Key Largo Wastewater Treatment District
Board of Commissioner's Meeting
Tuesday, January 23, 2018
4:00 PM

# AGENDA

Board of Commissioners Meeting
103355 Overseas Highway
Key Largo, FL 33037

## A. CALL TO ORDER

## B. PLEDGE OF ALLEGIANCE

## C. ROLL CALL

BOARD MEMBERS:

| | |
|---|---|
| David Asdourian | Chairman |
| Andrew Tobin | Vice Chairman |
| Susan Heim | Commissioner |
| Stephen Gibbs | Commissioner |
| Robert Majeska | Commissioner |

DISTRICT STAFF:

| | |
|---|---|
| Peter Rosasco | General Manager |
| Nick Mulick | General Counsel |
| Diane Bockelman | 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."*

***Please mute cell phones***

*After each report, staff will give a verbal update and be available for questions*

## D. AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

| | | |
|---|---|---|
| 1. Approval of Agenda | | *Action* |

## E. RECOGNIZE DISTRICT STAFF

| | | |
|---|---|---|
| 1. Employee Recognition: Time-in-Service | *3* | |

## F. PUBLIC COMMENT

## G. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

| | | |
|---|---|---|
| 1. Minutes of January 9, 2018 | *4* | *Action* |

## H. GENERAL MANAGER'S REPORT

| | | |
|---|---|---|
| 1. December 2017 Monthly Report | *13* | |

## I. BUDGET AND FINANCE REPORT

| | | |
|---|---|---|
| 1. FY2017 Financial Audit Schedule | *24* | |

## J. ADMIN AND CUSTOMER SERVICE REPORT

| | | |
|---|---|---|
| 1. Code Compliance | *26* | |
| 2. EDU Adjustment – 220 Lignumvitae Drive | *28* | *Action* |

## K. OPERATIONS REPORT

## L. CONSTRUCTION REPORT

## M. ENGINEER'S REPORT

## N. LEGAL REPORT

## O. COMMISSIONER'S ITEMS

| | | |
|---|---|---|
| 1. Additional District Holidays | *35* | |
| 2. President's Day Holiday | *37* | *Action* |

## P. ROUNDTABLE DISCUSSION

3. Unfinished Business

## Q. ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the KLWTD 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: January 23, 2018

Agenda Item Number: E-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: HR

Sponsor: Peter Rosasco

Subject:

**Recognize District Staff: Time in Service**

Summary of Discussion:

Mike Dempsey will be recognized for 10 years of service with the District.

| Reviewed / Approved | | Financial Impact | Attachments |
|---|---|---|---|
| Operations: | _____ | $ | |
| Customer Service: | _____ | | |
| Finance: | _____ | Funding Source: | |
| District Counsel: | _____ | | |
| District Clerk: | _____ | Budgeted: | |
| Engineering: | _____ | N/A | |

**Approved By:** _____ **Date:** 1-18-18
General Manager

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

Meeting Date: January 23, 2018

Agenda Item Number: G-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Legal

Sponsor: Nicholas Mulick

Subject:

**Minutes of January 9, 2018**

Summary of Discussion:

Staff to present the minutes of the previous board meeting to the Board for approval.

| Reviewed / Approved | | Financial Impact | Attachments |
|---|---|---|---|
| Operations: | _____ | $ | 1. Minutes of January 9, 2018 |
| Customer Service: | _____ | | |
| Finance: | _____ | Funding Source: | |
| District Counsel: | _____ | | |
| District Clerk: | _____ | Budgeted: | |
| Engineering: | _____ | N/A | |

**Approved By:** _____ **Date:** 1-18-18

General Manager

# MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on January 9, 2018. Present were Chairman Asdourian and Commissioners Andrew Tobin, Susan Heim, Robert Majeska and Stephen Gibbs. Also present were General Manager Peter Rosasco with Bishop, Rosasco & Co., General Counsel Nicholas Mulick, District Clerk Katherine Jackson, Acting District Clerk Diane Bockelman and other appropriate District Staff.

Commissioner Gibbs led the Pledge of Allegiance.

## AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

- Commissioner Majeska requested a discussion of the fence at the plant under Commissioner's Items. (O-3)
- Mr. Ed Castle requested a discussion of 2 items: 1) Update on the deep injection well pump (K-1); and 2) Update on the Monroe Park Sewer Project (K-2).

## APPROVAL OF AGENDA (D-1)

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

## RECOGNIZE DISTRICT STAFF (E)

*Employee of the Quarter (E-1)*

Mr. David Noval, WWT Plant Operator Trainee, was awarded the Employee of the Quarter.

## APPROVAL OF MINUTES OF PREVIOUS MEETINGS (G)

*Minutes of December 19, 2017 (G-1)*

**Motion:** **Commissioner Gibbs made a motion to approve the minutes of December 19, 2017 and Commissioner Heim seconded the motion. Motion approved without objection.**

## GENERAL MANAGER'S REPORT (H)

*November 2017 Monthly Report (H-1)*

Mr. Jered Primicerio, Plant Operations Manager, presented the wastewater treatment plant section, Mr. Mike Dempsey, Field Operations Manager, presented the field operations section. Mr. Ed Castle, District Engineer, presented the construction section, Mr. Ryan Dempsey, Maintenance Manager, presented the maintenance section, Ms. Diane Bockelman, Customer Service Manager, presented the administration and customer service section, and Ms. Connie Fazio, Senior Finance Manager presented the finance section.

*Florida Keys Day 2018 (H-2)*

Mr. Peter Rosasco informed the Board that Florida Keys Day, in Tallahassee is scheduled on Wednesday, February 7, 2018 and that the annual FKQWIP trip to Washing D.C. is scheduled for February 14-16. The Board discussed the meeting schedule and which commissioner would be attending each event. The Board agreed that Commissioner Gibbs and Commissioner Majeska will both attend Florida Keys Day and Commissioner Majeska will attend the FKWQIP trip to Washington, D.C. Mr. Rosasco will also attend both events on behalf of the District.

Mr. Rosasco informed the Board that in previous years, the District has sponsored Florida Keys Day at the $500 level.

**Motion:** **Commissioner Tobin made a motion to sponsor Florida Keys Day at the $500 level, and Commissioner Gibbs seconded the motion.**

**Vote on Motion**

| | |
|---|---|
| Commissioner Tobin – | Aye |
| Commissioner Gibbs – | Aye |
| Commissioner Majeska – | Aye |
| Commissioner Heim – | Aye |
| Chairman Asdourian – | Aye |

**Motion Passed: 5 to 0**

**Motion:** **Commissioner Gibbs made a motion to cancel the February 6, 2018 meeting and move the agenda items from February 6, 2018 to the January 23, 2018 meeting, and Commissioner Heim seconded the motion.**

**Vote on Motion**

| | |
|---|---|
| Commissioner Gibbs – | Aye |
| Commissioner Heim – | Aye |
| Commissioner Majeska – | Aye |
| Commissioner Tobin – | Aye |

Chairman Asdourian – Aye
**Motion Passed: 5 to 0**

*Annual FKWQIP Trip to Washington, D.C. (H-3)*

The Board discussed this item under *Florida Keys Day 2018 (H-2).*

*Meeting Calendar (H-4)*

The Board voted on this item under *Florida Keys Day 2018 (H-2).*

*Update on Clerk Position (H-5)*

Mr. Rosasco informed the Board that District Clerk, Ms. Katherine Jackson, has submitted her notice of resignation. Ms. Diane Bockelman, Customer Service Manager, will serve as interim Clerk. Mr. Rosasco stated that staff has drafted an ad and he will fill the position as soon as possible. Staff answered questions from the Board.

**ADMIN AND CUSTOMER SERVICE REPORT (J)**

*EDU Adjustment – 17 SE Marlin Ave (J-1)*

Ms. Bockelman presented a request by the owner of the property located at 17 SE Marlin Ave for an EDU adjustment form 2 EDUs to 1.

**Motion:** **Commissioner Heim made a motion to approve the EDU adjustment for 17 SE Marlin Ave, and Commissioner Gibbs seconded the motion.**

**Vote on Motion**
Commissioner Heim – Aye
Commissioner Gibbs – Aye
Commissioner Majeska – Aye
Commissioner Tobin – Aye
Chairman Asdourian – Aye
**Motion Passed: 5 to 0**

*Reversal of Waiver – AK#1650013 – Poinsetta Drive (J-2)*

Ms. Bockelman presented a proposed reversal of waiver.

**Motion:** **Commissioner Gibbs made a motion to approve Resolution 01-01-18, Reversal of Waiver – AK#1650013 – Poinsetta Drive, and Commissioner Majeska seconded the motion.**

**Vote on Motion**

| | |
|---|---|
| Commissioner Gibbs – | Aye |
| Commissioner Majeska – | Aye |
| Commissioner Heim – | Aye |
| Commissioner Tobin – | Aye |
| Chairman Asdourian – | Aye |

**Motion Passed: 5 to 0**

## OPERATIONS REPORT (K)

*Deep Injection Well Pump (K-1)*

Mr. Ed Castle informed the Board that it is more economical to replace, rather than repair, the deep injection well pump damaged by Hurricane Irma. Mr. Castle stated that the replacement costs were approximately $31,000.

**Motion: Commissioner Heim made a motion to authorize the purchase of a new deep injection well pump in an amount not to exceed $35,000, and Commissioner Gibbs seconded the motion.**

**Vote on Motion**

| | |
|---|---|
| Commissioner Heim – | Aye |
| Commissioner Gibbs – | Aye |
| Commissioner Majeska – | Aye |
| Commissioner Tobin – | Aye |
| Chairman Asdourian – | Aye |

**Motion Passed: 5 to 0**

*Monroe Park Sewer Update (K-2)*

Mr. Castle informed the Board that the District has been in contact with the Florida Keys Aqueduct Authority (FKAA) regarding an EPA grant that could help fund the Monroe Park sewer project.

## COMMISSIONER'S ITEMS (O)

*1% Across the Board Pay Increase for All Employees, Not to Exceed $500 – to be effective immediately (Commissioner Gibbs) (O-1)*

Commissioner Gibbs led a discussion regarding a 1% increase in staff's pay that would be capped at $500. The Board discussed the 1% pay raise and other benefit ideas. Mr. Rosasco stated that staff is working on the FY19 pay scale and considering the Florida Retirement System (FRS), and suggested additional holidays in lieu of a pay raise.

Commissioner Gibbs requested that this item be brought back before the Board at a future meeting.

*Solar Acceleration (Commissioner Gibbs) (O-2)*

Commissioner Gibbs stated that electric rates will increase in the future and the District should look into adding solar panels to other District buildings.

The Board directed staff to expand the Solar Shade for the Chlorine Contact Chamber project to include a bid for the plant administration building roof.

**EXTENSION: 6:01 PM**

**Motion: Commissioner Gibbs made a motion to extend the meeting 30 minutes. The motion passed without objection.**

*Fence at Plant (Commissioner Majeska) (O-3)*

Commissioner Majeska requested an update on the construction of the fence in front of the plant. Mr. Rosasco informed the Board that work is expected to begin after completion of the fence construction at the vacuum stations.

**ADJOURNMENT (P)**

The Meeting was adjourned at 6:03 PM.

_____

David Asdourian, Chairman

_____

Diane Bockelman, Clerk

1% Increase in Pay

| Annual Increase: (No $500 Cap) | Annual Increase: (With $500 Cap) |
|---|---|
| $324.06 | $324.06 |
| $341.54 | $341.54 |
| $341.54 | $341.54 |
| $354.85 | $354.85 |
| $354.85 | $354.85 |
| $354.85 | $354.85 |
| $367.54 | $367.54 |
| $373.78 | $373.78 |
| $377.73 | $377.73 |
| $385.22 | $385.22 |
| $392.50 | $392.50 |
| $392.50 | $392.50 |
| $392.50 | $392.50 |
| $392.50 | $392.50 |
| $440.75 | $440.75 |
| $448.24 | $448.24 |
| $452.40 | $452.40 |
| $462.60 | $462.60 |
| $469.04 | $469.04 |
| $469.87 | $469.87 |
| $503.78 | $500.00 |
| $514.38 | $500.00 |
| $527.70 | $500.00 |
| $528.74 | $500.00 |
| $530.61 | $500.00 |
| $535.18 | $500.00 |
| $538.10 | $500.00 |
| $545.17 | $500.00 |
| $585.73 | $500.00 |
| $699.04 | $500.00 |
| $754.96 | $500.00 |
| $764.85 | $500.00 |
| $873.80 | $500.00 |
| $873.80 | $500.00 |
| **$16,664.65** | **$14,888.82** |

## RESOLUTION NO. 01-01-18

**A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF SEVEN RAINBOWS INVESTMENT, LLC FOR THE REINSTATEMENT OF ASSESSMENT OF ONE TAX PARCEL TO THE 2008 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.**

**WHEREAS,** the Key Largo Wastewater Treatment District ("District") assessed the parcel listed below in Section 1 ("Excluded Tax Parcel") via Resolution 12-06-08 dated June 17, 2008, the Final Assessment Resolution for 2008; and

**WHEREAS,** in accordance with Section 10.6(a)(iv) of the General Rules and Regulations, the parcel owner(s) waived their right to receive wastewater service and requested that the District suspend collection of the System Development Charge ("SDC") and all future non-ad valorem Assessments on the Excluded Tax Parcel; and

**WHEREAS,** in accordance with Section 10.6(b) of the General Rules and Regulations, the Excluded Tax Parcel owner(s) certified and agreed that if they later desire wastewater service to the parcel, they would pay the full direct and indirect District costs of providing the same; and

**WHEREAS,** the District subsequently issued a waiver of the SDC and all future District initiated non-ad valorem Assessments on the Excluded Tax Parcel listed in Section 1 below, which was recorded in the Office of the Clerk of the Circuit Court of Monroe County, in Official Records Book 2703, at Pages 1479-1481 on the 18th day of September, 2014; and

**WHEREAS,** the current owner of the Excluded Tax Parcel, Seven Rainbows Investment, LLC has requested a reversal of the waiver of wastewater service, and agreed to pay the SDC all future non-ad valorem Assessments, and the full direct and indirect District costs of providing service to the Excluded Tax Parcel; and

**WHEREAS,** the District hereby approves the request of the current parcel owner, Seven Rainbows Investment, LLC to reverse the waiver.

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

**Section 1.**

| | |
|---|---|
| PARCEL ID: | 00530810-000000 |
| AK NO. | 1650013 |
| PARCEL DESCRIPTION: | BK 7 LT 1 HOLIDAY HOMESITES PB2-168 OR620-870 OR12 |

**Section 2.** Resolution number 12-06-08 dated June 17, 2008 (The 2008 Final Assessment Resolution), Section 3.01 (Assessment Roll) is hereby amended to include the Parcel listed in Section 1 above Excluded Tax Parcel.

**Section 2.** The owner shall pay the SDC in the amount of $5,840, plus additional costs of $0.00, plus an administrative fee of $200 for a total of $6,040. This amount is due and payable in full on the effective date of this Resolution.

**Section 3.** APPLICABILITY AND EFFECTIVE DATE. This resolution shall take effect upon adoption by the Board of Commissioners.

**Section 4.** 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.

**RESOLVED AND ADOPTED THIS 9th DAY OF JANUARY, 2018**

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

| | AYE | NAY |
|---|---|---|
| Chairman Asdourian | ✓ | |
| Commissioner Gibbs | ✓ | |
| Commissioner Heim | ✓ | |
| Commissioner Majeska | ✓ | |
| Commissioner Tobin | ✓ | |

The Chairman thereupon declared this Resolution duly passed and adopted the 9th day of January, 2018.

KEY LARGO WASTEWATER TREATMENT DISTRICT

David Asdourian, Chairman

ATTEST:

Katherine Jackson, District Clerk

SEAL

Key Largo Wastewater Treatment District Seal

Approved to as to form and legal sufficiency:

By:
Nicholas W. Mulick, General Counsel

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

Meeting Date: January 23, 2018

Agenda Item Number: H-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: General Manager

Sponsor: Peter Rosasco

Subject:

**December 2017 Monthly Report**

Summary of Discussion:

Department heads will present their section of the December 2017 Monthly Report.

| Reviewed / Approved | | Financial Impact | Attachments |
|---|---|---|---|
| Operations: | _____ | $ | 1. December 2017 Monthly Report |
| Customer Service: | _____ | | |
| Finance: | _____ | Funding Source: | |
| District Counsel: | _____ | | |
| District Clerk: | _____ | Budgeted: | |
| Engineering: | _____ | N/A | |

**Approved By:** _____ **Date:** 1-18-18

General Manager

# December 2017 Monthly Report

Key Largo Wastewater Treatment District
103355 Overseas Highway
Tel: (305)451-4019

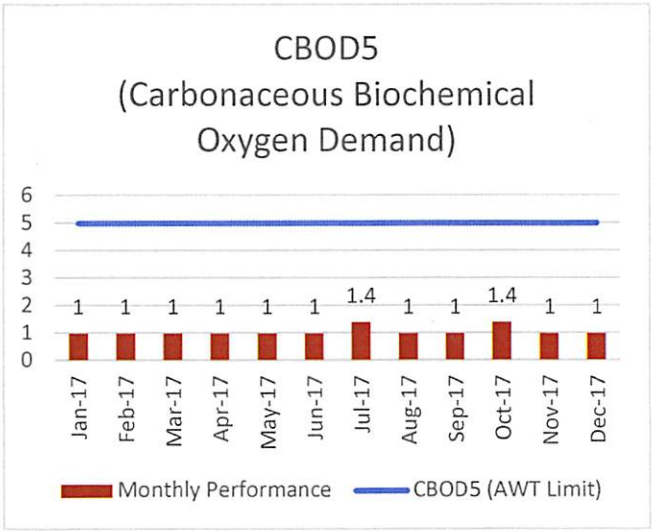
# Operations

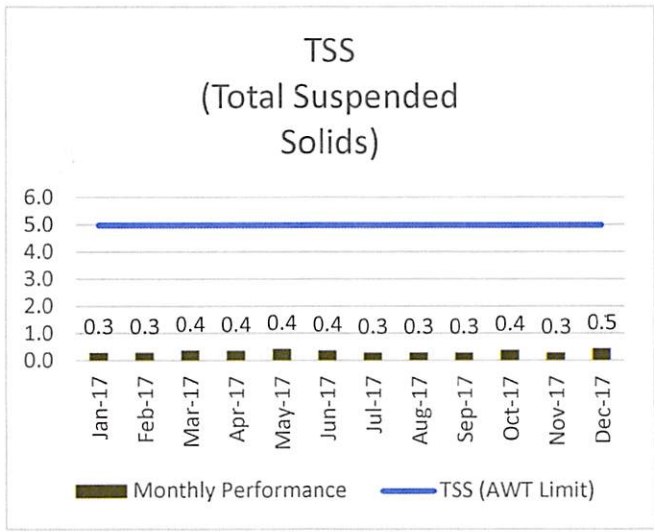
## Wastewater Treatment Plant

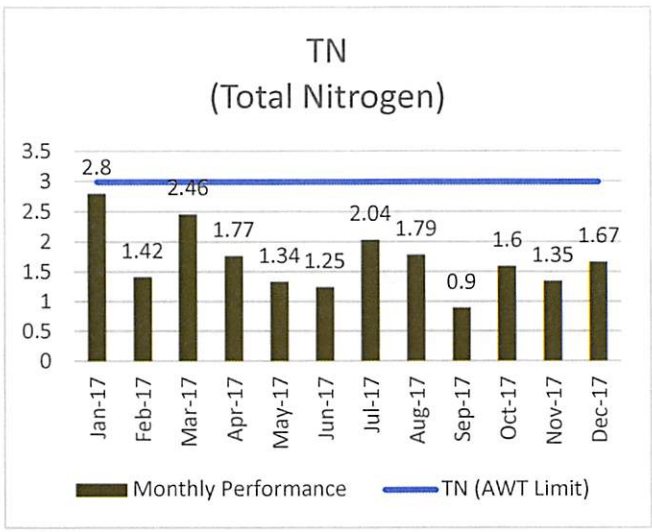
The wastewater treatment plant processed an average of 1.55 million gallons of influent per day (MGD). Zero plant related odor complaints were received for the current month. Synagro dewatered 122 dry tons of sludge in the month of December.

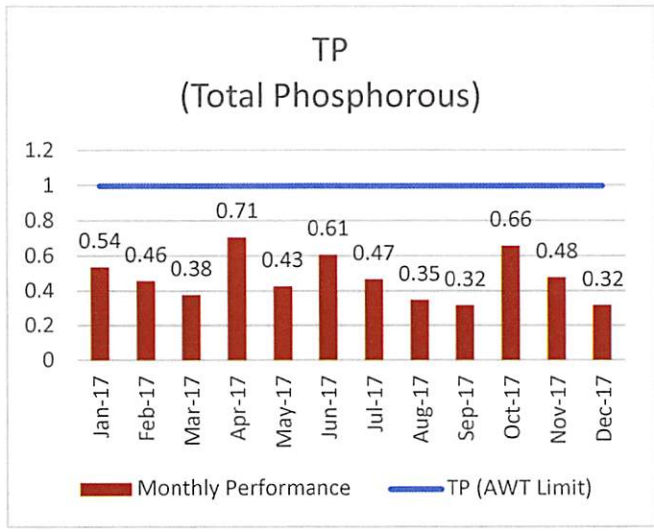
**Effluent Quality Report**

The effluent quality report is used to determine the quality of discharge from the wastewater treatment plant.



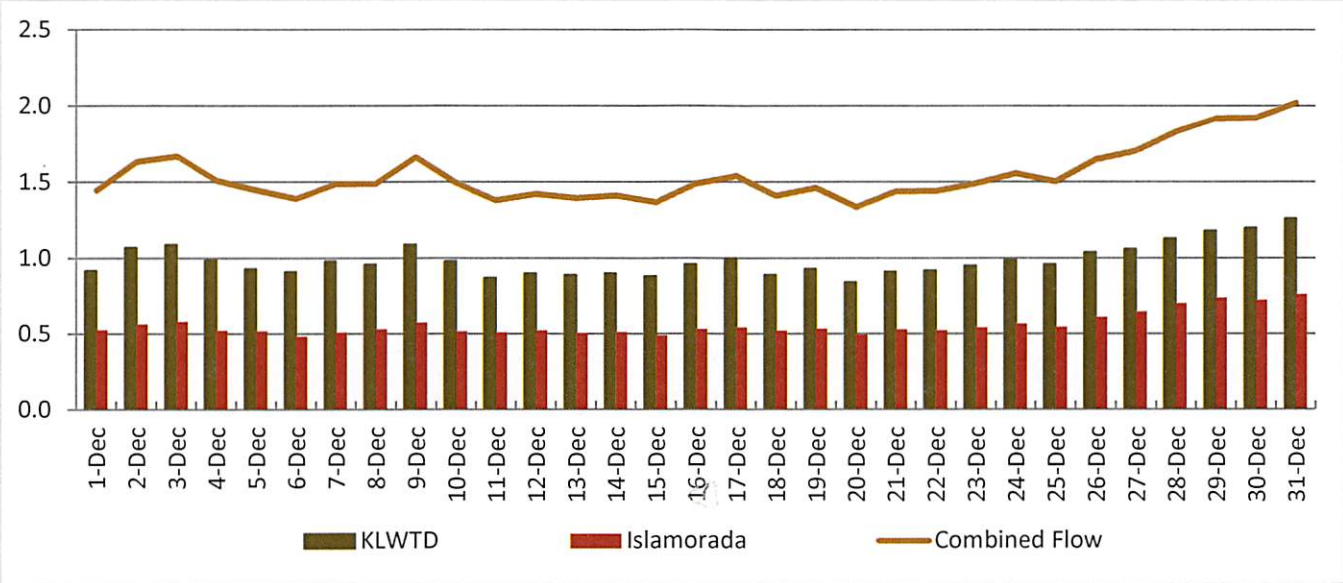



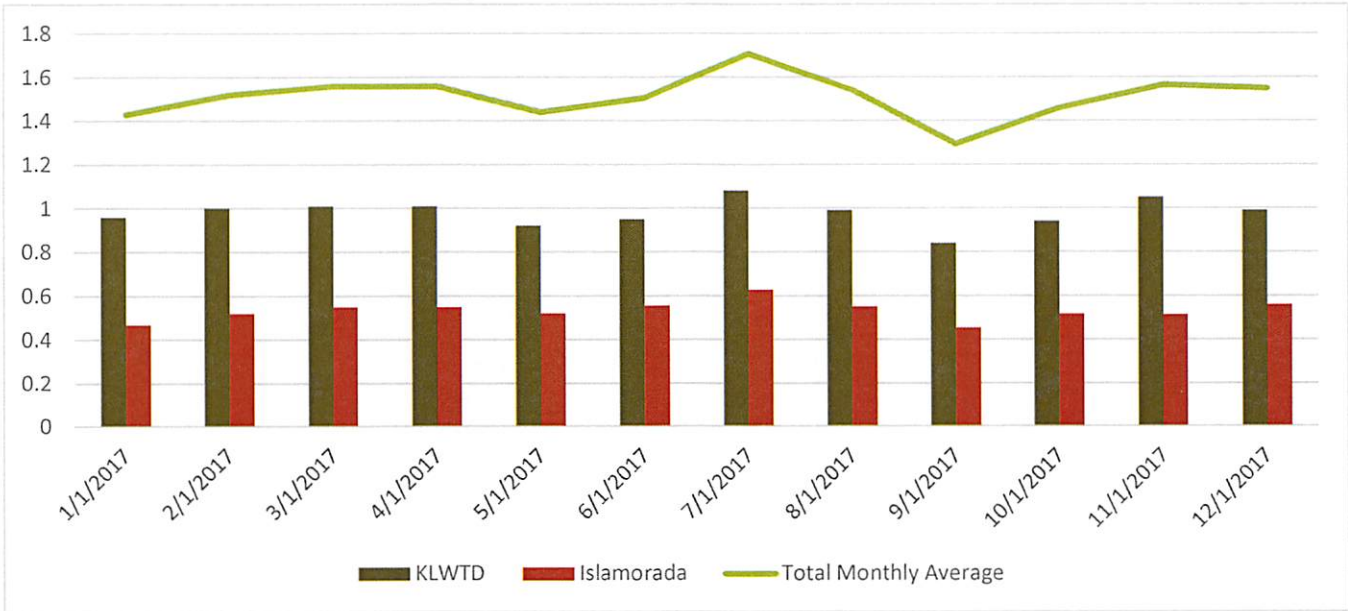
## Current Flow
(MGD)

The total flow of influent through the wastewater treatment plant each day.



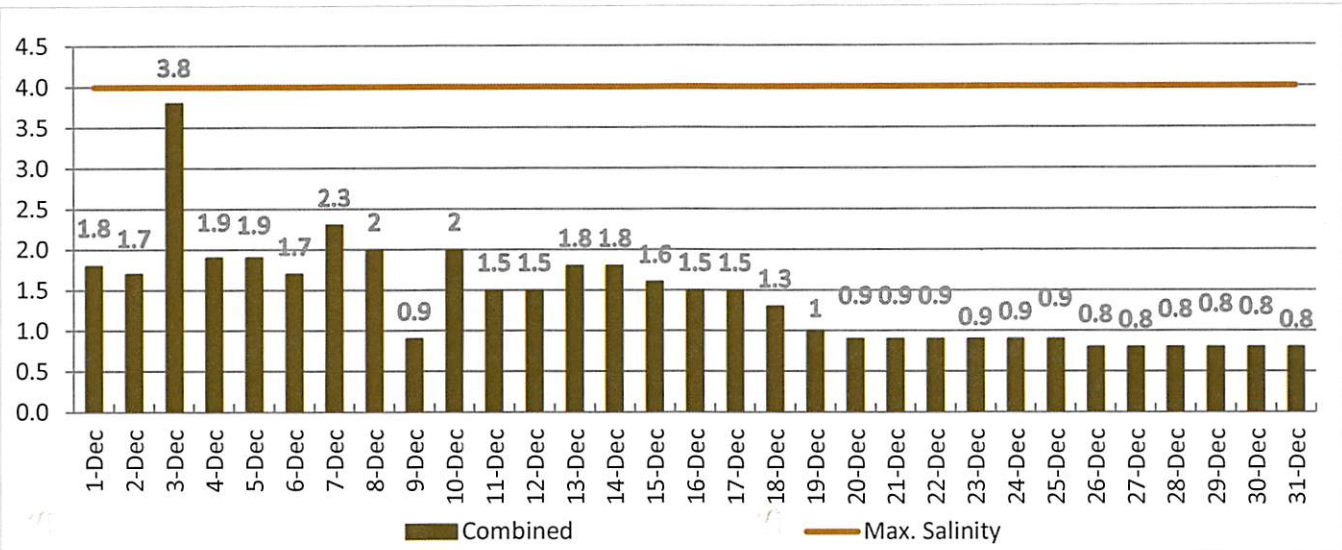

## Monthly Flow Average

Average Daily Flows per Month – Prior 12 Months



**Composite Daily Peak Salinity**
(PPT)

The daily peak salinity for the current month.




# Wastewater Field Operations

There was a total of 44 callouts for the current month. Of these, 34 were system generated, mostly by low vacuum detection at a vacuum station. These 34 callouts had no effect on the District's customers and the problems were corrected by the field staff before any negative consequences could occur. The remaining 10 callouts are as follows:

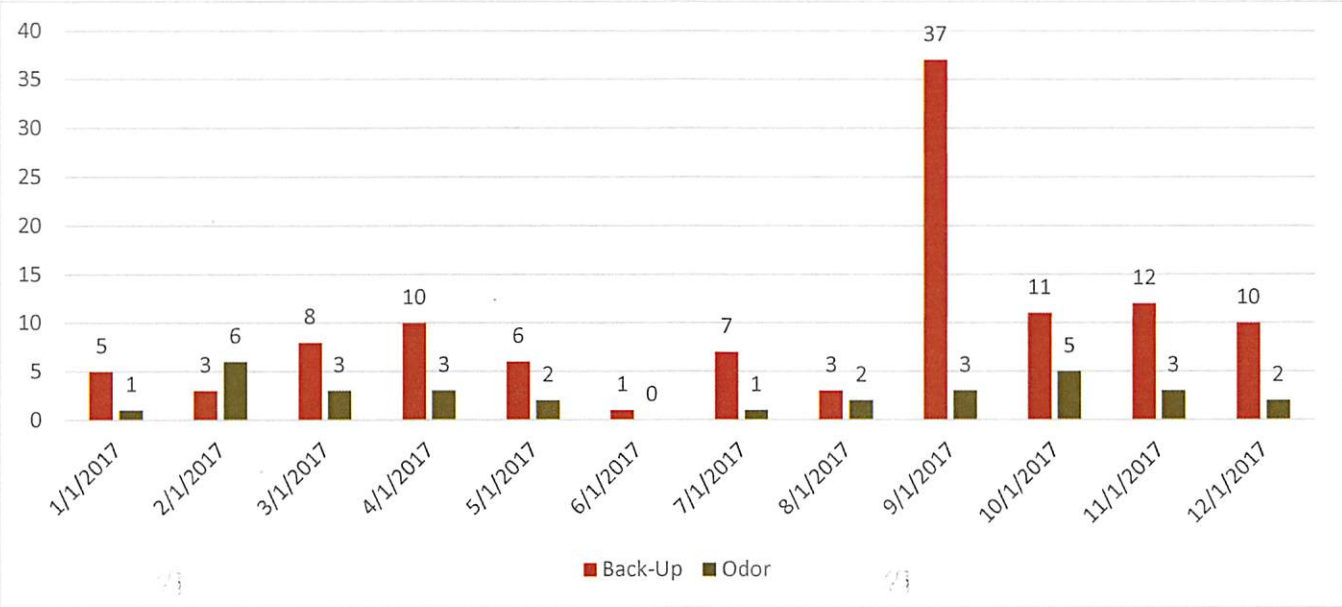
| Date | Address | Incident | Response | Follow-up Complete? | Damage? |
|---|---|---|---|---|---|
| December 5, 2017 | 216 St. Croix Ln. | Customer stated that sewer was starting to back up in his shower. | Diagnosed the issue to be grease clogged in the sensor tube. Cleared the clogged sensor tube and the pit simulated with no problem. Cleaned and disinfected small area in customers bathroom and informed customer not to pour grease down his drains. | Yes | No |
| December 5, 2017 | 325 Calusa St. Lot #82 | Customer stated that her sewer was starting to back up. | Diagnosed the issue to be the surge suppressor. Replaced the surge suppressor and the pit simulated with no problem. | Yes | No |
| December 8, 2017 | 150 Bayview Dr. | Plumber stated that he was installing new toilets in the house and noticed that they were not draining when flushed. | Diagnosed the issue to be a clogged sensor tube. Cleared the clogged sensor tube, replaced the surge suppressor and the pit simulated with no problem. | Yes | No |
| December 20, 2017 | 1500 Aqueduct Ln. | Customer stated that his sewer was starting to back up. | Diagnosed the issue to be clogged sensor hoses. Replaced hoses, surge suppressor and the pit simulated with no problem. | Yes | No |
| December 22, 2017 | 106 Guilford Ct. | Customer stated that his downstairs toilets were starting to back up. | Diagnosed the issue to be that an isolation valve was left shut by KLWTD crew while exercising valves. Opened the valve and the pit simulated with no problem. | Yes | No |

| | | | | | |
|---|---|---|---|---|---|
| December 26, 2017 | 1 South Dr. | Customer stated that there was sewer coming out of the manhole. | Diagnosed the issue to be a damaged Fernco fitting. Replaced the Fernco and the pit simulated with no problem. Also cleaned small puddle of sewage around the pit with disinfectant. | Yes | No |
| December 27, 2017 | 118 Arbor Ln. | Customer stated that his sewer was starting to back up. | Diagnosed the issue to be grease clogged in the sensor tube. Replaced the clogged sensor tube and the pit simulated with no problem. | Yes | No |
| December 30, 2017 | 100270 Overseas Hwy. | Customer stated that his business was starting to back up. | Customer Issue. System working correctly. | Yes | No |
| December 30, 2017 | 325 Calusa St. Lot #523 | Customer stated that her sewer was backing up. | Customer Issue. System working correctly. | Yes | No |
| December 31, 2017 | 99000 Overseas Hwy. | Customer stated that their sewer was starting to back up. | Diagnosed the issue to be the valve. Replaced the valve and the pit simulated with no problem. | Yes | No |

There were 2 odor complaints for the current month.

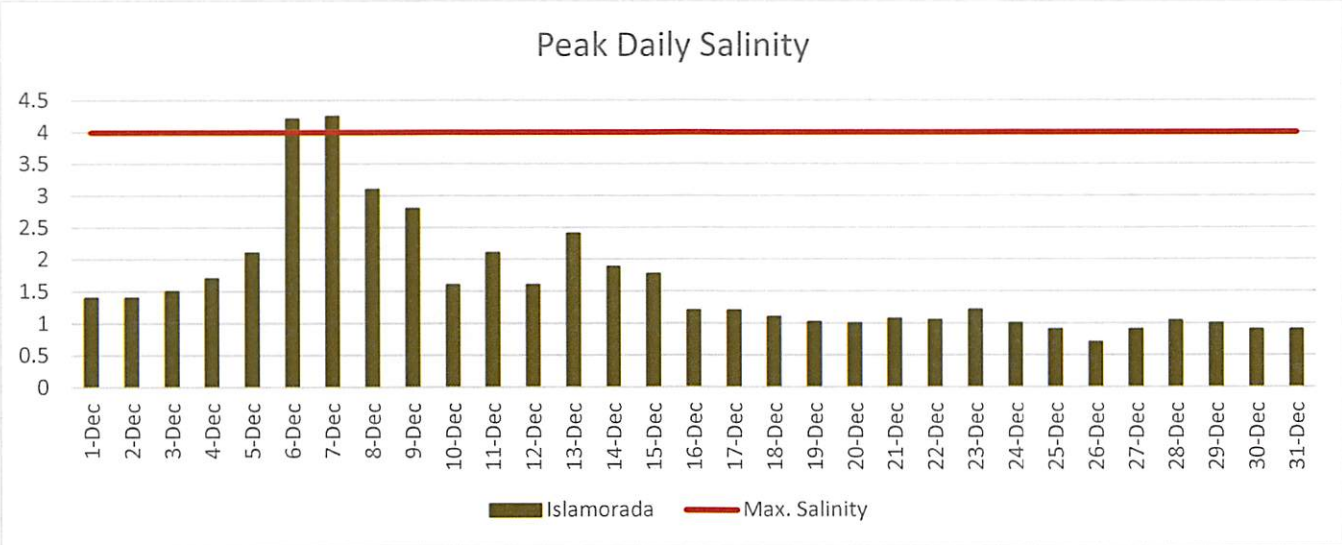
| Date | Address | Incident | Response | Follow-up Complete? |
|---|---|---|---|---|
| December 20, 2017 | 29 Mangrove Ln. | Customer stated that there is still a sewer gas smell in her home. | Home owner issue. System working correctly and no smell could be detected. | Yes |
| December 29, 2017 | 35 South Dr. | Customer stated that there was a sewer odor in his front yard. | Home owner issue. System working correctly and no smell could be detected. | Yes |

## Callouts – Prior 12 Months




*September 2017 high callout numbers are due in large part to damages sustained during Hurricane Irma

# Islamorada




| Average Daily Flow | Monthly Peak Salinity | Days over 4.0 PPT Salinity | Monthly Bill |
|---|---|---|---|
| 0.560 Million Gallons per Day | 4.25 Parts per Thousand | 2 | Flow: $80,789.10<br>Salinity: $0 |

Commercial Tie-Ins Approved

1. No Commercial Tie-Ins for December 2017

# Construction

**Current Construction Projects**

| Project | Contract Amount | Contract Start | Contract Total Paid to Date | Contract Balance Remaining |
|---|---|---|---|---|
| No Current Projects | | | | |

**Upcoming Construction Projects**

| Project | Estimate | Status |
|---|---|---|
| Solar Shade Cover for CCCs | $115,000 | The Board approved moving forward with design and bidding for the use of photovoltaic panels to be used to provide shade over the chlorine contact basins at the November 14th Board meeting. The design and technical specifications for the PV array are being assembled. It is anticipated that the project will be advertised for bids in January 2018. |
| **HEADWORKS BYPASS PIPING PROJECT BID** This project is a single advertisement with three work components as listed below. The bid package was published on Demandstar in December 2017. | | |
| **Part 1** Headworks Bypass Piping | $376,510 | Headworks bypass piping design is complete. Valve actuators have been included in the design. Replacement of corroded conduit and repair of concrete and coatings is also included in the project. It is anticipated that the project will go out to bid in December 2017. |
| **Part 2** Process Water Pumping System | $144,550 | The plant process water pumping system design was completed. The technical specifications are to be assembled. The project will be bid along with the headworks bypass piping project. It is anticipated that the project will go out to bid in December 2017. |
| **Part 3** Bridge to SBR #3 | $44,245 | The design of the bridge from the operations building 3rd floor walkway to the SBR #3 walkway was completed. Technical specifications are to be assembled. It is anticipated t6hat the project will go out to bid in December 2017. |

# Maintenance

| Project | Status |
|---|---|
| Preventative Maintenance | Repaired turbidity meter pump on disinfection basin 2, wired controls for permanent alum pumps, rebuilt and resealed high level isolation valve at Vacuum station E and Vacuum station JK, annual inspection and repair of lighting at the plant, exhaust fan maintenance at Vacuum Station E, annual maintenance on service trucks and performed all monthly and weekly maintenance, inspections and corrosion control on plant and field operations equipment and vehicles. |
| Corrective Maintenance | Diagnosed and replaced variable frequency drive on the Vacuum Station E odor control. Replaced faulted level transducer in SBR 2. Rebuilt combined influent sampler pump. |

# Customer Service

**Tie-Ins**

| | Number of EDUs | % of EDUs | Number of Parcels | % of Parcels |
|---|---|---|---|---|
| Improved Parcels Not Connected | 249.8 | 1.7% | 119 | 1.1% |
| Improved Parcels Connected | 14,787.2 | 98.3% | 10,253 | 98.9% |
| Total | **15,037.0** | **100%** | **10,372** | **100%** |

| Vacant EDUs Not Connected | Vacant Parcels Not Connected |
|---|---|
| 1,647.8 | 1,705 |

## Customer Service Call-Ins

| | Total |
|---|---|
| Air Terminal Issue | 1 |
| Approval to Proceed | 20 |
| Assessment | 2 |
| Back-Up | 7 |
| Billing | 1 |
| Code Compliance | 1 |
| Collections | 3 |
| Commercial Tie-In | 1 |
| Damage | 1 |
| Demo | 2 |
| Grease Trap | 1 |
| Locate | 6 |
| MOD Call | 2 |
| Odor | 2 |
| Tie-In | 12 |
| Total | 62 |

## Code Enforcement

| | Current Month | Total |
|---|---|---|
| Letter to Proceed | 20 | 11 |
| Grant | 0 | 9 |
| Deferred | 1 | 5 |
| In Contract | 1 | 29 |
| Final Notice | 0 | 0 |
| Door Hanger | 0 | 1 |
| Code Enforcement | 0 | 75 |

*Code Enforcement files will be taken to the Monroe County Code Enforcement Department the last week of the month.

## GSG/CDBG Status

| | Applications Approved | In Verification Process | Incomplete Applications | Denied | Withdrawn |
|---|---|---|---|---|---|
| Current Status | 226 | 9 | 0 | 95 | 102 |

| Total Grant Applications |
|---|
| 426 |

# Budget & Finance

**Current Debt Status**

| | |
|---|---|
| **SRF Loan – KLNC01P** | $15,991,516.78 |
| **SRF Bonded Loan - KLNC 010** | $9,300,506.28 |
| **BB&T 2013 Bond** | $7,480,210.42 |
| **BB&T 2014 Bond** | $7,481,344.96 |
| **Current Balance of all loans:** | **$40,253,578.44** |

**Cash Flow**

| | Deposits | Withdrawals |
|---|---|---|
| **Wastewater Billing Deposits** | $830,521.04 | |
| **Assessment Revenue Received** (Non-Ad Valorem & SDC Prepayments) | $1,696,843.46 | |
| **Islamorada Revenue** | $80,789.10 | |
| **Interest Income** | $3,643.07 | |
| **District Expenditures** | | $272,337.77 |
| **Payroll** | | $127,866.06 |
| **Total** | **$2,611,796.67** | **$400,203.83** |

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

Meeting Date: January 23, 2018

Agenda Item Number: I-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Finance

Sponsor: Finance Dept.

Subject:

**FY2017 Financial Audit Schedule**

Summary of Discussion:

Our annual financial field work will begin on Monday April 9, 2018.

The timeline is attached for review and discussion.

| Reviewed / Approved | | Financial Impact | Attachments |
|---|---|---|---|
| Operations: | _____ | $ 23,000.00 | Audit Schedule / Timeline |
| Administration: | _____ | | |
| Finance: | CF | Funding Source: | |
| District Counsel: | _____ | | |
| District Clerk: | _____ | Budgeted: | |
| Engineering: | _____ | Yes | |

**Approved By:** _____ **Date:** 1-18-18
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

January 17, 2018

**To:** KLWTD Board
**From:** Connie Fazio

**Subject:** KLWTD FY2017 Financial Audit Timeline

Pre-Audit Meeting with Grau and Associates and a KLWTD Board Member:

In 2017, Commissioner Majeska met with Tony Grau for a pre-audit meeting to discuss the Fiscal Year 2016 audit processes and procedures.

Staff recommends the Board appoint representation at the January 23, 2018 board meeting for onsite meetings with the auditors during field work. The field work will take place at the KLWTD Administration office on Monday and Tuesday April 9 and 10, 2018.

**FY2017 Audit Schedule:**

**January-February 2018:** Auditor sends requests / tasks to KLWTD. Completed documents will be sent to auditor by February 28.

**Monday April 9, 2018:** Pre-Audit Meeting with a KLWTD Commissioner and Tony Grau of our auditing firm Grau and Associates. Following this meeting, fieldwork will take place at KLWTD and be completed by Wednesday April 11.

**May 7, 2018:** Comprehensive Annual Financial Report (CAFR) completed by auditors

**May 15, 2018:** Grau and Associates presents CAFR to KLWTD Board at KLWTD Board Meeting.

Respectfully submitted,

Connie Fazio
Finance Manager

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

Meeting Date: January 23, 2018

Agenda Item Number: J-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Customer Service

Sponsor: Peter Rosasco

Subject:

**Code Compliance List - January 2018**

Summary of Discussion:

Diane Bockelman will present a list of files to be turned over to Code Compliance in January 2018.

| Reviewed / Approved | | Financial Impact | Attachments |
|---|---|---|---|
| Operations: | _____ | $ | Code Compliance List |
| Customer Service: | _____ | | |
| Finance: | _____ | Funding Source: | |
| District Counsel: | _____ | | |
| District Clerk: | _____ | Budgeted: | |
| Engineering: | _____ | N/A | |

**Approved By:** _____ **Date:** _____
General Manager

**Key Largo Wastewater Treatment District**
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Phone (305) 451-4019 • www.klwtd.com

# Code Compliance List

January 2018

| | | |
|---|---|---|
| Parcel 1: | | |
| AK# 1586498 | Original Notice to Connect | 06/15/2011 |
| Hernandez Jose | Second Notice to Connect | 07/02/2014 |
| 105 Tree Lane | Second Notice to Connect | 08/06/2015 |
| Service Area: JK-2 | Customer Requested Extension | 10/23/2015-Granted |
| Homestead: No | Door Hanger | 06/12/2017 |
| | Customer Requested Extension | 06/27/2017-Granted |
| | Customer Non-Compliant | 01/10/2018 |
| Parcel 2: | | |
| AK# 1550043 | Original Notice to Connect | 11/23/2011 |
| Collada Raymond & Jennifer L | Second Notice to Connect | 07/28/2014 |
| 231 Hispanola Rd | Second Notice to Connect | 08/11/2015 |
| Service Area: JK-8 | Customer Requested Extension | 10/23/2015-Granted |
| Homestead: No | Final Notice to Connect | 12/03/2015 |
| | Customer Requested Extension | 01/06/2016-Granted |
| | Door Hanger | 11/07/2016 |
| | Customer Requested Extension | 11/29/2016-Granted |
| | Door Hanger | 06/14/2017 |
| | Customer Requested Extension | 07/17/2017-Granted |
| | Customer Non-Compliant | 01/10/2018 |

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

Meeting Date: January 23, 2018

Agenda Item Number: J-2

Agenda Item Type: Customer Service

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Customer Service

Sponsor: Peter Rosasco

Subject:

**EDU Adjustment - 220 Lignumvitae Drive**

Summary of Discussion:

Staff recommends the EDU assignment be reduced from 2.0 to 1.0 EDU.

Monroe County Property Appraiser's office adjusted the structures classification from 2 units to one single family residence to be consistent with permitting.

**Reviewed / Approved**

Operations: _____

Customer Service: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

**Financial Impact**

$ 0.00 Refunded

$ 2,820.00 Uncollected

Funding Source: Assessment Revenue

Budgeted: No

**Attachments**

1. Memo
2. KLWTD Recommended Decision of EDU Review
3. Request for Review
4. Water Usage Calculations
5. Picture of Residence
6. Map

**Approved By:** _____ **Date:** 1-18-18

General Manager

**Key Largo Wastewater Treatment District**
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Post Office Box 491, Key Largo, FL 33037
Phone (305) 451-4019 • www.klwtd.com

# Memo

To: KLWTD Commissioners

From: Diane Bockelman, Customer Service Manager

Date: December 28, 2017

Re: EDU Adjustment – 220 Lignumvitae Drive

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Parcel owner requested that the EDU assignment for the assessment and billing of 220 Lignumvitae Drive be reduced from 2 to 1 EDU to reflect an adjustment made by the Monroe County Property Appraiser (MCPA).

An MCPA initiated review discovered that the structure was initially permitted as a single family home and no modification have been made to change the structure or use. Therefore, the structure was reclassified as a single family residence, consistent with the permitting. A District Inspector also conducted a site investigation and confirmed that that the structure appeared to be a single family residence.

Upon approval of the EDU adjustment, the assessment balance will be reduced by 1 EDU charge ($2,820). The current assessment balance will be reduced from $3,116 to $296. No refund will be given.

**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

## RECOMMENDED DECISION of EDU ASSIGNMENT REVIEW

December 19, 2017

AK: 1569143 / FKAA Acct: 030516-600510
Jacqueline Bobick
220 Lignumvitae DR
Key Largo, FL 33037

For property located at: 220 Lignumvitae Drive, Key Largo

Dear Mrs. Bobick,

This letter is your official notification for the findings of the review and recommended decision regarding the request for adjustment of the Equivalent Dwelling Unit (EDU) assignment for the monthly billing and System Development Charge (SDC) for the above referenced property.

A review of the number of dwelling units on the parcel listed above was conducted. Per Key Largo Wastewater Treatment District's ("KLWTD") Rules and Regulations, the review resulted in the following recommended adjustments:

| | Prior to Review | Adjusted |
|---|---|---|
| **EDU Assignment** | 2.0 | **1.0** |
| **Monthly Wastewater Base Charge** *(On FKAA Bill: EDU Assignment X $33.60)* | $ 67.20 | **$ 33.60** |

Monthly wastewater base charges billed on or after 12/8/2017 (date that request for review was submitted) will be credited based on the adjusted EDU assignment listed above. Upon approval of the recommendation, the SDC will be reduced and your 2018 annual tax bill will reflect the adjusted balance.

This recommendation will be presented to the KLWTD Board of Commissioners for review and approval tentatively at the first Board of Commissioners regular meeting after 30 days from the date of this letter. Please contact the Clerk for confirmation of meeting date at katherine.jackson@klwtd.com or 305-451-4019 ext. 209.

If you agree with the findings of this review, no further action is required. However, if you would like to challenge these findings, it is your right to submit any information that you have to the Board for review. To do so, you must notify the Clerk within 15 calendar days of the date of this letter.

Please contact me at (305) 451-4019 ext. 210 or diane.bockelman@klwtd.com should you have any questions.

Sincerely,

Diane Bockelman
Customer Service Manager

*connecting is an improvement in environmental balance*

# Key Largo Wastewater Treatment District

103355 Overseas Highway
Key Largo, FL 33037
Phone: 305-451-4019

***Request for Review of Initial Pre-Payment amount or Monthly Base Charge and Adjustment of Fees and Charges for Wastewater Service***

This is a request to review:

☒ **Monthly Billing Base Charge**
Upon Board approval, the adjusted EDU assignment will be automatically reviewed annually for next two years.

☒ **Assessment of Initial Pre-Payment**
A request for the adjustment to the assessment of a commercial parcel must be submitted before September 30 of the third year following the initial assessment.

***Name:** Zoltan Bobick ***Date of Request:** 12/8/17

***Service Address:** 220 lignumvitae dr. Key Largo FL 33037

☑ This is a Residential Dwelling ☐ This is a non-residential Dwelling

***Phone:** 321-474-6874 **Email:** zoltanbobick@gmail.com

**Alternate Key (AK):** _____ **FKAA Account No:** _____

***Reason for Request:** Home is not a duplex, it is a single family home.

***Initial only one:***

☒ *I, the undersigned, certify that I am the **OWNER** of the parcel listed above and hereby request that the Key Largo Wastewater Treatment District (the District) review my current Equivalent Dwelling Unit (EDU) assignment for this property and that it be adjusted accordingly as outlined in the District's Rules and Regulations. I understand and accept that this review may result in an INCREASE of the EDU assignment for this property and if so, will result in an increase of my monthly base charge and if applicable assessment for the parcel.*

☐ *I, the undersigned, certify that I am the **TENANT** of the unit or parcel listed above and hereby request that the Key Largo Wastewater Treatment District (the District) review my current Equivalent Dwelling Unit (EDU) assignment and that my monthly base charge for wastewater services as billed monthly on my current water bill be adjusted accordingly. I understand that, should a change be required, the entire parcel and all current tenants' EDU assignments may also be reviewed at the District's discretion. I further understand and accept that this review may result in an INCREASE of the EDU assignment for this property and if so, will result in an increase of my monthly base charge and possibly, the assessment for the parcel.*

# Water Usage Calculations

| | |
|---|---|
| **AK / RE** | **1569143 / 00465720-000000** |
| **Owner** | **JACQUELINE BOBICK** |
| **Current Tenant** | **JACQUELINE BOBICK** |
| *FKAA Meter #* | 1832443149 |
| *FKAA Location ID* | 030516 |
| *FKAA Customer ID* | 600510 |
| *Property Type Code* | 01 - SFR |
| *Service Address* | 220 Lignumvitae Dr |
| *Service City* | Key Largo |
| *Year Assessed* | 2006 |
| *RES or Non-RES* | RES |
| *Most Current Year in Study* | 2016 |
| *EDU Originally Assessed* | 2 |
| *Current EDU* | 2 |
| *Billed EDU* | 2.0 |
| *# Months Studied* | |
| *Calculation Date* | 12.18.17 |

| | | |
|---|---|---|
| **RAW** | MAX3MO | 12,300 |
| | AVG3MO | 4,100 |
| | **RAW EDU** | **0.8** |
| **3 STD** | MAX3MO | 12,300 |
| | AVG3MO | 4,100 |
| | **EDU** | **0.8** |
| **2 STD** | MAX3MO | 8,300 |
| | AVG3MO | 2,767 |
| | **EDU** | **0.6** |

| **64 E Calculation** | |
|---|---|
| *Total Sq Ft* | |
| *Div By # Units* | |
| *Sq Ft Per Unit* | |
| *Div By 100* | |
| *X 15 / 167* | |
| **EDU** | **0.0** |

**Notes/Comments:**

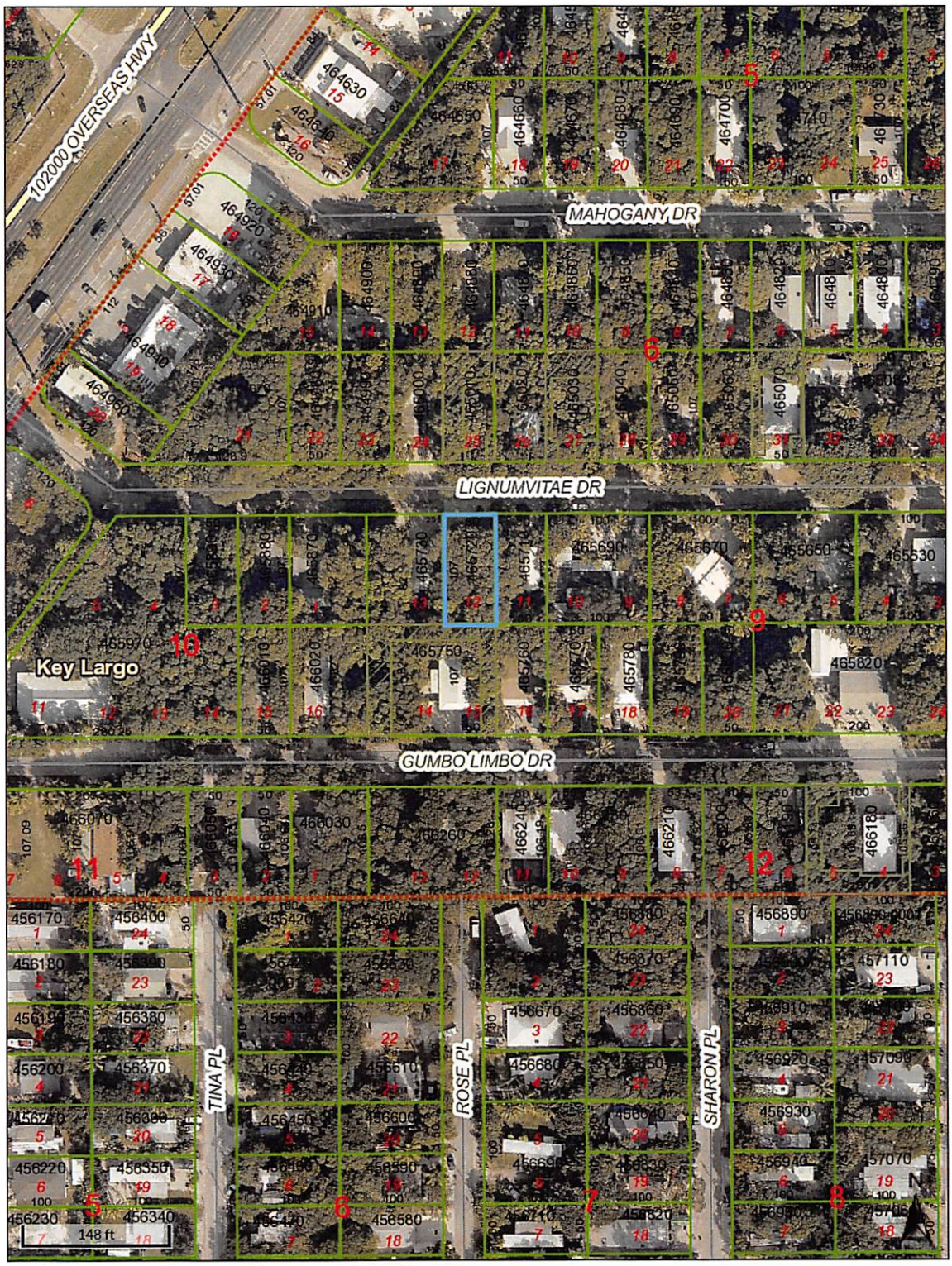
| Year | Month | Exemption *(Place an X next to the consumption value to be thrown out)* | Monthly Consumption (Gal) | Monthly Consumption Removing Exemptions | Monthly Consumption With Mean Substitutions | Monthly Consumption 3 STD DEV Correction | Monthly Consumption 2 STD DEV Correction | 3 Consecutive Months | 3 Month Consumption (Gal) | 3 Month Consumption (Gal) 3 STD DEV | 3 Month Consumption (Gal) 2 STD DEV |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016 | DEC | | 61 | 61 | 61 | 61 | 61 | DEC-NOV-OCT | 239 | 239 | 239 |
| | NOV | | 178 | 178 | 178 | 178 | 178 | NOV-OCT-SEPT | 578 | 578 | 578 |
| | OCT | | 0 | 0 | 0 | 0 | 0 | OCT-SEPT-AUG | 1,500 | 1,500 | 1,500 |
| | SEPT | | 400 | 400 | 400 | 400 | 400 | SEPT-AUG-JULY | 2,800 | 2,800 | 2,800 |
| | AUG | | 1100 | 1100 | 1100 | 1100 | 1100 | AUG-JULY-JUNE | 4,200 | 4,200 | 4,200 |
| | JULY | | 1300 | 1300 | 1300 | 1300 | 1300 | JULY-JUNE-MAY | 5,300 | 5,300 | 5,300 |
| | JUNE | | 1800 | 1800 | 1800 | 1800 | 1800 | JUNE-MAY-APR | 5,900 | 5,900 | 5,900 |
| | MAY | | 2200 | 2200 | 2200 | 2200 | 2200 | MAY-APR-MAR | 6,100 | 6,100 | 6,100 |
| | APR | | 1900 | 1900 | 1900 | 1900 | 1900 | APR-MAR-FEB | 6,200 | 6,200 | 6,200 |
| | MAR | | 2000 | 2000 | 2000 | 2000 | 2000 | MAR-FEB-JAN | 5,400 | 5,400 | 5,400 |
| | FEB | | 2300 | 2300 | 2300 | 2300 | 2300 | FEB-JAN-DEC | 5,300 | 5,300 | 5,300 |
| | JAN | | 1100 | 1100 | 1100 | 1100 | 1100 | JAN-DEC-NOV | 5,500 | 5,500 | 5,500 |
| 2015 | DEC | | 1900 | 1900 | 1900 | 1900 | 1900 | DEC-NOV-OCT | 6,600 | 6,600 | 6,600 |
| | NOV | | 2500 | 2500 | 2500 | 2500 | 2500 | NOV-OCT-SEPT | 7,000 | 7,000 | 7,000 |
| | OCT | | 2200 | 2200 | 2200 | 2200 | 2200 | OCT-SEPT-AUG | 7,100 | 7,100 | 7,100 |
| | SEPT | | 2300 | 2300 | 2300 | 2300 | 2300 | SEPT-AUG-JULY | 6,800 | 6,800 | 6,800 |
| | AUG | | 2600 | 2600 | 2600 | 2600 | 2600 | AUG-JULY-JUNE | 6,400 | 6,400 | 6,400 |
| | JULY | | 1900 | 1900 | 1900 | 1900 | 1900 | JULY-JUNE-MAY | 6,100 | 6,100 | 6,100 |
| | JUNE | | 1900 | 1900 | 1900 | 1900 | 1900 | JUNE-MAY-APR | 6,800 | 6,800 | 6,800 |
| | MAY | | 2300 | 2300 | 2300 | 2300 | 2300 | MAY-APR-MAR | 6,300 | 6,300 | 6,300 |
| | APR | | 2600 | 2600 | 2600 | 2600 | 2600 | APR-MAR-FEB | 5,200 | 5,200 | 5,200 |
| | MAR | | 1400 | 1400 | 1400 | 1400 | 1400 | MAR-FEB-JAN | 4,000 | 4,000 | 4,000 |
| | FEB | | 1200 | 1200 | 1200 | 1200 | 1200 | FEB-JAN-DEC | 4,000 | 4,000 | 4,000 |
| | JAN | | 1400 | 1400 | 1400 | 1400 | 1400 | JAN-DEC-NOV | 4,100 | 4,100 | 4,100 |
| 2014 | DEC | | 1400 | 1400 | 1400 | 1400 | 1400 | DEC-NOV-OCT | 4,200 | 4,200 | 4,200 |
| | NOV | | 1300 | 1300 | 1300 | 1300 | 1300 | NOV-OCT-SEPT | 3,800 | 3,800 | 3,800 |
| | OCT | | 1500 | 1500 | 1500 | 1500 | 1500 | OCT-SEPT-AUG | 6,400 | 6,400 | 6,400 |
| | SEPT | | 1000 | 1000 | 1000 | 1000 | 1000 | SEPT-AUG-JULY | 9,000 | 9,000 | 6,773 |
| | AUG | | 3900 | 3900 | 3900 | 3900 | 3900 | AUG-JULY-JUNE | 12,300 | 12,300 | 7,647 |
| | JULY | | 4100 | 4100 | 4100 | 4100 | 1873.305556 | JULY-JUNE-MAY | 11,200 | 11,200 | 6,547 |
| | JUNE | | 4300 | 4300 | 4300 | 4300 | 1873.305556 | JUNE-MAY-APR | 10,100 | 10,100 | 7,673 |
| | MAY | | 2800 | 2800 | 2800 | 2800 | 2800 | MAY-APR-MAR | 8,300 | 8,300 | 8,300 |
| | APR | | 3000 | 3000 | 3000 | 3000 | 3000 | APR-MAR-FEB | 6,600 | 6,600 | 6,600 |
| | MAR | | 2500 | 2500 | 2500 | 2500 | 2500 | MAR-FEB-JAN | 5,600 | 5,600 | 5,600 |
| | FEB | | 1100 | 1100 | 1100 | 1100 | 1100 | | | | |
| | JAN | | 2000 | 2000 | 2000 | 2000 | 2000 | | | | |
| | | | 2100 | | | | | | | | |
| | **Average** | | 3500 | 1873.305556 | 1873.305556 | 1873 | 1744 | | | | |
| | **Std Dev** | | 2900 | 1014.770229 | 1014.770229 | 1014.770229 | 838.2470959 | | | | |

1569143-20160123
220

qPublic.net™ Monroe County, FL

# EDU Appeal - 220 Lignumvitae Drive

AK#1569143 - MM 101.9




Overview

Legend

- Major Roads
- Centerline
- Hooks
- Road Center
- Rights of Way
- Condo Building
- Conservation Easement
- Key Names
- Subdivisions
- Parcels

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

Meeting Date: January 23, 2018

Agenda Item Number: O-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Commissioner's Item

Sponsor: Commissioner Gibbs

Subject:

**Additional District Holidays**

Summary of Discussion:

| Reviewed / Approved | | Financial Impact | Attachments |
|---|---|---|---|
| Operations: | _____ | $ 0.00 | |
| Administration: | _____ | | |
| Finance: | _____ | Funding Source: | |
| District Counsel: | _____ | | |
| District Clerk: | _____ | Budgeted: | |
| Engineering: | _____ | N/A | |

**Approved By:** _____ **Date:** 1-18-18
General Manager

| HOLIDAYS | KLWTD PROPOSED 12 HOLIDAYS | KLWTD CURRENT 9 HOLIDAYS | VILLAGE OF ISLAMORADA | KEYS ENERGY | FKAA | MONROE COUNTY | CITY OF KEY WEST |
|---|---|---|---|---|---|---|---|
| NEW YEARS DAY | Y | Y | Y | Y | Y | Y | ** 14 per yr |
| MARTIN LUTHER KING DAY | Y | Y | Y | Y | Y | Y | |
| PRESIDENT'S DAY | Y | N | Y | Y | Y | Y | |
| GOOD FRIDAY | N | N | N | N | N | Y | |
| MEMORIAL DAY | Y | Y | Y | Y | Y | Y | |
| INDEPENDENCE DAY | Y | Y | Y | Y | Y | Y | |
| LABOR DAY | Y | Y | Y | Y | Y | Y | |
| COLUMBUS DAY | N | N | N | Y | Y | Y | |
| VETERANS DAY | Y | Y | Y | Y | Y | Y | |
| THANKSGIVING | Y | Y | Y | Y | Y | Y | |
| DAY AFTER THANKSGIVING | Y | Y | Y | Y | Y | Y | |
| CHRISTMAS EVE | Y | N | Y | Y | N | N | |
| CHRISTMAS DAY | Y | Y | Y | Y | Y | Y | |
| DAY AFTER CHRISTMAS | N | N | N | N | N | BOCC CHOICE (Yes in 2017) | |
| NEW YEARS EVE | N | N | N | Y | N | N | |
| EMLOYEE BIRTHDAY | N | N | N | N | N | N | |
| FLOATING HOLIDAY | Y | N | N | N | Y | N | |
| OPTIONAL | N | N | N | N | Y | N | |
| **TOTAL:** | **12** | **9** | **11** | **13** | **13** | **13** | **14** |

***1/18/2018***

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

Meeting Date: January 23, 2018

Agenda Item Number: O-2

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Commissioner's Item

Sponsor: Commissioner Gibbs

Subject:

**President's Day Holiday**

Summary of Discussion:

| Reviewed / Approved | | Financial Impact | Attachments |
|---|---|---|---|
| Operations: | _____ | $ 0.00 | |
| Administration: | _____ | | |
| Finance: | _____ | Funding Source: | |
| District Counsel: | _____ | | |
| District Clerk: | _____ | Budgeted: | |
| Engineering: | _____ | N/A | |

**Approved By:** _____ **Date:** 1-18-18
General Manager