387** | **937,417** |
| | | | | | | |
| | | **TOTAL REVENUES** | **16,312,432** | **19,158,229** | **18,597,344** | **(560,885)** |
| | | | | | | |
| | Dept 0000 - Non-Departmental Expenditures | | | | | |
| 12 | 401-0000-581.000.01 | Transfer to Repair & Replacement Fund | 1,100,000 | 1,100,000 | 1,068,522 | (31,478) |
| 13 | 401-0000-581.000.02 | Transfer to Insurance Deductible Reserve | 20,000 | 20,000 | 960,000 | 940,000 |
| 14 | 401-0000-581.000.04 | Insurance Reserves - Self Insurance | 100,000 | 100,000 | 100,000 | 0 |
| 15 | 401-0000-720.000.00 | Debt Service | 7,562,385 | 7,562,385 | 5,437,385 | (2,125,000) |
| | | **Total Dept 0000 - Non-Departmental** | **8,782,385** | **8,782,385** | **7,565,907** | **(1,216,478)** |
| | | | | | | |
| | Dept 5130 - ADMINISTRATIVE | | | | | |
| 16 | 401-5130-110.000.00 | Payroll-Board Meeting Compensation | 46,669 | 53,336 | 53,710 | 374 |
| 17 | 401-5130-120.000.00 | Payroll-Administration | 470,654 | 463,846 | 526,570 | 62,724 |
| 18 | 401-5130-210.000.00 | Payroll Taxes | 37,513 | 39,564 | 44,392 | 4,828 |
| 19 | 401-5130-220.000.00 | Retirement Contributions | 26,567 | 31,031 | 34,817 | 3,786 |

| | GL NUMBER | DESCRIPTION | Projected for FY20 | FY20 ADOPTED BUDGET | Requested for FY21 Budget | Increase/Decrease from FY20 Budget |
|---|---|---|---|---|---|---|
| 20 | 401-5130-230.000.00 | Group Health Premiums | 58,455 | 75,739 | 89,594 | 13,855 |
| 21 | 401-5130-230.001.00 | Employee Benefit Administration Fees | 0 | 500 | 500 | 0 |
| 22 | 401-5130-240.000.00 | Workers Compensation Insurance | 1,332 | 1,650 | 1,965 | 315 |
| 23 | 401-5130-250.000.00 | Unemployment Compensation | 0 | 10,000 | 10,000 | 0 |
| 24 | 401-5130-311.000.00 | Professional Svcs: Misc. | 206 | 5,000 | 6,000 | 1,000 |
| 25 | 401-5130-311.000.01 | Professional Svcs: Alarm Monitoring | 654 | 725 | 725 | 0 |
| 26 | 401-5130-311.000.03 | Professional Svcs: Computer Support | 53,579 | 55,000 | 55,000 | 0 |
| 27 | 401-5130-311.000.05 | Professional Svcs: CDM 457(b) Admin Fee | 3,094 | 3,500 | 3,500 | 0 |
| 28 | 401-5130-311.000.06 | Professional Svcs:Database Computer Supp | 0 | 8,000 | 0 | (8,000) |
| 29 | 401-5130-311.000.13 | Prof Svcs: Outsourced HR Consultant | 0 | 3,000 | 0 | (3,000) |
| 30 | 401-5130-311.002.00 | Professional Svcs: FKAA Billing Services | 158,768 | 150,000 | 165,000 | 15,000 |
| 31 | 401-5130-311.003.00 | Professional Svcs: Tax Collector Fees | 11,000 | 11,000 | 11,000 | 0 |
| 32 | 401-5130-311.004.00 | Professional Svcs: Utility Rate Consult | 6,080 | 0 | 0 | 0 |
| 33 | 401-5130-311.005.00 | Professional Svcs: Tax Roll Svc | 1,350 | 1,350 | 1,350 | 0 |
| 34 | 401-5130-311.006.00 | Professional Svcs: Engineering | 158 | 20,000 | 5,000 | (15,000) |
| 35 | 401-5130-312.000.01 | Professional Svcs: Lobbyists-Henderson | 48,100 | 50,400 | 50,400 | 0 |
| 36 | 401-5130-312.000.02 | Professional Svcs: Lobbyists-Hicks | 40,560 | 42,000 | 42,000 | 0 |
| 37 | 401-5130-313.001.13 | Professional Svcs: Legal-General Counsel | 78,000 | 90,000 | 90,000 | 0 |
| 38 | 401-5130-313.001.14 | Professional Svcs: Legal-Outside Counsel | 10,871 | 10,000 | 15,000 | 5,000 |
| 39 | 401-5130-313.001.15 | Prof Svcs: Legal - Outside Litigation | 1,750 | 30,000 | 20,000 | (10,000) |
| 40 | 401-5130-320.000.01 | Professional Svcs: Accounting/Audit Svcs | 32,000 | 28,000 | 32,500 | 4,500 |
| 41 | 401-5130-320.000.02 | Professional Svcs: Finance Director | 75,000 | 75,000 | 75,000 | 0 |
| 42 | 401-5130-320.000.03 | Professional Svcs: General Manager Svcs. | 132,000 | 132,000 | 132,000 | 0 |
| 43 | 401-5130-341.000.02 | BSA Software | 11,080 | 11,000 | 18,522 | 7,522 |
| 44 | 401-5130-341.000.04 | ESRI | 10,100 | 10,200 | 10,200 | 0 |
| 45 | 401-5130-341.000.05 | Google Apps | 5,452 | 6,000 | 5,500 | (500) |
| 46 | 401-5130-341.000.08 | Red Hat Server | 0 | 500 | 0 | (500) |
| 47 | 401-5130-341.000.11 | M-Files | 2,028 | 2,000 | 2,300 | 300 |
| 48 | 401-5130-400.000.01 | General Manager Travel & Training | 7,673 | 12,000 | 12,000 | 0 |
| 49 | 401-5130-400.000.02 | Clerk Travel & Training | 1,868 | 2,500 | 2,500 | 0 |
| 50 | 401-5130-400.000.03 | Other Travel & Training | 7,191 | 20,000 | 20,000 | 0 |
| 51 | 401-5130-410.000.02 | Advanced Cellular Service | 8,972 | 8,000 | 6,100 | (1,900) |
| 52 | 401-5130-410.000.04 | Internet Services (Comcast) | 2,901 | 3,200 | 3,100 | (100) |
| 53 | 401-5130-410.000.05 | Telephones (AT&T) | 7,827 | 8,000 | 8,000 | 0 |
| 54 | 401-5130-410.000.07 | VOIP | 2,825 | 3,000 | 3,000 | 0 |
| 55 | 401-5130-410.000.08 | GPS / Fleet Services | 181 | 204 | 300 | 96 |
| 56 | 401-5130-411.000.02 | IT:Hardware Repair-Parts&Maint Upgrades | 14,154 | 17,500 | 17,500 | 0 |
| 57 | 401-5130-411.000.03 | IT: Software and Software Upgrades | 5,967 | 6,000 | 7,000 | 1,000 |
| 58 | 401-5130-411.000.05 | IT Disaster Recovery & Backup | 17,000 | 17,000 | 20,000 | 3,000 |
| 59 | 401-5130-420.000.00 | Postage & Delivery Expense | 1,579 | 2,500 | 2,500 | 0 |
| 60 | 401-5130-430.000.00 | Water (Utility)-District Office | 326 | 350 | 400 | 50 |
| 61 | 401-5130-432.000.00 | Facility Cleaning | 21,170 | 17,280 | 22,000 | 4,720 |
| 62 | 401-5130-432.001.00 | Solid Waste | 939 | 1,000 | 1,000 | 0 |
| 63 | 401-5130-435.000.00 | Electricity | 4,468 | 5,000 | 1,802 | (3,198) |
| 64 | 401-5130-440.000.00 | Rents & Leases | 0 | 1,000 | 1,000 | 0 |

| | GL NUMBER | DESCRIPTION | Projected for FY20 | FY20 ADOPTED BUDGET | Requested for FY21 Budget | Increase/Decrease from FY20 Budget |
|---|---|---|---|---|---|---|
| 65 | 401-5130-450.000.00 | Insurance | 227,876 | 228,000 | 208,000 | (20,000) |
| 66 | 401-5130-460.000.01 | Repairs & Maintenance: Grounds Keeping | 2,400 | 3,000 | 3,000 | 0 |
| 67 | 401-5130-460.000.02 | Repairs & Maintenance: Vehicles | 1,113 | 2,000 | 500 | (1,500) |
| 68 | 401-5130-460.000.04 | Repairs & Maintenance: Bldgs & Equip | 3,308 | 1,000 | 5,000 | 4,000 |
| 69 | 401-5130-470.000.00 | Copier Expense | 6,008 | 6,600 | 6,600 | 0 |
| 70 | 401-5130-480.000.00 | Advertisements | 3,960 | 5,000 | 5,000 | 0 |
| 71 | 401-5130-491.000.01 | Storm Supplies & Preparation | 1,000 | 2,000 | 2,000 | 0 |
| 72 | 401-5130-492.000.00 | Bank Fees | 455 | 500 | 500 | 0 |
| 73 | 401-5130-510.000.01 | Office Supplies | 9,144 | 12,000 | 10,000 | (2,000) |
| 74 | 401-5130-510.000.02 | Printings | 6,265 | 4,000 | 4,000 | 0 |
| 75 | 401-5130-510.000.03 | Office Furnishings | 2,189 | 2,500 | 2,500 | 0 |
| 76 | 401-5130-520.000.01 | Employee Clothing/Uniforms | 1,147 | 1,000 | 1,200 | 200 |
| 77 | 401-5130-520.007.00 | Regulatory, Permit & Recording Fees | 939 | 1,000 | 1,000 | 0 |
| 78 | 401-5130-520.010.02 | Fuel: Vehicles | 530 | 1,500 | 1,200 | (300) |
| 79 | 401-5130-521.000.00 | Board: Travel, Admin, Office Supplies | 7,550 | 8,000 | 6,000 | (2,000) |
| 80 | 401-5130-540.000.02 | Clerk Dues | 255 | 300 | 300 | 0 |
| 81 | 401-5130-540.000.03 | Other Dues and Subscriptions | 2,601 | 3,500 | 3,500 | 0 |
| 82 | 401-5130-640.000.03 | Capital: Equipment | 4,500 | 4,500 | 0 | (4,500) |
| 83 | 401-5130-641.000.00 | Capital: Vehicle | 0 | 0 | 22,000 | 22,000 |
| 84 | New GL | Capital: Audio-Visual System in Board Room | 0 | 0 | 29,000 | 29,000 |
| | | **Total Dept 5130 - ADMINISTRATIVE** | **1,709,298** | **1,831,275** | **1,942,046** | **110,771** |
| | | | | | | |
| | **Dept 5351 - PLANT** | | | | | |
| 85 | 401-5351-120.000.00 | Payroll-Plant | 360,945 | 374,328 | 380,968 | 6,640 |
| 86 | 401-5351-210.000.00 | Payroll Taxes | 26,634 | 28,636 | 29,144 | 508 |
| 87 | 401-5351-220.000.00 | Retirement Contributions | 13,814 | 22,460 | 22,858 | 398 |
| 88 | 401-5351-230.000.00 | Group Health Premiums | 56,802 | 64,920 | 67,195 | 2,275 |
| 89 | 401-5351-240.000.00 | Workers Compensation Insurance | 7,786 | 8,880 | 8,300 | (580) |
| 90 | 401-5351-311.000.01 | Alarm Monitoring | 1,391 | 1,330 | 1,500 | 170 |
| 91 | 401-5351-311.000.11 | Professional Services: Safety Training | 1,080 | 2,500 | 2,500 | 0 |
| 92 | 401-5351-311.006.00 | Professional Services: Engineering | 76,459 | 71,402 | 76,500 | 5,098 |
| 93 | 401-5351-311.006.01 | Engineering: Islamorada Plan Review | 12,658 | 18,000 | 14,000 | (4,000) |
| 94 | 401-5351-400.000.00 | Training, Education & Travel | 3,696 | 10,000 | 10,000 | 0 |
| 95 | 401-5351-410.000.02 | Advanced Cellular Service | 8,139 | 7,500 | 5,000 | (2,500) |
| 96 | 401-5351-410.000.04 | Internet Services (Comcast) | 3,770 | 4,200 | 3,800 | (400) |
| 97 | 401-5351-410.000.05 | Telephones (AT&T) | 14,356 | 13,000 | 15,000 | 2,000 |
| 98 | 401-5351-410.000.08 | GPS / Fleet Services | 179 | 204 | 250 | 46 |
| 99 | 401-5351-410.000.09 | Radios (MC Agreement) | 750 | 750 | 750 | 0 |
| 100 | 401-5351-410.000.10 | Plant Gate Data Service | 695 | 696 | 700 | 4 |
| 101 | 401-5351-411.000.02 | IT Hardware Repair-Parts & Maint Upgrades | 3,347 | 7,000 | 6,000 | (1,000) |
| 102 | 401-5351-420.000.00 | Postage & Delivery Expense | 17,011 | 23,100 | 25,000 | 1,900 |
| 103 | 401-5351-430.000.00 | Water- Plant | 7,895 | 6,000 | 7,000 | 1,000 |
| 104 | 401-5351-432.000.00 | Facility Cleaning | 4,290 | 4,000 | 4,800 | 800 |

| | GL NUMBER | DESCRIPTION | Projected for FY20 | FY20 ADOPTED BUDGET | Requested for FY21 Budget | Increase/Decrease from FY20 Budget |
|---|---|---|---|---|---|---|
| 105 | 401-5351-432.001.00 | Solid Waste | 5,555 | 5,170 | 6,500 | 1,330 |
| 106 | 401-5351-435.000.00 | Electricity - Plant | 435,039 | 480,100 | 433,505 | (46,595) |
| 107 | 401-5351-440.000.00 | Rents & Leases | 1,475 | 10,000 | 7,500 | (2,500) |
| 108 | 401-5351-460.000.02 | Repairs & Maintenance: Vehicles | 225 | 300 | 1,000 | 700 |
| 109 | 401-5351-460.000.03 | Repairs & Maintenance: Equipment | 123,368 | 130,000 | 125,000 | (5,000) |
| 110 | 401-5351-460.000.04 | Repairs & Maintenance: Buildings | 11,359 | 10,000 | 58,000 | 48,000 |
| 111 | 401-5351-491.000.01 | Storm Supplies & Preparation | 1,500 | 2,000 | 2,000 | 0 |
| 112 | 401-5351-510.000.01 | Office Supplies | 1,663 | 2,000 | 2,000 | 0 |
| 113 | 401-5351-510.000.03 | Office Furnishings | 800 | 1,500 | 1,500 | 0 |
| 114 | 401-5351-511.000.00 | Safety Supplies | 4,222 | 3,000 | 4,000 | 1,000 |
| 115 | 401-5351-520.000.00 | Employee Uniforms / Clothing | 2,803 | 3,500 | 3,500 | 0 |
| 116 | 401-5351-520.001.00 | Lab Services (sample analysis) | 45,437 | 40,000 | 50,000 | 10,000 |
| 117 | 401-5351-520.002.00 | Sludge Handling | 468,804 | 640,000 | 607,412 | (32,588) |
| 118 | 401-5351-520.003.00 | Chemicals | 625,123 | 633,856 | 670,000 | 36,144 |
| 119 | 401-5351-520.004.00 | Lab Supplies | 23,698 | 28,000 | 25,000 | (3,000) |
| 120 | 401-5351-520.005.00 | Supplies & Tools (plant operations) | 16,373 | 25,000 | 20,000 | (5,000) |
| 121 | 401-5351-520.006.00 | Immunizations | 991 | 1,000 | 1,200 | 200 |
| 122 | 401-5351-520.007.00 | Regulatory/ Permit Fees | 7,500 | 8,375 | 3,400 | (4,975) |
| 123 | 401-5351-520.010.01 | Fuel: Equipment | 763 | 1,500 | 1,500 | 0 |
| 124 | 401-5351-520.010.02 | Fuel: Vehicles | 945 | 1,500 | 1,500 | 0 |
| 125 | 401-5351-520.010.03 | Fuel: Generators | 812 | 2,000 | 1,500 | (500) |
| 126 | 401-5351-540.000.00 | Dues & Subscriptions | 142 | 400 | 400 | 0 |
| 127 | New GL | Capital Outlay: Canvas Cover at Stairwell | 0 | 0 | 7,500 | 7,500 |
| | | **Total Dept 5351 - PLANT** | **2,400,294** | **2,698,107** | **2,715,182** | **17,075** |
| | | | | | | |
| | **Dept 5352 - FIELD** | | | | | |
| 128 | 401-5352-120.000.00 | Payroll-Field | 729,495 | 783,727 | 744,447 | (39,280) |
| 129 | 401-5352-210.000.00 | Payroll Taxes | 54,305 | 59,955 | 59,661 | (294) |
| 130 | 401-5352-220.000.00 | Retirement Contributions | 35,554 | 47,024 | 44,667 | (2,357) |
| 131 | 401-5352-230.000.00 | Group Health Premiums | 112,070 | 140,661 | 134,391 | (6,270) |
| 132 | 401-5352-240.000.00 | Workers Compensation Insurance | 10,638 | 15,680 | 15,000 | (680) |
| 133 | 401-5352-311.000.11 | Professional Services: Safety Training | 2,370 | 5,000 | 5,000 | 0 |
| 134 | 401-5352-311.006.00 | Professional Services: Engineering | 62,415 | 52,865 | 63,000 | 10,135 |
| 135 | 401-5352-311.000.01 (new GL) | Professional Services: Alarm Monitoring | 0 | 0 | 4,350 | 4,350 |
| 136 | 401-5352-341.000.06 | GPServ/Trimble | 1,900 | 1,900 | 1,900 | 0 |
| 137 | 401-5352-400.000.00 | Training, Education & Travel | 8,981 | 15,000 | 10,000 | (5,000) |
| 138 | 401-5352-410.000.02 | Advanced Cellular Service | 16,317 | 12,500 | 5,529 | (6,971) |
| 139 | 401-5352-410.000.04 | Internet Services (Comcast) | 9,963 | 11,000 | 10,002 | (998) |
| 140 | 401-5352-410.000.05 | Telephones (AT&T) | 8,962 | 6,000 | 8,936 | 2,936 |
| 141 | 401-5352-410.000.08 | GPS / Fleet Services | 2,061 | 2,448 | 2,490 | 42 |
| 142 | 401-5352-410.000.09 | Radios (MC Agreement) | 3,750 | 3,750 | 3,750 | 0 |
| 143 | 401-5352-411.000.02 | IT Hardware Repair-Parts & Maint Upgrades | 2,081 | 7,000 | 6,000 | (1,000) |
| 144 | 401-5352-430.000.01 | Water- Vac Station A | 233 | 300 | 300 | 0 |

| | GL NUMBER | DESCRIPTION | Projected for FY20 | FY20 ADOPTED BUDGET | Requested for FY21 Budget | Increase/Decrease from FY20 Budget |
|---|---|---|---|---|---|---|
| 145 | 401-5352-430.000.02 | Water- Vac Station D | 256 | 300 | 300 | 0 |
| 146 | 401-5352-430.000.03 | Water- Vac Station F | 197 | 250 | 250 | 0 |
| 147 | 401-5352-430.000.04 | Water- Vac Station G | 546 | 250 | 250 | 0 |
| 148 | 401-5352-430.000.05 | Water- Vac Station I - house | 647 | 450 | 600 | 150 |
| 149 | 401-5352-430.000.06 | Water- Vac Station I - office | 361 | 450 | 450 | 0 |
| 150 | 401-5352-430.000.07 | Water- Vac Station JK | 241 | 300 | 300 | 0 |
| 151 | 401-5352-430.000.09 | Water- Humpty Dumpty | 194 | 250 | 250 | 0 |
| 152 | 401-5352-430.000.10 | Water- Harborage | 218 | 250 | 250 | 0 |
| 153 | 401-5352-430.000.12 | Water- Peter Pan | 173 | 250 | 250 | 0 |
| 154 | 401-5352-432.000.00 | Facility Cleaning | 11,065 | 9,000 | 15,600 | 6,600 |
| 155 | 401-5352-432.001.00 | Solid Waste | 2,134 | 1,500 | 2,500 | 1,000 |
| 156 | 401-5352-435.000.01 | Electricity- Vac Station A | 60,092 | 68,000 | 64,802 | (3,198) |
| 157 | 401-5352-435.000.02 | Electricity- Vac Station D | 58,914 | 64,560 | 62,220 | (2,340) |
| 158 | 401-5352-435.000.03 | Electricity- Vac Station E | 35,366 | 28,630 | 43,000 | 14,370 |
| 159 | 401-5352-435.000.04 | Electricity- Vac Station F | 1,912 | 2,090 | 2,100 | 10 |
| 160 | 401-5352-435.000.05 | Electricity- Vac Station G | 29,378 | 40,265 | 33,375 | (6,890) |
| 161 | 401-5352-435.000.06 | Electricity- Vac Station I | 28,390 | 27,168 | 22,053 | (5,115) |
| 162 | 401-5352-435.000.07 | Electricity- Vac Station I - house | 1,078 | 1,188 | 1,200 | 12 |
| 163 | 401-5352-435.000.08 | Electricity- Vac Station I - office | 1,354 | 1,627 | 1,600 | (27) |
| 164 | 401-5352-435.000.09 | Electricity- Vac Station JK | 48,671 | 53,254 | 50,549 | (2,705) |
| 165 | 401-5352-435.000.11 | Electricity- Humpty Dumpty | 659 | 758 | 750 | (8) |
| 166 | 401-5352-435.000.12 | Electricity- Harborage | 893 | 808 | 1,000 | 192 |
| 167 | 401-5352-435.000.13 | Electricity-Coastal WW/Largo Pk Lift Sta | 671 | 841 | 800 | (41) |
| 168 | 401-5352-435.000.14 | Electricity-Peter Pan/Tweedy Pie | 609 | 708 | 700 | (8) |
| 169 | 401-5352-440.000.00 | Rents & Leases | 2,572 | 5,000 | 5,000 | 0 |
| 170 | 401-5352-460.000.01 | Repairs & Maintenance: Grounds Keeping | 10,632 | 15,000 | 13,000 | (2,000) |
| 171 | 401-5352-460.000.02 | Repairs & Maintenance: Vehicles | 14,654 | 14,000 | 15,000 | 1,000 |
| 172 | 401-5352-460.000.03 | Repairs & Maintenance: Equipment | 136,806 | 85,000 | 120,000 | 35,000 |
| 173 | 401-5352-460.000.04 | Repairs & Maintenance: Buildings | 7,284 | 15,000 | 10,000 | (5,000) |
| 174 | 401-5352-460.000.05 | Repairs & Maintenance: Vac System | 119,664 | 100,000 | 120,000 | 20,000 |
| 175 | 401-5352-460.000.05-CS SEWER | Repairs & Maintenance: Vac System | 1,903 | 0 | 0 | 0 |
| 176 | 401-5352-460.000.08 | Grinder Pump Monitoring | 13,907 | 5,000 | 10,000 | 5,000 |
| 177 | 401-5352-491.000.01 | Storm Supplies & Preparation | 1,079 | 2,000 | 2,000 | 0 |
| 178 | 401-5352-510.000.01 | Office Supplies | 2,817 | 4,000 | 3,000 | (1,000) |
| 179 | 401-5352-510.000.03 | Office Furnishings | 800 | 1,000 | 1,000 | 0 |
| 180 | 401-5352-511.000.00 | Safety Supplies | 4,911 | 5,000 | 6,000 | 1,000 |
| 181 | 401-5352-520.000.00 | Employee Uniforms / Clothing | 2,000 | 3,500 | 2,500 | (1,000) |
| 182 | 401-5352-520.005.00 | Supplies and Tools (field operations) | 25,577 | 30,000 | 30,000 | 0 |
| 183 | 401-5352-520.006.00 | Immunizations | 1,058 | 1,500 | 1,500 | 0 |
| 184 | 401-5352-520.010.01 | Fuel: Equipment | 786 | 1,500 | 1,500 | 0 |
| 185 | 401-5352-520.010.02 | Fuel: Vehicles | 20,440 | 26,000 | 30,000 | 4,000 |
| 186 | 401-5352-520.010.03 | Fuel: Generators | 3,188 | 6,000 | 5,000 | (1,000) |
| 187 | 401-5352-540.000.00 | Dues & Subscriptions | 130 | 150 | 100 | (50) |
| 188 | 401-5352-641.000.00 | Capital Outlay: Vehicles | 0 | 26,000 | 104,000 | 78,000 |

| | GL NUMBER | DESCRIPTION | Projected for FY20 | FY20 ADOPTED BUDGET | Requested for FY21 Budget | Increase/Decrease from FY20 Budget |
|---|---|---|---|---|---|---|
| 189 | 401-5352-643.000.01 | Capital Outlay: Vac Pump Rebuild and Spares | 15,700 | 16,000 | 40,000 | 24,000 |
| 190 | 401-5352-643.000.02 | Capital Outlay: Spare Sewage Pumps VacSt | 22,903 | 200,000 | 200,000 | 0 |
| | | **Total Dept 5352 - FIELD** | **1,753,926** | **2,029,607** | **2,144,172** | **114,565** |
| | | | | | | |
| | **Dept 5354 - MAINTENANCE** | | | | | |
| 191 | 401-5354-120.000.00 | Payroll-Maintenance | 289,515 | 346,706 | 377,742 | 31,036 |
| 192 | 401-5354-210.000.00 | Payroll Taxes | 21,496 | 26,523 | 28,897 | 2,374 |
| 193 | 401-5354-220.000.00 | Retirement Contributions | 14,768 | 20,802 | 22,665 | 1,863 |
| 194 | 401-5354-230.000.00 | Group Health Premiums | 45,730 | 64,920 | 67,195 | 2,275 |
| 195 | 401-5354-240.000.00 | Workers Compensation Insurance | 5,141 | 7,840 | 6,500 | (1,340) |
| 196 | 401-5354-311.000.11 | Professional Services: Safety Training | 1,050 | 2,000 | 2,000 | 0 |
| 197 | 401-5354-400.000.00 | Training, Education & Travel | 597 | 15,000 | 10,000 | (5,000) |
| 198 | 401-5354-410.000.02 | Advanced Cellular Service | 2,457 | 2,000 | 933 | (1,067) |
| 199 | 401-5354-410.000.08 | GPS / Fleet Services | 893 | 1,020 | 1,245 | 225 |
| 200 | 401-5354-410.000.09 | Radios | 1,875 | 1,875 | 1,875 | 0 |
| 201 | 401-5354-411.000.02 | IT Hardware Repair-Parts & Maint Upgrades | 167 | 3,500 | 3,500 | 0 |
| 202 | 401-5354-432.000.00 | Facility Cleaning | 4,290 | 3,840 | 5,000 | 1,160 |
| 203 | 401-5354-460.000.02 | Repairs & Maintenance: Vehicles | 1,347 | 2,000 | 2,000 | 0 |
| 204 | 401-5354-460.000.03 | Repairs & Maintenance: Equipment | 797 | 2,000 | 2,000 | 0 |
| 205 | 401-5354-510.000.01 | Office Supplies | 546 | 1,500 | 1,000 | (500) |
| 206 | 401-5354-510.000.03 | Office Furnishings | 800 | 2,000 | 800 | (1,200) |
| 207 | 401-5354-520.000.01 | Employee Clothing/Uniforms | 1,500 | 1,500 | 1,500 | 0 |
| 208 | 401-5354-520.005.00 | Supplies & Tools | 18,500 | 20,000 | 18,000 | (2,000) |
| 209 | 401-5354-520.005.00 | Safety Supplies | 0 | 0 | 2,000 | 2,000 |
| 210 | 401-5354-520.006.00 | Immunizations | 731 | 1,000 | 1,000 | 0 |
| 211 | 401-5354-520.010.00 | Fuel | 3,158 | 5,000 | 5,000 | 0 |
| 212 | 401-5354-641.000.00 | Capital Outlay: Vehicles | 0 | 0 | 26,000 | 26,000 |
| | | **Total Dept 5354 - MAINTENANCE** | **415,356** | **531,026** | **586,852** | **55,826** |
| | | | | | | |
| | **Dept 5900 - CAPITAL IMPROVEMENTS** | | | | | |
| 213 | 401-5900-311.000.12-2019-002 | Professional Services-Misc Consulting | 6,300 | 0 | 12,000 | 12,000 |
| 214 | 401-5900-311.006.00 | Professional Services - Engineering | 1,855 | 0 | 0 | 0 |
| 215 | 401-5900-311.006.00-2018-001 | Engineering: Solar | 31,581 | 15,535 | 20,000 | 4,465 |
| 216 | 401-5900-311.006.00-2018-005 | Engineering: Vac Sta Fire Suppression | 8,659 | 18,400 | 12,250 | (6,150) |
| 217 | 401-5900-311.006.00-2018-007 | Engineering: Vac Trailer&VPS Piping Mod | 11,061 | 7,500 | 10,000 | 2,500 |
| 218 | 401-5900-311.006.00-2019-001 | Engineering: CCC, Concrete Repair, Cover | 5,018 | 0 | 0 | 0 |
| 219 | 401-5900-311.006.00-2019-002 | Engineering: Fire Suppression @ WWTP | 16,191 | 14,400 | 16,000 | 1,600 |
| 220 | 401-5900-311.006.00-2019-003 | Engineering:Steel Storage Building Vac E | 15,011 | 0 | 0 | 0 |

| | GL NUMBER | DESCRIPTION | Projected for FY20 | FY20 ADOPTED BUDGET | Requested for FY21 Budget | Increase/Decrease from FY20 Budget |
|---|---|---|---|---|---|---|
| 221 | 401-5900-311.006.00-2019-006 | Engineering: Solar Demonstration Project | 2,198 | 6,357 | 0 | (6,357) |
| 222 | 401-5900-311.006.00-2019-009 | Engineering: Shallow Gravity Well | 12,343 | 6,000 | 0 | (6,000) |
| 223 | 401-5900-311.006.00-2020-001 | Engineering: Solar Vacuum Stations | 8,804 | 8,108 | 20,000 | 11,892 |
| 224 | 401-5900-311.006.00-2020-002 | Engineering: Fire Suppression Admin | 475 | 5,000 | 2,000 | (3,000) |
| 225 | 401-5900-630.000.00-2017-003 | Capital Outlay: Capital Upgrade Project | 93,634 | 0 | 0 | 0 |
| 226 | 401-5900-630.000.00-2018-001 | Capital Outlay: Solar | 0 | 1,437,200 | 1,597,805 | 160,605 |
| 227 | 401-5900-630.000.00-2018-005 | Capital Outlay: Vac Station Fire Detection & Suppression | 170,766 | 409,802 | 45,000 | (364,802) |
| 228 | 401-5900-630.000.00-2018-007 | Capital Outlay:Vac Trailer/VPS PipingMod | 0 | 144,384 | 144,384 | 0 |
| 229 | 401-5900-630.000.00-2019-001 | Capital Outlay: CCC, Concrete Repairs | 41,153 | 0 | 0 | 0 |
| 230 | 401-5900-630.000.00-2019-002 | Capital Outlay: Fire Suppression @ WWTP | 296,000 | 320,954 | 20,000 | (300,954) |
| 231 | 401-5900-630.000.00-2019-003 | Capital Outlay:Steel Storage Build Vac E | 52,242 | 0 | 0 | 0 |
| 232 | 401-5900-630.000.00-2019-007 | Capital Outlay: Database | 27,310 | 124,725 | 97,415 | (27,310) |
| 233 | 401-5900-630.000.00-2019-009 | Capital Outlay: Shallow Gravity Well | 59,500 | 105,000 | 0 | (105,000) |
| 234 | 401-5900-630.000.00-2020-001 | Capital Outlay: Solar Vacuum Stations | 0 | 504,464 | 562,330 | 57,866 |
| 235 | 401-5900-630.000.00-2020-002 | Capital Outlay: Fire Suppression Admin | 30,000 | 68,000 | 30,000 | (38,000) |
| 236 | 401-5900-650.003.00-SvcConRv | Service Connection Construction Revision | 75,665 | 90,000 | 245,000 | 155,000 |
| 237 | New Capital | Capital Outlay: Flushing Ports with Pressure Gauges (Qty 2) | 0 | 0 | 10,000 | 10,000 |
| 238 | New Capital | Capital Outlay, Odor Control Vac A | 0 | 0 | 50,000 | 50,000 |
| 239 | New Capital | KLWTD Tanks Coating (3 SBR; 1 EQ; 1 Digester, 1 Headworks) | 0 | 0 | 632,500 | 632,500 |
| 240 | New Capital | Spare injection well pump and new VFD | 0 | 0 | 43,500 | 43,500 |
| 241 | New Capital | Effluent Injection Pump Repair (2) | 0 | 0 | 73,000 | 73,000 |
| | | **Total Dept 5900 - CAPITAL IMPROVEMENTS** | **965,766** | **3,285,829** | **3,643,184** | **357,355** |
| | | | | | | |
| | | | | | | |
| | | **TOTAL REVENUES** | **16,312,432** | **19,158,229** | **18,597,344** | **(560,885)** |
| | | **TOTAL EXPENDITURES** | **16,027,025** | **19,158,229** | **18,597,344** | **(560,885)** |
| | | **NET OF REVENUES, OTHER SOURCES & EXPENDITURES** | **285,407** | | | |

**RESOLUTION NO. 0xxxxx**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, LOCATED IN MONROE COUNTY, FLORIDA, ADOPTING THE BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2021 FOR THE DISTRICT; PROVIDING FOR THE GENERAL MANAGER TO EXPEND FUNDS ON BEHALF OF THE DISTRICT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to the Key Largo Wastewater Treatment District Act (Ch. 2002-337, Laws of Florida, as amended) (the "Act"), the business and affairs of the Key Largo Wastewater Treatment District (the "District") are conducted and administered by its five-member Board of Commissioners (the "Board"); and

**WHEREAS**, the Board has those administrative duties set forth in the Act and in chapter 189, Florida Statutes, as the both may from time to time be amended; and

**WHEREAS**, pursuant to the Act and section 189.418(3), Florida Statutes, the Board has the power and the duty to adopt a budget by resolution each fiscal year.

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

**Section 1. ADOPTION OF THE BUDGET AND AUTHORIZATION TO EXPEND FUNDS.**

(A) The District Utility System Budget for the Fiscal Year ending September 30, 2021, attached hereto as Exhibit "A" is incorporated herein and is hereby adopted.

(B) Subject to the limitation in Section 1(G), below, the General Manager is hereby authorized to expend funds of the District for official purposes of the operation, maintenance, billing, customer services, construction, debt service payment, capital improvements and other business activities of the District in accordance with the adopted Budget.

(C) The amounts shown within the budget are established as a target level for each specific type of revenue or expenditure indicated. Recognizing that the items listed in the Budget may actually be higher or lower than those estimates, the Director of Finance is authorized to reallocate the adopted Budget within each department. Allocation of funds from one department to another is prohibited. Only the Board is authorized to increase the budgeted amounts for a department.

(D) The General Manager is authorized to spend funds not in the Budget in the event of an emergency related to the KLWTD Utility System, which the General Manager reasonably believes may result in: danger or injury to persons; damage to assets of the District; or the inability of the district to provide wastewater services. As soon as possible thereafter, the General Manager or Director of Finance shall report to the Chairman of the Board any such actions taken or to be taken in such circumstances. However, such communication shall occur no later than 24 hours after such actions or events.

(E) The Director of Finance shall notify the Board when he or she determines that the actual revenues of the utility system are likely to be less than those indicated in the adopted Budget and shall also prepare a proposed revised Budget for the Board's review and consideration.

(F) Pursuant to Resolution 01-01-05, any disbursement in excess of $10,000, other than emergency contracts as provided in Sections 1(E) of this Resolution, must be approved by the Board prior to entering into such a contract.

(G) Pursuant to Resolution 01-01-05, except for emergency expenditures under Section 1(E), above, any work order equal to or in excess of $10,000 for a professional services contract previously approved by the Board, must be approved by the Board prior to accepting such a work order.

(H) The Board authorizes the General Manager and the Director of Finance to do all acts and things required of them by this Resolution and the Budget for the full, punctual, and complete performance thereof, and the Chairman and each member of the Board, officers, attorneys, and other agents of the District are hereby authorized and directed to execute and deliver any and all papers and instruments and to do and cause to be done all acts and things necessary or proper for carrying out the Budget and transactions contemplated by this Resolution, or Florida Statues.

(I) In the absence of a Director of Finance, the Board may appoint an individual or entity to act on behalf of the Director of Finance and, in such case, all duties and responsibilities listed above of the Director of Finance shall inherently become the duties of that individual or entity.

**Section 2. APPLICABILITY AND EFFECTIVE DATE.**

This resolution shall take effect upon adoption by the Board of Commissioners.

INTENTIONALLY LEFT BLANK

**RESOLVED AND ADOPTED this ___ of _____ 2020.**

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

| | AYE | NAY |
|---|---|---|
| Chairman David Asdourian | ____ | ____ |
| Commissioner Susan Heim | ____ | ____ |
| Commissioner Nicolas Rodriguez | ____ | ____ |
| Commissioner Andrew Tobin | ____ | ____ |
| Commissioner Robert Majeska | ____ | ____ |

The Chairman thereupon declared Resolution No. _____ duly passed and adopted the ____ day of _____, 2020

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY:_____

David Asdourian

ATTEST:

_____

Clerk, Diane Bockelman

Approved to as to form and legal sufficiency:

_____

General Counsel, Nicholas W. Mulick

SEAL

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

Meeting Date: September 1, 2020

Agenda Item Number: I-1

Agenda Item Type: Resolution

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Legal

Sponsor: Nick Mulick

Subject:

**Amendment of 2006 Assessment Roll**

Summary of Discussion:

One parcel was subdivided from an actively assessed parcel. The new parcel will be assessed on the 2006 Assessment Roll the same roll as the parent parcel.

**Reviewed / Approved**

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

**Financial Impact**

$ 4,970.00

Income

Funding Source:

Assessment Revenue

Budgeted:

No

**Attachments**

1. Resolution to Amend the 2006 Assessment Roll

**Approved By:** _____ **Date:** 8-27-2020

General Manager

**RESOLUTION NO. ___-2020**

**A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE 2006 FINAL ASSESSMENT RESOLUTION (RESOLUTION 28-08-06) RELATING TO THE CONSTRUCTION AND FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE TERMS AND CONDITIONS OF PROPOSED SPECIAL ASSESSMENTS TO FUND THE FACILITIES AND THE METHOD OF THEIR COLLECTION; ESTABLISHING PROCEDURES FOR CORRECTION OF ERRORS AND OMISSIONS IN ASSESSMENT ROLLS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on August 9, 2006, the Key Largo Wastewater Treatment District ("District") adopted the 2006 Final Assessment Resolution (No. 28-08-06); and

**WHEREAS**, the District assessed those tax parcel described in Exhibit 3.01 of Resolution No. 28-08-06 ("Assessment Roll"); and

**WHEREAS**, the tax parcel in Section 1 below described as "Parent Parcel" was assessed as part of Resolution No. 28-08-06; and

**WHEREAS**, the District has been advised by the Monroe County Property Appraiser that the owner of the Parent Parcel has taken the appropriate action to split the Parent Parcel; and

**WHEREAS**, that split has created one new tax parcel to which has been assigned a separate Parcel ID No. described as "New Parcel" in Section 1 below; and

**WHEREAS**, the New Parcel will be added to the Assessment Roll.

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

**Section 1.**

**PARENT PARCEL**

| | |
|---|---|
| **PARCEL ID:** | **00538760-000000** |
| **AK NO.** | **1662275** |
| **PARCEL DESCRIPTION:** | **Lot 14, Block 3, OCEAN ISLE ESTATES, according to the plat thereof, as recorded in Plat Book 5, Page 14 of the Public Records of Monroe County, Florida.** |

**NEW PARCEL**

| | |
|---|---|
| **PARCEL ID:** | **00538760-000100** |
| **AK NO.** | **9104546** |
| **PARCEL DESCRIPTION:** | **Lot 15, Block 3, OCEAN ISLE ESTATES, according to the plat thereof, as recorded in Plat Book 5, Page 14 of the Public Records of Monroe County, Florida.** |
| **EDU** | **1.0** |

**BEGINNING BALANCE $4,970.00**

**Section 2.** 2006 FINAL ASSESSMENT RESOLUTION AMENDED. The 2006 Final Assessment Resolution is hereby amended to include the parcel described as New Parcel in Section 1 above.

**Section 3.** 2006 FINAL ASSESSMENT ROLL AMENDED. The Assessment Roll, as described in Exhibit 3.01 of the 2006 Final Assessment Resolution (No. 28-08-06) is hereby amended to include the parcel described as New Parcel in Section 1 above.

**Section 4.** 2006 FINAL ASSESSMENT RESOLUTION IN EFFECT. Except as modified, supplemented, and amended herein, the 2006 Final Assessment Resolution (No. 28-08-06), and all previous amendments duly adopted by the District, shall remain in full force and effect.

**Section 5.** APPLICABILITY AND EFFECTIVE DATE. This resolution shall take effect upon adoption by the Board of Commissioners.

RESOLVED AND ADOPTED THIS 1st DAY OF SEPTEMBER 2020

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

| | AYE | NAY |
|---|---|---|
| Chairman Asdourian | ____ | ____ |
| Commissioner Heim | ____ | ____ |
| Commissioner Majeska | ____ | ____ |
| Commissioner Rodriguez | ____ | ____ |
| Commissioner Tobin | ____ | ____ |

The Chairman thereupon declared this Resolution duly passed and adopted the 1ST day of September 2020.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: _____
David Asdourian, Chairman

*Approved to as to form and legal sufficiency:*

ATTEST:

_____
Diane Bockelman, District Clerk

_____
Nicholas W. Mulick, General Counsel

SEAL

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

Meeting Date: September 1, 2020

Agenda Item Number: I-2

Agenda Item Type: Resolution

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Legal

Sponsor: Nick Mulick

Subject:

**Amendment of 2007 Assessment Roll**

Summary of Discussion:

Six parcels were subdivided from actively assessed parcels. The new parcels will be assessed on the 2007 Assessment Roll, the same roll as the parent parcels.

**Reviewed / Approved**

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

**Financial Impact**

$ 30,300.00

Income

Funding Source:

Assessment Revenue

Budgeted:

No

**Attachments**

Resolution to amend 2007 Assessment Roll

**Approved By:** _____ **Date:** 8.27-2020

General Manager

**RESOLUTION NO. ___-2020**

**A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE 2007 FINAL ASSESSMENT RESOLUTION (RESOLUTION 11-08-07) RELATING TO THE CONSTRUCTION AND FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE TERMS AND CONDITIONS OF PROPOSED SPECIAL ASSESSMENTS TO FUND THE FACILITIES AND THE METHOD OF THEIR COLLECTION; ESTABLISHING PROCEDURES FOR CORRECTION OF ERRORS AND OMISSIONS IN ASSESSMENT ROLLS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on August 21, 2007, the Key Largo Wastewater Treatment District ("District") adopted the 2007 Final Assessment Resolution (No. 11-08-07); and

**WHEREAS**, the District assessed those tax parcels described in Exhibit 3.01 of Resolution No. 11-08-07 ("Assessment Roll"); and

**WHEREAS**, the tax parcels in Section 1 below described as "Parent Parcel" were assessed as part of Resolution No. 11-08-07; and

**WHEREAS**, the District has been advised by the Monroe County Property Appraiser that the owners of the Parent Parcels have taken the appropriate action to split the Parent Parcel; and

**WHEREAS**, that split has created six new tax parcels to which have been assigned separate Parcel ID Nos. described as "New Parcel" in Section 1 below; and

**WHEREAS**, the New Parcel will be added to the Assessment Roll.

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

**Section 1.**

**PARENT PARCEL 1**

| | |
|---|---|
| **PARCEL ID:** | **00473710-000000** |
| **AK NO.** | **1580830** |
| **PARCEL DESCRIPTION:** | **Lot 9, Block 17, LARGO SOUND PARK, according to the Plat thereof as recorded in Plat Book 3, Page 111, of the Public Records of Monroe County, FL** |

**NEW PARCEL**

| | |
|---|---|
| **PARCEL ID:** | **00473710-000100** |
| **AK NO.** | **9104493** |
| **PARCEL DESCRIPTION:** | **Lot 8, Block 17, LARGO SOUND PARK, according to the Plat thereof as recorded in Plat Book 3, Page 111, of the Public Records of Monroe County, FL.** |
| **EDU** | **1.0** |

**BEGINNING BALANCE** **$5,050.00**

**NEW PARCEL**

**PARCEL ID:** **00513580-000200**
**AK NO.** **9104494**
**PARCEL DESCRIPTION:** **Lot 10, Block 17, LARGO SOUND PARK, according to the Plat thereof as recorded in Plat Book 3, Page 111, of the Public Records of Monroe County, FL**
**EDU** **1.0**
**BEGINNING BALANCE** **$5,050.00**

**PARENT PARCEL 2**

**PARCEL ID:** **00549120-000000**
**AK NO.** **1672602**
**PARCEL DESCRIPTION:** **Lot 19, Block 8, TWIN LAKES, according to the Plat thereof, recorded in Plat Book 3, Page 160, of the Public Records of Monroe County, FL**

**NEW PARCEL**

**PARCEL ID:** **00549120-000100**
**AK NO.** **9104495**
**PARCEL DESCRIPTION:** **Lot 1, Block 8, TWIN LAKES, according to the Plat thereof, recorded in Plat Book 3, Page 160, of the Public Records of Monroe County, FL.**
**EDU** **1.0**
**BEGINNING BALANCE** **$5,050.00**

**PARENT PARCEL 3**

**PARCEL ID:** **00509300-000000**
**AK NO.** **1628620**
**PARCEL DESCRIPTION:** **Lot 22, Block 4, LARGO CITY, according to the Plat thereof, recorded in Plat Book 4, Page 142, of the Public Records of Monroe County, FL**

**NEW PARCEL**

**PARCEL ID:** **00509300-000100**
**AK NO.** **9104547**
**PARCEL DESCRIPTION:** **Lot 21, Block 4, LARGO CITY, according to the Plat thereof, recorded in Plat Book 4, Page 142, of the Public Records of Monroe County, FL**
**EDU** **1.0**
**BEGINNING BALANCE** **$5,050.00**

**NEW PARCEL**

**PARCEL ID:** **00509300-000200**
**AK NO.** **9104548**
**PARCEL DESCRIPTION:** **Lot 23, Block 4, LARGO CITY, according to the Plat thereof, recorded in Plat Book 4, Page 142, of the Public Records of Monroe County, FL**
**EDU** **1.0**
**BEGINNING BALANCE** **$5,050.00**

**PARENT PARCEL 4**

| | |
|---|---|
| **PARCEL ID:** | **00476170-000000** |
| **AK NO.** | **1583294** |
| **PARCEL DESCRIPTION:** | **Lots 4 and 5, Block 11, LARGO SOUND VILLAGE, according to the Plat thereof, recorded in Plat Book 4, Page 92, of the Public Records of Monroe County, FL** |

**NEW PARCEL**

| | |
|---|---|
| **PARCEL ID:** | **00476170-000100** |
| **AK NO.** | **9104545** |
| **PARCEL DESCRIPTION:** | **Lot 19, Block 11 LARGO SOUND VILLAGE, according to the Plat thereof, recorded in Plat Book 4, Page 92, of the Public Records of Monroe County, FL** |
| **EDU** | **1.0** |
| **BEGINNING BALANCE** | **$5,050.00** |

**Section 2.** 2007 FINAL ASSESSMENT RESOLUTION AMENDED. The 2007 Final Assessment Resolution is hereby amended to include the parcels described as New Parcel in Section 1 above.

**Section 3.** 2007 ASSESSMENT ROLL AMENDED. The Assessment Roll, as described in Exhibit 3.01 of the 2007 Final Assessment Resolution (No. 11-08-07) is hereby amended to include the parcel described as New Parcel in Section 1 above.

**Section 4.** 2007 FINAL ASSESSMENT RESOLUTION IN EFFECT. Except as modified, supplemented, and amended herein, the 2007 Final Assessment Resolution (No. 11-08-07), and all previous amendments duly adopted by the District, shall remain in full force and effect.

**Section 5.** APPLICABILITY AND EFFECTIVE DATE. This resolution shall take effect upon adoption by the Board of Commissioners.

RESOLVED AND ADOPTED THIS 1ST DAY OF SEPTEMBER 2020

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

| | AYE | NAY |
|---|---|---|
| Chairman Asdourian | ____ | ____ |
| Commissioner Heim | ____ | ____ |
| Commissioner Majeska | ____ | ____ |
| Commissioner Rodriguez | ____ | ____ |
| Commissioner Tobin | ____ | ____ |

The Chairman thereupon declared this Resolution duly passed and adopted the 1ST day of September 2020.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: _____
David Asdourian, Chairman

*Approved to as to form and legal sufficiency:*

ATTEST:

_____
Diane Bockelman, District Clerk

_____
Nicholas W. Mulick, General Counsel

SEAL

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

Meeting Date: September 1, 2020

Agenda Item Number: I-3

Agenda Item Type: Resolution

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Legal

Sponsor: Nick Mulick

Subject:

**Amendment of 2009 Assessment Roll**

Summary of Discussion:

Two parcels were subdivided from actively assessed parcels. The new parcels will be assessed on the 2009 Assessment Roll, the same roll as the parent parcels.

**Reviewed / Approved**

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

**Financial Impact**

$ 10,400.00

Income

Funding Source:

Assessment Revenue

Budgeted:

No

**Attachments**

1. Resolution to amend 2009 Assessment Roll

**Approved By:** _____ **Date:** 8-27-2020

General Manager

**RESOLUTION NO. ___-2020**

**A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE 2009 FINAL ASSESSMENT RESOLUTION (RESOLUTION 20-05-09) RELATING TO THE CONSTRUCTION AND FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE TERMS AND CONDITIONS OF PROPOSED SPECIAL ASSESSMENTS TO FUND THE FACILITIES AND THE METHOD OF THEIR COLLECTION; ESTABLISHING PROCEDURES FOR CORRECTION OF ERRORS AND OMISSIONS IN ASSESSMENT ROLLS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on May 19, 2009, the Key Largo Wastewater Treatment District ("District") adopted the 2009 Final Assessment Resolution (No. 20-05-09); and

**WHEREAS**, the District assessed those tax parcels described in Exhibit 3.01 of Resolution No. 20-05-09 ("Assessment Roll"); and

**WHEREAS**, the tax parcels in Section 1 below described as "Parent Parcel" were assessed as part of Resolution No. 20-05-09; and

**WHEREAS**, the District has been advised by the Monroe County Property Appraiser that the owners of the Parent Parcels have taken the appropriate action to split the Parent Parcel; and

**WHEREAS**, that split has created two new tax parcels to which have been assigned separate Parcel ID Nos. described as "New Parcel" in Section 1 below; and

**WHEREAS**, the New Parcels will be added to the Assessment Roll.

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

**Section 1.**

**PARENT PARCEL 1**

| | |
|---|---|
| **PARCEL ID:** | **00557130-000000** |
| **AK NO.** | **1683434** |
| **PARCEL DESCRIPTION:** | **Lot 4 Less the East 16 feet, SUNNY HAVEN, according to the Plat thereof, as recorded in Plat Book 1, at Page 185, of the Public Records of Monroe County, Florida.** |

**NEW PARCEL**

| | |
|---|---|
| **PARCEL ID:** | **00557130-000100** |
| **AK NO.** | **9104287** |
| **PARCEL DESCRIPTION:** | **Lot 5, SUNNY HAVEN, according to the Plat thereof, as recorded in Plat Book 1, at Page 185, of the Public Records of Monroe County, Florida.** |
| **EDU** | **1.0** |

**BEGINNING BALANCE** **$5,200.00**

**PARENT PARCEL 2**

**PARCEL ID:** **00485690-000000**
**AK NO.** **1595276**
**PARCEL DESCRIPTION:** **Lot 20, Block 4, LIME GROVE ESTATES SECTION ONE, according to the Plat thereof as recorded in Plat Book 5, Page 54, of the Public Records of Monroe County, Florida.**

**NEW PARCEL**

**PARCEL ID:** **00485690-00100**
**AK NO.** **9104405**
**PARCEL DESCRIPTION:** **Lot 21, Block 4, LIME GROVE ESTATES SECTION ONE, according to the Plat thereof as recorded in Plat Book 5, Page 54, of the Public Records of Monroe County, Florida.**
**EDU** **1.0**
**BEGINNING BALANCE** **$5,200.00**

**Section 2.** 2009 FINAL ASSESSMENT RESOLUTION AMENDED. The 2009 Final Assessment Resolution is hereby amended to include the parcel(s) described as New Parcel in Section 1 above.

**Section 3.** 2009 ASSESSMENT ROLL AMENDED. The Assessment Roll, as described in Exhibit 3.01 of the 2009 Final Assessment Resolution (No. 20-05-09) is hereby amended to include the parcel(s) described as New Parcel in Section 1 above.

**Section 4.** 2009 FINAL ASSESSMENT RESOLUTION IN EFFECT. Except as modified, supplemented, and amended herein, the 2009 Final Assessment Resolution (No. 20-05-09), and all previous amendments duly adopted by the District, shall remain in full force and effect.

**Section 5.** APPLICABILITY AND EFFECTIVE DATE. This resolution shall take effect upon adoption by the Board of Commissioners.

RESOLVED AND ADOPTED THIS 1ST DAY OF SEPTEMBER 2020

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

| | AYE | NAY |
|---|---|---|
| Chairman Asdourian | ____ | ____ |
| Commissioner Heim | ____ | ____ |
| Commissioner Majeska | ____ | ____ |
| Commissioner Rodriguez | ____ | ____ |
| Commissioner Tobin | ____ | ____ |

The Chairman thereupon declared this Resolution duly passed and adopted the 1ST day of September 2020.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: _____
David Asdourian, Chairman

*Approved to as to form and legal sufficiency:*

ATTEST:

_____
Diane Bockelman, District Clerk

_____
Nicholas W. Mulick, General Counsel

SEAL

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

Meeting Date: September 1, 2020

Agenda Item Number: I-4

Agenda Item Type: Resolution

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Legal

Sponsor: Nick Mulick

Subject:

**Amendment of 2016 Assessment Roll**

Summary of Discussion:

Two parcel were subdivided from an actively assessed parcel. The new parcel will be assessed on the 2016 Assessment Roll, the same roll as the parent parcel.

**Reviewed / Approved**

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

**Financial Impact**

$ 11,680.00

Income

Funding Source:

Assessment Revenue

Budgeted:

No

**Attachments**

Resolution to amend 2016 Assessment Roll

**Approved By:** _____ **Date:** 8.27.2020

General Manager

**RESOLUTION NO. ___-2020**

**A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE 2016 FINAL ASSESSMENT RESOLUTION (RESOLUTION 10-08-16) RELATING TO THE CONSTRUCTION AND FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE TERMS AND CONDITIONS OF PROPOSED SPECIAL ASSESSMENTS TO FUND THE FACILITIES AND THE METHOD OF THEIR COLLECTION; ESTABLISHING PROCEDURES FOR CORRECTION OF ERRORS AND OMISSIONS IN ASSESSMENT ROLLS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on August 2, 2016, the Key Largo Wastewater Treatment District ("District") adopted the 2016 Final Assessment Resolution (No. 10-08-16); and

**WHEREAS**, the District assessed those tax parcels described in in Exhibit 3.01 of Resolution No. 10-08-16 ("Assessment Roll"); and

**WHEREAS**, the tax parcel in Section 1 below described as "Parent Parcel" was assessed as part of Resolution No. 10-08-16; and

**WHEREAS**, the District has been advised by the Monroe County Property Appraiser that the owner of the Parent Parcel has taken the appropriate action to split the Parent Parcel; and

**WHEREAS**, that split has created two new tax parcels to which have been assigned separate Parcel ID Nos. described as "New Parcel" in Section 1 below; and

**WHEREAS**, the New Parcels will be added to the Assessment Roll.

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

**Section 1.**

**PARENT PARCEL**

| | |
|---|---|
| **PARCEL ID:** | **00527680-000100** |
| **AK NO.** | **9098182** |
| **PARCEL DESCRIPTION:** | **Lot 10, Block 20, AMENDED PLAT OF KEY LARGO PARK, according to the Plat thereof, as recorded in Plat Book 3, at Page 62, of the Public Records of Monroe County, Florida.** |

**NEW PARCEL**

| | |
|---|---|
| **PARCEL ID:** | **00527680-000110** |
| **AK NO.** | **9104511** |
| **PARCEL DESCRIPTION:** | **Lot 11, Block 20, AMENDED PLAT OF KEY LARGO PARK, according to the Plat thereof, as recorded in Plat Book** |

| | |
|---|---|
| | **3, at Page 62, of the Public Records of Monroe County, Florida.** |
| **EDU** | **1.0** |
| **BEGINNING BALANCE** | **$5,840.00** |

**NEW PARCEL**

| | |
|---|---|
| **PARCEL ID:** | **00527680-000120** |
| **AK NO.** | **9104512** |
| **PARCEL DESCRIPTION:** | **Lot 12, Block 20, AMENDED PLAT OF KEY LARGO PARK, according to the Plat thereof, as recorded in Plat Book 3, at Page 62, of the Public Records of Monroe County, Florida.** |
| **EDU** | **1.0** |
| **BEGINNING BALANCE** | **$5,840.00** |

**Section 2.** 2016 FINAL ASSESSMENT RESOLUTION AMENDED. The 2016 Final Assessment Resolution is hereby amended to include the parcel described as New Parcel in Section 1 above.

**Section 3.** 2016 ASSESSMENT ROLL AMENDED. The Assessment Roll, as described in Exhibit 3.01 of the 2016 Final Assessment Resolution (No. 10-08-16) is hereby amended to include the parcel described as New Parcel in Section 1 above.

**Section 4.** 2016 FINAL ASSESSMENT RESOLUTION IN EFFECT. Except as modified, supplemented, and amended herein, the 2016 Final Assessment Resolution (No. 10-08-16), and all previous amendments duly adopted by the District, shall remain in full force and effect.

**Section 5.** APPLICABILITY AND EFFECTIVE DATE. This resolution shall take effect upon adoption by the Board of Commissioners.

RESOLVED AND ADOPTED THIS 1ST DAY OF SEPTEMBER 2020

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

| | AYE | NAY |
|---|---|---|
| Chairman Asdourian | ____ | ____ |
| Commissioner Heim | ____ | ____ |
| Commissioner Majeska | ____ | ____ |
| Commissioner Rodriguez | ____ | ____ |
| Commissioner Tobin | ____ | ____ |

The Chairman thereupon declared this Resolution duly passed and adopted the 1st day of September 2020.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: _____
David Asdourian, Chairman

*Approved to as to form and legal sufficiency:*

ATTEST:

_____
Diane Bockelman, District Clerk

_____
Nicholas W. Mulick, General Counsel

SEAL

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

Meeting Date: September 1, 2020

Agenda Item Number: I-5

Agenda Item Type: Resolution

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Legal

Sponsor: Nick Mulick

Subject:

**2020 Assessment Resolution**

Summary of Discussion:

The Board to consider approving the 2020 Assessment Resolution, setting the 2020 annual interest rate of 2.796% and System Development Charges: Plant Capacity Fee $2,285, Pipe Capacity Fee $1,345, Connection Fee $2,785.

| Reviewed / Approved | | Financial Impact | Attachments |
|---|---|---|---|
| Operations: | _____ | $ | 2020 Assessment Resolution |
| Administration: | _____ | | |
| Finance: | _____ | Funding Source: | |
| District Counsel: | _____ | Assessment Revenue | |
| District Clerk: | _____ | Budgeted: | |
| Engineering: | _____ | N/A | |

**Approved By:** _____ **Date:** 8-27-2020
General Manager

**RESOLUTION NUMBER NO. ___-2020**

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT RELATING TO SYSTEM DEVELOPMENT CHARGES AND ASSESSMENTS FOR 2020 FOR FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE ANNUAL INTEREST RATE FOR UNPAID ASSESSMENTS FOR 2020; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION MAY BE REFERRED TO AS THE "2020 ASSESSMENT RESOLUTION."

## ARTICLE I

## DEFINITIONS AND INTERPRETATION

**SECTION 1.01. DEFINITIONS.** As used in this Resolution, the following terms shall have the following meanings, unless the context hereof otherwise requires.

**"Annual Debt Service Component"** means the amount computed for each Tax Parcel pursuant to KLWTD Rules and Regulations Section 10.13(b).

"**Assessment**" means a charge imposed by the District against real property within the Assessment Area to fund the Capital Cost of Utility Improvements or the Operating Cost of Related Services, as provided for in the District Assessment resolutions. The Assessment may represent a portion of the total System Development Charge as calculated herein and in accordance with the Uniform Assessment Collections Act or may represent the entire System Development Charge where applicable.

**"Assessment Roll**" means a roll of Non-Ad Valorem charges prepared by the District and certified to the Monroe County Tax Collector for collection.

"**Assessment Area**" means the proposed initial Wastewater Assessment Area described in Section 4.01 hereof.

**"Board"** means the Board of Commissioners of the Key Largo Wastewater Treatment District.

**"Capital Cost"** means all or any portion of the expenses that are properly attributable to the acquisition, design, construction, installation, reconstruction, renewal, or replacement (including demolition, environmental mitigation, and relocation) of the Wastewater Management Facilities, and imposition of the Assessment under generally accepted accounting principles; and including reimbursement to the District for any funds advanced for Capital Cost and interest on any interfund, intrafund, or temporary construction loan for such purposes.

**"Collection Cost"** means the estimated cost to be incurred by the District during any Fiscal Year in connection with the collection of Assessments including, but not limited to, costs associated with billing and collection, financing charges, and other charges or costs associated with the use of the Uniform Assessment Collection Act.

**"District"** means the Key Largo Wastewater Treatment District.

**"District Obligation"** means an Original Obligation secured by proceeds of the Assessments.

**"Dwelling Unit"** means a single unit designated or intended for one-family occupancy (a household of one or more Persons), including, but not limited to, one single-family house, one-half of a duplex, one apartment, one residential condominium unit (whether in a single-unit building or a multiple-unit building), or one mobile home or recreational vehicle space not regulated under Chapter 513, F.S. An Employee Housing Unit that is part of a Commercial Accommodation facility is not a Dwelling Unit.

**"Equivalent Dwelling Unit"** or **"EDU"** means a system capacity equivalency unit corresponding to an average of one hundred and sixty-seven (167) gallons per day of potable water usage. This figure is computed in the manner described in Section 4.02 hereof. "Equivalent Dwelling Unit" or "EDU" means a system capacity equivalency unit corresponding to an average of one hundred and sixty-seven (167) gallons per Day of potable water usage.

**"Excluded Parcel"** means a Tax Parcel, as determined by the District, that will not receive a special benefit from construction of the District Wastewater Management Facilities and accordingly, not be included in the District's Tax Roll. To be designated as an Excluded Parcel, the Tax Parcel must not be improved with facilities or structures that generate, or might generate, sewage that will be managed by the District Wastewater Management Facilities.

**"Government Property"** means a Tax Parcel owned by the United States of America, the State of Florida, a county, a special district, a municipal corporation, or any of their respective agencies or political subdivisions.

"**Initial Prepayment Amount**" means the amount required to pay in full the System Development Charge for a particular Tax Parcel prior to being included in the Annual Assessment Roll as set forth in the applicable Assessment Resolution.

"**KLWTD Rules and Regulations**" means the Key Largo Wastewater Treatment District General Rules and Regulations as may from time to time be amended.

"**Laundromat**" means a stand-alone laundry business that provides self-service and non-self-service laundry facilities to the public, consisting of washing machines, dry cleaning machines, and clothing

dryers, in any combination. “Laundromat” does not include laundry facilities that are located in or otherwise associated with a Commercial Accommodation

**“Mixed-Use Tax Parcel”** means a Tax Parcel improved with a structure or group of structures, comprising one or more Dwelling Units, and one or more units that are not a Dwelling Unit, or a Laundromat.

**“Multi-Family, Residential Unique Parcel”** means a Residential Unique Parcel intended for more than one Dwelling Unit and less than seven Dwelling Units.

**“Non-Residential Tax Parcel”** means an improved Tax Parcel classified by the Property Appraiser as other than “residential”.

**“Original Obligation”** means that portion of a series of bonds or other evidence of indebtedness, including without limitation notes, commercial paper, capital leases, or any other obligations issued or incurred to finance the Project Cost of the District Wastewater Management Facilities.

**“Project Cost”** means (A) the aggregate Initial Prepayment Amount of all Tax Parcels subject to the Assessment prior to any prepayments, (B) the Transaction Cost associated with the District Obligations attributable to District Wastewater Management Facilities, (C) interest accruing on such District Obligations for such period of time as the District deems appropriate, (D) the debt service reserve fund or account, if any, established for the District Obligations attributable to District Wastewater Management Facilities, and (E) any other costs or expenses related thereto.

**“Property Appraiser”** means the Monroe County Property Appraiser.

**“Residential Tax Parcel”** means a Tax Parcel improved with a structure or structures that are comprised exclusively of Dwelling Units and their appurtenances, such as garages, sheds, swimming pools, and boat docks.

**“Single-Family, Residential Unique Parcel”** means a Unique Residential Parcel intended for a single Dwelling Unit.

**“State”** means the State of Florida.

**“System Development Charge”** or **“SDC”** means the District's charge to each owner of property. The SDC is expected to recover approximately 40% of the Capital Costs related to the construction of the Wastewater Management Facilities attributable to the Tax Parcels covered by this Resolution.

**“Tax Collector”** means the Monroe County Tax Collector.

**“Tax Parcel”** means a parcel of real property to which the Property Appraiser has assigned a distinct ad valorem property tax identification number.

**"Tax Roll"** means the real property ad valorem tax assessment roll maintained by the Monroe County Tax Collector for the purposes of the levy and collection of ad valorem taxes.

**"Transaction Cost"** means the costs, fees, and expenses incurred by the District in connection with the issuance and sale of any series of District Obligations, including without limitation (A) rating agency and other financing fees; (B) the fees and disbursement of bond counsel and disclosure counsel, if any; (C) the underwriter's discount; (D) the fees and disbursements of the District's financial advisor; (E) the costs of preparing and printing the District Obligations; (F) the fees payable in respect of any bond or reserve account insurance policy; (G) administrative, development, credit review, and all other fees associated with any pooled commercial paper or similar interim financing program; (H) any private placement fees; and (I) any other costs of a similar nature incurred in connection with the issuance of such District Obligations.

**"Uniform Assessment Collection Act"** means the method of collecting non-ad valorem assessments provided in Chapter 197.3632, Florida Statutes.

**"Residential Unique Parcel"** means a Single-Family Residential Tax Parcel that cannot connect to the District's sanitary sewer system by means of a gravity connection and which must tie directly into the District's force main via a Grinder Pump System. A Residential Unique Parcel does not include a residential multi-family Tax Parcel consisting of more than six Dwelling Units or a Tax Parcel for which the District has provided a connection point capable of receiving wastewater by gravity, such as a gravity collection system or a vacuum pit.

**"Vacant Parcel"** means a Tax Parcel that is unimproved with any structures or facilities such as quick-connect fixtures for recreational vehicles that might generate Wastewater, but does not include a Tax Parcel for which permits have been issued for construction.

**"Wastewater Management Facilities"** means all facilities acquired, designed, constructed, installed, reconstructed, renewed, or replaced by the District for the purpose of collecting, transporting, and treating wastewater and disposing of the byproducts of such treatment. In general, Wastewater Management Facilities may be characterized as one of three types: collection system, transmission main, and treatment plant.

**SECTION 1.02. INTERPRETATION.** Unless the context indicates otherwise, words importing the singular number include the plural number, and vice versa; the terms “hereof,” “hereby,” “herein,” “hereto,” “hereunder,” and similar terms refer to this Resolution; the term “hereafter” means after the effective date of this Resolution; the term “heretofore” means before, the effective date of this Resolution. Words of any gender include the correlative words of the other gender, unless the sense indicates otherwise.

## ARTICLE II

## FINDINGS

**SECTION 2.01. FINDINGS.** It is hereby ascertained, determined, and declared that:

A. Pursuant to the Key Largo Wastewater Treatment District Act (Chapter 2002-337, Florida Statutes), as amended, and the Uniform Special District Accountability Act of 1989 (Chapter 189, Florida Statutes), the Key Largo Wastewater Treatment District possesses, among other powers, the powers to:

1. Perform such acts as shall be necessary for the sound planning, acquisition, development, operation, and maintenance of a wastewater management system within the District, including all business facilities necessary and incidental thereto;
2. Adopt resolutions and policies as necessary for implementation, regulation, and enforcement, consistent with the purposes of the District;
3. Plan, develop, purchase or otherwise acquire, construct, reconstruct, improve, extend, enlarge, equip, repair, maintain, and operate any wastewater management system and facilities within the territorial limits of the District;
4. Assess and impose non-ad valorem assessments upon the lands in the District, as provided by the Key Largo Wastewater Treatment District Act and the Uniform Assessment Collection Act; and
5. Do all acts or things necessary or convenient to carry out the powers expressly granted in the Key Largo Wastewater Treatment District Act.

B. On or about December 19, 2017, the Board adopted a resolution expressing its intent to use the Uniform Method of Collecting Non-Ad Valorem Assessments.

C. The District has entered into written agreements with the Property Appraiser and the Tax Collector in connection with the assessment and collection of non-ad valorem assessments.

D. The District has entered into contracts for the design and construction of Wastewater Management Facilities to serve the District, including the portion of the District described in this Resolution as the Assessment Area, and these Wastewater Management Facilities will be designed and constructed.

E. Construction and operation of the Wastewater Management Facilities provide a special benefit to real property located within the Assessment Area by providing access to the sewer system, eliminating the present need for onsite sewage treatment and disposal facilities on the real property

located within the Assessment Area, eliminating existing illegal and inadequate onsite sewage treatment and disposal facilities on the real property located within the Assessment Area, and preventing further pollution of the ground water and surface waters under, on, and adjacent to the real property within the Assessment Area, whether that real property is connected to the District's sanitary sewer system or not.

F. The Assessment established by this Resolution has been the subject of considerable research into the projected needs of the District for capital funding using the various possible methods of determining the amount of System Development Charges ("SDCs") for the apportionment of Capital Costs among the properties to be assessed. Among other things, the Board contracted with Public Resources Management Group, Inc. ("PRMG") to conduct a study and make recommendations as to wastewater rates and SDC's. On or about May 31, 2005, PRMG delivered to the Board the results of its study in a document entitled "Financial Forecast and Wastewater Rate Analysis." The Board held a public hearing on July 3, 2005 to receive public comments on the proposed wastewater rates and SDC's.

G. As a result of those efforts, on July 20, 2005, the Board accepted the PRMG recommendations, and adopted a method of calculation of SDC's to be imposed against real property located within the Assessment Area. The amounts to be collected as SDC's total approximately 40% of the Capital Cost of District Wastewater Management Facilities constructed, and to be constructed, by the District and allocated to the Tax Parcels covered by this Resolution.

H. At that time, the Board established a special classification for Laundromats for the purpose of calculating SDC's. The District determined that, for that purpose only, a Laundromat is to be counted as having one EDU. This determination was based on the Board's finding that the vast majority of Laundromat customers are either residents of the District or guests at hotels, motels, and other guest accommodations within the District and that the SDC's to be paid on account of those residences and guest accommodations will be sufficient to provide capacity for sewage generated by Laundromats.

I. The District has designed the Wastewater Management Facilities in a way that is most economical and cost-effective for the District, as a whole. Although the District has provided the vast majority of residential Tax Parcels with connection points capable of receiving wastewater by gravity, the District has not provided gravity connection points for Residential Unique Parcels. The Board finds that it is fair and reasonable to provide low pressure wastewater transmission equipment,

commonly referred to as grinder pumps, to the Residential Unique Parcels. Further, the Board finds that is in the best interests of the District for the District to install the low pressure equipment and associated piping needed to connect the Residential Unique Parcels to the Wastewater Management Facilities and to maintain the low pressure equipment and associated piping installed by the District as described herein.

J. The Board hereby reaffirms its findings and determinations as described above. In addition, District Staff has conducted research and inspections of properties within the Assessment Area, and has developed classifications of service for the purpose of setting monthly rates. The Board adopts classifications of service for the purpose of SDC's and Assessments, as further described below. Further, the Board has determined that it is appropriate to increase the amounts of SDC's in order to take into account inflation since the 2005 Final Assessment Resolution.

K. The Board has determined that the method for calculating SDC's described below is a fair and reasonable apportionment of costs among the properties to be assessed under this Resolution.

L. The use of the Uniform Assessment Collection Act is a convenient and secure method to ensure collection of all SDC's to be collected by the District. Use of this method will enhance the ability of the District to borrow funds at reasonable rates in order to further develop and expand the Wastewater Management Facilities.

M. The Assessment established by this Resolution is imposed by the District, and not by Monroe County. Any activity of the Property Appraiser or Tax Collector in connection with this Resolution and the non-ad valorem assessment shall be solely ministerial.

## ARTICLE III
## ASSESSMENT ROLL

**SECTION 3.01. ASSESSMENT ROLL.** No Tax Parcels are being initially assessed in and by this "2020 ASSESSMENT RESOLUTION." Pursuant to KLWTD RESOLUTION NO. 12-2020, 13-2020, 14-2020, 15-2020 previously assessed Tax Parcels have been split to create new parcels, and the Non-Ad Valorem Assessment Rolls have been adjusted accordingly.

## ARTICLE IV

## GENERAL PROVISIONS WITH RESPECT TO ASSESSMENTS

**SECTION 4.01. DESCRIPTION OF PROPOSED ASSESSMENT AREA.**

A. The District's Service area includes the territory consisting of the island of Key Largo, including all lands east of Tavernier Creek, including Tavernier, Key Largo all in Monroe County, Florida with the exception of:
   1. All areas north of Summerland Road on US-1, and
   2. All areas north of Charlemagne Blvd on County Road 905 including Ocean Reef.

**SECTION 4.02. INITIAL PREPAYMENT AMOUNT.** The Initial Prepayment Amount for each Tax Parcel covered by this Resolution is equal to the System Development Charge ("SDC") calculated for that Tax Parcel. SDCs and System Impact Charges ("SICs") are calculated according to the Tax Parcel's classification as follows:

A. Residential Tax Parcels. For residential wastewater Service, the SDC is the sum of:
   1. $2,285 per Dwelling Unit for wastewater treatment plant capacity, plus
   2. $1,345 per Dwelling Unit for force main – pipe capacity, plus
   3. $2,785 per connection for connection to the wastewater system.

B. Non-Residential Tax Parcels. For non-residential wastewater service, the SDC is the sum of:
   1. $2,285 per EDU for wastewater treatment plant capacity;
   2. $1,345 per EDU for force main – pipe capacity; plus
   3. $2,785 per connection or actual cost of connection, whichever is greater, for connection to the wastewater system.
   4. EDUs shall be calculated using the methodology indicated in the KLWTD Rules and Regulations.

C. Laundromats. For purposes of calculating SDC's, a Laundromat shall be counted as one EDU, regardless of actual historic water consumption.

D. Mixed-Use Tax Parcels. For mixed-use wastewater service, the SDC is the sum of:
   1. $2,285 per EDU for wastewater treatment plant capacity;
   2. $1,345 per EDU for force main – pipe capacity; plus
   3. $2,785 per connection or actual cost of connection, whichever is greater, for connection to the wastewater system.

4. EDUs shall be calculated using the methodology indicated in the KLWTD Rules and Regulations.

E. Residential Unique Parcel. For a Residential Unique Parcel, the SDC is the sum of:
   1. $2,285 per Dwelling Unit for wastewater treatment plant capacity, plus
   2. $1,345 per Dwelling Unit for force main – pipe capacity, plus
   3. $2,785 per connection for connection to the wastewater system; plus
   4. $3,735 per grinder pump for low pressure equipment.

F. Vacant Parcel. The initial SDC for a Vacant Parcel will be the same as the SDC for a Residential Tax Parcel improved with one Dwelling Unit. Upon development of the parcel, the District may revise the SDC to reflect actual or permitted construction.

**SECTION 4.03.** Provisions regarding the computation method, initial prepayment option, excluded parcels, subdivided and combined tax parcels, incorrectly assessed parcels, request for review of assessment and optional and mandatory prepayments are outlined in the KLWTD Rules and Regulations Article X.

**SECTION 4.04. ANNUAL NON-AD VALOREM ASSESSMENT ROLL.**

A. The Annual Non-Ad Valorem Assessment Roll is the list of Tax Parcels participating in the annual payment program with an outstanding Assessment obligation.
B. This list consists of Tax Parcels identification information and the annual amount to be assessed as a Non-Ad Valorem Assessment on that parcel's Tax Bill.
C. Non-Ad Valorem Assessments shall be computed pursuant to the KLWTD Rules and Regulations and Article X.
D. The Assessments will be imposed for Tax Year 2020 and each succeeding Tax Year in which any portion of the Assessment obligation remains outstanding.
E. This Non-Ad valorem assessment roll shall be certified to the tax collector for collection in the manner authorized by the Uniform Assessment Collection Act.
F. The annual interest rate applicable to the Annual Debt Service Component calculation for Non-Ad Valorem Assessments levied in 2020 shall be 2.796% of the Adjusted Prepayment Amount. The annual interest rate applicable to each succeeding Tax Year shall be published prior to the certification of each annual non-ad valorem assessment roll.

## ARTICLE V

## GENERAL PROVISIONS

**SECTION 5.01. METHOD OF COLLECTION.** The Assessments shall be collected pursuant to Chapter 197.3632, Florida Statutes, The Uniform Assessment Collection Act.

**SECTION 5.02. SEVERABILITY.** If any clause, section, or provision of this Resolution shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of said Resolution shall be in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein.

**SECTION 5.03. CONFLICT.** In the event that any portion of this Resolution, or application thereof, conflicts with any State or Federal law, such State or Federal law shall prevail.

**EFFECTIVE DATE.** This Resolution shall take effect immediately upon its adoption by the District.

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

| | AYE | NAY |
|---|---|---|
| Chairman Asdourian | ____ | ____ |
| Commissioner Heim | ____ | ____ |
| Commissioner Majeska | ____ | ____ |
| Commissioner Rodriguez | ____ | ____ |
| Commissioner Tobin | ____ | ____ |

The Chairman thereupon declared this Resolution duly passed and adopted the 1st day of September 2020.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: _____
David Asdourian, Chairman

*Approved to as to form and legal sufficiency:*

ATTEST:

_____ _____

Diane Bockelman, District Clerk Nicholas W. Mulick, District Counsel

SEAL

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

Meeting Date: September 1, 2020

Agenda Item Number: I-6

Agenda Item Type: Resolution

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Customer Service

Sponsor: Diane Bockelman

Subject:

**Contiguous Vacant Waiver - AK#9104487 - Peter A Santi Trust**

Summary of Discussion:

Mr. Peter Santi requested wastewater service not be provided to AK# 9104487 and the assessment be removed.

**Reviewed / Approved**

Operations: _____

Customer Service: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

**Financial Impact**

$ 5,200.00

Expense Uncollected

Funding Source:

Assessment Revenue

Budgeted:

N/A

**Attachments**

1. Resolution XX-2020
2. Request for Waiver
3. Map

**Approved By:** _____ **Date:** 8.27.2020

General Manager

**RESOLUTION NO. ___-2020**

**A RESOLUTION OF THE KEY LARGO WASTEWATER TREATEMENT DISTRICT ("KLWTD") APPROVING THE REQUEST BY SANTI PETER A TRUST 02/12/2014 ("THE OWNER") FOR THE EXCLUSION OF ONE TAX PARCEL FROM THE 2009 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.___-2020, dated September 1, 2020; and

**WHEREAS,** in accordance with the provisions Section 10.04(a) of the KLWTD General Rules and Regulations ("KLWTD R&R"), the Owner has requested that the tax parcel be excluded from the 2009 Final Assessment and classified as Waived; and

**WHEREAS,** in accordance with Section 10.06(a)(i) of the KLWTD R&R, KLWTD is authorized to exclude from its non-ad valorem wastewater assessment roll, vacant tax parcel(s) immediately adjacent to a tax parcel served by and connected to KLWTD's central wastewater collections system; and

**WHEREAS**, pursuant to Section 10.06(b) of the KLWTD R&R, 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 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: 00485690-000100 AK NO.: 9104487

PARCEL DESCRIPTION: BK 4 LT 21, LIME GROVE ESTATES SECTION ONE, according to the plat thereof as recorded in Plat Book 5, Page 54 Public Records of Monroe County, Florida.

**Section 2**. *Recitals.* The above recitals are true and correct and incorporated into this Resolution by reference.

**Section 3.** *Approve Waiver.* The Board finds that there is good and sufficient cause to approve the Owner's request to waive their right to receive wastewater service to the Subject Tax Parcel and remove from the 2009 Final Assessment Roll.

**Section 4.** *Exclude Tax Parcel.* As of the effective date of this Resolution, the System Development Charge imposed on the Subject Tax Parcel shall be removed and the property classified as Waived.

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

RESOLVED AND ADOPTED THIS 1st DAY OF SEPTEMBER, 2020

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:

| | AYE | NAY |
|---|---|---|
| Chairman Asdourian | ____ | ____ |
| Commissioner Heim | ____ | ____ |
| Commissioner Majeska | ____ | ____ |
| Commissioner Rodriguez | ____ | ____ |
| Commissioner Tobin | ____ | ____ |

The Chairman thereupon declared this Resolution duly passed and adopted the 1st day of September, 2020.

KEY LARGO WASTEWATER TREATMENT DISTRICT

_____
David Asdourian, Chairman

*Approved to as to form*
*and legal sufficiency:*

ATTEST:

_____
Diane Bockelman, Clerk

_____
Nicholas W. Mulick, General Counsel

SEAL

RECEIVED
AUG 10 2020
KEY LARGO WASTEWATER TREATMENT DISTRICT

**Key Largo Wastewater Treatment District**
103355 Overseas Highway, Key Largo, FL 33037
Phone (305) 451-4019
www.klwtd.com

# Request for Wastewater Assessment Waiver or Exemption

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

**Property Owner of Record:** SANTI PETER A TRUST 2/12/2014

**Requested By*:** _____

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

**Email (optional):** PSANTI@UMN.EDU **Phone:** 651-707-4271

PARCEL 1

**RE/Parcel ID:** 00485690-000100 **Alternate Key:** 9104487

**Physical Location:** VACANT LAN DOVE Rd

PARCEL 2

**RE/Parcel ID:** _____ **Alternate Key:** _____

**Physical Location:** _____

PARCEL 3

**RE/Parcel ID:** _____ **Alternate Key:** _____

**Physical Location:** _____

I request a **WAIVER** of wastewater assessment for the parcel(s) listed above because:

- ☒ The parcel is vacant and immediately adjacent to an assessed parcel that is connected to the District's central wastewater collection system. *Section 10.06 (a)(i)* ***$200.00 administrative fee required.**
- ☐ The parcel is vacant and designated as Tier I. *Section 10.06 (a)(ii)* ***$200.00 administrative fee required.**
- ☐ The parcel is vacant and only receives an annual tax notice due to the wastewater assessment. *Section 10.06(a)(iv)*

CR644 ENC

I request an **EXEMPTION** of wastewater assessment for the parcel(s) listed above because:

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

☐ I am requesting a refund. Attached to this form is evidence supporting request for refund.

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

P. A. Santi 8/6/20

**Signature** **Date**

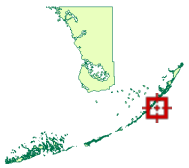
This completed request form may be emailed to customerservice@klwtd.com or submitted to the District office located at: 103355 Overseas Hwy, Key Largo, FL 33037.

qPublic.net™ Monroe County, FL

# Contiguous Vacant Waiver MM 95

AK# 9104487

Overview



Legend

- Centerline
- Easements
- Hooks
- Lot Lines
- Road Center
- Rights of Way
- Shoreline
- Condo Building
- Key Names
- Subdivisions
- Parcels

Date created: 8/10/2020
Last Data Uploaded: 8/10/2020 2:15:16 AM

Developed by Schneider GEOSPATIAL

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

Meeting Date: September 1, 2020

Agenda Item Number: I-7

Agenda Item Type: Resolution

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Customer Service

Sponsor: Diane Bockelman

Subject:

**Contiguous Vacant Waiver - AK#9104495 - Tirso and Maria Simo**

Summary of Discussion:

Ms. Maria Simo requested wastewater service not be provided to AK# 9104487 and the assessment be removed.

**Reviewed / Approved**

Operations: _____

Customer Service: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

**Financial Impact**

$ 5,050.00

Expense Uncollected

Funding Source:

Assessment Revenue

Budgeted:

N/A

**Attachments**

1. Resolution XX-2020
2. Request for Waiver
3. Map

**Approved By:** _____ **Date:** 8-27-2020

General Manager

**RESOLUTION NO. ___-2020**

**A RESOLUTION OF THE KEY LARGO WASTEWATER TREATEMENT DISTRICT ("KLWTD") APPROVING THE REQUEST BY TIRSO SIMO AND MARIA SIMO ("THE OWNERS") FOR THE EXCLUSION OF ONE TAX PARCEL FROM THE 2007 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.___-2020, dated September 1, 2020; and

**WHEREAS,** in accordance with the provisions Section 10.04(a) of the KLWTD General Rules and Regulations ("KLWTD R&R"), the Owners have requested that the tax parcel be excluded from the 2007 Final Assessment and classified as Waived; and

**WHEREAS,** in accordance with Section 10.06(a)(i) of the KLWTD R&R, KLWTD is authorized to exclude from its non-ad valorem wastewater assessment roll, vacant tax parcel(s) immediately adjacent to a tax parcel served by and connected to KLWTD's central wastewater collections system; and

**WHEREAS**, pursuant to Section 10.06(b) of the KLWTD R&R, the owners have certified and agreed that if they or any subsequent owner's later desire wastewater service to the Subject Tax Parcel, they must pay the full direct 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: 00549120-000100 AK NO.: 9104495

PARCEL DESCRIPTION: BK 8, LT 1, TWIN LAKES, according to the Plat thereof, recorded in Plat Book 3, Page 160, of the Public Records of Monroe County, FL.

**Section 2**. *Recitals.* The above recitals are true and correct and incorporated into this Resolution by reference.

**Section 3.** *Approve Waiver.* The Board finds that there is good and sufficient cause to approve the Owners request to waive their right to receive wastewater service to the Subject Tax Parcel and remove from the 2007 Final Assessment Roll.

**Section 4.** *Exclude Tax Parcel.* As of the effective date of this Resolution, the System Development Charge imposed on the Subject Tax Parcel shall be removed and the property classified as Waived.

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

RESOLVED AND ADOPTED THIS 1st DAY OF SEPTEMBER, 2020

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:

| | AYE | NAY |
|---|---|---|
| Chairman Asdourian | ____ | ____ |
| Commissioner Heim | ____ | ____ |
| Commissioner Majeska | ____ | ____ |
| Commissioner Rodriguez | ____ | ____ |
| Commissioner Tobin | ____ | ____ |

The Chairman thereupon declared this Resolution duly passed and adopted the 1st day of September, 2020.

KEY LARGO WASTEWATER TREATMENT DISTRICT

_____
David Asdourian, Chairman

*Approved to as to form*
*and legal sufficiency:*

ATTEST:

_____
Diane Bockelman, Clerk

_____
Nicholas W. Mulick, General Counsel

SEAL

**Key Largo Wastewater Treatment District**
103355 Overseas Highway, Key Largo, FL 33037
Phone (305) 451-4019
www.klwtd.com

# Request for Wastewater Assessment Waiver or Exemption

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

**Property Owner of Record:** Tirso D. & Maria V. Simo.

**Requested By*:** Maria Simo

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

**Email (optional):** mavi0923@live.com **Phone:** 305-968-5016

PARCEL 1

**RE/Parcel ID:** 00549120.000100 **Alternate Key:** 9104495

**Physical Location:** Block 8, Lot 1 Twin Lakes

PARCEL 2

**RE/Parcel ID:** _____ **Alternate Key:** _____

**Physical Location:** _____

PARCEL 3

**RE/Parcel ID:** _____ **Alternate Key:** _____

**Physical Location:** _____

I request a **WAIVER** of wastewater assessment for the parcel(s) listed above because:

- ☒ The parcel is vacant and immediately adjacent to an assessed parcel that is connected to the District's central wastewater collection system. *Section 10.06 (a)(i)* ***$ 200.00 administrative fee required.**
- ☐ The parcel is vacant and designated as Tier I. *Section 10.06 (a)(ii)* ***$ 200.00 administrative fee required.**
- ☐ The parcel is vacant and only receives an annual tax notice due to the wastewater assessment. *Section 10.06(a)(iv)*

I request an **EXEMPTION** of wastewater assessment for the parcel(s) listed above because:

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

☐ I am requesting a refund. Attached to this form is evidence supporting request for refund.

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

Maria V. Simo 8-21-2020

**Signature** **Date**

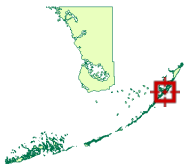
This completed request form may be emailed to customerservice@klwtd.com or submitted to the District office located at: 103355 Overseas Hwy, Key Largo, FL 33037.

# qPublic.net™ Monroe County, FL

## Contiguous Vacant Waiver MM 102

AK# 9104495

Overview



Legend

- Centerline
- Easements
- Hooks
- Lot Lines
- Road Center
- Rights of Way
- Shoreline
- Condo Building
- Key Names
- Subdivisions
- Parcels

Date created: 8/26/2020
Last Data Uploaded: 8/26/2020 3:09:49 AM

Developed by Schneider GEOSPATIAL

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

Meeting Date: September 1, 2020

Agenda Item Number: I-8

Agenda Item Type: Resolution

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Customer Service

Sponsor: Diane Bockelman

Subject:

**System Impact Charge for Florida Keys Community College - AK#1659622**

Summary of Discussion:

Design plans indicate that the proposed Florida Keys Community College will result in an increased demand on the District's central wastewater system and require extension of the District's vacuum main.
The System Impact Charge (SIC) consists of the recalculated System Development Charge (SDC) and cost to extend wastewater service. The EDU assignment is calculated to increase from 6.3 to 35.6 EDUs, and the cost to extend service is estimated as $125,300. See pages 3 and 4 for a breakdown of costs.

**Reviewed / Approved**

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

**Financial Impact**

$ 211,750.80
Income

Funding Source:
Assessment Revenue

Budgeted:
N/A

**Attachments**

1. Resolution __-2020
2. Notice of Intent to Impose a SIC
3. Map

**Approved By:** _____ **Date:** 8.27.2020
General Manager

**RESOLUTION NO. ___-2020**

**A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE DISTRICT") ADOPTING DISTRICT STAFF'S RECOMMENDATION TO IMPOSE A SYSTEM IMPACT CHARGE ("SIC") FOR THE PROPERTY LOCATED AT 106040 OVERSEAS HIGHWAY, KEY LARGO, FLORIDA, WITH PARCEL IDENTIFICATION NUMBER 00536120-000000; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Florida Keys Community College, is the owner of real property located at 106040 Overseas Highway, Key Largo, Florida, with Parcel Identification Number 00536120-000000, legally described in Exhibit "A" attached hereto and made a part hereof by reference ("the Subject Tax Parcel"); and

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

**WHEREAS**, upon review of the proposed development of a college facility on the Subject Tax Parcel, District staff has determined that it will increase the demand on the District's wastewater facilities; and

**WHEREAS**, the District finds good and sufficient cause to impose an SIC and increase the EDU assignment for the Subject Tax Parcel.

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

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

Section 2. *Imposition of SIC.* The Board hereby imposes an SIC in the amount of $211,750.80.

Section 3. *Recalculation of Monthly Base Charge*. The wastewater base charge will be increased to 35.6 EDUs.

Section 4. *Payment of SIC Charge.* Cost to Extend Wastewater Service to the Subject Tax Parcel in the amount of $125,300.00 shall be due prior to commencement of

construction by the District. The balance of the SIC shall be paid upon the District's completion of construction. to extend wastewater service.

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

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

| | AYE | NAY |
|---|---|---|
| Chairman Asdourian | ____ | ____ |
| Commissioner Heim | ____ | ____ |
| Commissioner Majeska | ____ | ____ |
| Commissioner Rodriguez | ____ | ____ |
| Commissioner Tobin | ____ | ____ |

The Chairman thereupon declared this Resolution duly passed and adopted the 1st day of September 2020.

KEY LARGO WASTEWATER TREATMENT DISTRICT

_____
David Asdourian, Chairman

*Approved as to form*
*and legal sufficiency:*

ATTEST:

_____
Diane Bockelman, Clerk

_____
Nicholas W. Mulick, General Counsel

SEAL

**RESOLUTION NO. ___-2020**
**RE NO. 00536120-000000**
**AK NO. 1659622**

**EXHIBIT "A"**

The land referred to herein below is situated in the County of Monroe, State of Florida, and is described as follows:

Lot 22, 23, 24, 25, 26, 27, 28, 29, 34, 35, 36, 37, 38, 39, 40, 41 and the northeasterly 15 feet of Lot 33, Block 7 of LAKE SURPRISE EST ATES, according to the Plat thereof as recorded in Plat Book 4, Page(s) 162, of the Public Records of Monroe County, Florida.

Together with:

A 50 foot wide parcel of land, being a portion of the right of way of US Highway No. I (State Road No. 5) adjoining part of Block 7, Lake Surprise Estates according to the plat thereof recorded in Plat Book 4, at Page 162, of the Public Records of Monroe County, Florida in Section 6, Township 61 South, Range 40 East, on the Island of Key Largo, Florida in section 6, Township 61 South, Range 40 East, on the Island of Key Largo. Said Parcel being more particularly in Deed recorded in Book 1968, page 290 described as follows:

Begin at a point on the northwesterly right of way line of US Highway No. 1 (State Road No. 5), 15.00 feet southwesterly of the intersection of said right of way line with the boundary line common to Lots 33 and 34, Block 7, of said plat of Lake Surprise Estates. From said Point of Beginning, run thence N 38°00'00" East along said right of way line for a distance of 415.00 feet to an intersection with the boundary line common to Lots 41 and 42, Block 7, of said plat of Lake Surprise Estates: thence S 52°00'00"E for a distance of 50.00 feet; thence S 38°00'00"W for a distance of 415.00 feet; thence N 52°00'00" W for a distance of 50.00 feet to the Point of Beginning.

**Key Largo Wastewater Treatment District**
103355 Overseas Highway, Key Largo, FL 33037
Post Office Box 491, Key Largo, FL 33037
Phone (305) 451-4019 • www.klwtd.com

**REVISED NOTICE OF INTENT TO IMPOSE**
**A SYSTEM IMPACT CHARGE**

August 17, 2020

To: FLORIDA KEYS COMMUNITY COLLEGE
5901 College Rd
Key West FL 33040

RE: REVISED System Impact Charge – The College of the Florida Keys, Key Largo – RE# 00536120-000000

Please be advised that, at its regularly scheduled meeting on September 1, 2020, the Key Largo Wastewater Treatment District's ("District") Board of Commissioners ("Board") will consider imposing a System Impact Charge ("SIC") on the above-referenced parcel.

The SIC is a charge to customers who construct facilities that impose an increased demand on the District's central wastewater system. It is the sum of the System Development Charge ("SDC") plus any additional direct or indirect fees incurred by the District to extend wastewater service to your parcel.

Reason for imposition of SIC: Design plans indicate that the proposed college facility will result in an increased demand on the District's central wastewater system.

If the Board approves imposition of the SIC charge, the following changes will be made to your account:

**EDU Assignment:** Your parcel will be assigned 35.6 EDUs (see attached calculation).

**System Development Charge:** You will be charged an SDC in the amount of $100,392.00 (see attached calculation). This charge is due upon completion of construction to extend wastewater services to your parcel.

**Cost to Extend Wastewater Service (Additional Fee):** The District's construction cost to extend wastewater service to your parcel is estimated to be $125,300.00 (see attached cost estimate). Since the cost to extend service to your property is estimated, additional charges or a credit may

**Key Largo Wastewater Treatment District**
103355 Overseas Highway, Key Largo, FL 33037
Post Office Box 491, Key Largo, FL 33037
Phone (305) 451-4019 • www.klwtd.com

be due. This charge in the amount of $125,300.00 is due prior to the District beginning construction to extend wastewater service to your parcel.

**SIC Charge:** The SIC charge totals $211,750.80 after applying credit for SDC payments to date.

**Wastewater Base Charge:** The wastewater base charge, billed monthly by the Florida Keys Aqueduct Authority ("FKAA"), will be $1,016.74 a month (see attached calculation). The District will review your water consumption history over the next 24-month period and adjust your SIC and wastewater base charge accordingly. You may apply for a temporary deferral of the wastewater base charge while under construction.

**Your Rights**: You have a right to appear at the meeting, present evidence, and have witnesses testify on your behalf. If you choose to appear or present evidence, you are encouraged to appear virtually, as opposed to in person. Please notify the Clerk and submit copies of any documents you would like the Board to consider no later than 15 days from the date of this Notice.

Please contact the District Clerk at 305-451-4019 ext. 210 or diane.bockelman@klwtd.com for more information concerning how the proposed action will impact your parcel or for confirmation of the meeting date.

Sincerely,

By: _____
Diane Bockelman, Clerk

Certificate of Service: Posted, U.S. Mail.

**Key Largo Wastewater Treatment District**
103355 Overseas Highway, Key Largo, FL 33037
Post Office Box 491, Key Largo, FL 33037
Phone (305) 451-4019 • www.klwtd.com

# The College of the Florida Keys, Key Largo – RE# 00536120-000000 Calculations

**EDU Assignment:** The Key Largo Wastewater Treatment District's General Rules and Regulations ("KLWTD R&Rs") Section 10.02(h) provide that, "If there is no data for water consumption by a Tax Parcel, the District will use a reasonable method to estimate the projected water use for the Tax Parcel by using available data or an estimating methodology that is generally applied in the State of Florida for such purposes." The District estimates water usage for The College of the Florida Keys, Key Largo to be 5,940 GDP or 35.6 EDU (KLWTD calculates 1 EDU per 167 GPD).

**System Impact Charge:**

- SDC (Capacity Fee): Charge for capacity at the wastewater treatment plant and force main pipes for 35.6 EDU is $100,392.00.
- Cost to Extend Wastewater Service (Additional Fee): The estimated cost to extend wastewater service to your parcel is $125,300.00.

| | |
|---|---|
| SDC (Capacity Fee)<br>($2,820.00/EDU x 35.6 EDUs) | $100,392.00 |
| Cost to Extend Wastewater Service (Additional Fee) | $125,300.00 |
| Credit for SDC paid to date | -$13,941.20 |
| **SIC Charge** | **$211,750.80*** |

*SIC Charge may change based on final cost to extend wastewater service and credit for SDC paid to date. The final SIC Charge amount will be calculated after completion of construction to extend wastewater services to your parcel.

**Wastewater Base Charge:** The District collects a monthly base charge at the rate of $28.56 per EDU. The monthly base charge (35.6 EDUs x $28.56/EDU) is $1,016.74. This charge does not include the monthly volumetric charge at the rate of $4.48 per 1,000 gallons of water consumed. Please note, meters coded as "Fire" or "Irrigation" are not charged for wastewater service.

If no building on the premises can generate wastewater, you may apply for a temporary deferral of wastewater monthly billing. Upon General Manager approval, such deferral shall expire the earlier of, 1) issuance of a Certificate of Occupancy (C.O.), 2) date the structure connects to the central wastewater system, or 3) sixty (60) calendar days.

**Construction Cost Estimate, College of FL Keys Vac Main Extension**

| Description | Units | Qty | Unit Cost | Extended Cost |
|---|---|---|---|---|
| Provide and install 6" SDR21 PVC vacuum main, including all lifts and fittings, bedding and compaction. | LF | 690 | $95.00 | $65,550.00 |
| Provide and install 3" vacuum service lateral, including SDR21 PVC pipe and 3" flexible whip, including all fittings, beddigng and compaction | LF | 20 | $75.00 | $1,500.00 |
| Provide and Install 6" SDR26 PVC gravity lateral from buffer tank to property line, inclluding all fittings, bedding and compaction | LF | 10 | $85.00 | $850.00 |
| Provide and install 6" SDR 26 PVC cleanout with meter box per plans, inlcudign all fittings, bedding and compaction | EA | 1 | $750.00 | $750.00 |
| Provide and install 6" resilient wedge gate valve | EA | 1 | $1,750.00 | $1,750.00 |
| Provide and install concrete buffer tank with interior and exterior coatings per plans, including forming sump, installing District-provided vacuum valve, suction pipe and controller. | EA | 1 | $8,500.00 | $8,500.00 |
| Perform all required testing of vacuum main, buffer tank, gravity lateral and cleanout, perform density testing per specifications | LS | 1 | $2,000.00 | $2,000.00 |
| Asphalt trench restoration per plans | SY | 420 | $60.00 | $25,200.00 |
| Provide and install #89 rock and/or sod for trench restoration outside paved areas | SY | 20 | $25.00 | $500.00 |
| Maintenance of Traffic | LS | 1 | $1,250.00 | $1,250.00 |
| Sediment and Erosion Control | LS | 1 | $1,500.00 | $1,500.00 |
| Bonds and Insurance (not to exceed 2.5% of total project cost | LS | 1 | $2,700.00 | $2,700.00 |
| Mobilization & Demobilization (not to exceed 5% of total project cost | LS | 1 | $5,250.00 | $5,250.00 |
| **Construction SubTotal** | | | | **$117,300.00** |
| Prepare construction plans and specifications | LS | 1 | $4,250.00 | $4,250.00 |
| Prepare FDEP collection system permit application, including permit application fee (permit fee to be paid by KLWLTD) | LS | 1 | $1,750.00 | $1,750.00 |
| Construction Engineering Inspections, including daily reports, photo documentation, witness of testing, review of applications for payment | LS | 1 | $5,500.00 | $5,500.00 |
| Certifcations of Substantial and Final Completion, FDEP permit certificaton of completion, project closeout documentation | LS | 1 | $2,500.00 | $2,500.00 |
| **Administration & Engineering Subtotal** | | | | **$8,000.00** |
| | | | **PROJECT TOTAL** | **$125,300.00** |

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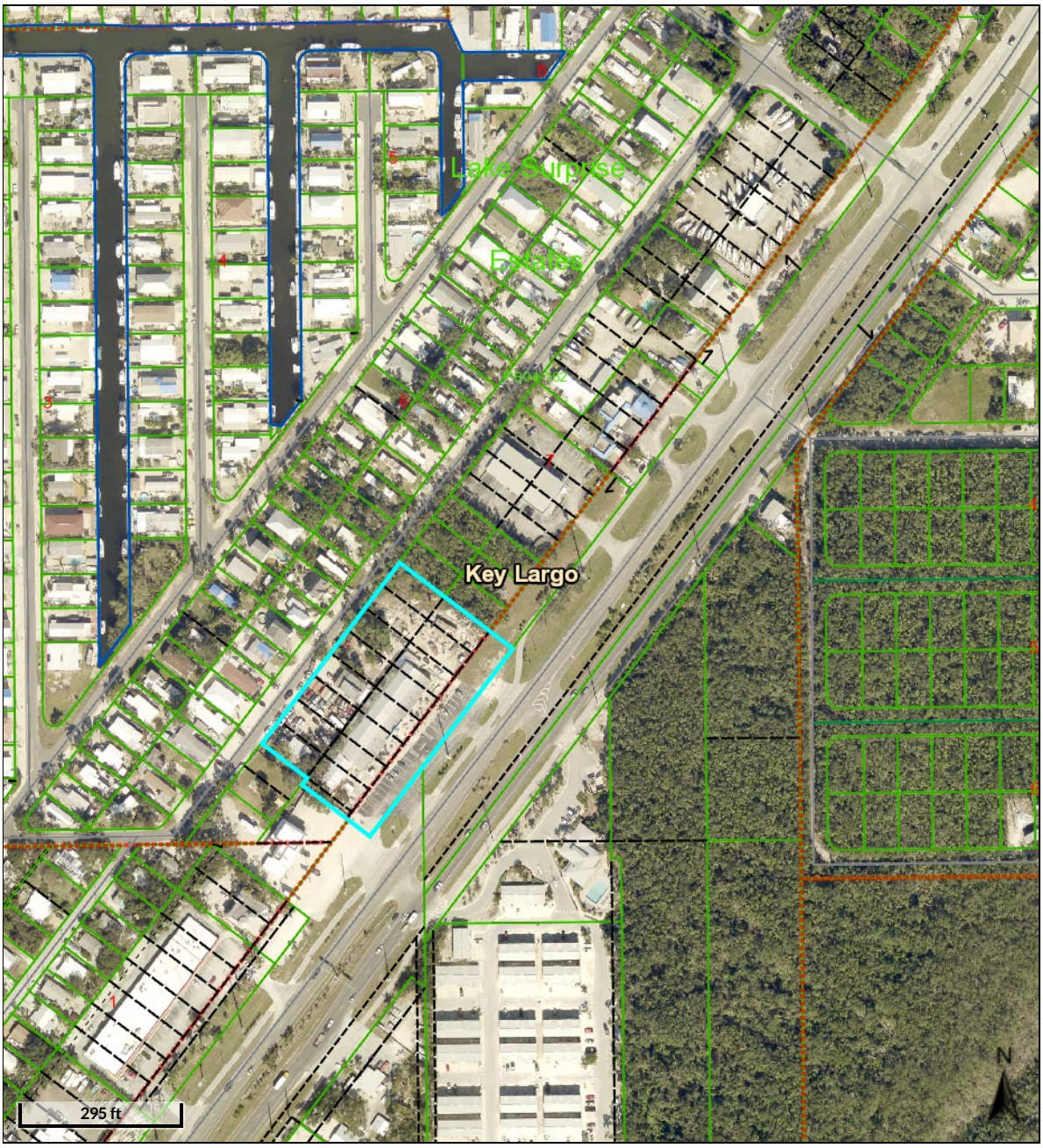
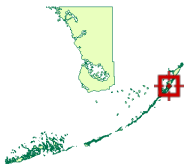
## Florida Keys Community College

106040 Overseas Highway




**Overview**



**Legend**

- Centerline
- Easements
- Hooks
- Lot Lines
- Road Center
- Rights of Way
- Shoreline
- Condo Building
- Key Names
- Subdivisions
- Parcels

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

Meeting Date: September 1, 2020

Agenda Item Number: L-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action

Department: Engineering

Sponsor: Ed Castle

Subject:

**Deep Injection Well Pumps Rebuilds and Upgrades**

Summary of Discussion:

One of the Deep Injection Well pumps has been pulled and sent off for evaluation and repair after a bearing failure. Evans Environmental, the Authorized Representative for Floserve pumps for our area, has submitted a proposal to rebuild the pump and to upgrade the shaft materials to a higher grade stainless steel. It is considered advisable by staff to perform the same upgrade on all DIW pumps. Two rebuilds/upgrades have been included in the budget for FY21. Staff requests approval to issue a Notice to Proceed for rebuild of the pump that is currently at the shop and, once that pump is returned, send the second pump for rebuild. The remaining two pumps will be brought forward for upgrade for the FY22 budget.

| Reviewed / Approved | | Financial Impact | Attachments |
|---|---|---|---|
| Operations: | _____ | $ 73,000.00 | 1. WEC memo |
| Administration: | _____ | Expense | 2. Evans Environmental proposal |
| Finance: | _____ | Funding Source: | 3. DIW Evaluation Report |
| District Counsel: | _____ | Rate Revenue | |
| District Clerk: | _____ | Budgeted: | |
| Engineering: | _____ | Yes | |

**Approved By:** _____ **Date:** 8.27.2020
General Manager

WEILER ENGINEERING CORPORATION
WEC xcellence in engineering
201 WEST MARION AVENUE - SUITE 1306 | PUNTA GORDA | FL 33950
TEL 941·505·1700 | FAX 941·505·1702 | WWW.WEILERENGINEERING.ORG

6805 OVERSEAS HIGHWAY | MARATHON | FL 33050
TEL (305) 289-4161 | FAX(305) 289-4162

# MEMORANDUM

**To:** Peter Rosasco, General Manager

**Cc:** Jered Primicerio, Operations Manager

**From:** Edward R. Castle, PE

**Date:** August 27, 2020

**Re:** Deep Injection Well Pumps Rebuilds

---

The FY21 proposed budget has a capital repairs/upgrade item in the WWTP budget for repairs and upgrades for two of the deep injection well (DIW) pumps. One of the DIW pumps experienced bearing failure and was removed and sent to Tom Evans Environmental, the FloServe pump representative for our area. The pump was disassembled and inspected. The inspection report and photos are attached. Tom Evans Environmental prepared a proposal for repair of the pump and upgrades to the materials of construction, also attached. The proposal does not include crane rental for removal and replacement of the pumps or for shipping.

There are 4 DIW pumps. The FY21 budget presented earlier includes funding for repair and upgrades of two pumps, plus the estimated costs associated with removal, shipping and reinstallation of the two pumps. The total amount in the FY21 budget for the two rebuilds is $73,000.

Staff recommends that the Board grant authorization for the General Manager to issue a Notice to Proceed to Tom Evans Environmental and to execute the associated a Purchase Order for the rebuild of the first pump that is already at the shop. The rebuild will be completed and invoiced in FY21. Staff also recommends that the Board authorize staff to send the second pump to the shop for disassembly and inspection after the first pump is returned.

After the second pump is disassembled and inspected, staff will bring the rebuild of that second pump back for Board approval of the second rebuild proposal.

At this time, the plan is to propose rebuild of the second two pumps under the FY22 budget.

TOM EVANS
ENVIRONMENTAL

Mr. Jered Primicerio, Plant Supervisor
Key Largo Wastewater Treatment District
P.O. Box 491
Key Largo, Florida 33037

August 1, 2020

RE: Repair of Flowserve Model 12ENL-3 Injection Pump Serial Number # 1804NSH02522-1

Dear Mr. Primicerio:

I am attaching / appending our offer for the repair of your pump which was unable to rotate when we picked it up to diagnose its condition.

**First, our findings**:

Your pump can be returned to you for long lasting service with new parts outlined on the attached document, that will re-use your existing discharge head, stuffing box, and motor.

Everything below the discharge head must be replaced.

- The impellers are destroyed as well as the bowl assembly registers and must be replaced.
- The bowl assembly cast iron parts are all destroyed in the registered fit areas that position them together precisely.
- The integrity of the coatings on your “wetted parts” is gone and the threaded area of the column pipe couplings and pipe, are degraded by corrosion or electrolysis and cannot be reused.
- The pump was constructed with 416 series stainless steel shafts which has been destroyed by one or both of corrosion and electrolysis, and must be replaced.
- The impeller tapered collets are not reusable.
- The basket strainer is very close to unusable because of corrosion and its materials of construction, we suspect galvanized steel.
- All of the pump bearings from the stuffing box to the suction bell bearing, are out of specifications and no longer operational.
- The Rubber (we suspect neoprene or BUNA N) line shaft bearings were all swollen to the shaft, locking the rotation of the pump.
- Your Flowserve discharge head and its stuffing box are in good shape, as well as the top column flange that mounts the pump’s column pipe, are all in great shape and should be reused, with a new box bearing and re-coating.
- The pump was picked up with the large zinc anode that was bolted to the column pipe, and that zinc should be replaced with the repair.

I will be appending our Tear Down and Inspection Report with photos for your review and use. It should illustrate what I just outlined to you.

Accordingly, with the reusing of your discharge head on this pump, (and pricing should be similar to your similar vertical turbine pumps), we are proposing to remanufacture your pump with some significantly upgraded materials, configuration,  and coatings, as outlined below and on the attached document.

**Scope of repair work and parts to be provided:**

We will provide the following upgraded materials in your pump:

- All stainless steel shafting will be provided in 17-4PH grade stainless steel, which has significant improvement in tensile and elastic strength, and excellent resistance to high chlorine residuals and seawater chlorides if exposed from time to time.
- New Bowl assembly with Flanged column connection to the bowl.
- Impellers will be 316 series stainless steel instead of bronze
- The impeller fastening tapered collet will be 316 series stainless steel instead of steel
- The elastomer bearings in the pump will be upgraded to EPDM / EPR Viton which will not swell when exposed to higher levels of chlorine disinfection in the effluent.
- The new cast iron bowl assembly parts will be internally and externally coated with Scotch Coat 134, heat fused, powder applied, fusion bonded epoxy before fasteners and internal parts are installed.
- The new column pipe will be flanged instead of threaded to prevent those interfaces to fail and be completely coated / encapsulated with Scotch Coat 134, heat fused, powder applied, fusion bonded epoxy before fasteners and internal parts are installed.
- The pump will be returned with a new, 316 series, stainless steel basket type vortex suppressor.
- All of the fasteners for the bowl assembly castings and the column flanges will be provided in 316 series stainless steel machine screws, washers and nuts that have received a heat fused treatment from NEVER GALL.
- We will provide all stuffing box hardware with NEVER GALL treated, 316 series Stainless steel.
- We will provide the District with a new top, Motor shaft with its threaded coupling, manufactured from 17-4 PH, NEVER GALL thread treatment, to install on site after setting the motor.
- THE pump will be returned, completely assembled and finish coated for a “Drop-in” installation and connection to your existing sole plate on the pump platform, ready to accept your existing motor.
- We will provide new NEVER GALL treated, 316 series stainless steel fastening bolts for attaching the discharge head to the existing sole plate.
- We will provide the District with new NEVER GALL treated, 316 series stainless steel motor attachment, machine screws and assist the District with their setting the motor, fastening the motor to the discharge head, installing the motor shaft and properly coupling the motor to the pump.

**Your total cost**, delivered for installation by the District or your agent, with our assistance, and electrical hook-up by the District’s electrical persons, is:

## $34,443.18

Please find our appended, detailed Pump materials of construction document sent along with this cover letter in its carrier email.

If this meets with your approval, we can begin our repair actions on your behalf and expedite all phases of your repairs and the pump's return to service. We understand the coming season of wet weather and will work hard to get your pump back into service.

If you care to duplicate this action and parts replacement order for your other two effluent injection pumps which probably need the same maintenance considerations, please feel free to use this as a price for each pump needed and we will have the multiple assemblies manufactured at the same time for much quicker replacement on the last two pumps.

**Time for manufacturing** one or two, or three assemblies as described, will be an **estimated 8 weeks** to ship from the factory to Lakeland for their final configuration with your existing discharge heads.

Things to keep in mind are that the market place is working but constantly being surprised by CoVid related influences that impact work and delivery schedules. We don't anticipate significant issues, but these are challenging times.

We are offering our services and materials per the Standard Terms and Condition of Sale for Tom Evans Environmental, Inc. which qualify our offer.

*PLEASE NOTE*:

1. We *do not include* sales tax, pressure gauges, anchor bolts, wire, cable, conduit, tools, toolboxes, lubricants, installation, hook-up, field testing, shaft alignment, vibration testing, control panels or any other accessories or ancillary items which are not specifically called out in this scope of supply.

2. Under no circumstances will Tom Evans Environmental, Inc. or its suppliers be liable for any incidental, consequential, liquidated, special or late delivery damages whatsoever.

3. Payment terms are 100% net 10 days from delivery with any unpaid balance 30 days past due being subject to interest at 1-1/2% per month being added to the unpaid balance, with approved credit. Our price is based upon *no retainage*.

4. Pricing is based upon Tom Evans Environmental and the manufacturer's Standard Terms and Conditions of Sale. Copies of these documents are available for your review and reference. *The KLWTD standard Purchasing Terms will be acceptable to us for this repair work*.

5. Please understand that the following milestones are *estimates only*, based upon market conditions existing at the time of this offering and are subject to revision.

Sincerely,

*Tom Evans*

Thomas R. Evans, President
Tom Evans Environmental, Inc.
3605 Ventura Drive, East
Lakeland, Florida 33811
863-619-3789, phone
305-588-6761, cell
863-619-8098, fax

Attachments:

Inspection Report with photos
Pump Materials of construction details document.

TOM EVANS
ENVIRONMENTAL

# Inspection Report

**Customer:** Key Largo
**Job Number:** 20-188SR-2522-1

**Data Tag Information:**
**Manufacturer:** Flowserve **Serial No.:** 1804NSH02522-1
**Model:** 12ENL-3 **GPM:** 1600 **Head:** 139 **RPM:** 1800

**Date Received:** 06/26/2020
**Teardown Date:** 07/22/2020
**Report Date:** 07/23/2020
**Technician:** Jeremy Girard
**Tech Hours:** 12

## Reason pump received:

**Customer reported that the pump was locked up and an evaluation needed to be done.**

## Pre Disassembly Analysis and Condition:

The pump was received at the plant site, transported on our trailer, to the shop for evaluation. Outward appearances show corroded parts, significant rust, and a rotating element that will not turn. Sandblasting and coating will be needed to restore the pump to factory specifications.

Column Couplings:

The coupling threads have deteriorated and needed to be cut off for inspection and replacement.

## Disassembly Analysis and Condition

**Discharge Head components:**

### Packing Container:

The packing container was in poor condition. After sandblasting and coating, and a bearing replacement the stuffing box will be back to new factory specifications. The bearing must be replaced and fresh packing installed to complete the refurbishment.

**Discharge Head:** The discharge head was structurally sound. Aside from rust and missing paint in some areas, there were no major issues found on the head. The head should be sandblasted, cleaned, and epoxy coated.

**Head Shaft:** The head shaft is beyond re-use, and must be replaced. It is destroyed in the area where the packing container bearing rides.

*Tom Evans Environmental, Inc. is Equal Employment Opportunity / Affirmative Action compliant through good faith efforts in employment and business practices.*

## Disassembly Analysis and Condition

**Column Pipe components:**

**Column Pipes:** The column pipes have heavy amounts of rust and deterioration on the threaded area making the pipe structurally unsound. The Column pipe must be replaced with a new assembly and we recommend going back with Flanged type to avoid repeat of the damage in the threaded areas.

The top column flange and top column section was not in bad condition other than its need for replacement of coatings. It was not immersed in the water of the pump sump.

**Bearing retainers:** This pump contains 2 bearing retainers. The bearing retainers are in excellent shape and can be restored with replacement bearinngs. The neoprene bearings for each retainer were swollen to the shaft and require replacement with a more suitable material like EPDM.

**Line shafts:** The line shafts for the pump are seriously deteriorated and have heavy amounts of rust and pitting. They cannot be re-used.

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## Disassembly Analysis and Condition

**Bowl assembly components:**

**Discharge case, bowls, and suction:** All casing components and bowl assembly are not reparable due to heavy rust, corrosion, and the resulting destroyed registers. The registers cannot be repaired or rebuilt / remachined.

The strainer for the bowl assembly is corroded and should be replaced with a vortex suppressor manufactured in 316 series Stainless steel.

**Pump/Bowl shaft:** The pump shaft is worn in each spot the bearings for the bowl assembly ride. The shaft is beyond repair and must be replaced.

**Impellers:** All 3 impellers for the bowl assembly are worn beyond repair. The positioning and angle of wear on the impellers make them unable to have rings installed. The vanes of the impeller are out of factory specification and will need to be replaced.

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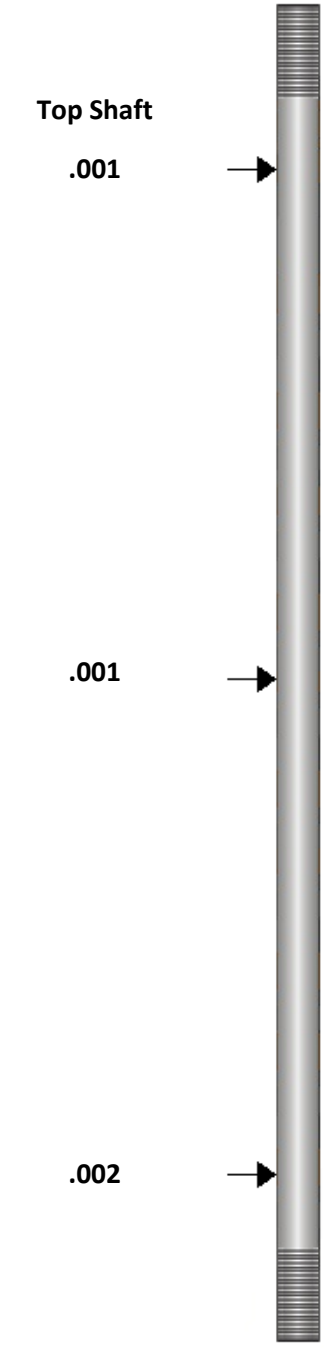
## Disassembly Analysis and Condition

### Shafting Condition & Runout:

**Shaft run outs were not conducted on pump shafting do to the severity and condition these shafts are in. All pump shafting is beyond the point repair and must be replaced. Below is a list of all shafting to be replaced:**




### Head shaft/Top shaft

**Dimensions:** 1.250 x 61”
**One end is 12 TPI x 2” Left hand thread**
**Other end is 12TPI right hand thread 5” long**
**With a .250 keyway at 8” long**

- **Line Shafts**
  **Qty:** 2
  **Dimensions:** 1.250 x 53”
  **T.P.I.:** 12

- **Bowl Shaft**
  **See drawing on following page.**

- **Motor/Top Shaft**
  **N/A**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TOM EVANS
ENVIRONMENTAL

## Bowl Shaft & Bearing Dimensions

### Shaft

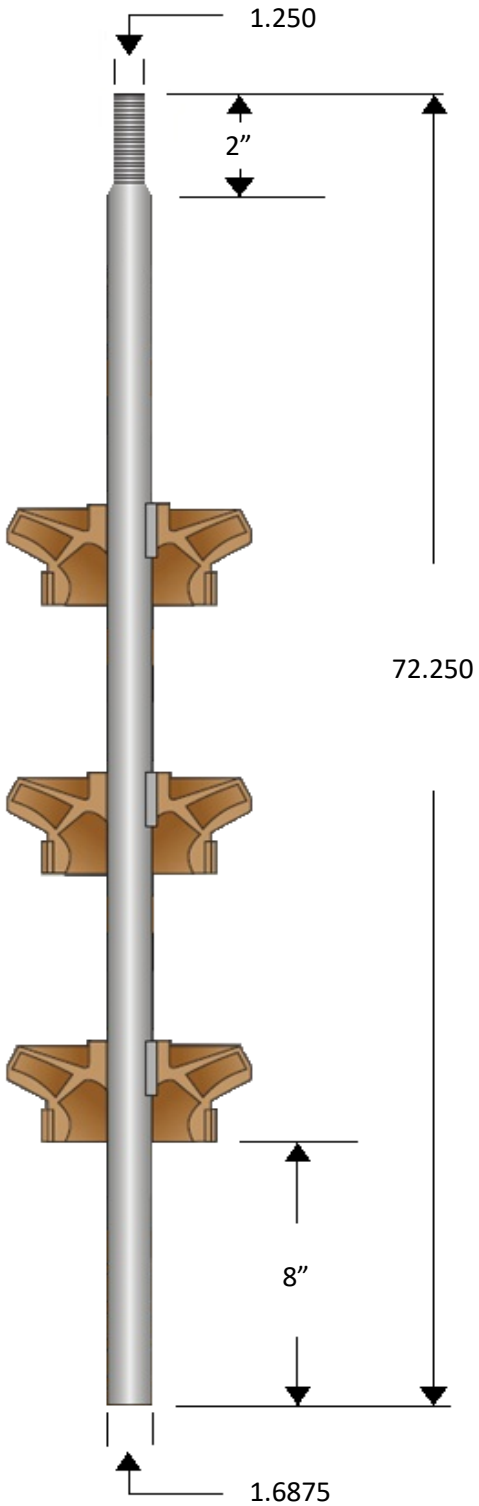
| | |
|---|---|
| Shaft Dia.: | 1.6875 |
| Shaft Length: | 72.250 |
| Turndown Dia.: | 1.250 |
| Turndown Length: | 2” |
| Turndown T.P.I.: | 12TPI |

### Impeller

| | |
|---|---|
| Stages: | 3 |
| 1st Impeller Setting: | NA |
| Impeller Material: | Bronze |
| Impeller Trim: | N/A |
| Open or Closed Vain: | Closed |
| Keyed or Lock Collet: | Lock Collet |
| Sand Collars? (Yes or No) | Yes |
| If Yes, Quantity. | 1 |

### Bowl Assembly Bearings

| | ID x OD x Length | Material | Qty. |
|---|---|---|---|
| Discharge: | N/A | BRZ | 1 |
| Top Bowl: | N/A | BRZ | 1 |
| Top Bowl Neo: | N/A | N/A | |
| Int. Bowl | N/A | BRZ | 1 |
| Int. Bowl Neo: | N/A | N/A | |
| Lower Bowl: | N/A | BRZ | 1 |
| Lower Bowl Neo: | N/A | N/A | |
| Suction: | N/A | BRZ | 1 |



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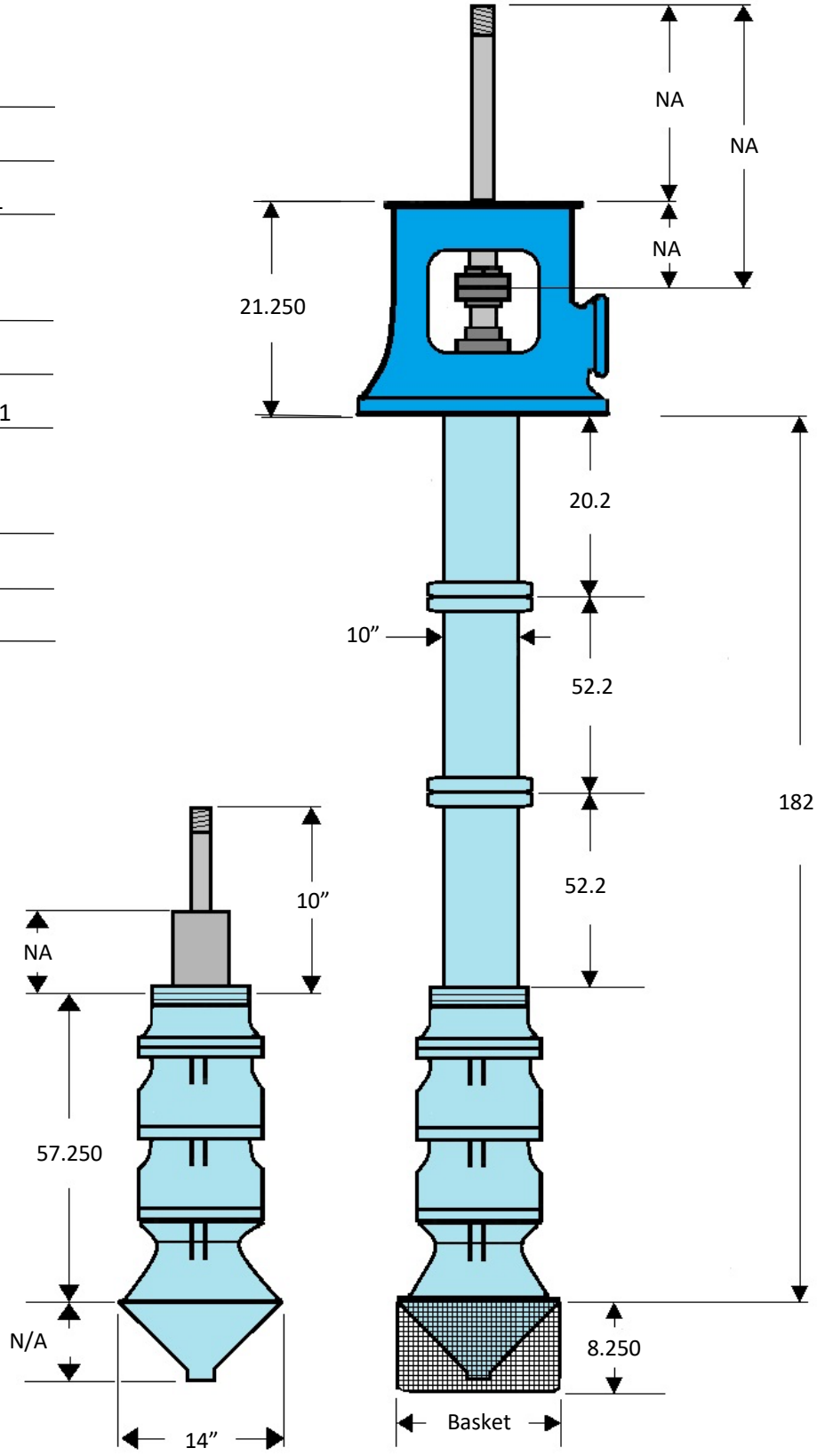
TOM EVANS
ENVIRONMENTAL

**Pump Dimensions:**

| | |
|---|---|
| **Customer:** | Key Largo |
| **P.O. No:** | |
| **Job No:** | 20-188SR-2522-1 |
| **Manufacturer:** | Flowserve |
| **Model No:** | 12ENL-3 |
| **Serial No:** | 18004NSH02522-1 |
| **Stages:** | 3 |
| **GPM:** | 1600 |
| **Head-Ft:** | 139 |




3200 Flightline Drive, Ste. 302 ● Lakeland, FL 33811● 863-619-3789 (Voice) ● 863-619-8098 (Fax)
WWW.TOMEVANS.COM

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TOM EVANS
ENVIRONMENTAL

**Customer:** Key Largo
**Job Number:** 20-188SR-2522-1

**Data Tag Information:**
**Manufacturer:** Flowserve **Serial No.:** 1804NSH02522-1
**Model:** 12ENL-3 **GPM:** 1600 **Head:** 139 **RPM:** 1800

**Date Received:** 06/29/2020
**Teardown Date:** 07/22/2020
**Report Date:** 07/23/2020
**Technician:** Jeremy Girard
**Tech Hours:** **12**

## Conclusion:

This pump locked up due to a failed coupling on the bowl shaft and destroyed line shaft bearings.

## Parts and work required:

New Bowl assembly

New 316 SS Collets

New Packing and box hardware

New Line shafts, better materials

New Bowl shaft, better materials

Impellers

Packing O-ring

O-ring for column pipe flange

EPDM bearing for retainers

6 Studs ½ x 2 ½ 316 ss

12 bolts ¾ x 2 ½ 316 ss

48 Bolts ½ x 1 ½ 316 ss

New 316 SS Line Shaft Couplings

New Colum Pipes,

Upgrade the Epoxy coatings to Fusion Bond 134 Epoxy

See detailed quote proposal.

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

Meeting Date: September 1, 2020

Agenda Item Number: M-1

Agenda Item Type: Resolution

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Legal

Sponsor: Nickolas Mulick

Subject:

**Resolution to Establish terms of Office for Members of the Board of Commissioners**

Summary of Discussion:

Board to approve terms of office for the Board members selected during the 2020 general election.

| Reviewed / Approved | | Financial Impact | Attachments |
|---|---|---|---|
| Operations: | _____ | $ | Resolution __-2020 |
| Administration: | _____ | Income | |
| Finance: | _____ | Funding Source: | |
| District Counsel: | _____ | | |
| District Clerk: | _____ | Budgeted: | |
| Engineering: | _____ | N/A | |

**Approved By:** _____ **Date:** 8-27-2020
General Manager

# Resolution No. ___-2020

**A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE DISTRICT") REGARDING THE ELECTION OF CANDIDATES TO THE DISTRICT BOARD OF COMMISSIONERS; DIRECTING THE DISTRICT GENERAL MANAGER OR HIS DESIGNEE TO TRANSMIT A CERTIFIED COPY OF THIS RESOLUTION TO THE MONROE COUNTY SUPERVISOR OF ELECTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the District was formed in 2002 by the legislature of the State of Florida pursuant to House Bill 471, Chapter 2002-337, Laws of Florida, as amended from time to time ("the District Charter"), and

**WHEREAS**, the District Charter establishes a five-member Board of Commissioners responsible for the governance of the business and offices of the District, and

**WHEREAS**, the District Charter establishes the term of office of, and procedure for electing, members of the Board of Commissioners, and

**WHEREAS**, Section 5, subsection (6) of the District Charter provides that, in the event a vacancy occurs in a seat occupied by a member of the Board of Commissioners, the seat shall be filled by popular vote at the next general election, and

**WHEREAS**, the District Charter further provides that the candidate elected with the lowest vote total shall fill the vacant seat, and

**WHEREAS**, the seat held by Commissioner Robbie Majeska was rendered vacant by his resignation pursuant to the resign-to-run law, and

**WHEREAS**, Commissioner Majeska's term of office expires on November 8, 2022, and

**WHEREAS**, the election to fill the vacated seat coincides with the expiration of the terms of two other members of the Board of Commissioners, and

**WHEREAS**, only three candidates filed the appropriate documents with the Monroe County Supervisor of Elections to qualify for election to fill the three open seats on the Board of Commissioners, and

**WHEREAS**, the Monroe County Supervisor of Elections has officially declared that each of the three candidates is deemed to have been elected to the Board of Commissioners, and

**WHEREAS**, the District Charter does not provide for a practical means of determining by popular vote which of the three elected candidates shall fill Commissioner Majeska's seat for the remainder of its unexpired term, and

**WHEREAS**, Commissioner Susan Heim declared on July 7, 2020 at a public meeting of the Board of Commissioners that she is willing to serve out the balance of Commissioner Majeska's term, and

**WHEREAS**, the Board of Commissioners finds that it is prudent and in the best interests of the District and its ratepayers to accept and ratify Commissioner Heim's declaration.

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

**SECTION 1**. **Election Results** The official records of the Key Largo Wastewater Treatment District shall reflect that the following individuals have been elected to the Board of Commissioners:

A. Commissioner Sue Heim is elected to fill the unexpired term of the seat rendered vacant by Commissioner Robert Majeska.

B. Commissioner Nicolas Rodriguez is elected for a four-year term on the Board of Commissioners commencing on November 10, 2020.

C. Commissioner Kay Cullen is elected for a four-year term on the Board of Commissioners commencing on November 10, 2020.

**SECTION 2**. **Transmittal to Monroe County Supervisor of Elections.** The General Manager or his designee is directed to transmit to the Monroe County Supervisor of Elections a certified copy of this Resolution.

**SECTION 3**. **Effective Date.** This Resolution shall take effect upon adoption by the Board of Commissioners.

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:

| | AYE | NAY |
|---|---|---|
| Chairman Asdourian | ____ | ____ |
| Commissioner Heim | ____ | ____ |
| Commissioner Majeska | ____ | ____ |
| Commissioner Rodriguez | ____ | ____ |
| Commissioner Tobin | ____ | ____ |

The Chairman thereupon declared this Resolution duly passed and adopted the 1st day of September 2020.

KEY LARGO WASTEWATER TREATMENT DISTRICT

_____

David Asdourian, Chairman

*Approved to as to form and legal sufficiency:*

ATTEST:

_____

Diane Bockelman, Clerk

_____

Nicholas W. Mulick, General Counsel

SEAL

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

Meeting Date: September 1, 2020

Agenda Item Number: M-2

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Legal

Sponsor: Nicholas Mulick

Subject:

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

Summary of Discussion:

General Counsel Nicholas Mulick to request an attorney-client closed session regarding the matter of Fisherman's Restaurant and Conference Center, LLC, Senor Frijoles, LLC, and Big Chill, LLC, vs. Key Largo Wastewater Treatment District, Case Number 19-CA-175-P to be held at the September 15, 2020 Board meeting at 5:00 PM. Attending are Chairman David Asdourian; Commissioners Nicolas Rodriguez, Robert Majeska, Andrew Tobin, and Susan Heim; General Manager, Peter Rosasco; General Counsel, Nicholas Mulick; and a court reporter.

| Reviewed / Approved | | Financial Impact | Attachments |
|---|---|---|---|
| Operations: | _____ | $ 0.00 | |
| Administration: | _____ | | |
| Finance: | _____ | Funding Source: | |
| District Counsel: | _____ | | |
| District Clerk: | _____ | Budgeted: | |
| Engineering: | _____ | N/A | |

**Approved By:** _____ **Date:** 8-27-2020

General Manager

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

Meeting Date: September 1, 2020

Agenda Item Number: N-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Commissioner's Item

Sponsor: Commissioner Tobin

Subject:

**Discussion regarding consolidation of staffing positions and salaries**

Summary of Discussion:

Discussion regarding consolidation of staffing positions and salaries.

| Reviewed / Approved | | Financial Impact | Attachments |
|---|---|---|---|
| Operations: | _____ | $ 0.00 | |
| Administration: | _____ | | |
| Finance: | _____ | Funding Source: | |
| District Counsel: | _____ | | |
| District Clerk: | _____ | Budgeted: | |
| Engineering: | _____ | N/A | |

**Approved By:** _____ **Date:** 8.27.2020

General Manager