



Key Largo Wastewater Treatment District
103355 Overseas Hwy, Key Largo, FL
Tuesday, January 9, 2024

MINUTES

CALL TO ORDER (A)

Chairman Nicolas Rodriguez called the meeting to order at 4:01 PM.

PLEDGE OF ALLEGIANCE (B)

Ms. Shannon McCully led the Pledge of Allegiance.

ROLL CALL (C)

Present were: Chairman Nicolas Rodriguez; Commissioners Sue Heim, Robert Majeska, Tim Maloney, and Philip Schwartz

Also present; General Manager Peter Rosasco; General Counsel Nicholas Mulick; District Clerk Shannon McCully; Finance Manager Connie Fazio; Plant/Facilities Manager Ryan Dempsey; Weiler Engineering Steve Suggs and Jessica Huff; IT Support Manny Santana

Appeared Virtually: Weiler Engineering Ed Castle; Project Administration and HR Coordinator Laura Weinstock; IT Consultant Randy Redmond; Lead Plant Operator Jerry Baker

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

Approval of Agenda (D-1)

Mr. Rosasco requested the addition of item *G-1 12,000 Gallon Cap* and *L-1 Plant/Facilities Report - November 2023*

Commissioner Heim requested the addition of items *Q-1 MJ Wood Update* and *Q-2 Emergency Contractors List*

Motion:

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

PUBLIC COMMENT (E)

No Speakers.

APPROVAL OF MINUTES (F)

Minutes of December 12, 2023 (F-1)

Motion:

Commissioner Maloney made a motion to approve the minutes of December 12, 2023. Commissioner Schwartz seconded the motion. Motion passed without objection.

Motion: Commissioner Maloney made a motion to approve the minutes of December 19, 2023. Commissioner Schwartz seconded the motion. Motion passed without objection.

GENERAL MANAGER (G)

12,000 Gallon Cap (G-1) (Laydown)

Mr. Rosasco discussed removing the 12,000 gallon cap on residential properties wastewater usage. The Board requested the item be brought back after additional research of financial and customer impact.

CUSTOMER SERVICE (H)

No report in agenda.

IT (I)

No report in agenda.

BUDGET AND FINANCE (J)

No report in agenda.

FIELD (K)

No report in agenda.

PLANT/FACILITIES (L)

Plant/Facilities Report -November 2023 (L-1) (Laydown)

Mr. Dempsey presented the Plant/Facilities Report for November 2023.

CAPITAL PROJECTS (M)

Capital Projects Report - November 2023 (M-1)

Mr. Suggs presented the the Capital Projects Report for November 2023.

ENGINEERING (N)

No Report in agenda.

LEGAL REPORT (O)

No report in agenda.

COMMISSIONER ITEMS (P)

No report in agenda.

ROUNDTABLE DISCUSSION (Q)

MJ Wood Update (Q-1)

Commissioner Heim requested an update on the ongoing issues with MJ Wood. The Board directed General Counsel to retain an outside attorney and hold a meeting with MJW executives, GM, and the Board Chair. The Board requested a follow-up report no later than 02/06/2024.

Emergency Contractors (Q-2)


Commissioner Heim discussed maintaining a list of pre-approved contractors to respond in case of emergencies.

ADJOURNMENT (R)

The meeting was adjourned at 5:55 pm.



Nicolas Rodriguez, Chairman



Shannon McCully, Clerk



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

Meeting Date:
January 9, 2023

Agenda Item Number: L-1

Action Required:
No

Department:
Plant/Facilities

Sponsor:
Ryan Dempsey

Subject:
Plant/Facilities Report - November 2023

Summary:
Mr. Dempsey will present the Plant/Facilities monthly report.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$	1. Monthly Report
Administration: _____		
Finance: _____	Funding Source:	
District Counsel: _____	N/A	
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By:  Date: 1-9-24
General Manager

Wastewater Treatment Plant Operations

The wastewater treatment plant processed an average of 2.2 million gallons of influent per day (MGD). The Treatment Plant remains in compliance with the Florida Department of Environmental Protection (FDEP) guidelines.

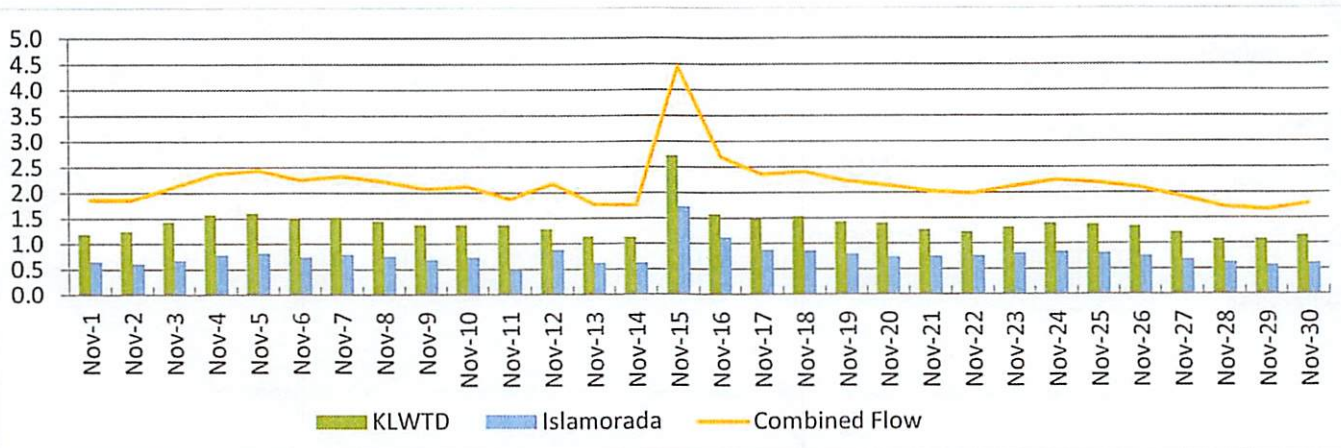
Effluent Quality Reports (mg/L)

Determines the quality of discharge from the wastewater treatment plant.

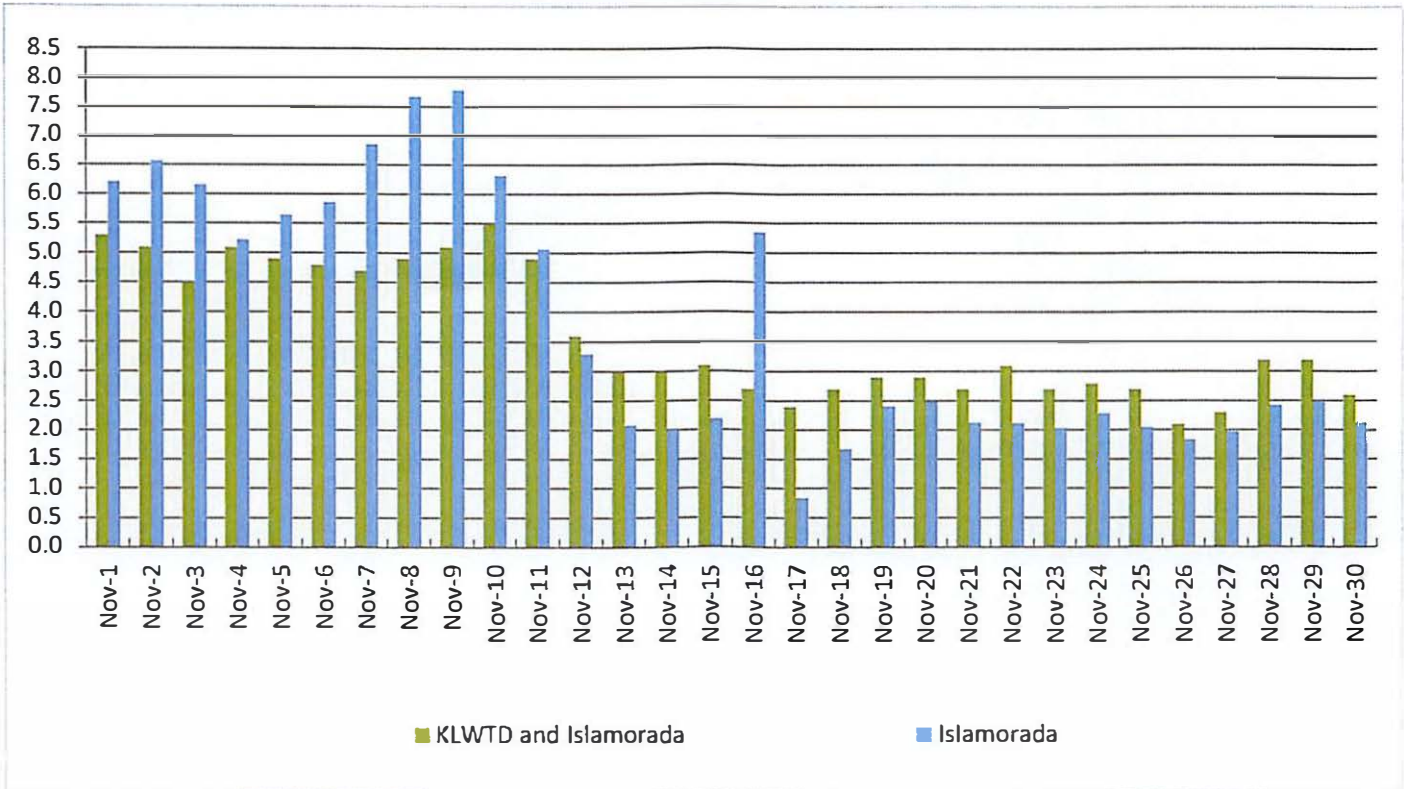
Effluent Quality Report	November 2023 Plant Performance	12 Month Average Plant Performance	Effluent Limits
CBOD5 (Carbonaceous Biochemical Oxygen Demand)	2.1	1.8	5
TSS (Total Suspended Solids)	2.5	1.6	5
TN (Total Nitrogen)	1.3	2.9	Report only
TP (Total Phosphorous)	.5	.7	Report only

Daily Flow (MGD)

The total flow of influent through the wastewater treatment plant each day.



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



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Average Daily Flow: .780 MGD

Highest Daily Flow: 1.73 MGD

Monthly Peak Salinity: 7.79 PPT

Days over 4.0 PPT Salinity: 12

3-month average of flow capacity (1.104 MGD): 67%

KLWTD RESEARCH INTO RESIDENTIAL WASTEWATER 12,000 GALLON CAP AND REVENUE NOT GENERATED WITH CAP

Billing Month:	# of Customers > 12k Gallons	# of Gallons Not Billed	Divided by 1,000 (billing measurement)	Calculation of Monthly Revenue Not Generated with Residential Cap in Place
March 31, 2023	338 Residential customers used more than 12,000 gallons during month	3,435,323 gallons <u>not</u> billed/revenue not generated	3,435,323 divided by 1,000 gallons=3,435 gallons	3,435 gallons x \$4.26 per 1,000 gallons <u>\$14,634</u> revenue not generated for the month
May 31, 2023	325 Residential customers used more than 12,000 gallons during month	3,609,919 gallons <u>not</u> billed/revenue not generated	3,609,919 divided by 1,000 gallons=3,306 gallons	3,306 gallons x \$4.26 per 1,000 gallons <u>\$14,084</u> revenue not generated for the month
July 31, 2023	369 Residential customers used more than 12,000 gallons during month	4,784,143 gallons <u>not</u> billed/revenue not generated	4,784,143 divided by 1,000 gallons=4,784 Gallons	4,784 x \$4.26 per 1,000 gallons <u>\$20,380</u> revenue not generated for the month
Sept. 30, 2023	301 Residential customers used more than 12,000 gallons during month	3,173,373 gallons <u>not</u> billed/revenue not generated	3,173,373 divided by 1,000 gallons = 3,173 gallons	3,173 x \$4.26 per 1,000 gallons <u>\$13,518</u> revenue not generated for the month

Average monthly revenue not generated, based on above 4 months:	\$12,158
Average ANNUAL revenue not generated, based on above 4 months:	\$145,890

updated 12/29/23