

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

Meeting Date:
June 16, 2026

Agenda Item Number: I-2

Action Required:
No

Department:
Customer Service

Sponsor:
Alex Irizarry

Subject:
2026 Wastewater Assessment Planning Calendar

Summary:
Mr. Irizarry will present the Wastewater Assessment Planning Calendar for 2026.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$	1. 2026 Wastewater Assessment Planning Calendar
Administration: _____		
Finance: _____	Funding Source:	
District Counsel: _____	N/A	
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By:  Date: 6-11-26
General Manager

2026 KLWTD Non-Ad Valorem Assessment Roll Planning Calendar:

Date:	Task(s):
Mon 6/1	Obtain the combined and split property list from MCPA. Prepare the SIC Imposition letters by Friday, 6/5, using the 7/21/26 board mtg date for the assessment roll
Fri 6/12	Send SIC Imposition letters to property owners by 6/12 (giving them > 20 days to contact us prior to 7/21/board mtg)
Tues 7/21	Board Mtg with Assessment Roll; Resolutions & Spreadsheet of split properties
Fri 8/14	Provide the Installments file to Accenture
Tues 9/1	Accenture prepares export files of assessment rolls & verify totals with KLWTD
Mon 9/7	Accenture submits the electronic assessment roll to MCTCO & reports results to KLWTD on 9/9/26
Mon 9/14	The District certifies assessment rolls to the Tax Collector. Certificate signed by the Chairman.