AGENDA

Board of Commissioners Meeting
98880 Overseas Highway
Key Largo, FL 33037

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

BOARD MEMBERS:
David Asdourian    Chairman
Andrew Tobin       Vice Chairman
Robert Majeska     Commissioner
Norman Higgins     Commissioner
Stephen Gibbs      Commissioner

DISTRICT STAFF:
Paul Christian    General Manager
Ray Giglio        General Counsel
Mariela Montedeoca District 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.”
APPROVAL OF AGENDA

PUBLIC COMMENT

BULK ITEM
   1. Minutes of March 10, 2015  Action

CUSTOMER SERVICE APPEAL
   2. Edward Ellis Tie In Appeal – AK# 1692981

GENERAL MANAGER’S REPORT

COMMISSIONER’S ITEMS / ROUNDTABLE

ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the KLVTD Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the District Clerk at 305 451-4019 at least 48 hours in advance to request accommodations.
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: March 17, 2015

Agenda Item Type: Bulk
Agenda Item Scope: Review / Discussion

Sponsor: Ray Giglio

Subject:
Minutes of March 10, 2015

Summary of Discussion:

Reviewed / Approved | Financial Impact | Attachments
Operations: | $ | Minutes of March 10, 2015
Administration: | | |
Finance: | | |
District Counsel: | | |
District Clerk: | N/A | |
Engineering: | | |

Approved By: [Signature]
General Manager

Date: 3/13/2015
MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM. Present were Chairman David Asdourian, Commissioners Norman Higgins, Stephen Gibbs, Robert Majeska, and Andrew Tobin. Also present were General Manager Paul Christian, Chief Information Officer Rob Bulkiewicz, General Counsel Ray Giglio, Finance Manager Connie Fazio, Operations Manager Daniel Saus, Ed Castle with Weiler Engineering, District Clerk Mariela Montedeoca, and other appropriate District Staff.

Mr. Burke Cannon led the Pledge of Allegiance.

APPROVAL OF AGENDA

- Commissioner Majeska announced that the Canal Restoration Subcommittee Meeting would be held on March 10, 2015, at the Murray Nelson Government Center; and that the Island of Key Largo Federation of Homeowner Associations Meeting would be held on March 11, 2015, at the Murray Nelson Government Center.
- Commissioner Gibbs moved item # 6, The KLWTD Operation’s Analysis Program, after the approval of Bulk Items.

Motion: Commissioner Gibbs made a motion to approve the agenda as amended and Commissioner Tobin seconded the motion. The motion passed without objection.

PUBLIC COMMENT

Name & Address   Subject

Dottie Moses  Key Largo FL  Road restoration

BULK ITEMS

Minutes of March 3, 2015

SBR Equipment Purchase: Wharton-Smith Change Order #3

Commissioner Higgins asked Operations Manager Daniel Saus questions regarding the Wharton Smith Change Order #3. Mr. Ed Castle with Weiler Engineering reviewed the contract’s provision for markups on the cost of labor, materials, and equipment; and he discussed the changes that could be made to the contract with respect to those markups.
Motion: Commissioner Tobin made a motion to approve the Bulk Items. Commissioner Higgins seconded the motion.

Vote on Motion

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Motion passed 5 to 0

OPERATION'S REPORT

KLWTD Operations Analysis Program

Operations Manager Daniel Saus proposed an audit of the existing plant infrastructure and operational procedures. Mr. Saus reported on recent findings at the plant and stated that an Operations Analysis Program would uncover further issues and any potential shortcomings in the future.

The Commissioners discussed the benefits of having Ed Castle with Weiler Engineering conduct the first audit based on his institutional knowledge of the plant; and having another Engineer to do the second inspection.

Motion: Commissioner Gibbs made a motion to direct Staff to negotiate the contract and not exceed $15,872.00. Commissioner Higgins seconded the motion.

Vote on Motion

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Motion passed 5 to 0

GENERAL MANAGER’S REPORT

Architect Report – Layout for the New Administration Building
District Staff and Architect Dave Boerner presented the proposed floor plan for the new Administration Building and answered questions from the Board.

General Manager Paul Christian answered questions from the Board regarding the building's design and the functionality of the layout.

FINANCIAL REPORT


Finance Manager Connie Fazio presented the Monthly Financial Report for the Month of January 2015 and answered questions from the Board.

KLWTD Wire Transfer Procedures Resolution

Staff requested that the Board approve an update to the Wire Transfer Procedures by adding the Chairman and Vice-Chairman of the Board of Commissioners to the current call back verification process.

Motion: Commissioner Tobin made a motion to approve the KLWTD Wire Transfer Procedures Resolution. Commissioner Gibbs seconded the motion.

Vote on Motion

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Motion passed 5 to 0

COMMISSIONER'S ITEM/ ROUNDTABLE

Discussion on Public Comment

General Manager Paul Christian discussed the District's plan to work with the County to address any areas of the District's collection system that are in need of repairs and are causing hazardous road conditions.

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 5:44PM.

The KLWTD meeting minutes of March 10, 2015 were approved on March 17, 2015.
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date:
March 17, 2015

Agenda Item Type: Customer Service
Agenda Item Scope: Customer Hearing
Recommended Action: Discussion

Department:
Customer Service

Sponsor:
Rob Bulkiewicz

Subject:
**Edward Ellis Tie-In Appeal - AK#1692981**

Summary of Discussion:
Mr. Ellis has requested an appeal before the Board for consideration of an exemption from the KLWTD General Rules and Regulations Section 4.02 (b) Duty to Connect to the District's Wastewater System.

Reviewed / Approved
Operations: 
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
Funding Source: Budgeted: N/A

Attachments
1. GM's Findings of Appeal
2. CIO's Findings of Appeal
3. Excerpt: KLWTD Rules and Regulations Section 4.02 (b)
4. Unique Property Project Opt-out: 11 Ocean Dr.
5. Map: 11 Ocean Dr.
6. DOH Operating Permit for existing on site system

Approved By: [Signature]
General Manager
Date: 3/13/2015
Duty to Connect Appeal

February 6, 2015

AK: 1692981
Edward And Carol Ellis
14 Country Club Road
Key Largo, FL 33037

For Property Located At: 11 Ocean Drive, Key Largo

Dear Property Owner:

We have received your request for an exception to connect your property to the central sewer system because you have an existing compliant Onsite Sewage Treatment and Disposal System ("OSTDS"). Unfortunately, according to our Rules and Regulations, if the District's central sewer system is available, the parcel must connect to that system.

The KLWTD General Rules and Resolutions, Section 4.02(b) states:

"Where the District's Wastewater System is available to Premises with an existing Wastewater treatment facility or OSTDS, the Owner must decommission, abandon, or otherwise disconnect from the existing Wastewater treatment facility or OSTDS in accordance with the requirements of applicable law, and must connect the buildings on the property or Premises to the District's Wastewater System."

Per your request, your appeal will be presented to the KLWTD Board of Commissioners for review tentatively at the first Board of Commissioners regular meeting after 30 days from the date of this letter. Please contact the Clerk, Mariela Montedeoca, for confirmation of the meeting date at 305-451-4019 ext. 209 or by email at mariela.montedeoca@klwtd.com.

You may submit any paperwork that you would like to be included as part of your appeal. Please contact me at (305) 451-4019 ext. 200 or by email at melissa.cornelison@klwtd.com should you have further questions.

Sincerely,

Melissa Cornelison
Customer Service Coordinator

Paul Christian
General Manager

CC: KLWTD Commissioners
Memo to File

Date: February 20, 2015

Subject: Customer Service meeting with Mr. Edward Ellis of 11 Ocean Drive, Key Largo, FL

Subsequent to a request by Mr. Edward Ellis for a variance from the requirement to connect his property to the District's Central Sewer system and being told that the District's current rules would not allow such variance, Mr. Ellis requested a meeting to discuss his situation with Staff.

On February 20, 2015, I met with Mr. Ellis who described his situation, property and current system as well as a detailed account of the process he underwent to construct his current system.

It was my understanding from Mr. Ellis that he felt it was unfair for him to be required to connect so soon after completing this costly construction project and asked that we again reconsider his request to be exempted from the requirement to connect as his system was "2010 compliant."

I apologized to him and explained how our current rules did not allow this. He asked that his request be forwarded to the Board for further consideration.

During our conversation Mr. Ellis discussed his personal challenges, which I empathized with.

I then referred his appeal request to Mr. Christian.

Respectfully submitted,

[Signature]

Rob Bulkiewicz
Chief Information Officer
Key Largo Wastewater Treatment District

connecting is an improvement in environmental balance
Key Largo Wastewater General Rules and Regulations

Section 4.02 Duty to Connect.

(a) The Owner of an improved parcel of land must, at the Owner’s expense, connect to the District’s Wastewater System upon written notification that the District’s Wastewater Facilities are available for connection, as that term is defined in applicable law.

(b) Where the District’s Wastewater System is available to Premises with an existing Wastewater treatment facility or OSTDS, the Owner must decommission, abandon, or otherwise disconnect from the existing Wastewater treatment facility or OSTDS in accordance with the requirements of applicable law, and must connect the buildings on the property or Premises to the District’s Wastewater System.

(c) Where the Premises is improved with one or more buildings capable of generating Wastewater that would enter the District’s Wastewater Facilities, but no building on the Premises is capable being used in a manner that might generate Wastewater, the District will, in its discretion, grant one or more temporary deferrals of the connection requirement provided herein at the request of the Owner. In order to receive a deferral of the connection requirement, the Owner must complete an application for deferral under penalty of perjury, setting forth the basis for the application. Any and all deferrals granted under this provision will expire upon the earlier of the following: issuance of a certificate of occupancy by a government authority with responsibility for such matters, or actual connection of any building on the Premises to the District’s Wastewater Facilities and use of the plumbing facilities for sanitary purposes.
KEY LARGO WASTEWATER TREATMENT DISTRICT
RESIDENTIAL UNIQUE PROPERTY PROJECT
ACKNOWLEDGMENT OF INTENT TO PARTICIPATE

Property Address: 11 N. Ocean Dr. Gulfstream Shores Key Largo FL
Alternate Key Number: 11692981 Real Estate #: 005-6890-000000
Property Owner Name(s): Carol & Edward Ellis

I, ________________________, being the current owner of record (or duly authorized representative) as of the date of this acknowledgement for the above-referenced tax parcel, do hereby acknowledge my intent to participate in the Key Largo Wastewater Treatment District's Residential Unique Property Project. By this acknowledgement, I understand and agree that the Easement Agreement must be executed in order for the District to proceed with construction. I further acknowledge and understand that this serves as authorization for the District to proceed with incurring costs on my behalf to include the preparation of a survey sketch and description as required or any other engineering services as seen fit by the District. I further understand that should I refuse to execute the Easement Agreement, I may be held financially responsible for any reasonable expenses incurred on my behalf by the District.

I, Carol Ellis, Edward Ellis, elect NOT to participate in this program. I Acknowledge and understand that I will not be required to pay the additional low pressure equipment portion of the wastewater property assessment, but I will still be required to pay the original standard wastewater property assessment estimated and is not expected to exceed $5,870. I further acknowledge and understand that I am responsible for connecting my home's sewer system to the Key Largo Wastewater central wastewater collection system as soon as the connection is available and accordingly, will be billed for monthly wastewater services on my FKAA bill effective 30 days from date noted on the 30 Day Notice to Connect.

Executed this 4th day of June, 2013

OWNER: ____________________________
By: ________________________________

WITNESS: __________________________
By: ________________________________

COUNTY OF MONROE
STATE OF FLORIDA

The foregoing instrument was acknowledged before me on this 4th day of June, 2013, (name(s)), who is (are) personally known to me or who has (have) produced _______________ (type of identification) as identification.

By ________________________________
Notary Public
Print Name: Jennifer Torrey
My Commission Expires: December 27, 2016

PLEASRETURN THIS COMPLETED FORM TO US AT YOUR EARLIEST CONVENIENCE.

connecting is an improvement in environmental balance
THIS PROPERTY LOCATION MAP HAS BEEN COMPILED FOR INTERNAL OFFICE USE AS AN AID IN THE PREPARATION OF THE MONROE COUNTY TAX ROLL. IT IS NOT A SURVEY AND THE OWNERSHIP INFORMATION DEPICTED THEREON SHOULD NOT BE RELIED UPON FOR TITLE PURPOSES. NEITHER MONROE COUNTY NOR THE OFFICE OF THE PROPERTY APPRAISER ASSUMES RESPONSIBILITY FOR ANY ERRORS OR OMISSIONS.

Date: 3/13/2015
STATE OF FLORIDA
DEPARTMENT OF HEALTH
Operating Permit
44-QT-01068

Issued To: Ellis, Edward
11 N OCEAN Drive
Key Largo, FL 33037

Mail To: Edward Ellis
14 COUNTRY CLUB Road
Key Largo, FL 33037

Owner: Ellis, Edward

The facility shown above has been inspected by a duly authorized representative of the Department of Health, and was found in conformance with those rules promulgated by the department under the authority of chapters 381, 386 and 489 part III, Florida Statutes, and set forth in Rule 64E-6, Florida Administrative code.

This permit grants authority to operate the above referenced facility, service, or system in conformance with department rules and the conditions of operation shown below. This permit is revocable, upon service of notice, when it is determined by the department that the operational conditions and department standards are not being maintained.

DISPLAY CERTIFICATE IN A CONSPICUOUS PLACE
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: March 17, 2015

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion

Department: Commissioner's Item
Sponsor: Andrew Tobin

Subject: Architect Report – Layout for the New Administration Building

Summary of Discussion:

Upon further review of the plans presented during the March 10th, 2015 presentation, Commissioner Tobin has requested the following alternative plans be presented to the Board.

Staff requests review of these options and direction from the Board to proceed.

Reviewed / Approved
Operations: 
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
Option 1 (Original Plan)
Option 2
Option 3

Attachments

Approved By: ___________________________ Date: 3/13/2015
General Manager

Funding Source:
Budgeted: N/A