



Key Largo Wastewater Treatment District
Board of Commissioner's Meeting
Tuesday, December 19, 2023
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/KLWTDclerkboard-meeting

(Toll Free): 1 877 309 2073
(646) 749-3129

Access Code: 587-583-005

BOARD MEMBERS:

Nicolas Rodriguez	Chairman
Timothy Maloney	Vice Chairman
Susan Heim	Secretary-Treasurer
Robert Majeska	Commissioner
Philip Schwartz	Commissioner

DISTRICT STAFF:

Peter Rosasco	General Manager
Nicholas Mulick	General Counsel
Shannon McCully	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.

A. CALL TO ORDER	
B. PLEDGE OF ALLEGIANCE	
C. ROLL CALL	
D. AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS	
E. PUBLIC COMMENT	
F. APPROVAL OF MINUTES OF PREVIOUS MEETING	
1. Minutes of November 28, 2023	4
G. GENERAL MANAGER	
H. CUSTOMER SERVICE	
1. Customer Service Report – November 2023	20
I. IT	
1. IT Report – November 2023	22
J. BUDGET AND FINANCE	
1. Budget and Finance Report – November 2023	25
K. FIELD	
1. Field Report – November 2023	28
L. PLANT/FACILITIES	
M. CAPITAL PROJECTS	

N. ENGINEERING

O. LEGAL

P. COMMISSIONER'S ITEMS

Q. ROUNDTABLE

R. ADJOURNMENT

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

Meeting Date:
December 19, 2023

Agenda Item Number: F-1

Action Required:
Yes

Department: Legal
Sponsor: Nick Mulick

Subject:
Minutes of November 28, 2023

Summary:
Staff to present the minutes from November 28, 2023 board meeting for approval.

Reviewed / Approved

Financial Impact

Attachments

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

\$

Funding Source:
N/A

Budgeted:
N/A

1. Minutes

Approved By:  Date: 12/14/2023
General Manager



Key Largo Wastewater Treatment District
103355 Overseas Hwy, Key Largo, FL
Tuesday, November 28, 2023

MINUTES

CALL TO ORDER (A)

Chairman Nicolas Rodriguez called the meeting to order at 4:00 PM.

PLEDGE OF ALLEGIANCE (B)

Mr. Chris Sant led the Pledge of Allegiance.

ROLL CALL (C)

Present: Chairman Nicolas Rodriguez; Commissioners Sue Heim, Robert Majeska, and Tim Maloney.

Also present; General Manager Peter Rosasco; General Counsel Nicholas Mulick; District Clerk Shannon McCully; Plant/Facilities Manager Ryan Dempsey; Field Manager Mike Dempsey; Weiler Engineering Steve Suggs; IT Support Manny Santana

Present Virtually: Finance Manager Connie Fazio, IT Consultant Randy Redmond

Absent: Commissioner Philip Schwartz

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

Approval of Agenda (D-1)

Mr. Rosasco requested the addition of item *G-2 No Name Storm Update (Laydown)*

Mr. Mulick requested the addition of item *L-2 for Letter of No Objection (Laydown)*

Chairman Rodriguez requested that Items K-1 and K-2 be presented before Customer Service.

Commissioner Maloney requested the addition of item *P-1 December Board Meeting Dates*

Commissioner Majeska requested the addition of item *Q-1 Zoom - Attending Remotely*

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

PUBLIC COMMENT (E)

Mr. Chris Sante spoke on Items H-2 through H-7.

APPROVAL OF MINUTES (F)

Minutes of November 7, 2023 (F-1)

Motion: Commissioner Majeska made a motion to approve the minutes of November 7, 2023. Commissioner Maloney seconded the motion. Motion passed without objection.

GENERAL MANAGER (G)

Florida Keys Day Sponsorship G-1

Mr. Rosasco recommended the Senator level (\$3000) sponsorship for 2024 Florida Keys Day.

Motion: Commissioner Majeska made a motion to approve the Florida Keys Senator Sponsorship level. Commissioner Heim seconded the motion.

Vote on Motion:

Commissioner Heim– Aye
Commissioner Maloney– Aye
Commissioner Majeska– Aye
Commissioner Schwartz– Absent
Chairman Rodriguez – Aye

No Name Storm Update G-2 (Laydown)

Peter Rosasco gave the Board an update on the November 15-20, 2023 No Name Storm, including incurred overtime.

CUSTOMER SERVICE (H)

Customer Service Report - October 2023 (H-1)

Mr. Irizarry presented the Customer Service Report for October 2023.

Billing EDU Review - Owner Chris Sante - 95350 Overseas Hwy - AK# 1100293 (H-2)

Billing EDU Review - Owner Chris Sante - 131 Hood Ave. - AK# 8968235 (H-3)

Billing EDU Review - Owner Chris Sante - 300 Atlantic Dr. - AK# 1558052 (H-4)

Billing EDU Review - Owner Chris Sante - 99336 Overseas Hwy - AK# 1621935 (H-5)

Billing EDU Review - Owner Chris Sante - 98900 Overseas Hwy - AK# 1641171 (H-6)

Billing EDU Review - Owner Chris Sante - 107 Garden St. - AK# 1600164 (H-7)

Mr. Mulick presented Billing EDU Reviews for Owner Chris Sante for approval.

Motion: Commissioner Heim made a motion to approve items H-2 through H-7. Commissioner Maloney seconded the motion.

Vote on Motion:

Commissioner Heim– Aye
Commissioner Maloney– Aye
Commissioner Majeska– Aye
Commissioner Schwartz– Absent
Chairman Rodriguez – Aye

IT (I)

IT Report - October 2023 (I-1)

Mr. Redmond presented the IT Report for October 2023.

BUDGET AND FINANCE (J)

No report in agenda.

FIELD (K)

Field Report - October 2023 (K-1)

Mr. Dempsey presented the Field Report for October 2023.

Vac Station G- Vacuum Pump Rebuild (K-2)

Mr. Dempsey requested approval for Vac Station G - Vacuum Pump Rebuild quote from KB Vacuum Pump Solutions, LLC.

Motion: Commissioner Heim made a motion to approve the Quote from KL Vacuum Pump Solutions, LLC. Commissioner Maloney seconded the motion.

Vote on Motion:

Commissioner Heim– Aye
Commissioner Maloney– Aye
Commissioner Majeska– Aye
Commissioner Schwartz– Absent
Chairman Rodriguez – Aye

PLANT/FACILITIES (L)

No report in agenda.

CAPITAL PROJECTS (M)

Capital Projects Report - October 2023 (M-1)

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

ENGINEERING (N)

No Report in agenda.

LEGAL REPORT (O)

Reversal of Waiver - Reso. 17-2023 AK# 1604577 (O-1)

Mr. Mulick submitted Resolution 17-2023 adopting a reversal of waiver for 134 S. Bay Harbor Dr, AK1604577.

Motion: Commissioner Heim made a motion to adopt Resolution 17-2023. Commissioner Majeska seconded the motion.

Vote on Motion:

Commissioner Heim – Aye
Commissioner Majeska– Aye
Commissioner Maloney – Aye
Commissioner Schwartz– Absent
Chairman Rodriguez – Aye

Letter of No Objection - Reso. 18-2023 (O-2) (Laydown)

Mr. Mulick submitted Resolution 18-2023 adopting a Letter of No Objection to the abandonment of the right-of-way of a portion of Hibiscus Street, contiguous to Lots 20 and 23.

Motion: **Commissioner Majeska made a motion to adopt Resolution 18-2023. Commissioner Maloney seconded the motion.**

Vote on Motion:

Commissioner Majeska – Aye
Commissioner Maloney – Aye
Commissioner Heim – Aye
Commissioner Schwartz– Absent
Chairman Rodriguez – Aye

COMMISSIONER ITEMS (P)

December 2023 Board Meeting Dates (P-1)

Commissioner Maloney discussed canceling the December 12, 2023 Board Meeting. No action was taken.

ROUNDTABLE DISCUSSION (Q)

Zoom-Attending Remotely (Q-1)

Commissioner Majeska discussed reconsidering the Board Policy and Practices (rules *8) virtual attendance policy for commissioners. Mr. Mulick informed the Board that the rule is based on FL state statutes, and adopting a different attendance rule involves changing KLWTD charter.

ADJOURNMENT (R)

The meeting was adjourned at 5:44 pm.

Nicolas Rodriguez, Chairman

Shannon McCully, Clerk

Seal _____

No Name Storm Event 11/15-11/21/23

Storm related overtime hours worked 11/15-11/17 = 199.25

Additional Overtime Pay Authorized Total 11/15-11/17 = \$3,058.84

(To be Paid on 12/1/23 paycheck)

Storm related overtime hours worked 11/18-11/21 = 238.5

Additional Overtime Pay Authorized Total 11/18-11/21 = \$3,421.74

(to be paid on 12/8/23 paycheck)

Total Event Overtime Hours: 437.75

Total Additional Pay: \$6,480.58

**Additional Overtime for KLWTD employees working during the November 2023
No-Name rain event/storm and the after-effects on the KLWTD Wastewater System:**

KLWTD's General Manager has approved the following:

- The District is going to compensate employees for overtime worked at the rate of double your normal hourly rate. This will be for storm related work performed outside of normal work week hours from:
 - o Wednesday Nov. 15 through Friday Nov. 17;
 - o Saturday Nov 18 to Sunday Nov 19; (all hours on the weekend)
 - o Monday Nov. 20 (outside of normal work week hours)
- This additional overtime will allow employees who worked overtime during the storm to receive a total of 2 times (double) overtime rate. The original time and a half, or 1.5 rate, was previously paid on the 11/24/23 and 12/1/23 paychecks.

This adjustment will be paid on the following payrolls:

12/1/23 payroll: for storm related work performed outside of normal work hours on Wednesday Nov 15 through Friday Nov 17.

12/8/23 payroll: for storm related work performed on Saturday Nov 18, Sunday Nov 19 and outside of normal hours on Monday Nov 20.

The additional work by KLWTD is greatly appreciated! Thank you for your valuable contribution and teamwork.

If you have any questions regarding this email, please contact Connie or Jen in the Finance Dept by email or phone or in-person.

Thank you-

KLWTD Finance Department

Nov. 29, 2023

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

Meeting Date:
November 28, 2023

Agenda Item Number: O-2

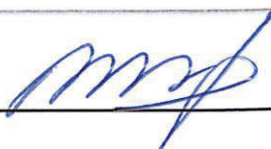
Action Required:
Yes

Department: Legal
Sponsor: Nicholas W. Mulick

Subject:
Letter of No Objection - Reso. 18-2023

Summary:
Island Construction Management, Inc. has requested a Letter of No Objection to the abandonment application for a portion of Hibiscus Street contiguous to Lots 20 and 23 located in the OCEAN SHORES subdivision. The District has no equipment or facilities on the subject right-of-way.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$	1. Request for Letter of No Objection 2. Location Map 3. Sketch of Description 4. Letter of No Objection 5. Resolution 18-2023
Administration: _____		
Finance: _____	Funding Source:	
District Counsel: _____	N/A	
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By:  Date: 11-28-23
General Manager

KLWTD
103355 Overseas Highway
Key Largo, Florida 33037

October 11, 2023

RE: ROW Abandonment

Attached please find a copy of the plat as it relates to the Ocean Acres Subdivision. Also attached is a survey depicting the proposed area to be abandoned. As you can see, we are requesting abandonment of the section Hibiscus Street. The section of the road has never been improved. Currently there are no utilities in place on this unimproved road. Additionally, there are no easements.

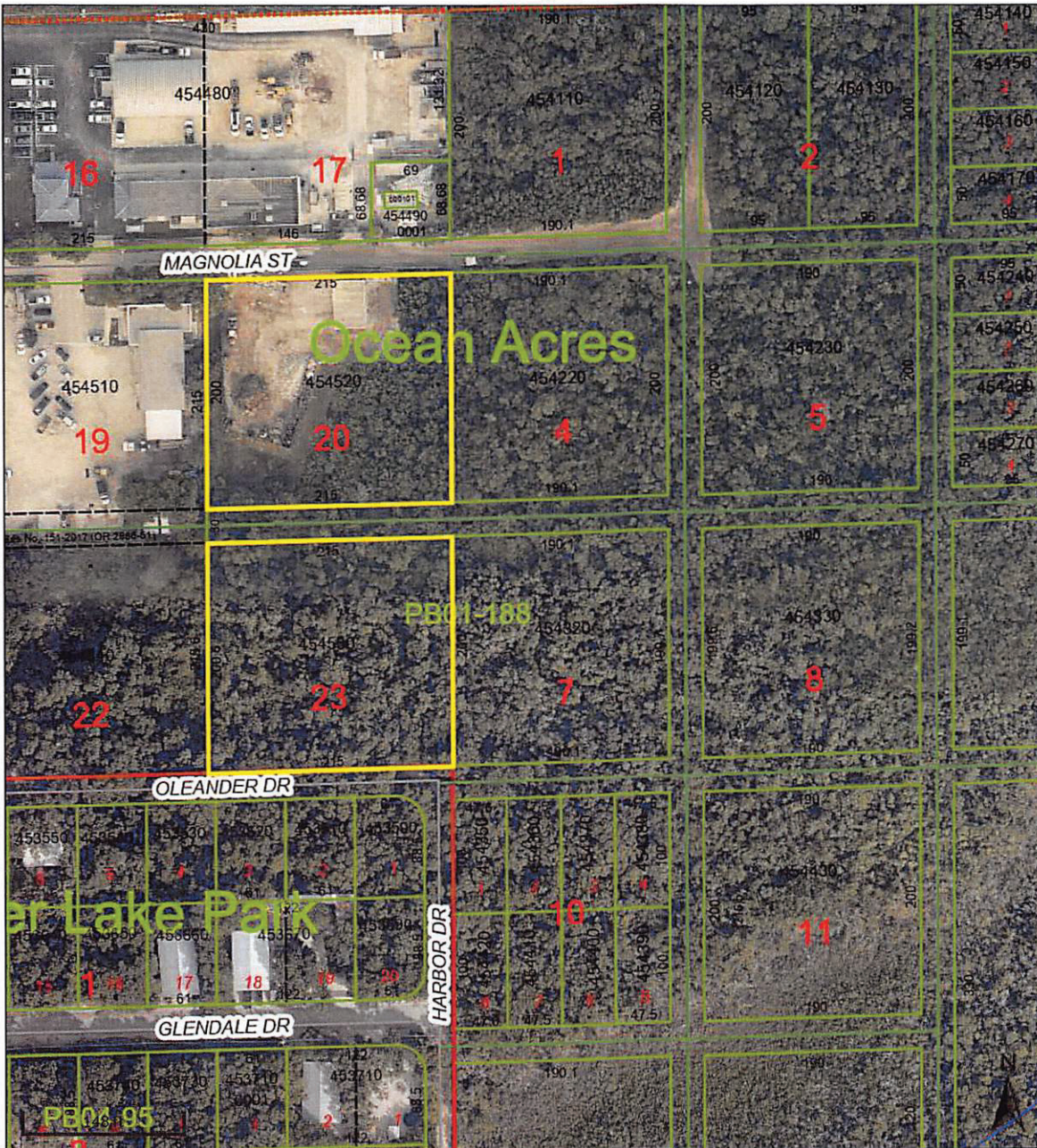
We are requesting that you send a letter of no objection in an expeditious manner.

Should you have any questions, please do not hesitate to contact us.

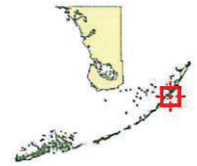


Donald W. Horton, CBO, CRC





Overview

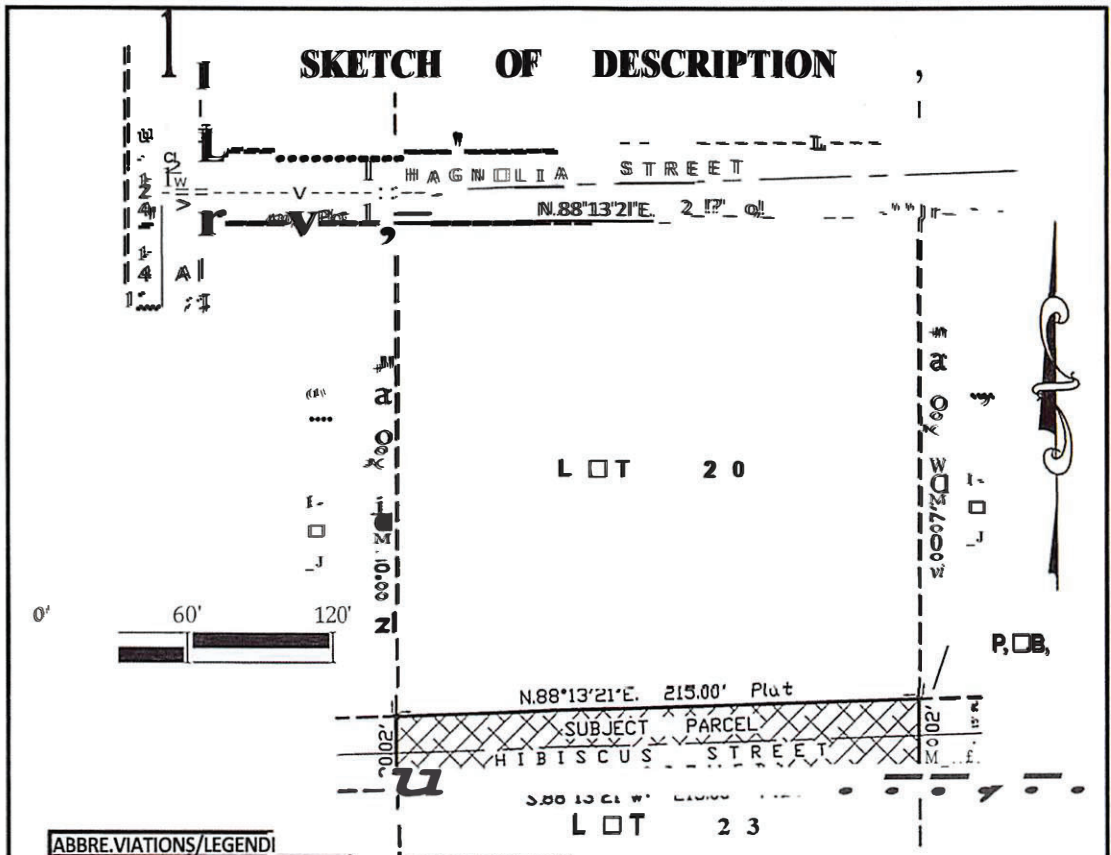


Legend

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

Date created: 11/22/2023
Last Data Uploaded: 11/22/2023 4:01:47 AM

Developed by Schneider
GEOSPATIAL



ABBREVIATIONS/LEGEND

P.S.M. - Professional Surveyor & Mapper	P.L.S. - Professional Land Surveyor	B. - Record
LS - Land Surveyor	LB - Licensed Business	Fr. - Found
C. - Calculated	D. - Dead	M. - Measured
Fin.F. - finished floor	D. - Deviation	con. - Concrete
F.T. - fish table	FP - fence post	cor. - corner
FK - PAWLER NAIL FASTENERS	Cond. - Conduit	A/C - air conditioner
MAG. - Magnetic Nail	F.S. - frame shed	
U.G.E. - Underground Electric	M.S. - metal shed	
P.B. - Plat Book / P. - Page	P.S. - plastic shed	
W. - Buried waterline	Pl. - planter	
N.S. - not in service	R.O.W. - right of way	
C.B.S. - concrete block shed	T.R. - telephone riser	
L.P. - liquid petroleum gas tank	L.P. - light/lamp pole	
P.O.B. - Point of Beginning	Balc. - Balcony	
Rod/N.R.L. - Rodded/Non-Rodded	Fnc. - fence	
P.C.C. - Point of Commencement	Bldg. - building	
N.S.E.W. - North, South, East, West	Res. - residence	
P.C.P. - permanent control point	CA. - guy anchor	
P.C.R. - Point of reverse Curvature	M.H.W.L. - mean high water line	
P.C.C. - Point of Compound Curve		
P.C./P.T. - Point of Curvature/Tangency		
P.M. - permanent reference monument		
NAD - National Geodetic Vertical Datum		
NAVD - North American Vertical Datum		
S.U.T. - safe utility line		
F.D.O.T. - Florida Department of Transportation		

Nail / PK Nail Found
 Nail/fix nail & disc stamped LB7882 set
 Pipe Found
 Pipe/Cap stamped LB 7782 set
 Rubber Found
 Wood Utility Pole
 Concrete Utility Pole
 Overhead Utility
 Chainlink fence
 Wood/plastic fence
 Water Meter/level valve
 Rock
 Manhole
 concrete davit base

Note: All pipes set are 7/8" (outside diameter) with cap stamped LB 7782 registration number. All PK nail/bags or 604 spikes set are with discs stamped with LB7782. Unless otherwise indicated, all pipes found are 7/8" (outside diameter). Unless indicated, points have no identification.

DESCRIPTION

A portion of Hibiscus Street contiguous to Lot 20 and Lot 23, OCEAN ACRES, according to the Plot thereof as Recorded in Plot Book 1, st Page 188 of the Public Records of Monroe County, Florida and being More particularly described as follows:

BEGINNING at the Southeasterly corner of sold Lot 20 on the Northerly right of way line of Hibiscus Street; thence run S.00°07'39"E along the Southerly extension of the East line of Lot 20, for a distance of 30.02 feet to the Northeasterly corner of Lot 23; thence run S.88°13'21"V along said Northerly line for a distance of 215.00 feet to the Northwesterly corner of said Lot 23 and Southerly right of way line of Hibiscus Street; thence run N.00°07'39"E along the Northerly extension of the West line of Lot 23 for a distance of 30.02 feet to the Southwest corner of Lot 20; thence run N.88°13'21"E along the South line of Lot 20 and the North line of Hibiscus Street for a distance of 215.00 feet back to the POINT OF BEGINNING. Containing 6,450, square feet.

NOTES

1. This sketch represents a 'SKETCH OF DESCRIPTION' and is NOT A BOUNDARY SURVEY.
2. The Bearing Base for this sketch is the South line of Lot 20 shown hereon as running N.88°13'21"E and is 'ASSUMED'.
3. Additions or deletions to survey Maps or reports by other than the signing party or parties is prohibited without written permission of the signing party or parties.



MASSEY-RICHARDS SURVEYING & MAPPING, LLC		Phone: (305)853-0066 / Fax: (305)853-0233 88888 Overseas Highway / P.O. Box 618, Tavernier, FL 33070
Client: Atlantic Trash	Florida Certificate of Authorization No. LB 7882	NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER
I hereby certify that the sketch herein was performed under my direct supervision and is true and correct to the best of my knowledge and belief. Digitally signed by David S. Massey Date: 2023.10.10 15:37:08-0400	David S. Massey	
Drafted: 10/10/23	Drawing No. 19197R	
Scale: 1" = 60'	Drawn By: DSM	



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

Laydown November 28, 2023
Agenda Item O-2

November 21, 2023

Magnolia 101 LLC
c/o Island Construction Management, Inc.
88888 Overseas Hwy, #9
Tavernier, FL 33070

Re: Letter of No Objection to proposed abandonment of right-of-way of a portion of Hibiscus Street contiguous to Lots 20 and 23, OCEAN ACRES subdivision

Dear Mr. Horton:

Please consider this communication a **Letter of No Objection** from the Key Largo Wastewater Treatment District to the abandonment of a portion of Hibiscus Street contiguous to Lots 20 and 23 in OCEAN ACRES subdivision, Key Largo, Monroe County, Florida, as shown on the attached *Sketch of Description* prepared by Massey-Richards Surveying & Mapping, LLC drafted October 10, 2023.

Very truly yours,

By: _____
Peter Rosasco, General Manager

RESOLUTION NO. 18-2023

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (the “District”) AUTHORIZING THE GENERAL MANAGER TO EXECUTE AND DELIVER A LETTER OF NO OBJECTION TO THE PROPOSED ABANDONMENT OF A PORTION OF THE RIGHT-OF-WAY OF HIBISCUS STREET CONTIGUOUS TO LOTS 20 AND 23, OCEAN ACRES SUBDIVISION, KEY LARGO, MONROE COUNTY, FLORIDA.

WHEREAS, Island Construction Management, Inc., has submitted an application to the Monroe County Board of County Commissioners for abandonment of a portion of the right-of-way of Hibiscus Street contiguous to Lots 20 and 23, OCEAN ACRES subdivision; and

WHEREAS, Island Construction Management, Inc., has requested that the District deliver a Letter of No Objection to the application; and

WHEREAS, the District has determined that it does not own any equipment or facilities on the portion of the right-of-way of Hibiscus Street sought to be abandoned; and

WHEREAS, District staff recommends that the District Board of Commissioners authorize the General Manager to execute and deliver a Letter of No Objection to Island Construction Management, Inc.’s application.

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

1. The General Manager is hereby authorized to execute and deliver a Letter of No Objection to Island Construction Management, Inc.’s application for abandonment of a portion of the right-of-way of Hibiscus Street contiguous to Lots 20 and 23, OCEAN ACRES subdivision, Key Largo, Monroe County, Florida.
2. This Resolution shall take effect upon adoption by the Board of Commissioners.

RESOLVED AND ADOPTED THIS 28th DAY OF NOVEMBER 2023.

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

	AYE	NAY
Chairman Rodriguez	_____	_____
Commissioner Heim	_____	_____
Commissioner Maloney	_____	_____
Commissioner Majeska	_____	_____
Commissioner Schwartz	_____	_____

The Chairman thereupon declared this Resolution duly passed and adopted this 28th day of November 2023.

KEY LARGO WASTEWATER TREATMENT DISTRICT

Nicolas Rodriguez, Chairman

*Approved to as to form
and legal sufficiency:*

ATTEST:

Shannon McCully, District Clerk

By: _____
Nicholas W. Mulick, General Counsel

SEAL

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

Meeting Date:
December 19, 2023

Agenda Item Number: H-1

Action Required:
No

Department:
Customer Service

Sponsor:
Connie Fazio

Subject:
Customer Service Report - November 2023

Summary:
Ms. Fazio will present the Customer Service monthly report.

Reviewed / Approved

Financial Impact

Attachments

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

\$

Funding Source:
N/A

Budgeted:
N/A

1. Monthly Report

Approved By: 
General Manager

Date: 12/14/2023

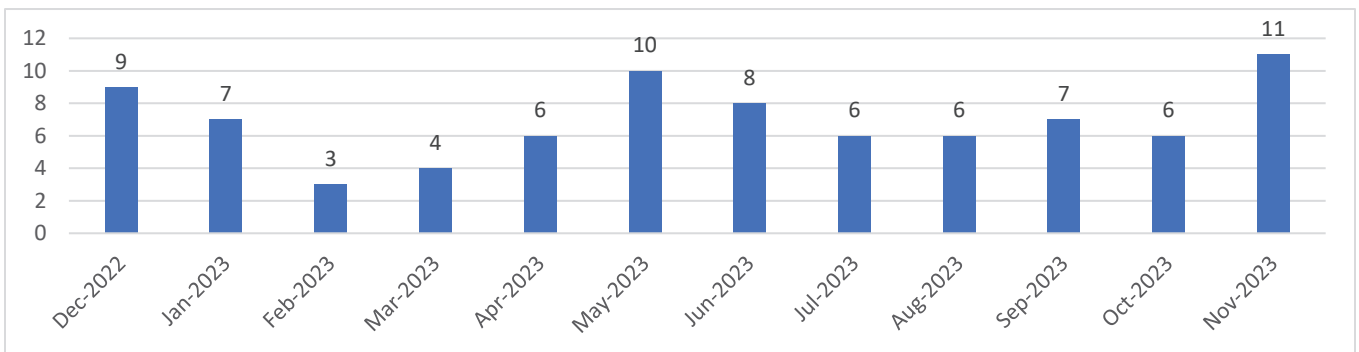
Key Largo Wastewater Treatment District Customer Service Report November 2023

The numbers provided are based on customer requests that generated a work order.

Customer Service Requests

	Total
Back-Up	3
Billing	28
Demo	5
Field Department	53
Locate	2
MOD	18
NOA	9
Tie In Res	9
Total	127

Number of Completed Wastewater Connections



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

Meeting Date:
December 19, 2023

Agenda Item Number: I-1

Action Required:
No

Department: IT Sponsor: ENS

Subject:
IT Report - November 2023

Summary:
ENS will present the IT monthly report.

Reviewed / Approved

Financial Impact

Attachments

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

\$

Funding Source:
N/A

Budgeted:
N/A

1. Monthly Report

Approved By:  Date: 12/14/2023
General Manager

IT

The IT Department completed 396 tickets in November.

IT Updates

Project	Cost	Description
Website ADA Compliance	Total annually \$2,190.00	<ul style="list-style-type: none"> • Changes reviewed and ready for Link2City. Working to coordinate access to M-files so documents are still searchable once removed from the site. • M-files Access for commissioners is ready. • Presented Reasearch and findings to the board.
Website Technology Upgrade	\$3,750.00 One time	<p>Vendor Link2city</p> <ul style="list-style-type: none"> • Access to commissioners have been completed. • Quotes have been received for PDF remediation (Presented at 12/12 Board meeting). • Recommendations will be presented on Januarys board meeting.
GIS recommendations and training FY24	\$45,840 one time	<p>Vendor is FTC.</p> <ul style="list-style-type: none"> • ESRI access granted and tested for FTC. • Working with FTC to rebuild the GIS server.
GIS Emergency applications project	\$18,960.00 One time	<ul style="list-style-type: none"> • Bi-weekly meetings on-going • Demo will be scheduled for the second week of January.

GIS Server rebuild	\$4,405.00	<ul style="list-style-type: none"> • Memory and server Licenses have been ordered to rebuild the GIS server.
Barracuda to Inky Migration	No Cost to the District	<ul style="list-style-type: none"> • Awaiting completion of Google to O365 migration.
Google to O365 Migration	\$3,575.00 (One time fee) \$1,100.00 (Recurring monthly)	<ul style="list-style-type: none"> • 1 on 1 training available upon request. • User setup and configuration under way. • Google backend is currently synchronizing to M365.
SCADA redundancy Project		<ul style="list-style-type: none"> • Project was completed. • Monthly failover tests have been scheduled.

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

Meeting Date:
December 19, 2023

Agenda Item Number: J-1

Action Required:
No

Department: Budget and Finance Sponsor: Connie Fazio

Subject:
Budget and Finance Report - November 2023

Summary:
Ms. Fazio will present the Budget and Finance monthly report.

Reviewed / Approved

Financial Impact

Attachments

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

\$

Funding Source:
N/A

Budgeted:
N/A

1. Monthly Report

Approved By:  Date: 12/14/2023
General Manager

November 2023

Budget and Finance Report

Long-Term Debt Summary	
SRF Loan KLNC 46401P	\$8,611,738.33

	Cash Flow	
	Deposits	Expenditures
Wastewater Billing Deposits Received	\$567,443.79	
Assessment Revenue Received (Non-Ad Valorem & SDC Prepayments)	\$632,265.45	
Islamorada Revenue	\$129,335.72	
Interest Income	\$108,018.95	
Misc. Revenue (includes Stewardship Reimbursement)	\$244,521.17	
District Expenditures (checks written)		\$891,619.30
Payroll		\$157,403.43
Total:	\$1,681,585.08	\$891,619.30

FKAA Wastewater Revenue Statistics

Date	Number of Customers Billed	WW Revenue Received	Date	Number of Customers Billed	WW Revenue Received
Dec. 2021	10,113 (9,218 Residential 895 Commercial)	\$621,823.46	Dec. 2022	10,114 (9,224 Residential 890 Commercial)	\$628,476.82
Jan. 2022	10,116 (9,216 Residential 900 Commercial)	\$650,127.44	Jan. 2023	10,129 (9,236 Residential 893 Commercial)	\$604,896.94
Feb. 2022	10,126 (9,236 Residential 890 Commercial)	\$649,323.02	Feb. 2023	10,123 (9,239 Residential 884 Commercial)	\$600,360.56
March 2022	10,142 (9,271 Residential 871 Commercial)	\$603,196.84	March 2023	10,148 (9,266 Residential 882 Commercial)	\$655,947.71
April 2022	10,178 (9,285 Residential 893 Commercial)	\$705,173.78	April 2023	10,141 (9,255 Residential 886 Commercial)	\$603,364.07
May 2022	10,149 (9,256 Residential 893 Commercial)	\$669,021.50	May 2023	10,168 (9,286 Residential 882 Commercial)	\$641,650.94
June 2022	10,141 (9,258 Residential 895 Commercial)	\$443,338.57	June 2023	10,164 (9,281 Residential 883 Commercial)	\$610,223.04
July 2022	10,131 (9,239 Residential 892 Commercial)	\$870,866.27	July 2023	10,140 (9,260 Residential 880 Commercial)	\$644,707.07
August 2022	10,144 (9,246 Residential 898 Commercial)	\$668,479.05	August 2023	10,167 (9,282 Residential 885 Commercial)	\$599,881.28
Sept. 2022	10,119 (9,229 Residential 890 Commercial)	\$624,324.13	Sept. 2023	10,141 (9,258 Residential 883 Commercial)	\$693,024.47
Oct. 2022	10,120 (9,230 Residential 890 Commercial)	\$590,167.00	October 2023	10,158 (9,275 Residential 883 Commercial)	\$570,143.86
Nov. 2022	10,124 (9,233 Residential 891 Commercial)	\$685,127.26	November 2023	Stats N/A FKAA Billing not received as of 12/8/23	\$567,443.79
Total Revenue from Dec 2021 through Nov 2022		\$7,780,968.32	Total Revenue from Dec 2022 Through Nov 2023		\$7,420,120.55

October 2023 (latest month available from FKAA)

CC Total Payment to FKAA

\$243,913.78

CC Total x 2.5% Fee total cost to KLWTD

\$6,097.84

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

Meeting Date:
December 19, 2023

Agenda Item Number: K-1

Action Required:
No

Department:
Field Operations

Sponsor:
Mike Dempsey

Subject:
Field Report - November 2023

Summary:
Mr. Dempsey will present the Field monthly report.

Reviewed / Approved

Financial Impact

Attachments

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

\$

Funding Source:
N/A

Budgeted:
N/A

1. Monthly Report

Approved By: 
General Manager

Date: 12/14/2023

Wastewater Field Operations

There were a total of 81 service calls for the month of November, of these 24 were system-generated alarms, mostly by low vacuum detection at a vacuum station. The system-generated alarms were addressed quickly by the field staff. The reports below detail the remaining 56 calls.

Date	Address	Incident	Response	KLWTD Issue
11/1/23	586 Bonita Ave	Flovac reported that the Pit was overwhelmed	Tech found that the Pit was not working as it should, simulated it, and found that the Surge Suppressor was bad. Replaced the Surge, simulated the Pit, and put it back in service.	Yes
11/3/23	6 Atlantic Dr	The customer reported a Grinder Pump overflowing at His house.	Tech found that the Grinder Pump was not working because there was no power from the house. Tech called to have the Vactron drain down the tank so the customer could use the bathroom while the electrician gets the power situated. The Grinder Pump was put back in service on 11/15.	No (Electrical on the private side)
11/3/23	103100 o/s Hwy (Pink Plaza).	The customer reported a sewer odor and standing liquid between the two buildings.	Tech found that the Buffer Tank that serves this property was working as it should, and the standing liquid was rainwater from a full storm drain. Advised the homeowner that He would need to call someone to pump out and fix the storm drain.	No
11/3/23	994 Shaw Dr	The customer reported a white substance around the top of the Pit in front of Her house.	Tech found that the white stuff was coming up from underground and was in the standing water down the road. Not a K.L.W.T.D. issue.	No
11/4/23	26 Osprey Dr	Customer reported a possible backup in Her house.	Tech found that the Surge was bad, replaced the Surge, simulated the Pit, and put it back in service.	Yes
11/5/23	1 Robert St	Flovac reported a Pit that was overwhelmed	Tech found that the Controller was bad, replaced the Controller, simulated the Pit, and put it back in service.	Yes

11/5/23	101780 o/s Hwy	Customer reported a possible backup at Largo Resort	Tech found that the Grinder Pump was bad, replaced the Pump, simulated it, and put it back in service.	Yes
11/12/23	123 Indian Ave	The customer reported that Her toilet was making a gurgling noise.	Tech found that the Surge Suppressor was bad, replaced the Suppressor, simulated the Pit, and put it back in service.	Yes
11/12/23	1526 Shaw Dr	Customer reported a possible backup in His house.	Tech found that the Surge Suppressor was bad, replaced the Surge Suppressor, simulated the Pit, and put it back in service.	Yes
11/14/23	50 Hibiscus Lane	The customer reported that Her toilets were not flushing.	Tech simulated the Pit and everything was working as it should, advised the Homeowner that She would need to call a plumber. (Homeowner Issue).	No
11/15/23	196 Lorelane Pl	The customer reported that the manhole across the street was covered with water.	Tech found that the Pit was working as it should, and the water was standing rainwater. Advised the customer of His findings.	No
Storm			Four houses required floors to be cleaned and disinfected by Islamorada Cleaners as a result of backups into the homes..292 Buttonwood Shores Dr \$300.00, 45 Crane St \$540.00, 135 Sunset Gardens Dr \$150.00, and 21 Seagate Blvd \$200.00	
11/16/23 Thru 11/21/23	Various Locations	35 Customer Calls (Toilets not flushing)	(Pits were not firing due to no Vacuum because of excessive-high tides and no name storm)	(Storm Related)
11/22/23	25 S Exuma Rd	The customer reported that the manhole in front of Her house was overflowing.	Tech found that the Pit was overwhelmed due to the Fernco being off, replaced the Fernco, simulated the Pit, and put it back in service.	Yes
11/22/23	851 Narragansett Lane	Customer reported a possible backup.	Tech found that the Controller was bad, replaced the Controller, simulated, and put it back in service.	Yes

11/25/23	99610 o/s Hwy	Nationwide Plumbing reported a backup in the house.	Tech found that the Controller was full of water. Replaced the Controller, simulated the Pit, and put it back in service.	Yes
11/25/23	145 Grassy Rd	The customer called to report a possible backup in His house.	Tech found everything to be working as should. Advised the Homeowner that He would need to call a plumber. (Homeowner Issue).	No
11/26/23	908 Lobster Lane.	Customer reported a possible backup in His house.	Tech found that everything was working as should. Advised the Homeowner to call a plumber. (Homeowner Issue).	No
11/26/23	Lot #355 Calusa	Customer reported a possible backup	Tech found that everything was working as it should. Advised the Homeowner to call a plumber. (Homeowner Issue).	No
11/26/23	100 East Shore Dr	Customer reported a possible backup	Tech found that everything was working as it should. Advised the Homeowner to call a plumber. (Homeowner Issue).	No
11/29/23	174th Ave C	Customer reported a possible backup.	Tech found that everything was working as it should. Advised the Homeowner to call a plumber. (Homeowner Issue).	No
11/30/23	14 Bass Ave	Customer reported a possible backup.	Tech found that the Pit was overwhelmed, simulated, and found the Valve was bad. Replaced the Valve, simulated, and put it back in service.	Yes
11/30/23	158 Buttonwood Ave	The customer called to report a possible backup.	Tech found that everything was working as it should. Advised the Homeowner to call a plumber. (Homeowner Issue).	No