



Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Tuesday, November 5, 2024
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. ANNUAL ELECTION OF BOARD OFFICERS

E. AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS

F. PUBLIC COMMENT

G. APPROVAL OF MINUTES OF PREVIOUS MEETING

1. Minutes of October 15, 2024

4

H. GENERAL MANAGER

I. CUSTOMER SERVICE

J. IT

K. BUDGET AND FINANCE

L. FIELD

M. PLANT/FACILITIES

1. Plant/Facilities Report – September 2024

8

N. CAPITAL PROJECTS

O. ENGINEERING

P. LEGAL

1. Conservation Parcel Waiver Request - 105820 Overseas Hwy, AK No. 1656569, Resolution 22-2024.

11

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE BOARD") APPROVING THE REQUEST BY BO-JO INC ("THE OWNER"), FOR THE REMOVAL OF TAX PARCEL AK# 1656569; FROM THE 2006 NON-AD VALOREM ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.

Q. COMMISSIONER'S ITEMS

R. ROUNDTABLE

S. ADJOURNMENT

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

Meeting Date:

November 5, 2024

Agenda Item Number: G-1

Action Required:

Yes

Department:

Legal

Sponsor:

Nick Mulick

Subject:

Minutes of October 15, 2024

Summary:

Staff to present the minutes of October 15, 2024 for approval.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

Attachments

1. Minutes

Approved By: _____

General Manager



Date: _____

10/31/2024



Key Largo Wastewater Treatment District
103355 Overseas Hwy, Key Largo, FL
Tuesday, October 15, 2024

MINUTES

CALL TO ORDER (A)

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

PLEDGE OF ALLEGIANCE (B)

Ms. Dottie Moses led the Pledge of Allegiance.

ROLL CALL (C)

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

Also present: General Manager Peter Rosasco; General Counsel Nicholas Mulick; District Clerk Shannon McCully; Field Manager Rudy Perez; Plant/Facilities Manager Ryan Dempsey; Weiler Engineering Lexi Connor; IT Support Sheldon Bennett.

Appeared Virtually: Finance Manager Connie Fazio; Weiler Engineering Ed Castle; IT Consultant Randy Redmond

Guest (Appeared Virtually): Trevor McCarthy, Raftelis Senior Consultant and Tristen Townsend Raftelis Consultant

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

Approval of Agenda (D-1)

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

PUBLIC COMMENT (E)

Name and Address

Andy Tobin, Key Largo

Subject

Agenda Item G-1 & Islamorada ILA

Dottie Moses, Key Largo

Agenda Item G-1

Rick Barreto, Tavernier

Agenda Item G-1

Jose Baixauli, Key Largo

Agenda Item G-1

APPROVAL OF MINUTES (F)

Minutes of October 1, 2024 (F-1)

Motion: Commissioner Majeska made a motion to approve the minutes of October 1, 2024. Commissioner Heim seconded the motion.

Motion passed without objection.

GENERAL MANAGER (G)

2024 Wastewater Rate Study Results presented by Raftelis (G-1)

Mr. McCarthy presented the 2024 Wastewater Rate Study results. The Board requested additional information be provided at a future Board meeting for further discussion.

2025 Board Meeting Schedule and Holiday Schedule (G-2)

Mr. Rosasco presented the 2025 Board Meeting and Holiday schedule.

CUSTOMER SERVICE (H)

Customer Service Report – September 2024 (H-1)

Ms. Fazio presented the Customer Service monthly report.

IT (I)

IT Report – September 2024 (I-1)

Mr. Santana presented the IT monthly report.

BUDGET AND FINANCE (J)

Budget and Finance Report – September 2024 (J-1)

Ms. Fazio presented the Budget and Finance monthly report.

FIELD (K)

Field Report – September 2024 (K-1)

Mr. Perez presented the Field monthly report.

PLANT/FACILITIES (L)

No report in agenda.

CAPITAL PROJECTS (M)

Capital Projects Report – September 2024 (M-1)

Ms. Connor presented the Capital Projects monthly report.

ENGINEERING (N)

Florida Keys Area of Critical State Concern grant program (N-1)

Ms. Connor discussed the 2025 FDEP grant program changes.

LEGAL REPORT (O)

No report in agenda.

COMMISSIONER ITEMS (P)

Islamorada Discussion (P-1)

Commissioner Heim requested approval to submit a retraction request for the October 10, 2024, FreePress article. The Board declined the request.

ROUNDTABLE DISCUSSION (Q)

Commissioner Majeska requested a summary of the Islamorada ILA. Mr. Mulick advised that he will forward to Board members the summary he prepared in August 2024.

ADJOURNMENT (R)

The meeting was adjourned at 6:46 p.m.

Nicolas Rodriquez, Chairman

Shannon McCully, Clerk

Seal _____

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

Meeting Date:

November 5, 2024

Agenda Item Number: M-1

Action Required:

No

Department:

Plant/Facilities

Sponsor:

Ryan Dempsey

Subject:

Plant/Facilities Report - September 2024

Summary:

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

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

Attachments

1. Monthly Report

Approved By: _____

General Manager



Date: 10/31/2024

Wastewater Treatment Plant Operations

The wastewater treatment plant processed an average of 2.1 million gallons of influent per day (MGD). The Treatment Plant remains in compliance with the Florida Department of Environmental Protection (FDEP) guidelines.

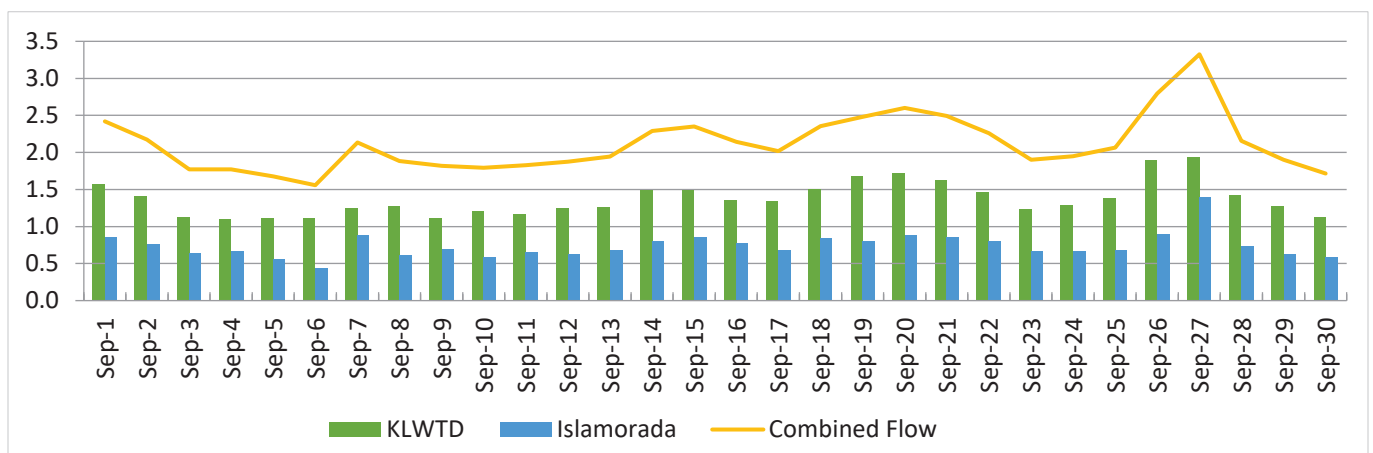
Effluent Quality Reports (mg/L)

Determines the quality of discharge from the wastewater treatment plant.

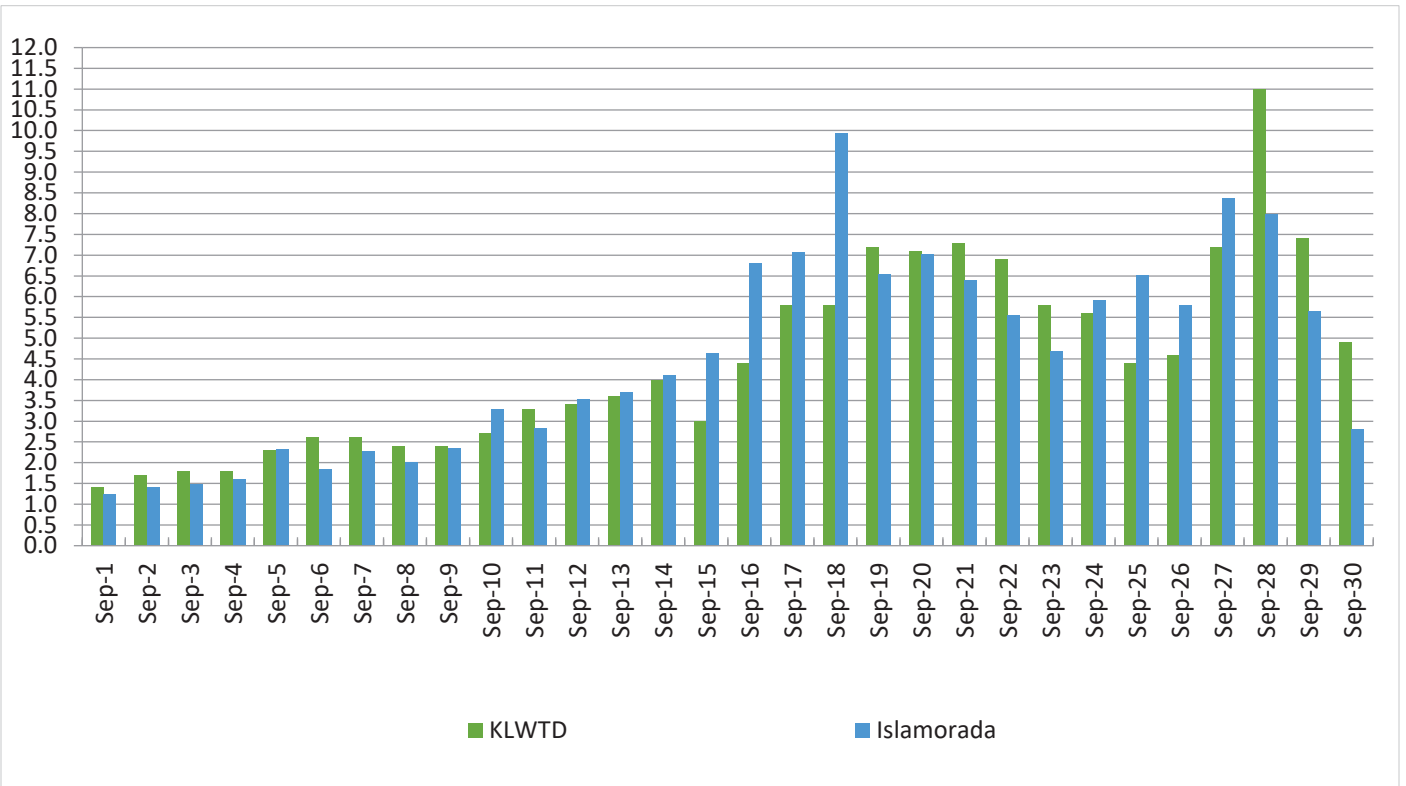
Effluent Quality Report	September 2024 Plant Performance	12 Month Average Plant Performance	Effluent Limits
CBOD5 (Carbonaceous Biochemical Oxygen Demand)	1	1.7	5
TSS (Total Suspended Solids)	1.5	1.3	5
TN (Total Nitrogen)	1.6	2.1	Report only
TP (Total Phosphorous)	.5	.7	Report only

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.



Islamorada

Average Daily Flow: .741 MGD

Highest Daily Flow: 1.4 MGD

Monthly Peak Salinity: 9.9 PPT

Days over 4.0 PPT Salinity: 16

3-month average of Islamorada flow capacity (1.104 MGD): 65%

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

Meeting Date:

November 5, 2024

Agenda Item Number: P-1

Action Required:

Yes

Department:

Legal

Sponsor:

Nick Mulick

Subject:

Conservation Parcel Waiver Request - 105820 Overseas Hwy, AK No. 1656569, Resolution 22-2024.

Summary:

A request for waiver of wastewater service and exemption from SDC assessment for AK No. 1656569 per KLWTD General Rules and Regulations, Section 10.06(a)(iii).

Reviewed / Approved

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

Financial Impact

\$ 0.00 \$ 284.50
Refunded Uncollected
Funding Source:
Assessment Revenue
Budgeted:
No

Attachments

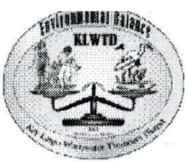
1. KLWTD Form F-19
2. Resolution 22-2024
3. Map

Approved By: _____

General Manager

Date: _____

10/31/2024

**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: Bo - Jo IncRequested By*: Robert L. Burmaster**If not Owner of Record, authorization documentation must be submitted.*Email (optional): bblawnservice@gmail.com Phone: 305-522-2572RE/Parcel ID: 00533040-000000 Acct. #: 1656569
Alternate Key: _____Physical Location: 105820 O/S Hwy. Key LargoBK2 Tract A Largo Hi-Lands PB4-89

RE/Parcel ID: _____ Alternate Key: _____

Physical Location: _____

RE/Parcel ID: _____ Alternate Key: _____

Physical Location: _____

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 rack minimum 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)*

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) Contiguous Vacant Parcel*
***\$200.00 administrative fee required.**
- ☐ The parcel is vacant and designated as Tier I. *Section 10.06 (a)(ii) Tier 1 (one) Vacant Parcel*
***\$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) Minimum Tax Bill*
- ☐ The parcel is owned by Monroe County Land Authority or any other Federal, State or Local Agency for the purpose of protecting the natural environment. *Section 10.06 (a)(iii) - Conservation Parcel*
- ☒ The parcel is being conveyed to the Monroe County Land Authority or any other Government Agency for conservation purpose. **The Waiver shall take effect upon receipt by the District of proof that the Government Entity has acquired title to the Subject Tax Parcel. Section 10.06 (a)(iii) - Conservation Parcel**

Acknowledgement Box required to process all exemptions Section 10.04(a) or waiver requests Section 10.06(b)

- ☒ 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.

Signature: Robert L. Burmaster Date: 10-8-24
President Bo-Jo Inc.

This completed request form may be emailed to customerservice@klwtd.com or submitted to the District office located at:

RESOLUTION NO. 22 - 2024

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“THE BOARD”) APPROVING THE REQUEST BY BO-JO INC (“THE OWNER”), FOR THE REMOVAL OF TAX PARCEL AK# 1656569; FROM THE 2006 NON-AD VALOREM ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Bo-Jo Inc (“The Owner”) is the owner of the tax parcel described in Section 1 below (“the Subject Tax Parcel”); and

WHEREAS, the Key Largo Wastewater Treatment District (the “District”) assessed the Subject Tax Parcel via Resolution 28-08-06 dated August 9, 2006 the “2006 Non-ad Valorem Assessment Roll”); and

WHEREAS, the Subject Tax Parcel is being conveyed to the Monroe County Comprehensive Plan Land Authority for conservation purposes; and

WHEREAS, the Owners request that the District remove the Subject Tax Parcel from the 2009 Non-ad Valorem Assessment Roll, pursuant to the Key Largo Wastewater Treatment District’s General Rules and Regulations, Section 10.06(a)(iii).

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

Section 1.

PARCEL I.D.:	00533040-000000
AK NO.:	1656569
PARCEL DESCRIPTION:	BK 2 TRACT A LARGO HI-LANDS PB4-89 KEY LARGO OR338-506 OR989-2134 OR2772-1721

Section 2.

EFFECTIVE DATE. This Resolution shall take effect and the Subject Tax Parcel excluded from the 2006 Final Assessment Roll upon receipt by the District of proof that the Subject Tax Parcel has been purchased by the Monroe County Comprehensive Plan Land Authority for conservation purposes. No part of the System Development Charge paid prior to the effective date of this Resolution shall be refunded.

Section 3.

AUTHORIZATION OF DISTRICT OFFICIALS. The General Manager and/or his designee(s) are authorized to take all actions necessary to implement the terms and conditions of this Resolution

RESOLUTION NO. 22 – 2024

RESOLVED AND ADOPTED THIS 5th DAY OF November 2024.

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

The Chairman thereupon declared this Resolution duly passed and adopted this 5th day of November 2024.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: _____
Nicolas Rodriguez,
Chairman

ATTEST:

*Approved as to form
and legal sufficiency:*

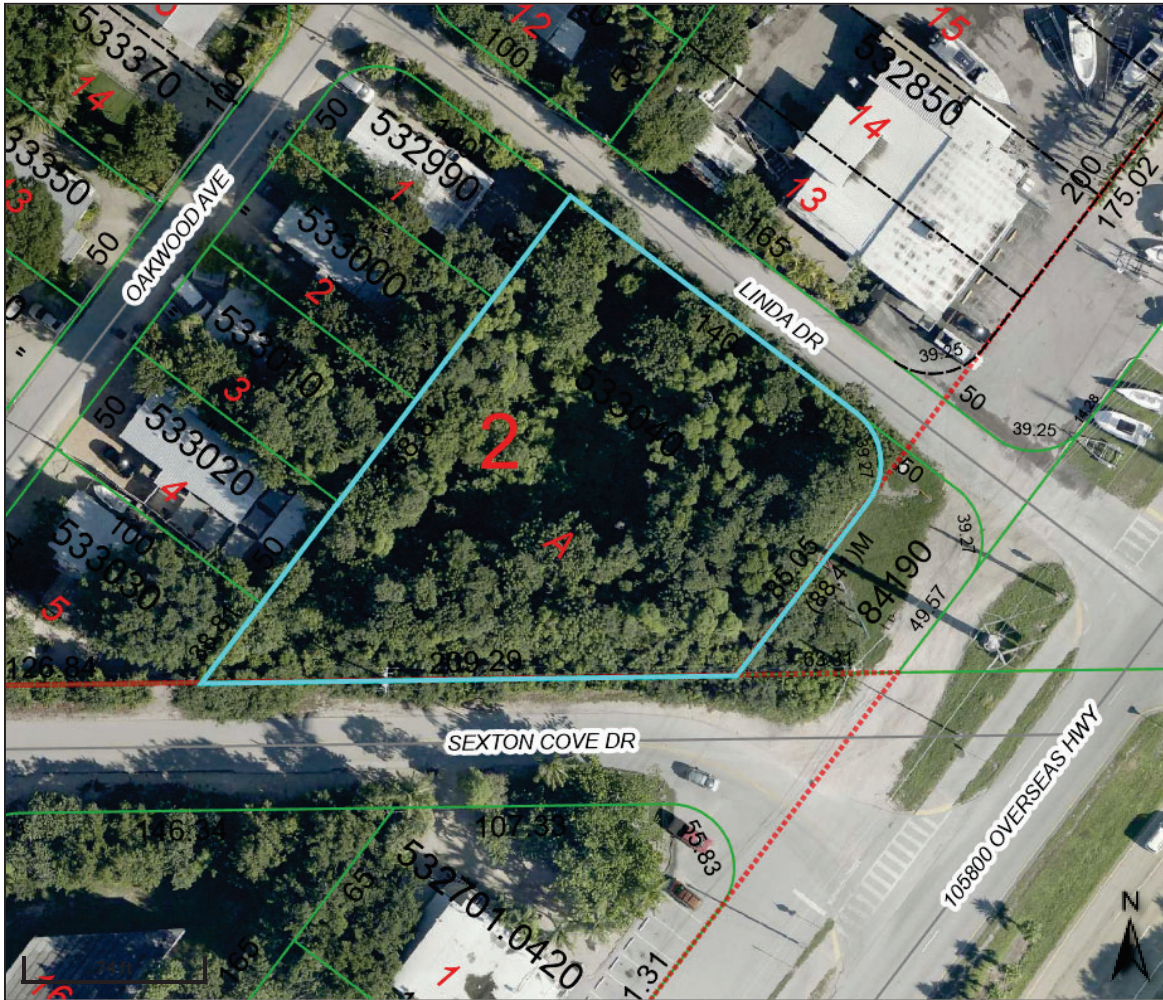
Shannon McCully, District Clerk

By: _____
Nicholas W. Mulick, Esq.,
General Counsel

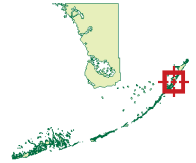
SEAL



Monroe County, FL



Overview



Legend

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

Parcel ID	00533040-000000	Alternate ID	1656569	Owner Address	BO-JO INC
Sec/Twp/Rng	01/61/39	Class	COMMERCIAL		5421 Zajac Ave
Property Address	105820 OVERSEAS Hwy				The Villages, FL 32163
	KEY LARGO				
District	500K				
Brief Tax Description	BK 2 TRACT A LARGO HI-LANDS PB4-89 KEY LARGO OR338-506 OR989-2134 OR2772-1721				
	(Note: Not to be used on legal documents)				

Date created: 10/10/2024
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