

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

Meeting Date:
August 20, 2024

Agenda Item Number: F-1

Action Required:
Yes

Department: Legal
Sponsor: Nicholas Mulick

Subject:
Minutes of August 6, 2024

Summary:
Staff to present the minutes of August 6, 2024 board meeting for approval.

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

Approved By:  Date: 8-15-24
General Manager



Key Largo Wastewater Treatment District
103355 Overseas Hwy, Key Largo, FL
Tuesday, August 6, 2024

MINUTES

CALL TO ORDER (A)

Chairman Nicolas Rodriguez called the meeting to order at 4:02 p.m.

PLEDGE OF ALLEGIANCE (B)

Mr. Ron Saunders led the Pledge of Allegiance.

ROLL CALL (C)

Present were: Chairman Nicolas Rodriguez; Commissioners Sue Heim and Robert Majeska.

Present Virtually: Commissioner Philip Schwartz (non-voting)

Also present: General Manager Peter Rosasco; General Counsel Nicholas Mulick; District Clerk Shannon McCully; Finance Manager Connie Fazio; Plant/Facilities Manager Ryan Dempsey; Field Manager Rudy Perez; Weiler Engineering Ed Castle and Lexi Connor; IT Support Manny Santana.

Appeared Virtually: Project Administration and HR Coordinator Laura Weinstock; IT Consultant Randy Redmond

Guest: Ron Saunders

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

Approval of Agenda (D-1)

Commissioner Majeska requested the addition of items *G-3 Rate Study Update*, *P-1 Sea Level Rise Update*, and *Q-1 General Rules and Regulations Manual Revisions Discussion*

Mr. Mulick requested the addition of item *O-4 Amendment of 2016 Assessment Roll (Reso. 13-2024)*

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

PUBLIC COMMENT (E)

No speakers.

APPROVAL OF MINUTES (F)

Minutes of July 16, 2024 (F-1)

Motion: Commissioner Heim made a motion to approve the minutes of July 16, 2024. Commissioner Majeska seconded the motion.

Motion passed without objection.

GENERAL MANAGER (G)

Preliminary FY2025 Budget, Staffing Summary, Org Chart (G-1)

Mr. Rosasco presented the preliminary budget, staffing summary, and organization chart for FY2025.

Health Insurance Renewal – FY2025 (G-2)

Mr. Rosasco presented the Health Insurance Renewal proposal for FY2025.

Motion: **Commissioner Majeska made a motion to approve the proposal.
Commissioner Heim seconded the motion.**

Vote on Motion:

Commissioner Majeska – Aye

Commissioner Heim – Aye

Chairman Rodriguez – Aye

Rate Study Update (G-3)

Mr. Rosasco discussed the Raftelis Rate Study and advised it will be distributed to the Board prior to the August 20, 2024, Board meeting.

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)

Field Dept. Truck Purchase (L-1)

Mr. Dempsey requested approval of the truck purchase.

Motion: **Commissioner Heim made a motion to approve the request.
Commissioner Majeska seconded the motion.**

Vote on Motion:

Commissioner Heim – Aye

Commissioner Majeska – Aye

Chairman Rodriguez – Aye

CAPITAL PROJECTS (M)

Grinder Pump Lateral Kit Upgrades CO #1 – ODP of Lateral Kits (Deductive) (M-1)

Ms. Connor requested approval of Change Order #1.

Motion: Commissioner Majeska made a motion to approve Change Order #1.
Commissioner Heim seconded the motion.

Vote on Motion:

Commissioner Majeska – Aye
Commissioner Heim – Aye
Chairman Rodriguez – Aye

ENGINEERING (N)

No report in agenda.

LEGAL REPORT (O)

Amendment of the 2008 Assessment Roll (Reso. 10-2024) (O-1) (Laydown)

Mr. Mulick requested adoption of Resolution 10-2024 amending the 2008 assessment roll.

Motion: Commissioner Heim made a motion to adopt Resolution 10-2024.
Commissioner Majeska seconded the motion.

Vote on Motion:

Commissioner Heim – Aye
Commissioner Majeska – Aye
Chairman Rodriguez – Aye

Amendment of the 2009 Assessment Roll (Reso. 11-2024) (O-2) (Laydown)

Mr. Mulick requested adoption of Resolution 11-2024 amending the 2009 assessment roll.

Motion: Commissioner Heim made a motion to adopt Resolution 11-2024.
Commissioner Majeska seconded the motion.

Vote on Motion:

Commissioner Heim – Aye
Commissioner Majeska – Aye
Chairman Rodriguez – Aye

Conservation Parcel Waiver Request (Reso. No. 15-2024) (O-3)

Mr. Mulick requested adoption of Resolution 15-2024 waiving service to parcels AK 1668435 and AK 1668443.

Motion: Commissioner Heim made a motion to adopt Resolution 15-2024.
Commissioner Majeska seconded the motion.

Vote on Motion:

Commissioner Heim – Aye
Commissioner Majeska – Aye
Chairman Rodriguez – Aye

Amendment of the 2016 Assessment Roll (Reso. 13-2024) (O-4) (Laydown)

Mr. Mulick requested adoption of Resolution 13-2024 amending the 2016 assessment roll.

Motion: Commissioner Heim made a motion to adopt Resolution 13-2024.

Commissioner Majeska seconded the motion.

Vote on Motion:

Commissioner Heim – Aye
Commissioner Majeska – Aye
Chairman Rodriguez – Aye

COMMISSIONER ITEMS (P)

Sea Level Rise (P-1)

Commissioner Majeska discussed the County’s Sea Level Rise Project and future financial obligations for KLWTD with District Engineer, Ed Castle.

ROUNDTABLE DISCUSSION (Q)

Rules and Regulations Discussion (Q-1)

Commissioner Majeska recognized Commissioner Heim and Mr. Mulick for their hard work on KLWTD’s Rules and Regulations and discussed rescheduling the Rules and Regulations Workshop. Mr. Rosasco requested that the Board reschedule the workshop to be held after the 2025 budget is approved.

Unfinished Business (Q-2)

Commissioner Heim discussed the 3 unfinished agenda items from the 7/16/2024 Board meeting that need to be brought back to the Board.

ADJOURNMENT (R)

The meeting was adjourned at 6:15 p.m.

Nicolas Rodriguez, Chairman

Shannon McCully, Clerk

Seal _____



Monroe County, FL



Overview



Legend

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

Parcel ID	00498020-000100	Alternate ID	9105321	Owner Address	HAGOPIAN JACK H TRUST
Sec/Twp/Rng	33/61/39	Class	VACANT RES		C/O CAROLYN ANN COCHRANE TRUSTEE
Property Address	163 OCEAN SHORES Dr				PO Box 371582
	KEY LARGO				Key Largo, FL 33037
District	500K				
Brief Tax	BK 3 LOT 10 AMD AND EXT PLAT OF KEY LARGO OCEAN SHORES PB4-18 KEY LARGO OR423-998/99 OR430-582/83 OR711-143				
Description	OR2357-896 OR2357-897/98M/T OR2357-899				
	<i>(Note: Not to be used on legal documents)</i>				

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Overview



Legend

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

Parcel ID 00481540-000100 Alternate ID 9105317 Owner Address MATOS GLADYS
 Sec/Twp/Rng 14/62/38 Class VACANT RES 10840 SW 84th Ave
 Property Address VACANT CASA COURT Dr Miami, FL 33156
 TAVERNIER

District 500P
 Brief Tax BK B LOT 21 ADOBE CASA COURT PB5-17 KEY LARGO OR299-527 OR571-12 OR619-415/17 OR725-383 OR788-854/55 OR791-
 Description 986/87 OR821-215 OR844-1321 OR844-1324 OR880-147 OR906-1076 OR982-2239 OR993-565 OR999-1942R/S OR1058-1144ML
 OR1128-2379 OR1128-2377/78F/J OR1133-2237AFF OR1198-847/49 OR1199-1811 OR1585-767 OR1677-653/75F/J OR1680-334
 OR2763-2175C/T OR2785-1038/52 OR2874-344/45
 (Note: Not to be used on legal documents)

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

Meeting Date:
August 6, 2024

Agenda Item Number: O-4

Action Required:
Yes

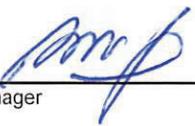
Department: Legal
Sponsor: Nicholas Mulick

Subject:
Amendment of 2016 Assessment Roll (Reso. 13-2024)

Summary of Discussion:

One parcel was subdivided by the Property Appraiser to which has been assigned a separate Parcel ID No. The new parcel will be assessed on the 2016 Assessment Roll, the same as the parent parcel.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$5,840.00	1. Resolution 13-2024 2. Letter for notification of imposition of SDC
Customer Service: _____	Income	
Finance: _____	Funding Source:	
District Counsel: _____	Assessment revenue	
District Clerk: _____	Budgeted:	
Engineering: _____	No	

Approved By:  Date: 8-6-24
General Manager

RESOLUTION NO. 13-2024

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING 2016 FINAL ASSESSMENT RESOLUTION NO. 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 2016 Final Assessment Resolution No. 10-08-16 ("No. 10-08-16"); and

WHEREAS, the District assessed the tax parcel described 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 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 1

PARCEL ID:	00489490-000100
AKNO.	9100452
PARCEL DESCRIPTION:	BK 1 LT 42 AND THE WIO FEET OF LT 43 AMENDED PLAT OF BAY HARBOR PB2-91 KEY LARGO G45-116 G47-484 OR389-186 OR804-959 ORIO01-206 ORIO01-207 OR2560-322 OR2840-1973 OR2843-2354 OR2893-447 OR2935-1146 OR3150-0580 OR3196-0117

NEW PARCEL

PARCEL ID: 00489490-000101
AK NO. 9105238
PARCEL DESCRIPTION: BK 1 LT 43 LESS THE W10 FEET AMENDED PLAT OF BAY HARBOR PB2-91 KEY LARGO G45-116 G47-484 OR389-186 OR804-959 OR1001-206 OR1001-207 OR2560-322 OR2840-1973 OR2843-2354 OR2893-447 OR2935-1146 OR3150-0580 OR3196-0117
EDU 1.0
BEGINNING BALANCE \$5,840.00

Section 2. 2016 FINAL ASSESSMENT RESOLUTION AMENDED. 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 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 parcels 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 6TH DAY OF AUGUST 2024

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 Rodriguez	_____	_____
Commissioner Majeska	_____	_____
Commissioner Heim	_____	_____
Commissioner Schwartz	_____	_____
Commissioner Maloney	_____	_____

The Chairman thereupon declared Resolution 13-2024 duly passed and adopted on the 6th day of August 2024.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: _____

Nicolas Rodriguez, Chairman

*Approved to as to form
and legal sufficiency:*

ATTEST:

Shannon McCully, District Clerk

Nicholas W. Mulick, General Counsel

SEAL



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

June 6, 2024

To: Christopher Burns
Vanessa Burns
19 Sunset Rd
Key Largo, FL 33037

RE: Imposition of Wastewater System Development Charge - AK# 9105238

Please be advised that the Key Largo Wastewater Treatment District's ("the District") Board of Commissioners ("the Board") will consider imposing a System Development Charge ("SDC") for the above-referenced parcel at its regularly scheduled meeting on July 16, 2024.

The SDC is the initial charge to each Tax Parcel assigned a parcel Alternate Key number by the Monroe County Property Appraisers Office and represents a portion of the Capital Costs for the construction of the District's Wastewater Management Facilities.

Reason for imposition of SDC: The District has been advised by the Monroe County Property Appraiser that tax parcel AK# 9100452 has been split to create a new tax parcel, AK# 9105238. The new parcel will be added to the 2016 Assessment Roll.

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

EDU Assignment: The new tax parcel will be assigned one Equivalent Dwelling Unit ("EDU"). See attached for calculation.

System Development Charge (SDC): Equal to the sum of the capacity charge per EDU plus the connection charge to extend service to your parcel. See attached for calculation.

Monthly Base Charge: Upon development of the parcel, you will be required to pay a monthly base charge of \$27.13 per EDU. The charge will be included in your monthly Florida Keys Aqueduct Authority ("FKAA") bill.

The total SDC charge will be \$5,840.00. Parcel owners have two options for paying the assessment:



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

Laydown August 6, 2024
Agenda Item O-4

1. **Pay in full:** If you choose to pay the SDC in full, you must do so no later than August 31, 2024. Payment may be made in person, online at <http://klwtd.com/check-my-assessment/>, or by mailing a check to the District administrative office located at 103355 Overseas Highway, Key Largo, FL 33037 (please include the Alternate Key # listed on the first page of this Notice).

2. **Pay in installment payments:** If you choose not to pay the SDC in full before August 31, 2024, you will automatically be enrolled in the District's installment payment plan whereby the SDC will be paid in annual installments.

a. The first installment will be included in your 2024 Monroe County Annual Tax bill.

b. The amount of each installment payment will be equal to 1/8 full wastewater SDC plus interest and costs, which will vary from year to year. The interest rate is based on the District's borrowing rate which, for the 2024 assessment year, is 2.590%.

c. At any time during the 8 year period, the owner of record may pay off the unpaid balance of the SDC. Pay off amounts are available from the District's Customer Service Department.

Your Rights: You have the right to appear at the meeting, present evidence, and have witnesses testify on your behalf. If you choose to appear or present evidence, 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 Customer Account Specialist at 305-451-4019 ext. 209 or alexis.irizarry@klwtd.com for more information concerning how the proposed action will impact your parcel or for confirmation of the meeting date.

Sincerely,

By: _____


Peter Rosasco, General Manager



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

AK# 9105238

Calculations

EDU Assignment: In accordance with Section 10.01(b)(i) of the Key Largo Wastewater Treatment District's General Rules and Regulations, residential tax parcels are assigned 1.0 EDU per dwelling unit.

SDC Charge

EDU Assignment	1.0 EDU
Capacity Charge (per EDU)	\$3,305.00
Connection Charge (per connection)	\$2,535.00
Total SDC Charge	\$5,840.00



Monroe County, FL



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- Key Names
- [] Subdivisions
- [] Parcels

Parcel ID	00489490-000101	Alternate ID	9105238	Owner Address	BURNS CHRISTOPHER
Sec/Twp/Rng	13/62/38	Class	VACANT RES		19 Sunset Rd
Property Address	136 S BAY HARBOR Dr				Key Largo, FL 33037
	KEY LARGO				

District 500K
Brief Tax BK 1 LT 43 LESS THE W10 FEET AMENDED PLAT OF BAY HARBOR PB2-91 KEY LARGO G45-116 G47-484 OR389-186 OR804-959
Description OR1001-206 OR1001-207 OR2560-322 OR2840-1973 OR2843-2354 OR2893-447 OR2935-1146 OR3150-0580 OR3196-0117
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